INFORMATION TECHNOLOGY (802)
OPENOFFICE WRITER

1.   What is the need of a word processing software?

2.   Name an open source word processing software.

3.   List the steps to start an OpenOffice Writer.

4.   List the components of the main screen of OpenOffice Writer.

5.   Define the following:
        a. Tabs   b. Ruler Bar   c. Status Bar
        d.Scroll Bar   e. Work Area

6.   List the tabs in the OpenOffice Writer. What are the key tasks performed by the tabs.

7.   What is the extension of the file created in OpenOffice Writer?

8.   What is the purpose of the following tabs?
        a. File   b. Edit   c. View   d. Insert   e. Format
        f. Table   g. Tools

9.   What is the difference between Save command and Save As command?

10.   What is the difference between Move text and Copy text?

11.   How is Find and Replace option useful?

12.   List the steps for inserting a hyperlink to a web page in a document.

13.   What is the difference between toggle case and sentence case when using change case?

14.   Name the tabs in which the following commands are present:
        a. Header   b. Find & Replace   c. Status Bar   d. Ruler
        e. Hyperlink   f. Formula   g. Paragraph
        h. Alignment   i. Word and Count

15.   **Use OpenOffice Writer** to create the following documents:

        a. A Birthday invitation card.
        b. A farewell invitation card.
        c. A one page article that lists the steps that you take to clean the environment (use
           bullets). Format the page.Insert header and footer in the document.
        d. Write the quadratic equation using formula symbols.
        e. A grocery bill using tables. Then convert this table to text.
        f. A 2-page 2-column article having pictures and text. Create a hyperlink to a web
           page. Also state the number paragraphs, lines, words and characters in the
           document. Perform spell check on the document.
        g. Create a document with text and then use find and replace option to replace a
           word in the document.