



**Wada Nirmiti Education Society's
GURUKUL GLOBAL SCHOOL
WORKSHEET**

SUB: COMPUTER

LESSON:4. More Features of Word

STD: V

NAME: _____

ROLL No: _____

DATE: _____

Q.1. Tick ☒ Correct Answer.

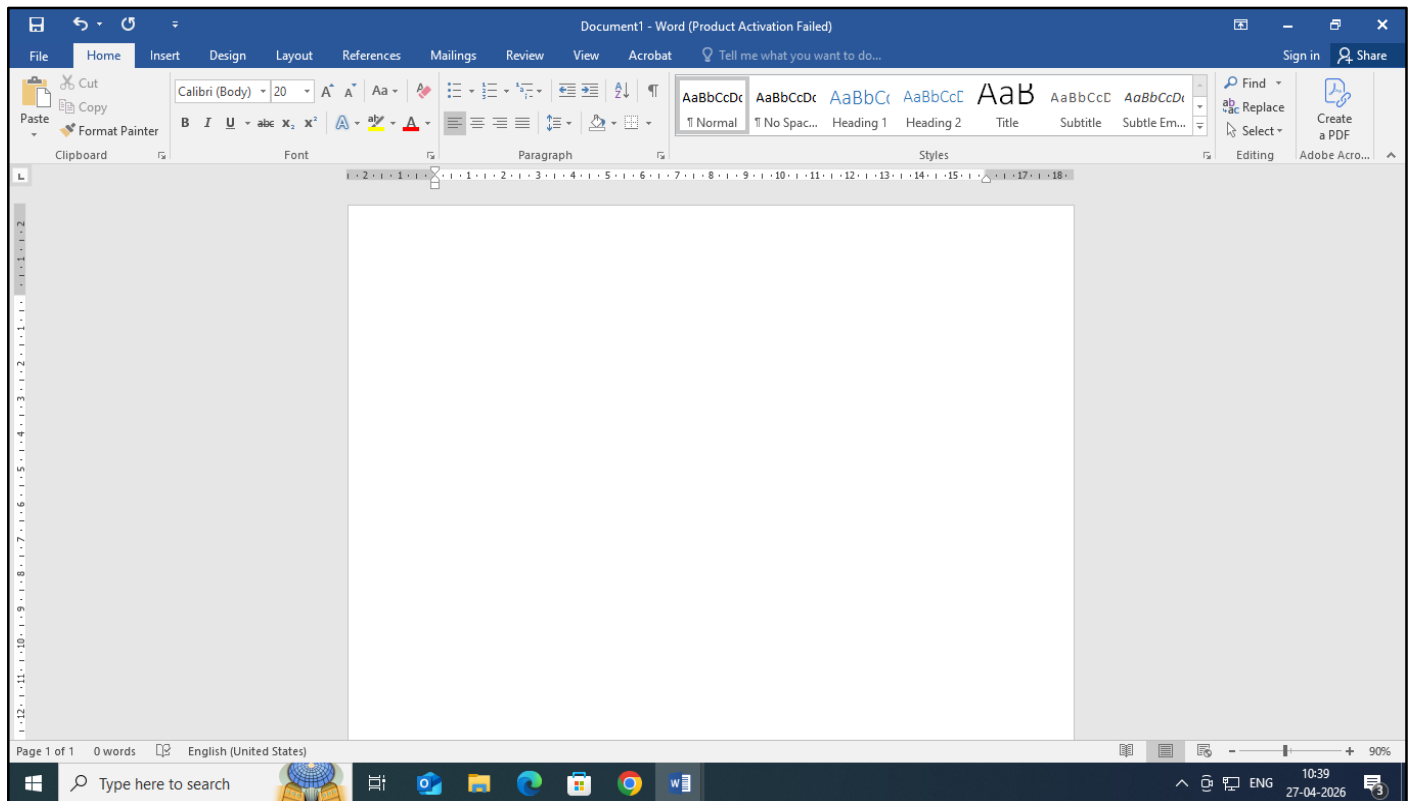
- 1) Which Option use to Add Headline in page?
 - a. Header ☐
 - b. Footer ☐
- 2) Which Option use to Add distance between lines of text?
 - a. Paragraph Spacing ☐
 - b. Line Spacing ☐
- 3) Which Option use to Add list in numbers format?
 - a. Bullets ☐
 - b. Numbering ☐
- 4) Which Option use to add Page number in bottom of page?
 - a. Header ☐
 - b. Footer ☐
- 5) Which Option helps in printing the selected portion of text only?
 - a. Print Selection ☐
 - b. Print All Pages ☐

Q.2. Answer the Following Questions.

- 1) What is use of Header and Footer in page

- 2) What is Difference Between Portrait and Landscape orientations?

Q.3. Write Answer the following Question using given Word Window:



Answer in : Tab > Group > Button , One is given for you to Understand:

1. Where is Font-Family?

Home Tab > Font Group > Font-Family .

2. Where is Indentation?

_____.

3. Where Bullets?

_____.

4. Where is Sentence case?

_____.

5. Where is Find Text?

_____.

6. Where is Shading?

_____.

7. Where is Highlight text?

_____.

8. Where is Format Painter?

_____.