

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
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- Window Menu
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- 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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 - Miscellaneous



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

