



OPENOFFICE.ORG WRITER

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OUTLINE

- **MODULE 1:** Overview of Writer
- **MODULE 2:** Getting Started
- **MODULE 3:** Auto Text
- **MODULE 4:** Statistics
- **MODULE 5:** Line Numbering
- **MODULE 6:** Find & Replace
- **MODULE 7:** Format Character
- **MODULE 8:** Format Paragraph
- **MODULE 9:** Format Page
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- **MODULE 11:** Styles
- **MODULE 12:** Hyperlinks
- **MODULE 13:** Insert Graphics
- **MODULE 14:** Insert Table
- **MODULE 15:** Insert Spreadsheets
- **MODULE 16:** Navigator
- **MODULE 17:** Bookmarks
- **MODULE 18:** Table of Contents
- **MODULE 19:** Course Activity



MODULE 1

OVERVIEW OF WRITER



WRITER

- Word Processing Application similar to MS Word
- Used for creating documents such as reports, letters, proposals, and any other documents where word flow from paragraph to paragraph



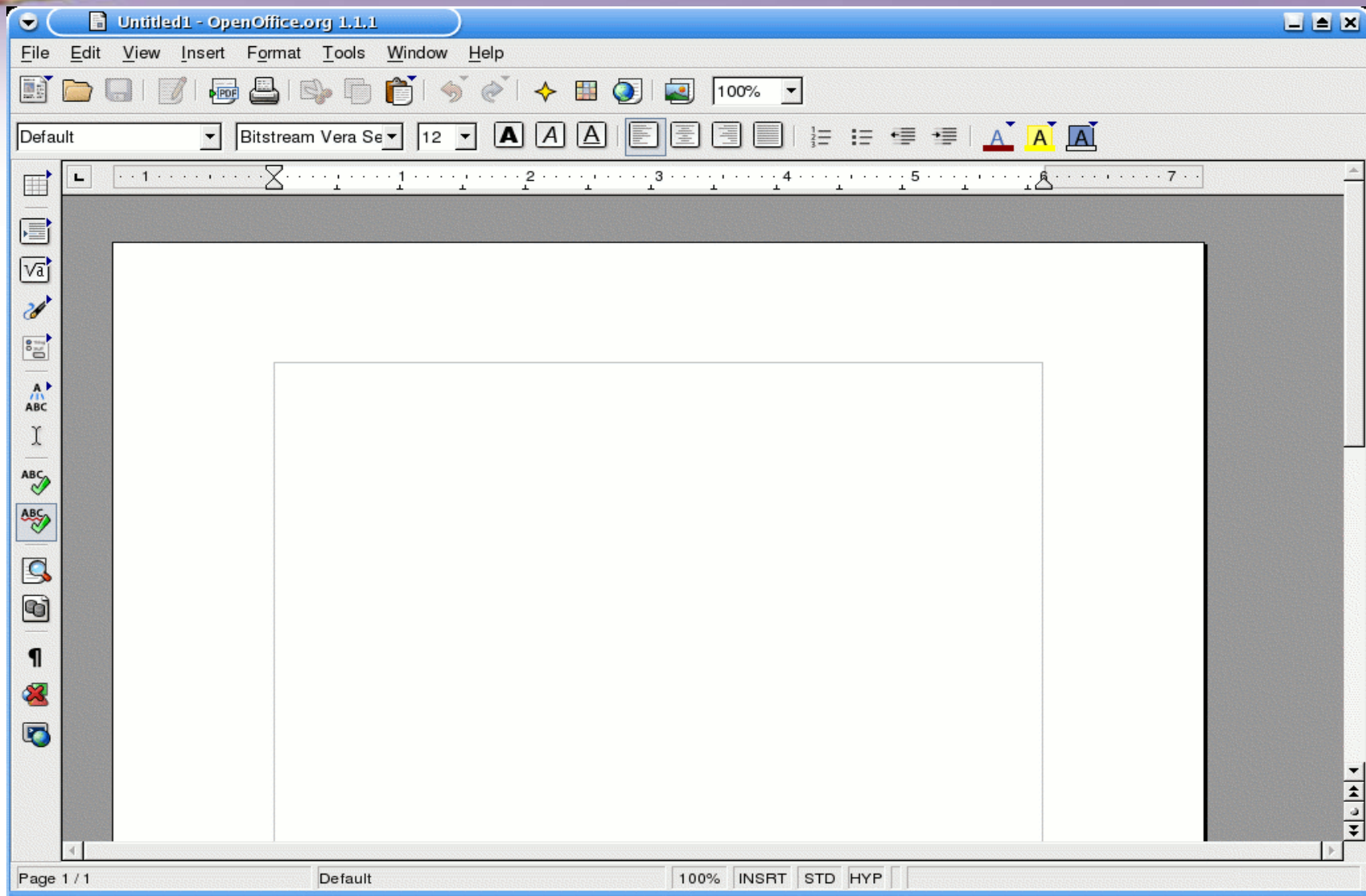


MODULE 2

GETTING STARTED



SCREEN LAYOUT





MODULE 3

AUTO TEXT

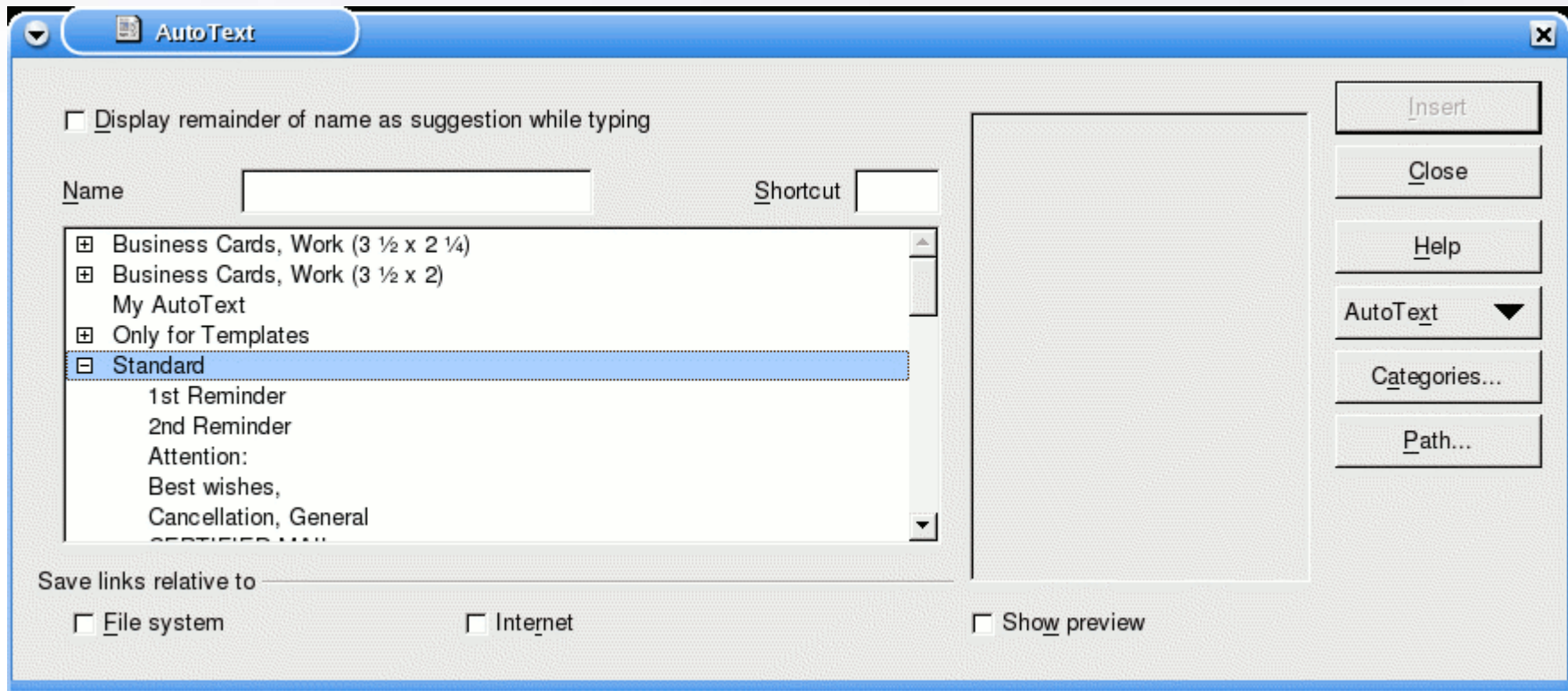


AUTO TEXT

- Allows composition of a whole text via predefined shortcuts
- Enables shortcut keys for frequently used texts
- How: Type a shortcut << F3 Key (e.g. **“yt” << F3**)
- Add new Auto Text Entry: **Edit << Auto Text**



AUTO TEXT





MODULE 4

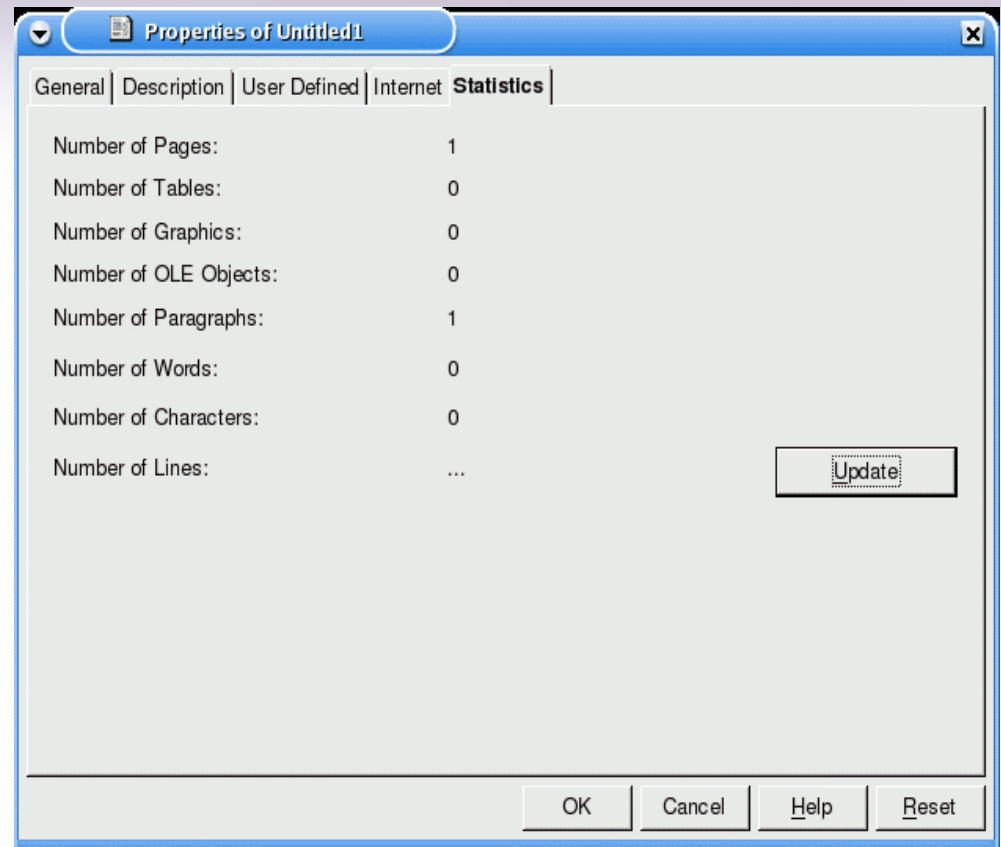
STATISTICS



STATISTICS

- Counts the no. of:

- Pages
- Tables
- Graphics
- OLE Objects
- Paragraphs
- Words
- Characters
- Lines



- How: **File >> Properties >> Statistics Tab**



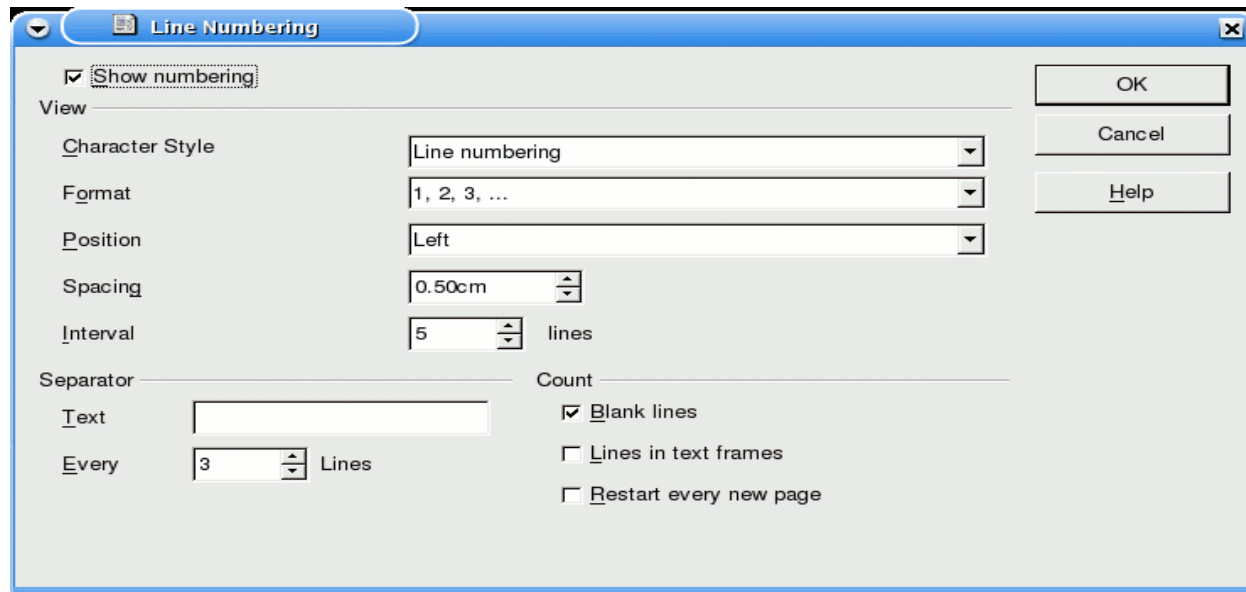
MODULE 5

LINE NUMBERING



LINE NUMBERING

- Adds visible nos. to each line or at line intervals
- How: **Tools >> Line Numbering**





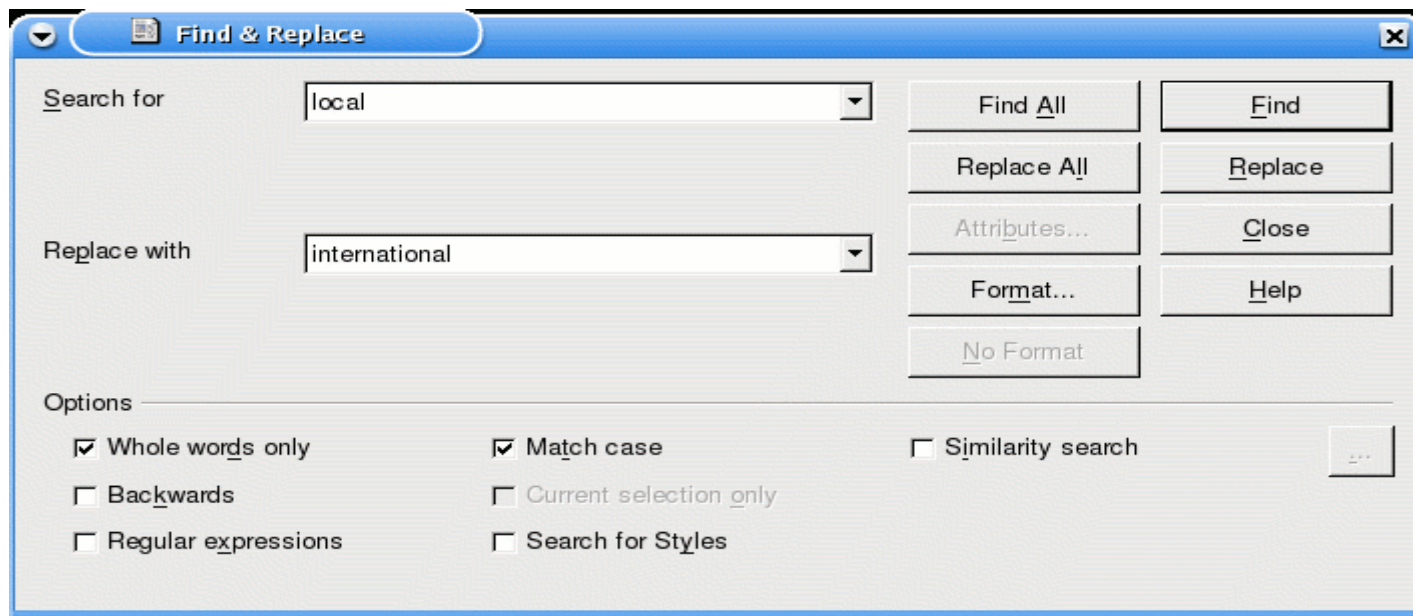
MODULE 6

FIND & REPLACE



FIND & REPLACE

- Useful for replacing words w/ another word (or statement w/ a word or another statement)
- How: **Edit >> Find & Replace**





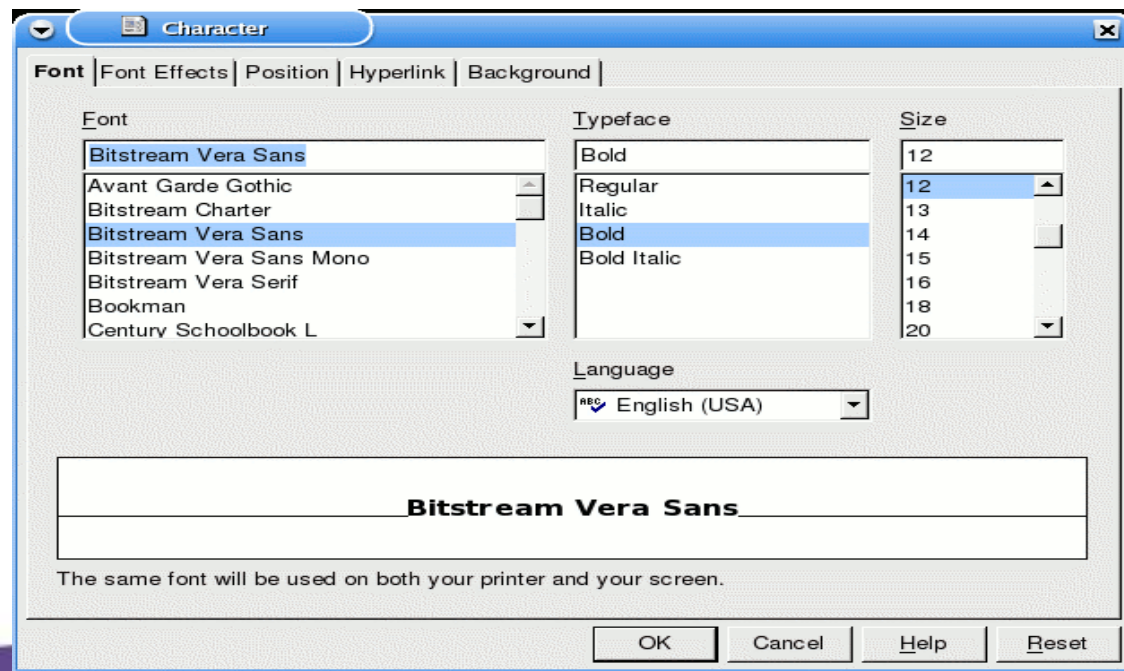
MODULE 7

FORMAT CHARACTER



FORMAT CHARACTER

- Used for formatting the attributes of a char. or a group of chars. (letters/symbols, etc.)
- How: **Format >> Character**





MODULE 8

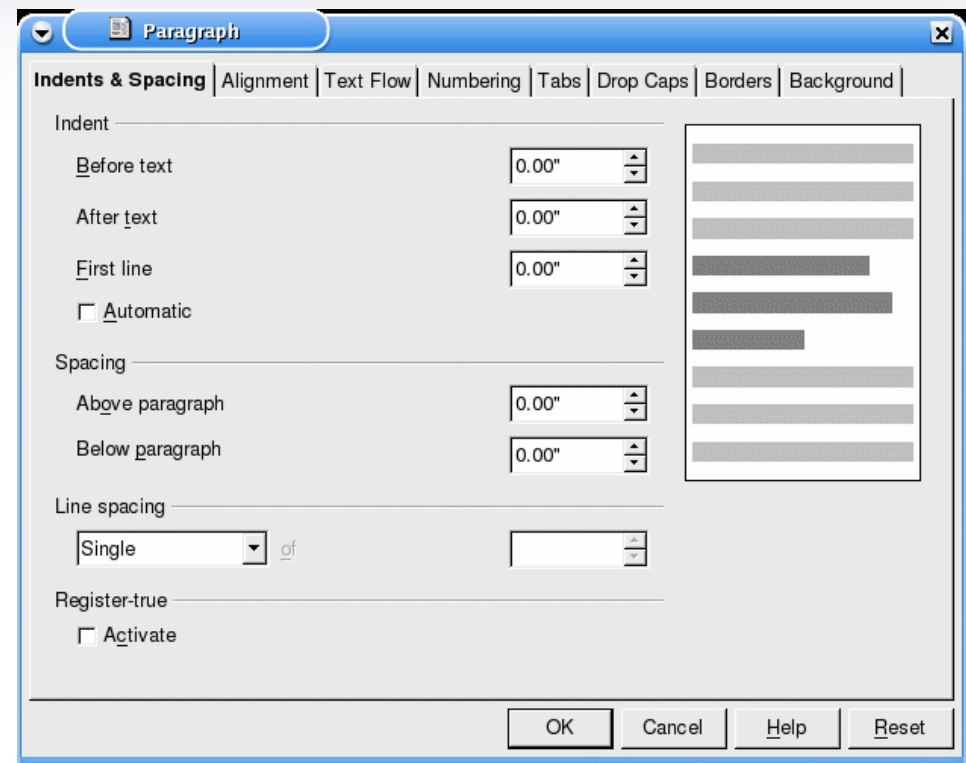
FORMAT PARAGRAPH



FORMAT PARAGRAPH

- Used for formatting the attributes of a paragraph w/c includes the ff:

- Indents & Spacing of Lines
- Text Alignment
- Text Flow
- Numbering
- Tabs
- Drop Caps
- Borders
- Background



- How: **Format >> Paragraph**



MODULE 9

FORMAT PAGE

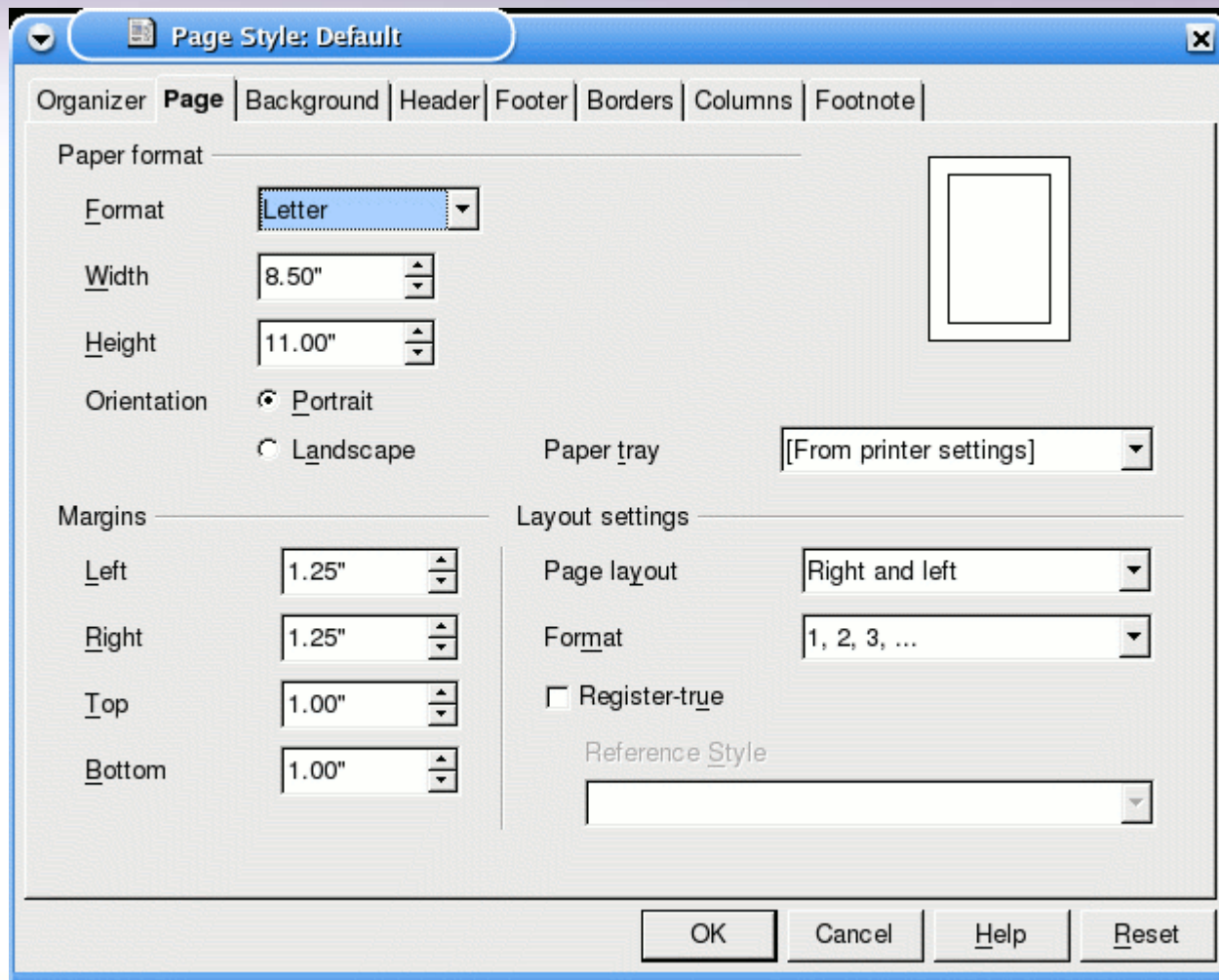


FORMAT PAGE

- Used for formatting the attributes of a page w/c includes the ff.:
 - Paper Format
 - Orientation
 - Paper Tray
 - Margins
 - Layout Settings
- How: **Format >> Page**



FORMAT PAGE





MODULE 10

HEADER AND FOOTER

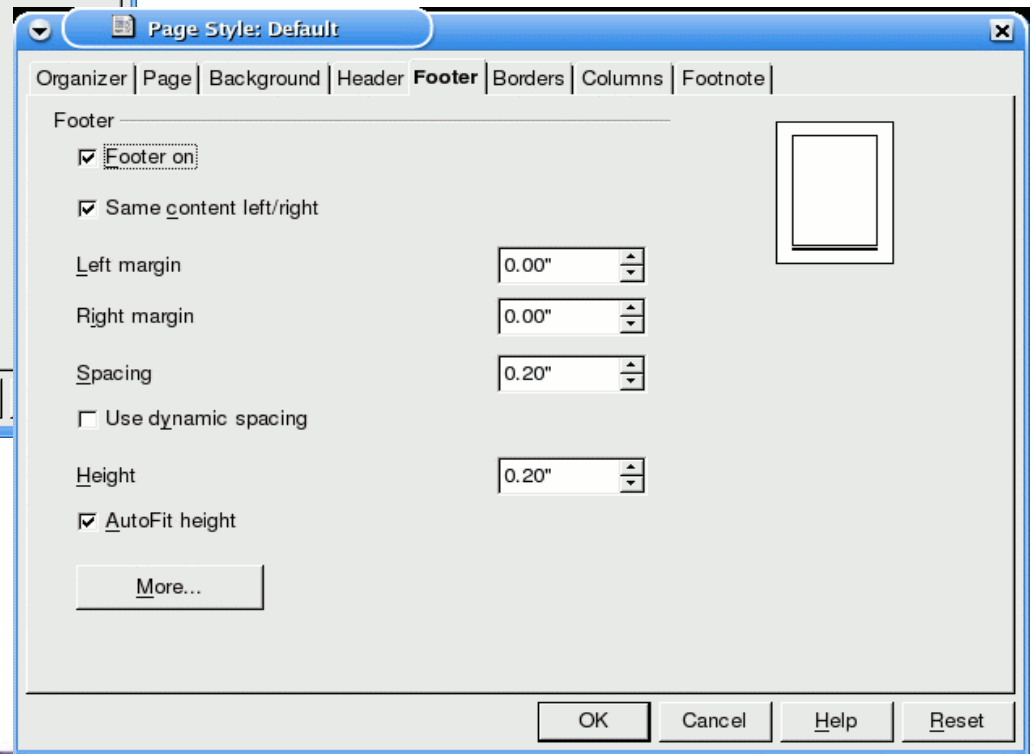
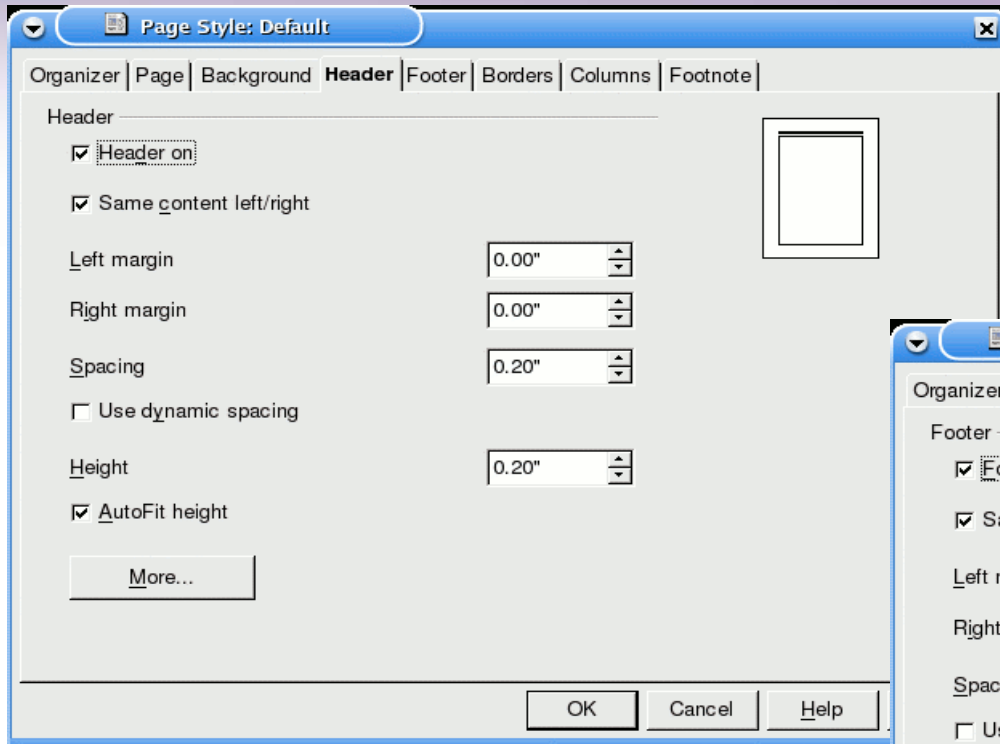


HEADER AND FOOTER

- Header - date, logo, author name, etc.
- How: **Format >> Page >> Header**
- Footer – page no., etc.
- How: **Format >> Page >> Footer**



HEADER AND FOOTER





MODULE 11

STYLES



STYLES

- Provides instant formatting, automation, consistency, and provides for table of contents generation
- How: **F11**





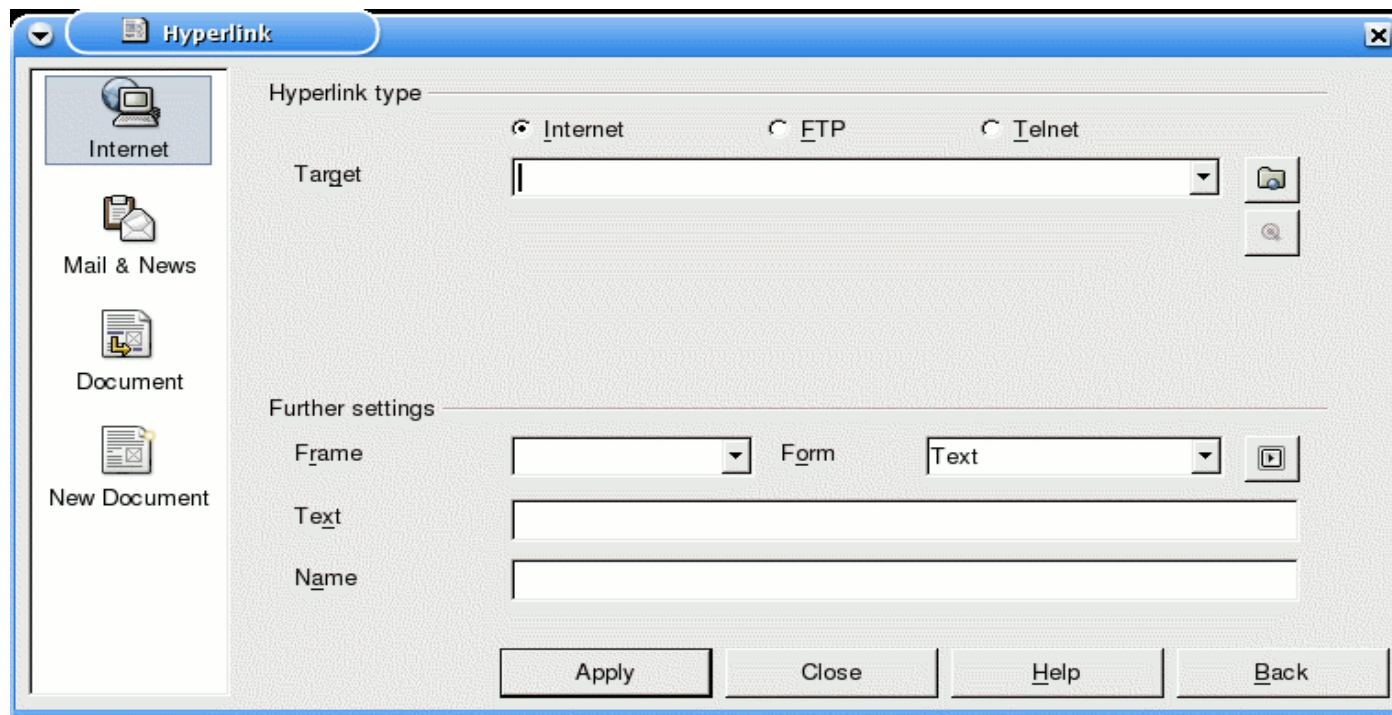
MODULE 12

HYPERLINKS



HYPERLINKS

- Provides a link to another document or file
- How: **Insert >> Hyperlink**





MODULE 13

INSERTING GRAPHICS



INSERTING GRAPHICS

- Allows images/pictures to be inserted in the document
- How: **Insert >> Graphics >> From File**





INSERTING GRAPHICS

The screenshot shows a file manager window titled "Insert Graphics" with the following table of files:

Title	Type	Size	Date modified
autotext.gif	Graphics (gif)	68.3 KB	08/31/2004, 16:
char_format.gif	Graphics (gif)	67.6 KB	08/31/2004, 17:
exercise_header.gif	Graphics (gif)	140.7 KB	08/31/2004, 17:
exercise_line_numbering.gif	Graphics (gif)	148.6 KB	08/31/2004, 16:
exercise_paragraph_format.gif	Graphics (gif)	151.3 KB	08/31/2004, 17:
exercise_statistics.gif	Graphics (gif)	26.1 KB	08/31/2004, 16:
exercise_styles.gif	Graphics (gif)	116.0 KB	08/31/2004, 17:
find_replace.gif	Graphics (gif)	63.6 KB	08/31/2004, 17:
footer.gif	Graphics (gif)	25.1 KB	08/31/2004, 17:
header.gif	Graphics (gif)	25.2 KB	08/31/2004, 17:
hyperlinks.gif	Graphics (gif)	70.1 KB	09/01/2004, 10:
line_numbering.gif	Graphics (gif)	24.0 KB	08/31/2004, 16:
page_format.gif	Graphics (gif)	82.8 KB	08/31/2004, 17:
paragraph_format.gif	Graphics (gif)	34.6 KB	08/31/2004, 17:
screen_layout.gif	Graphics (gif)	113.3 KB	08/31/2004, 15:
statistics.gif	Graphics (gif)	25.4 KB	08/31/2004, 16:
styles.gif	Graphics (gif)	20.5 KB	08/31/2004, 17:

Below the table, the "File name:" field contains "styles.gif", "Style:" is set to "Graphics", and "File type:" is set to "<All formats> (*.bmp;*.dxf;*.emf;*.eps;*.gif;*.jpg;*.jpeg;*.jif;*)". There are "Open", "Cancel", and "Help" buttons. At the bottom left, there are checkboxes for "Link" (unchecked) and "Preview" (checked).

On the right side, a "Paragraph Styles" dialog box is open, showing a list of styles including "Complimentary close", "Default", "First line indent", "Hanging indent", "Heading", "Heading 1", "Heading 10", "Heading 2", "Heading 3", "Heading 4", "Heading 5", "Heading 6", "Heading 7", "Heading 8", "Heading 9", "List Item", "Marginalia", "Signature", "Text body", and "Text body indent". The "Automatic" style is selected at the bottom.



MODULE 14

INSERTING TABLE



INSERTING TABLE

- How 1: Quick Tables: Using the Insert in Side Toolbar





INSERTING TABLE

- How 2: **Insert >> Table**

Insert Table

Name: Table1

Size:

- Columns: 5
- Rows: 2

Options:

- Header
- Repeat header
- Don't split table
- Border

AutoFormat...

OK

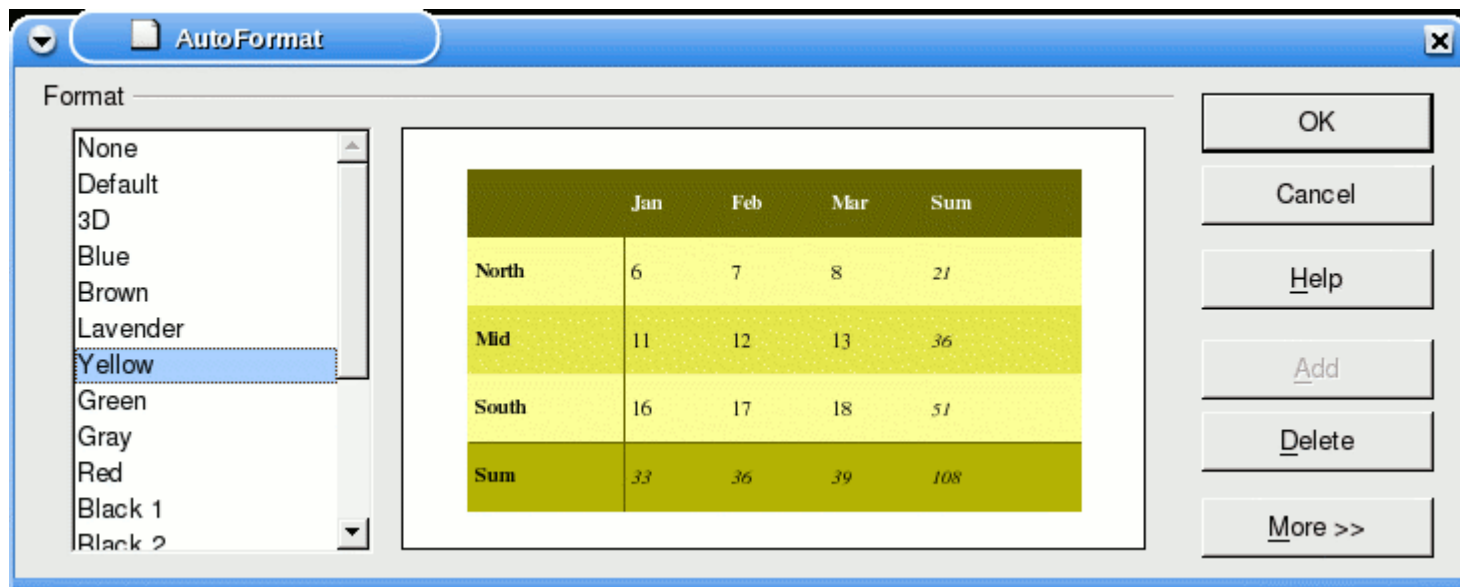
Cancel

Help



INSERTING TABLE

- How 2: **Insert >> Table**





MODULE 15

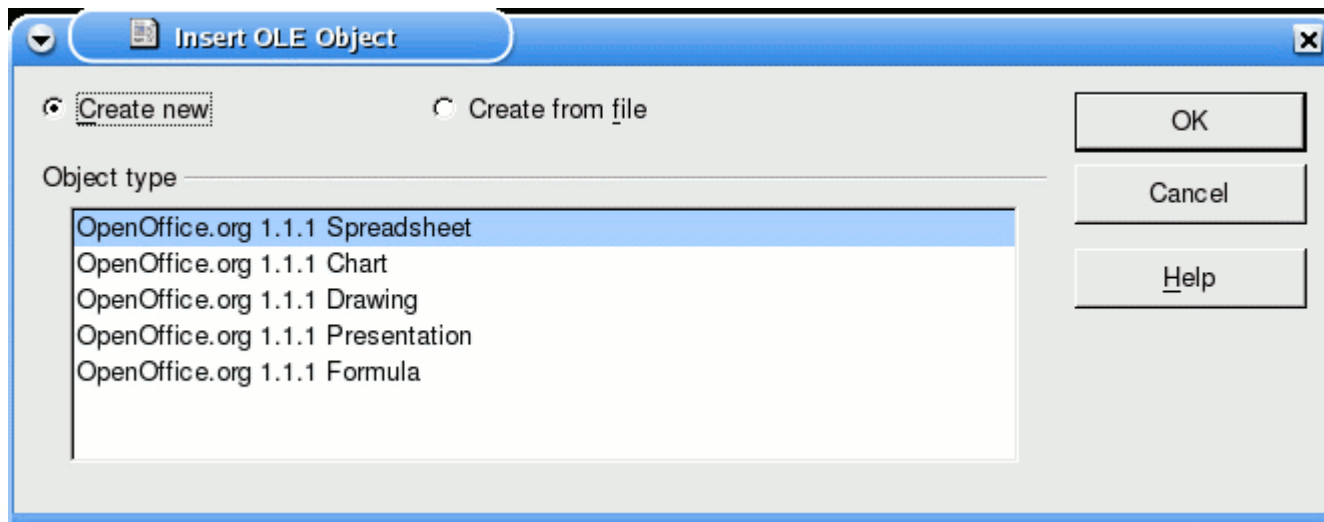
INSERTING SPREADSHEETS



INSERTING SPREADSHEETS

- Allows conversion of a spreadsheet (Calc) to a table
- How:

Insert >> Object >> OLE Object >>
OpenOffice.org 1.1.1 Spreadsheet





MODULE 16

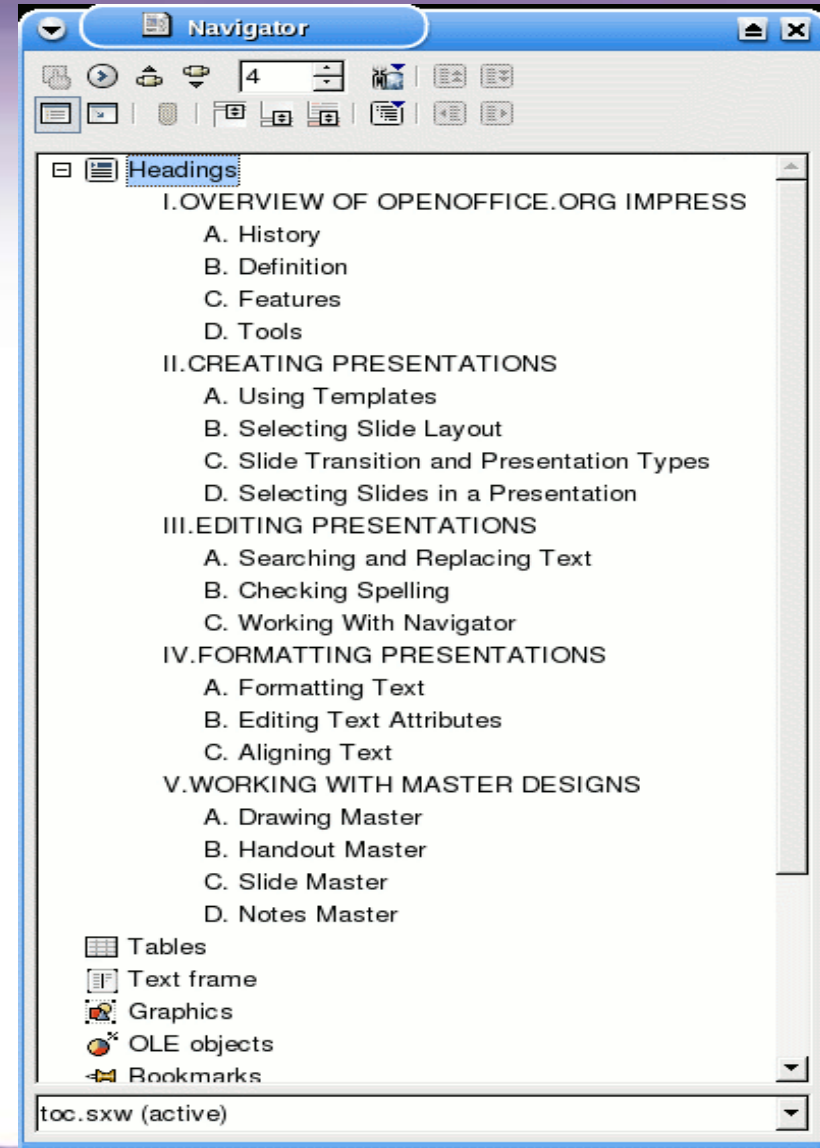
NAVIGATOR



NAVIGATOR

- For traversing long documents
- How:

F5 or Edit >>
Navigator





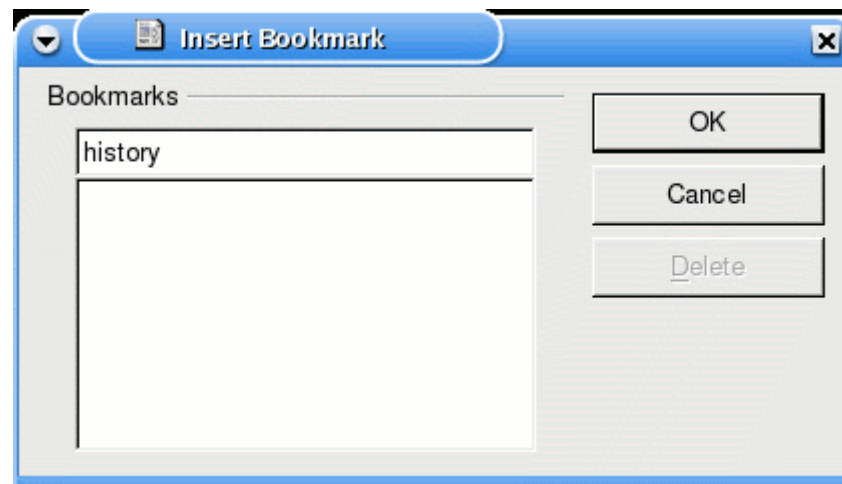
MODULE 17

BOOKMARKS



BOOKMARKS

- Used for marking parts of a long document so that it can be easily located
- Use Navigator to browse through the bookmarks
- How: **Insert >> Bookmark**





MODULE 18

TABLE OF CONTENTS

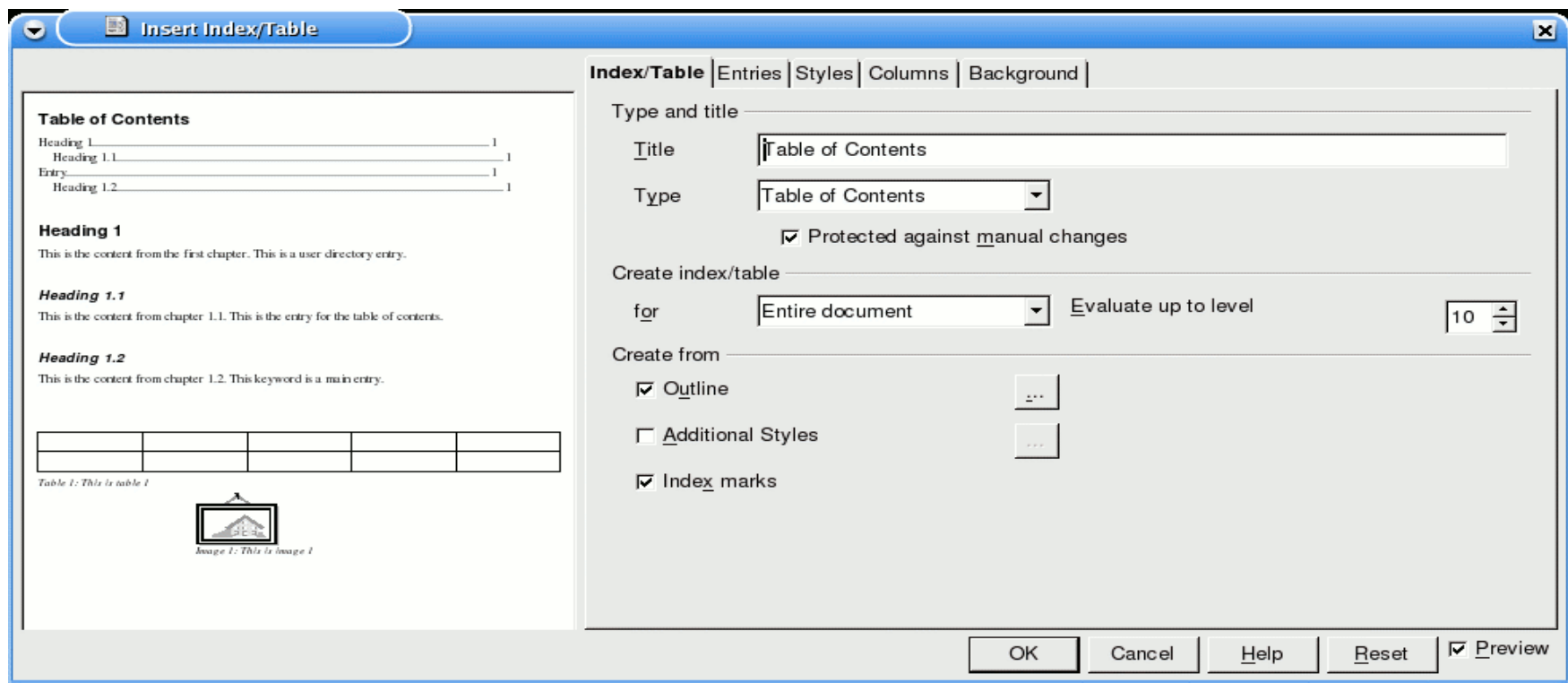


TABLE OF CONTENTS

- Allows for automatic generation of Table of Contents

- Headings should be defined using the Stylist

- How: **Insert >> Indexes and Tables >> Indexes and Tables**





MODULE 19

COURSE ACTIVITY

