

Q2. Name some common word processing software.

Ans. Followings are some commonly used word processing software:

1. OpenOffice Writer
2. LibreOffice Writer
3. Microsoft Word
4. Google Docs

Q3. Write down the steps to save a file in open/libreoffice writer.

Ans. Use following steps to save a file in openoffice or libreoffice writer:

1. Click on File menu and choose Save option.
2. Save As dialog box will appear. Now type the name for your file in File name text box.
3. Click on Save button. Your file will be saved with the entered name.

Q4. What are the short cut keys for the followings:

- a) Bold: Ctrl+B
- b) Italic: Ctrl+I
- c) Underline: Ctrl+U
- d) Find & Replace: Ctrl+F
- e) Spelling & Grammar check: F7

Q5. What is use of print preview option available in openoffice writer?

Ans. Print preview option allows us to see how a document would appear on paper if printed before actually printing it. Thus it helps us to ensure that there is no error in document especially in terms of layout and margins and ultimately helps in saving paper.

Q6. What is use of Spelling and Grammar check feature?

Ans. Spelling and grammar check feature in open office writer helps us to keep our document error free and accurate by finding spelling mistakes and grammar mistakes. It also suggests the correct spelling and possible alternatives to these mistakes. Spelling mistakes are labeled with a red wavy underline, whereas grammatical errors are labeled with blue underline.

This option is available on Tools menu and can also be accessed by using shortcut key F7.

Q7. What is the difference between 'Ignore Once' and 'Add to dictionary' option in context to Spelling and grammar check feature?

Ans. Following is the difference between Ignore once and Add to dictionary:

S.N.	Ignore Once	S.N.	Add to dictionary
1.	It ignores the misspelled word and removes the red wavy underline from that word for once.	1.	It permanently adds the misspelled word in the writer dictionary, so that if that word is typed again in future it will not be marked as misspelled word.

Q8. What is use of AutoCorrect option in writer?

Ans. AutoCorrect option automatically corrects the spellings of a misspelled word. In other words, it replaces a word with wrong spelling as soon as it is typed with its correct version. For example, as soon as you type 'colour' it will automatically change it to color.

Q9. What is use of Header and Footer option?

Ans. Header option allows us to place a text at the top of every page in the document, whereas the Footer option allows us to place a text at the bottom of every page in the document. Header and footer option helps to save our time, as we do not need to write the same text again and again on every page.

Q10. What is use of 'Record Changes' option in openoffice writer?

Ans. Record changes option in open office writer allows us to keep a record of all the changes made to our writer document over a period of time. If you enable this option, then whatever changes are made in your file will be highlighted so that you can come to know the changes made in your file in your absence or presence. You can then keep the changes that you want and discard others.