

CLICK always means the **left** side of the mouse – Click the **right side of the mouse** only when instructed to do so

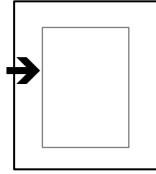
To Turn on your PC (Personal Computer)

1. Push power buttons.
2. Click on the Start button
3. Click on All Programs
3. Click on **Open Office 2.0**
4. Click on Open Office.Org Writer





To place Text Boundaries

1. Click Tools
2. Click on Options
3. Click on Appearance
4. On General, Click on Text boundaries
[Place check mark (✓) on square]
[Change Application background]



Standard & Formatting toolbars in 2 rows

1. Click on the **little handle**  found at the left end of one of the toolbars
2. Hold it and drag it down one row
3. Align both toolbars to the left using the **little handles**  [dots] →

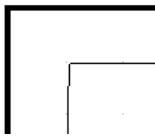


Identify your paper using Header and Footer

1. Click on Insert
2. Click on Footer
3. Click on Default
4. Type the name of the lesson. Hit Enter
5. Type your name. Hit the Space bar
6. Click on Insert. Click on Fields
7. Click on Date. Hit the Space bar
8. Repeat step 6 & 7. Click on Time

To Insert a Page Borders

1. Click on Format. →
2. Click on Page
3. On Line Arrangement, click on:
 - 3.1 Set All Four Borders.
 - 3.2 Chose Line Style & Color
 - 3.3 Shadow style Position & Color



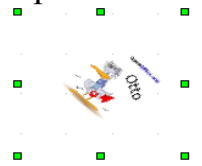
To insert & Format a picture

1. Click on Insert
2. Click on Picture
3. Click on From File...
4. Select ClipArt/picture/photo
5. Click on the Open button
6. Right click over ClipArt, then click on Wrap and Wrap Through
7. Click over pic, hold it and drag it.




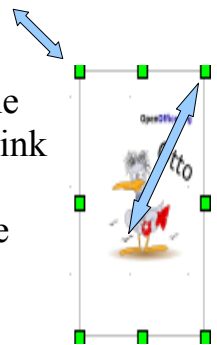
To Rotate a picture

1. Right click over picture to copy it.
2. Click on File, New, and Drawing
3. Right click to paste pic on Drawing
4. On the drawing tool bar, at the bottom, click on the Effects icon [Rotate]
5. Right click to copy pic – close Drawing
6. On your page, right click to paste pic
7. Click pic to select it. Click on Rotate on the Drawing Objects Properties tool bar above
8. Rotate pic as wanted



To resize a picture

1. Click over one of the corners of the picture.
2. Hold and drag (move) the hair-cross  toward the center of the picture to shrink it (to make it smaller)
3. Do the same for enlarge the picture (to make it bigger)



The Zoom Command

1. On Standard tool bar, click on Zoom
2. Click on the Zoom factor wanted
3. Click on OK.



Line Spacing

1. Select text
2. Click on Format. Click on Paragraph
3. On Line spacing. Click on arrow down
4. Select spacing, then select OK.

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Insert The Drawing Toolbar

1. Click on: View, Toolbars, & Drawing
2. Drawing installs at the bottom of screen



Page Orientation (Portrait or Landscape)

1. Click on Format
2. Click on Page...
3. On Paper format, on Orientation, select the [1]Portrait button, or the [2]Landscape button



Line Numbers

1. Click on Tools
2. Click on Line Numbering →
3. Click on Show Numbering
4. Adjust the Interval
5. Click OK.

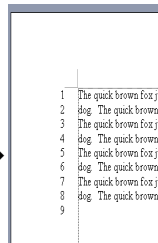
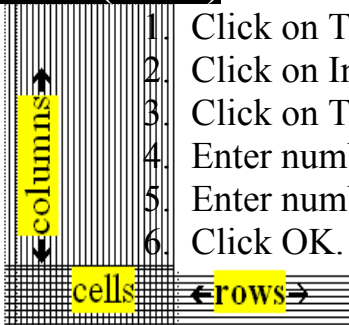


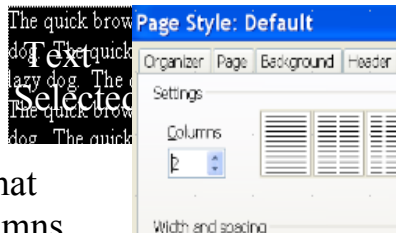
Table (basics)



1. Click on Table, on the Menu Bar
2. Click on Insert
3. Click on Table...
4. Enter number of columns
5. Enter number of rows
6. Click OK.

Columns (basics)

1. Select text
2. Click on Format
3. Click on Columns...
4. Set number of Columns, Line & Text distribution. Click OK.
5. Click OK.

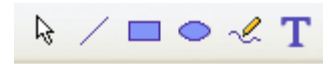


Tip: Click on Insert. Click on Section to continue typing on one single column.

Print Preview

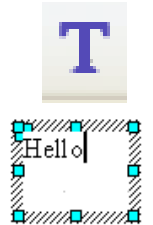
1. Click on the **Print Preview** icon → 
2. Click on the Close Preview button to return to Print Layout View

Text Box



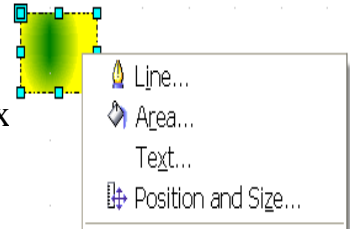
Insert the Drawing Toolbar

1. Click on the Text icon
2. Trace/make a rectangle/square
3. Type your text
4. Move/Rotated/Drag your text box to a new position.



Format Text Box: → Fill & Lines

1. Right click over the Text
2. Click on Line, Area, or Text to Edit the Text box



Tip → Use this procedure for Clipart/Photos, etc.

Font → Underline Styles & Effects

1. Select text
2. Right click over the selected text
3. Click on any of the options: **Font**, **Size**, **Style**, **Alignment** to Edit the text.

