

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. itlalics
 - 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

 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 	both (a) and (b) i. both (a) and (b) i. none of these is the groups found under Home Tab. i. Font i. Paragraph i. Clipboard i. All of these ii. Superscript ii. Subscript ii. Both (a) and (b) ii. None of these reader & Footer group is present in tab. ii. Home ii. Home ii. Layout reage Number button is available in group. ii. Header & Footer ii. Text ii. Illustrations		ich group consists of the option of superscript/subscript?
c. both (a) and (b) d. none of these 7	both (a) and (b) none of these is the groups found under Home Tab. Font Paragraph Clipboard All of these Superscript Subscript Both (a) and (b) None of these eader & Footer group is present in tab. Home Insert Design Layout Page Number button is available in group. Header & Footer Text Illustrations		
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a. <u>Header & Footer</u>b. Textc. Illustrations	Header & Footer Text Illustrations	d.	Layout
b. Text c. Illustrations	c. Illustrations	10. Pa	ge Number button is available in group.
c. Illustrations	c. Illustrations	a.	Header & Footer
		b.	Text
d. Tables	d. Tables	c.	Illustrations
		d.	Tables

11	is the bottom section of the document to hold footnotes, page numbers,	
titles, etc.		
a.	<u>Footer</u>	
b.	Header	
c.	both (a) and (b)	
d.	none of these	
12. ax	x ⁿ + c is an example of :	
a.	Superscript	
b.	Subscript	
c.	Both (a) and (b)	
d.	None of these	
13. W	hich among the following is present in Header & Footer group?	
a.	Header	
b.	Footer	
c.	Page Number	
d.	All of these	
14. A r	number of letter that appears little above the normal text is called :	
a.	Superscript	
b.	Subscript	
c.	Supertext	
d.	Toptext	
	is the top section of the document to hold footnotes, page numbers, titles,	
etc.	Capton	
a.	Footer	
b.	Header	
C.	both (a) and (b)	
d.	none of these	
	Phalguni Pramanik	