

(h-1)

Digital Documentation (Advanced)

Worksheet

Q11 What are styles? What are the advantages of using styles.

ans Style is a collection of formatting instructions. You use styles to format the paragraphs in your document. You would use the title style for your title, body text style for body text, caption style for the picture captions, and heading 1 for the major heading.

Q12 Give any four styles supported by open office.org

ans The four styles supported by open office.org is:-

- * Paragraph styles affect an entire paragraph.
- * Character style affect a block of text inside a paragraph.
- * Frame styles affect frames and graphics.
- * List styles affect ~~for~~ numbered lists and bulleted lists.

Q37 How can we create our own styles?

- ans
1. Right-click the text on which you want to base a new style.
 2. In the mini tool bar that appears, click styles, and then click Create a style.
 3. In the Create new style from formatting dialog box, give your style a name and click ok.

Q44 Explain any four graphic filters.

ans

Artistic filters

- * This set of filters includes coloured pencil, paint daubs, smudge stick, watercolour, cutout and underpainting.

Distort Filters

- * Another set of filters lets you distort your image in creative ways. The distort filters include ocean ripple, glass, spherize, twist etc.

Texture Filters

- * One of the more popular set of filters in photoshop is the texture group. It allows you to manipulate your image by adding textures to it, including grain and patchwork.

Sketch filters

- * The sketch group of filters makes your image appear to be created by an artist. It includes ~~that~~ chalk, charcoal, graphic pen, plaster, stamp and water paper.

Q51 Explain Image Cropping?

ans Cropping image is a way to edit out edges of an image you don't want. The resulting image will be smaller and may have a new aspect ratio. If you would like to keep everything in the image but make it smaller you'll want to resize the image.

Q61 List any three methods of inserting images in a text document.

ans (i) Download from the internet.

(ii) Scanned image

(iii) Image create from software like Photoshop etc.

Q99 What do you understand by the terms:

(a) Text Wrapping

(b) Anchoring

ans

(a) ans Text wrap is a feature supported by many word processors that enables you to surround a picture or diagram with text.

(b) ans

Anchoring is the use of irrelevant information, such as the purchase price of a security, as a reference for evaluating an unknown value of a financial instrument.