

Worksheet

2

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO LIBREOFFICE WRITER

Chapter-4

A. Match the following.

- | | |
|-----------------|---|
| 1. File Menu | a. Helps us to save a file |
| 2. Save option | b. Helps us to open a file that we saved |
| 3. Open option | c. Shows the detailed information of the document |
| 4. Close option | d. Helps us to open a file that we saved |
| 5. Title bar | e. Helps us to create a new file |
| 6. Status bar | f. Contains options to work with files |

B. Write 'T' for true and 'F' for false.

- Horizontal ruler appears at the top of the document area.
- The file in LibreOffice Writer is saved with an extension of .odt.
- Status bar shows the detailed information of a Document.
- We can save a file by clicking on the Save button from the Standard Toolbar.
- Exit LibreOffice option is used to close LibreOffice Writer.
- Open option is used to create a document.
- Print option is used to save the document.

C. Write about the any 4 components of LibreOffice Writer.

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