

Chapter - 3

Digital Documentation

A. Multiple Choice Questions:-

1. Which of following is not a component of the Office Suite?

(a) Writer (b) Impress (c) Internet Explorer (d) Base

2. The most widely used word processing software in late 1970s was _____.

(a) Word Perfect (b) Word (c) Word Star (d) Writer

3. We can change the mistakes noticed in which of the following?

(a) Electronic typewriter (b) Word processor software (c) Simple typewriter (d) Both (a) and (b)

4. Header and Footer is available in which of the following menus?

(a) File Menu (b) Insert Menu (c) View Menu (d) Edit Menu

5. To hide or view ruler we should go to which of the following menus?

(a) Tools Menu (b) Insert Menu (c) View Menu (d) Edit Menu

6. To check the grammar we should go to which of the following menus?

(a) Tools Menu (b) Insert Menu (c) View Menu (d) Edit Menu

7. To replace a word Bombay with Mumbai, we should go to which of the following menus?

(a) Tools Menu (b) Edit Menu (c) View Menu (d) Language Menu

8. To close an opened document, we should to go to which of the following menus?

(a) File Menu (b) Insert Menu (c) View Menu (d) Edit Menu

9. Which of the following is the default extension of the writer file?

(a) .obt (b) .doc (c) .odt (d) .docx

10. Which of the following technique selects a sentence in Writer?

(a) Single click (Pressing left button of mouse) (b) Double Click (c) Triple Click (d) None of the above

11. Which of the following is a shortcut key to Redo any operation?

(a) CTRL + R (b) CTRL + Y (c) CTRL + X (d) CTRL + Z

12. To find a word in a document we can use which of the following function key?

(a) F5 key (b) F8 key (c) F1 key (d) None of the above

13. Spellings are corrected automatically in Writer because of which of the following features?

(a) Auto Text (b) Auto Correct (c) Auto Complete (d) All of the above

14. The default table size is _____.

- (a) 1 column, 1 row (b) 2 columns, 1 row (c) 2 columns, 2 rows (d) 1 column, 2 rows

15. What is the shape of the mouse pointer when drawing a table?

- (a) Pencil (b) White pointing arrow (c) Black pointing arrow (d) Black plus

16. Which shortcut key is used for automatic spell checking?

- (a) SHIFT + INSERT (b) SHIFT + F7 (c) CTRL + INSERT (d) TAB + INSERT

17. Which shortcut key is used to insert table?

- (a) CTRL + F12 (b) ALT + DELETE (c) CTRL + DELETE (d) TAB + DELETE

18. Which of the following is not valid type of data source in mail merge?

- (a) Spreadsheet (b) Text files (c) MySQL (d) CSV file

19. The default orientation of a page in Writer is _____.

- (a) portrait (b) landscape (c) book (d) None of the above

20. Which of the following does not come under page formatting?

- (a) Setting margins (b) Find and replace (c) Setting header and footer (d) Page orientation

21. Saving an existing document with some other name using the Save As option _____.

- (a) replaces the current document (b) leaves the current document intact (c) is not possible (d) closes the document

22. Keyboard shortcut to italicise the selected text is

- (a) Ctrl + U (b) Shift + U (c) Ctrl + I (d) Shift + I

23. Which option should be used to type H₂O, to get 2 at its proper place?

- (a) Bold (b) Superscript (c) Underline (d) Subscript

24. What option should be used to change the word 'Books' to the word 'Copies' in a document?

- (a) Find (b) Find and Replace (c) Spell check (d) Spelling and grammar check

25. What is the option to print the document so that the height of the page is less than its width?

- (a) Landscape (b) Portrait (c) Indent (d) Tab setting

B. Fill in the blanks:-

1. The submenu item with three dots '...' just after the submenu name, denote that it will open the _____.

2. The submenu item with right hand side arrows '►', means, clicking on it will open _____.
 3. Formatting Tool Bar contains various options for _____.
 4. By pressing the Home key you jump to the _____ and by pressing the End key you jump to _____.
 5. After using the undo command, to go back again to the previous position the, _____ option or command is used.
 6. Double click is used to select the _____.
 7. Headers appear at the _____ and footers appear at the _____ of every page.
 8. In the _____ page orientation the height of the page is less than its width.
 9. The _____ option is used to see how the document will look like when it will be printed.
 10. In mail merge the file holding the mailing addresses is called as _____.
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C. State whether the following statements are True or False:-

1. To open word processor 'Window' menu option is selected.
2. Current file name is shown in Status Bar.
3. Open icon for opening a file is part of Standard Tool Bar.
4. Format Menu contains the options that apply to the whole document.
5. It is possible to open a MS-Word file in Libre Office-Writer.
6. We cannot open Libre Office-Writer file in MS-Word.
7. Writer does not permit to copy a selected text in to another document.
8. It is possible to copy a selected text without using Menu options and keyboard options.
9. To open the 'Find & Replace' dialog box, we have to go to Format menu.
10. We can find all the cities included in a document using 'Find and Replace' feature of Writer.
11. While typing if an incorrect spelling is detected a red line is marked under it. After correcting it, the red line is converted into green line.
12. The text written in Header and Footer is printed on each page of the document.
13. The page number appears with gray background and is printed with background.
14. Writer creates a table as wide as the page area.
15. A new column is created in table by pressing tab key.

16. Mail merge is used to prepare multiple copies of the same document.
 17. The Form Letter contains the variable information in mail merge.
 18. The portrait and landscape orientations are set in Paper option under properties.
 19. In Print Range by default current page is selected for printing.
 20. By default the page size is A4.
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