Document colours, fonts and tables
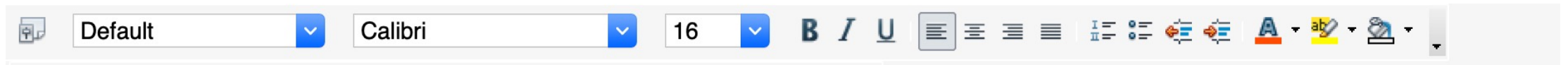
by Giles Godart-Brown

Mendlesham Computer Club

OpenOffice Text Fonts and Colours

- Start Open Office

- Create a Text Document

- Type **dt** and press the <f3> key to create some random text.

- If you see the non-printable characters (·¶), remove them either in the top bar or hit <f10>
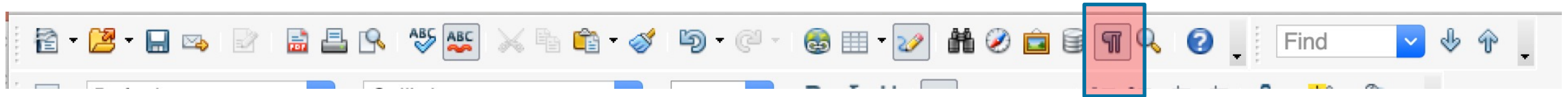
- Swipe over pieces of the text and change the colour and font using the bar at the top of the screen;

Microsoft Word Text Fonts and Colours

- Create a new document in Microsoft Word

- Type =rand() and press the <enter> key to create some random text.

- Swipe over pieces of the text and change the colour and font using the bar at the top of the screen;
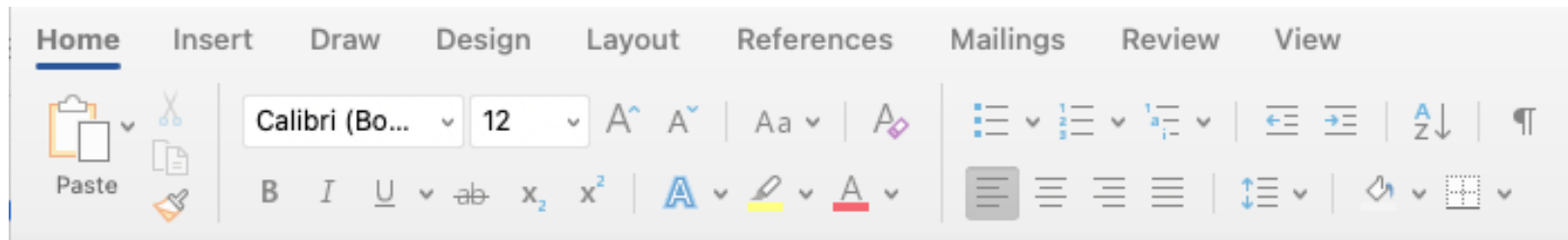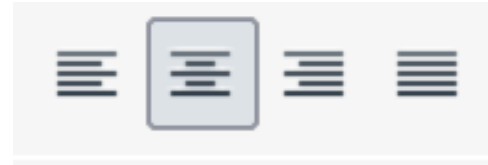
Interesting fonts to try for use in greetings cards

- Bradley Hand
- Calibri
- Chakduster
- Cloister Black
- COPPERPLATE GOTHIC
- DESDEMONA
- Edwardian script
- Herculanum

- Lucida calligraphy
- Lucida Handwriting
- Segoe script
- Sign Painter
- Snell Roundhand
- Zaffino
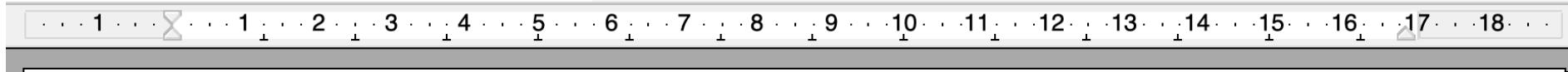- Wingdings (use with care)

NOTE: Your laptop may not have all of these fonts

Aligning Text

Aligning text

- Use the justification buttons to align text (left, right, center, padded)
- Use the ruler at the top of the page to set margins, tabs and indents.

- For multi-column documents;
    – In OpenOffice use format>page>columns
    – In Microsoft Word use Layout>columns
- Tables with no borders (see table properties) are very useful for complex layouts, especially for vertical alignment or working around photos.

Tables

Tables 1 of 2

- Tables are very useful for aligning text and columns of numbers
- Create a new table using Table>Insert>Table from the top bar;
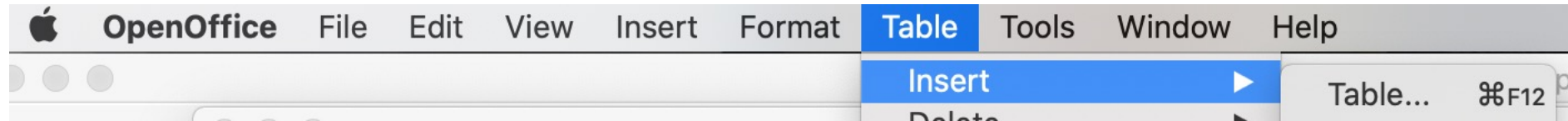
- Chose the number of rows and columns, you can always add or delete more later if you need to.
- To manually change a column width, carefully place your cursor on the column boundary and watch it change shape, then left click and drag it to the new position.
- To automatically get it to change widths, chose Table>Autofit… in the top bar.
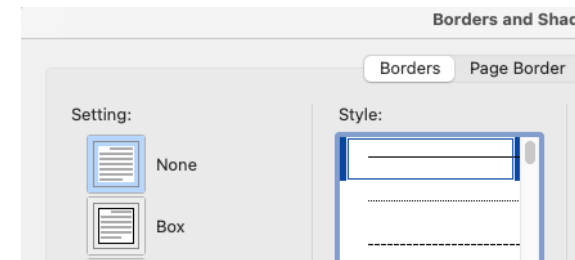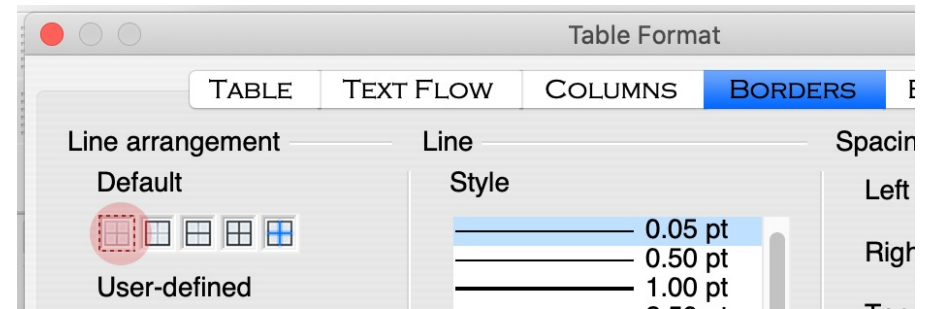- You can also change the backgrounds and borders Table>Table properties>

Tables 2 of 2

- Change the backgrounds and borders using Table>Table properties…
- To make the borders invisible when printed
  - In OpenOffice select Borders and click on the left most box;

  - In Word select Borders and Shading then select the top box

- Nearly all other Table functions like inserting and deleting rows and columns can be accessed by right clicking in a cell

Very fancy fonts

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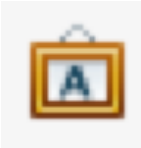
Very fancy fonts

- OpenOffice has a tool for generating very fancy fonts that can be curved, e.g.

- The Microsoft equivalent is called Word Art e.g.

Open Office Fontwork 1 of 2

- Start with a blank page
- Select View>Toolbars>Fontwork
- Click on the Fontwork gallery button and pick a style
- Use the blue squares to change the size and move it around. The tiny yellow dot changes the curvature.
- Double left click on the text to change it, click outside the text to commit the changes.
- Whilst editing the text, you can swipe over it, right click and select character to change the font, bold, italic etc.
- Select View>Toolbars>Drawing Object Properties (not Drawing) to change the colour, and outline.

Open Office Fontwork 2 of 2

- Use the Fontwork menu to change the shape.

- Use the 3D menu to change the orientation and other effects.

- There is a good video on Fontwork at;
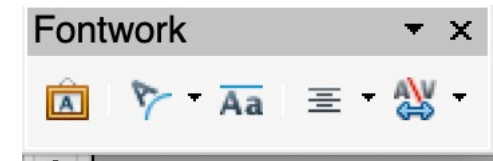
https://www.youtube.com/watch?v=I0wRN6Ix1To&ab_channel=TheFrugalComputerGuy

Microsoft Word Word Art

- Click Insert > WordArt, and pick the WordArt style you want.

- Replace the text "Your text here" with your text;

- Use the buttons at the top to modify the font. Select then Transform to curve the text