



## Working with a Document

### Introduction

In the previous chapter we learned the importance of a word processor and saw how to create a word document using LibreOffice Writer. In this chapter we will look into how to perform operations on the text used in the document. We will learn to perform operations like selecting a text, deleting a text, moving text from one place to another using operations like cut, copy and paste. We will also learn to undo and redo the changes made in the document. We will further work with attributes of fonts like size, style, color, effects and more. Lastly we will learn how to format a page, create headers and footers, and use bullets and numbering in the document.

### Operations on Text

With the help of word processors, we can produce, edit, and present information clearly and professionally. Text operations like selecting, deleting, cutting, copying, and pasting are crucial for effectively organizing and improving a document. These steps ensure that our material is correct, consistent, and well-structured. These operations also help us to save time and prevent duplication. In this section we will see how to perform all the said operations in a document.

### Selecting Text

Once a document is created we might need to make changes in it. The most basic operation to do changes in the document is to select a text that needs to be changed. There are multiple ways of selecting a desired text from a document. We can use a mouse, arrow keys on the keyboard to do the text selection. Depending on our need we can select a character, a word, a sentence or an entire document. The consecutively selected text content is usually referred to as a block. It is also possible to select multiple blocks across the document.

**Selecting a Character or Set of Characters:** To select a character or set of characters we first need to position the cursor to the left of the start character. This can be achieved by left clicking the mouse in front of the initial character. Once the cursor is at the desired position, keep the left mouse button pressed and drag the mouse until the last character of the text that we want to select and release the mouse button. The text on which this operation was performed will now be highlighted with orange colour. Figure 7.1 shows the selection of a set of characters.

**Selecting a Character or Set of Characters:** To select a character or set of characters we first need to position the cursor to the left of the start character. This can be achieved by left clicking the mouse in front of the initial character. Once the cursor is at the desired position, keep the left mouse button pressed and drag the mouse until the last character of the text that we want to select and release the mouse button. The text on which this operation was performed will now be highlighted with orange colour. Figure 8.1 shows the selection of a set of characters.

Figure 7.1 : Text Selection



Alternatively we may use the keyboard to select the text. Once the initial position of the text is selected, press Shift key, holding the Shift key down, use the right arrow keys to take the cursor to the last character of the text we want to select and release the Shift key.

The selection operation can be performed from both directions left or right. The above process will select the text from left to right. To select the text from right to left, we need to place the cursor at the end of the text to be selected and move towards the left side of text until we reach the initial text.

**Selecting a Word:** To select a word we may simply double click (click two times in quick succession) anywhere on the word. The word will immediately get highlighted. Alternatively we can position the cursor to the left or right side of the word and press Shift, Ctrl and Arrow Key (Left if at the beginning of word. Right if at the end of word) together.

**Selecting a Sentence:** To select a sentence we have to triple click (click three times in quick succession) on any of the words in the sentence. The sentence will immediately get highlighted.

**Selecting a Document:** To select the entire document from anywhere within the document we can press Ctrl and A keys together. The entire document will get highlighted.

It is also possible to select a partial document from the current cursor position. We can press the Shift, Ctrl and Home keys together to select the upper half of the document from a cursor position. To select the lower half press the Shift, Ctrl and End keys together.

**Selecting Multiple Non-consecutive Blocks:** LibreOffice Writer allows us to select text of multiple non-consecutive blocks also. The operation can be performed as follows:

1. Select the first block using any of the techniques mentioned earlier.
2. Press and hold the Ctrl key.
3. Select the next block.

If more blocks need to be selected, keep the Ctrl key pressed and go on selecting the desired blocks. Once all the desired blocks have been selected release the Ctrl key.

We can also use the keyboard to select multiple non-consecutive blocks. The operation can be performed as follows:

1. Select the first block using any of the techniques mentioned earlier.
2. Press Shift and F8 keys together.
3. Move to the desired second text block using arrow keys.
4. Select the next block.

If more blocks need to be selected, simply go to the next desired block and select it. Figure 7.2 shows the view of multiple text block selections.



**Selecting a Document:** To select the entire document from anywhere within the document we can press Ctrl and A keys together. The entire document will get highlighted.

It is also possible to select a partial document from the current cursor position. We can press the Shift, Ctrl and Home keys together to select the upper half of the document from a cursor position. To select the lower half press the Shift, Ctrl and End keys together.

**Selecting multiple non-consecutive blocks:** LibreOffice Writer allows us to select text of multiple non-consecutive blocks also. The operation can be performed as mentioned:

1. Select the first block using any of the techniques mentioned earlier.
2. Press and hold the Ctrl key.
3. Select the next block.

If more blocks need to be selected, keep the Ctrl key press and go on selecting the desired blocks. Once all the desired blocks have been selected release the Ctrl key.

We can also use the keyboard to select multiple non-consecutive blocks. The operation can be performed as mentioned:

Figure 7.2 : Multiple Text Block Selection

**Selecting Vertical Blocks:** LibreOffice Writer allows us to select vertical blocks of text. Such a selection might come handy when we want to select data in a columnar manner. The operation can be performed as follows:

1. Click on the *Edit* menu of the LibreOffice Writer window.
2. On the drop down menu move the mouse pointer on the *Selection Mode* option. This will further open other options. By default the *Standard* option would be selected.
3. Select the *Block Area* option.
4. Select the desired block using any of the techniques mentioned earlier.

We need to select the *Edit* → *Selection Mode* → *Standard* option again to switch back to our original selection mode. Figure 7.3 shows a sample of vertical block selection.

**Selecting vertical blocks:** LibreOffice Writer allows us to select vertical blocks of text. Such a selection might come handy when we want to select data in a columnar manner. The operation can be performed as mentioned:

1. Click on the Edit menu of the LibreOffice Writer window.
2. On the drop down menu move the mouse pointer on the *Selection Mode* option. This will further open other options. By default the *Standard* option would be selected.
3. Select the *Block Area* option.
4. Select the desired block using any of the techniques mentioned earlier.

Figure 7.3 : Vertical Block Selection

We can also use the keyboard to select vertical blocks. The operation can be performed as follows:



1. Press Shift, Alt and F8 keys together.
2. Move to the desired vertical block and select it using either mouse or arrow keys.

Press Shift, Alt and F8 keys again to switch back to the standard selection mode. Table 7.1 lists down all the shortcut keys (all the keys are required to be pressed together) that can be used to perform the selection operation.

Shortcut Keys	Description of the contents selected
Shift + ←	Selects a single character to the left of the current cursor position.
Shift + →	Selects a single character to the right of the current cursor position.
Shift + ↑	Selects all the contents to the left side of cursor position and all the right side contents of one line above till exactly the top of cursor position.
Shift + ↓	Selects all the contents to the right side of cursor position and all the left side contents of one line below till exactly the top of cursor position.
Shift + Ctrl + ←	Selects a word to the left of the current cursor position.
Shift + Ctrl + →	Selects a word to the right of the current cursor position.
Shift + Ctrl + ↑	Selects all the contents to the left side of cursor position and entire paragraph above.
Shift + Ctrl + ↓	Selects all the contents to the right side of cursor position and entire paragraph below.
Shift + Home	Selects all the contents to the left side of the cursor position till the beginning of the line.
Shift + End	Selects all the contents to the right side of the cursor position till the end of the line.
Shift + Ctrl + Home	Selects all the contents to the left side of the cursor position till the beginning of the document.
Shift + Ctrl + End	Selects all the contents to the right side of the cursor position till the end of the document.
Ctrl + A	Selects all contents of the document.

**Table 7.1 : Shortcut Keys for Selection Operation**

### Deleting Text

One of the ways of correcting the errors made in the document is to delete the contents. The simplest delete operation can be performed by placing the cursor on the rightmost side of the content to be deleted and pressing Backspace key. Using this method we can delete a single character or set of characters.

Alternatively it is possible to delete a text block horizontally or vertically using the Delete key. To perform this operation we need to first select the desired text block and simply press the Delete key. Table 7.2 lists down the shortcut keys that can be used to perform the delete operation.



Shortcut Keys	Action on the contents
Delete	Deletes the character to the right of the cursor position.
Backspace	Deletes the character to the left of the cursor position.
Ctrl + Delete	Deletes a word to the right of the cursor position.
Ctrl + Backspace	Deletes a word to the left of the cursor position.

Table 7.2 : Shortcut Keys for Delete Operation

## Cutting, Copying and Pasting Text

Many times we need to reorganize the content of the document. We might need to move a word, heading, paragraph or objects like image or table from one section of a document to another or may be to an entirely new document. The cut, copy and paste operations come in handy in such cases. Let us first understand what these operations do.

**Cut:** The cut operation moves the chosen object (text, image, table etc) from its original location to the clipboard. It is frequently used to move contents from one place to another. After the cut operation is performed the object selected will be removed from the document and will no longer be visible in its original position.

**Copy:** The copy action copies the objects and puts it on the clipboard, leaving the original object in place. This operation is helpful when we want to replicate an object across several places. After the copy operation is performed the original object remains intact and we get its duplicate at a new place.

**Paste:** The paste operation inserts the content from the clipboard at the current cursor location within a document. We can paste objects that we have either cut or copied. For example, after cutting or copying a paragraph, we can paste it into a different part of the same document or into another document altogether.

The operations of moving or copying an object can be done in multiple ways as follows:

**Using Shortcut Keys:** The simplest method to move or copy a selected text is to use the predefined keyboard shortcut keys. The steps are as follows:

1. Select the text (Consecutive, Non-consecutive or Vertical) to be moved or copied using the selection techniques learned earlier.
2. To cut the text, press Ctrl and X keys together or to copy the text, press Ctrl and C keys together.
3. Move the cursor to the location where the selected text is to be moved or copied.
4. Press Ctrl and V keys together.

**Using Icons:** Another method to move or copy a selected text is to use the icons shown in figure 7.4 on LibreOffice Writer Window.

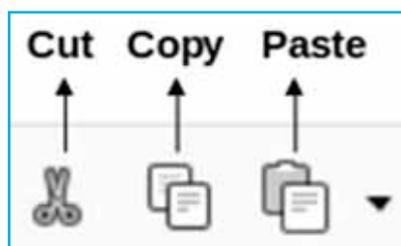


Figure 7.4 : Cut-Copy-Paste Icons



The steps to perform the operation are as follows:

1. Select the text (Consecutive, Non-consecutive or Vertical) to be moved or copied using the selection techniques learned earlier.
2. To move the text click on the cut icon (scissor) or to copy the text click on the copy icon (double notepad).
3. Move the cursor to the location where the selected text is to be moved or copied.
4. Click on the paste icon (writing pad support and notepad).

**Using a Menu:** To move or copy a selected text using the menu perform the steps follows:

1. Select the text (Consecutive, Non-consecutive or Vertical) to be moved or copied using the selection techniques learned earlier.
2. Click on the *Edit* menu of the LibreOffice Writer window.
3. From the drop down menu choose the *Cut* option to move the selected text or choose the *Copy* option to create a duplicate.
4. Move the cursor to the location where the selected text is to be moved or copied.
5. Click on the *Edit* menu of the LibreOffice Writer window once again. Choose the *Paste* option from the drop down menu.

**Using a Mouse:** To move or copy a selected text using the mouse perform the steps follows:

1. Select the text (Consecutive, Non-consecutive or Vertical) to be moved or copied using the selection techniques learned earlier.
2. Keep the mouse pointer anywhere on the selected text and right click the mouse button. This will open a context menu as shown in figure 7.5.
3. From the submenu choose the *Cut* option to move the selected text or choose the *Copy* option to create a duplicate.
4. Move the cursor to the location where the selected text is to be moved or copied.
5. Right click the mouse button and a context menu will appear again. Choose the *Paste* option from the context menu. Observe that the *Cut* and *Copy* options are not visible now.

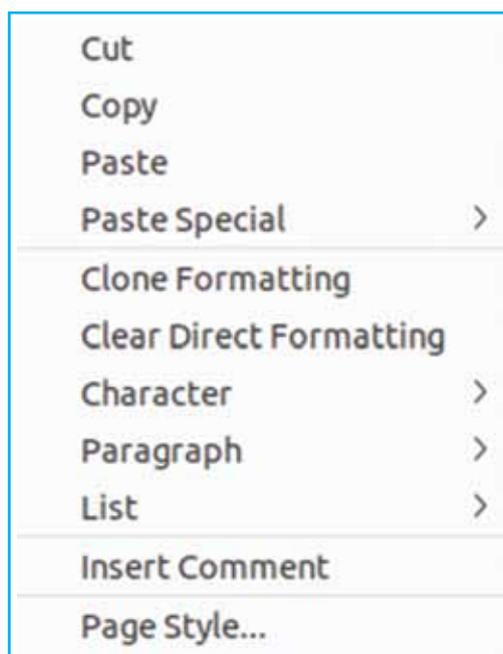


Figure 7.5 : Context menu after Text Selection

## Undo and Redo Changes

Errors often happen when working with a document, the undo and redo operations allow us to correct errors or go back to earlier versions of the document. The undo and redo operations can be done only while the document is open.

**Undo Operation:** To reverse the most recent modifications that have been done in the document we can use any of the methods as follows:

- Use keyboard shortcut Ctrl+Z (pressing Ctrl and Z key together).
- Click on the Undo button on the Standard toolbar as seen in figure 7.6.
- Go to the *Edit* menu and from drop down choose the *Undo* option.

LibreOffice Writer by default allows 100 undo operations in one session. This means that we can revert our document to any of the last 100 changes we have made. To see a list of every change that can be undone, click the tiny triangle to the right of the Undo button seen in figure 7.6. We may select multiple changes together and undo them all at once.

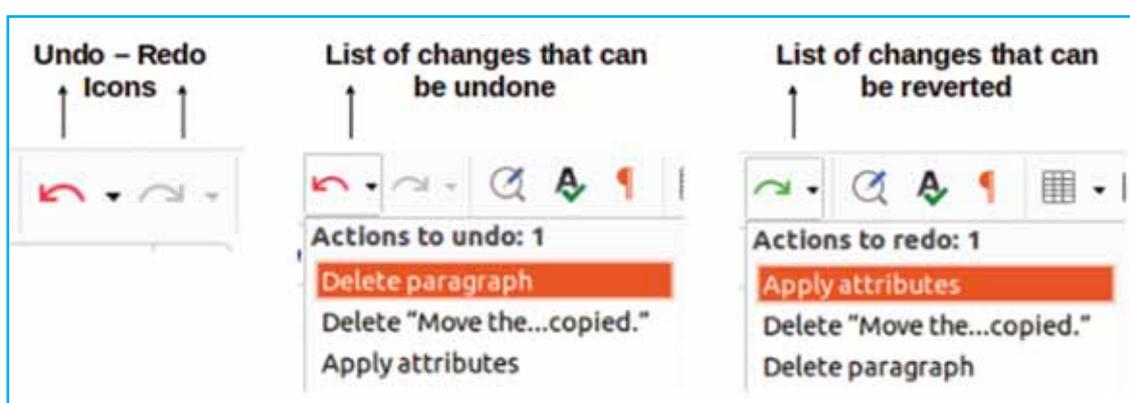


Figure 7.6 : Use of Undo and Redo Operation

**Redo Operation:** The changes can be reversed once they have been applied using the methods follows:

- Use keyboard shortcut Ctrl+Y (pressing Ctrl and Y key together).
- Click on the Redo button on the Standard toolbar as seen in figure 7.6.
- Go to the *Edit* menu and from drop down choose the *Redo* option.

Just like with Undo to obtain a list of the changes that can be made, click on the triangle to the right of the Redo icon seen in figure 7.6.

## Finding the Text within a Document

At times we need to look for a particular text within the document. One of the options is to look into the entire document by making use of scroll bar, arrow, PgUp or PgDn keys. This method of searching needs the user to be alert. To ensure that we are finding correct text we can directly use the *Find* option from the *Edit* menu.

Assume that we want to find the text “Document” within our chapter. Then we need to open the file and perform operations as follows:

1. Click on the *Edit* menu of the LibreOffice Writer window.
2. In the drop down menu click on the *Find...* option. This will further open a Find bar as shown in figure 7.7 above the task bar window.



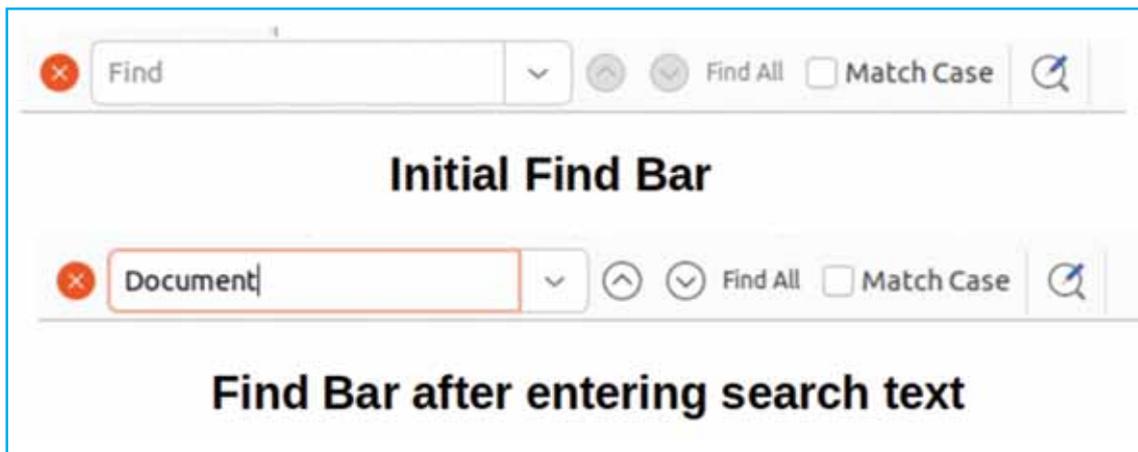


Figure 7.7 : Find Bar

3. Type the word “Document” in the text box, this will enable the up and down arrows along with the *Find All* option.
4. Click on the up or down arrow or the *Find All* option and the word “document” in the file will be highlighted as shown in figure 7.8.

If we click on the up or down arrow the LibreOffice Writer will start searching the file, from the current cursor position and will move the cursor to the first matching place where it finds the text and highlights it. In this case, we have clicked on the *Find All* option, hence all the occurrences are highlighted. The find operation can also be performed using the shortcut key Ctrl + F.

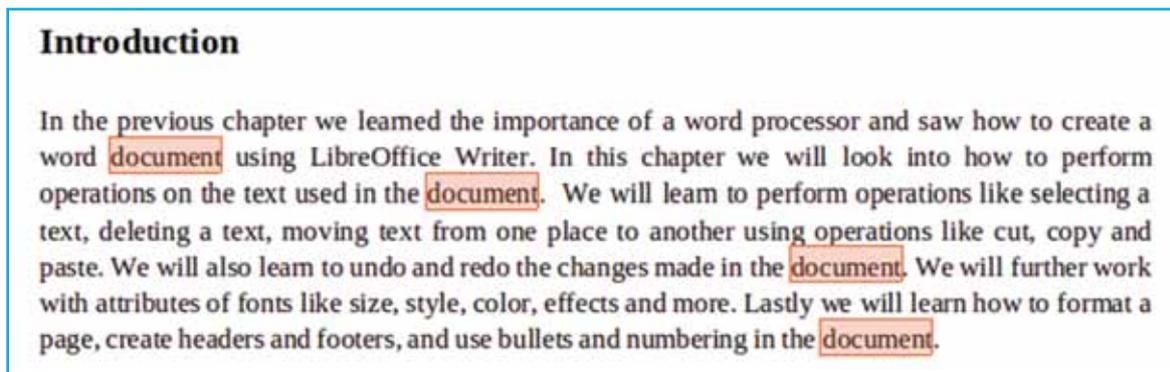


Figure 7.8 : Finding All Occurrence of Word “Document”

Observe that even though the text to be searched was “Document” we can see the word “document” as highlighted. This happens as LibreOffice Writer by default ignores the letter cases. If we want an exact match of the text being searched then we need to select the check box in front of the *Match Case* option visible in figure 7.7.

## Finding and Replacing the Text

The *Find..* option allows us to search for occurrences of a text or a phrase within a document. We at times would like to replace every occurrence of a text or phrase in a document. The *Find and Replace...* option of the *Edit* menu allows us to find as well as replace desired or all occurrences of the text or phrase.

For examples, to find all the occurrences of the word “document” and replace it with word “file” perform the steps follows:

1. Click on the *Edit* menu of the LibreOffice Writer window.
2. In the drop down menu click on the *Find and Replace...* option. This will open a Find and Replace dialog box as shown in figure 7.9.
3. Type “document” in the text box having label *Find:*, now all the buttons under the text box with label *Replace:* will be enabled.
4. Ensure that the check box in front of the *Whole words only* option is checked, this will search for the text as a complete entity. For example when we try to find “port”, the word “port” within the word “important” will not be highlighted.
5. Type “file” in the text box having label *Replace:*,
6. Click on the *Replace* button we will find the first instance of the matching word in the document replaced with “file” and then the next matching word in highlight mode.
7. Repeat step 6 till all the replacements are completed. A red circle with white minus sign will be visible if all the instances have been replaced. Alternatively we can click on the *Replace All* button to replace all instances together.

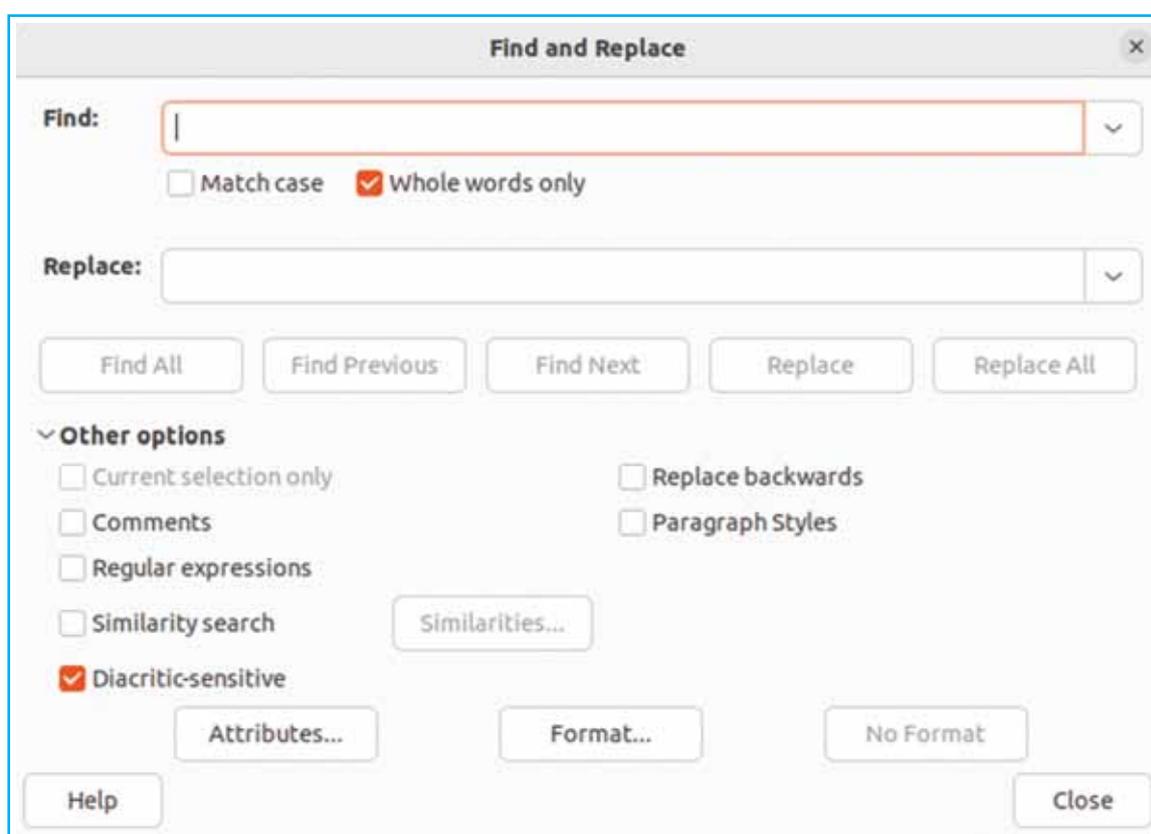


Figure 7.9 : Find and Replace Dialog Box

One needs to be cautious when using the *Replace All* option as at times words not needed to be changed may get replaced. The find and replace operation can also be performed using the shortcut key Ctrl + H or by clicking on the  button on the standard toolbar.

### Using Wildcard Characters

We can also use some special character sequences known as wildcard characters to find words that have similar patterns. To ignore any single character we can use a dot “.”, for example, if we type

expression .at, we can find different three lettered words that end with “at” irrespective of the first letter like cat, bat, sat and mat if they are present in the document. The square brackets [ ] can be used to find text that includes the character at the specified position in the bracket. For example, the expression [cs]at will find words like cat and sat but it will not find the word bat or mat.

We can use [a-z] to specify a character range. For example, [k-n]ill will find words like kill, lill, mill and nill if they occur in the document. To omit a letter from a search we can use a caret (^) sign. For example, [^b]at will find words like cat, sat, mat but not bat. If a wildcard character is part of the text to be searched, type a backslash (\) before the character. For example, to find the text 99.00, we can use the regular expression 99\.00 (Note that “.” is considered as a wildcard character). To use wildcards and regular expressions when searching perform the steps follows:

1. In the *Find and Replace* dialog box shown in figure 7.9 under the label *Other options*, select the check box in front of the *Regular expressions* label.
2. Type the search text, including the wildcards, in the *Find:* text box, add a text in *Replace:* text box if it needs to be changed.
3. Click on *Find All*, *Find Previous* or *Find Next* button as required. In case we want to change the text then click on *Replace* or *Replace All* button.

## Using Spelling Checker

Observe that when we create a document in LibreOffice Writer at times we get a curvy red line under a few words. This denotes that there is some spelling error in the text that we have typed. LibreOffice Writer matches each word we type in the document with the words in its default dictionary. It treats a word as misspelled if it is not part of its dictionary. LibreOffice Writer will automatically check for spelling mistakes as we type unless we disable this option. To disable the automatic spelling checking we need to go to *Tools* → *Automatic Spell Checking* option and click on it. Alternatively, we can press Shift + F7 keys to enable or disable it.

To manually check the spellings within the document go to *Tools* → *Automatic Spelling...* option or

press F7 key or click on the spelling checker icon  on the toolbar. A *Spelling* dialog box as shown in figure 7.10 will appear.

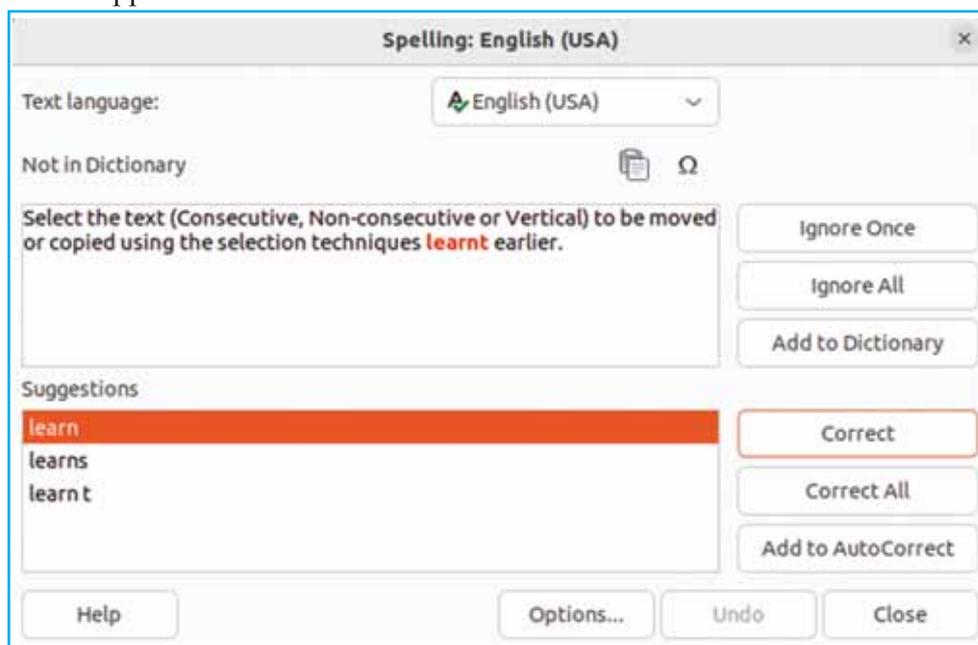


Figure 7.10 : Spelling Dialog Box

LibreOffice Writer will then start comparing each word in the document with the words in its dictionary. It will stop at each curly red line and display possible reasons for the error along with the suggestions as can be seen in the figure 7.10.

We can take multiple actions here, if the word is spelled correctly as per our requirement. For example, if it is our name then we can click on the *Ignore Once* or *Ignore All* (in case of multiple occurrences) button. Alternatively we can also add it to the LibreOffice Writer dictionary by clicking on *Add to Dictionary* button. If the word is spelled incorrectly, we can choose any one suggested spellings under the *Suggestions* list and click on the *Correct* or *Correct All* button. We will be able to continue to correct other spellings until we click on the *Close* button.

To fix individual spelling errors quickly, right click on the underlined incorrect word, a short cut menu similar to the one shown in the figure 7.11 will be displayed. The menu consists of possible correct spellings as well as a list of some actions.

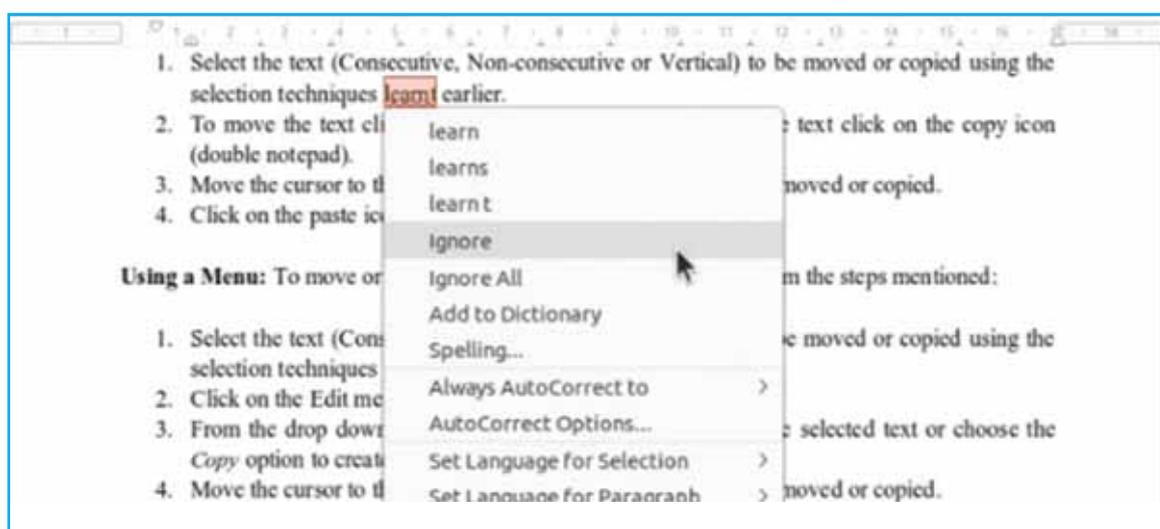


Figure 7.11 : Spelling Context Menu

Select the most suitable option and the curly red underline will be removed as the error will be corrected. Note that the contents of the menu shown in figure 7.11 will change as per the word selected.

## Synonyms and Thesaurus

Synonyms provide different ways to express the same idea, while a thesaurus is a reference resource that lists a word's synonyms and sometimes its antonyms. Both these features are very useful when we want to improve the vocabulary used in the document. To replace a word with its synonym perform the steps follows:

1. Select the word whose alternative meaning is to be obtained.
2. Right click on it, from the context menu select Synonyms option.
3. An additional submenu of alternative words will be displayed click on a word by which we want the selected text to be replaced.

This will replace the highlighted word with the new selected word. In step 3 we can also select the *Thesaurus...* option, it will give us a more extensive list of alternative words. Alternatively we can select *Tools* → *Thesaurus...* option.

## Working with Font and its Attributes

We usually create a document to present our thoughts in a proper way like a chapter, an essay or may be a report. All the mentioned documents require formatting of a certain kind. We might need to use headings, tables of contents, and emphasis techniques like bold or italics type.

When we create documents in LibreOffice Writer, we can control how our text looks. Just like choosing different clothes for different occasions, we can choose different fonts to make our writing more interesting, easier to read, or more professional. Font attributes are the different characteristics that we can change about our text, such as its size, style, color, and special effects.

Fonts can be considered as the personality of our text. A fancy script font might be perfect for a creative story, while a clean, simple font works better for a school report. Learning to work with font attributes will help us create documents that not only contain great content but also look professional and engaging.

## Formatting Tool Bar

The Formatting Toolbar in LibreOffice Writer is usually located just below the standard tool bar. It contains all the tools we need to change how our text looks. The toolbar contains several important sections: font selection, font size, and formatting buttons. We will get drop down menus for choosing fonts and sizes, as well as buttons with symbols like **B** for bold, *I* for italics, and U for underline. Figure 7.12 shows the options of formatting toolbar.

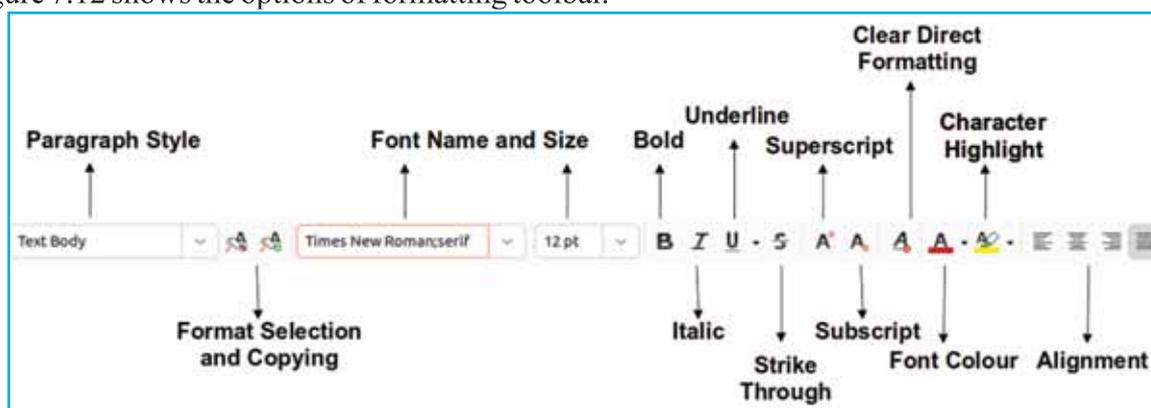


Figure 7.12 : Components of Formatting Toolbar

## Changing Font Styles

Font style refers to the actual design of the letters themselves. LibreOffice Writer comes with many built-in fonts. Some fonts are sans-serif fonts, which have clean, straight edges, while others are serif fonts, which have small decorative lines at the ends of letters. When choosing fonts, we need to consider the audience and purpose. Academic papers or books often require specific font styles like Times New Roman or Arial. Creative projects might look good with decorative fonts. To change font style perform the steps follows:

1. Select a character or entire text whose font style is to be modified.
2. Click on the drop down arrow next to the font style box in the Formatting Toolbar, a drop down menu will appear.
3. Select the desired font style.

The font style of the text will now change as per the selection that we did. Note that if we change the font style from an empty cursor position, then all the characters from that cursor position will be typed with the updated font style.

## Changing Font Size

Font size determines how big or small your text appears on the page. In LibreOffice Writer, font sizes are measured in points, with larger numbers creating bigger text. A typical document uses a 12-point font for body text, which is comfortable to read without being too large or too small. For headings and titles, we may choose larger sizes like 16, 18, or even 24 points. For footnotes or small details, we can use 8 or 10 points. Different fonts can look different even at the same size, so always check how our text looks after making changes. To change font size perform the steps follows:

1. Select a character or entire text whose font size is to be modified.
2. Click on the drop down arrow next to the font size box in the Formatting Toolbar, a drop down menu with numbers will appear.
3. Select the desired font size, or simply type in the exact size that we want.

The text will now change as per the selection that we did. If we change the font size from an empty cursor position, then all the characters from that cursor position will be typed with the updated font size.

## Adding Colour to Text

Colour can make our text more engaging and help organize information, but it should be used thoughtfully. When using colour, make sure that the text remains easy to read. Dark colours like black, dark blue, or dark green work well on white backgrounds. Bright colours can be used for headings or special emphasis. To change text colour perform the steps follows:

1. Select a character or entire text whose colour is to be modified.
2. Click on the colour button in the Formatting Toolbar (Letter “A” with a coloured bar underneath it). The colour of the bar indicates the current colour being used. If we want to use a different colour, click on the drop down arrow next to the colour button. This will open a colour palette as shown in figure 7.13. We can select any basic colour or use a custom colour .



Figure 7.13 : Colour Palette

We can also highlight a character or text with colour similar to applying a font colour. We need to select a character or entire text that is to be highlighted and click on the character highlight button in the Formatting Toolbar (Letter “A” with a chalk and coloured bar underneath it).

## Making Text Bold, Italics or Underlined

Bold, italics, and underline are the three most common text formatting options. The bold text draws attention and is perfect for headings, important points, or key terms. Italic text is often used for emphasis, book titles, or foreign words. Underlined text can also highlight important information. These formatting options can be combined, so that we can have a text that is both bold and italic, or bold and underlined or bold, italic and underlined.



To apply these formats, select a character or the text and click on the appropriate button in the Formatting Toolbar as shown in figure 7.12. The bold button looks like a **B**, the italics button looks like an *I*, and the underline button looks like a U. We can use different types of underlines like single, double, bold, dashed and others. We can also use keyboard shortcuts Ctrl + B, Ctrl + I or Ctrl + U to apply the bold, italics and underline effect on a character or a text.

## Working with Font Effects

LibreOffice Writer offers several special font effects that can add visual impact to our documents. These effects include options like strikethrough, superscript, subscript, and shadow effects. While these are not used as frequently as the bold or italics, they can be very useful in some specific situations.

Strikethrough text has a line through the middle and is useful for showing deleted or changed information. Superscript (**A<sup>B</sup>** button) makes text smaller and raises it above the normal line. Subscript (**A<sub>B</sub>** button) makes the text smaller and lowers it below the normal line. It is mostly used in mathematical expressions, footnote numbers, or chemical formulas.

To apply these effects and the ones discussed so far, we can use the menu and select the *Format* → *Character...* option, which will open a *Character* dialog box as shown in figure 7.14.

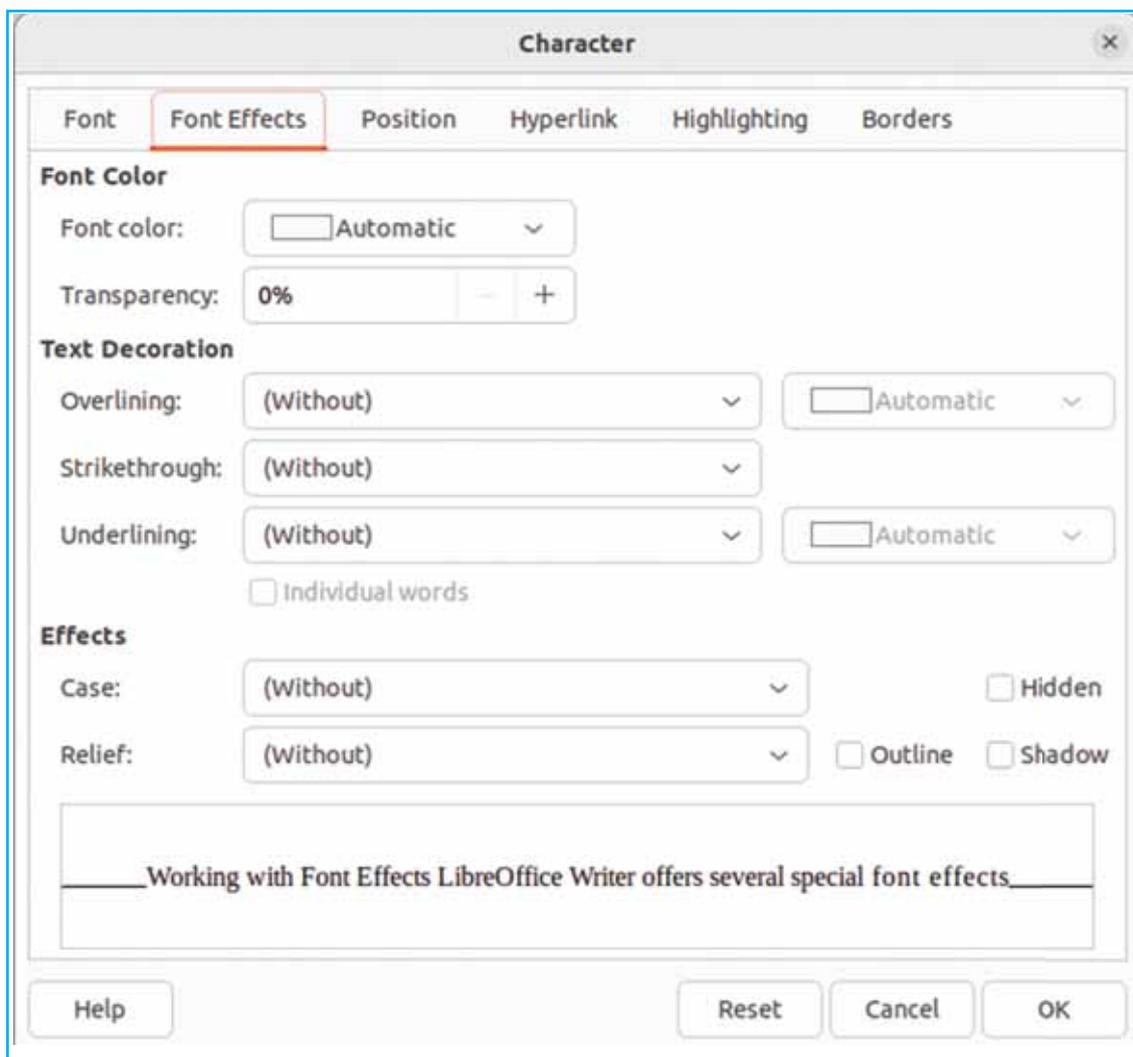


Figure 7.14 : Character Dialog Box

As can be seen in the Character dialog box, we have different tabs like Font, Font Effects, Position, Hyperlink, Highlighting and Borders. Currently the *Font Effects* tab is selected. It has many formatting options than what are visible on the formatting toolbar. Try some of these effects when you work on a document. All the above operations can also be performed using the *Format* → *Text* option. Table 7.3 lists some commonly used shortcuts for formatting a character or text.

Shortcut Keys	Action on the contents
Ctrl + B	Apply or remove bold formatting
Ctrl + I	Apply or remove <i>italic</i> formatting
Ctrl + U	Apply or remove underline formatting
Ctrl + D	Apply or remove double underline formatting
Ctrl + Shift + P	Apply superscript formatting
Ctrl + Shift + B	Apply subscript formatting
Ctrl + ]	Increase font size
Ctrl + [	Decrease font size
Ctrl + Shift + K	APPLY SMALL CAPITAL FORMATTING

**Table 7.3 : Shortcut Keys for Formatting Text**

## Aligning the Text

Text alignment is one of the most basic formatting used in LibreOffice Writer. It allows us to position our text in different ways on the page. It is one of the important aspects of page formatting. LibreOffice Writer provides four alignment options : left, right, center and justified that can be accessed through the Formatting Toolbar.

By default, the document is left aligned, where the text lines up along the left margin. It creates a straight left edge while the right edge remains uneven. Right alignment moves the text to the right margin, its effect is exactly opposite of the left alignment. It creates a straight right edge while the left edge remains uneven. The center alignment places text in the middle of the page. It is a good option for titles or headings. Finally, the justify alignment makes both the left and right edges of the text perfectly straight by adding white spaces between words.

To change alignment, select the text whose alignment is to be modified and click on desired alignment buttons in the Formatting Toolbar shown in figure 7.12. It is also possible to align the text using keyboard shortcuts; we can use Ctrl+L for left, Ctrl+E for center, Ctrl+R for right, and Ctrl+J for justify.

## Changing the Case of Selected Text

It is possible to change the case of the text that we have typed in the document. To change the case of text perform the steps follows:



1. Select the text whose case is to be changed.
2. From the menu select *Format* → *Text* option, a submenu with many text formatting options will open.
3. From the second half of the menu select the desired case option.

We are presented with various options for changing the case. The UPPERCASE option converts all the characters of selected text to upper case characters. The lowercase option converts all the characters to lower case. The Cycle Case or Capitalize Each Word options convert the first character of each word of a sentence into upper case. The Sentence case option converts the first character of the first word and the first character of any proper noun to upper case. The tOGGLE cASE option will convert all upper case characters in a selected text to lower case and vice versa. The Small capitals option allows us to emphasize a sentence. For example, THIS SENTENCE IS AN EXAMPLE OF SMALL CAPITALS CASE.

## Page Formatting

In LibreOffice Writer, when we open a blank document we see a blank white area for entering our text. This page has particular dimensions, margins, orientation, and other features that affect the look of our finished document. Understanding page formatting is crucial for creating professional looking documents. Page formatting affects not just how the document looks on screen, but also how it appears when printed or shared electronically. In this section we will have a look at different aspects of page formatting.

### Page Layout

The basic elements that make up a page layout are size, orientation and margins.

**Page size:** The page size determines the overall dimensions of the document. The most common page sizes used are Letter (21.59 by 27.94 cm), A4 (21.00 by 29.70 cm), or Legal (21.59 by 35.56 cm).

**Page orientation:** It refers to how the page is positioned. We have two orientations, portrait and landscape that we can use. The portrait document is taller than it is wide; while the landscape document is wider than it is tall. Most documents use portrait orientation because it is easier to read text in this format.

**Margins:** The blank areas surrounding the borders of the page content are known as margins. The margins prevent text from being truncated during printing, they also offer space for hole punching or binding.

### Using the Formatting Toolbar for Page Setup

The Formatting Toolbar in LibreOffice Writer provides quick access to several page formatting options. One of the most useful features is the zoom control. It can be accessed through the Status bar area. It allows us to change how large or small our document will appear on the screen. While the actual size of our document does not change when printed, it helps us to analyze how our page formatting looks at different viewing levels. We can zoom in to work on details or zoom out to see how the overall page layout appears. Figure 7.15 shows a sample view of the Writer screen when zoom level is set to 152%.

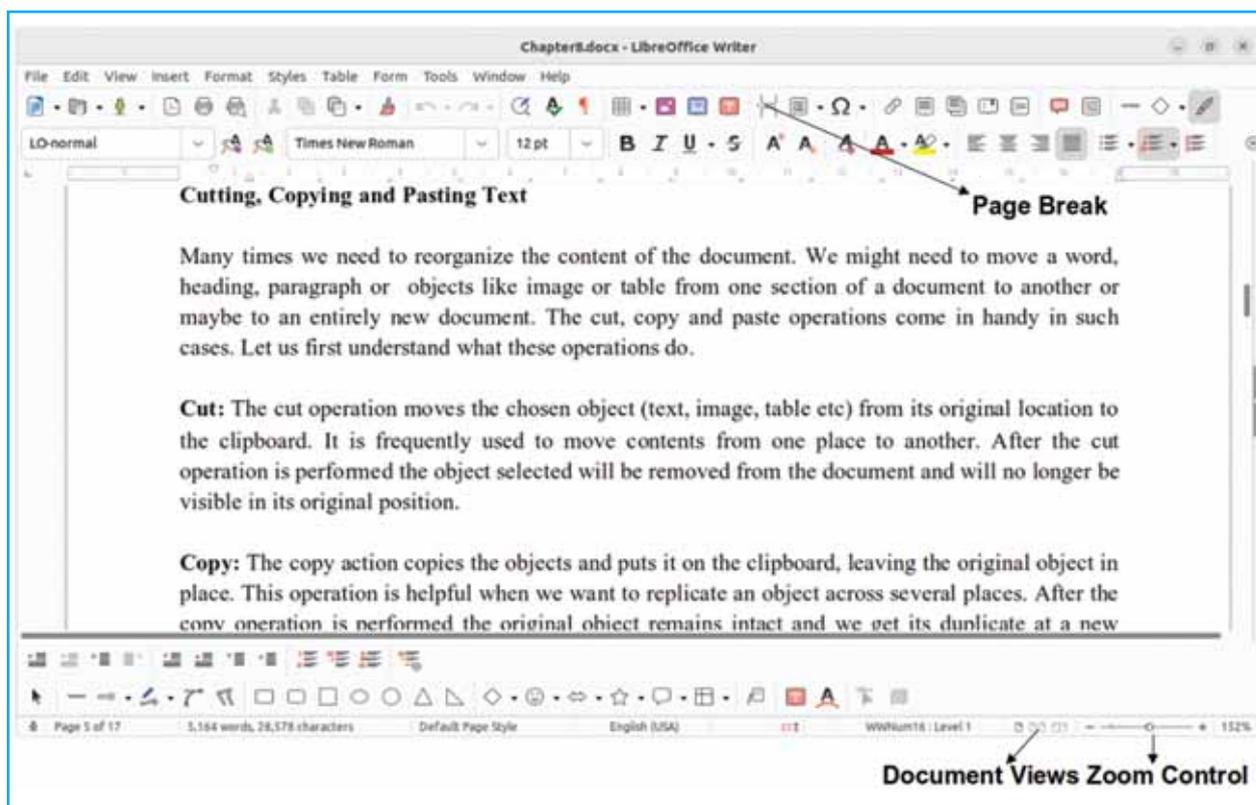


Figure 7.15 : Effect of Using Zoom Control

The status bar also provides us an option of using different views like single page, multiple page or book view to work with. The standard toolbar provides access to the page break button (the shortcut key for which is Ctrl + Enter). This button is very useful and allows us to control exactly where one page ends and another begins.

## Page Size and Other Settings

Choosing the correct page size is essential to ensure that our document is printed correctly. LibreOffice Writer provides numerous predefined page sizes, it also allows us to create a custom sized document if needed. To set paper size we need to use the *Format* → *Page Style...* option. When we click on the *Page Style...* option we get a dialog box as shown in figure 7.16.

Observe that in figure 7.16 the *Page* tab is currently selected, using this tab we can select the Paper format, orientation, margins, paper source and gutter position. Here we can see that the paper format A4 is selected, we can change it by clicking on the drop down arrow button. The orientation here is portrait. Changing orientation from portrait to landscape can be useful for specific types of content. Landscape orientation works well for wide tables, charts, timelines, or documents that need to display information horizontally. Note that it is also possible to set different orientations for different sections of the same document.



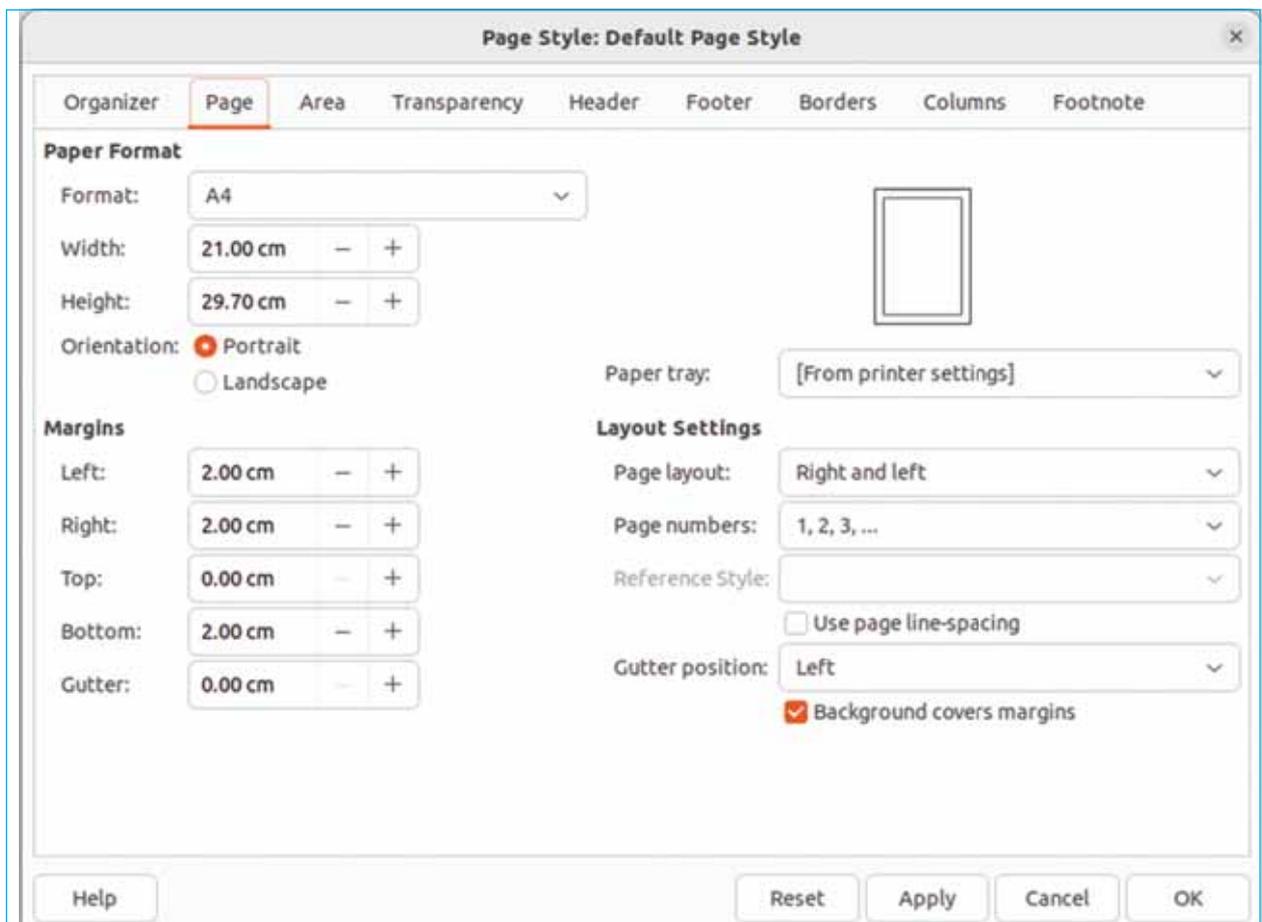


Figure 7.16 : Page Style Dialog Box

When setting margins, we have options like top, bottom, left, and right margins. Most documents use one inch margins on all sides. Here we have used different margins. A gutter margin is an extra margin added to a page layout. It is specifically added on the side where the document is to be bound. The margin settings may affect how much text fits on each page. Smaller margins mean more text per page while larger margins create more white space and may require more pages to contain the same amount of content.

The page style dialog box also allows us to set margins for header and footer. One of the important tabs here is the *Columns* tab. It allows our document to be converted into a set of columns. Figure 7.17 shows a two columnar look of our chapter.



Figure 7.17 : Two Columnar Look of the Chapter

## Page Breaks and Section Formatting

Automatic page breaks happen naturally when our text reaches the bottom margin of a page. However, sometimes we need to force a page break at a specific location, such as starting a new chapter on a fresh page. The normal page breaks can be added at any cursor position by pressing **Ctrl + Enter** key.

LibreOffice Writer allows us to add more advanced page breaks known as section breaks. These page breaks allow us to change the formatting settings of different parts of the document. For example, we might want most of the document in portrait orientation but need one section in landscape orientation for a wide table. Section breaks make this possible by treating different parts of the document as separate formatting zones. To apply section breaks from the menu select *Insert* → *More Breaks* → *Manual Break...* option, this will open a dialog box as shown in figure 7.18.

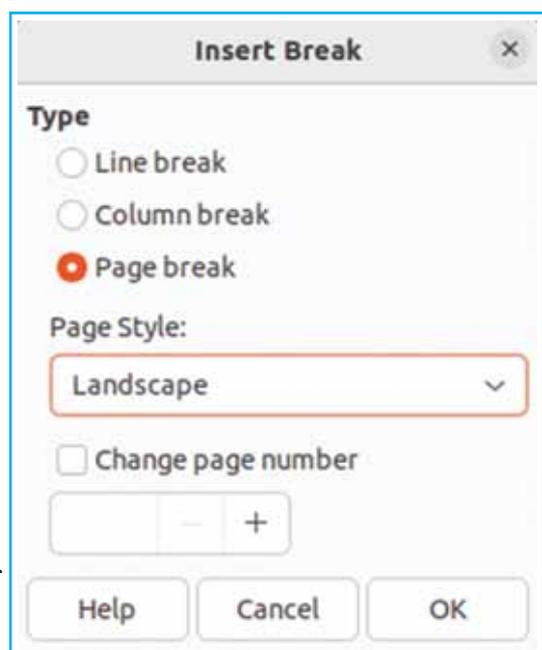


Figure 7.18 : Insert Break Dialog Box

To convert the section break to landscape orientation, select *Page break* under the *Type* label and under *Page Style:* label select *Landscape* option and click on *OK* button. This will make the orientation of the new page as landscape. Explore other options when working with documents.

## Headers, Footers and Page Numbers

Headers and footers are special areas at the top and bottom of each page. It can contain information like page numbers, document titles, author name, date or any other relevant information required.

The header and footers become particularly important when we have a long document.

To add headers and footers, go to the menu and select *Insert* → *Header and Footer* option. It will allow us to add a header or a footer. Move the mouse pointer on the *Header* option and choose *Default Page Style*, our cursor will move to the header portion of the page, we can type directly into these areas and format the text just like regular document text. Footers can be added in a similar manner. The header and footer once added will automatically appear on every page of the document.

Page number is one of the most common elements that is added to the headers or footers. LibreOffice Writer can automatically number the pages. We can use different numbering formats like regular numbers (1, 2, 3, 4), roman numerals (i, ii, iii, iv), or letters (a, b, c, d). We can also align the page numbers to the left, center, or right side of the header or footer. LibreOffice Writer allows us to create different headers and footers for first pages, odd pages, and even pages. To add page number put the cursor in the header or footer section and then from the menu select the *Insert* → *Page Number* option.

## Bullets and Numbering

LibreOffice Writer makes it easy to organize text using bullets and numbered lists. Bullets are small dots, squares, or symbols that appear before each item in a list. Bullets are usually used when the order of items does not matter. For example, we can list our favorite hobbies using bullets.

Numbered lists show a specific order or sequence, using numbers like 1, 2, 3 or letters like A, B, C. The numbered list is used when we are writing step-by-step instructions, ranking our favorite books, or showing the order of events. LibreOffice Writer automatically continues the numbers as we go on adding new items. We can also create multi level lists, where the main topics use numbers and subtopics use letters or different bullet styles.

To create a bulleted or numbered list, click on the desired button in the formatting toolbar. We can change the bullet shape or number format by clicking on the drop down arrow and selecting the desired shape or number format. Figure 7.19 shows the combined view of both bullets and numbering.

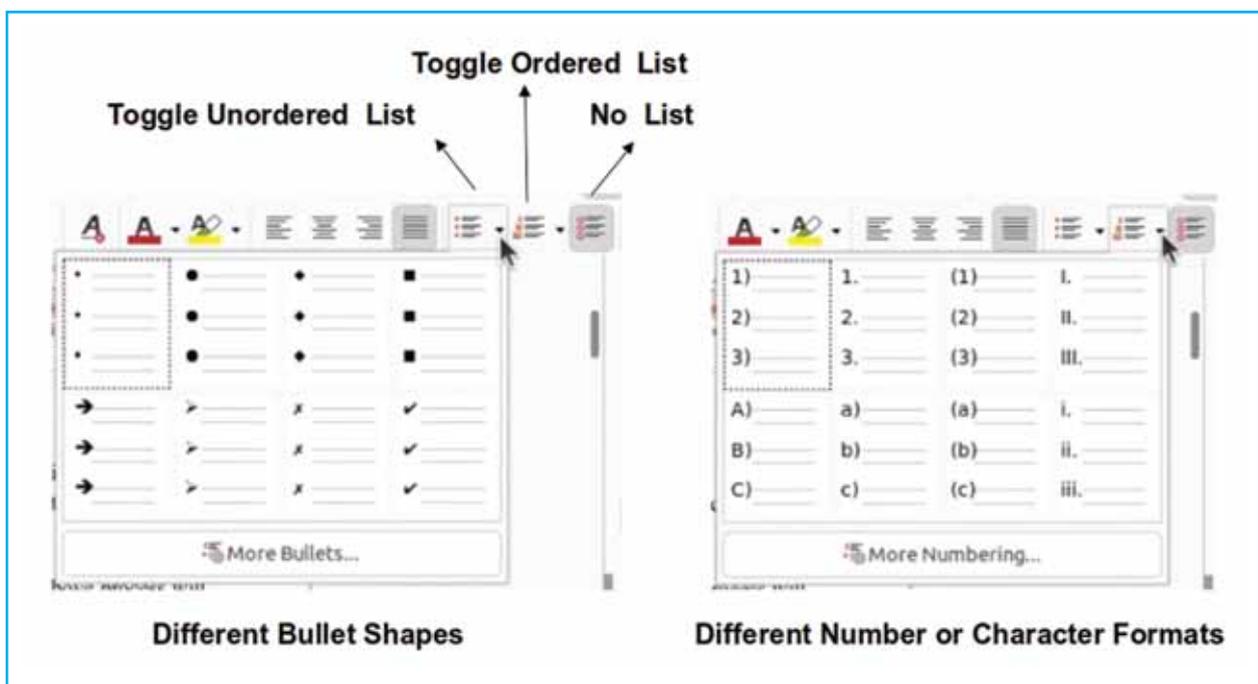


Figure 7.19 : Bullets and Numbering Formats

We can also use the menu and choose *Format* → *Bullets and Numbering...* option to access more bullet styles. It is also possible to customize the bullets by choosing different shapes, colors, or even using pictures as bullet points.

We are now ready to create a professional looking document with the features that we have learned in this chapter. There are many more features of formatting that can be looked into but are out of scope of this chapter.

## Summary

In this chapter we learned how to edit and format a document. We saw how to select consecutive or non-consecutive blocks of text. Further we looked at the mechanism of how to perform operations like delete, cut, copy and paste using shortcut keys as well as standard toolbar. We saw how the changes in the document can be reverted using undo and redo operations. Further we looked at the mechanism available to find as well as find and replace a word or a phrase. Then we worked with font and its attributes like, type, size, colour, highlight, effects like bold, italics, underline and text alignment. Finally we learned different page formatting techniques that could be used to make our document more readable and presentable like setting page size, orientation, page breaks, adding header and footer, creating bulleted or numbered text.

## EXERCISE

1. What is the purpose of text selection? Write the steps used to select a non-consecutive text.
2. Write the steps used to select a vertical block in LibreOffice Writer.
3. Discuss different ways in which text can be deleted from the document.
4. What is the difference between Cut and Copy operation of the text?
5. Write the steps used to move a paragraph from one place to another in a document.
6. Explain the use of Undo and Redo features.
7. Write the steps used to search a text from the document.
8. Explain how incorrect spellings can be corrected.
9. What is the significance of header and footer?
10. What is the significance of ordered and unordered lists?
11. **State whether true or false.**
  - (1) LibreOffice Writer does not permit us to select vertical blocks of text in a document.
  - (2) LibreOffice Writer permits us to cut a selected text from one document and paste it into another document.
  - (3) The Small capitals option converts all the characters of the selected text to lower case.
  - (4) An incorrect spelling in LibreOffice Writer is indicated by a curvy green line under the word.
  - (5) Bullets are used when we need to show some kind of sequential information.



## 12. Fill-in the blanks.

- (1) The \_\_\_\_\_ shortcut key is used to select the contents of the entire document.
- (2) A sentence can be selected by clicking \_\_\_\_\_ on any of the sentence contents.
- (3) The \_\_\_\_\_ feature of the Edit menu is used to find and replace a word or phrase in a document.
- (4) The \_\_\_\_\_ wildcard character is used to ignore a character when finding text in a document.
- (5) The \_\_\_\_\_ operation makes text smaller and raises it above the normal line.

## 13. Multi-choice questions. Choose the most correct answer.

- (1) Which of the following techniques is used to select a word in LibreOffice Writer?  
(a) Single click (b) Double Click  
(c) Triple Click (d) Right click
- (2) Which of the following is a shortcut key for Undo operation?  
(a) Ctrl + X (b) Ctrl + Y (c) Ctrl + Z (d) Ctrl + R
- (3) Which of the following is a shortcut key to increase the font size?  
(a) Ctrl + Shift + P (b) Ctrl + Shift + B (c) Ctrl + ] (d) Ctrl + [
- (4) Which of the following features allows the spellings to be corrected automatically?  
(a) Autocomplete (b) Autocorrect (c) Autotex (d) Autofill
- (5) Which of the following wildcard characters is used to omit a letter from a search?  
(a) # (b) : (c) ^ (d) \$
- (6) Which of the following is usually the default page setting in LibreOffice Writer?  
(a) Legal (b) A4 (c) Letter (d) A3
- (7) In which of the following orientations a document is wider than it is tall?  
(a) Portrait (b) Landscape (c) Window (d) Block
- (8) Which of the following shortcut keys is used to center align the text?  
(a) Ctrl + L (b) Ctrl + E (c) Ctrl + R (d) Ctrl + J
- (9) Which of the following is a margin added to a page layout specifically on the side where the document is to be bound?  
(a) Left (b) Right (c) Bottom (d) Gutter
- (10) Which of the following is usually used when the order of items does not matter?  
(a) Alignment (b) Unordered Bullets  
(c) Ordered Bullets (d) Images



## Laboratory Exercise

1. Create a document with name MyDreamVacation and perform the given operations:
  - (a) Type two paragraphs (five sentences each) about your dream vacation destination.
  - (b) Select the second paragraph and cut it using Ctrl+X.
  - (c) Paste it at the beginning of the document using Ctrl+V
  - (d) Copy the name of your destination and paste it five more times in the document.
  - (e) Use Undo (Ctrl+Z) to remove two of the pasted destination names.
  - (f) Use Redo (Ctrl+Y) to bring back one of them.
  - (g) Practice selecting different portions of text using click-and-drag and double-clicking on words.
  - (h) Save the document.
2. Create a document with name MyStory and perform the given operations:
  - (a) Type the given text with some errors in the spelling: “Arun sat on the mat. He was very hapy. Ramesh and Arun liked to play with the baskt bal.”
  - (b) Continue and create a ten sentence story from the above paragraph.
  - (c) Use Find (Ctrl+F) to locate the words “arun” and “run” in your document.
  - (d) Use Find and Replace (Ctrl+H) to replace all instances of “Arun” with “Akash”
  - (e) Run Spell Check (F7) to find and correct all the misspelled words.
  - (f) Add two more sentences with errors to your story and repeat the spell check process.
  - (g) Save the document.
3. Create a document with name MyFavMovie and perform the given operations:
  - (a) Write a short review of four or five sentences pertaining to your favorite movie.
  - (b) Make the movie title Bold and increase its font size to 18.
  - (c) Change the font style of the entire review to Arial Black or Calibri. (You may choose any other font style if the two mentioned are not visible)
  - (d) Add rating (out of 5 stars) to your review. Make it Bold and Italic.
  - (e) Underline all the actor names mentioned in your review. Use different underline formats.
  - (f) Change the colour of positive words like “amazing”, “great”, “fantastic” and others to green.
  - (g) Change the colour of all negative words to red.
  - (h) Apply a shadow effect to the movie title.
4. Perform the given operations for document created in exercise 3:
  - (a) Change the page orientation to Landscape.
  - (b) Set all margins to 2 cm.



- (c) Change the paper size to Legal.
  - (d) Switch back to Portrait orientation and adjust your content accordingly.
  - (e) Experiment with different margin settings and observe the changes.
  - (f) Set the final margins to 0.75 inches on all sides and save the document.
  - (g) Insert a header that contains: “Student Name - Movie Review” (use your actual name)
  - (h) Center align the header text and make it bold.
  - (i) Insert a footer with page numbers on the right side.
5. Create a document with name MyActivities and perform the given operations:
- (a) Make a numbered list of five main activities you would do for example 1. Wake up, 2. Eat breakfast, etc.
  - (b) Under activity number two (Eat breakfast), create a bulleted sub-list of three dishes you would like to eat.
  - (c) Under activity number four, create another bulleted sub-list of items you would need as per the activity defined.
  - (d) Change the bullet style to squares instead of dots.
  - (e) Create a numbered list using Roman numerals (I, II, III) for your top 3 favorite subjects.
  - (f) Add a bulleted list of reasons why each subject is your favorite.
  - (g) Experiment with different numbering formats (A, B, C or a, b, c).
  - (h) Save the document.

