

**BCM SCHOOL, BASANT AVENUE, DUGRI ROAD, LUDHIANA**  
**Assignment – 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. The shortcut key to save a document in LibreOffice Writer is \_\_\_\_\_.  
a) Ctrl + O  
b) Ctrl + S  
c) Ctrl + N  
d) Ctrl + P
2. The default file extension of a LibreOffice Writer document is \_\_\_\_\_.
3. To insert a header or footer in a document, we use the \_\_\_\_\_ menu.
4. Which feature helps to automatically correct spelling mistakes as you type?  
a) AutoSave  
b) AutoCorrect  
c) AutoFormat  
d) Spell Check
5. The tool used to create the same design or look for all pages in a document is called \_\_\_\_\_.

**Section B – Short Answer Questions (10 Marks)**

(Each question carries 2 marks)

6. Write two advantages of using styles in a digital document.
7. Differentiate between "Save" and "Save As" options in LibreOffice Writer.
8. Explain the steps to insert a table in a document.
9. What is the difference between Bullets and Numbering? Give one example of each.
10. What do you mean by "Mail Merge"? Write any one use of it in real life.