

## Unit 6: LibreOffice Writer

## Assignment Solutions

## Multiple-Choice Questions (MCQs)

1. Which feature helps Ravi maintain consistent formatting in his document?
  - a. Styles
  - b. Themes
  - c. Templates
  - d. Formatting Marks

Ans. a

2. Which option opens the Picture toolbar?
  - a. Insert → Image
  - b. View → Toolbars → Picture
  - c. Format → Image
  - d. Tools → Options

Ans. b

3. Which feature allows applying a group of formatting settings at once?
  - a. Find & Replace
  - b. Styles
  - c. Table Tools
  - d. Track Changes

Ans. b

4. Which style controls the alignment, spacing, and indentation of a paragraph?
  - a. Page Style
  - b. Character Style
  - c. Frame Style
  - d. Paragraph Style

Ans. d

5. Which feature fits text neatly around an inserted object?
  - a. Anchoring
  - b. Hyperlinking
  - c. Wrapping
  - d. Spacing

Ans. c

## Very Short Answer Questions

1. What is a paragraph style?

Ans. A paragraph style is a set of formatting rules that control alignment, spacing, indentation, and other paragraph-level settings.

2. Write the shortcut key to group objects.

Ans. Format → Group → Group.

3. What is hierarchy of headings?

Ans. It is the structure of headings arranged at different levels such as Heading 1, Heading 2, and Heading 3.

4. What is graphics mode in the Picture toolbar?

Ans. Graphics mode allows adjusting brightness, contrast, colour, and other visual settings of an image.

5. Define word processor.

Ans. A word processor is software that allows creating, editing, and formatting text documents.

## Short Answer Questions-I

1. How can Aman add new sections in his document without disturbing the numbering in the Table of Contents?

Ans. Aman should apply heading styles to all headings and then update the Table of Contents. This ensures correct numbering without affecting formatting.

2. What do you mean by TOC?

Ans. A Table of Contents (TOC) lists headings and page numbers and helps users navigate the document easily.

3. Write the steps to delete a TOC.

Ans. Right-click on the Table of Contents → Select "Delete Index/Table" → The TOC is removed.

4. Write different ways to wrap text around a graphical object.

Ans. The different ways to wrap text around a graphical objects are:

- Right-click object → Wrap
- Format → Wrap
- Using Wrap options: Parallel, Optimal, Page Wrap, etc.

5. Megha wants all her chapter headings to have the same formatting. How can she do this?

Ans. Megha should create or modify a paragraph style and apply it to all headings to maintain uniform formatting.

## Short Answer Questions-II

### 1. What are the benefits of using graphical objects in a Writer document?

Ans. Using graphical objects in a Writer document makes the content more attractive, engaging, and easier to understand. Images, shapes, diagrams, and charts help illustrate ideas visually, reduce long text, and improve clarity. They make reports, projects, and assignments appealing and professional. Graphical objects also help highlight key points, support explanations, and maintain the reader's attention, improving overall communication and presentation quality in the document.

### 2. Write the procedure to align objects in a document. (≈70 words)

Ans. To align objects in a Writer document, first select the objects by holding the Shift key and clicking each one. Then go to Format → Align Objects. Choose the desired alignment option, such as Left, Right, Center, Top, Middle, or Bottom. Writer arranges all selected objects in a uniform line based on the chosen option. This feature ensures neat placement, accurate positioning, and a professional layout in the document.

### 3. Write the steps to resize an image.

Ans. To resize an image in Writer, click the picture to select it. Small handles appear on the corners and sides. Drag a corner handle to resize the image proportionally, keeping the height and width balanced. Drag a side handle to stretch only one dimension. For exact measurements, right-click the image → Properties → Type and enter specific size values. Resizing helps adjust the picture to fit the page layout properly.

### 4. Rahul wants to highlight only the main points in his 10-page document to make it readable during presentation. Which feature should he use?

Ans. Rahul should use the Highlighting or Character Formatting feature in Writer. He can select the important points and apply a highlight colour, bold, or underline to make them stand out. This helps him quickly locate key ideas during his presentation. Highlighting improves readability, draws attention to essential information, and keeps long documents manageable. It is especially useful for revising, presenting, or reviewing important content.

### 5. Write the different elements on the Structure line of the TOC.

Ans. The Structure line of the Table of Contents (TOC) contains several elements that control how each TOC entry appears. These elements include E# (chapter or heading number), E (text of the heading), T (tab stop), and # (page number). You can add or remove these elements to change the format of TOC entries. The Structure line helps customise the appearance, alignment, and spacing of the TOC in a document.

## Long Answer Questions

### 1. Explain the steps to crop an image in Writer.

Ans. Cropping an image in LibreOffice Writer helps remove unwanted parts of a picture. The proper steps are given below:

- Open the document in LibreOffice Writer.
- Insert the image:
  - Go to Insert → Image → From File.
  - Select the picture and click Open.

- Select the image by clicking on it.
- Open Image Properties by right-click the image → Choose Properties.
- In the Image Properties dialog, click on the Crop tab. You will see four cropping fields:
  - Left
  - Right
  - Top
  - Bottom
- Enter values in these fields to trim the image from each side.
- Drag the black cropping handles inward to remove unwanted areas if you want to crop visually, use cropping handles (available in most versions):
- Enable or disable "Keep scale" if needed. The options are:
  - Keep scale ON: image size remains similar after cropping.
  - Keep scale OFF: image size adjusts according to the crop.
- Click OK to apply the crop after final adjustments.
- Use Ctrl + Z to undo if something goes wrong.

### 2. Explain the procedure for inserting an image using the Gallery.

Ans. LibreOffice provides a built-in Gallery with ready-made pictures. The steps to insert an image from the Gallery are:

- Open LibreOffice Writer.
- Go to the View menu.
- Click on Gallery. The Gallery panel appears on the top or side of the screen. Browse through the categories such as:
  - Backgrounds
  - Shapes
  - Bullets
  - Diagrams
- Click on a category to view available images.
- To insert an image, drag and drop it from the Gallery into your document. Once inserted:
  - Click and drag the corners to resize.
  - Right-click → Wrap to adjust text wrapping.
  - Right-click → Properties for more formatting options.
- Close the Gallery panel if not needed.

### 3. Students are working on a project titled 'Renewable Energy'. Which collaborative editing feature can make their work easier and why?

Ans. The Track Changes feature is the best collaborative editing tool. It helps students work together smoothly. The steps are:

- Open the shared document in Writer.
- Go to Edit → Track Changes → Record.
- Start editing the document.
  - Inserted text appears underlined.
  - Deleted text appears crossed out.
- right-click and choose Insert Comment to add feedback.
- Go to Edit → Track Changes → Manage Changes to review edits. Here students can:
  - Accept a change
  - Reject a change
  - View author names and timestamps
- Save the document after reviewing the changes.

The track changes help the students most as compared to the other writer features as the track change in the following ways:

- Shows each student's contribution
- Prevents overwriting others' work
- Helps teachers review edits easily
- Makes group projects organised

**4. Mrs. Sharma wants students' assignments to have the same layout. How can she ensure this automatically?**

**Ans.** Mrs. Sharma can use a Template to maintain consistent formatting for all students. The steps to create and share a template are:

- i. Open a new Writer document.
- ii. Set the required layout:
  - Page size (A4)
  - Margins
  - Font style and size
  - Header and footer
  - Spacing and alignment
- iii. After designing the layout, go to File → Templates → Save As Template.
- iv. Enter a name for the template (Example: Assignment Format).
- v. Choose a category like "My Templates".
- vi. Click Save.
- vii. Make it the default template:
  - a. Go to File → Templates → Manage Templates
  - b. Right-click the template → Set as Default
- viii. Share the template (.ott file) with students. Students open the template and start typing and the formatting remains the same for everyone.

**5. Write the procedure to assign a shortcut key to a style and apply it.**

**Ans.** Assigning a shortcut key makes it easier to apply frequently-used styles like Heading 1, Title, or custom styles. The steps to assign a shortcut key are:

- i. Open LibreOffice Writer.
- ii. Go to Tools → Customize.
- iii. Click the Keyboard tab.
- iv. From the list of shortcuts, select the key combination you want to use (e.g., Ctrl+6).
- v. Scroll down and select Styles in the Category box.
- vi. Choose any of the style types:
  - Paragraph Styles
  - Character Styles
  - Page Styles
- vii. Select the required style (e.g., Heading 1).
- viii. Click Assign.
- ix. Click OK to save the shortcut.
- x. Select the text or place the cursor in the paragraph.
- xi. Press the assigned shortcut (e.g., Ctrl + 6).
- xii. The selected style applies instantly.