**IV. Match the following: 5x1=5**

1. Align text left - Ctrl + C
2. Align text centre - Ctrl + L
3. Align text right - Ctrl + R
4. Justify - Ctrl + E
5. Copy - Ctrl + J

**V .Write the shortcut keys for the following: 3x1=3**

1. Single line spacing
2. Double line spacing
3. 1.5 line spacing

**VI. Short answer questions: 4x2=8**

1. What do you understand by alignment?
2. In which tab would you find the Print option?
3. What is the default top and bottom margin in word 2016?
4. What are the two types of page orientations in which a document can be printed?

|  |
| --- |
|  |
| **POST MIDTERM TEST****CRT-01** |
| **CLASS: IV-**  | **SUBJECT: CS** | **DATE:**  |
| **CH:5. Layout in Word 2016** | **MARKS: 25**  |  **TIME: 40 MINS** |

**I. Choose the correct option: 3x1=3**

1. By default, a Word document has \_\_\_\_\_\_\_\_\_\_\_ column(s).

 a ) one b) two

2. Orientation option is available in the \_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

 a) Home b) Layout

3. \_\_\_\_\_\_\_\_\_\_\_\_ refers to the direction in which the page is printed.

 a) Orientation b) Margins

**II. Fill in the blanks: 3x1=3**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab for word 2016 is used for page formatting.
2. Line spacing is measured in units called \_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Settings that are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in a software are called default settings.

**III. State True or false: 3x1 =3**

1. Paragraph spacing can be measured in lines or points.
2. You cannot set the margins using the ruler bars.
3. Margins option is available in Layout tab.