Chapter 7: Word Processing Tool —OpenOffice Writer-II

Solutions

Summative Assessment

Multiple-Choice Questions (MCQs)

1. Which of the following features is used to present data in a tabular format?
   a. Tabs b. Columns
   c. Rows d. Tables

Ans. d

2. 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

3. The Drawing toolbar is activated with this command:
   a. View W Toolbars W Drawing
   b. View W Drawing Toolbar
   c. Format W Toolbar W Drawing Toolbar
   d. Insert W Drawing Toolbars

Ans. a

Very Short Answer Questions

4. Discuss the benefits of the Help feature of Writer.

Ans. The Help feature in the Writer provides you the information on 'what is' and 'how to' aspects of any of its programs.

5. Is it possible to check the misspelled words as well as grammatical mistakes in your document?

Ans. Yes

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

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

Short Answer Questions

7. Discuss the benefits of using tables in a Writer document.

Ans. A table is used for a variety of tasks — from presenting numerical data to creating unique layouts.

8. How can you check misspelled words in your document?

Ans. The AutoSpellcheck utility helps you check automatically the text you are typing for any possible spelling errors.

9. 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 list. The OpenOffice Writer application provides you the option of bulleted and numbered lists.

10. Is it possible to select more than one drawing object? In how many ways can you select more than one drawing object?

Ans. Yes, it is possible to select more than one drawing object. Click on every object one-by-one while holding down the **Ctrl+Shift** keys for selecting more than one drawing object.

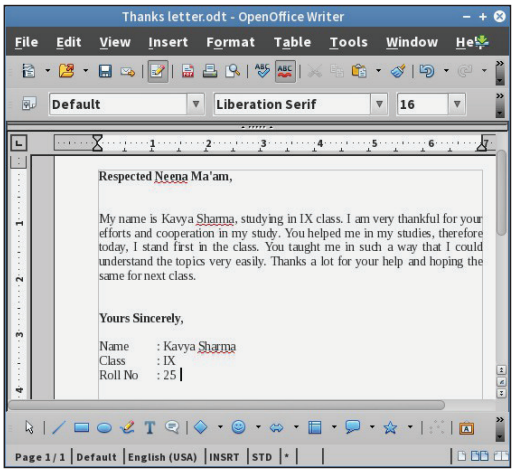
Long Answer Questions

11. List the advantages of the Mail Merge feature.

Ans. The advantages of the Mail Merge feature are as follows:
- 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.
- Mail merge allows you to produce labels or envelopes carrying names and addresses of different persons in one go.
- Mail merge helps you save a lot of effort.

12. Write a thanks letter to your teacher regarding the efforts that he/she takes for you.

Ans. The thanks letter is created on the Writer by applying different formatting styles, such as font face, font styles, font size, and alignment of the text. The thanks letter is shown in the following figure:



13. Define a text box. How can you insert a text box in your document?

Ans. A text box can be defined as a box where you can type your text. By default, it is rectangular in shape. The following are the steps to insert a text box in your document:

1. *Click* the text icon on the Drawing toolbar
2. *Move* the cursor to the place where you want to draw the text box.
3. *Click* and *drag* the cursor to draw the text box.

14. How can you add auto shapes in a document?

Ans. **We** can find auto shapes in the Drawing toolbar. The Drawing toolbar is not visible by default. To make it appear on the screen, we need to activate it by selecting the **Drawing** option from the **View→Toolbars** option from the Menu bar.

As we select the Drawing option, the Drawing toolbar gets displayed at the bottom of the document. After activating the Drawing toolbar, you can insert an autoshape in the document. Autoshapes can be in the form of drawing, lines, or arrows. Perform the following steps to insert an autoshape in your document:

- **To insert a drawing**
  1. Click the shape that you want to insert in your document on the Drawing toolbar.
  2. Next, click at the point in the document where you want to insert the shape and holding down the mouse button, drag it to draw the shape.
- **To insert a line**
  1. Click the Line icon on the Drawing toolbar and move the cursor to that place where you want to draw the line.
  2. Click and drag the cursor to draw the line.
- **To insert an arrow**
  1. Click the Line icon on the Drawing toolbar. Move the cursor to that place where you want to draw an arrow.
  2. Click and drag the cursor to draw the line.
  4. Select the dragged line in your document by clicking on it.
  5. Right click the selected line and select the Line option from the context menu. The Line dialog box opens.
  6. Select the arrow style from the Style drop-down list.
  7. Click the OK button to save the settings and close the Line dialog box.

  The line in the document gets changed to an arrow.

15. Write steps to insert a drawing object in your document.

Ans. The following are the steps to insert a drawing object in a document:

1. *Click* the shape that you want to insert in a document on the **Drawing** toolbar.
2. Next, click at the point in the document where you want to insert the shape and holding down the mouse button, drag it to draw the shape. For example, click on the Rectangle icon on the Drawing toolbar to draw a rectangle.
3. Once the desired autoshape has been inserted in the document, resize it by dragging it from one edge. Hold the Shift key down while dragging the shape to maintain its height-width ratio.

16. How can you change the line style in a Writer document?

Ans. The following are the steps to change the line style in a Writer document:

1. *Select* the line whose style and color you want to change.
2. Select the **Format→Object→Line** option on the menu bar. Alternatively, you can right click the selected line and select the Line option from the submenu.
3. *Select* the desired style or color from the **Line** dialog box.

17. Write the 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.

18. '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 in 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 dictionary is installed) of your document to the language for which the dictionary has been installed in the Writer.

Formative Assessment

Application-Oriented Questions

1. Rohit generally uses the OpenOffice Writer to

write letters or notes to his friends. Every time, he performs a spellcheck operation, Writer indicates a spelling mistake in his friend's name. However, he knows that the spelling of his friend's name is correct.

a. How can he stop this message from appearing?

b. Rohit gets the same message when he enters a pin code. State what he should do to avoid this problem.

c. Can both the problems be solved by a single solution or require different actions to be taken? Explain.

d. Rohit takes a long time to type the address of his friend. What steps should he take to set up a page ready for future letters to his friend?

Ans. a. By adding the name of the friend in the Writer dictionary.

b. By using the auto correct feature of the Writer.

c. No, both the problems cannot be solved by a single solution. You need to use the Dictionary feature to add the name of the friend and the AutoCorrect feature to add the pincode.

d. He can reduce the time to type the address of his friend by using the Mail Merge feature.

2. The following are two letters:

112/5, Block B,
Raj Nagar,
Delhi
7/13/2015

Dear <First name><Last name>,
I wish to inform you that the <Name of Course> classes are going to be start on July 20th 2015. It is necessary to you to attend these classes.
I hope to hear from you soon.

Yours sincerely

112/5, Block B,
Raj Nagar,
Delhi

7/13/2015

Dear <First name><Last name>,
I wish to inform you that the <Name of Course> classes are going to be start on July 20th 2015. It is necessary to you to attend these classes.
I hope to hear from you soon.

Yours sincerely

Ans. a The changes are center aligned, bold, left aligned, and spacing. The formatting toolbar is used to make changes in the letter.

b.

112/5, Block B,
Raj Nagar,
Delhi

7/13/2011

Dear <First name><Last name>,
I wish to inform you that the <Name of Course> classes are going to be start on July 20th 2011. It is necessary to you to attend these classes.
I hope to hear from you soon.

Yours sincerely

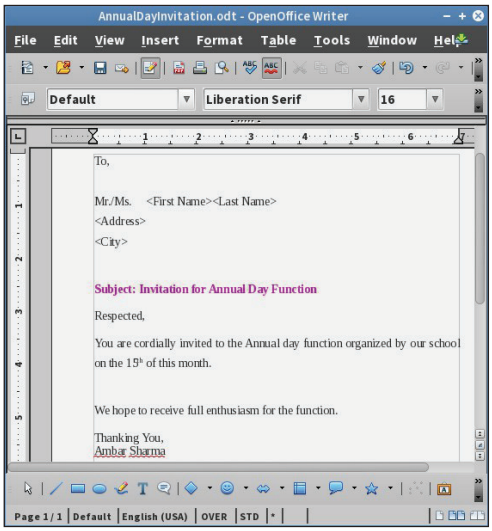
3. You have got an assignment from your school to research on the Mail Merge feature of the word processor program and write a note on it. In addition, you have to create invitation cards for 20 persons using the mail merge feature. You need to apply the following formatting styles while creating invitation cards:

- Center align the name and address of every recipient
- Justify the body of the letter
- Provide the line spacing as 1.5
- Change the color and font of the subject

Ans. **Mail Merge**: Sometimes you may need to send similar type of information in a similar layout to a large number of people, such as 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 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 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.

The invitation card is created as per the mentioned settings:



4. You have learned various features of OpenOffice Writer, such as formatting style, spellcheck, tabular format, listing, graphics, Page Preview, and Mail Merge. Now, open the WordPad window and a Writer document and create a separate magazine using both these programs. After that, try to figure out the differences between both the programs. Are there any advantages of using the WordPad over the OpenOffice Writer? If yes, list them.

Ans. The following are the main differences between a OpenOffice Writer and a WordPad program:

- A WordPad is an application of the Windows based operating system whereas Writer is an application of the Linux based operating system.
- A WordPad application provides a simple way to write a letter or other documents. On the other hand, Writer application provides several formatting features to create attractive letters or documents.

The WordPad application is used for simple typing text in a document with little formatting. On the other hand, the word processor application provides several advanced formatting features and facilities. Thus, there are not any advantages of using the WordPad over the word processor application.

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.

6. The Writer contains the Help feature to assist you when you get stuck while using any of its features.
   a. How can you get help from the Writer?
   b. Explain the mouse pointer help.

Ans. a. The following are the steps for getting help from the Writer:
   1. *Select* the **Help→OpenOfice Help** option on the menu bar. The **OpenOffice Help** window appears.
   2. *Select* the **Contents** tab in the **Help** window. The list of contents is displayed from where you can select the topic of your choice.
   3. *Double-click* any topic to view its contents. If the topic has any subtopics, then they are also displayed.
   4. *Double-click* on the subtopic about which you wish to get information.
   5. *Click* the **Close** button to exit from the Writer help window.

   b. You can also get help by placing the mouse pointer on the name of a topic or item. To do this, you need to press the Shift+F1 shortcut. Your mouse pointer changes to an arrow with a question mark (?). Now, click on that topic or item. A tooltip appears containing the related information of that item.

7. Your family is organizing a cultural function. You want to send a personal invitation to all the guests. For this, you have to design a letter, as shown in the following figure:

To
Mr./Ms. <First Name> <Last Name>
<Address>
<City>

Respected,

You are cordially invited to the cultural program organized by family on the 25th of this month.

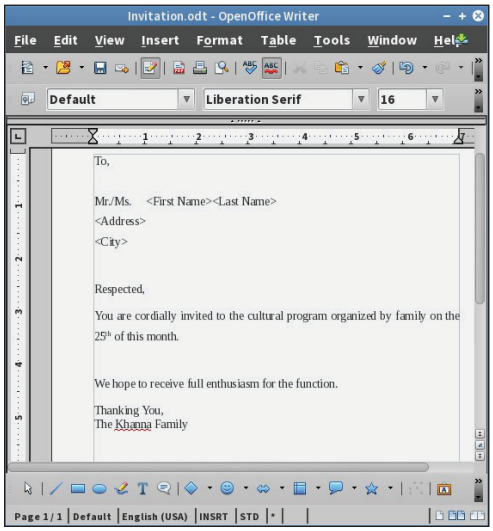
We hope to receive full enthusiasm for the function.

Thanking you,
The Khanna Family

Now, follow the instructions given below:
   a. Type the letter, as shown, and save it as Invitation.odt on your computer.
   b. Create a database to keep a record of the first name, last name, address, and city of all the invitees.
   c. Create placeholders for the first name, last name, address, and city.

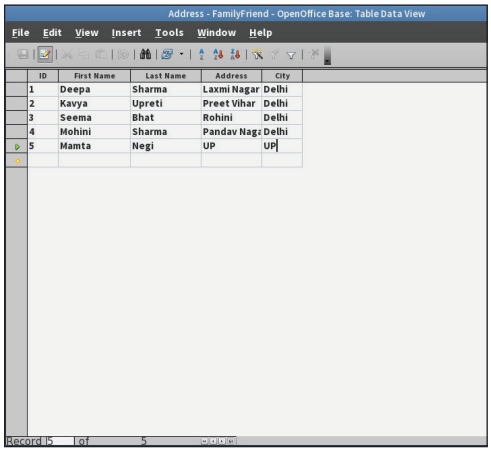
d. Merge the letter with actual data and take a print out.

Ans. a. The letter is typed and saved with the named Invitation.odt, as shown in the following figure:



b. Open the Invitation.odt

c. A database named FamilyFriend is created and having a table named Address. The records in the Address table is shown in the following figure:



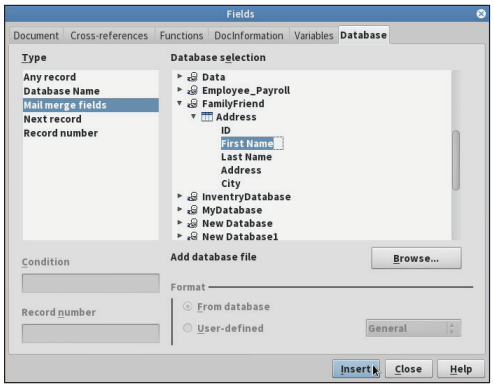
d. You can place the placeholder of first name, last name, address, and city by using the Fields dialog box. To open the Fields dialog box, you need to open it by selecting **Insert→Fields** from the Menu bar. The Fields dialog box appears.

e. *Select* the **Database** tab from the **Fields** dialog box.

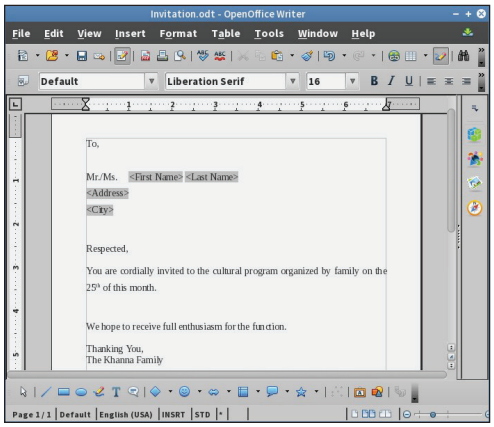
f. *Select* the **Mail merge fields** option from the **Type** pane of the **Fields** dialog box.

g. *Expand* the database, which you have created earlier. To expand the database, click the arrow icon in front of it. In our case, we have expanded the **FamilyFriend** database.

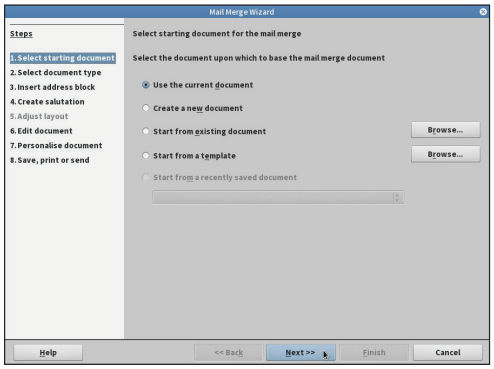
h. *Expand* the **Address** table, which you have created earlier, as shown in the following figure:



i. After expanding the database, drag the fields to the desired location in your main document, as shown in the following figure:



j. To merge the letter with actual data, open Mail Merge Wizard by selecting **Tools→Mail Merge Wizard** from the **Menu** bar. The **Mail Merge Wizard** appears, as shown in the following figure:



k. Follow the instructions shown in the computer screen and merge the actual data and take its printout. To take the printout of each document, you need to select **File→Print** from the Menu bar.