

Name: _____
Roll No: _____
Class: _____ Section: _____ Date: _____

FORMATTING IN LIBREOFFICE WRITER

A. Rewrite the incorrect statements.

1. Clone Formatting the text means marking the important text and placing a coloured rectangle over it.
.....
2. Font face copies the format of the text or paragraph and applies to another.
.....
3. A bulleted list is prepared when sequencing of the text is important.
.....
4. Paragraph option is found under the Edit menu.
.....

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

Hints: 12, Font, Italics, Watermark

1. is the look of the alphabet on the screen.
2. effect makes the text slanting than the rest of the text.
3. usually appears at the background of any document text.
4. In LibreOffice Writer, the default font size is

C. Identify the given icons and write their names.

1. 
2. 
3. 
4. 