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LibreOffice Writer is a feature-rich word processing tool for creating letters, books, reports, newsletters, brochures, and other documents.
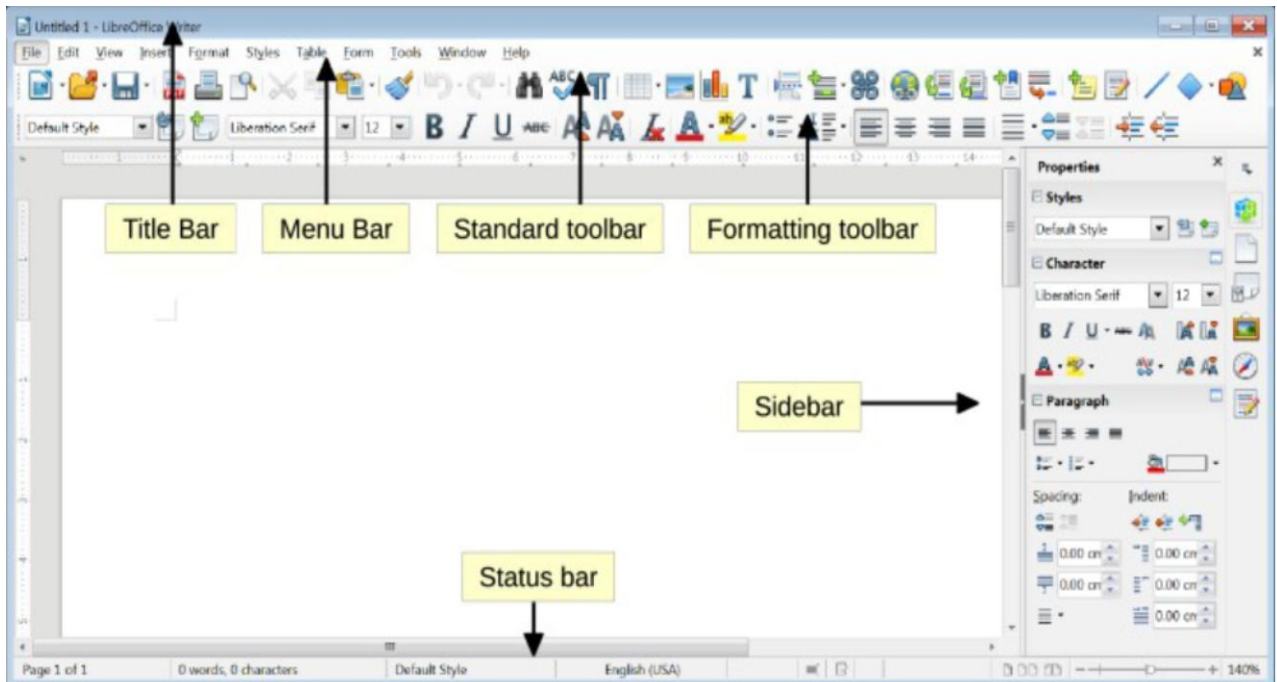
Parts of the main window

- The main window is similar for each component of LibreOffice, although some details may vary in different components (Writer, Calc, Draw, and Impress).
- Common features include the Menu bar, standard toolbar, and formatting toolbar at the top of the window and the status bar at the bottom.

Menu bar

The *Menu bar* is located across the top of the LibreOffice window, just below the title bar. When we select one of the menus listed below, a sub-menu drops down to show commands. Below is the case for **Writer**:
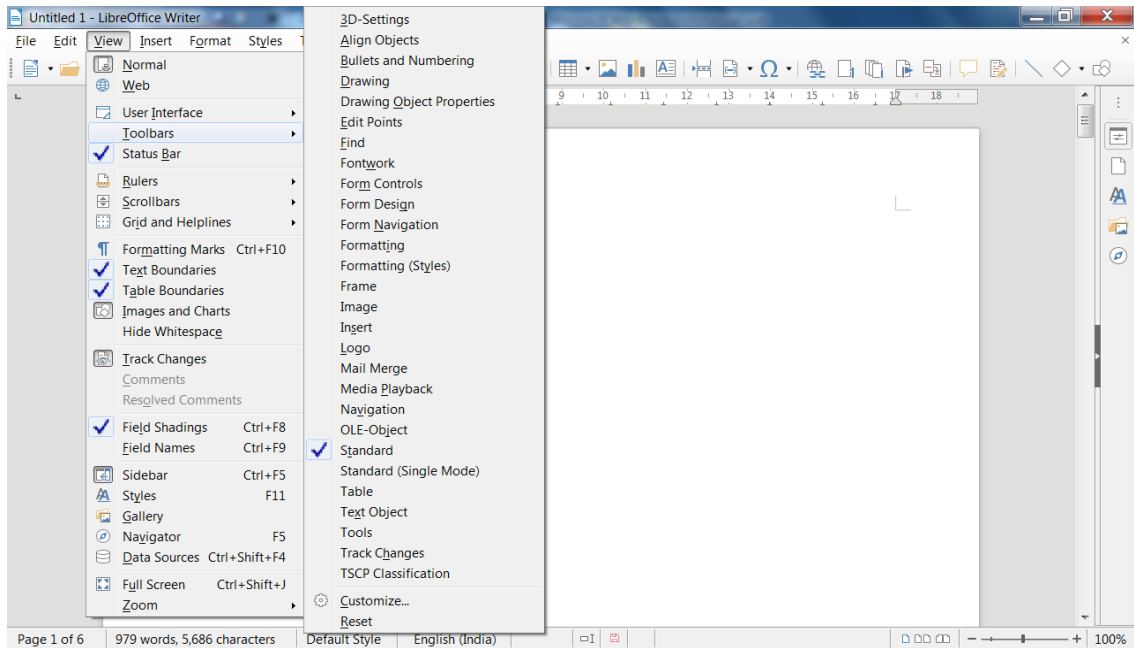
- **File** – contains commands that apply to the entire document such as Open, Save, and Export as PDF.
- **Edit** – contains commands for editing the document such as Undo, Find & Replace, Cut,Copy, and Paste.
- **View** – contains commands for controlling the display of the document such as Zoom and Web Layout.
- **Insert** – contains commands for inserting elements into your document such as Header, Footer, and Image.
- **Format** – contains commands for formatting the layout of your document.
- **Styles** – contains commands for quickly applying common styles; for editing, loading, and creating new styles; and for accessing the Styles and Formatting section of the Sidebar.
- **Table** – contains commands to insert and edit a table in a text document.
- **Tools** – contains functions such as Spelling and Grammar, AutoCorrect, Customize, and Options.
- **Window** – contains commands for the display window.
- **Help** – contains links to the LibreOffice Help file, What's This?, and information about the program.

The main Writer workspace

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**.

Displaying or hiding toolbars:

- To display or hide toolbars, go to **View > Toolbars** on the Menu bar, then click on the name of a toolbar from the drop-down list. An active toolbar shows a check-mark beside its name. Toolbars created from tool palettes are not listed in the View menu.
- To close a toolbar go to **View > Toolbars** on the Menu bar and deselect the toolbar, or right click in an empty space between the icons on a toolbar and select **Close toolbar** from the context menu.

Assignments:

A. **What is toolbar in LibreOffice writer? Explain docked, floating and standard toolbar.**

B. **What do you understand by menu bar? Explain any five menus and write the name of commands under that menu.**