Worksheet

1

Name: ....

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

Date: ....

DIGITAL DOCUMENTATION

Unit-3

Class -9   Part B

1.   Tick (✓) the correct option.

(a)   Which of the following menus is used to format the characters in OpenOffice Writer?

(i)   Edit ☐   (ii)   Format ☐

(iii)   Insert ☐   (iv)   Tools ☐

(b)   Which of the following options refers to font style?

(i)   Font Face ☐   (ii)   Font ☐

(iii)   Typeface ☐   (iv)   Font Size ☐

(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 options is correct to add a comment in Writer document?

(i)   Insert → Comment ☐   (ii)   File → Comment ☐

(iii)   Format → Comment ☐   (iv)   Edit → Changes ☐

(e)   To make the user aware of the modified changes with a displayed note, ... feature can be used.

(i)   Track changes ☐   (ii)   Insert Comment ☐

(iii)   Modify comment ☐   (iv)   None of these ☐

(f)   From which toolbar, the shapes are inserted in the OpenOffice Writer document?

(i)   Standard Toolbar ☐   (ii)   Drawing Toolbar ☐

(iii)   Shapes Toolbar ☐   (iv)   None of these ☐

2.   Fill in the blanks.

(a)   .... includes manipulation of size, style, colour, position and attributes of characters.

(b)   .... alignment is the default horizontal alignment.

(c)   The .... step temporarily reduces the screen size of the mail merge wizard so that the user can edit and personalize a particular document.

(d)   The information in a data source is organized in ....

(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.

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....