Unit 6 – Visual Communication

Class: VII

Subject: Science

I. Choose the correct answer.

1. The Keyboard shortcut is used to copy the selected text

    a) Ctrl+c   b) Ctrl+v   c) Ctrl+x   d) Ctrl+A

2. The Keyboard shortcut is used to cut the selected text

    a) Ctrl+ c   b) Ctrl+v   **c) Ctrl+x**   d) Ctrl+A

3. How many types of page orientation are there in Libre office Writer?

    a)1   **(b) 2**   (c) 3   (d) 4

4. If the ruler is not displayed in the screen, _____ option is clicked.

    a) View-> ruler   b) view-> task   c) file-> save   d) edit->paste

5. The menu is used to save the document

    a) File-> open   b) file-> print   **c) file-> save**   d) file->close

II. Answer the following Questions.

1. What is the use for Text document software?

- A text file is used to store standard and structured textual data or information that is human readable.
- It is defined in several different formats, including the most popular ASCII for cross.
- Platform usage and ANSI for windows – based operating platforms.

2. What is selecting text?

Selecting is the process of highlighting text or picking an object. For example, a user may select text to copy, cut or move that text to an alternate location or select a file they want to view.

3. How to close a document?

Close the current document by selecting File Close command on the menu bar or click the Close icon if it is visible on the Standard toolbar.

4. What is right alignment?

Right alignment is text or page formatting that aligns text along the right side of a page or containing element.

5. How to open an existing document?

To open an existing document, do any one of the following methods:

1. Click the Open File button on the menu bar.
2. Choose File →Open command from the menu bar.
3. Press CTRL+O keys on the keyboard. Each of the above method will show the Open dialog box. Choose the file and click the Open button.