

ST. ANDREWS SCOTS SR. SEC. SCHOOL
9th Avenue , I.P Extension, Patparganj, Delhi-92
Session 2022-23

Class: IV Subject: Computer Chapter : 4 (Editing Text in LibreOffice Writer)

Q1. Tick (✓) the correct answer :-

- a. left
- b. Copy
- c. Red
- d. editing

Q2. Write True or False :-

- 1. Undo is used to reverse the action of any command. False
- 2. To text cutting means text will disappear from its original position. True
- 3. The red wavy lines indicate grammatical errors in the text. False
- 4. Tux Paint is word processing software that is used to delete text. False

Q3. Short Question Answer :-

- 1. Write any two features of LibreOffice Writer.

Ans. Two features of LibreOffice Writer are :-

- a. Find and Replace feature.
- b. Spell Check feature.
- c. Thesaurus feature.

- 2. How can you delete your text using Backspace key ?

Ans. Pressing Backspace deletes text to the left (backwards) of the cursor. The text from the end will get deleted.

- 3. What is the use of Redo command ?

Ans. Redo is used to reverse the action of Undo command.

3. What do you mean by thesaurus ?

Ans. Thesaurus is inbuilt feature of LibreOffice Writer that displays list of words which have same meaning for the selected word.

Q4. Long Answer type questions.

1. Write any two differences between Copying a text and Moving a text.

Copying a Text	Moving a text
It copies the text and makes original Duplicate version of the text. Shortcut Key :- Ctrl + C	It cut the text and deletes from Place and move to new place. Shortcut key :- Ctrl + X

2. How can you identify the spelling and grammatical mistakes in your document ?

Ans. In LibreOffice Writer spelling mistakes are shown by red wavy line and grammatical mistakes by green wavy line.

3. Write short note on :-

a. Selecting Text -

To make changes in the existing text, we have to select it. We can select the using a mouse and keyboard.

b. Inserting Text

Inserting Text is the ability to place your cursor (with mouse or arrow keys) at any location in your document and begin typing. It allows us to type add characters to our document.

Mind Blogger

Q1. Write the use of the following keyboard shortcuts.

- 1. To select a word on the right.**
- 2. One character to the right will get selected.**
- 3. To select a word on the left.**
- 4. Selecting Entire Document**
- 5. To select one line up**

Shortcut Keys (to be done in Notebook)

- 1. To Copy Text – Ctrl + C**
 - 2. To Paste Text – Ctrl + V**
 - 3. To Cut Text – Ctrl + X**
 - 4. To Save a File – Ctrl + S**
 - 5. To Print a Document – Ctrl + P**
 - 6. To Undo – Ctrl + U**
 - 7. To Redo- Ctrl + Z**
 - 8. To Run Spell Check – F7**
 - 9. To Run Thesaurus – Ctrl + F7**
 - 10.To Bold Text- Ctrl + B**
 - 11.To Italyze Test – Ctrl + I**
 - 12.To Create a New Document – Ctrl + N**
- Draw tables of Pg No.36 in notebook.**