

Mendlesham Computer Club

Winter 2021

What we will cover this term

The skills needed for Christmas cards

- Fonts colours and pictures
- Address lists
- Labels
- Mail merge
- Printing the cards using Johns folded template

Black Friday (26 November)

Skills for creating Christmas Cards

Posting for Christmas

- The last posting date for second class UK cards is 18th December, for other countries see the Post Office web site (<https://www.postoffice.co.uk/last-posting-dates>)
- You can purchase postage online.
 - Books of stamps are at <https://shop.royalmail.com/>
 - You can buy print-at-home postage from <https://send.royalmail.com/>
- There are numerous courier services for parcels
 - <https://www.parcel2go.com/> compares the top couriers

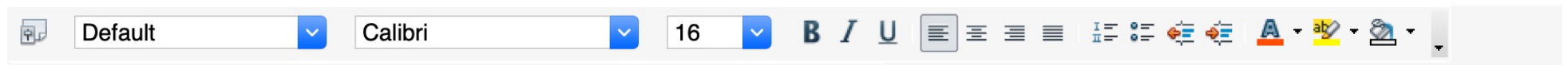
Fonts and colours

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 menu bar or hit <f10>



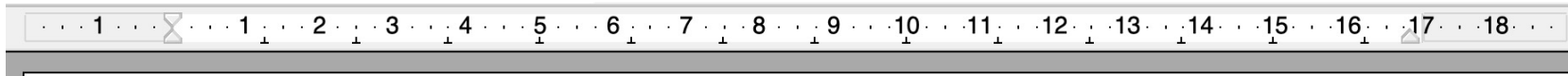
- Swipe over pieces of the text and change the colour and font using the bar at the top of the screen;



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.

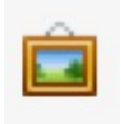


- For multi-column documents use `format>page>columns`
- Tables with no borders (see table properties) are very useful for complex layouts, especially for vertical alignment or working around photos.

Fontwork

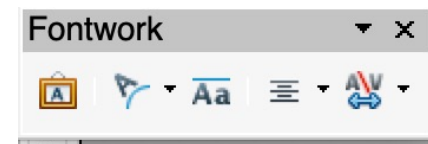
Open Office Fontwork 1 of 2

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