Std 5th Lesson 4 worksheet

A. Fill in the blanks .

1. The default page orientation in Word 2019 is _____.

2. _____ orientation means the page is longer in width than height.

3. The extra space between the text and the left or right margin is called _____.

4. Column-based text formatting is commonly used in _____ and magazines.

5. The default line spacing in Word is _____ lines.

6. To insert a header or footer, we use the _____ tab.

7. By default, the page size of a new document is _____ inches by _____ inches.

8. The blank area between the text and the edge of the page is called _____.

9. The information appearing at the bottom margin of a page is called _____.

10. To print a document, first select the _____ tab.

B. True or False.

1. In Portrait orientation, the width of the page is longer than the height. (___)

2. Page margins can be adjusted using the Layout tab. (___)

3. Increase Indent moves text closer to the margin. (___)

4. Columns are used in newspapers and magazines. (___)

5. Line spacing refers to the vertical distance between two lines of text. (___)

6. Paragraph spacing adjusts the space before and after a paragraph. (___)

7. A header appears at the bottom margin of the page. (___)

8. The default margin setting in Word is Normal. (___)

9. The Print option is found under the File tab. (___)

10. Word allows both predefined and custom page sizes. (___)

A. Fill in the blanks
1. Portrait   2. Landscape   3. Indentation   4. Newspapers
5. 1.08   6. Insert   7. 8.5, 11   8. Margin
9. Footer   10. File

B. True or False
1. False   2. True   3. False   4. True   5. True   6. True   7. False
8. True   9. True   10. True