

# Worksheet

2

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## DIGITAL DOCUMENTATION (ADVANCED)

Unit-1

### 1. Write short notes on the following:

- (a) Anchors
- (b) Template
- (c) Aligning Images
- (d) Arranging Images
- (e) Positioning Image
- (f) Mail Merge

### 2. Guess, who am I?

- (a) I am a window used to quickly apply the selected style.
- (b) I am a set of pre-defined formatting options that can be applied in a word processor document.
- (c) I am an option that sends the selected image to the bottom of the screen relative to other object.
- (d) I am an option that brings the image one level up in the screen relative to other object.
- (e) I am an option in File menu used to create a template.
- (f) I am an option in Insert menu used to customize a table of contents.
- (g) I am a box in Insert Index/Table dialog box used to show the preview of the table of contents.
- (h) I am a document which contains the content of the letter that will be same for each of the merged documents.
- (i) I am an anchoring option that associates an image with a paragraph which moves along with the paragraph.
- (j) I am an anchoring option that places an image like any other character in the document.

### 3. Answer the following questions:

- (a) What is a style?
- (b) What is the use of paragraph styles?
- (c) What is the use of 'Keep scale' option in the Picture dialog box?
- (d) What is a table of contents?
- (e) What do you understand by resizing image?
- (f) What is the use of inserting header and footer in document?