

# Computer

## Lesson 3 (To be done in book)

### ADVANCED WRITER FEATURES

**EXERCISE**

**Multiple Choice Questions. Tick (✓) the correct answer.**

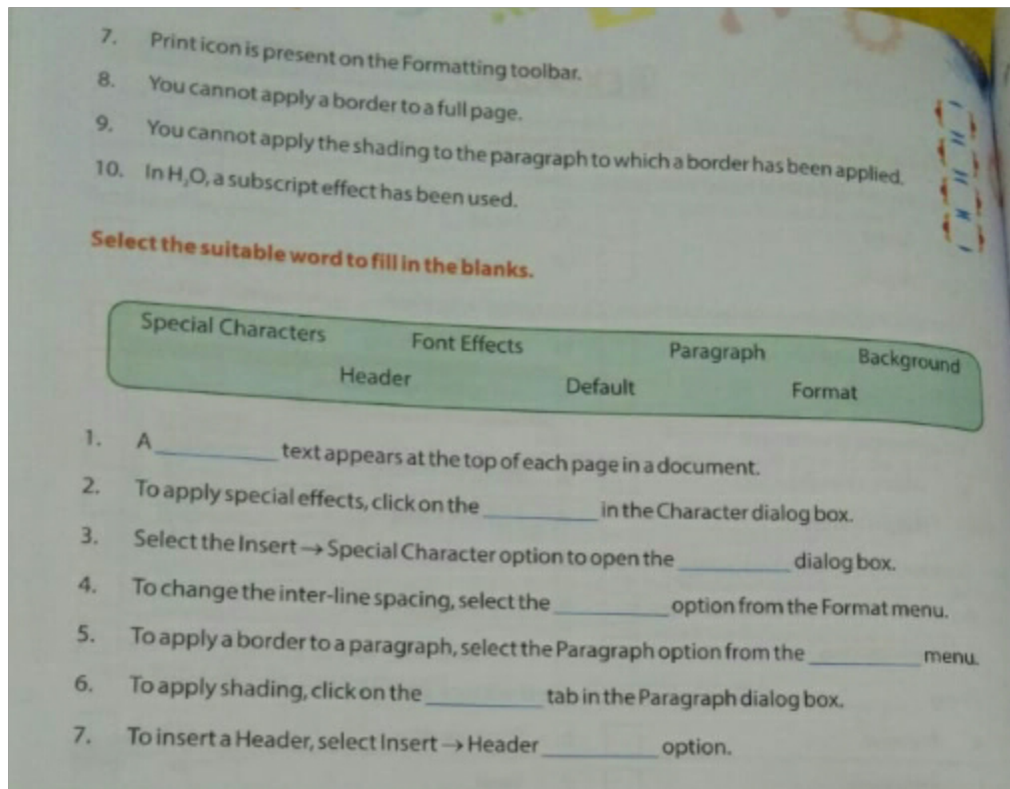
- The text that appears at top of each page is called:  
a. Footer       b. Head   
c. Header       d. Topper
- The spacing between consecutive lines of a paragraph are called:  
a. Inter paragraph spacing       b. Interline spacing   
c. Line spacing       d. Paragraph spacing
- In Landscape orientation:  
a. Width > Height       b. Height > Width   
c. Height = Width       d. None of these
- The spacing between two paragraphs is called:  
a. Inter paragraph spacing       b. Interline spacing   
c. Line spacing       d. Paragraph spacing
- Using \_\_\_\_\_ you can see how your document will look after it is printed.  
a. Preview       b. Print preview   
c. Print view       d. View

**Write (T) for True and (F) for False statements.**

- Footer is always at the top of the document.
- You can insert the date, time or page number in the header/footer.
- Once a Header/Footer is applied it cannot be removed.
- Reducing the inter-line spacing will make text adjust in lesser space.
- Inter-paragraph spacing is the spacing between consecutive lines of a paragraph.
- Using the Print Preview option you can see how your document will appear on a page before it is actually printed.

Advanced Writer Features

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## Multiple Choice questions.

1. C Header
2. B. Interline spacing
3. A. Width > Height
4. A. Inter-paragraph spacing
5. B. Print Preview

## Write (T) for True and (F) for False statement.

1. F

2. T

3. F

4. T

5. F

6. T

7. F

8. F

9. F

10. T

Select the suitable word to fill in the blanks.

1. Header

2. Font effects

3. Specials characters

4. Paragraph

5. Format

6. Paragraph

7. Default

