

COMPUTERS

CLASS FIVE

Chapter 3

Advanced Features of Word Processor I

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Do in the textbook

Page 37 Ex A 1,3

Page 37 Ex B 3,4

Page 38 Ex D 4

Write the following Q&A in your Computer copy

Q1. What are Page margins ? What are the default settings of left and right margins ?

Ans. Margins refers to the amount of space between the edge of the page and the document text .