

D.V.S.Public school

Assignment -3

Class -10th

Sub- IT

A.Tick (✓) the correct option:

1.What is the short cut to bring up the style pane in Libre office writer?

A) Ctrl+F1. B) Ctrl+ F5

C) F11. C) Ctrl+F11

2.Which of the following is not a style category in writer?

A) Page. B) paragraph

C) Font. C) list

3.Which of the following option is used to align an image with the text?

A) Resize. B) Anchor

C) Text wrapping. C) crop

B. Fill in the blanks:

1. The page style defines the layout of the page including elements like margins_____.

2.To apply style quickly you can use the _____ tool writer.

3.Style can be loaded into a document from _____ or a _____.

4. The _____ option is used to insert an image directly from a file into a document.

5._____ allows you to control the flow of text around an image.

C. State True or False:

1. The frame style allows you to format entire paragraph.____

2.The list style helps you format numbered or bulleted list in a document.____

3.Updating a style changes the formatting only for newly added text.____

4.You cannot crop an image in Libre office writer.____

5.You cannot Resize a drawing object once it is created.____

D. Answer the following questions:

1. What is the purpose of the fill format tooling writer?

2. What is the function of list style in writer?

3. What are drawing objects in Libre office writer?