



Note: The given content need not to be printed.

Note: Students are requested to complete bookwork on book and Question/answers on notebook only.

Chapter 4: More on Microsoft word 2016 (Solutions)

Aspect: Summative assessment: (p no. 47 & 48)

SECTION-A

A. Fill in the Blanks:

1. The default margins are set at **1** from top,bottom,left, and right edge of the page.
2. To copy formatting to multiple text,**Double-click** on the format painter button.
3. Column break option is present on the **Layout** tab.
4. Format painter is a **Toggle** Button
5. The default tab stops are set at every **0.5** inch
6. **Line spacing** is the vertical distance between successive lines of the text in a document.

B. State True or False:

1. Indentation determines the amount of spacing above or below a paragraph. **False**
2. Tab key is used to move the cursor at certain spaces in a document. **True**
3. The page break option splits the document in two or more columns. **True**
4. Landscape is the default paper orientation in word 2016. **False**
5. The increase indent button shifts the text 1" (inch) away from the left margin. **False**

C. Application based Questions:

1. Aaryan has been given an assignment to write three paragraphs on the topic- "Keep your City Clean". Help him to format the document by setting the indents,margins,spacing before and after the paragraph.Name the options which he would use to format these?

Ans: The options that we will suggest Aaryan to format the document are:

- Increase Indent Decrease Indent Option,
 - Setting margins by using ruler bars,
 - Changing Line spacing by selecting paragraph dialog box launcher .
2. Diya has created a Science project of 5 pages in word 2016. Her science teacher has asked her to mention the topic, page numbers and her name in all the pages. Suggest her the most Suitable option for the same.

Ans: Inserting of Header and Footer.