

# NIELIT Gorakhpur

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

**Subject: ITTNB**

**Topic: Open Save & Close Document**

**Date: 22-04-20**

**Libreoffice [Writer]**

**Open new document:-** We can also start a new document in one of the following ways:

- Use File > New on the Menu bar and select the type of document from the context menu.
- Use the keyboard shortcut Ctrl+N to create a new document.

**Opening existing documents:-** We can also open an existing document in one of the following ways:

- When no document is open, click Open File in the Start Center to reach the Open dialog.
- Go to File > Open on the Menu bar to reach the Open dialog.
- Use the keyboard shortcut Ctrl+O to reach the Open dialog.
- If a document is already open, click the Open icon on the Standard toolbar and select from a list of available documents from the Open dialog, or click Open Template... to select a template.
- Click the small triangle to the right of the Open icon and select from a list of recently opened documents.

In the Open dialog, you can reduce the list of files by selecting the type of file you are looking for. For example, if you choose Text documents as the file type, you will only see documents Writer can open (including .odt, .doc, .txt).

## **Saving documents**

**Save command:-** To save a document if you are keeping the document's current filename and location, do one of the following:

- Use the menu option File > Save .
- Use the keyboard shortcut Ctrl+S.
- Click the Save icon on the Standard toolbar.
- Use the menu option File > Save All.

- Use the menu option File > Save Remote.
- Use the menu option File > Save a Copy (Similar to the Save As command) Using the Save command will immediately overwrite the last saved version of the file.

### **Save As command:-**

If we want to create a new document file, change the filename and/or file format, or save the file in a different location on your computer:

- Use the keyboard shortcut Ctrl+Shift+S.
- Use the menu option File > Save As.

### **Closing a document:-**

If only one document is open and we want to close that document, go to File > Close on the Menu bar or click on the X on the right or left end of the Menu bar. If more than one document is open and you want to close one of them, go to File > Close on the Menu bar or click on the X on the title bar of that document's window. The X may be located on either the right or left end of the title bar. If the document has not been saved since the last change, a message box is displayed. Choose whether to save or discard your changes.

### **Closing LibreOffice:-**

To close LibreOffice completely, go to File > Exit on the Menu bar in Windows and Linux operating systems or we need to use to LibreOffice > Quit LibreOffice. We can also use a keyboard shortcut Ctrl+Q to close LibreOffice.

### **Assignment:-**

- 1- Write the keyboard shortcut for open new document, existing document, save document, save as document and closing LibreOffice.
- 2- Write the difference between save and save as document in LibreOffice.
- 3- Write the difference between Closing a document and Closing LibreOffice.