

Unique Paper Code	:	62343320
Name of the Course	:	B.A. (Prog.) Computer Applications: SEC
Name of the Paper	:	Word Processing and Presentation Softwares
Semester	:	IV
Duration	:	2 Hour
Maximum Marks	:	25
Year of Admission	:	2019

**Instructions for Candidates:**

Answer any three questions. All questions carry equal marks.

Q1. Explain three ways in which an image can be inserted in a LibreOffice Writer document. How do you link an image file in writer document? How it is different from embedding an image? List two advantages and one disadvantage of linking an image.

Q2. Suppose you have a presentation of 5 slides. In LibreOffice Impress, list the steps to add a common background to all the slides, hide slide number 2, create a custom slide show having slide number 1 and 4, and restart the slide show automatically after the last slide has been displayed after 5 seconds.

Q3. List four tools which can be used to accept or reject recorded changes in a document. For multiple reviewers, which method is preferred – comparing or merging documents and why? What are the steps to merge a document and compare two documents?

Q4. Given the following Libre Writer screenshot. Identify the parts as numbered in the figure below and briefly explain each one of them.

