Help Manual
for
Facilitators
(Writer 1)

Computer Shiksha

G-576, Florence Homes, Sushant Lok II, Sector 57, Gurgaon 122011, Haryana
Contact for Support: 9910623004 (whatsapp)
E-mail id: connect@computershiksha.org
Skype: computer.shiksha
Contact for Admin Info: 0124-4112926
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Complete teacher’s manual for Open office writer 1 Class 1
Class 1 Summaries

✓ What is software and its type.

✓ About open office.

✓ What is Writer.

✓ Difference between touchpad and mouse.

✓ Open your laptop/notebook and switch on.

✓ How to open writer file?

✓ What is keyboard?

✓ How to type alphabets, numbers and symbols in writer.

✓ How to shut down computer.

1. To stop video time at 22 seconds in VLC Media Player.
Stop video here and ask what is ‘Software’?
sburgi video likhibu dhu pele nare lagat?  
Just listen to the answers and play the video again for the correct answer.
dhal dhu ghati lagat dhal yadu likhibu dhu bhuban dalai.

2. To stop video time at 1 minute 38 seconds in VLC Media Player.

Stop video here if they know what is ‘Openoffice.org’?
burgi video likhibu dhu pele nare lagat?  
Just listen to the answers and play the video again for the correct answer.
dhal dhu ghati lagat dhal yadu likhibu dhu bhuban dalai.

3. To stop video time at 2 minute 11 seconds in VLC Media Player.

Stop video here and ask what is Open office used for’
burgi video likhibu dhu pele nare lagat?  
Just listen to the answers and play the video again for the correct answer.
dhal dhu ghati lagat dhal yadu likhibu dhu bhuban dalai.
4. To stop video time at 2 minute 53 seconds in VLC Media Player.

Stop video here and ask them if they know what are components of MS-Office?

Just listen to the answers and play the video again for the correct answer.

5. To stop video time at 3 minute 45 seconds in VLC Media Player.

Stop video here and ask students to power on the computer.

Now just check if everyone has done so and play the video again.
6. To stop video time at 3 minute 55 seconds in VLC Media Player.

Stop video here and ask if they know what is the correct method of switching on the computer?

Just listen to the answers and play the video again for the correct answer.

7. To stop video time at 4 minute 44 seconds in VLC Media Player.

Stop video here and ask what is the difference between Mouse and Touchpad?

Just listen to the answers and play the video again for the correct answer.
8. To stop video time at 5 minute 01 seconds in VLC Media Player.

Stop video here and ask how many buttons are there on a mouse?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଩ଚାଯ ୱଗାଟିଏ ଭାଉସ ୱଯ ୱକ୍ତାଟି ଫଟନ ଥାଏ?
Just listen to the answers and play the video again for the correct answer.
ଆହେ ଦୁ ଶୁଣ୍ଡ଼ ଗିଣିତର ଲେବର ଯାଚା ଲିଚ୍ଚି ବୁଡୁରିକା କରିଏ।

9. To stop video time at 5 minute 44 seconds in VLC Media Player.

Stop video here and ask why we use Mouse and Touchpad?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଩ଚାଯଦୁ କାହି କି ଭାଉସ ଏଫଂ ଟୁଚ଩ୟାଡ କୁ ଫୁଫହାଯ କାହି?
Just listen to the answers and play the video again for the correct answer.
ଆହେ ଦୁ ଶୁଣ୍ଡ଼ ଗିଣିତର ଲେବର ଯାଚା ଲିଚ୍ଚି ବୁଡୁରିକା କରିଏ।
10. To stop video time at 6 minute 03 seconds in VLC Media Player.

Stop video here and ask what will we learn today?
ଓଇଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ଚାରୁକୀ ଆରକ୍ଷଣ କରାଯା ?
Just listen to the answers and play the video again for the correct answer.
ତେଳ ତେଳ ଏକ ଗଣ ରହିବ ତେଳ କନ୍ତ ଲିଖିତ ଏଫଂ ଯୁପ୍ରକ୍ଷ୍ୟ ଗାଇଜି ଏପାରେ ଚାରୁକୀ

11. To stop video time at 7 minute 09 seconds in VLC Media Player.

Stop video here and ask students if they know what is Writer?
ଓଇଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ମଦିନିକେ ଜାଣିଛନ୍ତି ଯାଇତେ କଣ
Just listen to the answers and play the video again for the correct answer.
ତେଳ ତେଳ ଏକ ଗଣ ରହିବ ତେଳ କନ୍ତ ଲିଖିତ ଏଫଂ ମଦିନିକେ ଭୁପୌରେ ଗାଇଜିଏ

12. To stop video time at 8 minute 32 seconds in VLC Media Player.
Stop video here and ask what are the differences between Open Office Writer and MS Office Word?

Just listen to the answers and play the video again for the correct answer.

13. To stop video time at 9 minute 14 seconds in VLC Media Player.
Stop video here and ask how to open writer/text document files?

Just listen to the answers and play the video again for the correct answer.

14. To stop video time at 10 minute 47 seconds in VLC Media Player.
Stop video here and ask students to click on the ‘Start button’ as shown in the video and then play the video again.

15. To stop video time at 11 minute 07 seconds in VLC Media Player.
Stop video here and ask students to click on the All program option and then click on ‘Accessory’ option as shown in the video and then play the video again.
16. To stop video time at 11 minute 22 seconds in VLC Media Player.  
Stop video here and students to click on the Open office and then select open office writer.

Now just check whether they’ve opened writer file or not?  
Just listen to the answers and play the video again for the correct answer.

17. To stop video time at 13 minute 55 seconds in VLC Media Player.  
Stop video here and ask them if they know about ‘Menu bar”?  
Just listen to the answers and play the video again for the correct answer.
18. To stop video time at 14 minute 57 seconds in VLC Media Player.

Stop video here and ask them if they know about ‘Standard toolbar’?
ଏହିଠାଯ଼ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଩ଚାଯ ମଦି ୱସଭା୭ନ ପରିବର୍ତ୍ତନ ଟରଳାର “ସ୍ଟେଡାର୍ ଟୁଲାର” ଜିତନ୍ଦା ନାମାଣି?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର କୁ ଶୁଣ ଏଫଂ ସଠିକ ଉତ୍ତର ଡାଇ ବିଡିଓ କୁ ପନ୍ନଫଥାଯ ଚରାଅ।

19. To stop video time at 15 minute 46 seconds in VLC Media Player.

Stop video here and ask them if they know about ‘Formatting toolbar’?
ଏହିଠାଯ଼ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଩ଚାଯ ମଦି ୱସଭା୭ନ "ଫରୋର୍ମେଟିଙ୍ଗ ଟରଳାର” ଜିତନ୍ଦା ନାମାଣି?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତର କୁ ଶୁଣ ଏଫଂ ସଠିକ ଉତ୍ତର ଡାଇ ବିଡିଓ କୁ ପନ୍ନଫଥାଯ ଚରାଅ।
20. To stop video time at 17 minute 28 seconds in VLC Media Player.

Stop video here and ask why we use Alphabets key?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଚାରନ୍ତକ ାରାଇଶତାର ବା ବାଇଟି ବ୍ୟବହାର କରାଇ କାଇ କାଇ କରାଇ କଯ କରାଇ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତମ କୁ ଶୁଣ ଏଫଂ ସଠିକ ଉତ୍ତମ ହାଇ କି ତାକୁ ଉପରନତା ହାଇ ।

21. To stop video time at 17 minute 54 seconds in VLC Media Player.

Stop video here and ask why we use Numbers key?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଚାରନ୍ତକ ାରାଇଶତାର ବା ବାଇଟି ବ୍ୟବହାର କରାଇ କାଇ କରାଇ କରାଇ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତମ କୁ ଶୁଣ ଏଫଂ ସଠିକ ଉତ୍ତମ ହାଇ କି ତାକୁ ଉପରନତା ହାଇ ।
22. To stop video time at 18 minute 19 seconds in VLC Media Player.

Stop video here and ask which Specials keys are there in keyboard?
ষেইটিলে লিখিত ও এই ওই সংজ্ঞা যদি জানো তাহলে এই স্পেশাল কিম্বা কি ?
Just listen to the answers and play the video again for the correct answer.

23. To stop video time at 18 minute 53 seconds in VLC Media Player.

Stop video here and ask why we use Spacebar key?
ষেইটিলে লিখিত ও এই ওই সংজ্ঞা যদি জানো তাহলে এই স্পেসবার কে কি ব্যবহার করে ?
Just listen to the answers and play the video again for the correct answer.
24. To stop video time at 19 minute 20 seconds in VLC Media Player.

Stop video here and ask if they can tell what is the ‘Backspace button’ used for? Just listen to the answers and play the video again for the correct answer.

25. To stop video time at 19 minute 44 seconds in VLC Media Player.

Stop video here and ask if they can tell what is the ‘Delete button’ used for? Just listen to the answers and play the video again for the correct answer.

26. To stop video time at 20 minute 13 seconds in VLC Media Player.
Stop video here and ask if they can tell what is the ‘Enter button’ used for?

Just listen to the answers and play the video again for the correct answer.

27. To stop video time at 20 minute 47 seconds in VLC Media Player.

Stop video here and ask if they can tell what is the ‘Arrow button’ used for?

Just listen to the answers and play the video again for the correct answer.
28. To stop video time at 22 minute 00 seconds in VLC Media Player.

Stop video here and ask students to type the given alphabets as shown in the video and then play the video again.

29. To stop video time at 23 minute 01 seconds in VLC Media Player.

Stop video here and ask students to type as shown in the video.

30. To stop video time at 23 minute 25 seconds in VLC Media Player.

Now just check if everyone has done so and play the video again.
31. To stop video time at 25 minute 00 seconds in VLC Media Player.

Stop video here and ask students to type out their name and then play the video again.

32. To stop video time at 25 minute 50 seconds in VLC Media Player.

Stop video here and ask students to type as shown in the video and then play the video again.

33. To stop video time at 26 minute 12 seconds in VLC Media Player.

Stop video here and ask students to bring the cursor to the middle of the line as shown in the video and then play the video again.

34. To stop video time at 26 minute 16 seconds in VLC Media Player.

Stop video here and ask students to erase the line with help of the ‘Backspace button’ as shown in the video.

35. To stop video time at 26 minute 40 seconds in VLC Media Player.

Stop video here and ask students to erase the line with help of the ‘Backspace button’ as shown in the video.
Now just check if everyone has done so and play the video again.

36. To stop video time at 27 minute 11 seconds in VLC Media Player.

Stop video here and ask students to type alphabets in capital letters with help of ‘Caps lock’ button and then play the video again.

37. To stop video time at 28 minute 35 seconds in VLC Media Player.

Stop video here and ask students to type as shown in the video.

38. To stop video time at 28 minute 40 seconds in VLC Media Player.

Stop video here and ask students to type as shown in the video and then play the video again.

39. To stop video time at 28 minute 48 seconds in VLC Media Player.

Stop video here and ask students to type as shown in the video.
Now just check if everyone has done so and play the video again.

40. To stop video time at 32 minute 13 seconds in VLC Media Player.
Stop video here and ask students to type symbols and then play the video again.

41. To stop video time at 32 minute 41 seconds in VLC Media Player.
Stop video here and ask students to close the writer and then play the video again.

42. To stop video time at 33 minute 24 seconds in VLC Media Player.
Stop video here and ask students to click on the ‘Close button’ as shown in the video and then play the video again.

43. To stop video time at 33 minute 45 seconds in VLC Media Player.
Stop video here and ask students to click on ‘Discard’ button as shown in the video and then play the video again.

44. To stop video time at 33 minute 58 seconds in VLC Media Player.

Stop video here and ask them if they know how to shut down the computer?

Just listen to the answers and play the video again for the correct answer.

45. To stop video time at 34 minute 26 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘Start button’ as shown in the video and then play the video again.

46. To stop video time at 34 minute 34 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘Shut down’ option as shown in the video and then play the video again.
Complete teacher’s manual for Open office writer 1 Class 2
Class 2 Summaries

✓ What is software and its types
 становится କରା ସଂଖ୍ୟା ପରିପକ୍ରମାଣ କରା?
✓ About Open Office.
ଉଣ୍ଡ ଖାନି କରାଲା ଲିଖିତ
✓ What is Writer?
ତାକୁ କରା?
✓ Difference between touchpad and mouse.
ଭାଡ଼ାଳ ଏଫିନ୍ଟ୍ୟାଡର ଏହାର ପ୍ରକାଯ?
✓ Open your laptop/notebook and switch on.
ତ ୁ୍ଟରୟାରେ / ରେପାର୍ଟ କୁ ଓର୍ଣ କରାଜ କରେ କରା?
✓ How to open writer file?
ଲାଇଫ କରା ତାମିଲ୍ପି ଲିଖାରେ ଲାଇଖା?
✓ What is keyboard?
କାର୍ଦାର କରା?
✓ How to type alphabets, numbers and symbols in writer.
ଆରପାକ୍ତ, ସଂଖ୍ୟା ଓ ସିମବର ଗୁଡିକୁ ତାମିଲ୍ପି ଲିଖାରେ ଲାଇଖା?
✓ How to shut down computer.
ବର୍ତ୍ତମାଣ ତାମିଲ୍ପି ଲାଇଖା? 
Now let’s start video.
ମାନ୍ୟ ତିଆରେ ଖେଳା ରମିଥା?

47. To stop video time at 01 minute 15 seconds in VLC Media Player.

Stop video here and ask if they can tell what they learnt in previous class?

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Stop video here if they know what is ‘What is Writer’?
Just listen to the answers and play the video again for the correct answer.

Stop video here and ask them if they know what is Open Office?
Just listen to the answers and play the video again for the correct answer.

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50. To stop video time at 02 minute 26 seconds in VLC Media Player.

Stop video here and ask what is ‘Software’?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଡଚାଯ “ସଫ୍ଟୱ଺” କଣ ୟ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତଯ କୁ ଶୁଣ ଏଫଂ ସଠିକ୍ ଉତ୍ତଯ ଡାଇ ବିଡିଓ କୁ ଡଚାଯ ଚରାଅ ।

51. To stop video time at 03 minute 32 seconds in VLC Media Player.

Stop video here and ask what is ‘Title bar’?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଡଚାଯ “ଟରେବେ” କଣ ୟ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତଯ କୁ ଶୁଣ ଏଫଂ ସଠିକ୍ ଉତ୍ତଯ ଡାଇ ବିଡିଓ କୁ ଡଚାଯ ଚରାଅ ।
52. To stop video time at 03 minute 53 seconds in VLC Media Player.

Stop video here and ask what is keyboard and how many keys are there in keyboard?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଩ଚାଯ କୀୱଫାଡଥ କଣ ଏଫଂ କୀୱଫାବଥ କୀୱଫାବ ହଛି?

Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତଯ କୁ ଶୁଣ ଏଫଂ ସଠିକ୍ ଉତ୍ତଯ ଩ାଇ ବିଡିଓ କୁ ପାଫନଫଥାଯ ଚରାଅ।

53. To stop video time at 04 minute 26 seconds in VLC Media Player.

Stop video here and ask which key you would use to type in the next line?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଡୋଇ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ କୀୱଫାବଥ କୀୱଫାବ ହଛି?

Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତଯ କୁ ଶୁଣ ଏଫଂ ସଠିକ୍ ଉତ୍ତଯ ଩ାଇ ବିଡିଓ କୁ ପାଫନଫଥାଯ ଚରାଅ।
54. **To stop video time at 04 minute 43 seconds in VLC Media Player.**

Stop video here and ask why do we use arrow keys and how many types of ‘Arrow’ keys are there?

Stop video here and ask if they have to type in Capital letters what will they need to do?

55. **To stop video time at 05 minute 12 seconds in VLC Media Player.**

Stop video here and ask why do we use arrow keys and how many types of ‘Arrow’ keys are there?

Stop video here and ask if they have to type in Capital letters what will they need to do?
56. To stop video time at 05 minute 57 seconds in VLC Media Player.

Stop video here and ask if they have to type symbols, how will they do that?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଩ଚାଯ ମଦି ସିମ୍ବର ଗୁଡ଼ିକୁ ୱରଖିଫାଯ ଅଛି, ଓଡ଼ିଆ ସ୍଱ାଭାକ୍ଷ ତାହା କି଩ଯି ୱରଖି୫?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତଯ କୁଶୁଣ ସଭାୱନ ତାହା କି଩ଯି ୱରଖି୫?

57. To stop video time at 06 minute 54 seconds in VLC Media Player.

Stop video here and ask students to power on the computer.
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ କମ୍ପିଉଟଯ କୁ ଅନ କମ୍ପିଉଟଯକୁ କୁହ?
Now just check if everyone has done so and play the video again.
ଫତ୍ତଥଭାନ ୱଚକ୍ କଯିନିଅ ମଦି ସଭ୍ୱେ କଯିସାଯିଛନ୍ତି  ଏଫଂ ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ।

58. To stop video time at 07 minute 25 seconds in VLC Media Player.
Stop video here and ask students to click on the ‘Start button’ as shown in the video and then play the video again.
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59. **To stop video time at 08 minute 10 seconds in VLC Media Player.**

Stop video here and ask what will they learn today?

Now just check whether they’ve opened writer file or not?

60. **To stop video time at 08 minute 58 seconds in VLC Media Player.**

Stop video here and ask students to type the given paragraph.

Now just check whether they’ve opened writer file or not?

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To stop video time at 07 minute 58 seconds in VLC Media Player.

Stop video here and students to click on the Open office and then select open office writer.

Now just check whether they’ve opened writer file or not?

Just listen to the answers and play the video again for the correct answer.

Now just check whether they’ve opened writer file or not?

---

To stop video time at 08 minute 58 seconds in VLC Media Player.

Stop video here and ask students to type the given paragraph.

Now just check whether they’ve opened writer file or not?

---

To stop video time at 08 minute 58 seconds in VLC Media Player.

Stop video here and ask students to type the given paragraph.

Now just check whether they’ve opened writer file or not?
61. To stop video time at 09 minute 11 seconds in VLC Media Player.

Stop video here and ask students to close the writer and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯାଁଫା ଟକ ଏସାଇଫା ଛାତ୍ର ଭାନଙ୍କୁ ଯାଇଥିଫା ଟକ କୁହ ଏଫଂ ତା଩୍ୱଯ ବିଡିଓ କୁ ଩ୁରୋରେ ରାଖାଇ ଏକ।

62. To stop video time at 09 minute 49 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘Close button’ as shown in the video and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ବିଡିଓ ୱଯ ୱଦଖାମାଇଥିଫା ଟକ “ୟବକ୍ତିକ ଫଟ୍ନ” କବର୍ତ୍ତନ କୁହ ଏଫଂ ତା଩୍ୱଯ ବିଡିଓ କୁ ଩ୁରୋରେ ରାଖାଇ ଏକ।

63. To stop video time at 10 minute 14 seconds in VLC Media Player.

Stop video here and ask students to click on ‘Discard’ button as shown in the video and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ବିଡିଓ ୱଯ ୱଦଖାମାଇଥିଫା ଟକ “ଦିସକାର” କବର୍ତ୍ତନ କୁହ ଏଫଂ ତା଩୍ୱଯ ବିଡିଓ କୁ ଩ୁରୋରେ ରାଖାଇ ଏକ।

64. To stop video time at 10 minute 50 seconds in VLC Media Player.
Stop video here and ask students to click on the ‘Shut down’ option as shown in the video and then play the video again.

ଏହିଠାୱକୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ବିଡିଓ ୱଯ ୱଦଖାମାଇଥିଫା ଩ଯି ଏଫଂ ତା଩ୱଯ ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ।
Complete teacher’s manual for Writer 1 Class 3
Class 3 Summaries

✓ Open your laptop/notebook and switch it on.
✓ How to open Writer file and operate it?
✓ How to change font style of paragraph?
✓ How to change font size of paragraph?
✓ How to do bold?
✓ How to do italic?
✓ How to do underline?
✓ How to shut down computer.

Now let’s start class.

65. To stop video time at 23 seconds in VLC Media Player.

Stop video here and ask what is menu bar?
Just listen to the answers and play the video again for the correct answer.
66. To stop video time at 1 minute 31 seconds in VLC Media Player.

Stop video here and ask why we use standard tool bar?
Just listen to the answers and play the video again for the correct answer.

67. To stop video time at 1 minute 52 seconds in VLC Media Player.

Stop video here and ask why we use formatting tool bar?
Just listen to the answers and play the video again for the correct answer.

68. To stop video time at 2 minute 33 seconds in VLC Media Player.
Stop video here and ask what they will learn today?

Just listen to the answers and play the video again for the correct answer.

69. To stop video time at 3 minute 14 seconds in VLC Media Player.

Stop video here and ask students to look in front of the screen and ask what is this called?

70. To stop video time at 3 minute 22 seconds in VLC Media Player.

Supported By “Human Development Foundation” 32
Stop video here and ask what do we use a ‘Ruler’ for’?

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଡଚାଯ ଆୱଭ “ରୁଳର” ଦେଲ ଥାଇଲା କି?

Just listen to the answers and play the video again for the correct answer.

ସମୟକ ଦୁିରି ଏଶା ହିଇନ ଦେଲ ହୀକ ଫିଇରେ ଦେଲା କି?

71.To stop video time at 4 minute 10 seconds in VLC Media Player.

Stop video here and ask what is status bar?

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଡଚାଯ ଷ୍ଟାଟସ୍ ଫାଯ କଣ କି?

Just listen to the answers and play the video again for the correct answer.

ସମୟକ ଦୁିରି ଏଶା ହିଇନ ଦେଲ ହୀକ ଫିଇରେ ଦେଲା କି?

72.To stop video time at 4 minute 43 seconds in VLC Media Player.
Stop video here and ask why we use drawing bar?

Just listen to the answers and play the video again for the correct answer.

73. To stop video time at 5 minute 21 seconds in VLC Media Player.

Stop video here and ask what is text boundaries?

Just listen to the answers and play the video again for the correct answer.

74. To stop video time at 6 minute 0 seconds in VLC Media Player.

Stop video here and ask students to type the given paragraph which is shown in video.

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75. To stop video time at 6 minute 11 seconds in VLC Media Player.

Stop video here and ask the students, if they know what to do before any formatting?

Just listen to the answers and play the video again for the correct answer.

76. To stop video time at 6 minute 40 seconds in VLC Media Player.
77. To stop video time at 8 minute 06 seconds in VLC Media Player.
Stop video here and ask them to select the paragraph by using shortcut command and then play the video again.

Now just check have they selected the paragraph or not.

78. To stop video time at 10 minute 14 seconds in VLC Media Player.
Stop video here and ask the students to select the paragraph by using touch pad/mouse and then play the video.

79. To stop video time at 10 minute 34 seconds in VLC Media Player.
Stop video here and ask them to unselect the paragraph as shown in video and then play the video.

80. To stop video time at 12 minute 23 seconds in VLC Media Player.
Stop video here and ask them to select the paragraph by using shift and arrow keys and then play the video.

81. To stop video time at 12 minute 25 seconds in VLC Media Player.
Stop video here and check whether they have selected paragraph or not and then play the video again.

82. To stop video time at 14 minute 13 seconds in VLC Media Player.

Supported By “Human Development Foundation”
Stop video here and ask students to change the font style and then play the video again.

83. To stop video time at 14 minute 55 seconds in VLC Media Player.
Stop video here and ask students to select the whole paragraph as shown in the video and then play the video again.

84. To stop video time at 15 minute 16 seconds in VLC Media Player.
Stop video here and ask students to click on the ‘Font name’ option as shown in the video and then play the video again.

85. To stop video time at 16 minute 01 seconds in VLC Media Player.
Stop video here and ask students to select any font style as shown in the video and then play the video again.

Now just check whether the students changed the font style or not and then play the video again.
86. To stop video time at 17 minute 21 seconds in VLC Media Player.
Stop video here and ask students to select the whole paragraph as shown in the video and then play the video again.

87. To stop video time at 17 minute 39 seconds in VLC Media Player.
Stop video here and ask students to click on the ‘Font Size’ option as shown in the video and then play the video again.

88. To stop video time at 18 minute 12 seconds in VLC Media Player.
Stop video here and ask students to change the size of the font as shown in the video
Now just check whether they’ve changed font size or not and then play the video again.

89. To stop video time at 18 minute 48 seconds in VLC Media Player.
Stop video here and ask how to make text Bold/dark?
Just listen to the answers and play the video again for the correct answer.

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90. To stop video time at 19 minute 39 seconds in VLC Media Player.
Stop video here and ask students to select the whole paragraph as shown in the video and then play the video again.

91. To stop video time at 19 minute 55 seconds in VLC Media Player.
Stop video here and ask students to make line/paragraph bold as shown in the video.

92. To stop video time at 20 minute 09 seconds in VLC Media Player.
Stop video here and ask students to remove the bold as shown in the video and then play the video again.

93. To stop video time at 20 minute 21 seconds in VLC Media Player.
Stop video here and ask how to make a line or a paragraph in ‘Italic’?

94. To stop video time at 21 minute 05 seconds in VLC Media Player.
Stop video here and ask students to select the whole paragraph as shown in the video and then play the video again.
To stop video time at 21 minute 27 seconds in VLC Media Player.
Stop video here and ask students to do as shown in the video and then play the video again.

95. To stop video time at 22 minute 44 seconds in VLC Media Player.
Stop video here and ask students to select the whole paragraph as shown in the video and then play the video again.

96. To stop video time at 23 minute 00 seconds in VLC Media Player.
Stop video here and ask students to make line/paragraph underline as shown in the video.

97. To stop video time at 23 minute 54 seconds in VLC Media Player.
Stop video here and ask students to do as shown in the video.

98. To stop video time at 24 minute 12 seconds in VLC Media Player.

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Stop video here and ask students to close the writer file and then play the video again.

99. To stop video time at 24 minute 51 seconds in VLC Media Player.
Stop video here and ask students to click on the close button as shown in the video and then play the video again.

100. To stop video time at 25 minute 10 seconds in VLC Media Player.
Stop video here and ask students to click on the discard button as shown in the video and then play the video again.

101. To stop video time at 25 minute 26 seconds in VLC Media Player.
Stop video here and ask students to shut down in the computer and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ କମ୍ପିਊଟର କୁ ଶଟଡାଉନ / ଫନ୍ଦ କଯିଫା / ଫନ୍ଦ କଯିଫା ଏଫଂ ତା଩୍ଯଯ ବିଡିଓ କୁ ଫନ୍ଦଣ୍ଡ ଫାଡ଼ି।
Complete teacher’s manual for Writer 1 Class 4
Class 4 Summaries

✓ Open your laptop/notebook and switch on.
✓ How to open Writer file and operate it?
✓ How to change font style of paragraph?
✓ How to change font size of paragraph?
✓ How to do bold?
✓ How to do italic?
✓ How to do underline?
✓ How to shut down computer.

Now let’s start class.

102. To stop video time at 39 seconds in VLC Media Player.

Stop video here and ask what is ruler?
Just listen to the answers and play the video again for the correct answer.
Stop video here and ask if they know in how many ways they can select text/paragraph?

Stop video here and ask why do we select text?

Stop video here and ask if they know in how many ways they can select text/paragraph?

Stop video here and ask why do we select text?
Stop video here and ask why do we use Font Name?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଡଚାଯ ଆୱଭ ପଣ୍ଟ ୱନଭ କାହି ଫୟଫହାଯ କଯ ୁ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତଯ କୁ ଶୁଣ ଏଫଂ ସଠିକ୍ ଉତ୍ତଯ ଩ାଇ ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ।
106. To stop video time at 2 minute 02 seconds in VLC Media Player.

Stop video here and ask if they know what do we use ‘Font size for’?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଡଚାଯ ମଦି ୱସଭାୱନ ଜାଣିଛନ୍ତି,
ଆୱଭ ପଣ୍ଟ ସାଇଜ କୁ କାହି ଫୟଫହାଯ କଯ ୁ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତଯ କୁ ଶୁଣ ଏଫଂ ସଠିକ୍ ଉତ୍ତଯ ଩ାଇ ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ।
107. To stop video time at 2 minute 16 seconds in VLC Media Player.
Stop video here and ask if they know what do we use ‘Bold’ for?
ଏହିଠାଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଩ଚାଯ ଆୱଭ “ବଡ଼ି”କାହି କି କରାଯାଇବ ମାନଟି ଜନ୍ମ ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତଯ କୁ ଶୁଣ ଏଫଂ ସଠିକ୍ ଉତ୍ତଯ ଡାଇ ବିଡିଓ କୁ ଢରାଇବ ମାନଟି ଜନ୍ମ।

108. To stop video time at 2 minute 33 seconds in VLC Media Player.

Stop video here and ask why do we use ‘Italics and Underline’?
ଏହିଠାଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଩ଚାଯ ଆୱଭ “ଇଟାରିକ ଏଫଂ ଅଣ୍ଡଯରାଇନ” କାହି କି କରାଯାଇବ ମାନଟି ଜନ୍ମ ?
Just listen to the answers and play the video again for the correct answer.
ଉତ୍ତଯ କୁ ଶୁଣ ଏଫଂ ସଠିକ୍ ଉତ୍ତଯ ଡାଇ ବିଡିଓ କୁ ଢରାଇବ ମାନଟି ଜନ୍ମ।

109. To stop video time at 2 minute 54 seconds in VLC Media Player.
Stop video here and ask students to switch on the computer.

Now just check if everyone has done so and play the video again.

110. **To stop video time at 3 minute 30 seconds in VLC Media Player.**
Stop video here and ask students to find out the symbol of the open office on the desktop, take their pointer there and double click on the open office symbols as shown in the video and then play the video again.

111. **To stop video time at 3 minute 51 seconds in VLC Media Player.**
Stop video here and ask students to click on the text document option as shown in the video and then play the video again.

112. **To stop video time at 3 minute 57 seconds in VLC Media Player.**
Stop video here and check whether they’ve opened writer file or not and then play the video again.
113. To stop video time at 4 minute 02 seconds in VLC Media Player.

Stop video here and ask what will they learn today?

Just listen to the answers and play the video again for the correct answer.

114. To stop video time at 4 minute 27 seconds in VLC Media Player.

Stop video here and ask students to type the given paragraph as shown in the video.

Now just check if everyone has done so and play the video again.

115. To stop video time at 4minute 53 seconds in VLC Media Player.

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Stop video here and ask students to change the style of the font and then play the video again.

116. **To stop video time at 5 minute 37 seconds in VLC Media Player.**

Stop video here and ask students to select the whole paragraph with help of shortcut command as shown in the video and then play the video again.

117. **To stop video time at 6 minute 47 seconds in VLC Media Player.**

Stop video here and ask students to change the font style of the paragraph as shown in the video.

Now just check whether they’ve changed the style of the paragraph or not and then play the video again.

118. **To stop video time at 6 minute 56 seconds in VLC Media Player.**
Stop video here and ask students to change the font size of the text/paragraph and then play the video again.

119. **To stop video time at 7 minute 42 seconds in VLC Media Player.**
Stop video here and ask students to select the whole paragraph with help of shortcut command as shown in the video and then play the video again.

120. **To stop video time at 8 minute 25 seconds in VLC Media Player.**
Stop video here and ask students to change the font size of the text as shown in the video.

Now just check whether they’ve changed the size of paragraph or not and then play the video again.

121. **To stop video time at 9 minute 05 seconds in VLC Media Player.**
Stop video here and ask students to make line Bold, Italic and Underline’ and then play the video again.

122. To stop video time at 10 minute 40 seconds in VLC Media Player.
Stop video here and ask students to select the line with help of the shift key and arrow key as shown in the video and then play the video again.

123. To stop video time at 11 minute 03 seconds in VLC Media Player.
Stop video here and ask students to select the line once again as shown in the video and then play the video again.

124. To stop video time at 12 minute 28 seconds in VLC Media Player.
Stop video here and ask students to select the line once again as shown in the video and then play the video again.

125. To stop video time at 12 minute 57 seconds in VLC Media Player.
Stop video here and ask students to make the line ‘Italic’ as shown in the video and then play the video again.
126. To stop video time at 13 minute 52 seconds in VLC Media Player.

Stop video here and ask students to select the line again as shown in the video and then play the video again.

127. To stop video time at 14 minute 07 seconds in VLC Media Player.

Stop video here and ask students to make the line underline as shown in the video.

Now just check whether they’ve done these formatting or not then play the video again.

128. To stop video time at 14 minute 40 seconds in VLC Media Player.

Stop video here and ask students to close the writer file and shut down the computer and then play the video again.
Complete teacher’s manual for Writer 1 Class 5
Class 5 Summaries

- Open your laptop/notebook and switch it on.
- How to open Writer file and operate it.
- How to type paragraph in writer page.
- Revision of Software, Writer etc.,
- Use of Alignment, Font Color, Highlighting color and Background Color.
- How to Close Writer file.
- How to shut down computer.

Now let's start class.

129. To stop video time at 34 seconds in VLC Media Player.

Stop video here and ask what did they learn in previous class?
Just listen to the answers and play the video again for the correct answer.

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To stop video time at 45 seconds in VLC Media Player.

Stop video here and ask what is ‘software’?

Just listen to the answers and play the video again for the correct answer.

To stop video time at 1 minute 06 seconds in VLC Media Player.

Stop video here and ask what is other name of writer and how many ways we can open writer file?

Just listen to the answers and play the video again for the correct answer.

To stop video time at 1 minute 19 seconds in VLC Media Player.
Stop video here and ask what is formatting tool?
ଏହିଠା୍ୟର ବିଡିଓ କୁ ଫନ୍ଦ କରାଇ ଏଫଂ ଟାଚିତୁ ଦୁଇ ଜନ୍ମବେଦ୍ରୀ ଉତ୍ତର ଡାଇ?
Just listen to the answers and play the video again for the correct answer.
ଲେଖ ଦୁଇ ବେଳ ଉତ୍ତର ଦିଇକୁ ଲଣନ ଦୁଇ ଉତ୍ତର ବେଳିଙ୍ଗ.

133. To stop video time at 1 minute 38 seconds in VLC Media Player.

Stop video here and ask What is ‘Text Boundaries’?
ଏହିଠା୍ୟର ବିଡିଓ କୁ ଫନ୍ଦ କରାଇ ଏଫଂ ଟାଚିତୁ ଦୁଇ ଜନ୍ମବେଦ୍ରୀ ଉତ୍ତର ତାରା “ବିଶେଷ ବିବିଧତା” ଡାଇ?
Just listen to the answers and play the video again for the correct answer.
ଲେଖ ଦୁଇ ବେଳ ଉତ୍ତର ଦିଇକୁ ଲଣନ ଦୁଇ ଉତ୍ତର ବେଳିଙ୍ଗ.

134. To stop video time at 2 minute 14 seconds in VLC Media Player.
Stop video here and ask how many types of ‘arrow keys’ are there and what is the use of Arrow keys?

Just listen to the answers and play the video again for the correct answer.

135. **To stop video time at 2 minute 57 seconds in VLC Media Player.**

Stop video here and ask students to open writer file and then play the video again.

136. **To stop video time at 3 minute 46 seconds in VLC Media Player.**

Stop video here and check whether they’ve opened writer file or not and then play the video again.

137. **To stop video time at 3 minute 50 seconds in VLC Media Player.**
Stop video here and ask what will they learn today?

Stop video here and ask what is “Alignment” and how many types of alignment are there?

Just listen to the answers and play the video again for the correct answer.

138. To stop video time at 4 minute 42 seconds in VLC Media Player.

Stop video here and ask what is ‘Alignment’ and how many types of alignment are there?

Just listen to the answers and play the video again for the correct answer.

139. To stop video time at 5 minute 32 seconds in VLC Media Player.
Stop video here and ask how to use ‘Alignment’?
ଏହିଠାୱଯ ବିଡିଓ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ବିଡିଓ ୱଯ ୱଦଖାମାଇଥିଫା ଩ଯି
Just listen to the answers and play the video again for the correct answer.

140.  **To stop video time at 8 minute 23 seconds in VLC Media Player.**
Stop video here and ask students to use ‘Centre alignment’ as shown in the video and then play the video again.

141.  **To stop video time at 10 minute 06 seconds in VLC Media Player.**
Stop video here and ask students to use ‘Right alignment’ as shown in the video and then play the video again.

142.  **To stop video time at 11 minute 48 seconds in VLC Media Player.**
Stop video here and ask students to use ‘Justify alignment’ as shown in the video.

Now just check whether they’ve used the Alignment option or not and then play the video and then play the video again.

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143. **To stop video time at 11 minute 56 seconds in VLC Media Player.**

Stop video here and ask students to delete the page whatever they had typed and then play the video again.

To stop video time at 12 minute 01 seconds in VLC Media Player.

Stop video here and ask students to type the given paragraph as shown in the video.

To stop video time at 12 minute 49 seconds in VLC Media Player.

Stop video here and ask students to insert the “Bullets” as shown in the video and then play the video again.

To stop video time at 14 minute 50 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video and then play the video again.

To stop video time at 15 minute 24 seconds in VLC Media Player.

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Stop video here and ask students to insert the ‘Numbering’ as shown in the video and then play the video again.

To stop video time at 16 minute 59 seconds in VLC Media Player.
Stop video here and ask students to do as shown in the video and then play the video again.

To stop video time at 17 minute 13 seconds in VLC Media Player.
Stop video here and ask students to insert numbering again as shown in the video and then play the video again.

To stop video time at 18 minute 03 seconds in VLC Media Player.
Stop video here and ask students to do as shown in the video and then play the video again.

Now just check whether they’ve inserted the ‘Bullets and Numbering’ or not and then play the video again.

To stop video time at 18 minute 38 seconds in VLC Media Player.
Stop video here and ask students to select the whole paragraph as shown in the video and then play the video again.

To stop video time at 18 minute 52 seconds in VLC Media Player.
Stop video here and ask students to click on the ‘Font color’ option as shown in the video and then play the video again.

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Now just check whether they’ve changed the font color or not and then play the video again.

153. **To stop video time at 19 minute 05 seconds in VLC Media Player.**
Stop video here and ask students to change the font color of the text as shown in the video and then play the video again.

154. **To stop video time at 19 minute 57 seconds in VLC Media Player.**
Stop video here and ask students to select the whole paragraph as shown in the video and then play the video again.

155. **To stop video time at 20 minute 10 seconds in VLC Media Player.**
Stop video here and ask students to click on the ‘Highlighting color’ option as shown in the video and then play the video again.

156. **To stop video time at 20 minute 25 seconds in VLC Media Player.**
Stop video here and ask students to change the ‘Highlighting color’ of the text as shown in the video and then play the video again.

Now just check whether they’ve changed the ‘Highlighting color’ or not and then play the video again.

157. **To stop video time at 20 minute 55 seconds in VLC Media Player.**
Stop video here and ask students to change the ‘Background color’ and then play the video again.

158. To stop video time at 22 minute 15 seconds in VLC Media Player.
Stop video here and ask students to select the whole paragraph as shown in the video and then play the video again.

159. To stop video time at 22 minute 35 seconds in VLC Media Player.
Stop video here and ask students to click on the ‘Background color’ option as shown in the video and then play the video again.

160. To stop video time at 22 minute 48 seconds in VLC Media Player.
Stop video here and ask students to change the ‘Background color’ of the text as shown in the video and then play the video again.

Now just check whether they’ve changed the ‘Background color’ or not and then play the video again.
161. To stop video time at 22 minute 58 seconds in VLC Media Player.

Stop video here and ask students to close their writer file and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ଯାଇଟଯ ପାଇର  କୁ ଫନ୍ଦ କଯିଫା ଩ାଇ କୁହ / ଏଫଂ ତା଩ୱଯ  ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ।

162. To stop video time at 24 minute 03 seconds in VLC Media Player.

Stop video here and ask students to shut down a computer and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ କମ୍ପିଉଟର କୁ ଶଟଡାଉନ / ଫନ୍ଦ କଯିଫା / କମ୍ପିଉଟର କୁ ଫନ୍ଦ କଯିଫା ଩ାଇ କୁହ / ଏଫଂ ତା଩ୱଯ  ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ।
Complete teacher’s manual for writer 1 Class 6
Class 6 Summaries

✓ Open your laptop/notebook and switch it on.
✓ How to open writer file and operate it.
✓ How to use font name?
✓ How to use font size?
✓ How to use alignment?
✓ Why we use “bold”, “italics” and “underline”?
✓ How to use ‘font colour’, ‘highlight colour’ and ‘background colour’?
✓ How to shut down computer.

Now let’s start class.

163. To stop video time at 01 minute 05 seconds in VLC Media Player.

Stop video here and ask why we use alignment?
Just listen to the answers and play the video again for the correct answer.

164. To stop video time at 1 minute 30 seconds in VLC Media Player.

Stop video here and ask there are how many types of alignments?

Just listen to the answers and play the video again for the correct answer.

165. To stop video time at 1 minute 47 seconds in VLC Media Player.

Stop video here and ask why do we use ‘Font color’?

Just listen to the answers and play the video again for the correct answer.
166. **To stop video time at 2 minute 02 seconds in VLC Media Player.**

Stop video here and ask what is difference between ‘Highlighting color’ and ‘Background color’?

Just listen to the answers and play the video again for the correct answer.

167. **To stop video time at 3 minute 01 seconds in VLC Media Player.**

Stop video here and ask why we use bold and what is shortcut command for bold?

Just listen to the answers and play the video again for the correct answer.
168. To stop video time at 3 minute 20 seconds in VLC Media Player.

Stop video here and ask what is shortcut command for italic?

Stop video here and ask students to open a writer file and then play the video again.

169. To stop video time at 3 minute 46 seconds in VLC Media Player.

Stop video here and ask students to open a writer file and then play the video again.

170. To stop video time at 4 minute 40 seconds in VLC Media Player.

Stop video here and check whether they have opened writer file or not and then play the video again.
171. To stop video time at 5 minute 26 seconds in VLC Media Player.

Stop video here and ask have they opened writer file?

Have you all opened the Writer file?

Just listen to the answers and play the video again for the correct answer.

172. To stop video time at 5 minute 48 seconds in VLC Media Player.

Stop video here and ask students to type the given paragraph and then play the video again.

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Now just check whether they’ve typed the paragraph or not and then play the video again.

173. **To stop video time at 6 minute 04 seconds in VLC Media Player.**

Now just check whether they’ve typed the paragraph or not and then play the video again.

174. **To stop video time at 7 minute 20 seconds in VLC Media Player.**

Stop video here and ask students to apply the left alignment as shown in video and then play the video again.

175. **To stop video time at 8 minute 05 seconds in VLC Media Player.**

Stop video here and ask students to apply the center alignment as shown in video and then play the video again.

176. **To stop video time at 8 minute 42 seconds in VLC Media Player.**

Stop video here and ask students to apply the right alignment as shown in video and then play the video again.
177. **To stop video time at 9 minute 23 seconds in VLC Media Player.**

Stop video here and ask students to apply the justify alignment as shown in video and then play the video again.

178. **To stop video time at 9 minute 30 seconds in VLC Media Player.**

Stop video here and ask if they are now familiar as to how to use Alignment?

179. **To stop video time at 9 minute 53 seconds in VLC Media Player.**
Stop video here and ask students to select line and change the ‘Font color’ and then play the video again.

180. **To stop video time at 10 minute 54 seconds in VLC Media Player.**
Stop video here and ask students to select the line as shown in the video and then play the video again.

181. **To stop video time at 11 minute 31 seconds in VLC Media Player.**
Stop video here and ask students to change the font color of the line as shown in the video.

Now just check whether they’ve changed the font color or not and then play the video again.

182. **To stop video time at 11 minute 43 seconds in VLC Media Player.**
Stop video here and ask students to select the line and apply the ‘Highlighting color’ and then play the video again.

To stop video time at 12 minute 56 seconds in VLC Media Player.

Now just check whether they’ve changed the ‘Highlight color’ or not and then play the video again.

To stop video time at 13 minute 49 seconds in VLC Media Player.
Stop video here and ask them if they know what the selected icon is called?

Just listen to the answers and play the video again for the correct answer.

186. **To stop video time at 14 minute 14 seconds in VLC Media Player.**

Stop video here and ask students to change the background color?

Just listen to the answers and play the video again for the correct answer.

187. **To stop video time at 15 minute 16 seconds in VLC Media Player.**

Now just check whether they’ve changed the ‘background color’ or not and then play the video again.

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188. **To stop video time at 15 minute 30 seconds in VLC Media Player.**

Stop video here and ask students to put the Bullets and Numbering on the line and then play the video again.

189. **To stop video time at 16 minute 09 seconds in VLC Media Player.**

Stop video here and ask students to do as shown in the video and then play the video again.

190. **To stop video time at 16 minute 36 seconds in VLC Media Player.**

Stop video here and ask students to remove the Numbering as shown in the video and then play the video again.

191. **To stop video time at 16 minute 56 seconds in VLC Media Player.**

Stop video here and ask students to apply bullets on the line as shown in the video and then play the video again.

192. **To stop video time at 17 minute 16 seconds in VLC Media Player.**

Stop video here and ask students to remove the Bullets as shown in the video and then play the video again.
193. **To stop video time at 17 minute 31 seconds in VLC Media Player.**

Stop video here and ask how to change the style of the writing?

Just listen to the answers and play the video again for the correct answer.

194. **To stop video time at 18 minute 06 seconds in VLC Media Player.**

Stop video here and ask students to select the line as shown in the video and then play the video again.

195. **To stop video time at 18 minute 46 seconds in VLC Media Player.**

Stop video here and ask students to change the font style as shown in the video and then play the video again.
196. To stop video time at 18 minute 56 seconds in VLC Media Player.

Stop video here and ask students to change the ‘Font size’ of the text and then play the video again.

197. To stop video time at 19 minute 24 seconds in VLC Media Player.

Stop video here and ask students to select the line as shown in the video and then play the video again.

198. To stop video time at 20 minute 04 seconds in VLC Media Player.

Stop video here and ask students to change the font size as shown in the video and then play the video again.

199. To stop video time at 20 minute 26 seconds in VLC Media Player.

Stop video here and ask students to select the line as shown in the video and then play the video again.
200. **To stop video time at 20 minute 44 seconds in VLC Media Player.**
Stop video here and ask students to make the line ‘Bold’ as shown in the video and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ରାଇନ ଟିକୁ ଇଟାରିକ କଯିଫା ଩ାଇ ଏଫଂ ତା଩ୱଯ ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ ।

201. **To stop video time at 20 minute 50 seconds in VLC Media Player.**
Stop video here and ask students to change the line in ‘Italics’ and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ରାଇନ ଟିକୁ ଇଟାରିକ କଯିଫା ଩ାଇ ଏଫଂ ତା଩ୱଯ ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ ।

202. **To stop video time at 21 minute 11 seconds in VLC Media Player.**
Stop video here and ask students to select the line as shown in the video and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ରାଇନ ଟିକୁ ଇଟାରିକ କଯିଫା ଩ାଇ ଏଫଂ ତା଩ୱଯ ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ ।

203. **To stop video time at 21 minute 35 seconds in VLC Media Player.**
Stop video here and ask students to change the line in the ‘Italics’ as shown in the video and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ରାଇନ ଟିକୁ ଇଟାରିକ କଯିଫା ଩ାଇ ଏଫଂ ତା଩ୱଯ ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ ।
204. To stop video time at 21 minute 43 seconds in VLC Media Player.

Stop video here and ask how to do ‘Underline’?

Just listen to the answers and play the video again for the correct answer.

205. To stop video time at 22 minute 04 seconds in VLC Media Player.

Stop video here and ask students to select the line as shown in the video and then play the video again.

206. To stop video time at 22 minute 26 seconds in VLC Media Player.

Stop video here and ask students to make the line Underline’ as shown in the video and then play video.

207. To stop video time at 22 minute 35 seconds in VLC Media Player.
Stop video here and ask students to close a writer file and then play the video again.

208. To stop video time at 23 minute 26 seconds in VLC Media Player.

Stop video here and ask students to shutdown a computer and then play the video again.
Complete teacher’s manual for Writer 1 Class 7
Class 7 Summaries

✓ Open your laptop/notebook and switch on.
✓ How to open writer file and operate it.
✓ How to save document?
✓ How to open document?
✓ How to take new page?
✓ What are recent documents?
✓ What is the difference between save and save as?
✓ How to convert writer document into pdf document?
✓ How to shut down computer.

Now let’s start class.

209. To stop video time at 30 seconds in VLC Media Player.
Stop video here and ask students to open a writer file and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ଯାଇଟଯ ପାଇର କୁହ ଓୱ଩ନ କଯିଫାକୁ କୁହ ଏଫଂ ତା଩ୱଯ ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ ।

210. To stop video time at 1 minute 31 seconds in VLC Media Player.
Stop video here and check whether they have opened writer file or not.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ୱଚକ୍ କଯିନିଅ ୱସଭାୱନ ଯାଇଟଯ ପାଇର କୁହ ଓୱ଩ନ କଯିୱଦଇଛନ୍ତି କି ନାହି ଫମ ଖାମାଇଥିଫା ଩ଯି ଩ାଯାଗ୍ରାପ ଟିକୁ ଟାଇ଩ କଯିଫା ଫହା ଫହା ଫା ଫାଟାଇ ଫନ୍ଦ କଯିଫାକୁ କୁହ ଏଫଂ ତା଩ୱଯ ବିଡିଓ କୁ ଩ୁନଫଥାଯ ଚରାଅ ।

Just check and play the video again.

211. To stop video time at 2 minute 19 seconds in VLC Media Player.

Stop video here and ask students to type the given paragraph which is shown in video.

&radquo;The Elephant and the Tailor&rdquo;
There lived an elephant in a village. While going to river to take a bath regularly he passed a tailor's shop. Tailor always gave him something to eat. The two became friends.
An usual one day he put his trunk inside the shop. The tailor was not in a good mood as he had a quarrel with a customer.

&rdquo;Now type this paragraph.&rdquo;

Just check whether have they typed the paragraph or not and then play the video again.
212. **To stop video time at 2 minute 59 seconds in VLC Media Player.**

Stop video here and ask if they can tell why we use the ‘Save’ options?

Just listen to the answers and play the video again for the correct answer.

213. **To stop video time at 4 minute 13 seconds in VLC Media Player.**

Stop video here and check whether their pointer is on the file menu or not then play the video again.

214. **To stop video time at 4 minute 19 seconds in VLC Media Player.**

Stop video here and check whether they’ve clicked on save submenu and the box has appeared or not as shown in the video.
215. **To stop video time at 4 minute 52 seconds in VLC Media Player.**

Stop video here and ask students to type their name in the file name box as shown in the video and then play the video again.

216. **To stop video time at 5 minute 08 seconds in VLC Media Player.**

Stop video here and ask students to click on save option as shown in video and then play the video again.

217. **To stop video time at 5 minute 48 seconds in VLC Media Player.**

Stop video here and check whether they have saved writer file or not and then play the video again.

218. **To stop video time at 5 minute 53 seconds in VLC Media Player.**

Stop video here and ask if they can tell why we use the ‘New’ option?
219. To stop video time at 6 minute 10 seconds in VLC Media Player.

Stop video here and ask if they can tell why do we get ‘New’ file?

Just listen to the answers and play the video again for the correct answer.

220. To stop video time at 7 minute 27 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘File menu’ as shown in the video and then play the video again.

Now just check whether they’ve got the new page or not and then play the video again.

221. To stop video time at 8 minute 06 seconds in VLC Media Player.

Stop video here and ask students to bring the pointer on the ‘New’ option and then click on the ‘Text document’ option as shown in the video.

Now just check whether they’ve got the new page or not and then play the video again.
222. To stop video time at 8 minute 11 seconds in VLC Media Player.

Stop video here and ask why we use open submenu?

Just listen to the answers and play the video again for the correct answer.

223. To stop video time at 9 minute 05 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘File’ menu as shown in the video and then play the video again.

224. To stop video time at 10 minute 02 seconds in VLC Media Player.

Stop video here and ask students to search their file wherever they had saved file, and select the desired file and click on the ‘Open’ button as shown in the video and then play the video again.

Now just check whether they’ve opened the file or not and then play the video again.
225. **To stop video time at 10 minute 24 seconds in VLC Media Player.**

Stop video here and ask if they can tell what are ‘Recent Documents’?

Just listen to the answers and play the video again for the correct answer.

226. **To stop video time at 11 minute 14 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘File’ menu as shown in the video and then play the video again.

227. **To stop video time at 11 minute 51 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘Recent documents’ and then select desired file which they want to open.

Now just check if everyone has done so and play the video again.

228. **To stop video time at 12 minute 44 seconds in VLC Media Player.**
Stop video here and ask why we use ‘save as’ submenu.

Just listen to the answers and play the video again for the correct answer.

229. **To stop video time at 12 minute 53 seconds in VLC Media Player.**

Stop video here and ask students to type the line as shown in the video and then play the video again.

Now check whether a box has appeared or not and then play the video again.

232. **To stop video time at 13 minute 59 seconds in VLC Media Player.**

Stop video here and ask students to change file location and file name as shown in the video and then play the video again.
233. **To stop video time at 14 minute 12 seconds in VLC Media Player.**
Stop video here and ask students to click on save option as shown in video and then play the video again.

234. **To stop video time at 14 minute 48 seconds in VLC Media Player.**
Stop video here and ask them if they know what is full form of ‘PDF’?

235. **To stop video time at 15 minute 01 seconds in VLC Media Player.**
Stop video here and ask why we use ‘PDF’ file?
236. **To stop video time at 15 minute 31 seconds in VLC Media Player.**

Stop video here and ask if they can tell when do we use the ‘Export as PDF option?

237. **To stop video time at 16 minute 48 seconds in VLC Media Player.**

Stop video here and ask students to click on file menu as shown in video and then play the video again.

238. **To stop video time at 16 minute 58 seconds in VLC Media Player.**

Stop video here and ask students to click on “Export as pdf” option as shown in video and then play the video again.

239. **To stop video time at 17 minute 15 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘export’ button as shown in the video and then play the video again.

240. **To stop video time at 17 minute 44 seconds in VLC Media Player.**
Stop video here and ask students to give any address and also give the file name and then click on the ‘save’ option as shown in the video and then play the video again.

241. **To stop video time at 18 minute 13 seconds in VLC Media Player.**

Stop video here and ask students to open the pdf file by double clicking as shown in the video.

Now just check if everyone has done so and play the video again.

242. **To stop video time at 18 minute 55 seconds in VLC Media Player.**

Stop video here and ask students to close the writer file and then play the video again.

243. **To stop video time at 19 minute 50 seconds in VLC Media Player.**
Stop video here and ask students to shutdown the computer and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ କମ୍ପିଉଟଯ କୁ ଶଟଡାଉନ / ସମ କରିବାର ପରିମତ ସେ ପରେକ୍ଷ କରିବା / ଏଚିଠାୱଯ ବିଡିଓ ନାମ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ କରୁଇକ ଦେଇବା କରାଇବୁ।
Complete teacher’s manual for Writer 1 Class 8
Class 8 Summaries

✓ Open your laptop/notebook and switch on.
✓ How to open writer file and operate it.
✓ How to save document?
✓ How to open document?
✓ How to take a new page?
✓ What are recent documents?
✓ What is the difference between ‘save’ and ‘save as’?
✓ How to convert writer document into pdf document?
✓ How to shut down computer.

Now let’s start class.

244. To stop video time at 27 seconds in VLC Media Player.
Stop video here and ask them what we’ve learnt in previous class.

Just listen to the answers and play the video again for the correct answer.

245. **To stop video time at 44 seconds in VLC Media Player.**

Stop video here and ask why we use new submenu and what is shortcut command for this?

Just listen to the answers and play the video again for the correct answer.

246. **To stop video time at 1 minute 30 seconds in VLC Media Player.**

Stop video here and ask if they can tell what happens with ‘Open’ option and what is shortcut command for ‘open’?

Just listen to the answers and play the video again for the correct answer.
247. To stop video time at 1 minute 24 seconds in VLC Media Player.

Stop video here and ask them if they can tell the difference between ‘save’ and ‘save as’?

Just listen to the answers and play the video again for the correct answer.

248. To stop video time at 2 minute 12 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Export as pdf’ and what is the full form of pdf?

Just listen to the answers and play the video again for the correct answer.

249. To stop video time at 2 minute 58 seconds in VLC Media Player.
Stop video here and ask students to open a writer file and then play the video again.

250. **To stop video time at 03 minute 58 seconds in VLC Media Player.**
Now just check whether they’ve opened writer or not and then play the video again.

251. **To stop video time at 04 minute 35 seconds in VLC Media Player.**

Stop video here and ask students to type the given paragraph as shown in the video and then play the video again.

252. **To stop video time at 04 minute 44 seconds in VLC Media Player.**
Now just check whether they’ve typed out the paragraph or not and then play the video again.
253. **To stop video time at 4 minute 49 seconds in VLC Media Player.**

Stop video here and ask students to save the file and then play the video again.

254. **To stop video time at 5 minute 18 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘File’ menu as shown in the video and then play the video again.

255. **To stop video time at 5 minute 28 seconds in VLC Media Player.**

Stop video here and ask students to select the desired location where they want to save their file and then play the video again.

256. **To stop video time at 6 minute 18 seconds in VLC Media Player.**

Stop video here and ask students to select the desired location where they want to save their file and then play the video again.
Now just check whether they’ve saved file or not and then play the video again.

257. **To stop video time at 7 minute 02 seconds in VLC Media Player.**

Stop video here and ask if they know how to open a new file?

Just listen to the answers and play the video again for the correct answer.

258. **To stop video time at 7 minute 54 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘File’ menu as shown in the video and then play the video again.

259. **To stop video time at 8 minute 17 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘New’ option and then select the ‘Text document’ option as shown in the video and then play the video again.
Now just check whether they’ve taken the new file or not and then play the video again.

Now just check whether they’ve taken the new file or not and then play the video again.

260. **To stop video time at 8 minute 39 seconds in VLC Media Player.**

Stop video here and ask students to open any saved file and then play the video again.

261. **To stop video time at 9 minute 26 seconds in VLC Media Player.**

Stop video here and ask students to click on the “File” menu as shown in the video and then play the video again.

262. **To stop video time at 9 minute 35 seconds in VLC Media Player.**

Stop video here and ask students to click on the “Open” option as shown in the video and then play the video again.

263. **To stop video time at 10 minute 19 seconds in VLC Media Player.**

Stop video here and ask students to select any file and click on the ‘Open’ button as shown in the video.
Now just check if everyone has done so and play the video again.

264. To stop video time at 10 minute 49 seconds in VLC Media Player.

Stop video here and ask if they can tell why we use ‘Recent documents’?

265. To stop video time at 11 minute 48 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘File’ menu as shown in the video and then play the video again.

266. To stop video time at 12 minute 18 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘Recent documents’ and then select any file as shown in the video.

Now just check if everyone has done so and play the video again.
267. To stop video time at 12 minute 32 seconds in VLC Media Player.

Stop video here and ask why do we use ‘Save as’ option?

Just listen to the answers and play the video again for the correct answer.

268. To stop video time at 13 minute 33 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘File’ menu as shown in the video and then play the video again.

269. To stop video time at 14 minute 41 seconds in VLC Media Player.

Stop video here and check whether they’ve clicked on ‘save as’ submenu and the box has appeared or not as shown in the video.

Just check and play the video again.

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270. **To stop video time at 14 minute 57 seconds in VLC Media Player.**

Stop video here and ask students to change the file into pdf and then play the video again.

271. **To stop video time at 15 minute 36 seconds in VLC Media Player.**

Stop video here and ask students to click on the ‘File’ menu and then click on the ‘Export as pdf’ option a box will appear as shown in the video and then play the video again.

272. **To stop video time at 15 minute 49 seconds in VLC Media Player.**

Stop video here and ask students to bring the pointer on the ‘Export’ button and click once as shown in the video and then play the video again.
273. To stop video time at 17 minute 01 seconds in VLC Media Player.
Stop video here and ask students to select any location where they want to save the pdf file and then give the file name and click on the ‘Save’ button as shown in the video and then play the video again.

274. To stop video time at 17 minute 11 seconds in VLC Media Player.

Stop video here and ask students to close the writer file and then play the video again.

275. To stop video time at 18 minute 12 seconds in VLC Media Player.

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Stop video here and ask students to shutdown the computer and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ କମ୍ପିଉଟଯ କୁ ଶଟଡାଉନ / ଫନ୍ଦ କଯିଫା / କୁହାଇ ଏଫିଡ ଏଫମ୍ବଠଦିଙ୍ଗ ବିଡିଓ କୁ ଱ାଇଜାଇ ଚରାଅ।
Complete teacher’s manual for Writer 1 Class 9
Class 9 Summaries

✓ Open your laptop/notebook and switch on.
✓ How to open writer file and operate it.
✓ What is edit menu bar?
✓ Using Undo & Redo.
✓ Using Copy&Paste.
✓ Using Cut&Paste.
✓ How to use Find & Replace?
✓ Short cut Command For all these options.
✓ How to shut down computer.

Now let’s start class.

276. To stop video time at 29 seconds in VLC Media Player.
Stop video here and ask What is Full Form of ‘PDF’?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଩ଚାଯ ଆୱଭ କାହି ପୁର୍?
Just listen to the answers and play the video again for the correct answer.
ଲାବଲ କୁ ଚୁଁର ଜେବର ଲାବଲ ଯାହା ଲିଖିତ କରାପାରିଲାର କାହି?

277. To stop video time at 41 seconds in VLC Media Player.

Stop video here and ask why we make ‘PDF’ File?
ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଩ଚାଯ କାହି ପୁର୍?
Just listen to the answers and play the video again for the correct answer.
278. **To stop video time at 1 minute 02 seconds in VLC Media Player.**

Stop video here and ask what is difference between ‘save’ and ‘save as’?

Just listen to the answers and play the video again for the correct answer.

279. **To stop video time at 2 minute 08 seconds in VLC Media Player.**

Stop video here and ask students to open a writer file and then play the video again.

280. **To stop video time at 2 minute 15 seconds in VLC Media Player.**
Stop video here and ask if they have been able to open writer file or not?

Just listen to the answers and play the video again for the correct answer.

281. **To stop video time at 2 minute 44 seconds in VLC Media Player.**

Stop video here and ask students to open ‘Run command box’ as shown in the video and then play the video again.

282. **To stop video time at 3 minute 15 seconds in VLC Media Player.**

Stop video here and ask students to type ‘Swriter’ in the box without any space and then click on the ‘OK’ button as shown in the video and then play the video again.

283. **To stop video time at 3 minute 49 seconds in VLC Media Player.**

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Stop video here and ask students to type the given paragraph which is shown in video.

Just check whether they have typed the paragraph or not and then play the video again.

284. **To stop video time at 3 minute 53 seconds in VLC Media Player.**

Stop video here and ask students if they have all typed out paragraph?

Now just check and then play the video again.

285. **To stop video time at 4 minute 11 seconds in VLC Media Player.**

Stop video here and ask why we use ‘undo’?

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Just listen to the answers and play the video again for correct answer.

286. **To stop video time at 5 minute 55 seconds in VLC Media Player.**
Stop video here and ask students to do ‘undo’ and as shown in the video and then play the video again.

287. **To stop video time at 6 minute 12 seconds in VLC Media Player.**
Stop video here and ask them to do ‘Undo’ once again as shown in video and then play the video again.

288. **To stop video time at 6 minute 47 seconds in VLC Media Player.**
Stop video here and ask them to do as shown in video and then play the video again.

Check whether they have done ‘undo’ or not and then play the video again.

289. **To stop video time at 6 minute 59 seconds in VLC Media Player.**
Stop video here and ask why we use ‘Redo’?

Stop video here and ask why we use ‘Redo’?

Just listen to the answers and play the video again for correct answer.

290. To stop video time at 8 minute 29 seconds in VLC Media Player.

Stop video here and ask students to do ‘Redo’ as shown in the video and then play the video again.

291. To stop video time at 8 minute 49 seconds in VLC Media Player.

Stop video here and ask students to do ‘Redo’ once again as shown in the video and then play the video again.

292. To stop video time at 9 minute 11 seconds in VLC Media Player.

Stop video here and ask students to do as shown in the video.

Now just check whether they’ve done ‘Redo’ or not and then play the video again.
293. To stop video time at 9 minute 20 seconds in VLC Media Player.

Stop video here and ask why we use ‘cut’?
CrLf
Cut
CrLf
Paste
CrLf

Stop video here and ask why we use ‘Paste’?
CrLf
Paste
CrLf

294. To stop video time at 10 minute 11 seconds in VLC Media Player.

Stop video here and ask why we use ‘Paste’?
CrLf
Paste
CrLf

295. To stop video time at 11 minute 55 seconds in VLC Media Player.

Stop video here and ask students to select text or paragraph as shown in video. Then Play the video again.
296. **To stop video time at 12 minute 24 seconds in VLC Media Player.**
Stop video here and ask them to do ‘cut’ as shown in video and then play the video again.

297. **To stop video time at 13 minute 26 seconds in VLC Media Player.**
Stop video here and ask students to paste the line as shown in the video.
Now just check whether they’ve pasted the line or not and then play the video again.

298. **To stop video time at 13 minute 37 seconds in VLC Media Player.**
Stop video here and ask why we use “Copy”?
Just listen to the answers and play the video again for the correct answer.

299. **To stop video time at 15 minute 30 seconds in VLC Media Player.**
Stop video here and ask students to select text or paragraph as shown in video.
Play the video again.
300. **To stop video time at 15 minute 51 seconds in VLC Media Player.**
Stop video here and ask students to do ‘Copy’ as shown in video play the video again.

301. **To stop video time at 16 minute 38 seconds in VLC Media Player.**
Stop video here and ask them to do ‘paste’ as shown in video play the video again.

302. **To stop video time at 16 minute 49 seconds in VLC Media Player.**
Stop video here and ask why we use ‘Select all’?

Stop video here and ask why we use ‘find’?

Just listen to the answers and play the video again for the correct answer.

Stop video here and ask why we use ‘find’?

Just listen to the answers and play the video again for the correct answer.

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305. To stop video time at 19 minute 45 seconds in VLC Media Player.

Stop video here and ask why we use ‘replace’?

Just listen to the answers and play the video again for the correct answer.

306. To stop video time at 21 minute 16 seconds in VLC Media Player.

Stop video here and ask students to click on ‘find & Replace’ submenu as shown in video.

Now check whether box has appeared or not and then play the video again.

307. To stop video time at 21 minute 38 seconds in VLC Media Player.

Stop video here and ask students to type their text in the box as shown in the video and then play the video again.
308. **To stop video time at 22 minute 30 seconds in VLC Media Player.**

Stop video here and ask students to click on ‘find’ or ‘find all’ option as shown in video and then play the video again.

Stop video here and check whether they have used ‘find’ or not and then play the video again.

Now check whether another box has appeared or not and then play the video again.

309. **To stop video time at 22 minute 45 seconds in VLC Media Player.**

Stop video here and ask students to click on “find & Replace” submenu as shown in video.

Now check whether another box has appeared or not and then play the video again.

310. **To stop video time at 23 minute 09 seconds in VLC Media Player.**

Stop video here and ask students to type their text in the box for replace as shown in the video and then play the video again.

311. **To stop video time at 23 minute 30 seconds in VLC Media Player.**

Stop video here and ask students to click on ‘replace’ or ‘replace all’ option as shown in video and then play the video again.
312. To stop video time at 23 minute 45 seconds in VLC Media Player. Stop video here and check whether they have used ‘replace’ or not and then play the video again.

313. To stop video time at 23 minute 54 seconds in VLC Media Player.

Stop video here and ask students to close the writer file and then play the video again.

314. To stop video time at 24 minute 58 seconds in VLC Media Player.

Stop video here and ask students to shutdown the computer and then play the video again.
Complete teacher’s manual for Writer 1 Class 10
Class 10 Summaries

 ✓ Open your laptop/notebook and switch on.
 ✓ How to open writer file and operate it.
 ✓ Revision of edit menu bar.
 ✓ Practice of Undo & Redo.
 ✓ Practice of Copy & Paste.
 ✓ Practice of Cut & Paste.
 ✓ Practice of Find & Replace.
 ✓ Practice of Short cut Command For all these options
 ✓ How to shut down computer.

Now let’s start class.

315. To stop video time at 29 seconds in VLC Media Player.
Stop video here and ask if they remember what they’ve learnt in previous class?

Just listen to the answers and play the video again for the correct answer.

316. To stop video time at 53 seconds in VLC Media Player.

Stop video here and ask if they know why we use ‘undo’ Command and what is shortcut command for it?

Just listen to the answers and play the video again for correct answer.

317. To stop video time at 1 minute 19 seconds in VLC Media Player.
Just listen to the answers and play the video again for correct answer.

318. **To stop video time at 1 minute 51 seconds in VLC Media Player.**

Stop video here and ask what will they do for Copying one or more line?

Just listen to the answers and play the video again for correct answer.

319. **To stop video time at 2 minute 13 seconds in VLC Media Player.**

Stop video here and ask if they know what is ‘Cut’ and what is shortcut command for it?
320. **To stop video time at 2 minute 44 seconds in VLC Media Player.**

Stop video here and ask if they know what is ‘find & replace’ and what is shortcut command for it?

Just listen to the answers and play the video again for the correct answer.

321. **To stop video time at 3 minute 14 seconds in VLC Media Player.**

Stop video here and ask students if they can open their writer file?

Just listen to the answers and play the video again.
322. **To stop video time at 4 minute 25 seconds in VLC Media Player.**
Stop video here and check whether they have opened writer file or not.
Just check and play the video again.

323. **To stop video time at 4 minute 49 seconds in VLC Media Player.**
Stop video here and ask students to type the given paragraph which is shown in video.
Just check whether have they typed the paragraph or not and then play the video again.

324. **To stop video time at 6 minute 12 seconds in VLC Media Player.**
Stop video here and ask students to do ‘undo’ as shown in the video and then play the video again.

325. **To stop video time at 6 minute 30 seconds in VLC Media Player.**
Stop video here and ask them to do as shown in video and then play the video again.
326. To stop video time at 7 minute 01 seconds in VLC Media Player.
Stop video here and ask them to do as shown in video and then play the video again.
Check whether they have done ‘undo’ or not and then play the video again.

327. To stop video time at 8 minute 16 seconds in VLC Media Player.
Stop video here and ask them to do ‘redo’ as shown in video and then play the video again.

328. To stop video time at 8 minute 42 seconds in VLC Media Player.
Stop video here and ask students to do as shown in video and then play the video again.

329. To stop video time at 8 minute 52 seconds in VLC Media Player.
Stop video here and ask them to do as shown in video and then play the video again.
Check whether they have done ‘redo’ or not and then play the video again.

330. To stop video time at 9 minute 41 seconds in VLC Media Player.
Stop video here and ask them to select their text or paragraph as shown in video.

331. To stop video time at 10 minute 09 seconds in VLC Media Player.
Stop video here and ask students to do ‘cut’ as shown in video and then play the video again.

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332. **To stop video time at 11 minute 02 seconds in VLC Media Player.**
Stop video here and ask to do ‘paste’ as shown in video and then play the video again.

333. **To stop video time at 11 minute 44 seconds in VLC Media Player.**
Stop video here and ask students to select text or paragraph as shown in video.

334. **To stop video time at 12 minute 04 seconds in VLC Media Player.**
Stop video here and check whether they’ve clicked on ‘copy’ submenu as shown in the video.

335. **To stop video time at 12 minute 51 seconds in VLC Media Player.**
Stop video here and ask students to do ‘paste’ as shown in video and then play the video again.

336. **To stop video time at 13 minute 04 seconds in VLC Media Player.**
Stop video here and ask students to replace any word with their name and then play the video again.

337. To stop video time at 14 minute 08 seconds in VLC Media Player.
Stop video here and ask students to click on ‘find & Replace’ submenu as shown in video.

Now check whether box has appeared or not and then play the video again.

338. To stop video time at 14 minute 38 seconds in VLC Media Player.
Stop video here and ask students to type their text in the box as shown in the video and then play the video again.

339. To stop video time at 14 minute 52 seconds in VLC Media Player.
Stop video here and ask students to click on ‘find or find all’ option as shown in video and then play the video again.

Check whether they have used ‘find’ or not and then play the video again.

340. To stop video time at 15 minute 31 seconds in VLC Media Player.
Stop video here and ask students to click on ‘find & Replace’ submenu as shown in video.

Now check whether another box has appeared or not and then play the video again.

341. **To stop video time at 16 minute 01 seconds in VLC Media Player.**
Stop video here and ask students to type their text in the box for replace as shown in the video and then play the video again.

342. **To stop video time at 16 minute 20 seconds in VLC Media Player.**
Stop video here and ask students to click on ‘replace or replace all’ option as shown in video and then play the video again.

343. **To stop video time at 16 minute 47 seconds in VLC Media Player.**
Stop video here and ask students to close the writer file and then play the video again.

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344. To stop video time at 17 minute 53 seconds in VLC Media Player.

Stop video here and ask students to shutdown the computer and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ କମ୍ପିଉଟଯ କୁ ଶଟଡାଉନ / ଫନ୍ଦ କଯାଇଫା 
଩ାଇ ଏଫଂ ତା଩ୱଯ ବିଡିଓ କୁ ଫନ୍ଦ କଯିଫା।
Complete teacher’s manual for Writer 1 Class 11
Class 11 Summaries

✓ Open your laptop/notebook and switch on.

✓ How to open Writer file and operate it.

✓ Practice of Formatting bar.

✓ Practice of File menu.

✓ Practice of Edit menu.

✓ What is Recent Documents?

✓ Practice of Shortcut command.

✓ Practice of Export as PDF.

✓ Practice of ‘Find & Replace’.

✓ How to shut down computer.

345. To stop video time at 50 seconds in VLC Media Player.
Stop video here and ask if they can tell which software is a writer part of? And what is another name of writer?

Just listen to the answers and play the video again for the correct answer.

346. **To stop video time at 1 minute 11 seconds in VLC Media Player.**

Stop video here and ask what is standard tool bar? And why we use it?
347. To stop video time at 1 minute 30 seconds in VLC Media Player.

Stop video here and ask if they know what is formatting tool bar?

Just listen to the answers and play the video again for the correct answer.

348. To stop video time at 3 minute 41 seconds in VLC Media Player.

Stop video here and if they can tell which all option had they learnt of the ‘File and Edit menu’?

Just listen to the answers and play the video again for the correct answer.
349. To stop video time at 4 minute 28 seconds in VLC Media Player. 
Stop video here and check whether they have opened writer file or not.
Just check and play the video again.

350. To stop video time at 4 minute 33 seconds in VLC Media Player.
Stop video here and ask students to type the given line which is shown in video.

351. To stop video time at 4 minute 42 seconds in VLC Media Player.
Stop video here and ask if they can explain what is ‘copy’ and ‘paste’? And also ask what is shortcut command of ‘copy’ and ‘paste’?
Just listen to the answers and play the video again for the correct answer.

352. **To stop video time at 5 minute 27 seconds in VLC Media Player.**

Stop video here and ask students to ‘copy- paste’ 10 times of the given line and then play the video again.

353. **To stop video time at 6 minute 28 seconds in VLC Media Player.**

Stop video here and check whether they have selected the line or not and then play the video again.

354. **To stop video time at 6 minute 40 seconds in VLC Media Player.**

Stop video here and ask students to ‘copy’ the line as shown in the video and then play the video again.

355. **To stop video time at 7 minute 26 seconds in VLC Media Player.**

Stop video here and ask students to ‘paste’ the line as shown in the video and then play the video again.

356. **To stop video time at 7 minute 50 seconds in VLC Media Player.**

Stop video here and check whether their cursor is on next line or not and ask to ‘paste’ as shown in the video.

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Just check and then play the video again.

357. **To stop video time at 8 minute 22 seconds in VLC Media Player.**
Stop video here and check whether they have done `paste` 10 times or not and then play the video again.

358. **To stop video time at 9 minute 01 seconds in VLC Media Player.**
Stop video here and ask students to select the first line and then play the video again.

359. **To stop video time at 9 minute 30 seconds in VLC Media Player.**
Stop video here and ask students to change the ‘Font Style’ and then play the video again.

360. **To stop video time at 9 minute 33 seconds in VLC Media Player.**
Stop video here and ask students to select the second line and then play the video again.

361. **To stop video time at 9 minute 48 seconds in VLC Media Player.**
Stop video here and ask students to apply ‘underline’ and ‘italics’ on the same line and then play the video again.

362. **To stop video time at 10 minute 05 seconds in VLC Media Player.**
Stop video here and ask students to apply ‘right alignment’ as shown in video and then play the video again.
363. To stop video time at 10 minute 31 seconds in VLC Media Player.
Stop video here and ask students to select the next line and change the ‘font color’ and also ask to make the line ‘bold’ as shown in video and then play the video again.

364. To stop video time at 10 minute 47 seconds in VLC Media Player.
Stop video here and ask students to change the ‘highlight color’ and also ask to apply the ‘center alignment’ as shown in video and then play the video again.

365. To stop video time at 10 minute 59 seconds in VLC Media Player.
Stop video here and ask students to select the next line and then play the video again.

366. To stop video time at 11 minute 10 seconds in VLC Media Player.
Stop video here and ask students to change the ‘background’ color as shown in the video and then play the video again.

367. To stop video time at 11 minute 32 seconds in VLC Media Player.
Stop video here and ask students to change the ‘font size’ as shown in the video and then play the video again.
Stop video here and ask students to change the ‘font size’ again as shown in the video and then play the video again.

369. **To stop video time at 12 minute 15 seconds in VLC Media Player.**

Stop video here and ask why we use ‘Undo’ and ‘Redo’?

370. **To stop video time at 13 minute 05 seconds in VLC Media Player.**

Stop video here and ask students to do practice of ‘undo and redo’ as shown in video and then play the video again.

371. **To stop video time at 16 minute 38 seconds in VLC Media Player.**

Stop video here and ask students to bring back all those formatting by ‘Redo’ command which they had removed.

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Now just check whether they’ve practiced ‘Undo’ and ‘Redo’ option or not and then play the video again.

372. To stop video time at 16 minute 50 seconds in VLC Media Player.

Stop video here and ask if they know why we use ‘Find and Replace’?

Just listen to the answers and play the video again for the correct answer.

373. To stop video time at 17 minute 39 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘Find and Replace’ as shown in video and then play the video again.

374. To stop video time at 18 minute 28 seconds in VLC Media Player.

Stop video here and ask students to click on ‘Edit’ menu as shown in video.

Now check whether a box has appeared or not and then play the video again.

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375. **To stop video time at 18 minute 45 seconds in VLC Media Player.**
Stop video here and ask students to click on ‘find and replace’ submenu as shown in video.

376. **To stop video time at 19 minute 05 seconds in VLC Media Player.**
Stop video here and ask students to type India in the ‘search for’ box as shown in the video and then play the video again.

377. **To stop video time at 19 minute 50 seconds in VLC Media Player.**
Stop video here and ask students to click on ‘find all’ option as shown in video and then play the video again.

378. **To stop video time at 20 minute 04 seconds in VLC Media Player.**
Stop video here and ask students to use the shortcut command of ‘Find and Replace’ as shown in the video and then play the video again.

379. **To stop video time at 20 minute 27 seconds in VLC Media Player.**
Stop video here and ask students to type ‘India’ in the ‘search for’ box as shown in the video and then play the video again.

380. **To stop video time at 20 minute 44 seconds in VLC Media Player.**
Stop video here and ask students to type ‘Gurgaon’ in the ‘replace’ box as shown in the video and then play the video again.

381. **To stop video time at 21 minute 11 seconds in VLC Media Player.**
Stop video here and ask students to type “Gurgaon” in the “replace” box as shown in the video and then play the video again.

382. **To stop video time at 21 minute 50 seconds in VLC Media Player.**
Stop video here and check whether they have ‘replaced’ all words or not as shown in video and then play the video again.

383. **To stop video time at 22 minute 03 seconds in VLC Media Player.**
Stop video here and ask students to do practice of ‘save and save as’ as shown in video and then play the video again.

384. **To stop video time at 22 minute 32 seconds in VLC Media Player.**
Stop video here and ask students to save their file on desktop and then play the video again.

385. **To stop video time at 23 minute 48 seconds in VLC Media Player.**
Stop video here and ask students to click on the ‘File’ menu and then click on the ‘Save’ option as shown in the video.

Now just check whether the box has appeared or not and then play the video again.
386. To stop video time at 22 minute 32 seconds in VLC Media Player.
Stop video here and ask students to type their name in the file name box and then click on the ‘Save’ button as shown in the video and then play the video again.

387. To stop video time at 24 minute 53 seconds in VLC Media Player.
Stop video here and check whether they’ve saved the file or not and then play the video again.

388. To stop video time at 25 minute 04 seconds in VLC Media Player.
Stop video here and ask if they know why and how we use “Export as PDF”?

389. To stop video time at 25 minute 21 seconds in VLC Media Player.

Just listen to the answers and play the video again for the correct answer.
Stop video here and ask if they know why we convert any file into ‘PDF’?

Just listen to the answers and play the video again for the correct answer.

390. To stop video time at 25 minute 48 seconds in VLC Media Player.

Stop video here and ask students to do practice of ‘Export as PDF’ as shown in the video and then play the video again.

391. To stop video time at 26 minute 28 seconds in VLC Media Player.

Stop video here and ask students to click on the ‘File’ option and then click on the ‘Export as pdf’ option as shown in the video and then play the video again.

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392. **To stop video time at 26 minute 46 seconds in VLC Media Player.**
Stop video here and ask students to click on the ‘Export’ option as shown in the video and then play the video again.

393. **To stop video time at 27 minute 57 seconds in VLC Media Player.**
Stop video here and ask students to give the file name and click on the ‘Save’ button as shown in the video and then play the video again.

394. **To stop video time at 28 minute 41 seconds in VLC Media Player.**
Stop video here and check whether they have made pdf file or not and then play the video again.

395. **To stop video time at 28 minute 48 seconds in VLC Media Player.**
Stop video here and ask why we use ‘Recent Documents’?

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Just listen to the answers and play the video again for the correct answer.

396. To stop video time at 29 minute 04 seconds in VLC Media Player.

Stop video here and ask why we use ‘New’ and ‘Open’?

Just listen to the answers and play the video again for the correct answer.

397. To stop video time at 29 minute 36 seconds in VLC Media Player.

Stop video here and ask what is ‘Close’?

Just listen to the answers and play the video again for the correct answer.

398. To stop video time at 29 minute 53 seconds in VLC Media Player.
Stop video here and ask students to close a writer file and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ ଯାଇଟ ପାଇର ଫନ୍ଦ କଯିଫା ଩ାଇଫଂ କୁହ ଏଫଂ ତା଩୍ବଯ ବିଡିଓ ଫନ୍ଦ କଯାଇଫା ଚରାଅ କଯାଇଫା ଦାଖାଇଲ।

399. To stop video time at 29 minute 57 seconds in VLC Media Player.

Stop video here and ask students to shutdown a computer and then play the video again.

ଏହିଠାୱଯ ବିଡିଓ ଫନ୍ଦ କଯ ଏଫଂ ଛାତ୍ର ଭାନଙ୍କୁ କମ୍ପିਊଟର କୁ ଶଟଡାଉନ କଯିଫା ଩ାଇଫଂ କୁହ ଏଫଂ ତା଩୍ବଯ ବିଡିଓ ଫନ୍ଦ କଯାଇଫା ଚରାଅ କଯାଇଫା ଦାଖାଇଲ।