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

1. The_____tab contains options to set the number of columns that we want to have in our ToC.
2. The default template in Writer is_____.
3. _____place image at the bottom of all objects.
4. Styles are_____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?

12. What is the purpose of Text Wrapping?

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

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