



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -2(Answer Key)

Topic – Inserting Headers, Footers, Endnote, Footnote, Symbols and Special Characters

Subject: COMPUTER Class - 6

F.M:15

Chapter: MS Word: More Features

Date: 04/05/2020

Choose the correct answer for each question

15x1=15

- Header and Footer options are present in _____ tab.
 - Home
 - Insert**
 - Design
 - Layout
- _____ is the bottom section of the document to hold footnotes, page numbers, titles, etc.
 - Footer**
 - Header
 - both (a) and (b)
 - none of these
- The content in the _____ will appear across all pages.
 - Footer
 - Header
 - both (a) and (b)**
 - none of these
- In which group can we find Header option?
 - Illustrations
 - Links
 - Header & Footer**
 - Text

5. Endnote or Footnote is present in _____ tab.
- a. Home
 - b. Insert
 - c. Layout
 - d. **References**
6. _____ are placed at the end of our document.
- a. Footnotes
 - b. **Endnotes**
 - c. Both (a) and (b)
 - d. None of these
7. In which group can we find “Insert Endnote” option?
- a. Captions
 - b. Index
 - c. **Footnotes**
 - d. None of these
8. Which of the following options allows us to add comments?
- a. Headers
 - b. Footers
 - c. **Endnotes**
 - d. All of these
9. To add symbol, we click on _____ tab.
- a. Home
 - b. **Insert**
 - c. Layout
 - d. References
10. “÷” is an application of _____ feature in MS Word.

- a. Headers
 - b. Footers
 - c. Endnotes
 - d. **Symbols**
11. _____ are placed at the bottom of our document.
- a. **Footnotes**
 - b. Endnotes
 - c. Both (a) and (b)
 - d. None of these
12. _____ is the top section of the document to hold footnotes, page numbers, titles, etc.
- a. Footer
 - b. **Header**
 - c. both (a) and (b)
 - d. none of these
13. Symbols or Special character option is present in :
- a. Text
 - b. Styles
 - c. **Symbols**
 - d. None of these
14. Note reference mark can be :
- a. Number
 - b. Character
 - c. Symbol
 - d. **All of these**
15. To add a logo across all pages in our document, we can use the following feature:
- a. **Headers or Footers**
 - b. Footnote or Endnote
 - c. Symbols
 - d. None of these