ORANGE

WORKSHEET ②

Chapter-3

CLASS 3

TOUCHPAD
PLUS Ver. 3.2 ⊙

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

INTRODUCTION TO LIBREOFFICE WRITER

A. Match the following:

1.	Zoom Slider	a.	Helps us to save it for future use.
2.	Save option	b.	Helps us to open an already saved document.
3.	Open option	c.	Displays the name of the document.
4.	Close option	d.	Help us to close the LibreOffice Writer.
5.	Title Bar	e.	Displays the information of present document.
6.	Status Bar	f.	Controls the size of the edit area.

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

1. Horizontal ruler appears at the top of the document area. ....

2. The file in LibreOffice Writer is saved with an extension of .odt. ....

3. Status bar shows the detailed information of a Document. ....

4. We can save a file by clicking on the Save button from the Standard Toolbar. ....

5. LibreOffice Writer is a part of the Microsoft Office Suite. ....

6. Print option is used to save the document. ....

C. Write about any four components of LibreOffice Writer.

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Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____