

**BCM SCHOOL, CHANDIGARH ROAD, LUDHIANA**  
**(A SENIOR SECONDARY SCHOOL OF BCM FOUNDATION, AFFILIATED TO CBSE, NEW DELHI)**  
**CLASS X INFORMATION TECHNOLOGY**  
**ASSIGNMENT**

1. What are Styles in LibreOffice Writer? Explain their importance in document formatting with examples.
2. List and explain six categories of styles available in LibreOffice Writer:
  - Page
  - Paragraph
3. What is the difference between "Styles and Formatting" and "Fill Format" tool in LibreOffice Writer?
4. Explain the steps to create a new style using the Drag and Drop method in LibreOffice Writer.
5. What is the communication cycle? Explain its elements:
6. What is the use of anchoring, alignment, and text wrapping while working with images in LibreOffice Writer? Give examples.
7. What are the basic writing skills required for effective communication? Explain with reference to:  
Phrases and Sentences
8. Define Drawing Objects. Mention two uses of drawing objects in documents.
9. Explain the concept of Table of Contents (ToC).
10. What is the purpose of the Track Changes feature in LibreOffice Writer?