# Inserting Text in Objects

**Spoken Tutorial Project**
**https://spoken-tutorial.org**
**National Mission on Education through ICT**
**http://sakshat.ac.in**

**Script: Nikita Misal**
**Video: Madhuri Ganapathi**
**IIT Bombay**

**16 December 2020**

# Learning Objectives

**In this tutorial we will learn to:**

# Learning Objectives

**In this tutorial we will learn to:**

- **Insert** text **in** objects

# Learning Objectives

**In this tutorial we will learn to:**

- **Insert** text **in** objects
- Format **the** text

# Learning Objectives

**In this tutorial we will learn to:**

- ▶ **Insert** text **in** objects
- ▶ Format **the** text
- ▶ **Work with** text boxes

# Learning Objectives

**In this tutorial we will learn to:**

- ▶ **Insert** text **in** objects
- ▶ Format **the** text
- ▶ **Work with** text boxes
- ▶ **Set** indents

# Learning Objectives

▶ Space **and** align **the** text

# Learning Objectives

▶ Space **and** align **the** text

▶ **Add** text **to** Lines **and** Arrows

# Learning Objectives

▶ Space **and** align **the** text

▶ **Add** text **to** Lines **and** Arrows

▶ **Insert** text **within** Callouts

# Insert Text

Text **can be added in two ways:**

# Insert Text

Text **can be added in two ways:**

▶ **It can be directly** inserted **into an** object, **including on** lines **and** arrows

# Insert Text

Text **can be added in two ways:**

▶ **It can be directly** inserted **into an** object**, including on** lines **and** arrows

▶ **It can be** inserted **into a** text box **as an independent** Draw object

# OS and Versions

**This tutorial is recorded using**

# OS and Versions

**This tutorial is recorded using**
- **Ubuntu Linux version 18.04**

# OS and Versions

**This tutorial is recorded using**
- ► **Ubuntu Linux version 18.04**
- ► **LibreOffice Suite version 6.3.5**

# Code Files

- ▶ **The files used in this tutorial have been provided to you in the** `Code files` **link on this tutorial page**

# Code Files

▶ **The files used in this tutorial have been provided to you in the** `Code files` **link on this tutorial page**

▶ **Please download and extract the files**

# Code Files

- ▶ **The files used in this tutorial have been provided to you in the** `Code files` **link on this tutorial page**

- ▶ **Please download and extract the files**

- ▶ **Make a copy and then use them for practising**

# Format Text

# Format Text

**We can format text for:**

# Format Text

**We can format text for:**

▶ Character, **that is change** font styles **and give** special effects **to fonts**

# Format Text

**We can format text for:**

- Character**, that is change** font styles **and give** special effects **to fonts**

- Paragraph**, that is** align **the** text**, set** indents **or** spacing **and** set tab positions

# Callouts

# Callouts

**Callouts are**

- ▶ **Special** `text boxes` **that call our attention to or point to an** `object` **or location in the** `Draw` **page**

# Callouts

**Callouts are**

- ▶ **Special** `text boxes` **that call our attention to or point to an** `object` **or location in the** `Draw` `page`

- ▶ **Most comic books, for example, have** `text` **placed inside** `Callouts`

# Summary

**In this tutorial, we have learnt to:**

- ▶ **Insert** text **in** objects
- ▶ Format **the** text
- ▶ **Work with** text boxes
- ▶ **Set** indents

# Summary

▶ Space **and** align **the** text

▶ **Add** text **to** Lines **and** Arrows

▶ **Insert** text **within** Callouts

# Assignment

- **Open** `MyPractice.odg` **file**
- **Add a new** `page`

# Assignment

▶ **Create a** `notebook label` **and an invitation as shown**

# Assignment

- **In** `MyPractice.odg` **file, add another new page and draw a** `square`

# Assignment

▶ **Insert the following text**

  ```
  A square has four equal sides and
  four equal angles.  Each angle in a
  square is ninety degrees.  The square
  is a quadrilateral.
  ```

# Assignment

- **Format this** `text` **using the options in the** `Text` `dialog` `box`
- **Apply the** `font,` `size,` `style` **and** `alignment` **options to the** `text`

# 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**

desicrew