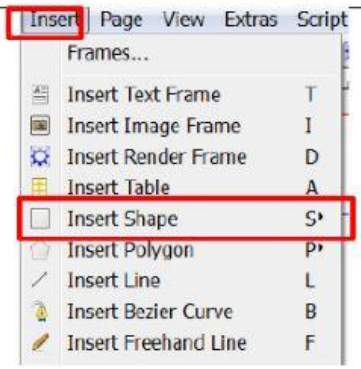
Name:_____ Date:_____

TOPIC: USING BASIC TOOLS IN SCRIBUS- ADDING BACKGROUND

A. Fill in the missing blanks

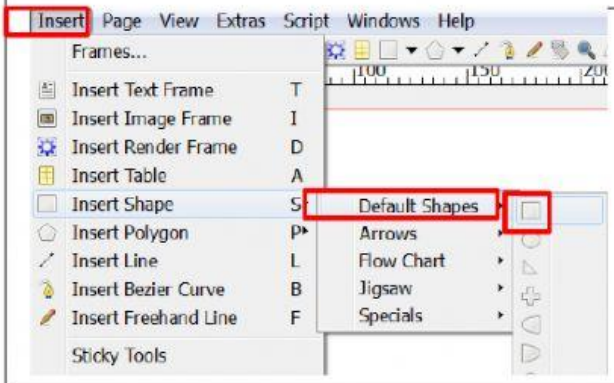
Steps to add background



Step 1:

Go _____ and

choose on '_____'



Step 2:

Click on _____ and

choose the _____

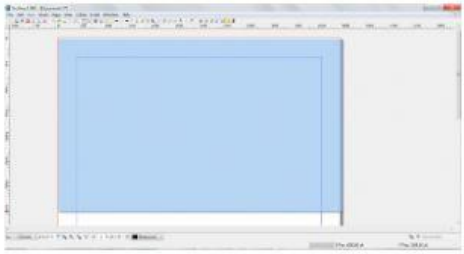
Insert shape

Default shape

Insert menu

Rectangle tool

Steps to colour the background



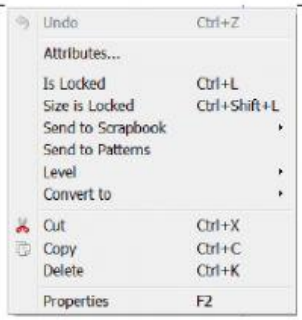
Step 1:

Click and drag the mouse on the

_____. Cover the whole

document to create a solid

_____



Step 2:

Right click on the shape and click

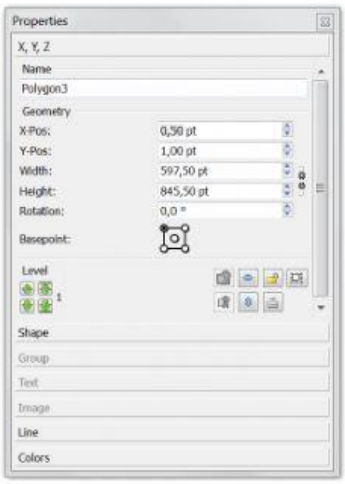
_____

background

document

list

LIVEWORKSHEETS



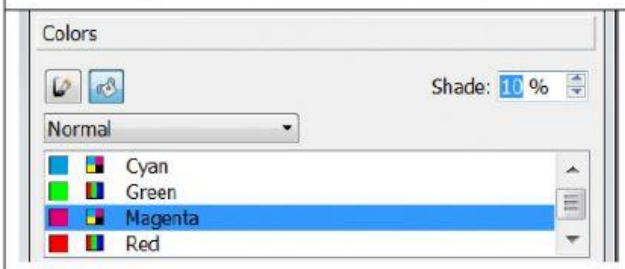
Step 3:

Click _____

properties

colour

shade

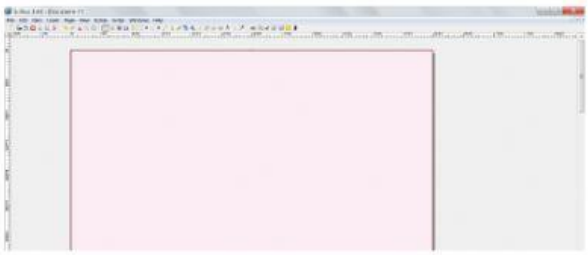


Step 4:

Choose a color from the

_____ and then

choose _____



The background colour has been changed to Magenta

LIVEWORKSHEETS