

**Course Name :** O Level(B3 & B4-1st sem.)  
**Topic :** Word processor Basics  
and introduction to LibreOffice

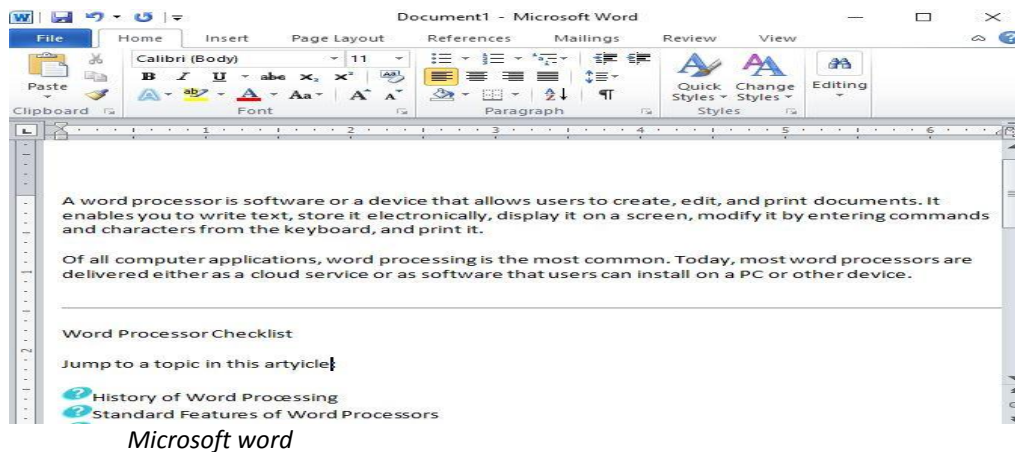
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## Word Processing Basics

- A word processor is a type of software application which is used for composing, editing, formatting and printing documents. It is used to write text, store it electronically, display it on a screen, modify it by entering commands and characters from the keyboard, mouse and print it.
- Word processing is the most common tool for creating letters, books, reports, newsletters, brochures, and other documents.
- Word processors have a variety of uses and applications within the business environment, at home and in educational contexts.

### Commonly used word processing softwares

Commonly used word processing softwares are Microsoft Word, LibreOffice Writer OpenOffice Writer etc. Today, most word processors are delivered either as a cloud service or as software that users can install on a PC or mobile device.



### Features of Word Processor:

Word processors support the following basic features:

- **Insertion and Deletion of text:** It allows inserting and deleting text anywhere in the document.
- **Cut and Paste:** It allows cutting a section of text from one place in a document and pasting it somewhere else.
- **Copy:** It allows duplicating a section of text.

- **Find and Replace:** It allows directing the word processor to search for a particular word or phrase. We can also direct the word processor to replace one group of characters with another.
- **Word wrap:** Automatically moves to the next line when we have filled one line with text, and it will readjust text if we change the margins.
- **Print:** Allows us to send a document to a printer to get hard copy.
- **File management:** Provides file management capabilities that allow us to create, delete, move, and search for files.
- **Page size and Margins:** Allows us to define various page sizes and margins, and the word processor will automatically readjust the text so that it fits.
- **Font specifications:** Allows us to change fonts within a document. For example, we can specify bold, italics, and underlining and also change the font size.
- **Spell and Grammar checking:** Identifies words that don't appear in a standard dictionary.
- **Grammar checking:** Identifies sentences, paragraphs, and punctuation that don't appear to meet commonly recognized rules of grammar.
- **Footnotes and cross-references:** Automates the numbering and placement of footnotes and enables us to easily cross-reference other sections of the document.
- **Automated lists:** Automatically creates bulleted or numbered lists, including multi-level outlines.
- **Graphics:** Allows us to embed illustrations, graphs, images and even videos into a document.
- **Headers, Footers, and Page numbering:** Allows us to specify customized headers and footers that the word processor will put at the top and bottom of every page. The word processor automatically keeps track of page numbers so that the correct number appears on each page.
- **Macros:** Enables users to define and run macros, a character or word that represents a series of keystrokes. The keystrokes can represent text or commands. The ability to define macros allows us to save a lot of time by replacing common combinations of keystrokes.
- **Mail merge:** Allows you to merge text from one file into another file. This is particularly useful for generating many files that have the same format but different data. Generating mailing labels is the classic example of using merges.
- **Tables of contents and Indexes:** Allows us to automatically create a table of contents and index based on special codes that we insert in the document.
- **Thesaurus:** Allows us to search for synonyms without leaving the word processor.
- **Internet features:** Allows users to embed Web links into their documents and format their documents for the Web.
- **Translation and Speech:** As artificial intelligence capabilities become more common, some word processors have gained the ability to read text aloud, to accept voice commands, and to translate text from one language to another.

## LibreOffice

- LibreOffice is a freely available, fully-featured office productivity suite. Its native file format is Open Document Format (ODF), an open standard format that is being adopted by governments worldwide as a required file format for publishing and accepting documents.
- LibreOffice can also open and save documents in many other formats, including those used by several versions of Microsoft Office.

### Components of LibreOffice

LibreOffice contains the following components:-

1. **Writer (Word processor):-** Writer is a feature-rich word processing tool for creating letters, books, reports, newsletters, brochures, and other documents.
2. **Calc (Spreadsheet):-** Calc has all of the advanced analysis, charting, and decision making features expected from a high-end spreadsheet.
3. **Impress (Presentations):-** Impress provides all the common multimedia presentation tools, such as special effects, animation, and drawing tools.
4. **Draw (Vector graphics):-** Draw is a vector drawing tool that can produce everything from simple diagrams or flowcharts to 3D artwork.
5. **Base (Database):-** Base provides tools for day-to-day database work within a simple interface.
6. **Math (Formula editor):-** Math is the LibreOffice formula or equation editor.

### Features of LibreOffice:

- **No licensing fees.** LibreOffice is free for anyone to use and distribute at no cost.
- **Open source.** We can distribute, copy, and modify the software as much as we wish, in accordance with the LibreOffice Open Source licenses.
- **Cross-platform.** LibreOffice runs on several hardware architectures and under multiple operating systems, such as Microsoft Windows, Mac OS X and Linux.
- **Extensive language support.** The LibreOffice user interface, including spelling, hyphenation, and thesaurus dictionaries, is available in over 100 languages .
- **Consistent user interface.** All the components have a similar “look and feel,” making them easy to use and master.
- **Integration.** The components of LibreOffice are well integrated with one another.
- **File compatibility.** In addition to its native OpenDocument formats, LibreOffice includes support for opening and saving files in many common formats including Microsoft Office, HTML, XML, WordPerfect and PDF.

### Exercise:

1. **Write short notes on Word Processing Basics and LibreOffice.**

