

# LibreOffice

## Complete Overview

CCC Exam 2026 ke liye — Writer · Calc · Impress ka full overview

[LibreOffice Writer](#)
[LibreOffice Calc](#)
[LibreOffice Impress](#)
[File Formats](#)
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**Free**

Open Source

**10**

Total Menus

**.odt**

Writer Format

**.ods**

Calc Format

**.odp**

Impress Format

**CCC**

40+ Questions

### LibreOffice kya hai? — What is LibreOffice?

LibreOffice ek **Free aur Open Source Office Suite** hai jo Microsoft Office ka best alternative hai. Isko **The Document Foundation** ne develop kiya hai. CCC exam mein LibreOffice se **40-45 questions** aate hain — yeh sabse important topic hai!

#### LibreOffice Writer

Word Processing software hai. MS Word jaisa kaam karta hai. Documents, letters, reports banane ke liye.

**Format:** .odt | **Questions:** 15-18

#### LibreOffice Calc

Spreadsheet software hai. MS Excel jaisa kaam karta hai. Formulas, Charts, Data analysis ke liye.

**Format:** .ods | **Questions:** 12-15

#### LibreOffice Impress

Presentation software hai. MS PowerPoint jaisa kaam karta hai. Slides, Animations, Slideshow ke liye.

**Format:** .odp | **Questions:** 8-10

### LibreOffice — Important Facts (Exam Mein Zaroor Aata Hai!)

Topic	LibreOffice Writer	LibreOffice Calc	LibreOffice Impress
Default Format	.odt	.ods	.odp
MS Office Format	.docx / .doc	.xlsx / .xls	.pptx / .ppt
Total Menus	10	10	10
Template Format	.ott	.ots	.otp
Developer	The Document Foundation		
License	Free aur Open Source (Mozilla Public License v2)		

★ **Exam Ke Liye:** LibreOffice bilkul FREE hai | Internet se download kar sakte hain | Windows, Mac, Linux — sab par chalti hai | OpenDocument Format (ODF) use karti hai

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## LibreOffice Writer — Word Processing

### Writer kya karta hai?

- ✦ **Text Editing** — Document likhna aur edit karna
- ✦ **Formatting** — Font, size, color, bold, italic
- ✦ **Tables** — Table insert karna document mein
- ✦ **Mail Merge** — Bulk letters automatically banana
- ✦ **Spell Check** — Spelling galtiyon ko dhundhna
- ✦ **Print** — Document ko print karna

**Mail Merge CCC ka sabse important topic hai!** Ek template aur Data source file se automatically bahut saare letters ek saath ban jaate hain.

### Writer — Exam Important Facts

Item	Value
Default File Format	.odt
MS Word Format	.doc / .docx
Template Format	.ott
Default Font	Liberation Serif
Default Font Size	12
Max Zoom	600%
Min Zoom	20%
Total Menus	10

[Writer Test Do →](#)

## LibreOffice Calc — Spreadsheet

### Calc kya karta hai?

- ✦ **Formulas** — Mathematical calculations (+, -, \*, /)
- ✦ **Functions** — SUM, AVERAGE, COUNT, MAX, MIN
- ✦ **Charts** — Data ko graph mein dikhana
- ✦ **Sorting** — Data ko ascending/descending order mein
- ✦ **AutoFill** — Pattern automatically fill karna
- ✦ **Filter** — Data mein se specific info dhundhna

**Calc mein Cell Address hoti hai** jaise A1, B2, C3 — Column Letter + Row Number. Example: =SUM(A1:A10) matlab A1 se A10 tak sab add karo.

### Calc — Exam Important Facts

Item	Value
Default File Format	.ods
MS Excel Format	.xls / .xlsx
Template Format	.ots
Default Font	Liberation Sans
Max Rows	10,48,576
Max Columns	1024
Total Menus	10
Formula Start	= (equal sign)

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## LibreOffice Impress — Presentation

### Impress kya karta hai?

- ✦ **Slides** — Presentation ke pages banana
- ✦ **Slide Show** — Slides ko screen par chalana (F5)
- ✦ **Transitions** — Ek slide se doosri par aane ka effect
- ✦ **Animations** — Slide ke andar objects ka animation
- ✦ **Master Slide** — Sab slides ka common background design
- ✦ **Notes Panel** — Speaker ke liye private notes

### Impress — Exam Important Facts

Item	Value
Default File Format	.odp
MS PowerPoint Format	.ppt / .pptx
Template Format	.otp
Default Font	Liberation Sans
Default Font Size	18
Max Zoom	3000%
Min Zoom	5%
Total Menus	10

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Writer · Calc · Impress — sab ek jagah



[cccwale.com/ccc-notes/](https://cccwale.com/ccc-notes/)

★ **Yaad Rakho:** LibreOffice FREE hai | Developer = The Document Foundation | CCC mein sabse zyada questions = Writer (15-18) | Sabse important topic = Mail Merge, Formulas, Slide Show | Sabse important shortcut = F5 (Slide Show start)

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Ch.8 — Digital Finance



Ch.9 — Cyber Security



Ch.10 — Future Skills & AI



True / False Test

10Q

10 Questions Test

20Q

20 Questions Test

30Q

30 Questions Test

50Q

50 Questions Test

100Q

100Q Full Mock Test