



INDIAN SCHOOL AL WADI AL KABIR

Class: X	Department: Computer Science
QUESTION BANK	INFORMATION TECHNOLOGY

CHAPTER-3 ADVANCED FEATURES OF WRITER

MULTIPLE CHOICE QUESTIONS (MCQS)

1. LibreOffice Writer supports up to how many levels of headings for a Table of Contents?
(a) 5
(b) 8
(c) **10**
(d) 12
2. Which keyboard shortcut is used to open the Templates dialog box?
(a) Ctrl+N
(b) **Ctrl+Shift+N**
(c) Ctrl+Alt+N
(d) Shift+Alt+T
3. In the Table of Contents dialog box, which checkbox is selected by default to prevent accidental changes?
(a) Lock for Editing
(b) **Protected against Manual Changes**
(c) Read-only Mode
(d) Final Version
4. Which menu contains the 'Track Changes' option?
(a) File
(b) **Edit**
(c) View
(d) Insert
5. When Track Changes is active, what formatting is typically applied to deleted text?
(a) Bold
(b) Underline
(c) **Strike-through**
(d) Italic

6. **To navigate directly from a Table of Contents entry to the actual section in the document, which key is pressed while clicking?**
 - (a) Alt
 - (b) Shift
 - (c) **Ctrl**
 - (d) Tab
7. **Which button is clicked in the Templates dialog box to use a template stored on your computer disk?**
 - (a) Export
 - (b) **Import**
 - (c) Move
 - (d) Save
8. **A preset layout used to create professional or formal documents easily is called a:**
 - (a) Style
 - (b) **Template**
 - (c) Query
 - (d) Macro
9. **Which feature is used to keep track of editing being done by each user when multiple people work on one document?**
 - (a) Version Control
 - (b) **Track Changes**
 - (c) Document Sharing
 - (d) User Logs
10. **The entries in an automated Table of Contents are automatically taken from:**
 - (a) **Headings and subheadings**
 - (b) Bolded text
 - (c) Bulleted lists
 - (d) Page footers

DESCRIPTIVE TYPE QUESTIONS

1-Mark

1. **Define Table of Contents (ToC) in LibreOffice Writer.**

Answer: A Table of Contents is a list of topics and subtopics covered in a book or document along with their page numbers .

2. **What acts as a bookmark for faster browsing in a long document?**

Answer: Predefined heading styles act as bookmarks .

3. **Name the default template provided by LibreOffice Writer.**

Answer: A blank document is provided as the default template .

4. **How is added text displayed when the Track Changes feature is turned ON?**

Answer: Added text is displayed in a different color .

5. **Which menu is used to view the Track Changes toolbar?** *Answer:* From the main menu, select **View > Toolbars > Track Changes** .

6. **Where can you see the name of the template being used for the current document?**

Answer: Under **File > Properties** in the General tab .

7. **What is a 'Category' in the context of templates?**

Answer: A category is like a folder used to organize different templates .

8. **Can you update a Table of Contents automatically in Writer?**

Answer: No, Writer does not update the ToC automatically; it must be updated manually .

9. **What is the purpose of the 'Record' option in Track Changes?**

Answer: It turns on the Track Changes feature so that any further editing is marked .

10. **How can you navigate to a specific topic by using the ToC?**

Answer: Move the mouse pointer over the entry and press **Ctrl+click**

DESCRIPTIVE TYPE QUESTIONS

2-Mark

1. **What are the primary benefits of using templates?**

Answer: Templates save time by reusing styles and layouts, and they allow for the inclusion of specific recurring content like company logos or legal notices .

2. **Differentiate between 'Import' and 'Export' a template.**

Answer: **Importing** adds a template file from your disk to the Writer's list of templates, while **Exporting** stores a template file from Writer into a specific folder on your computer for sharing or backup .

3. **How do entries in the Table of Contents assist in document navigation?**

Answer: Entries are hyperlinked to their respective sections, allowing users to jump directly to a topic using **Ctrl+click** .

4. **Explain the importance of the 'Track Changes' feature for collaborative work.**

Answer: It allows multiple users to review and edit a single document while keeping a clear record of every addition or deletion, which the original author can then accept or reject .

5. **What happens if the 'Protected against Manual Changes' option is unchecked in ToC settings?**

Answer: The contents of the Table of Contents can be changed directly on the document page just like regular text, which may lead to inconsistencies .

6. **Describe how to manually update an existing Table of Contents.**

Answer: Right-click anywhere in the Table of Contents and select the **Update Index** option from the pop-up menu .

7. **How can multiple users' comments be distinguished within a document?**

Answer: Comments from different users are displayed in different colored comment boxes .

8. **What is the Hierarchy of Headings (H1 to H10)?**

Answer: It is a structure of 10 levels of heading styles that Writer uses to automatically build and organize the levels of a Table of Contents .

9. **How can you add a graphic background to a Table of Contents?**

Answer: Select the **Bitmap** button in the **Background** tab of the Table of Contents dialog box .

10. **Briefly explain the 'Compare Documents' feature.**

Answer: This feature allows an author to compare an edited version of a document with the original file to review all changes in a Manage Changes dialog box

DESCRIPTIVE TYPE QUESTIONS

4-Mark

1. **Explain the step-by-step process of creating a Table of Contents in LibreOffice Writer.**

Answer: 1. Assign proper heading styles (H1, H2, etc.) to all section headings. 2. Place the cursor where the ToC should appear. 3. Select **Insert > Table of Contents and Index > Table of Contents, Index or Bibliography**. 4. In the dialog box, set the desired title. 5. Ensure "Protected against manual changes" is checked. 6. Click **OK** to insert the hyperlinked table .

2. **Describe how to create and save a custom template from a document you have already formatted.**

Answer: 1. Open the styled document. 2. Select **File > Templates > Save**. 3. Type a name for the new template in the **Template Name** box. 4. Select a category (like 'My Templates') to organize it. 5. Click **Save**. This saves all headings, formats, and graphics for future use .

3. **How can a user download and import an online template from the official LibreOffice repository?**

Answer: 1. Open the Templates dialog (**Ctrl+Shift+N**). 2. Click the **Browse Online Templates** button. 3. Select and download the desired template from the website. 4. Back in the Templates dialog, click **Import**. 5. Choose a category and browse to the downloaded file. 6. Click **Open** to add it to the template list .

4. **Discuss the procedure for tracking changes in a document and protecting it from being disabled.**

Answer: To track changes, select **Edit > Track Changes > Record**. Any edits will now be color-coded (additions) or struck through (deletions). To prevent others from turning this off, select **Edit > Track Changes > Protect** and enter a password. This ensures all reviewer edits are captured for the author's final review .

5. **Explain the significance of the Hierarchy of Headings in generating a professional Table of Contents.**

Answer: Headings H1 through H10 define the structure of the document. Higher levels (H1) represent main chapters, while lower levels (H2, H3) represent sub-sections. When generating a ToC, Writer uses this hierarchy to automatically indent entries and assign page numbers, ensuring the ToC reflects the logical flow of the report .

6. **How do you set a custom template as the default for all new documents in Writer?**

Answer: 1. Open the Templates dialog (**Ctrl+Shift+N**). 2. Right-click on the specific template you want to use. 3. From the pop-up menu, select **Set as Default**. 4. A default icon will appear on the template. Now, every new text document opened will use this template's settings automatically.

7. **Describe the process of comparing an edited document with the original file.**

Answer: 1. Open the edited/reviewed document. 2. Select **Edit > Track Changes > Compare Documents**. 3. In the dialog box, browse and select the **original file**. 4. The **Manage Changes** dialog will appear, showing all differences. 5. Use the Accept or Reject buttons to finalize the content .

8. **Identify and explain any four tools found on the Track Changes toolbar.**

Answer: (a) **View Track Changes:** Displays or hides the edits made. (b) **Record Track Changes:** Enables the recording of all edits. (c) **Previous/Next Track Changes:** Navigates between individual edits. (d) **Accept/Reject:** Allows the author to permanently keep or discard a suggested change .

9. **Explain how to manage comments while reviewing a document.**

Answer: To add a comment, click the **Insert Comment** button and type in the box. To edit, simply click inside the box. To delete, click the down arrow on the bottom right of the comment box and select **Delete Comment**. Different authors' comments appear in different colors for easy identification .

10. **Explain the process of exporting a template to share it with other users.**

Answer: 1. Open the Templates dialog box (**Ctrl+Shift+N**). 2. Select the template you wish to share. 3. Click the **Export** button. 4. In the dialog box, browse for the target folder (e.g., on the Desktop or a shared drive). 5. Click **Select Folder** or **OK**. The template is now a standalone file that others can import