

## Words to Know

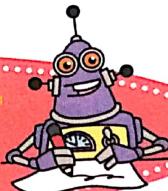


- **Alignment:** It refers to the placement of text with respect to left and right margins.
- **Indentation:** It is the distance of the paragraph from either the left or the right margin.
- **Page Margins:** It is the space between the edge of the page and the document text on all the four sides.
- **Page Orientation:** It is the property that determines the printing direction of the text.

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### ASSESSMENT ZONE



#### A. Circle the correct answer.

1. The \_\_\_\_\_ indentation lets you make the first line of the paragraph indented more towards the left, compared to the other lines.
  - a. Left
  - b. Right
  - c. First line
  - d. Magnet Inkjet Character Reader.

2. \_\_\_\_\_ refers to the distance between the edge of the page and the document text on all the four sides.
- Indentation
  - Margin
  - MICR
  - Microphone
3. The option to change the page margins and page orientation is present under which of the following tabs?
- Home
  - Page Layout
  - File
  - None of these
4. Which of the following are two types of orientation in Word?
- Left and Right
  - Portrait and Landscape
  - Top and Bottom
  - Hanging and Center

**B. Tick (✓) the correct statement and cross (✗) out the wrong one.**

- You can specify the spacing between the lines of a paragraph in Word.
- In Word, the text can be arranged in two columns only.
- You can search for a specific word in a Word document.
- Page Margin is the space between the edge of the page and the document text on two sides—left and right.
- You can print all pages and not selected pages in Word.

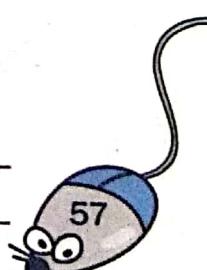
**C. Fill in the blanks using the words given below.**

Justify	Previewing	Page margins	Indentation	Paper size
5	3	2	1	4

- The distance of the paragraph from either the left or the right margin is called \_\_\_\_\_.
- \_\_\_\_\_ is the space between the edge of the page and the document text on all the four sides.
- \_\_\_\_\_ a document means checking the document before printing it.
- The height and width of the paper on which the printout is taken is called \_\_\_\_\_.
- The type of alignment that places the text in a way that the text is equally distributed between both the margins and none of the edges of the text appear uneven is \_\_\_\_\_.

**D. Answer the following questions.**

- Define alignment. Name the four types of alignment.



D. Answer the following questions.

1. Define alignment. Name the four types of alignment.

Ans - Alignment refers to ~~text~~ the placement of text with respect to left and right margins.

The four types of alignment are - (i) Align Left

(ii) Center

(iii) Align Right

(iv) Justify

2. Discuss the two ways to set the Left and Right Indentation of the text.

Ans - The two ways to set the Left and Right Indentation of the text are I st Step 1 - Select the text to be indented.

Step 2 - Click on the page layout tab.

Step 3 - Specify the values for Left and Right Indent in the paragraph group.

2<sup>nd</sup> way Step 1 - Click on the Dialog

Box Launcher bottom-right corner of the Paragraph group.

Step 2 - specify the value for Left and Right Indents.

3. What do you mean by page orientation? How is portrait orientation different from landscape orientation?

Ans - The Page Orientation is the property that determines the printing direction of the text.

Portrait orientation different from landscape orientation. In portrait orientation, the document is printed length-wise, but in landscape orientation, the document is printed width-wise.

4. How is Find and Replace feature helpful to us?

Ans - Find and Replace feature helpful to us. Because the find feature lets us search a particular ~~text~~

- text in a document. The Replace feature lets us replace existing text with alternate text.

s: What are page margins? How can you set them?

Ans - The Page Margin is the space between the edge of the page and the document text on all the four sides.

The steps to set the page margins are - step 1 - click on the Page Layout tab.

step 2 - Click on the Margins option in the Page setup group.

step 3 - Click on a predefined margin setting.