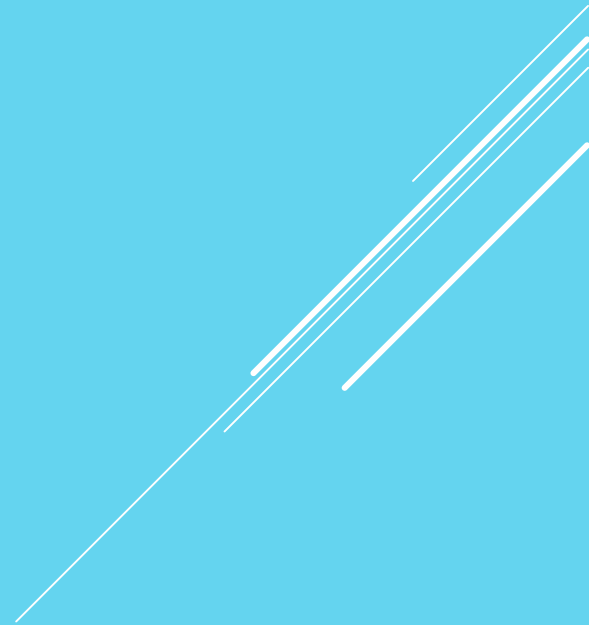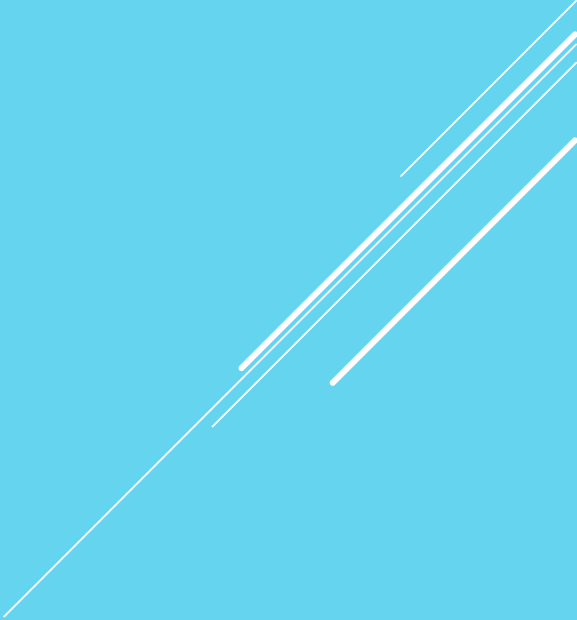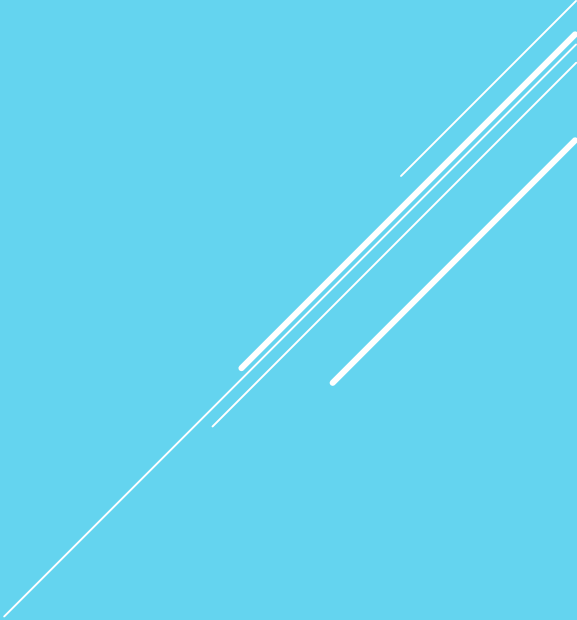# OpenOffice.org Writer

PART I

- Introducing OpenOffice.org

    - What is Writer?

    - Working with Writer

    - Formatting in Writer

WHAT IS OPENOFFICE.ORG?

- An office application suite distributed as a free software
- Free alternative to MS Office
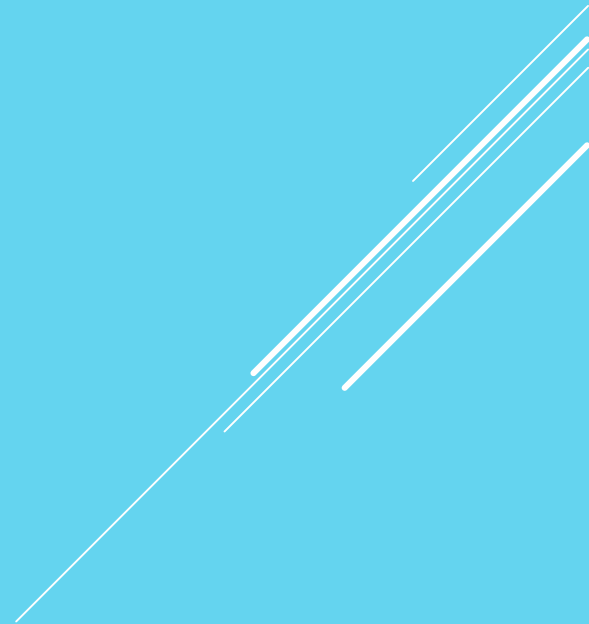- Installed by default in Ubuntu

THE OPENOFFICE.ORG SUITE

- Writer (word processor)

- Calc (spreadsheet)

- Impress (presentation)

- Base (database)

- Formula (equation editor)

- Draw (vector graphics)

WHY USE OPENOFFICE.ORG?

- No licensing fees
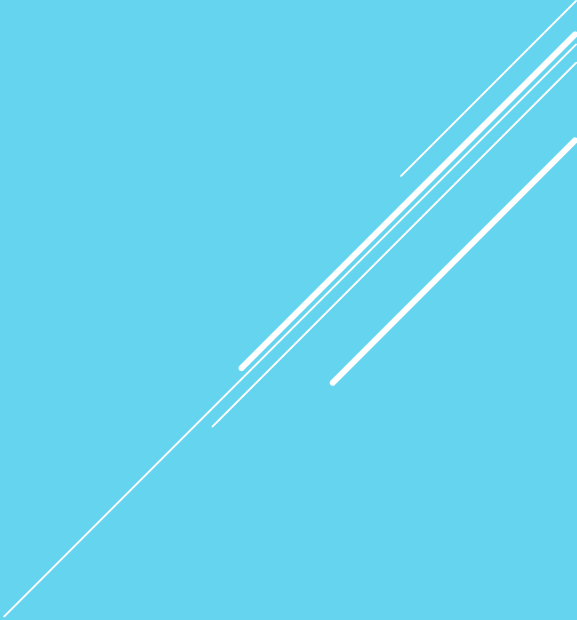- Cross platform
- Easy to use
- File compatibility

# 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**

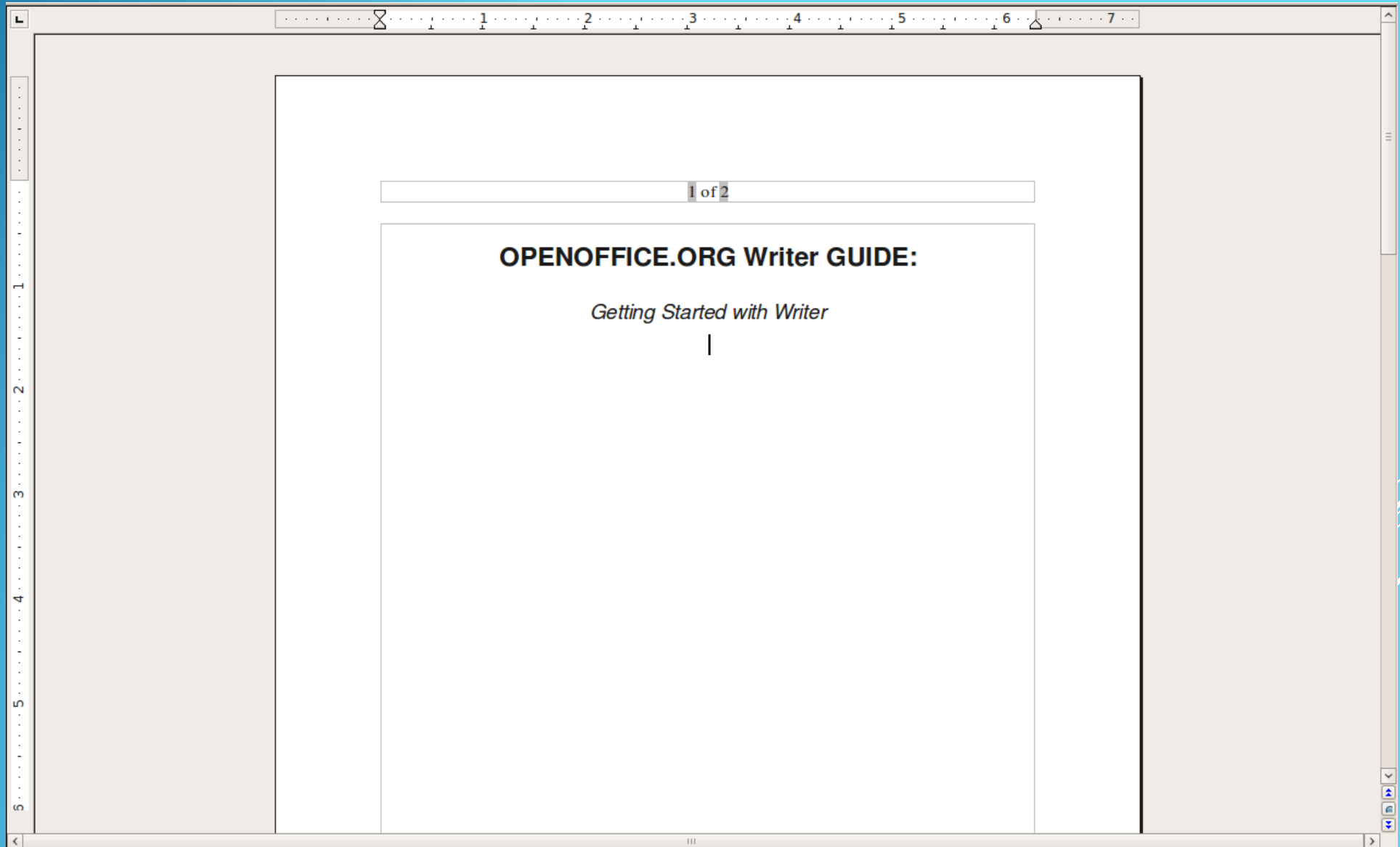# GETTING STARTED WITH WRITER

- Opening Writer

  - **Applications >> Office >> OpenOffice.org Word Processor**

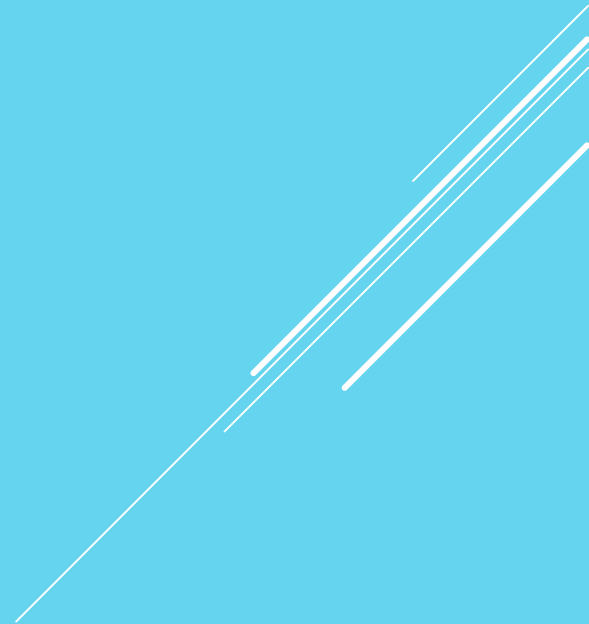 - Double-click on the desktop shortcut

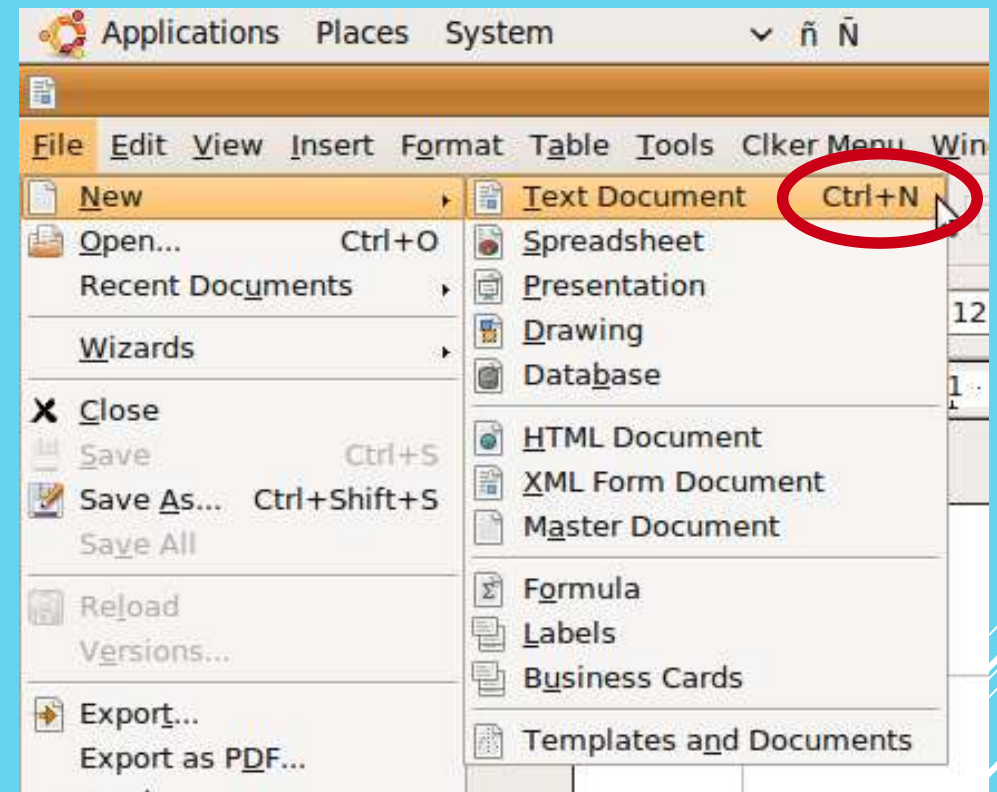 - Click on the icon on the panel

THE WRITER INTERFACE
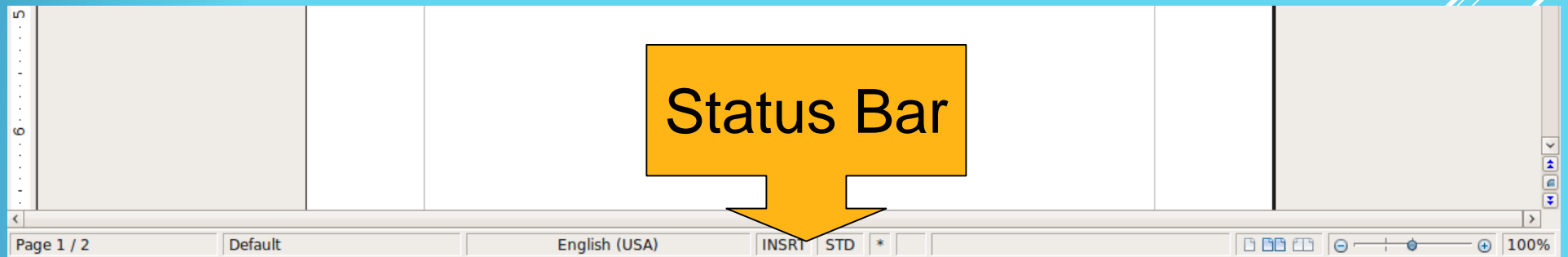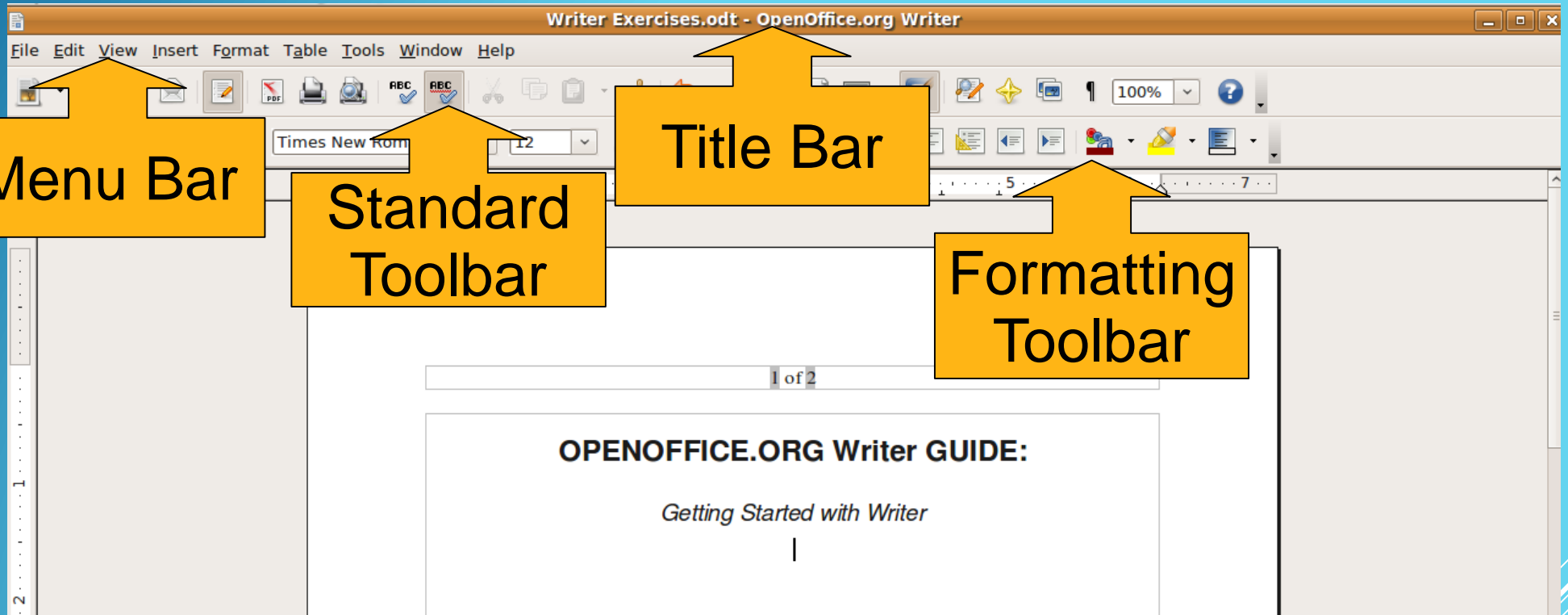
WORK AREA

WORKING WITH WRITER

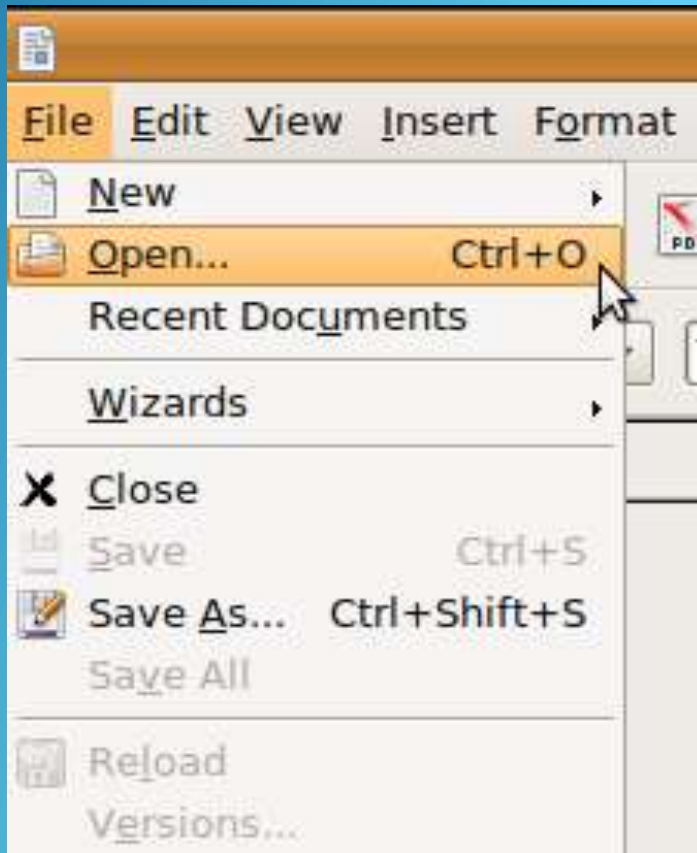# CREATING A NEW DOCUMENT

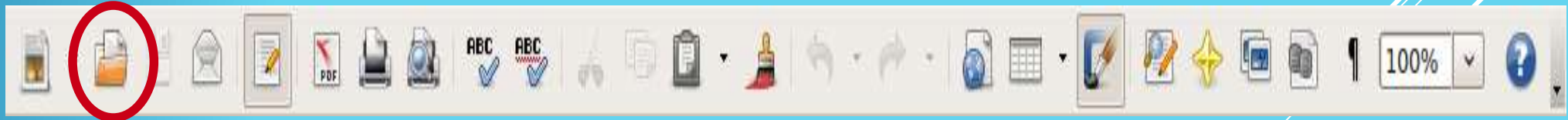- **File >> New >> Text Document**

- **New** icon in the standard toolbar.

- *Ctrl + N*

OPENING AN EXISTING DOCUMENT

- **File >> Open**

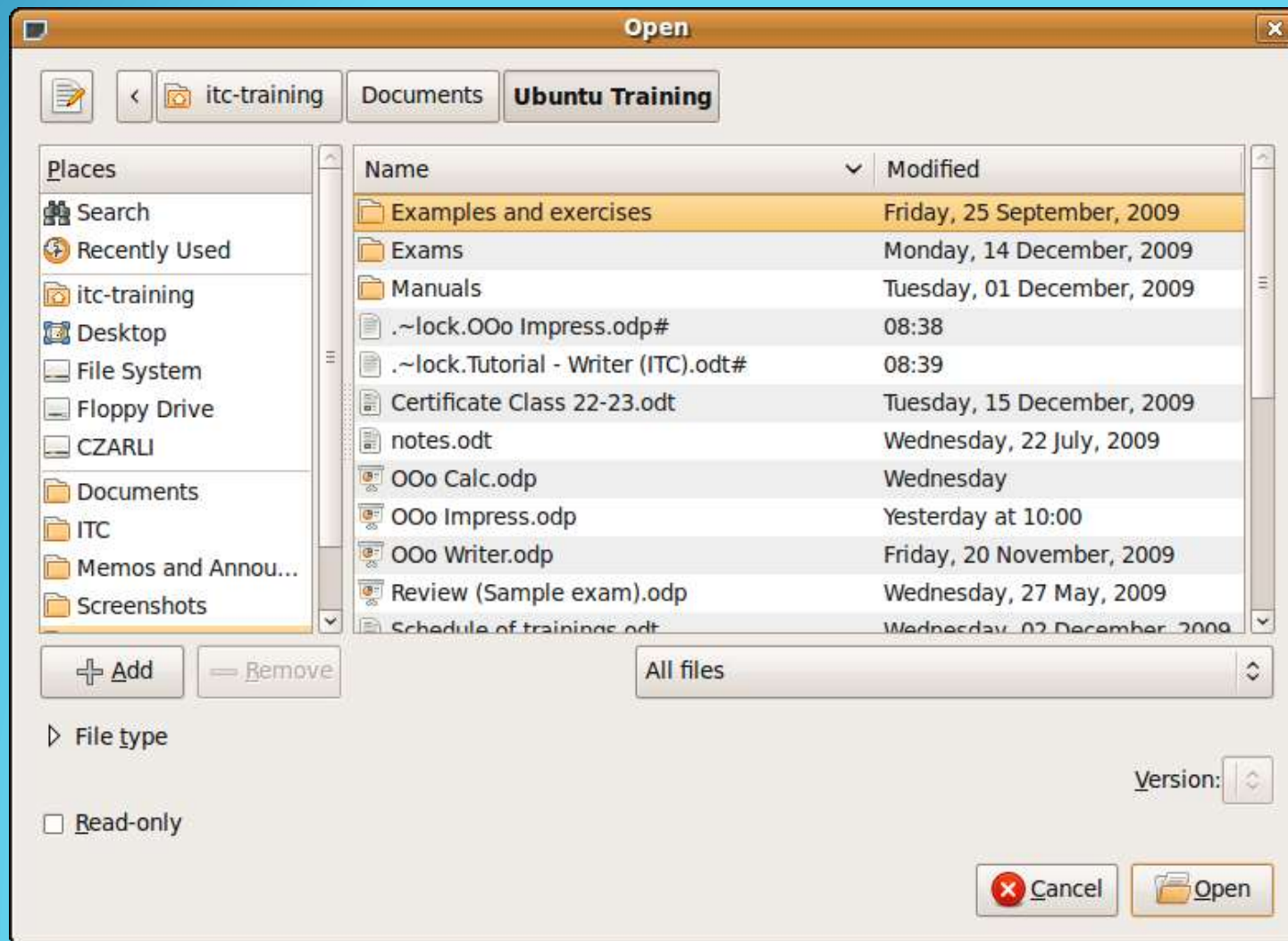- **Open** icon in the standard toolbar

- *Ctrl + O*

OPENING AN EXISTING DOCUMENT

- Choose which file to open.
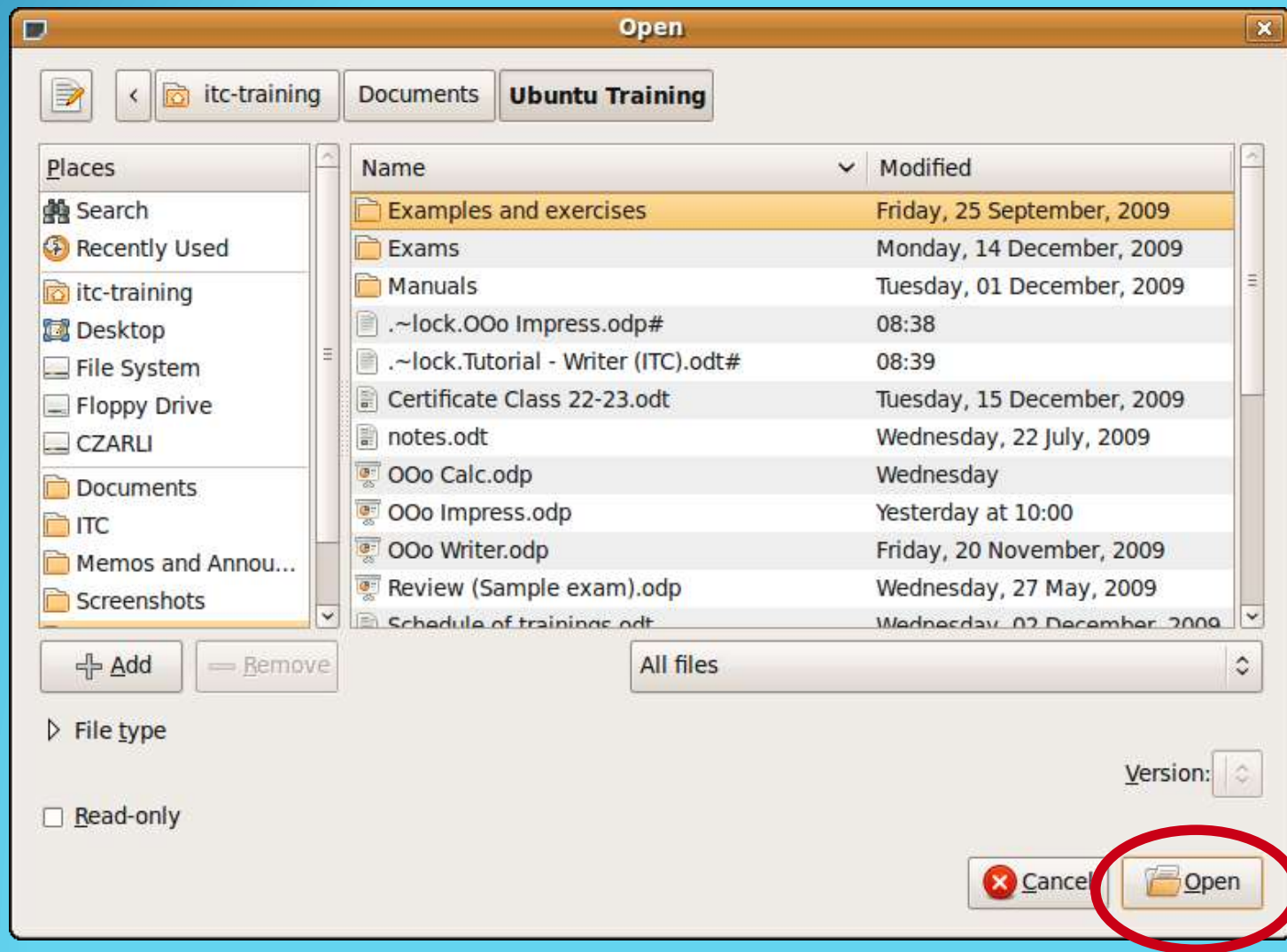
OPENING AN EXISTING DOCUMENT

- Click **OK**.

SAVING A DOCUMENT (.ODT)
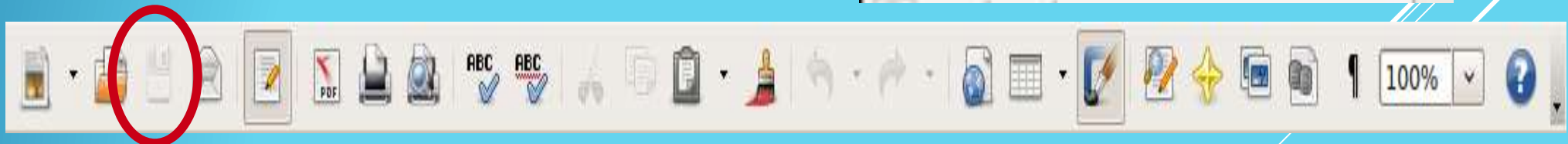
- **File >> Save**

Save icon in the standard toolbar

Ctrl + S
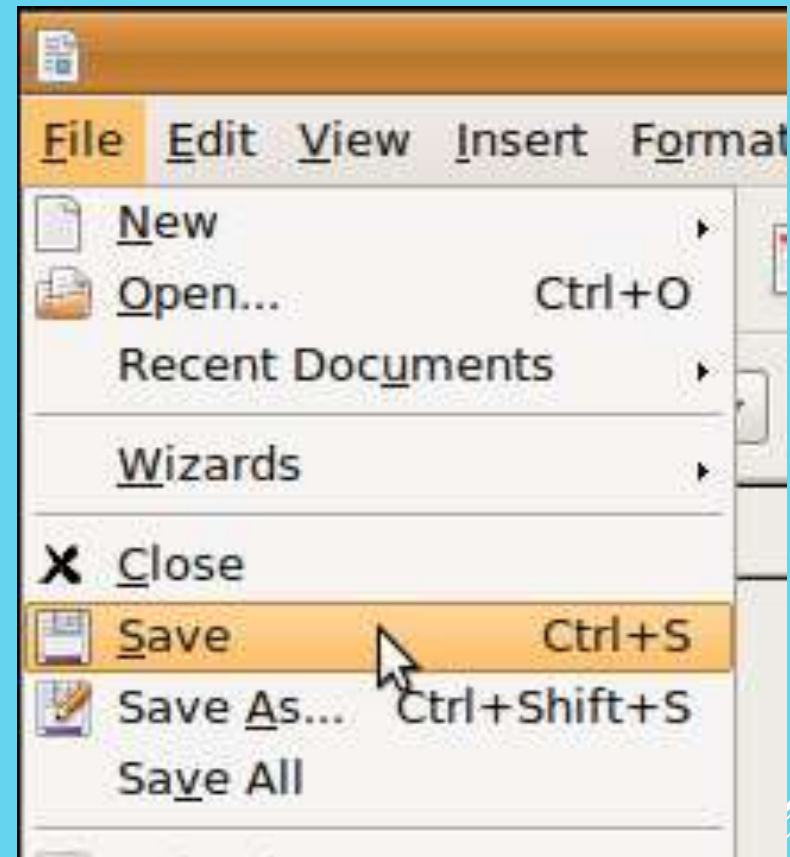
SAVING A DOCUMENT (.ODT)

- Type the file name in the **Name** text box.
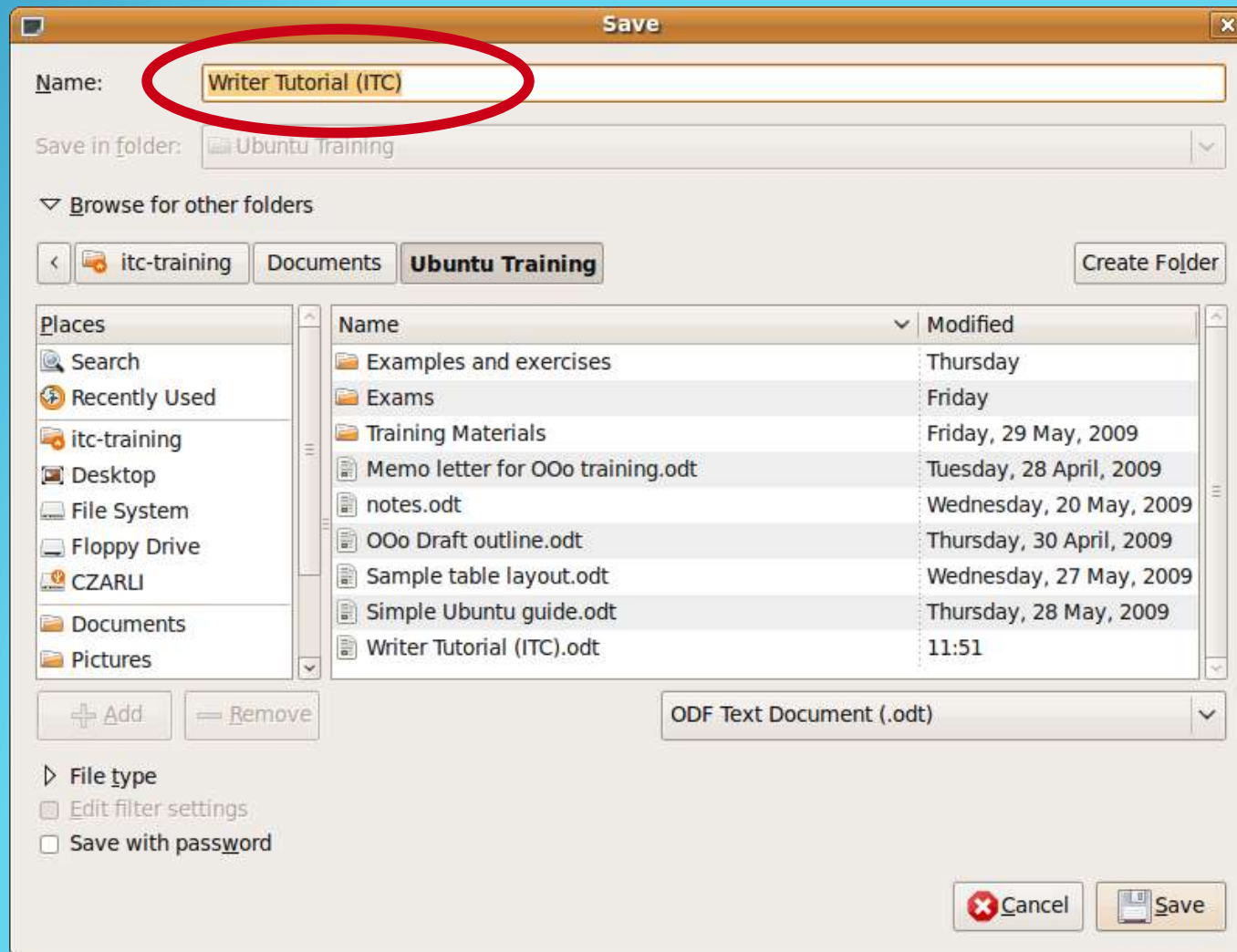
SAVING A DOCUMENT (.ODT)

- Choose in which folder to save.

SAVING A DOCUMENT (.ODT)

- Click **Save**.

SAVING AS MS WORD (*.DOC)

- **File >> Save As**
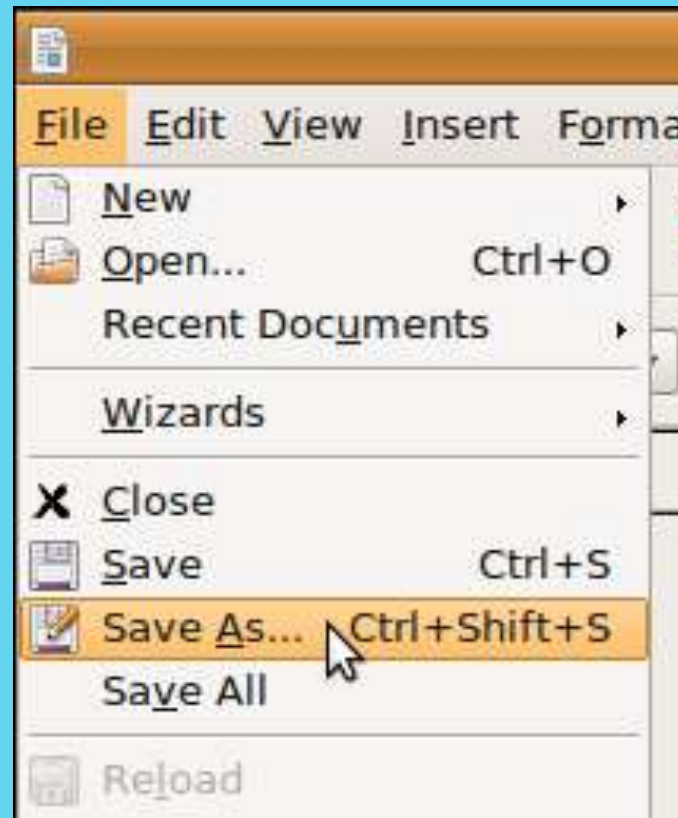
SAVING AS MS WORD (*.DOC)

- Type the file name in the **Name** text box.
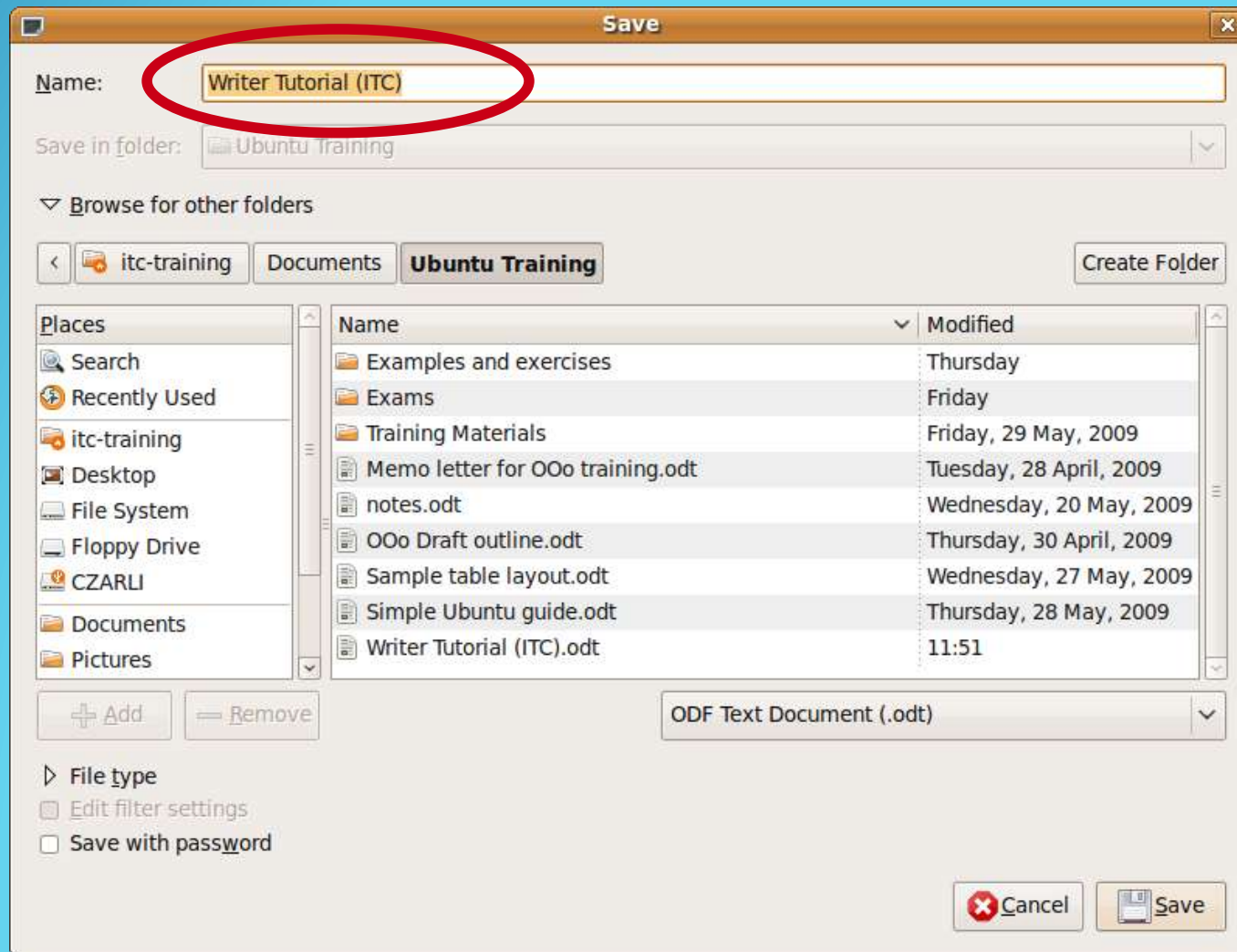
SAVING AS MS WORD (*.DOC)

- Choose in which folder to save.
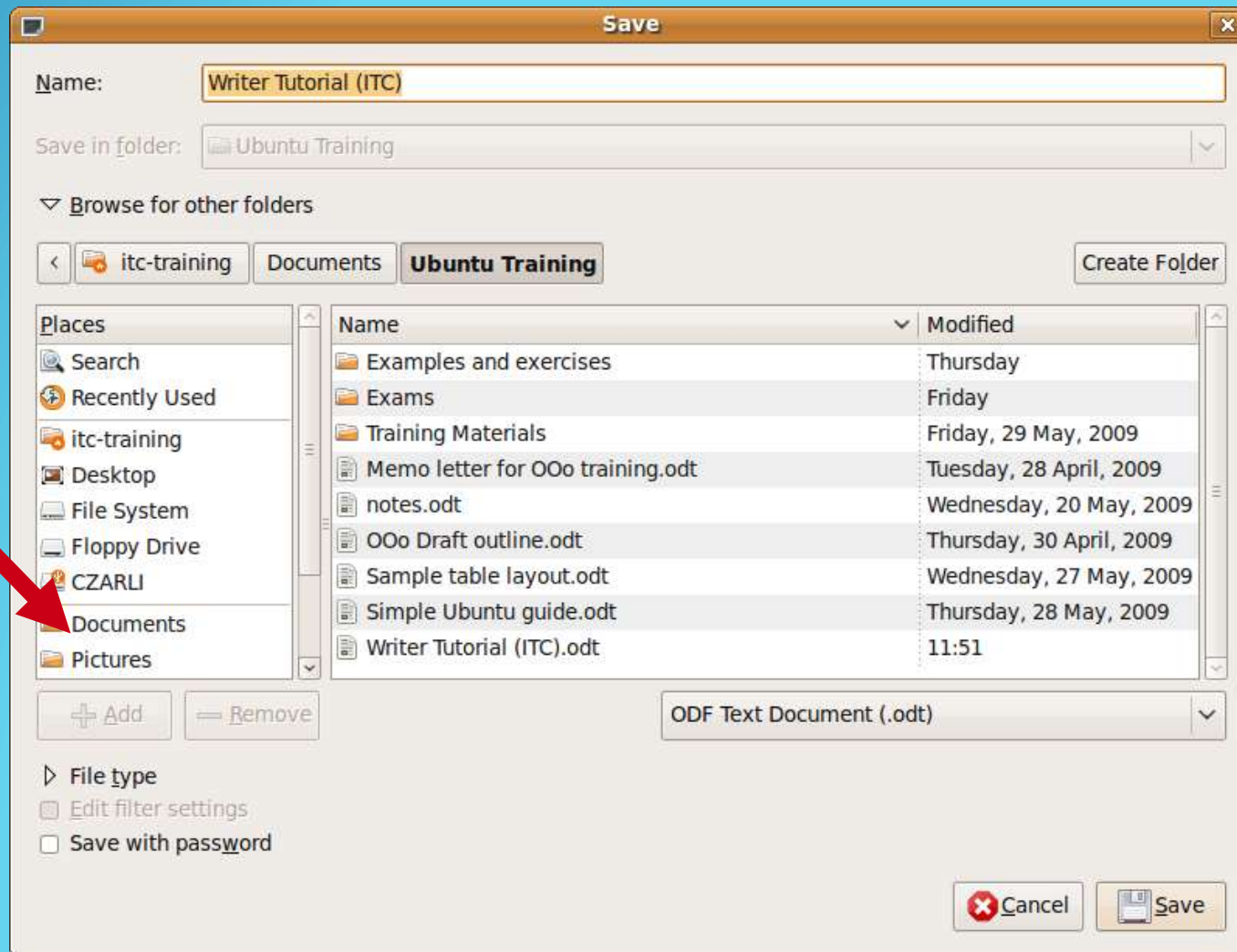
SAVING AS MS WORD (*.DOC)

- Choose the file type.
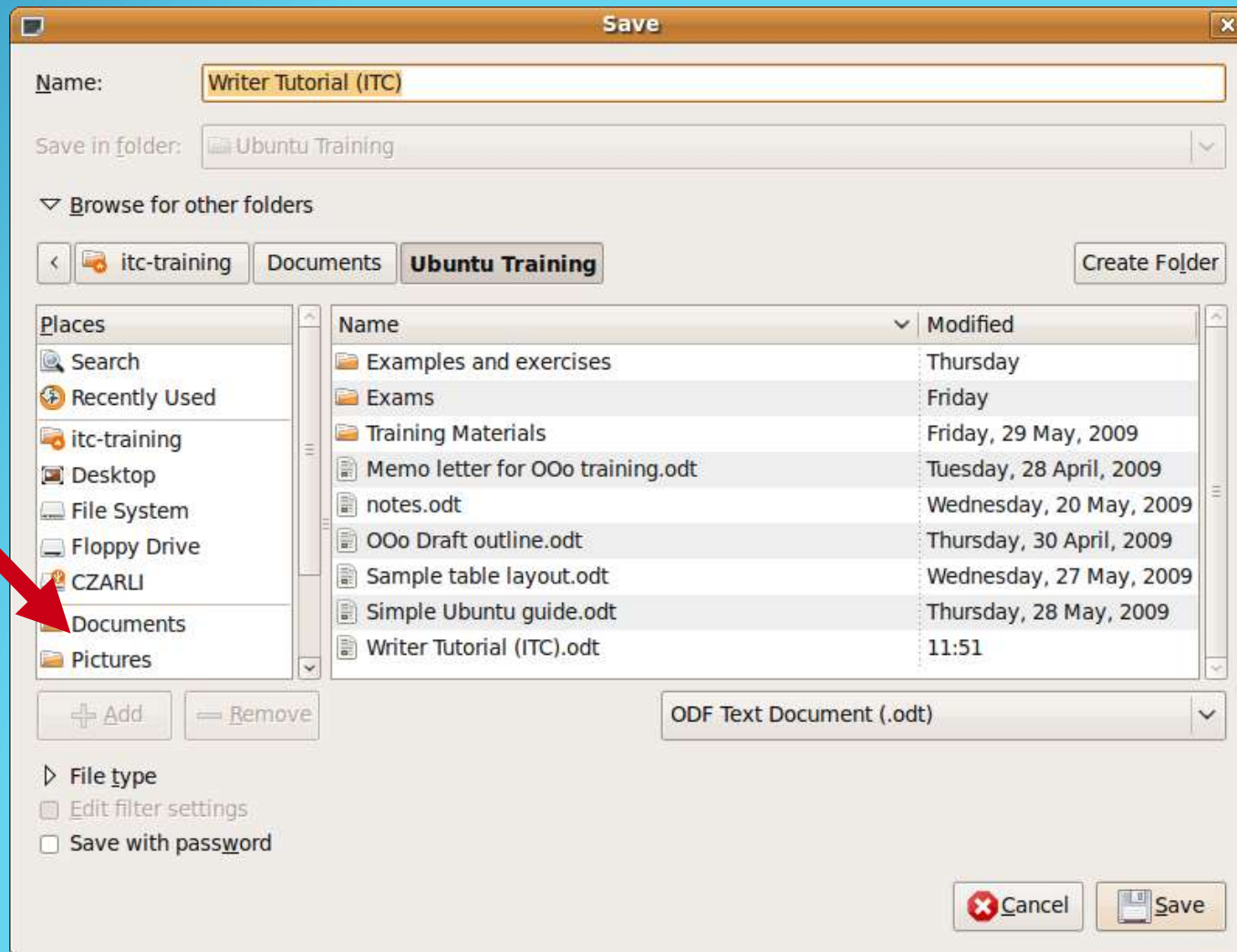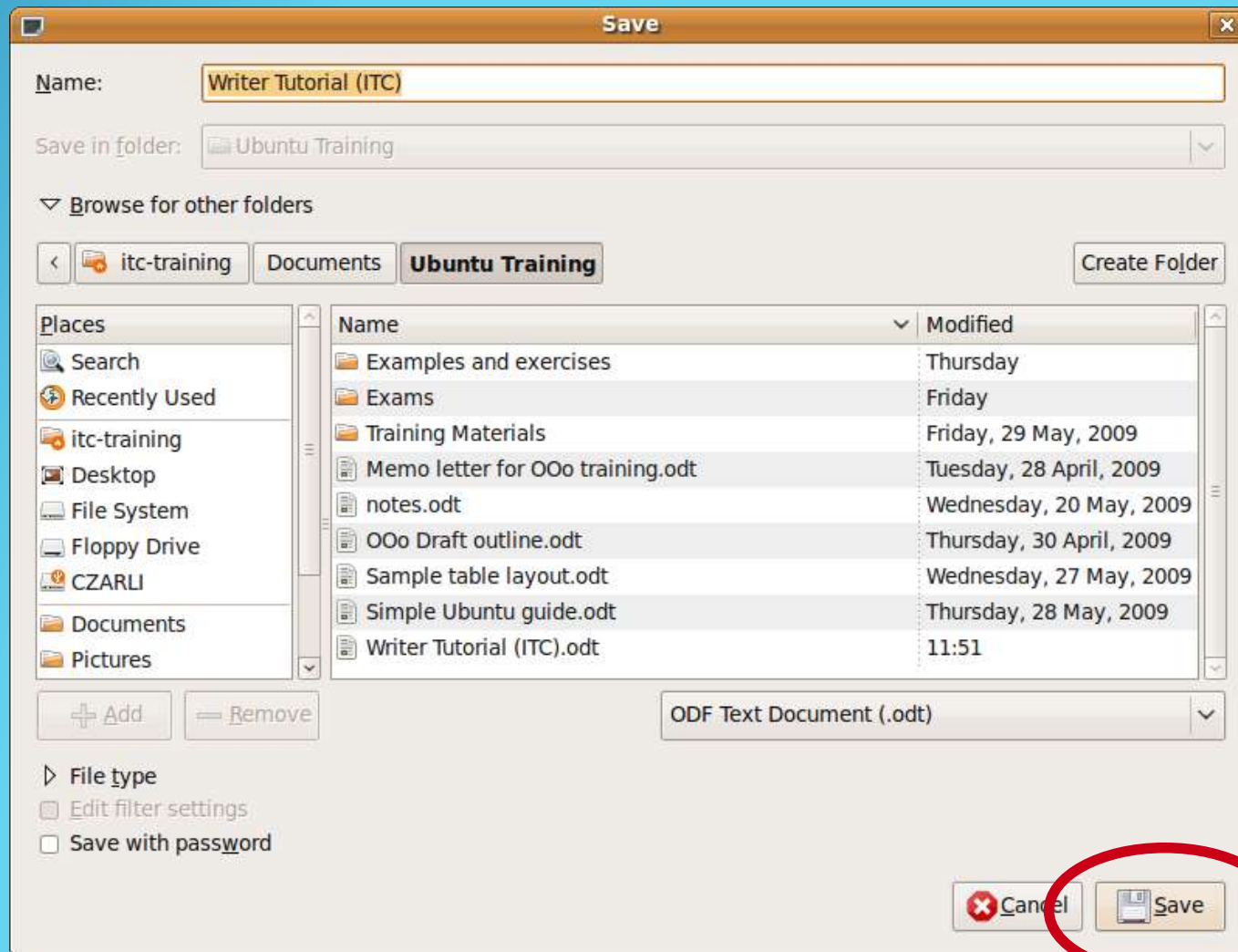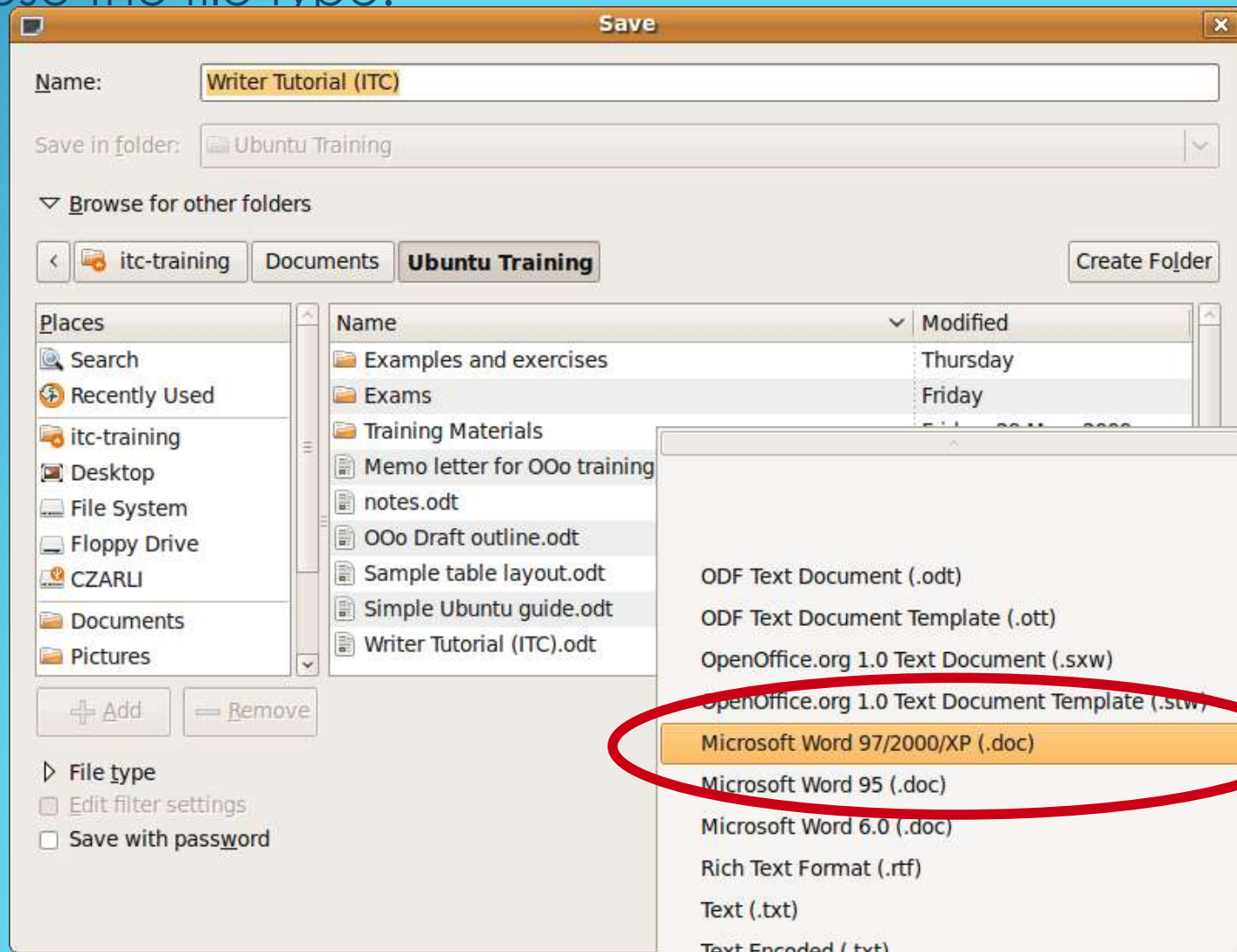
SAVING CHANGES

- **Save** icon in the standard toolbar

- *Ctrl + S*
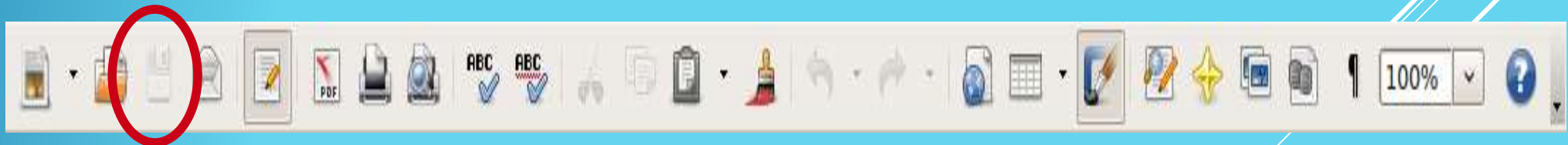
VIEWING IN WRITER

- 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
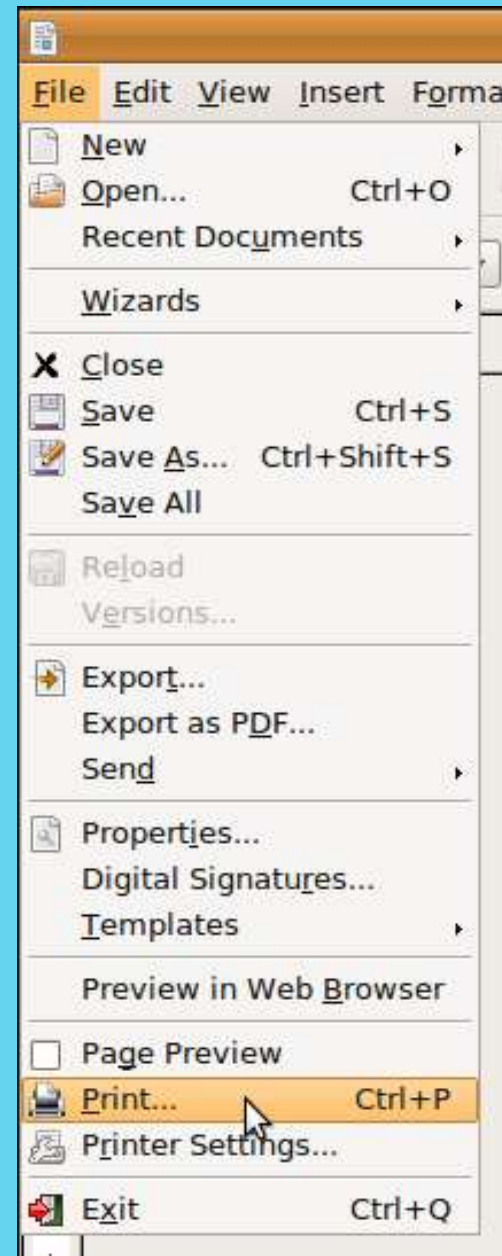
UNDOING & REDOING CHANGES

- Undo
  - **Undo** icon in the standard toolbar
  - *Ctrl + Z*
  - **Edit >> Undo**
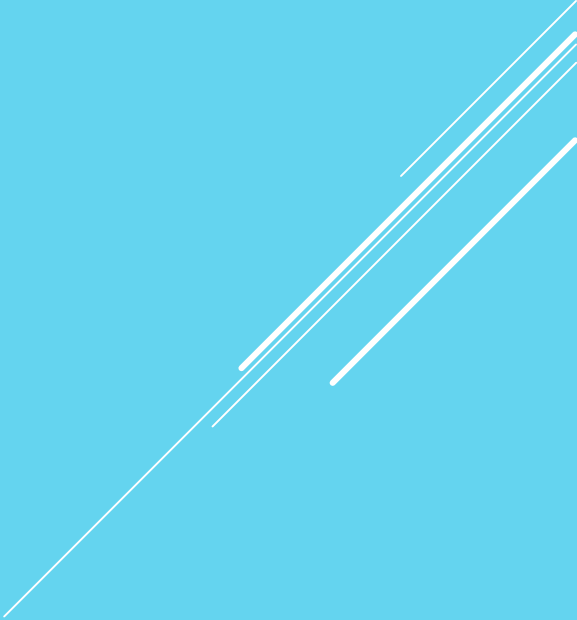
- Redo
  - **Redo** icon in the standard toolbar
  - *Ctrl + Y*
  - **Edit >> Redo**

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**

WORKING WITH TEXT

- Copying texts

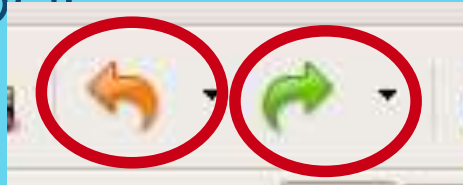 - **Copy** icon in the standard toolbar

  - Right-click **>> Copy**

  - **Edit >> Copy**

  - *Ctrl + C*

- Pasting texts

  - **Paste** icon in the standard toolbar

  - Right-click **>> Paste**

  - **Edit >> Paste**

  - *Ctrl + V*
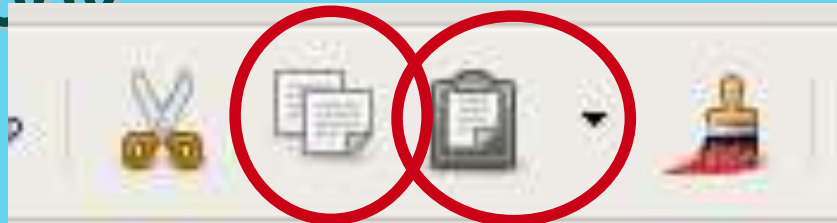
WORKING WITH TEXT

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

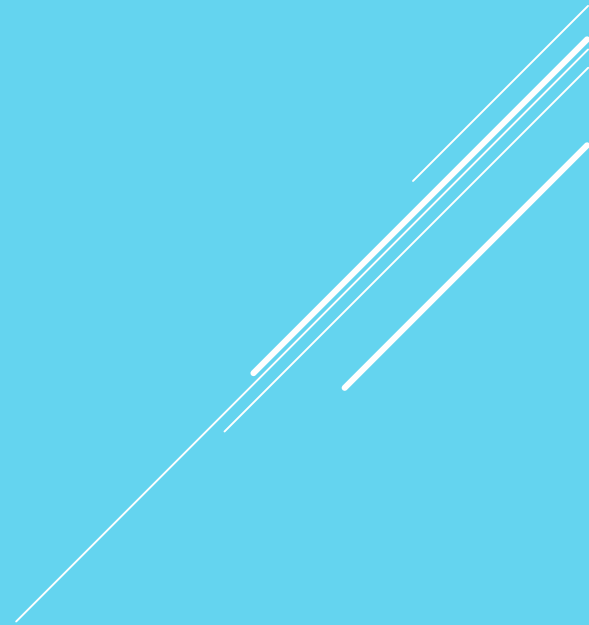# FORMATTING IN WRITER

FORMATTING CHARACTERS & PARAGRAPHS

- Using the Formatting toolbar

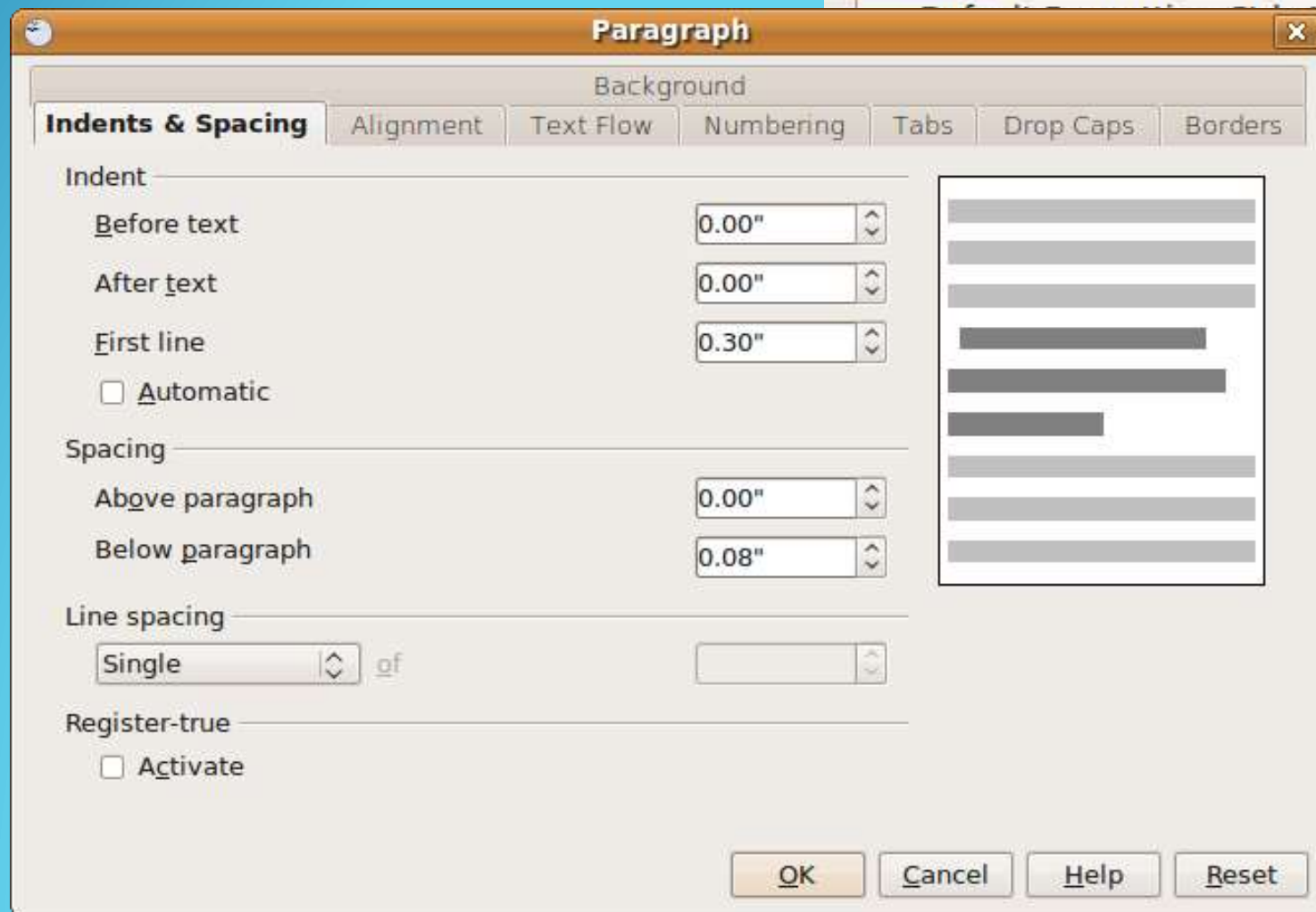	Formatting																	▼ ✕
	Default	∨	Liberation Serif	∨	12	∨	A	A	A									

- **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)
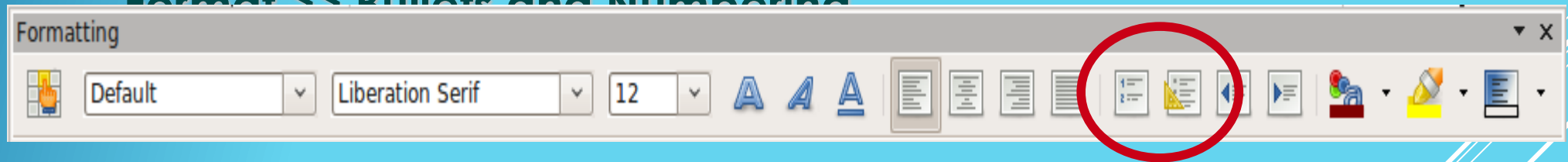
FORMATTING PARAGRAPHS

- **Format >> Paragraph**
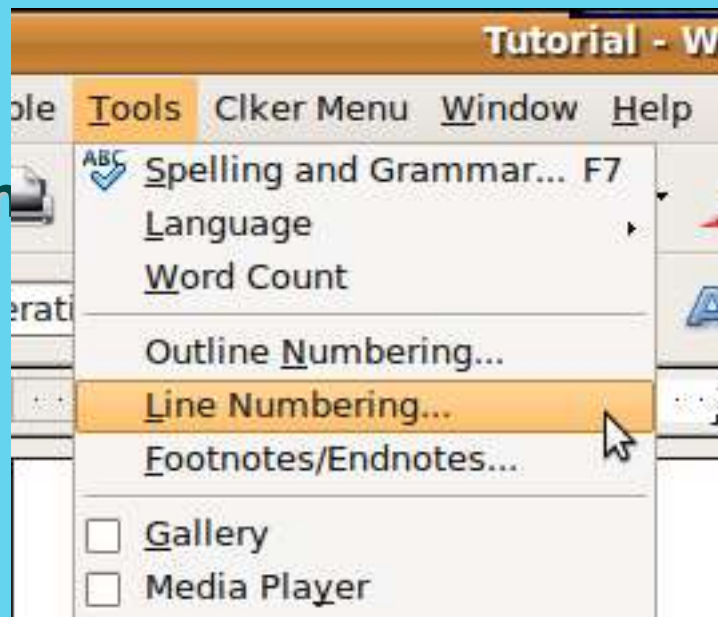
BULLETS AND NUMBERING

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

- **Format >> Bullets and Numbering**

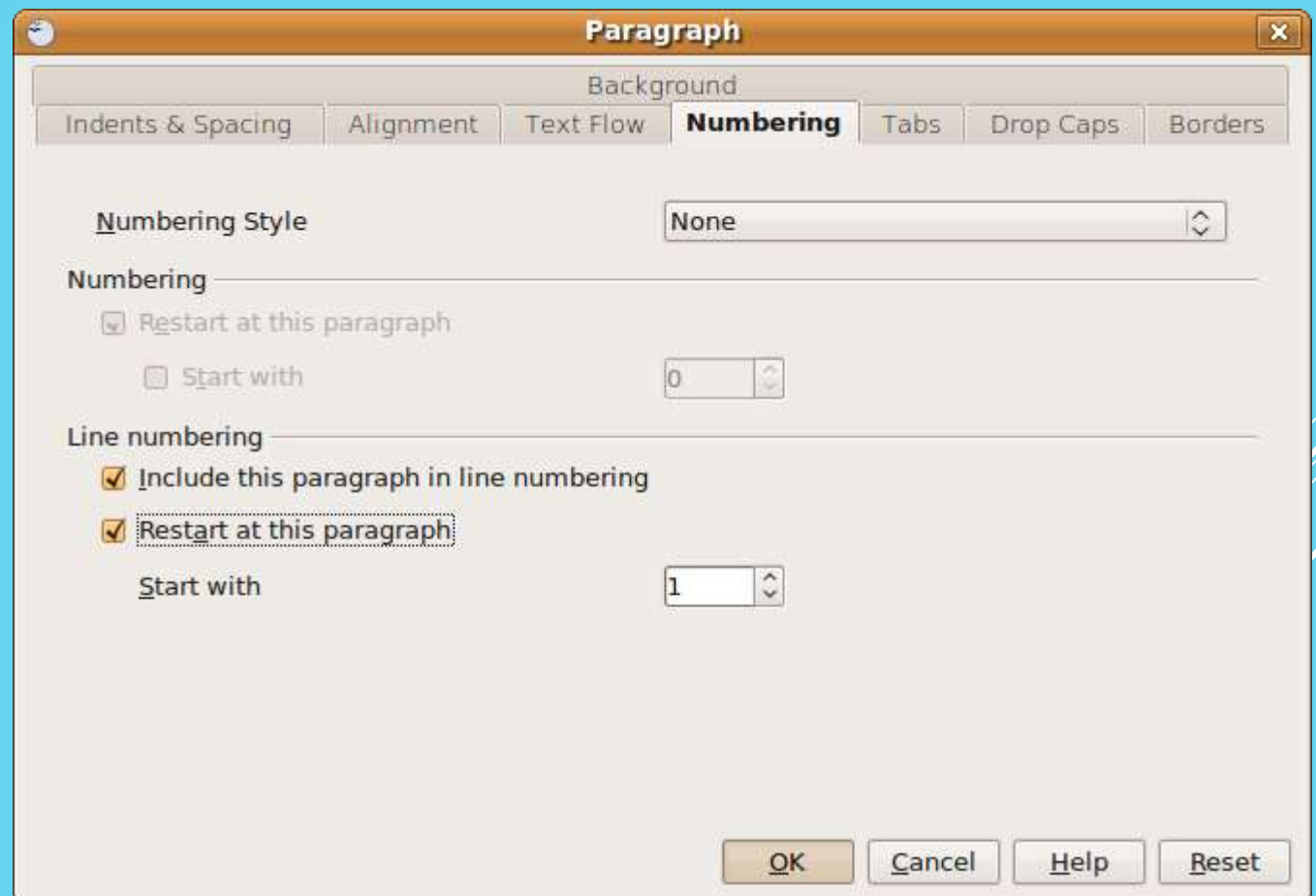# LINE NUMBERING

- **Tools >> Line Num**

LINE NUMBERING

- To restart line numbering on a specific paragraph:
  - Click on the line where you want to restart the line numbering.
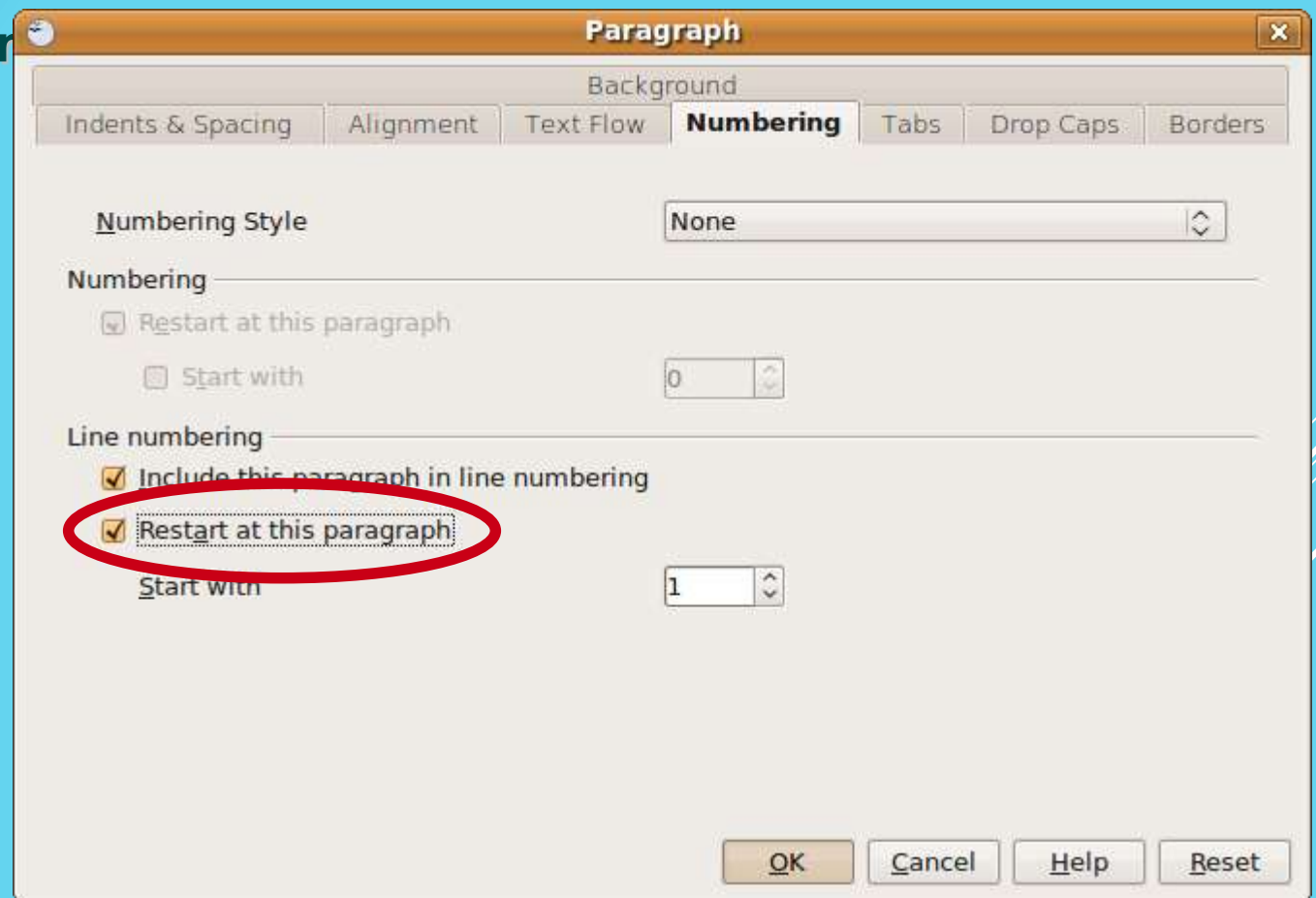 - Go to **Format >> Paragraph**.

LINE NUMBERING

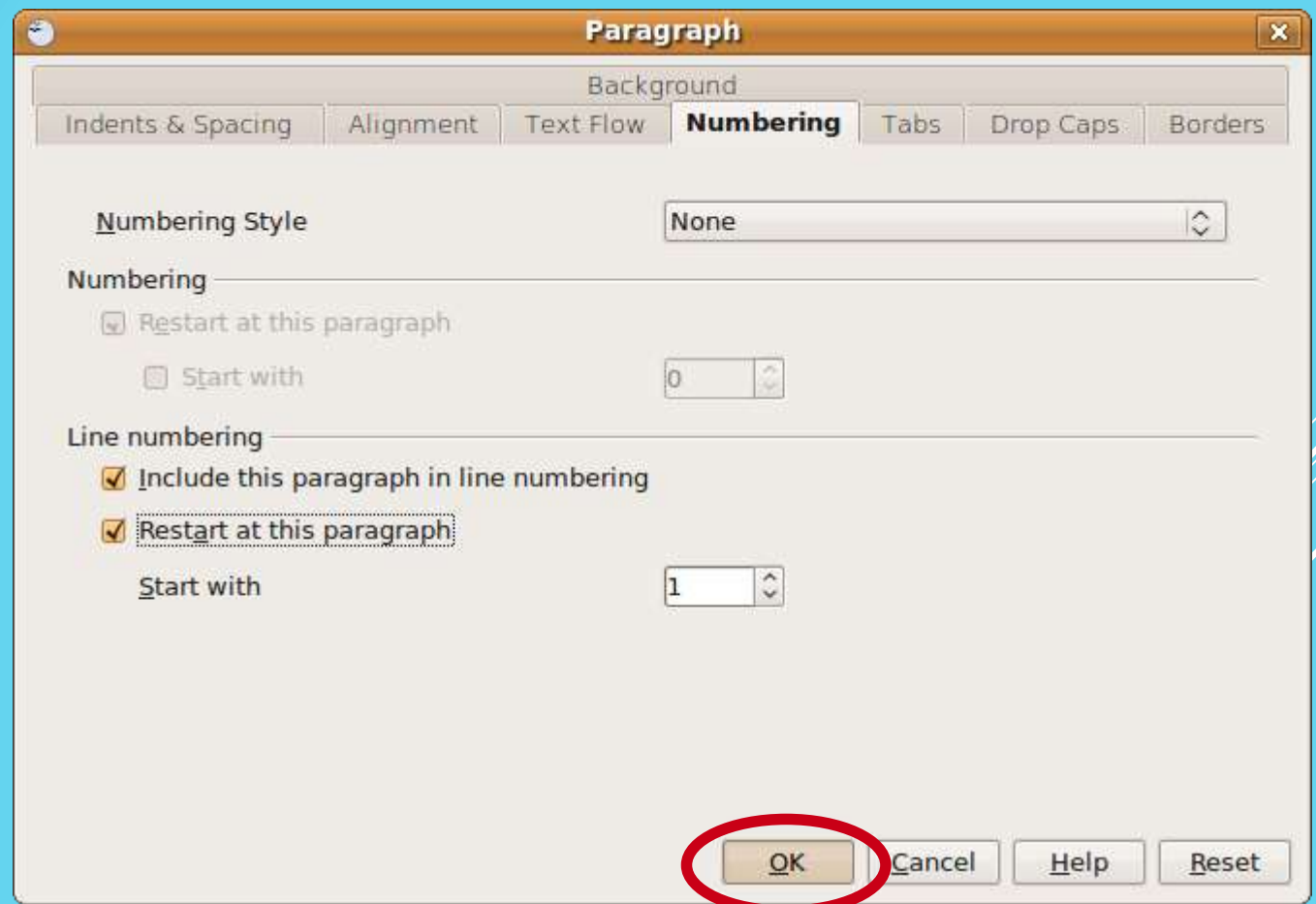- To restart line numbering on a specific paragraph:
  - Go to the **Numbering** tab.

LINE NUMBERING

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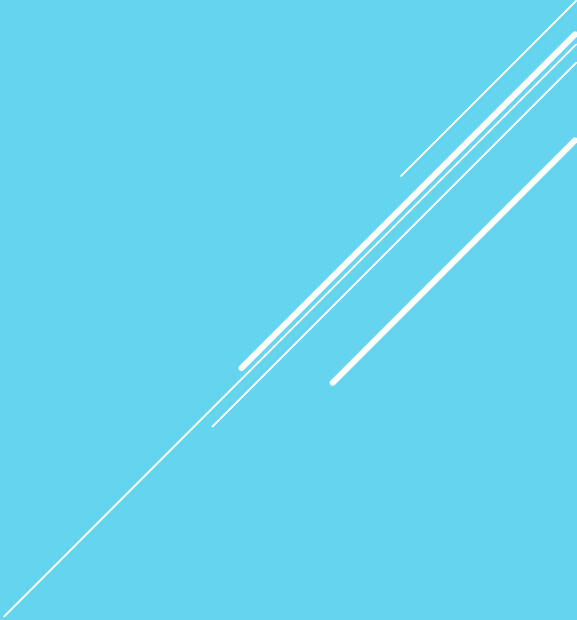 - Under **Line Nu**

LINE NUMBERING

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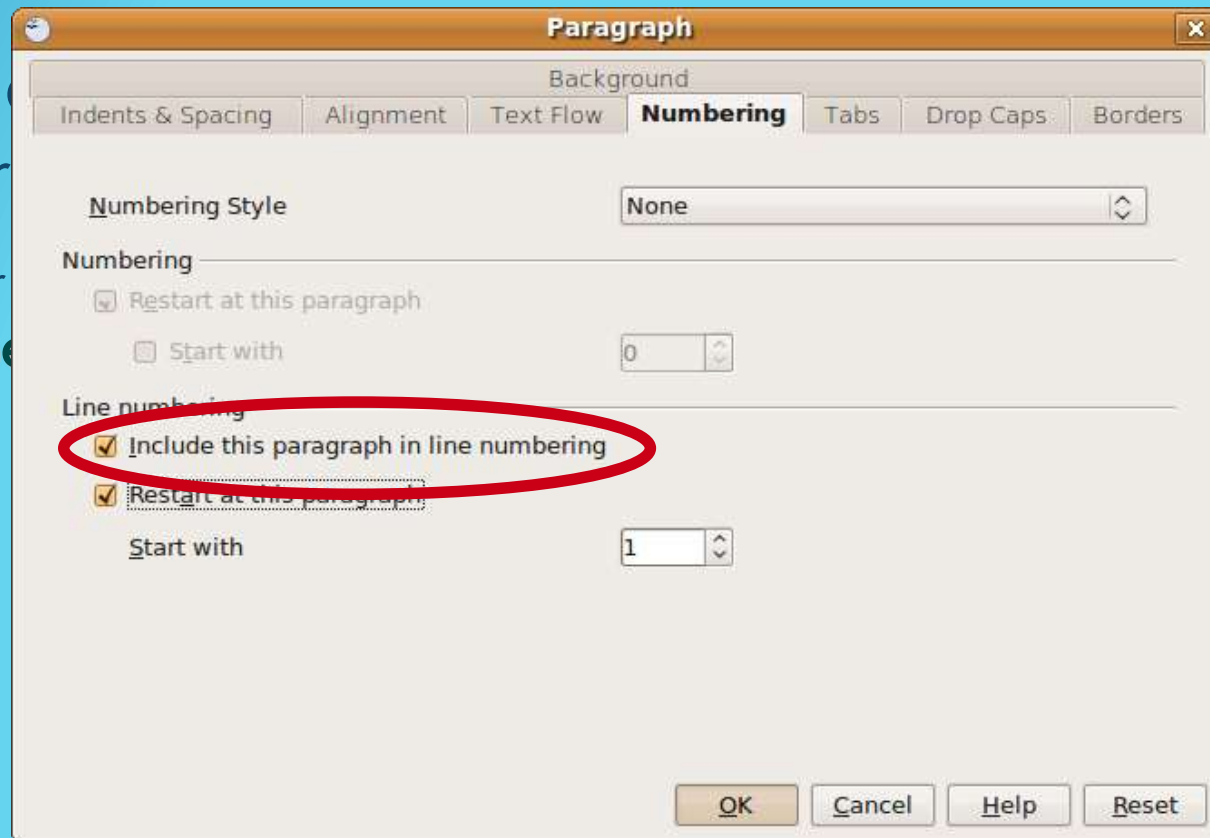   - Click **OK**.

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.

LINE NUMBERING

- To rem...
  paragr...

  - Under ...   ...ph in line
    numbe...
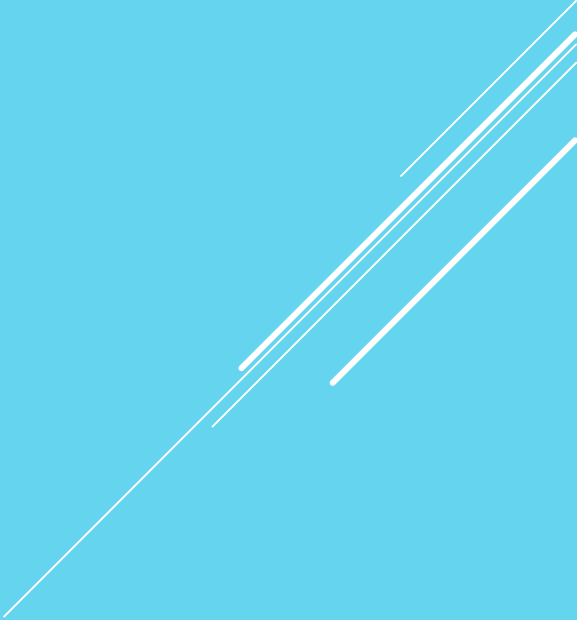
LINE NUMBERING

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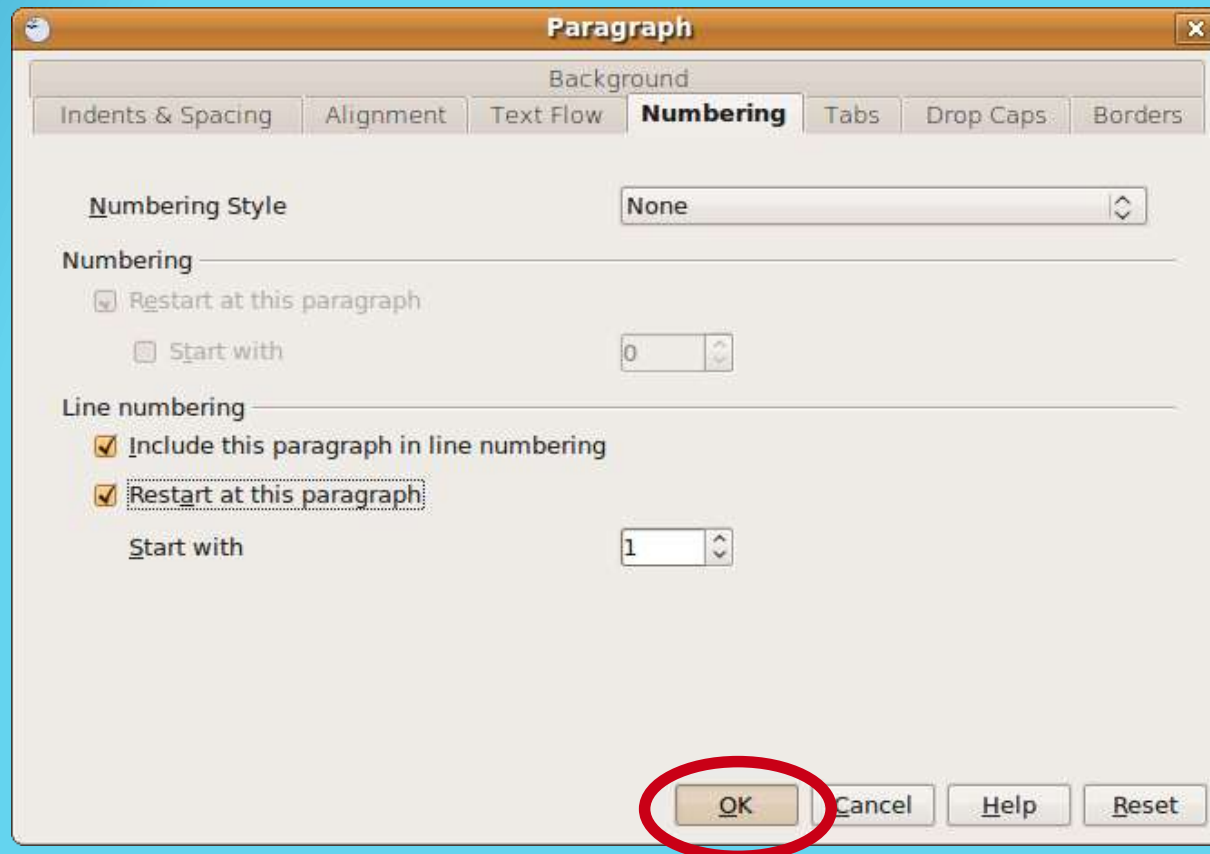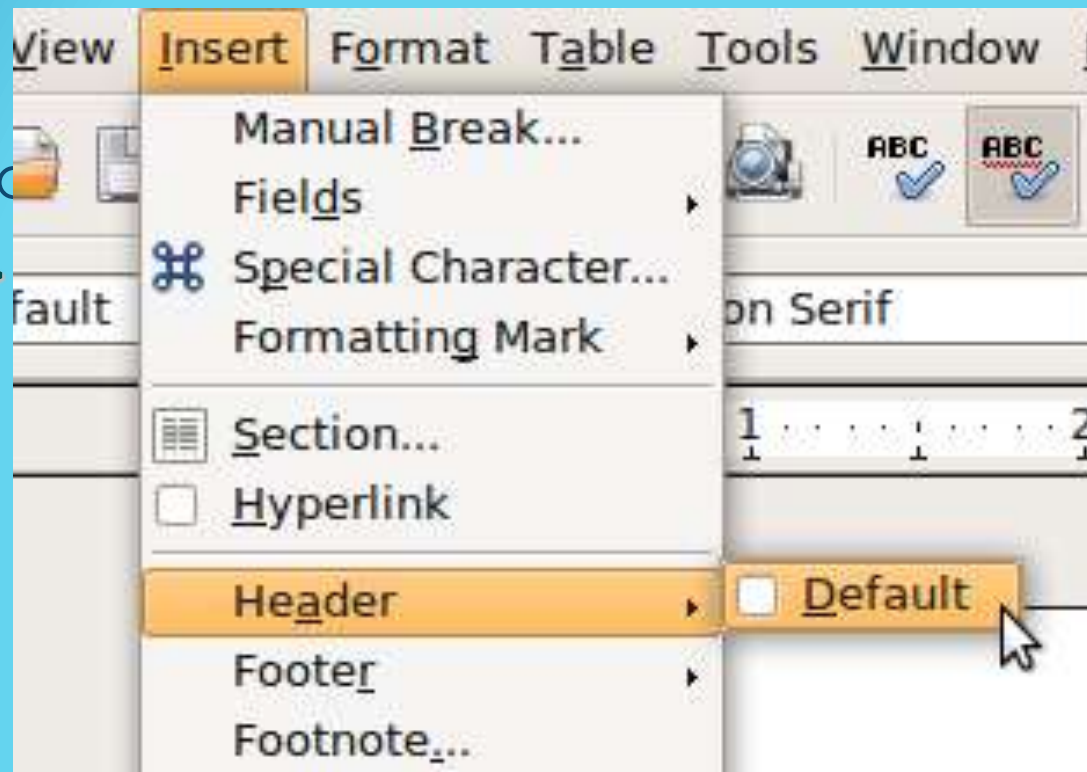
TOOLS IN WRITER

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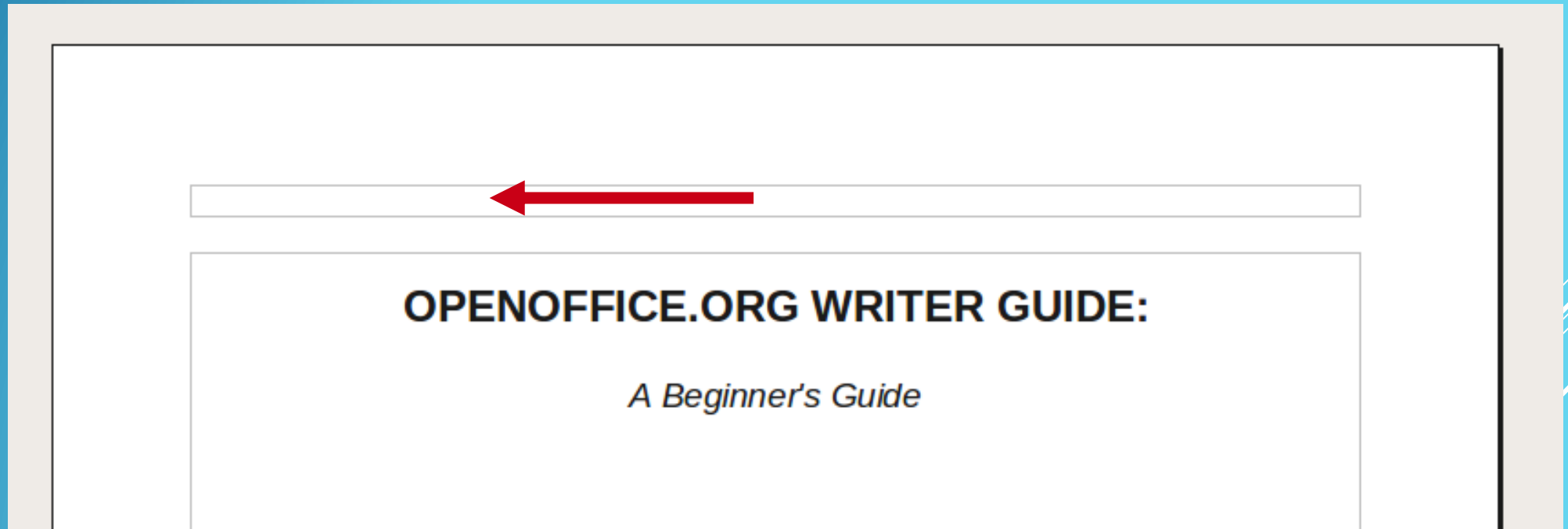- Word count
  - **Tools >> Word Count**

FORMATTING PAGES

- **Format >> Page**

- Inserting page break

    - **Insert >> Manual Break**

    - *Ctrl + Enter*

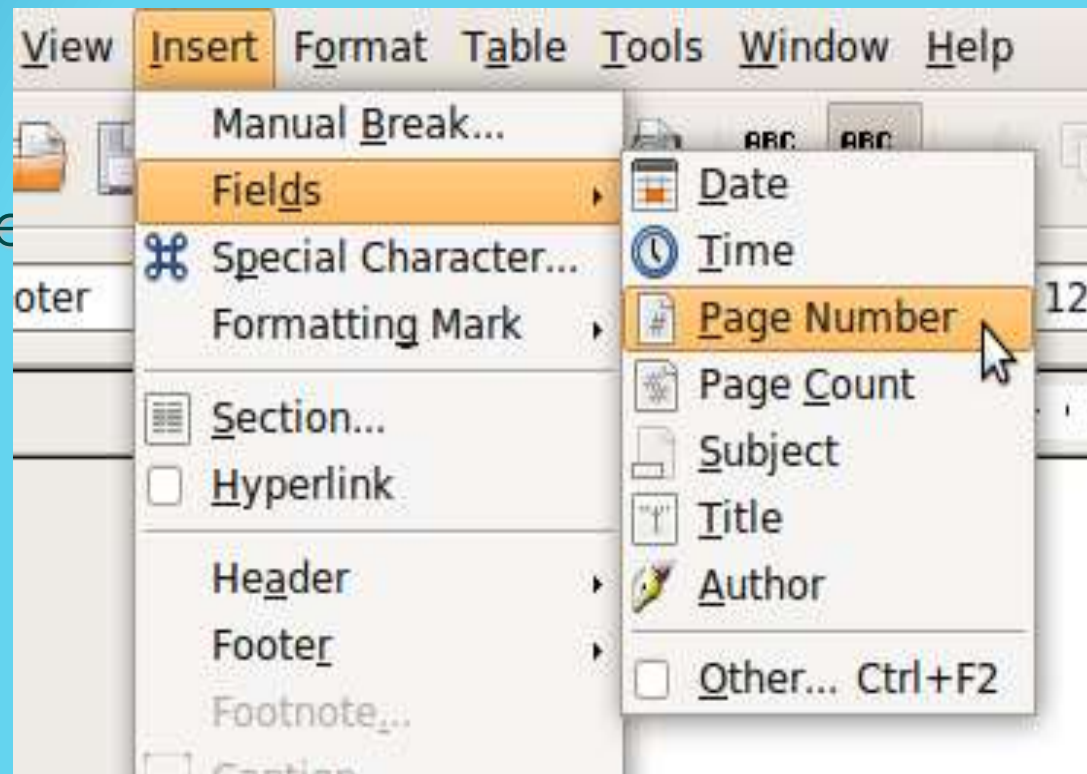# INSERTING PAGE NUMBERS

- Insert a hea

  - **Insert >>**

INSERTING PAGE NUMBERS

INSERTING PAGE NUMBERS

- Insert >> Fie...

PART II
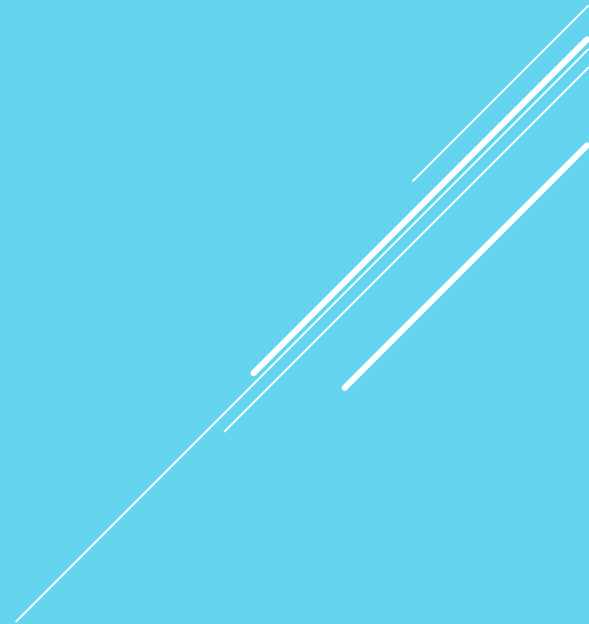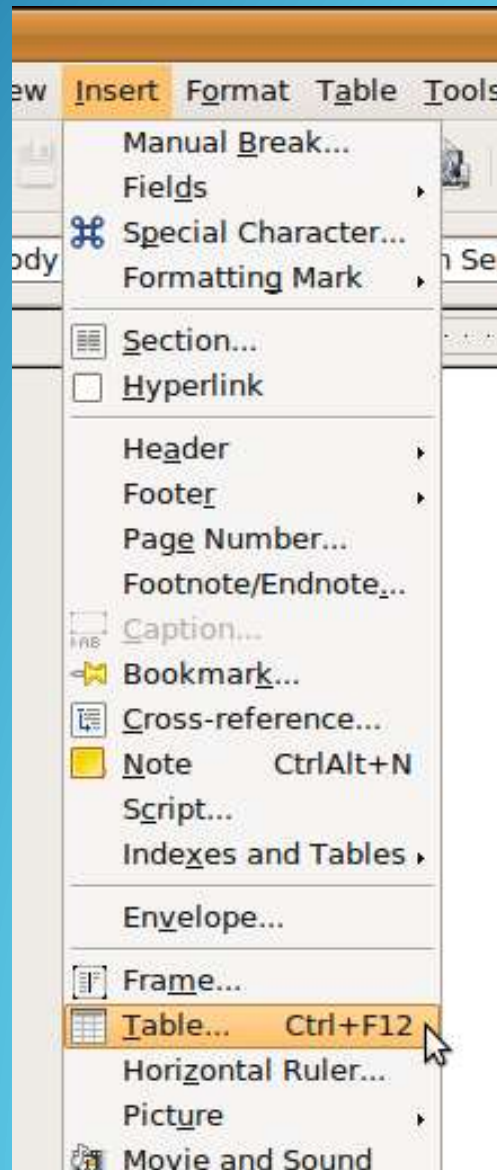
- Working with Tables
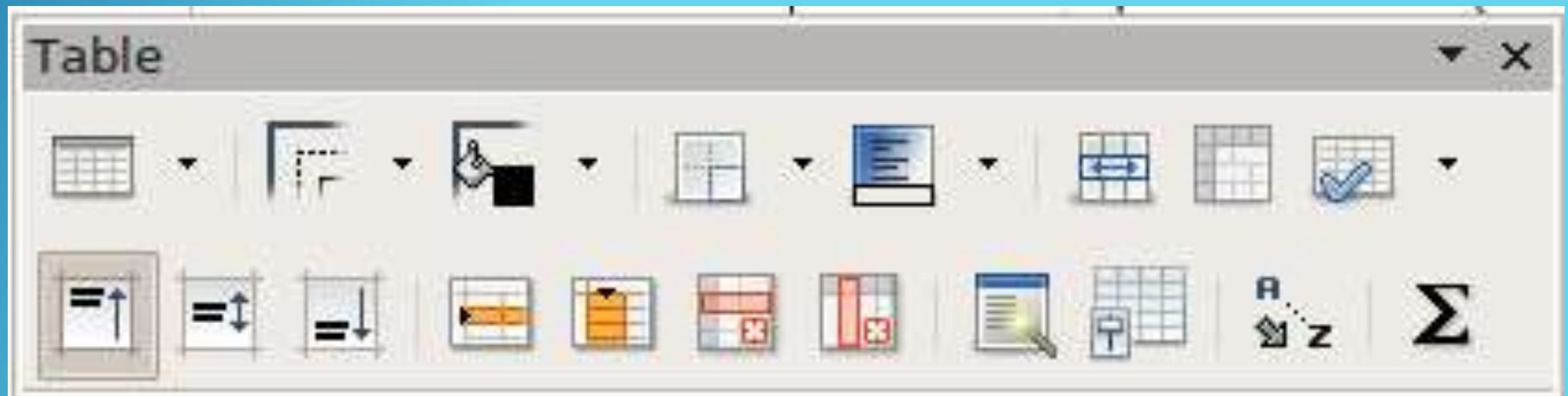
- Working with Graphics

WORKING WITH TABLES

INSERTING TABLES

- **Insert >> Table**

- *Ctrl + F12*

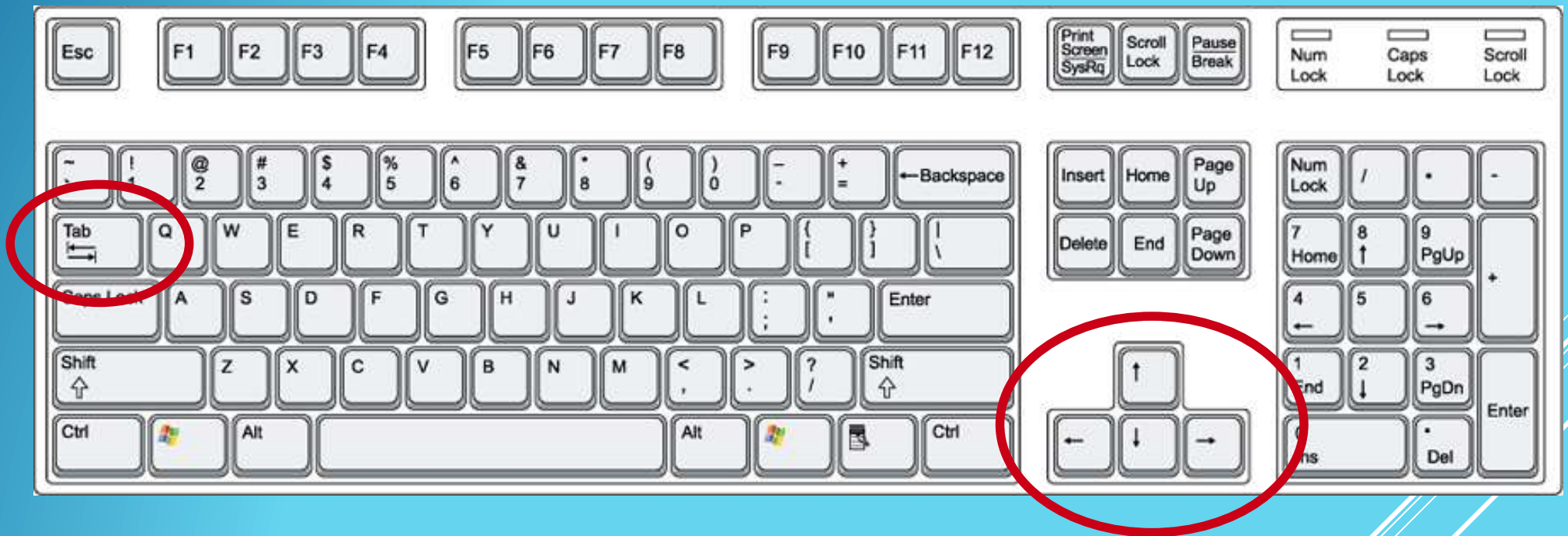- **Table** icon in the standard

THE TABLE MENU BAR

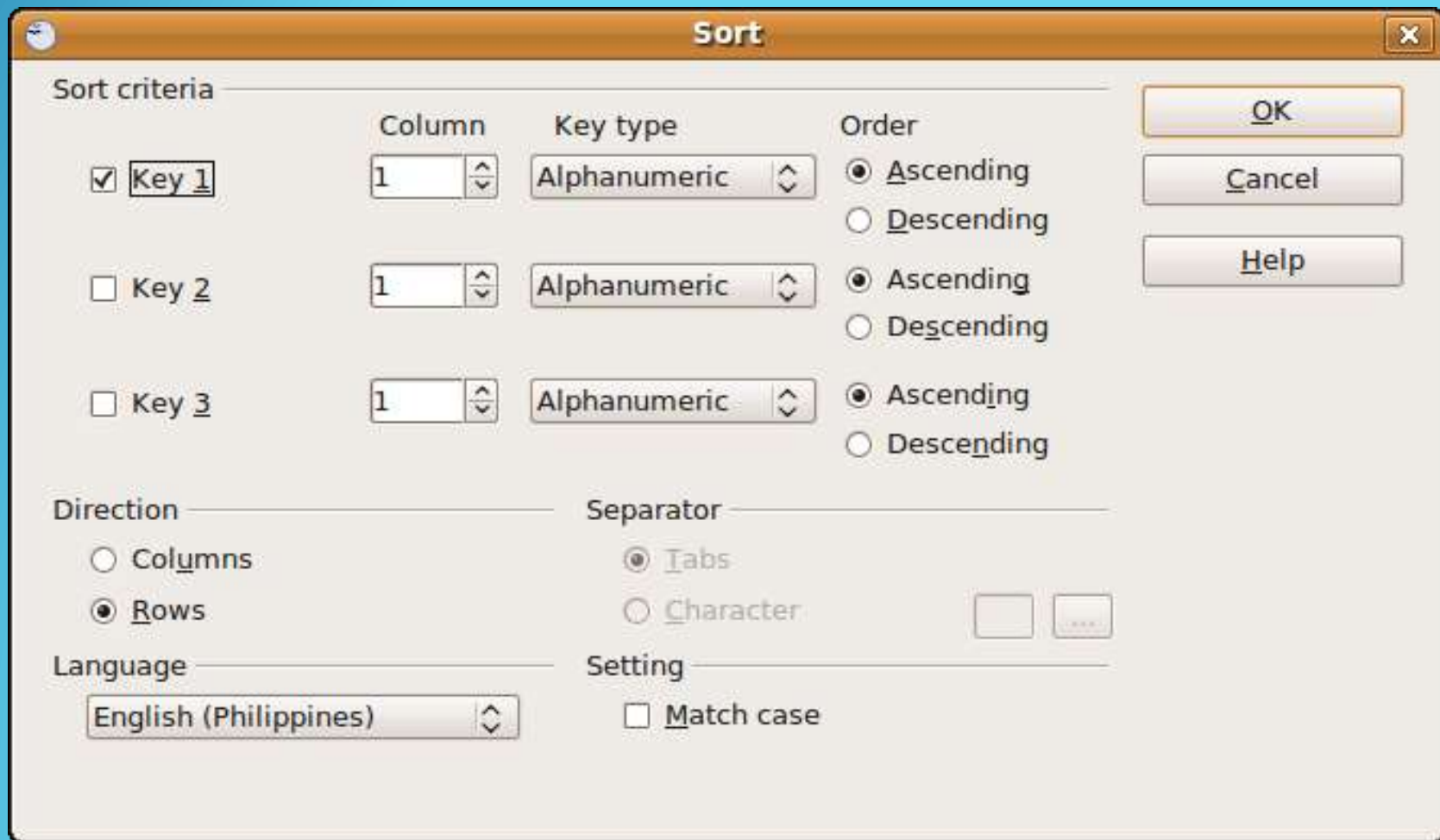# MOVING BETWEEN CELLS

- Press the tab key or the arrow keys.

SORTING DATA

SORTING DATA

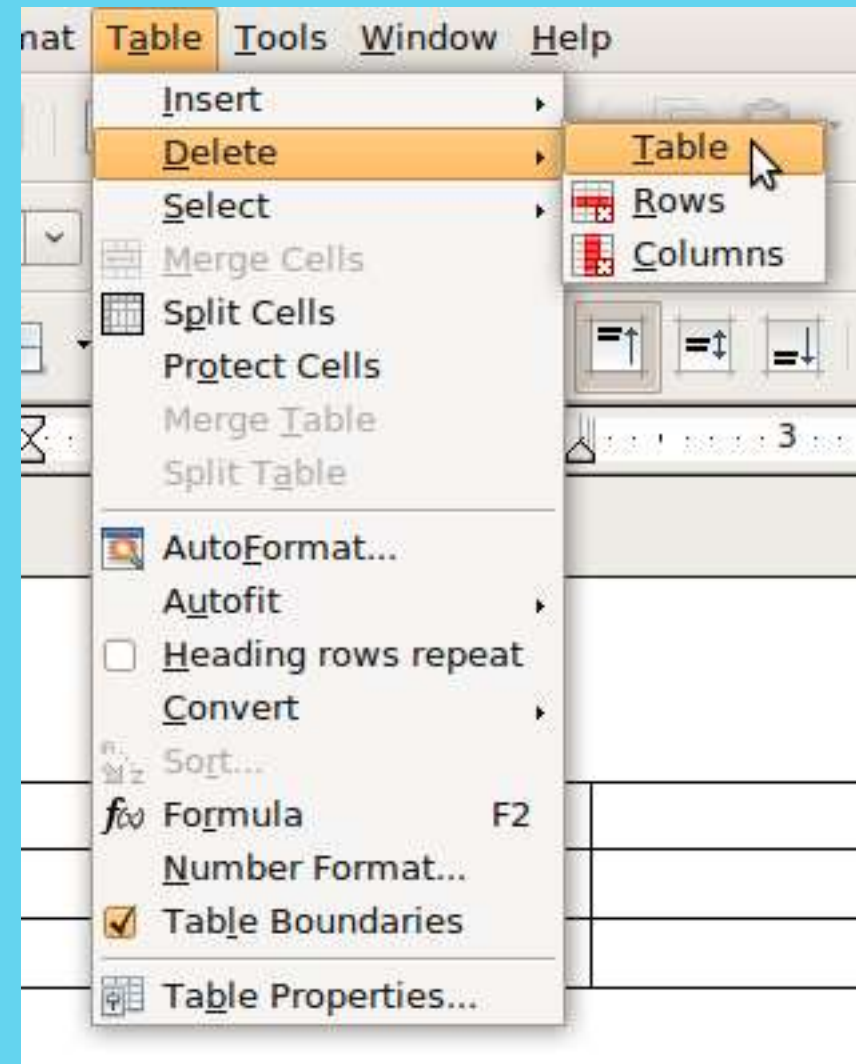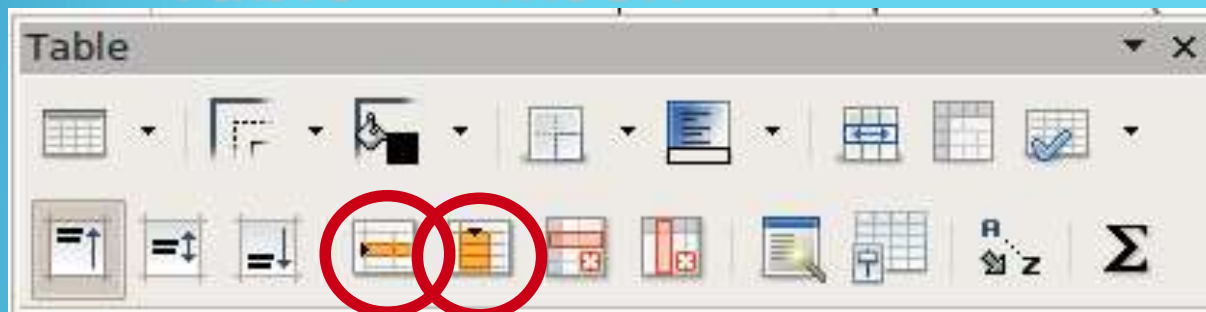- Check the appropriate boxes and click **OK**.

DELETING TABLES

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

ROWS AND COLUMNS

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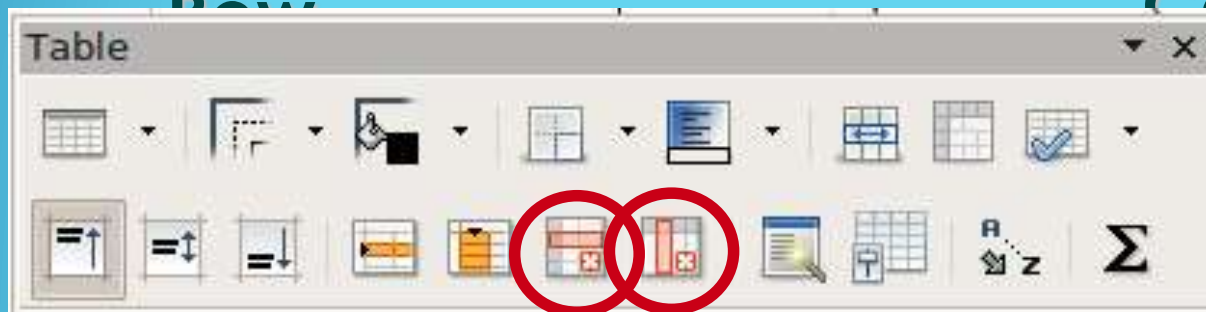 - **Table >> Insert >>**

- 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**

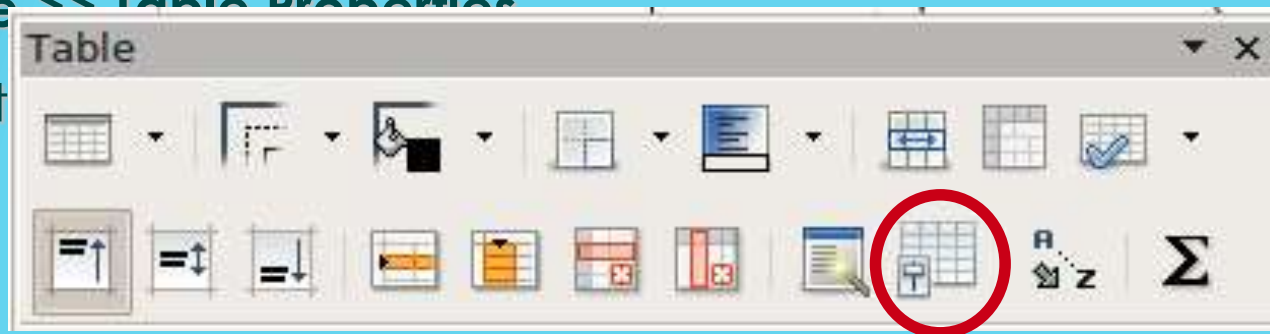# ROWS AND COLUMNS

- 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**
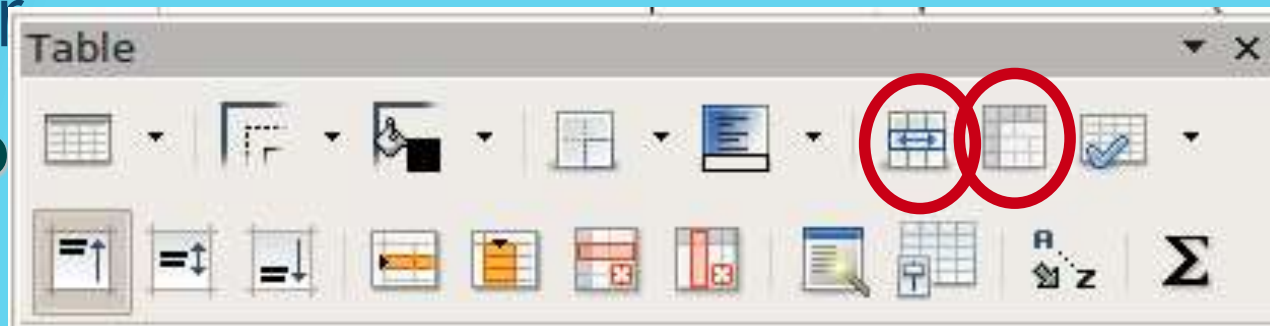 - **Right-click >> Row >> Optimal Height**

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
  - **Tab**

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

WORKING WITH TABLES

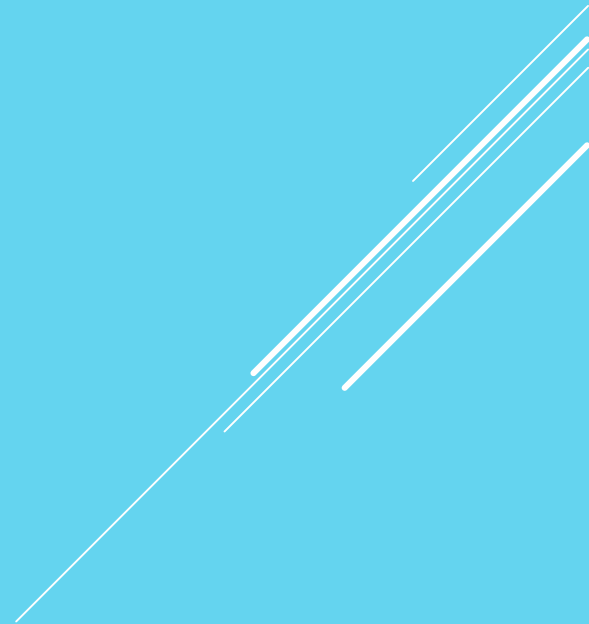- Adding a Caption
  - **Ins**
  - Rig

WORKING WITH GRAPHICS

INSERTING GRAPHICS

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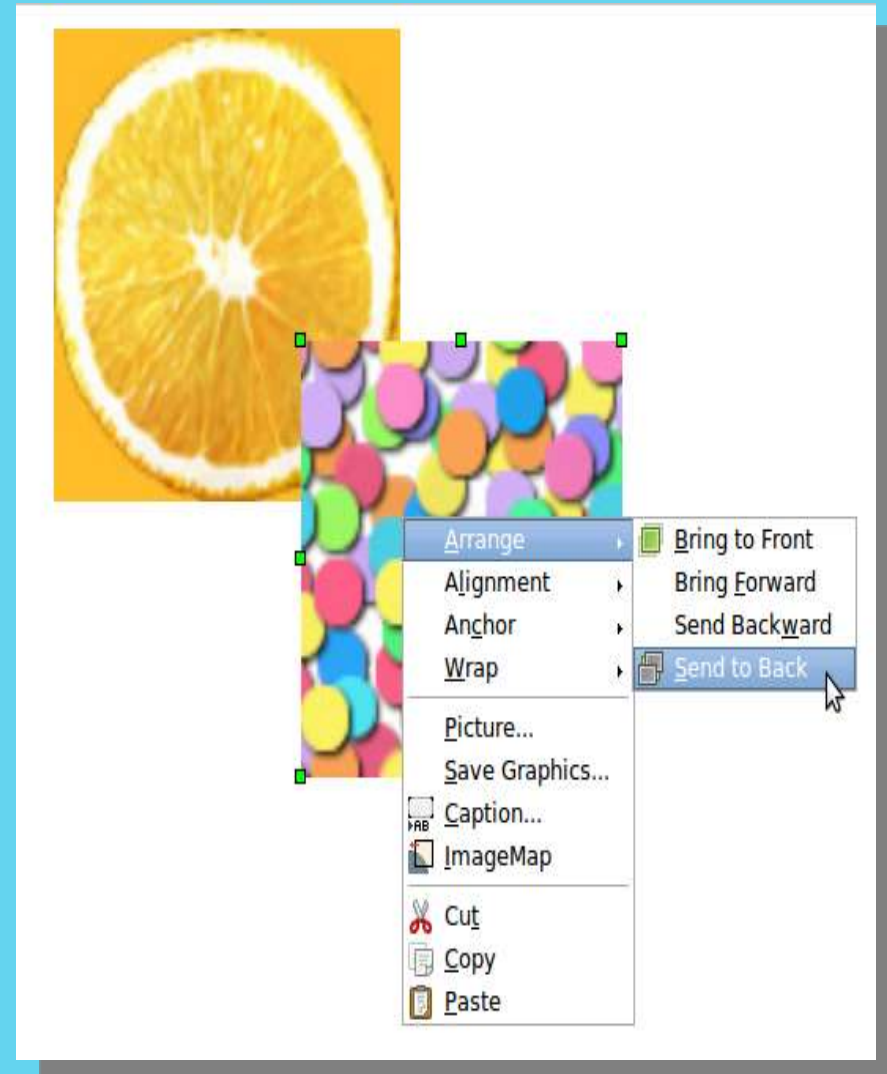   - **Insert >> Picture >> From File**

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

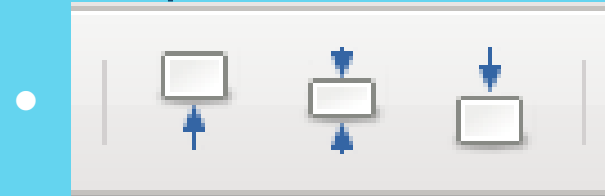# POSITIONING GRAPHICS

- Horizontal Alignment
  - Align Left
  -
  -
  - Align Right

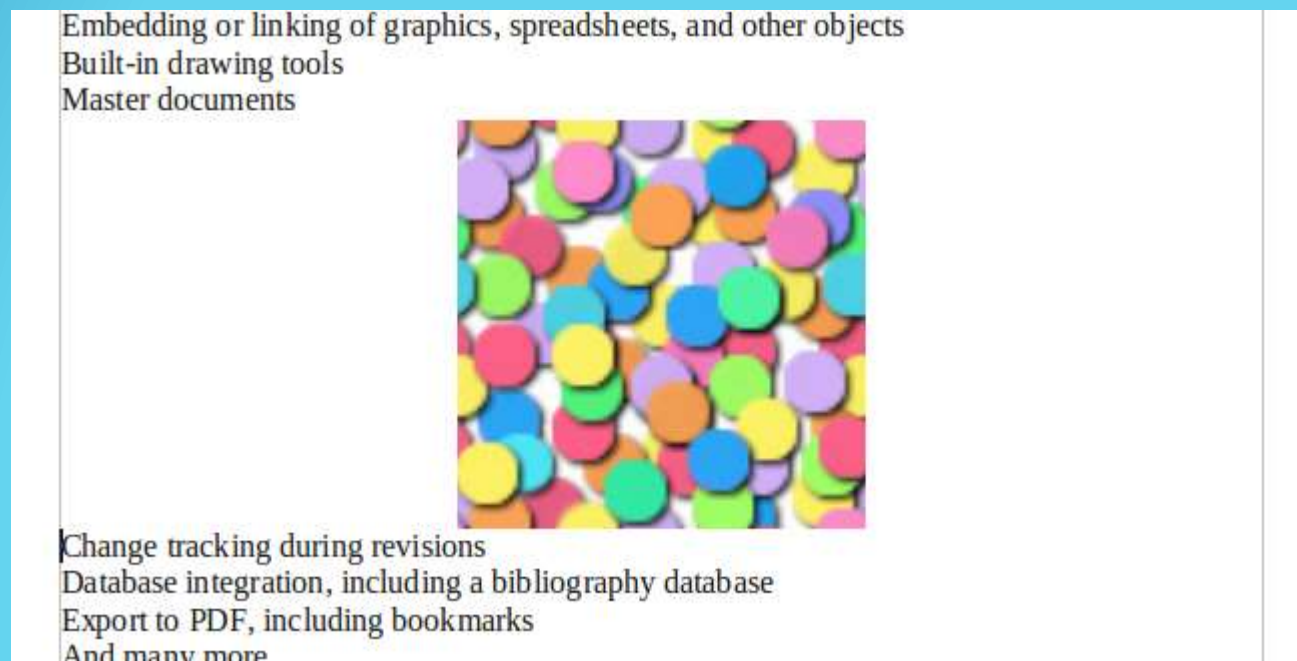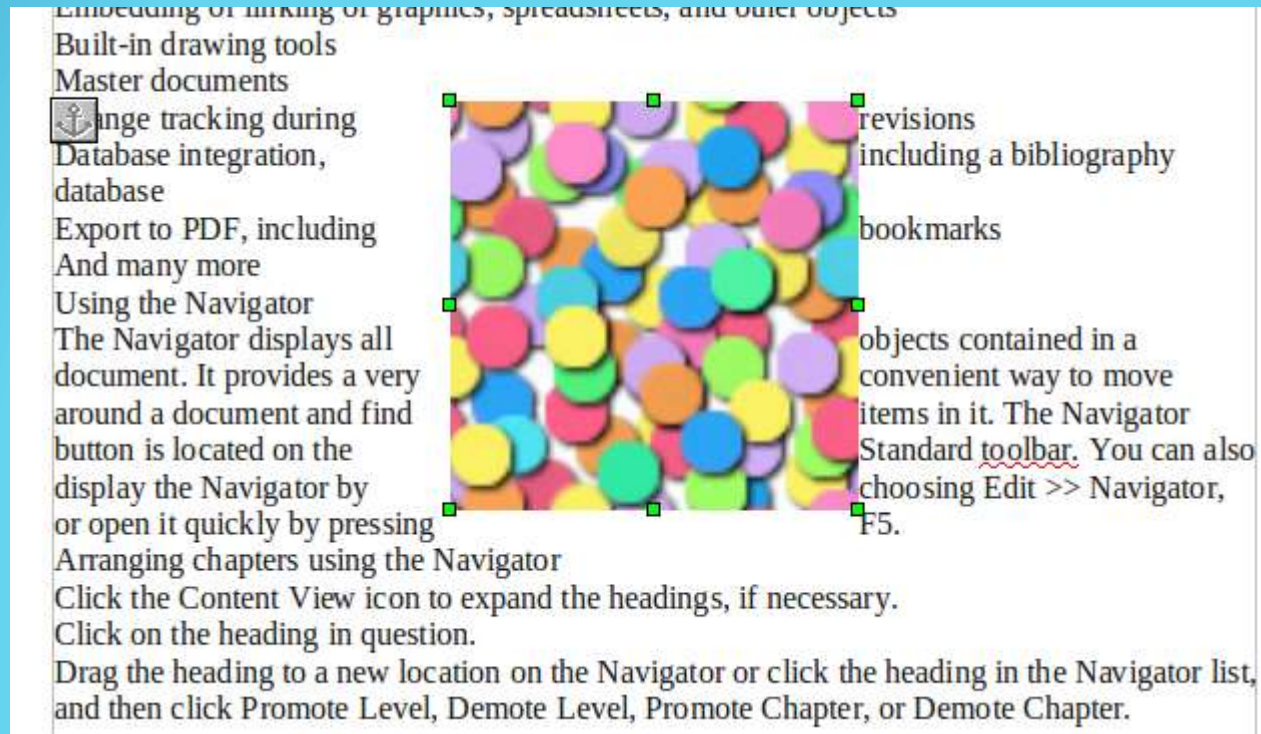- Vertical Alignment
  - Top
  -
  - Bottom

POSITIONING GRAPHICS

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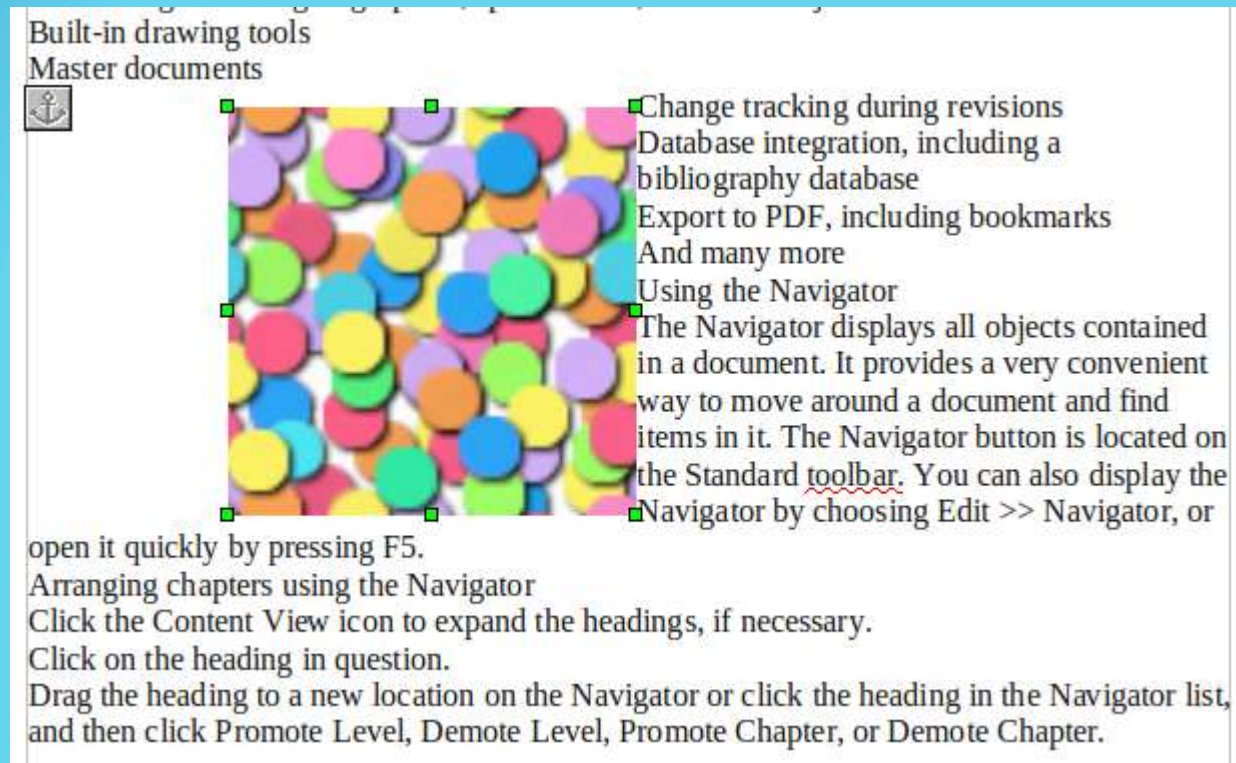   - Paragraphs and graphics cannot be contained in the same line.

POSITIONING GRAPHICS

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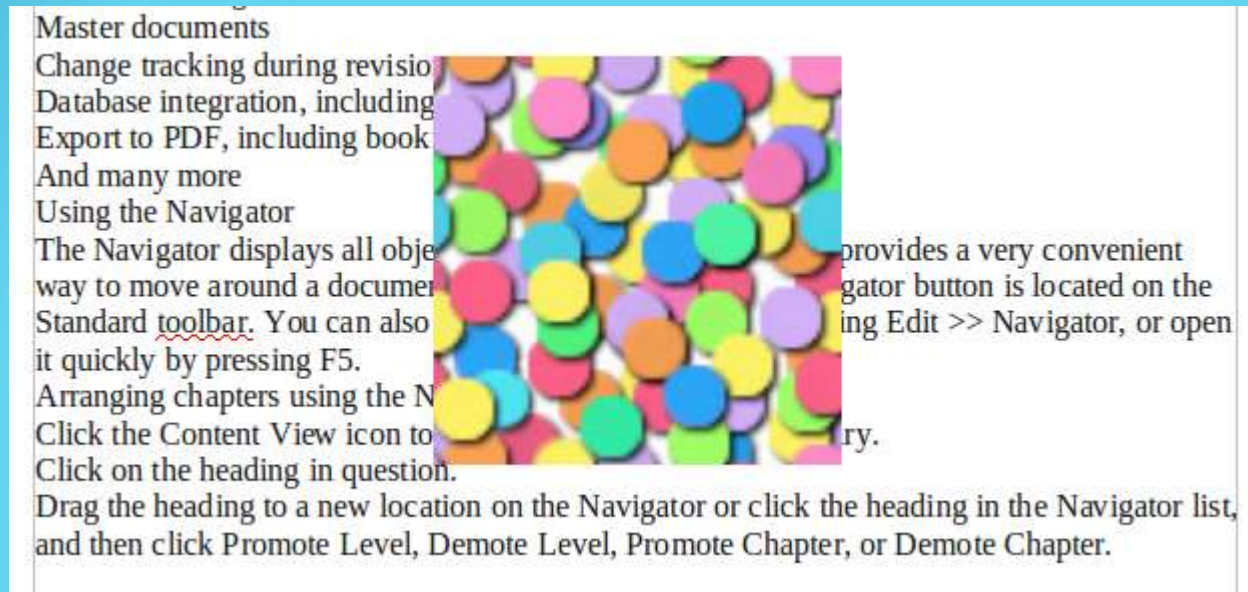
POSITIONING GRAPHICS

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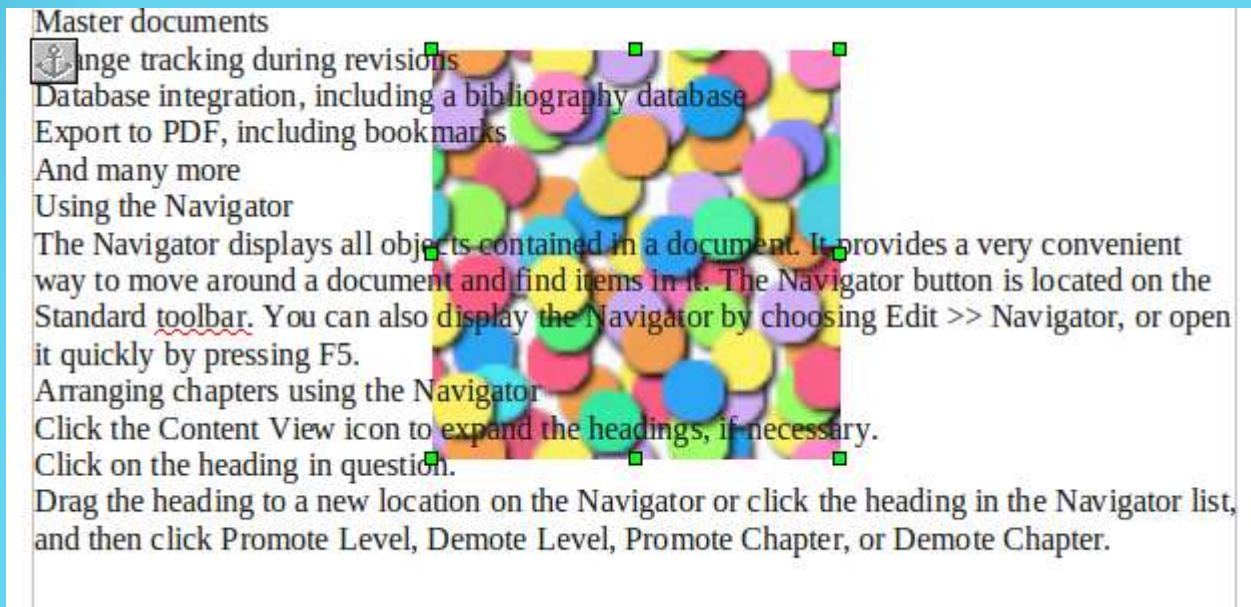
POSITIONING GRAPHICS

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

POSITIONING GRAPHICS

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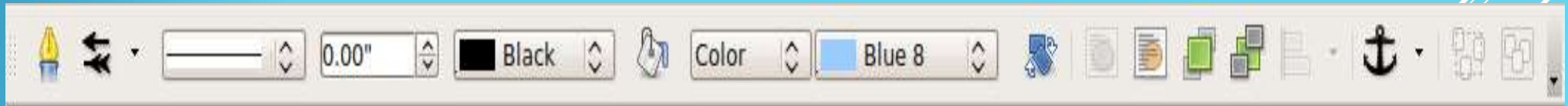   - The graphic is behind the text.

WRITER'S DRAWING TOOLS

- Accessed through the Drawing toolbar

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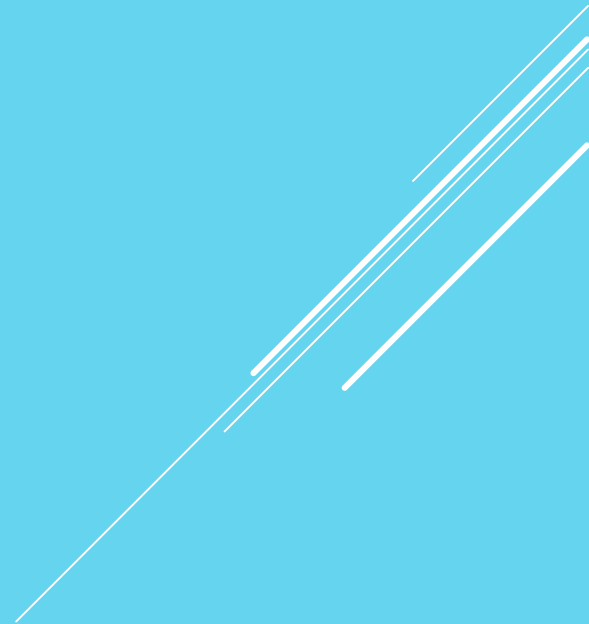
FONTWORK

- Equivalent to MS Office's WordArt
- Fontwork icon in the drawing toolbar.

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*