

1. In a document all the occurrences of word “this” have to be changed to “these”. Which option is suitable for this and what is the shortcut command used for it?

The 'Find and Replace' option is suitable for changing all occurrences of a word in a document. The shortcut command is Ctrl + H. It helps quickly replace words or phrases throughout the document without manually editing each instance.

2. Which two documents are essential for mail merge?

The two essential documents for mail merge are the Main Document and the Data Source. The Main Document contains the content, and the Data Source includes the variable data like names or addresses to personalize each copy.

3. Explain the concept of Word Processing.

Word processing refers to creating, editing, formatting, and printing text documents using software like Microsoft Word or LibreOffice Writer. It allows the user to easily write and modify content, insert images or tables, and use spelling and grammar tools.

4. List the various software available for word processing.

Various word processing software includes Microsoft Word, LibreOffice Writer, Google Docs, WPS Office Writer, and Apache OpenOffice Writer. These applications help users to create, format, and edit documents efficiently for professional or personal use.

5. Write difference between a text editor and a word processor software. Write the name of any text editor or word processor available in market.

Differences are:

Word Processor	Text Editor
Helps to enter, edit, and format text	Helps to edit plain text
Provides many formatting features like bold, italics, alignment, and page setup	Has no formatting features (only plain text)
Allows inserting tables, images, graphs, etc.	Does not allow inserting such objects

Examples:

Word Processor: Microsoft Word, LibreOffice Writer

Text Editor: Notepad, Sublime Text

6. List the various components of LibreOffice suite. Explain each component in one line.

The main components of LibreOffice are:

- Writer (Word Processor): Used to create and edit text documents such as letters, reports, and books.
- Calc (Spreadsheet): Used for calculations, data analysis, and storing data in tabular form.
- Impress (Presentation): Used to create slide shows with text, images, audio, video, and animations.
- Base (Database): Used to create, manage, and process databases.
- Draw (Drawing Tool): Used to make diagrams, flowcharts, and simple graphics.

vi. Math (Formula Editor): Used to create and edit mathematical equations and formulas.

7. Compare the features of manual typewriter, electronic typewriter and word processing software.

Manual Typewriter	Electronic Typewriter	Word Processor
It is a hardware.	It is a hardware.	It is a software.
Once typed cannot be changed.	Minor changes can be done.	All type of Changes can be done.
No screen to display the contents.	Very small size screen to display the contents.	Entire content is visible on Monitor.
Special symbol can not be inserted.	Special symbol can not be inserted.	Special symbol can be inserted.

8. Explain the different views to display a document.

Different views to display a document in LibreOffice Writer are:

1. Normal View: It is default view in Writer. This view allows to do formatting of document. Page break is visible in this view.
2. Web: This view shows that how your page will look like when you publish your page on internet. Page break not visible in this view

9. What are the various methods for selecting the text in a document? Give the steps to select a paragraph.

Using Mouse:

Drag the mouse → select any part of the text.

Double-click → selects a single word.

Triple-click → selects a line.

Quadruple-click → selects a whole paragraph.

Using Keyboard:

Shift + Arrow keys → select text step by step.

Ctrl + A → selects the entire document.

Steps to select a paragraph:

Place the cursor inside the paragraph and quadruple-click, OR drag the mouse over the entire paragraph.

10. What are the special characters? How can you insert them in a document?

Special characters are symbols not found on the keyboard, like ©, ™, or accented letters. They can be inserted using the 'Insert > Special Character' menu in word processors.

11. How will you count the total words of a document?

To count total words, go to 'Tools > Word Count' in LibreOffice or click 'Review > Word Count' in MS Word. It shows the number of words, characters, lines, and paragraphs.

12. What are the various menu of Writer GUI?

The menus in LibreOffice Writer GUI include File, Edit, View, Insert, Format, Table, Tools, Window, and Help. Each menu contains commands related to document handling and editing.

13. What is the default extension assigned to the document in Writer when you save it? Write down the steps to save the document to Microsoft Word document.

The default extension in LibreOffice Writer is .odt. To save as a Word document, go to File > Save As, choose 'Microsoft Word 2007–365 (.docx)' from the file type dropdown, and click Save.

14. What is the importance of password in the document? How will you protect the document using password in Writer?

A password is important because it protects a document from unauthorized access, ensuring that only people who know the password can open or edit it.

In Writer, you can protect a document by following these steps:

- step 1. Click File > Save As.
- step 2. Check the option “Save with password.”
- step 3. Enter a password and confirm it.

15. What is mail merge? Write down the steps to create mailing labels to paste on wedding cards.

Mail merge is the process of merging the main document (letter or certificates) with the mailing address of various persons. It is used to create a series of same documents with multiple addresses. It is used to send invitations, letters or to print certificates for several people.

Steps to create mailing labels are:

1. Choose File > New > Labels
2. On the Labels tab, select the Database and Table.
3. Click the drop-down arrow under Database field and move the required field to Label text area.
4. On the Options tab, ensure that the Synchronize contents option is selected.
5. Click New Document. You now have a new, single-page document containing a series of frames, one for each label of the selected type and filled with the data source address fields that you selected.

16. What are the advantages of table? Prepare your report card of Class VIII in table format.

Tables help organize data clearly, compare information, and improve readability. It helps to summarize data in the form of Rows and Columns.

17. Write an application to your Principal for field visit to any IT Industry.

Respected Sir/Madam,

I request you to organize a field visit to an IT industry for practical exposure and learning. This visit will help us understand the real-world functioning of software companies. Kindly grant us permission.

Thank you.

Yours obediently,

[Your Name]