



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -3(Answer key)

Topic – Adding Headers and Footers and Printing a Document

Subject: COMPUTER

Class - 5

F.M:15

Chapter: Formatting Documents in MS Word 2010

Date: 25/01/2021

Choose the correct answer for each question

15x1=15

- The page number button is available on _____ tab.
 - Home
 - Insert**
 - Design
 - Page Layout
- Which tool enables you to increase/decrease the magnification in a document?
 - Zoom slider**
 - Margin marker
 - Ruler
 - Print Preview
- _____ is the top section of the document to hold footnotes, page numbers, titles, etc.
 - Footer
 - Header**
 - both (a) and (b)
 - none of these
- Print option is available in _____ tab.
 - Home
 - File**
 - Insert
 - Page Layout
- Which of the following actions can be performed using the Page Setup option?
 - Margins
 - Page Size
 - Page Orientation
 - All of these**
- We can insert a page number at
 - Header
 - Footer
 - Both (a) and (b)**
 - None of these

7. _____ is the bottom section of the document to hold footnotes, page numbers, titles, etc.
- Footer**
 - Header
 - both (a) and (b)
 - none of these
8. Which among the following is present in Header & Footer group?
- Header
 - Footer
 - Page Number
 - All of these**
9. Which option is not present in Print settings?
- Paper Size
 - Collated list
 - Margins
 - None of these**
10. Header & Footer group is present in _____ tab.
- Home
 - Insert**
 - Design
 - Page Layout
11. _____ option to print the document pages in collated or uncollated.
- Paper Size
 - Collated list**
 - Margins
 - Orientation
12. To select the paper orientation in Landscape mode, _____ option should be selected.
- Paper Size
 - Collated list
 - Margins

- d. **Orientation**
13. This option helps you to choose the size of paper before printing.
- a. **Paper Size**
 - b. Collated list
 - c. Margins
 - d. Orientation
14. Which option should be selected for fine tuning the page settings for printing?
- a. Print All Pages
 - b. **Page Setup Link**
 - c. Print Custom Range
 - d. Print Current Page
15. Which option is available to print all or selective pages of our document?
- a. Print All Pages
 - b. Print Custom Range
 - c. Print Current Page
 - d. **All of these**

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