Warm Greeting!

Dear Students,

From this notes, you have to learn Open office Writer.

Unit II - Office Automation Tools

Chapter - 6 Introduction to Word Processor

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**". There are many word processing software available as proprietary source as well as open source.

Proprietary source Word processing software	
Package	Developer
Microsoft Word	Microsoft Corporation
WPS Word	Kingsoft
WordPro	Lotus Corporation

Open Source Word processing software	
Package	Developer
OpenOffice Writer	Apache
LibreOffice Writer	The document foundation
Abiword	Abisource

Tamil Word Processors

Tamil open office 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 suits.

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 data in an International open standard format and can also read and write files from common 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

• OpenOffice Formula   -   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 table 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.

• Change tracking during revisions.

• Database integration, including a bibliography database.

• Export to PDF.

Download and Install openoffice:

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

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 → OpenOffice Writer (or)

From Star Center (Welcome Screen):

• Double-click on "OpenOffice" icon on the desktop

• Now, a welcome screen appears.

The 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 from any OpenOffice Application. Ctrl + N keyboard short cut can also be used to open a new text document

Parts of Writer Window:

The contents of OpenOffice Writer window are

- ❖ Title bar,
- ❖ Menu bar,
- ❖ Standard Toolbar,
- ❖ Formatting Tool bar,
- ❖ Ruler,
- ❖ Work space and
- ❖ Status bar.

Title Bar

The title bar is displayed at the top of the window, which displays the name Control Buttons of the document and its application.

(1) minimize,   (2) maximize/restore and   (3) close shown

Control Buttons

(1) Minimize button:

When you click minimize button, it shrinks your document window smaller in size and shows it as a small button on the task bar. 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".

(3) Close button :

This button is called as "Close" button, when you click this button, the application is closed and OpenOffice returns back to the desktop. The red colored close button may also be called as "Exit" or "Quit".

Exit / Close openoffice Close document

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 in open condition.

Menu Bar

The menu bar is below the title bar which comprises of various menus consisting of various options.

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 used to modify the environment of Writer such as display of toolbars, web layout, print layout, navigator etc.

Insert –

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

Format –

The Format menu contains the 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 as 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 in OpenOffice.