

WORKING WITH IMAGES QNA

A. Multiple Choice Questions

1. The text or image which appears faintly in the background of a page is called _____.
 - Answer: (a) Water mark
2. JPG or JPEG in image format stands for _____.
 - Answer: (a) Joint Photographic Experts Group
3. In Drawing Object Properties toolbar, Grouping options provided are _____.
 - Answer: (d) All of these (Group, Ungroup, Exit Group, Enter Group)
4. Which of the following is not the correct file extension for an image file?
 - Answer: (c) Odt (ODT is a text document file extension, whereas GIF, JPEG, and PNG are image extensions).
5. Image toolbar does not provide a tool for _____.
 - Answer: (c) copying (Copying is done via clipboard or context menus, whereas filtering, cropping, and flipping are available on the Image toolbar).

B. Fill in the Blanks

1. **Crop** tool cuts off non-desirable parts of the image.
2. To change both brightness and contrast of the image, the **Colour** tool can be used.
3. To simulate the effect of time on a picture, the **Aging** tool is used.
4. **Send to Back** places an image at the bottom of all objects.
5. An image can be deleted by **selecting** (or clicking) it and pressing the **DELETE** key.
6. In drawing tools, the basic shapes list provides **predefined / geometric** shapes.
7. An anchor acts as a **reference** point for a drawing.
8. There are **3** options for aligning an image horizontally (*Left, Centered, Right*).
9. The **corner** handles of an image are used for rotating it.
10. Changing properties of an object **before** creation retains them throughout the session.

C. Short Answer Type Questions

1. What is a digital image? How can you create one?

- **Digital Image:** A digital image is a digital representation of a visual picture using a finite set of digital binary values (0 or 1), known as pixels. It can take the form of a drawing, chart, photograph, logo, graph, or single video frame.
- **How to create/insert one in a document:** In LibreOffice Writer, you can insert an image using the **Insert Image dialog box**, **Drag and Drop**, **Copy and Paste**, or by **Linking** an external file. You can also directly create digital drawings using Writer's built-in **Drawing Toolbar**.

2. Write steps to insert an image from the gallery using Drag and Drop method.

1. Open the target document in LibreOffice Writer.
2. Open a file browser window (or Gallery) containing the desired image file.
3. Click and drag the selected image file from the browser/gallery window into the Writer document.
4. Drop the image at the exact position where you want it to appear.

3. How is resizing of an image different from cropping it?

- **Resizing:** Changes the overall dimensions (width and height) by scaling the entire image up or down without cutting off any part of the image content.
- **Cropping:** Trims or cuts off non-desirable outer parts/edges of the image, reducing its frame while keeping the remaining content at its original scale.

4. What are the tools available in drawing toolbar? Describe any five tools.

The Drawing Toolbar provides tools to construct custom diagrams, shapes, and designs. Five key tools include:

1. **Select (Arrow Tool):** Used to select drawing objects on the page or cancel an active drawing function.
2. **Rectangle / Rounded Rectangle:** Used to draw rectangles or rounded rectangular boxes.

3. **Text Box:** Creates a framed area to insert text anywhere within the drawing or document.
4. **Lines & Arrows:** Provides straight lines, arrows, and connectors to show hierarchy or flow.
5. **Callouts:** Draws speech bubbles or callout boxes for adding notes and annotations.

5. How is linking of an image different from embedding? Give a situation in which you would prefer to link an image.

- **Difference:**
 - **Embedding:** Saves a complete duplicate copy of the image file inside the document itself, which increases the total file size of the document.
 - **Linking:** Stores only a file path reference to the original image rather than embedding the image data, keeping the document size significantly smaller.
- **Preferred Situation:** Linking is preferred when inserting large high-resolution images or reusing the same image multiple times across several documents, saving disk space and ensuring updates to the central image file automatically reflect in the document.

6. Write steps to change properties for drawing objects.

1. Click on the drawing object in the document to select it.
2. Open the **Drawing Object Properties Toolbar** (or right-click the object and select formatting options such as *Line* or *Area*).
3. Click on the specific property icon you wish to modify (e.g., **Fill Color**, **Line Color**, **Line Width**, or **Line Style**).
4. Select or adjust the parameter values.
5. Click **OK** or click outside the object to apply the changes.

7. What are the benefits and drawbacks of grouping drawing objects?

- **Benefits:**
 - Combines multiple individual shapes so they behave as a single entity without altering their relative positions or sizes.
 - Allows you to move, resize, rotate, or format all grouped shapes at once.
- **Drawbacks:**
 - Individual shapes within the group cannot be edited independently unless you enter the group or ungroup them first.

8. Describe any two tools from Drawing Object Properties toolbar.

1. **Fill Color Tool:** Changes or sets the interior background color of enclosed drawing shapes like rectangles and circles.
2. **Line Color Tool:** Modifies the border color of shapes or the color of drawn lines and arrows.

9. Write steps to insert an image in a basic drawing shape.

1. Draw or select the basic shape in your document using the **Drawing Toolbar**.
2. Right-click on the selected shape and select **Area** from the context menu.
3. In the Area dialog window, navigate to the **Bitmap** or **Image** tab/fill option.
4. Browse and select the desired image file to use as the shape fill background.
5. Click **OK** to apply the image inside the drawing shape.

10. Write factors controlling positioning of an image in a document.

Positioning an image relative to text and other elements is governed by four main settings:

1. **Arrangement:** Controls the stacking order of overlapping objects or text (e.g., *Bring to Front*, *Send to Back*, *To Foreground*, *To Background*).
2. **Anchoring:** Sets the reference point that locks the image location to a **Page**, **Paragraph**, **Character**, or **Frame**.
3. **Alignment:** Specifies the horizontal or vertical position of the image relative to its anchor.
4. **Text Wrapping:** Dictates how document text flows around or over the image (e.g., *Wrap off*, *Page Wrap*, *Optimal Page Wrap*, *Wrap left*, *Wrap right*, *Wrap through*).