

Spoken Tutorial LibreOffice Draw Basics of Working with Objects

**Script and Narration by
DesiCrew Solutions Pvt.Ltd.**

Talk to a Teacher Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://www.sakshat.ac.in>

11 August 2011



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Learning Objectives



Learning Objectives

1. Cut, copy, paste objects.



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1. **Cut, copy, paste objects.**
2. **Re-size objects dynamically using handles.**



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3. **Arrange Objects.**



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6. **Move objects within a group.**



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OS and Versions

Here we are using

- ▶ **Ubuntu Linux version 10.04 and**



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- ▶ **Ubuntu Linux version 10.04 and**
- ▶ **LibreOffice Suite version 3.3.4**



Short Cut Keys

- ▶ **CTRL+C** to copy an object



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Short Cut Keys

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



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Short Cut Keys

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



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Assignment I

1. Add two pages to your Draw file.
2. Draw two objects on page one.
3. Copy an object from page one to page two.
4. Check where the copied object is placed.



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Assignment II

5. Cut an object and paste it.
6. Check if a copy of the object is made when you cut it.



Dynamic Resizing

- Resizing using the handles of an object is called "Dynamic Resizing".



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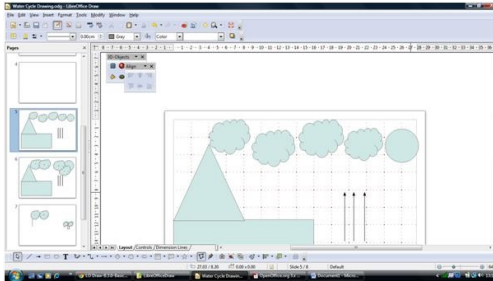
Dynamic Resizing

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



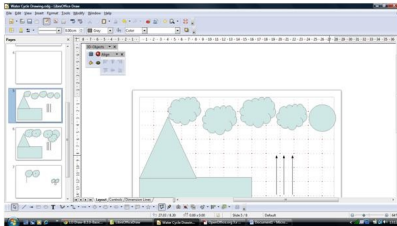
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Sample Drawing



Assignment I

1. Draw a circle, a square and a star and place them as shown below.



Assignment II

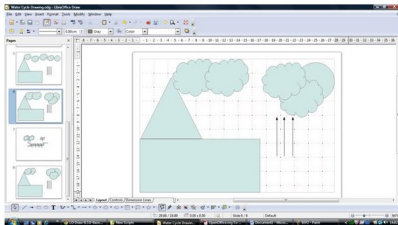
2. Select each object and apply each option from the **Arrange** menu.
3. Check how the placements of figures change for each option.



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Assignment III

4. Now, place the objects as shown

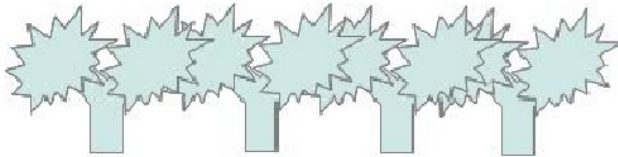


5. Check the **Bring to Front** and **Send to Back** options.



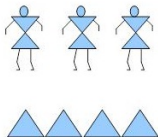
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TREES



Comprehensive Assignment

- Create this picture on your own.



Summary



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2. Re-size objects dynamically using handles.
3. Arrange Objects.
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5. Edit individual objects in a group.
6. Move objects within a group.



About the Spoken Tutorial Project



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- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
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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



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Acknowledgements

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- ▶ 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>



About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ **www.desicrew.in**
- ▶ Thanks for joining

