

**SRI RAJARAJESWARI MATRICULATION HIGHER SECONDARY  
SCHOOL**

**CLASS : 6**

**SUBJECT : COMPUTER SCIENCE**

**DATE : 4/9/2021 TIME :6PM**

☛ Enter the correct option in the given box. For example 

a
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1.What is a header and/or a footer?

- a Line numbers inserted along the left edge of a page
- b The first or last complete sentence on a page
- c The bolded subtitle for each section or the footnote on any section
- d Text inserted into the top and bottom margins

2.Under what primary toolbar or ribbon menu are the header and footer menus found?

- a File
- b Format
- c Review
- d Insert

3.Which of the following is important guidance to remember about using headers and footers?

- a Don't use capital letters.
- b Make sure all references are centered.
- c Spell out all numbers.
- d Don't let them be distracting.

4.In which view Headers and Footers are visible

- a Normal View
- b Page Layout View
- c Print Layout View
- d Draft View

5. Where footnotes appear in a document

- a. End of document
- b. Bottom of a Page
- c. End of Heading
- d. None

6. Which item is printed at the bottom of each page

- a. Header
- b. Foot Note
- c. Title
- d. Footer

SAY TRUE ☐ OR FALSE ☐

7. We can close the header and footer ribbon by pressing ctrl key.

8. Date and time can be included in the document through insert tab.

9. Footnotes are placed at the end of the document.

10. The number styles of footnotes and endnotes can be altered through references tab.