

## Part - I Introduction to Word Processor

### 6.1 An introduction to Word Processor

Word processor is a computer software to create, edit, manipulate, transmit, store and retrieve a text document. The above said activities are called as “Word Processing”. In other words, Word processing is an activity carried out by a computer with suitable software to create, edit, manipulate, transmit, store and retrieve text documents.

There are many word processing software available as proprietary source as well as open source. The familiar word processing packages are given in the following Table 6.1 given below.

Table 6.1 – Word Processing softwares

Proprietary source Word processing software		Open Source Word processing software	
Package	Developer	Package	Developer
Microsoft Word	Microsoft Corporation	OpenOffice Writer	Apache
WPS Word	Kingsoft	Libre Office Writer	The document foundation
WordPro	Lotus Corporation	Abiword	Abisource

### Tamil Word Processors

Tamil OpenOffice writer, Tamil LibreOffice Writer, Kamban 3.0, Mentamizh2017 – these are familiar word

processors exclusively for Tamil Language. Microsoft also provides full Tamil interface for all office suite.



In this chapter, you are going to learn about a word processor (OpenOffice Writer).

### 6.2 An Introduction to OpenOffice Writer

OpenOffice is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and much more. It is available in many languages and works on all computers. It stores all your data in an International open standard format and can also read and write files from other office software packages. OpenOffice is easy to learn.

OpenOffice is a productive office suite with a collection of different software packages such as

- OpenOffice Writer - Word Processor to create text documents
- OpenOffice Calc - Spreadsheet to create worksheets
- OpenOffice Base - Database
- OpenOffice Impress - Presentation software

- OpenOffice Draw-Drawing Software
- OpenOfficeFormula -Create formula and equations

OpenOffice Writer is the word processor component of OpenOffice. In addition to the usual features of a word processor (spelling check, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge and others), Writer provides these important features:

- Templates and styles.
- Page layout methods, including frames, columns, and tables.
- Embedding or linking of graphics, spreadsheets, and other objects.
- Built-in drawing tools.
- Master documents—to group a collection of documents into a single document.
- Database integration, including a bibliography database.

- Database integration.
- Track changes to document.
- Export to PDF easily.

### 6.2.1 Download and Install OpenOffice

Download and Install the latest version of OpenOffice suite from <http://www.openoffice.org/download> at free of cost.

### 6.2.2 Creating a new document in OpenOffice Writer

A new OpenOffice Writer document can be created by various methods. From Windows, select

**Start → All Programs → OpenOffice → OpenOfficeWriter**

(or)

**From Star Center (Welcome Screen):**

- Double-click on “OpenOffice” icon on the desktop
- Now, a welcome screen appears as shown in Figure 6.1



Figure 6.1 Opening Screen (Star Center) of OpenOffice

This opening screen is called as “Star Center”. Writer is one of the components of OpenOffice. So, it may be invoked from the “Star Center” by simply clicking on the “Text Document” icon. (or) A new text document can also be created by selecting File → New →Text Document (or)Ctrl + N keyboard short cut can also be used to open a new text document as shown in the Figure 6.2

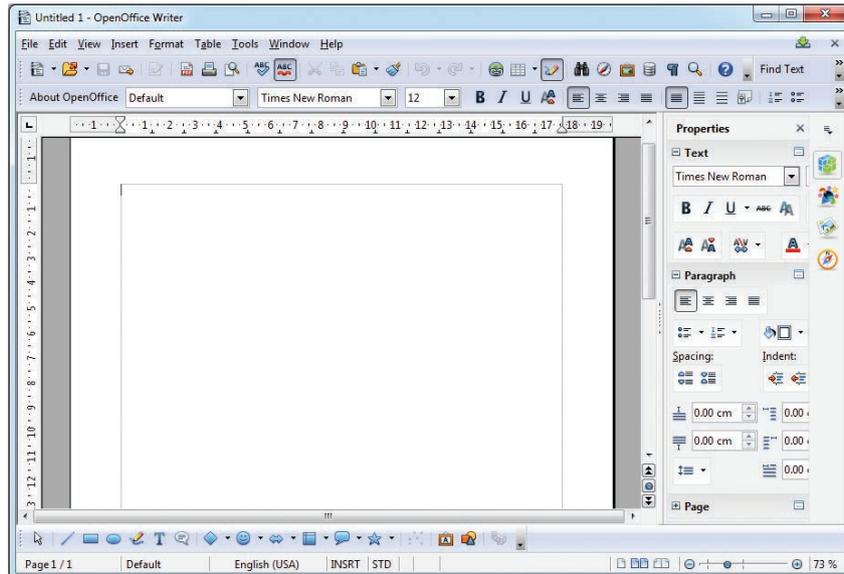


Figure 6.2 OpenOffice Writer Window

### 6.2.3 Parts of Writer Window:

The Figure 6.3 displays the contents of OpenOffice Writer window such as Title bar, Menu bar, Standard Toolbar, Formatting Tool bar, Ruler, Work space and Status bar. The components of a OpenOffice Writer window in Figure 6.3 are explained below :

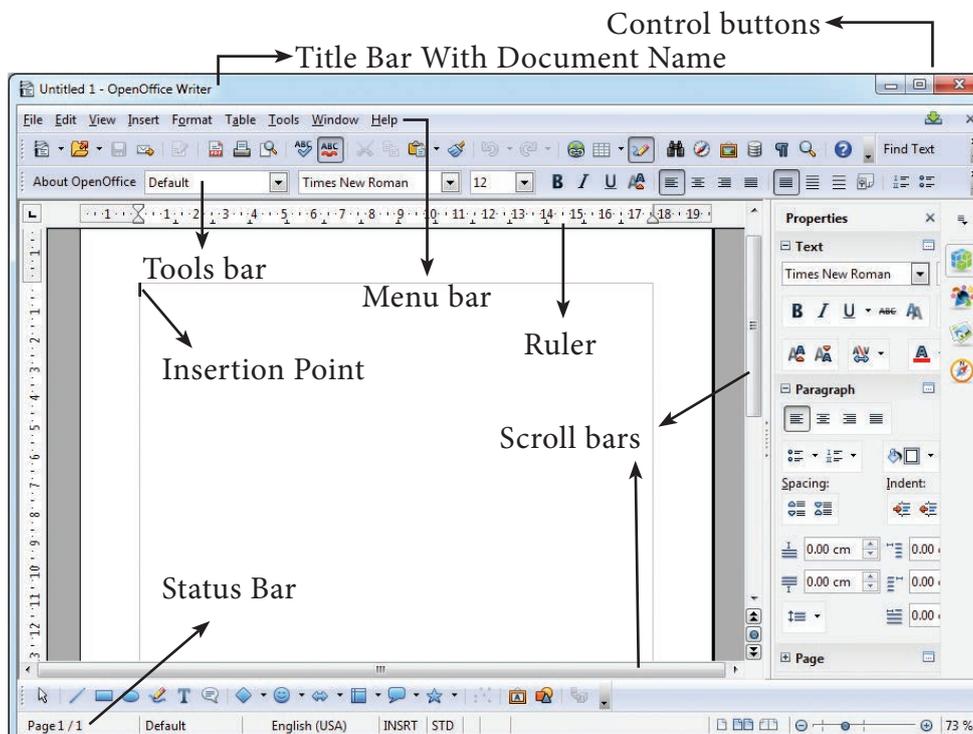


Figure 6.3 Components of Writer Window

## Title Bar

The title bar is displayed at the top of the window, which displays the name of the document and its application. By default, the initial document is given the name as Untitled1.

## Control Buttons:

At the right corner of title bar the controls buttons available are (1) minimize, (2) maximize/restore and (3) close.

### (1) Minimize button:

When you click minimize button, it shrinks your document window smaller in size and shows it as a button on the taskbar(Refer figure 6.5). To restore it in its original size, place your mouse pointer on the OpenOffice button which is available in the taskbar, you can view your document as miniature and when you click on the button, your document is restored to its original size.

### (2) Maximize button :

When you click maximize button, your document window is displayed in full screen. When it is in full screen, the maximize button is changed to “Restore”. When you click restore button, the document window regains to its original size.



Figure 6.4 – Sizing buttons



Figure 6.5 Miniature button of OpenOffice document

### (3) Close button :

When you click close button, the current application is closed and OpenOffice returns back to the desktop. The red colored close button as shown in Figure 6.6 may also be called as “Exit” or “Quit”. There is another X mark on the right most corner of the menu bar. This is actually used to close your document. When you click this X mark, your document will be closed, OpenOffice will continue to be open condition.

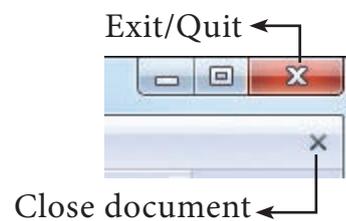


Figure 6.6 Close and close document button

## Menu Bar

The menu bar is below the title bar which comprises of various menus and each menu consists of various options(Refer figure 6.7):



Figure 6.7- Menu bar

**File** –The File menu contains various options for file management tasks such as New, Open, Close, Save, Save As, Print, Export etc.

**Edit** –The Edit menu contains cut, copy, paste, Undo, Redo etc.

**View**–The View menu contains the options that is used to modify the environment of Writer such as display of toolbars, web layout, print layout, navigator etc.

**Insert** – The Insert menu contains options for inserting various elements such as pictures, tables, charts, comments, headers, footers, special characters etc.

**Format** – The Format menu contains options of various text and page formatting features like page size, layout, font characteristics, bullets and numbering etc.

**Tables** – The Tables menu contains various tools to manage and manipulate tables such to create a table, insert rows, insert columns, split cells, merge cells etc.

**Tools** – The Tools menu contains various tools and functions such as spell check,

macros, mail merge, end notes/footnotes etc.

**Window** – The window menu shows display options such as New Window, Close Windows, Split and Freeze.

**Help** – The Help menu displays the inbuilt help features available in OpenOffice.

### **Toolbar:**

Under the menu bar, there are two toolbars available by default. They are:

#### **(1) Standard Toolbar**

#### **(2) Formatting Toolbar**

**Standard Toolbar**– This tool bar is just below the menu bar which consists of shortcut icons for frequently performed tasks. There are many shortcut icons like cut, copy, paste, undo etc...(Refer figure 6.8)



*Figure 6.8 –Standard Tool bar*

**Formatting Toolbar**– The formatting tool bar is below the standard toolbar which consists of icons used for formatting the text like bold, underline, italics, font type, font color etc. (Refer figure 6.9)



*Figure 6.9- Formatting toolbar*

## Ruler

The ruler is a scale below the formatting tool bar which shows the margins. There are two set of rulers (1) Horizontal ruler and (2) Vertical ruler. Horizontal ruler is used to set left and right margins of a page and vertical ruler for top and bottom setting.



Figure 6.10 - Ruler

## Work Space

The work space is the blank area which is used to type the content of the file. A flashing vertical bar that appears at the beginning of the screen which is called as “Insertion pointer”.

## Status Bar

The status bar is at the bottom of the window which shows the current status of the document such as number of pages, current page number, default language etc.

### 6.2.4 Entering the Text

Once a new document is opened, the text can be typed in the blank area of the screen. As the text is typed they appear on the screen and the flashing vertical bar called the insertion pointer moves to the right. When the text reaches the end of the line, the word is automatically wrapped to the next line. This feature in any word processor is known as “Word Wrap”.

The **Enter** key must not be pressed at the end of the each line. The Enter key should be pressed only at the end of a paragraph or when a blank line is to be inserted. When a page is filled up, OpenOffice Writer automatically creates a new page.

### 6.2.5 Moving within the document

There are different ways of moving around a document. The shortcut keys given in Table 6.2 are used to move easily within a document.

Table 6.2 – Short cut keys

KEY	ACTION
→	To move a character right
←	To move a character left
↑	To move one line up
↓	To move one line down
Ctrl + →	One word right
Ctrl + ←	One word left
Ctrl + ↑	One paragraph up
Ctrl + ↓	One paragraph down
Home	To the beginning of line
End	To the end of line
Ctrl + Home	To the beginning of document
Ctrl + End	To the end of document
Tab	To move one cell to right
Shift + Tab	To move one cell to left
Pg up (Page Up)	To scroll one screen up
Pg Down (Page Down)	To scroll one screen down

## 6.2.6 Saving the Document

The first time the document is saved, OpenOffice Writer prompts for a name. Naming the file enables the user to find and open that file again. One can select the drive and folder where the file will be stored. To save a document for a first time, the following steps are used:

- Click File → Save (or) File → Save As (or) Ctrl + S
- “Save As” dialog box appears as on Figure 6.11.

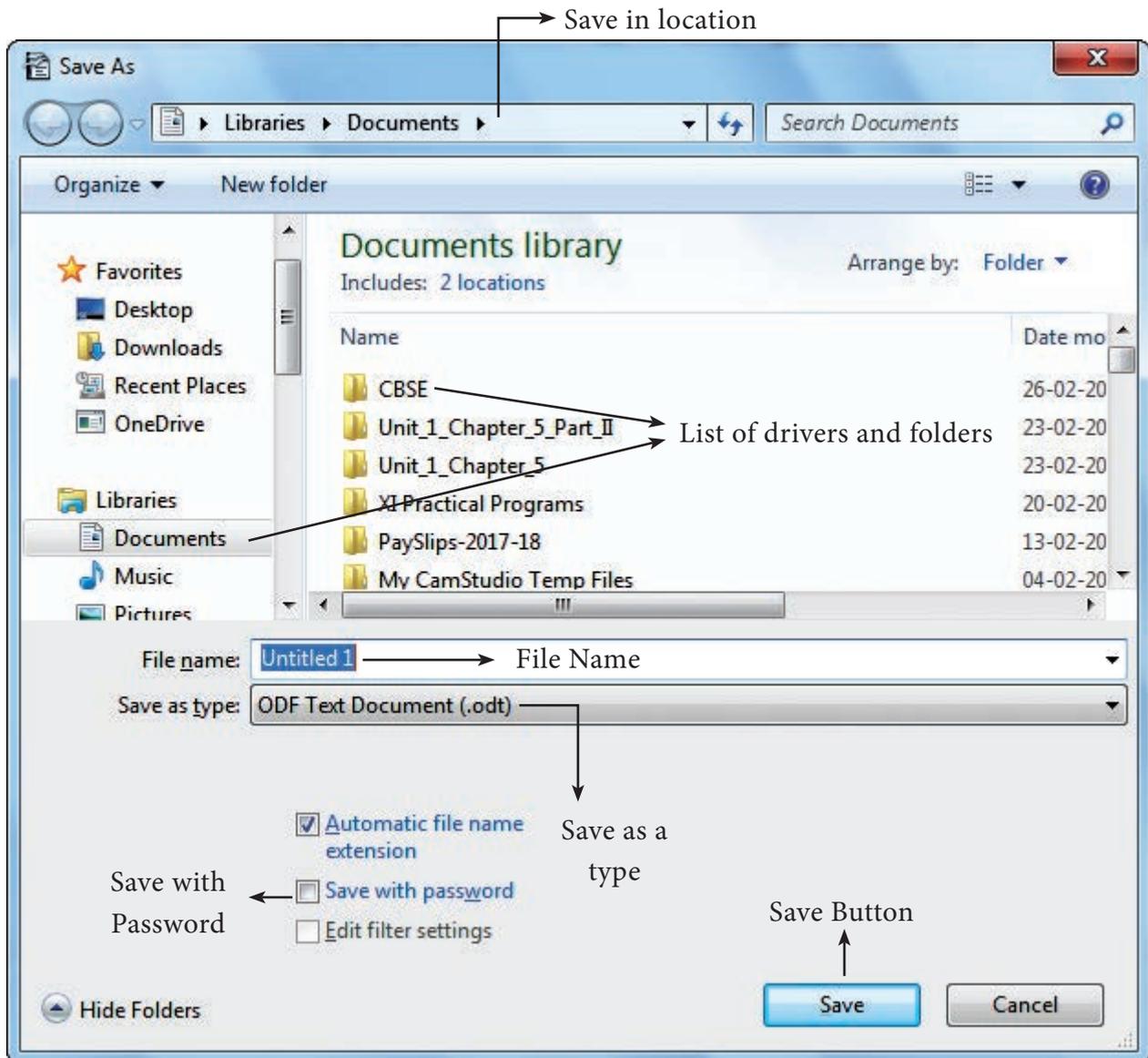


Figure 6.11-Save As dialog box

- Select location to store your document. The default location to store all documents is “Documents” folder in Windows.

- Type your document name in the File Name text box.
- All documents in OpenOffice Writer will be stored with **.odt** extension. You can store your OpenOffice document as Microsoft Word document or **.pdf**. To do so, select file type from **Save as list box** and select the required file type.
- Finally, Click **“Save”** button.
- Once the file is saved, your document name will be displayed on the title bar.

### Saving with password

In OpenOffice Writer, a document can be protected with a password. You can set a password to protect your document while saving a file. To save a file with password, click on **“Save with Password”** check box in Figure 6.11 and then click **“Save”** button. Immediately it shows **“Set Password”** dialog box as shown in Figure 6.12.



Figure 6.12 – Password dialog box

In this dialog box, Enter a password in **“Enter Password to open”** text box and retype the same password in **“Confirm Password”** box for confirmation. Finally click **“OK”** button.

### 6.2.7 Closing a Document

After your document is saved, it is still open. So, you can continue typing your document. When the work is finished, you should save the document and close the document using **File → Close** command (or) Press **Ctrl + W**.

### Closing Unsaved Document:

When you close an unsaved file using the close control button, Writer shows a warning message (Refer Figure 6.13).

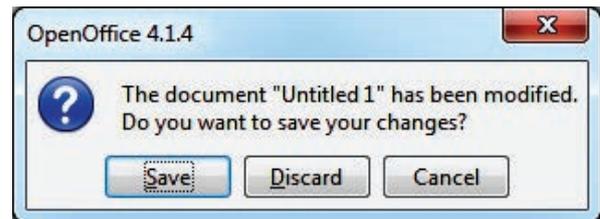


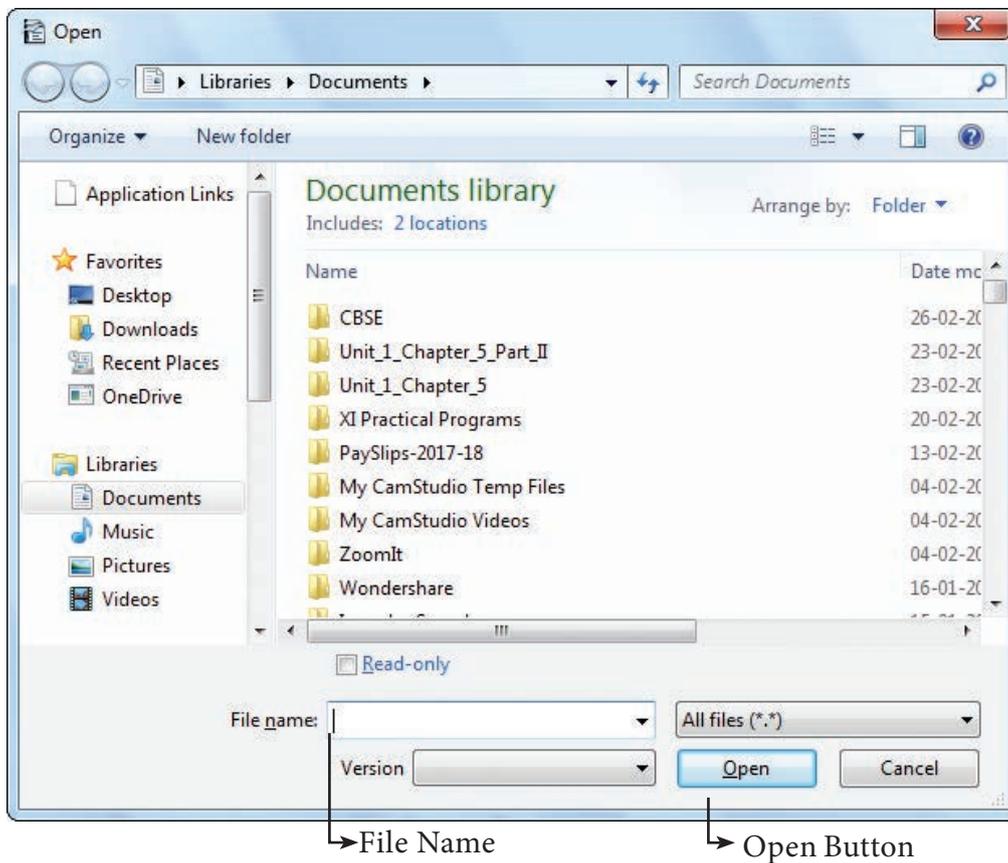
Figure 6.13 Alert Message box

If you accept the warning message, click the **“Save”** button. When you click the **“Save”** button, it proceeds to save the file. If you are not willing to save the file, then click **“Discard”**, or if you want to cancel this warning and continue working in the same document, click **“Cancel”**.

### 6.2.8 Opening an existing document

Once a document is saved, it can be opened at any time. To open an existing document, Click on the **File → Open** or

**Ctrl + O**, the Open dialog box appears, enter the name of the file in the File name text box and click the OPEN button as in Figure 6.14.



*Figure 6.14 – Open dialog box*

### 6.3 Tamil Typing Interface

Typing in Tamil has different methods.

- Using Tamil Font
- Using Tamil Interface.

In the first method specific Tamil fonts are available which has to be downloaded and installed and should be included in the font folder of the control panel. But this method has some drawbacks:

- The user must be aware of Tamil typing.
- The particular font must be available in the system.
- It does not support other languages including English.

- The computer accepts characters as symbols not as language.
- It is not portable, i.e. if the document is sent to another computer, if the same font is not available, it is recognized as symbols not as original characters.

To overcome the drawbacks in the first method, the interface method provides the following advantages:

- It follows Unicode technique. Hence knowledge of Tamil typing is not necessary.
- It is easy to type documents in Tamil in any word processor.
- Some of the Unicode fonts like “Arial Unicode” supports all Indian languages including Tamil and English using respective language interface.

### 6.3.1 Download and Install Tamil Typing Interface

Many Tamil Typing Interfaces are available as open source such as “Murasu”(it is exclusively for Tamil), “NHM Writer”(It is universal to all Indian languages) etc.

To download and install:

- “Murasu” use the link : <http://anjal.net/download>
- “NHM writer” use the link : <http://software.nhm.in>

### 6.3.2 Connecting with Writer

Once the Tamil Interface is downloaded and installed in your

computer, each time you start, the interface automatically gets activated and this is indicated by a unique symbol in the notification area. By default the shortcut keys are set as Alt+1 for English and Alt+2 for Tamil and it can be changed. For different languages shortcut keys can be assigned.

### 6.3.3 Entering Text in Tamil

**Step 1 :** Open a new document in Writer.

**Step 2 :** Press Alt+2 to type in Tamil, Alt + 1 to type in English.

The keyboard structure for Tamil interface is given in Annexure-2:

Different styles of Unicode Tamil fonts can be downloaded from this link:<http://www.tamilvu.org/tkbd/indexen.html>

## 6.4. Editing a document

Once a document is typed, it can be edited in many ways. If there is some insertions or deletions, it can be done while typing or after typing also. Corrections can be made in two different ways :

**Backspace Key:** Deletes the character to the left of the insertion pointer

**Delete Key :** Deletes the character to the right of the insertion pointer

To insert new text in between, if something is left out, insertion can be made by taking the insertion pointer to the current location and Press the Insert Key, the newly typed text is inserted, and the existing text moves to the right. This is **Insert mode**. Press the **Insert Key** again,

the text is over written on the existing text. This is known as **Type over mode**. You can toggle between the insert mode and type over mode by pressing the **Insert Key**.

## 6.5 Select, Move and Copy text

### 6.5.1 Selecting Text

In any word processor, the text has to be selected for performing any operation like copying, moving, formatting etc. The text selection can be done in two methods:

- i) Selecting the Continuous text.
- ii) Selecting the Non-continuous text.

**Selecting the Continuous text** – To select the text continuously move the insertion pointer to the beginning of the text,

- Hold the **SHIFT** key and drag the mouse across until the required text is selected and then release the **SHIFT** key.
- The selected text can be used for any operation.

**Selecting the Non-continuous text** – To select the text not continuous, move the insertion pointer to the beginning of the text,

- Hold the **CTRL** key and drag across the required text is to be selected and release the **CTRL** key.
- The selected text can be used for any operation.

### Selection by Different methods:

#### Selection using Mouse :

To select the text using mouse:

- (i) Move the insertion pointer to the beginning of the text
- (ii) Hold down the **Left mouse** button and drag it across the text
- (iii) Release the mouse button when the required portion of text is selected
- (iv) The selected text will be highlighted.

#### Selection using Keyboard :

To select the text using keyboard :

- (i) Move the insertion pointer to the beginning of the text
- (ii) **Hold** the **SHIFT** key and use the movement keys to drag across the required portion.
- (iii) When the required portion is selected release the **SHIFT** key
- (iv) The selected text will be highlighted.

#### Selection using Short Cut Keys:

Short cut keys help to select the text quickly and easily

- To select a word - Double click on the word
- To select the entire document – Press **Ctrl + A**

## 6.5.2 Moving and Coping text

### Moving text

To move a text from one location to another

- select the text to be moved
- Click **Ctrl + X** or Cut Icon  or **Edit → Cut**
- The text is removed from the source location and placed in the clipboard
- Take the insertion pointer to the new location to be moved and
- Click **Ctrl + V** or Paste Icon  or **Edit → Paste**

The required text is moved to the new location.

### Coping text

To copy a text from one location to another

- select the text to be copied
- Click **Ctrl + C** or Copy Icon  or **Edit → Copy**
- A duplicate copy of the text is made and sent to the clipboard
- Take the insertion pointer to the new location to be copied and
- Click **Ctrl + V** or Paste Icon  or **Edit → Paste**

The required text is copied to the new location.

The Editing shortcut keys are as given in Table 6.3.

Table 6.3 Cut, Copy , Paste Icons and shortcut keys

OPERATION	ACTION	ICONS	SHORTCUT KEY
CUT	Cuts the selected text		Ctrl +X
COPY	To make a duplication of the text.		Ctrl +C
PASTE	To paste the text to a new location after cut or copy process.		Ctrl +V
UNDO	Cancels the previous operation that was performed		Ctrl +Z

## 6.6 Help System in Writer

OpenOffice Writer provides several forms of help. By pressing F1 or select Help from the menu bar the help window appears as shown in Figure 6.15:

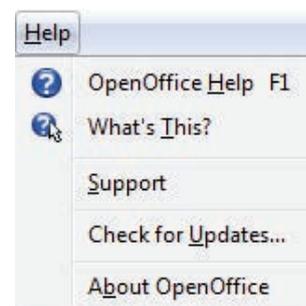


Figure 6.15 Help window

- To activate tooltips, extended tips, and the help Agent, click Tools → Options → OpenOffice

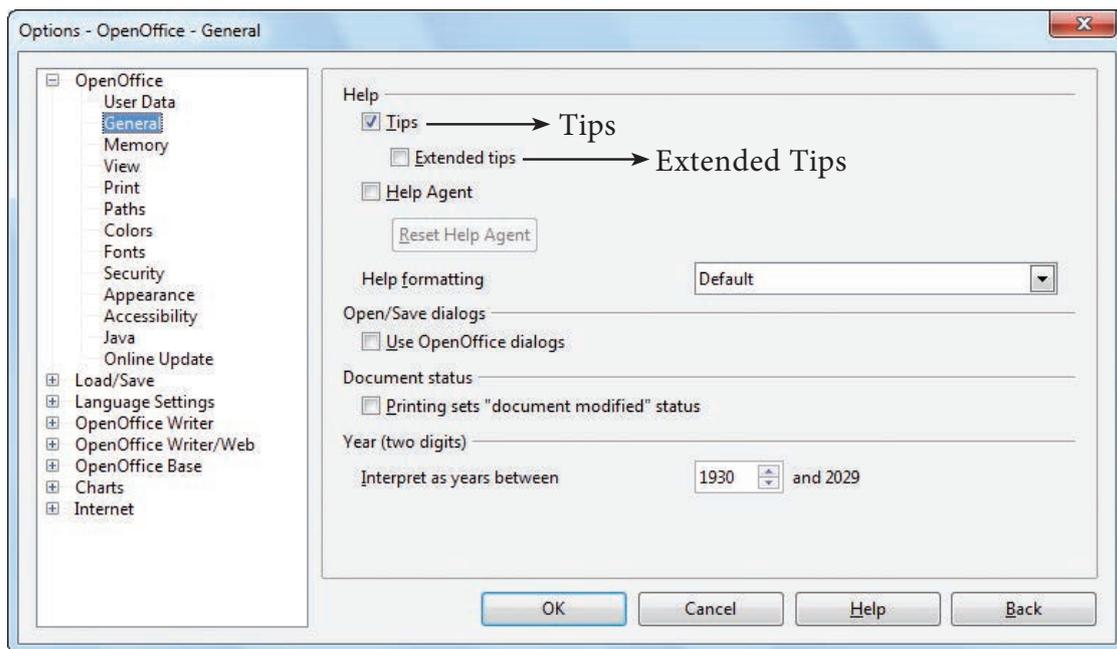


Figure 6.16 – General settings window

- For a more detailed explanation, select Help → What’s This? and hold the mouse pointer over the icon where you want more help Figure 6.16 shows the general setting window.

## Workshop

6 -1 Open a new document in Open office writer.

- Type the following paragraph.
- “The ignited minds of the youth is the most powerful resource on the earth. The power of the youth, if properly directed, will bring about transformed humanity by meeting its challenges and bring peace and prosperity.”
- Save and close the document.
- Exit from Open Office Writer.

6.2 Open the document created in Workshop 6.1.

- Append the following paragraph.

- “We are as young as our faith and as old as our doubts. We are also as young as our self-confidence and as old as our fears. We are as young as our hopes and as old as our despairs.”
- Save the document
- Using Delete or Backspace key remove the last line of the first paragraph.
- Type the following lines after the second paragraph and create it as a new paragraph.
- “It doesn’t matter who you are, if you have a and determination to achieve that vision, you will certainly do so.”
- In the third paragraph insert the word “vision” between “a” and “and”.

6.3 Open the document created in workshop-6.1.

2. Copy and paste the following words into a new document either using keyboard or mouse shortcuts. Ignited (ii) powerful (iii) humanity (iv) challenges (v) prosperity

3. Save the new document

4. In the first document, move the following words either using keyboard mouse shortcuts.

(i) Ignited (ii) Challenges  
(iii) Prosperity

## Part - II Formatting text and Paragraph

### 6.7 Text formatting

A text without any special formatting gives a monotonous appearance. OpenOffice Writer offers a number of choices for formatting such as bold or italics, defining the font, type, and font size. Bold, italic underlined are the most common types of text formatting. Almost all the formatting options are available under the **Format menu**.

#### 6.7.1 Changing font style, size and colour

A font is a set of characters in a particular style. Changing the default appearance of the text like changing the font type, size, color, style etc., are called as **Text formatting**. To make the text attractive and more appealing, various formatting like bold, italic and underline can be done by using the following commands given in Table 6.4.

**Table 6.4 Text formatting shortcuts**

OPERATION	ACTION	ICON	SHORTCUT KEY
BOLD	Makes the text bold		Ctrl+B
ITALICS	Italicizes the text		Ctrl +I
UNDERLINE	Underlines the text		Ctrl +U

The default font type is Times New Roman and the type of font can be changed by clicking on the Font Type icon. 

The default size of font is 12 points which can be changed by clicking on the Font Size icon. 

The default font color is black and the font color can be changed by clicking on the **Font color** icon  which shows the color palette from which the required color can be selected.

Besides the regular formatting like Bold, Italics and underline, other formatting options can be done by using **Format** → **Character**. The Character dialog box is displayed as shown in the Figure 6.17 appears, using which all the formatting can be done easily.

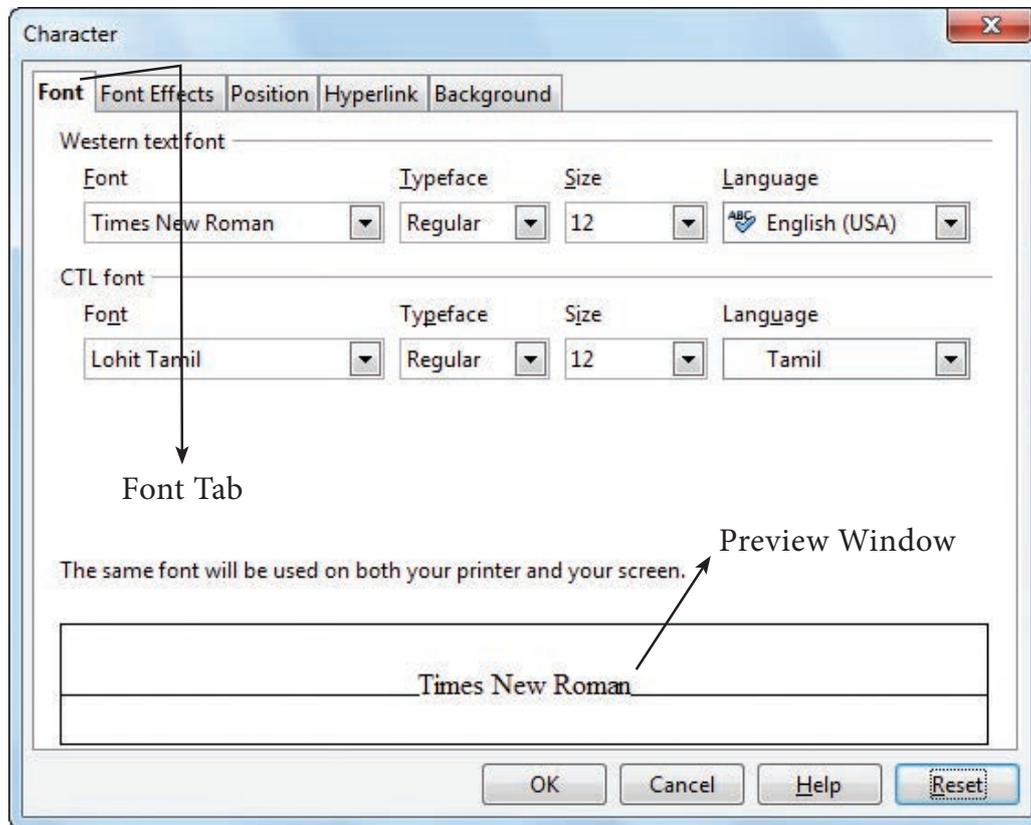


Figure 6.17 – Character dialog box

### 6.7.2 Changing Case

Normally any text can be typed in upper or lower case. The text can be changed to different cases like

- Uppercase(Capital letters),
- toggle case(reverse case),
- sentence case(first letter of each sentence capital),
- Capitalize every word(first letter of each word capital),
- lower case (small letters).

**This can be done by :**

- Select the text to change case
- Select **Format** → **Change** case.

### 6.7.3 Highlighting text

Highlighting is used to draw attention to important information in a text. Highlighting is beneficial because it first asks the reader to pick out the important parts, and then gives an effective way to review that information later.

Highlighting can be applied by selecting the text and click **Highlighting** icon , the color palette is displayed, select the required color, and the text is highlighted. Highlighting can be removed by selecting the text and click **No Fill** from the color palette.

Note

Highlighting is to draw attention to important or key points in a document for easy reference by marking it with a different color.

### 6.7.4 Clearing the formatting

To clear the formatting applied to the text.

- Select the entire document by Ctrl + A or Edit → Select All,
- clear the formatting by Ctrl + M.

### 6.8 Paragraph formatting

A paragraph is any text that ends with a hard return. A hard return is accomplished any time you press the Enter key. Paragraph Alignment or justification refers to the way in which the lines of a paragraph are aligned. Paragraph alignment lets you to control the appearance of individual paragraphs. There are four types of alignment available in OpenOffice

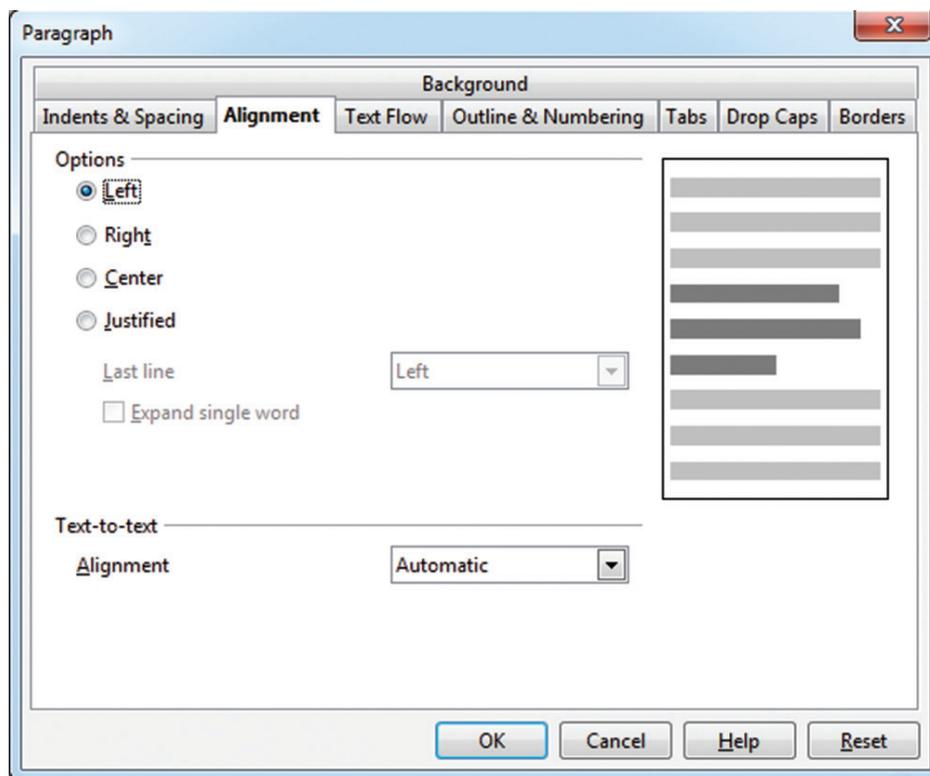


Figure 6.18 – Paragraph dialog box

Writer-Left-alignment, Right-alignment, Center-alignment, and Justified-alignment.

**Left-alignment** - A paragraph's text is LEFT aligned when it is aligned evenly along the left margin and uneven along the right margin. This is the default alignment when a paragraph is typed.

**Right-alignment** - A paragraph's text is RIGHT aligned when it is aligned evenly along the right margin and uneven along the left margin.

**Center-alignment** - All the lines in the paragraph are aligned to the center of the page size.

**Justified-alignment** - All the lines in the paragraph, are arranged evenly both on the left and right margins. This is achieved in writer by automatically inserting additional space between the words.

Paragraph formatting can be applied by **Format→Paragraph**, the paragraph dialog box appears as displayed in Figure 6.18.

The paragraph formatting can also be done by icons using the formatting toolbar as shown in Figure 6.19 and shortcut keys as shown in Table 6.5.

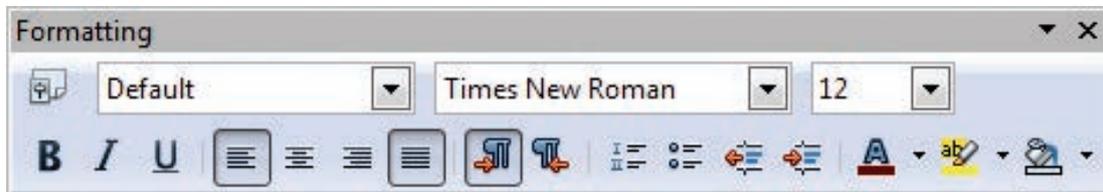


Figure 6.19 – Formatting toolbar

Table 6.5 Paragraph Alignment Icons and Shortcut keys

ALIGNMENT	ACTION	ICON	SHORT CUT KEY
LEFT	Aligns the paragraph with respect to the left margin		Ctrl + L
RIGHT	Aligns the paragraph with respect to the right margin		Ctrl + R
CENTER	Aligns the paragraph with respect to the center of the page		Ctrl + E
JUSTIFIED	Aligns the paragraph with respect to both the left and right margin		Ctrl + J

## An example showing all the four paragraph alignment :

**Left Alignment**

All power is with in you take up one idea, make that one idea your life. Think of it dream of it, live on that idea let the brain, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success.

**Right Alignment**

All power is with in you take up one idea, make that one idea your life. Think of it dream of it, live on that idea let the brain, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success.

**Center Alignment**

All power is with in you take up one idea, make that one idea your life. Think of it dream of it, live on that idea let the brain, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success.

**Justified Alignment**

All power is with in you take up one idea, make that one idea your life. Think of it dream of it, live on that idea let the brain, muscles, nerves, every part of your body be full of that idea, and just leave every other idea alone. This is the way to success.

*Example 6.1 Paragraph Alignment*

### 6.8.1 Line Spacing

Line spacing determines the amount of vertical space between lines of text in a paragraph. By default, the lines are single line spaced. The easiest method to change the line spacing is to right-click on the line and select line spacing from the pop up menu, the pop up menu provides three options single, 1.5lines or double from which the user can select the desired type(Refer figure 6.20).

To Change the line spacing using paragraph dialog box.

- Select the required text
- Select **Format** → **paragraph**
- The paragraph dialog box appears, click on Indents & Spacing tab
- In the line spacing drop down, select the required line spacing (there are seven different types of line spacing) and
- click OK button.

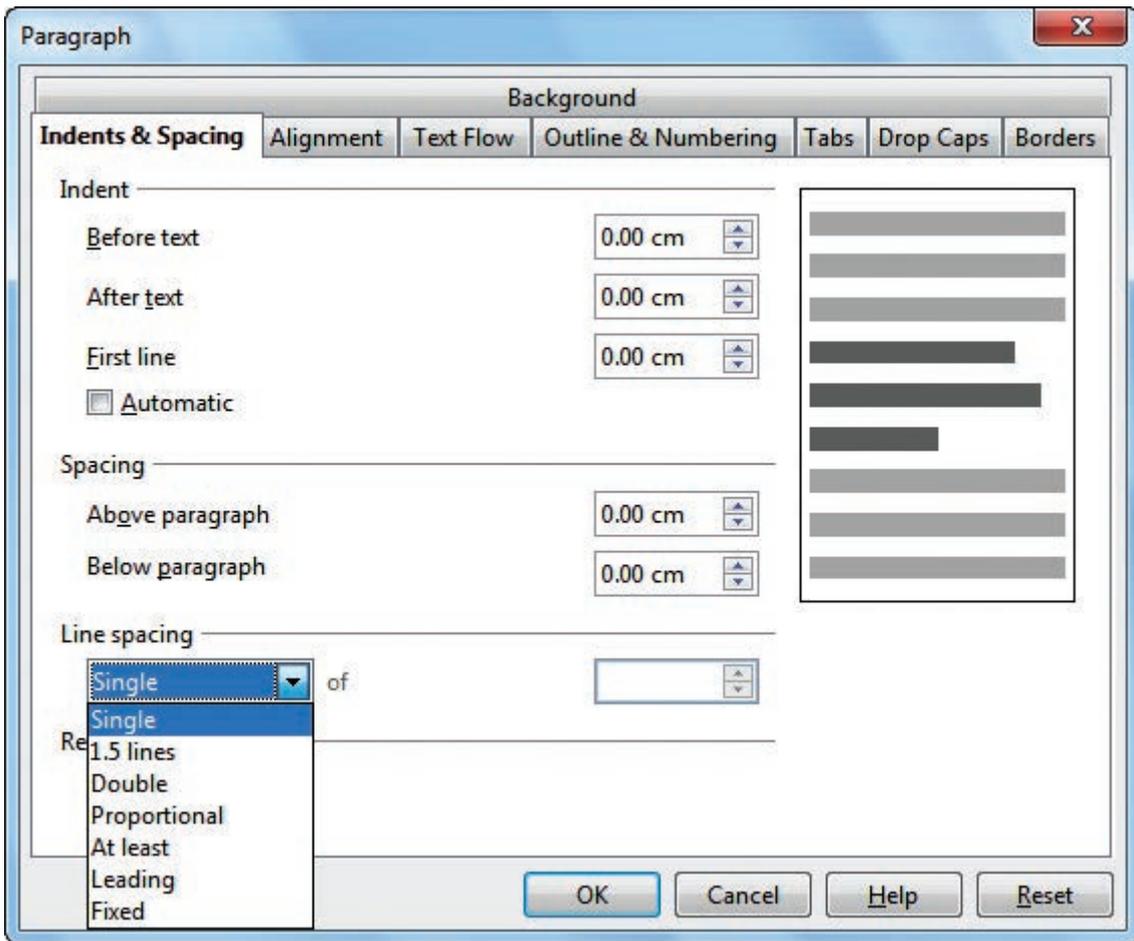


Figure 6.20 Paragraph dialog box

### 6.8.2 Indenting text

Indent is the distance from the left and right margin of a paragraph. It is used to improve the efficiency and readability of the paragraph and makes the paragraph look more attractive. In paragraphs, an easy way to apply indent for the first line of text can be created by moving the insertion pointer to the beginning of the line and pressing the tab key on the keyboard.

**There are two ways to apply indents:**

- Using Icons
- Using Dialog Box

**Using Icons :**

**Increase Indent Icon**  : The increase indent icon controls the space between the paragraph and the left margin. Each click on the Increase indent icon moves the paragraph ½ inch away from the left margin.

**Decrease Indent Icon**  : This is reverse of increase indent. It undoes the indent applied by increase indent. Each click on the Decrease indent icon moves the paragraph ½ inch away from the right margin.

## Using Dialog Box:

**Format** → **Paragraph** displays the paragraph dialog box as shown in Figure 6.20, select the Indent & Spacing tab which has the indent group which has three options.

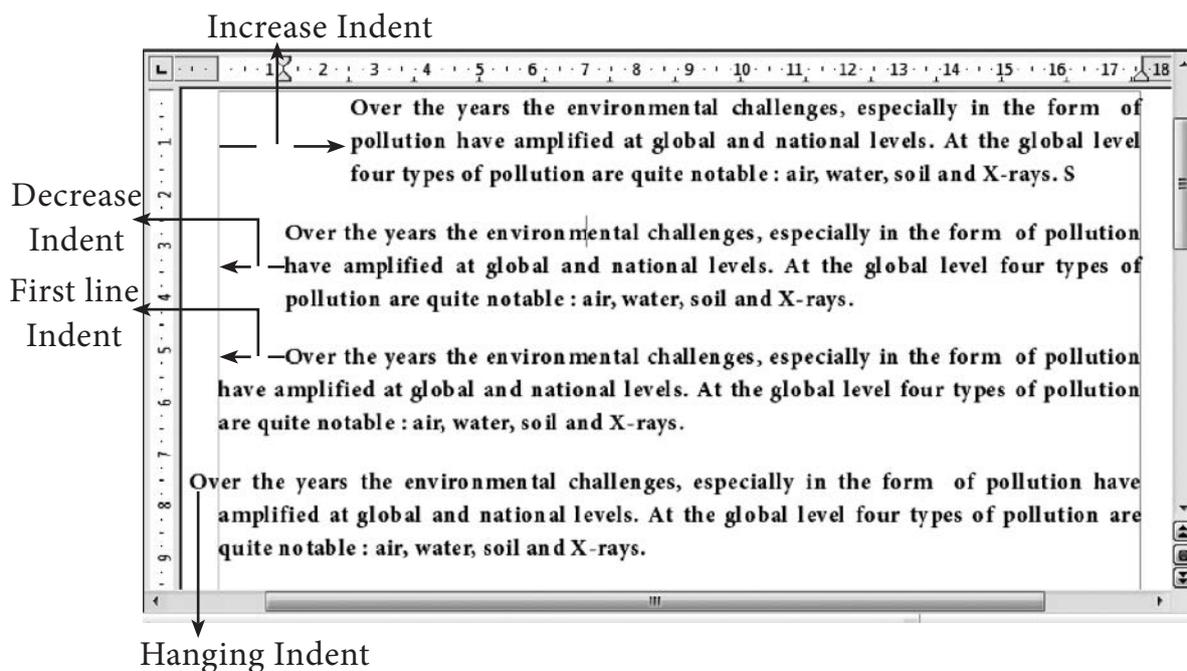
**Left Indent** : This is the default indent where a paragraph is moved away from the left margin. In the paragraph dialog box, in the “**Before Text**” spin box as shown in Figure 6.20, enter a value which moves the paragraph away from the left margin.

**Right Indent** : This is another type of indent which moves the paragraph away from the right margin. Enter a value in the “**After text**” spin box of the paragraph dialog box, which results in right indent.

**First Line Indent** - A first-line indentation indents the first line of the paragraph. It is the most common way to start a new paragraph. This indent can be applied by **Format** → **Paragraph** → **Indents & Paragraph** tab, select first line option in the indent group, enter a positive value which results in first line indent.

**Hanging indent** – This is a special kind of indent where the first line of the paragraph alone hangs outside leaving the rest of the text. To apply Hanging indent, a negative value is given in the “**first line**” option of the paragraph dialog box.

Example 6.2 shows different kinds of indents.



*Example 6.2 - Different kinds of Indents*

## 6.8.3 Bullets and Numbering

Bullets and numbering are used to emphasize list of things and make list easy to read and follow. It provides an excellent way to control the appearance in the form of bulleted or numbered list.

**Bullets** – This icon is used to add a bullet character to the start of each paragraph. This is suitable when the text has to be presented as a list of items preceded by a bullet symbol and no sequence has to be followed. Bullets are quickly created by clicking on the **Bullet** icon .

**Numbering** – This icon is used to add a numeral to the start of the each paragraph. Numbering is more suitable when the text has to be presented as a sequence. In numbered list, each paragraph begins with an expression that includes a number or letter and a separator such as a period or parenthesis.

The numbers in a numbered list are updated automatically when you add or

remove paragraphs in the list. Numbering is quickly created by clicking on the **Numbering** icon .

#### 6.8.4 Style of Bullets and Numbering -

The default type of bullet is ( . ) and the default type of numbering is ( 1, 2, 3 .....). The style of bullets and numbering can be changed by applying the following steps:

- Select the text to be bulleted
- **Format** → **Bullets** and Numbering
- Select **Bullets** Tab
- The Bullets and Numbering dialog box appears with different styles of bullets are displayed

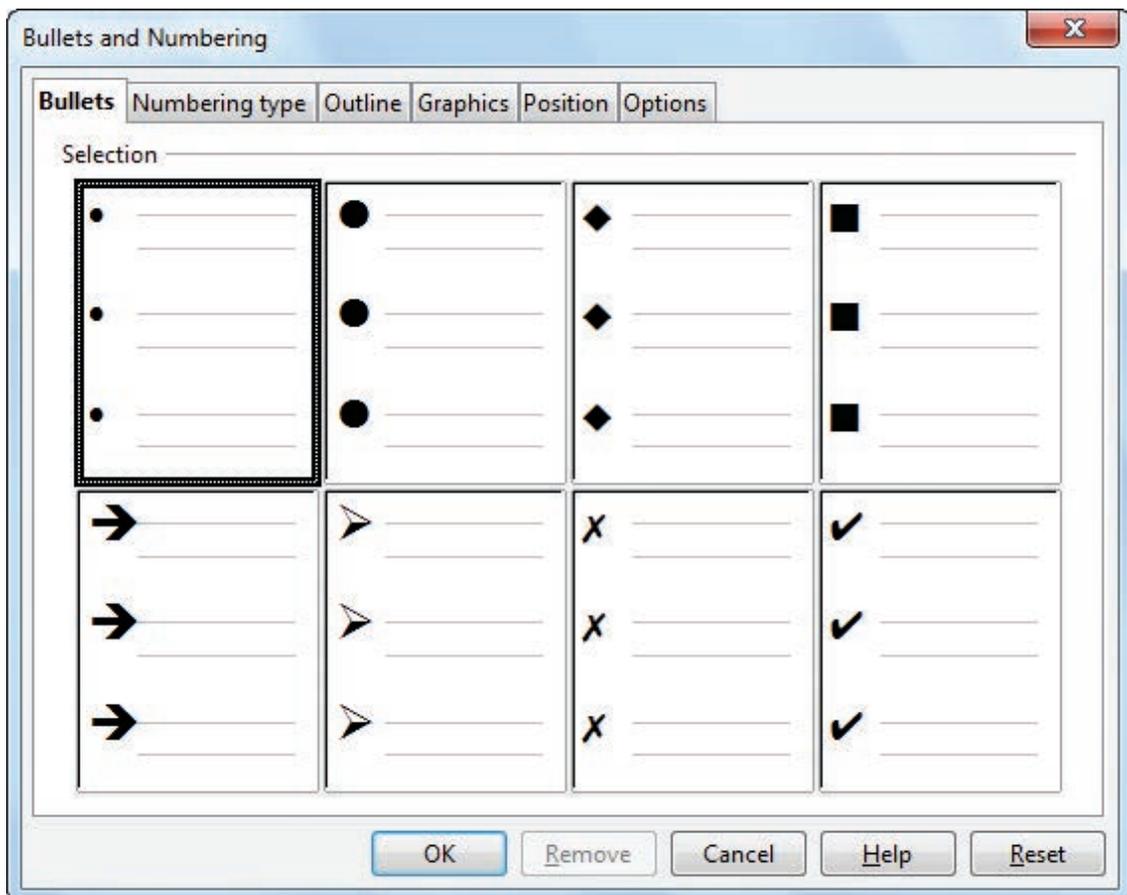


Figure 6.21 Bullets and Numbering dialog box

- Click on the required style
- Click **Ok** button

The selected text is bulleted.

The Bullets and Numbering dialog box with the bullets tab is displayed in Figure 6.21.

Note 

If the text is not typed, then apply the steps above and then type the text, the newly entered text will appear in bulleted form.

To apply Numbering

1. Select the text to be numbered
2. **Format** → **Bullets and Numbering**

3. Select **Numbering type** Tab
4. The Bullets and Numbering dialog box appears with different styles of numbering are displayed
5. Click on the required style
6. Click **Ok** button
7. The selected text is numbered.

The Bullets and Numbering dialog box with the numbering tab is displayed in Figure 6.22.

Note 

If the text is not typed, then apply the steps above and then type the text, the newly entered text will appear in numbered form.

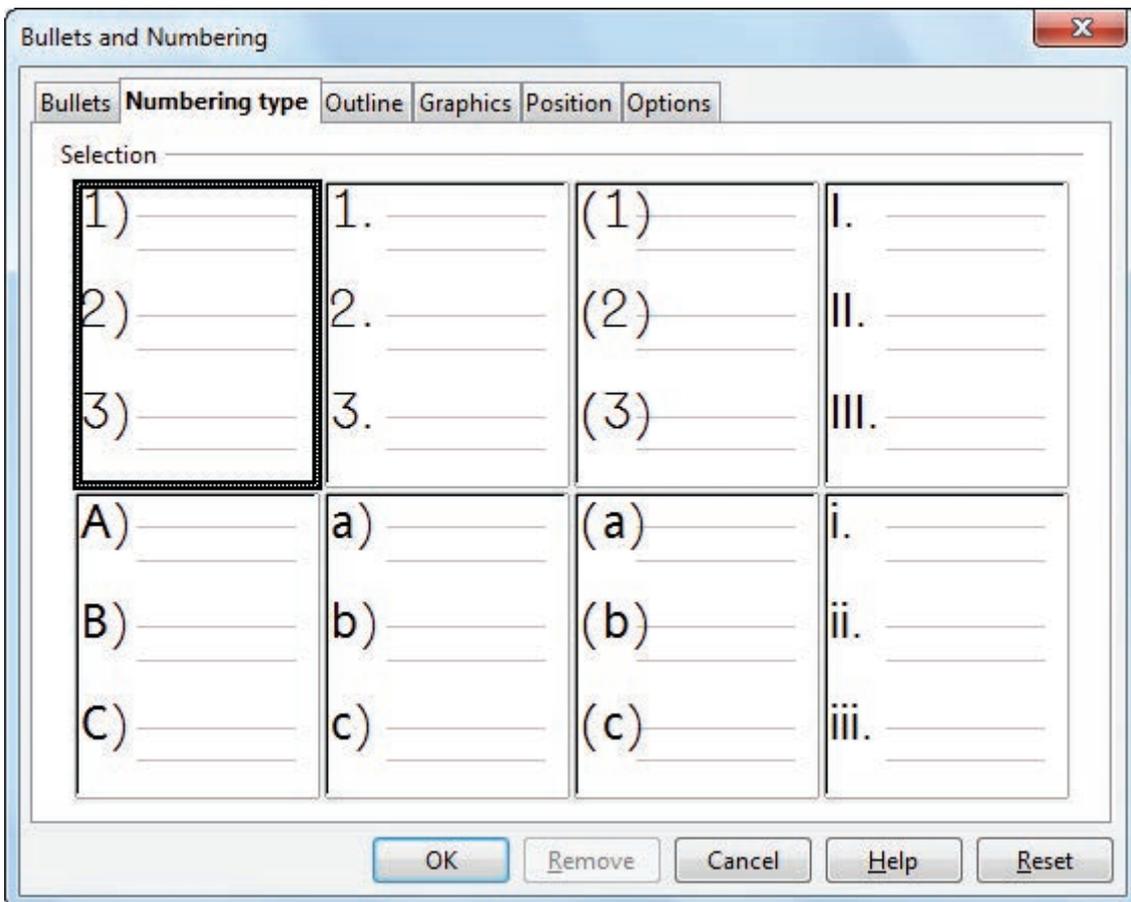


Figure 6.22 Bullets and Numbering dialog box

## Turning off Bullets and Numbering –

As you can quickly add bullets or numbers to existing text by clicking on the icons, the bullets and numbers can be removed easily.

- Select the text where the bullets and numbers are to be removed.
- Click on the bullets icon  again to remove bullets.
- Click on the numbering icon  again to remove numbering.

## 6.9 Page formatting

The most important thing in a word processor is how to format the page by changing margins, numbering, page layout, headers and footers. Formatting your page makes it look more attractive and make it easier to read.

### 6.9.1 Setting the page size and margins Changing page size

The default page size in Writer is **8.5 x 11”**, the same as that of a standard A4 printing paper. However, for different types of documents, you may need to change the page size. To change the page size:

- Select the page to be resized
- Select **Format** → **Page**, the page style dialog box appears as shown in Figure 6.23.
- Select Page Tab
- In the **paper format group**, select the format like A4, legal .... etc
- Or the **width** and **height** option can be used to set the page size.

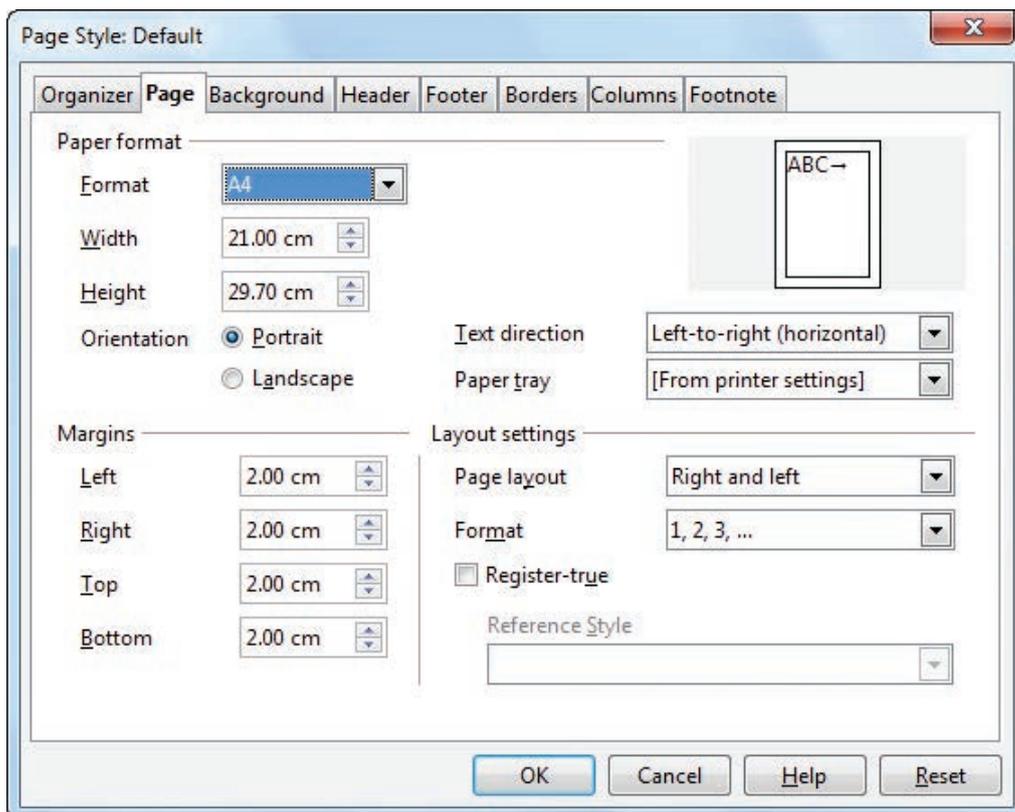


Figure 6.23 Page style dialog box

## Changing page margins

Page margins are the white space around the top, bottom, left, and right of your document. Margins let Writer know where to start placing the text at the top of a document, when to move on to the next page at the bottom, where to start typing text on the left side, and where to stop and move to the next line on the right.

Changing or setting page margins in OpenOffice writer can be done in two ways:

1. Using the **Rulers**—quick and easy, but does not have precise values.
2. Using the **Page Style** dialog box—can specify precise values for the margins.

### Changing page margins - using Ruler

1. The shaded sections of the rulers are the margins.
2. Hold the mouse pointer over the line between the gray and white sections.
3. The mouse pointer turns into a double-headed arrow.
4. Hold down the left mouse button and drag the mouse to move the margin and release it at the required point.
5. The new margin is set.

### Using Page Style dialog box

#### To change margins using the Page Style dialog box

1. **Right-click** anywhere on the page and select Page from the popup menu or select page tab of **Page Style dialog box** as shown in Figure 6.23.
2. In the **Margins** group, specify the values for left , right , top and bottom margins.
3. Click on ok button.

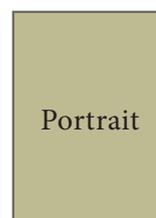
## 6.9.2 Orientation

Page orientation refers to how the document will be displayed on screen and printed. There are two different orientations:

**Landscape** - The width of the document is more than the height. This is best suited for displaying table, professional photos, invitations, album etc.



**Portrait** – This is the most common and default orientation. Here, the height of the document is more than the width. Normally books, newspapers will be displayed in this format.



#### To change the orientation:

- Select the page whose orientation is to be changed
- In the **Page style** dialog box, under the **Orientation** group,
- Select **Portrait** or **Landscape** button.

## 6.9.3 Page colour and borders

Changing the page color is not quite common. To do so, in the **Page style** dialog box , in the **Background** option, click on **color** and select the “color” from the color palette or select “graphic” to apply an image as a page background, it, as shown in Figure 6.24.

Borders can be applied to an entire document, an entire page, paragraph, or just to certain sections of the document. From the Page Style dialog box , select the Border tab, the **user defined area** helps to define the area of borders, the line style of borders, color of borders Figure 6.25 shows the borders setting in the Page Style dialog box.

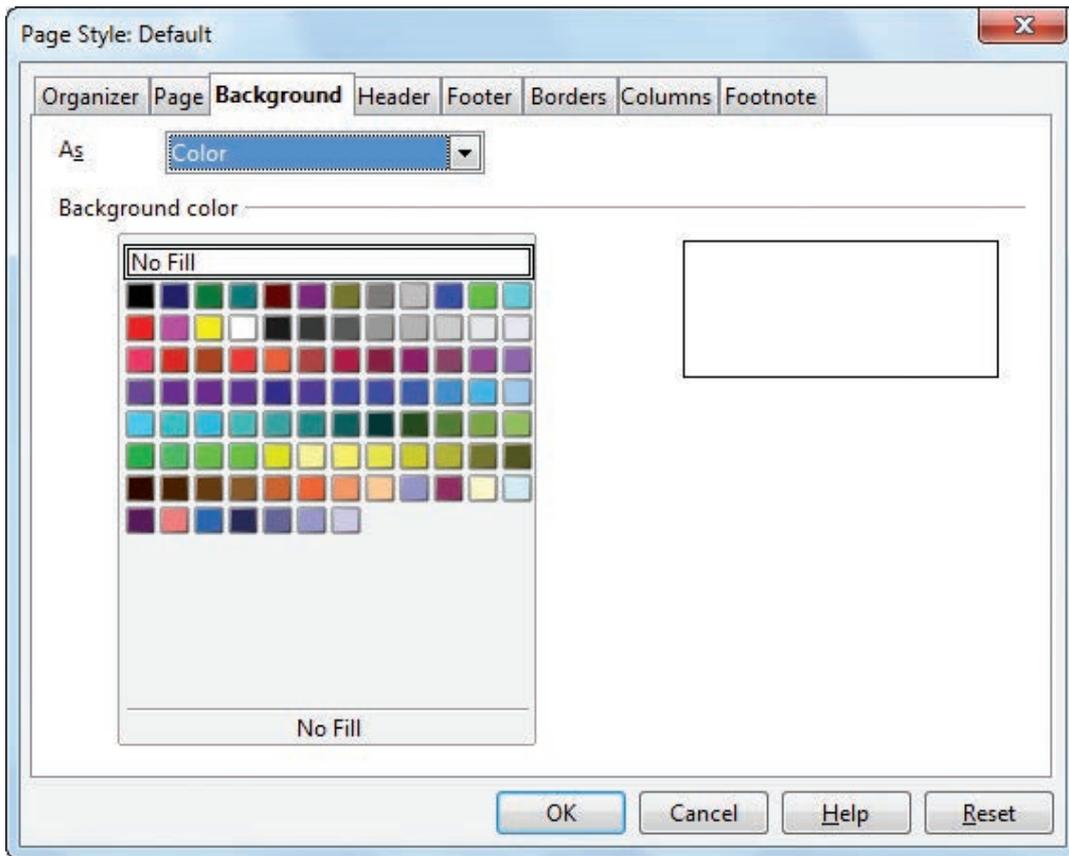


Figure 6.24 Background color

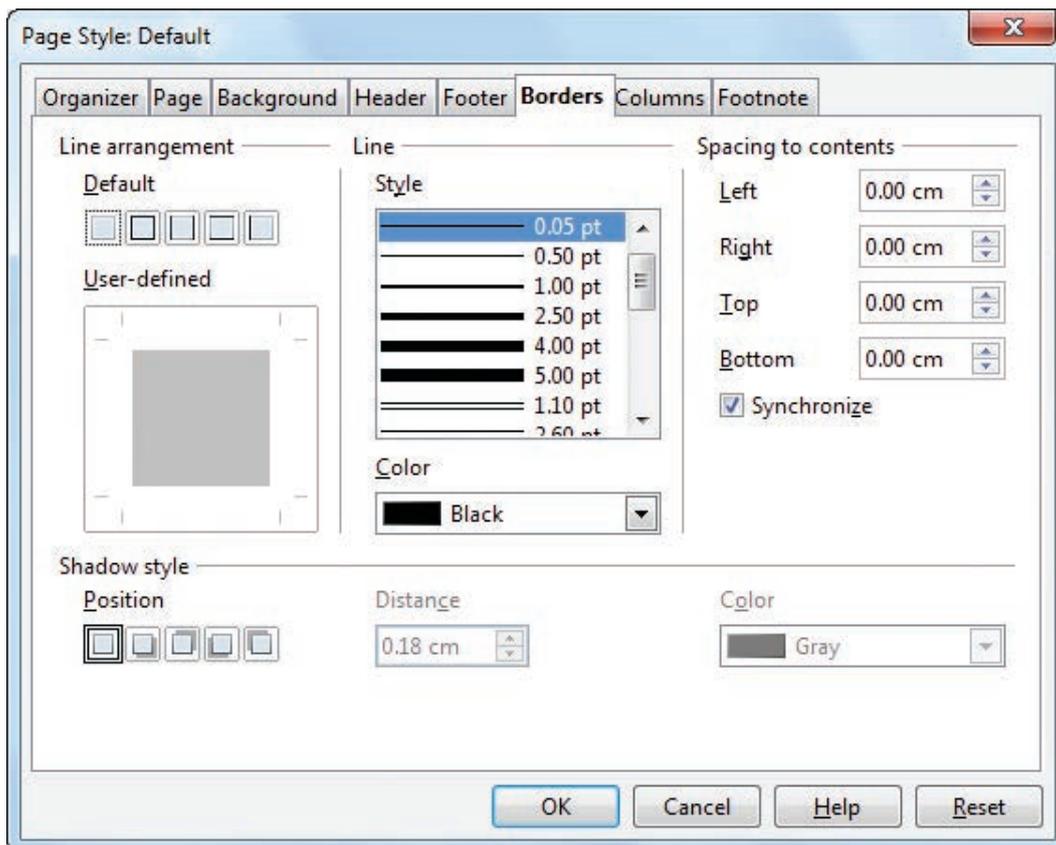


Figure 6.25 Page style dialog box - Borders

## 6.10 Working with Headers and Footers

The **Header** is a section of the document that appears in the **top margin**, which displays the title or chapter name, author name of a document .

The **Footer** is a section of the document that appears in the **bottom margin** of the page which displays the page number, date, time etc. which gets displayed on all the pages automatically.

### 6.10.1 Inserting Header and Footer

- Select from the main menu **Insert** → **Header** → **Default**
- The header text area is separated from the normal text area.
- Enter the text that is to be repeated in all pages or Select **Insert** → **Fields** → **Title**.

Similarly to insert a Footer, the steps are as given below:

- Select from the main menu **Insert** → **Footer** → **Default**
- Place the insertion pointer in the Footer area of the page.
- Select **Insert** → **Fields** → **Date** to insert date in all the pages.

Once the Headers and Footers are given in the first page, the same text will appear in all the pages.

### 6.10.2 Inserting and Formatting page numbers

Once the Header / Footer area are created, the page numbers can be inserted by performing the following steps:

- Place the insertion pointer where you want to insert the number.

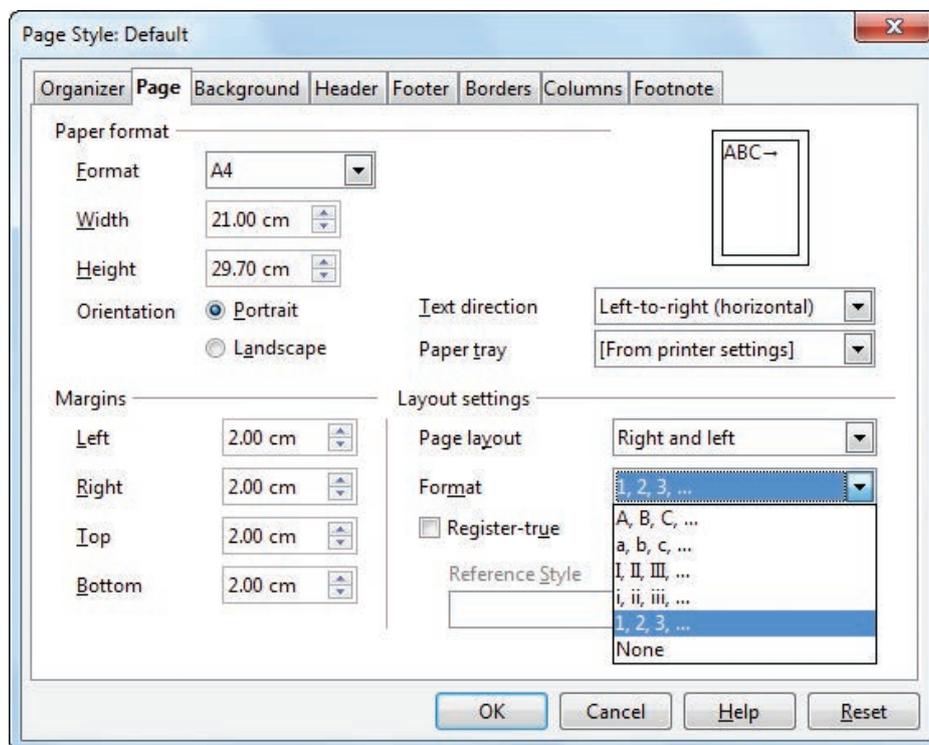


Figure 6.26 Page style dialog box

- choose **Insert** → **Fields** → **Page Number**
- The page number appears with a gray background

Normally, the page numbers appear as 1,2,3....., To change the numbering style, the following sequence of steps can be performed:

- Position the insertion pointer where the page number has to appear
- Select **Format** → **page**, which will display the Page Style dialog box as on Figure 6.26.
- Select Page Tab
- In the Layout settings, select the format drop down combo box
- Select the desired style and click **OK** button.

## Workshop

6.4 Open a new document in OpenOffice writer.

- Type the following paragraph

“Learning gives creativity, creativity leads to thinking, thinking provides knowledge, and knowledge makes you great”

- Save the document
- Perform text formatting features like Bold, Italics, Underline, Change font, change Size, Color and change case (Upper case to lower case, lower to upper) for the words. (in the paragraph and make the paragraph more appealing to read.

- Highlight the text “Knowledge makes you great”
- Undo all formatting options using keyboard shortcut.

6.5 Open the document created in the workshop 6.4

- Type the following lines below the first paragraph

“ When one door closes, another opens, but we often look so long and so regretfully upon the closed door that we do not see the one that has opened for us – Alexander Grahambell ”

- Using any one of the paragraph alignment icons or keyboard shortcuts (left, right, center, or justified) align the first paragraph.
- Change the line spacing of second paragraph to any one of the type.
- Create bullets for the first paragraph and numbering for the second paragraph using icon or menu choice.
- Save and close this documents.

6.6 Open the document created in workshop-6.5

- Change page size, margin and orientation, change border and background color.
- Apply suitable header and footer for the table.

## Part - III Find and Replace

### 6.11 Find and Replace

OpenOffice Writer has a Find and Replace feature that helps to locate for a text inside a document and replace it with another word. In addition to finding and replacing words and phrases, you can also use wildcards and regular expressions to perform advanced search. To search a word

- Click **Edit** → **Find & Replace** (or) **Ctrl + F**
- The Find & Replace dialog box appears as shown in Figure 6.27.

#### Steps to find and replace a text

1. Type the text you want to find in the **Search for** box

**For Example:** To search for a word “Bombay” in a document and replace with “Mumbai”, enter the word “Bombay” in the Search for box

2. To replace the word with different text, type the new text in the **Replace with** box

Enter the word “Mumbai” in the Replace with box and

Click **Find** button , to start the search , the found word is highlighted

The first occurrence of “Bombay” is highlighted

3. To replace text, click **Replace** button.

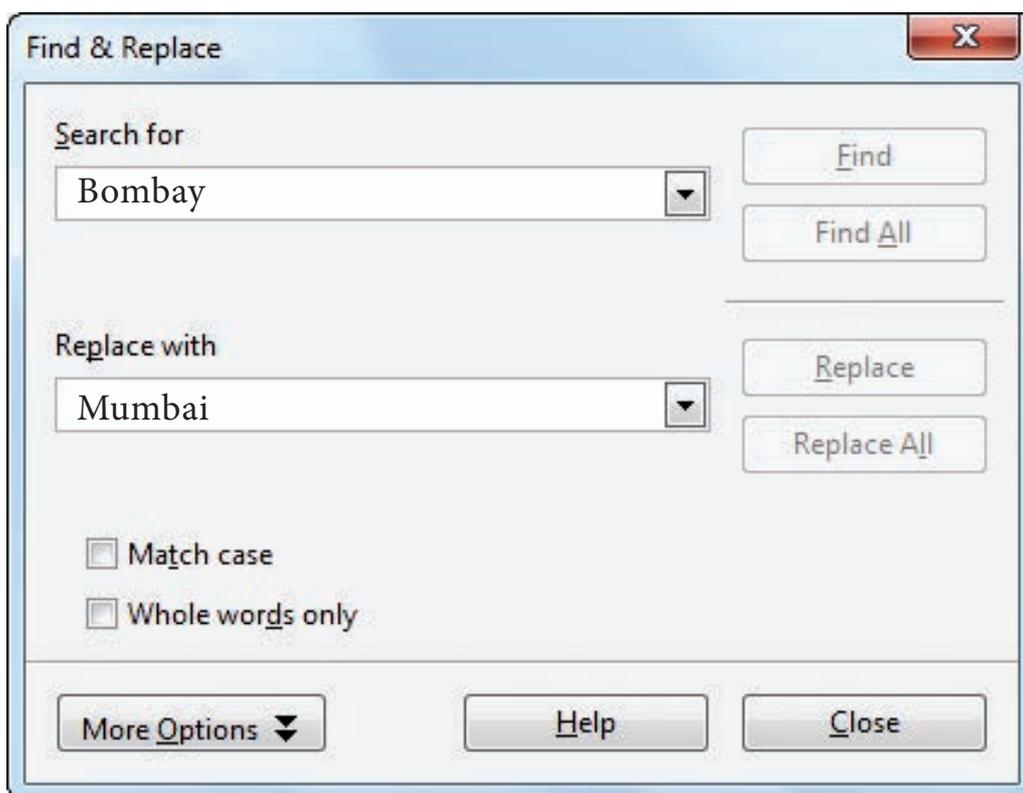


Figure 6.27 Find and Replace dialog box

The highlighted word is replaced with the word given in the **Replace with box**.

- Click **Find All**, Writer selects all instances of the search text in the document

All occurrences of “Bombay” are highlighted.

- Click **Replace All** button, Writer replaces all matches.

This will replace all occurrences of “Bombay” with “Mumbai”

- Enable **Match case** to perform the search case sensitively so that uppercase and lower cases are distinguished separately.

- Enable **Whole Words only** to make the search more specific. For e.g. if you search for the word "image" the command will only find "image" not "imaging", "images" etc.

### Workshop

6.7 Open a new document.

- Type the following paragraph
- “All birds find shelter during a rain. But Egles avoid rain by flying above the clouds. Problems are common, but attitude make the difference.”
- Apply Find & Replace.
- Find the word “Egles” and replace it with “Eagles”.
- Save the document with password.

## Annexure

### List of Keyboard Shortcuts

Shortcut Key	Function
Ctrl+A	Select the whole document.
Ctrl+B	Makes text bold.
Ctrl+C	Copy the text.
Ctrl+D	Double Underline text.
Ctrl+E	Text is center aligned.
Ctrl+F	Find and Replace.
Ctrl+I	Makes text Italics.
Ctrl+J	Text is Justified.
Ctrl+L	Text is left aligned.
Ctrl+R	Text is right aligned.
Ctrl+U	Underlines text.
Ctrl+V	Paste the text.
Ctrl+X	Move the text.
Ctrl+Y	Redo last action.
Ctrl+Z	Undo last action.
Left Arrow	Move cursor one character left.

Right Arrow	Move cursor one character right.
UpArrow	Move cursor one line up.
DownArrow	Move cursor one line down.
Shift+ LeftArrow	Move cursor with selection to the left.
Shift+ RightArrow	Move cursor with selection to the right.
Ctrl+ LeftArrow	Go to beginning of word.
Ctrl+ RightArrow	Go to end of word.
Home	Go to beginning of line.
End	Go to end of line.
Ctrl+Home	Go to start of document.
Ctrl+End	Go to end of document.
Shift+Home	Go and select from the beginning of line.
Shift+End	Go and select till end of line.
Insert	Insert mode on/off.
Page Up	Move one screen up.
Page Down	Move one screen down.
Ctrl+Shift+B	Subscript.
Ctrl+Shift+P	Superscript.

### Unicode Tamil Keyboard Typing Chart

a	அ	k	க்	ka	க	ke	கே
aa	ஆ	ng	ங்	nga	ங	kee	கே
i	இ	s	ச்	sa	ச	ko	கொ
ii	ஈ	nj	ஞ்	nja	ஞ	koo	கோ
u	உ	d / t	ட்	da / ta	ட	kau	கௌ
uu	ஊ	N	ண்	Na	ண		
e	எ	w	ந்	wa	ந	we	நெ
ee	ஏ	th	த்	tha	த	wee	நே
ai	ஐ	p	ப்	pa	ப	wo	நொ
o	ஓ	m	ம்	ma	ம	woo	நோ
oo	ஔ	y	ய்	ya	ய	wau	நௌ
au	ஔ	r	ர்	ra	ர		
q	ஃ	l	ல்	la	ல		
		v	வ்	va	வ		
		z	ழ்	za	ழ		
		L	ள்	La	ள		
		R	ற்	Ra	ற		
		n	ன்	na	ன		

j	ja	jaa	je	jee	jo	joo	ji	jii	ju	juu
ஜ்	ஜ	ஜா	ஜெ	ஜே	ஜொ	ஜோ	ஜி	ஜீ	ஜு	ஜூ
sh	sha	shaa	she	shee	sho	shoo	shi	shii	shu	shuu
ஷ்	ஷ	ஷா	ஷெ	ஷே	ஷொ	ஷோ	ஷி	ஷீ	ஷு	ஷூ

Type the following content in Tamil using any interface (Murasu / NHM / Azhagi).

kaNNan - கண்ணன்	joothpur - ஜோத்பூர்
sennai - சென்னை	juulai - ஜூலை
thamizwaadu - தமிழ்நாடு	shiiradi - ஷீரடி
thaaajmahaal - தாஜ்மஹால்	hamadu - ஹமது
shaajakaan - ஷாஜகான்	vaashingtan - வாஷிங்டன்

சென்னையில் உள்ள மாநகராட்சிப் பள்ளிகள் சென்னைப்பள்ளிகள் (Chennai Schools) என்று அழைக்கப்படுகிறது. இந்த பள்ளிகளை நிர்வகிக்க சென்னை மாநகராட்சியில் கல்வித்துறை (Education Department) இயங்கி வருகின்றது. ஒரு இந்திய ஆட்சிப்பணி (IAS) அதிகாரி, ஒரு கல்வி அலுவலர் (Educational Officer) மற்றும் 10 துணைக் கல்வி அலுவலர்களுடன் (Assistant Educational Officers - AEO) இத்துறை செயல்படுகிறது.

## Activity

### Student Activity

1. To make the students prepare a invitation for school annual day.
2. To make the students create greeting card in landscape format with a picture and a birthday message and distribute to students on their birthday.

### Teacher Activity

1. To show a demo to the students how to type a question paper by using indents and bullets and auto numbering, changing the margins.

## Evaluation



### Part I Choose The Best Answer

- Which is the command to be selected to open the Table Format dialog box.
  - File ->Table properties
  - Format->Table properties
  - Table->Table properties
  - Edit->Table properties
- The bottom of the window which shows the status of the document is:
  - Task bar
  - Title bar
  - Status bar
  - Tool bar
- Which is the section of document that appears in the top margin.
  - Head area
  - Foot area
  - Header
  - Footer
- The top most part of the window which displays the name of the application
  - Menu bar
  - tool bar
  - title bar
  - format bar
- Changing the default appearance of the text is called
  - Text formatting
  - Page formatting
  - special formatting
  - paragraph formatting
- The Find and Replace option is available in which menu?
  - File
  - Edit
  - Format
  - Tools
- Which button selects all instances of the search text in the document?
  - Find
  - Find All
  - Replace
  - replace All
- Which is the short cut key to go to start of document?
  - Ctrl+Home
  - Ctrl+ End
  - Home
  - End
- What is the shortcut key for finding and replacing text in a document?
  - Ctrl + F1
  - Ctrl + F4
  - Ctrl + F5
  - Ctrl +F7
- Shortcut key for Undo is
  - Ctrl + E
  - Ctrl + U
  - Ctrl + Z
  - Ctrl + n

## **Part II**

1. What is Text formatting?
2. What are the different packages in OpenOffice writer?
3. State the difference between Proprietary software and open source software.
4. How do you make corrections to your document?
5. Name some features of OpenOffice writer.

## **Part III**

1. What is the difference between moving and copying text?
2. What are the different types of orientation?
3. How do you turn off bullets and numbering?
4. What are the different ways to save a document?
5. Write the steps to change the line spacing of text.

## **Part IV**

1. What are the different methods to change margin in writer?
2. What are Header and Footer? How do you insert page numbers?
3. What are the different types of paragraph alignment?
4. Write the steps to find and replace a word with another in OpenOffice writer.
5. What are indents ? How do you apply it in a document?