

Course Title: Open Office (3.0) Writer

Duration :1 day

This program introduces participants to working with Open Office Writer covering the basic typing and formatting document, merging Letter with cal file.

Program Objectives

This training course will provide you with a working understanding of the basic as well as the advanced features of Open Office are as follows:

- Typing Document and Formatting
- Working with Tables
- Mail Merge
- Creating Custom Templates.

Audience

Executives and managers from various functions (such as Finance, Sales, HR, etc.) who need to work with lots of documentations and formatting .

Course Summary

Day	Module	Topic
Day1	Module 1	Overview and features of Writer
	Module 2	Editing Tools
	Module 3	Formatting Documents
	Module 4	Tables
	Module 5	Working with Documents
	Module 6	Mail Merge
	Module 7	Using Writer with other Programs

Course Details

Module1: Overview and features of Writer

- Selection techniques
- Flexible application interface.
- Saving, opening, and closing documents
- Creating documents using existing template

Module 2 : Editing Tools

- Using spell-checker
- Using thesaurus
- Auto correct options
- Auto text options

Module 3: Formatting Documents

- Paragraph alignment
- Setting indents
- Paragraph and line spacing
- Bullets and numbering
- Outline bullets
- Borders and shading
- Format paintbrush
- Tab setting
- Drop cap

Module 4: Tables

- Creating tables
- Deleting and inserting rows and columns
- Resizing tables
- Sorting tables
- Formula in tables
- Updating formulas

Module 5: Working with Documents

- Inserting Headers and Footers
- Inserting Page numbers
- Inserting Columns

Module 6: Mail Merge

- Performing mail merge on existing documents
- Using Writer documents to create data sources

Module 7: Using Writer with other Programs

- Saving Writer documents in a different formats
- Save as PDF file or export to PDF