

OpenOffice Writer

MOVING AROUND A DOCUMENT

Beginning of Line	- Home
End of Line	- End
Beginning of Document	- Ctrl + Home
End of Document	- Ctrl + End
Go to Beginning of word	- Ctrl+Arrow Left/Arrow Right

SELECTING TEXT

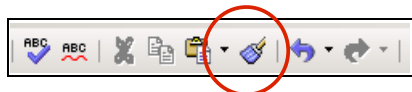
Any text	- drag over with mouse
Select a word	- double click on word
Select a sentence	- triple click on sentence
Select entire Document	- Ctrl + A
Select text with keyboard	- Shift + arrow key
Select large areas of text	- Click at beginning of text then Shift and Click at end of text
Select non-adjacent text	- Hold down the Ctrl Key and Select the text

REMOVING FORMATTING

Remove manual formats	- Format Menu, Default Formatting or Ctrl Shift + Space
Turn off formatting	- Press right arrow

COPY FORMATTING

1. Click on the text that has the formats you want to copy
2. Double click on the **Format Paintbrush** icon.



3. Drag over the text to be formatted

MOVING OR COPY TEXT

Highlight text and either drag and drop to new location. To move text or Ctrl and drag and drop to new location to copy	
Cut	- Ctrl + X
Copy	- Ctrl + C
Paste	- Ctrl + V

INDENTING PARAGRAPHS

Click on **Increase Indent** icon on **Formatting Toolbar**

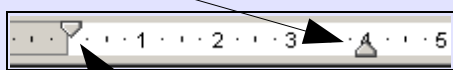


or Click and drag on LOWER triangle at the left of the ruler



HANGING INDENTS

1. Click and drag LOWER triangle to right to set indent.



2. Click and drag UPPER triangle BACK to left to set left margin.

Note: Use the TAB key to move text to the indent.

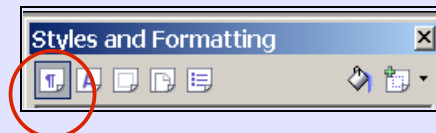
DISPLAY THE STYLES AND FORMATTING WINDOW

Click the **Styles and Formatting** icon on the **Formatting Toolbar** or press the F11 function key.



APPLYING PARAGRAPH STYLES

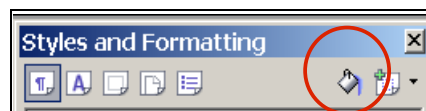
1. Click the Icon at the top of the Styles window to select **Paragraph Styles**



2. Click on the Paragraph where the style is to be applied.
3. In the Styles window, double click the style.

FILL FORMAT MODE

1. Click onto the Paragraph that is formatted with the style you want to copy.
2. Click on the **Fill Format Mode** icon.
3. Click onto paragraph where you want to copy the style



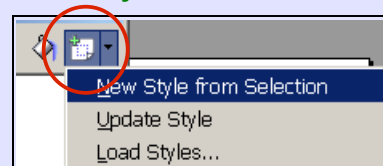
CREATING NEW PARAGRAPH STYLES

Create paragraph styles by using the Styles Window:-

1. Ensure that Paragraphs Styles are displayed in the Styles window
2. Right click on Default style and select **New...** and the New Style window is displayed.
3. Give your style a name then set all the formatting options for the style in the Paragraph Style window and click OK

Create paragraph styles by formatting your text:-

1. Format a paragraph in the way you want to save as a style.
2. Click on the **New Style From Selection** Icon



3. You will be prompted to give the style a name. Enter a name and Click OK

Create character/paragraph styles by drag and drop:-

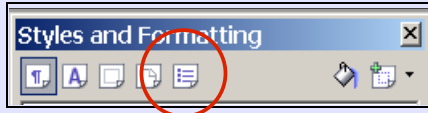
1. Format a paragraph in the way you want to save as a style.
2. Drag and drop the paragraph into the Styles window
3. You will be prompted to give the style a name. Enter a name and Click OK

MODIFYING STYLES

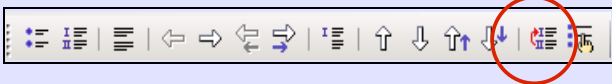
1. Right click on the style name and select **Modify...**
2. Make the changes you want in the style window and click OK

NUMBERING STYLES

1. Select the paragraphs to number.
2. Click on Numbering Styles and double click on a style



3. To restart/continue numbering click on the **Restart Numbering** icon on **Bullets and Numbering Toolbar**



4. To remove numbering, click on **Numbering Off** icon

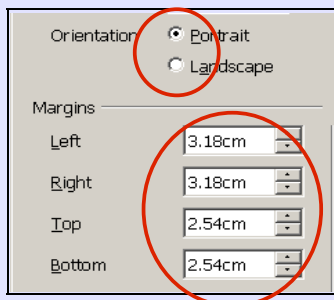


PAGE STYLES

Use Page Styles to change margins, page orientation, apply and control Headers/Footers and control Page Numbering.

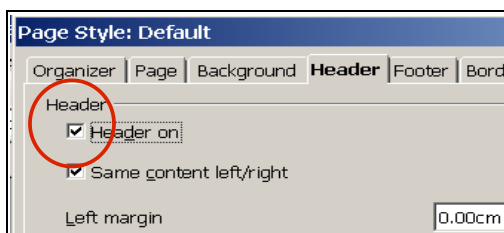
PAGE MARGINS AND ORIENTATION

1. Right click on the Default Page style and select **Modify..**
2. Click into the **Page** tab
3. Now enter your margins or change the orientation



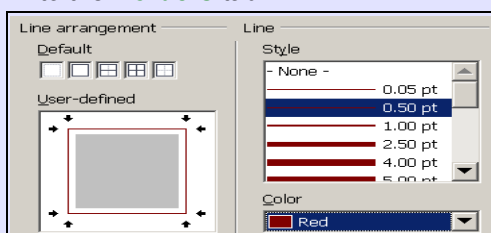
HEADERS AND FOOTERS

1. Right click on the Default Page style and select **Modify..**
2. Click into the **Header** or **Footer** tab
3. Click Header or Footer **On** and click OK



CREATE A PAGE BORDER

1. Right click on the Default Page style and select **Modify..**
2. Click into the **Borders** tab



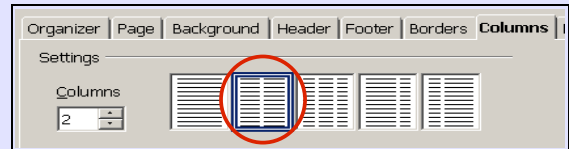
3. Select a line style, colour and arrangement

INSERTING PAGE NUMBERS

1. Modify the Default Page Style so Header/Footer is On.
2. Click into the Header or Footer space and use the tab key to move to the centre or right of the page.
3. From the **Insert Menu**, select **Fields** and **Page Number**

CREATE COLUMNS OF TEXT

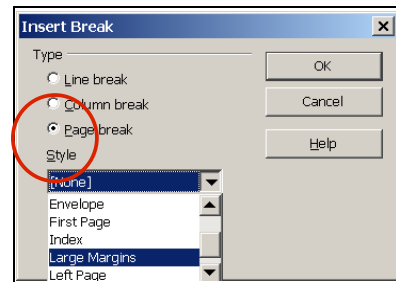
1. Right click on the Default Page style and select **Modify..**
2. Move to the **Columns** Tab and select the number of columns you want



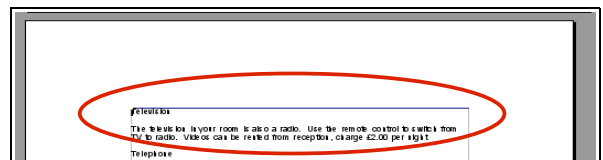
Note: Use a New Style to place columns of text within a document

CHANGING BETWEEN PAGE STYLES

1. Click where you want to change the page style from Default to your new style
2. Select **Manual Break...** from the **Insert Menu**
3. Select Page break and then in the Style drop down, select your new style.



4. Manual Page breaks show as a blue line, top of page



5. To remove a manual page break, click to the left under the blue line and press the Back Space key followed by the Enter key.

CHARACTER STYLES

Character styles are used to apply formats to individual words inside paragraphs. They are created, applied and modified in the same way as paragraph styles.

Use a character style to format text **vertically**.

