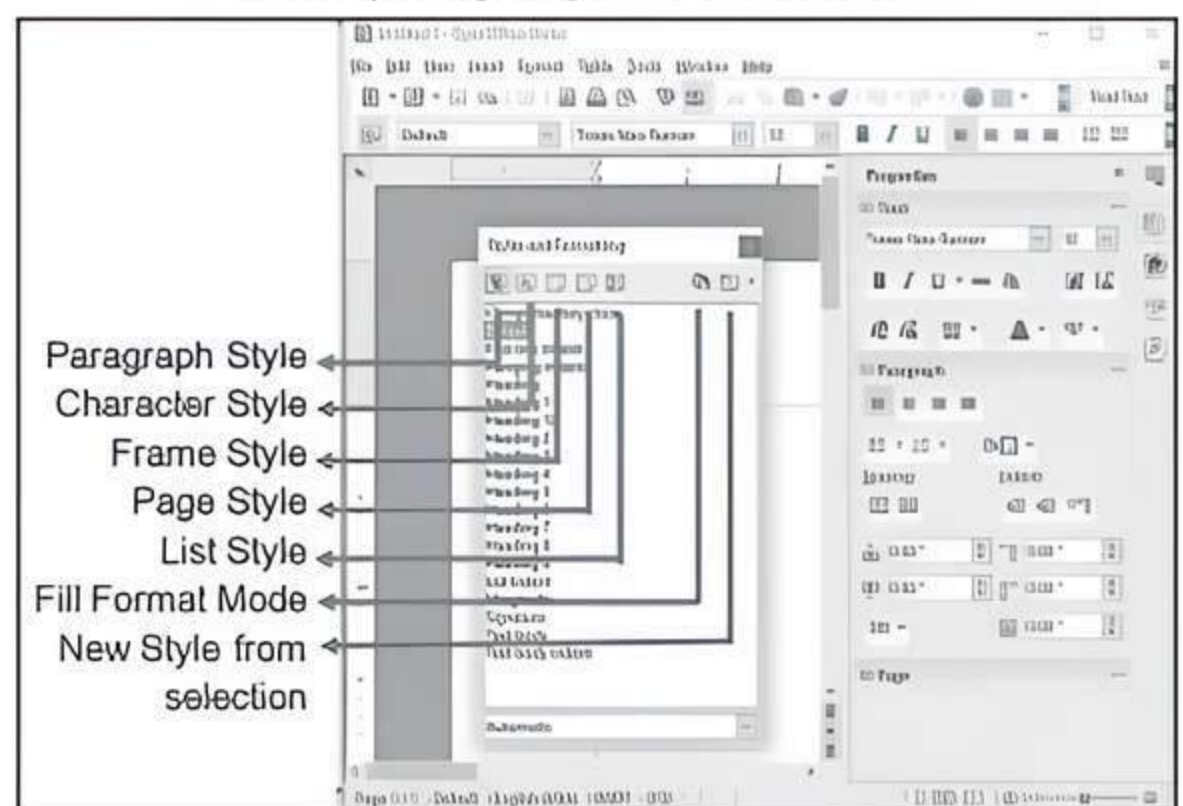


# Digital Documentation (Advanced)

## Fastrack« Revision

- ▶ **OpenOffice: OpenOffice.org (OOo)**, commonly known as **OpenOffice**, is a discontinued open-source office suite. It was an open-sourced version of the earlier StarOffice, which Sun Microsystems acquired in 1999 for internal use. Sun open-sourced the OpenOffice suite in July 2000 as a competitor to Microsoft Office, releasing version 1.0 on 1 May 2002.
- ▶ **OpenOffice** included a **word processor (Writer)**, a **spreadsheet (Calc)**, a **presentation application (Impress)**, a drawing application (Draw), a formula editor (Math), and a database management application (Base). Its default file format was the Open Document Format (ODF), an ISO/IEC standard, which originated with OpenOffice.org., It could also read a wide variety of other file formats, with particular attention to those from Microsoft Office. OpenOffice.org was primarily developed for Linux, Microsoft Windows and Solaris, and later for OS X, with ports to other operating systems. It was distributed under the GNU Lesser General Public License version 3 (LGPL); early versions were also available under the Sun Industry Standards Source License (SISSL).
- ▶ **CREATE AND APPLY STYLES IN THE DOCUMENT:** A style is a set of formats that you can apply to selected pages, text in your document to quickly change their appearance.
- ▶ **Advantages of using Style are:**
  - ▶ Styles help us to apply consistent formatting to the documents.
  - ▶ Style make the major formatting changes simple.
  - ▶ Using styles we can easily change the existing format.
- ▶ **OpenOffice.org supports the following types of styles:**
  - ▶ **Page styles** include margins, headers and footers, borders and backgrounds.
  - ▶ **Paragraph styles** control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing etc.
  - ▶ **Character styles** affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.
  - ▶ **Frame styles** are used to format graphic and text frames.
  - ▶ **Numbering styles** apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.

- ▶ **Cell styles** include fonts, alignment, borders, background and cell protection.
- ▶ **Graphics styles** in drawings and presentations include line, area, shadowing, transparency etc.
- ▶ **Presentation styles** include attributes for font, indents, spacing, alignment, and tabs.



- ▶ **Apply Style using Styles and Formatting Window:**
  - ▶ Click Format > Styles and Formatting or press F11.
  - ▶ The Styles and Formatting window shows the types of styles available for the OpenOffice.
  - ▶ Click on any one of the icons to display a list of styles in a particular category.
  - ▶ Position the insertion point in the paragraph, frame, or page, and then double-click on the name of the style which you want to apply.
- ▶ **Apply Style using Fill Format mode**
  - ▶ Open the Styles and Formatting window and select the style you want to apply.
  - ▶ Click the Fill Format mode icon.
  - ▶ To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click.
- ▶ **Creating New (Custom) Styles:** We can create New Styles in two ways
  - ▶ **Creating a new style from a selection:** Steps are as follows:
    - Open the Styles and Formatting window and choose the type of style you want to create.
    - In the document, select the item you want to save as a style.



- Click on the New Style from Selection icon from the Styles and Formatting window.
  - Type a name for the new style and Click OK to save the new style.
- **Dragging and Dropping to Create a Style:** Select some text and drag it to the styles and formatting window. If paragraph styles are active, the paragraph style will be added to the list. If character styles are active, the character style will be added to the list.
- ▶ **Modifying Custom or Pre-defined Styles:** OpenOffice.org provides several ways to modify styles (both the predefined styles and custom styles that you create):
- **Updating a Style from a Selection:** To update a style from a selection follow the following steps:
    - Open the Styles and Formatting window
    - Select an item from the document whose format you want to adopt as a style.
    - In the styles and formatting window, select the style you want to update, then click on the arrow next to the New Style from Selection icon and click on Update Style.
  - **Loading Styles from a Template Or Document:**
    - Open the document you want to copy styles into.
    - In the Styles and Formatting window, long-click on the arrow next to the New Style from Selection icon, and then click on Load Styles.
    - Load style dialog box appears.
    - Select the categories of styles to be copied.
    - Click OK.
- ▶ **INSERT AND USE IMAGES: IN DOCUMENT:** Images can be added to a document in several ways: by inserting an image file, directly from a graphics program or a scanner, or from the Open Office Gallery.
- **Inserting an Image File:** When the image is in a file stored on the computer, you can insert it into an Open Office document using either of the following methods:
    - **Drag and Drop**
      - (i) Open a file browser window and locate the image you want to insert.
      - (ii) Drag the image into the writer document and drop it where you want it to appear.
    - **Insert Picture Dialog**
      - (i) Click in the Open Office document where you want the image to appear.
      - (ii) Choose Insert > Picture > From File from the menu bar.
      - (iii) On the Insert Picture dialog, select the file to be inserted and click Open.
  - **Inserting an Image from the Clipboard:**
    - Open the source document and the target document.
    - In the source document, select the image and press Ctrl + C to copy image.
  - Switch to the target document and place the cursor where the image is to be inserted.
  - Press Ctrl + V to paste the image.
- **Inserting an Image using a Scanner:** If a scanner is connected to your computer, Open Office can call the scanning application and inserted the scanned item into the document. To start this procedure, select Insert > Picture > Scan > Select Source.
- **Inserting an Image from the Gallery:**
- To open the Gallery, click on the Gallery icon or choose Tools > Gallery
  - Select the image from the Gallery.
  - Drag image from the Gallery into the Writer document or right-click on the picture and choose Insert > Copy
- ▶ **MODIFY IMAGE:** When you insert a new image, you may need to modify it to suit the document. We can modify image by using Picture toolbar, resizing, cropping etc.
- **Using the Picture Toolbar:** When you insert an image or select one already present in the document, the Picture toolbar appears. You can set it by clicking View > Toolbars > Picture. Two other toolbars can be opened from this one: the Graphic Filter toolbar and Color Toolbar. From these three toolbars, you can apply small corrections to the graphic or obtain special effects.
    - **Graphics Mode:** You can change color images to grayscale by selecting the image and then selecting Grayscale from the Graphics mode list.
    - **Flip Vertically or Horizontally:** To flip an image vertically or horizontally, select the image, and then click the relevant icon.
    - **Filters:** Following Table provides a short description of the available filters. Feel free to experiment with the different filters and filters settings. You can undo all the changes by pressing Ctrl+Z or Alt+Backspace or by selecting Edit > Undo.
    - **Transparency:** Modify the percentage value in the Transparency box on the Picture toolbar to make the image more transparent. This is useful for creating a watermark.
  - **Cropping Images:** When you are only interested in a section of the image for the purpose of your document, you may wish to crop (cut off) parts of it. To start cropping the image, right click on it and select Picture from the pop-up menu. In the Picture dialog box, select the Crop page. In the Crop page, you can control the following parameters:
    - **Keep Scale / Keep Image Size:** When Keep scale is selected (default), cropping the image does not change the scale of the picture. When Keep image size is selected, cropping produces enlargement, shrinking, or distortion of the image so that the image size remains constant.



- ▶ **Resizing Image :** Steps to resize the image in Writer are –
  - Click the picture, to show the green resizing handles.
  - Position the pointer over one of the green resizing handles.
  - Click and drag to resize the picture.
- ▶ **Rotating a Picture:** Writer does not provide a tool for rotating a picture; however, there is a simple workaround:
  - ▶ Open a new Draw or Impress document.
  - ▶ Insert the image you want to rotate.
  - ▶ Select the image and select the **Rotate** icon from the Drawing toolbar.
  - ▶ Rotate the image as desired.
  - ▶ Select and Copy the rotated image and paste it in Writer document.
- ▶ **Creating Drawing Objects:** We can draw the object using drawing toolbar by clicking View > Toolbars > Drawing.
- ▶ **Steps to use a drawing tool are:**
  - ▶ Click in the document where you want to insert the object.
  - ▶ Select the tool from the Drawing toolbar.
  - ▶ Click and drag to create the drawing object.
- ▶ **Grouping Drawing Objects:** Steps to group drawing objects are:
  - ▶ Select one object, then hold down the Shift key and select the others you want to include in the group.
  - ▶ Choose Format > Group > Group from the menu bar or right-click and choose Group > Group from the pop-up menu.
- ▶ **Positioning Image/Graphics within the Text:** When you add a graphic to a text document, you need to choose how to position it with respect to the text and other graphics. Positioning of a graphic is controlled by four settings:
  - ▶ Arrangement refers to the placement of a graphic on an imaginary vertical axis.
  - ▶ Alignment refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.
  - ▶ Anchoring refers to the reference point for the graphics. This point could be the page, or frame. An image always has an anchor point.
  - ▶ Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides.
- ▶ **CREATE AND USE TEMPLATE:** A template is a model that you use to create other documents. For example, you can create a template for business reports that has your company's logo on the first page. New documents created from this template will all have your company's logo on the first page.
- ▶ **Creating a Template:** Template can be created in two ways:
  - ▶ **Creating a template from a Document:** Steps to create template from a document are:
    - Open a new or existing document of the type you want to make into a template.
    - Add the content and styles that you want.
    - From the main menu, choose File > Templates > Save, to open template dialog box.
    - Type a name for the new template.
    - Select the category in which you want to assign the template.
    - Click OK to save the template.
  - ▶ **Creating a template using a wizard:** Steps to create template using a wizard are:
    - From the main menu, choose File > Wizards > [type of template required]
    - Follow the instructions on the pages of the wizard.
    - In the last section of the wizard, you can specify the name and location for saving the template.
- ▶ **Setting a Custom Template as the Default:** To set a custom template as the default:
  - ▶ From the main menu, choose File > Templates > Organise. The Template Management dialog opens.
  - ▶ In the box on the left, select the folder containing the template that you want to set as the default, then select the template.
  - ▶ Click the Commands button and choose Set as Default Template from the drop-down menu.
- ▶ **Resetting the Default Template:** To re-enable Open Office's Default template for a document type as the default:
  - ▶ In the Template Management dialog, click any folder in the box on the left.
  - ▶ Click the Commands button and choose Reset Default Template from the drop-down menu.
- ▶ **Creating a Table of Contents:** Writer's table of contents feature lets you build an automated table of contents from the headings in your document. For example, you can use the Heading 1 style for chapter titles and the Heading 2 and Heading 3 styles for chapter subheadings.
- ▶ **Steps to create Table of Content are:**
  - ▶ Place the cursor in the document where you want the table of contents to be inserted.
  - ▶ Select Insert > Indexes and Tables > Indexes and Tables.
  - ▶ Click OK.
- ▶ **Deleting a Table of Contents:** To delete the table of contents from a document:
  - ▶ Click anywhere in the table of contents and then right click. The context menu appears.
  - ▶ From the context menu, choose Delete Index/Table. Writer deletes the table of contents.
- ▶ **IMPLEMENT MAIL MERGE:** A mail merge is a way to take a letter you've written and send it to a whole bunch of people, personalising it with information about them so they might think that you typed that letter personally for them. A mail merge can also be a quick way to take a list of people's mailing addresses and generate labels or envelopes with the address for a different person on each label or envelope.

- ▶ **Create a Mail Merge Document: Letter**
  - ▶ Open a template, or create a new Writer document.
  - ▶ Save the document with the appropriate name with extension .odt or .ods
  - ▶ Write out the text that will be going to everyone, and plan where you want the fields.
- ▶ **Merging the Data Source with Main Document:**
  - ▶ Open the letter you want to use.

- ▶ Once you have the letter then insert the fields from the database at specific position by dragging the fields.
- ▶ If you want a field in the letter twice, you can drag it twice.
- ▶ Format the document any way you want it.
- ▶ The last step is to either print the letter to a printer, or "print" to a Writer file so you can see all the data merged.



## Practice Exercise



### Multiple Choice Questions

- Q 1.** ..... controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting. [CBSE 2023]
- a. Page Style                      b. Character Style  
c. Cell Style                        d. Paragraph Style
- Q 2.** ..... menu contains the option of inserting pictures in a document of OpenOffice Writer.
- a. Home                                b. Insert  
c. View                                d. Page Layout
- Q 3.** In which menu of OpenOffice Writer is the Styles and Formatting option present?
- a. Insert                                b. Home  
c. Format                                d. Review
- Q 4.** What is the shortcut key of Styles and Formatting option in OpenOffice Writer?
- a. Ctrl + A    b. F5                      c. F11                      d. F8
- Q 5.** User can add pictures in OpenOffice Writer document from stored files in .....
- a. CDs                                    b. Reel  
c. Hard disk                            d. Both a. and c.
- Q 6.** Which of the following is not an extension of a Word processor file?
- a. .doc                      b. .docx                      c. .odt                      d. .csv
- Q 7.** What are the steps to insert an image using a Scanner?
- a. Click on Open → Insert Image → Scan Source  
b. Click on Insert → Image → Scanning → Select Source  
c. Click on Insert → Picture → Scan → Select Source  
d. All of the above
- Q 8.** By default, the gallery is docked above the .....
- a. Zoom Slider                      b. Horizontal Scrollbar  
c. Workspace                        d. Vertical Scrollbar
- Q 9.** What is the effect of Smooth graphic filters in OpenOffice Writer?
- a. Soften the contrast of an image  
b. Harden the contrast of an image  
c. Decreases the contrast of an image  
d. Increases the contrast of an image
- Q 10.** Which of the following graphic filters modifies the image dramatically?
- a. Solarization                      b. Aging  
c. Pop Art                                d. Posterise
- Q 11.** ..... option in OpenOffice Writer allows us to change the coloured image to Grayscale, Black/White.
- a. Color Mode                        b. Graphics Mode  
c. Charcoal Mode                      d. Transparency Mode
- Q 12.** Reema has created a pamphlet on 'Tour to West India'. She has inserted many images to make it more presentable but the size of images is occupying a lot of space. Her friend has suggested her to reduce the size of images. Which of the following options will help her in doing the task without losing any content of the image? [CBSE 2023]
- a. Recolor                                b. Docking  
c. Resize                                d. Rotate
- Q 13.** Which of the following keys is used to cancel the selected drawing function?
- a. Caps Lock Key                      b. Shift Key  
c. Esc Key                                d. Alt Key
- Q 14.** Which of the following Graphic filter is used to increase the contrast of an image in a document? [CBSE 2023]
- a. Smooth                                b. Sharpen  
c. Remove Noise                      d. Invert
- Q 15.** ..... refers to the alignment of text with respect to the objects around them.
- a. Text grouping                      b. Text wrapping  
c. Object grouping                      d. Object wrapping
- Q 16.** In which of the following text wrapping styles, is the text placed above and below the image but not around it?
- a. Optimal Page Wrap  
b. No Wrap  
c. Page Wrap  
d. Wrap Through
- Q 17.** ..... refers to a sample document which is not completely blank.
- a. Saved file                                b. Template  
c. Saved document                      d. All of these

- Q 18. Which of the following are the steps to reset a default template in OpenOffice Writer?**
- Click on File → Templates Organise → Commands → Reset Default Template
  - Click on Home → Open → Templates Organise Commands
  - Click on File → Open → Templates Organise → Commands
  - Click on Home → Templates Organise → Commands → Reset Default Template
- Q 19. Which of the following ways cannot be used to create a template?**
- Document
  - Wizard
  - File
  - Dialog box
- Q 20. How many levels of headings does Open Office Writer evaluate to build the Table of contents?** [CBSE 2023]
- 8
  - 9
  - 10
  - 12
- Q 21. Which of the following steps are followed to create a basic Table of contents?**
- Click on Home Indexes and Tables → OK button
  - Click on Table Indexes and Tables → OK button
  - Click on Format → Indexes and Tables → OK button
  - Click on Insert → Indexes and Tables → OK button
- Q 22. Which of the following tabs is not present in Insert Index Table dialog box?**
- Styles
  - Columns
  - Rows
  - Background
- Q 23. Select the correct steps for printing Labels in OpenOffice Writer.**
- Click on Edit → Print
  - Click on File → Print
  - Click on Format → Print
  - Click on Tools → Print
- Q 24. Which application can be used for creating a data source for mail merge?**
- Impress
  - Corel Draw
  - Calc
  - None of these
- Q 25. In Mail Merge, which of the following is created before creating the main documents?**
- Address Block
  - Mailing Labels
  - Data Source
  - Both a. and c.
- Q 26. Which of the following is not used when creating a mail-merge document?** [CBSE 2023]
- Spreadsheet
  - Document
  - Paint
  - Database
- Q 27. Styles help to improve consistency in a document. Identify the style that is used to format graphic and text frames, including wrapping type, borders, backgrounds and columns.** [CBSE SQP 2021, Term-1]
- Numbering
  - Graphics
  - Character
  - Frame
- Q 28. In a document,.....is used to apply a style to many different areas quickly without having to go back to the styles and formatting window and double click every time.** [CBSE SQP 2021, Term-1]
- fill format mode
  - painter mode
  - formatting window
  - text wrapping
- Q 29. Tanu explained to his class that to apply an existing style, except for position the insertion point in the paragraph, frame or page and then double-click on the name of the style in one of these lists.** [CBSE SQP 2021, Term-1]
- Window Style
  - Character Style
  - Paragraph Style
  - Cell Style
- Q 30. The window shows the types of style available for the OpenOffice (OpenOffice.org) component you are using.** [CBSE SQP 2021, Term-1]
- Styles and formatting
  - Insert
  - Font and formatting Insert
  - Edit
- Q 31. In Writer, .....refers to the reference point for the graphics. This point could be the page or frame where the object is, a paragraph or even a character.** [CBSE SQP 2021, Term-1]
- arrangement
  - anchoring
  - framing
  - text wrapping
- Q 32. Two other toolbars can be opened from picture Toolbar are: the .....and .....** [CBSE SQP 2021, Term-1]
- edit picture, color picture
  - format, drawing
  - graphic Filter toolbar, color toolbar
  - floating toolbar, color toolbar
- Q 33. Any settings that can be added to or modified in a document can be saved in a template. Which of the settings below cannot be included in Writer's Document and saved as a template for later use?** [CBSE SQP 2021, Term-1]
- Styles for later use
  - Format and setting of tables
  - Printer settings
  - Formula settings
- Q 34. Jagriti has inserted an image in a document. She wants to resize the image. Which option of the word processor image format should be selected to let the two dimensions (height and width) change so that the proportion is maintained, allowing for a scaled resizing?** [CBSE SQP 2021, Term-1]
- Keep ratio
  - Crop
  - Keep aspect
  - Contrast
- Q 35. Remakant is running a business and has to send letters to a number of delegates. A .....can also be a quick way to take a list of people's mailing addresses and generate labels or envelopes with the address for different persons on each label or envelope.** [CBSE SQP 2021, Term-1]
- mail merge
  - paragraph
  - e-mail
  - style



- Q 36. Simran is celebrating her son's first birthday. She wants to invite her friends and family members to the party. Which feature will she use to send the same invite to many people with different addresses without typing it again and again?
- Mail merge
  - Letter wizard
  - Document type
  - None of these
- Q 37. A ..... is a model that you use to create other documents of the same type.
- styles
  - template
  - wizard
  - sample
- Q 38. .... Styles in OpenOffice Writer is used to format numbered or bulleted lists.
- Paragraph
  - Page
  - Frame
  - List
- Q 39. Which of the following is not used for creating a new Style in OpenOffice Writer?
- Selection
  - Style Dialog Box
  - Format Dialog Box
  - All of these
- Q 40. The image can directly be inserted into a Writer document if ..... is connected to the computer.
- printer
  - mouse
  - OSR
  - scanner
- Q 41. RGB in colour type stands for .....
- Red Green Black
  - Red Green Blue
  - Red Grey Black
  - Red Grey Blue
- Q 42. .... is the shortcut key to cut the image from a Writer document.
- Ctrl + X
  - Ctrl + P
  - Ctrl + C
  - Ctrl + V
- Q 43. Which of the following keys is used to select all the objects to group them together?
- Tab
  - Ctrl
  - Shift
  - Any of these
- Q 44. .... tab is used to set the attributes of table of contents.
- Entries
  - Styles
  - Background
  - Index/Table
- Q 45. .... styles are used to format graphics and text frames, including text wrap, borders, backgrounds and columns.
- Border
  - Frame
  - Table
  - Text
- Q 46. If you ..... styles, and then change the base style then all the ..... styles will change as well.
- link, linked
  - copy, copied
  - edit, edited
  - None of these
- Q 47. In the Load Style dialog box, ..... option loads the paragraph and the character styles from the selected document into the current document.
- page
  - paragraph
  - overwrite
  - text
- Q 48. To add a new image to the Gallery, you can click on the ..... button.
- new image
  - add image
  - new theme
  - add theme
- Q 49. By dragging any ..... handle you can increase or decrease the ..... of the image diagonally.
- corner, size
  - top, depth
  - side, quality
  - corner, quality
- Q 50. Which of the following is not a type of text wrapping option?
- Wrap off
  - Optimal wrap
  - Page wrap
  - Wrap center
- Q 51. To delete a template, ..... on a template in the Templates window and select delete.
- right-click
  - left-click
  - double-click
  - None of these
- Q 52. Prairna is a student of class X. Her teacher has asked her to create a document on 'Women Empowerment'. She has written the text and also added relevant images in her document using Writer. But she has realised that the paragraph will look better if the images are placed around the text. Name the feature of Writer she can use to get the desired result.
- Placing image
  - Wrap text
  - Positioning Image
  - Closing text
- Q 53. In a document, ..... refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. *[CBSE SQP 2021, Term-1]*
- arrangement
  - anchoring
  - alignment
  - text wrapping
- Q 54. A ..... is a model that you use to create other documents. *[CBSE SQP 2021, Term-1]*
- template
  - document
  - design
  - copy paste
- Q 55. When you apply a ....., you apply a group of formatting effects together in one single step. *[CBSE SQP 2021, Term-1]*
- effect
  - style
  - template
  - format
- Q 56. .... styles in a text document affect selected text within a paragraph, such as the font and size of text, or bold and italic formats. *[CBSE SQP 2021, Term-1]*
- Cell
  - Paragraph
  - Formatting
  - Character
- Q 57. To repeat the graphic across the entire background area, we need to select option in word processor. *[CBSE SQP 2021, Term-1]*
- Tile
  - Position
  - Stretch
  - Area
- Q 58. .... is particularly useful when creating a watermark or when wrapping the image in the background in a document. *[CBSE SQP 2021, Term-1]*
- Transparency
  - Fill
  - Filters
  - Crop

Q 59. .... controls how graphics are stacked upon each other or relative to the text.

[CBSE SQP 2021, Term-1]

- a. Arrangement
- b. Alignment
- c. Anchoring
- d. Wrapping

Q 60. Gaurav has inserted an image in a document. He wants to remove the unwanted area of the image. Which option of the word processor he will use to complete the task?

[CBSE SQP 2021, Term-1]

- a. Clip art
- b. Cut
- c. Crop
- d. Contrast

Q 61. ....include, fonts, alignments, borders, background, number formats and cell protection in document.

[CBSE SQP 2021, Term-1]

- a. Cell style
- b. Numbering style
- c. Paragraph style
- d. Character style

Q 62. Millennium University is organising a reunion meet for their alumnae students. For this purpose, university wants to send the invite to all these students with their different addresses. Which feature of the Word Processor University should use to accomplish the task?

[CBSE SQP 2021, Term-1]

- a. Mail Merge
- b. E-Mail
- c. Templates
- d. Data Source

Q 63. Prisha is a book editor. She wants to change the indentation of all paragraphs and change the font of all titles in the book. Which feature she should use to make the task easy?

[CBSE SQP 2021, Term-1]

- a. Styles
- b. Templates
- c. Table of content
- d. Consolidating

Q 64. Prashant is a writer. He has just completed writing his book using Writer software. Now he wants to add a page which will contain the title of each chapter and its respective page number. Suggest the feature that can be used to do this task.

- a. Mail merge
- b. Templates
- c. Styles
- d. Table of contents

### **Fill in the Blanks** Type Questions

Q 65. The style that provides the facility to format all the elements, such as title, heading and text by specifying the font type of words is known as .....

Q 66. .... provides the facility to change the colour style of the document.

Q 67. .... style is a combination style that can be applied to both paragraphs and individual characters.

Q 68. The style which formats only characters, not paragraphs is called .....

Q 69. .... style is customised for presenting lists of information.

Q 70. A .....set contains the basic styles that we need to build a document.

Q 71. .... style is used for all the titles typed in a document.

Q 72. The Change Styles button is present next to the ..... group.

Q 73. .... style is applied to tables to add lines and shading to the cells' contents.

Q 74. Font style provides the facility to change the ..... of the document.



### **Assertion & Reason** Type Questions

**Directions (Q. Nos. 75-82):** 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 the 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 75. **Assertion (A):** While working on long documents, styles allow us to format our document quickly, keeping the formatting consistent.

**Reason (R):** The Styles group is located on the Home tab and contains a set of quick styles.

Q 76. **Assertion (A):** Table style is a combination style that can be applied to both paragraphs and individual characters. The difference depends upon which text is selected when we apply the style.

**Reason (R):** List style is customised for presenting lists of information. It can include bullets, numbers, indentation and other formats typical of the parts of a document that present lists of information.

Q 77. **Assertion (A):** Style Set refers to the style that provides us the facility to format all the elements, such as the title, the heading and the text, by specifying the font type of words.

**Reason (R):** Paragraph Spacing provides the facility to change the paragraph spacing of the document.

Q 78. **Assertion (A):** Clear Formatting feature enables us to copy the formatting effects applied to the selected text without selecting the text itself.

**Reason (R):** Adding graphics such as Clip Arts, images/pictures and shapes in a document help in improving the overall appearance of a document.

Q 79. **Assertion (A):** Dragging the circle inwards makes the image smaller, and dragging it outwards makes it bigger. The squares can be similarly dragged to make the picture longer and broader.

**Reason (R):** When a picture is stretched outwards, pixilation may occur, i.e., its clarity may increase as the pixels expand beyond their actual size.

**Q 80. Assertion (A):** We cannot include an embedded or linked graphic in a group with drawing objects.

**Reason (R):** 'Wrap text' means adjusting or fitting text into a graphical object.

**Q 81. Assertion (A):** Anchoring refers to the reference point for the graphics. This point could be the page, the frame where the object is, a paragraph or even a character. An image always has an anchor point.

**Reason (R):** Alignment refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.

**Q 82. Assertion (A):** Adding graphics such as Clip Arts, images/pictures and shapes in a document help in improving the overall appearance of a document.

**Reason (R):** Removing a style from the Quick Styles gallery does not remove the style from the entries that appear in the Styles gallery, which lists all of the styles in the document.

### Answers

- |               |         |                     |         |         |
|---------------|---------|---------------------|---------|---------|
| 1. (d)        | 2. (b)  | 3. (c)              | 4. (c)  | 5. (d)  |
| 6. (d)        | 7. (c)  | 8. (c)              | 9. (c)  | 10. (a) |
| 11. (b)       | 12. (c) | 13. (c)             | 14. (b) | 15. (a) |
| 16. (b)       | 17. (b) | 18. (a)             | 19. (d) | 20. (c) |
| 21. (d)       | 22. (d) | 23. (b)             | 24. (d) | 25. (c) |
| 26. (c)       | 27. (d) | 28. (a)             | 29. (b) | 30. (a) |
| 31. (b)       | 32. (c) | 33. (d)             | 34. (a) | 35. (a) |
| 36. (a)       | 37. (b) | 38. (d)             | 39. (a) | 40. (d) |
| 41. (b)       | 42. (a) | 43. (d)             | 44. (d) | 45. (b) |
| 46. (a)       | 47. (d) | 48. (c)             | 49. (a) | 50. (d) |
| 51. (a)       | 52. (b) | 53. (c)             | 54. (a) | 55. (b) |
| 56. (d)       | 57. (a) | 58. (a)             | 59. (a) | 60. (c) |
| 61. (a)       | 62. (a) | 63. (a)             | 64. (d) |         |
| 65. Style set |         | 66. Colours         |         |         |
| 67. Linked    |         | 68. Character style |         |         |
| 69. List      |         | 70. Quick style     |         |         |
| 71. Title     |         | 72. styles          |         |         |
| 73. Table     |         | 74. font            |         |         |
| 75. (b)       | 76. (d) | 77. (b)             | 78. (d) | 79. (c) |
| 80. (b)       | 81. (b) | 82. (b)             |         |         |

### Case Study Based Type Questions

#### Case Study 1

**Managing Styles:** We usually format our documents to improve their look. Different formatting options are present on the Home tab, using which we can format our documents. In

addition to using the different formatting options such as bold, italic and font, we can even use the ready-made styles available in OpenOffice. A style is a set of formatting features that can be used to prepare professional and formal documents, for example to decide what colour, size and font to use when typing text in a document. When we apply a style, we apply a whole group of formats in one simple task. While working on long documents, styles allow us to format our document quickly, keeping the formatting consistent. Styles are also used for creating a Table of Contents. The Styles group is located on the Home tab and contains a set of quick styles.

**Q 1. .... style contains both paragraph and text formatting attributes, for example indents, tabs, font and text size. It is the most common type of style.**

- |           |              |
|-----------|--------------|
| a. Linked | b. Character |
| c. Table  | d. Paragraph |

**Q 2. .... style formats only characters, not paragraphs.**

- |           |              |
|-----------|--------------|
| a. Linked | b. Character |
| c. Table  | d. Paragraph |

**Q 3. .... style is a combination style that can be applied to both paragraphs and individual characters. The difference depends upon which text is selected when we apply the style.**

- |           |              |
|-----------|--------------|
| a. Linked | b. List      |
| c. Table  | d. Paragraph |

**Q 4. .... style is applied to tables in order to add lines and shading to the contents of table cells.**

- |          |              |
|----------|--------------|
| a. List  | b. Character |
| c. Table | d. Paragraph |

**Q 5. .... style is customised for presenting lists of information. It can include bullets, numbers, indentation and other formats typical of the parts of a document that present lists of information.**

- |          |              |
|----------|--------------|
| a. List  | b. Character |
| c. Table | d. Paragraph |

### Answers

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

#### Case Study 2

**Inserting an Image:** Adding graphics such as Clip Arts, images/pictures and shapes in a document help in improving the overall appearance of a document. We can use different types of graphics while creating documents, such as posters and



greeting cards, to make them visually appealing. 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. When we insert a new image, we may need to modify it to suit the document. We can modify image by using Picture toolbar, resizing, cropping, etc.

**Q 1. .... is a collection of pictures or images that can be imported into a document. Adding Clip Art in the document is a good way to illustrate important information.**

- a. Format Painter      b. Clipart
- c. Clipboard          d. Formatting.

**Q 2. The drag and drop method inserts the image file in the OpenOffice document. To link the file instead of embedding it, hold down the ..... keys while dragging the image.**

- a. Alt + Shift          b. Alt + Shift + D
- c. Ctrl + Shift        d. None of these

**Q 3. When the image is in a file stored on the computer, we can insert it into an OpenOffice document .....**

- a. by Drag and Drop    b. using Insert Tab
- c. pasting an Image    d. All of these

**Q 4. Using the ....., we can copy images into a OpenOffice document from another OpenOffice document and from other programs.**

- a. Clipboard            b. Clipart
- c. Format Painter       d. None of these

**Q 5. There are a few limitations of using ..... method. If we rename or relocate the original picture, then we would not be able to view it in the OpenOffice document. Instead, we will get an image link message.**

- a. link to file option    b. Insert and link option
- c. drag and drop        d. the clipboard

### Answers

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

### Case Study 3

**Formatting the Pictures:** After the picture has been inserted to the OpenOffice document, we can format the picture in various ways. When we insert a picture in the OpenOffice document, a new Format tab appears under the Picture Tools. This tab has a lot of options to format the inserted picture. When we insert a new image, we may need to modify it to suit the document. We can modify image by using Picture toolbar, resizing,

cropping etc. When we insert an image or select one already present in the document, the Picture toolbar appears. You can set it by clicking View > Toolbars > Picture. Two other toolbars can be opened from this one: the Graphic Filter toolbar and Color Toolbar. From these three toolbars, we can apply small corrections to the graphic or obtain special effects.

**Q 1. Resizing a picture means changing the ..... of the picture in order to make it bigger or smaller.**

- a. length                      b. breadth
- c. height                      d. Both a. and b.

**Q 2. When we select a picture, there are ..... small squares at the centre of all the sides and four small circles at its corners.**

- a. three                        b. five
- c. four                         d. six

**Q 3. The squares are called .....**

- a. side sizing handles    b. corner sizing handles
- c. Both a. and b.          d. None of these

**Q 4. When a picture is stretched outwards, pixilation may occur, i.e., its clarity may ..... as the pixels expand beyond their actual size.**

- a. increase                    b. decrease
- c. Both a. and b.            d. None of these

**Q 5. Dragging the circle ..... makes the image smaller, and dragging it ..... makes it bigger.**

- a. inwards, outwards      b. outwards, inwards
- c. up, down                  d. down, up

### Answers

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

### Case Study 4

Mail merge is a feature within most data processing applications that enables users to send a similar letter or document to multiple recipients. It enables connecting a single form template with a data source that contains information about the recipient's name, address and other predefined and supported data.

Mail merge primarily automates the process of sending bulk mail to customers, subscribers or general individuals. Mail merge works with two documents, the data file and the letter template. The data file includes the information of the recipients to whom the letter is to be sent. This file can be a spreadsheet or database file containing separate fields for each different type

of information to be merged within the letter. The second file is the word document or the letter template. The recipients' information on the letter template is kept empty. When the mail merge process is initiated, the recipients' data from the spreadsheet or database data file is fetched and placed within the empty field in the letter, one by one, until all letters are created.

- Q 1. The mail merge wizard is available under which menu?**
- Q 2. What type of document in mail merge?**
- Q 3. Which button is used to create a new address list in the mail merge wizard in the step insert address block?**
- Q 4. How many steps are required to complete mail merge wizard?**
- Q 5. Which button is used to delete unwanted fields from the address list?**

## Answers

1. The mail merge wizard is available under tools menu.
2. Letter, Email type of document in mail merge.
3. Select address list button is used to create a new address list in the mail merge wizard in the step insert address block.
4. The mail merge wizard has total 8 number of steps to complete the process.
5. Customise and then Delete button is used to delete unwanted fields from the address list.



## Very Short Answer Type Questions

**Q 1. What is a style?**

**Ans.** A style is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats at the same time.

**Q 2. How to start an OpenOffice Writer?**

**Ans.** To open OpenOffice Writer follow these steps:  
Click on Start → OpenOffice 4.1.7 → OpenOffice Writer.

**Q 3. Amit has deleted a paragraph from a document. Which option in Writer will help him get back the deleted text?**

**Ans.** Undo or Ctrl + Z

**Q 4. What do you mean by word processor?**

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

**Q 5. Name the default font and its size in OpenOffice Writer.**

**Ans.** Times New Roman is the default font and its default

size is 12.

**Q 6. What is meant by Insertion point?**

**Ans.** Work Area is the area where we type the text. It can hold unlimited text which may include characters, pictures, drawings, or symbols. The vertical blinking line in the work area is called insertion point or cursor.

**Q 7. Name all the items available on Menu Bar.**

**Ans.** The menu bar which contains various menu items - File, Edit, View, Insert, Format, Table, Tools, Window and Help.

**Q 8. In which tab the styles group is located and what does it contain?**

**Ans.** The styles group is located under the Format tab (Click Format > Styles and Formatting or press F11.) and contains Heading, Indent, Signature, etc.

**Q 9. Write the shortcut key to save document.**

**Ans.** Press Ctrl + Shift + S to save document for the first time and Ctrl+S to save otherwise.

**Q 10. Can we set up our own new style containing the formatting option of our own choice in OpenOffice Writer?**

**Ans.** Yes, we can set up our own new style containing the formatting option of our own choice in OpenOffice Writer.

**Q 11. Define the List style.**

**Ans.** List style is customised for presenting lists of information. It can include bullets, numbers, indentation and other formats typical of the parts of a document that present lists of information.


**Q 12. What is Clip Art?**

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

**Q 13. What is Fontwork Gallery in OpenOffice?**

**Ans.** Fontwork Gallery 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 14. How to open Fontwork Gallery in OpenOffice?**

**Ans.** Open the Fontwork Gallery by clicking  the icon on the Drawing toolbar or on the Fontwork toolbar. If the Drawing toolbar is not showing, you can go directly to the Fontwork toolbar by selecting **View > Toolbars > Fontwork** from the main menu bar.

**Q 15. Differentiate between a bulleted list and a numbered list.**

**Ans.** A bulleted list is used for typing unordered lists where items in the list are not in a sequence. A numbered list is used for ordered lists where the sequence of the items is important.

**Q 16. What is a mail merge?**

**Ans.** Mail merge is a combination of two words. Mail and Merge, where mail means a letter or content written on paper and merge means to join. So, in

simple words, writing a letter and joined the letter with multiple addresses is known as mail merge.

**Q 17. What are headings?**

**Ans.** Headings are built-in styles available in digital documentation software. These headings are useful for preparing a table of contents and indexes.

**Q 18. What do you mean by alignment of text? How many types of alignments are available in Writer?**

**Ans.** The alignment of text means how text is placed on the screen with respect to the margins. There are four types of alignment. They are left, right, center and justify alignment.

**Q 19. What does cropping a picture means?**

**Ans.** Cropping a picture refers to removing a part of the picture that we do not wish to see.

**Q 20. What is meant by Wrap text?**

**Ans.** Wrap text means adjusting or fitting text into a graphical object.

**Q 21. What type of information is contained by Header and Footer?**

**Ans.** Header and Footer generally both contains information such as page number, date, document name, company logo, image, etc., which are specified by page styles.

**Q 22. 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 23. Explain format-paintbrush feature.**

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

**Q 24. What do you understand by Paragraph spacing?**

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

**Q 25. What do you understand by Arrangement?**

**Ans.** Arrangement refers to the placement of a graphic on an imaginary vertical axis.

**Q 26. What is Anchoring?**

**Ans.** Anchoring refers to the reference point for the graphics. This point could be the page, or frame where the object is a paragraph or even a character. An image always has an anchor point.

**Q 27. What do you understand by the term Text Wrapping?**

**Ans.** Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides.

**Q 28. How to insert row(s) in OpenOffice Writer?**

**Ans. To insert row(s) in OpenOffice Writer:**  
**Click on Table ⇒ Insert ⇒ Rows. It will open insert rows dialog box.**  
(i) Type number of rows in front of Number box.  
(ii) Choose the position before or after as per your

requirements.

(iii) Click on Ok button.

**Q 29. What is the difference between styles and templates?**

**Ans.** Styles are set of formats whereas template is a model of a document.

**Q 30. Explain different ways of creating a template.**

**Ans.** We can create your own templates in two ways: from a document, and using a wizard.

**Q 31. Define the terms:**

**(i) Merging**

**(ii) Merged Document**

**Ans.** (i) The procedure of combining the main document with the data source is called Merging.

(ii) The final document after merging is called Merged Document.

**Q 32. Define the Graphic filters terms and their effects.**

**(i) Mosaic**

**(ii) Relief**

**Ans.** (i) Joins groups of pixels into a single area of one colour.

(ii) A dialog box is displayed to adjust the light source that will create the shadow and, hence, the relief effect.

**Q 33. Give any two characteristics of a template in Open Office Writer.**

**Ans.** Two characteristics of a template are as follows:

(i) Templates simplify document creation and increases our efficiency.

(ii) Templates save time and money.

**Q 34. What does the templates contain?**

**Ans.** The templates contain a specific layout, style, design and sometimes fields and text that are common to every use of that templates.

**Q 35. How to insert page number in the document?**

**Ans.** To insert page numbers, position your cursor at the place where page number has to be inserted. It may be in the main document or in the header or footer area. Select **Insert → Fields → Page Number**.

**Q 36. Which mode is used to apply a style to many different areas of a document quickly without going back to styles and formatting window in Writer?**

**Ans.** Fill format mode is used to apply a style to many different areas of a document quickly without going back to styles and formatting window in Writer.



**Short Answer Type Questions** ↘

**Q 1. What is OpenOffice?**

**Ans.** OpenOffice.org (OOo), commonly known as OpenOffice, is a discontinued open-source office suite. It was an open-sourced version of the earlier StarOffice, which Sun Microsystems acquired in 1999 for internal use. Sun open-sourced the OpenOffice

suite in July 2000 as a competitor to Microsoft Office, releasing version 1.0 on 1 May, 2002.

**Q 2. How to create a new style in OpenOffice?**

**Ans.** Creating New (Custom) Styles can do in two ways:  
(i) Creating a new style from a selection.  
(ii) Dragging and Dropping to create a style.

**Q 3. What is formatting?**

**Ans.** Formatting refers to the different settings applied to the text, paragraph, and page of the document. Formatting helps to make your document more presentable and attractive.

**Q 4. What are the categories of formatting supported by digital documentation software?**

**Ans.** There are three categories of formatting supported by digital documentation software.  
(i) Character Formatting  
(ii) Page Formatting  
(iii) Paragraph Formatting

**Q 5. Write some advantages for using Style.**

**Ans. Advantages of using Style are:**  
(i) Styles help us to apply consistent formatting to the documents.  
(ii) Style make the major formatting changes simple.  
(iii) Using styles we can easily change the existing format.

**Q 6. What are the various ways to select styles to apply in OpenOffice.org?**

**Ans.** OpenOffice.org provides several ways for you to select styles to apply. They are as follows:  
(i) Click the Styles and Formatting icon located at the left-hand end of the object bar. Or  
(ii) Click Format > Styles and Formatting. Or  
(iii) Press F11.

**Q 7. Define Docking Toolbars.**

**Ans.** On the extreme right of the window, Writer provides you with four icons –Properties, Styles and Formatting, Gallery and Navigator. By clicking on any of these icons, the corresponding docking toolbar opens containing various buttons to format text, apply styles, insert pictures and navigate through the document respectively.

**Q 8. Write the procedure for inserting an image using a scanner.**

**Ans.** If a scanner is connected to your computer, OpenOffice can call the scanning application and inserted the scanned item into the document. To start this procedure, select **Insert > Picture > Scan > Select Source**.

**Q 9. Neha is working on a document in OpenOffice 4 Writer. She needs to perform the following tasks in Writer. Help her by suggesting the correct options.**

(i) Increase the space between lines in various

paragraphs.

**(ii) Align the paragraph properly.**

**Ans.** (i) Line Spacing option under the 'Indent and Spacing tab'.  
(ii) Text Alignment.

**Q 10. Explain the following terms with respect to positioning the graphics in a document:**

**(i) Arrangement**

**(ii) Text Wrapping**

[CBSE 2023]

**Ans.** (i) Arrangement refers to the placement of a graphic on an imaginary vertical axis. It controls how graphics are stacked upon each other or relative to the text. Some of the popular arrangement techniques are Bring to Front, Bring Forward, Send Backward, Send to Back etc.  
(ii) Text Wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic or treat the graphic as a separate paragraph or character.

**Q 11. What do you mean by indentation in a document? List the two types of indentation.**

**Ans.** Indentation refers to the distance of text or paragraph from either the right or the left margin. The two types of indentation are:

**(i) Decrease Indent:** This option moves the text towards the left margin of the document by a certain amount.

**(ii) Increase Indent:** This option moves the text towards the right margin of the document by a certain amount.

**Q 12. Anika has typed an essay in Writer. How will she identify the grammatical and spelling errors in his document? How will she correct the same?**

**Ans.** OpenOffice Writer has a build-in dictionary and a set of grammatical rules to check the spelling and grammar of the text document. So, Anika can use that to check grammatical and spelling errors in his document. If a word is incorrectly spelt, you can see a single red wavy line under it.

A simple way to check the spellings of any word is as follows:

**Step 1:** Right-click on the word with a red wavy line. A shortcut menu will open with various suggestions.

**Step 2:** Click the word with the correct spelling in the suggestion list. The incorrect word will be replaced with the correct spelling in the document.

**Q 13. How creating/maintaining table of contents in OpenOffice Writer (Built-in format) is done?**

**Ans.** Creating/maintaining table of contents in OpenOffice Writer (Built-in format) is done in the following

steps:

- (i) Apply proper heading or styles for contents.
- (ii) Place the cursor on the first page. (The first page should be blank)
- (iii) Click on **Insert** → **Indexes and Tables** → **Indexes and Tables**. An Insert Index/Table dialog box will appear.

**Q 14. How to add or delete the title for the table of content?**

**Ans.** To add a title follow these steps:

- (i) The default title is 'Table of Contents', click on OK if you want to set it as it is.
- (ii) Type your desired title if you wish to give a custom title and click on the OK button.

To delete a title, just clear the title field and keep it blank.

**Q 15. How to set the basic attributes of the table?**

**Ans.** The basic attributes of the table are as following:

- (i) **Title:** It is used to give a title for the table of contents.
- (ii) **Type:** This attribute allows us to select the types of table of contents. It can be a table of contents or Alphabetical index or Illustration of index, etc.
  - (a) **Create index/table:**
  - (b) **For:** Allows to select the content for which table of content is created.
- (iii) **Evaluate up to Level:** Display the level of heading used in the table of content.
- (iv) **Create From:** Allows to select an outline for the hierarchical table of contents. Additional styles if any, or to display the Index marks.

**Q 16. How to add or delete background to the table of contents?**

**Ans.** We can set two types of background for the ToC. We can either set a colour as the background or an image as a background. To set a colour as a background, click on the colour tab and choose a colour from the colour picker. To add an image as a background, select the graphic option from a combo and select the image.

**To delete the background** – Choose a colour from a combo box and select the no fill option from the colour picker.

**Q 17. Describe some graphic filters and their effects.**

**Ans.** Graphic filters and their effects are as follows:

- (i) **Invert:** Inverts the colour values of a colour image or the brightness values of a grayscale image.
- (ii) **Smooth:** Softens the contrast of an image.
- (iii) **Sharpen:** Increases the contrast of an image.
- (iv) **Remove Noise:** Removes single pixels from an image.

**Q 18. Describe the use of circles and squares on the selection of a picture.**

**Ans.** Circles and squares can be dragged to adjust the size of the picture. Dragging the circle inwards makes the image smaller, and dragging it outwards makes

it bigger. The squares can be similarly dragged to make the picture longer and broader.

**Q 19. Write the function of corner sizing handles.**

**Ans.** When we select a picture, there are four small circles at its corners. The circles are called corner sizing handles. These circles can be dragged to adjust the size of the picture. Dragging the circle inwards makes the image smaller, and dragging it outwards makes it bigger.

**Q 20. Write all the steps for Replacing Text.**

**Ans.** To replace the text, open the **Find and Replace** dialog box and then perform the following steps to replace the character, word or phrase with some other character, word or phrase:

- (i) Type the word to be replaced in the **Search For** text box (*team* in our example).
- (ii) Type the new word that we want to replace with in the **Replace With** text box (*say, group*).
- (iii) Click **Replace** button if only one occurrence of the found word has to be replaced. However, to replace all the occurrences of the word, click **Replace All** button.

**Q 21. Write all the steps for entering special characters in the documents.**

**Ans.** To insert special characters in the document, follow the steps given below:

- (i) Place the cursor at the place where the special character has to be inserted.
- (ii) Select **Insert** → **Special character**. The **Special Character dialog box** is displayed
- (iii) Click on the desired symbol and then click **OK** button. The selected symbol will be inserted in your document.

**Q 22. How to add various drawing objects from drawing toolbar in the document using OpenOffice writer?**

**Ans.** The Drawing toolbar contains various commands to draw lines, curves, shapes, callouts, symbols, flowcharts, graphic fonts etc. In the document. Therefore, to insert drawing objects first click **View** → **Toolbar** → **Drawing** to display the Drawing toolbar.

**Q 23. What are the three main components of Mail Merge feature?**

**Ans.** The three main components of Mail Merge feature are:

- (i) **Data Source:** This refers to the database that generally stores the names, addresses and other personalised information in tabular format.
- (ii) **Main Text Document:** This contains the main body of the letter.
- (iii) **Merged Document:** This refers to the document that is generated after merging the

information of the main text document and the data source.

**Q 24. Differentiate between Keep scale and Keep image size options while cropping an image in a document.** [CBSE 2023]

**Ans.** When **Keep scale** is selected (default), cropping the image does not change the scale of the picture.

When **Keep image size** is selected, cropping produces enlargement (for positive cropping values), shrinking (for negative cropping values), or distortion of the image so, that the image size remains constant.



## Long Answer Type Questions

**Q 1. What are the different styles supported by the OpenOffice.org?**

**Ans.** OpenOffice.org supports the following types of styles:

- (i) **Page styles** include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printing sheets.
- (ii) **Paragraph styles** control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.
- (iii) **Character styles** affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.
- (iv) **Frame styles** are used to format graphic and text frames, including wrapping type, borders, backgrounds, and columns.
- (v) **Numbering styles** apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.
- (vi) **Cell styles** include fonts, alignment, borders, background, number formats e.g., currency, date, number and cell protection.
- (vii) **Graphics styles** in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.
- (viii) **Presentation styles** include attributes for font, indents, spacing, alignment, and tabs.

**Q 2. Ali typed an essay on the topic 'Our Environment'. While reading the document, he found that he had typed the word 'wonderful' instead of 'beautiful' in the entire essay. How will he replace the word 'wonderful' with 'beautiful' throughout the document?**

**Ans.** Ali will use the 'Find and Replace' feature to replace the word 'wonderful' with 'beautiful' throughout the document. Steps to use the 'Find and Replace' feature are:

**Step 1:** Click the 'Find and Replace' option. A Find and Replace window appears.

**Step 2:** In the Search for box, type the word 'wonderful'.

**Step 3:** In the Replace with box, type the word 'beautiful'.

**Step 4:** Click the 'Replace All' button to replace the word 'wonderful' with 'beautiful' throughout the document.

**Q 3. Write the steps involved in the mail merge wizard.**

**Ans.** The mail merge wizard in OpenOffice Writer has the following steps:

- (i) Select starting document
- (ii) Select document type
- (iii) Insert address block
- (iv) Create salutation
- (v) Adjust layout
- (vi) Edit Document
- (vii) Personalise document
- (viii) Save, Print or send

**Q 4. How to mail merge in OpenOffice Writer?**

**Ans.** Follow these steps to mail merge in OpenOffice Writer:

**Step 1:** Type your contents of letter or email in a new Writer document.

**Step 2:** Click on **Tool** → **Mail Merge Wizard**.

**Step 3:** Select **"Use the current document"** as you have already typed your contents in the document. Click on Next button.

**Step 4:** This step allows to select the document type out of letter or email. Select a letter and click on next button.

**Step 5:** Create your address list and address block. This process has 4 steps:

- (i) Select or create an address list
- (ii) Select the address block
- (iii) Match the fields
- (iv) Preview of exact record match

**Step 6:** Click on the select different address list containing the address data option.

**Step 7:** Click on Create button. A new address list dialog box appears.

**Step 8:** Click on the customise button to delete unwanted fields from address blocks. Click on OK button when you finished.

**Step 9:** Now type address list values for the different fields. Type details for recipients address. Click on New button to insert a new address. Click on OK when you finished all entries.

**Step 10:** Now it will ask to save your file. Save it. When you save your address list do not use space between the address list names.

**Step 11:** Now you will return back to your Insert address block step. Click on the checkbox in front of number 2.

**Step 12:** Now you will get the create salutation screen. This is an optional part. Click on next button.



**Step 13:** The final step to save, print or send the merged document.

**Q 5. Describe the various tabs in the create and customize Table of Contents window.**

**Ans.** The create and customise Table of Contents window has the following tabs:

(i) **Index/Table:** This tab contains options for setting table's properties.

(a) **Preview:** Displays preview of ToC.

(b) **Title:** User can give a title for ToC. Type desired title in the box, the default is Table of Contents.

(c) **Type:** To create ToC select Table of Contents option. Other options are Alphabetical Index, Illustration Index, Index of Tables etc.

(d) **Protect against manual changes:** It applies lock on the table of contents. Users cannot modify it manually after inserting it on-page.

(e) **For:** Select for which content table or index is generated.

(f) **Evaluate up to Level:** It shows heading levels. Users can select the number of headings levels used in the document. By default, it is 10.

(ii) **Entries:** This tab allows to set structure of headings and set styles of headings.

(iii) **Styles:** This tab allows us to change the heading styles and formatting.

(iv) **Columns:** This tab is used to increase or decrease columns in the table of contents as well as allows to change the width and space between columns.

(v) **Background:** User can set a background colour or change the background colour of the table of contents. This option also allows you to select a graphic as background, Select graphic in as combo box. Select the appropriate image through the browse button and check the preview. You can set the layout of the image by selecting position, tile, or area option.

**Q 6. Explain the entries tab in detail.**

**Ans.** The entries tab allows us to format the entries in the table of contents. For each level, user can add and delete elements, such as headings and levels, and you can also apply character styles to individual elements. To begin, click a level number in the Level column to select the outline level whose elements you want to format. The Structure line displays the elements for entries at that level.

**Each button on the Structure Line represents one element:**

(i) The **E#** button represents the heading number or heading level.

(ii) The **E** button represents the entry text.

(iii) The **T** button represents a tab stop.

(iv) The **#** button represents the page number.

(v) The **LS** button represents the start of a hyperlink.

(vi) The **LE** button represents the end of a hyperlink. Each white field on the Structure line represents a blank space.

**Q 7. What are the ways to insert the table in OpenOffice Writer 4.1.7?**

**Ans.** There are three ways to insert a table in OpenOffice Writer 4.1.7:

(i) Insert ⇒ Table – Follow these steps

(a) Place your cursor where the table is required.

(b) Now click on Insert ⇒ Table option. An insert table dialog box appears.

(c) Type a table name to maintain this as a part of the document. Then select the size by the number of rows and number of columns and options like Heading, Don't split table or border option.

(d) Click on OK button.

(ii) Table ⇒ Insert ⇒ Table: Steps are similar to option 1.

(iii) From Standard toolbar Table icon

(a) Place your cursor where the table is required in the document.

(b) Click on the table icon in the standard toolbar.

(c) When you click on the table icon, it will open insert table dialog as above. If you click on down arrow, it allows you to select the number of columns and number of rows for your table.

### COMMON ERROR

*There may be confusion regarding the steps followed in inserting the table using different ways.*

**Q 8. Describe Autofit options in the table in OpenOffice Writer 4.1.7.**

**Ans.** To adjust Autofit options in OpenOffice Writer, click on **Table ⇒ Autofit** option.

OpenOffice Writer provides following Autofit options:

(i) **Column Width:** Content will be adjusted according to the fixed column's width.

(ii) **Optimal Column Width:** Adjust column width with contents.

(iii) **Distribute Columns Evenly:** Adjust selected columns with equal width.

(iv) **Row Height:** Content will be adjusted according to the fixed row's height.

(v) **Optimal Row Height:** Adjust rows height with contents.

(vi) **Distribute Rows Evenly:** Adjust selected rows with equal height.

(vii) **Allow Rows to break across Pages and**



## Chapter Test

### Multiple Choice Questions

- Q 1. In the hierarchy of headings, the lower-level headings pertain to ..... and ..... .  
 a. section, sub-sections    b. headings, sub-headings  
 c. Both a. and b.            d. None of these
- Q 2. Which of the following templates you cannot create using the Wizard?  
 a. Fax                              b. Letters  
 c. Database                      d. Agenda
- Q 3. The structure line displays the elements for entries in the level column. The ..... button represents the page number.  
 a. #                              b. &                              c. %                              d. @
- Q 4. After adding the data source, you need to specify the salutation. The selected salutation will be displayed in the ..... pane.  
 a. salutation                      b. preview  
 c. display                         d. None of these
- Q 5. In the Mail Merge dialog box, you can select the ..... option if you want to save the merged documents.  
 a. file                              b. edit                              c. view                              d. format
- Q 6. The grey colour in the ToC reminds us that the text has been generated .....  
 a. manually                        b. automatically  
 c. Both a. and b.                d. None of these

### Fill in the Blank Type Questions

- Q 7. The ..... gallery lists all the styles in the document.
- Q 8. There are ..... ways to create a template.
- Q 9. .... are the predefined ready-to-use designs.

### Assertion and Reason Type Questions

**Directions (Q. Nos. 10-12):** 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 10. **Assertion (A):** The data source file contains the information to be merged into a document such as the name, address, city, mobile number and much more that we want to use in a mail merge.  
**Reason (R):** The procedure of combining the main document with the data source is called formatting,

and the final document after merging is called the formatting document.

- Q 11. **Assertion (A):** A process which allows the users to create a large number of documents from a single template form and a data source is known as resizing.  
**Reason (R):** WordArt is a quick way to make the text stand out with special effects.
- Q 12. **Assertion (A):** Alignment refers to the reference point for the graphics. This point could be the page, the frame where the object is, a paragraph or even a character. An image always has an anchor point.  
**Reason (R):** The templates contain a specific layout, style, design and, sometimes, fields and text that are common to every use of that template.

### Case Study Based Questions

- Q 13. **Using Fill Format/Format Paintbrush Mode:** We may apply multiple styles such bold, italic, underline, changing font size and colour on to some specific text entered in a document. In case we wish to apply same style to other text, Format Painter can help us. Performing the same steps over and over to apply the same formatting text effects can be time-consuming, less efficient and boring. To avoid such a problem, OpenOffice offers a feature called Format Paintbrush.
- (i) ..... feature enables us to copy the formatting effects applied to the selected text without selecting the text itself.  
 a. Format Paintbrush Mode  
 b. Formatting Mode  
 c. Clipart Mode  
 d. None of the above
- (ii) The Format Paintbrush option is available in the Clipboard group on the ..... to copy the style of the selected text.  
 a. menu tab                        b. title tab  
 c. toolbar tab                      d. home tab
- (iii) The text on to which you move the Format Paint brush will have the ..... style now.  
 a. same                              b. different  
 c. exact                              d. None of these
- (iv) We can clear all the formatting applied to the text in a document using the Clear Formatting option available in the ..... group on the Home tab.  
 a. layout                            b. design  
 c. font                                d. paragraph



- (v) As you click on the Format Paintbrush option, the mouse pointer changes to a .....
- a. circle brush                      b. square brush  
c. paint brush                        d. layout brush

**Q 14.** A table of contents (TOC) is a list of headings in the order in which they appear in the document. You can set a list of headings which should be a part of the table of contents. Let us learn how to create a Table of Contents. A Table of Content helps in navigating through a Word document by providing associated page numbers and direct links to various headings available on those pages. A Table of Contents, usually headed simply contents and abbreviated informally as ToC, is a list, usually found on a page before the start of a written work, of its chapter or section titles or brief descriptions with their commencing page numbers.

- (i) How Table of Contents is useful?  
(ii) By default there are how many levels of headings available for a table of contents in OpenOffice Writer?  
(iii) How to open insert index/table dialog box in OpenOffice Writer?  
(iv) Which option locks your table of contents for modification in OpenOffice Writer?  
(v) Which option displays the headings in the hierarchy level in the Table of Contents?

### Very Short Answer Type Questions

- Q 15. What is the advantage of using OpenOffice?  
Q 16. What is the use of Solarisation?  
Q 17. What is meant by the term transparency?  
Q 18. Which shortcut key allow to link the picture file instead of embedding while dragging the image.  
Q 19. How to open the Picture toolbar?  
Q 20. What is Aging?  
Q 21. What are the various option available in graphics mode in the picture toolbar?  
Q 22. Which option display a thumbnail of the selected image on right in insert picture dialog box?  
Q 23. How to insert column(s) in OpenOffice?  
Q 24. Which application is used to change the template in OpenOffice Writer?  
Q 25. Which option in File → Templates menu is used to manage various templates?  
Q 26. List any three methods of inserting images in a text document.

### Short Answer Type Questions

- Q 27. Write all the steps for creating heading in OpenOffice Writer.  
Q 28. Write steps to create or insert a table of contents in digital documents.

### Long Answer Type Questions

- Q 29. Write all the steps for inserting an image from the clipboard.  
Q 30. Define Template and also define how to set a custom template as the default?

