

UNIT 3: DIGITAL DOCUMENTATION

HOMEWORK

- Q1. Name any three-word processing softwares other than MS-Word.
- Q2. What is the extension of libre office writer file and ms word file?
- Q3. What is the difference between cut-paste and copy paste?
- Q4. What is the use of find and replace?
- Q5. What are non-printing characters?
- Q6. How many types of alignments are there in ms word/libre office writer?
- Q7. Write the steps to insert header, footer and page no. in your document.
- Q8. What is mail merge?
- Q9. List the various components of Libre Office Suite. Explain each component in one line.
- Q10. What are the advantages of table in writer?
