



# EXERCISE



## Q1. State True or False

- i. Subscripts are small text written below
- ii. Superscripts are small text written below
- iii. To insert Footer, click on the Insert Tab and then on Footer Option.
- iv. A newspaper presents news in single column.
- v. The page of a document can be presented in four directions

## Q2. Match the following

i. Border	a. Landscape
ii. Portrait	b. Footer
iii. Find	c. SuperScript
iv. Header	d. Shading
v. Subscript	e. Replace

## Q3. Name the Tab for the following

- |                 |                   |             |
|-----------------|-------------------|-------------|
| i. Header       | ii. Subscript     | iii. Column |
| iv. Orientation | v. Replace        | vi. Shapes  |
| vii. Border     | viii. Search/Find |             |

#### **Q4. Answer the following**

- i. What is meant by page orientation?
- ii.. How is Replace option helpful?
- iii. Name two areas where Shapes are useful.
- iv. Name four components of Word Window.