



## Choose the correct answer

### 1. We can insert a page number at

- 1] Header                      2] Footer  
3] Both A and B              4] None

### 2. Maximum number of columns supported by a table is s

- 1] 54                              2] 46  
3] 63                              4] 36

### 3. Why headers and footers used in MS -Word

1. To enhance the overall appearance of the document
2. To mark the starting of a page
3. To make large document more readable
4. To allow page headers and footers to appear on document when it is printed





## Choose the correct answer

**4. What steps do you follow to add a table using the Menu Bar**

1] View -> insert -> Table

2] Insert -> Table

3] Page Layout -> insert -> Table

4 Home -> Table

**5. A table is a grid of cells arranged in rows and columns.**

1] True

2] False

