UNIT 1: DIGITAL DOCUMENTATION (ADVANCED)

CREATE AND APPLY STYLES IN THE DOCUMENT

1.   What is word processing?

Ans: Word Processing is the process of using a computer in that we can create, edit , print and save a document.

2.   Write the types of word processors?

Ans: Text Editor – Note pad, Word Perfect, Word Star 4 , Word Star 7 etc.
Full – Featured – MS Word, Open Office writer, Libre Office,
Page Maker

3.   What is Apache Open Office?

Ans: Apache Open Office is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more. It is available in many languages and works on all common computers. It stores all your data in an international open standard format and can also read and write files from other common office software packages. It can be downloaded and used completely free of charge for any purpose.

4.   Write the features of word processors?

Ans: 1) Cut – paste,
2) Copy – paste
3) Insert text, images in the document at the Insertion (Cursor) Point.
4) Erase a characters.
5) Print a document
6) Save a document
7) Use Spell check and grammatical errors
8) Change font, color, size etc.
9) Use Autocorrect etc.

5.   What is a style?

Ans: A style is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats at the same time.

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6. Write the types of styles?

Ans: Paragraph Styles, Character styles, Page styles, Frame Styles, List styles

7. What is the Fill Format Mode?

Ans: Fill Format mode is used to apply a style to many areas quickly without having to go back to the Styles deck and double-click each time. This method is useful for formatting scattered paragraphs, words or other items with the same style, and it may be easier to use than making multiple selections first and then applying a style to all of them.

8. How can you update style in Writer from a selection?

Ans: To update style from Writer from a selection, follow the given steps:
(i) Create a new paragraph (or select an existing paragraph) and edit all the properties you want to alter in the style (such as indentation, font properties, alignment, and others).
(ii) Select the paragraph by clicking anywhere in the paragraph.
(iii) In the Styles deck, select the style you want to update (single-click, not double-click) and then click on the New Style from Selection icon and select Update Style.

9. How do you drag – and – drop a selection to create a style?

Ans: To drag-and-drop a selection to create a style, follow the given steps:
(i) Open the Styles deck.
(ii) Select the style category you are going to create (for example a character style) using one of the icons near the top of the deck.
(iii) Select the object on which you want to base the style and drag it to the Styles deck. The cursor changes to indicate whether the operation is possible.
(iv) In the Create Style dialog, type a name for the new style and click on OK to save the style

10. What is formatting?

Ans: Formatting means changing the appearance of the document by using font selection, font size and presentation (like bold or italics), spacing, margins, alignment, columns, indentation etc. To give to looks to your document. Make it more attractive, neat and clean.

11.	How to create new (custom) styles?

Ans:
1. Open the Styles and Formatting window and choose the type of style you want to create.

2. In the document, select the item you want to save as a style.

3. In the Styles and Formatting window, click on the New Style from Selection icon

4. In the Create Style dialog, type a name for the new style. The list shows the names of existing custom styles of the selected type. Click OK to save the new style.

12.	How to Loading styles from a template or document?
Ans:
1. Open the document you want to copy styles into.

2. In the Styles and Formatting window, long-click on the arrow next to the New Style from Selection icon, and then click on Load Styles.

3. On the Load Styles dialog (Figure 4), find and select the template you want to copy styles from.
4. Select the categories of styles to be copied. Select Overwrite if you want the styles being copied to replace any styles of the same names in the document you are copying them into.

5. Click OK to copy the styles. You will not see any change on screen.

Short Cut Keys –
Styles and Formatting	– F11
Heading 1	- Ctrl + 1
Heading 2	- Ctrl + 2
Heading 3	- Ctrl + 3
Heading 4	- Ctrl + 4