

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING TEXT IN LIBREOFFICE WRITER

A. Write the keyboard shortcut for the following:

- 1. To select a character to the right
- 2. To select text from the cursor to the beginning of the current line
- 3. To select a character to the left
- 4. To select text from the cursor to the end of the current line
- 5. To select entire document

B. Match the following:

- | | |
|----------------|--------------------------|
| 1. Edit Menu | a. Moving Text |
| 2. Format Menu | b. Finding Text |
| 3. Cut/Paste | c. Selecting a paragraph |
| 4. Four click | d. Spelling and Grammar |
| 5. Tools Menu | e. Changing case |

C. Answer the following questions.

- 1. What is the use of Thesaurus feature of LibreOffice Writer?
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- 2. How will you select a single word and a sentence using the mouse click?
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- 3. When do we use 'Add to Dictionary' option?
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