



ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



STUDY MATERIAL - 2

Subject: COMPUTER

Class - 5

Chapter: Formatting Documents in MS Word 2010

Date: 07/05/2020

N. B: Topics discussed through online classes has been taken into account.

Superscript and Subscript

A **subscript** is a character (such as a numeral or letter) that is set slightly below the normal line of text. Ex – H₂O, here 2 is subscripted.

A **superscript** is a character (such as a numeral or letter) that is set slightly above the normal line of text. Ex – x² + y² = z², in this example 2 is superscripted

STEPS:

1. Type the text
2. Select the character to be subscripted or superscripted
3. From the Home Tab → Font group, choose the subscript or superscript option.

Headers and Footers

The **header** is a section of the document that appears in the top margin, while the **footer** is a section of the document that appears in the bottom margin. **Headers and footers** generally contain information such as the page number, date, and title.

STEPS TO INSERT HEADER OR FOOTER:

1. Select the **Insert** tab.
2. Click either the **Header** or **Footer** command. A drop-down menu will appear.
3. From the drop-down menu, choose one of the **built-in options**.
4. The **Design** tab will appear on the Ribbon, and the header or footer will appear in the document.
5. Type the desired information into the header or footer.
6. When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key.

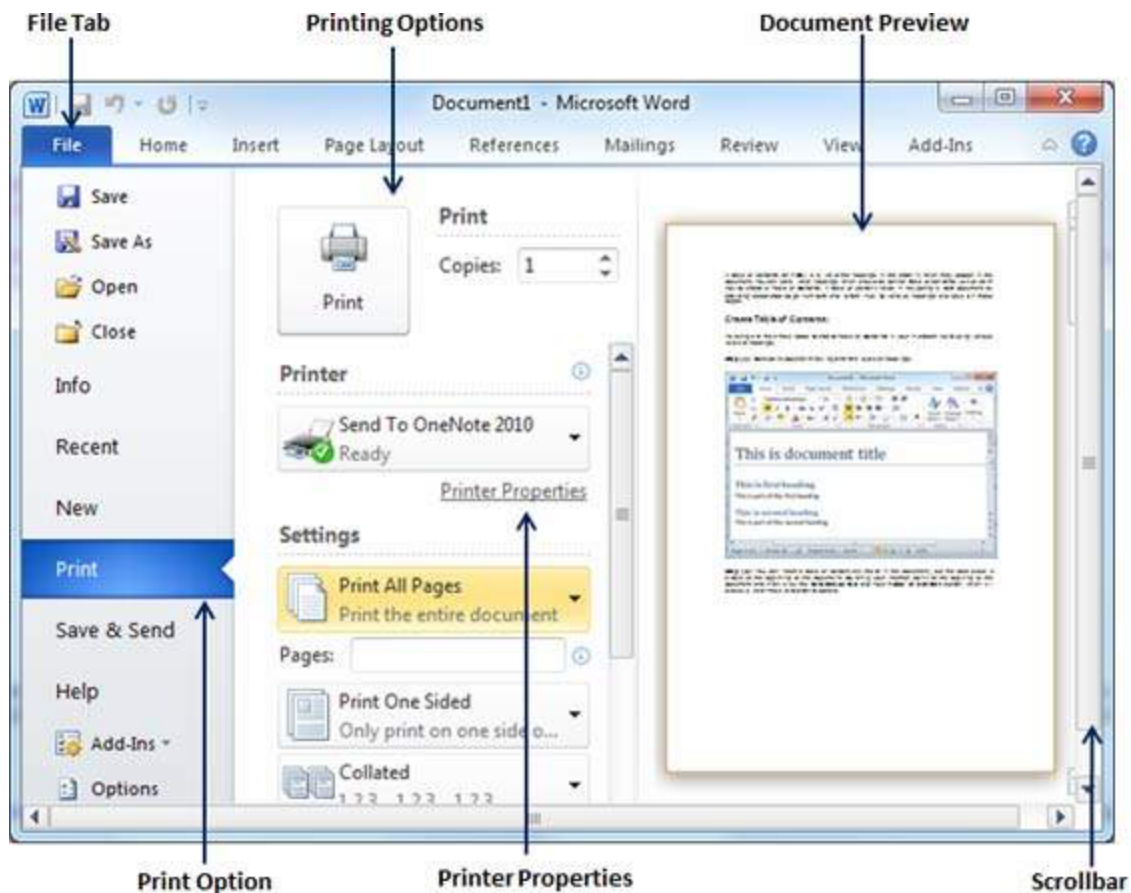
N.B.: After you close the header or footer, it will still be visible, but it will be **locked**. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked.

Adding Page Numbers

STEPS TO ADD PAGE NUMBERS TO OUR DOCUMENT:

1. Select the **Insert Tab**.
2. From Header & Footer group, choose Page Number option.
3. From the drop-down menu, several options will appear which in turn will allow us to select the desired style. The page number will appear in the document.

Printing a document in MS Word



Brief description of the available options:

- 1) **Copies:** We can set the number of copies to be printed; by default, you will have one copy of the document.

- 2) **Print Custom Range:** This option will be used to print a particular page of the document. Type the number in **Pages** option, if you want to print all the pages from 7 till 10 then you would have to specify this option as **7-10** and Word will print only 7th, 8th, 9th and 10th pages.
- 3) **Print One Sided:** By default, you print one side of the page. There is one more option where you will turn up your page manually in case you want to print your page on both sides of the page.
- 4) **Collated:** By default, multiple copies will print Collated; if you are printing multiple copies and you want the copies uncollated, select the uncollated option.
- 5) **Orientation:** By default, page orientation is set to Portrait; if you are printing your document in landscape mode then selects the Landscape mode.
- 6) **A4:** By default, the page size is A4, but you can select other page sizes available in the dropdown list.

Answer the following questions:

1. **What is the difference between subscript and superscript?**

Ans:

Subscript	Superscript
A subscript is a character (such as a numeral or letter) that is set slightly below the normal line of text.	A superscript is a character (such as a numeral or letter) that is set slightly above the normal line of text.
Ex – H ₂ O	Ex – X ²

2. **What do you mean by collate option?**

Ans : Collate means that when printing more than one copy of a multi-page document, the copies will print all pages of each copy before printing the second copy.

3. **Mention the steps to add page numbers to the document.**

Ans: STEPS:

- a) Select the Insert Tab.
- b) From Header & Footer group, choose Page Number option.
- c) From the drop-down menu, several options will appear which in turn will allow us to select the desired style. The page number will appear in the document.

4. Name the default page orientation in Print dialog box.

Ans : By default, page orientation is Portrait.

5. Differentiate between header and footer.

Ans:

Headers	Footers
The header is a section of the document that appears in the top margin	The footer is a section of the document that appears in the bottom margin

6. In which tab do we find superscript option in MS Word 2010?

Ans : We find superscript option in Home Tab.

7. In which tab do we find Headers & Footers group in MS Word 2010?

Ans : We find Headers & Footers group in Insert tab.