

CHAPTER 1

AN INTRODUCTION TO STAROFFICE WRITER

1.1 An Introduction to StarOffice

StarOffice is an application that is designed to work on different operating systems. StarOffice is a full-featured office productivity suite with powerful standalone applications that can also open, edit, and save Microsoft Office documents. Whether you are writing a letter, performing complex calculations, creating a presentation, or creating a database, you'll find that StarOffice meets your needs.

StarOffice consists of several applications. These applications are grouped together into an integrated environment in which one can do several things. Listed below are some of the StarOffice functions,

Create text document using StarOffice Writer

Create spreadsheets using StarOffice Calc

Create presentations using StarOffice Impress

Draw using StarOffice Draw

Create a database using StarOffice Base

To Start StarOffice,

1. On the taskbar, click the **Start** button.
2. Choose All **Programs** → **StarOffice 8** folder.
3. Click the StarOffice program that you want to start.

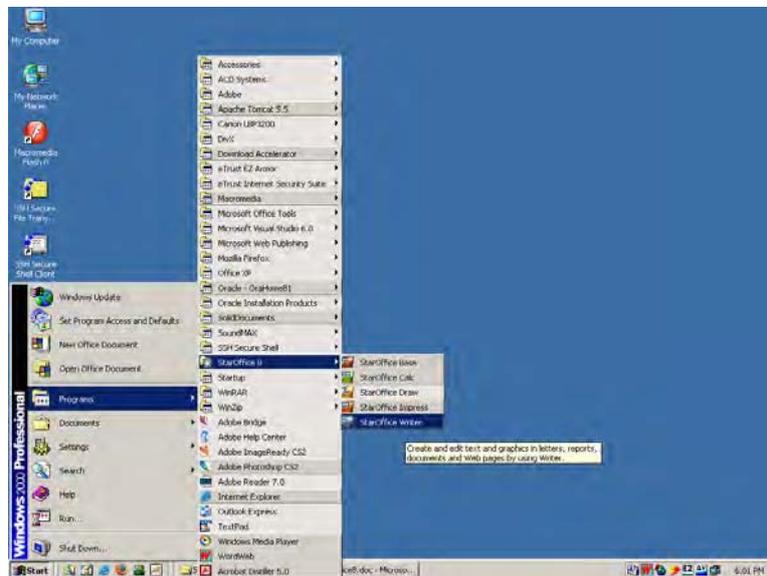


Fig 1.1 Selecting StarOffice Writer from Start Menu

StarOffice Writer is a word processor. The term word processing refers to the activity carried out using a computer and suitable software to create, view, edit, manipulate, transmit, store, retrieve and print documents. A document may contain text, tables, graphs, charts, equations, pictures and drawings.

Some of the other commercially available word processing packages are MS Word, Lotus AmiPro, Word Perfect, Word Star and Word Pro.

1.2 Creating a New Document Using StarOffice Writer

The StarOffice Writer is opened as shown in figure 1.1.

The **File → New → Text Document** command can then be used to open a new document.

A blank document appears as shown in figure 1.2

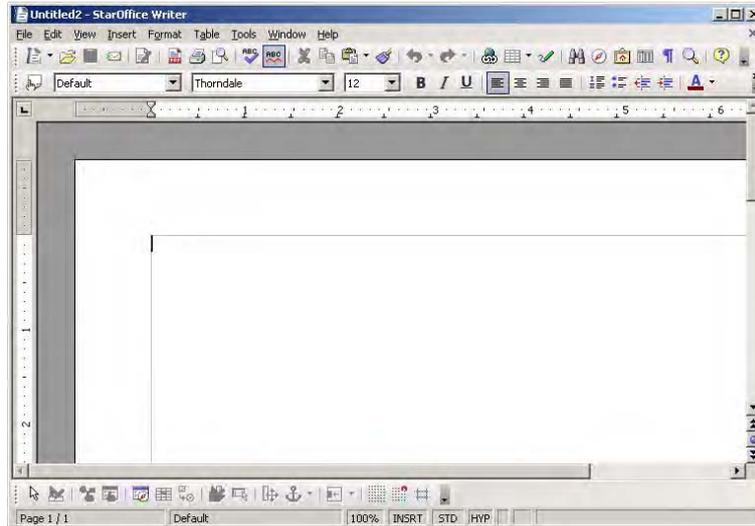


Fig 1.2 StarOffice Writer window

Most of the elements of this window are similar to the Windows applications environment studied earlier.

1.3 Entering Text in the Document

Once a new document is opened, the text of the document can be typed in big blank area of the screen. To create a document the user can start typing straight away. As the characters are typed they appear on the screen and the flashing vertical bar called the insertion point, moves to the right. This insertion point always indicates where the new text will appear. When the text being typed reaches the end of the line, StarOffice Writer will automatically wrap the text to the next line. The **Enter** key must not be pressed at the end of the each line. The **Enter** key should be pressed only at the end of a paragraph or when a blank line is to be inserted. When a page is filled up, StarOffice Writer automatically creates a new page.

1.4 Saving, Closing and Opening Documents

1.4.1 Saving a Document

The first time the document is saved, StarOffice Writer prompts for a name. Naming the file enables the user to find and open that file again. One can select the drive and folder where the file will be stored.

To save a document for a first time following steps are used:

1. **File** → **Save** command is selected or  icon is clicked. A Save As dialog box as shown in the figure 1.3 appears on the screen.
2. To select a drive, up one level icon  is clicked, then a list of drives will be displayed. On the list of drives, a double click is made on the required drive. Now a list of folders available on that drive is displayed.
3. A double click is made on the required folder and the file name is given in the **File name** list box.
4. Choose the required document type from the **Save as type** list box and click on the Save button to save the document in that type. The document is now saved and a file name appears in the title bar.

Once a file is saved under a name, to save it again the name need not be entered again. The file can be saved simply by selecting the **File** → **Save** command or by clicking the Save button. **Ctrl + S** is the keyboard shortcut for saving the document.

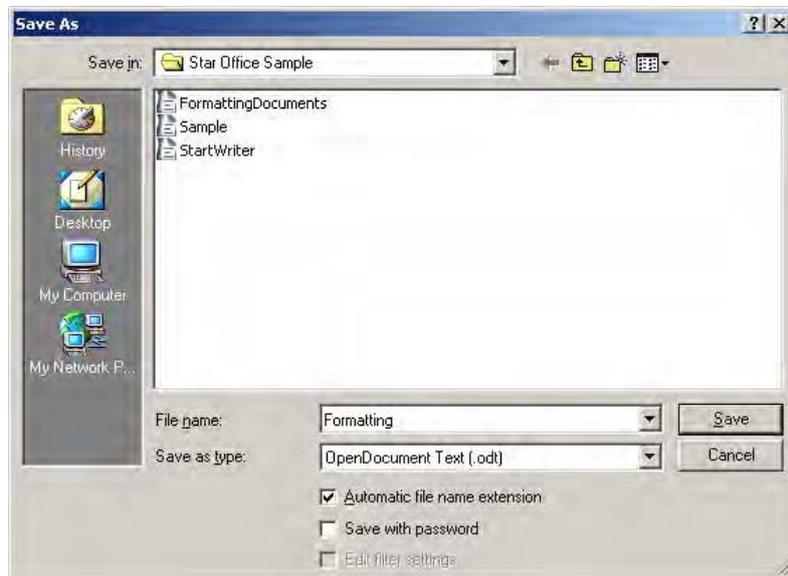


Fig 1.3 Save As dialog box

1.4.2 Closing a Document

After a document is saved, it is not closed. It remains open so that the user can continue working. When the work is finished, the user should save and close the document. After saving, the document can be closed using the **File → Close** command.

1.4.3 Opening a Document

To reopen a document that has been saved and closed, the **File → Open** command can be used. A dialog box, very similar to the Save As dialog box, appears, as shown in figure 1.4.



Fig 1.4 The Open dialog box

The name of the file to be opened can be chosen from the list, which is displayed.

An alternate method of opening files is to click on the **Open File** icon.

1.4.4 Working with Multiple Documents

While working with StarOffice Writer, it is possible to have several documents open at the same time. This can be done by opening the documents one after the other. Once the documents are open, you can switch between them in the following two ways.

1. Click on the **Window** menu option and select the file from the list of documents displayed.
2. Click on the document button visible on the taskbar.

These documents can be closed one by one by using the **File → Close** command.

1.5 Moving Around the Document

To move the insertion point to anywhere in the document either the mouse or the keyboard can be used. The thick horizontal line in the page area is called the end-of-document marker. The insertion point cannot be beyond this line.

To move the insertion point with the mouse, the mouse pointer is moved to the required spot and the mouse button is clicked. The insertion point jumps to that spot. It is to note that mouse pointer is different from the insertion point.

To move the insertion point with the keyboard the arrow keys and other key combination can be used. Table 1.1 lists the common movement keys. If the key combination is joined with a plus sign, the first key must be pressed and held down and the second key is to be pressed.

Table 1.1 Keyboard movement keys

To move	Press
One character to the left	LEFT ARROW
One character to the right	RIGHT ARROW
One word to the left	CTRL+LEFT ARROW
One word to the right	CTRL+RIGHT ARROW
One cell to the left (in a table)	SHIFT+TAB
One cell to the right (in a table)	TAB
Up one line	UP ARROW
Down one line	DOWN ARROW
To the end of a line	END
To the beginning of a line	HOME
Up one screen (scrolling)	PAGE UP
Down one screen (scrolling)	PAGE DOWN
To the end of a document	CTRL+END
To the beginning of a document	CTRL+HOME

Learn by solving

1. Enter the following text.
According to legend, the ancient Olympic Games were founded by Heracles. Yet the first Olympic Games for which we still have written records were held in 776 BCE (though it is generally believed that the Games had been going on for many years already). At this Olympic Games, a naked runner, Coroebus (a cook from Elis), won the sole event at the Olympics, the stade - a run of approximately 192 meters (210 yards). This made Coroebus the very first Olympic champion in history.

The ancient Olympic Games grew and continued to be played every four years for nearly 1200 years.

2. Save the text as Exercise 1 and close the file.
3. Open the document Exercise 1 and add the following paragraph to it. Save the file and close the file.

The very first modern Olympic Games opened in the first week of April 1896. Since the Greek government had been unable to fund construction of a stadium, a wealthy Greek architect, Georgios Averoff, donated one million drachmas (over \$100,000) to restore the Panathenaic Stadium, originally built in 330 BCE, with white marble for the Olympic Games.

1.6 Scrolling The Document

If the document is long the text can be scrolled through without moving the insertion point. This can be easily done using the mouse.

The scroll arrows and the scroll bar shown in figure 1.2 can be used for this purpose. There are two sets of scroll arrows; one for up and down movement and the other for the left and right movement of the document.

The scrolling procedure is as follows:

1. To scroll left and right the left and right arrow respectively should be clicked.
2. To scroll up and down the up and down arrow respectively should be clicked.
3. To scroll a relative distance in the document the scroll box should be drawn up or down. If there are several pages in the document the user can know the current page number by looking at the pop-up page number that appears next to the scroll bar.

Scrolling a document does not move the insertion point. The mouse click should be used to get the I-beam at the required place.

Learn by solving

Open the previously saved document Exercise 1 and see if all the keyboard option works to move around the document. Also try using the scroll bars and scroll arrow keys.

1.7 Correcting Mistakes

All the characters, which are typed, appear on the screen. If a mistake is identified it can be corrected either using the **Backspace** key or the **Delete** key. **Backspace** key deletes the characters to the left of the insertion point. **Delete** key deletes the characters to the right of the insertion point.

1.8 Inserting Text

After the entire document is typed if the user wants to add text in the beginning, middle or end of the document it can be easily done.

To add text the insertion point is placed where the new text is to start and the text is typed. The new text will be inserted and the existing text would move to the right.

The user is in the type-over mode, if the text existing to the right of insertion point disappears, while typing a new text. The user can toggle between type-over mode and the insert mode by using the Insert key. The status bar gives the information about the current mode (Insert or Type-over-mode).

As the corrections are being carried out periodically the user should save the document using the **File → Save** command.

1.9 Selecting Text

Even though the document is built up by typing one character at a time, while editing and formatting one always work with words, lines, paragraphs and sometimes with the whole document. For this purpose one should learn how to select the text. Once the text is selected, change can be made to that text. The text can be moved, copied and made as bold. The font and colour of the text can also be changed. For selecting text the mouse or the keyboard can be used.

1.9.1 Selecting Text with Mouse

Following steps are to be followed:

1. Insertion point is moved to the start of the text to be selected.
2. The left mouse button should be clicked, held down and dragged across the text to be selected.
3. When the intended text is selected, the mouse button should be released. The text appears as shown in figure 1.5.

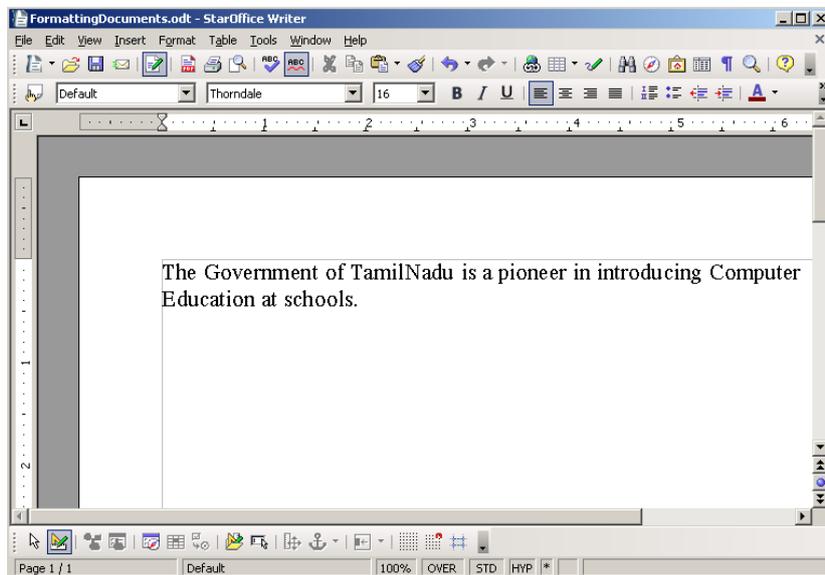


Fig 1.5 Selecting the Text

To unselect the wrongly selected text a click should be made outside the selected text.

1.9.2 Selecting Text with Keyboard

Following are the steps to be followed:

1. Insertion point is moved to the start of the text to be selected.
2. The **Shift** key is pressed down and the movement keys are used to highlight the required text.
3. When the **Shift** key is released, the text is selected.

1.9.3 Selection Shortcuts

The following shortcuts can also be used for selection.

Action to be performed	To select what
Double click on a word	To select a word
Click once next to the line	To select the particular line
Press Ctrl + A	To select the entire Document

1.10 Moving the Text

The selected text can be easily cut and pasted in the required location. Following steps are to be followed.

1. The text to be moved to a new location is selected.
2. **Edit → Cut** is selected or  in the tool bar is selected to cut the selected text.
3. Insertion point is moved to the place where the text is to be pasted.
4. **Edit → Paste** is selected or  in the tool bar is selected to paste the text in the new location. The text can also be pasted in this way to another or another type of document.

The following keyboard shortcuts can be used to move text.

Ctrl + X → to Cut Ctrl + V → to Paste
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1.11 Copying the Text

1. The text to be copied is selected.
2. **Edit → Copy** is selected or  is clicked.
3. The insertion point is selected where the copy of the text should appear and is  clicked.

The following keyboard shortcuts can also be used for copy and paste:

Ctrl + C → to Copy Ctrl + V → to Paste

1.12 Finding and Replacing Text

You can use the Find & Replace feature in StarOffice Writer to search for and to replace words in a text document.

To Find and Replace Text

1. Choose **Edit → Find & Replace**.
The Find & Replace dialog box appears as shown in the Fig 1.6.
2. In the **Search for** box, type the text that you want to find in your document.

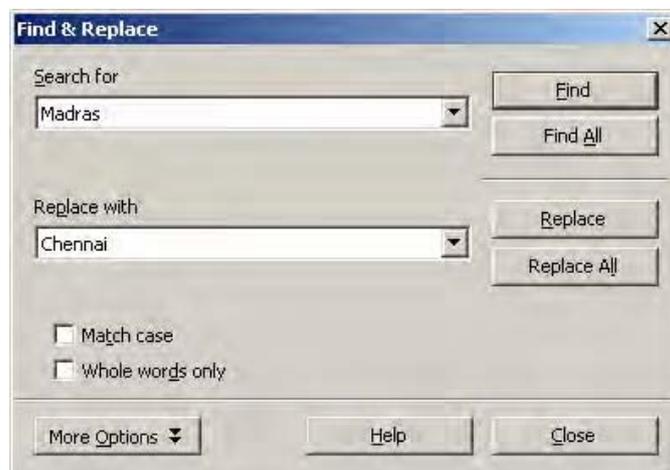


Fig 1.6 Find and Replace Dialog Box

3. In the **Replace with** box, enter the replacement word or phrase.
4. Click **Find** to start the search.
5. When Writer finds the first instance of the word or phrase, do one of the following:
 - To replace the found instance of the text with what you entered in the Replace with box, click **Replace**.
 - To replace all instances of the text with what you entered in the Replace with box, click **Replace All**.
 - To skip the found text and to continue the search, click **Find** again.
6. Click **Close** when you have finished the search.

Note: You can also select the word or phrase that you want to search for in the text document, and then choose Edit - Find & Replace. The text that you selected is automatically entered in the Search for box.

Learn by solving

1. In the StarOffice Writer document Exercise 1 try to add additional text both at the beginning, middle and end of the document.
2. Make use of the Delete key Backspace key for making correction.
3. Make use of the Insert key to insert a new word and see how the Insert mode changes in the Status bar.
4. Select a particular portion of the document using selection shortcuts, cursor and with the keyboard.
5. Perform the Copy, Cut and Paste operations using the icons as well as the keyboard shortcuts.
6. Make use of the Find and Replace a given word and see how it works.

Summary

- Entering a new text or modifying the existing text in a document is known as text editing.
- The user can move to the various portions of the document using the keyboard shortcuts or the mouse.
- The required word or portion of the text can also be selected using the keyboard shortcuts or using the mouse.
- Copy, Cut, Paste, Find and Replace are some of the commonly used editing functions.

Exercises

I. Fill in the blanks.

1. The thick horizontal line in the page area is called _____, _____
2. ___ key deletes the characters to the right of the insertion point.
3. _____, _____ option is selected to Cut the selected text.
4. _____ and _____ are the two combo boxes available in the Find and Replace dialog box.
5. ___ key combination is used to move to the end of the document.

II. State true or false

1. Enter key must be pressed at the end of each line.
2. To select the entire document pressing Ctrl + A is the hot key combination to be used.
3. For searching a given word one need not have to type the required word in the Find and Replace dialog box.
4. To paste the selected word in the desired place insert key is used.
5. Ctrl + X is the keyboard shortcut for copying the selected text.

III. Answer the following

1. What is meant by text editing?
2. How would you select the required portion of the text in a document?
3. How would you switch over from Insert mode to Type-over mode?
4. What are the steps to be followed for searching a given word?
5. Give the steps involved for replacing a given text.