National Institute of Open Schooling
Senior Secondary Course: Computer Science
Lesson 8: Digital Documentation
Worksheet – 8

1. During the pandemic to keep herself occupied with work, Annie applied for an internship as a content writer. She had to submit an article on the topic given by the organization for the selection process. The article should be well formatted and can also have images with sources mentioned. Should she write the article in the mail or prefer a word processor to type the document, attach it and then mail? Justify your answer.

2. When should you use different font sizes, font colours, bold, italics and underline in your document? Explain with an example. Also, explain how to us these features with respect to your example.

3. Many a times while typing text in word processor we find red and blue wavy lines under the words or sentences. What do these wavy lines indicate? Explain.

4. While typing her document Sampada realized that she had to write few words in all capitals, few in lowercase, few in sentence case. She has made a list of such words. Her document is 100 pages long and reading it again word by word is a tedious task. Suggest tools in a word processor that can help her do the corrections efficiently and quickly.

5. Carefully observe a newspaper or any textbook and identify the formatting features of the word processor that are used. Also, write probable reasons for their usage.

6. Using an example explain in which situations should you use Bullet and in which situations should you use Numbering? Also, explain the steps to apply bullets and numbering in your document created in a word processor.

7. Landscape and Portraits are terms picked from the world of art. What do these mean in a word processor? Explain with an example.

8. Daniel created a document and saved it with name Computer Science I and then started making changes to it for creating another document Computer Science II. After completing work he pressed ctrl+s to save. He realized that he is unable to access Computer Science I. What blunder has Daniel done? Suggest what he should have done?

9. Anvesha had created a project report and took its printout. Suddenly she realized that the pages were not in order. She thought of adding Chapter name left aligned on the top of the document of every page and page number on the bottom of every page. Which feature of the word processor help her get it done automatically for all the pages in her document?

10. You have created a beautiful invite for your grand parents' 50th Marriage Anniversary.You have also bought envelopes and now you want to take printouts with the names of the relatives. One method could be to manually type each relatives name or use the mail merge feature. Which one would you prefer and why? Also, write how they can be used to generate Mailing labels.