

Formatting Text Using OpenOffice



OpenOffice.org

Video Created By

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Lesson Plan



- Using Styles and Formatting
- Changing the Styles and Fonts
- Common Techniques of Changing of Font Styles/Format

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Styles and Formatting



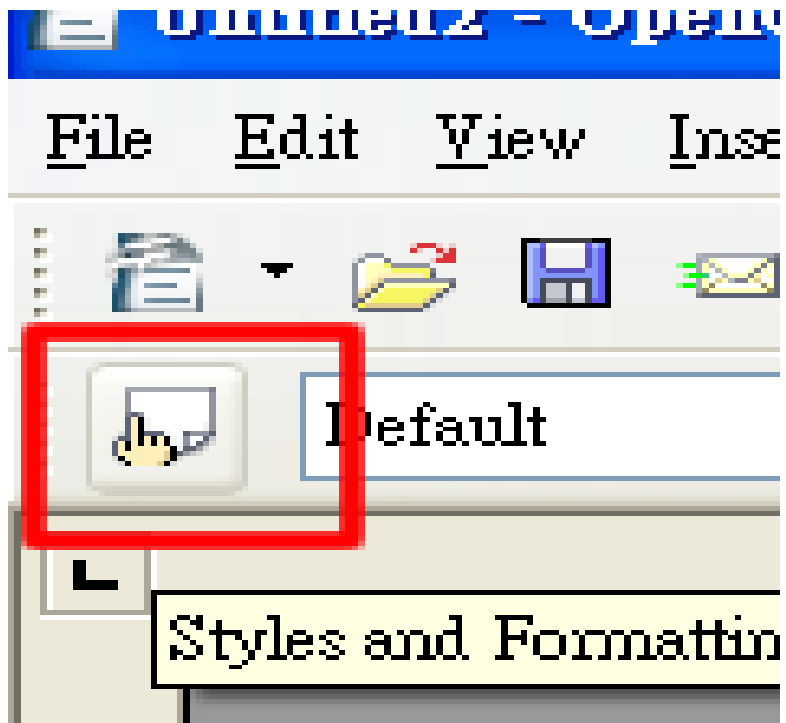
- Styles and formatting is used to control the style, size and other attributes of the font
- Useful when you want to create a table of contents using the built-in function

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Styles and Formatting

- Select Styles and Formatting on the top left hand corner as shown in the screen shot:

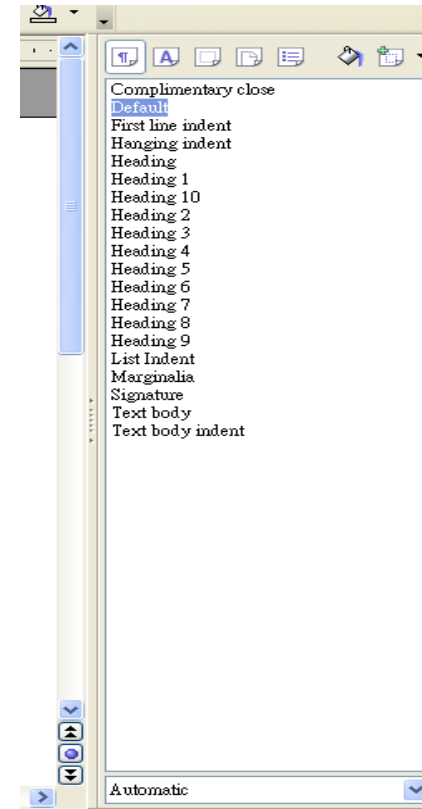


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Styles and Formatting

- You will see a similar window being opened on the right of your workspace:
- This is the Styles and Formatting Panel



Styles and Formatting



- Type in some text in your workspace.
- Highlight the text you want to format.
- Then select one of the menu selection. In the following screen shot, heading 1 is chosen.

Styles and Formatting



- Notice that the text "This is headline (1)" has been changed in terms of size and formatting.
- To change the other text, repeat the above steps.

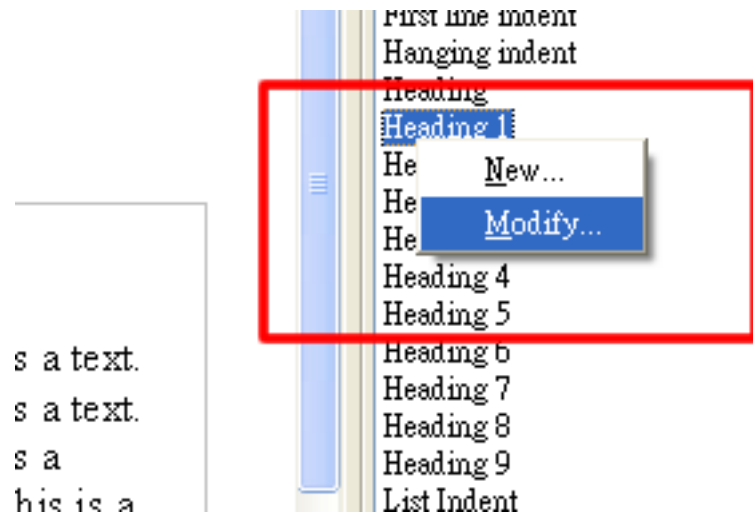
Styles and Formatting



- If you wish to change the properties of the style and formats, select one of the menu selection and right click.
- In the following screen shot, h1 is chosen.

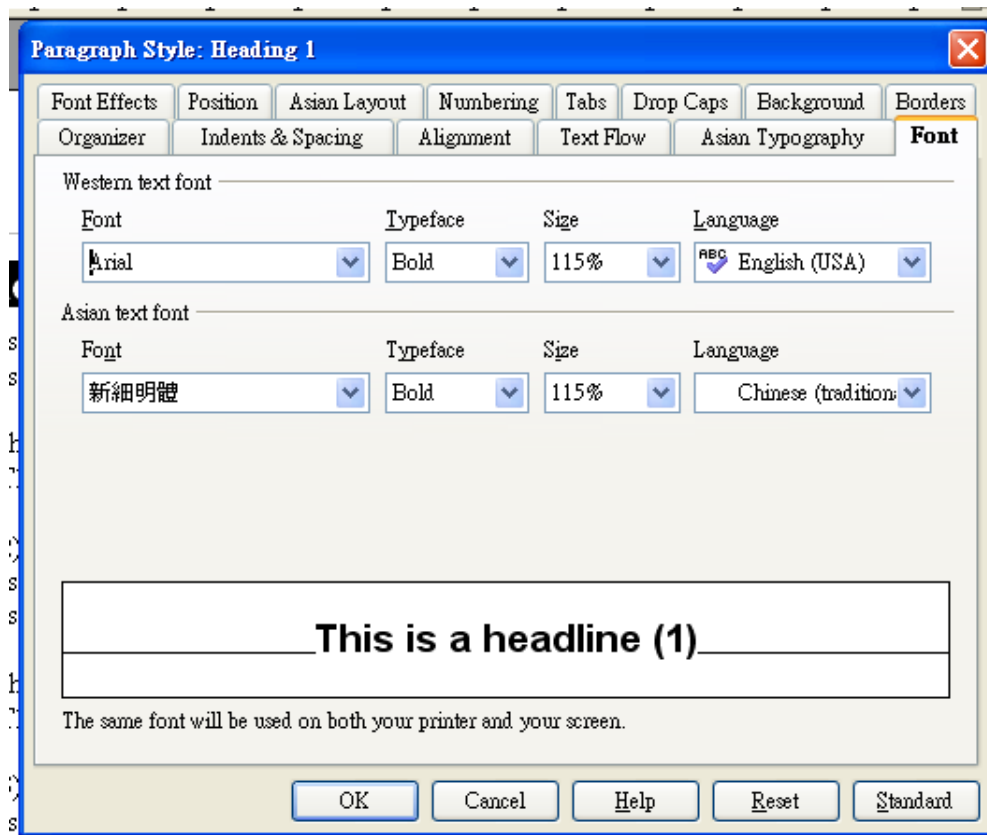
Styles and Formatting

- Select 'Modify'



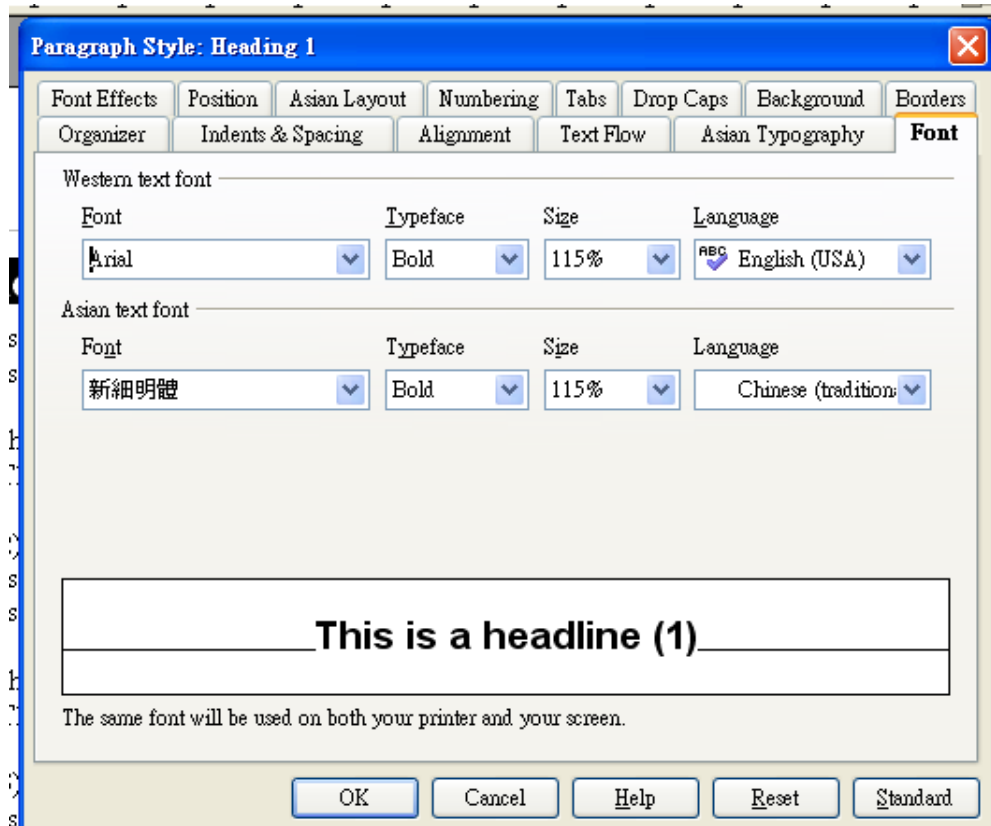
Styles and Formatting

- And you will see the following window.



Styles and Formatting

- Here, you can change the font type, size, spacing, and other options.



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The above tutorial is highly related to 'How You Can Start Your Profitable Internet Business Using Little Or No Money'. Here's what you will learn in this book:

- How To Leverage On FREE but POWERFUL Softwares to PowerUp Your Business
- The Secrets to Driving FREE and High Quality, Targeted Traffic To Your Website
- The 3 Principles That You Must Understand To Create Low Cost, High Revenue Business
- How To Create Sales Letters That Sell Better Than A Top Sales Person
- The 1 and Only Low Cost, High Revenue Business Model That You Can Get Started Using Little Or No Money
- Resource List So that You Won't Get Cheated By Unscrupulous Internet Marketers Who Try To Sell You Things That YOU Can Get it For FREE.
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