



MS Word Practice – Insert Tab: Header & Footer + Text Group Exercises

Part 1: Header & Footer Group – Practice Tasks

1. Insert a header with your full name and School name.
2. Insert a page number bottom of page.
3. Change the header font style to Bold and Center align it.
4. Insert =rand(4,2) and right a title called "Insert tab" make title font size 24, Bold, Underline and center

Part 2: Text & Symbols Group – Practice Tasks

5. Insert a text box and write quote called "Every expert was once a beginner. Keep going!" inside it.
6. Use the WordArt for the title of the document.
7. Insert a Drop Cap at the beginning of a paragraph.
8. Insert a signature line (Insert > Text > Signature Line).
9. Insert the current date using the Date & Time option.
10. Insert the formula of Quadratic formula, Make font size 20

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$