

## WRITER

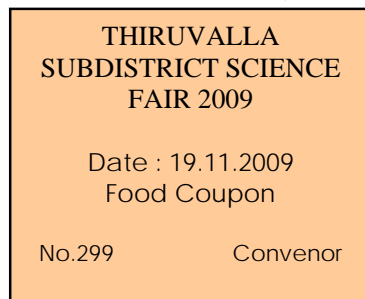
1. The area of the rubber plantation in Pathanamthitta District from the year 1992 to 2000 is given below. Prepare a similar table in 'Open Office Writer'. Insert a column chart using it and arrange it below the table. Save this file in Exam10 folder in Home directory with your Reg. No. as file name.

YEAR	AREA IN HECTARE
1992	700
1994	750
1996	820
1998	880
2000	968

### Scoring Indicators

for inserting Table	-	1score
for typing text	-	1score
for creating chart	-	1score
for saving the file	-	1score

2. The model of the coupon prepared for the food counter at the Sub-district Science Fair is given below. Prepare a similar coupon for the District IT Fair in Open Office Writer. Save this file in Exam10 folder in Home directory with your Reg.no. as file name.



### Scoring Indicators

for inserting Text box/border	-	1score
for typing text as in the model	-	1score
for alignment formatting	-	1score
for saving the file	-	1score

2. A model of the Certificate to be given to the winners of 'IT MELA 2009' is given below. Prepare a similar Certificate in Open Office Writer. Save this file in Exam10 folder in Home directory with your Reg.no. as file name.



6. Area of Paddy fields and yield in Kerala from the year 1992 to 2003 is given. Prepare a table with this data in Open Office Writer. Insert a column graph comparing the year, Area of the field and the yield respectively. Save this file in Exam10 folder in a Home directory with your Reg. No. as file name.

YEAR	Area of Paddy fields (in 100 hectors)	Rice Production (in100 ton)
1992-93	537	1085
1994-95	503	975
1996-97	431	871
1998-99	353	727
2000-01	347	751
2002-03	311	689

Scoring Indicators

- for inserting Table - 1/2 score
- for typing text - 1score
- for alignment formatting - 1/2 score
- for inserting column graph - 1 1/2 score
- for saving the file - 1/2 score

7. A model of a greeting card is given below. Prepare a similar card to greet your friend on his/her birthday. Insert a suitable image from Images10 folder in Home directory and give it a border. Save this file in Exam10 folder in Home directory with your Reg.no. as file name.



Scoring Indicators

- for inserting t - 1 score
- for inserting image - 1/2 score
- for wrapping text - 1/2 score
- for typing text - 1/2 score
- for proper arrangement of text - 1/2 score
- for saving the file - 1/2 score

8. The table given below gives you the details of Alkali metals. Prepare a similar table in Open Office Writer. Merge the cells in the first row and make the heading bold. Save this file in Exam10 folder in Home directory with your Reg.no. as file name.

ALKALI METALS			
Sl.No.	Name	Symbol	Atomic Number
1	Lithium	Li	3
2	Sodium	Na	11
3	Potassium	K	19
4	Rubidium	Rb	37
5	Cesium	Cs	55
6	Francium	Fr	87

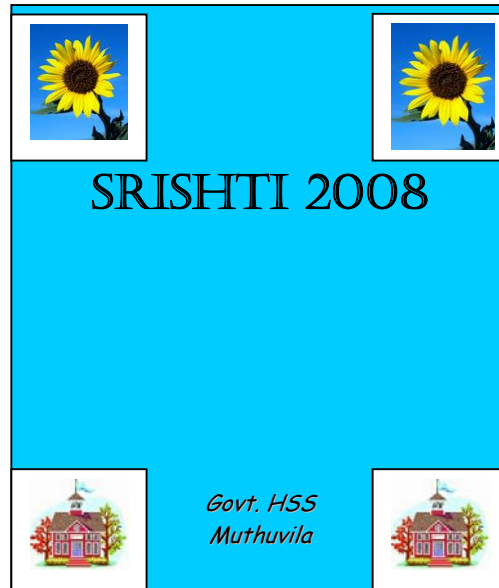
Scoring Indicators

- for inserting table - 1 score
  - for inserting text - 1 score
  - for cell merging & making the text bold - 1 score
  - for alignment of text - ½ score
  - for saving the file - ½ score
9. The table given below shows the electronic configuration of elements like Sodium, Chlorine and Silicon. Prepare the table in Open Office Writer giving suitable background colour. Save this file in Exam10 folder in Home directory with your Reg.no. as file name.

Electronic Configuration of Elements			
Elements	Shells		
	K	L	M
Sodium(Na)	2	8	1
Chlorine(Cl)	2	8	7
Silicon(Si)	2	8	4

Scoring Indicators

- for arranging the rows and columns in the table - 1 score
  - for inserting text - 1 score
  - for arranging text - 1 score
  - for suitable background colour - ½ score
  - for saving the file - ½ score
10. Prepare a cover page for a school magazine in Open Office Writer as given in the model. Make the cover page attractive by inserting the pictures 'SCHOOL.jpg' and 'SUNFLOWER.jpg' from the Images10 folder in Home directory. Save this file in Exam10 folder in Home directory with your Reg.no. as file name.



#### Scoring Indicators

for typing the heading	-	1 score
for formatting the text	-	1/2 score
for inserting & arranging image	-	1 1/2 score
for suitable background colour	-	1/2 score
for saving the file	-	1/2 score

11. Open the file Chandrayan.ott from the folder Documents in Home directory. Paste it in open Office Writer and 'justify' the paragraph. First line in the paragraph should have 1inch indent. Save this file in Exam10 folder in Home directory with your Reg.no. as file name.

#### Scoring Indicators

for opening the file "chandrayan.ott"	-	1/2 score
for justifying the paragraph	-	1 score
for first line intention	-	1 score
for inserting suitable picture	-	1/2 score
for saving the file	-	1/2 score

12. A news related to the inauguration of Ezhimala Naval Academy is included in the folder Documents in Home directory. Open this file and arrange the news items in three columns as given in a newspaper. Give a spacing of 0.2 inches between the columns. Arrange headline in a single line in bold letters. Save this file in Exam10 folder in Home directory with your Reg.no. as file name.

#### Scoring Indicators

for opening the correct file	-	1/2 score
for arranging the columns	-	1 score
for giving space between columns	-	1 score
for arranging the headline bold and in single line	-	1 score
for saving the file	-	1/2 score