

**CLASS : 5**

**SUBJECT : COMPUTER SCIENCE**

**TOPIC : ADVANCED FORMATTING IN WORD**

**WORKSHEET**

**SYNOPSIS:**

- Changing the appearance of a page in a Word document is called page formatting.
  - Page formatting includes setting indents, tabs and breaks and changing the margins, page orientation and size.
  - We can also apply borders and shading effects to a page.
  - A margin is a blank space between text and the sides of a page. A page has four margins: top, right, bottom and left.
  - The space between text and the left or right margin of a page is called an indent.
  - Indents are of four types. They are – Left indent, Right indent, First line indent and Hanging indent.
  - To place text at a particular place in a line, we can press the TAB key.
  - The default TAB setting is of 0.5 inch.
  - A column is a vertical display of text. Microsoft Word provides the option of aligning text in two or more columns.
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**I. Fill in the blanks:**

- \_\_\_\_\_ tab is used to set indents.
- \_\_\_\_\_ is the space between the text and the left or right margin of a page.
- The default position for the Tab stops is \_\_\_\_\_.
- A page has \_\_\_\_\_ margins.
- The Margins option is in the \_\_\_\_\_ group of the \_\_\_\_\_ tab.
- \_\_\_\_\_ sets the starting point of the first line of a paragraph from the margin.

**II. State whether the following statements are True or False:**

- A column is a vertical display of text.
- The Paragraph group is found under the Page Layout tab.
- TAB stops in Word cannot be changed.
- The Columns option is present under the Page Setup tab.
- There are 8 types of indents in Microsoft Word.

**III. Answer the following questions:**

- a) What is a margin? Name the different types of margins of a page.
- b) Write the steps to set page margins.
- c) What is an indent? Name its types.
- d) How is first line indent different from hanging indent?
- e) How is left indent different from right indent?

**IV. Draw a neat and labelled diagram of all the margins of a page.**

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