

Description of question sheet editing:

(I)Header : marked by red circle, where you can click on “Header” under “Insert(step1&2)” and input the information on the header of page 1; the information will be displayed automatically on page 2. Or, alternatively, you can input the information by writing after printing out.

The screenshot shows the 'Insert' ribbon in the software. The 'Header' option is highlighted. The header section contains the following text: 'Chaoyang University of Technology', 'Academic year ___ Semester ___', 'Midterm exam' (checkbox), 'Final exam' (checkbox), and 'Test Questions'. Below this is the 'Page 1 of 1' indicator. The student information section includes 'Providing Dept.', 'Subject', 'Subject code', 'Signature of question giver', 'Student's Dept./Class', 'Student No.', and 'Name'. The footer section contains the text: '※Important: Marking answers on questions allowed: Yes No. Students are allowed to carry _____ None'. Annotations include a red circle around the header text, a blue circle around the page number, a square frame around the student information section, and a green circle around the footer text.

(II)Page: marked by blue circle. Numbers are created automatically. No need to enter(step1&3)

(III)The square frame will be created automatically on additional pages. No need to set it up.

(IV)“Important” : marked by green circle. Please click on “Footer” under “Insert(step1&4)” and input the information at the Footer screen on page 1. Or, alternatively, you can check in the box and fill in the information after printing out.