

Comprehensive Notes On Information and Communication Technology Skills - I (Unit 3)

Class XI - Employability Skills

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1 Session 1: Introduction to ICT and Word Processing

1.1 Definition of Word Processor

A **word processor** is a software application that enables users to create, edit, format, save, and print text-based documents efficiently. It replaces traditional paper-and-pen writing and manual typewriters with flexible digital editing.

Why Use a Word Processor?

Word processors provide dynamic document creation: text can be typed, corrected without leaving marks, styled with custom colors and fonts, formatted with graphics or tables, saved permanently for future editing, and printed on demand.

1.2 Advantages of Using a Word Processor

1. **Easy Text Editing:** Text can be inserted, modified, or removed anywhere in a document without retyping the entire page.
2. **Spelling and Grammar Check:** Integrated tools check language accuracy, flagging spelling and grammatical errors automatically.
3. **Persistent Storage:** Long documents (such as reports or bio-data) can be saved digitally and edited across multiple days before final printing.
4. **Visual Styling and Formatting:** Text can be made attractive by applying custom font sizes, text colors, highlight styles, and alignment options.
5. **Rich Content Integration:** Users can insert visual elements like pictures, shapes, tables, bulleted lists, and charts to create posters or comprehensive reports.

1.3 Commonly Available Word Processors

Word Processor	Type / License	Operating Environment
LibreOffice Writer	Free and Open Source (FOSS)	Pre-installed on Ubuntu Linux; runs on Windows & macOS.
Microsoft Word	Commercial / Proprietary	Windows, macOS, Android, iOS, Web.
Google Docs	Free Web-based Application	Cloud-based (runs in web browsers).
OpenOffice Writer	Free and Open Source (FOSS)	Windows, Linux, macOS.
Notepad	Basic Plain-Text Editor	Pre-installed on Windows.

1.4 Getting Started with LibreOffice Writer

In Ubuntu Linux, LibreOffice Writer comes pre-installed.

★ Launching and Creating Documents

- **To Launch Writer:** Click the **LibreOffice Writer** icon on the launcher bar on the left-hand side of the screen.
- **To Create a New Document:** Click **File** → **New** → **Text Document** or press the keyboard shortcut **Ctrl + N**.

2 Session 2: Basic Interface of LibreOffice Writer

2.1 Overview of the User Interface

When LibreOffice Writer opens, a standard Graphical User Interface (GUI) is presented, consisting of the Menu Bar, Toolbars, Document Area, and Status Bar.

2.2 The Menu Bar Components

The Menu Bar is positioned at the top of the window and provides access to all application commands through pull-down menus:

Menu Option	Functionality / Contents
File	Document-level actions: New, Open, Close, Save, Save As, Print, and Exit.
Edit	Text manipulation actions: Undo, Redo, Cut, Copy, Paste, Find & Replace.
View	Display controls: Zoom In/Out, Ruler, Status Bar, Web Layout.
Insert	Adding objects: Images, Shapes, Charts, Headers, Footers, Page Numbers.
Format	Styling commands: Bold, Italic, Line Spacing, Alignment, Paragraph settings.
Styles	Style management: Load/create styles, access Styles & Formatting panel.
Table	Table operations: Insert, delete, split, merge, and format tables.
Form	Interactive controls: Text Box, List Box, Check Box, Radio Buttons.
Tools	Utility features: Spelling & Grammar check, Mail Merge, Macros, Language.
Window	Window management: Switch between open documents or open a new window.
Help	Documentation: Access offline built-in help or online support guides.

2.3 Toolbars: Standard and Formatting Toolbars

Toolbars provide one-click icon shortcuts to execute common commands without searching through menus:

- **Standard Toolbar:** Positioned directly below the Menu Bar; contains file-level icons like New Document, Open, Save, Print, Cut, Copy, Paste, and Insert Table.
- **Formatting Toolbar:** Located below the Standard Toolbar; contains styling options such as Font Name, Font Size, Bold, Italic, Underline, Font Color, and Text Alignment.

- **Tooltip Feature:** Hovering the mouse pointer over any toolbar icon displays a small pop-up box (tooltip) showing the command name.

2.4 Status Bar and Context Menu

Status Bar & Context Menu Features

- **Status Bar:** Located at the bottom of the window. Displays page numbers, total word count, character count, default language, document view modes (Single Page, Multipage, Book View), and the Zoom slider.
- **Context Menu:** Right-clicking on any text, paragraph, image, or object opens a pop-up context menu displaying commands specific to the selected object.

2.5 Multiple Ways to Perform a Single Function

LibreOffice Writer provides flexibility by supporting multiple methods for executing commands. For example, to make text **Bold**:

1. **Via Menu Bar:** Select text → Click **Format** → **Text** → **Bold**.
2. **Via Formatting Toolbar:** Select text → Click the **Bold (B)** icon.
3. **Via Context Menu:** Select text → Right-click → Select **Character** → **Style** → **Bold** → **OK**.
4. **Via Keyboard Shortcut:** Select text → Press **Ctrl + B**.

3 Session 3: Saving, Closing, Opening, and Printing a Document

3.1 Saving a Document

1. Click **File** → **Save** or **File** → **Save As** (Shortcut: **Ctrl + S**).
2. In the **Save As** dialog box, choose the target folder, enter the desired file name (e.g., Hello World), and click **Save**.

File Extensions in LibreOffice Writer

By default, LibreOffice Writer saves text documents with the .odt (OpenDocument Text) extension (e.g., Hello World.odt). Writer can also save files in Microsoft Word formats (.docx or .doc) by selecting the file format in the *Save as type* drop-down list.

3.2 Closing, Opening, and Printing Documents

Action	Steps / Method	Keyboard Shortcut
Closing	Click File → Close .	Ctrl + W
Opening	Double-click the file in File Explorer, or click File → Open .	Ctrl + O
Printing	Click File → Print , select printer, page range, copies, and click OK .	Ctrl + P

4 Session 4: Formatting Text in a Word Document

4.1 Text Style and Font Size

Formatting alters the appearance of text to highlight information and enhance document structure:

- **Font Style (Family):** Changes the font typeface (e.g., Times New Roman, Arial, Liberation Serif).
- **Font Size:** Measured in points (pt). Headings and titles use larger font sizes (e.g., 16 pt or 18 pt), while body text uses standard sizes (e.g., 12 pt).

4.2 Font Styling Shortcuts

A Keyboard Shortcuts for Text Formatting

- **Bold:** Ctrl + B (Emphasizes important terms with dark, heavy lines).
- **Italic:** Ctrl + I (Slants text to indicate titles, technical terms, or emphasis).
- **Underline:** Ctrl + U (Draws a continuous horizontal line beneath selected text).

4.3 Text Alignment Options

Alignment determines how text lines up between the left and right page margins:

- **Align Left:** Aligns text along the left margin (default setting for standard paragraphs).
- **Center Align:** Centers text horizontally between page margins (commonly used for titles).
- **Align Right:** Aligns text along the right margin (used for dates or signatures).
- **Justify:** Spacings are adjusted so text aligns evenly along both left and right margins.

4.4 Cut, Copy, Paste, and Moving Text

Operation	Action	Original Text State	Shortcut
Copy	Duplicates text to clipboard.	Retained in original position.	Ctrl + C
Cut	Moves text to clipboard.	Removed from original position.	Ctrl + X
Paste	Inserts text from clipboard.	Inserted at current cursor position.	Ctrl + V

4.5 Find and Replace Text

To locate specific words and replace them across a document:

1. Click the **Find & Replace** icon on the toolbar or press Ctrl + H.
2. Enter the search word in the **Find** field and the new word in the **Replace** field.
3. Click **Find Next** to review matches individually, or click **Replace All** to substitute every occurrence across the entire document simultaneously.

5 Session 5: Checking Spelling and Grammar

5.1 Visual Indicators for Language Errors

Word processors actively analyze document text against internal dictionaries and grammar rules:

Visual Error Underlines

- **Red Wavy Underline:** Indicates a spelling error or an unrecognized word not present in the dictionary.
- **Blue Wavy Underline:** Indicates a grammatical error (such as incorrect tense, subject-verb disagreement, or extra spacing).

5.2 Launching the Spell Checker

To start the spell checker tool:

- Click **Tools** → **Spelling** from the Menu Bar.
- Click the **Check Spelling** icon on the Standard Toolbar.
- Press the function key F7 on the keyboard.

5.3 Options in the Spelling Dialog Box

When an error is flagged, the Spelling dialog box presents several actionable choices:

Option	Action / Behavior
Ignore Once	Leaves the current highlighted instance unchanged and moves to the next error.
Ignore All	Skips the current word and suppresses error flagging for all identical words in the document.
Add to Dictionary	Adds the highlighted word (e.g., proper names, technical terms) to the custom user dictionary so it is never flagged as an error again.
Correct	Replaces the highlighted word with the selected suggestion from the Suggestions list.
Correct All	Replaces all occurrences of the misspelled word throughout the entire document with the chosen suggestion.

5.4 Automatic Spell Checking Toggle

Automatic spell checking can be enabled or disabled by clicking **Tools** → **Automatic Spell Checking** or pressing Shift + F7. When turned off, red and blue wavy underlines are hidden.

6 Session 6: Inserting Lists, Tables, Pictures, and Shapes

6.1 Creating Bulleted and Numbered Lists

Lists organize items clearly in sequential or non-sequential order:

- **Bulleted List:** Uses symbols or dots to highlight unordered items.
 - *Menu Path:* Select text → **Format** → **Lists** → **Bulleted List**.
 - *Keyboard Shortcut:* Shift + F12.
- **Numbered List:** Uses numbers or letters for ordered sequences.
 - *Menu Path:* Select text → **Format** → **Lists** → **Numbered List**.
 - *Keyboard Shortcut:* F12.

6.2 Working with Tables

Tables arrange information cleanly into horizontal rows and vertical columns (ideal for marks sheets, schedules, and financial reports).

Inserting Tables

To insert a table:

1. Click **Table** → **Insert Table** or press **Ctrl + F12**.
2. In the **Insert Table** dialog box, specify the desired number of **Columns** and **Rows**.
3. Click **Insert**. Type data into individual cells using **Tab** to move between cells.

6.3 Inserting Pictures and Shapes

- **Inserting Pictures:** Click **Insert** → **Image**, browse to the target image file, select it, and click **Open**.
- **Inserting Shapes:** Click **Insert** → **Shape** → **Basic** (e.g., Rectangle, Circle, Square). Click and drag the mouse on the page to draw the shape to the desired dimensions.

7 Session 7: Header, Footer, and Page Number

7.1 Concept of Header and Footer

Headers and footers contain repetitive information displayed at the outer top and bottom margins of every page in a document:

- **Header:** Located in the top margin area (used for document title, chapter names, or institution logos).
- **Footer:** Located in the bottom margin area (used for page numbers, author name, or date).

7.2 Inserting Headers and Footers

Element	Menu Navigation Path
Header	Click Insert → Header and Footer → Header → Default Style .
Footer	Click Insert → Header and Footer → Footer → Default Style .

7.3 Inserting Dynamic Fields (Page Numbers, Title, Date)

Dynamic fields automatically update values across pages.

Adding Page Numbers

To insert page numbers: Position the cursor inside the header or footer area → Click **Insert** → **Field** → **Page Number**. Writer will automatically display sequential page numbers (1, 2, 3...) on each page.

8 Session 8: Tracking Changes in LibreOffice Writer

8.1 Concept and Purpose of Track Changes

Track Changes records every edit, deletion, addition, or formatting modification made to a document. It is widely used in collaborative editing, peer reviews, and teacher-student corrections.

8.2 Starting and Stopping Track Changes

Enabling Track Changes

- **To Start Recording:** Click **Edit** → **Track Changes** → **Record** or press Ctrl + Shift + C.
- **Visual Behavior:** Added text is displayed in a distinct color. Deleted text is not erased immediately but is shown with a strikethrough line (text cut across with a line).
- **To Stop Recording:** Click **Edit** → **Track Changes** → **Record** again to toggle recording off.

8.3 Track Changes Management Options

Option	Function / Description
Next / Previous	Navigates forward or backward between recorded changes.
Accept	Permanently applies the selected edit to the document text.
Reject	Reverts the selected edit back to the original document text.
Accept All	Approves and applies all recorded edits across the entire document in one step.
Reject All	Discards all recorded edits and restores the original document text completely.
Show	Toggles viewing mode to preview how the final document looks with edits applied.
Protect	Password-protects track changes so only authorized users can accept or reject edits.
Manage	Opens the Manage Changes dialog box listing all edits in an organized window.
Compare Documents	Compares the current document against a second file and displays differences as track changes.

9 Comprehensive Question Bank

9.1 Multiple Choice Questions (MCQs)

1. What is the default file extension for documents saved in LibreOffice Writer?

- (A) .docx
- (B) .odt
- (C) .txt
- (D) .pdf

Answer: (B)

Explanation: LibreOffice Writer uses the OpenDocument Text (.odt) format as its default file extension.

2. Which menu option contains commands like Undo, Cut, Copy, Paste, and Find & Replace?

- (A) File
- (B) Edit
- (C) Format
- (D) View

Answer: (B)

Explanation: The **Edit** menu groups text editing and clipboard manipulation commands.

3. What color wavy line indicates a grammatical error in LibreOffice Writer?

- (A) Red
- (B) Blue
- (C) Green
- (D) Yellow

Answer: (B)

Explanation: A red wavy line highlights spelling errors, while a blue wavy line indicates grammatical mistakes.

4. Which keyboard shortcut is used to start the Spelling and Grammar checker tool?

- (A) F5
- (B) F7
- (C) Ctrl + S
- (D) Shift + F12

Answer: (B)

Explanation: Pressing the function key F7 launches the Spelling dialog box in LibreOffice Writer.

5. Which option in the Spelling dialog box prevents a specific proper noun from ever being flagged as an error in any document?

- (A) Ignore Once
- (B) Add to Dictionary
- (C) Ignore All
- (D) Correct All

Answer: (B)

Explanation: **Add to Dictionary** saves the word to the custom user dictionary so it is recognized across all future documents.

6. What is the shortcut key to insert a table in LibreOffice Writer?

- (A) F12 (C) Shift + F12
(B) Ctrl + F12 (D) Ctrl + T

Answer: (B)

Explanation: Pressing Ctrl + F12 opens the Insert Table dialog box.

7. Which key sequence toggles a Numbered List in LibreOffice Writer?

- (A) F12 (C) Ctrl + Shift + C
(B) Shift + F12 (D) Ctrl + N

Answer: (A)

Explanation: F12 toggles a Numbered List, whereas Shift + F12 toggles a Bulleted List.

8. In Track Changes mode, how is deleted text displayed in the document?

- (A) Erased completely (C) Shown as strikethrough text
(B) Highlighted in yellow (D) Enclosed in brackets

Answer: (C)

Explanation: Deleted text remains visible but is formatted with a horizontal strikethrough line.

9. Which feature allows inserting uniform information like title and page numbers at the top and bottom margins of every page?

- (A) Footnotes (C) Status Bar
(B) Header and Footer (D) Page Setup

Answer: (B)

Explanation: Headers (top margin) and Footers (bottom margin) display consistent text across all pages.

10. What shortcut key enables recording of changes in Track Changes mode?

- (A) Ctrl + C (C) Ctrl + H
(B) Ctrl + Shift + C (D) Shift + F7

Answer: (B)

Explanation: Ctrl + Shift + C starts or stops recording edits under **Edit** → **Track Changes** → **Record**.

9.2 Assertion-Reasoning Questions

1. **Assertion (A):** Using a word processor is more efficient than writing letters on paper manually.
Reason (R): Word processors allow editing, formatting, spell-checking, saving, and printing without retyping the document.
Answer: Both A and R are true, and R is the correct explanation of A.
Explanation: Digital word processing eliminates manual rewriting through flexible editing tools, built-in spell checkers, and persistent file storage.

2. **Assertion (A):** Adding a custom surname to the user dictionary using 'Add to Dictionary' stops it from being underlined in red.
Reason (R): The red wavy line indicates that a word is not present in the word processor's standard dictionary.
Answer: Both A and R are true, and R is the correct explanation of A.
Explanation: Words absent from default dictionaries are flagged with red wavy lines. Adding them to the user dictionary permanently resolves false-positive flags.
3. **Assertion (A):** Cutting text and pasting it results in duplicate copies of the text in both the old and new locations.
Reason (R): The Cut operation removes selected text from its original position and stores it on the clipboard until pasted.
Answer: A is false but R is true.
Explanation: Cut moves text (removing original), whereas Copy duplicates text (retaining original).
4. **Assertion (A):** Headers and footers must be manually typed onto every individual page of a 100-page document.
Reason (R): LibreOffice Writer automatically replicates header and footer contents across all pages once inserted in Default Style.
Answer: A is false but R is true.
Explanation: Headers and footers are defined once and automatically repeat on every page in the document.
5. **Assertion (A):** Track Changes is useful when multiple authors review and edit a shared report.
Reason (R): Track Changes records all additions, deletions, and formatting modifications in distinct colors for easy review.
Answer: Both A and R are true, and R is the correct explanation of A.
Explanation: Track Changes provides complete transparency by visually distinguishing additions and deletions for peer approval.

9.3 One-Word / Brief Answer Questions

1. What is the default file format extension for LibreOffice Writer documents?
Answer: .odt
2. Which menu option contains the command to insert Images and Shapes?
Answer: Insert Menu.
3. Name the small pop-up box that appears when hovering the mouse over a toolbar icon.
Answer: Tooltip.
4. What color underline indicates a spelling error in a document?
Answer: Red wavy line.
5. Name the toolbar component located at the bottom of the window that displays page count and zoom level.
Answer: Status Bar.
6. What shortcut key combination is used to find and replace text?
Answer: Ctrl + H

7. Which function key toggles automatic spell checking on or off?
Answer: Shift + F7
8. What menu contains the 'Track Changes' option?
Answer: Edit Menu.
9. Which feature displays deleted text with a horizontal line across it?
Answer: Strikethrough (in Track Changes mode).
10. What command inserts a non-sequential symbol list in a document?
Answer: Bulleted List (Shift + F12).

9.4 Differentiate Between Questions

1. Differentiate between Cut-Paste and Copy-Paste.

Feature	Cut and Paste	Copy and Paste
Action	Moves text from one location to another.	Duplicates text to a new location.
Original Text	Removed from original location (Ctrl + X).	Retained in original location (Ctrl + C).
Resulting Instances	Single instance (relocated).	Multiple identical instances.

2. Differentiate between Red Wavy Line and Blue Wavy Line.

Feature	Red Wavy Line	Blue Wavy Line
Error Type	Spelling mistake or unrecognized word.	Grammatical error or punctuation mistake.
Cause	Word not present in standard dictionary.	Incorrect tense, agreement, or spacing issue.
Resolution	Correct spelling or click 'Add to Dictionary'.	Modify sentence structure or grammar.

3. Differentiate between Bulleted List and Numbered List.

Feature	Bulleted List	Numbered List
Item Marker	Graphical symbols/dots.	Sequential numbers, letters, or Roman numerals.
Order Sensitivity	Unordered items (sequence doesn't matter).	Ordered items (step-by-step priority sequence).
Keyboard Shortcut	Shift + F12	F12

4. Differentiate between Header and Footer.

Feature	Header	Footer
Position	Top margin area of every page.	Bottom margin area of every page.
Typical Content	Document title, chapter name, or logo.	Page numbers, author name, or date.
Menu Path	Insert → Header and Footer → Header	Insert → Header and Footer → Footer

5. Differentiate between Ignore Once and Ignore All in Spell Checker.

Feature	Ignore Once	Ignore All
Scope	Skips only the current flagged instance.	Skips all identical instances across document.
Re-flagging	Future instances of the word will be flagged.	No future instance will be flagged in this document.
Best Use Case	One-off valid proper noun in text.	Frequently repeating name or brand term.

9.5 Short Answer Questions

1. List four main advantages of using a word processor instead of writing manually on paper.

Answer: (1) Easy editing and correction of text without manual messy erasures; (2) Automated Spelling and Grammar checking for language precision; (3) Ability to save work digitally and edit across multiple days; and (4) Rich formatting capabilities like font styling, tables, images, and alignment options.

2. Explain the four methods available in LibreOffice Writer to make text bold.

Answer: (1) *Menu Bar*: Select text → **Format** → **Text** → **Bold**; (2) *Formatting Toolbar*: Click the **Bold (B)** icon; (3) *Context Menu*: Right-click text → **Character** → **Style** → **Bold**; and (4) *Keyboard Shortcut*: Press Ctrl + B.

3. What is the function of the 'Add to Dictionary' option in the Spelling dialog box?

Answer: The 'Add to Dictionary' option inserts an unrecognized word (such as a Indian proper name or company name) into the user's custom dictionary. Once added, the word processor recognizes it as correct in all future documents and stops underlining it with a red wavy line.

4. Describe the steps required to insert a 3-column by 4-row table in LibreOffice Writer.

Answer: Click **Table** → **Insert Table** or press Ctrl + F12. In the Insert Table dialog box, set **Columns** to 3 and **Rows** to 4. Click **Insert**. The blank grid will be placed at the current cursor position.

5. What is the purpose of the 'Track Changes' feature in a word processor?

Answer: Track Changes records all additions, deletions, and formatting edits made to a document in distinct colors. It allows teachers or reviewers to mark corrections cleanly and enables document authors to review, accept, or reject each change individually.

9.6 Long Answer Questions

1. **Explain the structure of the LibreOffice Writer user interface, highlighting the functions of the Menu Bar, Standard Toolbar, Formatting Toolbar, and Status Bar.**

Answer: The LibreOffice Writer GUI provides an organized workspace:

- (a) **Menu Bar:** Located at the top, it contains pull-down menus (**File, Edit, View, Insert, Format, Styles, Table, Form, Tools, Window, Help**) grouping all document commands.
- (b) **Standard Toolbar:** Located below the menu bar, it features icon shortcuts for file-level operations like New File, Open, Save, Print, Cut, Copy, Paste, and Insert Table.
- (c) **Formatting Toolbar:** Positioned beneath the standard toolbar, it houses visual styling controls including Font Name, Font Size, Bold, Italic, Underline, Text Color, and Paragraph Alignment.
- (d) **Status Bar:** Located at the bottom margin, it displays real-time document metadata including current page number, total word count, character count, default language, view modes, and the Zoom slider.

2. **Detail the complete process of using Find and Replace to substitute a repeated word across a long document, and compare 'Replace' with 'Replace All'.**

Answer: The Find and Replace tool allows systematic text substitution:

- (a) **Accessing the Tool:** Click the **Find & Replace** icon on the toolbar or press Ctrl + H.
- (b) **Entering Criteria:** Type the search term in the **Find** text box and the replacement term in the **Replace** text box.
- (c) **Execution Modes:**
 - **Find Next + Replace:** Finds the next occurrence of the search word. Clicking **Replace** substitutes only that specific highlighted instance, giving the user granular control.
 - **Replace All:** Substitutes every single matching occurrence of the search word across the entire document instantaneously in one single action.

3. **Explain the Track Changes workflow from enabling recording to accepting/rejecting edits, including password protection features.**

Answer: The complete Track Changes workflow follows four major steps:

- (a) **Enabling Recording:** Click **Edit** → **Track Changes** → **Record** (Ctrl + Shift + C). All subsequent edits are logged in distinct colors; deleted text appears with a strikethrough line.
- (b) **Reviewing Changes:** Using **Edit** → **Track Changes** → **Next / Previous**, the document reviewer navigates through each edit.
- (c) **Accepting or Rejecting Edits:**
 - **Accept / Accept All:** Makes the selected edit (or all edits) a permanent part of the document text.
 - **Reject / Reject All:** Discards the edit (or all edits) and restores original text.
- (d) **Password Protection:** Clicking **Protect** opens a dialog box to set a password. Once set, only users who enter the correct password can accept or reject recorded changes, preventing unauthorized alterations.

9.7 Case-Study / Competency-Based Questions

1. Case Study 1: Preparing a Professional Project Report

Scenario: Ananya, a Class XI student, is preparing a 15-page Physics project report in LibreOffice Writer. Her teacher asks her to ensure: (1) The project title appears on top of every page; (2) Page numbers appear at the bottom of every page; and (3) The table listing experimental readings has proper headers.

- (a) Which feature should Ananya use to insert the project title on top of every page, and what are the menu steps?
- (b) How can Ananya insert dynamic page numbers at the bottom of every page?
- (c) What steps should she follow to insert a 4-column by 6-row table for her experimental data?

Answers:

- (a) Ananya should use the **Header** feature. Menu steps: Click **Insert** → **Header and Footer** → **Header** → **Default Style**, then type the project title into the top margin box.
- (b) She should insert a **Footer** (**Insert** → **Header and Footer** → **Footer** → **Default Style**), click inside the footer area, and select **Insert** → **Field** → **Page Number**.
- (c) Click **Table** → **Insert Table** (or press Ctrl + F12), set **Columns** to 4 and **Rows** to 6, and click **Insert**.

2. Case Study 2: Reviewing and Correcting a Class Magazine Article

Scenario: Rahul wrote an article for the school magazine. When he opened the document, he noticed several words underlined with red wavy lines and a few underlined with blue wavy lines. Additionally, his English teacher reviewed the digital file and suggested several text additions and deletions.

- (a) What do the red and blue wavy lines indicate in Rahul's document?
- (b) How can Rahul use the shortcut menu to quickly correct a red-underlined word?
- (c) What tool should the teacher have used to ensure Rahul could see all suggested additions and deletions clearly? How can Rahul accept or reject those changes?

Answers:

- (a) Red wavy lines indicate spelling errors or unrecognized words; blue wavy lines indicate grammatical mistakes.
- (b) Rahul can right-click the red-underlined word to display the shortcut context menu and left-click the correct spelling from the suggested words list.
- (c) The teacher should have enabled **Track Changes** (**Edit** → **Track Changes** → **Record** or Ctrl + Shift + C). Rahul can review edits using the **Track Changes Toolbar** and click **Accept** to keep a correction or **Reject** to discard it.

3. Case Study 3: Formatting a Resume / Bio-Data for Vocational Training

Scenario: Vikram is applying for an internship and needs to format his bio-data. He wants his name centered at the top in 18 pt bold font, his educational qualifications listed with bullet points, and his personal details formatted neatly.

- (a) State the step-by-step procedure to center Vikram's name and make it 18 pt bold.
- (b) Which feature and keyboard shortcut should he use to format his educational achievements into a bulleted list?
- (c) How can Vikram save his document in Microsoft Word format (.docx) so that his employer (who uses MS Word) can open it cleanly?

Answers:

- (a) Select the text of his name → Choose font size **18** from the Formatting Toolbar drop-down → Click the **Bold (B)** icon (or Ctrl + B) → Click the **Center Align** icon on the toolbar.
- (b) Use **Bulleted List**. Select the list items and press Shift + F12 (or go to **Format** → **Lists** → **Bulleted List**).
- (c) Click **File** → **Save As** → Enter file name → In the **Save as type** drop-down list, select **Microsoft Word 2007–365 (.docx)** → Click **Save**.