



INDIAN SCHOOL AL WADI AL KABIR

Class: IX	Department: Computer Science	Date:4-11-2024
Worksheet No: 2	INFORMATION TECHNOLOGY	

CHAPTER 3: DIGITAL DOCUMENTATION

Fill in the blanks

1. The process of preparing a document is called _____
2. _____ is a piece of hand-written, printed or electronic matter that provides information or evidence or that serves as an official record.
3. For creating a document on computer, we need a special type of software program _____
4. The creation, editing, formatting, storage and printing of documents using a word processing application is termed as _____
5. One example of Word processing software is _____
6. _____ is the most popular and most widely used word processing software.
7. _____ appears in the upper-left corner of the MS Word.
8. View toolbar contains _____ views buttons.
9. Status bar appears at the very _____ of the word window.
10. _____ toolbar provides you with access to commands you frequently use.
11. _____ bar displays title of the document.
12. _____ is located below the Quick Access toolbar.
13. The vertical _____ enables us to move up and down the document.
14. _____ to change the format of your document quickly.
15. The big white area below the ruler is called _____.

Multiple Choice Questions

1. Which of following is not a component of the Office Suite?

- (a) Writer
- (b) Impress
- (c) Internet Explorer
- (d) Base

2. The most widely used word processing software in late 1970s was_____.

- (a) Word Perfect
- (b) Word
- (c) Word Star
- (d) Writer

3. We can change the mistakes noticed in which of the following?

- (a) Electronic typewriter
- (b) Word processor software
- (c) Simple typewriter
- (d) Both (a) and (b)

4. Header and Footer is available in which of the following menus?

- (a) File Menu
- (b) Insert Menu
- (c) View Menu
- (d) Edit Menu

5. To hide or view ruler we should go to which of the following menus?

- (a) Tools Menu
- (b) Insert Menu
- (c) View Menu
- (d) Edit Menu

6. To check the grammar we should go to which of the following menus?

- (a) Tools Menu
- (b) Insert Menu
- (c) View Menu
- (d) Edit Menu

7. To replace a word Bombay with Mumbai, we should go to which of the following menus?

- (a) Tools Menu
- (b) Edit Menu
- (c) View Menu
- (d) Language Menu

8. To close an opened document, we should go to which of the following menus?

- (a) File Menu
- (b) Insert Menu
- (c) View Menu
- (d) Edit Menu

9. Which of the following is the default extension of the writer file?

- (a) .obt
- (b) .doc
- (c) .odt
- (d) .docx

10. Which of the following technique selects a sentence in Writer?

- (a) Single click (Pressing left button of mouse)
- (b) Double Click
- (c) Triple Click
- (d) None of the above

11. Which of the following is a shortcut key to Redo any operation?

- (a) CTRL + R
- (b) CTRL + Y
- (c) CTRL + X
- (d) CTRL + Z

12. To find a word in a document we can use which of the following function key?

- (a) F5 key
- (b) F8 key
- (c) F1 key
- (d) None of the above

13. Spellings are corrected automatically in Writer because of which of the following features?

- (a) Auto Text
- (b) Auto Correct
- (c) Auto Complete
- (d) All of the above

14. The default table size is _____.

- (a) 1 column, 1 row
- (b) 2 columns, 1 row
- (c) 2 columns, 2 rows
- (d) 1 column, 2 rows

15. What is the shape of the mouse pointer when drawing a table?

- (a) Pencil
- (b) White pointing arrow
- (c) Black pointing arrow
- (d) Black plus

16. Which shortcut key is used for automatic spell checking?

- (a) SHIFT + INSERT
- (b) SHIFT + F7
- (c) CTRL + INSERT
- (d) TAB + INSERT

17. Which shortcut key is used to insert table?

- (a) CTRL + F12
- (b) ALT + DELETE
- (c) CTRL + DELETE
- (d) TAB + DELETE

18. Which of the following is not valid type of data source in mail merge?

- (a) Spreadsheet
- (b) Text files
- (c) MySQL
- (d) CSV file

19. The default orientation of a page in Writer is _____.

- (a) portrait
- (b) landscape
- (c) book
- (d) None of the above

20. Which of the following does not come under page formatting?

- (a) Setting margins
- (b) Find and replace
- (c) Setting header and footer
- (d) Page orientation

21. Saving an existing document with some other name using the Save As option_____.

- (a) replaces the current document
- (b) leaves the current document intact
- (c) is not possible
- (d) closes the document

22. Keyboard shortcut to italicize the selected text is

- (a) Ctrl + U
- (b) Shift + U
- (c) Ctrl + I
- (d) Shift + I

23. Which option should be used to type H₂O, to get 2 at its proper place?

- (a) Bold
- (b) Superscript
- (c) Underline
- (d) Subscript

24. What option should be used to to change the word 'Books' to the word 'Copies' in a document?

- (a) Find
- (b) Find and Replace
- (c) Spell check
- (d) Spelling and grammar check

25. What is the option to print the document so that the height of the page is less than its width?

- (a) Landscape
- (b) Portrait
- (c) Indent
- (d) Tab setting

Short answer questions (50 words):

1. In a document all the occurrences of word “this” have to be changed to “these”. Which option is suitable for this and what is the shortcut command used for it?
2. Which two documents are essential for mail merge?
3. Explain the concept of Word Processing.
4. List the various software available for word processing.
5. Write difference between a text editor and a word processor software. Write the name of any text editor or word processor available in market.
6. List the various components of LibreOffice suite. Explain each component in one line.
7. Compare the features of manual typewriter, electronic typewriter and word processing software.
8. Explain the different views to display a document.
9. What are the various methods for selecting the text in a document? Give the steps to select a paragraph.
10. What are the special characters? How can you insert them in a document?
11. How will you count the total words of a document?
12. What are the various menu of Writer GUI?
13. What is the default extension assigned to the document in Writer when you save it? Write down the steps to save the document to Microsoft Word document?
14. What is the importance of password in the document?
15. How will you protect the document using password in Writer?
16. What is mail merge? Write down the steps to create mailing labels to paste on wedding cards.
17. What are the advantages of table? Prepare your report card of Class IX in table format.
18. Write an application to your Principal for field visit to any IT Industry.