

A. Multiple Choice Questions

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|---------|---------|---------|---------|---------|
| 1. (b) | 2. (a) | 3. (b) | 4. (b) | 5. (b) |
| 6. (a) | 7. (c) | 8. (a) | 9. (c) | 10. (a) |
| 11. (b) | 12. (c) | 13. (b) | 14. (a) | 15. (b) |

B. Fill in the Blanks

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|-----------------------|------------------|-----------------|----------|
| 1. LibreOffice Writer | 2. Saving | 3. Title bar | 4. right |
| 5. Navigator | 6. Word wrapping | 7. Three | |
| 8. Black | 9. Ctrl+z | 10. grammatical | |
| 11. Formatting | 12. AutoText | | |

C. State Whether the Statements Given Below are True or False

- | | | | | | |
|------|------|------|-------|-------|-------|
| 1. T | 2. F | 3. F | 4. T | 5. T | 6. F |
| 7. T | 8. F | 9. F | 10. F | 11. T | 12. F |

D. Differentiate Between the Following

2. Non-Printing Characters: The keys like Enter, Spacebar, and Tabkey, that do not appear in documents are known as non-printing characters. These characters show the exact formatting of the document.

Special Characters: A special character which is used as a conventional representation of an object. These characters usually do not appear on keyboard. We can insert these characters in document using Writer. For example: ©, ®

3. Copying Text: It means that the text will appear at the place where it is pasted while also remaining at its original place.

Moving Text: It means that the text will disappear from its original location and appear at another location where it is being pasted.

5.AutoFormat: This feature automatically creates symbols, fractions, and ordinal numbers. For example, when you type 1/2, it changes to a fraction $\frac{1}{2}$ and the ordinal 2nd is created when you type 2nd.

AutoText: It is use to store text, tables, fields, and other items for reuse and assign them to a key combination for easy retrieval. For example, rather than typing “Cloud Computing” every time, set up an AutoText entry to insert those words when you type “CC” and press F3.

E. Short Answer Questions

1. Word processor, **sometimes** called a word processing software, allows users **to create and** manipulate any document containing text and sometimes graphics. A major advantage of using a word processing software is that users can easily change what they have written.
3. LibreOffice Writer is a word processor program that is especially meant for typing text. It is a part of LibreOffice suite. Writer helps us to create books, letters, reports, memos, newsletters, etc. It has many features through which you can make your text appear more beautiful and attractive in an easy way.

4. The components of LibreOffice window are as follows:

- Title Bar
- Menu Bar
- Standard Bar
- Formatting toolbar
- Ruler
- Insertion Point
- Scroll Bar
- Status Bar
- Mouse Pointer
- Sidebar
- Document Window

5. Toolbars are used in writer to perform tasks directly and more quickly instead of using the menu bar and related menus.

6. Properties deck display the following panels if a graphic is selected.

Area— To modify graphic with Fill (color, gradient, etc.) and Transparency (solid, linear, etc.)

Image—To modify the brightness, contrast, color mode and transparency of the graphic

Position and Size—To modify width and height.

Wrap—To specify the way you want to wrap the text around the object. You can also specify the spacing between the text and the object.

7. Word wrapping is used to automatically transfer or wrap the insertion point around the next line, once we reach the end of our previous line in the same paragraph.

15. A symbol is a mark or character used as a conventional representation of an object. These characters usually do not appear on keyboard. We can insert symbols in the document using Writer.

F. Long Answer Questions

2. Functions of word processor are:

Creating a document: We can create a document by entering text or numbers, inserting graphical images and performing other tasks on word processor.

Editing: We can make changes to the document's existing content which include inserting, deleting, cutting, copying and pasting items into the document.

Formatting: We can change the appearance of a document by formatting the document. Examples of formatting tasks are changing the font style, font size and font color of the text.

Saving a document: We can save the document permanently for future use. Saving is the process of copying a document

from memory to a storage medium such as a CD or hard disk.

Printing: We can print the document as many times as we want, with each copy looking just like the first.

3. Sidebar is located on the right side of the window. It consists of five decks: Properties, Page, Styles, Gallery and Navigator. Each deck has a corresponding icon on the sidebar, allowing you to switch between them.

The function of each deck of sidebar are:

Properties Deck: It contains tools for formatting in the document.

Page Deck: It modifies the page style to change the most commonly used page properties.

Styles Deck: It allows us to manage the styles used in the document.

Gallery Deck: It allows us to **add images** and diagrams in the document.

Navigator Deck: It **allows us to navigate** to specific types of content in the document.

6. Thesaurus is a list of words grouped together containing synonyms and antonyms. Writer provides a thesaurus through which we can find words to express more accurate meanings. It helps us increase our vocabulary. It can be used to replace a word with one of its synonyms.
7. AutoCorrect feature corrects common spelling errors in writer document. It also corrects errors in capitalization. For example, it capitalizes the names of days, the first letter in a sentence, etc.

Some common formatting changes include **Horizontal lines** - If you type three or more hyphens (---), underscores (___) or equal signs (===) in a line and then press **Enter**, the paragraph is replaced by a horizontal line as wide as the column on the page. Note that the line is actually the lower border of the preceding paragraph.

G. Application Based Questions

1. Insertion Point (Pointer)
2. Ctrl+z
3. AutoFormat feature
5. Find and replace feature
6. Thesaurus

3.2

Formatting a Document

A. Multiple Choice Questions

1. (a) 2. (b) 3. (c) 4. (b) 5. (b)
6. (a) 7. (b) 8. (a) 9. (c) 10. (a)
11. (a) 12. (c) 13. (b) 14. (a)

B. Fill in the Blanks

1. Formatting 2. Margin 3. twice 4. Toggle
5. 12-point 6. mathematical, chemical
7. Tab 8. 0.5 9. Drop Cap 10. Column
11. Margins 12. three 13. **Line** 14. Page number
15. Shapes 16. Header
17. Capitalize Each Word

C. State Whether the Statements Given Below are True or False

1. T 2. F 3. T 4. F 5. T 6. F
7. F 8. F 9. T 10. T 11. T 12. T
13. F 14. T

D. Define the Following

2. Clone Formatting is used to copy the formatting that we apply to text in one portion of our document to another portion of our document.
3. The amount or the degree by which a paragraph is shifted/moved from the margin of a document is known as indentation.
4. Drop Cap feature allows to display the first character of the paragraph in a large capital letter that enhances the appearance of the paragraph.

5. The blank spaces left between the text and the edge of the page on all sides are called margins. By default, the margins contain 0.79 inch on left, right, top and bottom area in the document.

E. Differentiate Between the Following:

3. Center Horizontally: This is used to align the text at center horizontally. Ctrl + E can also be used for the same purpose.

Justified: This is used to align the text at both the left and right margins. Ctrl + J can also be used for the same purpose.

4. **Superscript:** It moves the text above the regular line of text. It is often used in mathematical equations.

Subscript: It moves the text below the regular line of text. It is often used in chemical equations.

5. **Normal Layout View:** It displays the text with margins, headers, and footers. It shows how your file will look after printing.

Web Layout View: It displays a web page preview of your document.

6. **Line Break:** Line breaks end the current line and continue the text from another line. Shift + Enter keys is used to write text from the next line.

Page Break: The ending of one page and the beginning of the other is called page break. Ctrl+Enter keys is used to insert a page break.

7. Short Answer Questions

1. The general arrangement of text is known as Formatting. Arranging a document in a manner that it appears attractive and well-organized is called formatting the document.
2. Page setup includes some features like paper format, width, height, paper orientation, text direction, margins, etc. These features help to format the document.
4. Select the text and click on the clear direct formatting option under the format menu or press Ctrl+A and then press Ctrl+M to remove manual formatting.
6. Using bullet and number list, we can write any text containing list in our document.
7. Change case option is used to change the selected text case like uppercase, lowercase, sentence case, etc., without retyping

the text.

9. Paragraph formatting controls the appearance of the text in a paragraph. It helps in making the text more appealing by changing the tab setting, indentation, line spacing, paragraph spacing, etc.
11. Precise tab helps us to create our own tabs stops by manual input measurement value for the document.
12. Columns feature is used to display the text in two or more columns. Creating columns is useful in documents, such as newsletters and brochures.
13. We use Full Screen view to display our document in full screen. This view hides all the toolbars and menu bars of the document window.
14. Column Break feature is used to break the text from anywhere in the first column. The second column will begin after the point where you inserted column break.
16. Adding page numbers to documents helps us to keep the pages in order after printing and also helps in creation of table of content.
17. Inserting pictures makes the document more legible, presentable and easy to understand. It helps the reader understand with a visual guide.

G. Long Answer Questions

1. There are four types of margins settings available in page tab:
 - Left:** enters the amount of space to leave between the left edge of the page and the document text.
 - Right:** enters the amount of space to leave between the

right edge of the page and the document text.

Top: enters the amount of space to leave between the upper edge of the page and the document text.

Bottom: enters the amount of space to leave between the lower edge of the page and the document text.

2. Bullet and numbering feature is used to add bullet and numbers in front of a line in the text.

A bullet can be added when the order of the points does not matter. A numbered list can also be used whenever we want to display the lists in some sequence or an order.

3. There are many case options offered by Writer but some popular use cases are:

Sentence case: The first character in the sentence will be in uppercase and rest will be in lowercase.

Toggle Case: It reverses the case of each letter within the selection.

4. Alignment is the way in which text is placed between the margins of a page. By default, Writer assigns the Align Left command.

Writer provides four types of alignments:

Align Left: In this alignment left edge of the text becomes smooth and the right edge gets ragged.

Align Right: In this alignment right edge of the text becomes smooth and the left edge gets ragged.

Center Horizontally: This alignment centers each line of the paragraph between the margins.

Justified: This alignment inserts small spaces between words and letters as needed, so that **both right and left** text edges are smooth and even.

5. Tab is short for tabulation and is used to control the position of the text in the document. To line up information in our document, we use tabs.

The four different types of tabs used in a document are:

Left Tab (Normal): It aligns the following text on the left of the tab stop. The text flows to the right.

Right Tab: It aligns the following text on the right of tab stop. The text flows to the left.

Center Tab: It aligns the text in the center of the tab stop.

Decimal Tab: The decimal tab is used to align numbers and text with a period.

H. Application Based Questions

1. Change case (Uppercase) option
2. By Clone Formatting feature
3. By Column feature
4. Using Insert image

A. Multiple Choice Questions

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|--------|--------|--------|--------|---------|
| 1. (b) | 2. (c) | 3. (a) | 4. (b) | 5. (b) |
| 6. (c) | 7. (b) | 8. (a) | 9. (c) | 10. (a) |

B. Fill in the Blanks

- | | | | |
|----------------|------------------|--------------|-----------|
| 1. Tables | 2. cells | 3. tab | 4. select |
| 5. split | 6. Moving | 7. combining | |
| 8. Data Source | 9. Print Preview | 10. envelope | |

C. State Whether the Statements Given Below are True or False

- | | | | | |
|------|------|------|------|-------|
| 1. T | 2. T | 3. T | 4. F | 5. T |
| 6. T | 7. F | 8. T | 9. F | 10. T |

D. Define the Following

- Combining cells:** It means to **merge two** or more cells in a table to create one large **cell**. **It is useful** when we want to display a title across the top or bottom of table.

Splitting cells: It means to split one cell into two or more cells in table to create more than one section. It is used to split cells into columns or rows.

E. Short Answer Questions

- Tables are powerful and useful tools. They are extremely, flexible and easy to create and manipulate. They are a way of organizing information into horizontal rows and vertical columns, which intersect to form cells.
- Toolbar and Menu bar are the two ways in which we can create table in Writer.
- Tab and Shift+Tab keys are used to move the insertion point from one cell to another in a table.
- Aligning the text in a cell means to change the position of the text in cells. It helps to enhance the appearance of table.

7. Printing a booklet means to print a document with two pages on each side of a sheet whereas printing a single document means to print a single page on each side of a sheet.

9. Using Print option, we can print an envelop. Printing an envelope is similar to printing any other document. We can print a **delivery and a return** address on an envelope in Writer.

10. A brochure is **an inform** ative paper document usually used for advertising and **can** be folded.

F. Long Answer Questions

1. We can convert table to text by the following steps.

i. Select the table.

ii. Click on the **Table** menu.

iii. Click on **Convert**.

iv. Click on **Table to Text** on the context menu.

v. Choose what you want to separate the different cells with. (Tabs, Semicolons, Paragraph, Other:)

vi. Click on **OK**.

The data from the cells will be converted to text.

2. Mail Merge is a process of combining or merging the main document with the data source. The data source contains the name and address of each recipient, to whom we want to send the document.

Suppose we want to send a circular to 100 different

students for an event in the school. Writer merges each student's information with the circular that we created. This process is very simple and much faster than the manual alternative.

4. There are four types of printing done in Writer.

Printing a Single Page—We can produce a hard copy of the document displayed on screen. It prints a single page on each side of a sheet.

Printing Multiple Pages—We can print multiple pages of a document on one sheet of paper.

Printing a Brochure/Booklet—We can print a document with two pages on each side of a sheet of paper arranged so that when the printed pages are folded in half, the pages are in the correct order to form a booklet or brochure.

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Printing an Envelops—Printing an envelope is similar to printing any other document. We can print a delivery and a return address on an envelope in Writer.

3. Application Based Questions

1. Using Tables
2. Mail Merge