

Chapter- 1DIGITAL DOCUMENTATION**WORKSHEET**

- Q1. What are Styles? What are the advantages of using styles?
- Q2. Give any four styles supported by OpenOffice.org
- Q3. How can we create our own styles?
- Q4. Explain any four Graphic filters.
- Q5. Explain Image Cropping.
- Q6. List any three methods of inserting images in a text document.
- Q7. What do you understand by the terms?
- a) Text Wrapping
  - b) Anchoring
- Q8. What are templates? What are the advantages of using templates?
- Q9. What is the difference between styles and templates?
- Q10. Explain different ways of creating a template
- Q11. Explain Mail Merge.
- Q12. What are advantages of Mail Merge?
- Q13. Give examples of databases in which the Data Source can be created.

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