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Chapter - 4

Styles & Templates
in Writer

Ques:1 What does the Paragraph Style tab contains?

Ans:1 The Paragraph Styles tab has different styles that we can apply to the paragraphs in the document. To use any of the styles, ensure that the cursor is somewhere within the paragraph & then double click on the desired style from the list. Different styles are -

- Heading
- Index
- List heading
- List contents
- Quotations
- Signature etc.

Ques:2 What is the use of styles listed in the page style tab?

Ans:2 The styles listed in the Page style tab can be applied to the whole page where the cursor is currently located. Different styles present in this tab are -

- Default style
- Endnote
- Envelope
- First page

- Footnote
- Html
- Index
- Landscape
- Left page
- Right page

Ques:2 How can you make a long document more readable?

Ans:3 The easiest way of making a long document more readable is to divide it into headings and subheadings.

Steps to apply headings & sub-headings are :-

Step: i Click on the plus sign to the left of 'Heading' in the Paragraph styles tab.

Step: ii Select 'Heading 1' from the list of styles.

Step: iii Click the 'Full Format Mode' icon.

Step: iv Click on the heading with the mouse.

Step: v Now, insert new sub headings into the document.

Step: vi Select 'Heading 2' from the

list of styles.

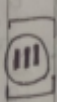
Step: vii Click the 'Full Format Mode' icon.

Step: viii Click on the subheading with the mouse.

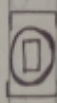
Headings & subheading will be applied now.

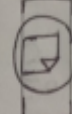
Ques:4 Name all the options that the styles & formatting window has.

Ans:4 The styles & formatting window has different tabs for different categories available in Word. These tabs are-

(i) Paragraph 

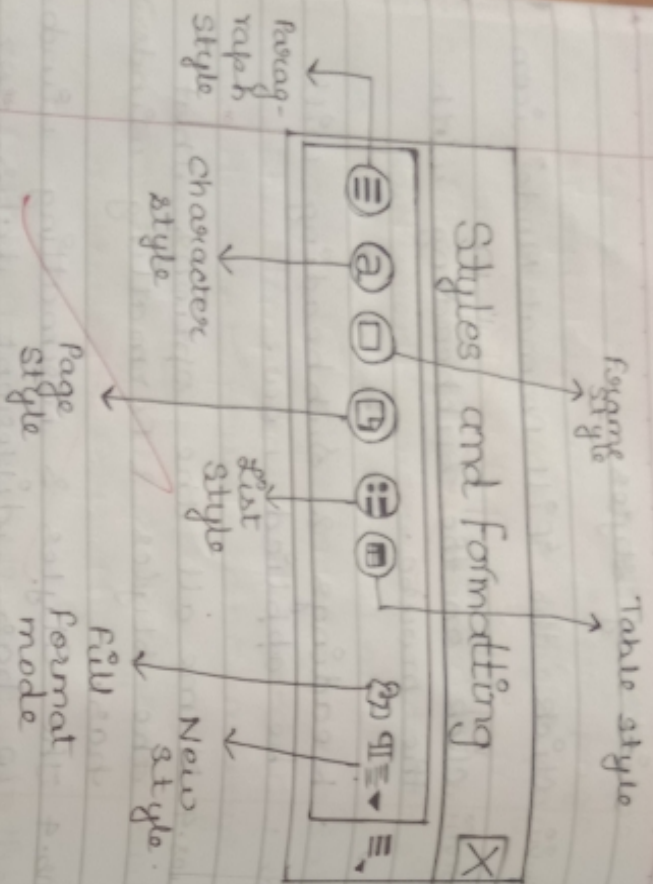
(ii) Character 

(iii) Format 

(iv) Page 

(v) List 

(vi) Tables 



Ques.5 Which areas can be formatted using the options available in Format style tab?

Ans.5 If we have inserted some objects like images, hyperlink, external files etc. in the document, we can format these areas using the options available in Format style tab.

Various options of this tab are -

- Formula
- Hyperlinks

- Labels
- OLE
- Margin
- Watermark

Ques.6 Give steps to apply list style.

Ans.6 Steps to apply list styles are -

- Step I: Open list styles task.
- Step II: Select the list items.
- Step III: Double click the desired option to change the list style.

* List styles tab has many options for styling the bulleted as well as numbered lists contained in the document.

* To apply any style, ensure that the cursor is located somewhere within the list items.

Ques.7 How the predefined templates are useful?

Ans.7 The templates provided by Libre Office Writer are called predefined templates. We can click on any template as per our requirement. For example -

if we click on the Resume template, we can create our own resume in the new document. All we have to do is to replace the existing content with our own details.

Ques.8 What is default template?

Ans.8 The template that is automatically applied to a new document when the user does not select any template explicitly is called default template.

Follow the steps to set any Template as default -

- (i) Open Templates option after clicking on File menu bar.
- (ii) Select ~~Manage templates~~ option. A dialog box will appear.
- (iii) Right click the template which we want to set as default.
- (iv) Click on ~~Set as default option~~ from ~~Context menu~~.

Ques.9 How can you use Libre Office templates?

Ans.9 We can use the Libre Office templates by following the given steps -

- Click the ~~Libre Office~~ icon to open the ~~Libre Office~~ window.
- Select File → New → Templates → Manage templates, to open the template window.
- Select the required template from the list & select ok to open new document.
- The new document is given the default file name of Untitled1.

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Reviewed once