

# NIELIT Gorakhpur

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

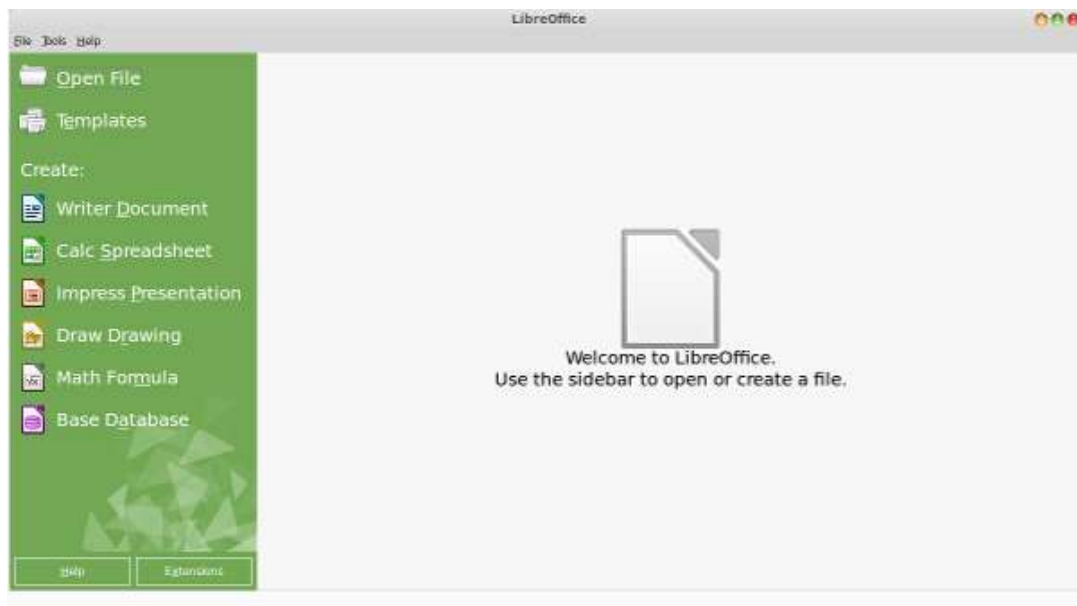
**Subject: ITTNB**

**Topic: Libreoffice [Writer]**

**Date: 20-04-20**

## **Writer**

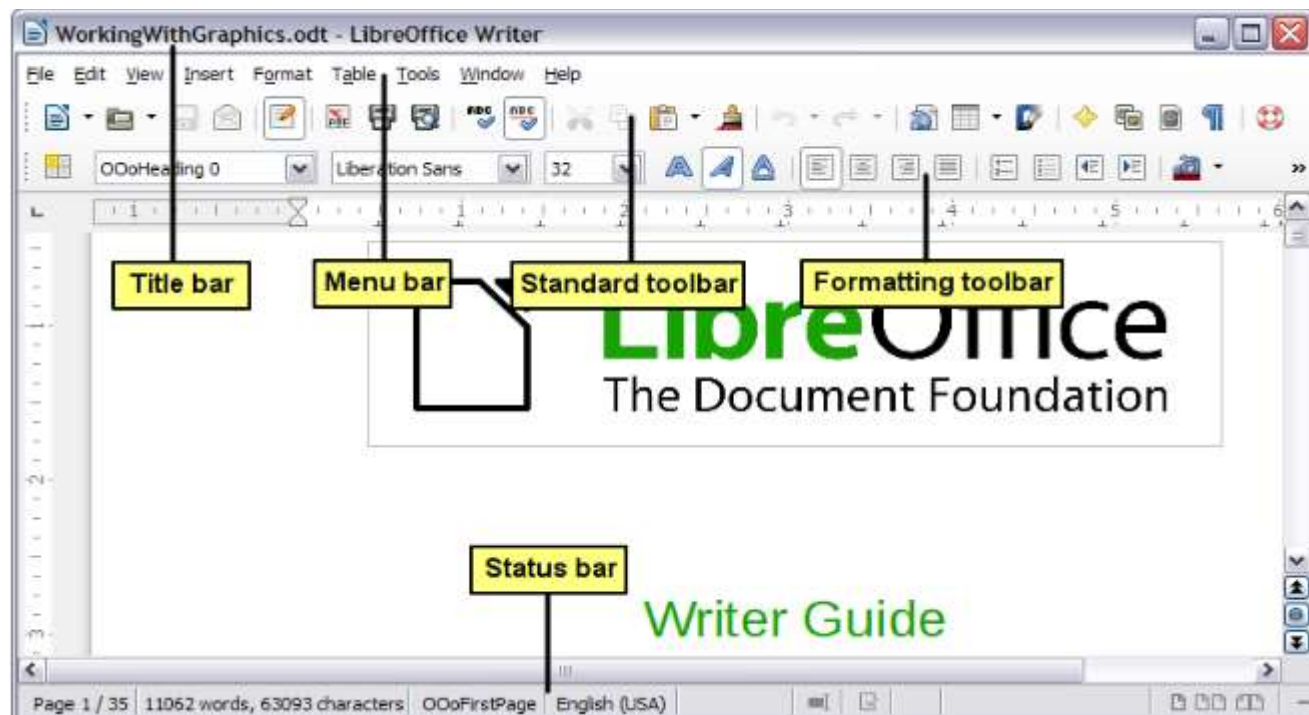
**Open LibreOffice Package:-** Depending which OS we are using, under our start menu or app launcher, click on LibreOffice icon to open a start window. On the left side is menu where we can choose what kind of document we want to create or open. On the right side every recent document that we opened or created will be shown, as a shortcut for easier accessing.



LibreOffice start window

## **Parts of the main window**

The main window is similar for each component of LibreOffice, although some details vary. Common features include the Menu bar, standard toolbar, and formatting toolbar at the top of the window and the status bar at the bottom.



**Title Bar:-**The title bar is the same in LibreOffice regardless of the instance or application. It contains the documents full name (including the file extension), the name of the application, and controls for closing, minimizing, and expanding the window.

**The Menu bar :-** It 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. Menu bar consist the following items-

**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.

### **Assignment:-**

- 1-Write down components of LibreOffice
- 2-Explain the application of menu bar of LibreOffice Writer.