

## Chapter: - 4

**Page no 45. Write True or False ( 1, 2, 3, 4 )**

Ans: - 1. True 2. False 3. True 4. False

**Page no 49. A. Tick (√) the correct answer ( 2, 3, 4, 5 )**

Ans: - 2. a. left indent 3. b. 0.5 inch 4. c. hanging 5. c. line break

**Page no 49. B. Name the tab on the Ribbon ( 1, 2, 3, 4, 5 )**

Ans: - 1. Page Layout tab 2. Page Layout tab 3. Page Layout tab 4. Insert tab 5. Page Layout tab

**Page no 50 D. Fill in the blanks ( 1, 2, 3, 4 )**

Ans: - 1. Page margin 2. column 3. ENTER 4. footer

**Short question: -**

**1. What is page margin?**

→ The blank white space between text and side of a page is called page margin.

**2. What is Header?**

→ Header is a text or image that appears at the top margin of a page.

**3. What is Footer?**

→ Footer is a text of image that appear at the bottom margin of the page

**4. Name the types of page orientation?**

→ Portrait and Landscape

**5. Name the four types of Indent?**

→ Left indent, Right indent, First line indent and Hanging indent.

**6. Where will you find the option to set a hanging indent?**

→ Under the Special option in the Indentation section

**Long type question: -**

**1. Write the steps to insert a header in a Word document?**

→ The steps to insert a header in a Word document are as follows: -

Step 1: Click on the Insert tab.

Step 2: Click on the Header option. A drop-down menu appears.

Step 3: Choose a header style from the menu.

Step 4: Type text in the header.

Step 5: In the Header & Footer Tools tab, click on the Close Header and Footer option to close the header.

**2. How would you fill color in a page?**

→ To fill color in a page click on Page color in the Page Layout tab. Hover the mouse on various color to select from the list of colors and click to apply on the page.

**3. What is Indent? What is the difference between first line indent and hanging indent?**

→ The space between the text and the left or right margin of a page is called an indent.

First line indent	Hanging indent
1. It sets the starting point of the first line of a paragraph from the margin	1. It sets the starting point of all the lines except the first line of a paragraph from the margin.