

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

FORMATTING IN LIBREOFFICE WRITER

A. Tick (✓) the correct option.

- Which of these is not a font style available in Writer?
 - Italics
 - Grow
 - Bold
 - Underline
- The term which refers to change appearance of the text.
 - Setting
 - Formatting
 - Style
 - Editing
- Which of the following effects makes the text darker?
 - Bold
 - Underline
 - Italics
 - Superscript

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

- The Superscript command places the text slightly below the baseline.
- Border is a decorative strip around the edge of the text or paragraph.
- In a bulleted list, each item has a sequential number in front of it.
- Font Color is a faint design or text that appears on a document page.
- Drop Cap effect reduces the text size of a paragraph.
- Bold command is present under the Tools menu.