WORKSHEET 3

1. **State the difference between Header and Footer.**

| Header	Footer

2. **Specify the different positions where you can insert Page Number.**

Top of Page

3. **What are Footnote and Endnote used for? Name its two linked parts.**
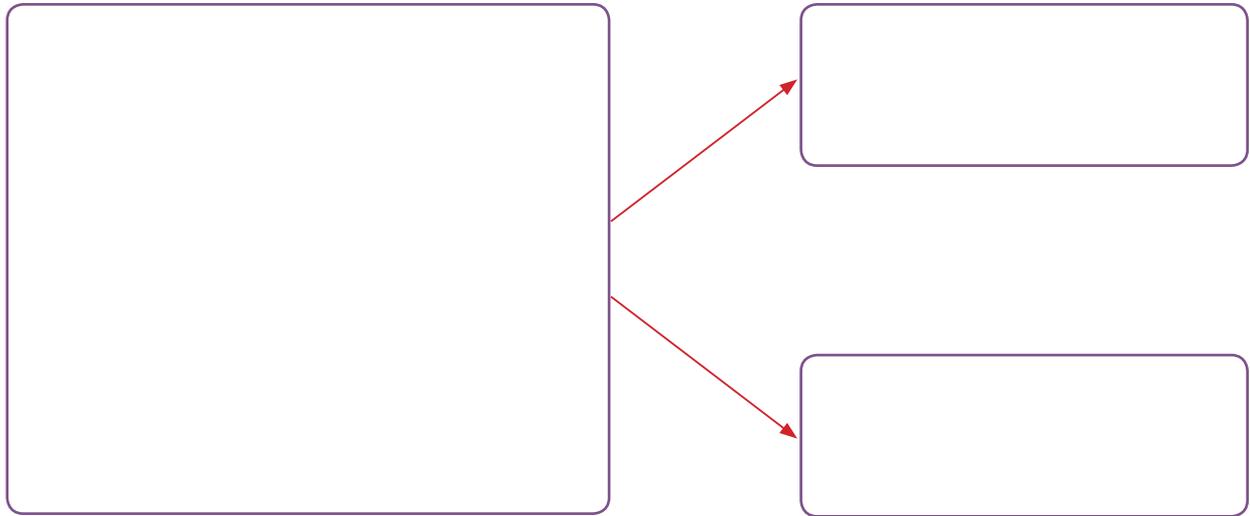
4. **What is Mail Merge? Name the different type of document that you may work upon during Mail Merge.**
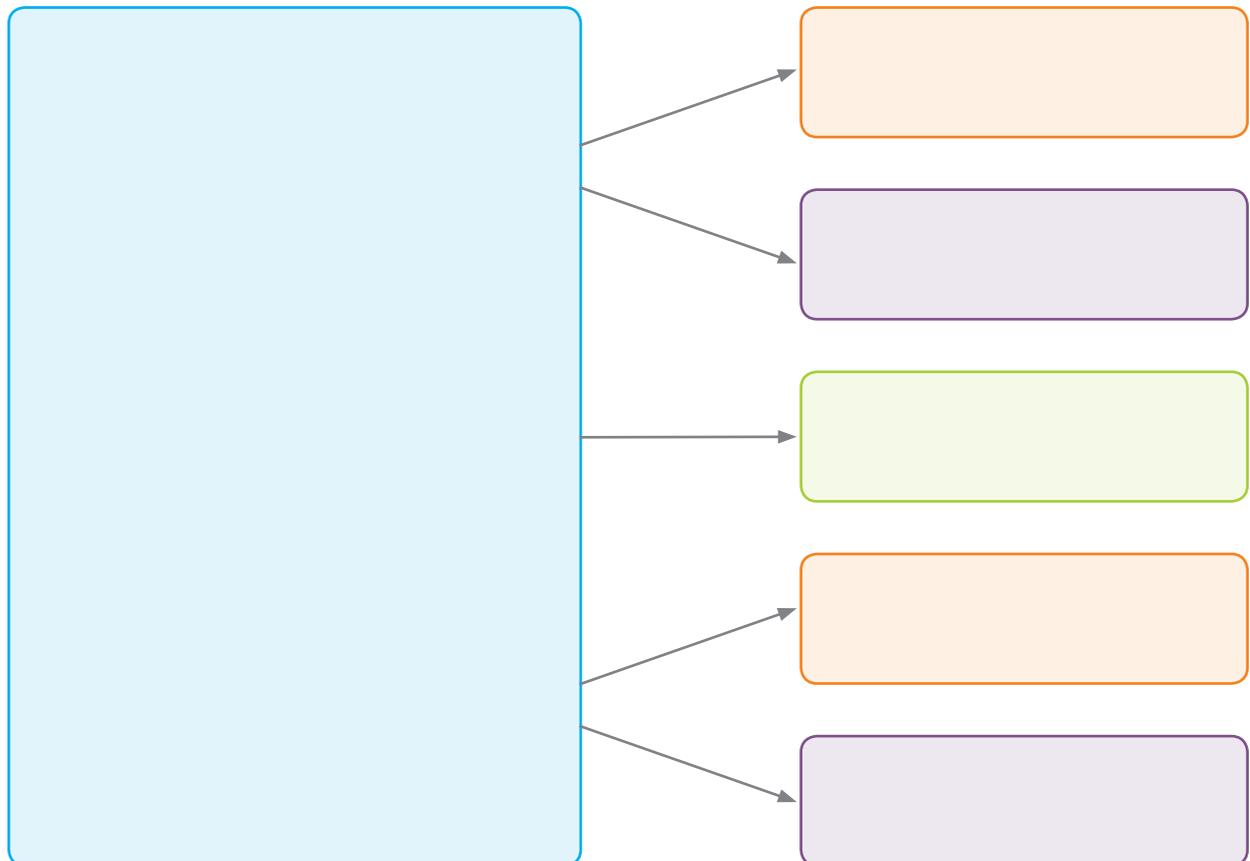
5. **Fill in the blanks with the given words:**

Mailings	**Remove Header**	**Mail Merge**	**Close Header and Footer**
Endnote	**bottom**	**Footnotes**	**Insert**
Note Text	**Update**		

a) _____ is used to provide additional information, comments or references at the end of a document.

b) To send the same letter to multiple recipients _____ is used.

c) The _____ tab is used for Mail Merge.

d) You can remove a header by clicking on the _____ option present on the drop down list of the Header button.

e) To exit from the header and footer section _____ button is clicked.

f) The _____ automatically checkbox in the Date and Time dialog box ensures that the date and time will automatically update and the current date and time will show whenever you open the document.

g) To insert the Page Number you need to click on the _____ tab.

h) A Footnote appears at the _____ of a page.

i) The _____ is the actual text that corresponds to the Note reference mark.

j) To insert Endnote or Footnote you need to click on the corresponding button of _____ group of the References tab.

6. **Match the Columns:**

Footnote

Endnote

Mail Merge

AB¹   Footer