

Digital Documentation class 10 MCQ Questions

Q1. A _____ is a set of formats that you can apply to selected pages, text, frames.

- a. Style
- b. Template
- c. Image
- d. Graphics

Ans. a. Style

Q2. We can quickly change the appearance of documents by applying styles.(T/F)

- a. True
- b. False

Ans. a. True

Q3. Which of the following styles is not offered by OpenOffice.org?

- a. Page Style
- b. Frame Style
- c. Presentation Style
- d. Video Style

Ans. d. Video Style

Q4. Which of the style include header and footers, border, margins.

- a. Character Style
- b. Page Style
- c. Frame style
- d. Presentation Style

Ans. b. Page Style

Q5. Which style affect the selected text such as font size, bold and italics format?

- a. Cell Styles
- b. Numbering Styles
- c. Character Styles
- d. Frame Styles

Ans. c. Character Styles

Q6. What is the shortcut for opening styles and formatting window?

- a. F12
- b. F8
- c. F11
- d. F10

Ans. c. F11

Q7. Styles and Formatting Window is available in _____ menu.

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

Ans. a. Format

Q8. Fill Format mode help to apply styles to many different areas quickly.(T/F)

- a. True**
- b. False**

Ans. a. True

Q9. When Fill Format mode is active, _____ click undo last Fill Format action.

- a. right and left**
- b. left**
- c. right**
- d. None of the above**

Ans. c. right

Q10. To quit Fill Format mode press the _____ key.

- a. Enter**
- b. Ctrl**
- c. Shift**
- d. Escape**

Ans. d. Escape

Q11. We can create style by :

- a. New Style from a selection**
- b. Dragging and Dropping**
- c. Both of the above**
- d. None of the above**

Ans. c. Both of the above

Q12. We can create new styles by dragging selected text into Styles and Formatting Window.(T/F)

- a. True**
- b. False**

Ans. a. True

Q13. We can modify the predefined styles also?(T/F)

- a. True
- b. False

Ans. a. True

Q14. We can not copy the styles from other document. (T/F)

- a. True
- b. False

Ans. b. False

Q15. Images can be added to a document :

- a. from file
- b. from Open Office gallery
- c. directly from scanner
- d. All of the above

Ans. d. All of the above

Q16. Area where cut and copied image stored is _____

- a. Clipboard
- b. RAM
- c. ROM
- d. Imageboard

Ans. a. Clipboard

Q17. Shortcut to copy image is ctrl + _____

- a. V
- b. X
- c. C
- d. None of the above

Ans. a. V

Q18. To open insert picture dialog box, click on _____ menu.

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

Ans. b. Insert

Q19. Click on _____ menu to open Gallery.

- a. Tools

- b. Insert**
- c. Format**
- d. View**

Ans. a. Tools

Q20. Which of the following is correct to open Picture toolbar?

- a. View—> Tools—> Picture**
- b. Insert—> Tools—> Picture**
- c. View—> Toolbars—> Picture**
- d. Insert—> Toolbars—> Picture**

Ans. c. View—> Toolbars—> Picture

Q21. We can hide the gallery in Writer if required.(T/F)

- a. True**
- b. False**

Ans. a. True

Q22. Click on Tools —> Gallery and uncheck the gallery option will_____

- a. Hide the gallery**
- b. Close the gallery**
- c. Change position of the gallery**
- d. None of the above**

Ans. b. Close the gallery

Q23. Choose the correct option to open picture toolbar.

- a. View—>Toolbars—>Picture**
- b. Tool—>Toolbars—>Picture**
- c. Insert—>Toolbars—>Picture**
- d. Insert—>Picture—>Toolbars**

Ans. a. View—>Toolbars—>Picture

Q24. Which of the following option is not available in Graphics mode of picture toolbar?

- a. Grayscale**
- b. Black/White**
- c. Watermark**
- d. Original**

Ans. d. Original

Q25. Flip Vertically option in picture toolbar will make the image as the _____

- a. mirror placed at the left of the image**

- b. mirror placed at the right of the image**
- c. mirror placed at the top of the image**
- d. mirror placed at the bottom of the image**

Ans. d. mirror placed at the bottom of the image

Q26. Which option is used to undo the task?

- a. Ctrl + Z**
- b. Alt + Backspace**
- c. Both of the above**
- d. Ctrl + Y**

Ans. c. Both of the above

Q27. Color toolbar allow us to change

- a. RGB Color Components**
- b. Brightness**
- c. Gamma effect of image**
- d. All of the above**

Ans. d. All of the above

Q28. Which filter makes the picture appear like painting?

- a. Posterize**
- b. Poster**
- c. Postersize**
- d. poster like**

Ans. a. Posterize

Q29. Transparency effect help to create watermark.(T/F)

- a. True**
- b. False**

Ans. a. True

Q30. Which of the following filter will play with the contrast of the image?

- a. Smooth**
- b. Sharpen**
- c. Both of the above**
- d. None of the above**

Ans. c. Both of the above

Q31. We can not give border to picture.(T/F)

- a. True**

b. False

Ans. b. False

Q32. Which option help us to take only particular section/part of image?

- a. Crop**
- b. Background**
- c. Wrap**
- d. None of the above**

Ans. a. Crop

Q33. Which option is available in crop page ?

- a. Keep Scale**
- b. Keep image size**
- c. Both of the above**
- d. None of the above.**

Ans. c. Both of the above

Q34. In which of the following, size of image does not change even after cropping of image?

- a. Keep Scale**
- b. Keep image size**
- c. Both of the above**
- d. None of the above.**

Ans. b. Keep image size

Q35. How many resizing handles appear when we select any image?

- a. 8**
- b. 6**
- c. 4**
- d. 12**

Ans. a. 8

Q36. The corner handles resize both _____ the *and* _____ of graphic.

- a. Contrast and brightness**
- b. Width and Height**
- c. Length and Width**
- d. None of the above**

Ans. b. Width and Height

Q37. To retain original proportion of the graphic, _____ + click one of the corner handles.

- a. Ctrl**
- b. Alt**

- c. Shift
- d. None of the above

Ans. c. Shift

Q38. Writer does not provide a direct tool to rotate a picture.(T/F)

- a. True
- b. False

Ans. a. True

Q39. To open drawing toolbar, click on _____ menu.

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

Ans. d. View

Q40. Rotate option available on _____ toolbar.

- a. Picture
- b. Art
- c. Drawing
- d. None of the above

Ans. c. Drawing

Q41. To select two drawing objects in Writer, Select one object and hold _____ key and select other object.

- a. Ctrl
- b. Alt
- c. Spacebar
- d. Shift

Ans. d. Shift

Q42. _____ menu have the option to group drawing object in Writer.

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

Ans. a. Format

Q43. Once we group two or more objects in Writer, we can not ungroup them.(T/F)

- a. True

b. Value

Ans. b. False

Q44. When we right click on drawing object, a _____ menu open.

- a. Pop up Menu**
- b. Shortcut Menu**
- c. Context Menu**
- d. All of the above**

Ans. d. All of the above

Q45. Writer is a DTP Software.(T/F)

- a. True**
- b. False**

Ans. b. False

Q46. Which of the following setting is not used for positioning of graphic?

- a. Arrange**
- b. Alignment**
- c. Wrap**
- d. Caption**

Ans. d. Caption

Q47. _____ refers to the relation of graphics to the surrounding text.

- a. Anchoring**
- b. Text Wrapping**
- c. Graphic Wrapping**
- d. All of the above**

Ans. b. Text Wrapping

Q48. _____ refers to the reference point for the graphics.

- a. Anchoring**
- b. Text Wrapping**
- c. Text Reference**
- d. All of the above**

Ans. a. Anchoring

Q49. Alignment refers to vertical or horizontal placement of graphic. (T/F)

- a. True**
- b. False**

Q50. Four resizing handles(other than the corner handles) resize image only in one dimension.(T/F)

- a. True**
- b. False**

Ans. True

Q51. A _____ is a model that we use to create other documents.

- a. template
- b. style**
- c. image**
- d. none of the above**

Ans. a. template

Q52. Ananya wants that her company's logo should automatically appear on the top of the Writer document whenever she opens a new document. Which feature of Writer will help her to do so?

- a. Style**
- b. Automatic**
- c. Template**
- d. All of the above**

Ans. c. Template

Q53. A template can have :

- a. Text**
- b. Graphic**
- c. Particular Style**
- d. All of the above**

Ans. d. All of the above

Q54. We can create template in _____

- a. Writer**
- b. Spreadsheet**
- c. Impress**
- d. All of the above**

Ans. d. All of the above

Q55. Template option is available in _____ menu

- a. File**
- b. Edit**
- c. Insert**
- d. Tool**

Ans. a. File

Q56. We can not create our own template.(T/F)

a. True

b. False

Ans. b. False

Q57. We can create template for _____

a. Letter

b. Fax

c. Presentation

d. All of the above

Ans. d. All of the above

Q58. We can create template using Wizard.(T/F)

a. True

b. False

Ans. a. True

Q59. We can create new document by choosing

a. File>>New

b. Edit >> New

c. Insert >> New

d. None of the above

Ans. a. File>>New

Q60. Template management dialog box opens by clicking on _____

a. File >>Template>>Manage

b. File >>Template>>Organize

c. File >>Template>>Balance

d. None of the above

Ans. b. File >>Template>>Organize

Q61. _____ feature of Writer help us to build an automated index from heading.

a. Table of Contents

b. Style

c. Template

d. None of the above

Ans. a. Table of Contents

Q62. Indexes and Tables option available in _____ menu.

- a. File
- b. Edit
- c. View
- d. Insert

Ans. d. Insert

Q63. Table of Contents in Writer will automatically update when we add or remove any heading.(T/F)

- a. True
- b. False

Ans. b. False

Q64. Which of the following tab is not available in insert Index/Table dialog box?

- a. Entries
- b. Styles
- c. Background
- d. None of the above

Ans. d. None of the above

Q65. Which of the following levels of headings can be indexed in Writer?

- a. H1
- b. H3
- c. H7
- d. All of the above

Ans. d. All of the above

Q66. We can not change the table of content directly in the document if :

- a. “Protected against manual changes” check box is selected
- b. number of level is 3
- c. Title is entered in the Title field
- d. None of the above

Ans. a. “Protected against manual changes” check box is selected

Q67. The E# button in Entries tab of Insert Index / Table represent.

- a. Entry Text
- b. Chapter number
- c. Tab Stop
- d. Page Number

Ans. b. Chapter number

Q68. The “LS” button in Entries tab of Insert Index / Table represent

- a. End of a hyperlink**
- b. Left Side**
- c. Start of a hyperlink**
- d. Page number**

Ans. c. Start of a hyperlink

Q69. Which tab of Insert Index/Table dialog box help us to apply paragraph style to the table of content.

- a. Paragraph Style**
- b. Styles**
- c. Columns**
- d. Background**

Ans. b. Styles

Q70. We can add a graphic in the background of Table of Content.(T/F)

- a. True**
- b. False**

Ans. a. True

Q71. Mail Merge involves merging of

- a. two documents**
- b. two mails**
- c. both of the above**
- d. None of the above**

Ans. a. two documents

Q72. Which of the following feature of Writer help us to create a letter for multiple people with personalized touch?

- a. Letter Merge**
- b. Template**
- c. Mail Merge**
- d. Style**

Ans. c. Mail Merge

Q73. Writer prompt you to confirm delete while deleting table of content.(T/F)

- a. True**
- b. False**

Ans. a. True

Q74. Amit buys a new Showroom and wants to invite his friends and relatives (approximately 100) on inauguration ceremony. Which feature of Writer will help him to create personalized invitation letter for every one?

- a. Documentation**
- b. Mail Merge**
- c. Style**
- d. Template**

Ans. b. Mail Merge

Q75. Document (in mail merge) which contain the common data is called _____

- a. Data Source**
- b. Common Document**
- c. Main Document**
- d. None of the above**

Ans. c. Main Document

Q76. List that contain name, addresses etc which changes in every document is called _____

- a. Data Source**
- b. Main Document**
- c. Main List**
- d. None of the above**

Ans. a. Data Source

Q77. _____ is a feature on word processing software that help users to create personalized letters, greeting cards with different names and addresses stored in a database.

- a. Merging of Mail**
- b. Merge Mail**
- c. Mail Merge**
- d. None of the above**

Ans. c. Mail Merge

Q78. Data Source in Writer can be created in _____

- a. Spreadsheet**
- b. MySQL**
- c. Oracle**
- d. All of the above**

Ans. d. All of the above

Q79. What is the shortcut to see non – printing characters in Writer?

- a. Ctrl + F11**

- b. Ctrl + F12**
- c. Ctrl + F1**
- d. Ctrl + F10**

Ans. d. Ctrl + F10

Q80. Advantages of Mail Merge is

- a. Time Consuming**
- b. Write letter multiple times**
- c. Difficult to implement**
- d. None of the above**

Ans. d. None of the above