ICT PRACTICAL WORKSHEET - STD VIII

Worksheet No	2.1
Name of Chapter	Page Designing in a Word Processor
Name of Activity	Formatting Text and Paragraphs in a Travelogue
Software Used	LibreOffice Writer
Time	40 Minutes

Order of Events

Opening the Software	**Click on the Show Applications icon (nine dots) or press the Super key. Type `LibreOffice Writer` in the search bar and open it.**
Opening the Template File	Click `File → Open`. Navigate to the School Resources folder and select the file `ajanta.ott`.
Setting Malayalam Keyboard	Click on the keyboard layout indicator on the top panel. Select Malayalam (Inscript) from the list.
Typing the Quote	Type the given Malayalam quote at the top of the document:
Applying Font Formatting	Select the quote. Change the font to `Noto Serif Malayalam`, size to `13 pt`, color to `Blue`, and alignment to `Center`.
Adjusting Paragraph Spacing	Select a paragraph. In the Sidebar `Properties → Paragraph`, use the `Increase Paragraph Spacing` tool to set spacing to `0.10 cm`.
Adjusting Line Spacing	In the same Paragraph panel, click `Set Line Spacing` and set it to `1.15`.
Applying First Line Indent	In the `Paragraph` panel under `Indent`, set `First Line Indent` to `1.30 cm` and `Before Text Indent` to `0.40 cm`.
Saving the File	Press `Ctrl+S`. Save the file as `my_travelogue.odt` in your folder.
Finishing	Close LibreOffice Writer.

ICT PRACTICAL WORKSHEET - STD VIII

Worksheet No	2.2
Name of Chapter	Page Designing in a Word Processor
Name of Activity	Adding Borders, Backgrounds, and Bulleted Lists
Software Used	LibreOffice Writer
Time	40 Minutes

Order of Events

Opening the Saved File	**Open LibreOffice Writer. Click `File` → `Open` and select `my_travelogue.odt`.**
Adding Paragraph Border	Select the paragraph about Ellora caves. Click `Format` → `Paragraph` → `Borders`. Select a line style, color, and set padding to `0.30 cm`.
Adding Background Color	In the same window, go to the `Area` tab. Choose a light background color (e.g., Light Blue). Click `OK`.
Creating a Bulleted List	Select the list of Ellora caves. Click the `Toggle Unordered List` icon on the toolbar. Choose a bullet style from the arrow dropdown.
Inserting a Table	Place the cursor where you want the table. Click `Table` → `Insert Table`. Set columns to `3` and rows to `5`. Click `Insert`.
Formatting the Table	Enter data about travel routes. Use the `Table` toolbar to adjust cell size, apply `Table Cell Background Color`, and center align text.
Adding a Header	Click at the top of the page. Select `Insert` → `Header and Footer` → `Header` → `Default Page Style`. Type the travelogue title.
Adding a Footer	Click at the bottom of the page. Select `Insert` → `Header and Footer` → `Footer` → `Default Page Style`. Insert page number using `Insert` → `Page Number`.
Saving the File	Press `Ctrl+S` to save your progress.
Finishing	Close the document.

ICT PRACTICAL WORKSHEET - STD VIII

Worksheet No	2.3
Name of Chapter	Page Designing in a Word Processor
Name of Activity	Exporting to PDF and Adding Hindi Language Support
Software Used	LibreOffice Writer & System Settings
Time	40 Minutes

Order of Events

Opening the File	**Open LibreOffice Writer and open your `my_travelogue.odt` file.**
Print Preview	Click `File → Print Preview` to check the final layout. Click `Close Preview` when done.
Exporting to PDF	Click `File → Export As → Export As PDF.` Choose `Range: All` and click `Export.` Save as `my_travelogue.pdf`.
Adding Hindi Language	Open `Settings → Keyboard.` Under `Input Source,` click the `+` button.
Selecting Language	In the new window, click `More.` Then click `Other` at the bottom of the list. Select `Indian`.
Choosing Hindi	From the Indian languages list, select `Hindi (Indic)` or `Hindi (Bolnagri).` Click `Add`.
Switching Keyboards	Use the keyboard layout indicator on the top panel to switch between English, Malayalam, and Hindi.
Practice Typing	Open a new Writer document. Try typing a few words in Hindi using the new keyboard layout.
Saving All Files	Save the Hindi typing practice file as `hindi_practice.odt`.
Finishing	Close all applications.