

UNIT-1: DIGITAL DOCUMENTATION (ADVANCED)

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| 1 | A style is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance. When you apply a style, you apply a whole group of formats at the same time. |
| 2 | Styles help improve consistency in a document. They also make major formatting changes easy. |
| 3 | <p>OpenOffice.org supports the following types of styles:</p> <ul style="list-style-type: none">• Page styles include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printing sheets.• Paragraph styles control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.• Character styles affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.• Frame styles are used to format graphic and text frames, including wrapping type, borders, backgrounds, and columns.• Numbering styles apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.• Cell styles include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.• Graphics styles in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.• Presentation styles include attributes for font, indents, spacing, alignment, and tabs. |
| 4 | <p>OpenOffice.org provides several ways for you to select styles to apply.</p> <p>Click the Styles and Formatting icon located at the left-hand end of the object bar, or click Format > Styles and Formatting, or press <i>F11</i>.</p> |
| 5 | Fill format mode is used to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time. This method is quite useful when you need to format many scattered paragraphs, cells, or other items with the same style. |
| 6 | <p>Creating New (Custom) Styles: You may want to add some new styles. You can do this in two ways:</p> <p>Creating a new style from a selection</p> <p>Dragging And Dropping To Create A Style</p> |
| 7 | Modifying Styles: |

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| | <p>OpenOffice.org provides several ways to modify styles (both the predefined styles and custom styles that you create):</p> <ul style="list-style-type: none"> • Updating a style from a selection • Load or copy styles from another document or template <p>Any changes you make to a style are effective only in the current document. To change styles in more than one document, you need to change the template or copy the styles into the other documents.</p> |
| | <p>QUESTIONS</p> <p>1. What are Styles ?. What are the advantages of using styles Ans Styles are set of formats. Styles help improve consistency in a document. They also make major formatting changes easy.</p> <p>2. Give any four styles supported by OpenOffice.org Ans Page Styles, Paragraph Styles, Frame Styles, Numbering Styles</p> <p>3. How can we create our own styles Ans Using two ways:- Creating a new style from a selection Dragging And Dropping To Create A Style</p> |
| 9 | Images can be added to a document in several ways: by inserting an image file, directly from a graphics program or a scanner, or from the Open Office Gallery |
| 10 | <p>When the image is in a file stored on the computer, you can insert it into an Open Office document using either of the following methods:</p> <ol style="list-style-type: none"> 1) Drag and Drop 2) Insert Picture Dialog using Insert > Picture > From File from the menu bar. 3) Inserting An Image From The Clipboard:- Using copy (Ctrl + C) and paste (Ctrl + V) |
| 11 | Inserting An Image Using A Scanner:- To start this procedure, click where you want the graphic to be inserted and select Insert > Picture > Scan > Select Source. |
| 12 | To insert a Gallery image into a Writer document: Choose Tools > Gallery |
| 13 | We can modify an image using picture toolbar (View > Toolbars > Picture) |
| 14 | Two other toolbars can be opened from View > Toolbars > the Graphic Filter toolbar, which can be torn off and placed elsewhere on the window, and the Color toolbar, which opens as a separate floating toolbar. |
| 15 | <p>Graphic filters and their effects</p> <p>Invert : Inverts the color values of a color image or the brightness values of a grayscale image.</p> |

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| | <p>Smooth : Softens the contrast of an image.</p> <p>Sharpen : Increases the contrast of an image.</p> <p>Remove noise : Removes single pixels from an image.</p> |
| 16 | <p>Modifying the percentage value in the <i>Transparency</i> box on the Picture toolbar to make the image more transparent. This is particularly useful when creating a watermark or when wrapping the image in the background.</p> |
| 17 | <p>Cropping Images: When you are only interested in a section of the image for the purpose of your document, you may wish to crop (cut off) parts of it.</p> |
| 18 | <p>When Keep scale is selected (default), cropping the image does not change the scale of the picture.</p> |
| 19 | <p>The inserted image might not fit perfectly into the document if it is too big or too small. In these cases, you can use Writer to resize the image.</p> <p>To retain the original proportions of the graphic, <i>Shift+click</i> one of the corner handles, then drag. Be sure to release the mouse button before releasing the <i>Shift</i> key.</p> |
| 20 | <p>To begin using the drawing tools, display the Drawing toolbar by clicking View > Toolbars > Drawing.</p> |
| 21 | <p>Grouping Drawing Objects: Format > Group > Group from the menu bar</p> |
| 22 | <p>Positioning Image/Graphics Within The Text Positioning of a graphic is controlled by four settings:</p> <ol style="list-style-type: none"> 1. Arrangement refers to the placement of a graphic on an imaginary vertical axis. Arrangement controls how graphics are stacked upon each other or relative to the text. 2. Alignment refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point. 3. Anchoring refers to the reference point for the graphics. This point could be the page, or frame where the object is, a paragraph, or even a character. An image always has an anchor point. 4. Text wrapping refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character. <p>The settings can be accessed:-</p> <ol style="list-style-type: none"> 1. From the Format menu 2. From the pop-up menu |
| | <p>QUESTIONS</p> <p>1. Explain any four Graphic filters.</p> <p>Ans Invert : Inverts the color values of a color image or the brightness values of a grayscale image.</p> <p>Smooth : Softens the contrast of an image.</p> |

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| | <p>Sharpen : Increases the contrast of an image. Remove noise : Removes single pixels from an image.</p> <p>2. Explain Image Cropping Ans Cropping is used to cut a part of the image</p> <p>3. List any three methods of inserting images in a text document. Ans Using Drag and drop, Using clipboard, Using Insert Picture dialog</p> <p>4. What do you understand by the terms: Text Wrapping, Anchoring Ans a. Text Wrapping :- Wrapping of the text around an image. That is adjusting image to be aligned around the text b. Anchoring:- Anchoring refers to the reference point for the graphics</p> |
| 23 | A template is a model that you use to create other documents. For example, you can create a template for business reports that has your company's logo on the first page. New documents created from this template will all have your company's logo on the first page. |
| 24 | Templates can contain anything that regular documents can contain, such as text, graphics, a set of styles, and user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customization. |
| 25 | All documents in OpenOffice.org are based on templates. You can create a specific template for any document type (text, spreadsheet, drawing, presentation). If you do not specify a template when you start a new document, then the document is based on the default template for that type of document. If you have not specified a default template, Open Office uses the blank template for that type of document that is installed with Open Office. |
| 26 | You can create your own templates in two ways: from a document, and using a wizard. |
| 27 | To set a custom template as the default: From the main menu, choose File > Templates > Organize. and choose Set As Default Template |
| 28 | To re-enable Open Office's Default template for a document type as the default, choose Reset Default Template |
| 29 | To use a particular template, choose <i>File > New > Templates and Documents.</i> |
| | <p>QUESTIONS:</p> <p>1. What are templates? What are the advantages of using templates? Ans A template is a model that you use to create other documents. It helps to quickly create a document which has the same structure as that of a template.</p> <p>2. What is the difference between styles and templates?</p> |

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| | <p>Ans Styles are set of formats whereas template is a model of a document.</p> <p>3. Explain different ways of creating a template. Ans We can create your own templates in two ways: from a document, and using a wizard.</p> |
| 30 | <p>Writer's table of contents feature lets you build an automated table of contents from the headings in your document. Before you start, make sure that the headings are styled consistently. For example, you can use the <i>Heading 1</i> style for chapter titles and the <i>Heading 2</i> and <i>Heading 3</i> styles for chapter subheadings.</p> |
| 31 | <p>To create a table of content choose Insert > Indexes and Tables > Indexes and Tables</p> |
| 32 | <p>To Update the table of content:-</p> <ol style="list-style-type: none"> 1. Place the cursor within the table of contents. 2. Right-click and select Update Index/Table from the pop-up menu. |
| 33 | <p>To Delete the table of content:-</p> <ol style="list-style-type: none"> 1. Place the cursor within the table of contents. 2. Right-click and select Delete Index/Table from the pop-up menu. |
| 34 | <p>To Edit the table of content:-</p> <ol style="list-style-type: none"> 1. Place the cursor within the table of contents. 2. Right-click and select Edit Index/Table from the pop-up menu |
| 35 | <p>A mail merge is a way to take a letter you've written and send it to a whole bunch of people, personalizing it with information about them so they might think that you typed that letter personally for them. A mail merge can also be a quick way to take a list of people's mailing addresses and generate labels or envelopes with the address for a different person on each label or envelope. In short, it's a way to be personal, yet efficient. It's essential for any person or organization that has a lot of clients, partners, parents and children, or other people to communicate with.</p> |
| | <p>QUESTIONS</p> <ol style="list-style-type: none"> 1. Explain Mail Merge. Ans Mail Merge is used to create personalized letters, mailing labels, envelopes 2. What are advantages of Mail Merge? Ans Helps create personalized documents using the existing data source 3. Give examples of databases in which the Data Source can be created. |

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| | Ans Spreadsheet, Open Office Writer, Open Office Base |
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