

Quick Review

- ③ A margin is a blank white space between the text and the edge of the page on all sides.
- ④ Page orientation is the direction in which a document is displayed or printed.
- ④ Using multi-columns tool, the text can be written in more than one column on the same page.
- ④ The text added in columns, is adjusted automatically and flows to the next columns.
- ④ Hyperlinks to a text or picture can provide access to a file, document or website directly from your document.
- ④ Header and footer are the content which appear at the top and the bottom margin of every page in the document.
- ④ Page number can be insert at the top or the bottom of the page.
- ④ A text box is a graphical element in Word.
- ④ MS Word provides different ways in which a document can be viewed, depending on the purpose for which it is viewed.

Exercise



A. Choose the correct answer.

1. With the help of _____ tool, we can type text in more than one columns.
a) Pages b) Multi Columns
c) Text Box d) None of these
2. _____ is the direction in which a document is displayed or printed.
a) Page orientation b) Page size
c) Columns d) None of these
3. _____ is/are pre-formatted header options in MS Word.
a) Blank b) Blank (Three Columns)
c) Austin d) All of these
4. To insert a page number at the bottom of the pages, click on Insert → Page Number → _____.
a) Current Position b) Top of Page
c) Page Margins d) Bottom of Page
5. _____ view is used to create and edit pages as they'll appear online when opened in browser.
a) Draft b) Outline
c) Web layout d) Print layout

B. Fill in the blanks.

Read Mode, Letter, Zoom in, Portrait, 1"

1. By default, Page margin in the document is set to 1".
2. By default, Page orientation is set as Portrait in the document.
3. By default, Page size is letter in MS Word 2016.
4. Read Mode is used to review a document.
5. Zoom in option is used to view a document closely & in increased size.

C. Answer the following questions.

1. What is page margin in a document?
Page margin is a blank white space between the text and the edge of the page on all sides.
2. What is multi columns text? Give example.
Multi-column text can be written in more than one column on the same page. Ex - Newspaper.
3. What do you understand by hyperlinks in MS Word?
In MS word, hyperlinks can provide access to a file, document or website directly from your document.
4. What is Header & Footer?
Header & Footer are the content which appear at the top and the bottom margin of every page in the document.
5. Name the different ways in which a document can be viewed.
Read Mode, Print Layout view, Web Layout view, Outline view, Draft view are the different ways in which a document can be viewed.

D. Tick (✓) the correct statement and cross (X) out the wrong one.

1. Header appears at the bottom of the page.
2. The two types of page orientation are portrait and landscape.
3. Page number can be inserted at the top or bottom of the page.
4. 'Banded' is not a pre-formatted header option.
5. MS Word document can contain multiple columns.

PAGE: /
DATE: / /

E.1 To set two columns in the document steps are following:

- (i) click on the more columns option in the columns drop down list. The columns dialog box appears.
- (ii) In the Number of columns box, set two columns
- (iii) Check Line between check box
- (iv) Click on the ok button.

2 To create Hyperlink steps are

- (i) Select the text you want to put as a hyperlink.
- (ii) On the insert tab, in Links group click on the Link button. The insert Hyperlink dialog box appears.
- (iii) Locate the file you need to link in Look in list box and select the required file.
- (iv) Click on the ok button.
- (v) Now press and hold ctrl key and click on the hyperlink text.

PAGE: _____
DATE: _____

3. Inserting page number at the bottom of the page, the steps are:

- (i) On the insert tab, in Header and Footer section, click on the Page Number button.
- (ii) A pull down list appears. The mouse over an option to open the Bottom of pages.
- (iii) Click on the style of page number.
- (iv) The page number is inserted on every page of the document.
- (v) Click anywhere on the page.

4. To insert a special character in the document are:

- (i) Click on the Special characters tab.
- (ii) Select the special character and click on insert button.
- (iii) Click on the Cancel button to close the dialog box.

The special character gets inserted in the document.