1. Which of the following menu contains an option to handle templates?
   A. File   B. Edit   C. View   D. Format

2. OO Writer does not contain any template in My Templates category. Which of the following options can be used to get templates?
   A. Load templates from another folder
   B. Get more templates online
   C. Import templates from other apps
   D. Download Open Office Themes

3. The default extension of OO writer template is
   A. .odt   B. .ott   C. .oot   D. .dot

4. The set as default template option is available under which of the following button in the template management dialog box window?
   A. Templates   B. Documents   C. File   D. Commands

5. To open template management dialog box window click on this command of File→Templates:
   A. Organize   B. Address Book Source   C. Save   D. Edit