

# INDEX

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<b>LibreOffice Writer</b>		
1.	Write down steps to save a document with a password.	
2.	Write down steps to Find and Replace feature in writer.	
3.	What is header and footer? Write down steps to inserting Header and Footer.	
4.	Write down the steps to Dividing the document page into columns.	
5.	Write down steps to insert a picture from gallery.	
<b>LibreOffice Calc</b>		
6.	Write down steps to create a simple formula in a worksheet.	
7.	What is function? Write down steps to entering a function manually.	
8.	What is chart? Write down basic components of a chart.	
9.	Write down steps to Creating a chart.	
10.	Write down steps to format a cell or cell range to a required number of decimal places.	
<b>LibreOffice Impress</b>		
11.	What is presentation software? Also write the elements of a presentation.	
12.	Write down the steps to save a presentation as a PDF file.	
13.	Write down the steps to Inserting a new slide.	
14.	Write down the steps to Adding bullets and numbering in your presentation.	
15.	Write down the steps to apply slide transition effects in your presentation.	