More on Documents Tables, Embedding pictures, Templates and Drawing

By Giles Godart-Brown

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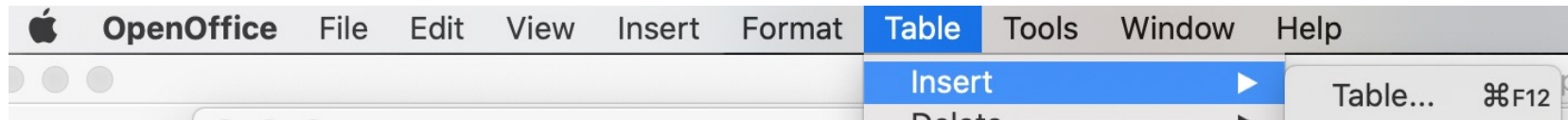
Tables in documents

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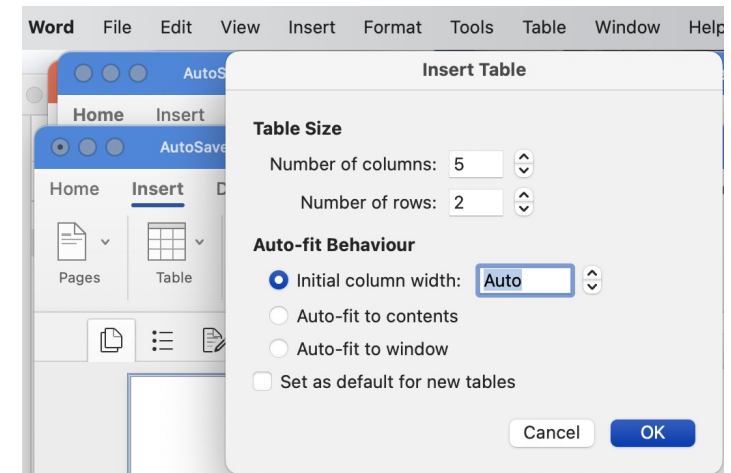
Tables in OpenOffice

- 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>

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Tables in Microsoft Word

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- You can also change the backgrounds and borders Table>Table properties>

Tables backgrounds and borders in OpenOffice

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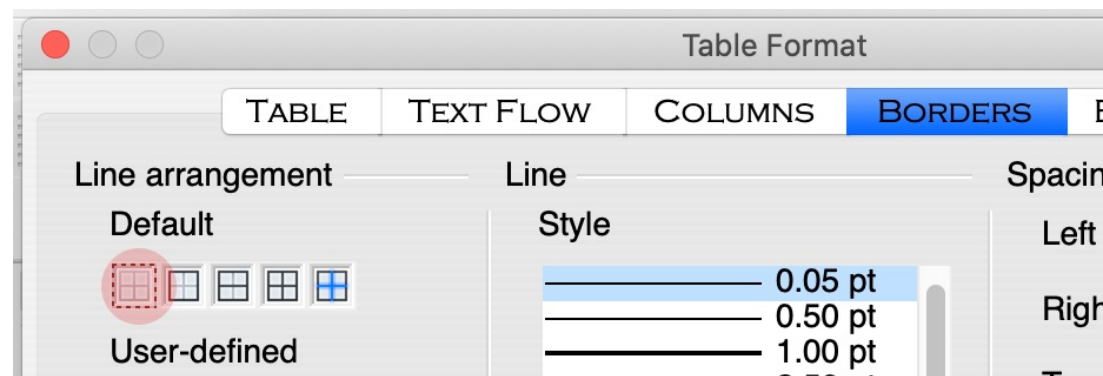
- Nearly all other Table functions like inserting and deleting rows and columns can be accessed by right clicking in a cell

Tables backgrounds and borders in Microsoft Word

- You can change the backgrounds and borders click on Table>Table properties…>Borders and Shading

- To make the borders invisible when printed click on 'None' box

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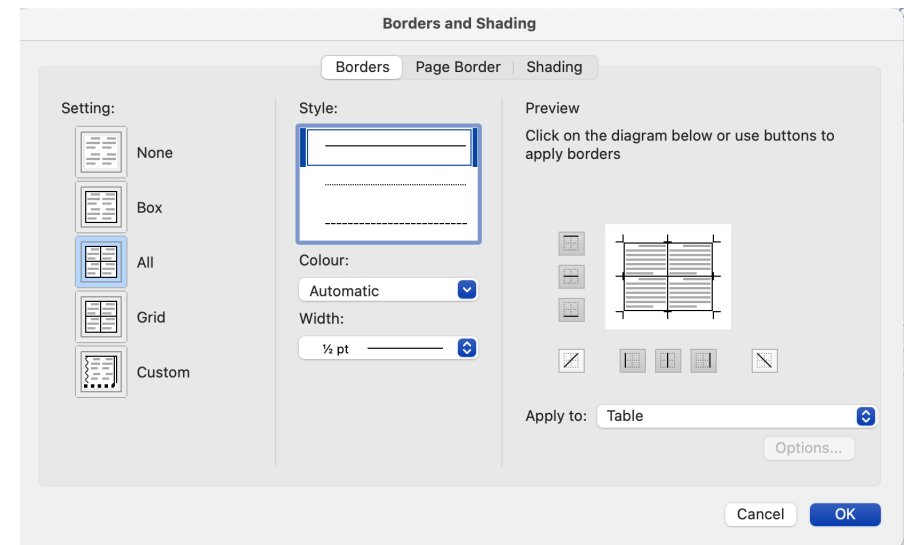
Embedding pictures in documents

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How to embed pictures in documents

- OpenOffice
  - Select insert>Picture>From File then navigate to find the picture you want and click on 'open' OR
  - Drag and drop the picture from another application such as photos
- Microsoft Word
  - Select insert>Pictures>Picture From File then navigate to find the picture you want and click on 'insert' OR
  - Drag and drop the picture from another application such as photos

Resizing pictures

- The simplest way to resize pictures is to use the 'grab bars'.

- If you use the bars on the top, bottom and sides it will change the aspect ratio, so use the ones on the corners, this will make sure you maintain the aspect ratio and circles remain round.
 NOTE: In OpenOffice you need to hold the shift key down whilst moving a corner to maintain the aspect ratio.

- You can also resize them to fixed dimensions;
  - In OpenOffice right click on the picture and select Picture
  - In Microsoft Word right click on the picture and select Size and Position

Wrapping text around photos in OpenOffice

There are many options for wrapping text around photos, here are the 2 most useful;

- By default the text wraps above and below the photo

- To have the text wrap around the photo, right click on the image and select Wrap>Page wrap
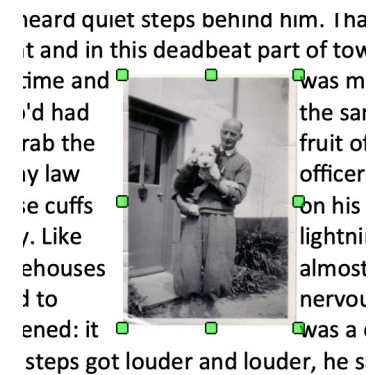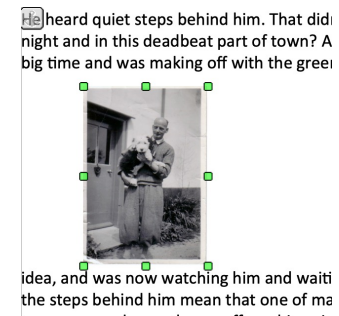
Wrapping text around photos in Microsoft Word

- By default the text wraps above and below the photo, but not very well

- To have the text wrap around the photo, right click on the image and select Wrap text>Square

He heard quiet steps behind him.
ate at night and in this deadbeat
pulled off the big time and was m

who'd had   the san
chance to grab the fruit of his lab
aw officers in town was on to hir

e at night and in this deadbeat
lled off the big time and was ma
o'd   had th
ance   to gra
t one   of ma
unce   and sr
ound.   Sudde
d   disapp
e bin   lying i
way   along
d, he would have to go back the
v the black outline of a figure co

More complicated layouts

- For more complicated layouts, especially with multiple columns and better wrapping control, use a table and set its border to none before you print it.

He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks.

he heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now

Templates

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Templates

- Templates are pre-formatted documents e.g. letters, that you can use to quickly start documents you regularly use.

- To create a document using a template

  – In OpenOffice select <File><New><Templates and Documents> and select the template.

  – In Microsoft Word select <File><New from template>

- You can create templates from scratch or download standard ones from the internet, e.g. http://templates.openoffice.org/en or https://www.template.net/editable/word where there are thousands of examples.

Templates in OpenOffice

- If you download a template to your downloads folder, you can import it into OpenOffice by <File><Templates><Organize>, then in the dialog that appears, right click on 'My Templates' and select import to import it.

- To make it your default template instead of Untitled1, click on 'Commands' and click select 'Reset Default Template'

- To create a template from scratch, start by making the changes you want to a new document then choose <File><Templates><Save> to open the Templates dialog, enter a name in the New Template field and select which category to store it under.

- To edit a template, select <File><Templates><Organize> then chose my Templates and right click on the template you wish to edit and click <edit>.

Templates in Microsoft Word

- To create a template from scratch, start by making the changes you want to a new document then choose <File><Save as Template>, It will open up your templates folder and ask for a new filename.

- To edit a template, create a new document from the template you want to edit using <File>New from template>. Make the changes, then select <File><Save as Template> and check the file you wish to replace.

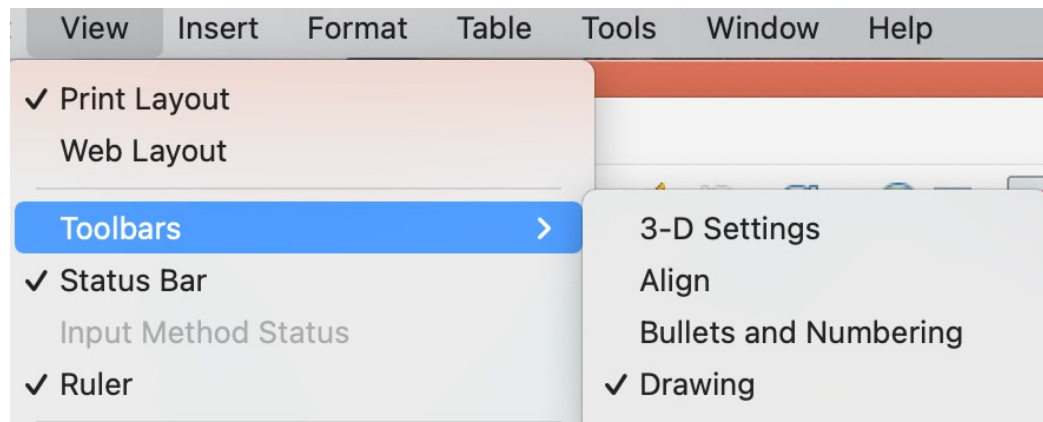- Your can also edit your default template which is called 'Normal'

OpenOffice drawing
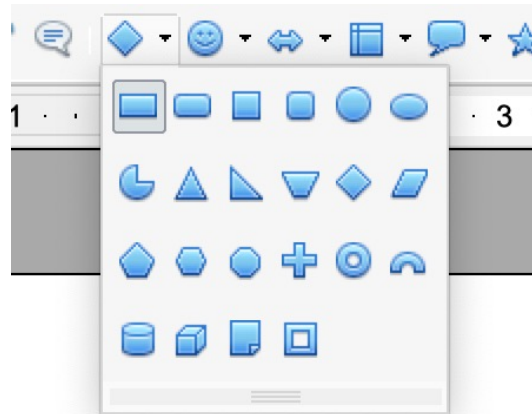
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Make sure you can see the drawing toolbar

- Start Open Office
- Create a Text Document
- If you cannot see the drawing toolbar select View>Toolbars>Drawing

Drawing a box

- Chose the basic shapes icon in he drawing toolbar and click on the shape you want.

- Click and drag the mouse to draw the shape. Resize with the blue markers.

Formatting the shape

- Change the edge line colour, width etc. and the fill by left click on the shape and selecting the option you want.