



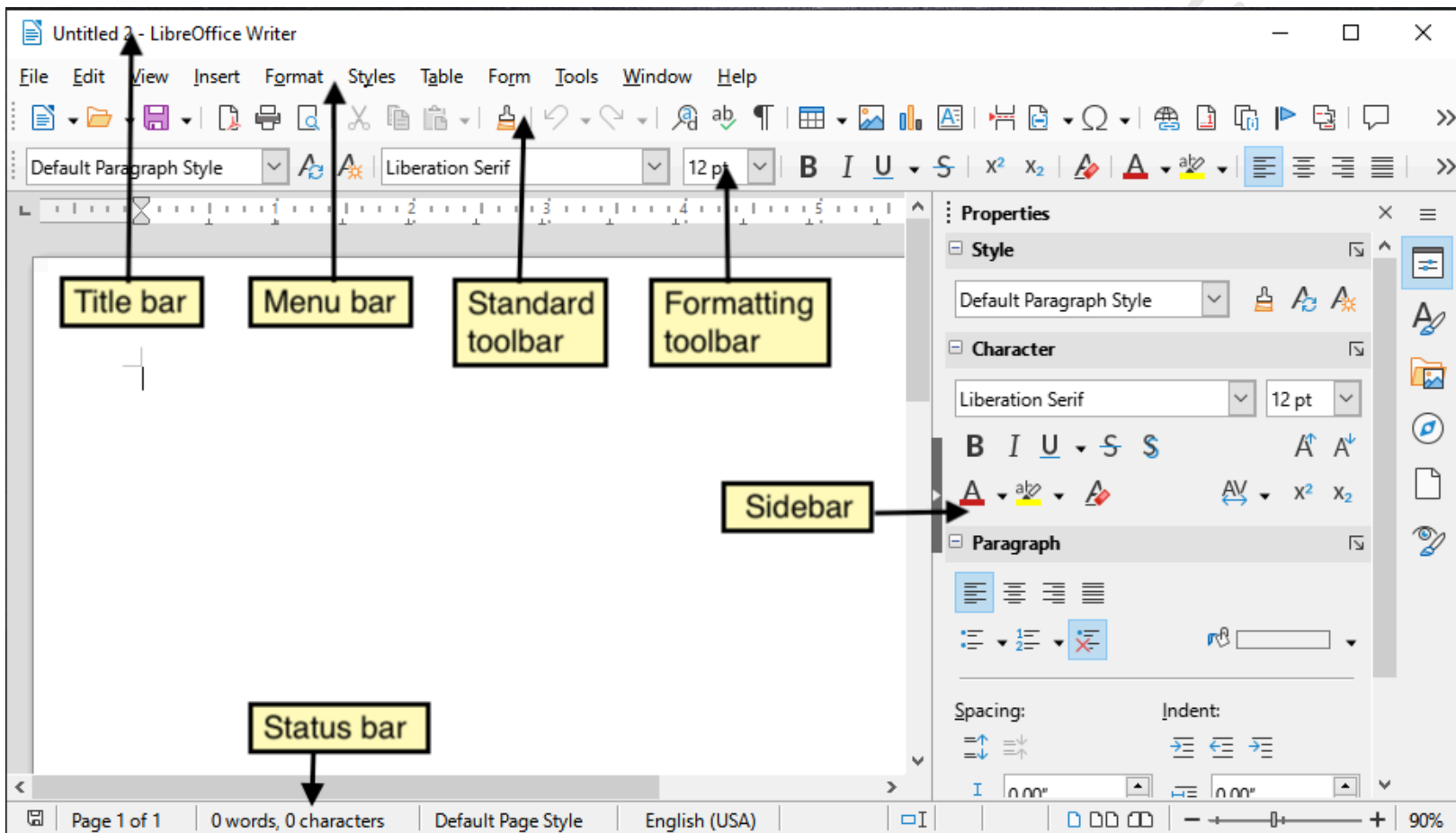
WORD-PROCESSING: **LIBREOFFICE WRITER**

BAGHEL COMPUTER CENTRE

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SCREEN INTERFACE



IMPORTANT TERM

Default File Name: Untitled 1

Default Font Name : Liberation Serif

Extension Name : .Odt

Default Font Size: 12

Minimum Font Size: 6

Maximum Font Size : 96

Minimum Customizable Font Size : 2

Maximum Customizable Font Size : 999.9

Default Zooming Range : 100%

Minimum Zooming Range : 20%

Maximum Zooming Range : 600%


Total Number Of Menu : 11


Default Page Orientation : Portrait

Default Page Alignment : Left



Shortcut Keys

- **Ctrl+A** : Select All Text
 - **Ctrl+B** : Bold Text
 - **Ctrl+C** : Copy Text
 - **Ctrl+D** : Open Font Formatting Window
 - **Ctrl+E** : Center Text
 - **Ctrl+F** : Find A Phrase
 - **Ctrl+G** : Go To A Specific Page
 - **Ctrl+H** : Replace Text With Another Text
 - **Ctrl+I** : Italicize Text
 - **Ctrl+J** : Justify Text
 - **Ctrl+K** : Open Insert Hyperlink Window
 - **Ctrl+L** : Left Align Text
 - **Ctrl+M** : Indent A Paragraph From The Left
 - **Ctrl+N** : Open New Document Or File
 - **Ctrl+O** : Open An Existing Document Or File
 - ◀ ● **Ctrl+P** : Print A Document
 - **Ctrl+Q** : Remove Paragraph Formatting
 - **Ctrl+R** : Right Align Text
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- **Ctrl+S** : Save The Document Or File
 - **Ctrl+T** : Create A Hanging Indent
 - **Ctrl+U** : Underline Selected Text
 - **Ctrl+V** : Paste Any Text Or Object That Has Been Copied
 - **Ctrl+W** : Close Open Tab In A Browser Or A Document In Word
 - **Ctrl+X** : Cut Text Or Object
 - **Ctrl+Y** : Redo Any Undo Action
 - **Ctrl+Z** : Undo Any Action
 - **Save As:** Ctrl+Shift+S
 - **Paste Special As Unformatting Text :** Ctrl+Alt+Shift+V
 - **Exit Libreoffice Writer:** Ctrl + Q
 - **Replace:** Ctrl + H
 - **Sidebar:** Ctrl+F5
 - **Formatting Marks:** Ctrl+F10
 - **Styles:** F11
 - **Navigator:** F5
 - **Page Break:** Ctrl+Enter
 - **Column Break:** Ctrl+Shift+Enter
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- **Row Break:** Shift +Enter
 - **Superscript:** Ctrl + Shift + P
 - **Subscript:** Ctrl + Shift + B
 - **Clear Formatting:** Ctrl + M
 - **Heading 1 Style:** Ctrl+1
 - **Heading 2 Style:** Ctrl+2
 - **Heading 3 Style:** Ctrl+3
 - **Create A New Table:** Ctrl+F12
 - **Cycle Case:** Shift + F3
 - **Page Style:** Alt+Shift+P
 - **Increase Font Size :** Ctrl+]
 - **Decrease Font Size :** Ctrl+ [
 - **Order Bullet List :** F12
 - **Unorder Bullet List:** Shift +F12
 - **No Bullet List :** Ctrl +Shift +F12


Cut Text:

1. Select the text you want to cut.
2. Right-click on the selected text.
3. Choose "Cut" from the context menu, or press "Ctrl + X"

Copy Text:

1. Select the text you want to copy.
2. Right-click on the selected text.
3. Choose "Copy" from the context menu, or press "Ctrl + C"

Paste Text:

1. Place the cursor where you want to paste the text.
 2. Right-click at the insertion point.
 3. Choose "Paste" from the context menu, or press "Ctrl + V"
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To Save:

1. Click the floppy disk icon on the toolbar (or press Ctrl + S).
 2. Your document will be saved with its existing filename.
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To Save As:


1. Click "File" in the top menu.
 2. Select "Save As."
 3. Choose the location and enter a new filename.
 4. Click "Save."
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Find:

1. Open your document in LibreOffice Writer.
 2. Press Ctrl + F to open the Find dialog.
 3. Enter the text you want to find in the "Search for" field.
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4. Click "Find Next" to locate the first occurrence of the text.
 5. Continue clicking "Find Next" to find subsequent occurrences.
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Find and Replace:

1. Open your document in LibreOffice Writer.
 2. Press Ctrl + H to open the Find & Replace dialog.
 3. Enter the text you want to find in the "Search for" field.
 4. Enter the text you want to replace it with in the "Replace with" field.
 5. Click "Find Next" to locate the first occurrence of the text to be replaced.
 6. Click "Replace" to replace the currently found instance.
 7. Optionally, click "Replace All" to replace all occurrences in the document.
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Footnotes and Endnotes:

1. Click where you want to insert the footnote or endnote.
2. Go to the "Insert" menu.
3. Select "Footnote/Endnote" and choose either "Footnote" or "Endnote."
4. LibreOffice will automatically add the corresponding note and open a field for you to type the note's content.

Header and Footer:



1. Go to the "Insert" menu.
 2. Select "Header" or "Footer" to insert a header or footer on the current page.
 3. Type or insert the desired content in the header or footer area.
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Table Of Contents

1. Write your document with headings.
2. Place the cursor where you want the table of contents.
3. Go to "Insert" > "Indexes and Tables" > "Indexes and Tables."
4. Select "Type" as "Table of Contents."
5. Click "OK" to insert the table of contents.

Mail Merge Wizard

1. Open Document: Open your document in LibreOffice Writer.
 2. Go to Tools: Click on "Tools" in the top menu.
 3. Select "Mail Merge Wizard": Choose "Mail Merge Wizard" from the Tools menu.
 4. Follow the Wizard: allowing you to select your document type, data source, insert fields, and complete the merge.
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5. Finish and Save: Review the merged documents and finish the merge process by following the prompts. Save or print your merged documents as needed.

MACROS

1. Enable macro recording.

Make sure macro recording is enabled by going to Tools > Options > LibreOffice > Advanced and selecting the option Enable macro recording.

2. Recording A Macro.


Go to Tools > Macros > Record Macro to start recording a macro.

3. Running a macro

Go to Tools > Macros > Run Macro to open the Macro Selector dialog




Track Changes

- 1. Open Your Document:** Start by opening your document in LibreOffice Writer.
 - 2. Enable Track Changes:** Click on "Edit" in the top menu and select "Track Changes" to enable the tracking feature.
 - 3. Make Edits:** As you make edits to the document, LibreOffice will track the changes automatically, marking additions and deletions.
 - 4. Review Changes:** Review the changes by looking at the tracked edits in the document. You can accept or reject each change individually.
 - 5. Accept or Reject Changes:** Right-click on a tracked change and choose "Accept" to incorporate it into the document or "Reject" to discard it.
 - 6. Finish Review:** When you've reviewed all changes, click on "Edit" again and select "Track Changes" to disable the tracking feature.
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Hyperlink

1. Select the text or object you want to hyperlink.
2. Right-click on the selection and choose "Hyperlink" from the context menu.
3. In the "Insert Hyperlink" dialog, enter the web address (URL) or browse for a file on your computer.
4. Click "Apply" to create the hyperlink.

Watermark

1. Open your document in LibreOffice Writer.
 2. Go to the "Format" menu.
 3. Select "Page."
 4. In the "Page Style" dialog box, go to the "Background" tab.
 5. Check the "Watermark" option.
 6. Choose a watermark style from the dropdown menu or create a custom one.
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7. Adjust the transparency, rotation, and scale as needed.

8. Click "OK" to apply the watermark to your document.

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