Libre office writer mcqs:

1) FootNote is Located at .... in LibreOffice Writer.
 a)Header of Page
 b)Middle of Page
 c)Bottom of Page
 d)None of the above

2) Shortcut key for **increase** the font size in libreOffice Writer is ....
 a)Ctrl+]
 b)Ctrl+[
 c)Ctrl+{
 d)Ctrl+}

3)Shortcut key is .... to open a document in LibreOffice Writer.
 a)Ctrl+Q
 b)Ctrl+O
 c)Ctrl+L
 d)Ctrl+P

4)What is the default file name in LibreOffice Writer?
a) New file
b) Odt file
c) Untitled 1
d) None of the above

5)which shortcut key is used for new-style?
A)   Shift+F12
B)   Ctrl+F11
C)   Ctrl+Shift+F11
D)   Shift+F11

6) In LibreOffice Writer which shortcut key is use for double underline?
A)   Ctrl+Shift+D
B)   Ctrl+Shift+U
C)   Ctrl+U
D)   **Ctrl+D**

7)In LibreOffice Writer which shortcut key is use to Manage Template?
A)   Ctrl+T
B)   Ctrl+Shift+N
C)   Shift+N
D)   None of these

8) In LibreOffice Writer what is the minimum zoom percentage?
A)   **20**
B)   10
C)   5
D)   15

9)In LibreOffice Writer what is the maximum font size?
A) 72
B) **96**
C) 70
D) 90

10) In LibreOffice Writer which shortcut key is use for increase the font size?
A) **Ctrl +]**
B) Ctrl + }
C) Ctrl + [
D) Both A & B

11)Shortcut key for Heading 3 in LibreOffice Writer is ____
A) Ctrl+1
B) Ctrl+2
C) Ctrl+Shift+3
D) **Ctrl+3**

12)In LibreOffice Writer the default line space is ____
A) **1**
B) 1.5
C) 2
D) 2.5

13)Bold, Italic, Underline commands are available in which Menu of LibreOffice writer?
A) Style
B) **Format**
C) Edit
D) Insert

14)In LibreOffice writer which shortcut key is use for Paste Special?
A) **Ctrl+Shift+V**
B) Ctrl+Shift+P
C) Ctrl+V
D) Ctrl+P

15)Which of the following is a Cycle Case in LibreOffice?
A) Upper case
B) Lower case
C) Sentence case
D) **All of the above**

16) In LibreOffice writer which shortcut key is use to Go to the End of the document?
A) Alt+End
B) **Ctrl+End**
C) Shift+End
D) Ctrl+Home

17) In LibreOffice writer which shortcut key is use for Line break without paragraph change?

A)   Ctrl+Enter   B)   Alt+Enter
C)   **Shift+Enter**   D)   Shift+Home

18)How many sections are found in the table toolbar?(10)
a)5 b)6 c)7 **d)8**

19)Where does page number appear in status bar?
a)left side
b)right side
c)in the middle
d)none of these

20)which of the following is not an example of page margin?
a)top **b)center** c)left d)right

21)which of the following is used to change font size?
a)Manubar
b)Standard Tool bar
c)formatting bar
d)none of these

22)what is the extension used in word file?
a).docx b).xlsx c).odt d).Docx

23)which menu of ms word has a window option?
a)Reference Menu
b)Home Menu
c)Format Menu
d)View Menu

24)How many scroll bars will appear when zooming the document to 250%?
a)1
b)2
c)3
d)4

25)In which menu in the libreoffice digital signature option available?
a)Windows
b)view
c)File
d)Tools

26)what is the use of signature in libreoffice?
a)Integrity
b)Authentication
c)Non-repudiation
d)All of the above

27)Ctrl+F3 shortcut is used to?
a)Capitalize each word
b)Sentence Case
c)Cycle Case
d)Toggle Case

28)By using which submenu libreoffice accept donation?
a)donate to libreoffice
b)transfer to libreoffice
c)give to libreoffice
d)help to libreoffice

29)How many language does libreoffice support?
a)100 **b)115** c)120 d)125

30)How many languages are dedicated to libreoffice ?
a)70 b)75 c)80 **d)40**

31)Shortcut use to save file with new name?
a)Ctrl+S
b)Save
c)Save All
d)Ctrl+Shift+S

32)what is the shortcut key for clear formatting in libre office writer?
a)Ctrl+B
b)Ctrl+Q
c)Ctrl+M
d)Ctrl+T

33)which one of the following options is not in the print dialog box?
a)save b)copy c)Paper Size d)Page Number

34)Which of the following key is used to change the name of the
file through the keyboard?
a)F1 **b)F2** c)F3 d)f4

35)Which menu is used to change the color of the font?
a)Edit b)Design c)Insert **d)Format**

36)When was the new version of libreoffice launched?
a)3 Sep, 2020
b)5 Sep, 2020
c)10 jan, 2020
d)All of the above

37)What is the file extension of Base Data In libreoffice?
a).odb b).ods c).odf d)None

38)How much will the font size increase by using the
 Ctrl+] shortcut key?
a)Change font
b)Increase Font
c)Increase Font size by 1 at a time
d)None

39)Which menu has the option to add pages in libreoffice writer?
a)File b)Edit c)Format   **d)Insert**

40)which shortcut key is used to go to the beiginning of the line?
a)Home b)Alt +Home c)Ctrl+Home d)Shift+Home

41)where is the file name displayed in libreoffice?
a)In title bar
b)In the taskbar
c)In the status bar
d)in the scrollbar

42)Which of the following menu is used to change the font?
a)Home b)Insert c)Layout d)Design

43)What is the file extension of LibreOffice Writer Template?
a).ott b).oott c).opt d).ooo

44)Put the following in order?
a)status bar, Title bar ,Standard bar
b)Standard bar, Status bar, Title bar
c)Title bar, status bar, standard bar
d)Title bar, Standard bar, Status bar

45)At the end of a document?
a)endnote   b)footnote c)Header d)none of the above

46) Where is the default file saved in Libreoffice?
a)Desktop   **b)Document**   c)Download d)None of these

47)what are the places between margin and the
beginning of a paragraph?
a)Spacing   b)Gutter c)Alignment **d)Indentation**

48)What will be typed to start MS Word with run command?
a)Winword   (windows+R)
b)Winzip
c)MSword
d)None

49)Which of the following types of files are created by
word processing?
a)Database File   b)Storage File **c)Document File**   d)None

50)If we select a picture, how many indents or
points does it contain?
a)6 **b)8** c)4 d)None

51)Which of these platforms can libreoffice work on?
a)windows b)Linux c)mac **d)All of the above**