GD DAV PUBLIC SCHOOL

CASTAIR'S TOWN, DEOGHAR, JHARKHAND

Class: IV

Chapter 6

Student Name:.....Class & Sec..... R. No.....

Fill in the blanks (Lesson -6)

1. _____ bar located at the top of the screen. It displays the name of the application and the active document.

2. _____ bar below the title bar, it lists the Writer menu options.

3. _____ bar display the size of the document.

4. _____ bars helps to move page up, down, right and left.

5. _____ is the area where we enter the text in our document.

6. We can select "Save As" option from the _____ menu.

7. The OpenOffice Writer file is saved as _____ file.

8. One must remember the name of _____ in order to open it.

9. Ctrl + Q is used to _____ OpenOffice.org Writer.

10. Select the _____ option from the File menu to print the document.

LIVEWORKSHEETS