

# Digital Documentation



17925CH03

## INTRODUCTION

In earlier days, manual typewriters were used for typing a document, which was replaced by electronic typewriter and now a computer is used for this purpose. Word processing, data processing, communication and presentation are the most common activities performed in an office. Office productivity software is used to perform these activities effectively.

A document is a paper with written contents and the process of preparing a document is called documentation. Documentation is required to preserve the contents for a longer period or to be used as evidence. The documents can be letters, reports, thesis, manuscripts, legal documents, books, etc. A handwritten document can have certain disadvantages like understanding the specific handwriting. With the advancement in computer hardware and software technology, the process of handwritten documentation consequently automated to computer word processing.

A data entry operator should possess the skills to use the office productivity tools with a good typing speed. Although typing skill is the essential criteria for

## Word processing

The term word processing was invented by IBM in the late 1960s. By 1971 it was recognised by the *New York Times* as a "buzz word". (source: <http://www.computernostalgia.net/articles/istoryofWordProcessors.htm>)

data entry operator, a little care has to be taken while using the word processing software. A typist used to hit the space bar a number of times to arrange the text. This is not required in the computer, as the automated features for editing and formatting are available.

*Word processing* is the use of computer software to enter, edit, format, store, retrieve and print the document. The document can be a letter, notice, report, business correspondence, etc.

A word processor is a computer application used for the production of printable material. In the beginning WordStar was the most widely used word processing software. There are several limitations to using a typewriter, which are as given below.



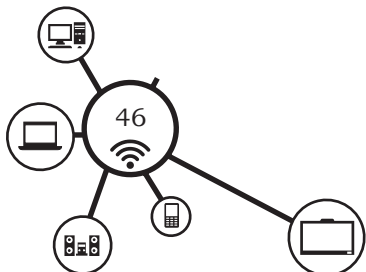
Fig. 3.1: Typewriter

1. In case of any typing error, the whole sheet is required to be typed again.
2. To send same letter to two or more persons with different addresses requires multiple typing efforts.
3. Typewriter does not have all the required characters or symbols. It is not possible to type all the characters using the typewriter.

4. It is not possible to produce a document in the desired format using a typewriter.

In the year 1974 **Xerox** company had introduced an electronic typewriter, as an attempt to solve the problems of the manual typewriter to some extent (<http://www.computernostalgia.net/articlesHistoryofWordProcessors.htm>).

In electronic typewriter, it is possible to make changes in the content, make multiple copies with minor changes. But it has a limitation of very small size screen to display the contents. Its screen can view only one or two lines. In late 1970s, with the development of



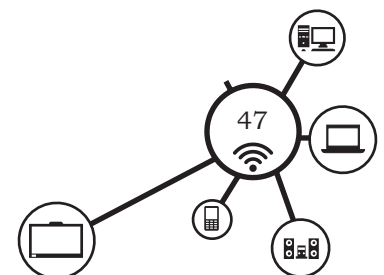
computer software technology, word processing software was introduced. In this software the document can be navigated, edited, formatted and printed. The modern word processors take advantage of a GUI (graphical user interface) providing some form of what-you-see-is-what-you-get (WYSIWYG) editing. This means, the special effects on text are also visible on the screen.

Word processing software not only provides basic ability to enter and modify the text but also provides efficient text manipulation functions that can be used for documentation. Modern word processors provide attractive features. Some of the features provided by popular word processors are as listed below.

- Create, edit, save, retrieve and print the document
- Select and move the text from one place to another in the document
- Copy the text to other places within the document
- Move or copy a selected text from one document to any other document
- Change the font size, font style of the text in the document
- Format paragraphs as well as pages
- Check spelling and grammar
- Create table, modify the size of the selected rows, columns or cells
- Combine one or more documents
- Insert pictures or graphs within the document
- Print the selected text or selected pages of the document

Word processors are being used in the business, home, and education, i.e., in schools and colleges for preparing letters, reports, and many other different types of documents. Students use it for preparing project reports and assignments. Teachers use word processors for preparing question papers and notes.

Office suite is a collection of programs, which are useful for word processing, spreadsheet preparation, presentation, and database management. There are several office suits. We will be using LibreOffice, because of its several advantages.



**LibreOffice** is a free and open source software (FOSS), fully-featured office productivity suite. Currently the versions of LibreOffice is 6.0 and above are available. It is available free for downloading from the website [www.libreoffice.org](http://www.libreoffice.org). This suite is available in many languages and runs on many platforms (Windows, Mac and Linux). It uses Open Document Format (ODF) file format, for publishing documents. LibreOffice components are integrated with each other and have a similar 'look and feel', which makes it easy to use and train. The components of LibreOffice are Writer for word processing, Calc for spreadsheet preparation, Impress for presentation, Base for database management, Draw for drawing and others. LibreOffice includes support for opening and saving files in many common formats including Microsoft Office, HTML, XML, WordPerfect, and PDF.

## Getting started with word processor – Writer

### LibreOffice writer word processor

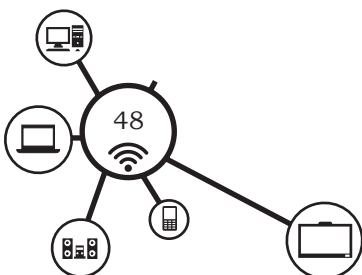
Several word processing software are available to prepare the report. But we will prefer to use LibreOffice Writer, because it is free and an open source software (FOSS) with rich features of word processing. Some word processors are also available freely on the web.

#### Web-based word processor

- Google Docs
- Office 365 Word
- Microsoft OneDrive Word

A school teacher arranged a field visit of Class IX students to a National level IT job fair. The purpose was to know the scope and opportunity in IT-ITeS sector.

After the visit the students were given an assignment to submit a report which should include details about the IT-ITeS industry in India with pictures, responsibilities of a Data Entry Operator and the education and experience required to be one. The students had to prepare a draft report on a paper. It had to be typed and printed. Initially the students thought to use a typewriter to type the report, but the typewriter cannot provide the facility to type with various fonts and colours and also they would not be able to add pictures using a typewriter. Therefore, they prepared the report by using the word processing software on the computer. This provides various features



to make the report more attractive. It was printable and changes could be made in the file anytime. There are a variety of computer software applications used to prepare such reports, letter in offices, schools and colleges. Let us study how to use the word processing application to prepare a report.

Let us prepare the report in LibreOffice Writer. The presentation of the final report should be as shown in the following **REPORT** page.

**Report**

**Field Visit to IT Job Fair**

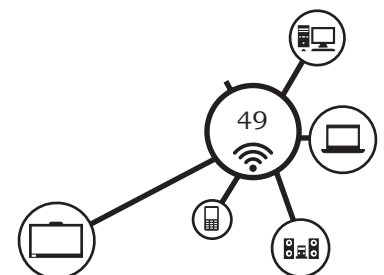
We visited the IT Job Fair, 2018 held at **Kasturchand Park, Nagpur** on 5th July. It was quite a knowledgeable experience for us. We got to know about the IT Sector in depth.

The **Information Technology & Information Technology Enabled Services (IT/ITeS)** sector is a field which is undergoing rapid evolution and is changing the shape of Indian business standards. This sector includes software development, consultancies, software management, online services and **Business Process Outsourcing (BPO)**.

India's IT industry is expected to grow at a rate of 12–14% during 2016–17 as per a report by India's software industry body National Association of Software and Services Companies (NASSCOM.)

Data entry employment is a wide field. Sometimes referred to as a key entry operator, data entry specialist, data entry clerk or an information processing worker. These are also the common core functions and data entry skills of the job.

| <b>Job Tasks and Responsibilities</b>   | <b>Education and Experience</b>  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Prepare, compile and sort documents for data entry</li> <li>2. Check source documents for accuracy</li> <li>3. Verify and correct data where necessary</li> <li>4. Update and delete unnecessary files</li> <li>5. Combine and rearrange data from source documents where required</li> </ol> | <ol style="list-style-type: none"> <li>1. High school certificate</li> <li>2. Formal computer training an advantage</li> <li>3. Proficient in relevant computer office applications</li> <li>4. Accurate keyboard skills and proven ability to enter data at the required speed</li> </ol> |



- |   |   |
|---|---|
| 5. Enter data from source documents into computer database, and forms | 7. Knowledge of correct spelling, grammar and punctuation |
| 6. Scan documents into document management systems or databases       |   |

**Double click** means to move the mouse pointer over the desired item and click the left mouse button twice, quickly, click-click.

To prepare the above report, we will first learn how to open LibreOffice Writer and then type the text of the above report.

### Starting LibreOffice Writer

In general, you will find a shortcut of LibreOffice on the desktop or on the *Quick Launch Taskbar*. The process may slightly differ according to the operating system you are using (*Windows or Linux*).

- (i) To start LibreOffice Writer in **Windows**, double click LibreOffice Writer shortcut, which is usually found on the computer desktop (Figure 3.2).

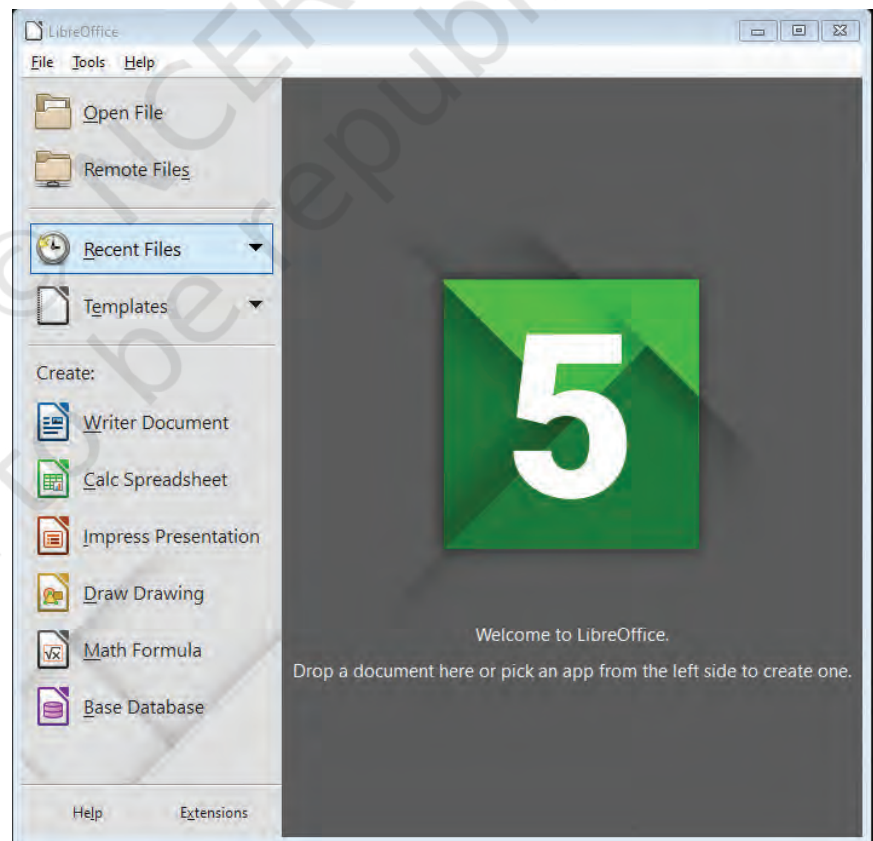
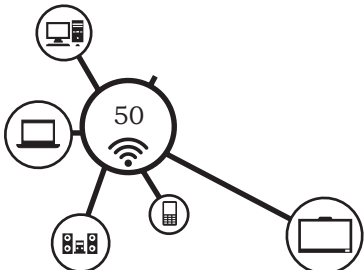


Fig. 3.2: Starting LibreOffice in Windows





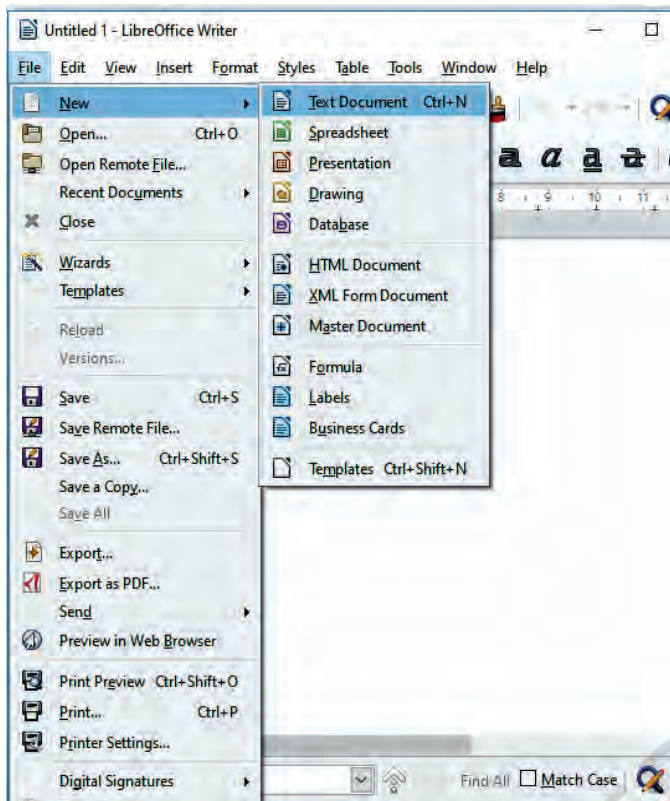


Fig. 3.4: Opening a New Text Document in Writer

in other location using the *Save As* option. The user will get two files the previous one and the one with new name.

**Step 4** Closing the document—

After finishing the work, close the file, as too many opened files will cause a disturbance in working. To close the file, select

**File** → **Close**

**Step 5** Opening the document—It

may further require to open a file for editing. Select **File** → **Open** (**Ctrl+O**) and the document will be open for editing

(Figure 3.4).

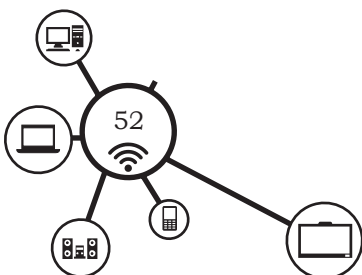
**(a) To Save a document using password**

1. Select **File** → **Save**
2. Select the location on disk to save the file
3. Type a suitable name for the document
4. Click on **Save** button
5. To save the document with password, put a tick on the checkbox **Save with a password**
6. Type the password to open the file in **Set password** dialog box
7. Type the same password in the second box and click **OK** button

### Parts of the Writer window

The various parts of the Writer window have been briefly explained below.

**(a) Title bar:** Title bar is located on the top of Writer window. It shows the title of the currently opened document. The name of the document means the file name of the document saved on the disk. For a new document, it shows the title of the



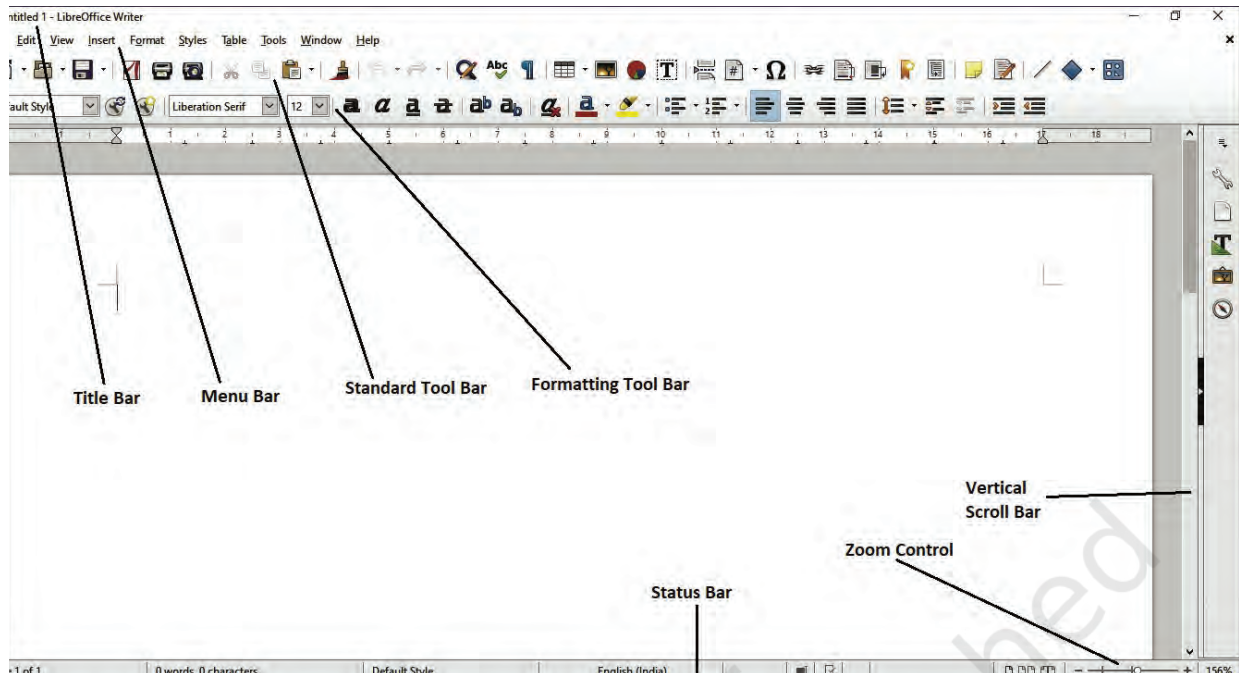


Fig. 3.5: Parts of the main Writer window

document as Untitled X, where 'X' is the document number Untitled 1, Untitled 2, Untitled 3... etc., as we go on opening the new document (Figure 3.5).

**(b) Menu bar:** It appears below the Title Bar. It shows the menu items File, Edit, View, Insert, Format, Tables, Tools, Window and Help. On selecting a menu item, its submenu will open below the menu item. We can select any item in the submenu as per the requirement. As an example Figure 3.6 shows the submenu for File menu.

- Selecting the File menu, shows the submenu as shown in Figure 3.6.
- The submenu item which shows three dots '...' just after the submenu name, means, clicking on it will open the dialog box.
- The submenu item which shows right hand side arrows '▶' just after the submenu name, means, clicking on it will open another submenu.

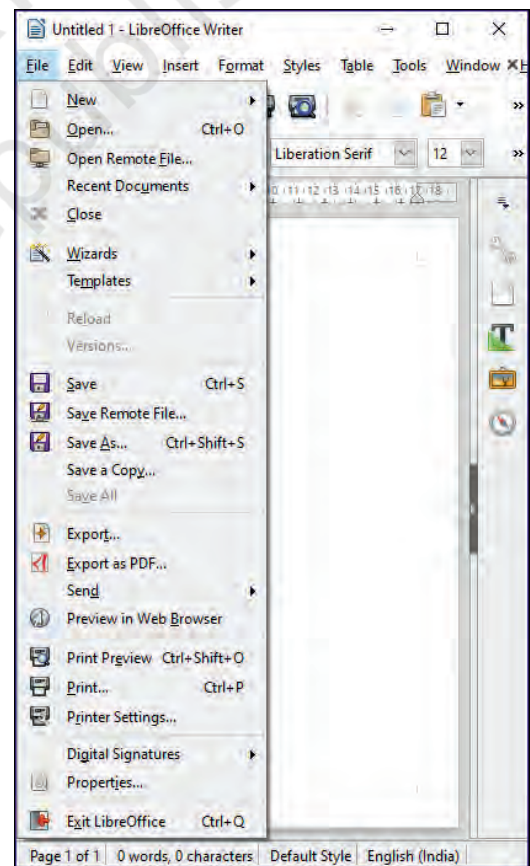
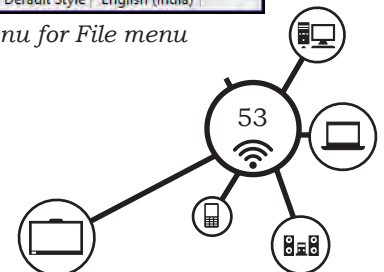


Fig.3.6: Submenu for File menu



- (c) **Toolbars:** The tool bar appears below Menu Bar. By default, the Standard Tool Bar and Formatting Tool Bar will appear. The other tool bars can be activated by clicking on '**View**' menu, and selecting the 'Toolbars' of submenu. The user can choose the required toolbars by clicking on it. The selected toolbar will show the  $\surd$  sign before the toolbar. Suppose we select the Find toolbar then the Find word in the toolbar will appear as  $\surd$ Find.
- (d) **Standard toolbar:** It contains commands in the form of icons.
- (e) **Formatting toolbar:** It contains the various options for formatting a document. A graphical representation of commands is shown in the form of icons.
- (f) **Status bar:** This is positioned at the left bottom of the Writer window and displays the number of pages, words, the language used, zooming, etc. It is located at the bottom of the workspace.
- (g) **Scroll button and scroll bar:** It is used to scroll the document.

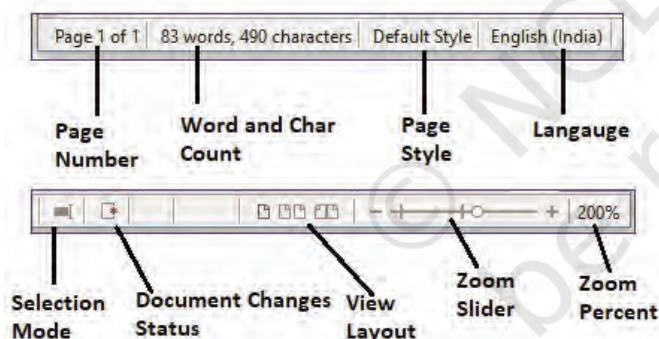


Fig. 3.7: Status bar

- (h) **Zoom:** It allows to change the scale of the text and pictures in the document only for view. It does not affect the physical document. It is used to check the finishing quality of the document.

To know the meaning of other tools, position the mouse pointer on the tool and see the Tool Tip.

## Cursor movement

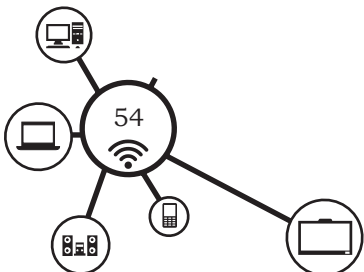
**Text Cursor:** The Text Cursor is a flashing vertical line in the body of the text. The 4 arrow keys ( $\leftarrow$   $\uparrow$   $\downarrow$   $\rightarrow$ ) on the keyboard are called as cursor control keys.

### (a) Text Cursor Movement

- Observe the location of the Text Cursor.
- Press the different cursor control keys on the keyboard and watch how the Text Cursor moves around.

### Let's Revise

Practice using the cursor control keys until you are able to position the text cursor exactly where you want it.




There are two keys above the cursor control keys marked as **Home** and **End**. Pressing the Home key jump to the beginning of the line and pressing End key jump to the end of a line.


- Position the Text Cursor on a line of the document.
- Press the Home key and observe that the Text Cursor jumps to the beginning of the line.
- Press the End key and observe that the Text Cursor jumps to the end of the line.

When these keys are pressed in combination with *Ctrl* key, the cursor jumps to the beginning and end of the document.

- To jump to the beginning of a document, press the Ctrl key, hold it down, then press the End key (**Ctrl+Home**).
- To jump to the end of a document, press the Ctrl key, hold it down, then press the End key (**Ctrl+End**).

### Mouse pointer

 This is the mouse pointer. It takes the pointer shape while moving it around the screen.

 The mouse pointer changes to I shape, when moved over the text in a document.

Moving the 'I' shaped mouse pointer over the text and clicking on the desired text, helps to get the text cursor while editing the document. Thus, the mouse is used to control the **Text Cursor** location.

### Let's Revise

Practice positioning the Text Cursor using the mouse.

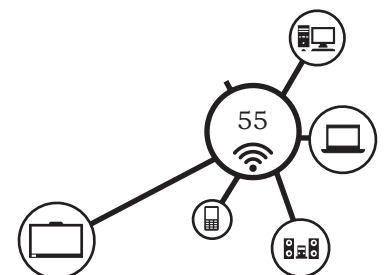
### Let's Practice 1

Open the LibreOffice Writer and enter the text as in the following paragraph. Save the document as "Activity 1" in your folder. Close the document.

#### Report

#### **Field Visit to an IT Job Fair**

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experience for us. We came to know about the various information of the IT Sector.

The **Information Technology & Information Technology Enabled Services (IT-ITeS)** sector is a field which is undergoing rapid evolution and is changing the shape of Indian business standards. This sector includes software development, consultancies, software management, online services and **Business Process Outsourcing (BPO)**.

#### To open existing file

Keyboard  
shortcut: **Ctrl+O**  
Mouse options: **File**  
→ **Open**

#### To undo the changes

Keyboard shortcut:  
**Ctrl+Z**  
Mouse options: **Edit** →  
**Undo**

Copy option (**CTRL+C**) is used to make one or more copies of the selected text whereas Cut option (**CTRL+X**) is used to move the selected text from one place to another.

## Editing the document

### (a) Undo and Redo

- Open the existing file (For example, report.odt) and then start editing in it.
- If, by mistake, you have made some changes and now you want to erase the last change done, then use the Undo option.
- After undo command, again if you want to go back then use the Redo option.

### (b) Moving and copying text

*Cut and Paste:* It is used to move a selected text from one place to another.

- Select the text and click on **Edit** → **Cut** option or press **CTRL+X**
- Place the cursor where the text has to be moved. Click on **Edit** → **Paste** option or press **CTRL+V**

### (c) Copy and Paste

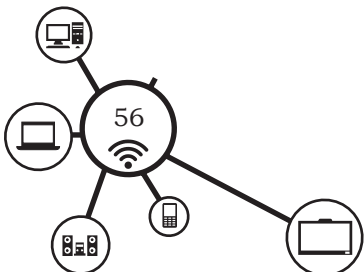
It is used to make a duplicate copy of selected text.

**Step 1:** Select the text and click on **Edit** → **Copy** option or press **CTRL+C**

**Step 2:** Place the cursor where the text has to be duplicated. Click on **Edit** → **Paste** option or press **CTRL+V**

### (d) Selecting text

It is necessary to select the text to perform copy and paste operation. The selected text will be **highlighted**. For editing the text you must first select the required text. The editing can be done on the selected text.



### (e) Selection criteria

To select the text in Writer, swipe the mouse cursor over text. There are several selection tricks to speed up the selection process as below.

| To select a letter or letters            | Drag the Mouse across the letter(s)   |
|--|---|
| To select a single word at a time        | Position the mouse pointer anywhere on that word and double click.  |
| To select a complete sentence at a time  | Position the mouse pointer anywhere in the sentence and triple click. (Triple click means to quickly click the left mouse button three times.)      |
| To select a complete paragraph at a time | Position the mouse pointer anywhere in the paragraph and quadruple click (Quadruple click means to quickly click the left mouse button four times.) |
| A document                               | Press Ctrl + A on the key board.<br>Drag the mouse pointer till you see a right arrow which is white. Then click it thrice.                         |

### Let's Revise

Practice selecting words, sentences, paragraphs and shift click option until you can do it accurately and easily.

A portion of the text can be selected by clicking and dragging. To do this, position the mouse pointer at the beginning point of the selection, click and hold the left mouse button down, and move the mouse pointer to the end of the desired selection.

To de-select the text, move the mouse pointer to an unselected location and click the left mouse button once.

To select all of the text in a document, press **Ctrl+A**.

**Ctrl+A** means to hold the **Ctrl** key down and press the **A** key.

### Let's Revise

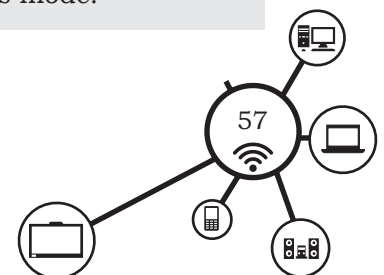
Practice selecting all text till you can do it accurately.

### (f) Selecting non-consecutive text items

The above process shows the selection of continuous text. But suppose if the text is not continuous and you have been asked to select a part of the text from a paragraph, then perhaps you may say that it is not

### By using the keyboard

- select the first piece of text.
- press Shift+F8. This puts Writer in 'Adding selection' mode.
- use the arrow keys to move to the start of the next piece of text to be selected. Hold down the Shift key and select the next piece of text.
- repeat as often as required.
- press Esc to exit from this mode.



### By using the mouse

- select the first piece of text.
- hold down the Ctrl key and use the mouse to select the next piece of text.
- repeat as often as needed.

To select the vertical block of text select from menu:

**Edit** → **Selection Mode**  
→ **Block Area**,  
or press **Ctrl+F8**  
(Keyboard shortcut).

possible to select the non-consecutive text. But Writer provides a way to select the non-continuous text using the keyboard and mouse. Figure 3.8 shows the selection of non-consecutive items.

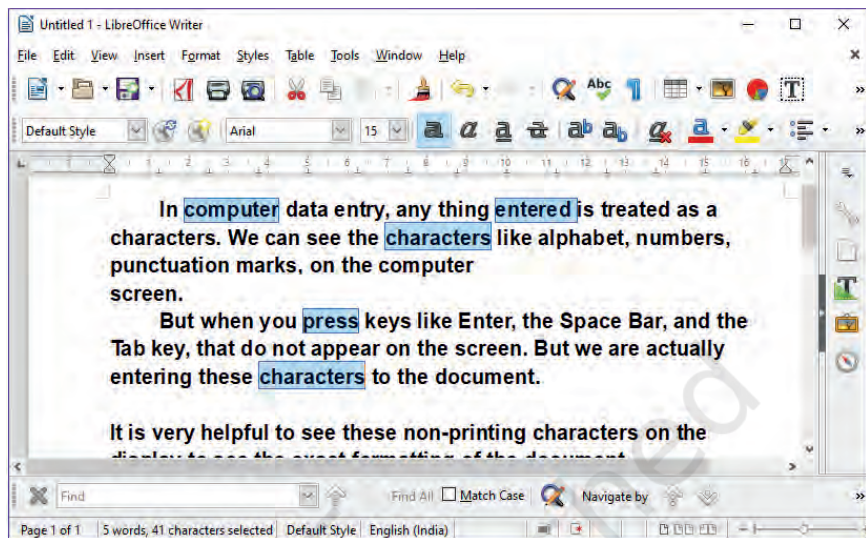


Fig. 3.8: Selecting non-consecutive text items

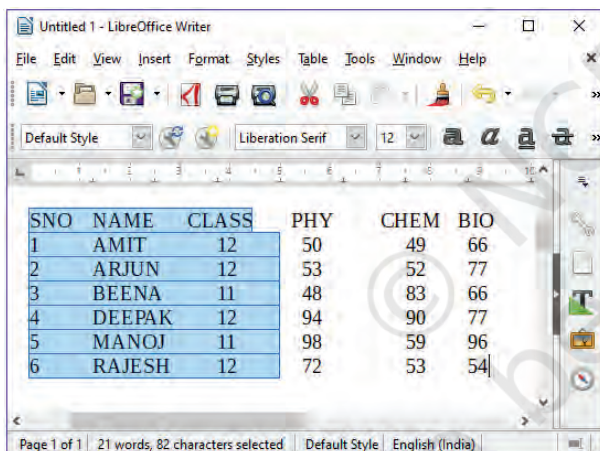


Fig. 3.9: Selecting vertical block of text

### (g) Selecting a vertical block of text

It is also possible to select a vertical block or 'column' of text that is separated by spaces or tabs (Figure 3.9).

### (h) Find and Replace

This feature is used to search for a text and replace it with other text.

- Select **Edit** → **Find & Replace**, the dialog box will open.
- Type the text to find in the **Find** box.
- To change the text with different text, enter the new text in the **Replace** box. For example, while writing the paragraph the word 'IT Job Fair' was typed but it should be 'NationalITJobFair'. So let's replace it (Figure 3.10)

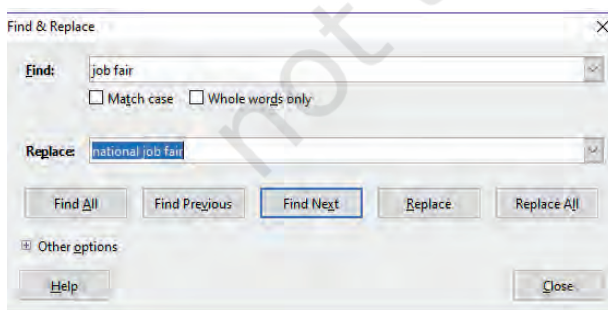
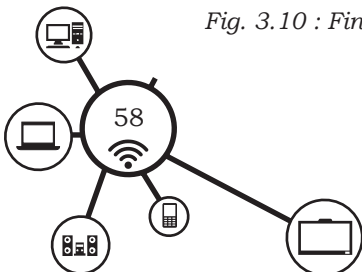


Fig. 3.10 : Find and Replace the word

**Step 1:** Click on **Edit Menu** → **Find & Replace** option or press **CTRL+F**



**Step 2:** Write text under Search For option and click on Find button to locate the entered word. This will select the word which you want to search for. Also, you can click on Find All to select and display all occurrences of the entered text.

**Step 3:** Write the text under Replace with option. Now click on Replace if you want to change only first occurrence of it and use Replace All to replace all the matching occurrences.

Find only locates the text given in Search for whereas Replace changes the text into the Replace with text.

Find will search one instance at a time whereas Find All will search all instances in one go.

### (i) Jumping to the page number

Sometimes we may require to jump to a particular page number. It becomes difficult to scroll down if it is a large document with several pages. In such a situation, 'Go to Page' feature of Writer is useful. To do this, select the **Edit Menu** → **Go to Page (Keyboard shortcut: Ctrl+G)**. Specify the page number in the dialog box. The cursor will move to the first character of the specified page number directly (Figure 3.11).

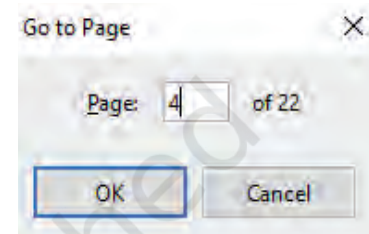


Fig. 3.11 : Go to Page

### (j) Non-printing characters

In computer data entry, anything entered is treated as a character. We can see the characters like alphabet, numbers, punctuation marks, on the computer screen.

But when you press keys like Enter, the Space Bar, and the Tab key, that do not appear on the screen, we are actually entering these characters in the document.

It is very helpful to see these non-printing characters on the display to see the exact formatting of the document.

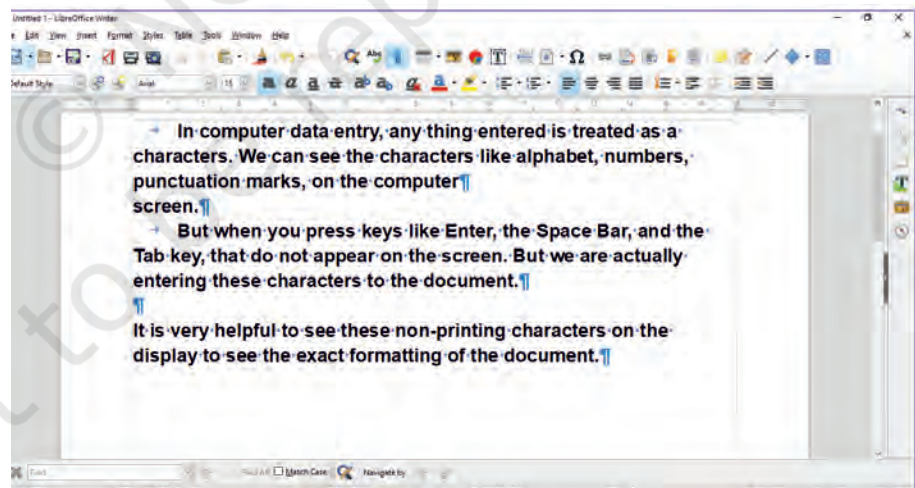
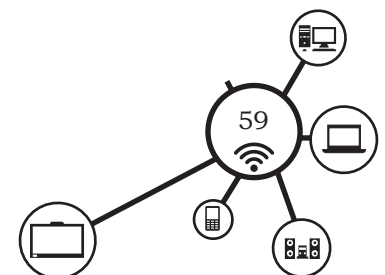


Fig. 3.12: Non-printing characters

To display the non-printing character, press the toggle formatting mark (¶) or use keyboard shortcut **Ctrl+F10**. The tab space is shown by → sign and spacebar is shown by dot (.) as shown in Figure 3.12.



### (k) Checking spelling and grammar

While writing a report on paper, sometimes we may not remember the spelling of some words. In this situation we refer to the books or confirm the spelling from

teachers or parents. Also while word processing a document, we may commit spelling mistake. In such cases, the Writer helps us to correct the spelling. It also provides a grammar checker to check the grammar of the sentence. It can be used separately or in combination with the spelling checker. This is one of the important features of any word processing application.

If any grammatical errors are detected, they are underlined by a wavy blue line. Right-clicking on this line brings up a context menu as shown in Figure 3.13. The first entry in the menu describes the suspected broken grammatical rule. We can do the correction as suggested.

So after typing a paragraph of a report, one can check the spelling and grammar. A spelling checker checks to see if each word in the document is in the installed dictionary. The grammar checker, can be used separately or in combination with the spelling checker.

To check the spelling and grammar of the document (or selected text), select **Tools** → **Spelling and Grammar**, or click the **Spelling and Grammar** button on the Standard toolbar, or press the keyboard key F7.

The Spelling and Grammar dialog (Figure 3.14) opens.

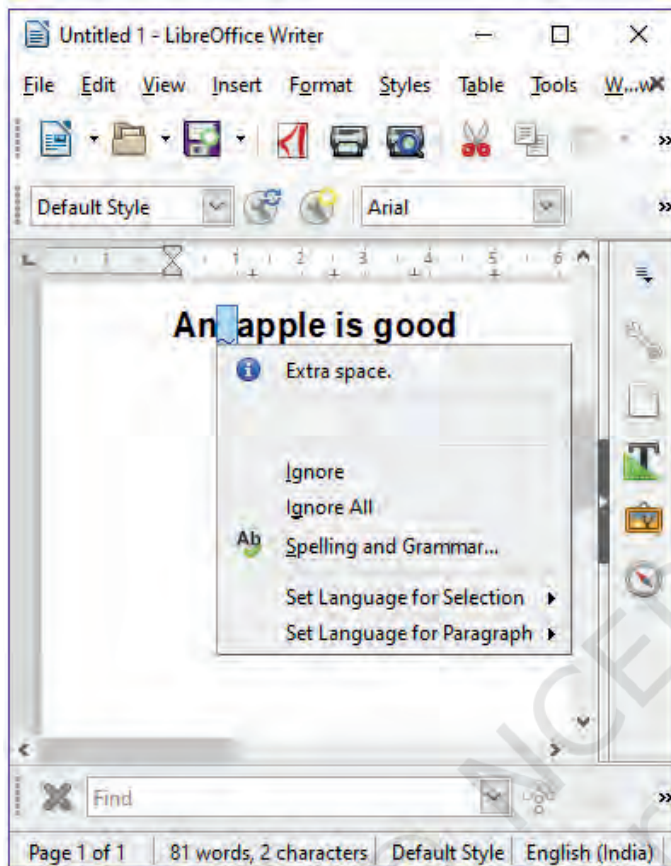


Fig 3.13: Context menus for suspected grammar errors

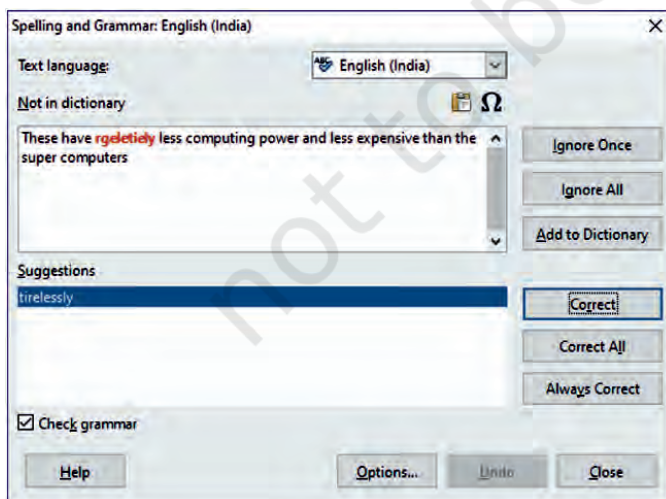
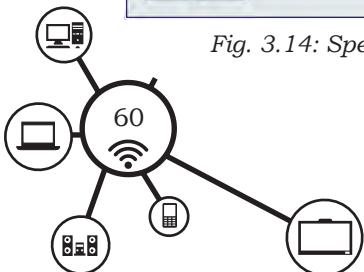


Fig. 3.14: Spelling and Grammar dialog box



You can choose to restart from the beginning of the document when the check reaches the end of the document.

**Automatic Spell Checker** checks each word as it is typed and displays a wavy red line under any unrecognised words. Right-click on an unrecognised word to open a context menu (Figure 3.15). Certain suggestions will be displayed for the selected word. Click on the most appropriate word out of the suggested words to replace the underlined word. After making corrections, the line disappears.

### (1) Using synonyms and the thesaurus

Sometimes you search for a word having a similar in meaning to the word you have in mind. A word processor helps to look up synonyms (different words with the same meaning) and antonyms (words with the opposite meaning) in the thesaurus. The list of synonyms can be accessed from a context menu (Figure 3.16). Right-click on a word and point to **Synonyms** on the context menu. A submenu of alternative words and phrases are displayed. Click on a word or phrase in the submenu to replace it with the highlighted word or phrase in the document.

Synonyms are different from a dictionary. A dictionary contains definitions and pronunciations, whereas thesaurus will have words with similar meanings or opposite meanings.

Let's check the thesaurus for words which have similar meanings to 'market' in 'IT job market'.

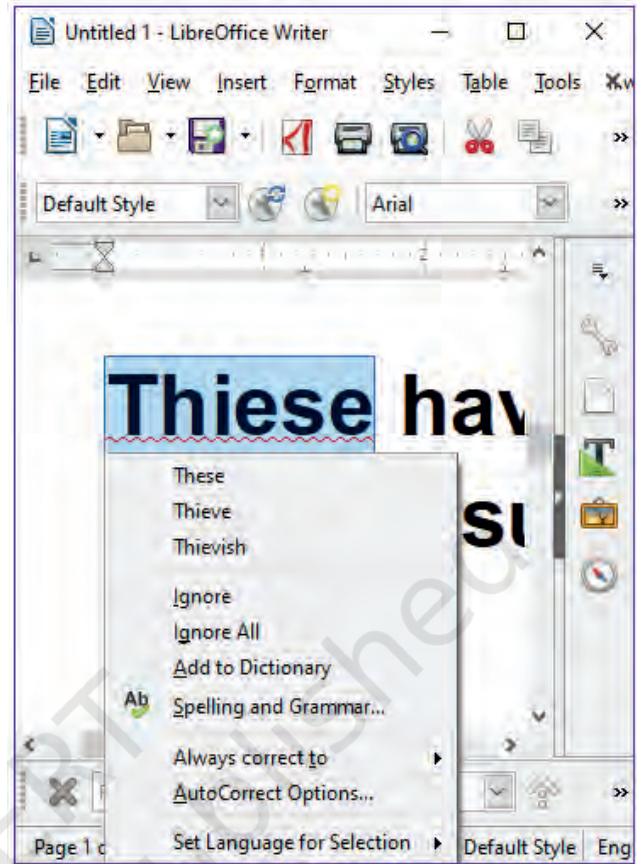


Fig. 3.15: Right click to spell check

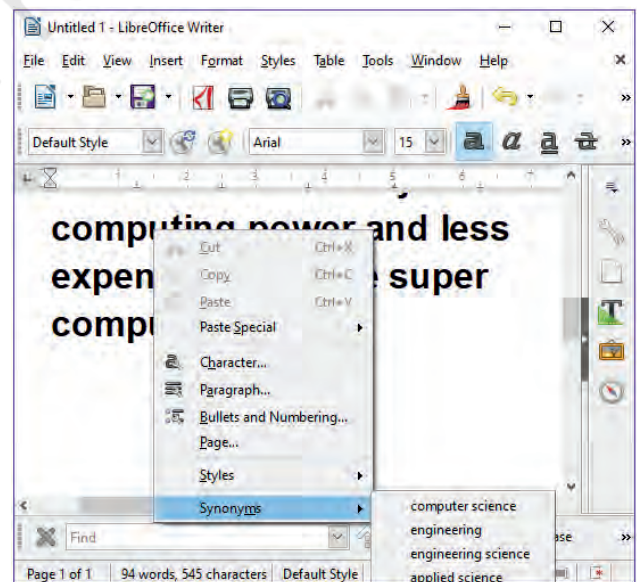
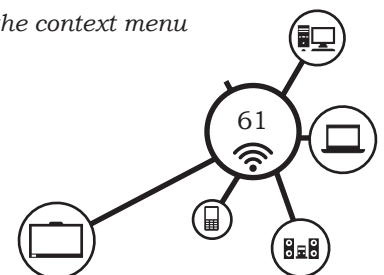


Fig. 3.16: Synonyms on the context menu



## NOTES

### Formatting a document

The first step in document preparation is to use page setup. The Page Formatting is explained in the next section. But for the document preparation, Page setup is taken here.

To setup a page, select and click on the **Format** → **PageSetup** and the **Page** option.

### Page style dialog

The Page style dialog box has the several options as shown in Figure 3.17.

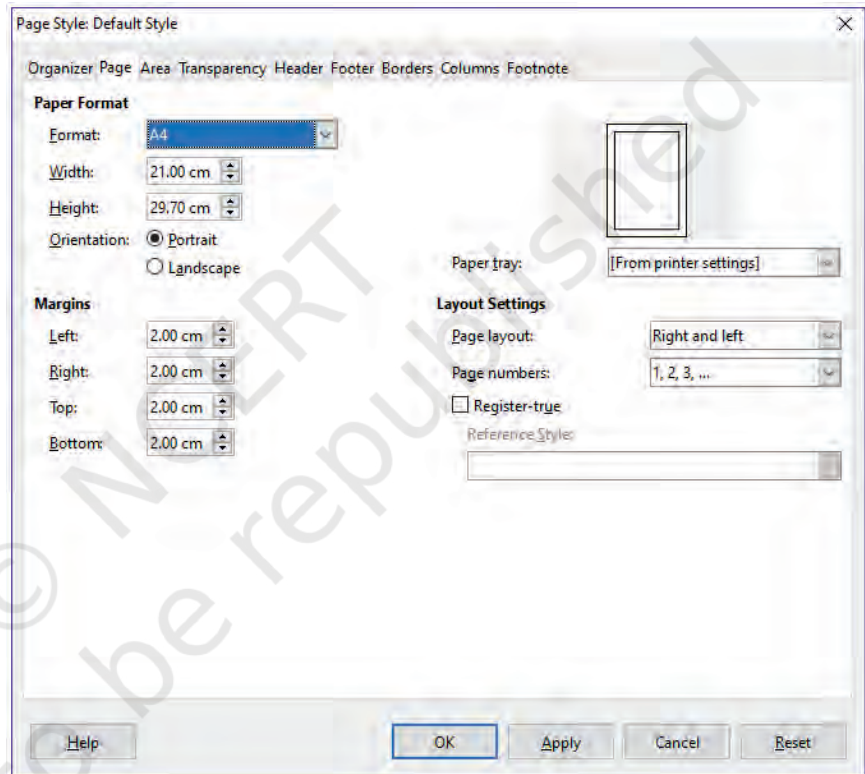
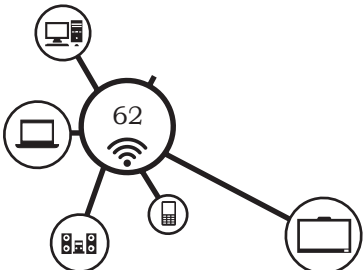


Fig. 3.17 : Page Style dialogue

It allows to select paper size and format (A4, A5, B4, Letter). User can adjust 'Orientation' as *Portrait* or *Landscape*. The user can set the Margins (Left, Right, Top, Down).

### Formatting text

Formatting Text refers to the formatting of paragraphs and characters. To do the formatting, first select the text and then apply the required text formatting features.



There are various methods of formatting text. We can apply any one method as per the suitability. These methods are

- use the menu options from menu bar.
- use the readily available buttons on the formatting toolbar.
- use the context menu. The context menu appears by right clicking on the selected text.
- use the keyboard shortcut.

### (a) Removing manual formatting

To see the effect of formatting the text, first remove manual formatting. For this, select the text and choose **Format** → **Clear Direct Formatting** from the Menu bar, or click the Clear **Direct Formatting** button on the Formatting toolbar, or use **Ctrl+M** from the keyboard. It will clear the existing formatting on the text and then you can apply the fresh formatting features.

### (b) Common text formatting

Some of the common text formatting features generally used have been shown in Figure 3.18.

1. Changing font size – by selecting font size.
2. Changing font style – bold, italic, underline
3. Changing font type – by selecting font drop down.
4. Changing font colour – by selecting font colour icon.

On the Format Toolbar, you will find the buttons representing the letter a in Bold, Italic and Underline form. These are toggle buttons.

To apply any of the effect of bold, italic and underline, first select the text. Then press the desired buttons on the formatting toolbar. The keyboard shortcuts for bold (**Ctrl+B**), for italic (**Ctrl+I**) and (**Ctrl+U**) for underline. Applying the required font effects will change the font as shown in the Figure 3.18.

### (c) Changing text case

It is possible to change the case of the text. There are 6 Change Case options in LibreOffice Writer as shown

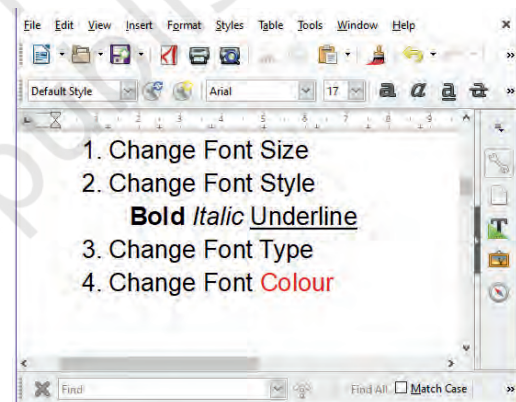
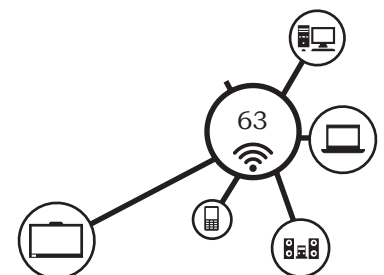


Fig. 3.18 : Text formatting



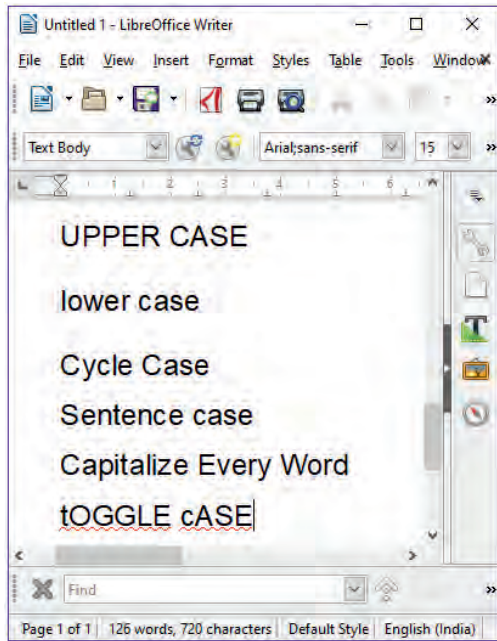


Fig. 3.19: Changing case

in Figure 3.19. These operate on currently selected text.

#### (d) Superscript and Subscript

For example, in the date 5<sup>th</sup> July, the 'th' character appearing after 5 is in the superscript case. In some situations, such as while writing scientific/chemical formula, such O<sub>2</sub>, the character 2 is in the subscript case.

Now, in our example, change the 5th July to 5<sup>th</sup> July.

- **To apply superscript:** Select the text and select **Format** → **Text** → **Superscript**
- **To apply subscript:** Select the text and select **Format** → **Text** → **Subscript**

### Let's Practice 2

Open the Word Processing software and perform the following.

1. Prepare your page as follows.

|           |                          |  |
|-----------|--------------------------|--|
| Size – A4 | Orientation<br>Landscape | Margins – 2' from left and right<br>1.5' from top and bottom |
|-----------|--------------------------|--|

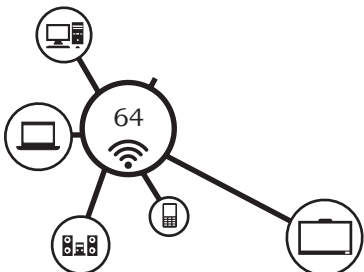
Use 'Page Setup' Dialogue Box. 2. Use Bold, Italic, Underline, Change Case, Font Color and Format the text as shown below and save it as Activity 3. Close the document.

#### REPORT

##### **Field Visit to IT Job Fair**

We visited the IT Job Fair, 2018 held at **Kasturchand Park, Nagpur** on 5th July. It was quite knowledgeable experience for us. We came to know about the various information in IT Sector.

The **Information Technology & Information Technology Enabled Services (IT-ITeS)** sector is a field which is undergoing rapid evolution and is changing the shape of Indian business standards. This sector includes software development, consultancies, software management, online services and **Business Process Outsourcing (BPO)**.



## Paragraph style

A paragraph in a document can have several sentences, a single sentence, a single word, or no words at all. Every paragraph in a LibreOffice Writer document has a paragraph style. The paragraph style settings have a pop down window. One can change the paragraph style by clicking on the pop down window and selecting the choices as shown in Figure 3.20.

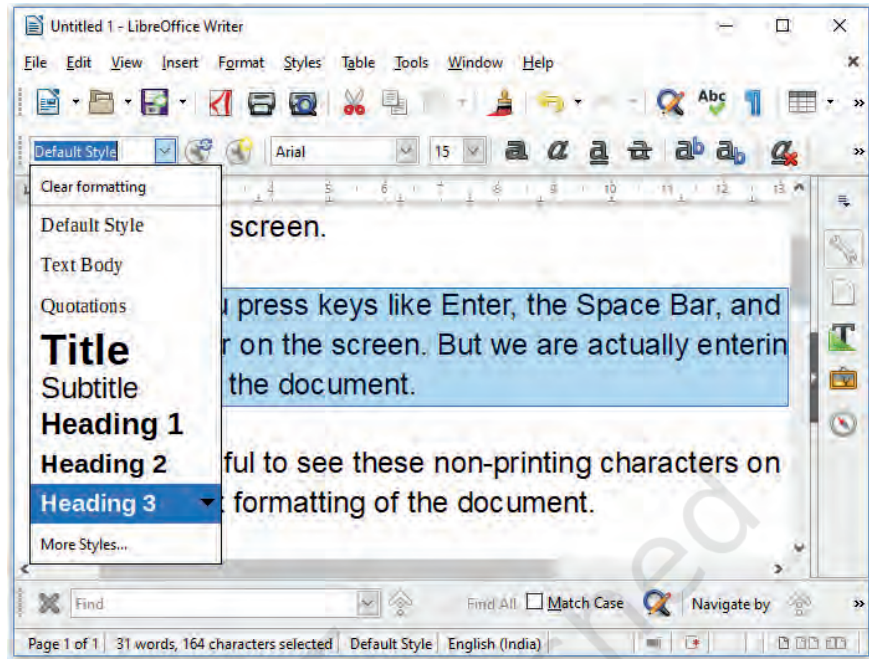


Fig. 3.20: Paragraph Style

### (a) Indenting paragraphs

The entire paragraph can be indented in one step. Place the Text Cursor anywhere in the paragraph, select and click on the 'Increase Indent' tool. Each time when you click on the Increase Indent tool, the current paragraph's indent will increase. There is also a Decrease Indent tool that removes the indent.

Now increase the indent of the third paragraph in our assignment of Report. The output will be as shown below in Figure 3.21.

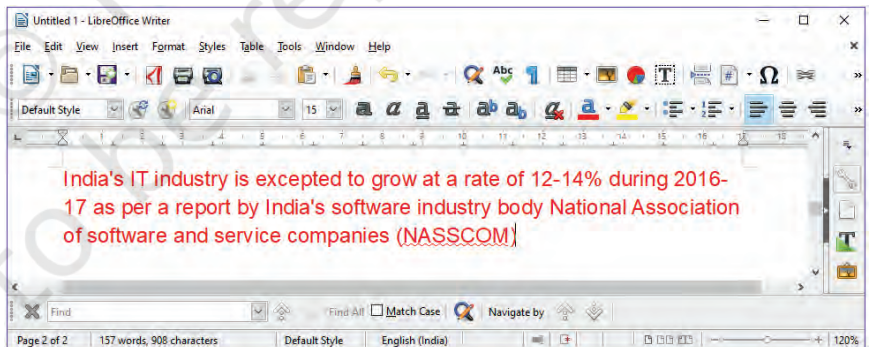
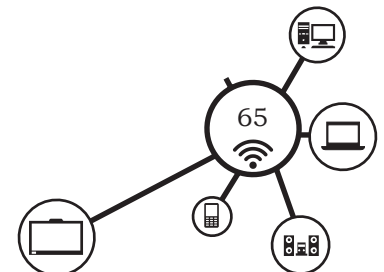


Fig. 3.21 : Paragraph indentation

### (b) Aligning paragraphs

The paragraph can be aligned as Left, Right, Center and Justify. To align the paragraph, place the text cursor in the title paragraph, select the appropriate tool (Left, Right, Center or Justify) from the Format Toolbar.



### To change the paragraph style

- First select the paragraph by paragraph selection method.
- Select the drop down arrow of paragraph style.
- Select Text Body from the pop down menu.
- Move the mouse pointer to outside the selected text and click the left mouse button once to de-select the text.

The selected words should now be centered in your document.

Move the mouse pointer over the four different alignment tools and read the Tool Tips, Align Left (**Ctrl+L**), Center Horizontally (**Ctrl+E**), Aligned Right (**Ctrl+R**) and Justified (**Ctrl+J**). The Justified option makes both the left and right sides of the paragraph line up with the margins. All these text alignment are shown in the Figure 3.22.

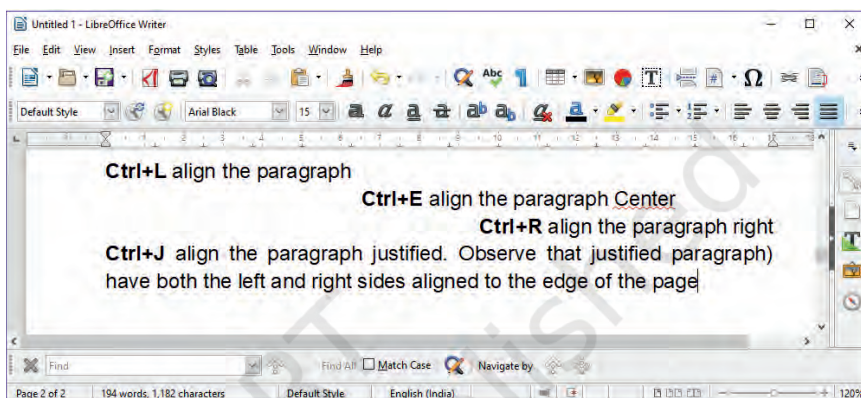


Fig. 3.22: Paragraph alignment

### To explore more paragraph formatting features ...

- Select a paragraph
- Click on the required tools on 'Formatting Tool Bar' Or
- Open **Format** → **Paragraph** Dialogue Box
- Select the appropriate tools
- Click **Ok**

### (c) Font colour, highlighting, and background colour

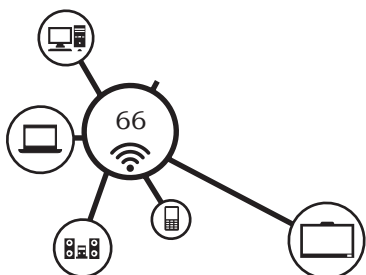
There are three more tools—Font Color, Highlighting, and Background tools on the Format Toolbar.

- To change the font color, select the small down pointing arrow ▼ on the right edge of the Font Color tool and select the colour from the colour box.
- To change the highlight colour, select the small down pointing arrow ▼ on the right edge of the Highlighting tool and change the colour from the colour box.

### Let's Practice 3

Open the LibreOffice Writer and perform the following:

1. Enter the text and format the paragraphs as shown in Table (given on next page) in Column A.
2. Format it again as shown in Column B (See Table on next page). Save and close the document.



| Column A   | Column B  |
|--|---|
| <p><b>What is a computer?</b><br/> A computer is an electronic device that manipulates <b>information or data</b>. It has the ability to <b>store, retrieve, and process</b> data.<br/> <b>You can use a computer to type document,</b> send email, and browse the web.<br/> You can also use it to handle <b>spreadsheets, accounting database, management, presentations, games, and more.</b></p> | <p><b>What is a computer?</b><br/> A computer is an electronic device that manipulates information or data. It has the ability to <b>store, retrieve, and process</b> data.<br/> <b>You can use a computer to type documents</b> send email and browse the Web.</p> |

**(d) Using the bullets and numbering**

You can assign the bullets or numbering to the list items in the document by using the options on the Bullets and Numbering toolbar. You can also create a nested list by using the buttons on the Bullets and Numbering toolbar. The general options available for bullets and numbering are shown in Figures 3.23 and 3.24. A nested list has a sub-list under it. Bullets and Numbering dialog contains more detailed controls (Figure 3.25).

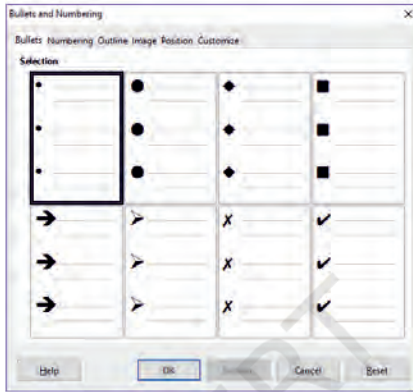


Fig. 3.23 : Bullets

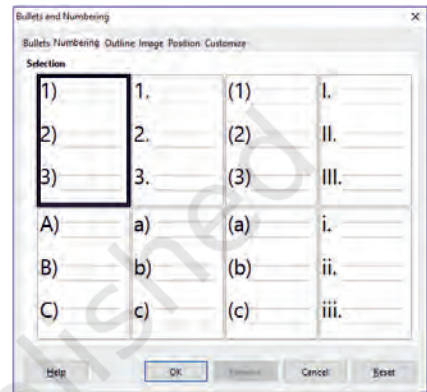


Fig. 3.24: Numbering

**(e) Assigning colour, border and background**

- To assign background colour to the paragraph, first select the paragraph.
- Select **Format** → **Paragraph** → **Area** → **Colour**, then select the colour.

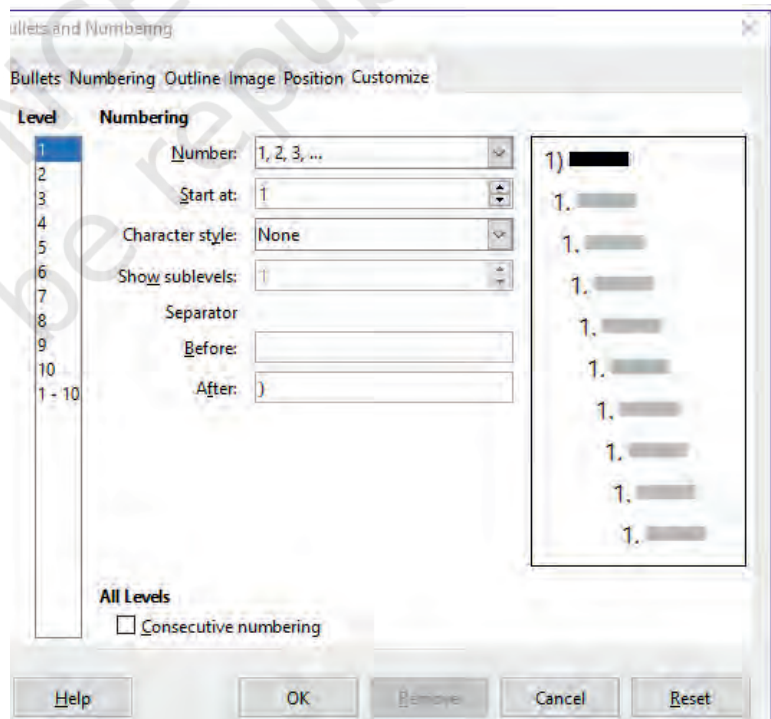
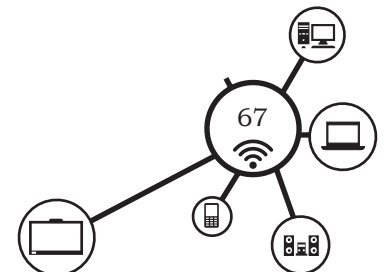
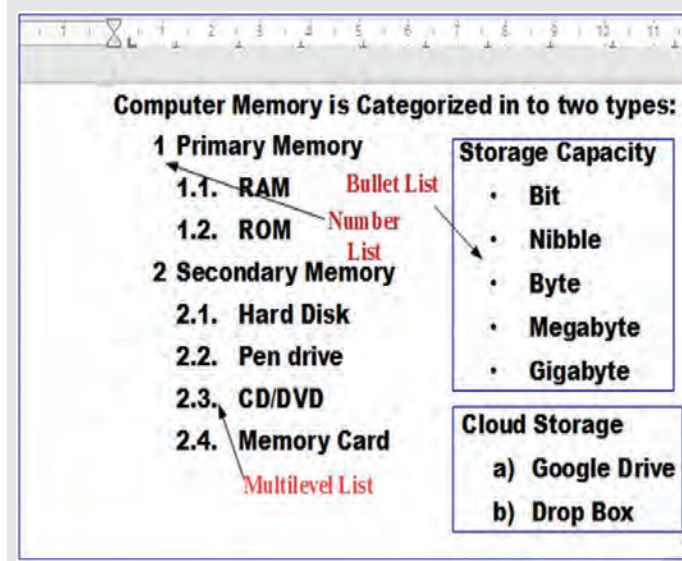


Fig. 3.25: Bullets and Numbering dialog



3. To assign border to the paragraph, select the paragraph, then select *Format* → *Paragraph* → *Borders* → *Select Line – Style, Width, Colour*.
4. After selecting, click **'Ok'**.



### Let's Practice 4

Practice to assign normal bullets and numbering to the list items as shown in figure below. Create a new document and enter the text on Computer Memory. Assign the variety of bullets and numbering as shown in the adjacent figure.

### Let's Practice 5

Make a list of bullets as shown in the adjacent figure. Save the document. Close the document.

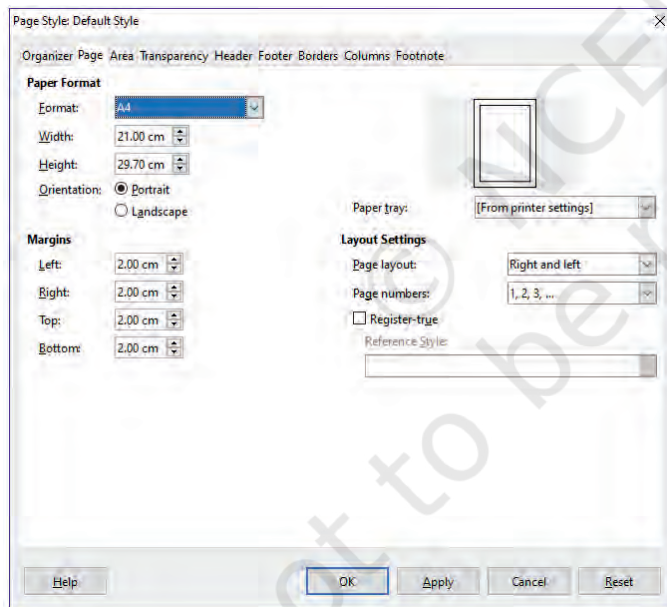


Fig. 3.26: Formatting page

### Page formatting

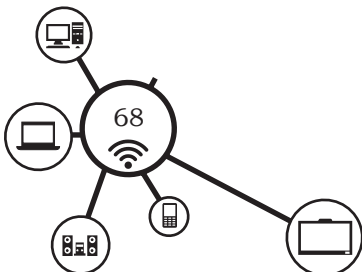
#### (a) Setting up basic page layout using styles

Page styles define the basic layout of all pages in the document. It includes page size, margins, header and footer, border and background, number of columns, etc. (Figure 3.26).

The *Default Style* is assigned to the new document by default. It appears on the taskbar of the writer window. To change the various parameters of the page, just click on the *Default Style* on the taskbar or click on the **Format** → **Page**.

#### (b) Inserting a page break

In multi-page documents the text flows from one page to the next as you add information. In certain cases we may require to break the current page and move the next heading or next chapter to the new page in



the same document. In such cases we have to break the page forcefully and take the cursor to the next page to insert the new heading. This is called as a page break.

To break the current page and start the new page select **Insert** → **Page Break** from the Menu bar or use the keyboard command (**Ctrl + Return**).

The Page break can also be narrowed down to the line and column, by using **Insert** → **Manual Break**, as shown in Figure 3.27.

### (c) Creating header/footer and page numbers

In a multi-page document, it becomes necessary to add a header and footer to document for more readability. Headers appear at the top of every page; footers appear at the bottom of a page. Headers and footers are specified by page styles; therefore, all the pages with the same page style will display the same header and footer.

To insert header in the document, select **Insert** → **Header and Footer** → **Header**

To insert footer in the document, select **Insert** → **Header and Footer** → **Footer**

You can give the document name or chapter name in the header section and page number in the footer section.

To enter page numbers in the footer section, place the cursor in the footer section and select **Insert** → **Page Number**.

### (d) Defining borders and backgrounds

Assigning borders and backgrounds to important paragraphs, frames and pages give attractive look to the document. For example, by assigning borders or backgrounds a reader is able to differentiate the points to remember from the regular text.

- (i) Adding border: It is possible to apply the border, either to individual characters or to selected text. The process is similar in each case. The preset

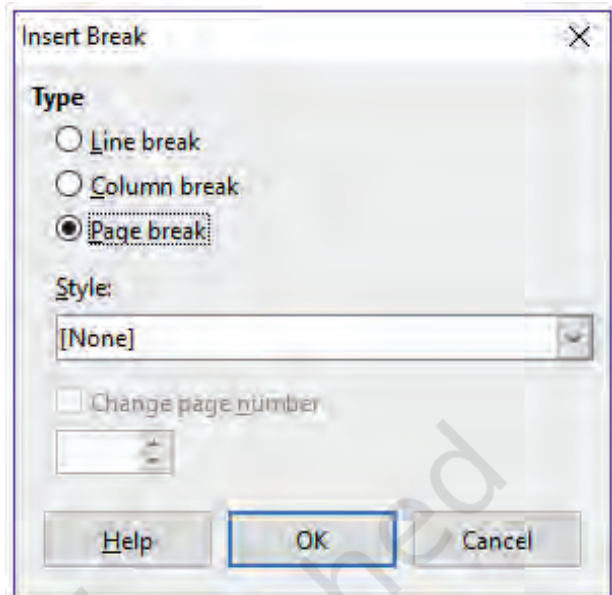
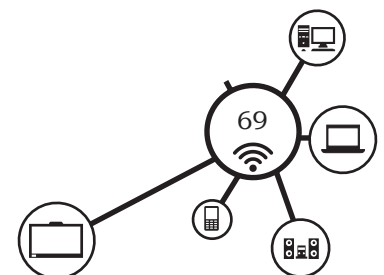


Fig. 3.27 : Insert manual break

### Different types of software

1. Application Software
  - a. LibreOffice
    - Writer
    - Calc
    - Impress
  - b. Microsoft Office
  - c. Gimp
  - d. Adobe Photoshop
2. System Software
  - (i) Windows
  - (ii) Linux
  - (iii) Mac



## Insert Elements in Writer document

- Images
- Shapes
- Objects
- Chart
- Symbols
- Special Character
- Tables
- Header and Footer
- Page Numbers
- Columns
- WordArt/Fontwork

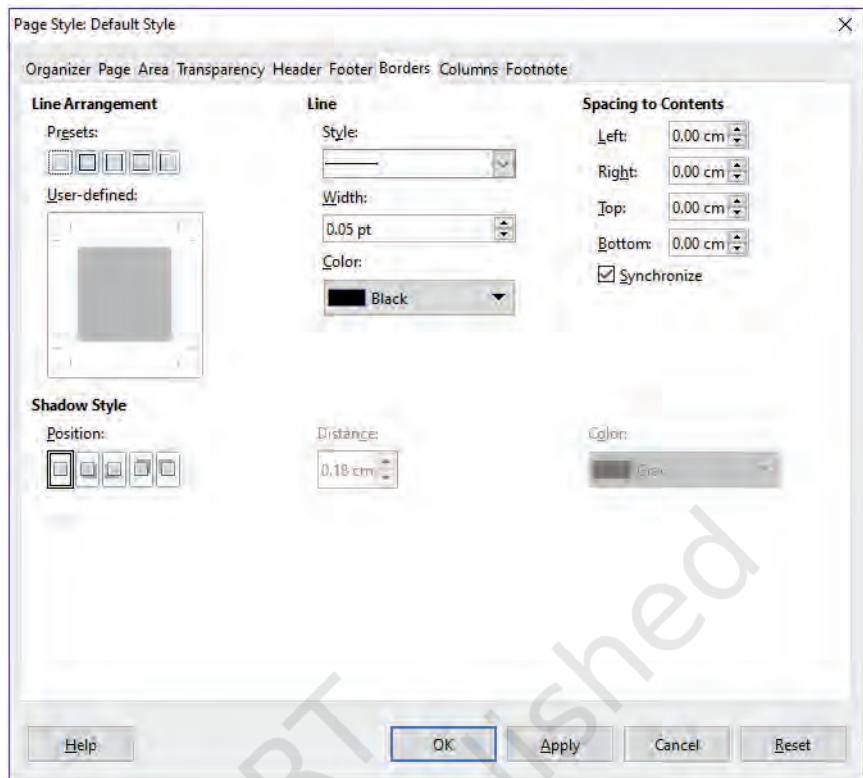


Fig. 3.28: Adding border to paragraph

shows the preview of the selected border (Figure 3.28).

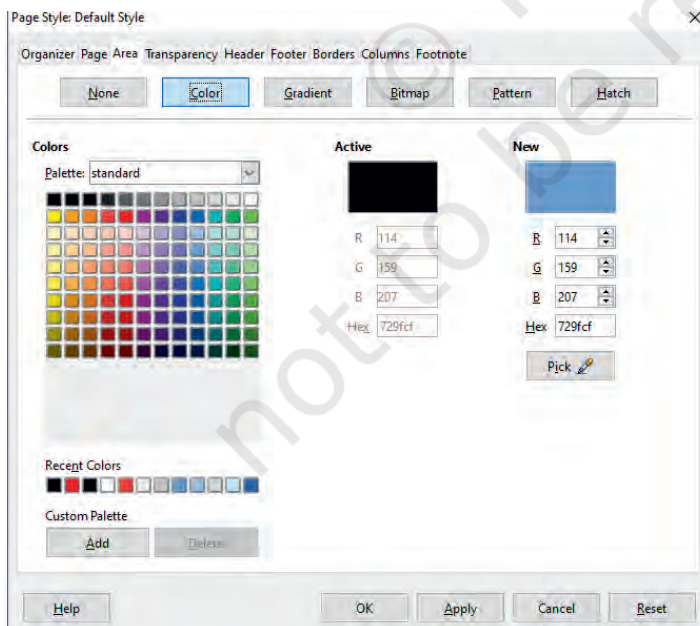
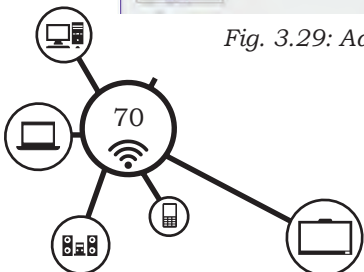


Fig. 3.29: Adding background to paragraph

(ii) Adding background colour: To add background color to the paragraph, select the paragraph. Select the Area tab from the Paragraph dialog. Alternately, right-click anywhere in the paragraph, and choose Paragraph from the context menu. In the dialog, select the Area tab, then choose Color. Select the color from the color grid to use for this frame, and then click **OK** to apply it to the background (Figure 3.29).

The color, gradient, bitmap, pattern, hatch can be added in the same way by clicking the respective buttons in the dialog.



To delete a color, gradient, bitmap, or other background, select **None** near the top of the Area page of the Frame dialog.

**(e) Inserting images, shapes, special characters in a document**

The regular text in the document can be made attractive and more informative by inserting the various elements as listed below. You can also explore more tools to be inserted in the document.

(i) Inserting image: If you wish to include any picture or image in your document, the image file should be stored in your hard disk or external storage, such as Pen drive. To insert an image in your document, position the cursor where you want to insert the file, select **Insert** → **Image**. Another alternative is, just click on the insert image icon, located below the Formatting Toolbar. A file manger will appear from where you can select the image file. Select the image file and click on Open button or just double click on the image file. The image will get inserted in the file (Figure 3.30).

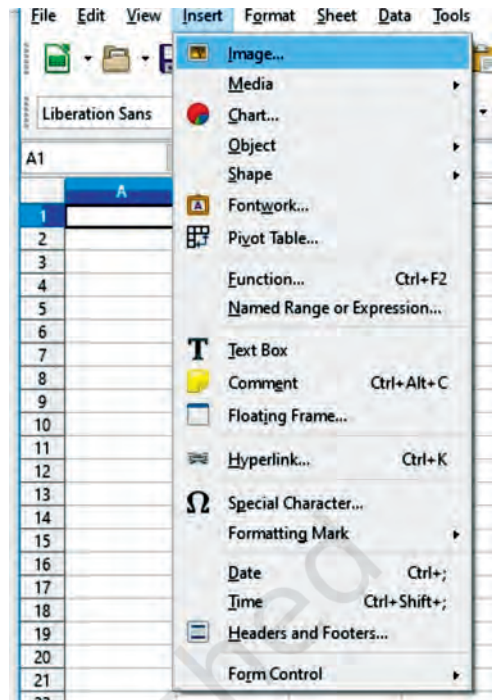


Fig. 3.30: Selecting insert image option from Insert menu option

(ii) Inserting special characters: Sometime we may require to enter the special character, such as ¶ or which cannot be typed by using the keyboard. LibreOffice Writer provides a feature to enter the number of special characters as shown in the following dialog. To do this select **Insert** → **Special Character** (Figure 3.31).

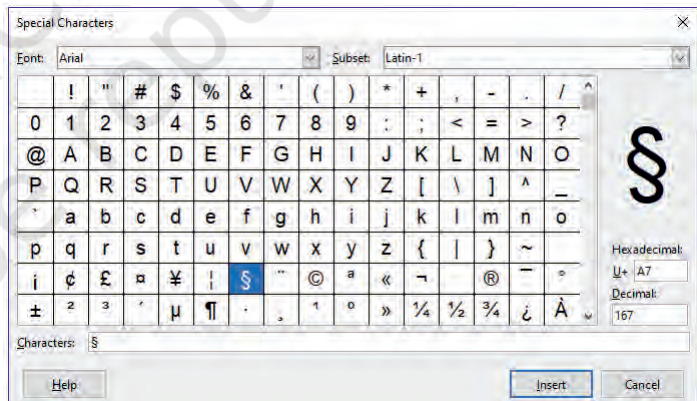
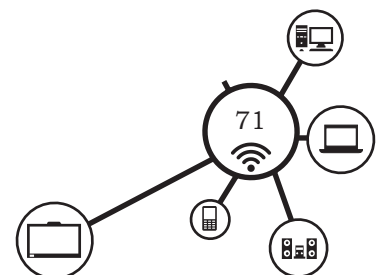


Fig. 3.31 : Inserting special character

(iii) Inserting shapes: It is possible to insert various shapes in your document. The variety of shapes consists of Lines, Arrows, Symbols, Stars, Callouts, Flowcharts. For this, keep the cursor in the place you wish to add the shape and select **Insert** → **Shape** and then choose the further element you wish to insert.



## (f) Dividing the document page into columns

You may have seen some documents where its page is divided into two or three columns. It is used in magazines and newspapers. It is possible to arrange the regular text into columns before or after adding the text.

To divide the page into columns, select **Format** → **Column**. A Column dialogue box as shown in Figure 3.32 will appear. Enter the number of columns in the Column entry box. Give the value for spacing between the columns and click **OK**. On selecting the number of columns up to 3, the formatted page will look like as shown in Figure 3.33.

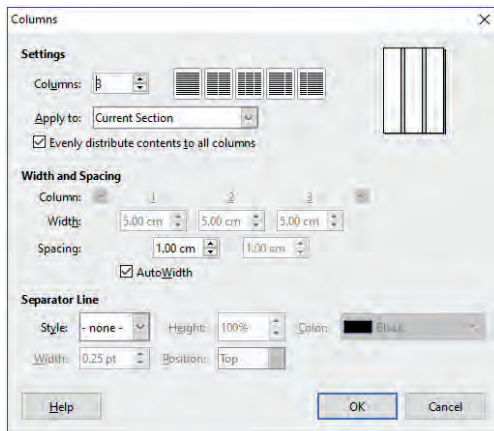


Fig. 3.32 : Column dialog box

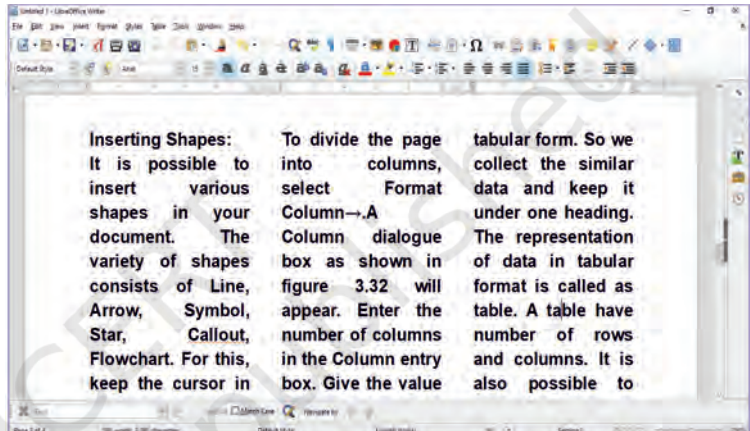


Fig. 3.33: Page formatted into 3 columns

## (g) Formatting the shape or image

User can format the shape or image inserted in the document. For instance, user can change its size, colour, add borders, change its position, etc.

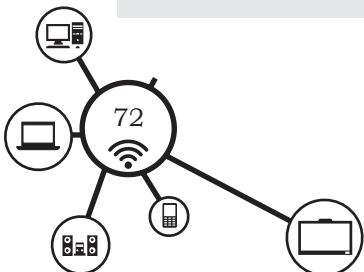
First, select the shape or image by clicking on it. Then make use of the Tool Bar to perform the required changes.

## Creating and managing tables

- Create tables with rows and columns
- Delete rows/columns
- Merge cells
- Split cells
- Colour the table
- Change text direction

In a document it is normally seen that some data are represented in tabular form. So we collect the similar data and keep it under one heading. The representation of data in a tabular format is called as table. A table has a number of rows and columns. It is also possible to have a table with one row and one column.

Consider an example of representing your school timetable, your marksheet, your teachers teaching



various subjects. To represent such data you have to create a table. LibreOffice Writer provides a very rich tool for creating and managing a table. The various features of the table are:

| Time Table Class IX |                 |                 |                    |                     |                      |                      |                      |                      |                      |  |
|---------------------|-----------------|-----------------|--------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--|
| Day/<br>Period      | 1               | 2               | 3                  | 4                   |                      | 5                    | 6                    | 7                    | 8                    |  |
| <b>Time</b>         | 7:30 to<br>8:10 | 8:10 to<br>8:50 | 9:00<br>to<br>9:40 | 9:40<br>to<br>10:20 | 10:20<br>to<br>10:40 | 10:40<br>to<br>11:20 | 11:20<br>to<br>12:00 | 12:10<br>to<br>12:50 | 12:50<br>to<br>13:30 |  |
| <b>Day 1</b>        |                 |                 |                    |                     |                      |                      |                      |                      |                      |  |
| <b>Day 2</b>        |                 |                 |                    |                     |                      |                      |                      |                      |                      |  |
| <b>Day 3</b>        |                 |                 |                    |                     | LUNCH<br>BREAK       |                      |                      |                      |                      |  |
| <b>Day 4</b>        |                 |                 |                    |                     |                      |                      |                      |                      |                      |  |
| <b>Day 5</b>        |                 |                 |                    |                     |                      |                      |                      |                      |                      |  |
| <b>Day 6</b>        |                 |                 |                    |                     |                      |                      |                      |                      |                      |  |

### (a) Creating a table

The simplest way to create a table is, click the **Table** icon on the Standard toolbar. On the drop-down graphic, choose the size of the table. To create the table, click on the cell representing the last row of the last column that you want. Holding down the mouse button (Figure 3.34) over the Table icon will also display the graphic.

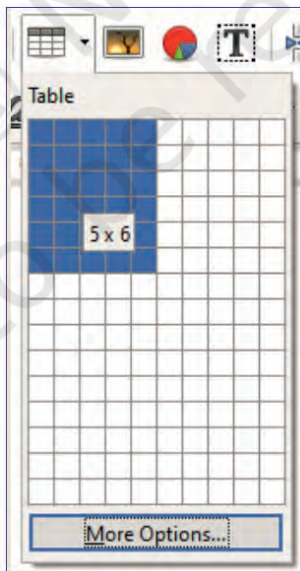


Fig. 3.34: Creating table

Another way to create a table is by using the Table dialog. Position the cursor where you want to insert the table, then:

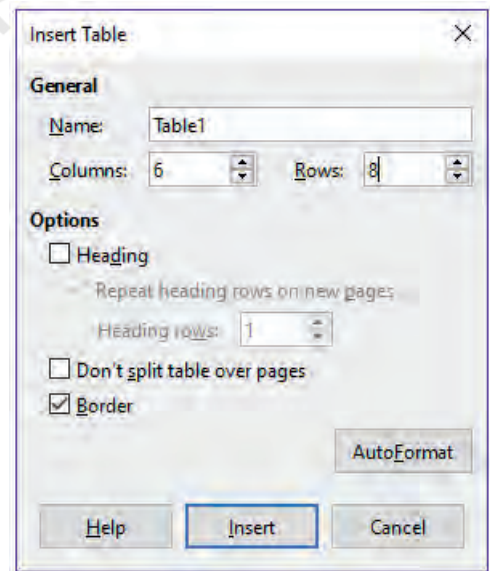
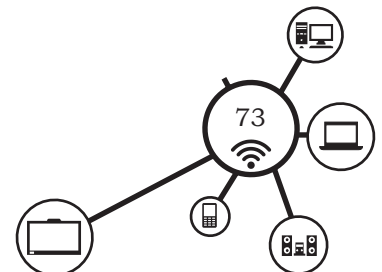


Fig. 3.35 : Insert Table

Select **Table** → **Insert** Table from the Menu bar as shown in Figure 3.35 (or Press **Ctrl+F12**).



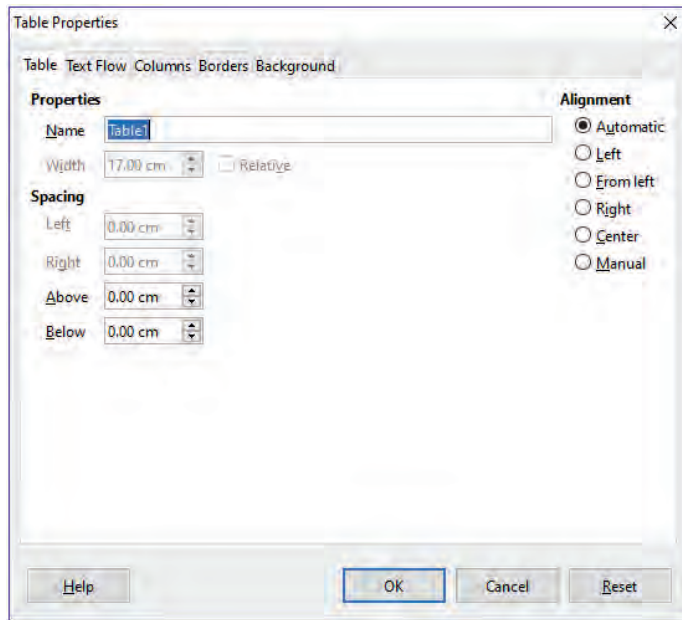


Fig. 3.36 : Table properties

It will create a simple table. After creating a table, you can explore more features. For this, select **Table** → **Properties**.

### (b) Inserting rows and columns

To insert one row or column in the table:

- Place the cursor in the row or column before or after which you want to add new rows or columns.
- Click on the **Rows Above** or **Rows Below** icons in the **Table toolbar** to insert one row above or below the selected one.
- Click on the **Columns Left** or **Columns Right** icons in the **Table toolbar** to insert a column to the left or right of the selected one.
- Choose **Insert** → **Rows Above/Below** or **Insert** → **Columns Above/Below**. Set number to define the number of rows or columns to be inserted, and select the Position as Before or After.
- Click **OK** to close the dialog box.

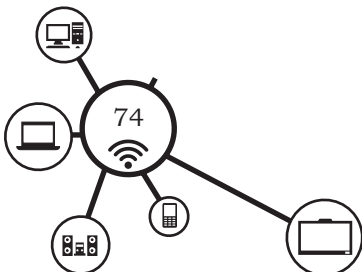
### (c) Deleting rows and columns

To delete one or more rows or columns, place the cursor in the row or column you want to delete and do one of the following:

- Click on the Rows or Columns icons on the Table toolbar
- Right-click and choose **Delete** → **Rows** or **Delete** → **Columns**.
- Press **Alt+Delete** on the keyboard and use the arrow keys to delete rows or columns as described above for inserting.

### (d) Splitting and merging tables

One table can be split into two tables, and two tables can be merged into a single table. Tables can only be split horizontally.



## (i) To split a table

- Place the cursor in a cell that will be in the top row of the second table after the split (the table splits immediately above the cursor).
- Choose **Table** → **Split Table** from the Menu bar.
- A Split Table dialog opens. You can select No heading or an alternative formatting for the heading—the top row(s) of the new table.
- Click **OK**. The table is then split into two tables separated by a blank paragraph.

## (ii) To merge two tables

- Delete the blank paragraph between the tables. You must use the Delete key (not the Backspace key) to do this.
- Select any cell in one of the tables.
- Right-click and choose Merge Tables in the context menu. You can also use **Table** → **Merge Table** from the Menu bar.

**(e) Deleting a table**

## (i) To delete a table

- Click anywhere in the table.
- Choose **Table** → **Delete Table** from the Menu bar.

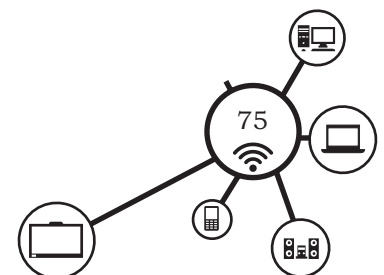
Or

- Select from the end of the paragraph before the table to the start of the paragraph after the table.
- Press the *Delete* key or the Backspace key.

**(f) Copying a table**

To copy a table from one part of the document and paste onto another part:

- Click anywhere on the table.
- From the Menu bar choose **Table** → **Select** → **Table**.
- Press *Ctrl+C* or click the **Copy** icon on the Standard toolbar.
- Move the cursor to the target position and click on it to fix the insertion point.



- Press *Ctrl+V* or click the **Paste** icon in the Standard toolbar.

**(g) Moving a table**

To move a table from one part of a document to another part:

- Click anywhere in the table.
- From the Menu bar, choose **Table** → **Select Table**.
- Press *Ctrl+X* or click the **Cut** icon in the Standard toolbar.
- Move the cursor to the target position and click on it to fix the insertion point.
- Press *Ctrl+V* or click the **Paste** icon in the Standard toolbar. (This pastes the cells and their contents and formatting.)
- Return to the original table, click somewhere in it and then choose **Table** → **Delete Table** from the Menu bar.

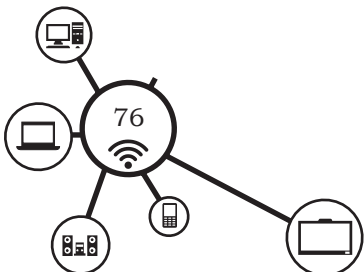
**Let's Practice 6**

Create a table as shown in the figure below. Save it in your folder.

| Time Table Class 9 |                    |                    |                    |                     |                   |                   |                   |                   |                   |
|--------------------|--------------------|--------------------|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Day/<br>Period     | 1                  | 2                  | 3                  | 4                   |                   | 5                 | 6                 | 7                 | 8                 |
| <b>Time</b>        | 7:30<br>to<br>8:10 | 8:10<br>to<br>8:50 | 9:00<br>to<br>9:40 | 9:40<br>to<br>10:20 | 10:20 to<br>10:40 | 10:40 to<br>11:20 | 11:20 to<br>12:00 | 12:10 to<br>12:50 | 12:50 to<br>13:30 |
| <b>Day 1</b>       |                    |                    |                    |                     | LUNCH<br>BREAK    |                   |                   |                   |                   |
| <b>Day 2</b>       |                    |                    |                    |                     |                   |                   |                   |                   |                   |
| <b>Day 3</b>       |                    |                    |                    |                     |                   |                   |                   |                   |                   |
| <b>Day 4</b>       |                    |                    |                    |                     |                   |                   |                   |                   |                   |
| <b>Day 5</b>       |                    |                    |                    |                     |                   |                   |                   |                   |                   |
| <b>Day 6</b>       |                    |                    |                    |                     |                   |                   |                   |                   |                   |

**Printing a document**

To quickly print the document without any option, Click the Print icon. The entire document will be sent to the default printer defined for your computer.



## Print preview

Print Preview is useful to check the document before printing. A user can check whether the document is prepared as needed, such as indentation, borders, etc.

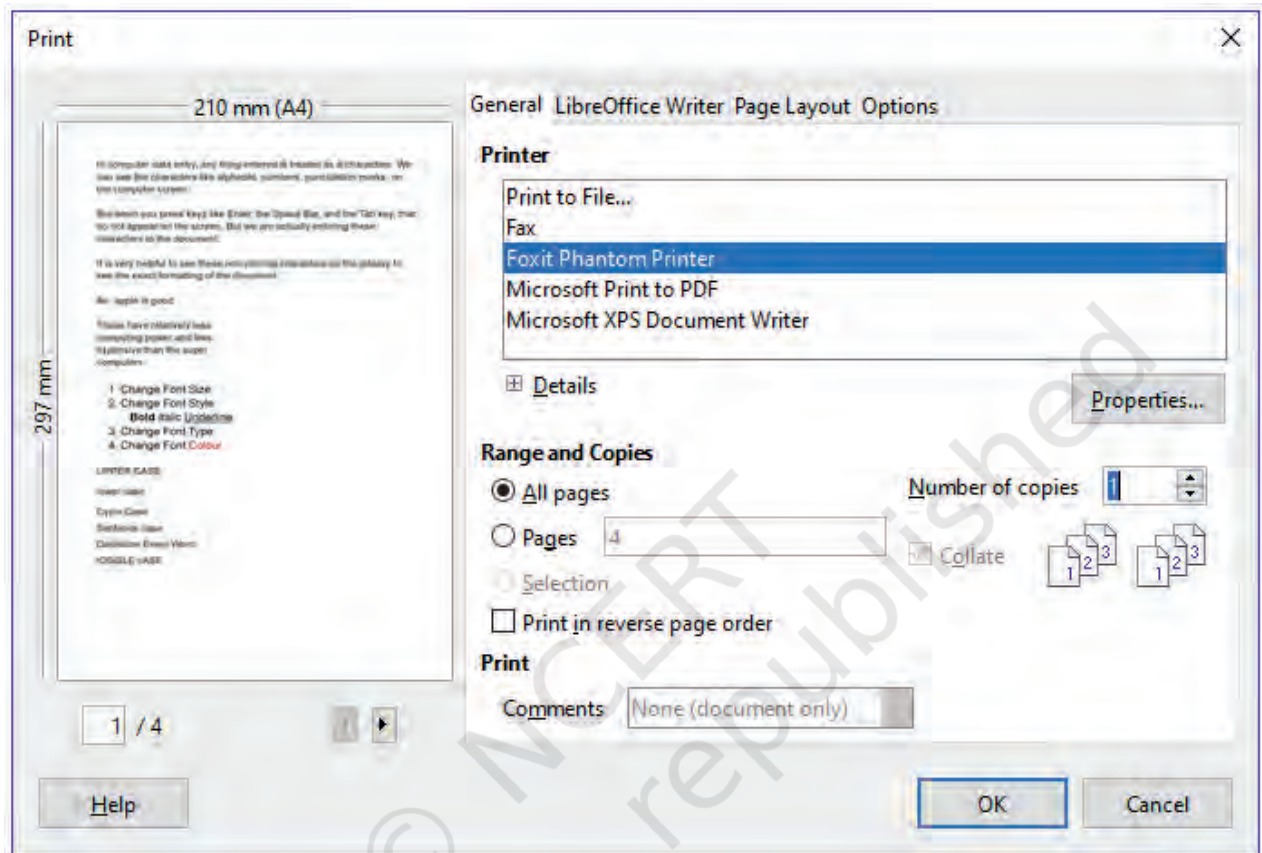


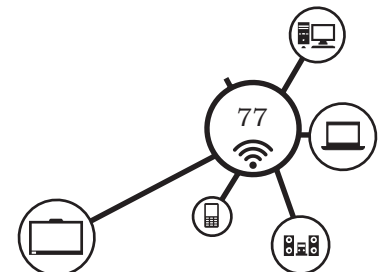
Fig. 3.37: Controlling printing

## Controlling printing

To print the document with certain options, use the Print dialog (**File** → **Print** or **Ctrl+P**). A Print dialog box will appear as shown in Figure 3.37.

From the Print dialog, you can choose options as per your requirement. They are Printer, Properties, Print Range, Copies and Options. The selected options will work for the current document only.

If you click on a small triangle (▼), a list of names of printers (only those which are installed on your computer) will appear in line with the Name. You can select the printer which you want.



## Printing all pages, single and multiple pages

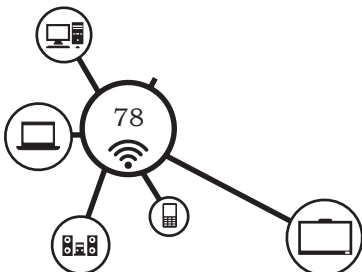
One can select the printing option as per their choice. There are three options to print the number of pages in a document.

- To print all the pages in sequence, choose the option All pages.
- To print a single page, or number of non-consecutive pages, choose the option Pages, and give the page numbers separated by comma. If you want to print the pages that are consecutive give the range of pages first and last page (for example 3-8).
- To print only the selected text, choose the option, Selection.

## Mail Merge

Mail Merge is a very important feature of word processor. It is used to create a series of same documents with multiple addresses. Mail merge is the process of merging the main document (letter or certificates) with the mailing address of various persons. The main document is merged with the mailing address, hence the name mail merge. It is used to send invitations, letters or to print certificates for several people. For example, if you wish to inform your customers of a new product, then the company information and information about the new product are the same in all the documents, but the recipient information changes (first name, last name, address, greeting ...).

For example, if your principal or class teacher wants to send a letter or notice to your parents regarding any meeting or function, obviously, the matter of the letter will be the same but the addresses will be different for different parents. One way is, to create a letter in Writer, copy the address from address list to change the address of each set of parents and print the letter. The procedure of copying and changing is repeated as many times as the number of parents. This way creating multiple documents becomes very time consuming and tedious. It is not possible if there are hundreds or thousands of addresses. The word processor has a special feature of mail merge



to accomplish this task in one stroke. In mail merge two documents are created. One with the common contents is the main document or form letter and other holding the address list is called the data source. The form letter contains the actual information and variable names for the data which varies in different letters. Data source contains values of the corresponding variables of the main document. For example, the address of all the parents with respective time would be stored in data source.

Form letter consists of the main document and the data source.

### Creating the data source

A data source is a set of mailing addresses in the form of a rows and columns generally called database. The content of the database is in the form of data records. Each row is a record of each person, which contains the various fields, such as name, address, pincode.

To create an address book using spreadsheet or database is little easier, as they use the table format to store the data. It is also possible to create an address book during the mail merge process using mail merge wizard (Figure 3.38[a]). Using Mail Merge:

1. Create a new document and type the letter to be sent to the multiple recipients.

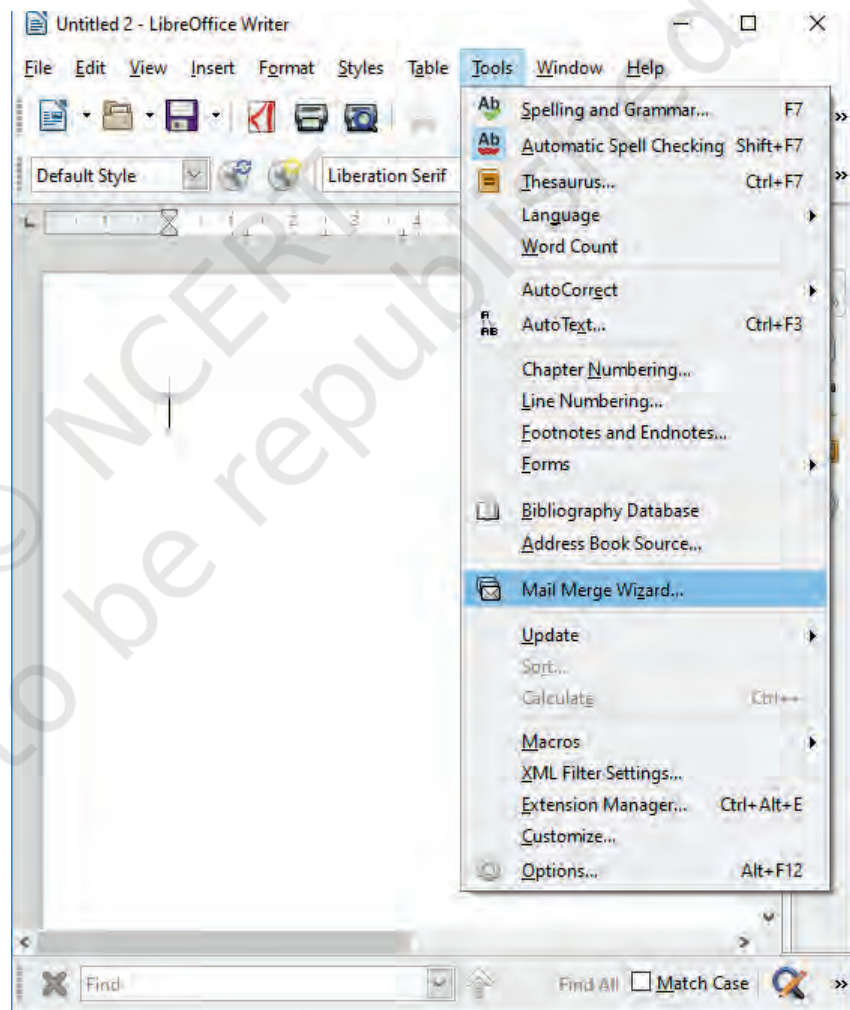
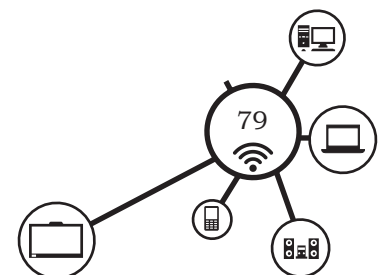


Fig. 3.38 (a) Select Mail Merge Wizard



- To create multiple letters using Mail Merge Wizard, select **Tool** → **Mail Merge Wizard**, as shown. A window will appear as shown in Figure 3.38(b).

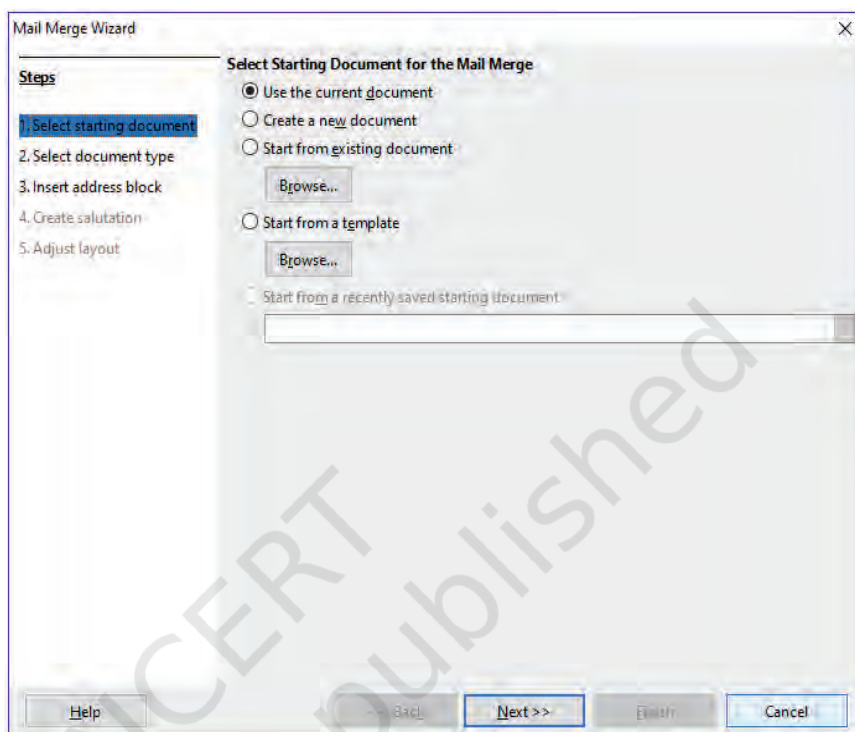


Fig. 3.38 (b) Select Main document

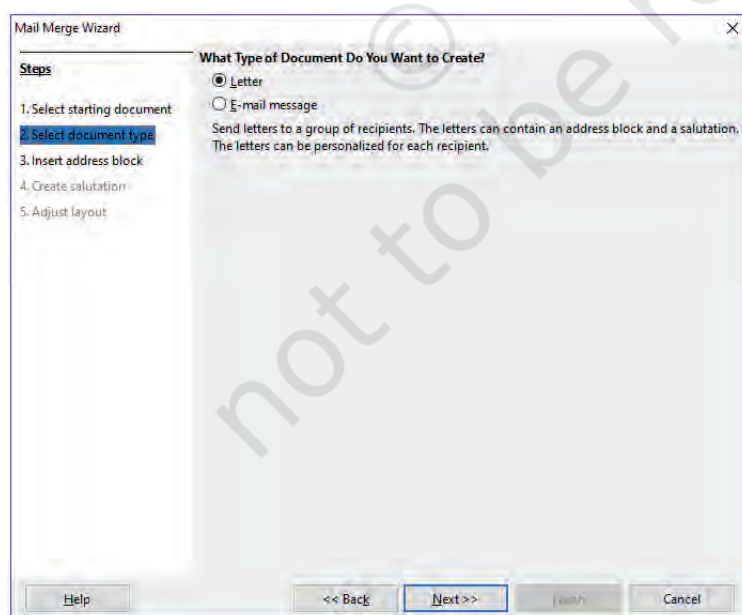
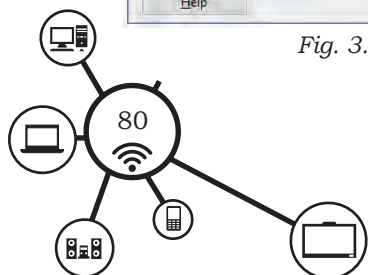


Fig. 3.38 (c) Select document type

- Select Step1, '**Select Starting document**' → **Use the current document** → **Next**. Click on the **Next** button move to the next step.
- In Step 2, select the **Document type** → **Letter** → **Next** as shown in Figure (3.38c)
- In Step 3, click on the button "**Select Address List**". The "**Select Address List**" window will open, which will



allow you to create the recipient list as shown in Figures 3.38 (d and e).

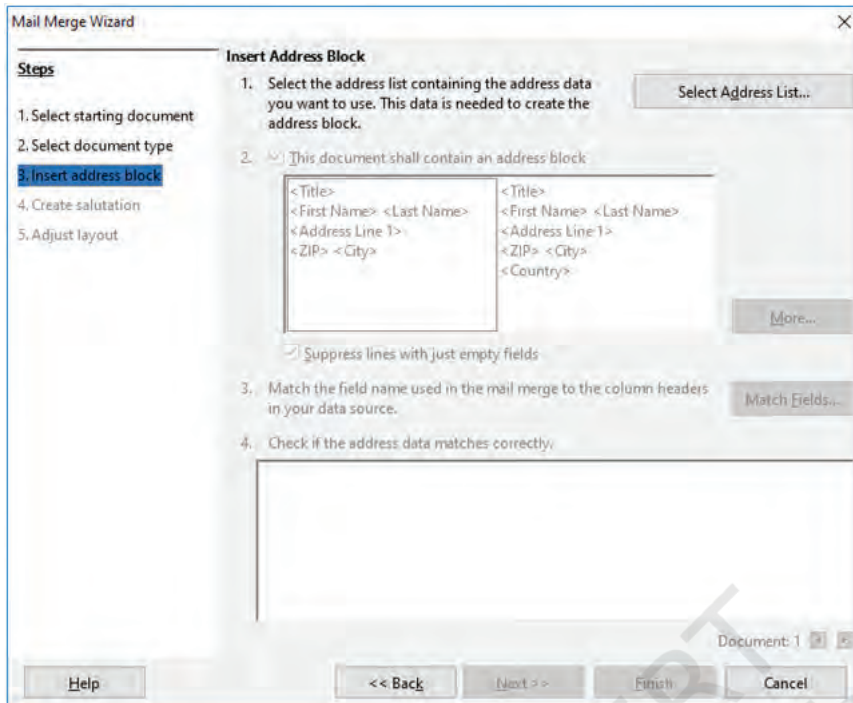


Fig. 3.38 (d) Select Address List

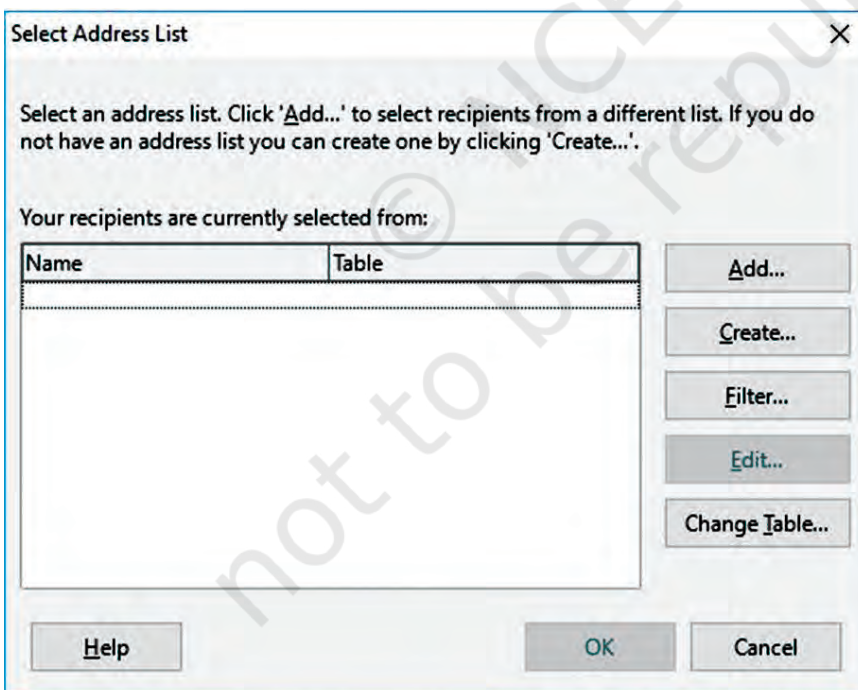
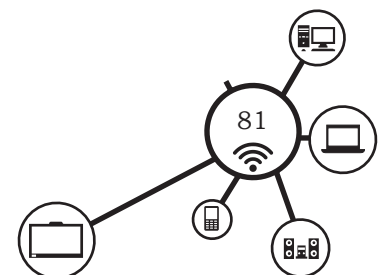


Fig. 3.38 (e) Create Recipient List

- Click on the **Create** button. After clicking on the **Create** button a New **Address List** window will

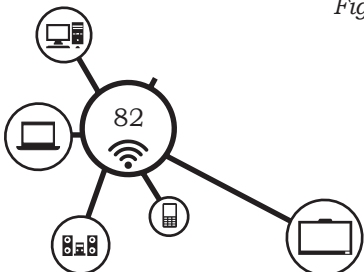


appear as shown in Figure (3.38f). In this window under the **Address Information** section you can enter the information of the recipient as shown in the Figure 3.38 (f).

Fig. 3.38 (f) New Address List

Fig. 3.38 (g) Adding new address list

7. If you want to fill the data of the recipient as per the default fields, then enter the data as shown in Figure 3.38 (g).
8. If you wish to **customize** the fields of recipient information, click on Customise button. A '**Customise Address List**' window will appear as shown in Figure 3.38 (h). Now you can add, delete or rename any field name. You can also



change the order of appearance of the fields using up/down arrow button.

- (a) Add (for a new field)
- (b) Delete (to delete an unnecessary field)
- (c) Rename (to change the name of the field)

After customising the fields, enter the data in the new format.

9. After entering the data of first recipient as shown in Figure 3.38 (g), click on the **New** button to enter the information of the next recipient. After entering the information of the entire recipient, click on the **OK** button to close the list.

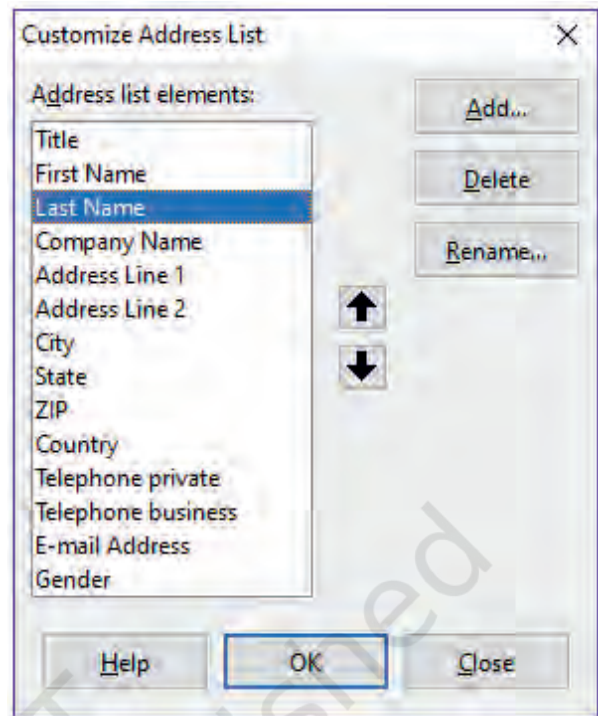


Fig. 3.38 (h) Customizing filed names

10. After clicking **OK** button, the **Save As** dialog box as shown in Figure 3.38 (i) will appear, which will allow to save the list of recipient in **.CSV** format (say MyList.csv) as shown in Figure 3.38(i).

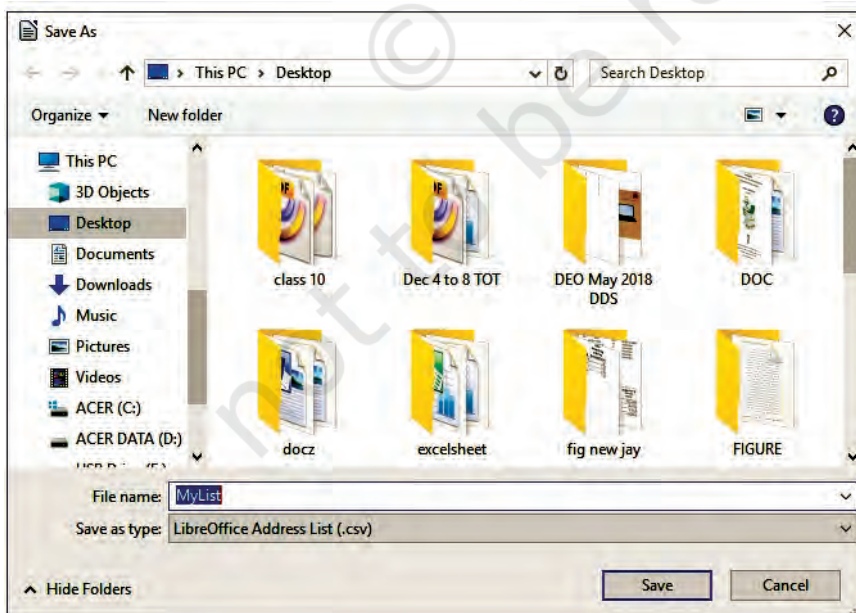
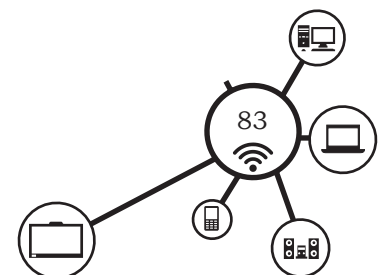


Fig. 3.38 (i) Save recipient list in .CSV format



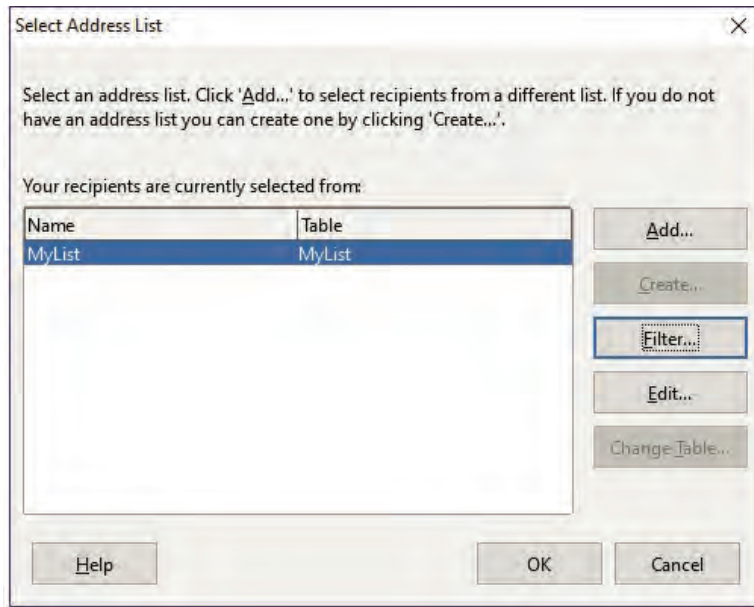


Fig. 3.38: (j) Recipient list created

11. After saving the list a window will appear as shown in Figure 3.38 (j), which will display the various recipient list created till now. You can select any of the created list till now. Select the required list and click on **OK** button from any of the list to send the letter.

12. After clicking on **OK** button, you will move to Step 3 of Mail Merge Wizard, a window Insert Address Block will appear, which will show you the address block as shown in Figure 3.38 (k).

Wizard, a window Insert Address Block will appear, which will show you the address block as shown in Figure 3.38 (k).

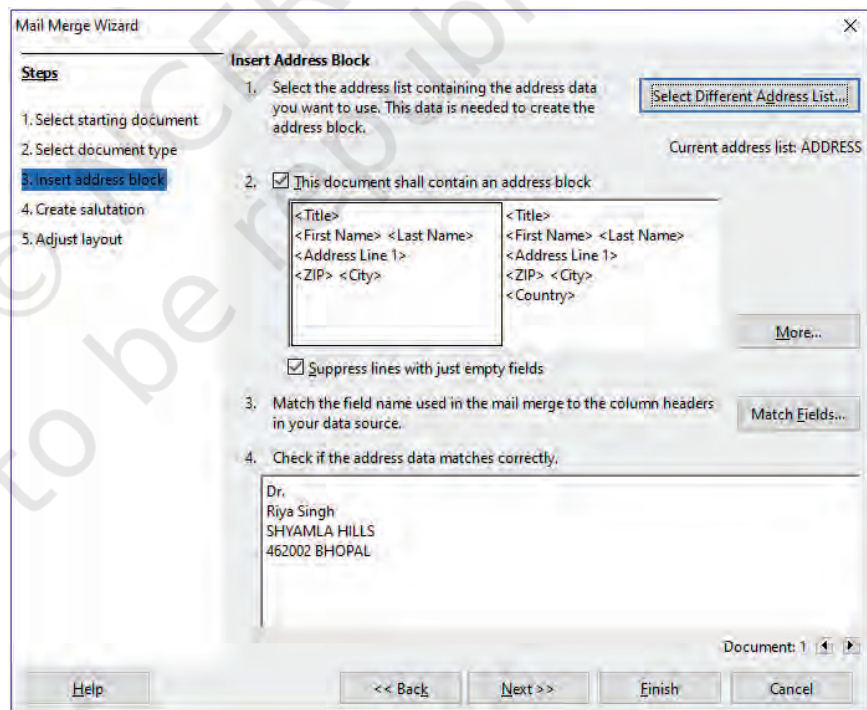
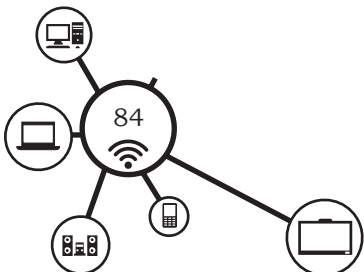


Fig. 3.38: (k) Insert Address Block

13. Click on **Next** button, you will move to Step 4 of Mail Merge Wizard. A **Create Salutation** window



will appear as shown in Figure 3.38 (l) to set the salutations for male and female recipients. A way of distinguishing one group from another is defined by choosing from the offered Field names, for example, Gender and by entering the Field value, for example, Female.

14. Click on **Next button**, you will move to last Step 5 of Mail Merge Wizard. An Adjust layout window will appear as shown in Figure 3.38 (m) to set the layout of the recipient address on the page. You can set the top and left margin. Click on Finish button to merge the letter with the recipients address.

15. In the next step, the Writer will display the document with the Mail Merge Toolbar below the standard toolbar as shown in Figure 3.38 (n).

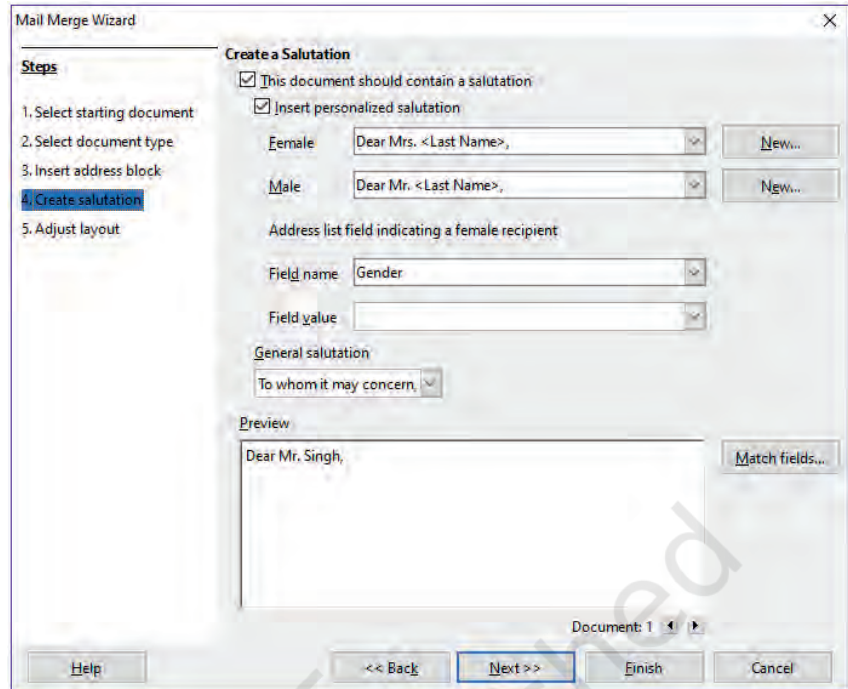


Fig. 3.38 (l) Create salutation

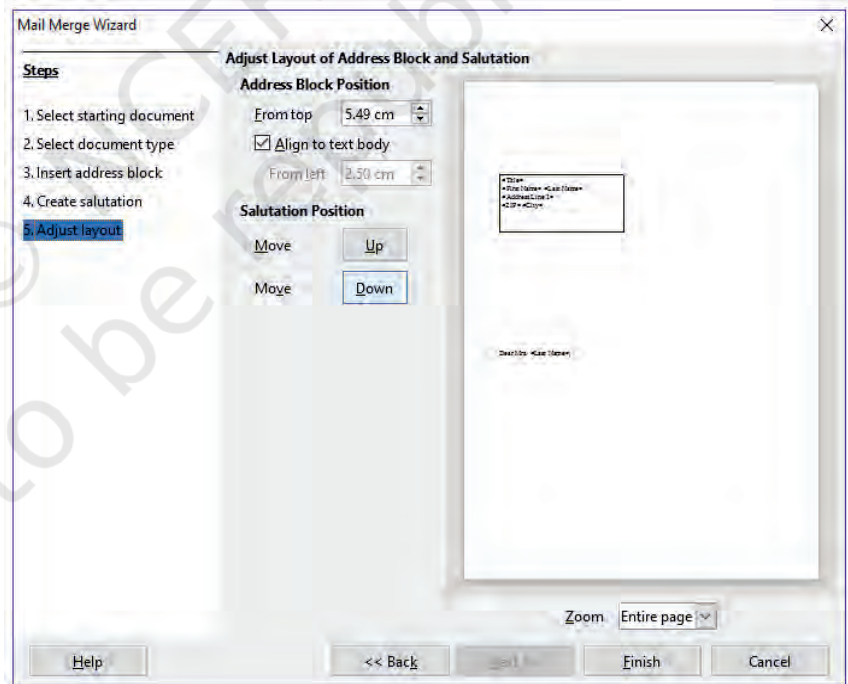
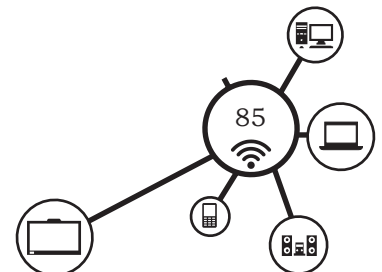


Fig.3.38 (m) Adjust layout of Address Block



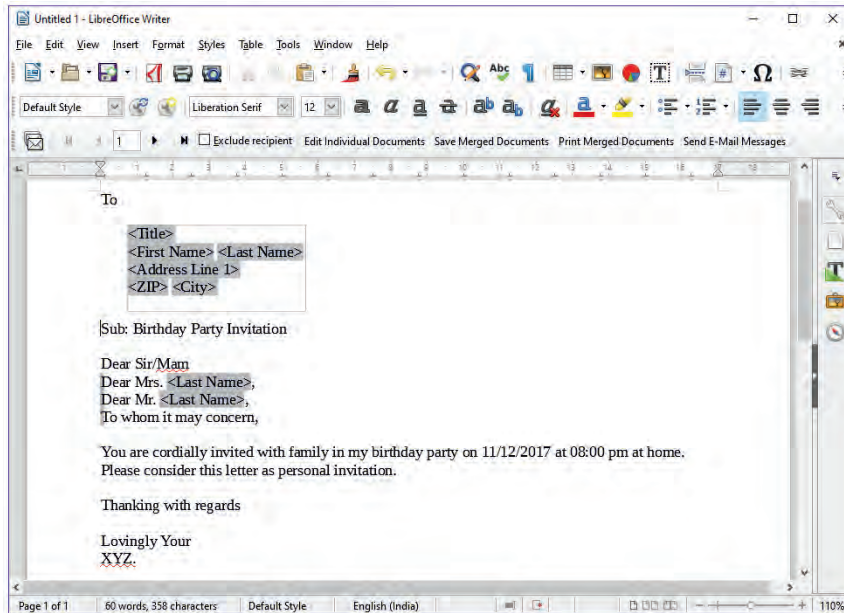


Fig. 3.38 (n) Letter with mail merge toolbar

16. Now click on **Edit Individual Documents** button to merge the letter with the address of the recipients. Here you can verify all letters of the recipients before printing.
17. You can use the other options on the Mail Merge toolbar, such as

- (a) to exclude some of the recipient check on the checkbox of **Exclude recipient**.
- (b) to save the merged document, click on the **Save Merged Documents** button.
- (c) to print the merged document, click on the **Print Merged Documents** button.
- (d) to send the letters by email, click on the **Send Email Messages** button.

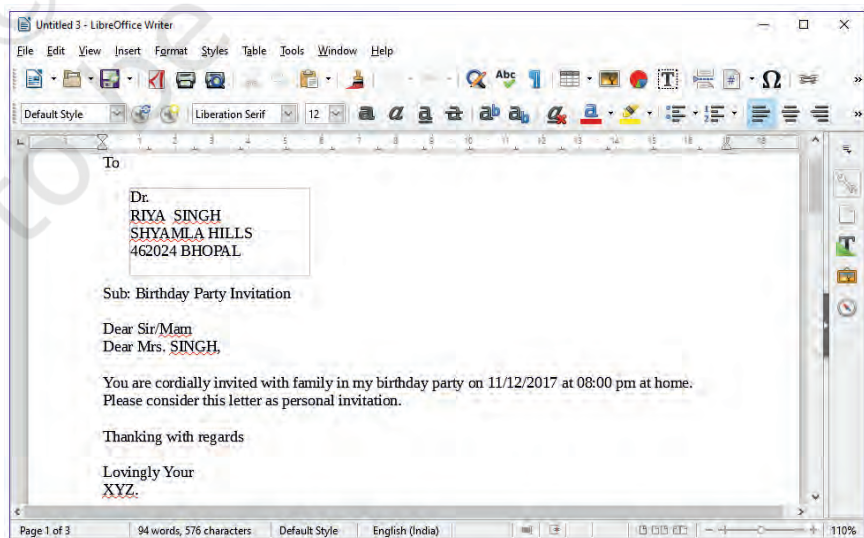
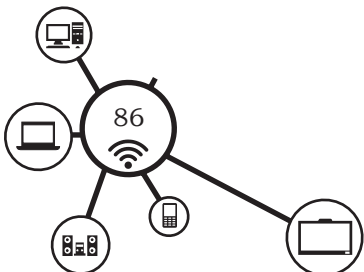


Fig. 3.38 (o) Final letter merged with the address



## Let's Practice 7

1. Type the letter shown in the figure given below. Do not type the words and symbols appearing in between <...>, as these are the fields. Keep single space. Save the document in your folder.

**Computer Centre  
DMS School  
Bhopal**

Date: 3 August 2018

<Title>

< Address Line1 >

< Address Line2 >

### Teacher Parent Interact Day

Please take this opportunity to discuss the progress of your child <Child Name> by meeting the class teacher on <date> at <Time> at the Classroom.

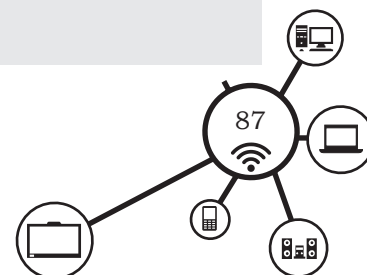
## Principal

2. Use Mail Merge. For Data source/Address List, enter data of 10 people as shown in the table below.

| Title | First Name | Last Name | Address 1     | Address 2 | Child Name | Date       | Time    |
|-------|------------|-----------|---------------|-----------|------------|------------|---------|
| Mr.   | Raman      | Sinha     | M P Nagar     | Bhopal    | Deepti     | 25-07-2018 | 9:00 am |
| Dr.   | Manish     | Mangal    | Shyamla Hills | Bhopal    | Shravya    | 25-07-2018 | 9:30 am |
| Mrs.  | Manmeet    | Kuar      | Akriti City   | Indore    | Simran     | 26-07-2018 | 9:00 am |
|       |            |           |               |           |            |            |         |
|       |            |           |               |           |            |            |         |

## Let's Practice 8

1. Open the Word Processing software and prepare the following.
  - Certificates
  - Invitation cards
  - Forms

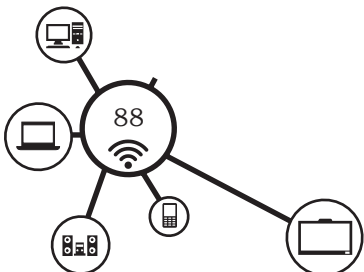


- Letters
  - Announcements
  - A banner
2. Save the document. Create its PDF file.

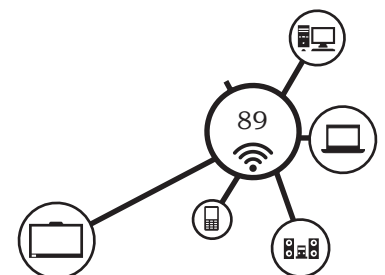
## Check Your Progress

### A. Multiple Choice Questions

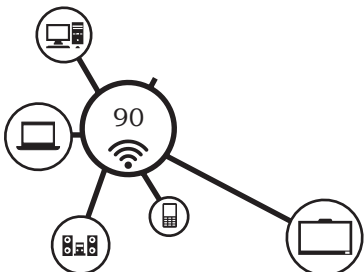
1. Which of following is not a component of the Office Suite?  
(a) Writer  
(b) Impress  
(c) Internet Explorer  
(d) Base
2. The most widely used word processing software in late 1970s was\_\_\_\_\_  
(a) Word Perfect  
(b) Word  
(c) Word Star  
(d) Writer
3. We can change the mistakes noticed in which of the following?  
(a) Electronic typewriter  
(b) Word processor software  
(c) Simple typewriter  
(d) Both (a) and (b)
4. Header and Footer is available in which of the following menus?  
(a) File Menu  
(b) Insert Menu  
(c) View Menu  
(d) Edit Menu
5. To hide or view ruler we should go to which of the following menus?  
(a) Tools Menu  
(b) Insert Menu  
(c) View Menu  
(d) Edit Menu
6. To check the grammar we should go to which of the following menus?  
(a) Tools Menu  
(b) Insert Menu  
(c) View Menu  
(d) Edit Menu



7. To replace a word Bombay with Mumbai, we should go to which of the following menus?
  - (a) Tools Menu
  - (b) Edit Menu
  - (c) View Menu
  - (d) Language Menu
8. To close an opened document, we should go to which of the following menus?
  - (a) File Menu
  - (b) Insert Menu
  - (c) View Menu
  - (d) Edit Menu
9. Which of the following is the default extension of the writer file?
  - (a) .obt
  - (b) .doc
  - (c) .odt
  - (d) .docx
10. Which of the following technique selects a sentence in Writer?
  - (a) Single click (Pressing left button of mouse)
  - (b) Double Click
  - (c) Triple Click
  - (d) None of the above
11. Which of the following is a shortcut key to Redo any operation?
  - (a) CTRL + R
  - (b) CTRL + Y
  - (c) CTRL + X
  - (d) CTRL + Z
12. To find a word in a document we can use which of the following function key?
  - (a) F5 key
  - (b) F8 key
  - (c) F1 key
  - (d) None of the above
13. Spellings are corrected automatically in Writer because of which of the following features?
  - (a) Auto Text
  - (b) Auto Correct
  - (c) Auto Complete
  - (d) All of the above
14. The default table size is\_\_\_\_\_.
  - (a) 1 column, 1 row
  - (b) 2 columns, 1 row
  - (c) 2 columns, 2 rows
  - (d) 1 column, 2 rows



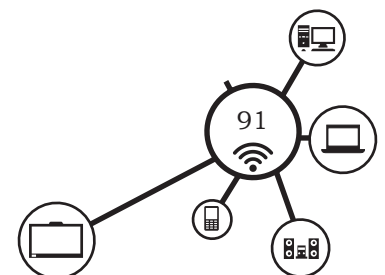
15. What is the shape of the mouse pointer when drawing a table?  
(a) Pencil  
(b) White pointing arrow  
(c) Black pointing arrow  
(d) Black plus
16. Which shortcut key is used for automatic spell checking?  
(a) SHIFT + INSERT  
(b) SHIFT + F7  
(c) CTRL + INSERT  
(d) TAB + INSERT
17. Which shortcut key is used to insert table?  
(a) CTRL + F12  
(b) ALT + DELETE  
(c) CTRL + DELETE  
(d) TAB + DELETE
18. Which of the following is not valid type of data source in mail merge?  
(a) Spreadsheet  
(b) Text files  
(c) MySQL  
(d) CSV file
19. The default orientation of a page in Writer is\_\_\_\_\_.  
(a) portrait  
(b) landscape  
(c) book  
(d) None of the above
20. Which of the following does not come under page formatting?  
(a) Setting margins  
(b) Find and replace  
(c) Setting header and footer  
(d) Page orientation
21. Saving an existing document with some other name using the Save As option\_\_\_\_\_  
(a) replaces the current document  
(b) leaves the current document intact  
(c) is not possible  
(d) closes the document
22. Keyboard shortcut to italicise the selected text is  
(a) Ctrl + U  
(b) Shift + U  
(c) Ctrl + I  
(d) Shift + I



23. Which option should be used to type H<sub>2</sub>O, to get 2 at its proper place?
  - (a) Bold
  - (b) Superscript
  - (c) Underline
  - (d) Subscript
24. What option should be used to change the word 'Books' to the word 'Copies' in a document?
  - (a) Find
  - (b) Find and Replace
  - (c) Spell check
  - (d) Spelling and grammar check
25. What is the option to print the document so that the height of the page is less than its width?
  - (a) Landscape
  - (b) Portrait
  - (c) Indent
  - (d) Tab setting

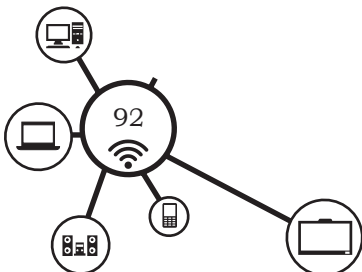
#### B. Fill in the blanks

1. The submenu item with three dots '...' just after the submenu name, denote that it will open the \_\_\_\_\_.
2. The submenu item with right hand side arrows '►', means, clicking on it will open \_\_\_\_\_.
3. Formatting Tool Bar contains various options for \_\_\_\_\_.
4. By pressing the Home key you jump to the \_\_\_\_\_ and by pressing the End key you jump to \_\_\_\_\_.
5. After using the undo command, to go back again to the previous position the, \_\_\_\_\_ option or command is used.
6. Double click is used to select the \_\_\_\_\_.
7. Headers appear at the \_\_\_\_\_ and footers appear at the \_\_\_\_\_ of every page.
8. In the \_\_\_\_\_ page orientation the height of the page is less than its width.
9. The \_\_\_\_\_ option is used to see how the document will look like when it will be printed.
10. In mail merge the file holding the mailing addresses is called as \_\_\_\_\_.



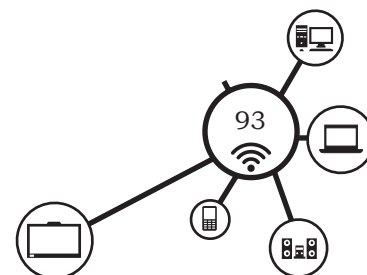
**C. State whether the following statements are True or False**

1. To open word processor 'Window' menu option is selected.
2. Current file name is shown in Status Bar.
3. Open icon for opening a file is part of Standard Tool Bar.
4. Format Menu contains the options that apply to the whole document.
5. It is possible to open a MS-Word file in Libre Office-Writer.
6. We cannot open Libre Office-Writer file in MS-Word.
7. Writer does not permit to copy a selected text in to another document.
8. It is possible to copy a selected text without using Menu options and keyboard options.
9. To open the 'Find & Replace' dialog box, we have to go to Format menu.
10. We can find all the cities included in a document using 'Find and Replace' feature of Writer.
11. While typing if an incorrect spelling is detected a red line is marked under it. After correcting it, the red line is converted into green line.
12. The text written in Header and Footer is printed on each page of the document.
13. The page number appears with gray background and is printed with background.
14. Writer creates a table as wide as the page area.
15. A new column is created in table by pressing tab key.
16. Mail merge is used to prepare multiple copies of the same document.
17. The Form Letter contains the variable information in mail merge.
18. The portrait and landscape orientations are set in Paper option under properties.
19. In Print Range by default current page is selected for printing.
20. By default the page size is A4.



#### D. Short answer questions (50 words)

1. In a document all the occurrences of word “this” have to be changed to “these”. Which option is suitable for this and what is the shortcut command used for it?
2. Which two documents are essential for mail merge?
3. Explain the concept of Word Processing.
4. List the various software available for word processing.
5. Write difference between a text editor and a word processor software. Write the name of any text editor or word processor available in market.
6. List the various components of LibreOffice suite. Explain each component in one line.
7. Compare the features of manual typewriter, electronic typewriter and word processing software.
8. Explain the different views to display a document.
9. What are the various methods for selecting the text in a document? Give the steps to select a paragraph.
10. What are the special characters? How can you insert them in a document?
11. How will you count the total words of a document?
12. What are the various menu of Writer GUI?
13. What is the default extension assigned to the document in Writer when you save it? Write down the steps to save the document to Microsoft Word document?
14. What is the importance of password in the document? How will you protect the document using password in Writer?
15. What is mail merge? Write down the steps to create mailing labels to paste on wedding cards.
16. What are the advantages of table? Prepare your report card of Class VIII in table format.
17. Write an application to your Principal for field visit to any IT Industry.



## Practical Exercise

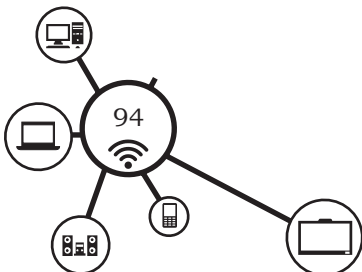
1. Open writer with the help of icon and exit. Again open writer from the applications option available on the desktop.
2. Draw all the icons of standard toolbar and write its uses in your practical note book.
3. Draw all the icons of formatting toolbar and write its uses in your practical note book.
4. Create a new text document (using menu bar) showing your name address and the name of your school. Save this file with name mydocument1 at the desktop location.
5. Open the documents mydocument1; modify it by adding your division and name of your class teacher. Save this file as mydocument2 at any other location.
6. Open both the documents and switch from one to other. Close one of them and save other as mydocument3 with password.
7. Open the document mydocument3 and zoom it for 50%, 75%, 130% and 200%.
8. Open the file my document 1 and type the text given in the box below:

The Word completion facility is little different than Auto Correct facility. While typing as and when you type two-three characters, Writer tries to guess which word you are typing and offers to complete the word for you. To accept the suggestion, press Enter. Otherwise, continue typing. Note that this facility is available only for those words which are already typed in the same document that is the word completion facility is available for a word getting typed at least for second time.

Close the document and save it.

9. Open the mydocument2 and type at least 15 cities of your state. Use Cut and Paste to arrange them in dictionary order.
10. Open the document mydocument3 and copy the first three sentences from mydocument 1 and close both the files.
11. Open mydocument2 and type the following at the end of the document:

| S. No. | Name   | City   | Total Marks (OUT OF 300) |
|--------|--------|--------|--------------------------|
| 1.     | RIYA   | INDORE | 245                      |
| 2.     | HARMAN | ITARSI | 267                      |
| 3.     | JAYANT | BHOPAL | 276                      |



|    |           |          |     |
|----|-----------|----------|-----|
| 4. | AVIRAL    | JABALPUR | 284 |
| 5. | ABHUDAY   | UJJAIN   | 235 |
| 6. | ALANKRITA | GWALIOR  | 258 |

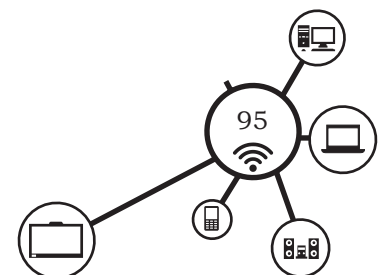
12. Open mydocument2 where you have stored 15 cities in dictionary order. Delete cities at position number 3 and 7. Undo your deletion and delete cities at position number 5 and 8.
13. Open mydocument1. Find all the occurrences of the word 'the' and replace it with 'e' if it is not in the beginning of the sentence.
14. Open mydocument3 and insert a character 0 in front of all the cities except Bhopal. Insert the character @ in front of Bhopal.
15. Find out the number of words for the third paragraph.
16. Type your own address and store it in the table of Auto Text. Use it in any other document.
17. Create the table as shown below by merging cells? Write the steps.

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

18. Create a table showing results of randomly selected 5 students of standard 9 as shown in the following table:

| S.No. | R.No. | Hindi | English | Maths | Science | SST |
|-------|-------|-------|---------|-------|---------|-----|
| 1     | 1     | 25    | 24      | 24    | 24      | 24  |
| 2     | 4     | 15    | 23      | 26    | 23      | 15  |
| 3     | 6     | 25    | 21      | 24    | 25      | 17  |
| 4     | 7     | 24    | 20      | 17    | 24      | 24  |
| 5     | 9     | 22    | 16      | 23    | 21      | 26  |
| 6     | 11    | 20    | 18      | 22    | 22      | 26  |

19. Perform the operations stated below.
  - (a) Write steps to count total words in a document?
  - (b) Is it possible to select the vertical block? If yes, then write the steps.
  - (c) What are the steps to select a non-consecutive text in writer?
  - (d) What is Special character in writer and how will you insert in a document?



20. Perform the operations stated below.
- Change the width of column to best fit the content (Text should fit exactly)
  - Move the table in the Centre position.
  - Increase the row height.
  - Make the data of all the cells vertically left aligned.
  - Insert a column to the left of the last column and type the total of marks obtained by all the students.
  - Split the second cell into two cells horizontally and type subject name and roll number in upper and lower cells.
  - Insert a column to the left column inserted and move the content of the last column to the newly inserted column.
  - Type the average marks in the last column.
21. Create the table given below use cell merge where required:

| State : Madhya Pradesh |       |       |      |         |
|------------------------|-------|-------|------|---------|
| Crop                   | Wheat | Pulse | Rice | Average |
| East                   | 504   | 240   | 274  | 339.33  |
| West                   | 547   | 455   | 108  | 370     |
| North                  | 444   | 208   | 206  | 286     |
| South                  | 247   | 647   | 648  | 514     |

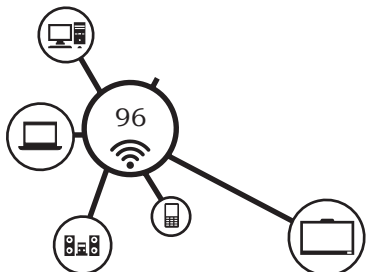
22. The time table prepared for Class IX using a word processor as shown below:

**Time Table: Class IX - D**

| Class Teacher : ABC |         |         |         |     |          |          |         |       |
|---------------------|---------|---------|---------|-----|----------|----------|---------|-------|
| Mon                 | Hindi   | Maths   | Maths   | Eng | SSC      | Science  | SUPW    | SUPW  |
| Tue                 | Science | Science | SSC     | Eng | Maths    | Maths    | Hindi   | SSC   |
| Wed                 | SSC     | Maths   | Science | Eng | Sc.(Pr.) | Sc.(Pr.) | Sc.(Pr) | Games |
| Thu                 | IT      | IT      | Maths   | Eng | Sc.      | S. Sc.   | SSC     | Games |
| Fri                 | Maths   | Maths   | Science | Eng | SSC      | Hindi    | Maths   | CTP   |

The class teacher recommended some changes in the time table to that should looks as follows:

| Class Teacher : ABC |            |       |          |      |                                  |               |          |           |       |
|---------------------|------------|-------|----------|------|----------------------------------|---------------|----------|-----------|-------|
|                     | 1          | 2     | 3        | 4    |                                  | 5             | 6        | 7         | 8     |
| Mon                 | Hindi      | Maths |          | Eng. | <b>B<br/>R<br/>E<br/>A<br/>K</b> | SSC           | Science  | SUPW      | SUPW  |
| Tue                 | Science    |       | SSC      | Eng. |                                  | Maths         | Maths    | Hindi     | SSC   |
| Wed                 | SSC        | Maths | Science  | Eng. |                                  | Sc.(Pr.)      | Sc.(Pr.) |           | Games |
| Thu                 | IT         |       | Maths    | Eng. |                                  | Sc.           | SSC      |           | Games |
| Fri                 | Maths      |       | Science  | Eng. |                                  | SSC           | Hindi    | Maths     | CPT   |
| Sat                 | Meditation |       | Activity |      |                                  | House Meeting |          | Bal Sabha |       |



Name the word processing features that should be used to make the changes. The changes recommended are listed below:

1. The headline should be centre aligned
2. The Class Teacher's name should span along all the columns in the first row.
3. Add another row after the first row to indicate period number.
4. The day names should be in italics bold.
5. At all the places in the table where a subject occurs twice for consecutive columns, it should be displayed only once spread over the two columns.
6. There should be a column after 4th period to accommodate 'BREAK'.
7. There should be a row for Saturday.
8. Period numbers and 'BREAK' should be in Bold.
9. Make border tick in size of BREAK.
10. The table should be centre aligned.

