For Class IX

LibreOffice

What is LibreOffice ?

The first version of this software was released on 25 January, 2011. It is made free of cost by "The Document Foundation". This program is made of C++, Java, and Python languages. Its type is office suite.

Libra Office is an open source software. It is an application software that works on all types of operating systems.

- The LibreOffice is an Open Source Application Program.
- It is a free and machine independent application software.
- It works similar to Microsoft Office but some difference between in both.

Applications of LibreOffice

1. Writer
2. Calc
3. Impress
4. Draw
5. Math
6. Base

Difference in Package

MS Office	LibreOffice
MS Word (.docx)	LibreOffice Writer (.odt)
MS Excel (.xlsx)	LibreOffice Calc (.ods)
MS PowerPoint (.pptx)	LibreOffice Impress (.odp)

What is LibreOffice Writer ?

Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures, and other documents. You can insert graphics and objects from other components into Writer documents.

LibreOffice Writer

Default file name – Untitled 1

Extension name – .odt (Open Document Text)
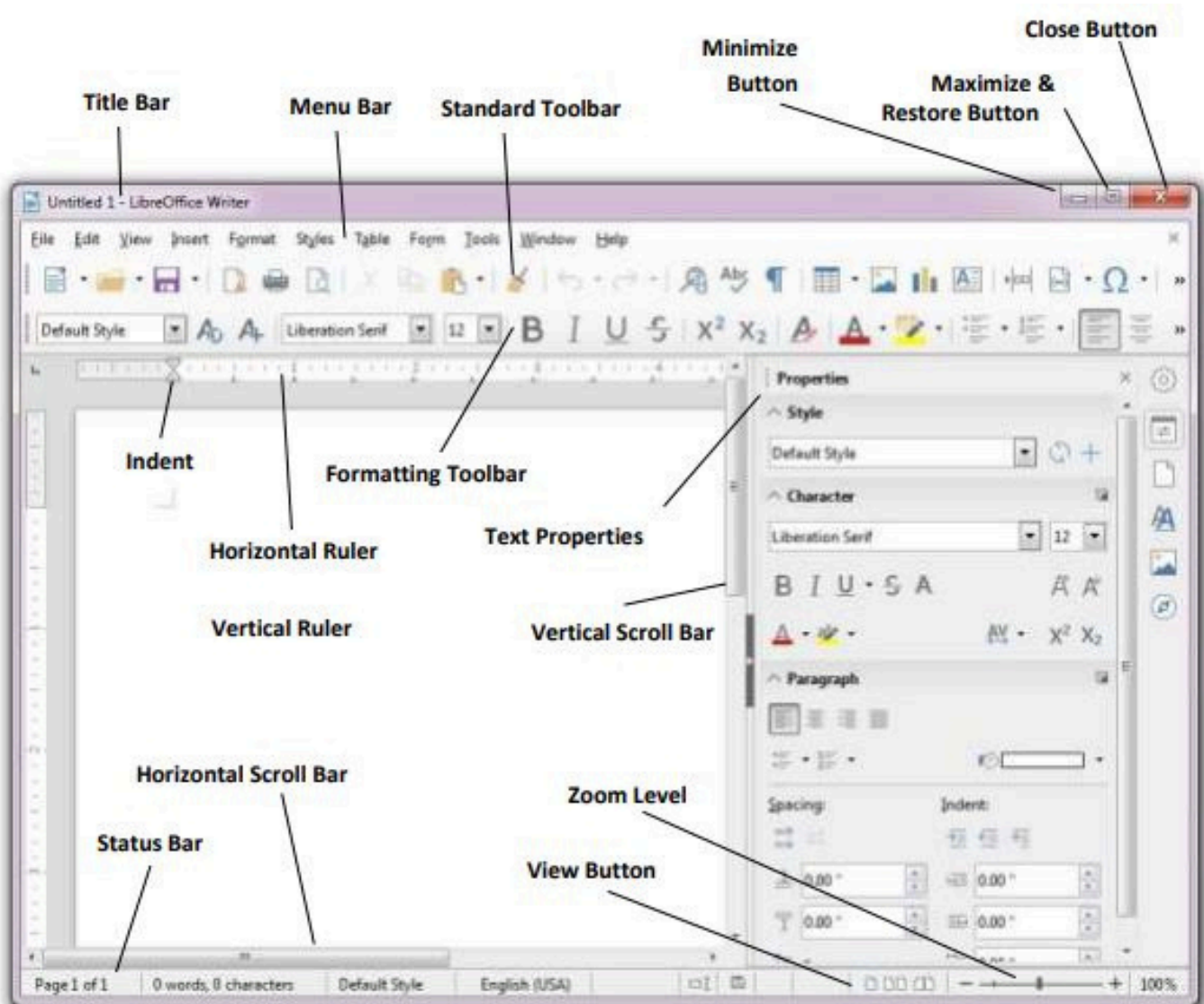
Save As – Ctrl + Shift + S

Table – Ctrl + 12

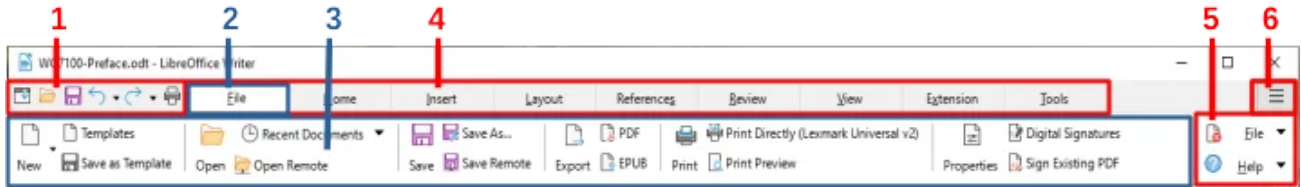Zooming Range – 20% to 600% & default 100%

Close LibreOffice – Ctrl + Q

Interface of Writer - Standard Tool Bar

LibreOffice writer interface is look like a Microsoft Word. All menu, toolbars and commands managed according to Microsoft Word.

Menu and Tabs of LibreOffice Writer - Tabular or Tabs

Menu and Tabs of LibreOffice Writer

1 Icon bar

2 Active tab

3 Icons on active tab

4 Tabs

5 Tab menus

6 Quick menu

Important Shortcut Keys For LibreOffice Writer

Ctrl + N: Create a new document.
Ctrl + O: Open an existing document.
Ctrl + S: Save the current document.
Ctrl + P: Print the document.
Ctrl + C: Copy selected text or objects.
Ctrl + V: Paste copied text or objects.
Ctrl + X: Cut selected text or objects.
Ctrl + Z: Undo the last action.
Ctrl + Y: Redo the last undone action.
Ctrl + B: Bold selected text.
Ctrl + I: Italicize selected text.
Ctrl + U: Underline selected text.
Ctrl + L: Align text to the left.
Ctrl + R: Align text to the right.
Ctrl + E: Center-align text.
Ctrl + J: Justify text.

Shortcut keys	Effect (Key)
F2	Formula Bar
Ctrl+F2	Insert Fields
F3	Complete AutoText
Ctrl+F3	Edit AutoText
F7	Spellcheck
Ctrl+F7	Thesaurus
F9	Update fields
Ctrl+F9	Show fields
F12	Numbering on
Ctrl+F12	Insert or edit Table

Shortcut keys	Effect
Ctrl+A	Select All
Ctrl+J	Justify
Ctrl+D	Double Underline
Ctrl+E	Centered
Ctrl+H	Find and Replace
Ctrl+Shift+P	Superscript
Ctrl+L	Align Left
Ctrl+R	Align Right
Ctrl+Shift+B	Subscript
Ctrl+Y	Redo last action
Ctrl+0 (zero)	Apply Text Body paragraph style
Ctrl+1	Apply Heading 1 paragraph style
Ctrl+2	Apply Heading 2 paragraph style
Ctrl+3	Apply Heading 3 paragraph style
Ctrl+4	Apply Heading 1 paragraph style
Ctrl+5	Apply Heading 1 paragraph style
Ctrl + Plus Key(+)	Calculates the selected text and copies the result to the clipboard.
Ctrl+multiplication sign * (only on number pad)	Run macro field
Shift+Enter	Line break without paragraph change
Ctrl+Enter	Manual page break

For Class IX

Creating a Table of Contents

The best way to generate a table of contents is to apply the predefined heading paragraph styles, such as "Heading 1", to the paragraphs that you want to include in your table of contents. After you apply these styles, you can then create a table of contents.

To Insert a Table of Contents

1. Click in your document where you want to create the table of contents.
2. Choose Insert - Table of Contents and Index - Table of Contents, Index or Bibliography, and then click the Type tab.
3. Select "Table of Contents" in the Type box.
4. Select any options that you want.
5. Click OK.

To Update a Table of Contents

Do one of the following:

- Right-click in the table of contents and choose Update Index or Table of Contents.
- Choose Tools - Update - All Indexes and Tables

Data Entry and Keyboarding Skills Notes pdf

Keyboarding Skills

The ability to enter information through keyboard effectively and efficiently is called Keyboarding Skills

Touch Method of typing OR Touch typing method

Touch typing is a method of typing without looking the keys on the keyboard. Touch typing can

Touch typist

A touch typist knows the location on the keyboard through muscle memory. A touch typist starts typing by placing his or her fingers on the "start position" in the middle row and knows which finger to move and how much to move it for reaching any required key.

Types of Keys

A computer keyboard contains the following types of keys:

1. **Alphanumeric keys:** All of the alphabet (A-Z) and numbers (0-9) on the keyboard.

2. **Punctuation keys**: All of the keys associated with punctuation, such as the comma (,), period (.), semicolon (;), brackets ([]) etc.

3. **Arrow keys**: There are four arrow keys to move the cursor (or insertion point) up (↑), down (↓), right (→), or left (←).

4. **Backspace** key: Deletes the character just to the left of the cursor.

5. **Caps Lock key**: It is a toggle key, which when activated, causes all alphabetic characters to be uppercase.

6. **Delete key**: The Del key deletes the character to the right of the cursor.

7. **Enter key** or **Return** k**e**y: It is used to enter commands or to move the cursor to the beginning of the next line.

Data Entry and Keyboarding Skills Notes pdf

8. **Esc key**: The Escape key is used to exit (or escape) from programs and tasks.

9. **Function keys**: Special keys labelled F1 to F12. These keys have different meaning depending on which program is running.

Mouse

Mouse is a pointing device used to point a particular place on the screen and to perform one or more actions. It can be used to select menu commands, resize windows, etc. A mouse primarily comprises of three parts: the buttons, the handling area, and the rolling object. By default, the mouse is configured to work for the right hand.

Mouse pointer

The mouse pointer allows to point on the screen. The pointer changes as shown below
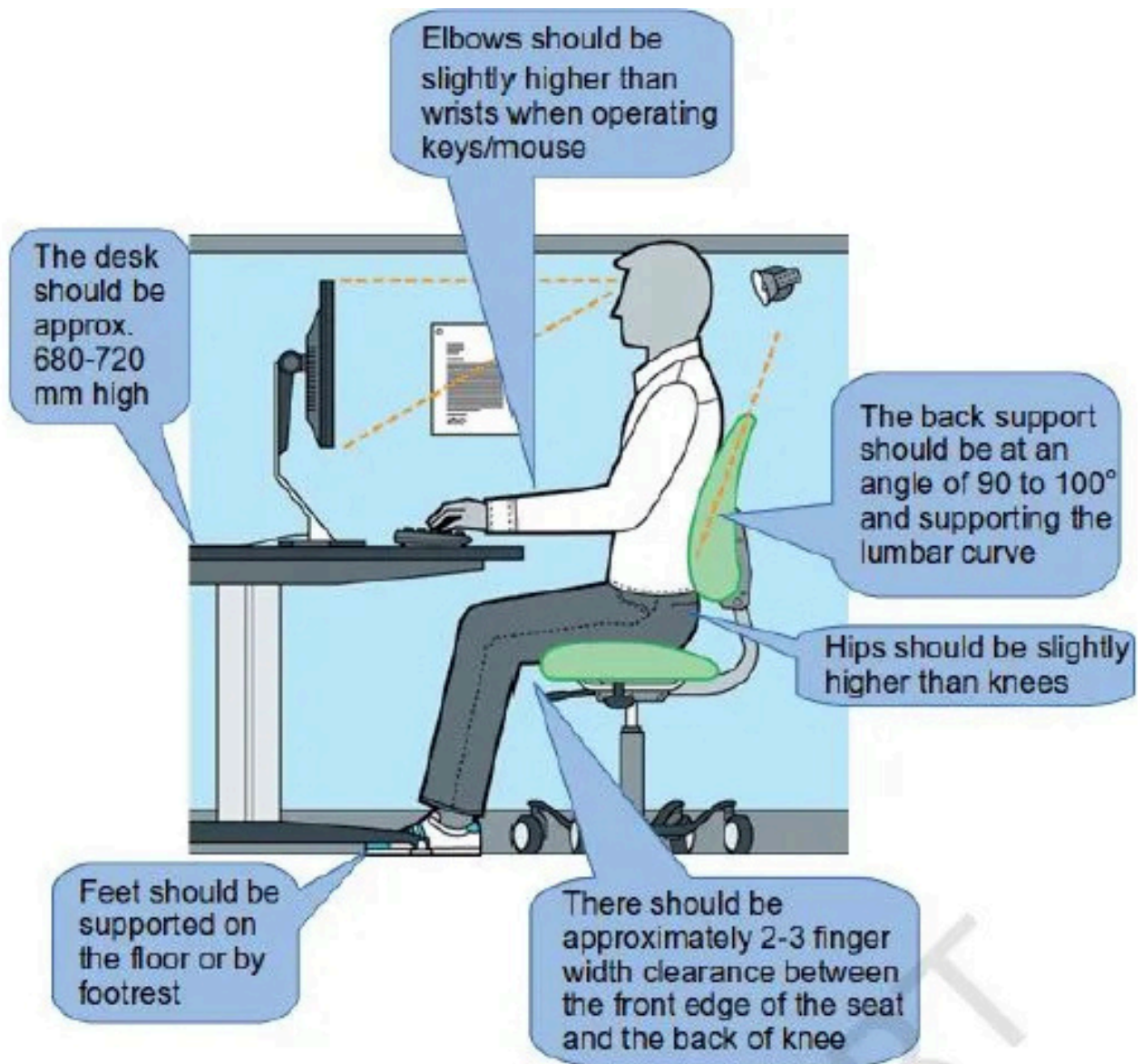
Mouse operations

The common mouse actions are as follows

1. **Click or left click**: It is used to select an item.

2. **Double click**: It is used to start a program or open a file.

3. **Right click**: It is used to display a set of commands and available options.

4. **Drag and drop**: It allows to select and move an item from one location to another.

5. **Scroll**: We can use scroll key of a mouse to scroll a page up or down.

6. **Blocking**: Blocking is another way of selecting text. It is used to select text that needs to be edited or formatted.

Typing ergonomics

Typing ergonomics provides the logistic support for efficient and effective typewriting. Some of these factors included are as given as below.

Elbows should be slightly higher than wrists when operating keys/mouse

The desk should be approx. 680-720 mm high

The back support should be at an angle of 90 to 100° and supporting the lumbar curve

Hips should be slightly higher than knees

Feet should be supported on the floor or by footrest

There should be approximately 2-3 finger width clearance between the front edge of the seat and the back of knee

Successful keyboarding tips

The following points may be kept in mind for successful keyboarding techniques.

1. Press the keys with feather touch.
2. Rest your fingers on Home row.
3. While typing, release the key immediately as soon as you press it.
4. Do not look at the keyboard while practicing.
5. Press the keys only with the fingers allotted for them.
6. Do not take any mental stress while typing.
7. Maintain a balance between speed and accuracy.