

# OpenOffice.org Writer

## IT WS I - Lecture 4

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# Contents

- 1 Parts of Window
  - Parts of window
- 2 Editing
  - Text editing
  - Image editing
- 3 Formatting
  - Font
  - Paragraph
  - Page
  - Tables
- 4 Miscellaneous
  - Miscellaneous



# Parts of window

- Toolbar



# Parts of window

- Toolbar
- Menubar



# Parts of window

- Toolbar
- Menubar
- Titlebar



# Parts of window

- Toolbar
- Menubar
- Titlebar
- Window Menu



# Parts of window

- Toolbar
- Menubar
- Titlebar
- Window Menu
- Toolbox (Minimize / Maximize / Close)



# Parts of window

- Toolbar
- Menubar
- Titlebar
- Window Menu
- Toolbox (Minimize / Maximize / Close)
- Statusbar



# Parts of window

- Toolbar
- Menubar
- Titlebar
- Window Menu
- Toolbox (Minimize / Maximize / Close)
- Statusbar
- Rulers



# Parts of window

- Toolbar
- Menubar
- Titlebar
- Window Menu
- Toolbox (Minimize / Maximize / Close)
- Statusbar
- Rulers
- Pop-up menu



# Parts of window

- Toolbar
- Menubar
- Titlebar
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- Toolbox (Minimize / Maximize / Close)
- Statusbar
- Rulers
- Pop-up menu
- Tool tip



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# Text editing

- Cut



# Text editing

- Cut
- Copy



# Text editing

- Cut
- Copy
- Paste



# Text editing

- Cut
- Copy
- Paste
- Find / Search



# Text editing

- Cut
- Copy
- Paste
- Find / Search
- Replace



# Text editing

- Cut
- Copy
- Paste
- Find / Search
- Replace
- Undo / Redo



# Image editing

- Insert picture from file



# Image editing

- Insert picture from file
- Insert clipart



# Image editing

- Insert picture from file
- Insert clipart
- Group / Ungroup



# Image editing

- Insert picture from file
- Insert clipart
- Group / Ungroup
- Resize



# Image editing

- Insert picture from file
- Insert clipart
- Group / Ungroup
- Resize
- Recolor (Convert to grayscale)



# Image editing

- Insert picture from file
- Insert clipart
- Group / Ungroup
- Resize
- Recolor (Convert to grayscale)
- Paste image from image editor



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# Font

- Size



# Font

- Size
- Foreground and background color



# Font

- Size
- Foreground and background color
- Bold, Italic, Underline



# Font

- Size
- Foreground and background color
- Bold, Italic, Underline
- Face / Type



# Font

- Size
- Foreground and background color
- Bold, Italic, Underline
- Face / Type
- Strike through



# Font

- Size
- Foreground and background color
- Bold, Italic, Underline
- Face / Type
- Strike through
- Small Caps



# Font

- Size
- Foreground and background color
- Bold, Italic, Underline
- Face / Type
- Strike through
- Small Caps
- Underlining



# Font

- Size
- Foreground and background color
- Bold, Italic, Underline
- Face / Type
- Strike through
- Small Caps
- Underlining
- Shadow, Outline



# Font

- Size
- Foreground and background color
- Bold, Italic, Underline
- Face / Type
- Strike through
- Small Caps
- Underlining
- Shadow, Outline
- Hyperlink



# Paragraph

- Indentation



# Paragraph

- Indentation
- Spacing



# Paragraph

- Indentation
- Spacing
- Alignment



# Paragraph

- Indentation
- Spacing
- Alignment
- Bullets and numbering



# Paragraph

- Indentation
- Spacing
- Alignment
- Bullets and numbering
- Tabs



# Page

- Orientation



# Page

- Orientation
- Header



# Page

- Orientation
- Header
- Footer



# Page

- Orientation
- Header
- Footer
- Border



# Page

- Orientation
- Header
- Footer
- Border
- Columns



# Tables

- Create table



# Tables

- Create table
- Add row



# Tables

- Create table
- Add row
- Add column



# Tables

- Create table
- Add row
- Add column
- Merge cell



# Tables

- Create table
- Add row
- Add column
- Merge cell
- Cell spacing



# Tables

- Create table
- Add row
- Add column
- Merge cell
- Cell spacing
- Cell / Table border



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# Miscellaneous

- File Save As
- Different file types .odt, .doc, .docx, .txt
- Convert to pdf
- Keyboard shortcuts

