

**BCM School, Basant Avenue, Dugri Road, Ludhiana**  
**Class X**  
**Information Technology (402)**  
**Assignment: Answer Key**  
**Digital Documentation (Advanced) using LibreOffice Writer**

1. The \_\_\_\_ **Columns** \_\_\_\_\_ tab contains options to set the number of columns that we want to have in our ToC.
2. The default template in Writer is \_\_ **Blank Document template** \_\_\_\_\_
3. . \_\_ **Send Back** \_\_\_\_\_ place image at the bottom of all objects.
4. Styles are \_\_\_\_ **logical** \_\_\_\_\_ attributes.
5. Image toolbar does not provide a tool for \_\_\_\_\_.
  - a. Filtering
  - b. Cropping
  - c. Copying**
  - d. Flipping
6. Which of the following option is the correct option to open the picture toolbar?
  - a. File > Toolbar > Picture
  - b. Insert > Toolbar > Picture
  - c. View > Toolbar > Picture**
  - d. Insert > Picture > Show Toolbar
7. **Assertion (A):** It is easier to use fill format mode to apply a style to many different areas quickly.  
**Reason (R):** This avoid making multiple selections first and then applying a style to all of them.
  - a. Both A and R are correct and R is the correct explanation of A.**
  - b. Both A and R are correct but R is NOT the correct explanation of A.
  - c. A is correct but R is incorrect.
  - d. A is incorrect but R is correct
8. **Assertion (A):** We can use images as watermark in LibreOffice Writer. .  
**Reason (R):** This is useful in copywriting document.
  - a. Both A and R are correct and R is the correct explanation of A.**
  - b. Both A and R are correct but R is NOT the correct explanation of A.
  - c. A is correct but R is incorrect.
  - d. A is incorrect but R is correct.
9. **Assertion (A):** To set the current template as default template, check set as default template check box in the save as template dialog box.  
**Reason (R):** Only some templates can be set as default template.
  - a. Both A and R are correct and R is the correct explanation of A.
  - b. Both A and R are correct but R is NOT the correct explanation of A.
  - c. A is correct but R is incorrect.**
  - d. A is incorrect but R is correct
10. **Assertion (A):** Goal seek is powerful tool for reverse calculations.  
**Reason (R):** it can handle equations with multiple unknown variables and is designed to optimize the result based on a set of defined rules.
  - a. Both A and R are correct and R is the correct explanation of A.

- b. Both A and R are correct but R is NOT the correct explanation of A.
- c. A is correct but R is incorrect.
- d. **A is incorrect but R is correct**

**11. What is the use of Fill Format?**

**Ans:** To apply a style on words present at different locations in the document, you will have to go to each word separately and apply it on each word. Writer provides a convenient way of doing it through Fill Format option. This method is useful when a same style is to be applied at many places scattered in the document. Fill Format can be used to style scattered – pages, frames, tables, lists, paragraphs or characters.

**12. What is the purpose of Text Wrapping?**

**Ans.** Text wrapping refers to how images are positioned in relation to text in a document. The Wrap setting determines the relation between the text and the image. To wrap a text, right click the mouse button on the image and pop up menu appears on the screen.

**13. Describe any two tools from the Drawing Object Properties toolbar.**

**Answer:** Drawing Object Properties toolbar is having several tools. These are-

- a. **Area Style/Filling:** use to change the area filling style i.e. color, gradient,
- b. pattern, hatching, bitmap, etc.
- c. **Rotate:** helps in rotating object as per the requirement.
- d. **Fill Color:** helps in changing the filled color of any shape.
- e. **Line color:** to change the color of line of a drawing object.
- f. **Caption:** to the caption with the drawing object.

**14. What are the different ways to Modify Image in Writer document?**

**Picture Toolbar:** When user select an image in OO writer document, picture toolbar appears with below given options:



Picture properties toolbar in LibreOffice writer

- + **From File:** It replaces the existing picture from the computer.
- + **Filter:** This option allows us to filter pictures with effects such as invert, smooth, sharpen, remove noise, polarization, etc.
- + **Graphics Mode:** It changes the graphics mode into Grayscale, Watermark, Black/White and defaults colors.
- + **Color:** Recolor the image or picture with specified values from the toolbar. Users can change color in RGB pattern as well as Brightness, Contrast, and Gamma options to recolor the image.
- + **Transparency:** Make the image transparent as per the specified value in percentage, More percentage more image will transparent. 100% makes the image white.
- + **Flip Horizontally:** Flip the image left in the right direction.
- + **Flip Vertically:** Flip the image from upward to the downward direction.
- + **Frame Properties:** Allows to work with the picture frame