



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -1 (Answer Key)

Topic – Subscript, Superscript, Headers & Footer, Page Numbers

Subject: COMPUTER Class - 5

F.M:15

Chapter: Formatting Document in MS Word

Date: 02/05/2020

Choose the correct answer for each question

15x1=15

1. In which tab can we find superscript option in MS Word ?
 - a. **Home**
 - b. Insert
 - c. Design
 - d. Layout
2. Which among the following is not a font style in MS Word?
 - a. bold
 - b. italics
 - c. **superscript**
 - d. none of these
3. A number of letter that appears little below the normal text is called :
 - a. Superscript
 - b. **Subscript**
 - c. Supertext
 - d. Toptext
4. We can insert a page number at
 - a. Header
 - b. Footer
 - c. **Both (a) and (b)**
 - d. None of these

6. Which group consists of the option of superscript/subscript?

- a. **Font**
- b. Paragraph
- c. both (a) and (b)
- d. none of these

7. _____ is the groups found under Home Tab.

- a. Font
- b. Paragraph
- c. Clipboard
- d. **All of these**

8. CH₃OH is an example of:

- a. Superscript
- b. **Subscript**
- c. Both (a) and (b)
- d. None of these

9. Header & Footer group is present in _____ tab.

- a. Home
- b. **Insert**
- c. Design
- d. Layout

10. Page Number button is available in _____ group.

- a. **Header & Footer**
- b. Text
- c. Illustrations
- d. Tables

11. _____ is the bottom section of the document to hold footnotes, page numbers, titles, etc.

- a. **Footer**
- b. Header
- c. both (a) and (b)
- d. none of these

12. $ax^n + c$ is an example of :

- a. **Superscript**
- b. Subscript
- c. Both (a) and (b)
- d. None of these

13. Which among the following is present in Header & Footer group?

- a. Header
- b. Footer
- c. Page Number
- d. **All of these**

14. A number of letter that appears little above the normal text is called :

- a. **Superscript**
- b. Subscript
- c. Supertext
- d. Toptext

15. _____ 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