

Worksheet

1

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO LIBREOFFICE WRITER

Chapter-4

A. Tick (✓) the correct option.

1. Which of these area is used for typing the text?
 a. Edit area ☐ b. Canvas area ☐ c. Document area ☐
2. Which option is used to create a new blank document?
 a. Save ☐ b. New ☐ c. Close ☐
3. Which of these shows the name of the program and the document?
 a. Scroll bar ☐ b. Ruler ☐ c. Title bar ☐
4. Which bar shows the number of pages of the document?
 a. Menu bar ☐ b. Edit bar ☐ c. Status bar ☐

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

Hints: edit area, word processing, status bar, new, Standard Toolbar, Close Button, vertical, Untitled1 - LibreOffice Writer

1. LibreOffice Writer is a software.
2. shows the information of the document.
3. We can press Enter Key to start a line.
4. We can type text or content in the
5. is used to exit the LibreOffice Writer App.
6. The Scroll Bar is used to move up and down in a document.
7. The options such as New, Open and save are present under the
8. The Writer application opens a blank document with the temporary name