

SANJEEVANI PUBLIC SCHOOL

CLASS - VIth Test - 3

Computer ch-3 (Advance feature word)

Do this work in your copy (T.M. - 20)

Advised to learn your Assignment and then give your test properly

Q1 MCQ's (3)

- (a) spelling and grammar option is present in
- (b) which of the following is present in editing group of the home tab.
- (c) To access the 'columns' features in word document

Q2 fill in the blanks (3)

- (a) you click the _____ text along with Ctrl key to access its link.
- (b) The bottom page margin area of document called _____
- (c) The drop cap feature is present in _____ group insert

Q3 True or false (3)

- (a) find is used to search for text in the document.
- (b) word provides a range of preset headers & footers.
- (c) Watermark cannot be removed from the document

Q4 Match them (3)

- (a) Double clicking at bottom opens header and footer
- (b) Ctrl + f _____ shows find navigation
- (c) Header & footer _____ Part of insert ribbon

Q5 what is page header? (4)

Q6 what is hyperlink (4)