

Computer Ch2-(Exercises+Question/Answers+Diagrams)

Recap

- A word-processor is a specialized software designed for entering, editing, formatting and printing text.
- LibreOffice Writer is a word processor software. It is a component of the LibreOffice suite. It is an open source program, means that is available free of cost.
- LibreOffice Writer can read and write Word files. You can save a writer file in MS word format and can also open an MS Word file in Writer.
- Moving text means to move the selected text from the original location to some other location.
- Copying text means to copy the selected text from the original location to some other location while keeping it in the original position as well.
- Writer provides two levels of document protection: read-protect (file cannot be viewed without a password) and write-protect (file can be viewed in read-only mode but cannot be changed without a password).

EXERCISE

Multiple Choice Questions. Tick (✓) the correct answer.

1. Which one of these is a wordprocessor?
a. LibreOffice Impress b. LibreOffice Word
c. LibreOffice Calc d. LibreOffice Writer
2. The option to check spellings in Writer is in the following menu:
a. File menu b. Format menu
c. Edit menu d. Tools menu
3. The option to save the document in Writer is in the following menu:
a. File menu b. Format menu
c. Edit menu d. Tools menu

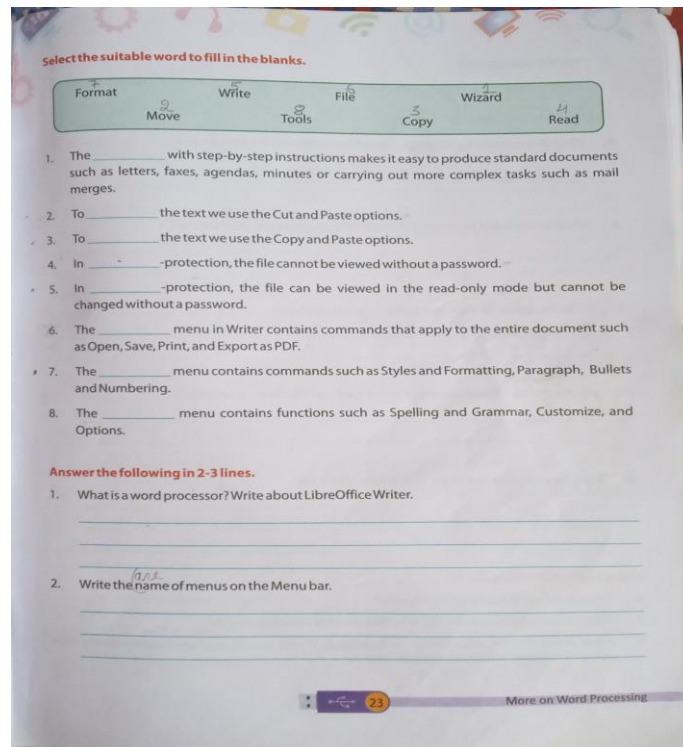
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4. The font related formatting in Writer can be done from:
a. Standard toolbar b. Format toolbar
c. Drawing toolbar d. Status toolbar
5. The property of text to wrap itself to the next line is called:
a. Wrap text b. Word wrap
c. Wrap word d. None of these
6. To move the text from one position to another, the following options are used:
a. Copy and Paste b. Cut and Copy
c. Cut and Paste d. None of these
7. Undo and Redo buttons are on the following toolbar:
a. Standard toolbar b. Format toolbar
c. Drawing toolbar d. Status toolbar
8. New, Open and Save buttons are present on the following toolbar:
a. Standard toolbar b. Format toolbar
c. Drawing toolbar d. Status toolbar

Write (T) for True and (F) for False statements.

1. Writer is a word-processor program.
2. Writer is a part of the MS Office suite software.
3. The PDF export feature provides a huge set of formatting and security options.
4. When you press the Enter key while typing, a new paragraph starts.
5. To copy the text use the Cut and Paste options.
6. To move the text use the Cut and Paste options.
7. In writer you can save your documents in OpenDocument format, the new international standard for office documents.
8. Writer cannot read MS Word files.
9. A file in Writer can be saved in MS Word format.
10. You can choose to have Writer save your document automatically at regular intervals.

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Answer the following questions:

Q1. What is a word processor? Write about LibreOffice Writer.

Ans. A word processor is a specialized software designed for entering, editing, formatting and printing text.

Libreoffice writer is a word processor software. It is a component of LibreOffice Suite that is an open source program. This means it is available free of cost.

Q2. Write the name of menus on the menu bar.

Ans. File, edit ,view, insert, format, table, tools, windows, help are the menus on the menu bar.

Q3. What is a paragraph?

Ans. A paragraph is a portion of the text typed continuously without pressing the enter key. When you press the enter key, the insertion point will jump to the new line and a new paragraph will start.

Q4. What do you mean by moving the text? Which options are used for this?

Ans. Moving the text means to move the text from the original location to some other location. You use cut and paste option for this.

Q5. What do you mean by copying the text? Which options are used for this?

Ans. Copying the text means to copy the text from the original location to some other location. We can use copy and paste option for this.

Q6. Write the use of the standard and formatting toolbars.

Ans. Standard toolbar -This toolbar is present just below the menu bar. It contains icons for common file operations like save, open, print, cut, copy, paste etc.

Formatting toolbar- This toolbar is present below the standard toolbar. It contains icons related to formatting of the text like font type, size, style, colour and alignment options.

Q7. What is the use of the File menu, Format menu and Tools menu in Writer?

Ans. File menu- Contains commands that you can apply to the entire the document such as open, save, print and export as PDF.

Format menu- Contains commands, such as styles and formatting, paragraph, bullets and numbering and commands for formatting the layout of your documents.

Tools menu- Contains functions such a spelling and grammar, customize and options.

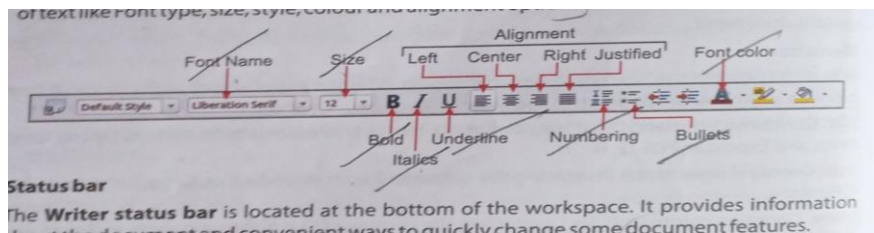
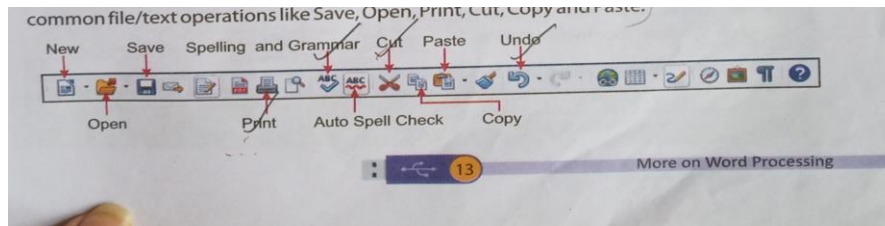
Q8. What do you mean by password protection for a file?

Ans. Writer provides two levels of document protection: read-protect(file cannot be viewed without a password) and write-protect(file can be viewed in the read-only mode but cannot be changed without a password).

Holiday homework: Draw these icons from the toolbars given below in your computer copies:-

Print , grammar, cut , undo , font name, size , Bold, Italics, Underline, numbering, bullets, font color.

SEA activity to be performed at home-Draw any 5 input devices and write two lines about each of them.



NOTE:-

1. Write question/answers in any copy available at home and later on stick those pages in computer copy.
2. Solve the exercises in rough copy and later on in books.
3. Diagrams(icons) should be drawn in rough copy and later in computer copy.
4. SEA activity should be performed at home in an **A4** size sheet which will be checked when the school reopens.
