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LibreOffice Writer		
1.	Write down the steps to apply character styles in your document.	
2.	Write down the steps to apply styles using the Fill Format mode in a document.	
3.	Write down the steps to insert an image using the Image dialog box.	
4.	Write down the steps to create a Table of Contents.	
5.	Write down the steps to create a Template using a Wizard.	
LibreOffice Calc		
6.	Write down the steps to consolidate the data from two sheets.	
7.	A student want to score an average of 80 marks in 6 subjects.The first five subject marks are: 75,82,78,80 and 85.Use Goal Seek to find how many marks the student must get in the sixth subject to achieve an average of 80.	
8.	Write down the steps to apply AutoFilter on spreadsheet data.	
9.	Write down the steps to create a hyperlink in LibreOffice Calc.	
10.	Write down the steps to create and run Macros in Calc.	
LibreOffice Base		
11.	Write down the steps to create a New Blank Database.	
12.	Write the steps to create table with minimum five fields on an entity "STUDENT" in design view.	
13.	Write down the steps to set a relationship between tables.	
14.	Write down the steps to create a Query in Design View.	
15.	Write down the steps to create a Form using the Form Wizard.	