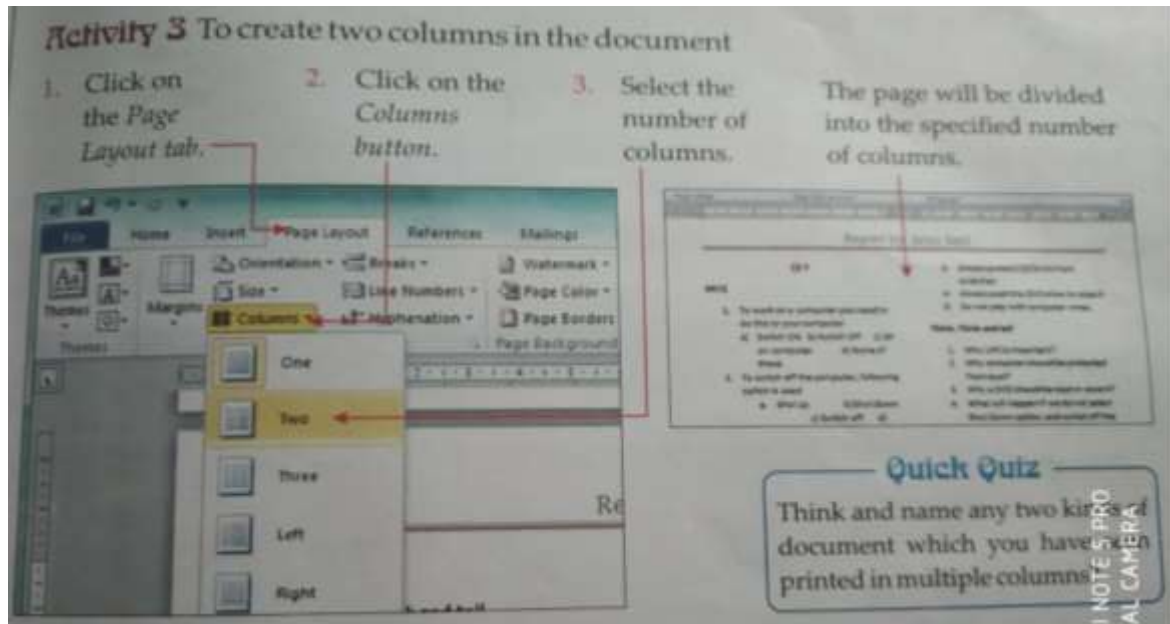


Worksheet -2 Subject: - Computers Class: - V Teacher: - Mrs. Suudha Sharma
 Name: _____ Class & Sec: _____ Roll No. _____ Date: 28.07.2020

Lesson 3: Page Formatting in MS-Word

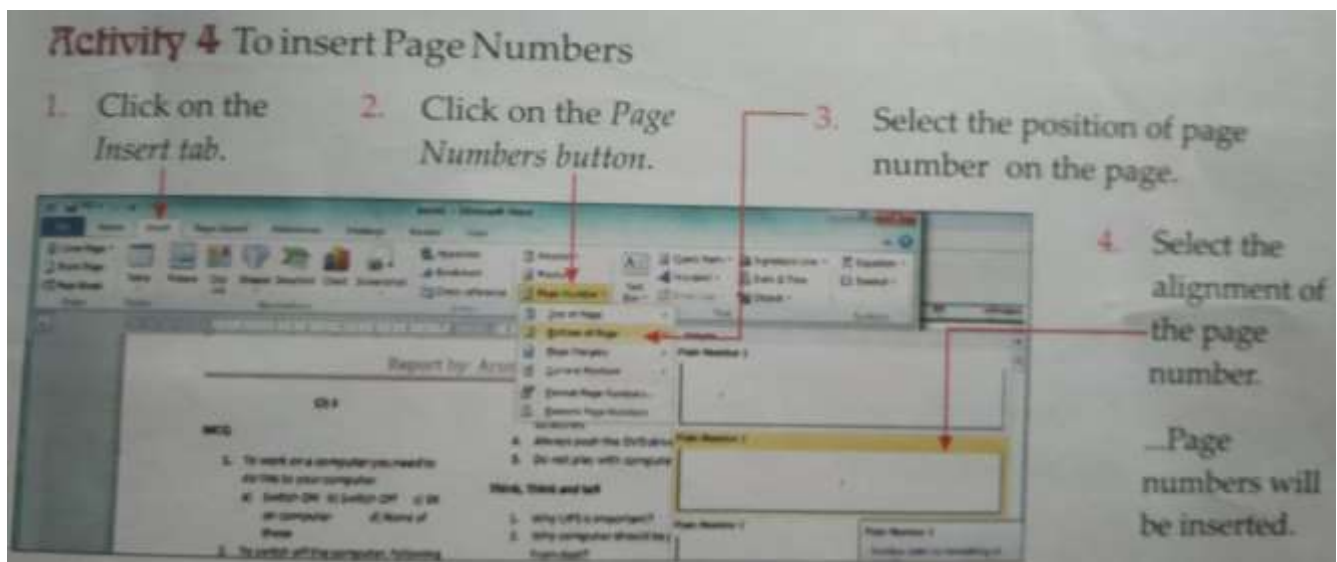
Making Columns: - If you observe the text in newspaper or in a magazine, you will see that it has been typed in columns. You can also create columns in the MS Word document and type the text column wise.

Activity – 3



Inserting the page numbers: - The page numbers help in the ordering of pages. If a document has multiple pages, you must insert page numbers on it.

Activity – 4

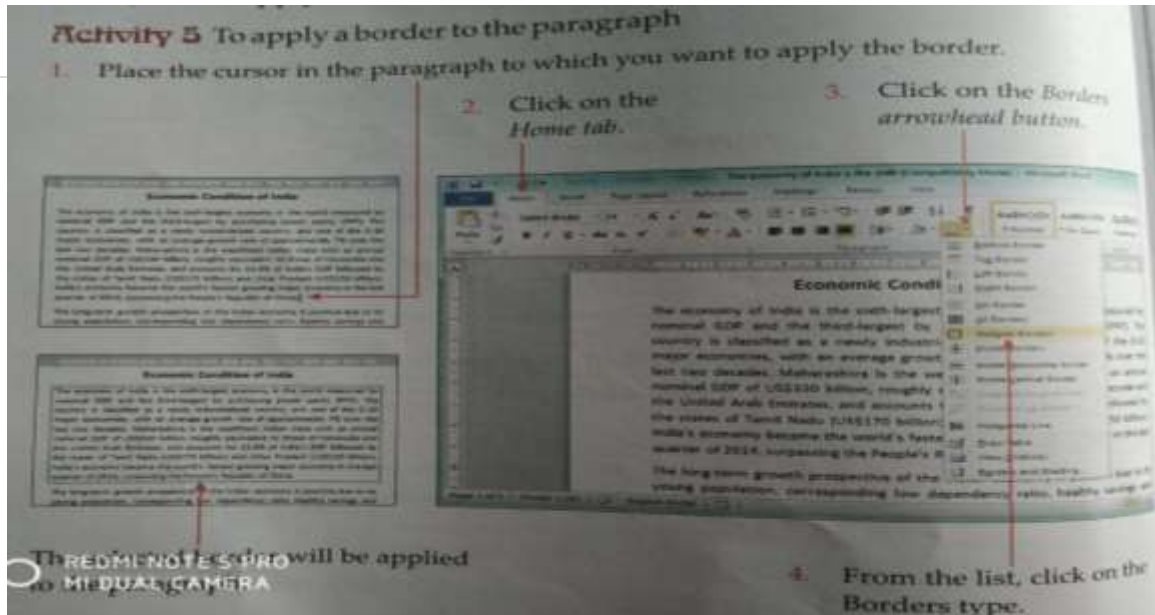


Applying border and shading: - You can apply border and shading to the paragraphs to highlight them so that they have distinctive appearance in the document.

Border- A border is an outline surrounding some particular text. In Word, we can apply border to the selected text, paragraph or even page.

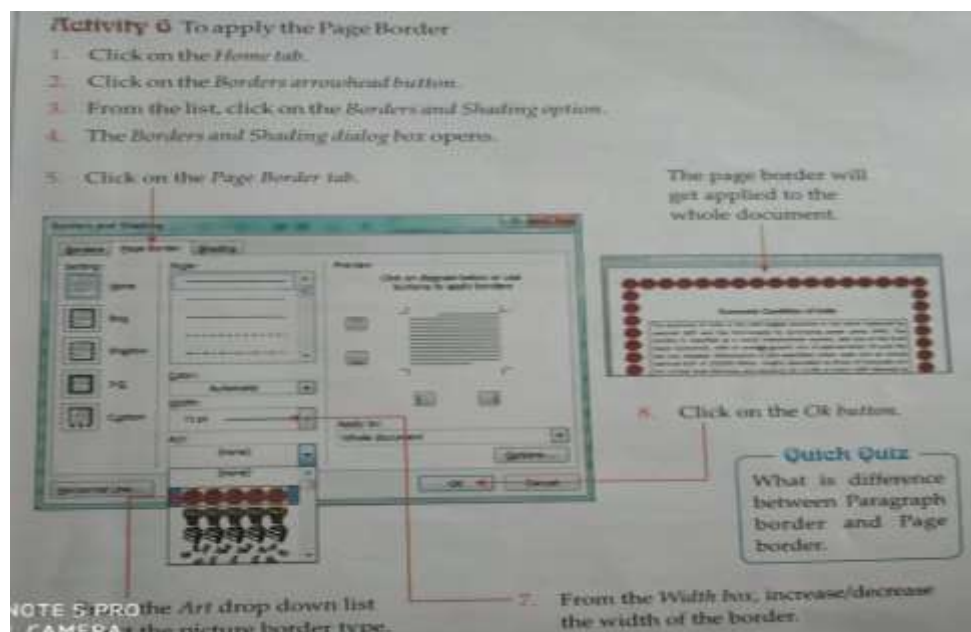
Activity – 5 ----->

Remember- To remove the applied border, click on the No border option in the displayed border list.



Applying a border to the page: - You can also select a very attractive border to apply to the whole page. This border is a picture border which will make the page appear very decorative.

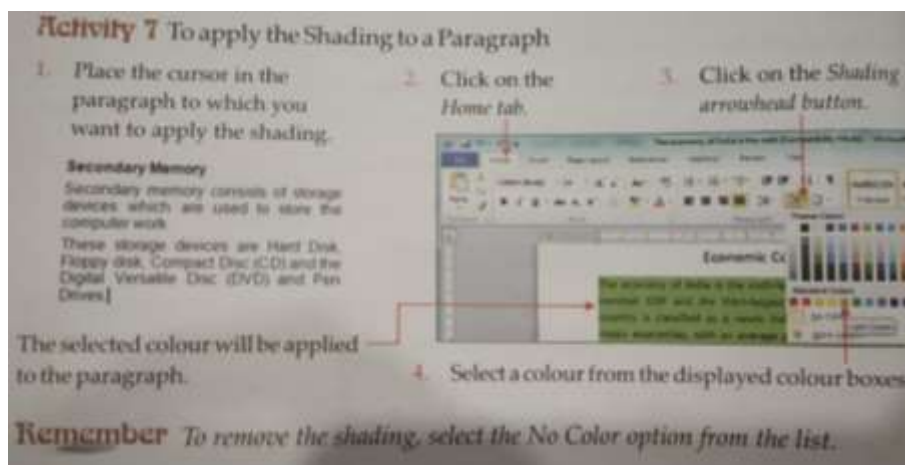
Activity – 6 ----->



Remember – make sure that in the drop down list of “Apply to:” option, whole Document is selected.

Applying Shading : - Shading is the background colour applied to the selected text.

Activity – 7



Changing the Page Orientation: - Page orientation is the layout position of a piece of paper for printing. Page orientation can be changed. There are 2 types of orientation.

Portrait Orientation – Vertical size is bigger than the horizontal size.

Landscape Orientation – Horizontal size is bigger than the vertical size.

You can change the orientation by selecting the Page Layout tab and clicking on the orientation button and selecting the required layout.