

# 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



# Learning Objectives

## 1. Set margins for the Draw page



# Learning Objectives

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



# Learning Objectives

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



# 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**



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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
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.



# 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 I

- ▶ **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.**



# Summary



# Summary

- Set margins for the Draw page



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# 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**



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# 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



# About the Spoken Tutorial Project



# About the Spoken Tutorial Project

- ▶ Watch the video available at [http://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](http://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ It summarises the Spoken Tutorial project



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- ▶ It summarises the Spoken Tutorial project
- ▶ 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](mailto: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](http://www.desicrew.in)**
- ▶ Thanks for joining



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