

# OPCUG

## Ottawa PC Users' Group Beginner's Workshop

Word Processor and Spreadsheet

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# Which Word Processor?

There are lots of word processors available

- Notepad and WordPad
  - Available with all versions of Windows
  - Limited set of features.
- MS Word and Corel WordPerfect
  - Need to buy them, usually as a Suite
  - Advanced set of features
- LibreOffice (<http://www.libreoffice.org/>)
  - Free, open source code
  - Advanced set of features
- FreeOffice (<http://www.freeoffice.com/en/>)
  - Free, but not open source code
  - Advanced set of features

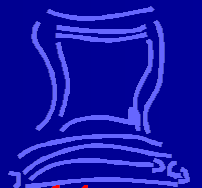




# Keys

- Writing a paragraph (wrap)
- Enter
- Up, down, right, left
- Space and tab
- Insert and Overwrite
- Delete and Back Space
- Home, End, Page Up, Page down
- Non-printing characters

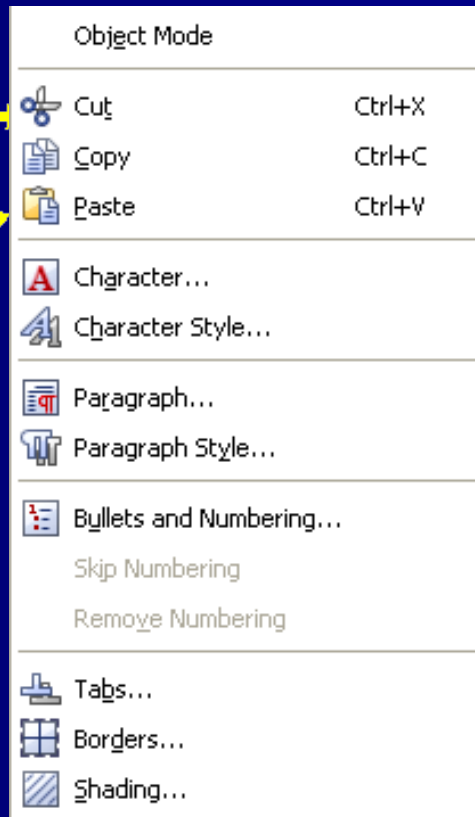
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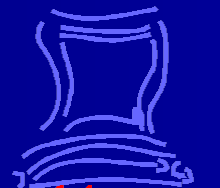
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# Block

- Shift key + cursor keys
- left mouse button and drag
- Cut
- Copy
- Paste



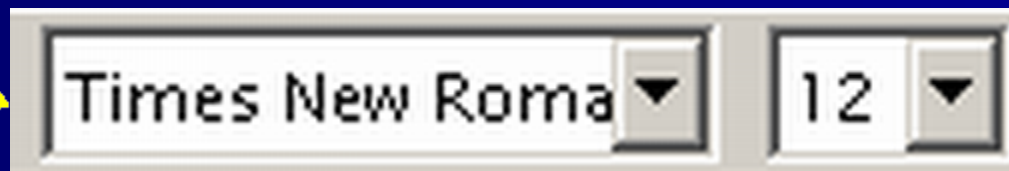
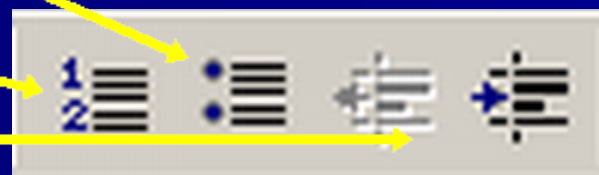
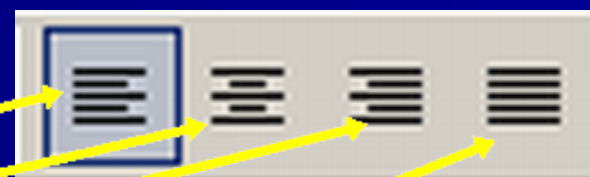
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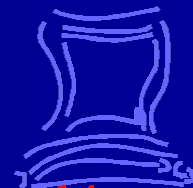
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# Attributes

- Bold
- Italic
- Underline
- Left, center, right or justified align
- Number and bullet list
- Indentation
- Font



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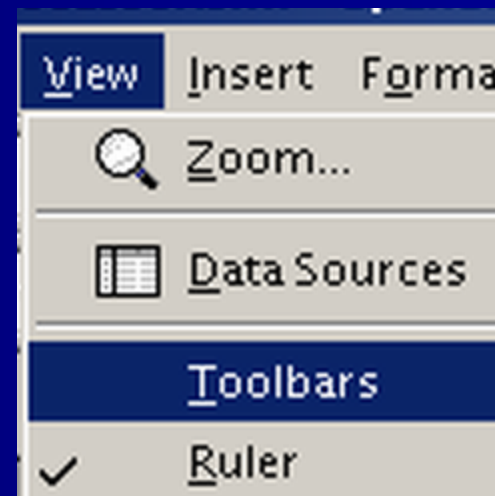


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# Tab

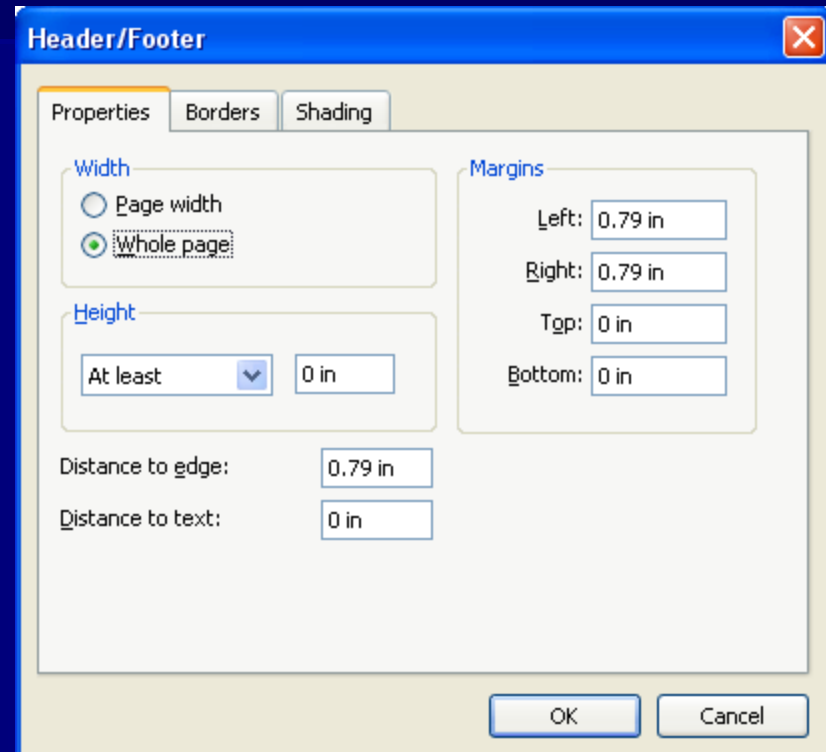


- Ruler bar
  - Left, center, right and decimal tab
- Left →                      Center                      ← Right
- Margin (grey bar at left and right)
  - Line Indent
    - First line (top)
    - Paragraph (bottom)



# Footer and Header

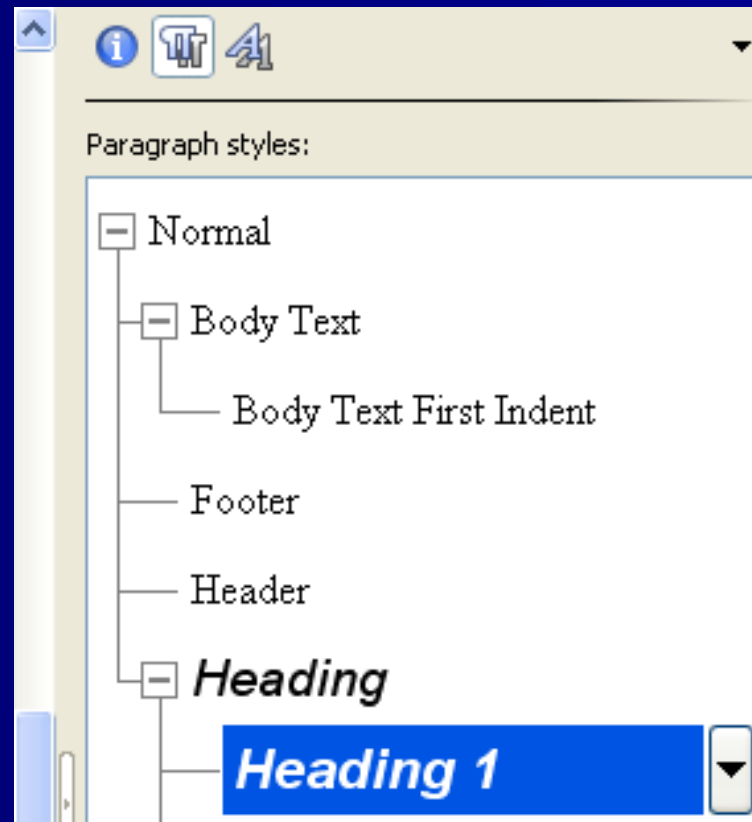
- Header, Footer
- Insert fields
  1. Page number
  2. Page count
- Height, margin
- Alternating text/position



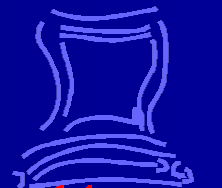


# Style

- Select text then style
- Modify
- Style type
  - Paragraph
  - Character



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# Graphics

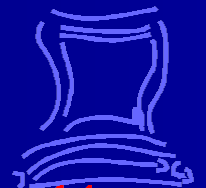
- Insert Graphics from file
- Object > New Picture...
- Wrap
  - None, through, after, etc
- Anchor
  - Page, paragraph, character
- Edit graphic



# Save and Load

- Save
- Save as
- Export
  - PDF
  - HTML
  - Word, etc
- Load

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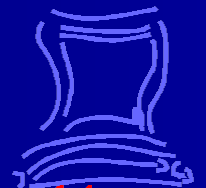


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# Print

- Print
- Print Preview
- Print range
- Number of copies
- Print Properties (printer specific)

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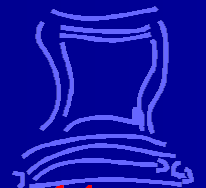


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# Help

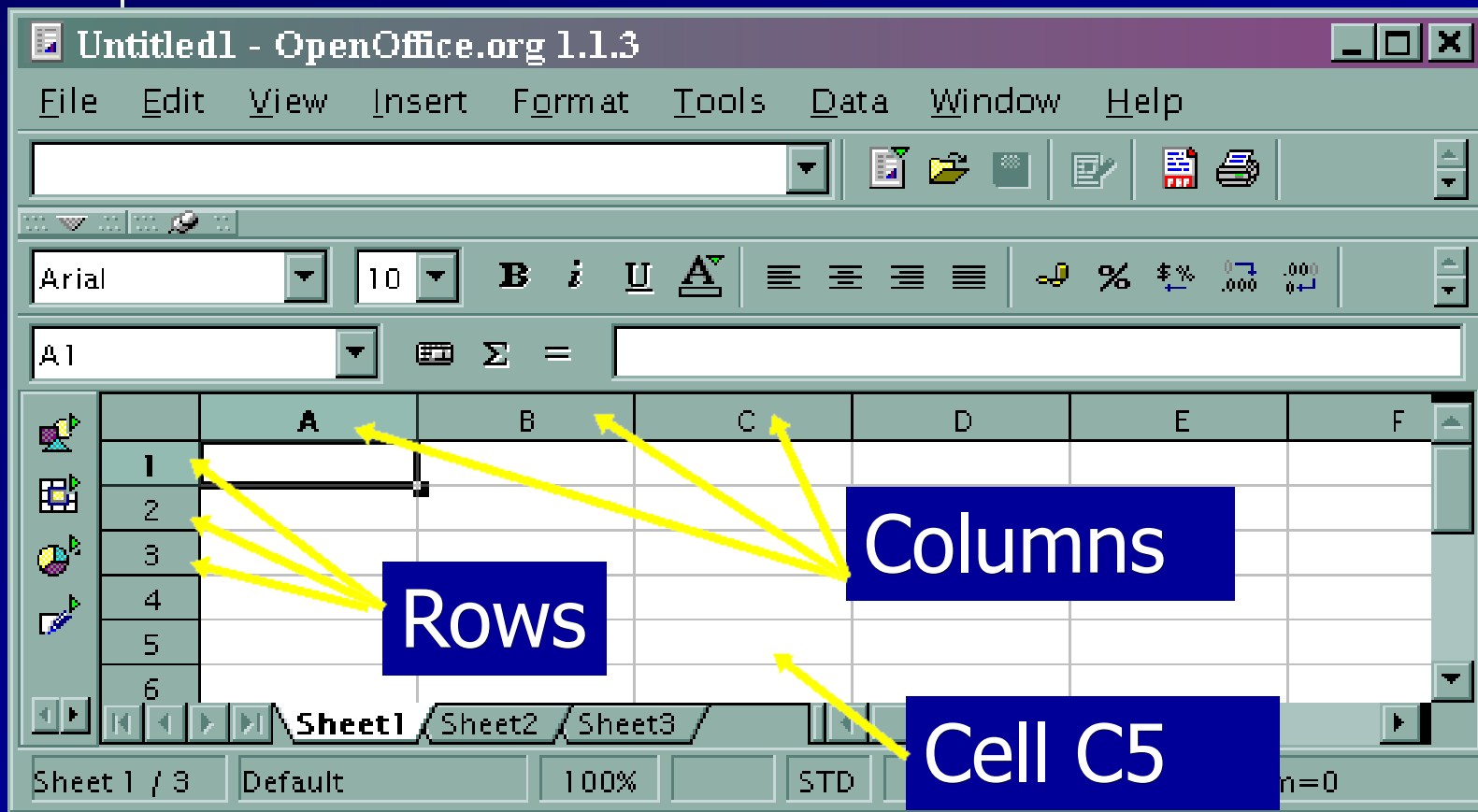
- Shift F1
- Content
- Index
- Find
- Support
  - SoftMaker Web site

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# Spreadsheet



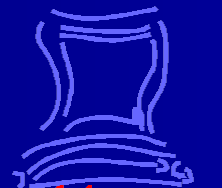
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# Columns & Rows

- Selecting a cell, a column, a row or a sheet, or a combination
- Adjust column width with vertical bar
- Adjust row height with horizontal bar
- Optimal adjust: format, column, optimal width
- Inserting one or more columns or rows

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# Cell Formatting

- Select a cell, column, row, etc, then click on format, cells, etc

	A	B
1	<b>Names</b>	<b>Presentations</b>
2	Bert Schopf	Digital Imaging
3	Chris Taylor	OPCUG Users-Helping-Users
4	Chris Taylor	Operating system patches
5	Chris Taylor	Virus Scanners and Firewalls
6	Chris Taylor	Wireless networking
7	Jocelyn Doire	Word Processing and spreadsheets
8	Vince Pizzamiglio	Hardware upgrades
9		

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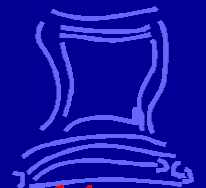
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# Sorting

- To sort data:
  - Select columns
  - Click on Data, Sort, Sort by..., direction
  - Select the options (include labels and don't include formatting)

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# Floor Renovation

- Merging cells
- Align: center, left, right
- Format numbers: currency
- Calculate: for example  $=B3*C3$
- Function: for example SUM

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# Floor Renovation

	A	B	C	D	E	F
1	<b>Floor Renovation</b>					
2		X	Y	Size	Unit Cost	Total Cost
3		Feet	Feet	Feet <sup>2</sup>	\$	\$
4	Small bed room	10	15	150	\$3.55	\$532.50
5	Master bed room	15	20	300	\$3.55	\$1,065.00
6	Living room	20	20	400	\$3.55	\$1,420.00
7	Kitchen	15	10	150	\$1.50	\$225.00
8	Corridor	3	20	60	\$1.50	\$90.00
9				Grand Total:		\$3,332.50
10	<b>Material Cost:</b>					
11	Carpet	\$3.55	\$/Feet <sup>2</sup>			
12	Tiles	\$1.50	\$/Feet <sup>2</sup>			

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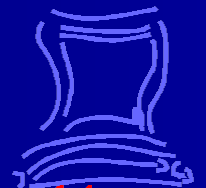


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# Investment Growth

- Copy cells with a value : Value Grow!
- Copy cells with an address: cells address grow!
- If a cell address should be constant, add \$

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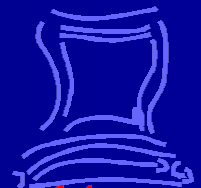


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# Investment Growth

	A	B	C	D
1	<b>Investment Growth</b>			
2	Initial Investment:		\$1,000.00	
3				
4	<b>Interest:</b>	<b>3.0%</b>	<b>5.0%</b>	<b>7.0%</b>
5	2004	\$1,000.00	\$1,000.00	\$1,000.00
6	2005	\$1,030.00	\$1,050.00	\$1,070.00
7	2006	\$1,060.90	\$1,102.50	\$1,144.90
8	2007	\$1,092.73	\$1,157.63	\$1,225.04
9	2008	\$1,125.51	\$1,215.51	\$1,310.80
10	2009	\$1,159.27	\$1,276.28	\$1,402.55
11	2010	\$1,194.05	\$1,340.10	\$1,500.73
12	2011	\$1,229.87	\$1,407.10	\$1,605.78
13	2012	\$1,266.77	\$1,477.46	\$1,718.19
14	2013	\$1,304.77	\$1,551.33	\$1,838.46
15	2014	\$1,343.92	\$1,628.89	\$1,967.15

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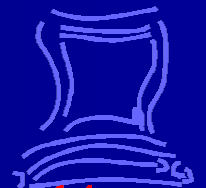


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# Investment Growth Chart

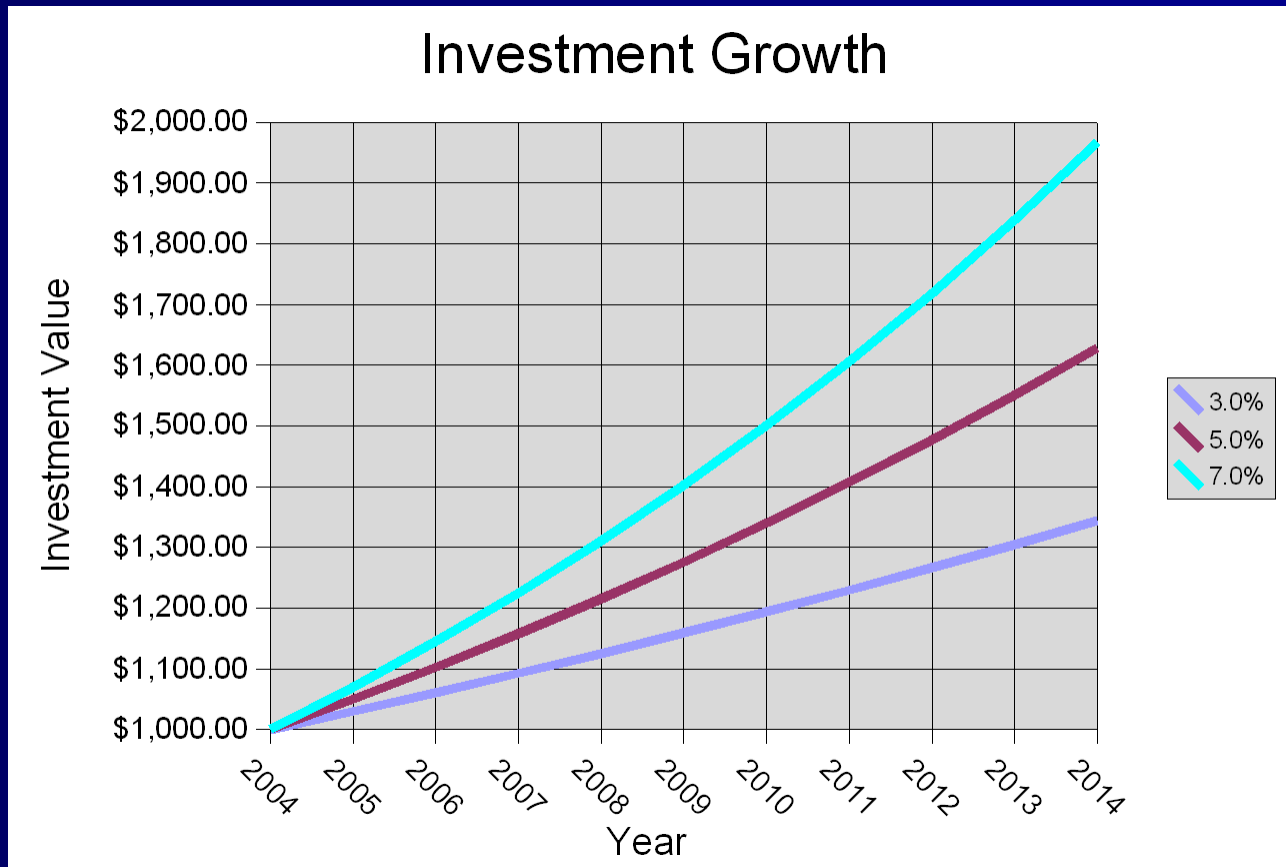
- To make a chart, select the area of interest, including the labels
- Select Insert, chart, then go through all the choices
- Click on any of the elements to edit it

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# Investment Growth Chart



# Questions & References

- <http://www.freeoffice.com/>
- <http://www.libreoffice.org>
- <http://opcug.ca/>

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