

Chapter 4 Creating a Document using word processor

1. What is a word processor?

Word Processor is an application which is used to enter, edit, format, store, retrieve and print the documents.

2. Name the three popular word processors?

The popular word processors are

- a. OpenOffice Writer / LibreOffice Writer from Linux/Open Source
- b. MS Office from Microsoft
- c. Google Docs from Google
- d. Pages from Apple
- e. Notepad and Wordpad (various independent applications)

3. What are the four major operations possible with OpenOffice Writer?

The major operations possible with openoffice writer are

- Easier and speedy typing.
- Using editing features like copying, moving, deleting etc.
- Formatting features like colors, size, fonts etc.
- Storing and retrieving documents
- Use of pictures, drawings and charts
- Printing (WYSIWYG What You See IS What You Get) i.e printing what we see on screen as it is.
- Vocabulary i.e spell checking and grammatical error checking
- Mail Merge making and sending multiple addressed documents and emailing with very few steps.
- OLE Object linking and Embedding i.e we can link objects like graphs with data from other documents or applications and if data changes, graph automatically changes accordingly.

4. What are the options to save a document?

The following are the options to save a document.

Once the content added or document is ready, Click on File > Save. Save As dialog box will open. Type the Name of the document and click on Save.

Save As dialog box opens only when the document is newly created and save is used for the first time.

One can use Ctrl + S for saving the document.

Auto Save option is also available. From Tools > Options > Load/Save General > 15 min. (default). One can change the time.

5. What is a cursor? Mention different keys that are used to move the cursor in the document.

The vertical blinking line in the Document window is called a cursor. One can move all over the document using cursor. For this they can use arrow keys. With the combination of arrow keys and other keys one can achieve movement as follows.

HomeKey Moves the cursor to the beginning of current line

Ctrl + Home Moves the cursor to the beginning of the document.

End Moves the cursor to the end of current line

Ctrl + End Moves the cursor to the end of the Document.

Page Up Scrolls up one page

Page Down Scrolls down one page

6. What is an Ibeam?

I beam is the shape of the pointer that will be changed when the mouse pointer is placed on any text. It shows the position of editing or selection of text.

7. List different OpenOffice Writer menus?

OpenOffice Writer has different menus, each designed to provide specific functions and tools for document creation and editing. Following are the different menus available in OpenOffice Writer:

1. File: Contains most of the document related functions like new, open, save, close Templates , print, export etc.
2. Edit: Contains editing functions like undo, redo, cut, copy, paste, find, navigator etc.
3. View: Contains viewing functions like ruler, zoom, full screen, styles and formatting, toolbars etc.
4. Insert: Contains options for inserting objects like image, table, chart, text box, header, footer, page break etc.
5. Format: Contains functions of formatting like character, paragraph, page, bullets and numbering, columns etc.
6. Table: Contains the functions related to tables like Insert Table, Delete Table, insert rows, insert columns, split, merge etc.
7. Tools: All the tools necessary for documentation are listed in this menu. The most important ones are Spelling and Grammar, Auto Correct, Mail Merge, Options etc.
8. Window: this menu gives options for splitting window or creating new windows, docking or arranging windows etc.
9. Help: This menu offers Help and other related information of OpenOffice.

8. Explain the use of Navigator.

The Navigator in OpenOffice Writer is a versatile tool that enhances document management and navigation, particularly useful for long documents. It provides an overview of the document structure, showing headings, sections, tables, images, and other elements. You can quickly jump to different parts of your document, manage bookmarks, and handle sections and hyperlinks efficiently. The Navigator allows for easy

movement and reorganization of content through drag-and-drop functionality. It also helps manage cross-references and index entries. Accessible via the Standard toolbar, the `F5` key, or the `View` menu, the Navigator can be customized to fit your workflow, making it an essential tool for improving productivity and streamlining the editing process in OpenOffice Writer.

CHAPTER 5 - EDITING TEXT IN WRITER

1. What do you mean by editing text?

Editing is making corrections to the Text/content, in a manner that would lead to desired result.

Editing includes Inserting, Copying, Moving, pasting, Deleting, Finding and Replacing of the text or content.

2. How can you select an entire paragraph?

A paragraph can be selected by triple clicking on the left side of the paragraph.

A paragraph can also be selected by placing the cursor at the beginning of the paragraph and clicking on the end of the paragraph by holding the SHIFT key.

Similarly one can select a paragraph by clicking at the beginning of the paragraph and holding the left key of the mouse dragging upto the end will select the paragraph.

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

A copy-paste function is used to make the duplicate copy of the text or content. Whereas cut-paste moves the text or content to another area of the document or another file or another application.

4. What is the use of Find & Replace dialog box?

Find & Replace dialog box is used to find the occurrences of the words or content that is needed to be found. The Find and Replace dialog box is activated by pressing Ctrl + F.

In the dialog box opened, one can type the word or content in the input box labeled Search for and clicking on Find will show the occurrence of matching content next to the current position. Find All will show all the occurrences in the document at a time.

The Replace with input box is used to write the text or content with which the find occurrences are to be replaced. After entering the replace content clicking on replace will show one by one find word to be replaced or clicking Replace All will replace all the occurrences of find with replace content.

5. What are non-printing characters?

Non-printing characters are the contents of the document that are hidden and not printed but used for formatting the document. Like Space, Non-breaking Space, Tab, line break, paragraph mark ¶ etc.


The non printing characters can be viewed by clicking the ¶ icon on the standard toolbar.

6. What is a thesaurus?

Thesaurus is the built-in dictionary of word processors that can be used to find the synonyms, antonyms, word substitutes and alternative spellings of words in the document.

For using thesaurus, one can right click on the word or can use Ctrl + F7.

7. What is the shortcut key to activate the spelling and grammar tool?

Spelling and grammar tool is activated by clicking the icon  or from Tools > Spelling and Grammar menu or by pressing F7.

When the Spelling and Grammar icon is active, the word processor indicates the spelling and grammar while typing. The red wavy lines under

the word indicate spelling mistakes and blue wavy lines indicate grammatical mistakes.
