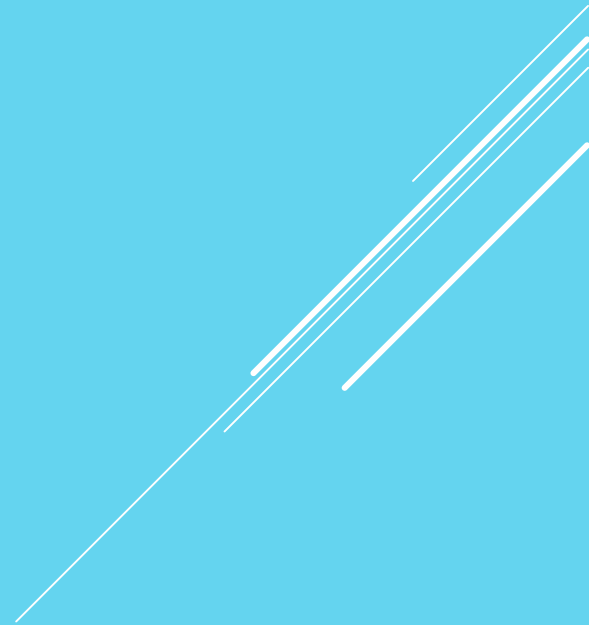
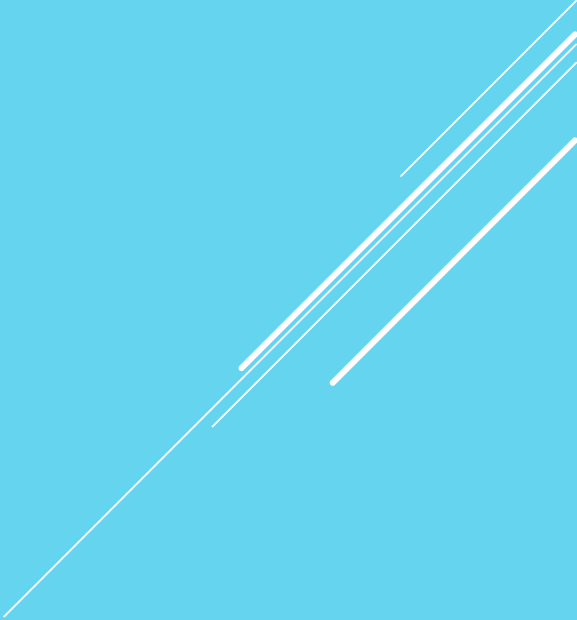


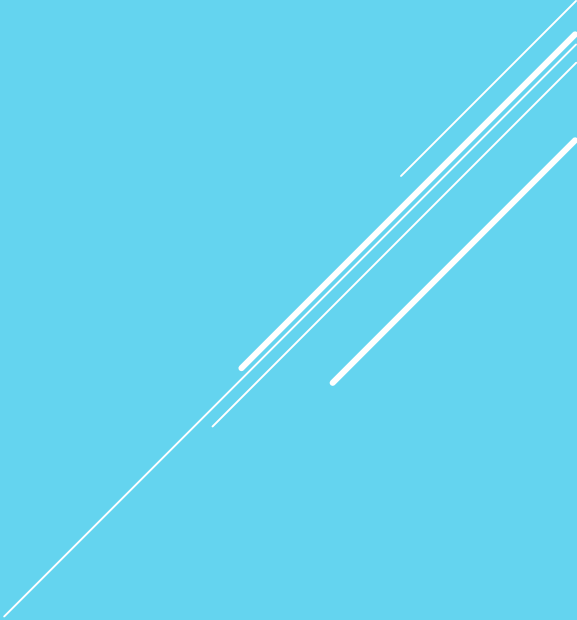
# OpenOffice.org Writer



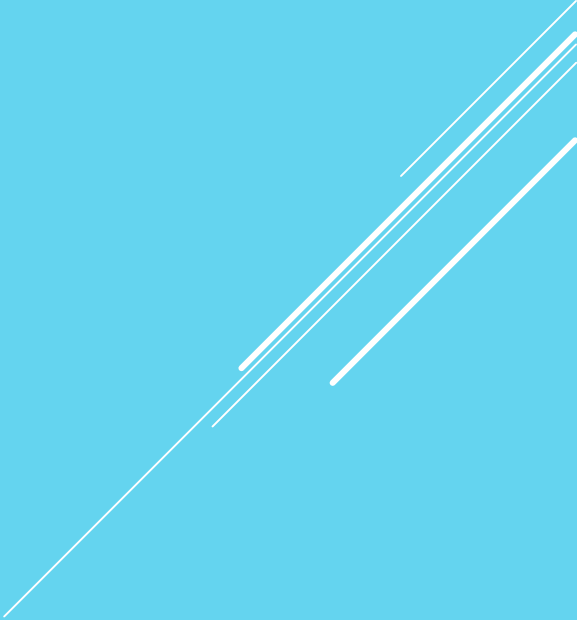
# PART I

- ▶ Introducing OpenOffice.org
    - ▶ What is Writer?
    - ▶ Working with Writer
    - ▶ Formatting in Writer
- 
- A series of three parallel white diagonal lines located in the bottom right corner of the slide.

# WHAT IS OPENOFFICE.ORG?

- An office application suite distributed as a free software
  - Free alternative to MS Office
  - Installed by default in Ubuntu
- 
- A series of three parallel white diagonal lines in the bottom right corner of the slide.

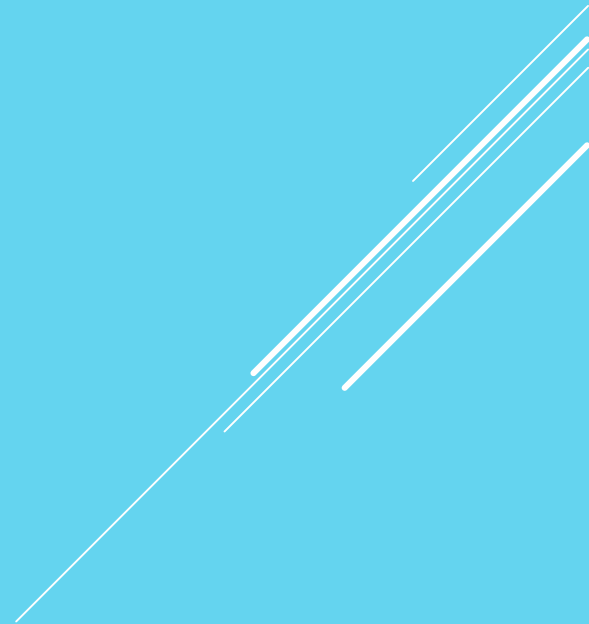
# THE OPENOFFICE.ORG SUITE

- Writer (word processor)
  - Calc (spreadsheet)
  - Impress (presentation)
  - Base (database)
  - Formula (equation editor)
  - Draw (vector graphics)
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally upwards from left to right, located in the bottom right corner of the slide.


# WHY USE OPENOFFICE.ORG?

- No licensing fees
  - Cross platform
  - Easy to use
  - File compatibility
- 
- A series of three parallel white diagonal lines in the bottom right corner of the slide.

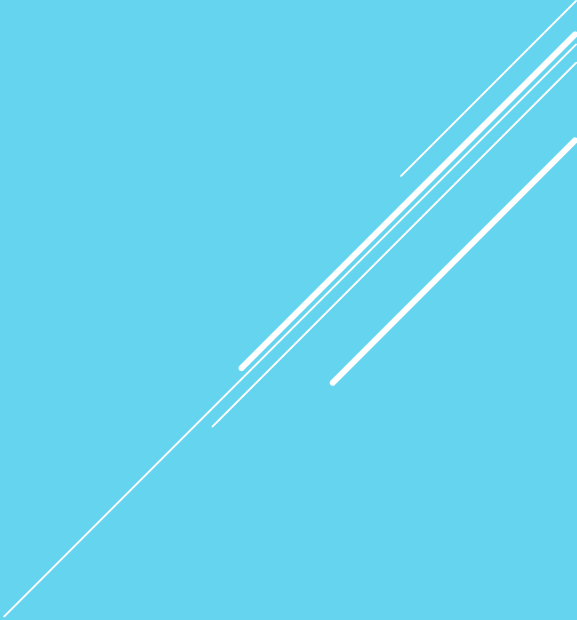
**WHAT IS  
WRITER?**



# WHAT IS WRITER?

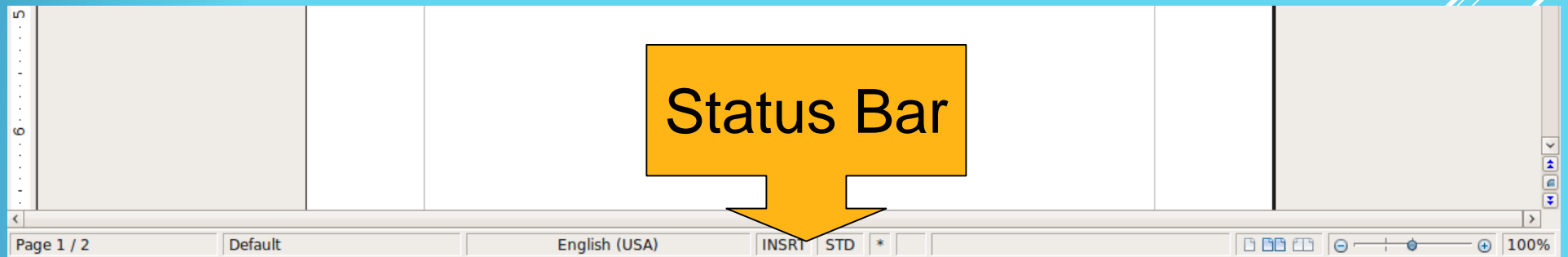
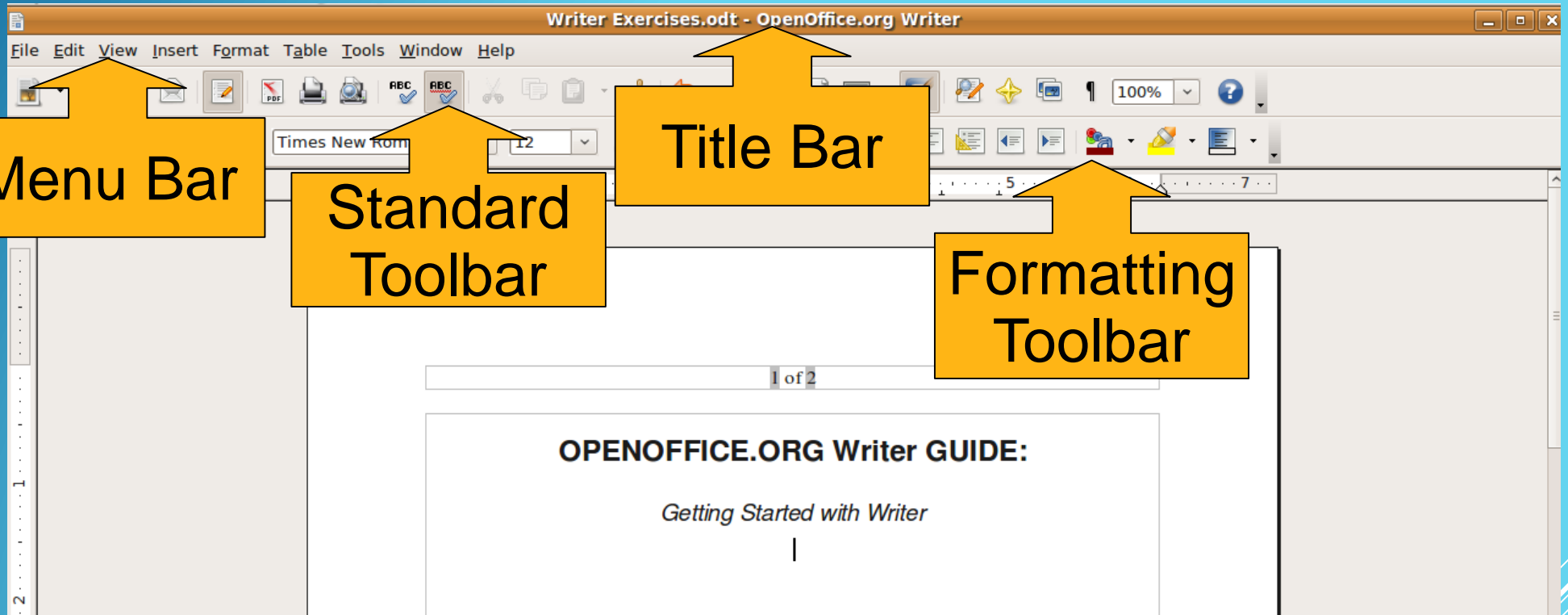
- The word processor component of OpenOffice.org
  - Free alternative to Windows' MS Word
  - Can be used to create documents such as reports and letters
  - File extension is **.odt**
- 
- A series of three parallel white diagonal lines in the bottom right corner of the slide.

# GETTING STARTED WITH WRITER

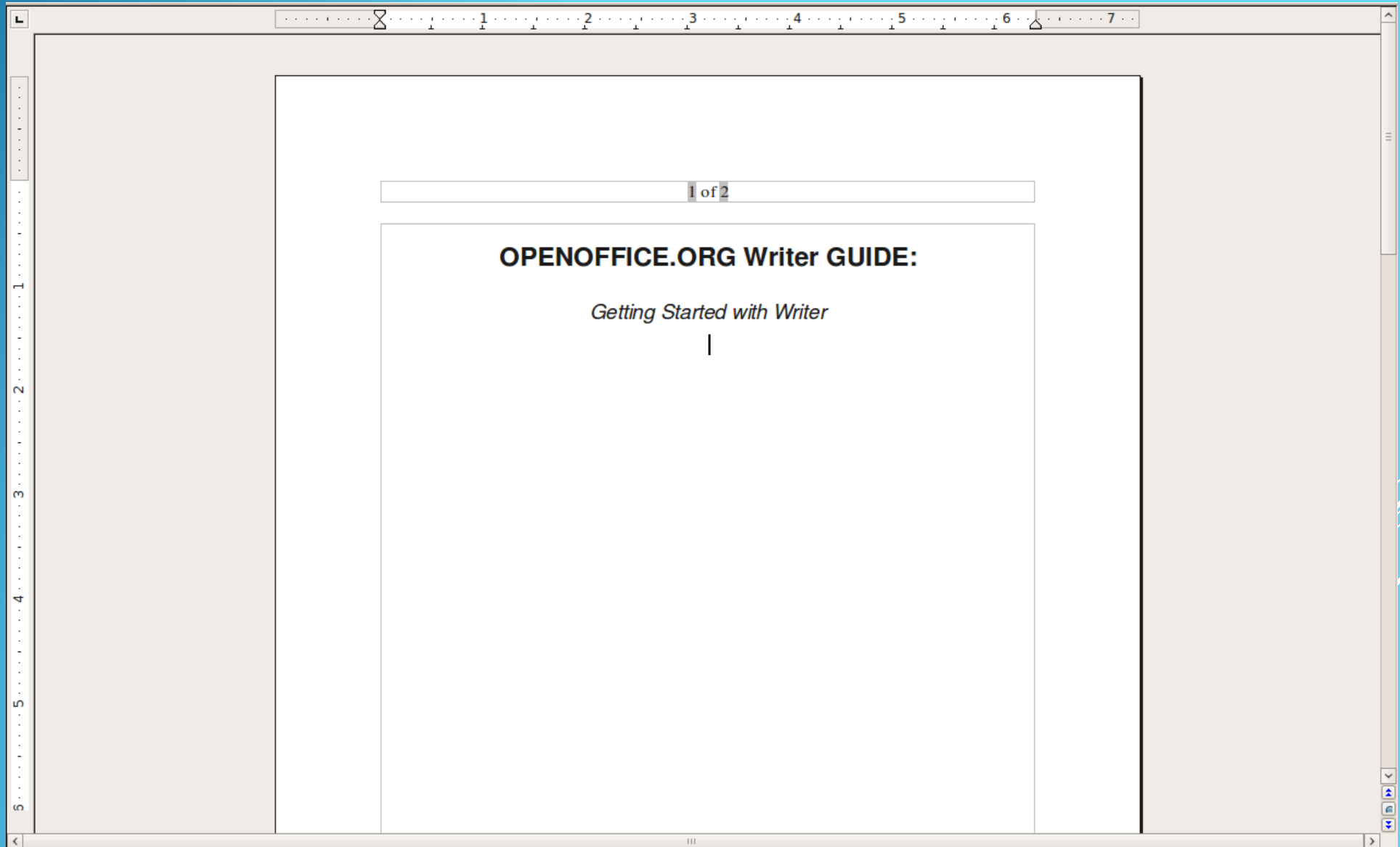
- Opening Writer
    - **Applications >> Office >> OpenOffice.org Word Processor**
    - Double-click on the desktop shortcut
    - Click on the icon on the panel
- 
- Three parallel white lines of varying lengths are positioned in the bottom right corner of the slide, slanted diagonally upwards from left to right.



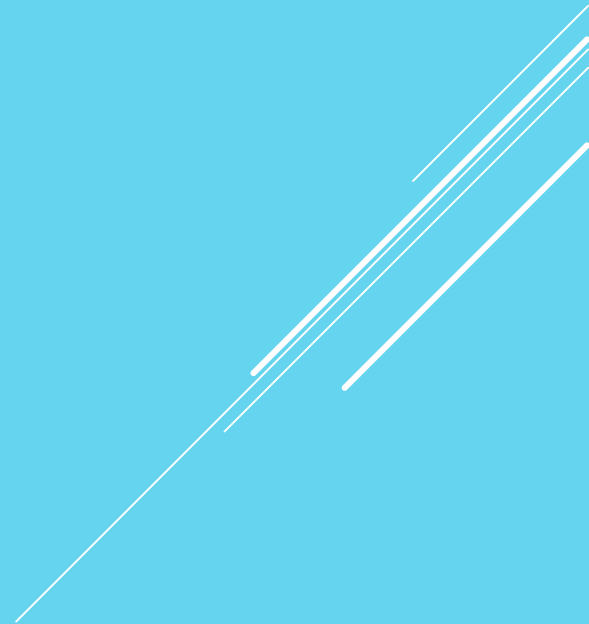
# THE WRITER INTERFACE



# WORK AREA

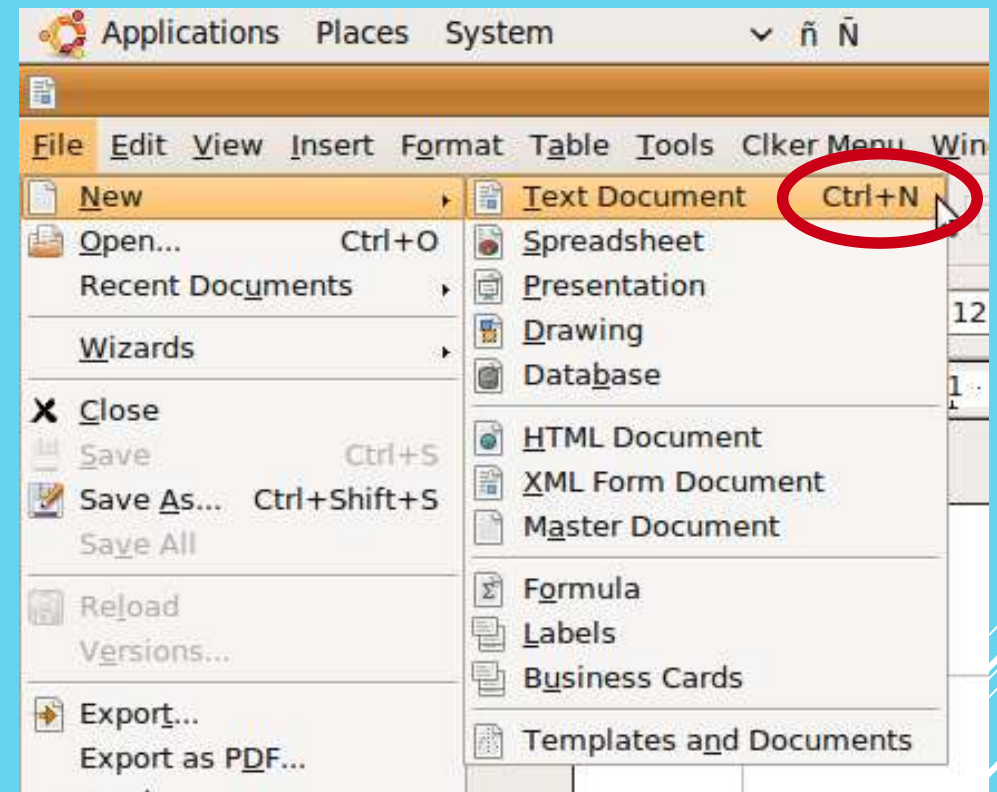


# **WORKING WITH WRITER**

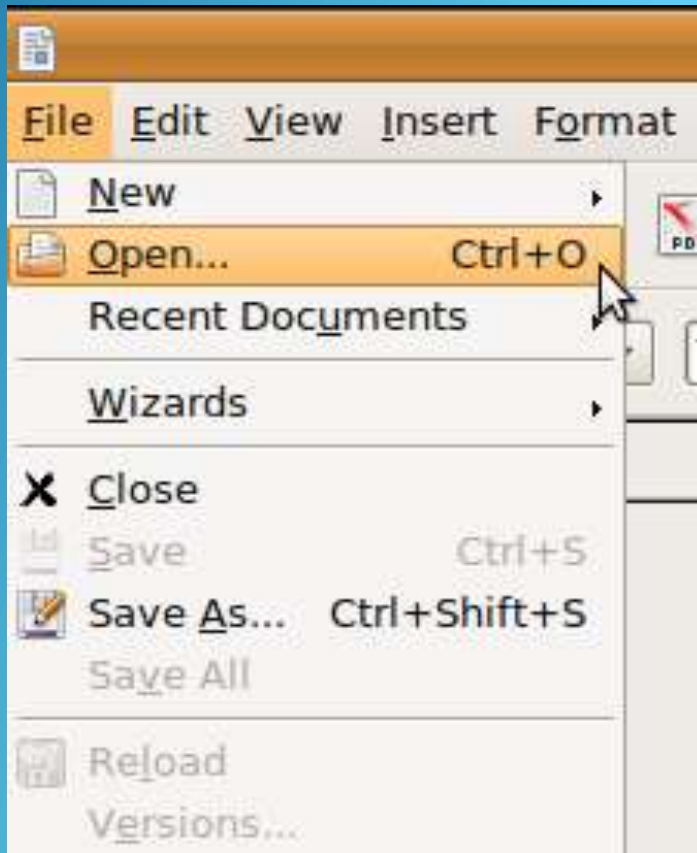


# CREATING A NEW DOCUMENT

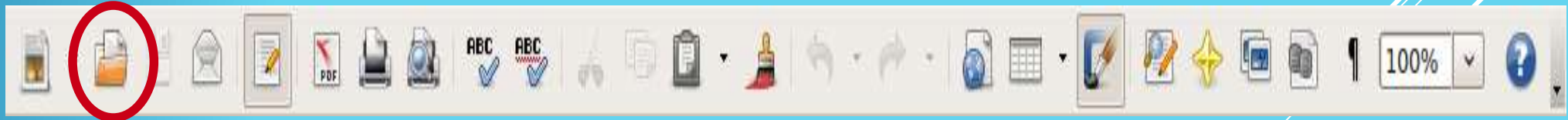
- **File >> New >> Text Document**
- **New** icon in the standard toolbar.
- **Ctrl + N**



# OPENING AN EXISTING DOCUMENT

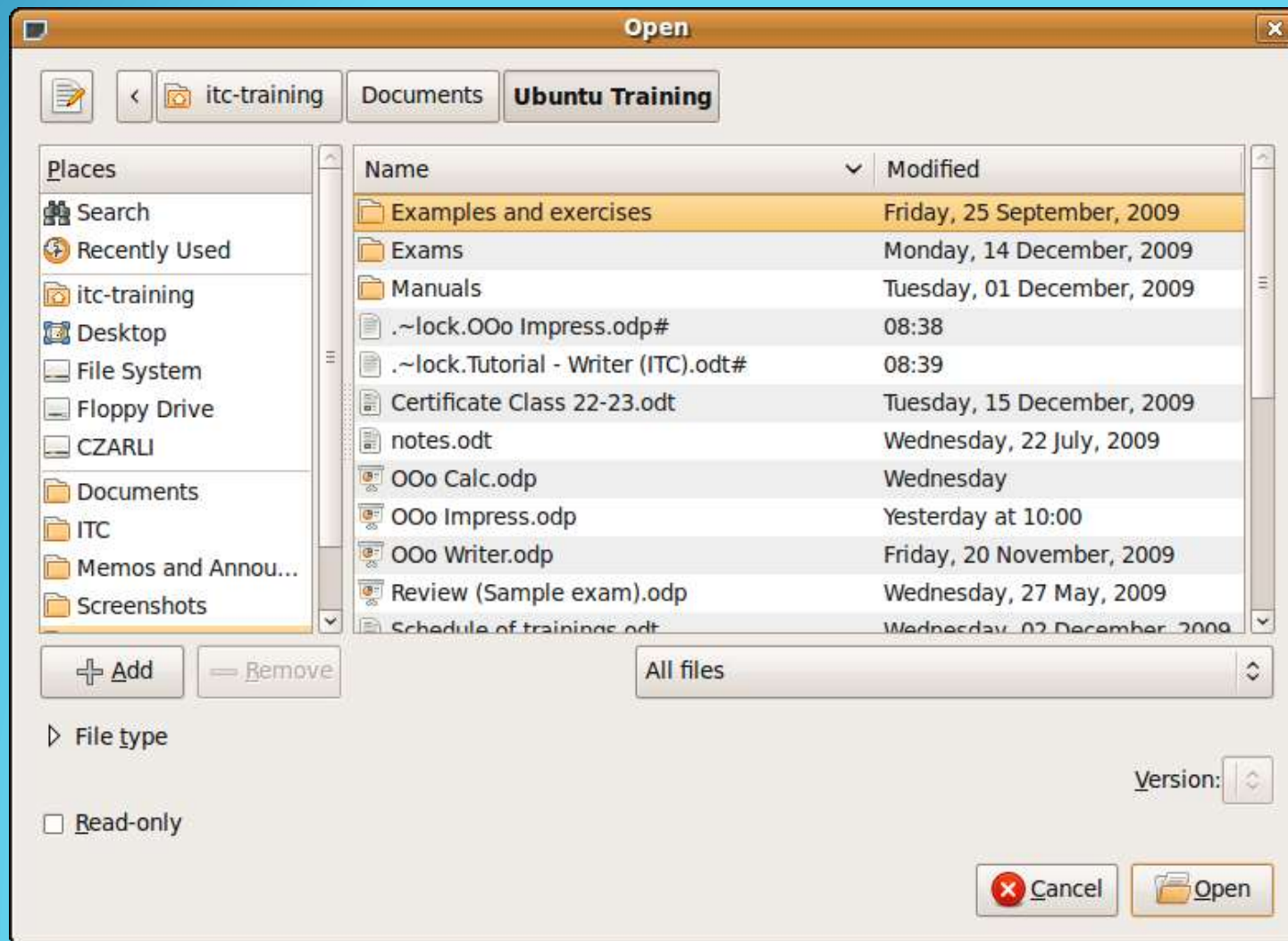


- **File >> Open**
- **Open** icon in the standard toolbar
- **Ctrl + O**



# OPENING AN EXISTING DOCUMENT

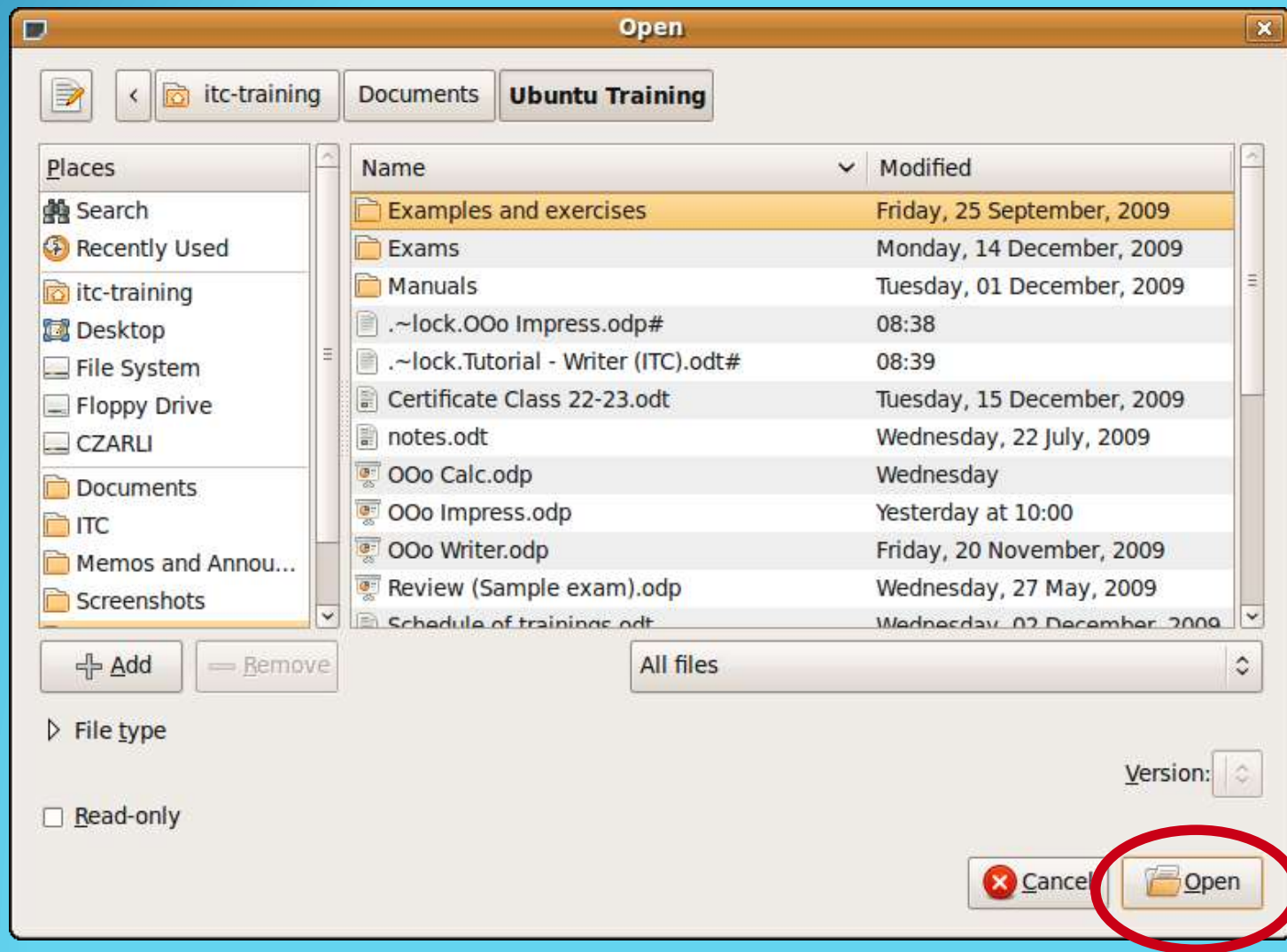
- Choose which file to open.





# OPENING AN EXISTING DOCUMENT

- Click **OK**.

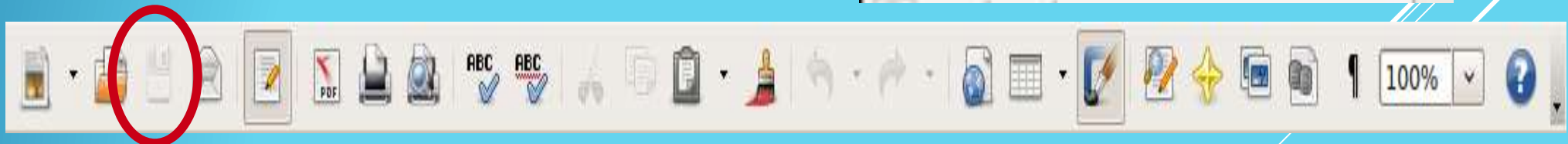
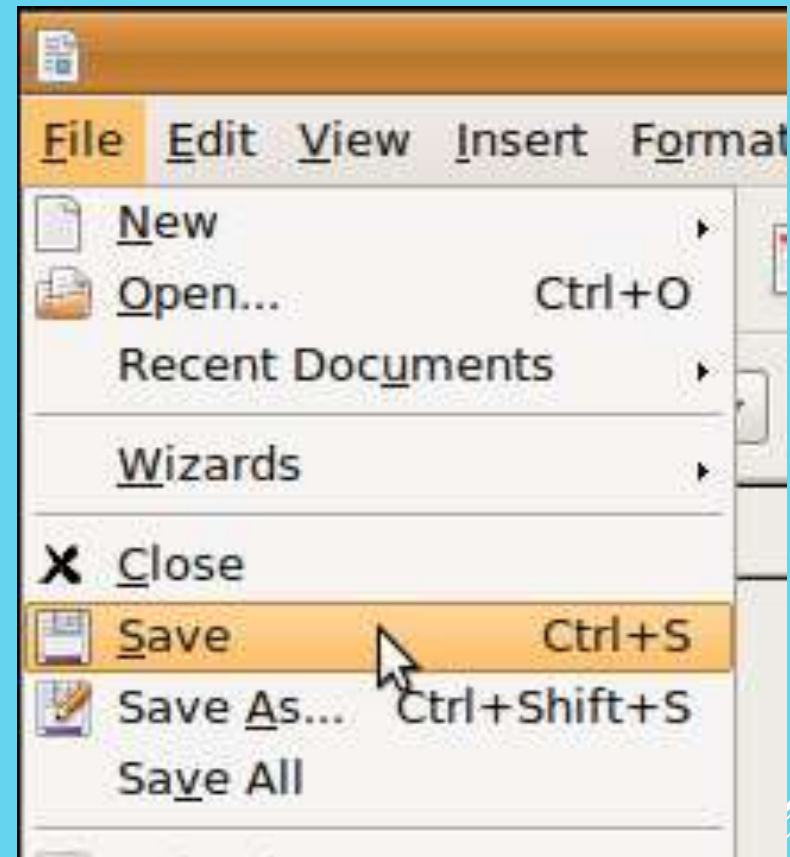


# SAVING A DOCUMENT (.ODT)

- **File >> Save**

**Save** icon in the standard toolbar

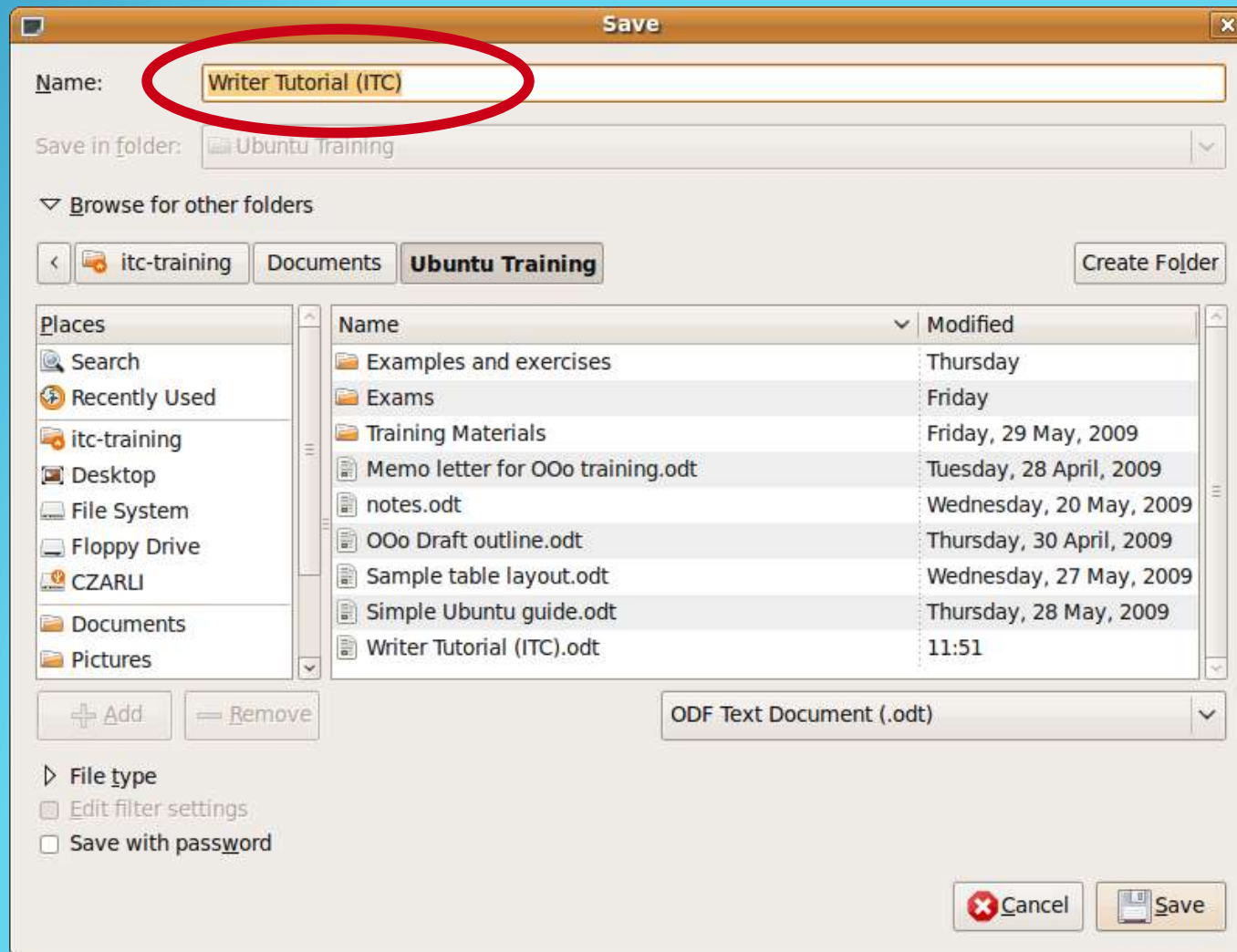
**Ctrl + S**





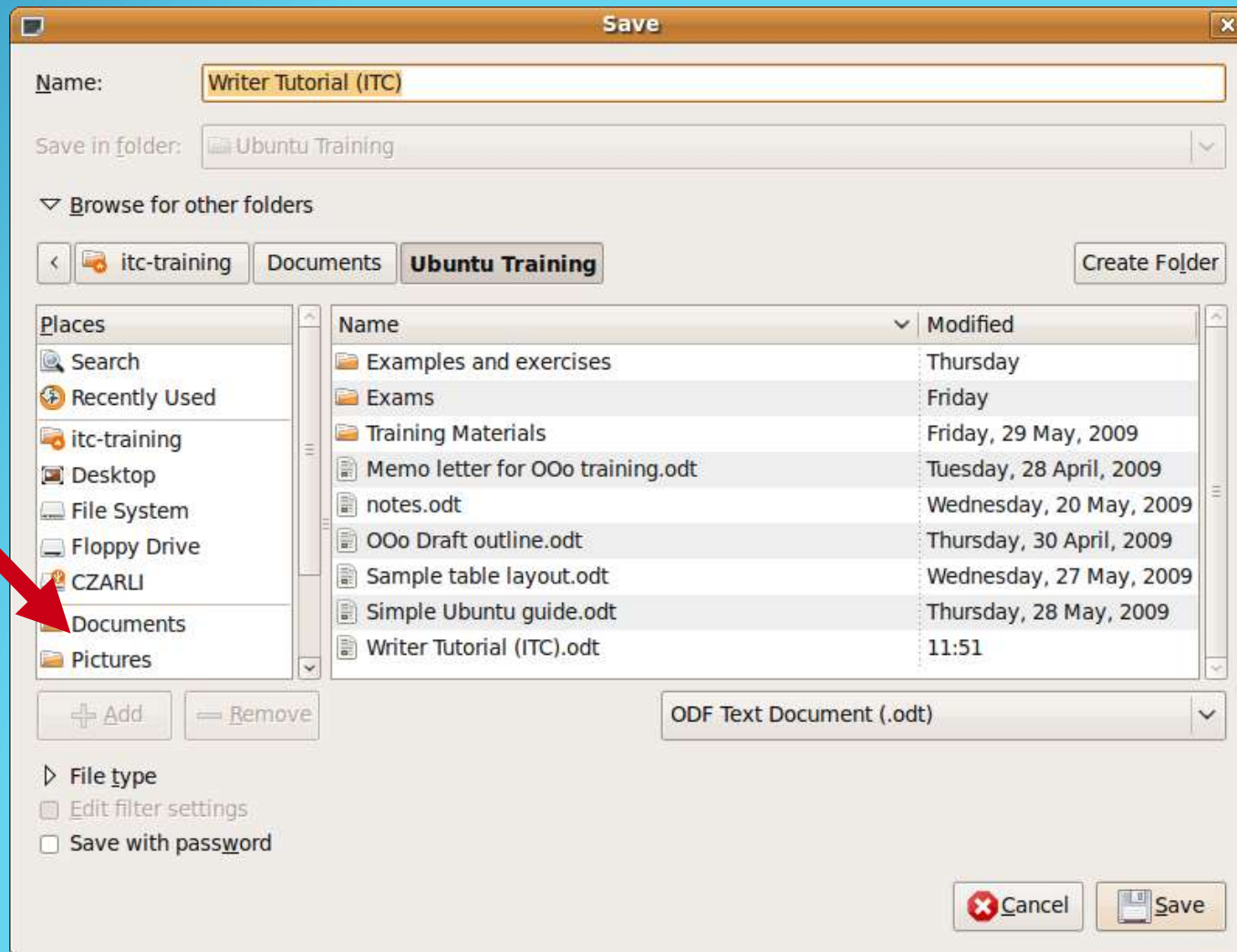
# SAVING A DOCUMENT (.ODT)

- Type the file name in the **Name** text box.



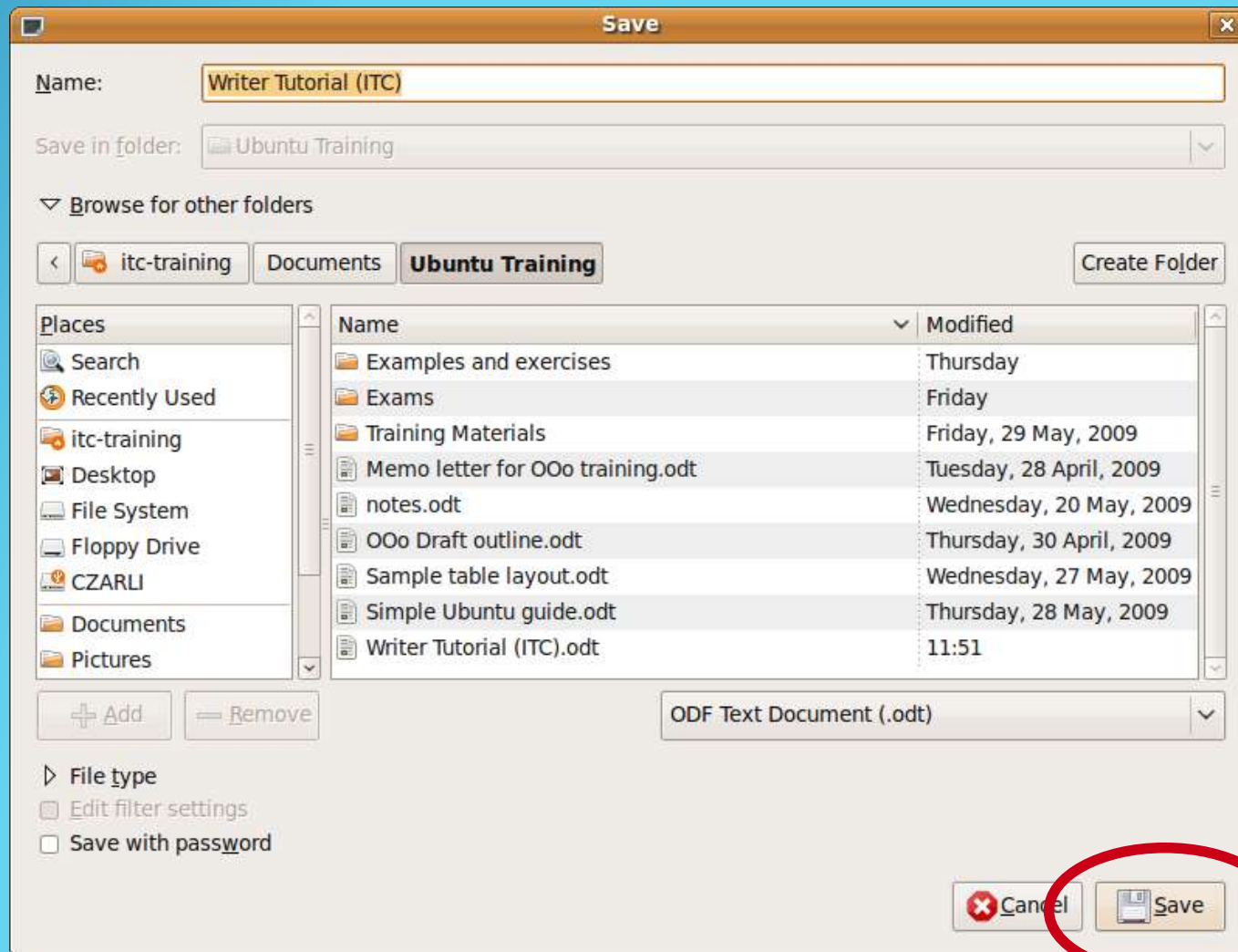
# SAVING A DOCUMENT (.ODT)

- Choose in which folder to save.



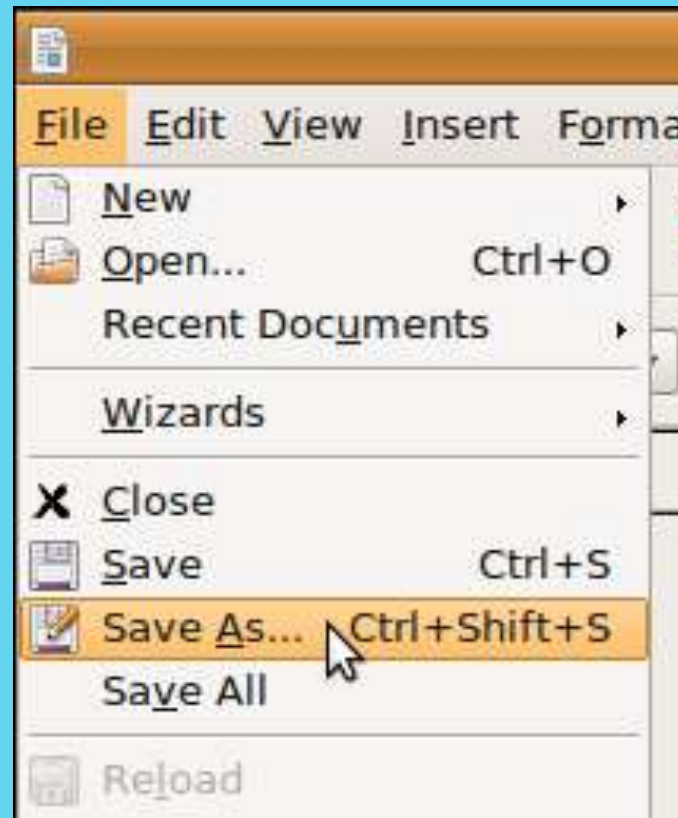
# SAVING A DOCUMENT (.ODT)

- Click **Save**.



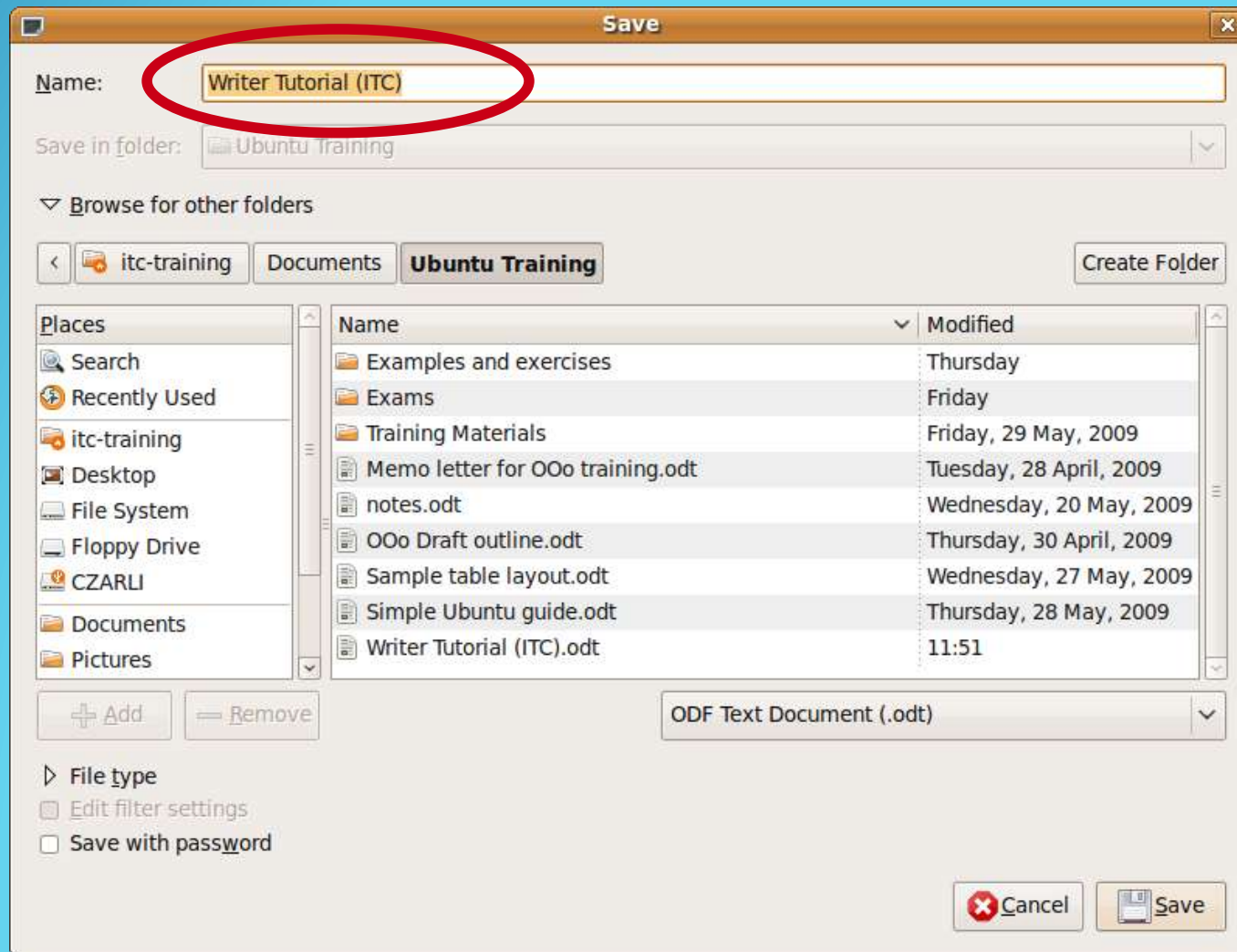
# SAVING AS MS WORD (\*.DOC)

- **File >> Save As**



# SAVING AS MS WORD (\*.DOC)

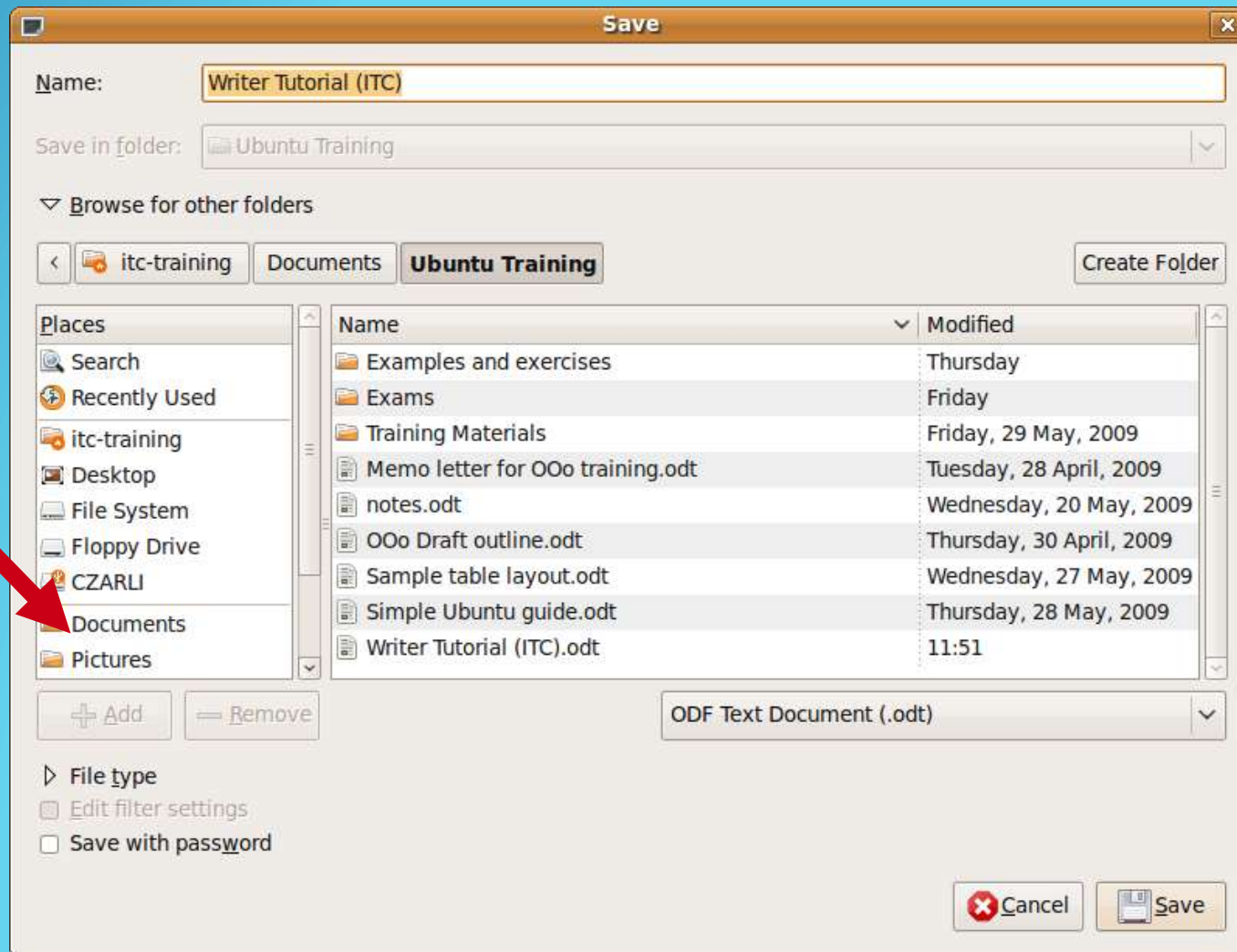
- Type the file name in the **Name** text box.





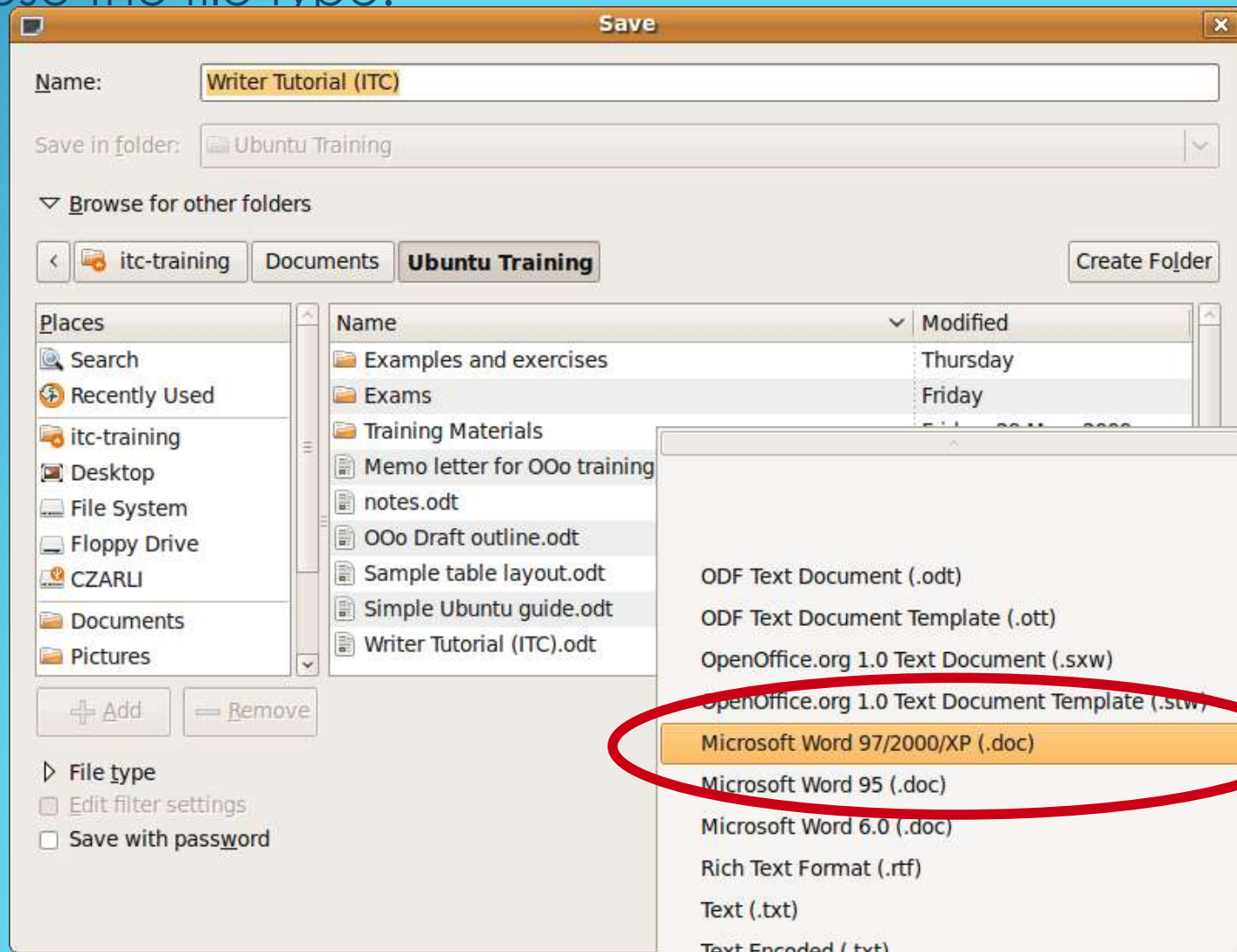
# SAVING AS MS WORD (\*.DOC)

- Choose in which folder to save.



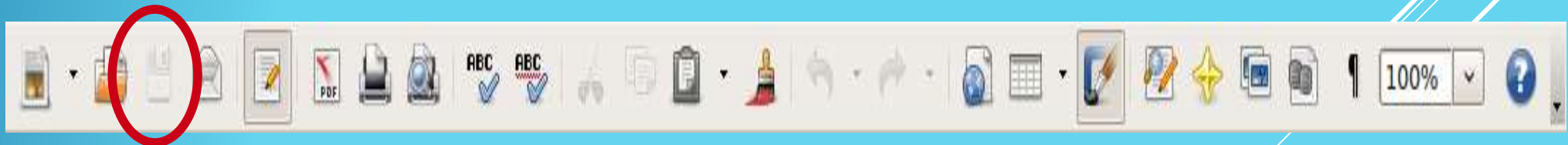
# SAVING AS MS WORD (\*.DOC)

- Choose the file type.



# SAVING CHANGES

- **Save** icon in the standard toolbar
- **Ctrl + S**



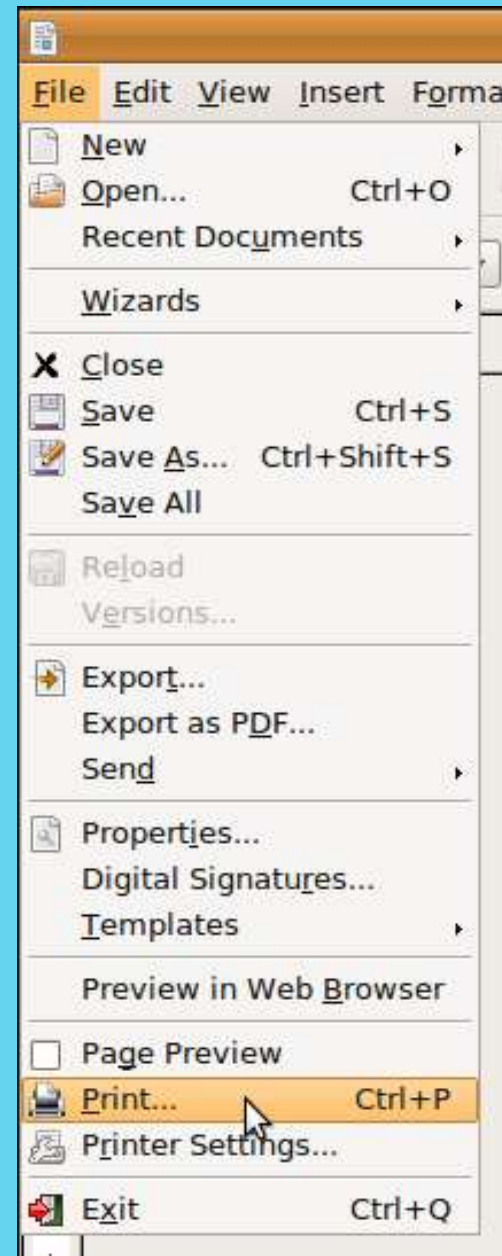


# VIEWING IN WRITER

- Zooming controls
  - **Zoom** drop-down menu in the standard toolbar
- Page Preview
  - **Page Preview** icon in the standard toolbar
  - **File >> Page Preview**

# PRINTING A DOCUMENT

- **File >> Print**
- The **Print File Directly** icon in the standard toolbar



# UNDOING & REDOING CHANGES

- Undo

- **Undo** icon in the standard toolbar

- **Ctrl + Z**

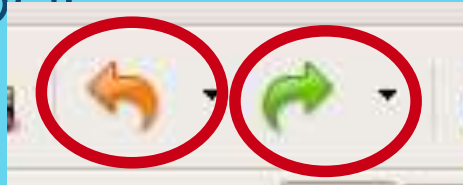
- **Edit >> Undo**

- Redo

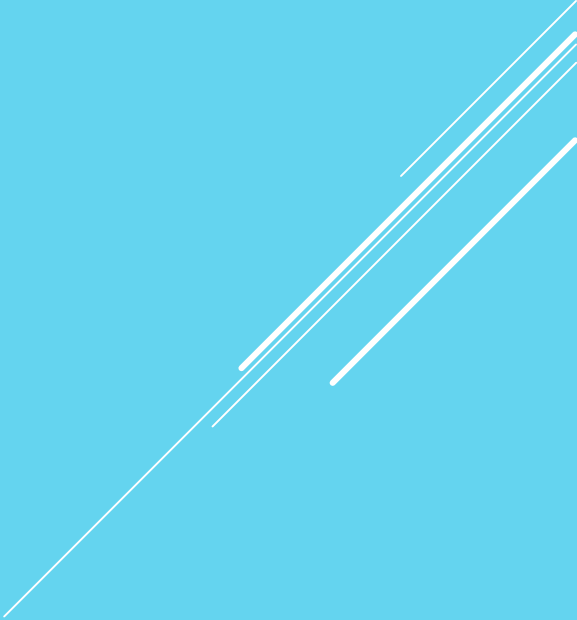
- **Redo** icon in the standard toolbar

- **Ctrl + Y**

- **Edit >> Redo**

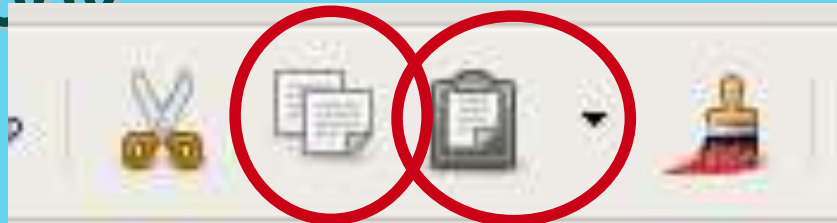


# WORKING WITH TEXT

- Selecting text
    - Just click and drag on the texts you want to highlight
    - Non-consecutive texts
      - Hold down **Ctrl** key
    - Select All
      - **Ctrl + A**
- 
- A series of three parallel white diagonal lines in the bottom right corner of the slide.

# WORKING WITH TEXT

- Copying texts
  - **Copy** icon in the standard toolbar
  - Right-click >> **Copy**
  - **Edit >> Copy**
  - **Ctrl + C**
- Pasting texts
  - **Paste** icon in the standard toolbar
  - Right-click >> **Paste**
  - **Edit >> Paste**
  - **Ctrl + V**

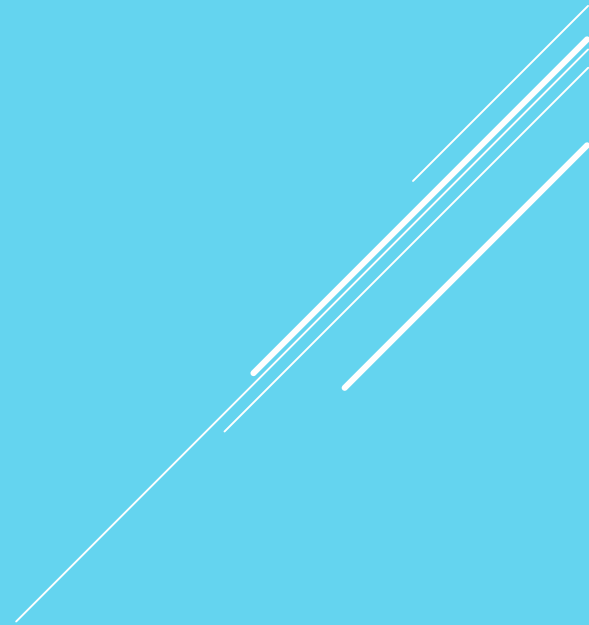


# WORKING WITH TEXT

- Cutting text
  - **Cut** icon in the standard toolbar
  - Right-click >> **Cut**
  - **Edit >> Cut**
  - **Ctrl + X**



# **FORMATTING IN WRITER**



# FORMATTING CHARACTERS & PARAGRAPHS

- Using the Formatting toolbar

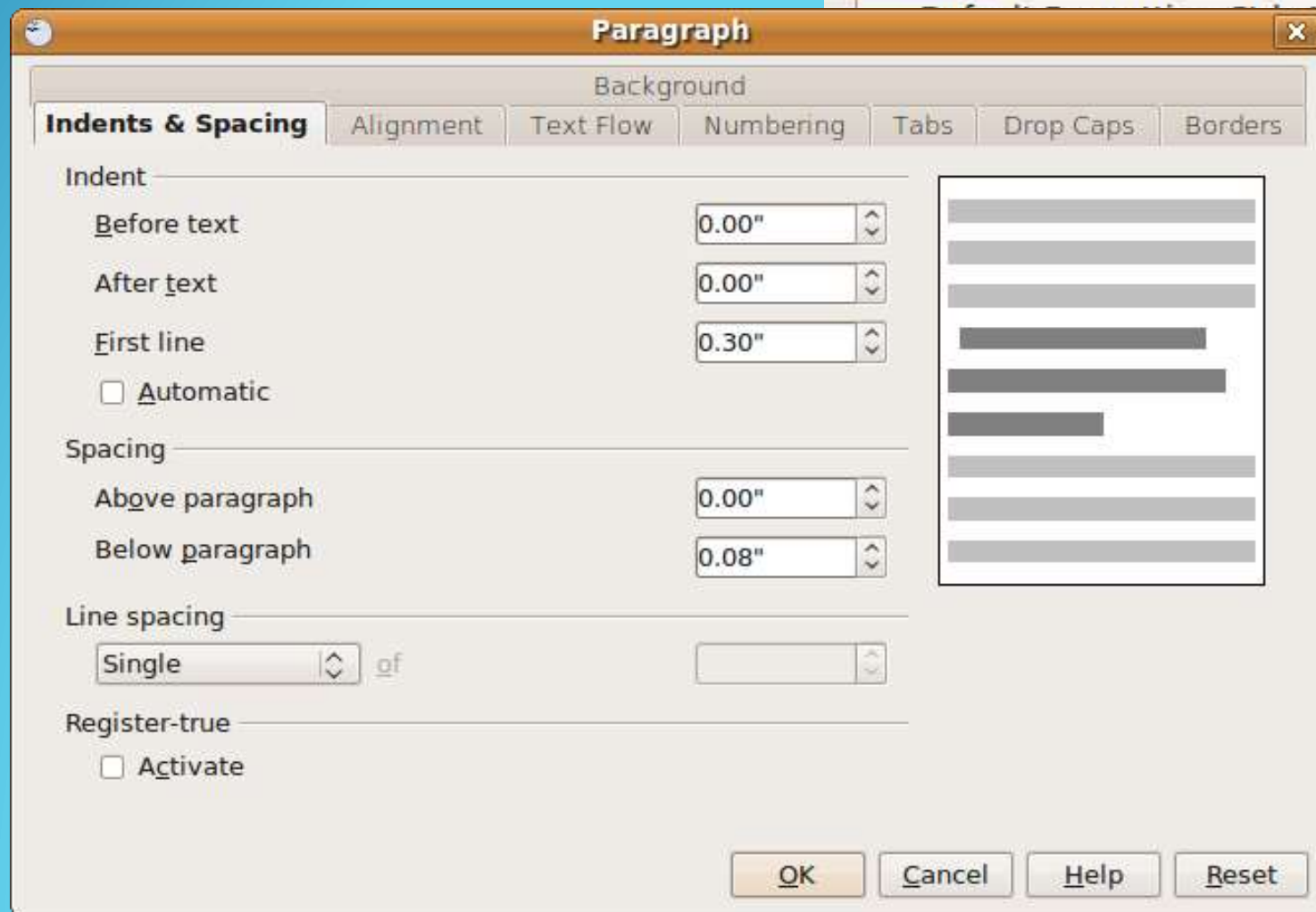


- Inserting special characters
  - **Insert >> Special Character**
  - Use the applet **Character Palette** (if you are using OpenOffice for Ubuntu)
  - **Alt + 164** (if you are using OpenOffice for Windows)



# FORMATTING PARAGRAPHS

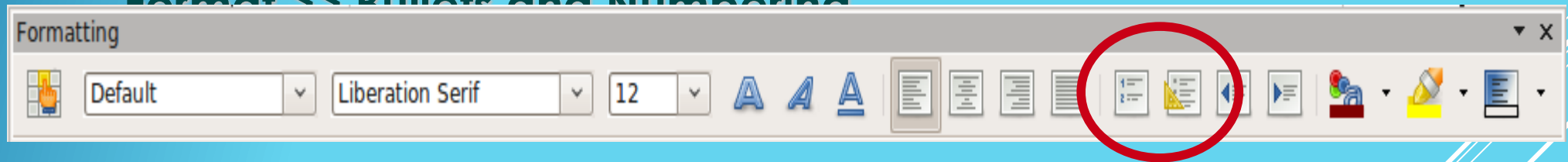
- **Format >> Paragraph**



# BULLETS AND NUMBERING

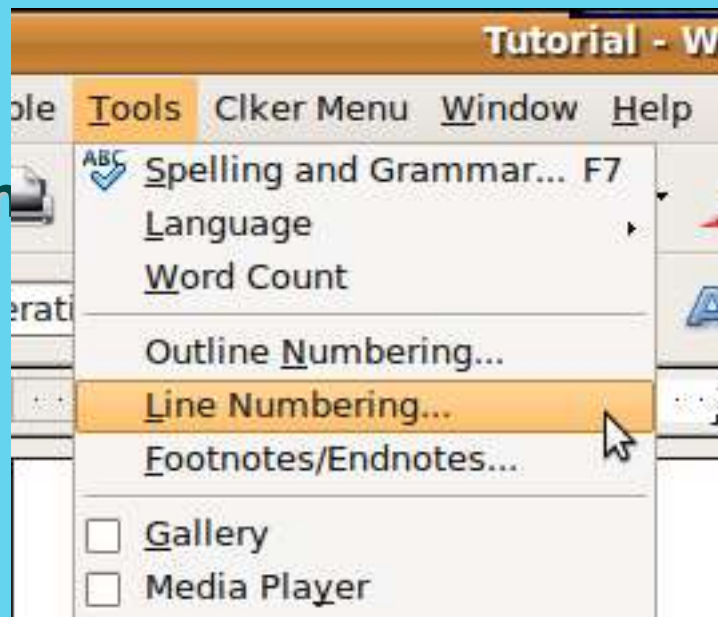
- **Bullets On/Off** or **Numbering On/Off** icon in the formatting toolbar

Format >> Bullets and Numbering




# LINE NUMBERING

- Tools >> Line Numbering...

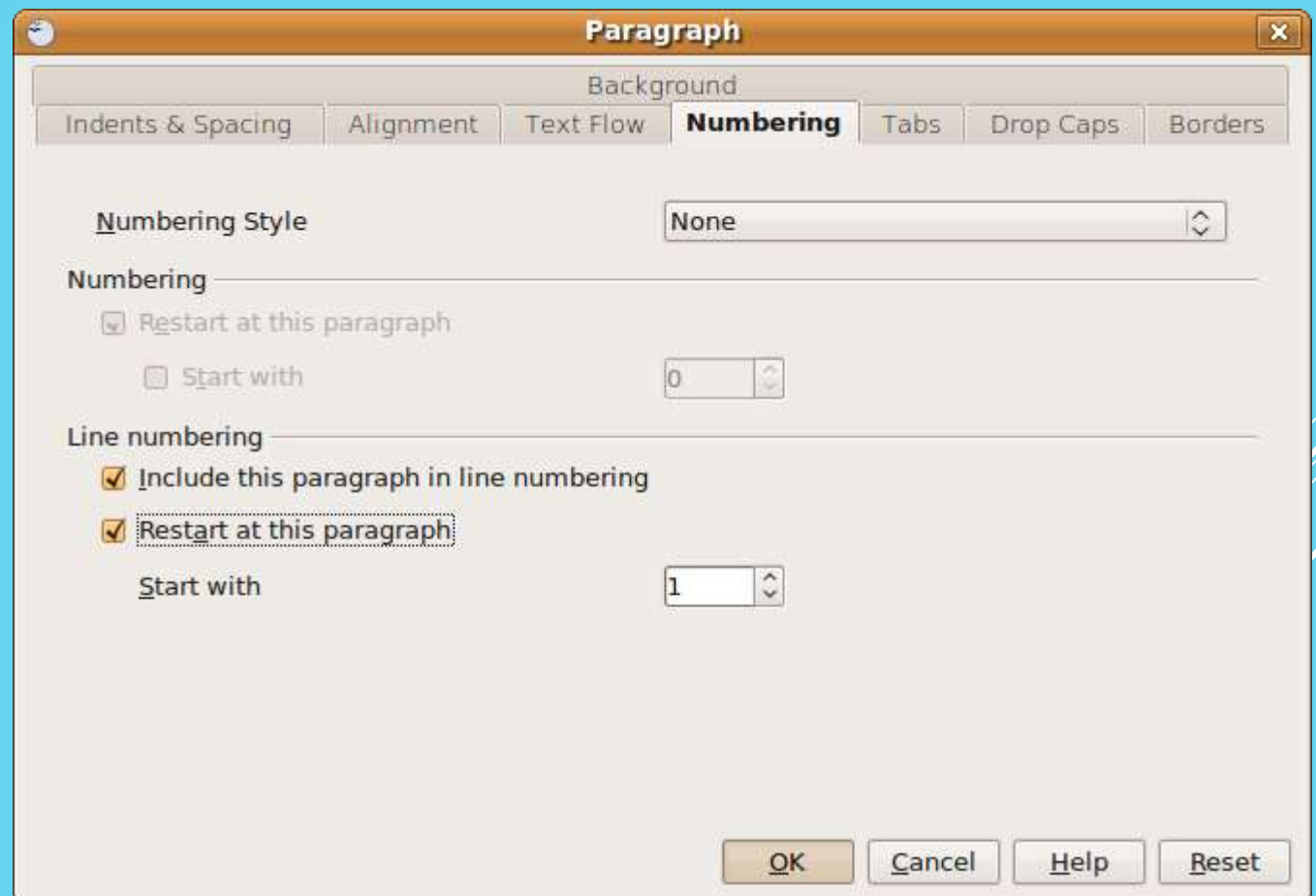


# LINE NUMBERING

- To restart line numbering on a specific paragraph:
    - Click on the line where you want to restart the line numbering.
    - Go to **Format >> Paragraph**.
- 
- A series of three parallel white diagonal lines in the bottom right corner of the slide.

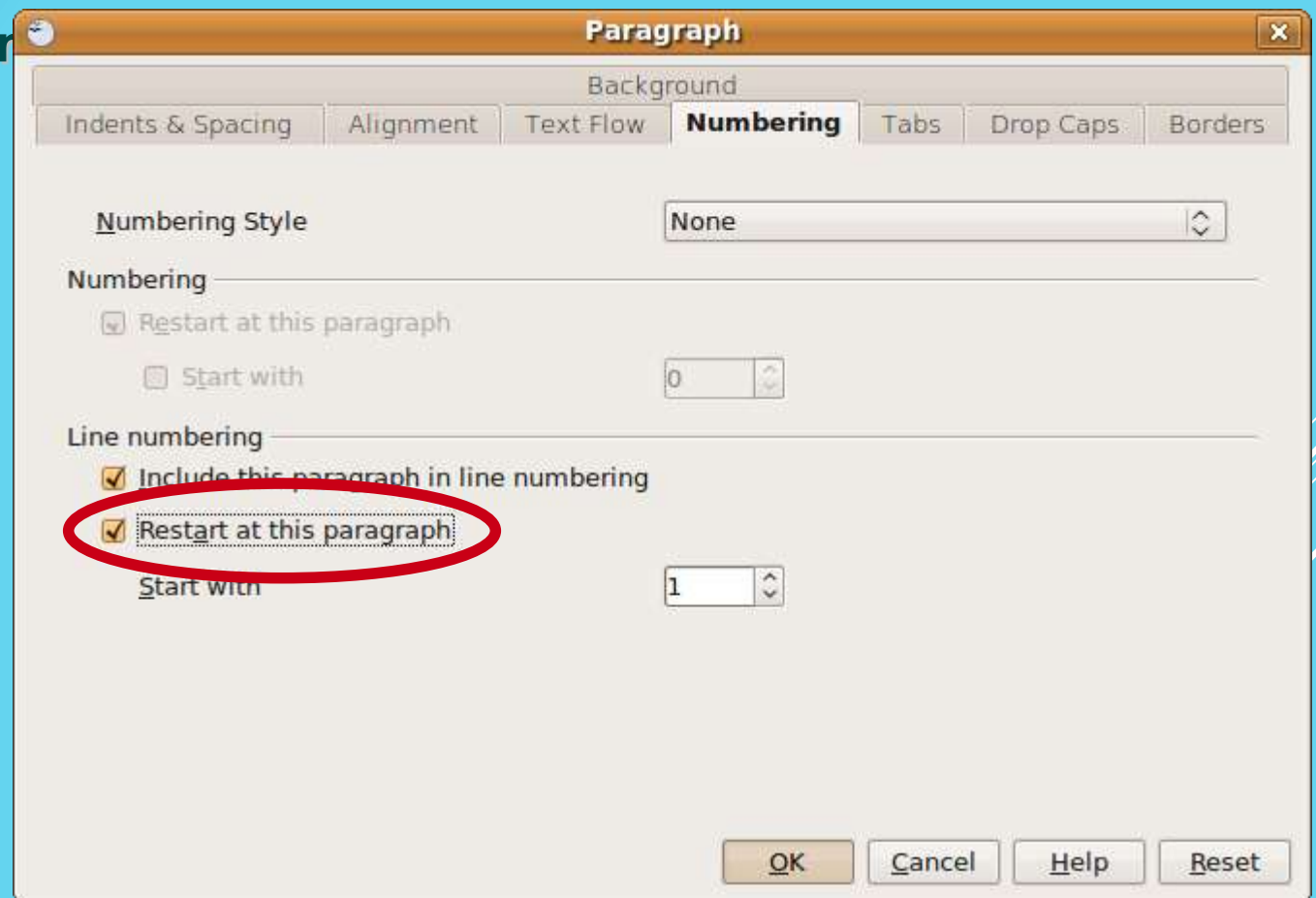
# LINE NUMBERING

- To restart line numbering on a specific paragraph:
  - Go to the **Numbering** tab.



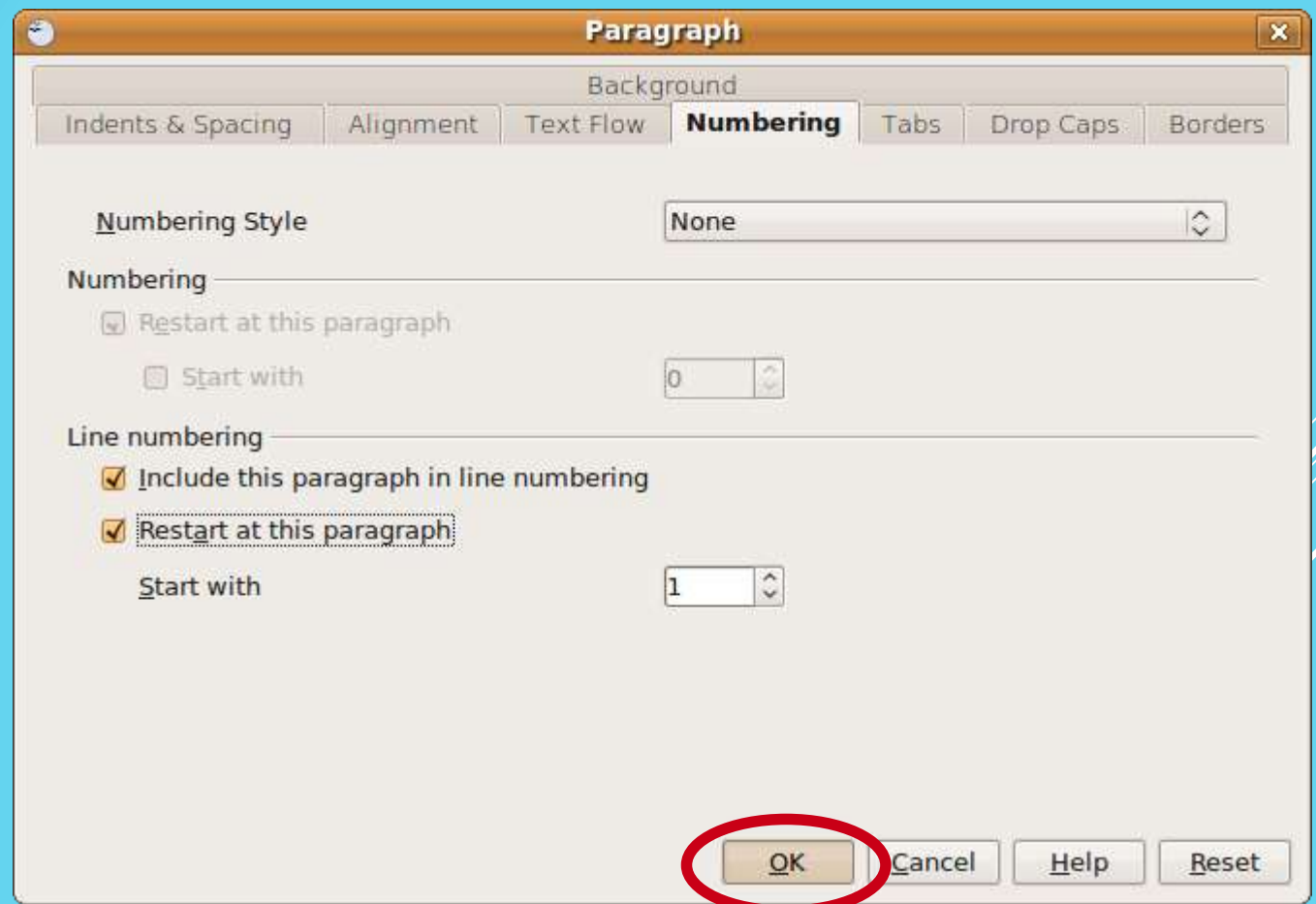
# LINE NUMBERING

- To restart line numbering on a specific paragraph:
  - Under **Line Numbering**

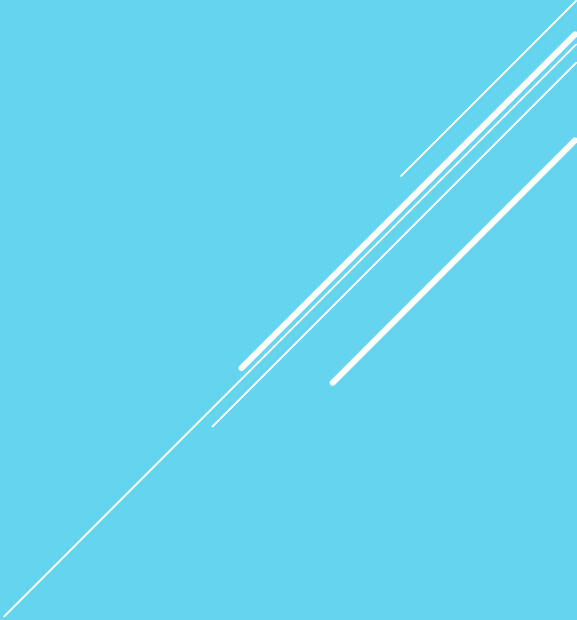


# LINE NUMBERING

- To restart line numbering on a specific paragraph:
  - Click **OK**.



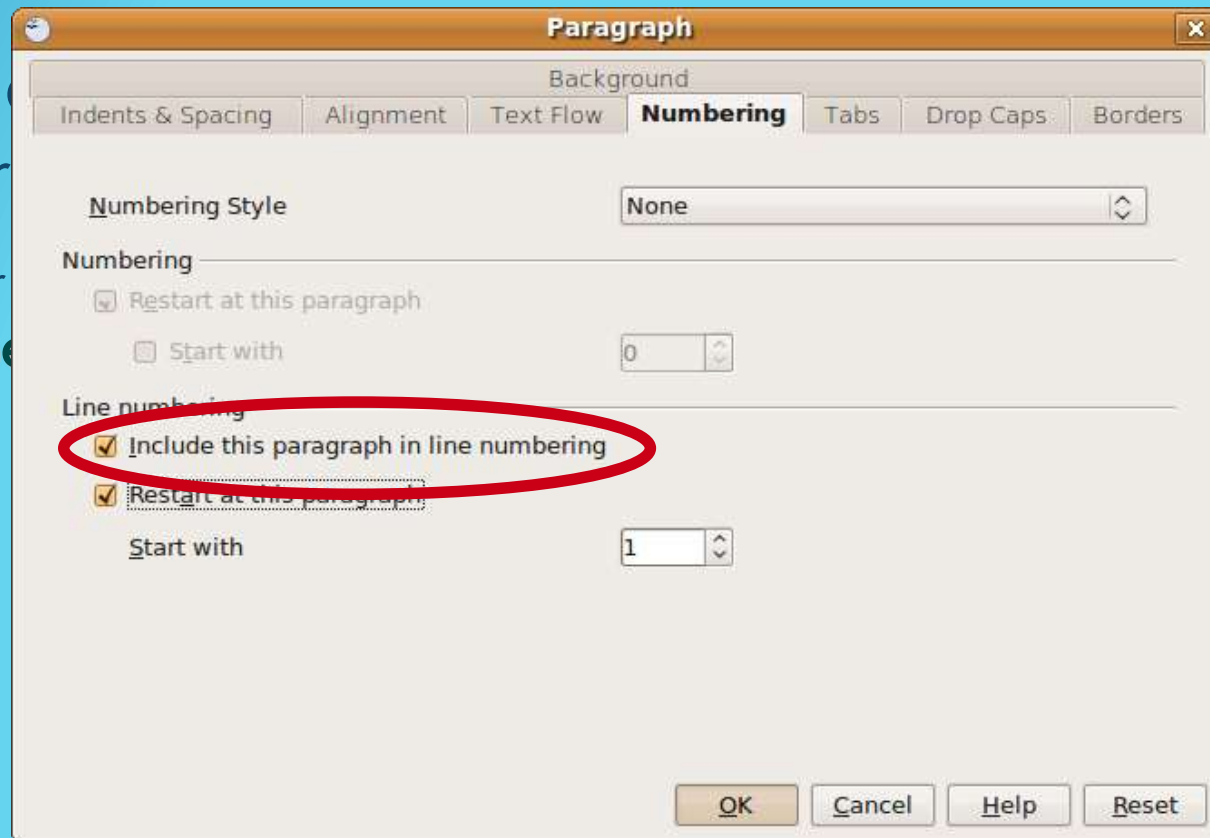
# LINE NUMBERING

- To remove line numbering on a specific paragraph:
    - Select the block of paragraphs or text where you want to remove the line numbering.
    - Go to **Format >> Paragraph**.
    - Go to the **Numbering** tab.
- 
- Three parallel white lines of varying lengths are positioned in the bottom right corner of the slide, slanted diagonally upwards from left to right.



# LINE NUMBERING

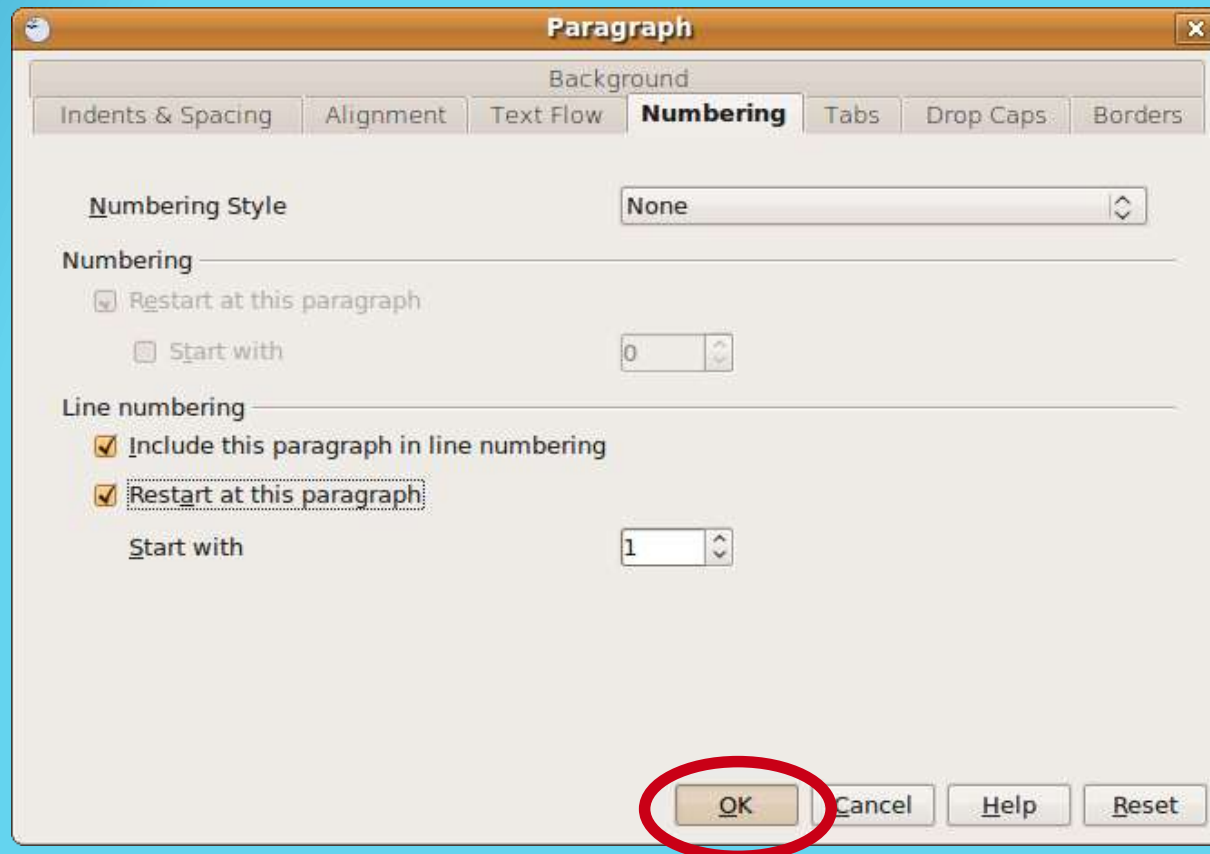
- To remove line numbering from a paragraph
  - Under Paragraph → Numbering



ph in line

# LINE NUMBERING

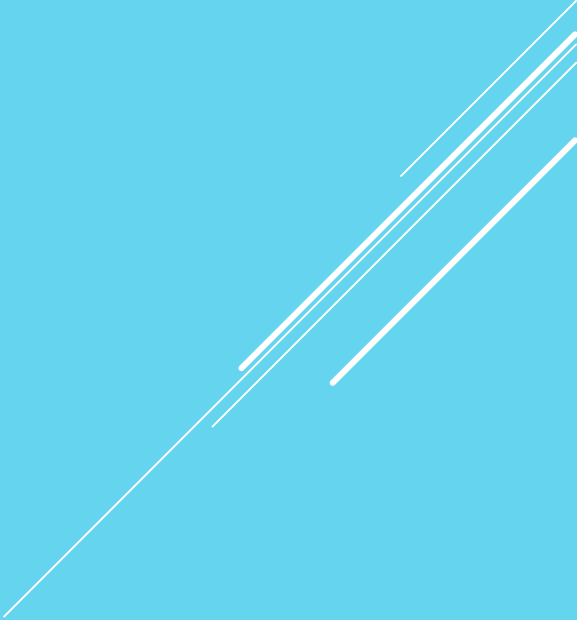
- To remove line numbering on a specific paragraph:
  - Click **OK**.



# TOOLS IN WRITER

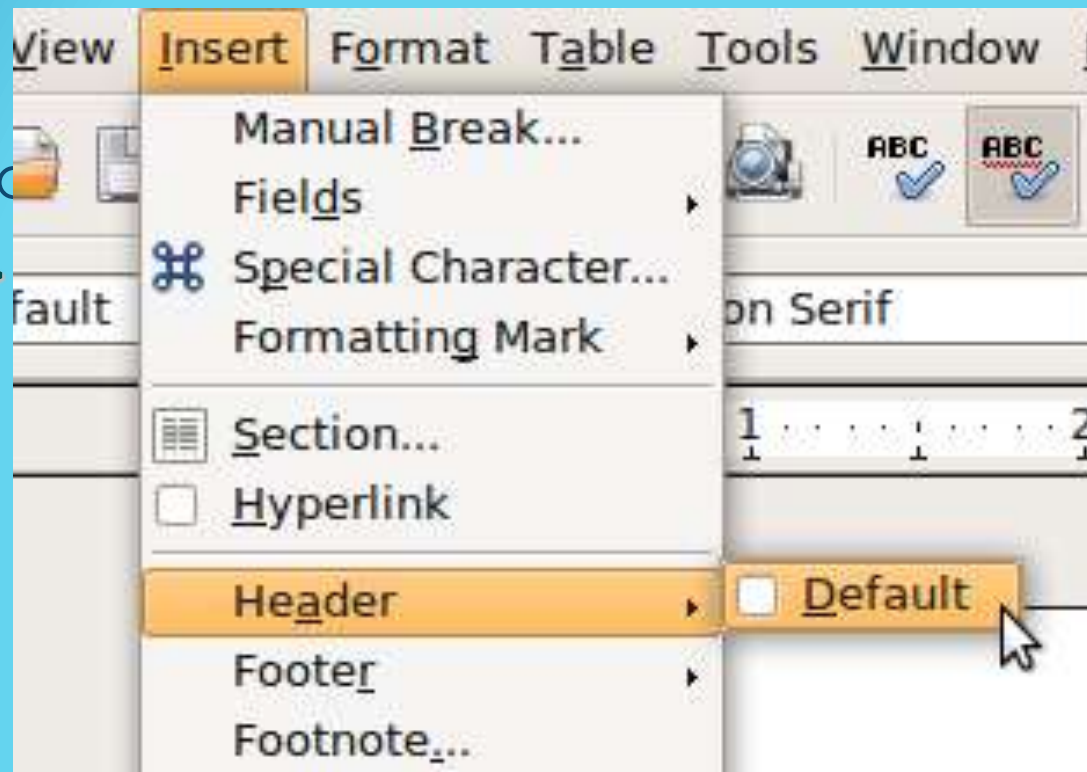
- Find and Replace
  - **Edit >> Find and Replace**
  - **Ctrl + F**
- Word count
  - **Tools >> Word Count**

# FORMATTING PAGES

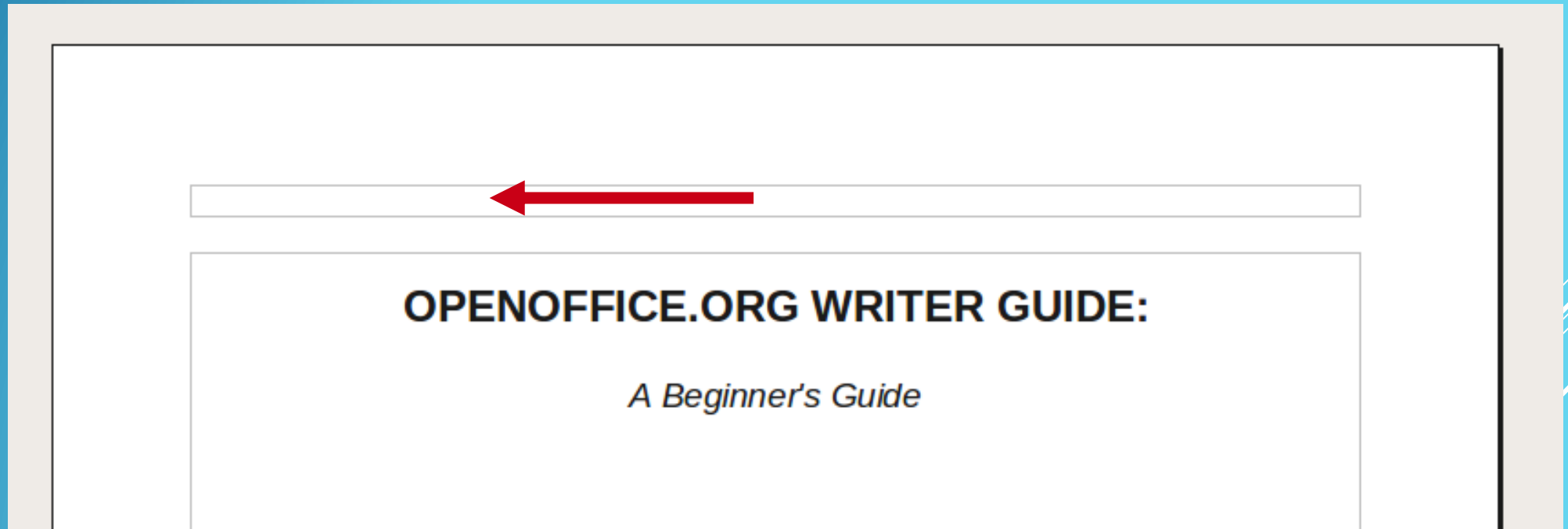
- **Format >> Page**
  - Inserting page break
    - **Insert >> Manual Break**
    - ***Ctrl + Enter***
- 
- A series of three parallel white diagonal lines in the bottom right corner of the slide.

# INSERTING PAGE NUMBERS

- Insert a header
- **Insert >>**

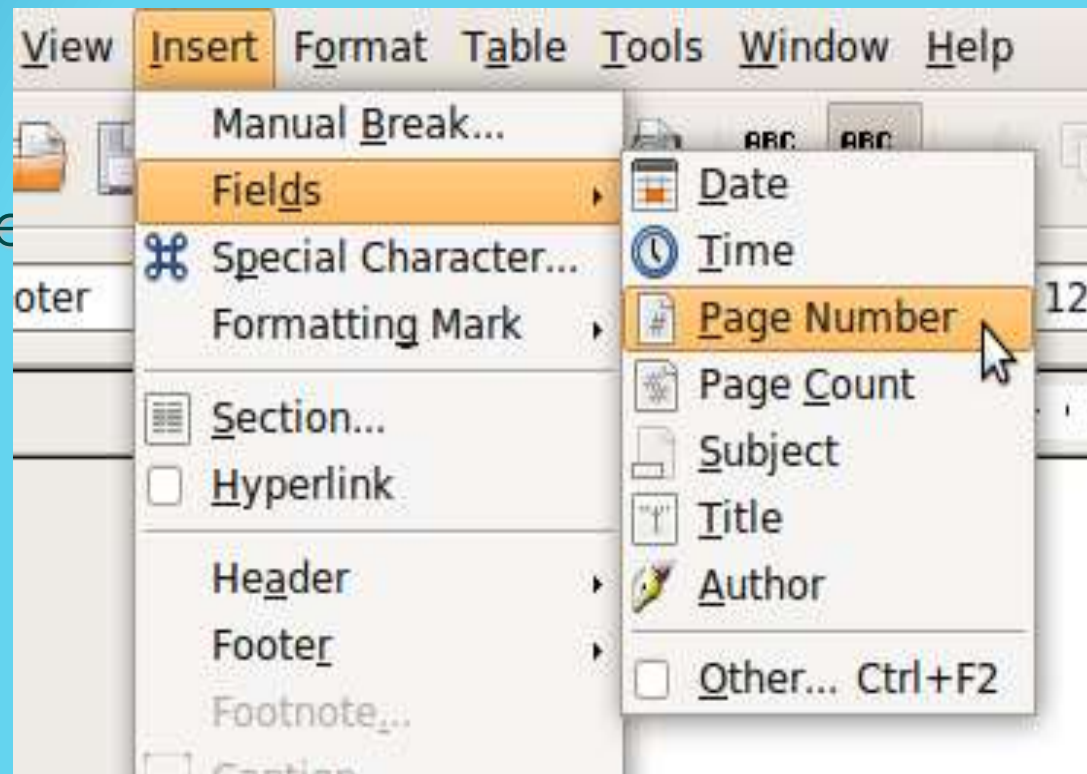


# INSERTING PAGE NUMBERS



# INSERTING PAGE NUMBERS

- Insert >> Fields



# PART II

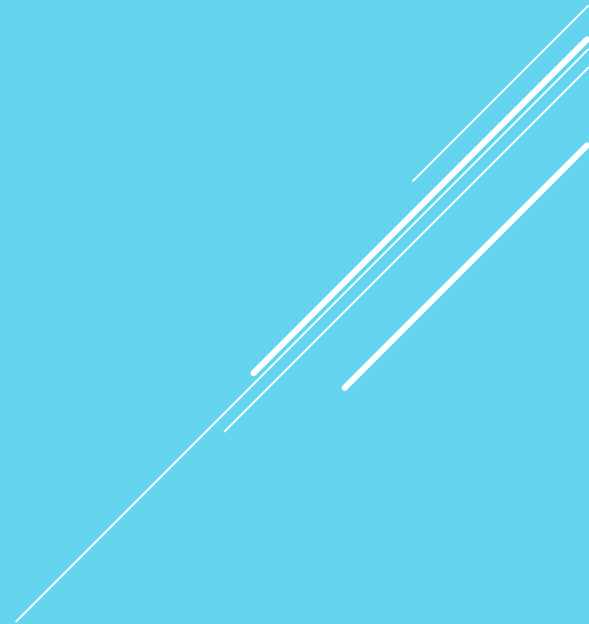
- ▶ Working with Tables

- ▶ Working with Graphics

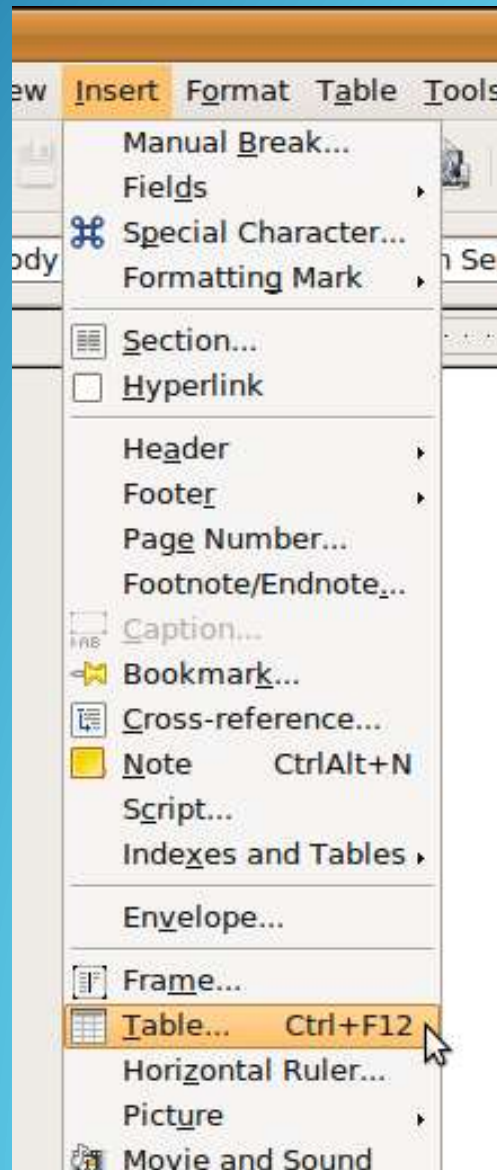




# **WORKING WITH TABLES**



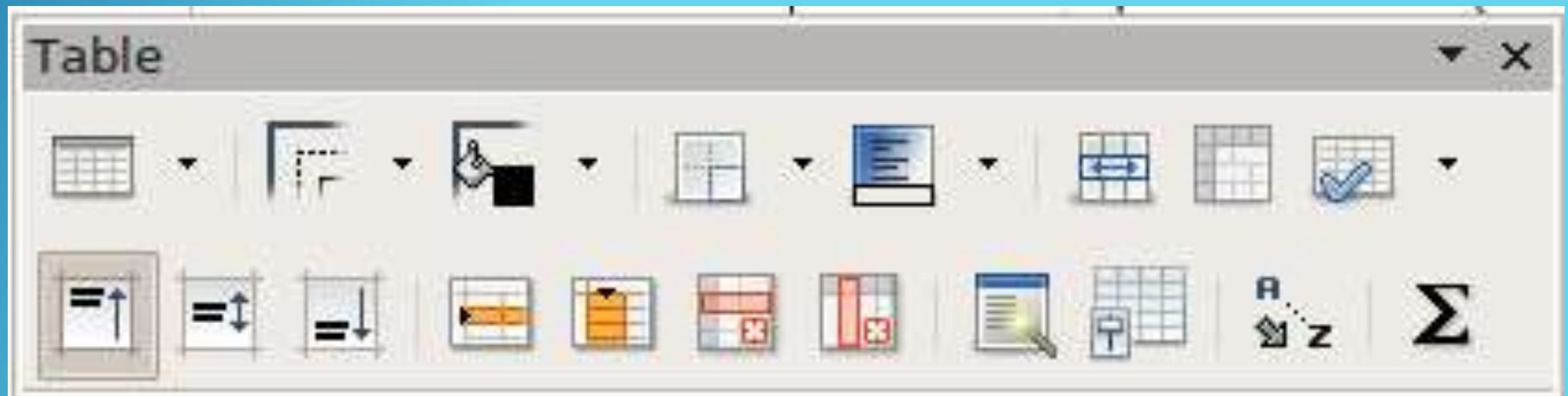
# INSERTING TABLES



- **Insert >> Table**
- **Ctrl + F12**
- **Table** icon in the standard

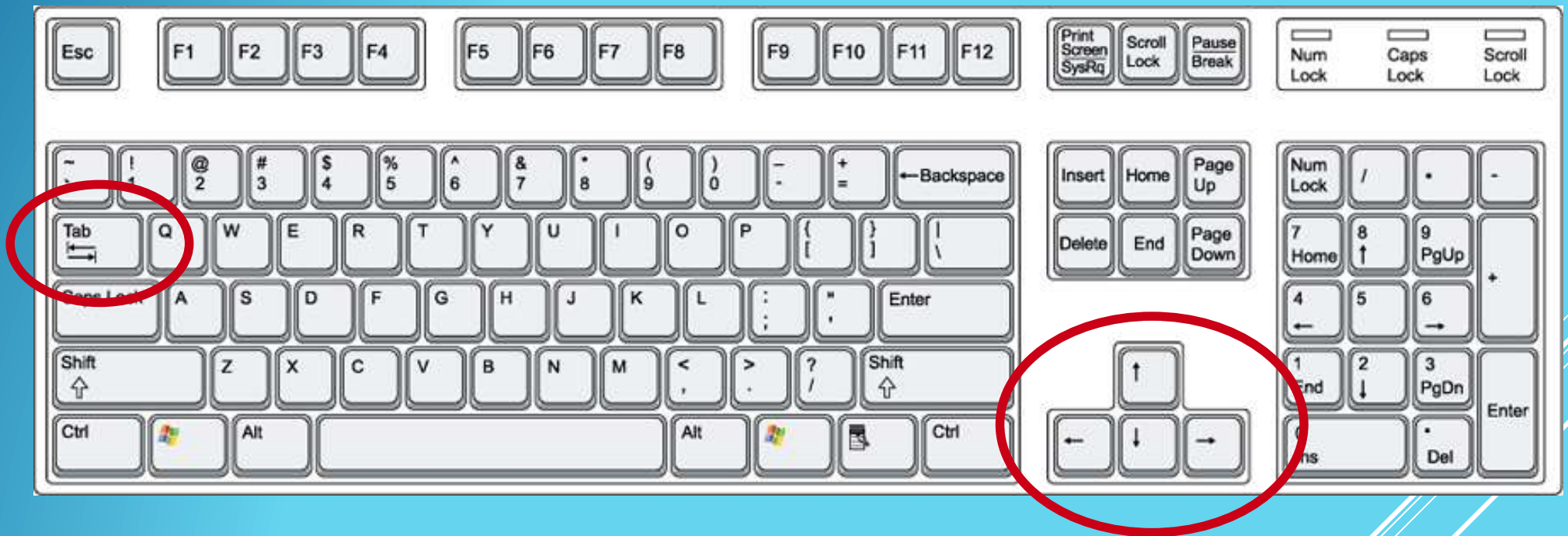


# THE TABLE MENU BAR



# MOVING BETWEEN CELLS

- Press the tab key or the arrow keys.

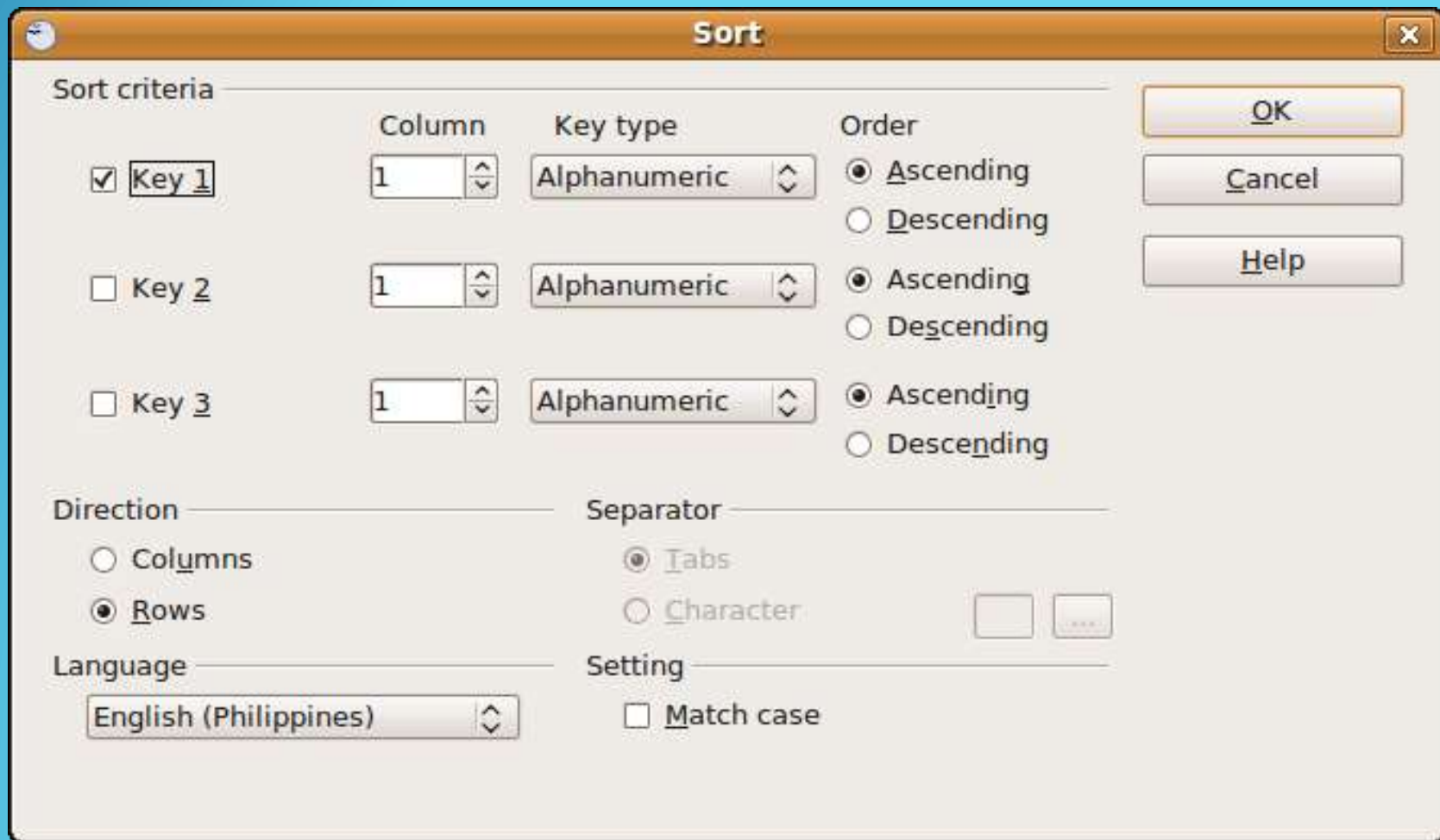


# SORTING DATA



# SORTING DATA

- Check the appropriate boxes and click **OK**.



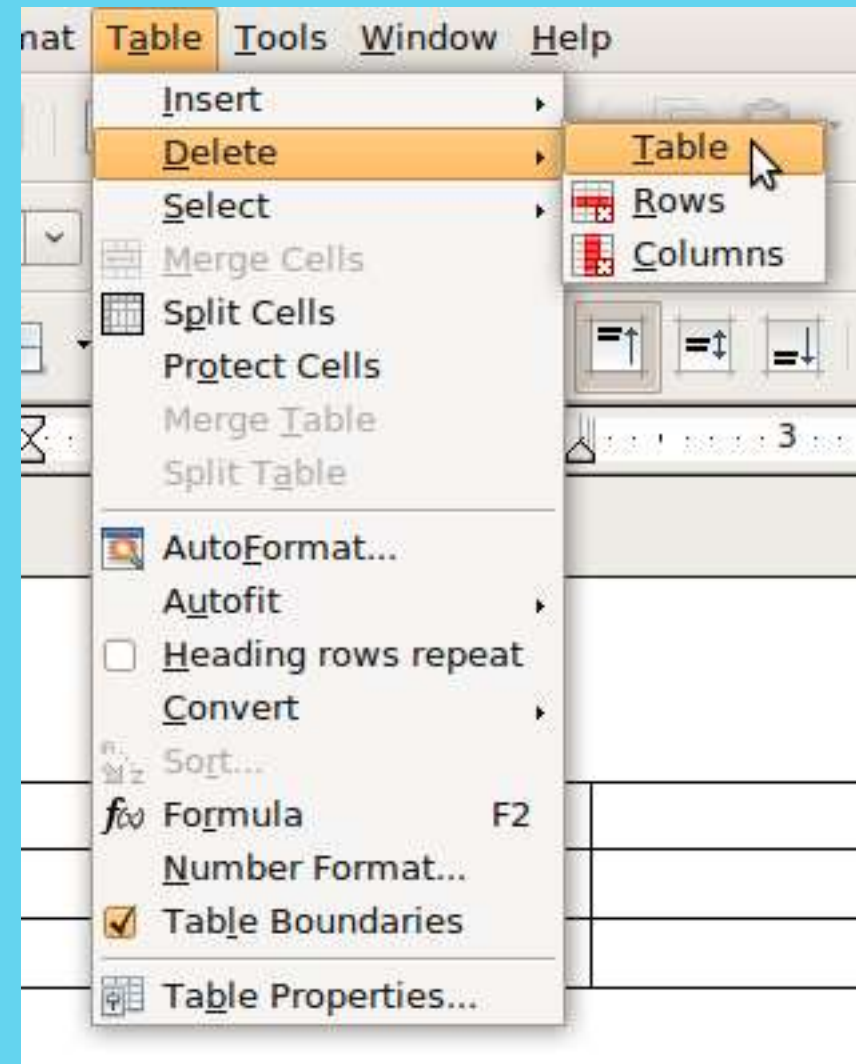
The image shows a 'Sort' dialog box with the following settings:

- Sort criteria:**
  - ☒ **Key 1**: Column 1, Key type: Alphanumeric, Order: ☒ Ascending
  - ☐ **Key 2**: Column 1, Key type: Alphanumeric, Order: ☒ Ascending
  - ☐ **Key 3**: Column 1, Key type: Alphanumeric, Order: ☒ Ascending
- Direction:** ☒ Rows, ☐ Columns
- Separator:** ☒ Tabs, ☐ Character
- Language:** English (Philippines)
- Setting:** ☐ Match case

Buttons: OK, Cancel, Help

# DELETING TABLES

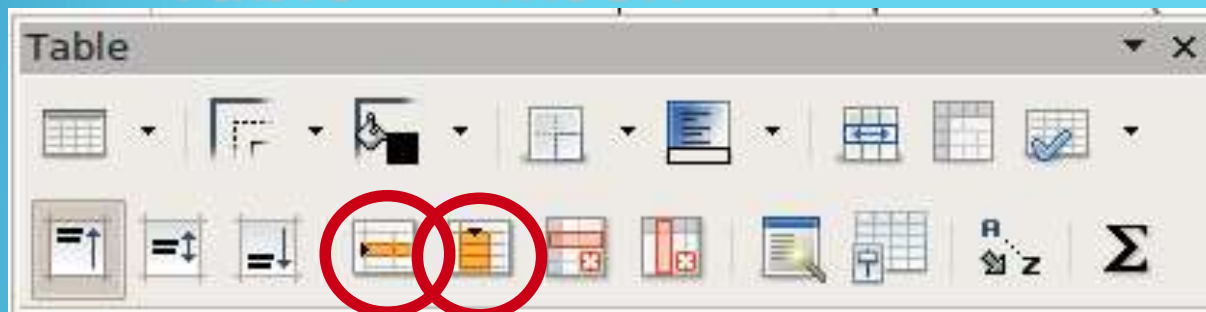
- **Table >> Delete >> Table**





# ROWS AND COLUMNS

- Inserting Rows
  - The **Insert Row** icon in the Table menu bar
  - Right-click >> **Row**  
>> **Insert**
  - **Table** >> **Insert** >>



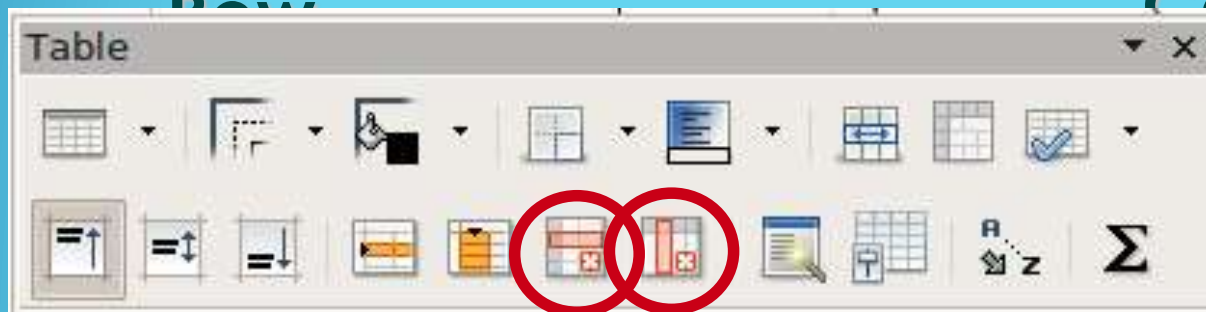
- Inserting Columns
  - The **Insert Column** icon in the Table menu bar
  - Right-click >> **Column >> Insert**
  - **Table >> Insert >> Column**




# ROWS AND COLUMNS

- Deleting Rows
  - The **Delete Row** icon
  - Right-click >> **Row**  
>> **Delete**
  - **Table >> Delete >>**  
**Row**

- Deleting Columns
  - The **Delete Column** icon
  - Right-click >>  
**Column >> Delete**
  - **Table >> Delete >>**  
**Column**

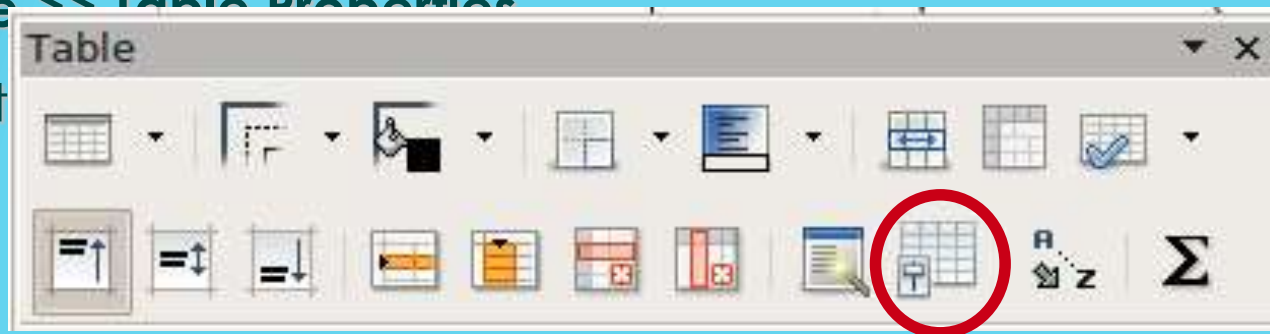


# ROWS AND COLUMNS

- Adjusting row height or column width
    - Drag the side borders of the row or column
    - **Right-click >> Row (or Column) >> Height (or Width)**
    - **Right-click >> Row (or Column) >> Space Equally**
    - **Right-click >> Row >> Optimal Height**
- 
- Three parallel white diagonal lines are located in the bottom right corner of the slide, extending from the middle of the right edge towards the bottom left.

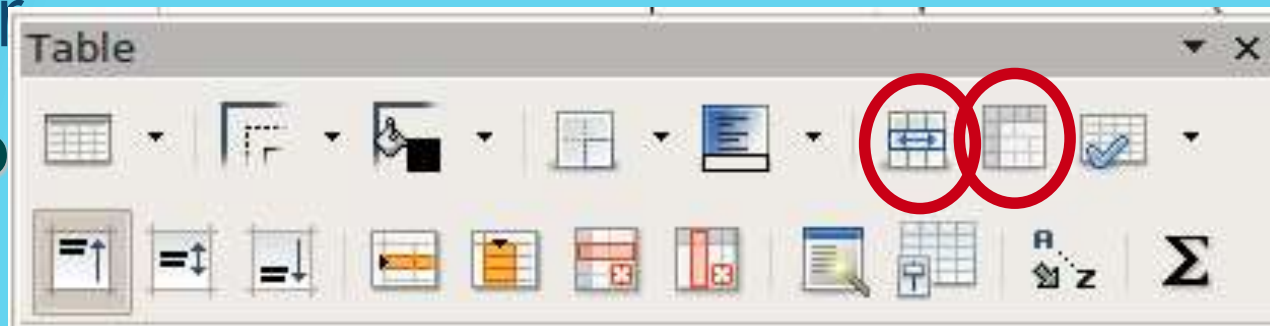
# FORMATTING TABLES

- Using the Table menu bar
- Table Properties
  - **Table** icon in the Table menu bar
  - **Table** >> **Table Properties**
  - Right



# WORKING WITH TABLES

- Splitting cells
  - **Split Cell** icon in the Table menu bar
- Merging cells
  - **Merge Cell** icon in the Table menu bar



# WORKING WITH TABLES

- Adding a Caption

- Insert

- Right-click



The image shows a 'Caption' dialog box with a title bar containing a close button. The dialog is divided into two main sections. The top section, labeled 'Caption', contains a text input field with the placeholder text 'Put your caption here'. The bottom section, labeled 'Properties', contains four rows of settings: 'Category' with a dropdown menu showing 'Table', 'Numbering' with a dropdown menu showing 'Arabic (1 2 3)', 'Separator' with a text input field containing ':', and 'Position' with a dropdown menu showing 'Below'. To the right of these settings are five buttons: 'OK', 'Cancel', 'Help', 'AutoCaption...', and 'Options...'. At the bottom of the dialog is a preview text box containing the text 'Table 1: Put your caption here'.

Caption

Put your caption here

Properties

Category: Table

Numbering: Arabic (1 2 3)

Separator: :

Position: Below

Table 1: Put your caption here

OK

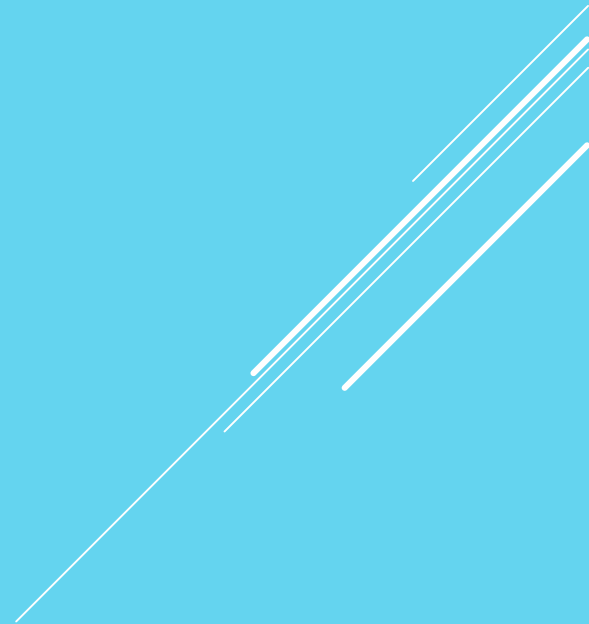
Cancel

Help

AutoCaption...

Options...

# **WORKING WITH GRAPHICS**



# INSERTING GRAPHICS

- From a file
  - **From File** icon in the drawing toolbar
  - **Insert >> Picture >> From File**



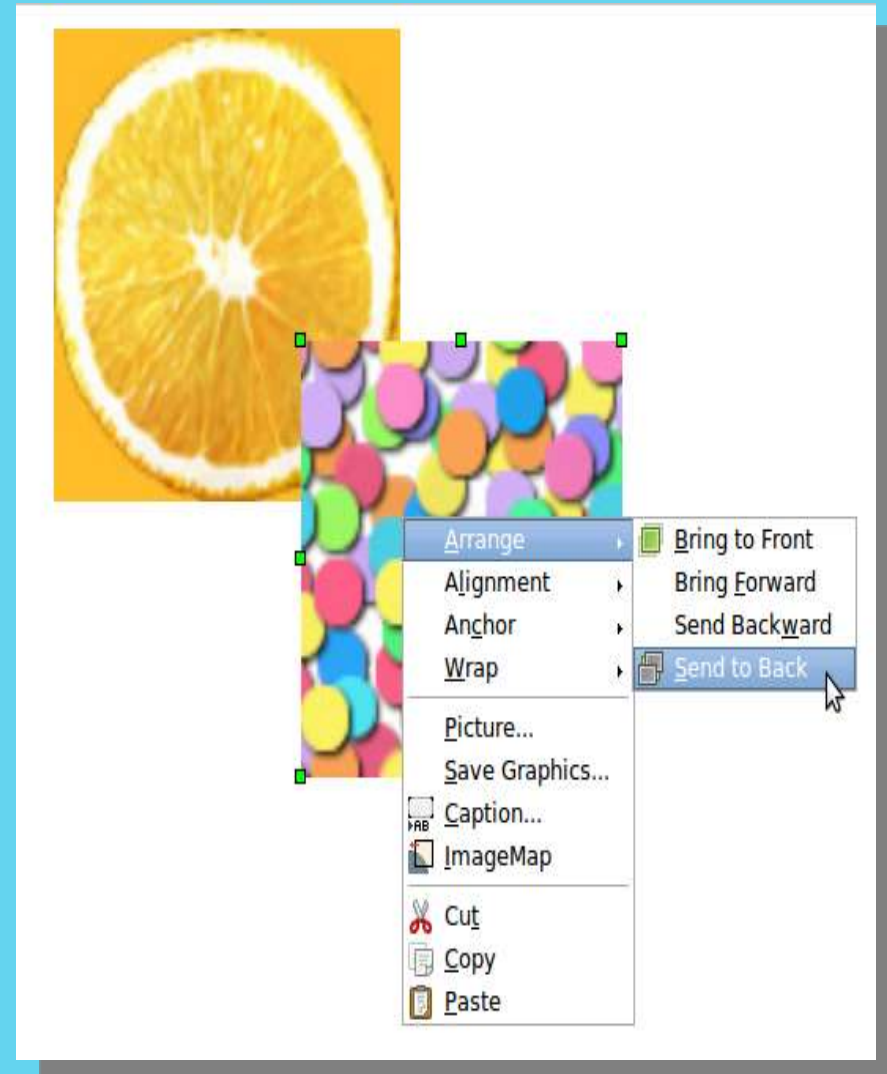
# FORMATTING GRAPHICS

- Resizing
  - Unscaled
    - Simply drag the green handles of the picture to the size you want.
  - Scaled
    - While dragging the handles, press and hold the **Shift** key.
- Moving
- Adding captions
  - **Insert >> Caption**
  - Right-click >> **Caption**



# POSITIONING GRAPHICS

- Arrangement
  - Bring to Front
  - Bring Forward
  - Send Backward
  - Send to Back



# POSITIONING GRAPHICS

- Horizontal Alignment

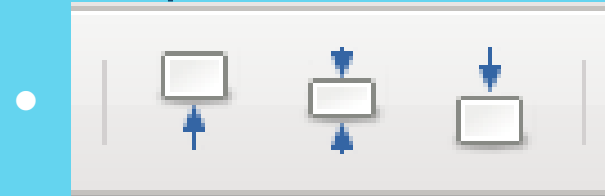
- Align Left



- Align Right

- Vertical Alignment

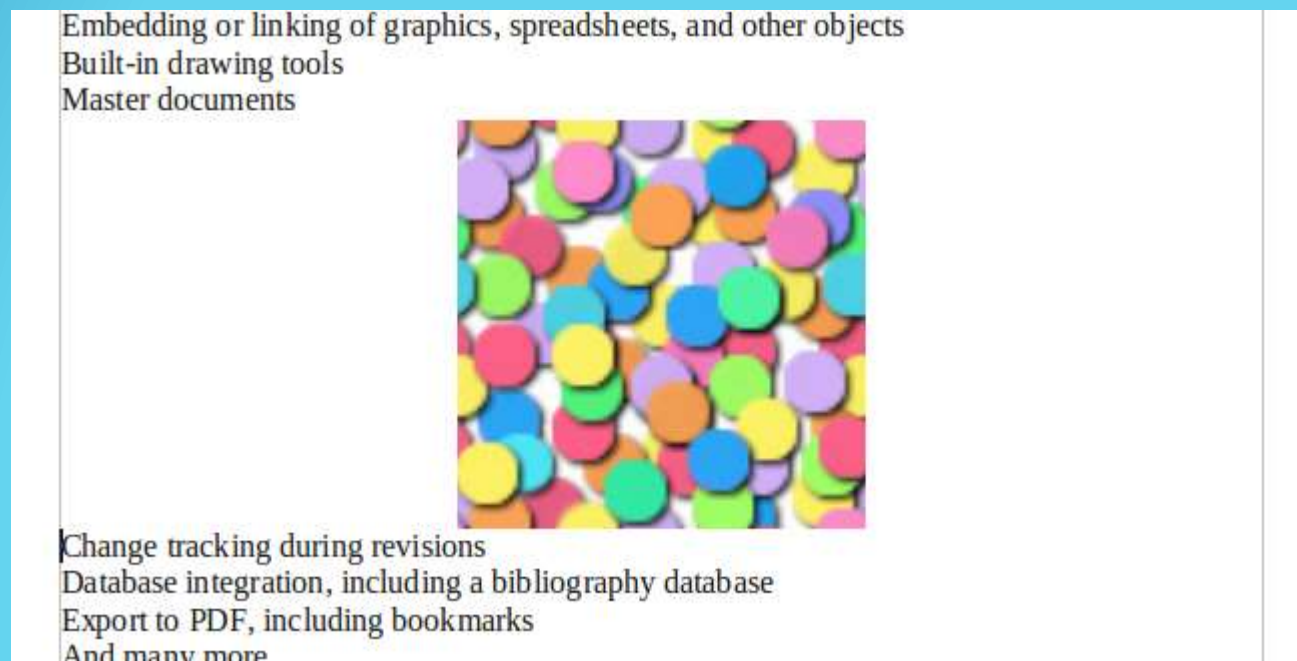
- Top



- BOTTOM

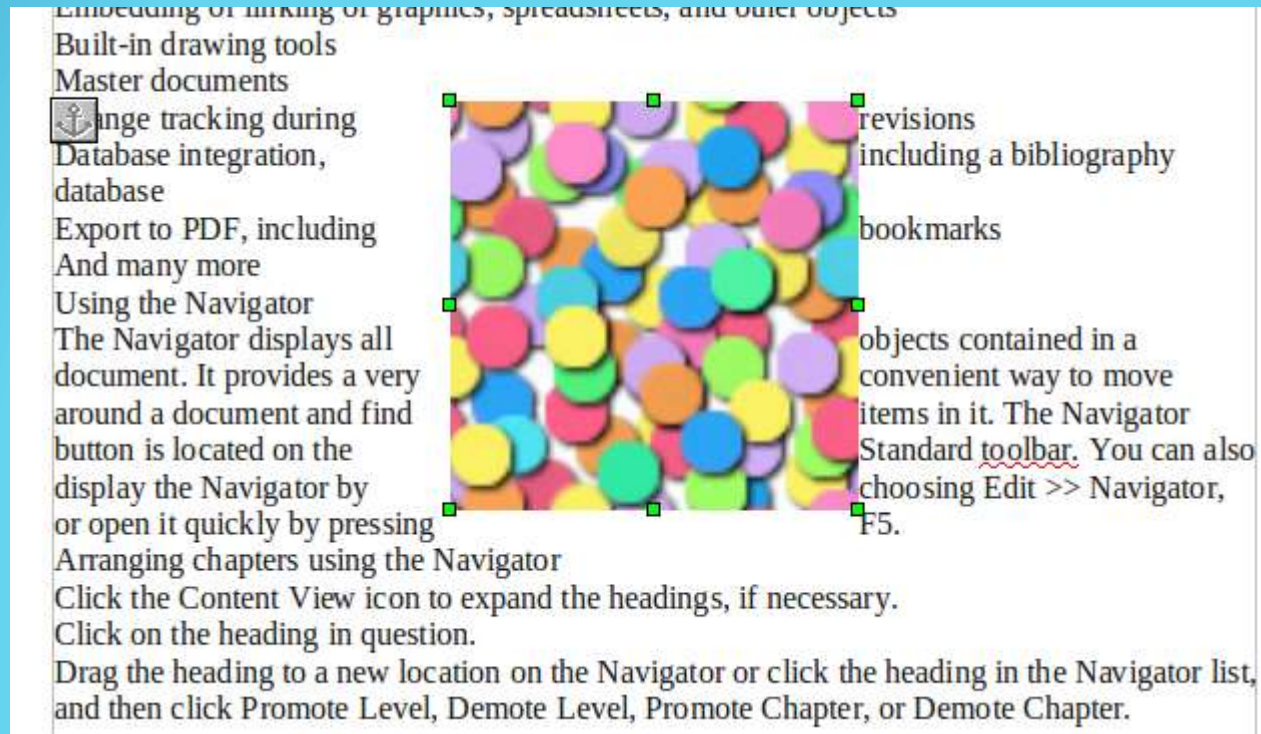
# POSITIONING GRAPHICS

- Wrapping
  - No Wrap
    - Paragraphs and graphics cannot be contained in the same line.



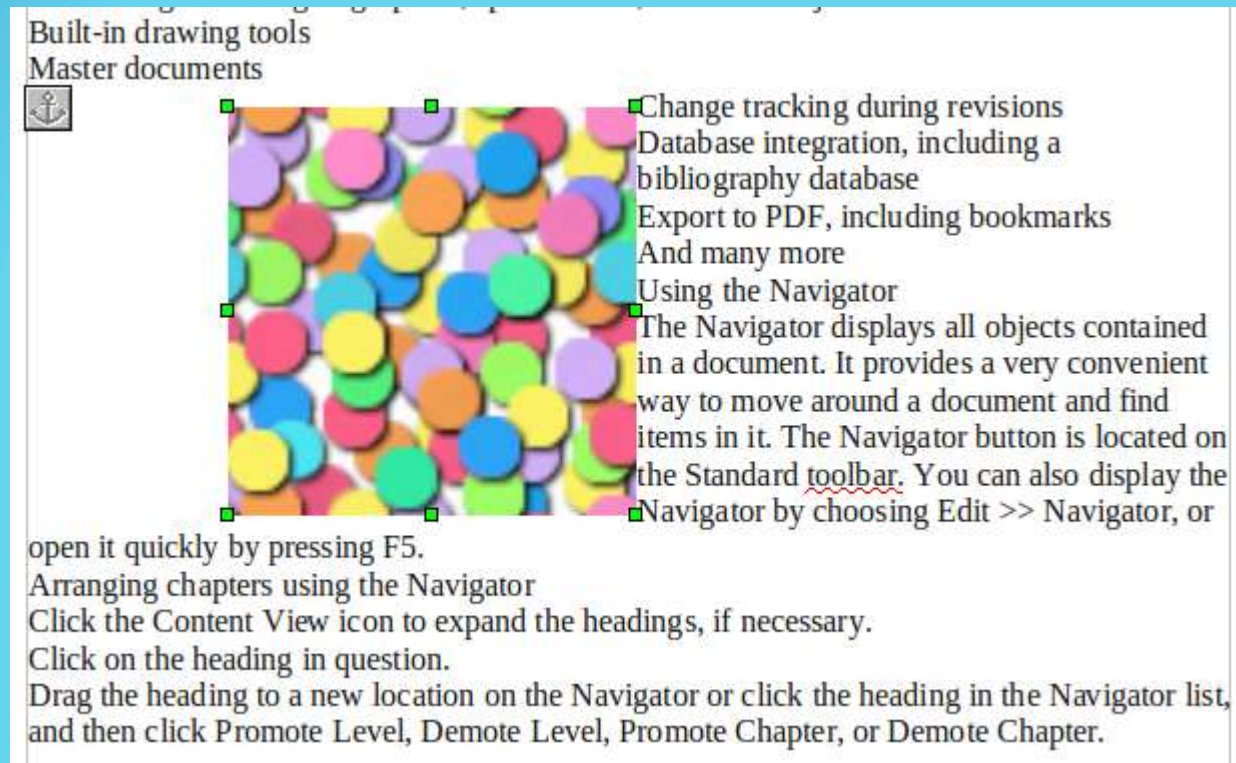
# POSITIONING GRAPHICS

- Wrapping
  - Page Wrap
    - The text surrounds the graphic.



# POSITIONING GRAPHICS

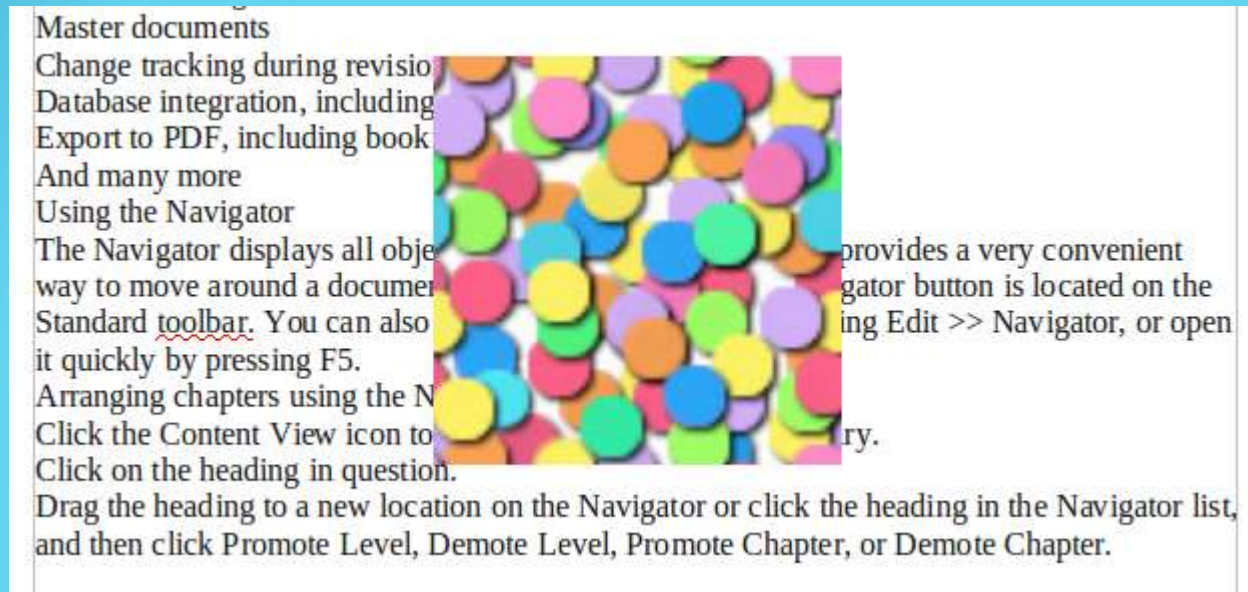
- Wrapping
  - Optimal Page Wrap
    - Basically, the same as Page Wrap but the text are placed on the wider side of the Page





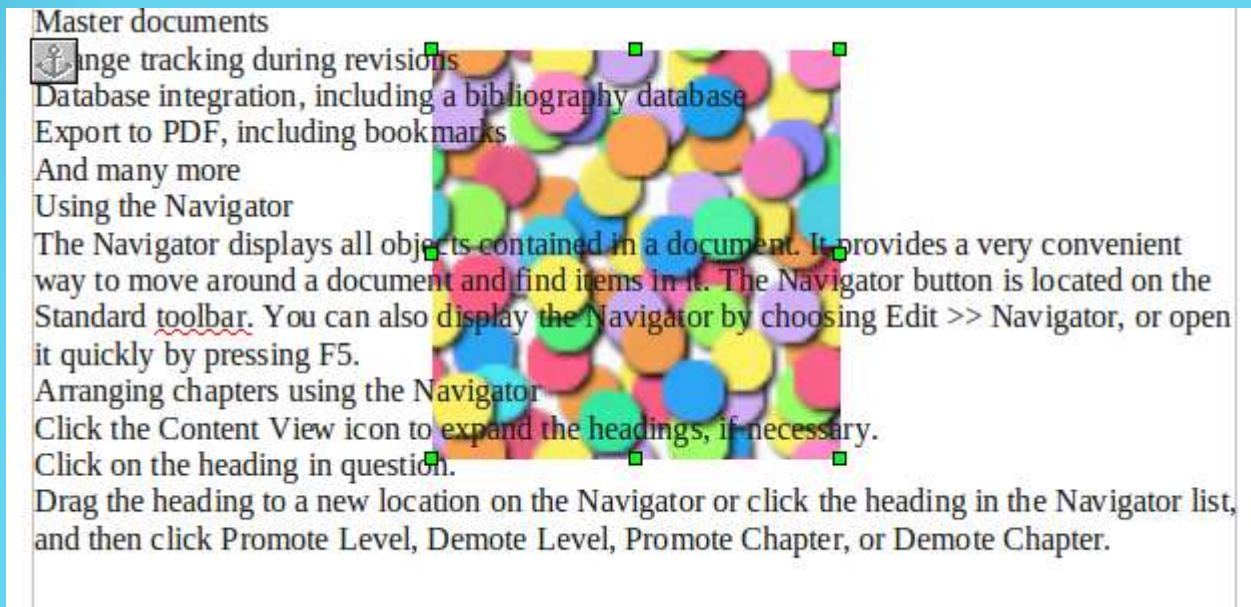
# POSITIONING GRAPHICS

- Wrapping
  - Wrap Through
    - The graphic is above the text.



# POSITIONING GRAPHICS

- Wrapping
  - In Background
    - The graphic is behind the text.

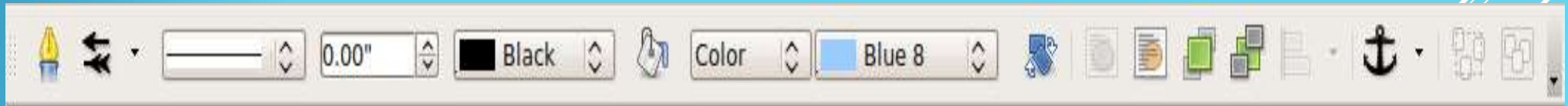


# WRITER'S DRAWING TOOLS

- Accessed through the Drawing toolbar



NOTE: To change the properties of the shapes, you may use the formatting toolbar.

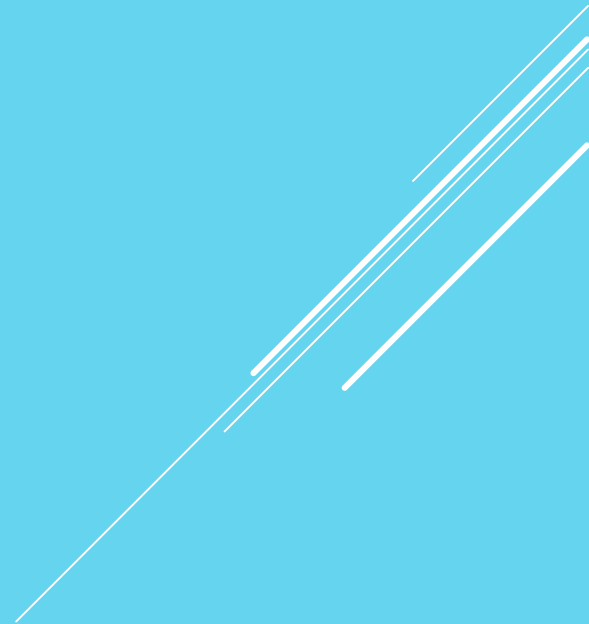





# FONTWORK



# **WORKING WITH STYLES**



# WHAT ARE STYLES?

- A set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance.
  - **Format >> Styles and Formatting**
  - **Styles and Formatting** icon in the standard toolbar
  - **F11**
- 
- A series of three parallel white diagonal lines in the bottom right corner of the slide.