6 Fundamentals of Word Processing

Introduction

In today's digital world, word processing is an essential skill used for creating, editing, formatting, and managing text-based documents. This chapter introduces the fundamentals of word processing, beginning with the basic concept and characteristics of word processors that distinguish them from traditional typing methods. It also explores commonly used word processing software. Using LibreOffice Writer, we will learn how to create and save text documents, utilize templates, navigate through content, and other important features related to the word processor. By the end of this chapter, students will understand how to create text documents and carry out basic word processing tasks useful for school assignments and projects.

Introduction to Word Processing and Word Processor

Word processing refers to the activity of creating, editing, formatting, and printing text on a computer. It is useful for writing various documents such as letters, essays, reports, and more. With word processing, we can easily correct mistakes, change the appearance of text, and add elements like images or tables.

A word processor is a computer program designed for word processing. It allows users to type and manage text on their computers. This essential tool has replaced the traditional typewriter, making writing much more convenient. We can use a word processor to type, edit, format, save, and print text-based documents such as letters, reports, and school assignments. Some popular word processors include LibreOffice Writer, Microsoft Word, and Google Docs. These programs offer various features that enhance productivity and creativity. For example, they come equipped with spell checkers and grammar suggestions, helping to ensure that our writing is free of errors. Additionally, they provide a wide range of fonts and styles, allowing users to customize their documents to meet their personal or professional needs. In this chapter, we will use LibreOffice Writer software to learn the fundamentals of word processing.

Characteristics of Word Processor

A word processor offers a variety of helpful features that simplify the process of writing and editing documents. Let us explore some useful characteristics of word processors that make them valuable tools for students, teachers, and professionals.

- **Text Formatting:** We can change the look of the text using font style, size, and color. It also allows alignment, bold, italics, and underline. This makes our document more attractive and readable.
- **Spell Check and Auto Correct:** Word processors can check our spelling and highlight mistakes. They can also fix common typing errors automatically. This feature helps us to improve accuracy in the document and saves time.
- **Multimedia Elements:** We can add images, tables, symbols, and more multimedia elements into our document.

- **Templates and Styles:** We can use ready to use pre-formatted document templates to create professional documents very quickly.

- **Export as PDF or Print Options:** We can save our document as a PDF file or print it directly to the connected printers.

- **WYSIWYG Interface:** WYSIWYG stands for "What You See Is What You Get." The document on the screen looks the same when we print it. It helps users see the final output while editing the document.

Software for Word Processor

Word processor software can be broadly classified into three types based on the platforms they operate on and how they are accessed:Desktop Tools, Mobile Tools, and Online Tools. Table 6.1 shows summary table of various categories of Word Processor software with key properties and examples.

Type	Works On	Internet Needed	Software Installation	Example
Desktop Tool	Personal Computer / Laptop	Occasionally	Necessary	Writing a report in Libre Office Writer
Mobile Tool	Smartphone/Tablet	Frequently needed	Necessary (Apps)	Editing a resume on the go in mobile
Online Tool	Any device using web browser	Always needed	Not needed	Joint editing in Google Docs by many users

Table 6.1 Categories of Word Processor

Desktop Tools

These are software programs installed and run on personal computers or laptops. They offer full features, fast performance, and usually work offline. They are used for professional and academic work like document creation, coding, editing, etc. LibreOffice Writer, Microsoft Word, Excel, Adobe Photoshop, etc. are examples of desktop based tools.

Desktop tools like MS Word and LibreOffice Writer are traditional word processing applications that are installed directly on a computer's operating system. These tools are rich in features such as advanced formatting, printing, exporting documents into different formats, mail merge, templates, and integration with other software. They are commonly used in schools, colleges, and offices for creating detailed reports, letters, and professional documents. Since they work offline, they are highly reliable even without internet access.

Mobile Tools

These categories of tools are specialised mobile applications, also known as Mobile DTP (Desktop Publishing) Software. They are designed to run on smartphones or tablets. They are widely used for on-the-go use and optimized for touch screens. But they offer relatively fewer features than desktop versions of the same program. They are useful for quick edits or viewing during traveling.They enable us to create and design documents, brochures, flyers, posters, and various other printed or digital media directly from our mobile devices.

Google Docs App, WPS Office Mobile, Microsoft Office Mobile, etc., are widely used mobile-based word processors. They are designed specifically for touch screen based devices like smartphones and tablets. This category of word processor offers essential document processing features in a compact format, allowing users to create, view, and edit documents while on the go. They are convenient for quick edits, reading documents during travel, or making last-minute changes before a meeting. Many of them also support cloud storage and syncing across devices. It benefits students, small business owners, content creators, and professionals who need quick document management. Some of the key features of mobile-based tools are listed below:

- Ready-to-use templates are available for various print and social media content.

- Tools and features are available for inserting and editing text, images, and graphics.

- They can export designs in PDF, PNG, or JPG file formats.

- Cloud integration and easy sharing options are available directly from mobile devices.

Online Tools

These categories of software run in web browsers (Chrome, Firefox, etc.) without needing installation. They store data and documents in the cloud and often support real-time editing and collaboration. We need an internet connection to use these categories of software.

Google Docs, Microsoft 365 Word Online, WPS Office Word Online, Canva, etc. are widely used examples of online word processors.

These tools can be used using any web browser and do not require any software installation. These tools are excellent for collaborative work, as multiple users can edit the same document in real-time from different cities. In these categories of word processors, changes are automatically saved to the cloud, ensuring data safety and accessibility from any device with internet access. They are widely used for teamwork, classroom activities, and remote work environments.

An Overview of LibreOffice Suite

The LibreOffice suite is widely used Open Source Software, which is freely available for everyone to use. LibreOffice suite includes Writer for word processing, Calc for spreadsheets, Impress for presentations, Draw for graphics and flowcharts, Base for databases, and Math for formula editing. Key advantage of LibreOffice suite is no licensing fees and its cross platform usability. It can runs on multiple operating systems, such as Microsoft Windows, macOS, Ubuntu and various Linux versions.

In next section, we will study widely used word processing software, the LibreOffice Writer. If it is not installed on your computer, then you can download it from following website: https://www.libreoffice.org/

Introduction to LibreOffice Writer

The Writer is a free and powerful word processing software that comes with the LibreOffice suite. It offers many features that can be used to create letters, books, project reports, and more. We can insert graphics like images from other sources into the Writer's document. Writer can export document files as HTML, XML and PDF. It can save files in many file formats, including Microsoft Word (.docx).

Let us understand how to open, create, and manage documents in LibreOffice Writer.

Opening LibreOffice Writer

We can open LibreOffice Writer software using following three options:

1.   LibreOffice Suite Launcher (Refer figure 6.1)

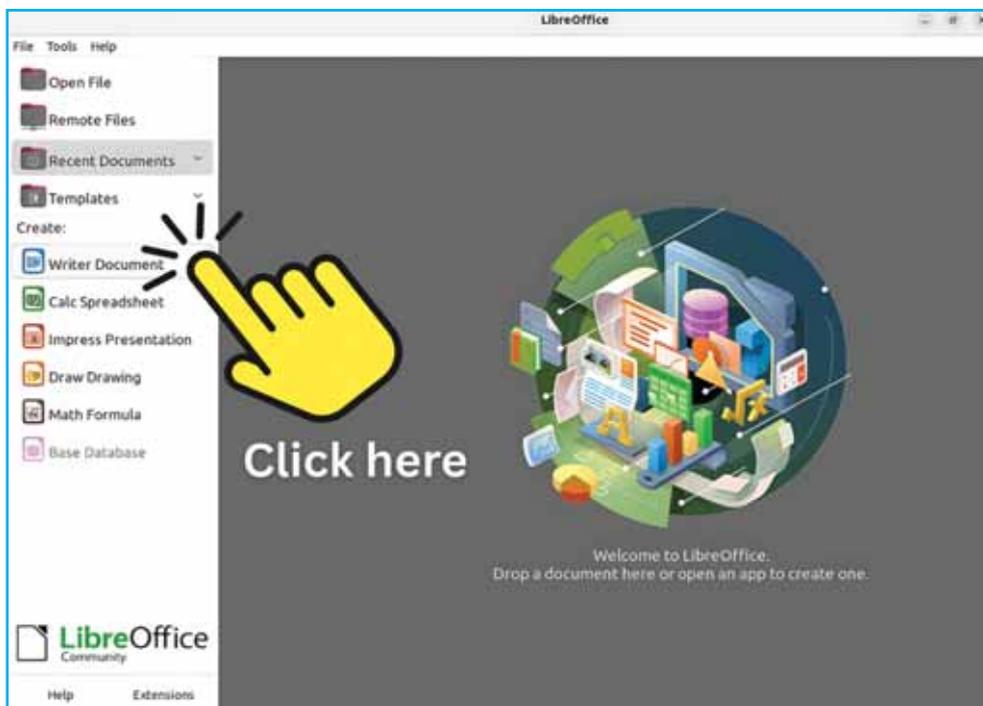2.   Start Menu of Operating System (Like Ubuntu OS)

3.   Desktop Shortcut Icon

Figure 6.1 : Opening Writer from LibreOffice Suite Launcher

Parts of the Main Writer Window

The main screen (homepage) of the Writer software is shown in figure 6.2. Important sections of the Writer are as follows:
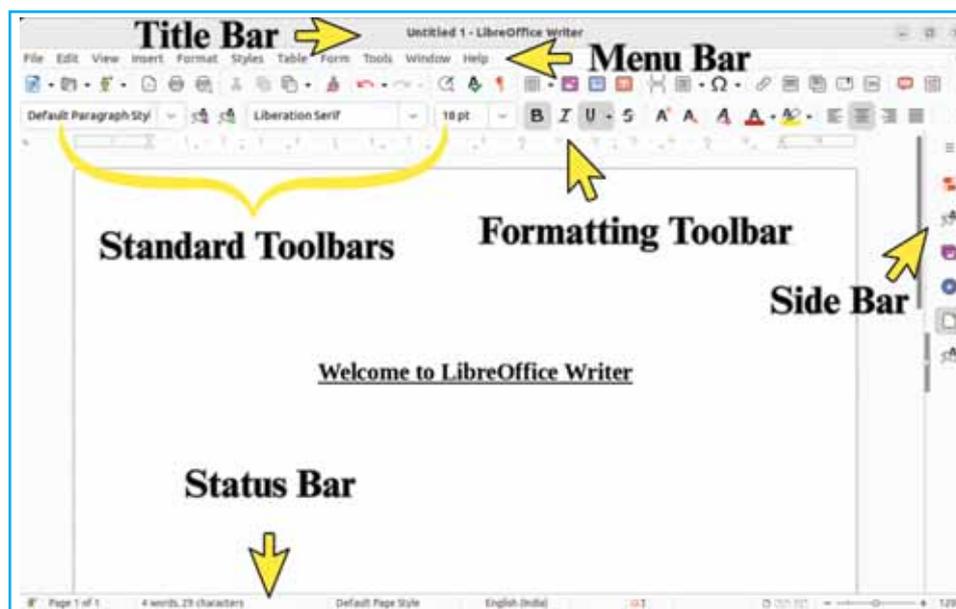

Figure 6.2 : Parts of the Writer Window

Title bar

It is located at the top of the Writer window. It shows current document's file name. When the document is not saved, the filename will appear as Untitled N, where N is a number. In our case it is visible as "Untitled 1" in the title bar. Untitled documents are numbered in the order in which they are created by user.

Menu bar

The Menu bar is located just below the Title bar. It provides access to all the main commands and features of the Writer application. They are organized into categories like File, Edit, View, Insert, Format, Style, Table, Form, Tools, Window and Help. It helps user to perform various tasks related to the editing and managing documents efficiently. When one of the menus is selected, a submenu drops down to show further available options. For example, observe Figure 6.3 related to the File Menu, when we click on File Menu, it will show all the features related to the File Management.
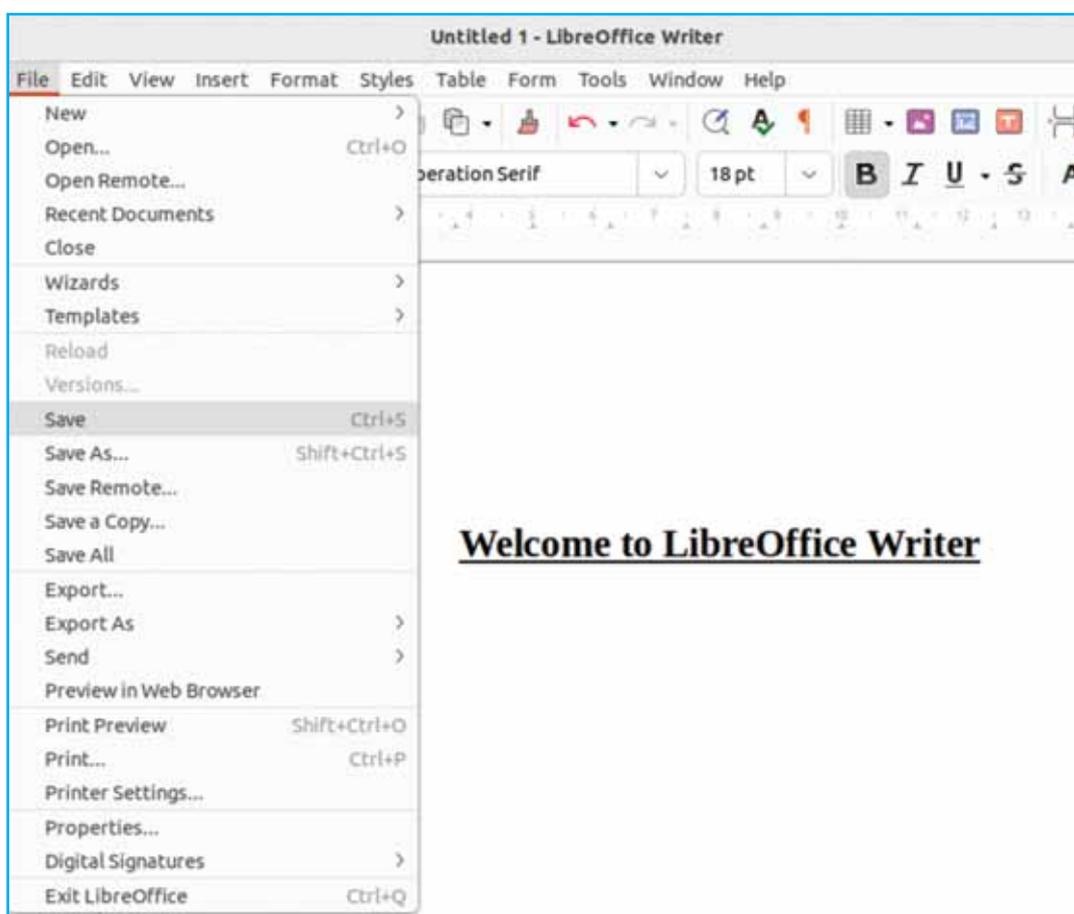

Figure 6.3 : File Menu

Standard Toolbars

In a default LibreOffice installation, the Standard toolbar is just located below the Menu bar (Figure 6.2). It contains commonly used tools and shortcuts for quick access to basic functions like creating a new file, saving a file, printing, copying, pasting, undo-redo actions, and many more useful features. It helps users perform frequent tasks without navigating through menus. This toolbar speeds up our document editing process, and save time. Such toolbars can be docked (fixed in place) or floating. Docked toolbars can be moved to different locations on the Writer's window as per our requirements.

- To display a new toolbar, go to *View→Toolbars* on the *Menu bar*, then click the name of a toolbar that you want to add from the list. An active toolbar shows a check mark along with its name.
- To hide a toolbar, go to *View→Toolbars* on the *Menu bar* and deselect the toolbar, or right-click in an empty space between the icons on a toolbar and select Close Toolbar.
- Locking and unlocking toolbars: We can lock all toolbars, or individual toolbars, into place so they cannot be moved. When all toolbars are locked, we cannot unlock individual ones. To lock all toolbars in place, go to *View→Toolbars* on the *Menu bar* and select *Lock Toolbars*. Restart LibreOffice for this change to take effect. To unlock all toolbars, click on Lock Toolbars again.

Formatting Toolbar

This toolbar provides quick access to various text formatting options. It helps us to change the appearance of text and paragraphs easily. It allows us to apply font styles, sizes, colors, bold, italics, underline, and alignment options like left, center, right, and justify. We can also set line spacing, bullets or numbering, and adjust indents directly from this toolbar. Figure 6.4 shows important features related to the formatting toolbar. It helps in enhancing the visual structure and readability of the document.

Figure 6.4 : Formatting Toolbar

Remember that the Formatting Toolbar displays only the most commonly used shortcuts for formatting the document. This toolbar does not show all the formatting features that LibreOffice Writer offers. To access the complete set of formatting tools we need to open the *Format Menu* from the *Menu bar*. Refer to figure 6.5, which highlights the *Format Menu* and shows how to use all available formatting features.
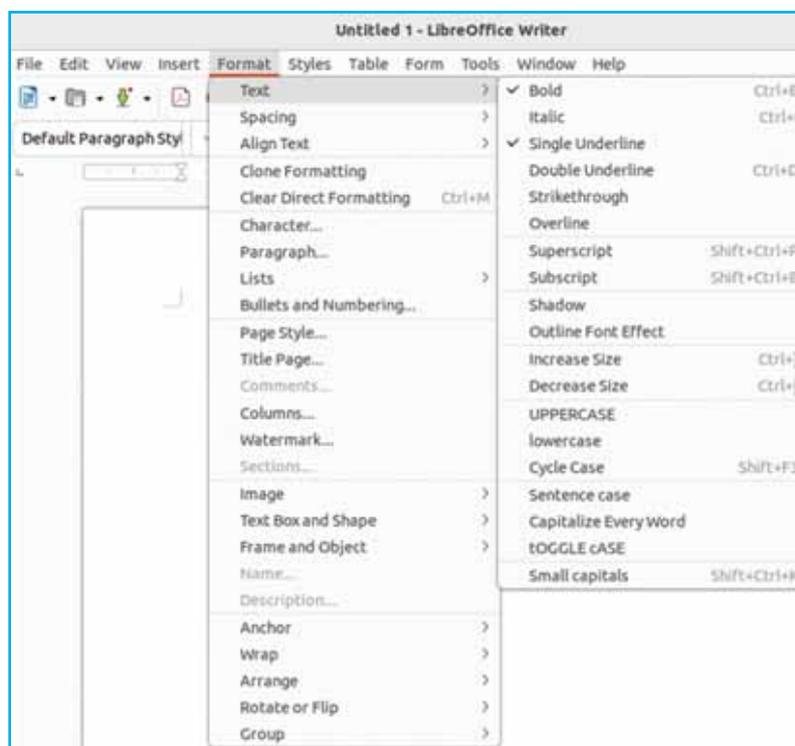

Figure 6.5 : Format Menu and Submenu

Sidebar

The Sidebar is a panel on the right side of the screen that gives quick access to useful tools and settings. It includes sections like Properties, Styles, Gallery, Navigator, Page, Find and more. Users can quickly change text formatting, apply styles, insert images from Gallery, or move around the document using the Sidebar. It saves time by reducing the need to go through menus. The Sidebar can be shown or hidden as per our requirements, hence it is helpful for both beginners and expert users. It is shown in figure 6.6.

Figure 6.6 : Side Bar

Status bar

The Status Bar provides quick information about the current document that we are processing. As shown in figure 6.7, it displays details like the page number, word and character count of the content in the document, language, and zoom level. It also shows the document's insertion mode (insert/overwrite) and selection mode. Users can easily adjust the zoom level of the document and switch between page views from here. This bar informs us about the document's current status without visiting various menu and submenu options.

Figure 6.7 : Status Bar

The status bar shows more details when we click on its parts. For example, clicking "Words and Characters" shows more information about the document. In figure 6.8, two lines are written in the document, and the second line with 10 words is selected. Details for the selected part and the whole document are visible in the expanded Word Count window, as shown in figure 6.8.

Figure 6.8 : Status Bar – More Details

Other useful features of Writer

- **Rulers:** The Rulers helps us to set margins and indentations for the document. They provide a visual guide along the top and left edges of the document. This helps us in aligning text and objects precisely on the page. The *horizontal* ruler across the top of the document is visible by default but the *vertical* ruler on the left is hidden by default. To enable the *vertical ruler*, choose *View→Rulers→VerticalRuler* on the *Menubar*, or choose *Tools→Options→LibreOfficeWriter→View*, and then tick the *Verticalruler*.

Figure 6.9 : Rulers

- **Minimize, Maximize, Close:** Three buttons visible on the top-right corner of Writer software as shown in figure 6.10. They have the following uses:

Figure 6.10 : Minimize, Maximize and Close

  - ○ Minimize: Hides the Writer window from view and places it on the taskbar.
  - ○ Maximize: Enlarges the Writer window to fill the entire screen for better visibility.
  - ○ Restore Down (when maximized): Returns the window to its previous smaller size.
  - ○ Close: It will close the Writer application and ask to save document, if there are any unsaved changes.

- **Document views:** Writer has three ways to view and edit a document: *Normal*, *Web*, and *FullScreen*. To change the view, go to the *View* menu and select the required view.

  - ○ **Normal view:** It is the default view in Writer. It shows how the document will look when printed or exported as a PDF. In this view, we can use the Zoom slider and the View Layout icons on the Status bar to change the magnification. We can also hide or show the headers and footers and the gap between pages.
  - ○ **Web view:** It shows how the document will look if viewed in a Web browser; this is useful when creating HTML documents. In Web view, we can use only the Zoom slider.
  - ○ **Full Screen view:** In Full Screen view, no toolbars or sidebar are displayed; the document is visible in the full screen area. To exit Full Screen view and return to the previous view, press the *Esc* key or click the Full Screen button. We can use **Ctrl+Shift+J** to enter or exit Full Screen view.

Let us understand steps to create, save, and close a new document using the LibreOffice Writer software.
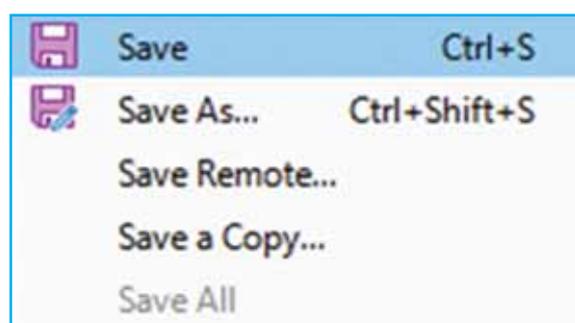
Creating a New Document

We can start a new, blank document in Writer in different ways. If a document is already open in LibreOffice, the new document is created in a new window. To start a new document in LibreOffice Writer, we can follow any of the following steps:

- Open LibreOffice on your computer. We can do this by clicking on the LibreOffice icon or finding it in applications menu of the Ubuntu operating system.

- Once LibreOffice is open, we can see the LibreOffice Suite Start Center on screen. From here, click on "*Writer Document*" to open a new text document, as shown in figure 6.1 related to opening Writer from LibreOffice suite launcher.

- Alternatively, if we already have LibreOffice Writer open, we can create a new document by clicking on "*File*" in the menu bar at the top of the screen. Choose *File→New→Text Document*. A new, blank document will open, ready for us to begin typing. We can also use **Ctrl+N** command to open a new document when Writer is already open.

Saving a Document

Saving a document ensures that our document content is stored safely for future use in computer. By default, LibreOffice Writer saves documents in the **ODT** (Open Document Text) format. This format is open-standard, supported by many other word processors. A document can be saved using various save options visible in the **File** menu as shown in figure 6.11.

Figure 6.11 : Document Save Options

We can save a document by clicking on the **Save** icon in the toolbar or using the command **Ctrl + S**. When we are saving a document first time, Writer will ask us to choose a file name and location. We can also use Save As to create a new copy of the document with a different name, format, or location.

We can use any of the following options to save document.

- **Save (Ctrl + S command):** It is used to save the content of the current document with its existing filename and location.

- **Save As (Ctrl + Shift + S command):** Save As option is used to create a new document with the same content as in current document. This option is also useful for changing the filename, selecting a different file format, or saving the same document in a new location on our computer.

- **Save Remote:** It is used when we want to store our document on a remote server or location, such as cloud storage.

- **Save a Copy:** This allows us to save an additional copy of existing document under a different name or in a different location, keeping the original file open for further editing.

- **Save All:** This option is used to save all the currently open documents, ensuring that no changes are lost in any of the files. Content of all the files will be saved in a single command.

Closing a Document

To close a document, go to *File→Close* in the Menu bar, or click the **x** located at the top of document's window. When we close the last document, the LibreOffice Suite Start Center will appear on the screen.

If the document has unsaved changes, Writer will prompt us to *Save, Don't Save,* or *Cancel* before closing as shown in figure 6.12.We need to decide whether to save or discard our document changes.

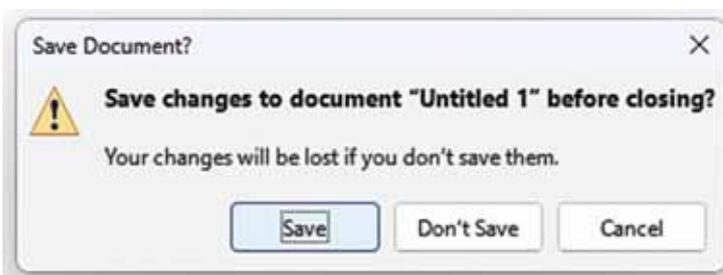**Figure 6.12 : Close Document**

Exiting LibreOffice Writer

To close the LibreOffice Writer application completely (not just close a document), we can use any of the following methods:

- Click on *File→Exit* from the menu bar.

- Or, click the *Close (x)* button at the top-right corner of the Writer window.

- Or, use the keyboard shortcut *Alt + F4*.

If we have any unsaved documents open, Writer will ask us to save our work first before exiting the application.

Opening an Existing Document

There are different ways to open an existing document in a Writer. When no document is open, follow these steps:

- Start LibreOffice Writer from the OS Start menu or Desktop shortcut.

- Click on *File→Open* from the menu bar or Press *Ctrl + O* shortcut on keyboard. An Open dialog box will appear.

- Browse through your computer's folders and select the desired document.

- Click **Open** to load the document into Writer.

Alternatively, if the document was opened recently, we can go to *File→*Recent Documents and select it directly from the list. Note that renamed or relocated documents can still be listed in the Start Center. Selecting such document will give an error message that the file does not exist.

Writer allows us to open files of various formats, such as *.odt, .txt, .docx,* and *.doc.* It provides flexibility in handling different document types.

Using Templates

A template in Writer is a model document that is used to create other documents. They are pre-designed document layout that serves as a starting point for creating new documents. It contains predefined formatting, styles, fonts, text or images that help maintain consistency and save time.

Templates are useful when we need to create multiple documents with a similar structure, such as letters, resumes, reports, or bills. Instead of formatting each new document from the beginning, we can use a template and just fill in our required content in a new document.

We can create a template in Writer to save time and keep things consistent. For example, we might design a student progress report template that automatically includes our school's logo and address on the first page. Then, whenever we open that template to create a new student report, the logo and address will already added in new document saving our time.

Similarly, if we are writing a letter, we can use a letter template that has the sender's and receiver's address blocks, date, subject line, and closing section already formatted as shown in figure 6.14. We just need to type our new message and fill in the specific details, rest of the details are already available in the template. Hence we do not have to type or format a full document again, saving our document preparation time.

Creating a document from a template

There are many methods available to create a new document based on an existing template in Writer.
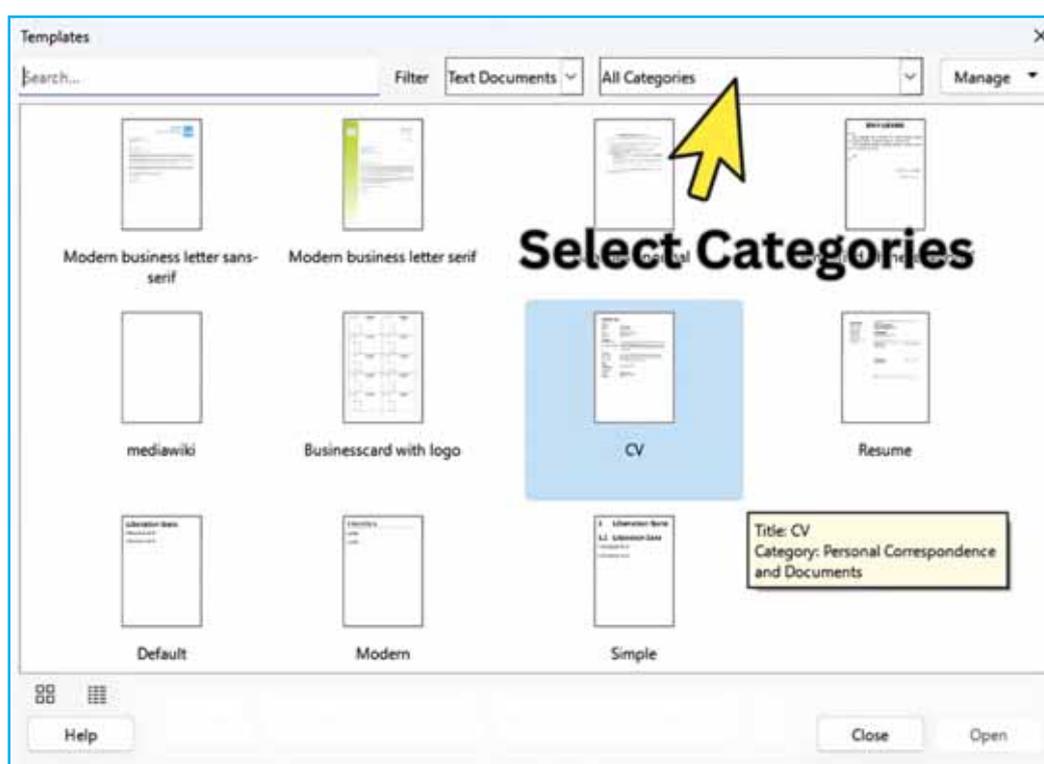

Figure 6.13 : Templates Window

Let us understand the quickest and most simple method of creating a document.

- Open LibreOffice Writer.

- Go to *File→New→Templates* or we can also use a shortcut **Ctrl+Shift+N**.

- The "Templates" dialog box will appear as shown in figure 6.13. In this dialogbox, we can see a list of available templates. Some of the templates come with the LibreOffice installation. We can filter the available templates using *Filter* drop-down list available on the top of the Template window.

o   Categories: Templates are organized into categories like Business Correspondence, Personal Correspondence and Document (CV, Resume), etc. We can select the required category as per our need.

o   My Templates: Custom-saved templates created by us are visible here.

- Select the template you want to use, and click "*Open*".

A new, unsaved document will open, pre-formatted with the content and styles as per the chosen template. We can now start typing our content in the document. Figure 6.14 shows the sample letter template opened when we select a category called a *Modern Business Letter*. You need to just add your details into this pre-formatted letter.

Figure 6.14 : Letter Template

Navigating Content of a Document

Navigation in Writer refers to the process of moving through the content of a document efficiently. It includes using tools like the Scroll Bar, Keyboard Shortcuts, Navigator, and Find and Replace features to quickly jump to different parts of the document. Navigator helps us in going to a specific page, heading, table, image, or section of a document.It is important to learn navigation techniques as it offers following important benefits:

- Saves time by allowing direct navigation to headings or specific pages.
- Improves efficiency by enabling quick access to elements like tables and comments.
- Helps in managing large documents like lengthy reports or books.

Let us understand important navigation features of the Writer.

Using Scroll Bars

Writer provides both vertical and horizontal scroll bars for easy navigation in the document.

- **Vertical Scroll Bar:** It allows us to move up and down through the pages of document. It is available near the Sidebar of the document.

- **Horizontal Scroll Bar:** Enables side-to-side navigation, which is especially useful for wide documents containing content like spreadsheets or tables. It is available just above the Status bar of the document. It is visible only when a document width is greater than the screen size of the Writer application.

- **Quick Navigation using Mouse:** We can click and drag the scroll bars or use the scroll wheel on our mouse for faster movement.

Keyboard Navigation

Keyboard shortcuts provides good control over the cursor position in the document:

- **Arrow Keys:** We can use the arrow keys of our keyboard to move the cursor character by character or line by line.

- **Page Up / Page Down:** We can jump up or down one page at a time using page-up or page down key of the keyboard.

- **Ctrl + Arrow Keys:** For faster navigation, hold the *Ctrl* key while pressing the arrow keys to move by words or paragraphs.

Document Navigator Tool

The Document Navigator is a powerful tool for quickly locating different elements within our document. The Navigator provides a structured overview of your document, showing headings, tables, images, bookmarks, and more, allowing for quick access to specific sections.

- To open and accessing the Navigator tool, Press **F5** or go to *View→Navigator*. This will open a navigator tool as shown in figure 6.15.
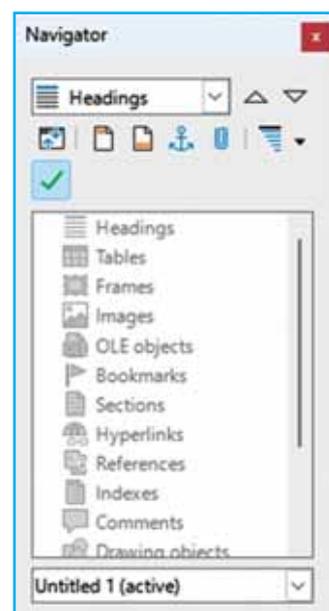
Figure 6.15 : Navigator Tool

Go To Page

Use following options for direct navigation to a specific page number of our document:

- **Go To Page:** To jump to specific page number, go to *Edit→Goto Page* or use shortcut **Ctrl + G**. This feature is very useful to save our time specifically while working with very lengthy documents like books or annual reports.

Zoom and View Modes

Adjusting the view size of document can make editing more comfortable. We can set document view size using a zoom tool.

- **Zoom In/Out:** Use the zoom slider on the toolbar or go to *View→Zoom* to change the size (magnification level) of a document. It is shown in figure 6.16.
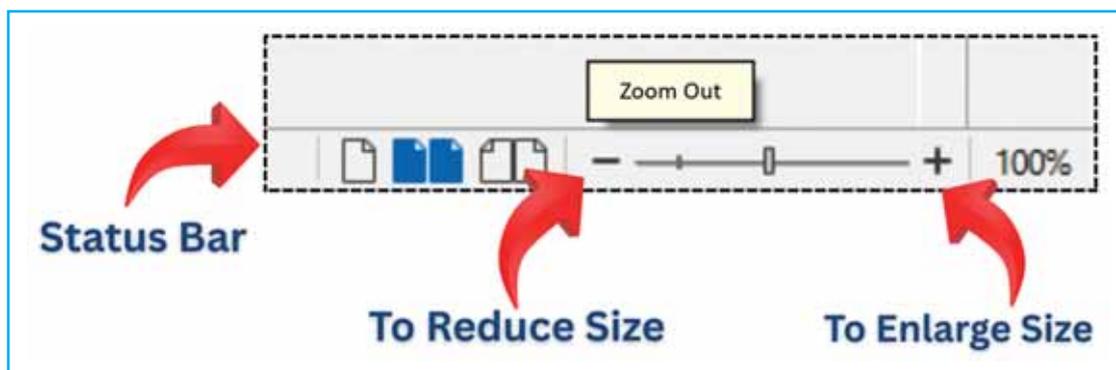

Figure 6.16 : Zoom Slider

- **View Options:** Choose from different viewing modes such as Normal, Web, or Full Screen to suit your task.

Page Preview and Print

Before printing, use the Page Preview option to see how document will look on paper. To see the print view, go to *File→Print Preview* or use shortcut **Ctrl + Shift + O**. To print the document on the connected printer, go to *File→Print* or use shortcut **Ctrl + P**.

Keyboard Shortcuts in Writer

Table 6.2 covers some keyboard shortcuts that can significantly enhance your document editing experience in Writer.

Sr. No.	Shortcut Key / Commands	Use of Command
1	Ctrl + N	Create a new document
2	Ctrl + O	Open an existing document
3	Ctrl + S	Save the current document
4	Ctrl + Shift + S	Save file with different name or at different location (Save As)
5	Ctrl + P	Print the current document
6	Ctrl + Z	Undo the last action
7	Ctrl + Y	Redo the last undone action
8	Ctrl + C	Copy selected text or object
9	Ctrl + V	Paste copied content at the cursor position
10	Ctrl + B	Apply or remove **bold** formatting to selected text

Table 6.2 : Useful Keyboard Shortcuts in Writer

For detailed information about the LibreOffice Writer, visit the official documentation at the following link: https://documentation.libreoffice.org/en/english-documentation/. From this webpage, you can download the LibreOffice Writer's Guide in PDF format.

Summary

In this chapter, we explored the fundamentals of word processing and the purpose of a word processor. We learned about the key characteristics that make word processors powerful tools for creating and editing documents. Different types of word processor software were discussed. The chapter introduced the LibreOffice Suite, with a special focus on LibreOffice Writer. The Writer's user-friendly interface and various components like the Menu Bar, Toolbars, Sidebar, and Status Bar are discussed. We also understood the use of important features such as rulers and document viewing options. During the chapter, tasks such as creating, saving, opening, and closing documents were explained in detail. We have also learned, how to use ready-made templates to simplify our document editing work. Finally, we covered how to navigate through a document effectively using different tools. In the upcoming chapter, we will thoroughly explore the tasks involved in document editing and formatting.

EXERCISE

1. What is a word processor, and how does it help in creating and editing documents efficiently?

2. List and describe at least four important characteristics of a word processor.

3. What are the different types of word processor software available, and how are they categorized?

4. What is LibreOffice Suite, and why is LibreOffice Writer very popular in educational institutions?

5. Briefly explain the various parts of the LibreOffice Writer main window. Briefly describe use of the Menu Bar, Toolbars, Sidebar and Status Bar.

6. What is the purpose of the rulers in LibreOffice Writer?

7. How can we minimize, maximize, and close a document in LibreOffice Writer?

8. Explain key steps involved in creating, saving and opening a document in LibreOffice Writer.

9. Explain the advantage of using pre-designed templates while working with a document.

10. What are the different ways to navigate through a long document in LibreOffice Writer?

11. **State whether true or false.**

    (1) LibreOffice Writer is a spreadsheet software used for performing calculations.

    (2) Word processors like LibreOffice Writer allow users to edit and format text easily.

(3) The Status Bar in LibreOffice Writer shows information like page number, word and character count.

(4) Minimize and Maximize buttons are used to control the size of the Writer window.

(5) The Writer application can be used to open only .ODT type of files.

12. Fill-in the blanks.

(1) A _____ is a software application from LibreOffice Suite used to create, edit, and format text documents.

(2) A _____ provides a ready-made layout that can be used to create similar types of documents based on pre-defined formatting.

(3) The _____ bar in LibreOffice Writer contains menus like File, Edit, View, Style, Format, Insert, etc.

(4) To open an existing document in LibreOffice Writer, we can use the _____ option from the File menu.

(5) The _____ shortcut key can be used to see the print preview of a document.

13. Multi-choice question. Choose the most correct answer.

(1) Which of the following is an example of a word processor?

(a) MS Paint   (b) LibreOffice Writer

(c) VLC Player   (d) Google Chrome

(2) What is the primary function of a word processor?

(a) Play audio files   (b) Create and edit text documents

(c) Design websites   (d) Browse the internet

(3) Which of the following is NOT a characteristic of a word processor?

(a) Spell check   (b) Text formatting   (c) Video editing   (d) Copy and paste

(4) LibreOffice Writer belongs to which category of software?

(a) Web browser   (b) Open-source office suite

(c) Image editor   (d) Database manager

(5) Which component of LibreOffice Writer displays page number, word count, and language settings?

(a) Sidebar   (b) Formatting Toolbar

(c) Status Bar   (d) Menu Bar

(6) What is the purpose of using a template in LibreOffice Writer?

    (a) To play music in background

    (b) To get a pre-formatted document layout

    (c) To increase font size

    (d) To convert the file into PDF

(7) Which option allows us to save a document with a different name or location in Writer?

    (a) Save   (b) Close   (c) Save As   (d) Export

(8) What does the Maximize button do in Libre Office Writer?

    (a) Closes the document   (b) Minimizes the window

    (c) Opens the help menu   (d) Enlarges the window to full screen

(9) Which of the following is used to move through the pages of a long document in Writer?

    (a) Title Bar   (b) Search Bar   (c) Status Bar   (d) Scroll Bar

(10) Which of the following shortcut can be used to open a Template window in Writer?

    (a) Ctrl+S   (b) Ctrl + Shift + N (c) Ctrl + P   (d) Ctrl + O

Laboratory Exercise

1. Create a document in LibreOffice Writer to maintain details related to your hobbies. Perform steps as mentioned below:

   - Make the heading "**My Hobbies**"on first page.

   - Write first paragraph about some of your hobbies.

   - Write a second paragraph about "My Favorite Hobby".

   - Use basic formatting: apply bold to the title, change font size and colour.

   - Save the document as **MyHobbies.odt** on the Desktop.

2. Create a document to maintain details about the courses which you are currently learning. Perform following steps:

   - Create a document and save it in your computer with the filename as "**MySubjects.odt**".

   - Write name of at-least five subjects in it.

   - Apply appropriate formatting on the details written by you.

   - Save and close your file.

3.   Open **MySubjects.odt** file from your computer, and perform following tasks:

●   Add one more paragraph with details about who is teaching which course.

●   Create a new document using **Save As** utility.

●   Save this new file as "**MySubjects-and-Teachers.odt**" file name in your computer.

4.   Create a new document to save details related to your School Magazine. Try to create more than 3 pages in this document to save details like Science Day Celebration, Annual Sports Day, Winners of the Dance Event.Perform following tasks:

●   Save your file with "**SchoolMagazine.odt**" filename.

●   Write School name and address on the first page of magazine.

●   On the second page, write details about yourself (Roll number, Name and Address).

●   On the next page, write a short paragraphs about various events.

●   Create a multi-page document with appropriate formatting.

5.   Create a document in Writer using built-in template. Perform following tasks.

●   Click *File→Templates→ManageTemplates*.

●   Choose a template such as "Resume" or "Business Letter".

●   Fill in the some sample details. You may consider to write a sample letter to your friend.

●   Save the document as "**MyLetter.odt**".

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