



OpenOffice Writer 2.3

Course Objective: You will create, edit, and enhance standard business documents using OpenOffice Writer 2.3.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a basic document.
- edit a document.
- format a document.
- add tables.
- add visual effects to a document.
- control a document's page setup and its overall appearance.
- work with styles and templates.
- automate tasks.
- secure a document.

Course Content

Lesson 1: Creating a Basic Document

Topic 1A: Explore the OpenOffice Writer Interface

Topic 1B: Customize the Writer Environment

Topic 1C: Enter Text

Topic 1D: Obtain Help

Topic 1E: Save a Document

Topic 1F: Print a Document

Lesson 2: Editing a Document

Topic 2A: Modify Text

Topic 2B: Find and Replace Text

Topic 2C: Proof a Document

Lesson 3: Formatting a Document

Topic 3A: Format Text

Topic 3B: Format Paragraphs

Topic 3C: Format Paragraphs as a List

Lesson 4: Inserting Tables into a Document

Topic 4A: Create a Table

Topic 4B: Modify a Table

Topic 4C: Format a Table

Topic 4D: Work with Table Data

Lesson 5: Adding Visual Effects

Topic 5A: Add Visual Effects to Text

Topic 5B: Work with Pictures

Topic 5C: Create Charts

Lesson 6: Controlling Page Appearance

Topic 6A: Control the Page Layout

Topic 6B: Insert Page and Column Breaks

Topic 6C: Add Headers and Footers

Lesson 7: Creating Styles and Templates

Topic 7A: Work with Styles

Topic 7B: Work with Templates

Lesson 8: Automating Tasks

Topic 8A: Perform a Mail Merge

Topic 8B: Mail Merge Envelopes and Labels

Topic 8C: Automate Tasks Using Macros

Lesson 9: Securing a Document

Topic 9A: Apply Security Options to a Document

Topic 9B: Apply Security Options to Text

Topic 9C: Apply Macro Security

Appendix A: Creating Forms**Appendix B: Integrating Writer with Other Programs**