NIELIT Gorakhpur

Course Name : CCC/O Level Date : 17/04/20	Topic: Word Processor (Printing,Editing & Formatting)
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Printing Document

Printing Document is used to prepare a hard copy of a document, It includes to print individual pages, ranges of pages, or a selection of a document Choose File > Print from the Menu bar or press Ctrl+P.



PDF file and Saving a Document as PDF file

PDF (Portable Document Format) is a file format designed to present documents consistently across multiple devices and platform s. It was developed by Adobe 1992. It became one of the most widely used formats for saving and exchanging documents.

To save a document as a PDF in LibreOffice Writer

Click on File menu > Export

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Click the insertion point to enter the text, then type the text

Press the <enter> key to start a new paragraph or insert an empty line.

Editing Text

The ability to change text by adding, deleting and rearranging letter words, sentences and paragraphs.

With the help of Mouse and Keyboard, click the insertion point to edit t he text at any position on the document

Text Selection

Selecting or highlighting te xt enables to change that text in terms of style, font and/or color or even replace the words if required.

> Click the mouse, hol d it then drag the mouse over the te xt to select it. Release the mouse button after the selection.

Selected text will be highlighted.

Use Double-clicking to select a word and tripleclicking to select a senten ce or paragraph.

g te xt enables terms of style, en replace the I d it then drag te xt to select it. se button after

What is Writer

Lists

Tables of data
 Mail merge
 Automated tables of contents and ini

Master documents, to group a collect

Cut, Copy and Paste

It is a facility to Copy text t hat is already in the document and Paste it to other location in the document, which can save time. If there is text, which is to be moved from one area of the document to another, Cut an d Paste the text.

To copy and paste text:

Select the text to copy.

Click the Copy button on the Standard toolbar.

Place the insertion point where paste it.

Click the Paste option on the Standard toolbar.

Shor tcut for Copy and Paste is Ctrl+C and Ctrl+V.

To cut and paste text:

Select the text to cut. Click the Cut option on the Home tab. Place insertion point where paste it. Click the Paste command on the Home tab.







🎾 After the text selection, Cut, Copy and Paste by Right-clicking and choosing the desired o ption from the drop-down menu.

Font, Color, Style and Size

Selection Font Type



Shortcut for increase and decrease Font Size is Ctrl+] and Ctrl+[.

Font Style

It is a particular implementation and variation of the typeface, such as bold, italic or underline.

To change the font style:

Select the text to change the Font Style.

Click the appropriate button on the Formatting toolbar.

Shortcut for font is Ctrl+B, Ctrl+I and Ctrl+U.



Font, Color, Style and Size Selection with Dialog box Choose Format > Character from the Menu bar.

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Alignment of Text

Align or alignment is a term used to describe how text is placed on the screen in relati on to the margins.

For example: left-aligned, align the text on the left side of the page. Select the text to change the alignment.

Select one of the four alignment options on the Formatting toolbar.

ctrl+E and Ctrl+J .

Undo & Redo Undo Undo is a function performed to reverse the action of an earlier action Click the undo button on the Standard toolbar.

Shortcut for Undo is Ctrl+Z.

Redo

Redo is a function performed on a computer that does any undo function again.

Click the redo button on the Standard toolbar.



Click here for Redo