

# DIGITAL DOCUMENTATION

## QUESTIONS AND ANSWERS

### A. Multiple Choice Questions

1. **Question:** Which of following is not a component of the Office Suite?  
**Answer:** Internet Explorer
2. **Question:** The most widely used word processing software in late 1970s was \_\_\_\_\_.  
**Answer:** Word Star
3. **Question:** We can change the mistakes noticed in which of the following?  
**Answer:** Word processor software
4. **Question:** Header and Footer is available in which of the following menus?  
**Answer:** Insert Menu
5. **Question:** To hide or view ruler we should go to which of the following menus?  
**Answer:** View Menu
6. **Question:** To check the grammar we should go to which of the following menus?  
**Answer:** Tools Menu
7. **Question:** To replace a word Bombay with Mumbai, we should go to which of the following menus?  
**Answer:** Edit Menu
8. **Question:** To close an opened document, we should go to which of the following menus?  
**Answer:** File Menu
9. **Question:** Which of the following is the default extension of the writer file?  
**Answer:** .odt
10. **Question:** Which of the following technique selects a sentence in Writer?  
**Answer:** Triple Click
11. **Question:** Which of the following is a shortcut key to Redo any operation?  
**Answer:** CTRL + Y
12. **Question:** To find a word in a document we can use which of the following function key?  
**Answer:** None of the above (*Find & Replace uses **Ctrl + F** or **Ctrl + H***)
13. **Question:** Spellings are corrected automatically in Writer because of which of the following features?  
**Answer:** Auto Correct
14. **Question:** The default table size is \_\_\_\_\_.  
**Answer:** 2 columns, 2 rows
15. **Question:** What is the shape of the mouse pointer when drawing a table?  
**Answer:** Pencil
16. **Question:** Which shortcut key is used for automatic spell checking?  
**Answer:** SHIFT + F7
17. **Question:** Which shortcut key is used to insert table?  
**Answer:** CTRL + F12
18. **Question:** Which of the following is not valid type of data source in mail merge?  
**Answer:** MySQL
19. **Question:** The default orientation of a page in Writer is \_\_\_\_\_.  
**Answer:** Portrait
20. **Question:** Which of the following does not come under page formatting?  
**Answer:** Find and replace

21. **Question:** Saving an existing document with some other name using the Save As option\_\_\_\_\_.  
**Answer:** Leaves the current document intact
22. **Question:** Keyboard shortcut to italicise the selected text is  
**Answer:** Ctrl + I
23. **Question:** Which option should be used to type H<sub>2</sub>O, to get 2 at its proper place?  
**Answer:** Subscript
24. **Question:** What option should be used to to change the word 'Books' to the word 'Copies' in a document?  
**Answer:** Find and Replace
25. **Question:** What is the option to print the document so that the height of the page is less than its width?  
**Answer:** Landscape

#### B. Fill in the Blanks

1. **Question:** The submenu item with three dots '...' just after the submenu name, denote that it will open the \_\_\_\_\_.  
**Answer:** dialog box
2. **Question:** The submenu item with right hand side arrows '►', means, clicking on it will open \_\_\_\_\_.  
**Answer:** another submenu
3. **Question:** Formatting Tool Bar contains various options for \_\_\_\_\_.  
**Answer:** formatting a document
4. **Question:** By pressing the Home key you jump to the \_\_\_\_\_ and by pressing the End key you jump to \_\_\_\_\_.  
**Answer:** beginning of the line / end of the line
5. **Question:** After using the undo command, to go back again to the previous position, the \_\_\_\_\_ option or command is used.  
**Answer:** Redo
6. **Question:** Double click is used to select the \_\_\_\_\_.  
**Answer:** word
7. **Question:** Headers appear at the \_\_\_\_\_ and footers appear at the \_\_\_\_\_ of every page.  
**Answer:** top / bottom
8. **Question:** In the \_\_\_\_\_ page orientation the height of the page is less than its width.  
**Answer:** Landscape
9. **Question:** The \_\_\_\_\_ option is used to see how the document will look like when it will be printed.  
**Answer:** Print Preview
10. **Question:** In mail merge the file holding the mailing addresses is called as \_\_\_\_\_.  
**Answer:** Data Source

#### C. State Whether True or False

1. **Question:** To open word processor 'Window' menu option is selected.  
**Answer:** False
2. **Question:** Current file name is shown in Status Bar.  
**Answer:** False

3. **Question:** Open icon for opening a file is part of Standard Tool Bar.  
**Answer:** True
4. **Question:** Format Menu contains the options that apply to the whole document.  
**Answer:** True
5. **Question:** It is possible to open a MS-Word file in Libre Office-Writer.  
**Answer:** True
6. **Question:** We cannot open Libre Office-Writer file in MS-Word.  
**Answer:** False
7. **Question:** Writer does not permit to copy a selected text in to another document.  
**Answer:** False
8. **Question:** It is possible to copy a selected text without using Menu options and keyboard options.  
**Answer:** True
9. **Question:** To open the 'Find & Replace' dialog box, we have to go to Format menu.  
**Answer:** False
10. **Question:** We can find all the cities included in a document using 'Find and Replace' feature of Writer.  
**Answer:** True
11. **Question:** 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.  
**Answer:** False
12. **Question:** The text written in Header and Footer is printed on each page of the document.  
**Answer:** True
13. **Question:** The page number appears with gray background and is printed with background.  
**Answer:** False
14. **Question:** Writer creates a table as wide as the page area.  
**Answer:** True
15. **Question:** A new column is created in table by pressing tab key.  
**Answer:** False
16. **Question:** Mail merge is used to prepare multiple copies of the same document.  
**Answer:** True
17. **Question:** The Form Letter contains the variable information in mail merge.  
**Answer:** False
18. **Question:** The portrait and landscape orientations are set in Paper option under properties.  
**Answer:** False
19. **Question:** In Print Range by default current page is selected for printing.  
**Answer:** False
20. **Question:** By default the page size is A4.  
**Answer:** True

#### D. Short Answer Questions

1. **Question:** 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?  
**Answer:** The **Find & Replace** feature is used. You can open it via **Edit → Find & Replace** or using the shortcut key **Ctrl + H** (or **Ctrl + F**). Enter "this" in *Search for* and "these" in *Replace with*, then click **Replace All**.
2. **Question:** Which two documents are essential for mail merge?  
**Answer:** The **Main Document (Form Letter)** which contains the primary text body, and the **Data Source** which contains the recipient details (such as names and addresses).

3. **Question:** Explain the concept of Word Processing.  
**Answer:** Word processing is the computer-based creation, editing, formatting, storage, and printing of documents using specialized software.
4. **Question:** List the various software available for word processing.  
**Answer:**
- **Desktop Applications:** LibreOffice Writer, Microsoft Word, Apache OpenOffice Writer.
  - **Web-Based Applications:** Google Docs, Office 365 Word.
5. **Question:** Write difference between a text editor and a word processor software. Write the name of any text editor or word processor available in market.  
**Answer:** A text editor (e.g., Notepad) handles plain unformatted text. A word processor (e.g., LibreOffice Writer) allows rich text formatting, fonts, images, tables, and page setup capabilities.
6. **Question:** List the various components of LibreOffice suite. Explain each component in one line.  
**Answer:**
- **Writer:** Word processor for text documents.
  - **Calc:** Spreadsheet tool for calculations and data analysis.
  - **Impress:** Presentation software for slideshows.
  - **Base:** Database management system.
  - **Draw:** Vector graphics editor for diagrams.
7. **Question:** Compare the features of manual typewriter, electronic typewriter and word processing software.  
**Answer:**
- **Manual Typewriter:** Types directly on paper without saving, formatting, or error correction capabilities.
  - **Electronic Typewriter:** Offers tiny internal memory for basic line corrections prior to printing.
  - **Word Processing Software:** Full digital editing, styling, file storage, graphics, tables, and reusable printing options.
8. **Question:** Explain the different views to display a document.  
**Answer:** LibreOffice Writer provides **Normal View** for editing formatted layouts, **Web View** for unpaginated web layouts, and **Print Preview** to check page layouts prior to printing.
9. **Question:** What are the various methods for selecting the text in a document? Give the steps to select a paragraph.  
**Answer:** Text can be selected using mouse dragging, keyboard combinations (**Shift + Arrow keys**), or multi-clicking. To select an entire paragraph, place the cursor inside it and **quadruple-click** (click the left mouse button four times quickly).
10. **Question:** What are the special characters? How can you insert them in a document?  
**Answer:** Special characters are symbols (e.g., ©, ®, §, ¶) not present on standard keyboard keys. They can be inserted by choosing **Insert → Special Character** from the menu bar.
11. **Question:** How will you count the total words of a document?  
**Answer:** Check the bottom-left **Status Bar** directly, or go to **Tools → Word Count** in the menu bar to view full document statistics.
12. **Question:** What are the various menu of Writer GUI?  
**Answer:** File, Edit, View, Insert, Format, Styles, Table, Tools, Window, and Help.
13. **Question:** 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?  
**Answer:** The default extension is **.odt**. To save as MS Word, go to **File → Save As**, enter the file name, select **Microsoft Word (.docx)** in the *Save as type* drop-down menu, and click **Save**.

14. **Question:** What is the importance of password in the document? How will you protect the document using password in Writer?  
**Answer:** Passwords safeguard confidential files against unauthorized viewing or editing. To enable protection, click **File → Save As**, check **Save with a password**, click **Save**, and enter your password.
15. **Question:** What is mail merge? Write down the steps to create mailing labels to paste on wedding cards.  
**Answer:** Mail merge merges a standardized document template with a structured address list to produce personalized bulk copies. To make labels, prepare the address database, choose **File → New → Labels**, map the database fields to the label layout, and click **New Document**.
16. **Question:** What are the advantages of table? Prepare your report card of Class VIII in table format.  
**Answer:** Tables organize complex information into structured rows and columns for straightforward reading and comparison.