



# ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

## WORKSHEET - 6

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

Subject: COMPUTER Class - 6

F.M:15

Chapter: MS Word: More Features

Date: 01/02/2021

### 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.
- Home
  - Insert
  - Layout
  - References
6. \_\_\_\_\_ are placed at the end of our document.
- Footnotes
  - Endnotes
  - Both (a) and (b)
  - None of these
7. In which group can we find “Insert Endnote” option?
- Captions
  - Index
  - Footnotes
  - None of these
8. Which of the following options allows us to add comments?
- Headers
  - Footers
  - Endnotes
  - All of these
9. To add symbol, we click on \_\_\_\_\_ tab.
- Home
  - Insert
  - Layout
  - References

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