

Worksheet

2

Name:

Roll No: Class: Section:

Date:

EDITING TEXT IN LIBREOFFICE WRITER

Chapter-4

A. Write the keyboard shortcut for the following.

1. To select a letter on the right
2. To select one line up
3. To select a word on the right
4. To select a word on the left
5. To select entire document

B. Match the following.

- | | |
|-----------------|--------------------------|
| 1. Edit Menu | a. Moving Text |
| 2. Review tab | b. Finding Text |
| 3. Cut/Paste | c. Selecting a paragraph |
| 4. Triple click | d. Spelling and Grammar |
| 5. Tools Menu | e. Changing case |

C. Answer the following questions.

1. What is the use of Thesaurus feature of LibreOffice Writer?
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2. How will you select a single word and a sentence using the mouse click?
.....
3. What are Undo and Redo commands?
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