

CLASS 9

Chapter 7 Word Processing Tool: OpenOffice Writer

I. Word Search

Find and circle ten terms related to this chapter.

Q	K	A	R	W	E	T	Y	U	M	I	D	S	Z
S	S	U	E	O	V	B	N	A	A	K	T	Y	A
U	N	P	N	R	C	G	I	A	R	X	O	Y	L
I	A	N	E	D	I	T	I	N	G	M	N	J	I
O	P	V	D	P	O	A	B	V	I	A	X	I	G
P	I	F	K	R	E	R	G	S	N	I	V	F	N
L	W	E	A	O	Q	I	O	P	Y	L	B	C	M
Z	Q	T	M	C	I	W	D	J	H	M	D	S	E
W	R	I	T	E	R	Y	U	V	N	E	B	A	N
X	A	L	Q	S	I	D	E	B	A	R	R	O	T
L	I	N	E	S	P	A	C	I	N	G	S	H	L
B	S	P	J	O	N	C	T	Z	X	E	G	F	W
V	D	Z	O	R	A	S	D	F	G	H	J	K	G

II. Who am I?

1.

I am a feature that you can use while pasting the cut or copied text if you do not want the text to retain the formatting of source.

2.

I am an area that appears on the top of each page in a document. You can insert text, numbers or graphics here.

3.

I am a feature that provides a quick way of copying formatting from one piece of text to another.

4.

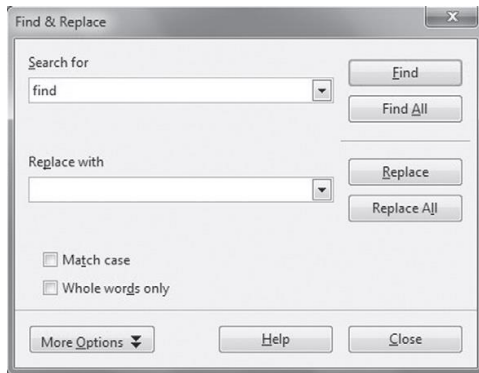
I am a feature that automatically moves the last word of a line to the beginning of the next line if it does not fit into the previous line.

5.

I am the default page orientation that allows the document to be printed along the width of paper.

III. Figures Speak

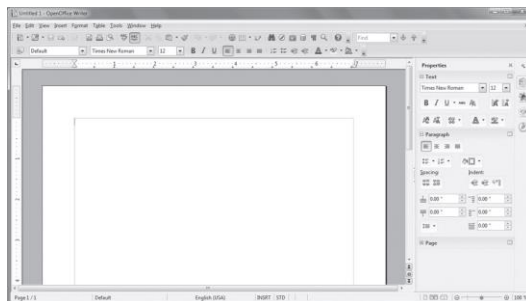
1.



2.

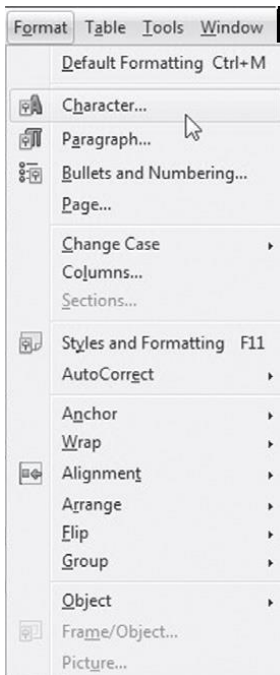


3.





4.



5.

IV. State three facts about:

1. OpenOffice Writer

- (a)
- (b)
- (c)

2. Sidebar

- (a)
- (b)
- (c)

3. Character formatting

- (a)
- (b)
- (c)

4. Header and footer

- (a)
- (b)
- (c)

5. Word processing

- (a)
- (b)
- (c)

V. Application-oriented Questions

1. Choose the features of word processor from the given list.

- (a) Graphics
- (b) Formatting features
- (c) Making calculations
- (d) Managing database
- (e) Spell check
- (f) Creating presentations
- (g) Bullets and numbering

2. Name the icons as shown in the figure starting from left to right.



3. Name the alignment options shown in this figure.



- 4. Suppose you have to type a particular text (for example, Name of the Company) many times in a document. Write one way to make it easy without having to retype it again and again.
- 5. Riya is typing his Science Project on 'Sustainable Development' using word processing software. She wants to add the phrase 'Sustainable Development' at the top of each page. How can she accomplish it?

Answers

I. Word Search

Q	K	A	R	W	E	T	Y	U	M	I	D	S	Z
S	S	U	E	O	V	B	N	A	A	K	T	Y	A
U	N	P	N	R	C	G	I	A	R	X	O	Y	L
I	A	N	E	D	I	T	I	N	G	M	N	J	I
O	P	V	D	P	O	A	B	V	I	A	X	I	G
P	I	F	K	R	E	R	G	S	N	I	V	F	N
L	W	E	A	O	Q	I	O	P	Y	L	B	C	M
Z	Q	T	M	C	I	W	D	J	H	M	D	S	E
W	R	I	T	E	R	Y	U	V	N	E	B	A	N
X	A	L	Q	S	I	D	E	B	A	R	R	O	T
L	I	N	E	S	P	A	C	I	N	G	S	H	L
B	S	P	J	O	N	C	T	Z	X	E	G	F	W
V	D	Z	O	R	A	S	D	F	G	H	J	K	G

II. Who am I?

1. Paste Special
2. Header
3. Format Paintbrush
4. Word wrap
5. Portrait

III. Figures Speak

1. Find & Replace dialog box
2. OpenOffice welcome screen
3. Writer window
4. List of font names
5. Format menu

IV. State three facts about:

1. Three facts about OpenOffice Writer are:
 - (a) OpenOffice Writer (or simply called Writer), a part of the OpenOffice application suite, is a word processing software that lets you design and produce text documents which may include graphics, tables or charts.
 - (b) It offers a wide variety of features using which you can create from basic documents, such as memos, letters, forms and reports to professional-quality documents, such as newsletters, brochures and invitations.
 - (c) It not only provides an easy way to create printed documents but also allows you to save your documents or send them as e-mail.

2. Three facts about sidebar are:
 - (a) It provides frequently used tools, grouped in decks.
 - (b) On the right side of sidebar, there is a vertical tab bar which contains four tabs: *Properties, Styles and Formatting, Gallery and Navigator*.
 - (c) You can also hide the sidebar by clicking on Hide icon on the left side of the sidebar.
3. Three facts about character formatting are:
 - (a) Changing the attributes of individual characters in a document is known as character formatting.
 - (b) You can change the appearance of characters by changing the font type, font size and colour.
 - (c) You can also apply various font effects such as underline, outline, shadow, strikethrough, uppercase, lowercase, title case, etc., to the text.
4. Three facts about header and footer are:
 - (a) Header is the area that appears on the top of each page (in the top margin) in a document and footer is the area that appears at the bottom of each page (in the bottom margin).
 - (b) You can insert text, numbers or graphics in header and footer. For example, you can write title of the document, company's logo, page number, date/time, name of person who created the document, etc., in the header and footer.
 - (c) The same header and footer can be used throughout a document and different pages can have different header and footer.
5. Three facts about word processing are:
 - (a) Using computers to prepare documents is known as the word processing.
 - (b) It refers to the manipulation of characters, words, text, numbers, sentences and paragraphs in the document so that it is error-free and looks attractive.
 - (c) The programs used for word processing are called word processors.

Answers

I. Application-oriented Questions

1. The features of word processor from the given list are:

(a) Graphics	<input checked="" type="checkbox"/>
(b) Formatting features	<input checked="" type="checkbox"/>
(c) Making Calculations	<input type="checkbox"/>
(d) Managing database	<input type="checkbox"/>
(e) Spell check	<input checked="" type="checkbox"/>
(f) Creating presentations	<input type="checkbox"/>
(g) Bullets and numbering	<input checked="" type="checkbox"/>

2. The icons from left to right are Spelling and Grammar, AutoSpellcheck, Cut, Copy, Paste, Format Paintbrush, Undo and Redo.

3. The alignment options (from left to right) are Align Left, Centered, Align Right and Justified.
4. To use any text in your document frequently, you can store this text as AutoText entry in the AutoText dialog box.
5. Riya can insert a header in her document to display the phrase 'Sustainable Development' at the top of each page.