

Worksheet

Name:
Roll No: Class: Section:
Date:

DIGITAL DOCUMENTATION (ADVANCED)

Unit-1

1. Tick (✓) the correct option.

- (a) Which of the following files contain the name and address of recipients while performing mail merge?
- | | | | |
|-----------------------|--------------------------|------------------|--------------------------|
| (i) Main Document | ☐ | (ii) Data Source | ☐ |
| (iii) Merged Document | ☐ | (iv) Frames | ☐ |
- (b) Which of these is a document that contains pre-defined formatting styles, graphics, tables, objects, and other information?
- | | | | |
|---------------|--------------------------|--------------------|--------------------------|
| (i) Template | ☐ | (ii) Letters | ☐ |
| (iii) Clipart | ☐ | (iv) None of these | ☐ |
- (c) Which of these is used to trim the selected portion of an image?
- | | | | |
|-----------------|--------------------------|------------------|--------------------------|
| (i) Cropping | ☐ | (ii) Positioning | ☐ |
| (iii) Designing | ☐ | (iv) Aligning | ☐ |

2. Write the use of following arrangement techniques used in Word processor:

- (a) Bring forward
(b) Bring to Front
(c) Bring Backward
(d) Send to Back

3. Match the following:

- | | |
|---------------------------|--|
| (a) Character Styles | (i) Used to apply bullets and numbering in a document. |
| (b) Paragraph Styles | (ii) Used to organize the structure of the document i.e. Page Layout, to add page numbers, header & footer, etc. |
| (c) Frame Styles | (iii) Used to apply the same formatting such as font, numbering, layout, etc. to the paragraphs of a document. |
| (d) Page Style | (iv) Used to format characters, words and phrases. |
| (e) Numbering/List Styles | (v) Used to format frame's layout, position, graphics, etc. |

4. Answer the following questions:

- (a) Write different methods to insert object/image in a document.
(b) What is Positioning image? Name techniques which may be used to position an image in a Word Processor.
(c) What is Fill Format Mode?
(d) Write the steps to Update A Document Template.