

Name: .....

Roll No: .....

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

Date: .....

## EDITING TEXT IN LIBREOFFICE WRITER

### Chapter-4

#### A. Tick (✓) the correct option.

- LibeOffice Writer is a word ..... software.  
 a. processing ☐    b. calculating ☐    c. painting ☐
- Which of these command is used to remove the text from its original location?  
 a. Remove ☐    b. Cut ☐    c. Move ☐
- In Writer, spelling mistakes are shown by ..... wavy line.  
 a. blue ☐    b. green ☐    c. red ☐

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

**Hints:** backspace, green, double, select

- To delete large text, ..... it and press ..... key.
- Grammatical mistakes are shown in ..... coloured wavy line.
- You can ..... click to select a word in a MS Word document.

#### C. Write the mouse action for the following:

- To select a word .....
- To select s sentence .....
- To select a paragraph .....
- To select a Large piece of text .....