Introduction to Writer

Spoken Tutorial Project
National Mission on Education through ICT
http://spoken-tutorial.org

Tutorial by
DesiCrew Solutions Pvt. Ltd.
Video Production by
Spoken Tutorial Team, IIT Bombay

10 September 2014

Learning Objectives

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1. **Introduction to Writer**

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1. **Introduction to Writer**

2. **Various tool bars in Writer**

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3. **Open a new document**

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3. **Open a new document**

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5. **Save a document**

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5. **Save a document**

6. **Close a document**

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What is LibreOffice Writer?

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LibreOffice is

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

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

- **the equivalent of Microsoft Word in Microsoft Office Suite**

What is LibreOffice Writer?

LibreOffice is

- **a free and open source software**

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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To get started with LibreOffice suite you can use:

- **Microsoft Windows 2000**

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To get started with LibreOffice suite you can use:

- **Microsoft Windows 2000**

- **Higher versions like Windows XP or Windows 7**

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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:

- **GNU/Linux**

OS and versions

Here we are using:

- ▶ **GNU/Linux**
- ▶ **LibreOffice Suite version 3.3.4**

Installation

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

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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**

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Comprehensive Assignment

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.**

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

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- Watch the video available at
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- It summarises the Spoken Tutorial project

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- ▶ **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**

Acknowledgements

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- **More information on this Mission is available at http://spoken-tutorial.org /NMEICT-Intro**

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About the contributor

- **This tutorial has been contributed by DesiCrew Solutions Pvt.Ltd.**

- **www.desicrew.in**

- **Thanks for joining**