

OPENOFFICE.ORG 3 WRITER 1-DAY FOLLOW ON

COURSE AIMS

This course is aimed at experienced users of OpenOffice Writer who wish to extend their knowledge to the more advanced features of the package.

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

- Define and use styles.
- Manage a structured document and include a table of contents.
- Create, insert and position graphics and frames for DTP.
- Create a template for producing standard documents.
- Manage changes in a document.
- Use fields to automate tasks.

COURSE CONTENT

Styles

Defining, Modify and Saving Styles
Styles and Formatting Window
Applying Styles
Styles in the Navigator
Loading and Printing Styles

Outlining

Structuring a Document
Reorganising a Document

Long Documents

Tables of Contents and Indices
Sections
Page Numbers
Outline Numbering

Master Documents

Creating a Master Document

Fields

Inserting and Managing Fields
Field Shortcut Keys
Input Fields
Cross-References

Bookmarks

Inserting a Bookmark
Navigating to a Bookmark

NOTES

Users wishing to attend this course should have attended a Writer Essentials course, or have at least a similar level of knowledge and experience.

Calculations

Formulae in Tables
Formulae in a Document

Mail Merge

Defining a Data Source
Creating a Mail Merge
Mailing Labels
Record Selection
Hiding Blank Paragraphs

Document Templates

Creating a Template
Modifying a Template
Organising Templates

Graphics

Gallery
Inserting and Positioning Graphics
Drawing Toolbar
Fontwork Gallery
Inserting Frames

Changes and Notes

Recording Changes in a Document
Commenting Changes
Reviewing Changes
Footnotes
Notes

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