

CHAPTER-3

Using Computers For Office Tasks

Q.1. What is Menu Bar?

Ans 1. A horizontal bar below the title bar which has option to do different tasks like saving a document, inserting pictures etc. organised into different menus is called menu bar.

Menu items → File, Edit, View, Insert, Format, Styles, Tables, Tools, Window, Help.

Q.2. What is title bar and how many part it has?

Ans 2. The long horizontal bar at the top of writer window is called title bar.

- A title bar has two parts -:

- Document name -: All files in computer must have an individual name. When we open a writer the first document is given the name Untitled 1.

- Window Button -: At the right most end of the bar three buttons are there -:

i) Minimise button 

ii) Maximise button 

iii) Close button 

Q.3. What is status bar?

Ans 3 A long horizontal bar at bottom of the window which gives extra information is called status bar.

The extra data includes the number of pages, word count, default style etc.

Q.4. What is standard toolbar?

Ans 4. Related tasks are organised as icons on a horizontal or vertical strip at the top or side of any application window. The strip of icons is called toolbar.

The first toolbar below the menu bar is called standard toolbar. It has icons for general tasks like opening and saving a file & printing etc.

Q.5. What do you understand by Motion paths?

Ans 5. Motion path is a type of custom animation in which object can be animated to move along a motion path. This effect enables the object to move on the according to a path defined by the user. We select curves, polygons or ^{from} freeform line and draw our own path.

Q.6. What do you understand by functions?

Ans 6. Functions are the predefined formulas provided by spreadsheet software. The pre-defined formulas where we just need to enter one cells to be referenced are called functions. Ex- Instead of typing a lengthy formula for calculating average of multiple values, we may prefer for function by giving cell range with the function name.

Some name of functions

- i) Max ()
- ii) Min ()
- iii) Count ()
- iv) Count A ()
- v) CountBlank ()
- vi) Countif ()
- vii) Sum ()
- viii) Average ()

Q.7. Define sorting.

Ans 7. Rearranging data in increasing or decreasing order of their value is called sorting. We can sort both text as well as numeric data. The text data is arranged alphabetically during sorting. In case, we can sort criteria, with each criterion applied one after the other.

Q.8 How can you ensure that no one modifies your file?

Ans 8 When we save a document in our computer, anyone who has access to the computer can open it and modify as well. We can protect our document through the password so that no one else can open it and modify as well.

Q.9 What is text style?

Ans 9 Text style is a resource that specifies text attributes. There text styles:-

i) Bold → selecting the bold icon (a) makes the text darker.

ii) Italic → selecting the italic icon (a) makes the text slant to its right and become thinner as well.

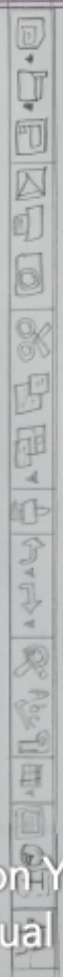
iii) Underline → selecting the underline icon (a) draws a line below the selected text, we can also apply these three styles simultaneously.

Q.10 How can you delete more than one slides if we have to delete more than one slides?

select all of them and press the delete key. We can select multiple slides by keeping the control key pressed while clicking on each slide. If the slides are consecutive, we can use the shift key as well.

Q.11 Define header & footer.

Ans 11 Header and footer are very useful in creating a presentation or documents in ^{appears above the} office. Header information ^{that we give} top page margin, eg. date, document name are few information that we give in header whereas footer information appears at the bottom of the page margin we can give information like page number, etc in a footer. The required pages for a document must have header & footer information as it enhances the look or appearance of our document along with making it more understandable to the viewers. Writer gives us the option of adding document in header & footer just once & it will be automatically repeated on every page.



STANDARD TOOLBAR

Page 1 of 1 | 0 words, 0 characters | Default style

STATUS BAR