

# Spoken Tutorial

## LibreOffice Writer - Printing and Viewing documents

**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. Viewing Documents



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# Learning Objectives

1. **Viewing Documents**
2. **Printing Documents**



# OS and versions



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# OS and versions

Here we are using:

- ▶ **Ubuntu Linux 10.04**



# OS and versions

Here we are using:

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



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# Viewing options





# Viewing options

**There are two widely used viewing options**

- ▶ **Print Layout**



# Viewing options

**There are two widely used viewing options**

- ▶ **Print Layout**
- ▶ **Web Layout**



# Layouts

- ▶ **Print Layout displays how the document will look when printed**



# Layouts

- ▶ **Print Layout** displays how the document will look when printed
- ▶ **Web Layout** displays the document as seen in a Web browser



# Layouts

- ▶ **Print Layout displays how the document will look when printed**
- ▶ **Web Layout displays the document as seen in a Web browser**
- ▶ **This is useful when you want to**



# Layouts

- ▶ **Print Layout** displays how the document will look when printed
- ▶ **Web Layout** displays the document as seen in a Web browser
- ▶ This is useful when you want to
  - ▶ **Create HTML documents**



# Layouts

- ▶ **Print Layout** displays how the document will look when printed
- ▶ **Web Layout** displays the document as seen in a Web browser
- ▶ **This is useful when you want to**
  - ▶ Create HTML documents
  - ▶ **View the document in full screen mode for editing them**



# Summary





# Summary

## 1. Viewing Documents



# Summary

1. **Viewing Documents**
2. **Printing Documents**



# Comprehensive Assignment



# Comprehensive Assignment

- ▶ 1. Write the text **This is LibreOffice Writer in Writer.**



# Comprehensive Assignment

- ▶ 1. Write the text **This is LibreOffice Writer** in Writer.
- ▶ 2. Use the **Full Screen** option to get a full screen view of the document.



# Comprehensive Assignment

- ▶ 3. Use the zoom option to have an **Optimal** as well as **Variable** view of the document.



# Comprehensive Assignment

- ▶ 3. Use the zoom option to have an **Optimal** as well as **Variable** view of the document.
- ▶ 4. Set the variable value as **50%** and then view the document.



# Comprehensive Assignment

- ▶ 5. Have a **Page preview** of the document.





# Comprehensive Assignment

- ▶ 5. Have a **Page preview** of the document.
- ▶ 6. **Print two copies of the document with borders on the page.**



# 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



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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](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

