Chapter- 1

Chapter Name- DIGITAL DOCUMENTATION

Questions Bank

MCQ

Q1. A _____ is a set of formats that you can apply to selected pages, text, frames.

1. Style
2. Template
3. Image
4. Graphics

Q2. We can quickly change the appearance of documents by applying styles. (T/F)

1. False
2. True

Q3. Which of the following styles is not offered by OpenOffice.org?

1. Page Style
2. Frame Style
3. Presentation Style
4. Video Style

Q4. Which of the style include header and footers, border, margins?

1. Character Style
2. Page Style
3. Frame style
4. Presentation Style

Q5. Which style affect the selected text such as font size, bold and italics format?

1. Cell Styles
2. Numbering Styles
3. Character Styles
4. Frame Styles

Q6. What is the shortcut for opening styles and formatting window?

1. F12
2. F8
3. F11
4. F10

Q7. Styles and Formatting Window is available in _____ menu.

1. Format
2. Insert

3. Tools
4. View

Q8. Fill Format mode help to apply styles to many different areas quickly. (T/F)

1. True
2. False

Q9. When Fill Format mode is active, _____ click undo last Fill Format action.

1. right and left
2. left
3. right
4. none of the above

Q10. To quit Fill Format mode, press the _____ key.

1. Enter
2. Ctrl
3. Shift
4. Esc

Q11. We can create style by:

1. New Style from a selection
2. Dragging and Dropping
3. Both of the above
4. None of the above

Q12. We can create new styles by dragging selected text into Styles and Formatting Window. (T/F)

1. True
2. False

Q13. We can modify the predefined styles also? (T/F)

1. False
2. True

Q14. We cannot copy the styles from another document. (T/F)

1. False
2. True

Q15. Images can be added to a document:

1. from file
2. from Open Office gallery
3. directly from scanner
4. All of the above

Q16. Area where cut and copied image stored is _____

1. Clipboard
2. RAM

3. ROM

4. Imageboard

Q17. Shortcut to copy image is ctrl + _____

1. V

2. X

3. C

4. None of the above

Q18. To open insert picture dialog box, click on _____ menu.

1. Format

2. Insert

3. View

4. Tools

Q19. Click on _____ menu to open Gallery.

1. Tools

2. Insert

3. Format

4. View

Q20. Which of the following is correct to open Picture toolbar?

1. View---> Tools---> Picture

2. Insert---> Tools---> Picture

3. View---> Toolbars---> Picture

4. Insert---> Toolbars---> Picture.

Q21. We can hide the gallery in Writer if required. (T/F)

1. True

2. False

Q22. Click on Tools ---> Gallery and uncheck the gallery option will_____

1. Hide the gallery

2. Close the gallery

3. None of the above

Q23. Choose the correct option to open picture toolbar.

1. View--->Toolbars--->Picture

2. Tool--->Toolbars--->Picture

3. Insert--->Toolbars--->Picture

4. Insert--->Picture--->Toolbars

Q24. Which of the following option is not available in Graphics mode of picture toolbar?

1. Grayscale

2. Black/White

3. Watermark

4. Original

Q25. Flip Vertically option in picture toolbar will make the image as the _____

1. mirror placed at the left of the image
2. mirror placed at the right of the image
3. mirror placed at the top of the image
4. mirror placed at the bottom of the image

Q26. Which option is used to undo the task?

1. Ctrl + Z
2. Alt + Backspace
3. Both of the above
4. Ctrl + Y

Q27. Colour toolbar allow us to change

1. RGB Colour Components
2. Brightness
3. Gamma effect of image
4. All of the above

Q28. Which filter makes the picture appear like painting?

1. Posterize
2. Poster
3. Postersize
4. poster like

Q29. Transparency effect help to create watermark. (T/F)

1. True
2. False

Q30. Which of the following filter will play with the contrast of the image?

1. Smooth
2. Sharpen
3. Both of the above
4. None of the above

Q31. We cannot give border to picture. (T/F)

1. True
2. False

Q32. Which option help us to take only section/part of image?

1. Crop
2. Background
3. Wrap
4. None of the above

Q33. Which option is available in crop page?

1. Keep Scale
2. Keep image size
3. Both of the above
4. None of the above.

Q34. In which of the following, size of image does not change even after cropping of image?
1. Keep Scale
2. Keep image Size
3. Both of the above
4. None of the above

Q35. How many resizing handles appear when we select any image?
1. 8
2. 6
3. 4
4. 12

Q36. The corner handles resize both the _____ and _____ of graphic.
1. Contrast and brightness
2. Width and Height
3. Length and Width

Q37. To retain original proportion of the graphic, _____ + click one of the corner handles.
1. Ctrl
2. Alt
3. Shift
4. None of the above

Q38. Writer does not provide a direct tool to rotate a picture.
1. True
2. False

Q39. To open drawing toolbar, click on _____ menu.
1. Format
2. Edit
3. Insert
4. View

Q40. Rotate option available on _____ toolbar.
1. Picture
2. Art
3. Drawing
4. None of the above

Q41. To select two drawing objects in Writer, select one object and hold _____ key and select another object.

1. Ctrl
2. Alt
3. Spacebar
4. Shift

Q42. _____ menu have the option to group drawing object in Writer.
1. Format
2. Edit
3. View
4. Insert

Q43. Once we group two or more objects in Writer, we cannot ungroup them. (T/F)
1. True
2. False

Q44. When we right click on drawing object, a _____ menu open.
1. Pop up Menu
2. Shortcut Menu
3. Context Menu
4. All of the above

Q45. Writer is a DTP Software. (T/F)
1. True
2. False

Q46. Which of the following setting is not used for positioning of graphic?
1. Arrange
2. Alignment
3. Wrap
4. Caption

Q47. _____ refers to the relation of graphics to the surrounding text.
1. Anchoring
2. Text Wrapping
3. Graphic Wrapping
4. All of the above

Q48. _____ refers to the reference point for the graphics.
1. Anchoring
2. Text Wrapping
3. Text Reference

Q49. Alignment refers to vertical or horizontal placement of graphic. (T/F)
1. True
2. False

Q50. Four resizing handles (other than the corner handles) resize image only in one dimension. (T/F)
1. False
2. True

SESSION 1

SUBJECTIVE QUESTIONS
Q1. What do you mean by Style?
Q2. Write two advantages of using styles in digital documentation.
Q3. Write four types of styles available in OpenOffice.org
Q4. Define the following styles in reference to Writer.
   a) Paragraph style
   b) Character style
Q5. Under which menu Styles and Formatting option appear in Writer.
Q6. What is the shortcut to open Styles and Formatting?
Q7. Write three ways to open Styles and Formatting Window.
Q8. How can you apply style in Writer?
Q9. What is Fill Format mode in Styles and Formatting Window?
Q10. How can you quit or deactivate file format mode?
Q11. Write two ways of creating new styles.
Q12. How can you create new style by dragging and dropping? Explain
Q13. Write the steps of creating a new style from a selection?
Q14. Write the steps for updating a style from a selection.
Q15. Can we modify the predefined style in Writer?
Q16. Write two ways of modifying styles in Writer.

SESSION 2

SUBJECTIVE QUESTIONS
Q1. How can you open the picture toolbar?
Q2. Write three ways to undo a task in Open Office Writer.
Q3. Explain the following filters:
   a) Invert
   b) Smooth
   c) Aging
   d) Posterize
Q4. What is the use of transparency option in picture toolbar?
Q5. What do you mean by Image Cropping? How can you do
Q6. What do you mean by resizing an image?
Q7. How can you resize an image?
Q8. How can you open the drawing toolbar?
Q9. How can you make a group of different drawing objects?
Q10. Define the following in reference to the positioning of graphic.

a) Arrangement
b) Alignment
c) Text Wrapping
d) Anchoring

SESSION 3

SUBJECTIVE QUESTIONS

Q1. What do you mean by template?

Q2. Write two ways of creating templates.

Q3. Write the steps of creating template from a document.

Q4. How can you create template using wizard?

Q5. How can you set the custom template as default template?

Q6. How can you use a particular/specific template?

Q7. Write two ways of opening new document.

Q8. How can you open template management dialog box?

Q9. Whenever Suman opens a new document in her office, the new document open with company's logo on top of the document. Please help her to identify that what setting being done by IT in charge in her system.

Q10. Fill in the blanks
   a) All documents in OpenOffice.org are based on _____.

SESSION 4

SUBJECTIVE QUESTIONS

Q1. Which feature of Writer allows you to build an automated index from heading in the document?

Q2. What should be checked in the document before creating table of content?
   OR
   What is the prerequisite to create table of content in Writer?

Q3. Write the steps to create Table of Content in Writer.

Q4. How can you update table of content, if you delete, add or modify any heading?

Q5. Can we specify the title/heading of Table of Content in Writer?

Q6. Till what level headings can be indexed in Table of Content in Writer?

Q7. How can you change the number of levels of headings in Writer?

Q8. How can you protect Table of Content from being changed accidentally?

Q9. What does the following button represent in the entries tab of Insert Index/Table dialog box?

Q10. How can you add the color to the background of TOC (Table of Content)?

Q11. How can you add the graphics/picture to the background of TOC (Table of Content)?

Q12. How can you edit table of contents in Writer?

Q13. How can you delete table of contents in Writer?

SESSION 5

Q1. What is mail merge?

Q2. Is mail merge being a quick way to generate labels with the address for a different person on each label or envelope.

Q3. Name two documents which is to be created for Mail Merge.

Q4. Name two application/software which can be used to create data source.

Q5. Write three ways to activate Non-Printing Characters in Writer.

Q6. Can we merge the Main document and data source into a single document?

Q7. Anil is working in a company and he has to invite all his colleagues (approximately 100) on his marriage anniversary. He wants to write a personalized letter to all. Which feature of Writer will help him to create all the letters quickly.

Q8. Anju is confused between the two terms ie Data Source and Main document. Help her to understand the difference between them.

Q9. What are the three main steps involved in Mail Merge process?

Q10. Write two advantages and two disadvantages of Mail Merge.

Q11. Which option of Writer will you use to create more than 50 letters in which the contents inside is common and name, addresses are different?

Q12. Fill in the blanks

1. _____ is a feature on word processing software that help users to create personalized letters, greeting cards with different names and addresses stored in a database.

2. _____ and _____ applications of OpenOffice.org are involved in Mail Merge.

3. List that contains name, addresses etc which changes in every document is called _____

4. Merged document in Writer is the Combination of _____ and _____.

5. _____ and _____ are the main components of Mail Merge.

6. Document that contains the common/same data is called _____.

7. The first label on the page is termed as _____.