

**PRACTICAL QUESTIONS OF UNIT 1: DIGITAL DOCUMENTATION (ADVANCED)**

What are the steps to

1. open Styles and Formatting window.

Ans. Press F11 or Format → Styles and Formatting or Press Styles and Formatting button on Formatting toolbar.

2. How to apply style on the text.

Ans. Select the text. ii. Double click on the required style from Styles and Formatting window.

3. How to use Fill Format to apply a style to many different areas quickly.

Ans. i. Press F11 to open the Styles and Formatting window.

ii. Select the style which you want.

iii. Click Fill format mode button in Styles and Formatting window.

iv. Cursor will change to fill format mode button.

v. Select the text on which you want to apply the style.

vi. Press Esc key to get back the normal cursor.

4. Create and update new style from a selection.

Ans. i. Type text with new formatting.

ii. Click on character style, click new style from selection button.

iii. Give name of your style in create style dialog box as mystyle and click ok.

iv. Select the text created in step I.

v. Click on mystyle created by you in the character styles list.

vi. click on update style(by clicking on downward arrow of New style from selection).

vii. Check your new style by first selecting the text whose formatting you want to change and then double clicking on style name(mystyle) in Styles and Formatting window.

5. Load a style from a template or another document.

Ans. i. Open a new file by pressing Ctrl+N. Create and update a new style in character styles(as explained in Question 4), save this file with name file1.odt and close the file.

ii. open file2 in which you want to load the file1 styles and click on downward arrow of New style from selection and select load styles.

iii. Click From File button.

iv. Select the file1 and click on OPEN button.

v. Styles created in character styles in file1 will be loaded in the list of character styles in file2.

vi. Check your loaded style by first selecting the text whose formatting you want to change and then double clicking on style name in Styles and Formatting window.

6. Create a new style using drag-and drop.

Ans. i. Type the text. Set the formatting of the text.

ii. Select the character style in Styles and Formatting window.

iii. Select the formatted text, drag and drop it in the character styles list.

iv. As soon as you will leave the mouse, Create style window will appear.

v. Give name of the style and click ok.It will be visible in the style list.

vi. Check your new style by first selecting the text whose formatting you want to change and then double clicking on new style name in Styles and Formatting window.

7. Insert an image from a file.

Ans. i. Click on INSERT menu→picture option→From File option.

ii. Open the file where you have the picture.

iii. Select the picture and click OPEN button, picture will get inserted.

8. To delete the image.

Ans. Select the image and click on DEL button to delete the image.

9. To crop the image.

Ans. i. Right click on the image.

ii. Select picture option.

iii. Select crop tab and fill the desired measurements to crop the image.

10. To resize the image

Ans. i. Click the picture to show green resizing handles.

ii. Click and drag corner handles to resize the image.

11. Modify the image.

Ans. i. Click VIEW menu.

ii. Select TOOLBARS option.

iii. Select PICTURE option.

iv. Do the desired modifications using various buttons of picture toolbar.

12. Create Drawing objects.

Ans. i. Click VIEW menu.

ii. Select TOOLBARS option.

iii. Select DRAWING option to open Drawing toolbar.

iv. Select the desired Drawing object in the Drawing toolbar.

v. Click-and-drag in the document where you want to create the drawing object.

13. Set or change the properties of the Drawing object.

Ans. Right click on the drawing object and do the desired changes OR do the desired changes in the Drawing object properties toolbar.

14. Resize Drawing objects.

Ans. i. Click the Drawing object to show green resizing handles.

ii. Click and drag the desired handles to resize the image.

15. Grouping drawing objects

Ans. i. Select one object, then hold down the shift key and select other drawing objects which you want. The bounding box expands to include all the selected objects.

ii. With the objects selected, Right click and choose GROUP → GROUP from the pop-up menu.

16. Position the image in the text.

Ans. i. Select the image.

ii. Right click on the image.

iii. Select options from ARRANGE/ ALIGNMENT/ ANCHOR/ WRAP and do the required settings depending on your requirement(eg. WRAP → WRAP THROUGH)

17. create a Template from a document.

Ans. i. Open the OpenOffice Writer

ii. Click FILE → NEW → TEXT DOCUMENT(Text document/ Spreadsheet/ Presentation/ Drawing depending on your need)

III. Add the content and styles that you want.

iv. Click FILE → TEMPLATES → SAVE. The Templates dialog opens.

v. In the New Template field, type a new name for the new template.

vi. In the categories list, Click the Category(folder) in which you want to save your template(eg. in My Templates Category)

18. Create a template using Wizard.

Ans. i. Click FILE → Wizards → type of template required(eg. letter)

ii. Follow the instructions on the pages of the wizard.

19. Setting a Custom Template as the default.

Ans. i. Click FILE → TEMPLATES → ORGANIZE.

II. Open the folder and then select the template that you want to set as default.

iii. Click the COMMANDS button and choose SET AS DEFAULT TEMPLATE from the drop down menu.

20. Resetting the default template.

Ans. i. Click FILE → TEMPLATE → ORGANIZE.

ii. Click any folder on left in the Template Management box.

iii. Click the COMMANDS button and choose RESET DEFAULT TEMPLATE → TEXT DOCUMENT from the drop down menu.

21. Create table of contents

Ans. i, In openOffice writer, move to second page and in first line type chapter name and apply style as Heading1.

ii. In next line, type topic and apply style as Heading2.

iii. In third line, type subtopic and apply style as Heading3.

iv. Similarly type chapter name(Style as Heading1), topic(Style as Heading2), subtopics(Style as Heading3), on page no. 3 and 4 also.

v. Click at the top in first page of the OpenOffice Writer.

vi. Click INSERT → Indexes and Tables → Indexes and Tables.

vii. Click OK.

22. To delete an element(eg. Tab stop) from Entries.

Ans. i. Click anywhere in the table of contents and then right click.

ii. From the shortcut menu select Edit Index/Table. The Insert Index/Table window opens up.

iii. Click the Entries tab.

iv. Click the button T(for Tabstop) in the structure line which you want to delete.

v. Press DEL key.

vi. Click on ALL button if you want to delete tab stops for all and click OK.

23. To add an element in the Entries.

Ans. i. Click anywhere in the table of contents and then right click.

ii. From the shortcut menu select Edit Index/Table. The Insert Index/Table window opens up.

iii. Click the Entries tab.

iv. Click in the white area to the left of where you want to add the element.

v. Select the element and click OK.

24. Apply character style to an element on the structure line.

Ans. i. Click the button that represents the element to which you want to apply the style.

ii. From the character style drop-down list, select the desired style.

iii. Click on EDIT button to give character style more effects.

25. Insert graphics in background.

Ans. i. Click INSERT → INDEXES AND TABLES → INDEXES AND TABLES → BACKGROUND → Click drop down arrow of AS and select graphic → Click Browse button under File → Click the picture and click OPEN button → Click OK.

26. Maintaining Table of Contents.

Ans. i. Click anywhere in the table of contents and then right click.

ii. From the shortcut menu select Edit Index/Table. The Insert Index/Table window opens and we can edit and save table using all four tabs.

OR

ii. From the shortcut menu select Update Index/Table. Writer updates the table of contents to reflect the changes in the document.

OR

ii. From the shortcut menu select Delete Index/Table. Writer deletes the table of contents.