

**BCM School, Basant Avenue, Dugri Road, Ludhiana**  
**Class IX**  
**Information Technology (402)**  
**Chapter – Digital Documentation (Assignment)**

1. A computer application used for the production of printable material is called.....
  - a) **Word processor**
  - b) Data entry
  - c) Documents
  - d) Reports
  - e) Digital document
2. To break the current page and start the new page select \_\_\_\_\_ page break option from the menu bar.
3. **Assertion(A)** It is possible to make another copy of the file by saving it with another name using the SAVE option.  
**Reason(R)** The user will get two files with two different names but with the same contents.
  - 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. Which shortcut key is used to align to paragraph in center?
  - Ctrl+C
  - **Ctrl+E**
  - Ctrl+J
  - Ctrl+K
5. Sunman and her friends wants to work together in a spreadsheet. They can do so by:
  - a) **Sharing book**
  - b) linking workbook
  - c) merging a workbook
  - d) Both of the above
  - e) None of these.
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 various software available for word processing.

- Microsoft Word
- WordPad
- Lotus Word Pro
- Open Office Writer
- LibreOffice Writer
- Apple Work (Mac computers only)
- Word Perfect (Windows computer only)
- Google Doc
- Office 365

8. How to merge two tables?

**To merge two tables:**

1. Delete the blank paragraph between the tables using delete key on the keyboard.
2. Select any cell in one of the tables.
3. Right click and choose merge tables in the context menu.

Or

4. You can also use table>merge table option from the menu bar.