

Course Name: O Level (1<sup>st</sup> Sem)

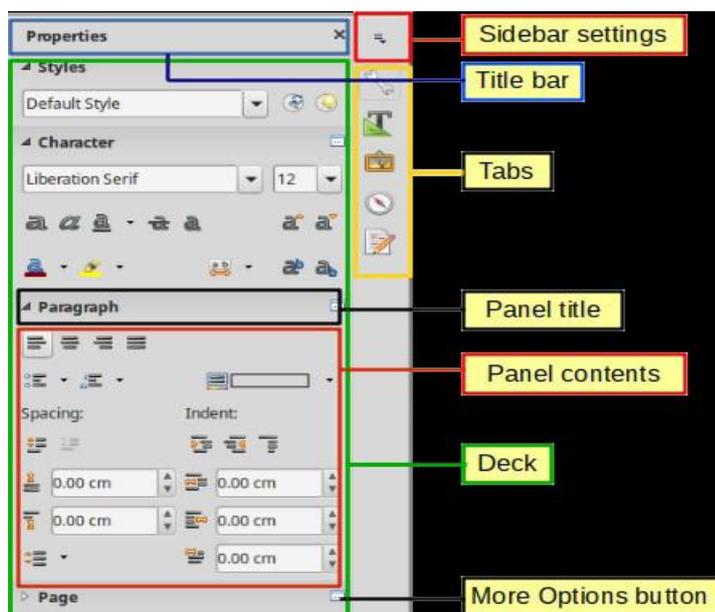
Subject: ITTNB

Topic: Word Processing: Writer (Part 3)

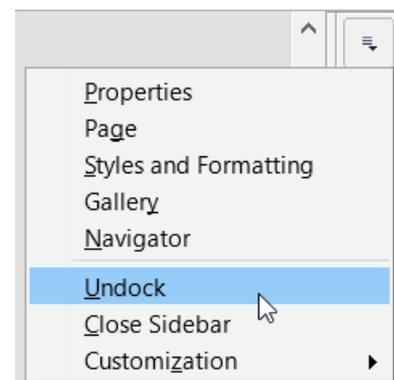
Date: 08-04-20

## Sidebar:

- The Sidebar is normally open by default on the right side of the Writer window. To activate the Sidebar, select **View > Sidebar** from the Menu bar. The Sidebar also has a Hide/Show button.
- The Sidebar is located on the right side of the edit views of Writer, Calc, Impress, and Draw. It contains one or more panels, based on the current document context. Panels are organized into decks.
- All components contain the Properties, Styles and Formatting, Pages, Gallery, and Navigator decks.
- A panel is like a combination of a toolbar and a dialog. For example, we can freely mix working in the main edit window to enter text and use the Properties panel in the sidebar to change text attributes.
- Tool bars and Sidebar panels share many functions. For example, the buttons for making text bold or italic exist in both the Formatting toolbar and the Properties panel.
- To hide the Sidebar, click on the gray Hide button on the left. Click on the same button to show the Sidebar again.
- To undock the Sidebar and make it floating, and to dock a floating Sidebar, use the Sidebar settings drop-down list at the top of the tab bar. From the same list we can choose which items to show in the Sidebar.



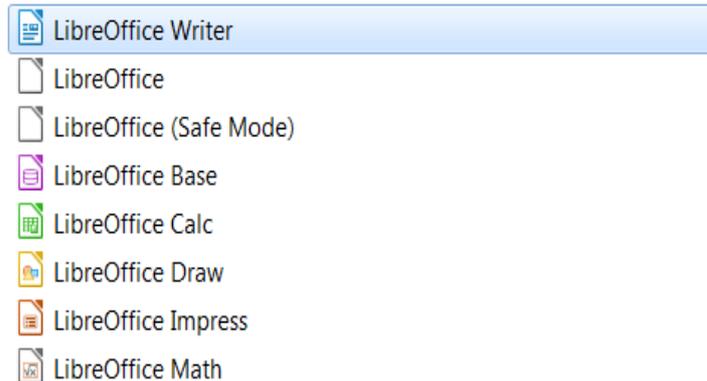
*Properties panel of Sidebar in Writer*



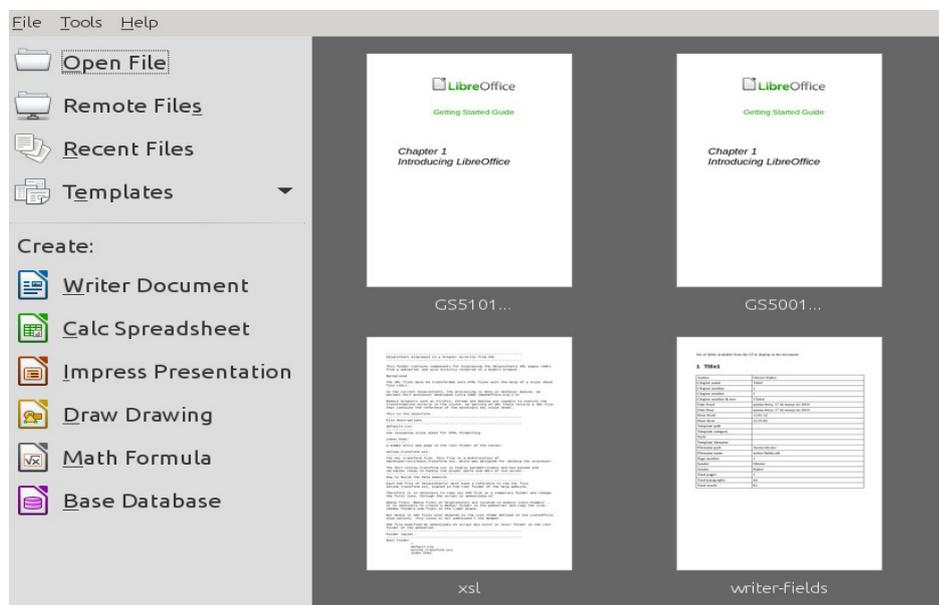
*Floating (undocking) or docking the Sidebar*

## Starting LibreOffice: Creating a New Document

- In general, we start LibreOffice the same way we start any other program on our computer. Each LibreOffice component appears in the system menu/ start menu/ explorer of our computer or as desktop icon. We can also search LibreOffice installed in the computer. We can also select the individual components of LibreOffice. We can also select to open an existing file or use a template.



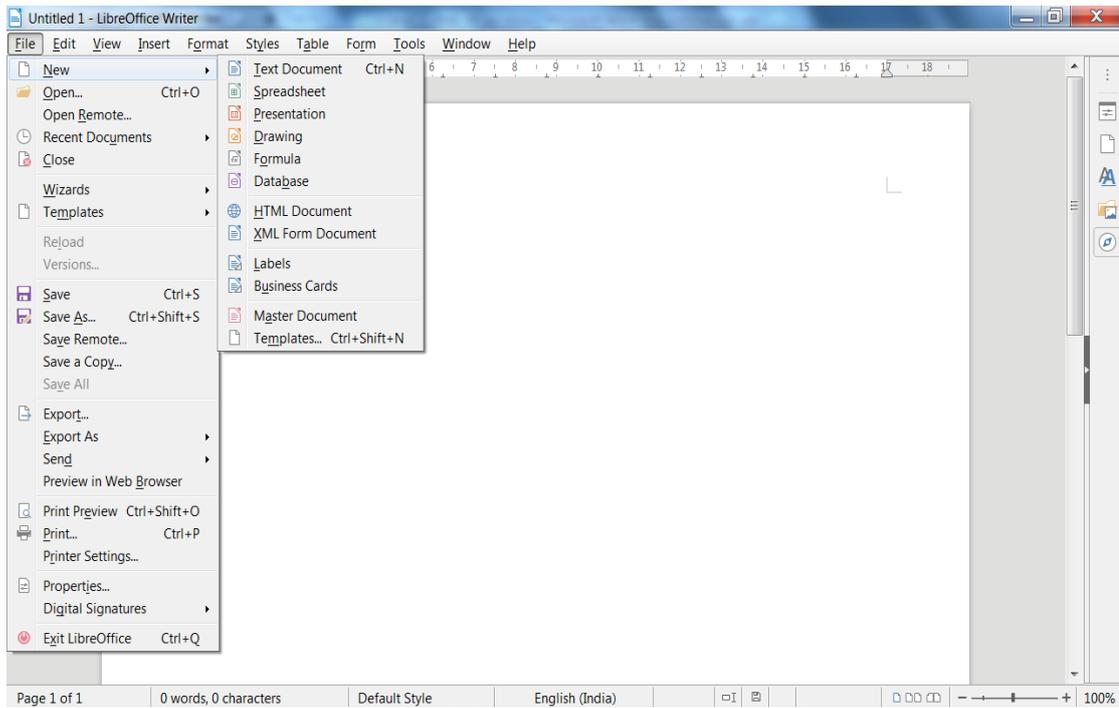
- When LibreOffice is running but no document is open, the Start Center (as shown in the figure) . Click one of the icons to open a new document of that type, or click the Templates icon to start a new document using a template.



- We can also start a new document by using **File > New** on the Menu bar and select the type of document from the context menu. **Or**
- Use the keyboard shortcut **Ctrl+N** to create a new document. The type of document created depends on which LibreOffice component is open and active. For example, if Calc is open and active, a new spreadsheet is created. **Or**

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- Use **File > Wizards** on the Menu bar and select the type of document from the context menu.
- If a document is already open in LibreOffice, click on the small triangle to the right of the **New** icon on the Standard toolbar and select the type of document from the context menu that opens.



## Assignments:

- A. What is Sidebar? What are the main options usually available in the Sidebar?**
- B. What are the ways to create a new document in LibreOffice?**