Class X

Subject – IT 402

Chapter - Digital Documentation

Assignment

## Long Answer Questions

**Q1. Explain buttons available for different style categories in OO writer.**

Q2. What are the different tabs available in the insert indexes/table dialog box?

Q3. Explain entries tab in TOC in detail.

# Short Answers

# What is the purpose of style window?

# What is the purpose of fill format ?

# What do you mean cropping ?

# What is the purpose of Text Wrapping ?

# What do you mean by Template ?

MCQ

1. The shortcut key to open style and formatting dialog box is \_\_\_\_\_\_\_\_.
2. To add a your own styles in OO Writer style category use \_\_\_\_\_\_\_\_\_\_ option.
3. The \_\_\_\_\_\_\_\_\_\_ button is used to apply a style to many areas quickly without having go back to style deck .
4. Which of the following is an option of formatting?
5. Save
6. Margins
7. Mail Merge
8. Export file

5.This option allows to apply different kinds of formatting to newly created styles:

1. Alter
2. Update
3. Modify
4. None

6. Which of the following option allow you to add styles from another document?

1. New from selection
2. Update style
3. Load Style
4. Fill Format