

MODULE – 2: OFFICE AUTOMATION

- 8. Digital Documentation**
- 9. Spreadsheets**
- 10. Digital Presentation**
- 11. Open Source Resources**

8

DIGITAL DOCUMENTATION



Notes

In the previous module you have learnt about basic computing. Now, in this lesson you will learn about digital documentation. Documentation is part of our life today. We all are very familiar with a paper document which is a document on a paper. On the other hand, a digital document is a document that is available in electronic form. Whether we are in school, office or business, we read printed **text** in one form or another. Everyday we come across printed material in the form of books, newspapers, magazines, notices, circulars, date sheets, tutorials, admission forms, resumes etc. Few years back all the printed material was available on paper but now we are moving more towards digital documentation. This is a more convenient and eco-friendly way because we save paper and at the same time, the document can be edited, formatted, copied and shared much more easily as compared to printed text. Also, today, we are in a technological era where we have books, tutorials, examination papers, newspapers etc. in digital form.



OBJECTIVES

After reading this lesson, you will be able to:

- define Word processing and Word processors;
- create documents using Apache OpenOffice Writer;
- save, print and close a document;
- apply various editing and formatting features;
- use the find and replace feature;
- insert headers and footers;
- create and work with tables;



Notes

- insert images and other gallery objects;
- use track changes and mail merge feature;
- use OpenOffice Writer help.

8.1 WORD PROCESSING AND WORD PROCESSORS

A word processor is an application software that is used for creating, editing, formatting and printing any type of textual data. This textual data that is created using a word processor is called a **document** and the process of using a word processor is called **word processing**. A document may consist of text, images, drawings, tables etc. Both paper documents and digital documents are created using a simple text editor like Notepad or any word processor like MS Word or OpenOffice Writer. Before the coming of Word Processors in 1980s, this work was done either manually or using a typewriter.

8.1.1 Features of Word Processor

The following are the common features of a word processor:

- (i) A word processor allows us to save a document and also to make modifications in an already created document very easily. We can change the appearance of the text by making it bold, italic or by changing its colour, size or style.
- (ii) Using a word processor, we can insert images, pictures, tables, etc. in our documents.
- (iii) The Find and Replace feature of a word processor allows us to find and replace a particular word in the document.
- (iv) The Spelling and Grammar check feature of a word processor helps to make automatic corrections in the document. It also gives thesaurus containing synonyms and antonyms of words.
- (v) The OLE (Object Linking and Embedding) feature allows us to embed objects like charts, pictures, audio, video, etc. in our document.
- (vi) A word processor has a unique feature called Mail Merge which allows us to send personalized letters, invitations etc., to multiple people.
- (vii) Art gallery allows inserting a picture.

There are many word processors available in the market like MS Word, OpenOffice Writer, WordPerfect etc. More or less all of these have all the features required for creating a good digital document. Microsoft Word has been the most popular word processor since many years but now with the development

in open source software, the OpenOffice Writer is increasingly being used by more and more users. The advantage with OpenOffice is that it can be downloaded free of cost from Internet. One of the links from where you can download OpenOffice Writer is www.openoffice.org. In this lesson you will learn about digital documentation using Apache OpenOffice Writer (version 4.1.1).

8.2 STARTING OPENOFFICE WRITER

OpenOffice Writer or simply Writer is a word processor that is part of OpenOffice Suite. It is a What You See Is What You Get (**WYSIWYG**) application which means that the print out of the document will look exactly as we see on the computer screen.

To start Writer, follow the steps given below (Fig. 8.1):

1. Click **Start** button.
2. Click **All programs**.
3. Click **OpenOffice.org**
4. Click **OpenOffice Writer**

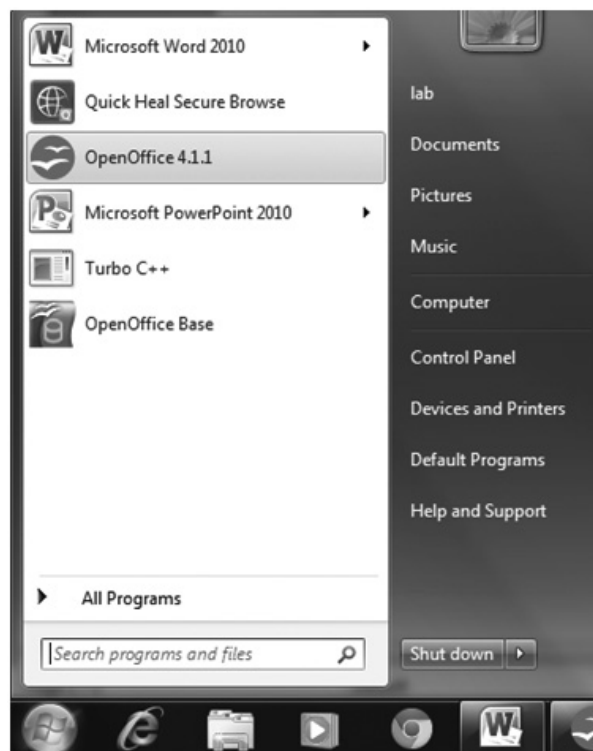


Fig. 8.1: Starting OpenOffice Writer



Notes

The writer window appears as shown in Fig. 8.2 below.

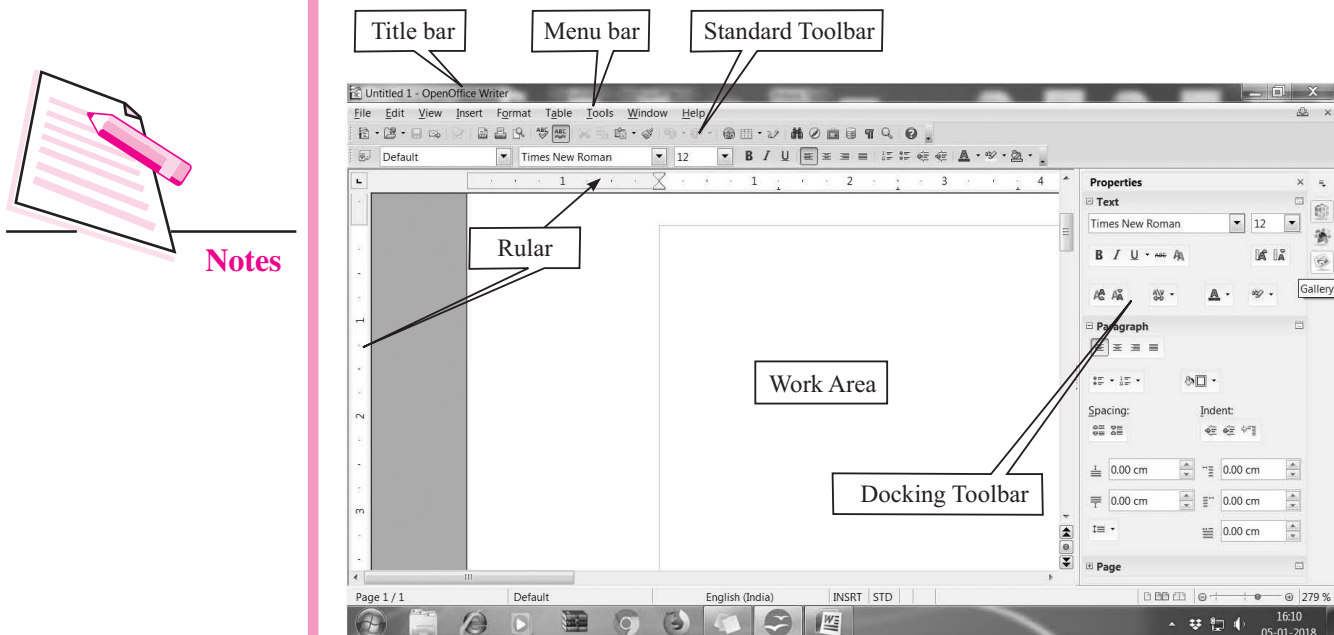


Fig. 8.2: Writer Window

The main components of Writer window are as follows:

Title Bar: It is present on the top of Writer window and it displays the name of the document and the name of the application (*i.e. OpenOffice Writer*). On the right side of the Title bar, you will find the three Window Control buttons to minimize, maximize/restore and close the Writer window.

Menu Bar: Below the title bar is the menu bar which contains various menu items - File, Edit, View, Insert, Format, Table, Tools, Window and Help.

Standard Toolbar: Below the menu bar is the Standard toolbar which contains buttons for frequently used commands such as New, Open, Save, Print, Cut, Copy, Paste etc.

Formatting Toolbar: This toolbar consists of commands that help in formatting the document like font style, size, colour, bold, italic, underline etc.

Work Area: It is the area where you type the text. It can hold unlimited text which may include characters, pictures, drawings, or symbols. The vertical blinking line in the work area is called **insertion point** or **cursor**. The location of this cursor determines where the next character will be inserted.

Status Bar: This is located at the bottom of the Writer window and gives information about the current document like its word count, page number, number of pages and language used.

Scroll Bars: There are two scroll bars on the Writer Window:

- *Horizontal Scroll Bar:* It helps to navigate the document left and right.

- *Vertical Scroll Bar*: It helps to navigate the document up and down.

We can click the arrows on the either side of the scroll bars to navigate through the document.

Rulers: The Writer window has two rulers:

- *Horizontal Ruler*: This is located at the top of the document and helps to define indents and also the left and right margins.
- *Vertical Ruler*: This is located to the left of the document and helps to define top and bottom margins.

Docking Toolbars: On the extreme right of the window, Writer provides you with four icons –Properties, Styles and Formatting, Gallery and Navigator. By clicking on any of these icons, the corresponding docking toolbar opens containing various buttons to format text, apply styles, insert pictures and navigate through the document respectively.



Notes

8.3 CREATING A NEW DOCUMENT

When we start OpenOffice Writer, the Writer window opens with a new document. But if the Writer window is already open, follow the steps given below to open a new document:

1. Click **File** → **New** (Fig. 8.3)
2. Choose the **Text Document** option from the submenu. The new document opens.

Press Ctrl + N to open a new document.

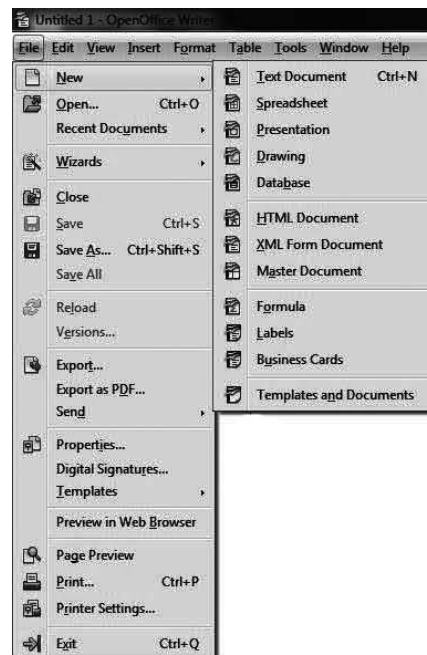


Fig. 8.3: File Menu

8.4 SAVING A DOCUMENT

Saving a document is necessary for future use. Also, we need to save the document after any changes are made to it in order to retain those changes. When we save the document, it gets stored in the hard disk of the computer. To save the document for the first time, follow the steps given below:

1. Click **File** → **Save As**. The **Save As** dialog box appears (Fig. 8.4).



Notes

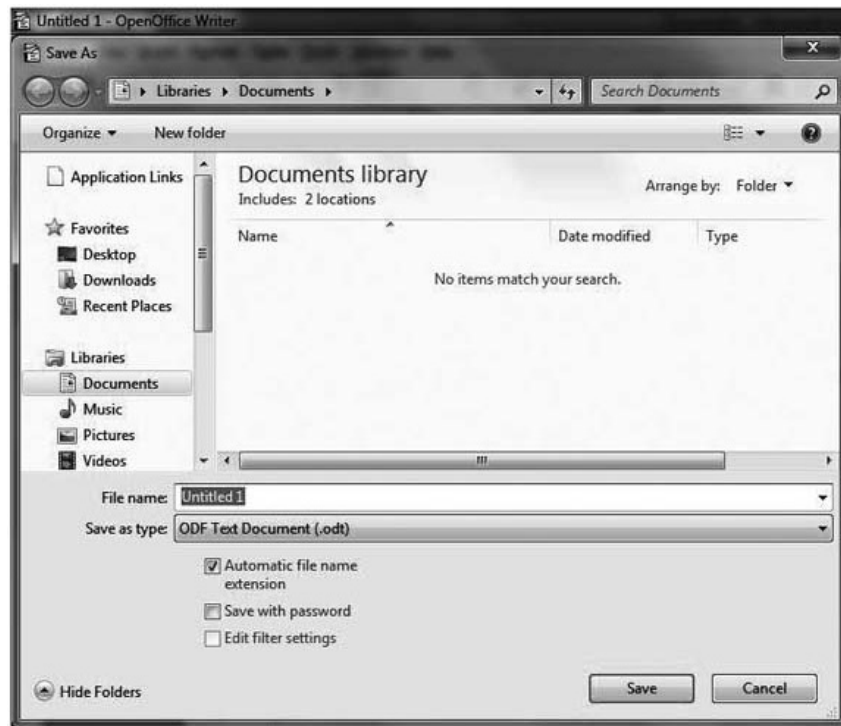


Fig. 8.4: Save As dialog box

2. Browse for the folder where the file has to be saved.
3. Type the name of the file in the **File name** text box.
4. Click **Save** button. Although Writer allows us to save the document in variety of formats but by default, the file created and saved in OpenOffice Writer will be saved with an extension **.odt**. Thereafter, the name of the file will appear on the title bar of the document.

Press Ctrl + Shift +S to save document for the first time and Ctrl+S to save otherwise.

We can also save the document by clicking on **Save** button on the Standard toolbar (Fig. 8.5). Please note that the **Save As** dialog box appears only when we are saving the document for the first time. However, if the same file has to be saved with a different name or at a different location, then select **Save As** option again from the **File** menu.

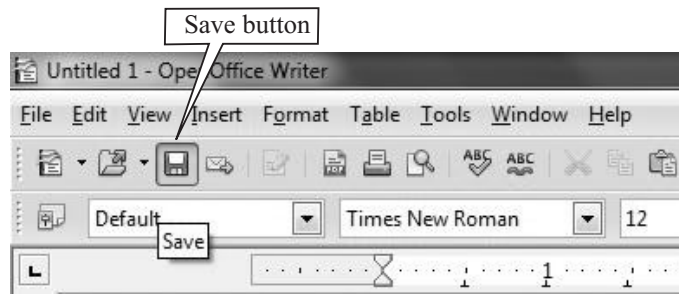


Fig. 8.5: Save button



Notes

8.5 PRINTING THE DOCUMENT

After creating the document, we might need to print it on paper. Before starting the process of printing, make sure that the printer is connected to the computer and then follow the steps given below:

1. Click **File** → **Print**. The **Print dialog box** appears (Fig. 8.6). *Press Ctrl + P to open the Print dialog box.*
2. The left hand side of the Print dialog box contains the Preview of the document that helps to see how the document will look when it is printed. On the right side, there are various tabs. From the **General** tab, select the type of Printer, number of copies that have to be printed and then click on **Print** button.

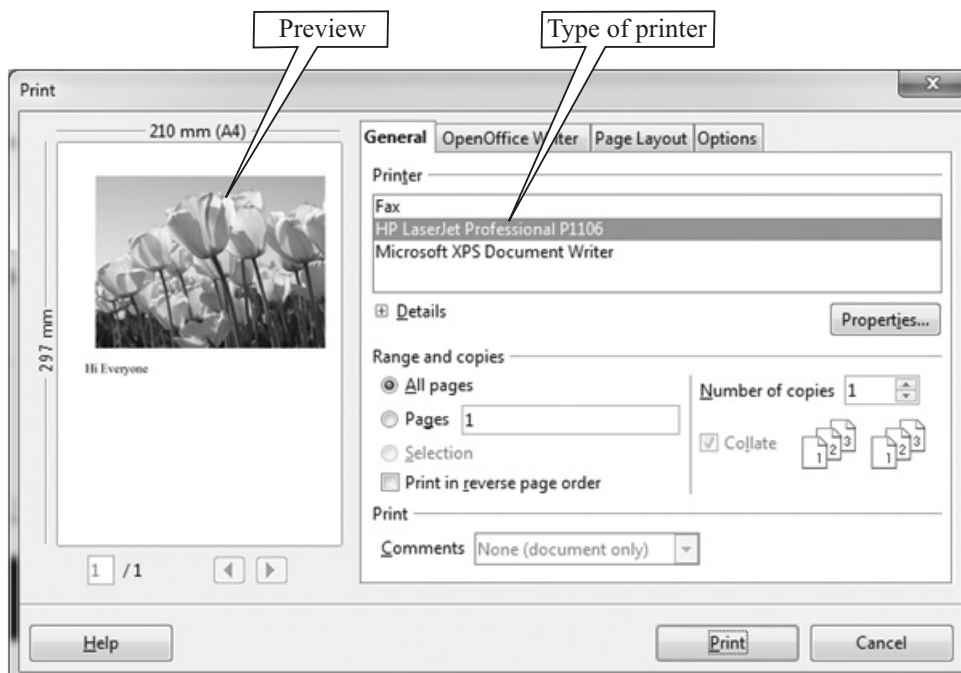


Fig. 8.6: Print dialog box

To print directly without opening the **Print** dialog box, click **Print File Directly** button on the Standard Toolbar (Fig. 8.7).



Notes

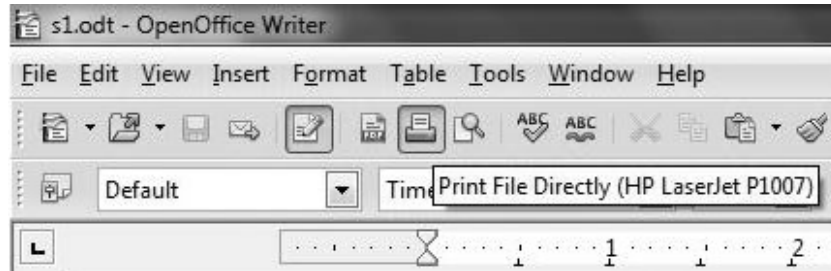


Fig. 8.7: Print File Directly Button

Before printing, to see the document as to how it will look on the paper, select **Page Preview** button from the **File** menu. The Page Preview screen appears (Fig. 8.8).

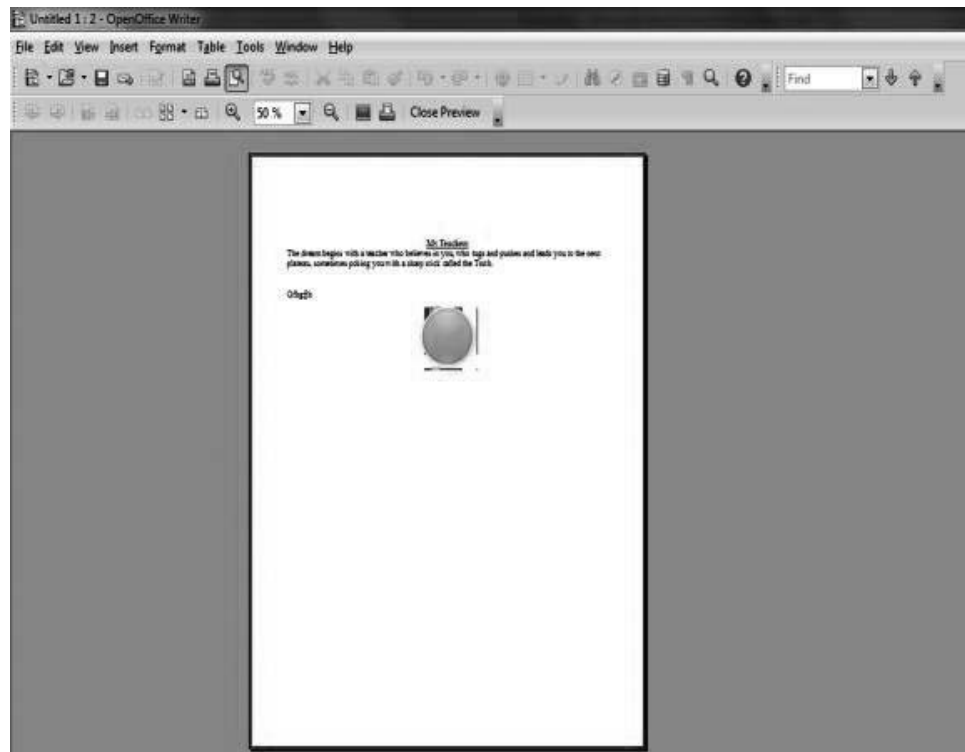



Fig. 8.8: Page Preview

We can zoom in and zoom out the document in this view. To go back to the normal view, click **Close Preview** button.

8.6 CLOSING OPEN OFFICE WRITER

After finishing our work, we can close the document without closing the Writer window by selecting **Close** option from the File menu.

If we want to exit Writer, click **Close** button () on the top right corner of the Writer window. Alternatively we can click **File** → **Exit** option.

Press Ctrl + Q to exit Writer.

In either of the ways described above, if our document to be closed is not saved, then Writer prompts to save the document by displaying a message box as shown in the Fig 8.9.

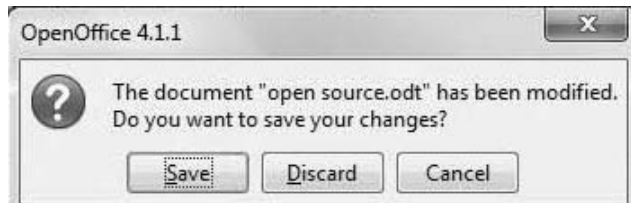


Fig. 8.9: Message Box to Save the document

Click **Save** button to save, **Discard** button to close the document without saving and **Cancel** button to cancel the closing process and continue working with the current document.

8.7 OPENING AN EXISTING DOCUMENT

To open an already saved document in Writer, navigate to the folder where the file is saved and then double click to open it. However, if the Writer window is open, we can follow the steps given below to open the file:

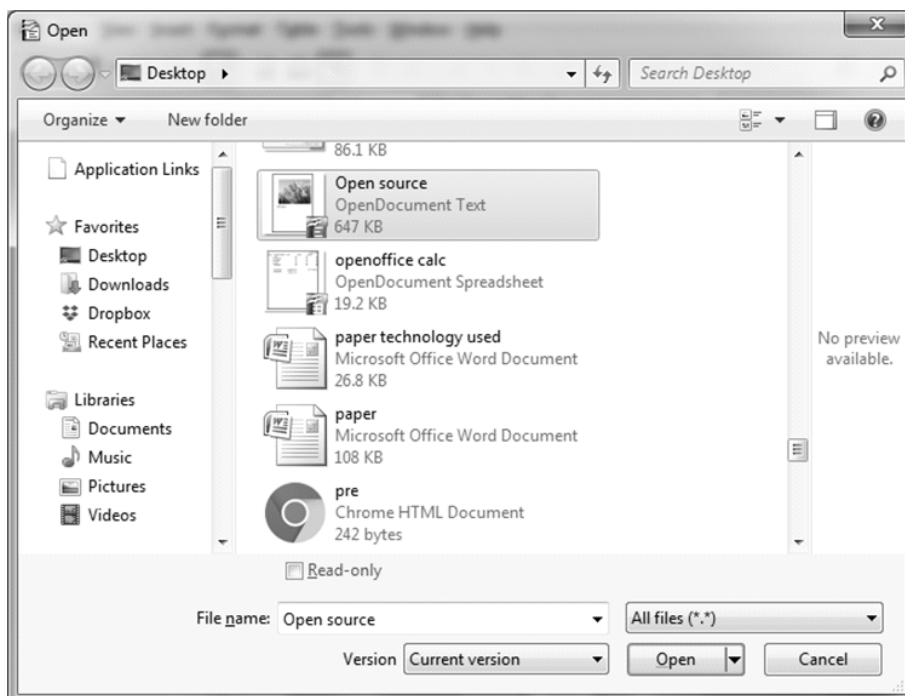


Fig. 8.10: Open dialog box



Notes



Notes

1. Click **File** → **Open**. The **Open** dialog box will appear (Fig. 8.10).
2. Browse the folder in which your file is saved.
3. Select the file to be opened. The name of the file appears in the **File Name** text box.
4. Click **Open** button and the document will be displayed in the Writer window.

Press Ctrl +O to open an existing document.

8.8 EDITING A DOCUMENT

Editing is the process of making changes in the document in any manner. It may be by changing the contents, by rearranging words or paragraphs, by correcting mistakes or by even by changing the appearance of the text.

OpenOffice Writer provides us with various options to modify our document. But first, the text to be modified has to be selected.

8.8.1 Selection of Text

We can use either a keyboard or a mouse to select any text in the document.

- *Using a Mouse:* Keep the mouse pointer in the beginning of the text (for example, a character, word or paragraph) that you want to select. Click and drag the mouse pointer till the entire text is selected. The selected text (*Open Source Software* in Fig. 8.11) is highlighted in blue colour.

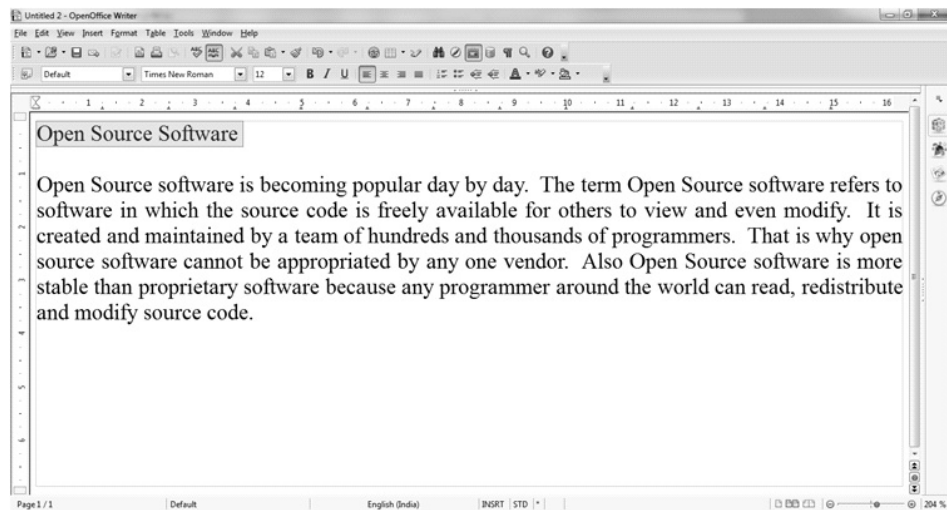


Fig. 8.11 : Selected text in blue colour

- *Using Keyboard:* To select the text using a keyboard, place the cursor before the text that you want to select. Holding down the **Shift** key, press one of the arrow keys in the direction of required selection. Also, there are various shortcut keys available to select the text. The table 8.1 lists some of these.

Table 8.1: Shortcut keys for selecting the text

Shortcut	Key Selection
Shift + End	To select the line from cursor position to end of the line.
Shift + Home	To select the text from the cursor position to the beginning of the line.
Ctrl + Shift + ↓	To select the text in a paragraph from the cursor position to the end of the paragraph.
Ctrl + Shift + ↑	To select the text in a paragraph from the cursor position to the beginning of the paragraph.
Ctrl + Shift + Home	To select the text from the cursor position to the beginning of the document.
Ctrl + A	To select the complete document.



Notes

8.8.2 Copying Selected Text

Copying text means to duplicate the text. The text is present at the original place and at the same time we paste it at a new location also. Any text on the document, may it be character, word, sentence or paragraph can be copied by following the steps given below:

1. Select the text that has to be copied.
2. Click **Edit → Copy**.
3. Place the cursor where the text has to be pasted.
4. Click **Edit → Paste**.

8.8.3 Moving Selected Text

While copying, we place the duplicate text at the new position but while moving the selected text, the text is removed from the original location and pasted at a new location. The steps to move the text are as follows:

1. Select the text that you want to move.
2. Place the mouse pointer anywhere on the selected text.
3. Drag the selected text to the desired place.

You may also use the Cut, Copy and Paste buttons on the Standard toolbar (Fig. 8.12) to cut, copy and paste the text in the document respectively. Alternatively, if we right click on the selected text, a pop up menu will be displayed. Select **Copy**, **Cut** or **Paste** options as required.

Press Ctrl + C to copy, Ctrl + X to cut and Ctrl + V to paste the selected text.



Notes

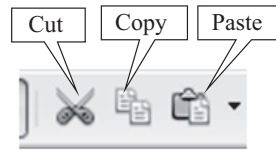


Fig. 8.12: Cut, Copy and Paste buttons Standard toolbar

8.8.4 Deleting the selected text

To delete the selected text, perform the following steps:

1. Select the text to be deleted.
2. Press **Delete** key on the keyboard. The selected text gets deleted.

8.9 FINDING AND REPLACING TEXT

The **Find and Replace** feature of Openoffice Writer helps us to search for a particular word, phrase or sentence in a document and replace it, if required. The replacements may be done once or for multiple number of times.

To find a word in your document follow the steps given below:

1. Click **Edit** → **Find and Replace** (Fig. 8.13). The **Find and Replace** dialog box appears (Fig. 8.14).

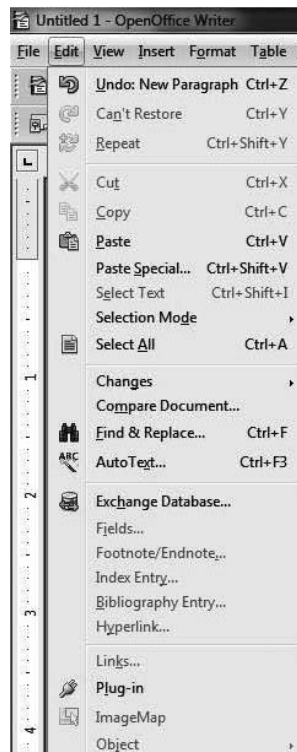


Fig. 8.13: Find and Replace option

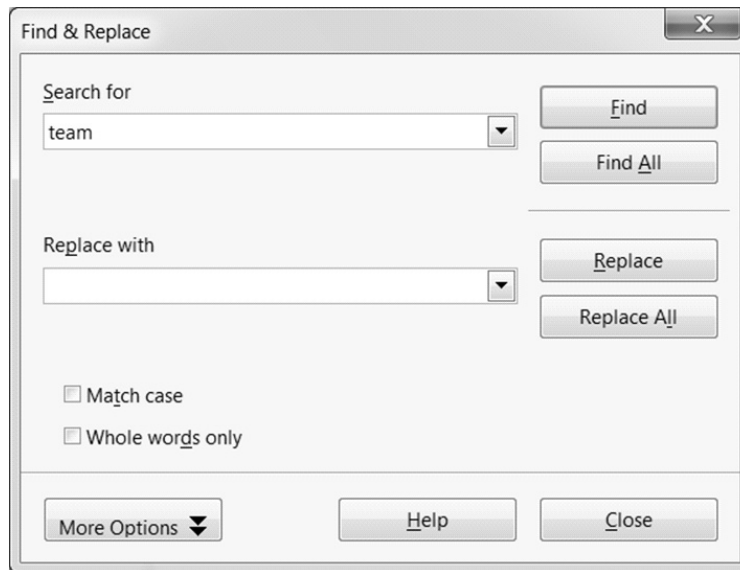


Fig. 8.14: Find & Replace dialog box

2. Type the word (*team* in our example) to be found in the **Search for** text box.
3. If the word that is being searched has to be in the particular case only, select **Match case** option. If we want to search only complete words click **Whole Words only** option.
4. Click **Find** button. The first occurrence of the typed word (*team*) gets selected in the document as shown in the Fig 8.14.
5. To find more occurrences of the word, keep on clicking the **Find** button till the last occurrence of the word is displayed. A message box stating that '*End of the document has been reached*' and whether you would like to start the search again from the beginning will be displayed. Click **Yes** button in the message box to resume the search from the beginning of the document and **No** otherwise (Fig. 8.15).

Press Ctrl + F to open the Find & Replace dialog box.

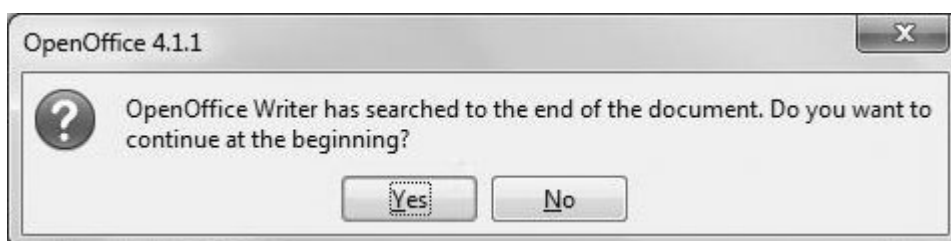


Fig. 8.15: Message box on completing the search

6. Click **Close** button to close the **Find and Replace** dialog box at any point of time.



Notes

8.9.1 Replacing Text

To replace the text, open the **Find and Replace** dialog box as explained above and then perform the following steps to replace the character, word or phrase with some other character, word or phrase.

1. Type the word to be replaced in the **Search For** text box (*team* in our example).
2. Type the new word that we want to replace with in the **Replace With** text box (say, *group*).
3. Click **Replace** button if only one occurrence of the found word has to be replaced. However, to replace all the occurrences of the word, click **Replace All** button.



Notes

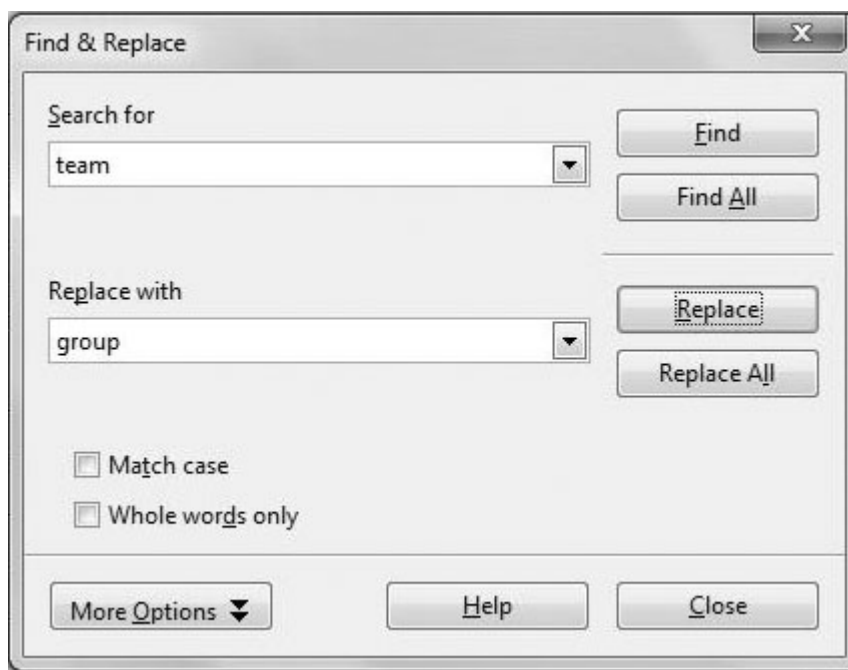


Fig. 8.16: Finding and Replacing text

8.10 FORMATTING THE DOCUMENT

The process of improving the appearance of text in a document by changing text alignments, font, size, style etc. is called **formatting**. It helps in highlighting headings and other such important text by differentiating it from regular text. Formatting can be of three types –

- Character Formatting
- Paragraph Formatting
- Page Formatting

8.10.1 Character Formatting

This type of formatting is used for individual characters or set of characters in a document. It includes applying font style, size and other text attributes viz. bold, italic, underline etc. To apply character formatting, follow the steps given below:

1. Select the text to be formatted.
2. Click **Format** → **Character** option. The **Character** dialog box appears (Fig. 8.17).



Notes

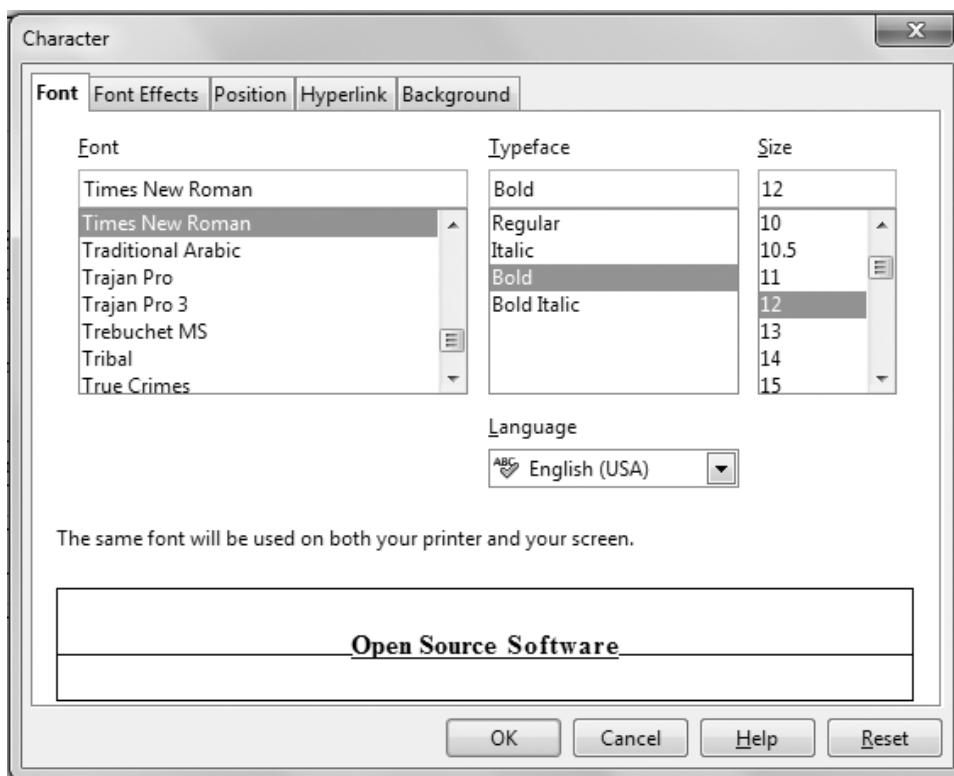


Fig. 8.17: Character dialog box

3. By default, the **Font** tab is selected. From the **Font list box**, select the desired font. The preview of the selected font is seen at the bottom of the **Character dialog box**.
4. Similarly select the font size, typeface and other text attributes.
5. Click **OK** to apply the selected effects and close the dialog box.

Press Ctrl +B, Ctrl + I or Ctrl + U to make the text bold, italic or underline respectively.

The Formatting toolbar (Fig. 8.18) on the Writer window contains buttons to apply various formatting effects to the text in our document. Select the text on

which the formatting effects are to be applied and then choose the appropriate button from the toolbar. For example, to make the text bold, click the **B** button after selecting the text.



Fig. 8.18: Formatting toolbar



Notes

8.10.2 Changing Case

Text in OpenOffice Writer can be written in any of the following five types of cases:

- Sentence Case: First letter capital (My country)
- Upper Case : Capital alphabets (MY COUNTRY)
- Lower Case: Small Alphabets (my country)
- Capitalize Every word: First letter of every word is capital (My Country)
- Toggle Case: reversing the existing case

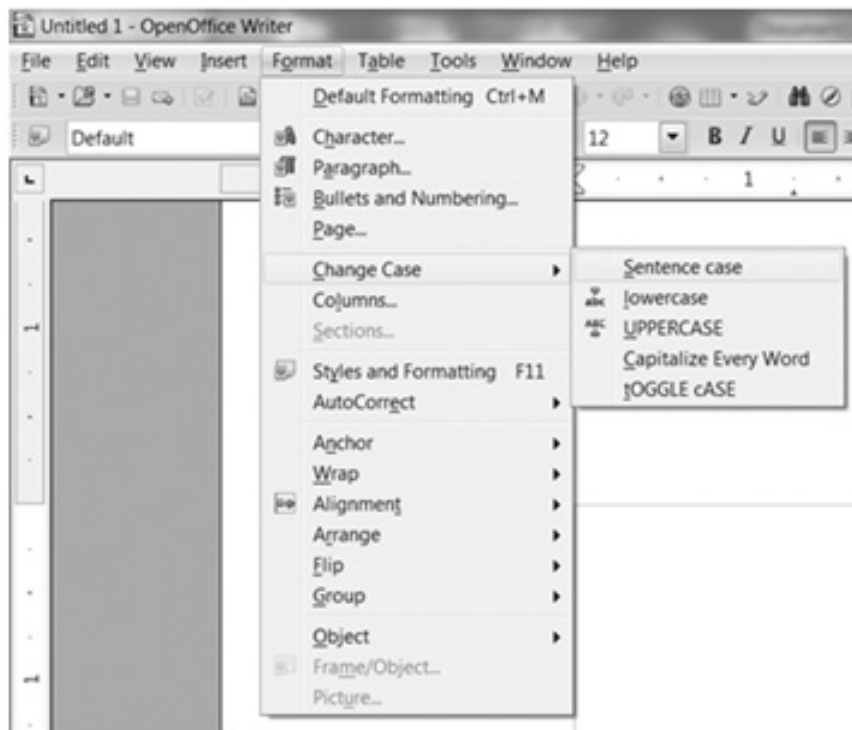


Fig. 8.19: Change Case option

To apply a particular case, select the text and click **Format → Change Case** (Fig. 8.19). Click on the desired case option to be applied to the selected text.

8.10.3 Paragraph Formatting

To format a paragraph we can set its right, left, top and bottom margins, align the text, set indents and spacing between the text and lines and so on. The Formatting toolbar contains buttons to apply various formatting effects to the document (Fig. 8.18).

Text Alignment: The Formatting toolbar has the buttons to align the text in four ways – Left, Right, Center and Justify. Select the paragraph and then click on the desired alignment button on the Formatting toolbar.

Indentation and Spacing: Indentation refers to the blank spaces in the beginning of the paragraph and Line Spacing refers to space between two or more lines in a paragraph. A document with increased line spacing has good readability but at the same time consumes more space. By default, all indents and spacings are measured in centimetres (cms) in OpenOffice Writer. Perform the following steps to set line spacing and Indentation:

1. Select the paragraph whose line spacing has to be set.
2. Select **Format** → **Paragraph**. The **Paragraph** dialog box appears (Fig. 8.20).

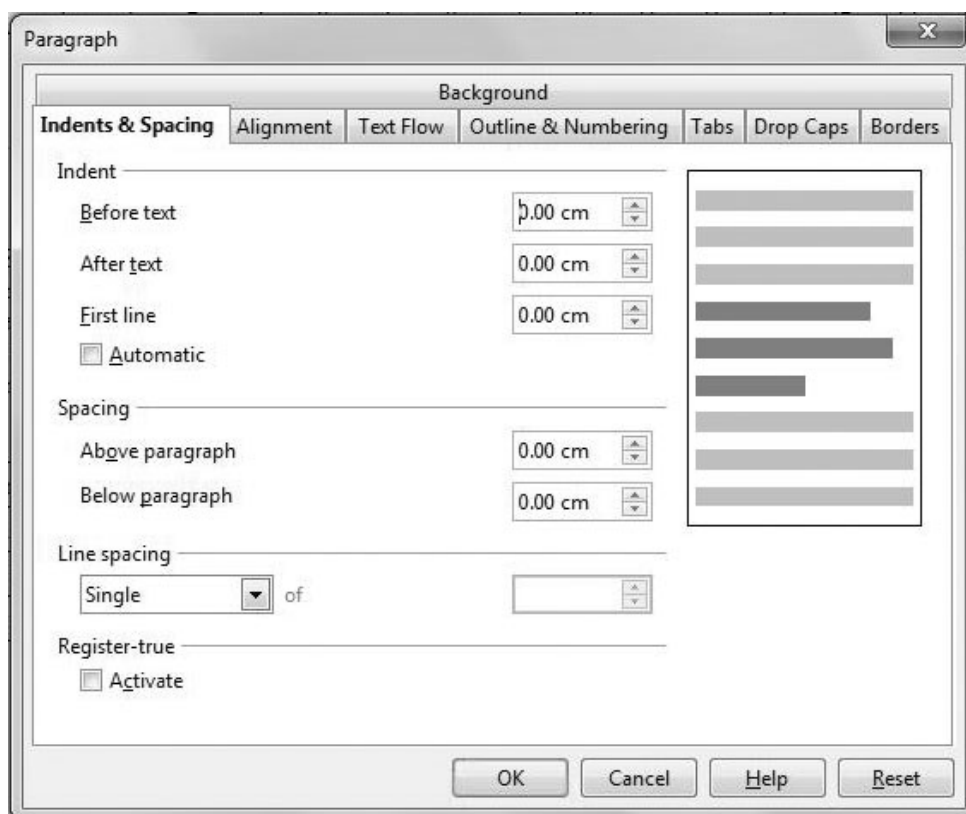


Fig. 8.20: Paragraph Dialog Box



Notes



Notes

3. Select **Indents and Spacing tab** in the Paragraph dialog box.
4. Set the Indents in the Indents section. The indent options available are:
 - Left indent: This moves the text to the left side of the document. We have to specify the **Before Text** value in the Indent section.
 - Right indent: This moves the text to the right side of the document. We have to specify the **After Text** value in the Indent section.
 - First Line indent: This moves only the first line of the paragraph to the right.
 - Hanging Indent: The first line is less indented than the rest of the paragraph.
5. From the **Line Spacing List Box**, select the desired line spacing.
6. Click **OK** button.

Increase Indent or Decrease Indent buttons on the Formatting toolbar can be used to indent the paragraphs.

8.10.4 Page Formatting

Page formatting includes giving desired settings to essential elements of the page such as page size, orientation and margins. To apply Page formatting effects follow the steps given below:

1. Click **Format → Page**. The **Page Style Default dialog box** is displayed (Fig. 8.21).

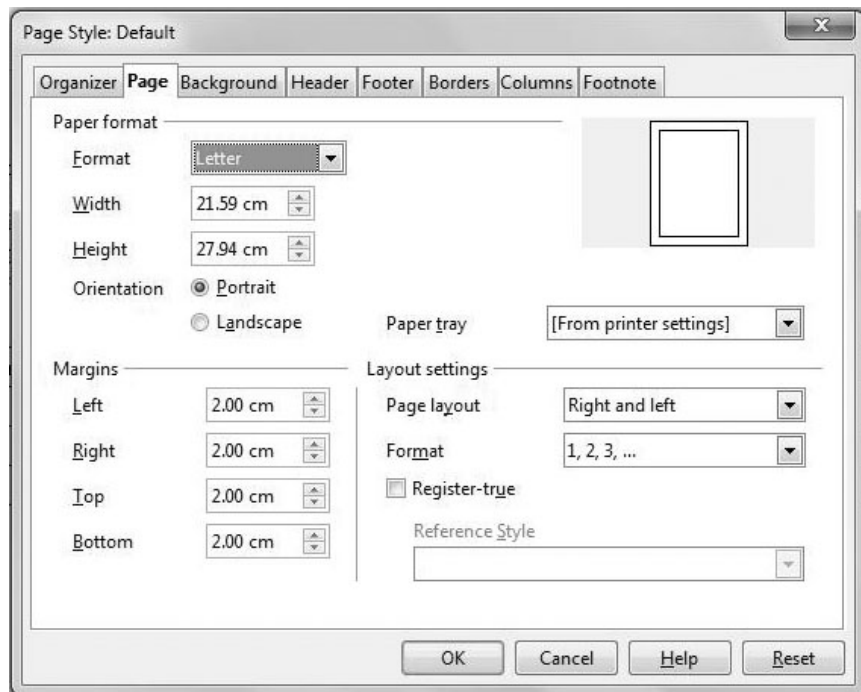


Fig. 8.21: Page Style Default dialog box

2. Select the **Page** tab and in the **Paper Format** section:

- (a) Select the required page size from the **Format List box**.

- (b) Select the **Orientation** by selecting either Portrait or Landscape radio buttons.

The Properties Toolbar on the extreme right of the Writer window contains various commands to apply character, paragraph and page formatting to the document .

3. From the **Margins** section, set top, bottom, left and right margins of the page.

4. Click **OK** button to apply the selected Page formatting effects.

In the Writer window, click and drag the margin indicators on the rulers to set the page margins.



Notes



INTEXT QUESTIONS 8.1

1. Define Word Processor. Name any two word processors.
2. Fill in the blanks.
 - a. To view the document before printing, click option from the File menu.
 - b. The case in which first letter of the sentence is capitalized is called
 - c. The Find and Replace option is in menu.
 - d. The shortcut key to select the text in a paragraph from the cursor position to the end of the paragraph is
 - e. The vertical blinking line in the work area whose location determines where the next character will be inserted is called
3. Multiple Choice Questions
 - (i) Which of the following is the shortcut key to save the document for the first time in Writer?

(a) Ctrl + S	(b) Shift +S
(c) Ctrl + Shift +S	(d) None of the Above
 - (ii) Which of the following is **not** the type of formatting in Writer?

(a) Character	(b) Line
(c) Paragraph	(d) Page



Notes

(iii) Using which of the following methods can you open the Find & Replace dialog box?

- (a) Pressing Ctrl + F
- (b) Select Format → Find & Replace
- (c) Both (a) and (b)
- (d) Neither (a) nor (b)

8.11 HEADERS AND FOOTERS

In multipage documents, you may need to put some additional information like page numbers, author’s name, date of creation of the document etc. on the top or bottom of the page. Such information inserted at the top of the page is called header and that inserted at the bottom of the page is called footer. To insert header or footer in the document, follow the steps given below:

1. Click **Insert → Header/Footer → Default**.
2. The cursor appears in the Header/Footer section of the document. Type the desired text in the Header/Footer. In Fig. 8.22, the text ‘National Institute of Open Schooling’ is inserted as a header.

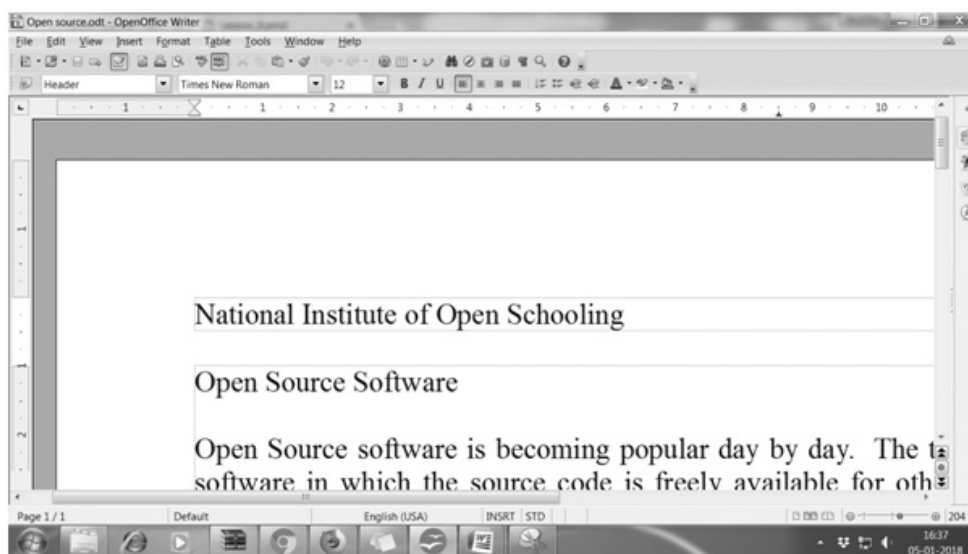


Fig. 8.22: Document with Header

8.12 INSERTING PAGE NUMBERS

To insert page numbers, position your cursor at the place where page number has to be inserted. It may be in the main document or in the header or footer area. Select **Insert → Fields → Page Number** (Fig. 8.23).



Notes

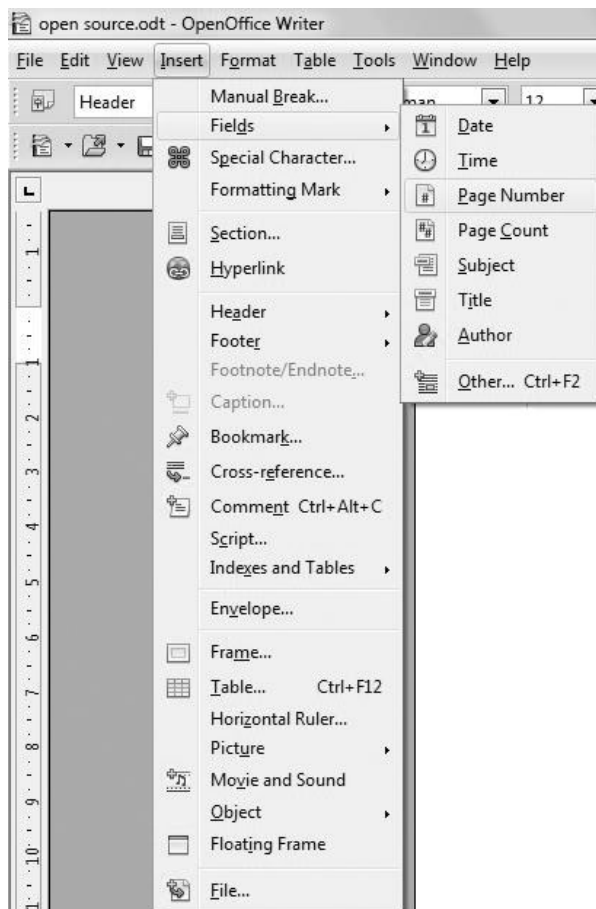


Fig. 8.23: Insert Page Number option

8.13 INSERTING SPECIAL CHARACTERS

To insert special characters in the document, follow the steps given below:

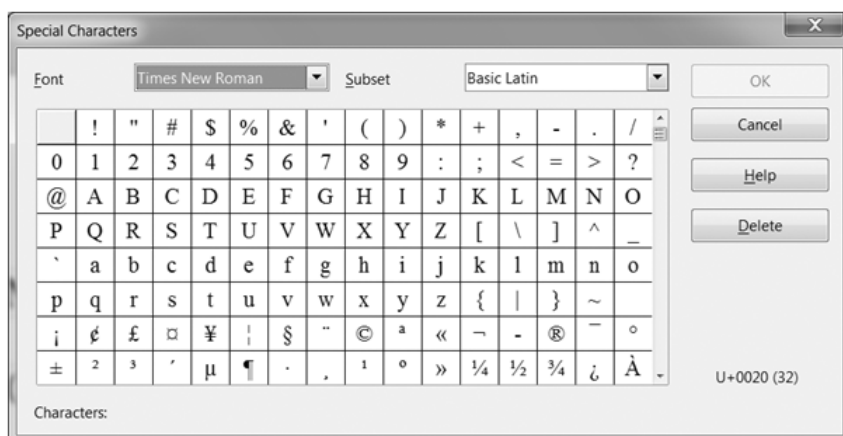


Fig. 8.24: Special Characters dialog box



Notes

1. Place the cursor at the place where the special character has to be inserted.
2. Select **Insert → Special character**. The **Special Character dialog box** is displayed (Fig. 8.24).
3. Click on the desired symbol and then click **OK** button. The selected symbol will be inserted in your document.

8.14 BULLETS AND NUMBERING

Bullets and Numbering feature of OpenOffice Writer helps us to present the information in the form of lists. The bulleted list contains various styles of bullets like circles, squares, arrows etc. while the numbered list contains alphabets and numbers. To use the Bullets and Numbering feature, follow the steps given below:

1. Select the paragraph or text to which the bullets have to be applied. If the text is not typed, place the cursor at the position from where you want to start the list.
2. Click **Format → Bullets and Numbering**. The Bullets and Numbering dialog box appears (Fig. 8.25).

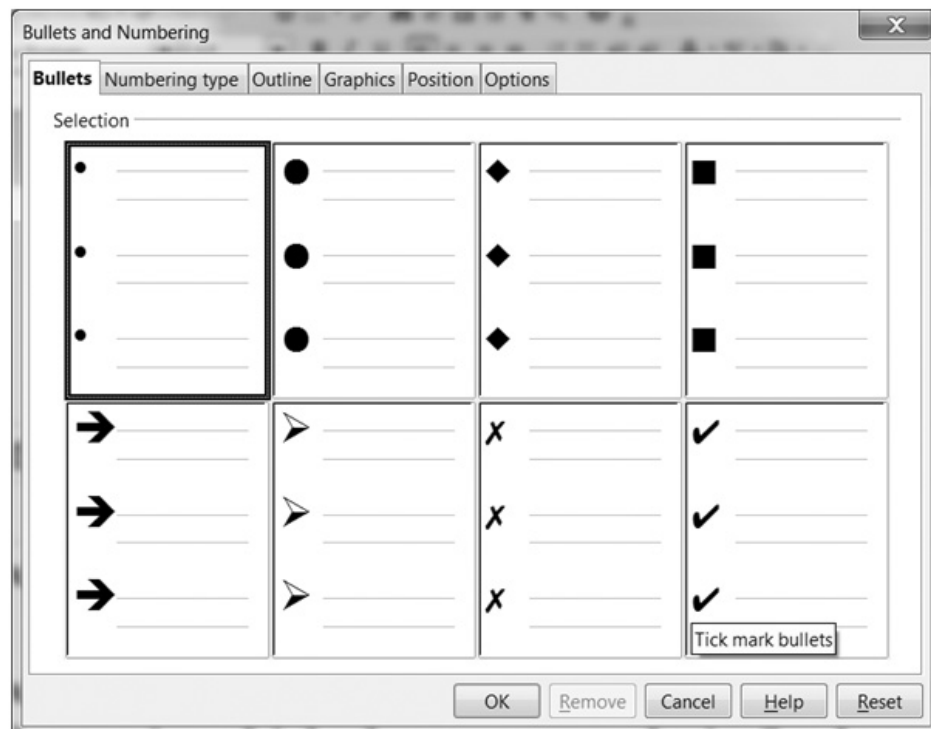


Fig. 8.25: Bullets and Numbering dialog box

- By default, the **Bullets** tab is selected. Select the desired bullet style. Otherwise click the **Numbering Type** tab and select the desired numbering style.
- Click **OK** button. The bullet/numbering style will appear in the document.

8.15 SPELLING AND GRAMMAR CHECK

Using Spelling and Grammar Check feature of Writer, we can find and correct spelling and grammatical errors in our document easily. It even allows us to create personal and custom dictionaries to store words that are not available in the built-in dictionaries. The two ways of checking Spelling and Grammar in Writer are:

8.15.1 Auto Spell Check

This feature, when activated, automatically underlines possible spelling mistakes with a red wavy line. Click **Auto Spell Check** button (ABC) on the Standard toolbar to activate this feature. If you right click on the underlined word, Writer gives possible suggestions to select from. Just click on the spelling that you feel is correct to replace the misspelt word. In Fig. 8.26, the word 'vender' is wrongly spelt as 'vendr' and hence is shown with a red wavy line. The Fig. 8.26 shows the possible suggestions to correct it.

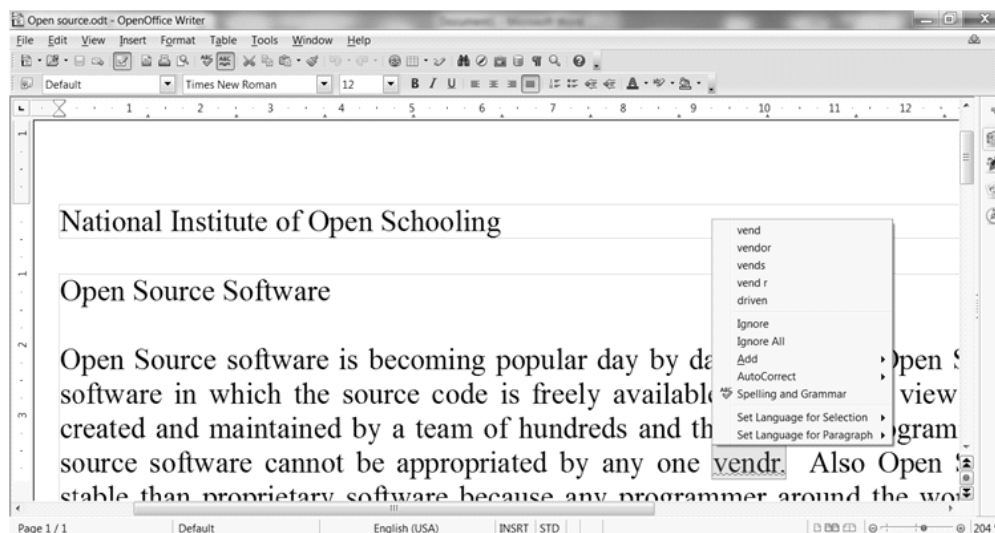


Fig. 8.26: Suggestions for correction

To add the misspelled word to Writer's standard dictionary, click the **Add → standard.dic** option from the drop down menu as shown. If **AutoCorrect** option is selected, Writer will automatically correct the misspelt word.



Notes

8.15.2 Using Spelling and Grammar option

To use this method of checking spelling and grammar in your document, follow the steps given below:

1. Place the cursor at the beginning of the document.
2. Click **Tools → Spelling and Grammar**.
 - a. The **Spelling: English (USA) dialog box** appears (Fig. 8.27).



Notes

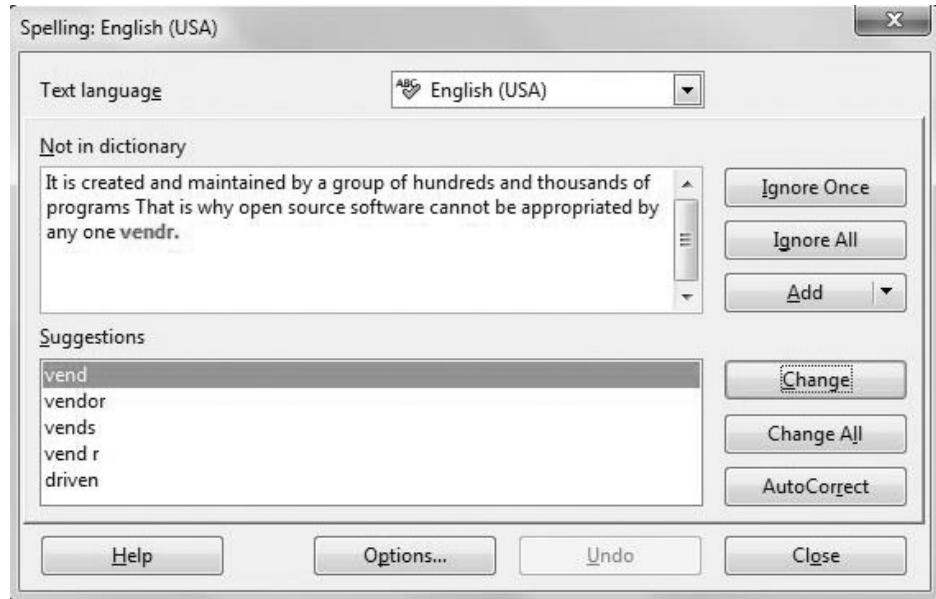


Fig. 8.27: Spelling: English(USA) dialog box

- b. The misspelt word (*vendr* in Fig 8.27) will be displayed in red colour in the ‘**Not in dictionary**’ section. The suggestions for correction are given in the lower portion of the dialog box. Perform either of the following steps:
 - i. To accept the suggested word, click the suggested word and then click **Change** button
 - ii. Edit the word or phrase manually in the upper text box and then click **Change** button.

Press F7 to start the Spelling and Grammar check
 - iii. Click **Add** button to add the word in Writer’s dictionary.
 - iv. Click **Ignore** button if you want to ignore the spelling error indicated by Writer.
 - c. After all the spelling errors are removed, a message box is displayed stating that the Spelling and Grammar check is complete. Click **OK** button.
 - d. Click **Close** button in the Spelling: English (USA) dialog box to close the dialog box at any time in between.

8.16 GRAPHICS IN WRITER

Graphics make the document more attractive, informative and presentable. OpenOffice Writer provides various options to add graphics in the document. We can add graphics by drawing objects and inserting pictures.

8.16.1 Drawing Objects

The Drawing toolbar contains various commands to draw lines, curves, shapes, callouts, symbols, flowcharts, graphic fonts etc. in the document. Therefore, to insert drawing objects first click **View** → **Toolbar** → **Drawing** to display the Drawing Toolbar (Fig. 8.28).



Fig. 8.28: Drawing Toolbar

Click to select any of the object and then click and drag the mouse in the work area to draw the selected object. The toolbar contains buttons for colouring, inserting patterns, borders and various other commands to enhance the appearance of drawing objects. Fig. 8.29 shows various drawing objects that have been inserted using the Drawing toolbar.

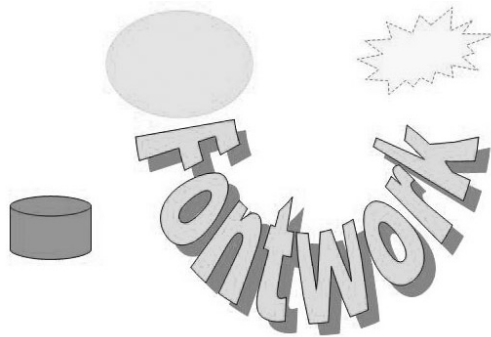


Fig. 8.29: Drawing Objects inserted in the document

8.16.2 Inserting Pictures

To insert a picture in a Writer document perform the following steps:

1. Click the **Tools** → **Gallery** button. The Picture gallery is displayed (Fig. 8.30).
2. The pictures are categorised according to various themes. On selecting any of the themes from the left side of the gallery, the corresponding pictures are displayed on the right side. Select the desired theme and then the desired picture.



Notes

3. Right click the picture that you want to insert and select **Insert @ Copy** from the drop down menu (Fig. 8.30).

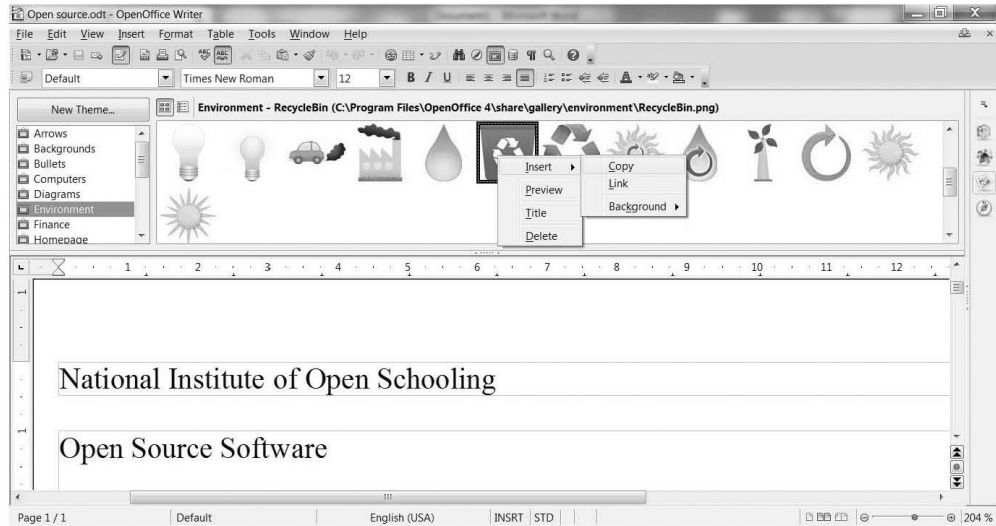
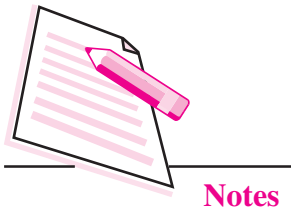


Fig. 8.30: Inserting a picture

4. The picture will be inserted in the document (Fig. 8.31). We can resize the picture by clicking and dragging the size handlers.

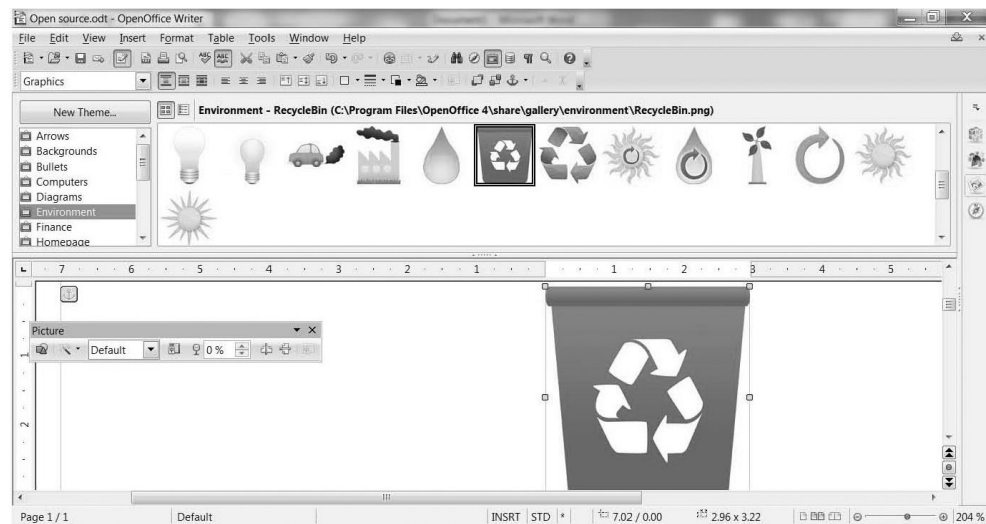


Fig. 8.31: Inserted Picture in the document

Click Gallery button () on the extreme right of Writer Window to display the picture gallery (Fig. 8.31).

As the picture is inserted, the **Picture toolbar** is displayed on the screen (Fig. 8.31). The various commands on this toolbar can be used to enhance the appearance of the inserted picture.

8.17 WORKING WITH TABLES IN WRITER

A table is a grid of rows and columns. It helps to present data in row and column format. Follow the steps given below to insert a table in the document:

1. Click **Insert** → **Table**. The **Insert Table** dialog box appears (Fig. 8.32).

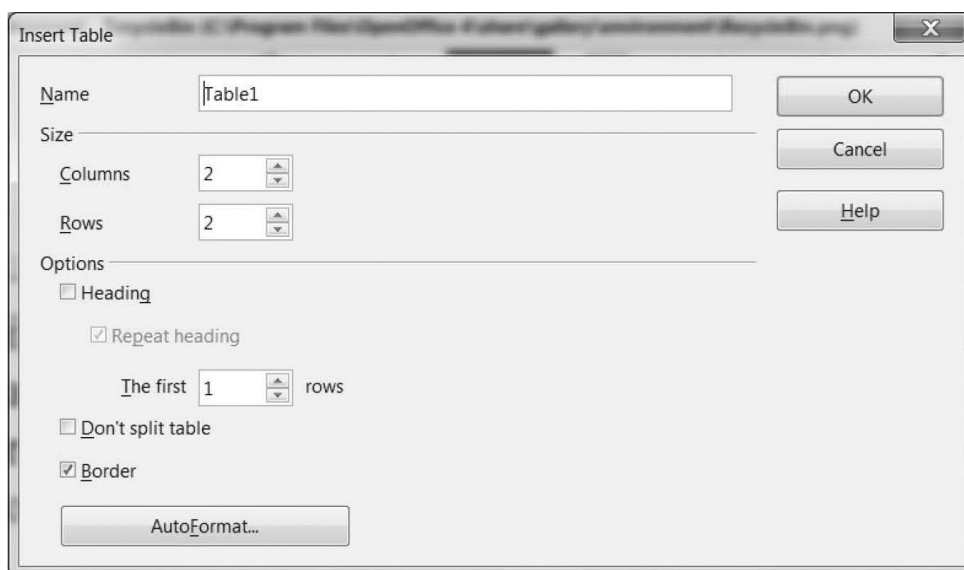


Fig. 8.32: Insert Table dialog box

2. Type the name of the table in the **Name** text box..
3. Choose the number of rows and columns from the respective list boxes.

The shortcut key to open the Insert Table dialog box is Ctrl + F12.

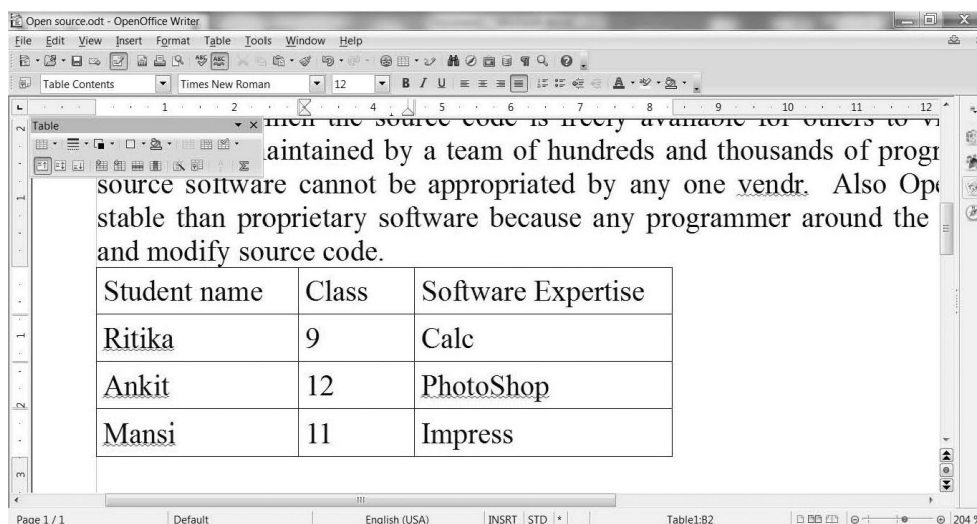


Fig. 8.33: Table inserted in the document



Notes



Notes

- Click **OK** button. The table with specified number of rows and columns will be inserted in your document (Fig. 8.33). As the table is inserted in the document, the Table toolbar is also displayed (Fig. 8.33). This toolbar contains various commands to edit/format the table.
- Click in any cell of the table to enter data. Other than the mouse, the following keys can be used to move in the table:

Tab : to move one cell to the right

Shift + Tab : to move one cell to the left

Up Arrow: to move up by one row

Down Arrow: to move down by one row

8.17.1 Inserting a row and column in a table

- To insert a row or column in a table, right click the cell above which you want to insert a row or beside which you want to insert a column.
- From the drop down menu, select the **Row** or **Column** option.
- Select **Insert** option from the submenu.
- The **Insert Row** or **Insert Column dialog box** is displayed (Fig. 8.34).

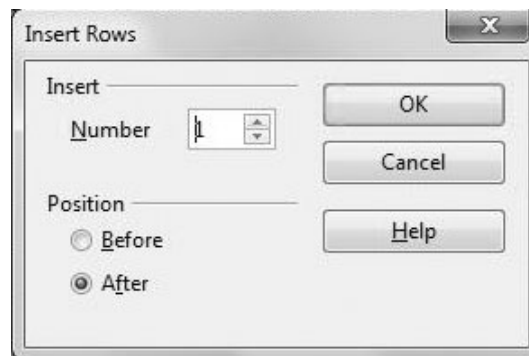



Fig. 8.34 : Insert Row dialog box

- Choose the number of rows or number of columns to be inserted.
- Also choose the position of the rows or columns to be inserted i.e., before or after the current cell.
- Click **OK**. The specified number of rows/columns will be added to the table.

Click Table button () on the Standard Toolbar to insert a table.

8.17.2 Deleting Row or Column from a table

- To delete a row or column in a table, right click a cell in the row/column that you want to delete.
- From the drop down menu, select the **Row** or **Column** option.
- Select **Delete** option from the submenu. The selected row/column will be deleted.

8.17.3 Formatting a Table

Formatting a table means changing the appearance of the table. This can be done by applying/changing the colour of the text, cells or border or even by altering the thickness of the border. Writer allows us to automatically format the table by selecting **Table** → **Auto Format** option. In the **Auto Format** dialog box (Fig. 8.35) that appears, set the desired format and click **OK** button.

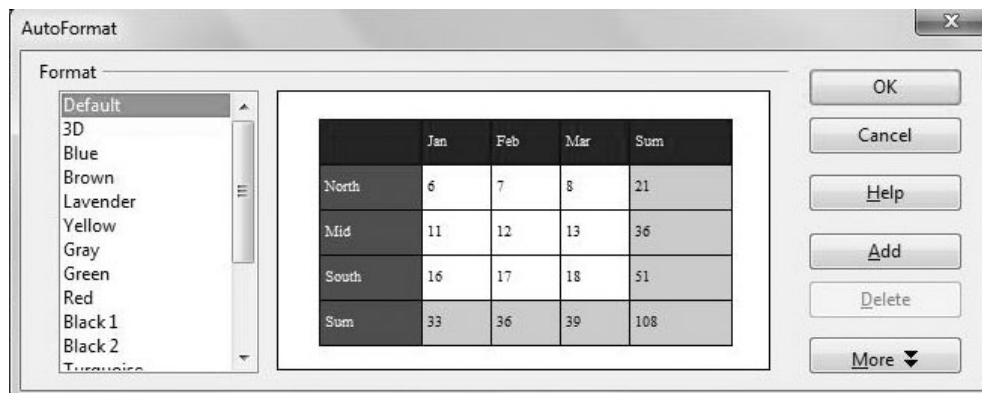


Fig. 8.35: AutoFormat dialog box

8.18 TRACK CHANGES

Sometimes, our document may be used and edited by multiple users. To track or record the changes made by each user, Writer provides the Track Changes feature. When this feature is enabled in the document, we can view all the previous versions of the document. This is because Writer keeps track of all types of changes that have been made by any user in the document. Perform the following steps to use the Track Changes feature in the document:

1. Click **Edit** → **Changes** → **Record**. This enables the process of recording changes in the document. Now, whatever modifications are made to the document, will appear as coloured text.
2. Make some changes in the document, say inserting or deleting any text or applying some formatting effects. In the example shown in Fig. 8.36, the word 'appropriated' has been deleted and the word 'owned' has been added.
3. The inserted text will be displayed in different colour. The deleted text is also displayed in a different colour and also gets striked through. Also when we keep the mouse pointer on the changed text, a tooltip showing the name of the user who has made the change along with date and time of making the change is displayed.



Notes

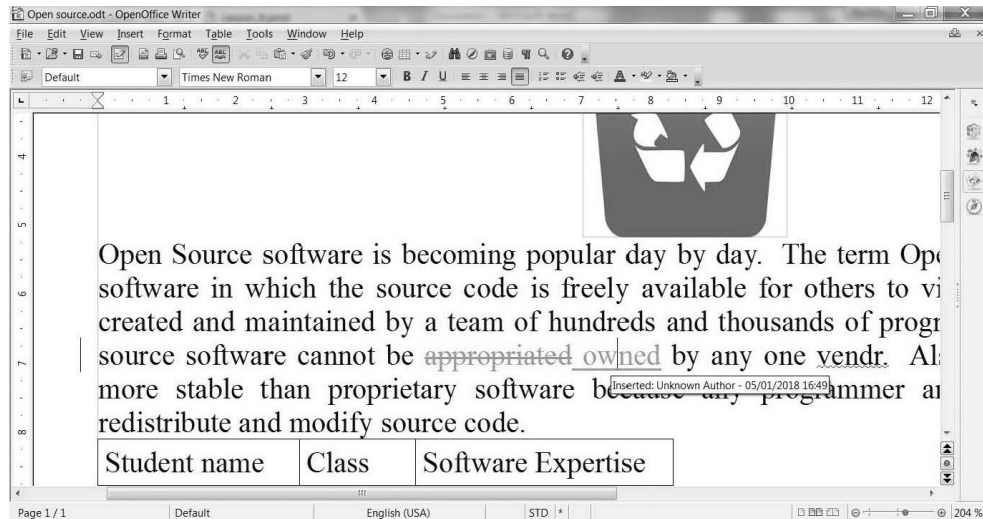
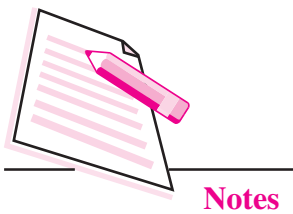


Fig. 8.36: Recording the changes

8.19 MAIL MERGE

Mail Merge is a feature that helps to generate personalized letters, memos, labels etc. This feature is helpful when similar information has to be sent to large number of people. The text (for example, name, address, etc.) from a single data source is combined with another document containing the main content. This feature saves lot of time as there is no need to type separate letter for each recipient. We can also produce labels or envelopes containing names and addresses of different persons in one go.

The three main components of Mail Merge feature are:

- (i) **Data Source:** This refers to the database that generally stores the names, addresses and other personalized information in tabular format.
- (ii) **Main Text document:** This contains the main body of the letter.
- (iii) **Merged Document:** This refers to the document that is generated after merging the information of the main text document and the data source.

Let us now create a document using Mail Merge feature of OpenOffice Writer. It broadly consists of two steps – Creating a data source and merging the document with the data source

STEP I: Creating a data source

1. Select **File** → **New** → **Database** as shown in the figure. The database wizard starts (Fig. 8.37).



Fig. 8.37: Starting Database Wizard

2. Select **Create New Database** option and click **Next** button.

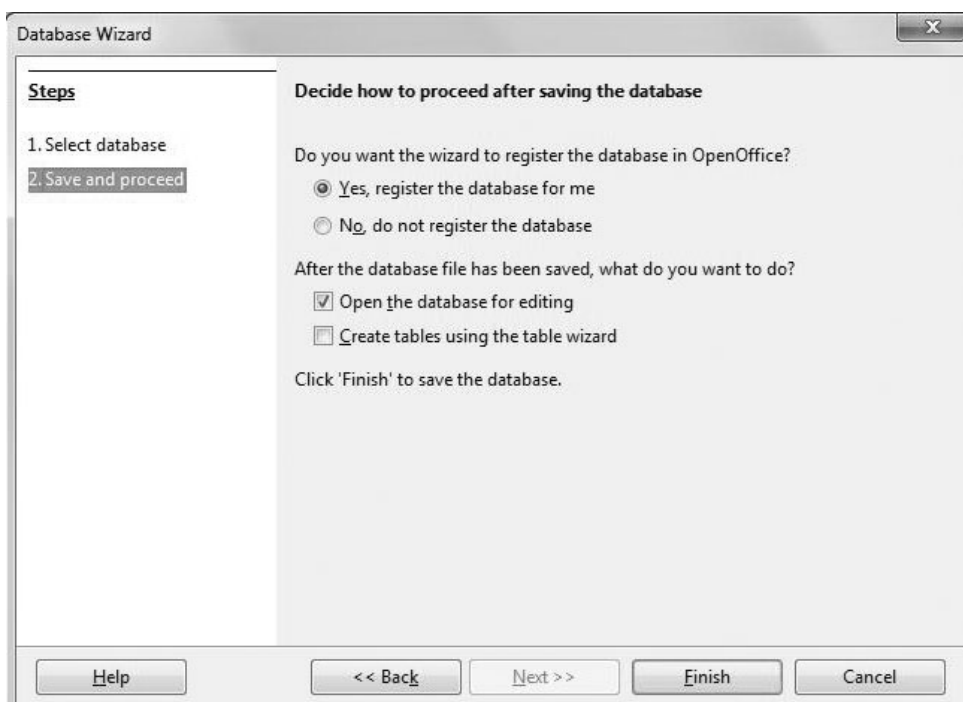


Fig. 8.38: Finish button

3. Click **Finish** button (Fig. 8.38). This finishes the process of creating a database. The **Save As** dialog box appears.



Notes



Notes

4. Type the name of the database (db1, in our example) in the **Name text box**. Also specify the location where you want to save the database and then click **Save** button. By default, the database is saved with an extension .odb. The new database window appears and the **Tables** option in the **Database pane** is automatically selected (Fig. 8.39).

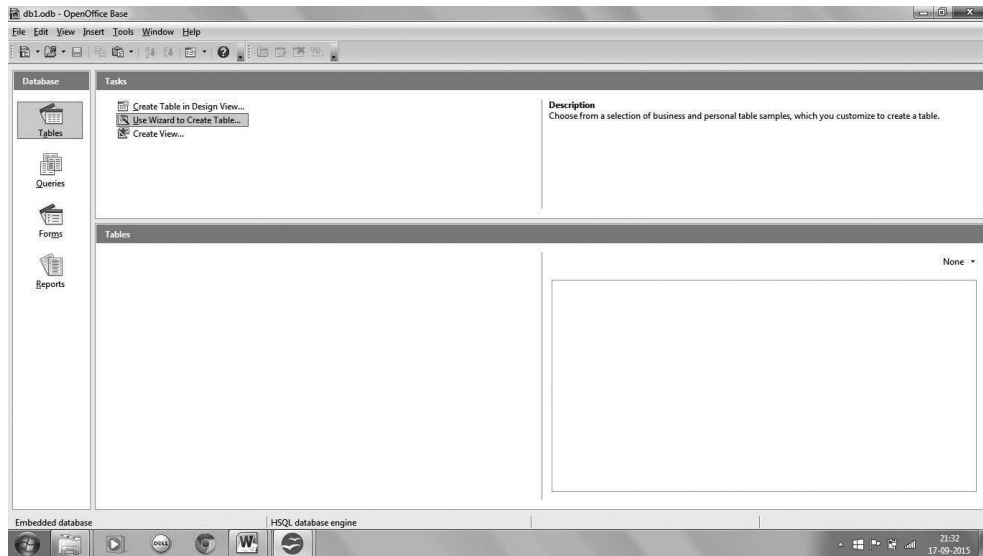


Fig. 8.39: New Database Window

5. In **Tasks** pane, select the **Use Wizard to Create Tables** option. The Table Wizard starts (Fig. 8.40). Notice that there are two panes in the Table Wizard dialog box, on the left is of **Steps** and on the right are the tasks associated with each step. The first step is **Select Fields** that is selected in the Steps pane. On the right pane, it asks to **Select Fields for your table**.

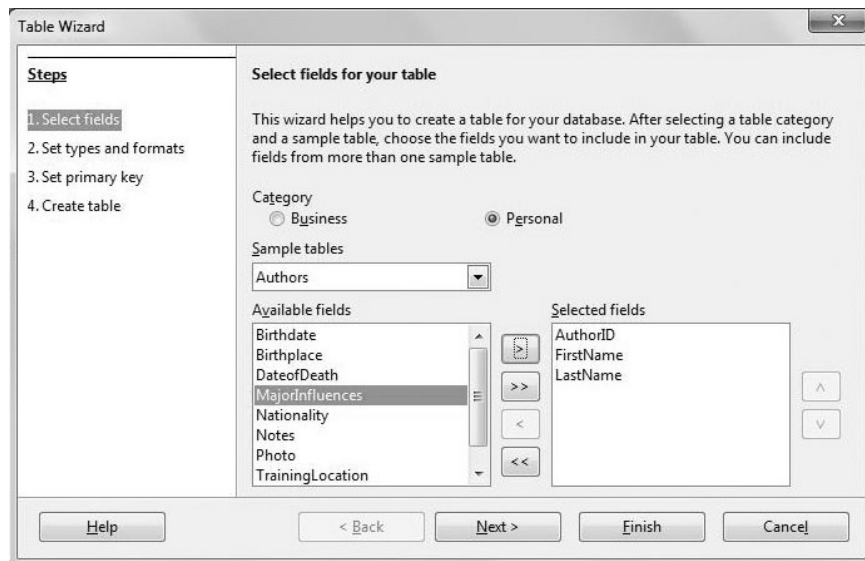


Fig. 8.40: Step 1- Select Fields

6. Select the **Category** for your table. In our case we select *Personal*.
7. Select the desired table (say, *Authors*) from the **Sample Tables** list box.
8. Select the required fields from the **Available Fields** list box. To select a field, click the field and then click > button. In our example, we have selected *AuthorId*, *FirstName* and *LastName*.
9. Click **Next** button. The second step **Set Types and Formats** gets activated (Fig. 8.41).



Notes

The screenshot shows the 'Table Wizard' dialog box at step 2, 'Set field types and formats'. On the left, a 'Steps' pane shows '2. Set types and formats' as the active step. The main area is divided into 'Selected fields' and 'Field information'. The 'Selected fields' list contains 'AuthorID', 'FirstName', and 'LastName'. The 'Field information' section is for 'AuthorID', showing 'Field name' as 'AuthorID', 'Field type' as 'Integer [INTEG]', 'AutoValue' as 'No', 'Entry required' as 'No', and 'Length' as '10'. Navigation buttons at the bottom include 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.

Fig. 8.41: Step 2-Set Types and Formats

10. Click **Next** button. The **Set Primary key** page appears (Fig. 8.42).

The screenshot shows the 'Table Wizard' dialog box at step 3, 'Set primary key'. The 'Steps' pane on the left highlights '3. Set primary key'. The main area contains a text box explaining primary keys. Below it, the 'Create a primary key' checkbox is checked. Three radio buttons are present: 'Automatically add a primary key' (selected), 'Use an existing field as a primary key', and 'Define primary key as a combination of several fields'. Under 'Automatically add a primary key', there is an 'Auto value' checkbox. Under 'Use an existing field as a primary key', there is a 'Fieldname' dropdown and an 'Auto value' checkbox. Under 'Define primary key as a combination of several fields', there are two lists: 'Available fields' (containing 'FirstName', 'AuthorID', 'LastName') and 'Primary key fields' (empty). Navigation buttons at the bottom include 'Help', '< Back', 'Next >', 'Finish', and 'Cancel'.

Fig. 8.42: Step 3-Setting Primary Key



Notes

11. Click **Next** button. The **Create Table Page** appears (Fig. 8.43).

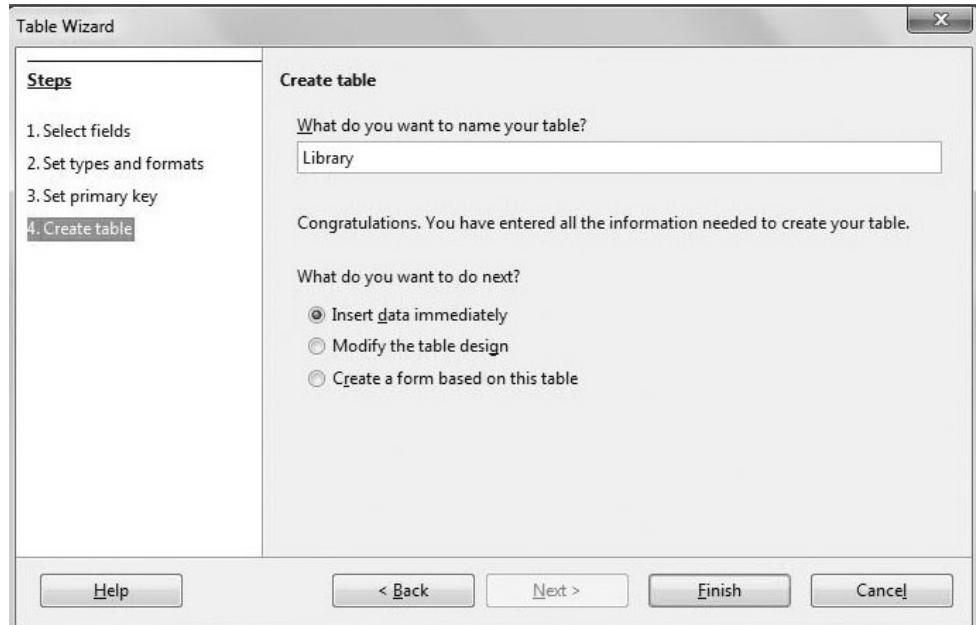


Fig. 8.43: Step 4-Create Table page

12. Type the table name in **What do you want to name your table?** text box. We have named it as *Library*.
13. Click **Finish** button. The new **Table Data View window** opens. Add few records in respective fields of your table as shown in the Fig. 8.44.
14. After entering the entire data press **Ctrl + S** to save the table then close the Table Data view window. Now your data source is ready to be merged in the main document.

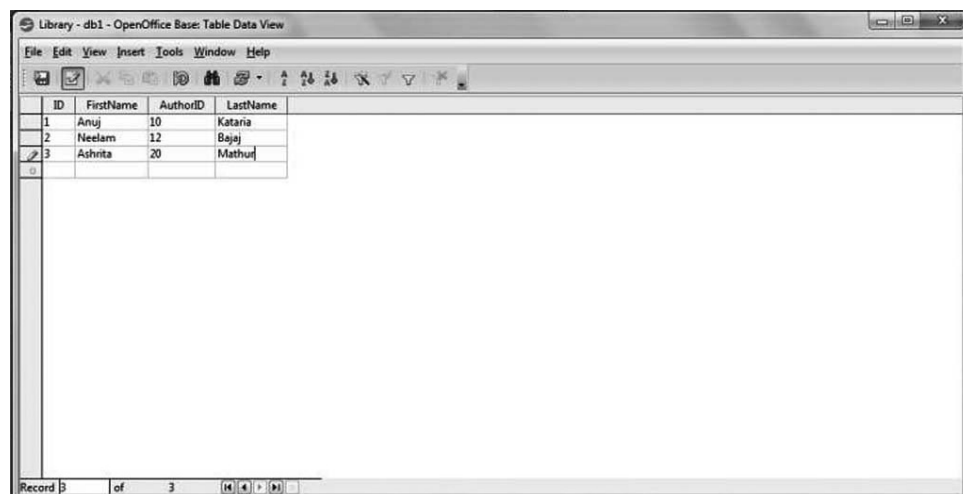


Fig. 8.44: Table Data View window

STEP II: Merging the document with data source

After creating the data source, let us now create the main document, which contains the text that is same for all recipients and also personalized information for each recipient. The steps are as follows:

1. Open Blank Document in Writer and type the required text.
2. Click **Insert** → **Fields** → **Other** option to insert fields in the main document. The **Fields dialog box** appears (Fig. 8.45).



Notes

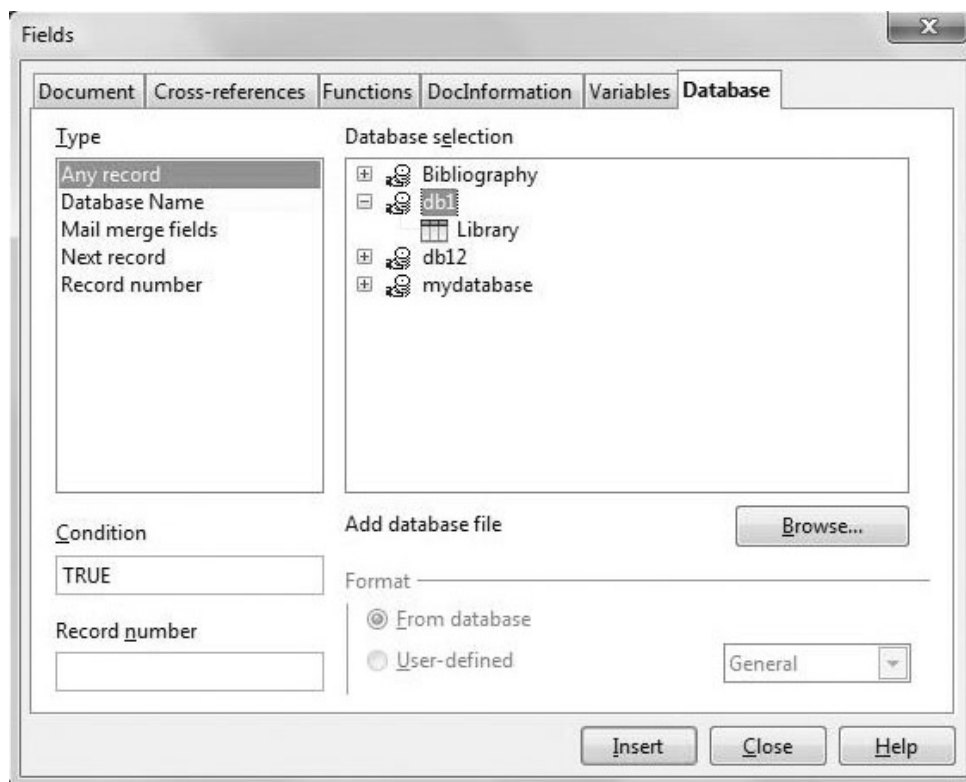


Fig. 8.45: Fields Dialog box

3. Select **Database** tab from the **Fields dialog box**.
4. To view the list of tables created in our database, double click on the database name (*db1 in our example*). Select the name of the table i.e., library in our example.
5. Select **Mail Merge fields** option from the **Type pane** of the **Fields dialog box**.
6. Click **Close** button. We will be back in the main document.
7. In the main document click **Data Source button** (📄) on the Standard toolbar. The data source with the table containing records is displayed above the main document (Fig. 8.46).



Notes

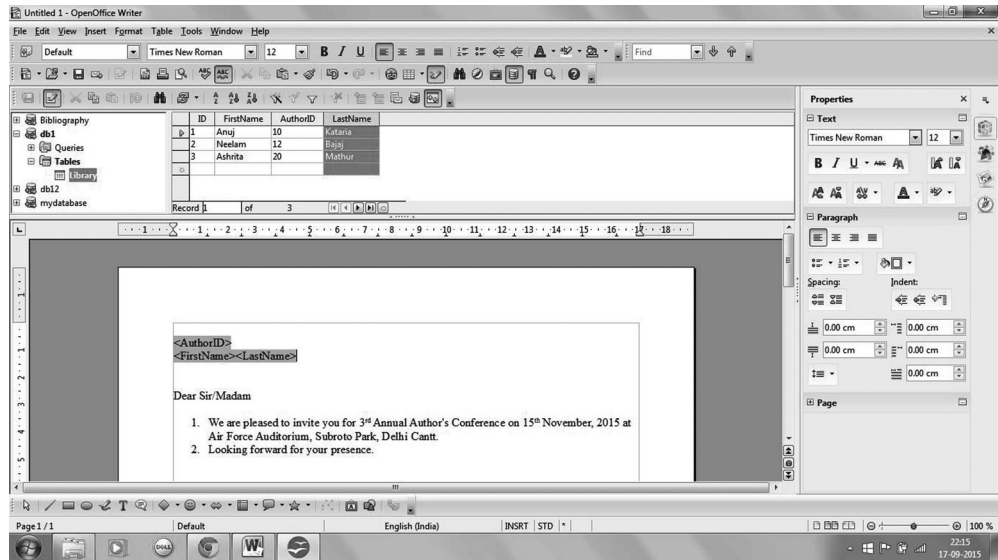


Fig. 8.46: Data Source above the main document

- Drag the fields from the Data Source to the desired location in the main document.
- Select **Tools** → **Mail Merge Wizard**. The **Mail Merge wizard** starts (Fig. 8.47). The **Steps** pane on the left side of the wizard displays the eight steps to be followed for Mail Merge. The right side of the wizard displays the actions to be performed in each step. The first step is to **Select Starting document**. On the right side, 'Use the current document' option is selected.

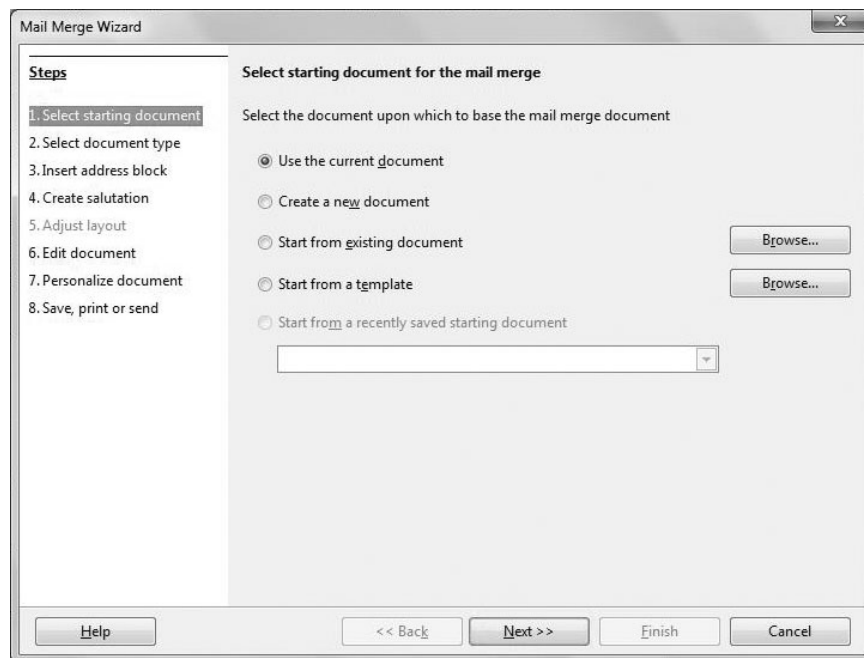


Fig. 8.47: Mail Merge Wizard (first step)

10. Click **Next** button.
11. Select the type of document (Fig. 8.48) and click **Next** button.

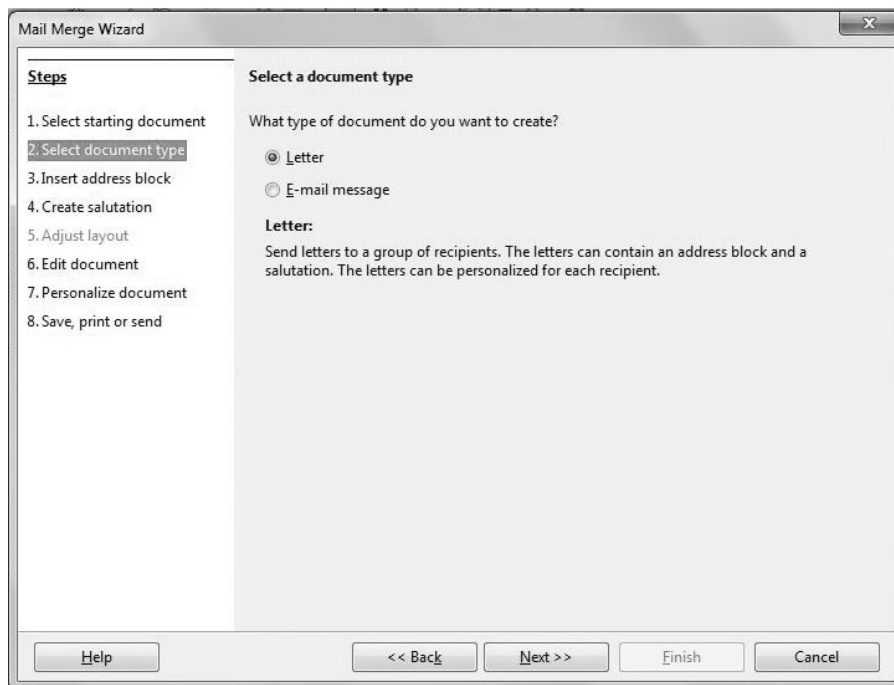


Fig. 8.48: Selecting the document type

12. If you want to select an address list, click **Select Different Address List button** otherwise click **Next** button (Fig. 8.49).

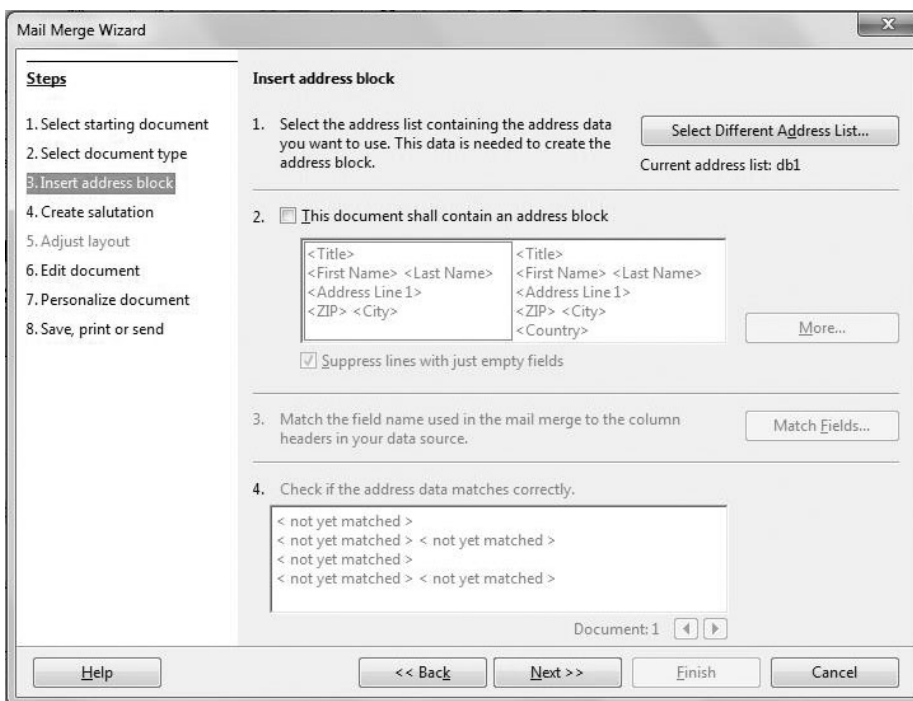


Fig. 8.49: Selecting Address block



Notes



Notes

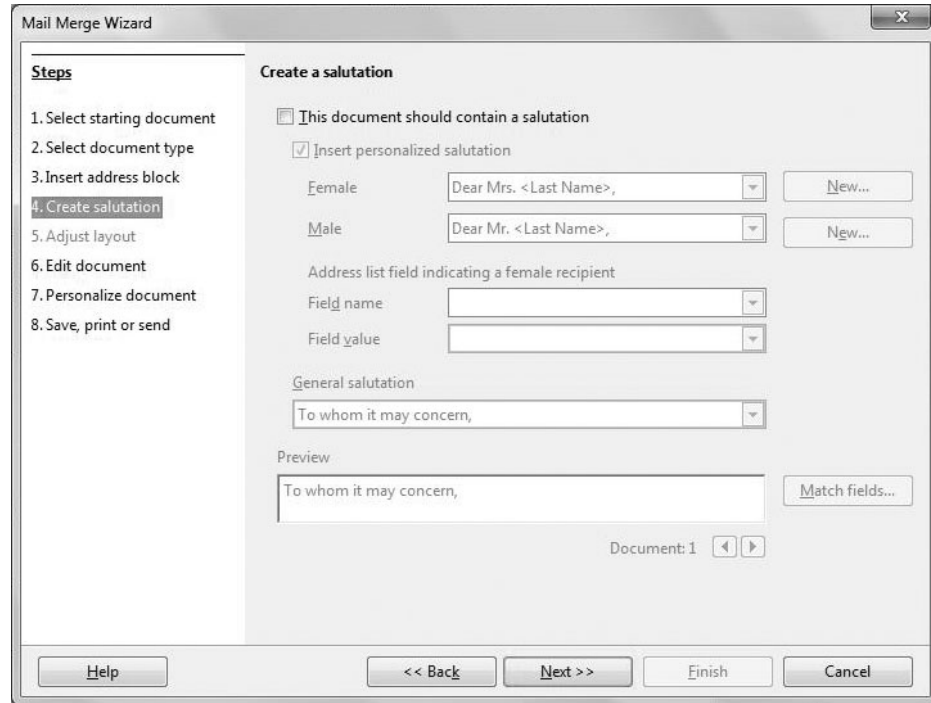


Fig. 8.50: Creating a salutation

13. Specify whether you want to create a salutation (Fig. 8.50) otherwise click **Next** button.
14. Click **Edit Document** if you want to modify the main document otherwise click **Next** button.

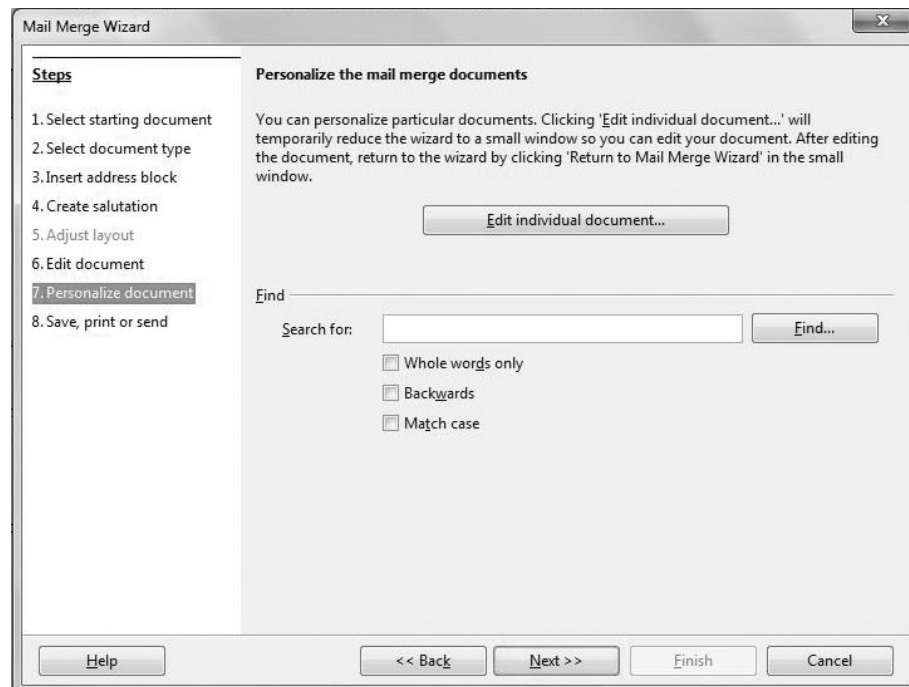


Fig. 8.51: Personalize document

- Click **Next** button if you do not want to personalize each document.

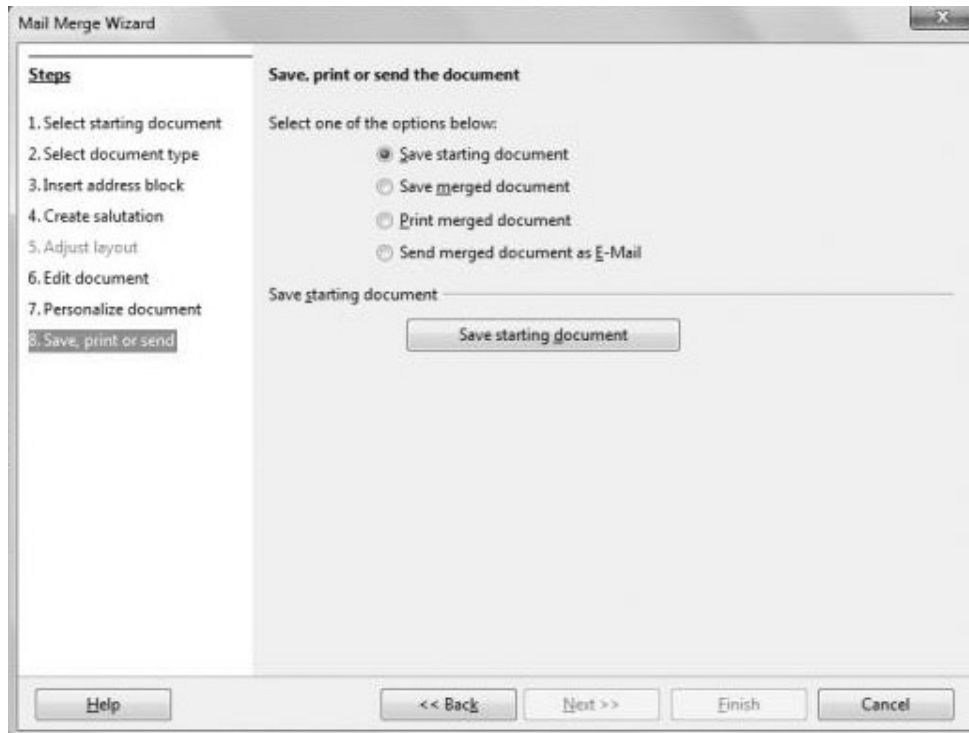


Fig. 8.52: Save, print or Send Document

- Select whether you want to save, print or send the document to mail. Thereafter click **Save starting document** button. The **Save As** dialog box appears.
- Specify the name and location of the merged document and click **Save** button.
- Click **Finish** button on the Mail Merge Wizard. You will see that the merged documents are displayed.

8.20 GETTING HELP IN WRITER

Help feature of OpenOffice Writer provides us the information on various commands available in this word processing software. It lists the use and the steps to use any of the features/options seen in the Writer window.

Writer Help can be used offline as well as online. Though Writer's offline help feature is quite comprehensive, yet the online help from Openoffice.org provides some additional help materials such as tutorials, demos, quizzes etc. To use the offline help from the Writer Help window, follow the steps given below:

- Click **Help** → **Openoffice.org Help**. The OpenOffice.org Help Window appears (Fig. 8.53).



Notes



Notes

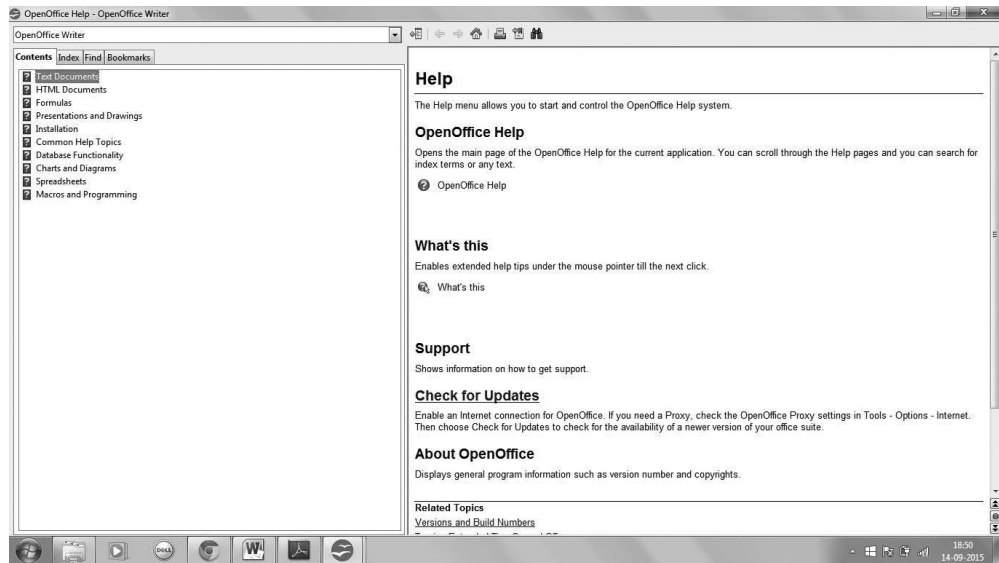


Fig. 8.53: Writer Help Window

2. Select the contents tab in the Help window. The list of contents is displayed from where we can select any topic by double clicking on it.

Press Shift+F1. The mouse pointer will change to \?. Now click on any tool in the Writer window. A tooltip containing information about that tool will be displayed.
3. If there are any subtopics, double click to select any one of these. The information related to the selected topic will be displayed.
4. Click **Close** button on top right of the Help window to exit.

Press F1 to open Writer Help window.



INTEXT QUESTIONS 8.2

1. Fill in the blanks:
 - (i) The additional information inserted on the top of the page constitutes while that at the bottom of the page constitutes
 - (ii) The Bullets and Numbering option is in menu.
 - (iii) Press to open Writer help window.
 - (iv) The Auto Spell Check button is present on the toolbar.
 - (v) key(s) are pressed to move one cell to the left in a table.

2. Name the two ways in which Spelling check can be done in OpenOffice Writer.
3. Write the steps to insert a picture in your document.
4. Name the three components of Mail Merge feature in OpenOffice Writer.
5. Write the shortcut keys for the following:
 - a. To open a new document
 - b. To open Find & Replace dialog box
 - c. To save the document for the first time
 - d. To exit Writer
 - e. To open Table dialog box



Notes



WHAT YOU HAVE LEARNT

- Word processor is an application software that is used for creating, editing, formatting and printing any textual data.
- Word processor has a unique feature called mail merge which allows us to send personalized letters, invitations, etc., to multiple people.
- Page formatting includes giving desired settings to essential elements of the page such as page size, orientation and margins.
- Bullets and numbering feature of OpenOffice Writer helps us to present the information in the form of lists.
- Using spelling and grammar check feature of Writer, we can find and correct spelling and grammatical errors in our document easily.
- A table is a grid of rows and columns. It helps to present data in row and column format.
- Mail merge feature helps to generate letters, memos, labels etc. It is helpful when similar information has to be sent to large number of people.



TERMINAL EXERCISE

1. Define word processing.
2. Write any three features of a word processor.
3. Differentiate between copying and moving a text.
4. What happens if you select Match Case option in the Find & Replace dialog box?
5. Name the types of cases in which text can be written in OpenOffice Writer.



Notes

6. Write the steps to insert line spacing and indentation in a paragraph.
7. Write the steps to create a numbered list in your document.
8. How can you add a word in Writer's standard dictionary?
9. Explain the Track Changes feature of OpenOffice Writer.
10. Write the steps to create a data source for using the Mail Merge feature in Writer.



ANSWERS TO INTEXT QUESTIONS

8.1

1. A word processor is an application software that is used for creating, editing, formatting and printing any type of textual data. Examples of word processor are OpenOffice Writer and MS Word
2. (a) Page Preview (b) Sentence Case (c) Edit
(d) Ctrl+Shift+ ↓ (e) Cursor
3. (i) c (ii) b (iii) a

8.2

1. (i) Header, footer (ii) Format (iii) F1 (iv) Standard (v) Shift + Tab
2. AutoSpellCheck and Spelling & Grammar option in Tools menu
3. (i) Click the **Tools** → **Gallery** button. The Picture gallery is displayed.
(ii) Select the desired theme and then the desired picture.
(iii) Right click the picture that you want to insert and click **Insert** → **Copy** from the drop down menu.
(iv) The picture will be inserted in the document.
4. The three main components of Mail Merge feature are:
 - a. Data Source
 - b. Main Text document
 - c. Merged Document
5.
 - a. Ctrl + N
 - b. Ctrl + F
 - c. Ctrl + Shift + S
 - d. Ctrl + Q
 - e. Ctrl + F12