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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:

Word processing software 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 provided by popular word processor are as display 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.
- ❖ Insert pictures or graphs within the document.
- ❖ Print the selected text or selected pages of the document.

Word processing software are being used in the business, home, and education, i.e. in school and colleges for preparing a letters, reports, and many other different types of documents.

Office suite is a collection of programs, which are useful for word processing, spread sheet preparation, presentation, and database management. There are several office suits. You will use LibreOffice, because of its several advantages.

Libreoffice is free and open source software (FOSS), fully-featured office productivity suite. Currently the versions of libreOffice are 6.0 and above are available. It is available free for downloading from the website www.libreoffice.org. This suit is available in many languages and runs on many platforms (Windows, Mac, Linux). It is used to 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. The components of libreoffice are writer for word processing, spread sheet 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.

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