

Chapter-2

PUBLISHING

Very Short Answer

1. Which of the following tools will be used to give the applied format of a given heading to other headings to document in Libre Office writer?

a) Clone Formatting Tool

b) Page Formatting Tool

c) Style Box

d) Standard Tool

e) Copy tool

2. When we apply the style Heading 1 from Apply Style Box to a Word Processor document, which of the following things will occur?

a) All the headings in the documents are changed as Heading 1.

b) The words on which the style Heading 1 is applied are identified as Heading.

c) The words on which the style Heading 1 is applied get the formatting of a Header.

d) The words on which the style Heading 1 is applied are identified as Header.

e) The formats defined in the style Heading 1 get applied to the words.

3. Which of the following are correct statements related to Index and Tables to be included in a report prepared in Libre Office writer.

a) Index tables is created in all pages

b) Creates main headings and sub headings without typing it separately.

c) Index and tables is included using clone formatting.

d) Index and tables is included by clicking on index and tables from format menu

e) Index and tables is included by clicking on Table of content and Index from insert menu.

4.. Find out two methods that can be used for applying the formats given to a heading to all other headings in a word processor document.

a) Styles and Formatting (Styles)

b) Page Formatting

c) Clone formatting

d) Mail Merge

e) Hyperlink

5. What are the benefits of inserting a Table of Contents in the word processor document using Insert → Table of Contents and Index?

a) No matter what language the document is, the table of Content is created in Malayalam.

b) No matter what language the document is, the Table of Content is created in English.

c) No matter what language the document is, the Table of Content can be prepared in a Language

we specify.

d) A table of content is created in a document, containing all the headings.

e) Press the Ctrl key and click on the Heading in the table of Content to reach that specific content.

6. Select two most correct statements regarding some of techniques available in Libre Office writer.

a) Clone Formatting- To apply the given formats in one parts to the other parts.

b) Mail Merge- Apply the given formats in one part to the other parts.

c) Index table- To add information from a database to a word document.

d) Clone Formatting- To create a new style.

e) Styles – To define different parts of the document and assign the same formats.

7. The same format should be given for the Headings in a report prepared in Libre office Writer. Select

two methods that can be used for this.

a) Use the table of contents and Index in Inset menu.

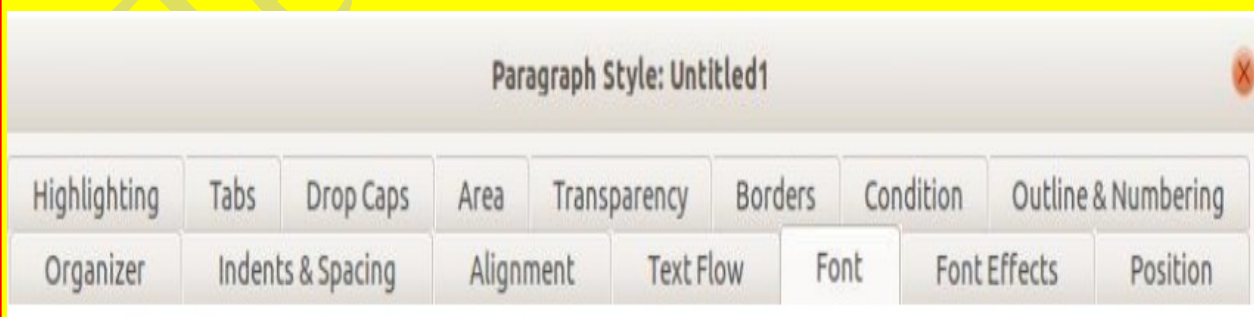
b) Give the Headings the same styles from the style menu.

c) Same format can be given by double clicking on the Clone Formatting Tool.

d) Use paragraph in Format menu.

e) Same format can be given by right clicking on Mail Merge Tool.

8. The picture is a part of the window obtained when modifying the Heading 1 style of a document prepared in Libre Office Writer



Which of the following options are available in the Font tab of this window.

a) To change the font size of the text.

b) To change the Background colour of the text.

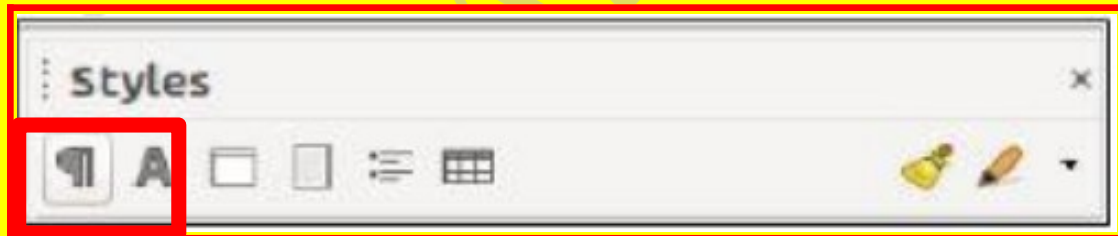
c) To change the font colour of the text

d) To change the Font Family of the text.

e) To under line the text

9. The image given below is part of the styles window in Libre Office Writer. Which of the following styles are given in the window?

a)



Character

b) Header

c) Font

d) Paragraph

e) Index

10. Participants cards for students attending kalolsavam are made using the Mail Merge

technique in Libre Office Writer. Which of the following files will be used for this purpose?

a) A file participants.png in the model of Participant card.

b) A file participants.odt in the model of Participant card.

c) A file participant.jpg in the model of participant card.

d) A file participant.ods with details of students.

e) A file participant.odp with details of students.

11. The following are some of the techniques and its uses available in Libre office writer. Which of the following are correct?

a) Clone Formatting- To apply the format of a given text or an object to another one.

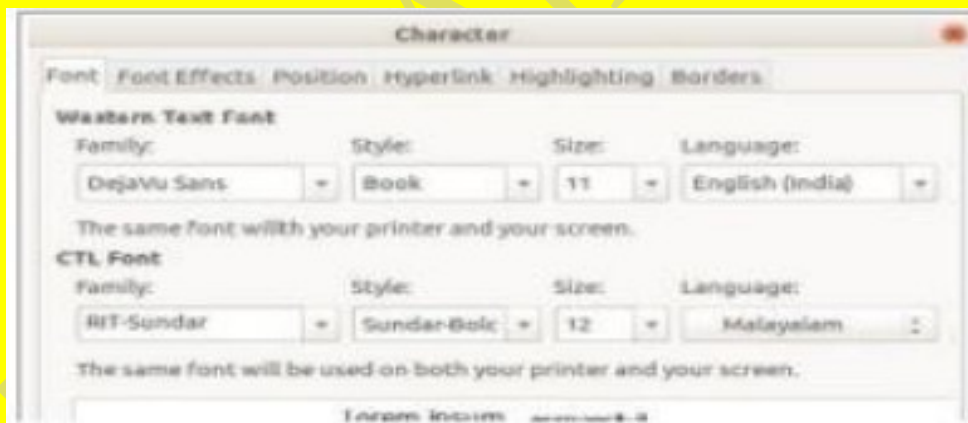
b) Mail Merge- To combine multiple cells in a table into a single cell

c) Index table- To add data from a database to document.

d) Formatting- To remove existing data in a database and new ones.

e) Styles – Define headings, subheadings etc, and give them uniform format

12. Here are some suggestions on what should be kept in mind while changing styles in Libre Office Writer. Which of these are correct statements?



a) If the Font is English Western Text Font should be changed.

b) If the Font is Malayalam CTL Font should be changed.

c) Whatever may be the Font no need to change the Western Text Font and the CTL Font.

d) If the Font is English CLT Font should be changed.

e) Whatever may be the Font, Font Effects should be changed.

13. It was decided to create participant cards for children participating in school kalolsavam. Four cards should be included in a page using the Mail Merge in the Word Processor. Find out from the following the correct steps to do this.

a) Create a sample participant card in the Frame and set the required number on a page.

b) Prepare a sample of the participation card. Type and include details of students.

c) Prepare a table containing the details of students in Word Processor.

d) Open Styles and Formatting window from Styles.

e) Open the ods file with student's details through Insert → Fields → More Fields.

14. All the headings in a word processor document need to be uniformly formatted with same font size and colour. Which of the following techniques can be used for this?

a) Styles

b) Clone Formatting

c) Bold

d) Highlight Color

e) Justified

15. Choose the correct statements related to the Mail Merge system in Word Processor.

a) The information in the database can be added into a document using Mail Merge.

b) Mail Merge can only be done on documents having Heading Style.

c) Mail Merge is done using the Style tab.

d) Mail Merge can used to create multiple documents by adding information from a database.

e) Mail Merge is used to add Table of Contents.

16. Choose the correct statements about the Table of Contents in Word Processor.

a) The title of the table of contents has the default style called Contents Heading.

b) Only headings of the same colour can be found in Table of Contents.

c) Only the centrally aligned headings can be found in Table of Contents.

d) Only the headings defined with Heading style can be found in Table of Contents.

e) Only headings of the same size can be found in Table of Contents.

17 The organizers are preparing the Participant cards for children participating in the science fair using

the Mail Merge technique in LibreOffice Writer.

Which of the following files may be prepared and used for this?

a) File containing sample participant card

participant.jpg

b) File containing sample participant card

participant.odt

c) File participant.ods containing the students'

information

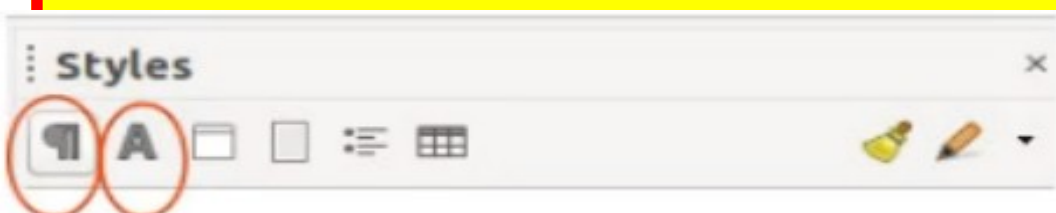
d) File containing sample participant card

participant.png

e) File participant.odp containing the students'

information

18. The image shows a part of the Styles window for selecting various styles in LibreOffice Writer. To which type of style does the styles circled in red belong to?



a) Header

b) Paragraph

c) Font

d) Character

e) Index

19. Which of the following statements about the files quiz.odt and quiz.ods are correct?

a) quiz.ods is created using LibreOffice Calc

b) quiz.ods is created using LibreOffice Impress

c) quiz.odt is created using LibreOffice Calc

d) quiz.ods is created using LibreOffice Writer

e) quiz.odt is created using LibreOffice Writer

20. Which of the files given below are created using LibreOffice Writer?

a) certificate.ods

b) certificate.odt

c) certificate .ott

d) certificate .odg

e) certificate .obt

21. All the headings in the file schoolreport.odt should be made identical. Choose two methods from the ones given below to do this in LibreOffice Writer?

a) Select the headings and click Heading 1 from the Style Box.

b) Press the Ctrl key and click on the headings

c) Use the Clone Formatting tool format headings to make them identical

d) Open the Table of Contents and Index window in the Insert menu and make changes

e) From the Insert menu, click Field, then More Fields

22. Given below are some of the techniques and their functions available in LibreOffice Writer. Which

of the following are correct?

a) Clone Formatting - To apply the format of a given text to another one.

b) Table of Contents and Index - To add information from the database to the document

c) Styles - define parts of the document to give them a uniform format

d) Mail Merge - To merge multiple cells in a table into a single cell

e) Formatting - To delete current information in a database and to add new information

multiple choice questions and answers

23. Which is the option used to prepare model of Participant's Card in writer Software?

a) Style

b) Image

c) Script

d) Frame

24. Which style available in Libre Office Writer can be used to define a word as a Heading in the content of a page?

a) Heading 1

b) Header 1

c) Caption 1

d) Index 1

25. What will be the name of the window, opened by clicking More Styles from the Apply Style Box in LibreOffice Writer?

a) Character Formatting

b) Styles and Formatting

c) Paragraph Formatting

d) Page Formatting

26. What are the advantages of creating Table of Contents using Index and Tables in a document?

a) Table of Contents take us to the corresponding pages of the document easily.

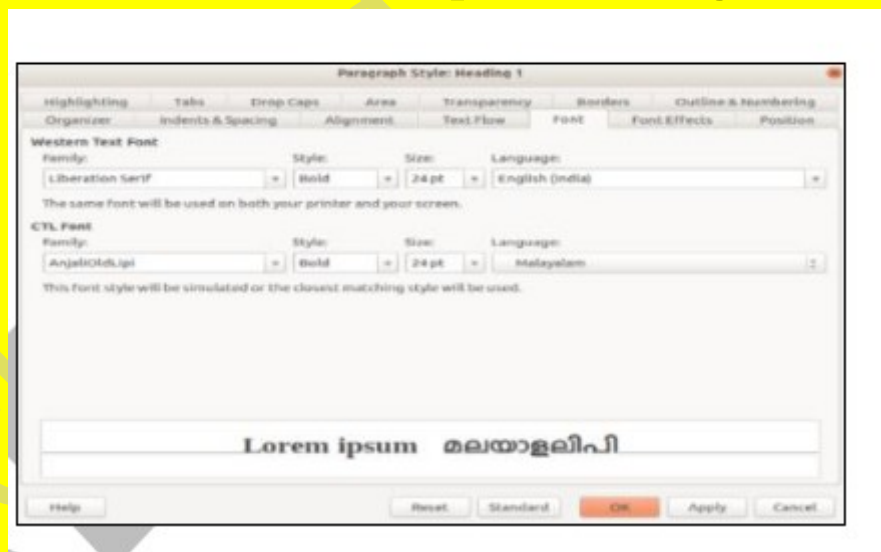
b) Can find a particular word from the document

c) able to find the numbers of words in a document

d) can find a style used in the content of a document.

27. Some of the styles used in the Libre Office Writer document have to be modified. If the page content contains **Malayalam fonts**. Which part of the given

image should be taken.



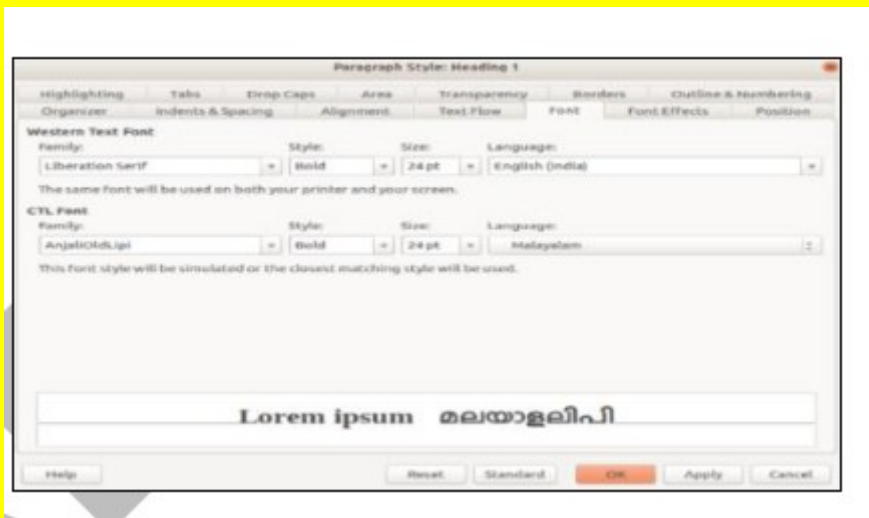
a) Western Text Font

c) Font Effects

b) CTL Fonts

d) Lorem Ipsum

28. Some of the styles used in the Libre Office Writer document have to be modified. If the page content contains **english fonts**. Which part of the given image should be taken.



a) Western Text Font

c) Font Effects

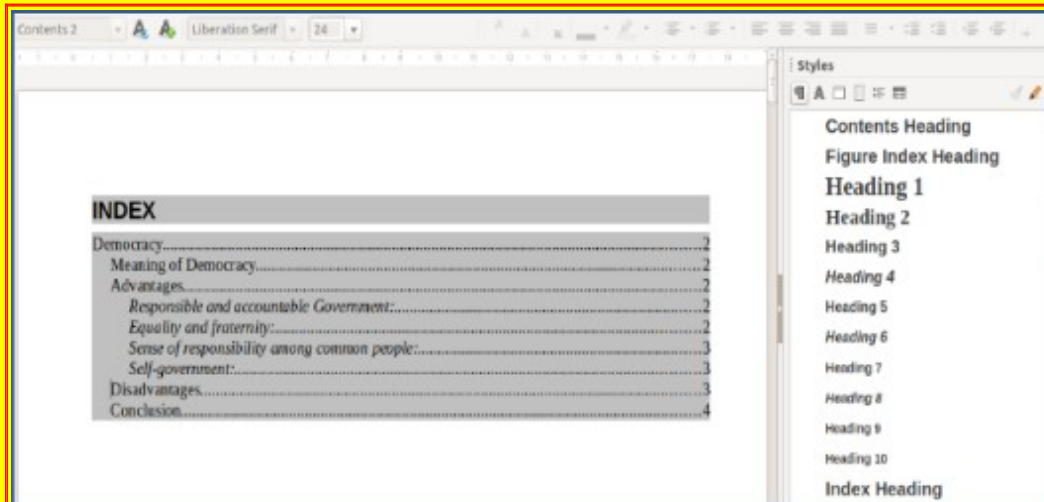
b) CTL Fonts

d) Lorem Ipsum

29. The picture is a part of a table of contents prepared for a document about Democracy.

Normally what style will be the Heading (Index) have?

a)



Contents Heading

b) Figure Index Heading

c) Heading 1

d) Header 1

30. Which of the following is to be used to reach a page containing a specific content, from the table of content created using the Index and Tables in word processor documents?

a) Click on the Heading in the table of content with Shift key pressed.

b) Click on the Heading in the table of content with ALT key pressed.

c) Click on the Heading in the table of content with Ctrl key pressed.

d) Click on the Heading in the table of content with Tab key pressed.

31. Table of Content is created in a Word processor document using Index and Tables and the file is converted to pdf. What is to be done to go to a page in the pdf file that contains a specific content from the Table of contents?

a) Click on the link on the content page with Ctrl key pressed.

b) Click on the link on the content page with Shift key pressed.

c) Click on the link on the content page with the Alt and Ctrl key pressed.

d) Click on the link on the content page.

32. When the style Heading 1 from styles and formatting is applied to a word in Word Processor,

Which of the following is recognised by the software?

- a) Headings are identified as words.
- b) Words are identified as paragraphs.
- c) Headings are identified as Headings.
- d) Words are identified as Headings.**

33. What is the use of feature mail Merge in a Word Processor Software?

- a) To search information's from database for a report.
- b) To change a database prepared in spread sheet to another database
- c) To add the data in a text file to data base as we need.
- d) To add information's from database to a text document.**

34. Clone formatting tool can be used to apply the format of a given text to other texts in Libre Office Writer. Identify the tool from the following.

A



B



C



D



An:



35. Which of the following can be used to define the words in a document in Libre Office writer as heading

- a) Clone formatting
- b) Title page
- c) Index and Tables

d) Styles and formatting (styles)

36. nived wanted to apply the format of a given heading to other Headings in a digital Magazine prepared in Libre Office writer. Which of the following is suitable for this?

a) Cell formatting

b) Clone formatting

c) Heading formatting

d) Index formatting.

37. What is the process to include table of contents in a word processor document?

a) Format → Table of Content and Index → Table of Content, Index or Bibliography

b) Edit → Table of Content and Index → Table of Content, Index or Bibliography

c) View → Table of Content and Index → Table of Content, Index or Bibliography

d) Insert → Table of Content and Index → Table of Content, Index or Bibliography

38. Which of the following is a style available in paragraph style in word processor?

a) Labels

b) Graphics

c) Heading

d) Bullets and Numbering

39. Which technique is used to include addresses from the list address.ods created in spread sheet to letter in letter.odt file?

a) Export

b) Format

c) Mail Merge

d) Style

40. What is the commonly called by the process of beautifully arranging the content and page of a text document for printing?

a) Desktop publishing

b) Computer printing

c) Laser printing Technology

d) Markup Technology

41. What should be done to go from The Table of Contents in a document prepared by Libre Office

Writer to the page associated with it?

a) press and hold Ctrl key and Click on Heading.

b) press and hold Alt key and click on Heading.

c) press and hold Shift key and Click on Heading.

d) press and hold Tab key and click on Heading.

42. Some words have to be defined as Headings, to be included in a Table of Contents in a document prepared in Libre office writer software. What can be used for this?

a) Style

b) Clone

c) Filter

d) Mail merge

43. The fields in a database are inserted into a document created in Libre office writer using the Mail Merge technique. Now to get the merged document, which one of the following steps has to be done?

a) After merging the fields, click print in the file menu.

b) After merging the fields, Export the document as png Images.

c) After merging the fields, Export the document into PDF.

d) After merging the fields, save the document.

44.. In Libre Office Writer, While making changes in a document consisting of more than one language, in which category of fonts should we make changes for Malayalam?

a) CTL Font

b) English True Type Fonts

c) Western Text Fonts

d) Asian Text Font

45.In Libre office Writer, In which menu is the table of contents and Index situated?

a) File

b) Insert

c) Edit

d) Format

46.. In which of the following software is the Technique Mail Merge available?

a) Libre Office Calc

b) Libre Office writer

c) Libre Office Impress

d) Libre Office Draw

47.In Libre Office Writer, While making changes in a document consisting of more than one language, in which category of fonts should we make changes for English Text?

a) CTL Font

b) English True Type Fonts

c) Western Text Fonts

d) Asian Text Fonts

48. Anu tried to insert table of contents in a document using the Table of Contents and Index technique. But the table of contents was not created. What is the reason for it? Pick out from the following.

a) Headings are not defined with the style

Heading

- b) The text in the heading are comparatively smaller than others.
- c) Headings are not aligned in the center of the page
- d) Headings are not of same font size.

49. Which of the following is a style with all the specification of a heading, available in Libre Office Writer?

a) Heading 1

- b) Style 1
- c) List 1
- d) Index 1

50. All headings in a document are given the style Heading 1, in Libre Office writer. Which of the following is the easy way to change the current colour of all the headings?

a) change the colour of first heading. This will be automatically applied to others.

b) Use the Clone Formatting tool.

c) Select the style Heading 1 and Modify it.

52.. The details of the winner in School Sports is given in a database. Using this we have to prepare Certificate for the winners. Which of the following technique in Libre Office Writer is suitable for this?

a) Clone Formatting

b) Style

c) Table of Contents and Index

d) Mail Merge

53. Which of the following functions can be done using Mail Merge?

a) To add data from a database to a text document

b) To add from a text document to a database

c) To search data for a report in a data base

d) To change data from a database to another database

54. In a Document prepared in Libre Office Writer the Heading 1 style is given to all the Headings in the document. What is the easiest way to change all the headings to blue colour?

a) Change the colour of the headings using Font colour Tool.

b) Modify the heading 1 style by changing font colour to blue.

c) Change the colour of one heading and apply it to others using the Clone Formatting tool.

d) Create a New style with the font colour blue and apply it to the headings.

55. In Libre Office Writer, Which one of the following is an easy way to apply the format of a given text or an object to another one.

a) Clone Formatting

b) Page Formatting

c) Paragraph Formatting

d) Character Formatting

56. Identify the Word Processor file from the following options.

a) Report.odt

b) Report.ods

c) Report.odb

d) Report.odp

57. Which of the following methods can be used to make changes to the defined style, Heading1 in a Word Processor document?

a) Select Clone Formatting and then click on the heading to be modified.

b) Select the heading to be modified and click on Font Colour tool.

c) Right click on Heading1 in Styles and click Modify.

d) Click the tool, Export directly as PDF.

58. Which of the following is a tool used in Word Processor for applying the same format of a given heading to other headings?

a) Clone Formatting

b) Heading Formatting

c) Cell Formatting

d) Index Formatting

59. There is a project report prepared in Word Processor. Which of the following tool can be used for adding contents page in this file?

a) Styles

b) Paragraph Layout

c) Table of Contents and Index

d) Clone Formatting

60.. Which of the following methods can be used to easily reach the corresponding page from the table of contents of a Word Processor document?

a) Click on the heading with Ctrl key pressed.

b) Click on the heading with shift key pressed.

c) Click on the heading with F1 key pressed.

d) Click on the heading with Enter key pressed.

61. Which of the following tools has the option to define text as headings and apply formatting in a Word Processor document?

a) Character Formatting

b) Style Box

c) Mail Merge

d) Table of Contents and Index

62. Which of the following software has Mail Merge feature?

a) LibreOffice writer

b) LibreOffice Impress

c) Synfig Studio

d) Inkscape

63. Which menu contains Table of Contents and Index used to include a table of contents in a LibreOffice Writer document?

a) File

b) Insert

c) Edit

d) Format

64. A letter to parents, to participate in class PTA meeting, was created in LibreOffice Writer. What technique is available in LibreOffice Writer to prepare a letter for each of the parents, including their names and addresses?

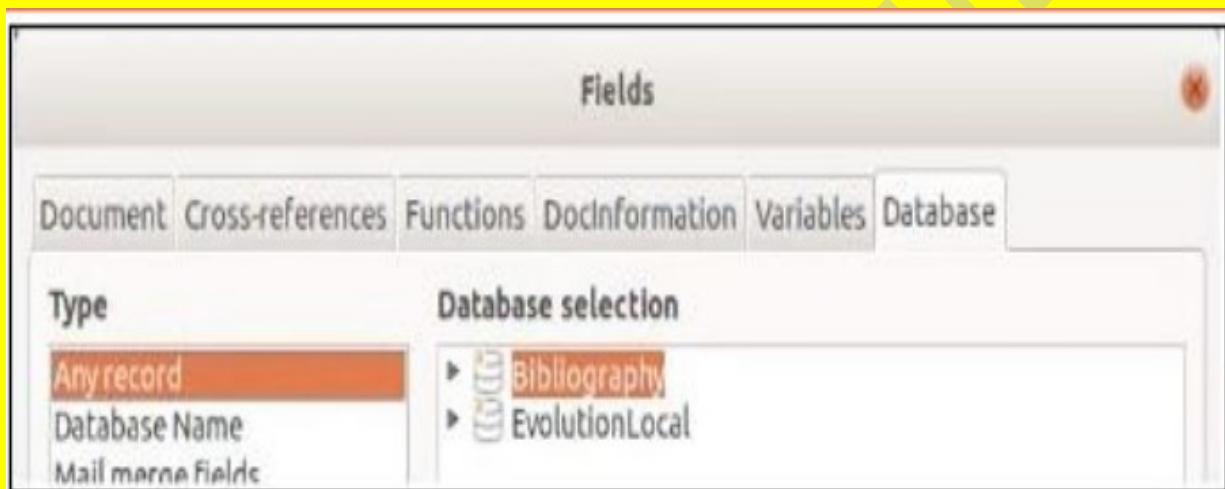
a) Clone Formatting

b) Mail Merge

c) Styles

d) Table of Contents and Index

65. For which of the following activity, the window shown in the picture is open in LibreOffice Writer?



a) To add a table of contents

c) To add information for Mail Merge

b) To create a new style

d) To edit an existing style

styles

