

Objective Question – Answer

Chapter 1 – Introduction to Styles

1. In LibreOffice Writer, a style is a collection of ____ formats.
 - (a) Similar
 - (b) Different ☒
2. Styles are especially handy in ____ documents.
 - (a) Small
 - (b) Large ☒
3. Proper use of styles improves ____ in a document.
 - (a) Beauty
 - (b) Consistency ☒
4. The first five buttons in Styles window select category of ____.
 - (a) Tables
 - (b) Styles ☒
5. Default style when a new file is opened is ____.
 - (a) Normal
 - (b) Default ☒
6. Which function key is used to open Styles window?
 - (a) F10
 - (b) F11 ☒
7. Fill Format tool is used to apply style at ____.
 - (a) One place only
 - (b) Multiple places ☒
8. Predefined styles ____ be updated by Drag & Drop method.
 - (a) Can
 - (b) Cannot ☒

9. Which menu is used to load styles from template?

- (a) Insert
- (b) Format ✓

10. Manual formatting is less efficient than ____.

- (a) Styles ✓
- (b) Copy-paste

Chapter 2 – Working with Images

11. The faint text/image in the background is called ____.

- (a) Watermark ✓
- (b) Trademark

12. JPG stands for ____.

- (a) Joint Photographic Experts Group ✓

13. Which of the following is not an image extension?

- (a) PNG
- (b) ODT ✓

14. Grouping option in Drawing toolbar includes ____.

- (a) Ungroup
- (b) Enter Group
- (c) Exit Group
- (d) All of these ✓

15. The tool used to cut off non-desirable part of image is ____.

- (a) Crop ✓

16. Brightness & Contrast are changed using ____.

- (a) Gamma Correction ✓

17. Time effect on picture is done with ____.

- (a) Ageing tool ✓

18. “Send Back” option places image ____.

- (a) Behind all objects ✓

19. Number of alignment options for image is ____.

- (a) Two
- (b) Three 

20. Rotating image is done using ____.

- (a) Corner handles 

Chapter 3 – Advanced Features

21. To update ToC manually, right click and select ____.

- (a) Update Index 

22. To navigate in ToC, press ____.

- (a) Ctrl key + Mouse Click 

23. Templates in LibreOffice Writer ensure ____.

- (a) Uniformity 

24. Default template in Writer is ____.

- (a) Blank Document 

25. Online templates can be browsed via ____.

- (a) Browse Online Templates 

26. Track Changes feature is used for ____.

- (a) Review & Editing 

27. Shortcut for Track Changes = ____.

- (a) Ctrl+Shift+C 

28. Added text in Track Changes is shown in ____.

- (a) Coloured 

29. Which tab allows number of columns in ToC?

- (a) Columns tab 

30. Accept Track Change button differs from Accept All by ____.

- (a) Applying one vs all changes 

✓ 20 Short Question & Answers

1. What are styles in LibreOffice Writer?
→ A collection of predefined formatting settings applied to text, paragraph, or page.
2. Write two advantages of using styles.
→ Ensures consistency, saves time.
3. What is the difference between manual formatting and styles?
→ Manual formatting is applied individually, styles apply formatting uniformly.
4. Define custom style.
→ A user-created style with personalized formatting settings.
5. What is Fill Format?
→ A tool to apply same style at multiple places in a document.
6. What is a digital image?
→ A picture represented in pixels stored in digital format.
7. Difference between resize & crop?
→ Resize changes dimensions proportionally, crop cuts parts of the image.
8. What is grouping of objects?
→ Combining multiple objects to act as one.
9. Define embedding an image.
→ Copy of image stored within document.
10. Define linking an image.
→ Only path of image is stored, saving memory.
11. What is Table of Contents (ToC)?
→ Automated index of topics using headings.
12. What are templates?
→ Predefined document layouts for reuse.
13. Name two categories of templates.
→ Business templates, Personal templates.
14. What is Track Changes feature?
→ It records and displays modifications in a document.
15. Shortcut key for Track Changes?
→ Ctrl+Shift+C.
16. What is the use of comments in a document?
→ To add notes/suggestions without changing content.

17. Define Update Index.
→ Refreshes the ToC with latest document changes.
 18. What is Browse Online Templates option?
→ Allows downloading templates from online gallery.
 19. State one drawback of manual formatting.
→ Time-consuming and inconsistent.
 20. Define Paragraph Style.
→ A style that applies formatting to an entire paragraph..
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Fill in the Blanks

1. A style is a collection of different ____ (formats).
 2. Styles are especially handy in ____ (large documents).
 3. Proper use of styles improves ____ (consistency).
 4. On opening a new file ____ style is used (Default).
 5. Fill Format tool allows applying style at ____ (different places).
 6. The text faintly appearing in background is ____ (Watermark).
 7. JPG stands for ____ (Joint Photographic Experts Group).
 8. Tool to cut unwanted part of image is ____ (Crop).
 9. Brightness & Contrast can be changed using ____ (Gamma Correction).
 10. To navigate in ToC, press ____ (Ctrl + Mouse Click).
 11. Default template in Writer is ____ (Blank Document).
 12. Track Changes shortcut is ____ (Ctrl+Shift+C).
 13. Added characters in Track Changes appear as ____ (Coloured text).
 14. Online templates can be accessed using ____ (Browse Online Templates).
 15. The option to update ToC is ____ (Update Index).
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✓ 10 Long Question & Answers

1. Explain manual formatting vs styles with examples.
2. Write detailed steps to create and update a style in Writer.
3. Explain different categories of styles in Writer.
4. Describe the process of inserting and modifying an image in Writer.
5. Differentiate between embedding and linking images. Give advantages.
6. Explain steps to group and ungroup objects with examples.
7. Write a detailed note on creating and customizing Table of Contents.
8. What is a template? Explain creating, importing, and exporting templates.
9. Explain the Track Changes feature with steps to accept/reject changes.

How does LibreOffice Writer help in collaborative editing? Explain

Answer

1. Explain manual formatting vs styles with examples.

Answer:

- **Manual formatting:** Formatting is applied individually to text, paragraphs, or pages using toolbar options. Example: Selecting a heading and manually changing font size to 16, bold, and blue colour.
 - **Disadvantages:** Time-consuming, inconsistent, difficult to update across a long document.
- **Styles:** A style is a predefined set of formatting instructions that can be applied quickly. Example: Applying "Heading 1" style to all chapter titles ensures same font, size, and spacing.
 - **Advantages:** Saves time, ensures consistency, easy updates—changing the style updates all related text.

2. Write detailed steps to create and update a style in Writer.

Answer:

Creating a new style:

1. Select the text/paragraph with desired formatting.

2. Open the *Styles Sidebar* (F11).
3. Choose the category (Paragraph, Character, Page, etc.).
4. Click **Style Action button** > *New Style from Selection*.
5. Type a name (e.g., "My Style") and save.

Updating a style:

1. Select text with modified formatting.
 2. In Styles menu, choose the style already applied.
 3. Click **Update Selected Style**.
 4. All text using that style gets updated instantly.
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3. Explain different categories of styles in Writer.

Answer:

Writer provides **six categories of styles**:

1. **Page Style** – defines layout like size, margin, header/footer, background.
 2. **Paragraph Style** – controls alignment, spacing, indentation, borders.
 3. **Character Style** – applies to selected words (font size, colour, highlight).
 4. **Frame Style** – for sections that hold text, graphics, or lists.
 5. **List Style** – defines bullets, numbering format, indentation.
 6. **Table Style** – controls table borders, shading, alignment, and text colour.
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4. Describe the process of inserting and modifying an image in Writer.

Answer:

Inserting an Image:

- Insert > Image > From File → choose and insert.
- Or drag & drop from file manager.
- Or copy & paste from another source.
- Linking option reduces file size by inserting only a reference.

Modifying an Image (Image Toolbar):

- **Resize** – drag handles to adjust size.
- **Crop** – cut unwanted parts.

- **Rotate** – rotate 90° or free rotation.
 - **Flip** – mirror image horizontally/vertically.
 - **Transparency & Colour adjustment** – brightness, contrast, gamma.
 - **Filters** – apply artistic effects like invert, sharpen, aging, charcoal sketch.
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5. Differentiate between embedding and linking images. Give advantages.

Answer:

- **Embedding:** Saves the image inside the document file.
 - *Advantages:* Image always available with file, even if original deleted.
 - *Disadvantages:* File size increases.
 - **Linking:** Only reference to external image file is saved.
 - *Advantages:* Saves storage space, suitable when same image used multiple times.
 - *Disadvantages:* If original image is moved/deleted, link breaks.
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6. Explain steps to group and ungroup objects with examples.

Answer:

Grouping:

1. Select multiple objects (hold Shift while clicking each).
2. Format > Group > Group OR use Group tool in Drawing toolbar.
3. Now all act as one unit—move, resize, or format together.

Ungrouping:

1. Select grouped object.
2. Format > Group > Ungroup.
3. Individual elements can now be edited separately.

Example: In a family tree drawing with rectangles and lines, grouping ensures the whole tree moves together.

7. Write a detailed note on creating and customizing Table of Contents.

Answer:

Steps:

1. Apply proper **Heading styles** (Heading 1, 2, 3) to document headings.
 2. Place cursor at start of document.
 3. Insert > Table of Contents & Index > Table of Contents.
 4. Customize in dialog box:
 - **Title:** Rename as “Contents”.
 - **Levels:** Choose number of heading levels.
 - **Styles:** Decide font/format of entries.
 - **Columns:** Add multiple columns if needed.
 5. Click OK → ToC inserted with page numbers and clickable links.
 6. **Updating ToC:** Right-click ToC → Update Index/Table.
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8. What is a template? Explain creating, importing, and exporting templates.

Answer:

- **Template:** A pre-designed document format (with styles, layout, and formatting) used to create uniform documents.

Creating a Template:

1. Design a document with required formatting.
2. File > Templates > Save As Template.
3. Give name and category (e.g., CV, Report).

Importing Templates:

- Download from internet.
- File > Templates > Manage > Import.

Exporting Templates:

- File > Templates > Manage > Export.
 - Saves template as .ott file for sharing.
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9. Explain the Track Changes feature with steps to accept/reject changes.

Answer:

Track Changes: Allows monitoring of modifications by different users.

Steps:

1. Enable: Edit > Track Changes > Record (or Ctrl+Shift+C).
 2. Any inserted text appears **colored/underlined**. Deleted text appears as **strike-through**.
 3. Comments can be added for explanation.
 4. Reviewing: Edit > Track Changes > Manage → shows list of edits.
 5. To accept/reject:
 - Select change → Accept or Reject button.
 - Use “Accept All” or “Reject All” for bulk action.
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10. How does LibreOffice Writer help in collaborative editing? Explain.

Answer:

- **Track Changes:** Allows multiple users to edit while recording who made which change.
- **Comments:** Reviewers can add notes without altering content.
- **Templates:** Ensure uniform formatting across all team documents.
- **Table of Contents & Styles:** Keep large collaborative documents structured.
- **Export Options:** Documents can be shared in multiple formats (ODT, PDF, DOCX).
- **Version Control:** Users can compare different saved versions and merge changes.

Thus, LibreOffice Writer makes team-based documentation professional, consistent, and easy to review.