

Exercises

Tick the correct answer

1. The text at the top of each page of a document is called –

Ans: b. header

2. The text at the bottom of each page is called –

Ans: a. footer

3. A page break indicates the starting of a new –

Ans: c. page

4. An outline surrounding a particular paragraph or text is called –

Ans: c. border

5. To remove an applied border, select this option from borders list –

Ans: b. no border

6. You can apply a page border from the –

Ans: c. Borders & shading dialog box

7. Shading is –

Ans: b. background color applied to a paragraph

Fill in the blanks

1. To work with headers, click on the Insert tab and then click on the Header button.
2. The columns button is under the Page Layout tab.
3. To insert a page break, click on the Page Break button under the Insert tab.
4. To insert a page number in your document, click on the insert tab and then click on the Page Number button.
5. The borders button is under the Home tab.
6. In the landscape page orientation the Horizontal length is greater than the Vertical length.

Write (T) for True and (F) for False.

1. A Header is the text which appears at the top of every page of a document. (T)
2. A Footer is the text which appears at the bottom of the first page only. (F)
3. A page break will start a new page. (T)
4. To insert a page break, click on the Home tab. (F)
5. You cannot apply both border and shading to the same paragraph. (F)
6. A border, when applied, becomes permanent and cannot be removed. (F)

7. In the Portrait page orientation the vertical length is greater than the horizontal length. (T)

Answer in one word/sentence.

1. Suggest a header and footer for your project report on the solar system.

Ans: Header – Solar system a project report.

Footer – Report prepared by class 5th

2. Give an example where you need to insert a page break.

Ans: In project report on animals, to start the description on a new page, we use page break.

3. Give three positions where you have page numbers.

Ans: 1st: Top of the page 2nd: Bottom of the page 3rd: Page margin

4. Which tab will you click on to create columns in your document?

Ans: Layout tab

5. Give an example where you will need the Landscape page orientation.

Ans: To create a poster we will need Landscape page.

Give short answers.

1. Explain the concept of Headers and footers.

Ans: Headers: the text that is at the top of every page.

Footers: the text that is at the bottom of every page.

2. Define borders and shading.

Ans: Borders: a border is an outline surrounding a particular area or text.

Shading: shading is the background color for selected text.

3. Why do you need to add page numbers

Ans: We need to add page numbers for ordering the pages.

4. What is meant by page break?

Ans: A page break is the place in the text where one page ends and the next page begins.

5. Explain the different types of page orientations.

Ans: There are 2 types of page orientations

- 1) Portrait (vertical length)
- 2) Landscape (horizontal length)

