

JOB ROLE – DOMESTIC DATA ENTRY OPERATOR

Sector – IT/ITeS
(Qualification Pack Code: SSC/Q2212)



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UNIT 1: Digital Documentation (Advanced)

using LibreOffice Writer

Chapter 1. Introduction to Styles

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Session Objectives

The students will be able to:

- Classify style categories
- Demonstrate styles and formatting
- Explain fill format
- Perform creating and updating a new style
- Discuss updating a style
- Describe load styles (from a template or document)
- Demonstrate applying styles

Introduction

LibreOffice Writer offers a variety of features and commands that enable you to create an attractive and presentable document with a consistent format. Further, such documents are easy to read, comprehend and edit by one and all. In this Unit, you will learn to format a document using styles. You will be able to style a document by using – Style Formats, create new styles, update styles, apply styles and also to use template of other document to format current document.

Introduction to Styles

A Style is nothing but a collection of all formatting information, which you want to save and then apply on the document. For example, following details of Font can be stored as a Style by the name *titlestyle*.

- Size – 12
- Name – Bookman Old Style
- Weight – bold
- Alignment – Left

Now we can use and consistently apply *titlestyle* to all titles of the document. To change the style of Title in document, you just need to update the *titleStyle* and apply it in the document.

Style categories

Writer provides six Style categories, which are as follows:

Page – All documents in Writer are based on pages, hence for formatting them, Page Style is used. It defines basic page layout like page size, its margin, placement of header and footer, footnote, borders and background. Writer uses its built-in Default page style.

Paragraph – After deciding on page format, next to be worked on in the document is content, which is organized in paragraphs. A paragraph begins and ends when you press Enter key. Paragraph formatting include tab stops, text alignment, line spacing and borders. Usually it also includes Character styling attributes.

Style categories

Character – This styling is used to work on block of letters i.e. word(s) in the paragraph instead of the whole paragraph. By using character styles, you can change appearance of a part of a paragraph without affecting the other part. Character Styles allows changing text color, text size, highlighting text, emphasizing it.

Frame – Using frames, a document can be organized in sections, so that each section of the page can have different appearance. Frames are like containers which can hold text, graphics and lists. Therefore, applying

Frame Styles allows to format a frame by specifying its size, position, border, how text is placed around picture.

Style categories

List – To style lists in a document, Writer provides a separate category. It can be used to style lists by putting numbering or bullets of different kind, specify numeric format.

Table – Using tables, large amount of information can be organized and presented effectively. Table Style category allows to format a table by adding borders, using different text or border color(s), aligning text inside the table, having different patterns or text color.

Fill Format

Writer provides a convenient way of doing it through Fill Format option. It is second icon from right side on Style menu. This method is very useful when a same style is to be applied at many places scattered in the document. Fill Format can be used to style scattered – pages, frames, tables, lists, paragraphs or characters.

To use Fill Format follow the following steps.

Step 1. Open the document to be styled

Step 2. Open the Styles window and select the desired style category and then desired style from drop down list.

Step 3. Select Fill Format button.

Step 4. To apply the selected style, take the mouse pointer to desired location and click. Do take care to apply style on appropriate type of content.

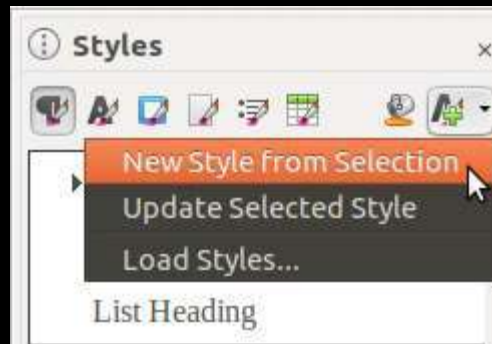
Step 5. Repeat step 4 until all the changes have been made for that style in entire document.

Step 6. To quit Fill Format option, click the Fill Format button again or press the Esc key.

Creating and Updating a new Style

Custom Style can be created in many ways, two of which the simple ways are – From selection and second by using drag and drop.

1. From Selection – Last button in Style menu, is Styles action button is used to create a new style or modify an existing style. It can be also used to load a style defined in document / template, in the list.



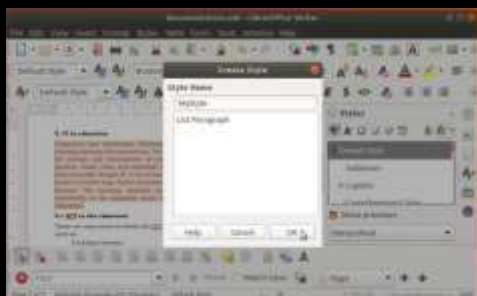
Step 1. Select the portion of document, such as page, paragraph, character, to change its appearance. Format it as per the requirement.

Step 2. From the buttons at the top of the Style menu, choose the category (paragraph, character, page) for which new style is to be created.

Step 3. Select Style action button. A list of options .Click on New Style from Selection.

Step 4. In Create Style dialog window, type the name of new style, *“MyStyle”*. *The names of existing styles are displayed in the window.*

Step 5. Click OK to save the name of new style. Observe that the name of the newly created style *“MyStyle”* is appeared in the list of styles.



Updating a style

Instead of creating a new style for a small change in predefined styles, an existing Style can be modified on desired aspect. Using the second option Updating Current Style.

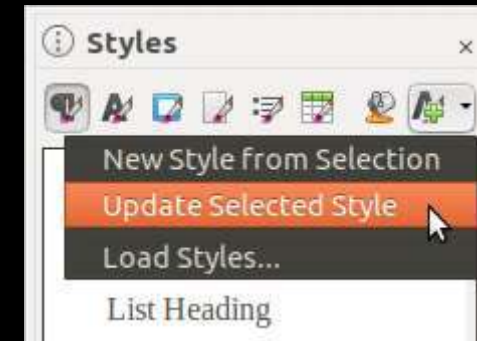
Follow the following steps to modify an existing user defined style of page, frame or paragraph style.

Step 1. Select the page / paragraph to be modified.

Step 2. Format the selected portion as per the requirement.

Step 3. Go to Style menu, and click on the button, whose style you want to update.

Step 4. Using Style Action button, click on Updated Selected Style.



Load Styles (from a template or document)

The last option, in Style Action button of Style Menu is Load Styles. It is used to copy styles from an existing template or document.

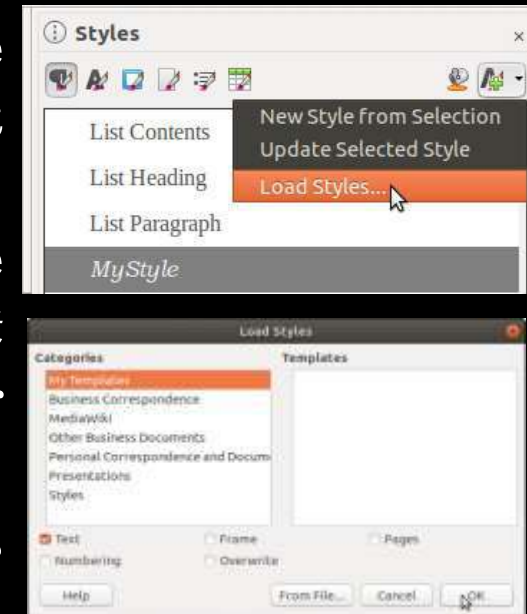
Step 1. In the Styles Menu, click on the Load Styles.

Step 2. It will open the Load Styles dialog box. Choose the category of your document. Step 3. Find and select the desired template to copy styles from.

Step 4. From the same dialog window, also, select the options for the types of styles to be copied, such as *Text for Paragraph and Character styles, Frame, Pages or Numbering (List styles)*. By selecting *Overwrite* option, the styles being copied will replace any existing styles with same name.

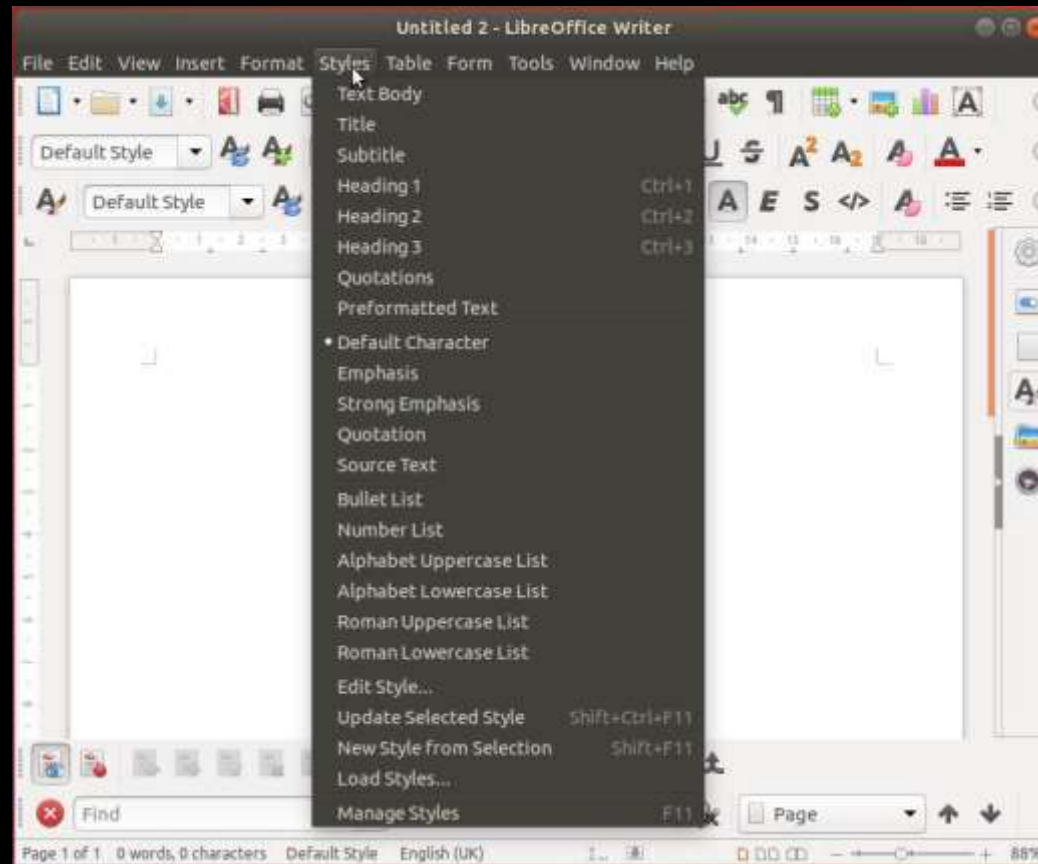
Step 5. Click OK to copy the styles.

Step 6. In case styles are to be copied from a file, then instead of Template option, click on the From File button.



Applying styles

Whenever a new document is created, Writer applies a default styles to it, and the same is displayed in status bar.



Summary

In this session, you have learnt about the create new Style, update or load existing Style in Writer document.

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