Text formatting in Open Office

Fonts

You can change the font, size and appearance of any text using the formatting bar:

The default font is Times New Roman, and looks like this;

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 watching him and waiting for a chance to grab the fruit of his labour?

Calibri is a popular font that is more readable - 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 watching him and waiting for a chance to grab the fruit of his labour?

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Courier is a useful font when you want columns to align as it is
not a proportional font i.e. every letter is the same width. 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.
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You can also use the buttons in the formatting bar to make text **BOLD**, <u>Underlined</u>, or *italic* for added emphasis, and there is also a colour button as well.

Fancy Fonts

Open Office has a fancy fonts tool called Fontwork, this is accessed via the drawing toolbar; make sure that the drawing toolbar is visible by <View><Toolbars><Drawing>.

Click on the Fontwork Gallery icon to see the various options, here is an example.
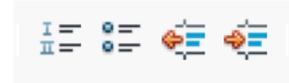

Fontwork has its own toolbar, enable it by <View><Toolbars><Fontwork>. With this toolbar, you can change the text quite considerably, e.g, this is the same text as above, but in a line.

Lists and indents

The list buttons allow you to create lists and sent the indentation;

To create a list, type the items you want without the numbers or bullets, then select them and press the appropriate button, e.g. This is a numbered list;

1. The first Item
2. The Second item
3. The third item

This is a bulleted list;

- The first Item
- The Second item
- The third item

You can use the indent buttons to change the indents e.g.

- The first Item
  - The Second item
    - The third item