

NOTES FOR UNIT-1 DIGITAL DOCUMENTATION

1. _____ is a set of formats that you can apply to selected pages, text, frames, and other elements in your document.

- a. Style
- b. Format
- c. Design
- d. None of the above

2. **20. Styles and Formatting Window** is available in _____ menu.

- a. Format
- b. Insert
- c. Tools
- d. View

3. **E#, E, T, #, LS,ES** belong to which feature?

- a. Mail Merge.
- b. Indexes and Tables
- c. Tables.
- d. None of these.

4. **A _____** is a method of sending a single letter to a large group of recipients.

- a. Table of content
- b. Mail Merge
- c. Style
- d. None of the above

5. **Which options help to protect the table of content _____.**

- a. Protected any time
- b. Protected against manual changes
- c. Always Protect the changes
- d. None of the above

6. **In Writer, which of the following levels of headers can be indexed?**

- a. H1
- b. H2
- c. H3
- d. All of the above

1. What are Styles ?. What are the advantages of using styles.

Answer – Styles are pre-defined formatting attributes in digital document processing that can be used to apply consistent formatting to text and other elements. The advantages of using styles include –

- Consistency throughout the document
- Efficiency in formatting the document
- Flexibility in making changes to the document
- Improved accessibility for users with assistive technologies.

2. Give any four styles supported by OpenOffice.org

Answer – OpenOffice.org supports various styles, including:

- Paragraph Styles: Used to format paragraphs, including indentation, line spacing, and font size.
- Character Styles: Used to format individual characters, including font type, size, color, and style.
- Page Styles: Used to format the overall appearance of a page, including margins, headers, and footers.
- List Styles: Used to format bulleted or numbered lists, including the type of bullet or number, indentation, and spacing.

3. How to Apply Style in OpenOffice.org?

Step 1 : Select the text, paragraph, or other element where you want to apply the style.

Step 2 : Click Format > Style and Formatting or press F11

Step 3 : Select any one of the style (e.g., Paragraph, Character, etc.)

4. What are templates? What are the advantages of using templates?

Answer – A template is a type of document that you can use to make a similar type of document. Templates can contain text, graphics, style, design.

Advantage of template are –

- a. Document creation is made easier with templates.
- b. It save time to giving style in document
- c. The use of templates helps to keep the audience's interest.

5. What is the difference between styles and templates?

Answer –

a. Style – Styles ensure that your formatting is consistent throughout a document.

b. Template – Templates allow you to reuse text and maintain a consistent look and feel across many projects.

6. Explain different ways of creating a template.

Answer – There are two ways to create templates in a document.

Creating a template from a document –

1. Create or edit a new or existing document of the type you wish to use as a template.
2. Fill in the blanks with the content and styles you desire.
3. Select File > Templates > Save from the main menu.

Creating a template using a wizard –

Wizards can be used to construct letter, fax, agenda, presentation, and Web page templates. The Fax Wizard, for example, walks you through the following options:

1. Fax machine type (business or personal)
2. Document components such as the date, topic line (for business faxes), salutation, and closing
3. Information about the sender and receiver options (business fax)
4. Inclusion of text in the footer (business fax)

7. How can a table of contents be created and formatted in a digital document?

Answer – To create and format a table of contents in a digital document, users can follow these steps:

- Assign unique heading styles to each section or chapter of the document.
- Insert a table of contents using the appropriate option from the menu or toolbar.
- Customize the table of contents by choosing the desired style and formatting options to match the document's design and layout.
- Update the table of contents whenever changes are made to the document's structure or content to ensure its accuracy and usefulness to the reader

8. How can you insert a table of contents in OpenOffice?

Answer – First, make sure your document has the proper headings and subheadings before attempting to incorporate a table of contents in OpenOffice. Then, choose “Indexes and Tables” from the “Insert” menu and then “Indexes and Tables” once more. Choose “Table of Contents” from the “Type” drop-down menu on the “Indexes and Tables” dialogue box’s “Type” tab. After making the necessary adjustments, click “OK” to enter the table of contents.

9. How many of the elements are used in table of content?

- a. **E#** – It indicate chapter number
- b. **E** – It represents the entry text
- c. **T** – It represents tab stop
- d. **LS** – It represents start of a hyperlink
- e. **LE** – It represents End of a hyperlink

10. What is Mail Merge?

Answer – A mail merge is a method of personalizing a message you’ve written and sending it to a large group of people, giving the impression that you prepared the letter specifically for them

11. What is the difference between the main document and the data source in mail merge?

Answer – The data source is the file that holds the information that is specific to each recipient, whereas the main document is the template or master document that provides the overall layout and content of the final message.

12. What are the advantages of Mail Merge?

Answer – Advantages of mail merge are –

- a. It’s simple to send the same mail to a big group of recipients using the Mail Merge tool.
- b. We don’t have to type each recipient’s name separately in each letter when we use Mail Merge.
- c. It’s one of the most efficient ways to mass-produce hundreds of personalized letters in a short amount of time.
- d. It is simple to amend the letter because any change made in the main letter will be reflected in all other recipients’ letters

13. What is Consolidating data?

Answer – The Data Consolidation tool summarises data from multiple worksheets or workbooks into a single worksheet that you can simply update. Consolidate has a graphical interface for copying data from one set of cells to another and then performing one of a dozen operations on it. Consolidation allows the contents of cells from many sheets to be consolidated in one location.