

BCM School, Basant Avenue, Dugri Road, Ludhiana
Class X
Information Technology (402)
Chapter – Styles and Images (Assignment Answer Key)

1. By default, the gallery is docked above the _____
 - a) Zoom slider
 - b) Horizontal Scrollbar
 - c) Workspace**
 - d) Vertical scrollbar
2. **TEXT GROUPING** refers to the alignment of text with respect to the object around them.
3. **Assertion(A)** We can not include an embedded or linked graphic in a group with drawing objects.
Reason(R) 'Wrap Text' means adjusting or fitting text into a graphical object.
 - a) Both(A) and (R) are true is correct explanation of (A)
 - b) Both (A) and (R) are true. But (R) is not correct explanation of (A).**
 - c) (A) is true but (R) is false
 - d) (A) is false but (R) is true
4. To increase the contrast of an image, _____ option is used in a document.
 - a) Smooth
 - b) Sharpen**
 - c) Aging
 - d) Mosaic
5. How many levels of headings does libreOffice Writer evaluate to build the table of contents?
 - a) 8
 - b) 9
 - c) 10**
 - d) 12
6. List the various components of LibreOffice suite.

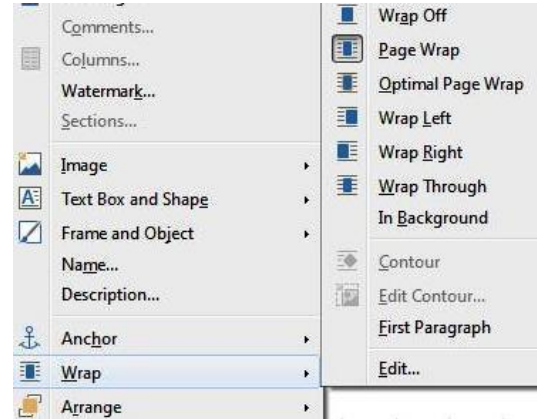
Ans: Libre office suite includes the following components:

- I. Writer (Word processor): This program is used to write letters, books, blogs, and reports.
- II. Calc (Spreadsheet) – is a program that is used to perform mathematical calculations.
- III. Impress (Presentation) – it allows you to use multimedia. It has a drawing tool as well as special effect animation.
- IV. Draw (vector graphics) – is a vector drawing tool that can create anything from a simple diagram or flowchart to a complex diagram or flowchart.
- V. Base (Database) – It allows us to change forms, reports, and queries, as well as establish a relationship.
- VI. Math (formula editor) – It can produce complex equations as well as characters.

7. What are the various text wrapping options available?

Ans: You can insert images and text together to illustrate a document. By default, when you insert an image into your document, the images in line.

You can change the text typing. The rap setting determines the relation between the text and the image you can apply text wrapping by selecting the image and right click over it. Select the appropriate option from the context menu.



Wrapping options

No wrap

With this option that text is placed above and below the image, but not around it. This is the wrapping type used for most of the figures in books.

Page wrap or optimal Page wrap

That text flows around the image. Moving the image around the page, causes a text to be rearranged to fill the space to the left and the right of it. Optimal pH Ra prevents text from being placed to the side of the images of the spacing between the image and the margin is less than 2 cm.

Wrap through

Superimpose is the image on the text. This option must be used with the image transparency setting in order to make the text under the picture visible.

In background

Similar to rap through, but the images placed behind the text, so there may be no need to change the transparency to make the text visible.

8. What is the use of fill format mode?

Ans: Use fill format to apply a style too many different areas quickly without having to go back to the styles and formatting window and double click every time. This method is useful for formatting, many scattered paragraphs, words or the other items, the same style and it may be easier to use than making multiple selections. First, then apply a style to all of them. Steps to use film format mode:

Open the styles and formatting window and select a style
Click the file format mode icon

To apply a paragraph, page or a frame style over the mouse over the paragraph, page or frame and click. To apply a character style, hold down the mouse button while selecting the characters. Clicking on a word applies the character style for that word.