Class4-Computer

Chapter 2 More on word processing(Explanation)

What is word processor?

Word processor is a software used for typing, editing, formatting and printing the text.

What is libreoffice writer?

Libreoffice writer is a word processing software available free of cost.

Features-

- ➢ Used for correcting typing errors.
- ➢ Inserting tables, pictures, bullets and numbering.
- ➢ Saving the document.

Screen Components of writer:

Title bar- Located at the top of the window and shows the file name.

Menu bar-consist of list of menus available in writer. Eg-File, edit, view etc.

Toolbars-toolbars can be moved to different locations or made to float or can be docked. Eg-Standard toolbar, formatting toolbar, status bar

Entering the text-

Typing the text in writer is easy and the text automatically wraps itself as the insertion point reaches at the end of the right margin.

Paragraph- A paragraph is a portion of Text typed continuously without pressing the enter key. When you press enter key the insertion point jumps to the new line and a new paragraph will start.

Editing the text-

Editing means making changes in the text which includes deleting, copying,moving ,replacing text etc

Selecting the text-To perform any operations on the text you need to select the text. For selecting the text bring the mouse pointer to the starting of the line, hold down the left mouse button and drag the mouse till the portion you want to select.

Moving the text- moving text means to shift the text from one place to another. Cut and paste options are used for moving the text.

Copying the text-copying text means to create a duplicate of the text. Copy and paste options are used for this.

Undo the action-undo means to revert back the previous changes done. Undo option is present in edit menu or Ctrl + Z is the shortcut key.

Redo the last action-redo command revert back the changes done by using the undo command. Redo option is present in edit menu. Ctrl + Y is the shortcut key.
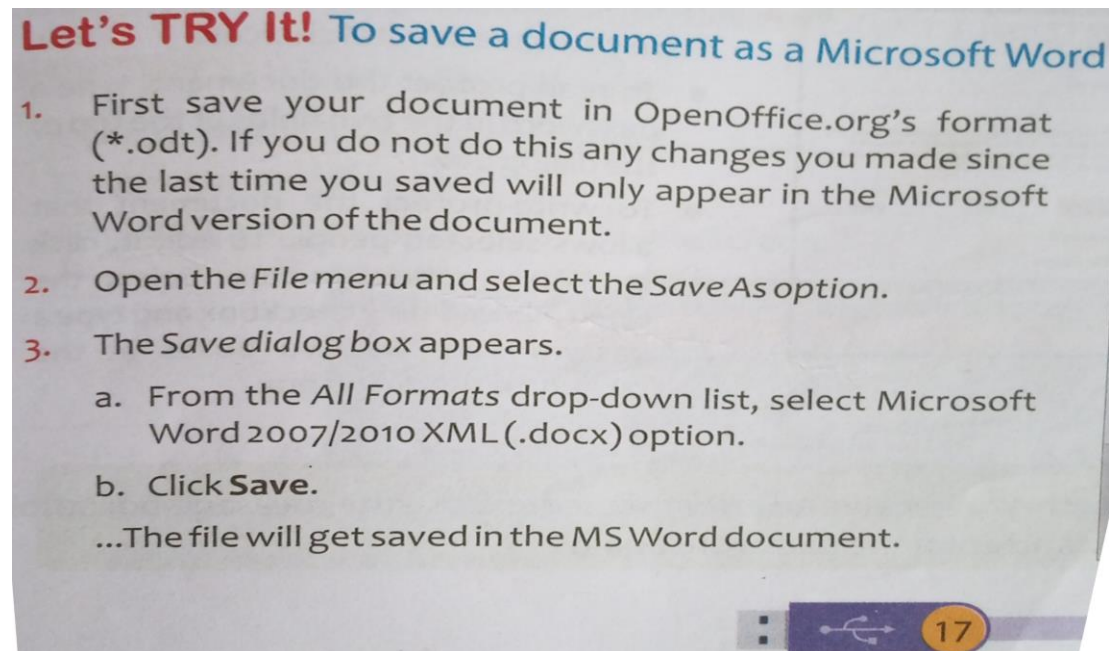
File operations-

After doing a lot of work, you can now save your document and do other file operations such as opening in printing of files etc.

Saving a file-saving a file means storing it permanently on the desk with a name. Save option is present in the file menu.Ctrl + S is the shortcut key.

Saving as a Microsoft Word document-

You may need to share your documents with other people who do not use libreoffice writer but use Microsoft word instead libreoffice writer can read and write Word files. Following are the steps to save a document as Microsoft Word file.

Let's TRY It! To save a document as a Microsoft Word

1. First save your document in OpenOffice.org's format (*.odt). If you do not do this any changes you made since the last time you saved will only appear in the Microsoft Word version of the document.

2. Open the *File menu* and select the *Save As option.*

3. The *Save dialog box* appears.

   a. From the *All Formats* drop-down list, select Microsoft Word 2007/2010 XML (.docx) option.

   b. Click **Save.**

   ...The file will get saved in the MS Word document.

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Saving a document automatically-

You can choose to have writer save your document automatically at regular intervals.

Following are the steps to do so-

Let's TRY It! To Set up Automatic File

1. Select **Tools** → **Options** → **Load/Save** → **General**.

2. Click on **Save AutoRecovery information every.** This enables the box to set the interval. The default value is 15 minutes. Enter the value you want by typing it or by pressing the up or down arrow keys.

Password protection-

Write a providers to levels of document protection:

Read protect- file cannot be viewed without a password.

Write protect- file can be viewed in read only mode but cannot be changed without a password.

Opening a saved file-you can open a file which is already saved in your computer by using file menu snd open option. Ctrl + O is the shortcut key.

Creating new file-you can also create a new file by using file menu and new option. Ctrl + N is the shortcut key.

Printing the file-you can print the file you have created by clicking on file menu print option. to print a v a printer must be attached to your computer. Ctrl + P is the shortcut key.

Exiting from writer-to exit from libreoffice writer you can click on file menu and exit option. Ctrl + Q is the shortcut key.

NOTE:- Question/Answers and exercises will be given in next file.

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