

Preface

Using a word processor is fairly simple. You'll need just a suitable set of exercises and a little tuition. This guide is written for just that purpose.

As a prerequisite, the reader needs only to be able to start his Writer program. Exercises are done with the program *OpenOffice 2 Writer*, but they can be performed also with the older versions of the Writer program. The Writer in *StarOffice 8* can also be used very easily. The operating system used is *Microsoft Windows 2000*, but other systems behave in much the same way.

As a guiding principle, the chapters have been written with the intention of enabling the reader to start using the Writer program as early as possible. Therefore, the instruction is not first introduced theoretically; rather, everything is learned by performing the tasks one by one.

This principle is the same as that which applies when a person is learning to swim or ride a bicycle. It is no use reading a book on the subject. Observing someone else and copying them is equally futile. The real personal learning process begins when one starts to do the tasks oneself. In this guide the learning process starts at the very beginning. And it continues throughout the entire guide.

The main goal is to learn to use a modern word processor application program as quickly as possible.

About the target audience:

All the tasks in the guide are possible to do on standalone basis without a network or the internet.

The guide is written so that it could be used just as easily by:

- novices
- the elderly
- children

Throughout the guide only grayscales are used. This makes the guide easy to use for the color-blind too.

Have fun performing the exercises.

CONTENTS

I INTRO

Starting and closing Writer

- | | | |
|---|-----------------------------|---|
| 1 | Starting and closing Writer | 1 |
|---|-----------------------------|---|

Getting started with Writer

- | | | |
|---|---------------------------------|----|
| 2 | Some basics with Writer | 6 |
| 3 | Correcting writing errors | 10 |
| 4 | Inserting a letter or word | 13 |
| 5 | Using the <i>Tab</i> key | 17 |
| 6 | Using <i>Spacebar</i> correctly | 24 |

Copy and Move

- | | | |
|---|-----------------------|----|
| 7 | Dragging and dropping | 30 |
| 8 | Using clipboard | 34 |

Useful methods

- | | | |
|----|-------------------------------------|----|
| 9 | Using several keys simultaneously | 42 |
| 10 | Capturing text for processing | 46 |
| 11 | Using keys to move around in a text | 51 |
| 12 | Selecting a text area | 56 |

II PRODUCING A DOCUMENT

Entering lines of text

- | | | |
|----|------------------------|----|
| 13 | Typing text | 63 |
| 14 | Ending a line short | 69 |
| 15 | The non-breaking space | 76 |

Formatting documents

- | | | |
|----|-----------------------------|-----|
| 16 | Creating titles | 79 |
| 17 | Text alignment | 89 |
| 18 | Normal indenting | 93 |
| 19 | Setting a first line indent | 97 |
| 20 | Hanging indent | 101 |

Printing

- | | | |
|----|--------------|-----|
| 21 | Previewing | 107 |
| 22 | Print dialog | 110 |

Document setup

23	Page orientation	112
24	Borders and margins	116
25	Sections and columns	120

III PRESERVING DOCUMENTS

Saving and Opening a document

26	Saving a document	128
27	Resaving a document	136
28	Saving with a different name	143
29	Opening a file in read-only mode	147
30	Putting a file into read-only mode	150
31	Saving as a MS Word document	157

Backups

32	A point to start with	162
33	About backup philosophy	165
34	Creating backups in practice	170

Introduction to Templates

35	The concept of template	177
36	Modifying a template	191

IV BUILDING MORE

Date and special characters

37	Date and special characters	195
----	-----------------------------	-----

Headers & Footers

38	Paging	201
39	Header & Footer	205
40	Page numbers in Footer	212

Creating numbered or bulleted lists

41	Lists	216
42	Nested lists	222
43	Typing a list	229
44	Typing text into a list	240

Integrating two documents

45	Inserting	244
----	-----------	-----

V TOOLS DEPARTMENT

Automatic changes

- | | | |
|----|-----------------|-----|
| 46 | Autocorrect | 253 |
| 47 | Word completion | 260 |

Spelling & Grammar

- | | | |
|----|-------------------|-----|
| 48 | Checking spelling | 265 |
|----|-------------------|-----|

Search and replace

- | | | |
|----|------------------|-----|
| 49 | Find and replace | 274 |
|----|------------------|-----|

Counting tools

- | | | |
|----|---------------------------|-----|
| 50 | Statistics and word count | 278 |
|----|---------------------------|-----|

Getting help

- | | | |
|----|----------------------------------|-----|
| 51 | Using the context-sensitive help | 282 |
| 52 | Displaying Tooltips | 286 |
| 53 | Searching Online Help | 291 |

Several windows

- | | | |
|----|-----------------------------------|-----|
| 54 | The same document in a new window | 299 |
| 55 | Several documents open | 307 |

Viewing a document

- | | | |
|----|---------|-----|
| 56 | Layouts | 315 |
| 57 | Zooming | 318 |

The Wizard approach

- | | | |
|----|---------------------------------|-----|
| 58 | Using wizard to create a letter | 326 |
|----|---------------------------------|-----|

- | | | |
|--|----------|-----|
| | Epilogue | 332 |
|--|----------|-----|

APPENDICES

- | | | |
|------------|-----------------------------|-----|
| Appendix A | Changing default font | 333 |
| Appendix B | How to continue with Writer | 335 |