

Typing text and basic formatting

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

Tutorial by
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Video Production by
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Learning Objectives



Learning Objectives

1. **Aligning Text.**



Learning Objectives

1. **Aligning Text.**
2. **Bullets and Numbering.**



Learning Objectives

1. **Aligning Text.**
2. **Bullets and Numbering.**
3. **Cut, Copy and Paste.**



Learning Objectives

1. **Aligning Text.**
2. **Bullets and Numbering.**
3. **Cut, Copy and Paste.**
4. **Bold, Underline and Italics.**



Learning Objectives

1. **Aligning Text.**
2. **Bullets and Numbering.**
3. **Cut, Copy and Paste.**
4. **Bold, Underline and Italics.**
5. **Font name, Font size, Font color.**



OS and versions



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Here we are using:

- ▶ **GNU/Linux.**



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Here we are using:

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



Summary



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Comprehensive Assignment



Comprehensive Assignment

- ▶ 1. **Activate bullets and numbering.**



Comprehensive Assignment

- ▶ 1. **Activate bullets and numbering.**
- ▶ 2. **Choose a style and write few points.**



Comprehensive Assignment

- ▶ 1. Activate bullets and numbering.
- ▶ 2. Choose a style and write few points.
- ▶ 3. Select some text and change its font name to **Free Sans** and the font size to **16**.



Comprehensive Assignment

- ▶ 4. Make the text **Italics**.



Comprehensive Assignment

- ▶ 4. Make the text **Italics**.
- ▶ 5. Change the font color to **red**.



About the Spoken Tutorial Project



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- ▶ If you do not have good bandwidth, you can download and watch it



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



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- ▶ 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
- ▶ Thanks for joining

