

Chapter 6

Visual Communication

Textual Evaluation

I. Choose the correct answer :

Question 1.

The Keyboard shortcut is used to copy the selected text

- (a) Ctrl+c
- (b) Ctrl+v
- (c) Ctrl+x
- (d) Ctrl+A

Answer:

- (a) Ctrl+c

Question 2.

The Keyboard shortcut is used to cut the selected text

- (a) Ctrl+ c
- (b) Ctrl+v
- (c) Ctrl+x
- (d) Ctrl+A

Answer:

- (c) Ctrl+x

Question 3.

How many types of page orientation are there in Libre office Writer?

- (a) 1
- (b) 2
- (c) 3
- (d) 4

Answer:

- (b) 2

Question 4.

If the ruler is not displayed in the screen, _____ option is clicked.

- (a) View → ruler
- (b) view → task
- (c) file → save

(d) edit → paste

Answer:

(a) View → ruler

Question 5.

The menu is used to save the document

(a) File → open

(b) file → print

(c) file → save

(d) file → close

Answer:

(c) file → save

II. Answer the following Questions:

Question 1.

What is the use for Text document software?

Answer:

1. A text file is used to store standard and structured textual data or information that is human readable.
2. It is defined in several different formats, including the most popular ASCII for cross.
3. Platform usage and ANSI for windows – based operating platforms.

Question 2.

What is selecting text?

Answer:

Selecting is the process of highlighting text or picking an object. For example, a user may select text to copy, cut or move that text to an alternate location or select a file they want to view.

Question 3.

How to close a document?

Answer:

Close the current document by selecting File Close command on the menu bar or click the Close icon if it is visible on the Standard toolbar.

Question 4.

What is right alignment?

Answer:

Right alignment is text or page formatting that aligns text along the right side of a page or containing element.

Question 5.

How to open an existing document?

Answer:

To open an existing document, do any one of the following methods:

1. Click the Open File button on the menu bar.
2. Choose File → Open command from the menu bar.
3. Press CTRL+O keys on the keyboard. Each of the above method will show the Open dialog box. Choose the file and click the Open button

Additional Questions

I. Choose the correct answer.

Question 1.

_____ is a powerful and free office suite, used by millions of people.

- (a) LibreOffice
- (b) Microsoft window
- (c) JAVA
- (d) HTML

Answer:

- (a) LibreOffice

Question 2.

_____ can create and edit forms, views and relations.

- (a) Calc
- (b) Impress
- (c) Base
- (d) Math

Answer:

- (c) Base

Question 3.

_____ is the LibreOffice formula or equation editor.

- (a) Impress
- (b) Drawing

- (a) Base
- (d) Math

Answer:

- (d) Math

Question 4.

The menu is used to print the document.

- (a) File → open
- (b) File → Print
- (c) File → save
- (d) File → save

Answer:

- (b) File → Print

Question 5.

A _____ is a set Of characters and numbers in a certain style.

- (a) Font
- (b) Bullets
- (c) Underline
- (d) Paragraph

Answer:

- (a) Font

Question 6.

_____ alignment refers to the appearance of the left and right sides of the Paragraph.

- (a) Right
- (b) Left
- (c) Paragraph
- (d) None

Answer:

- (c) Paragraph

Question 7.

How many types of alignment can be selected in LibreOffice?

- (a) two
- (b) three
- (c) four
- (d) five

Answer:

(c) four

Question 8.

A _____ orientation means a horizontal display.

- (a) Landscape
- (b) Portrait
- (c) Both (a) and (b)
- (d) None of these

Answer:

(a) Landscape

Question 9.

_____ page is shorter in height but wider in width

- (a) Landscape
- (b) Portrait
- (c) Both (a) and (b)
- (d) None of these

Answer:

(b) Portrait

II. Answer the following question:

Question 1.

What is drawing?

Answer:

Draw is a vector drawing tool that can produce everything from simple diagrams or flowcharts to 3D artwork.

Question 2.

How can you create a new document?

Answer:

To create a new document, do any one of the following methods

1. Click the New Document button on the menu bar.
2. Choose File → New command from the menu bar.
3. Press CTRL+N keys on the keyboard.

Question 3.

How can you print a document?

Answer:

To print a document or selected pages follow the steps given below:

1. Open the document to be printed.
2. Choose File → Print command on the menu bar.
3. The Print dialog box will open. Select the Options like print range, Number of copies, Printer name etc. See that printer is switched on and the paper is available in the printer tray.
4. Click OK.

Question 4.

What is the difference between cut and copy?

Answer:

The main difference between Cut and Copy is that cut removes the selected data from its original position while copy creates a duplicate of the original content.

Question 5.

What is font?

Answer:

A font is a set of characters and numbers in a certain style. Each font looks different from other fonts.

Question 6.

What is paragraph alignment?

Answer:

Paragraph alignment refers to the appearance of the left and right sides of the paragraph

III. Paragraph Questions:**Question 1.**

What are the components of Libre Office?

Answer:

LibreOffice includes the following components.

Text Document:

Writer is a featurerich tool for creating letters, books, reports, newsletters, brochures, and other documents.

Calc (spreadsheet):

Calc has all of the advanced analysis, charting, and decision making features expected from a high-end spreadsheet. It includes over 300 functions for financial, statistical and mathematical operations, among others.

Impress (presentations):

Impress provides all the common multimedia presentation tools, such as special effects, animation, and drawing tools.

Base (database):

Base provides tools for day-to-day database work within a simple interface. It can create and edit forms, reports, queries, tables, views, and relations, so that managing a relational database is much the same as in other popular database applications.

Math (formula editor):

Math is the LibreOffice formula or equation editor. You can use it to create complex equations that include symbols or characters not available in standard font sets.

Question 2.

How can you selecting the text?

Answer:

For selecting text, the mouse or the keyboard can be used.

Selecting Text with Mouse: Following steps are to be followed:

1. Insertion point is moved to the start of the text to be selected.
2. The left mouse button should be clicked, held down and dragged across the text to be selected.
3. When the intended text is selected, the mouse button should be released.

Selecting Text with Keyboard: Following are the steps to be followed:

1. Insertion point is moved to the start of the text to be selected.
2. The Shift key is pressed down and the movement keys are used to highlight the required text.
3. When the Shift key is released, the text is selected.

Question 3.

List the steps of moving the text.

Answer:

The selected text can be easily cut and pasted in the required location. Following steps are to be followed.

1. The text to be moved to a new location is selected.
2. Edit → Cut is selected or in the tool bar is selected to cut the selected text.
3. Insertion point is moved to the place where the text is to be pasted.
4. Edit → Paste is selected or in the tool bar is selected to paste the text in the new location.
5. The text can also be pasted in this way to another or another type of document.
6. The following keyboard shortcuts can be used to move text.
Ctrl + X → to Cut, Ctrl + V → to Paste

Question 4.

How can you change the margins?

Answer:

If the user is not having the exact value for the margins then the Ruler option on the View menu can be used to change the margins.

Following steps are used in this method:

1. If the ruler is not displayed in the screen, View → Ruler option is clicked.
2. The gray area of the ruler indicates the margin's top area.
3. The mouse pointer is then moved in between the gray and white area of the ruler.
4. When the pointer is in the right spot, it changes into a line with arrows on both sides.
5. The margin guide is dragged to a new location.