

# OPENOFFICE.ORG 3 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