

OPENOFFICE.ORG 2.4 WRITER 1-DAY ESSENTIALS

COURSE AIMS

This course is aimed at new users of OpenOffice.org Writer who may have some prior knowledge of another word-processor, such as Microsoft Office Word.

On completion of this course the user should be able to confidently do the following:

- Save, close, open and print a standard document.
- Format a document.
- Use custom tabs and tables.
- Proof a document.
- Perform a simple mail merge.

COURSE CONTENT

Writer Basics

Writer Screen Layout
Help Agent and Tips
Standard and Formatting Toolbars
Moving Around the Document

Editing Text

Selecting Text
Clipboard – Cut, Copy and Paste
Drag-and-Drop Editing

File Operations

Saving and Opening Documents
Document Title
Starting a New Document
Closing Documents

Formatting

Character Formatting
Paragraph Formatting
Formatting with the Formatting Toolbar
Formatting with The Ruler
Bullets and Numbers

Printing

Page Preview
Printing Pages

NOTES

Ability Software Consultants also offer advanced courses for more experienced users.

This course can be tailored for users converting from Microsoft Office Word.

Page Formatting

Margins and Page Layout
Newspaper Columns
Headers and Footers

AutoCorrect/AutoFormat/AutoText

Replace and AutoComplete
Word Completion
Using Predefined AutoText Entries
Adding and Managing AutoText Entries

Tabs

Setting and Clearing Custom Tab Stops
Tabs on the Ruler

Tables

Inserting Tables, Rows and Columns
Formatting Tables
Nesting Tables

Finding and Replacing

Find or Replace Text or Formats

Document Proofing

Spelling – AutoSpellcheck
Dictionaries
Thesaurus

ability software consultants

ability software consultants

Suite 111, 179 Whiteladies Road, Clifton, Bristol, BS8 2AG, UK
Tel: +44 (0)1531 828366 Email: info@abilitysoftware.co.uk