

Manipulating Objects

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

Script: Nikita Misal

Video: Madhuri Ganapathi

IIT Bombay

24 May 2021



Learning Objectives

In this tutorial you will learn how to:



Learning Objectives

In this tutorial you will learn how to:

- ▶ **Position the objects using grids and guidelines**



Learning Objectives

In this tutorial you will learn how to:

- ▶ **Position the objects using grids and guidelines**
- ▶ **Use snap functions**



Learning Objectives

In this tutorial you will learn how to:

- ▶ **Position the objects using grids and guidelines**
- ▶ **Use snap functions**
- ▶ **Customize lines and arrowheads**



Learning Objectives

In this tutorial you will learn how to:

- ▶ **Position the objects using grids and guidelines**
- ▶ **Use snap functions**
- ▶ **Customize lines and arrowheads**
- ▶ **Resize and distribute objects**



Learning Objectives

In this tutorial you will learn how to:

- ▶ **Position the objects using grids and guidelines**
- ▶ **Use snap functions**
- ▶ **Customize lines and arrowheads**
- ▶ **Resize and distribute objects**
- ▶ **Combine and merge objects**



System Requirements

This tutorial is recorded using,



System Requirements

This tutorial is recorded using,

▶ **Ubuntu Linux OS version 18.04**



System Requirements

This tutorial is recorded using,

- ▶ **Ubuntu Linux OS 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



Guides



Guides

- ▶ **Guides are helper lines or extensions at the edges of the objects**



Guides

- ▶ **Guides are helper lines or extensions at the edges of the objects**
- ▶ **They are displayed when the object is moved**



Snap Lines



Snap Lines

- ▶ Snap lines are vertical and horizontal dashed lines



Snap Lines

- ▶ Snap lines are vertical and horizontal dashed lines
- ▶ They help to position two or more objects within a defined area



Snap Lines

- ▶ Snap lines are vertical and horizontal dashed lines
- ▶ They help to position two or more objects within a defined area
- ▶ Snap lines **and** Snap points are created by the user



Assignment



Assignment

- **Explore all the Grid options**

**Tools >> Options >> LibreOffice
Draw >> Grid**



Assignment

**Check what happens to objects
when you,**



Assignment

**Check what happens to objects
when you,**

► **Snap to Grid**



Assignment

Check what happens to objects
when you,

- ▶ **Snap to Grid**
- ▶ **Snap to Object points**



Assignment

Check what happens to objects when you,

- ▶ **Snap to Grid**
- ▶ **Snap to Object points**
- ▶ **Snap to Page margins**



Assignment



Assignment

- ▶ **Draw various shapes, using the Drawing tool bar**



Assignment

- ▶ **Draw various shapes, using the Drawing tool bar**
- ▶ **Check if you can change the Corner radius of all the shapes**



Distribution

- ▶ **The Distribution option does not distribute the objects horizontally or vertically**



Horizontal Distribution

The Horizontal Distribution option distributes,



Horizontal Distribution

The Horizontal Distribution option distributes,

► **Right and left edges**



Horizontal Distribution

The Horizontal Distribution option distributes,

- ▶ **Right and left edges**
- ▶ **Horizontal centers**



Horizontal Distribution

The Horizontal Distribution option distributes,

- ▶ **Right and left edges**
- ▶ **Horizontal centers**
- ▶ **Spacing between the objects**



Vertical Distribution

The Vertical Distribution option distributes,



Vertical Distribution

The Vertical Distribution option distributes,

- ▶ **Top and bottom edges**



Vertical Distribution

The Vertical Distribution option distributes,

- ▶ **Top and bottom edges**
- ▶ **Vertical centers**



Vertical Distribution

The Vertical Distribution option distributes,

- ▶ **Top and bottom edges**
- ▶ **Vertical centers**
- ▶ **Spacing between the objects**



Grouping and Combining Objects



Grouping and Combining Objects

- ▶ **When objects are grouped, all objects in the group are treated as a single entity**



Grouping and Combining Objects

- ▶ **When objects are grouped, all objects in the group are treated as a single entity**
- ▶ **When objects are combined, a completely new object is created**



Assignment



Assignment



Intersect, Subtract, Break and Connect



Summary

In this tutorial, you have learnt to:

- ▶ **Use Grids, Guides and Snap lines to align the objects accurately**
- ▶ **Resize and Distribute objects**
- ▶ **Create new line styles**
- ▶ **Form new objects using combine and merge options**



About Spoken Tutorial project

- ▶ Watch the video available at 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



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 the 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
- ▶ Thank you for joining

