**Chapter - 3**

**Digital Documentation**

**D. Short answer questions (50 words):**

**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?**

**Ans:** Find and Replace option will be used for replacing the the word “this” with the word “these”. The keyboard shortcut for this command is CTRL+F

 **2. Which two documents are essential for mail merge?**

**Ans: In mail merge two documents are created.**

* Main Document : It contains the form letter. The form letter contains the actual information and variable names for the data which varies in different letters.
* Data source : It is created for holding the address list.

**3. Explain the concept of Word Processing.**

**Ans**: Word processing is a computer software to enter, edit, format, store, retrieve and print the document. The document can be a letter, notice, report, business correspondence, etc.

The modern word processors are based on GUI so they are (WYSIWYG) which means (what-you-see-is-what-you-get) editing. This means, the special effects on text are also visible on the screen.

**4. List the various software available for word processing.**

**Ans**: Web-based and other word processers are:

• Google Docs

• Office 365 Word

 • Microsoft One Drive Word

\* Writer

\* Wordpad

**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.**

**6. List the various components of Libre Office suite. Explain each component in one line.**

**Ans**: It uses Open Document Format (ODF) file format, for publishing documents.

The components of LibreOffice are:

1. Writer for word processing . Typing and text formatting is done in it,
2. Calc for spreadsheet preparation. It is used for calculation purposes.
3. Impress for creating beautiful presentation.
4. Base is used for database management.
5. Draw software is used for drawing and others.

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

**Ans: Features of manual typewriter:**

* In case of any typing error, the whole sheet is required to be typed again.
* To send same letter to two or more persons with different addresses requires multiple typing efforts.
* Typewriter does not have all the required characters or symbols and It is not possible to type all the characters using the typewriter.

**Features of Electronic typewriter:**

* In electronic typewriter, it is possible to make changes in the content,
* make multiple copies with minor changes.
* But it has a limitation of very small size screen to display the contents. Its screen can view only one or two lines.

**Features of Word processing software are:**

• Create, edit, save, retrieve and print the document

• Move or copy a selected text from one document to any other document

• Change the font size, font style of the text in the document

• Format paragraphs as well as pages

• Check spelling and grammar

• Create table, modify the size of the selected rows, columns or cells

• Combine one or more documents

• Insert pictures or graphs within the document

• Print the selected text or document.

**8.Explain the different views to display a document.**

**Ans.:** Writer has three document views available: Print Layout, Web Layout, and Full Screen.

\* **Print Layout** is the default view.You can use the zoom slider to adjust magnification and view layout icons in the status bar to change page view.

\* In **Web Layout** view you can use the zoom slider but the layout icons are disabled. The **Zoom & View Layout** dialog box only allows zoom options.

\* In **FullScreen** **mode** the document is displayed in the selected view (Print or Web) but the document fills the entire screen. Toolbars and sidebar are not displayed. Press  Esc  or the Full Screen icon  to exit Full Screen mode.

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

**Ans: Selection methods are:**

1. To select a letter or letters Drag the Mouse across the letter(s)
2. To select a single word at a time Position the mouse pointer anywhere on that word and double click.
3. To select a complete sentence at a Position the mouse pointeranywhere in the

time sentence and triple click.

1. To select a complete paragraph at a Position the mouse pointer anywhere in the

time paragraph and click the left mouse button four times.

1. A document Press Ctrl + A on the key board.

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

**Ans**: Special Characters are the characters which cannot be typed by using the keyboard. Sometime we may require to enter the special character, such as ¶ .LibreOffice Writer provides a feature to enter the number of special characters. To do this select **Insert** → **SpecialCharacter** option and then select the character to insert.

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

**Ans**: Command to count the total words used in a document:

Click **Tools**🡪**WordCount** option.

**12. What are the various menu of Writer GUI?**

**Ans**: **Menubar**: It appears below the Title Bar. It shows the menu items File, Edit, View, Insert, Format, Tables, Tools, Window and Help. On selecting a menu item, its submenu will open below the menu item.

**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?**

**Ans**: By default, the file is saved with**.odt**extension in Writer.

Steps to save Writer file in Microsoft Word document format:

1. Click on save As option in File menu.
2. Give the file name.
3. Click on the option **Save as type** and select the **Microsoft Word** option from the list and click on **Save**.

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

**Ans**: Password enables the protection of the document from the unauthorized people to open.

**Steps to save a file with password**:

1. Select **File** → **Save**

2. Select the location on disk to save the file

3. Type a suitable name for the document

4. Click on **Save** button

5. To save the document with password, put a tick on the checkbox **Save with a password**

6. Type the password to open the file in **Set password** dialog box

7. Type the same password in the second box and click **OK** button.

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

Ans: Mail Merge is a very important feature of word processor. It is used to create a series of same documents with multiple addresses. Mail merge is the process of merging the main document (letter or certificates) with the mailing address of various persons.

**Steps to create mailing labels:**

1. Create a new document.
2. To create multiple letters using Mail Merge Wizard, select Tool → Mail Merge Wizard.
3. Select Step1, ‘Select Starting document → Use the current document → Next’.
4. In Step 2, select the Document type → Letter → Next
5. In Step 3, click on the button “Select Address List”.
6. Click on the **Create** button. After clicking on the Create button a New Address List window will open and add the data in it.
7. If you wish to customise the fields of recipient information, click on **Customise** button. A 'Customise Address List' window will appear.
8. Now you can add, delete or rename any field name.
9. After customising the fields, enter the data in the new format.
10. After clicking **OK** button, save the list of recipient in .CSV format.
11. Click on**Step 3** of Mail Merge and select next.
12. Click on **step 4** and remove or choose salutation.
13. Click **Print Merged Documents** button on the Mail Merge toolbar to print the labels.

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

**Ans.:** Tables are useful for various tasks such as presenting text information,school timetable, mark-sheets and numerical data. Tables help in understanding the information in a better, quick and easy manner. The information is stored in rows and columns in a table which help in easy comparison analysis.

**17. Keyboard Shortcuts:**

**Ctrl+O To open an already saved document**

**Ctrl+N To create a new document**

**Ctrl+S Tosave a document**

**Ctrl+Home To jump to the beginning of a document**

**Ctrl+End To jump to the end of a document**

**Home key jump to the beginning of the line**

**End key jump to the end of a line**

**Ctrl+Z To Undo the last action**

**Ctrl+C to make one or more copies of the selected text**

**Ctrl+X to cut or move the selected text from one place to another**

**CTRL+V To paste the copied or cut text**

**Ctrl+A To select all of the text in a document**

**Ctrl+G Go to Page number**

**Ctrl +F10 To display the non-printing character**

**F7 To check Spelling and Grammar**

**Ctrl+M To clear the existing formatting on the text**

**Ctrl + Return To break the current page and start the new page**

**Ctrl+F12 Insert Table**

**Ctrl+P To print a file**

**(Ctrl+B) for Bold printing, (Ctrl+I) for italics printingand (Ctrl+U) for underline the text**

**Text Alignment - Align Left (Ctrl+L), Align Center Horizontally (Ctrl+E), Align Right (Ctrl+R) and**

**Justify (Ctrl+J)**