

Worksheet

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