



GURUKUL INTERNATIONAL SCHOOL

JANJGIR

A DAY CUM BOARDING SR. SEC. ENGLISH MEDIUM SCHOOL

RUN BY MARS EDUCATION SOCIETY - JANJGIR

Affiliation No: 3330265 | School Code: 15094 | U-Dise No: 22061700909

We Love, We Share, With Care



**HAPPY SUMMER
HOLIDAYS**

ASSIGNMENT

2024-25

Class : 10

MATHS

- The HCF of two numbers is 16 and their product is 1536. Find their LCM.
- A rectangular courtyard is 18 m 72cm long and 13m 20cm broad. It is to be paved with square tiles of the same size. Find the least possible number of such tiles.
- Prove that $5 - \sqrt{3}$ is an irrational numbers.
- Prove that $3 + 2\sqrt{5}$ is irrational.
- Determine the prime factorization of each of the following positive integers.
1. 20570 2. 58500 3. 45470971
- Check whether 6^n can end with the digit 0 for any natural number n.
- Given that $\text{HCF}(306,657) = 9$, find $\text{LCM}(306,657)$
- Find the smallest number which when increased by 17 is exactly divisible by both 520 and 468.
- Find the HCF and LCM of 144, 180 and 192.
- Show that $\sqrt{5}$ is an irrational numbers.
- Find the zeroes of the following quadratic polynomials and verify the relationship between the zeroes and their coefficients.
(i) $\sqrt{3}x^2 + 10x + 7\sqrt{3}$ (ii) $5x^2 - 4 - 8x$ (iii) $\sqrt{3}x^2 - 8x + 4\sqrt{3}$
- Find a quadratic polynomial, whose zeroes are :
(i) $5 + \sqrt{2}; 5 - \sqrt{2}$ (ii) $\frac{3-\sqrt{3}}{5}; \frac{3+\sqrt{3}}{5}$
- If α and β are the zeroes of the polynomial $p(x) = 2x^2 - 3x + 1$, then find the value of the following :
(i) $\alpha^2 + \beta^2$ (ii) $\frac{\alpha}{\beta} + \frac{\beta}{\alpha}$ (iii) $\alpha^2\beta + \alpha\beta^2$
- Solve the following system of linear equations using the method of substitution :
(i) $3x = 4y, 2x + 3y + 17 = 0$
(ii) $6x = 2y + 9, 3x + 4y = 12$
(iii) $5x + 10y = 28, 15x = 20y - 121$
- If -5 is one of the zeroes of $2x^2 + px - 15$ and the quadratic polynomial $p(x^2 + x) + k$ has both the zeroes equal to each other. Find k .
- If 1 is a zero of the quadratic polynomial $p(x) = ax^2 - 3(a - 1)x - 1$, then find the value of a .

Biology

1. Why do veins have thin walls as compared to arteries?
2. What will happen if platelets were absent in the blood?
3. Plants have low energy needs as compared to animals. Explain.
4. Why and how does water enter continuously into the root xylem?
5. Why is transpiration important for plants?
6. How do leaves of plants help in excretion?
7. Explain the process of nutrition in Amoeba.
8. Describe the alimentary canal of man.
9. Explain the process of breathing in man.
10. Explain the importance of soil for plant growth.
11. Draw the diagram of alimentary canal of man and label the following parts.
Mouth, Oesophagus, Stomach, Intestine
12. How do carbohydrates, proteins and fats get digested in human beings?
13. Explain the mechanism of photosynthesis.
14. Explain the three pathways of breakdown in living organisms.
15. Describe the flow of blood through the heart of human beings.
16. Describe the process of urine formation in kidneys.

PHYSICS

Q1. Define Light.

Q2. State laws of Reflection.

Q3. What do you mean by centre of curvature of a plane mirror?

Q4. What is a diverging mirror?

Q5. How is the image formed by concave mirror when,

- Object is at centre of curvature (C)
- Object is at Infinity.
- Object is at Principal Focus (F)
- Object is between Principal Focus (F) and Pole (P)

Q6. Explain the sign convention used for convex and concave mirror. How are they different?

Q7. Derive mirror formula.

Q8. What do you mean by Magnification? How it is different from Power?

Q9. What are the laws of Refraction? Explain the term 'Refractive Index'.

Q10. What is lens formula? How it is different from mirror formula?

Q11. An object is placed 20 cm in front of a plane mirror. The mirror is moved 2 cm towards the object. The distance between the positions of the original and final images seen in the mirror is:

- a) 2 cm b) 4 cm c) 10 cm d) 22 cm

Q12. A ray of light that strikes a plane mirror PQ at an angle of incidence of 30° , is reflected from the plane mirror and then strikes a second plane mirror QR placed at right angles to the first mirror. The angle of reflection at the second mirror is:

- a) 30° b) 45° c) 60° d) 90°

Q13. An object is placed at 100 mm in front of a concave mirror which produces an upright image (erect image). The radius of curvature of the mirror is:

- a) Less than 100 mm
- b) Between 100 mm and 200 mm
- c) Exactly 200 mm
- d) More than 200 mm

Q14. Which position of the object will produce a magnified virtual image, if a concave mirror of focal length 15 cm is being used?

- a) 10 cm
- b) 20 cm
- c) 30 cm
- d) 35 cm

Q15. A concave mirror produces a magnification of +4. The object is placed:

- a) At the focus
- b) Between focus and centre of curvature
- c) Between focus and pole
- d) Beyond the centre of curvature



Q1. Why should a magnesium ribbon be cleaned before burning in air?

Q2. Write the balanced equation for the following chemical reactions.

(a) Calcium hydroxide + Carbon dioxide \rightarrow Calcium carbonate + Water

(b) Zinc + Silver nitrate \rightarrow Zinc nitrate + Silver

(c) Aluminium + Copper chloride \rightarrow Aluminium chloride + Copper

(d) Barium chloride + Potassium sulphate \rightarrow Barium sulphate + Potassium chloride

Q3. Write the balanced chemical equation for the following and identify the type of reaction in each case :

(a) Potassium bromide (aq) + Barium iodide (aq) \rightarrow Potassium iodide (aq) + Barium bromide (aq)

(b) Zinc carbonate(s) \rightarrow Zinc oxide (s) + Carbon dioxide (g)

(c) Hydrogen (g) + Chlorine (g) \rightarrow Hydrogen chloride (g)

(d) Magnesium (s) + Hydrochloric acid (aq) \rightarrow Magnesium chloride (aq) + Hydrogen (g)

Q4. A solution of a substance 'X' is used for white washing.

(i) Name the substance 'X' and write its formula.

(ii) Write the reaction of the substance 'X' named in (i) above with water.

Q5. Translate the following statements into chemical equations and then balance them.

(a) Hydrogen gas combines with nitrogen to form ammonia.

(b) Hydrogen sulphide gas burns in air to give water and sulphur dioxide.

(c) Barium chloride reacts with aluminium sulphate to give aluminium chloride and a precipitate of barium sulphate.

(d) Potassium metal reacts with water to give potassium hydroxide and hydrogen gas.

Q6. Balance the following chemical equations :

(a) $\text{HNO}_3 + \text{Ca(OH)}_2 \rightarrow \text{Ca(NO}_3)_2 + \text{H}_2\text{O}$

(b) $\text{NaOH} + \text{H}_2\text{SO}_4 \rightarrow \text{Na}_2\text{SO}_4 + \text{H}_2\text{O}$

(c) $\text{NaCl} + \text{AgNO}_3 \rightarrow \text{AgCl} + \text{NaNO}_3$

(d) $\text{BaCl}_2 + \text{H}_2\text{SO}_4 \rightarrow \text{BaSO}_4 + \text{HCl}$

3. Students have to pick **one** topic from the prescribed book **prose /poetry. The topics selected should be different from one another.**
4. YOUR PAGE SEQUENCE SHOULD BE:

*page 1: Write -English Project Work, name, class, roll number, topic etc.

Example

ENGLISH PROJECT WORK

NAME:

CLASS:

ROLL NUMBER:

TOPIC : (from prose / poetry)

***CERTIFICATE**

This is to certify that I..... of class.....
have done the English project work on my own. It is my own original
work as per the guidelines provided by the teacher.

Signature

Name:

*** ACKNOWLEDGEMENT**

I would like to express my special thanks of gratitude to my teacher
(Name of the teacher) who gave me the golden opportunity to do this
wonderful project on the topic (Write the topic name). I offer my sincere
appreciation for the learning opportunities provided by my principal
(Name of the principal) which also helped me in doing a lot of research
and I came to know about so many new things. I am really thankful to
them. I would also like to thank my parents and friends who helped me a
lot in finalizing this project within the limited time frame

ROLL NUMBER:

NAME:

***INDEX**

*** INTRODUCTION**

*** ABOUT AUTHOR**

*** ABOUT THE CHARACTERS**

*** SUMMARY**

*** THEME**

*** CONCLUSION**

*** BIBLIOGRAPHY**

***USE PICTURES AND CAPTIONS WHEREVER POSSIBLE**

ART INTEGRATED PROJECT WORK

You have to prepare a project on your neighbouring state Kerala

- Front page
- Acknowledgement
- Certificate
- Index
- Introduction : About neighbouring state
- Culture of Kerala – food , dress, tradition dance , people etc.
- language
- Religions of Kerala
- Marriage culture
- Festivals
- Art and craft
- Scholars
- National Award winners
- Bibliography
- Use attractive photographs wherever required.

NOTE: THE PROJECT WORK MUST BE HANDWRITTEN. ONLY COVERPAGE CAN BE THE PRINT OUT WITH SCHOOL LOGO.

हिंदी

प्रश्न(1)निम्नलिखित गद्यांशों को पढ़कर नीचे दिए गए प्रश्नों के उत्तर लिखिए

भारत में हरित क्रांति का मुख्य उद्देश्य देश को खाद्यान्न मामले में आत्मनिर्भर बनाना था, लेकिन इस बात की आशंका किसी को नहीं थी कि रासायनिक उर्वरकों और कीटनाशकों का अंधाधुंध इस्तेमाल न सिर्फ खेतों में, बल्कि खेतों से बाहर मंडियों तक में होने लगेगा। विशेषज्ञों के मुताबिक रासायनिक उर्वरकों और कीटनाशकों का प्रयोग खाद्यान्न की गुणवत्ता के लिए सही नहीं है, लेकिन जिस रफ़्तार से देश की आबादी बढ़ रही है, उसके मद्देनज़र फ़सलों की अधिक पैदावार ज़रूरी थी। समस्या सिर्फ रासायनिक खादों के प्रयोग की ही नहीं है। देश के ज़्यादातर किसान परंपरागत कृषि से दूर होते जा रहे हैं।

दो दशक पहले तक हर किसान के यहाँ गाय, बैल और भैंस खूटों से बँधे मिलते थे। अब इन मवेशियों की जगह ट्रैक्टर-टाली ने ले ली है। परिणामस्वरूप गोबर और घूरे की राख से बनी कंपोस्ट खाद खेतों में गिरनी बंद हो गई। पहले चैत-बैसाख में गेहूँ की फ़सल कटने के बाद किसान अपने खेतों में गोबर, राख और पत्तों से बनी जैविक खाद डालते थे। इससे न सिर्फ खेतों की उर्वरा-शक्ति बरकरार रहती थी, बल्कि इससे किसानों को आर्थिक लाभ के अलावा बेहतर गुणवत्ता वाली फसल मिलती थी।

- क. हमारे देश में हरित क्रांति का उद्देश्य क्या था?
- ख. खाद्यान्न की गुणवत्ता बनाए रखने के लिए किनका प्रयोग सही नहीं था?
- ग. विशेषज्ञ हरित क्रांति की सफलता के लिए क्या आवश्यक मानने लगे और क्यों?
- घ. हरित क्रांति ने किसानों को परंपरागत कृषि से किस तरह दूर कर दिया?
- ङ. हरित क्रांति का मिट्टी की उर्वरा शक्ति पर क्या असर हुआ? इसे समाप्त करने के लिए क्या-क्या उपाय करना चाहिए?

पाठ्यपुस्तक

प्रश्न (2)सेनानी न होते हुए भी चश्मेवाले को लोग कैप्टन क्यों कहते थे?

प्रश्न (3)हालदार साहब पहले मायूस क्यों हो गए थे?

प्रश्न (4)पानवाले का एक रेखाचित्र प्रस्तुत कीजिए

प्रश्न (5)“वो लँगड़ा क्या जाएगा फ़ौज में। पागल है पागल!”

कैप्टन के प्रति पानवाले की इस टिप्पणी पर अपनी प्रतिक्रिया लिखिए।

प्रश्न (6)मूर्ति पर सरकंडे का चश्मा क्या उम्मीद जागता है ?

व्याकरण एवं रचनात्मक

प्रश्न -1 अलंकार किसे कहते हैं ? उनके प्रमुख प्रकारों का वर्णन कीजिए -

प्रश्न -2 शीतल ए सी कंपनी के लिए एक आकर्षक विज्ञापन तैयार कीजिए -


प्रश्न -3 अपने विद्यालय के प्राचार्य महोदय जी को दो दिनों के अवकाश हेतु पत्र लिखिए -

प्रश्न -4 अपने मित्र को अपनी जन्मदिन की पार्टी के लिए निमंत्रण देने हेतु लगभग 100 शब्दों में ई-मेल लिखिए।

प्रश्न -5 डॉक्टर और रोगी के मध्य एक संवाद लेखन कीजिए।

प्रश्न -6 बच्चों की शिक्षा में माता-पिता की भूमिका ,, पर एक अनुच्छेद लेखन कीजिए।

SOCIAL STUDIES



Geography

I. Very Short Answer Questions

(1X4)

1. List any two types of resource on the basis of exhaustibility?
2. Give two examples of abiotic resources.
3. Name the land left without cultivation for one or less than one agricultural year.
4. What is the total geographical area of India?

II. Short Answer Questions

(2X2)

1. Define resource.
2. Mention and explain any two human activities contributing towards land degradation.

II. Long Answer Questions

(3X1)

1. Describe the three major problems that aroused by indiscriminant use of resources by humans.

III. HOTS Questions

(1X4)

1. Discuss any four purposes for which land resources are used.

III. Creativity based Question

(5)

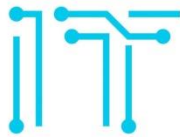
1. Plot any 5 types of soil in the map of India. (A4 size paper)

Economics

Answer all the Questions as per the Instructions given below.

1. What do you mean by development? (Explain in 200 words with Example).
2. "Once upon a time Iraq and Syria were flourished Countries in the world." In this statement, which is the most important aspect for growth and development, explain in minimum 200 words.
3. Given below, here is a picture of Earth taken from satellite at night. Considering this as a tool or measure of development explain the development status of different countries around the world.



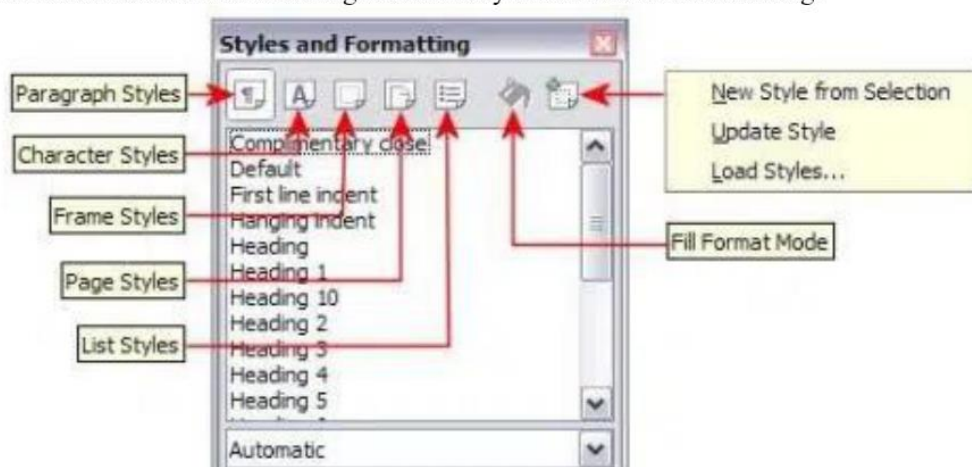


Information Technology

Class-10

CREATE AND APPLY STYLE IN THE DOCUMENT

Style refers to a pre-defined set of formatting attributes that can be applied to text, paragraphs, pages, and other elements of a document. Styles help to ensure consistency in formatting throughout the document and make it easier to manage and modify the document's formatting.



Advantages of Style

- Provides consistency throughout the document
- Saves time and increases efficiency
- Allows for easy updates and modifications
- Makes document management simpler and more organized
- Enhances accessibility for readers who use assistive technologies.

There are several types of styles in OpenOffice, including:

- **Character styles:** These are used to apply formatting to specific characters or words within a paragraph. For example, you might use a character style to make a particular word bold or italicized.
- **Paragraph styles:** These are used to apply formatting to entire paragraphs, including text alignment, spacing, and indentation.
- **Page styles:** These are used to define the layout and formatting of individual pages, including margins, headers, and footers.
- **List styles:** These are used to define the formatting of bulleted or numbered lists.
- **Frame styles:** These are used to define the formatting of frames, which are used to hold graphics or other elements within a document.
- **Table styles:** These are used to define the formatting of tables, including cell borders, backgrounds, and text alignment.
- **Graphics styles:** These are used to define the formatting of graphics or images within a document, including borders, backgrounds, and text wrapping.

How to Apply Style in OpenOffice.org

Step 1 : Select the text, paragraph, or other element where you want to apply the style.

Step 2 : Click Format > Style and Formatting or press F11

Step 3 : Select any one of the style (e.g., Paragraph, Character, etc.)

What is Fill Format Mode and How to apply

Fill Format Mode is a feature in OpenOffice that allows you to copy the formatting from one element of a document and apply it to another element. This can be useful when you want to quickly apply consistent formatting to multiple elements within a document.

How to Apply Fill Format Mode

Step 1 : Select the element that contains the formatting you want to copy.

Step 2 : Click on the “Fill Format mode” icon in the Style and Formatting window.

Step 3 : Select the element or elements that you want to apply the formatting to.

Step 4 : Click on the element that you want to apply the formatting.

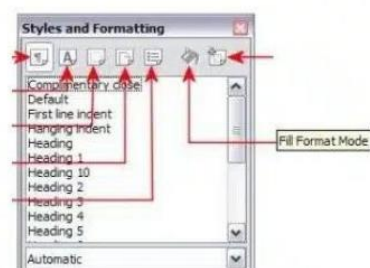
Paragraph 1 : Style refers to a pre-defined set of formatting attributes that can be applied to text, paragraphs, pages, and other elements of a document.

Before Applying Fill Format Mode

Paragraph 2 : Style refers to a pre-defined set of formatting attributes that can be applied to text, paragraphs, pages, and other elements of a document.

After Applying Fill Format Mode

Paragraph 2 : Style refers to a pre-defined set of formatting attributes that can be applied to text, paragraphs, pages, and other elements of a document.



Creating New Custom Style in OpenOffice.org

There are two different ways to create a Style

- 1) Creating a new Style from a selection
- 2) Dragging and Dropping to Create A Style

Create New Style from Selection

By replicating an existing manual format, you can make a new style. This new style will only be applied to this document and will not be saved in the template.



Step 1 : Select the formatted text or paragraph.

Step 2 : From the top menu, select “Styles” > “New Style” (or press F11).

Step 3 : In the New Style window, enter a name for the new style and select the type of style you want to create.

Step 4 : Make any additional changes to the style options.

Step 5 : Click “OK” to save the new style.

Drag and Drop to create New Style

You can drag and drop a text selection into the Styles and Formatting window to create a new style.

Step 1 : Open the Styles and Formatting window.

Step 2 : Select text and drag it to the Styles and Formatting window.

Step 3 : In the Create Style dialog box, type a name for the new style. The list shows the names of existing custom styles of the selected type, if any. Click OK to save the new style.

Step 4 : If the Paragraph Styles list is showing in the Styles and Formatting window, a new paragraph

style will be added to the list. If Character Styles are active, the character style will be added to the list.

Modifying Custom or Pre defined Styles

There are two different ways to modify Style in OpenOffice –

- Updating a style from a selection •
- Load or copy styles from another document or template

Updating a Style from a selection

To update a style from a selection:

Step 1 : Open the Styles and Formatting window.

Step 2 : In the document, select an item that has the format.

Step 3 : In the Styles and Formatting window, select the style you want to update (singleclick, not double-click), then long-click on the arrow next to the New Style from Selection icon and click on Update Style.



Load or copy styles from another document or template

You can copy styles by loading them from a template or another document:

Step 1 : Open the document into which you wish to paste styles.

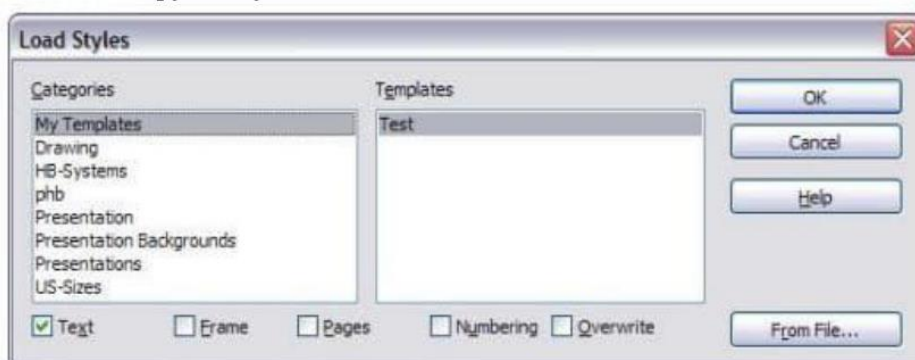
Step 2 : Long-click on the arrow next to the New Style from Selection symbol in the Styles and

Formatting window, and then select Load Styles.

Step 3 : Locate and choose the template you wish to copy styles from on the Load Styles box.

Step 4 : Decide which style categories should be duplicated.

Step 5 : Click OK to copy the styles.



How to Insert and use Image in Digital Document

There are various ways to insert images into a document, including via the Drag and Drop, Insert Image from File, Insert Image from Clipboard, Open Office Gallery, and a scanner.

1. Drag and Drop
2. Insert Image from Dialog Box
3. Insert Image from Clipboard
4. Insert Image from Gallery

5. Insert Image from Scanner

Drag and Drop

To drag an image file into a digital document, follow these steps: –

Step 1 : Open a File browser window and locate the image you want to insert.

Step 2 : Drag the image into the Writer document and drop it where you want.

Insert Image from Dialog Box

To insert an image file into a digital document, follow these steps –

Step 1: Click in the Open Office document in the first step to place the image there.

Step 2: From the menu bar, select Insert > Picture > From File.

Step 3: Navigate to the file that needs to be inserted on the Insert Picture dialogue, select it, and click Open.

Insert Image from Clipboard

Step 1 : Open the document in which you want to insert the image.

Step 2 : Place the cursor where you want the image to be inserted.

Step 3 : Press “Ctrl+V” or right-click and select “Paste” to insert the image from the clipboard.

Step 4 : Resize or move the image as necessary.

Insert Image from Gallery

Step 1 : Open the document in which you want to insert the image.

Step 2 : From the top menu, select “View” > “Gallery” (or press F6).

Step 3 : In the Gallery window that appears, browse through the categories to find the image you want to insert.

Step 4 : Click on the image to select it.

Step 5 : Click and drag the selected image into the document where you want it to appear.

Insert Image from Scanner

If your computer has a scanner attached, Open Office may access the scanning software and enter the scanned item as an image into the Open Office document. To insert image

Click the area where the image to be placed, then choose Insert > Picture > Scan > Select Source to begin the process.

Modifying Image in OpenOffice.org

You might need to edit a new image you include so that it matches the document. Here, we’ll go through how to use the Picture toolbar, as well as how to resize, crop, and rotate a photo using a workaround.

Picture Toolbar

The Picture toolbar displays when you insert a picture or choose one that is already in the page. View > Toolbars > Picture allows you to set it to always be visible.

Graphics mode

You can change color images to grayscale by selecting the image and then selecting Grayscale from the Graphics mode list.

Flip vertically or horizontally

Select the image, then click the corresponding icon to turn it vertically or horizontally.

Filters

The filters are briefly described in the following table, but the best way to comprehend them is to use them. Try around with the various filters and their settings.

Table 1: Graphic filters and their effects

<i>Icon</i>	<i>Name</i>	<i>Effect</i>
	Invert	Inverts the color values of a color image or the brightness values of a grayscale image.
	Smooth	Softens the contrast of an image.
	Sharpen	Increases the contrast of an image.
	Remove noise	Removes single pixels from an image.
	Solarization	Mimics the effects of too much light in a picture. A further dialog box opens to adjust the parameters.
	Aging	Simulates the effects of time on a picture. Can be applied several times. A further dialog box opens to adjust the aging level.
	Posterize	Makes a picture appear like a painting by reducing the number of colors used.
	Pop Art	Modifies the picture dramatically.
	Charcoal	Displays the image as a charcoal sketch.
	Relief	A dialog box is displayed to adjust the light source that will create the shadow and, hence, the relief effect.
	Mosaic	Joins groups of pixels into a single area of one color.

Transparency

To make a picture more transparent, change the percentage value in the Transparency box on the Picture toolbar. When making a watermark or enclosing the image in the background.

Using The Formatting Toolbar And Picture Dialog

a. Cropping Images

You could want to crop (cut off) a portion of the image if you're only interested in it for your document. Right-click the image and choose Picture from the pop-up menu to begin cropping it.

b. Keep scale / Keep image size

When the Keep scale option is used (the default), cropping an image does not alter its scale.

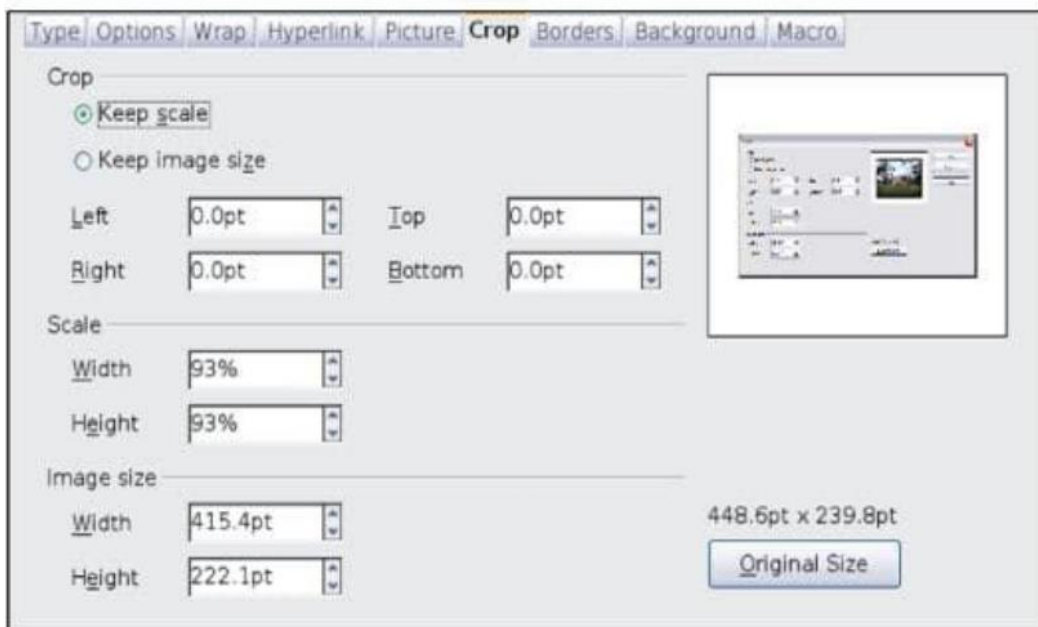
When the option to Keep Picture Size is used, cropping results in either an increase in image size (for positive cropping values), a decrease in image size (for negative cropping values), or an image distortion.

c. Width and Height

As you input values in the Left, Right, Top, and Bottom fields under Scale or Image size, the Width and Height fields change. To find the precise amount to crop by, use the thumbnail next to these fields.

d. Resizing an Image

If the inserted image is too big or too small, it might not fit into the paper completely. You can resize the image in Writer.



e. Rotating a Picture

With the aid of the rotation option in digital documentation, you can rotate the image.

f. Creating Drawing Objects

Display the Drawing toolbar by selecting View > Toolbars > Drawing to start utilising the drawing tools.

CREATE AND USE TEMPLATE

A template is a sample that you can follow while writing new documents. Documents that have previously been designed are called templates. Simply substitute your own text for the sample text.

Creating a Template

You can create your own templates in two ways:

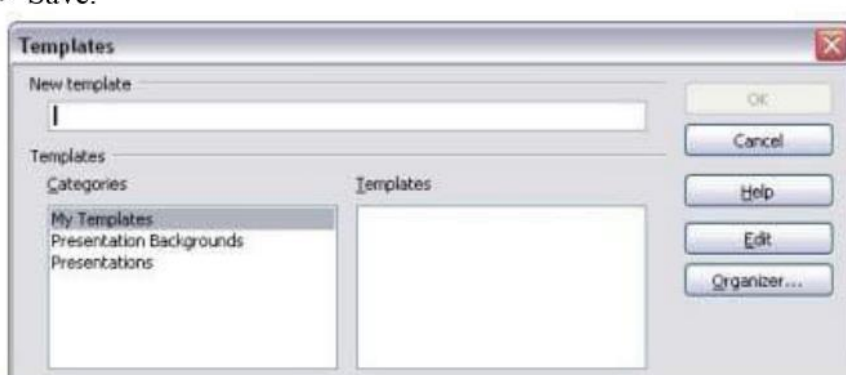
- from a document,
- and using a wizard.

Creating A Template From A Document

Step 1 : Open a new or existing document of the type you want to make into a template (text document, spreadsheet, drawing, presentation).

Step 2 : Add the content and styles that you want.

Step 3 : From the main menu, choose File > Templates > Save.



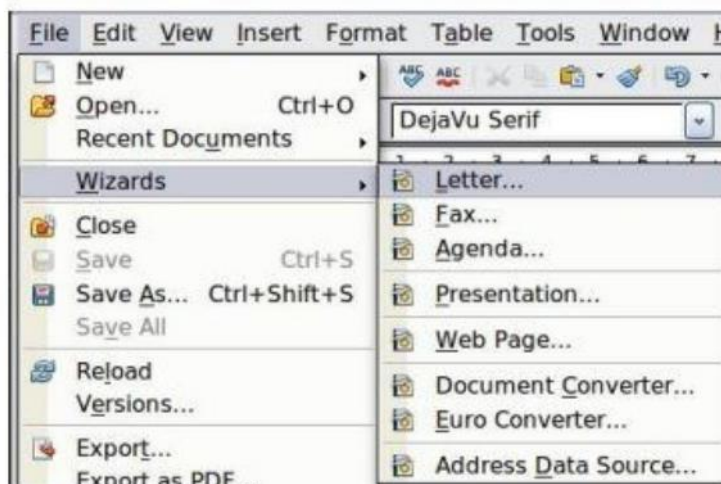
Creating A Template Using A Wizard

Step 1 : Choose File > Wizards >[type of template required]

Step 2 : Follow the instructions on the pages of the wizard like the date, subject line , salutation, and complimentary close

Step 3 : In the last section of the wizard, you can specify the name and location for saving the template.

Step 4 : Finally, you have the option of creating a new document from your template immediately, or manually changing the template.



CREATE AND CUSTOMIZE TABLE OF CONTENTS

A table of contents (TOC) is a list of the main sections or chapters in a document, a table of contents gives readers a quick summary of the document's content and a mechanism to quickly search for a specific piece of information within it. The table of contents typically includes section or chapter titles and the corresponding page numbers.

Advantages of Table of Content

- Provides quick navigation
- Efficient organization
- Improved comprehension
- Professional appearance
- Accessibility for readers with disabilities

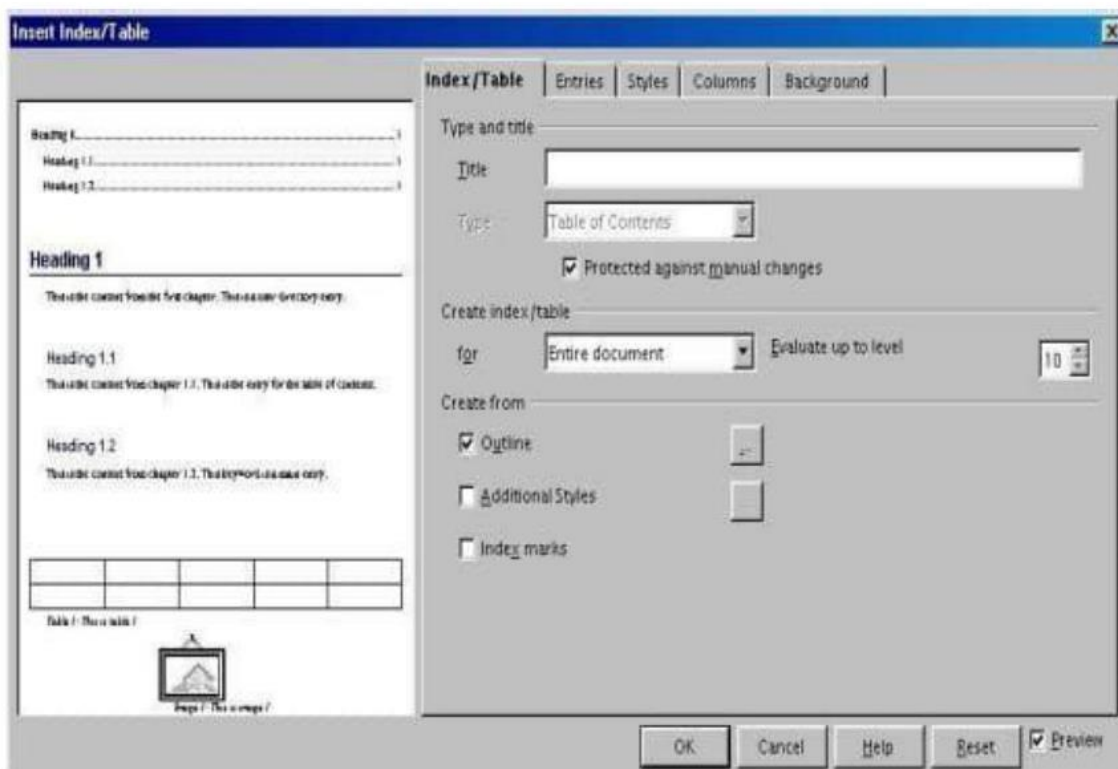
What is the purpose of Table of Content

1. It provides users with a summary of the contents and structure of the document.
2. It enables users to jump right to a certain area of a document.

How to Insert Table of Content in Digital Documentation

To insert table of Content in Digital Document follow the following link –

Insert > Indexes and Tables > Indexes and Tables.



Basic Setting in Table of Content

Adding A Title

Put a title in the Title area if you want one for the table of contents. (If Writer automatically entered a title in this field, you may edit it by typing over the value.) Clear the Title field to remove the title.

Protecting Against Manual Changes

Select the Protected against manual changes checkbox to prevent accidental changes to the table of contents.

- If this box is checked, the context menu or the Insert Table/Index window are the only ways to modify the table of contents.
- If this box is unchecked, The table of contents can be modified immediately on the document page, just like regular text..

Changing The Number Of Levels

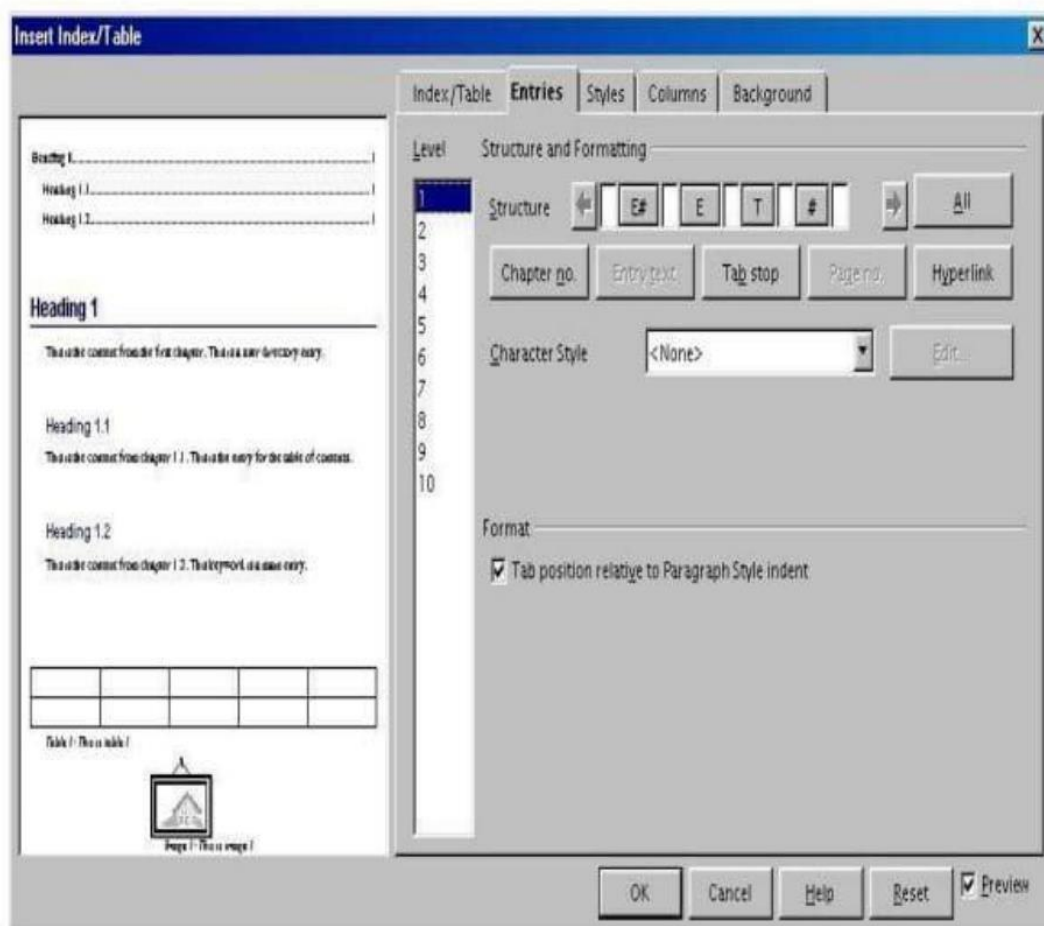
When creating the table of contents, Writer by default considers 10 levels of headings. Enter the required number in the “Evaluate up to level” spin box to adjust the number of levels examined.

Assigning Custom Styles

All paragraphs created using the default heading styles are automatically assigned to the table of contents by Writer (Heading 1, Heading 2, and so on).

Using The Entries Tab

Entries table help to customize the formatting of the TOC entries. This tab allows you to specify how the headings and subheadings in the document should appear in the TOC, including the font, style, indentation, and page number formatting.



- **E#** – The chapter number is indicated by the E# button.
- **E** – The entered text is represented by the E button.
- **T** – A tab stop is represented by the T button.
- **#** – The page number is indicated by the # button.
- **LS** – The beginning of a hyperlink is indicated by the LS button. (This button is absent from the Structure line by default.)
- **LE** – A hyperlink's conclusion is indicated by the LE button. (This button is absent from the Structure line by default.)

Deleting Elements

Click the button next to the element you want to remove from the Structure line, and then press the Delete key on your computer. For instance, click the T button and then press the Delete key to remove a tab stop.

Using The Background Tab

To add colour or a graphic to the table backdrop, use the Background tab.

Saving The Table Of Contents

Click OK to save the table of contents and have it display in your document. The table of contents is displayed in your document once the Insert Index/Table window closes.

IMPLEMENT MAIL MERGE

Using a mail merge, you can personalise a letter you've already written and send it to a large group of recipients, giving the impression that you wrote it specifically for them. A mailmerge can also be a rapid technique to create labels or envelopes with the addresses for various persons on each label or envelope using a list of people's mailing addresses.

Anyone or any business that interacts frequently with customers, partners, parents, or other individuals must use the mail merge.

How to create Mail Merge in Digital Documentation

- Step 1: Select starting document
- Step 2: Select document type
- Step 3: Insert address block or Selecting the data source
- Step 4: Create salutation
- Step 5: Adjust layout
- Step 6: Edit document and insert extra fields
- Step 7: Personalize documents
- Step 8: Save, print or send

What is Data Source

During the mail merge process, data from another document referred to as the data source, Data Source connects to the main document and retrieves the information like names, addresses, and phone numbers can be found in a document, spreadsheet, or database that serves as the data source.

What are the different type of Data Source available in Mail Merge

OpenOffice.org allows data sources to be accessed and then linked into OOO documents. For example, a mail merge links an external document containing a list of names and addresses into a letter, with one copy of the letter being generated for each entry.

Different type of File which support to insert data in Mail merge are –

1. Spreadsheet
2. Text File
3. Access or Base Database
4. Address Book

