


Creating and formatting a Document

In this PowerPoint presentation, I'm using Apache OpenOffice, a free word processing program.

Get it here: <https://www.openoffice.org/>

Choose:  I want to download Apache OpenOffice
(Most recent release: 4.1.3)

Download Apache OpenOffice for free (really!) | Click here to get more information.

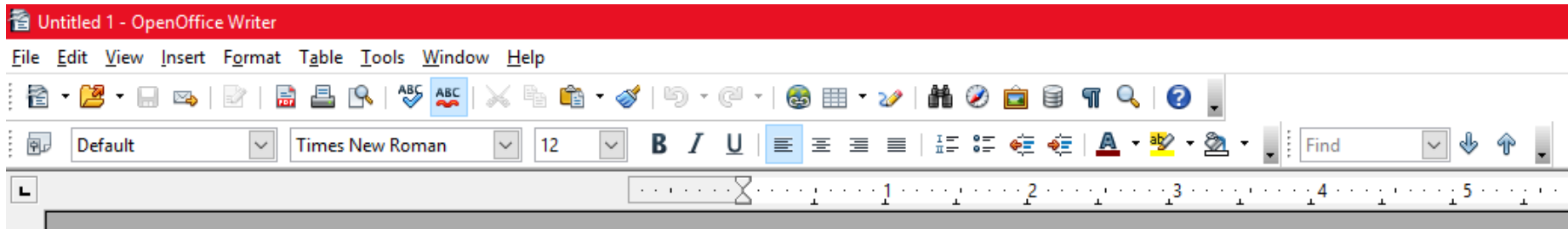
Start OpenOffice and click Text Document



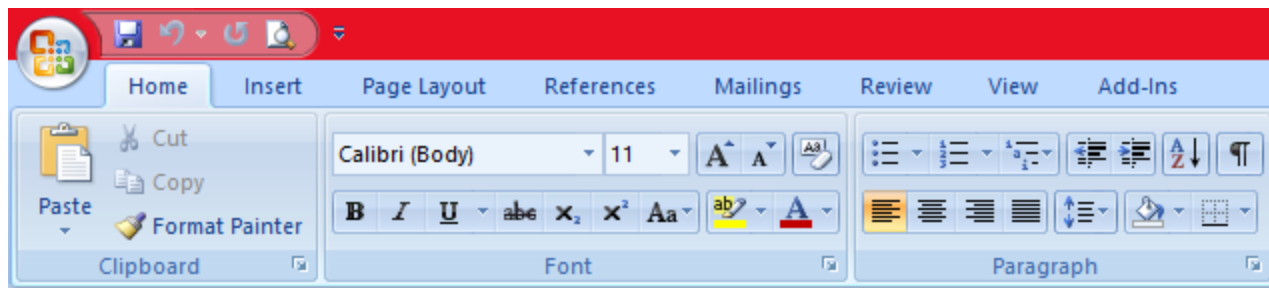
The Formatting Ribbon

OpenOffice has a formatting “ribbon” at the top of the document. Microsoft Office has a similar ribbon, which I feel is a bit cleaner of a format. But for free, OpenOffice does a fine job.

- OpenOffice Ribbon:

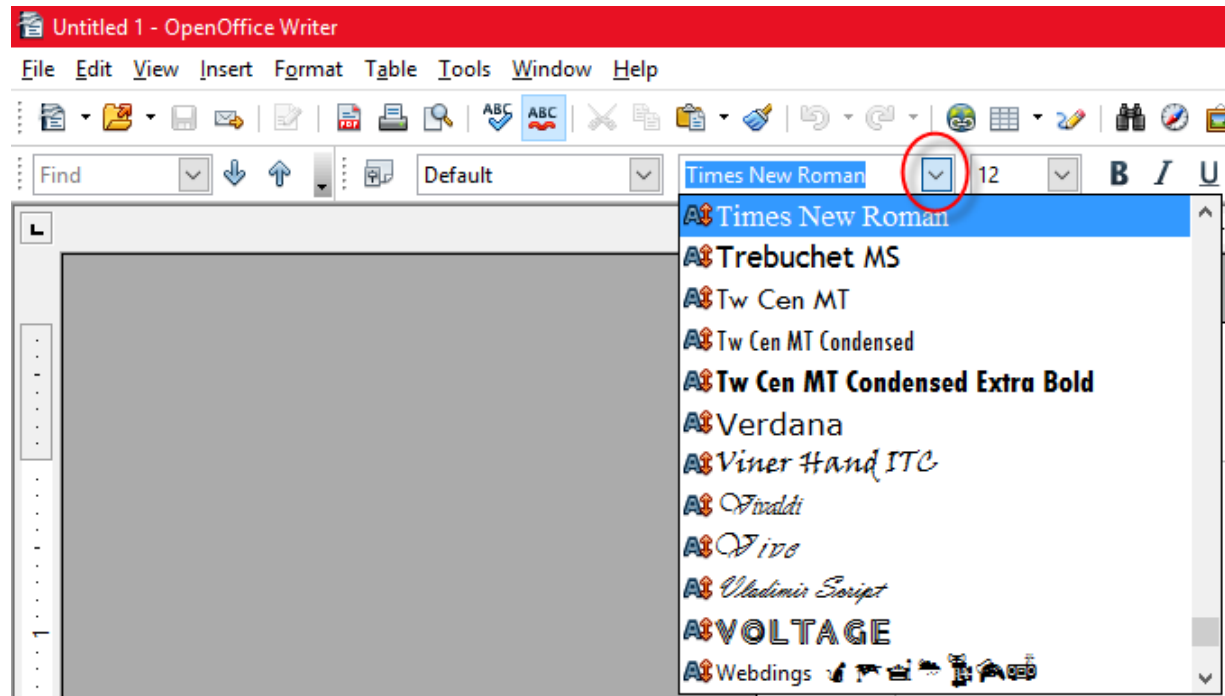


- Microsoft Word Ribbon:

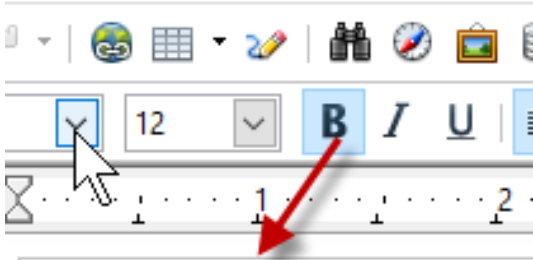


Fonts

By choosing a font before you begin typing, you can type the entire sentence or document in that particular font. Or highlight just a section of the sentence, then click the drop down font box and change just the highlighted section to a different font.



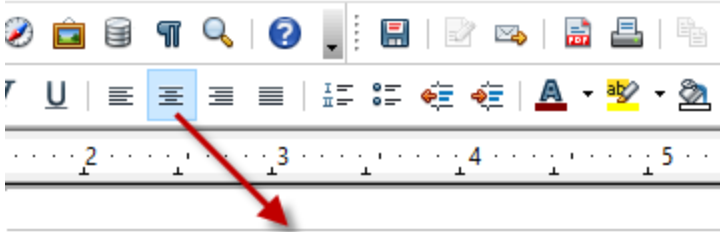
Bolding, Italics, Underlining, Centering



This makes text bold




Using the B I U icons shown above, you can change the text to be **bold**, *italics* and underlined. If you only want a portion of the text to be affected, just highlight the words you want changed, then press the icons.



Centering

Press the icon of lines centered


Numbering and Bullets



1. If you want to make a list, use the Number feature. When you come to the end of your first sentence, just press the Enter button and the document will automatically enter the number 2.

2. Here is #2

3. A simple Enter and #3 starts. Etc. etc.

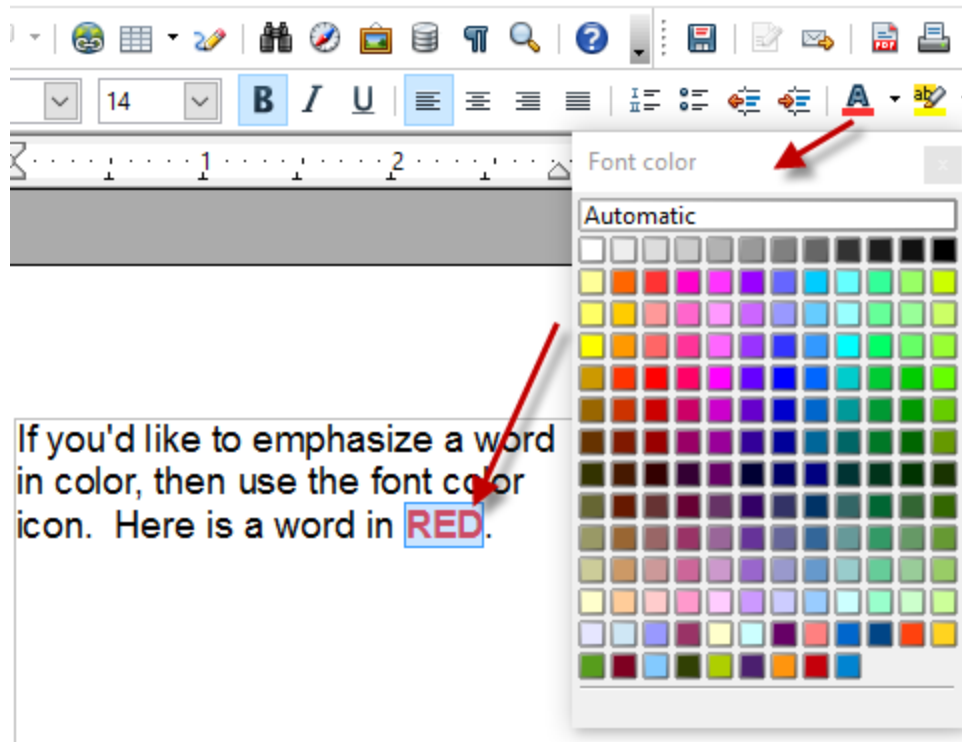


• If you'd like to use bullet points, press the bullet icon



• Type then when you are finished with making your point, just press the Enter button to continue to another bullet

• Here is my third bullet point.

Text Coloring & Copy/Paste



If you want to copy and paste something, you can use one of several options:

1. To copy text using the menu option, highlight the text you wish to copy then click on Edit > Paste
2. To copy text using the ribbon, highlight the text then click  then 
3. And finally, if you want to learn keyboard shortcuts, highlight the text you wish to copy, press the CTRL and "c" keys together. Then to paste, use the CTRL "v" keys together.

Questions?



This PowerPoint presentation can be found here: <http://guistino.com/Training/>