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| AIM Duration: 5 hours |
| * Create purchase order using tables and images. |

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| LEARNING OUTCOME |
| Able to create document spread sheet and make presentation using open office. |

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| REQUIREMENT |

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| List of Hardware/Software requirements:   * Computer Desktop/Laptop * Windows Operating system * Open Office |

PROCESDURE

Step 1: To insert a new table to create a purchase order, position the cursor where you want the table to appear, then use any of the following methods to open the Insert Table dialog box:

Step 2: From the main menu, select Table > Insert > Table.

Step 3: From the Standard toolbar, click the Table icon.

Step 4: You can create tables within tables, nested to a depth only limited by imagination and practicality.

Step 5: Simply click in a cell of an existing table and use any of the methods mentioned in Inserting a new table above.

Step 6: It is possible to create a table starting from plain text by means of the Table > Convert > Text to Table menu.

Step 7: In order for this command to work effectively, the starting text needs to have clear demarcation between what will become the columns of the table. Paragraph marks indicate the end of a row.

Step 8: To convert text to a table, start by selecting the text you want to convert and select Table > Convert > Text to Table to open the dialog box shown below.

Step 9: Then create the purchase order table for the desired data.