

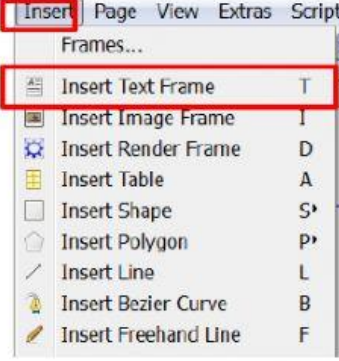
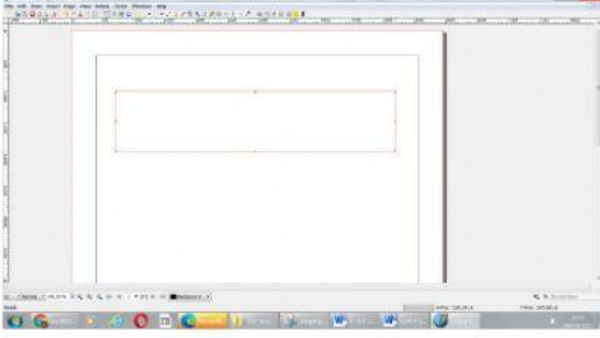
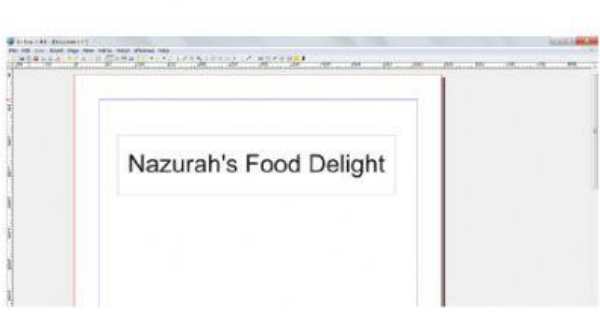
Name: _____

Date: _____

TOPIC: USING BASIC TOOLS IN SCRIBUS- ADDING TEXT

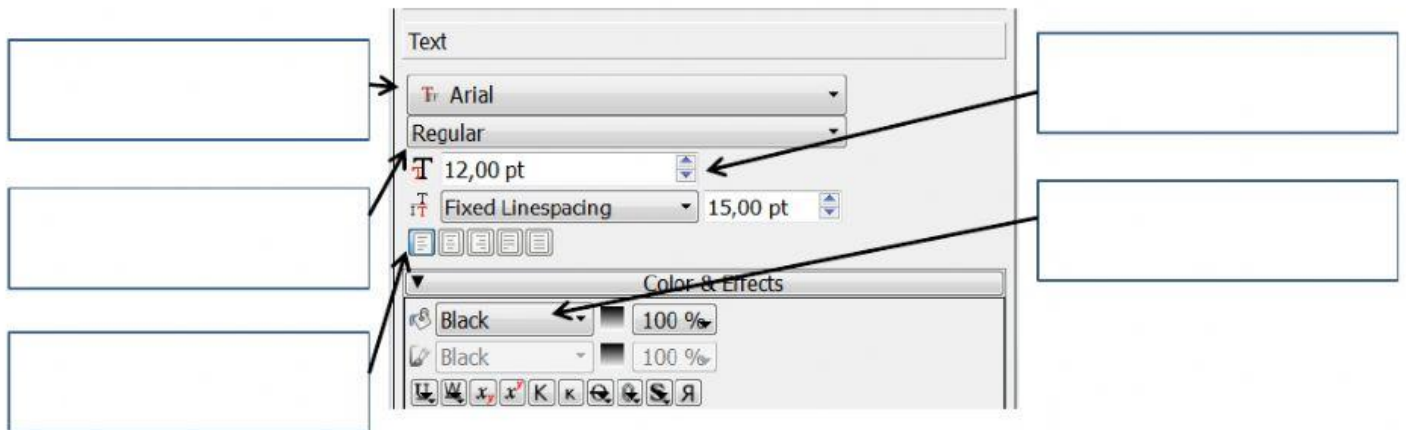
A. Fill in the missing blanks

Steps to add background

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

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