

Chapter 7: Word Processing Tool —OpenOffice Writer-II

- Q1.** How can we apply bullets in an OpenOffice document?
- Q2.** What is Spell Check in OpenOffice Writer? What are the different ways to spell check a document?
- Q3.** What does AutoCorrect imply in OpenOffice Writer? How can we add a new Auto Correct Word in OpenOffice Writer?
- Q4.** Write a note about graphics in OpenOffice Writer.
- Q5.** How can we change the color or the style of a line in OpenOffice Writer?
- Q6.** Define a textbox. How can we insert a textbox in OpenOffice Writer?
- Q7.** Explain the steps to group and ungroup drawing objects in OpenOffice Writer.
- Q8.** Define a table. How can we insert a table using the Table icon in OpenOffice Writer?
- Q9.** How can we format a table in OpenOffice Writer?
- Q10.** What is Track Change in OpenOffice Writer? Explain the steps to use the Track Change feature in OpenOffice Writer.