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Chapter-6

Starting with word processor

Question & Answer

Ques-1 Define Word Processor? Give any 3 uses.

Ans-1 A word processor is an application software which is used to create text documents. It also allows to add pictures with text.

Three uses of word processor are -

- It performs the task of composing and printing of documents.
- It is used to check spell, grammar, Thesaurus and automatic corrections, etc. to facilitate typing documents.
- It incorporates different features facilitating the task of formatting and editing the documents.



Ques 2 What is the difference between cut paste and copy paste?

Ans 2 Cut-Paste is used to move the selected text from one page to another within the document.
whereas,
Copy-Paste is used to create duplicate text of the selected text within that documents.

Ques 3 What do you understand by alignment? How many alignments are there in writer page?

Ans 3 The Arrangement of text on a page with respect to page margin is called Alignment.
Writer provides four types of alignment -

- (i) Left Alignment
- (ii) Right Alignment
- (iii) Center Alignment
- (iv) Justify Alignment

Ques 4 What is similarity and difference between Space Bar and Tab?

Ans 4 The Similarity between tab and space bar is that both keys are used to give space between text in a word processor.
The Difference between the two keys is that spacebar is used to give single character space between two letters whereas Tab key provides by default five character space at a time.

Ques 5 What is the default font in writer?

Ans 5 Liberation serif is the default font in writer.

Ques 6 Give steps to save your document?

Ans 6 Step 1 - We will open Libre Office writer.

Step 2 - Write something whatever we want in document.

Step 3 - Now we press Ctrl+S
or



Select file menu and save option.

Step-4 Its dialog box will open. Type file name in the respective box.

Step-5 Click on Save button.

Ques-7 Steps to change the word

Ans-7 We can change a word with another word of same meaning by using Thesauras.

It is a dictionary of synonyms provided by the writer.

Following steps are required to do it.

Step-1 Click on Tools menu and Thesauras option.

Step-2 It opens a dialog box. Select the word which has to be replaced.

Step-3 A list of synonym words will be provided for selected word.

Step-4 Select the appropriate word from the given list.

Step-5 Click on Replace button.

Ques-8 Explain the three window on title bar?

Ans-8 (i) Minimise button-

It is represented as  on the title bar. It is used to fold down the window screen and to keep it open on the task bar.

(ii) Maximise button:-

It is used to change the window size to monitor screen size or to resize the window. It is represented as .

(iii) Close button:-

It is used to close the application program window. It is used to exit from the program directly. It is displayed as .



What are the red and green wavy lines in a document?

In a word document, red & green wavy lines are used to show some kind of mistakes. Any word in the document shown with red wavy line indicates that the word is not available in dictionary. The documents puts red line under those words which are not correctly spelled.

The writer uses green wavy line below the words or phrases which gave grammatical error. The writer checks the grammar of the sentences and shows like mistake using green line.

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