



Assess Yourself

A. Choose the correct option for each of the following:

1. Landscape means the page is oriented _____.

☒

horizontally

☐

Both of these

☐

vertically

☐

None of these

2. By default, the page size of a new document is _____.
- ☐ 7.5 inches by 12 inches ☒ 8.5 inches by 11 inches
- ☐ 11 inches by 11 inches ☐ 8 inches by 11.5 inches
3. The indent can be adjusted in _____ inch increments using the Indent option.
- ☒ 1/2 ☐ 1/4
- ☐ 1 ☐ 1/3
4. If you want to remove the columns, click the Columns option and select the value _____ for the number of columns.
- ☐ 2 ☒ 1 ☐ 3 ☐ 0
5. _____ spacing is used to add or remove extra space between two paragraphs.
- ☐ Line ☒ Paragraph
- ☐ Indentation ☐ Margin

B. Fill in the blanks using the given words.

Ctrl+P margin Portrait 1.08 lines

- The default page orientation in Word 2019 is portrait.
- The default line spacing in Word is 1.08 lines.
- You can also access the Print pane by pressing ctrl+p on your keyboard.
- The blank space between the text and the edge of paper is called a margin.

C. Read the following statements and write 'T' for True and 'F' for False.

- Word's default paper size is Normal.
- There are only two margins i.e., left and right on a page.
- Line spacing option is used to format text in columns.

☐ T
☐ F
☐ F

4. We have to print our work to receive a soft copy.
5. The vertical distance between each line in a paragraph is known as line spacing.

D. Answer the following questions.

1. What is page orientation? Explain its types in brief.

The page orientation of a page refers to the direction in which the contents of the documents are placed on the page.

2. What are margins? Write steps to set the margins of a page.

The blank space between the text & edges of the page is called margin. 1. Select the layout tab. 2. Click the margins option in the page setup.

3. What is the difference between a header and a footer?

A header is the information that appears in the top margin of each page of the document while footer is the information that appears in the bottom margin.