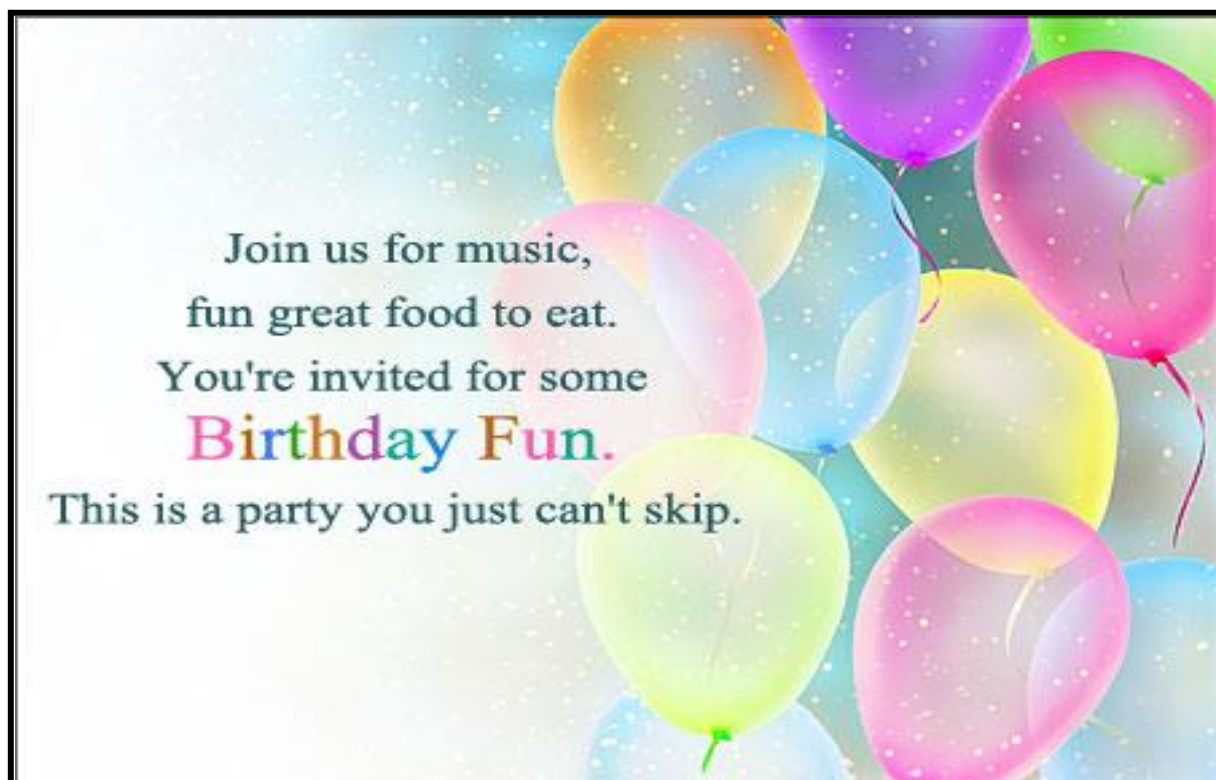**INFORMATION TECHNOLOGY (802)**
OPENOFFICE WRITER
LAB – WORKSHEET-2

Write the steps to do the following questions.

I. Using OpenOffice create a Birthday invitation card as shown below :
 a. Insert header as BIRTHDAY PARTY and footer as THANK YOU in the document,
 b. Insert appropriate pictures from Gallery in the invitation.
 c. Give border to the invitation card.
 d. Resize the picture according to your preferences.

II. Create a grocery bill using tables. Then convert this table to text.

III. Create a 1-page 2-column article having pictures and text. Create a hyperlink to a web page