INFORMATION TECHNOLOGY (802)
OPENOFFICE WRITER
LAB – WORKSHEET-1

Write the steps to do the following questions:
1. Open the OpenOffice Writer program.
2. When the program opens, create a new blank document.
3. Change the margins to 1.5 inches.
4. Type the following paragraph

THE PONNY EXPRESS

Would you spend $5 to send a half-ounce letter that will take 10 days to get to California? That was the rate charged by the Pony Express, which in its day provided the fastest possible delivery to the west coast.

The route of the Pony Express stretched 1966 miles from St. Joseph, Missouri, to Sacramento, California. Relay stations were set up every 10 to 15 miles along the way, where lonely keepers took care of the horses. Young riders rode at top speed from one station to the next for wages for $100 to $150 per month. In all, there were about 190 stations, 400 station keepers and assistants, 400 horses, and 80 riders. Despite the hardships of riding in all kinds of weather and the constant attacks by Indians and outlaws, the mail was lost only once in the more than 650,000 miles logged by the riders.

Typing Rules

Always leave 2 spaces after a full stop at the end of a sentence
Always leave 2 spaces after a question mark at the end of a sentence
Leave only ONE space after all other punctuation marks.
Press **the Enter Key twice** at the end of a paragraph as this leave **ONE** blank line and shows where new paragraphs begin.
Begin all new paragraphs at the left margin. This is called **Blocked Style.**

PROPERTY - 11 Parkhill Drive, Ballisodare, Co Sligo

The property is to be offered for sale by Private Treaty.
The price to be quoted £59,500 to include carpets, curtains, blinds in the kitchen and light fittings.
All offers to be submitted to you for your consideration.
The Title is freehold.
The Solicitor having carriage of sale is Mr Stephen Cunningham, 20 Lower O'Connell Street, Sligo.

"For Sale" signs will be erected at our expense.

Brochures have been prepared and we await photographs being developed at our expense.

Advertising will be kept to a minimum. We acknowledge receipt of £150 in respect of same.

A detailed account of advertising spent will be sent to you on the negotiation of a satisfactory sale.

Our fees are at the rate of the agreed sale price plus VAT payable on closing of the sale.

5. Save the document as OpenOffice Writer-1 on the desktop.

6. Add a page number as a footer.

7. Select the second paragraph and move it so that it is now the third paragraph.

8. Select the whole document and change the Font to Arial.

9. Make sure the Font Size is 12 pt.

10. Select "**The route of**" and make this sentence Bold.

11. Select "**Sacramanto,California**" and make this sentence Italic.

12. Select "**Despite the hardships**" and Underline this sentence.

13. Make the first three lines of under the paragraph **'Typing Rules"** bulleted.

14. Make the last two lines under the paragraph **'Typing Rules"**. Customize the bullets.

15. Make the paragraphs under "PROPERTY" numbered.

16. Find out the word count and paragraph count.

17. Give sentence case for the 5th sentence, lowercase 6th sentence ,uppercase 7th sentence a toggle case 8th sentence

18. Select the second paragraph **"justify"** the paragraph.

19. Select the first three lines of the third paragraph and make it align left.

20. Give paragraph border to second paragraph.

21. Create a table under **Industry Contacts**. Make it 4 columns and 6 rows.

   In the header cells, type: Last Name, First Name, Address, Phone Number.

   Type the following:
   a. Starr, Ringo, 333 Yellow Submarine, (205) 555-1234

   b. Duck, Donald, 234 Disney Lane, (205) 555-5678

   c. Barnes, Penelope, 1000 Saks Avenue, (205) 555-5656

   d. Wilson, Martha, 900 Broadway Avenue, (205) 555-8978

   e. Wilson, Owen, 900 Broadway Avenue, (205) 555-8979

   Sort the data according to the Last Name (ascending) then First Name
      (Ascending).

   Choose a style for your table.

22. Close the document and then the application.