



Open Office Text Documents: formatting paragraphs and pages

Open Office Text Documents

- Open Office Text Documents is a free document processor.
- It is best used for typing letters and creating documents with text and some pictures.

Paragraph Formatting

- The Paragraph section of the Properties window contains tools used to change the alignment (left, center, right).
- The alignment within a table can be changed using the top, middle, bottom alignment tools in this section.
- The Paragraph section also contains tools used to add bulleted and numbered.
- The indent of items within a list can be increased or decreased using tools within the Paragraph section as well.
- Options in the Spacing section allow specific amounts of space to be added before or after each paragraph.
- The Line spacing options allow space to be added between each line within a paragraph.

Page Layout

- The Page section of the Properties window contains a variety of tools which affect the page itself and the appearance of text on the page.
- The Orientation tool provides the option to toggle between portrait and landscape.
- The Margins tool provides a variety of preset margins such as Normal, Narrow, and Wide.

Insert

- Tools within the Insert menu can also be used to customize a document.
- The Manual Break tool can be used to insert a page break which forces subsequent text onto another page.
- Headers and footers can be added to a document using the corresponding tools in the Insert menu.
- Page numbers can be added using the Page Number tool in the Fields submenu of the Insert menu.

Ruler

- The ruler can be used to set page margins.
- It can also be used to adjust the left and right indent.
- Tabs can be set directly on the ruler.

File

- Options on the File menu can be used to save and print the document.

Tables

- Tables can be inserted using the Table menu.
- When typing in a table, the Tab key on the keyboard can be used to move from one cell to the next.
- Options in the Table menu allow rows and columns to be added to a table.

Tips

- Save often.
- Use the proper tools for lists, line spacing, and page breaks.
- Modify the margins and page orientation properly.
- Do not be afraid to ask for help.