

CLASS 9 UNIT 3 – DIGITAL DOCUMENTATION

A. MULTIPLE CHOICE QUESTIONS — WITH ANSWERS

1. Which of following is not a component of the Office Suite?

Answer: (c) Internet Explorer

2. The most widely used word processing software in late 1970s was?

Answer: (c) Word Star

3. We can change the mistakes noticed in which of the following?

Answer: (b) Word processor software

4. Header and Footer is available in which of the following menus?

Answer: (b) Insert Menu

5. To hide or view ruler we should go to which menu?

Answer: (c) View Menu

6. To check the grammar we should go to which menu?

Answer: (a) Tools Menu

7. To replace a word Bombay with Mumbai, which menu?

Answer: (b) Edit Menu

8. To close an opened document, which menu?

Answer: (a) File Menu

9. Default extension of Writer file?

Answer: (c) .odt

10. Technique to select a sentence in Writer?

Answer: (c) Triple Click

11. Shortcut key to Redo?

Answer: (b) CTRL + Y

12. Function key to find a word?

Answer: (a) F5 key

13. Spellings are corrected automatically because of?

Answer: (b) Auto Correct

14. Default table size?

Answer: (c) 2 columns, 2 rows

15. Shape of mouse pointer when drawing a table?

Answer: (a) Pencil

16. Shortcut key for automatic spell checking?

Answer: (b) SHIFT + F7

17. Shortcut key to insert table?

Answer: (a) CTRL + F12

18. Not a valid data source in mail merge?

Answer: (c) MySQL

19. Default orientation of page in Writer?

Answer: (a) portrait

20. Which does NOT come under page formatting?

Answer: (b) Find and replace

21. Save As option does what?

Answer: (b) leaves the current document intact

22. Shortcut to italicise text?

Answer: (c) Ctrl + I

23. Option to type H₂O correctly?

Answer: (d) Subscript

24. Option to change 'Books' to 'Copies'?

Answer: (b) Find and Replace

25. Option to print page with height less than width?

Answer: (a) Landscape

☒ B. FILL IN THE BLANKS — WITH ANSWERS

1. '...' denotes that it will open the _____.

Answer: dialog box

2. '▶' means clicking will open _____.

Answer: a submenu

3. Formatting Tool Bar contains options for _____.

Answer: formatting

4. Home key jumps to _____ and End key jumps to _____.

Answer: beginning of the line, end of the line

5. After undo, to go back again use _____.

Answer: Redo

6. Double click selects the _____.

Answer: word

7. Headers appear at the _____ and footers at the _____.

Answer: top, bottom

8. In _____ orientation height is less than width.

Answer: landscape

9. _____ option shows how document will look when printed.

Answer: Print Preview

10. In mail merge, file holding addresses is called _____.

Answer: data source

☒ C. TRUE / FALSE — WITH ANSWERS

1. To open word processor 'Window' menu is selected.

Answer: False

2. Current file name is shown in Status Bar.

Answer: False

3. Open icon is part of Standard Tool Bar.

Answer: True

4. Format Menu applies to whole document.

Answer: False

5. MS-Word file can be opened in LibreOffice Writer.

Answer: True

6. LibreOffice file cannot be opened in MS-Word.

Answer: False

7. Writer does not permit copying text to another document.

Answer: False

8. Text can be copied without menu or keyboard options.

Answer: True

9. Find & Replace dialog box is in Format menu.

Answer: False

10. We can find all cities using Find & Replace.

Answer: True

11. Incorrect spelling shows red line; after correction becomes green.

Answer: False

12. Header & Footer text prints on each page.

Answer: True

13. Page number appears with gray background and prints with background.

Answer: False

14. Writer creates table as wide as page area.

Answer: True

15. New column created by pressing Tab key.

Answer: True

16. Mail merge prepares multiple copies of same document.

Answer: True

17. Form Letter contains variable information.

Answer: False (*Variable info is in Data Source*)

18. Portrait & landscape set in Paper option under properties.

Answer: True

19. In Print Range, current page is selected by default.

Answer: False

20. Default page size is A4.

Answer: True

☒ D. SHORT ANSWER QUESTIONS — WITH ANSWERS

1. Change all “this” to “these” — which option? Shortcut?

Answer: Use Find and Replace. Shortcut: Ctrl + H.

2. Two essential documents for mail merge?

Answer: Main Document & Data Source.

3. Concept of Word Processing?

Answer: Creating, editing, formatting, and printing documents using software like Writer.

4. Software for word processing?

Answer: MS Word, LibreOffice Writer, Google Docs, WordPerfect.

5. Difference between text editor & word processor?

Answer: Text editor handles plain text; word processor supports formatting, tables, images.

6. Components of LibreOffice suite?

Answer: Writer, Calc, Impress, Base, Draw, Math.

7. Compare manual typewriter, electronic typewriter, word processor.

Answer: Manual: no correction; Electronic: limited editing; Word processor: full editing & formatting.

8. Different views in Writer?

Answer: Normal View, Web View, Print Layout View.

9. Methods of selecting text? Paragraph selection?

Answer: Drag mouse, double click, triple click, Ctrl+A. Paragraph: triple click.

10. Special characters & insertion?

Answer: Symbols like ©, ™. Insert → Special Character.

11. Count total words?

Answer: Tools → Word Count.

12. Menus of Writer GUI?

Answer: File, Edit, View, Insert, Format, Tools, Table, Window, Help.

13. Default extension & saving as MS Word?

Answer: Default: .odt. Save As → choose .docx.

14. Importance of password & how to protect?

Answer: Prevents unauthorized access. Save As → Save with password.

15. Mail merge & steps for wedding card labels?

Answer: Mail merge creates multiple personalized copies. Steps: Main doc → Data source → Mail Merge Wizard → Labels → Insert fields → Print.

16. Advantages of table & Class VIII report card?

Answer: Organizes data clearly. Report card table already provided earlier.

17. Application to Principal for IT Industry visit

Answer:

To,

The Principal,

[School Name]

Subject: Request for Field Visit to IT Industry

Respected Sir/Madam, I request permission for Class IX students to visit a nearby IT industry. This visit will help us understand practical applications of computers, data entry, networking, and digital documentation. It will enhance our learning and support our IT curriculum.

Kindly grant approval.

Thank you.

Yours sincerely,

BALMIKI Class IX