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INFORMATION TECHNOLOGY FOR CLASS 9

(Study materials based on N.C.E.R.T

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DIGITAL DOCUMENTATION

INTRODUCTION:

Starting LibreOffice Writer

In the way, you will find a shortcut of libreoffice on the desktop or on the Quick launch Taskbar. The process may slightly differ according to the different operating system (Linux or windows).

- To start LibreOffice writer in **Windows**, double click LibreOffice writer shortcut, which is usually found on the computer desktop.
- Alternatively, click on the *Start* or *Windows button*; select *LibreOffice* -> *LibreOffice Writer* from application window.
- Using the search command, type the word 'writer' in the search field, and select LibreOffice writer from the offered results.
- *In Ubuntu Linux*, Find the LibreOffice writer icon on the application launcher, or search it by clicking on 'Show Applications',

Creating a document from Windows operating system

- Create a new text document by using *File Menu* → *New* → *Text Document*.
- Now save the file by clicking on the *File Menu* → *Save*. Give the name of the File (For example: Report). By default, the file is saved in .ODT format.
- Saving the file by another name, it is possible to make another copy of the file by saving it with another name using the Save As option. Once the user saves the document by giving a name, it is called a 'File'. The user can save the file another name in other location using the Save AS option. The user will get two *Files* the previous one and the one with new name.
- **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*.

- **Opening the document**--- It may further require opening a file for editing. Select File-→ *Open (CTRL+O)* and the document will be open for editing.
- **To save a Document using password**
 - ❖ Select *File → Save*
 - ❖ Select the location on disk to save this file
 - ❖ Type a suitable name for the document
 - ❖ Click on Save Button.
 - ❖ To save the document with password, put a tick on the checkbox Save with a password
 - ❖ Type the password to open a file in set password dialog box.
 - ❖ Type the same password in the second box and click OK button.