Name: ....   Roll No: ....

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

EDITING TEXT IN LIBREOFFICE WRITER

Chapter-4

A. Tick (✓) the correct option.

1. Which option is used to remove the text from its original location?

   a. Delete ☐   b. Cut ☐   c. Copy ☐

2. Making changes in existing text is called ....

   a. Formatting ☐   b. Tempering ☐   c. Editing ☐

3. Shift and arrow keys are used to .... text.

   a. delete ☐   b. select ☐   c. copy ☐

4. Which of the following is use to type, edit and format text?

   a. Control buttons ☐   b. Writer ☐   c. Status Bar ☐

5. In Writer, spelling mistakes are shown by which wavy line?

   a. Blue ☐   b. Green ☐   c. Red ☐

B. Fill in the blanks using the hints given below:

Hints: delete, Word processing, Thesaurus, redo

1. Writer is a .... software used to type text.

2. .... is used to find a synonym for a word.

3. .... is used to reverse the action of Undo command.

4. You can remove text using .... key from the keyboard.

C. Write 'T' for true and 'F' for false.

1. Redo is used to cancel a command.   ....

2. LibreOffice Writer allows us to change the casing of text.   ....

3. Spelling option is present under the Tools menu.   ....

4. LibreOffice Writer is a drawing program.   ....

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....

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