

MULTIMEDIA TRAINING KIT

Exercises: Moving over to OpenOffice.org Writer from Microsoft Word

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Association for Progressive Communications (APC)

Throughout this unit examples will be given of how to do word processing tasks you are familiar with from MS Word, in OOo Writer. Use the chart below to make notes of the OOo Writer methods, as they are discussed during the session.

<i>General area of work</i>	<i>Specific word processing task</i>	<i>In MS Word</i>	<i>In OOo Writer</i>

Exercise 1: Document conversion

Open the MS Word CV document you prepared earlier, in OOo Writer.

Go through the document making a note of any areas of formatting that haven't converted properly.

Try to correct them by experimenting with the toolbars in OOo Writer.

Save your work as an MS Word document.

Open it in MS Word.

Go through the document again, this time looking for weak points in the conversion from OOo Writer.

Exercise 2: Comparing the menus of MS Word and OOO Writer

Working in pairs, choose one menu to work on:

- File
- Edit
- View
- Insert
- Format
- Tools
- Window
- Table

Work through each of the options in the menu you have chosen, making notes about the following:

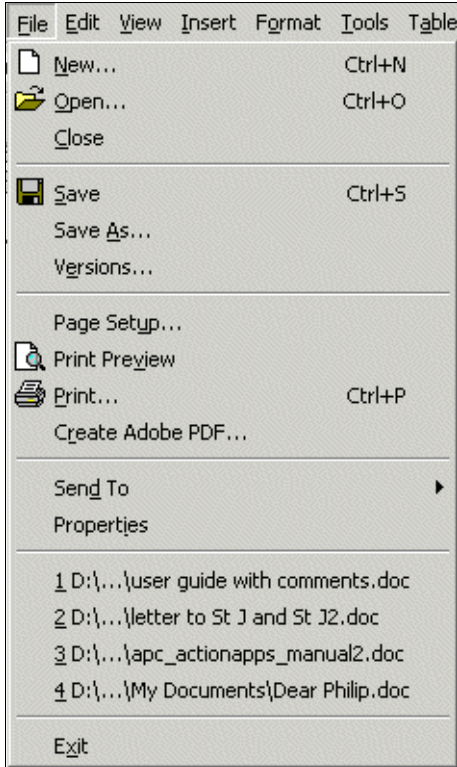
1. Main orientation of the menus: what is the same/similar/different? What differences?
2. Concrete tasks **not** available on the equivalent OOO Writer menu: Where can they be found?
3. Useful "rules of thumb": standard ways of re-thinking the MS Word method, into an OOO Writer-style approach.

Present your findings to the group. Answer their questions regarding word processing tasks associated with your menu.

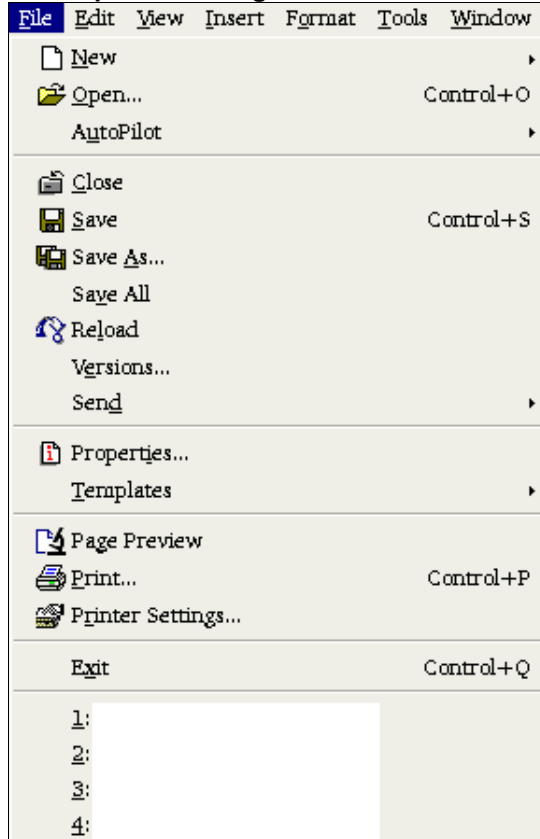
Add your answers to the main word processing comparison chart.

Formulate questions about word processing tasks from other menus, to pose to the others: e.g. to the pair working on the Tools Menu: "What are the differences in creating a custom dictionary in OOO Writer from MS Word?"

MS Word File Menu



OpenOffice.org Writer File Menu

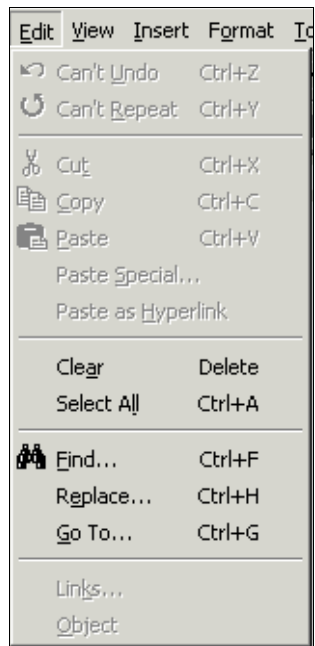


Main orientation of the menus: What is the same/similar/different? What differences?

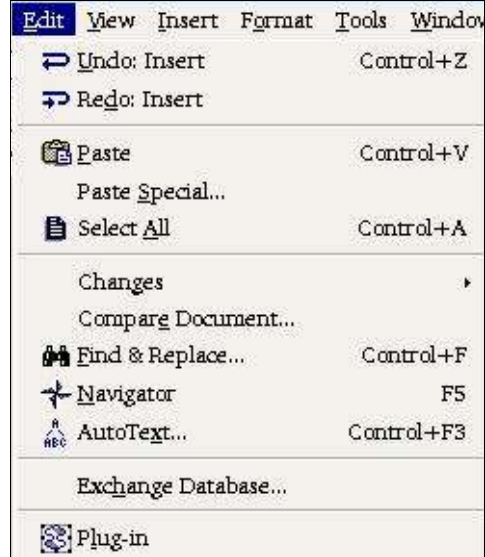
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MS Word Edit Menu



OpenOffice.org Edit Menu

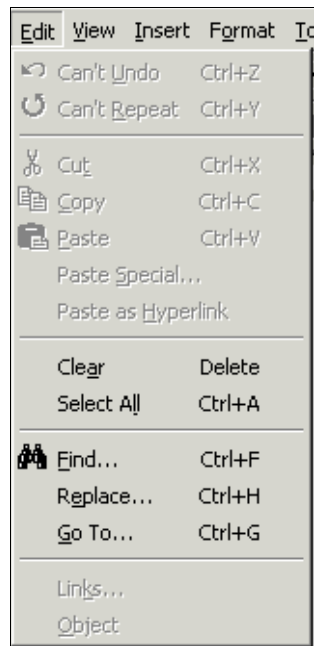


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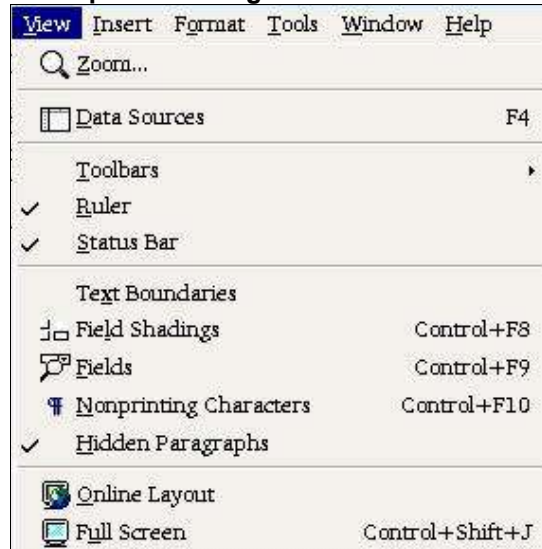
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MS Word View Menu



OpenOffice.org Writer View Menu

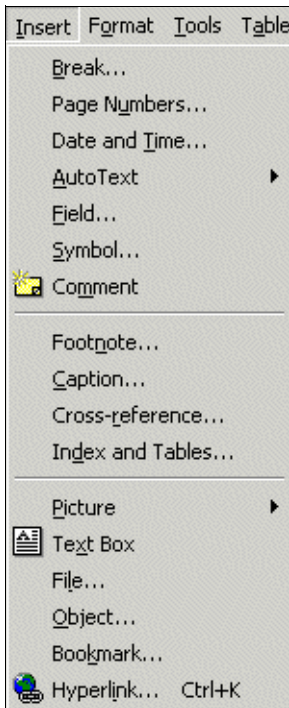


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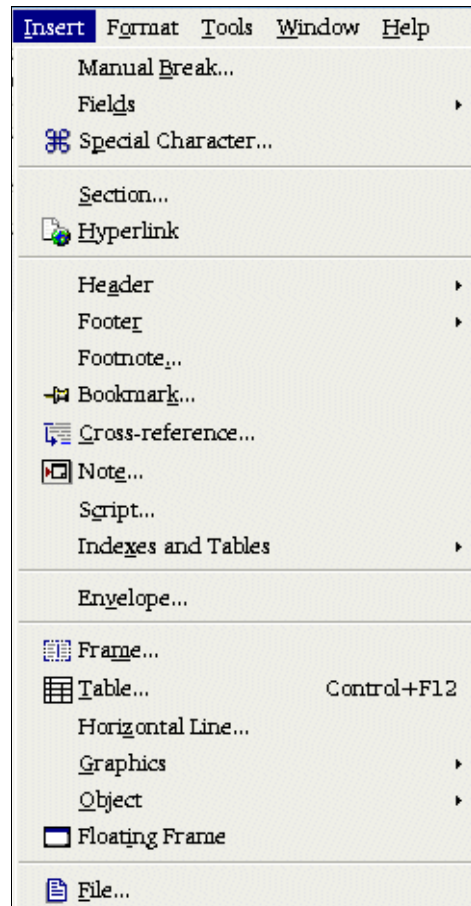
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MS Word Insert Menu



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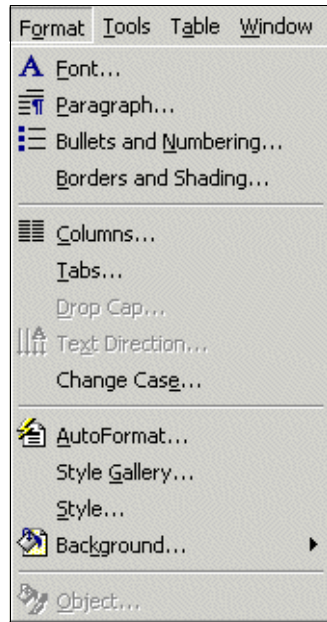


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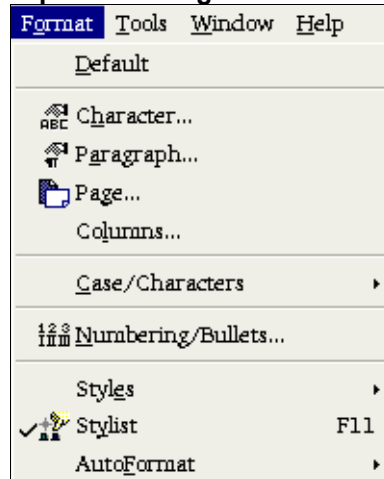
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MS Word Format Menu



OpenOffice.org Format Menu

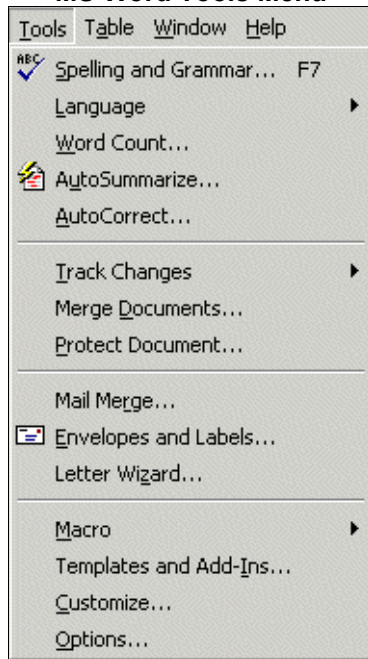


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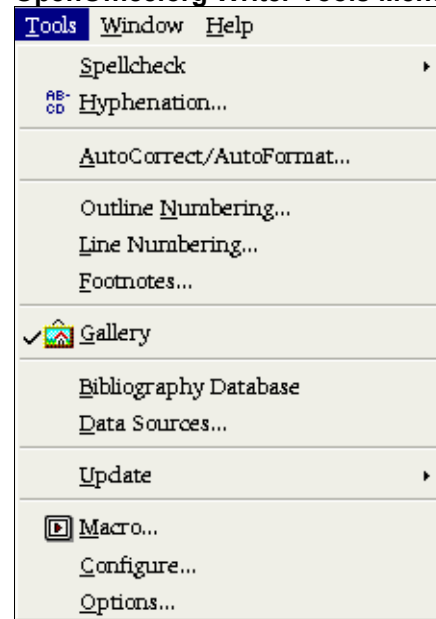
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MS Word Tools Menu



OpenOffice.org Writer Tools Menu

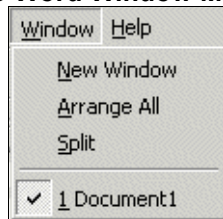


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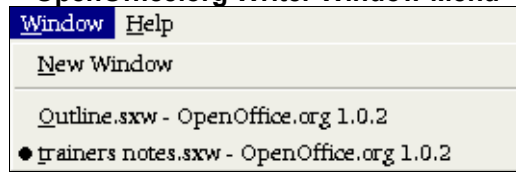
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MS Word Window Menu



OpenOffice.org Writer Window Menu



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