

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FORMATTING IN LIBREOFFICE WRITER

Chapter-5

A. Rewrite the incorrect statements.

1. Clone Formatting the text means marking the text important and placing a coloured rectangle over it.

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2. Font face copies the format of the text or paragraph to another.

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3. Superscript command places the selected text slightly below the baseline.

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4. Paragraph option is found under the Edit menu.

.....

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

Hints: Liberation Serif , font, Format, bullet

1. is the look of the alphabet on the screen.
2. The Size box is available in the menu.
3. A is a small symbol used to mark each item in a list.
4. In LibreOffice Writer, the default font is

C. Identify the given icons and write their names.

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|--|-------|--|-------|
| 1.  | | 2.  | |
| 3.  | | 4.  | |