Chapter 7: Word Processing Tool — OpenOffice Writer

Assignment Solutions

Multiple-Choice Questions (MCQs)

1. A ..... is a computer application that is used to create, edit and organize a document.

a. Word processor b. Spreadsheet
c. Presentation d. Database

Ans. a

2. Which one is not a component of the Writer window?

a. Menu bar
b. Document area
c. Status bar
d. Applications menu

Ans. d

3. What is the name given to the area in Writer where you type text?

a. Status bar
b. Writer document
c. Document area
d. None of these

Ans. c

4. You want to send a document to a number of people, whose details are stored in the table. Which feature would you use to send the document to all the people?

a. Turn on the Online Collaboration feature
b. Turn on the Track Changes feature
c. Use the Mail Merge feature
d. None of these

Ans. c

Very Short Answer Questions

5. In how many ways can you navigate in a document in Writer?

Ans. We can navigate in a document in Writer in two ways.

6. What happens when you press the Ctrl+Home keys in your document?

Ans. The Ctrl+Home key combination lands the cursor at the beginning of your document or the first page.

7. Which option will you use to print the text of your document page widthwise?

Ans. The Landscape option allows you to print the text of your document page widthwise.

8. What is the use of the Drawing Object Properties toolbar?

Ans. The Drawing Object Properties toolbar provides colors, patterns, borders, and various other effects to enhance the appearance of drawing objects.

Short Answer Questions

9. Write two advantages of the spelling and grammar feature of a word processor.

Ans. The spelling and grammar feature has the following two advantages:

- Enables you to check the spelling mistakes in a document
- Provides possible alternatives for incorrect words

10. Briefly explain paragraph indentation in Writer.

Ans. The paragraph indent specifies the distance of a paragraph from the page margins.

11. Define the First line and Hanging indent in the Writer.

Ans.

- **First line indent:** Here, you need to provide an indent value in the First line spin box in the Indent section. For the positive indent, you need to provide a positive value and for the negative indent, you need to provide a negative value in the spin box.
- **Hanging indent:** It keeps the text a little inward from the first line. The hanging indent is generally used for bulleted terms, number lists, and glossary terms.

12. Define a list. How many types of lists can you create in Writer?

Ans. While working in a document, sometimes you need to present some important text in the form of a list. The OpenOffice Writer application provides you with the option of bulleted and numbered lists.

Long Answer Questions

13. How is horizontal alignment different from vertical alignment?

Ans. In horizontal alignment, the text is aligned with respect to the left and right margins of the page. The horizontal alignment is of four types, namely left alignment, right alignment, center alignment, and justified alignment. On the other hand, in vertical alignment, the text is aligned with respect to the top and bottom margins of

the page. In vertical alignment, you can align the text in four ways, such as top-aligned, bottom-aligned, middle-aligned, and justified.

14. Write steps to insert a column in a table.

Ans. The following are the steps to insert a column in a table:

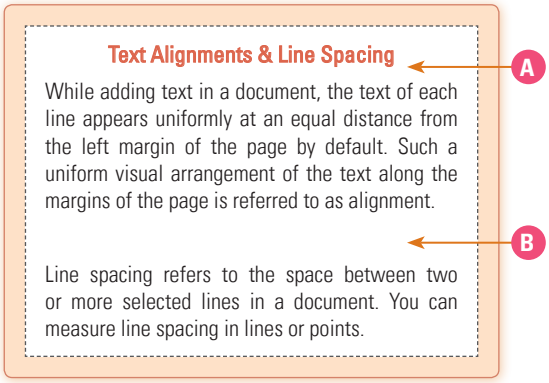
1. *Right-click* the cell on which the cursor is placed. A context menu appears.
2. *Place* the cursor on the **Column** option. A submenu appears
3. *Click* the **Insert** option in the **Column** submenu. The **Insert Columns** dialog box appears.
4. *Click* the up or down arrow beside the **Number** spin box to add the required number of columns.
5. *Select* the radio button beside the **Before** or **After** option in the **Position** pane according to the requirement.
6. *Click* the **OK** button.

15. 'Change the language if the spellcheck does not work'. Elaborate.

Ans. Sometimes, the spell-check facility does not work in a document. This problem can occur if the dictionary related to your document's default language is not installed on the computer. Suppose, English (India) is the default language for your Writer document, but the dictionary for English (India) is not installed in the Writer. To rectify this problem, you need to change the language (for which the dictionary is installed) of your document to the language for which the dictionary has been installed in the Writer.

Application-Oriented Questions

1. A student creates a document where he uses some formatting styles. A part of the document is shown as follows:

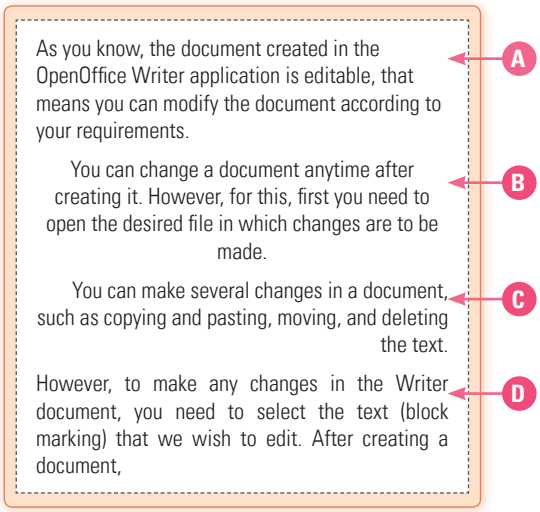


In this document, how have the spaces between the two paragraphs been provided? Tick the appropriate option.

a. Indent
b. Line spacing
c. Paragraph spacing
d. Formatting

Ans. c

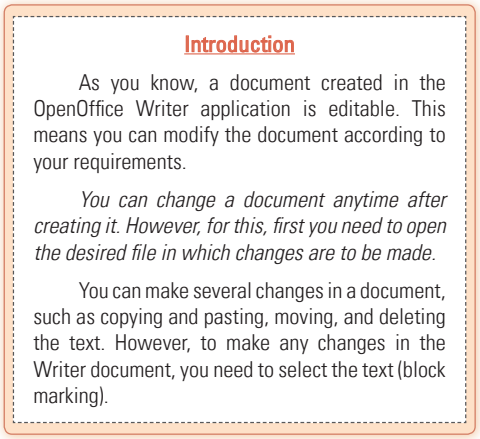
2. In the following box, four types of alignment have been applied to four different portions of the text marked A, B, C and D. Label each portion with the name of alignment that has been applied to it.



Ans.

a. Left
b. Centered
c. Right
d. Justified

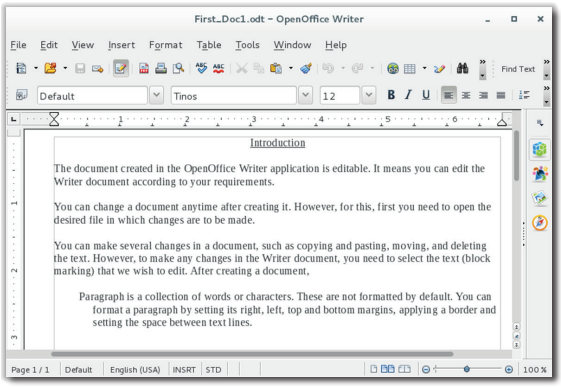
3. Consider the following box:



Now, without changing the existing formatting style of the above document, apply the following styles to it:

- Change the title colour
- Create a new paragraph with hanging indent.
- Apply bold font style to all the paragraphs.
- Increase the font size of all the paragraphs.

Ans. The output of the preceding instructions is shown in the following figures:



4. You have got an assignment from your school to research on the Mail Merge feature of the word processor program and write a note on it. In addition, you have to create invitation cards for 20 persons using the mail merge feature. You need to apply the following formatting styles while creating invitation cards:
   - Centre align the name and address of every recipient
   - Justify the body of the letter
   - Provide the line spacing as 1.5
   - Change the colour and font of the subject

Ans. **Mail Merge:** Sometimes you may need to send the similar type of information in a similar layout to a large number of people, such as an invitation to guests or memos to employees of an organization. Normally, the main content of such letters remains the same and only the specific information changes, such as the name and address of recipients. It is a very time-consuming process to manually prepare so many cards or memos, consisting of the same contents with different names. Another way could be to copy the common content text to all letters and the information that is different can be typed separately in each letter. This way can help you save a lot of effort, but it still does not provide a complete solution. In such situations, the complete solution could be to automate the production of every letter.

Mail merge is used to automatically generate a set of documents, such as a form, letter, or label containing similar information that can be sent to different persons/customers with ease. The information that personalizes a letter is the recipient's name and address. For instance, in the case of customers, each letter will be drafted in such a manner that each customer is addressed by his name. The information in each label or letter is unique and the source of information is the data source. Mail merge allows you to produce labels or envelopes carrying names and addresses of different persons in one go. When you produce a number of envelopes, you need to take a list of people's mailing addresses from the data source.

5. The Comwiz Solution Ltd. keeps the information of its employees on its computer. The company wants to send a personalized letter to each employee who has completed his one year in the company.
   a. Which software should the company use to keep the information of employees?
   b. How the company could generate the list of employees?
   c. How the company could use the Mail Merge feature to generate letters?

Ans.

a. OpenOffice Writer
b. Using the Mail merge feature
c. Mail merge is used to automatically generate a set of documents, such as a form, letter, or label containing similar information that can be sent to different persons/customers with ease.