

Typing text and basic formatting

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives

In this tutorial, we will learn to:



Learning Objectives

In this tutorial, we will learn to:

▶ `Align Text`



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In this tutorial, we will learn to:

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- ▶ **Use Bullets and** Numbering



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- ▶ **Use** Cut, Copy **and** Paste



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- ▶ **Use** Bold, Underline **and** Italic



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In this tutorial, we will learn to:

- ▶ Align Text
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- ▶ **Use** Cut, Copy **and** Paste
- ▶ **Use** Bold, Underline **and** Italic
- ▶ **Use** Font name, Font size, Font color



Formatting features

- ▶ **Applying these features make our documents more attractive**



Formatting features

- ▶ **Applying these features make our documents more attractive**
- ▶ **They will be much easier to read as compared to the documents which are plain text**



System Requirements



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- ▶ **Ubuntu Linux OS version 18.04**



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- ▶ **LibreOffice Suite version 6.3.5**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**



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- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Please download and extract the file**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Please download and extract the file**
- ▶ **Make a copy and then use it for practising**



Bullets and Numbering

- ▶ **Bullets and Numbering are used when independent points have to be written in a document**



Bullets and Numbering

- ▶ Bullets and Numbering **are used when independent points have to be written in a document**
- ▶ **Each point starts with either a bullet or a number**



Bullets and Numbering

- ▶ **Bullets are used for unordered lists**
- ▶ **Numbering is used for ordered lists**



Difference between Copy and Cut

- ▶ **the Copy option keeps the original word at its place from where it was copied**
- ▶ **whereas the Cut option removes it from its original place**



Summary

In this tutorial we learnt to:

- ▶ Align Text
- ▶ **Use** Bullets **and** Numbering
- ▶ **Use** Cut, Copy **and** Paste
- ▶ **Use** Bold, Underline **and** Italic
- ▶ **Use** Font name, Font size, Font color



Assignment

- ▶ **Open the file** practice.odt
- ▶ **Activate** Bullets **and** Numbering
- ▶ **Choose any style and type few lines of text**
- ▶ **Select some text and change its Font name to** FreeSans
- ▶ **Set the Font size to** 16



Assignment

- ▶ **Make the text** *Italic*
- ▶ **Change the Font color to** red
- ▶ **Save the file 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



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

