




3. Using OpenOffice Writer





1. Select the correct option.



- a) Meera will click the **Backspace** key to delete a selected paragraph from her document.
- i) Backspace
 - ii) Shift
 - iii) Alt
- b) Which of the following icon is used to insert a special character in your document?
- i) 
 - ii)  ✓
 - iii) 
- c) The **Fontwork Gallery** provides a collection of decorative text that allows to add attractive 3D titles to your document.
- i) 3D Title
 - ii) Special character
 - iii) Fontwork Gallery
- d) Virat will use the **Drawing** toolbar to add pictures in his document.
- i) Draw Images
 - ii) Add Pictures
 - iii) Drawing



2. Match the following.

a)		i)	Ctrl + C
b)		ii)	Ctrl + V
c)		iii)	Ctrl + I
d)		iv)	Ctrl + X

a) Ctrl+X b) Ctrl+I c) Ctrl+C d) Ctrl+V

3. Answer the following questions.



- a) What is the use of the following option in OpenOffice Writer?



Ans. It makes the selected text bold.

- b) Arman wants to add the following decorative text to his document. Which option in Writer will allow him to do this?

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Ans. Fontwork Gallery

- c) How do you select text in Writer?

Step 1: Place your mouse pointer at the beginning of the text you wish to select.

Step 2: Hold down the left mouse button and drag the mouse pointer over the text to be selected.

Step 3: Release the mouse button. The selected text gets highlighted.

