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INFORMATION TECHNOLOGY FOR CLASS 10

(Study material Based on N.C.E.R.T)

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Some Important Topic Regarding P.A.2 Examination

Header and Footer:

Headers are text or images included at the top of the page. They usually contain important information such as company or department name, logo, page numbers, name of the author, etc. separated from the work or actual document area.

Notice the header in the above document; the title “Application From, June 2012” will be included on all pages of this document.

In this exercise, you will learn to include a header to a document.

To understand and work with headers, open a new document in word processor

- ❖ Click on the *Insert* tab on the *Ribbon*.
- ❖ Click on the option *Header* in the *Header & Footer* group
- ❖ A drop down list appears which lists predefined header options
- ❖ You can insert the page number at any position within the header area by selecting the alignment option under *Page Number*. You can also change the number format for page numbers by clicking
- ❖ *Format Page Numbers...* under *Page Number* options. The *Page Number Format* dialog box
- ❖ You can insert date and time by clicking the *Date & Time* option available under *Insert* Group.
- ❖ You can choose the date and time format from the available formats.

Document Template:

Templates or document templates refer to a sample fill-in-the-blank document that can help in saving time. Usually templates are customized documents that may have sample content, themes, etc. For example, if you want to create a resume you can use a resume template and modify only the sections that require changes.

- ❖ To view sample templates available with your word processor,
- ❖ Go to *File > New*. You will be displayed with different types of templates (Figure below). For example, if you would like to create a letter, you can select the *Letters* option under *Office.com Templates* section. Suppose you need to create certificates for a recently held competition, you can select the *Certificates* option. You will be displayed with a list of Certificate templates.

Now select any of the templates by double-clicking on it.

A sample certificate window similar to the one below appears. Now you can use this template and customize the contents by replacing the school name, student name, etc.