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

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

FORMATTING IN LIBREOFFICE WRITER — Chapter-5

A. Tick (✓) the correct option.

1. Under which menu, Character option is present?

   a. File ☐ b. Format ☐ c. Style ☐

2. Which of these is not a font style available in Writer?

   a. Italics ☐ b. Grow ☐ c. Bold ☐

3. The .... term which refers to change appearance of the text.

   a. Setting ☐ b. Formatting ☐ c. Style ☐

4. Which effect makes the text darker?

   a. Bold ☐ b. Underline ☐ c. Italics ☐

5. A .... is a symbol that appears in the beginning of any list.

   a. Numbers ☐ b. dots ☐ c. bullet ☐

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

1. Subscript command places the text slightly below the baseline. ....

2. Border is a decorative strip around the edge of the text or paragraph. ....

3. In a bulleted list, each item has a sequential number in front of it. ....

4. Bold means a line under the text. ....

5. Font Color is a faint design or text that appears on a document page. ....

6. Drop Cap effect reduces the text size of a paragraph. ....

7. Bold command is present under the Tools menu. ....

Touchpad PLUS (Version 3.0)-IV

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