

## Linux - Writer Syllabus for Std IX (From A.Y. - 2017-18)

- ❖ Chapter 1 - Introduction to word processor - WPS Writer
  - Using application menu options
  - Using tabs & groups
  
- ❖ Chapter 2 - Working with documents
  - Creating & editing a document
  - Formatting text in a document
  
- ❖ Chapter 3 - Working with lists
  - Using Ordered & Unordered lists
  - Formatting lists
  
- ❖ Chapter 4 - Adding tables to a document
  - Creating & editing tables
  - Inserting & removing rows/columns
  - Setting table properties
  
- ❖ Chapter 5 - Adding graphics to a document
  - Using pictures, shapes & word art
  - Using symbols, equations, hyperlinks & objects
  
- ❖ Chapter 6 - Proof reading a document
  - Using spell check & word count
  - Using thesaurus & language settings
  
- ❖ Chapter 7 - Formatting pages
  - Setting page properties
  - Using headers & footers
  
- ❖ Chapter 8 - Working with mail merge
  - Inserting fields
  - Using merge options
  
- ❖ Chapter 9 - Working with special features
  - Using print preview
  - Using encryption
  - Using sharing & exporting options