QP CODE: 24900061

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MAHATMA GANDHI UNIVERSITY, KOTTAYAM

FIRST SEMESTER MGU-UGP (HONOURS) REGULAR EXAMINATION NOVEMBER 2024

First Semester

Discipline Specific Core Course - MG1DSCCMA100 - DOCUMENTATION TOOLS AND TECHNIQUES

(2024 ADMISSION ONWARDS)

Duration: 1.5 Hours   Maximum Marks: 50

Remember (K), Understand (U), Apply (A), Analyse (An), Evaluate (E), Create (C), Interest (I), Appreciation (Ap), and Skill (S)

Students should attempt atleast one question from each course outcome to enhance their overall outcome attainability.

[Learning Domain][CO No(s)]

Part A
Multiple Choice Questions
Answer all questions. Each question carries 1 mark

1 What is the primary purpose of styles in LibreOffice Writer?   [K]   [1]
   a) To add images to a document   b) To maintain consistent formatting throughout a document
   c) To insert hyperlinks   d) To create tables

2 How can you apply a style to a paragraph in LibreOffice Writer?   [K]   [1]

   a) By using the Insert menu   b) By selecting the text and choosing a style from the Styles and Formatting window
   c) By copying and pasting   d) By manually formatting each element

3 Which feature allows you to save a document with a different name or format [K]   [1]
without changing the original file in LibreOffice Writer?
   a) Save   b) Export
   c) Save As   d) Print

4 You are asked to choose a software package for a group project that requires [U]   [1]

1

word processing, spreadsheets, and presentations. The project has a limited budget, and you're looking for free software that can handle these tasks on multiple operating systems, including Windows, Linux, and macOS. Which software would be the most suitable option?

a) Microsoft Office
b) Google Docs
c) LibreOffice
d) Apple iWork

5   A student is creating a report and presentation for a project. They are confused about which application in LibreOffice to use. Which of the following LibreOffice applications would the student use to create a presentation?   [U]   [1]

a) Writer
b) Calc
c) Impress
d) Base

6   In your opinion, what is the value of using graphics in documents like reports and presentations?   [U]   [1]

a) Graphics are just decorative elements that do not enhance the content.
b) They can significantly improve comprehension and retention of information by providing visual context to the textual content.

c) Graphics should be avoided, as they distract from the main message.
d) The use of graphics makes documents appear less professional.

7   You are creating a brochure in LibreOffice Writer and need to insert an image and shapes to enhance the visual presentation.
Which option should you use to insert graphics and shapes in LibreOffice Writer?   [U]   [1]

a) Insert > Image and Insert > Shape
b) Format > Page Layout
c) Tools > Options
d) View > Toolbars

8   You are working on a financial report in LibreOffice Writer and need to present data in an organized way. The best option would be to use a table. Which tool should you use to insert a table in LibreOffice Writer?   [U]   [1]

a) Insert > Chart
b) Insert > Table
c) Tools > Data
d) Format > Page

9   Which of the following allows you to quickly switch between different views of the document in Scribus?   [K]   [2]

a) View menu
b) Edit menu
c) Tools panel
d) Color panel

10   Where are master pages located in Scribus?   [K]   [2]

a) Under the "File" menu
b) Under the "Edit" menu
c) Under the "Page" menu
d) Under the "Layout" menu

11   What is the function of font embedding in Scribus?   [U]   [2]

a) To improve text clarity
b) To ensure font compatibility across platforms
c) To reduce file size
d) To create text shadows

12   In which type of documents is the Drop Case most commonly used?   [U]   [2]

a) Legal documents
b) Novels and newspapers
c) Spreadsheet reports
d) Scientific papers

13   What is the recommended minimum resolution for images in a print document created in Scribus?   [K]   [2]

a) 72 DPI
b) 100 DPI
c) 300 DPI
d) 600 DPI

14   What is the primary tool used to create straight lines in Scribus?   [U]   [2]

a) Polygon Tool
b) Vector Tool
c) Shape Tool
d) Line Tool

15 What is the shortcut to rotate an image in Google Docs?   [K] [3]
    a) Click and drag the circular   b) Alt + Click on the image
        handle on top of the image
    c) Ctrl + Rotate Image option   d) Double-click the image and
                                                 rotate

16 How do you delete a column in a table within Google Docs?   [K] [3]
    a) Select the column and press the   b) Right-click the column and
        "Delete" key   choose "Delete column"
    c) Go to Insert > Remove Column   d) Click "Table" > "Delete"

17 Which of the following options allows you to check who has access to a   [K] [2]
    document in Google Docs?
    a) File > Document Access   b) Go to Tools > Manage Access
    c) Right-click and choose "View   d) Click the "Share" button and
        Access"   view the list of people

18 Which of the following is NOT a type of list you can create in Google Docs?   [U] [3]
    a) Ordered list   b) Unordered list
    c) Numbered list   d) Customized list

19 Which symbol is used to start an equation in Google Docs?   [U] [3]
    a) $ b) =
    c) \ (backslash)   d) %

20 How can you add a header to a Google Docs document?   [U] [3]
    a) Insert>Header   b) Format>Header & Footer
    c) Tools>Header   d) View >Header

                                                          (20 × 1 = 20)

Part B
Short Answer Questions
Answer any 10 questions.
Each question carries 3 marks

21 Identify and describe the main components of the LibreOffice Writer   [K] [1]
    interface.

22 What are the essential steps to format text in LibreOffice Writer? Discuss   [K] [1]
    how to change font style, size, and color.

23 How can you open the Styles and Formatting panel in LibreOffice Writer?   [U] [1]

24 What is the difference between the "Print" and "Save" options in the Mail   [U] [1]
    Merge process in LibreOffice Writer?

25 How can you zoom in and out on a document in Scribus?   [U] [2]

26 How do you create and edit a Bézier curve in Scribus?   [U] [2]

27 List the actions required to apply different font styles to text in Scribus.   [U] [2]

28 Explain how to combine shapes and text to create visual design elements.   [U] [2]

29 Discuss the benefits of using Google Docs Voice Typing feature.   [U] [3]

30 Describe the steps to insert a page break in Google Docs.   [U] [3]

31   How do you insert an image from your computer into a Google Docs   [U]   [3]
     document?

32   List the types of charts available directly when you click Insert > Chart in   [K]   [3]
     Google Docs.

(10 × 3 = 30)

END OF THE QUESTION PAPER

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