

→ With various options of page style dialog box, one can change background colour, apply header and footer to the document, display the document in column mode, etc.

● **Insert Menu:**
→ One can insert header, footer, footnote, endnotes, page number, date and time, etc. with the several options of Insert menu.

Exercise

Q. 1. Answer the following questions in detail:

(1) Explain Heading, Repeat heading and Don't split table of Insert Table dialog box.

Ans. 1. Heading: With heading option of insert table dialog box, one or more rows can be specified as a heading of the table.

→ The desired number of rows can be mentioned in 'The first...rows' box. The default value here is 1.

→ The advantage of defining the row(s) as the head rows is that, when splitting a table into two tables, the heading row(s) are copied in the second table automatically.

2. Repeat heading: Repeat heading option is useful for repeating the heading when the table spreads across more than one page.

3. Don't split table: If this option is checked, the Writer will not allow the table to spread across more than one page. In case, if the table is started near the end of a page, Writer will locate the complete table on the following page.

(2) How can one move across the table cells?

Ans. Within table, one can use the mouse or the cursor keys or the Tab key to move across the cells.

→ The cursor moves to next cell only if there is no text in the way. The Tab key moves directly to the next cell.

→ If the cursor is in the last cell of the table, a new row is created when Tab key is pressed.

→ If the Tab key is used with shift key, the cursor moves back a cell.

(3) Explain the various options of alignment of the table available in table format dialog box.

Ans. The various options of alignment of the table like Automatic, left, right, center, etc. are available under Table format dialog box.

→ The left option allows us to place table away from left margin whereas right option allows us to place table away from right margin.

→ Manual option allows us to place table from both left and right margins. These margins can be set using spacing option.

→ The above and below options are used to set the distance of the table from the text above and below the table.

(4) Write down about resizing of rows and columns of a table.

Ans. Resizing of rows and columns of a table can be done in three different ways:

(1) Place the cursor to the edge of cell (Vertical for column width and horizontal for row height). The cursor will be turned into + sign. Now click and hold the left mouse button, drag the border to the desired position and release the mouse button.

(2) Other way to adjust the row height and column width is using vertical ruler and horizontal ruler respectively.

→ On the vertical ruler there are row dividers and similarly on the horizontal ruler there are column dividers marked by a pair of thin grey lines. One can change the row height or column width by holding the mouse button down on appropriate divider and dragging it to the desired location.

(3) Resizing of rows and columns can also be done with Table menu. Table → Autofit → Row Height/Column width option allows us to change the size of a row or a column.

→ Table → Autofit → Optimal Row Height/Optimal column width make the selected rows or columns of table as narrow as possible to fit their contents.

→ Table → Autofit → Distribute Rows evenly/Distribute columns evenly option sets the height/of selected rows/the width of selected columns evenly.

→ The column width can also be set by selecting column option of Table Format dialog box.

Q.5 In how many ways rows and columns are inserted in a table? What are they?

Ans. Rows and columns can be inserted in four different ways in a table:

1. Using mouse: Place the cursor in the row or column where you want to add row or column and right click. Select the desired option.

2. Using menu: Choose the option **Table** → **Insert** → **Row/Column** which will display insert dialog box. In it, type the number of rows or columns to be inserted or using arrow set the row/column number. After selecting the number of rows or columns to be inserted, select above or below (in case of columns) and before or after (in case of rows) and click OK.

3. Using toolbar: One can click on insert row or insert column icon of the toolbar. A row or column will be inserted below the current row and after the current column.

4. Using keyboard: Place the cursor in a row or column where you want to insert it and press **ALT+Insert** to activate keyboard handling and use the arrow keys to insert row or column.

→ Left arrow key will be pressed to insert a column to the left of the current column.

→ Right arrow key will be pressed to insert a column to the right of the current column.

→ Down arrow key will be pressed to insert a row below the current row.

→ Up arrow key will be pressed to insert a row above the current row.

Q.6 Write down the steps to register the data source with writer document.

Ans. For a data source to be directly accessible within a writer document, it must first be registered. This process is to be done only once when the registered data source is available to all the documents in OpenOffice.org.

→ The step by step procedure for registering the data source is as follows:

(1) Choose **File** → **Wizards** → **Address Data Source**. Select the appropriate type of external book. If the type of data source is not present in the list, select other external data source and click Next.

(2) In the next step of wizard, select the setting button.

(3) In the data source properties page, select the Database type for e.g., Text click next.

(4) In the next dialog box, write down the location of your file (text file) or click the browse button and navigate to the directory that contains the file.

→ Now choose option to return to the Database properties - Connection settings dialog box. The Test connect button will now be enabled with which one would be able to check whether the connection has been correctly established or not.

→ Click Next.

(5) Database properties - Additional setting dialog box will now be opened. Select appropriate file type option, either text file or comma separated values file (*.csv).

(Note): By default plain text files (*.txt) is selected.)

→ Enable the Text contains headers checkbox as our text file contains first line as a header line.

(6) Click Finish. So 'Data Source Title' dialog box will open. Give any name of your choice. The default name is Addresses.odt. Click the Finish button.

(7) Write down steps to create form letter in writer document.

Ans. Let us understand creation of form letter with an example.

Example: Write a letter to call several candidates for interview using mail merge.

(Note): For mail merge procedure, two document, data source file and form letter are to be created.)

→ So very first step, is to create data source file in Gedit.

Now for creating form letter in Writer:

→ Create a new text document (form letter) using menu chain **File** → **New** → **Text document** and write a letter to invite the candidates for interview.

→ Using menu and option **View** → **Data sources** or by pressing **F4** key display the registered data source and select the data file.

→ To add the mail merge fields at appropriate places (Such as names, addresses, interview time, etc.) click in the field heading of data source file and drag it to the appropriate position in the form letter.

(Note): Each variable name when placed in the form letter appears within <....> sign automatically. e.g., <F_name>.

→ Thus, the form letter is ready for mail merge procedure.

(8) Explain about printing the merged document.

Ans. After creating the form letter, choose File → Print and click on yes button which will give you mail merge dialog box.

→ To select individuals records to be included in merging, every time while selecting a record, hold down the CTRL key and click a record to be selected or to select consecutive record, select the first record in the range and scroll up to the last record and press Shift + click on the last record and click OK.

→ This merged files can either be printed directly or can be stored as a file.

→ For printing the resulting documents select the printer in output section of the mail merge dialog box.

→ If you are storing the merged document as a file, you can store it as a single file or individual files. By default, save as single file option is selected. If you want to store it as single file click on save as single document and if you want to store each letter as individual file, click on save as individual document option.

(9) Explain properties option of print dialog box.

Ans. The properties option of print dialog box provide property dialog box which has options like Layout, Paper, Graphics, Extra and about.

→ If you select Layout, you can choose portrait or landscape orientation.

→ Paper option allows us to set the number of copies, paper size and paper type (thinner or thicker)

→ Darkness (Normal, Light, Dark) or resolution can be set by selecting graphic option.

(10) In how many different ways can print range be given in print dialog box?

Ans. In print dialog box, by default all option is selected to print all the pages of the document.

→ Pages option is selected if you want to print some selected pages.

→ '-' is used to set the range of pages (The pages to be printed are consecutive) and ',' is used to separate pages. (If pages to be printed are non-consecutive.)

→ For e.g. if you type '3, 8-12, 15' then page number 3, 8, 9, 10, 11, 12 and 15 will be printed.

→ To print the selected portion of the document choose selection option after selecting the desired portion.

(11) Explain copies option of print dialog box.

Ans. Copies option is used to print the multiple copies of the document or page or selection.

→ Collate option is selected for printing multiple copies.

→ If collate option is selected, the whole document (or selected pages) will be printed and then next copy will be printed.

→ If collate option is deselected, the first page will be printed for as many number of times it is mentioned, then the second page will be printed and so on.

→ For example: You have document of 5 pages and need 3 copies of it to be printed. If the collate option is selected, then all 5 pages will be printed first and then second copy and then third copy. If the collate option is deselected then 3 copies of first page will be printed first, then 3 copies of second page will be printed and so on.

(12) Explain page format option of page style dialog box.

Ans. Format → page option will give a page style dialog box. Under it, with page format option one can change page type. By default the page format is letter. The size of letter format is: width-8.50" and height-11.00".

→ The size of A4 format is: Width-8.27" and Height-11.69".

→ If legal is selected the page size will be Width-8.5" and Height-14".

→ Other such options are: A5, A3, B6, B5, B4, different envelop sizes and others.

→ One can set one's own format, with custom format option. The custom size can be set by entering the desired width and height.

→ If you select landscape option (By default it is portrait) the width and height will be interchanged.

→ All the four types of margins can be set from margin section. Normally the margins are set in inches. The left margin is 1" means printing will start 1 inch away from the left edge of the page. Similarly top, bottom and right margins show the distance of printing from top edge, bottom edge and right edge of paper.

(13) What are footnote and endnote? Write down the steps to create footnote and endnote.

Ans. A note i.e., additional information in reference to the main text or some comment in support of the main text, written at the foot (bottom) of the page is called footnote.

→ A note i.e., additional information in reference to the main text or some comment in support of the main text, written at the end of the text (Either at the end of the chapter or at the end of the book) is called Endnote. (Note: Such comments are generally written with a symbol like *, +, ++, etc. or sign or number besides it. Symbols or numbers are normally written as Superscript (Like Sir Isaac Newton^{*}).

Steps to create footnote/endnote are as follows:

→ To create a footnote/endnote, take the cursor where you want the footnote/endnote symbol to appear. choose Insert → Footnote/Endnote.

→ By doing so, Insert footnote/endnote dialog box will appear. It contains two sections namely Numbering and Type.

→ One can use either number or symbol for reference. By default the Automatic option is selected and it provides numbers for reference. Character option provides symbols for reference.

→ In type section, footnote option is selected by default. One has to select endnote, if he wants to insert endnote.

Q.2. Answer the following questions in one or two sentences:

(1) In How many ways a table can be created in writer document?

Ans. A table can be inserted in three different ways in writer document: (1) Following menu chain Table → Insert → Table. (2) By pressing CTRL + F12 keys of the keyboard and (3) By clicking Table icon from the standard toolbar.

(2) Explain the Name option of insert table dialog box.

Ans. Name option of insert dialog box allows the user to enter a name of the table. Table1, Table2, etc. are the default table name given by the writer.

(3) How two or more than two cells are merged in table?

Ans. Selected two or more than two cells of the table can be merged using the menu chain Table → Merge cells or keep the mouse pointer on the selected cells, right click the mouse button and select Cell → Merge option from the context menu.

(4) How can one or more than one cells be split into multiple cells?

Ans. Selected one or more than one cells can be split into multiple cells using menu chain Table → Split cells or select one or more than one cells, right click the mouse button and select Cell → Split option from the context menu.

(5) What is mail merge?

Ans. The facility that create multiple documents having same contents with minute changes (name, address, time, etc.) is called mail merge.

(6) What does the form letter contain?

Ans. The form letter contains the actual information of document and variable names for data which varies in different letters. (e.g. name, address, etc.)

(7) What should be done, if the data file to be used in mail merge facility is in a format that OOo can't access directly?

Ans. If the data file to be used in mail merge facility is in a format that OOo can't access directly, then it should be converted to a comma-separated values by exporting it. The extension of such files should be .csv.

(8) How a data source file is created in Gedit?

Ans. Generally, the first line of gedit data source file represent the title of each column, each separated by a comma. The remaining lines of data source file contains the values corresponding to the titles and again separated by comma. There should always be one to one mapping between the number of titles and number of values.

(9) Write down the various options provided by page style dialog box.

Ans. The various options provided by page style dialog box are Organizer, Page, Background, Header, Footer, Border, Columns, Footnote, TextGrid, etc.

(10) What is header?

Ans. Header means the text to be printed on the top of each page.

(11) What is footer?

Ans. Footer means the text to be printed on bottom of each page.

(12) What is footnote?

Ans. A note i.e., additional information in reference to the main text or some comment in support of the main text, written at the foot (bottom) of page is called footnote.

(13) What is endnote?

Ans. A note i.e., additional information in reference to the main text or some comment in support of the main text written at the end of the text (Either at the end of the chapter or at the end of the book) is called endnote.

Q.3. State whether the following statements are True or False:

- (1) The text written in Header and Footer is printed on each page of the document.
- (2) The page number appears with gray background and is printed with background.
- (3) When splitting a table into two tables, the Heading row(s) are copied in the second table automatically if repeat heading option is checked.
- (4) Writer creates a table as wide as the page area.
- (5) A new column is created in table by pressing tab key.
- (6) Only one row can be specified as a heading of a table.
- (7) The default alignment of the text in the cell is top-center of the cell.
- (8) Cells in the same row or same column can be merged only.
- (9) Mail merge is used to prepare multiple copies of same document.
- (10) The Form Letter contains the variable information in mail merge.
- (11) The portrait and landscape orientations are set in Paper option under properties.

(12) In Print Range by default current page is selected for printing.

(13) The Collate option in Copies will print page wise specified number of copies of documents.

(14) By default the page size is A4.

Ans. (1) True (2) False (3) False (4) False
(5) False (6) False (7) False (8) False (9) True
(10) False (11) False (12) False (13) False (14) False

Multiple Choice Questions (MCQs)

Write the correct option from those given below each of the following questions:

- I. * 1. Before creating a table, deciding on number of rows and columns....
 - A. Is not a good idea.
 - B. Is a good idea because planning saves time and efforts.
 - C. Is really necessary because more rows and columns cannot be added later.
 - D. Is really necessary because excess rows and columns cannot be deleted later.
2. In how many ways a table can be added to writer document?
 - A. 3 B. 4 C. 2 D. 5
- * 3. Which shortcut key is used to insert table in a document?
 - A. TAB+F12 B. ALT+F12
 - C. SHIFT+F12 D. CTRL+F12
4. By default table name is given as in writer.
 - A. 1, 2, 3 B. T1, T2, T3
 - C. Table1, Table2 D. none of these
- * 5. The default table size is....
 - A. 1 column, 1 row B. 2 columns, 1 row
 - C. 2 columns, 2 rows D. 1 column, 2 rows
6. rows can be specified as a heading of the table.
 - A. 1 B. 1 or more than 1
 - C. 0 D. only 2
7. The default value of heading row is
 - A. 1 B. 2 C. 3 D. 4
8. The advantage of defining rows as is that when splitting a table into two table, the heading rows are copied in the second table automatically.
 - A. Don't split table B. Repeat heading
 - C. Heading D. Size

● Steps to Create your own Templates :

→ To create a template from a presentation, perform the steps given as mentioned :

- (1) Open the presentation that you want to use for a template. Make the necessary changes if required.
- (2) Select File → Templates → Save from the main menu. The Templates dialog box will appear.

- (3) Type a name for the new template in the New template field.
 - (4) Click the folder in which you want to store the template. By default is the My Templates folder.
 - (5) Click OK to save the template and close the window.
- Any presentation of your choice can be set as a default template.

Exercise

Q. 1. Answer the following questions in detail :

* (1) What are the advantages of using a presentation?

Ans. The advantages of using a presentation are as follows :

(1) In corporate, a person shows his ideas to a group of people using presentation.

(2) Today presentation is highly used in teaching several concepts, which are difficult to explain theoretically, can easily be taught using presentation. e.g., A teacher wants to explain digestive system of human being, a complete digestive system using pictures and animation can be shown very effectively using presentation.

(3) Models of an actual building or a machine or any complex system can easily be created and explained using presentation.

(4) Printing of presentations is also possible.

(2) Give detailed introduction of Impress.

Ans. Impress program of OpenOffice.org facilitates creation of presentation.

→ In a presentation, slides are created and can have many different objects like bulleted and numbered lists, text, tables, pictures, charts and a wide range of graphic objects contained in it.

→ Apart from inserting graphs, pictures or sounds in a presentation, one can insert a word processor file or a spreadsheet or even a database.

→ Impress have features like a spelling checker, a thesaurus, prepackaged text styles, attractive background styles, etc. similar to the features available in writer.

(3) Explain Slides pane of main Impress window and list out the operations that can be performed in slides pane.

Ans. One of the three parts of the main Impress window is slides pane. It is on the left side of the screen.

→ This part contains the smaller picture of the slides of the presentation. These smaller pictures of slides are called thumbnails.

→ The thumbnails are in the same order of the slides of the presentation. The order of this slides can be changed.

→ One can activate any slide in the workspace by just click a slide in the slides pane.

Some of the common operations that can be performed in slides pane are listed below :

(1) A slide can be moved (by cut and paste operation or simply by dragging) to other position and thus order of the slides can be changed.

(2) One or more slides can be copied at one or several places (by copy and paste).

(3) New slides can be added to presentation.

(4) Any slide can be deleted, if it is no longer needed.

(5) One can hide one or more slides if he does not want them as a part of presentation.

(6) Slide names are by default, Slide1, Slide2 so on and can be renamed.

(7) One can change the slide design or slide layout for the selected slides simultaneously.

(4) Explain following parts of Tasks pane :

1. Master Pages 2. Layouts 3. Table Design 4. Custom Animation

Ans. The second part of the main impress window is known as Tasks pane. It has five sections. They are : (1) Master Pages, (2) Layouts, (3) Table Design, (4) Custom Animation and (5) Slide Transition. Out of these, we will discuss about the first four.

→ One can make a new slide master in Impress using menu chain View → Master → Slide master, which will give master view on the workspace. In this one can start any slide master (pre-defined) and modify it as per his requirement.

→ After modifying select new master icon in the Master view toolbar. The slide master so created will be displayed in the slide pane.

→ One can come to the normal slide editing by clicking on the close master view in the master view toolbar.

* (10) **What are the steps to add picture or object to the slide?**

Ans. A picture or an object can be added using various ways in a slide. Each is explained below:

1. Steps to add a picture from clipart: From the Layout, select the slide format having the picture frame.

→ Double-click the picture within the frame. The Insert picture dialog box will open.

→ Select the picture and click on open. The picture will be inserted in the workspace.

2. Steps to add picture from the graphic file: Click on menu chain Insert → Picture → From File. This will open picture dialog box.

→ Select the file and then select the picture and click on open. The picture will be inserted in the workspace. Move the picture to the desired location.

3. Steps to add picture from scanner: If you have scanning facility and have a picture in the form of hard copy, you can insert picture by scanning it also. To do so click on menu chain Insert → Picture → Scan → Select source.

→ This will give a scanner dialog box with list of scanners. select the scanner. The copy will be scanned and the picture will be inserted in the workspace.

(Note: One can resize the inserted picture (by any way) as per the size of the slide and requirement of presentation.)

4. Steps to add text or an object: From the layout, select the slide format having object frame. Double-click the object within the frame and add text or an object.

* (11) **How text can be added to header or footer on the slides?**

Ans. The presentation may contain different slides with different contents but some informations like date, slide number, name of the company, etc. remain same in all the slides. All these types of information can be added in all the slides with header or footer.

→ Some of the supplied slide masters have such text objects in footer. One can add other text objects to the master page which can act as header or footer. Following are the steps to do so:

(1) Choose View → Master → Slide master from the menu bar.

(2) Select text icon from the drawing toolbar.

(3) Click once and drag in the master page to draw a text object and then type or paste the text. One can also add the value of pre-defined fields such as Date, Time, Author, Page number, File name, etc.

(4) Choose View → Normal on completion of the tasks.

* (12) **Describe the use of fields available in header and footer.**

Ans. The option Insert → Fields is used to add a field such as the date or page number to a text object in the header or footer in Impress.

→ On clicking this options, impress provides sub-menu with various fields which are as follows:

(1) Date (Fixed) – For a particular date

(2) Date (Variable) – Updates automatically when you reload the file

(3) Time (Fixed) – For a particular time

(4) Time (Variable) – Updates automatically when you reload the file

(5) Author – First and last names listed in the OpenOffice.org user data

(6) Page number – To display slide number

(7) File name – To display the name of the presentation file

[Note: (1) The default page number format can also be changed. To change the number format (1, 2, 3 or a, b, c or i, ii, iii, etc.) for the page number field, choose Format → Page and then select a format from the list in the layout setting area.

(2) To change the author information, go to Tools → Options → OpenOffice.org → User data.

(3) One can modify any of the above field with Edit → Fields menu and options.]

*** (13) Write steps to create your own template.**

Ans. One can create own template. To create a template from a presentation, perform the steps given below :

- Open the presentation that you want to use for a template. Make the necessary changes if required.
- Select File → Templates → Save from the main menu. The Templates dialog box will appear.
- Type a name for the New Template in the New template field.
- Click the folder in which you want to store the template. By default, it is the My Templates folder.
- Click OK to save the template and close the window.

Q. 2. Answer the following questions in one or two sentences :

(1) Which program of OpenOffice.org facilitates creation of presentation?

Ans. Impress program of OpenOffice.org facilitates creation of presentation.

(2) How can Impress program be started?

Ans. Impress program can be started using menu chain Applications → Office → OpenOffice.org 3.2 → Impress or by clicking on the icon of OpenOffice.org 3.2 Impress if the shortcut is created.

(3) How many options does Presentation Wizard display? Which are they?

Ans. Presentation Wizard displays three options. They are as follows:

- (1) Empty presentation (This option is selected by default.)
- (2) From template
- (3) Open existing presentation

(4) How many parts does main impress window have? Which are they?

Ans. The main Impress window has three main parts. They are: (1) The Slides pane, (2) The Workspace and (3) The Tasks pane.

(5) Write down the names of five sections of Tasks pane.

Ans. The Tasks pane has five sections. They are: (1) Master Pages, (2) Layouts, (3) Table Design, (4) Custom Animation and (5) Slide Transition.

(6) What is workspace?

Ans. The third and central part of the main

impress window is called the workspace. The content of the slide is displayed in the workspace.

(7) How many tabs does the Workspace have? Name them.

Ans. The Workspace has five tabs. They are: (1) Normal, (2) Outline, (3) Notes, (4) Handout and (5) Slide sorter.

(8) Write down about outline view in short.

Ans. In outline view all the slides of the presentation are shown in sequence of their number. The content of a slide includes only topic titles, bulleted lists and numbered lists in outline format that is left justified text. Drawing objects as well as text within these objects are not shown. slide names are also not included.

(9) How can slide background be changed?

Ans. One can change the background of the slide by using menu chain Format → Page → Background.

(10) Which fields can be inserted as header or footer in Impress?

Ans. The fields such as Date (Fixed), Date (Variable), Time (Fixed), Time (Variable), Author, Page number, File name, etc. can be inserted as header or footer in Impress.

(11) Which menu and options are used to change the author information?

Ans. To change the author information, menu chain Tools → Options → OpenOffice.org → User data is used.

(12) How many templates does presentation folder contain in Impress? What does it include?

Ans. The presentation folder in Impress contains two templates. These two templates include a set of slides with sample titles and topics.

(13) What does presentation background folder have?

Ans. The presentation background folder have only backgrounds and background objects.

*** (14) What objects can be inserted to slides in Impress?**

Ans. The slide in Impress may contain different objects line bulleted and numbered lists, text, tables, pictures, charts and a wide range of graphic objects.

(15) Write down the features of Impress.

Ans. Impress have features like a spelling checker, a thesaurus, prepackaged text styles attractive background styles, etc.