

A. Multiple Choice Questions

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

B. Fill in the Blanks

- | | |
|------------------------------|------------------|
| 1. Drawing Object Properties | 2. Fill Colour |
| 3. File, Internet | 4. Rotate |
| 5. Corner handles | 6. filter |
| 7. color, weight | 8. Crop |
| 9. Wrapping | 10. Send to back |

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

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

D. Short Answer Questions

- Steps to ungroup the objects are given below:
 - Click on group.
 - Click on format.
 - Click on Group and then click on Ungroup.
- Wrapping text around graphics means adjusting the text around the objects or images accordingly. Writer provides many options to wrap the text around a drawing or an image such as Wrap Off, Page Wrap, Optimal Page Wrap, Wrap Through, Wrap, Left Wrap Right and In Background.
- Steps to delete an image from the document are given below:
 - Click on the image you want to delete. Handles appears around the image.
 - Press the Delete key on the keyboard.
- Positioning an image mean position it with respect to the text and other images. It is controlled by Anchoring, Text Wrapping, Alignment and Arrangement.

5. By clicking on the Anchor option, we can anchor an image to a page, to paragraph, to character or as character in Writer.
6. A template is a readymade format that is used for creating other documents. It contains text, graphics and a set of styles. Modern bussiness, mediawiki, etc., are the example of predefine templates.
7. Steps to load style form templates are:
 - i. Open a document in which you want to copy/load styles.
 - ii. Click on the Style icon on the Sidebar.
 - iii. Click the New Style from Selection button.
 - iv. Click on Load Styles on the menu. The Load Styles dialog box will appear.
 - v. Click on the Categories where you want to copy the style.
 - vi. Select the corresponding template.
 - vii. Select the options for the types of styles to be copied and Click on OK.

The Style will be copied from the template

E. Long Answer Questions

1. Steps to set a default templates are:
 - i. Click on the File menu.
 - ii. Click on New.
 - iii. Click on Templates. The Templates dialog box will appear.
 - iv. Click on the category containing templates.
 - v. Right-click on the template that you want to set as default.
 - vi. Click on Set As Default.

The next time when you open or create a new document, the document will be created using the default template.

2. Steps to Import a template:
 - i. Open the Templates dialog box by clicking on File > New > Templates.
 - ii. Click on the Import button. The Select Category box appears.
 - iii. Click on the category in which you want to import the template.

- iv. Click on OK. The Open dialog box will appear.
- v. Navigate and select the template that you want to import.
- vi. Click on Open.

Steps to Export a template:

- i. Open the Templates dialog box by clicking on File > New > Templates.
- ii. Click on the template you want to export.
- iii. Click on Export button. The Select Path box will appear.
- iv. Click on the Folder where you want to export the template.
- v. Click on OK.

The template gets exported to the folder and a confirmation box appears.

3. Grouping objects means combining the objects into a single object so that we can move, rotate and delete it easily together. We can only group the shapes like objects not images or pictures in writer.

There are some steps to group the objects given below:

- i. Draw the objects.
- ii. Click on the Select tool on the Drawing toolbar.
- iii. Press and hold the Shift key.
- iv. Click on each object one by one to select.
- v. Click on Format > Group.
- vi. Select Group from submenu.

All the objects become a group.

F. Differentiate between the following

1. **Alignment:** It refers to the vertical or horizontal placement of an image in relation to the chosen anchor point.

Anchoring: It refers to the reference point for the images. 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.

2. **Page Wrap:** This option will let the text flow around the image.

When we move the image around the page, the text will be rearranged to fill the space to the left and right of it.

Optimal Page Wrap: This option will prevent the text from being placed to the side of the image if the spacing between the image and the margin is less than 2 cm.

3. **Flipping Image:** This feature creates a mirror image of the picture either horizontally or vertically.

Rotating Image: This feature changes the position of the picture to different angles.

4. **Grouping Objects:** It means combining the objects into a single object so that we can move, rotate and delete it easily together.

Ungrouping Objects: It means to extract or separate the grouped object into single objects so that we can move, rotate, delete it easily.

G. Application Based Questions

1. In Background
2. Load style from another document



A. Multiple Choice Questions

- (c)
- (b)
- (c)
- (a)
- (b)
- (a)
- (b)
- (c)
- (a)
- (a)

B. Fill in the Blanks

- Columns
- Type
- Addition Styles
- register
- background
- Portrait, Landscape
- spaces, punctuations, line Break
- spacing
- adding, deleting
- Envelope

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

- T
- T
- T
- F
- F
- F
- T
- F
- T
- F

D. Short Answer Questions

- Table of Contents is an index which provides easy access to any location in the document. Writer automatically creates one from the headings in the document.
- Hierarchy of headings is used to define heading for a document or a section of a document in a hierarchical order. Headings can either be numbered or not; typically the first-level headings in a book are chapter titles, which may be numbered, but lower-level headings are not numbered.
- Steps to delete the table of content from the document are:
 - Right-click anywhere in the TOC. A context menu will appear.
 - Click on Delete index.

Writer will delete the TOC.

- Booklet prints 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. Whereas, a single document page prints one page on each side of a sheet of paper.

5. Printing an envelope means to print delivery and return addresses on a paper. It is similar to printing any other document.
7. A data source is a database containing the name and address records from which a mailing list is derived. We can create the data source using Spreadsheets, Text files or Database software.

E. Long Answer Questions

1. Customizing table a content means to apply different paragraph styles, assign hyperlinks to entries, and change the background color of indexes in the Insert Index dialog box.

Table of content can be customized by applying the following:

- i. Paragraph Style to an Index Level
 - ii. Columns to Table of Contents
 - iii. Background Color to Table of Contents
 - iv. Background Graphic to Table of Contents
2. Main Documnet is a static document which does not change from person to person such as an announcement or greeting card, whereas data source contains the name and address of each recipient, to whom we send the main document.

Suppose, we have send a circular to 100 different students for an event in the school. We can write one circular for all the students; only the student's name and address will be different in each circular. Here circular is the main document and 100 students information is data source. Using mail merge we can combine or merge the main document with the data source. This process is very simple and much faster than the manual alternative.

3. Steps to merge data source with the main document are:
 - i. Open main document.
 - ii. Click on the View menu then Data Sources.
 - iii. Find the data source.
 - iv. Expand the datasource folder, then Tables folder and then select any Sheet.
 - v. Expand the datasource folder, then Tables folder and after that select any Sheet.

- vi. Click on the field heading and drag it to the appropriate point in the document.
- vii. Repeat steps (vi) to add all the field headings.
- viii. Click on the Mail Merge icon.
- ix. Click on the Use the current document option.
- x. Click on Next.
- xi. Click on the Letter option and Click on Finish.

Steps to Saving the Merged Document are:

- i. Click on Save Merged Documents in the toolbar.
 - ii. Click on any radio button to specify the format to save the merged document such as 'Save as a single large document', 'Save as individual documents' or 'From _ To _'.
 - iii. Click on Save Documents. The Save As dialog box appears.
 - iv. Navigate to the folder to save the file.
 - v. Click in the text box of File name and type a name for the file.
 - vi. Click on Save.
4. Steps to create and print a Label from data source are:
- i. Click on the File menu, then click on New.
 - ii. Click on Labels. The Labels dialog box will appear.
 - iii. Click on the Labels tab.
 - iv. Click on the down arrow of Database and find the data source for the Label.
 - v. Click on the down arrow of Table then select any Sheet.
 - vi. Click on the down arrow of Database field then select the first field heading.
 - vii. Click on the Insert button. Field heading will appear in Label text area.
 - viii. Repeat steps 6 to 7 to add all the field headings to the appropriate points in the Label text.
 - ix. Select the label Format option.
 - x. Click on New Document.

- x. Click on the Print button on the toolbar. The Mail Merge dialog box appears.
 - xi. Click on the Print button on the toolbar. The Mail Merge dialog box appears.
 - xii. Click on OK. Print dialog box appears.
 - xiii. Click on OK. The label will be printed.
5. We can use the Entries tab from the Table of Contents, Index or Bibliography box to define and format the text of entries in the TOC. The text of each outline level can be styled independently from the other levels by adding and deleting elements.

Steps to apply character styles are:

- i. Right-click anywhere in the TOC. A context menu will appear.
- ii. Click on Edit index. The Table of Contents, Index or Bibliography box appears.
- iii. Click on the Entries tab.
- iv. Click on a number in the Level column.
- v. Click on the following button elements representing the element to apply a style in the Structure line:
 - LS: represents the start of a hyperlink.
 - E#: represents the chapter number.
 - E: represents the chapter (or subchapter) text.
 - T: represents a tab stop.
 - #: represents the page number.
 - LE: represents the end of a hyperlink.
- vi. Click on the Character style drop-down list and select the desired style to apply to the element.
- vii. Click on OK to apply the character style to the element.

F. Application Based Questions

- i. Insert Table of Content option
- ii. She can use Brochure option of page layout tab to serve this purpose.