

# LibreOffice Writer

## Word Processing Notes

CCC Exam 2026 — Chapter 3 | Sabse Important Chapter (15-18 Questions)

Default Format: .odt

MS Word Format: .docx

Total Menus: 10

Font: Liberation Serif

15-18 Questions CCC mein

### Writer kya hai aur kyu important hai?

LibreOffice Writer ek **Word Processing Software** hai — bilkul MS Word jaisa. CCC exam mein yeh **sabse important chapter** hai — 15 se 18 questions sirf Writer se aate hain. Isko **The Document Foundation** ne banaya hai aur yeh bilkul FREE hai.

### Writer ke Main Features — Kya Kya Kar Sakte Hain

Feature	Kaam (Hindi)
Text Editing	Document mein text likhna aur edit karna
Formatting	Font, size, color, Bold, Italic, Underline
Paragraph	Alignment — Left, Right, Center, Justify
Tables	Document mein rows aur columns ki table
Mail Merge	Ek template se kai saare letters banana
Spell Check	Spelling ki galtiyan dhundhna (F7)
Word Count	Document mein kitne words hain count karna
Headers/Footers	Har page ke top/bottom par text lagana
Page Numbers	Pages par automatic number lagana
Find & Replace	Ek word dhundh ke doosra word se badalna

### ★ Mail Merge — CCC Ka Sabse Important Topic

#### Mail Merge kya hai?

Mail Merge se hum **ek hi template** use karke kai saare alag-alag log ke naam ke letters ek saath automatically bana sakte hain.

#### 3 Steps:

1. **Main Document** — Template letter
2. **Data Source** — Names ki list (.ods file)
3. **Merge** — Sab letters automatically ban jaate hain

**Example:** 100 logon ke liye admit card banana — ek baar template banao, names ki list connect karo, 100 admit cards ready!

### Writer — Important File Formats

Format	Extension
Writer Default	.odt
MS Word (Old)	.doc
MS Word (New)	.docx
Writer Template	.ott
PDF Export	.pdf
Plain Text	.txt

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## Writer ke 10 Menus — Kya Hai Har Menu Mein

Menu	Kaam (Hindi)	Menu	Kaam (Hindi)
<b>File</b>	New, Open, Save, Print, Export to PDF	<b>Styles</b>	Heading styles, Paragraph styles apply karna
<b>Edit</b>	Cut, Copy, Paste, Find & Replace, Undo	<b>Table</b>	Table insert, delete, merge, split cells
<b>View</b>	Zoom, Toolbars, Full Screen, Status Bar	<b>Tools</b>	Spell Check, Mail Merge, Macros, Options
<b>Insert</b>	Table, Image, Hyperlink, Header, Footer	<b>Window</b>	New Window, multiple documents manage
<b>Format</b>	Font, Paragraph, Bullets, Columns, Styles	<b>Help</b>	LibreOffice Help, About LibreOffice

## Most Important Shortcuts — Writer (Exam Mein Aate Hain)

Shortcut	Kaam	Shortcut	Kaam
<b>Ctrl + N</b>	Naya document	<b>Ctrl + B</b>	Bold
<b>Ctrl + O</b>	Document kholna	<b>Ctrl + I</b>	Italic
<b>Ctrl + S</b>	Save karna	<b>Ctrl + U</b>	Underline
<b>Ctrl + Shift+S</b>	Save As	<b>Ctrl + L</b>	Left Align
<b>Ctrl + P</b>	Print karna	<b>Ctrl + E</b>	Center Align
<b>Ctrl + Z</b>	Undo (pichla kaam wapas)	<b>Ctrl + R</b>	Right Align
<b>Ctrl + Y</b>	Redo	<b>Ctrl + K</b>	Hyperlink
<b>Ctrl + F</b>	Find (dhundhna)	<b>Ctrl + Shift+P</b>	Superscript
<b>Ctrl + H</b>	Find & Replace	<b>F7</b>	Spell Check

★ **Writer Important Facts:** Default Font = Liberation Serif | Default Size = 12 | Max Zoom = 600% | Min Zoom = 20% | Total Menus = 10 | Default Page Size = A4 | Default Orientation = Portrait

👉 **Poori shortcut list chahiye? FREE PDF download karo [cccwale.com/ccc-notes/](https://cccwale.com/ccc-notes/) se!**

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## Writer — Formatting aur Tables

### Text Formatting Options

Option	Kaam
<b>Bold</b>	Text ko <b>mota</b> karna — Ctrl+B
<b>Italic</b>	Text ko <i>tircha</i> karna — Ctrl+I
<b>Underline</b>	Text ke neeche line — Ctrl+U
<b>Strikethrough</b>	Text ke beech line katna
<b>Superscript</b>	Upar likhna jaise $x^2$ — Ctrl+Shift+P
<b>Subscript</b>	Neeche likhna jaise $H_2O$ — Ctrl+Shift+B
<b>Font Color</b>	Text ka color change karna
<b>Highlight</b>	Text ka background color badalna

### Tables in Writer

**Table Insert karna:** Table menu → Insert Table

- ✦ **Merge Cells** — 2 ya zyada cells ko ek banana
- ✦ **Split Cells** — Ek cell ko 2 mein todna
- ✦ **Sort** — Table data ko order mein lagana
- ✦ **Auto Format** — Ready-made table design
- ✦ **Borders** — Table ki line ka style
- ✦ **Shade** — Cells ka background color










### Paragraph Alignment

Alignment	Shortcut
Left Align ←	Ctrl + L
Center Align ↔	Ctrl + E
Right Align →	Ctrl + R
Justify ↔↔	Ctrl + J

## Writer — Frequently Asked Exam Questions

Question Topic	Answer
Writer ka default file format kya hai?	.odt (Open Document Text)
Writer ka template format kya hai?	.ott
Mail Merge kahan milta hai?	<b>Tools Menu</b> → Mail Merge
Find & Replace ka shortcut kya hai?	<b>Ctrl + H</b>
Spell Check ka shortcut kya hai?	<b>F7</b>
Writer mein Table kahan se insert hota hai?	<b>Table Menu</b> → Insert Table
Hyperlink ka shortcut kya hai?	<b>Ctrl + K</b>

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True / False Test

10Q

10 Questions Test

20Q

20 Questions Test

30Q

30 Questions Test

50Q

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