CHAPTER-1
DIGITAL DOCUMENTS (ADVANCED)

Worksheet

- What are styles? What are the advantages of using styles?

In a word processore, a style is a set of text formality characteristic such font size, coloure and alignment. It can apply to a selected page to change it appearance.

Advantages of using style are:-

Styles help improve consistency in a docum They also majore formatting changes easy.

Styles make the task easy.

- Give any faur styles supported by open office.
- Using Fill Format mode
- Using the Apply style list.
- Assigning style to shortcut keys.
- Using conditional styles.

→ How can we create our own styles?
- Select the text you've formatted.
- Click the Home tab.

In the styles group, display the full Quick styles Gallery

Choose the command create a style

In the Name box, type a short and descriptive name fore youre style.

Click the OK button to create the style

-Explain any foure Graphic filters?
Smooth → It reduces the differences between adjacent pixels, resulting in a slight lack of sharpness, and if the filter is used many times in any row the effect will be Strengthened and intensified.

Sharpen → This will increase the differences between the adjacent pixels, which will confirm the difference in brightness, and this will show outlines and strengthen the effect when applying the filter more than Once in a row.

each pixel is compared to the pixel ne
to it, and the value that deviates in colo
from the average value is replaced by
another pixel of medium value, thei
the resulting graphics are recognized

The pop → Art filter is supposed to cha
the image coloure to pop art form
but it is not working as requir
at this time

Explain Image Cropping.
Cropping is the removal of unwant
outere areas from a photographic
ore illustrated image. Depending on the
application, this can be perefore med on
a physical photograph artwork
film footage, ore it can be
achieved digitally by using ima
editing softwaree

List any three methode of inserting
images in a text document.
Three methode of Inserting
Image are:-

adope photoshop ;et8f

What do you understand by the terms:
Text wrapping
Anchoring

Text wrapping is making the text reflow along the boundaries of the frame ore the object

An anchor is a piece of text which mark the beginning and /ore the end of a hypertext link.