Chapter 6: Word Processing Tool — OpenOffice Writer-I

Solutions

Summative Assessment

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 the above

Ans. c

4. Which one is not a non-printing character?
   a. Paragraph mark b. Space mark
   c. Blank line d. Tab mark

Ans. c

5. Which of the following shortcut keys selects the line from the cursor position to end of the line?
   a. Ctrl+Home b. Shift+Home
   c. Shift+End d. Ctrl+End

Ans. c

Very Short Answer Questions

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

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

7. 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.

8. Which option will you use to print the text of your document page width-wise?

Ans. The Landscape option allows you to print the text of your document page width-wise.

9. What is line spacing? How many types of line spacing options are available in Writer?

Ans. Line spacing refers to the space between two or more selected lines in a document. Writer provides seven types of line spacing.

Short Answer Questions

10. 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 spelling mistakes in a document
- Provides possible alternatives for incorrect words

11. Briefly explain paragraph indentation in Writer.

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

12. 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:** Keeps the text a little inward from the first line. The hanging indent is generally used for bulleted terms, number lists, and glossary terms.

13. How is the insert mode different from the overtype mode in Writer?

Ans. If your document is in the INSRT mode, then when you add new text in a line of your document, the old text will be shifted to the right side of the new text. On the other hand, if your document is in the OVER mode, then the text that you type in a line of your document overtypes or replaces the previous text.

14. Give two advantages of a word processor over typewriters.

Ans. A word processor has the following two advantages over typewriters:
- The speed of typing in the word processor is very fast as compared to any conventional typewriter.

- The word processor allows you to perform all types of editing tasks in a text document, such as insertion, deletion, and modification.

Long Answer Questions

15. How is horizontal alignment different from vertical alignment?

Ans. In horizontal alignment, 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, 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.

16. Define the following features of a word processor:

- Text attributes
- Word wrapping
- Spell Check
- Text alignment
- Mail Merge
- Find & Replace

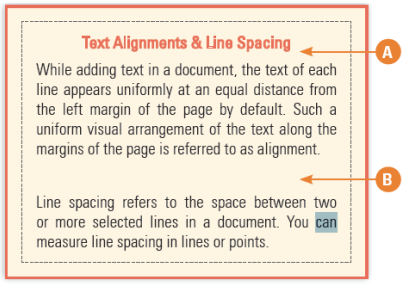
Ans.

- **Text attributes:** Enables you to modify the appearance of fonts as per requirement. The text attributes (such as bold, italic, all caps, and underline) help us highlight certain things in our documents.
- **Word wrapping:** Refers to a special feature of the Writer that arranges the words according to set margins. It means, if a word does not fit in a line, it automatically comes to the beginning of the next line. It saves you from pressing the ENTER key to go to the next line.
- **Spell Check:** Enables you to check spelling mistakes in a document. It also provides possible alternatives for incorrect words. Some word processors also check grammatical mistakes.
- **Text alignment:** Enables you to set the spacing of the lines and paragraphs from the margins. While adding text in a document, you will find that each line of the text appears uniformly at an equal distance from the left margin of the page by default. Such a uniform setting of the text with respect to page margins is called alignment. The following two things affect the text alignment: Left and right margins and indentation of paragraphs, if provided. The text alignment is of two types: Horizontal alignment and Vertical alignment.
- **Mail Merge:** Enables you to type or print more than one document with similar text. For example, the invitation letters where you need to change only the name and address of the recipients and rest of the information will be same for all.
- **Find and Replace:** Enables you to find and replace a particular word in a document. Even if the word the user is looking for has been used hundreds of times in a document, it can be found easily and replaced in one go.

Formative Assessment

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

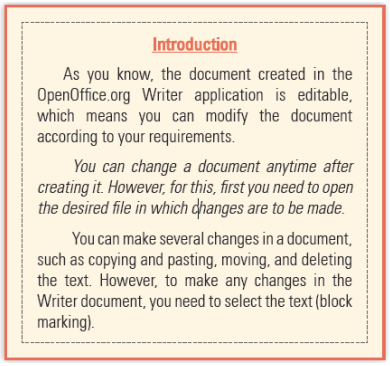
2. Your teacher uses a word processing program to write letters and other documents. Which four features would help him to set the pages of his documents?

a. Record b. Start up
c. Header/footer d. Page orientation
e. Animation f. Sort
g. Paper size h. Margins

Ans. The following features would help the teacher to set the pages of his documents:

c. Header/footer d. Page orientation
g. Paper size h. Margins

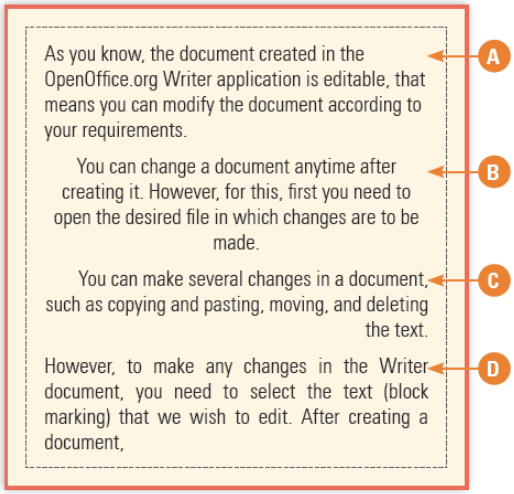
3. List the formatting features used in the text shown in the following box:



Ans. The following formatting features are used in the text:

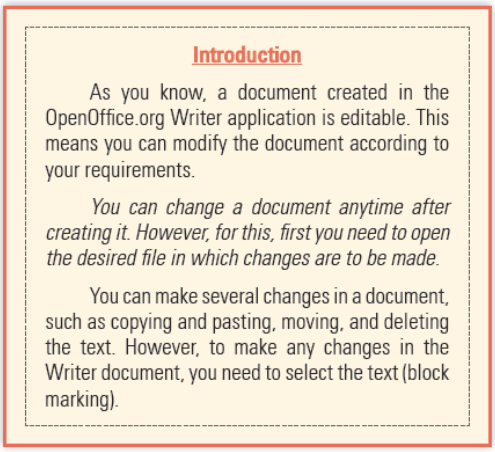
- Character formatting
- Paragraph formatting
  - Text alignment
  - Paragraph indentation
  - Line spacing
  - Paragraph spacing
  - Page formatting
  - Page size
  - Page margin

4. 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

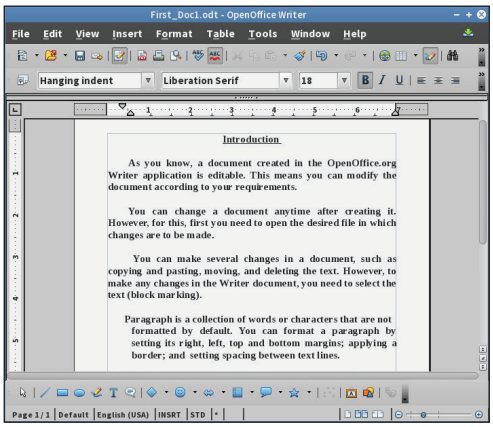
5. Consider the following box:



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

- Change the title color.
- 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 figure:



6. Why do students often get confused between page margin and paragraph indent? Explain the two terms.

Ans. Students often get confused between a page margin and a paragraph indent. The page margin sets the overall text area of your page. On the other hand, the paragraph indent specifies the distance of a paragraph from the page margins. When you apply indent for the left side, it is called the before text indent, and when you apply indent for the right side, it is called the after text indent.

7. Explain the following types of indent:

- Positive indent
- Negative indent
- Hanging indent

Ans.

- **Positive Indent:** Keeps the text a little inward from the margin.
  - **Negative Indent:** Keeps the text a little outward from the margin.
  - **Hanging Indent:** Keeps the text a little inward from the first line. The hanging indent is generally used for bulleted terms, number list, and glossary terms.

8. The following table shows a distinct character style (font) applied to each row of characters. Add another column to this table and write the name of each font applied to each row.

Various Character Styles (Fonts)

10pts.	12pts.	20pts.	24pts.
Aa	Bb	Cc	Dd
Aa	Bb	Cc	Dd
Aa	Bb	Cc	Dd
Aa	Bb	Cc	Dd
Aa	Bb	Cc	Dd

Ans.

Various Character Styles (Fonts)				
10pts.	**12pts.**	**20pts.**	**28pts.**	
Aa	Bb	Cc	Dd	Waree
Aa	Bb	Cc	Dd	Century Schoolbook L
Aa	Bb	Cc	Dd	Umpush
Aa	Bb	Cc	Dd	URQ Bookman L
Aa	Bb	Cc	Dd	URW Chancery L
Aa	Bb	Cc	Dd	Sawasdee
Aa	Bb	Cc	Dd	DejaVu Sans

9. How is text attribute is different from text alignment? Name five text attributes.

Ans. Text attributes, such as bold, italic, all caps, and underline are used to modify the appearance of fonts as per requirement. The text attributes help us highlight certain things in our documents. On the other hand, while adding text in a document, you will find that each line of the text appears uniformly at an equal distance from the left margin of the page by default. Such a uniform setting of the text with respect to page margins is called alignment.

The following are the five text attributes:

- Normal
- Italic
- Bold
- Bold Italic
- Strikethrough

10. One of your classmates wants to add some text with the date at the top of a Writer document and page numbering at the bottom of the same document. Which option will you recommend to him and why?

Ans. I will suggest the Header option as header is a section that appears at the top of each page between the top margin and the first line of the text.

11. Purchase a magazine and look at its front cover. List all the formatting styles that you think are applied on the magazine's cover page. Now, try to create a similar cover by using your word processor and apply all the formatting styles you have listed. When you are through, match your cover page with the magazine cover page. Are there any differences in the two cover pages?

Ans. You can use the following formatting styles for creating an attractive magazine cover:

- You can use character formatting to change the style, color, and size of the font. You can also apply effect to the font.
- You can use page formatting to set the page margin and orientation. You can also set the background color of the page and apply border.
- You can use paragraph formatting to apply different formatting to the paragraphs.
- You can use images to make the magazine cover more attractive.