



## **OpenOffice.org Writer**

### **Part 2**

## Hanging Indent

The hanging indent feature indents each line except the first line by the amount specified in the **By** field in the Paragraph option under the format option, as shown in the example.

*Example: Hanging Indent*

Hanging Indent: The hanging indent feature indents the first line of the paragraph from the margin by the amount specified in the **Left** field. The amount in the **Left** field plus the amount specified in the **By** field indent all subsequent lines.

When you begin typing the following paragraph, you might find that your paragraph is indented one inch on both sides. When you start a new paragraph in OpenOffice.org Writer the setting from the previous paragraph carries over. If you wish, you can reset the indentation. If you choose not to reset the indentation, it will not affect your ability to perform the exercise.

1. Type the following:  
**Hanging Indent: The hanging indent feature indents the first line by the amount specified in the Left field. The amount in the Left field plus the amount specified in the By field indent all subsequent lines.**
2. Highlight the paragraph you just typed.
3. Click on **F**ormat.
4. Highlight Paragraph. Press Enter.
5. Click on the **I**ndents and Spacing tab, if that tab is not in the front.
6. In the **S**pecial field, click to open the pull-down menu. Click on Hanging.
7. In the **B**y box, type **2.0"**.
8. Click on OK.
9. Place the cursor after the colon following "Hanging Indent."
10. Press the Tab key.
11. Notice how the indentation changes.

## Bullets and Numbering

In OpenOffice.org Writer, you can easily create bulleted or numbered lists of items. Several bulleting and numbering styles are available, as shown in the examples. You select the one you wish to use. Try the exercises to see how it works.

### *Examples -- Numbering*

- |           |           |            |
|-----------|-----------|------------|
| 1. Apple  | 1) Apple  | I. Apple   |
| 2. Orange | 2) Orange | II. Orange |
| 3. Grape  | 3) Grape  | III. Grape |
| 4. Mango  | 4) Mango  | IV. Mango  |
| 5. Cherry | 5) Cherry | V. Cherry  |

- |           |           |            |
|-----------|-----------|------------|
| A. Apple  | A) Apple  | (a) Apple  |
| B. Orange | B) Orange | (b) Orange |
| C. Grape  | C) Grape  | (c) Grape  |
| D. Mango  | D) Mango  | (d) Mango  |
| E. Cherry | E) Cherry | (e) Cherry |

- i. Apple
- ii. Orange
- iii. Grape
- iv. Mango
- v. Cherry

### *Examples -- Bulleting*

- |          |          |          |
|----------|----------|----------|
| • Apple  | ◆ Apple  | ▪ Apple  |
| • Orange | ◆ Orange | ▪ Orange |
| • Grape  | ◆ Grape  | ▪ Grape  |
| • Mango  | ◆ Mango  | ▪ Mango  |
| • Cherry | ◆ Cherry | ▪ Cherry |

- |          |          |          |
|----------|----------|----------|
| □ Apple  | ❖ Apple  | ➤ Apple  |
| □ Orange | ❖ Orange | ➤ Orange |
| □ Grape  | ❖ Grape  | ➤ Grape  |
| □ Mango  | ❖ Mango  | ➤ Mango  |
| □ Cherry | ❖ Cherry | ➤ Cherry |

- ✓ Apple
- ✓ Orange
- ✓ Grape
- ✓ Mango
- ✓ Cherry

### Practice

1. Type the following as shown.  
**Apple**  
**Orange**  
**Grape**  
**Mango**  
**Cherry**
2. Highlight the words you just typed.
3. Click on Format.
4. Highlight Bullets and Numbering. Press Enter.
5. Click on the Numbered tab, if it is not in the front.
6. Several styles are available to you. Click on the style you want to use.
7. Click on OK.
8. Your list should now be numbered.

To remove the numbering:

1. Highlight the list again.
2. Click on Format.
3. Highlight Bullets and Numbering. Press Enter.
4. Click on None.
5. Click on OK.

Alternate Method -- Numbering using the Icon.

1. Highlight the list you typed.
2. Click on the Numbering icon on the Formatting toolbar.
3. Your list should now be numbered.

To remove the numbering:

1. Highlight the list again.
2. Click again on the Numbering icon.


## Bulleting

1. Highlight the list you typed.
2. Click on **F**ormat.
3. Highlight **B**ullets and **N**umbering. Press Enter.
4. Click on the **B**ulleted tab, if it is not in the front.
5. Several styles are available to you. Click on the style you want to use.
6. Click on **O**K.
7. Your list should now be bulleted.


To remove bulleting:

1. Highlight the list again.
2. Click on **F**ormat.
3. Highlight **B**ullets and **N**umbering. Press Enter.
4. Click on **N**one.
5. Click on **O**K.

Alternate Method -- Bulleting Using the Icon

- 
 1. Highlight the list you typed.
2. Click on the **B**ullets icon on the **F**ormatting toolbar.
3. Your list should now be bulleted.

To remove the bulleting:

- 
 1. Highlight the list again.
2. Click on the **B**ullets icon again.

## Tables

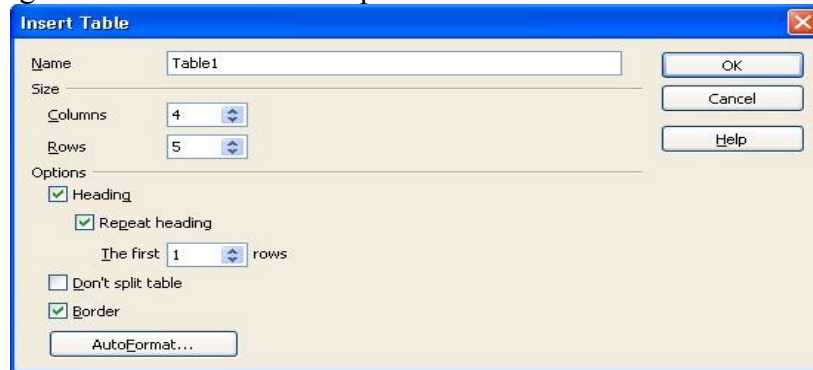
This lesson will teach you how to create tables. You use tables to format all or part of your document into columns and rows. Each exercise in this lesson is dependent on your having completed the exercise that preceded it. Complete the exercises in sequence. To begin the lesson, open OpenOffice.org Writer.

### Creating a Table

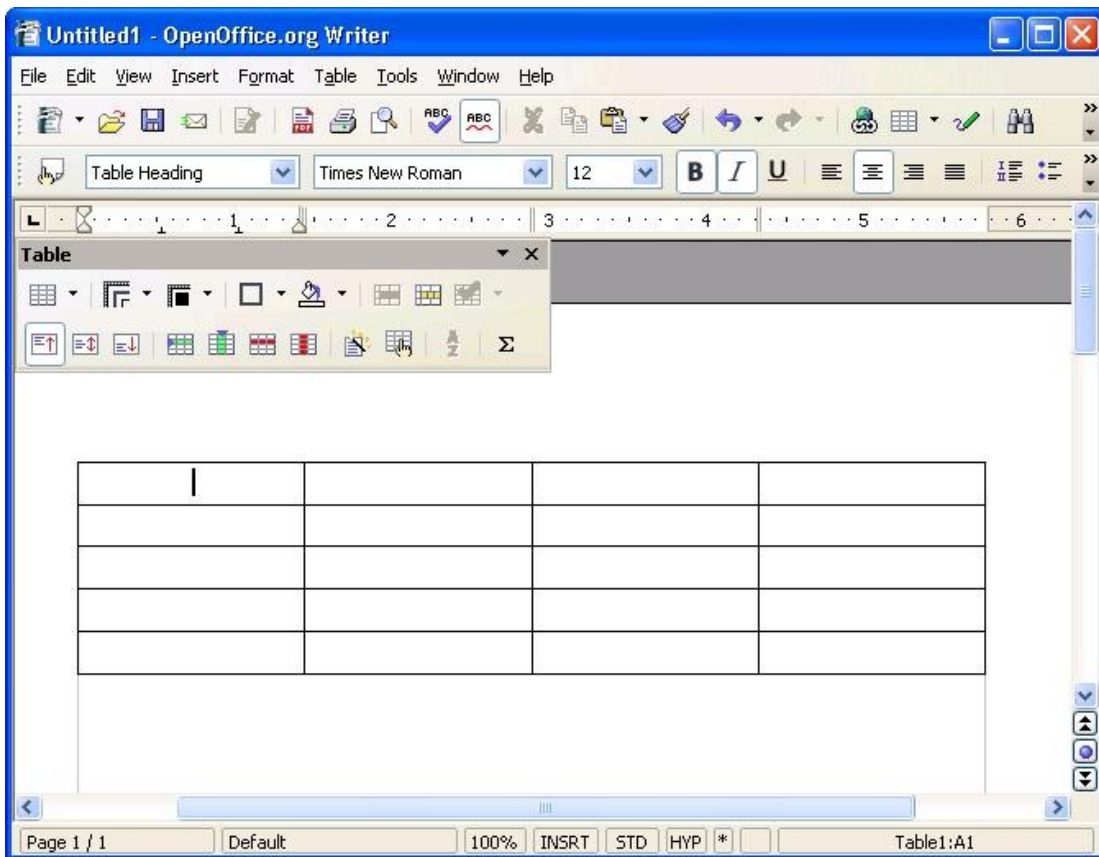
To create a four-column, five-row table:

1. Click on **T**able, which is located on the **M**enu bar.

2. Highlight Insert Table on the drop-down menu.



3. Press Enter.
4. Type 4 in the Number of Columns field.
5. Type 5 in the Number of Rows field.
6. Click on OK. Your table should look like the one shown here, with four columns and five rows.



*Alternate Method -- Creating a Table Using the Insert Table Icon*

You can also create a table by clicking on the Insert Table icon on the Standard toolbar.

1. Click on the Insert Table icon.



**Note:** The Insert Table icon does not display on the toolbar if your cursor is located on a table. If you can not find the Insert table icon, move your cursor outside of the table.

2. Highlight the number of rows and columns you need. The maximum table size is a four-row by five-column table.



3. Press Enter (or Click) to create the table.

### **Moving Around a Table**

You refer to each block in a table as a cell. Use the Tab key to move between cells from left to right. Use Shift-Tab to move between cells from right to left. The following exercise demonstrates.

1. Click in the first cell in the first column.
2. Press the Tab key nine times. The cursor moves forward nine cells.
3. Press Shift-Tab six times. The cursor moves backward six cells.

**Note:** You can also move to a cell by clicking in the cell with the mouse. In addition, you can move around the table by using the left, right, up, and down arrow keys.

### Entering Text into a Table

To enter text into a table, simply type as you normally would. Press Tab to move to the next cell. Enter the text shown below into your table.

1. Type **Salesperson** in the first cell in the first column. Press the Tab key.
2. Type **Dolls** in the first cell in the second column. Press the Tab key.
3. Continue entering, until you have entered all of the text.

Salesperson	Dolls	Trucks	Puzzles
Kennedy, Sally	1327	1423	1193
White, Pete	1421	3863	2934
York, George	2190	1278	1928
Banks, Jennifer	1201	2528	1203

### Selecting a Row and Bolding the Text

You learned about bolding in Lesson Three. In this exercise, you will select the first row of the table and bold all of the text on the row.

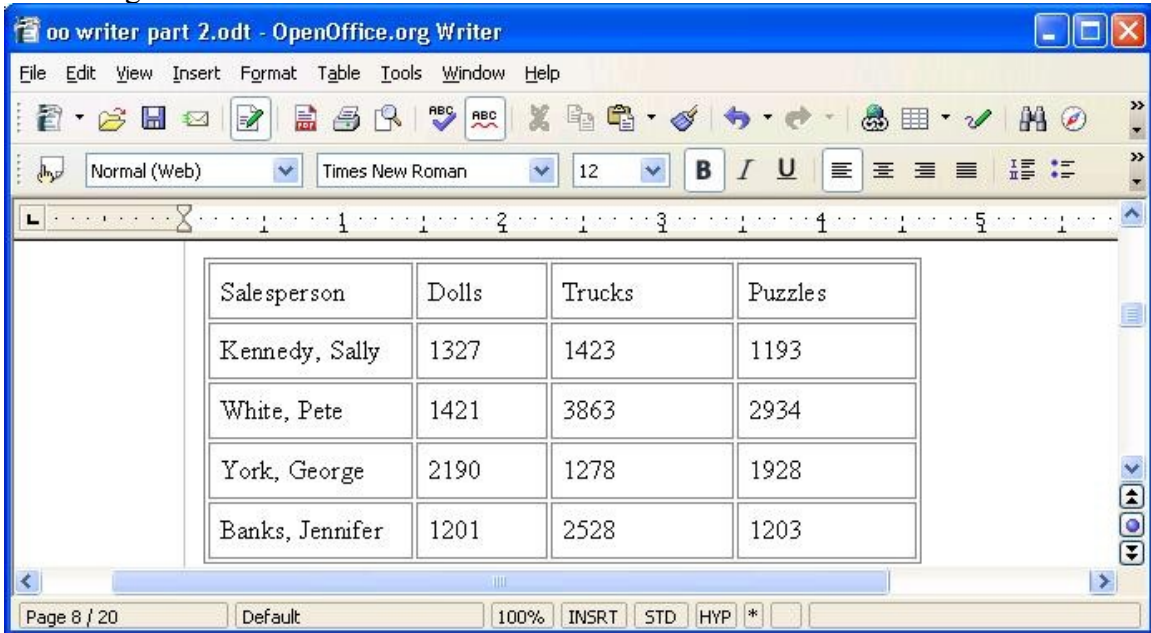
1. Click anywhere on the first row of your table.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Row, which is located on the drop-down menu.
4. Press Enter. OpenOffice.org Writer should select the first row of the table.
5. Press **CTRL + B** to bold the row.

### Right-Aligning Text

You learned about alignment in Lesson Five. In this exercise, you will right-align the second (Dolls), third (Trucks), and fourth (Puzzles) columns of the table you created.

1. You need to highlight "Dolls," "Trucks," and "Puzzles." Place the cursor before the "D" in "Dolls." Press the F8 key to anchor the cursor. Then press the right arrow key until you have highlighted "Dolls," "Trucks," and "Puzzles."
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Column, which is located on the drop-down menu.
4. Press Enter. OpenOffice.org Writer should select the Dolls, Trucks, and Puzzles columns.
5. Press **CTRL + R** to right-align the cells.

Your table should look like the one shown here. Make any needed corrections before continuing.



**Note:** All of the formatting options you learned about in previous lessons can be applied to cells in a table.

**Adding a New Row to the End of the Table**

You can add additional rows to your table. The simplest way to add a new row is to move to the last column of the last row and press the Tab key. You can then type any additional text you need to add.

1. Move to the last column of the last row of your table.
2. Press the Tab key.
3. Type the text shown here.

Atwater, Kelly	4098	3079	2067
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### Adding a Row Within the Table

You can add a new row anywhere in the table. OpenOffice.org Writer adds new rows above your current row. The exercise that follows demonstrates.

To add a row just above York, George:

1. Place the cursor anywhere in the fourth row (the row with York, George as the salesperson).
2. Click on Table, which is located on the Menu bar.
3. Highlight Insert Rows on the drop-down menu.
4. Press Enter. OpenOffice.org Writer should create a new row above the York, George row.
5. Add the information shown here to the new row.

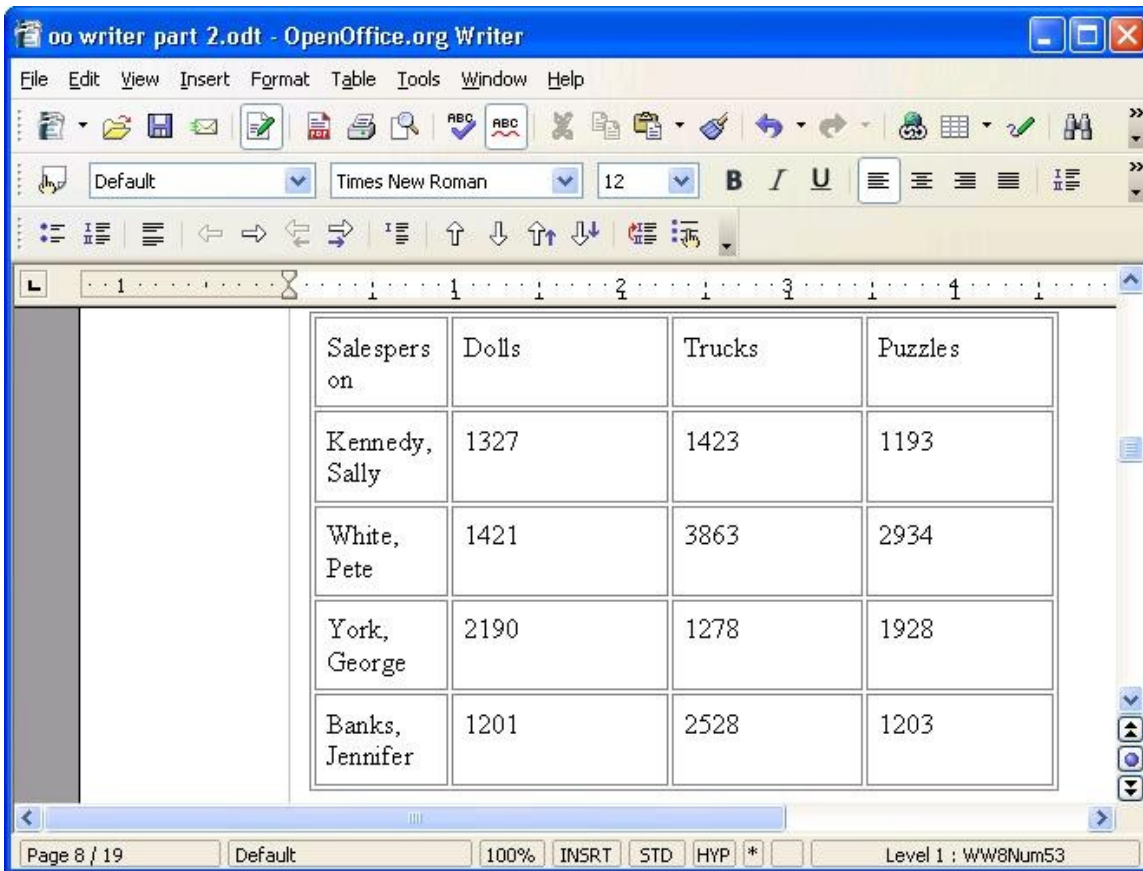
Pillar, James	5214	3247	5467
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### Resizing the Columns

You can easily change the size of your column widths. In this exercise, you will first select the entire table and then you will adjust all the column widths.

1. Click anywhere in your table.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Table.
4. Press Enter.
5. Click on Table, which is located on the Menu bar.
6. Highlight Cell Height and Width.
7. Press Enter.
8. Click on the Column tab, if it is not in the front.
9. Type **1** in the Width of Columns 1-4 field. This will cause OpenOffice.org Writer to set all the columns to a width of one inch.
10. Click on OK.

Depending on your font, the first column of your table might not be wide enough and the text might wrap (continue on the next line).



To widen the first column:

1. Place the cursor anywhere in the first column.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Column.
4. Press Enter.
5. Click on Table, which is located on the Menu bar.
6. Highlight Cell Height and Width.
7. Press Enter.
8. Click on the Column tab, if it is not in the front.
9. Type **1.5** in the Width of Column 1 field.
10. Click on OK.

Alternate Method -- Resizing Your Column Widths by Using the Width Indicator  
 You can resize your column widths by placing the cursor on the line that separates two columns. This will cause the width indicator to appear. After the width indicator appears, left-click and drag with the mouse to adjust the column width.

### Adding a New Column to a Table

You can add new columns to your table. OpenOffice.org Writer adds new columns to the left of your current location.

To add a new column between the Salesperson and Dolls columns:

1. Place the cursor anywhere in the Dolls column.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Column on the drop-down menu.
4. Press Enter. OpenOffice.org Writer should select the first column.
5. Click on Table, which is located on the Menu bar.
6. Highlight Insert Columns on the drop-down menu.
7. Press Enter. OpenOffice.org Writer should create a new column between the Salesperson and Dolls columns.
8. Label the new column **Region** and add the text shown in the table below.

Salesperson	Region	Dolls	Trucks	Puzzles
Kennedy, Sally	S	1327	1423	1193
White, Pete	N	1421	3863	2934
Pillar, James	N	5214	3247	5467
York, George	S	2190	1278	1928
Banks, Jennifer	S	1201	2528	1203
Atwater, Kelly	S	4098	3079	2067

### Sorting a Table

With OpenOffice.org Writer, it is easy to sort the data in your table. To sort your table data by Region and within Region by Salesperson in ascending order:

1. Click anywhere on your table.
2. Click on Table, which is located on the Menu bar.
3. Highlight Sort on the drop-down menu.
4. Press Enter.
5. Select Region in the Sort By field.
6. Select Text in the Type field (because you are sorting text).

7. Select Ascending.
8. Select Salesperson in the Then By field.
9. Select Text in the Type field (because you are sorting text).
10. Select Ascending.
11. Select Header Row (because your table has titles across the top of the table).
12. Click on OK.

OpenOffice.org Writer should have sorted your table like the one shown here:

Salesperson	Region	Dolls	Trucks	Puzzles
Pillar, James	N	5214	3247	5467
White, Pete	N	1421	3863	2934
Atwater, Kelly	S	4098	3079	2067
Banks, Jennifer	S	1201	2528	1203
Kennedy, Sally	S	1327	1423	1193
York, George	S	2190	1278	1928

### Deleting a Column

You can delete columns from your table. To delete the Trucks column:

1. Place your cursor anywhere in the Trucks column.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Column.
4. Press Enter. OpenOffice.org Writer will select the entire column.
5. Click on Table, which is located on the Menu bar.
6. Highlight Delete Column.
7. Press Enter.

### Deleting a Row

You can delete rows from your table. To delete the York, George row:

1. Place your cursor anywhere in the York, George row.
2. Click on Table, which is located on the Menu bar.
3. Highlight Select Row.
4. Press Enter. OpenOffice.org Writer will select the entire row.
5. Click on Table, which is located on the Menu bar.
6. Highlight Delete Rows.
7. Press Enter.

### Merge Cells

Using OpenOffice.org Writer, you can merge cells: turn two or more cells into one cell. In this exercise, you are going to create a new row at the top of your table, merge the cells, and add a title to the table.

1. Move to the cell located on the first row of the first column of your table (the Salesperson cell).
2. Click on Table, which is located on the Menu bar.
3. Highlight Insert Rows on the drop-down menu.
4. Press Enter. OpenOffice.org Writer should create a new row above your row of headings.
5. Click on Table, which is located on the Menu bar.
6. Highlight Merge Cells.
7. Press Enter.
8. Type **Toy Sales** in the new cell.
9. Press Ctrl-e to center the title.

### Table Headings

If OpenOffice.org Writer splits your table with a page break, the table heading will display on the first page but not on subsequent pages. To correct this problem, you can designate rows as headings. Heading rows are repeated on the top of your table at the top of each page. To designate a row as a heading:

1. Place your cursor on the row.
2. Click on Table, which is located on the Menu bar.
3. Highlight Headings Row Repeat on the drop-down menu.
4. Press Enter.

### Converting Text to a Table

You can convert text to a table; however, a delimiter such as a comma, paragraph marker, or tab must separate columns of text. In the exercise that follows, you will convert comma-delimited text into a table.

1. Type the following as shown (do not bold).  
**Color, Style, Item**  
**Blue, A980, Van**  
**Red, X023, Car**  
**Green, YL724, Truck**  
**Name, Age, Sex**  
**Bob, 23, M**  
**Linda, 46, F**  
**Tom, 29, M**
2. Highlight the text.

3. Click on Table, which is located on the Menu bar.
4. Highlight Convert Text to Table on the drop-down menu.
5. Press Enter.
6. Type **3** in the Number of Columns field.
7. Select Auto in the Column Width field.
8. Highlight the Comma button in the Separate Text At frame.
9. Click on OK.

### Splitting a Table

With OpenOffice.org Writer, splitting a single table into two tables is easy. To separate the table you just created into two tables:

1. Place your cursor anywhere on the row that reads "Name, Age, Sex."
2. Click on Table, which is located on the Menu bar.
3. Highlight Split Table on the drop-down menu.
4. Press Enter.

You should now have two tables.

### Header/Footer

To add a date and time, or any other field to a **Header** or **Footer**, select View, Header and Footer. At this point, you can choose to add autotext, such as a filename, or you can add page numbers, a date and time, or you can type the text that you want to add at the top or the bottom of the document.

The first one is the **AutoCorrect** feature. For example, if your company name is long, like: Computer Technologies of Tomorrow, Corporation, it is not necessary to type all of this every time. Just select Tools, and AutoCorrect. In the box that says Replace what with what, type in your shortcut. I typed replace CTT with Computer Technologies of Tomorrow, Corporation. So, now every time I type CTT and hit the spacebar to move on, the company information is replaced. You can also do this for long website addresses. I chose to replace cttw with <http://www.ComputersofTomorrow.com>.

The second feature that lets you easily insert frequently used text is the **AutoText** feature. For example if you want to type at the end of your letters:

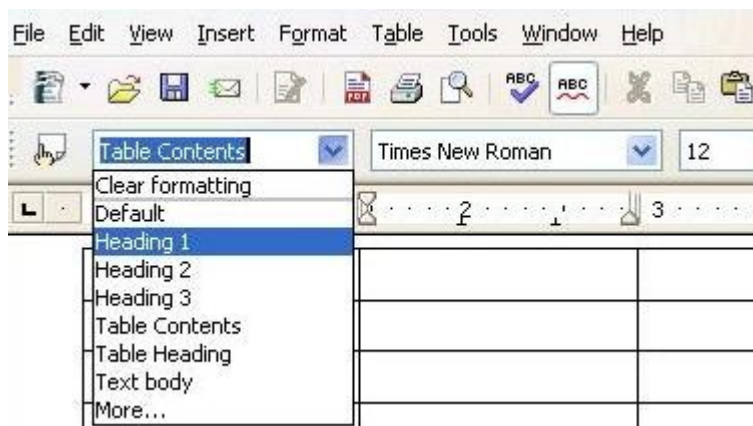
*We are interested in your ideas and suggestions. Once you have used our products, email us and let us know what you think.*

Then type your paragraph, highlight it and hit Alt-F3, and then name your auto text. You'll want to choose a very short name, but easy to remember, to reduce the number of keystrokes you have to enter.

## Styles

To **replace text**, select Edit, Find, and hit the Replace tab. Then type in the text to find and the text to replace it with.

To **select a style**, such as Heading, click on the style box as shown below:



To **create your own style**, type in your text, choose your font, font size and formatting. Highlight your text, click in the Style text box, type the name of your style, and press Enter.