

MULTIMEDIA TRAINING KIT

Glossary: OpenOffice.org Writer

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Character	A character is a single letter, number or symbol.
Clipboard	The clipboard is a part of the computer's memory which stores content (text, graphics and charts) from your document temporarily for pasting in elsewhere. Whatever content is stored on the clipboard is automatically replaced when something new is copied there.
Copy	The copy action is performed by using the copy icon:  or typing ctrl+c , and allows selected text to be copied onto the clipboard, for later use.
Cut	The cut action is performed by using the cut icon:  or by typing ctrl+x , and allows selected text to be cut out of your document and copied onto the clipboard for later use.
Default	Default is a term that applies to settings. The default setting is the one used if you don't make any adjustments. OOo Writer comes with many default settings – these apply to the size of pages, the font colours, sizes, styles, etc. These settings determine how your work will appear if you do not adjust anything.
Document	A document is the kind of file created by OOo Writer. Different computer programs create different sorts of files and word processed files are ordinarily called documents. A document is a collection of word processed data that is stored in your computer's memory or on a movable memory such as a CD or diskette, with a file name and file extension. The OOo Writer file extension for documents is .sxw.
Emphasis	We add emphasis to certain words to make them stand out or appear different from others. OOo Writer offers us the option to make text bold , <i>italic</i> , and <u>underlined</u> . These are all forms of emphasis.
File	A file is a collection of data that has been saved on a computer with a name. To read a file, you usually need to open it in the program that created it. OOo Writer can be used to read and work on word processed files, also called documents.
Fonts	Fonts are the sets of differently styled letters (alphabets) that we can choose from, to write documents in.

Paste	<p>The paste action is performed by using the paste icon: </p> <p>or by typing ctrl+v, and allows the content of the clipboard to be pasted into that part of your document that the cursor is blinking in.</p>
Selecting text	<p>Selecting text is the action of dragging your mouse across an area of text that you want to apply an action to. This could be copying, cutting, deleting, adding emphasis, etc.</p>
Spell checker	<p>The spell checker is OOo Writer's tool for comparing the spelling of the words in your document with those in its dictionary. It is activated by clicking on the spell icon: .</p> <p>When it discovers a word which is not included in the dictionary it gives you the option to correct it manually, replace it with a word from a list of suggestions, or add it to the dictionary.</p>
Styles	<p>OOo Writer styles are sets of formatting rules that can be applied to your work. They include instructions for the size and face of fonts, the spacing between lines, the indents from the side of the page, etc. You can choose styles to apply to your work from the stylist fly-out menu.</p>
Text	<p>Text is the term used to describe the main written content of documents. It is distinct from graphics and charts.</p>
Undo and Redo	<p>The undo and redo functions are operated using the icons: </p> <p>or by typing ctrl+z/ctrl+y. They enable you to undo or redo the last action you took – this may be typing, deleting, changing formatting, etc. Similarly the undo action can be undone by using the redo action.</p>