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Important Question/Answer

Chapter:3 Word Processing(Libre office writer)

Q:1 What is the by default Extension of libre office writer?

Ans: .ODT(open documents text)

Q:2 What is the Template Extension of Libre office Writer?

Ans: .OTT(Open templates text)

Q:3 What is the by default file name in Libre office writer?

Ans:Untitled1

Q:4 What is the maximum & minimum zoom in Writer?

Ans: max-600% & min-20%

Q:5 What is the default page orientation in Writer?

Ans: Portrait

Q:6 How many menus are present in Writer?

Ans: 11(File, edit, View, Insert, format, style, table, form, tools, window, help).

Q:7 What is the by default font style in Writer?

Ans: Liberation serif.

Q:8 What is the by default font size in writer?

Ans: 12pt

Q:9 What is the maximum & minimum font size in libre office writer?

Ans: max-999.9pt & min-2pt (in drop down-max-96pt&min-6pt).

Q:10 An Italic and bold command are founded in which menu of Writer?

Ans: Format

Q:11 You can open the replace box. Clicking the find & replace command in the menu?

Ans: Edit menu.

Q:12 In which menu the Thesaurus command is available.

Ans: Tools.

Q:13 The line given above a text is called as?

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Ans: Overline.

Q:14 Footnotes is placed at which area of the documents.

Ans: At the bottom of each page but different.

Q:15 Different meaning of a word in a document can be searched by which option.

Ans: Thesaurus

Q:16 Anchors can be placed to?

Ans: character,Paragraph& Frame.

Q:17 Libre office Writer gives you an option to export the document as?

Ans: Both PDF & EPUB.

Q:18 To digitally sign a document in Writer. We use digital signature menu option available in?

Ans: File menu.

Q:19 In writer font style are available in.Which we can insert in a documents of Writer.

Ans: Quotations, Emphasis ,Strong emphasis.

Q:20 To create a batch of Documents that are personalized in each recipient we use?

Ans: Mail merge option.

Q:21 Following can be done by inserting cross-reference in writer?

Ans: a. Jumps to specific text message.

b. insert references as field in the single documents.

c. Use objects with caption and bookmarks as targets.

Q:22 Track changes in writer does allow.

Ans: Accept, Accept all, Reject, Reject all.

Q:23 You can access database filled in the document using option?

Ans: Exchange database.

Q:24 Libre office Writer is an?

Ans: Open source application software.

Q:25 What is the correct option to insert header in writer?

Ans: Insert>> Headers.

Q:26 Which operation is required to move file or folder from one location to another location?

Ans: Cut followed by Paste.

Q:27 Which option is helps you to copy formatting and apply to another.

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Ans: Format painter or clone formatting.

Q:28 What is alignment of text that is positioned? So that the left and right edge of the paragraph are flush with the left& right margins.

Ans: Justify alignment.

Q:29 Change case option helps you to .

Ans: Change the case of letter.

Q:30 In which menu mail merge option is presented?

Ans: Tools menu.

Q:31 You can add word not available in word dictionary to?

Ans: Custom dictionary.

Q:32 A collection of image that are part of ms office is called as?

Ans: ClipArt.

Q:33 The gutter margin is added to.

Ans: Left & top of page while printing.

Q:34 Which option is available for editing the macros in Writer?

Ans: load basic macros code.

Q:35. An transparent text or image in the background of content is called as?

Ans: Watermarks.

Q:36 Auto correct entry can helps to create?

Ans: Replacements, Exceptions, and Word completions.

Q:37 Which types of errors are first identified by the word?

Ans: Spelling error.

Q:38 Portrait is refers to the page orientation which is?

Ans: Vertical

Q: 39 is technique selects a sentence in word?

Ans: Triple click.

Q:40 What we can do with the help of Ruler in Writer?

Ans: Tab settings, Indentation, Page margin.

Note: All shortcut keys of writer are also include.

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