

Document orientation, letters, templates, and drawing

By Giles Godart-Brown

Mendlesham Computer Club

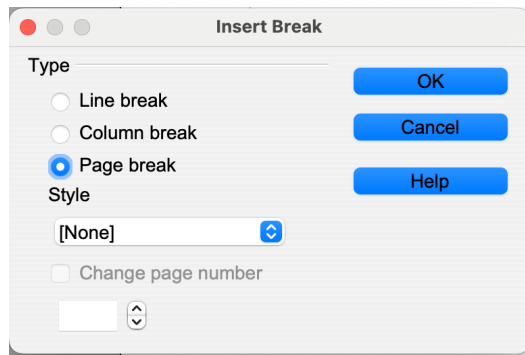
Page breaks, paragraphs, page orientation and columns

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How to insert page breaks

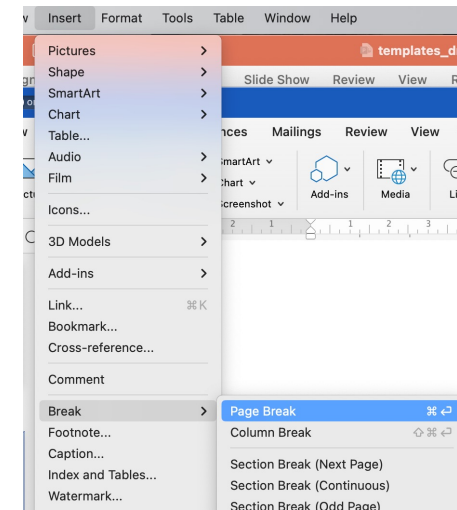
OpenOffice

- Place cursor where you need to break and select Insert>Manual break



Microsoft Word

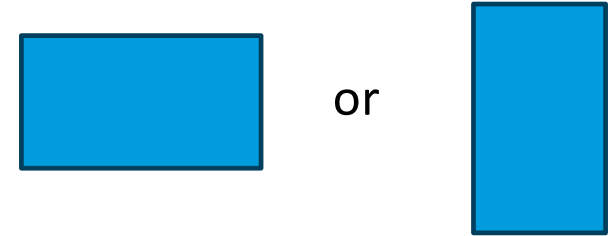
- Place cursor where you need to break and select Insert>Break>Page break



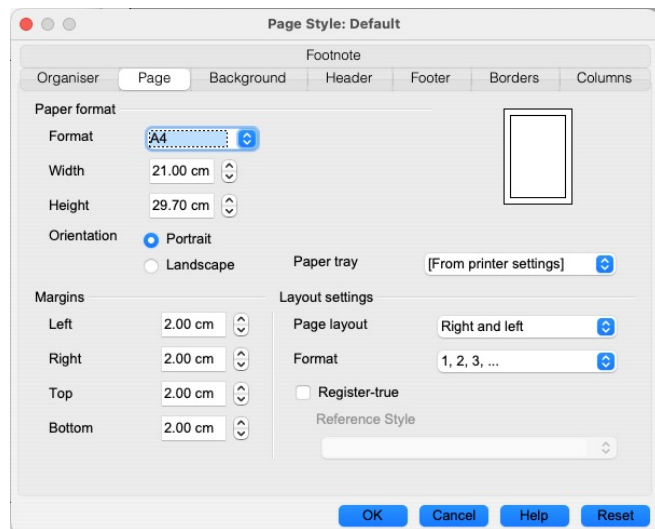
Paragraph formatting

- Both OpenOffice and Microsoft Word have very clever Paragraph Formatting for example;
 - You can change the distance before and after the paragraph
 - You can force it to do a page break before the paragraph
 - You can keep its lines together so it does not get split by a page break
 - You can make sure paragraphs are kept together
- In both cases you can see the options by right clicking in the paragraph and selecting Paragraph

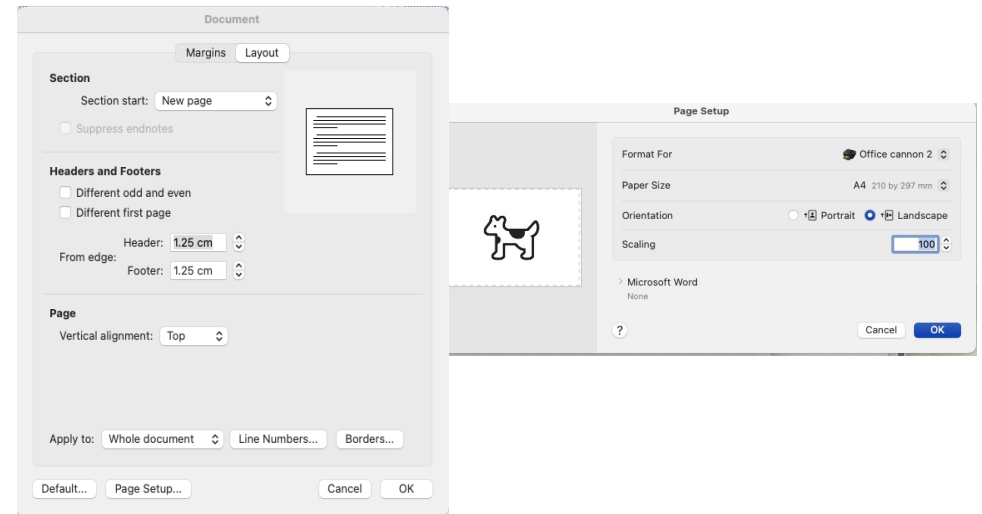
Landscape or portrait?



- In OpenOffice - Format>Page

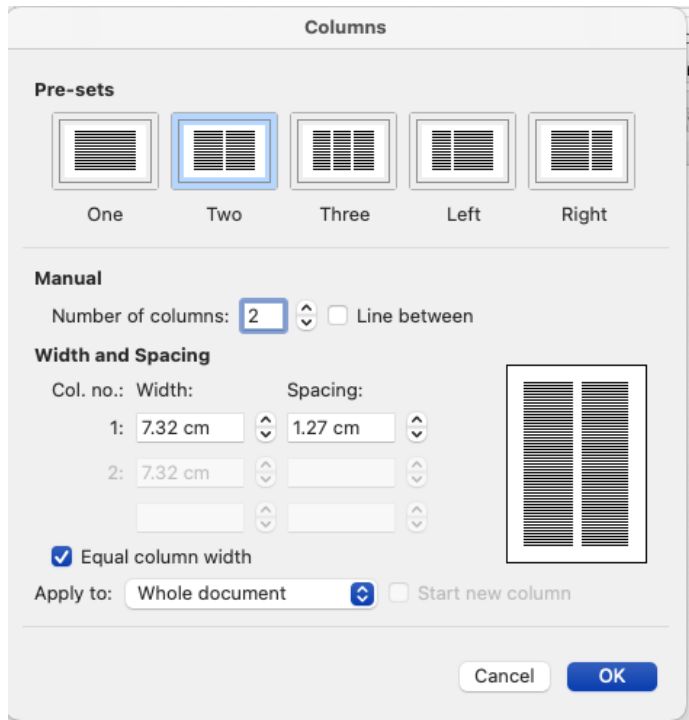


- In Microsoft Word - Format>Document>Page Setup

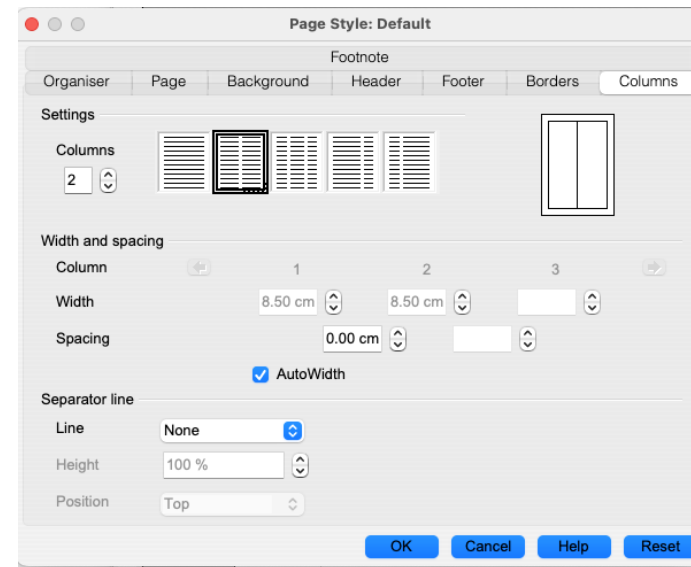


Multi-column pages

- In OpenOffice - Format>Page>Columns



- In Microsoft Word - Format>Columns



He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks.

and louder, he saw the black outline of a figure coming around the corner. Is this the end of the line? he thought pressing himself back against the wall trying to make himself invisible in the dark, was all that planning and energy wasted?

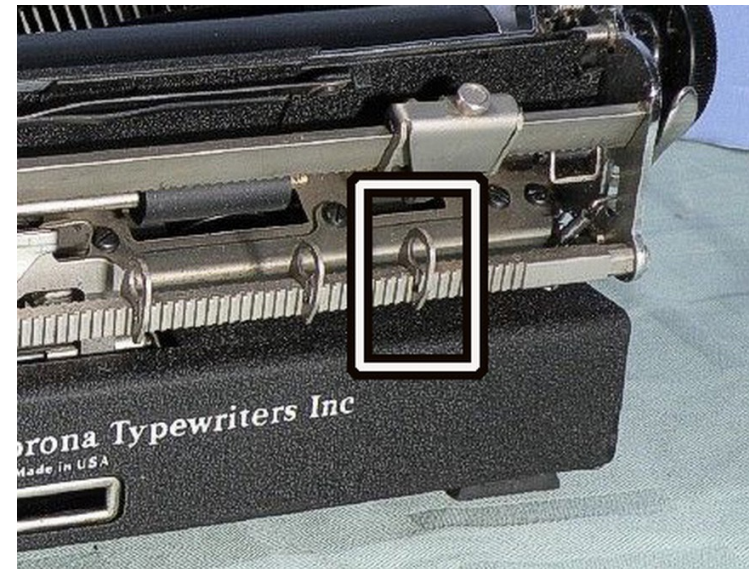
Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labour? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to

Tabs

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Tabs

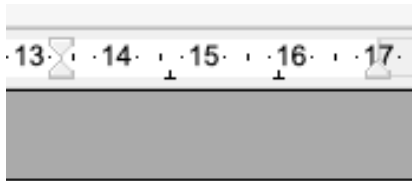
- Tabs are derived from the tab positions on a typewriter which temporarily stopped the carriage containing the paper from moving sideways
- They allow you to move the start of a paragraph across the page
- They are not easy to use and often a table with hidden borders is better



Moving the tabs

- Look for the hourglass shape in the ruler at the top of the page

- In OpenOffice



This is a tab

- In Microsoft Word



This is the4 first line of a doc

Creating a letter

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Writing a formal letter

Seamans
Norwich Road
Brockford
Stowmarket
Suffolk
IP14 5NS
1. Jun. 2023

Mr Jones
Your Company
STOWMARKET
Suffolk
IP14 5NS

Dear Fred

Re: [Delivery ref 123456]

The above delivery hasn't arrived, please escalate

Yours Sincerely

Giles Godart-Brown

Templates

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Templates

- Templates are pre-formatted documents e.g. letters, that you can use to quickly start documents you regularly use.
- To create a document using a template
 - In OpenOffice select <File><New><Templates and Documents> and select the template.
 - In Microsoft Word select <File><New from template>
- You can create templates from scratch or download standard ones from the internet, e.g. <http://templates.openoffice.org/en> or <https://www.template.net/editable/word> where there are thousands of examples.

Templates in OpenOffice

- If you download a template to your downloads folder, you can import it into OpenOffice by <File><Templates><Organize>, then in the dialog that appears, right click on 'My Templates' and select import to import it.
- To make it your default template instead of Untitled1, click on 'Commands' and click select 'Reset Default Template'
- To create a template from scratch, start by making the changes you want to a new document then choose <File><Templates><Save> to open the Templates dialog, enter a name in the New Template field and select which category to store it under.
- To edit a template, select <File><Templates><Organize> then chose my Templates and right click on the template you wish to edit and click <edit>.

Templates in Microsoft Word

- To create a template from scratch, start by making the changes you want to a new document then choose <File><Save as Template>, It will open up your templates folder and ask for a new filename.
- To edit a template, create a new document from the template you want to edit using <File>New from template>. Make the changes, then select <File><Save as Template> and check the file you wish to replace.
- You can also edit your default template which is called 'Normal'

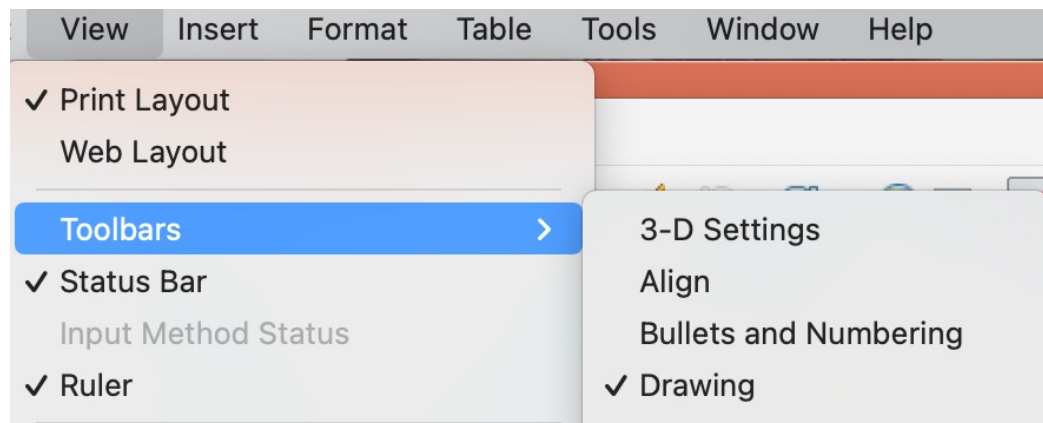
OpenOffice drawing shapes

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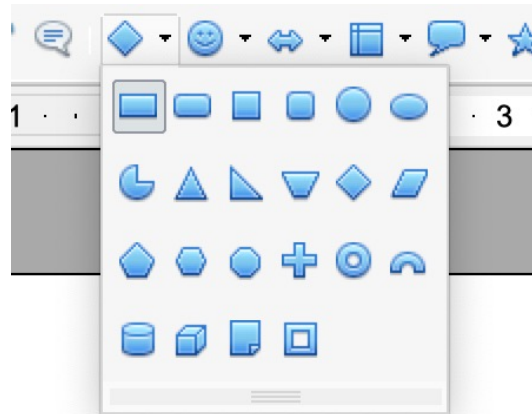
Make sure you can see the drawing toolbar

- Start Open Office
- Create a Text Document
- If you cannot see the drawing toolbar select View>Toolbars>Drawing



Drawing a box

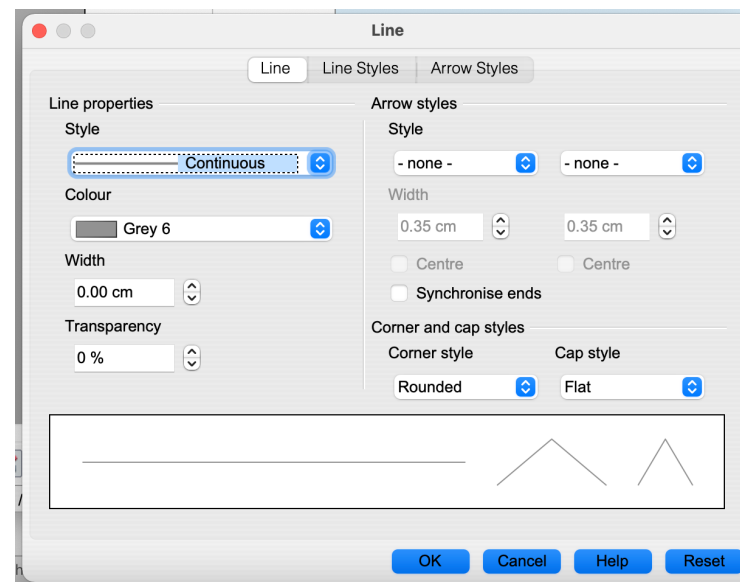
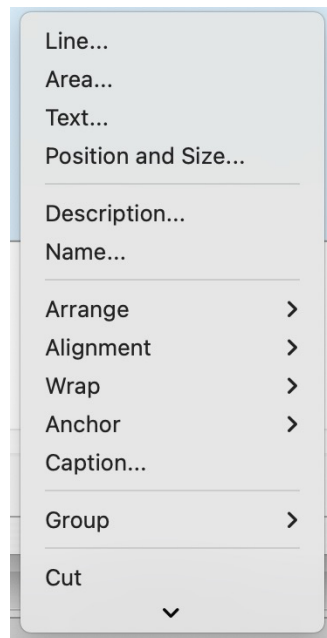
- Chose the basic shapes icon in the drawing toolbar and click on the shape you want.



- Click and drag the mouse to draw the shape. Resize with the blue markers.

Formatting the shape

- Change the edge line colour, width etc. and the fill by left click on the shape and selecting the option you want.



Microsoft Word drawing shapes

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Drawing shapes in Microsoft Word

- Select Insert>Shapes
- You can change the colour and fill by right click on the shape and select Format shape.

