

MCQs with Answers

1. What is the use of Styles in a document?

- a) To insert images
- b) To format text quickly and consistently**
- c) To create tables
- d) To print documents

2. Which of the following is not a category of style in Writer?

- a) Paragraph Style
- b) Character Style
- c) Slide Style**
- d) Page Style

3. Which shortcut key is commonly used to open Styles in Writer?

- a) F11**
- b) F5
- c) Ctrl + S
- d) Alt + F4

4. Which option is used to create a new style from selected text?

- a) New Template
- b) New Style from Selection**
- c) Format Painter
- d) Auto Format

5. Which method can be used to create styles quickly in Writer?

- a) Drag and Drop**
- b) Copy and Paste
- c) Zoom Tool
- d) Spell Check

6. Templates are used to:

- a) Delete documents
- b) Create similar documents with predefined formatting**
- c) Insert tables
- d) Save images

7. Which option helps to use styles from another document?

- a) Load Styles**
- b) Import Image
- c) Page Setup
- d) Insert Object

8. Which menu is used to insert images in a document?

- a) File
- b) Insert**
- c) View
- d) Tools

9. Which operation changes only the visible part of an image?

- a) Resize
- b) Crop**
- c) Rotate
- d) Group

10. Grouping objects means:

- a) Deleting objects together
- b) Combining multiple objects into one unit**
- c) Coloring objects
- d) Copying objects

11. A Table of Contents is generally created using:

- a) Page numbers only
- b) Headings in the document**
- c) Images
- d) Tables

12. Which feature helps to update the Table of Contents automatically?

- a) Refresh/Update Index**
- b) Spell Check
- c) Track Changes
- d) Zoom

13. Which of the following is a predefined template type?

- a) Business Letter**
- b) Antivirus
- c) Paint Brush
- d) Folder Lock

14. Which property is used to change the position of an image in text?

- a) Wrap**
- b) Crop
- c) Font Color
- d) Margin

15. Templates help in maintaining:

- a) Consistency in documents**
- b) Internet speed
- c) File deletion
- d) Virus protection

Short Questions

1. What is a style in a document?

Answer: A style is a set of formatting instructions used to format documents quickly and consistently.

2. What is the use of templates?

Answer: Templates are used to create documents with predefined formatting and layout.

3. What is the use of grouping objects?

Answer: It combines multiple objects so they can be moved or edited together.

4. Why are styles important in documents?

Answer: They maintain uniform formatting throughout the document.

5. What are styles in Writer? Explain their importance.

Answer : Styles are predefined formatting settings used in a document. They help in maintaining uniform formatting, save time, and improve the appearance of the document.

6. Explain any three categories of styles in Writer.

Answer:

1. **Paragraph Style** – Used for formatting paragraphs.
2. **Character Style** – Used for formatting selected text.
3. **Page Style** – Used for formatting pages like margins and orientation.

7. Explain resizing and cropping of images.

Answer:

- **Resizing** changes the height and width of the image.
- **Cropping** removes unwanted portions of the image without changing the original file.

8. What is a Table of Contents (ToC)?

Answer: A Table of Contents is a list of headings and page numbers in a document. It helps readers locate topics quickly.

9. What are the advantages of using styles?

Answer:

1. Saves time in formatting.
2. Maintains consistency in the document.
3. Makes editing and updating easier.

10. What is meant by drag and drop method in styles?

Answer: In this method, a style is copied from the Styles window and dragged onto the selected text to apply formatting quickly.

11. Why is cropping useful in images?

Answer: Cropping is useful because it removes unwanted parts of an image and improves its appearance.

Long Questions

10. Differentiate between resizing and cropping an image.

Answer:

Resizing	Cropping
Changes the dimensions of the image	Removes unwanted parts
Entire image remains visible	Some parts are hidden/removed
Used to enlarge or reduce image size	Used to improve image appearance
Does not remove content	Removes selected content

11. Difference Between Copy-Paste and Cut-Paste

Copy-Paste	Cut-Paste
Copy-Paste creates a duplicate of the selected content.	Cut-Paste moves the selected content from one place to another.
Original content remains unchanged.	Original content is removed from its original place.
Shortcut key: Ctrl + C and Ctrl + V	Shortcut key: Ctrl + X and Ctrl + V
Used when the same content is needed in multiple places.	Used when content needs to be shifted to another location.
Example: Copying a paragraph to another page.	Example: Moving a paragraph to another page.

12. Differentiate between Styles and Templates.

Answer:

Styles	Templates
Styles are formatting instructions.	Templates are pre-designed document formats.
Used for text, pages, and objects.	Used for creating complete documents.
Applied within a document.	Used before creating a document.
Example: Heading Style	Example: Resume Template
Saves formatting effort.	Saves document creation time.

13. Explain the advantages of using styles and templates in documents.

Answer:

Advantages of Styles:

1. Ensures consistent formatting.
2. Saves time.
3. Makes editing easier.
4. Improves document appearance.

Advantages of Templates:

1. Quick document creation.
2. Professional formatting.
3. Reduces repetitive work.
4. Maintains standard layout.

14. What is a Table of Contents? Explain the steps to create and update it.**Answer:****Table of Contents (ToC):**

A ToC is a list of headings and page numbers that helps readers locate topics easily.

Steps to Create ToC:

1. Apply heading styles to headings.
2. Place cursor where ToC is needed.
3. Click Insert → Table of Contents and Index → Table of Contents.
4. Click OK.

Steps to Update ToC:

1. Right-click on the ToC.
2. Select Update Index/Table.