Information Technology (code 402)

Part B - Unit 1: Digital Documentation Worksheet

Answer Key

Class X

A. Multiple-choice questions.

1. Advantages of Mail Merge is

   a. Time Consuming
   c. Difficult to implement

   b. Write letter multiple times
   d. None of the above

   Ans. d. None of the above

2. List that contains name, addresses etc which changes in every document is called _____.

   a. Data Source

   c. Main List

   b. Main Document

   d. None of the above

   Ans. a. Data Source

3. Document (in mail merge) which contain the common data is called _____.

   a. Data Source

   c. Main Document

   b. Common Document

   d. None of the above

4. Writer prompt you to confirm delete while deleting table of content. (T/F)

   a. True

   b. False

Ans. a. True

5. Mail Merge involves merging of

   a. two documents   b. two mails

   c. both of the above   d. None of the above

Ans. a. two documents

6. Which tab of Insert Index/Table dialog box help us to apply paragraph style to the table of content.

   a. Paragraph Style

   c. Columns

   b. Styles

   d. Background

Ans. b. Styles

7. The E# button in Entries tab of Insert Index / Table represent.

   a. Entry Text   b. Chapter number

   c. Tab Stop   d. Page Number

Ans. b. Chapter number

8. We cannot change the table of content directly in the document if:

   a. "Protected against manual changes" check box is selected

   b. Number of level is 3

   c. Title is entered in the Title field

   d. None of the above

Ans. a. "Protected against manual changes" check box is selected

9. We cannot create our own template. (T/F)

a. True   b. False

Ans. b. False

10. We can create template for _____

a. Letter   b. Fax   c. Presentation   d. All of the above

Ans. d. All of the above

11. A template can have:

a. Text   b. Graphic   c. Particular Style   d. All of the above

Ans. d. All of the above

12. Reena wants that her company's logo should automatically appear on the top of the document whenever she opens a new document. Which feature will help her to do so?

a. Style   b. Automatic   c. Template   d. All of the above

Ans. c. Template

13. Four resizing handles (other than the corner handles) resize image only in one dimension. (T/F)

a. True   b. False

Ans. True

14. _____ refers to the reference point for the graphics.

a. Anchoring   b. Text Wrapping

c. Text Reference   d. All of the above

Ans. a. Anchoring

15. _____ refers to the relation of graphics to the surrounding text.

a. Anchoring   b. Text Wrapping

c. Graphic Wrapping   d. All of the above

Ans. b. Text Wrapping

16. Which of the following setting is not used for positioning of graphic?

a. Arrange   b. Alignment   c. Wrap   d. Caption

Ans. d. Caption

17. Once we group two or more objects in a document, we cannot ungroup them. (T/F)

a. True   b. Value

Ans. b. False

18. When we right click on drawing object, a _____ menu open.

a. Pop up Menu   b. Shortcut Menu

c. Context Menu   d. All of the above

Ans. d. All of the above

19. To select two drawing objects in a document, select one object and hold _____ key and select the other object.

a. Ctrl   b. Alt   c. Spacebar   d. Shift

Ans. d. Shift

20. To retain original proportion of the graphic, _____ + click one of the corner handles.

a. Ctrl   b. Alt   c. Shift   d. None of the above

Ans. c. Shift

21. In which of the following, size of image does not change even after cropping of image?

a. Keep Scale   b. Keep image size

c. Both of the above   d. None of the above.

Ans. b. Keep image size

22. Which option help us to take only particular section/part of image?

a. Crop   b. Background

c. Wrap   d. None of the above

Ans. a. Crop

23. We cannot give border to picture. (T/F)

a. True   b. False

Ans. b. False

24. Transparency effect help to create watermark. (T/F)

a. True   b. False

Ans. a. True

25. 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

26. Flip Vertically option in picture toolbar will make the image as the _____.

a. mirror placed at the left of the image

b. mirror placed at the right of the image

c. mirror placed at the top of the image

d. mirror placed at the bottom of the image

Ans. d. mirror placed at the bottom of the image

27. Area where cut and copied image stored is _____.

a. Clipboard   b. RAM   c. ROM   d. Imageboard

Ans. a. Clipboard

28. We cannot copy the styles from another document. (T/F)

a. True   b. False

Ans. b. False

29. Which of the style include header and footers, border, margins?

a. Character Style   b. Page Style

c. Frame style   d. Presentation Style

Ans. b. Page Style

30. A _____ is a set of formats that you can apply to selected pages, text, frames.

a. Style   b. Template   c. Image   d. Graphics