



Littera Public School

Class-5

MS Word : Layout & Views

Exercise

A. Choose the correct answer.

- With the help of Multi Columns tool, we can type text in more than one columns.
a) Pages b) Multi Columns
c) Text Box d) None of these
- Page Orientation is the direction in which a document is displayed or printed.
a) Page orientation b) Page size
c) Columns d) None of these
- All of these are pre-formatted header options in MS Word.
a) Blank b) Blank (Three Columns)
c) Austin d) All of these
- To insert a page number at the bottom of the pages, click on Insert → Page Number → Bottom of Page.
a) Current Position b) Top of Page
c) Page Margins d) Bottom of Page
- Web layout view is used to create and edit pages as they'll appear online when opened in browser.
a) Draft b) Outline
c) Web layout d) Print layout

B. Fill in the blanks.

Read Mode, Letter, Zoom in, Portrait, 1"

- By default, Page margin in the document is set to 1".
- By default, Page orientation is set as Portrait in the document.
- By default, Page size is Letter in MS Word 2016.
- Read Mode is used to review a document.
- Zoom in option is used to view a document closely & in increased size.

D. Tick (✓) the correct statement and cross (✗) out the wrong one.

- Header appears at the bottom of the page.
- The two types of page orientation are portrait and landscape.
- Page number can be inserted at the top or bottom of the page.
- 'Banded' is not a pre-formatted header option.
- MS Word document can contain multiple columns.

Hard word

Formatting

Attractive

Predefined

Desired

Margin

Orientation

Portrait

Automatically

Hyperlinks

Particular

Austin

Banded

Character

C. Answer the following questions.

1. What is page margin in a document?

Ans. A page margin is a blank white space between the text and the edge of the page on all sides.

2. What is multi columns text? Give example.

Ans. Using Multi-columns tool, the text can be written in more than one column on the next columns.

3. What do you understand by hyperlink in MS Word?

Ans. Hyperlinks to a text or picture can provide access to a file, document or website directly from our document.

4. What is Header & Footer?

Ans. Header and footer are the content which appears at the top and the bottom margin of every page in the document.

5. Name the different ways in which a document can be viewed.

Ans. The name of the different ways in which a document can be viewed are as follows:-

- **Read Mode**
- **Print Layout view**
- **Web Layout View**
- **Outline View**
- **Draft View**

E. Write the steps of the following.

1. To set two columns in the document:

Ans. 1. Click on the **More Columns** options in the **column** drop-down list. The **Column** dialog box appears.

2. In the **Number of columns** box ,set the two number of columns.

3. Check **line between** check box, if we want a line between the columns.

4. Click on the **OK** button.

2. To create a hyperlink:

Ans. 1. Select the text we want to put as a hyperlink.

2. On the **insert** tab, in **Links** group, click on the **Link** button.

3. Locate the File or document we need to link in **Look in** list box and select the required file .

4. Click on **Ok** button.

5. Now, press and hold **Ctrl** key and click on the hyperlink text.

3. Inserting page number at the bottom of the page:

Ans. 1. On the **Insert** tab, in **Header & Footer** section, click on the **Page Number** button.

2. A pull down list appears. Hover the mouse over on an option to open the sub menu **e.g. Bottom of Pages**.

3. Click on the style of page number.

4. The page number is inserted on every page of the document.

5. Click anywhere on the page.

4. To insert special characters:

Ans. Step 1. Click on the **Special Character** tab.

Step 2. Double-click on the required special character to insert it in the document.

Step 3. Click on the **Cancel** button to close the dialog box.

The special character gets inserted in the document.