How to Use Open Office

1. Open Office is a library of Programs which covers

OpenOffice.org 2.0

- Typing Documents - OpenOffice.org Writer (WordProcessing)
- Calculations - OpenOffice.org Calc (Spreadsheet)
- Presentations - OpenOffice.org Impress
- Drawing - OpenOffice.org Draw
- Lists and Tables - OpenOffice.org Data (Databases)
- Equations and Formulae - OpenOffice.org Math

Open Office broadly mimics the Microsoft Office equivalents but is free and can be downloaded from the web at www.openoffice.org where you will get the latest issue. This document has been created using OpenOffice.org Writer .

2. Open Office can be opened in any of the options above by following the links from **All Programs** and left-clicking on the appropriate one.
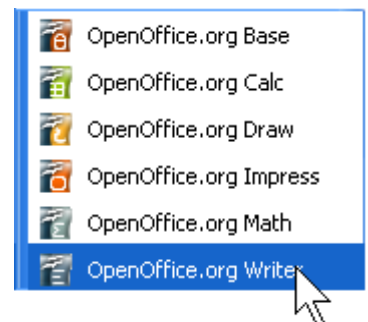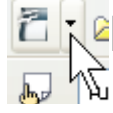
| |
|---|
| OpenOffice.org Base |
| OpenOffice.org Calc |
| OpenOffice.org Draw |
| OpenOffice.org Impress |
| OpenOffice.org Math |
| OpenOffice.org Writer |

3. Once open, by left-clicking on the New button in the Toolbar and then left-clicking on the appropriate option one can open any of the others. A new window will then appear for that option.

Text Document
Spreadsheet
Presentation
Drawing
Database
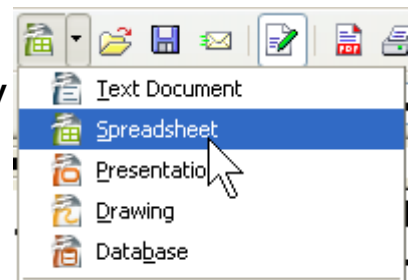
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4. When you first open one of the programs you are presented with a window containing an empty (Untitled) version of it or options to choose from. You proceed to create the document, or whatever, and then if you want to keep it you **save** it in the **folder** in **My Documents** where you want it. To **save either** left-click on the **save** button in the Toolbar **or** left-click on File then Save. This keeps your document on the **hard disc** even though the symbol shows a floppy disk!
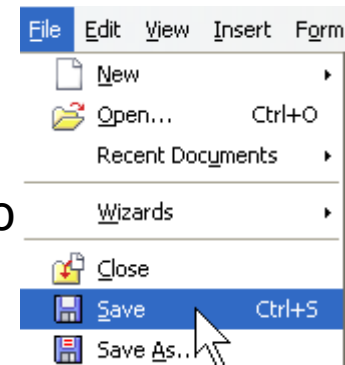
The first time you **save** you will be asked to give it a **filename** i.e. a name which can help you to find it next time you want to open it. You will also be able to **browse** to choose which **folder** to **save** it in.

It is good practice to **save** every few minutes so as not to lose your work if the computer crashes or some other disaster happens.

An easy way to **save** is to press the Control (Ctrl) key and then the S key briefly whilst still holding down the Control key (described as Control S). This is called a keyboard **shortcut**. It is a good idea to learn **shortcuts** to save time. Notice how they are shown in the dropdown menus eg "Ctrl+S" above.

As we have seen, the file is saved on the hard disk if the folder you chose is there but it can be saved in other places or with other names. Left-click on File and then on **Save As**. A window appears which allows you to choose the Path, the Folder and the File name.
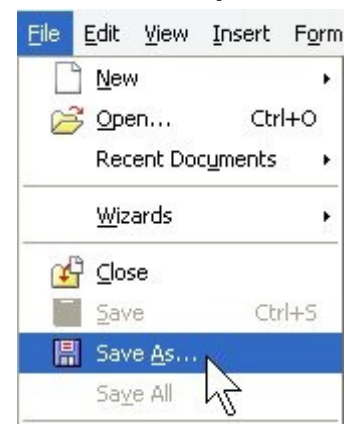
This gives the opportunity e.g. to **save** a document on a different disk, or in a

different place on the same disk (select in Save in:), or to rename it (change the File name:). Once you have done that the next time you **save** it will be saved in the new place with the new name unless you do another **Save As** to revert to the old place. Renaming is useful if, say, you wanted to type a similar letter to someone else, as you have already typed, without starting again but just making a few changes.

5. If you have already created and saved a file from one of the programs you can re-open it in OpenOffice.org by left-clicking on the **Open** button in the Toolbar or left-clicking on File then Open.
Again there is a **shortcut** Control O.
In either case this allows you to **browse** for the filename. **Browsing** means to locate in which folder in the computer a file is stored. When the document is ready to open it flashes orange in the Taskbar. Left-click on it and it will open.
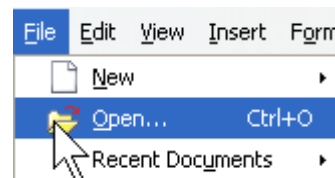
6. Other methods of re-opening a file are by **either** selecting it from where it is stored in **My Documents** and double-clicking on the **filename or** left-clicking on File then Recent Documents and selecting the **filename** if it appears in the list shown.
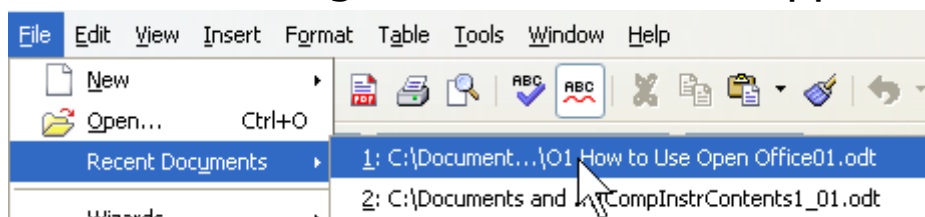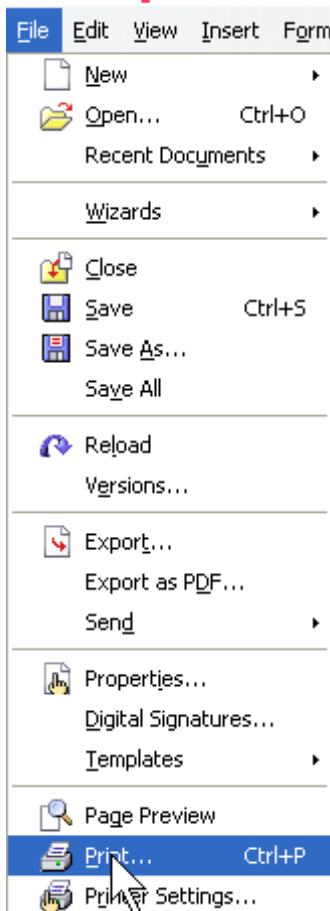
The file will then open in the appropriate program of OpenOffice. The following description assumes it is a document in the Writer program but the principles apply to all the programs.

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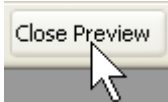
7. When you are happy with your document you might want to **print** it out to have a hard copy. You can do this by left-clicking on the **print** button in the Toolbar provided you have already set up the printer.

Otherwise, left-click on File and then on Print. The **shortcut** is Control P. You will be presented with a window which allows you to choose and set up the printer.

8. Before you print, however, you may want to see what the finished document looks like, in which case you select by left-clicking on the Page Preview button in the Toolbar. This allows you to see on the screen what it will look like when printed. To return to work on the document left-click on the Close Preview button.

9. Something else you may like to do before printing is to **Spellcheck** the document. This allows you to go through the document checking that each word is spelt correctly. Left-click on the **Spellcheck** button in the Toolbar and a window appears which highlights in red

any words found to be suspect. You can choose to **Ignore** the suggestions or choose to **Change** to the correct spelling, from the **Suggestions** listed, which will be inserted instead.
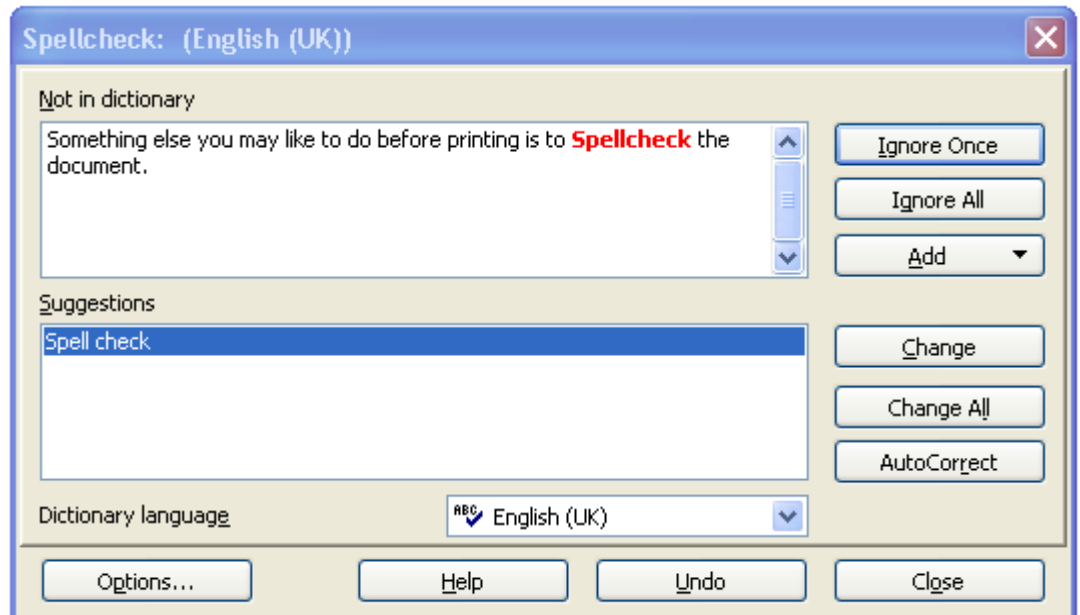
You can also **Add** your original spelling to the dictionary for future use if it is a word that is not in the computer's dictionary.

10. Sometimes you might want to change the format of words such as make them **Bold** or in *italics* or underline them. First you need to **highlight** the word to select it. This is done by left-clicking on the left hand end of the word, holding down the mouse button and dragging along to the right hand of the word before letting go. You will see the word become inverted thus word.

Then in the Toolbar left-click on the appropriate Button **B** *I* U ie B for Bold, *I* for italics and U for underline.

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11. If you are unfamiliar with laying out a document there are a number of **Wizards** to help you get started. Left-click on File then Wizards and choose from the selection. A window appears which will take you through a number of selections. After choosing which you want left-click on the **Next >** button until you have followed all the steps then left-click on **Finish**.
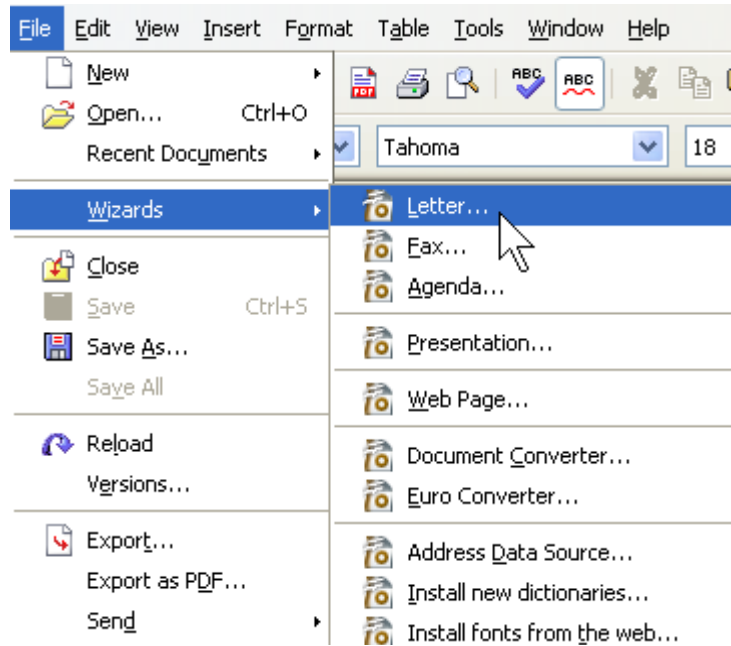
12. Some useful **shortcuts** to learn are to Cut, Copy and Paste. These can all be done by left-clicking on Edit and then on the appropriate entry in the dropdown menu. Cut means to remove a piece of text which you need to **highlight** first. Actually it is stored in what is called the "Clipboard".
Paste means to add what is in the "Clipboard" somewhere else.
Copy means to copy the highlighted text without removing (before Pasting it).
The **shortcut** for Cut is Control X, for Copy is Control C and for Paste is Control V.

13. Suppose that you make a mistake in your typing. You could just delete the wrong part and start again. However there is a **shortcut** which will take you back to a previous state. This can be done by left-clicking on the Menu Edit and then on Undo. The **shortcut** for Undo is Control Z. You can do this a number of times until you get back to where you want. If you go too far use Edit and Redo to restore a step. The **shortcut** to Redo is Control Y.

14. You can choose different fonts to brighten up your documents. Usually the default font will be Times New Roman or Arial. To select a different font left-click on the Font Name and an alphabetical list of fonts appears which can be selected from using the slider bar on the right and then left-clicking on the selected font. The most recently used fonts appear at the top of the list. To change the size of the font left-click on the Font Size and select. In either of these cases you can type in the font name or the font size instead. The change will **either** apply to highlighted text **or** from where the cursor is.

15. There are other things you can do to **Format** the document. Try left-clicking on the Menu Format and experiment with the different selections available such as Character…, Paragraph…, Bullets and Numbering… **PTO**

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and Page....

Where a selection is followed by ... or there is an arrow ▸ this means that a further selection is possible. Not all selections will be possible depending on whether it is relevant or not.

16. Suppose you have more than one document open at a time. How do you select the one you want to work on?
Either
Select from the Tasks showing in the **Taskbar** by left-clicking on the required one.

Or
Left-click on the Menu Window. This will show the currently selected document with a black dot against it. Then left-click on the document you require and it will be selected.