

UNIT-3

DIGITAL DOCUMENTATION(WEIGHTAGE: 10/50)

PART-B

Q1. What do you mean by word processor?

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

Q2. Name the default font and its size in LibreOffice writer.

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

Q3. What is Clip Art?

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

Q4. What is WordArt?

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

Q5. What are the different ways by which we can add images or graphics to a document?

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

Q6. What do you mean by the term alignment?

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

Q7. What is the use of Footnotes and Cross-reference?

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

Q8. Define Thesaurus.

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

Q9. 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.

Q10. Explain clone formatting feature.

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

Q11. What do you understand by Paragraph spacing?

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

Q12 What do you mean by merged document?

Ans. Merged document is the final document after merging

Q13. Which two documents are essential for mail merge?

Ans. Two documents essential for mail merge are:

(i) Main Document. (ii) Data Source.

Q14. How will you count the total words of a document?

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

Q15. What does the Recent option display?

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

Q16. How can you select a paragraph using the mouse?

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

Q17 What is Web Layout view?

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

Q18. State the difference between a header and a footer

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

Q19. How do you highlight a text in Word?

Ans. To highlight a text in word the following steps are Involved

- (i) Select the text
- (ii) Click on the Highlight drop-down list of the Font group of the Home Tab

Q20. Define Template.

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

Q21. How to select a paragraph?

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

Q22. What is the default name for a LibreOffice Writer?

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

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

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

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

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

Q 25. Define Font Face.

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

Q26. To Save and Open a Writer document which tab is used.

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

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

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

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

Ans. Left alignment is the default alignment in Writer.

Short Answer type

Q1 Explain the concept of Word Processing.

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

Q2. List the various software available for word processing.

Ans. Various software available for word processing are

(1) Microsoft Word (2) OpenOffice Writer (3) LibreOffice Writer

(4) Google Docs (5) Office 365 Word (6) Microsoft OneDrive Word

Q3. In a document all the occurrences of word "this" have to be changed to "these. Which option is suitable for this and what is the shortcut command used for it?

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

Q4. Write difference between a processor software and a word text editor. Write the name of any text editor or word processor available in market.

Ans. Differences are:

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

Q5. Explain the different views to display a document.

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

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

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

Q6. What are the special characters? How can you Insert them in a document?

Ans. Those characters which cannot be typed from keyboard are called special characters Steps to Insert special characters in a document are

- (1) Place the cursor where you want to insert the special character
- (2) Select Insert→ Special Character
- (3) Select the required character from the special character dialog box
- (4) Click on insert.

Q7. What are the various menu of Writer GUI?

Ans. The various menu of Writer GUI are

- (1) File (2) Edit (3) View (4) Insert (5) Format (6) Styles
 (7) Table (8) Form (9) Tools (10) indow (11) Help

Q8. What are the advantages of table?

Ans. Advantages of table are

- (1) It helps to summarise data in the form of Rows and Columns
- (2) it gives better understanding of data which involves number like-budget. comparison in prices of various Authors book, etc.

Q9. What is mail merge?

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

Q10. Write all the steps for creating a merged document

Ans. The steps for creating a merged document are

- Step 1: Creating a main document.
- Step 2: Specifying a data source.
- Step 3: Merging the data source with the main document.

Q11. Explain the term Ruler.

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

Long Answer Type Questions

Q1 List the various components of LibreOffice suite. Explain each component in one line.

Ans. The various components of LibreOffice are

- (1) **Writer (Word processor):** It is used for creating documents like letters, reports, thesis, etc.
- (2) **Calc (Spreadsheet):** It is used for storing data in tabular format and also provide many mathematical and statistical functions
- (3) **Impress (Presentation) :** it is used to create beautiful slide shows in which audio, video, images, graphs etc. can be inserted.
- (4). **Base (Database):** It is used to create and manage databases.

Q2. Compare the features of manual typewriter, electronic typewriter and word processing software.

Ans:

S.No	Manual Type writer	Electronic Typewriter	Word processor
1	It is a hardware.	It is a hardware.	It is a software.
2	Once typed can not be changed	Minor changes can be done	All types of changes can be done.
3	No screen to display the contents	Very small size screen to display the contents	Entire content is visible on monitor
4	Special symbol can not be inserted	Special symbol can not be inserted	Special symbol can be inserted

Q3. What are the various methods for selecting the text in a document? Give the steps to select a paragraph.

Ans: various methods for selecting the text in a document are:

1	To select a letter or letters	Drag the Mouse across the letters
2	To select a single word at a time	Position the mouse pointer anywhere on that word and double click.
3	To select a complete sentence at a time	Position the mouse pointer anywhere in the sentence and triple click.
4	To select a complete paragraph at a time	Position the mouse pointer anywhere in the paragraph and quadruple click.
5	To select a complete document	Press Ctrl+A on the keyboard

Q4. What is a word processor? Discuss a few features of a word processor Is Word Processor.

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

Features of a Word Processor:

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

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

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

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

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

Q5. How can you change the font and the font size of the text and its size in a document?

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

Step 1: We select the text which we wish to modify. Step 2: We click on the drop-down menu arrow in the Font Name box, present in the Font group on the Home tab. The Font drop-down menu will appear. Step 3: Then, we move the mouse pointer over the various fonts. An effect of the font will appear in the document.

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

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

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

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

Q6. How can you change the colour of the text in a document?

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

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

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

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

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

Q7. Write the steps for saving a document with password.

Ans. To Save a document using password: Steps to save a document using password are:

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

Q 8. Define Text Cursor Movement.

Ans. Text Cursor Movement: The Text Cursor is a flashing vertical line in the body of the text. The 4 arrow keys (1) on the keyboard are called as cursor control keys.

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