A. **Fill in the blanks.**
 1. <u>Header</u> is the text which appears at the top margin of every page. <u>Footer</u> is the text which appears at the bottom margin of every page.
 2. <u>Formatting</u> refers to applying styles, size, and colours to a text or paragraph.
 3. <u>Header & Footer</u> can be the same for the entire document. It can be different for the first page.
 4. <u>Mail Merge</u> allows you to send the same letter to various recipients having different addresses.
 5. <u>Formatting</u> means changing the appearance of the paragraphs of text.

B. **State whether the following statements are true(T) or false(F).**
 1. A file which contains the information to be merged into a document is known as data source. **(T)**
 2. The footnote is inserted on the top of the word document. **(F)**
 3. The header and footer cannot be customized. **(F)**
 4. The indent of the paragraph makes it look more neat and precise. **(T)**
 5. The line spacing of each line can be changed. **(T)**

C. **Choose the correct option for each of the following.**
 1. **This feature in Word 2013 helps in inserting date, time, page numbers or title of the document in the top or bottom margins of a document.**
      b. Header and Footer.
 2. **The Tables group is present on the _____ tab.**
      a. Insert.
 3. **The _____ option lets you combine together two or more selected cells in a table**
      b. Merge cells
 4. **Creating letters using the mail merge involve-**
      c. Opening or creating a main document and data source, and then merging the data source with main document.
 5 . **_____ contains information about the recipients like the names, addresses and phone numbers in the mail merge process.**
      d. Data source.

 D. **Answer the following questions.**
 1. **What is formatting? Why is it needed?**
      Ans.:- Formatting is used for making the document look attractive and presentable. When the text is typed in a word document, it appears in a simple format. To make it look attractive, various formatting features are used. For example: font style, size, text colours and paragraph formatting.
 2. **What is the difference between a header and footer?**
      Ans.:- We must have noticed in our textbooks that on every page, some text appears on the top or/and at the bottom. This is done with the help of Header and Footer tool of Word 2013. For example, inserting the chapter name and page numbers as header and footer, respectively.
 3. **What are indents? How are they applied?**
      Ans.:- The additional empty space between the text and the margin of the page is known as Indent. It consists of before and after text indent.

For setting the indent, these following steps should be followed.
1. Click on the Home tab. Select the Paragraph group and choose the Increase Indent button.
2. For decreasing the indent, click on Home tab and select the Paragraph group. Click on the Decrease Indent button.
3. The indents can be set manually also. Click the Page Layout tab and choose the Paragraph group. Type the amount of indent required in the left/ right fields.

4 . What is mail meager? Give one example where the Mail Merge tool can be useful.

Ans.:- The Mail Merge feature of <S Word helps in creating multiple copies of letters and other documents with similar text.

For example, sending invitations, letters, notices for meetings, etc.

5 . What is the splitting and merging of cells?

Ans.:- The feature of dividing a single cell into multiple cells is known as Splitting of cells.

The opposite of splitting cells is merging cells. Combining two or more cells in a row column into a single cell is known as Merging of cells.

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