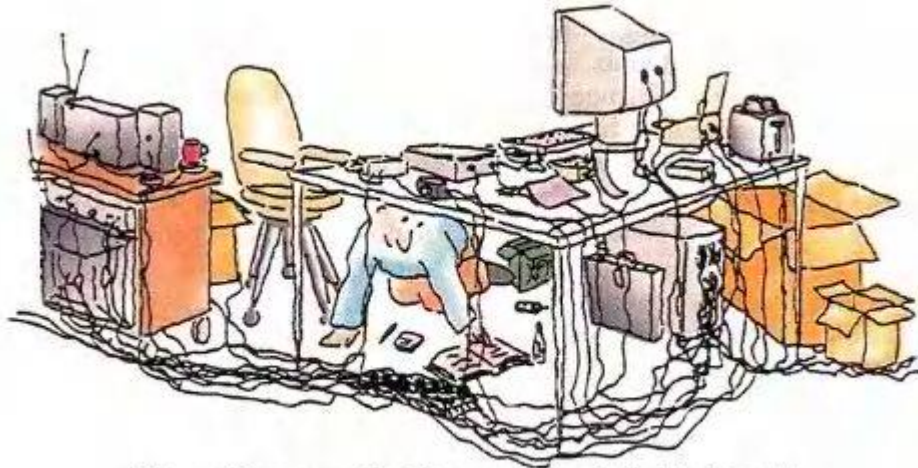


INFORMATION TECHNOLOGY

WORD PROCESSING



"Now, if you can find the power switch, flip it on."

Exercise

1. Start LibreOffice Writer
2. Open file:
Documents/u3a-work/lightbrigade.txt
3. File | Print Preview
4. Choose *File | Save As* from the menu.
5. Specify the correct folder in the Look In field (Documents/u3a-work).
6. Name your file by typing lightbrigade (Word Document), click Save
7. Choose View

View:

Normal

Print Layout is the default View. In this View, what you see on the screen is similar to the print-out. This View is good when you type text, and it is excellent when you want to position pictures and graphics as well as when you need to adjust page setup and margins. This View is probably the one you will use most often.

Web Layout

This View shows how your document would look if you saved it as a Web page. Word can save documents in HTML format, so you can actually create simple Web pages in the program.

[At any time if you make a mistake Undo 

8. Select text “The Charge of the Light Brigade” *(left click to the left of “T”. Either hold down the left mouse button and drag mouse to right of “e” in brigade OR hold down shift and use right arrow button).*
9. Change: size to 18,
select BOLD and centre text, Arial.
10. Highlight " Alfred, Lord Tennyson" and
select Times New Roman font.
11. Press Enter

Cut - Using the Menu

12. Type the following:
Poem by.
13. Highlight "Poem by"
14. Choose *Edit | Cut* from the Ribbon bar.

Paste - Using the Menu

15. Place the cursor at the start of the sentence
" Alfred, Lord Tennyson "
16. Choose *Edit | Paste* from the Ribbon bar.
17. Press the spacebar to leave a space.
18. File | Print Preview

19. Format | Page | Landscape
20. File | Print Preview
21. Format | Page | Portrait
22. Click on the line before the second from last verse
23. enter: *ctrl/enter* (page break)
24. File | Print Preview
25. Move cursor to end of document
26. Press Enter
27. Insert | Manual Break
28. Select Style name "Landscape" from the listbox, and click OK.
29. Add a map at the bottom
30. Open browser and search for “Balacava battle map”
31. Copy image and paste then resize
32. Insert under “Alfred Lord Tennyson” picture COL.jpg
33. Adjust Page Break

At bottom of document *Insert | Hyperlink*

cwrs.russianwar.co.uk/ Text: [Crimean War Research Society](#)

34. Click before “The Charge of the Light Brigade”

35. enter: *ctrl/enter*

36. Left click on Page 1.

37. Insert at top of page 1 – Table | Insert Table 2 columns and 7 rows

38. Select the 2 columns on row 1

39. Right click and select “Merge Cells”

40. Enter:

41. Row 1: “Battle of Balaclava on 25 October 1854” and Centre text, increase font size, bold

Row 2: Dawn, The battle begins

Row 3: 9.15am, The Thin Red Line

Row 4: 9.30am, Charge of the Heavy Brigade

Row 5: 10.45am, ‘Cavalry to advance rapidly to the front’

Row 6: 11.10am, The Charge of the Light Brigade

Row 7: Midday, Retreat

42. Adjust cell break line to left

- 43. Format | Page | Footer
- 44. Click “Footer On” | Apply | OK
- 45. Insert | Header and Footer | Default Style
- 46. Insert | Field | Page Number