



Note: The given content need not to be printed.

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:(page No 48 & 49)

SECTION-B

A. Multiple choice Questions:

- Find** option is used to search any particular word or phrase in a Document.
a. Find b. Search c. Replace
- Columns** option divides a document in two or more columns.
a. Tab b. Columns c. Header
- The selected text can be shifted ½ inch away from the left margin by using the **Increase indent** button.
a. Decrease Indent b. Increase Indent c. Spacing
- The top and bottom margins of a document can be changed by using the **Vertical Ruler**.
a. Vertical Ruler b. Horizontal Ruler c. Tab Stop
- To move a paragraph or a line to a specific position **Indenting** feature is used.
a. Format Painter b. Paragraph Spacing c. Indenting

B. Answer the following:

Qno.1: How will you apply text formatting to another selection?

Ans 1 :

- Select the or graphics whose formatting you want to copy. Click on the **Format Painter** button in the **clipboard** group on the **Home** Tab.
- The pointer changes into a brush shape . Now apply the copied format by dragging the brush over the desired text.

- The Formatting Attributes of the previous text will be applied to the selected one.

Qno2 : Why do we use Header and Footer options?

Ans 2: Header and Footer is used to place some information on top and at the bottom of every page respectively.

Qno.3: What is Indentation? List the types of Indentation?

Ans 3: Indentation determines the amount of spacing between the text and the page margins.

There are four types of indents:

- First line indent
- Hanging Indent
- Right Indent
- Left Indent

Q no.4: What are page Margins ? What are the default settings of left and right margins?

Ans 4: Page Margins refers to the amount of space which is left from the edge of the page and the document text. Word 2016 allows us to set the margins on all the four sides of a document that's top,bottom, left and right.

The default margins are set at 1" from top and bottom and 1" from left and right edge of the page.

Q no.5: What do you understand by print preview option?

Ans 5: Print preview option is a particular option that permits the user to view the document before printing a hard copy on the screen. This option helps the user to determine any error, which can be fixed prior to printing.