



Babu Jagjivan Ram Government Degree College

Narayanaguda, Hyderabad. (T.S) 500029

(Established – 1974)

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REPORT ON CERTIFICATE COURSE (2020-2021)

- 1. Name of the Course: Libre Office suite Writer 6.3**
- 2. Department: Library and Information Science**
- 3. Duration: 26.08.2021 – 20.09.2021 No. of hours – 52 Hours No. of days - 26 Days**
- 4. Whether brochure containing details of curriculum, assessment, procedures, etc., is enclosed? Yes**
- 5. Number of students enrolled: 38 No.s**
- 6. Whether list of students is enclosed? (Yes/No): Yes**
- 7. Brief Report of the Certificate Course along with the outcome:**

Objectives:

- To provide students with the opportunity to acquire knowledge of computer operations with Libre Office to get their work every day.
- It is a free and open source word processor and desktop publishing component ‘
- It is similar to MS Office
- It is a feature rich tool for creating letters, books, reports, newsletters, brochures and other documents.
- It provides students with the necessary skills like applications for word processing, spreadsheets, presentations, database management and graphics editing.

Report: All the Students are instructed to pursue Libre Office Suite Writer 6.3 with the intent of improving to acquire knowledge of computer operation. The college is having collaboration with Spoken Tutorials, IIT Bombay, for self-learning through Online mode. Students with great interest and motivation pursued the certificate course Libre Office Suite Writer 6.3 through Spoken Tutorials. The course has been coordinated by Smt. S. Jyothi, Librarian.

Outcome: A total of 38 Students have enrolled for the course and students have successfully completed the course Libre Office Suite Writer 6.3 from the Spoken Tutorial, IIT Bombay. Programming skills of the course completed students have rapidly improved. The course has ignited strong motivation in learning advanced applications.

Signature of I/C of Dept.:.....

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NOTICE

19.08.2021

This is to inform all the students of B.A, B.Com and B.Sc that the department of Library and information Science is organizing a certificate course titled “Libre Office Suite Writer 6.3” to be scheduled from 26.08.2021 through 20.09.2021 for a period of 52 Hours. The certificate course is to be pursued through online self-learning with the support of e-content provided by the Spoken Tutorials, IIT Bombay. Once the course is finished, students need to attend the online test provided by the Spoken Tutorials for getting course completion certificate.

Interested students are requested to contact the in-charge, department of computer science and register for the course on or before 23.08,2021.

Principal

Course Brochure



Details of Certificate Course in Libre Office Suite Writer 6.0
Academic Year 2020-21 (From 25-08-21 to 20-09-21)

S.No.	Name	Roll No.	Course	No. of Days Present
1	E.Karthik	107018468030	Libre Office Suite Writer 6.0	26
2	V. Ashwik sai	107019468246	Libre Office Suite Writer 6.0	26
3	M. Sai kumar	107018366013	Libre Office Suite Writer 6.0	26
4	P. Gnanadeepu	107018445080	Libre Office Suite Writer 6.0	26
5	B. Rohith	107019489025	Libre Office Suite Writer 6.0	26
6	N. Pavani	107019342150	Libre Office Suite Writer 6.0	26
7	Anam Firdouz	107019464007	Libre Office Suite Writer 6.0	26
8	K. Akhil Reddy	107019468095	Libre Office Suite Writer 6.0	26
9	N. Durga Sai Eshwari	107019405196	Libre Office Suite Writer 6.0	26
10	A. Janardhan	107019445001	Libre Office Suite Writer 6.0	26
11	M. Tharun Kumar Reddy	107018401032	Libre Office Suite Writer 6.0	26
12	D. Radhika	107020342003	Libre Office Suite Writer 6.0	26
13	P. Narmada	107020448011	Libre Office Suite Writer 6.0	26
14	A. Sai	107019684002	Libre Office Suite Writer 6.0	26
15	M. Hemanth	107020129056	Libre Office Suite Writer 6.0	26
16	E. Chander	107020129024	Libre Office Suite Writer 6.0	26
17	D. Gridhar	107020340003	Libre Office Suite Writer 6.0	26
18	Karunakar Naik	107020077002	Libre Office Suite Writer 6.0	26
19	D. Ramakanth	107020572001	Libre Office Suite Writer 6.0	26
20	Nishitha	107020129075	Libre Office Suite Writer 6.0	26
21	J. Monika	107020366001	Libre Office Suite Writer 6.0	26
22	A. Abhishek	107020448002	Libre Office Suite Writer 6.0	26
23	Faiza Saeed Hussain Al Zaker	107020489002	Libre Office Suite Writer 6.0	26
24	Khathija Tabassum	107020448009	Libre Office Suite Writer 6.0	26
25	Supraja	107020448010	Libre Office Suite Writer 6.0	26

26	E. JayaPrakash Naik	107020119001	Libre Office Suite Writer 6.0	26
27	K. Adarsh chary	10702048007	Libre Office Suite Writer 6.0	26
28	P. Sagariki shri	107020448013	Libre Office Suite Writer 6.0	26
29	R. Abhishek	107020156025	Libre Office Suite Writer 6.0	26
30	D. Ashwini	107020156006	Libre Office Suite Writer 6.0	26
31	K. Sathwika	107020445032	Libre Office Suite Writer 6.0	26
32	J. Deekshitha	107019340086	Libre Office Suite Writer 6.0	26
33	M. Sai charan	107020448008	Libre Office Suite Writer 6.0	26
34	N. Srinivasulu	107020129062	Libre Office Suite Writer 6.0	26
35	K. Harish kumar	107020156017	Libre Office Suite Writer 6.0	26
36	Kalyani K	107019340109	Libre Office Suite Writer 6.0	26
37	Nicky		Libre Office Suite Writer 6.0	26
38	Meghana.P	107019340164	Libre Office Suite Writer 6.0	26

Certificate Course on
Libre Suite Writer 6.3

Duration: 52 Hours

Syllabus

Basic Level

1. Introduction to LibreOffice Writer
 - About LibreOffice Writer
 - Various toolbars in Writer
 - How to open a new and existing document
 - How to save and close a document
 - How to save as MS Word document
 - How to export as a PDF document
 - How save in different file format .odt, pdf, html .docx
 - How to change font name
 - How to change font size
 - How use to Align Centre
2. Typing text and basic formatting in Writer
 - Alignment options in Writer
 - Difference between Bullets and Numbering
 - Various Bullets and Numbering options
 - How to Cut, Copy and Paste
 - How to make the text Bold, Underline, Italic
 - How to change Font name
 - How to change Font size
 - How to change Font color
 - How to align left, right, justified and centre
3. Inserting images, hyperlinks, bookmarks in Writer
 - Inserting an Image file in Writer
 - Resizing the image
 - Moving the image to the desired location
 - Inserting a Hyperlink in Writer document
 - Inserting a Bookmark in Writer document
 - Customising the Bookmark feature
 - How to use Target in Document
 - How to create Path to another document
 - How to use Target file feature
4. Table and Table Properties in Writer
 - Insert table
 - Add row
 - Modify row
 - Adjust table properties
 - Minimize column width
 - Table toolbar
 - Center Align
 - Alignment
 - Background color
 - Align bottom
 - Distribute columns evenly
 - Optimize Size
 - Split Table

- Copy heading
 - Center Vertically
 - Auto format Styles
5. Viewing and printing a document in Writer
- How to use Print options
 - View Normal layout
 - View Web layout
 - How to view in Full screen mode
 - How to use Zoom slider
 - How to use Zoom head
 - How to use Zoom factor
 - Different Zoom & View layout options
 - How to use Fit width option
 - How to use Fit width and height option
 - How to use Print Preview option
 - Use Book view option

Intermediate Level

1. Using Find, Replace and Autocorrect in Writer
- Use Find and Replace option
 - Use Spell check option
 - Use Autocorrect feature
 - How to add abbreviation
 - How to Find Previous
 - How to Find Next
 - Use Find All option
 - Use Previous page option
 - Use Next page option
 - Use Replace All option
 - Change Language Settings
 - How to use Automatic Spell checking feature
 - How to Ignore double spaces feature
2. Creating Newsletters in Writer
- Use Column break option feature
 - How to Check Word count in the document
 - How to Add Image and Banner in the document
 - How to Add Text animation in the document
 - How to Add Watermark in the document
 - How to Highlight Text
 - Use Font Effects option
 - Use Drawing toolbar option
 - Check the Character count
3. Header Footer and Notes
- How to Insert Header in a document
 - How to Insert Footer in a document
 - How to Remove Header and Footer
 - How to Insert Footnote in a document
 - How to Insert Endnote in a document
 - How to Add Page number in Footer
 - How to Add Date in Header
 - How to Add Shadow to a page

- How to Change character of Footnote
- How to Highlight Footnote

Advanced Level

1. Using Track Changes
 - How to Peer review a document
 - How to Enable Record Track changes option
 - How to Enable Show Track Changes option
 - How to Edit a document
 - How to Add comments in a document
 - How to Delete comment in a document
 - How to Reply to a comment in a document
 - How to Accept Changes in a document
 - How to Reject Changes in a document
 - How to change author name in a document
2. Typing in Local languages
 - How to Install Language packages in Writer
 - How to Configure Local Language setting
 - How to add a new language to the system
 - How to type a text in a Local Language
 - How to use Language support option
 - How to check if the local language is activated or not
 - Learn how to use Hindi keyboard layout
 - How to add a language in input sources
 - Shortcut key to change input language

Instruction Sheet for Libre office Suite Writer 6.3

Spoken Tutorial Team, IIT Bombay

1 Online / Offline content

1. The online content of Spoken Tutorials can be accessed from:

<https://spoken-tutorial.org/tutorial-search/>

2. You can also download the Spoken Tutorials for offline learning from:

<https://spoken-tutorial.org/cdcontent/>

3. From this link download the FOSS categories in the language you wish to learn.

4. The Spoken Tutorial content will be downloaded as a zip file on your machine.

5. Extract the contents of the zip file & access them.

2 The procedure to practise

1. You have been given a set of spoken tutorials and files.

2. You will typically do one tutorial at a time.

3. You may listen to a spoken tutorial and practice by reproducing all the steps shown in the video by Side-by-Side Method.

4. If you find it difficult to do the above, you may consider listening to the whole tutorial once and then practice during the second hearing.

3 Libre office Installation

1. By default, LibreOffice will be pre-installed in Ubuntu Linux OS.

2. If you wish to install any specific version of LibreOffice or for any other OS, please go through the LibreOffice Installation tutorials on <https://spoken-tutorial.org>

4 Libre office Suite Writer 6.3

1. Click on "Select FOSS" or "All FOSS

Categories" drop-down and choose "LibreOffice Suite Writer 6.3".

2. Click on "Select Language" or "All Languages" drop-down and choose the language (English, Hindi, Marathi ...) in which you wish to learn.

3. Click on "Search" or "Submit" button.

4. You will see a list of tutorials based on your selection.

5. Start with the first tutorial in the displayed list.

5 First tutorial: Introduction to Libre office Writer

1. Locate the topic Introduction to LibreOffice Writer and click on it.

2. To view the tutorial, click on the Play icon which is located in the player.

3. The Pre-requisite and Slides will be visible below the player (only for Online contents).

4. Outline, Assignments and Code Files are available below the player.

5. Adjust the size of the browser in such a way that you are able to practise in parallel.

5.1 Instructions for changing the font name

(a) At 10:56 the video shows how to change the font name for the text.

(b) The fonts used in this tutorial are a part of the Font set available on the computer and OS used for recording.

(c) You may have a different Font set on your computer and OS.

(d) While practicing, use the fonts that are available on your computer.

5.2 Instructions to practise

(a) Create a folder on the "Desktop" with your "Name-RollNo-Component".

(Eg. "vin-04-writer")

(b) Give a unique name to the files you save in your folder, so as to recognize it next time.

(Eg. "Practice-01-vin")

(c) Remember to save all your work in your folder.

(d) This will ensure that your files don't get overwritten by someone else.

(e) Save your work from time to time, instead of saving it at the end of the task.

5.3 Common instructions for Assignments

(a) Attempt the Assignments as instructed in the tutorial.

(b) Save your work in your folder.

5.4 Common instructions to use Code files

(a) Click on the link "Code files" located below the player and save it in your folder.

- (b) Extract the downloaded zip _le.
 - (c) You will see all the code/source _les used in the particular tutorial.
 - (d) Use these _les as per the instructions given in the particular tutorial.
6. Play-pause-practise the whole tutorial.
 7. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.
 8. Follow all the above instructions, till you complete all the tutorials in the series.

Instruction Sheet for LibreOffice 6.3 Installation

Spoken Tutorial Team, IIT Bombay

<https://spoken-tutorial.org>

The procedure to install LibreOffice on Ubuntu Linux OS

- 1 By default, LibreOffice will be pre-installed in Ubuntu Linux OS.
- 2 If not, please follow the instructions to install LibreOffice manually.
- 3 To follow the installation procedure, you need to be connected to the internet.
- 4 Locate the tutorial [LibreOffice Suite Installation on Linux OS](#) under the LibreOffice Suite

Installation series.

- 5 This tutorial explains how to install LibreOffice on Ubuntu Linux OS.
- 6 At 01:03 the tutorial explains how to download LibreOffice from the website.
- 7 At 02:40 the tutorial explains how to download LibreOffice 4.4.4.8. Instead, download

LibreOffice 6.3.6.2 from the following URL:

https://downloadarchive.documentfoundation.org/libreoffice/old/6.3.6.2/deb/x86_64/LibreOffice_6.3.6.2_Linux_x86-64_deb.tar.gz

- 8 At 02:58 the tutorial explains how to install the downloaded file.
- 9 At 04:34 the tutorial explains how to open LibreOffice.
- 10 If you are able to open LibreOffice on your machine, then this means that installation is successful.

The procedure to install LibreOffice on Windows 10 OS

- 1 To follow the installation procedure, you need to be connected to the internet.
- 2 Locate the tutorial [LibreOffice Suite Installation on Windows OS](#) under the LibreOffice Suite Installation series.
- 3 This tutorial explains how to install LibreOffice on Windows OS.
- 4 At 00:30 the tutorial explains how to download LibreOffice from the website.
- 5 At 01:55 the tutorial explains how to download LibreOffice 4.4.4.6. Instead depending on

your systems configuration, download LibreOffice 6.3.6.2 from the URL given below:

a. for 64-bit OS:

https://downloadarchive.documentfoundation.org/libreoffice/old/6.3.6.2/win/x86_64/LibreOffice_6.3.6.2_Win_x64.msi

b. for 32-bit OS:

https://downloadarchive.documentfoundation.org/libreoffice/old/6.3.6.2/win/x86/LibreOffice_6.3.6.2_Win_x86.msi

- 6 At 02:12 the tutorial explains how to install the downloaded file.
- 7 At 03:01 the tutorial explains how to open LibreOffice.
- 8 If you are able to open LibreOffice on your machine, then this means that installation is successful.

Course Completion Certificate



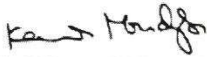
Spoken Tutorial
Project at
IIT Bombay

Certificate for Completion of LibreOffice Suite Writer 6.3 Training

This is to certify that **ANUMALA ABHISHEK** has successfully completed **LibreOffice Suite Writer 6.3** test organized at **BJR Government Degree College, Narayanaguda** by **S JYOTHI** with course material provided by the Spoken Tutorial Project, IIT Bombay. Passing an online exam, conducted remotely from IIT Bombay, is a pre-requisite for completing this training.

Soma Raju Gande from **BJR Government Degree College, Narayanaguda** invigilated this examination. This training is offered by the Spoken Tutorial Project, IIT Bombay.

September 20th 2021


Prof. Kannan M Moudgalya
IIT Bombay

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