

CHAPTER 3

ADVANCE FEATURE OF OF WRITER

A. Multiple Choice Questions

1. Which of the following is NOT true about Table of Contents, Index or Bibliography dialog box?
 - Answer: Both (a) It has four tabs (*it actually has 5 tabs*) and (c) The Styles tab contains options to change the background colour (*the Background tab does this*) are false statements.
2. Which of the following tabs is by default active when the Table of Contents, Entries or Bibliography dialog box is opened?
 - Answer: (d) Type
3. Which of the following tabs contains options to set styles for various entries in the ToC?
 - Answer: (a) Entries
4. Which of the following can be added in the background of Table of Contents in LibreOffice Writer?
 - Answer: (c) Both a and b (*Color and Graphic*)
5. Which of the following is NOT true about templates?
 - Answer: (c) We cannot create our own templates.
6. Which of the following is the shortcut key to open the Templates dialog box?
 - Answer: (b) Shift+Ctrl+N
7. Which of the following buttons, in the Templates dialog box, will be clicked to save a template displayed in the list of templates?
 - Answer: (a) Export
8. Which of the following is the shortcut key to select the entire document?
 - Answer: (b) Ctrl+A
9. Which of the following is the correct sequence of options to open the Templates dialog box?
 - Answer: (b) File > Templates > Manage Templates
10. Which of the following is true about Track Changes feature of Writer?
 - Answer: (b) A comment of a particular author only can be deleted
11. Which of the following menus contains the Track Changes option?
 - Answer: (b) Edit
12. Which of the following is the shortcut key to start recording the changes being made in the document?
 - Answer: (a) Ctrl+Shift+C.

B. Fill in the Blanks

1. To navigate to the topic from the ToC, press **Ctrl** key while clicking the mouse button on that topic.
2. To remove the applied paragraph styling in the ToC, select the outline level in the Levels list box, and then click the **Default** button.
3. If the checkbox for **Protected against Manual Changes** option is selected, the ToC is protected from any accidental change.
4. To update the ToC manually, right click and select **Update Index** option from the pop up menu.
5. The **Columns** tab contains options to set the number of columns that we want to have in our ToC.
6. A **template** is a preset layout that helps us to create professional and formal documents easily.
7. The default template in Writer is **blank document template**.
8. To find the template that is being used in the current document, select **Properties** option from the File menu.
9. The **Browse Online Templates** button is clicked in Templates dialog box to view online templates.
10. The **Track Changes** feature of Writer offers us an alternative method to keep a record of all the changes made in the original document.
11. The shortcut key to start recording the changes is **Ctrl+Shift+C**.
12. After the Track Changes feature is ON, the added characters are shown as **different color** text.

C. True or False

1. The topics in Table of Contents are hyperlinked. — **True**
2. The Table of Contents in LibreOffice Writer can be updated automatically. — **False**
3. Table of Contents can be inserted even if the section headings are not styled. — **False**
4. Once a ToC is created, it cannot be edited. — **False**
5. We cannot add a graphic as a background of ToC. — **False**

6. A single template can be used for multiple documents. — **True**
7. A template cannot contain graphics. — **False**
8. All documents in Writer are based upon templates. — **True**
9. The online templates cannot be added to the list of templates in the templates dialog box. — **False**
10. A template once created can be edited again and again. — **True**
11. The changes recorded have to be accepted by the original author. — **True**
12. We can delete the comments added in a document by the user. — **True**

D. Answer the Following Questions

1. **What is the need of table of contents?**
 - A Table of Contents gives a complete listing of the contents of a document. It displays topics, subtopics, and page numbers, enabling readers to get a quick snapshot of the document structure and jump directly to specific sections using hyperlinked entries.
2. **What will happen if the ‘Protected Against Manual Changes’ option is not selected in the Type tab of Table of Contents, Index or Bibliography dialog box?**
 - If this option is unchecked, the contents of the ToC can be edited directly on the document page just like any standard document text.
3. **Name the five tabs present in the Table of Contents, Index or Bibliography dialog box.**
 - The five tabs are: **Type, Entries, Styles, Columns, and Background.**
4. **What do you mean by customization of ToC?**
 - Customization of ToC means modifying its default structure and appearance to meet specific requirements—such as changing title text, applying custom paragraph styles to outline levels, setting column counts, or adding background colors or bitmap graphics.
5. **How headings and sub-headings of a document differentiated in ToC?**
 - Headings and sub-headings are differentiated by applying a hierarchy of heading paragraph styles (Heading 1 to Heading 10) in the document. The ToC automatically reflects this hierarchical structure through level indentations and formatting.
6. **Define a template.**
 - A template is a preset layout used to quickly create professional and formal documents. It can store predefined text, graphics, formatting styles, page setups, headers, and footers.
7. **Give any one advantage of using a template for your document.**
 - It eliminates repetitive formatting by allowing users to reuse saved layouts, styles, and static elements (like company logos or address headers) across multiple documents.
8. **What is the difference between importing and exporting a template?**
 - **Importing:** Adds an external or downloaded template into Writer so it becomes listed inside the Templates dialog box.
 - **Exporting:** Saves an existing template from Writer to a specified location on your computer to share with others or use externally.
9. **Name any two categories of templates.**
 - **My Templates and Business Correspondence** (*others include MediaWiki, Presentations, etc.*).
10. **When is exporting of templates useful? Give any one reason.**
 - Exporting is useful when you need to store template files in a specific local folder to share them across multiple users or back them up.
11. **What is the difference between Accept Track Change and Accept All Tracked Changes buttons?**
 - **Accept Track Change:** Accepts only the currently selected single edit.
 - **Accept All Tracked Changes:** Accepts all recorded modifications across the document simultaneously.
12. **How do we prepare a document for review?**
 - Turn on recording by selecting **Edit > Track Changes > Record** (or pressing **Ctrl+Shift+C**). Optionally, protect the recording setting with a password via **Edit > Track Changes > Protect** so reviewers cannot turn it off without authorization.