

UNIT 3: DIGITAL DOCUMENTATION

Questions and Answers

Q1. Name any three word processing softwares other than MS-Word.

A1. The three word processing softwares are:

- i. Libre Office – Writer
- ii. Wordstar
- iii. Open Office – Writer

Q2. What is the extension of libre office writer file and ms word file?

A2. Libre office writer- .odt

Ms word - .docx

Q3. What is the difference between cut-paste and copy paste?

A3. Cut and Paste: It is used to move a selected text from one place to another.

Whereas

Copy and Paste: It is used to make a duplicate copy of selected text.

Q4. What is the use of find and replace?

A4. This feature is used to search for a text and replace it with other text.

Q5. What are non-printing characters?

A5. In computer data entry, anything entered is treated as a character. We can see the characters like alphabet, numbers, punctuation marks, on the computer screen.

But when you press keys like Enter, the Space Bar, and the Tab key, that do not appear on the screen, we are actually entering these characters in the document.

Q6. How many types of alignments are there in ms word/libre office writer?

A6. Four types of alignments are there in ms word/libre office writer:

- i. Left alignment
- ii. Center alignment
- iii. Right alignment
- iv. Justified

Q7. Write the steps to insert header, footer and page no. in your document.

A7.

To insert header in the document, select **Insert** → **Header and Footer** → **Header**.

To insert footer in the document, select **Insert** → **Header and Footer** → **Footer**.

To enter page numbers in the footer section, place the cursor in the footer section and select **Insert** → **Page Number**.

Q8. What is mail merge?

A8.

Mail Merge is a very important feature of word processor. It is used to create a series of same documents with multiple addresses.

Mail merge is the process of merging the main document (letter or certificates) with the mailing address of various persons. The main document is merged with the mailing address, hence the name mail merge.