Spoken Tutorial LibreOffice Draw Insert Text in Drawings

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
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Learning Objectives

1. **Work with text in drawings**

Learning Objectives

1. **Work with text in drawings**
2. **Format text in drawings**

Learning Objectives

1. **Work with text in drawings**
2. **Format text in drawings**
3. **Work with text boxes**

- **Set indents, space and align text**

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Learning Objectives

- **Set indents, space and align text**
- **Add text to Lines and Arrows**

Learning Objectives

- **Set indents, space and align text**
- **Add text to Lines and Arrows**
- **Place text within Callouts**

Insert Text

Text can be added in two ways:

- **It can be directly inserted into a drawn object**

Insert Text

Text can be added in two ways:

- **It can be directly inserted into a drawn object**
- **including on lines and arrows**

Insert Text

Text can be added in two ways:

- **It can be directly inserted into a drawn object**
- **including on lines and arrows**
- **It can be inserted into a text box as an independent Draw object**

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OS and Versions

- **Ubuntu Linux version 10.04**

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OS and Versions

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

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Format Text

- Character - that is change font styles and give special effects to fonts.

Format Text

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- **Paragraph - that is align text, set indents or spacing and set tab positions.**

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- **You can access these dialog boxes either:**

Format Text

- ▶ **Character - that is change font styles and give special effects to fonts.**
- ▶ **Paragraph - that is align text, set indents or spacing and set tab positions.**
- ▶ **You can access these dialog boxes either:**
  - ▶ **from the Context menu or**

Format Text

- **Character** - that is change font styles and give special effects to fonts.
- **Paragraph** - that is align text, set indents or spacing and set tab positions.
- **You can access these dialog boxes either:**
  - from the Context menu or
  - from the Main menu

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Assignment I

- ▶ **Draw a square.**
- ▶ **Insert the text "This is a square. A square has four equal sides and four equal angles. Each angle in a square is ninety degrees. The square is a quadrilateral."**

Assignment II

- Format this text using the options in the Text dialog box.

- Apply the font, size, style and alignment options to the text.

Callouts

What are Callouts?

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Callouts

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- **point to an object or a location in the Draw page**

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What are Callouts?

- **They are special text boxes that call your attention to or**

- **point to an object or a location in the Draw page**

- **Most comic books, for example, have text placed inside Callouts**

Summary

1. **Work with text in drawings**

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1. **Work with text in drawings**
2. **Format text in drawings**
3. **Work with text boxes**

Summary

- **Indenting, spacing and aligning text**

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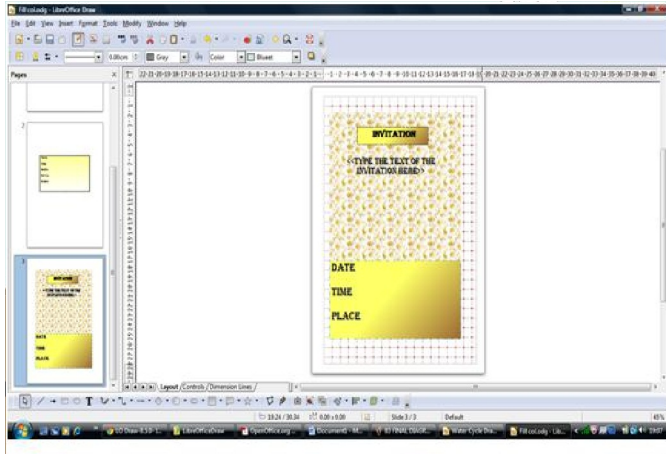- **Adding text to Lines and Arrows**

Summary

- **Indenting, spacing and aligning text**
- **Adding text to Lines and Arrows**
- **Placing text within Callouts**
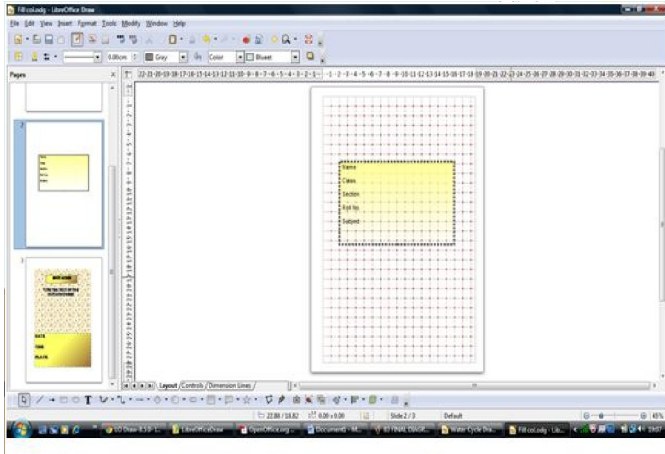
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Comprehensive Assignment

Comprehensive Assignment

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About the Spoken Tutorial Project

- **Watch the video available at http://spoken-tutorial.org /What_is_a_Spoken_Tutorial**

- **It summarises 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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Acknowledgements

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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**

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