

Worksheet

2

Name:

Roll No: Class: Section:

Date:

DIGITAL DOCUMENTATION

Unit-3

1. Write short notes on:

- (a) Non Printing Character
- (b) Formatting
- (c) Copying Text
- (d) Merged Document
- (e) Track Changes
- (f) Text Alignment
- (g) Indentation

2. Differentiate between the following terms:

- (a) Paragraph spacing and line spacing
- (b) Sentence case and Toggle case
- (c) Font Style and Font Type

3. Guess who am I?

- (a) I am a step in Mail Merge Wizard which enables the user to Save, Print or Send merged document.
- (b) I am a step in Mail Merge Wizard that temporarily reduces the screen size of the mail merge wizard so that the user can edit and personalize a particular document.
- (c) I am an option in Paragraph dialog box to set the height of the vertical space that is inserted between two lines.
- (d) I am the space between the text and the left edge of the page.
- (e) I am an option used to display the print layout or a miniature view of how a document would look when it actually gets printed on a paper.
- (f) I am a key that is used to go one cell down in a table.
- (g) I am an option used to raise the text above the baseline and decrease the font size.
- (h) I am an option used to rotate the selected text towards left/right by given degree of angle.
- (i) I am a shortcut key used to add fields from the existing database in the document.

4. Answer the following questions:

- (a) What are headers and footers?
- (b) Write the steps to insert date and time in a Writer document.
- (c) What is page orientation?
- (d) When you edit a document after activating the track changes, in which colour the text appears?
- (e) What are the requirements to send mails by mail merge? Explain.
- (c) What are the main steps involved in Mail Merge?
- (d) Name few Word Processors that provide Mail Merge.