

MULTIMEDIA TRAINING KIT

Exercises: Using the OpenOffice.org Writer bibliography database tool

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Exercise 1: Creating the bibliography database

How would you describe the relationship between the table at the top and the entry boxes below?

Exercise 2: Thinking about the unique identifier

What purpose does the unique identifier serve in any database project?

Exercise 3: Adding records to the database

Go through the document you brought to this training, and identify any references to other publications.
Add them to the bibliography database in OpenOffice.org using the instructions in your handout.

Exercise 4: Making bibliographic references in your documents

Go through the document you brought to this training, and identify relevant places to add a bibliographic reference (citation).

Insert the reference using the instructions given in the handout.

Exercise 5: Formatting the references in the database

Look at the formatting of the references you have created in your document.

Using the instructions given in the handout, edit the formatting to display the references according to different formatting rules.

Exercise 6: Thinking about the content of the reference

Suggest various rules for writing short names for the records in your bibliography database.
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What detail is useful to display as a reference (citation)?

What detail will easily identify your records (in the dialogue box) when you are adding a reference?
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Exercise 7: Generating the bibliography

Look for the appropriate part of your document, for inserting the bibliography.

Using the instructions given in the handout, insert the bibliography.

Switch to the bibliography database and add a new record.

Return to your document and update the bibliography to include the latest records.
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