

SUBJECT- COMPUTER

CLASS -V

SCHOOL- CARMEL SCHOOL MADHUPUR

CHAPTER-1 OPERATING HEADER AND FOOTERS IN WORD 2013

Q.NO.1. WHAT IS HEADER?

ANS— HEADER REFERS TO THE TOP PORTION OF THE PAGE.

Q.NO.2. WHAT IS FOOTER?

ANS—. FOOTER REFERS TO THE BOTTOM PORTION OF THE PAGE.

Q.NO.3. SOME POINTS RELATED WITH HEADER AND FOOTER

ANS—. 1. HEADERS AND FOOTERS ARE USED IN BOOKS AND MAGAZINES FOR HEADING AND PAGE NUMBERS OR OTHER ELEMENTS THAT ARE REPEATED ON EVERY PAGE.

2. THE HEADER AND FOOTERS CAN ALSO BE USED IN A DOCUMENT TO DISPLAY THE DOCUMENT TITLE, PROJECT NAME, DATE AND TIME, PAGE NUMBERS, YOUR NAME , NAME OF YOUR SCHOOL, ETC..

Q.NO.4. WRITE THE STEPS TO CREATE HEADER AND FOOTER IN WORD 2013?

ANS--STEPS TO CREATE HEADER AND FOOTER IN WORD 2013 ARE:

STEP 1- DOUBLE CLICK IN THE HEADER/FOOTER AREA OF THE DOCUMENT.

STEP 2- TYPE TEXT IN HEADER BOX, PRESS TAB KEY TWICE AND INSERT THE DATE BY CLIKING ON THE DATE AND TIME BUTTON ON INSERT GROUP OF DESIGN TAB.

STEP.3- GO TO FOOTER BUTTON ON THE DESIGN TAB TO ACTIVATE THE FOOTER AREA.

STEP.4- ENTER YOUR NAME IN THE FOOTER.

STEP.5- TO INSERT PAGE NUMBER AT THE RIGHT SIDE OF THE FOOTER, PRESS TAB KEY TWICE.

STEP.6- CLICK PAGE NUMBER OPTION> CURRENT POSITION>PLAIN NUMBER.

STEP.7. CLICK ON CLOSE HEADER AND FOOTER BUTTON TO EXIT.