MULTIMEDIA TRAINING KIT

Trainers' notes: Moving over to OpenOffice.org Writer from Microsoft Word

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Introduction	An introduction to finding your way with OpenOffice.org Writer, based on a familiarity with Microsoft Word. The unit uses the menus of the word processors as a framework for participants to explore the differences between the systems, and establish the logic behind OOo Writer.
Timing/duration	2 hours.
Content outline and main topics covered	· Moving systematically through the menus of OOo Writer getting to know how to do familiar tasks from MS Word in OOo Writer. · General advice about converting documents.
Target audience	People needing to move over from MS Word to OOo Writer.
Prerequisite skills/knowledge	Good working knowledge of Windows and MS Word.
Unit objectives/expected outcomes	By the end of the unit participants should feel comfortable and confident about accomplishing familiar word processing tasks in OOo Writer.
Pre-workshop activities	All participants should bring a heavily formatted MS Word document with them on disc. I would recommend a CV/resumé.
Notes on using exercises	The first exercise in the unit requires each participant to work on their own with a previously created MS Word document. Their responses to the exercise should form the basis of a discussion, with all findings recorded in a central space - either by hand on flip-chart paper, or on a projector-connected PC. The second exercise is the central activity of the unit, with participants working together in pairs, investigating differences in the MS Word and OOo Writer menus. This work should form the basis of lengthy discussions amongst the whole group. Results should be recorded in the word processing task-comparison chart provided.

Resources included with unit	· Trainers' notes · Handout · Exercises · Workshop evaluation form (for trainees) · Materials evaluation form (for trainers) · Copyright statement Use the general OpenOffice.org writer glossary and list of additional resources with this unit.
Additional trainer resources	-
Equipment needed	1 PC per participant, OpenOffice.org installed.
Comments	This unit does not attempt to provide a comprehensive comparison between the features of MS Word and OpenOffice.org Writer. The unit handout is very brief because the most substantial part of what participants take away from the session in terms of guidelines etc. will be constructed during the course of the session. If you want to present a more detailed comparison, we recommend Bruce Byfield's **MS Word 2000 and OpenOffice.org 1.03** table of comparison: http://www.raycomm.com/techwhirl/pdfs/ooo-msword-table.pdf