



INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Computer Science
QUESTION BANK	INFORMATION TECHNOLOGY

CHAPTER-1 INTRODUCTION TO STYLES

MULTIPLE CHOICE QUESTIONS (MCQS)

1. Which shortcut key is used to open the Styles menu in LibreOffice Writer?
(a) F1
(b) F10
(c) **F11**
(d) F12
2. How many style categories does LibreOffice Writer provide?
(a) 4
(b) 5
(c) **6**
(d) 7
3. Which tool is used to apply a style to many scattered areas of a document quickly?
(a) Format Painter
(b) **Fill Format**
(c) Style Wizard
(d) Drag and Drop
4. Which of the following is NOT a category of style in Writer?
(a) Page Style
(b) Character Style
(c) **Image Style**
(d) Frame Style
5. What is the default filter for the style list at the bottom of the Styles window?
(a) Alphabetical
(b) Applied Styles
(c) Custom Styles
(d) **Hierarchical**
6. Predefined heading styles can be used as what for faster browsing in a document?
(a) Hyperlinks
(b) **Bookmarks**
(c) Footnotes
(d) Endnotes

7. **Which style category controls alignment, tab stops, and line spacing?**
 - (a) Page Style
 - (b) **Paragraph Style**
 - (c) Character Style
 - (d) Frame Style
8. **Which method CANNOT be used to create a Page style?**
 - (a) New Style from Selection
 - (b) **Drag and Drop method**
 - (c) Load Styles
 - (d) Template method
9. **The current Paragraph Style can be seen in which part of the interface?**
 - (a) Title Bar
 - (b) **Style Drop Down list box**
 - (c) Task Pane
 - (d) Footer
10. **What is a collection of all formatting information that can be saved and reapplied?**
 - (a) Template
 - (b) **Style**
 - (c) Macro
 - (d) Database

DESCRIPTIVE TYPE QUESTIONS

1-Mark

1. **Define 'Style' in LibreOffice Writer.**

Answer: A Style is a collection of all formatting information that you want to save and then apply to a document.

2. **Name the six style categories provided by Writer.**

Answer: Page, Paragraph, Character, Frame, List, and Table.

3. **How is a paragraph defined in Writer?**

Answer: A paragraph begins and ends by pressing the Enter key.

4. **Which style allows you to change the color of a single word without affecting the whole paragraph?**

Answer: Character style.

5. **Which key is used to disable the 'Fill Format' button?**

Answer: The 'Esc' key.

6. **Where is the current Default Style of a document displayed?**

Answer: On the status bar.

7. **Can a predefined style be updated using the Drag and Drop method?**

Answer: No, predefined styles cannot be updated by the Drag and Drop method.

8. **What acts as a container for text, graphics, and lists?**

Answer: Frame style.

9. **Which button is used to create a new style or modify an existing one in the Style menu?**

Answer: The Styles action button.

10. **What is the primary benefit of using heading styles in a large document?**

Answer: They allow for faster browsing by acting as bookmarks.

DESCRIPTIVE TYPE QUESTIONS

2-Mark

1. **Differentiate between Paragraph styles and Character styles.**

Answer: Paragraph styles control the formatting of entire blocks of text, including alignment and borders, while Character styles affect only a selected block of letters or words within a paragraph.

2. **Why is manual formatting difficult when creating a large report?**

Answer: Manual formatting leads to inconsistency because steps must be repeated for every portion of the document, and changing any aspect requires repeating the entire process.

3. **What is the 'Fill Format' mode, and when is it useful?**

Answer: Fill Format is used to style scattered pages, frames, tables, lists, paragraphs, or characters. It is useful when you need to apply the same style to many different parts of a document quickly.

4. **How do Frame styles help in organizing a document?**

Answer: Frames act as containers for text or graphics, allowing different sections of a page to have different appearances.

5. **What are 'Custom Styles'?**

Answer: These are user-defined styles created when the existing styles provided by Writer do not meet the specific requirements of the document.

6. **Explain the use of the 'Hierarchical' filter in the Style menu.**

Answer: It is the default filter used to select how the style list is displayed at the bottom of the window, organizing styles in a structured tree format.

7. **What formatting attributes are included in a Page style?**

Answer: Page styles control margins, page size, headers, footers, borders, and backgrounds.

8. **List two ways to create a new style in Writer.**

Answer: A new style can be created using the 'From Selection' method or the 'Drag and Drop' method.

9. **What is a Template in LibreOffice Writer?**

Answer: A template is a preset layout that helps to create professional and/or formal documents easily.

10. **How do styles help maintain consistency in a document?**

Answer: Styles ensure that all parts of a document with the same structural role (like all headings or all body text) have the exact same formatting without manual intervention.

DESCRIPTIVE TYPE QUESTIONS

4-Mark

1. **Explain the six categories of styles provided by LibreOffice Writer.**

Answer: Writer provides: **Page styles** (margins, headers/footers), **Paragraph styles** (alignment, line spacing), **Character styles** (text color, size), **Frame styles** (containers for sections), **List styles** (bullets/numbering), and **Table styles** (formatting for tables).

2. **Describe the step-by-step process of creating a new custom style 'From Selection'.**

Answer: 1. Select the document portion and format it manually. 2. Open the Styles menu (F11). 3. Select the Styles action button. 4. Click 'New Style from Selection'. 5. Type a name in the Create Style dialog box and click OK.

3. Explain how to create a new style using the 'Drag and Drop' method.

Answer: 1. Open the file and format the text as desired. 2. Open the Style menu sidebar. 3. Select the formatted text. 4. Drag the text into the Style menu. 5. Type the style name and press OK.

4. Discuss the procedure for styling a document using a template or another document.

Answer: 1. Open the document to be formatted. 2. Click the Styles action button and select 'Load Styles'. 3. In the Load Styles dialog, select a category or click 'From File'. 4. Select the template or file and check the desired style types to copy. 5. Click OK.

5. Compare the advantages of style-based formatting over manual formatting.

Answer: Manual formatting is easy for beginners but is time-consuming and prone to inconsistency in large documents. Style-based formatting ensures a consistent appearance, reduces the effort required for large reports, and allows global changes to be made quickly by updating a single style.

6. Write the steps to apply an existing Page Style to a specific page.

Answer: 1. Open the document. 2. Insert a page break (Insert > Page Break) to shift matter to a new page if necessary. 3. Place the cursor on the desired page. 4. Open the Style menu sidebar and select the Page category. 5. Double-click the desired style to apply it.

7. How can predefined Heading styles improve document navigation?

Answer: Using predefined heading styles (H1-H10) creates an automated hierarchy. These headings act as bookmarks that allow for faster browsing. When using a Table of Contents, users can navigate directly to sections by using Ctrl+Click on the hyperlinked heading.

8. Describe how to update an existing user-defined style.

Answer: 1. Select a portion of the text that already has the style applied. 2. Manually change its appearance (e.g., change font or size). 3. Open the Styles menu. 4. Click the Styles action button and select 'Update Selected Style'.

9. Explain the use of 'Fill Format' mode and how to disable it.

Answer: Fill Format is used to quickly apply a specific style to multiple scattered parts of a document without reselecting the style. To use it, select the style, click the Fill button, and then click on each part of the text. To disable it, press the 'Esc' key.

10.Explain the significance of templates in professional documentation.

Answer: Templates provide a preset layout for formal documents like resumes or project reports. They can contain text, graphics (like company logos), and predefined styles, allowing users to reuse professional formatting across multiple documents and maintain brand identity