

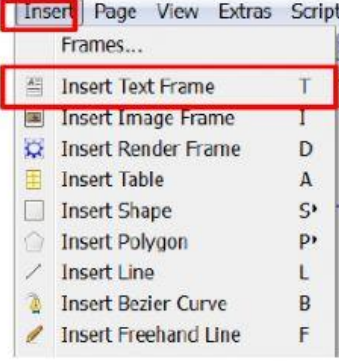
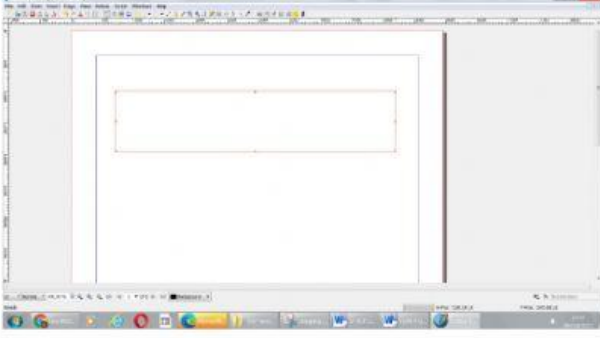
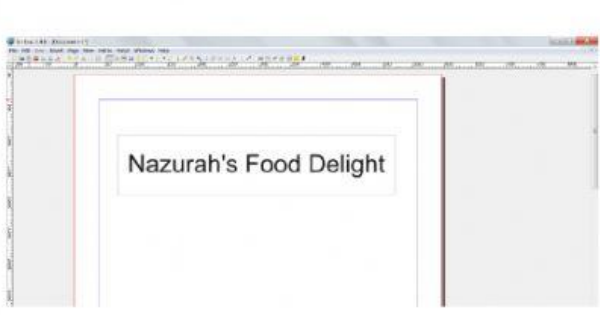
Name: \_\_\_\_\_

Date: \_\_\_\_\_

# **TOPIC: USING BASIC TOOLS IN SCRIBUS- ADDING TEXT**

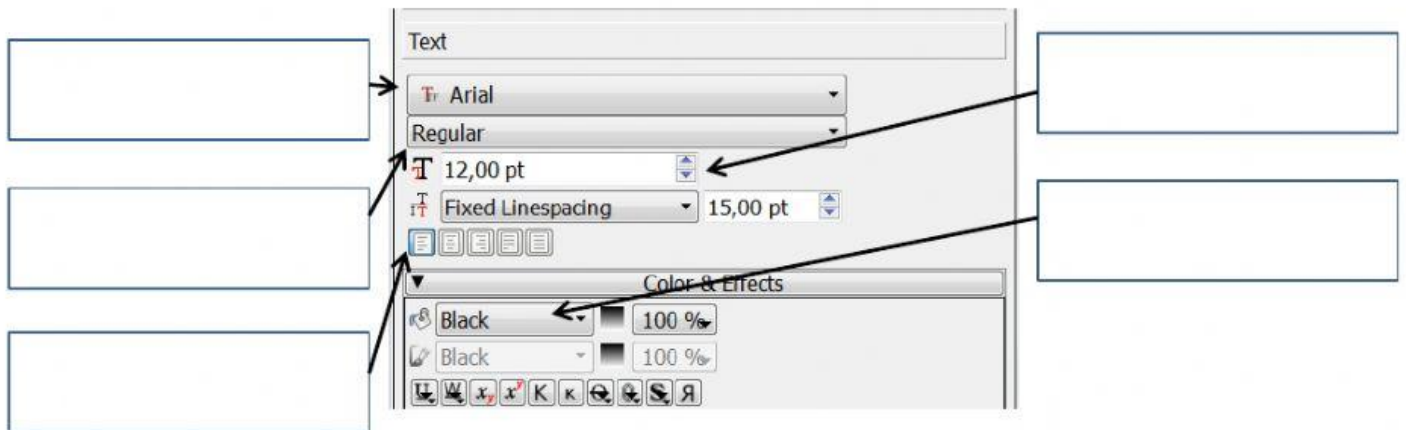
A. Fill in the missing blanks

## **Steps to add background**

|                                                                                    |                                                                                                      |                                                                    |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|   | <p>Step 1:</p> <p>Go _____ and</p> <p>choose on ' _____ '</p>                                        | <div>drag</div> <div>Insert Text frame</div> <div>Text frame</div> |
|   | <p>Step 2:</p> <p>Click and _____ on</p> <p>the _____ to create a</p> <p>_____</p>                   | <div>Insert menu</div> <div>edge</div>                             |
|  | <p>Step 3:</p> <p>_____ inside the</p> <p>textbox to type _____.</p>                                 | <div>screen</div> <div>Double Click</div> <div>text</div>          |
|  | <p>Step 4:</p> <p>Click and drag the _____</p> <p>of the textbox to _____ it</p> <p>on the page.</p> | <div>move</div>                                                    |

B. Name the part of the Text Properties

|               |              |           |
|---------------|--------------|-----------|
| Size of font  | Type of font | Alignment |
| Style of font | colour       | shading   |



C. Match the following text properties and its function

| Text properties |   | Function |                                                            |
|-----------------|---|----------|------------------------------------------------------------|
| Colour          | • | •        | Allows to change the style of the font                     |
| Alignment       | • | •        | Allows to change the size of the font                      |
| Style of font   | • | •        | Opens the colour window to change the colour of the window |
| Type of font    | • | •        | Allows to change the alignment of selected text            |
| Size of font    | • | •        | Allows to change the font                                  |