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

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

FORMATTING IN LIBREOFFICE WRITER
Chapter-5

A. Rewrite the incorrect statements.

1. Clone Formatting the text means marking the text important and placing a coloured rectangle over it.

   ....

2. Font face copies the format of the text or paragraph to another.

   ....

3. Superscript command places the selected text slightly below the baseline.

   ....

4. Paragraph option is found under the Edit menu.

   ....

B. Fill in the blanks using the hints given below:
Hints: Liberation Serif , font, Format, bullet

1. .... is the look of the alphabet on the screen.

2. The Size box is available in the .... menu.

3. A .... is a small symbol used to mark each item in a list.

4. In LibreOffice Writer, the default font is ....

C. Identify the given icons and write their names.

1. ☰ ....   2. U̲ ....

3. ☰ ....   4. B ....

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