Bart-B
Chapter 4: Getting Started with Word Processor

Ans.1. A word processor is application software, which is capable of creating, editing, saving, and printing documents. Notepad and WordPad are basic word processors, and known as text editors. These are used to create and edit plain text. Whereas, while using Word and Writer, you can make changes in text styles, insert decorative text, and insert graphics objects as well. The following are some popular word processing applications:

1. MS. Word.
2. Notepad and WordPad
3. Open Office.
4. LibreOffice Writer.
5. Google Docs.

Ans.2. The four major operations possible with LibreOffice Writer are creating, editing, formatting, and saving/exporting documents. These operations encompass the fundamental tasks involved in using a word processor.

Ans.3. In LibreOffice Writer, you can save documents using the Save or Save As options, accessible through the File menu, toolbar icons, or keyboard shortcuts. You can also export documents to various formats like PDF, or other word processing formats like .docx.

Ans.4. In LibreOffice Writer, a cursor is a visual indicator, usually a blinking vertical line that shows the current position where text will be entered or modified. It can be moved around the document using various keys, including arrow keys, Home, End, Page Up, and Page Down keys.

Ans.5. In LibreOffice Writer, the "I-beam" refers to the mouse pointer's shape when it's positioned over a text area, indicating the insertion point where text will be added or where text selection will begin/end. It gets its name from its resemblance to the capital letter "I" or an architectural I-beam.

Ans.6. LibreOffice Writer has several menus that organize commands for document creation and editing. The main menu bar includes File, Edit, View, Insert, Format, Table, Tools, Window, and Help. Each menu contains specific commands related to its function, such as saving, editing text, inserting elements, formatting, and working with tables, accessing tools, managing windows, and getting help.

Ans.7. Navigator in Writer is a useful tool which is used for working with large and complex documents. A large document has multiple objects like table, headings, sections, hyperlinks and comments associated with it. The Navigator facilitates easy access and navigation between the objects.