DIGITAL DOCUMENTATION (ADVANCED)
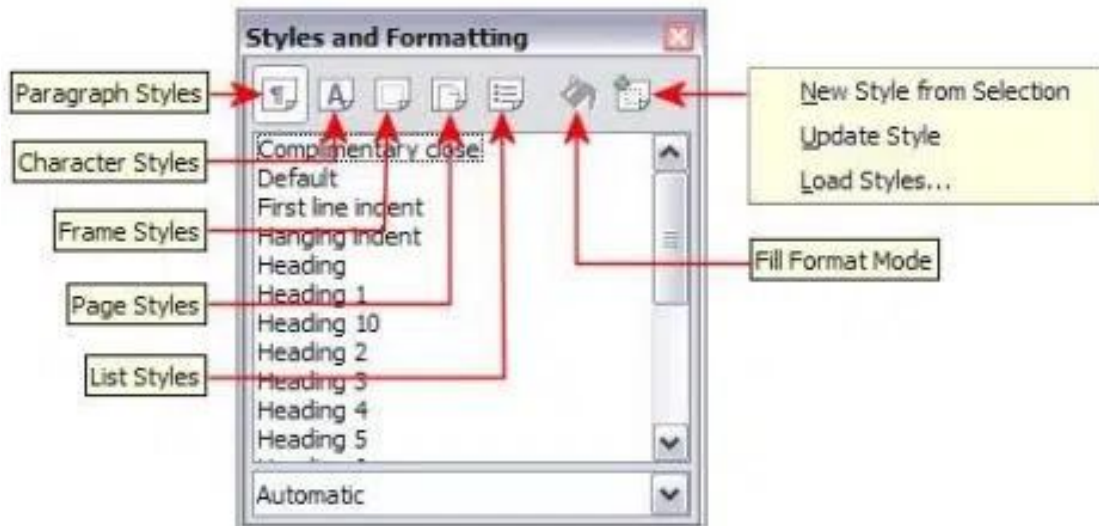
CREATE AND APPLY STYLE IN THE DOCUMENT

Style refers to a pre-defined set of formatting attributes that can be applied to text, paragraphs, pages, and other elements of a document. Styles help to ensure consistency in formatting throughout the document and make it easier to manage and modify the document's formatting.

Advantages of Style
- Provides consistency throughout the document
- Saves time and increases efficiency
- Allows for easy updates and modifications
- Makes document management simpler and more organized
- Enhances accessibility for readers who use assistive technologies.

There are several types of styles in OpenOffice, including:

- **Character styles:** These are used to apply formatting to specific characters or words within a paragraph. For example, you might use a character style to make a particular word bold or italicized.
- **Paragraph styles:** These are used to apply formatting to entire paragraphs, including text alignment, spacing, and indentation.
- **Page styles:** These are used to define the layout and formatting of individual pages, including margins, headers, and footers.
- **List styles:** These are used to define the formatting of bulleted or numbered lists.
- **Frame styles:** These are used to define the formatting of frames, which are used to hold graphics or other elements within a document.
- **Table styles:** These are used to define the formatting of tables, including cell borders, backgrounds, and text alignment.
- **Graphics styles:** These are used to define the formatting of graphics or images within a document, including borders, backgrounds, and text wrapping.

How to Apply Style in OpenOffice.org
Step 1 : Select the text, paragraph, or other element where you want to apply the style.
Step 2 : Click Format > Style and Formatting or press F11
Step 3 : Select any one of the style (e.g., Paragraph, Character, etc.)

What is Fill Format Mode and How to apply

Fill Format Mode is a feature in OpenOffice that allows you to copy the formatting from one element of a document and apply it to another element. This can be useful when you want to quickly apply consistent formatting to multiple elements within a document.

How to Apply Fill Format Mode

Step 1 : Select the element that contains the formatting you want to copy.

Step 2 : Click on the "Fill Format mode" icon in the Style and Formatting window.

Step 3 : Select the element or elements that you want to apply the formatting to.

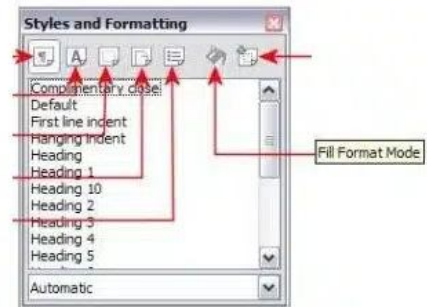Step 4 : Click on the element that you want to apply the formatting.

Creating New Custom Style in OpenOffice.org

There are two diffierent ways to create a Style

1) Creating a new Style from a selection

2) Dragging and Dropping to Create A Style

Create New Style from Selection

By replicating an existing manual format, you can make a new style. This new style will only be applied to this document and will not be saved in the template.

Step 1 : Select the formatted text or paragraph.

Step 2 : From the top menu, select "Styles" > "New Style" (or press F11).

Step 3 : In the New Style window, enter a name for the new style and select the type of style you want to create.

Step 4 : Make any additional changes to the style options.

Step 5 : Click "OK" to save the new style.

Drag and Drop to create New Style

You can drag and drop a text selection into the Styles and Formatting window to create a new style.

Step 1 : Open the Styles and Formatting window.

Step 2 : Select text and drag it to the Styles and Formatting window.

Step 3 : In the Create Style dialog box, type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click OK to save the new style.

Step 4 : If the Paragraph Styles list is showing in the Styles and Formatting window, a new 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
There are two different ways to modify Style in OpenOffice –

- Updating a style from a selection •
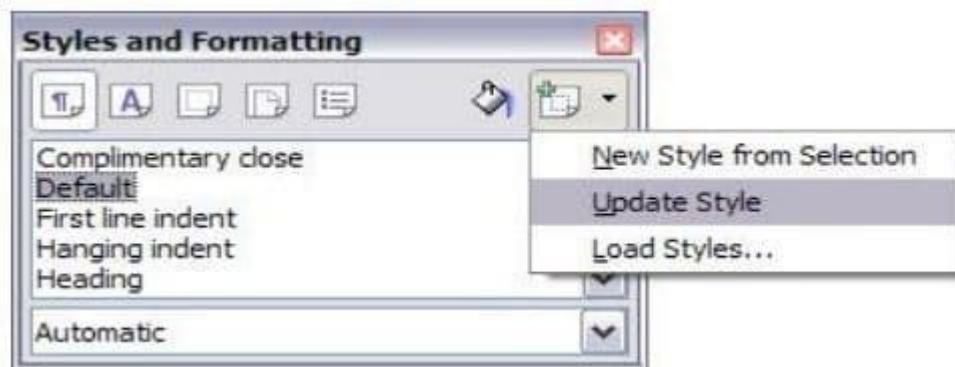- Load or copy styles from another document or template

Updating a Style from a selection
To update a style from a selection:
Step 1 : Open the Styles and Formatting window.
Step 2 : In the document, select an item that has the format.
Step 3 : In the Styles and Formatting window, select the style you want to update (singleclick, not double-click), then long-click on the arrow next to the New Style from Selection icon and click on Update Style.

Load or copy styles from another document or template
You can copy styles by loading them from a template or another document:
Step 1 : Open the document into which you wish to paste styles.
Step 2 : Long-click on the arrow next to the New Style from Selection symbol in the Styles and

Formatting window, and then select Load Styles.
Step 3 : Locate and choose the template you wish to copy styles from on the Load Styles box.
Step 4 : Decide which style categories should be duplicated.
Step 5 : Click OK to copy the styles.
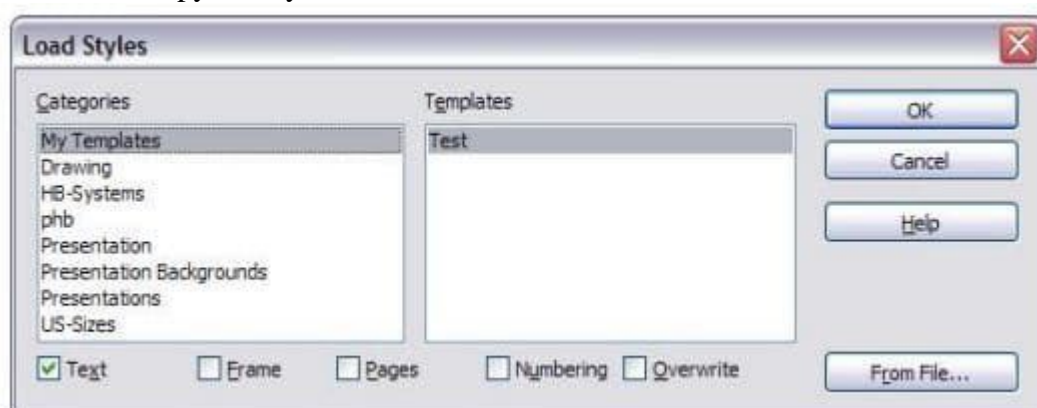
How to Insert and use Image in Digital Document
There are various ways to insert images into a document, including via the Drag and Drop, Insert Image from File, Insert Image from Clipboard, Open Office Gallery, and a scanner.

1. Drag and Drop
2. Insert Image from Dialog Box
3. Insert Image from Clipboard
4. Insert Image from Gallery

5. Insert Image from Scanner

Drag and Drop
To drag an image file into a digital document, follow these steps: –
Step 1 : Open a File browser window and locate the image you want to insert.
Step 2 : Drag the image into the Writer document and drop it where you want.

Insert Image from Dialog Box
To insert an image file into a digital document, follow these steps –
Step 1: Click in the Open Office document in the first step to place the image there.
Step 2: From the menu bar, select Insert > Picture > From File.
Step 3: Navigate to the file that needs to be inserted on the Insert Picture dialogue, select it, and click Open.

Insert Image from Clipboard
Step 1 : Open the document in which you want to insert the image.
Step 2 : Place the cursor where you want the image to be inserted.
Step 3 : Press "Ctrl+V" or right-click and select "Paste" to insert the image from the clipboard.
Step 4 : Resize or move the image as necessary.

Insert Image from Gallery
Step 1 : Open the document in which you want to insert the image.
Step 2 : From the top menu, select "View" > "Gallery" (or press F6).
Step 3 : In the Gallery window that appears, browse through the categories to find the image you want to insert.
Step 4 : Click on the image to select it.
Step 5 : Click and drag the selected image into the document where you want it to appear.

Insert Image from Scanner
If your computer has a scanner attached, Open Office may access the scanning software and enter the scanned item as an image into the Open Office document. To insert image
Click the area where the image to be placed, then choose Insert > Picture > Scan > Select Source to begin the process.

Modifying Image in OpenOffice.org
You might need to edit a new image you include so that it matches the document. Here, we'll go through how to use the Picture toolbar, as well as how to resize, crop, and rotate a photo using a workaround.

Picture Toolbar
The Picture toolbar displays when you insert a picture or choose one that is already in the page. View > Toolbars > Picture allows you to set it to always be visible.

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
Select the image, then click the corresponding icon to turn it vertically or horizontally.

Filters
The filters are briefly described in the following table, but the best way to comprehend them is to use them. Try around with the various filters and their settings.

Table 1: Graphic filters and their effects

Icon	Name	Effect
	Invert	Inverts the color values of a color image or the brightness values of a grayscale image.
	Smooth	Softens the contrast of an image.
	Sharpen	Increases the contrast of an image.
	Remove noise	Removes single pixels from an image.
	Solarization	Mimics the effects of too much light in a picture. A further dialog box opens to adjust the parameters.
	Aging	Simulates the effects of time on a picture. Can be applied several times. A further dialog box opens to adjust the aging level.
	Posterize	Makes a picture appear like a painting by reducing the number of colors used.
	Pop Art	Modifies the picture dramatically.
	Charcoal	Displays the image as a charcoal sketch.
	Relief	A dialog box is displayed to adjust the light source that will create the shadow and, hence, the relief effect.
	Mosaic	Joins groups of pixels into a single area of one color.

Transparency

To make a picture more transparent, change the percentage value in the Transparency box on the Picture toolbar. When making a watermark or enclosing the image in the background.

Using The Formatting Toolbar And Picture Dialog

a. Cropping Images

You could want to crop (cut off) a portion of the image if you're only interested in it for your document. Right-click the image and choose Picture from the pop-up menu to begin cropping it.

b. Keep scale / Keep image size

When the Keep scale option is used (the default), cropping an image does not alter its scale.
When the option to Keep Picture Size is used, cropping results in either an increase in image size (for positive cropping values), a decrease in image size (for negative cropping values), or an image distortion.

c. Width and Height

As you input values in the Left, Right, Top, and Bottom fields under Scale or Image size, the Width and Height fields change. To find the precise amount to crop by, use the thumbnail next to these fields.

d. Resizing an Image

If the inserted image is too big or too small, it might not fit into the paper completely. You can resize the image in Writer.
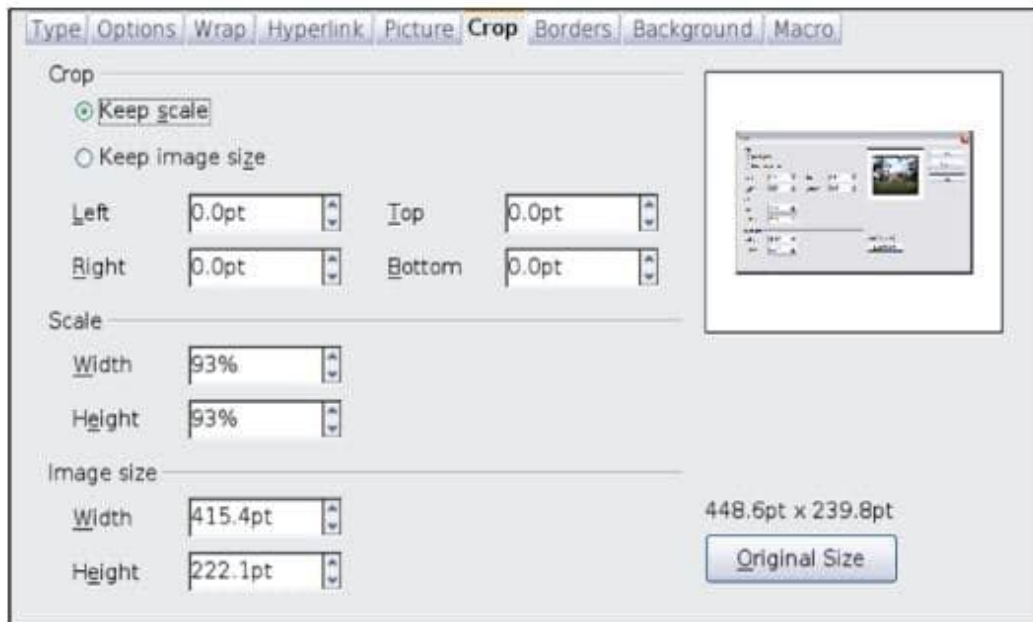
e. Rotating a Picture
With the aid of the rotation option in digital documentation, you can rotate the image.

f. Creating Drawing Objects
Display the Drawing toolbar by selecting View > Toolbars > Drawing to start utilising the drawing tools.

CREATE AND USE TEMPLATE
A template is a sample that you can follow while writing new documents. Documents that have previously been designed are called templates. Simply substitute your own text for the sample text.

Creating a Template
You can create your own templates in two ways:
- from a document,
- and using a wizard.

Creating A Template From A Document
Step 1 : Open a new or existing document of the type you want to make into a template (text document, spreadsheet, drawing, presentation).
Step 2 : Add the content and styles that you want.
Step 3 : From the main menu, choose
File > Templates > Save.
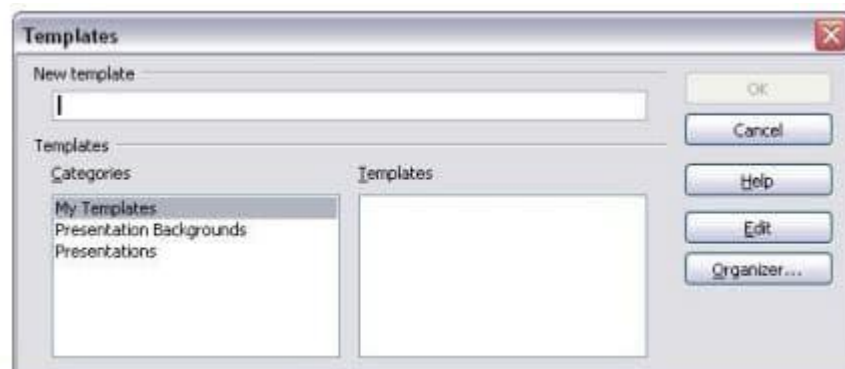
Creating A Template Using A Wizard

Step 1 : Choose File > Wizards >[type of template required]

Step 2 : Follow the instructions on the pages of the wizard like the date, subject line , salutation, and complimentary close

Step 3 : In the last section of the wizard, you can specify the name and location for saving the template.

Step 4 : Finally, you have the option of creating a new document from your template immediately, or manually changing the template.
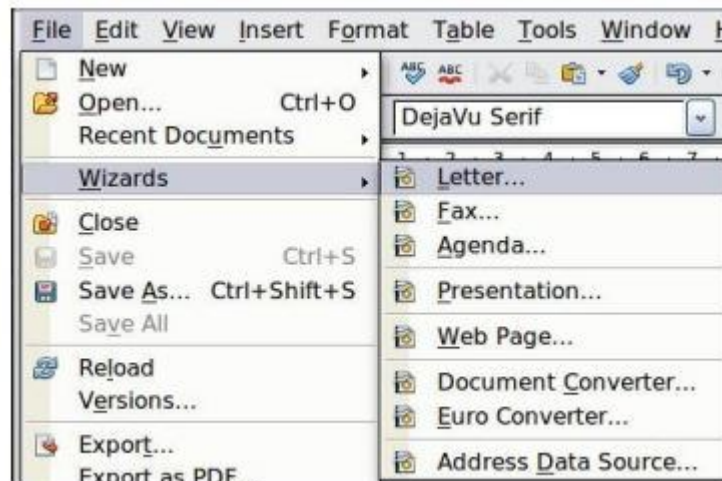
CREATE AND CUSTOMIZE TABLE OF CONTENTS

A table of contents (TOC) is a list of the main sections or chapters in a document, a table of contents gives readers a quick summary of the document's content and a mechanism to quickly search for a specific piece of information within it. The table of contents typically includes section or chapter titles and the corresponding page numbers.

Advantages of Table of Content

- Provides quick navigation
- Efficient organization
- Improved comprehension
- Professional appearance
- Accessibility for readers with disabilities

What is the purpose of Table of Content

1. It provides users with a summary of the contents and structure of the document.
2. It enables users to jump right to a certain area of a document.

How to Insert Table of Content in Digital Documentation

To insert table of Content in Digital Document follow the following link –

Insert > Indexes and Tables > Indexes and Tables.
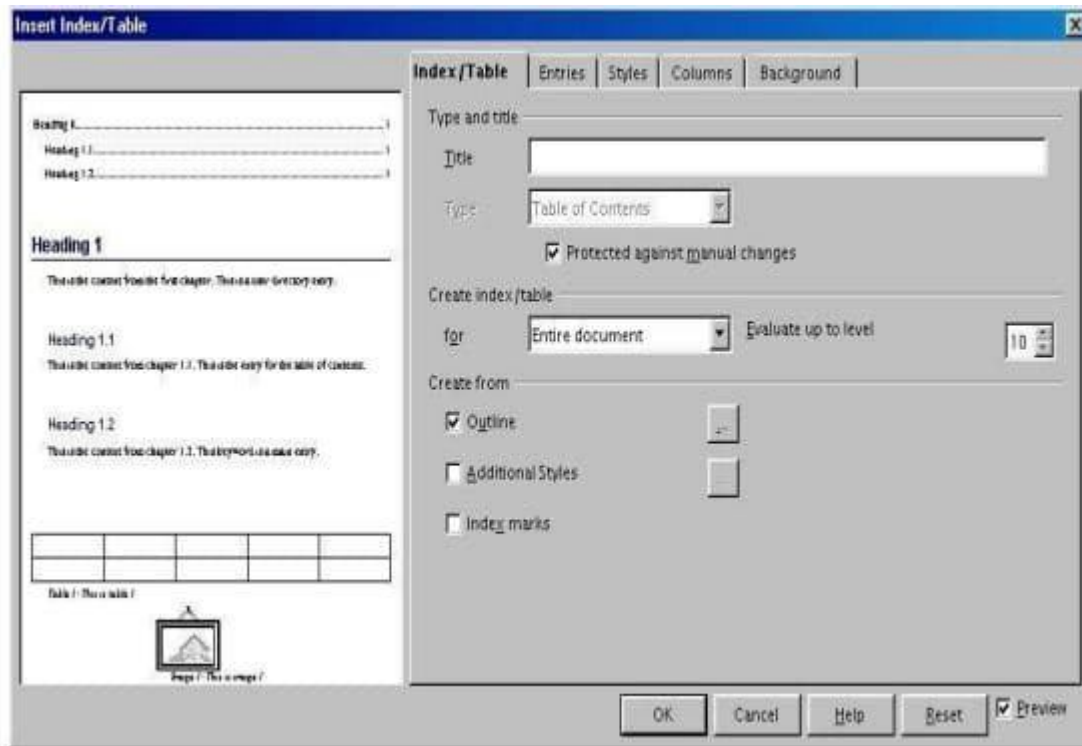
Basic Setting in Table of Content
Adding A Title
Put a title in the Title area if you want one for the table of contents. (If Writer automatically entered a title in this field, you may edit it by typing over the value.) Clear the Title field to remove the title.

Protecting Against Manual Changes
Select the Protected against manual changes checkbox to prevent accidental changes to the table of contents.
- If this box is checked, the context menu or the Insert Table/Index window are the only ways to modify the table of contents.
- If this box is unchecked, The table of contents can be modified immediately on the document page, just like regular text..

Changing The Number Of Levels
When creating the table of contents, Writer by default considers 10 levels of headings. Enter the required number in the "Evaluate up to level" spin box to adjust the number of levels examined.
Assigning Custom Styles
All paragraphs created using the default heading styles are automatically assigned to the table of contents by Writer (Heading 1, Heading 2, and so on).

Using The Entries Tab
Entries table help to customize the formatting of the TOC entries. This tab allows you to specify how the headings and subheadings in the document should appear in the TOC, including the font, style, indentation, and page number formatting.
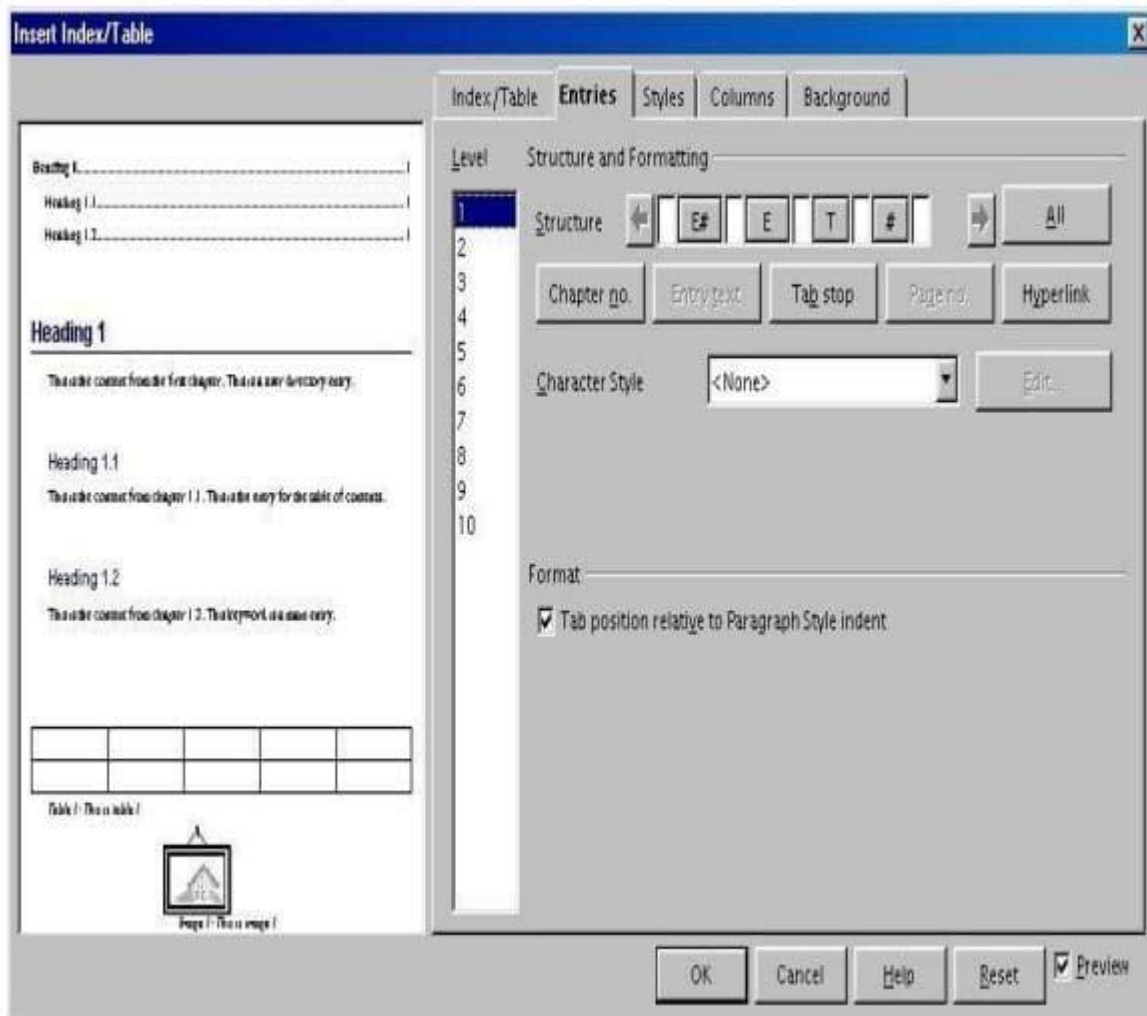
- **E#** – The chapter number is indicated by the E# button.
- **E** – The entered text is represented by the E button.
- **T** – A tab stop is represented by the T button.
- **#** – The page number is indicated by the # button.
- **LS** – The beginning of a hyperlink is indicated by the LS button. (This button is absent from the Structure line by default.)
- **LE** – A hyperlink's conclusion is indicated by the LE button. (This button is absent from the Structure line by default.)

Deleting Elements

Click the button next to the element you want to remove from the Structure line, and then press the Delete key on your computer. For instance, click the T button and then press the Delete key to remove a tab stop.

Using The Background Tab

To add colour or a graphic to the table backdrop, use the Background tab.

Saving The Table Of Contents

Click OK to save the table of contents and have it display in your document. The table of contents is displayed in your document once the Insert Index/Table window closes.

IMPLEMENT MAIL MERGE

Using a mail merge, you can personalise a letter you've already written and send it to a large group of recipients, giving the impression that you wrote it specifically for them. A mail merge can also be a rapid technique to create labels or envelopes with the addresses for various persons on each label or envelope using a list of people's mailing addresses.

Anyone or any business that interacts frequently with customers, partners, parents, or other individuals must use the mail merge.

How to create Mail Merge in Digital Documentation
Step 1: Select starting document
Step 2: Select document type
Step 3: Insert address block or Selecting the data source
Step 4: Create salutation
Step 5: Adjust layout
Step 6: Edit document and insert extra fields
Step 7: Personalize documents
Step 8: Save, print or send

What is Data Source
During the mail merge process, data from another document referred to as the data source, Data Source connects to the main document and retrieves the information like names, addresses, and phone numbers can be found in a document, spreadsheet, or database that serves as the data source.

What are the different type of Data Source available in Mail Merge
OpenOffice.org allows data sources to be accessed and then linked into OOo documents. For example, a mail merge links an external document containing a list of names and addresses into a letter, with one copy of the letter being generated for each entry.

Different type of File which support to insert data in Mail merge are –
1. Spreadsheet
2. Text File
3. Access or Base Database
4. Address Book

DIGITAL DOCUMENTATION (ADVANCED)

1. What is the shortcut key to align selected text to the right in Microsoft Word?
a. Ctrl + L
b. Ctrl + E
c. Ctrl + R
d. Ctrl + J
Ans: c. Ctrl + R

2. Which of the following is NOT a type of font style in digital documents?
a. Bold
b. Italic
c. Regular
d. Outline
Ans: d. Outline

3. What is the shortcut key to increase the indent of selected text in OpenOffice Writer?
a. Ctrl + [
b. Ctrl +]
c. Ctrl + {
d. Ctrl + }
Ans: b. Ctrl +]

4. Which of the following is a type of tab stop in digital documents?
a. Left-aligned
b. Center-aligned
c. Right-aligned
d. All of the above
Ans: d. All of the above

5. What is the shortcut key to copy selected text in a digital document?
a. Ctrl + X
b. Ctrl + C
c. Ctrl + V
d. Ctrl + Z
Ans: b. Ctrl + C

6. What is Mail Merge in Digital Documents?
a. A way to send an email with an attachment
b. A process to combine a document with a database to create personalized copies
c. A feature to create a table of contents
d. A tool to add hyperlinks to a document
Ans: b. A process to combine a document with a database to create personalized copies

7. Which of the following is NOT a step in Mail Merge?
a. Create a database
b. Create a form letter
c. Create a table of contents
d. Connect to the database
Ans: c. Create a table of contents

8. Which of the following is a type of database used in Mail Merge?
a. Microsoft Excel
b. Microsoft PowerPoint
c. Microsoft Word
d. Microsoft Access
Ans: a. Microsoft Excel

9. What is the purpose of a form letter in Mail Merge?
a. To connect to the database
b. To create a table of contents
c. To create a personalized letter
d. To create a hyperlink
Ans: c. To create a personalized letter

10. Which of the following is NOT a type of Mail Merge document?
a. Envelopes
b. Labels
c. Emails
d. Tables
Ans: d. Tables

11. Which of the following is a Mail Merge field?
a. <<Address>>
b. Address
c. {Address}
d. [Address]
Ans: a. <<Address>>

12. What is the purpose of a data source in Mail Merge?
a. To create a form letter
b. To connect to the database
c. To create a table of contents
d. To add a hyperlink
Ans: b. To connect to the database

13. What is the shortcut key to preview the Mail Merge document in Microsoft Word?
a. Alt + P
b. Alt + F
c. Alt + V
d. Alt + M
Ans: a. Alt + P

14. Which of the following is NOT a step to complete a Mail Merge in Microsoft Word?
a. Edit the merged document
b. Preview the merged document
c. Save the merged document
d. Print the merged document
Ans: c. Save the merged document

15. Which of the following is a Mail Merge option in Microsoft Word?
a. Merge and Split
b. Merge and Protect
c. Merge and Format
d. Merge and Center

Ans: d. Merge and Center

16. Which of the following types of data can be used in a Mail Merge?
a. Text only
b. Numbers only
c. Text and numbers
d. Images only
Ans: c. Text and numbers

17. Which of the following is NOT a type of Mail Merge in Microsoft Word?
a. Directory
b. Email
c. Form
d. Presentation
Ans: d. Presentation

18. Which of the following is an example of a salutation field in Mail Merge?
a. <<First Name>>
b. <<Last Name>>
c. <<Title>>
d. <<Email Address>>
Ans: c. <<Title>>

19. What is the purpose of a Mail Merge wizard in Microsoft Word?
a. To format the merged document
b. To create the data source
c. To guide you through the steps of Mail Merge
d. To preview the merged document
Ans: c. To guide you through the steps of Mail Merge

20. Which of the following is a benefit of using Mail Merge in Digital Documents?
a. Saves time and effort
b. Increases document size
c. Requires advanced technical knowledge
d. Decreases document quality
Ans: a. Saves time and effort

21. Which of the following is a Mail Merge option in Microsoft Word that allows you to send emails directly from Word?
a. Merge and Split
b. Merge and Protect
c. Merge and Format
d. Merge and Email
Ans: d. Merge and Email

22. Which of the following is a way to customize a Mail Merge document?
a. Change the font size of the data source
b. Change the color of the merge field
c. Change the page orientation of the merged document
d. Change the filename of the data source
Ans: b. Change the color of the merge field

23. Which of the following is a Mail Merge option in Microsoft Word that allows you to choose which records to merge?

a. Filter
b. Find
c. Replace
d. Sort
Ans: a. Filter

24. Which of the following is a way to edit a Mail Merge document after it has been merged?
a. Edit the original data source
b. Edit the merged document directly
c. Edit the Mail Merge fields
d. Edit the font of the merged document
Ans: b. Edit the merged document directly

25. Which of the following is a way to insert a Mail Merge field in Microsoft Word?
a. Insert > Field
b. Insert > Picture
c. Insert > Hyperlink
d. Insert > Table
Ans: a. Insert > Field

26. What is a Table of Contents?
a. A summary of a book
b. An index of a book
c. A list of the chapters or sections of a book or document
d. A glossary of terms
Ans: c. A list of the chapters or sections of a book or document

27. Which of the following is an advantage of using a Table of Contents in a document?
a. It makes the document more visually appealing
b. It provides an easy way to navigate the document
c. It helps to shorten the length of the document
d. It provides a summary of the document
Ans: b. It provides an easy way to navigate the document

28. In which tab of the ribbon in OpenOffice Writer can you find the option to insert a Table of Contents?
a. Home
b. Insert
c. Page Layout
d. References
Ans: d. References

29. How is a Table of Contents created in OpenOffice Writer?
a. Manually typing the headings and page numbers
b. Automatically generating it using the headings in the document
c. Copy-pasting the headings and page numbers from another document
d. None of the above
Ans: b. Automatically generating it using the headings in the document

30. What is the purpose of updating a Table of Contents in a document?
a. To correct any errors in the page numbers
b. To add or remove headings from the document
c. To change the formatting of the Table of Contents
d. All of the above

Ans: d. All of the above

31. What happens when you select a Table of Contents in OpenOffice Writer and press F9?
a. The Table of Contents is deleted
b. The Table of Contents is updated
c. The Table of Contents is highlighted
d. None of the above
Ans: b. The Table of Contents is updated

32. Which of the following formats can a Table of Contents be saved in?
a. PDF
b. DOCX
c. ODT
d. All of the above
Ans: d. All of the above

33. What is the purpose of the Level setting in a Table of Contents?
a. To change the font size of the headings
b. To specify the heading levels that should be included in the Table of Contents
c. To change the color of the headings
d. None of the above
Ans: b. To specify the heading levels that should be included in the Table of Contents

34. How can you customize the formatting of a Table of Contents in OpenOffice Writer?
a. By using the Table of Contents dialog box
b. By using the Page Layout tab of the ribbon
c. By manually formatting each entry in the Table of Contents
d. None of the above
Ans: a. By using the Table of Contents dialog box

35. What is the purpose of the "Protect Against Manual Changes" option in the Table of Contents dialog box?
a. To prevent the Table of Contents from being edited manually
b. To prevent the headings in the document from being edited
c. To prevent the page numbers from being edited
d. None of the above
Ans: a. To prevent the Table of Contents from being edited manually

36. How can you remove a Table of Contents from a document in OpenOffice Writer?
a. By selecting the Table of Contents and pressing the Delete key
b. By selecting the Table of Contents and choosing the Delete option from the context menu
c. By deselecting the Table of Contents option in the Table of Contents dialog box
d. None of the above
Ans: a. By selecting the Table of Contents and pressing the Delete key

37. Which option in the table of contents menu in OpenOffice Writer allows you to customize the appearance of the table of contents?
a. Structure
b. Entries
c. Styles
d. Preview
Ans: c. Styles

38. In Microsoft Word, what is the keyboard shortcut to update the table of contents?

a. Ctrl + U
b. Ctrl + Shift + U
c. Ctrl + Shift + F9
d. Ctrl + Alt + F9
Ans: d. Ctrl + Alt + F9

39. In OpenOffice Writer, what is the purpose of the "Outline Level" option under the Entries tab in the table of contents menu?
a. To specify which headings should be included in the table of contents
b. To define the formatting of the entries in the table of contents
c. To group similar entries together in the table of contents
d. To set the indentation level of each entry in the table of contents
Ans: a. To specify which headings should be included in the table of contents

40. Which of the following is a benefit of using a table of contents in a digital document?
a. It makes the document look more visually appealing
b. It helps the reader navigate the document more easily
c. It saves paper when printing the document
d. It increases the word count of the document
Ans: b. It helps the reader navigate the document more easily

41. What is the purpose of the "From template" option in the table of contents menu in OpenOffice Writer?
a. To apply a pre-existing style to the table of contents
b. To create a new style for the table of contents
c. To import a table of contents from another document
d. To customize the structure of the table of contents
Ans: a. To apply a pre-existing style to the table of contents

42. Which of the following is not a recommended practice when creating a table of contents in a digital document?
a. Using automatic numbering for headings
b. Including every heading in the document in the table of contents
c. Updating the table of contents before printing or sharing the document
d. Using a consistent style for all headings in the document
Ans: b. Including every heading in the document in the table of contents

43. In Microsoft Word, which option in the table of contents menu allows you to change the font and size of the table of contents entries?
a. Show Levels
b. Formats
c. Styles
d. Options
Ans: b. Formats

44. In OpenOffice Writer, which option in the table of contents menu allows you to add or remove hyperlinks from the table of contents entries?
a. Entries
b. Structure
c. Styles
d. Preview
Ans: a. Entries

45. What is the purpose of the "Update page numbers only" option in the table of contents menu in Microsoft Word?
a. To update the page numbers in the table of contents without changing the formatting
b. To update the formatting of the table of contents without changing the page numbers
c. To add or remove entries from the table of contents without affecting the page numbers
d. To create a new table of contents with updated page numbers and formatting
Ans: a. To update the page numbers in the table of contents without changing the formatting

46. Which of the following is true about a Table of Contents in a digital document?
a. It is used to list all the tables in the document.
b. It is used to list all the figures in the document.
c. It is used to list all the headings and subheadings in the document.
d. It is used to list all the footnotes in the document.
Ans: c. It is used to list all the headings and subheadings in the document.

47. What is the purpose of a Table of Contents in a digital document?
a. To provide a list of all the tables in the document.
b. To provide a list of all the figures in the document.
c. To provide a list of all the headings and subheadings in the document.
d. To provide a list of all the footnotes in the document.
Ans: c. To provide a list of all the headings and subheadings in the document.

48. Which of the following is a benefit of using a Table of Contents in a digital document?
a. It makes the document more visually appealing.
b. It allows the reader to quickly locate specific sections of the document.
c. It increases the length of the document.
d. It improves the grammar and spelling in the document.
Ans: b. It allows the reader to quickly locate specific sections of the document.

49. How is a Table of Contents created in a digital document?
a. It is automatically generated based on the headings and subheadings in the document.
b. It is manually created by the author of the document.
c. It is automatically generated based on the figures in the document.
d. It is automatically generated based on the footnotes in the document.
Ans: a. It is automatically generated based on the headings and subheadings in the document.

50. Which of the following is a common feature of a Table of Contents in a digital document?
a. Each section is numbered and corresponds to a page number.
b. Each section is highlighted with a different color.
c. Each section contains a footnote.
d. Each section is accompanied by a photograph.
Ans: a. Each section is numbered and corresponds to a page number.

51. What is the purpose of adding hyperlinks to a Table of Contents in a digital document?
a. To make the document more visually appealing.
b. To allow the reader to navigate directly to a specific section of the document.
c. To increase the length of the document.
d. To improve the grammar and spelling in the document.
Ans: b. To allow the reader to navigate directly to a specific section of the document.

52. Which of the following is a disadvantage of using a Table of Contents in a digital document?
a. It can make the document more difficult to navigate.
b. It can make the document more visually unappealing.
c. It can decrease the length of the document.

d. It can decrease the readability of the document.
Ans: a. It can make the document more difficult to navigate.

53. What is the difference between a Table of Contents and an Index in a digital document?
a. A Table of Contents is used to list all the tables in the document, while an Index is used to list all the headings and subheadings in the document.
b. A Table of Contents is used to list all the figures in the document, while an Index is used to list all the footnotes in the document.
c. A Table of Contents is used to list all the headings and subheadings in the document, while an Index is used to list all the tables and figures in the document.
d. A Table of Contents and an Index are the same thing.
Ans: c. A Table of Contents is used

54. What is a template in digital document?
a. A pre-designed document with placeholders for text, graphics, and other elements
b. A type of font used in digital documents
c. A tool to organize a digital document
d. A way to convert digital documents into other file formats
Ans: a. A pre-designed document with placeholders for text, graphics, and other elements

55. Which of the following is NOT an advantage of using templates in digital documents?
a. Saves time and effort in document creation
b. Ensures consistency and branding across documents
c. Helps to organize and structure information effectively
d. Limits creativity and flexibility in document design
Ans: d. Limits creativity and flexibility in document design

56. Which of the following software programs offers a variety of templates for digital documents?
a. Adobe Photoshop
b. Microsoft Excel
c. Google Docs
d. All of the above
Ans: c. Google Docs

57. Which of the following is NOT a type of template available for digital documents?
a. Business card template
b. Resume template
c. Newsletter template
d. Spreadsheet template
Ans: d. Spreadsheet template

58. Which of the following is NOT a step in using a template for a digital document?
a. Customizing the template with personal information and details
b. Saving the customized template as a new document
c. Printing the template for distribution
d. Uploading the customized template to a cloud storage service
Ans: c. Printing the template for distribution

59. Which of the following is an example of a digital document template?
a. A blank sheet of paper
b. A resume with pre-defined sections for work experience and education
c. A list of bullet points
d. A spreadsheet with formulas for calculations
Ans: b. A resume with pre-defined sections for work experience and education

60. Templates in digital documents are typically created by:
a. Professional designers
b. Software developers
c. End-users
d. None of the above
Ans: a. Professional designers

65. Which of the following is an advantage of creating custom templates for digital documents?
a. Ensures consistency and branding across documents
b. Saves time and effort in document creation
c. Increases creativity and flexibility in document design
d. All of the above
Ans: d. All of the above

66. Which of the following is a benefit of using templates in digital documents for businesses?
a. Reduces the need for professional graphic designers
b. Helps to maintain a consistent brand image
c. Increases creativity and flexibility in document design
d. None of the above
Ans: b. Helps to maintain a consistent brand image

67. Which of the following is NOT a type of template available in Microsoft Word?
a. Newsletter template
b. Invoice template
c. Resume template
d. Database template
Ans: d. Database template

68. Which of the following is NOT an advantage of using templates for digital documents in education?
a. Saves time and effort in creating lesson plans and assignments
b. Helps to maintain consistency in grading criteria and rubrics
c. Facilitates collaboration and sharing of materials among educators
d. Limits creativity and flexibility in lesson planning and design
Ans: d. Limits creativity and flexibility in lesson planning and design

69. Which of the following is NOT a type of template available in Google Docs?
a. Business card template
b. Invoice template
c. Presentation template
d. Timeline template
Ans: a. Business card template

70. What is a template in digital documents?
a. A pre-designed document format that can be used as a starting point
b. A software program used for creating digital documents
c. A type of font used in digital documents
d. A tool for creating tables in digital documents
Ans: a. A pre-designed document format that can be used as a starting point

71. Which of the following file formats can be used to save a template in OpenOffice Writer?
a. .odt
b. .doc

c. .pdf

d. .txt

Ans: a. .odt

72. Which of the following is an advantage of using templates in digital documents?

a. Saves time and effort in creating documents from scratch

b. Increases the file size of the document

c. Makes the document harder to read

d. Requires more technical knowledge to use

Ans: a. Saves time and effort in creating documents from scratch

73. Can templates be edited and customized according to user requirements?

a. Yes, templates can be edited and customized

b. No, templates are fixed and cannot be changed

c. It depends on the file format of the template

d. It depends on the software used to create the template

Ans: a. Yes, templates can be edited and customized

74. Which of the following is a common use of templates in digital documents?

a. Creating resumes and cover letters

b. Writing blogs and articles

c. Creating presentations

d. Editing and manipulating images

Ans: a. Creating resumes and cover letters

75. Which of the following is not a type of template in digital documents?

a. Style template

b. Format template

c. Layout template

d. Sound template

Ans: d. Sound template

76. Can templates be shared and used by multiple users?

a. Yes, templates can be shared and used by multiple users

b. No, templates are restricted to a single user

c. It depends on the software used to create the template

d. It depends on the file format of the template

Ans: a. Yes, templates can be shared and used by multiple users

77. Which of the following is a disadvantage of using templates in digital documents?

a. Limitations in customization options

b. Increased file size of the document

c. Requires more technical knowledge to use

d. Decreases the overall quality of the document

Ans: a. Limitations in customization options

78. Which of the following software programs does not support the use of templates in digital documents?

a. OpenOffice Writer

b. Microsoft Word

c. Google Docs

d. Adobe Photoshop

Ans: d. Adobe Photoshop

79. Which of the following is not a benefit of using templates in digital documents?
a. Consistency in document formatting
b. Saves time and effort in creating documents
c. Increases the overall file size of the document
d. Enhances the professional look of the document
Ans: c. Increases the overall file size of the document

80. Which menu option is used to insert an image in a digital document?
a. Insert
b. Format
c. File
d. Tools
Ans: a. Insert

81. Which of the following image formats is NOT supported in digital documents?
a. JPG
b. PNG
c. PDF
d. BMP
Ans: c. PDF

83. Which of the following is NOT a way to insert an image in a digital document?
a. Drag and drop
b. Copy and paste
c. Insert from file
d. Type the image URL
Ans: d. Type the image URL

84. Which of the following is a way to adjust the size of an image in a digital document?
a. Dragging the corners of the image
b. Changing the image format
c. Inserting a new image
d. Deleting the image and re-inserting it
Ans: a. Dragging the corners of the image

85. What is the purpose of the "Wrap" option when inserting an image in a digital document?
a. To adjust the size of the image
b. To add a border around the image
c. To align the image with the text
d. To apply a filter to the image
Ans: c. To align the image with the text

86. Which of the following is an advantage of inserting images in a digital document?
a. Images take up less storage space than text
b. Images can convey information more effectively than text alone
c. Images cannot be copied or manipulated
d. Images do not require any special formatting or editing
Ans: b. Images can convey information more effectively than text alone

87. What is the purpose of the "Alt Text" option when inserting an image in a digital document?
a. To provide a description of the image for visually impaired readers
b. To adjust the size of the image
c. To align the image with the text
d. To apply a filter to the image

Ans: a. To provide a description of the image for visually impaired readers

88. Which of the following is NOT a way to adjust the position of an image in a digital document?
a. Drag and drop
b. Cut and paste
c. Use the arrow keys on the keyboard
d. Use the mouse scroll wheel
Ans: b. Cut and paste

89. Which of the following is a way to crop an image in a digital document?
a. Use the "Crop" tool in the image editor
b. Delete the part of the image that is not needed
c. Adjust the image size
d. None of the above
Ans: a. Use the "Crop" tool in the image editor

90. Which of the following is NOT a reason to use images in a digital document?
a. To break up large blocks of text
b. To illustrate a point or idea
c. To make the document more visually appealing
d. To save storage space
Ans: d. To save storage space

91. Which of the following file formats is commonly used for inserting images in digital documents?
a. .docx
b. .pdf
c. .jpg
d. .txt
Ans: c. .jpg

92. Which toolbar is used for inserting images in Microsoft Word?
a. Drawing
b. Formatting
c. Insert
d. View
Ans: c. Insert

94. Which of the following options is used to resize an image in Microsoft Word?
a. Resize handle
b. Right-click and select "Resize"
c. Image toolbar
d. All of the above
Ans: d. All of the above

95. Which of the following options is used to adjust the brightness and contrast of an image in Microsoft Word?
a. Format Picture
b. Crop Picture
c. Recolor Picture
d. Compress Pictures
Ans: c. Recolor Picture

96. Which of the following options is used to wrap text around an image in Microsoft Word?
a. Text Wrapping

b. Format Picture
c. Wrap Text
d. None of the above
Ans: a. Text Wrapping

97. Which of the following options is used to add alternative text to an image in Microsoft Word?
a. Alt Text
b. Image Description
c. Caption
d. Title
Ans: a. Alt Text

98. Which of the following options is used to rotate an image in Microsoft Word?
a. Crop Picture
b. Format Picture
c. Rotate
d. Both A and C
Ans:
d. Both A and C

99. Which of the following options is used to add a border to an image in Microsoft Word?
a. Picture Border
b. Text Box Border
c. Page Border
d. All of the above
Ans: a. Picture Border

100. Which of the following options is used to remove the background of an image in Microsoft Word?
a. Crop Picture
b. Format Picture
c. Remove Background
d. All of the above
Ans: c. Remove Background

101. Which of the following options is used to insert an image in Google Docs?
a. Insert Image
b. Add Image
c. Insert Picture
d. Add Picture
Ans: a. Insert Image

OBJECTIVE QUESTIONS (SET 02)

1. _____ is a set of formats that you can apply to selected pages, text, frames, and other elements in your document.
a. Style
b. Format
c. Design
d. None of the above
Ans: a. Style

2. You can apply a whole group of formats at the same time using _____.
a. Style

b. Format
c. Design
d. None of the above
Ans: a. Style

3. Give the example of style in OpenOffice.org _____.
a. Page Style
b. Paragraph Style
c. Character Style
d. All of the above
Ans: d. All of the above

4. How you can apply style in the digital documentation _____.
a. Using the styles and formatting windows
b. Using fill format mode
c. Both a) and b)
d. None of the above
Ans: c. Both a) and b)

5. _____affect the font and size of chosen text within a paragraph, as well as bold and italic forms.
a. Page styles
b. Paragraph styles
c. Character styles
d. Graphic styles
Ans: c. Character styles

6. Which style includes headers and footers, as well as borders and margins?
a. Character Style
b. Page Style
c. Frame style
d. Presentation Style
Ans: b. Page Style

7. Which style affects the font size, boldness, and italics format of the selected text?
a. Cell Styles
b. Numbering Styles
c. Character Styles
d. Frame Styles
Ans: c. Character Styles

8. How you can create a new style in digital documentation _____.
a. Creating a new style from a selection
b. Dragging and dropping to create a style
c. Both a) and b)
d. None of the above
Ans: c. Both a) and b)

9. How you can modify style in digital documentation _____.
a. Updating a style from a selection
b. Load or copy styles from another document or template
c. Both a) and b)
d. None of the above
Ans: c. Both a) and b)

20. Styles and Formatting Window is available in _____ menu.
a. Format
b. Insert
c. Tools
d. View
Ans: a. Format

21. Images can be added to a document in several ways by inserting _____.
a. From Graphics Program
b. From Scanner
c. Form Open Office Gallery
d. All of the above
Ans: d. All of the above

22. Krishna wants to create a flowchart in Word for his applications. Which option should he choose in order to do this work quickly?
a. Drawing/Shapes
b. Symbols
c. Pictures
d. All of these
Ans: c. Pictures

23. Using the _____ option in a word processor, the user can insert lines, simple geometric forms, arrows, stars, banners, and callouts into the manuscript.
a. Pictures
b. Chart
c. Symbol
d. Shapes
Ans: d. Shapes

24. By selecting the _____ option, you can copy Styles from a template or another document.
a. New Style from selection.
b. Update Style.
c. Load Style.
d. None of the Above
Ans: c. Load Style.

25. How many resize handles will be there around the image?
a. Six
b. Eight
c. Ten
d. Five
Ans: b. Eight

26. Fatima has added a photograph to a document. She wishes to cut a portion of the image. Which method should she use to complete the task?
a. Cut
b. Copy
c. Crop
d. Layout
Ans: c. Crop

27. To insert hyperlink in digital document you have to use the following shortcut key:

a. Ctrl+K
b. Ctrl+H
c. Ctrl+L
d. Ctrl+P
Ans: a. Ctrl+K

28. Area where cut and copied image stored is _____
a. Clipboard
b. RAM
c. ROM
d. Imageboard
Ans: a. Clipboard

29. Which of the following is not a Graphic filter component in digital documents?
a. Invert
b. Smooth
c. Sharpen
d. Wrapping
Ans: d. Wrapping

30. You can change color images to grayscale by selecting the image and then selecting Grayscale from the _____.
a. Graphics mode
b. Filter
c. Flip
d. None of the above
Ans: a. Graphics mode

31. _____ helps to transport the image vertically or horizontally.
a. Graphics mode
b. Filter
c. Flip
d. None of the above
Ans: b. Filter

32. _____ options are used to convert the color values of a color image or the brightness values of a grayscale image.
a. Smooth
b. Invert
c. Sharper
d. Remove noise
Ans: b. Invert

33. _____ helps to mimic the effects of too much light in a picture.
a. Smooth
b. Invert
c. Solarization
d. Remove noise
Ans: c. Solarization

34. _____ makes a picture appear like a painting by reducing the number of colors used.
a. Smooth
b. Posterize
c. harper

d. Remove noise
Ans: b. Posterize

35. _____ joins groups of pixels into a single area of one color.
a. Smooth
b. Invert
c. Mosaic
d. Remove noise
Ans: c. Mosaic

36. _____ helps to make the image transparent.
a. Smooth
b. Invert
c. Transparency
d. Remove noise
Ans: c. Transparency

37. _____ helps to cut off the parts of the image without changing the scale of image.
a. Smooth
b. Cropping
c. Invert
d. Remove noise
Ans: b. Cropping

38. _____ helps to change the size of the image in a digital document.
a. Smooth
b. Invert
c. Keep Scale
d. None of the above
Ans: c. Keep Scale

39. The size of the image changes when you specify in percentages _____.
a. Scale Width and Height
b. Resize
c. Nosize
d. None of the above
Ans: a. Scale Width and Height

40. You can resize the image by selecting one of the corner handles and keep the _____ key pressed while dragging the handle to its new position.
a. Ctrl
b. Shift
c. Alt
d. None of the above
Ans: b. Shift

41. Color toolbar allow us to change
a. RGB Color Components
b. Brightness
c. Gamma effect of image
d. All of the above
Ans: d. All of the above

42. Rotate option available on _____ toolbar.

a. Picture
b. Art
c. Drawing
d. None of the above
Ans: c. Drawing

43. Which of the following is the correct method for opening the Picture toolbar?
a. View—> Tools—> Picture
b. Insert—> Tools—> Picture
c. View—> Toolbars—> Picture
d. Insert—> Toolbars—> Picture
Ans: c. View—> Toolbars—> Picture

44. In the Graphics mode of the picture toolbar, which of the following options is not available?
a. Grayscale
b. Black/White
c. Watermark
d. Original
Ans: d. Original

45. We can create temples in _____.
a. Writer
c. Spreadsheet
d. Impress
e. All of the above
Ans: d. All of the above

46. A _____ is a model that you use to create other documents.
a. Document
b. Template
c. Design
d. None of the above
Ans: b. Template

47. Which of the following does not allow the Templates dialogue to appear?
a. File>New>Template
b. File>Template>Manage Template
c. File>New>Text Document
Ans: c. File>New>Text Document

48. In Writer, you can make a Template by saving a document with the _____ extension.
a. .odt
b. .ott
c. .dbm
d. .ods
Ans: b. .ott

49. Document templates can contain _____.
a. Text
b. Graphics
c. Style
d. All of the above
Ans: d. All of the above

50. The _____ is used to create a list of chapter names and page numbers at the beginning of a content.
a. Index
b. Heading
c. Table of content
d. None of the above
Ans: c. Table of content

51. To create a table of content automatically you have to give _____ style.
a. Index
b. Content
c. Heading
d. None of the above
Ans: c. Heading

52. Which options help to protect the table of content _____.
a. Protected any time
b. Protected against manual changes
c. Always Protect the changes
d. None of the above
Ans: b. Protected against manual changes

53. E#, E, T, #, LS,ES belong to which feature?
a. Mail Merge.
b. Indexes and Tables
c. Tables.
d. None of these.
Ans: b. Indexes and Tables

54. Which of the following tabs is not available in the insert Index/Table dialog box?
a. Entries
b. Styles
c. Background
d. None of the above
Ans: d. None of the above

55. In Writer, which of the following levels of headers can be indexed?
a. H1
b. H2
c. H3
d. All of the above
Ans: d. All of the above

56. _____ button represents the chapter number in the table of content.
a. E#
b. E
c. T
d. #
Ans: a. E#

57. _____ button represents the entry text in the table of content.
a. E#
b. E
c. T

d. #
Ans: b. E

58. _____ button represents the tab stop in the table of content.
a. E#
b. E
c. T
d. #
Ans: c. T

59. _____ button represents the page number in the table of content.
a. E#
b. E
c. T
d. #
Ans: d. #

60. _____ button represents the start of a hyperlink in the table of content.
a. E#
b. E
c. LS
d. #
Ans: c. LS

61. _____ button represents the end of a hyperlink in the table of content.
a. E#
b. E
c. LE
d. #
Ans: c. LE

62. A _____ is a method of sending a single letter to a large group of recipients.
a. Table of content
b. Mail Merge
c. Style
d. None of the above
Ans: b. Mail Merge

63. Which help us to send the same letter to different persons?
a. Macros
b. Mail Merge
c. Template
d. None of above
Ans: b. Mail Merge

64. Amrita has just turned 14 years old. She intends to invite her friends and family to the gathering. Which function will she employ to send the same invitation to a large number of individuals with various addresses without having to type it over and again?
a. Mail Merge
b. Letter wizard
c. Document Type
d. None of these
Ans: a. Mail Merge

65. Which type of data format we can add in mail merge _____.
a. .txt
b. .csv
c. .mdb
d. All of the above
Ans: d. All of the above

66. A Cyber Awareness brochure must be created. Which of the Office Suite components should be used to complete this task:
a. Spreadsheet
b. Digital Documentation
c. Database Management
d. Mail Merge
Ans: b. Digital Documentation

67. What is a style in a digital document? a. A collection of formatting attributes that can be applied to text in a digital document
a. A collection of formatting attributes that can be applied to text in a digital document
b. The layout of a digital document
c. The content of a digital document
d. The size of a digital document
Ans: a. A collection of formatting attributes that can be applied to text in a digital document

68. Which of the following is not a formatting attribute that can be included in a style?
a. Font
b. Size
c. Shape
d. Spacing
Ans: c. Shape

69. How can styles help create a consistent look throughout a digital document?
a. They allow you to format text in the same way throughout the document
b. They ensure that headings and subheadings are formatted consistently
c. They make it easy to modify formatting throughout the document
d. All of the above
Ans: d. All of the above

70. How do you apply a style to text in a digital document?
a. Right-click on the text and select the desired style from the style gallery
b. Use the formatting dialog box to apply the style
c. Select the text and press the "Style" button in the formatting toolbar
d. All of the above
Ans: d. All of the above

71. How can you modify an existing style in a digital document?
a. Right-click on the style in the style gallery and select "Modify"
b. Use the "Styles" pane to make changes to the style
c. Apply the style to a portion of text, make the desired changes, and save the changes to the style
d. All of the above
Ans: d. All of the above

72. Which of the following is not a way to create a new style in a digital document?
a. Right-click on a portion of text and select "New Style"
b. Use the "Styles" pane to create a new style

c. Copy an existing style and modify it to create a new style
d. All of the above
Ans: d. All of the above

73. How can you remove a style from a digital document?
a. Delete the style from the style gallery
b. Remove all instances of the style from the document
c. Select the text with the style applied and choose "Clear Formatting"
d. All of the above
Ans: d. All of the above

74. How can you view all of the styles in a digital document?
a. Use the "Styles" pane to view all of the styles
b. Use the "Styles" menu in the formatting toolbar to view all of the styles
c. Right-click on a portion of text and select "View Styles"
d. All of the above
Ans: a. Use the "Styles" pane to view all of the styles

75. What is the purpose of the "Update Style" feature in a digital document?
a. To update the formatting of all instances of a specific style in the document
b. To update the formatting of all styles in the document
c. To update the content of a specific style in the document
d. To update the content of all styles in the document
Ans: a. To update the formatting of all instances of a specific style in the document

76. How can you create a table of contents in a digital document using styles?
a. Apply heading styles to the sections of the document, and then use the "Table of Contents" feature to generate the table of contents
b. Manually create the table of contents using text boxes and hyperlinks
c. Use the "Index" feature to create the table of contents
d. All of the above
Ans: a. Apply heading styles to the sections of the document, and then use the "Table of Contents" feature to generate the table of contents

77. Which of the following is a benefit of using styles in a digital document?
a. It makes it easier to collaborate with others
b. It saves time by allowing you to format multiple sections of text at once
c. It ensures consistency in formatting throughout the document
d. All of the above
Ans: d. All of the above

78. Which of the following is not a type of style in a digital document?
a. Paragraph
b. Character
c. Page
d. Font
Ans: d. Font

79. How can you apply a style to a numbered or bulleted list in a digital document?
a. Apply the style to each item in the list individually
b. Apply the style to the entire list
c. Styles cannot be applied to numbered or bulleted lists
d. None of the above
Ans: b. Apply the style to the entire list

80. How can you customize the formatting of a style in a digital document?
a. Use the "Modify Style" feature to change the formatting attributes
b. Apply the style to a portion of text, make the desired changes, and save the changes to the style
c. Copy an existing style and modify it to create a new style with the desired formatting
d. All of the above
Ans: d. All of the above

81. How can you rename a style in a digital document?
a. Use the "Rename Style" feature in the style gallery
b. Right-click on the style in the style gallery and choose "Rename"
c. Apply the style to a portion of text, change the name in the "Styles" pane, and save the changes to the style
d. All of the above
Ans: b. Right-click on the style in the style gallery and choose "Rename"

82. How can you apply a style to all instances of a specific type of formatting in a digital document?
a. Use the "Find and Replace" feature to find all instances of the formatting and apply the style to each one
b. Use the "Select All" feature to select all instances of the formatting, and then apply the style to the selection
c. Styles cannot be applied to all instances of a specific type of formatting
d. None of the above
Ans: b. Use the "Select All" feature to select all instances of the formatting, and then apply the style to the selection

83. How can you change the order of styles in the style gallery in a digital document?
a. Drag and drop the styles to rearrange them
b. Use the "Sort Styles" feature in the style gallery
c. Apply the styles in the desired order, and they will be automatically rearranged in the style gallery
d. Styles cannot be rearranged in the style gallery
Ans: a. Drag and drop the styles to rearrange them

84. How can you customize the appearance of a style in the style gallery in a digital document?
a. Right-click on the style in the style gallery and choose "Customize"
b. Use the "Styles" pane to modify the appearance of the style
c. Use the "Style Options" feature in the style gallery
d. Styles cannot be customized in the style gallery
Ans: c. Use the "Style Options" feature in the style gallery

85. How can you delete a custom style in a digital document?
a. Right-click on the style in the style gallery and choose "Delete"
b. Apply the style to a portion of text, and then choose "Delete" from the "Styles" pane
c. Styles cannot be deleted once they have been created
d. None of the above
Ans: a. Right-click on the style in the style gallery and choose "Delete"

86. Which of the following is NOT a font style in digital documents?
a. Bold
b. Italic
c. Regular
d. Underline
Ans: d. Underline

87. What is the shortcut key to make selected text bold in OpenOffice Writer?
a. Ctrl + B
b. Ctrl + U
c. Ctrl + I
d. Ctrl + K
Ans: a. Ctrl + B

88. Which of the following is NOT a type of paragraph alignment in digital documents?
a. Left-aligned
b. Right-aligned
c. Center-aligned
d. Top-aligned
Ans: d. Top-aligned

89. What is the shortcut key to center align selected text in Microsoft Word?
a. Ctrl + C
b. Ctrl + E
c. Ctrl + R
d. Ctrl + L
Ans: b. Ctrl + E

90. Which of the following is NOT a type of bullet point style in digital documents?
a. Round
b. Square
c. Triangle
d. Star
Ans: d. Star

91. Which of the following is a type of page orientation in digital documents?
a. Landscape
b. Portrait
c. Square
d. Vertical
Ans: a. Landscape

92. What is the shortcut key to undo the last action in digital documents?
a. Ctrl + Z
b. Ctrl + X
c. Ctrl + C
d. Ctrl + V
Ans: a. Ctrl + Z

93. Which of the following is a type of line spacing in digital documents?
a. Single
b. Double
c. Triple
d. Quadruple
Ans: b. Double

94. What is the shortcut key to save a digital document in Microsoft Word?
a. Ctrl + S
b. Ctrl + P
c. Ctrl + O
d. Ctrl + N

Ans: a. Ctrl + S

95. Which of the following is NOT a type of font size in digital documents?
a. 8pt
b. 12pt
c. 16pt
d. 20pt
Ans: c. 16pt

96. Which of the following is a type of font family in digital documents?
a. Arial
b. Bold
c. Italic
d. Underline
Ans: a. Arial

97. What is the shortcut key to select all text in a digital document?
a. Ctrl + A
b. Ctrl + X
c. Ctrl + C
d. Ctrl + V
Ans: a. Ctrl + A

98. Which of the following is a type of page border style in digital documents?
a. Solid
b. Dashed
c. Dotted
d. All of the above
Ans: d. All of the above

99. What is the shortcut key to change the font size of selected text in OpenOffice Writer?
a. Ctrl + Shift + >
b. Ctrl + Shift + <
c. Ctrl + Shift + +
d. Ctrl + Shift + −
Ans: b. Ctrl + Shift + <

100. Which of the following is NOT a type of font color in digital documents?
a. Blue
b. Red
c. Green
d. Yellow
Ans: d. Yellow

QUESTIONS AND ANSWERS (SET 01)

1. What are Styles ?. What are the advantages of using styles.
Answer – Styles are pre-defined formatting attributes in digital document processing that can be used to apply consistent formatting to text and other elements. The advantages of using styles include –
- Consistency throughout the document
- Efficiency in formatting the document
- Flexibility in making changes to the document
- Improved accessibility for users with assistive technologies.

2. Give any four styles supported by OpenOffice.org

Answer – OpenOffice.org supports various styles, including:

- Paragraph Styles: Used to format paragraphs, including indentation, line spacing, and font size.
- Character Styles: Used to format individual characters, including font type, size, color, and style.
- Page Styles: Used to format the overall appearance of a page, including margins, headers, and footers.
- List Styles: Used to format bulleted or numbered lists, including the type of bullet or number, indentation, and spacing.

3. What is the best way to load styles from a template or another document?

Answer –

You can copy styles by loading them from a template or another document, for example:

1. Open the document into which you wish to paste the styles.
2. In the Styles and Formatting window, click on Load Styles after long-clicking on the arrow next to the New Style from Selection symbol.
3. Locate and choose the template you wish to copy styles from in the Load Styles window
4. Choose the style categories you want to copy. If you want the copied styles to overwrite any styles with the same names in the document you're putting them into, select Overwrite.
5. To copy styles from another document, click the From File button to bring up a box where you may choose the required file.

4. How can you modify the style?

Answer – Styles can be changed in a variety of ways in OpenOffice.org.

• Load or copy styles from another document or template

• Update a style from a selection

5. How can we create our own styles?

Answer – There are two different ways to create a style –

- **Creating a new style from a selection –** You can copy a new style from an existing style. This new style will only be applied to this document and will not be saved in the template.
- **Dragging And Dropping To Create A Style –** You can drag and drop a text selection into the Styles and Formatting window to create a new style.

6. Explain any five Graphic filters.

Answer – The following are four graphic filters:

a. Invert – Changing the color in the color image, and giving brightness in grayscale image.

b. Solarization – Increasing the effects of excessive light in a photograph.

c. Posterize – Reduces the number of colours in a picture to make it look like a painting.

d. Charcoal – The image is displayed as a charcoal sketch.

e. Mosaic – Combines groupings of pixels into a single colour area.

7. Explain Image Cropping

Answer – Image cropping is the process of removing unwanted parts of an image by selecting and keeping a specific portion of the image while discarding the rest. Method for cropping image are right-click the image and choose Picture from the pop-up menu to begin cropping it. Select the Crop page in the Picture dialogue box.

The following parameters can be controlled on the Crop page:

Keep scale / Keep image size –

1. When Keep scale is chosen (the default), cropping the image has no effect on the image's scale.
2. Cropping creates enlargement (for positive cropping values), shrinking (for negative cropping values), or distortion of the image when Keep image size is selected, so the image size remains constant.

<u>Left, Right, Top, and Bottom –</u>
You can crop the image using the dialog box, you can enter left, right, top and bottom margins to crop the image.

1. **Keep scale –** using this option you can crop the image without changing the size of the image.
2. **Keep image size –** Without changing the height and width of the image you can crop the image using keep image size.

8. List any three methods of inserting images in a text document.
Answer – The three methods for inserting images in digital documents are –
- Drag and Drop
- Inserting image from clipboard
- Insert image from Scanner

9. What do you understand by the terms:
a. Text Wrapping
b. Anchoring
Answer –
a. Text Wrapping – Text wrapping describes the relationship between graphics and the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or be overprinted behind or in front of the graphic.
b. Anchoring – The graphics' reference point is referred to as IT. This point could represent the object's location on the page or in the frame. An anchor point is always present in an image.

10. What are templates? What are the advantages of using templates?
Answer – A template is a type of document that you can use to make a similar type of document. Templates can contain text, graphics, style, design.
<u>Advantage of template are –</u>
a. Document creation is made easier with templates.
b. It save time to giving style in document
c. The use of templates helps to keep the audience's interest.

11. What is the difference between styles and templates?
Answer –
a. Style – Styles ensure that your formatting is consistent throughout a document.
b. Template – Templates allow you to reuse text and maintain a consistent look and feel across many projects.

12. Explain different ways of creating a template.
Answer – There are two ways to create templates in a document.
<u>Creating a template from a document –</u>
1. Create or edit a new or existing document of the type you wish to use as a template.
2. Fill in the blanks with the content and styles you desire.
3. Select File > Templates > Save from the main menu.
<u>Creating a template using a wizard –</u>
Wizards can be used to construct letter, fax, agenda, presentation, and Web page templates. The Fax Wizard, for example, walks you through the following options:
1. Fax machine type (business or personal)
2. Document components such as the date, topic line (for business faxes), salutation, and closing

3. Information about the sender and receiver options (business fax)
4. Inclusion of text in the footer (business fax)

13. What do you mean by table of content?
Answer – The table of contents tool in Writer allows you to create an automated table of contents from your document's headings.
Many of the elements are used in table of content –
a. E# – It indicate chapter number
b. E – It represents the entry text
c. T – It represents tab stop
d. LS – It represents start of a hyperlink
e. LE – It represents End of a hyperlink

14. Explain Mail Merge.
Answer – A mail merge is a method of personalizing a message you've written and sending it to a large group of people, giving the impression that you prepared the letter specifically for them.

15. What are the advantages of Mail Merge?
Answer – Advantages of mail merge are –
a. It's simple to send the same mail to a big group of recipients using the Mail Merge tool.
b. We don't have to type each recipient's name separately in each letter when we use Mail Merge.
c. It's one of the most efficient ways to mass-produce hundreds of personalized letters in a short amount of time.
d. It is simple to amend the letter because any change made in the main letter will be reflected in all other recipients' letters.

16. Give examples of databases in which the Data Source can be created.
Answer – Any database that supports Open Database Connectivity (ODBC) can be utilized as a data source. They can also be made in spreadsheets using Excel, or other similar software.
For example –
a. Spreadsheet
b. Text file
c. CSV file
d. OpenOffice base or Access

17. Explain the concept of styles in digital documents and how they are useful for formatting text and paragraphs.
Answer – Styles in digital documents are a useful feature that enables users to apply a predefined set of formatting options to text and paragraphs in a single click. A style can encompass font size, typeface, color, paragraph spacing, alignment, and other formatting options. Consistent use of styles throughout a document can help ensure a consistent and polished appearance, enhance readability, and save time by avoiding manual formatting changes. Overall, styles are a powerful tool that can significantly improve the efficiency and effectiveness of digital document processing.

18. How can styles be used to create a table of contents in a digital document?
Answer – To create a table of contents in a digital document, styles can be utilized by assigning particular styles to headings and subheadings throughout the document. By applying the "Heading 1" style to primary section headings and the "Heading 2" style to subheadings, users can generate an automatic table of contents that lists all of the document's sections and subsections in a structured and organized manner.
This saves time and effort since users don't have to manually create a table of contents, and it also ensures that the document is consistent and easy to navigate for the reader. In short, using styles to create a table of contents is a powerful feature of digital documents that improves the overall readability and usability of the document.

19. How can the use of styles help to improve the accessibility of a digital document?

Answer – Styles are an effective means of enhancing the accessibility of digital documents as they provide a consistent structure and formatting that is easy for users with visual impairments to navigate. By utilizing styles to define headings and subheadings, document creators can establish a clear hierarchy of information that can be interpreted effectively by screen readers.

This results in a document that is more user-friendly and inclusive, as it enables individuals with visual impairments to easily access and understand the content. Ultimately, incorporating styles into digital documents can have a positive impact on the overall accessibility and usability of the document, which is a crucial consideration in today's increasingly diverse and inclusive society.

20. How can the use of styles improve the efficiency of document creation and editing?

Answer – Styles can enhance the efficiency of document creation and editing by enabling users to quickly and easily apply formatting options to text and paragraphs. By defining a set of styles that reflect the formatting options commonly used in the document, users can swiftly apply those styles to text and paragraphs with a single click, streamlining the process and saving time.

This feature allows for consistency in formatting, reduces the possibility of errors, and improves the overall productivity of document creation and editing. In summary, using styles is a powerful tool that significantly enhances the efficiency of digital document processing.

21. How can styles be used to ensure consistency in a collaborative digital document?

Answer – Using styles in a collaborative digital document can ensure consistency by defining a set of agreed-upon formatting options. This allows all collaborators to use the same styles throughout the document, resulting in a consistent appearance and better readability.

22. How can styles be used to format text or paragraphs in a way that reflects the document's purpose or audience?

Answer – Users can use styles to ensure that the digital document effectively communicates its message by applying styles that reflect its purpose or target audience. Furthermore, they can modify existing styles or create new ones to satisfy the document's unique requirements. This approach results in a more readable and engaging document that is tailored to its intended purpose.

23. What is a table of contents in a digital document, and how can it benefit the reader?

Answer – A table of contents in a digital document is a list of the document's sections or chapters with corresponding page numbers or hyperlinks. It provides an overview of the document's structure and helps the reader navigate the document quickly and easily. By using a table of contents, the reader can locate specific sections of the document without having to manually search for them, saving time and improving the reading experience.

24. How can a table of contents be created and formatted in a digital document?

Answer – To create and format a table of contents in a digital document, users can follow these steps:

- Assign unique heading styles to each section or chapter of the document.
- Insert a table of contents using the appropriate option from the menu or toolbar.
- Customize the table of contents by choosing the desired style and formatting options to match the document's design and layout.
- Update the table of contents whenever changes are made to the document's structure or content to ensure its accuracy and usefulness to the reader.

25. What are some best practices for creating a table of contents in a digital document?

Answer – When creating a table of contents in a digital document, it is important to use descriptive and accurate section or chapter headings, update the table of contents as changes are made to the document, use accurate hyperlinks or page numbers, customize the formatting to match the document's design, and test the table of contents to ensure it is user-friendly and easy to navigate.

26. How can the use of a table of contents benefit the author of a digital document?
Answer – Using a table of contents can be advantageous for the writer of a digital document in various ways. By presenting a structured and well-organized summary of the document's content, the writer can ensure that the document is easily comprehensible and coherent. Consequently, this can save time and minimize the possibility of mistakes that may arise when the reader has to search for particular sections or chapters manually.

QUESTIONS AND ANSWERS (SET 02)

Multiple Choice Questions

1. Which among the following is not a valid type of alignment ?
a. **Middle**   b. Right   c. Justify   d. None of these

2. On which tab does the paragraph dialog box launcher exist ?
a. Page Tab   b. View Tab   c. **Home Tab**   d. Insert Tab

3. The process of increasing or decreasing the space between the left and right margin of a paragraph is known as … a. Alignment   b. **Indentation**   c. Spacing   d. None of these

4. The default tab space is …………………… .
a. **0.5**   b. 1.25   c. 1.50   d. 1.15

5. Name the Key which on pressing closes the header section .
a. Esc   b. Shift   c. Alt   d. None of these

6. Which option on the Design tab helps in exiting from the header section ?
a. Exit Header/ Footer   b. **Close Header/ Footer**
c. Close Header and Footer   d.Exit Header and Footer

7. Which option insert the date in the header section as a field so that it always reflects the current date?
a. Update current date   b. **Update automatically**   c.Auto-update   d. None of these

8. The ………………… option on the Design tab helps in inserting page numbers in the header section .
a. Insert Page Number   b. **Page Number**   c. Add page Number   d. None of these

9. ………………… option contains predefined footer styles .
a. **Footer**   b. Insert   c. Style   d. None of these

10. Which tab contain the Close Header and Footer option ?
a. Home   b. **Design**   c. Page Layout   d. Insert

11. The ………………… option in the styles task pane creates any style with the formatting of your choice .
a. **New Style**   b. Create New Style   c. Create Style   d. None of these

12. The ……………………. button in Manage Style dialog box helps in editing any predefined style.
a. Edit   b. Edit Style   c. **Modify**   d. Modify Style

Fill in the Blanks :

1. A ……………………… is a predefined combination of various formatting features and types.
Ans: **Style**

2. ……………. are used to describe the location at which the cursor stops after the Tab Key is pressed .
Ans: **Tab Stop**

3. …………………. type of alignment places the text evenly between the left and the right margins .
Ans: **Justify**

4. ………………. indent controls how the text of a paragraph lines up below the first line .
Ans: **First Line Indent**

5. ……………………. can be used to insert the title at the top of each page.
Ans: **Header**

6. Header option is available under the ……………… Group on the Insert tab .
Ans: **Header & Footer**

7. To insert a picture in a header, click on the ………………… Option on the …………………… Tab .
Ans: **Picture, Design**

8. …………………. can be used to insert page numbers at the bottom of each page.
Ans: **Footer**

9. Footer option is available under the Header & Footer group on the ……………………… Tab.
Ans : **Insert**

Multiple Choice Questions :

1. By default, the …………………. option is selected when we click on the File > New option.
a. **Blank document**   b. Document   c. New document   d. None of these

2. While saving a document as template, what option needs to be selected in the save as type list box ?
a.Template   b.**Word Template**   c. Save Template   d. None of these

3. Which option helps in creating a template based on the existing template ?
a.Template from existing   b. **New from existing**   c.New template from existing
d.None of these

Fill in the Blanks :

1. Microsoft Word provides a feature of using the predefined ……………………… that are formatting in someway with the sample content, themes, etc.
Ans : **Template**

2. A template can be created in word by saving a document as a …………………… file.
Ans : **Word Template**

3. Clicking on the …………………….. option displays the recently used templates .
Ans : **Recent Templates**

Multiple Choice Questions :

1. Which type of alignment places the text evenly between the left and the right margins ?
a. **Justify**   b.Even   c. Center   d. None of these

2. Which tab in the paragraph dialog box is selected by default when paragraph dialog box launcher is clicked on ?
a.Line and page   b. **Indents and Spacing**   c.Page Layout   d.None of these

3. How many types of indents are there in Word ?
a.2   b.3   c. **4**   d. 5

4. ……………………… Is the vertical distance between successive lines of the text in a document .
a.Paragraph Spacing   b.Word Spacing   c.Text Spacing   d.**Line Spacing**

5. You can close the Header section by ……………………………
a.Double-Clicking in the main document   b.Pressing the Esc Key   c.**Both a and b**   d.None of these

6. By which option can we insert date in the Header section so that it always reflects the current date ?
a.Insert current Date/Time   b.Update date automatically   c.**Update automatically** d.None of these

7.Which option is used to exit from the Header section ?
a.**Close Header and Footer**   b.Close Header   c.Exit Header and Footer   d.Exit Header

8. On which tab does the Footer option exist ?
a.**Insert**   b.Header and Footer   c. Home   d. None of these

9. which option in the styles task pane allows the user to edit any style based on the specific requirement for the document ?
a.Manager Styles   b.Edit style   c. **Modify** d. None of these

10. With which extension does a template gets saved in Word ?
a. **.dotx**   b. .dott   c. Both a and b   d. None of these

Fill in the Blanks :

1. ………………… are used to break continuous text to one or more sentences.
Ans: **Text Wrapping**

2. Information like the title of a book or chapter can be placed in ………………………… area of a document

Ans: **Header**

3. The shortcut key combination to close the Word document is …………………… .
Ctrl+F4

4. The term ……………………. refers to a preset format for a document or file.
Ans: **Template**

State True or False :

1. By default , there is one-line gap between paragraphs. ( ) **False**
2. Microsoft Word provides five types of alignment. ( ) **False**
3. Hanging indent indents the first line of a paragraph. ( ) **True**
4. Header and Footer are the identifiers that respectively run across the top and bottom of the document. ( ) **True**
5. Word does not allow to add page numbers in the Header section of a document. ( ) **False**
6. Different paragraph styles grab and hold the attention of the readers. ( ) **True**
7. Create New style option allows you to create any style with the formatting of your choice. ( ) **True**
8. A template can be created in two ways. ( ) **True**
9. New from existing option is present in the Available templates section. ( ) **True**

Multiple Choice Questions :

1. If you would like to start a new page in a document, you can use the option ……………… .
a. Line Break   b.Section Break   c. **Page Break**   d. Paragraph

2. You can use the ……………………………. key combination to create a page break at the pointed location.
a. Shift +Enter   b. **Ctrl +Enter**   c. Alt +Enter   d. None of these

3. To insert a column break, select the breaks button on the …………………… Tab.
a. Insert   b. Home   c. **Page Layout**   d. Design

4. This feature facilitates the organization of the text around the objects embedded on a page.
a. Word Wrap   b. Column Break   c. Next page   d. **Text Wrapping**

5. To show a section / page breaks, select the ……………………. option on the Home tab.
a. View   b. Display   c. **Show / Hide**   d. None of these

Fill in the Blanks :
1 .By using page break , you can create different ……………………… .
Ans: **Pages**

2. The shortcut key for page break is ……………………… .
Ans: **Ctrl+Enter**

3. To create a new page, you can keep on pressing the …………………… key till the cursor moves from line to line and a new page starts .

Ans: **Enter**

4. To show a section / page break, click on the ………………….. option on the Home tab.
Ans: **Show/Hide**

5. To remove the section Break / Page break on a text , press ……………………… On your keyboard.
Ans: **Delete**

Multiple Choice Questions :
1. The ………………… Option is used to change the background colour of the text .
a. Font color   b. **Text Highlight Color**   c. Both a or b   d. None of the above

2. The ……………. option places the text slightly lower than the normal text position.
a. **Subscript**   b. Superscript   c. Strikethrough   d. Font Size

3. On selecting the …………………… ,the first character in all the words of the selected sentence will be converted to capital letters .
a. Uppercase   b.Sentence case   c. Toggle case   d. **Capitalize Each Word**

4. The change case option is present under the home tab in the ………………………. group.
a. Paragraph   b.Styles   c. **Font**   d. Insert

Fill in the Blanks :

1. ………………………. Option is used to change the style of the text. **(Font)**
2. ………………………. option is used to change the background colour of the text. **(Text Highlight Color)**
3. After selecting the text, click on the ……………………… icon in the Font group to make the font size smaller than the current font size by the specified point. **(Font Size)**
4. To remove the character formatting, select the text and click on …………………… in the font group.**(Clear Formatting)**
5. In …………………… case, the first character of the selected sentence will be converted to capital letter . **(Sentence Case)**
6. On the home tab in the font group , select the ………………………. Icon to make the selected text higher than the normal text position. (Superscript)

Multiple Choice Questions :
1. To insert an image from a file, click on the Insert tab and select the ……………………. Button in the illustrations group.
a. Image   b.**Picture**   c. Shapes   d. Screenshot

2. Word can import …………………………….. types of image file formats.
a.GIF   b.JPEG   c. BMP   d. **All of these**

3. To copy and paste the image in MS word , the ……………………. option is used .
a.Ctrl X + Ctrl V   b.Ctrl X + Ctrl C   c. **Ctrl C + Ctrl V**   d. Ctrl V + Ctrl C

4. The Clip Art option is present under the ……………………. Tab in the illustrations group.
a.**Insert**   b.Home   c. Text   d. Design

Fill in the Blanks :

1 . ……………………. is a collection of picture or images that can be imported into a document . (ClipArt)

2. Clip Art option is available in the …………………………… Group . (Illustrations)

3. ……………………. is a process of reducing the file size of the digital image while maintaining the image .**(Compress Picture)**

Multiple Choice Questions :

1. The Wrap text option is present under the ……………………. tab in the Arrange group .

a. Format / Page Layout   b. **Design / Format**   c. Review / Page Layout   d.View / Page Layout

2. ……………………. enlarges the first character of a line to on extent that it drop-down by two or more line.

a. Wrap Text   b. **Drop Text**   c. Word Text   d. None of these

3. The Word Art gallery has ……………. font styles to choose from .

a. 10   b. 20   c. **30**   d. 40

4. The default text wrapping for a picture is the following.

a. In front of text   b. Behind Text   c. In line with text   d. **Top and Bottom**

Fill in the Blanks :

1. ……………………. Is a text formatting feature, which enlarges the first character of a line to an extent that it drops down by two or more lines. **(Drop Text)**

2. After you have inserted the picture , you can wrap the text by using the …………………. Option in the Arrange group under the ……………………. tab. **(Text Wrapping, Format)**

3. The default text wrapping for a picture is …………………………… . **(Inline with Text)**

Multiple Choice Questions :

1. You can insert ………………. file formats within a Word processor document.

a. PDF File   b.Excel Spreadsheet   c. Power Point Presentation   d. **All of these**

2. To embed an Excel spreadsheet in a word document , select the insert tab and click on the ……………………………… .

a. Text Box   b.Quick Parts   c. Drop Cap   d. **Object**

3. If you like to edit an embedded document, you have to ……………………… On it.

a. Right –click   b. **Double- Click**   c. Left- click   d. Single –click

Fill in the Blanks :

1. You can insert a PDF file or a spreadsheet within the Word processor , using the ……………………. option. **(Object)**

2. To insert an object, go to the insert tab and click on the object option present in the ……………………. Group . **(Text)**

3. To open an embedded document, ……………………………… On it. **(Double Click)**

Multiple Choice Questions :

1. To insert stars, banners, callouts, connectors, etc., click on the ……………………… option in the Insert tab.
a. Symbols   b.Pictures   c. **Shapes**   d. All of these

2. You can insert a symbol by clicking on the Symbol option present under the ……………………… tab.
a. Home   b.Design   c. Illustration   d. **Insert**

3. The 3-D rotation button is present under the …………………………… drop- down menu.
a. **3D Effects**   b. Shape Fill   c. Shape Outline   d. Shape Styles

Fill in the Blanks :

1. You can insert , basic geometric shapes, arrows, equation shapes, flowchat shapes, stars, banners, and callouts, using the shapes option in the …………………. group. **(Illustrations)**

2. Symbol option is available in the ………………………. Group on the Insert tab.**(Symbols)**

3. If you like to view more symbols and special characters to insert into a document, click on the ……………………. option . (Symbol)

Multiple choice Questions :

1. The ……………………. Option is used to change the style of the text .
a. Font Color   b. **Font Style**   c. Font Size   d. Font Face

2. The default text wrapping for a picture is :
a. Tight   b. **In Line with Text**   c. Through   d. Square

3. In ………………… , the first character in all the words of the selected sentence will be converted to capital letters.
a.Uppercase   b.Lowercase   c.**Capitalize Each Word**   d. Sentence

4.You can use the ………………………. Key combination to create a page break at the pointed location.
a. Ctrl+Shift+Enter   b. Shift+Enter   c. **Ctrl+Enter**   d.Ctrl+Shift+F1

5. Word 2010 offers which of the following page break options ?
a. Page   b. Text Wrapping   c. Next page   d. **Both a and b**

6. Image compression is a process of ………………………. the file size of the digital image and maintaining the image quality.
a. Increasing   b.Brightening   c. **Reducing**   d. Maintaining

7. Word process allows the user to insert lines, basic geometric shapes, arrows, stars, banners, and callouts in the document by using the option.
a. Pictures   b. Chart   c. Symbol   d. **Shapes**

8. Some of the options present under shape Fill are :
a. Pictures   b.Texture   c. Gradient   d. **All of these above**

9. If you embed an object, the size of your document …………………………… significantly and this may cause problems in e- mailing the documentas an attachment.
a. **Increase**   b. Decrease   c. Remains the same   d. None of the above

Fill in the Blanks :

1. In ……………………… case, the first character in all the words of the selected sentence will be converted to capital letter. **(Capitalize each word)**

2. The ……………………… icon on the Home tab in the Font group is used to make the selected text higher than the normal text position. **(Superscript)**

3. ……………………… Case is used to convert the small letters in the selected text to capital letters and vice versa **(Toggle case)**

4. ……………………… Allows you to place text behind an image, in front of an image or around an image. **(Text Wrapping)**

5 …………………………. feature enlarges the first character of a line to an extent that it drops down by two or more lines. **(Drop Cap)**

6. ……………………… An object in Microsoft Word, rather than simply inserting or pasting it, ensures that the object retain its original format. **(Embed)**

7. To insert different shapes in a word document, click on the shapes button in the ……………………… group on the insert tab. **(Illustrations)**

8. To insert a picture in a word document, select the Insert tab> ……………………… Option. **(Picture)**

9. ……………………. is a process of reducing the file size of the digital image while maintaining the image quality. **(Image Compression)**

State True or False :
1. You can insert a PDF file, Excel spreadsheet, power point presentation , or a sound file within the Word processor. ( ) **True**
2. You cannot embed objects created in other programs into a Word documents.( ) **False**
3. The Grow Font option is used to make the font size smaller than the current font size by the specified point.( ) **False**
4 Odd page option is the category of section breaks. ( ) **True**
5. You can only insert the images from the clip art gallery built-in-within the word processor. ( ) **False**
6. Some of the Wrap Text options available MS word are square, Tight, and Through. ( ) **True**
7. The continuous category of section breaks starts the new section on the next page. ( ) **False**
8. You can add text inside the shapes by right-clicking on them and selecting the Add text option.( ) **True**
9. The default text wrapping for a picture is Through. ( ) **False**
10. A person opening your document must have the relevant software loaded on his computer to operate the embedded file. ( ) **True**
11. Paragraphs are used to break continuous text to one or more sentences. This enhances the readability of the content.**True**

12. Paragraph formatting is the most important factor in the overall appearance of a document. **True**

13. Alignment is the systematic placement of text within a section of a document to enhance its readability. It determines the appearance and orientation of the edges of the paragraphs. **True**