

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## INTRODUCTION TO LIBREOFFICE WRITER

### Chapter-4

#### A. Match the following:

- |                 |   |
|-----------------|---|
| 1. File Menu    | a. Helps us to save a file                        |
| 2. Save option  | b. Helps us to open a file that we saved          |
| 3. Open option  | c. Shows the detailed information of the document |
| 4. Close option | d. Helps us to open a file that we saved          |
| 5. Title bar    | e. Helps us to create a new file                  |
| 6. Status bar   | f. Contains options to work with files            |

#### B. Write 'T' for true and 'F' for false.

- Horizontal ruler appears at the top of the document area. ....
- The file in LibreOffice Writer is saved with an extension of .odt. ....
- Status bar shows the detailed information of a Document. ....
- We can save a file by clicking on the Save button from the Standard Toolbar. ....
- Exit LibreOffice option is used to close LibreOffice Writer. ....
- Open option is used to create a document. ....
- Print option is used to save the document. ....