Word Processing

Q. What are Styles ?. What are the advantages of using styles ?

Ans : A style is a predefined combination of various formatting features, like font style, colour, and size that is applied to the selected text in a document to quickly change its appearance.

Applying a style means that we apply a group of formatting effects together in one simple step that makes the text effective and readable.

Advantages:

* Styles maintain consistent formatting in a document, for example all paragraphs will have same font, size and line spacing etc.
* They also make major formatting changes easily replicable across all the objects that have the same style. For example, you may decide to change the indentation of all paragraphs, or change the font of all titles. For a long document, this simple task can be prohibitive.
* Styles make formatting changes very fast and the task becomes easy.

Q. Give any four styles supported by OpenOffice.org

Ans :OpenOffice.org supports the following types of styles:

• ***Page styles*** include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printing sheets.

• ***Paragraph styles*** control all aspects of a paragraph’s appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.

• ***Character styles*** affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.

• ***Frame styles*** are used to format graphic and text frames, including wrapping type, borders, backgrounds, and columns.

• ***Numbering styles*** apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.

• ***Cell styles*** include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.

• ***Graphics styles*** in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.

• ***Presentation styles*** include attributes for font, indents, spacing, alignment, and tabs.

Q. List any three methods of inserting images in a text document.

Ans : When the image is in a file stored on the computer, you can insert it into an Open Office document using either of the following methods:

* **Inserting An Image From The Clipboard**
* **Inserting An Image Using A Scanner**
* **Inserting An Image From The Gallery**
* **Drag and Drop**
* **Insert Picture Dialog**

1. Click in the Open Office document where you want the image to appear.

2. Choose **Insert > Picture > From File from the menu bar.**

Q. What do you understand by the terms:

a. Text Wrapping:Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character.

b. Anchoring: Anchoring refers to the reference point for the graphics. This point could be

the page, or frame where the object is, a paragraph, or even a character. An image always

has an anchor point.

Q What are templates? What are the advantages of using templates?

Ans :Atemplate is a predefined layout that contains sample content,themes,colours,font styles, background styles etc and gives an initial foundation to create a document.By using a template , we can quickly create a new document.

Advantages

Templates are very useful for the following reasons

* Templates simplify document creation: Since the formatting featuresare predefined,templates are easy to apply and at the same time, they increase our efficiency.
* Templates save time and money:Utilizing readymade templates is less time consuming than creating documents from the ground up and hence save time and money.
* Offer consistency and clarity:Templates ensure that all documents have a standard layout,look and feel
* Templates are valuable for types of documents that are used frequently such as weekly presentations, application forms, reports etc.

Q What is the difference between styles and templates?

Ans: Styles keep your formatting consistent within a document. Templates allow you to re-use text, and keep your look and feel consistent across multiple documents.

**Word styles**provide a quick way to change the overall color and fonts. If you want to change text formatting quickly, Word styles are the most effective tools. After you apply a style to different sections of text in your document, you can change the formatting of this text simply by changing the style.

Templates are files that help you design interesting, compelling, and professional-looking documents. They contain content and design elements that you can use as a starting point when creating a document. All the formatting is complete; you add what you want to them. Examples are resumes, invitations, and newsletters.

Q. Give examples of databases in which the Data Source can be created

Ans :Spreadsheet, Text file, Access

Q .What are the three basic steps of Mail Merge?

Ans : The three basic steps of Mail Merge are:

• Creating Main Document

• Creating Data Source

• Merging Main Document and Data Source

Q Name the types of documents you can make using Mail Merge option.

Ans: Letters, e-mails, envelopes , labels , directories are types of documents you can makeusing Mail Merge option

Q. Define data source and main document.

Ans :Main Document: This is the document that contains the letter or text which is to be sent. For

example, an invitation.

Data Source: This is the file where the addresses of all the recipients are stored.

**Write T for true or F for false.**

1. Mail Merge is useful when we have to type different letters.

2. Current document opened in Word Processing can be used as the main document.

3. Data source is the document that contains the letter to be merged.

4. Multiple copies of the document cannot be printed.

5. We can edit the individual letters and print them.

Ans :1. F 2. T 3.F 4.F 5. T

Q Sanya is working on Word document. She has inserted graphics and wants to use Wrap text with graphics.

1. Under which tab she can find text wrapping?
2. List any two text wrapping options available in a word processing software.

Ans: (i) Wrap ***Text*** option is available under **Text** section of the **Insert** Tab. (ii)Any two text wrapping options from following

* 1. In Line with text
  2. Square
  3. Through
  4. Top and Bottom
  5. Behind Text

In Front of text