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M1-R5.1 Information Tech. Tools & Networking basics

Chapter:3 Word Processing

Libre Office:

The first version of this software was released on **25 January 2011**. It is developed and provided free of cost by **The Document Foundation**. This program is built using the **C++, Java, and Python** programming languages. It is an **office suite**.

LibreOffice is an **open-source software** and an **application software** that works on all types of operating systems.

In this software, the default file name is **"Untitled 1"**, and the file extension for a text document is **.odf**. In contrast, in MS Word, files were saved with the **.doc** extension.

LibreOffice includes different applications within the same software, such as **LibreWriter, LibreCalc, and LibreImpress**.

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Libre Office Writer

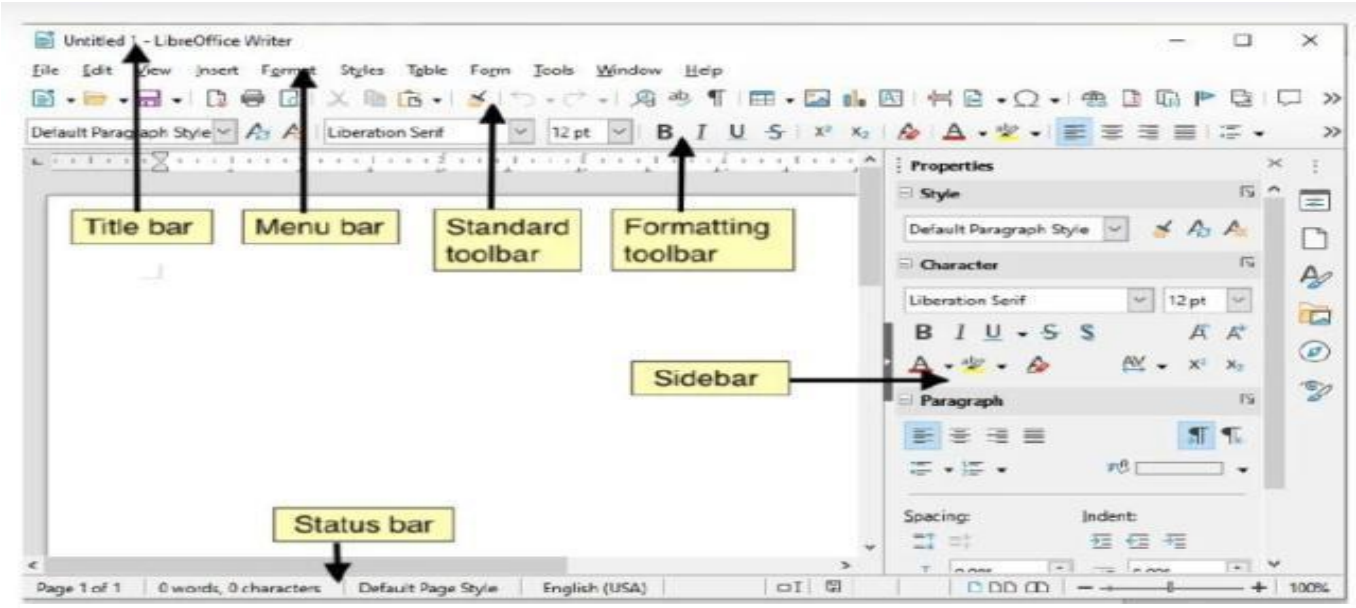
Libre Office Writer:

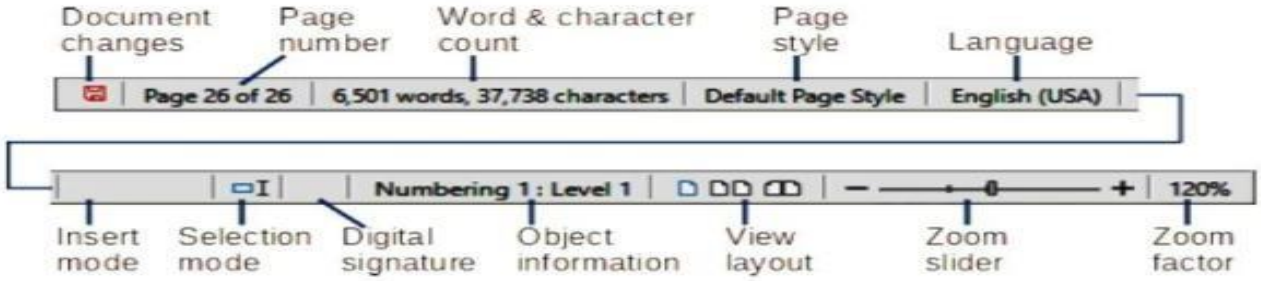
LibreOffice Writer is a **word processor**. Its file extension is **.odt**, while all programs of LibreOffice are saved in the **ODF format**.

A **word processor** is an **application software** that allows the user to **type text, edit it, and manipulate it**. Word processors are mainly used in **offices for correspondence and documentation**.

Some popular examples of word processors are **MS Word, WordStar, WordPerfect, Professional Write, Multimate, and LibreOffice Writer**.

Libre office Window:





Libre office important point

- File extension: .ODT(open document text)
- Template Extension: .OTT(open template text)
- By default file name: Untitled-1
- Total Menu bar present: 11
- By default Font Size: 12pt
- Maximum & minimum Font size: 999.9pt & 2pt
- Max & min Font(in dropdown): 96pt & 6pt.
- Max & Min zoom : 600% & 20%
- By default page orientation: Portrait
- By default line spacing: 1
- Ruler bar option: Margin, indentation, Tab settings.
- By default page available: 1 page
- By default row & columns present in page: 1 & 1
- By default page size: Letter
- By default Page view: Normal(print layout)

Libre office writer shortcut keys

Shortcut Keys	Use/Effects
CTRL+A	Select All
CTRL+B	Bold
CTRL+C	Copy
CTRL+D	Double underline
CTRL+E	Center align
CTRL+F	Find
CTRL+G	Go to the line
CTRL+H	Find & replace
CTRL+I	Italic
CTRL+J	Justify align
CTRL+K	Hyperlink
CTRL+L	Left align
CTRL+M	Clear formatting
CTRL+N	New page
CTRL+O	Open file
CTRL+P	Print file
CTRL+Q	Quit the application
CTRL+R	Right align
CTRL+S	Save
CTRL+U	Underline
CTRL+V	Paste
CTRL+W	Close window
CTRL+X	Cut the file
CTRL+Y	Redo

CTRL+Z	Undo
CTRL+SHIFT+A	Left to right
CTRL+SHIFT+B	Subscript
CTRL+SHIFT+C	Format copy
CTRL+SHIFT+D	Right to Left
CTRL+SHIFT+J	Full screen/Normal
CTRL+SHIFT+N	New Templates
CTRL+SHIFT+O	Print preview
CTRL+SHIFT+P	Superscript
CTRL+SHIFT+R	Ruler Bar on/off
CTRL+SHIFT+S	Save as
CTRL+SHIFT+V	Paste Special
CTRL+SHIFT+Y	Redo repeat
CTRL+ALT+C	Comment
CTRL+ALT+E	Extension manager
CTRL+ALT+SHIFT+V	Paste unformatted text
Left arrow(🡐)	Move cursor to left
Right arrow(🡒)	Move cursor to right
CTRL+UP arrow(🡑)	Move cursor to up one line
CTRL+DOWN arrow(🡓)	Move cursor to down one line
CTRL+ Left arrow	Go to beginning of word
CTRL+ Right arrow	Go to start of next word
CTRL+ Up arrow	Move cursor to beginning of previous paragraph
CTRL+ Down arrow	Move cursor to the end of the paragraph
SHIFT+ Left arrow	Move cursor with selection to the left

SHIFT+ Right arrow	Move cursor wit selection to the right
SHIFT+ Up arrow	Selecting line to upwards
SHIFT+ Down arrow	Selecting line to down side
CTRL+ SHIFT+ Left arrow	Selecting to the left word by word
CTRL+ SHIFT+ Right arrow	Selecting to the right word by word
CTRL+ SHIFT+ Up arrow	Selecting to beginning of paragraph
CTRL+SHIFT+ Down arrow	Selecting to ending of paragraph
Home	Go to beginning of line
End	Go to end of line
CTRL+ Home	Go to start of document
CTRL+ End	Go to end of document
SHIFT+ Home	Go & select to the beginning of a line
SHIFT+ End	Go & select to the ending of line
F1	Help
F2	Formula bar
CTRL+F2	Insert field
F3	Complete auto text
CTRL+F3	Auto text
F5	Navigator
F7	Spelling & grammer
Shift+F7	Auto spell check
CTRL+F7	Thesaurus
F8	Extension mode
F9	Field name
CTRL+F9	Show Fields
Shift+F9	Calculate table

CTRL+ F10	Formatting Marks
F11	Manage Style
SHIFT+F11	Create new style
CTRL+ SHIFT+F11	Update style
F12	Numbering on
Ctrl+F12	Insert table
SHIFT+F12	Bullets on
ALT+F12	Option Libre office User data
CTRL+SHIFT+F12	Numbering on/off
CTRL+]	Increase font size
CTRL+[	Decrease font size
CTRL+1	Heading 1
CTRL+2	Heading 2
CTRL+3	Heading 3
CTRL+4	Heading 4
CTRL+DEL	Delete word right of cursor
CTRL+ Backspace	Delete word left of cursor
CTRL+ ENTER	Page enter
SHIFT+ ENTER	Line Break
CTRL+SHIFT+ ENTER	Column Break