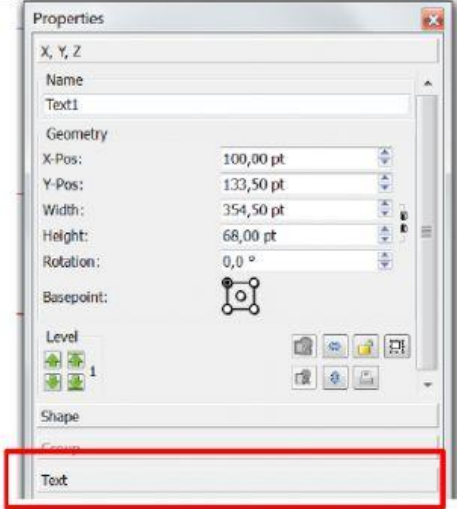
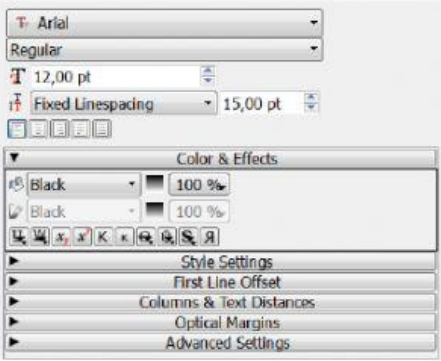


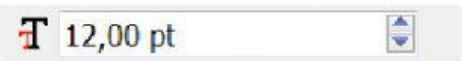
Name: _____

Date: _____

TOPIC: USING BASIC TOOLS IN SCRIBUS- CHANGING TEXT

A. Fill in the missing blanks

Steps to add background		
	Step 1: Click and drag to select the _____ Right-click and choose _____ The Properties window will be displayed	display editing
	Step 2: Click on 'Text' to _____ a list of _____ options	drop-down text font Properties
	Step 3: Select a new font from the _____ menu list	
	Step 4: Change the _____ of the text	

	Step 5: Change the _____ of the text	Text alignment
	Step 6: Change the _____ of the text	size colour
	Step 7: Change the _____ of the text	

B. Name the part of the Text Properties

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

Function	Name of properties
Allows to change the style of the font	
Allows to change the size of the font	
Opens the colour window to change the colour of the window	
Allows to change the alignment of selected text	
Allows to change the font	