

BCM SCHOOL

Basant Avenue, Dugri Road, Ludhiana

Class – X

Information Technology

Assignment

Q1: Prisha is a book editor. She wants to change the indentation of all paragraphs and change the font of all titles in the book. Which feature should she use to make the task easy?

Q2:- Swati desires to make an image transparent enough to serve as a background while ensuring that other content remains clearly visible above it. Which feature or tool should he use to efficiently achieve this effect?

Q3 :- Ajay aims to adjust how text interacts with images within his report. Which feature or tool should he utilize to control the relationship between the text and the inserted images in her document?

Q4:- After incorporating the reviews, Krishna mailed the document to his editor with the Track Changes ON. He made certain changes in the document. Pradeep wants to compare his original document with the reviewed document. What is the first step Krishna should take to compare his edited document with the original document?

Q5:- A team of writers is collaborating on a report using a word processing software with a Track Changes feature. One writer creates the initial draft, which then needs to be reviewed and edited by the rest of the team.

- a) Why is the track changes feature essential for collaborative document editing?
- b) Which menu option can be used to access this feature?
- c) Can reviewers add comments?
- d) Once the changes are made by all the reviewers, who can accept or reject them?

Q6:- Priya is working on a large report in LibreOffice Writer and needs a list of the chapters, sections and other major parts of the writer work, along with their page numbers. What feature of a writer should she use?

Q7:how does a hierarchy play a role in a table of contents, and how is it represented?

Q8:- Fill ups:

- a) A well organized and properly formatted ____ enhances readability and makes it easier for readers to locate the desired content.
- b) A ____ is a pre designed layout that includes the number of columns that we want to have in our TOC.