

# NIELIT Gorakhpur

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**Course Name: O Level (1st Sem)**

**Subject: ITTNB**

**Topic: Working with Styles**

**Date: 27-04-20**

## **Libreoffice [Writer]**

**Style:-**Style are a set of formats that you can apply to selected pages, text, frames, and other elements in our document to quickly change their appearance. Applying a style often means applying a whole group of formats at the same time. Many people manually format paragraphs, words, tables, page layouts, and other parts of their documents without paying any attention to styles. They are accustomed to writing documents according to physical attributes. For example, you might specify the font family, font size, and any formatting such as bold or italic, ..etc.

### **LibreOffice supports the following types of styles:**

- Page styles include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printing sheets.
- Paragraph styles control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.
- Character styles affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.
- Table Styles applies predefined formats to tables and tables elements in a text document.
- Frame styles are used to format graphic and text frames, including text wrap, borders, backgrounds, and columns.
- List styles allow us to select, format, and position numbers or bullets in lists.
- Cell styles include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.
- Graphics styles in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.
- Presentation styles include attributes for font, indents, spacing, alignment, and tabs. Different styles are available in the various components of LibreOffice.

### **Applying styles:-**

LibreOffice provides several ways for us to select styles to apply:

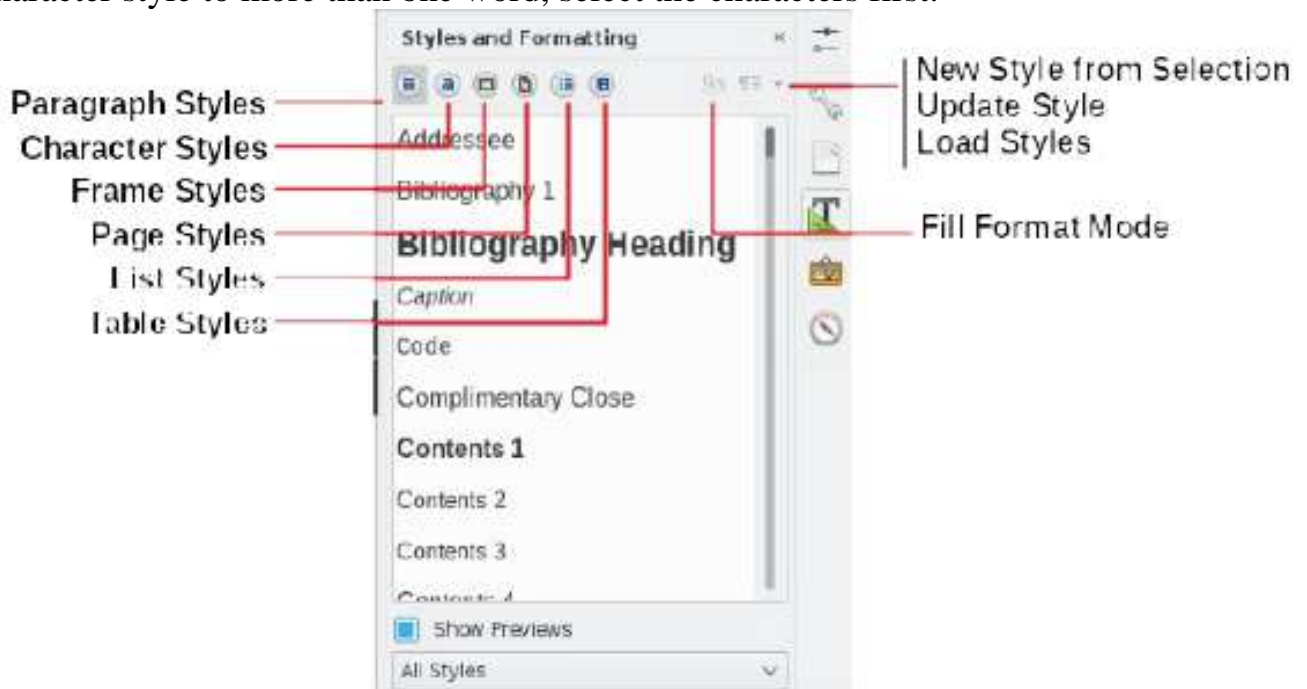
- The Styles menu in Writer
- The Styles deck in the Sidebar
- Fill Format Mode
- Apply Style List in the Formatting toolbar
- Keyboard shortcuts

## Using the Styles menu in Writer:-

To apply a paragraph style, position the cursor anywhere in the paragraph, and then select one of the paragraph styles in the Styles menu. To apply a character style to several characters or more than one word, select the characters first and apply the character style from the menu.

**Using the sidebar Styles deck:-** To use it for applying styles:

- 1) Select View > Styles or Styles > Manage Styles from the Menu bar, or press F11
- 2) Select one of the buttons at the top left of the Styles deck to display a list of styles in that category.
- 3) To apply an existing style, position the insertion point in the paragraph, frame, page, or word, and then double-click the name of the style in one of these lists. To apply a character style to more than one word, select the characters first.



## Using Fill Format Mode

Use Fill Format to apply a style to many different areas quickly without having to go back to the Styles deck and double-click every time. This method is quite useful when you need to format many scattered paragraphs, cells, or other items with the same style:

- 1) Open the Styles deck and select the style you want to apply.
- 2) Select the **Fill Format Mode** button.
- 3) To apply a paragraph, page, or frame style, hover the mouse over the paragraph, page, or frame and click. To apply a character style, hold down the mouse button while selecting the characters. Clicking a word applies the character style for that word.
- 4) Repeat step 3 until we have made all the changes for that style.

5) To quit Fill Format mode, click the **Fill Format Mode** button again or press the *Esc* key.

### **Using the Set Paragraph Style list**

After we have used a paragraph style at least once in a document, the style name appears in the Set Paragraph Style list at the left-hand end of the Formatting toolbar.

### **Using keyboard shortcuts**

Some keyboard shortcuts for applying styles are predefined. For example, in Writer Ctrl+0 applies the Text body style, Ctrl+1 applies the Heading 1 style, Ctrl+2 applies the Heading 2 style.

## **Assignment:-**

- 1- Why style is essential in LibreOffice writer?
- 2- Write steps of apply style in LibreOffice writer.