

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING TEXT IN LIBREOFFICE WRITER

A. Tick (✓) the correct option.

- Which option is used to remove the text from its original location?
a. Delete b. Cut
c. Copy d. Select
- Shift and arrow keys are used to text.
a. delete b. select
c. copy d. paste
- Which of the following is use to type, edit and format text?
a. Impress b. Writer
c. Calc d. Paint

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

Hints: Delete, Blank, Thesaurus, Redo

- By default Writer opens up with a document.
- 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.

- Spell check feature is used to check the spelling mistakes.
- LibreOffice Writer allows us to change the casing of text.
- Find and Replace command can be used together.
- LibreOffice Writer is a drawing program.