

# MULTIMEDIA TRAINING KIT

## *Exercises: Introduction to OpenOffice.org Writer*

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### **Exercise 1: Creating a new document**

Choose **File > New > Text Document**

Choose **File > Save As...**

Navigate through the folders to find the correct one for this file.

Type a name for the file in the file name box.

Click on the **save** button.

Add some content to your document by typing.

Choose **File > Save**.

Add some more content to your document.

Choose **File > Close**.

### **Exercise 2: Opening an existing file and saving it in a new location**

Choose **File > Open**.

Locate the folder where you saved your document and click on it to open.

Choose **File > Save As...**

Locate the folder in which you want to save this version of the document.

Type in a new file name for this version.

Choose **Save**.

### Exercise 3: Editing your work


Practise highlighting various parts of the text on your page using the following methods:

- By dragging your mouse across the relevant section
- By double-clicking on a word – to highlight the word
- By triple-clicking on a word – to highlight the line that it's in
- By typing **Control + A**, or **Edit > Select All** to highlight the entire document

Use your mouse to drag the highlighted text to another part of your document.

Whilst the text is still highlighted, delete it using the delete key.

Undo this action by choosing **Edit > Undo**.

Whilst the text is still highlighted, **Cut** it by clicking on the **scissors** icon  on the toolbar. Position your cursor in a different part of the document and **paste** the text back in by clicking on the **clipboard** icon on the toolbar.


### Exercise 4: Understanding the clipboard

Use your mouse to highlight a paragraph of text.

Click on the copy icon on the toolbar: 


That paragraph of text is now stored on the computer's **clipboard** memory.

Position your cursor at the end of the document.

Click on the **clipboard** icon  to **paste** the contents of the computer's clipboard memory into the document.

Click on the **clipboard** icon again, and see a second copy of the paragraph appear.

### Exercise 5: Working with fonts

Open a new document by clicking on the **new document** icon  on the toolbar.

Save this document with a new name, in the same folder as before.

Make sure the cursor is blinking at the beginning of your document and check which font you will be using by looking in the font box on the toolbar.

Click on the downward arrow on the right of the font box.

Scroll through the list of fonts in the font menu and choose a new one for your document.

Type in some text.

With the cursor blinking at the end of the text you have typed, choose another font and continue typing.

Select all the text in the document by choosing **Edit > Select All**.

Choose a new font for your work.

Click outside of the selected area to get rid of the highlighting.

Use your mouse to select just one paragraph or one line of text.

Change the font of the selected text by choosing a new font from the font box.

## **Exercise 6: Working with size, emphasis and colour**

With your cursor blinking at the end of the document, change the font size, by clicking on the arrow on the left of the font size box.

Choose a new font size and continue typing.

At the end of the sentence change the emphasis by clicking on any of the emphasis buttons:

**B** To **bold** your text

*i* To *italicise* your text

U To underline your text

At the end of the next sentence, switch off the emphasis you chose by clicking on the same buttons (these buttons *toggle* on and off).

Switch to a new colour by long-clicking on the **A** icon on the toolbar.

Choose a new colour from the palette and continue typing a new sentence.

Go back to your document and try and break it down into separate paragraphs, using the enter key.

Give the whole document a title at the top.

Add headings above each of the paragraphs.

Use your mouse to select the text in one of the paragraph headings.

Experiment with different formats for this heading.

When you are happy with the combination of emphasis, style, size etc. apply the same to all the headings.

Run through the text and change the formatting of any sections you are not happy with.

Look for words that you would like to highlight and experiment with the emphasis buttons.

## Exercise 7: Formatting paragraphs

With your document open, and the cursor blinking (i.e. **no** text selected), check that the paragraph style box in the formatting toolbar says **Default**.

Choose **Format > Paragraph**.

Look at the tabs in the formatting dialogue box, and use the spaces below to write your own explanations of the tabs.

Indents and spacing	
Alignment	
Text flow	
Numbering	
Tabs	
Drop Caps	
Borders	
Background	

Experiment with your document, changing the paragraph settings for the different paragraphs.

Look at the different paragraphs and think about which looks easiest to read.

## Exercise 8: Understanding styles

Choose **Format > Stylist** or press the F11 button to see a list of all pre-defined styles.

Use your mouse to drag the box to a convenient part of your screen. (You can roll the list away without closing it, by clicking on the dash in the top left corner, open it again by clicking on the square in the same place.)

Go through your document and experiment changing the styles of different paragraphs using the Style lists.

Think about the combinations of formats that you would find useful for the sorts of documents you write.


Do they exist in OpenOffice.org Writer's pre-defined styles?

## Exercise 9: Checking your spelling

Choose **Tools > Options**.

Click the + sign by **Language Settings** and choose **Languages**.

Under the **Default languages for documents** heading, choose the correct language from the drop-down menu.

If it has the  symbol next to it, you will be able to use this language for your spell checking. Choose **OK**.

Activate the spell checker tool, by clicking on the  icon on the main toolbar.

## Exercise 10: Automated correction tools

Choose **Tools > AutoCorrect/AutoFormat... > Replace Tab**.

Use the left hand box to type in a word that you commonly mis-type – e.g. *teh* (instead of *the*).

Use the right hand box to type in the correct spelling.

Click on the **New** button and then **OK**.

Choose **Tools > AutoCorrect/AutoFormat... > Word Completion Tab**.

Check the **Complete words** and **Collect suggestions** boxes.

Set the **Accept with** drop-down menu to *end* or *return*.

Practise typing with the Word Completion tool switched on and think about whether it is helping you work faster, or interfering with your typing rhythm.

## Exercise 11: Customising your OpenOffice.org Writer work space

Choose **View > Toolbars**.

Look at the menu of toolbars that appears, and notice which are ticked.

Click on anyone of them to tick/untick.

Experiment with clearing the toolbars away and bringing them back.

Think about which ones you find most useful and how much space you like having for the document display on your screen.

Experiment with the various options in the view menu and try to get a feel of which settings suit your working style best.

## Exercise 12: Understanding the menus

Fill in the table below with your own explanation of the sorts of tools you will find in each of the menus.

<b><i>MENU</i></b>	<b><i>DESCRIPTION</i></b>
<b>File</b>	
<b>Edit</b>	
<b>View</b>	
<b>Insert</b>	
<b>Format</b>	
<b>Tools</b>	
<b>Window</b>	
<b>Help</b>	