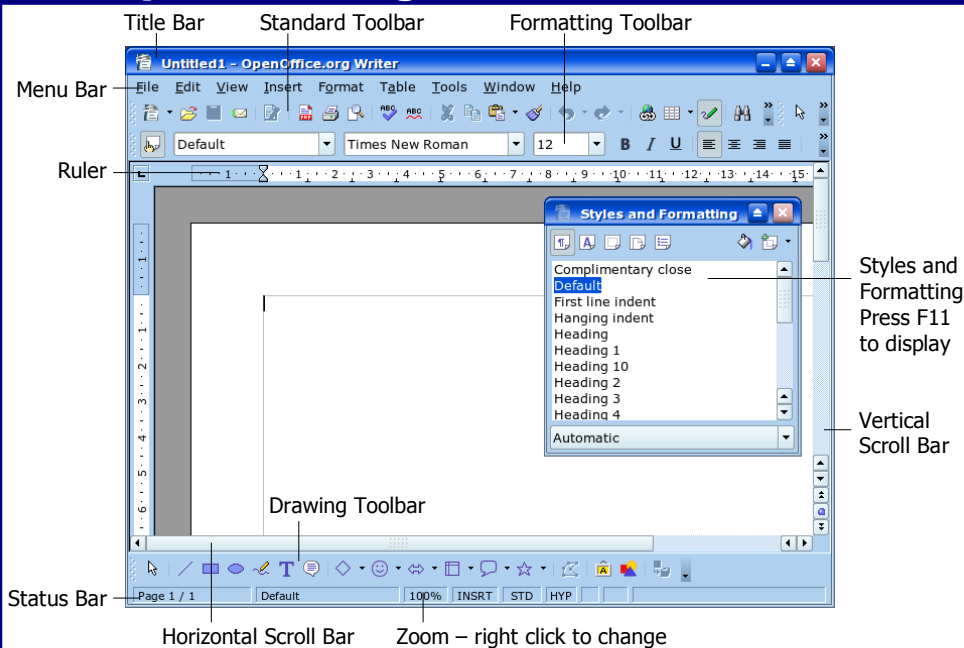


The OpenOffice.org 2.0 Writer Screen



Shortcuts

General

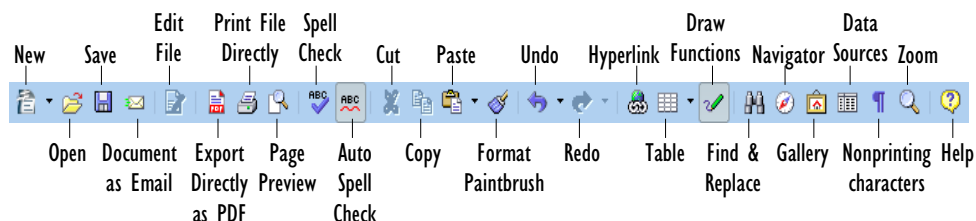
Open a Document	<Ctrl>+<O>
Save a Document	<Ctrl>+<S>
Print a Document	<Ctrl>+<P>
Close a Document	<Ctrl>+<W>
Undo	<Ctrl>+<Z>
Redo or Repeat	<Ctrl>+<Y>
Select Everything	<Ctrl>+<A>
Help	<F1>

Navigation

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of a Line	<Home>
End of a Line	<End>
Beginning of Doc	<Ctrl>+<Home>
End of Document	<Ctrl>+<End>
Open the Navigator	<F5>

The Fundamentals

The Standard Toolbar



- **To Create a New Document:** Click the **New button**, or press <Ctrl>+<N>.
- **To Open a Document:** Click the **Open button**, or select **File** → **Open** from the menu, or press <Ctrl>+<O>.
- **To Save a Document:** Click the **Save button**, or select **File** → **Save** from the menu, or press <Ctrl>+<S>.
- **To Save a Document with a Different Name:** Select **File** → **Save As** from the menu, and enter a different name for the document.
- **To Preview a Document:** Click the **Page Preview button** or select **File** → **Page Preview** from the menu.
- **To Print a Document:** Click the **Print File Directly button**, or select **File** → **Print** from the menu, or press <Ctrl>+<P>.
- **For Advanced Print Options:** Select **File** → **Print** from the menu, or press <Ctrl>+<P>.
- **To Create an Acrobat PDF Document:** Click the **Export Directly button** (to export without additional options), or select **File** → **Export to PDF** from the menu.
- **To Correct a Spelling Error:** Right click the error to bring up a suggestion menu.
- **To get Help:** Click the **Help button**, select **Help** → **OpenOffice.org Help** from the menu, or press <F1>.
- **To Cut or Copy:** Select the text and click the **Cut button** or **Copy button**, or press <Ctrl>+<X> (cut) or <Ctrl>+<C> (copy).
- **To Paste:** Place the cursor where you want to insert the text, click the **Paste button**, or press <Ctrl>+<V>.
- **To Move Text using Drag and Drop:** Select the text you want to move, drag the text to the destination, and release the mouse button.
- **To Undo:** Click the **Undo button** or press <Ctrl>+<Z>.
- **To Use the Thesaurus:** Click the word you want to look up, and select **Tools** → **Language** → **Thesaurus** from the menu, or press <Ctrl>+<F7>.
- **To Find or Replace Text:** Select **Edit** → **Find & Replace** from the menu, or press <Ctrl>+<F>.

Editing

Undo	<Ctrl>+<Z>
Cut	<Ctrl>+<X>
Copy	<Ctrl>+<C>
Paste	<Ctrl>+<V>

Formatting

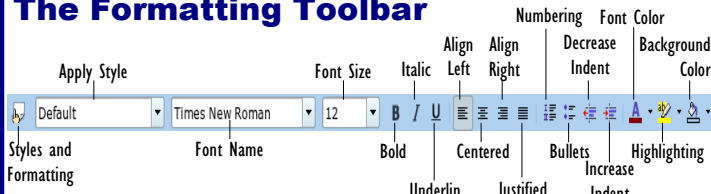
Bold	<Ctrl>+
Italics	<Ctrl>+<I>
Underline	<Ctrl>+<U>
Align Left	<Ctrl>+<L>
Centred	<Ctrl>+<E>
Align Right	<Ctrl>+<R>
Justified	<Ctrl>+<J>

This quick reference card is based on O'Reilly's "Word 2003 Personal Trainer Free Quick Reference Card". By comparing this card with that one, users new to OpenOffice.org can quickly see the similarities and differences between the two programs.

You can learn more about O'Reilly's computer training materials at www.oreilly.com. O'Reilly's free quick reference cards (as well as our own) are freely available from www.tryanotherangle.org.

Formatting

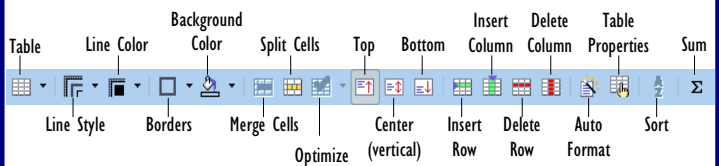
The Formatting Toolbar



- **To Format Selected Text:** Change the style of text by clicking the **Bold button**, **Italics button**, or **Underline button**. Change the font type by selecting a font from the **Font Name** list. Change the font size by selecting it from the **Font Size** list.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** on the standard toolbar and drag the Format Painter across the text to which you want to apply the formatting. Double-click the **Format Painter button** to apply the formatting multiple times.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Left**, **Center**, **Right** or **Justified**).
- **To Indent a Paragraph:** Click the **Increase Indent button**, or click and drag the **Left Indent Marker** on the ruler.
- **To Decrease an Indent:** Click the **Decrease Indent button**.
- **To Add a Tab Stop:** Choose the type of tab you want to insert from the **Tab Selector box** and click on the ruler to add the tab. Or select **Format** → **Paragraph** from the menu, click the **Tabs tab**, and create the tabs.
- **To Adjust a Tab Stop:** Click and drag the tab stop to the new position on the ruler. For exact measurements, select **Format** → **Paragraph** from the menu, click on the **Tabs tab**, and modify the tabs.
- **To Remove a Tab Stop:** Drag the tab stop from the ruler.
- **To Change Paragraph Line Spacing:** Select **Format** → **Paragraph** from the menu, click on the **Indents and Spacing tab**, and adjust the spacing options.
- **To Create a Bulleted or Numbered List:** Select the paragraph(s) you want to bullet or number, and click the **Bullets button** or the **Numbering button**.
- **To Add a Border:** Select the paragraph, select **Format** → **Paragraph** from the menu, click on the **Borders tab**, and adjust the border options.
- **To Change a Document's Margins:** Select **Format** → **Page** from the menu, click the **Page tab**, and adjust the margins.
- **To Change a Page's Orientation:** Select **Format** → **Page** from the menu, click the **Page tab**, and select the orientation.
- **To Add a Document Header or Footer:** Select **Insert** → **Header** or **Insert** → **Footer** from the menu. To edit an existing header or footer, click on it and edit.
- **To Insert a Manual Page Break:** Place the cursor where you want to insert the page break and press **<Ctrl>+<Enter>**.
- **To Insert a Section Break:** Select **Insert** → **Section** from the menu.
- **To Create Newspaper Columns:** Select **Format** → **Columns** from the menu, and choose the column options you want.
- For the most effective and consistent way of applying formatting, learn to use Styles and Templates.

Tables

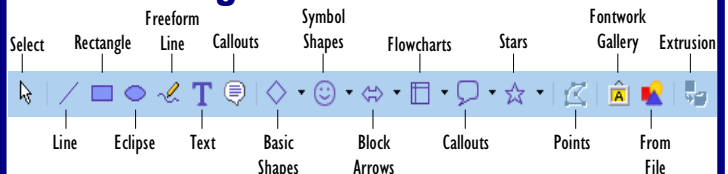
The Table Toolbar



- **To Create a Table:** Click the **Table button** on the Standard toolbar, and select the number of columns and rows.
- **To Adjust Column Width or Row Height:** Drag the right border of the column, or drag the bottom border of the row.
- **To Delete a Column or Row:** Select the column or row, click the **right mouse button** and select **Column** → **Delete** or **Row** → **Delete** from the shortcut menu, or select **Table** → **Delete** → **Columns** or **Rows** from the menu.
- **To Insert a Column or Row:** Select the column or row where you want the new column or row to be inserted. Click the **right mouse button** and select **Column** → **Insert** or **Row** → **Insert** from the shortcut menu, or select **Table** → **Insert** → **Columns** or **Rows** from the menu.

Drawing and Graphics

The Drawing Toolbar



- **To View the Drawing Toolbar:** Click the **Drawing button** on the Standard toolbar, or select **View** → **Toolbars** → **Drawing** from the menu.
- **To Insert a Clip Art Graphic:** Click the **Gallery button** on the Standard toolbar, or select **Tools** → **Gallery** from the menu. Additional clip art can be downloaded from www.openclipart.org, and added with the **New Theme button**.
- **To Insert a Picture:** Click the **From File button**, or select **Insert** → **Picture** → **From File** from the menu.
- **To Draw an Object:** Click the type of object you want to draw on the Drawing toolbar. Draw the shape by clicking on the document and dragging until the shape reaches the desired size.
- **To Move an Object:** Click and drag the object with the mouse.
- **To Resize an Object:** Click the object to select it and drag the object's sizing handles until the shape reaches the desired size.

Mail Merge

1. **Select the Document Type:** Select **Tools** → **Mail Merge Wizard** from the menu. Select the starting document and click **Next**. Select the document type and click **Next**.
2. **Select Recipients:** Select or create the address list by clicking **Select the Address List**. Choose or create the list.
3. **Create the Address Block and Salutation:** The address block is displayed. Alter it if required, and click **Next**. The salutation is then displayed. Alter it if required, and click **Next**. Change the alignment if necessary, and click **Next**.
4. **Write Your Letter:** Write or edit your document now by clicking **Edit Document**. The changes will affect letters to all recipients. Click **Return to Mail Merge Wizard**, then **Next**.
5. **Edit Individual Letters:** Click **Edit Individual Document** to write any personal comments.
6. **Complete the Merge:** Save or send the merged letters.