



Personal Computing

EN1301

Word Processing Applications (12 hrs.)

Part 2

PART 2

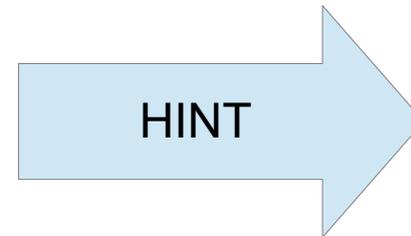
- Topics to be covered
 - Creating a Booklet
 - Mail Merge
 - Document Collaboration
 - Working with Macros
 - Advanced Writer Options.

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.



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

***From: Mrs. L. K. Perera,
No:05,
Reid Avenue,
Colombo 07.***

To:

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

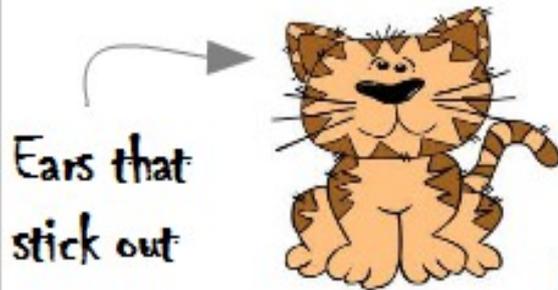
Mammals¹



- 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.

¹ 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



