

Worksheet

2

Name:

Roll No: Class: Section:

Date:

DIGITAL DOCUMENTATION

Unit-3

1. Write short notes on:

- | | |
|----------------------------|---------------------|
| (a) Non Printing Character | (b) Formatting |
| (c) Copying Text | (d) Merged Document |
| (e) Track Changes | (f) Text Alignment |
| (g) Indentation | |

2. Differentiate between the following terms:

- Paragraph spacing and line spacing
- Sentence case and Toggle case
- Font Style and Font Type

3. Guess who am I?

- I am a step in Mail Merge Wizard which enables the user to Save, Print or Send merged document.
- I am a step in Mail Merge Wizard that temporarily reduces the screen size of the mail merge wizard so that the user can edit and personalize a particular document.
- I am an option in Paragraph dialog box to set the height of the vertical space that is inserted between two lines.
- I am the space between the text and the left edge of the page.
- I am an option used to display the print layout or a miniature view of how a document would look when it actually gets printed on a paper.
- I am a key that is used to go one cell down in a table.
- I am an option used to raise the text above the baseline and decrease the font size.
- I am an option used to rotate the selected text towards left/right by given degree of angle.
- I am a shortcut key used to add fields from the existing database in the document.

4. Answer the following questions:

- What are headers and footers?
- Write the steps to insert date and time in a Writer document.
- What is page orientation?
- When you edit a document after activating the track changes, in which colour the text appears?
- What are the requirements to send mails by mail merge? Explain.
- What are the main steps involved in Mail Merge?
- Name few Word Processors that provide Mail Merge.
- Write down the steps to edit document in Mail Merge?