

Comprehensive Notes On

Unit 1: Digital Documentation (Advanced)

Class X - Information Technology (Subject Code: 402)

Contents

1 Chapter 1: Introduction to Styles	2
1.1 Concept of Styles	2
1.2 Style Categories in Writer	2
1.3 Applying Styles using Fill Format Mode	2
1.4 Creating and Updating Custom Styles	3
2 Chapter 2: Working with Images	3
2.1 Inserting Images	3
2.2 Modifying Images with the Image Toolbar	4
2.3 Positioning Images in Text	4
2.4 Drawing Objects	5
3 Chapter 3: Advanced Features of Writer	5
3.1 Creating a Table of Contents (ToC)	5
3.2 Working with Templates	5
3.3 Track Changes Feature	6
4 Comprehensive Question Bank	7
4.1 Multiple Choice Questions (MCQs)	7
4.2 Assertion-Reasoning Questions	9
4.3 One-Word / Brief Answer Questions	9
4.4 Differentiate Between Question	10
4.5 Short Answer Questions	11
4.6 Long Answer Questions	12
4.7 Case-Study / Competency-Based Questions	13

1 Chapter 1: Introduction to Styles

1.1 Concept of Styles

Definition: A **style** is a pre-defined collection of formatting settings (like font size, color, paragraph alignment, line spacing, etc.) that can be applied to text, pages, frames, and other elements in a document as a single unit.

Relevance: Instead of manually applying multiple formatting options one by one (which is error-prone and time-consuming), you apply a single style to achieve a consistent, professional look throughout your document.

Example: If you decide all your main headings should be Arial, size 16, bold, and blue, you can create a "Main Heading" style. Instead of applying four separate formats to each heading, you just apply the one style.

💡 Important Note

Consistency and Global Updates: The biggest advantage of using styles is that if you later decide headings should be green instead of blue, you only need to change the style definition. Every heading in the document using that style will update automatically.

1.2 Style Categories in Writer

Writer provides six primary categories of styles to format different parts of a document:

Table 1: Style Categories in LibreOffice Writer

Style Category	Description and Use Case
Page Styles	Controls the overall layout of the page (margins, size, headers, footers, borders, background). Different pages can have different page styles (e.g., a landscape page among portrait pages).
Paragraph Styles	Controls the appearance of entire paragraphs (alignment, line spacing, indents, tabs, and default character formatting).
Character Styles	Affects selected text within a paragraph without changing the overall paragraph style. Used for emphasizing a single word or phrase (e.g., bold, italic).
Frame Styles	Used to format frames (containers for text and graphics). Controls text wrapping, borders, background, and columns.
List Styles	Controls the appearance of ordered (numbered) and unordered (bulleted) lists (bullet type, numbering scheme, indentation).
Table Styles	Formats tables (borders, background colors, text alignment within cells).

1.3 Accessing Styles

There are four primary methods to access the Styles menu and apply predefined styles in Writer:

1. **Menu Bar:** Navigate to Styles on the Menu Bar.

2. **Style Drop-Down List:** Use the drop-down list on the Formatting Toolbar.
3. **Sidebar Menu:** Click on the Styles icon in the Sidebar.
4. **Keyboard Shortcut:** Press the F11 function key to quickly open the Styles deck.

Important Note

Filtering Styles: At the bottom of the Styles window in the Sidebar, there is a **Filter Drop Down** list (e.g., Hierarchical, All Styles, Applied Styles). By default, this filter is set to **Hierarchical**. It helps you narrow down the long list of available styles to find exactly what you need.

1.4 Applying Styles using Fill Format Mode

Definition: The **Fill Format** mode is a tool that allows you to quickly apply a selected style to multiple scattered elements in a document simply by clicking on them.

Relevance: It saves time when applying the same style (like a specific character style for emphasis) across a large document without needing to repeatedly select text and double-click the style name.

Guideline / Rule

Steps to use Fill Format:

1. Open the Styles deck (F11).
2. Select the desired style.
3. Click the **Fill Format Mode** icon (looks like a paint bucket).
4. Click on the words, paragraphs, or lists where you want to apply the style.
5. Press Esc or click the Fill Format icon again to exit the mode.

1.5 Creating and Updating Custom Styles

Definition: Custom styles are user-defined styles created when the predefined styles do not meet specific formatting requirements.

Relevance: Creating custom styles ensures that unique branding or specific formatting rules (like a company's custom quotation format) can be consistently applied.

Example: Creating a "Code Snippet" paragraph style with a gray background and Courier font.

Important Note

Methods to Create a New Style:

- **From Selection:** Format a piece of text manually, select it, open the Styles deck, and click the **New Style from Selection** icon.

- **Drag and Drop:** Select manually formatted text and drag it into the Styles deck to create a new style.

Updating a Style: To update an existing style, format text manually, select it, click the arrow next to the New Style icon, and choose **Update Selected Style**.

2 Chapter 2: Working with Images

2.1 Inserting Images

Definition: Adding digital pictures (photos, charts, logos, diagrams) to a document to enhance visual appeal and comprehension.

There are four primary methods to insert an image in LibreOffice Writer:

1. **Insert Image Dialog:** Navigate to **Insert > Image** from the menu bar to browse and select a file.
2. **Drag and Drop:** Drag an image file from your computer's file browser and drop it directly into the document.
3. **Copy and Paste:** Copy an image from another document or program (Ctrl+C) and paste it (Ctrl+V) into Writer.
4. **Linking:** Insert an image as a link by checking the "Link" checkbox in the Insert Image dialog box.

Guideline / Rule

Embedding vs. Linking Images:

- **Embedding:** Saves a copy of the actual image data inside the document file. The document becomes completely self-contained, but the file size increases significantly.
- **Linking:** Stores only a reference (file path) to the external image file. It keeps the document file size small, but the original image file must remain accessible in its location on your computer.

2.2 Modifying Images with the Image Toolbar

When an image is selected, the Image Toolbar appears, providing tools to adjust its appearance directly within Writer.

Table 2: Key Image Toolbar Options

Tool	Description / Effect
Image Filter	Opens a sub-menu with 11 artistic and corrective filters (detailed below).
Image Mode	Changes the fundamental color representation (Default, Grayscale, Black/White, Watermark).
Crop	Cuts away unwanted, non-desirable parts of an image to focus on a specific area.
Flip Horizontally	Flips the image like a mirror reflection (180° horizontally).
Flip Vertically	Flips the image upside down (180° vertically).
Rotate 90° Left/Right	Quickly rotates the image strictly by 90 degrees.
Rotate	Allows rotating the image by any custom angle using corner handles.
Transparency	Makes the image partially see-through based on a percentage value.
Colour	Adjusts RGB (Red, Green, Blue) color components, Brightness, Contrast, and Gamma.

2.2.1 Detailed Image Filters

The Image Filter tool offers 11 specific effects:

1. **Invert:** Inverts the color values (or brightness if grayscale).
2. **Smooth:** Softens the contrast of the image.
3. **Sharpen:** Increases the contrast of the image.
4. **Remove Noise:** Removes single rogue pixels to clean up the image.
5. **Solarisation:** Reverses the tone (dark appears light, light appears dark).
6. **Aging:** Simulates the effect of time, making a picture look like an old photograph.
7. **Posterise:** Reduces the number of colors, making it look like a painting.
8. **Charcoal Sketch:** Transforms the image to look like a charcoal drawing.
9. **Relief:** Adjusts the light source to create a 3D shadow effect.
10. **Mosaic:** Joins groups of pixels into single areas of one color (pixelation effect).
11. **Pop Art:** Modifies colors to a pop-art style.

2.3 Resizing and Deleting Images

Resizing: Select the image to reveal eight sizing handles.

- **Corner Handles:** Dragging these resizes the image proportionally (maintaining the original shape).

- **Edge Handles:** Dragging these resizes the image non-proportionally (stretching or squashing it).
- **Shift Key:** Holding the Shift key while dragging any handle forces proportional resizing.

Deleting: Select the image and press the Delete key on your keyboard.

2.4 Positioning Images in Text

Positioning controls how an image sits in relation to the text surrounding it. It involves four key settings accessible via the **Drawing Object Properties Toolbar** or the context menu:

1. **Arrangement:** Determines the stacking order of overlapping objects. Options include: *Bring to Front*, *Forward One*, *Back One*, *Send to Back*, *To Foreground*, *To Background*.
2. **Anchoring:** Acts as a reference point for the image.
 - *To Page:* The image stays at a fixed position on the specific page.
 - *To Paragraph:* The image moves with the paragraph it is attached to (most common).
 - *To Character:* The image is associated with a specific character but isn't treated as text.
 - *As Character:* The image behaves exactly like a letter in the text line.
3. **Alignment:** Aligns the image horizontally (Left, Center, Right) or vertically (Top, Middle, Bottom) relative to its anchor.
4. **Text Wrapping:** Controls how document text flows around the image boundaries.
 - *Wrap Off:* Text is placed strictly above and below the image.
 - *Page Wrap:* Text flows around the rectangular boundary of the image on all sides.
 - *Optimal Page Wrap:* Text flows around the image but prevents narrow, hard-to-read text columns (less than 2cm) on the sides.
 - *Wrap Left/Right:* Text flows only on the left or right side.
 - *Wrap Through:* The image superimposes over the text (often used with watermark transparency).

2.5 Drawing Objects

Definition: Tools to create custom shapes, lines, arrows, flowcharts, and callouts directly within the document using the Drawing Toolbar.

Relevance: Useful for creating simple diagrams and infographics without needing external graphics software.

Important Note

Grouping Objects: When you create a complex diagram from multiple shapes, you can group them (Format > Group > Group) to treat them as a single object. This allows you to resize, move, or format all parts of the diagram simultaneously.

3 Chapter 3: Advanced Features of Writer

3.1 Creating a Table of Contents (ToC)

Definition: An automatically generated, hyperlinked list of headings and their corresponding page numbers, usually placed at the beginning of a document.

Relevance: Provides readers with an overview of the document's structure and allows for quick navigation to specific sections.

Example: A 100-page report needs a ToC so executives can jump straight to the "Financial Summary" section.

Guideline / Rule

Prerequisite for an Automated ToC: Writer generates the ToC by scanning the document for text formatted with built-in **Heading Styles** (Heading 1, Heading 2, Heading 3, etc.). If you format your titles manually instead of applying Heading styles, Writer will not be able to generate the ToC.

3.1.1 Customising the Table of Contents

When you select Insert > Table of Contents and Index > Table of Contents, Index or Bibliography, a dialog box opens with five specific tabs for customization:

- **Type Tab:** Active by default. Used to set the title (e.g., "Contents") and protect the ToC against manual changes to prevent accidental edits.
- **Entries Tab:** Contains options to set styles for various entries in the ToC and manage hyperlinks.
- **Styles Tab:** Allows you to apply specific custom paragraph styles to each level in the ToC.
- **Columns Tab:** Contains options to set the number of columns you want the ToC to be displayed in.
- **Background Tab:** Contains options to change the background color or add a graphic image as the background of the ToC.

Updating the ToC: The ToC does *not* update automatically as you edit the document. You must right-click anywhere inside the ToC and select **Update Index** to reflect new headings or changed page numbers.

3.2 Working with Templates

Definition: A **template** is a blueprint or master document that contains pre-set layouts, styles, formatting, text, and graphics. Files created from templates have the extension `.ott`.

There are several ways to manage and use templates effectively:

1. **Creating a Template:** After designing a document, you can save it as a template via `File > Templates > Save As Template`.
2. **Setting a Default Template:** In the Templates dialog box (`File > Templates > Manage Templates`), you can right-click a template and select **Set as Default**. All new blank documents will then use this blueprint automatically.
3. **Using Online Templates:** LibreOffice provides a wide range of online templates which can be downloaded from the internet (via the *Browse Online Templates* button) and installed.
4. **Importing / Exporting:** Templates can be exported to share with other users, or imported from a downloaded file to add to your local library.

3.3 Track Changes Feature

Definition: A collaborative tool that records and visually highlights every edit (addition, deletion, formatting change) made to a document by multiple users.

Guideline / Rule

Key Track Changes Operations (`Edit > Track Changes`):

- **Record:** Turns tracking on or off. Inserted text is usually underlined and colored; deleted text has a strikethrough.
- **Accept / Reject:** The author navigates through the recorded changes and clicks "Accept" to make the change permanent or "Reject" to revert to the original text.
- **Comments:** `Insert > Comment (Ctrl+Alt+C)` adds annotations in the margins without altering the actual text flow, useful for asking questions or providing feedback.
- **Compare Documents:** If a reviewer forgot to turn on Track Changes, you can use `Edit > Track Changes > Compare Documents`. Writer will automatically compare the original file with the edited file and highlight the differences as tracked changes.

4 Comprehensive Question Bank

4.1 Multiple Choice Questions (MCQs)

1. Which feature is essential for an automated Table of Contents?

- | | |
|-----------------------|--------------------|
| (A) Manual formatting | (C) Page Borders |
| (B) Heading Styles | (D) Image Wrapping |

Answer: (B)

Explanation: Writer relies on built-in Heading Styles (like Heading 1, Heading 2) to identify which text should be included in the automated Table of Contents.

2. A file saved as a template in Writer has which extension?

- | | |
|----------|----------|
| (A) .odt | (C) .doc |
| (B) .ott | (D) .tmp |

Answer: (B)

Explanation: LibreOffice Writer template files are saved with the .ott extension, while standard documents are saved as .odt.

3. To apply a style to multiple scattered parts of a document quickly, use:

- | | |
|----------------------|-------------------|
| (A) Copy and Paste | (C) Track Changes |
| (B) Fill Format Mode | (D) Grouping |

Answer: (B)

Explanation: Fill Format mode acts like a paint bucket, letting you load a style once and apply it rapidly to different text selections with a single click.

4. Which text wrapping option places the image behind the text?

- | | |
|------------------|----------------------------------|
| (A) Page Wrap | (C) Wrap Through (in Background) |
| (B) Optimal Wrap | (D) Wrap Off |

Answer: (C)

Explanation: "Wrap Through" places the image in the background, allowing the text to flow completely over it.

5. In Track Changes, what is the default visual indicator for deleted text?

- | | |
|---------------------------|------------------------------|
| (A) Highlighted yellow | (C) Strikethrough formatting |
| (B) Disappears completely | (D) Underlined |

Answer: (C)

Explanation: When Track Changes is enabled, deleting text does not remove it instantly; it is marked with a strikethrough so reviewers can see what is proposed to be removed.

6. Which image tool makes a photo look like it was drawn with a pencil?

- (A) Crop
- (B) Image Filter
- (C) Transparency
- (D) Anchor

Answer: (B)

Explanation: The Image Filter tool allows you to apply special visual effects, such as a Charcoal Sketch, to alter how a picture looks.

7. Combining several drawing shapes into a single manageable unit is called:

- (A) Merging
- (B) Grouping
- (C) Anchoring
- (D) Linking

Answer: (B)

Explanation: Grouping binds multiple selected objects together so they can be moved, resized, or formatted simultaneously as a single entity.

8. If you change a heading title, what must you do to the ToC?

- (A) Nothing, it's automatic
- (B) Delete and recreate it
- (C) Right-click and 'Update Index'
- (D) Manually retype it

Answer: (C)

Explanation: The Table of Contents is not dynamically updated. You must right-click anywhere within it and select "Update Index" to reflect document changes.

9. What does the "Optimal Page Wrap" option do?

- (A) Places text only above and below the image
- (B) Places text over the image
- (C) Wraps text but prevents narrow text columns on the sides
- (D) Wraps text in a circular pattern around the image

Answer: (C)

Explanation: Optimal Page Wrap prevents text from flowing into spaces that are too narrow (less than 2cm) next to an image, ensuring the document remains readable.

10. The Insert > Comment feature is primarily used to:

- (A) Create a footnote
- (B) Add annotations without changing the main text
- (C) Track the number of words in a paragraph
- (D) Highlight text in yellow

Answer: (B)

Explanation: Comments allow reviewers to add margin notes, ask questions, or provide feedback without altering the actual content of the document.

4.2 Assertion-Reasoning Questions

11. **Assertion (A):** Using styles instead of manual formatting ensures consistency in a long document.
Reason (R): Modifying a style automatically updates all elements in the document that have that style applied.
Answer: Both A and R are true and R is the correct explanation of A.
Explanation: When a style is modified, every part of the document using that style is updated instantly, guaranteeing consistent formatting throughout.
12. **Assertion (A):** Linking an image increases the file size of the LibreOffice Writer document more than embedding it.
Reason (R): Linked images store only the file path reference, not the actual image data inside the document.
Answer: A is false but R is true.
Explanation: Embedding an image saves the actual image data within the document, which significantly increases its file size, unlike linking.
13. **Assertion (A):** A Custom Style can only be created from scratch, not from an existing style.
Reason (R): Updating an existing style changes it globally and overwrites the original style.
Answer: A is false but R is true.
Explanation: You can create a new Custom Style based on an existing style by using the 'New Style from Selection' option, inheriting its properties without overwriting the original.
14. **Assertion (A):** The 'Fill Format' tool is useful for applying styles to scattered elements.
Reason (R): It acts like a paint bucket, allowing you to click elements to apply a style without repeatedly selecting them from a menu.
Answer: Both A and R are true and R is the correct explanation of A.
Explanation: The tool is specifically designed to stream-line the formatting process for elements that are not contiguous.
15. **Assertion (A):** A Table of Contents must be updated manually if the document headings are changed.
Reason (R): LibreOffice Writer does not automatically refresh the Table of Contents dynamically as you type.
Answer: Both A and R are true and R is the correct explanation of A.
Explanation: Because the ToC is not dynamically linked in real-time to the text, any changes to headings or page numbers require a manual 'Update Index' action.

4.3 One-Word / Brief Answer Questions

16. What is the shortcut key to open the Styles deck in the sidebar?
Answer: F11.
17. The reference point an image is attached to (like a paragraph or page) is known as its what?
Answer: Anchor.
18. What feature allows you to add margin notes to a document without altering the main text during a review?
Answer: Comments.

19. What is the term for cutting away unwanted edges of an image?
Answer: Cropping.
20. Which style category would you modify to change the page margins and orientation?
Answer: Page Style.
21. Which tool allows you to treat multiple drawn shapes as a single unit?
Answer: Group.
22. What is the extension of a LibreOffice Writer template file?
Answer: .ott.
23. What feature allows multiple users to record and view edits made to a document?
Answer: Track Changes.
24. What text wrapping option allows the image to be placed in the background behind text?
Answer: Wrap Through (in Background).
25. Which style category formats containers for text and graphics?
Answer: Frame Style.

4.4 Differentiate Between Question

26. **Differentiate between Embedding and Linking Images.**
Answer:

Embedding Images	Linking Images
Saves the actual image data inside the document, making it self-contained.	Saves a file path reference, requiring the external image file to remain accessible.
Increases the overall document file size significantly.	Keeps the document file size small.

27. **Differentiate between Paragraph Style and Character Style.**
Answer:

Paragraph Style	Character Style
Applies formatting to an entire paragraph block.	Applies formatting only to a selected block of text within a paragraph.
Used for setting paragraph-level attributes like alignment, line spacing, and indents.	Used for emphasizing specific words or characters (e.g., making text bold, italic, or colored).

28. **Differentiate between Anchoring and Text Wrapping.**
Answer:

Anchoring	Text Wrapping
Determines the reference point the image is attached to (e.g., a page, a paragraph, or a character).	Dictates how the document's body text flows around the image's boundaries.
Controls how the image moves vertically when text is added or removed.	Controls the visual layout and text placement relative to the image.

29. **Differentiate between Styles and Templates.**

Answer:

Style	Template
A formatting rule or set of attributes for a specific element like a heading or paragraph.	An entire document blueprint containing multiple predefined styles, layouts, and standard text.
Applied to elements within an existing document to change their appearance.	Used as a starting point to create completely new, consistent documents.

30. **Differentiate between Image Filter and Image Mode.**

Answer:

Image Filter	Image Mode
Applies specific visual artistic effects (like Charcoal Sketch, Smooth, or Posterize).	Changes the fundamental color representation of the image.
Alters the aesthetic or style of the image by applying complex transformations.	Adjusts basic color settings (e.g., converting to Grayscale, Black/White, or Watermark).

4.5 Short Answer Questions

31. **Why is using the Fill Format mode more efficient than applying styles normally?**

Answer: Fill Format mode allows you to "load" a style onto your cursor and apply it rapidly to multiple, scattered elements simply by clicking on them. This avoids the repetitive process of selecting text, navigating to the styles deck, and double-clicking the style for every single instance.

32. **What happens if you do not use predefined Heading styles before creating a Table of Contents?**

Answer: If predefined Heading styles (Heading 1, Heading 2, etc.) are not used, Writer will not be able to identify the structure of the document. Consequently, the Table of Contents will be generated empty or incorrectly, as it relies on these specific styles to populate the index entries.

33. **Explain the purpose of the 'Group' feature in drawing objects.**

Answer: Grouping binds multiple individual drawing shapes into a single composite object. This ensures that their relative positions remain fixed, and allows you to move, resize, or format the entire complex diagram simultaneously as one unit.

34. **How do you set a custom template as the default template in Writer?**

Answer: Go to File > Templates > Manage Templates, right-click the desired custom template, and select "Set as Default". Every new blank document will then automatically use this template.

35. **Explain the purpose of the "Image Filter" tool with an example.**

Answer: The Image Filter tool applies special visual effects to a selected image. For example, using the "Smooth" filter reduces contrast and softens the image, while "Charcoal Sketch" makes a photograph look like a hand-drawn illustration.

4.6 Long Answer Questions

36. **Explain the workflow of reviewing a document using the Track Changes feature. Detail the steps taken by both the reviewer and the original author.**

Answer: The review workflow involves the following steps:

1. **Activation:** The author or reviewer opens the document and enables Edit > Track Changes > Record.
2. **Reviewing:** The reviewer makes edits. Deletions appear struck through, and insertions appear underlined in color. The reviewer can also insert margin notes using Insert > Comment.
3. **Submission:** The reviewer saves and sends the document back to the author.
4. **Resolution:** The author opens the document and navigates through the changes using the 'Next Change' and 'Previous Change' buttons on the Track Changes toolbar. For each edit, the author clicks 'Accept' to make the change permanent or 'Reject' to revert to the original text.

37. **Describe what a template is and the step-by-step process of creating a custom company letterhead template and setting it as default.**

Answer: A template is a master document containing pre-configured layouts, styles, and boilerplate text to ensure uniformity across documents. To create and set a letterhead template:

1. Open a new document and insert the company logo in the header and contact details in the footer. Apply the required corporate paragraph styles.
2. Go to File > Templates > Save as Template. Provide a name (e.g., "CorpLetterhead") and save it to a category.
3. To set it as default, go to File > Templates > Manage Templates. Right-click the "CorpLetterhead" template and select **Set as Default**. Now, every new document created will automatically load with this letterhead structure.

38. **Describe the process of inserting a logo image into a document, ensuring it stays with a specific paragraph even if text is added before it, and allowing text to flow neatly down its right side.**

Answer:

1. Insert the logo using Insert > Image.
2. Right-click the image and set the **Anchor** to 'To Paragraph'. This ensures the image moves with the paragraph if preceding text pushes it down.

3. Right-click and set **Text Wrapping** to 'Page Wrap' or 'Optimal Page Wrap' to allow text to flow around it.
4. Use the alignment tools to align the image to the 'Left', forcing the text to flow down its right side.
5. In the image properties, adjust the right-side spacing to add padding so the text doesn't touch the image boundary.

4.7 Case-Study / Competency-Based Questions

39. **Case Study:** Amit is compiling a 50-page annual report for his school. The report contains numerous photographs from various events. He notices that as he adds more high-resolution photos, the document file size is becoming too large to email, and the text is unreadably squashed against the sides of the images. Furthermore, he needs to generate a summary page at the beginning listing all the major events and their page numbers.

Based on the scenario, answer the following questions:

- i. What technique should Amit use when inserting images to prevent the document file size from becoming too large to email?
- ii. Which image positioning property should he adjust so that text flows neatly around the pictures without being squashed against the edges?
- iii. What specific LibreOffice Writer feature must Amit utilize to automatically generate the summary page listing events and page numbers?
- iv. What prerequisite formatting must he apply to the event titles in the document before generating the summary page?

Answers:

- i. Amit should use the **Linking** option when inserting images instead of embedding them.
 - ii. He should adjust the **Text Wrapping** property (e.g., Optimal Page Wrap) and modify the spacing/padding around the image boundaries.
 - iii. He must use the **Table of Contents (ToC)** feature.
 - iv. He must format all event titles using built-in **Heading Styles** (like Heading 1 or Heading 2).
40. **Case Study:** Sunita is writing a collaborative research paper with two other classmates. They are passing the document back and forth via email. Often, it becomes confusing to see who added which paragraph or deleted which sentence. Furthermore, Sunita wants to ask her partners to clarify a specific point without accidentally deleting their text.

Based on the scenario, answer the following:

- i. Which specific feature in Writer should Sunita and her classmates enable to clearly see who made which edits?
- ii. How will deletions and insertions be visually represented once this feature is active?
- iii. What tool should Sunita use to ask her partners for clarification without altering the document's main text?

Answers:

- i. They should enable the **Track Changes** feature.
 - ii. Insertions will typically appear underlined and in color, while deletions will appear with a strikethrough.
 - iii. She should use the **Insert Comment** tool.
41. **Case Study:** A company is updating its branding and needs all new official documents to follow a strict format. Every document must have a 1-inch margin, use 'Times New Roman' size 12 font for paragraphs, and include the company's registration number in the footer.

Based on the scenario, answer the following:

- i. What is the most efficient way to ensure all employees use this exact format for every new document they create?
- ii. If an employee needs to emphasize a specific warning phrase within a paragraph by making it red and bold without changing the rest of the paragraph, which style category should they use?
- iii. If the company changes its registration number next year, how does the chosen solution in (i) make updating the documents easier?

Answers:

- i. The company should create a **Template** containing all these settings and distribute it to employees to use as their default template.
- ii. They should create and apply a **Character Style**.
- iii. The company only needs to update the registration number in the master Template file once, and all future documents created from it will automatically have the correct number in the footer.