

IT Planet[®]
PRESENTS

9

INFORMATION TECHNOLOGY

Code - 402



Answers Book

CONTENT

1	Interdiction to IT-ITeS Industry	3
2	2.1 Keyboard and Mouse Skills	12
3	2.2 Typing The Skill of Using a Keyboard	16
4	3.1 Digital Documents	20
5	3.2 Formatting a Document	26
6	3.3 Table and Mail Merge	32
7	4.1 Electronic Spreadsheet	36
8	4.2 Formula and Function in Calc	43
9	5.1 Digital Presentation	49
10	5.2 Tables, Images and Slide Master in Impress	57



A. Multiple Choice Questions

- | | | | | |
|---------|---------|---------|--------|---------|
| 1. (a) | 2. (b) | 3. (c) | 4. (a) | 5. (b) |
| 6. (c) | 7. (b) | 8. (a) | 9. (c) | 10. (a) |
| 11. (b) | 12. (a) | 13. (b) | | |

B. Fill in the Blanks

- | | |
|---------------------------|-------------------|
| 1. Information Technology | 2. Instructions |
| 3. Software | 4. Streaming |
| 5. Shopping Cart | 6. Neural Network |
| 7. Animation | 8. MRI |
| 9. Swachh Bharat Mission | 10. Services |
| 11. MNC's | 12. Information |

C. State Whether the Statements Given Below are True or False

- | | | | | |
|-------|-------|-------|-------|-------|
| 1. T | 2. F | 3. T | 4. T | 5. F |
| 6. T | 7. F | 8. T | 9. T | 10. T |
| 11. T | 12. F | 13. T | 14. T | 15. T |

D. Differentiate between the following

1. **Software:** It is a set of instructions, organized for a common purpose that tells the hardware what to do and how to perform a particular job.

Hardware: All the physical and mechanical equipment attached together to make a computer system is called hardware. We can touch and feel the hardware.

2. **Blog:** It is a website which consists of posts (text, photos, links, etc.) in a journal format, usually listed in reverse chronological order.

Podcast: It is a popular way to distribute recorded audio or video on the web.

3. **ECG:** This machine is used to monitor heartbeat. When the heart pumps blood to different parts of the body,

some electrical impulses are produced. This machine records the electrical impulses and shows them in the form of a graph.

EEG: This machine is used to record the activities of the brain. The small electrical probes attached to the head receive the electrical impulses of the brain and display them on a computer screen. This device can retrieve the data in both states whether a patient is awake or asleep.

4. **BPO:** It is an acronym for Business Process Outsourcing. This is a practice of contracting a particular work process to some external service provider. The services may include accounting, payroll, human resource, IT services, data recording, telemarketing, social media marketing, health care, web promotion and more.

BPM: Business Process Management is dedicated to analyzing, designing, implementing, and continuously improving organizational processes.

5. **MNC:** Multinational Corporation is an enterprise that has branches in several countries but is managed from one (home) country. It has its headquarters outside India but operates worldwide including India. They cater to both domestic and/or global clients.

ISPs: Indian Service Providers enterprises have their headquarters in India with offices in multiple locations worldwide. Some of these enterprises cater both global as well as domestic clients, while others serve only the Indian clients.

6. **ERP:** Enterprise Resource Planning allows information to flow across an organization for managing and coordinating the ongoing activities of the enterprise, including product planning, manufacturing and distribution, accounting and finance, sales, human resources, and customer support. Advantages of ERP include complete integration of information systems across departments, better project management, and improved customer services.

TPS: Transaction Processing System is an information system that captures and processes data from day-to-day business activities. Examples of transactions are deposits, payments, orders, and reservations.



When we use a debit or a credit card to purchase an item, we are interacting with a transaction processing system.

7. **DMS:** Document Management System allows storage and management of company's documents such as word processing documents, presentations, and spreadsheets. A central library stores all documents within a company or department.

CMS: Content Management System enables and manages the publishing, modification, organization, and access of various forms of documents and other files, including media and webpages, on a network or the web.

8. **MIS:** Management Information System is an information system that generates accurate, timely, and organized information, so that managers and other users can make decisions, solve problems, supervise activities, and track progress. These systems are often integrated with transaction processing systems and focus on creating information that managers and other users need to perform their job.

DSS: Decision Support System helps users to analyze information and make decisions. Some decision support systems are company specific and designed solely for managers. Others are available to everyone on the web.

E. Short Answer Questions

1. Information Technology refers to anything related to computing technology, such as networking, hardware, software, the Internet, or the people who work with these technologies. IT is the use of computers and software to manage information.
2. Instructions specify what operations need to be performed on the data.

Example: Printers = 25

Monitors = 60

This is data. This data must be added to get total number of these output devices.

Total = Printers + Monitors

This is an instruction.



3. IT in healthcare is used to maintain and access patient records, manage health conditions, implant computerized devices, perform laser eye surgery and robot-assisted heart surgery.
4. IT in publishing is used to make books, magazines, newspapers, etc., more attractive by adding borders, inserting pictures, etc.
5. IT is used in transport to interact with a navigation system or GPS which uses satellite signals to determine a geographic location. IT helps aircrafts to control and land plan in foggy and stormy weather.
6. DigiLocker is used to store crucial documents in the cloud storage like voter ID card, PAN card, driving license, educational certificates, etc.
7. ITes are defined as the services that lead to improvement in the quality of services for an organization. ITes enables the creation of new services in diverse fields like finance, HR, administration, healthcare, telecommunication, manufacturing, etc.
8. Three career options available in IT are:
 - i. Technology Equipment
 - ii. Software and Apps
 - iii. Technology Service and Repair
9. BPO is an acronym for Business Process Outsourcing. This is a practice of contracting a particular work process to some external service provider. The services may include accounting, payroll, human resource, IT services, data recording, telemarketing, social media marketing, health care, web promotion and more.
10. Decision Support System helps users to analyze information and make decisions. Some decision support systems are company specific and designed solely for managers. Others are available to everyone on the web.
11. (a) The role of a computer professional in management includes directing the planning, research, development, evaluation, and integration of technology.
11. (b) The role of a computer professional in software development and research field includes analysing,



designing, developing, and implementing new information technology, as well as maintaining and improving existing systems.

- 11.(c) The role of a computer professional in technical support services includes evaluating and integrating new technologies, administers the organization's data resources, and supports the centralized computer operating system and servers.
- 11.(d) The role of a computer professional in marketing/strategy includes directing and implementing Internet and social media marketing, and managing customer relationships.
12. Technology certification is the process of verifying the technical knowledge of an individual who has demonstrated competence in a particular area.
13. IT is used in business for manufacturing, improving customer care, transportation, human resource management, business communication, improving services or products to gain competitive advantage, etc.

F. Long Answer Questions

1. Computer has become an integral part of our lives. We can say that computers have entered each and every walk of life, be it at home, at work or at school. Most of our daily activities either involve the use of computers or depend on the information derived from them. Computer are used in our life in different way.

Finance: Computers are widely used for economic activities. we can check our bank account, pay bills, transfer funds, evaluate financial plans, etc. At the grocery store, a computer tracks our purchases and calculates the amount of money we owe.

Education: Schools and colleges have computers for educational purposes. Students complete assignments and do research on computers, in computer labs.

Entertainment: Computers have also become a source of entertainment. we can play games, listen to music, watch videos or movies, edit a photograph and plan a vacation among other things.

Communication: Computers as a source of communication. we can transmit sounds, videos and graphics by communicating through computers.

2. IT helps in graphics for animation and for producing special effects in movies, videos, games, etc. All cartoons are a result of computer animation, also known as computer generated imagery (CGI).

Computers are also used to capture human motion and use that information to animate digital characters.

3. Merits of digital India are:
 - i. Transparency in transactions with no delay in the process
 - ii. No corruption, as records can be traced back
 - iii. Improved quality of service
 - iv. Convenient and easy
 - v. Less documentation

Demerits of digital India are:

- i. Hacking poses a threat to digital transactions
 - ii. Lack of affordable smartphones in rural areas
 - iii. Lack of digital literacy
 - iv. Privacy concern
4. Digital India is a campaign launched by the Government of India on July 1, 2015 in the presence of various top industrialists. It is an initiative that ensures the Government's services are made available to citizens electronically by improving online infrastructure, increasing Internet connectivity and by making the country digitally empowered. The three key vision areas of Digital India are:
 - i. To provide digital infrastructure throughout the country
 - ii. To provide good governance and facilitate online services
 - iii. To promote digital literacy and facilitate online submission of documents

5. ITes provide a variety of IT-intensive process and services. It includes BPO and KPO.



E-enabled services radically reduce costs and improve service standards. In short, Internet service provider aims to provide B2B (Business to Business)e-commerce solutions. ITeS offers different services integrated in a single delivery mechanism to end users. The services may include medical transcription, customer relationship management, data entry and data processing, software development, data warehousing, IT help desk services, enterprise resource planning and telecommunication services.

6. The IT and BPM (Business Process Management) industry is the largest contributor to the total exports of the country. It has also provided a wide range of economic and social benefits which includes creating employment, raising income level and promoting export. It has placed India on the world map with an image of technologically advanced and knowledge-based economy.
7. Structure of IT- BPM Industry are:

Multinational Corporation: It is an enterprise that has branches in several countries but is managed from one (home) country. It has its headquarters outside India but operates worldwide including India. They cater to both domestic and/or global clients.

Indian Service Providers: These enterprises have their headquarters in India with offices in multiple locations worldwide. Some of these enterprises cater both global as well as domestic clients, while others serve only the Indian clients.

Global In-house Centers: These enterprises only focus and cater to the needs of their parent company. GIC has an option to keep IT operations in-house and at the same time expand globally for innovation in a cost-effective manner.

8. The use of information system in an enterprise are given below:

Enterprise Resource Planning: It allows information to flow across an organization for managing and coordinating the ongoing activities of the enterprise.



It include complete integration of information systems across departments, better project management, and improved customerservices.

Document Management System: It allows storage and management of company’s documents such as word processing documents, presentations, and spreadsheets.

Content Management System: It enables and manages the publishing, modification, organization, and access of various forms of documents and other files, including media and webpages, on a network or the web.

Transaction Processing System: It captures and processes data from day-to-day business activities. Examples of transactions are deposits, payments, orders, and reservations.

Management Information System: It generates accurate, timely, and organized information, so that managers and other users can make decisions, solve problems, supervise activities, and track progress.

Decision Support System: It helps users to analyze information and make decisions. Some decision support systems are company specific and designed solely for managers. Others are available to everyone on the web.

9. Today, educators and schools use technology to assist education. Technology is used for creation and transmission of information in various forms including still pictures, audio, video and animation to the learners. Learning becomes easy and accessible through IT. A lot of teaching resources are now available for teachers to teach in a better way.

There are many ways in which IT is used for education in the classroom, such as:

- i. e-learning
- ii. videos on experiments
- iii. printing of booklets, letters and documents
- iv. learning using the digital media



- v. smartboard presentations
- vi. creation of images and videos
- vii. educational games
- viii. gathering information from the Internet

G. Application Based Questions

1. Entertainment field
2. Multinational Corporation
3. Business Process Outsourcing



A. Multiple Choice Questions

- | | | | | |
|---------|---------|---------|---------|---------|
| 1. (a) | 2. (b) | 3. (c) | 4. (a) | 5. (b) |
| 6. (d) | 7. (b) | 8. (a) | 9. (c) | 10. (a) |
| 11. (b) | 12. (a) | 13. (b) | 14. (c) | |

B. Fill in the Blanks

- | | | | |
|----------------|----------------|-----------------|--------|
| 1. 101 and 104 | 2. Punctuation | 3. Delete | 4. Alt |
| 5. Right | 6. Touch Mouse | 7. Double click | |
| 8. Typing | 9. CTS | 10. 15 to 30 | |

C. State Whether the Statements Given Below are True or False

- | | | | | | |
|------|------|------|-------|------|------|
| 1. F | 2. T | 3. F | 4. T | 5. T | 6. F |
| 7. F | 8. T | 9. T | 10. F | | |

D. Differentiate between the following

1. **Wireless Keyboard:** It is a battery-powered device that transmits data to the system unit using wireless technology. These keyboards do not have wires that connect the keyboard to the system unit.

Compact Keyboard: This type of keyboard is built on the top of the system unit and/or are permanently attached with hinges. Some handheld computers, laptop computers, and mobile devices often use a compact keyboard, which is smaller than a standard keyboard, and usually does not include the numeric keypad.

2. **Braille Keyboard:** It is meant for blind or visually impaired people to input information in a computer. It is characterized by a **series of dots** on each key in a braille cell.

Ergonomic Keyboard: It is designed in a way that it reduces the chance of wrist and hand injuries. These keyboards position our hands naturally and give support to our wrists so that we can work more comfortably.

3. **Shift Key:** It is used for combination with another key to gives

that key an alternative meaning; it will produce a uppercase character and type symbols.

Ctrl Key: This is also called Control key. It is used with a letter or digit key to command the computer. For example, holding down Control key and pressing B, makes selected character bold in most of the word processors.

4. **Home Key:** This key is commonly used to move the cursor to the extreme left side of the current line. For example, Ctrl + Home usually move the cursor to the beginning of a file.

End Key: This key is commonly used to move the cursor to the extreme right side of the current line. For example, Ctrl + End usually move the cursor to the end of a file.

E. Short Answer Questions

1. Keyboarding skills are a set of skills required to operate a keyboard smoothly while typing. This includes understanding computer keyboard layout and its functions.
2. A keyboard is an input device that contains keys. We press its keys to type information and enter instructions for the computer to follow.
3. Types of keyboard are:
 - i. Wireless Keyboard
 - ii. Compact Keyboard
 - iii. Virtual Keyboard
 - iv. Braille Keyboard
 - v. Ergonomic Keyboard
4. An ergonomic keyboard is designed in a way that it reduces the chance of wrist and hand injuries. These keyboards position our hands naturally and give support to our wrists so that we can work more comfortably.
5. A key combination is the use of two or more keys on a keyboard to generate a specific result. We can press these keys either at the same time, or one after the other while holding down each key until the last key is pressed.
6. Backspace and delete keys are used to delete the characters.



7. Shift key is used for combination with another key to give that key an alternative meaning; it will produce an uppercase character and type symbols.
8. The keys marked with digits 1, 2,, 9 and 0 are the Number keys. They are 10 in number. These keys are used to type numbers.
9. A pointing device is an input device that allows to control the pointer on the screen. It moves the insertion point, selects text, graphics and other objects; and clicks buttons, icons, links and menu commands.
10. Types of mouse are:
 - i. Mechanical Mouse
 - ii. Optical Mouse
 - iii. Wireless Mouse
 - iv. Touch Mouse
 - v. Air Mouse
11. Typing ergonomics means to incorporate comfort, efficiency, and safety into the design of keyboards, computer desks, chairs and other things at a workplace. It provides the logistic support for efficient and effective typing.
12. Keep elbows leveled with the keyboard and wrists straight and higher than fingers to prevent wrist strain while using a keyboard.
13. The best way to place a monitor on a table:
 - i. The top edge of the monitor should be at the eye level or slightly lower than that.
 - ii. We can use a monitor stand to raise the monitor to the appropriate level on our desk.
14. The correct posture of using a computer at a workplace:
 - i. Our feet should be flat on the floor
 - ii. We should not lean forward or slouch on our chair.
 - iii. We should shift positions often and stand up to stretch our arms and legs at least once an hour.

F. Long Answer Questions

1. Five punctuation keys on the computer keyboard are:

- i. A comma (,) is a punctuation mark that indicates a smaller pause. The comma is also used to separate words, clauses or ideas.
 - ii. A full stop or period (.) is commonly placed at the end of a sentence in the English language. It is a longer pause than a comma.
 - iii. A slash or stroke (/) indicates the word “or” in a sentence, e.g. yours/mine. It is also used to separate expressions that indicate a choice, e.g. pass/fail, on/off, etc.
 - iv. Semicolon, sometimes regarded as a weak period or a strong comma, is used in ways similar to periods and commas.
 - v. The hyphen is a punctuation mark used to join words and to separate syllables of a single word. It can be produced by pressing the hyphen key next to 0 in number row.
2. **Alphabet keys:** There are 26 keys of the English alphabet on the keyboard with the letters A to Z in capital letters. These keys help us to frame words and sentences. These keys are not in alphabetical order.

Arrow Keys: There are four Arrow keys which are used to move the cursor up, down, left and right on the computer screen.

Enter key: It is used to move the cursor to the next line. This key is pressed at the end of a line to instruct the computer to process text. In word processing programs, this key is used at the end of a paragraph. Enter key is also called the Return key.

G. Application Based Questions

1. The possible cause is Repetitive Strain Injury because have fingers feel numb and start to pain.
2. Ctrl+Alt+Del

A. Multiple Choice Questions

- | | | | | |
|--------|--------|--------|--------|---------|
| 1. (a) | 2. (b) | 3. (c) | 4. (a) | 5. (b) |
| 6. (b) | 7. (a) | 8. (a) | 9. (b) | 10. (a) |

B. Fill in the Blanks

- | | | |
|-------------|------------------|---------------|
| 1. Keyboard | 2. Muscle Memory | 3. Home Keys |
| 4. Spacebar | 5. Rapid Typing | 6. Status Bar |
| 7. Advanced | 8. First | 9. Fourth |
| 10. CPM | 11. Keystrokes | 12. 40-80 wpm |

C. State Whether the Statements Given Below are True or False

- | | | | | | |
|------|------|------|-------|-------|-------|
| 1. T | 2. F | 3. T | 4. T | 5. F | 6. T |
| 7. F | 8. T | 9. T | 10. F | 11. T | 12. T |

D. Differentiate Between the Following

- Home keys:** The middle row of keyboard is called home row and the keys located in this row are known as home keys.

Guide Keys: F and J keys are called 'guide keys'. Both the keys contain a small raised tangible mark with the help of which the touch typist can place the fingers correctly on the home keys.

- Current Lesson Tab:** On the top-left corner, the left most tab displays the current lesson. Its shortcut key is Ctrl+1. This tab is used to choose course and lesson on RapidTyping.

Lesson Editor Tab: On the top-left corner, the third tab displays the lesson editor. Its shortcut key is Ctrl + 3. This tab is used to add, change or remove course and lesson on RapidTyping.

- Detailed Statistics:** This tab displays the typing speed and errors/slowdowns for each character/keystroke.

Student Statistics: This tab is used to add students or student groups and preview their results, performance and progresses in Statistics window.

- Typing Speed:** The typing speed can be measured with different accuracies, such as:

WPM—the number of words typed in a one minute.

CPM— the number of characters typed in one minute.

KPM— the number of keystrokes in one minute.

Typing Accuracy: The percentage of correct type words out of the total words. The different formulas are use to calculate typing accuracy.

E. Short Answer Questions

1. Typing is the process of inputting text by the means of a device such as a typewriter, computer keyboard, or a mobile keypad. A user who uses all their 10 fingers can work faster and more efficiently.
2. Touch typing is a method of typing without looking at the keyboard. Specifically, a touch typist remembers location on the keyboard through muscle memory.
3. Muscle memory is the ability to reproduce a particular movement without conscious thought, acquired as a result of frequent repetition of that movement.
4. RapidTyping is a free and open source software (FOSS) program for learning touch typing. It provides us with text to train on and adjusts to different levels, depending on how good we are. It also displays which key to press next and the correct finger to use.
5. Components of RapidTyping window are: Current Lesson, Student Statistics, Lesson Editor, Toolbar, Status Bar, Virtual Keyboard, Text Area, Option Button.
6. Status bar displays the tips for the current lesson and the progress bars which show the lesson length and volume icon in RapidTyping window.
7. The Result window display overall rating, typing speed, typing accuracy and keystroke slowdown after complete the lesson.
8. Statistics window is used to add students or student groups and preview their results in it.
9. The typing rhythm is a rhythm in which an individual presses and releases keys on a keyboard. This means that keystrokes should come at equal intervals.

For this, the slowdown indicator is used to control the constant typing speed.

10. Guide keys contain a small raised tangible mark with the help of which the touch typist can place the fingers correctly on the home keys. On a computer keyboard, keys F and J are called 'guide keys' for left and right hand, respectively.

F. Long Answer Questions

1. Five rules that a learner should keep in mind while learning touch typing.
 - i. Avoid looking at the keyboard while typing.
 - ii. Place your fingers on the keyboard and press the keys softly.
 - iii. Face the screen with your head slightly tilted forward.
 - iv. Rest your fingers on home row while typing.
 - v. Press the keys with equal intervals of time in rhythm.
2. Steps to add a lesson on RapidTyping:
 - i. Click on lesson tab.
 - ii. Select the various lesson categories and sub-categories.
 - iii. Select the lesson. By default, the category is Basic and Lesson 1 in sub-category is selected.
3. Lesson Editor allows us to add, change or remove course and lessons on our own. It also allows us to review lesson's statistics.

The features of the Lesson editor screen are:

- It lets you insert .txt or .rtf text segments of any size.
 - It can split a long text into lessons of specific length.
 - It shows the number of words and symbols in a lesson.
 - It filters out symbols that are missing on the existing keyboard from the imported text (such as special word symbols or foreign language symbols).
 - Symbols covered by the lesson are highlighted on the virtual keyboard.
4. Error overview indicates different colors for correct and incorrect characters and for those characters whose time frame has been exceeded.



The colors indicate the following:

- Green color is for correct character.
 - Red color is for incorrect character.
 - Yellow color character shows that the time frame has been exceeded.
5. Typing speed calculated by different formulas:

$$\text{WPM} = (\text{Words without errors} + \text{Word with errors}) / \text{Time spent in minutes}$$

$$\text{Net WPM} = \text{WPM} - (\text{Words with errors} / \text{Time spent in minutes})$$

$$\text{CPM} = (\text{Characters without errors} + \text{Characters with errors}) / \text{Time spent in minutes}$$

6. Overall rating = (Net speed / Course goal: Speed) * 100%
- Net speed is Net WPM, Net CPM or Net KPM. The value depends on the current options.
 - Course goal: Speed is customised in the options for each course.

For example:

A student typed 90 words per 2 min with errors in 10 words. The course goal is 50 net wpm. Calculate the overall

$$\text{WPM} = 90 \text{ words} / 2 \text{ min} = 45 \text{ wpm}$$

$$\text{Net WPM} = 45 \text{ wpm} - (10 \text{ errors} / 2 \text{ min}) = 40 \text{ net wpm}$$

$$\text{Overall rating} = (40 \text{ net wpm} / 50 \text{ net wpm}) * 100\% = 80\%$$

G. Application Based Questions

1. Numeric Keypad
2. Using Detailed Statistics or result window

A. Multiple Choice Questions

- | | | | | |
|---------|---------|---------|---------|---------|
| 1. (b) | 2. (a) | 3. (b) | 4. (b) | 5. (b) |
| 6. (a) | 7. (c) | 8. (a) | 9. (c) | 10. (a) |
| 11. (b) | 12. (c) | 13. (b) | 14. (a) | 15. (b) |

B. Fill in the Blanks

- | | | | |
|-----------------------|------------------|-----------------|----------|
| 1. LibreOffice Writer | 2. Saving | 3. Title bar | 4. right |
| 5. Navigator | 6. Word wrapping | 7. Three | |
| 8. Black | 9. Ctrl+z | 10. grammatical | |
| 11. Formatting | 12. AutoText | | |

C. State Whether the Statements Given Below are True or False

- | | | | | | |
|------|------|------|-------|-------|-------|
| 1. T | 2. F | 3. F | 4. T | 5. T | 6. F |
| 7. T | 8. F | 9. F | 10. F | 11. T | 12. F |

D. Differentiate Between the Following

- Standard Toolbar:** The first toolbar, just under the menu bar, is called the standard toolbar. It contains buttons that we can use directly to select common commands, such as save, print, etc.

Formatting Toolbar: The second toolbar, just under the standard tool bar, is called formatting toolbar. It contains buttons that you can use to select common formatting commands, such as **Bold** and *Italic*.

- Non-Printing Characters:** The keys like Enter, Spacebar, and Tab key, that do not appear in documents are known as non-printing characters. These characters show the exact formatting of the document.

Special Characters: A special character which is used as a conventional representation of an object. These characters usually do not appear on keyboard. We can insert these characters in document using Writer. For example: ©, ®

- Copying Text:** It means that the text will appear at the place where it is pasted while also remaining at its original place.

Moving Text: It means that the text will disappear from its original location and appear at another location where it is being pasted.

4. **Styles Deck:** This deck is used to manage the styles used in the document, applying existing styles, creating new ones or modifying them.

Navigator Deck: This deck is used to browse through the document and reorganize its content by selecting different content categories such as headings, tables, frames and graphics.

5. **AutoFormat:** This feature automatically creates symbols, fractions, and ordinal numbers. For example, when you type $1/2$, it changes to a fraction $\frac{1}{2}$ and the ordinal 2nd is created when you type 2nd.

AutoText: It is used to store text, tables, fields, and other items for reuse and assign them to a key combination for easy retrieval. For example, rather than typing “Cloud Computing” every time, set up an AutoText entry to insert those words when you type “CC” and press F3.

E. Short Answer Questions

1. Word processor, sometimes called a word processing software, allows users to create and manipulate any document containing text and sometimes graphics. A major advantage of using a word processing software is that users can easily change what they have written.
2. LibreOffice is a free open source productivity software suite for Linux, Windows and Macintosh. The native file format of LibreOffice is Open Document Format (ODF) which is an open standard format being adopted by governments worldwide as a required file format for publishing and accepting documents.
3. LibreOffice Writer is a word processor program that is especially meant for typing text. It is a part of LibreOffice suite. Writer helps us to create books, letters, reports, memos, newsletters, etc. It has many features through which you can make your text appear more beautiful and attractive in an easy way.



4. The components of LibreOffice window are as follows:
 - Title Bar
 - Menu Bar
 - Standard Bar
 - Formatting toolbar
 - Ruler
 - Insertion Point
 - Scroll Bar
 - Status Bar
 - Mouse Pointer
 - Sidebar
 - Document Window
5. Toolbars are used in writer to perform tasks directly and more quickly instead of using the menu bar and related menus.
6. Properties deck display the following panels if a graphic is selected.

Area—To modify graphic with Fill (color, gradient, etc.) and Transparency (solid, linear, etc.)

Image—To modify the brightness, contrast, color mode and transparency of the graphic.

Position and Size—To modify width and height.

Wrap—To specify the way you want to wrap the text around the object. You can also specify the spacing between the text and the object.
7. Word wrapping is used to automatically transfer or wrap the insertion point around the next line, once we reach the end of our previous line in the same paragraph.
8. We save our document into the computer's memory for future use. Once the document is saved, we can review and edit it anytime.
9. Save remote feature is used when our document is already stored in a remote file service.
10. Double-click the word to select it and click three times on a sentence to select it in a document.
11. Place mouse pointer over the paragraph and then quickly click four times to select the paragraph. Press Ctrl + A on the keyboard to select the entire text of the document
12. By pressing and hold down Ctrl key on the keyboard to select non-consecutive items in a document.



13. Drag and drop feature is the easiest way to cut, copy and paste the selected text on the same document.
14. The find command is used to search for a word or text, and replace command is used to replace the selected text or word with the new text in a document.
15. A symbol is a mark or character used as a conventional representation of an object. These characters usually do not appear on keyboard. We can insert symbols in the document using Writer.

F. Long Answer Questions

1. Earlier, text was completely handwritten, which required putting pen or pencil to paper.

It took more than four centuries for that to change, but eventually it did with the development of the first successful typewriter in the late 1800s.

Now, we can simply insert a blank piece of paper and see perfectly formed letters appear on a page as we press each key against an inked ribbon inside the typewriter. The original typewriters required no external power sources. They were manually operated and were known as manual typewriters. As typewriters became essential in the business world, the demand for fast and accurate typists grew. Eventually, people started learning typing.

2. Functions of word processor are:

Creating a document: We can create a document by entering text or numbers, inserting graphical images and performing other tasks on word processor.

Editing: We can make changes to the document's existing content which include inserting, deleting, cutting, copying and pasting items into the document.

Formatting: We can change the appearance of a document by formatting the document. Examples of formatting tasks are changing the font style, font size and font color of the text.

Saving a document: We can save the document permanently for future use. Saving is the process of copying a document from memory to a storage medium such as a CD or hard disk.

Printing: We can print the document as many times as we want, with each copy looking just like the first.

3. Sidebar is located on the right side of the window. It consists of five decks: Properties, Page, Styles, Gallery and Navigator. Each deck has a corresponding icon on the sidebar, allowing you to switch between them.

The function of each deck of sidebar are:

Properties Deck: It contains tools for formatting in the document.

Page Deck: It modifies the page style to change the most commonly used page properties.

Styles Deck: It allows us to manage the styles used in the document.

Gallery Deck: It allows us to add images and diagrams in the document.

Navigator Deck: It allows us to navigate to specific types of content in the document.

4. Simply position the insertion point and type the word or phrase to insert it in the document.

Writer provides us two ways to insert text: Insert and Overtyping mode. In Insert mode, Writer adds to existing text. In Overtyping mode, Writer replaces existing text to the right of the insertion point, character for character.

5. The wavy colored lines indicate the spelling and grammatical mistakes in the document. The red wavy line shows the spelling mistakes and the blue wavy line shows the grammatical mistakes. Writer compares every word of the document with the words in its dictionary. If the typed word does not match with the word in the dictionary, it is considered misspelled and is underlined with a red wavy line.
6. Thesaurus is a list of words grouped together containing synonyms and antonyms. Writer provides a thesaurus through which we can find words to express more accurate meanings. It helps us increase our vocabulary. It can be used to replace a word with one of its synonyms.



7. AutoCorrect feature corrects common spelling errors in writer document. It also corrects errors in capitalization. For example, it capitalizes the names of days, the first letter in a sentence, etc.

Some common formatting changes include **Horizontal lines** - If you type three or more hyphens (---), underscores (___) or equal signs (===) in a line and then press **Enter**, the paragraph is replaced by a horizontal line as wide as the column on the page. Note that the line is actually the lower border of the preceding paragraph.

G. Application Based Questions

1. Insertion Point (Pointer)
2. Ctrl+z
3. These colored lines are called spelling and grammatical mistakes. By using spell and grammar feature, he can get rid of them.
4. AutoFormat feature
5. Find and replace feature
6. Thesaurus



A. Multiple Choice Questions

1. (a)
2. (b)
3. (c)
4. (b)
5. (b)
6. (a)
7. (b)
8. (a)
9. (c)
10. (a)
11. (a)
12. (c)
13. (b)
14. (a)

B. Fill in the Blanks

1. Formatting
2. Margin
3. twice
4. Toggle
5. 12-point
6. mathematical, chemical
7. Tab
8. 0.5
9. Drop Cap
10. Column
11. Margins
12. three
13. Line
14. Page number
15. Shapes
16. Header
17. capitalize each word option

C. State Whether the Statements Given Below are True or False

1. T
2. F
3. T
4. F
5. T
6. F
7. F
8. F
9. T
10. T
11. T
12. T
13. F
14. T

D. Define the Following

1. Text formatting is used to make document more presentable. This feature is used to enhance or emphasize text by applying various font effects and colours, and by underlining.
2. Clone Formatting is used to copy the formatting that we apply to text in one portion of our document to another portion of our document. This will save our time and give the text in our document a consistent appearance.
3. The amount or the degree by which a paragraph is shifted/moved from the margin of a document is known as indentation. Indentation may be needed when we want to highlight a paragraph or set it apart from the rest of the document.
4. Drop Cap feature allows to display the first character of the paragraph in a large capital letter that enhances the appearance of the paragraph.

5. The blank spaces left between the text and the edge of the page on all sides are called margins. We can change the margin(s) for a selected page or for the entire document. By default, the margins contain 0.79 inch on left, right, top and bottom area in the document.
6. Orientation refers to the manner in which a document is to be printed. Portrait and landscape are two types of orientation.
Portrait: The page length in portrait is more than its width. It is the default orientation.
Landscape: The page width in landscape is more than its length.

E. Differentiate Between the Following:

1. **Bulleted List:** A bulleted list is marked with bullets, dots or a symbols. This list is used when order of the list does not matter.
Numbered List: A numbered list marks with number and alphabets. This list is used when the list is in an order or sequence.
2. **Sentence Case:** The first character in the sentence will be in uppercase and rest will be in lowercase.
Uppercase: All characters will be in uppercase (capital letters).
3. **Center Horizontally:** This is used to align the text at center horizontally. Ctrl + E can also be used for the same purpose.
Justified: This is used to align the text at both the left and right margins. Ctrl + J can also be used for the same purpose.
4. **Superscript:** It moves the text above the regular line of text. It is often used in mathematical equations.
Subscript: It moves the text below the regular line of text. It is often used in chemical equations.
5. **Normal Layout View:** It displays the text with margins, headers, and footers. It shows how your file will look after printing.
Web Layout View: It displays a web page preview of your document.
6. **Line Break:** Line breaks end the current line and continue the text from another line. Shift + Enter keys is used to write text from the next line.

Page Break: The ending of one page and the beginning of the other is called page break. Ctrl+Enter keys is used to insert a page break.

F. Short Answer Questions

1. The general arrangement of text is known as Formatting. Arranging a document in a manner that it appears attractive and well-organized is called formatting the document.
2. Formatting features are used to enhance or emphasize text by applying various font effects and colors, and by underlining.
3. Page step includes some features like paper format, width, height, paper orientation, text direction, margins, etc. These feature help to format the document.
4. Select the text and click on the clear direct formating option under the format menu or press Ctrl+A and then press Ctrl+M to remove manual formatting.
5. Using bullet and number list, we can write any text containing list in our document.
6. Click on bullet or number icon once in the ribbon to remove bullets and numbering in the document.
7. Change case option is used to change the selected text case like uppercase, lowercase, sentence case, etc., without retyping the text.
8. Increase the text size to make reading the text easier or decrease the size to fit more text on a page.
9. Paragraph formatting controls the appearance of the text in a paragraph. It helps in making the text more appealing by changing the tab setting, indentation, line spacing, paragraph spacing, etc.
10. Rulers help us to identify the position of the insertion point in the document.
11. Precise tab helps us to create our own tabs stops by manual input measurement value for the document.
12. Columns feature is used to display the text in two or more columns. Creating columns is useful in documents, such as newsletters and brochures.

13. We use Full Screen view to display our document in full screen. This view hides all the toolbars and menu bars of the document window.
14. Column Break feature is used to break the text from anywhere in the first column. The second column will begin after the point where you inserted column break.
15. Adding page numbers to documents helps us to keep the pages in order after printing and also helps in creation of table of content.
16. Inserting pictures makes the document more legible, presentable and easy to understand. It help the reader understand with a visual guide.
17. The steps are-
 - a. Click on the Highlight Color button.
 - b. Click on any desired color.
 - c. Select the area of the text you want to highlight.

When you finish highlighting the text, press the Esc key.

G. Long Answer Questions

1. There are four types of margins settings available in page tab:

Left: enters the amount of space to leave between the left edge of the page and the document text.

Right: enters the amount of space to leave between the right edge of the page and the document text.

Top: enters the amount of space to leave between the upper edge of the page and the document text.

Bottom: enters the amount of space to leave between the lower edge of the page and the document text.
2. Bullet and numbering feature is used to add bullet and numbers in front of a line in the text.

A bullet can be added when the order of the points does not matter. A numbered list can also be used whenever we want to display the lists in some sequence or an order.

In Writer, the bullets are marked in the form of black dot

(.), shapes or symbols, and the numbers are marked in the form of 1,2,3,..., and A,B,C...

3. There are many case options offered by Writer but some popular use cases are:

Sentence case: The first character in the sentence will be in uppercase and rest will be in lowercase.

Toggle Case: It reverses the case of each letter within the selection.

4. Alignment is the way in which text is placed between the margins of a page. By default, Writer assigns the Align Left command.

Writer provides four types of alignments:

Align Left: In this alignment left edge of the text becomes smooth and the right edge gets ragged.

Align Right: In this alignment right edge of the text becomes smooth and the left edge gets ragged.

Center Horizontally: This alignment centers each line of the paragraph between the margins.

Justified: This alignment inserts small spaces between words and letters as needed, so that both right and left text edges are smooth and even.

5. Tab is short for tabulation and is used to control the position of the text in the document. To line up information in our document, we use tabs.

The four different types of tabs used in a document are:

Left Tab (Normal): It aligns the following text on the left of the tab stop. The text flows to the right.

Right Tab: It aligns the following text on the right of tab stop. The text flows to the left.

Center Tab: It aligns the text in the center of the tab stop.

Decimal Tab: The decimal tab is used to align numbers and text with a period.

6. Writer offers three different views that you can use to display your document. These views are Normal Layout (default view),



Web Layout and Full Screen view.

Normal View: This view displays the text with margins, headers, and footers. It shows how your file will look after printing.

Web Layout View: This view displays a web page preview of your document.

Full Screen View: This view hides all the toolbars and menu bars, and displays your document in full screen.

lowercase: All characters will be in lowercase (small letters).

Uppercase: All characters will be in uppercase (capital letters).

Capitalize Each Word: First character of each word is capital, and the rest are small.

H. Application Based Questions

1. Change case (Uppercase) option
2. By Clone Formatting feature
3. By Column feature
4. Using Insert image



A. Multiple Choice Questions

1. (b) 2. (c) 3. (a) 4. (b) 5. (b)
6. (c) 7. (b) 8. (a) 9. (c) 10. (a)

B. Fill in the Blanks

1. Tables 2. cells 3. tab 4. select
5. split 6. Moving 7. combining
8. Data Source 9. Print Preview 10. envelope

C. State Whether the Statements Given Below are True or False

1. T 2. T 3. T 4. F 5. T
6. T 7. F 8. T 9. F 10. T

D. Define the Following

1. **Combining cells:** It means to merge two or more cells in a table to create one large cell. It is useful when we want to display a title across the top or bottom of table.

Splitting cells: It means to split one cell into two or more cells in table to create more than one section. It is used to split cells into columns or rows.

2. **Copying table:** It means that the table will remain at its original place and will also appear at the place where it is pasted.

Moving table: Moving or cutting means that the table will disappear from its original location and will appear at another location where it is pasted.

E. Short Answer Questions

1. Tables are powerful and useful tools. They are extremely, flexible and easy to create and manipulate. They are ways of organizing information into horizontal rows and vertical columns, which intersect to form cells.
2. Tables are useful for various tasks, such as presenting textual information, graphics and numeric data in row and column manner.

3. Toolbar and Menu bar are the two ways in which we can create table in Writer.
4. Tab and Shift+Tab keys are used to move the insertion point from one cell to another in a table.
5. Aligning the text in a cell means to change the position of the text in cells. It helps to enhance the appearance of table.
6. Benefits of Mail Merge are:
 - Easy to make changes to multiple letters.
 - Once the merge is done, hundreds of letters can be produced very quickly.
 - Much easier to proofread just one letter rather than hundreds of letters.
 - We can save the main document and re-use it in the future.
7. Printing a document means to produce a hard copy of the document displayed on screen for physical share.
8. Printing a booklet means to print a document with two pages on each side of a sheet whereas printing a single document means to print a single page on each side of a sheet.
9. Using Print option we can print an envelop. Printing an envelope is similar to printing any other document. We can print a delivery and a return address on an envelope in Writer.
10. A brochure is an informative paper document usually used for advertising and can be folded.
11. The steps are:
 1. Click on the document where you want to insert a table.
 2. Click on the Table button in the Standard toolbar. A menu will appear.
 3. Drag the mouse pointer to highlight the number of rows and columns you want the table to contain. Writer adds table to the document.

F. Long Answer Questions

1. By following the given step, we can add rows to our table.
 - i. Click on the **Table** menu.
 - ii. Click on **Insert**.

- iii. Click on **Rows Above** or **Rows Below** to add new rows. By following the given step we can add columns to our table.
 - i. Click on the **Table** menu.
 - ii. Click on **Insert**.
 - iii. Click on **Columns Left** or **Columns Right** to add new columns.
2. We can convert table to text by the following steps.
 - i. Select the table.
 - ii. Click on the **Table** menu.
 - iii. Click on **Convert**.
 - iv. Click on **Table to Text** on the context menu.
 - v. Choose what you want to separate the different cells with.
(Tabs, Semicolons, Paragraph, Other:)
 - vi. Click on **OK**.

The data from the cells will be converted to text.

3. Mail Merge means to create a personalized document such as an announcement or a greeting card for each person in the mailing list.

Mail Merge is a process of combining or merging the main document with the data source. The data source contains the name and address of each recipient, to whom we want to send the document.

Suppose we want to send a circular to 100 different students for an event in the school. With the Mail Merge feature, we can write one circular for all the students; only the student's name and address will be different in each circular. Writer merges each student's information with the circular that we created. This process is very simple and much faster than the manual alternative.

4. There are four types of printing done in Writer.

Printing a Single Page—We can produce a hard copy of the document displayed on screen. It prints a single page

on each side of a sheet.

Printing Multiple Pages—We can print multiple pages of a document on one sheet of paper.

Printing a Brochure/Booklet—We can print a document with two pages on each side of a sheet of paper arranged so that when the printed pages are folded in half, the pages are in the correct order to form a booklet or brochure.

Printing an Envelops—Printing an envelope is similar to printing any other document. We can print a delivery and a return address on an envelope in Writer.

G. Application Based Questions

1. Using Tables
2. Mail Merge
3. Adding a row
4. By formatting



A. Multiple Choice Questions

- | | | | |
|--------|---------|---------|---------|
| 1. (a) | 2. (b) | 3. (c) | 4. (b) |
| 5. (c) | 6. (a) | 7. (c) | 8. (a) |
| 9. (c) | 10. (a) | 11. (b) | 12. (c) |

B. Fill in the blanks

- | | | |
|----------------------|-------------|-----------------|
| 1. spreadsheet | 2. workbook | 3. cell address |
| 4. AMJ, 1048576 | 5. Name | 6. Sum |
| 7. text, number | 8. Undo | 9. above, left |
| 10. Merge and Center | 11. Borders | 12. scientific |

C. State Whether the Statements Given Below are True or False

- | | | | | | |
|------|------|------|-------|-------|-------|
| 1. T | 2. F | 3. T | 4. T | 5. F | 6. F |
| 7. T | 8. F | 9. T | 10. T | 11. F | 12. T |

D. Define the Following

1. **Formula Bar**—It is situated at the top of the worksheet which is used to enter, edit and view formulas, and perform calculations on the worksheet data.
2. **Gridlines**—The horizontal and vertical lines representing the rows and columns on the worksheet are called gridlines. Gridlines allow us to see and identify each cell within a worksheet.
3. **Active Cell**—When we click on any cell, a black dark border appears around it. This cell is called active cell.
4. **Mouse Pointer**—It is a pointer which is used to select or highlight a cell. It changes its shape depending on the task we are performing in Calc and its location on the screen.
5. **Label**—Any text that we enter by using a keyboard is called label. It may combine letters, numbers, and special symbols. By default, the labels are left aligned in the cell..
6. **Value**—Any numeric data (only numbers) that we enter is value.

There are various forms of values, such as integer, decimal and so on. By default, the values are right aligned in the cell.

7. **Formula**—It is a sequential combination of labels, values, cell references, and operators that produces a new value from existing values. Any expression that begins with an equal to sign '=' is treated as a formula.
8. **AutoFill**— This feature of Calc is used to add duplicate entries or a data series to our worksheet cells. It helps to complete a series across a row or a down a column in a worksheet.

E. Differentiate Between the Following

1. **Workbook:** The collection of one or more worksheet is called workbook. It is a spreadsheet file that is like a notebook containing many individual worksheet.

Worksheet: It is the collection of rows and columns. On each worksheet, data is organized vertically in columns and horizontally in rows.

2. **Row Header:** It is situated at far left side of the worksheet which identifies each row by unique a number like 1, 2,, 1048576.

Column Header: It is situated on the top of the worksheet which identifies each column by a unique letter like A, B,, AMJ.

3. **Column Range:** It is the number of cells spread across the column. Every cell has cell reference/address which is represented by single column letter and multiple row number in a sequence.

Row Range: It is the number of cells spread across the row. Every cell has cell reference/address which is represented by single row number with column letters varying from B to D columns (B4:D4).

4. **Undo Feature:** This feature is used to revert back last change that we made to the worksheet. We use Ctrl+Z keys combination to apply this feature.

Redo Feature: This feature is used to reverse the results of using the Undo feature. We use Ctrl+Y keys combination to apply this feature.

5. **Moving Data:** It allows us to re-organize data in our worksheet. When we move data, the data disappears from its original location.

Copying Data: It allows us to repeat data in our worksheet without having to retype the data. When we copy data, the data appears in both the original and the new locations.

F. Short Answer Questions

1. A spreadsheet program is an application software package that is used to organize and analyze numeric data in rows and columns, and perform calculations on the data.
2. LibreOffice Calc or Calc is a powerful open source spreadsheet program that allows us to organize and maintain data, complete calculations and represent data through graphs.
3. The intersection of a column and a row is called a cell. A cell is the basic unit of a worksheet in which we enter data. Cells are identified by the column letter and row number in which they are located.
4. Three types of data can be added in a cell such as Label (text), Number (value) and Formula (expression).
5. Saving a workbook means to store the workbook permanently on hard disk for share and future use.
6. Editing means the process of making changes to any data or cell in a worksheet. By editing, we can correct a mistake or update the data in worksheet.
7. For accommodating the data properly in column and row. We need to change the column width and row height.
8. Freeze feature allows us to keep row and column labels displayed on our screen as we move through a large worksheet.
9. Hiding rows and columns feature allow us to keep our confidential information out of the view of others. When we hide a column or a row, it does not appear even in the hard copy.

10. Position the pointer at the bottom right side of scroll bar and drag it left side to split a worksheet vertically. Position the pointer at the top right side of scroll bar and drag it down side to split a worksheet horizontally.
11. To center data across several columns in worksheet, we use Merge and Center cells button. This is useful for centering titles over data.
12. Different alignment buttons are:
Align Horizontally—Align Left, Center Horizontally and Align Right
Align Vertically—Align Top, Center Vertically and Align Bottom
13. Border is used to separate the data from surrounding cells in a worksheet.
14. Number formats offer different styles to format the number. It includes number, percent, fraction, currency, etc.
15. The default alignment of text in Calc is left and it is right for number.

G. Long Answer Questions

1. A cell is referred to by its unique address or cell reference, which is the coordinate of the intersecting column and row. To identify a cell, specify the column letter first, followed by the row number. For example, cell reference C9 refers to the cell located at the intersection of column C and row 9.
2. The history of spreadsheet packages is given below:
 - In 1979, The first spreadsheet VisiCalc was introduced.
 - In 1983, Lotus 1-2-3 was introduced and became very popular for a considerable period of time.
 - In 1987, Excel was released; which uses graphical user interface (GUI). Excel, however, is considered the most fully featured and easy to use spreadsheet program.
 - SuperCalc and Multiplan are also good spreadsheet packages.

- LibreOffice Calc is spreadsheet component of the LibreOffice software package. After separating from OpenOffice.org in 2010, LibreOffice Calc underwent a massive re-work and became a powerful open source spreadsheet program.

3. The uses of Calc are given below:

Manipulating Numbers—Calc is best known for manipulating numeric data. We can perform any kind of mathematical calculation on it like quickly tallying marks in exams, calculating on it average of total marks, etc.

Organizing Data—We can also use Calc for organizing data. The row and column format of a Calc spreadsheet is perfect for entering data that we need to track. After entering the data, we can perform various sorting operations to control how the data is listed.

Storing Data as Workbook— In Calc, we can store data as a workbook file. Calc workbook is stored using the .ods file extension. Within each workbook, we can store numerous individual worksheets to hold different data.

4. Features of Calc are given below:

Edit and Format Data—Calc allows us to efficiently enter, edit, and format data in a worksheet.

Formulas and Functions—It allows us to perform calculations and analyze data in a worksheet. Common calculations include finding the sum, average, or total number of values in a list.

AutoFill—This feature allows us to quickly fill cells with repetitive or sequential data such as chronological dates or numbers, and repeated text. AutoFill can also be used to copy functions.

Print Worksheets— We can produce a hard copy of a worksheet. Before printing, we can see on our screen how the worksheet will look after printing, using Print Preview option. Calc also allows us to adjust the margins or change the size of printed data.



Create Charts and Objects: Calc helps us to create colorful charts from worksheet data to visually display the data. We can also add objects, such as shapes, to enhance the appearance of our worksheet and illustrate important concepts.

5. The names of the components of Calc window are:

Title Bar, Window Control Buttons, Menu Bar, Toolbars, Name Box, Function Wizard, SUM, Formula Bar, Worksheet Window, Scroll Bars, Worksheet Tab, Status Bar, Gridlines, Column Header, Row Header, Zoom Control, Sidebar, Cell Reference,

6. Formatting is a very important feature in Calc. It displays the worksheets in an attractive and more legible manner. We can make our worksheets more presentable by applying one or several of Calc's formatting features. They include changing the font and size of the data, adding color and shading, and giving the worksheet a more professional and polished look.

7. Alignment is used to settle the data within the boundary of a cell. By default, Calc aligns text data to the left and number data to the right in cells. Data is also aligned vertically to settle at the bottom of the cell. There are two types of alignment available in Calc: horizontal and vertical.

Horizontal alignment includes Align Left, Center Horizontally and Align Right whereas Vertical alignment includes Align Top, Center Vertically and Align Bottom.

8. Number formats offer different styles in Calc. There are many number formats available in Calc. It includes User-defined, Number, Percent, Currency, Date, Time, Scientific, Fraction, Boolean, Text.

The cell holds any number or value in it. We can format the numbers using Format Cells dialog box.

9. The functions of various number formats are described below:

All—Displays all the formats



User-defined—Enables us to create our own custom format

Number—Displays numbers with two decimal points by default
Percent—Multiplies cell value by 100 and displays percent sign

Currency—Adds currency sign and decimals to display monetary values

Date—Enables us to display current date

Time—Enables us to display current time

Scientific—Uses scientific or exponential notation

Fraction—Displays value as a specified fraction

Boolean Value—Displays true values

Text—Treats values as text

10. Conditional formatting feature is used to assign certain formatting only when the value of the cell meets the specified condition (e.g. to highlight the cells with values greater than 70).

Follow the given steps to apply conditional formatting:

- i. Select the cell or range.
- ii. Click on the Format menu.
- iii. Click on Conditional Formatting.
- iv. Click on Condition.

The Conditional Formatting dialog box appears.

- v. Click on the down arrow and select the condition.
- vi. Enter a value or text for the condition here.
- vii. Click on the down arrow and choose a format style to apply.
- viii. Click on OK.

H. Application Based Questions

1. Number format
2. Conditional formatting



A. Multiple Choice Questions

- | | | | |
|---------|---------|---------|---------|
| 1. (a) | 2. (b) | 3. (d) | 4. (c) |
| 5. (b) | 6. (a) | 7. (d) | 8. (b) |
| 9. (d) | 10. (c) | 11. (c) | 12. (b) |
| 13. (b) | 14. (c) | | |

B. Fill in the Blanks

- | | | |
|------------------|-------------------|------------------|
| 1. equal to sign | 2. cell reference | 3. cell range |
| 4. colon | 5. Arithmetic | 6. Parentheses |
| 7. Auto Fill | 8. absolute | 9. Normal |
| 10. white | 11. Esc | 12. data objects |
| 13. Legend | 14. Chart Area | 15. Bar |
| 16. Sum Function | | |

C. State Whether the Statements Given Below are True or False

- | | | | | | |
|------|------|------|-------|-------|-------|
| 1. F | 2. T | 3. T | 4. F | 5. F | 6. T |
| 7. T | 8. T | 9. F | 10. T | 11. F | 12. F |

D. Define the Following

- Constant values— The values which are directly entered in a cell are called constant values. Numbers, names, data, currency, etc. are the examples of constant values.
- Cell reference— Every cell in a worksheet has a unique address, also called cell reference. By default, cells are identified by a specific column letter and row number, so cell A5 identifies the fifth cell down in column A.
- Cell range— A group of related cells in a worksheet is called a cell range. Cell ranges are identified by their anchor points, the upper left corner and the lower right corner of the range.
- Arithmetic Operator is used to perform mathematical calculations. The operators are: +, -, *, /, %, ^ etc.
- Comparison Operators is used to compare two values, to return a value of TRUE and FALSE. The operators are: =, >, <, >=, <=, <>, etc.

6. Reference operators—The reference operators combine two cell ranges to create a single joint reference. For example, colon(:) is used to produce a range from two cell references, e.g. C5:D5.
7. AVERAGE function—This function is used to calculate sum of the numbers within a specified range and then divide the sum of the total number of non-zero cells in that range.
8. MAX function—This function is used to display the highest value in a selected range. We can enter MAX function using the keyboard or an alternative method to enter the function is by using the Function Wizard.
9. MIN function—This function is used to display the lowest value in a selected range within a worksheet. We can enter MIN function using the keyboard or an alternative method to enter the function is by using the Function Wizard.
10. COUNT function—This function is used to get the number of entries in a number field in a selected range.
11. Worksheet—The Calc workbook contains sheets called worksheets. By default, the workbook contains one worksheet. We can add additional worksheets as per our requirement. Each sheet has a name displayed on a sheet tab at the bottom of the workbook.
12. Page Break view— This view indicates page breaks with lines in an active worksheet. We can modify page break by clicking and dragging these lines.

E. Differentiate Between the Following

1. **Formula:** It is a statement written by the user to be calculated. It can be as simple or as complex as the user wants it to be. It contains values or references to cells. It must start with an equal to sign (=).
Function: It is a piece of code designed to calculate specific values and is a part of formulas. Functions used to add values or to calculate the current time are built into Calc. Equal to sign (=) is automatically included in Calc when we apply Function.
2. **Absolute reference:** This type of reference does not change when copied or filled. Absolute reference is used to keep a row



and/or a column constant. To specify an absolute cell reference in a formula, we should enter a dollar sign (\$) before any column letter and row number that we want to keep constant in formulas we plan to copy.

Relative cell reference: While copying the formulas, Calc modifies the cell references. Calc uses a technique called relative cell referencing. The formula using the relative cell reference adjusts the cell reference as it copies to the destination area.

3. **Normal View:** It is the default view of a worksheet. It shows one continuous page of columns and rows.

Full Screen view: This view hides the menus and toolbars of active worksheet.

4. **Column chart:** This chart is used to display columns of various lengths to show the values of data series.

Area chart: It shows changes over time but emphasizes the individual contribution of each data part.

F. Short Answer Questions

1. A Formula is a sequential combination of labels, values, cell references, names of functions or operators (+, -, *, /, etc.) that produces a new value from existing values. In other words, Formula is used to calculate numeric information and display the resulting value in a cell.
2. An operator is the symbol which specifies the type of calculation we want to perform. A formula can contain one or more operators. Four types of operators used in Calc are: Arithmetic operators, comparison operators, reference operators and logical operators.
3. A function is a built-in formula that is used to perform a calculation on the cell data in a worksheet. It can perform a series of operations on a specified range of values. Calc offers many functions that we can use to perform mathematical calculations on a worksheet data.
4. Some commonly used functions are: AVERAGE, COUNT, MAX, MIN and SUM.

5. It is better to use cell referencing instead of values in a formula because if we use cell references in a formula and whenever we change a number used in a formula, it will automatically redo the calculation on it.
6. A group of related cells in a worksheet is called a cell range. Range name must start with a letter and can include uppercase and lowercase letters. For example, the range name A1:B3 includes cells A1, A2, A3, B1, B2 and B3. We cannot add space in range names.
7. There are three types of cell referencing used in Calc:
 - i. Relative referencing
 - ii. Absolute referencing
 - iii. Mixed referencing
8. We can switch to another worksheet in a workbook by using these worksheet tabs: Display first tab, Display previous tab, Display next tab and Display last tab.
9. Advantages of using charts in calc are mentioned below:
 - i. Charts can display a lot of information in an easy to understand format.
 - ii. Data and information can be presented in an attractive manner with the help of a chart.
 - iii. A chart is more impressive and informative as compared to a simple data statement.
10. Gridlines are the horizontal and vertical lines on the plot area, which are inserted in the chart to enhance its readability.
11. Customizing chart means to format and fine-tune a chart for its better appearance. It helps to modify plot area, chart area and many other components of chart for making it more appealing.
12. Chart title and subtitle indicate what the chart is all about. Main title is the text at the top of the chart that helps understand what the chart represents.

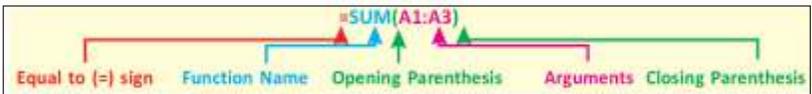
G. Long Answer Questions:

1. When a formula contains more than one operator, Calc performs the calculations in a specific order according to

precedence. The order in which Calc performs operations in formulas is called order of calculation. We can use parentheses () to change the order in which Calc performs calculations. Calc will perform the calculations inside the parentheses first.

For example, if we want to determine the average of values in A3, B3, and C3 and we enter the equation $=A3+B3+C3/3$, we will receive the wrong answer. This is because Calc divides the value in cell C3 by 3, and then adds that result to $A3+B3$. Following the operator precedence, division takes precedence over addition. The correct way to type the average formula is $=(A3+B3+C3)/3$. Enclosing the values in parentheses, Calc adds the cell values first before dividing the sum by 3.

2. Function always begins with an equal to sign (=), followed by the Function name. Function name is followed by opening parenthesis then arguments separated by comma or colon and closing parenthesis. The structure of the function is given below:



3. Unlike relative reference, absolute reference does not change when copied or filled. We can use an absolute reference to keep a row and/or a column constant. To specify an absolute cell reference in a formula, we enter a dollar sign (\$) before any column letter and row number that you want to keep constant in formulas you plan to copy. For example, `C5` is an absolute cell reference. A formula using the absolute cell reference `C5` instructs Calc to keep the cell reference C5 constant (absolute) in the formula as it copies it to the destination area.
4. Calc uses a technique called relative cell referencing. The formula using the relative cell reference adjusts the cell reference as it copies to the destination area. For example, C5 is a relative cell reference. A formula using the relative cell reference C5 instructs Calc to adjust the cell reference as it copies it to the destination area.
5. A cell reference with only one dollar sign (\$) before either a column or a the row is called a mixed cell reference. It can be either `C$5` or `$C5`. When it shows `C$5`, the column reference



changes when we copy this cell to another column because it is relative. The row reference does not change because it is absolute. When it shows \$C5, the column reference does not change because it is absolute.

The row reference changes when you copy this cell reference to another row because it is relative.

6. In Calc, there are three different views of a worksheet such as Normal view, Page Break view and Full Screen view.
 - i. The Normal View (default view) shows one continuous page of columns and rows.
 - ii. The Page Break view indicates page breaks with lines. We can click and drag these lines to modify where pages break.
 - iii. The Full Screen view shows or hides the menus and toolbars. To exit the full screen mode, click the Full Screen button or press the Esc key.

7. Charts are graphical representations of data. Calc offers a wide selection of charts, which helps us visually present our data. There are over a dozen types of chart, each with several subtypes, provided by Calc.

Charts help us make instant decisions based on the comparison of numbers. They help us analyze and evaluate a worksheet conveniently. As compared to a simple statement, charts are more attractive and appealing.

8. Printing a worksheet means to produce hard copy of the worksheet displayed on screen. Before printing our document, we should make sure that the printer is turned on. The shortcut key of print is Ctrl+P. Calc offers these print options to print a worksheet.
 - i. Printing an Individual Sheet
 - ii. Printing Multiple Sheets
 - iii. Printing a Range of Cells

9. The different types of charts are:

Column: It displays columns of various lengths to show the values of data series.



Bar: Same as column chart but it displays the data horizontally instead of vertically.

Line: Same as bar chart, but instead of bars, the data series appears as dots on lines.

Pie: It has the shape of a pie cut into pieces or slices. It is used to show the relationship of parts to a whole.

XY(scatter): It shows the correlation between two value sets, one on the Y-axis and the other on the X-axis.

Area: It shows changes over time but emphasizes the individual contribution of each data part.

Net: Just like a spider web, it displays separate axes for each data category radiating out from the center.

Bubble: Same as a scatter chart, it uses three columns of data. Each data point indicates a third dimension.

Stock: It is ideal for tracking stock market activity.

Column and Line: It is a combination of column chart and line chart

H. Application Based Questions.

1. Two operators are used for that we need to use parenthesis.
2. Password creation(Worksheet Protection).
3. insert> table
4. insert>chart (as per your specification on table you can take any chart)
5. Max function
6. Absolute Cell Reference



A. Multiple Choice Questions

- | | | | |
|---------|---------|---------|---------|
| 1. (c) | 2. (a) | 3. (b) | 4. (d) |
| 5. (b) | 6. (b) | 7. (a) | 8. (c) |
| 9. (b) | 10. (c) | 11. (c) | 12. (b) |
| 13. (b) | 14. (d) | | |

B. Fill in the Blanks

- | | | |
|----------------|------------|----------------|
| 1. slide | 2. 16:9 | 3. Audience |
| 4. Content | 5. Slide | 6. landscape |
| 7. none | 8. Border | 9. Navigator |
| 10. formatting | 11. Normal | 12. slide show |
| 13. Ctrl+P | 14. .odp | 15. File |

C. State Whether the Statements Given Below are True or False

- | | | | |
|-------|-------|-------|-------|
| 1. T | 2. F | 3. T | 4. F |
| 5. T | 6. F | 7. T | 8. T |
| 9. F | 10. T | 11. T | 12. T |
| 13. T | | | |

D. Differentiate Between the Following:

- Google Slides:** It is one of the most popular online presentation software. It is available when we sign up for a Google Account as a part of Google Drive. Google Slides also offers a wide variety of formatting tools and special effects. It works on a PC, a Mac, or even a mobile device as long as an Internet connection is available.

Prezi: It is a popular presentation tool. Instead of using slides, we you use a canvas to create our presentation. We can see the entire presentation in one go or zoom into specific parts. Like many other presentation software packages, we can use Prezi on PC, Mac, or even a mobile device.

2. **Outline view:** It shows only the text of all the slides of the presentation in their numbered sequence.

Notes view: This view is used to add notes or remarks to a slide. These notes are not seen when the presentation is shown and are used for future references.

3. **Slide layout:** It determines the placement of all the items such as title, graphics or text boxes that make up our slide. We can change the layout of the slide any time. Most slide layouts contain the content placeholder.

Design theme: It is a built-in design for creating a presentation which includes pre-defined information, layout, background, text, and color. We can select any design theme or style.

4. **Splitter Bar:** It is used to adjust the width of the slides pane by dragging the splitter bar.

Sidebar: This panel shows information about the current selected slide and the layouts included within Impress.

E. Short Answer Questions

1. Presentation software allows us to create documents called presentations, which are used to communicate ideas, messages, and other information to a group.

The different types of presentation software are:

Libreoffice Impress, Microsoft PowerPoint, Keynote, Canva, etc.

2. LibreOffice Impress or Impress is a presentation program which helps us to create presentations. It is a part of LibreOffice suite.

The name of different components of Impress window are:

Title Bar, Window Control Buttons, Menu Bar, Toolbars, Splitter Bar, Text Placeholder, Zoom Controls, Status Bar, Slides Pane, Workspace, Sidebar.

3. Text placeholder allows us to type titles, text and bulleted lists in slides.
4. Slides pane contains thumbnail pictures of the slides in our presentation. Clicking a slide on this pane selects it and places it in the workspace.



5. A slide layout determines the placement of all the items such as title, graphics or text boxes that make up our slide.

Most slide layouts contain the content placeholder which may be to the right or left of the text, above the text, or below the text.

6. Templates provide a quick way to create a new Impress presentation. They contain layouts, theme colors, fonts, effects, background styles and the content. Whereas Design theme is a built-in design for creating a presentation which includes pre-defined information, layout, background, text, and color.
7. Duplicating a slide means to insert a copy of the existing or current slide into the presentation.
8. Using the following steps, we can copy and move any part of text in a slide.
 - i. Select the text from the slide to be moved or copied.
 - ii. Click on one of the following buttons from the Standard toolbar.
9. Formatting features are used to enhance or emphasize text by applying various font effects and colors. Whereas text styles help us to change the appearance of the text by using the text style as per five different styles: bold, italic, underline, strikethrough and toggle shadow.
10. The steps to add bullets and numbering in a slide are given below:
 - i. Select the text or text box on which bullet and number need to be added.
 - ii. Click on the Properties icon from the Sidebar.
 - iii. Click on any button:
 - Click on the Toggle Bulleted List button to create a bulleted list.
 - Click on the Toggle Numbered List button to create a numbered list.



11. A bullet can be added when the order of the points does not matter, i.e., unordered. In Impress, the bullet is marked in the form of black dot (.) by default.
12. Content placeholders hold text like titles, bulleted lists and different types of content like text, table, chart, image, audio or video to build a presentation effectively and efficiently.
13. A slide show can be used to give a presentation on a computer screen. It displays one slide at a time, using the entire screen.
14. We can review and edit the presentation any time in future once it is saved.
15. Handouts print the slides in reduced size on a page, from one to nine slides per page. The slides can be printed horizontally (landscape orientation) or vertically (portrait orientation) on the page.

F. Long Answer Questions

1. Presentation software allows us to create documents called presentations, which are used to communicate ideas, messages, and other information to a group. The presentations can be viewed as slides that can be displayed on a large monitor or on a projection screen. The slide may be incorporated with texts, graphics, movies, sounds, etc. to make the viewer understand a topic.
2. A good presentation is required to convey a message clearly to the viewers. Following guidelines have to be taken into consideration while preparing a presentation.
 - A good presentation should be concise and should focus on the topic.
 - A good presentation should have the potential to convey the required information.
 - We should use simple words and sentences in the presentation to make the speech effective.
 - The grammar and language should be correct in our presentation.

- We should try to use dark colours and bold letters with different fonts to highlight certain points.
 - To communicate the desired information, the presenter should use more of visual aids such as diagrams, pictures, charts, etc.
 - Sound and animation can be added to the slides to make the presentation more interesting. We should not include more than one animation or video in one slide.
 - A good presentation must be planned. The presenter must plan how to begin, what to speak in the middle and how to end the presentation without losing the interest of the audience.
3. A slide is the basic unit of an Impress presentation. A slide contains objects which are its building blocks, such as title, text, table, charts, and pictures. In Impress, the first slide is assumed to be the title slide, the aim of which is to introduce the presentation to the audience. When we start Impress, the default slide layout is landscape orientation, where the slide width is greater than its length.
- i. Title is a descriptive heading, which identifies a slide. It describes the contents of the slide in limited words.
 - ii. Sub-title is a distinctive message or brief description of the slide data.
 - iii. Border is a frame for the slide. It is similar to a frame around a painting.
4. The Impress Sidebar is located on the right side of the window. It consists of seven decks: Properties, Slide Transition, Animation, Master Slides, Styles, Gallery and Navigator. Each deck has a corresponding icon on the Sidebar, allowing us to switch between them.

Each decks functions are given below:

- Properties Deck: This panel shows information about the current selected slide and the layouts included within Impress.
- Slide Transition Deck: It provides a number of slide transition options. The default is set to None.



- Animation Deck: It is used to add, change, or remove animations to enhance different elements of each slide from Animation section.
 - Master Slider Deck: It helps to define the slide style for presentation from this panel. Impress includes several designs for Master Slides, the default style is blank, and the rest have backgrounds and styled text
 - Styles Deck: This deck is used to edit and apply graphics styles and create new ones; but we can only edit existing presentation styles.
 - Gallery Deck: It is used to add images and diagrams available in the Gallery themes into the presentation.
 - Gallery displays two sections—the first one lists the themes by name (Arrows, Background, Bullets, etc.) and the second one displays the images in the selected category.
 - Navigator Deck: It is used to view all the slides of a presentation. We can browse all the slides and reorganize the content of each slide by selecting different content categories, such as headings, tables, and graphics.
5. Templates provide a quick way to create a new Impress presentation. They contain layouts, theme colors, fonts, effects, background styles and the content. We can replace them with our own content while maintaining the preset layout. Some templates are installed or built-in on the hard disk, but some need to be downloaded from the Internet. Our computer should be connected to the Internet to download online templates.
6. Five options available on formatting toolbar are:
- Font Name: Click on the drop-down menu to see the list of fonts and select a font name.
 - Font Size: Click on the font size drop-down menu to see the list of font sizes from where the font size can be selected.
 - Increase Font Size: Clicking this button will increase the size of text (keyboard shortcut: Ctrl +]).



- Decrease Font Size: Clicking on this button will decrease the size of the text (keyboard shortcut: Ctrl + []).
 - Font Color: Clicking on the drop-down box to the right of font color icon opens the color palette from where we can change the font color.
7. There are various operations involved in slide such as inserting, deleting, arranging and setting the slides layout. Inserting slide means to add new or copy existing slide in a presentation. Deleting means to remove the unwanted or extra slide from the presentation. Arranging means to create the sequence of the slide within a presentation. Setting slides layout determines the arrangement of objects such as title, graphics or text boxes on a slide.
 8. Animation is the illusion of movement by showing a series of still pictures in rapid succession.
The steps to add animation to slide are:
 - i. Click on any slide element (such as text boxes, shapes, or pictures).
 - ii. Click on the Animation button on the Sidebar.
 - iii. Click on Add Effect.
 - iv. Select the animation effect type from one of the drop down menus of Category.
 - v. Select 'Circle' from the Effect list.
 - vi. Select Automatic Preview to check the animation effect on the object.
 - vii. Click on Play to check the animation effect on the slide.
 9. There are five views to display a slide — Normal, Outline, Notes, Master Handout and Slide Sorter.
 - Normal View: Normal view is the main view for creating individual slides. This view is used to format and design slides, and to add text, graphics, and animation effects.
 - Outline View: Outline view shows only the text of all the slides of the presentation in their numbered sequence.

- Notes View: in This view helps to add notes or remarks to a slide. These notes are not seen when the presentation is shown and are used for future references.
 - Slide Sorter View: This view is used to see miniature slides of the presentation. This makes it easy to add, delete and move slides, add timings, and select animated transitions for moving from one slide to another
10. For reviewing a presentation, we need to print the slides on the paper. During live presentation, it might be helpful to print handouts for audience to follow and review.
- We should use Ctrl+P as a keyboard shortcut to print presentation.

G. Application Based Questions

1. Design theme
2. Rename Slide



A. Multiple Choice Questions

- | | | | | |
|--------|--------|--------|--------|---------|
| 1. (c) | 2. (d) | 3. (b) | 4. (b) | 5. (c) |
| 6. (a) | 7. (c) | 8. (b) | 9. (c) | 10. (d) |

B. Fill in the Blanks

- | | | | |
|-----------------|-----------------|----------------------|--------|
| 1. Drawing | 2. Insert Image | 3. handles | 4. Alt |
| 5. triple-click | 6. group | 7. Master | |
| 8. transition | 9. Table | 10. Table properties | |

C. State Whether the Statements Given Below are True or False

- | | | | | |
|------|------|------|------|-------|
| 1. T | 2. T | 3. T | 4. T | 5. F |
| 6. T | 7. F | 8. T | 9. F | 10. T |

D. Differentiate Between the Following

- Resize Image:** It means to change height and width of the image. Resizing the image ensures that it is ideally placed within the slide. The left or right handle are used to adjust the image width, top or bottom handle are used to adjust the image height and a corner handle is used to adjust the two sides adjacent to the corner of an image.

Rotate Image: It means to change the direction of the image. An image can be rotated by clicking on Rotate button on the Drawing Toolbar. Image can be rotated in two directions in Impress—clockwise and anticlockwise.

- Slide Transition:** A transition is a visual effect that appears when we move from one slide to another. It can apply in Normal or Slide Sorter view to a single slide, multiple slides, or all slides.

Custom Animation: It is the illusion of movement by showing a series of still pictures in rapid succession. Animation effects make the Impress slide show interesting and give it a professional look. Special visual and sound effects applied to the text or content are included in animation.

3. **Group objects:** It means to combine the multiple objects together so that they are treated as a single entity. A group of objects can also be formatted as one entity. It can be moved, rotated, deleted, and so on.

Ungroup objects: It means to separate the grouped objects into individual objects. It is helpful in every single object formatting like editing, resizing, rotating, etc.

4. **Entering Data in a table:** It means to type number or text in the table. To type the data in table, click inside the table cell and type it. Use the Tab key to move from one cell to the next cell in a table.

Editing Data in a table: Editing means the process of making changes to any data in a table. Sometimes doing a task perfectly in one go is not possible. It can be done through the editing.

E. Short Answer Questions

1. Right-click on the table border, the Table Properties dialog box will open. From here we can assign background and border of the table.
2. Moving an image means to cut the image from its original location and paste to its new location on the slide. Whereas resizing means to change height and width of the image. Resizing the image ensures that it is ideally placed within the slide.
3. We need to add media to a slide to make our presentation more lively, effective and efficient at the time of showing the slide show.
4. Master slide enables us to make global settings for our slides, such as inserting a company logo, page number, etc., on every slide.
5. The steps to delete an image are as follows:
 - i. Click on the image to be delete.
 - ii. Press the **Delete** key on the keyboard.The image will disappear from the slide.

6. A slide transition is a visual effect that appears when we move from one slide to another. It can apply in Normal or Slide Sorter view to a single slide, multiple slides, or all slides.
7. We can edit the data of a table in two ways.
 - i. Simply position the insertion point where editing needs to be done, and then type data.
 - ii. Simply drag the mouse on the text to select it, and then type data.
8. Steps to apply shadow effect to the object are:
 - i. Select the object by using the select tool.
 - ii. Click on the Shadow tool from the drawing toolbar.
Shadow effect will appear on the object.
9. A slide transition is a visual effect that appears when you move from one slide to another. You can apply a transition in Normal or Slide Sorter view to a single slide, multiple slides, or all slides
10. The steps are:
 - a. Click on the slide to which you want to add a transition.
 - b. Click on the slide transition icon.
 - c. click on any transition.
 - d. You can click on Apply Transition to All Slides if you want to apply the same transition effect to all the slides.
 - e. Click on Play. Impress displays a preview of the transition effect.
 - f. Click on Close to close the Slide Transition section.

F. Long Answer Questions

1. There are many objects we can add into the slide such as line, connector, basic shapes, symbols, arrow, flowchart, callout, star and 3d objects.
 - Line: This object is used to draw a straight line from the point where we click the mouse to the point where we drag the mouse pointer and release.
 - Basic Shapes: This object is used to draw a basic shape like square, circle, triangle, etc. by dragging the mouse from the top left to the bottom right corner.

- Symbol: This object is used to draw a symbol like sun, moon, flower, etc. by dragging the mouse from the top left to the bottom right corner.
2. Shapes allow us to add a variety of arrows, callouts, squares, stars, flowchart shapes and many more shapes into slide. Impress provides a large collection of shapes to organize and design the image. The major benefit of adding shapes in a slide is that it provides visual appeal to it.
 3. Grouping objects means to combine multiple objects together so that they are treated as a single entity. A group of objects can also be formatted as one entity. It can be moved, rotated, deleted, and so on. For grouping all objects into single object, select all the objects then click on format and click on Group.
 4. The steps to add table in a slide are:
 - i. Insert a new slide, add text and change the layout of the slide to one that includes the placeholder for a table.
 - ii. In the content placeholder, click on the **Insert Table** icon.
 - iii. Type the number of **columns**.
 - iv. Type the number of **rows**.
 - v. Click on **OK**.
 5. The steps to add slide transition in a presentation are:
 - i. Click on the slide to which a transition needs to be added.
 - ii. Click on the **Slide Transition** icon.
 - iii. Click on any **transition**.
 - iv. Click on **Apply Transition to All Slides** if the same transition effect needs to be applied to all the slides.
 - v. Click on **Play**. Impress displays a preview of the transition effect.
 - vi. Click on **Close** to close the Slide Transition section.The steps to remove slide transition in a presentation are:
 - i. Click on the slide to which a transition needs to be removed.
 - ii. Click on the **Slide Transition** icon.
 - iii. Click on **None**.The transition icon disappears from the slide.

G. Application Based Questions

1. Ungroup feature
2. Slide Master
3. Transition Effect