



INDIAN SCHOOL AL WADI AL KABIR

Class: XI	Department: Commerce
Subject: Marketing	Chp 3 – ICT Skills (Employability Skills)
Worksheet no: 01	Objective and Application Based Questions

Q. No.	
1	 Identify the icons in the image given above. Ans: • LibreOffice Writer • Google Docs • Microsoft Word • OpenOffice Writer • Notepad
2	 Identify the operating system highlighted in the red box Ans: Ubuntu operating system
3	Using a word processor, you can create resumes and posters. State whether this is true or false. (a) True (b) False
4	Which of the following options are word processors? Select all the correct options. (a) Google Docs (b) LibreOffice Writer (c) Microsoft Word (d) All of the above
5	Which shortcut key is used to create a new document? (a) Ctrl+ c (b) Ctrl + n

	(c) Ctrl + m (d) Ctrl + d
6	Use the _____ options at the bottom right to change the view of the document to a single page, multipage or book view. (a) Zoom in or out bar (b) Document View (c) Menu Bar (d) Edit Menu
7	The _____ helps to change the size of the text (make it appear bigger or smaller) without changing the font size (a) Zoom in or out bar (b) Document View (c) Menu Bar (d) Edit Menu
8	The _____ is found at the top of the LibreOffice window and has several options, such as File, Edit, View, Insert, Format, Styles, Table, Form, Tools, Windows and Help. (a) Status Bar (b) Document View (c) Menu Bar (d) Edit Menu
9	The _____ is present just below the menu bar and has icons that directly run the command without going through the menu. (a) Status Bar (b) Document View (c) Menu Bar (d) Tool Bar
10	There are many toolbars but two are displayed by default. Name them. Ans: Standard Toolbar and Formatting Toolbar
11	When we press the right mouse button on a paragraph or image or any object, a _____ is displayed (a) Status Bar (b) Context Menu (c) Menu Bar (d) Tool Bar
12	Undo, cut, copy and paste are _____ commands. (a) View (b) Edit (c) Styles (d) File

13	You can change the magnification of the page (i.e., make it bigger or smaller) using _____ option. (a) Page indicator (b) Proofing level (c) Zoom bar (d) Help
14	On the _____ side of the status bar, you can see page number and word count in LibreOffice. (a) right (b) centre (c) left (d) middle
15	Which menu option has the commands Save, Print and Close? (a) Insert (b) File (c) Tools (d) Format
16	The _____ extension shows that this is a LibreOffice Writer document. (a) .doc (b) .pdf (c) .exe (d) .odt
17	What is the shortcut to save the changes made to an existing file? (a) FILE > SAVE (b) INSERT > SAVE (c) HOME > SAVE
18	What is the shortcut to close a document? (a) FILE > SAVE (b) FILE > CLOSE (c) FILE > EXIT
19	What is the shortcut to print a document? (a) FILE > EXPORT (b) FILE > SEND (c) F7 (d) control + p

20	Priya wants to change the spelling of a word in the entire document. Which option will she use? (a) Copy (b) Align Left (c) Find & Replace (d) Paste
21	Which of the following statements is true? (a) You cannot replace all matching words with another word in one go (b) You can align text in the center (c) When we use cut and paste, the text appears in both the places
22	Which menu option will you use to start the spell checker in LibreOffice Writer? (a) Tools>Spelling (b) Tools>Automatic Spell Checking (c) Tools>Language (d) Tools>Options
23	Which shortcut key will you use to start the Spell Checker? (a) F5 (b) F1 (c) Alt+ F7 (d) F9
24	Ravi wrote an article on the benefits of sports. But everywhere he spelt the word sports as spots. Which option in the Spelling dialog box will you use to change all the wrong words to the right one in one go? (a) Correct (b) Always Correct (b) Add to Dictionary (d) Correct All
25	What are the steps to save a new word document? Answer – The steps to save word document are – Step 1: Click on file and then click on save Step 2: Locate the folder where you want to save Step 3: Write a File Name (By default extension is .odt) Step 4: Save the File
26	What are the Advantages of Using a Word Processor There are many advantages of using a word processor. Some of these are: • If you want to add something extra or remove some text after getting your report checked by a teacher, you can easily do it in a word document.

	• When making a resume (bio-data), it is important not to make any spelling mistakes. A word processor helps you check spelling and grammar so that you use correct grammar, spelling and language. • If you are writing a long report and you need to work on it for several days, you can save the report and get back to it whenever required. You can also print the document if you have to send a hard copy to someone. • You can make the document attractive by adding different colours, text styles and text sizes. For example, if you want to write the title in a special style or if you want to highlight some important date, you can do it in a word document. • You can also make a poster using a word processor by inserting pictures, bulleted lists, tables, shapes and charts easily.
--	--