

Sanjeevani Public School
Subject- Information Technology
Class-9th

Assignment-8 (Chapter 3- Digital Documentation)

Q1	Define Document?
Ans	A document is a paper with written contents and the process of preparing a document is called documentation.
Q2	What is word processing?
Ans	<i>Word processing is the use of computer software to enter, edit, format, store, retrieve and print the document. The document can be a letter, notice, report, business correspondence, etc.</i>
Q3	What is word processor?
Ans	A <i>word processor</i> is a computer application used for the production of printable material. In the beginning WordStar was the most widely used word processing software. Microsoft office Word, Adobe Page Maker are some other examples of word processors.
Q4	What are the limitations of typewriter?
Ans	<ol style="list-style-type: none">1. In case of any typing error, the whole sheet is required to be typed again.2. To send same letter to two or more persons with different addresses requires multiple typing efforts.3. Typewriter does not have all the required characters or symbols. It is not possible to type all the characters using the typewriter.4. It is not possible to produce a document in the desired format using a typewriter.5. In electronic typewriter, it is possible to make changes in the content, make multiple copies with minor changes. But it has a limitation of very small size screen to display the contents. Its screen can view only one or two lines.
Q5	What are the features of Word processors?
Ans	<ol style="list-style-type: none">1. Create, edit, save, retrieve and print the document2. Select and move the text from one place to another in the document3. Move or copy a selected text with in document or from one document to any other document4. Change the font size, font style of the text in the document5. Format paragraphs as well as pages (border, background..)6. Check spelling and grammar7. Create table, modify the size of the rows, columns or cells8. Insert pictures or graphs within the document9. Print the selected text or selected pages of the document.

**Do the following work with the help of given assignments of
chapter 2**

A. Multiple Choice Questions:

1. Which of the following is not a key for punctuation marks?

- (a) comma (,)
- (b) period (.)
- (c) semicolon (;)
- (d) equal sign (=)

2. Which of the following is not an arrow key?

- (a) top (^)
- (b) down (↓)
- (c) right (→)
- (d) left (←)

3. Which of the following operation is not performed by a mouse?

- (a) Left Click
- (b) Right Click
- (c) Middle Click
- (d) Double Click

B. Fill in the blanks

1. A touch typist knows the location on the keyboard through _____ memory.
2. The typing speed is measured in _____.
3. Alphabets (A–Z) and numbers (0–9) are known as _____ keys.
4. Del key deletes the character at the _____ cursor position.
5. A standard keyboard has _____ Function keys.
6. Numeric keypad is used to enter _____ data.
7. Page Up key is used to shift the _____ one page up.

C. State whether the statements given below are True or False.

1. The Alt key is always used with the other key.
2. There are 5 arrow keys on the keyboard.
3. The Backspace key is used to delete the character on the right to the cursor.
4. Caps lock key is a toggle key.
5. The control key is used in conjunction with other keys.
6. Enter key is also known as Return key.
7. The function keys have different meaning in different software.