

OpenOffice Writer

Q1. What is OpenOffice writer?

Ans. OpenOffice writer is an open source and free word processing software that allows us to type, edit, format and print any kind of document.

Q2. What is difference between Font color and Text highlighter tool in writer?

Ans. Following is the difference between font color tool and text highlighter tool:

S.N.	Font color tool	S.N.	Text highlighter tool
1	Font color tool is used to change the color of the selected text.	1	Text highlighter tool is used to change the background of the selected text.

Q3. What is difference between Save and Save As option?

Ans. Following is the difference between Save and Save As option:

S.N.	Save	S.N.	Save As
1	Save option allows us to save the changes in the current document.	1	Save As option allows us to save an already saved file with different name.

Q4. What is use of find and replace option? Which menu it is present on?

Ans. Find and Replace option allows us to find a specific text in entire document and replace it with some new text instantly. This feature helps to save our time as we do not need to manually search for the text and rewrite new text.

This option is present on Edit menu.

Q5. What do you mean by header and footer in a document? Which menu are these options present on?

Ans. Header option places a text at the top of each page in the document whereas the footer option places the text at the bottom of each page in the document. These options are useful in placing the repetitive information on pages such as chapter title or page number etc.

Header and footer options are present in Insert menu.

Q6. What is a table? How can we create a table in OpenOffice Writer?

Ans. A table is a collection of information arranged in rows and columns. A table helps us in presenting detailed information in a very precise manner.

Use the following steps to create a table in OpenOffice Writer:

1. Click on Insert menu.
2. Choose Table option.
3. Insert Table dialog box will appear. Specify the number of rows and columns you require in your table.
4. Finally press enter key. Table with the specified number of rows and columns will be inserted in your writer document.

Q7. Explain any two features available in Tools menu in OpenOffice Writer.

Ans. **Mail Merge:** Mail merge feature allows us to send the same letter to multiple recipients without having a need to type the same letter for each and every recipient. Thus it helps saving our time and effort. It makes the mailing process quicker and easy.

AutoCorrect: This feature allows us to automatically correct the text that we may have typed inaccurately in hurry. It automatically corrects the common typing mistakes. Thus it saves our time in using spelling and grammar check feature.

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