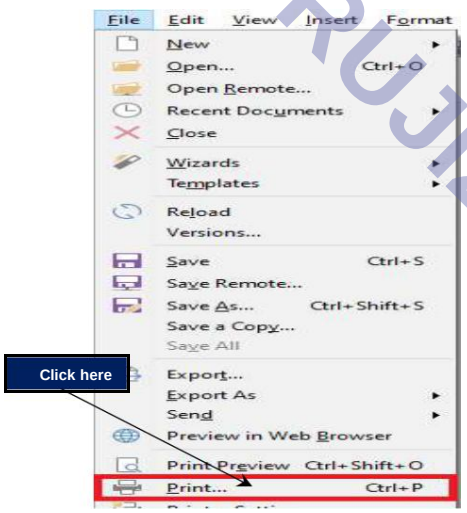
| Course Name : CCC/O Level | Date : 17/04/20 | Topic: Word Processor ( Printing,Editing & Formatting) |
|---|---|---|

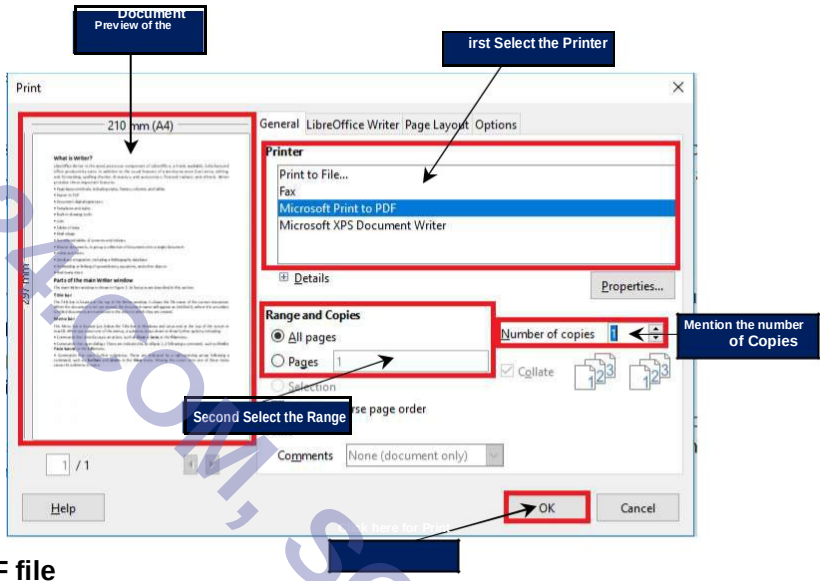
## Printing Document

**Printing Document is used to prepare a hard copy of a document, It includes to print individual pages, ranges of pages, or a selection of a document**

**Choose File > Print from the Menu bar or press Ctrl+P.**

**The Print dialog box is appears .**



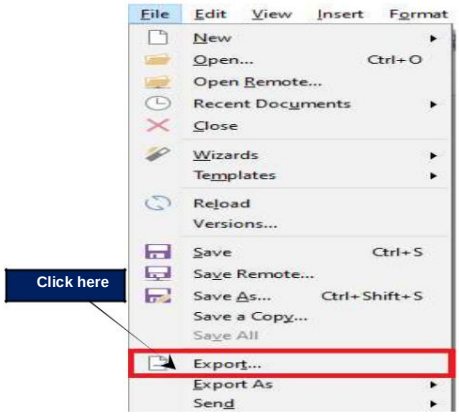



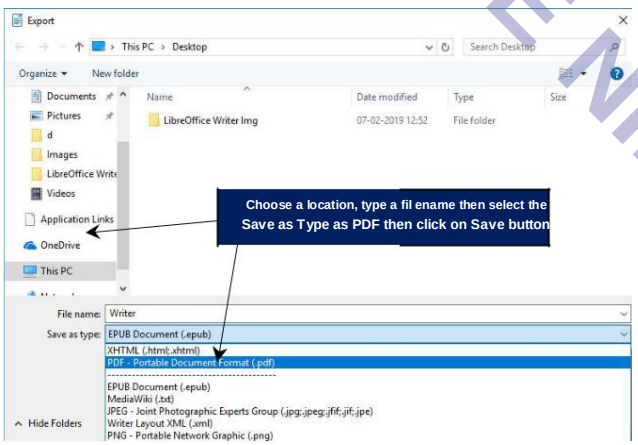

## PDF file and Saving a Document as PDF file

**PDF (Portable Document Format) is a file format designed to present documents consistently across multiple devices and platform s. It was developed by Adobe 1992. It became one of the most widely used formats for saving and exchanging documents.**

## To save a document as a PDF in LibreOffice Writer

**Click on File menu > Export**

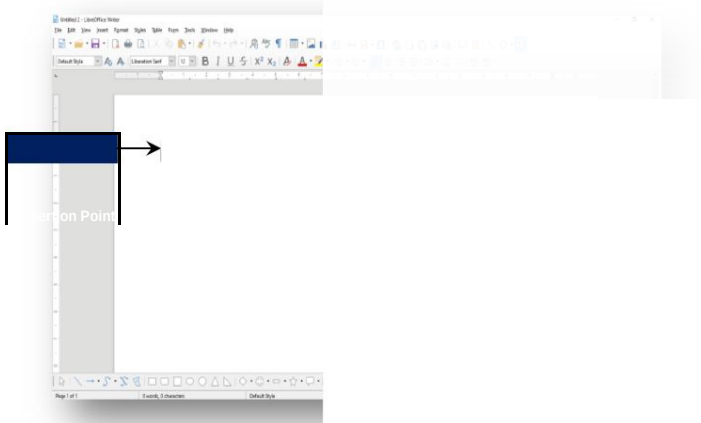



# Text Creation and Manipulation

## Document Creation

**It means to create a new document including text, links, formulae, etc.**



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**Click the insertion point to enter the text, then type the text**

**Press the <enter> key to start a new paragraph or insert an empty line.**

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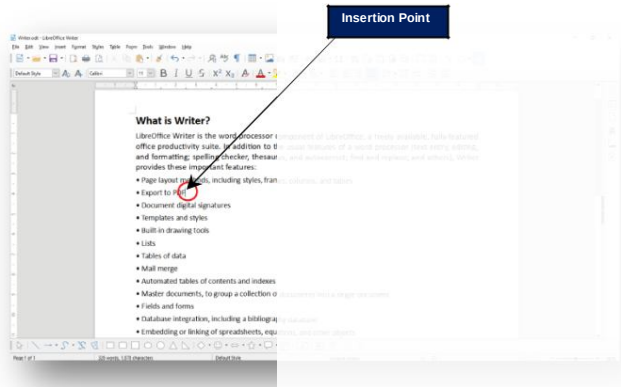
## Editing Text

The ability to change text by adding, deleting and rearranging letter words, sentences and paragraphs.

With the help of Mouse and Keyboard, click the insertion point to edit t he text at any position on the document



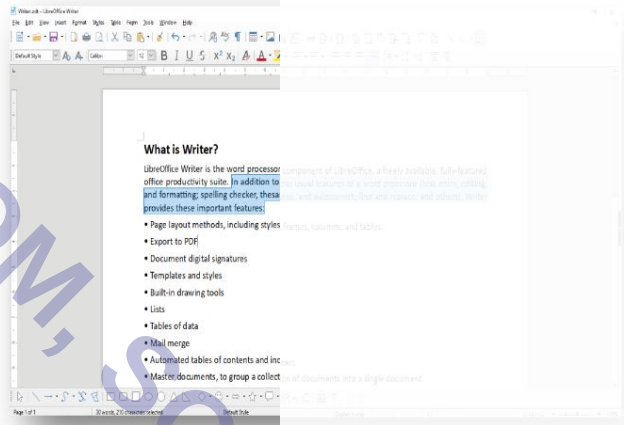

## Text Selection

Selecting or highlighting te xt enables to change that text in terms of style, font and/or color or even replace the words if required.

Click the mouse, hol d it then drag the mouse over the te xt to select it.

Release the mouse button after the selection.

Selected text will be highlighted.




Use Double-clicking to select a word and triple-clicking to select a senten ce or paragraph.

## Cut, Copy and Paste

It is a facility to Copy text t hat is already in the document and Paste it to other location in the document, which can save time. If there is text, which is to be moved from one area of the document to another, Cut an d Paste the text.

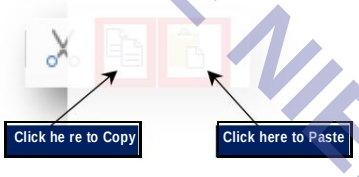
### To copy and paste text:

Select the text to copy.

Click the Copy button o n the Standard toolbar.

Place the insertion poi nt where paste it.

Click the Paste option on the Standard toolbar.




Shor tcut for Copy and Paste is Ctrl+C and Ctrl+V.

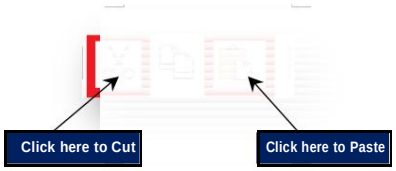
### To cut and paste text:

Select the text to cut.

Click the Cut option on the Home tab.

Place insertion point where paste it.

Click the Paste command on the Home tab.




Shortcut for Cut and Paste is Ctrl+X and Ctrl+V.

After the text selection, Cut, Copy and Paste by Right-clicking and choosing the desired o ption from the drop-down menu.

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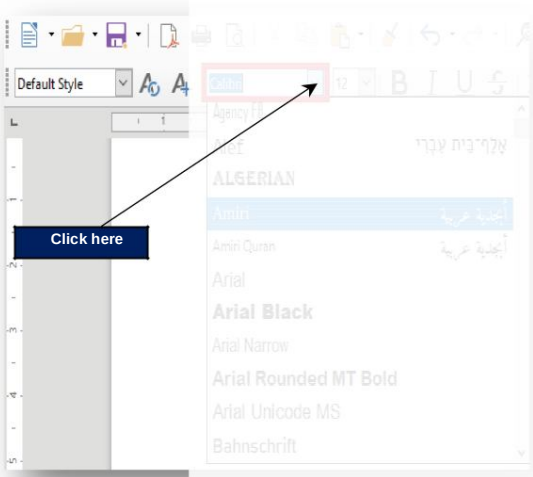
## Font, Color, Style and Size

### Selection Font Type

Font is a set of printable or displayable text characters in a specific style and size. The type design for a set of fonts is the typeface and variations of this design form the typeface family.




### To change the font:

Select the text to change the Font type.

Click the drop-down a rrow next to the Font box on the Formatting toolbar.

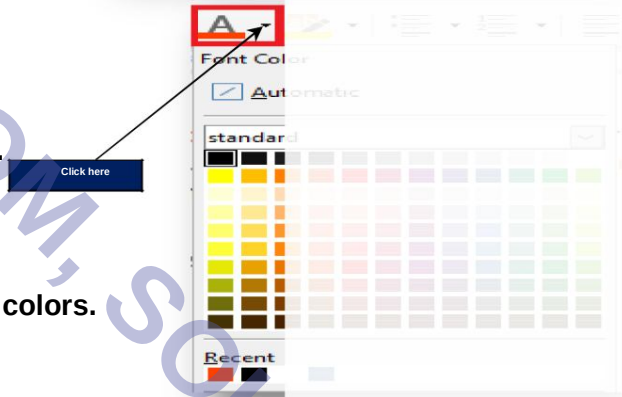
Move the mouse over the various Font types.

Click the Font type (Fo nt name) to apply.

By default, the Font type of each New Document is Liberation Serif.

### Font Color

It is used to change the color of font to give an attractive look of the document




### To change the Font color:

Select the text to change the Font color.

Click the Font Color dr op-down arrow on the Formatting toolbar.

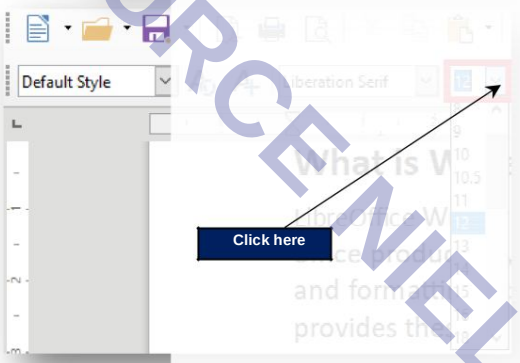
Font Color menu appears.

Move the mouse over the various font colors.

Select the font color to apply.

### Font Size

The font size or text size is ho w large the characters displayed on a screen or printed on a page are.




### To change the font size:

Select the text to change the font size.

Click the Font Size drop -down arrow on the Formatting toolbar.

List of Font Sizes will a ppear

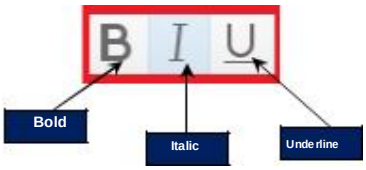
Move the mouse over the various Font Sizes. Click the font size to apply.

By default, t he Font size is 12.

Shortcut fo r increase and decrease Font Size is Ctrl+] and Ctrl+[.

### Font Style

It is a particular implementation and variation of the typeface, such as bold, italic or underline.




### To change the font style:

Select the text to change the Font Style.

Click the appropriate button on the Formatting toolbar.

Shortcut for font is Ctrl+B, Ctrl+I and Ctrl+U.

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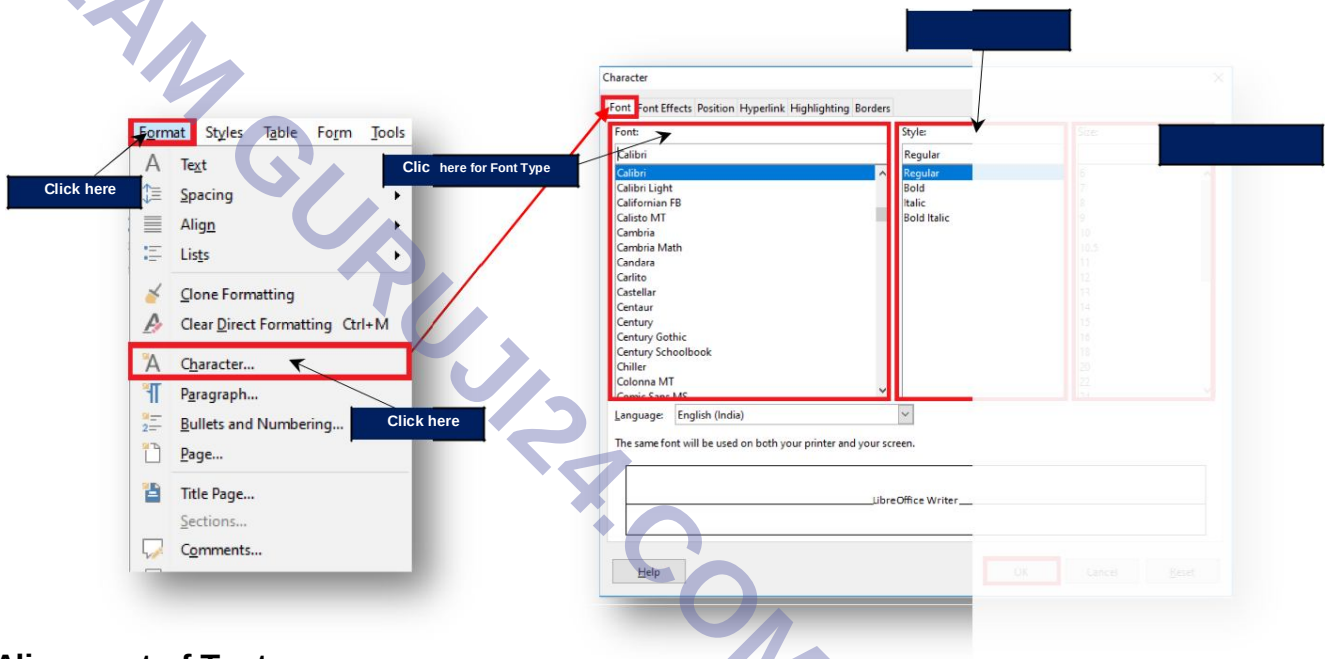
## Font, Color, Style and Size Selection with Dialog box

**Choose Format > Character from the Menu bar.**




## Alignment of Text

**Align or alignment is a term used to describe how text is placed on the screen in relati on to the margins.**

**For example: left-aligned, align the text on the left side of the page.**

**Select the text to change the alignment.**

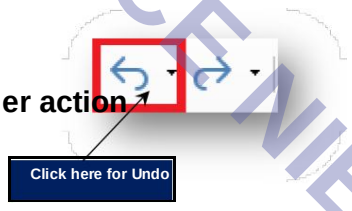
**Select one of the four alignment options on the Formatting toolbar.**

**ctrl+E and Ctrl+J .**

## Undo & Redo

### Undo

**Undo is a function performed to reverse the action of an earlier action.**

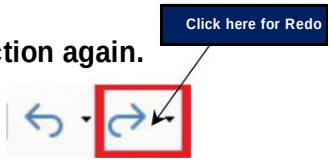



**Click the undo button on the Standard toolbar.**

**Shortcut for Undo is Ctrl+Z.**

### Redo

**Redo is a function performed on a computer that does any undo function again.**




**Click the redo button on the Standard toolbar.**

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