Introduction to LibreOffice Writer

Spoken Tutorial Project
https://spoken-tutorial.org
National Mission on Education through ICT
http://sakshat.ac.in

Script: Spoken Tutorial Team
Video: Pratik Kamble
IIT Bombay
16 April 2020

Learning Objectives

In this tutorial, we will learn:

Learning Objectives

In this tutorial, we will learn:

- ▶ **About** LibreOffice Writer

Learning Objectives

In this tutorial, we will learn:

- ▶ **About** `LibreOffice Writer`
- ▶ **Various** `toolbars`

Learning Objectives

In this tutorial, we will learn:

- ▶ **About** LibreOffice Writer
- ▶ **Various** toolbars
- ▶ **Open a new and existing document**

Learning Objectives

- **Save and close a document**

Learning Objectives

▶ **Save and close a document**

▶ **Save as** `MS Word` **document**

Learning Objectives

▶ **Save and close a document**

▶ **Save as** `MS Word` **document**

▶ **Export as a** `PDF` **document**

What is LibreOffice Writer?

LibreOffice Writer **is**

- **the** word processor **component of the** LibreOffice Suite

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▶ **the** word processor **component of the** LibreOffice Suite

▶ **the equivalent of** Microsoft Word **in** Microsoft Office Suite

What is LibreOffice Writer?

▶ **a free and open source software**

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▶ **a free and open source software**

▶ **can be shared, modified and distributed without any restrictions**

OS and versions

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- **Microsoft Windows 8 or higher versions**

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- **GNU/Linux OS**
- **Mac OSX**

System Requirements

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This tutorial is recorded using
- ► **Ubuntu Linux OS version 18.04**

System Requirements

This tutorial is recorded using
- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**

LibreOffice Installation

▶ **By default, the latest** `Ubuntu` `Linux` `OS` **has** `LibreOffice` `Suite` **pre-installed in it**

LibreOffice Installation

▶ **By default, the latest** `Ubuntu Linux OS` **has** `LibreOffice Suite` **pre-installed in it**

▶ **To install a specific version, refer to the** `LibreOffice Installation` **series on https://spoken-tutorial.org**

Summary

In this tutorial, we learnt:

- ▶ **About** LibreOffice Writer
- ▶ **Various** toolbars
- ▶ **Open a new and existing document**

Summary

▶ **Save and close a document**

▶ **Save as** `MS Word` **document**

▶ **Export as a** `PDF` **document**

Assignment

- **Open a new document in** `Writer`
- **Save it under the name** `practice.odt`
- **Type the text** `"This is my first assignment"`

Assignment

▶ **Underline the text**

▶ **Increase the** `Font size` **to** 16

▶ **Save and close the file**

About Spoken Tutorial project

▶ Watch the video available at
  **https://spoken-tutorial.org
  /What_is_a_Spoken_Tutorial**

▶ It summarises the Spoken Tutorial
  project

▶ If you do not have good
  bandwidth, you can download
  and watch it

Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ **Conducts workshops using spoken tutorials**
- ▶ **Gives certificates to those who pass an online test**
- ▶ **For more details, please write to contact@spoken-tutorial.org**

Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**

- ▶ **Visit https://forums.spoken-tutorial.org**

- ▶ **Choose the minute and second where you have the question**

- ▶ **Explain your question briefly**

- ▶ **The Spoken Tutorial project will ensure an answer**

You will have to register to ask questions

Forum for Specific Questions

- ▶ **The Spoken Tutorial forum is for specific questions on this tutorial**
- ▶ **Please do not post unrelated and general questions on them**
- ▶ **This will help reduce the clutter**
- ▶ **With less clutter, we can use these discussion as instructional material**

Acknowledgements

▶ **Spoken Tutorial project is funded by MHRD, Govt. of India**

Thank you

▶ **This tutorial was originally contributed by DesiCrew Solutions Pvt.Ltd. in 2011**

▶ **www.desicrew.in**

▶ **Thanks for joining**

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