LYCEUM SCHOOL (CBSE)

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Subject: IT

CHAPTER 2: DIGITAL DOCUMENTATION (ADVANCED)

Section A: Multiple Choice

Q1. What is the default extension of an OpenOffice Writer file?
a) .xls   b) .odt   c) .docx   d) .ppt
Answer: b) .odt

Q2. Which menu is used to insert a table in Writer?
a) Tools   b) Table   c) Insert   d) Format
Answer: c) Insert

Q3. Shortcut key for making text bold is:
a) Ctrl + I   b) Ctrl + B   c) Ctrl + U   d) Ctrl + T
Answer: b) Ctrl + B

Q4. Styles help in:
a) Changing printer   b) Formatting documents quickly
c) Saving documents   d) Editing spell check
Answer: b) Formatting documents quickly

Q5. Which of these is a type of style in Writer?
a) Paragraph Style   b) Table Style   c) Sheet Style   d) Line Style
Answer: a) Paragraph Style

Q6. Which function key opens the Styles and Formatting window?
a) F11   b) F5   c) F7   d) F2
Answer: a) F11

Q7. Which of the following is used for automated text repetition?
a) Mail Merge   b) Macro   c) Header   d) Footer
Answer: a) Mail Merge

Q8. What is the default page orientation in Writer?
a) Landscape   b) Portrait   c) Custom   d) Vertical
Answer: b) Portrait

Q9. To add a header, go to:
a) Tools > Header   b) Format > Page > Header
c) View > Header   d) Insert > Header
Answer: d) Insert > Header

Q10. What is the use of a template?
a) Print the document   b) Store images
c) Provide pre-formatted design   d) Add animations
Answer: c) Provide pre-formatted design

Q11. Which menu is used for Mail Merge?
a) Tools   b) Format   c) Insert   d) Data
Answer: a) Tools

Q12. What is a field in Mail Merge?
a) Background color   b) Placeholder for data
c) Font style   d) Table heading
Answer: b) Placeholder for data

Q13. You can protect your document with:
a) Password   b) Table   c) Styles   d) Header
Answer: a) Password

Q14. Which toolbar contains bold, italic, underline?
a) Drawing   b) Formatting   c) Standard   d) Insert
Answer: b) Formatting

Q15. Which of the following is not a valid document view?
a) Print Layout   b) Web Layout   c) Table Layout   d) Full Screen
Answer: c) Table Layout

Q16. To change line spacing:
a) Tools > Options   b) Format > Paragraph > Line Spacing
c) Insert > Line   d) Edit > Line
Answer: b) Format > Paragraph > Line Spacing

Q17. A style can include:
a) Font type   b) Font size   c) Line spacing   d) All of the above
Answer: d) All of the above

Q18. How can we insert a page number?
a) Insert > Page Number   b) Format > Page
c) Tools > Page Setup   d) Edit > Insert Number
Answer: a) Insert > Page Number

Q19. Mail Merge is best used for:
a) Creating a database   b) Typing a letter
c) Sending personalized letters in bulk   d) Designing tables
Answer: c) Sending personalized letters in bulk

Q20. A macro is used to:
a) Record and run repetitive tasks   b) Format the document

c) Add page borders   d) Sort data
Answer: a) Record and run repetitive tasks

Q21. To create a custom style:
a) Use Table menu   b) Use Styles & Formatting panel
c) Use Help menu   d) Use Print Preview
Answer: b) Use Styles & Formatting panel

Q22. Styles help maintain:
a) Consistency   b) Colors   c) Passwords   d) Background images
Answer: a) Consistency

Q23. Template files have extension:
a) .odt   b) .ott   c) .txt   d) .ods
Answer: b) .ott

Q24. Default font in Writer is usually:
a) Times New Roman   b) Arial   c) Liberation Serif   d) Calibri
Answer: c) Liberation Serif

Q25. What is the use of Navigator in Writer?
a) Spell check   b) Track changes
c) Move quickly within the document   d) Zoom in/out
Answer: c) Move quickly within the document

Section B: Short Answer Questions

Q1. What is the purpose of using styles in digital documents?
Answer: Styles ensure consistent formatting throughout the document. They allow quick application of fonts, spacing, and alignment.

Q2. Explain the difference between a template and a normal document.
Answer: A template is a pre-formatted document used as a model. A normal document is created from scratch without preset formatting.

Q3. What is the function of the Mail Merge feature?
Answer: Mail Merge combines a document with a data source to send personalized messages to multiple recipients.

Q4. How do you create a table in OpenOffice Writer?
Answer: Go to Insert > Table, select the number of rows and columns, then click OK.

Q5. What are the steps to insert a header and footer in a document?
Answer: Use Insert > Header or Insert > Footer, then choose the page style (e.g., Default).

Q6. Define the term 'macro' in digital documentation.
Answer: A macro is a recorded set of actions that automates repetitive tasks.

Q7. How do you modify an existing style?
Answer: Open the Styles window (F11), right-click on the style, choose Modify, and make the changes.

Q8. Write steps to insert page numbers in Writer.
Answer: Go to Insert > Page Number, then place it inside a header or footer.

Q9. What is the use of the Navigator tool?
Answer: Navigator allows quick movement to headings, tables, or bookmarks in a document.

Q10. List any two advantages of using templates.
Answer: Templates save time and maintain formatting consistency.

Q11. What is the role of formatting in document creation?
Answer: Formatting improves readability and gives a professional appearance to documents.

Q12. Differentiate between portrait and landscape orientation.
Answer: Portrait is vertical orientation (default), while landscape is horizontal layout.

Q13. How do you protect a Writer document with a password?
Answer: Use File > Save As, then check "Save with password" and enter the desired password.

Q14. Write any two uses of line spacing in documents.
Answer: Line spacing improves readability and can help adjust document length.

Q15. What are the different types of styles available in Writer?
Answer: Paragraph, Character, Frame, Page, and List styles.

Section C: Long Answer Questions (5–6 sentences each)

Q1. Explain the process of Mail Merge in OpenOffice Writer.
Answer:
Mail Merge is a feature that allows users to create multiple documents, such as letters or invitations, that are personalized for each recipient. The process involves two components: the main document (e.g., a letter) and the data source (e.g., a spreadsheet with names and addresses). In OpenOffice Writer, you begin by creating your main document with placeholders for the personalized fields. Then, you connect to a data source using `Tools > Mail Merge Wizard` and insert fields such as <> or <> into the document. Once configured, Writer generates copies of the letter with different data from each row in the data source. This saves time and ensures consistency in bulk communication.

Q2. Describe the use and benefits of using styles and formatting.
Answer:
Styles are predefined formatting options that can be applied to text, paragraphs, pages, and more in a document. They help maintain a uniform look throughout the document, which is especially useful for long or professional documents. For instance, a paragraph style can define font size, alignment, and spacing all at once. Styles save time because once applied, any change to the style updates all the associated text automatically. This improves document consistency and makes formatting much more efficient. Styles also help in creating tables of contents and navigation structure within documents.

Q3. What are templates? Explain how to create and use a template.
Answer:
Templates are standard pre-formatted documents that act as a blueprint for new documents. They contain text, styles, and layout settings that can be reused without starting from scratch each time. To create a template in Writer, design the document with the desired formatting, then use `File > Templates > Save As Template` and save it with a. ott extension. When you need to use it, go to `File > New > Templates`, select your saved template, and a new document opens with all the formatting already in place. Templates are especially useful for letters, resumes, reports, and invoices that follow a fixed layout.

Q4. Explain how macros help in automating tasks in digital documents.
Answer:
Macros are recorded sets of instructions that perform repetitive tasks automatically, saving time and effort. For example, if you frequently insert a table with the same formatting, a macro can record that process and repeat it with a single click. In OpenOffice Writer, you can create a macro using `Tools > Macros > Record Macro`, then perform the desired actions and save the macro. Once saved, it can be assigned to a button or shortcut key. This eliminates human error and increases productivity, especially when dealing with large documents or routine formatting tasks. Macros are widely used in offices to automate document workflows.

Q5. What are the steps to create and modify a table in Writer?
Answer:
To create a table in OpenOffice Writer, go to `Insert > Table`, then specify the number of rows and columns, and click OK. Once inserted, the table can be filled with data like text or numbers. To modify the table, right-click on it and choose "Table Properties," where you can adjust borders, alignment, background color, and column width. You can also split or merge cells and apply formatting to text within the table. Writer also allows you to use pre-defined table styles or manually apply formatting. Tables help organize data clearly and professionally in a document.

Q6. Describe how to use the "Styles and Formatting" window.
Answer:
The "Styles and Formatting" window (accessed by pressing F11) is used to manage and apply various styles in a document. It includes different categories such as Paragraph, Character, Frame, Page, and List styles. To apply a style, select the text or element and double-click the desired style from the panel. You can also right-click on a style and choose "Modify" to change its attributes like font, size, color, and spacing. New styles can be created by selecting formatted text, right-clicking in the panel, and choosing "New Style from Selection." This feature helps maintain uniform formatting and makes document editing faster and more consistent.

Q7. Write the procedure to insert a header and footer and customize it.
Answer:
To insert a header or footer in Writer, go to `Insert > Header > Default` or `Insert > Footer > Default`, depending on the page style. Once added, the header or footer area appears on each page, where you can type or insert elements like page numbers or dates. You can format the header/footer using the formatting toolbar—change font, alignment, or add borders. You can also use `Format > Page Style > Header/Footer` tabs to customize margins and spacing. Headers and footers are useful for adding consistent information like titles, author names, or page numbers to every page of the document.

Q8. How can you format a paragraph using the Format menu?
Answer:
Paragraph formatting allows you to control alignment, indentation, line spacing, and borders. To format a paragraph, place the cursor in the paragraph and go to `Format > Paragraph`. In the dialog box, you'll find several tabs: 'Indents & Spacing', 'Alignment', 'Text Flow', etc. Here, you can set left/right indents, adjust

line spacing (single, 1.5, double), and choose text alignment (left, right, center, justify). You can also control pagination and borders for the paragraph. This level of control ensures that text is well-structured and easy to read in professional documents.

Q9. Write the steps to apply and create a custom paragraph style.
Answer:
To apply an existing paragraph style, open the Styles window (F11), select 'Paragraph Styles', and double-click on the style name you want to apply. To create a new paragraph style, format a paragraph with your desired font, size, spacing, etc. Then, in the Styles window, click the drop-down arrow > 'New Style from Selection' > name the new style and save it. Alternatively, you can create a style from scratch by right-clicking in the Styles panel > 'New', and manually defining properties under various tabs. Custom paragraph styles help maintain a consistent look throughout a document.

Q10. What are the advantages of using digital documentation tools in office work?
Answer:
Digital documentation tools like OpenOffice Writer increase efficiency by allowing quick editing, formatting, and sharing of documents. They support features like styles, templates, and macros that automate and standardize tasks. Files can be saved in different formats (PDF, DOCX, etc.) and shared via email or cloud storage. Tools like spell check, table insertion, and Mail Merge improve document quality and productivity. Additionally, collaboration features and document tracking make teamwork and version control easier in office environments.

Q11. Compare Mail Merge with manual letter writing.
Answer:
Mail Merge automates the process of sending personalized letters to many recipients, whereas manual letter writing requires writing or editing each letter individually. In Mail Merge, you create a master document with placeholders, connect a data source, and generate multiple personalized documents instantly. This method reduces errors, saves time, and ensures consistency. Manual writing is time-consuming and impractical for large batches. Mail Merge is ideal for office use, where the same communication is sent to many people with slight variations, such as name or address.

Q12. Explain different types of line spacing and how they affect readability.
Answer:
Line spacing is the vertical distance between lines of text. Common types include single (1.0), 1.5 lines, and double (2.0) spacing. Single spacing is compact but may feel crowded in large documents. 1.5 spacing offers better readability, especially for printed documents. Double spacing is often used in academic papers to allow space for comments or corrections. Proper line spacing enhances clarity, reduces eye strain, and improves the overall presentation of the document. In OpenOffice Writer, it can be adjusted through `Format > Paragraph > Indents & Spacing`.

Q13. How do templates help in maintaining consistency in documents?
Answer:
Templates ensure all documents follow the same design, structure, and formatting. This is especially important in offices and organizations where branding and uniformity matter. When you use a template, you don't have to manually set fonts, margins, or headers each time—you simply fill in the content. Templates eliminate repetitive formatting tasks and reduce human error. They also help new users create professionally formatted documents without technical knowledge. Templates improve workflow efficiency and document quality.

Q14. Write the steps to insert fields in Mail Merge (like Name, Address).
Answer:
In OpenOffice Writer, start by creating your main document. Open the Mail Merge Wizard from `Tools >`

`Mail Merge Wizard`, connect your data source (e.g., spreadsheet), and go to the document editing step. Click where you want to insert the field, then select 'Insert Field' and choose from available fields like <<Name>> or <<Address>>The fields act as placeholders and pull data from the data source for each record. Once inserted, complete the merge and generate personalized letters for each entry in your list.

Q15. (Long Answer): Explain the complete Mail Merge operation in OpenOffice Writer. What are the three main components involved in Mail Merge?

Answer:

Mail Merge is a powerful feature in OpenOffice Writer that allows users to create a set of personalized documents such as letters, labels, or envelopes by combining a main document with a data source. It is mainly used to send the same document to multiple recipients with specific details like name, address, or contact number changed automatically.

The **three key components** of Mail Merge are:

1. **Main Document** – This is the primary file (e.g., a letter or invitation) where you write the general content and insert placeholders (fields) for personalized data.
2. **Data Source** – This is the list of information (e.g., a spreadsheet or table) containing variable data such as names, addresses, or phone numbers.
3. **Merge Fields** – These are the placeholders (like <>, <>) inserted into the main document. They are replaced with actual data from the data source during the merge.

Steps in Mail Merge Operation:

1. **Prepare the Data Source**: Create a table or spreadsheet with headers like Name, Address, City, etc. Save it in a format compatible with OpenOffice, like .ods or .csv.
2. **Open the Mail Merge Wizard**: Go to Tools > Mail Merge Wizard in Writer. Select "Use the current document" or create a new one.
3. **Select Document Type**: Choose whether it's a letter, email, or label.
4. **Connect the Data Source**: Link your data file using the wizard. OpenOffice will detect the column headers to use as fields.
5. **Insert Merge Fields**: Place your cursor where personalized data should appear and insert fields like <>, <> using the wizard.
6. **Preview and Finish**: Check how each merged document will look. Finally, choose whether to print, save, or email the merged documents.

Mail Merge simplifies the process of sending customized communication and is widely used in schools, businesses, and offices for tasks like report cards, invitations, or client letters.