Viewing and printing a text document

Spoken Tutorial Project
National Mission on Education through ICT
http://spoken-tutorial.org

Tutorial by
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Video Production by
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15 September 2014

Learning Objectives

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1. **Viewing Documents**

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1. **Viewing Documents**

2. **Printing Documents**

OS and versions

Here we are using:

- **GNU/Linux**

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- ▶ **GNU/Linux**
- ▶ **LibreOffice Suite version 3.3.4**

Viewing options

There are two widely used viewing options

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- **Print Layout**

Viewing options

There are two widely used viewing options

- **Print Layout**

- **Web Layout**

Layouts

- ▶ **Print Layout displays how the document will look when printed**

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- ▶ **Web Layout displays the document as seen in a Web browser**

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- **This is useful when you want to**
    - **Create HTML documents**

Layouts

- **Print Layout displays how the document will look when printed**

- **Web Layout displays the document as seen in a Web browser**

- **This is useful when you want to**
  - **Create HTML documents**
  - **View the document in full screen mode for editing them**

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Summary

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1. **Viewing Documents**

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1. **Viewing Documents**

2. **Printing Documents**

Comprehensive Assignment

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- **1. Write the text This is LibreOffice Writer in Writer.**

Comprehensive Assignment

- **1. Write the text This is LibreOffice Writer in Writer.**

- **2. Use the Full Screen option to get a full screen view of the document.**

Comprehensive Assignment

- ▶ **3. Use the zoom option to have an Optimal as well as Variable view of the document.**

Comprehensive Assignment

- **3. Use the zoom option to have an Optimal as well as Variable view of the document.**

- **4. Set the variable value as 50% and then view the document.**

- **5. Have a Page preview of the document.**

Comprehensive Assignment

- **5. Have a Page preview of the document.**

- **6. Print two copies of the document with borders on the page.**

About the Spoken Tutorial Project

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Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ **Conducts workshops using spoken tutorials**

- ▶ **Gives certificates to those who pass an online test**

- ▶ **For more details, please write to contact@spoken-tutorial.org**

Acknowledgements

- **Spoken Tutorial Project is a part of the Talk to a Teacher project**

- **It is supported by the National Mission on Education through ICT, MHRD, Government of India**

- **More information on this Mission is available at http://spoken-tutorial.org /NMEICT-Intro**

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About the contributor

- **This tutorial has been contributed by DesiCrew Solutions Pvt.Ltd.**

- **www.desicrew.in**

- **Thanks for joining**