

# CLASS NOTES

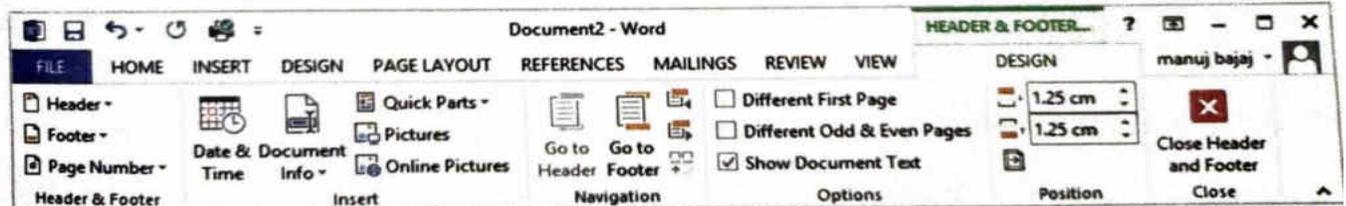
Class: **V**

Topic: **Chapter -1  
CREATING HEADERS AND FOOTERS IN  
WORD 2013**

Subject: **Computer**

(To be done in Computer Notebook)

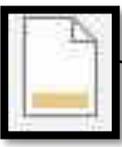
## A. Label any five options in the following toolbar:



Ans. 1. Header      2. Footer      3. Date & Time      4. Go to header      5. Go to footer

## B. Match the following:

1.       a. Go to Header

2.       b. Date & Time

3.       c. Go to Footer

4.       d. Page Number

## C. Write a short note on how you shall create a document that has a file name in the Header and Author name in the Footer.

Ans. Double click on the Header/Footer area of the document. Word activates the header area and displays the Design tab of Header & Footer tools. Type the file name in the Header box and click OK. Click on Go to Footer button on the Design tab to activate the footer area and type author name.

## D. Out of the four options given below, tick (✓) the correct option.

1. In a document header appears at the

✓ Top of every page

2. In a document footer appears at the

✓ Bottom of every page

3. Headers and footers can be used in

✓ All of the above

4. The \_\_\_\_\_ can be inserted in header and footer.

✓ All of the above

5. Header & Footer give the option to insert

✓ All of the above

6. If you want to write “Confidential” at the bottom part of all pages of your report where shall this go in Word document?

✓ Footer

7. You have to write the total number of pages at the bottom part of your word document. The best way is to

✓ Go to Header & Footer group in Design tab > Page Number and insert total page count

8. All the elements that can be inserted in Header/Footer can be accesses from

✓ Design tab

9. To activate Footer area, you should click \_\_\_\_\_ on the Design tab.

✓



10. To activate header area, you should click \_\_\_\_\_ on the Design tab.

✓



\*The above content has been absolutely prepared from home.