Libraries for Job Seekers

Find Your Future at the Bellingham Public Library!

Introduction to Word Processing

OpenOffice Writer Training

"Find Your Future"

At the

Bellingham Public Library

IMLS & LSTA Acknowledgements

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Bernadette Rivard when she was Supervisor of Technical Services
at the Milford Town Library and has been
adapted for use at the Bellingham Public Library.

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However, the opinions expressed herein
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Libraries *for* Job Seekers

Find Your Future at the Bellingham Public Library!

Program Sponsors:

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INSTITUTE of Museum and Library SERVICES

What is OpenOffice Writer?

OpenOffice Writer is a ***free*** word processing program that is compatible with Microsoft Word.

Word processors can create the following documents

- Letters and other correspondence
- Reports and term papers
- Newsletters
- Flyers and brochures
- Proposals and resumes
- HTML (for web pages)

How do word processors compare to typewriters?

Easy editing
Easy navigation
Spell check
Thesaurus
Print again and again
Margins at top and bottom

Save for future use
Searching and replacing
Grammar check
Graphics and pictures
No carriage returns
No more white out!

And, best of all, no bell at the end of a line!

Lets get started

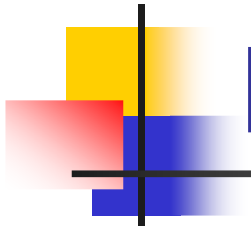
- Open OpenOffice on the desktop
- Click on Text Document
- What's there?
  A blank page with these settings:
  - 8 ½ x 11, Portrait
  - Font, Times New Roman, 12 point
  - Margin .79" all around

File Menu

- New – to start a new document
- Open – to open an existing document
- Recent Documents – to see recently used documents
- Wizards – commonly used documents - letters, agendas, faxes
- Close – closes current document
- Save – saves document to “Document Library” Folder

More on the File Menu

- Save as – allows you to save document to folder you select
- Export as PDF
- Properties – name, date created, etc.
- Page preview – preview page layout before printing
- Print – to print document

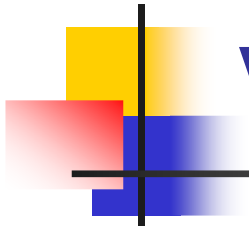


Edit Menu

- Undo – clears the last change you made to the document (button you will grow to love!)
- Cut – takes selected content out of document and places it on a clipboard to be pasted into another area of the document.
- Copy – allows you to copy content from one area of the document into another.
- Paste – allows you to paste content from one area of the document into another.

More on the Edit Menu

- Select All – allows you to select everything on the page to either cut or copy it.
- Find – allows you to enter a word or words and finds that word every time it is in the document.
- Replace – allows you to enter a word or words that appear in the document and automatically replace that word or words with another word or words.



View Menu

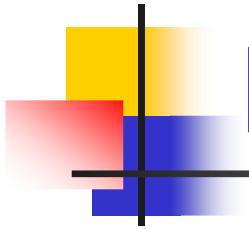
- Toolbars
  - Formatting – New document, save, print cut, copy, paste, format paint.
  - Standard – Font, size, bold, underline, italicize, justify, bullets.
  - Drawing – text boxes, picture boxes, background colors, font colors.

Insert Menu

- Manual Break – line, column or page breaks
- Fields – Date, time, page numbers
- Special Character – for symbols, such as @ or ©
- Envelope – to print envelope
- Pictures – from gallery or from file

Format Menu

- Character – another way to select and change the font
- Paragraph – select indent and line spacing, line and page breaks
- Bullets & Numbering – select bullet format



More Format Menu

- Page – layout and margins, background color, borders, columns
- Alignment – left, center, right or justified

Table Menu

- Insert table - and set number of rows and columns
- Delete – rows and columns from table
- Formula – add mathematical formulas to table column or rows

Table Menu

- Insert Table – to make a table of items.

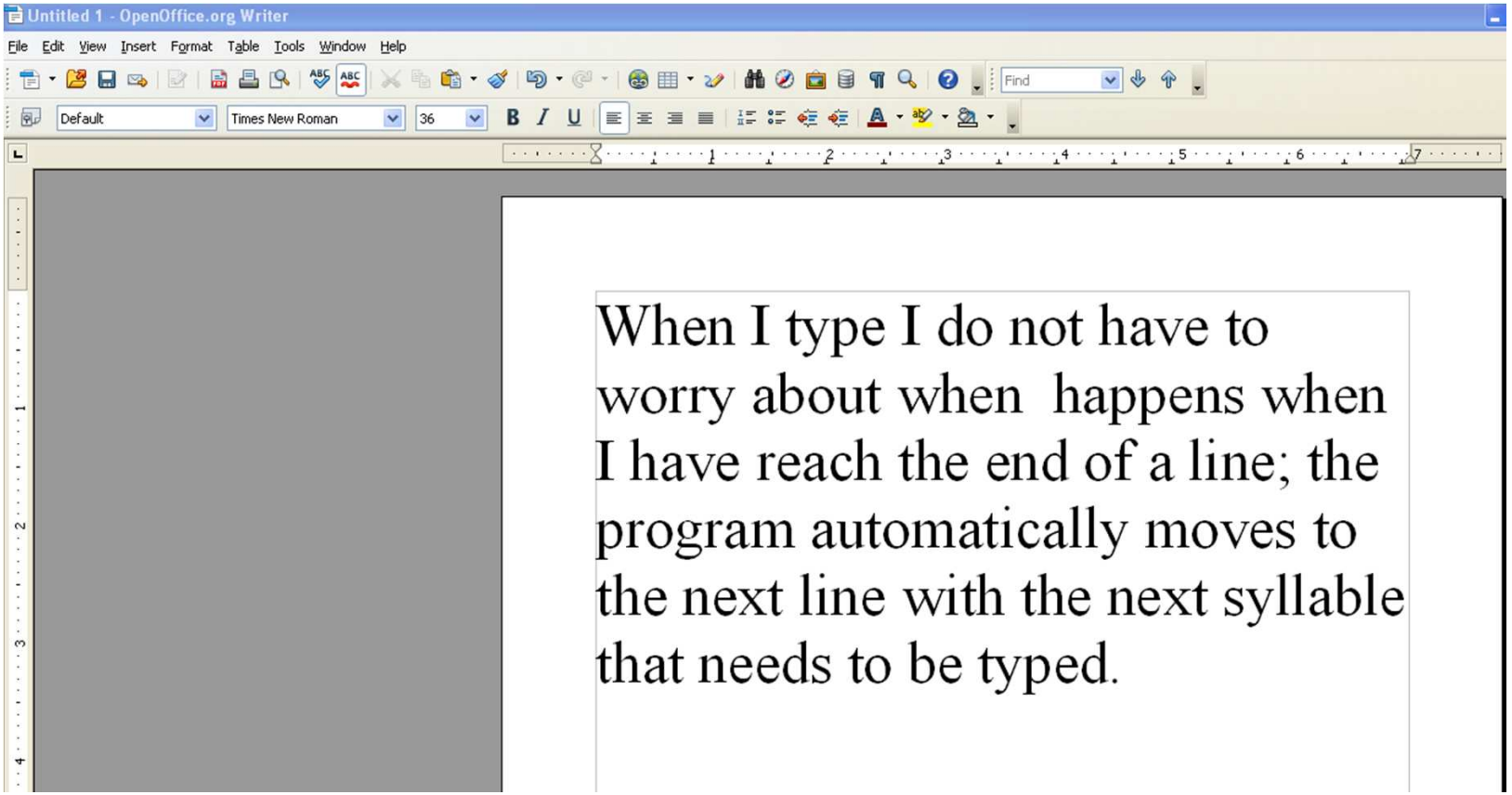
Tools Menu

- Spelling & Grammar Check
- Language - Thesaurus
- AutoCorrect
- Envelopes & Labels

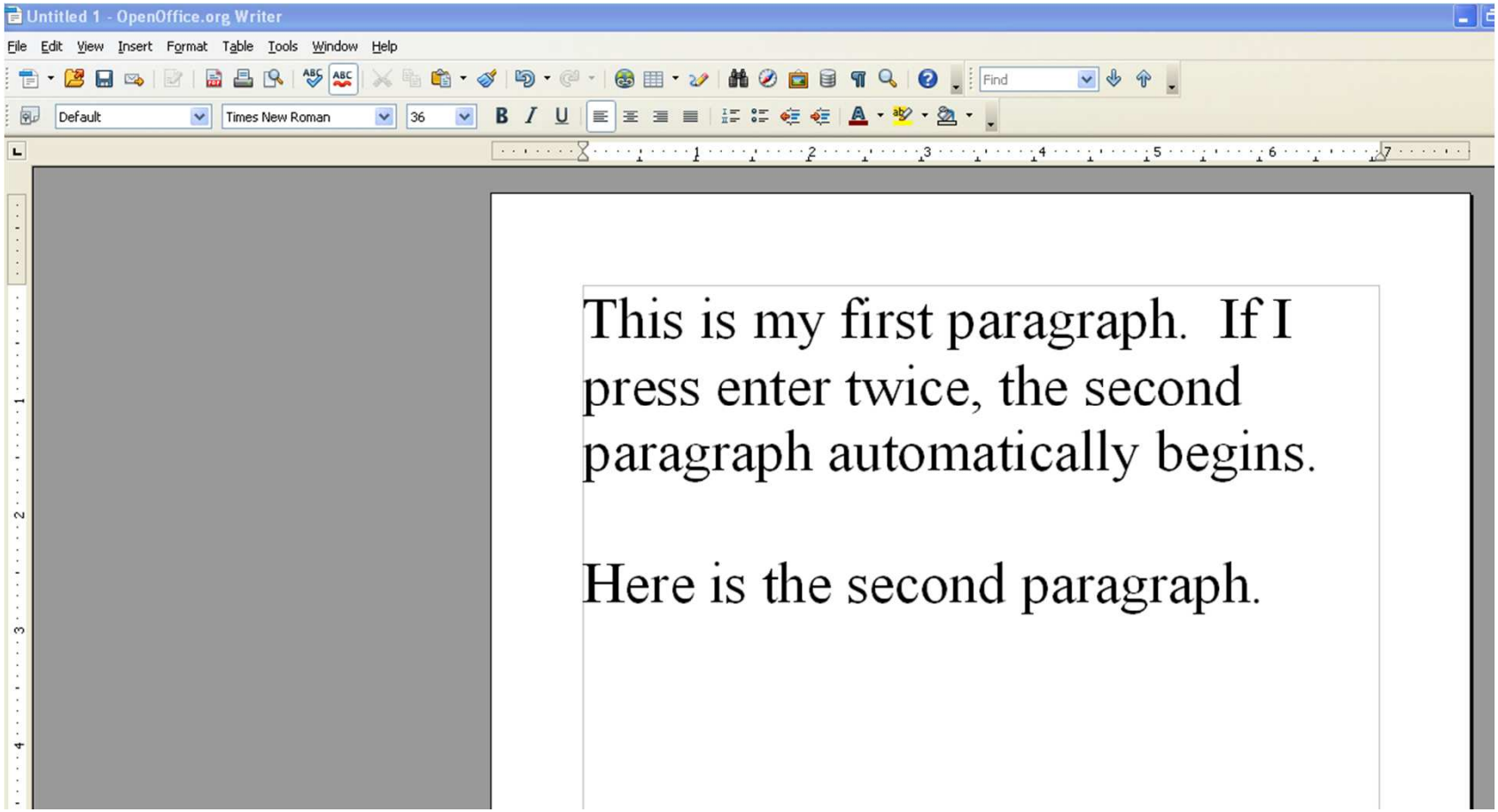
Window & Help Menu

- Window – to view all open documents
- Help – to obtain assistance with OpenOffice functions

Word Wrap


Untitled 1 - OpenOffice.org Writer
File Edit View Insert Format Table Tools Window Help
Find
Default
Times New Roman
36
When I type I do not have to worry about when happens when I have reach the end of a line; the program automatically moves to the next line with the next syllable that needs to be typed.

Adding New Paragraphs

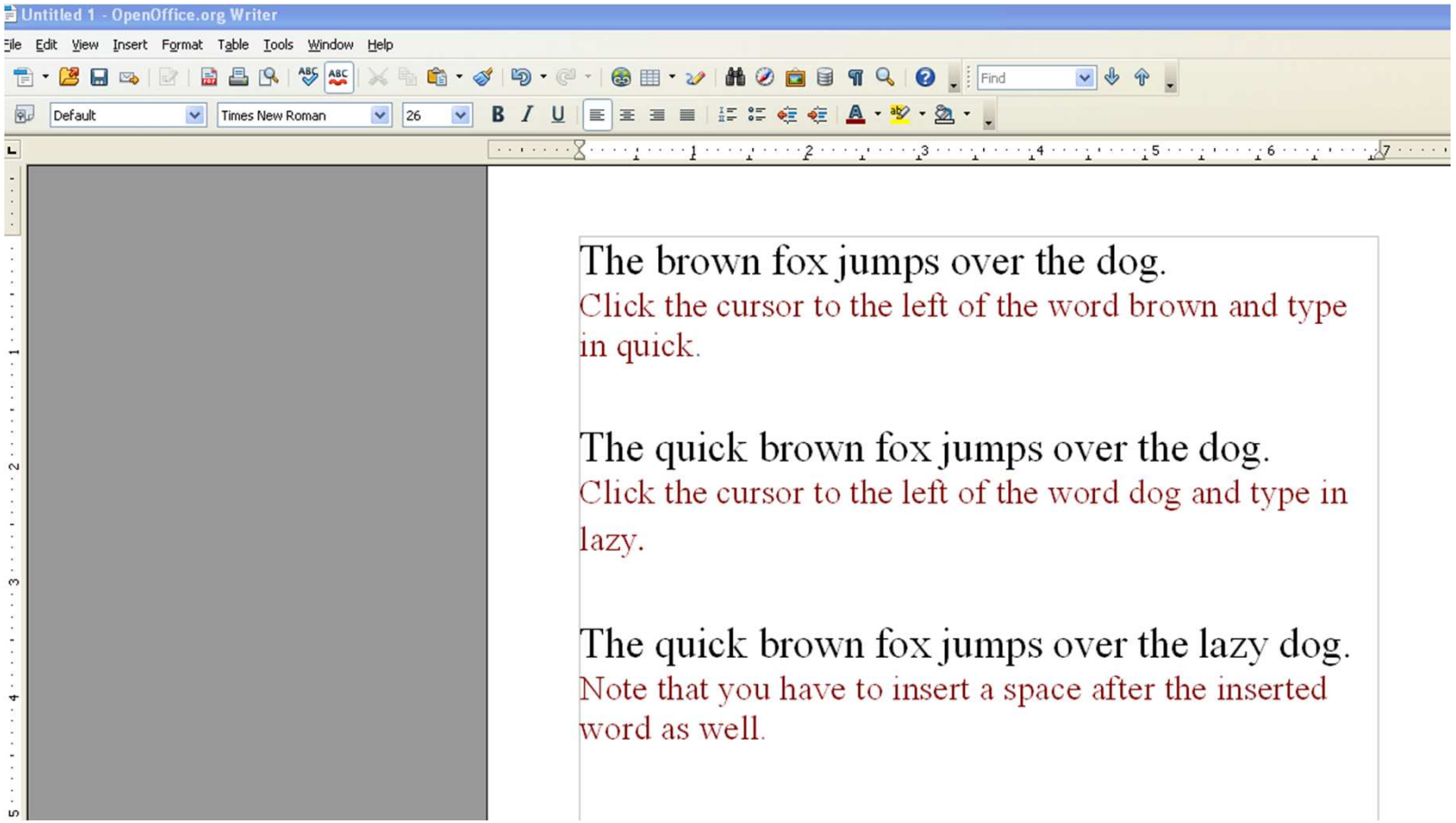


Deleting Text

- Should you make a mistake, you can use your backspace and delete keys to correct them.
- Backspace erases characters to the LEFT of the cursor.

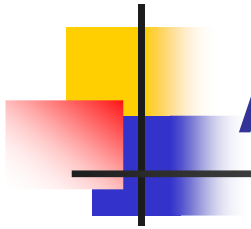
- Delete erases characters to the RIGHT.

Inserting Text



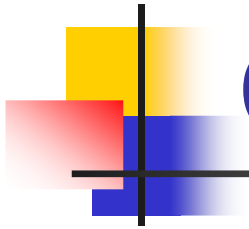
Spell and Grammar Check

- The program lets us know when we misspell words and use incorrect grammar.
- Words not in the dictionary (possibly misspelled) appear in RED, these are often autocorrected.
- Phrases that are not in the grammar checker are underlined in GREEN.
  (Grammar check is seriously limited. Do not rely on it as a sole utility for proper grammar!)



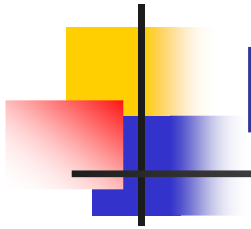
Autocomplete

- Common words, when you begin typing them, may appear on the screen completed. Just press enter and it will finish typing the word for you.



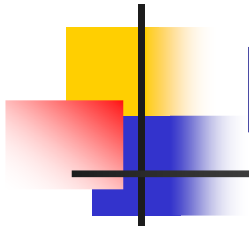
Cut & Paste – Copy & Paste

- Cut part of a document and paste it to another part of the document
- Copy part of a document and paste it to another part of the document



Formatting Text

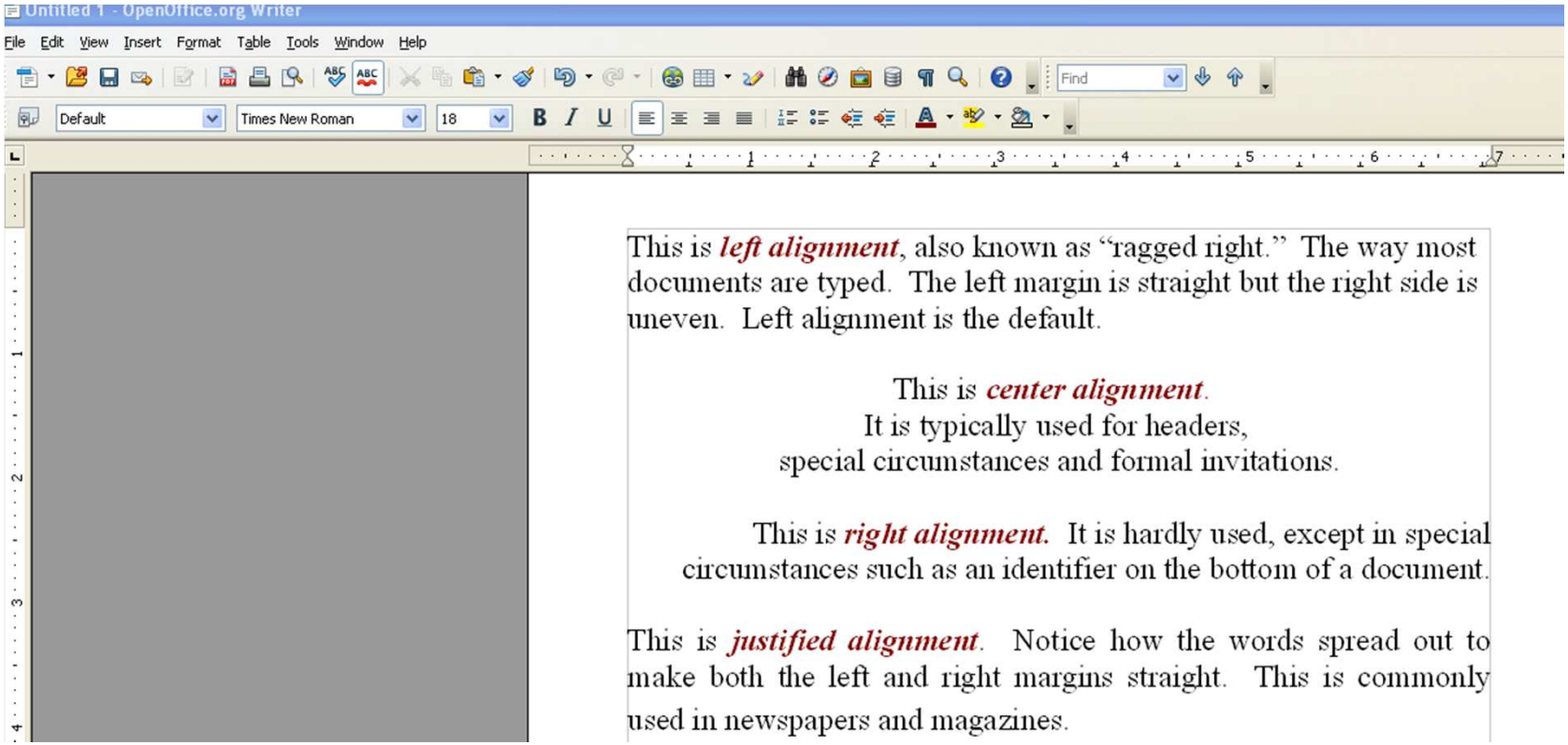
- Bold – heavier typeface
  - You **must** fill in your e-mail address
- Italics – slants text
  - Even the *schoolteacher* liked Jimi Hendrix.
- Underline – underlines text
  - All time slips must be submitted by 5 pm.



Formatting Text

- Alignment
  - Left - ragged right, left margin straight, right side uneven
  - Centered – centers text on the page
  - Right – ragged left, right margin straight, left side uneven
  - Justified – the words spread out to make both the left and right margins straight

Alignment Examples



Format Bullets & Numbering

- Type your list of items
- Highlight the list
- Select Format, Bullets and Numbering
  - Select bullet tab for bullet designs
  - Select number tab for number designs

Practice

- Spend at least 15 minutes practicing what you have learned and look for "open practice" times when you can come to the library to work on your document.
- Keep an eye out for our resume and cover letter writing workshops.