

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING TEXT IN LIBREOFFICE WRITER

Chapter-4

A. Tick (✓) the correct option.

- Which option is used to remove the text from its original location?
a. Delete ☐ b. Cut ☐ c. Copy ☐
- Making changes in existing text is called
a. Formatting ☐ b. Tempering ☐ c. Editing ☐
- Shift and arrow keys are used to text.
a. delete ☐ b. select ☐ c. copy ☐
- Which of the following is use to type, edit and format text?
a. Control buttons ☐ b. Writer ☐ c. Status Bar ☐
- In Writer, spelling mistakes are shown by which wavy line?
a. Blue ☐ b. Green ☐ c. Red ☐

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

Hints: delete, Word processing, Thesaurus, redo

- Writer is a software used to type text.
- is used to find a synonym for a word.
- is used to reverse the action of Undo command.
- You can remove text using key from the keyboard.

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

- Redo is used to cancel a command.
- LibreOffice Writer allows us to change the casing of text.
- Spelling option is present under the Tools menu.
- LibreOffice Writer is a drawing program.