

ACTIVITY

ACTIVITY 1 : Answer the following questions :

a. What do you understand by the term Formatting?

Formatting is the process of changing the appearance of text to make it more presentable and attractive.

b. What is Page Orientation? Name its types.

Page orientation is the layout position of a piece of paper for printing. Portrait and landscape are its types.

c. What do you mean by Header and Footer?

A Header is text that appears within the top margin on each page, whereas footer appears in the bottom margin.

d. When do we need to use Format Painter feature in a document?

Format Painter is a tool used for copying the formatting of a part of text which can be applied on another part of text.

e. Differentiate between Hard copy and Soft copy.

A Hard Copy is a printed copy of information from a computer. A Softcopy is a document saved on a computer.

f. What do you set in Page setup?

Before printing a document, we should set the margins, headers, footers and page orientation. This is known as page setup.

g. What is the purpose of Print Preview?

Print Preview option displays on screen that how the document will print on the page.

ACTIVITY 2 : Fill in the blanks :

a. ... Formatting ... is the process of changing the appearance of text to make it more attractive.

b. ... Margins ... are the blank space between the edges of the paper and the printable area.

c. Horizontal layout of a page is called ... Landscape ... page orientation.

d. A Hard Copy ... is a printed copy of information from a computer.

e. ... Ctrl ... + ... S ... keys are pressed together to save a file.

f. Header ... is the space provided at the top of every page for printing title.

ACTIVITY 3 : Mark as True or False if false write the correct statement :

a. Formatting is the process to print a document.

False

b. Margins are the blank space between the paragraphs.

False

c. A soft copy is a printed copy of information from a computer.

False

d. Print Preview screen displays how the document will print on the page.

False

e. Layout of text on a page whether it has to be printed vertically or horizontally is called File Orientation.

False

f. Shift + P keys are pressed together to print a file.

False

g. Format Painter is a tool used for inserting a picture in the document.

False