Name: _____   Roll: ____   Sec.____   Date. _____

Q1. Choose the correct word from the help box and fill in the blanks.

one	layout	columns	find	potrait	Toggle
	.docx		vertical margins		

a) Format painter is a _____ button.

b) The default tab stops are set at every _____ inch.

c) In Word 2016 , a file is saved with an extension _____.

d) The top and the bottom margins of a document can be changed by using the _____.

e) _____ option provides a document in two or more columns.

f) _____ option is used to search any particular word or phrase in a document.

g) _____ is the default paper orientation in Word 2016.

h) Column break option is present on the _____ tab.

Q2. Write "T" or "F".

a) Landscpae is the default paper orientation in Word 16. _____

b) Tab key is used to move the cursor at certain spaces in a document. _____

c) The top and bottom margins can be changed using horizontal ruler. _____

d) The page break option splits the document into number of columns. _____

e) Indentation determines the amount of spacing above or below a paragraph. _____

Q2. Write the steps to find and replace a text.

_____

_____

_____

_____

Q3. What are page margins?

_____

_____

Q4. Explain the use of the dialog box given below.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Q6. What is indentation?

_____

_____

Q7. List the types of indentation.

_____

_____