

## Important Exam Point

### Libreoffice Writer

- Total Menu - 11
- Maximum Zoom - 600%, Minimum Zoom- 20%
- Default Font Size- 12, Name- Liberation Serif
- Minimum Font- 6, Maximum Font - 96
- Deafault Title Font Size- 28
- Heading1 Font Size- 18.2, Heading 2 - 16.1, Heading 3 - 14.1
- Extension Name- .odt (Open Document Text)

### Libreoffice Calc

- Total Menu - 11
- Maximum Zoom - 400%, Minimum Zoom- 20%
- Default Font Size- 10, Name- Liberation Sans
- Minimum Font- 6, Maximum Font - 96
- Maximum Column - 1024, Last Column Name: AMJ
- Maximum Rows - 10,48,576
- Default Sheet Number- 01, Maximum Sheet- 10,000
- Maximum Number of Cell in Calc Per Worksheet - 1073741824
- Maximum number of characters in one cell - 32767
- Extension Name- .ods (Open Document Spreadsheet)

### Libreoffice Impress

- Total Menu - 10
- Maximum Zoom - 3000%, Minimum Zoom- 5%
- Default Font Size- 18, Name- Liberation Sans
- Minimum Font- 6, Maximum Font - 96
- Extension Name- .odp (Open Document Presentation)