| Course Name : CCC/O Level	Date : 16/04/20	Topic: Word Processor (Libre Writer Basics)

Word Processor : it is a application program which is used for typing letter, books etc. .The popular word processor are WordStar, MS Word, Page Maker, Libre Writer etc.

Libre Office Writer is the word processor component of Libre Office, a freely available, fully-featured office productivity suite. In addition to the usual features of a word processor (text entry, editing, and formatting; spelling checker, thesaurus, and autocorrect; find and replace; and others), Writer provides these important features:
• **Page layout methods, including styles, frames, columns, and tables**
• **Export to PDF**
• **Lists**
• **Tables of data**
• **Mail merge etc.**

LibreOffice Writer Processing Package Opening
To start LibreOffice Writer, click on the Windows button, select All Programs, select Libre Office, and then select Libre Office Writer.
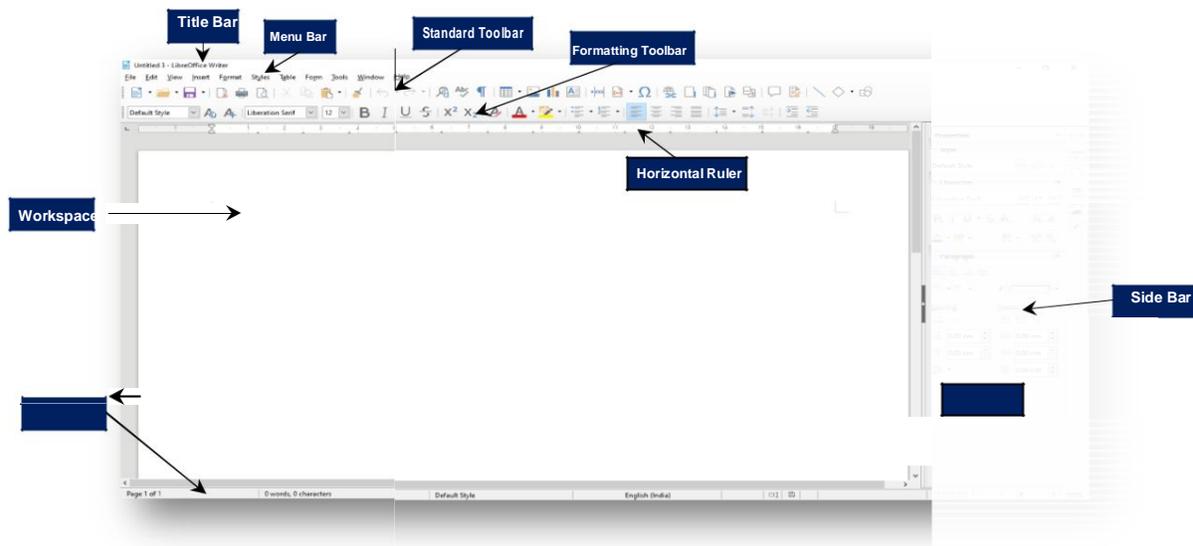
Parts of the main Writer window
Title bar
The Title bar is located at the top of the Writer window. It shows the file name of the current document. When the document is not yet named, the document name will appear as Untitled X, where X is a number. Untitled documents are numbered in the order in which they are created.

Menu bar
The Menu bar is located just below the Title bar in Windows. Select one of the menus, a submenu drops down to show further options

Standard toolbar

The standard toolbar provides a quick shortcut to many frequently used functions. You can customize the buttons that appear on the standard toolbar using the customize toolbar menu item (under the Tools menu).

Formatting Toolbar

The formatting toolbar provides access to several text formatting functions such as font size and color, text alignment, lists etc.

Rulers

The horizontal ruler across the top of the workspace is visible by default but the vertical ruler on the left is hidden by default. To enable the vertical ruler, choose View > Rulers > Vertical Ruler from the Menu bar, or choose Tools > Options > LibreOffice Writer > View. To quickly show or hide both rulers, use the key combination Ctrl+Shift+R.

Creating a new Writer document/file

Click the Create: Writer Document button to create a new text document, or click the Templates button to start a new document using a template other than the default template.

From the Menu bar, toolbar, or keyboard

When LibreOffice is open, to start a new Writer document in one of these ways.

1. Press the Ctrl+N keys.
2. Choose File > New > Text Document on the Menu bar.
3. Click the New icon on the Standard toolbar.
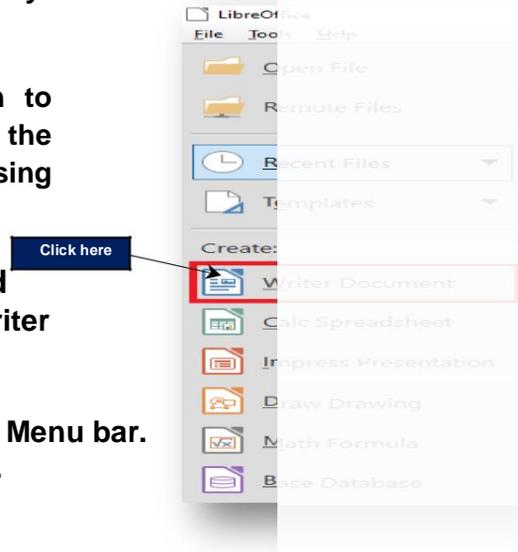
Save and Save As

It's important to save document whenever create a new document or make any changes to an existing documents. LibreOffi ce Writer offers two ways to save a file: Save and Save As. These options work in similar ways, with some differences:

Save: When user create or edit a document, Save option could be used to save changes in the document. When save a file first time, only need to choose a file name and location. After that, just click the Save option to save it, with the same name and location.

Save As:
This option is used to save already created document to different name and/or location. To Save a new file or a previously-saved file

• Press Ctrl+S
• Choose File > Save on the Menu bar.
• Click the Save icon on the Standard toolbar.

If the file has not been saved previously, a Save As dialog box appears after selecting one of the above options. Enter the file name, verify the file type and location, and click Save.

If a previously-saved file is being saved with the same file name, file type, and location, nothing else needs to be done.
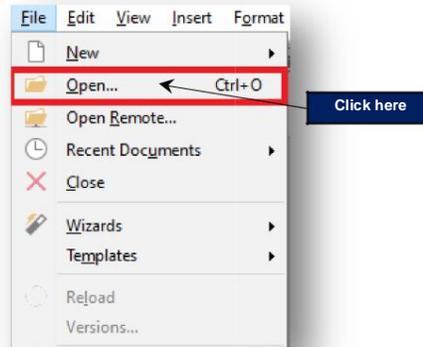
Closing Documents

When all the work done on the document, need to close the document.
Click on File menu > Select Close

Opening Documents

Click on File menu > Select Open > Open Dialog box appear
Search/Locate and Select the document then click Open

Using the Help

It provides an online help (Lib reOffice Website: https://help.libreoffice.or g) for any options/features related to LibreOffice Writer. For using help press F1 (Function Key) or sele ct Help > LibreOffice Help from the Menu.

Page Style

This option is under Format menu. In this, parameter is defined by the users that help to determine how a printed page would a ppear. It affects how content appears and includes the page's Page Format, Orientation and Margins.