

CLASS V
HOME ASSIGNMENT (05-07-2020)
Ch-4 – Assessment zone (HW-15)



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.



Correction

Hanging

2. _____ refers to the distance between the edge of the page and the document text on all the four sides.

- a. Indentation
 - b. Margin
 - c. MICR
 - d. Microphone
3. The option to change the page margins and page orientation is present under which of the following tabs?

- a. Home
 - b. Page Layout
 - c. File
 - d. None of these
4. Which of the following are two types of orientation in Word?
- a. Left and Right
 - b. Portrait and Landscape
 - c. Top and Bottom
 - d. Hanging and Center

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

- 1. You can specify the spacing between the lines of a paragraph in Word.
- 2. In Word, the text can be arranged in two columns only.
- 3. You can search for a specific word in a Word document.
- 4. Page Margin is the space between the edge of the page and the document text on two sides—left and right.
- 5. 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

- 1. The distance of the paragraph from either the left or the right margin is called _____.
- 2. _____ is the space between the edge of the page and the document text on all the four sides.
- 3. _____ a document means checking the document before printing it.
- 4. The height and width of the paper on which the printout is taken is called _____.
- 5. 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 _____.