

# JOB ROLE – DOMESTIC DATA ENTRY OPERATOR

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



PSS Central Institute of Vocational Education  
Shyamla Hills, Bhopal – 462 013 , Madhya Pradesh, India

---

[www.psscive.ac.in](http://www.psscive.ac.in)

# UNIT 3: DIGITAL DOCUMENTATION

<b>Title</b>	<b>Slide No.</b>
Session Objectives	4
Introduction	5
Digital Documentation and Word Processing	6
Features of Word Processors	8
Start Word Processor – Windows and Writer in Ubuntu Linux	9
Parts of the Writer window and Editing the Document and Formatting	11-21
Summary	22

# Session Objectives

**The student will be able to**

- Explain Digital Documentation and Word Processing
- Describe Features of Word Processors
- Prepare to Start Word Processor – Windows and Writer in Ubuntu Linux
- Classify Parts of the Writer window
- Explain Editing the Document and Formatting

# Introduction

In earlier days, manual typewriters were used for typing a document, which was replaced by electronic typewriter and now a computer is used for this purpose. Word processing, data processing, communication and presentation are the most common activities performed in an office. Office productivity software is used to perform these activities effectively.

# What is Digital Documentation?

A document is a paper with written contents and the process of preparing a document is called documentation.

Documentation is required to preserve the contents for a longer period or to be used as evidence.

The documents can be letters, reports, thesis, manuscripts, legal documents, books.

A handwritten document can have certain disadvantages like understanding the specific handwriting.



# Word Processing

Word processing is the use of computer software to enter, edit, format, store, retrieve and print the document. The document can be a letter, notice, report, business correspondence

A word processor is a computer application used for the production of printable material. In the beginning WordStar was the most widely used word processing software.

# Features of Word Processors

Create, edit, save, retrieve and print the document

Move or copy a selected text from one document to any other document

Change the font size, font style of the text in the document

Format paragraphs as well as pages

Check spelling and grammar

Combine one or more documents

Insert pictures or graphs within the document

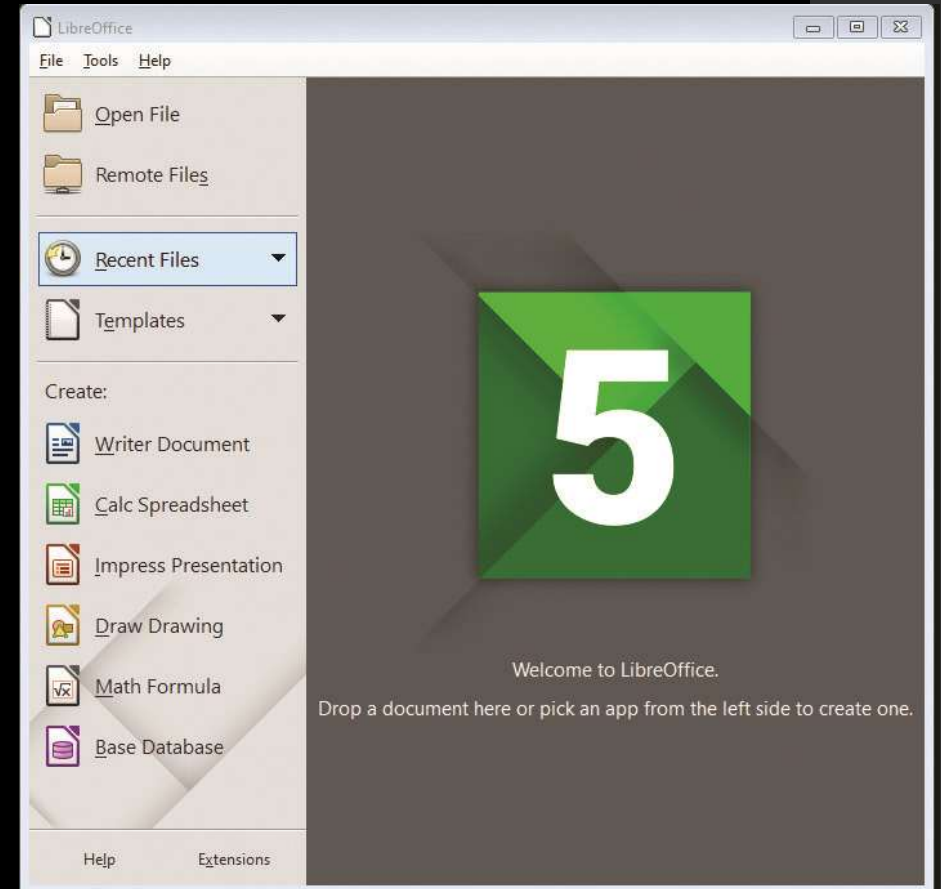
Print the selected text or selected pages of the document



# Started with Word Processor – Writer

Several word processing software are available to prepare the report. But we will prefer to use **LibreOffice Writer**, because it is free and **open source software (FOSS)** with rich features of word processing. Some word processors are also available freely on the web.

Click on the **Start** or **Windows** button, select **LibreOffice** → **LibreOffice Writer** from application window.



# Started with Word Processor – Writer in Ubuntu Linux

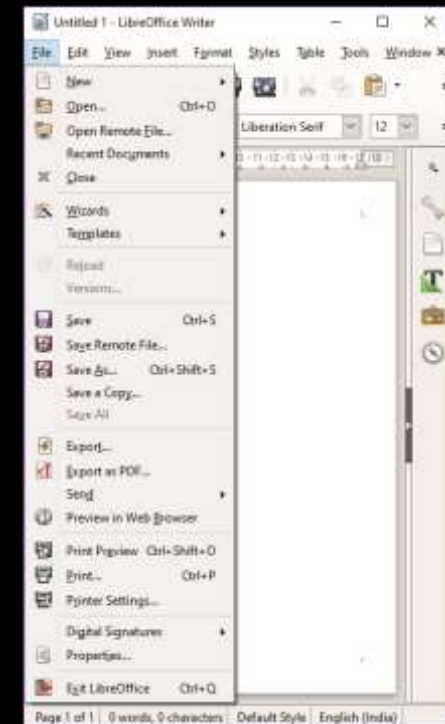
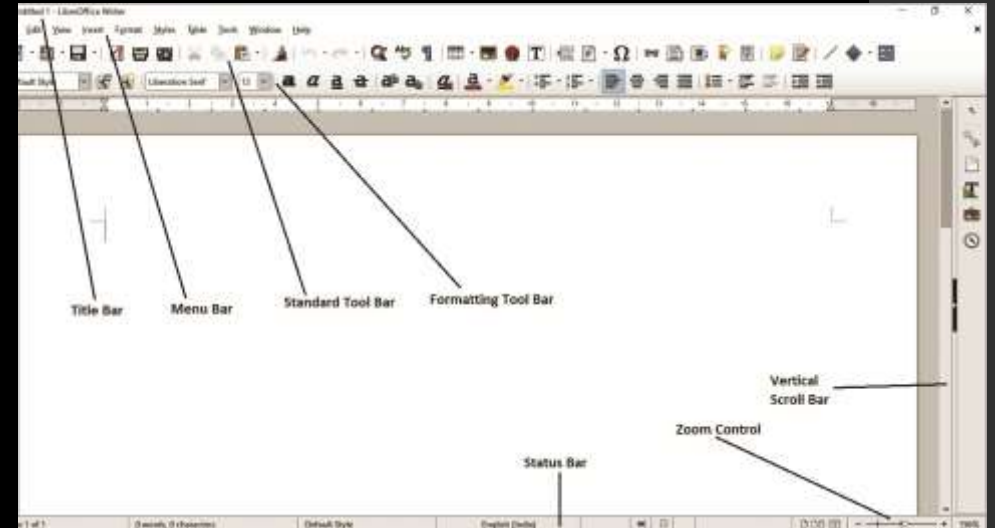
In the LibreOffice Writer icon on the application launcher, or search it by clicking on ‘Show Applications’



# Parts of the Writer window

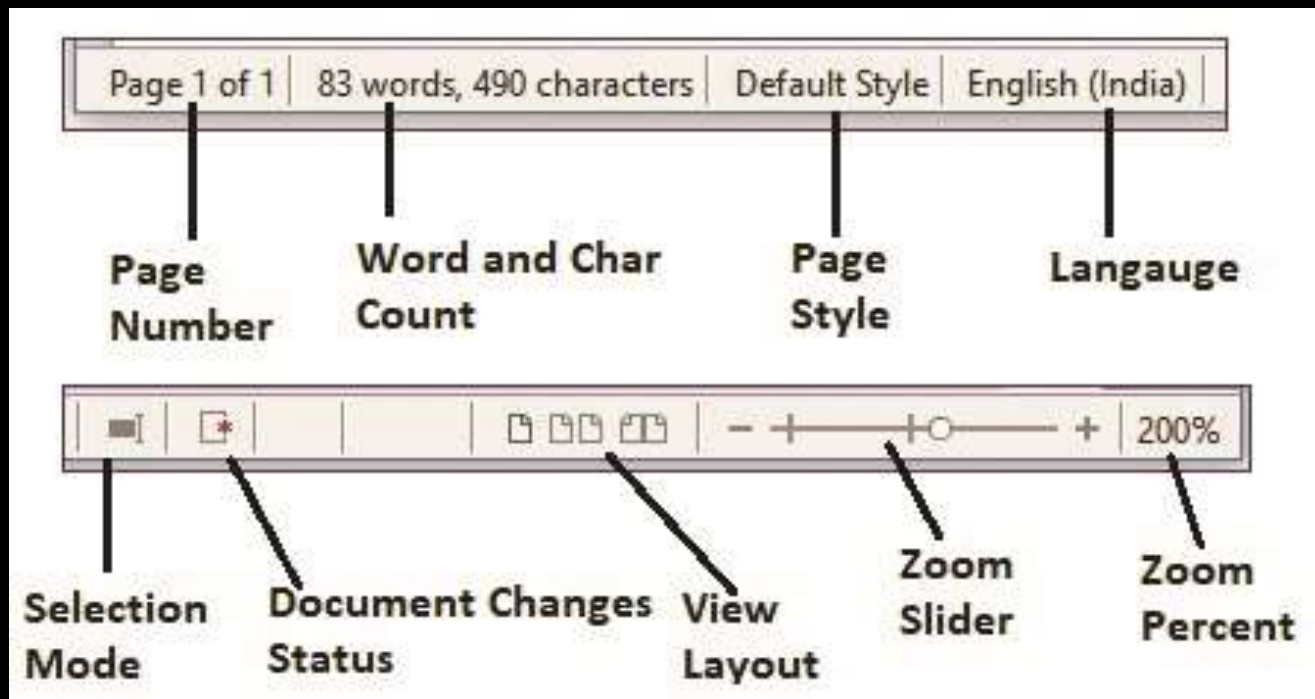
**Title bar:** Title bar is located on the top of Writer window.

**Menu bar:** It appears below the Title Bar. It shows the menu items File, Edit, View, Insert, Format, Tables, Tools, Window and Help.



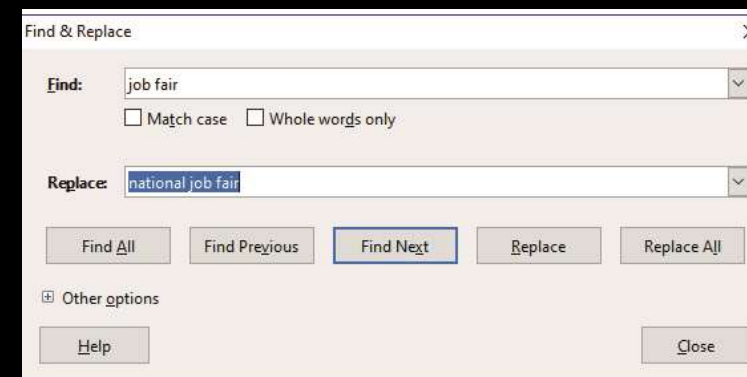
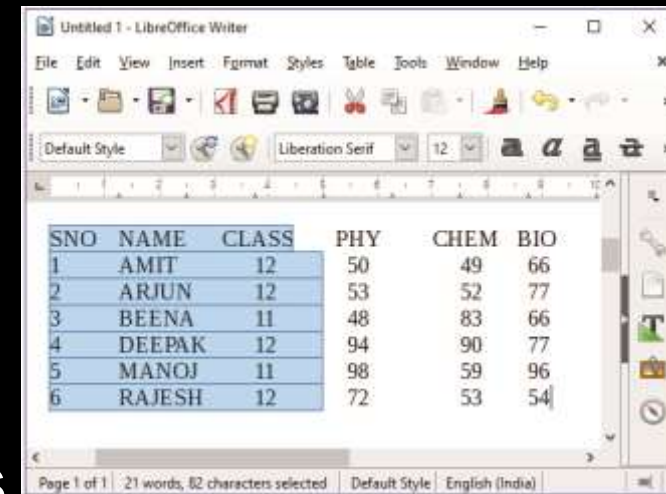
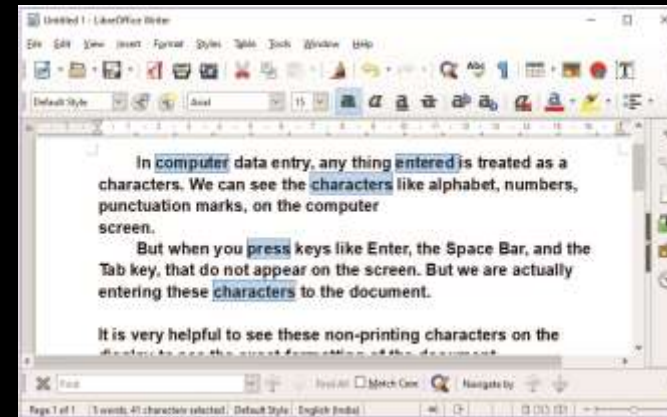
# Parts of the Writer window

**Status bar:** This is positioned at the left bottom of the Writer window and displays the number of pages, words, the language used, zooming.



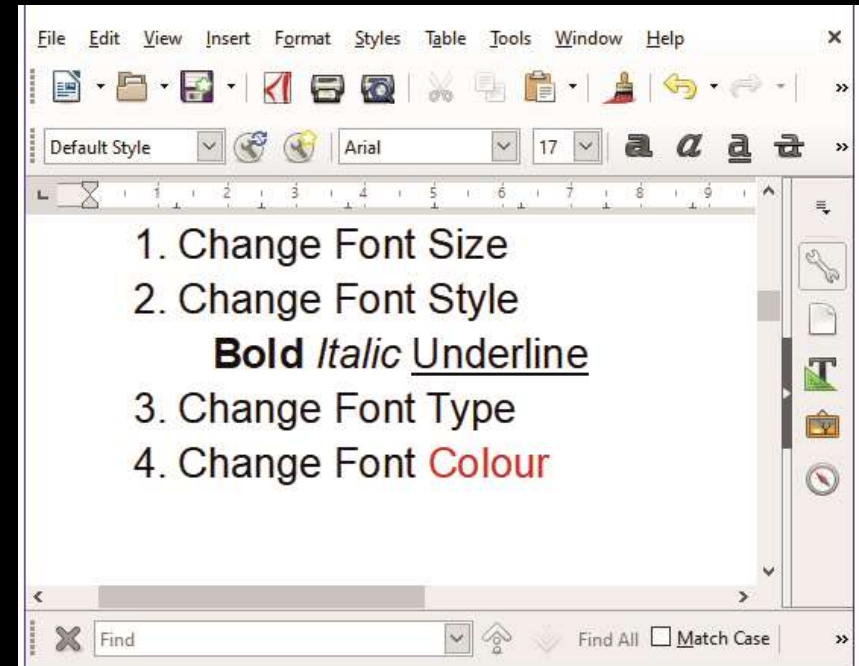
# Editing the Document

- Undo and Redo
- Moving and copying text
- Copy and Paste
- Selecting text
- Selecting non-consecutive text items
- Selecting a vertical block of text
- Find and Replace

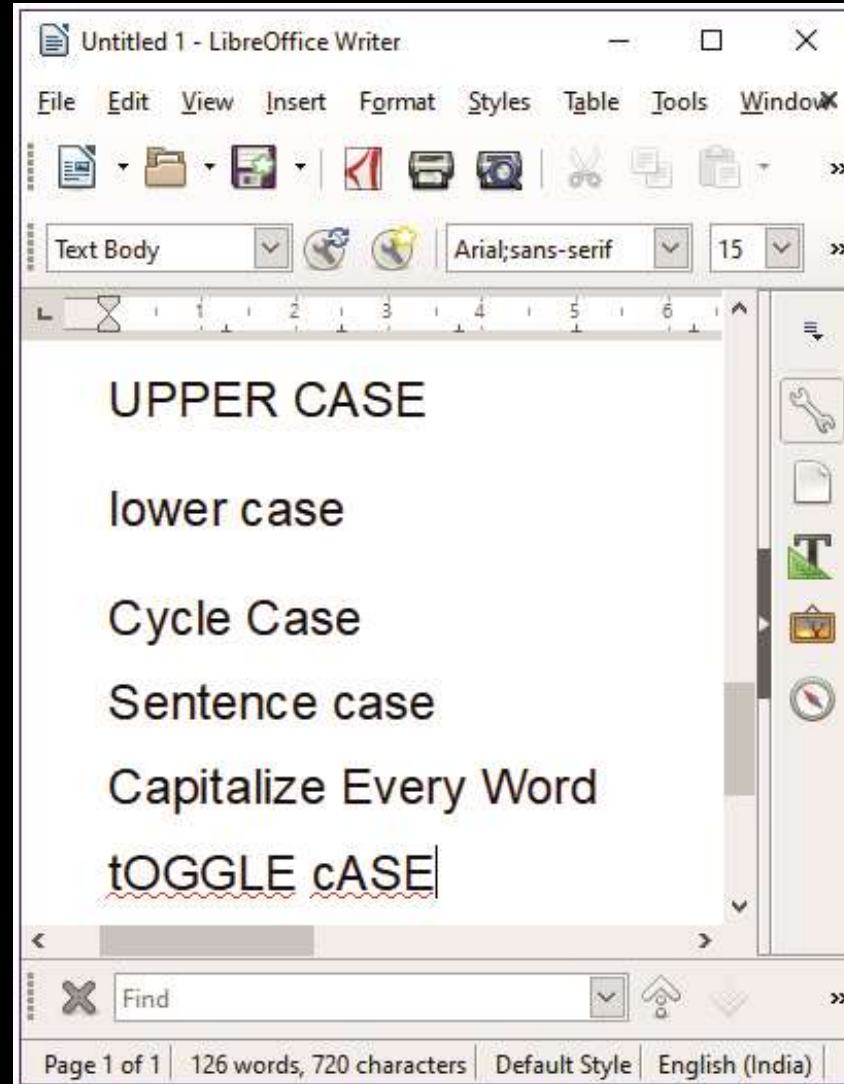


# Common Text Formatting

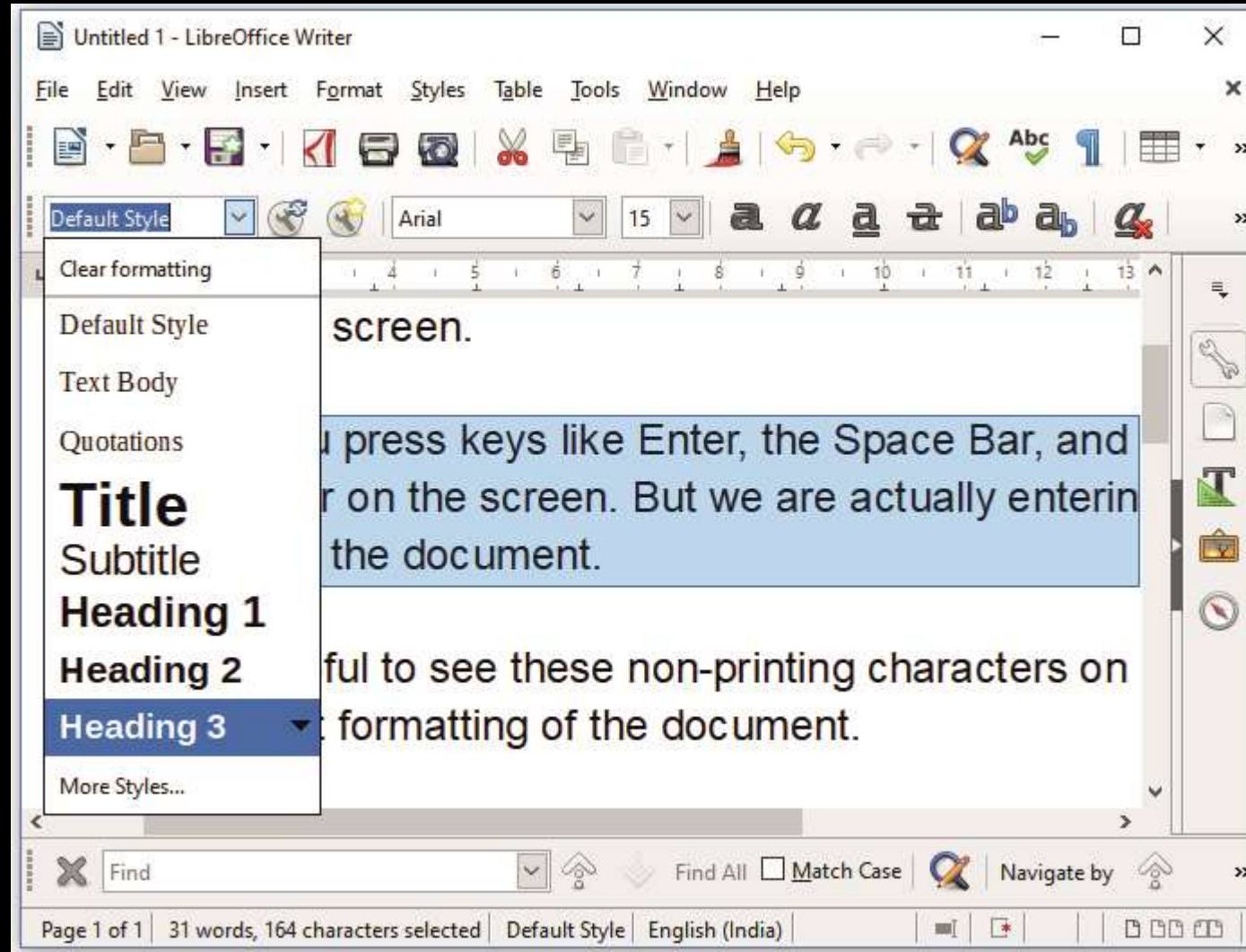
- **Changing font size**— by selecting font size.
- **Changing font style**— bold, italic, underline
- **Changing font type**— by selecting font drop down.
- **Changing font colour** — by selecting font colour icon.



# Changing Text Case

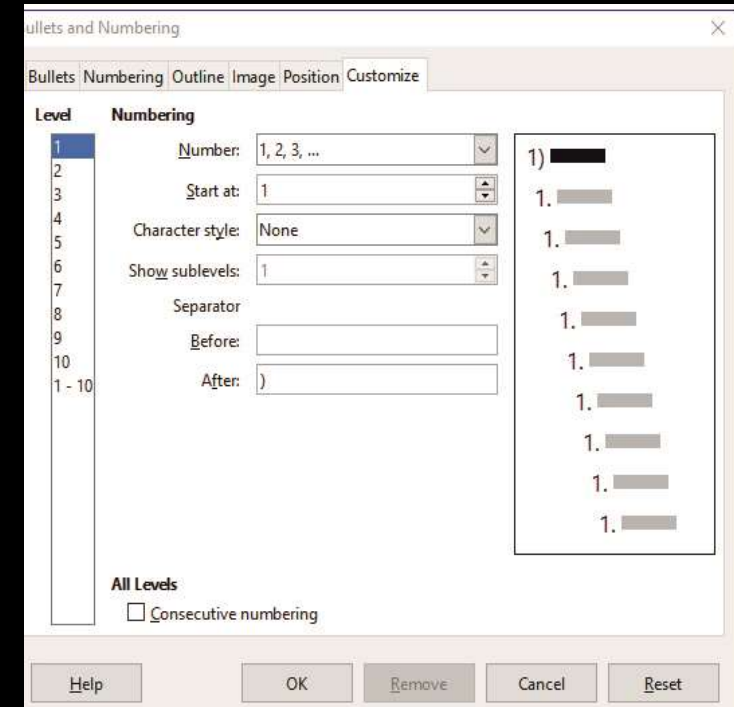
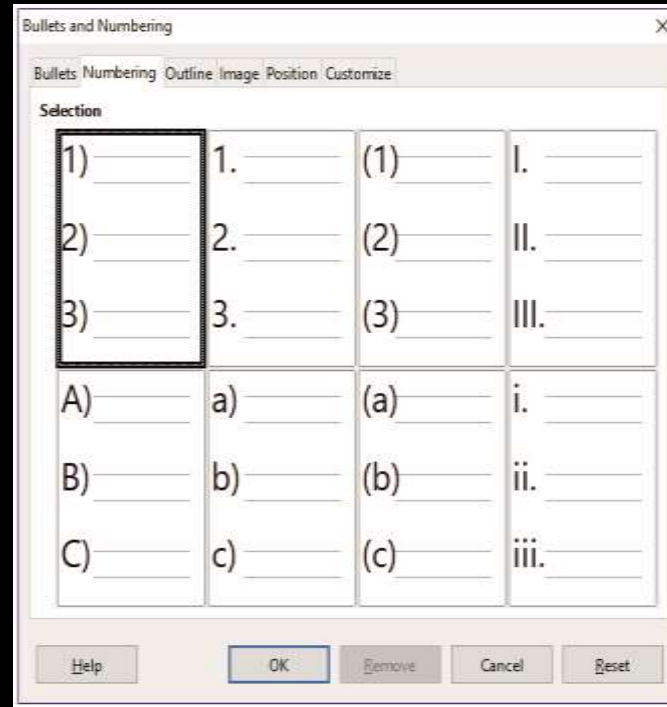
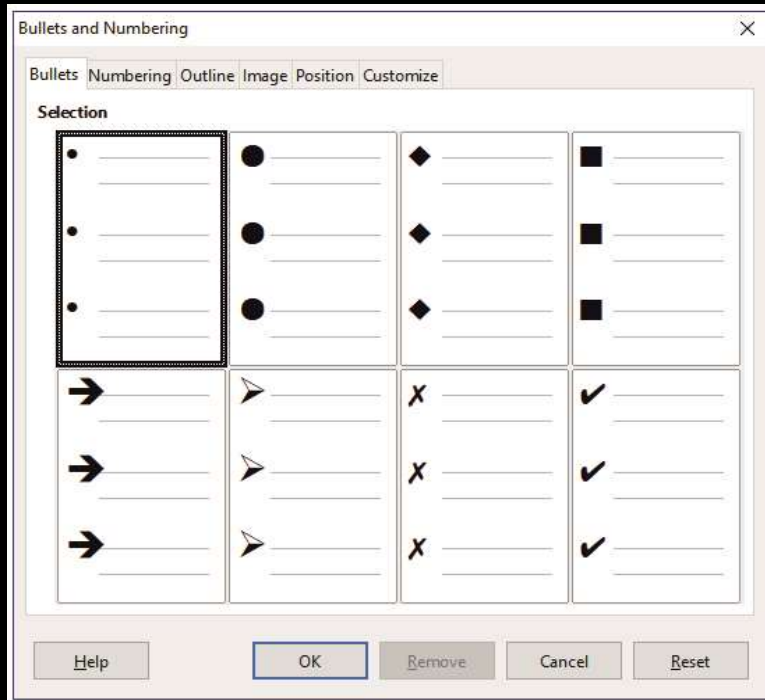


# Paragraph Style

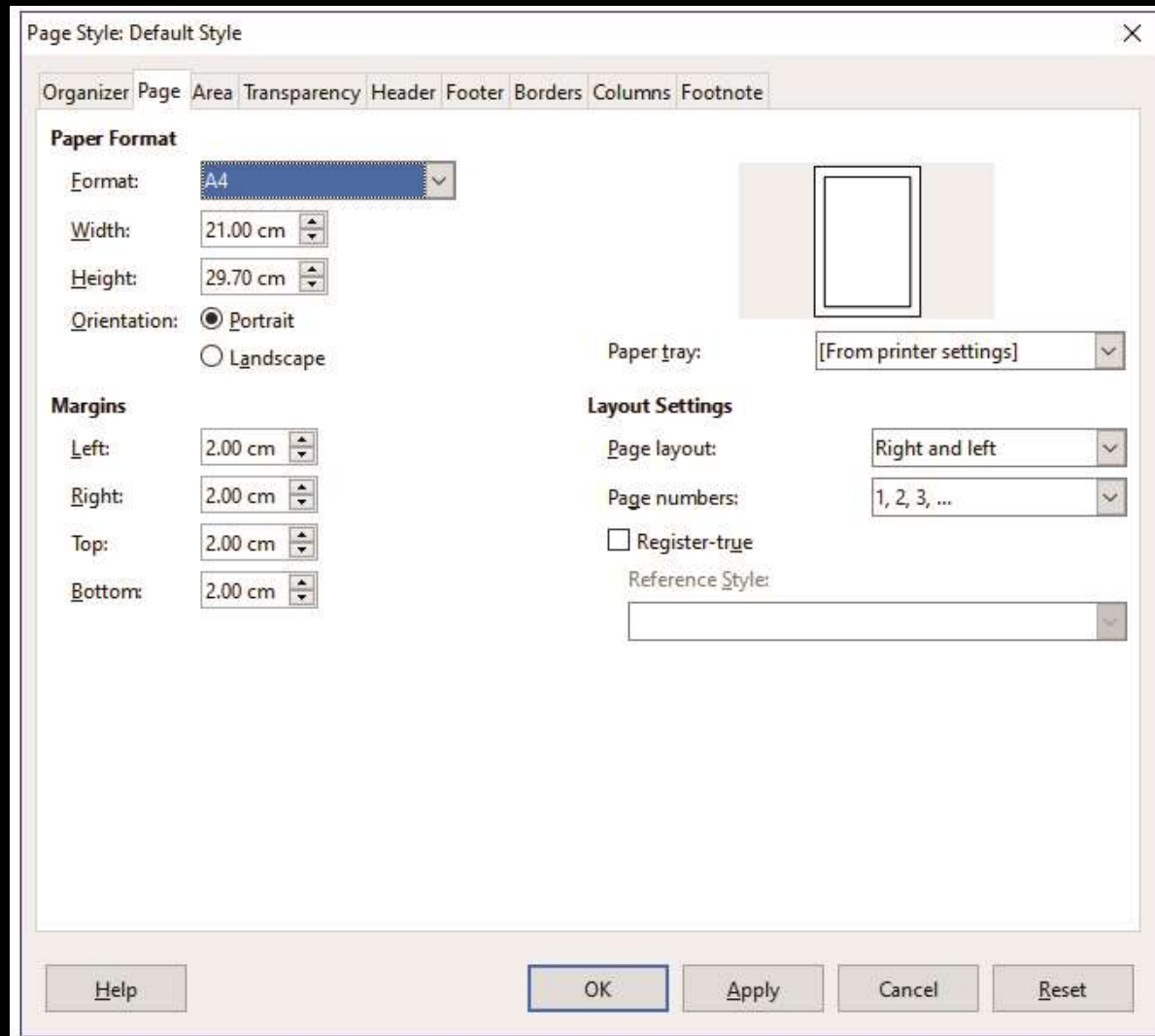




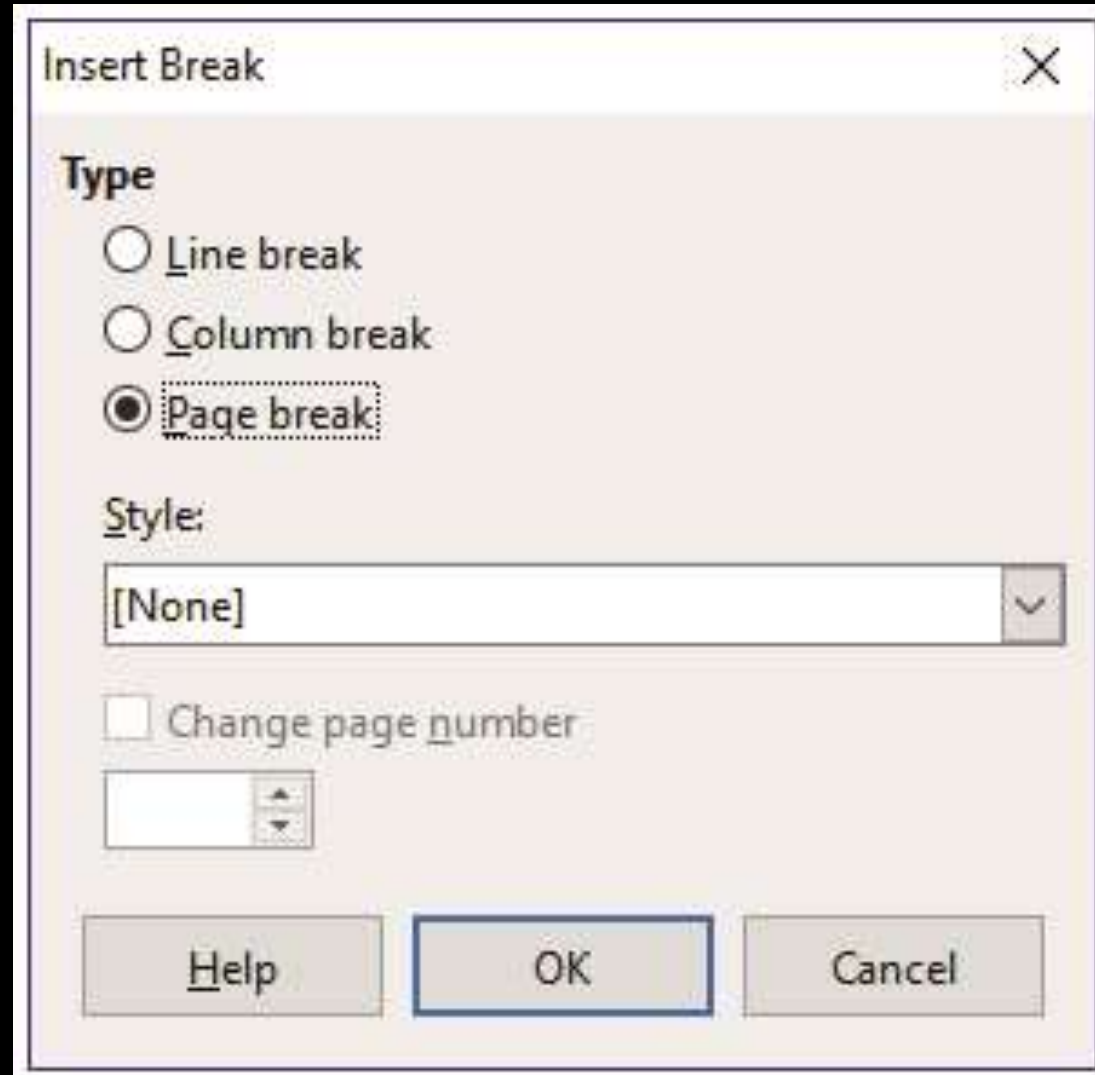
# Bullets and Numbering



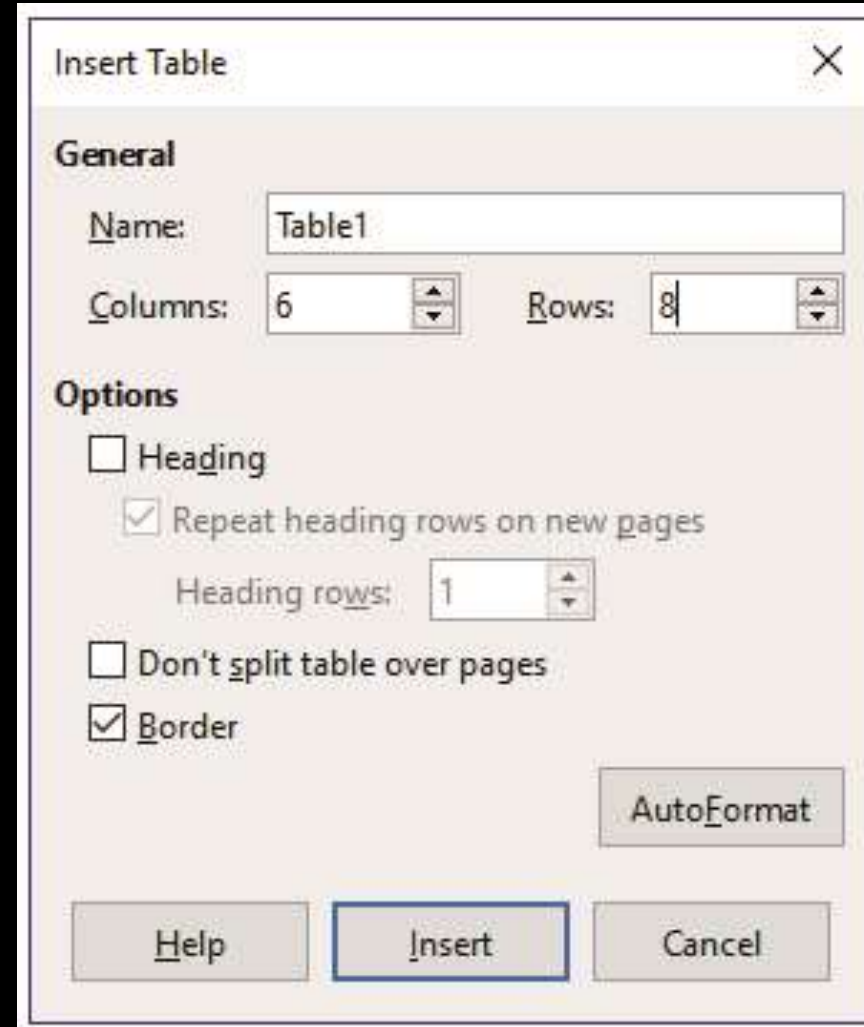
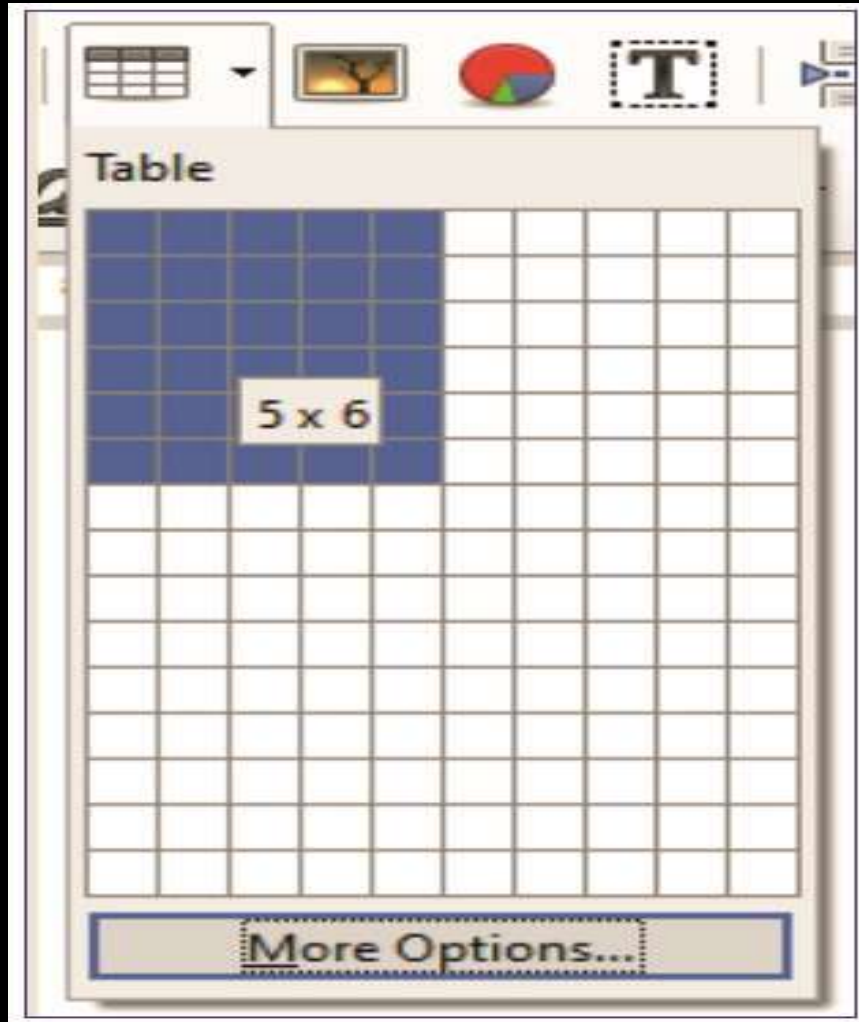
# Page Formatting



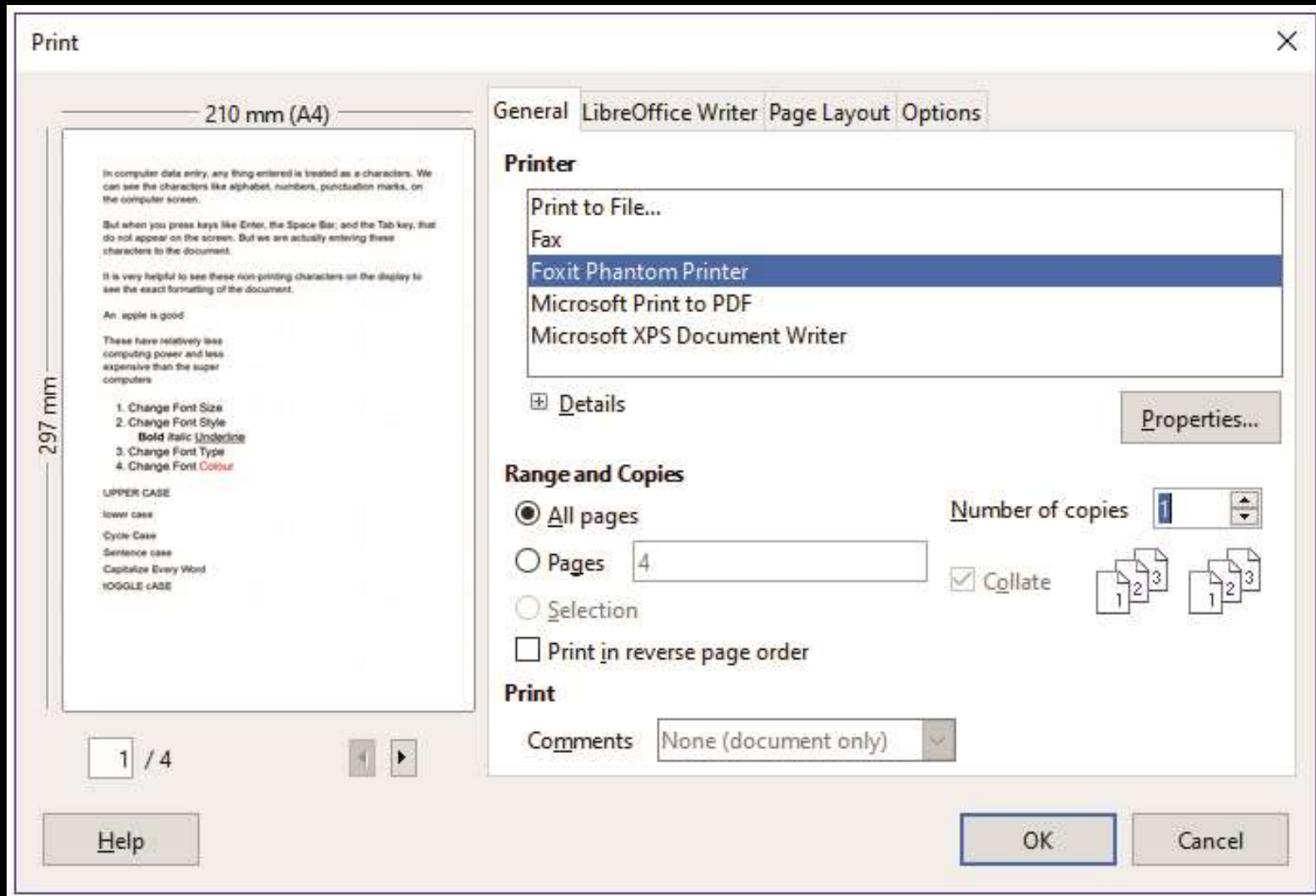
# Inserting a Page Break



# Inserting Rows and Columns



# Printing a Document



# Summary

In this session, you have learnt about the Digital Documentation and Word Processing features. Steps to Word Processor in Windows and Writer in Ubuntu Linux and parts of the Writer window.

**Project Coordinator : Dr. Dipak D. Shudhalwar**

**Assistance**  
**Mr. Jayant Mishra**



**Joint Director**  
PSS Central Institute of Vocational Education  
Shyamla Hills, Bhopal – 462013 , Madhya Pradesh, India

---

**E-mail: [jdpsscive@gmail.com](mailto:jdpsscive@gmail.com)**  
**Tel. +91 755 2660691, 2704100, 2660391, 2660564**  
**Fax +91 755 2660481**  
**Website: [www.psscive.ac.in](http://www.psscive.ac.in)**