

# Spoken Tutorial

## LibreOffice Writer - Introduction

**Script and Narration by  
DesiCrew Solutions Pvt.Ltd.**

**Talk to a Teacher Project**

**<http://spoken-tutorial.org>**

**National Mission on Education through ICT**

**<http://www.sakshat.ac.in>**

**28 Sep 2011**



desicrew



Talk To A Teacher



# Learning Objectives



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# Learning Objectives

## 1. Introduction to Writer



# Learning Objectives

1. **Introduction to Writer**
2. **Various tool bars in Writer**



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# Learning Objectives

1. Introduction to Writer
2. Various tool bars in Writer
3. Open a new document



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# Learning Objectives

1. Introduction to Writer
2. Various tool bars in Writer
3. Open a new document
4. Open an existing document



# Learning Objectives

1. Introduction to Writer
2. Various tool bars in Writer
3. Open a new document
4. Open an existing document
5. Save a document



# Learning Objectives

1. Introduction to Writer
2. Various tool bars in Writer
3. Open a new document
4. Open an existing document
5. Save a document
6. Close a document





# What is LibreOffice Writer?



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# What is LibreOffice Writer?

**LibreOffice is**

- ▶ **the word processor component of the LibreOffice Suite**



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# What is LibreOffice Writer?

**LibreOffice is**

- ▶ **the word processor component of the LibreOffice Suite**
- ▶ **the equivalent of Microsoft Word in Microsoft Office Suite**



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# What is LibreOffice Writer?

**LibreOffice is**

- ▶ **a free and open source software**



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# What is LibreOffice Writer?

## LibreOffice is

- ▶ a free and open source software
- ▶ can be shared, modified and distributed without any restrictions



# What is LibreOffice Writer?

## LibreOffice is

- ▶ a free and open source software
- ▶ can be shared, modified and distributed without any restrictions
- ▶ Since it is free to share, it can be shared without needing to pay any license fees.



# OS and versions



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# OS and versions

To get started with LibreOffice suite  
you can use:

- Microsoft Windows 2000





# OS and versions

To get started with LibreOffice suite you can use:

- ▶ Microsoft Windows 2000
- ▶ Higher versions like Windows XP or Windows 7



# OS and versions

To get started with LibreOffice suite you can use:

- ▶ Microsoft Windows 2000
- ▶ Higher versions like Windows XP or Windows 7
- ▶ GNU/Linux



# OS and versions

Here we are using:

- ▶ **Ubuntu Linux 10.04**



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# OS and versions

Here we are using:

- ▶ **Ubuntu Linux 10.04**
- ▶ **LibreOffice Suite version 3.3.4**



# Installation

- ▶ LibreOffice Suite can be installed by using Synaptic Package Manager.



# Installation

- ▶ LibreOffice Suite can be installed by using Synaptic Package Manager.
- ▶ For more information on Synaptic Package Manager, please refer to the Ubuntu Linux Tutorials.



# Installation

**Download LibreOffice Suite by following the instructions on this website.**

► [www.libreoffice.org](http://www.libreoffice.org)



# Summary





# Summary

## 1. Introduction to Writer



# Summary

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2. Various tool bars in Writer



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# Comprehensive Assignment



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# Comprehensive Assignment

- ▶ 1. Open a new document in Writer.





# Comprehensive Assignment

- ▶ 1. Open a new document in Writer.
- ▶ 2. Save it under the name **practice.odt**.



# Comprehensive Assignment

- ▶ 1. Open a new document in Writer.
- ▶ 2. Save it under the name **practice.odt**.
- ▶ 3. Write the text **This is my first assignment.**



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# Comprehensive Assignment

- ▶ 1. Open a new document in Writer.
- ▶ 2. Save it under the name **practice.odt**.
- ▶ 3. Write the text **This is my first assignment**.
- ▶ 4. **Save the file.**



# Comprehensive Assignment

- 5. Underline the text.



# Comprehensive Assignment

- ▶ 5. Underline the text.
- ▶ 6. Increase the font size to 16.



# Comprehensive Assignment

- ▶ 5. Underline the text.
- ▶ 6. Increase the font size to 16.
- ▶ 7. Close the file.



# About the Spoken Tutorial Project



# About the Spoken Tutorial Project

- ▶ Watch the video available at [http://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](http://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ It summarises the Spoken Tutorial project





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- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



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# Spoken Tutorial Workshops

## The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to [contact@spoken-tutorial.org](mailto:contact@spoken-tutorial.org)



# Acknowledgements

- ▶ Spoken Tutorial Project is a part of the Talk to a Teacher project
- ▶ It is supported by the National Mission on Education through ICT, MHRD, Government of India
- ▶ More information on this Mission is available at

<http://spoken-tutorial.org/NMEICT-Intro>



# About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ **[www.desicrew.in](http://www.desicrew.in)**
- ▶ Thanks for joining

