



# ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

## WORKSHEET -3

### 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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