

Part - I : Introduction to Word Processor



Learning Objectives

- To understand the importance of a word processor.
- To understand this application in Open Office.
- To understand working of OpenOffice writer in Windows OS.
- To know the editing options in OpenOffice writer.
- To know the text formatting and page formatting options in OpenOffice writer.
- To know the use of spell check features of OpenOffice writer.



Table 6.1 - Proprietary Software & Open Source Software

Proprietary source Word processing software	
Package	Developer
Microsoft Word	Microsoft Corporation
WPS Word	Kingsoft
WordPro	Lotus Corporation
Open Source Word processing software	
Package	Developer
OpenOffice Writer	Apache
LibreOffice Writer	The document foundation
Abiword	Abisource

6.1 Introduction to Word Processor

Word processor is a computer software to create, edit, manipulate, transmit, store and retrieve a text document. The above said activities are called as “Word Processing”. In other words, Word processing is an activity carried out by a computer with suitable software to create, edit, manipulate, transmit, store and retrieve text documents.

There are many word processing software available as proprietary source as well as open source. The familiar word processing packages are given in the following Table.

Tamil Word Processors

Tamil openoffice writer, Tamil LibreOffice Writer, Kamban 3.0, Mentamizh2017 – These are familiar word processors exclusively for Tamil Language. Microsoft also provides full Tamil interface for all office suits.

In this chapter, you are going to learn about an word processor (OpenOffice Writer).

6.2 An Introduction to OpenOffice Writer

OpenOffice is the leading open-source office software suite for word



processing, spreadsheets, presentations, graphics, databases and much more. It is available in many languages and works on all computers. It stores all data in an International open standard format and can also read and write files from common office software packages. OpenOffice is easy to learn.

OpenOffice is a productive office suite with a collection of different software packages such as

- OpenOffice Writer - Word Processor to create text documents
- OpenOffice Calc - Spreadsheet to create worksheets
- OpenOffice Base - Database
- OpenOffice Impress - Presentation software
- OpenOffice Draw - Drawing Software
- OpenOffice Formula - Create formula and equations

OpenOffice Writer is the word processor component of OpenOffice. In addition to the usual features of a word processor (spelling check, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of table of contents and indexes, mail merge and others), Writer provides these important features:

- Templates and styles.
- Page layout methods, including frames, columns, and tables.
- Embedding or linking of graphics, spreadsheets, and other objects.
- Built-in drawing tools.
- Master documents-to group a collection of documents into a single document.

- Change tracking during revisions.
- Database integration, including a bibliography database.
- Export to PDF.

6.2.1 Download and Install openoffice

Download and Install the latest version of OpenOffice suite from <http://www.openoffice.org/download> at free of cost.

6.2.2 Creating a new document in OpenOffice Writer

A new OpenOffice Writer document can be created by various methods. From Windows, select Start → All Programs → OpenOffice → OpenOffice Writer (or)

From Star Center (Welcome Screen):

- Double-click on “OpenOffice” icon on the desktop
- Now, a welcome screen appears as shown in **Figure 6.1**



Figure 6.1 Opening Screen (Star Center) of OpenOffice

The opening screen is called as “Star Center”. Writer is one of the components of OpenOffice. So, it may be invoked from the “Star Center” by simply clicking on the “Text Document” icon. (or)

A new text document can also be created by selecting **File** → **New** → **Text Document** from any OpenOffice

Application. **Ctrl + N** keyboard short cut can also be used to open a new text document as shown in the **Figure 6.2**

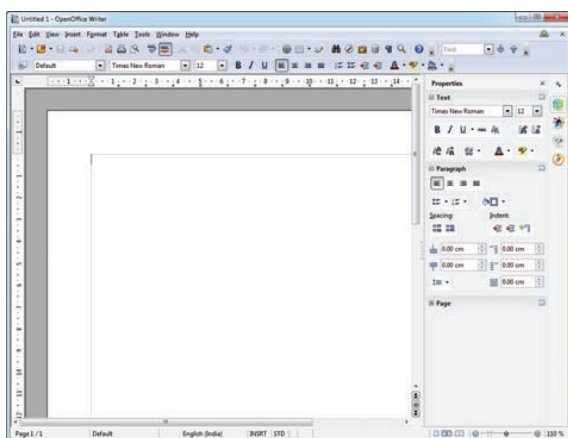


Figure 6.2 A new OpenOffice Writer Window

6.2.3 Parts of Writer Window:

The Figure 6.3 displays the contents of OpenOffice Writer window such as Title bar, Menu bar, Standard Toolbar, Formatting Tool bar, Ruler, Work space and Status bar. The components of a OpenOffice Writer window are explained below in Figure 6.3.

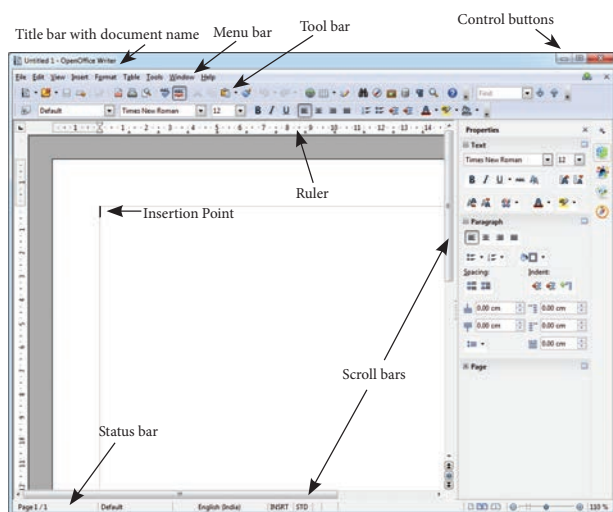


Figure 6.3 Components of Writer Window
Title Bar

The title bar is displayed at the top of the window, which displays the name

Control Buttons:

of the document and its application. By default, the document is given the name as Untitled1.

At the right corner of title bar the control buttons available: (1) minimize, (2) maximize/restore and (3) close shown in Figure 6.4

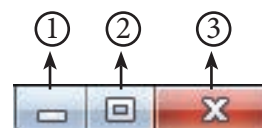


Figure 6.4 Control Buttons

(1) Minimize button:

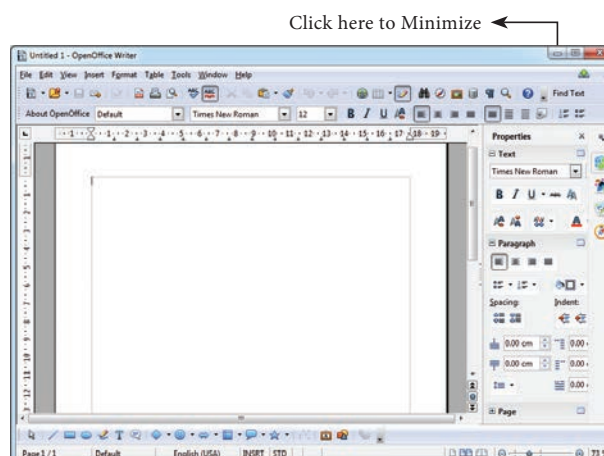


Figure 6.5 - Window Showing Minimize button

When you click minimize button, it shrinks your document window smaller in size and shows it as a small button on the task bar. To restore it in its original size, place your mouse pointer on the OpenOffice button which is available in the Taskbar, you can view your document as miniature and when you click on the button, your document is restored to its original size.

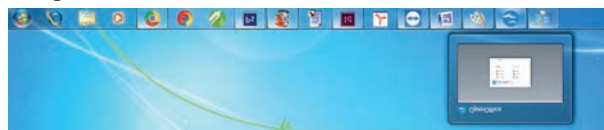


Figure 6.6 - Minature Window of Open Office Document



(2) Maximize button :

When you click maximize button, your document window is displayed in full screen. When it is in full screen, the maximize button is changed to “Restore”.

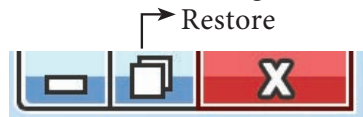


Figure 6.7 - Sizing Buttons

When you click restore button, the document window regains to its original size.

(3) Close button :

This button is called as “Close” button, when you click this button, the application is closed and OpenOffice returns back to the desktop. The red colored close button may also be called as “Exit” or “Quit”.

Exit / Close openoffice



Close document

Figure 6.8 - Close Button

There is another X mark on the right most corner of the menu bar. This is actually used to close your document. When you click this X mark, your document will be closed, OpenOffice will continue to be in open condition.

Menu Bar

The menu bar is below the title bar which comprises of various menus consisting of various options.

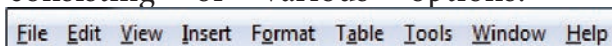


Figure 6.9 - Menu Bar

File – The File menu contains various options for file management tasks

such as: New, Open, Close, Save, Save As, Print, Export etc.

Edit –The Edit menu contains cut, copy, paste, Undo, Redo etc.

View –The View menu contains the options that used to modify the environment of Writer such as display of toolbars, web layout, print layout, navigator etc.

Insert – The Insert menu contains commands for inserting various elements such as pictures, tables, charts, comments, headers, footers, special characters etc.

Format – The Format menu contains the options of various text and page formatting features like page size, layout, font characteristics, bullets and numbering etc.

Tables– The Tables menu contains various tools to manage and manipulate tables such as to create a table, insert rows, insert columns, split cells, merge cells etc.

Tools – The Tools menu contains various tools and functions such as spell check, macros, mail merge, end notes/ footnotes etc.

Window– The window menu shows display options such as New Window, Close Windows, Split and Freeze.

Help – The Help menu displays the inbuilt help features in OpenOffice.

Tool Bar:

Under the menu bar, there are two toolbars available by default. They are:

(1) Standard Toolbar

(2) Formatting Toolbar

Standard Tool Bar– This tool bar is just below the menu bar which consists of shortcut icons for frequently performed

tasks. There are many shortcut icons like cut, copy, paste, undo etc...



Figure 6.10- Standard Toolbar

Formatting Tool Bar– The formatting tool bar is below the standard tool bar which consists of icons used for formatting the text like bold, underline, italics, font type, font color etc.

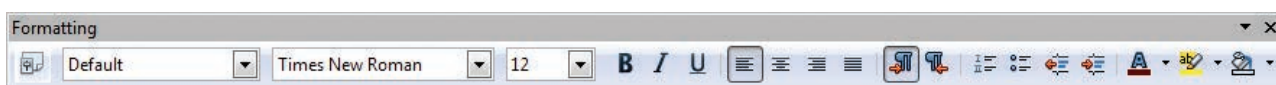


Figure 6.11- Formatting Toolbar

Ruler

The ruler is a scale below the formatting tool bar which shows the margins. There are two set of rulers (1) Horizontal ruler and (2) Vertical ruler. Horizontal ruler is used to set left and right margins of a page and vertical ruler for top and bottom setting.

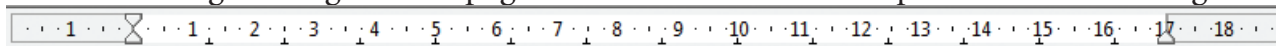


Figure 6.12 - Ruler

Work Space

The work space is the blank area which is used to type the content of the file. A flashing vertical bar that appears at the beginning of the screen which is called as “Insertion pointer”.

Status Bar

The status bar is at the bottom of the window which shows the current status of the document such as number of pages, current page number, default language etc.

6.2.4 Entering the Text

Once a new document is opened, the text can be typed in the blank area of the screen. As the text is typed they appear on the screen and the **flashing vertical bar called the insertion pointer** moves to the right. When the text reaches the end of the line, the word is automatically wrapped to the next line. This feature in any word processor is known as “**Word Wrap**”.

The **Enter** key must not be pressed at the end of the each line. The **Enter** key should be pressed only at the end of a paragraph or when a blank line is to be inserted. When a page is filled up, OpenOffice Writer automatically creates a new page.

6.2.5 Moving within a document

There are different ways of moving within a document. The shortcut keys given in Table 6.2 are used to move easily within a document.

Table 6.2 Keyboard shortcut Keys

KEY	ACTION
→	To move a character right
←	To move a character left
↑	To move one line up
↓	To move one line down
Ctrl + →	One word right
Ctrl + ←	One word left



Ctrl + ↑	One paragraph up
Ctrl + ↓	One paragraph down
Home	To the beginning of line
End	To the end of line
Ctrl + Home	To the beginning of document
Ctrl + End	To the end of document
Tab	To move one cell to right
Shift + Tab	To move one cell to left
Pg up(Page Up)	To scroll one screen up
Pg Down(Page Down)	To scroll one screen down

6.2.6 Saving the Document

The first time the document is saved, OpenOffice Writer prompts for a name. Naming the file enables the user to find and open that file again. One can select the drive and folder where the file will be stored. To save a document for a first time, the following steps are used:

- Click **File** → **Save** → (or) **File** → **Save As** (or) **Ctrl + S**
- The “**Save As**” dialog box appears as on Figure 6.13.

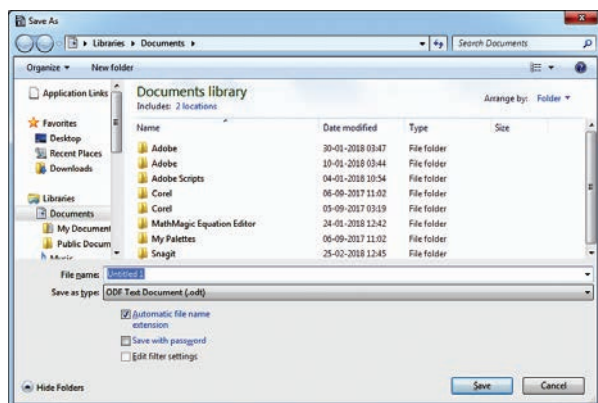


Figure 6.13 Save As dialog box

- Select location to store your document. The default location to store all documents is “Documents” folder in Windows.
- Type your document name in the **File Name** box.
- All documents in OpenOffice Writer will be stored with **.odt** extension. You can store your OpenOffice document as Microsoft Word document or pdf. To do so, select file type from **Save as type** list box. This list box shows variety of formats to be saved.
- Finally, Click “**Save**” button.
- Once the file is saved, your document name will be displayed on the title bar.

Saving with password



Figure 6.14 – Password dialog box

In OpenOffice Writer, a document can be protected with a password. You can set a password to protect your document



while saving a file. To save a file with password, click on **“Save with Password”** check box in Figure 6.1.3 and then click **“Save”** button. Immediately it shows **“Set Password”** dialog box as shown in the Figure 6.14.

In this dialog box, Enter a password in **“Enter Password to open”** text box and retype the same password in **“Confirm Password”** box for confirmation. Finally click **“OK”** button.

“More Options” button in Figure 6.14 provides some more features to your protected document such as **“Read only”** and **change password**.

6.2.7 Closing a Document

After your document is saved, it is still open. So, you can continue typing your document. When the work is finished, you should save the document and then close document using **File → Close** command (or) Press **Ctrl + W**.

Closing Unsaved Document:

When you close an unsaved file using the close control button, Writer shows a warning message as shown in Figure 6.15.

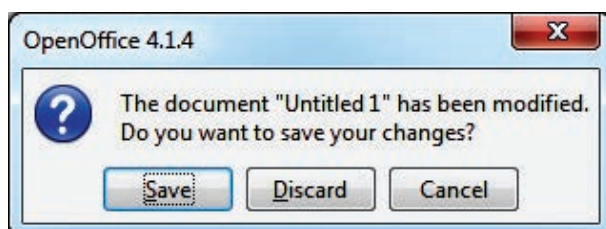


Figure 6.15 Alert Message box

If you accept the warning message, click the **“Save”** button. When you click

the **“Save”** button, it proceeds to save the file. If you are not willing to save the file, then click **“Discard”**, or if you want to cancel this warning and continue working in the same document, click **“Cancel”**.

6.2.8 Opening an existing document

Once a document is saved, it can be opened at any time. To open an existing document, Click on the **File → Open** or **Ctrl + O**, the Open dialog box appears, enter the name of the file in the File Name text box and click the **OPEN** button as in Figure 6.16.

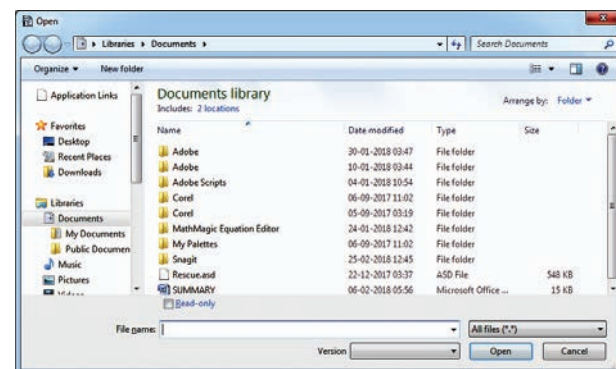


Figure 6.16 – Open dialog box

6.3 Tamil Typing Interface

Typing in Tamil has different methods.

- Using Tamil Font
- Using Tamil Interface.

In the first method specific Tamil fonts are available which has to be downloaded and installed and should be included in the **font folder** of the control panel. But this method has some drawbacks:

- The user must be aware of Tamil typing.
- The particular font must be available in the system.
- It does not support other languages including English.



- The computer accepts characters as symbols not as language.
- It is not portable, i.e. if the document is sent to another computer, if the same font is not available, it is recognized as symbols not as original characters.

To overcome the drawbacks in the first method, the interface method provides the following advantages:

- It follows Unicode technique. Hence knowledge of Tamil typing is not necessary.
- It is easy to type documents in Tamil in any word processor.
- Some of the Unicode fonts like “**Arial Unicode**” supports all Indian languages including Tamil and English using respective language interface.

6.3.1 Download and Install Tamil Typing Interface

Many Tamil Typing Interfaces are available as open source such as “Murasu”(it is exclusively for Tamil), “NHM Writer”(It is universal to all Indian languages) etc.

To download and install:

- “Murasu” use the link : <http://anjal.net/download>
- “NHM writer” use the link : <http://software.nhm.in>

6.4 Editing a document

Once a document is typed, it can be edited in many ways. If there is some insertions or deletions, it can be done while typing or after typing also. Corrections can be made in two different ways :

Backspace Key: Deletes the character to the left of the insertion pointer.

Delete Key : Deletes the character

to the right of the insertion pointer

To insert a text in between if something is left out, the insertion can be made by taking the insertion pointer to the current location and Press the Insert key the newly typed text is inserted, so that the existing text moves to the right. This is **Insert mode**. Press the Insert key again, the text is over written on the existing text. This is called **Type over mode**. You can toggle between the insert mode and type over mode by pressing the **Insert key**.

6.5 Select, Move and Copy text

6.5.1 Selecting Text

In any word processor, the text has to be selected for performing any operations like copying, moving, formatting etc. The text selection can be done in two methods:

- i) Selecting the continuous text.
- ii) Selecting the non continuous text.

Selecting the continuous text

To select the text continuously move the insertion pointer to the beginning of the text.

- hold the **SHIFT key** and drag the mouse across until the required text is selected and then release the SHIFT key.
- The selected text can be used for any operation.

Selecting the non continuous text

To select the text not continuous, move the insertion pointer to the beginning of the text,

- hold the **CTRL key** and drag across the required text to be selected and release the CTRL key
- The required text is selected and can be used for any operation



Selection using other methods:

Selection using Mouse:

To select the text using mouse:

- i) Move the insertion pointer to the beginning of the text
- ii) Hold down the **Left mouse** button and drag it across the text
- iii) Release the mouse button when the required portion of text is selected
- iv) The selected text will be highlighted.

Selection using Keyboard:+

To select the text using keyboard:

- i) Move the insertion pointer to the beginning of the text
- ii) Hold the **Shift** key and use the **movement keys** to drag across the required portion.
- iii) when the required portion is selected release the **Shift** key
- iv) The selected text will be highlighted.

Selection using Shortcut keys:


Shortcut keys help to select the text quickly and easily.

- To select a word - **Double click** on the word
- To select the entire document - Press **Ctrl + A**

6.5.2 Moving and Coping text

Moving text

To move a text from one location to another



- Select the text to be moved
- Click **Ctrl + X** or **Cut Icon**  or **Edit → Cut**
- The text is removed from the source location and placed in the clipboard
- Take the insertion pointer to the new location to be moved and

- Click **Ctrl + V** or **Paste Icon**  or **Edit → Paste**

The required text is moved to the new location.

Coping text





To copy a text from one location to another

- select the text to be copied
- Click **Ctrl + C** or **Copy Icon**  or **Edit → Copy**
- A duplicate copy of the text is made and sent to the clipboard
- Take the insertion pointer to the new location to be copied and
- Click **Ctrl + V** or **Paste Icon**  or **Edit → Paste**

The required text is copied to the new location.

The Editing shortcut keys are as given in Table 6.3

Table 6.3 - Cut, Copy and Paste Icons and Shortcuts

Operation	Action	Icons	Shortcut Key
CUT	Cuts the selected text		Ctrl +X
COPY	To make a duplication of the text.		Ctrl +C
PASTE	To paste the text to a new location after cut or copy process.		Ctrl +V
UNDO	Cancels the previous operation that was performed		Ctrl +Z

6.5.3 Paste Special

When you move or copy selected text, the **Paste** option is used to send the information as a whole. But, to move or copy only some aspects of the data, like only its **formatting** or only **value**, the **Paste Special** option is used.

To use **Paste special** option, select the text and apply move or copy, then at the destination location,

- Click **Edit** → **Paste Special** (or) press **Ctrl+Shift+V**, or **Alt+E+S** the Paste Special dialog box opens as shown in Figure 6.17.
- The Paste Special menu varies depending upon the origin and formatting of the text (or object) to be pasted.
- Select **DDE (Dynamic Data Exchange)** link from the Paste special dialog box.

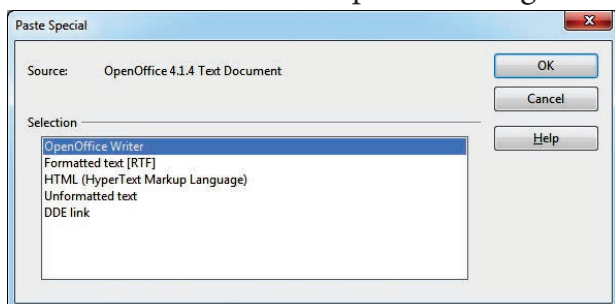


Figure 6.17 - Paste Special dialog box

- Select the type of application and click the **OK** button.
- The copied data is pasted into the document with a **link**.

Note

Dynamic Data Exchange(DDE) is a mechanism whereby the source data can be pasted into the destination as a **linked, 'live' copy** of the original. Any changes made in the source will immediately reflect in the destination.

6.6 Help System in Writer

Open Office Writer provides several forms of help. By pressing **F1** or select **Help** from the menu bar the help window appears as shown in Figure 6.18.

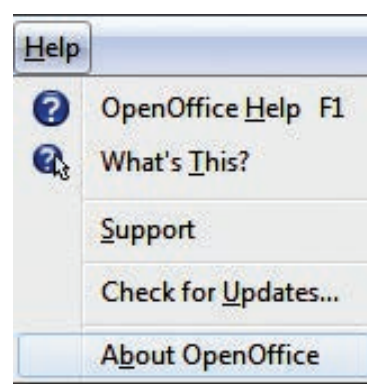


Figure 6.18 - Help window

- To activate tooltips, extended tips, and the help Agent, click **Tools** → **Options** → **OpenOffice**
- For a more detailed explanation, select **Help** → **What's This?** and hold the mouse pointer over the icon where you want more help. Figure 6.19 shows the General settings window

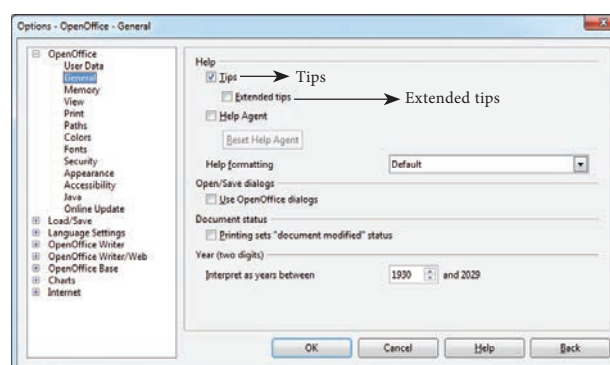


Figure 6.19 - General settings window



Workshop

6.1

- Open a new document in Open office writer.
- Type the following paragraph.

“The ignited minds of the youth is the most powerful resource on the earth. The power of the youth, if properly directed, will bring about transformed humanity by meeting its challenges and bring peace and prosperity.”

- Save and close the document.
 - Exit from Open Office Writer.
-

6.2

- Open the document created in Workshop-6.1.
- Append the following paragraph.

“We are as young as our faith and as old as our doubts. We are also as young as our self-confidence and as old as our fears. We are as young as our hopes and as old as our despairs”.

- Save the document
- Using Delete or Backspace key remove the last line of the first paragraph.
- Type the following lines after the second paragraph and create it as a new paragraph.

“It doesn’t matter who you are, if you have a and determination to achieve that vision, you will certainly do so.”

- In the third paragraph insert the word “vision” between “a” and “and”.
-

6.3

- Open the document created in workshop-6.1.
- Copy and paste the following words into a new document either using keyboard or mouse shortcuts. (i) Ignited (ii) powerful (iii) humanity (iv) challenges (v) prosperity
- Save the new document
- In the first document, move the following words either using keyboard or mouse shortcuts. (i) Ignited (ii) Challenges (iii) Prosperity

Part - II : Formatting Text and Paragraph

6.7 Text formatting

A text without any special formatting gives a monotonous appearance. OpenOffice Writer offers a number of choices for formatting such as Bold, Italics and defining the font type, and font size. Bold, Italic, underlined are the most common types of text formatting. Almost all the formatting options are available under the **Format** menu.

6.7.1 Changing font style, size and colour

A font is a set of characters in a particular style. Changing the default appearance of the text like changing the font type, size, color, style etc., are called as **Text formatting**. To make the text attractive and more appealing, various formatting like bold, italic and underline can be done by using the following text formatting shortcuts shown in Table 6.4

Table 6.4 Text formatting shortcuts

OPERATION	ACTION	ICON	SHORTCUT KEY
BOLD	Makes the text bold	B	Ctrl + B
ITALICS	Italicizes the text	<i>I</i>	Ctrl + I
UNDERLINE	Underlines the text	<u>U</u>	Ctrl + U

The default font type is **Times New Roman** and the type of font can be changed by clicking on the **Font Type icon**

Times New Roman ▼

The default size of font is **12 points** which can be changed by clicking on the **Font Size icon** 12 ▼

The default font color is **black** and the font color can be changed by clicking on the **Font colour icon** A ▼ which shows the color palette from which the required color can be selected.

Besides the regular formatting Bold, Italics and underline, many other formatting can be done by using the dialog box shown in Figure 6.20. The other formatting options can be selected by using **Format** → **Character**. The Character dialog box is displayed as shown in the Figure 6.20 using which all the formatting can be done at a single stretch with a preview options.

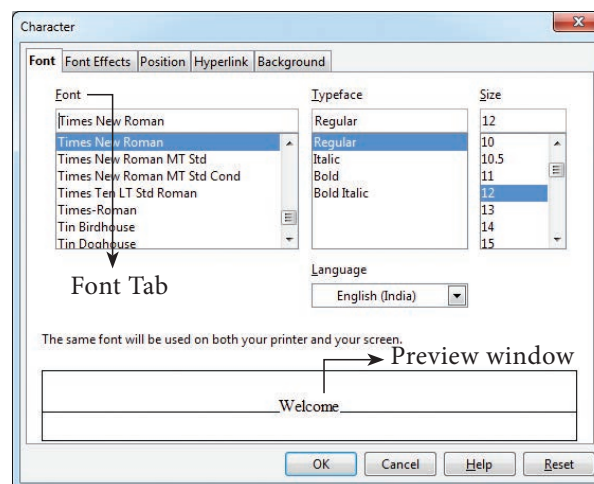


Figure 6.20 – Character dialog box

6.7.2 Changing Case

Normally any text can be typed in upper or lower case. The text can be changed to different cases like:

- **Uppercase** (Capital letters)
- **toggle case** (reverse case),
- **sentence case** (first letter of each sentence in capital),
- **Capitalize every word** (first letter of each word in capital),


- **lower case.** (Small letters)

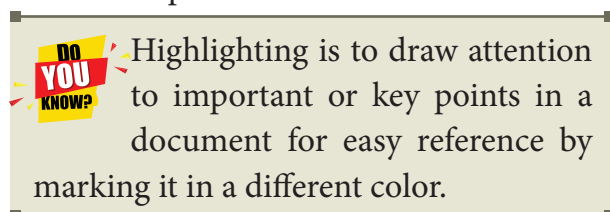
This can be done by:

- Select the required text to change case
- Select **Format** → **Change case**.
- **Select the required options**

6.7.3 Highlighting text

Highlighting is used to draw attention to important information in text. Highlighting is beneficial because it first asks the reader to pick out the important parts, and then gives an effective way to review that information later.

Highlighting can be applied by selecting the text and click **Highlighting** icon , the color palette is displayed, select the required color, and the text is highlighted. Highlighting can be removed by selecting the text and click **No Fill** from the color palette.



6.7.4 Clearing the formatting

To clear the formatting applied to the text

- Select the entire document by **Ctrl + A** or **Edit** → **Select All**
- Clear applied formatting by **Ctrl + M**

6.8 Paragraph formatting

6.8.1 Paragraph Alignment

A paragraph is any text that ends with a hard return. A hard return is accomplished anytime you press the **Enter** key. Paragraph Alignment or justification refers to the way in which the lines of a paragraph are aligned. Paragraph alignment lets you to control

the appearance of individual paragraphs. There are **four** types of alignment available in Open Office Writer - **left** - alignment, **Right** - alignment, **Center** - alignment, and **Justify** - alignment.

Left-alignment - A paragraph's text is LEFT aligned when it is aligned evenly along the left margin and uneven along the right margin. This is the default alignment when a paragraph is typed.

Right-alignment - A paragraph's text is RIGHT aligned when it is aligned evenly along the right margin and uneven along the left margin.

Center-alignment- All the lines in the paragraph are aligned to the center of the page size.

Justified-alignment - All the lines in the paragraph, are arranged evenly both on the left and right margins. This is achieved in Writer by automatically inserting additional space between the words.

Paragraph formatting can be applied by **Format** → **Paragraph**, the paragraph dialog box appears as displayed in Figure 6.21.

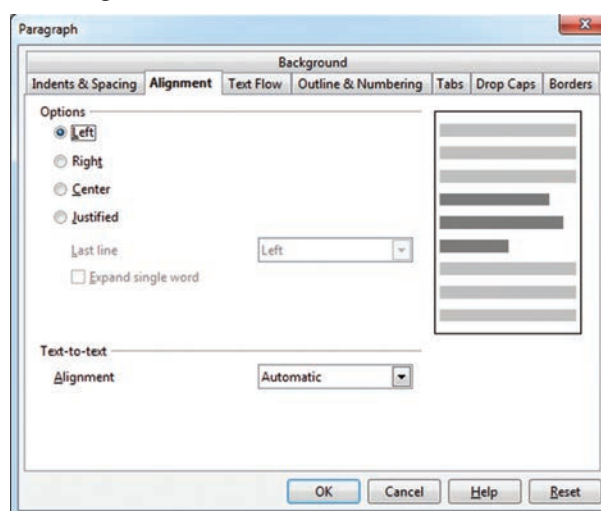


Figure 6.21 – Paragraph dialog box



The paragraph formatting can also be done by icons using the formatting tool bar as shown in Figure 6.22 and shortcut keys as shown in Table 6.5

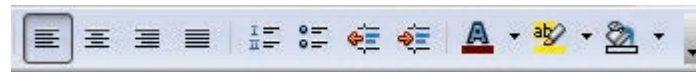


Figure 6.22 Formatting toolbar

Table 6.5 Paragraph Alignment Icons and shortcut Keys

ALIGNMENT	ACTION	ICON	SHORT CUT KEY
LEFT	Align the paragraph with respect to the left margin		Ctrl + L
RIGHT	Align the paragraph with respect to the right margin		Ctrl + R
CENTER	Align the paragraph with respect to the center of the page		Ctrl + E
JUSTIFIED	Align the paragraph with respect to both the left and right margin		Ctrl + J

An example showing all the four paragraph alignment:

Left Alignment

All power is with in you take up one idea, make that one idea your life. Think of it dream of it, live on that idea let the brain, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success.

Right Alignment

All power is with in you take up one idea, make that one idea your life. Think of it dream of it, live on that idea let the brain, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success.

Center Alignment

All power is with in you take up one idea, make that one idea your life. Think of it dream of it, live on that idea let the brain, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success.

Justified Alignment

All power is with in you take up one idea, make that one idea your life. Think of it dream of it, live on that idea let the brain, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success.

Example 6.1 Paragraph Alignment

6.8.2 Line Spacing:

Line spacing determines the amount of **vertical space** between lines of text in a paragraph. By default, the lines are single-spaced, that is the spacing accommodates the largest font in that line, plus a small amount of extra space. In Open Office, setting line spacing is quite easy through the context menu, select the line or word or phrase, **right-click** → **line spacing**, select the type single, 1.5 or double. There are seven different types of line spacing as shown in the dialog box given below in Fig.6.23.

- Select the entire document by **Edit** → **Select All**
- **Format** → **paragraph**
- The paragraph dialog box appears, click **Indents & Spacing** tab
- In the **line spacing** option, select the type and click **OK** button.

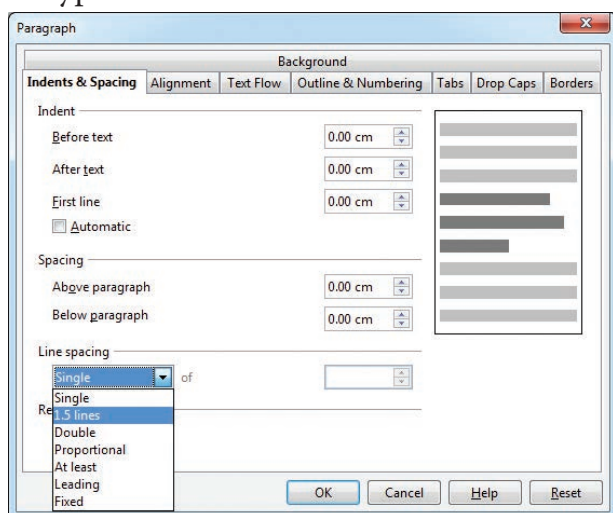


Figure 6.23 Paragraph dialog box

6.8.3 Indenting text

Indent is the distance from the left and right margin of a paragraph. It is used to improve the efficiency and readability of the paragraph and makes the paragraph look more attractive. In paragraphs, an easy way to apply indent for the first

line of text can be created by moving the insertion pointer to the beginning of the line and pressing the **tab** key on the keyboard. There are four types of indentations:

- Left Indent
- Right Indent
- First Line Indent
- Hanging Indent.

Left indent - The Left indent controls the space between the paragraph and the left margin. This is the default indent. Each click on the **Increase indent** icon moves the paragraph ½ inch away from the left margin.

The left indent can also be applied by **Format** → **Paragraph** → **Indents & Spacing** tab, enter a value in the “**Before text**” spin box as shown Figure 6.23. This results in left indent.

Right Indent - The Right indent controls the space between the paragraph and the right margin. Each click on the **decrease indent** icon removes the indent applied by the Increase indent. The Right indent can be applied by using dialog box as shown in Figure 6.23.

Select **Format** → **Paragraph** → **Indents & Spacing** tab, enter a value in “**after text**” spin box. This results in right indent.

First Line Indent - This First-Line indentation indents the **first line** of the paragraph. It is the most common way to start a new paragraph.

This indent can be applied by **Format** → **Paragraph** → **Indents & Spacing** tab, select **First line** option in the Figure 6.23, enter a **positive** value which results in first line indent.



Hanging indent -This is a special kind of indent where the first line of the paragraph alone hangs outside leaving the rest of the text. To apply Hanging indent, a **negative** value is given in the “**First line**” option of the paragraph dialog box as shown in Figure 6.23.

6.8.4 Bullets and Numbering

Bullets and numbering are used to emphasize list of things and make the list easy to read and follow. It provides an excellent way to segregate, list and organize information to the reader. You can control the appearance, or format a bulleted or numbered list.

Bullets – This is a paragraph level attribute that applies a bullet character to the start of the paragraph. In bulleted lists, each paragraph begins with a bullet character. This is suitable when the text has to be presented as a list of items preceded by a bullet symbol and no sequence has to be followed. Bullets are quickly created by clicking on the **Bullet icon**

Numbering – This attribute applies a numeral to the start of the paragraph. Numbering is more suitable when the text has to be presented as a sequence. In numbered list, each paragraph begins with an expression that includes a number or letter and a separator such as a period or parenthesis. The numbers in a numbered list are updated automatically when you add or remove paragraphs in the list. Numbering is quickly created by clicking on the **Numbering icon**

6.8.5 Style of Bullets and Numbering

The default type of bullet is (.) and the default type of numbering is (1, 2, 3). The style of bullets and numbering can be changed by applying the following steps:

- Select the text to be bulleted
- **Format** → **Bullets and Numbering**
- Select **Bullets Tab**
- The **Bullets and Numbering** dialog box appears where different styles of bullets are displayed
- Click on the required style
- Click **Ok** button
- The selected text is bulleted.

The bullets and numbering dialog box with the bullets tab is displayed in Figure 6.24.

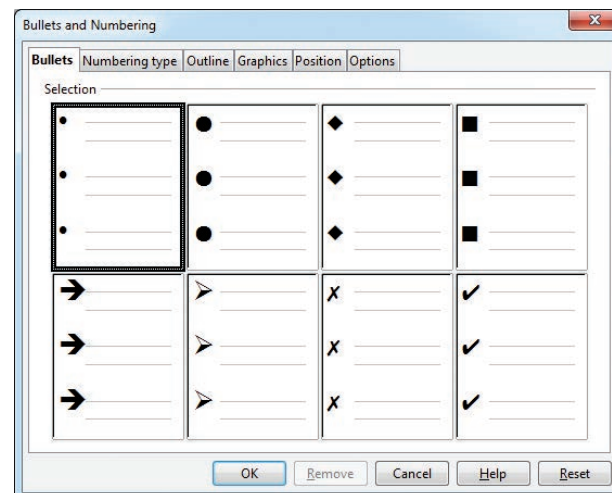


Figure 6.24 Bullets and Numbering dialog box

Note



If the text is not typed, then apply the steps above and then type the text, the newly entered text will appear in bulleted form.



To apply Numbering

1. Select the text to be numbered
2. **Format** → **Bullets and Numbering**
3. Select **Numbering Type** Tab
4. The **Bullets and Numbering** dialog box appears where different styles of numbering are displayed
5. Click on the particular style
6. Click Ok button
7. The selected text is numbered.

The bullets and numbering dialog box with the numbering type tab is displayed in Figure 6.25.



Bullets and numbered lists provide an excellent way to segregate, list and organize information to the reader. You can control the appearance or format, of a bulleted or numbered list.



Note



If the text is not typed, then apply the steps above and then type the text, the newly entered text will appear in numbered form.

Turning off Bullets and Numbering

As you can quickly add bullets or numbers to existing text by clicking on the icons, the bullets and numbers can be removed easily.

- Select the text where the bullets and numbers are to be removed.
- Click on the Bullets icon  again to remove bullets.
- Click on the Numbering icon  again to remove numbering.

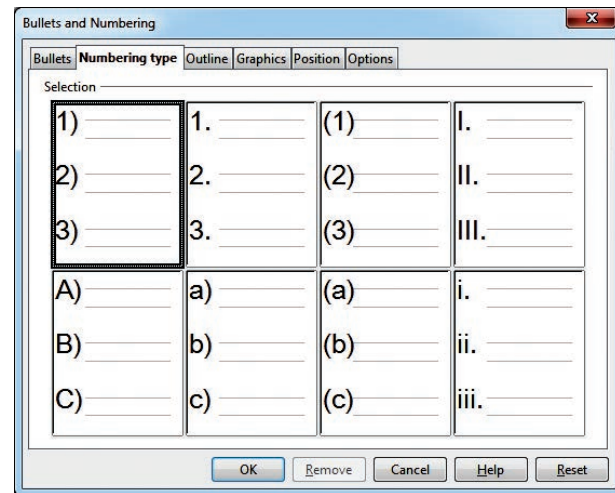


Figure 6.25 Bullet and Numbering dialog box

6.9 Page formatting

The most important thing in a word processor is how to format the page elements such as margins, numbering, page layout, headers and footers. Formatting your page makes it look more attractive and make it easier to read.

6.9.1 Setting the page size and margins

Changing page size

The default page size in Writer is 8.5 x 11", the same as that of a standard A4 printing paper. However, for different types of documents, you may need to change the page size. To change the paper size:

- Select the page to be resized
- Select **Format** → **Page**, the page style dialog box appears as shown in Figure 6.26.
- Select **Page** Tab
- In the **paper format group**, select the format like A4, legal etc.
- Or the **width** and **height** option can be used to set the page size.

Changing page margins

Page margins are the white space

around the top, bottom, left, and right of your document. Margins let Writer know where to start placing the text at the top of a document, when to move on to the next page at the bottom, where to start typing text on the left side, and where to stop and move to the next line on the right.

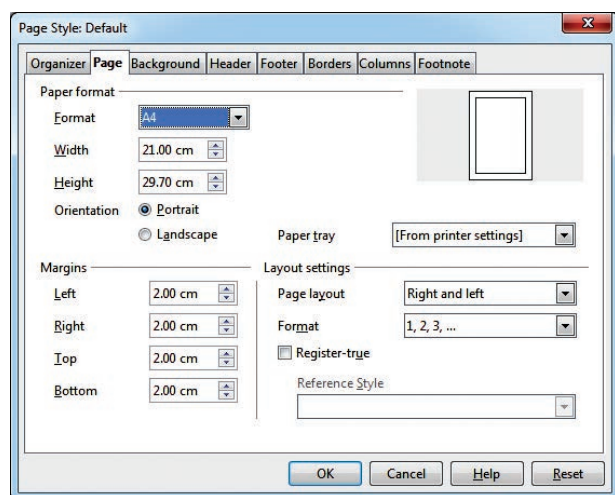


Figure 6.26 Page style dialog box

Changing or setting page margins in OpenOffice Writer can be done in two ways:

1. Using the **Rulers** - quick and easy, but does not have precise values.
2. Using the **Page Style dialog box** - can specify precise values for the margins.

1. Changing page margins - using Ruler

1. The shaded sections of the rulers are the margins.
2. Hold the mouse pointer over the line between the gray and white sections.
3. The mouse pointer turns into a double-headed arrow.
4. Hold down the left mouse button and drag the mouse to move the margin and release it at the required point.
5. The new margin is set.

2. Using the Page Style dialog box

To change margins using the Page Style

dialog box

1. **Right-click** anywhere on the page and select Page from the popup menu and select **page tab** of **Page Style dialog box** as shown in Figure 6.26.
2. In the **Margins** group, specify the values for left , right , top and bottom margins.
3. Click ok button.

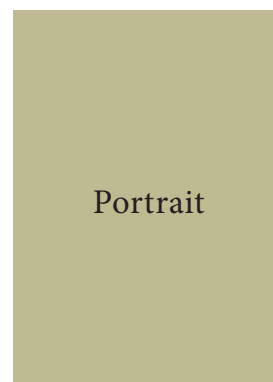
6.9.2 Orientation

Page orientation refers to how the document will be displayed on screen and printed. There are two different orientations:

Landscape - The width of the document is more than the height. This is best suited for displaying professional photos, invitations, albums, tables etc.



Portrait – This is the most common and default orientation . Here, the height of the document is more than the width. Normally books, newspapers will be displayed in this format.



To change the orientation:

- Select the page whose orientation is to be changed

- In the **Page Style dialog box**, under the **Orientation** group,
- Select **Portrait** or **Landscape** button.
- Click **ok** button.

6.9.3 Page colour and borders

Changing the page color is not quite common. To do so, in the **Page Style dialog box**, select **Background** tab, In **As** option click on **color** and select the “color” from the color palette or select “**graphic**” to apply an image as a page background, as shown in Figure 6.27.

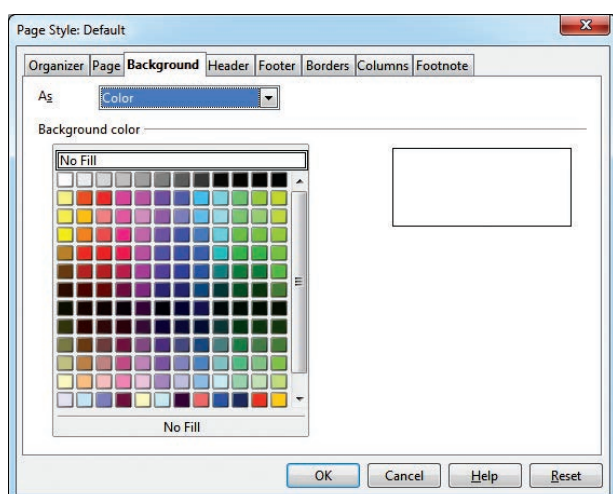


Figure 6.27 Background color

Borders can be applied to an entire document, an entire page, paragraph, or just to certain sections of the document. From the **Page Style dialog box**, select the **Borders** tab, the **User-defined** area helps to define the area of borders, the line style of borders, color of borders can be selected. The dialog box in Figure 6.28 shows the borders setting in the Page Style dialog box.

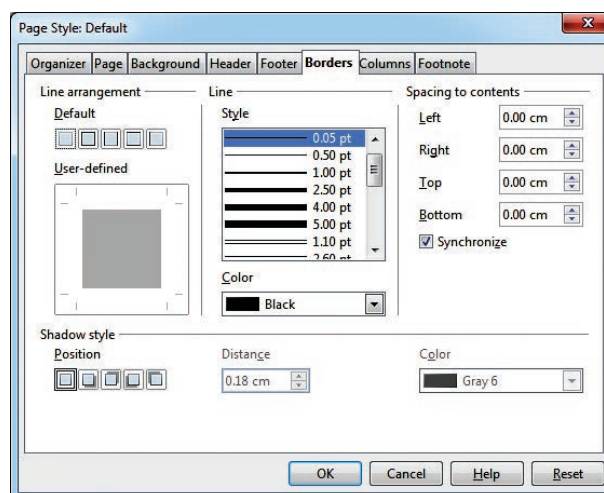


Figure 6.28 Page style dialog box - Borders

6.10 Working with Headers and Footers

The **Header** is a section of the document that appears in the **top margin**, which displays the title or chapter name, author name of a document.

The **Footer** is a section of the document that appears in the **bottom margin** of the page which displays the page number, date, time etc. which gets displayed on all the pages automatically.

6.10.1 Inserting Header and Footer

- Select from the main menu **Insert** → **Header** → **Default**
- The header text area is separated from the normal text area.
- In the header area, enter the text that is to be repeated in all pages or Select **Insert** → **Fields** → **Title**.

Similarly to insert a Footer, the steps are as given below:

- Select from the main menu **Insert** → **Footer** → **Default**



- Place the insertion pointer in the footer area of the page.
- Select **Insert** → **Fields** → **Date** to insert date in all the pages.

Once the Headers and Footers are given in the first page, the same text appears in all the pages.

6.10.2 Inserting and Formatting page numbers

Once the Header / Footer area are created, the page numbers can be inserted by performing the following steps:

- Place the insertion pointer where you want to insert the page number
- choose **Insert** → **Fields** → **Page Number**
- The page number appears with a gray background

Normally, the page numbers appear as 1,2,3....., To change the numbering style, the following sequence of steps can be performed:

- Position the insertion pointer where the page number has to appear
- Select **Format** → **page**, which will display the **Page Style** dialog box as in Figure 6.29.
- Select **Page** Tab
- In the Layout settings, select the Format drop down combo box
- Select the desired style and click **OK** button.

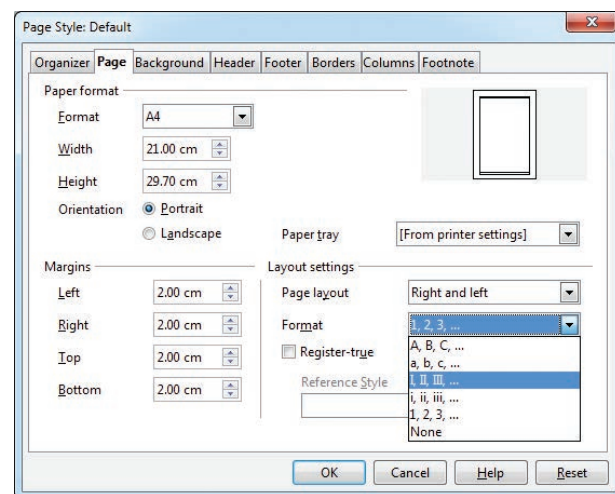


Figure 6.29 Page Style dialog box



Workshop

6.4

1. Open a new document in OpenOffice writer.

- Type the following paragraph

“Learning gives creativity, creativity leads to thinking, thinking provides knowledge, and knowledge makes you great”

- Save the document
 - Perform text formatting features like Bold, Italics, Underline, Change font, change Size, Color and change case (Upper case to lower case, lower to upper) for the words. (in the paragraph and make the paragraph more appealing to read.
 - Highlight the text “ Knowledge makes you great”
 - Undo all formatting options using keyboard shortcut.
-

6.5

- Open the document created in the workshop 6.1
- Type the following lines below the first paragraph

“ When one door closes, another opens, but we often look so long and so regretfully upon the closed door that we do not see the one that has opened for us – Alexander Grahambell ”

- Using any one of the paragraph alignment icons or keyboard shortcuts (left, right, center, or justified) align the first paragraph.
 - Change the line spacing of second paragraph to any one of the type.
 - Create bullets for the first paragraph and numbering for the second paragraph using icon or menu choice.
 - Save and close this documents.
-

6.6

- Open the document created in workshop-6.2.
- Change page size, margin and orientation, change border and background color.
- Apply suitable header and footer for the table.



Part - III : Find & Replace and Spell check

6.11 Find & Replace

OpenOffice Writer has a Find and Replace feature that helps to locate for a text inside a document and replace it with another word. In addition to finding and replacing words and phrases, you can also use wildcards and regular expressions to perform advanced search. To search a word

- Click **Edit** → **Find & Replace** (or) **Ctrl + F**
- The Find & Replace dialog box appears as shown in Figure 6.30

Steps to find & replace a text

1. Type the text you want to find in the **Search for** box

For Example : To search a word "Bombay" in a document and replace with "Mumbai", enter the word "Bombay" in the **Search for** box.

2. To replace the text with different text, type the new text in the **Replace with** box

Enter the word " Mumbai" in the **Replace with** box and Click **Find** button , to start the search , the found word is highlighted and the first occurrence of "Bombay" is highlighted.

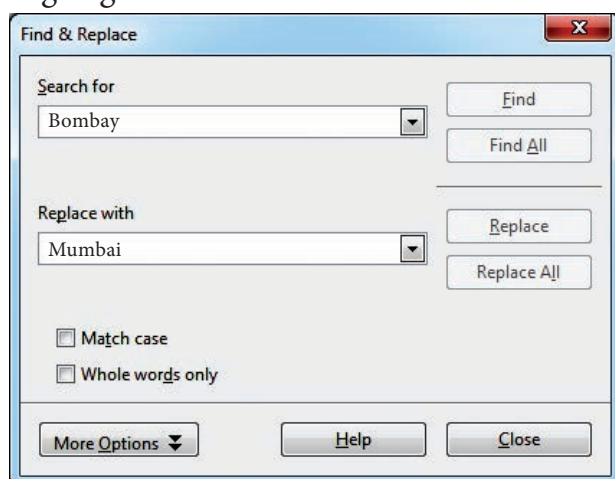


Figure 6.30 Find & Replace dialog box

3. To replace text, click **Replace** button.

The highlighted word is replaced with the word given in the **Replace with** box.

4. Click **Find All**, Writer selects all instances of the search text in the document.

All occurrences of Bombay are highlighted.

5. Click **Replace All** button, Writer replaces all matches.

This will replace all occurrences of "Bombay" with "Mumbai".

6. Enable **Match case** to perform the search case sensitively so that uppercase and lower cases are distinguished separately.

7. Enable **Whole Words only** to make the search more specific to words. For example, if you search for the word "Image", the command will only find "Image" not "Imaging", "Images" etc.

6.12 Spell Check


The documents prepared using word processing software should be without any spelling mistake. For this purpose OpenOffice Writer includes a dictionary and a spell check program. OpenOffice Writer can identify the spelling mistakes as the document is typed or after the entire document is typed.

6.12.1 AutoSpellCheck

AutoSpellCheck option checks each word as it is typed and displays a wavy red line under any misspelled word. Once the word is corrected, the red wavy line disappears. This can be done by clicking the AutoSpellCheck icon

- **Right-click** on a word with a wavy underline, to open a powerful context menu. Correct words can be selected

from the suggested words on the menu. The selection will replace the misspelled word with correct word.

To perform a separate spelling check on the document (or a text selection) click the Spelling and Grammar icon . This checks the document or selection and opens the Spelling dialog box (Figure 6.31) if any misspelled words are found. This can also be achieved by pressing F7 key

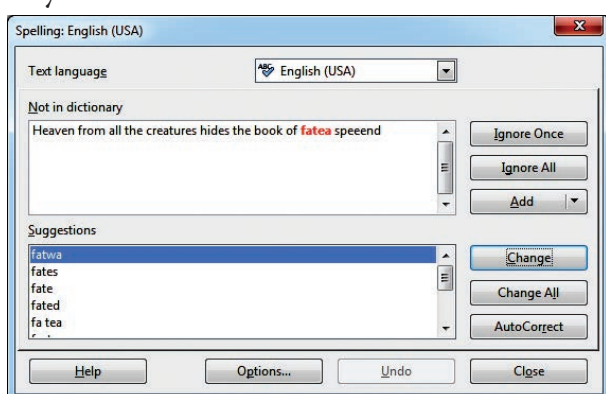


Fig. 6.31 The Spelling dialog box

Here are some more features of the spelling command:

- **Not in Dictionary** text area displays the misspelled word **Suggestions** box displays alternate spellings. **Ignore once** button is to skip the word once, **Ignore All** button skip occurrences of the word. **Change** button will change only that particular occurrence. **Change All** button will change all occurrences of the word.
- The text language can be changed (for example, Spanish, French, or German) from the Spelling dialog box.
- The new words can be added to a dictionary. Click **Add** in the Spelling dialog box and pick the dictionary to add it to.

6.12.2 Automatic correction

Auto Correct feature has the facility to correct the common misspellings and typing errors, automatically. For example, “hte” will be changed to “the”, which can be done through the menu option, **Tools** → **AutoCorrect** to open the AutoCorrect dialog box as shown in the Figure 6.32 which provides the chance to change the misspelled word with the correct word. To make an AutoCorrect entry

- Select **Tools** → **AutoCorrect**
- AutoCorrect dialog box appears
- Click **Replace** Tab
- In **replace** box, type the misspelt word
- In **with** box, the correct word
- Click **New**

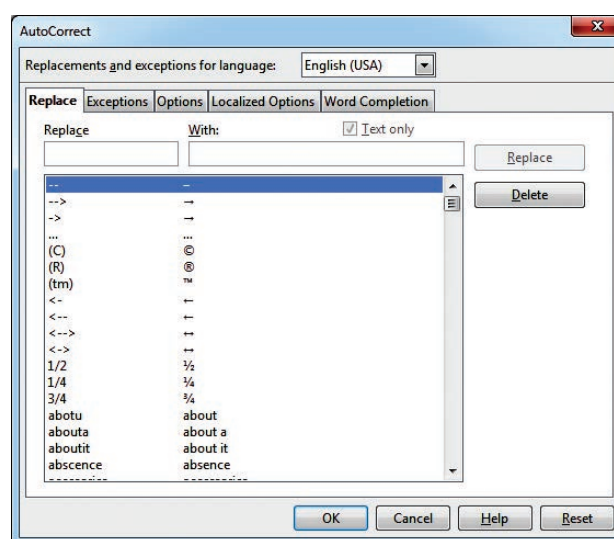



Figure 6.32 AutoCorrect wizard



AutoCorrect is automatically turned on. To turn it off, uncheck **Format** → **Autocorrect** → **While Typing**.

AutoCorrect can be used as a quick way to insert special characters. For example, (c) will be autocorrected to ©. You can add your own special characters.

Activity 1:

Do the necessary steps to correct the word “comupter” into “computer” automatically

1. Goto **Tools** → **AutoCorrect Options**
AutoCorrect dialog box appears as shown in Figure 6.34
2. Click the **Replace** tab and type “comupter” in **Replace** text box and “computer” in **with** textbox. then Click **New** and then **OK**
3. The word “Comupter” is replaced with “Computer” and displayed in the list.
4. After entering this, when you type “comupter” in the document, it will be automatically changed to the correct spelling “computer”.

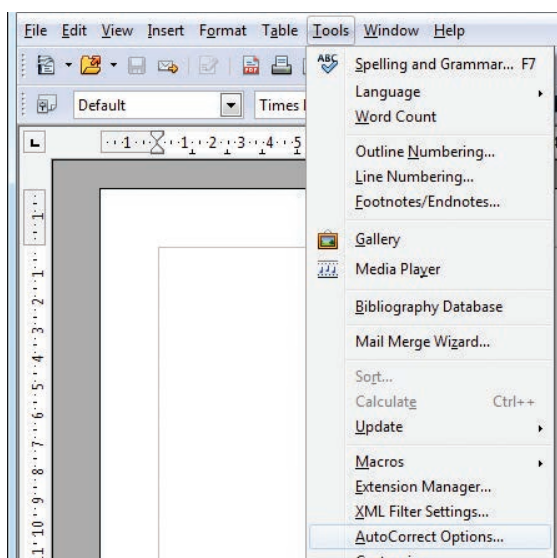


Figure 6.33 Auto correct menu

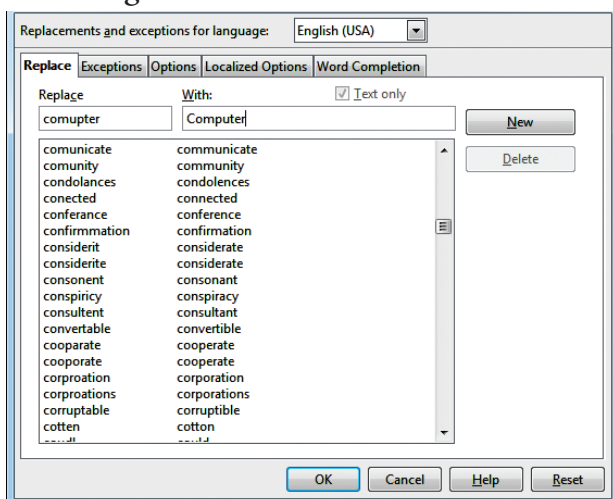


Figure 6.34 Autocorrect dialog box

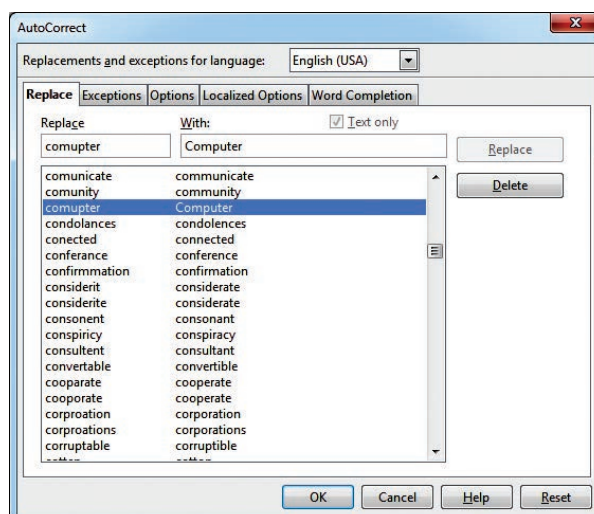


Figure 6.35 Auto correct list

Workshop

- Open a new document and type the following paragraph
- “All birds find shelter during a rain. But Egles avoid rain by flying above the clouds. Problems are common, but attitude make the difference.”
- Apply spelling check and find the word “Egles” and replace it with “Eagles”.
- Save the document with password.

Part - IV : Working with Tables

6.13 Inserting Tables

A table is a grid with a specified number of **rows** and **columns**. Tables can often be used as an alternative to spreadsheet to organize materials. A well-designed table can help readers to understand better what you are trying to convey.


6.13.1 Different techniques to insert tables

To insert a new table, position the insertion pointer where you want the table to appear, then use any of the following methods to open the **Insert Table dialog box** as shown in Figure 6.36.

There are two methods to create a table :

Method 1. Table Icon

To insert a table quickly from the standard tool bar:

1. Place the insertion pointer where you want the table to appear.
2. Click the **down arrow** to the **right side** of the Table icon .
3. In the drop down grid, select the number of **rows** and **columns** for the table.
4. The table will appear at the location of the insertion pointer.

Method 2. Insert table dialog box

To insert a table with more control over the settings and properties, use the **Insert Table dialog box**.

To open the dialog box: Select **Table** → **Insert** → **Table** or **Ctrl + F12** or **left-click** the **Table** icon. From this dialog box, you can:

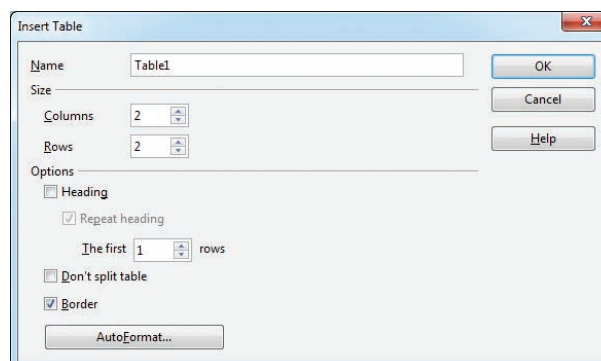


Figure 6.36 Insert Table Dialog Box

- Select the number of **rows** and **columns** of the table
- Give a **Name** to the table in the **Name** Text box
- Select the **Heading** check box to define the first row in the table as the heading
- Select the **Repeat heading** check box to repeat the heading row if the table spans more than one page
- Select the **Don't split table** check box to prevent the table from spanning more than one page
- Select the **Border** check box to display table with grid.
- Click ok

The **AutoFormat** button at the bottom of the Insert table dialog box opens the AutoFormat dialog box as shown in Figure 6.37.

From here, it is possible to choose among different predefined formats.

If none of the predefined auto formats have the desired characteristics for your table, you can tune the format of the table or a particular cell with the contextual Table toolbar. Open the toolbar by placing the insertion pointer inside a table cell or

select **View** → **Toolbars** → **Table**. This will bring the **table formatting** toolbar which helps to format the table in the desired format.

6.14 Formatting table

Formatting a table involves formatting of the **table layout**, formatting the **table text**, adjusting the **size of the table**, its **position** on the page, **adding or removing rows or columns**, **merging and splitting cells**, **changing borders** and the **background**.

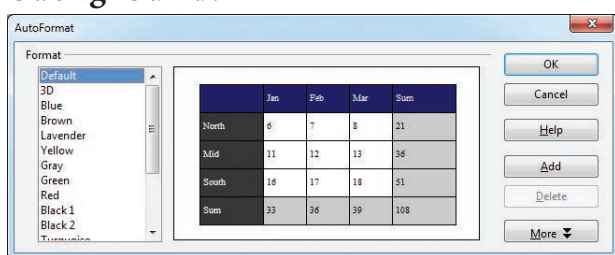


Figure 6.37 Auto format Dialog Box

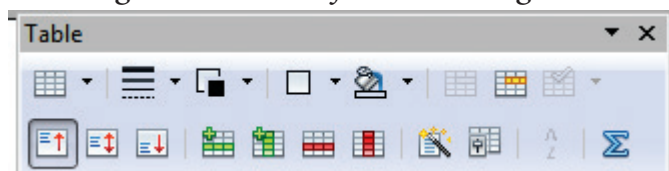


Figure 6.38 Table Formatting Toolbar

6.14.1 Inserting rows and columns

To insert rows or columns inside a table:

1. Place the insertion pointer in the row or in the column where you would like to add new rows or columns and **right-click**.
2. Choose **Row** → **Insert** – to insert a new row or **Column** → **Insert** – to insert a new column. A dialog box will appear, from which you can select the number of rows or columns to insert. You can also set the position of the new rows or columns to **Before** or **After** as shown in Figure - 6.39.

3. Click OK to close the dialog box.

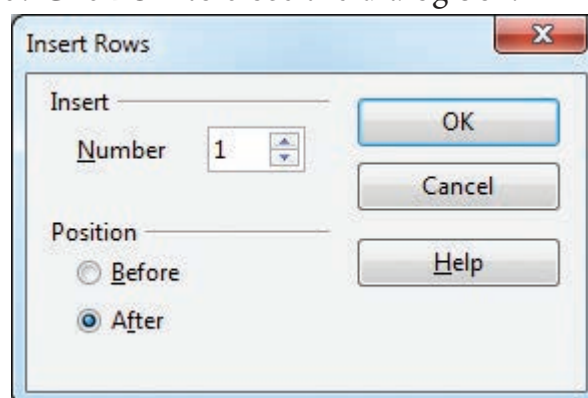


Figure 6.39 Insert Row Dialog Box

6.14.2 Deleting rows and columns

To delete rows or columns inside a table:

1. Place the insertion pointer in the row or column to be deleted and **right-click**.
2. Choose **Row** → **Delete** to delete a row or **Column** → **Delete** to delete a column.
3. The selected row / column is deleted.

6.14.3 Merging and Splitting cells

To merge a group of cells:

1. Select the cells to merge.
2. **Right click** and choose **Cell** → **Merge** or choose **Table** → **Merge Cells** from the menu bar.

To split a cell:

1. Place the insertion pointer inside the cell.
2. **Right click** and choose **Cell** → **Split**, or choose **Table** → **Split Cells** from the menu bar.
3. Select the direction of the split, horizontally (for rows), or vertically (for columns), as well as the total number of cells to create.



Workshop

6.7

- Open a new document.
 - Using icon or table menu create the given table with required of 5 rows and 6 columns with the labels S.No., Name, Maths, Phy, Che and Total
 - After the sixth row add a new row and type suitable data for the new row.
 - Delete the second row using icon or command.
 - Using icon or command after the second column add a new column and type suitable data for the new column.
 - Delete any one column using icon or command.
 - Save and close the document.
-

6.8

- Open the document created in workshop-6.7.
 - Do the following options :
 - Change the border style and border line width for one table.
 - Change height and width for the row and column respectively.
 - Save and close the document.
 - Create a new document.
 - Create a 4 x 4 table using icons in toolbars or using commands.
 - Split any one row/ column in one given table into more than one cell using icon or command.
 - Merge any two or more row / column in the given table using icon or command.
-

6.9

- Open the document created in workshop-6.8.
- Delete the table contents.
- Perform all table formatting options for this table.
- Add two more rows and columns and also delete the rows and columns.
- Save and close the document.



Part - V : Enhancing and Printing a document

6.15 Enhancing a Document

6.15.1 Inserting pictures

OpenOffice Writer has the ability to insert and edit images in a more simple way. The picture gallery of the Writer consists of a collection of images from which the desired image can be selected and inserted into the document. To insert an image from a file, the steps are as follows:

- Place the insertion pointer where you want the image to appear
- Select **Insert** → **Picture** → **From file**
- The **insert picture dialog box** appears where the picture gallery opens from which the desired picture can be selected.
- If the picture is not in the gallery, then browse the pictures from the folder, choose the desired picture.
- Click on the **Open** button
- The selected picture is inserted into the document

6.15.2 Inserting Special Characters

Many symbols which are used in a mathematical equation like alpha(α), beta(β), pi(π) etc., are not available on the standard keyboard. However, representing these characters are very much essential

in mathematical equations. To insert such characters, the procedure given below is followed:

- Place the insertion pointer in your document where you want the character to appear
- Click on **Insert** → **Special Characters**
- The **Special Characters dialog box** appears as shown in Figure 6.41 from which the desired symbol can be selected by clicking on the character.
- As you select each character, it is shown on the lower right, along with the numerical code for that character
- If you do not find a particular special character you want, try changing the font selection.
- Click the **OK** button and the character is inserted at the current location.

The insert special characters dialog box is displayed in Figure 6.40.

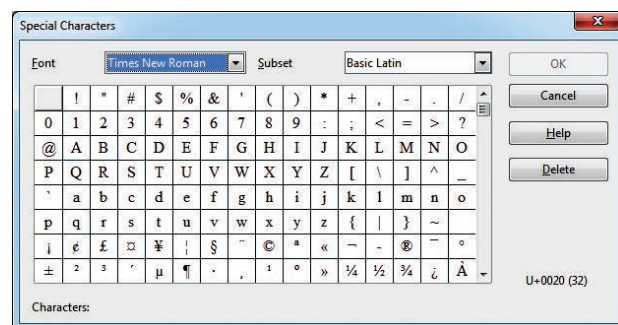


Figure 6.40 Insert Symbol Dialog box

6.15.3 Inserting Shapes

OpenOffice Writer uses the drawing tools, to create various shapes by using

the Drawing toolbar. To use the drawing tools repeatedly, you can move this toolbar to a convenient place on the window. The drawing tool bar can be obtained by clicking **View** → **Toolbars** → **Drawing** as displayed on Figure 6.41.



Figure 6.41 Drawing toolbar

To use a drawing tool, the steps are as given below:

- Click in the document where you want the drawing to be displayed.
- Select the **tool** from the **Drawing toolbar** as shown in Figure 6.44 The mouse pointer changes to a **cross-hair pointer**.
- Move the **cross-hair pointer** to the place in the document where you want the drawing to appear and then click-and-drag to create the drawing object.
- Release the mouse button. The selected drawing function remains active, so you can draw another object of the same type.
- To cancel the selected drawing function, press the **Esc** key or click on the **Select icon** on the **Drawing toolbar**.
- You can now change the properties (fill color, line type and width, change Anchor, and others) of the drawing object using either the **Drawing Object Properties** toolbar or the choices in the dialog box.

6.15.4 Inserting AutoText

AutoText allows you to assign text, tables, graphics and other items to a key or key combination. For example, rather than typing "TamilNadu" every time you use that phrase, you might just type "tn" and

press **F3**. You can also save a formatted Tip as AutoText and then insert a copy by typing "tip" and pressing **F3**.

To assign AutoText shortcut to some text, the steps are as follows :

1. Type the text into your document.
2. Select the text so that it is highlighted.
3. Select **Edit** → **AutoText** (or press **Ctrl+F3**).
4. Enter a name for your shortcut. Writer will suggest a one-letter shortcut, which you can change.
5. Click on the inverted arrow of the **AutoText** button on the right and select **New (text only)** from the menu.
6. Click **Close** to return to your document.
7. Once the entry is created, to insert the auto text into the document, place the cursor where the text is to be inserted and click **Ctrl+F3**,
8. Select the name from the list of entries and click **Insert** button.
9. The auto text is inserted into your text.

Note

If the only option under the AutoText button is Import, either you have not entered a name for your AutoText or there is no text selected in the document.

6.16 Page Preview , Setting the printer and Printing a document

6.16.1 Preview the document to be printed

It is a good practice to preview the document before taking the print out. The steps to be followed to preview the document :

1. Click **File** → **Page Preview**, or click the **Page Preview** icon. The Writer displays the Page Preview toolbar
2. In the page preview tool bar click **Multiple Pages icon** to display multiple pages.
3. To close the preview click the **Close Preview button**.

6.16.2 Setting the Printer and Printing

The following are the steps to change the printer setting :

1. Click **File** → **Print or Ctrl + P or Print File Icon** which opens the Print dialog box as shown in Figure 6.42.

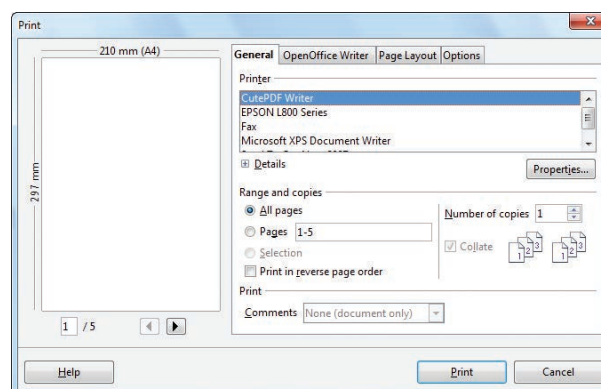


Figure 6.42 Print Dialog box

2. Click **General** Tab.
3. Select the required printer from the list of printers.
4. Under **Range and copies** section : select **All Pages** option to print all pages, select **Pages** option to specify the particular page or page range.
5. Specify **Number of Copies** using spin arrows.
6. Click **Print** button.

Activity



Student Activity

1. Make the students prepare a invitation for school annual day.
2. Let the students prepare their class timetable in table format and format it in an attractive manner.
3. Make the students create a greeting card in landscape format with a picture and a birthday message and distribute to students on their birthday.

Teacher Activity

1. To show a demo to the students how to type a question paper by using formulas and special characters, changing the margins and printing in the practical session.
2. To show the students a demo of inserting a picture and applying crop , color changes, background and others features to modify it and make more attractive.



Workshop

6.10

- Open the document created in Part-1 workshop-6.1
- Download images related to Dr. A.P.J ABDUL KALAM From net and insert the images in the document at required place using command or icon.
- Open the document in Part-III – workshop-1 , download images related to the content from net and insert the images at required place.
- Save the document and close.

6.11

- Open a new document.
- Using the commands to insert special characters, special symbols
- Type the following equations (i) $A\alpha + Br + c\beta$ (ii) $\pi r^2 h$.
- Using drawing toolbar insert various drawings/ shapes in your document
- Save and close the document.

6.12

- Open the document created in workshop-6.2
- Using Autotext command or keyboard shortcut create shortcut for
- “Vital Information Under Seize” as “VIRUS” and make it appear in one document.
- Using Print icon change printing attributes, preview and print the document.

6.13

- Open the document created in workshop-6.4
- Insert suitable picture of a circle.
- Type the formula for the circumference of a circle using insert special character option.
- Using drawing tools draw the following in the document.
- Print the document using print command.



Annexure 1

Shortcut Key	Function
Ctrl+A	Select the whole document.
Ctrl+B	Makes text bold.
Ctrl+C	Copy the text.
Ctrl+D	Double Underline text.
Ctrl+E	Text is center aligned.
Ctrl+F	Find and Replace.
Ctrl+I	Makes text Italics.
Ctrl+J	Text is Justified.
Ctrl+L	Text is left aligned.
Ctrl+R	Text is right aligned.
Ctrl+U	Underlines text.
Ctrl+V	Paste the text.
Ctrl+X	Move the text.
Ctrl+Y	Redo last action.
Ctrl+Z	Undo last action.
Left Arrow	Move cursor one character left.
Right Arrow	Move cursor one character right.
UpArrow	Move cursor one line up.
DownArrow	Move cursor one line down.
Shift+ LeftArrow	Move cursor with selection to the left.
Shift+ RightArrow	Move cursor with selection to the right.
Ctrl+ LeftArrow	Go to beginning of word.
Ctrl+ RightArrow	Go to end of word.
Home	Go to beginning of line.
End	Go to end of line.
Ctrl+Home	Go to start of document.
Ctrl+End	Go to end of document.
Shift+Home	Go and select from the beginning of line.
Shift+End	Go and select till end of line.
Insert	Insert mode on/off.
Page Up	Move one screen up.
Page Down	Move one screen down.
Ctrl+Shift+B	Subscript.
Ctrl+Shift+P	Superscript.

Annexure 2

Unicode Tamil Keyboard Typing Chart

a	அ	k	க்	ka	க	ke	கே
aa	ஆ	ng	ங்	nga	ங	kee	கே
i	இ	s	ச்	sa	ச	ko	கொ
ii	ஈ	nj	ஞ்	nja	ஞ	koo	கோ
u	உ	d / t	ட்	da / ta	ட	kau	கௌ
uu	ஊ	N	ண்	Na	ண		
e	எ	w	ந்	wa	ந	we	நெ
ee	ஏ	th	த்	tha	த	wee	நே
ai	ஐ	p	ப்	pa	ப	wo	நொ
o	ஓ	m	ம்	ma	ம	woo	நோ
oo	ஔ	y	ய்	ya	ய	wau	நௌ
au	ஔ	r	ர்	ra	ர		
q	ஓ	l	ல்	la	ல		
		v	வ்	va	வ		
		z	ழ்	za	ழ		
		L	ள்	La	ள		
		R	ற்	Ra	ற		
		n	ன்	na	ன		

j	ja	jaa	je	jee	jo	joo	ji	jii	ju	juu
ஜ்	ஜ	ஜா	ஜெ	ஜே	ஜொ	ஜோ	ஜி	ஜி	ஜு	ஜு
sh	sha	shaa	she	shee	sho	shoo	shi	shii	shu	shuu
ஷ்	ஷ	ஷா	ஷெ	ஷே	ஷொ	ஷோ	ஷி	ஷி	ஷு	ஷு

WorkShop -6.14 : Type the following content in Tamil using any interface (Murasu / NHM / Azhagi).

kaNNan - கண்ணன்	joothpur - ஜோத்பூர்
sennai - சென்னை	juulai - ஜுலை
thamiznaadu - தமிழ்நாடு	shiiradi - ஷீரடி
thaajmahaal - தாஜ்மஹால்	hamadu - ஹமது
shaajakaan - ஷாஜகான்	vaashingtan - வாஷிங்டன்

சென்னையில் உள்ள மாநகராட்சிப் பள்ளிகள் சென்னைப்பள்ளிகள் (Chennai Schools) என்று அழைக்கப்படுகிறது. இந்த பள்ளிகளை நிர்வகிக்க சென்னை மாநகராட்சியில் கல்வித்துறை (Education Department) இயங்கி வருகின்றது. ஒரு இந்திய ஆட்சிப்பணி (IAS) அதிகாரி, ஒரு கல்வி அலுவலர் (Educational Officer) மற்றும் 10 துணைகல்வி அலுவலர்களுடன் (Assistant Educational Officers - AEO) இத்துறை செயல்படுகிறது.



Evaluation



Part – I

Choose the correct answer

1. Which is the opening screen of OpenOffice?
a. Star desktop b. Star center c. Star screen d. Star window
2. Which option allows you to assign text, tables, graphics and other items to a key or key combination?
a. Autoformat b. Automatic c. Auto text d. Autographics
3. Which menu contains the Numbering option?
a. File b. Edit c. Tools d. Format
4. Which is displayed at the top part of the window?
a. Menu bar b. Tool bar c. Title bar d. Format bar
5. What is changing the default appearance of the text called?
a. Text formatting b. Page formatting c. Special formatting d. Paragraph formatting
6. Find & Replace option is available in which menu?
a. File b. Edit c. Format d. Tools
7. Which button selects all instances of the search text in the document?
a. Find b. Find All c. Replace d. Replace All
8. What is the shortcut key to go to the start of the document?
a. Ctrl + Home b. Ctrl + End c. Home d. End
9. What is the shortcut key for finding and replacing text in a document?
a. Ctrl + F1 b. Ctrl + F4 c. Ctrl + F5 d. Ctrl + F7
10. What is the short cut key for Undo?
a. Ctrl + E b. Ctrl + U c. Ctrl + Z d. Ctrl + n

Part – II

Very Short Answers

1. How do you insert pictures in to your document?
2. What are the different packages in OpenOffice Writer?
3. What is auto text in Writer?
4. How do you merge cells in a table?
5. State the differences between proprietary software and open source software.

Part-III

Short Answers

1. What is the difference between moving and copying text?
2. What are the different types of orientation?





3. How do you insert rows and columns?
4. What are the different ways to save a document?
5. Write the steps to change the line spacing of text.

Part-IV

Explain in Detail

1. What are the different methods to change margin in Writer?
2. What is Header and Footer? How do you insert page numbers in footer area?
3. Write the steps to Find and Replace a word with another word in OpenOffice Writer?
4. Explain Page formatting in Writer.



WORD	MEANING
Word processor	A software used to create, edit, view, manipulate, transmit, store, print and retrieve a text document.
OpenOffice writer	A word processor component of OpenOffice.
Proprietary	Owner or ownership.
Embedding	To surround tightly or firmly.
Highlighting	Highlighting is used to draw attention to important information in a text.
Indents	Indents is the distance from the margin that is used to improve the efficiency and readability of the paragraph.
DDE	Dynamic Data Exchange – a mechanism where source data can be pasted into a destination with a link of the original.
Paste Special	The PasteSpecial option is used when only some aspects of the data, like only its formatting or only value is send while moving or copying.
Headers	This is the section at the top of the page where any references like title, chapter name, author name can be given which gets repeated on all pages.
Footers	This is the section at the bottom of the page where any references like page number can be given which gets repeated on all pages.
AutoText	This helps to assign shortcuts to some text which are frequently used.
Auto spell check	This feature automatically checks the spelling while typing and underlines the misspelt words with wavy lines which can be corrected later.
Automatic Correction	This feature automatically corrects the common misspellings and typing errors automatically.

