

Spoken Tutorial LibreOffice Draw Common Edit and Print Functions

**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



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Learning Objectives

1. Set margins for the Draw page



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Learning Objectives

1. Set margins for the Draw page
2. Insert page numbers, date, and time



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Learning Objectives

1. Set margins for the Draw page
2. Insert page numbers, date, and time
3. Undo and Redo actions



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Learning Objectives

1. Set margins for the Draw page
2. Insert page numbers, date, and time
3. Undo and Redo actions
4. Rename a page



Learning Objectives

1. Set margins for the Draw page
2. Insert page numbers, date, and time
3. Undo and Redo actions
4. Rename a page
5. Print a page



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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**



Page Margins

- ▶ Page Margins determine the space within which the objects will be placed inside a page.



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Page Margins

- ▶ Page Margins determine the space within which the objects will be placed inside a page.
- ▶ For example, we may need to print the drawing and file it.



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Page Margins

- ▶ Margins ensure that there is adequate space on the sides,



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Page Margins

- ▶ Margins ensure that there is adequate space on the sides,
- ▶ so that part of the figure is not cut or hidden when we print it.



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Short Cut Keys

- ▶ Press the **CTRL** and **Z** keys together to undo an action.



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Short Cut Keys

- ▶ Press the **CTRL** and **Z** keys together to undo an action.
- ▶ Press the **CTRL** and **Y** keys together to redo an action.



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Assignment 1

- ▶ **Change the Authors name and save it.**
- ▶ **Now add two more arrows to the page.**
- ▶ **Insert a page number and date on page two.**
- ▶ **Now Undo and Redo the last five actions.**



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Assignment II

- ▶ Check if the Undo and Redo options undo all the actions or
- ▶ if some actions cannot be undone.



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Printing Options

To know about the settings under **General** and **Options** tabs,

- ▶ Please see the tutorial on **Viewing** and printing **Documents**



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Printing Options

To know about the settings under **General** and **Options** tabs,

- ▶ Please see the tutorial on **Viewing and printing Documents**
- ▶ in the **LibreOffice Writer series.**



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Summary



Summary

- ▶ Set margins for the Draw page



Summary

- ▶ Set margins for the Draw page
- ▶ Insert page numbers, date, and time



Summary

- ▶ Set margins for the Draw page
- ▶ Insert page numbers, date, and time
- ▶ Undo and Redo actions



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Summary

- ▶ Set margins for the Draw page
- ▶ Insert page numbers, date, and time
- ▶ Undo and Redo actions
- ▶ **Rename a page**



Summary

- ▶ Set margins for the Draw page
- ▶ Insert page numbers, date, and time
- ▶ Undo and Redo actions
- ▶ Rename a page
- ▶ **Print a page**



Comprehensive Assignment



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Comprehensive Assignment I

- ▶ **Insert two more pages**
- ▶ **Set different margins for each page and**
- ▶ **print the label and the invitation**
- ▶ **that you created in the previous tutorial**



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Comprehensive Assignment II

- ▶ **Insert the field Page count in each of these pages**
- ▶ **and observe what happens**



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About the Spoken Tutorial Project



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



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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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- ▶ **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>



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About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ www.desicrew.in
- ▶ Thanks for joining

