ICT PRACTICAL WORKSHEET - STD IX

Worksheet No	**2.1**
Name of Chapter	Styles to Get it All in Style
Name of Activity	Applying and Modifying Heading Styles
Software Used	LibreOffice Writer
Time	40 Minutes

Order of Events

Opening the Software	Click on the Show Applications icon. Type LibreOffice Writer in the search bar and open it.
Opening the Template	Click **File** → **Open**. Navigate to the **School Resources** folder and open **sample.ott**.
Saving the Document	Click **File** → **Save As**. Save the file as **folklore_encyclopedia.odt**.
Applying Heading 1 Style	Select the first heading. In the **Style Box** on the formatting toolbar, click **Heading 1**.
Using Fill Format Mode	In the **Styles** window (F11), select **Heading 1**, click **Fill Format Mode**, and apply it to all main headings. Press **Esc** to exit.
Modifying Heading 1 Style	Right-click **Heading 1** in the Styles window → **Modify**. Change **Font** to **THUMBA**, **Size** to **14pt**, **Color** to **Red**, and **Alignment** to **Center**. Click **OK**.
Saving the Project	Press **Ctrl + S** to save your progress.
Finishing	Keep the document open for the next worksheet.

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Worksheet No	2.2
Name of Chapter	Styles to Get it All in Style
Name of Activity	Creating and Applying Custom Styles
Software Used	LibreOffice Writer
Time	40 Minutes

Order of Events

Opening the Saved Document	Open LibreOffice Writer and open folklore_encyclopedia.odt.
Creating MyStyle1	In the **Styles** window, right-click **Heading** → **New**. In the **Organizer** tab, enter **MyStyle1**. Under **Inherit from**, select **Heading 1**.
Formatting MyStyle1	In the **Font** tab, set **Font** to **Keraleeyam**, **Size** to **16pt**, **Color** to **Blue**. In **Alignment**, choose **Center**. Click **OK**.
Applying MyStyle1	Use **Fill Format Mode** to apply **MyStyle1** to all main headings.
Creating MyStyle2	Repeat the process to create **MyStyle2** for subheadings. Set **Font** to **Keraleeyam**, **Size** to **14pt**, **Color** to **Dark Green**, **Alignment** to **Left**.
Applying MyStyle2	Apply **MyStyle2** to all subheadings using **Fill Format Mode**.
Saving the Project	Press **Ctrl + S** to save your progress.

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Worksheet No	2.3
Name of Chapter	Styles to Get it All in Style
Name of Activity	Adding Footnotes and Table of Contents
Software Used	LibreOffice Writer
Time	40 Minutes

Order of Events

Adding a Footnote	Click at the end of a word that needs explanation. Go to Insert → Footnote & Endnote → Footnote. Type the note at the bottom of the page.
Adding an Endnote	Click at the end of a word. Go to **Insert → Footnote & Endnote → Endnote**. Type the note at the end of the document.
Inserting a Page Break	Place the cursor at the beginning of the document. Go to **Insert → Page Break**.
Adding Table of Contents	Click on the new page. Go to **Insert → Table of Contents and Index → Table of Contents, Index or Bibliography**. Enter **Title** as *Table of Contents*. Click **OK**.
Updating the Table of Contents	Right-click on the Table of Contents and select **Update Index**.
Exporting as PDF	Click **File → Export As → Export as PDF**. Save as **folklore_encyclopedia.pdf**.
Final Save	Save the document (**Ctrl + S**) and close **LibreOffice Writer**.