

PART-B UNIT-1 SESSION-1 STYLES IN A DOCUMENT

Answer the following questions:-

- (1) What is a style? Name some style categories.

Ans A style in a word processor, is a named collection of various formatting features that defines the look and behaviour of document components such as a paragraph, or a page or a group of selected characters etc. associated with this style.

Some style categories are :-

- (i) Paragraph styles
- (ii) character styles
- (iii) Frame styles
- (iv) Page styles
- (v) List styles

- (2) What is the shortcut to open styles and Formatting window?

Ans By pressing F11 key, we can open styles and Formatting window.

- (3) What is a paragraph style?

Ans Paragraph styles affect an entire

paragraph. That is, these styles store the formatting features for a paragraph and when applied, these will affect a full paragraph.

- (4) What are different categories of style in writer?

Ans Different categories of styles in writer are as follows:-

(i) Character styles

→ Used to format a single character, or an entire word or a phrase.

(ii) Paragraph styles

→ Used to format paragraphs, including the font type and size.

(iii) Frame styles

→ Used to format text and graphic frames.

(iv) Page styles

→ Used to organise the structure of the document, and to add page numbers.

(v) List styles

→ Used to format numbered or bulleted lists.

(5) What are the advantages of style?

Ans Advantages of styles are as follows:

(i) styles maintain consistent formatting in a document.

(ii) styles make major formatting changes easily replicable across all the objects that have the same style.

(iii) styles make formatting changes very fast - Just change the style's formatting features and it will be instantly applied to all the places that are based on this style.

(6) How do you open Styles and Formatting window in writer?

Ans We can open style and ^{one of the} Formatting window in writer using 3 ways that are as follows:-

(i) By command Format → styles and Formatting.

(ii) By clicking on styles and Formatting button on formatting toolbar.

(iii) By pressing F11 key.

(7) How would you apply a style available in styles and formatting window, onto a document object?

Ans To apply a style available in styles and Formatting window onto a document object , all you need to do is :-

- (i) Open styles and Formatting window .
- (ii) select the object on which a style is to be applied .
- (iii) From the style and formatting window , firstly select the style - type as per the selected object and then double - click on style name which is to be applied on it .
- (iv) By default , every paragraph has default style but when you apply a style on a paragraph , its style name changes .
- (v) The style of the current document paragraph is indicated through the style box on the formatting toolbar .

(8) what is the utility of Fill format mode ?

Ans Fill format mode is useful in situations when you have to apply a style to multiple scattered objects in the document . It may be easier to use than making multiple selections first and then applying a style to all of them .

(g) Write steps to create and update a new style from a selection.

Ans To create and update a new style from a selection are as the following steps should be followed?

(i) Format a document object like paragraph or frame until it appears as you like.

(ii) open an the styles and formatting window.

(iii) From icons bar of the window, click on type of style to create paragraph, character, etc and so on.

(iv) In the document, select the item to save as a style.

(v) In the styles and formatting window, click the New style drop-down arrow and select New style from selection from the dropdown menu.

(vi) In the Create style dialog box, type a name for the new style.

(vii) In the Create Style dialog box, type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click OK to save the new style.

- (10) Write steps to create a new style using drag and drop.

Ans To create a new style using drag and drop, the following steps are to be followed :-

- (i) Open the style and formatting window.
- (ii) Now, select the formatted object from which you want to create a style.
- (iii) Drag your selection to the styles and formatting window.
- (iv) It will now open the same Create Style dialog. In the create style dialog box, type a name for the new style.
- (v) Click OK to save the new style.
- (vi) If the paragraph style type is active in the style and formatting window, a new paragraph style will be added to the list. If character styles are active, the character style will be added to the list.

- (11) Write steps to load styles from an existing file.

Ans To load styles from an existing file, the following steps are to be followed :-

- (i) Open the document in which to copy styles.
- (ii) Open the styles and formatting window.

- (iii) Now In the styles and Formatting window, click on the New style icon on the top right and select load styles.
- (iv) Select the checkboxes for the categories of styles to be copied.
- (v) Select Overwrite if you want the styles being copied to replace any styles of the same names in the document you're copying them into and click Ok to copy the styles.
- (vi) You will not see any change on screen but the list of styles shown by styles and formatting window will get updated and names of newly loaded styles will show there.
- (12) What is the importance of style and Formatting window?
Ans styles allow us to easily apply consistent formatting to documents, as well as to quickly change existing formatting. In addition, the use of styles provides a structure to your document that can be discerned by a screen reader.

UNIT - 2 SESSION - 2

IMAGES IN A DOCUMENT

I Answer the following questions :-

- (1) Name some properties of Image / Drawing objects.

Ans Some properties of Image / Drawing objects are brightness, contrast, colour mode (such as grayscale, black and white watermark).

- (2) Write steps to resize an image.

Ans Steps to resize an image are as follows

(i) First select the image by clicking on it.

(ii) You will see your image selected with sizing handles, the small green squares on the image edges, around it.

(iii) Drag any of the sizing handles to increase or decrease the image size.

(iv) Or you may type the exact values in properties section on the right.

- (3) Write steps to crop an image.

Ans To crop an image, do the following steps :-

(i) Select the image by clicking on it.

(ii) Right click the image and click picture.

- (iii) It will open Picture dialog. Click on crop tab and specify crop settings in crop section.
- (iv) Once done click OK.

(4) What is wrap text around images?
Ans wrap text around images means the placement of text around images.

(5) What are the possible wrapping text around images in writer?

Ans - (i) Select Image by clicking on it.
(ii) Select desired wrap option from the properties pane in the right panel.

OR

Right click the image and select wrap from shortcut menu and choose desired wrap option.

(6) What are sizing handles of images?

Ans. When an image is selected, it shows the small green squares on the image edge i.e. around the image are called sizing handles of images.

(7) What is cropping? How is it useful?

Ans Cropping means removing unwanted area from an image starting from its boundary.

Cropping is useful as it

- (i) Enhance overall composition.
- (ii) Remove too much visual information
- (iii) concentrate on a subject
- (iv) Focus on reframing the subject
- (v) change the orientation.

(8) What is the use of grouping of objects?

Ans Grouping of multiple objects is useful if you want to apply one action on all of them simultaneously.

(9) What is scaling of an image?

How do you do it in writer?

Ans Scaling means changing the size of a full image. Here image remains full but its height and width are different with respect to the original image.

Scaling can be done in writer by following these steps :-

- (ii) Click the picture, if necessary, to show the green resizing handles.
 - (iii) Position the pointer over one of the green resizing handles.
 - (iv) Click and drag the to resize the picture.
 - (v) Release the mouse button when satisfied with the new size.
- (10) You want to run your text over a transparent image. which wrap setting would you choose for it.

Ans I will choose wrap through setting in order to run my text over a transparent image.

UNIT - I SESSION - 4 PART - B

CREATE AND USE TEMPLATE

Answer the following questions :-

(1) Define a template.

Ans A template is a document which has been designed with pre-existing themes, styles and layouts, which are like fill in the blanks type documents instead of the real content.

(2) What are the advantages of template.

Ans Advantages of template are as follows :-

(i) Templates simplify document creation.

→ Since the formatting features are predefined, templates are easier to apply and at the same time, they increase your efficiency.

(ii) Templates save time and money.

→ Templates once created, save a lot of time and money.

(iii) offer consistency and clarity.

→ Templates ensure that all documents have a standard layout, look and feel.

(3) Write steps to use a predefined template in writer?

Ans To use a predefined template in writer, do the following steps:

- i) Click command file → New → Templates and Documents. It will open the Templates and Documents dialog.
- ii) In the box on the left, click the Templates icon if it is not already selected. A list of template folders appears in the centre box.
- iii) Double click the folder that contains the template that you want to use. A list of all the templates contained in that folder appears in the centre box.
- iv) Click on the desired template based on which you want to create a document.
- v) After clicking on the desired template name, click open.
- vi) The Templates and Documents dialog will close and a new document

based on the selected template will open.

(iv) You can edit this document as per your requirements and save it as you want.

(v) Write steps to create a new Template in writer.

Ans Do the following steps :-

(i) Open a new or existing document of the type you want to make template.

(ii) In this document, add the content, formatting and styles that you want to add in your template.

(iii) Now click command File → Templates → Save.

(iv) It will open Template dialog, in the new template field, type a name for the new template.

In the categories list, click the category to which you want to assign the template.

(v) Click OK to save the new template.

(5) How would you set up the default template in writer?

Ans Do the following steps :-

(i) click command File → Templates → Organize. It will open the Template Management dialog.

(ii) In the Template management dialog :-

(a) Double click on the folder containing the template that you want to set as the default. and click on the template name.

(b) Click the commands button on the right and from its drop-down menu, click command Set as Default Template -

(iii) The next time onwards, with every File → New command, the document will be created from this template.

(6) How would you update your current document to implement a different template?

Ans To do this, do the following steps :-

(i) Create a new document using the template with which you want to attach an existing document.

(ii) Open existing document in a separate window.
Press **Ctrl + A** in document to select all the content and press **Ctrl + C** to copy it.

(iii) Now paste this content in the blank document you created in step 1. Now the styles and other formatting features defined in the new template will be applied to the pasted content.

(iv) Save your updated document as per the new template with a name.

(v) You have updated your document as per the new template.

PART-B UNIT-1 SESSION-5

CREATING TABLE OF CONTENTS

Answer the following questions :-

(1) What is a table of contents?

Ans A table of contents (TOC) is a list or a table listing all the chapters or section titles or headings along with their commencing page numbers. A table of contents is usually given in the beginning of a book.

(2) Should you type TOC manually?

why / why not?

Ans One must not type the TOCs for the following reasons :-

(i) With TOC functionality, it is easier to maintain as we can update it for all changes of headings, levels, page numbers etc.

(ii) Manual typing of TOC may lead to erroneous TOC.

(3) What do you understand by hierarchy of headings?

Ans By hierarchy of headings, it means

the clearly defined levels of headings where higher level headings pertain to title, main headings and sub headings, the lower level headings pertain to sections and subsections etc.

(4) Write steps to create a TOC in writer?
Ans do the following steps in order to create a TOC in writer:-

(i) Create a proper hierarchy of headings in your document.

(ii) Place the cursor in your document, where you want to place the table of contents.

(iii) Click the command Insert → Indexes and Tables → Entry.

(iv) The Insert Index / Table dialog will appear. Change nothing in this dialog and click ok.

(5) How would you maintain a TOC in writer?

Ans To maintain TOC, do the following:

- Place the cursor within the table of contents.
- Right click and select Update Index / Table from the pop up menu.