

# Using OpenOffice Writer

**Q.1. Write down the shortcuts for the following options.**

- a. Copy: **Ctrl + C**
- b. Underline: **Ctrl + U**
- c. Italic: **Ctrl + I**
- d. Paste: **Ctrl + V**
- e. Cut: **Ctrl + X**

**Q.2. Match the description with the correct option.**

a. Inserts pictures that are saved on your computer.



b. A library of pictures that can be added in your document.



c. Used to insert decorative text in different colours and shapes.






d. Inserts various symbols used in Mathematics and Science.



**Q.3. Write down the name of the option Soniya should use for adding the following object in her document.**

- a. an image of a computer: **Gallery**

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- b. the shape  : **Shapes**
- c. the symbol  : **Special Characters**
- d. the text  : **Fontwork Gallery**
- e. an image saved on her desktop: **From File**

## Q.4. Answer the following questions.

- a. What is the use of Fontwork Gallery?

**Ans:**

- **Fontwork Gallery provides a collection of decorative text in different colours and shapes.**
- **You can use these text styles for adding attractive 3D captions or titles in your document.**

- b. Differentiate between the Picture and Gallery option.

**Ans:**

- **The 'Picture' option allows you to add pictures that you have created and saved on your computer.**
- **The 'Gallery' option provides a variety of pictures and sounds that you can use to enhance the document.**

- c. You wish to add a photo saved on your computer to your document. What steps will you follow to do this?

**Ans:**

- **Step 1: Click the From File option from the Drawing toolbar.**  
**An Insert Picture dialog box appears, from where you can select the picture from your computer.**
- **Step 2: Locate the required photo and click the Open button.**

