

Chapter 6: Word Processing Tool —OpenOffice Writer-I

- Q1. What is a word processor? Mention some of its features.
- Q2. Write a note on OpenOffice Writer.
- Q3. Define margin. Explain different types of margins.
- Q4. What do you understand by the term Word Wrapping?
- Q5. Define indentation. Explain different types of indentations.
- Q6. Explain line spacing in OpenOffice Writer.
- Q7. Write a note on headers and footers in OpenOffice Writer.
- Q8. What does the Find and Replace feature do in OpenOffice Writer?
- Q9. Write a note on formatting in OpenOffice Writer.
- Q10. How can we insert special symbols in OpenOffice Writer?