



# ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

## WORKSHEET -3 (ANSWER KEY)

### Topic – Borders, Shading and Print Settings

Subject: COMPUTER Class - 5

F.M:15

Chapter: More Features of MS Word

Date: 05/05/2020

### Choose the correct answer for each question

**15x1=15**

- To add borders to a document, click on the \_\_\_\_\_ tab.
  - Home
  - Insert
  - Design
  - Page Layout**
- Which tab do you choose to add borders to selected paragraph?
  - Insert
  - Page Layout
  - Home
  - Both (b) and (c)**
- Page Borders option is present in \_\_\_\_\_ group.
  - Page Setup
  - Paragraph
  - Page Background**
  - All of these
- Shading (the selected paragraph or text) option is present in \_\_\_\_\_ group.
  - Font
  - Clipboard
  - Paragraph**
  - None of these

6. Which of the following option is available in Page Border setting?

- a. Shadow
- b. None
- c. Box
- d. **all of these**

7. The shortcut command for 'print' in word :

- a. Ctrl + A
- b. Ctrl + C
- c. **Ctrl + P**
- d. Ctrl + Z

8. Page Color option is available in \_\_\_\_\_ tab.

- a. **Page Layout**
- b. Home
- c. Insert
- d. None of these

9. Which among the following is present in Print dialog box?

- a. Number of copies
- b. Page orientation
- c. Select pages
- d. **all of these**

10. Which tab is present in Borders and Shading dialog box?

- a. Borders
- b. Page Border
- c. Shading
- d. **All of these**

11. To enhance the appearance of text in a paragraph, the following option is selected:

- a. **Borders and Shading**
- b. Header and Footer

- c. Endnote and Footnote
  - d. None of these
12. Print option is present in \_\_\_\_\_ tab. (with reference to MS Word 2010)
- a. Home
  - b. **File**
  - c. both (a) and (b)
  - d. none of these
13. Page Color is available in \_\_\_\_\_ group of Page Layout tab.
- a. Page Setup
  - b. **Page Background**
  - c. Paragraph
  - d. none of these
14. Borders can be applied to:
- a. text
  - b. page
  - c. **both (a) and (b)**
  - d. first page only
15. Which among the following is not present in print dialog box?
- a. Page size
  - b. collate
  - c. Page orientation
  - d. **none of these**

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