

Worksheet

1

Name:

Roll No: Class: Section:

Date:

DIGITAL DOCUMENTATION (ADVANCED)

Unit-1

1. Tick (✓) the correct option.

- (a) Which of the following is a set of predefined formatting options?
- | | | | |
|-------------|--------------------------|---------------|--------------------------|
| (i) Style | <input type="checkbox"/> | (ii) Font | <input type="checkbox"/> |
| (iii) Image | <input type="checkbox"/> | (iv) Document | <input type="checkbox"/> |
- (b) Which of the following is the option to add image in a document?
- | | | | |
|-------------------------|--------------------------|--------------------|--------------------------|
| (i) From File | <input type="checkbox"/> | (ii) Scan | <input type="checkbox"/> |
| (iii) Both (i) and (ii) | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (c) Which of the following tabs of the Picture window is used to trim or scale the selected portion of an image?
- | | | | |
|-------------|--------------------------|--------------|--------------------------|
| (i) Wrap | <input type="checkbox"/> | (ii) Crop | <input type="checkbox"/> |
| (iii) Macro | <input type="checkbox"/> | (iv) Picture | <input type="checkbox"/> |
- (d) Which of the following is used to position an image in a word processor document?
- | | | | |
|-----------------|--------------------------|--------------|--------------------------|
| (i) Anchors | <input type="checkbox"/> | (ii) Handles | <input type="checkbox"/> |
| (iii) Templates | <input type="checkbox"/> | (iv) Frames | <input type="checkbox"/> |
- (e) Which of the following files contains the name and address of recipients while performing mail merge?
- | | | | |
|-----------------------|--------------------------|------------------|--------------------------|
| (i) Main Document | <input type="checkbox"/> | (ii) Data Source | <input type="checkbox"/> |
| (iii) Merged Document | <input type="checkbox"/> | (iv) Frames | <input type="checkbox"/> |

2. Fill in the blanks.

- (a) The option in the Insert menu is used to create table of contents in a document.
- (b) The option in the File menu is used to edit a template.
- (c) The option places the image on top of any other graphics or text.
- (d) A is a document that contains pre-defined formatting styles, graphics, tables, objects, and other information that are commonly used in a particular pattern.
- (e) numbering defines the hierarchy of headings in a document.