Chapter 1 – Introduction to Styles using LibreOffice Writer Question Answers

A. Multiple choice questions

1. Which of the following features in LibreOffice Writer is/are used to create the given document?

- (a) Page borders
- (b) Envelope
- (c) Picture from File
- (d) Indexes and Tables

2. Styles menu (from sidebar) in Writer provide options to work on

- (a) Paragraph Styles
- (b) Frame Styles
- (c) Page Styles
- (d) All of the above

3. What is style template in LibreOffice Writer?

- (a) Pre-determined form and mode of document file
- (b) One kind of model style
- (c) One type of document
- (d) Cluster of documents in Writer

4. Which of the following gives the status of your document like page numbers, number of pages?

- (a) Status bar
- (b) Standard toolbar
- (c) Formatting
- (d) Title bar

5. Which of the following can be used to access a style menu?

- (a) F11 function key
- (b) Sidebar Menu
- (c) Formatting toolbar
- (d) All of these

1. A	is a collection of different formats	
2. Styles are especially ha	andy in	•
3. Proper use of styles im	proves in a document	
	nt the top of the Styles window se	elect the category of
5. Using predefined	 creates Book	mark in the document.
6. On opening a new file	Style is	used for formatting the document.
7. In page layout docume graphics.	ents, you can arrange	like text boxes and
	ften integrated in	
9	allows to apply style at diffe	rent places in the document.
10. Predefined Style	be updated by	y Drag and Drop method.
for designing a d	locument. e different categories	ver manual formatting, of style in LibreOffice
Q4. Write down	the steps to update a	style.
Q5. What do you writer?	ı understand by custo	m styles in LibreOffice
Q6. Give two exa formatting will b	-	of Style, using manual
_	uation, in which you w ng your document.	vill prefer to use Fill
Q8. Write steps	to load style(s) from a	template