



ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



WORKSHEET -2

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.
- 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

- 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