

1. Answer the following questions.

- i. **What type of information can the header at the top of a Word document contain?**

Ans. The header at the top of a word document may contain the document name, chapter name, page number and date.

- ii. **Why is the header an important feature of Word documents?**

Ans. Header is an important feature because it tells us about the contents of each document.

- iii. **Do you think it is better to give the meaning of a word in the footer rather than including it in the text?**

Ans. It is better to give the meanings of words in **footnotes** because they are easier to find.

- iv. **Explain why an author would prefer to use endnotes rather than footnotes when writing a historical novel.**

Ans. An author of a historical novel would prefer endnotes because the use of **endnotes** creates a cleaner look and easier to print.

- v. **Define endnote.**

Ans. It is a note that appears at the ends of a document that links to text in the document.

2. Long Question.

- i. **Define watermark. What are the main steps to add a text watermark?**

Ans. A **watermark** is a text or picture placed behind the document text. The steps to add a text watermark are:

- i. Click the **DESIGN** tab.
- ii. In the **page background** group, click the **Watermark** option.
- iii. Select **Custom Watermark**.
- iv. The **Printed watermark** dialog box appears.
- v. Select the text watermark option.
- vi. Type in the text and click **OK**.

3. Fill in the blanks with correct words.

- i. By default, headers are printed **0.5** inches from the top of the page.
- ii. A note at the end of a document of a document that links to text in the document is called **endnote**.
- iii. **Header** is a text that is repeated at the top margin of each page.
- iv. A footnote or endnote consists of a note **reference** mark and the note text.
- v. A **watermark** is a text or picture placed behind the document text.

4. True or False.

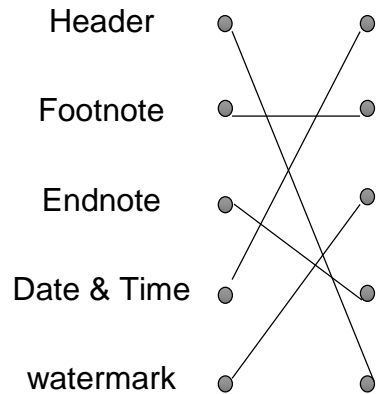
- i. Footnotes and endnotes provide explanations, comments for the text in a document. True
- ii. Footers are placed at the end of the documents. False
- iii. To change the color of the page, click **page Color** option. True
- iv. A watermark may be a picture or text. True
- v. Header is present at the bottom margin of each page. False

6. Choose the correct answer.

1. Which option is available on the DESIGN tab?			
a) Page Border	b) Watermark	c) Page color	d) All of these
2. Which of the following can be used as watermark?			
a) Picture	b) Text	c) Both a and b	d) None of these
3. _____ are placed at the end of a document.			
a) Footers	b) Footnotes	c) Endnotes	d) None of these
4. A _____ usually contains detailed comments about something in the text.			
a) Footer	b) Footnote	c) Header	d) None of these
5. The Footnote option is available on this tab.			
a) HOME	b) INSERT	c) REFERENCES	d) none of these

7. Match the columns.

Column A



Column B

- Insert group
- At the bottom of the page
- Text or picture
- At the end of a document
- At the top margin of the page

8. Jumbled words.

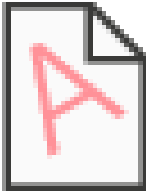
- | | |
|------------|----------------|
| a) SINGED | <u>DESIGN</u> |
| b) NIGRAM | <u>MARGIN</u> |
| c) TOOREF | <u>FOOTER</u> |
| d) SERTIN | <u>INSERT</u> |
| e) TONEEDN | <u>ENDNOTE</u> |

9. Word Search.

Header	Footer	Endnote	Design	Layout
--------	--------	---------	--------	--------

D	G	N	A	Y	E	L	Q	F	Z
F	L	A	Y	O	U	T	S	O	X
T	N	B	S	D	D	K	D	O	C
H	E	A	D	E	R	J	C	T	V
U	Q	V	F	S	C	H	V	E	B
N	W	C	G	I	G	G	H	R	N
W	T	X	H	G	N	X	K	W	M
H	E	Z	E	N	D	N	O	T	E

10. Label the diagrams.



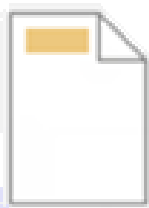
Watermark



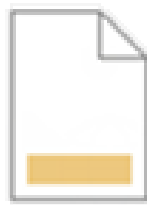
Page Borders



Page Color



Header



Footer

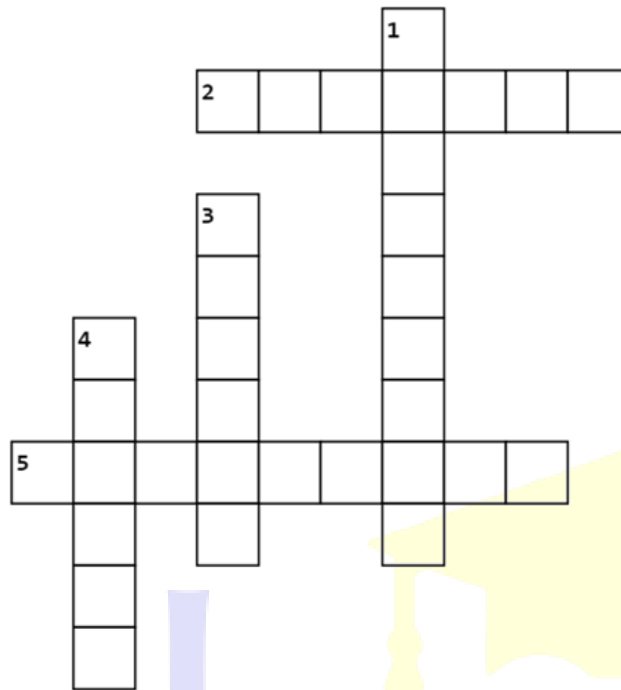


Page Number

11. Write the keyboard shortcuts.

Commands	Keyboard shortcuts
Insert footnote	Ctrl + Alt + F
Insert endnote	Ctrl + Alt + D
To justify the text	Ctrl + J
To left align the text	Ctrl + L
To undo the task	Ctrl + Z

12. Crosswords



Across	Down
2. at the end of the document	1.date and time
5.picture or text	3.at the end of the page
	4. at the top of the page

13. Comprehension

Read the paragraph carefully and answer the following questions.

I am Omer. My class teacher gave me an assignment to create a document about my school in MS Word. First of all, I inserted header and footer. In the header, I typed my document name "My school" and also inserted my school logo. In the footer, I inserted page number and my name. I also added a watermark which is a picture of my school logo. In the main content, I wrote about my school, its location, structure, teachers etc. I save my document in Local Disk (D:) in new folder with file extension .doc.

1. In which disk Omer saved his document?

Ans. In Local Disk (D:)

2. What is the name of Omer's document?

Ans. "My School"

3. Which things Omer added in the footer?

Ans. Page Number and his Name

4. What is the file extension of MS Word?

Ans. It's file extension is .doc

5. Who gave assignment to Omer?

Ans. His Class teacher