Common Edit and Print Functions

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, we will learn to:

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In this tutorial, we will learn to:

▶ **Set** margins **for the** Draw page

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In this tutorial, we will learn to:

- **Set** margins **for the** Draw page
- **Insert** page **numbers, date and time**

Learning Objectives

In this tutorial, we will learn to:

- ▶ **Set** margins **for the** Draw **page**
- ▶ **Insert** page **numbers, date and time**
- ▶ **Use** Undo **and** Redo **actions**

Learning Objectives

In this tutorial, we will learn to:

- ▶ **Set** `margins` **for the** `Draw` **page**
- ▶ **Insert** `page` **numbers, date and time**
- ▶ **Use** `Undo` **and** `Redo` **actions**
- ▶ **Rename a** `page`

Learning Objectives

In this tutorial, we will learn to:

- **Set** margins **for the** Draw page
- **Insert** page **numbers, date and time**
- **Use** Undo **and** Redo **actions**
- **Rename a** page
- Print **a** page

System Requirements

This tutorial is recorded using:

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

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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**

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▶ **Please download and extract the files**

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

Important Note

▶ **Press** `Ctrl + S` **to save the file**

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▶ **Click anywhere on the** `page` **to deselect a shape**

Page Margins

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- ▶ Page Margins **determine the** space **within which the** objects **will be placed inside a** page

Page Margins

▶ Page Margins **determine the** space **within which the** objects **will be placed inside a** page

▶ **This is mainly to** print **the drawing**

Page Margins

▶ **With** `Margins` **we can ensure that there is adequate** `space` **on the sides**

Page Margins

- **With** `Margins` **we can ensure that there is adequate** `space` **on the sides**
- **It prevents any part of the diagram from being cut when we** `print` **it**

Shortcut keys

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▶ **Press the** `Ctrl + Z` **keys together to undo an action**

Shortcut keys

▶ **Press the** `Ctrl + Z` **keys together to undo an action**

▶ **Press the** `Ctrl + Y` **keys together to redo an action**

Summary

In this tutorial, we have learnt to:

▶ Set margins **for the** Draw page

▶ **Insert** page **numbers, date, and time**

▶ **Use** Undo **and** Redo **actions**

▶ **Rename a** page

▶ Print **a** page

Assignment

▶ **Open** `MyPractice.odg` **file**

▶ **Select the invitation slide that you have created**

▶ **Note the slide number in the** `Pages` **pane**

▶ **Print this slide by selecting** `Pages` **option under** `Range and Copies`

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

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About the contributor

▶ **This tutorial was originally contributed by DesiCrew Solutions Pvt.Ltd. in 2011**

▶ **www.desicrew.in**

▶ **Thanks for joining**