Create and use a template.

1. A blueprint document containing formatting features like styles, headers and/or footers, macros etc., based on which other documents can be created, is known as _____ .

2. Which is the following is not an advantage of templates ?

   (a) Simplified working

   (b) Consistent style

   (c) Easier graphics

   (d) Saves time

Table of contents

1. You should type the table of contents manually ? (True/False)

2. Which menu of Writer provides the command to create TOC ?

3. TOC displays the headings randomly without any hierarchy. (True/False)