

# NIELIT Gorakhpur

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

**Subject: ITTNB**

**Topic: Toolbar, Sidebar and Statusbar**

**Date: 21-04-20**

## **Libreoffice [Writer]**

**Toolbar:-** The toolbar, also called bar or standard toolbar, is a row of boxes, often at the top of an application window, that control various functions of the software. The boxes often contain images that correspond with the function they control. A toolbar often provides quick access to functions that are commonly performed in the program. For example, a formatting toolbar gives us access to things like making text bold or changing its alignment, along with other common buttons. In an Internet browser, toolbars add functionality that may not come pre-installed. For example, with the Google toolbar, you can get access to exclusive Google features.

**To activate it, enable View > Toolbars > Standard (Single Mode) and disable View > Toolbars > Standard and View > Toolbars > Formatting.**

**Sidebar:-**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. A tab bar on the right side of the sidebar allows you to switch between different decks. All components contain the Properties, Styles and Formatting, Pages , Gallery, and Navigator decks. Some components have additional decks, such as Master Pages, Custom Animation, and Slide Transition for Impress; Manage Changes for Writer; and Functions for Calc.

To activate the Sidebar, select **View > Sidebar** from the Menu bar.

To hide the Sidebar, click on the gray **Hide** button on the left. Click on the same button to show the Sidebar again.

**Status bar:-**The status bar is located at the bottom of the workspace. It provides information about the document and convenient ways to change some features quickly. It is similar in Writer, Calc, Impress, and Draw, but each LibreOffice component includes some component-specific items



**Page, sheet, or slide number and page count:-**Shows the current page, sheet, or slide number and the total number of pages, sheets, or slides in the document.

**Words and characters:-** Shows the total number of words and characters in the document or in the selection.

**Page style or slide design:-**Shows the current page style or slide design. To edit the current page style or slide design, double-click on this field.

**Language:-**Shows the current language of the text at the current cursor position.

**Insert mode:-**Shows the type of insert mode the program is in. This field is blank if the program is in Insert mode. Each time the Ins key is pressed, or this field is clicked, the mode toggles between Insert and Overwrite.

**Selection mode:-**Click to choose different selection modes. The icon does not change, but when we over the mouse pointer over this field, a tooltip indicates which mode is active.

**View layout:-**Select between Single-page view, Multiple-page view, and Book view to change how your document is displayed.

### **Assignment:-**

- 1- Write short note on Toolbar and Sidebar.
- 2- what is the use of status bar.