

MULTIMEDIA TRAINING KIT

Trainers' notes: Introduction to OpenOffice.org Writer

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Association for Progressive Communications (APC)

Introduction	An introduction to using OpenOffice.org Writer for word processing work aimed at getting trainees comfortable with the basics of OOO Writer, and giving them the confidence to go further on their own.
Timing/duration	3-4 hours.
Content outline and main topics covered	<ul style="list-style-type: none">· New document: opening, closing, saving options.· Writing: deleting, undoing, copying, pasting.· Formatting: fonts, paragraphs, bullets, colouring.· Settings: spelling, viewing, page sizing.· Working more out on your own: how to find solutions not covered in this unit, understanding the menu-bars, and using Help.
Target audience	People wanting to develop their word processing skills in an open source office environment.
Prerequisite skills/knowledge	Basic keyboard and mouse skills; familiarity with either Windows or Linux working environment; understanding of the files and folders storage systems in a computer.
Unit objectives/expected outcomes	By the end of the unit participants should have the confidence and skills to create, save, and format documents and also customise their work space according to their working style.
Pre-workshop activities	-
Notes on using exercises	All exercises need to be done by participants separately (on an individual basis). Those exercises which ask trainees to explain tools in their own words, and which ask trainees to experiment with different methods of achieving similar results, can be used as the basis of discussion amongst the whole group.
Resources included with unit	<ul style="list-style-type: none">· Trainers' notes· Handout· List of additional resources· Exercises· Workshop evaluation form (for trainees)· Materials evaluation form (for trainers)· Copyright statement <p>Use the general OpenOffice.org writer glossary and list of additional resources with this unit.</p>

Additional trainer resources	Taming OpenOffice.org Writer by Jean Hollis Weber is an excellent resource for trainers to get acquainted with the more advanced aspects of the system: http://www.taming-openoffice.org.com/writer/wpayme.htm
Equipment needed	1 PC per participant, OOO Writer installed with an English dictionary.
Comments	This unit works as an introduction and can easily be combined with more advanced OOO Writer units. It would also work very nicely as a follow-on from any file-management (content storage) training units.