

BCM SCHOOL, BASANT AVENUE, DUGRI ROAD LUDHIANA

Answer Key

Class IX (Information Technology)

Chapter: Digital Documentation

Maximum Marks: 15

Section A – Fill in the blanks / MCQs (5 Marks)

(Each question carries 1 mark)*

1. b) Ctrl + S
2. .odt
3. Insert
4. b) AutoCorrect
5. Template (or Page Stylemark)

Section B – Short Answer Questions (10 Marks)

(Each question carries 2 marks)

6. Advantages of using styles:

1. Ensures uniform formatting throughout the document.
2. Saves time as changes can be applied to the entire document at once.

7. Save vs. Save As:

1. Save* stores the document in its current file name and location.
2. Save As* allows the user to store the document with a new name or in a different location.

8. Steps to insert a table:

1. Place the cursor where the table is to be inserted.
2. Go to Table → Insert Table.
3. Specify the number of rows and columns, then click OK.

9. Bullets vs. Numbering:

* *Bullets* are symbols or marks used for listing items without order.

(e.g., ● Apples, ● Mangoes)

* *Numbering* is used when items are listed in a specific sequence. (e.g., 1. Step One, 2. Step Two)

10. Mail Merge:

* Mail Merge is a feature used to send the same document (like a letter/email) to multiple recipients with personalized details.

* *Use:* For sending invitation letters, salary slips, result cards, etc