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Restarting page numbering:-

Often user will want to restart the page numbering at 1, for example on the page following a title page or a table of contents. In addition, many documents have the "front matter" (such as the table of contents) numbered with Roman numerals and the main body of the document numbered in Arabic numerals, starting with 1. To restart page numbering:

Place the cursor in the first paragraph of the new page.

➢ Choose **Format > Paragraph.**
➢ On the Text Flow tab of the Paragraph dialog , select **Breaks**
➢ Select **Insert** and then **With Page Style** and specify the page style to use.
➢ Specify the page number to start from, and then click **OK**.

Changing page margins: User can change page margins in three ways:

➢ Using the page rulers—quick and easy, but does not allow fine control
➢ Using the Page Style dialog—can specify margins to two decimal places
➢ Using the Page deck of the Sidebar

To change margins using the rulers:

➢ The gray sections of the rulers are the margins. Put the mouse cursor over the line between the gray and white sections. The pointer turns into a double-headed arrow and displays the current setting in a tool-tip.
➢ Hold down the left mouse button and drag the mouse to move the margin.

To change margins using the Page Style dialog:

➢ Right-click anywhere in the text area on the page and select Page from the context menu.

➢ On the Page tab of the dialog, type the required distances in the Margins boxes.

To change margins using the Page deck of the Sidebar:

➢ On the Sidebar (View > Sidebar) open the Page tab.

➢ In the Format panel, use the Margins drop-down list to select the desired margins. Click the More Options button to open the Page Style dialog where you can enter exact margin distances.

Creating lists with styles:- Creating bulleted and numbered lists Whenever possible, use paragraph styles for creating bulleted and numbered lists. Writer comes with two sets of paragraph styles for this purpose. However, these styles do not include options for settings such as the type of bullet or position of numbers. Those settings come from list styles, which are a different type of style than paragraph styles. It is recommended to use them together in these ways:

➢ Use paragraph styles List 1, List 2, List 3, etc. for creating bulleted lists. These styles use list styles List 1, List 2, List 3, etc.

➢ Use paragraph styles Numbering 1, Numbering 2, Numbering 3, etc, for creating numbered lists. These styles use the list styles called Numbering 1, Numbering 2, etc.

To associate one of these paragraph styles to a list style, go to Styles < Manage Styles or click F11 to open the list of styles. Right click on the paragraph style you want to use, then Modify <Outline & Numbering. In the Numbering drop-down list, choose the appropriate list style.

Paragraph styles such as List 1 Start and List 1 End enable you to adjust specific properties (such as the space between paragraphs) for items at the beginning or end of the list**.**

Creating nested lists

With paragraph styles, you can easily create nested lists, in which where list items have sub points under them, as in an outline. This requires specifying the settings for the additional levels. To do this, right click on the list style (not the paragraph style) and specify how each layer will be labeled, using the Numbering Style page. Also specify the position and spacing for each level on the Position page.

Once user have set up nested lists, user can readily change the hierarchy of an item. To demote an item one level, position the cursor at the beginning of the line (after the bullet or number) and press Tab. To promote an item one level, press Shift + Tab.

Creating bulleted and numbered lists

Bullets and numbers can be manually applied in three basic ways:

➢ Use AutoCorrect to auto format text, as described above.
➢ Use the Bullets and Numbering buttons on the Formatting bar
➢ Use the Paragraph panel of the Sidebar's Properties deck

Bullets and numbering can be applied to already selected text or they can be applied as you type.

Assignment:-

1- How many ways to set page margin in LibreOffice writer explain?
2-Explain how to create lists with style and nested lists in LibreOffice writer?