

SATISH CHANDRA MEMORIAL SCHOOL
MODEL QUESTIONS FOR SESSION – 2020-21

COMPUTER

CLASS V

CHAPTER – 4 - FEATURES IN MICROSOFT WORD

Choose the correct answer for the following:

1. It refers to the placement of text with respect to the left and right margin –
 - a) Alignment
 - b) Indentation
 - c) Line spacing
 - d) Paragraph spacing
2. This alignment places the text in such a way that the text is equally distributed between both the margins and none of the edges of the text appear ragged.
 - a) Align text left
 - b) Align text right
 - c) Justify
 - d) Center
3. This Indentation lets you specify the amount of spacing to be given from the left margin –
 - a) Hanging
 - b) First line
 - c) Left Indentation
 - d) Right Indentation
4. This Indentation makes the first line of the paragraph indented more towards the left, compared to the subsequent lines –
 - a) First Line
 - b) Hanging
 - c) Left Indentation
 - d) Right Indentation
5. Paragraph and Line spacing option is in the Paragraph group of the _____ tab.
 - a) Home
 - b) Page Layout
 - c) Insert
 - d) View
6. To format the text in Columns, we have to click the Columns option in the _____ group of the Page layout tab.
 - a) Themes
 - b) Page background
 - c) Paragraph
 - d) Page Setup
7. The 'Find' option is in the _____ group of the Home tab.
 - a) Paragraph
 - b) Editing
 - c) Styles
 - d) Font

➤ **SOLVE THE ABOVE QUESTIONS IN YOUR COPY.**