

# Working with Objects

**Spoken Tutorial Project**

**<https://spoken-tutorial.org>**

**National Mission on Education through ICT**

**<http://sakshat.ac.in>**

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# Learning Objectives

**In this tutorial, you will learn how to:**



# Learning Objectives

**In this tutorial, you will learn how to:**

- ▶ **Cut, copy, and paste objects**



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In this tutorial, you will learn how to:

- ▶ **Cut, copy, and paste** objects
- ▶ **Resize** objects **dynamically using handles**



# Learning Objectives

In this tutorial, you will learn how to:

- ▶ **Cut, copy, and paste** objects
- ▶ **Resize** objects **dynamically** using handles
- ▶ **Arrange** objects



# Learning Objectives

- ▶ **Group and ungroup** objects



# Learning Objectives

- ▶ **Group and ungroup** objects
- ▶ **Edit individual** objects **in a** group



# Learning Objectives

- ▶ **Group and ungroup** objects
- ▶ **Edit individual** objects **in a** group
- ▶ **Move** objects **within a** group





# System Requirements

**This tutorial is recorded using**



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**This tutorial is recorded using**  
**▶ Ubuntu Linux version 18.04**



# System Requirements

**This tutorial is recorded using**

- ▶ **Ubuntu Linux version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



# Code files

- ▶ This file has been provided to you in the Code files link on this tutorial page



# Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Please download and extract the file**



# Code files

- ▶ This file has been provided to you in the Code files link on this tutorial page
- ▶ Please download and extract the file
- ▶ Make a copy and then use it for practising



# Shortcut Keys



# Shortcut Keys

▶ **Ctrl + C to copy an object**





# Shortcut Keys

- ▶ **Ctrl + C to copy an object**
- ▶ **Ctrl + V to paste an object**



# Shortcut Keys

- ▶ **Ctrl + C to copy an object**
- ▶ **Ctrl + V to paste an object**
- ▶ **Ctrl + X to cut an object**



# Dynamic Resizing

- ▶ **Resizing using the handles of an object is called Dynamic Resizing**

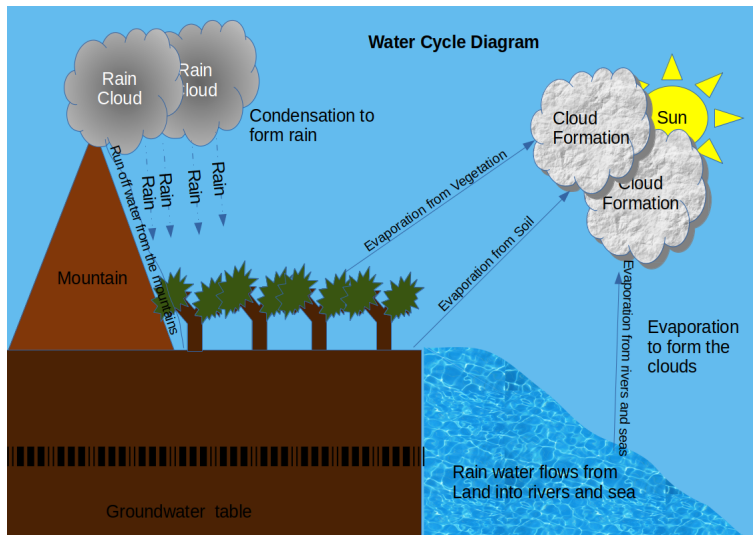


# Dynamic Resizing

- ▶ **Resizing using the handles of an object is called Dynamic Resizing**
- ▶ **This means we do not use exact measurements**

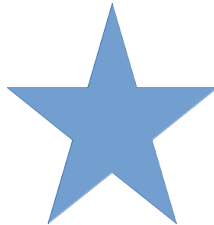
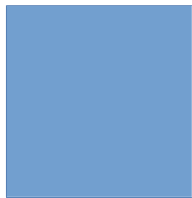
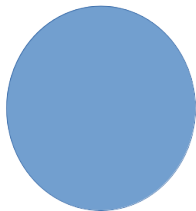


# Sample Drawing



# Assignment

- ▶ **On a new page draw a circle, a square and a star and place them as shown**



# Assignment

- ▶ **Select each object and apply each option from the Arrange menu**



# Assignment

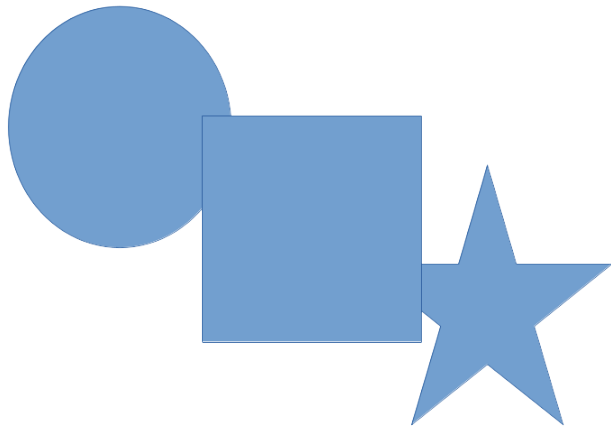
- ▶ **Select each object and apply each option from the Arrange menu**
- ▶ **Check how the placements of objects change for each option**





# Assignment

- Now, place the objects as shown

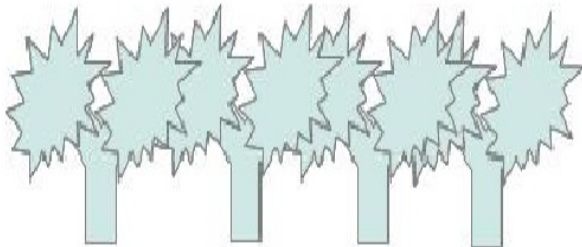


# Assignment

- ▶ **Check the Bring to Front and Behind Object options**



# TREES



# Summary

In this tutorial, we have learnt to:

- ▶ **Cut, copy, paste** objects
- ▶ **Resize** objects **dynamically** using handles
- ▶ **Arrange** objects



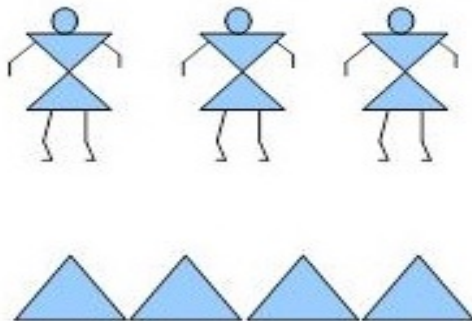
# Summary

- ▶ **Group and** ungroup objects
- ▶ **Edit individual** objects **in a** group
- ▶ **Move** objects **within a** group



# Assignment

- ▶ Open MyPractice.odg file
- ▶ Add a page
- ▶ Create this picture on your own



# About Spoken Tutorial project

- ▶ Watch the video available at [https://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](https://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



# Spoken Tutorial Workshops

## The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to [contact@spoken-tutorial.org](mailto:contact@spoken-tutorial.org)





# Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**  
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

**You will have to register to ask questions**



# Acknowledgements

- ▶ **Spoken Tutorial project is funded by Ministry of Education (MoE), Govt. of India**



# About the contributor

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ [www.desicrew.in](http://www.desicrew.in)
- ▶ Thanks for joining

