



INDIAN SCHOOL MUSCAT



CLASS XI

INFORMATION TECHNOLOGY(802)

Chapter – 3 : Office Automation Tools

Teacher: Saju Jagannath



Some points to keep in mind.....



- Please avoid login from multiple systems.
- Kindly logout at the end of the session.
- Please turn off your mic and webcam
- If you have any doubt, write in the chat box
- If there is any technical problem, hold on – we will be back
- Since it is a lockdown situation you can use rough notebook or notepad or sheets of paper to take down notes. You may take screenshots during the course of delivery of topics.



Word Processing

PLEASE
WRITE

A word processing software is required for the creation of documents that are text-based. It has tools that allow the user to edit, format and print document.

A word document may also contain pictures and tables. It may be a report, letter, drawing, webpage etc.



PLEASE
WRITE

OpenOffice Writer



OpenOffice Writer is a popular open source software for word processing. It can be downloaded from Internet and installed for free, on Linux-based machines as well as Windows-based machines.



OpenOffice Writer



PLEASE
WRITE

Start Openoffice Writer



To start using the OpenOffice Writer software, *any one* of the following steps needs to be performed

- <Start> <Programs> <OpenOffice>
- If the OpenOffice icon is on the desktop, double click the icon.



OpenOffice Writer

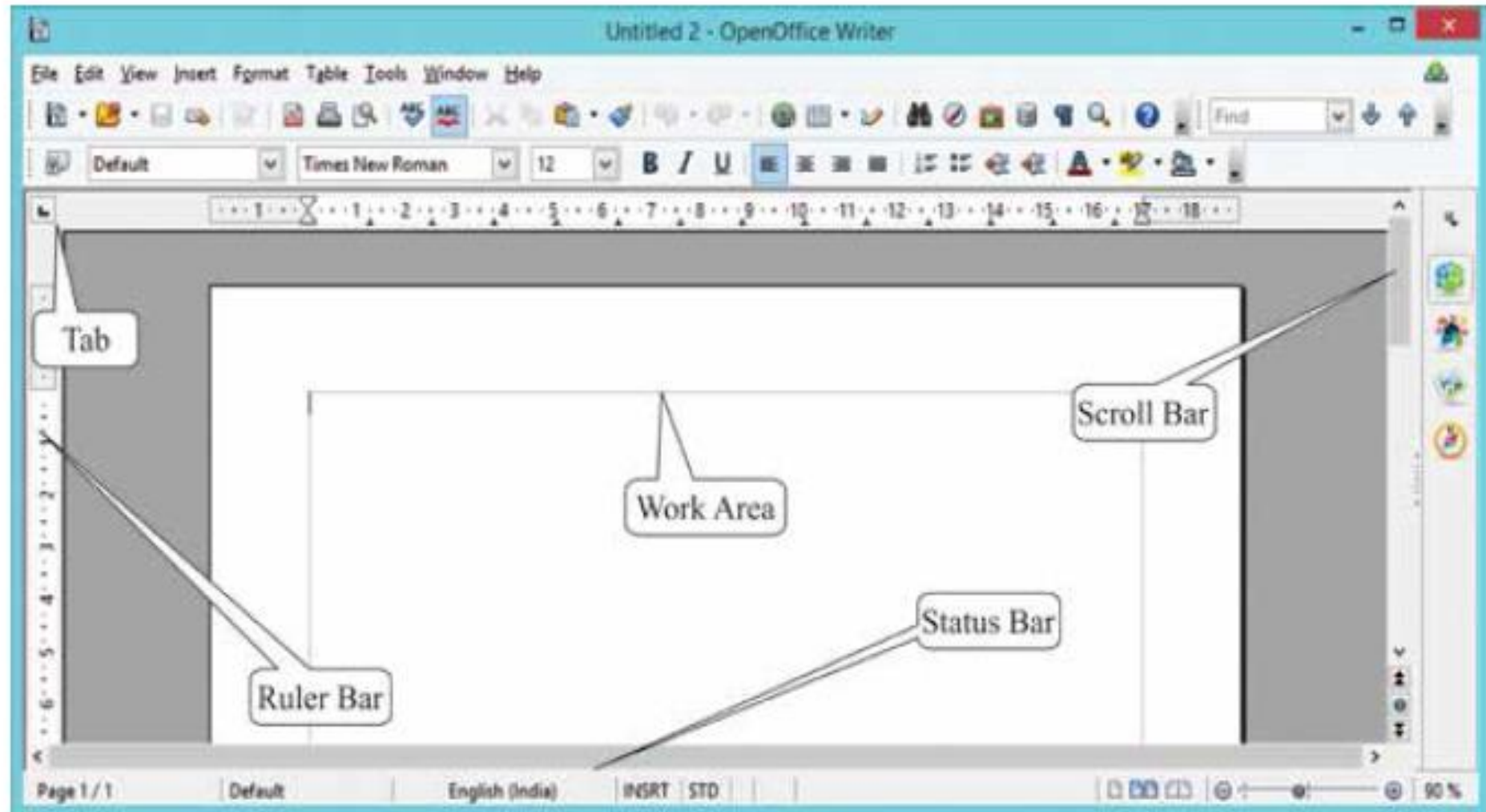


Figure 3.2: OpenOffice Writer Screen



OpenOffice Writer



PLEASE
WRITE

Tabs: (File, Edit, View, Insert, etc.) contain drop down menu which have commands provided by the tab.

- Ruler Bar: There are two rulers – Horizontal and Vertical. The Ruler Bar allows us to adjust the indentation and margins.
- Status Bar: It displays information about the current open document. It displays the current page number, total pages in the document, zoom slider etc.



OpenOffice Writer

PLEASE
WRITE

- Scroll Bar: There are two scroll bars – horizontal and vertical. They help to scroll the content or the body of document.
- Work area: It is the working area where the text of the document is typed.



OpenOffice Writer



Writer Tabs

File Edit View Insert Format Tools Modify Window Help

PLEASE
WRITE

The OpenOffice Writer has the following tabs: File, Edit, View, Insert, Format, Tools, Modify and Window. There is also a help tab. On clicking any of the tabs, a drop down menu appears which has several commands and options. Select the command that you want to execute.



OpenOffice Writer



PLEASE
WRITE

- File: To apply commands to current document, to open or close document
- Edit: For editing the current document, for example, cut, paste
- View: For controlling display of document on the screen
- Insert: For inserting new elements in document, like, comments, special characters, graphics, and objects



OpenOffice Writer

PLEASE
WRITE

- Format: For formatting the layout and content of document
- Tools: For spelling check, gallery of object art to add to document, to configure menus
- Table: To insert, edit, delete a table in a text document
- Windows: For manipulating and displaying document windows



OpenOffice Writer



PLEASE
WRITE

File Tab: The OpenOffice Writer is used to create a text document. The document is stored as a file in the computer with the extension *.odt*. For example, a document stored as a file Anita.odt. The File tab consists of commands required to perform operations on a file (document).



OpenOffice Writer

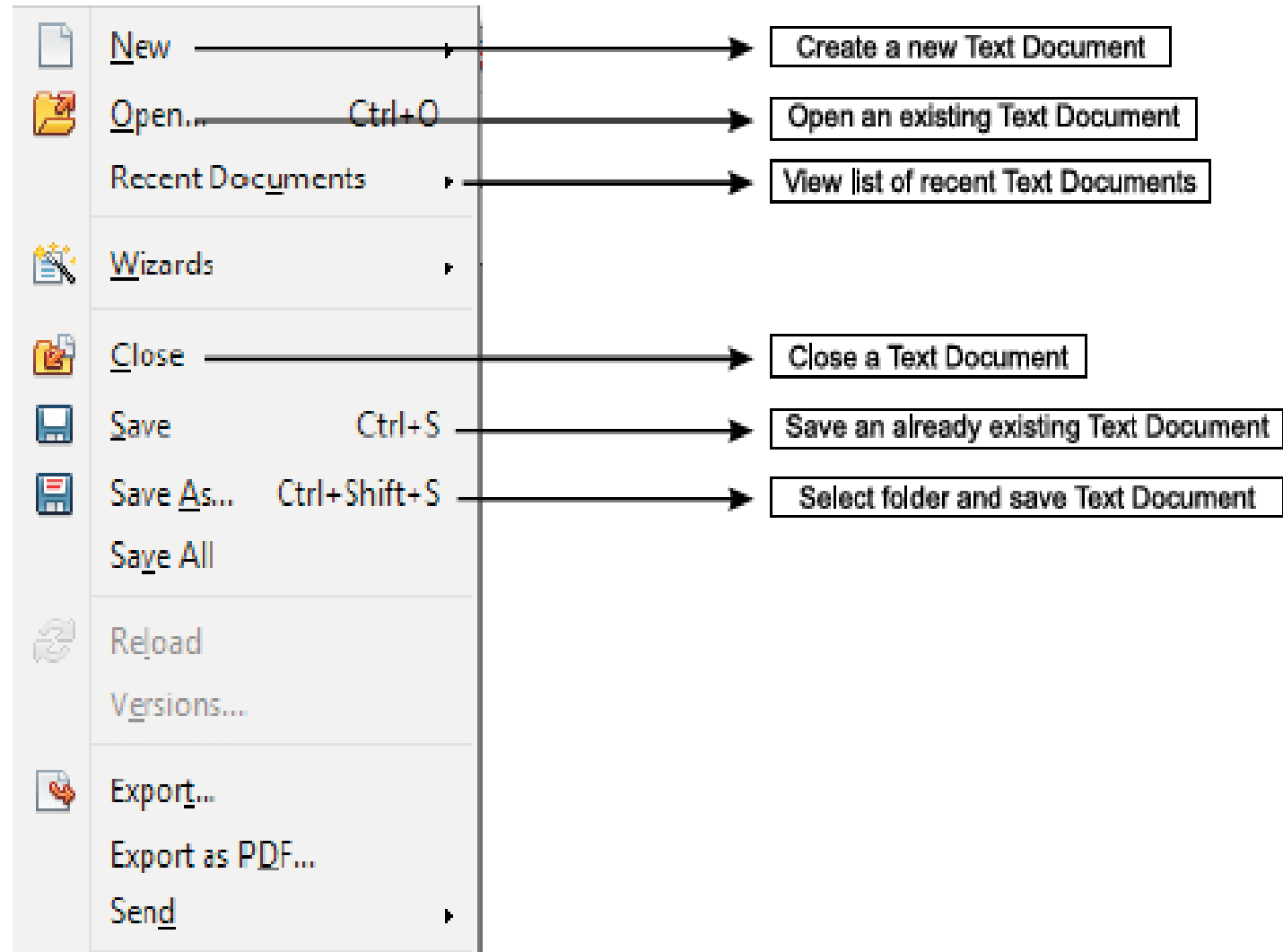


**PLEASE
WRITE**

It contains several commands. The commonly used commands allow the user to – create, save, print, open and close a text document. We use the words file and document interchangeably.

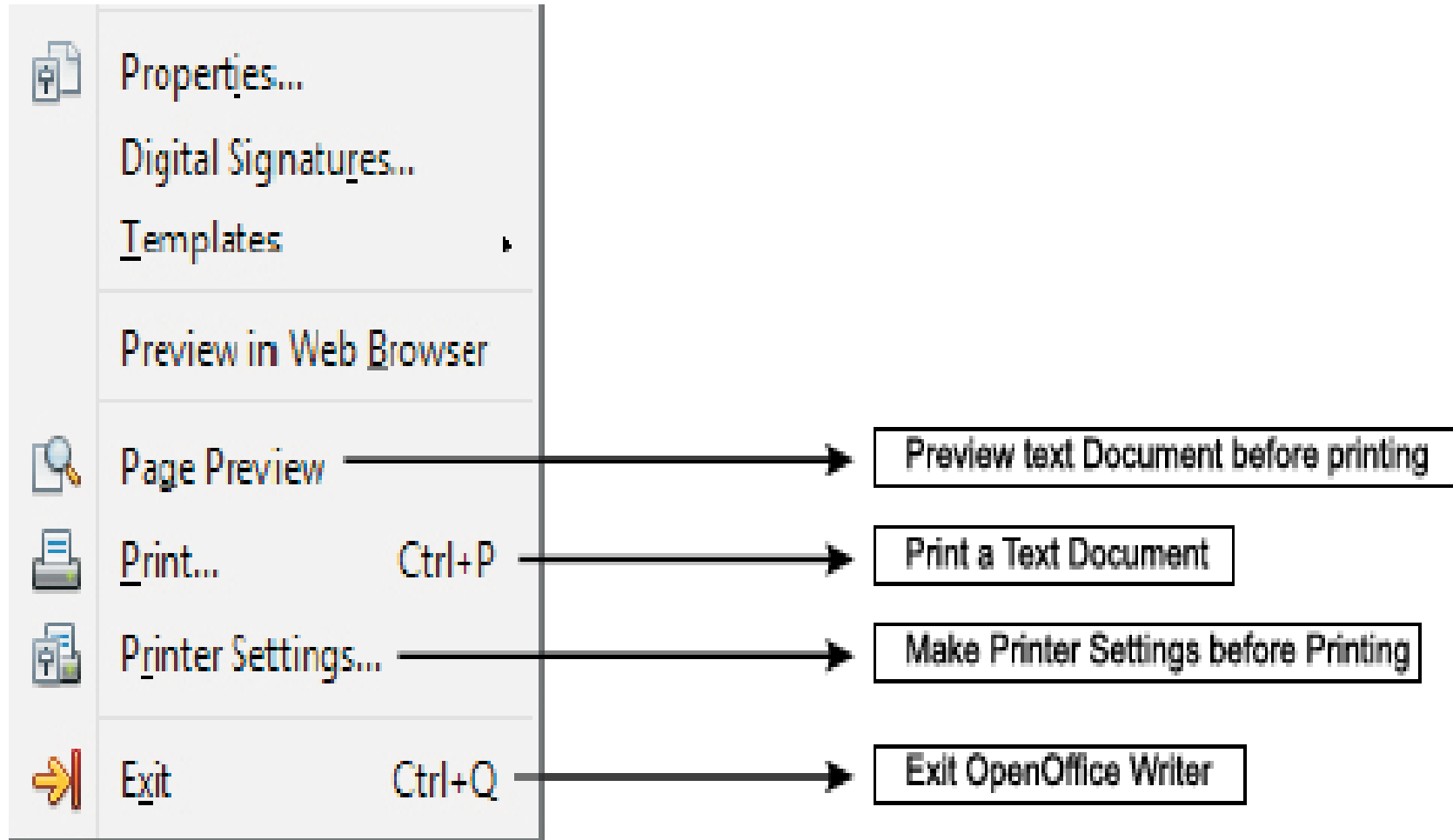


File Tab



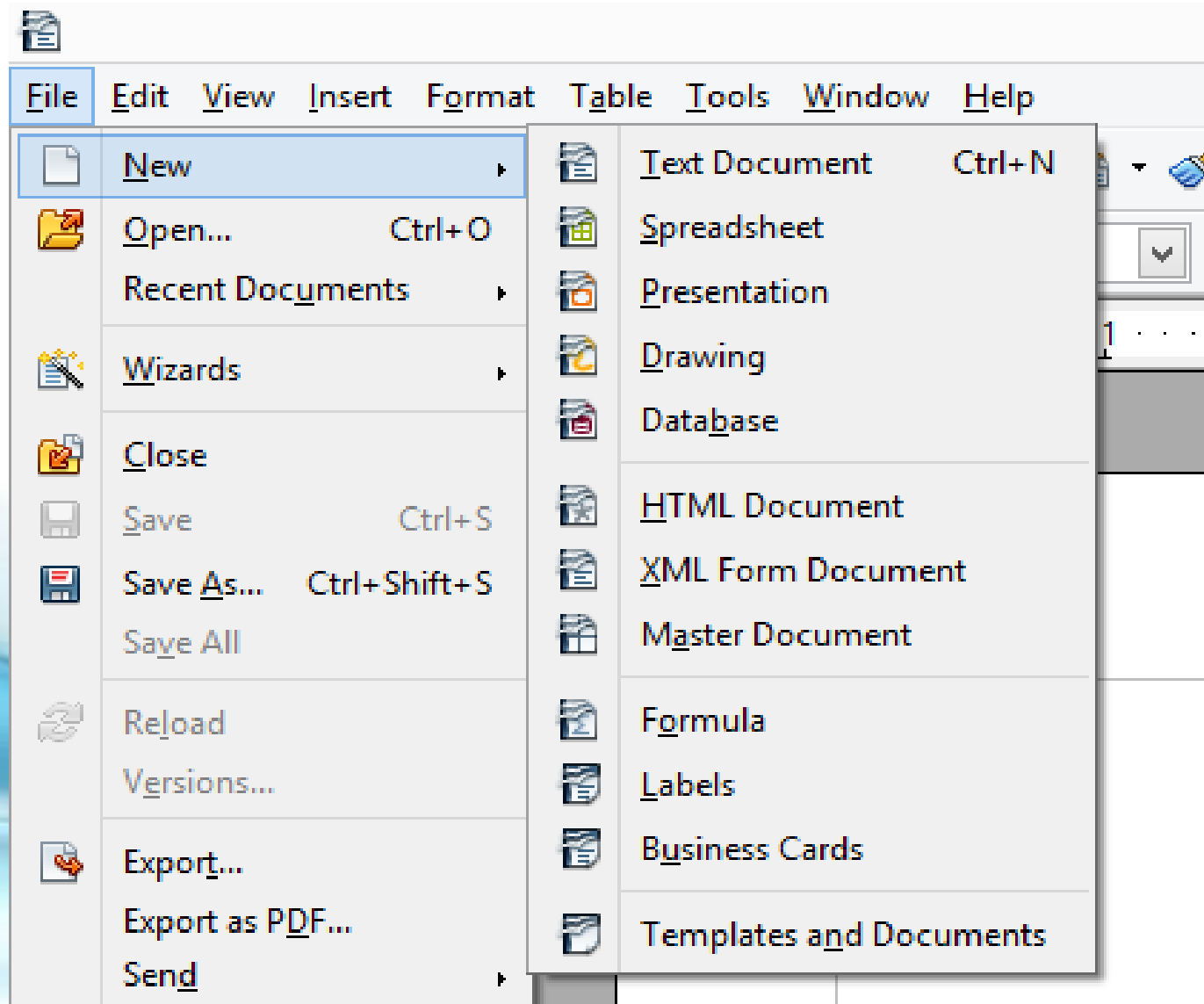


File Tab





File Tab





File Tab

PLEASE
WRITE

Using New: When you click <File><New>, a drop down menu appears to create a document, select <Text Document>.

- Using Save As: This is used when you want to
 - (1) Save a file for the first time, or
 - (2) Save an already saved file with a different name.

When you click <File Tab> <Save As>, a Save As dialog box appears



File Tab



**PLEASE
WRITE**

Select folder (directory) where the file is to be saved,

- Type the File name for the document,
- Select “save as type” of document (.odt etc.)
- Click “Save: button to save the file



File Tab

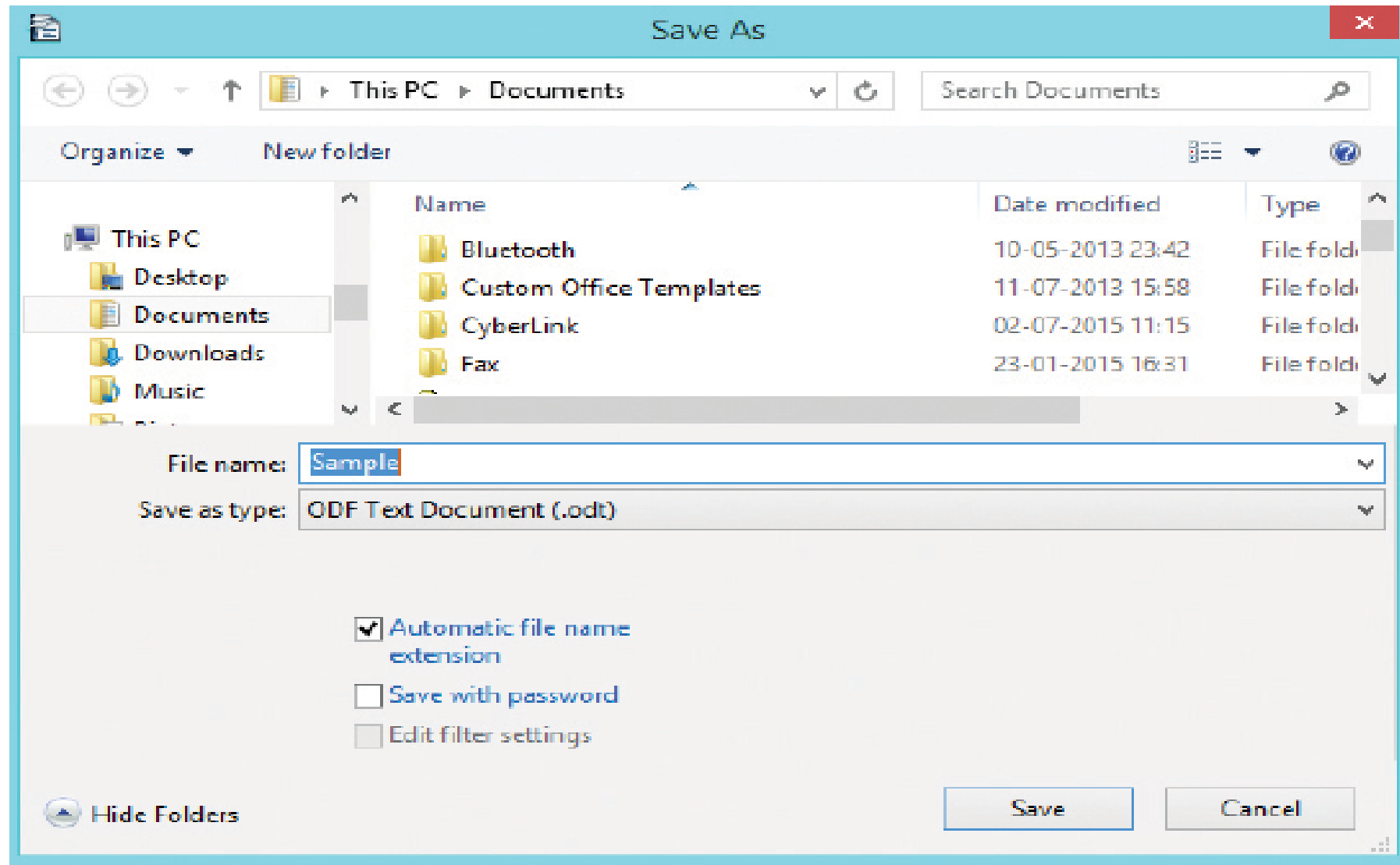


Figure 3.4: SaveAs option



File Tab



**PLEASE
WRITE**

To preview your document before printing:
<File><Page Preview>. You can see how the printed page will look like after printing. You can see multiple pages, full pages (use magnifying glass to zoom in and out). Click <Close Preview> to go back to the document.



File Tab

PLEASE
WRITE

- **To Make Printer Setting: <File Printer Setting>.**
Make settings for the printer.
- **To Print:<File><Print>:** Print the document to the connected printer. You can select the size of the paper, print multiple pages on a single sheet etc.



Edit Tab



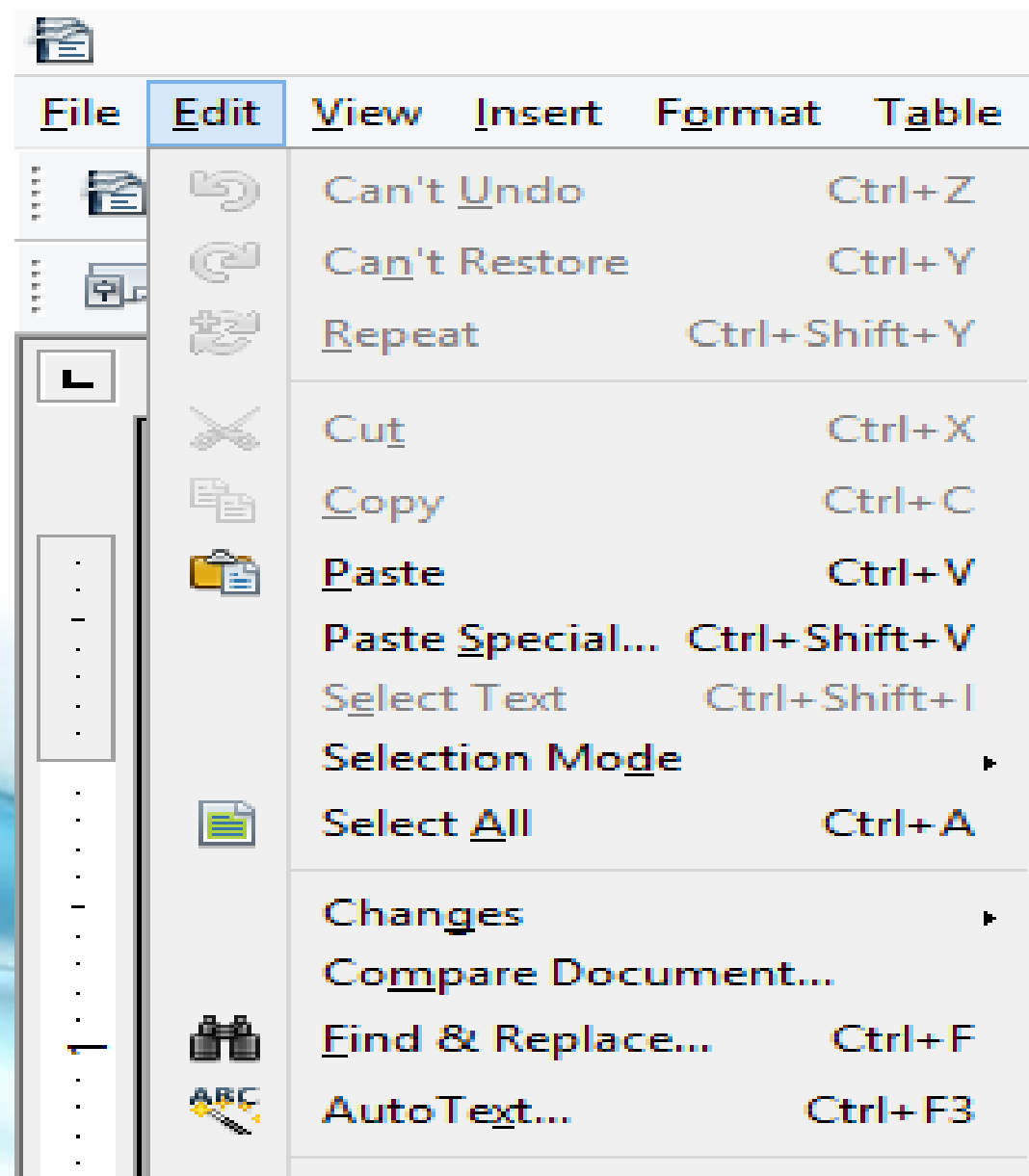
**PLEASE
WRITE**

Edit Tab:

The Edit tab consists of commands required to perform editing on the current document. It contains several commands. The commands which are required to be known at this stage are described in the figure. The commonly used commands allow the user to – cut, copy, paste, find & replace, undo and redo changes in the current document.

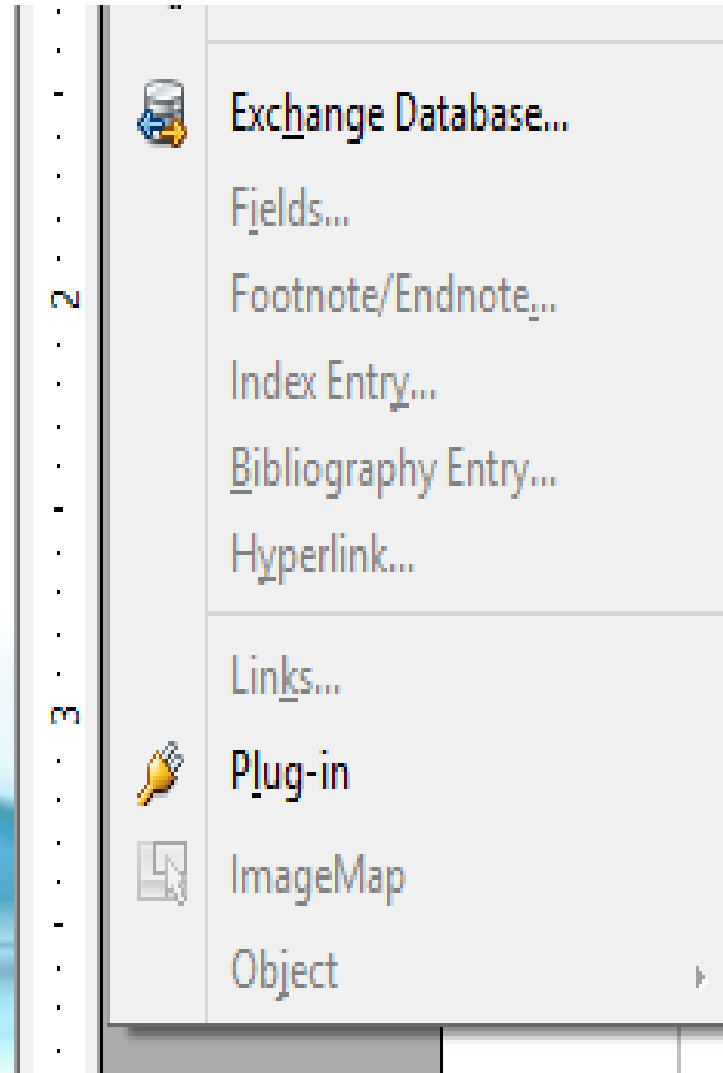


Edit Tab





Edit Tab





Edit Tab

PLEASE
WRITE

Some operations performed using the commands of the Edit tab are described as follows:

- **Move Text:** Remove the text to be moved by selecting the text and then applying <File><Edit><Cut>. Then take the cursor to the place in document where you want to move the text. Then do <File><Edit><Paste>.



Edit Tab

PLEASE
WRITE

- **Copy Text:** Select the text to be copied and then apply <File><Edit><Copy>. Then take the cursor to the place in document where you want the copied text. Then do <File><Edit><Paste>.



Edit Tab



PLEASE
WRITE

Find and Replace: This is used to find words and then replace it with the new one. This option is useful to find word at multiple places in the document and replace all of them with the new one.



Edit Tab

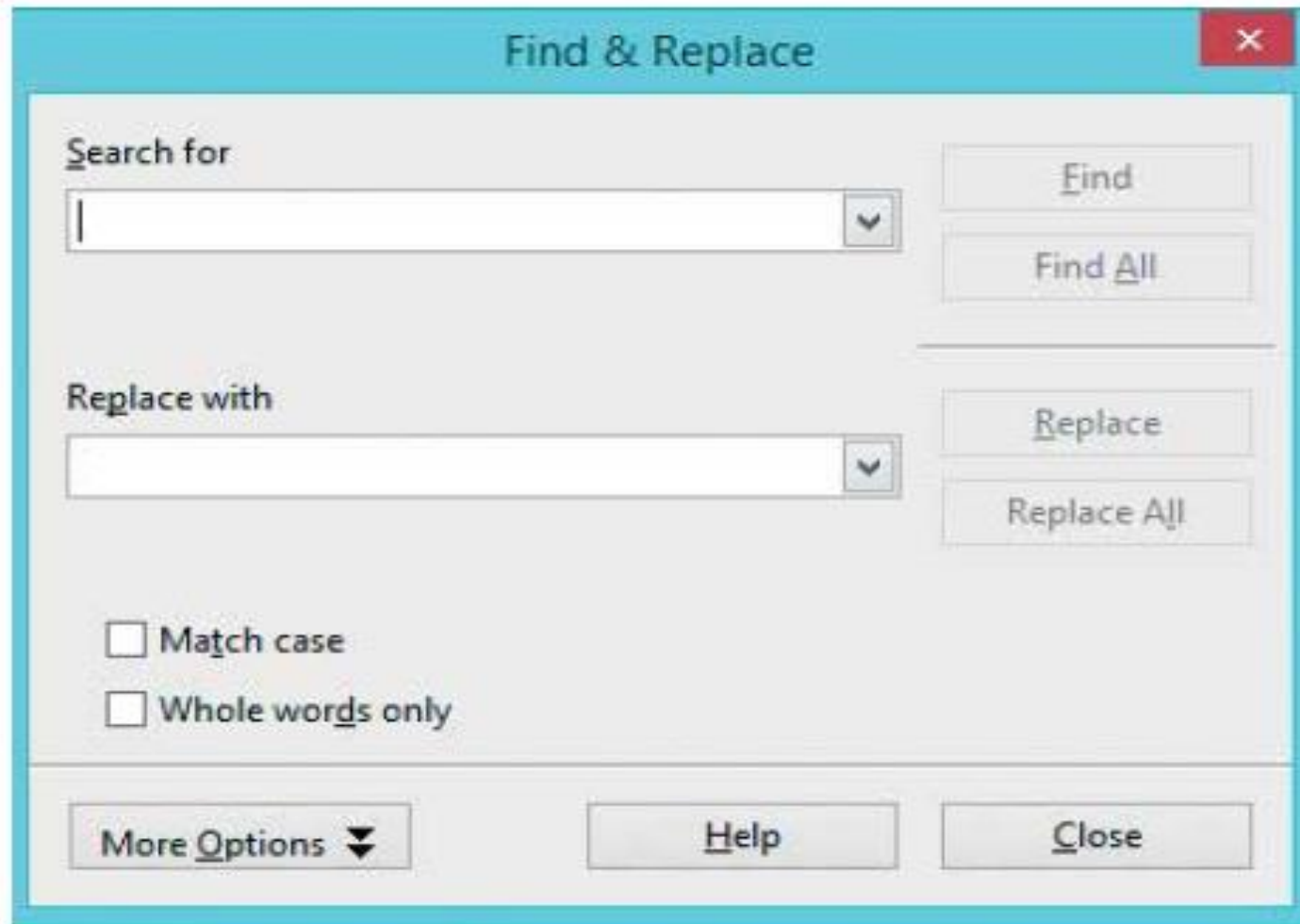


Figure 3.6: Find and Replace dialog box



View Tab

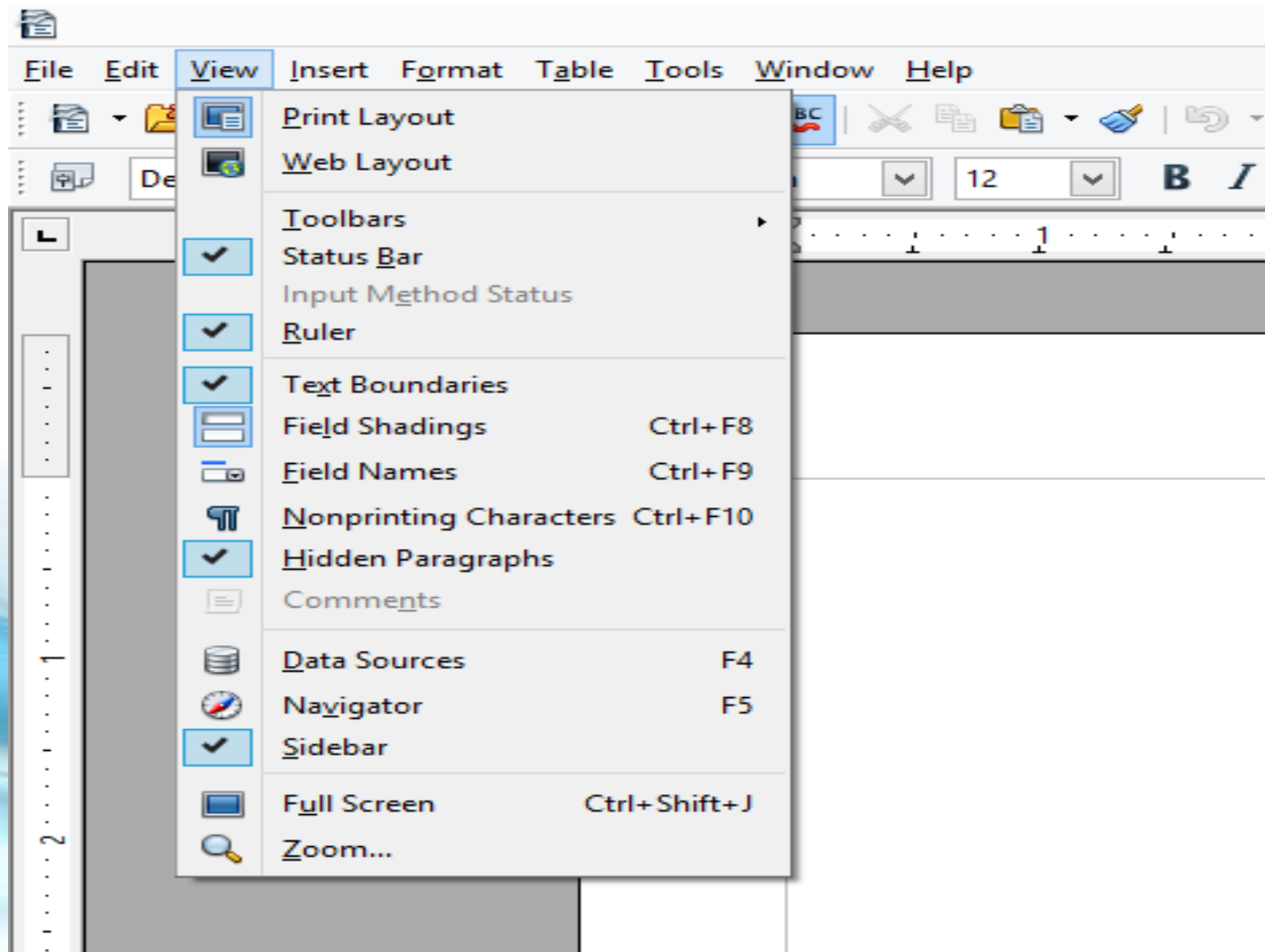
PLEASE
WRITE

View Tab: The View tab consists of commands required for viewing the current document on the screen.

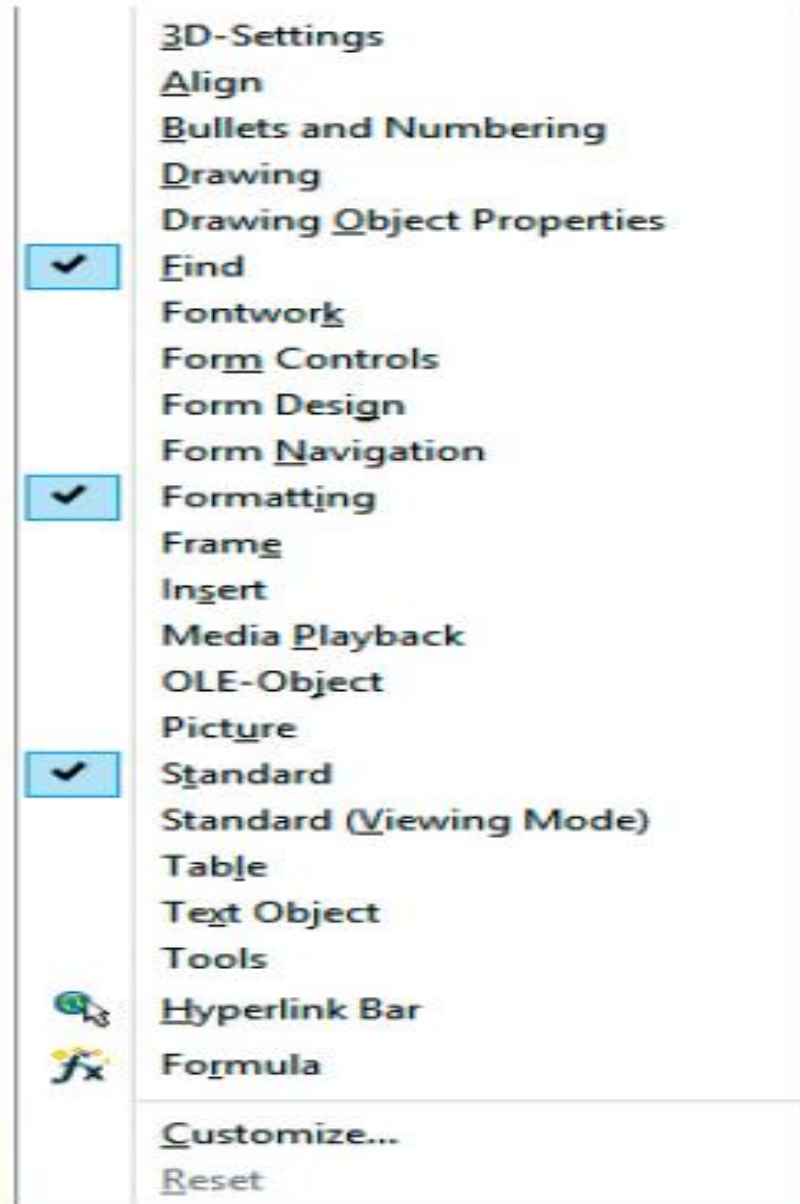
It contains several commands. The commonly used commands allow the user to view status bar, ruler, sidebar



View Tab



View Toolbar Options





View Toolbar

PLEASE
WRITE

Toolbars: Select <View><Toolbars>. A drop down menu appears. Select the toolbars that you want to be displayed on the screen. A displayed toolbar shows the icons for the commands, Generally, Standard and Formatting options of toolbars are always selected.



Figure 3.8: Toolbar on screen



Any Questions?