DIGITAL DOCUMENTATION

I. Which of the following is the default extension of the writer file?
 (a) .obt
 (b) .doc
 (c) .odt
 (d) .docx

II. Which of the following technique selects a sentence in Writer?
 (a) Single click (Pressing left button of mouse)
 (b) Double Click
 (c) Triple Click
 (d) None of the above

III. Which of the following is a shortcut key to redo any operation?
 (a) CTRL + R
 (b) CTRL + Y
 (c) CTRL + X
 (d) CTRL + Z

IV. To find a word in a document we can use which of the following function key?
 (a) F5 key
 (b) F8 key
 (c) Fl key
 (d) None of the above

V. Spellings are corrected automatically in Writer because of which of the following features?
 (a) Auto Text
 (b) Auto Correct
 (c) Auto Complete
 (d) All of the above

VI. The default table size is_____.
 (a) 1 column, 1 row
 (b) 2 columns, 1 row
 (c) 2 columns, 2 rows
 (d) 1 column, 2 rows

VII. What is the shape of the mouse pointer when drawing a table?
 (a) Pencil
 (b) White pointing arrow
 (c) Black pointing arrow
 (d) Black plus

VIII. Which shortcut key is used for automatic spell checking?
 (a) SHIFT + INSERT
 (b) SHIFT + F7
 (c) CTRL + INSERT
 (d) TAB + INSERT

IX. Which shortcut key is used to insert table?
 (a) CTRL + F12
 (b) ALT + DELETE
 (c) CTRL + DELETE
 (d) TAB + DELETE

X. Which of the following is not valid type of data source in mail merge?

(a) Spread sheet
(b) Text files
(c) MySQL
(d) CSV file

XI.   The default orientation of a page in Writer is_____.
(a) portrait
(b) Landscape
(c) book
(d) None of the above

XII.   Which of the following does not come under page formatting?
(a) Setting margins
(b) Find and replace
(c) Setting header and footer
(d) Page orientation

XIII.   Saving an existing document with some other name using the Save As option_____.
(a) Replaces the current document
(b) Leaves the current document intact
(c) is not possible
(d) Closes the document

XIV.   Keyboard shortcut to italicise the selected text is
(a) Ctrl + U
(b) Shift + U
(c) Ctrl + I
(d) Shift + I