Ch-6 Writer-Table and Mail Merge
Textual Exercise

A. Tick the correct answer.

1. ……………………… is used for controlling the position of the text.
   a. Ruler   b. **Tab**   c. Columns
2. …………………… refers to the intersection of a row and a columns in the table.
   a. Record   b. **Cell**   c. Label
3. By default, Writer aligns your table text to the ……………………. inside each cell.
   a. Center   b. Right   c. **Left**
4. ……………………… spacing is the space before and a after a paragraph in the document.
   a. Line   b. **Paragraph**   c. Shift
5. …………………… is used to produce a personalized letter for more than one person.
   a. **Mail Merge**   b. Auto Correct   c. Macro

B. Write 'T' for true and 'F' for False statements.

1. Writer is a popular word processing program   (T)
2. Table consists of a grid of boxes, arranged in rows and columns.   (T)
3. You cannot insert a preset table in the Writer document.   (F)
4. You cannot add shading to cell to make them more appealing.   (F)
5. Mail merge is useful to send the same document to many people.   (T)
6. Mail merge is done by merging data document with the data source.   (T)
7. You cannot save the document in PDF format.   (F)

C. Fill in the blanks.

1. **Clone Formatting** tool is used to copy the formatting that you apply to text.
2. **Decimal** tab is used to align numbers and text with a period.
3. To select everything in the cell, **Triple click** on it.
4. **Data Source** Contains the name and address of each recipient, to whom you want to send the document.
5. **Sidebar** consist of five decks, each corresponding icons on the right of it.

D. Differentiate between the following.

1. **AutoCorrect:** Autocorrect feature corrects common spelling errors and also corrects errors in capitalization.
   AutoFormat: Autoformat automatically creates symbols, fractions and ordinal numbers. For example when you type the fraction 1 / 2, it automatically changes to ½.
2. **Merge Cell:** Merge cell is used to combine two or more cells in a table to create one large cell.
   Split Cell: Split cell is used to split one cell into two or more cells in our table to create more than one section.

Extra Questions

1. Write the name of two font styles.

   Ans. Bold & Italic

2. What is the default page orientation of Writer document.

   Ans. Portrait

3. What is the shortcut key for spell checking?

   Ans. F7

4. Which items are placed at the end of a document?

   Ans. End Note

5. Write the name of process of removing unwanted part of an image.

   Ans. Cropping

6. What we called the space left between the margin and the start of a paragraph?

   Ans. Indentation

7. Write the shortcut key for saving document of Writer.

   Ans. Ctrl + S

8. Which bar is usually located below the Title bar that provides categorized options?

   Ans. Menu bar

9. How we can use Format Painter multiple times?

   Ans. By double clicking on Format painter icon.

10. For which purpose we use "Ctrl + C " short key.

    Ans. Copying the selected text