Unit-1 Digital Documentation
Ch-1: Create a Document Using Word Processor

1. Introduction to Word Processing
Word processing refers to the creation, editing, formatting, and printing of text documents using a computer application known as a word processor. It allows users to produce professional-quality documents, such as letters, reports, and resumes, efficiently and accurately. Unlike typewriters, word processors allow easy corrections, formatting, and enhancements like tables, images, and hyperlinks.

2. Features of a Word Processor
Some common features of a word processor include:

1) Text editing and formatting (font size, style, color)
2) Spell check and grammar check
3) Cut, copy, paste, and undo/redo
4) Insert tables, images, charts, and symbols
5) Headers, footers, and page numbers
6) Page setup and printing options
7) Track changes and comments
8) Templates for quick document creation
9) Password protection and document encryption

3. Word Processing Applications
Application Name Developer Platform

Microsoft Word	Microsoft	Windows, macOS, Web
Google Docs	Google	Web-based
LibreOffice Writer	The Document Foundation	Windows, macOS, Linux
WPS Office Writer	Kingsoft	Windows, Android, iOS
Apple Pages	Apple Inc.	macOS, iOS

4. LibreOffice and Download Steps
Steps to Download LibreOffice:
1. Visit the official website: https://www.libreoffice.org
2. Click on the “Download” button on the homepage.
3. Choose the appropriate version for your operating system (e.g., Windows, macOS, Linux).
4. Click “Download”, and the installer file will begin downloading.
5. Once downloaded, open the installer and follow the on-screen instructions to install LibreOffice.

5. Setup to Start LibreOffice Writer on Windows 10
Steps to Open LibreOffice Writer:
1. Click on the Start Menu or press the Windows key.
2. Type LibreOffice in the search bar.
3. Select LibreOffice Writer from the list of results.

4. The Writer window will open, ready for document creation.

6. Parts of LibreOffice Writer Window (with Image)

1) Title Bar: Displays the name of the open document.
2) Menu Bar: Contains menus like File, Edit, View, Insert, Format, etc.
3) Standard Toolbar: Provides quick access to commonly used features (New, Open, Save, Print).
4) Formatting Toolbar: Includes text formatting options (Bold, Italic, Alignment, Font, etc.)
5) Sidebar: Offers tools like Styles, Formatting, Navigator, and Properties.
6) Ruler: Helps align text, tables, and other elements.
7) Workspace: The main area where you type and edit your document.
8) Status Bar: Shows page number, word count, language, and zoom control.

7. Steps for Creating, Saving, and Opening Documents

a) Creating a Document

1. Open LibreOffice Writer.
2. A new blank document opens by default.
3. Start typing your content.

b) Saving a Document

1. Click File > Save.
2. Choose the location and name your document.
3. Click Save. The default format is `.odt`.

c) Saving Document with Another Name (Save As)

1. Click File > Save As.
2. Enter a new name or choose a new location.
3. Click Save.

d) Saving Document with a Password

1. Click File > Save As.
2. In the Save dialog, check the box “Save with password.”
3. Click Save.
4. Enter and confirm your password.
5. Click OK.

e) Opening an Existing Document

1. Click File > Open.
2. Browse and select the file you want to open.
3. Click Open.