



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -3

Topic – Borders, Shading and Print Settings

Subject: COMPUTER Class - 5

F.M:15

Chapter: More Features of MS Word 2010

Date: 05/05/2020

Choose the correct answer for each question

15x1=15

1. To add borders to a document, click on the _____ tab.

- a.Home
- b.Insert
- c.Design
- d.Page Layout

2. Which tab do you choose to add borders to selected paragraph?

- a.Insert
- b.Page Layout
- c.Home
- d.Both (b) and (c)

3. Page Borders option is present in _____ group.

- a. Page Setup
- b. Paragraph
- c. Page Background
- d. All of these

4. Shading (the selected paragraph or text) option is present in _____ group.

- a.Font
- b.Clipboard
- c.Paragraph
- d.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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