

Unit 3



Information and Communication Technology Skills



171175CH03

SESSION 1: INTRODUCTION TO ICT

To write a letter or make a report, we can use a word processor on a computer instead of using pen and paper. A word processor is a software application that helps us to create documents by typing in text, making corrections (editing text), arranging it in a neat manner (formatting) and printing it.

Advantages of Using a Word Processor

There are many advantages of using a word processor. Some of these are:

- If you want to add something extra or remove some text after getting your report checked by a teacher, you can easily do it in a word document.
- When making a resume (bio-data), it is important not to make any spelling mistakes. A word processor helps you check spelling and grammar so that you use correct grammar, spelling and language.
- If you are writing a long report and you need to work on it for several days, you can save the report and get back to it whenever required. You

can also print the document if you have to send a hard copy to someone.

- You can make the document attractive by adding different colours, text styles and text sizes. For example, if you want to write the title in a special style or if you want to highlight some important date, you can do it in a word document.
- You can also make a poster using a word processor by inserting pictures, bulleted lists, tables, shapes and charts easily.

Word Processors Available

Some of the common word processing applications available are given in Figure 3.1.

Most of the functions of all word processors are the same. Here, we will be using LibreOffice Writer to understand how a word processor works.



Figure 3.1

Getting Started with LibreOffice Writer

Ubuntu operating system comes with pre-installed LibreOffice. Hence, to start LibreOffice Writer in Ubuntu (Figure 3.2), simply click LibreOffice Writer icon in the launcher on the left-hand side. This will start LibreOffice Writer and open a new document (Figure 3.3). Start typing to add text in the new document.

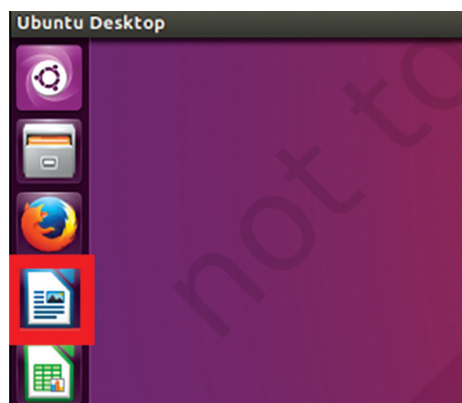


Figure 3.2 Launch LibreOffice Writer in Ubuntu

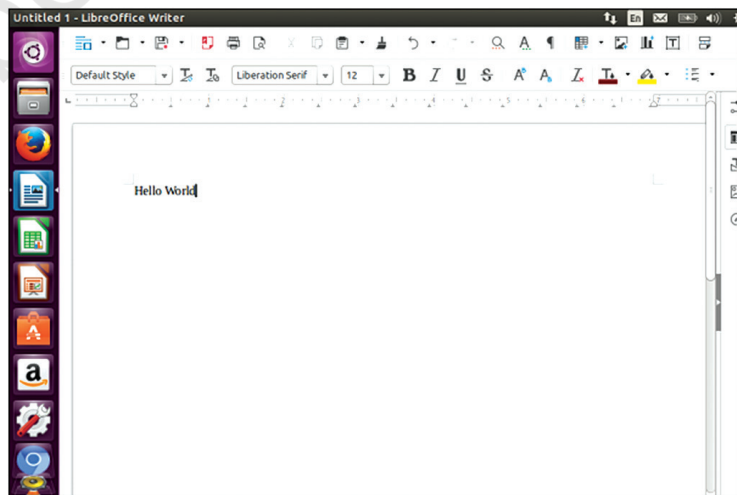


Figure 3.3 LibreOffice Writer

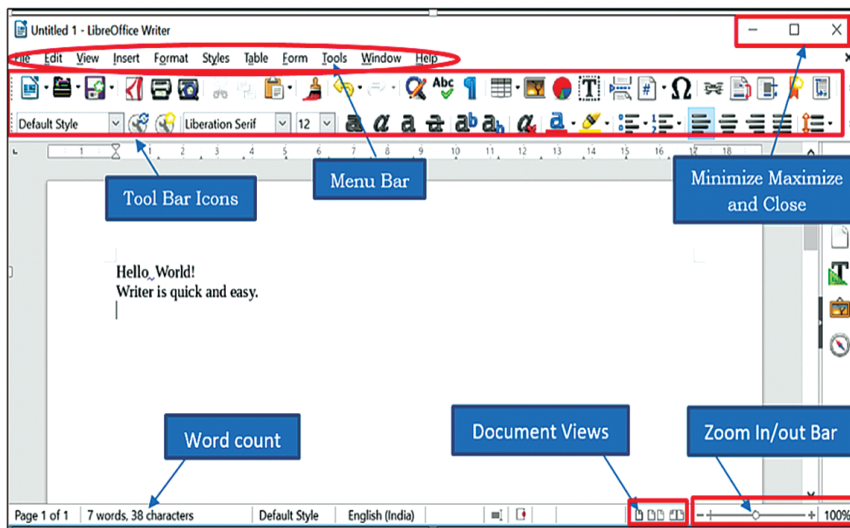


Figure 3.4 Create a new word document

Creating a New Document

You can create a new document in LibreOffice Writer by clicking the **New** icon and then selecting **Text Document** as shown in Figure 3.4.

You can also use the shortcut key *Ctrl+n* to create a new word document.

Practical Exercises

The teacher will facilitate these activities – by showing you the E-Learning lesson at http://www.psscive.ac.in/Employability_Skills.html. This will include videos and e-content for the above topics as well as detailed instructions for some activities below.

Activity 1

Practical Exercise — Getting started with LibreOffice Writer

Material required

Computer with LibreOffice Writer installed

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Start LibreOffice Writer, create a new document and type some text in the document. Roll the mouse over the various options visible on the screen to explore the options available in LibreOffice Writer. Save the file.
3. One member performs the activity and the others watch and give feedback on what was done correctly and what can be improved.
4. Then, taking turns, every member of the group performs the entire activity at least once.

Activity 2

Practical Exercise — Getting started with Microsoft Word

Material required

Computer with Internet connection to run

Procedure

1. Form groups depending on the number of computers available (in the same way as done in Activity 1).
2. Start Microsoft Word. Open a new file and type some text. Save the file. The practice session will help you carry out the steps. If you make an error, you will be prompted with the correct steps. After every action you will be automatically moved to the next step.
3. One member performs the practice exercise. Others watch and give feedback on what was done correctly and what can be improved.
4. Then, taking turns, every member of the group performs the entire activity at least once.

Check Your Progress**A. Multiple choice questions**

1. Using a word processor, you can create resumes and posters. State whether this is true or false.
 - (a) True
 - (b) False
2. Which of the following options are word processors? Select all the correct options.
 - (a) Google Docs
 - (b) LibreOffice Writer
 - (c) Microsoft Word
 - (d) All of the above
3. Which shortcut key is used to create a new document?
 - (a) Ctrl+ c
 - (b) Ctrl + n
 - (c) Ctrl + m
 - (d) Ctrl + d

B. Subjective question

1. List the advantages of using a word processor to write a letter.

What Have You Learnt?**After completing this session, you will be able to**

- explain what a word processor is.
- list advantages of using a word processor.
- identify the software packages available for word processing.
- use LibreOffice Writer to create a new document.

SESSION 2: BASIC INTERFACE LIBREOFFICE WRITER

Whenever we open LibreOffice Writer we see a default screen (as shown in Figure 3.5). This has menu options, such as File, Edit, View, etc., which help us perform various functions. The toolbar provides icons which are a shortcut to some of the commonly used functions. The minimise or maximise and close buttons are present at the top right corner of the screen. At the bottom left there is a *Status Bar* which gives many details, such as word count, page number, style, etc.

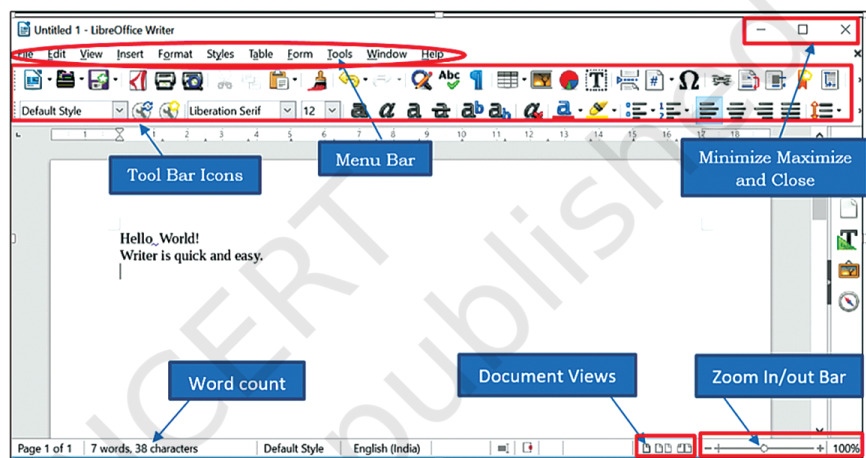


Figure 3.5 LibreOffice Writer — Basic Interface

Status Bar

The Status bar is at the bottom of the window. Use the Document View options at the bottom right to change the view of the document to a single page, multipage or book view. The Zoom in or out bar helps to change the size of the text (make it appear bigger or smaller) without changing the font size. Other details, such as word or character count, page number, language, etc. are also present on the left side.

Menu Bar

The menu bar is found at the top of the LibreOffice window and has several options, such as File, Edit, View, Insert, Format, Styles, Table, Form, Tools, Windows and Help.

When we click on a particular menu option, a sub-menu drops down to show various commands as shown in Figure 3.6. To run a command, click menu option, such as **File** and then select an option from the sub-menu. For example, **Save**.

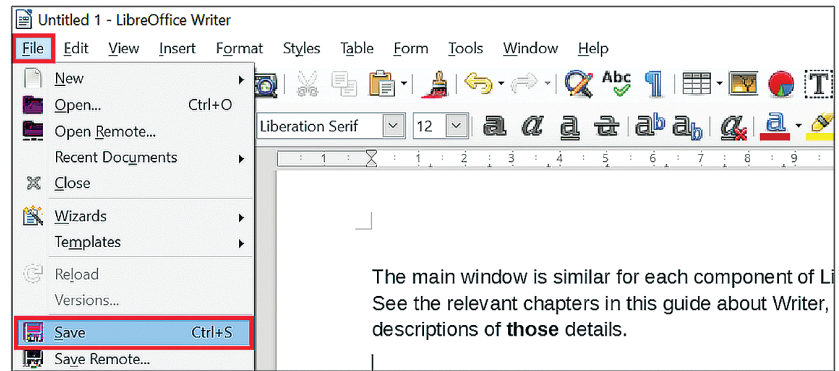


Figure 3.6 Menu and Sub-menu (Screenshot)

Here are the menu options with some of their commands:

- *File*: contains commands that apply to the entire document, such as New, Open, Close, Save, Print, etc.
- *Edit*: contains commands which are used for editing a document. Some of these are Undo, Cut, Copy, Paste, Find and Replace, etc.
- *View*: contains commands used to change the display of a document in the LibreOffice Window, for example Zoom in/out, Web, Status Bar, Ruler, etc.
- *Insert*: contains commands that help to add or insert various objects into a document, for example, Image, Shape, Chart, Header, Footer, Page Number, etc.
- *Format*: contains commands to change the look of the text in the document, for example, making the text bold, line spacing, aligning text, paragraph, etc.
- *Styles*: contains commands which set the common style of the document, i.e., it specifies the default format of the document. It has commands to create a new style, load a style and access the Styles and Formatting section.
- *Table*: contains commands to insert or delete a table in a document and format it.
- *Form*: contains commands to insert controls, such as text box, list box, check box, option, button etc., in a document.

- *Tools*: contains functions, such as Spelling and Grammar check, Mail merge and Macros, etc.
- *Window*: shows all the open LibreOffice windows and allows user to switch to any window by clicking on it. It also contains commands to open a new window and close an existing one.
- *Help*: contains options to open the LibreOffice built-in help or go to online help.

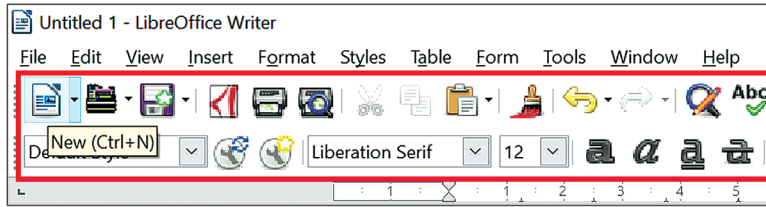


Figure 3.7 Toolbar – Hover over an icon to see tooltip

Toolbar

The toolbar is present just below the menu bar and has icons that directly run the command without going through the menu.

There are many toolbars but two are displayed by default, the first is the Standard Toolbar and just below this is the Formatting Toolbar. The Standard Toolbar has commands to create a new file, save a file, print a file, insert a table, etc. The Formatting Toolbar has commands to change the style of the text, font size, paragraph alignment, etc. For example, to make text bold, you can simply click the **Bold** icon on the Formatting Toolbar instead of using the menu options. To see what a particular icon does, hover your mouse over an icon. This will show a tooltip with the command as shown in Figure 3.7.

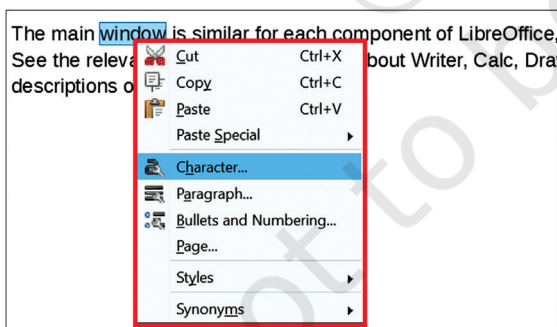


Figure 3.8 Context menu

Context Menu

Another way to perform a function is to use Context Menu as shown in Figure 3.8. When we press the right mouse button on a paragraph or image or any object, a context menu is displayed. The options that we see in the context menu depend on the object that is selected.

Multiple Ways to Perform a Function

As you can see, there are multiple ways to perform the same function. For example, there are four ways to make a text bold.

First select the text that has to be made bold and then perform one of the following:

- (a) Click menu option **Format**, select **Text** from the drop-down and then select **Bold** from the sub-menu.
- (b) Click the **Bold** icon in the Formatting Toolbar
- (c) Right-click and select **Character**. This will open a **Character** dialog box. Select **Bold** from the Stylebox and click **OK**.
- (d) Press **Ctrl+B** on your keyboard.

In a similar way, most of the functions in LibreOffice can be performed in multiple ways. You can explore the menu options and the toolbars or use Help to see how a particular function can be performed.

Practical Exercises

The teacher will facilitate these activities – by showing you the e-learning lesson at http://www.psscive.ac.in/Employability_Skills.html. This will include videos and e-content for the above topics as well as detailed instructions for some activities below.

Activity 1

Practical Exercise — Basic User Interface of LibreOffice Writer

Material required

Computer with LibreOffice Writer installed

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Start LibreOffice Writer and roll the mouse over the various toolbar icons visible on the screen to explore the options available in LibreOffice Writer. Study each of these options in terms of their applications and uses.
3. Select some of the menu options to see the commands available.
4. One member performs the activity and the others watch and give feedback on what was done correctly and what can be improved.
5. Then, taking turns, every member of the group performs the entire activity at least once.

Activity 2

Getting started with Microsoft Word

Material required

Computer with Internet connection

Procedure

1. Form groups depending on the number of computers available (in the same way as done in Activity 1).
2. The practice session will help you carry out the steps to view various tab and ribbon options. If you make an error, you will be prompted with the correct steps. After every action you will be automatically moved to the next step.
3. One member performs the practice exercise. Others watch and give feedback on what was done correctly and what can be improved.
4. Then, taking turns, every member of the group performs the entire activity at least once.

Check Your Progress**A. Multiple choice questions**

1. Undo, cut, copy and paste are _____ commands.
(a) View
(b) Edit
(c) Styles
(d) File
2. You can change the magnification of the page (i.e., make it bigger or smaller) using _____ option.
(a) Page indicator
(b) Proofing level
(c) Zoom bar
(d) Help
3. On the _____ side of the status bar, you can see page number and word count in LibreOffice.
(a) right
(b) centre
(c) left
(d) middle
4. Which menu option has the commands Save, Print and Close?
(a) Insert
(b) File
(c) Tools
(d) Format

B. Subjective question

1. List the different ways in which text can be formatted in the following ways:
 - (a) Made **bold**
 - (b) Underlined
 - (c) Font made bigger in size

What Have You Learnt?

After completing this session, you will be able to

- explain the basic user interface of LibreOffice Writer.
- list the various menu options available in LibreOffice Writer.
- identify some of the basic icons in the toolbar.
- use LibreOffice Help to explore how to perform various functions.

SESSION 3: SAVING, CLOSING, OPENING AND PRINTING DOCUMENT

When we create a new document, we need to save it so that we can open it later and use it for viewing or printing. Let us learn how to save a document, close it, open an existing document and print it.

Saving a Word Document

1. Click on **File** and then click **Save** or **Save As**. This will open the Save As dialog box as shown in Figure 3.9.
2. Browse to the desired folder, type the filename (for example, Hello World) in the name textbox and click on Save.

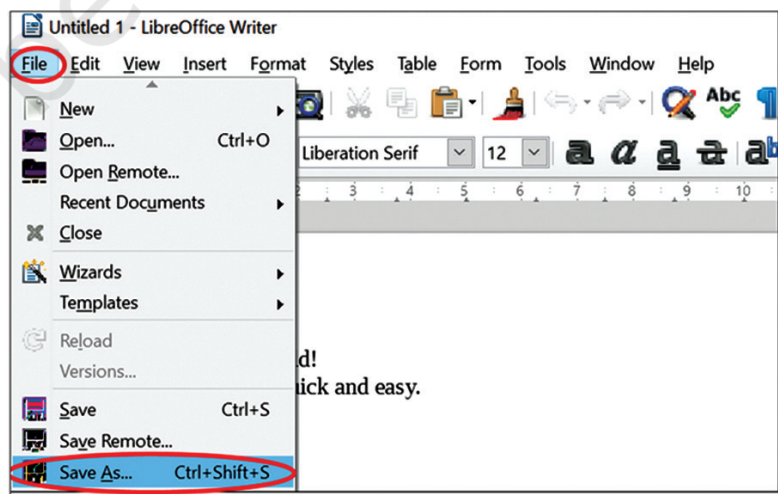


Figure 3.9 Save a document

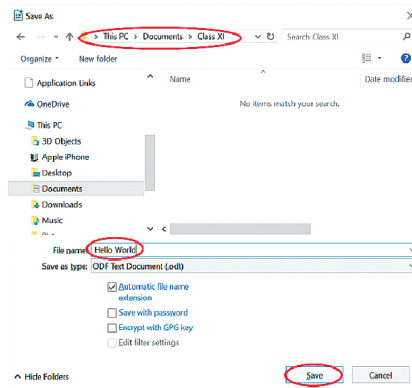


Figure 3.10 Save as dialog box

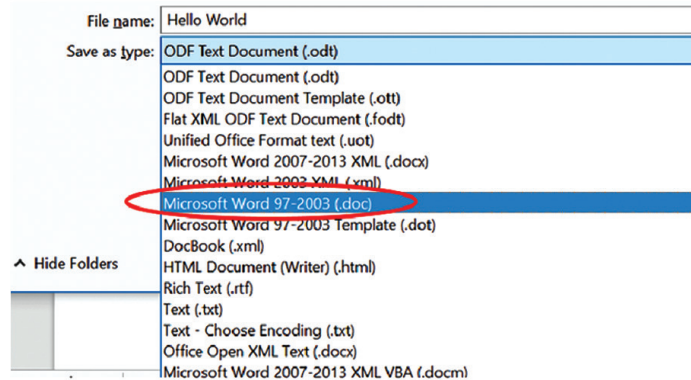


Figure 3.11 Saving file with a different type

When we save a file in LibreOffice it gets a default extension as **.odt**. This means the file we just saved will have a name as **Hello World.odt**. This **.odt** extension shows that this is a LibreOffice Writer document. You can save the file in many different formats. For example, if you want to save this file as a Microsoft Word file, you can select the option in the **Save as type** dropdown as shown in Figure 3.11.

Closing a Word Document

To close a document, click **File** and then **Close** as shown in Figure 3.12.

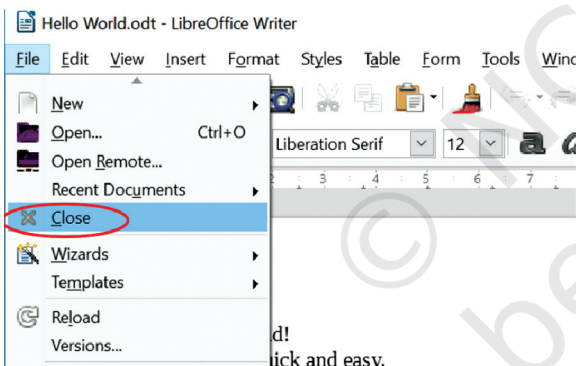


Figure 3.12 Close a document

Opening an Existing Document

To open an existing (already created) document, open File Explorer and browser to the folder where you had saved the document. You will see the file Hello World.odt as shown in Figure 3.13. Double click the file to open it in the word processor.

Printing a Word Document

1. To print a document, click **File** and then select **Print** as shown in Figure 3.13. This will display a Print dialog box as shown in Figure 3.14.
2. In the Print dialog box, select the printer that is connected to the computer and the number of copies you want to print. Click OK. This will print the document on paper.

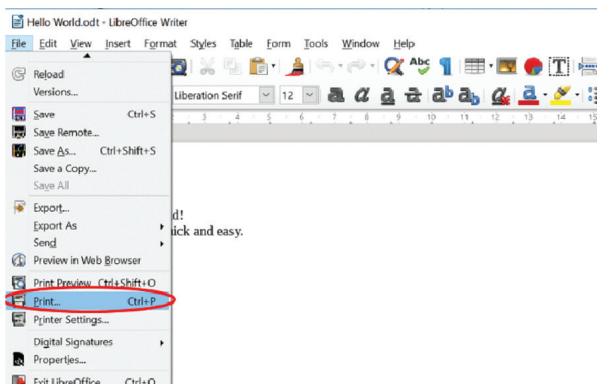


Figure 3.13 Print a document

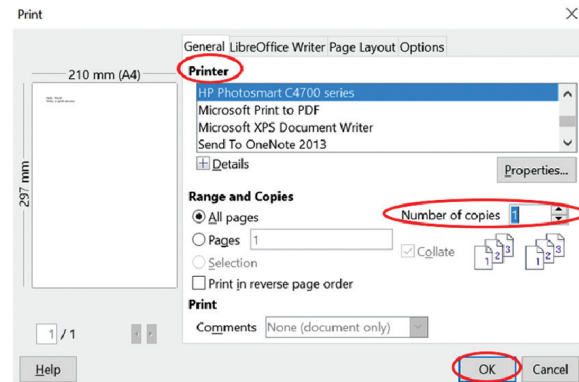


Figure 3.14 Print a dialog box

Practical Exercises

The teacher will facilitate these activities – by showing you the e-learning lesson at http://www.psscive.ac.in/Employability_Skills.html. This will include videos and e-content for the above topics as well as detailed instructions for some activities below.

Activity 1

Practical Exercise — Saving, Closing, Opening and Printing a Document using LibreOffice Writer

Material required

Computer with LibreOffice Writer installed

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Start LibreOffice Writer, create a new document and type some text in the document, save the document and then print it (make sure printer is connected) and then close the document.
3. Other students in the group watch and give feedback on what was done and what can be improved.
4. Taking turns, every student in the group can perform the activity.

Activity 2

Saving, Closing, Opening, and Printing a Document using a different word processor (Microsoft Word)

Material required

Computer with Internet connection to run e-Learning Lesson

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Start Microsoft Word and create a file to save, close, open and print a Microsoft Word document. The practice session will help you perform the required steps.

NOTES

3. One member performs the practice exercise. Others in the group watch and give feedback on what was done correctly and what can be improved.
4. Taking turns, every student in the group can perform the activity.

Check Your Progress

A. Multiple choice questions

1. What is the shortcut to save the changes made to an existing file?
 - (a) FILE > SAVE
 - (b) INSERT > SAVE
 - (c) HOME > SAVE
2. What is the shortcut to close a document?
 - (a) FILE > SAVE
 - (b) FILE > CLOSE
 - (c) FILE > EXIT
3. What is the shortcut to print a document?
 - (a) FILE > EXPORT
 - (b) FILE > SEND
 - (c) FILE > PRINT

B. Subjective question

1. Give the steps to save a new word document.

What Have You Learnt?

After completing this session, you will be able to

- save a document in a word processor.
- close a document in a word processor.
- open a document in a word processor.
- print a document in a word processor.

SESSION 4: FORMATTING TEXT IN A WORD DOCUMENT

Formatting text means changing the way the text appears. Different parts of the text can appear in different styles and sizes. You can make the text bold, underlined or give it a different colour, to highlight and make it look attractive. Let us learn how to format text in a document.

Changing the Text Style and Size

In a document, we can change the font, i.e., the style in which text is written. There are many styles available. The font drop-down is present in the toolbar. First select the text for which the font style has to be changed. Click on the drop-down and select the font style you want (as shown in Figure 3.15). Similarly, the font size can be changed to make it big or small. For example, titles usually have a bigger size text.

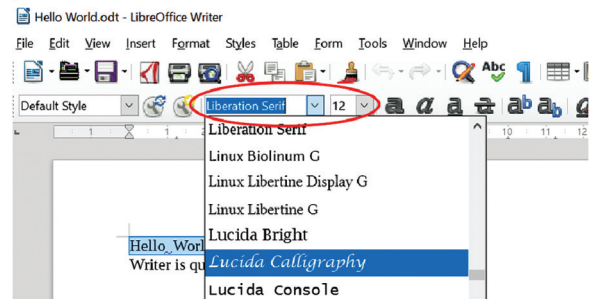


Figure 3.15 Changing font style and size

Making Text Bold, Italic or Underlined

You can make the text appear bold, italic or underlined. Select the text that you want to change and click on the different icons present in the toolbar to change the text as shown in Figure 3.16. You can also use the given shortcut keys on your keyboard to change the text.

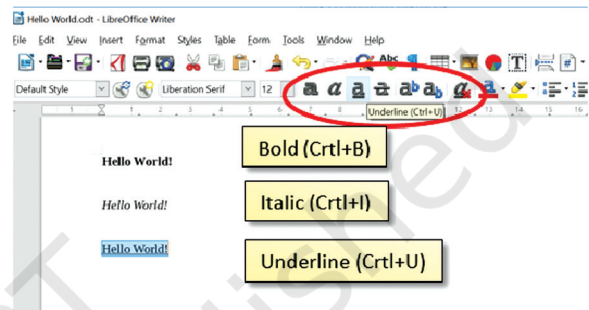


Figure 3.16 Making text bold, italic or underlined

Bold: Ctrl+B

Italic: Ctrl+I

Underline: Ctrl+U

Aligning Text

The text can be aligned to the left, right or center. Select the text to be aligned and use the icons as shown in Figure 3.17 to make the text appear to the left, center or right of the page.

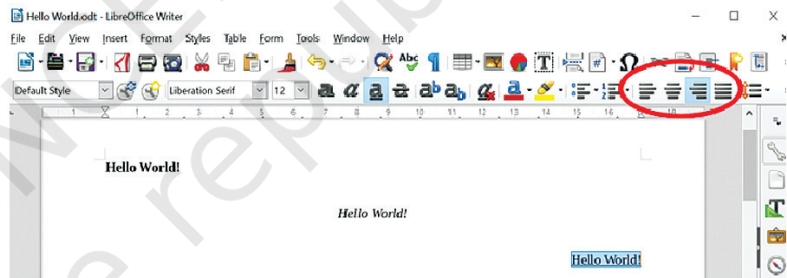


Figure 3.17 Aligning text

Cut, Copy and Paste Text

The text can be copied from one part of the document to another part. To do so, first select the text that has to be copied by clicking on the given copy icon as shown in Figure 3.18. You can also use the shortcut key **Ctrl+C**. Then, move the cursor to where you want to paste the contents and

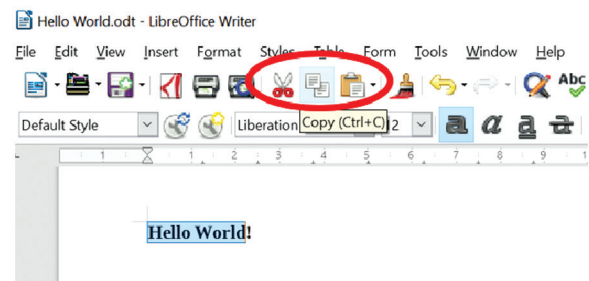


Figure 3.18 Cut, Copy and Paste icons

click the **Paste** icon or **Ctrl+V**. This copies the text to the new location. The text remains in the original place too, as it is.

If you want to delete or remove the text from the original place and move it to a new position in the document, first, select the text. Use the **Cut** icon on the toolbar or use the **Ctrl+X** shortcut key. When you do so, the text vanishes from the original place. Now place the cursor in the new location and either use the **Paste** icon or the **Ctrl+V** shortcut key. The deleted text is inserted where the cursor was placed. This is also called moving the text using the *cut/paste method*.

Find and Replace Text

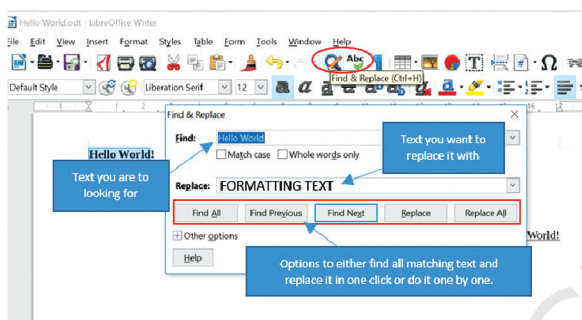


Figure 3.19 Find and Replace

To find and replace text, click on the icon in the toolbar as shown in Figure 3.19. This displays a **Find & Replace** dialog box. You can type the text you are looking for and just find it. You can also replace the text with another text. You can find and replace all the matching text in the document in one go by clicking **Replace All** or you can find or replace it one by one.

Practical Exercises

The teacher will facilitate these activities – by showing you the e-learning lesson at http://www.psscive.ac.in/Employability_Skills.html. This will include videos and e-content for the above topics as well as detailed instructions for some activities below.

Activity 1

Practical Exercise — Formatting text using LibreOffice Writer

Material required

Computer with LibreOffice Writer installed

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Open a file in LibreOffice Writer. A member of the group changes the text style to Times New Roman and font size 12. The other member changes the font size to 14.
3. Another member aligns the text to the middle, left and right.

4. Others would copy the first paragraph and paste it at the end of the text.
5. Taking turns, a different set of students repeat the activity ensuring every student performs at least one formatting task.
6. See Figure 1 and Figure 2 to see how your document should appear.

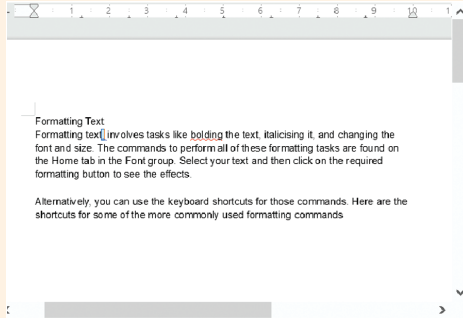


Figure 1 Unformatted text

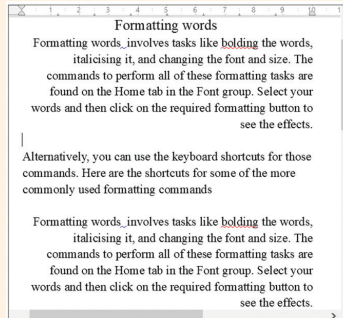


Figure 2 Formatted text

Activity 2

Formatting text using Microsoft Word

Material required

Computer with Internet Connection

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Start the Microsoft Word. Change the text style, font size, font style, etc. Also perform text alignment, as was done in Activity 1.
3. In each group, one member performs the practice exercise while the others watch and give feedback on what was done correctly and what can be improved.
4. Taking turns, every student in the group performs the activity.

Check Your Progress

A. Multiple choice questions

1. Priya wants to change the spelling of a word in the entire document. Which option will she use?

(a) Copy	(b) Align Left
(c) Find & Replace	(d) Paste

2. Which of the following statements is true?
 - (a) You cannot replace all matching words with another word in one go
 - (b) You can align text in the center
 - (c) When we use cut and paste, the text appears in both the places
3. In Figure 3, identify which option is used to the align text?

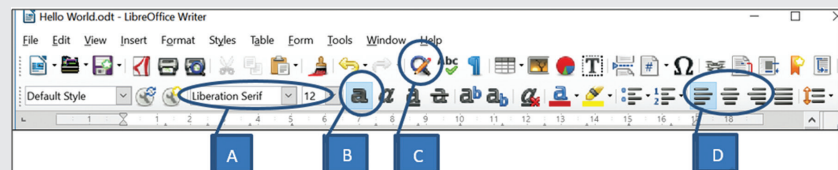


Figure 3 Toolbar

B. Subjective question

1. List the steps to be performed to move the text from one location to another in a document.

What Have You Learnt?

After completing this session, you will be able to

- change the text style.
- align text.
- cut, copy and paste text.
- find and replace text.

SESSION 5: CHECKING SPELLING AND GRAMMAR

Using correct spellings and grammar when writing a letter is important. When we write official letters or make a bio-data to apply for a job, it is especially important that we use correct language. Normally we check manually by reading the letter again. Word

processors provide a tool to check spellings and grammar errors.

As you can see in Figure 3.20, some of the words are underlined by a red wavy line and some with a blue wavy line. The red wavy line shows that word is not spelt correctly. The blue wavy line shows that there is a grammatical mistake.

The spell checker helps to correct these mistakes.

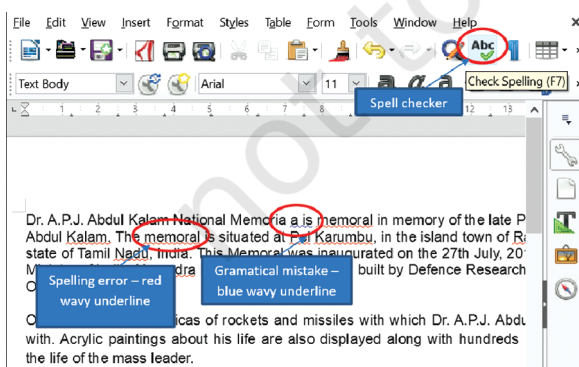


Figure 3.20 Check spelling icon

Starting the Spell Checker

To start the spell checker in LibreOffice Writer, click the 'Check Spelling' icon on the toolbar as shown in Figure 3.20 or press **F7** on the keyboard.

You can also start the spelling checker from the menu options as shown in Figure 3.21. Click **Tools** and then **Spellings**. When we start the spelling checker in LibreOffice Writer, it displays a **Spelling** dialog box as shown in Figure 3.22.

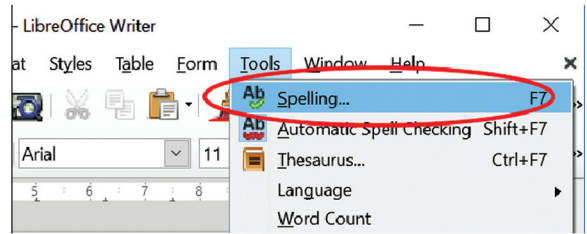


Figure 3.21 Spelling menu option

Spelling Dialog Box Options

It highlights the word with the wrong spelling in red. You can choose from the different options, what you want to do with the highlighted word.

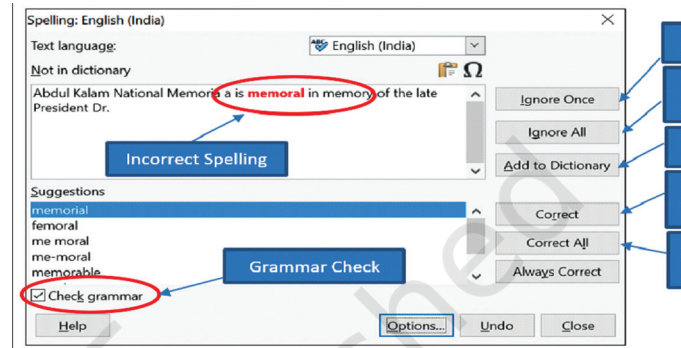


Figure 3.22 Spelling checker dialog box

Some of the commonly used options are:

- (i) **Ignore Once**: This will leave the word in the text as it is and not change it. We usually use this option when some names appear as incorrect words.
- (ii) **Ignore All**: This will ignore the presently highlighted word and then not highlight if this same word appears again anywhere in the text. Sometimes a name appears again and again in the text. You can either ignore one at a time or you can simply click on Ignore All.
- (iii) **Add to Dictionary**: Suppose you use a particular name in every document, for example, the name of a company, then it is best to add it to the dictionary. If you do so, then even if you use it in a new document, it will not be highlighted as incorrect.
- (iv) **Correct**: You can select the correct spelling of the word from the **Suggestions** list and then click **Correct**. This will change the spelling of the highlighted word to the selected one.

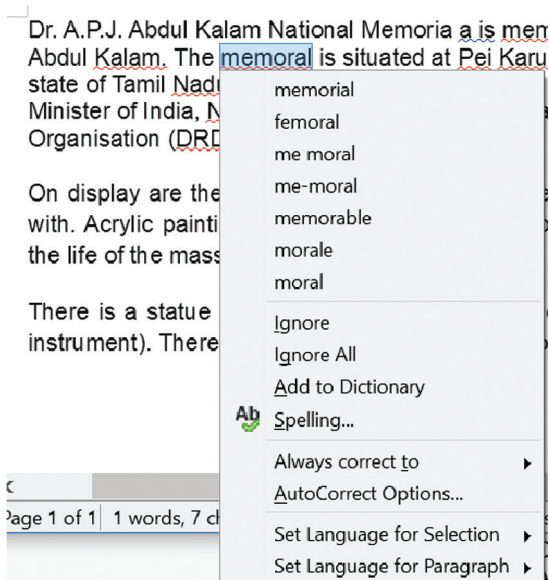


Figure 3.23 Spell Check Options on right-click

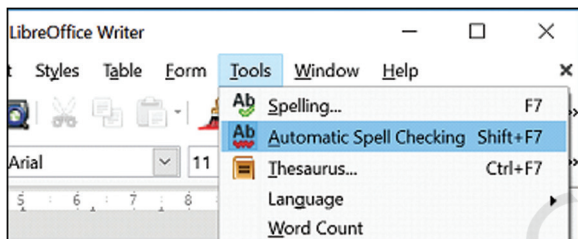


Figure 3.24 Automatic Spell Checking

- (v) **Correct All:** If you click on this, it will correct the spelling of all occurrences of the highlighted word and change all of them to the suggestion selected.

Shortcut Menu for Spell Checker

Another way to correct the spellings and grammar is to select the underlined text and right-click. This displays a shortcut menu as shown in Figure 3.23 with a list of suggested words along with the various options present in the Spelling dialog box, such as Ignore, Ignore All, Add to Dictionary, etc.

Autocorrect Option

We can set the Automatic Spell Checking option on or off by clicking **Tools>Automatic Spell Checking** (as shown in Figure 3.24) or pressing Shift+F7 on the keyboard. If this is off, then we do not see the red and blue wavy lines that highlight the incorrect text.

Practical Exercises

The teacher will facilitate these activities – by showing you the e-learning lesson at http://www.psscive.ac.in/Employability_Skills.html. This will include videos and e-content for the above topics as well as detailed instructions for some activities below.

Activity 1

Practical Exercise — Checking Spelling and Grammar Using LibreOffice Writer

Material required

Computer with LibreOffice Writer installed

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Type in some text in LibreOffice Writer as given in Figure 1.

Dr APJ Abdul Kalam National Memorial was established in the memory of the late President Dr APJ Abdul Kalam. The memorial is situated at Pei Karumbu, in the island town of Rameswaram, in the state of Tamil Nadu, India. This Memorial was inaugurated on July 27, 2017, by the Prime Minister of India, Shri Narendra Modi. The memorial was built by Defence Research & Development Organisation (DRDO).

3. One member opens the Spellings dialog box and uses the various options available to correct the spellings.
4. Another member right-clicks on the incorrect word and uses some of the options in the shortcut menu to correct it. Turn on/off the Automatic Spell Checking option to see how the text appears.
5. Others watch and give feedback on what was done correctly and what can be improved. Then taking turns, another set of students perform the activity ensuring that every student performs at least one task.

Activity 2

Practical Exercise — Checking Spelling and Grammar Using Microsoft Word

Material required

Computer with Internet Connection

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Start Microsoft Word and open a file with text. Go to Review option. Click on the spell checker icon and check the spelling mistakes. On the right-hand side of the page, you will see the various options, such as change, change all, ignore, ignore all and add. Use these options and observe the change.
3. One member performs the exercise. Others watch and give feedback on what was done correctly and what can be improved.
4. Then taking turns, every student in the group performs the activity.

Check Your Progress

A. Multiple choice questions

Read carefully all the options given below the question and choose the correct option (s).

- Which menu option will you use to start the spell checker in LibreOffice Writer?
 - Tools>Spelling
 - Tools>Automatic Spell Checking
 - Tools>Language
 - Tools>Options
- Which shortcut key will you use to start the Spell Checker?

(a) F5 (b) F1 (c) F7 (d) F9
- Ravi wrote an article on the benefits of sports. But everywhere he spelt the word sports as spots. Which option in the Spelling dialog box will you use to change all the wrong words to the right one in one go?
 - Correct
 - Always Correct
 - Add to Dictionary
 - Correct All

B. Subjective question

- What can you do to make the Spell Checker see your name as a correct word and not highlight it as an error in any document?

What Have You Learnt?

After completing this session, you will be able to

- identify the spellings and grammar mistakes in a document.
- correct the spellings and grammar mistakes in a document.
- turn on or off the Autocorrect feature.

SESSION 6: INSERTING LISTS, TABLES, PICTURES, AND SHAPES

When we need to make a list of books available in the library or a list of ingredients or, any kind of list, we use numbers or some symbol (sign) to identify each item. All word processors provide a way to create numbered or bulleted lists (refer Figures 3.25 and 3.26). We can also insert tables in a word document if we want to show data in a rows and columns format.

Inserting Bulleted Lists

To create a bulleted list, first write the items of the list in different lines. Select all the items, click **Format**. From

the menu options, select **Lists** and then click **Bulleted List** as shown in Figure 3.25. This will create a bulleted list as shown in Figure 3.26. You can also create a bulleted list in LibreOffice Writer by selecting all the items and then pressing **Shift+F12** on the keyboard. **Please note** – the shortcut keys may be different in other word processing software.

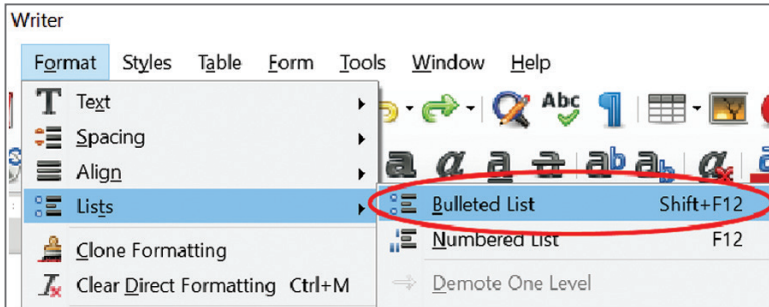


Figure 3.25 Creating Bulleted List

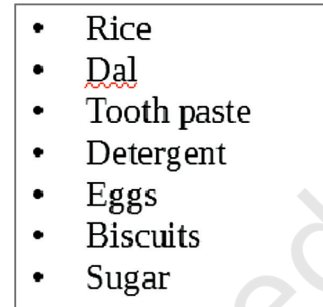


Figure 3.26 A Bulleted List

Inserting Numbered Lists

To create a numbered list, first write the items of the list in different lines. Select all the items, click **Format**. From the menu options, select **Lists** and then click **Numbered List** as shown in Figure 3.27. This will create a bulleted list as shown in Figure 3.28. You can create a numbered list by pressing F12 in the keyboard. **Please note** – the shortcut keys may be different in other word processing software.

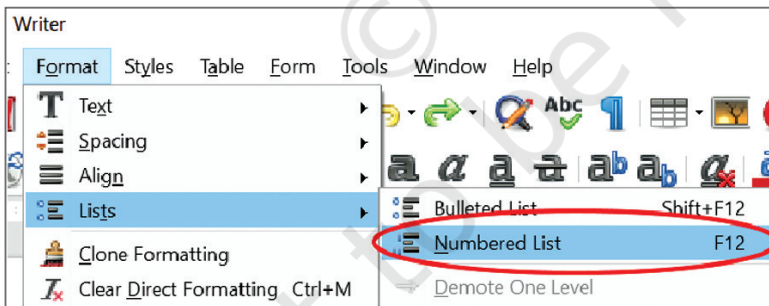


Figure 3.27 Creating Bulleted List

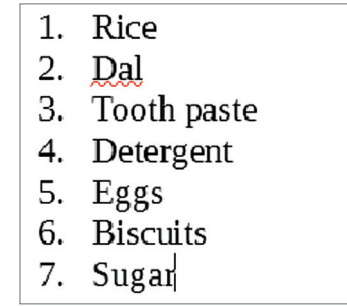


Figure 3.28 A Numbered List

Using Tables

Tables are used to show data in a tabular format; for example, to show the data of students and their marks in each subject, we can use tables. We may need to have tables in a document, such as when making a report card.

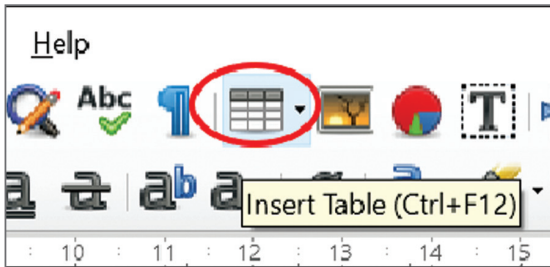


Figure 3.29 Insert Table icon

Word processors provide a feature that helps us insert tables to show such data.

Inserting a Table

To insert a table in LibreOffice Writer document, click the **Insert Table** icon as shown in Figure 3.29 or press **Ctrl+F12** on your keyboard. Click **More Options...** from the drop-down.

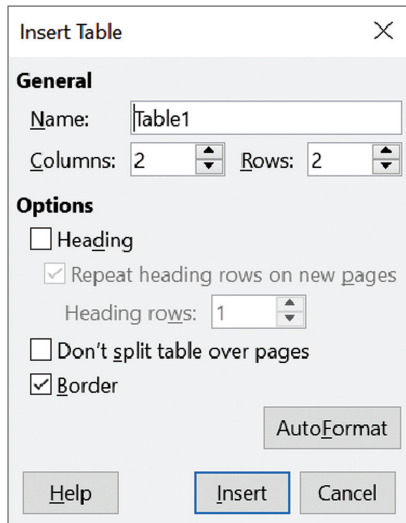


Figure 3.30 Insert Table dialog box

the drop-down.

This opens an **Insert Table** dialog box as shown in Figure 3.30. Select the number of columns and rows you want in the table and click **Insert**. By default, the word processor will create a blank table with 2 columns and 2 rows (refer Figure 3.31).

You can then enter data into this table as shown in Figure 3.31.

Name	Age
Sudha	15

Figure 3.31

Inserting Pictures

To insert an image, click **Insert** and then **Image** as shown in Figure 3.32. This will open the **Insert Image** dialog box. Select the image file you want to insert into a document and then click **Open**. This will insert an image into the document.

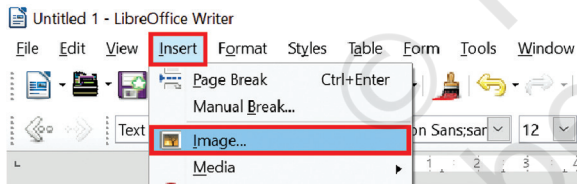


Figure 3.32 Inserting an image

Inserting Shapes

To insert a shape in a document, click **Insert** and then **Shape**. This will open a sub-menu with the basic shapes. Select one option — for example, **Basic**. This will further show several basic shapes such as Rectangle, Circle, Square etc. as shown in Figure 3.33 Select a shape and then click and drag the mouse to specify the size of the shape. This will insert a shape into the document.

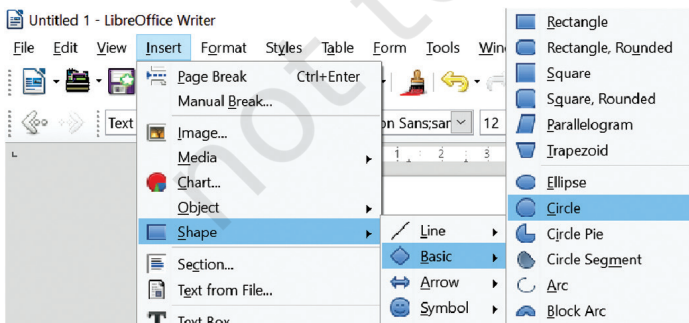


Figure 3.33 Inserting a shape

Practical Exercises

The teacher will facilitate these activities – by showing you the e-learning lesson at http://www.psscive.ac.in/Employability_Skills.html. This will include videos and e-content for the above topics as well as detailed instructions for some activities below.

Activity 1

Practical Exercise — Inserting Lists and Tables Using LibreOffice Writer

Material required

Computer with LibreOffice Writer

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Start LibreOffice Writer or MS Word and in each group, one member creates a bulleted to-do-list.
3. Another member creates a numbered shopping list. Another member then creates a table with names of all members in the group and their addresses.
4. Others watch and give feedback on what was done correctly and what can be improved.
5. Then taking turns, another set of students perform the activity ensuring that every student performs at least one task.

Check Your Progress

A. Multiple choice questions

Read carefully all the options given below the question and choose the correct option (s).

1. What is the correct sequence of steps required to create a bulleted list in LibreOffice Writer?
 - (a) Bulleted List > Format > Lists
 - (b) Format > Bulleted List > Lists
 - (c) Format > Lists > Bulleted List
 - (d) Lists>Format>Bulleted List
2. Which shortcut keys will you use to insert a table in a LibreOffice Writer document?
 - (a) F12
 - (b) Ctrl+F12
 - (c) F7
 - (d) F9
3. Which shortcut key is used in a LibreOffice Writer document to create a numbered list?
 - (a) Ctrl+F12
 - (b) Shift+F12
 - (c) F12
 - (d) None of the above

B. Subjective question

1. What is a list and how do we create a list in a word processor?

What Have You Learnt?

After completing this session, you will be able to

- create a bulleted list.
- create a numbered list.
- insert a table.

SESSION 7: HEADER, FOOTER AND PAGE NUMBER

Header is the top part of a page while the footer appears at the bottom of the page. They contain information that is available on every page at the same place, for example, if we want the title of the document at the top

of each page and the page number at the bottom of each page, we can use a header (for title) or a footer (for page number).

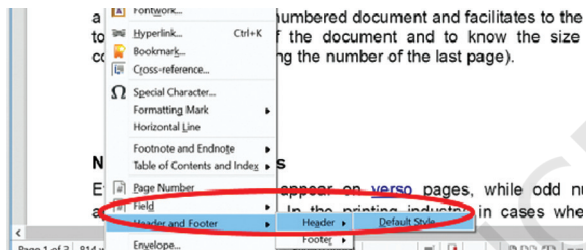


Figure 3.34 Inserting a header

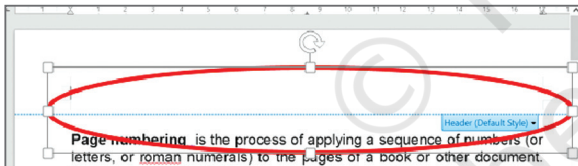


Figure 3.35 Header

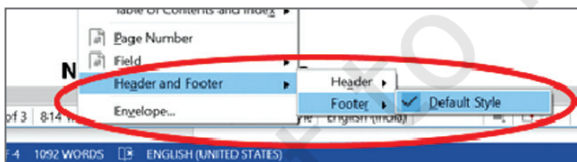


Figure 3.36 Inserting a footer



Figure 3.37 Footer

Inserting a Header

In LibreOffice Writer, to insert a header, first click **Insert** menu option. Click **Header and Footer** in the drop-down (Figure 3.34), then **Header** and then click **Default Style**.

A header will be created at the top of each page as shown in Figure 3.35. Click the top part of the document to highlight the header.

Inserting a Footer

Similarly, a footer can be created at the bottom of each page.

To insert a footer, click **Insert** menu. Then click **Header and Footer**, then **Footer** and then click **Default Style** as shown in Figure 3.36.

A footer as shown in Figure 3.37 is created at the bottom of each page. Click the bottom part of the document to highlight the footer.

Insert Title, Page Number and Page Count

You can insert page numbers, title, page count, date, time, subject, etc., into the header or footer. Then it will appear on all the pages.

To insert page numbers to your pages, first click on the footer. Then click the **Insert** menu option. Click **Field** in the drop-down and then click **Page Number** as shown in Figure 3.38.

This will insert a page number at the bottom of every page. Similarly, you can insert other details, such as date, time, image, etc., into the header or footer.

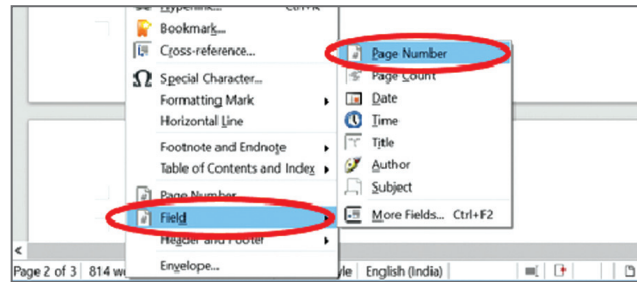


Figure 3.38 Inserting page number in header or footer

Practical Exercises

The teacher will facilitate these activities – by showing you the e-learning lesson at http://www.psscive.ac.in/Employability_Skills.html. This will include videos and e-content for the above topics as well as detailed instructions for some activities below.

Activity 1

Practical-exercise — Add Header, Footer and Page Numbers using LibreOffice Writer

Material required

Computer with LibreOffice Writer

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Type in 2–3 pages of text in LibreOffice Writer.
3. Write 3–5 lines about your last summer holidays. In each group, one member adds a header with title as ‘Summer Holidays’ and another group member adds a footer with page numbers.
4. Others in the group watch and give feedback on what was done correctly and what can be improved.
5. All other group members repeat the exercise on a fresh document.

Activity 2

Practical Exercise — Add Header, Footer and Page Numbers using Microsoft Word

Material required

Computer with Internet Connection

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Start MS Word. Open a file with a paragraph and go to 'Insert' option. Check on header or footer to insert the same. Type the text in the header or footer.
3. One member performs the practice exercise. Others watch and give feedback on what was done correctly and what can be improved.
4. Then taking turns, every student in the group performs the activity.

Check Your Progress**A. Multiple choice questions**

1. Which of the following statement is true?
 - (a) Headers are text or images inserted in the bottom margin.
 - (b) If you insert a footer in one page, it will appear on all pages.
 - (c) Headers are used to insert borders in a document.
 - (d) You cannot insert date, time, page number, etc., in a header or footer.
2. Which of the given options can you add to a header?
 - (a) Page number
 - (b) Date
 - (c) Title
 - (d) All of these
3. Ravi wrote a long document for his research and gave it to his professor. He wanted his professor to review only the 'Field Study' section of the document. How does he easily and correctly tell his professor where to find the 'Field Study' section?
 - (a) Tell him that it is somewhere in the middle of the document
 - (b) Type in the page number in each page manually and tell him the page number
 - (c) Insert page number in the footer and tell him the page number

B. Subjective question

1. What is the advantage of using a header or a footer in a word processor document?

What Have You Learnt?

After completing this session, you will be able to

- insert a header in a document.
- insert a footer in a document.
- insert page number(s) in a header or footer.

SESSION 8: TRACKING CHANGES IN LIBREOFFICE WRITER

Tracking changes in a word document means to keep a record of the changes made in a document. For example, a student writes a report and gives it to the teacher for checking. Just as a teacher makes corrections using a red pen in a paper copy, the teacher can make changes in a word processor using the *Track Changes* mode. This will highlight the changes and make it easier for the students to see and correct their mistakes.

How to Start/Stop Tracking Changes in LibreOffice Writer

To start tracking changes in LibreOffice Writer, click **Edit** and then click **Track Changes**.

This will show a sub-menu with several options. To start tracking changes, the first step is to click **Record** as shown in Figure 3.39 or press *Ctrl+Shift+E*. Once you click **Record**, all changes made to the document will be recorded and displayed in a different colour. If you want to stop tracking the changes, click **Record** again.

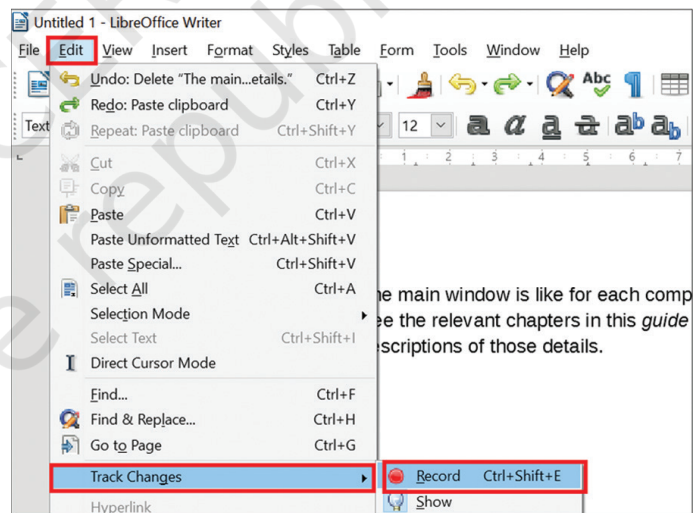


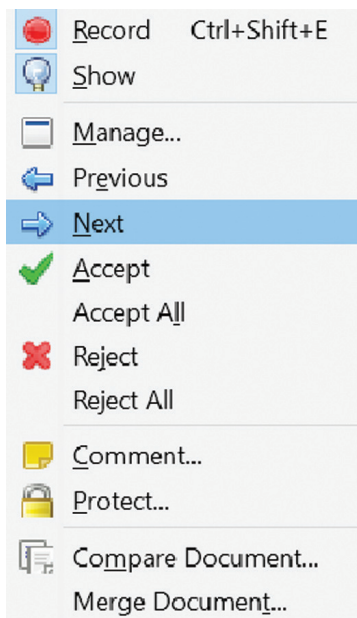
Figure 3.39 Tracking Options

Tracking Options

With the **Record** on, all changes are recorded. These are displayed in a different colour. Any text that is deleted will not disappear, but will appear as strikethrough (or cut across with a line, for example ~~change~~).

This Track Changes sub-menu provides many options. You can move from one change to the other

Figure 3.40 Tracking Options



using the **Next** and **Previous** options (refer Figure 3.40). When a change is selected you can accept it or reject it using **Accept** and **Reject** options. If you accept, the change will become a permanent part of the text and if you reject, it will revert to the original text.

If you think all the changes are OK, then you can accept them all at once using the **Accept All** command. Similarly, if you do not want to accept any changes and want to revert back to the original text, then you can use the **Reject All** option.

Sometimes, we may want to see how the document will appear with all the changes accepted without actually accepting them. If you click the **Show** option, the document will *appear* as if the changes have been accepted. If you click Show again, the document will appear in track mode with the changes.

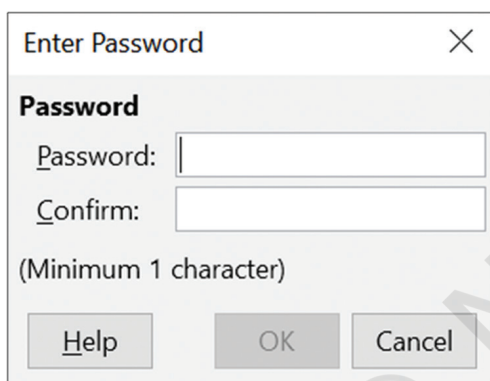


Figure 3.41 Enter Password

You can protect the changes by adding a password. Click **Protect**. This will open the *Enter Password* dialog box as shown in Figure 3.41. Add a password. Now only the person who knows this password will be able to accept or reject the changes and no one else.

Manage Option

The **Manage** option opens the **Manage Changes** dialog box as shown in Figure 3.42. In this all the changes are displayed in a list. You can select a particular change and accept or reject it.

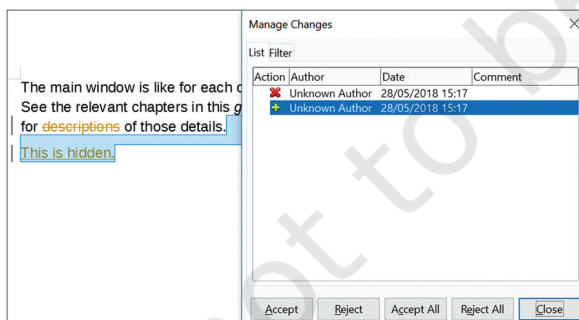


Figure 3.42 Manage Options

You can also click **Accept All** to accept all the changes or **Reject All** to reject all the changes.

Compare Documents

If you click **Compare Document...**, LibreOffice will compare the current file with the file you provide. This will then open the **Manage Changes** dialog box with a list of all the differences between the two

files. Here you can accept or reject these differences and the current file will get updated accordingly.

Practical Exercises

NOTES

The teacher will facilitate these activities – by showing you the E-Learning lesson at http://www.psscive.ac.in/Emplyability_Skills.html. This will include videos and E-content for the above topics as well as detailed instructions for some activities below.

Activity 1

Tracking Changes in LibreOffice Writer

Material required

Computer with LibreOffice Writer

Procedure

1. Form groups depending on the number of computers available. For example, if there are 40 students and you have 5 computers, form 5 groups of 8 students each.
2. Start LibreOffice Writer, create a new document and type some text in the document.
3. Click on 'Edit' and then click on 'Track Changes'.
4. Then another member reviews the document and makes changes. The first member can then accept or reject the changes. Two members perform the activity and the others watch and give feedback on what was done correctly and what can be improved.
5. Then taking turns, another set of students perform the activity ensuring that every student performs at least one task.

Activity 2

Tracking Changes in Microsoft Word

Material required

Computer with Internet Connection to Run e-Learning Lesson.

Procedure

1. Form groups depending on the number of computers available (in the same way as done in Activity 1).
2. Start MS Word and open a file. Go to 'Review' option and click on 'Track changes'
3. Now type some text and see the changes.
4. One member performs the practice exercise. Others watch and give feedback on what was done correctly and what can be improved.
5. Then taking turns, every student in the group performs the activity.

Check Your Progress

A. Multiple choice questions

1. When you start recording the document, all the changes show up as coloured text? State whether this is true or false.
(a) True (b) False
2. If you _____ something when in the 'track change' mode, it will not disappear but instead will have a visible strike through it.
(a) Add (b) Delete (c) Italicise (d) Bold
3. Track changes are suggestions. If you want to make the changes permanent you have to _____ them.
(a) Underline (b) Save
(c) Accept (d) Reject

B. Subjective question

1. What is the function of the Manage option?

What Have You Learnt?

After completing this session, you will be able to

- explain the need for tracking changes in a word document.
- explain how to start and stop the tracking process in LibreOffice Writer.
- identify the options to accept or reject changes.