

Advantage of OpenOffice.org

- No licensing fees
- Open source
- Cross platform
- Extensive language support
- File compatibility
- No vendor lock-in

OpenOffice.org File Extensions

Document type	OOo	MSO
Text	.odt	.doc
Text template	.ott	.dot
Spreadsheet	.ods	.xls
Spreadsheet template	.ots	.xst
Presentation	.odp	.ppt
Presentation template	.otp	.pot

Online Help

- <http://openoffice.oscc.org.my>
- <http://documentation.openoffice.org>
- http://wiki.services.openoffice.org/wiki/Main_Page
- <http://oooforum.org>

Exchanging Files

If you need to send editable files to MS Office users, first save files in OpenOffice.org format then save it to one of the many MS Office format.



OpenOffice.org Quick Guide v1.1 (Writer)




Automatically save file as MS Word

Tools ->Option ->Load/Save ->General

Under default file format choose Document Type: "Text Document" and File Format "MS Word xx"

Formatting Page	
AIM	DO THIS
Create pages with header and footer	<ol style="list-style-type: none"> 1. Open a new text document, choose Format ->Styles and Formatting, and then click the Page Styles icon. 2. Click the New Style from Selection icon and select New Styles from Selection. 3. Type a name for the page in the Style name box, and then click OK. 4. Double-click the name in the list to apply the style to the current page. 5. Choose Insert ->Header, and choose the new page style from the list. 6. Type the text that you want in the header. Position the cursor into the main text area outside of the header. 7. Choose Insert ->Manual Break. 8. In the Type area, select Page break and then select 'Default' from the Style box.
Centre text on a page	<ol style="list-style-type: none"> 1. Select the text that you want to center on the page. 2. Choose Insert -> Frame. 3. In the Anchor area, select To page. 4. In the Size area, set the dimensions of the frame. 5. In the Position area, select "Center" in the Horizontal and Vertical boxes. 6. Click OK.
Put border around the page	<ol style="list-style-type: none"> 1. Choose Format ->Page ->Borders. 2. Select one of the default border styles in the Default area. 3. Select a line style and color for the selected border style in the Line area.

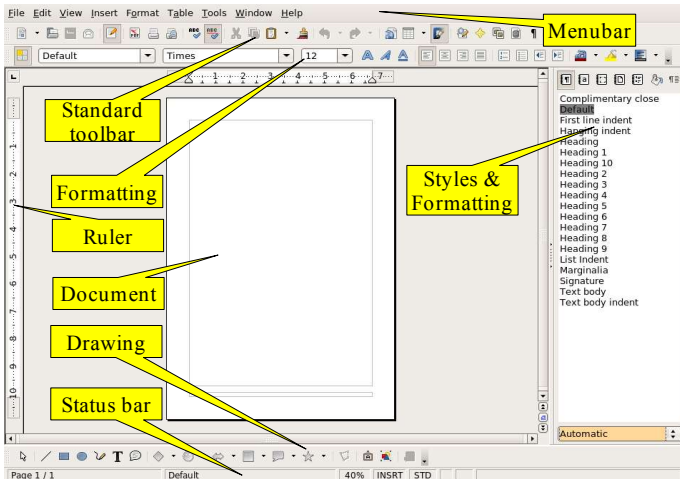
Formating Text	
AIM	DO THIS
Have a non breaking dash in a word	1. Press Shift+Ctrl+ minus sign.
Change text to uppercase	<ol style="list-style-type: none"> 1. Select the text that you want to capitalize. 2. Choose Format ->Change Case -> Uppercase The same applies to lowercase
Copy formatting	<ol style="list-style-type: none"> 1. Select the text or object whose formatting you want to copy. 2. On the Standard Bar, click the Format Paintbrush icon. 3. Select or click the text or object that you want to apply the formatting to.
Add background colour to a paragraph	<p>On the Formatting toolbar click Background color icon.</p> 
Apply ToggleCase from MS Office	<ol style="list-style-type: none"> 1. Select the desired text 2. From the main menu bar, select Format ->Character 3. On the Character dialog, choose the 'Font Effects' tab. 4. In the 'Effects' drop-down list, choose 'Title Case'.
Turn off numbering for a paragraph	<p>Place the cursor at the beginning of a numbered paragraph and press the Backspace key. Numbering resumes in the following paragraph.</p>

This guide is produced to assist users who are migrating to OpenOffice.org 2x and users are encouraged to distribute the guide as it is. OpenOffice.org Quick Guide is an effort of the Malaysian government to introduce OpenOffice.org.



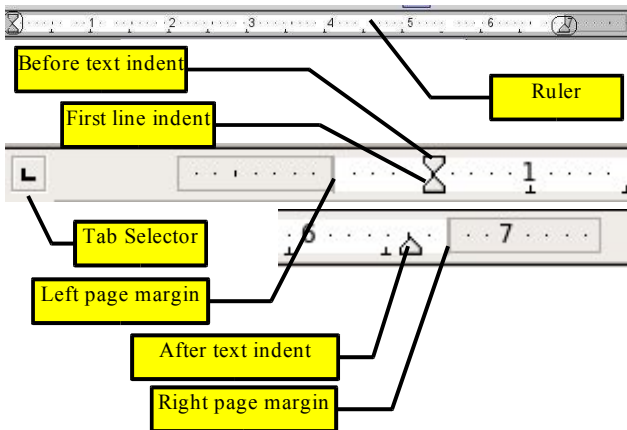
URL <http://opensource.mampu.gov.my>





Ruler and indents

Ruler and Indents differ slightly from MS Word.



Formatting With Ruler and Indent Marker	
AIM	DO THIS
Change the page margin	Click the Left Page Margin and drag to desired size. This is same with Right Page Margin .
Indent left of paragraph to 1 inch	1. Click on the paragraph. 2. Click on the Before Text Indent and drag to 1 inch.
Indent first line of paragraph by 1 inch	1. Click on the paragraph. 2. Press Ctrl and click on First Line Indent 3. Drag 1 inch to the right of Before Text Indent
Add a tab stop	1. Click on Tab Selector until the desired tab is shown. 2. Click on the ruler.
Remove a tab stop	Drag the tab stop out of the ruler

MS Office Track changes is available

Choose **Edit -> Changes**

Refresh screen

Press **Shift+Ctrl+r**

Printing a Document

- Press the Print icon
- Press **File ->Print**. Select Printer name and press OK
- Documents can be saved to PDF for printing at a later time. Click on the PDF icon or Press **File -> Export as PDF** and press Export button.

Templates	
AIM	DO THIS
Change default font to Arial size 12	1. Open an empty document. 2. Open Styles and select Paragraph icon. 3. modify Default paragraph style 4. Select Font Arial and Size 12 5. Save the document into a template and set it as the default template.
Open a template	Click File ->New ->Templates and Documents
Save document as a template	Click File -> Templates -> Save
Set a default template	1. Click File ->Templates ->Organize . 2. Select the template you want, then click Commands -> Set As Default Template .

Tables	
AIM	DO THIS
Create table	1. Click Insert Table icon on Standard toolbar. 2. Select number of rows and column.
Repeat table heading on each page	1. Choose Table ->Insert ->Table . 2. Select the Heading and the Repeat heading check boxes. 3. Select the number of rows and columns for the table. 4. Click OK .
Inserting Text Before a Table at the Top of Page	Click in the first cell of the table, in front of any contents of that cell, and then press Enter or Alt+Enter .
Inserting Text After a Table at the bottom of page	Go to the last cell of the table and press Alt +Enter .

Short cuts	
Open document	Ctrl+o
New document	Ctrl+n
Save document	Ctrl+s
Print document	Ctrl+p
Close document	Ctrl+w
Undo	Ctrl+z
Redo	Ctrl+y
Select all	Ctrl+a

Formatting Short cuts	
Bold	Ctrl+b
Italic	Ctrl+i
Underline	Ctrl+u
Left align	Ctrl+l
Right align	Ctrl+r
Centre	Ctrl+e
Justify	Ctrl+j
Use default formatting	Ctrl+Shift+Space

