Name: ....

Roll No: ....

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

Date: ....

FORMATTING IN LIBREOFFICE WRITER

Chapter-5

A. **Fill in the blanks using the hints given below:**

Hints: bullet, formatting, Border, Enter, Italics

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

2. In .... alignment, the text is aligned along the right margin.

3. The .... key is pressed twice for finishing the bulleted or numbered list.

4. The process of changing the appearance and arrangement of the text is called ....

5. A .... is a small symbol such as a square or a dot, used to mark each item in a list.

B. **Write 'T' for True and 'F' for False.**

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

2. Superscript command places the selected text slightly above the baseline. ....

3. Bold Italics effects the text look darker and appear slanting. ....

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

C. **Write down the steps to highlight the text.**

Step 1 ....

Step 2 ....

Step 3 ....

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