

# ***Personal Computing***

## **EN1301**

**Word Processing Applications (12 hrs.)**

**Part 2**

# PART 2

- Topics to be covered
  - Creating a Booklet
  - Mail Merge
  - Document Collaboration
  - Working with Macros
  - Advanced Writer Options.

# Creating a Booklet

- Before start creating a booklet you must master
  - Styles & Templates
    - Ref3: p 171 – p 228 & p 290- p 299
  - Page formatting & section breaks
    - Ref3: p 102 -p 144
  - Table of content, indexes & bibliography
    - Ref3: p330 – p361
  - Working with master documents & fields
    - Ref3: p362 - p405

# Creating a Booklet

- Open “Exercise5\_Booklet.odt”
- Open “Exercise5\_BookletAns.pdf”
- Format the writer document as in pdf.

A light blue arrow pointing to the right, containing the word "HINT" in black capital letters.

HINT

# Creating a Booklet

- In this exercise you will learn how to
  - insert a first page.
  - number the pages.
  - insert a page footer.
  - add headings.
  - number figures and tables.
  - work with footnotes.
  - add cross referencing.
  - change styles & formatting.
  - insert table of contents...etc

# Mail Merge

- What is “Mail Merge”?
  - What might be the answer?
  - Guess
- Read the following Chapter and answer the above question.
  - Ref3: p 301– p 329
  - Check your guessing

# Mail Merge

- Design the following envelop using “insert→envelop” option.

Registered Post	
<b><i>From: Mrs. L. K. <u>Perera</u>, No:05, Reid Avenue, Colombo 07.</i></b>	<b>To:</b>

# Mail Merge

- Create the following data source using mail merge wizard.

Title	First Name	Last Name	Address line 1	Address line 2	City
Mr.	Gayan	Perera	No:30	Pipe Lane	Colombo 6
Miss.	Rani	Jayaseelan	No:54A	Diyatha Gardens	Rajagiriya
Mr.	Kamal	Jayawardhana	No:9	Rose place	Colombo 7



# Mail Merge

- Use mail merge wizard to personalize an envelop for each person in the data source.
- An example is as follows.

Registered Post		
<b><i>From: Mrs. L. K. <u>Perera</u>,</i></b> <b><i>No:05,</i></b> <b><i>Reid Avenue,</i></b> <b><i>Colombo 07.</i></b>	<b>To:</b>	<u>Mr Kamal Jayawardhana</u> No: 9 Rose place Colombo 07

# Mail Merge

- Challenge: Use Mail merge and design / create
  - invitation cards
  - Lettersfor several recipients.

# Document Collaboration

- Ref3: p92 – p97
- Open “Exercise6\_Mammals.odt”
- Go to “ Edit →Changes →Record”
- Start formatting the document as shown in the next slide.

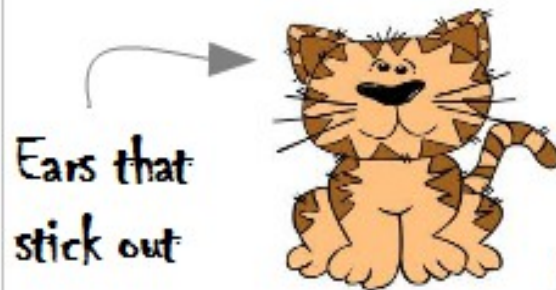
# Mammals<sup>1</sup>



- have hair, or fur, covering their body.
- capable of regulating their body temperature.



- give birth to fully formed babies,



Ears that  
stick out

Hair or fur

- the female mammals produce milk to feed their young.

<sup>1</sup> [www.animals.com](http://www.animals.com)

# Document Collaboration

- Noticed any difference?
- It is because you are recording the changes.
- Now go to “Edit → Changes → Accept or Reject”
- Accept or reject the changes you have made to the document.

Challenge: Try out adding comments.

# Working with Macros

- a shortcut to a task you do repeatedly.
- Consider “Align Right” operation
- How can you align paragraphs in OO.org Writer?
  - Two main ways
    - 1) Select the paragraph. Go to Format→Paragraph→Alignment Right→OK
    - 2) Select the Paragraph. Click “Align Right” button on the tool bar
- Number 2 is an example for a macro.



# Working with Macros

- Open the file “Exercise7\_Macro.odt”
- Write a simple macro to do the following font formatting.
  - Font: Arial Black, Font typeface:Bold & Italic, Size: 22, Underlining: Single, Character spacing:expanded by 3pt.
- Format the document as shown in the next slide

# Working with Macros

## Mammals



have **hair**, or **fur**, covering their body.

capable of **regulating** their **body**  
**temperature.**

give birth to **fully formed babies,**

the **female mammals** produce **milk** to feed their  
young.



HINT



# Working with Macros

- Select the word “hair”
- Go to “Tools→Macros→Record Macro”
- Select the following character formatting.
  - Font: Arial Black, Font typeface:Bold & Italic, Size: 22, Underlining: Single, Character spacing:expanded by 3pt.
- Click “Stop Macro” on the Record Macro tool bar.
- Save the macro.
- Now select the words that needs applying the above formatting. (Press Ctrl To Select)
- Go to “Tools→Macros→Run Macro”
- Select the macro and click Run.

# Advance Writer Options

- Try out the following.
  - Working with security settings
  - Changing language settings
  - Key board shortcuts
- Ref2: p 31 – p 54
- Ref3: p 433 – p 457

# END of Section 2

- By now you are an **EXPERT** in
  - Word Processing**CONGRATULATIONS!**
- Reflect on
  - What you can do???
- *Next Section*
  - Spreadsheet Applications



