

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMATTING IN LIBREOFFICE WRITER

Chapter-5

A. Tick (✓) the correct option.

- Under which menu, Character option is present?
a. File ☐ b. Format ☐ c. Style ☐
- Which of these is not a font style available in Writer?
a. Italics ☐ b. Grow ☐ c. Bold ☐
- The term which refers to change appearance of the text.
a. Setting ☐ b. Formatting ☐ c. Style ☐
- Which effect makes the text darker?
a. Bold ☐ b. Underline ☐ c. Italics ☐
- A is a symbol that appears in the beginning of any list.
a. Numbers ☐ b. dots ☐ c. bullet ☐

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

- Subscript command places the text slightly below the baseline.
- Border is a decorative strip around the edge of the text or paragraph.
- In a bulleted list, each item has a sequential number in front of it.
- Bold means a line under the text.
- Font Color is a faint design or text that appears on a document page.
- Drop Cap effect reduces the text size of a paragraph.
- Bold command is present under the Tools menu.