Name: ....

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

Date: ....

DIGITAL DOCUMENTATION: WORD PROCESSOR

Unit-3 | Chapter-3

1.   Tick (✓) the correct option.

(a)   Which of the following software is used to write and edit text documents?

(i)   Impress ☐   (ii)   Calc ☐

(iii) Writer ☐   (iv) Base ☐

(b)   Which of the following is the default extension of OpenOffice Writer?

(i)   .odt ☐   (ii)   .ods ☐

(iii) .doc ☐   (iv) d.rtf ☐

(c)   Which of the following displays the name of the active document?

(i)   Menu bar ☐   (ii)   Title bar ☐

(iii) Toolbar ☐   (iv) Status Bar ☐

(d)   Which of the following is correct to select a paragraph?

(i)   Click four times anywhere in a paragraph. ☐

(ii)   Double-click anywhere in a paragraph. ☐

(iii) Triple-click anywhere in a paragraph. ☐

(iv) Click anywhere in a paragraph. ☐

(e)   Which of the following commands is used to move the text in a Writer document?

(i)   Copy, Paste ☐   (ii)   Cut, Paste ☐

(iii) Copy ☐   (iv) Paste ☐

2.   Fill in the blanks.

(a)   .... is a facility in 'Writer' that enables to automatically check each word as it is type and displays a red wavy line under the mis-spelt words.

(b)   The .... button is used if the user wants to ignore the suggestion for a particular word throughout the document.

(c)   To display non-printing characters, press .... key.

(d)   The .... button is used to replace all text or word with new text in a document.

(e)   The .... option helps to reverse the changes which were applied by 'Undo'.

(f)   The .... option displays the print layout or a miniature view of how a document would look when it actually gets printed on a paper.

Class -9   Part B

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....