

Answer the following.

1. What are the default margins set for a page?
The default margins set for a page is 1" from the top and bottom, and 1" from the left and right-edge of the page.
2. What is the use of setting the tab key?
The Tab key is set to give proper indentation to the text.
3. What are the uses of selecting the print current page and custom print options?
Print current page prints only the selected page from the document. Custom Print option prints any specified range of pages from the document.
4. What is page orientation? Name the two options available for the orientation of a page.
It is the property to set the printing direction of the text on paper. Portrait and landscape are the two options for the orientation of page.