

Unit 3: Digital Documentation

1. What is a word processor?

A) A program used to browse the internet

B) A program used to create and edit text documents

C) A program used to play videos

D) A program used to create databases

Answer: B

2. What is the shortcut key to create a new document in Writer?

A) Ctrl + O

B) Ctrl + S

C) Ctrl + N

D) Ctrl + P

3. Which shortcut is used to open an existing document?

A) Ctrl + O

B) Ctrl + N

C) Ctrl + E

D) Ctrl + D

4. Which command reverses the last action performed?

A) Redo

B) Undo

C) Repeat

D) Replace

5. What is the shortcut key for Redo?

A) Ctrl + Y

B) Ctrl + Z

C) Ctrl + R

D) Ctrl + E

6. Which shortcut is used to select all text in a document?

A) Ctrl + S

B) Ctrl + A

C) Ctrl + T

D) Ctrl + L

7. Which command is used to remove selected text and place it on the clipboard?

A) Copy

B) Paste

C) Cut

D) Undo

8. Which feature allows you to replace one word with another throughout a document?

A) Spell Check

B) Find and Replace

C) AutoCorrect

D) Thesaurus

9. Which alignment places text equally between the left and right margins?

A) Left

B) Right

C) Center

D) Justified

10. Which alignment places text in the middle of the page?

A) Left

B) Right

C) Center

D) Justify

11. Which option can be used to change the background of a page?

A) Page Style

B) Find

C) Spell Check

D) Thesaurus

Answer: A

12. A table is made up of:

A) Slides and pages

B) Rows and columns

C) Pictures and shapes

D) Paragraphs and headings

13. The intersection of a row and a column is called a:

- A) Page
- B) Cell**
- C) Paragraph
- D) Section

14. What is the shortcut key commonly used to print a document?

- A) Ctrl + P**
- B) Ctrl + S
- C) Ctrl + O
- D) Ctrl + N

15. What is Mail Merge used for?

- A) Creating personalized documents for multiple recipients**
- B) Drawing shapes
- C) Checking spelling
- D) Formatting pages

16. Mail Merge generally combines a main document with:

- A) A data source**
- B) An image
- C) A printer
- D) A page border

17. Mail Merge is useful when you need to create:

- A) Many personalized copies of a document**
- B) Only one blank document
- C) A drawing
- D) A slideshow

Shorts Questuons

1. What is a word processor?

Answer: A word processor is software used to create, edit, format, save and print text documents.

2. What is the difference between Save and Save As?

Answer: **Save** saves changes to the current document, while

Save As allows us to save the document with a different name, location or format.

3. What is Undo?

Answer: Undo cancels or reverses the last action performed. Its shortcut key is **Ctrl + Z**.

4. What is Redo?

Answer: Redo restores an action that was cancelled using Undo. Its shortcut key is **Ctrl + Y**.

5. What is the use of Find and Replace?

Answer: It is used to find specific text and replace it with another text in a document.

6. What is text formatting?

Answer: Text formatting means changing the appearance of text, such as its **font, size, style or colour**.

7. What is paragraph alignment? Name its types.

Answer: Paragraph alignment determines how text is positioned between the margins. Its types are **Left, Right, Center and Justified**.

8. What is a table?

Answer: A table is a structure made up of **rows and columns** used to organize information.

9. What is Mail Merge?

Answer: Mail Merge is a feature used to create multiple personalized documents by combining a **main document** with a **data source**.

10. What is a data source in Mail Merge?

Answer: A data source contains information about recipients, such as **names, addresses and other details**.

11. What is the purpose of inserting images in a document?

Answer: Images are inserted to **make the document more attractive and explain information visually**.

Long Questuons

1. Explain the main features of a word processor.

Answer: A word processor is software used to create and manage text documents. Its main features are:

- Creating and saving documents.
- Editing text using cut, copy and paste.
- Formatting text and paragraphs.
- Checking spelling and grammar.
- Inserting images, shapes and tables.
- Finding and replacing text.
- Printing documents.

2. Explain the different types of paragraph alignment.

Answer: There are four main types of paragraph alignment:

- **Left Align:** Text is aligned with the left margin.
- **Right Align:** Text is aligned with the right margin.
- **Center Align:** Text is placed in the center of the page.
- **Justified:** Text is aligned evenly with both the left and right margins.

3. What is Mail Merge? Explain its main components.

Answer: Mail Merge is a feature used to create many personalized documents from a single document. It combines common information with individual recipient details.

The main components are:

1. **Main Document:** Contains the common message or content.
2. **Data Source:** Contains recipient information such as names and addresses.
3. **Merge Fields:** Special fields that are replaced with information from the data source.

Mail Merge can be used for letters, invitations, certificates and notices.

4. Explain the Find and Replace feature in Writer.

Answer: Find and Replace is used to locate specific text and replace it with another text. It is useful when a word or phrase needs to be changed many times in a document.

For example, if the word "**Computer**" appears many times and we want to change it to "**Technology**", Find and Replace can make the changes quickly instead of editing each occurrence manually.

5. Explain the different features used for formatting text.

Answer: Text formatting changes the appearance of text and makes a document easier to read. Common formatting features include:

- **Bold:** Makes text darker and thicker.
- **Italic:** Slants the text.
- **Underline:** Places a line below the text.
- **Font Size:** Changes the size of the text.
- **Font Style:** Changes the design of the characters.
- **Font Colour:** Changes the colour of the text.

6. Difference between Cut-Paste and Copy-Paste

Cut-Paste	Copy-Paste
It moves the selected text or object from one place to another.	It duplicates the selected text or object.
The original content is removed from its original location.	The original content remains in its original location.
Shortcut for Cut: Ctrl + X	Shortcut for Copy: Ctrl + C
Shortcut for Paste: Ctrl + V	Shortcut for Paste: Ctrl + V