

ix. Slowly and gradually, she recovered. Identify the part of speech for the underlined words.

- a) Adjective
- b) Pronoun
- c) Adverb
- d) Verb

x. _____ describes how an idea, impression, or feeling is made known to others.

- a) Response cycle
- b) Communication cycle
- c) Feedback cycle
- d) All of these

Q2 Answer the competency based question:

- a) Rishabh wants to make a professional resume. He tried many a times but the end result for not satisfactory as he was not knowing what all points should be there and in which order too. Which feature in Writer would you suggest him, so that his problem is solved? Explain.
- b) Binny has to create a document on a certain topic. To make her work look more attractive, she has decided to apply a style instead of formatting the whole document, page wise. She wants to use a user-defined style rather than the default styles available. Which of the style group she should select to display user-defined styles?
- c) Imran is celebrating his 15th birthday. He wants to invite his friends and family members to his birthday party. He has decided the venue and timing of the birthday party. Which feature will he use to send the same invitation to all these people with the same content but with different addresses without typing it again and again? Explain the term.
- d) Ankit wants to know about the feature of the set of formatting effects applied together in documentation software. Suggest him the correct feature of digital documentation
- e) Manisha is searching header and Footers, page margins etc. in styles. Suggest her the correct type of style
- f) Lalitesh is working on a digital document. She wants to access the styles and formatting option from the menu. Suggest the appropriate option for her
- g) Zuber wants to display the graphics behind the text like a watermark. Which wrap option he can use?
- h) Ms. Mohini is presenting a presentation for a new launch of product. She is delivering her lecture but due to lack of confidence she could not deliver in the way it should be. Which type of barrier it is?
- i) Mr. Rakesh is working in a IT company. He wanted to implement a new strategy for his new project but his team leader couldn't find time to discuss with him and company policy won't allow Mr. Rakesh to call him without appointment. Which type of barrier it is?
- j) Aman is creating a report in OO writer. He wants to use stylish text for the headings. Which feature of OO is useful for him?