OpenOffice colours, fonts and tables

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Mendlesham Computer Club

Open Office Text Fonts and Colours

- Start Open Office

- Create a Text Document

- Type dt and press the <f3> key to create some random text.

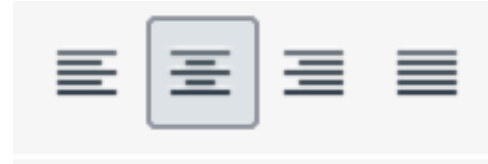- If you see the non-printable characters (·¶), remove them either in the top bar or hit <f10>
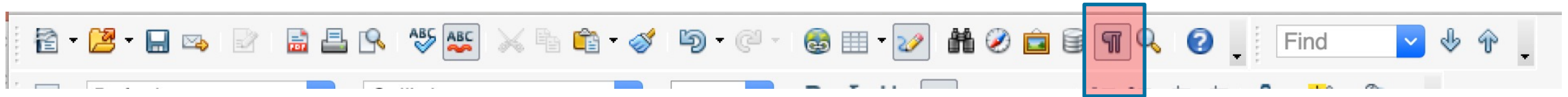
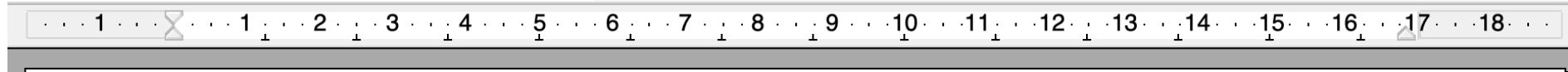- Swipe over pieces of the text and change the colour and font using the bar at the top of the screen;

Aligning Text

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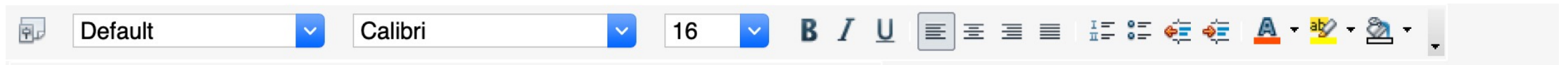
Aligning text

- Use the justification buttons to align text (left, right, center, padded)
- Use the ruler at the top of the page to set margins, tabs and indents.

- For multi-column documents use format>page>columns
- Tables with no borders (see table properties) are very useful for complex layouts, especially for vertical alignment or working around photos.
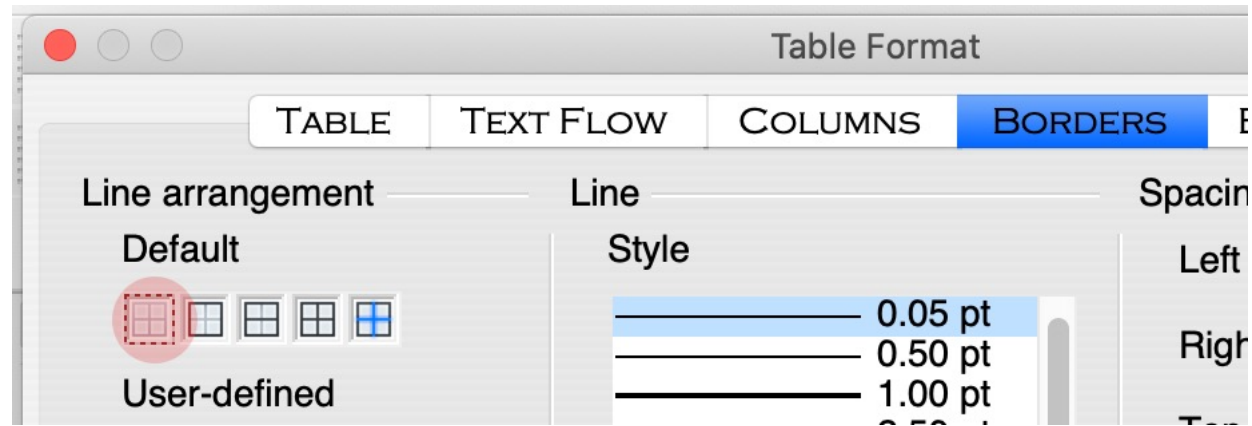
Tables

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Tables 1 of 2

- Tables are very useful for aligning text and columns of numbers
- Create a new table using Table>Insert>Table from the top bar;
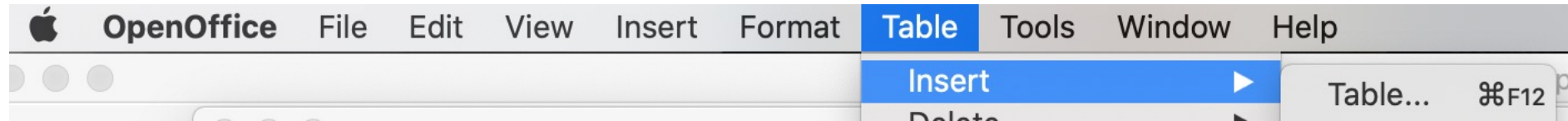
- Chose the number of rows and columns, you can add or delete more later if you need to.
- To manually change a column width, carefully place your cursor on the column boundary and watch it change shape, then left click and drag it to the new position.
- To automatically get it to change widths, chose Table>Autofit… in the top bar.
- You can also change the backgrounds and borders Table>Table properties>

Tables 2 of 2

- You can change the backgrounds and borders Table>Table properties…
- To make the borders invisible when printed click on the left most box as in the image below;
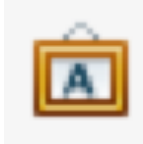

- Nearly all other Table functions like inserting and deleting rows and columns can be accessed by right clicking in a cell

Fontwork

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Open Office Fontwork 1 of 2

- Fontwork adds a graphical look to text e.g.

- Start with a blank page

- Setect View>Toolbars>Fontwork

- Click on the Fontwork gallery button   and pick a style

- Use the blue squares to change the size and move it around. The tiny yellow dot changes the curvature.

- Double left click on the text to change it, click outside the text to commit the changes.

- Whilst editing the text, you can swipe over it, right click and select character to change the font, bold, italic etc.

Open Office Fontwork 2 of 2

- Use the Fontwork menu to change the shape.

- Use the 3D menu to change the orientation and other effects.

- There is a good video on Fontwork at;
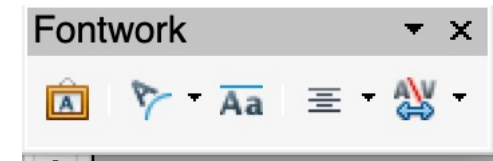
https://www.youtube.com/watch?v=I0wRN6Ix1To&ab_channel=TheFrugalComputerGuy