

Class V
Subject: Computers
Chapter: Advanced Formatting in Word

(Answer Key)

A.

1. Page, margins
2. Text, column
3. different , breaks
4. Portrait, landscape
5. Header, inserted

B.

1. Column
2. Header
3. Indent
4. Footer
5. Page margin

C.

1. B
2. B
3. B
4. D
5. D

D.

1. True
2. False
3. True
4. False
5. True

Answer the following questions

1. The various types of indents are left, right, first and hanging indent. It can be found under the paragraph group of the page layout tab.
2. To set page margins, follow these steps: first click on the Margins option in the Page Setup group of the Page Layout tab, then choose an option from the drop-down menu.
3. The difference between the Portrait and Landscape orientation is that in the portrait orientation the document is displayed vertically whereas in the landscape orientation it is displayed horizontally.
4. To insert a header, follow these steps:
 - a. Click on Insert tab
 - b. Click on Header option
 - c. Choose a header style
 - d. Type text in the header
 - e. Click on Close Header