Part-B
Chp. 6- Formatting a Document

Ans.1. In LibreOffice Writer, formatting refers to how text, paragraphs, pages, and other elements of a document are visually presented. It's crucial for making documents readable, attractive, and well-organized. Formatting can be applied manually or through styles.

Ans.2. In LibreOffice Writer, formatting can be broadly categorized into character, paragraph, and page formatting. Character formatting includes options like font name, size, style (bold, italic, etc.), color, and effects like superscript and subscript. Paragraph formatting involves alignment, indentation, spacing, bullets and numbering, and background/border settings. Page formatting encompasses setting page layout (margins, orientation), headers and footers, page numbers, and borders.

Ans.3. The Page Style dialog box in LibreOffice Writer is used to control the overall layout and formatting of pages within a document. It allows users to define settings like page size, margins, headers, footers, and background for individual pages or a group of pages. This ensures consistent formatting and a uniform look throughout the document.

Ans.4. The shortcuts are: Ctrl+B (Bold), Ctrl+I (Italic), Ctrl+U (Underline).

Ans.5. The primary difference between bulleted and numbered lists lies in their purpose and how they present information. Bulleted lists use symbols (like dots or other shapes) to indicate items in a list, emphasizing that the order of the items is not significant. Numbered lists, on the other hand, use sequential numbers or letters to indicate items, implying a specific order or sequence.

Ans.6. Text alignment or paragraph alignment refers to the position of text with respect to the margins of the page. You can set the alignment before typing. You can also select the entire document, or a segment of text, and then change its alignment. There are categories of text alignment: **Horizontal** and **Vertical**.

Ans.7. The different types of Horizontal text alignments are:
Left Alignment– This is default alignment. The text is aligned to the left margin of the text box.
Right Alignment –The text is aligned to the right margin of the text box. ...
Center Alignment – The text is aligned to the center of in the text box.
Justified Alignment – The text is aligned evenly between the left and to the right margins of the text box.

Ans.8. In word processing, the word indent is used to describe the distance, or number of blank spaces used to separate a paragraph or the text in the text box from the left or right margins.

Ans.9. In LibreOffice Writer, a page break allows you to end a page at a specific point and start a new page, regardless of whether the previous page is full. This is useful for controlling the layout of your document, ensuring that content like a new chapter or a table begins on a new page, or when you want to separate distinct sections of your document.

Ans.10. In LibreOffice Writer, headers and footers are areas at the top and bottom of each page, respectively, that contain text or graphics. They are separate from the main body of the document and are typically used to display information like page numbers, document titles, chapter names, or other repetitive content.