Course Name : O Level(B3 & B4-Ist sem.)	Subject	: ITT&NB
Topic : Parts of LibreOffice Writer Window	Date	: 17-06-20

What is LibreOffice Writer?

Writer is the word processor component of LibreOffice, a freely available, fully-featured office productivity suite. It is a feature-rich word processing tool for creating letters, books, reports, newsletters, brochures, and other documents.

Parts of the main Writer window

Parts of main Writer window are Tiltle bar, Menu bar, standard toolbar, formating toolbar, sidebar and status bar as shown in figure.



Title bar

The Title bar is located at the top of the Writer window. It shows the file name of the current document.

Menu bar

The Menu bar is located just below the Title bar. When you select one of the menus, a submenu drops down to show further options.

Sidebar

- The Sidebar is normally open by default on the right side of the Writer window.
- Side bar can also be opened by View > Sidebar from the Menu bar.
- Side bar also has a Hide/Show icon, When the Sidebar is closed, it can be opened by clicking this icon, which will be on the far right side of the window.
- The Writer Sidebar contains five decks by default: **Properties, Page, Styles, Gallery, and Navigator**. Each deck can be opened by clicking its corresponding icon on the Tab bar to the right of the sidebar.

Toolbars

LibreOffice has two types of toolbars: **Docked** (fixed in place) and **Floating**.

- Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked.
- In a default LibreOffice installation, the top docked toolbar, just under the Menu bar, is called the **Standard** toolbar. It is consistent across the LibreOffice applications.
- The second toolbar at the top, in a default LibreOffice installation, is the *Formatting* bar.
- It is context-sensitive; that is, it shows the tools relevant to the current position of the cursor or the object selected. For example, when the cursor is on a graphic, the Formatting bar provides tools for formatting graphics; when the cursor is in text, the tools are for formatting text.
- In some cases it is convenient to reduce the number of toolbars displayed and get more space for the document.
- LibreOffice provides a single-toolbar alternative to the default double-toolbar setup. It contains the most-used commands.
- To activate it, enable View > Toolbars > Standard (Single Mode) and disable View > Toolbars > Standard and View > Toolbars > Formatting.

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Rulers

- The horizontal ruler across the top of the workspace is visible by default but the vertical ruler on the left is hidden by default.
- To enable the vertical ruler, choose View > Rulers > Vertical Ruler from the Menu bar, or choose Tools > Options > LibreOffice Writer > View.
- To quickly show or hide both rulers, use the key combination Ctrl+Shift+R.

Status bar

- The Writer status bar is located at the bottom of the workspace.
- It provides information about the document and convenient ways to quickly change some document features.
- It can be hidden by deselecting it in the View menu.

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Right end of Status bar

Context (right-click) menus

- Context menus provide quick access to many menu functions.
- They are opened by right-clicking on a paragraph, graphic, or other object.
- When a context menu opens, the functions or options available will depend on the object that has been selected.
- A context menu can be the easiest way to reach a function, especially if we are not sure where the function is located in the menus or toolbars.
- By default, context menus will display an applicable keyboard shortcut if one has been set. If we wish, we can toggle this visibility off or on in **Tools > Options > View > Menu**.

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8	Clear Contents		8	Clear Contents	Backspace
P	Insert Comment			Insert Comment	Ctrl+Alt+C

Exercise:

1. Write short notes on parts of LibreOffice Writer main window.