

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## DRAWING OBJECTS IN LIBREOFFICE WRITER

### Chapter-3

#### A. Fill in the blanks using the hints given below.

**Hints:** Extrusion, Insert, Drawing, View Text box, Lightning, symbols

1. A ..... is a rectangular box which contains the text.
2. To draw a shape in Writer, click on the ..... Toolbar.
3. .... are punctuations or specials characters generally not found on the keyboard.
4. .... shows the various options such as Bright, Normal and Dim.
5. Image option is present in the ..... menu.
6. User Interface option is present in the ..... menu.
7. .... tool is used to add the 3-dimension to any drawing object.

#### B. Match the following.

- |                                                                                        |                   |
|----------------------------------------------------------------------------------------|-------------------|
| 1.  | a. Flowchart tool |
| 2.  | b. Symbols        |
| 3.  | c. Text tool      |
| 4.  | d. Free-form tool |