Reg.No. :

I.Answer all the questions.
II.Use Blue pen only.
III.Question No 18 is compulsory.

Time : 01:00:00 Hrs

Total Marks : 60

Section-A

10 x 1 = 10

1) The default left and right margins are

   (a) 1 inch   (b) 1.25 inch   (c) 1.5 inch   (d) 0.5 inch

2) Which dialog box is used to change the margins?

   (a) Page Style   (b) Table   (c) Pages   (d) Paper

3) Which option from the File menu is used to get the overall picture and to see the change of the document?

   (a) Page Preview   (b) Preview   (c) Print Preview   (d) Print view

4) Which dialog box is used to make changes in the margins?

   (a) Page style   (b) Margin   (c) Style   (d) Page

5) Which command is used to make changes for the margins?

   (a) File->Page   (b) Format->Page style   (c) Edit->Page   (d) Format->Page

6) Page command is available under

   (a) Format menu   (b) Insert menu   (c) Edit menu   (d) File menu

7) The required style can be selected from the list of styles for numbering is displayed in the

   (a) Page source drop down list box   (b) Page layout drop down list box   (c) Paper format drop down list box   (d) Numbering combo box

8) If the length of the document is larger than the width, then such an orientation is called

   (a) Landscape   (b) Header   (c) Document orientation   (d) Portrait

9) Which option on the file menu can be used to see the changes in the document?

   (a) View Page   (b) Print View   (c) Page Preview   (d) Preview

10) The default margins are .... top and bottom margins and .... left and right margins.

   (a) 1.25",1"   (b) 1",1.25"   (c) 1.25", 1.25"   (d) 1",1"

Section-B

6 x 2 = 12

11) What does Page Formatting mean?

12) What are the Default margins of a page in Star writer?

13) List the different methods to change the margins of a page

14) How can the ruler be used to change the margins?

15) What is meant by header and footer? How can you create a Header/Footer in a page?

16) Write about the two types of orientations .

Section-C

2 x 5 = 10

17) What are the two types of page formatting menu .

18) a)   What are the steps used to change margins using Rulers.

(OR)

   b)   What is meant by Header and Footer?

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