

CBSE CLASS IX

INFORMATION TECHNOLOGY (Code 402)

Digital Documentation

(Using LibreOffice Writer)

1. Introduction to Digital Documentation

Definition

Digital Documentation means creating, editing, saving and sharing documents using a computer instead of paper and pen. Example: typing a school notice on a computer instead of writing it by hand.

Why it is important

- It saves time and paper.
- Documents can be corrected easily without cutting or erasing.
- Copies can be printed or shared instantly through email or pen drive.
- Documents look neat and professional.

Uses in Daily Life

Place	Use of Digital Documentation
School	Question papers, notices, report cards, projects
Office	Letters, memos, agreements, reports
Business	Invoices, bills, advertisements, brochures
Home	Invitation cards, applications, resumes

REMEMBER

- Digital Documentation = Creating documents using a computer.
- It is fast, neat, and easy to correct and share.

2. What is a Word Processor?

Definition

A Word Processor is software used to create, edit, format, save and print text documents on a computer. Example: LibreOffice Writer, MS Word, Google Docs.

Text Editor vs Word Processor

Point	Text Editor	Word Processor
Meaning	Used to type plain text only	Used to type and format text
Formatting	No bold, italic, font change	Bold, Italic, Font, Colour, etc. available
Images/Tables	Cannot insert	Can insert images and tables

Point	Text Editor	Word Processor
Example	Notepad	LibreOffice Writer, MS Word

NOTE

- Notepad is a Text Editor (no formatting).
- LibreOffice Writer is a Word Processor (full formatting available).

3. Features of a Word Processor

A Word Processor offers many features that make document creation easy:

Feature	What it does
Creating Documents	Type new letters, notices, projects
Editing	Add, remove or change text easily
Formatting	Change font, size, colour, alignment
Spell Check	Underlines wrong spellings in red
Grammar Check	Underlines grammar mistakes
Tables	Arrange data in rows and columns
Images	Insert pictures in the document
Page Number	Number pages automatically
Header/Footer	Repeat text on top/bottom of every page
Printing	Get a paper copy of the document
Saving	Store the document for later use
PDF Export	Save document as a PDF file
Mail Merge	Send same letter to many people with different names
AutoCorrect	Fixes common typing mistakes automatically
Word Count	Shows number of words/characters
Templates	Ready-made designs for resume, letter, etc.

TIP

- Mail Merge is used to prepare many personalised letters (like admit cards) from one template.
- Templates save time as the design is already made for you.

4. Working with LibreOffice Writer

How to Open LibreOffice Writer

1. Click on the Start Menu / Applications.
2. Search for LibreOffice Writer.
3. Click on it to open the Start Screen.
4. Click 'Writer Document' to create a new document.

Start Screen

The Start Screen shows options to create a new document or open a recently used file.

Basic Operations

Operation	Steps	Shortcut
Create New	File > New > Text Document	Ctrl + N
Save	File > Save (choose location, type name)	Ctrl + S
Save As	File > Save As (save with new name/format)	Ctrl + Shift + S
Open	File > Open (select the file)	Ctrl + O
Close	File > Close	Ctrl + W
Exit Writer	File > Exit Writer	Ctrl + Q

REMEMBER

- Save your file often so that your work is not lost.
- Save As is used to save a copy with a different name or location.

5. Parts of the LibreOffice Writer Window

When you open LibreOffice Writer, you see many parts on the screen. Each part has its own job.

Part	Location	Function
Title Bar	Very top	Shows the file name and application name
Menu Bar	Below Title Bar	Contains File, Edit, View, Insert, etc. menus
Standard Toolbar	Below Menu Bar	Icons for New, Open, Save, Print
Formatting Toolbar	Below Standard Toolbar	Icons for Font, Bold, Alignment
Sidebar	Right side of screen	Quick access to Styles, Properties, Gallery
Horizontal Ruler	Top of workspace	Helps set margins, indents, tabs
Vertical Ruler	Left side of workspace	Helps set top/bottom margins
Workspace	Middle (white area)	Where you type your document
Scroll Bars	Right and bottom edges	Used to move up/down and left/right
Status Bar	Bottom of window	Shows page number, word count, zoom
Navigator	Opened using F5	Helps jump to headings, tables, images
Zoom Slider	Bottom-right corner	Increases/decreases page view size

6. Frequently Used Toolbar Buttons

Button	Purpose	Shortcut	Example Use
New	Creates a new blank document	Ctrl + N	Starting a new letter
Open	Opens an existing file	Ctrl + O	Opening last week's homework

Button	Purpose	Shortcut	Example Use
Save	Saves the current document	Ctrl + S	Saving your project
Print	Prints the document on paper	Ctrl + P	Printing a notice
Undo	Reverses the last action	Ctrl + Z	Removing a wrong edit
Redo	Repeats the undone action	Ctrl + Y	Getting back a removed edit
Cut	Removes selected text (to paste elsewhere)	Ctrl + X	Moving a paragraph
Copy	Duplicates selected text	Ctrl + C	Copying a heading
Paste	Inserts cut/copied text	Ctrl + V	Placing copied text
Bold	Makes text thick and dark	Ctrl + B	Bold heading
Italic	Slants the text	Ctrl + I	Italic quotation
Underline	Draws a line below text	Ctrl + U	Underlining a title
Font Colour	Changes the colour of text	-	Making heading red
Highlight	Colours the background of text	-	Highlighting key points
Align Left	Aligns text to left margin	Ctrl + L	Normal paragraph text
Center	Aligns text to the middle	Ctrl + E	Centering a heading
Right	Aligns text to right margin	Ctrl + R	Right aligning date
Justify	Spreads text evenly on both sides	Ctrl + J	Newspaper style text
Bullets	Adds round dots before list items	-	Listing items
Numbering	Adds numbers before list items	-	Listing steps in order
Insert Image	Adds a picture to the document	-	Adding a diagram
Table	Inserts a table (rows & columns)	-	Making a timetable
Zoom	Increases/decreases page view	-	Reading small text easily

7. Margins

Definition

Margin is the blank space left between the text and the edge of the page on all four sides.

Types of Margins

- Top Margin
- Bottom Margin
- Left Margin
- Right Margin
- Mirror Margin (used for double-sided printing like books)

How to change Margins

5. Click Format menu.
6. Select Page Style.

7. Go to the Page tab.
8. Enter values for Top, Bottom, Left, Right margins.
9. Click OK.

Real-life Example

A school notice needs equal margins on all sides so that it looks neat and nothing gets cut while printing.

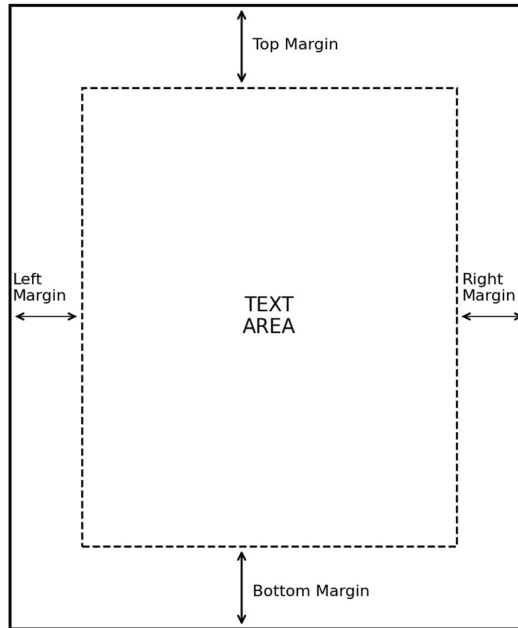


Fig 7.1: Top, Bottom, Left and Right margins on a page

REMEMBER

- Default margin in LibreOffice Writer is usually 0.79" (2 cm) on all sides.
- Too little margin can cut off text while printing.

8. Columns

Definition

Columns divide a page into two or more vertical sections so that text flows from one column to the next, like in a newspaper.

Why Columns are Used

They make long text easier to read and give a professional newspaper/magazine look.

Types of Columns

- Single Column (normal page)
- Two Columns
- Three Columns
- Custom Columns (user sets width and number)

How to Insert Columns

10. Click Format menu.
11. Select Columns.
12. Choose number of columns (1, 2, 3 or custom).
13. Click OK.

Real-life Example

A school magazine page is usually printed in two or three columns, just like a newspaper.

9. Indentation**Definition**

Indentation is the blank space given before the text of a paragraph, from the margin.

Margin vs Indentation

Point	Margin	Indentation
Meaning	Blank space around the whole page	Blank space before a paragraph's text
Applies to	Entire page	Selected paragraph(s) only
Example	2 cm space on all sides of page	First line pushed 1.27 cm to the right

Types of Indentation

- Left Indent - moves the whole paragraph away from the left margin
- Right Indent - moves the whole paragraph away from the right margin
- First Line Indent - only the first line moves inward
- Hanging Indent - all lines except the first line move inward

Normal

Left Indent

First Line Indent

Hanging Indent

Fig 9.1: Normal text vs Left, First Line and Hanging indent

Real-life Example

In an essay, we often give a First Line Indent to show the start of a new paragraph.

10. Fonts**Definition**

A Font is the design/style in which letters and numbers appear on the screen or in print.

Parts of a Font

- Font Family - the name/design of the font, e.g. Times New Roman, Arial
- Font Style - Regular, Bold, Italic, Bold Italic
- Font Size - how big or small the text is, measured in points (pt)

Types of Fonts

Type	Feature	Example
Serif	Has small lines/feet at the end of letters	Times New Roman
Sans Serif	No small lines/feet, looks clean	Arial, Calibri
Monospace	Every letter takes equal width	Courier New

11. Font Styles

Font Style changes how letters look. Common font styles are:

Style	Effect	Example Use
Regular	Normal plain text	Body of a letter
Bold	Thick and dark text	Headings
Italic	Slanted text	Book titles, quotations
Underline	Line below the text	Important words
Strikeout	Line through the text	Showing deleted/wrong word
Superscript	Small text raised above the line	Maths powers, e.g. x2
Subscript	Small text lowered below the line	Chemical formula, e.g. H ₂ O
Shadow	Adds a shadow effect behind text	Poster titles
Outline	Shows only the outline of letters	Decorative headings

12. Font Size**Definition**

Font Size tells us how big or small the text is. It is measured in points (pt). One point equals 1/72 of an inch.

Common Font Sizes and their Use

Size (pt)	Suitable Use
10	Footnotes, small notes
11	Normal body text
12	Standard body text (most common)
14	Sub-headings
16	Small headings
18	Section headings
24	Chapter/Main headings
36	Poster/Banner titles

13. Text Attributes

Text Attributes are special effects that change how text appears:

Attribute	Effect
Bold	Makes text thick and dark

Attribute	Effect
Italic	Slants the text
Underline	Draws a line below the text
Overline	Draws a line above the text
Shadow	Adds a shadow behind letters
Background Colour	Fills colour behind the paragraph
Highlight	Colours behind selected text, like a highlighter pen
Font Colour	Changes the colour of the letters
Character Spacing	Increases/decreases space between letters

DID YOU KNOW?

- Character Spacing is found under Format > Character > Position tab.
- Highlight colour and Font colour are two different tools in the toolbar.

14. Alignment

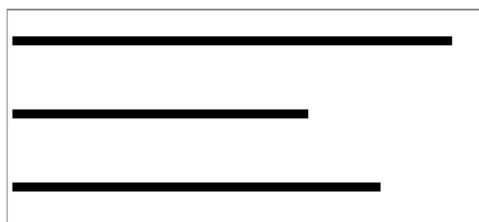
Definition

Alignment decides how text is arranged between the left and right margins of the page.

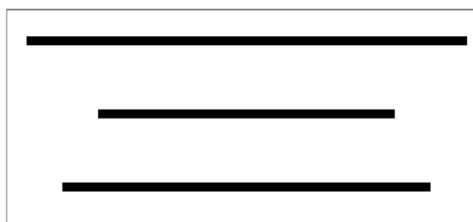
Types of Alignment

Type	Effect	Shortcut	Real-life Example
Left	Text starts evenly from the left	Ctrl + L	Normal letter/paragraph
Center	Text is placed in the middle	Ctrl + E	Heading of a notice
Right	Text ends evenly at the right	Ctrl + R	Date on a letter
Justify	Text is spread evenly on both sides	Ctrl + J	Newspaper columns

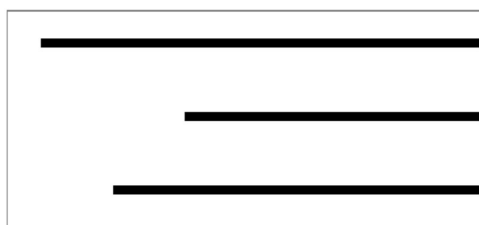
Left Align



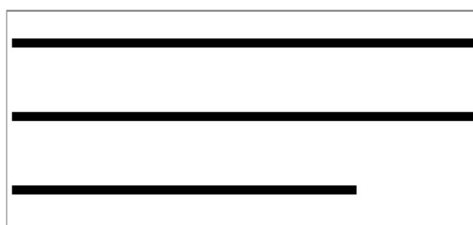
Center Align



Right Align



Justify

*Fig 14.1: Left, Center, Right and Justify alignment*

15. Line Spacing

Definition

Line Spacing is the vertical distance between two lines of text in a paragraph.

Types of Line Spacing

- Single - normal, minimum spacing
- 1.15 - slightly more than single
- 1.5 - one and a half times single spacing
- Double - twice the single spacing
- Custom - user sets their own value

How to Change Line Spacing

14. Select the paragraph.
15. Click Format > Paragraph.
16. Go to Indents & Spacing tab.
17. Choose the line spacing value.
18. Click OK.

TIP

- Double line spacing is often used in rough drafts so that corrections can be written between lines.

16. Page Orientation

Definition

Page Orientation is the direction in which a page is set up - either tall or wide.

Types

Type	Description	Example Use
Portrait	Page is taller than it is wide (vertical)	Letters, project reports, notices
Landscape	Page is wider than it is tall (horizontal)	Certificates, wide tables, charts

Steps to Change Orientation

19. Click Format menu.
20. Select Page Style.
21. Go to the Page tab.
22. Choose Portrait or Landscape.
23. Click OK.

17. Header and Footer

Definition

Header is the text that repeats at the top of every page. Footer is the text that repeats at the bottom of every page.

Uses

- Page Number
- School Name / Logo
- Book / Chapter Name
- Student Name / Roll Number
- Date of printing

Steps to Insert Header/Footer

24. Click Insert menu.
25. Select Header and Footer.
26. Choose Header (or Footer) > Default Page Style.
27. Type the required text.
28. Click outside the header/footer area to return to the page.

Real-life Example

A question paper usually has the school name in the header and the page number in the footer.

18. Undo and Redo**Definition**

Undo cancels the last action you performed. Redo brings back the action that was undone.

Difference Table

Point	Undo	Redo
Meaning	Reverses the last action	Repeats the undone action
Shortcut	Ctrl + Z	Ctrl + Y
Example	Removing a wrongly typed word	Bringing that word back

REMEMBER

- You can press Ctrl + Z multiple times to undo several steps.
- Undo and Redo also appear as toolbar buttons with curved arrows.

19. Selecting Text

Selecting text means highlighting it so that an action (like Bold, Delete, Copy) can be applied to it.

Selecting with Mouse

- Click and drag over text to select it.
- Double-click a word to select that word.
- Triple-click to select a sentence/paragraph.

Selecting with Keyboard

To Select	Shortcut Key
Whole Document	Ctrl + A
One Word	Ctrl + Shift + Right/Left Arrow
One Line	Shift + Down Arrow (from start of line)
One Paragraph	Ctrl + Shift + Down Arrow

To Select	Shortcut Key
Whole Table	Click inside table, then Ctrl + A

20. Selecting Non-Consecutive Text

Definition

Non-consecutive text means selecting two or more separate pieces of text that are not next to each other, at the same time.

Ctrl Key Method

29. Select the first piece of text with the mouse.
30. Hold down the Ctrl key.
31. While holding Ctrl, select the next piece of text.
32. Release Ctrl. Both selections are now highlighted together.

Real-life Example

Selecting the words 'Monday' and 'Friday' from different lines of a timetable to make both bold together.

21. Moving Text

Definition

Moving text means shifting text from one place to another, removing it completely from the first place.

Methods

- Drag and Drop - select text, click and hold, drag to new place, release.
- Cut and Paste - select text, Cut (Ctrl+X), click new place, Paste (Ctrl+V).

Real-life Example

Moving the last paragraph of a letter to the beginning to correct the order of ideas.

22. Copying Text

Definition

Copying text means duplicating it - the original text stays in place, and a copy is placed at the new location.

Steps

33. Select the text.
34. Press Ctrl + C (Copy).
35. Click where the copy is needed.
36. Press Ctrl + V (Paste).

Move vs Copy

Point	Move	Copy
Original Text	Removed from first location	Stays in first location
Shortcut	Ctrl + X, then Ctrl + V	Ctrl + C, then Ctrl + V
Example	Shifting a paragraph	Repeating a heading style

23. Deleting Text

Methods

Method	How it Works
Backspace	Deletes the character to the LEFT of the cursor
Delete	Deletes the character to the RIGHT of the cursor
Select then Delete	Select any amount of text, then press Delete key
Selecting Entire Word	Double-click the word, then press Delete
Selecting Entire Paragraph	Triple-click / Ctrl+Shift+Down, then press Delete

REMEMBER

- Backspace deletes backward (left side).
- Delete key deletes forward (right side).

24. Find and Replace**Definition**

Find and Replace is a tool used to search for a word in the document and replace it with another word automatically.

Steps

37. Press Ctrl + H to open Find & Replace.
38. Type the word to search in the 'Find' box, e.g. School.
39. Type the new word in the 'Replace' box, e.g. Academy.
40. Click 'Replace All' to change every occurrence.

Example

Replacing the word 'School' with 'Academy' everywhere in a 10-page document within 2 seconds.

TIP

- Ctrl + F opens only 'Find' (search).
- Ctrl + H opens 'Find & Replace' (search and change).

25. Non-Printing Characters**Definition**

Non-Printing Characters are symbols like space dots, tab arrows and paragraph marks that are visible on screen (to help formatting) but never appear on a printed page.

Symbol	Represents
Small dot (·)	A Space
Arrow (→)	A Tab
Pilcrow (¶)	End of a Paragraph
Bent arrow (↵)	A Line Break

Purpose

They help us see exactly how spaces, tabs and paragraph breaks are used, so we can fix formatting mistakes. Turn them on/off with Ctrl + F10.

26. Check Spelling and Grammar**Definition**

This tool automatically checks the document for spelling and grammar mistakes and suggests corrections.

Underline Colour	Type of Mistake
Red wavy line	Spelling mistake
Blue/Green wavy line	Grammar mistake

How to Correct

41. Right-click on the underlined word.
42. Choose the correct suggestion from the list.
43. Or press F7 to check the whole document at once.

27. Synonyms and Thesaurus**Definition**

A Synonym is a word with a similar meaning to another word. Thesaurus is the tool in Writer that shows synonyms for a selected word.

Difference

Synonym is the WORD (e.g. 'Happy' -> 'Glad'). Thesaurus is the TOOL that finds such words for you.

Steps

44. Click on the word.
45. Press Ctrl + F7 (or right-click > Synonyms).
46. Choose a suitable synonym from the list shown.

Example

Selecting the word 'Big' and replacing it with 'Large' or 'Huge' using Thesaurus.

28. Page Style Dialog**Definition**

The Page Style dialog is a window in LibreOffice Writer that lets you change the overall look of a page — its size, margins, background, borders, and more. Example: opening this dialog to change a page from Portrait to Landscape.

How to Open

Format menu → Page Style

REMEMBER

- Page Style dialog = one window that controls the entire look of a page.
- It has many tabs — each tab handles one part of the page.

29. Prominent Page Settings

The Page Style dialog has several tabs. Each tab controls a different part of the page:

Tab	What it Controls	Example
Organizer	Name of the page style and which style follows it	Naming a style 'FirstPage'
Page	Paper size, orientation, margins	Setting A4 size with Portrait orientation
Area	Background colour or picture of the page	Adding a light blue background for a card
Header	Turns the header ON/OFF (repeating text at top)	School name shown on every page
Footer	Turns the footer ON/OFF (repeating text at bottom)	Page number shown at the bottom
Borders	Adds a decorative frame around the page	Border around a certificate
Columns	Splits the page into vertical sections	2-column layout for a newsletter
Footnote	Sets how footnotes look at the bottom of the page	Explaining a difficult word used in the text

NOTE

- You do not have to use all tabs together — use only the ones you need.
- The Page tab is the one used most often (for size, margin, orientation).

30. Formatting Text

Definition

Formatting text means changing how text looks — its font, size, colour, and style (bold, italic, underline) — to make it neat and easy to read. Example: making a heading Bold and increasing its size to 16pt.

Common Formatting Options

- Bold — makes text thicker and darker (Ctrl + B)
- Italic — slants the text (Ctrl + I)
- Underline — draws a line below text (Ctrl + U)
- Font and Size — changes the style and height of letters

31. Superscript and Subscript

Definition

Superscript is text raised slightly above the normal line and shown smaller. Subscript is text lowered slightly below the normal line and shown smaller.

Real-life Example

Superscript is used to write powers, like x^2 . Subscript is used to write chemical formulas, like H_2O .

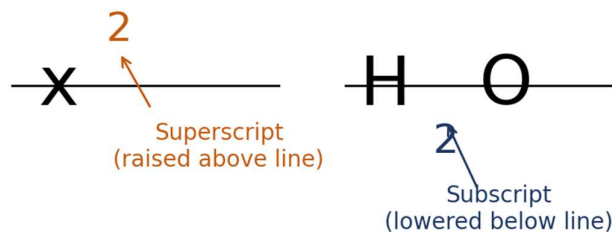


Fig 31.1: Superscript (raised) vs Subscript (lowered)

Shortcut Keys

- Superscript: Ctrl + Shift + P
- Subscript: Ctrl + Shift + B

REMEMBER

- Superscript goes UP (x^2). Subscript goes DOWN (H_2O).

32. Font Colour**Definition**

Font colour is the colour of the letters/text itself. Example: changing an important warning line to red colour so readers notice it quickly.

33. Text Highlighting Colour**Definition**

Text highlighting adds a background colour behind the text, just like using a highlighter pen on paper. Example: highlighting important keywords in yellow while revising notes before an exam.

DID YOU KNOW?

- Highlight colour and Font colour are two different tools in the toolbar.
- Highlight changes the background behind the letters; Font colour changes the letters themselves.

34. Bullets and Numbering**Definition**

Bullets are small symbols (like •) placed before each item in a list. Numbering places numbers or letters (1, 2, 3 or a, b, c) before each item in a list. Both organise information into neat points.

Real-life Example

Bullets: a shopping list — • Apple • Banana • Mango. Numbering: steps of a recipe — 1. Boil water 2. Add tea leaves 3. Add sugar.

35. Paragraph Border**Definition**

A paragraph border is a line (or box) drawn around an entire paragraph to separate it from the rest of the text or to highlight it. Example: putting a box border around an important notice.

36. Paragraph Background

Definition

A paragraph background is a colour filled behind an entire paragraph (the whole paragraph area, not just the letters). Example: giving a light grey background to a quotation paragraph.

TIP

- Paragraph Border and Paragraph Background are both found under Format → Paragraph → Borders / Area.

37. Inserting Page Numbers

Definition

Inserting page numbers means automatically adding a number (1, 2, 3...) to every page, usually in the header or footer. Example: a 20-page project where every page shows 'Page 5' at the bottom.

Steps

1. Insert menu → Header and Footer → Footer → turn it on for your page style.
2. Click inside the footer area.
3. Insert menu → Field → Page Number.

38. Inserting Images, Shapes and Special Characters

Images

Inserting an image means adding a picture file into your document. Example: inserting the school logo on a project cover page. (Insert → Image → choose file)

Shapes

Shapes are ready-made drawing objects like rectangles, circles, arrows and stars. Example: drawing an arrow to point towards an important diagram. (Insert → Shape, or the Drawing toolbar)

Special Characters

Special characters are symbols not directly on the keyboard, such as ©, ®, α, √, ½. Example: inserting the copyright symbol © at the bottom of a document. (Insert → Special Character)

39. Formatting Images and Shapes

Definition

Formatting images and shapes means changing their size, position, border, colour, or how text wraps around them, after they are inserted. Example: making a logo smaller and setting 'Wrap Text' so paragraph text flows neatly around it.

40. Dividing a Page into Columns

Definition

Dividing a page into columns means splitting the writing area into two or more vertical sections, like a newspaper page. Example: a 3-column layout for a school newsletter.

How to Do It

Format menu → Columns (or the Columns tab inside the Page Style dialog).

41. Working with Tables

Definition

A table is a grid made up of rows (horizontal) and columns (vertical) that organises data neatly into small boxes called cells. Example: a table showing student names in one column and their marks in another.

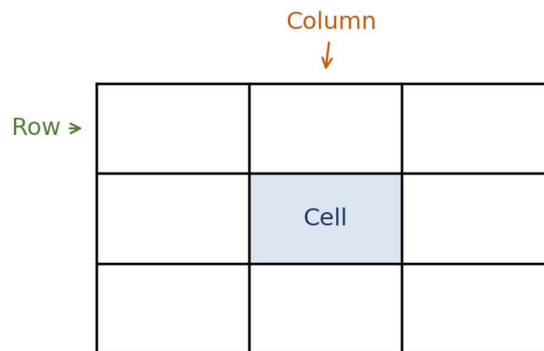


Fig 41.1: Rows, Columns and a Cell in a table

42. Uses and Features of a Table

Uses of a Table

- Organising data neatly, like a mark-sheet or attendance list
- Creating a timetable
- Making comparison charts
- Designing forms with labelled boxes

Features of a Table

- Made up of rows, columns and cells
- Cell borders and shading (colour) can be changed
- Cells can be merged (joined) or split (divided)
- Simple calculations like SUM can be added inside cells
- Rows/columns can be added or deleted at any time

43. Splitting and Merging Table Cells

Definition

Merging cells means joining two or more cells into a single bigger cell. Splitting cells means dividing one cell into two or more smaller cells.

Real-life Example

Merging the top row of a table into one cell to write a heading like 'Student Report Card' across the whole table. Splitting a cell to add two sub-columns for 'Theory' and 'Practical' marks.

How to Do It

Select the cells → right-click → choose Merge Cells or Split Cells (also available in the Table menu).

44. Deleting, Copying and Moving a Table

Action	Meaning	Example
Delete Table	Removes the entire table and its data	Deleting a rough draft table no longer needed
Copy Table	Makes a duplicate of a table elsewhere	Copying last month's timetable to make a new one
Move Table	Shifts a table to another position	Moving a table from the bottom to the top of a page

How to Do It

Click inside the table → Table menu (or right-click) → choose Delete Table; or select the table and use Copy-Paste to duplicate it, or Cut-Paste to move it.

45. Printing in Writer**Definition**

Printing means producing a physical, paper copy of your document using a printer. Example: printing 40 copies of a question paper so every student gets one.

Steps to Print

4. File menu → Print (or press Ctrl + P).
5. Choose the printer name.
6. Select the page range (All pages, or specific pages).
7. Set the number of copies needed.
8. Click OK / Print.

REMEMBER

- Shortcut for Print: Ctrl + P

46. Mail Merge**Definition**

Mail Merge is a feature that creates many personalised documents (like letters or certificates) from a single template by combining it with a list of names and details from a data source.

Real-life Example

Sending an invitation letter to 50 students for Annual Day, where every letter automatically shows the correct student's name and address, even though only one letter was designed.

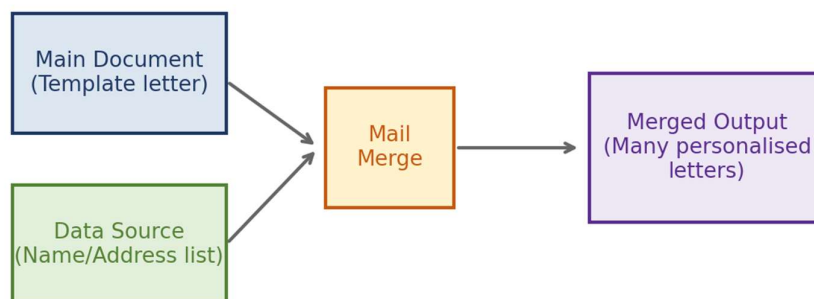


Fig 46.1: How Mail Merge works

Uses of Mail Merge

- Printing certificates for many students with different names
- Sending personalised invitation letters
- Creating mailing address labels for envelopes
- Generating individual report cards or fee receipts

Main Components of Mail Merge

- Main Document — the template letter/certificate with blank placeholders
- Data Source — the list of changing details, such as a Calc spreadsheet with names and addresses
- Merge Fields — placeholders inside the template linked to the data source (e.g., <<Name>>)
- Merged Output — the final set of personalised documents, one for each entry in the data source

TIP

- Mail Merge saves huge time when the same letter has to be sent to many people with different names.

Top Shortcut Keys to Remember (Part 2)

Ctrl+Shift+P (Superscript) | Ctrl+Shift+B (Subscript) | Ctrl+P (Print) | Format → Columns (Divide into columns) | Insert → Field → Page Number

Important Comparison Tables (Quick Look)**Bold vs Italic**

Point	Bold	Italic
Effect	Makes text thick/dark	Slants the text
Shortcut	Ctrl + B	Ctrl + I
Use	Headings, key words	Titles, quotations

Header vs Footer

Point	Header	Footer
Position	Top of every page	Bottom of every page
Common Use	School name, chapter name	Page number, date

Save vs Save As

Point	Save	Save As
Meaning	Stores changes in the SAME file	Stores a copy with a NEW name/location
Shortcut	Ctrl + S	Ctrl + Shift + S

Find vs Replace

Point	Find	Replace
Meaning	Only searches for a word	Searches AND changes the word
Shortcut	Ctrl + F	Ctrl + H

Master Shortcut Key Table

Shortcut	Function
Ctrl + N	New Document
Ctrl + O	Open Document
Ctrl + S	Save Document
Ctrl + Shift + S	Save As
Ctrl + P	Print
Ctrl + Z	Undo
Ctrl + Y	Redo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + A	Select All
Ctrl + F	Find
Ctrl + H	Find & Replace
Ctrl + B	Bold
Ctrl + I	Italic
Ctrl + U	Underline
Ctrl + L	Align Left
Ctrl + E	Align Center
Ctrl + R	Align Right
Ctrl + J	Justify
Ctrl + Shift + P	Superscript
Ctrl + Home	Go to start of document
Ctrl + End	Go to end of document
Ctrl + F7	Thesaurus (Synonyms)
F7	Spelling & Grammar Check
F5	Open Navigator
Ctrl + F10	Show/Hide Non-Printing Characters
Ctrl + Q	Exit Writer

Quick Revision Sheet (One Page)

Important Definitions

- Word Processor: Software to create, edit and format text documents.
- Margin: Blank space between text and page edge.
- Indentation: Blank space before a paragraph's text.
- Alignment: Arrangement of text between left and right margins.
- Header/Footer: Repeating text at top/bottom of every page.

Important Differences (at a glance)

Term 1	vs	Term 2
Text Editor	vs	Word Processor
Move	vs	Copy
Undo	vs	Redo
Portrait	vs	Landscape
Margin	vs	Indentation
Find	vs	Replace
Save	vs	Save As

Top Shortcut Keys to Remember

Ctrl+N (New) | Ctrl+S (Save) | Ctrl+P (Print) | Ctrl+Z (Undo) | Ctrl+B (Bold) | Ctrl+H (Replace) | F7 (Spell Check)