Digital Documentation

▸ **Document:** A document is a paper with written contents, for example, letters, reports, thesis, manuscripts, legal documents, books, etc.

▸ **Documentation:** The process of preparing a document is called documentation. It is required to preserve the contents for a longer period or to be used as evidence.

▸ **Word Processing:** Word processing is the use of computer software to enter, edit, format, store, retrieve and print the document.

▸ **Word Processor:** A word processor is a computer application used for the production of printable material. In the beginning WordStar was the most widely used word processor.

Web-based word processors are:

- ➤ Google Docs
- ➤ Office 365 Word
- ➤ Microsoft OneDrive Word

▶ **Limitations of Using Typewriter:** There are several limitations of using a typewriter, which are:

- ➤ In case of any typing error, the whole sheet is required to be typed again.
- ➤ Typewriter does not have all the required characters or symbols.
- ➤ We cannot prepare document in desired format.
- ➤ To send same letter to two or more persons with different addresses requires multiple typing efforts.

▶ **Difference between manual typewriter and electronic typewriter:**

Electronic Typewriter	Manual Typewriter
It is possible to make changes in the content.	It is not possible to make changes in the content.
It is faster.	It is slower.
It has small size screen to display the contents.	It has no screen.

▶ **Features of Word Processor:** Following are the features of word processors:

- ➤ Create, edit, save, retrieve and print the document.
- ➤ Copy the text to other places within the document.
- ➤ Format paragraphs as well as pages.
- ➤ Change the font size, font style of the text in the document.
- ➤ Check spelling and grammar.
- ➤ Create table, modify the size of the selected rows, columns or cells.
- ➤ Insert pictures or graphs within the document.
- ➤ Print the selected text or selected pages of the document.

▶ **Note:** By default, the file is saved in .odt format.

▶ **Components of the Writer Window:** The various components of the Writer window are:

- ➤ **Title Bar:** Title bar is located on the top of Writer window. It shows the name of the document.
- ➤ **Menu Bar:** It appears below the Title Bar. It shows the menu items like-File, Edit, View, Insert, Format, etc. On selecting a menu item, its submenu will open.
- ➤ **Toolbars:** The toolbar appears below Menu Bar. By default, the Standard Toolbar and Formatting Toolbar will appear. The other toolbars can be activated by clicking on 'View' menu and selecting the 'Toolbars' of submenu.
- ➤ **Standard Toolbar:** It contains commands in the form of icons.
- ➤ **Formatting Toolbar:** It contains the various options for formatting a document.
- ➤ **Status Bar:** It is located at the bottom of the workspace. It displays the number of pages, words, the language used, zooming, etc.
- ➤ **Scroll Button and Scroll Bar:** It is used to scroll the document.
- ➤ **Zoom:** It allows to change the scale of the text and pictures in the document only for view.

▶ **Office Suite:** Office suite is a collection of programs, which are useful for word processing, spreadsheet preparation, presentation and database management.

▶ **Starting LibreOffice Writer:** There are different ways to start writer in windows and linux.

▶ **In Windows:** Following are the ways to open Writer.

- ➤ Double click LibreOffice Writer shortcut, which is available on the computer desktop.
- ➤ Click on the Start or Windows button, select LibreOffice → LibreOffice Writer from application window.
- ➤ Type the word 'writer' in the search field and select LibreOffice Writer from the results.

▶ **In Linux:** Ways to open Writer are:

▶ In Ubuntu Linux, find the LibreOffice Writer icon on the application launcher or search it by clicking on 'Show Applications'.

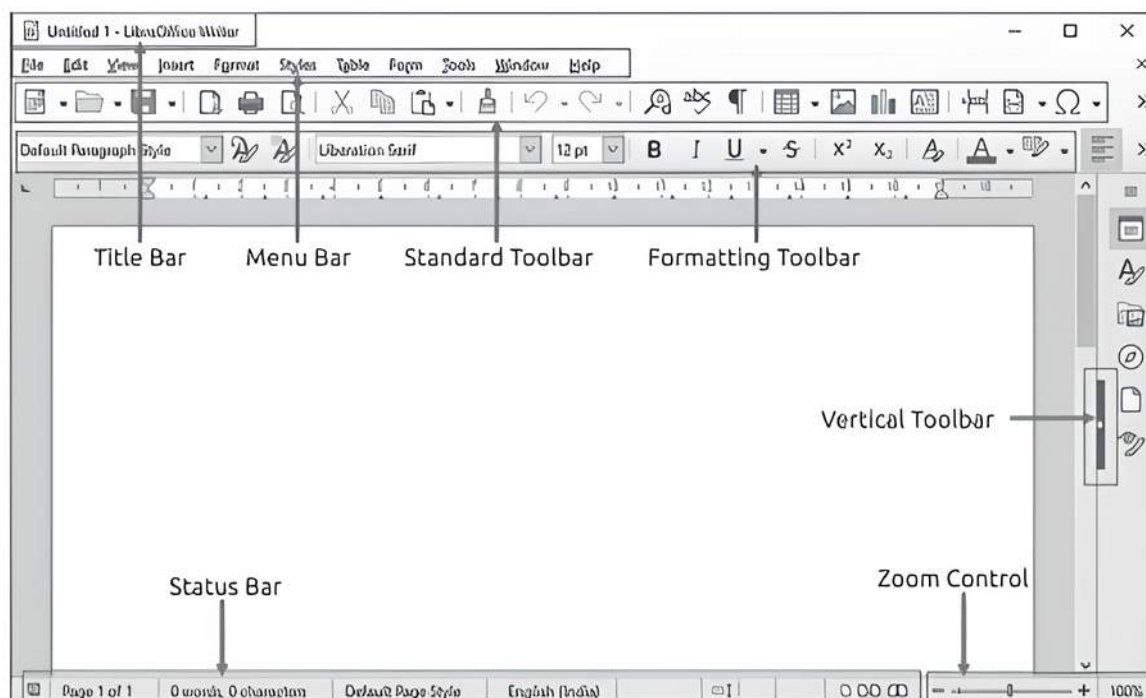▶ **Create a New Document:** Steps to create a new document:

- ➤ **Keyboard Shortcut:** Ctrl+N;
- ➤ **Mouse Options:** File → New → Text Document.

▶ **Save a Document:** Steps to save a document:

- ➤ Select File → Save.
- ➤ Select the location on disk to save the file.
- ➤ Type a suitable name for the document.
- ➤ Click on Save button.

▶ **To Save a Document Using Password:** Steps to save a document using password are:

- ➤ Select File → Save.
- ➤ Select the location on disk to save the file.
- ➤ Type a suitable name for the document.
- ➤ Put a tick on the checkbox Save with a password.
- ➤ Type the password to open the file in Set password dialog box.
- ➤ Type the same password in the second box and click OK button.

The figure is labeled: Title Bar, Menu Bar, Standard Toolbar, Formatting Toolbar, Vertical Toolbar, Status Bar, Zoom Control

▶ **Text Cursor Movement:** The Text Cursor is a flashing vertical line in the body of the text. The 4 arrow keys (←↑↓→) on the keyboard are called as cursor control keys.

Key Pressed	Action Done
Home Key	Text Cursor jumps in the beginning of the line.
End Key	Text Cursor jumps at the end of the line.
Ctrl + Home Key	Text Cursor jumps in the beginning of the document.
Ctrl + End Key	Text Cursor jumps in the beginning of the document.

▶ **Mouse Pointer:** The mouse pointer (by default arrow shape) changes to I shape, when moved over the text in a document.

▶ **Editing the Document**

➤ **Undo and Redo:** If, by mistake, you have made some changes and now you want to erase the last change done, then use the Undo option. After undo command, again if you want to go back then use the Redo option. Shortcut option for undo is Ctrl + Z and Shortcut option for redo is Ctrl + Y.

➤ **Moving and Copying Text**
- **Cut and Paste:** It is used to move a selected text from one place to another.
- Select the text and click on **Edit → Cut** option or press **Ctrl + X**
- Place the cursor where the text has to be moved.
- Click on **Edit → Paste** option or press **Ctrl+V**
- **Copy and Paste:** It is used to make a duplicate copy of selected text.
- Select the text and click on **Edit → Copy** option or press **Ctrl+C**.
- Place the cursor where the text has to be duplicated.
- Click on **Edit → Paste** option or press Ctrl+V.

➤ **Selecting Text:** Click where you want to begin the selection, hold down the left mouse button and then drag the pointer over the text that you want to select. The selected text will be highlighted.

➤ **Selection Criteria:**

To select a letter or letters.	Drag the Mouse across the letter(s).
To select a single word at a time.	Position the mouse pointer anywhere on that word and double click.
To select a complete sentence at a time.	Position the mouse pointer anywhere in the sentence and triple click.
To select a complete paragraph at a time.	Position the mouse pointer anywhere in the paragraph and quadruple click
To select a document.	Press Ctrl + A.

➤ **Selecting Non-consecutive Text Items:** Steps to select non-consecutive text items are:
- Select the first piece of text.
- Hold down the Ctrl key and use the mouse to select the next piece of text.
- Repeat as often as needed.

➤ **Selecting a Vertical Block of Text:** To activate this press **Ctrl + F8** from the keyboard or select **Edit → Selection Mode → Block Area.**

➤ **Find and Replace:** This feature is used to search for a text and replace it with other text.
- Select Edit → Find & Replace (or press Ctrl + F), the dialog box will open.
- Type the text to find in the Find box.
- To change the text with different text, enter the new text in the Replace box.

- ➤ **Jumping to the Page Number:** To jump to a particular page select the Edit Menu → Go to Page (Keyboard shortcut: **Ctrl + G**). Specify the page number in the dialog box. The cursor will move to the first character of the specified page.
- ➤ **Non-printing Characters:** To display the non-printing character (like Spacebar, tab, enter, etc.), press the toggle formatting mark (¶) or use keyboard shortcut Ctrl + F10. The tab space is shown by → sign and spacebar is shown by dot (.)
- ➤ **Checking Spelling and Grammar:** To check the spelling and grammar of the document (or selected text), select Tools → Spelling and Grammar, or click the Spelling and Grammar button on the Standard toolbar, or press the keyboard key F7. The Spelling and Grammar dialog box opens.
- ➤ **Using Synonyms and the Thesaurus:** Synonyms are different words with the same meaning. To find the synonyms of a word. Right-click on a word and point to Synonyms on the context menu. A submenu of alternative words and phrases are displayed. Click on a word or phrase in the submenu to replace it with the highlighted word.

▶ **Formatting a Document**
- ➤ **Page Setup:** To setup a page, select and click on the Format → PageSetup and the Page option. It allows to select paper size and format (A4, A5, B4 and Letter). User can adjust 'Orientation' as Portrait or Landscape. The user can set the Margins (Left, Right, Top, Down).
- ➤ **Formatting Text:** Formatting Text refers to the formatting of paragraphs and characters. To do the formatting, first select the text and then apply the required text formatting features.
  - • **Removing Manual Formatting:** Select the text and choose Format → Clear Direct Formatting from the Menu bar, or click the Clear Direct Formatting button on the Formatting toolbar, or use Ctrl+M from the keyboard.
  - • **Common Text Formatting:** Some of the common text formatting features generally used are:
    - ▪ **Changing font size** – by selecting font size.
    - ▪ **Changing font style** – bold, italic, underline.
    - ▪ **Changing font type** – by selecting font drop down.
    - ▪ **Changing font colour** – by selecting font colour icon.
  - • The keyboard shortcuts for bold (Ctrl+B), for italic (Ctrl+I) and (Ctrl+U) for underline.
  - • **Changing Text Case:** It is possible to change the case of the text. There are 6 Change Case options in LibreOffice Writer which are:
    - ▪ Upper Case
    - ▪ Lower case
    - ▪ Cycle Case
    - ▪ Sentence Case
    - ▪ Capitalise Every Word
    - ▪ Toggle Case

- ➤ **Superscript and Subscript**
  - • **To Apply Superscript:** Select the text and select Format → Text → Superscript.
  - • **To Apply Subscript:** Select the text and select Format → Text → Subscript.
▶ **Paragraph Style:** A paragraph in a document can have several sentences, a single sentence, a single word, or no words at all. Every paragraph in Writer has a paragraph style and any one can select the given options
- ➤ **Indenting Paragraphs:** Place the Text Cursor anywhere in the paragraph, click on the 'Increase Indent' tool. the current paragraph's indent will increase. There is also a Decrease Indent tool that removes the indent.
- ➤ **Aligning Paragraphs:** The paragraph can be aligned as Left, Right, Center and Justify. To align the paragraph, place the text cursor in the title paragraph, select the appropriate tool (Left, Right, Center or Justify) from the Format Toolbar.
- ➤ **Font Colour, Highlighting and Background colour:** There are three more tools:—Font Colour, Highlighting and Background tools on the Format Toolbar.
- ➤ **Using the Bullets and Numbering:** You can assign the bullets or numbering to the list items in the document by using the options on the Bullets and Numbering toolbar.
- ➤ **Assigning Background Colour:** Select the paragraph. Select Format → Paragraph → Area → Colour, then select the colour. After selecting, click 'Ok'.
- ➤ **Assigning Border:** Select the paragraph, then select Format → Paragraph → Borders → Select Line – Style, Width, Colour. After selecting, click 'Ok'.
▶ **Page Formatting**
- ➤ **Page Styles:** Page styles define the basic layout of all pages in the document. It includes page size, margins, header and footer, border and background, number of columns, etc. The Default Style is assigned to the new document by default.
- ➤ **Inserting a Page Break:** To break the current page select Insert → Page Break from the Menu bar or use the keyboard command (Ctrl + Return).
- ➤ **Creating Header/Footer and Page Numbers:** Headers appear at the top of every page. Footers appear at the bottom of a page. To insert header in the document, select Insert → Header and Footer → Header.
- ➤ To insert footer in the document, select Insert → Header and Footer → Footer.
▶ **Inserting Images, Shapes, Special Characters in a Document:** The regular text in the document can be made attractive and more informative by inserting images, shapes and special characters in a document.
- ➤ **Inserting Image:** To insert an image in your document, select Insert → Image. A file manager will appear. Select the image file and click on Open button. The image will get inserted in the file.
- ➤ **Inserting Special Characters:** Sometime, we may require to enter the special character, such as ¶ or which cannot be typed by using the keyboard. To do this select Insert → Special Character.

- ➤ **Inserting Shapes:** It is possible to insert various shapes in your document like Lines, Arrows, Symbols, and Stars, etc. To do this select Insert → Shape and then choose the further element you wish to insert.
- ▶ **Dividing the Document Page into Columns:** To divide the page into columns, select Format → Column. A Column dialogue box will appear. Enter the number of columns in the Column entry box. Give the value for spacing between the columns and click OK.
- ▶ **Creating and Managing Tables**
  - ➤ **Creating a Table:** The representation of data in a tabular format is called as table. A table has a number of rows and columns. The simplest way to create a table is Select Table → Insert Table from the Menu bar (or Press Ctrl+F12).
  - ➤ **Inserting Rows and Columns:** Steps are:
    - Place the cursor in the row or column before or after which you want to add new rows or columns.
    - Click on the Rows Above or Rows Below icons in the Table toolbar to insert one row above or below the selected one.
    - Click on the Columns Left or Columns Right icons in the Table toolbar to insert a column to the left or right of the selected one.
  - ➤ **Deleting Rows and Columns:** Place the cursor in the row or column you want to delete and do one of the following:
    - Click on the Rows or Columns icons on the Table toolbar.
    - Right-click and choose Delete ⟶ Rows or Delete → Columns.
  - ➤ **To Split a Table:** Place the cursor in a cell (the table splits immediately above the cursor).
    - Choose Table → Split Table from the Menu bar.
    - A Split Table Dialog Opens.
    - Click OK.
  - ➤ **To Merge Two Tables**
    - Delete the blank paragraph between the tables.
    - Select any cell in one of the tables.
    - Right-click and choose Merge Tables in the context menu. You can also use Table ⟶ Merge Table from the Menu bar.
  - ➤ **Deleting a Table**
    - Click anywhere in the table.
    - Choose Table → Delete Table from the Menu bar.

- ➤ **Copying a Table**
  - Click anywhere on the table.
  - From the Menu bar choose Table → Select → Table.
  - Press Ctrl+C.
  - Move the cursor to the target position.
  - Press Ctrl+V.
- ➤ **Moving a Table**
  - Click anywhere in the table.
  - From the Menu bar choose Table → Select → Table.
  - Press Ctrl+X.
  - Move the cursor to the target position.
  - Press Ctrl+V.
  - Return to the original table, click somewhere in it and then choose Table → Delete Table from the Menu bar.
- ▶ **Print Preview:** Print preview is useful to check the document before printing. A user can check that how the document will look like after printing. To print the document click File → Print or press Ctrl+P from keyboard.
- ▶ **Printing all Pages, Single and Multiple Pages:** There are following options to print the number of pages in a document.
  - ➤ To print all the pages in sequence, choose the option All pages.
  - ➤ To print a single page, or number of non-consecutive pages, choose the option Pages and give the page numbers separated by comma. (for example, 3,5,8)
  - ➤ To print the pages that are consecutive choose the option Pages and give the range of pages first and last page (for example, 3-8).
  - ➤ To print only the selected text, choose the option, Selection.
- ▶ **Mail Merge:** Mail Merge is used to create a series of same documents with multiple addresses. Mail merge is the process of merging the main document (letter or certificates) with the mailing address of various persons. It is used to send invitations, letters or to print certificates for several people.
- ▶ **Main Document:** Document which contain common contents is called main document.
- ▶ **Data Source:** Data source contains values of the corresponding variables of the main document.
- ▶ **Main Steps for Mail Merge are:**
  - ➤ Create main document.
  - ➤ Create data source.
  - ➤ Specify the variable fields in the main document.
  - ➤ Merging the data with the main document.

Practice *Exercise*

? Multiple Choice Questions

Q 1. Which of following is not a component of the Office Suite?
a. Writer
b. Impress
c. Internet Explorer
d. Base

Q 2. The most widely used word processing software in late 1970s was ....
a. Word Perfect   b. Word
c. Word Star   d. Writer

Q 3. We can change the mistakes noticed in which of the following?
a. Electronic typewriter
b. Word processor software
c. Simple typewriter
d. Both a. and b.

Q 4. A .... is a paper with written contents.
- a. Document
- b. Documentation
- c. Evidence
- d. None of these

Q 5. The process of preparing a document is called ....
- a. Documentary
- b. Documenting
- c. Documentation
- d. None of these

Q 6. A data entry operator should possess .... skills.
- a. Good Typing speed
- b. Good understanding of Office tools like Writer, Calc etc
- c. Both a. and b.
- d. None of the above

Q 7. .... is the use of computer software to enter, edit, format, store, retrieve and print the document.
- a. Word processing
- b. Word processor
- c. Documentation
- d. None of these

Q 8. The term word processing was invented by ....
- a. Intel
- b. HP
- c. IBM
- d. Microsoft

Q 9. A .... is a computer application used for edit, format, store, retrieve and print the document.
- a. Word Processing
- b. Digital Documentation
- c. Word Processor
- d. None of these

Q 10. In the beginning .... was the most widely used word processing software.
- a. WordStart
- b. WordStar
- c. Microsoft Word
- d. Writer

Q 11. In typewriter, if any typing error occurs then ....
- a. it can be easily rectified
- b. needs to use special eraser
- c. whole sheet is required to be typed again
- d. None of the above

Q 12. Limitations of typewriter is/are ....
- a. Typewriter does not have all the required characters or symbols.
- b. It is not possible to produce a document in the desired format in typewriter
- c. Both a. and b.
- d. None of the above

Q 13. Web-based word processer are :
- a. Google Docs
- b. Office 365 Word
- c. Microsoft OneDrive Word
- d. All of the above

Q 14. To start LibreOffice Writer in Windows ....
- a. Double-click LibreOffice Writer shortcut available on desktop
- b. Click on the Start or Windows button, select LibreOffice → LibreOffice Writer from application window
- c. Both a. and b.
- d. None of the above

Q 15. To open a new document:
- a. Press Ctrl + N from Keyboard
- b. Click on File Menu → New → Text Document
- c. Both a. and b.
- d. None of the above

Q 16. In Writer, by default, the file is saved in .... format.
- a. .odf
- b. .ods
- c. .odt
- d. None of these

Q 17. We can save the file with another name using .... option.
- a. Save As
- b. Save
- c. Ctrl + S
- d. All of these

Q 18. To close the file, select ....
- a. File → Close
- b. File → Quit
- c. File → Out
- d. None of these

Q 19. To open an already existing file press .... from keyboard.
- a. Ctrl + N
- b. Ctrl + O
- c. Ctrl + A
- d. None of these

Q 20. Top most bar of Writer Window is ....
- a. Title bar
- b. Menu bar
- c. Status bar
- d. Scroll bar

Q 21. .... shows the title of the currently opened document.
- a. Task bar
- b. Title bar
- c. Menu bar
- d. Status bar

Q 22. In Writer the default name of the document is ....
- a. Document1
- b. Writer1
- c. Untitled1
- d. None of these

Q 23. .... appears below the Title Bar.
- a. Format Toolbar
- b. Standard Toolbar
- c. Menu Bar
- d. Scroll Bar

Q 24. The submenu item (of Menu bar) which shows three dots '...' means:
- a. nothing
- b. a dialog box will open
- c. a submenu will open
- d. None of these

Q 25. The submenu item (of Menu bar) which shows right hand side arrows '►' means:
- a. nothing
- b. a dialog box will open
- c. a submenu will open
- d. None of these

Q 26. Which toolbar shows icons of Cut, Copy and Paste?
- a. Standard Toolbar
- b. Formatting Toolbar
- c. Menu Bar
- d. None of these

Q 27. .... bar is present at the bottom of the Writer window.
- a. Status Bar
- b. Menu Bar
- c. Vertical Scroll Bar
- d. None of these

Q 28. Which bar is used to move document up and down?
- a. Horizontal Scroll Bar
- b. Vertical Scroll Bar
- c. Status Bar
- d. None of these

Q 29. From which menu, you can select various toolbars?
- a. File Menu
- b. Tool Menu
- c. View Menu
- d. Edit Menu

Q 30. Zoom Slider is available on .... bar.
- a. Status
- b. Standard
- c. Formatting
- d. Scroll

Q 31. Header and Footer is available in which of the following menus?
- a. File Menu
- b. Insert Menu
- c. View Menu
- d. Edit Menu

Q 32. To hide or view ruler we should go to which of the following menus?
- a. Tools Menu
- b. Insert Menu
- c. View Menu
- d. Edit Menu

Q 33. To check the grammar we should go to which of the following menus?
- a. Tools Menu
- b. Insert Menu
- c. View Menu
- d. Edit Menu

Q 34. To replace a word Bombay with Mumbai, we should go to which of the following menus?
- a. Tools Menu
- b. Edit Menu
- c. View Menu
- d. Language Menu

Q 35. To close an opened document, we should to go to which of the following menus?
- a. File Menu
- b. Insert Menu
- c. View Menu
- d. Edit Menu

Q 36. Which of the following technique selects a sentence in Writer?
- a. Single Click (Pressing left button of mouse)
- b. Double Click
- c. Triple Click
- d. None of the above

Q 37. Spellings are corrected automatically in Writer because of which of the following features?
- a. Auto Text
- b. Auto Correct
- c. Auto Complete
- d. All of these

Q 38. The default table size is ....
- a. 1 column, 1 row
- b. 2 columns, 1 row
- c. 2 columns, 2 rows
- d. 1 column, 2 rows

Q 39. What is the shape of the mouse pointer when drawing a table?
- a. Pencil
- b. White pointing arrow
- c. Black pointing arrow
- d. Black plus

Q 40. Which shortcut key is used for automatic spell checking?
- a. SHIFT + INSERT
- b. SHIFT + F7
- c. CTRL + INSERT
- d. TAB + INSERT

? Fill in the Blanks
Type Questions

Q 41. The submenu item with three dots '...' just after the submenu name, denote that it will open the ....

Q 42. The submenu item with right hand side arrows '▶', means, clicking on it will open ....

Q 43. Formatting Tool Bar contains various options for ....

Q 44. By pressing the Home key you jump to the .... of the line and by pressing the End key you jump to .... of the line.

Q 45. After using the undo command, to go back again to the previous position the, ... option or command is used.

Q 46. Double click is used to select the ....

Q 47. Headers appear at the .... and footers appear at the .... of every page.

? Assertion and Reason
Type Questions

Directions (Q. Nos. 48-52): *In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.*

- a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
- b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not correct explanation of Assertion (A).
- c. Assertion (A) is true, but Reason (R) is false.
- d. Assertion (A) is false, but Reason (R) is true.

Q 48. Assertion (A): A word processor is an application software that performs the task of composing, editing, formatting and printing of documents.

Reason (R): The font formatting feature suggests the appropriate word or alternate words for a word in a document.

Q 49. Assertion (A): A header and footer is the text that is added to the top and bottom of every page. It may include information such as title or page number, etc., related to a document.

Reason (R): Mail merge is the process of automatic combining of a letter with a mailing list to generate multiple copies of the letter with the different addresses and other variable information, filled in.

Q 50. Assertion (A): A full-featured word processor can generate footnotes at the top of the page. Footnotes are used to cross-refer other sections of the document, easily.

Reason (R): Mail merge is used to create a series of same documents with multiple addresses.

Q 51. Assertion (A): The document area is the place where the text is typed. The blinking bar inside it is actually the insertion point and it represents the location where text will appear when typed.

Reason (R): Click on the Rows Above or Rows Below icons in the Table toolbar to insert one row above or below the selected one.

Q 52. Assertion (A): Clicking and dragging the mouse over text is the most common method of selection of text using the mouse.

Reason (R): At a time, only one part of the document can be selected. If you have one part of the document selected and as soon as you try to select any other part of the document, the previously selected part will automatically get deselected.

Answers

1. (c)	2. (c)	3. (d)	4. (a)	5. (c)	6. (c)
7. (a)	8. (c)	9. (c)	10. (b)	11. (c)	12. (c)
13. (d)	14. (c)	15. (c)	16. (c)	17. (a)	18. (a)
19. (b)	20. (a)	21. (b)	22. (c)	23. (c)	24. (b)
25. (c)	26. (a)	27. (a)	28. (b)	29. (c)	30. (a)
31. (b)	32. (c)	33. (a)	34. (b)	35. (a)	36. (c)
37. (b)	38. (a)	39. (b)	40. (b)		

41. dialog box
42. Submenu
43. document formatting
44. beginning, ending
45. redo
46. word
47. top, bottom
48. (b) 49. (b) 50. (d) 51. (c) 52. (b)

? Case Study Based
Questions

Case Study 1

LibreOffice is a freely available, fully-featured office productivity suite. Its native file format is Open Document Format (ODF), an open standard format that is being adopted by governments worldwide as a required file format for publishing and accepting documents. LibreOffice can also open and save documents in many other formats, including those used by several versions of Microsoft Office.

Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures and other documents. You can insert graphics and objects from other components into Writer documents. Writer can export files to HTML, XHTML, XML, Adobe Portable Document Format (PDF) and several versions of Microsoft Word files. It also connects to your e-mail client.

Q 1. Status bar shows ....
   a. Page Number   b. Page Style
   c. Zoom Slider   d. All of these

Q 2. .... toolbar contains the various options for formatting a document.
   a. Standard   b. Formatting
   c. Status   d. All of these

Q 3. When you bring the mouse pointer on any tool and see the meaning of that tool is called ....
   a. Tip Tool   b. Tool meaning
   c. Tool Tip   d. None of these

Q 4. The .... is a flashing vertical line in the body of the text.
   a. Mouse Pointer   b. Mouse Cursor
   c. Text Cursor   d. None of these

Q 5. .... control the movement of text cursor in a document.
   a. Arrow keys   b. Function Keys
   c. Special Keys   d. None of these

Answers

1. (d)   2. (b)   3. (c)   4. (c)   5. (a)

Case Study 2

The earliest word processors were standalone machines similar to electric typewriters that debuted in the 1960s. The great advantage of these early machines over using a typewriter was that you could make changes without retyping the entire document. Over time, the devices acquired more advanced features, such as the ability to save documents on a disk, elaborate formatting options and spell-checking.

While there are still some standalone word processors in use today, word processing began to move to personal computers in the 1980s. In the early days of the PC, a word processor called WordPerfect became one of the most widely used applications of any kind. Over time, however, What You See Is What You Get (WYSIWYG) word processors that showed users exactly what would print on their final documents became more popular. One of those WYSISWG word processors, Microsoft Word, became dominant in the 1990s.

Q 1. The .... alignment aligns selected text to both right and left margin.
   a. Left Alignment   b. Right Alignment
   c. Centered Alignment   d. Justified Alignment

Q 2. Which among the following Tab is used to add a Header and/or Footer?
   a. Home   b. Insert
   c. Design   d. Layout

Q 3. To insert stars, banners, callouts, connectors, etc., click on the .... Option in the Insert tab.

   a. Symbols   b. Pictures

   c. Shapes   d. All of these

Q 4. What is the shortcut key for toggle Formatting marks?

   a. Ctrl + 10   b. Ctrl + 1

   c. Ctrl + 5   d. Ctrl + 8

Q 5. What is the shortcut key for thesaurus?

   a. Ctrl + F8   b. Ctrl + F7

   c. Ctrl + F5   d. Ctrl + F9

Answers

1. (d)   **2.** (b)   **3.** (c)   **4.** (a)   **5.** (a)

Case Study 3

Tables can often be used as an alternative to spreadsheets to organise materials. A well-designed table can help readers understand better what you are saying. While you would normally use tables for text or numbers, you could put other objects, such as pictures, in cells. Tables can also be used as a page-layout tool to position text in areas of a document instead of using several Tab characters. Tables are a useful way to organise and present large amounts of information, for example, technical, financial, or statistical reports, bills or invoices.

To insert a new table, position the cursor where you want the table to appear, then use any of the following methods to open the Insert Table dialog:

   (i) From the Menu bar, choose Insert > Table.

   (ii) From the Menu bar, choose Table > Insert > Table.

   (iii) Press Ctrl+F12.

   (iv) On the Standard toolbar, click the left side of the split Table button.

Q 1. Anita wants to divide a table into two. Which option from the menu will help her?

Q 2. Which key combination open Table menu?

Q 3. What is the shortcut to insert table in LibreOffice Writer?

Q 4. We can create table by clicking the Table icon on ....

Q 5. Which option from the menu divide the page into columns.

Answers

1. Table → Split Table.

2. Alt + A.

3. Ctrl+F12.

4. Standard Toolbar.

5. Format → Column.

Case Study 4

Word processing software is used to manipulate a text document, such as a resume or a report. You typically enter text by typing and the software provides tools for copying, deleting and various types of formatting. Some of the functions of word processing software include:

   (i) Creating, editing, saving and printing documents.

   (ii) Copying, pasting, moving and deleting text within a document.

   (iii) Formatting text, such as font type, bolding, underlining or italicising.

   (iv) Creating and editing tables.

   (v) Inserting elements from other software, such as illustrations or photographs.

   (vi) Correcting spelling and grammar.

Word processing includes a number of tools to format your pages. For example, you can organise your text into columns, add page numbers, insert illustrations, etc. However, word processing does not give you complete control over the look and feel of your document. When design becomes important, you may need to use desktop publishing software to give you more control over the layout of your pages.

Q 1. What is a font?

Q 2. What are the different types of alignments in Word?

Q 3. What is a footer work space?

Q 4. What is the default line spacing in LibreOffice Writer?

Q 5. What is paragraph spacing?

Answers

1. A font is a graphical representation of text that may include a different typeface, point size, weight, color, or design.

2. Align Left, Justify, Align Right and Center.

3. The amount of space allocated for the footer section of a page is called footer work space.

4. The default line spacing in Writer is 1.

5. The spacing that can be adjusted before and after paragraphs is called paragraph spacing.

? Very Short Answer Type Questions

Q 1. What do you mean by word processor?

Ans. Word processor is an application software used to create and edit documents.

Q 2. Name the default font and its size in LibreOffice writer.

Ans. Liberation Serif is the default font and its default size is 12.

Q 3. What is Clip Art?

Ans. Clip Art is a collection of pictures or images that can be imported into a document.

Q 4. What is WordArt?

Ans. WordArt is the decorative text that can be inserted in a document. It is the special text that can be used to give the document a more visual text effect.

Q 5. What are the different ways by which we can added images or graphics to a document?

Ans. Images or graphics can be added to a document in different ways: by inserting an image file, or directly from a graphics program, or from the Clip Art gallery.

Q 6. What do you mean by the term alignment?

Ans. Alignment refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.

Q 7. What is the use of Footnotes and Cross-reference?

Ans. A full-featured word processor can generate footnotes at the bottom of the page. Footnotes are used to cross-refer other sections of the document easily.

Q 8. Define Thesaurus.

Ans. The thesaurus feature suggests the appropriate word or alternate words for a word in a document.

Q 9. Explain the term Ruler.

Ans. Ruler appears at the top and on the left side of the document window. Ruler is used to set tabs, indents and margins for a document. It allows to format the horizontal or vertical alignment of text in a document.

Q 10. Explain clone formatting feature.

Ans. Clone formatting enables us to copy the formatting effects applied to the selected-text without selecting the text itself.

Q 11. What do you understand by Paragraph spacing?

Ans. Paragraph spacing provides the facility to change the paragraph spacing of the document.

Q 12. What do you mean by merged document?

Ans. Merged document is the final document after merging.

Q 13. Which two documents are essential for mail merge?

Ans. Two documents essential for mail merge are:
(i) Main Document.
(ii) Data Source.

Q 14. How will you count the total words of a document?

Ans. LibreOffice Writer automatically count the number of words in a document and display on the Status Bar.

Q 15. What does the Recent option display?

Ans. Recent option displays a list of all the recently opened documents and helps to open a recent file quickly.

Q 16. How can you select a paragraph using the mouse?

Ans. We can triple-click anywhere on the paragraph we want to select.

Q 17. What is Web Layout view?

Ans. Web Layout view displays how a document will appear when viewed in a Web browser.

Q 18. State the difference between a header and a footer.

Ans. A header is text that appears within the top margin on each page of a document or section. A footer appears in the bottom margin of each page.

Q 19. How do you highlight a text in Word?

Ans. To highlight a text in word the following steps are involved:
(i) Select the text.
(ii) Click on the 'Highlight' drop-down list of the 'Font' group of the 'Home' Tab.

Q 20. Define Template.

Ans. Templates are readymade design samples available in MS Word for creating documents such as brochures, invitation cards, agendas and much more.

Q 21. How to select a paragraph?

Ans. To select a paragraph, Triple-click anywhere in the paragraph. The whole paragraph will get selected.

Q 22. What is the default name for a LibreOffice Writer?

Ans. Untitled 1 is the default name for a Word document.

Q 23. What is the use of Save As of the File menu?

Ans. The Save As of the File menu allows you to make a copy of the current document.

Q 24. How to select a sentence in LibreOffice Writer?

Ans. Hold down the Ctrl key and click anywhere on the sentence. This will select that sentence.

Q 25. Define Font Face.

Ans. Font Face is a set of characters, including letters, numbers, symbols and punctuators.

Q 26. To Save and Open a Writer document which tab is used.

Ans. To Save and Open a Word document the File Tab is used.

Q 27. What is the use of the Backspace key and Delete key on the keyboard?

Ans. The Backspace key on the keyboard is used to remove a character on the left of the cursor and Delete key is used to remove a character on the right of the cursor.

Q 28. Which alignment is the default alignment in Writer?

Ans. Left alignment is the default alignment in Writer.

? Short Answer
Type Questions

Q 1. Explain the concept of Word Processing.

Ans. The term Word Processing was invented by IBM in the late 1960s. Word processing is the use of computer software to enter, edit, format, store, retrieve and print the document. The document can be a letter, notice, report, business correspondence, etc.

Q 2. List the various software available for word processing.

Ans. Various software available for word processing are:
- (i) Microsoft Word
- (ii) OpenOffice Writer
- (iii) LibreOffice Writer
- (iv) Google Docs
- (v) Office 365 Word
- (vi) Microsoft OneDrive Word

Q 3. In a document all the occurrences of word "this" have to be changed to "these". Which option is suitable for this and what is the shortcut command used for it?

Ans. Find and Replace option is suitable to replace all the occurrences of word 'this' by another word "these". Shortcut command for Find and Replace is Ctrl + H in LibreOffice. Shortcut command for Find and Replace is Ctrl + F in OpenOffice.

Q 4. Write difference between a processor software and a word text editor. Write the name of any text editor or word processor available in market.

Ans. Differences are:

S.No.	Word Processor	Text Editor
(i)	It helps to enter, edit and format the text.	It helps in editing plain text.
(ii)	It provides many formatting features like format paragraphs as well as pages.	It has no such formatting features.
(iii)	It allows insert table, images, graphs.	It does not allow to insert such objects.

Q 5. Explain the different views to display a document.

Ans. Different views to display a document in LibreOffice Writer are:

(i) Normal View: It is default view in Writer. This view allows to do formatting of document. Page break is visible in this view.

(ii) Web: This view shows that how your page will look like when you publish your page on internet. Page break not visible in this view.

Q 6. What are the special characters? How can you insert them in a document?

Ans. Those characters which cannot be typed from keyboard are called special characters. Steps to insert special characters in a document are:
- (i) Place the cursor where you want to insert the special character.
- (ii) Select Insert → Special Character.
- (iii) Select the required character from the special character dialog box.
- (iv) Click on Insert.

Q 7. What are the various menu of Writer GUI?

Ans. The various menu of Writer GUI are:
- (i) File
- (ii) Edit
- (iii) View
- (iv) Insert
- (v) Format
- (vi) Styles
- (vii) Table
- (viii) Form
- (ix) Tools
- (x) Indow
- (xi) Help

Q 8. What are the advantages of table?

Ans. Advantages of table are:
- (i) It helps to summarise data in the form of Rows and Columns.
- (ii) It gives better understanding of data which involves number like—budget, comparison in prices of various Authors book, etc.

Q 9. What is mail merge?

Ans. Mail merge is a very important feature of word processor. It is used to create a series of same documents with multiple addresses. Mail merge is the process of merging the main document (letter or certificates) with the mailing address of various persons. The main document is merged with the mailing address, hence the name mail merge.

Q 10. Write all the steps for creating a merged document.

Ans. The steps for creating a merged document are:

Step 1: Creating a main document.

Step 2: Specifying a data source.

Step 3: Merging the data source with the main document.

Q 11. Explain the term Ruler.

Ans. Ruler appears at the top and on the left side of the document window. Ruler is used to set tabs, indents and margins for a document. It allows to format the horizontal or vertical alignment of text in a document.

? Long Answer
Type Questions

Q 1. List the various components of LibreOffice suite. Explain each component in one line.

Ans. The various components of LibreOffice are:

(i) Writer (Word processor): It is used for creating documents like letters, reports, thesis, etc.

(ii) Calc (Spreadsheet): It is used for storing data in tabular format and also provide many mathematical and statistical functions.

(iii) Impress (Presentation): It is used to create beautiful slide shows in which audio, video, images, graphs, etc. can be inserted.

(iv) Base (Database): It is used to create and manage database.

(v) Draw: It is used for drawing objects.

Q 2. Compare the features of manual typewriter, electronic typewriter and word processing software.

Ans.

S.No.	Manual Typewriter	Electronic Typewriter	Word Processor
(i)	It is a hardware.	It is a hardware.	It is a software.
(ii)	Once typed cannot be changed.	Minor changes can be done.	All type of Changes can be done.
(iii)	No screen to display the contents.	Very small size screen to display the contents.	Entire content is visible on Monitor.
(iv)	Special symbol cannot be inserted.	Special symbol cannot be inserted.	Special symbol can be inserted.

Q 3. What are the various methods for selecting the text in a document? Give the steps to select a paragraph

Ans. Various methods for selecting the text in a document are:

To select a letter or letters.	Drag the Mouse across the letter(s).
To select a single word at a time.	Position the mouse pointer anywhere on that word and double-click.
To select a complete sentence at a time.	Position the mouse pointer anywhere in the sentence and triple-click.
To select a complete paragraph at a time.	Position the mouse pointer anywhere in the paragraph and quadruple click.
To Select complete document.	Press Ctrl + A on the keyboard.

Q 4. What is a word processor? Discuss a few features of a word processor.

Ans. Word Processor: A word processor application software is a typing software used to create text document. It also allows to add pictures with text. In addition to editing the documents, the word processing software also incorporates many formatting features and other features such as Spellcheck, Grammar check, a built-in Thesaurus, Automatic Text Correction, etc., to facilitate typing and editing documents.

Features of a Word Processor:

(i) GUI WYSIWYG Editor: Most word processors provide a GUI (Graphical User Interface) that provides an editor that enables you to type, edit, format and preview the changes side by side within the same window. WYSIWYG is pronounced as 'Wizee-wig' and is acronym for 'What You See Is What You Get'. The printed copy of the document will be similar as it appears in the word processor.

(ii) Font Formatting: Different types of handwriting styles are called fonts and different font formatting features such as bold, italic, underline, font colour, etc., are available in a word processor. These features let you format and improve the appearance of the text.

(iii) Thesaurus: The thesaurus feature suggests the appropriate word or alternate words for a word in a document.

(iv) Automatic Spelling Checker and Corrector: A word processor automatically corrects many commonly misspelled words and punctuation marks with the autocorrect feature.

(v) Justification: The text is automatically aligned to both the left and right margins, if you use the Justify option.

Q 5. How can you change the font and the font size of the text and its size in a document?

Ans. To change the font and the font size of the text in a document, we perform the following steps:

Step 1: We select the text which we wish to modify.

Step 2: We click on the drop-down menu arrow in the Font Name box, present in the Font group on the Home tab. The Font drop-down menu will appear.

Step 3: Then, we move the mouse pointer over the various fonts. An effect of the font will appear in the document.

Step 4: We select and click on the font which we wish to use. The font of the selected text will change in the document.

Step 5: Now, we click on the drop-down menu arrow next to the Font Size box, present in the Font group on the Home tab. A drop-down menu will appear.

Step 6: We move the mouse pointer over the various font sizes.

Step 7: We select and click on the font size, we wish to use.

Q 6. How can you change the colour of the text in a document?

Ans. We perform the below mentioned steps to change the colour of the text.

Step 1: We select the text whose colour we wish to change.

Step 2: Then, we click on the Font Color drop-down menu arrow in the Font group on the Home tab. The Font Colour menu will appear.

Step 3: We move the mouse pointer over the various font colours.

Step 4: Then, we select and click on the font colour we wish to use. The font colour will change in the document.

Q 7. Write the steps for saving a document with password.

Ans. **To Save a document using password:** Steps to save a document using password are:
(i) Select File → Save
(ii) Select the location on disk to save the file
(iii) Type a suitable name for the document
(iv) Put a tick on the checkbox Save with a password.
(v) Type the password to open the file in Set password dialog box
(vi) Type the same password in the second box and click OK button

Q 8. Define Text Cursor Movement.

Ans. **Text Cursor Movement:** The Text Cursor is a flashing vertical line in the body of the text. The 4 arrow keys (←↑↓→) on the keyboard are called as cursor control keys.

Key Pressed	Action Done
Home Key	Text Cursor jumps in the beginning of the line.
End Key	Text Cursor jumps at the end of the line.
Ctrl + Home Key	Text Cursor jumps in the beginning of the document.
Ctrl + End Key	Text Cursor jumps at the end of the document.

CHAPTER TEST

Multiple Choice Questions

Q 1. Which shortcut key is used to insert table?
a. CTRL + F12
b. ALT + DELETE
c. CTRL + DELETE
d. TAB + DELETE

Q 2. Which of the following is not valid type of data source in mail merge?
a. Spreadsheet
b. Text files
c. MySQL
d. CSV file

Q 3. The default orientation of a page in Writer is ....
a. portrait
b. landscape
c. book
d. None of these

Q 4. Which of the following does not come under page formatting?
a. Setting margins
b. Find and replace
c. Setting header and footer
d. Page orientation

Q 5. Which option should be used to type H2O, to get 2 at its proper place?
a. Bold
b. Superscript
c. Underline
d. Subscript

Q 6. What option should be used to change the word 'Books' to the word 'Copies' in a document?
a. Find
b. Find and Replace
c. Spell check
d. Spelling and grammar check

Q 7. What is the option to print the document so that the height of the page is less than its width?
a. Landscape
b. Portrait
c. Indent
d. Tab setting

Q 8. Saving an existing document with some other name using the Save As option ....
a. replaces the current document
b. leaves the current document intact
c. is not possible
d. closes the document

Fill in the Blanks

Q 9. In the .... page orientation the height of the page is less than its width.

Q 10. The .... option is used to see how the document will look like when it will be printed.

Q 11. In mail merge the file holding the mailing addresses is called as ....

Assertion-Reason Type Questions

Directions (Q. Nos. 12-13): *In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.*
a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not correct explanation of Assertion (A).
c. Assertion (A) is true, but Reason (R) is false.
d. Assertion (A) is false, but Reason (R) is true.

Q 12. **Assertion (A):** Merge Formatting option will reject and discard most formatting effects applied to the copied text, but discards most of the formatting that was applied directly to the copied text.

Reason (R): Use Destination Theme option does not allows you to paste the default styles and themes in the copied text.

Q 13. **Assertion (A):** LibreOffice Writer provides spelling and grammar check feature which enables you to search for and correct all the spelling and grammar mistakes in a document.

Reason (R): Formatting not only improves the overall appearance of the text, but also can be used to attract the reader's attention to some important parts of the document.

Case Study Based Questions

Q 14. LibreOffice is a Free and Open Source Software (FOSS), fully-featured office productivity suite. Currently the versions of LibreOffice is 6.0 and above are available. It is available free for downloading from the website www.libreoffice.org. This suite is available in many languages and runs on many platforms (Windows, Mac and Linux). It uses Open Document Format (ODF) file format, for publishing documents. LibreOffice components are integrated with each other and have a similar 'look and feel', which makes it easy to use and train. The components of LibreOffice are Writer for word processing, Calc for spreadsheet preparation, Impress for presentation, Base for database management, Draw for drawing and others. LibreOffice includes support for opening and saving files in many common formats including Microsoft Office, HTML, XML, WordPerfect and PDF.

(i) Which of the following keys can move the text cursor?

a. Arrow keys   b. Home key

c. End key   d. All of the above

(ii) Which of the following key move the Text cursor to the beginning of the line?

a. End   b. Home

c. Insert   d. All of these

(iii) Which of the following key move the Text cursor to the end of the line?

a. End   b. Home

c. Insert   d. All of these

(iv) Which of the following key combination move the Text cursor to the end of the document?

a. Ctrl + End

b. Ctrl + Home

c. Ctrl + Insert

d. All of these

(v) Which of the following key combination move the Text cursor to the beginning of the document?

a. Ctrl + End

b. Ctrl + Home

c. Ctrl + Insert

d. All of the above

Q 15. Word processors are being used in the business, home, and education, *i.e.*, in schools and colleges for preparing letters, reports and many other different types of documents. Students use it for preparing project reports and assignments. Teachers use word processors for preparing question papers and notes. Office suite is a collection of programs, which are useful for word processing, spreadsheet preparation, presentation and database management. There are several office suits.

LibreOffice is a freely available, fully-featured office productivity suite. Its native file format is Open Document, an open standard format that is being adopted by governments worldwide as a required file format for publishing and accepting documents. LibreOffice can also open and save documents in many other formats, including those used by several versions of Microsoft Office. Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures and other documents.

(i) Lines, Arrows, Symbols, Stars, Callouts and Flowcharts can be inserted by ....

(ii) How to insert an image in your document?

(iii) How to insert footer in the document?

(iv) Keyboard shortcut to break the current page is ....

(v) To break the current page select ....

Very Short Answer Type Questions

Q 16. Name any three word processing software other than MS word.

Q 17. What is the extension of LibreOffice Writer file and MS word file?

Q 18. What is the difference between cut-paste and copy paste?

Q 19. What is the use of find and replace?

Short Answer Type Questions

Q 20. What are non-printing characters?

Q 21. How many types of alignments are there in MS word/ LibreOffice Writer?

Q 22. Discuss the use of the Clone Formatting feature of LibreOffice Writer.

Long Answer Type Questions

Q 23. Write the various components of Writer window.

Q 24. Discuss Various Paragraph style.