

Working with Objects

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives

In this tutorial, you will learn how to:



Learning Objectives

In this tutorial, you will learn how to:

- ▶ **Cut, copy, and paste objects**



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In this tutorial, you will learn how to:

- ▶ **Cut, copy, and paste** objects
- ▶ **Resize** objects **dynamically using handles**



Learning Objectives

In this tutorial, you will learn how to:

- ▶ **Cut, copy, and paste** objects
- ▶ **Resize** objects **dynamically** using handles
- ▶ **Arrange** objects



Learning Objectives

- ▶ **Group and ungroup** objects



Learning Objectives

- ▶ **Group and ungroup** objects
- ▶ **Edit individual** objects **in a** group



Learning Objectives

- ▶ **Group and ungroup** objects
- ▶ **Edit individual** objects **in a** group
- ▶ **Move** objects **within a** group



System Requirements

This tutorial is recorded using



System Requirements

This tutorial is recorded using

▶ Ubuntu Linux version 18.04



System Requirements

This tutorial is recorded using

- ▶ **Ubuntu Linux version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Please download and extract the file**



Code files

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- ▶ **Please download and extract the file**
- ▶ **Make a copy and then use it for practising**



Shortcut Keys



Shortcut Keys

▶ **Ctrl + C to copy an object**



Shortcut Keys

- ▶ **Ctrl + C to copy an object**
- ▶ **Ctrl + V to paste an object**



Shortcut Keys

- ▶ **Ctrl + C to copy an object**
- ▶ **Ctrl + V to paste an object**
- ▶ **Ctrl + X to cut an object**



Dynamic Resizing

- ▶ **Resizing using the handles of an object is called Dynamic Resizing**

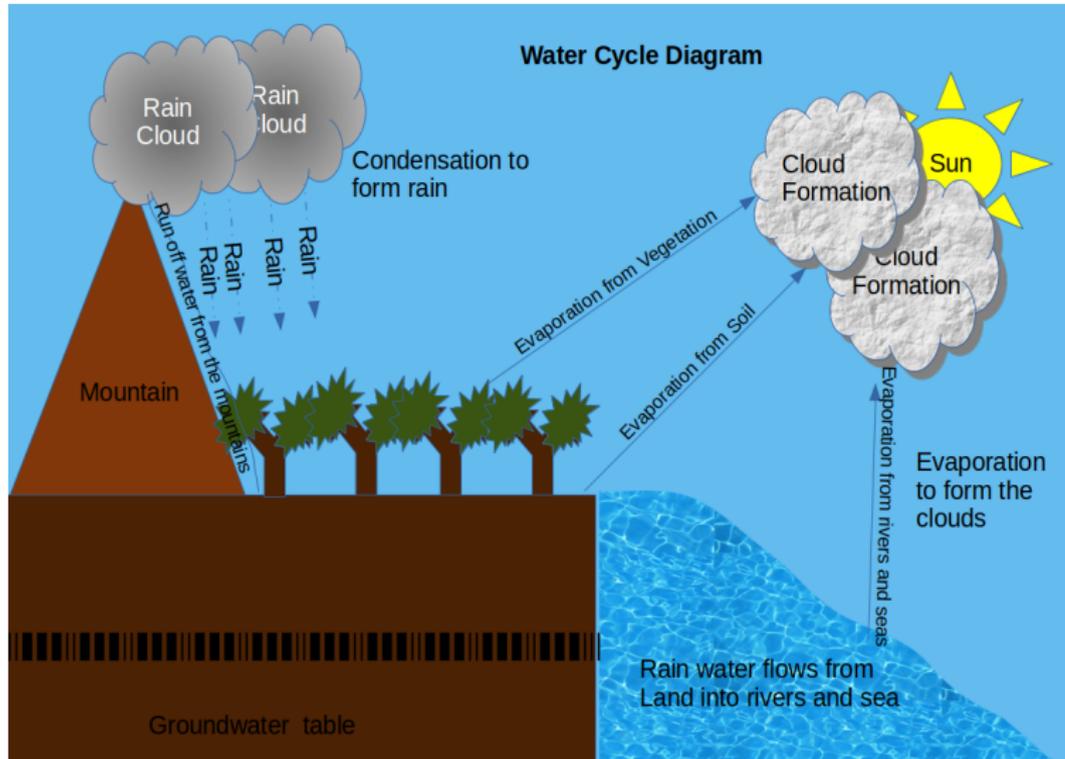


Dynamic Resizing

- ▶ **Resizing using the handles of an object is called Dynamic Resizing**
- ▶ **This means we do not use exact measurements**

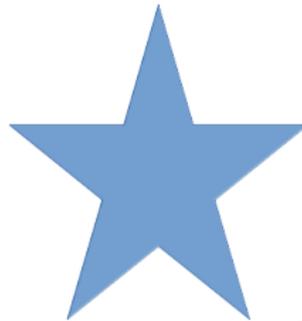
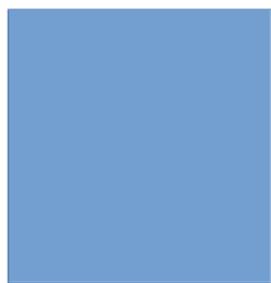
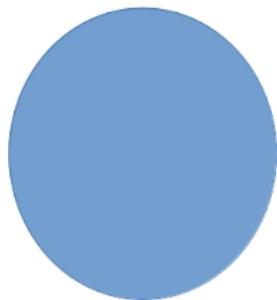


Sample Drawing



Assignment

- ▶ **On a new page draw a circle, a square and a star and place them as shown**



Assignment

- ▶ **Select each object and apply each option from the Arrange menu**



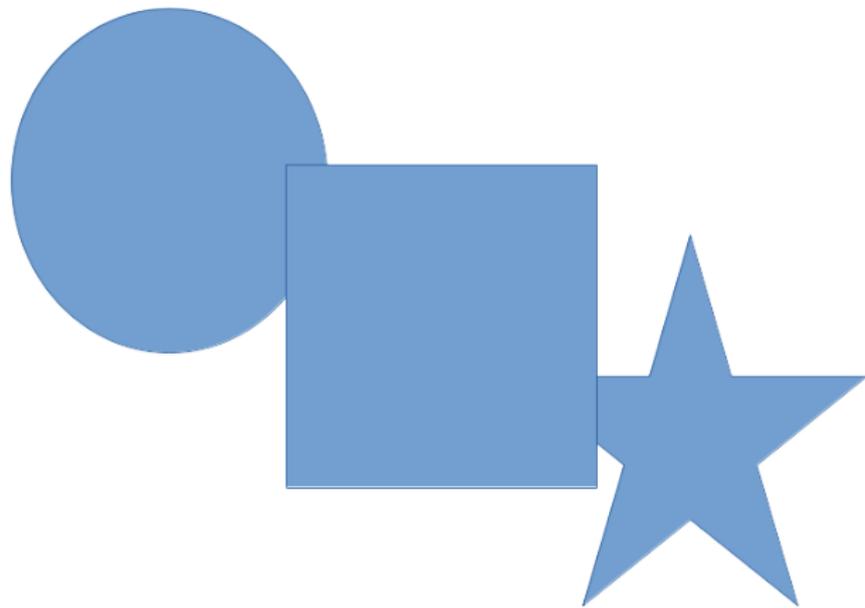
Assignment

- ▶ **Select each object and apply each option from the Arrange menu**
- ▶ **Check how the placements of objects change for each option**



Assignment

- ▶ **Now, place the objects as shown**

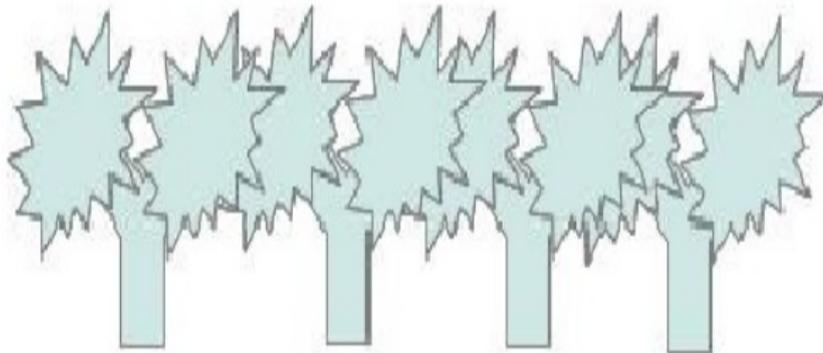


Assignment

- ▶ **Check the Bring to Front and Behind Object options**



TREES



Summary

In this tutorial, we have learnt to:

- ▶ **Cut, copy, paste** objects
- ▶ **Resize** objects **dynamically** using handles
- ▶ **Arrange** objects



Summary

- ▶ **Group and** ungroup objects
- ▶ **Edit individual** objects **in a** group
- ▶ **Move** objects **within a** group



Assignment

- ▶ Open MyPractice.odg file
- ▶ Add a page
- ▶ Create this picture on your own



About Spoken Tutorial project

- ▶ Watch the video available at https://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



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



Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

You will have to register to ask questions



Acknowledgements

- ▶ **Spoken Tutorial project is funded by Ministry of Education (MoE), Govt. of India**



About the contributor

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ www.desicrew.in
- ▶ Thanks for joining

