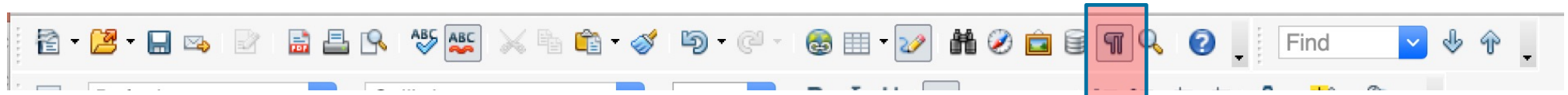


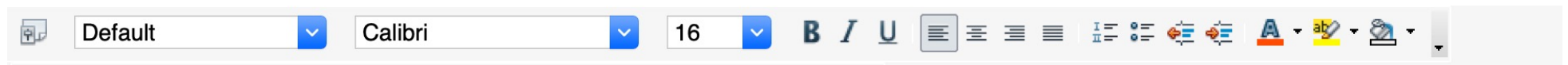
OpenOffice Fonts and Tables

Open Office 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;

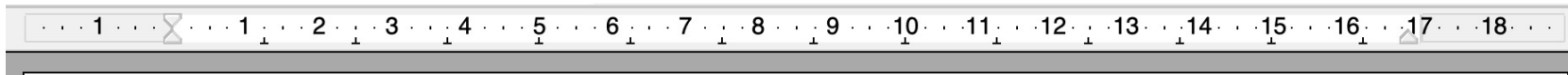


Aligning Text

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.

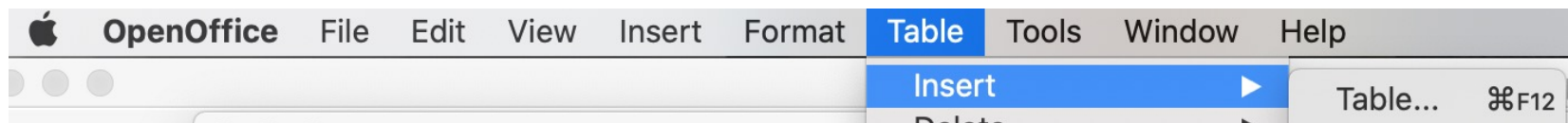


- For multi-column documents use `format>page>columns`
- Tables with no borders (see table properties) are very useful for complex layouts, especially for vertical alignment or working around photos.

Tables

Tables 1 of 2

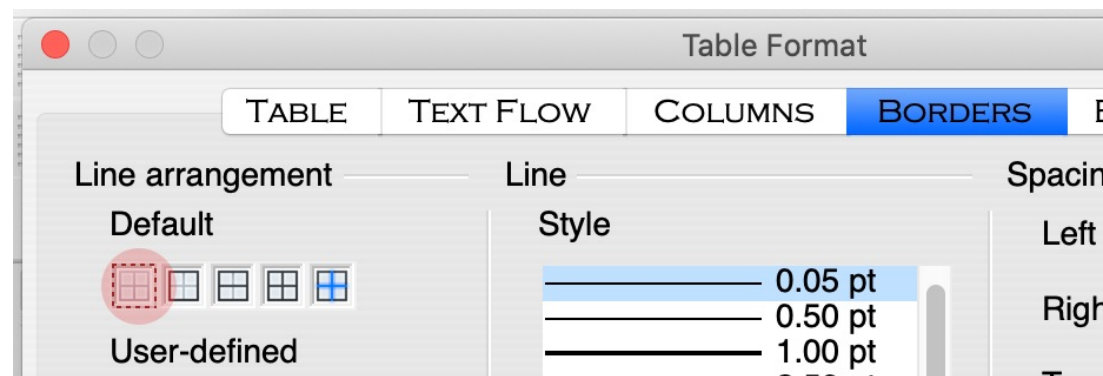
- Tables are very useful for aligning text and columns of numbers
- Create a new table using Table>Insert>Table from the top bar;



- Chose the number of rows and columns, you can 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

- You can change the backgrounds and borders Table>Table properties...
- To make the borders invisible when printed click on the left most box as in the image below;

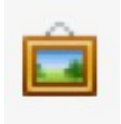


- Nearly all other Table functions like inserting and deleting rows and columns can be accessed by right clicking in a cell

Fontwork

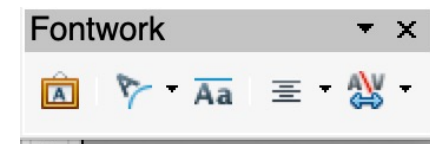
Open Office Fontwork 1 of 2

Happy Christmas

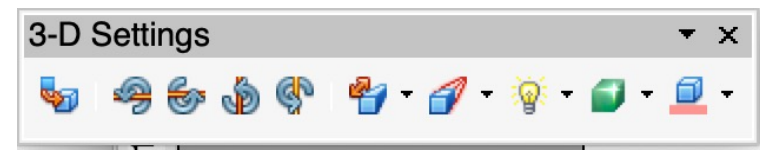
- Fontwork adds a graphical look to text e.g.
- Start with a blank page
- Click on the Fontwork gallery button  and pick a style
- Use the blue squares to change the size and move it around. The tiny yellow dot changes the curvature.
- Double left click on the text to change it, click outside the text 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.

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=l0wRN6lx1To&ab_channel=TheFrugalComputerGuy