

Chapter 7: Word Processing Tool — OpenOffice Writer

1. What is the purpose of using bullet styles in a word document?
2. Explain the concept of grouping in Writer.
3. What do you mean by text alignment?
4. Explain the word wrapping feature in Writer.
5. What is a word processor?
6. Define indentation in Writer.
7. Write two ways of checking spelling and grammar in a word processor.
8. Briefly explain paragraph indentation in Writer.
9. How is the horizontal alignment different from the vertical alignment?
10. Write steps to insert a column in a table.