

Viewing and Printing text document

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 how to



Learning Objectives

In this tutorial we will learn how to

► **View Documents**



Learning Objectives

In this tutorial we will learn how to

- ▶ **View Documents**
- ▶ **Print Documents in LibreOffice Writer**



System Requirements



System Requirements

This tutorial recorded using



System Requirements

This tutorial recorded using

▶ **Ubuntu Linux OS version 18.04**



System Requirements

This tutorial recorded using

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



Viewing options

- ▶ **We'll first learn about the various viewing options in LibreOffice Writer**



Viewing options

- ▶ There are basically two widely used viewing options in `Writer`



Viewing options

- ▶ There are basically two widely used viewing options in Writer
- ▶ They are Normal and Web



Layout

- ▶ **The Normal option displays how the document will look when printed**



Layout

- ▶ **The Web option displays the document as seen in a web browser**



Layout

- This is useful when we want to create HTML documents



Layout

- ▶ This is useful when we want to create HTML documents
- ▶ It's also useful when we want to view the document in full screen mode for editing them



Code files

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



Code files

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



Code files

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



Summary

In this tutorial, we learnt to:

- ▶ **View Documents**
- ▶ **Print documents in LibreOffice Writer**



Assignment

- ▶ **Open practice.odt file**
- ▶ **Type the text "This is LibreOffice Writer"**
- ▶ **Choose View and select Full Screen option**



Assignment

- ▶ **Exit Full Screen option**
- ▶ **Explore all the available Zoom options**
- ▶ **Explore all the available Page preview options**



About the Spoken Tutorial Project

- ▶ Watch the video available at http://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

