



INDIAN SCHOOL AL WADI AL KABIR

Class: XI	Department: Commerce
Subject: Marketing	Chp 3 – ICT Skills (Employability Skills)
A.Y – 2026 - 27	Objective and Application Based Questions

Qt No.	OBJECTIVE TYPE QUESTIONS
1	Which component of the Apache OpenOffice suite is specifically designed for word processing tasks? A) OpenOffice Calc B) OpenOffice Impress C) OpenOffice Writer D) OpenOffice Base
2	In the OpenOffice Writer interface, where is the Title Bar located? A) At the very bottom of the window B) Directly below the Menu bar C) At the top of the Writer window D) To the right of the document window
3	How can you save a document in LibreOffice Writer? A) File > Save or File > Save As B) Edit > Save C) View > Save D) Insert > Save
4	What is the keyboard shortcut for copying text in LibreOffice Writer? A) Ctrl + X B) Ctrl + V C) Ctrl + C D) Ctrl + P
5	How do you start the Spell Checker in LibreOffice Writer? A) Tools > Spellings B) Edit > Spellings C) File > Spellings D) View > Spellings
6	Which toolbar contains buttons for commonly used file management commands like New, Open, and Save? A) Formatting Toolbar B) Standard Toolbar C) Sidebar D) Status Bar
7	What is the default file extension for documents created and saved in Apache OpenOffice Writer? A) .docx B) .txt C) .odt D) .pdf
8	If you want to set the top and bottom margins of your document, which interface element should you use?

	A) Horizontal Ruler B) Vertical Ruler C) Horizontal Scroll Bar D) Vertical Scroll Bar
9	How do you create a bulleted list in OpenOffice Writer? A) Select text, then choose Format > Bullets and Numbering B) File > New > Bulleted List C) Edit > Insert > Bulleted List D) View > Bulleted List
10	To select the entire document from the current cursor position to the very end of the file, which key combination is required? A) Ctrl + A B) Shift + End C) Shift + Ctrl + End D) Shift + Ctrl + Home
	DESCRIPTIVE TYPE QUESTIONS
1	Ananya, a marketing student, is preparing a 20-page project report. She has already typed the content but now needs to apply a specific 'Heading' style to several titles that are scattered throughout the document (not next to each other). She wants to select all these titles at once to change their color and font size simultaneously. Identify the specific keyboard key Ananya must use to select these non-consecutive headings.
2	After finishing a document, Sarah clicks on File and chooses Save As to save her work for the first time. She names her file "Marketing Report.odt." Explain the difference between Save and Save As.
3	Subodh wants to copy a paragraph from one place to another in his document without typing it again. He uses a keyboard shortcut to copy and another to paste. Identify the keyboard shortcuts Subodh might have used.
4	While writing his essay, Miit uses the Spell Check tool in LibreOffice Writer to correct spelling mistakes before submitting his work. Describe how the Spell Check tool helps users. What options are available during spell checking?
5	Jane wants to highlight important words in her document by making them bold and italic using shortcut keys. Which shortcut keys does Jane use?
6	Ajay needs to continue working on his previously saved homework file. He opens LibreOffice Writer and then opens the saved document from his computer. Describe the steps Ajay takes to open the existing document.
7	Aisha wants to list the steps of a process in her document neatly. She decides to use numbering for clarity. Explain how Aisha can create a numbered list in LibreOffice Writer or OpenOffice Writer
8	Raj is learning LibreOffice Writer and wants to understand the screen layout. He notices the menu bar, toolbars, ruler, status bar, and context menu while opening a document. What are these elements collectively called? Describe the function of two of these interface elements.
9	Varun needs to organize data about products in his document. He inserts a table with rows and columns and adds a background color to highlight the headers. Describe the steps Varun follows to insert and format a table. Why are tables useful in documents?
10	While formatting his table, Ravi merges two cells to create a single header and later splits a cell to add more details underneath. What are merging and splitting cells?