1. Answer the following questions.

i.   Write the keyboard shortcuts to change the line spacing to:
a. Single
b. Double

Ans. Ctrl + 1 is used for single line spacing.
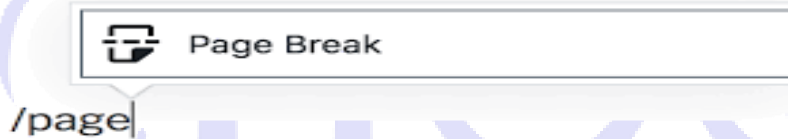
Ctrl + 2 is used for double line spacing.

ii.   What do you mean by default settings?

Ans. Settings that are standard or pre-defined in a software are called default settings.

iii.   How can you insert a page break in a document?

Ans. To insert a page break:

- Click the position where we want to insert a page break.
- Click **INSERT** tab.
- In the pages group, click Page Break.

iv.   What is Line Spacing?

Ans. The amount of white spaces between the lines of text in a paragraph.

v.   Which is the most widely used size of paper in Word?

Ans. A4 paper is the most widely used size of paper in Word.

vi.   Differentiate between horizontal and vertical alignment.

Horizontal	Vertical
Horizontal alignment is the position of text in relation to the left and right page margins.	Vertical alignment is the position of text in relation to the top and bottom page margins.

2. Fill in the blanks with correct words.

i. The shortcut key for justify alignment is **CTRL + J**.

ii. A **page break** indicates the end of a page.

iii. The default page orientation in Word 2013 is **portrait**.

iv. The amount of white spaces between the **paragraphs** is called paragraph spacing.

v. **Alignment** is the manner in which text is placed between the margins of a page.

3. Write for T true statement and F for false one.

i. You can change both horizontal and vertical alignment of text.   **True**

ii. To change the margins of a page, click the **PAGE LAYOUT** tab.   **True**

iii. The default bottom margin of a page is 1 inch.   **True**

iv. You can set the text in a maximum of three columns.   **False**

v. In the **Landscape** orientation, text is printed along the width of a page.   **False**

4. Choose the correct answer.

i. Click this tab to print a document.
a) PAGE LAYOUT   **b) FILE**   c) HOME   d) VIEW

ii. This tab has the option to display the rulers.
a) VIEW   b) HOME   c) INSERT   d) FILE

iii. _____ Alignment refers to the position of text in relation to the left and right page margins.
a) Vertical   **b) Horizontal**   c) both a and b   d) none of these

iv. The default top margins of a page is _____.
a) 1 cm   **b) 1 inch**   c) 1 mm   d) none of these

v. _____ refers to the direction in which the page is printed.
a) Alignment   b) page setting   **c) Orientation**   d) none of these

5. Match the columns.

Column A			Column B
Default top margin	●	●	CTRL + 1
Single line spacing	●	●	A4
Paper size	●	●	1 inch
Align text right	●	●	Two
Rulers	●	●	CTRL+ R

6. Label the following diagram.
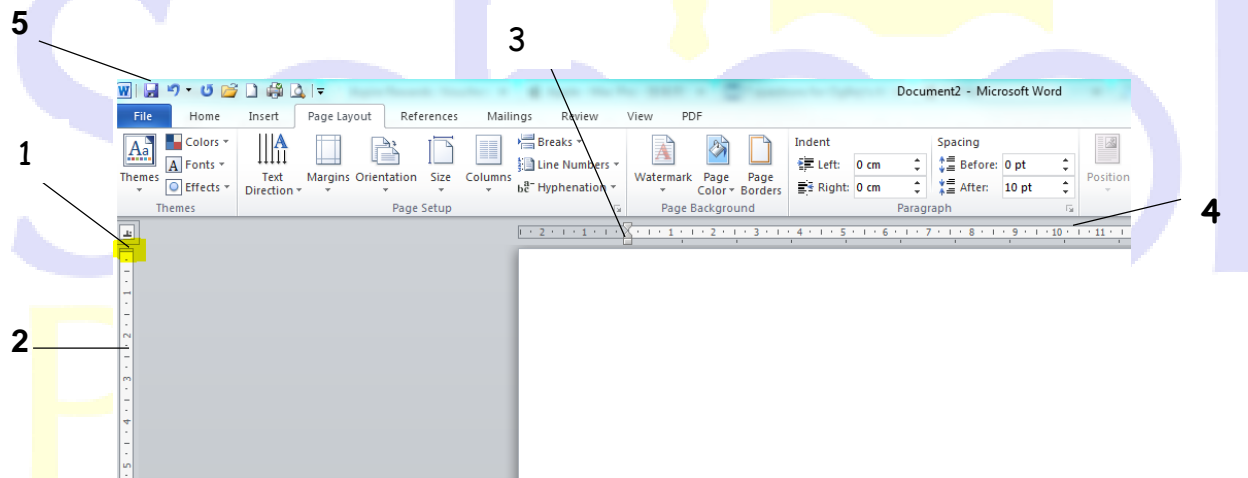
1. Left Margin

2. Vertical Ruler

3. Top Margin

4. Horizontal Margin

5. Save button

7. Word Search.

Layout	Orientation	Portrait	Spacing	Alignment

L	I	S	G	A	N	Q	L	Q	O
A	L	I	G	N	M	E	N	T	R
Y	Q	W	E	R	T	Y	U	B	I
O	I	O	P	A	S	S	Q	R	E
U	D	F	G	H	J	P	Y	S	N
T	K	L	Z	X	C	A	F	D	T
K	B	N	M	A	F	C	N	F	A
P	O	R	T	R	A	I	T	G	T
N	R	T	D	J	C	N	D	H	I
D	Y	A	Q	F	M	G	Q	J	O
Q	J	R	V	W	C	A	J	N	N

8. Crosswords.

```
                              ¹m
              ²p a g e b r e a k
                 o           r
              ³1 i n c h     g
                 n           i
           ⁴p o r t r a i t  n
                 s           s
```
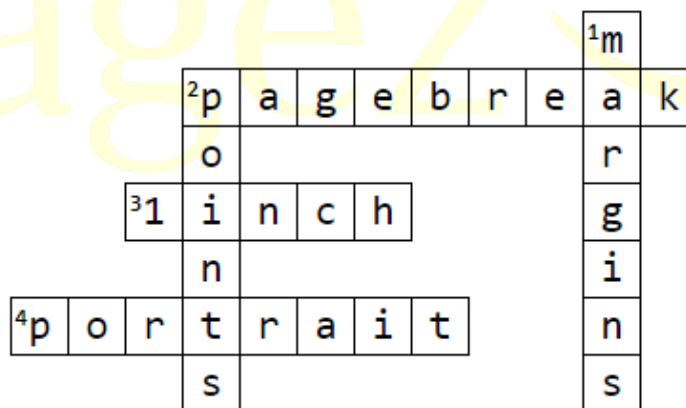
Across

2. indicates the end of the page

3. default top margin

4. document printed along width of the paper

Down

1. amount of white space between text and edge

2. unit of line spacing

9. Drag and Drop.

Write the commands and shortcut keys in the relevant column.

Align text left	Double line spacing	justify	1.5 line spacing	Align text right
Ctrl + 1	Ctrl + R	Ctrl + C	Ctrl + L	Ctrl + E
Single line spacing	Copy		Align text centre	
Ctrl + 2	Ctrl + J		Ctrl + 5	

Commands	Shortcut Keys
Align text left	**Ctrl + L**
Double line spacing	**Ctrl + 1**
Justify	**Ctrl + J**
1.5 line spacing	**Ctrl + 5**
Align text right	**Ctrl + R**
Single line spacing	**Ctrl + 1**
Copy	**Ctrl + C**
Align text centre	**Ctrl + E**

10. Comprehension.

MS Word is a word processor developed by Microsoft in 1983. The file saved in MS Word has .docx extension. It is a component of the Microsoft Office suite, but you can buy it separately and is available for both Windows and macOS. The latest version of MS Word is 2021. It has advanced features which allow you to format and edit your files and documents in the best possible way. Making changes to the settings of a page is called page formatting. Margins of a page can also be changed in a Word document.

i.   Who developed MS Word?

Ans. MS Word was developed by Microsoft.

ii.   What is the file extension of MS word document?

Ans. Its file extension is .docx.

iii.   Which is the latest version of MS Word?

Ans. The latest version of MS Word is 2021.

iv.   Name any two operating systems in which MS Word can be installed?

Ans. Windows and macOS

v.   In Which year MS Word was developed by Microsoft?

Ans. It was developed in 1983.

11. Jumbled words

i.	NTTMAFRAIGO	Formatting
ii.	NAMIGR	Margin
iii.	ATERVICL	Vertical
iv.	NALSADCEP	Landscape
v.	UDCOMNTE	Document