

Help Manual for Facilitators (Writer 1)

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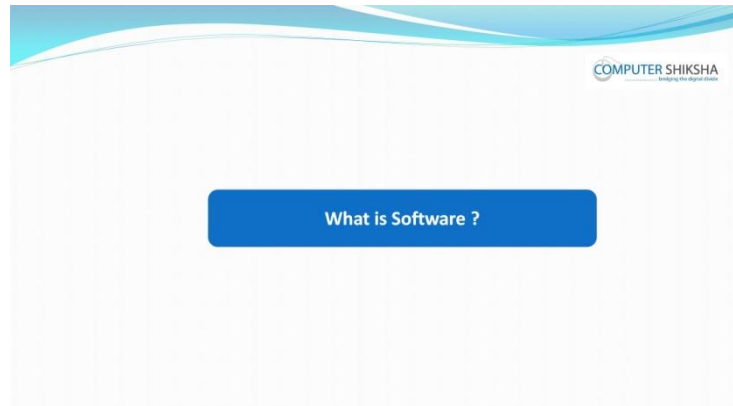
Complete teacher's manual for Open office writer 1 Class 1

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.

Now let's start video.

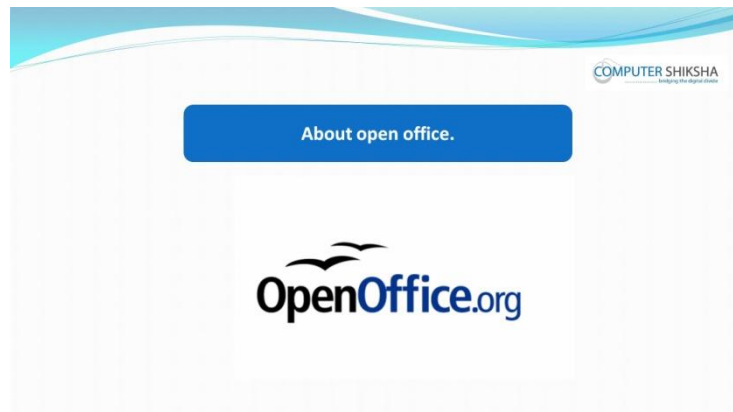
1. To stop video time at 17 seconds in VLC Media Player.



Stop video here and ask what is 'Software'?

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

2. To stop video time at 1 minute 17 seconds in VLC Media Player.



Stop video here if they know what is 'Openoffice.org'?
Just listen to the answers and play the video again for the correct answer.

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



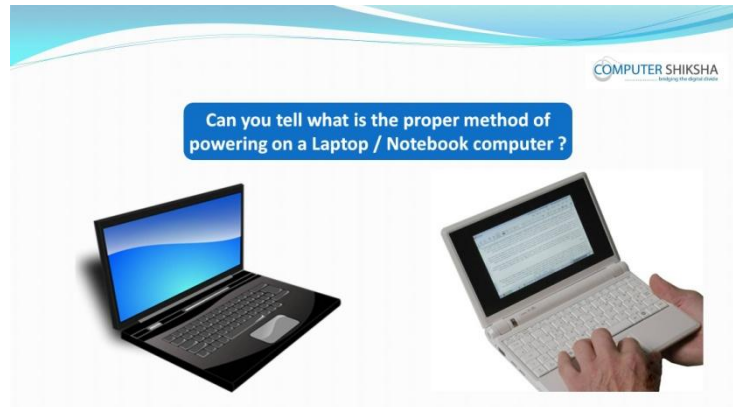
Stop video here and ask what is Open office used for'
Just listen to the answers and play the video again for the correct answer.

4. To stop video time at 2 minute 24 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 27 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.

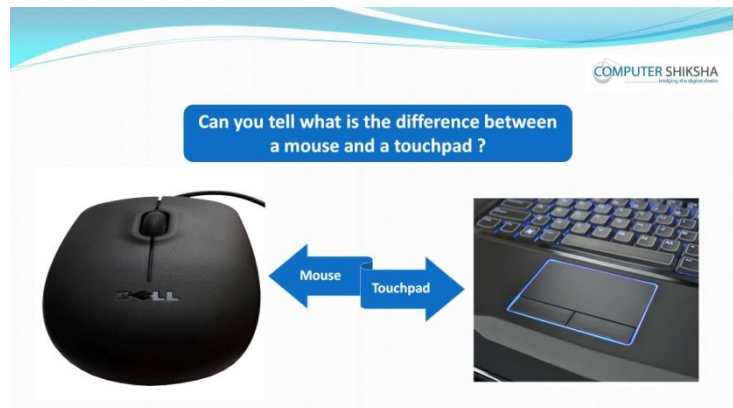
6. To stop video time at 4 minute 01 seconds in VLC Media Player.



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

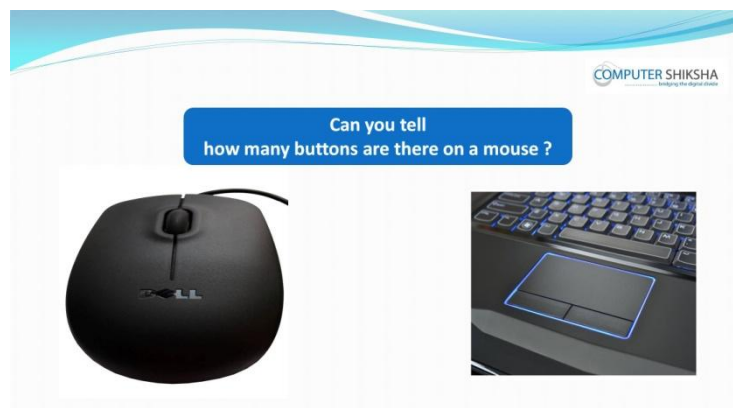
Now just check if everyone has done so and play the video again.

7. To stop video time at 4 minute 08 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 4 minute 08 seconds in VLC Media Player.



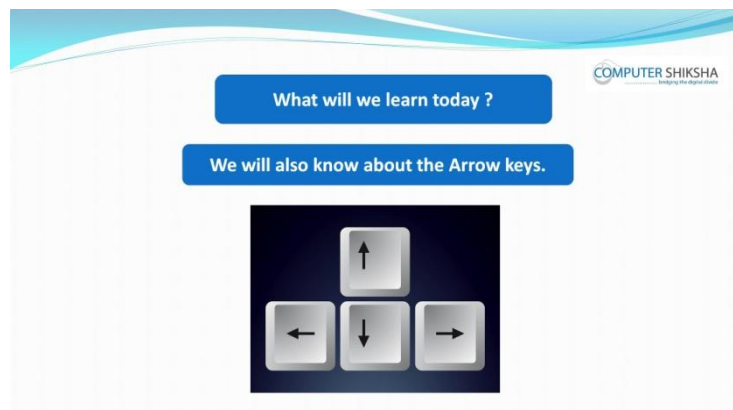
Stop video here and ask how many buttons are there on a mouse?
Just listen to the answers and play the video again for the correct answer.

9. To stop video time at 4 minute 52 seconds in VLC Media Player.



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

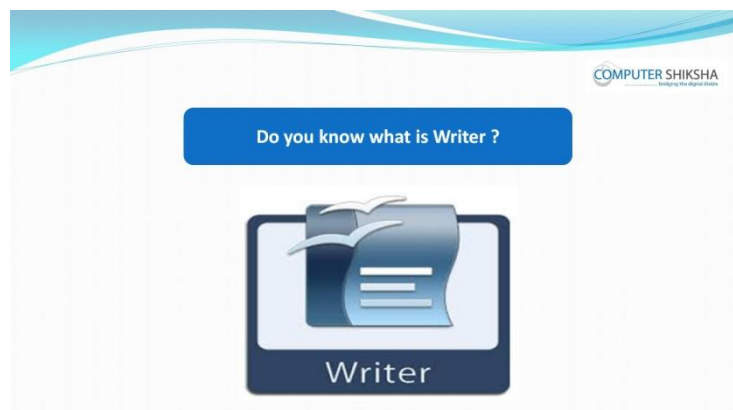
10.To stop video time at 6 minute 04 seconds in VLC Media Player.



Stop video here and ask what will we learn today?

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

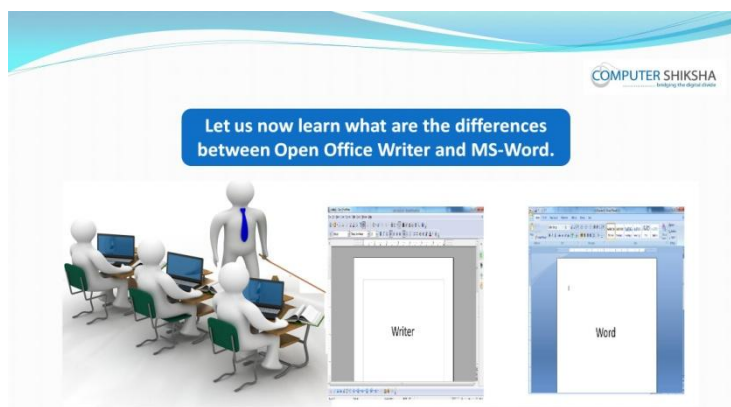
11.To stop video time at 6 minute 07 seconds in VLC Media Player.



Stop video here and ask students if they know what is Writer?

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

12.To stop video time at 7 minute 14 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 7 minute 43 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 8 minute 51 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 9 minute 12 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 9 minute 35 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?

17.To stop video time at 11 minute 18 seconds in VLC Media Player.

Stop video here and ask students whether they have all understood about Title bar or not?

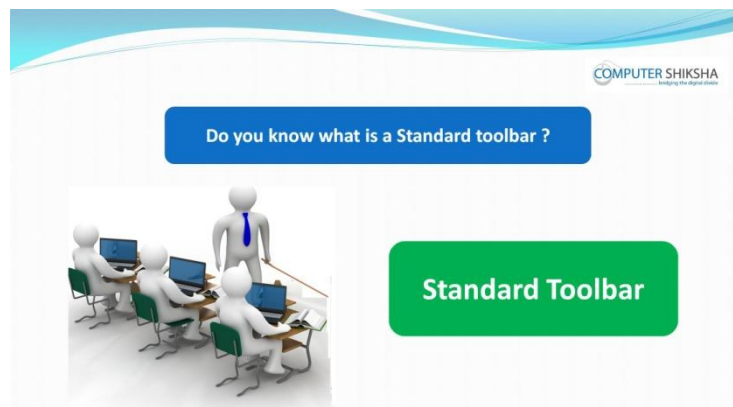
Just listen to the answers and play the video again for the correct answer.

18.To stop video time at 11 minute 25 seconds in VLC Media Player.



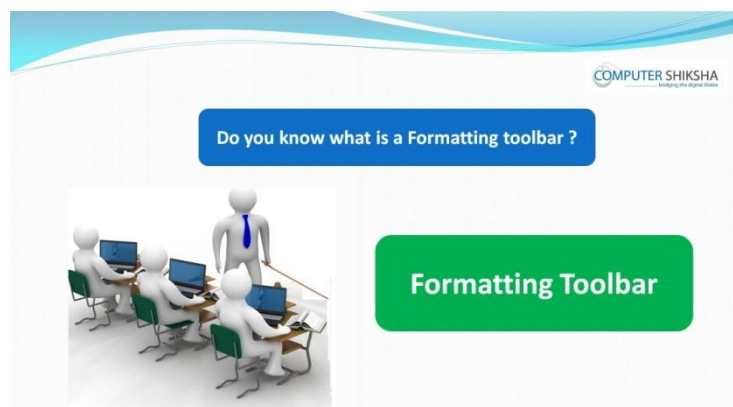
Stop video here and ask them if they know about ‘Menu bar’?
Just listen to the answers and play the video again for the correct answer.

19.To stop video time at 12 minute 22 seconds in VLC Media Player.



Stop video here and ask them if they know about ‘Standard toolbar’?
Just listen to the answers and play the video again for the correct answer.

20.To stop video time at 12 minute 58 seconds in VLC Media Player.



Stop video here and ask them if they know about ‘Formatting toolbar’?

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

21.To stop video time at 14 minute 20 seconds in VLC Media Player.



Stop video here and ask why we use Alphabets key?

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

22.To stop video time at 14 minute 39 seconds in VLC Media Player.



Stop video here and ask why we use Numbers key?

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

23.To stop video time at 14 minute 54 seconds in VLC Media Player.

Stop video here and ask which Specials keys are there in keyboard?

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

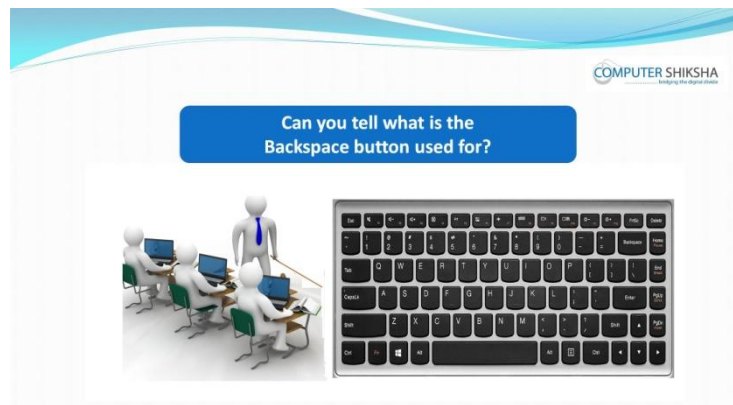
24.To stop video time at 15 minute 17 seconds in VLC Media Player.



Stop video here and ask why we use Spacebar key?

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

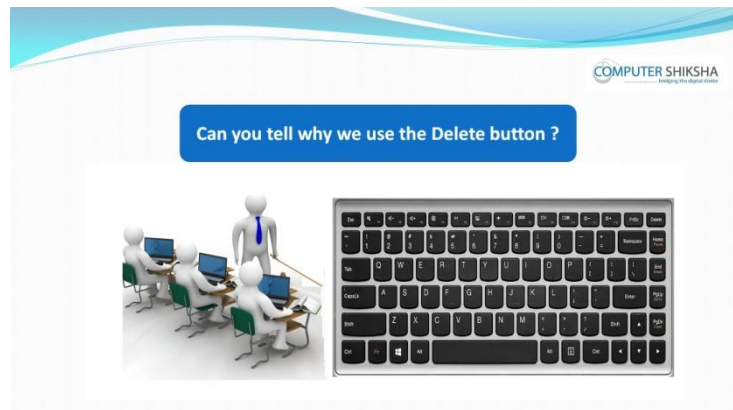
25.To stop video time at 15 minute 32 seconds in VLC Media Player.



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.

26.To stop video time at 15 minute 51 seconds in VLC Media Player.



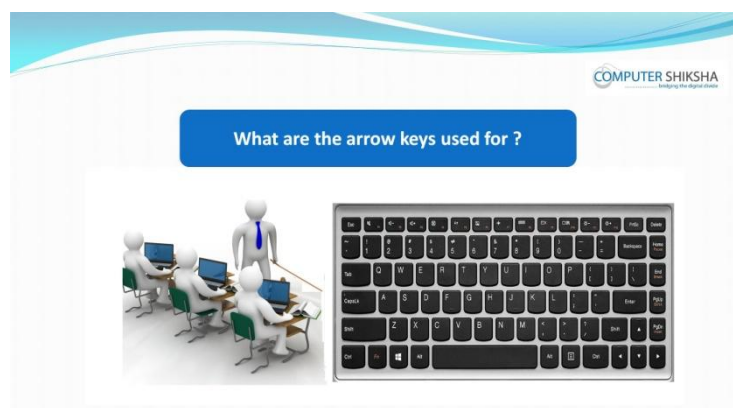
Stop video here and ask if they can tell what is the ‘Delete button’ used for?
Just listen to the answers and play the video again for the correct answer.

27.To stop video time at 16 minute 12 seconds in VLC Media Player.



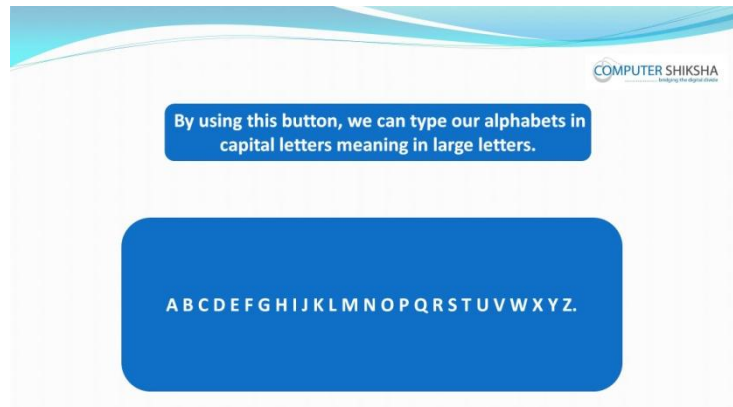
Stop video here and ask if they can tell what is the ‘Enter button’ used for?
Just listen to the answers and play the video again for the correct answer.

28.To stop video time at 16 minute 32 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.

29.To stop video time at 17 minute 25 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.

30.To stop video time at 18 minute 16 seconds in VLC Media Player.

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

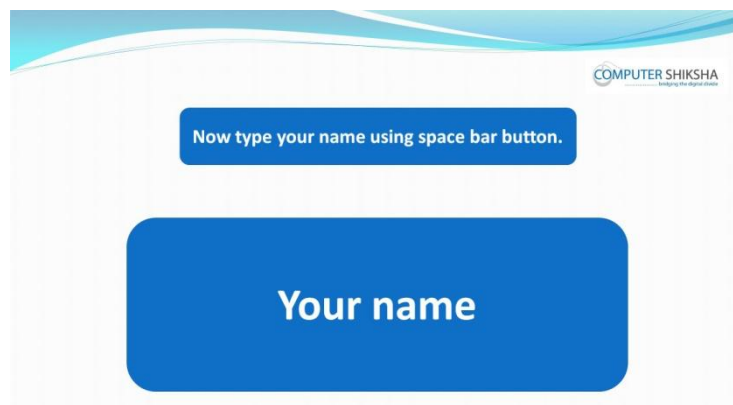
31.To stop video time at 19minute 08 seconds in VLC Media Player.

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.

32.To stop video time at 19 minute 54 seconds in VLC Media Player.

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

33.To stop video time at 20 minute 00 seconds in VLC Media Player.



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

34.To stop video time at 20 minute 37 seconds in VLC Media Player.

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

35.To stop video time at 21 minute 19 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.

36.To stop video time at 21 minute 36 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 and then play the video again.

37.To stop video time at 21 minute 53 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.

38.To stop video time at 22 minute 16 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.

39.To stop video time at 23 minute 46 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 25 minute 27 seconds in VLC Media Player.

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

41.To stop video time at 25 minute 46 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.

42.To stop video time at 26minute 14 seconds in VLC Media Player.

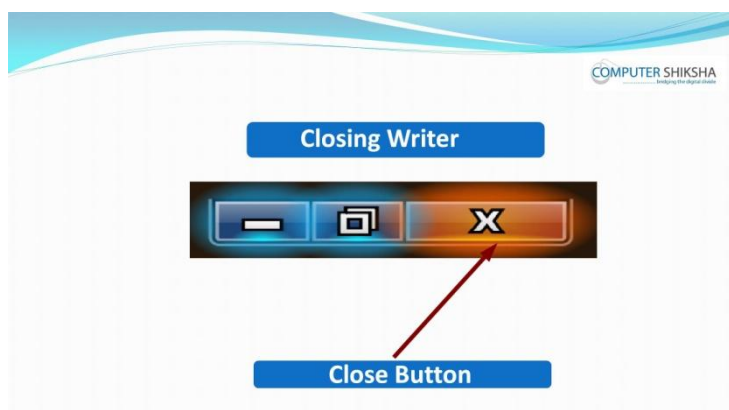
Stop video here and ask students to type symbols and then play the video again.

43.To stop video time at 27minute 02 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.

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



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

45.To stop video time at 27minute 34 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.

46.To stop video time at 27minute 55 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.

47.To stop video time at 28 minute 02 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.

48.To stop video time at 28 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.

49.To stop video time at 28 minute 40 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.

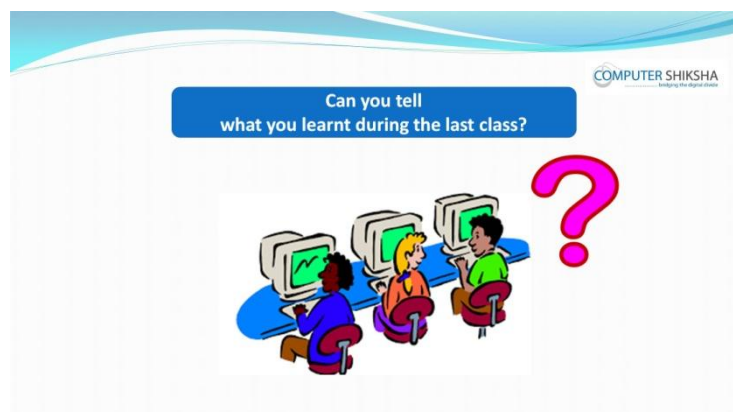
Complete teacher's manual for Open office writer 1 Class 2

Summaries

- ✓ What is software and its types
- ✓ 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.

Now let's start video.

50.To stop video time at 1 minute 01 seconds in VLC Media Player.



Stop video here and ask if they can tell what they learnt in previous class?
Just listen to the answers and play the video again for the correct answer.

51.To stop video time at 1 minute 15 seconds in VLC Media Player.



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.

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

Stop video here and ask what is Open office used for

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

53.To stop video time at 1 minute 49 seconds in VLC Media Player.



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.

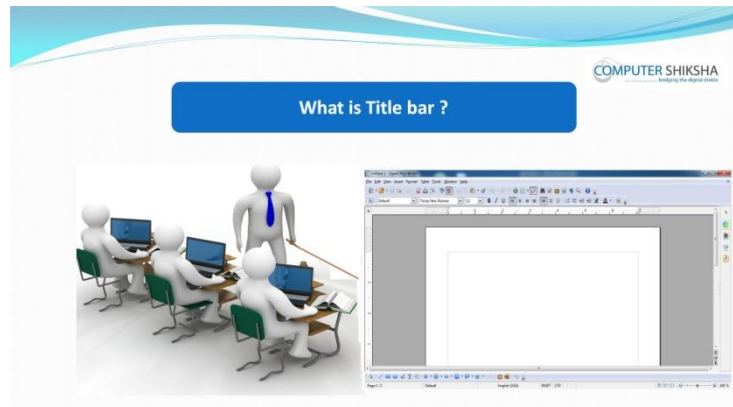
54.To stop video time at 2 minute 07 seconds in VLC Media Player.



Stop video here and ask what is ‘Software’?

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

55.To stop video time at 3 minute 03 seconds in VLC Media Player.



Stop video here and ask what is ‘Title bar’?

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

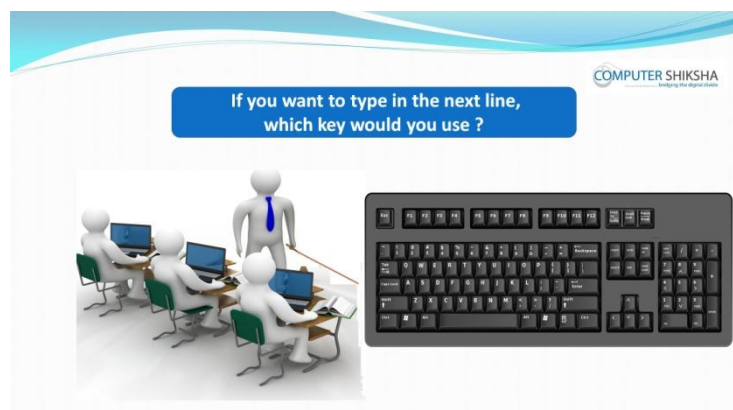
56.To stop video time at 3 minute 24 seconds in VLC Media Player.



Stop video here and ask what is keyboard and how many keys are there in keyboard?

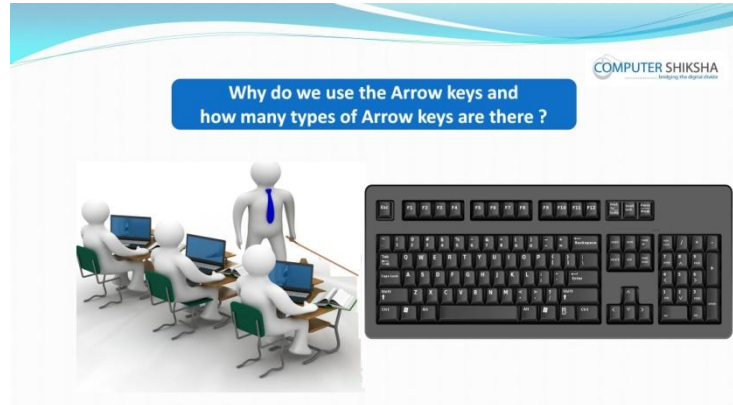
Just listen to the answers and play the video again for the correct answer.

57.To stop video time at 3 minute 54 seconds in VLC Media Player.



Stop video here and ask which key you would use to type in the next line?
Just listen to the answers and play the video again for the correct answer.

58.To stop video time at 4 minute 09seconds in VLC Media Player.



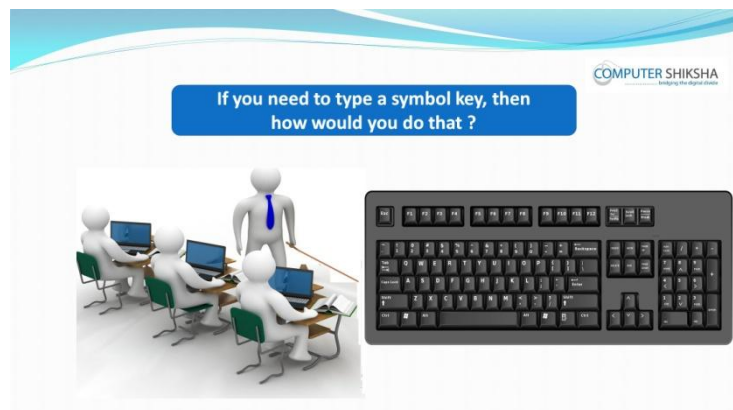
Stop video here and ask why do we use arrow keys and how many types of ‘Arrow’ keys are there?
Just listen to the answers and play the video again for the correct answer.

59.To stop video time at 4 minute 31 seconds in VLC Media Player.



Stop video here and ask if they have to type in Capital letters what will they need to do?
Just listen to the answers and play the video again for the correct answer.

60.To stop video time at 5 minute 06 seconds in VLC Media Player.



Stop video here and ask if they have to type symbols, how will they do that?
Just listen to the answers and play the video again for the correct answer.

61.To stop video time at 5 minute 48 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.

62.To stop video time at 6 minute 19 seconds in VLC Media Player.

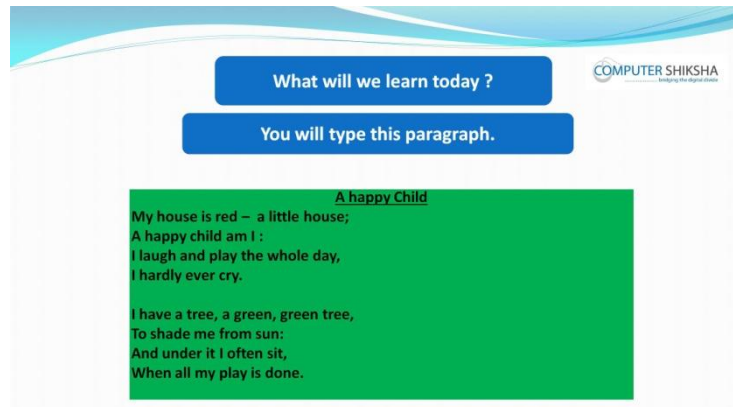
Stop video here and ask students to click on the 'Start button' as shown in the video and then play the video again.

63.To stop video time at 6 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?

64.To stop video time at 7 minute 34 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.

65.To stop video time at 07 minute 44 seconds in VLC Media Player.

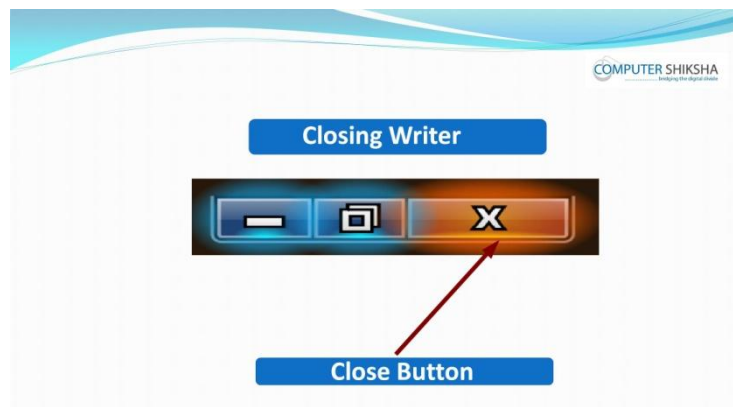
Stop video here and ask students to type the given paragraph.

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

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

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

67.To stop video time at 08 minute 06 seconds in VLC Media Player.



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

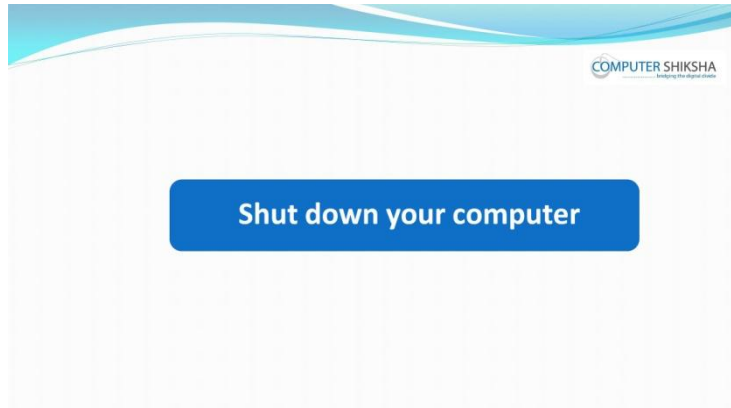
68.To stop video time at 08 minute 09 seconds in VLC Media Player.

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

69.To stop video time at 09 minute 04 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.

70.To stop video time at 09 minute 10 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 Writer 1 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.

71.To stop video time at 16 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.

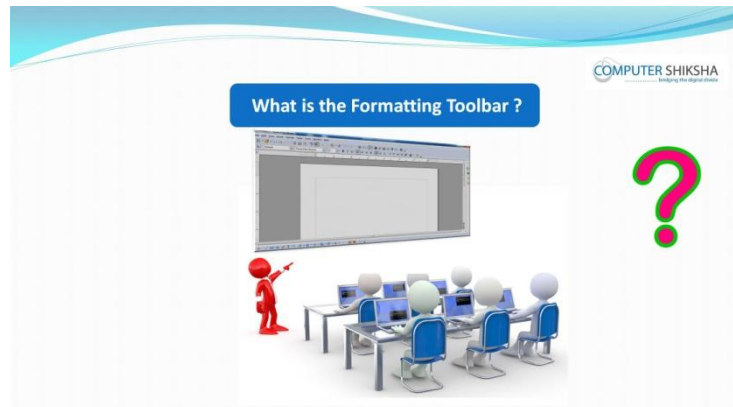
72.To stop video time at 1 minute 11 seconds in VLC Media Player.



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.

73.To stop video time at 1 minute 39 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.

74.To stop video time at 2 minute 25 seconds in VLC Media Player.



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

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

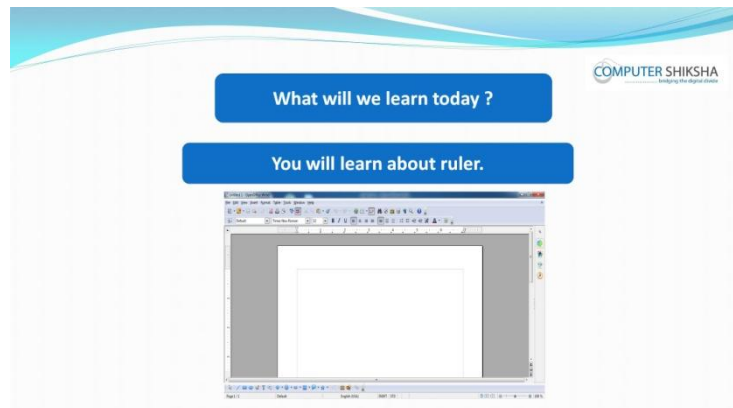
Stop video here and ask students to click on the ‘Start button’ as shown in the video and then play the video again.

76.To stop video time at 3 minute 40 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?

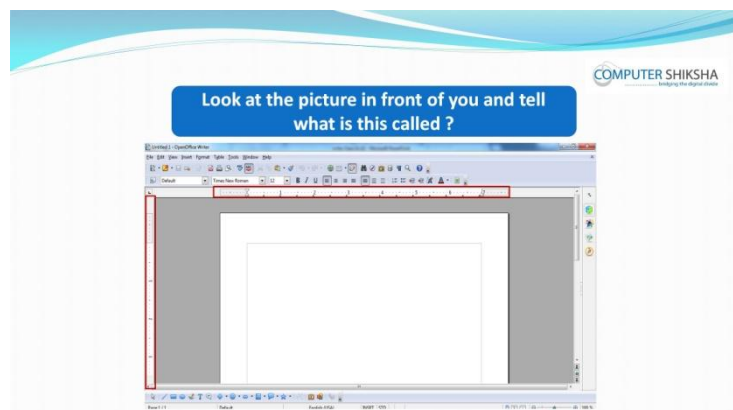
77.To stop video time at 4 minute 33 seconds in VLC Media Player.



Stop video here and ask what will learn today?

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

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



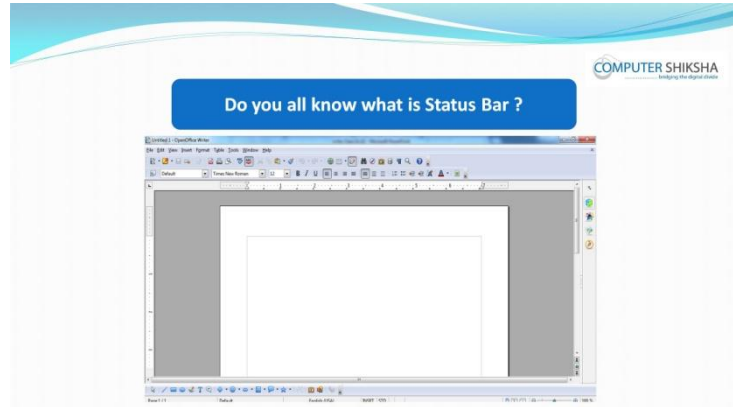
Stop video here and ask students to look in front of the screen and ask what is this called?

79.To stop video time at 4 minute 47 seconds in VLC Media Player.

Stop video here and ask what do we use a 'Ruler' for'

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

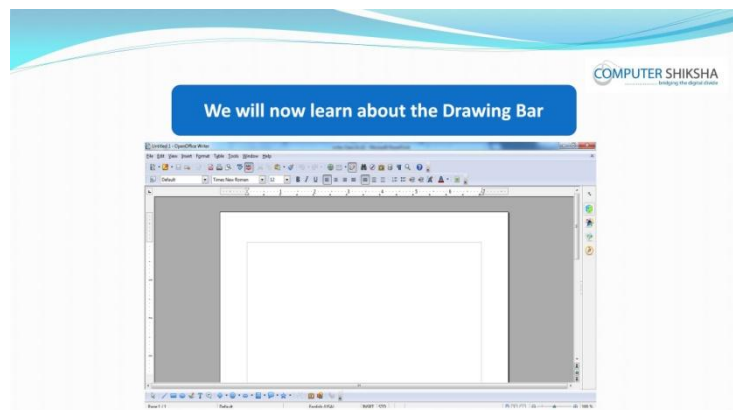
80.To stop video time at 5 minute 27 seconds in VLC Media Player.



Stop video here and ask what is status bar?

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

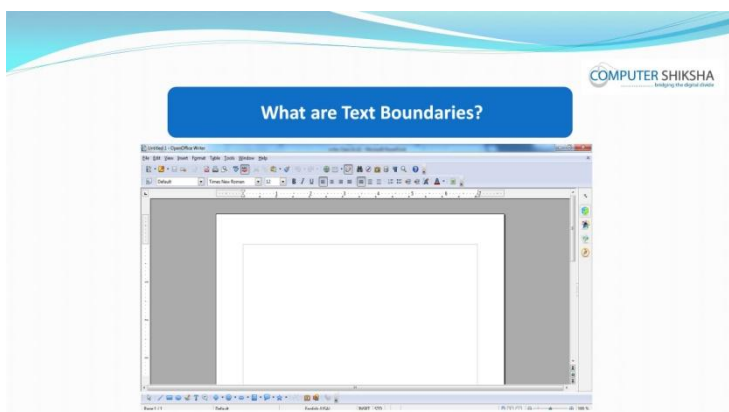
81.To stop video time at 6 minute 01 seconds in VLC Media Player.



Stop video here and ask why we use drawing bar?

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

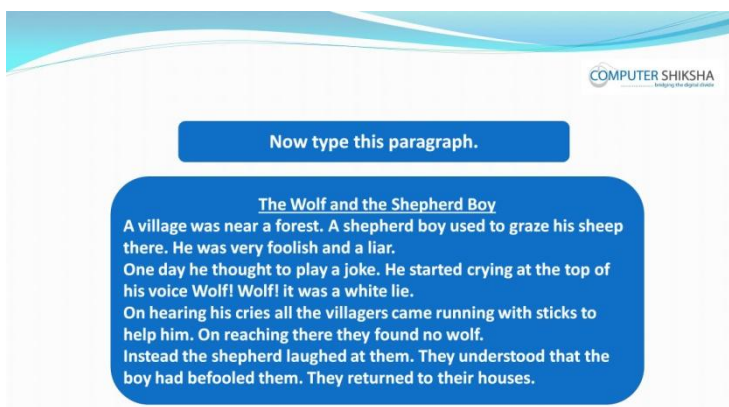
82.To stop video time at 6 minute 37 seconds in VLC Media Player.



Stop video here and ask what is text boundaries?

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

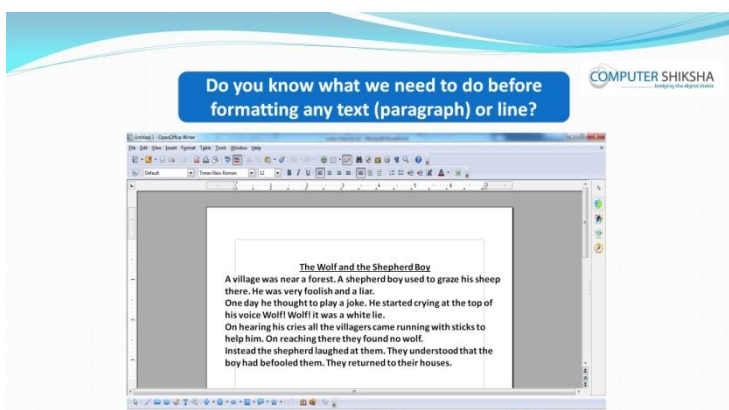
83.To stop video time at 7 minute 01 seconds in VLC Media Player.



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

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

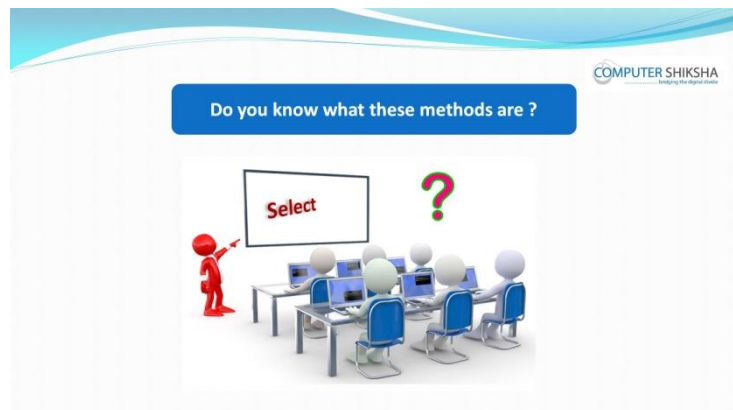
84.To stop video time at 7 minute 20 seconds in VLC Media Player.



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.

85.To stop video time at 7 minute 47 seconds in VLC Media Player.



Stop video here and ask students how many methods are there to select the paragraph

86.To stop video time at 9 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.

87.To stop video time at 11 minute 19 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.

88.To stop video time at 11 minute 19 seconds in VLC Media Player.

Stop video here and check if they have selected the paragraph or not and then play the video.

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

Stop video here and ask them to unselect the paragraph as shown in video and then play the video.

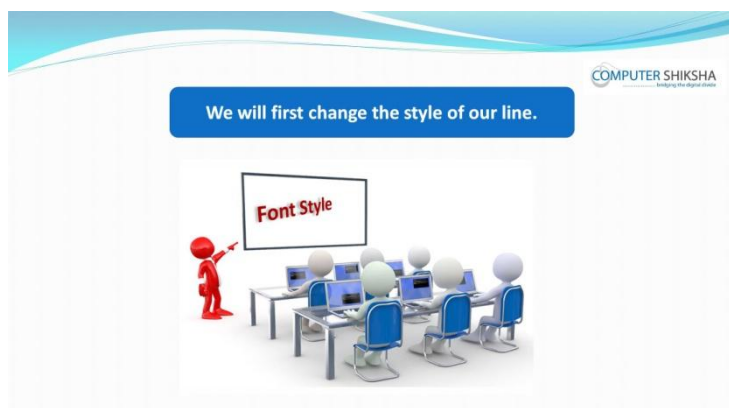
90.To stop video time at 14 minute 22 seconds in VLC Media Player.

Stop video here and ask them to select the paragraph by using shift and arrow keys and then play the video.

91.To stop video time at 14 minute 23 seconds in VLC Media Player.

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

92.To stop video time at 15 minute 20 seconds in VLC Media Player.



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

93.To stop video time at 16 minute 18 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.

94.To stop video time at 16 minute 35 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.

95.To stop video time at 17 minute 18 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.

96.To stop video time at 18 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.

97.To stop video time at 18 minute 42 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.

98.To stop video time at 19 minute 10 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.

99.To stop video time at 19 minute 24 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.

100. To stop video time at 19 minute 58 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.

101. To stop video time at 20 minute 25 seconds in VLC Media Player.

Stop video here and ask students to make line/paragraph bold as shown in the video.

Now just check whether they've made the line bold or not and then play the video again.

102. To stop video time at 20 minute 41 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.

103. To stop video time at 20 minute 46 seconds in VLC Media Player.

Stop video here and ask how to make a line or a paragraph in 'Italic'?

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

104. To stop video time at 21 minute 35 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.

105. To stop video time at 22 minute 13 seconds in VLC Media Player.

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

106. To stop video time at 23 minute 13 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.

107. To stop video time at 23 minute 33 seconds in VLC Media Player.

Stop video here and ask students to make line/paragraph bold as shown in the video.

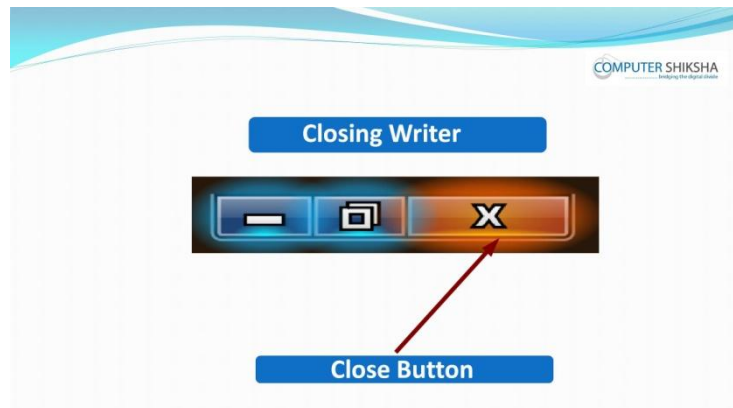
Now just check whether they've made the line bold or not and then play the video again.

108. 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.

Now just check and then play the video again.

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



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

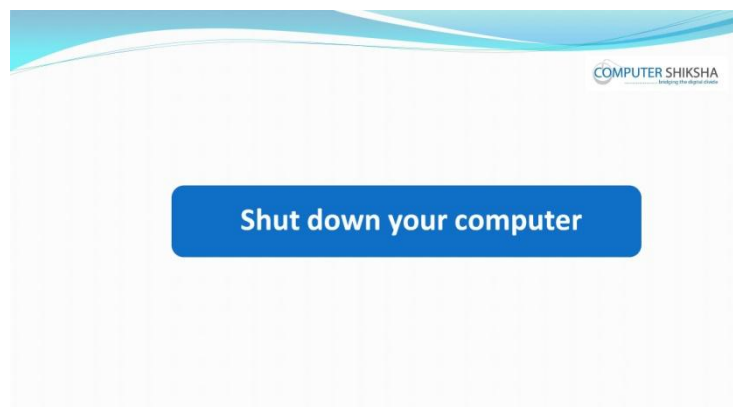
110. To stop video time at 25 minute 01 seconds in VLC Media Player.

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

111. To stop video time at 25 minute 03 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.

112. To stop video time at 25 minute 27 seconds in VLC Media Player.



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

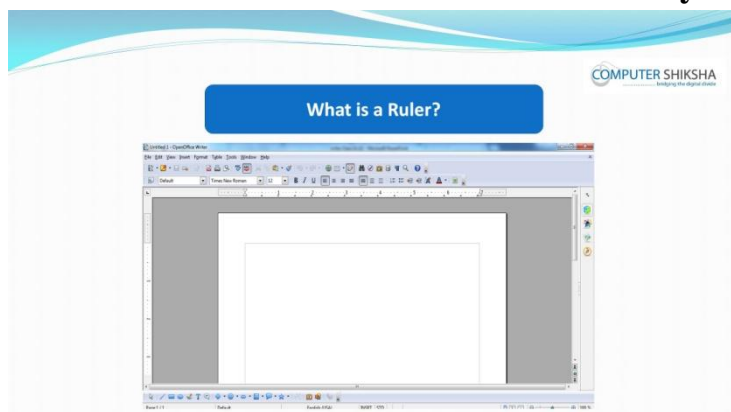
Complete teacher's manual for Writer 1 Class 4

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.

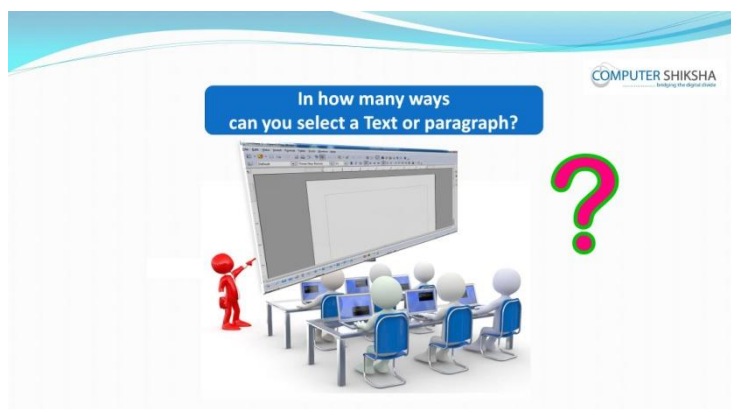
113. To stop video time at 32 seconds in VLC Media Player.



Stop video here and ask what is ruler?

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

114. To stop video time at 1minute 15 seconds in VLC Media Player.



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

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

115. To stop video time at 1 minute 32 seconds in VLC Media Player.



Stop video here and ask why do we select text?

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

116. To stop video time at 1minute 43 seconds in VLC Media Player.



Stop video here and ask why do we use Font Name?

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

117. To stop video time at 1minute 55 seconds in VLC Media Player.



Stop video here and ask if they know what do we use 'Font size for'?
Just listen to the answers and play the video again for the correct answer.

118. To stop video time at 2 minute 06 seconds in VLC Media Player.



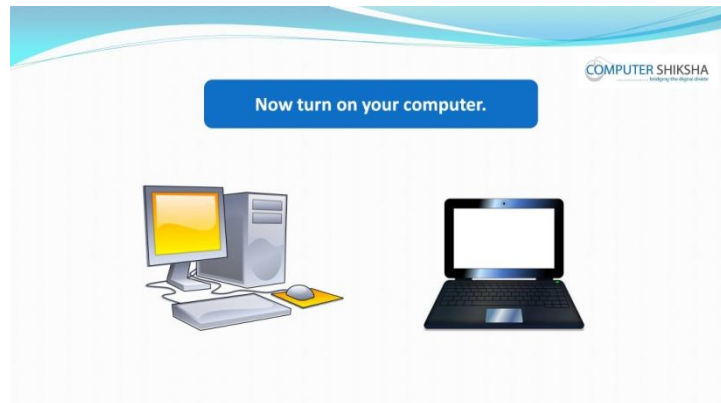
Stop video here and ask if they know what do we use 'Bold' for?
Just listen to the answers and play the video again for the correct answer.

119. To stop video time at 2 minute 18 seconds in VLC Media Player.



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

120. To stop video time at 2 minute 36 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.

121. To stop video time at 3 minute 34 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.

122. To stop video time at 3 minute 59 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.

123. To stop video time at 4 minute 07 seconds in VLC Media Player.

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

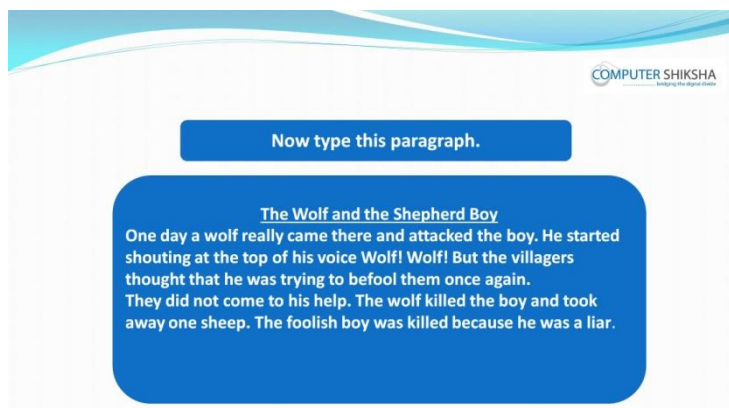
124. To stop video time at 4 minute 07 seconds in VLC Media Player.



Stop video here and ask what will they learn today?

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

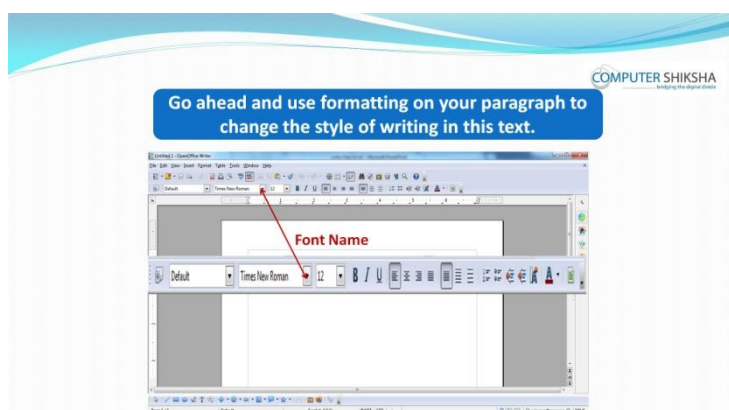
125. To stop video time at 4 minute 38 seconds in VLC Media Player.



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.

126. To stop video time at 5 minute 03 seconds in VLC Media Player.



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

127. To stop video time at 5 minute 39 seconds in VLC Media Player.

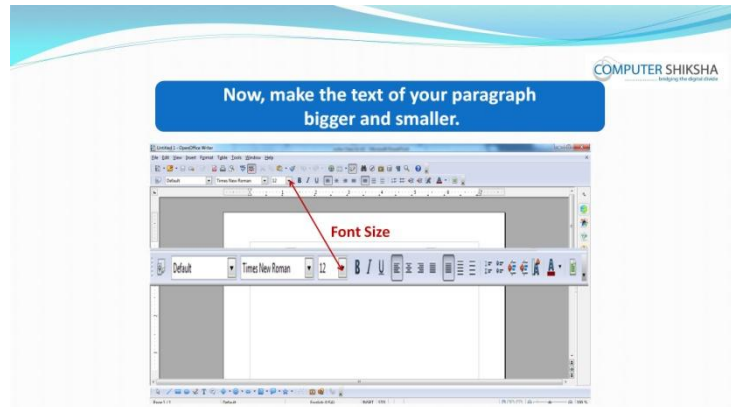
Stop video here and ask students to select the whole paragraph with help of shortcut command as shown in the video and then play the video again.

128. To stop video time at 6 minute 46 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.

129. To stop video time at 7 minute 03 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.

130. To stop video time at 7 minute 39 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.

131. To stop video time at 8 minute 28 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.

132. To stop video time at 8 minute 43 seconds in VLC Media Player.



Stop video here and ask students to make line Bold, Italic and Underline’ and then play the video again.

133. To stop video time at 10 minute 09 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.

134. To stop video time at 10 minute 30 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.

135. To stop video time at 11 minute 56 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.

136. To stop video time at 12 minute 15 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.

137. To stop video time at 13 minute 35 seconds in VLC Media Player.

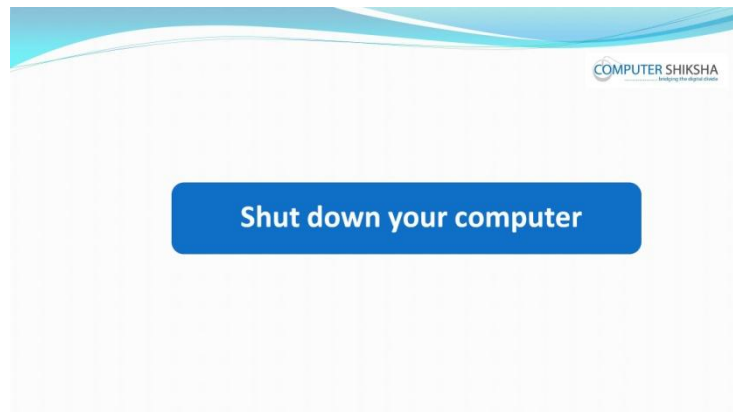
Stop video here and ask students to select the line again as shown in the video and then play the video again.

138. To stop video time at 13 minute 37 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.

139. To stop video time at 13 minute 37 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.

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.

140. To stop video time at 29 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.

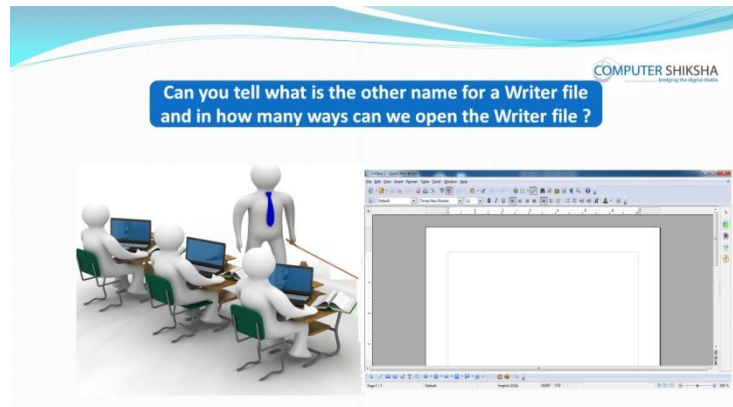
141. To stop video time at 41 seconds in VLC Media Player.



Stop video here and ask what is 'software' ?

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

142. To stop video time at 1 minute 01 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.

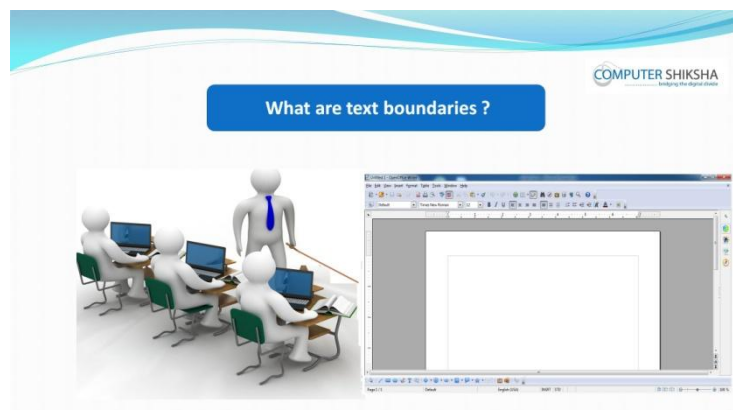
143. To stop video time at 1 minute 12 seconds in VLC Media Player.



Stop video here and ask what is formatting tool?

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

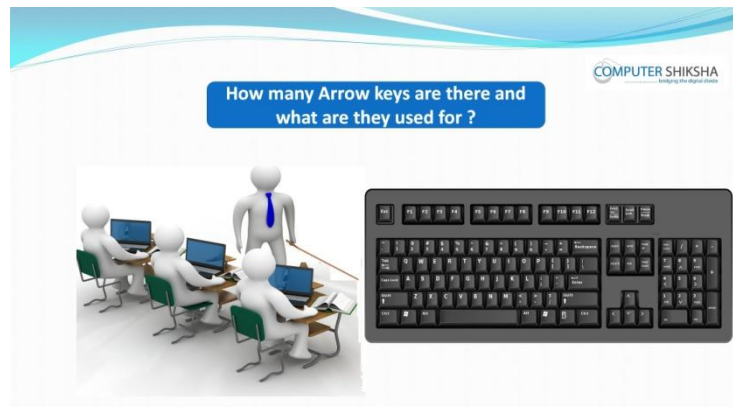
144. To stop video time at 1 minute 34 seconds in VLC Media Player.



Stop video here and ask What is 'Text Boundaries' ?

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

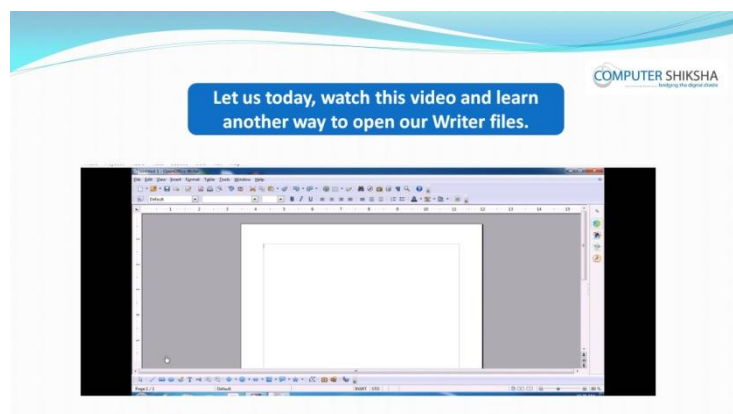
145. To stop video time at 1 minute 47 seconds in VLC Media Player.



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.

146. To stop video time at 2 minute 07 seconds in VLC Media Player.

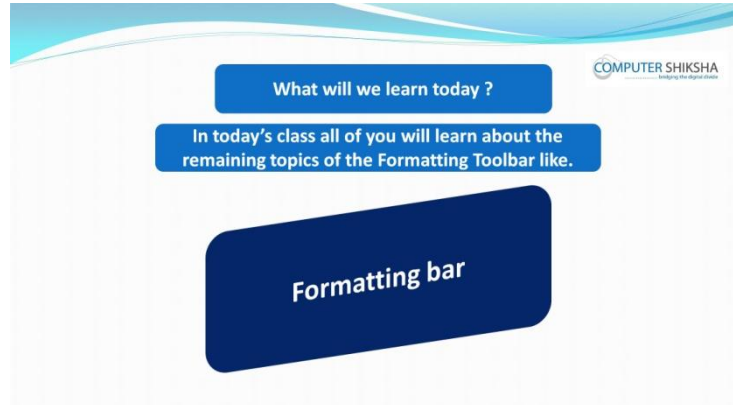


Stop video here and ask students to open writer file and then play the video again.

147. To stop video time at 3 minute 28 seconds in VLC Media Player.

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

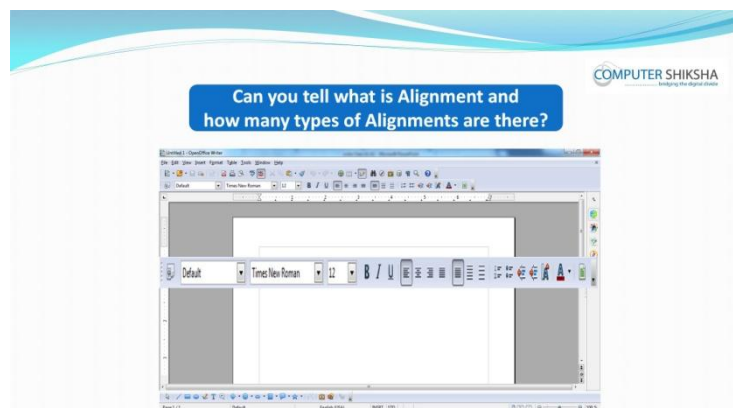
148. To stop video time at 4 minute 08 seconds in VLC Media Player.



Stop video here and ask what will they learn today?

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

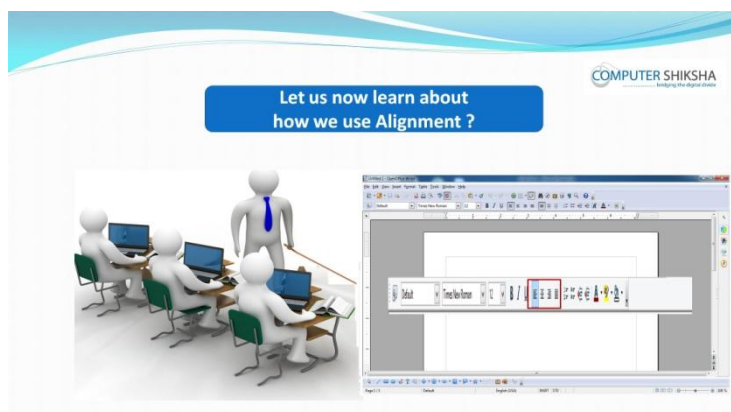
149. To stop video time at 4 minute 19 seconds in VLC Media Player.



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.

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



Stop video here and ask how to use 'Alignment'?

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

151. To stop video time at 8 minute 19 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.

152. To stop video time at 10 minute 14 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.

153. To stop video time at 11 minute 46 seconds in VLC Media Player.

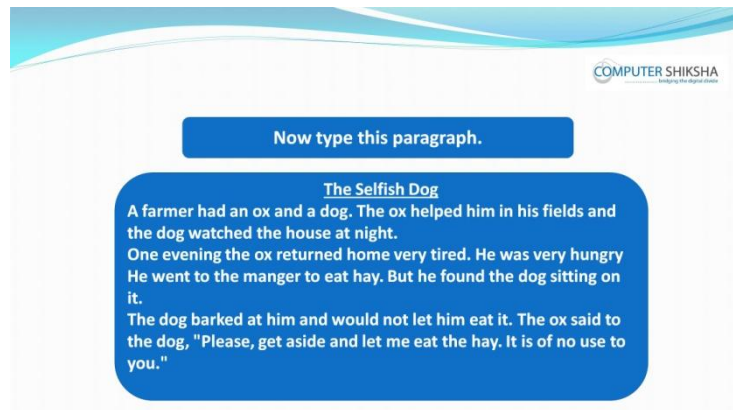
Stop video here and ask students to use 'Justify alignment' as shown in the video.

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

154. To stop video time at 11 minute 52 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.

155. 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.

Now just check whether they've typed the paragraph or and then play the video again.

156. To stop video time at 13 minute 20 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.

157. To stop video time at 14 minute 18 seconds in VLC Media Player.

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

158. To stop video time at 14 minute 53 seconds in VLC Media Player.

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

159. To stop video time at 16 minute 01 seconds in VLC Media Player.

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

160. To stop video time at 16 minute 24 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.

161. To stop video time at 17 minute 11 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.

162. To stop video time at 17 minute 59 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.

163. To stop video time at 18 minute 13 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.

164. To stop video time at 18 minute 25 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.

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

165. To stop video time at 19 minute 26 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.

166. To stop video time at 19 minute 42 seconds in VLC Media Player.

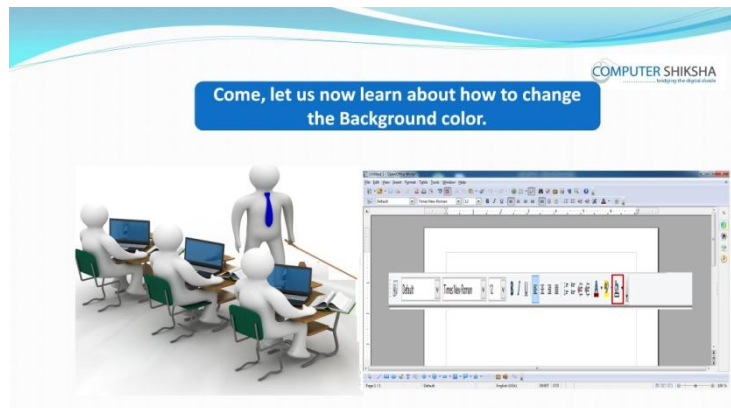
Stop video here and ask students to click on the 'Highlighting color' option as shown in the video and then play the video again.

167. To stop video time at 19 minute 56 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.

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



Stop video here and ask students to change the ‘Background color and then play the video again.

169. To stop video time at 21 minute 27 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.

170. To stop video time at 21 minute 51 seconds in VLC Media Player.

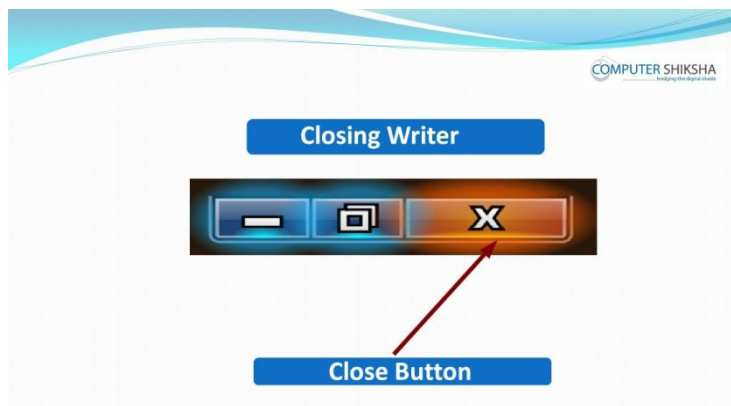
Stop video here and ask students to click on the ‘Background color’ option as shown in the video and then play the video again.

171. To stop video time at 22 minute 04 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.

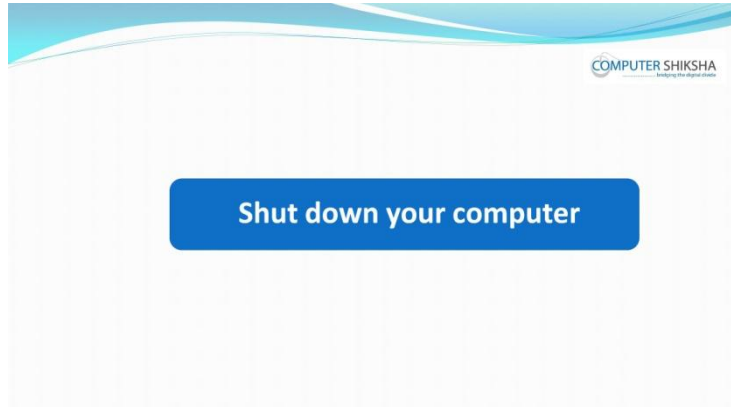
Now just check whether they’ve changed the ‘Background color’ or not and then play the video again.

172. To stop video time at 22 minute 11 seconds in VLC Media Player.



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

173. To stop video time at 23 minute 02 seconds in VLC Media Player.



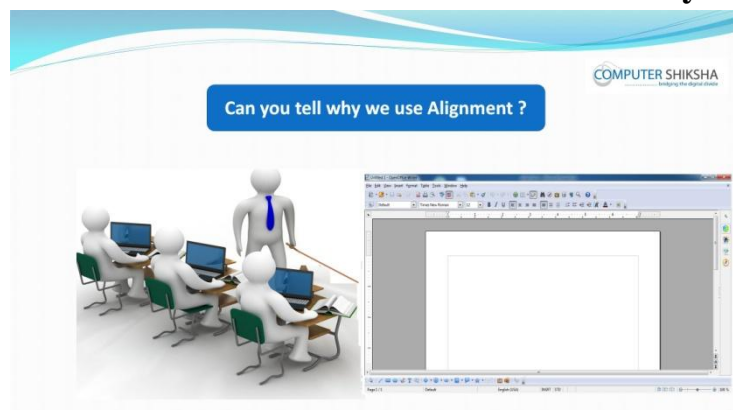
Stop video here and ask students to shut down a computer and then play the video again.

Complete teacher's manual for writer 1 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 color', 'highlight color' and 'background color'?
- ✓ How to shut down computer.

Now let's start class.

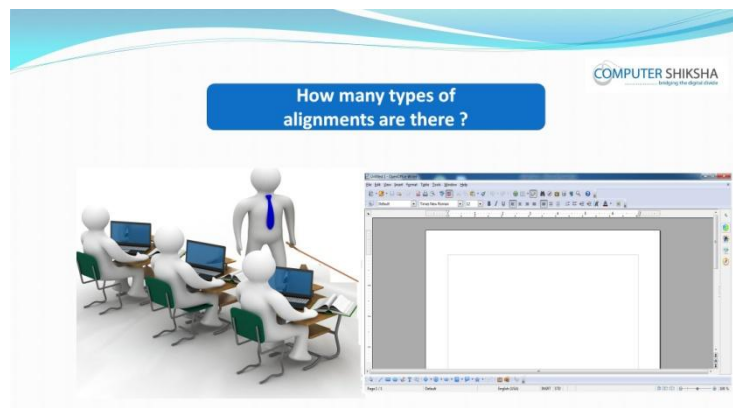
174. To stop video time at 52 seconds in VLC Media Player.



Stop video here and ask why we use alignment?

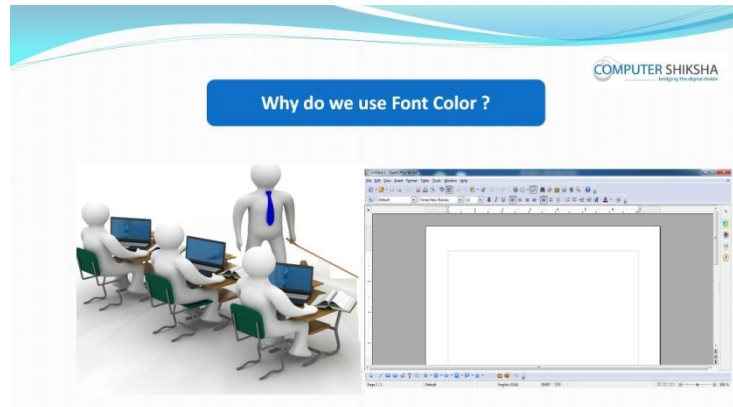
Just listen to the answers and play the video again for the correct answer.

175. To stop video time at 1 minute 13 seconds in VLC Media Player.



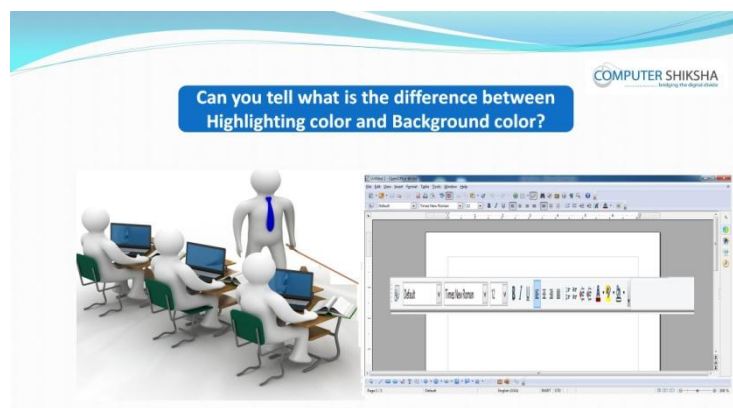
Stop video here and ask there are how many types of alignments?
Just listen to the answers and play the video again for the correct answer.

176. To stop video time at 1 minute 27 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.

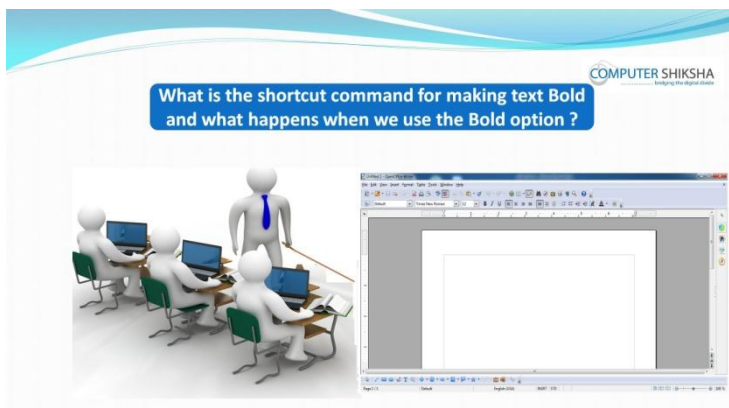
177. To stop video time at 1 minute 41 seconds in VLC Media Player.



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.

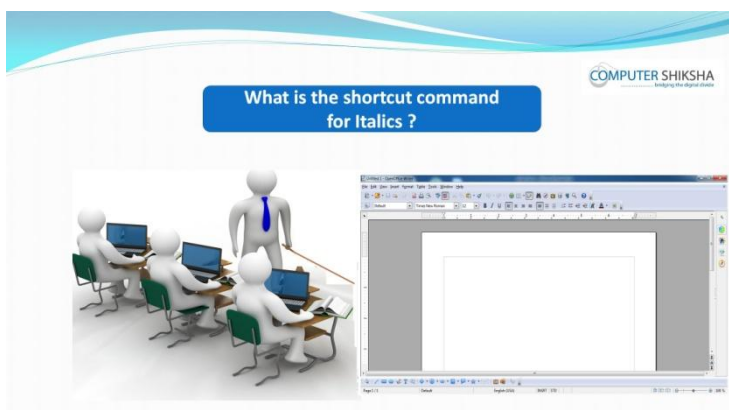
178. To stop video time at 2 minute 13 seconds in VLC Media Player.



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.

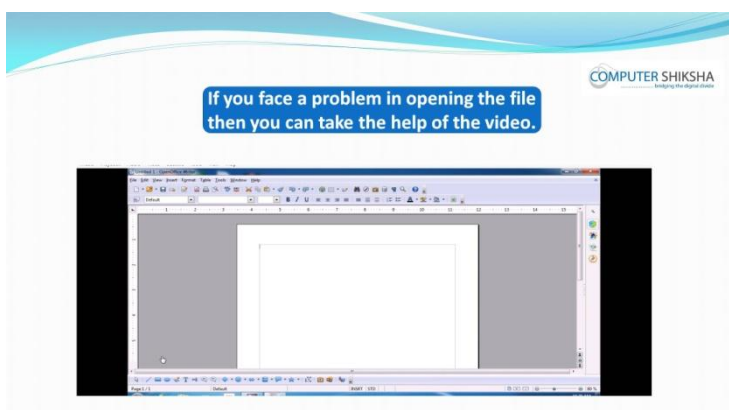
179. To stop video time at 2 minute 31 seconds in VLC Media Player.



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

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

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

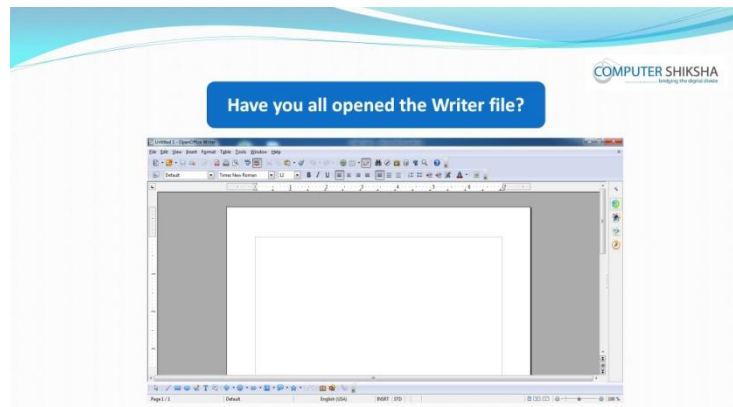


Stop video here and ask students to open a writer file and then play the video again.

181. To stop video time at 3 minute 57 seconds in VLC Media Player.

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

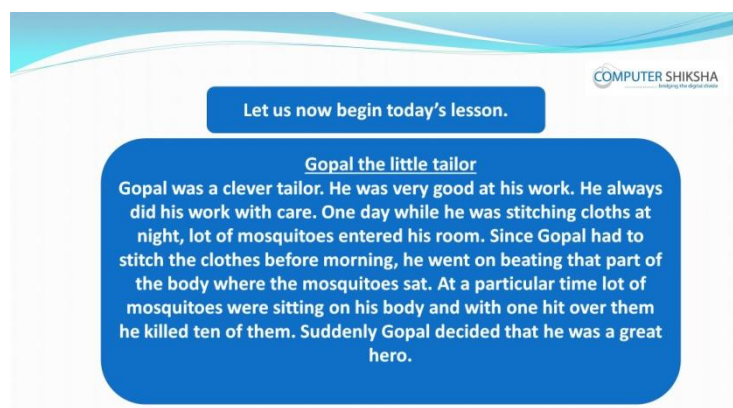
182. To stop video time at 4 minute 41 seconds in VLC Media Player.



Stop video here and ask have they opened writer file?

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

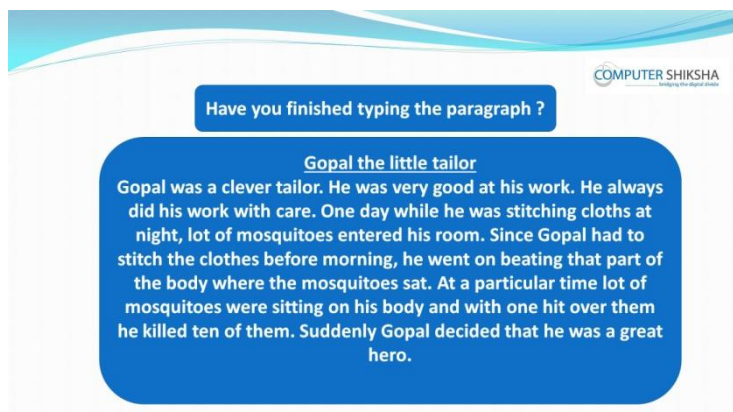
183. To stop video time at 4 minute 57 seconds in VLC Media Player.



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

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

184. To stop video time at 5 minute 09 seconds in VLC Media Player.



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

185. To stop video time at 6 minute 28 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.

186. To stop video time at 7 minute 24 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.

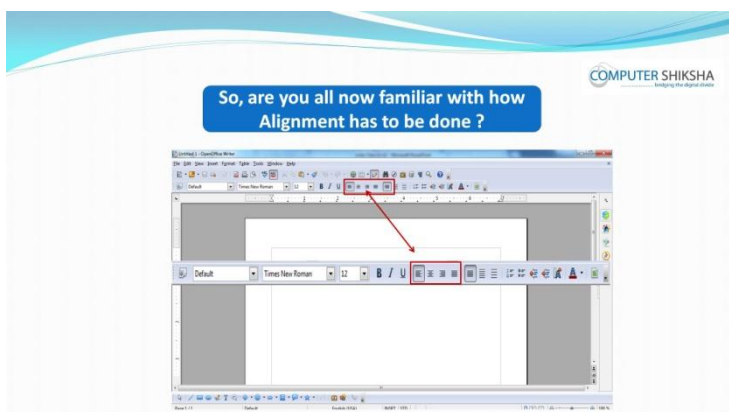
187. To stop video time at 8 minute 17 seconds in VLC Media Player.

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

188. To stop video time at 9 minute 02 seconds in VLC Media Player.

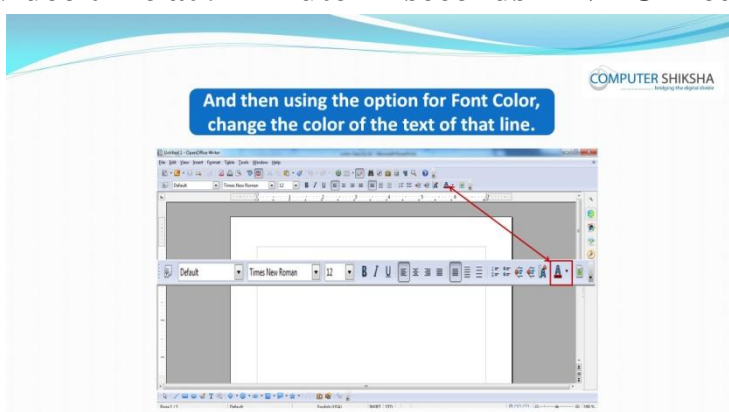
Stop video here and ask students to apply the justify alignment as shown in video and then play the video again.

189. To stop video time at 9 minute 10 seconds in VLC Media Player.



Stop video here and ask if they are now familiar as to how to use Alignment?
Just listen to the answers and play the video again for the correct answer.

190. To stop video time at 9 minute 41 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.

191. To stop video time at 10 minute 43 seconds in VLC Media Player.

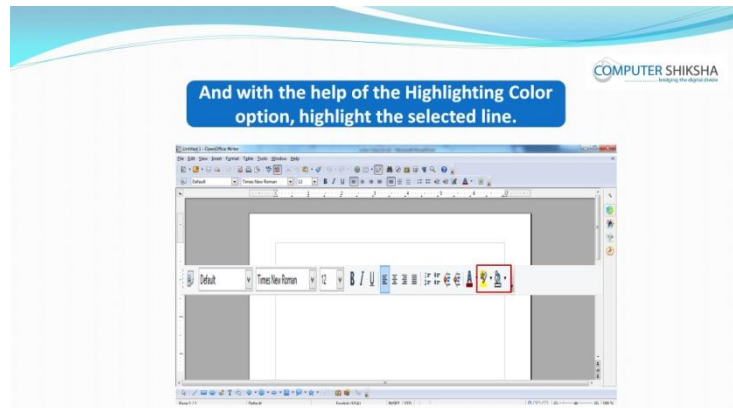
Stop video here and ask students to select the line as shown in the video and then play the video again.

192. To stop video time at 11 minute 21 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.

193. To stop video time at 11 minute 33 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.

194. To stop video time at 12 minute 46 seconds in VLC Media Player.

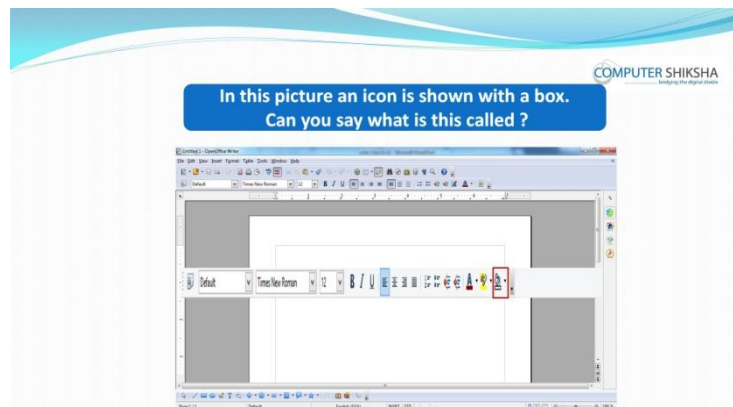
Stop video here and ask students to select the line as shown in the video and then play the video again.

195. To stop video time at 13 minute 21 seconds in VLC Media Player.

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

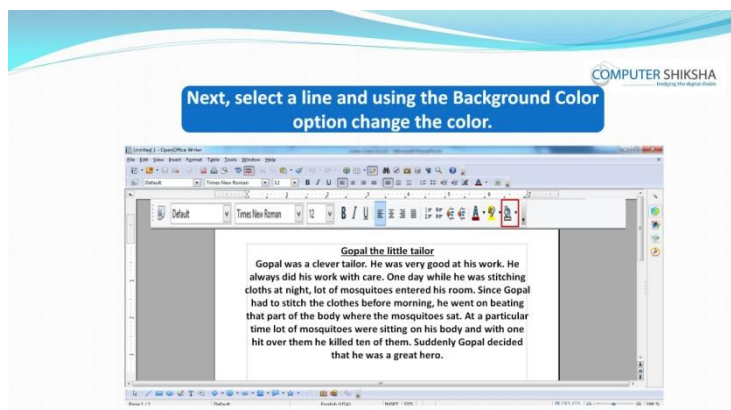
Now just check whether they've changed the 'Highlight color' or not and then play the video again.

196. To stop video time at 13 minute 31 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.

197. To stop video time at 13 minute 54 seconds in VLC Media Player.



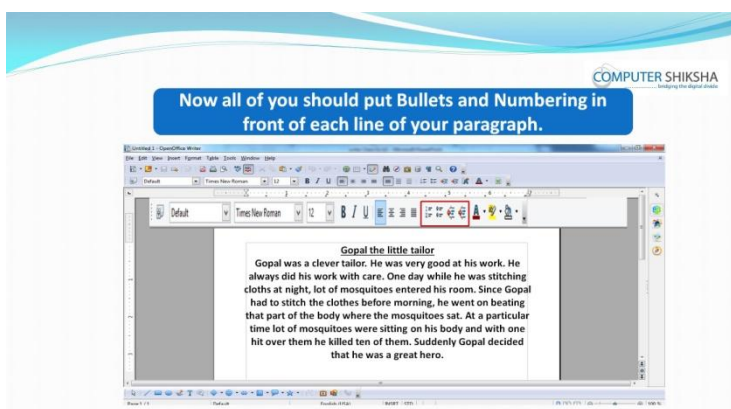
Stop video here and ask students to change the background color?
Just listen to the answers and play the video again for the correct answer.

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

Stop video here and ask students to change the background color as shown in the video.

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

199. To stop video time at 15 minute 40 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.

200. To stop video time at 16 minute 40 seconds in VLC Media Player.

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

201. To stop video time at 17 minute 11 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.

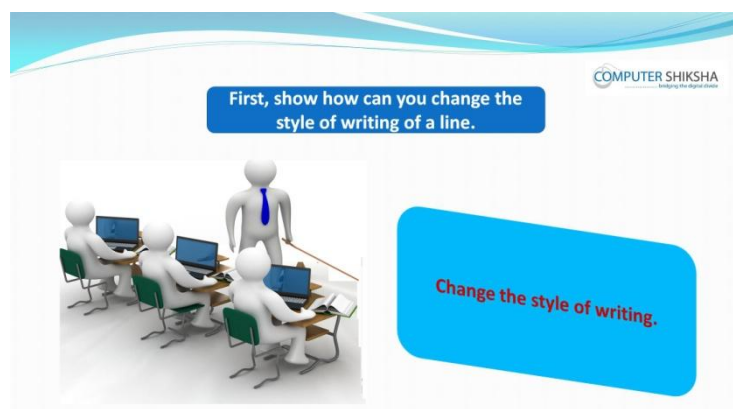
202. To stop video time at 17 minute 38 seconds in VLC Media Player.

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

203. To stop video time at 17 minute 54 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.

204. To stop video time at 18 minute 09 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.

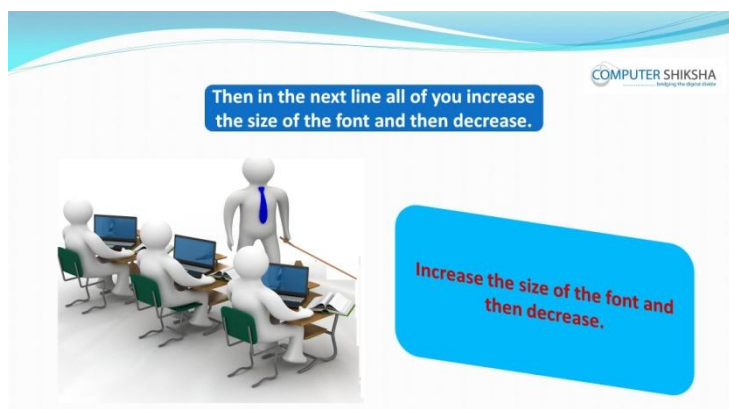
205. To stop video time at 18 minute 51 seconds in VLC Media Player.

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 19 minute 32 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.

207. To stop video time at 19 minute 44 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.

208. To stop video time at 20 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.

209. To stop video time at 20 minute 44 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.

210. To stop video time at 21 minute 19 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.

211. To stop video time at 21 minute 32 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.

212. To stop video time at 21 minute 40 seconds in VLC Media Player.



Stop video here and ask students to change the line in ‘Italics’ and then play the video again.

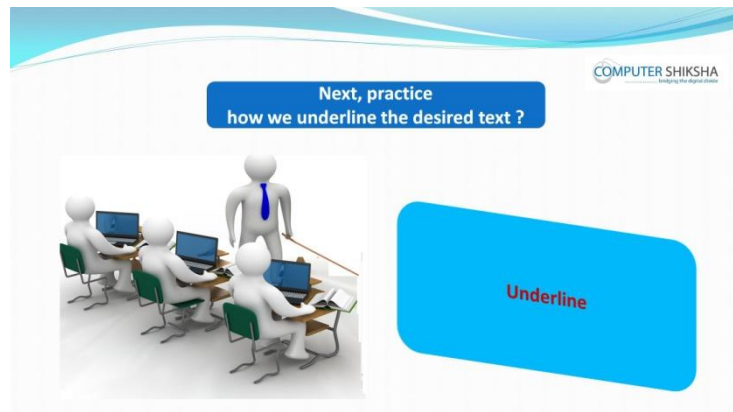
213. To stop video time at 22 minute 09 seconds in VLC Media Player.

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

214. To stop video time at 22 minute 27 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.

215. To stop video time at 22 minute 34 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.

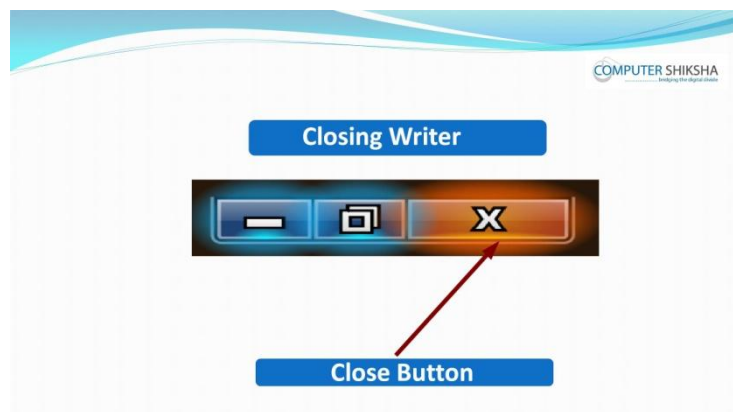
216. To stop video time at 23 minute 01 seconds in VLC Media Player.

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

217. To stop video time at 23 minute 21 seconds in VLC Media Player.

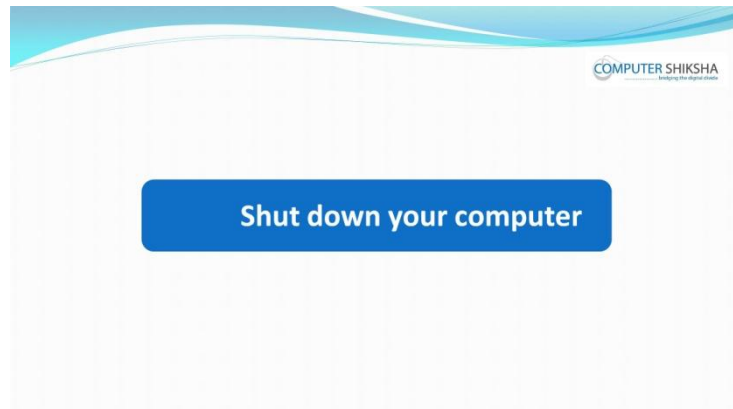
Stop video here and ask students to make the line Underline' as shown in the video and then play video.

218. To stop video time at 23 minute 28 seconds in VLC Media Player.



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

219. To stop video time at 24 minute 20 seconds in VLC Media Player.



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

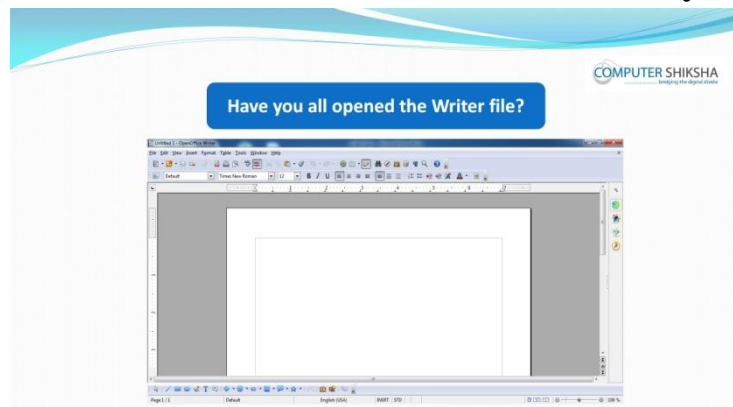
Complete teacher's manual for Writer 1 Class 7

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.

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

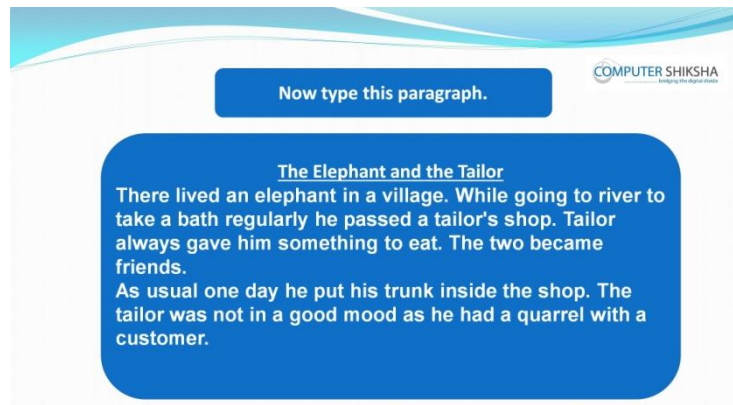


Stop video here and ask students to open a writer file and then play the video again.

221. To stop video time at 1 minute 50 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.

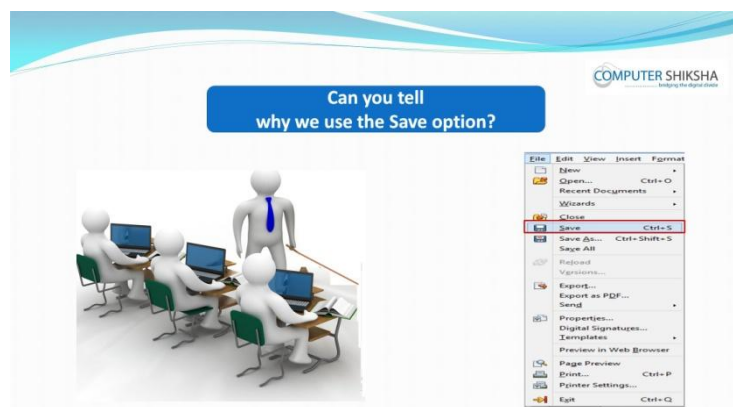
222. To stop video time at 3 minute 00 seconds in VLC Media Player.



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.

223. To stop video time at 3 minute 48 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.

224. To stop video time at 4 minute 44 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.

225. To stop video time at 4 minute 52 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.

Just check and play the video again.

226. To stop video time at 5 minute 26 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.

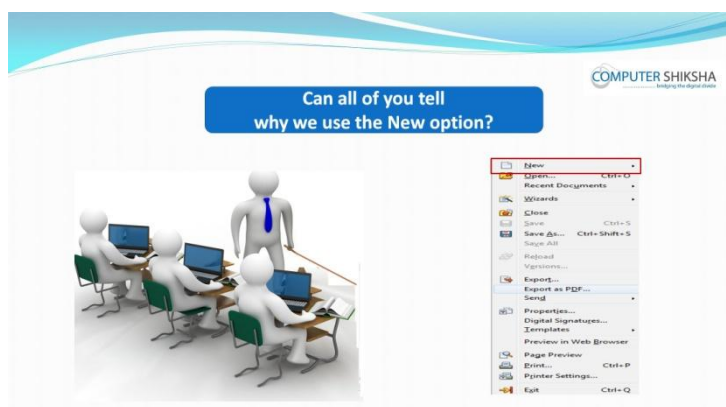
227. To stop video time at 5 minute 38 seconds in VLC Media Player.

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

228. To stop video time at 6 minute 21 seconds in VLC Media Player.

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

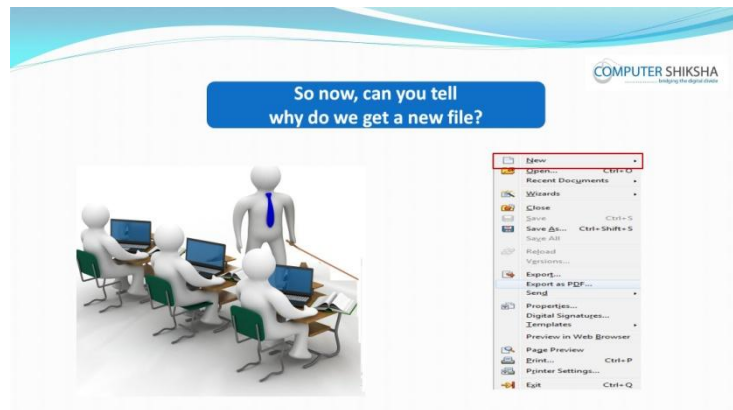
229. To stop video time at 6 minute 26 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use the 'New' option?

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

230. To stop video time at 6 minute 40 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.

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

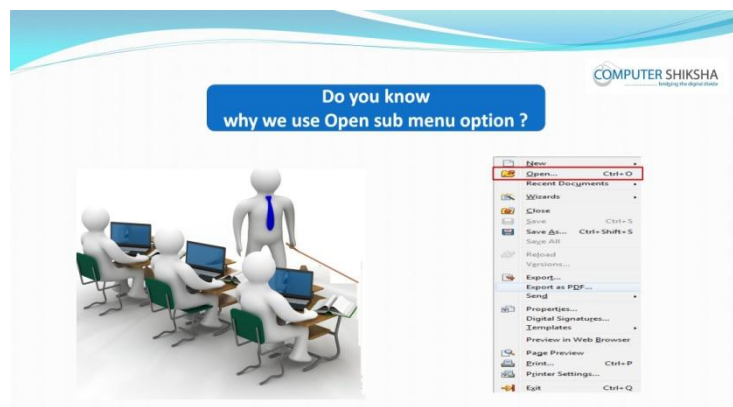
Stop video here and ask students to click on the ‘File menu’ as shown in the video and then play the video again.

232. To stop video time at 8 minute 46 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.

233. To stop video time at 8 minute 54 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.

234. To stop video time at 9 minute 39 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.

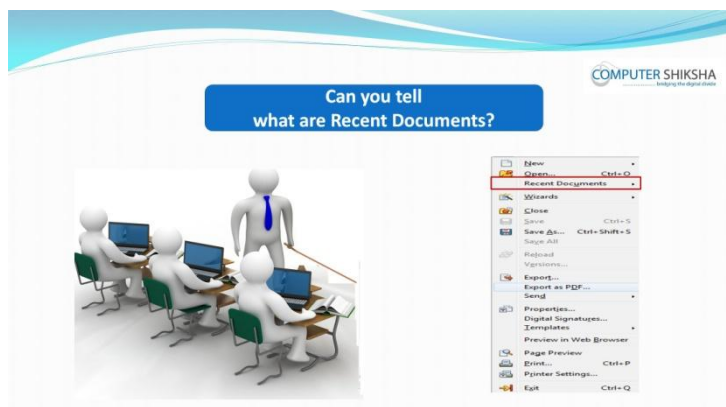
235. To stop video time at 10 minute 24 seconds in VLC Media Player.

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.

236. To stop video time at 10 minute 32 seconds in VLC Media Player.

Now just check whether they've opened the file or not and then play the video again.

237. To stop video time at 10 minute 41 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.

238. To stop video time at 11 minute 24 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.

239. To stop video time at 12 minute 01 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.

240. To stop video time at 12 minute 07 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.

241. To stop video time at 13 minute 49 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.

242. To stop video time at 14 minute 03 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.

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

Stop video here and ask students to click on "save as" submenu as shown in video.

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

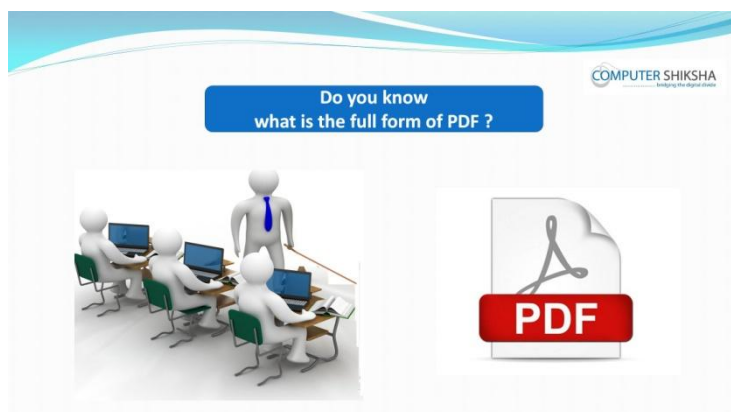
244. To stop video time at 14 minute 42 seconds in VLC Media Player.

Stop video here and ask students to change file location and file name as shown in the video and then play the video again.

245. To stop video time at 14 minute 55 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.

246. To stop video time at 15 minute 41 seconds in VLC Media Player.



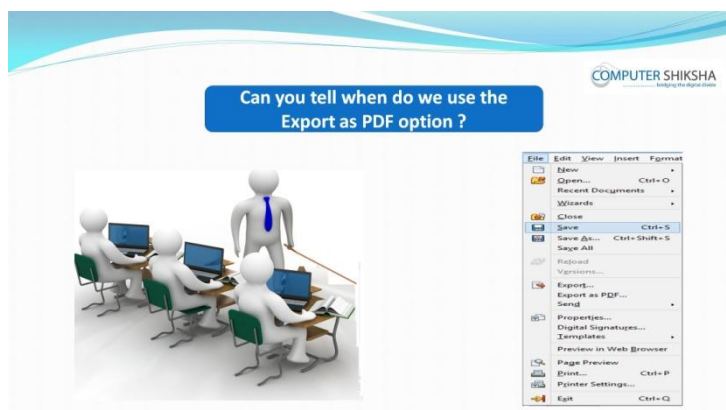
Stop video here and ask them if they know what is full form of 'PDF'?
Just listen to the answers and play the video again for the correct answer.

247. To stop video time at 15 minute 53 seconds in VLC Media Player.



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

248. To stop video time at 16 minute 14 seconds in VLC Media Player.



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

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

249. To stop video time at 17 minute 35 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.

250. To stop video time at 17 minute 47 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.

251. To stop video time at 18 minute 09 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.

252. To stop video time at 18 minute 37 seconds in VLC Media Player.

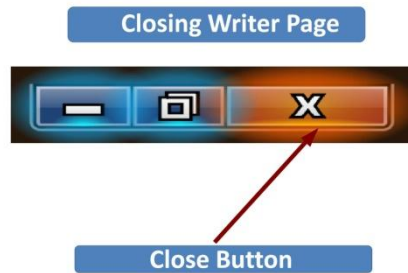
Stop video here and ask students to give any address and also give the file and then click on the ‘save’ option as shown in the video and then play the video again.

253. To stop video time at 19 minute 36 seconds in VLC Media Player.

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

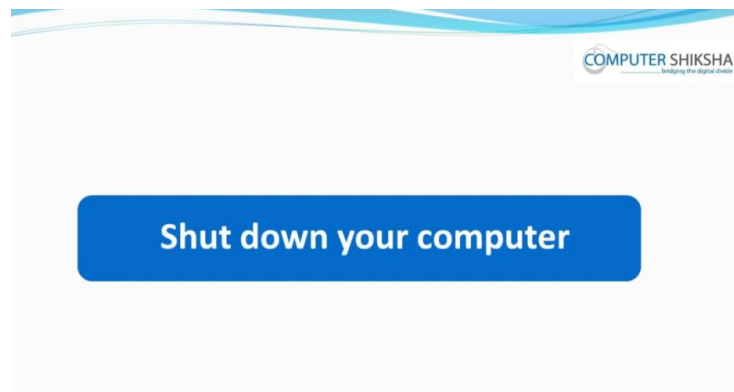
Now just check if everyone has done so and play the video again.

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



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

255. To stop video time at 20 minute 36 seconds in VLC Media Player.



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

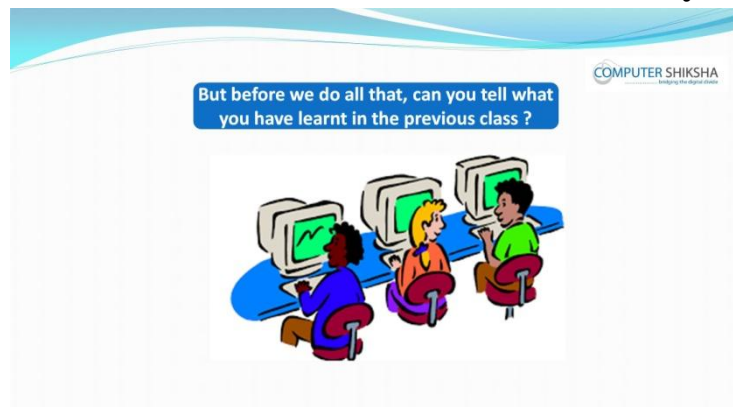
Complete teacher's manual for Writer 1 Class 8

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.

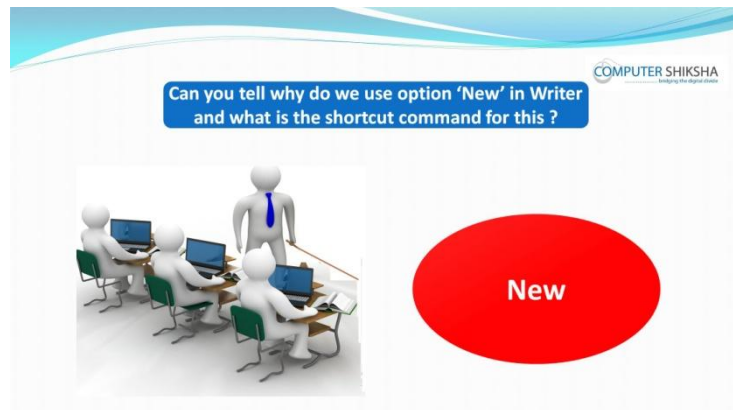
Now let's start class.

256. To stop video time at 21 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.

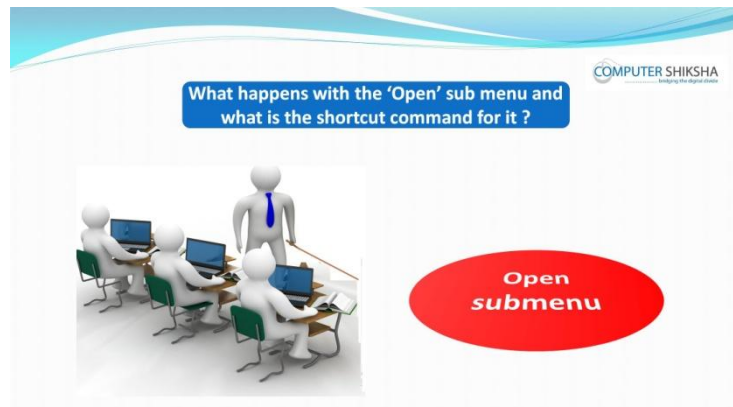
257. To stop video time at 38 seconds in VLC Media Player.



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.

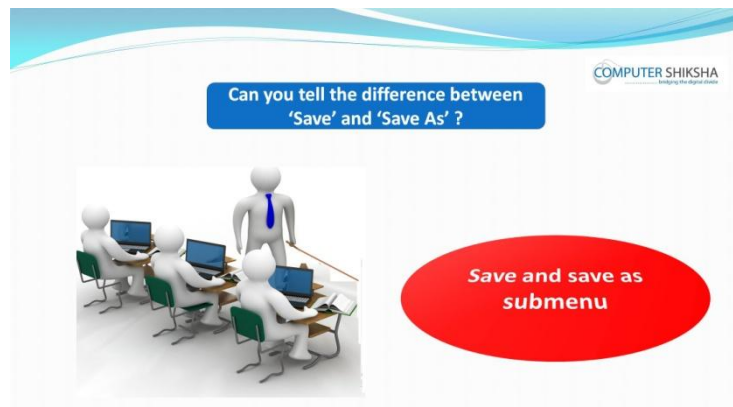
258. To stop video time at 1 minute 00 seconds in VLC Media Player.



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.

259. To stop video time at 1 minute 22 seconds in VLC Media Player.



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

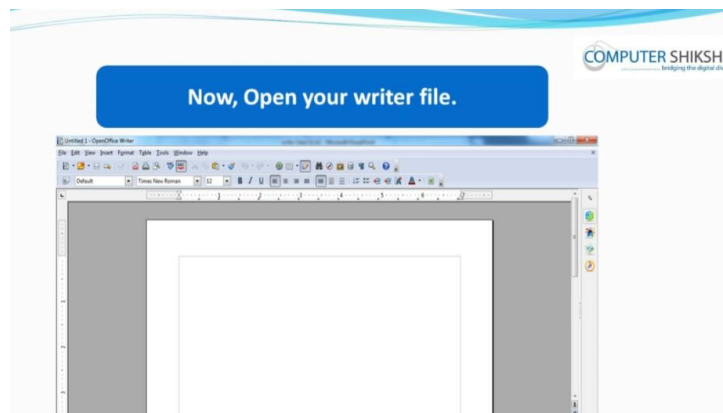
Just listen to the answers and play the video again for the correct answer.

260. To stop video time at 2 minute 02 seconds in VLC Media Player.

Stop video here and ask if they can tell why we ‘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.

261. To stop video time at 2 minute 43 seconds in VLC Media Player.

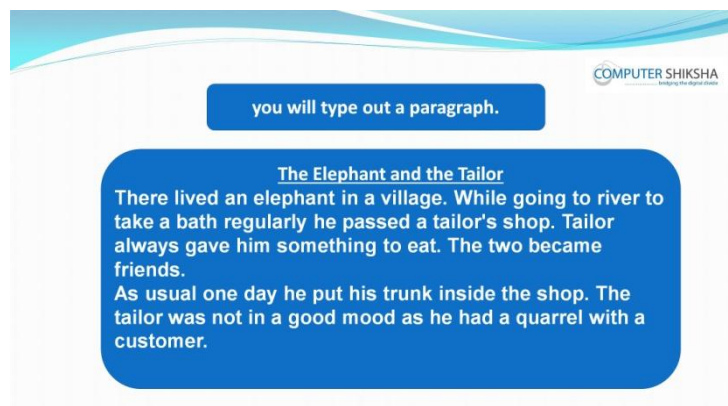


Stop video here and ask students to open a writer file and then play the video again.

262. To stop video time at 4 minute 17 seconds in VLC Media Player.

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

263. To stop video time at 4 minute 49 seconds in VLC Media Player.

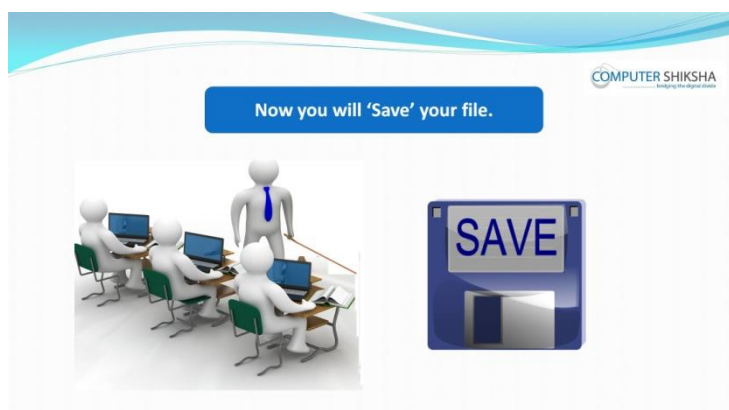


Stop video here and ask students to type the given paragraph as shown in the video and then play the video again.

264. To stop video time at 4 minute 55 seconds in VLC Media Player.

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

265. To stop video time at 4 minute 58 seconds in VLC Media Player.



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

266. To stop video time at 5 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.

267. To stop video time at 5 minute 40 seconds in VLC Media Player.

Stop video here and ask students to click on the 'Save' option and then a box will appear as shown in the video and then play the video again.

268. To stop video time at 5 minute 53 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.

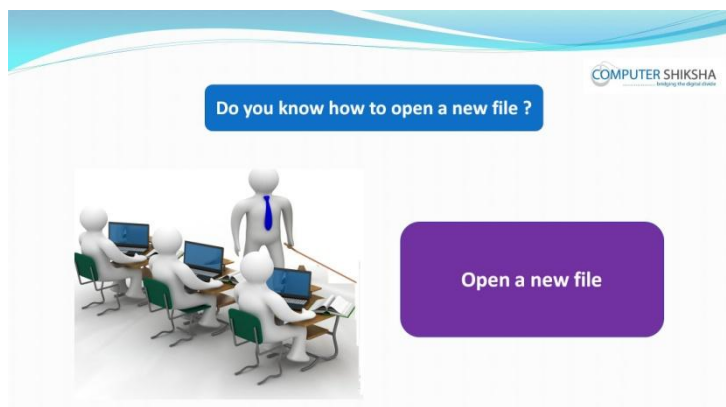
269. To stop video time at 6 minute 18 seconds in VLC Media Player.

Stop video here and ask students to give the file name and then select the ‘Save’ option as shown in the video and then play the video again.

270. To stop video time at 6 minute 57 seconds in VLC Media Player.

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

271. To stop video time at 7 minute 07 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.

272. To stop video time at 8 minute 03 seconds in VLC Media Player.

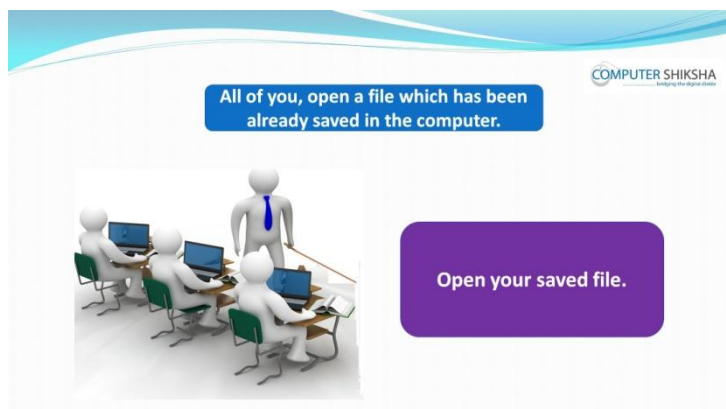
Stop video here and ask students to click on the ‘File’ menu as shown in the video and then play the video again.

273. To stop video time at 8 minute 35 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.

274. To stop video time at 8 minute 58 seconds in VLC Media Player.



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

275. To stop video time at 9 minute 35 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.

276. To stop video time at 9 minute 41 seconds in VLC Media Player.

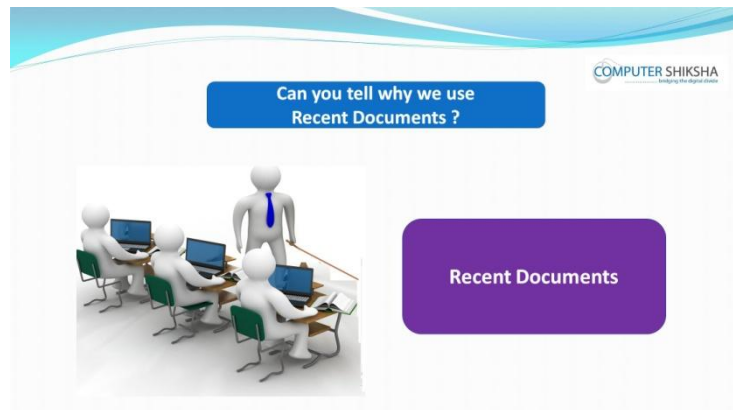
Stop video here and ask students to click on the on the 'Open' option as shown in the video and then play the video again.

277. To stop video time at 10 minute 22 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.

278. To stop video time at 10 minute 37 seconds in VLC Media Player.



Stop video here and ask if they can tell why we use ‘Recent documents’?
Just listen to the answers and play the video again for the correct answer.

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

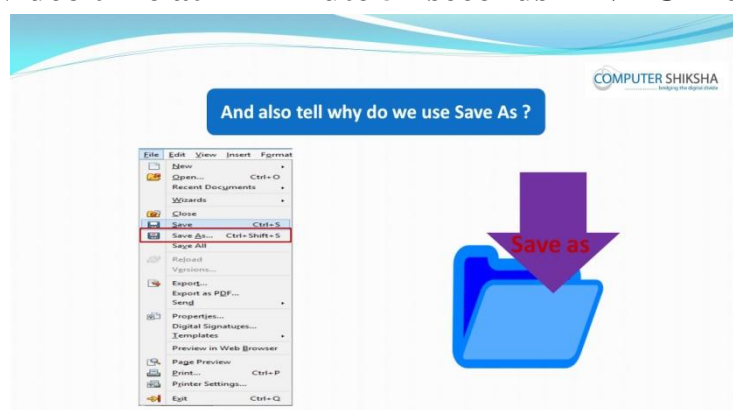
Stop video here and ask students to click on the ‘File’ menu as shown in the video and then play the video again.

280. To stop video time at 11 minute 54 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.

281. To stop video time at 11 minute 54 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.

282. To stop video time at 13 minute 08 seconds in VLC Media Player.
Stop video here and ask students to type a line as shown in the video and then play the video again.

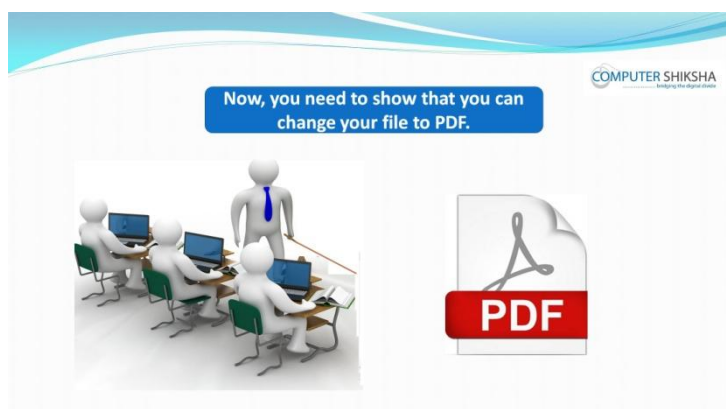
283. To stop video time at 13 minute 21 seconds in VLC Media Player.
Stop video here and ask students to click on the 'File' menu as shown in the video and then play the video again.

284. To stop video time at 13 minute 36 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.

285. To stop video time at 14 minute 10 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.

286. To stop video time at 14 minute 48 seconds in VLC Media Player.
Now just check whether they've Saved the file or not and then play the video again.

287. To stop video time at 15 minute 04 seconds in VLC Media Player.



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

288. To stop video time at 15 minute 52 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.

289. To stop video time at 16 minute 16 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.

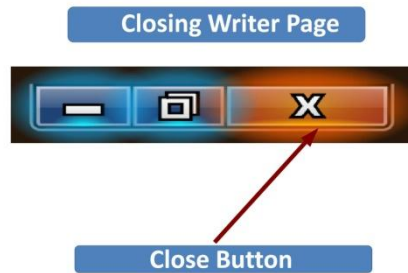
290. To stop video time at 16 minute 44 seconds in VLC Media Player.

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.

291. To stop video time at 17 minute 42 seconds in VLC Media Player.

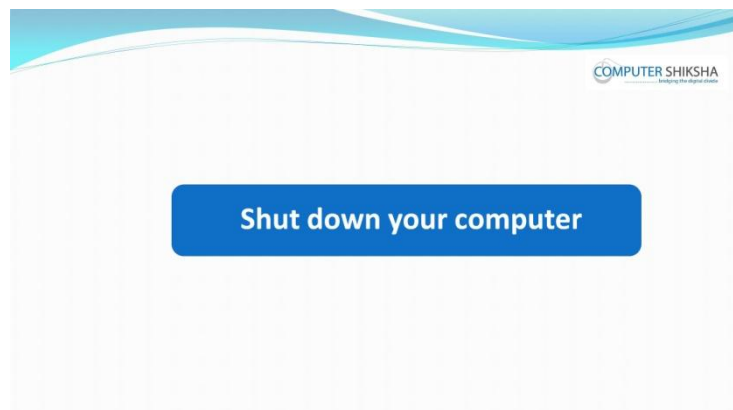
Stop video here and check whether they have made PDF file or not and then play the video again.

292. To stop video time at 17 minute 50 seconds in VLC Media Player.



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

293. To stop video time at 18 minute 43 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 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.

294. To stop video time at 16 seconds in VLC Media Player.



Stop video here and ask What is Full Form of 'PDF'?

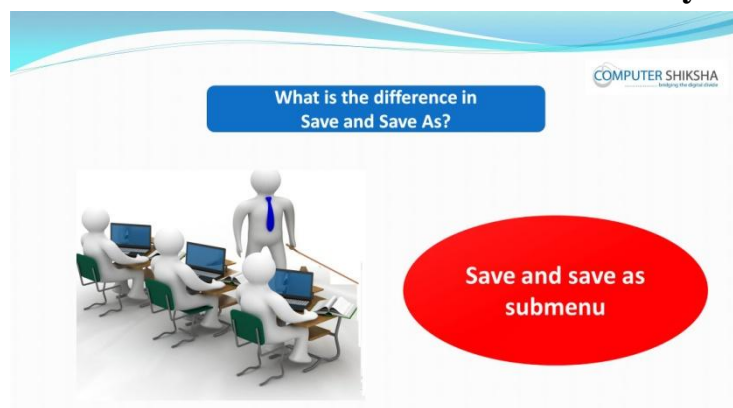
Just listen to the answers and play the video again for the correct answer.

295. To stop video time at 27 seconds in VLC Media Player.



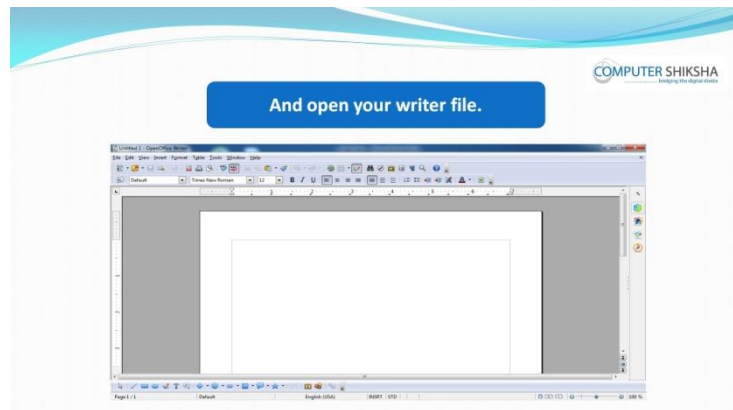
Stop video here and ask why we make 'PDF' File ?
Just listen to the answers and play the video again for the correct answer.

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



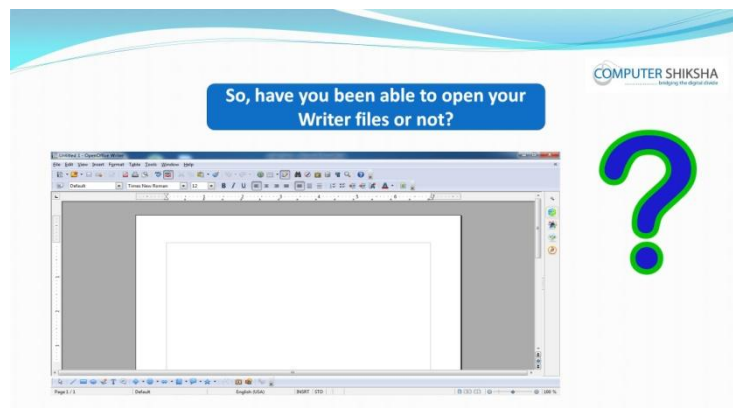
Stop video here and ask what is difference between 'save' and 'save as'?
Just listen to the answers and play the video again for the correct answer.

297. To stop video time at 1 minute 33 seconds in VLC Media Player.



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

298. To stop video time at 1 minute 21 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.

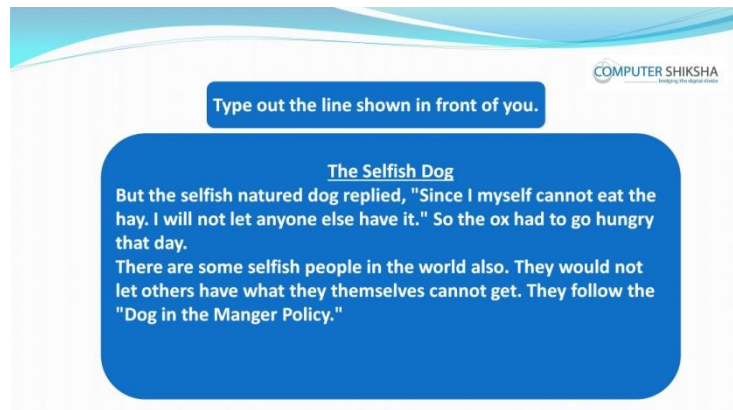
299. To stop video time at 2 minute 33 seconds in VLC Media Player.

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

300. To stop video time at 2 minute 58 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.

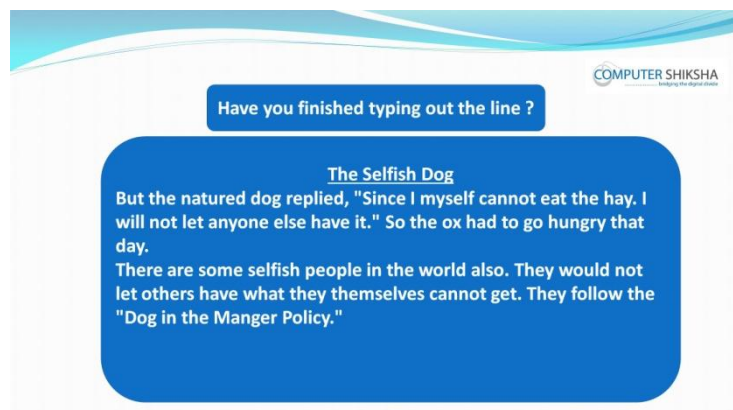
301. To stop video time at 3 minute 27 seconds in VLC Media Player.



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.

302. To stop video time at 3 minute 31 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.

303. To stop video time at 3 minute 48 seconds in VLC Media Player.



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

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

304. To stop video time at 5 minute 00 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.

305. To stop video time at 5 minute 22 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.

306. To stop video time at 5 minute 56 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.

307. To stop video time at 5 minute 56 seconds in VLC Media Player.



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

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

308. To stop video time at 7 minute 2 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.

309. To stop video time at 7 minute 15 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.

310. To stop video time at 7 minute 15 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.

311. To stop video time at 7 minute 53 seconds in VLC Media Player.



Stop video here and ask why we use 'cut'?

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

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



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

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

313. To stop video time at 9 minute 57 seconds in VLC Media Player.

Stop video here and ask students to select text or paragraph as shown in video.
Play the video again.

314. To stop video time at 10 minute 26 seconds in VLC Media Player.

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

315. To stop video time at 11 minute 11 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.

316. To stop video time at 10 minute 31 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.

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

Stop video here and ask students to select text or paragraph as shown in video.
Play the video again.

318. To stop video time at 13 minute 36 seconds in VLC Media Player.

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

319. To stop video time at 14 minute 18 seconds in VLC Media Player.

Stop video here and ask them to do 'paste' as shown in video play the video again.

Check whether they have done 'copy' and 'paste' or not and then play the video again.

320. To stop video time at 14 minute 38 seconds in VLC Media Player.



Stop video here and ask why we use 'Select all'?

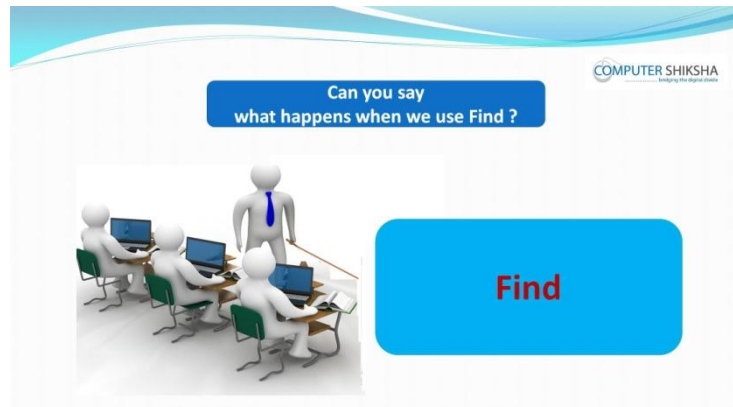
Just listen to the answers and play the video again for the correct answer.

321. To stop video time at 16 minute 10 seconds in VLC Media Player.

Stop video here and ask them to do ‘select all’ as shown in video and then play the video again.

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

322. To stop video time at 16 minute 22 seconds in VLC Media Player.



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

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

323. To stop video time at 16 minute 44 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.

324. To stop video time at 17 minute 58 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.

325. To stop video time at 18 minute 22 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.

326. To stop video time at 18 minute 45 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.

327. To stop video time at 19 minute 01 seconds in VLC Media Player.

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

328. To stop video time at 19 minute 26 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.

329. To stop video time at 19 minute 54 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.

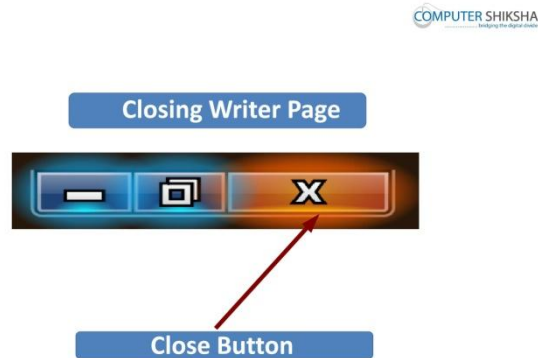
330. To stop video time at 20 minute 12 seconds in VLC Media Player.

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

331. To stop video time at 20 minute 30 seconds in VLC Media Player.

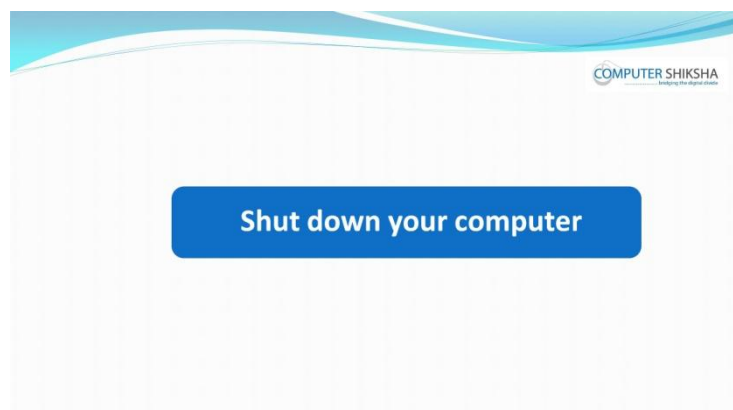
Stop video here and check whether they have used ‘replace’ or not and then play the video again.

332. To stop video time at 20 minute 40 seconds in VLC Media Player.



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

333. To stop video time at 21 minute 41 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

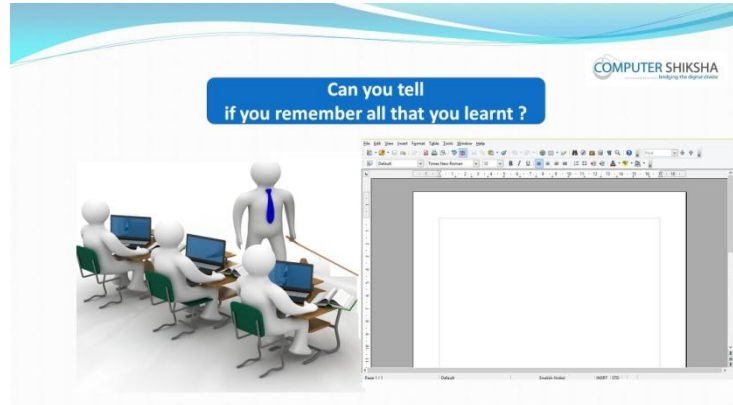
Summaries

- ✓ 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

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- ✓ How to shut down computer.
Now let's start class.

334. To stop video time at 24 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.

335. To stop video time at 46 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.

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



Stop video here and ask why we use 'Redo' and what is shortcut command for it ?

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

337. To stop video time at 1 minute 43 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.

338. To stop video time at 2 minute 00 seconds in VLC Media Player.



Stop video here and ask if they know what is 'Cut' and what is shortcut command for it ?

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

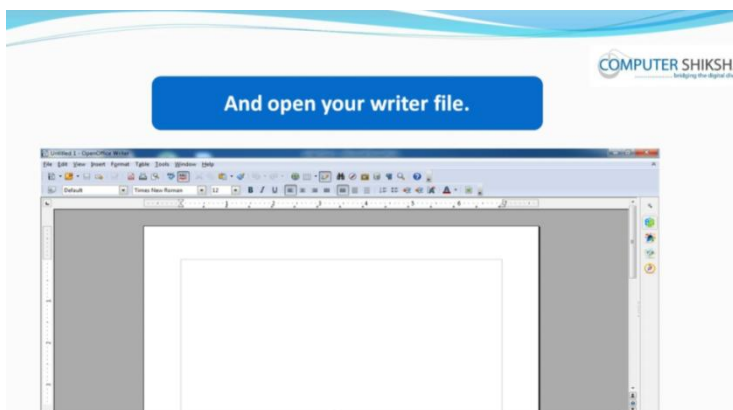
339. To stop video time at 2 minute 28 seconds in VLC Media Player.



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.

340. To stop video time at 2 minute 53 seconds in VLC Media Player.

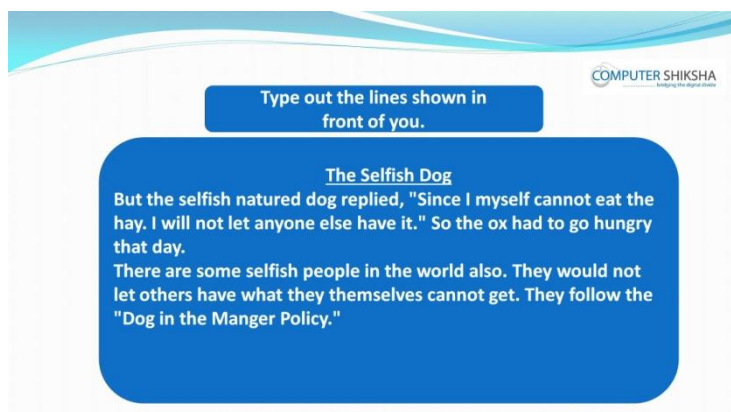


Stop video here and ask students if they can open their writer file?
Just listen to the answers and play the video again.

341. To stop video time at 4 minute 14 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.

342. To stop video time at 4 minute 37 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.

343. To stop video time at 5 minute 36 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.

344. To stop video time at 6 minute 05 seconds in VLC Media Player.

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

345. To stop video time at 6 minute 21 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.

346. To stop video time at 7 minute 06 seconds in VLC Media Player.

Stop video here and ask them to do 'redo' as shown in video and then play the video again.

347. To stop video time at 7 minute 18 seconds in VLC Media Player.

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

348. To stop video time at 7 minute 48 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.

349. To stop video time at 8 minute 40 seconds in VLC Media Player.

Stop video here and ask them to select their text or paragraph as shown in video.

350. To stop video time at 9 minute 25 seconds in VLC Media Player.

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

351. To stop video time at 10 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.

Check whether they have done 'cut' and 'paste' or not and then play the video again.

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

Stop video here and ask students to select text or paragraph as shown in video.

353. To stop video time at 11 minute 08 seconds in VLC Media Player.

Stop video here and check whether they've clicked on 'copy' submenu as shown in the video.

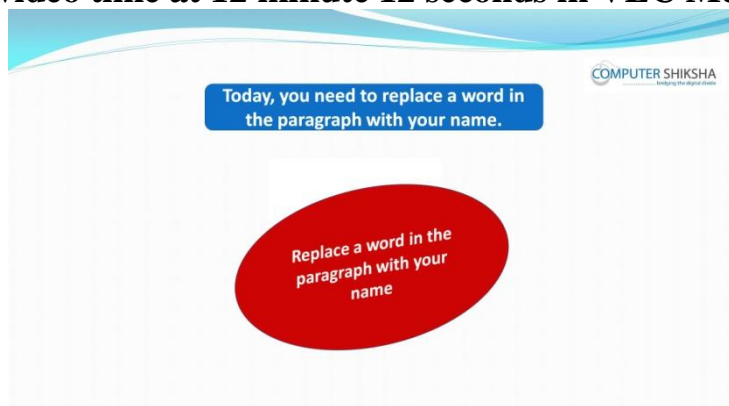
Just check and play the video again.

354. To stop video time at 11 minute 57 seconds in VLC Media Player.

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

Check whether they have done 'copy' and 'paste' or not and then play the video again.

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



Stop video here and ask students to replace any word with their name and then play the video again.

356. To stop video time at 12 minute 58 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.

357. To stop video time at 13 minute 24 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.

358. To stop video time at 14 minute 02 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.

359. To stop video time at 14 minute 25 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.

360. To stop video time at 14 minute 51 seconds in VLC Media Player.

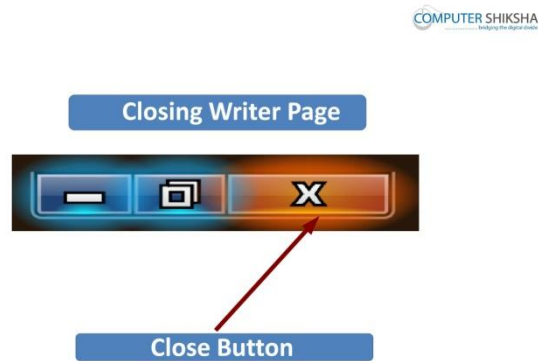
Stop video here and ask students to type their text in the box for replace as shown in the video and then play the video again.

361. To stop video time at 15 minute 27 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.

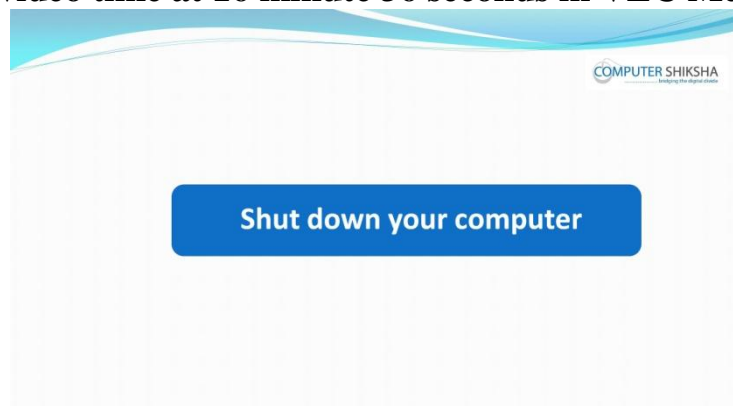
Stop video here and check whether they have used 'replace' or not and then play the video again.

362. To stop video time at 15 minute 37 seconds in VLC Media Player.



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

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



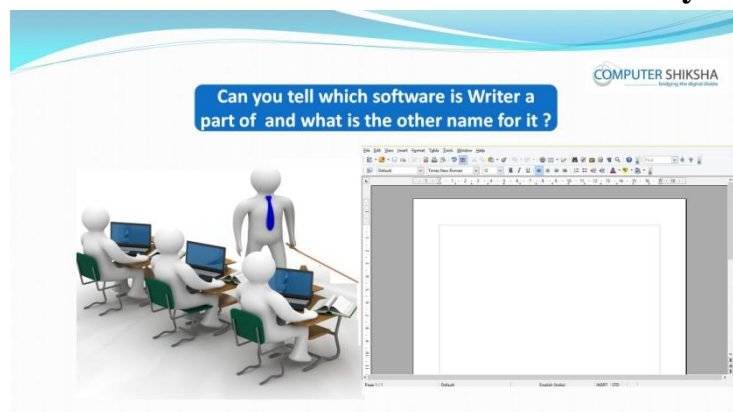
Stop video here and ask students to shutdown the computer and then play the video again.

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.

Now let's start class.

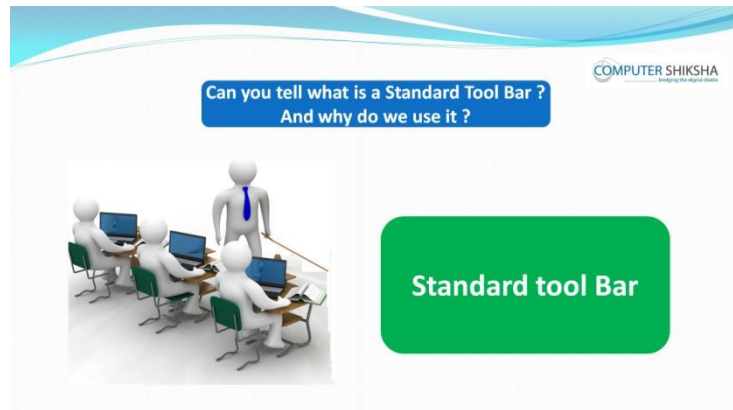
364. To stop video time at 37 seconds in VLC Media Player.



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.

365. To stop video time at 52 seconds in VLC Media Player.



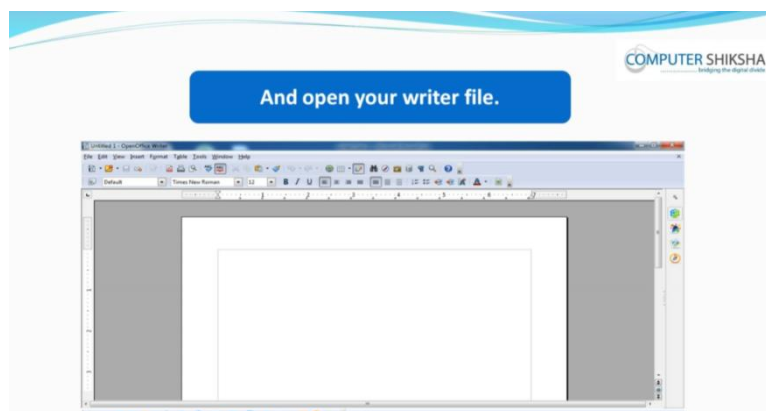
Stop video here and ask what is standard tool bar? And why we use it?
Just listen to the answers and play the video again for the correct answer.

366. To stop video time at 1 minute 11 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.

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



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

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

Stop video here and ask students, what options they had learnt in 'file' and 'edit' menu.

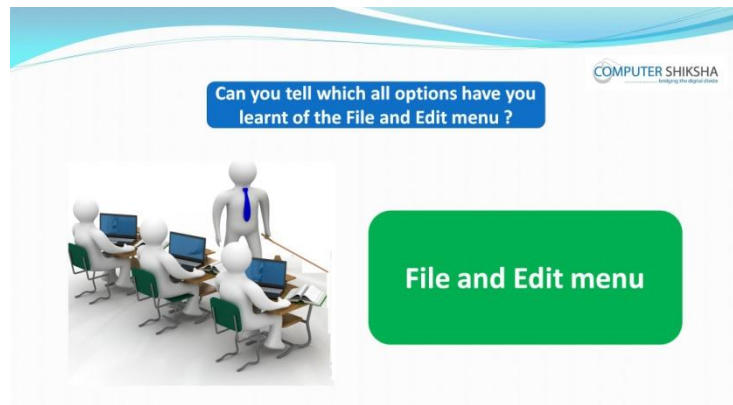
Just listen to the answers and play the video again for the correct answer.

369. To stop video time at 3 minute 23 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.

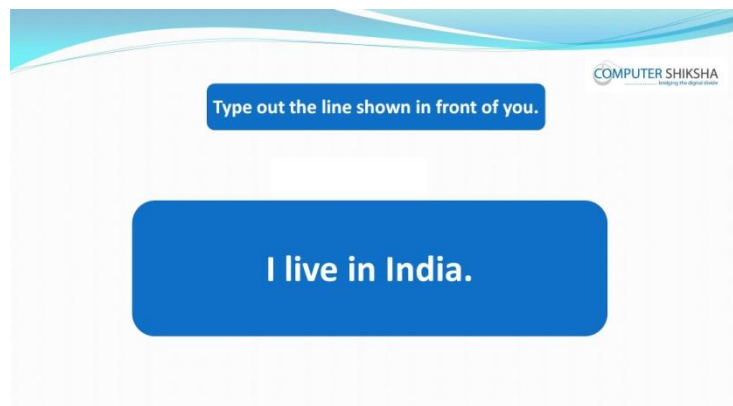
370. To stop video time at 3 minute 41 seconds in VLC Media Player.



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

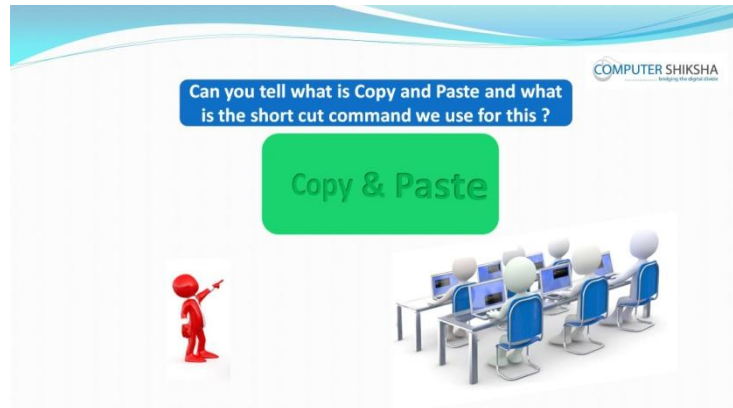
Just listen to the answers and play the video again for the correct answer.

371. To stop video time at 4 minute 26 seconds in VLC Media Player.



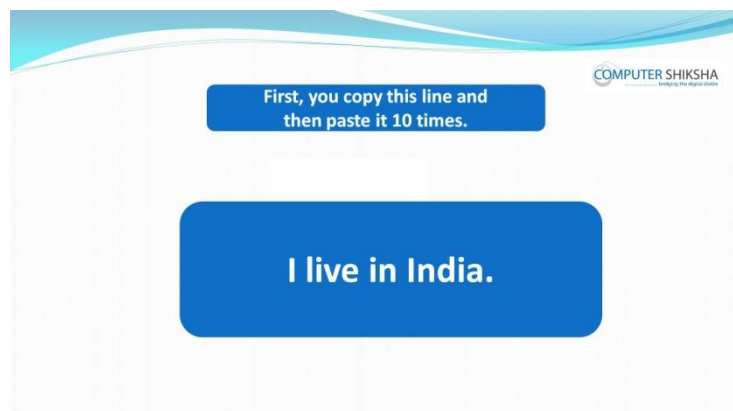
Stop video here and ask students to type the given line which is shown in video .

372. To stop video time at 4 minute 35 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.

373. To stop video time at 5 minute 12 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.

374. To stop video time at 6 minute 10 seconds in VLC Media Player.

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

375. To stop video time at 6 minute 35 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.

376. To stop video time at 7 minute 11 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.

377. To stop video time at 7 minute 24 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.

Just check and play the video again.

378. To stop video time at 8 minute 02 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.

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

Stop video here and ask students to select the first line and then play the video again.

380. To stop video time at 8 minute 43 seconds in VLC Media Player.

Stop video here and ask students to change the 'Font Style' and then play the video again.

381. To stop video time at 8 minute 50 seconds in VLC Media Player.

Stop video here and ask students to select the second line and then play the video again.

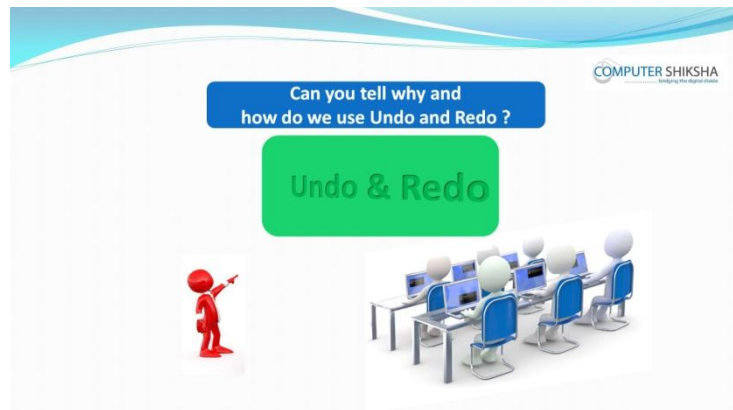
382. To stop video time at 9 minute 02 seconds in VLC Media Player.

Stop video here and ask students to apply 'underline' and 'italics' on the same line and then play the video again.

383. To stop video time at 9 minute 18 seconds in VLC Media Player.

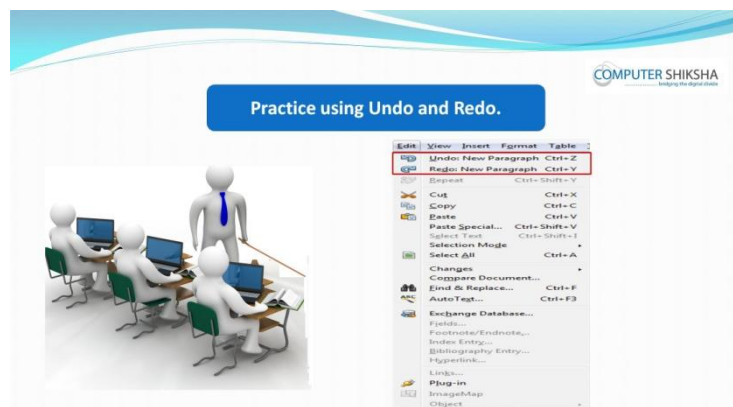
Stop video here and ask students to apply 'right alignment' as shown in video and then play the video again.

- 384. To stop video time at 9 minute 44 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.
- 385. To stop video time at 10 minute 03 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.
- 386. To stop video time at 10 minute 13 seconds in VLC Media Player.**
Stop video here and ask students to select the next line and then play the video again.
- 387. To stop video time at 10 minute 27 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.
- 388. To stop video time at 10 minute 49 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.
- 389. To stop video time at 11 minute 01 seconds in VLC Media Player.**
Stop video here and ask students to change the ‘font size’ again as shown in the video and then play the video again.
- 390. To stop video time at 11 minute 25 seconds in VLC Media Player.**



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

391. To stop video time at 12 minute 27 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.

392. To stop video time at 15 minute 22 seconds in VLC Media Player.

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

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

393. To stop video time at 15 minute 34 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.

394. To stop video time at 16 minute 14 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.

395. To stop video time at 16 minute 57 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.

396. To stop video time at 17 minute 08 seconds in VLC Media Player.

Stop video here and ask students to click on ‘find and replace’ submenu as shown in video.
Now check whether another box has appeared or not and then play the video again.

397. To stop video time at 17 minute 30 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.

398. To stop video time at 18 minute 30 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.

399. To stop video time at 18 minute 51 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.

400. To stop video time at 19 minute 14 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.

401. To stop video time at 19 minute 58 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.

402. To stop video time at 20 minute 29 seconds in VLC Media Player.

Stop video here and ask students to click on 'Replace' option, then click to 'yes' option as shown in video and then play the video again.

403. To stop video time at 20 minute 52 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.

404. To stop video time at 21 minute 05 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.

405. To stop video time at 21 minute 05 seconds in VLC Media Player.

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

406. To stop video time at 22 minute 14 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.

407. 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.

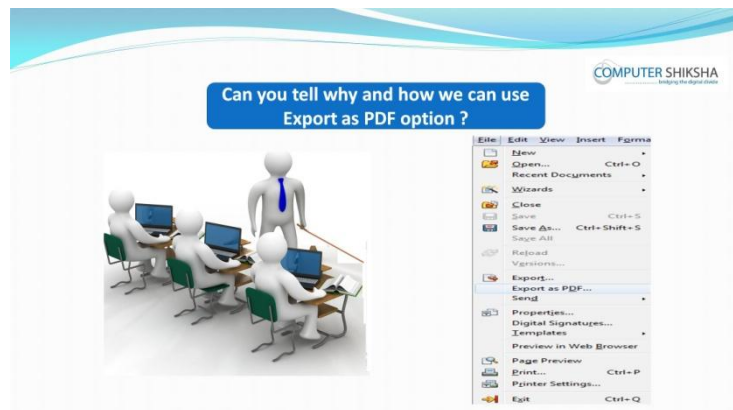
408. To stop video time at 22 minute 48 seconds in VLC Media Player.

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

409. To stop video time at 24 minute 04 seconds in VLC Media Player.

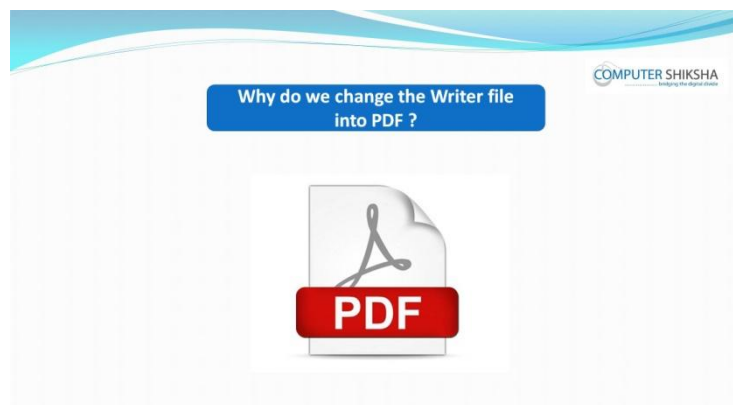
Stop video here and ask students to change the file name as shown in the video and then play the video again.

410. To stop video time at 24 minute 23 seconds in VLC Media Player.



Stop video here and ask if they know why and how we use 'Export as PDF'? Just listen to the answers and play the video again for the correct answer.

411. To stop video time at 24 minute 37 seconds in VLC Media Player.



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.

412. To stop video time at 25 minute 08 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.

413. To stop video time at 25 minute 46 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.

414. To stop video time at 26 minute 01 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.

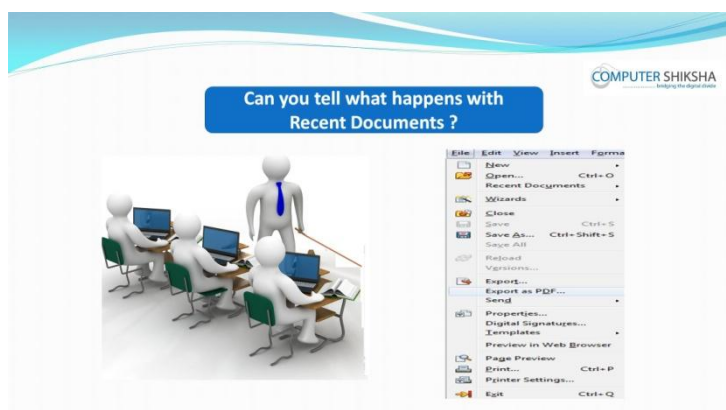
415. To stop video time at 27 minute 13 seconds in VLC Media Player.

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.

416. To stop video time at 27 minute 53 seconds in VLC Media Player.

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

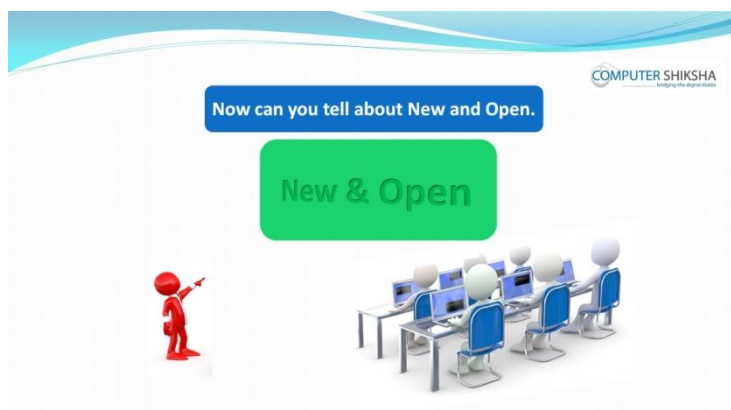
417. To stop video time at 28 minute 00 seconds in VLC Media Player.



Stop video here and ask why we use ‘Recent Documents’?

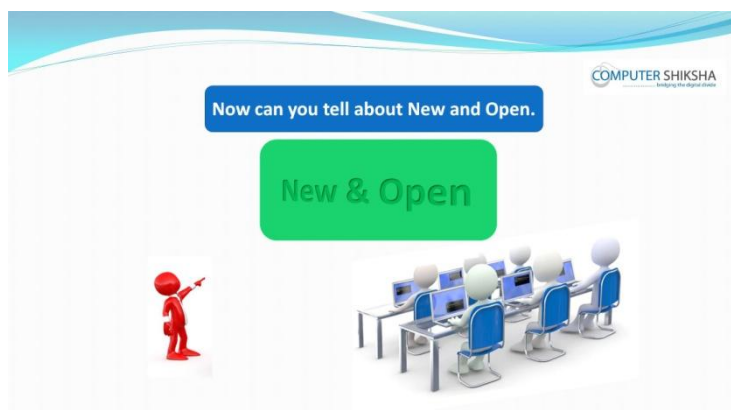
Just listen to the answers and play the video again for the correct answer.

418. To stop video time at 28 minute 17 seconds in VLC Media Player.



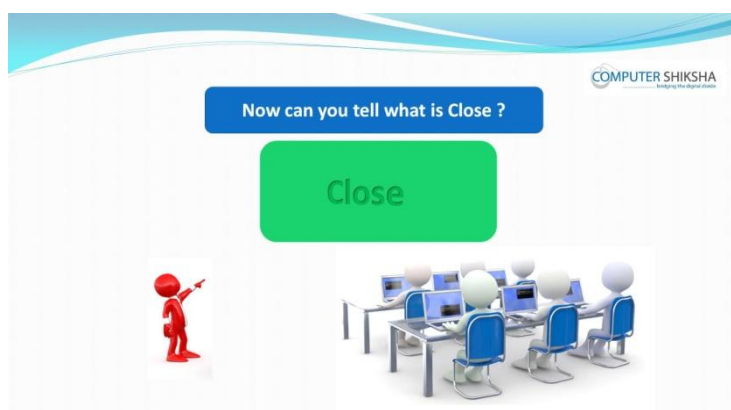
Stop video here and ask why we use 'New' and 'Open'?
Just listen to the answers and play the video again for the correct answer.

419. To stop video time at 28 minute 47 seconds in VLC Media Player.



Stop video here and ask students to practice 'Open' and 'New' and then play the video again.

420. To stop video time at 28 minute 50 seconds in VLC Media Player.



Stop video here and ask what is 'Close'?

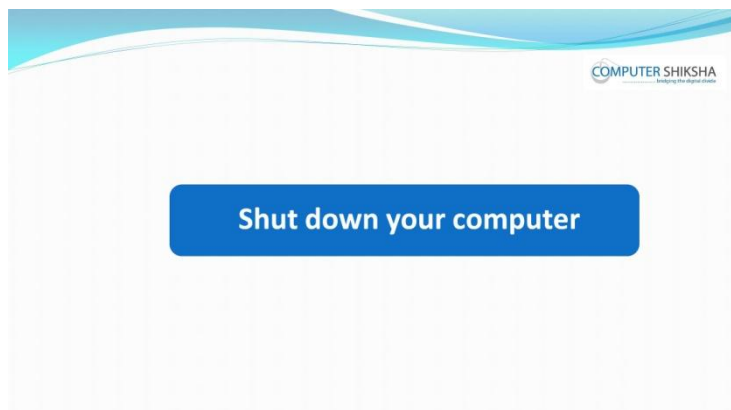
Just listen to the answers and play the video again for the correct answer.

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



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

422. To stop video time at 29 minute 05 seconds in VLC Media Player.



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

