

CHAPTER 1

INTRODUCTION TO STYLES

Section A: Multiple Choice Questions

1. Which of the following features in LibreOffice Writer is/are used to create the given document?
 - **Answer: (a) Page borders** (and **(c) Picture from File**).
 - *Explanation:* Page borders define basic page layout settings under Page Styles, while image tools allow pictures to be placed inside frame containers.
2. **Styles menu (from sidebar) in Writer provide options to work on**
 - (a) Paragraph Styles
 - (b) Frame Styles
 - (c) Page Styles
 - (d) All of the above
 - **Answer: (d) All of the above.**
 - *Explanation:* Writer provides six style categories in the sidebar menu: Page, Paragraph, Character, Frame, List, and Table styles.
3. **What is style template in LibreOffice Writer?**
 - (a) Pre-determined form and mode of document file
 - (b) One kind of model style
 - (c) One type of document
 - (d) Cluster of documents in Writer
 - **Answer: (a) Pre-determined form and mode of document file.**
 - *Explanation:* A template is a document model containing predefined styles that can be loaded to format new documents with a consistent appearance.
4. **Which of the following gives the status of your document like page numbers, number of pages?**
 - (a) Status bar
 - (b) Standard toolbar
 - (c) Formatting
 - (d) Title bar
 - **Answer: (a) Status bar.**
 - *Explanation:* Whenever a document is created, its current default style and page details are displayed on the status bar.
5. **Which of the following can be used to access a style menu?**
 - (a) F11 function key
 - (b) Sidebar Menu
 - (c) Formatting toolbar
 - (d) All of these
 - **Answer: (d) All of these.**
 - *Explanation:* Writer allows style options to be accessed via the Menu Bar, Formatting toolbar drop-down, Sidebar Menu, or keyboard shortcut **F11**.

Section B: Fill in the Blanks

1. A **style** is a collection of different formats.
2. Styles are especially handy in **big reports** (or large documents).
3. Proper use of styles improves **consistency** in a document.
4. The first five (or six) buttons at the top of the Styles window select the category of **styles**.
5. Using predefined **Heading style(s)** creates Bookmark in the document.
6. On opening a new file **Default** Style is used for formatting the document.

7. In page layout documents, you can arrange **frames** like text boxes and graphics.
 8. Character styles are often integrated in **Paragraph Style**.
 9. **Fill Format** allows to apply style at different places in the document.
 10. Predefined Style **cannot** be created/updated by Drag and Drop method for Page styles.
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Section C: Short Answer Questions

1. What do you understand by styles in LibreOffice Writer document?

A **style** is a saved collection of formatting attributes—such as font face, size, weight, alignment, borders, and line spacing—that can be applied to text, pages, or tables to maintain a consistent appearance. Writer provides **six style categories**: Page, Paragraph, Character, Frame, List, and Table styles.

2. Write advantages of using Style over manual formatting, for designing a document.

- **Consistency**: It prevents formatting inconsistencies across large documents or big reports.
- **Time Efficiency**: It reduces the repetitive time and effort required to manually format multiple sections.
- **Automated Updates**: Modifying a style automatically updates every part of the document where that style was applied.
- **Focus on Content**: It shifts the author's focus from visual tweaking to document content.

3. What are the different categories of style in LibreOffice Writer document?

LibreOffice Writer provides **six style categories**:

1. **Page Style**: Defines basic page layout attributes including size, margins, headers, footers, footnotes, borders, and backgrounds.
2. **Paragraph Style**: Formats paragraph text including tab stops, alignment, line spacing, borders, and character styling attributes.
3. **Character Style**: Formats selected words or blocks of text within a paragraph without affecting the rest of the paragraph.
4. **Frame Style**: Formats frame containers that hold text, graphics, and lists by defining size, position, borders, and text placement around images.
5. **List Style**: Formats lists by applying bullets, numbering, or numeric formats.
6. **Table Style**: Formats tables by adding borders, adjusting cell text alignment, and modifying text or border colors.

4. Write down the steps to update a style.

- **Using Update Selected Style (From Selection)**:
 1. Select and format the text, paragraph, or page according to your requirement.
 2. Open the **Styles menu** on the sidebar and click the desired category button.
 3. Click the **Style Action button** and select **Update Selected Style**.
- **Using Drag and Drop Method**:
 1. Select the formatted text in the document.
 2. Select the category and drag the text to the **Styles Menu** window.
 3. Select the target style name in the dialog box and click **OK** to save.

5. What do you understand by custom styles in LibreOffice Writer?

Custom styles are user-created styles designed when predefined Writer styles do not meet specific formatting requirements. They can be saved for future use and created using either the **From Selection** option via the Style Action button or the **Drag and Drop** method.

6. In a document Introduction paragraph is to be designed extensively by setting its font (face, size, weight, colour), space above it and giving number to heading... Compare manual formatting vs. using Styles.

- **Manual Formatting**: Requires manually selecting toolbars and navigating menus to perform 11 separate steps every time an introduction paragraph appears, which is tedious, slow, and leads to inconsistencies.

- **Using Styles:** Combines all 11 formatting options into a single custom paragraph style that is saved once and applied instantly anywhere using double-click or **Fill Format**, eliminating formatting errors and saving time.

7. Give two examples, where instead of Style, using manual formatting will be beneficial.

1. **One-time text emphasis:** Applying bold or font color to a single word in a brief note where the formatting will not be reused.
2. **Simple short documents:** Formatting a quick, non-repetitive single-page document where setting up custom styles is unnecessary.

8. Give one situation, in which you will prefer to use Fill Format for styling your document.

Fill Format is preferred when applying the same style to scattered words, paragraphs, or list items located across multiple pages in a large document without returning to the Styles menu each time.

9. Write steps to load style(s) from a template.

1. Open the **Styles Menu** from the sidebar, click the **Style Action button**, and select **Load Styles**.
2. In the **Load Styles** dialog box, select the document category and choose the template.
3. Select the checkboxes for style categories to copy, such as **Text, Frame, Pages, or Numbering**.
4. Check **Overwrite** if you want copied styles to replace existing styles of the same name, then click **OK**.