

རྫོང་ཁ་ཏེ་བི་ཡུན་ལི་ནགས།

ཐོན་རིམ ༢.༠

བཀོལ་སྤྱོད་ལག་དེབ།



བད་དོན་འཕུལ་རིག་ལས་ཁུངས།

བད་དོན་དང་བརྒྱུད་འབྲེལ་ལྷན་ཁག།

འདྲ་བཤུས་དབང་ཚུ་(C) བེན་ལོ་ཉཀ་ལེ་རྫོང་ཡུན་ལི་ནགས་འགྲུལ། རྫོང་ཁ་ཏེ་ཡུ་ རང་དབང་ཡིག་བཀོད་ཚོག་ཐམ་ཐོན་རིམ་༡.༢ ཡང་ན་ རང་དབང་མཉམ་
 ཆས་གཞི་ཚོགས་ཀྱིས་ དཔེ་འབད་མི་ཤུལ་མའི་ཐོད་རིམ་གང་རུང་གི་ཁ་ཚོག་ཚུ་དང་འཁྲིལ་ཏེ་ སྤེ་ཚོན་ཚུ་ལུ་འགྱུར་བ་མེད་པ་དང་ བྱི་ཤོག་གི་གཞི་དང་
 རྒྱབ་ལུ་ ཚོག་ཡིག་ཚུ་མེད་པའི་ཐོག་ལས་ ཡིག་ཆ་འདི་གི་འདྲ་བཤུས་བརྒྱབ་ནི་དང་ ཡང་ན་ ལེགས་བཅོས་འབད་ནི་ཚུ་ཚོགས་ཨིན།

ལག་དེབ་འདི་གི་སྐོར།

ཡིག་ཆ་འདི་རྫོང་ཁ་ཏེ་ཡུ་ རང་དབང་ཡིག་བཀོད་ཚོག་ཐམ་ (རྫོང་ཁ་ཏེ་ཡུ་ ཨེ་ཡི་ཏེ་ཨེ་ལ་) གི་ཐོག་ལུ་གསར་བཏོན་འབད་མ་ཨིན།

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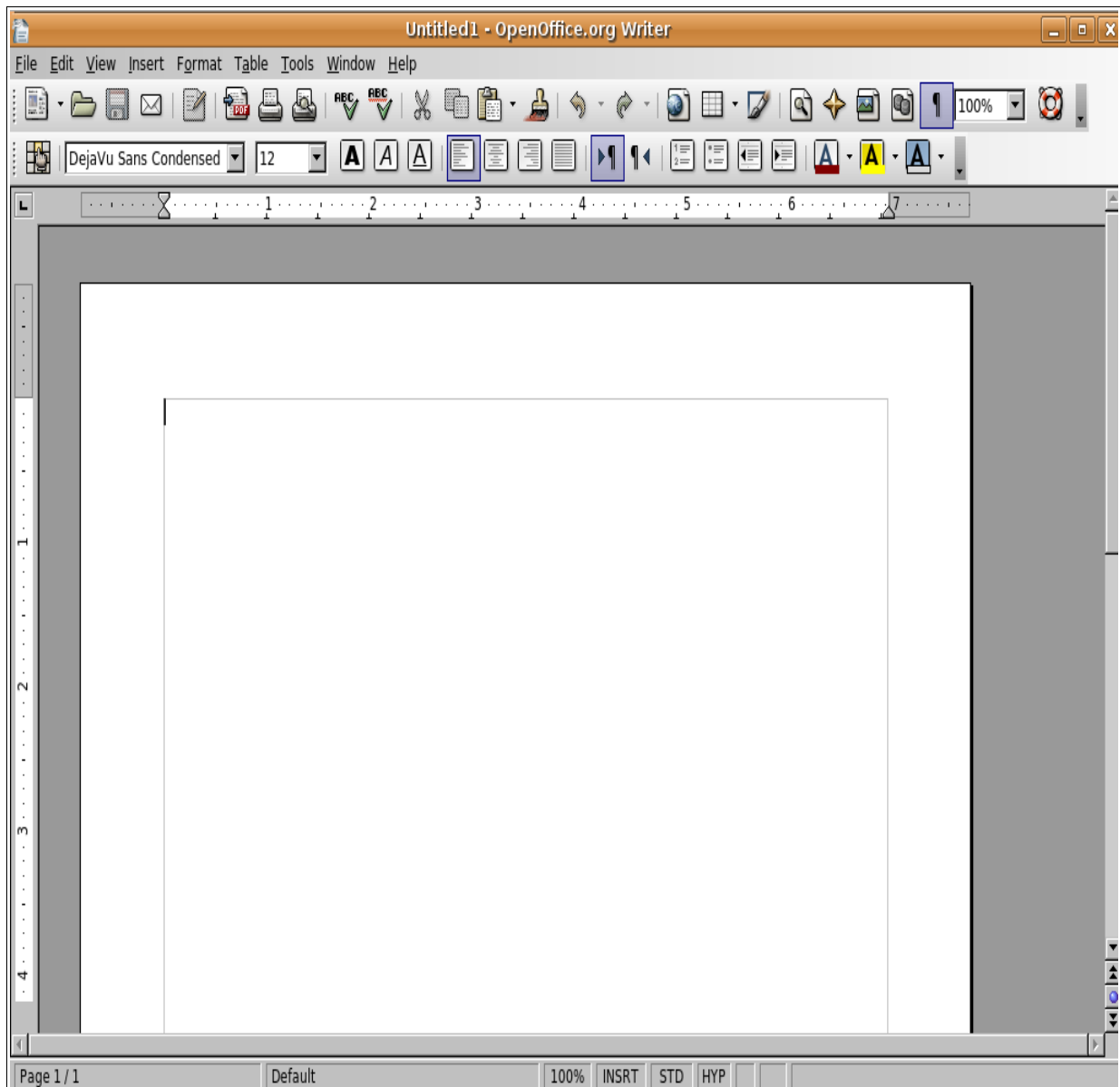
OpenOffice.org Writer

Introduction

Writer is an OpenOffice.org word processing module which helps users to create all sorts of professional written documents like reports, newsletters, personal and formal letters etc. It also allows easy integration of charts, pictures, designs using styles and also have features like Spell checking, thesaurus, hyphenation, auto-correct, find and replace, automatic generation of tables of contents and indexes and mail merge.

To get started with Writer:

Go to **Application > Office > OpenOffice.org writer.**



Scrollbars

The scroll bars are used to move the view of the document. The two bars are vertical scroll bar which is located along the right side of the window and the horizontal scroll bar located along the lower portion of the window, just above the status bar.

Status bar

This bar displays the explanations of the currently selected text at the bottom edge of the program window.

Minimize button

It appears as a button with a small horizontal line located in the group of three buttons (upper-right corner) and it's used to reduce the window size.

Maximize/Restore button

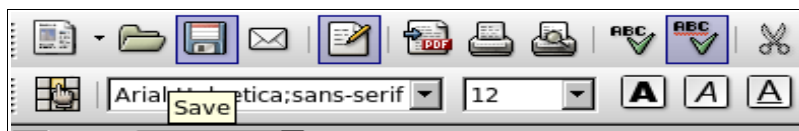
This button switches back and forth or toggles between displaying a window in its maximum size and restoring back to its previous size.

Close button

It closes the current window or an application.

Screen Tip

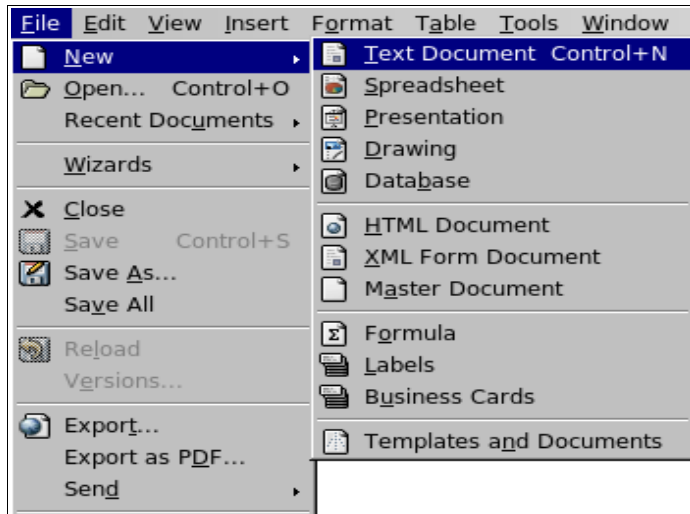
It's a help item which shows the name of a button or screen element when you rest the mouse pointer on the toolbar button or screen element. For instance, when you position the mouse pointer over the Save button, a small yellow Screen Tip appears displaying the word Save.



Creating a New Document

There are four ways to create a new document:

- ◆ Go to **File > New > Text Document**, or press **Ctrl + N** (shortcut).
- ◆ Click **New** button on the toolbar.
- ◆ Go to **File > New > Templates and Documents** to make sure that all documents have similar page layout.



Entering Text

Whenever you enter text to create a document, you don't have to hit *Enter* at the end of each line because the Writer Wrap automatically wraps texts from one line to the next each time the insertion point reaches the right margin. Press *Enter* only when you want to begin a new paragraph or insert a blank line.

Press ***Backspace*** to delete characters to the left of the insertion point and hit *Delete* to delete the characters to the right of the insertion point.

Editing a Document

With Writer, users can quickly and efficiently edit letters, documents, newsletters, memos, reports etc. The red wavy line indicates misspelled or unknown words and the green wavy line indicates incorrect or questionable grammar usage.

Firstly identify the texts, line, paragraph, sentence or the entire document you want to edit/change and select the texts by using the shortcuts. After selection of the desired texts, then start editing and once you are done with editing, save the file.

Inserting Text in a Document

To insert text in a document, the Writer provides two modes:

- ◆ Insert Mode
- ◆ Overtyping Mode

Insert mode is a Writer's default mode and used to start a program. In this mode, the existing text will move to the right as you type in new text.

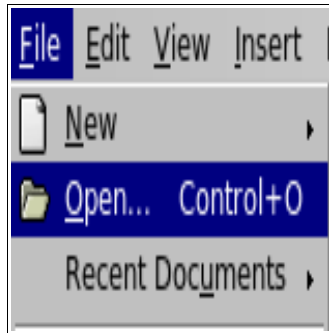
In ***Overtyping mode***, the existing text is deleted and replaced by the new text you type, including spaces.

Opening an Existent Document

To reopen a document after saving it, to review it's content or make changes, navigate to the folder that contains the document and open it.

You can open an existing document by:

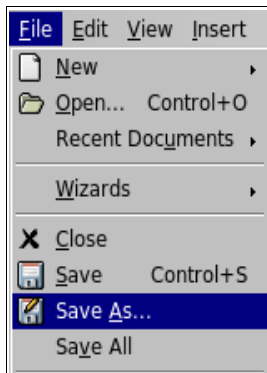
1. Going to **File > Open**, or **Ctrl+O**.
2. Choose the file type.
3. Then select file you are looking for and Open it.



To Save a Document

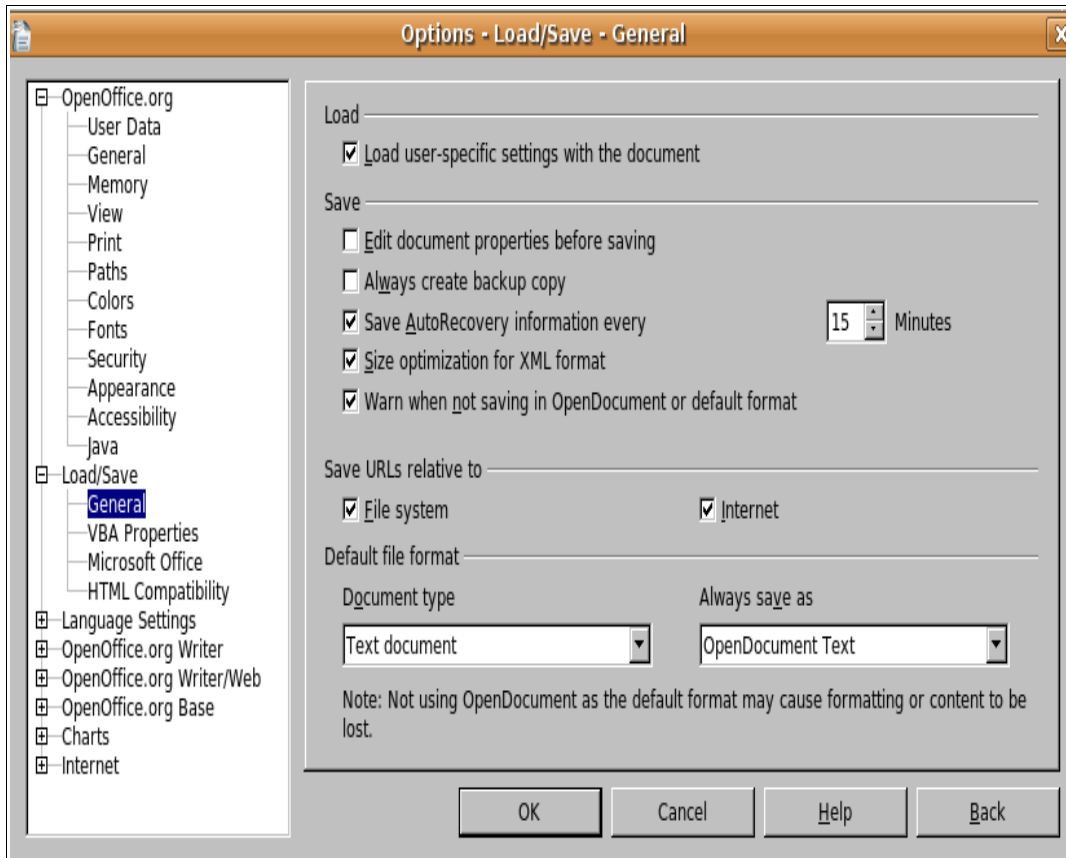
Three ways to save a document:

1. Press **Ctrl+S**
2. Select **File > Save**
3. Click **Save** button on the main toolbar.



To automatically save the document at regular interval, configure by:

1. Select **Tools > Options**, as Option window appears
2. Click **Load/Save > General**.
3. Click **Autosave** everytime, to enable box to set the interval which is 15 minutes by default. To set it other values, type the value or press up and down arrow keys.



To Save as Microsoft Word Documents

To share the document with people who don't use openoffice.org, but use Microsoft word,

1. First Save the document in OpenOffice.org's format(.odt).
2. Click **File > Save As**, Save as Menu appears.
3. Select the *Word format* you want, from the drop-down menu
4. Click **Save**.

Working With Texts

Selecting Text

To select the desired text for editing, first select the first piece of text, hold down the control key and hold mouse to select next text. Repeat as u need and with the selected text, you can delete it, change it, rename it,etc. You can also deselect text by clicking anywhere within the document window. The selected text will appear highlight with black background and white text. You can even use Shift+Arrow keys to select the texts. There are various methods to select blocks of text:

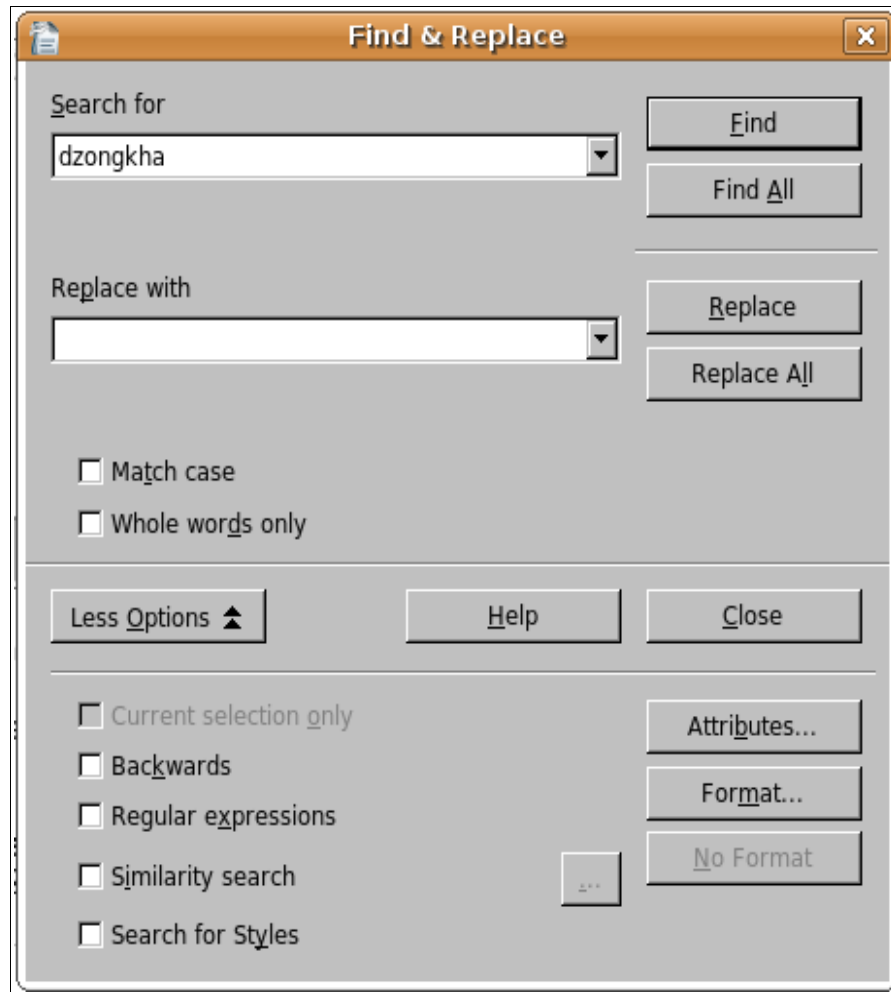
To Select	Do this
One word	Double-click on that word
A line	Click the selection area to the left of the line
A sentence	Hold down the <i>Ctrl</i> key and click anywhere in the sentence.
A paragraph	Double-click the selection area to the left of any line in the paragraph, or triple-click anywhere in the paragraph.
An entire document	Hold down the <i>Ctrl</i> key and click anywhere in the selection area, or triple-click anywhere in the selection area.

- ◆ **Copy:** To copy selected text to another document by using **Edit > Copy**, **Ctrl+C**, or click to **Copy** icon on the main toolbar.
- ◆ **Cut:** To cut a selected text to remove or paste into another document by **Edit > Cut**, **Ctrl+X**, or click **Cut** icon on the main toolbar.
- ◆ **Paste:** To paste a selected text after copying or cutting into another document by using **Edit > Paste**, **Ctrl+V**, or click **Paste** icon on the main toolbar.
- ◆ **Delete:** To delete characters either by hitting **Backspace** (if deleting on left), **Delete**(if deleting on right side).And to delete selected texts with mouse by **Right-click > Delete**.
- ◆ **Moving a paragraphs quickly:** Put cursor on any paragraph, Press **Ctrl+Alt** along with up or down arrow.

Finding and Replacing Specific Text

To find and replace words in a long document is tedious and inefficient. So, Writer has Find and Replace feature which will automatically find the text inside a document and also replace the document with another. The Find & Replace dialog box will locate the word or a phrase in a long document and replace it with a different words or phrase. You can even click More Option button to set additional search option. It helps the user to review or edit text in a long document by moving quickly to a particular location. To find and replace text within the current document:

- I. Click **Edit > Find & Replace** or **Ctrl+F**, the *Find & Replace* dialog box pops out.



- II. Enter the text you want to find in the search field.
- III. Type a new text you want to replace in the *Replace* field.
- IV. Select various options given like matching the case, matching the whole document, matching the whole words or search for similar words etc.
- V. Then click **Find** to find the text, and then click **Replace** to replace the new word.
- VI. Find All and Replace All will, first select all instances of the search text in the document and later replace all matches.

Undo & Redo

1. To Undo an actions/changes, press **Ctrl+Z**, or click **Undo** icon, or click **Edit > Undo**.
2. To restore an actions/changes, press **Ctrl+Y**, or click **Redo** icon, or click **Edit > Redo**.

Numbering and Bullets

We have numbering and bullets icons on and off on the toolbar, to create bulleted and numbered list in the document.

Numbering: Click **Tools > Line Numbering** and select **Show Numbering checkbox** on top of the left corner and click **OK**.

How to insert notes

- I. Click **Insert > Notes** by placing the cursor on the text you want to comment.
- II. Type your note in Insert Note dialog and click **Author** button to insert initials and date and time.

How to insert footnote and endnote

The footnotes refers to extra information about the topic at the bottom of a page, and Endnotes refers to information at the end of the document and they are automatically numbered.

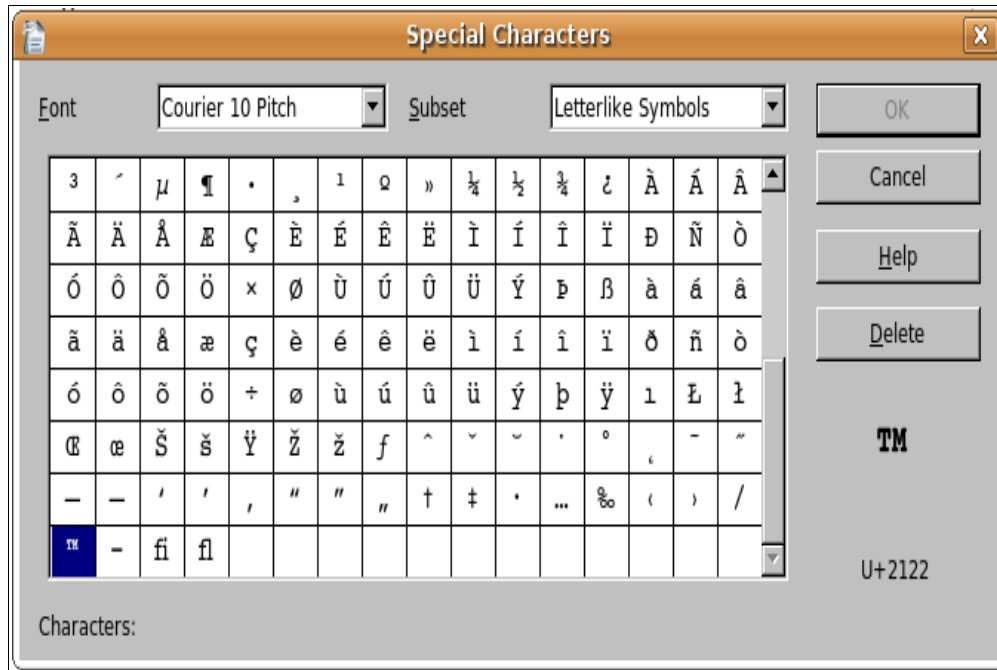
You can directly insert footnotes by clicking **Insert Footnote Directly** icon on **Insert toolbar**.

1. Put the cursor on the document where you want to place the anchor of the note .
2. Select **Insert > Footnote**
3. Select the format you want to use from the Numbering area. For instance, if you choose **Character**, then click **browse button** and select the character you want to use for the footnote.
4. Select either **Footnote** or **Endnote** in the **Type** field and click **Ok**.
5. Type your note. You can also format the settings of Endnotes and Footnotes by selecting **Tools > Footnotes**.

Inserting Special Characters

Special Characters are symbols and punctuation marks that do not have a key on most keyboards. For example, an em dash(_), a copyright(©), a trademark(™), an ellipsis(...) etc. To use them:

1. Place the cursor on the document where you want to insert the special characters.
2. Select **Insert > Special Characters**, and it will open up a dialog box containing all the special characters.
3. Choose *Characters orderly* that are to be inserted, and click **OK**.
4. The selected characters will have numerical codes and displayed on lower right.



Headers and Footers

A header is the text that appears at the top of the page which includes title of the work, date, topics, titles, chapter headings and page numbers. Footer is a text printed at the bottom of the page that includes date, author's name and title of the document. We can also add texts, graphics whereby the following pages will use the same style that you add. The header and footer can be used on a document with multiple pages, and it helps the reader to locate where they are in the document and which section are they reading. To add header & footer in a document:

1. Select **Insert > Header**, and **Insert > Footer** .
2. Select page style for the current page menu from the submenu, for both header and footer.

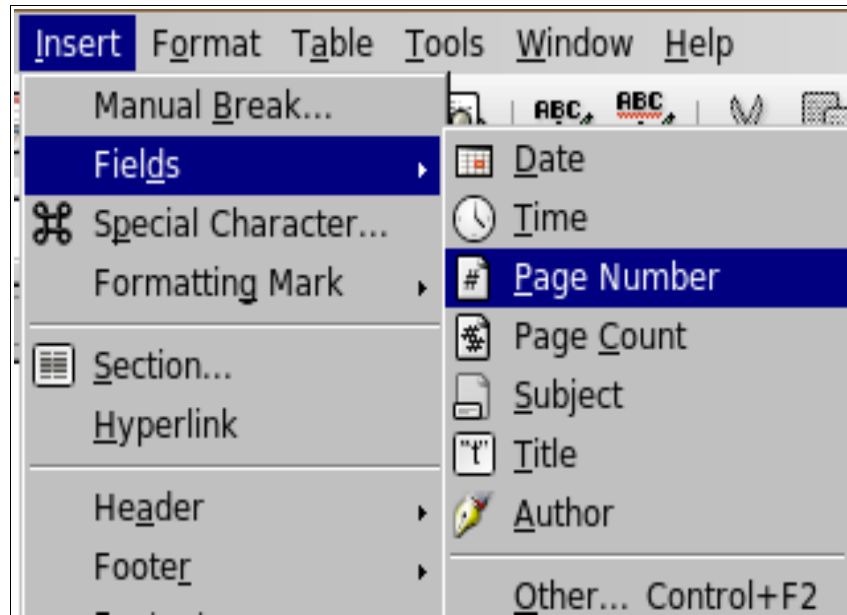
Tab

Tabs are used to indent the first line of the paragraph or align text or numbers in columns.

How to Insert Different Field in a Document

Fields like date, time, page number, page count etc can be inserted by:

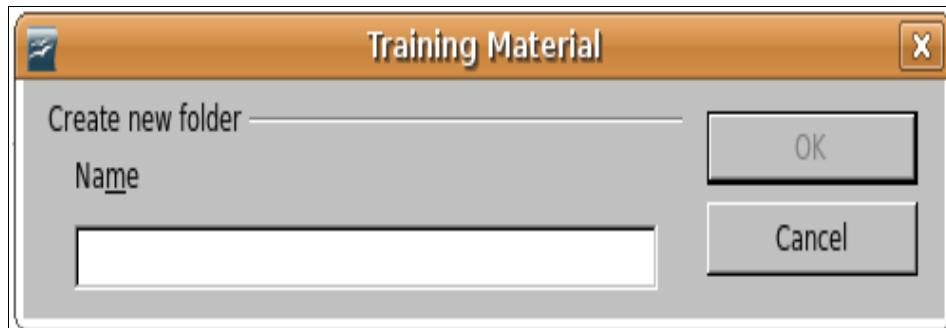
- I. First, placing the cursor in the document where you want to insert the field.
- II. Select **Insert > Field**, and choose the field you want to insert.



Creating a Folder

A folder is a storage area on your computer's hard disk or a network drive. Users create folders to store files by projects, author, file type etc.

In Writer, you can create folder easily and save it with different names in the Save As dialog box. It's also easy to organize, locate and create folders with the Writer's file management features.

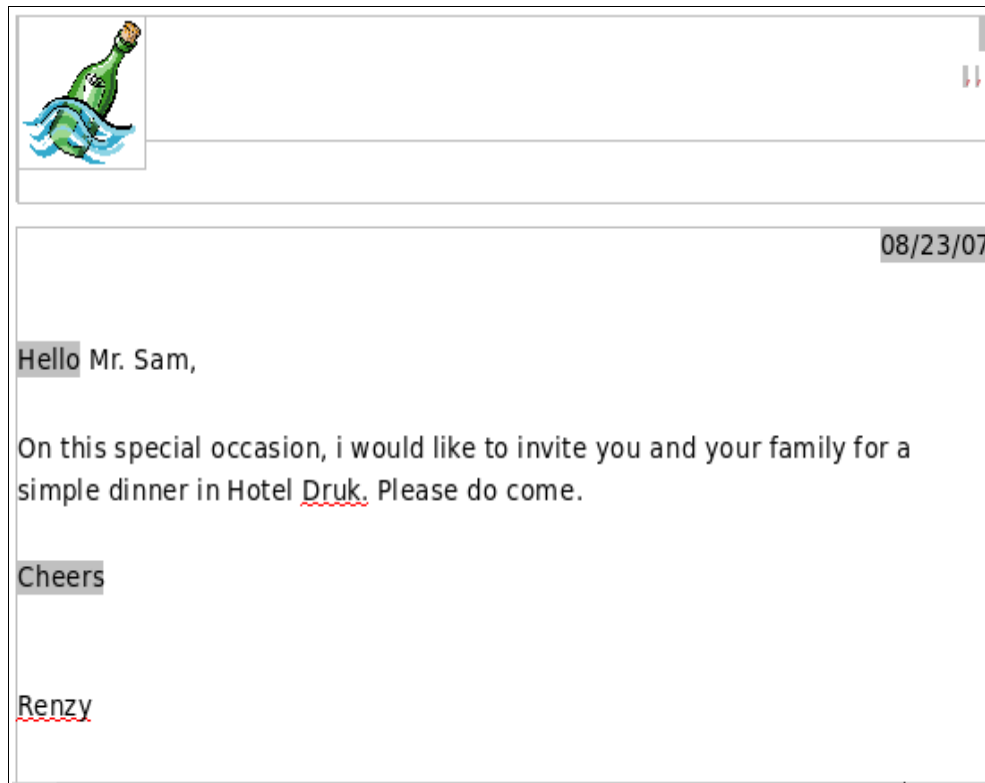


Using Templates and Wizards

A **Template** is a document containing built-in text, styles and other formatting which are used to create other documents that shares the same basic formatting. It determines the basic properties of a document like the margins and layout, characteristics of the text such as its font's size and style etc. The *Normal* template is the default generic template.

How to Use a Ready-Made Template




1. Go to **File > New > Templates and Documents**, a *Templates and Document* dialog box appears.
2. Select **New Document** to create your own template or click **Templates** to use the formatted document.
3. Then start replacing the placeholder text with your text and save.



A **Wizard** is also used to create a document that prompts you for information one step at a time and then generates a formatted document based on your answer. It's used to create memos, faxes and other business documents with much less placeholder text than that of template and also walks you through text entry for many parts of a document whereas template simply displays placeholder text in which you replace it with your own text.

To get started:

1. Go to the **File > Wizards > Letter**, a Letter wizard dialog box appears in which you should specify the type of letter you want such as Business letter, Personal letter, Formal letter etc.
2. Then select the *Items to be printed* in the letter template and choose the *Name and Location*. Then Save it.

	renzy
	norzin lam, Thimphu, Bhutan., 65743, 975 00  
renzy, norzin lam, Thimphu, Bhutan., 65743, 975 00 <FIRST NAME> <LAST NAME> <COMPANY> <STREET> <CITY>, <STATE> <ZIP/POSTAL CODE>	
08/23/07	
Subject: <SUBJECT>	
Dear Sir or Madam <ENTER YOUR TEXT HERE>	
Sincerely	

Formatting Text

Formatting toolbar is the quickest and easiest way to change the appearance and the attributes of the text in several different ways. Some of the formatting options are:

1. Font List, which has list of available fonts in it.
2. Font Size drop-down list which has list of different font sizes.
3. The attribute buttons like Bold, Italic, Underlining, lowercasing, text-colors etc.

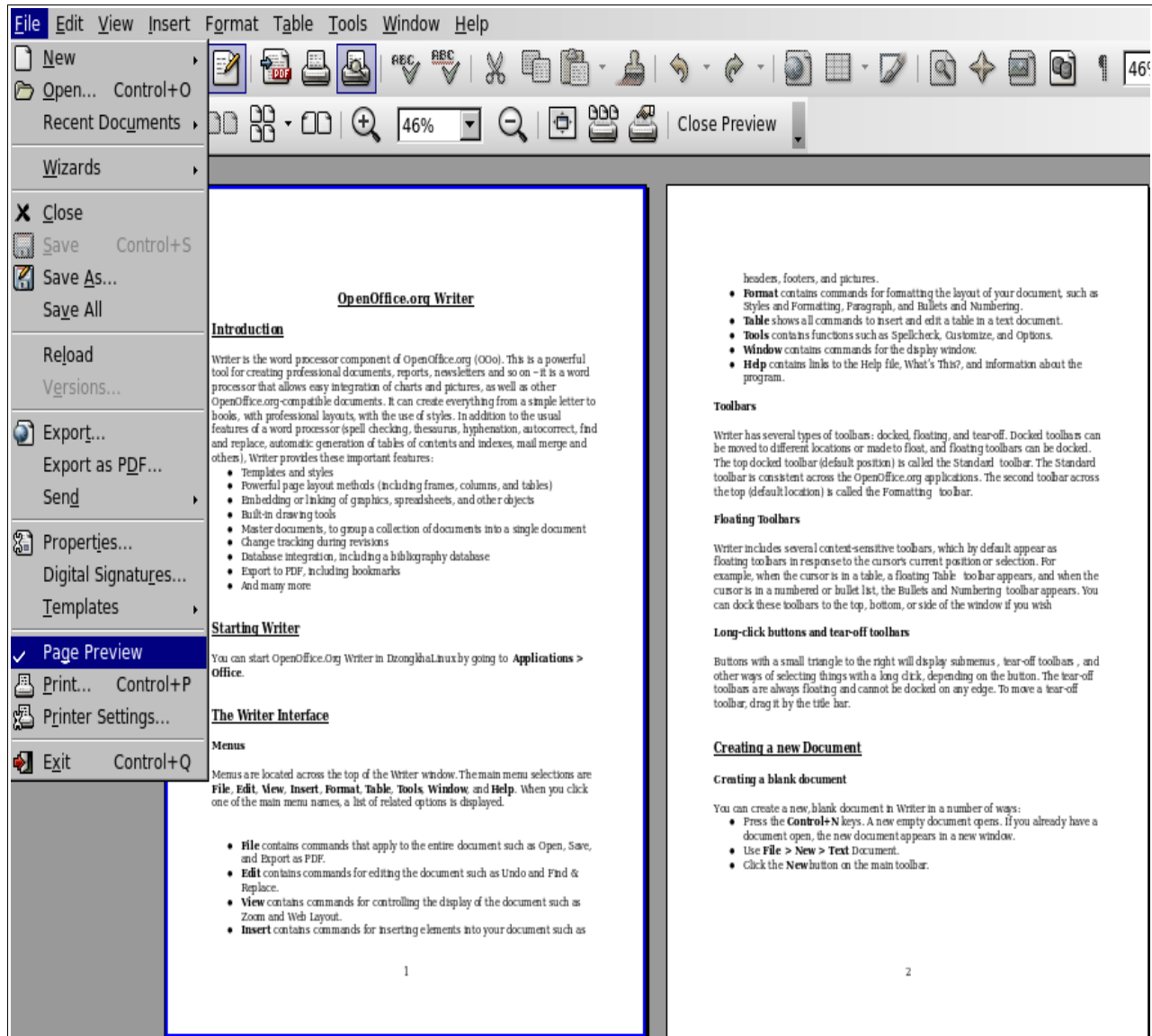
Applying Character Effects to Text

To apply formatting effects like superscripts, subscripts, strikethrough and small caps character effects which are not available on the Formatting tool bar, do **Right-click** and select **Style**.

Print Preview

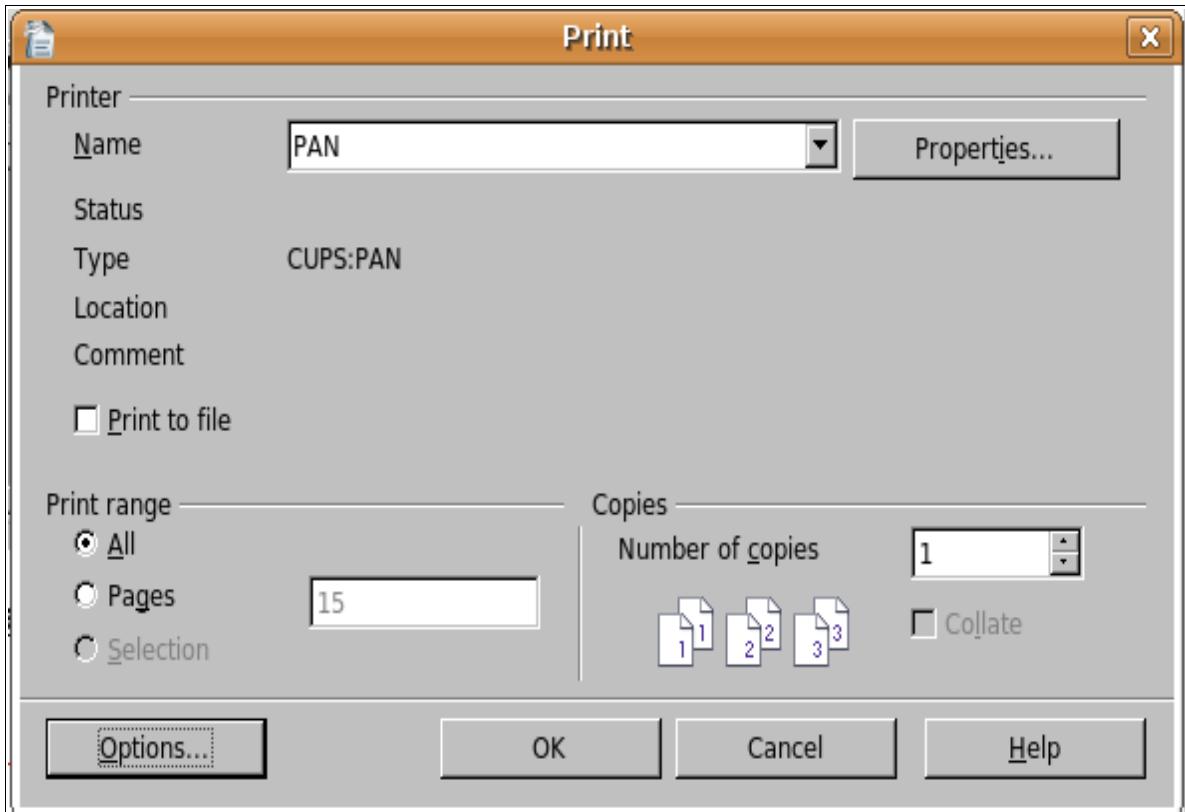
This Print Preview window shows you how the lines on the page will appear when after printing and where page break occurs. It also allows you to make necessary changes and adjustment on the page, if you don't like the layout before you print. It helps you to identify the desired formatting changes without wasting paper.

1. Click **File > Page Preview** or Click **Page Preview** button.
2. Click **Book Preview** icon to display right and left pages in their correct orientation.
3. Click **Print page view** icon, to print document in this page view.



Printing a Document

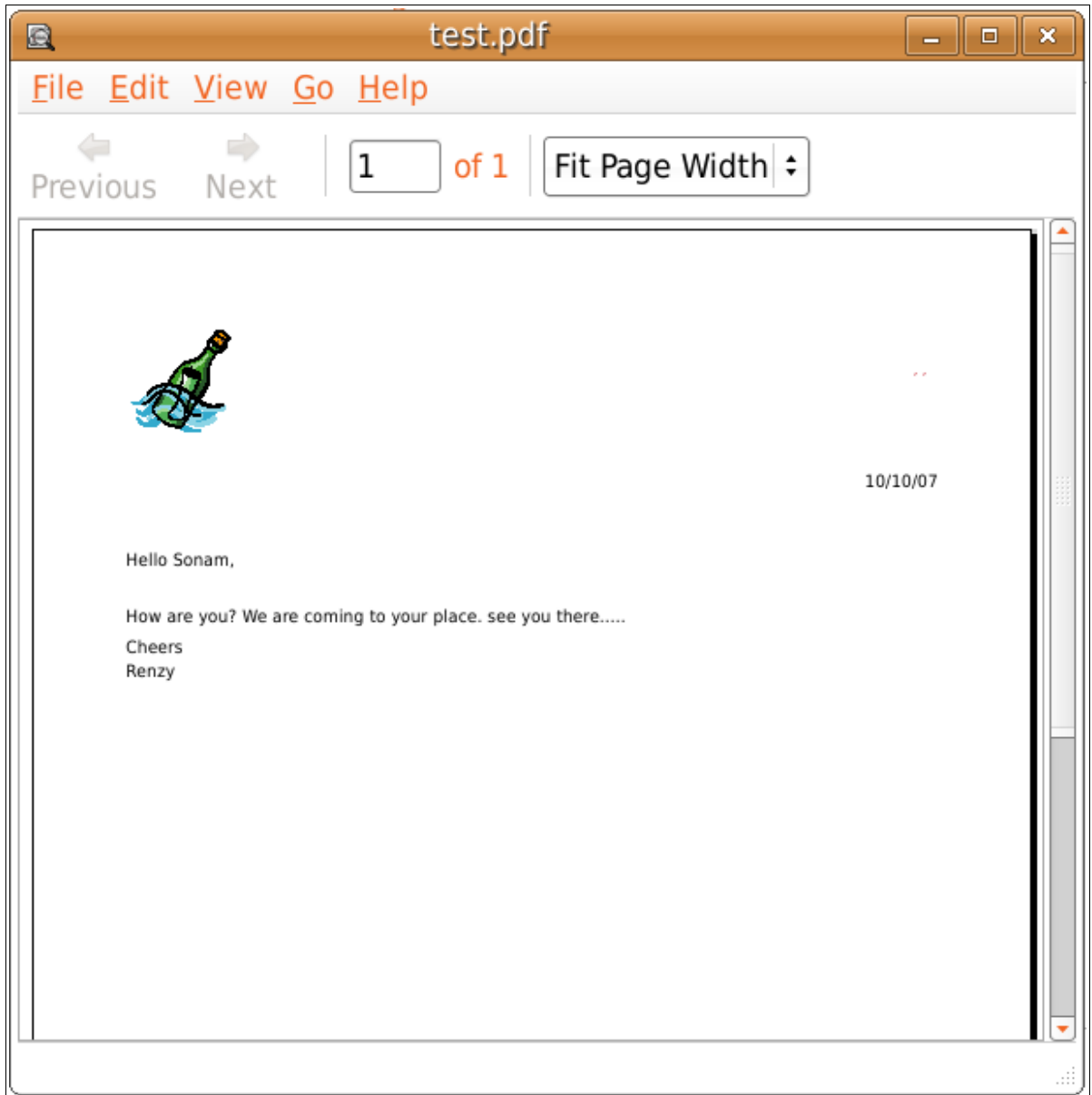
1. Click **Print** icon on the main toolbar, to print one copy of all pages in the current document using default printer.
2. Click **File > Print**, to print multiple copies of the document, print from different printer, print selected text, or print a range of pages by specifying the options in the Print dialog box.



Exporting to PDF (Portable Document Format)

It's a *industry-standard* file format, used to represent a document in a 2-D format using Acrobat reader or other PDF readers.

1. Click **PDF** icon in the main toolbar, to export entire document using default PDF settings and enter filename and location for PDF file, but you cannot choose page range or print quality.
2. Click **File > Export as PDF**, to have control over the content and quality of PDF (by having options like pages to include in PDF, compression type used for images etc).

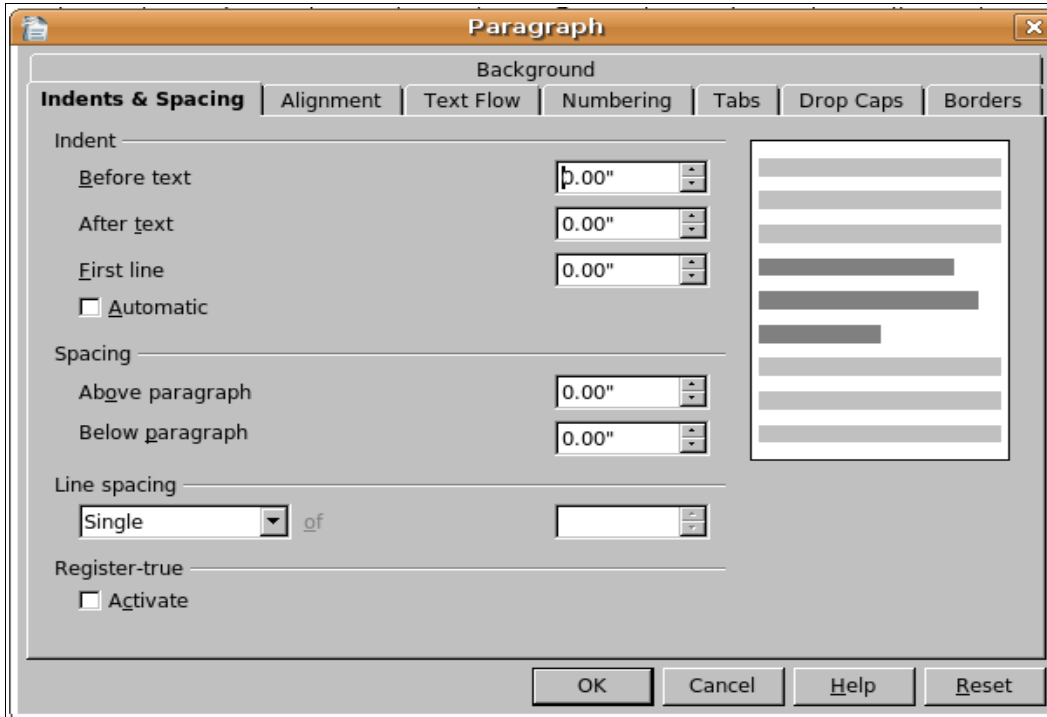


Page Settings

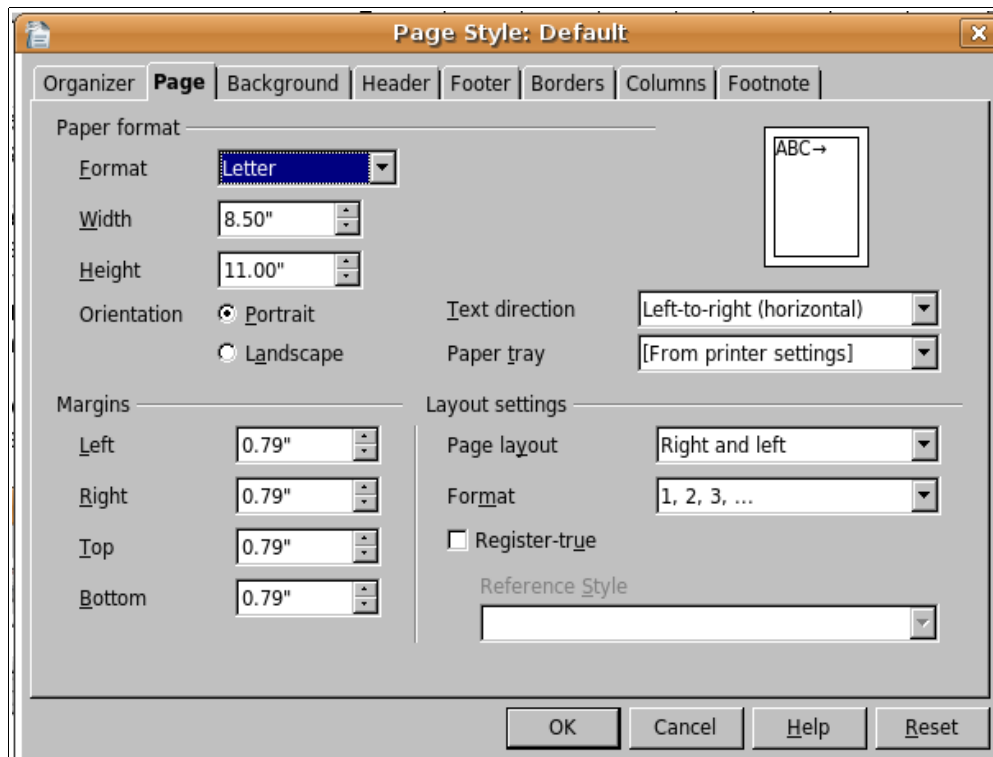
We can customize a document by changing the text appearance, altering page margin, resetting paragraph alignment, changing tab settings, creating headers and footers etc.

Page Margin: it's the amount of space at the top, bottom or sides surrounding the text on a page.

Indent & Spacing: It determines the alignment of a paragraph in relation to the page margin setting and spacing indicates the area above and below the paragraph and space between the lines.



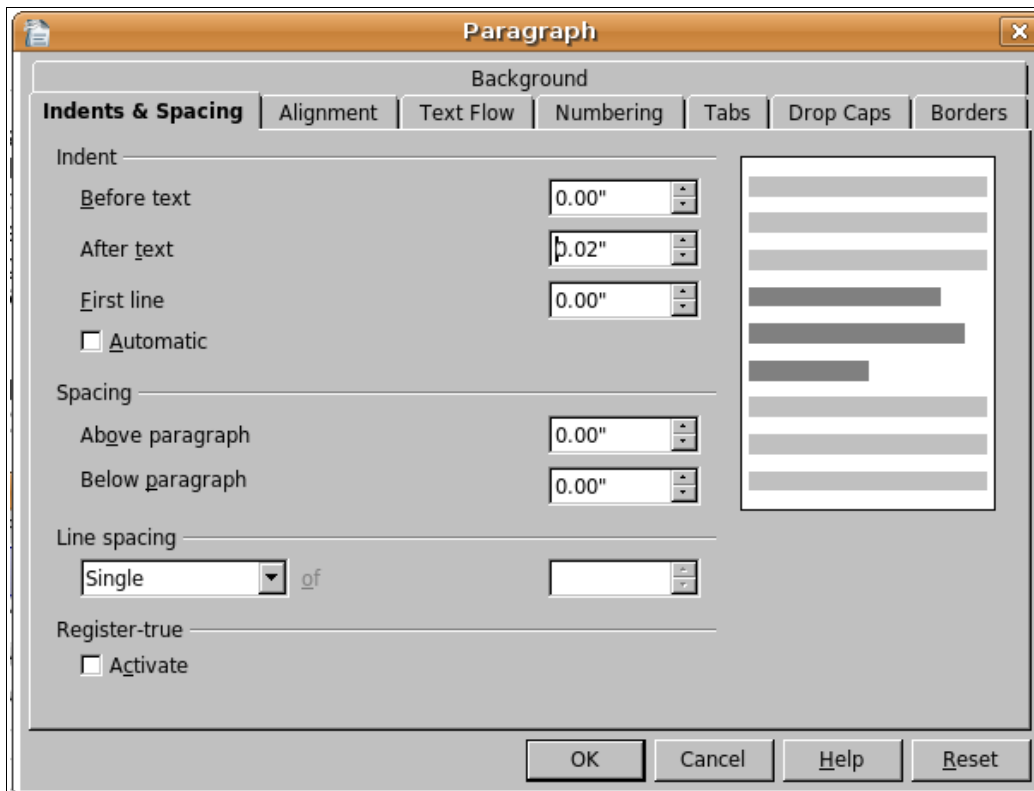
Click **Format > Page > Page tab**, to open a Page setup dialog box and determine the appearance of it on the printed page, by setting the margin, Paper and the Layout.



Formatting a Paragraph

A paragraph is defined as any amount of text that ends with a hard return. To format a paragraph, select **Format > Paragraph** and open a *Paragraph dialog box*, in which you will set the formatting to apply for the desired text.

By default, the paragraphs are set to be single-spaced and left-aligned with no indentation. The formatting selected for a paragraph will be also applied to the next paragraph that you type because all formatting associated with a paragraph is stored in the paragraph mark.



Inserting a Page Number

Page numbers are used in a document having more than one page, to mark each page. It's used because it has lots of advantages like:

- Make the document more readable and user-friendly when presenting the document to other people.
- It helps to keep the lengthy documents in good order, especially when editing or printing random pages from the document.
- It also reminds you of where you are in the document.

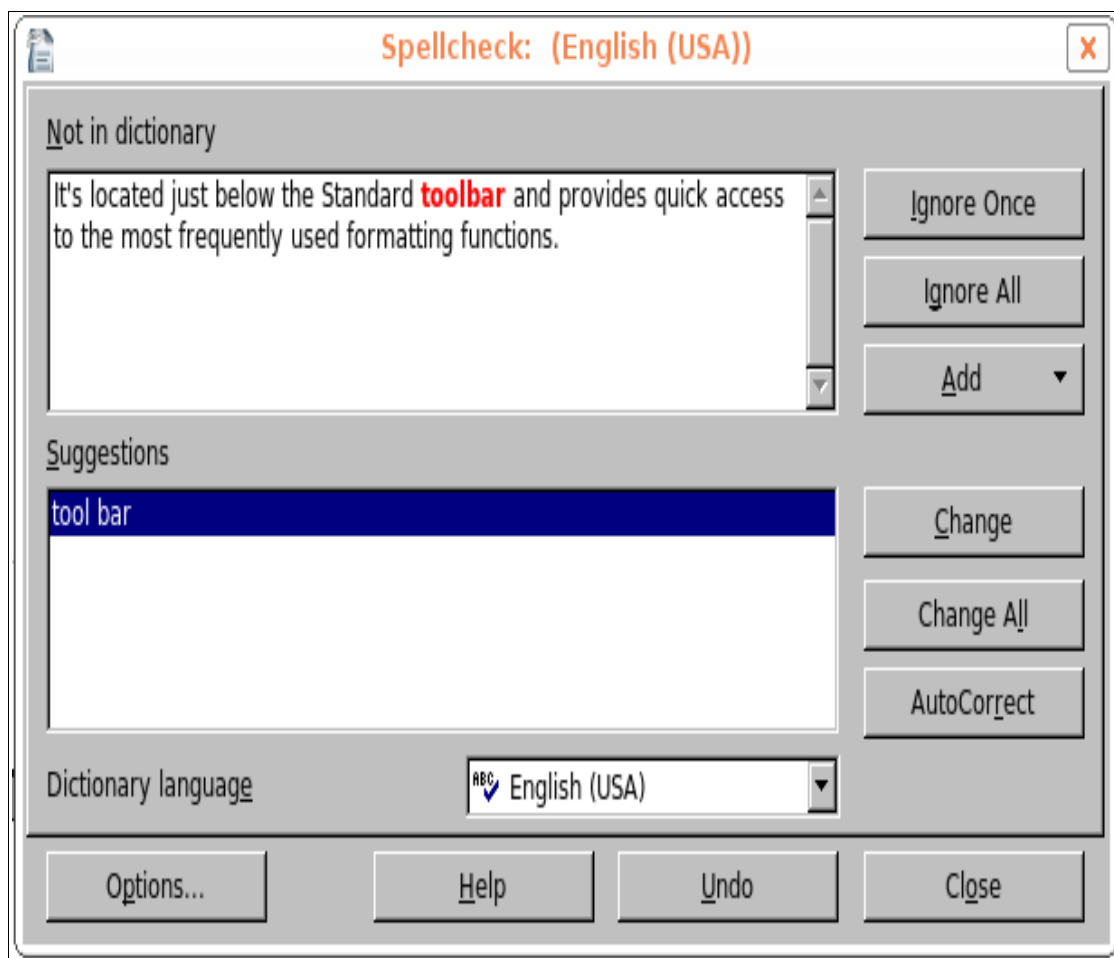
To insert page numbers in a document, click **Insert > Fields > Page Number**.

Editing & Proofing Tools

Checking Spelling in a document

Spell checker is a part of proofreading which will check the spelling of a document and correct it. Three ways to check the spellings in a document are:

1. Go to **Tools > Spellcheck** or simply press **F7**.
2. Press the **Spellcheck** icon or **Auto-Spellcheck** icon on the standard toolbar.
3. Right-click on the word having red-wavy underline, and assign the suggested correction from the list.



Using Shortcut Menus for Words and Phrases

To get rid of text with *Green-Wavy Underline* (grammatical error), just right-click over it and make a desired selection of the text. And for word with *Red-Wavy Underline*, right-click on the word and select *Add to Dictionary*.

Inserting Date and Time

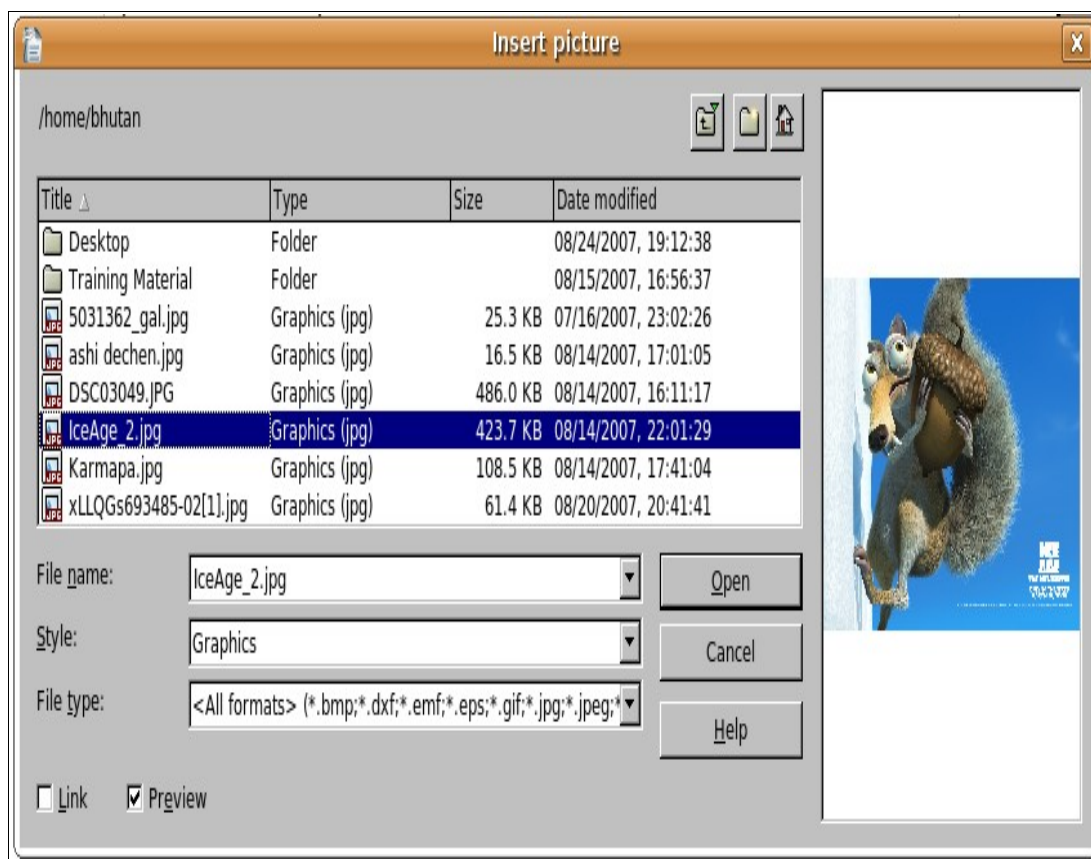
You can insert date and time in numerous formats like text or a field, into a document and once inserted, it will be updated automatically when a particular action is performed like opening, saving or printing a document. The date and time is inserted within the footers of the document. To insert:

1. Go to **Insert > Footer**, to open a footer.
2. Click on **Insert > Fields > Date or Time**.

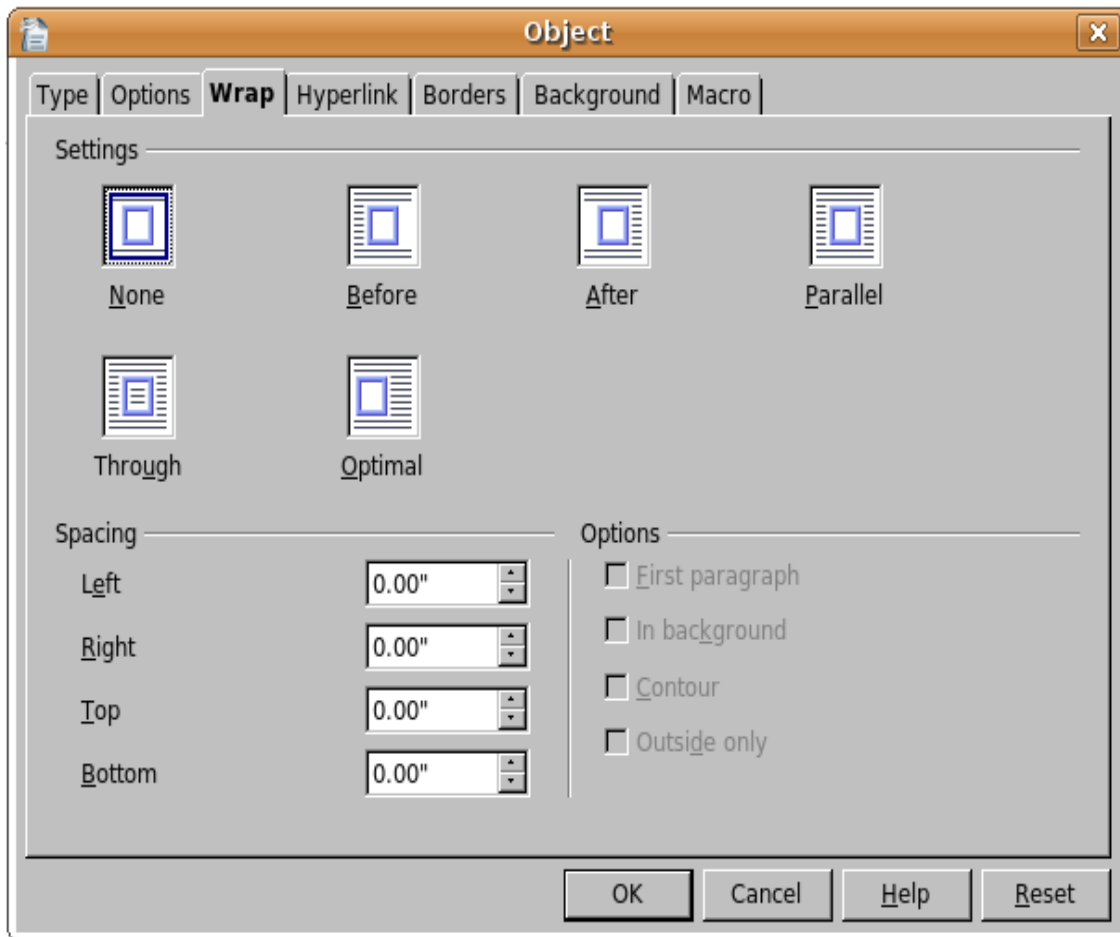
Inserting a Picture From a File

A picture is any graphical image that is created by another program, captured from a scanner or a digital camera, or downloaded from the web. To make the document visually interesting for the readers, we insert pictures like drawings, photographs, clip arts and other graphics into the text document. You can insert them easily at the location of the insertion point, from a picture file stored on your hard disk. To insert:

1. Go to **Insert > Pictures > from File**, which will open a Insert Picture dialog box.
2. Browse to the folder that contains pictures and select the desired picture to be inserted.
3. After inserting, **Save** the document.



Text wrapping styles are also available.



Tables

A *table* is a structure made up of a rectangular boxes called cells, arranged in rows and columns.

A *cell* is an intersection of rows and columns, that are used to store and format text, numeric values, and graphics etc.

A *column* is a vertical arrangement of text or numbers in a table.

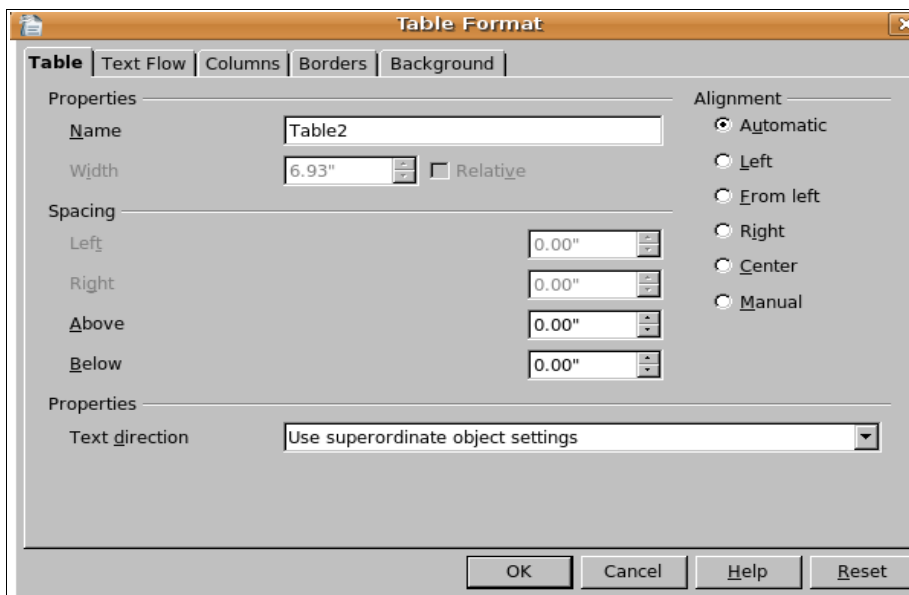
A *row* is a horizontal arrangement of text or numbers in a table.

Table provides a convenient way to group ,organize and format similar data and also provides variety of techniques to create and format table. We can also modify the structure of a table by combining cells, inserting and deleting columns or rows, resizing rows and columns etc.

Name	Address

General Properties of a Table

Click **Table > Table properties**, by placing cursor on the table.



Help

- ◆ Go to **Help > OpenOffice.org Help**
- ◆ Press **F1**.

Closing a Document

- ◆ Click **File > Close**
- ◆ Click **Close** icon on the document window.

Closing a Writer

To close a document completely, click **File > Exit** or **Ctrl+Q**.

If the document is saved, it will close otherwise a warning window will appear asking to save it or discard changes.

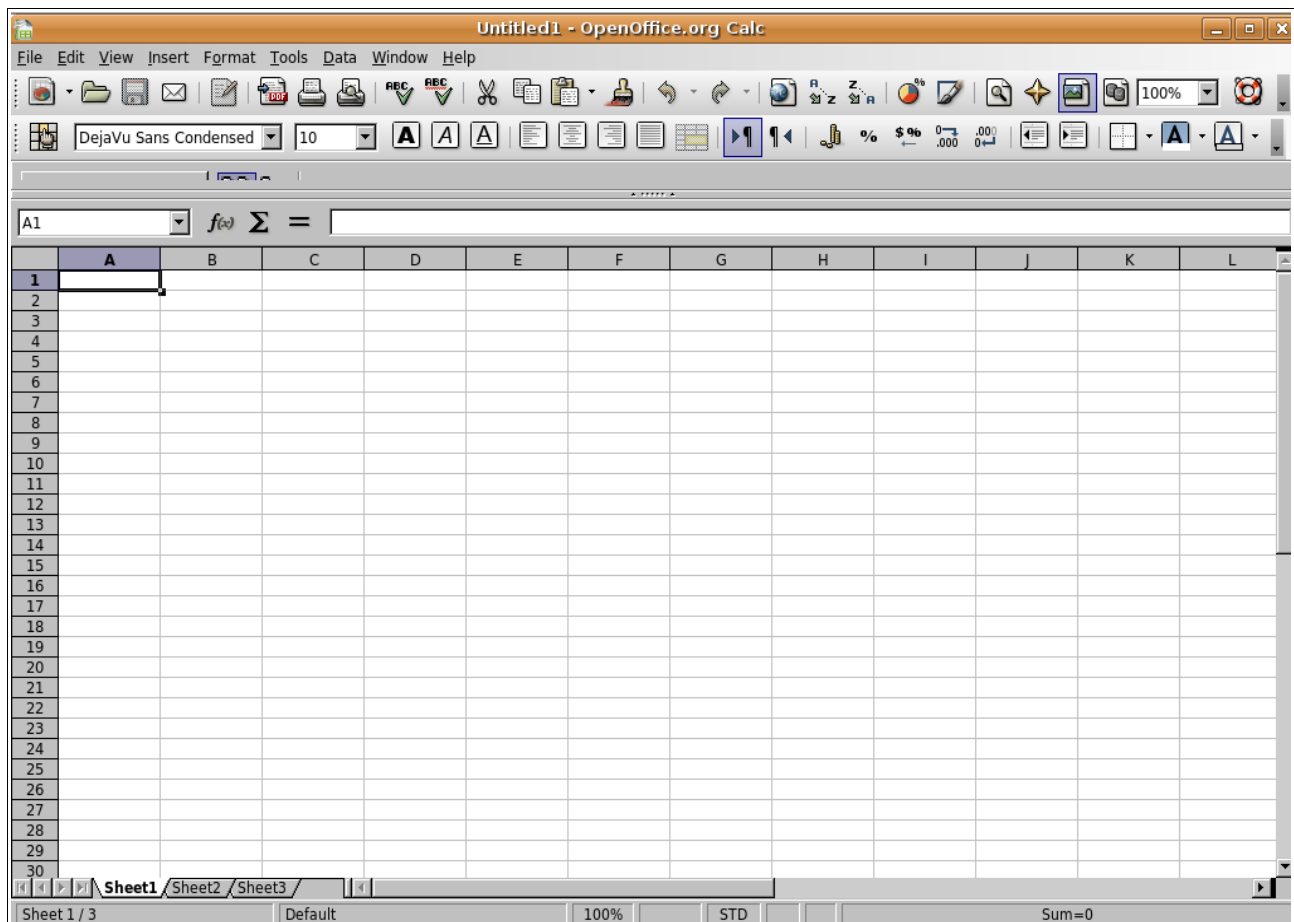
OpenOffice.org Calc

Openoffice.org Calc is a powerful tool replacing Microsoft Excel in Debian Linux, for professional functions like financial, statistical and database functions and lot more. It's used almost in every profession to calculate, graph, analyze and store information. Spreadsheet are primarily used to work with numbers much like Writer is used to work with text. The important functions and capabilities of Calc are:

- ◆ **Calculating:** Calc is a spreadsheet program and it contains cells into which we can enter texts, digits, formula to calculate simple and complex result.
- ◆ **Arranging Data:** In Calc, data can be organized in such a way that it's easy to read, reorganize to show or hide data ranges, format ranges depending on special conditions, or calculate total and subtotals.

Open a Spreadsheet

To open a spreadsheet, go to **Application > Openoffice.org Calc** or if you are in a *Writer*, then you can open by clicking **File > New > Spreadsheet** and a spreadsheet appears on our screen.



Identifying Basic Part of OpenOffice.org Calc

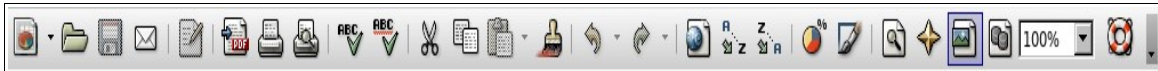
Main Menu Toolbar

The Main menu toolbar gives you access to many basic commands used in calc.



Function Toolbar

The Function toolbar contains icons that provides quick access to command like New, Open, Print, Copy, Paste etc.



Formatting Toolbar

The Formatting toolbar consist of icons and drop-down menus which allows you to select a font, font alignment, font color, number formats, border options, background colors etc to format your document.



Formula Toolbar

The Formula toolbar contains *Name Box* drop-down menu (displaying the cell name) and a long white box called *Input Line* (displaying the formulae).



Cells

A cell is a fundamental element of a worksheet in which things are added and seen. The Cell Address is a combination of column letter followed by a row number (eg. A4, B7, C21 etc) to identify the location of a cell in a spreadsheet.

	A	B	C
1			
2			
3			
4			
5			
6			

Rows and Columns

Each cells in the spreadsheet are referred by rows and columns, and these rows and columns are numbered from **1 to 32000** and designated with letters from **A to Z, AA to AZ** and so on respectively. For instance, **A1** is the first cell in the upper-left corner of the sheet and last column is labelled with letters IV.

Row headers contains *Row number* and column header contains *Column name*.

- ◆ To select whole set of rows or columns, click on one of these headers
- ◆ To select Whole sheet, click on the unlabelled button at the intersection of rows and columns headers at the top left.

The texts when typed in a cell **A1**, it also appears in the *Input line of formula bar* and you will notice that more texts added can fit in the cell. Any cell can accommodate text longer than a cell. If cell to the right is not empty, then there will be a small triangle on right- hand edge of first cell indicating that the cell contains more texts than it displays.

Try to increase the width of column, if number cannot be displayed in a cell due to formatting or lengthy texts etc.

Values and formula

The cells contains contents like texts, formulas, numbers, dates etc which can are easily specified or modified and updated by recalculating formulas with current data. The values can be emphasized by highlighting value from View menu.

Entering Data

1. Click on **A1** cell (A is the first column in Row 1)& you will see a black border around A1 cell indicating that cell **A1** has been **selected/active cell**.
2. Type Hello World & Press **Enter**. Then you will see that the **next active cell** is **A2**.

Formatting a Spreadsheet

The cells in the spreadsheet are mostly used after formatting their borders, colors, text numbers and other attributes. We can format either by using predefined formats or creating numbers format. For cells, there's a wide selection of cell Styles.

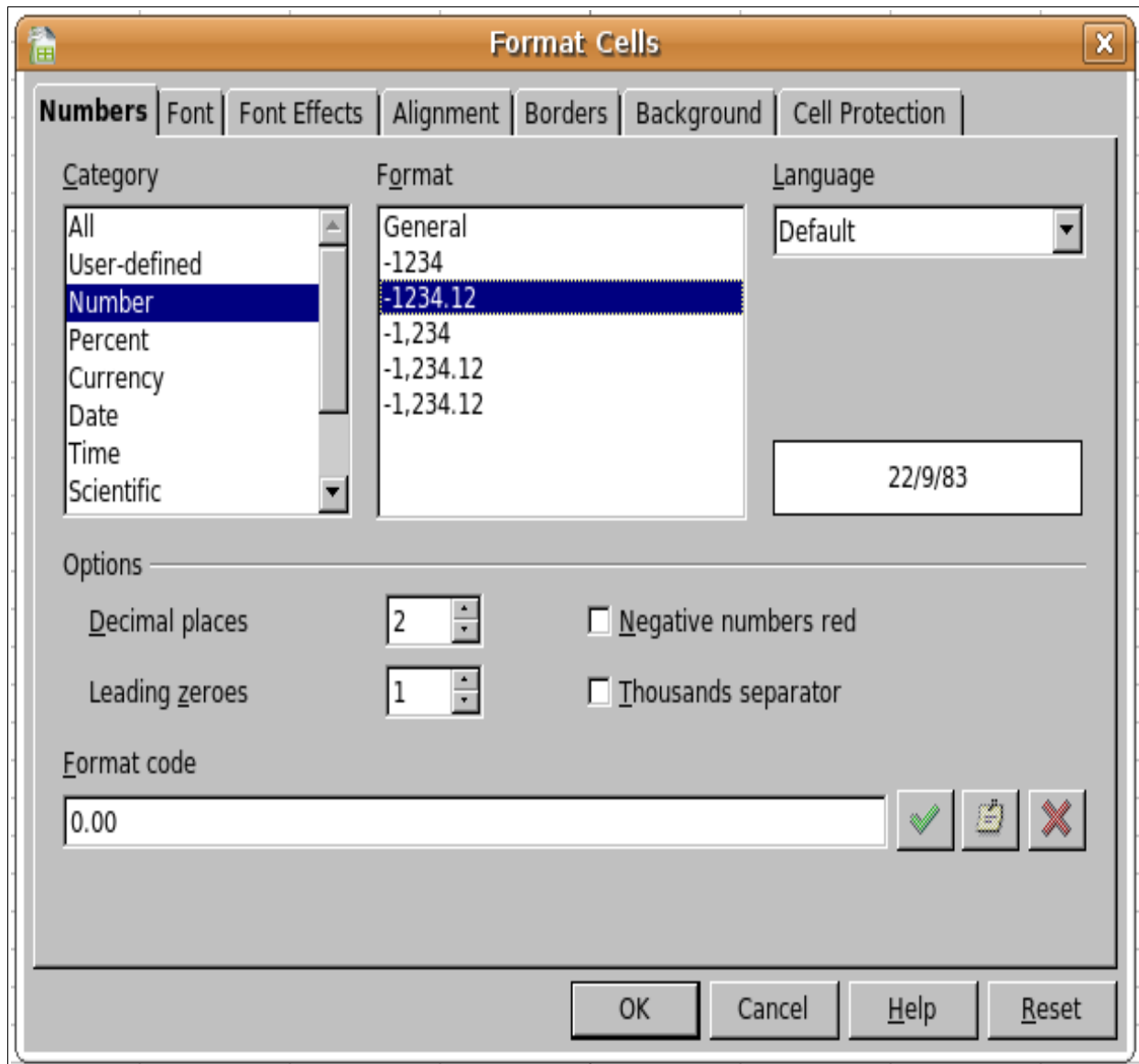


Formatting Numbers

It will display the numbers in it's default format, with two decimal places after rounding it off. For instance, 1234.5678 will be displayed as 1234.57.

- I. Put the cursor at the number and choose **Format > Cells** to open *Cell Attributes* Dialog.

- II. The Number tab consist of selection of various predefined number format and the preview box at the bottom right of dialog box, shows how the current number will appear with a particular format.
- III. The dialog also allows defining attributes like font, size, color etc on Front tab page, which will be applied to selected cells or cell's content.



You can also modifying number of decimal places, font and it's effects, alignment, borders, background of the cells.

Delete Data

1. To delete a data, select the cell you want to delete(eg. A1) & press **Delete** key.

Spreadsheet Math

Calculating in a Spreadsheet

These are the important steps to work with spreadsheet: creating and entering formula, entering data(texts and numbers), obtaining results, modifying source data or formula and how to see the result of newly data and formulas.

➤ **Addition**

For Addition, + sign is used and to enter it, Press **Shift** key with += key.

1. Enter 10 in cell **A1** and press **Enter** key which will activate the next cell **A2**.
2. Enter 10 in cell **A2** and press **Enter** key to activate the next cell **A3**.
3. Enter 10 in cell **A3** and press **Enter** to activate the next cell **A4**.
4. Enter 10 in cell **A4** and press **Enter** to activate cell **A5**.
5. Click **A5** to add the column of numbers.

	A	B
1	10	
2	10	
3	10	
4	10	
5		
6		

6. Click on the **Sum** on the *Formula toolbar*, and the (=) icon changes to **Accept icon**.
7. Click on the **Accept icon** to display the Formula=SUM(A1:A4), in the **A5** cell. The **A1:A4** in the parenthesis is called **Cell Range** and indicates shorthand for "from A1 to A4" and the separator character between the parameters is a **Semi-Colon**(;) .

SUM					
	A	B	C	D	E
1	10				
2	10				
3	10				
4	10				
5	=SUM(A1:A4)				
6					

8. Press **Enter** to see the result i.e the **Sum** of the Numbers.

	A	B	C
1	10		
2	10		
3	10		
4	10		
5	40		
6			
7			

➤ **Subtraction**

For subtraction, - sign is used, to get it Press - key.

1. Click on **A1** and enter 10. Then press **Enter** key to activate the next cell **A2**.
2. Enter 5 in **A2**, and press Enter to activate the next cell A3.
3. Type **=A1-A2** (Or Click = function which appears in **A3** and will change to **Accept** icon(a Green Tick mark), there you type "**A1-A2**").
4. Press **Enter** to see the **Difference/Answer**, 5 in the cell **A3**.

➤ **Multiplication**

For multiplication, * sign is used and to enter it, Press **Shift** key and number **8** key.

1. Click in **A1** and enter number 5, and press Enter.
2. The cell **A2** get activated and enter 10.
3. To multiply, type **=A1*A2** (Or click function = which appears in **A3**, and when function = changes to **Accept icon**, then type "**A1*A2**").
4. Press **Enter** to view the **Product/Answer**, 50 in the cell **A3**.

➤ **Division**

For Division, slash (/) sign is being used and to enter it, Press **?** key [**?** and **/**].

1. Click in **A1** and enter the number 20 in it.
2. Then enter 2 in the cell **A2** and press Enter.
3. Type **=A1/A2**(Or click the function = which appears in the cell **A3** and when the function = changes to **Accept icon**, type "**A1/A2** ").
4. Press **Enter** to see the **Quotient/Answer** of **A1/A2**.

➤ **Exponentiation**

For exponential expression, ^ sign is used. To enter it, press **Shift** key with number **6** key. For instance, the number **10²** is written as **10^2**.

1. Click **A4** and enter 10 in it.
2. Then Enter 2 in **A5** and press **Enter**.
3. Type **=A4^A5** (Or click function = which appears in the cell **A6** and when the function = changes to **Accept icon**, type "**A4^A5**").

4. Press Enter to see the answer, 100 in cell **A6**.

➤ **Enter Formulas**

While entering formula, the order of the operation must be correct. The order is Exponentiation, Division, Addition, then Subtraction. For instance, let's calculate the equation:

$$\begin{aligned} &A+10 \\ &B+20 \end{aligned}$$

1. Type 20 in **A1** and press **Tab** to activate the next cell **B1**.
2. Type 10 in **B1** and press **Tab** to activate cell **C1**.
3. Type the formula **=A1+10/B1+20** (Or click function = which changes to **Accept icon** and type the formula "**A1+10/B1+20**").
4. Press **Enter** or Click **Accept** icon to see the answer,41 in cell **C1**.

You need to use parenthesis when you use formulas with equations in numerator and denominator to calculate properly and correctly

1. Click on **C1** and click on the **Input Line**.
2. **Edit** the formula to read **=(A1+10)/(B1+20)**.
3. Click the **Accept icon** to see the correct answer, 1 in the cell **C1**.

➤ **Calculating with Formula**

Formula starts with equals to (=) followed by numbers, texts, or other data and also contains arithmetic operators, logic operators or function starts. some of the Calc fomula are:

Formula	Meaning
=A1+10	Displays the contents of cell A1 plus 10.
=A1*16%	Displays 16% of the contents of A1.
=A1 * A2	Displays the result of the multiplication of A1 and A2.
=ROUND(A1;1)	Rounds the contents in cell A1 to one decimal place.
=EFFECTIVE(5%;12)	Calculates the effective interest at 5% annually with 12 payments.
=B8-SUM(B10:B14)	Calculates the sum of the cells B10 to B14 minus the value of B8.
=SUM(B8;SUM(B10:B14))	Calculates the sum of cells B10 to B14 and adds the value to B8.

Copy Formulas

To copy a formula, so that the formula itself is copied:

1. Select the cell that is to be copied.
2. Right-click & select **Copy** to copy the material.
3. Select the **Cell** where the material is to be displayed.
4. Right-click and **Paste** the material on that cell.

To copy the answer of a formula

1. Select the cell that contains the formula.
2. Right-click and click **Copy** to copy the material to the clipboard.
3. Select the **cell** where the material is to appear.
4. Right-click and click **Paste-Special**, in which a *Paste Special Window* appears.
5. Remove the check marks at **Paste All** and **Formulas**.
6. Add a check mark at **Numbers** and click **OK**.

Sorting Data

1. Enter numbers in cells **A1 to A10**.
2. Click **Data > Sort**.
3. In sort criteria tab, Select **sort by column A** and **ascending**.
4. Click **Ok**.
5. The random numbers will be sorted in ascending order.

DATES

Formatting Dates

To format the date and time as desired by the users, go to **Tools > Options > Openoffice.org > General**.

Here General defines up to which year a two-digit xx will should be displayed as **20xx**.

For instance, if **1/1/30** or *higher* is entered, it will be internally treated as **1/1/1930** or *higher* but all lower years applies to next century i.e if **1/1/20** is entered, it will be converted to **1/1/2020**.

Externally, year date is defined as two digits whereas internally it's managed as four digits by OpenOffice.org.

Calculating Dates and Times

Users can display and calculate dates and time, like finding out the exact one's age in second or hours by following the steps:

- I. **Open** new spreadsheet
- II. Enter a **date** (eg. birthday) 1/3/84 in cell **A1**.
- III. Enter **formula**: "**=NOW() - A1**" in cell **A3**.
- IV. Press **Enter** or **Accept icon** on the formula bar() to see result in the date format.

A3				
f(x) Σ = =Now()-A1				
	A	B	C	D
1	01/03/1984			
2				
3	09/11/23			
4				

V. Right-click this cell to see the difference between two dates as a no. of days, and the format of **A3** should be set as a number.

VI. Select **Format cells**, and a *Cell Attributes* Dialog appears.

- The *Number* category will be highlighted on the *Numbers* tab and the format is set to **General** that will display the result of date entries calculation as a date.
- Set number format to -1, 234 for example.
- Click **Ok** to close the dialog.

VII. Cell **A3** will contain the no. of days between today's date and the specified date.

A3				
f(x) Σ = =NOW()-A1				
	A	B	C	D
1	01/03/1984			
2				
3	8,655			
4				

VIII. Experiment with some additional formulae.

- Enter **A3 * 24** in **A4** to calculate hours.

A4				
f(x) Σ = =A3*24				
	A	B	C	D
1	01/03/1984			
2				
3	8,655			
4	207723.95			
5				

- Enter **A4 * 60** in **A5** to calculate minutes.

	A	B	C	D
1	01/03/1984			
2				
3	8,655			
4	207724.06			
5	12463443.65			

- Enter **A5 * 60** in **A6** to calculate seconds.

	A	B	C	
1	01/03/1984			
2				
3	8,655			
4	207724.06			
5	12463443.65			
6	747806619			
7				

- Press **Enter** after every formula.

Columns

Add a Label to Columns

- Click cell **A1** to make it active and press **Tab** to make the next cell **B1** active.
- Type **Serial No**, & press **Tab** key to activate cell C1.
- Type **Item Name** and press **Tab** key to activate cell D1.
- Type **Quantity** and press **Tab** to activate cell E1.
- Type **Price** & press **Tab** to activate cell F1.

	A	B	C	D
1	sl no.	Item Name	Quantity	Price
2				
3				
4				
5				
6				
7				
8				

Center the Column Labels

To align the column labels, to right, left and center, use the Formatting toolbar.

1. Select the columns from A1 to E1, by dragging the mouse from A1 without releasing until the cursor is in E1. Release the click.
2. To align it in center, click **Align Center Horizontally** icon on the *Formatting toolbar*.

You can also *Change the Appearance* the font by:

1. Select the cells, and click the **Font Style** icons(**Bold, Italic, Underline**) and click **Font Color** and **Background Color** to apply to the selected cells, from the *Formatting toolbar*.

	A	B	C	D	E
1	sl no.	Date	Item Name	Quantity	Price
2	1	02/09/06	Dinner Set	5 nos.	Nu.10000
3	2	05/02/07	Towels	20 nos	Nu.20000
4	3	23/6/07	Curtains	12 pcs	Nu.5000
5	4	10/07/07	Matress	16 nos	Nu.30000
6					
7					
8	Total				Nu. 65000
9					
10					

Adding an Additional Column

1. Select a column where you want to insert a new column. For instance, to insert **Date column** next to the *Serial no.* column, Select column **B**(Item Name) where the selected column turns black.
2. Go to **Insert > Columns**, then the columns will shift to right.
3. Select the new **Date column B** and type **Date** and press **Enter**.

	A	B	C	D	E
1	sl no.		Item Name	Quantity	Price
2					
3					
4					
5					
6					
7					
8					

Border and Shading

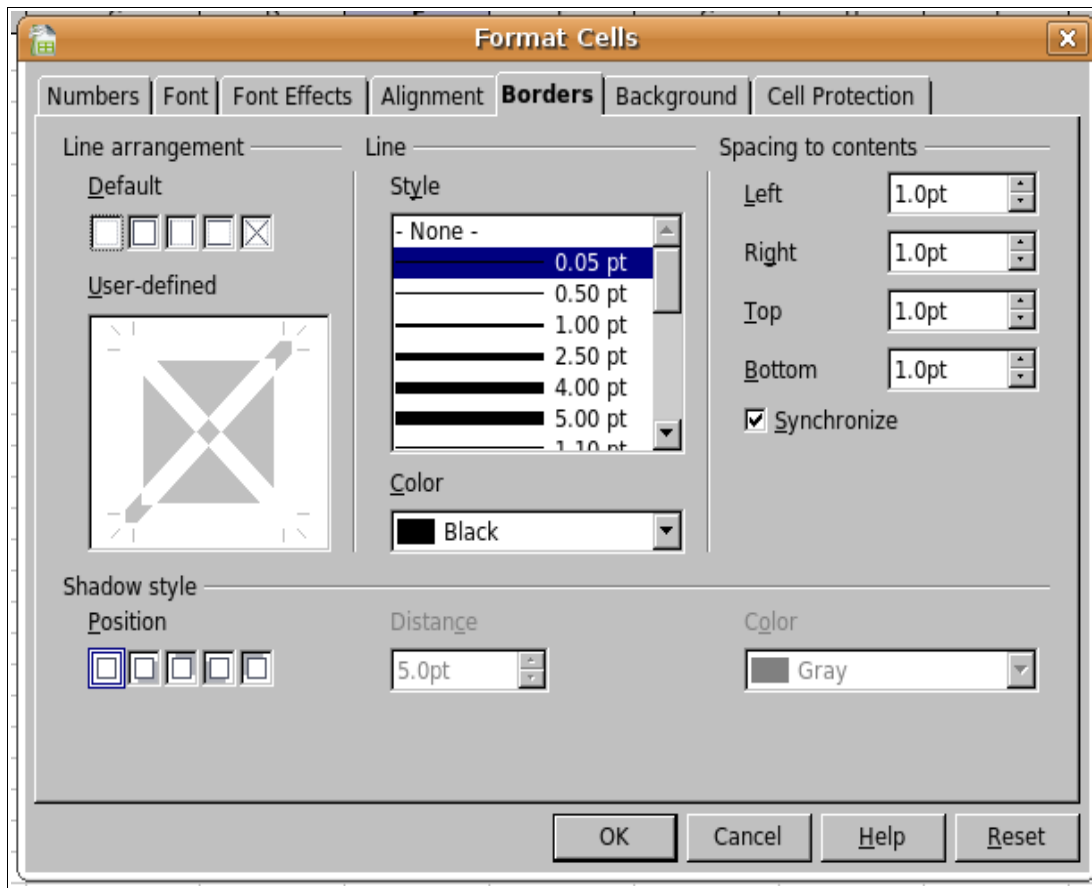
Borders are used to separate data, mark certain cells and also draw the attention of the user. There are two ways to select a block of cells:

1. Click the cell **A1** (from which you want to start the selection) and *drag* it till the last cell that you want to select and then *release* the cursor. For instance, click and move the cursor onto **F9**.
2. Click the cell **A1**(from which you want to start the selection), and press **Shift** key and at the same time, click **F9**.

	A	B	C	D	E	F
1	sl no.	Date	Item Name	Quantity	Price	
2	1	02/09/06	Dinner Set	5 nos.	Nu.10000	
3	2	05/02/07	Towels	20 nos	Nu.20000	
4	3	23/6/07	Curtains	12 pcs	Nu.5000	
5	4	10/07/07	Matress	16 nos	Nu.30000	
6						
7						
8	Total				Nu. 65000	
9						
10						

Add a Border

1. Click **Format > Cells (Ctrl+1)**, or click on the **Border** icon in the *Formatting toolbar*, a *Format Cells* dialog box appears.
2. Select the **Border** tab, where you have options for Line Arrangement, Line Style, Shadow Style, Spacing to Contents, Colors etc.



Formatting Column and Text

We can also change the formatting by selecting a cell or a column and click **Format > Cells**.

1. To change the centering and orientation , select the **Alignment** tab.
2. To change the font format, select **Font** tab.
3. To change the font's effect, colors etc, select **Font** Effect

Hide or Show a Column

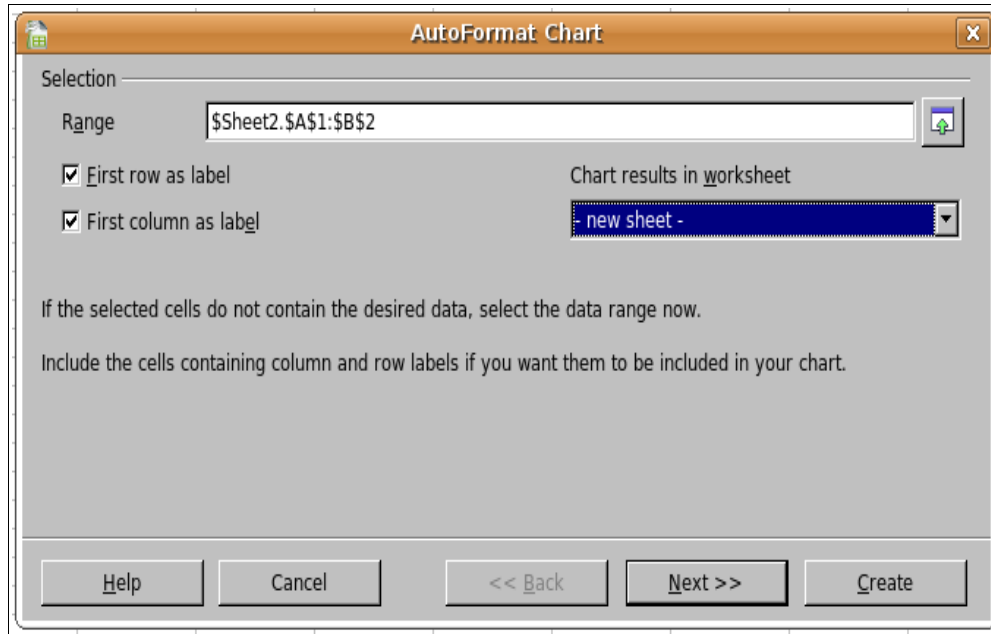
Columns can be hidden and it will not appear in the printout. At the top of the column, a missing letter tells which column is hidden. For instance, if you see **column A** followed by **column C**, then it means that **column B** is hidden.

- *To Hide a column:* Click **Format > Column > Hide**.
- *To Show a hidden column:* Select the column on both side of the hidden column, for instance if column B is hidden, then select Column A & Column C, so that both columns are highlighted and click **Format > Show**, which will show Column B.

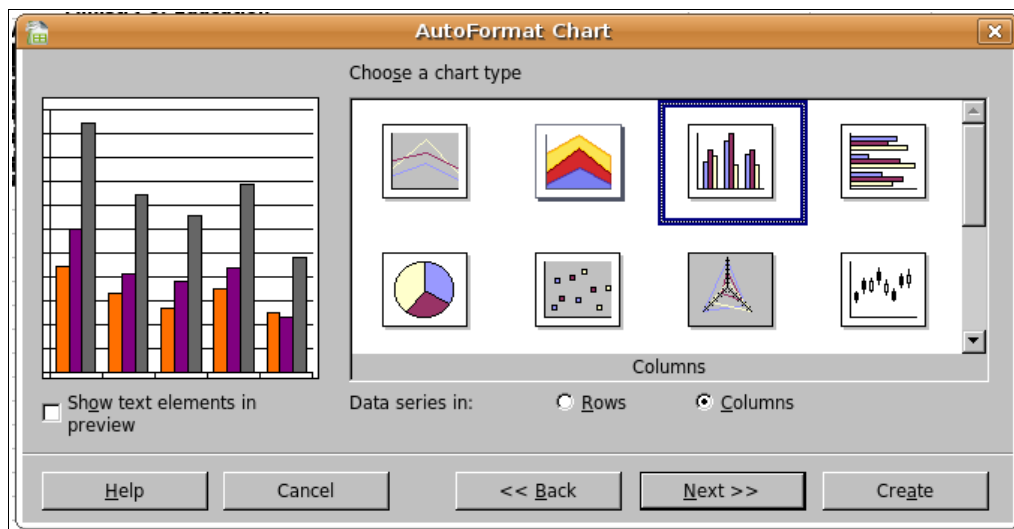
Charting Data

A *Chart* is a group of related facts, usually presented in the form of diagram, table, graph or other visually organized model. It's also used to present and display information or instruction.

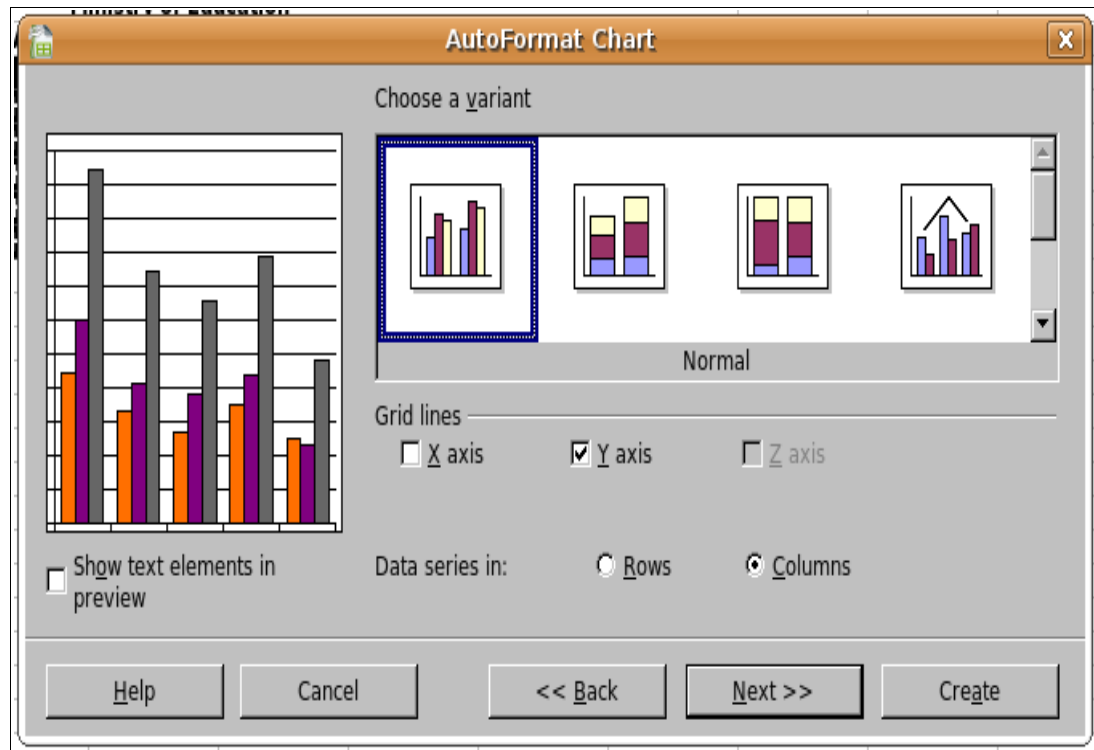
1. Select Column **A** and **B**.
2. Then Click the **Insert Chart** icon on the *Function Toolbar* or click **Insert > Chart**, the **AutoFormat Chart** appears.
3. There you select a **-New Sheet-** from the drop-down box and click **Next**.



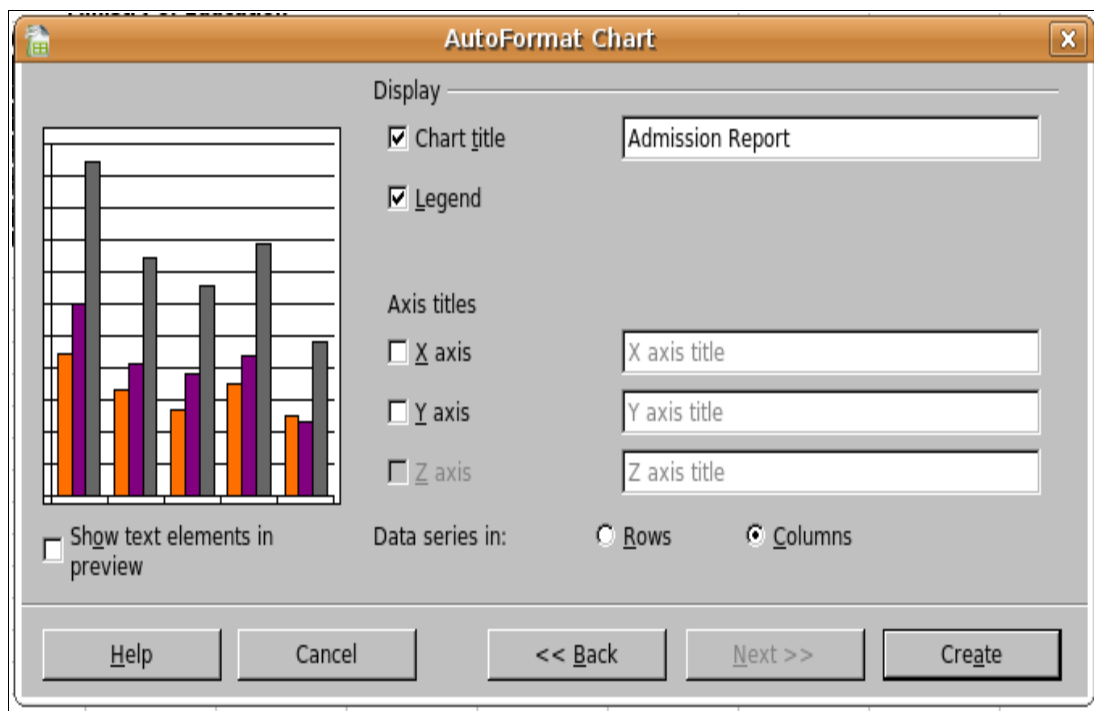
4. There you will find different types of chart. Choose the **Column chart** and click **Next**.



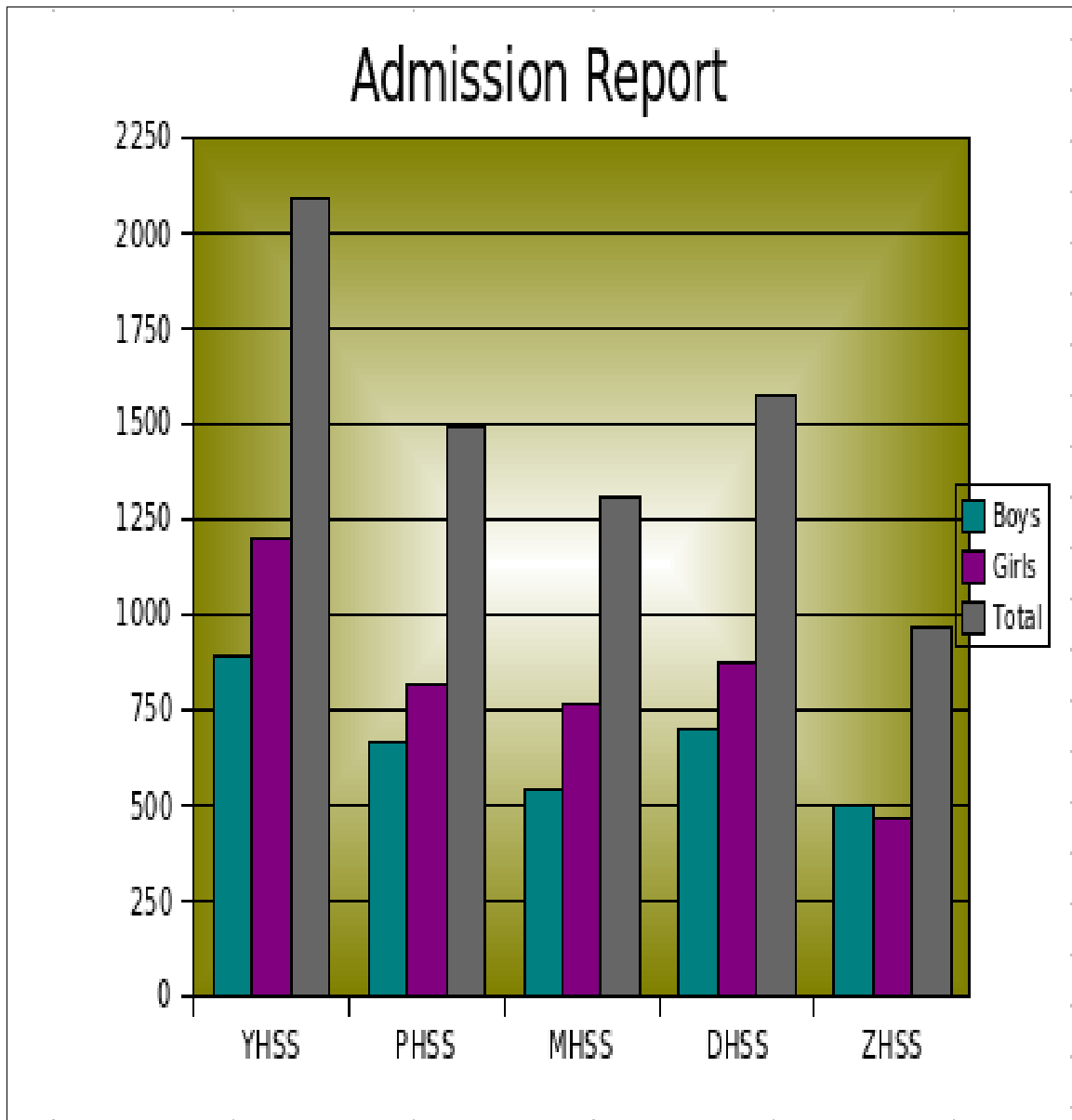
5. Select **Normal** and by default, Y axis is already checked. Then click **Next**.



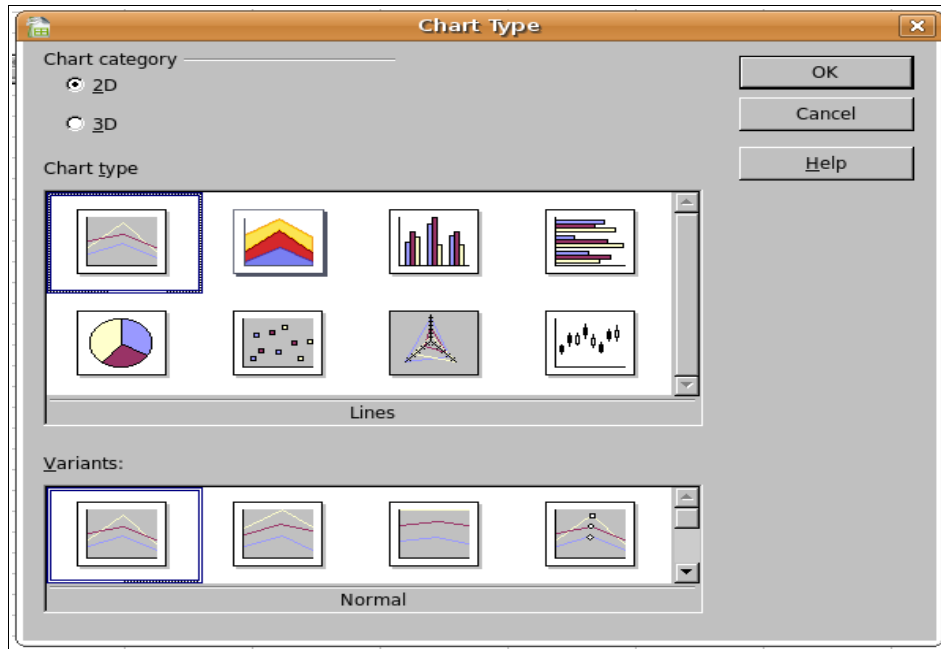
6. Name the **Chart Title** by replacing the 'Main Title' in it and also enable both X and Y axis titles. For instance, *Admission Report*.



7. Then click **Create** and you will see a chart in your worksheet. To *resize* the chart, *click and drag* the little boxes in the corners until you like the proportions.

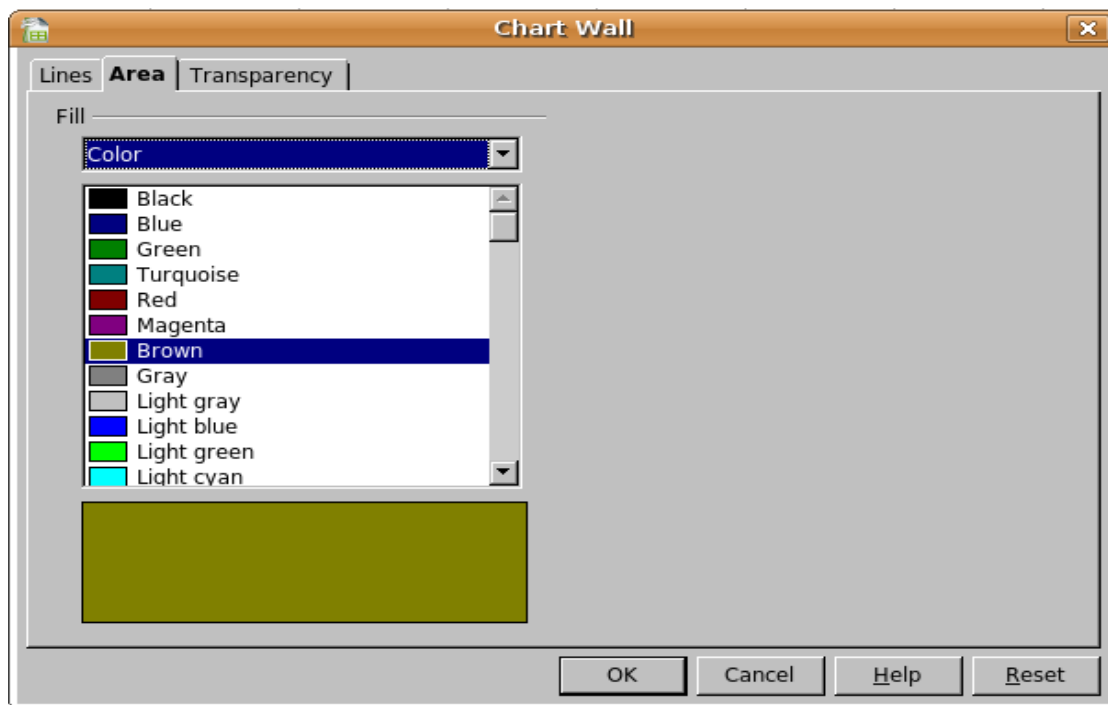


8. And to change the *appearance* of the chart, to look them better and more appealing, **double-click on the chart** and click **Format > Chart Type**, a *Chart Type* dialog box appears.
9. Choose the *Chart category* as **2D** and set the *Resolution*. Select **Lines** in the *Chart type* and keep the *Variant* as **Normal** and click **OK**.

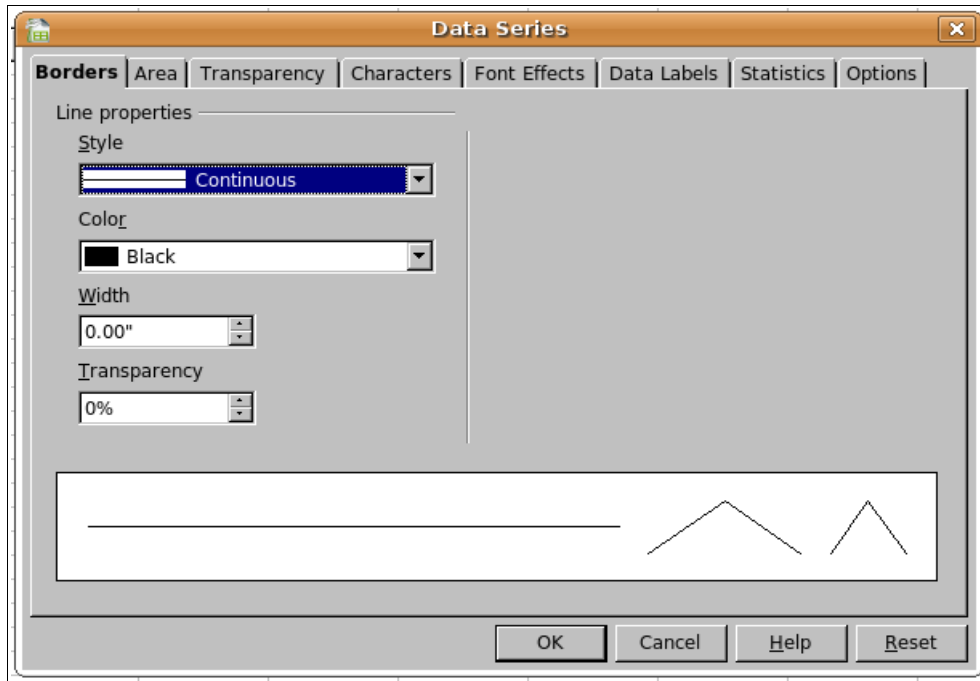


To customize the fill color, background color, fills pattern etc, click **Format > Chart Wall** or *Right-click on the chart, a Chart Wall dialog box appears. The chart wall have three tabs namely, Lines, Area and Transparency.*

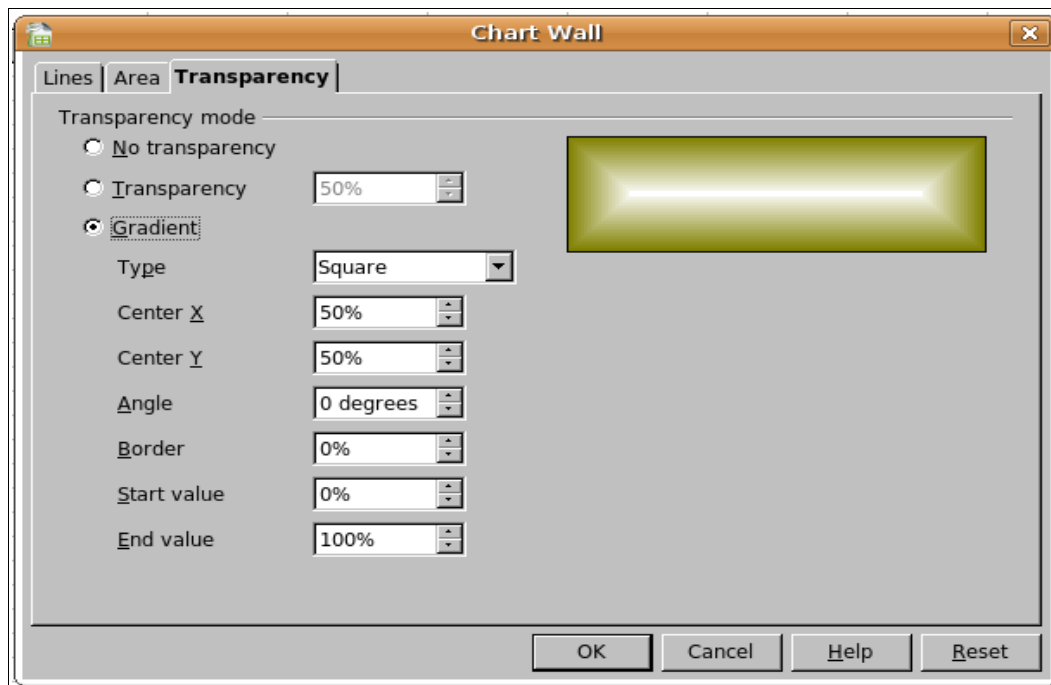
- **Area :** The Area tab allows you to change the background color, fill patterns, select bitmaps, choose a picture to use as background etc.



- **Lines** : It's used to manipulate the lines by changing the line styles, color, specifying an icon as a marker, changing the line width etc.



- **Transparency** : It's used to make the background or the fill color transparent with different types of gradients.



Print a Spreadsheet

To print out a spreadsheet, first you need to see what calc is going to print, by using the **Page Preview Toolbar**.

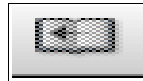
1. Use the buttons on the left of the spreadsheet, to bring up the **Checking worksheet**.



2. To preview the spreadsheet that you want to print, Go to **File > Page Preview**. The *Page Preview toolbar* appears.



3. The four book icons with arrows, on the left of the Preview toolbar will let you view each page that would go to the printer. These icons are:



- The first book icon on the Page Preview toolbar, is the **Previous Page**.



- The second book icon on the Page Preview toolbar, is the **Next Page**.



- The third book icon on the Page Preview toolbar, is the **First Page**.



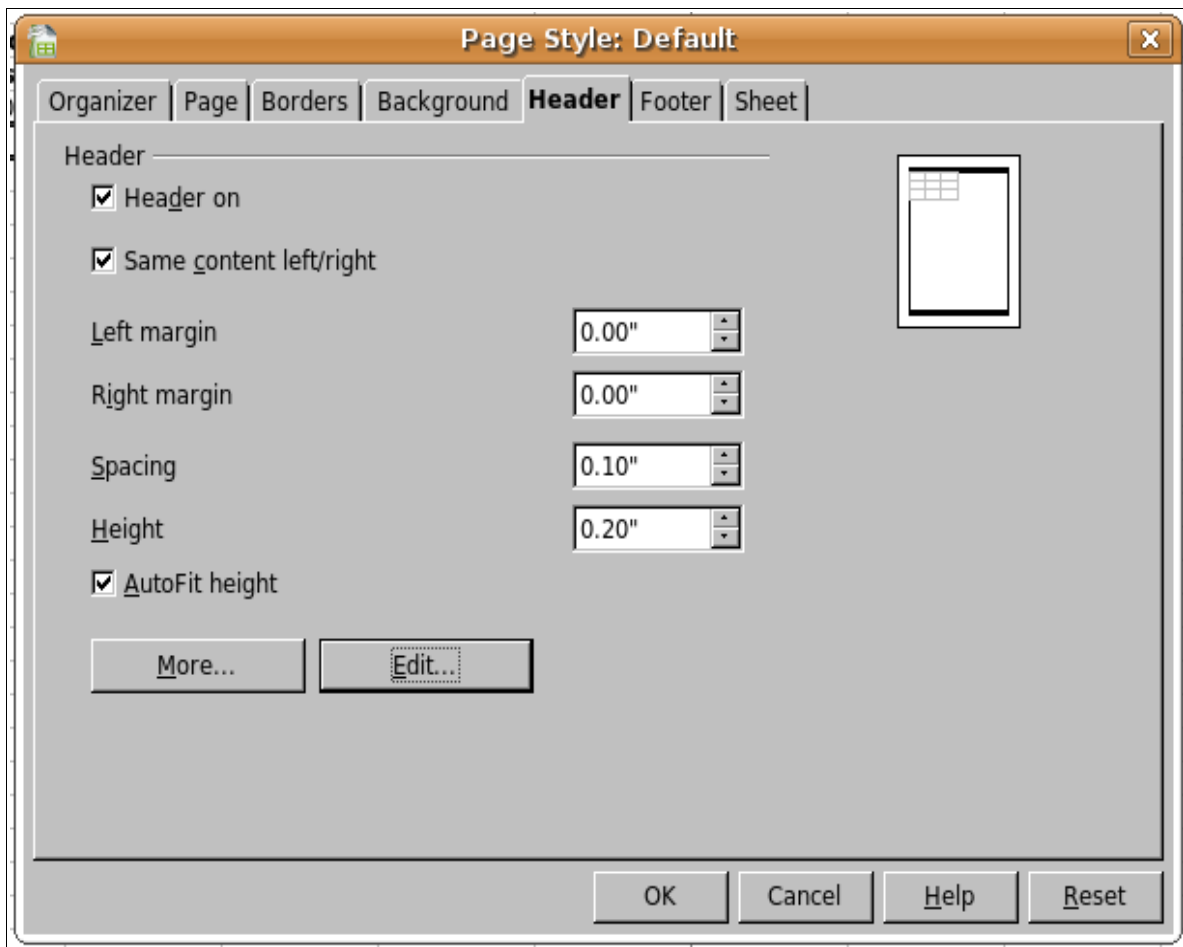
- The last book icon on the Page Preview toolbar, is the **Last Page**.

4. Then **Close Preview**.

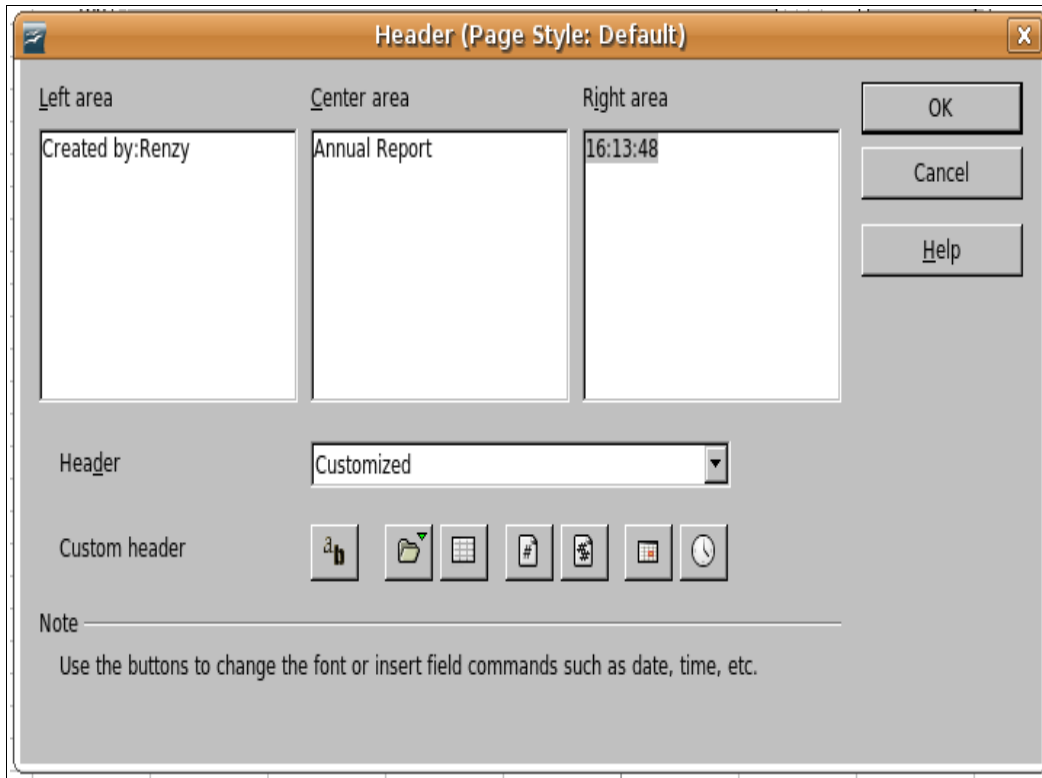
Headers and Footers

All the spreadsheets which is to be printed will have Headers which displays the Name of the Sheet, and Footer which shows the Page number. You can either turn them off or edit them by:

1. Go to **Format > Page**, a "Page Style:Default" dialog box appears.



2. Click the **Header** tab, to turn them off by unchecking the *Header Check Box*, or also can edit it, by clicking **Edit**.
3. You will see that the Header and Footers are broken further into three sections, in which you can edit, by using any of the auto-format buttons below the three boxes or type your own header.



- The **Sheet** tab gives you the capability to control the way Calc determines the *page order* and *what features to print or scale*, while other remaining tabs are self-explanatory.

Created by:Renzy	Annual Report	16:16:54	
Ministry of Education			
Annual Report on Student Admission			
	Boys	Girls	Total
YHSS	890	1200	2090
PHSS	670	822	1492
MHSS	543	766	1309
DHSS	699	877	1576
ZHSS	500	467	967

- Then click **Ok**. And if you don't want the header to appear in your printed sheet, you can simply **Uncheck** the Header box. The same applies to Footers also.

Note : *Removing of header and footer will change the size of the chart size, so you may have to resize it.*

Printing Range

Calc gives you the ability to define the Print Ranges, if you don't want to print the whole worksheet by:

1. Open the **Worksheet** or bring up the **Checking worksheet**
2. Select **A3:D8**.

	A	B	C	D
1	Ministry of Education			
2	Annual Report on Student Admission			
3		Boys	Girls	Total
4	YHSS	890	1200	2090
5	PHSS	670	822	1492
6	MHSS	543	766	1309
7	DHSS	699	877	1576
8	ZHSS	500	467	967
9				

3. Then click **Format > Print Ranges > Define**, and open the **Print Preview** again.

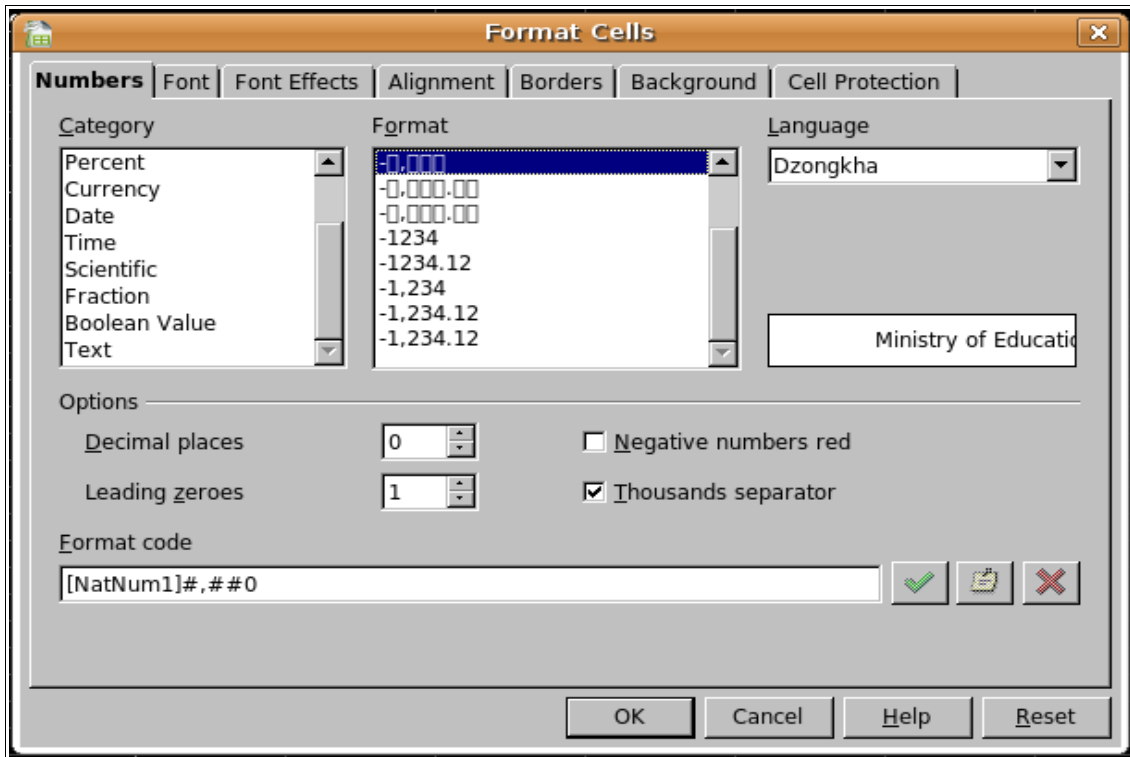
Created by:Renzy	Annual Report			16:48:24
	Boys	Girls	Total	
YHSS	890	1200	2090	
PHSS	670	822	1492	
MHSS	543	766	1309	
DHSS	699	877	1576	
ZHSS	500	467	967	

4. Finally, go to the **File > Print** and a *Print* dialog box appears.
5. On the bottom left, click the **Pages** radio button.
6. Then type the **Page Number** of the worksheet.

To Enable Dzongkha in Calc

The Calc can also be enabled in Dzongkha for computing & calculating in Dzongkha and to set up this, follow the steps:

1. Select entire document by hitting **Ctrl + A**.
2. Click **Format > Cells**.
3. Select **Dzongkha** language in the Number tab.

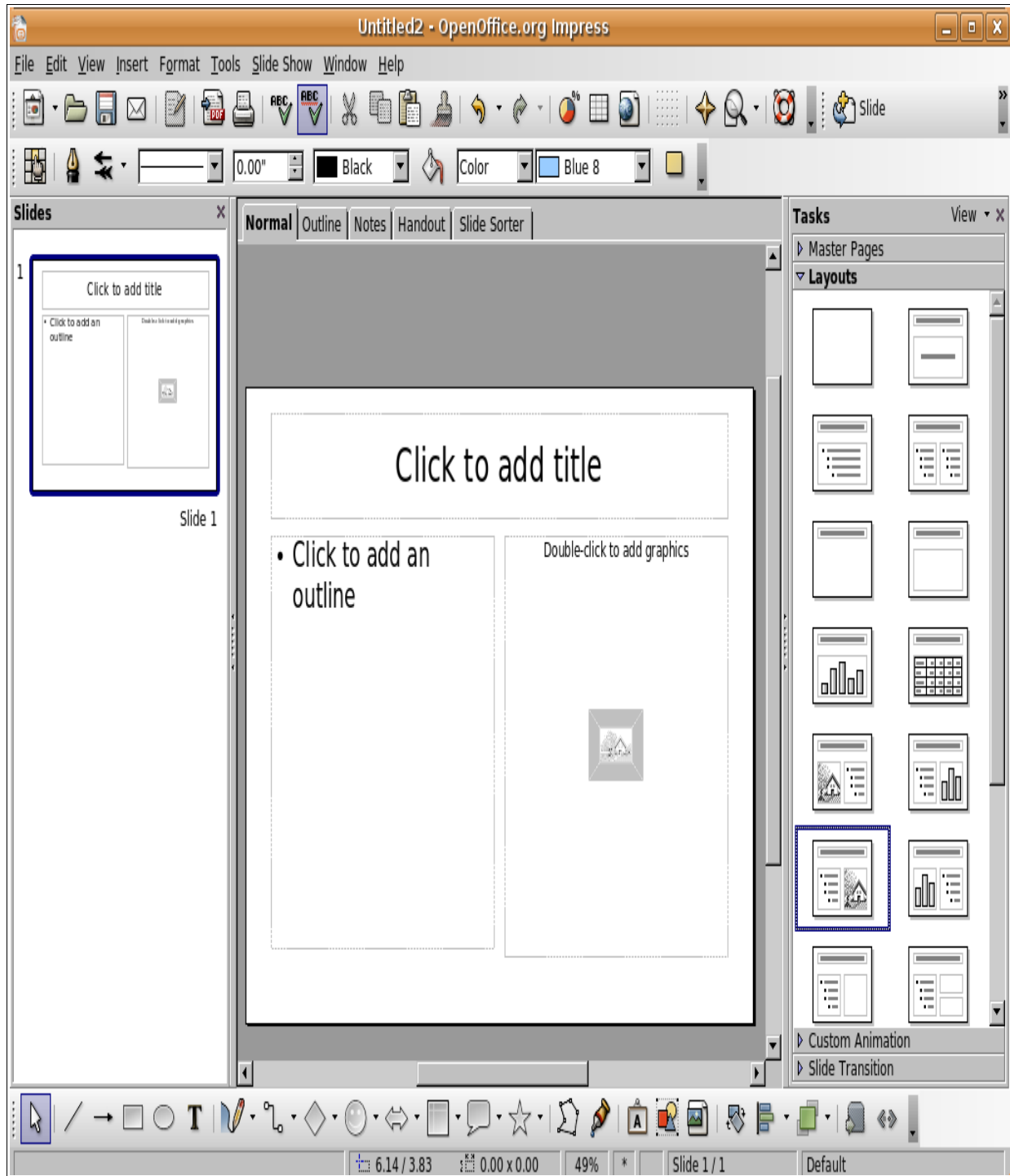


4. Choose - in the Format drop-down list.

	A	B	C	D
1	Ministry of Education			
2	Annual Report on Student Admission			
3		Boys	Girls	Total
4	YHSS	40000.00%	720000.00%	200000.00%
5	PHSS	62000.00%	42200.00%	70000.00%
6	MHSS	40000.00%	20000.00%	70000.00%
7	DHSS	60000.00%	40000.00%	70000.00%
8	ZHSS	40000.00%	20000.00%	60000.00%

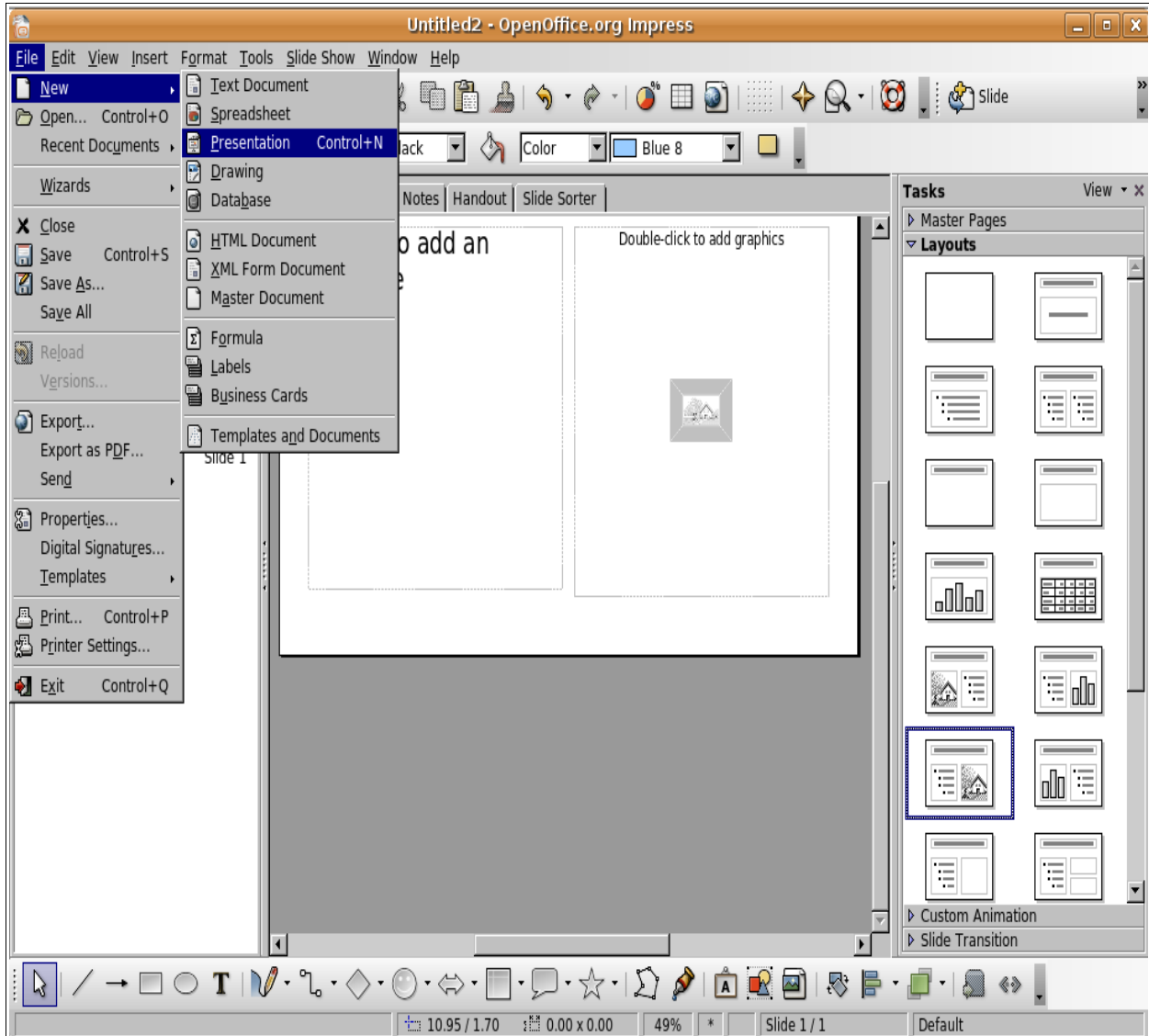
OpenOffice.org Impress

OpenOffice.org impress is a replacement for Microsoft Power point for creating presentation in Debian Linux. It offers more than just drawing and graphics, like to form a slide show, animate elements on the slides and applying special effects to the slides.



How to create a basic presentation

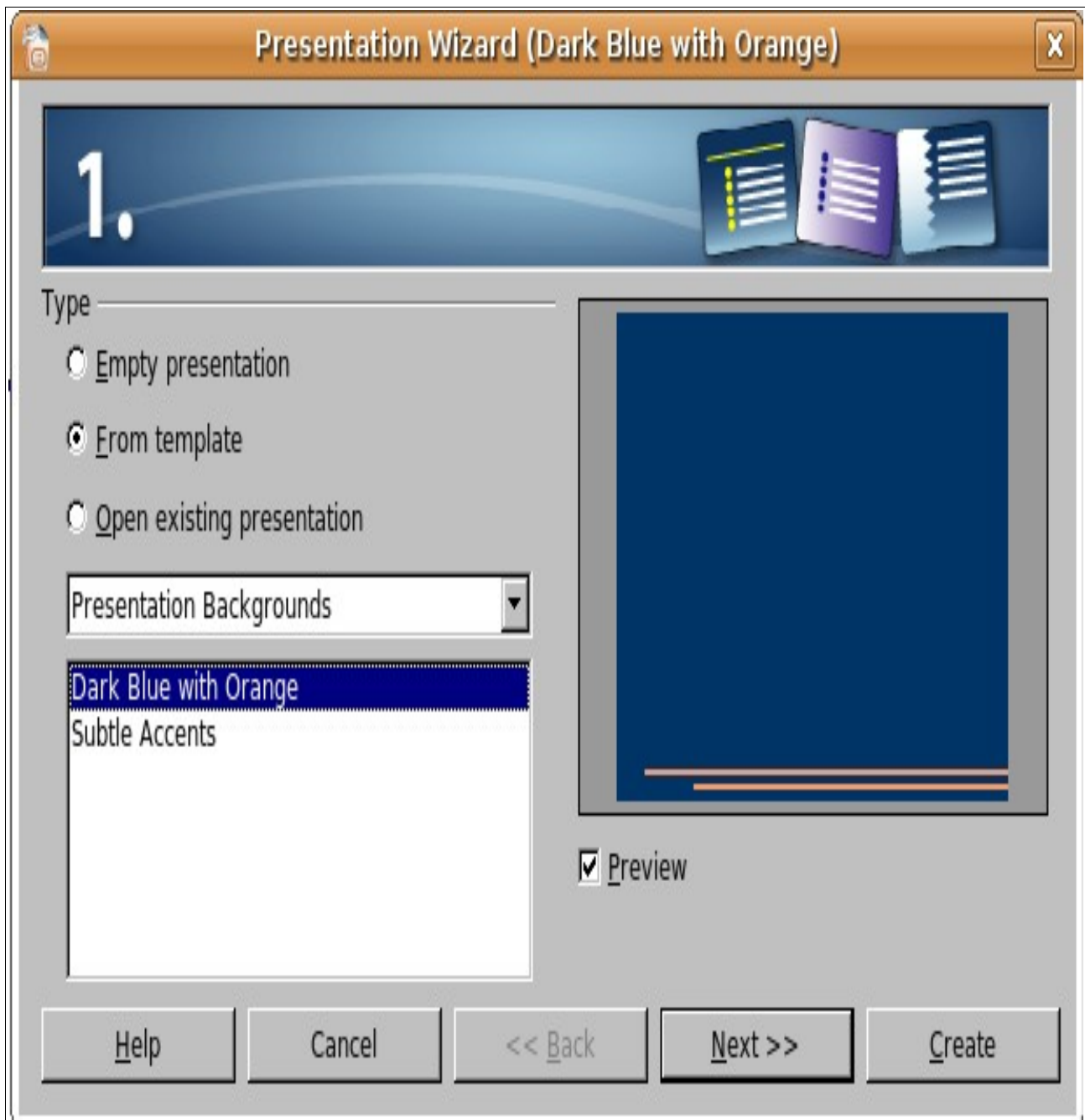
- I. Go to **File > Wizard > Presentation**, which opens a Wizard Presentation and click **Next** or open a new empty document (**File > New > Presentation**) by first turning off the wizard (**Tools > Options > Openoffice.org impress > General**).



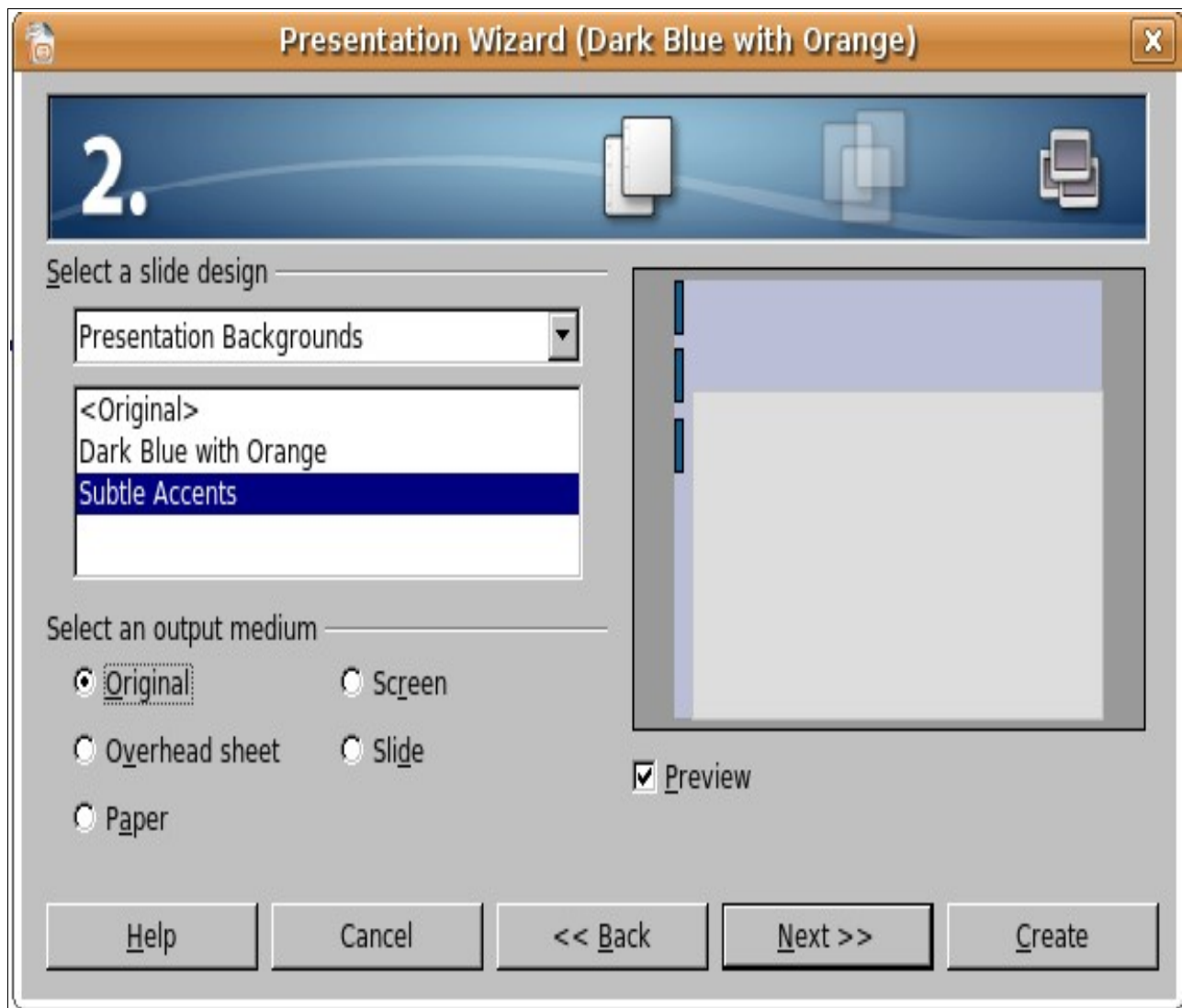
- II. Open an existing document alternatively, that has been modified and saved under different name or
- III. Choose a **Template** from **Template and Document Dialogue** or press **Shift + Ctrl + N** to open this dialogue or click **File > New > Template and Documents**.

How to create a wizard presentation

- I. Go to **File > New > Presentation**, it gives choice to open an empty presentation, From Template or an existing presentation. To use all templates available, click **From Template**.
- II. Select a template example and click **Next**.



- III. Select a **Slide Design**, and also select **Output Medium**, and the dimensions, margins and orientation of presentation will depend on these selections. And click **Next**.

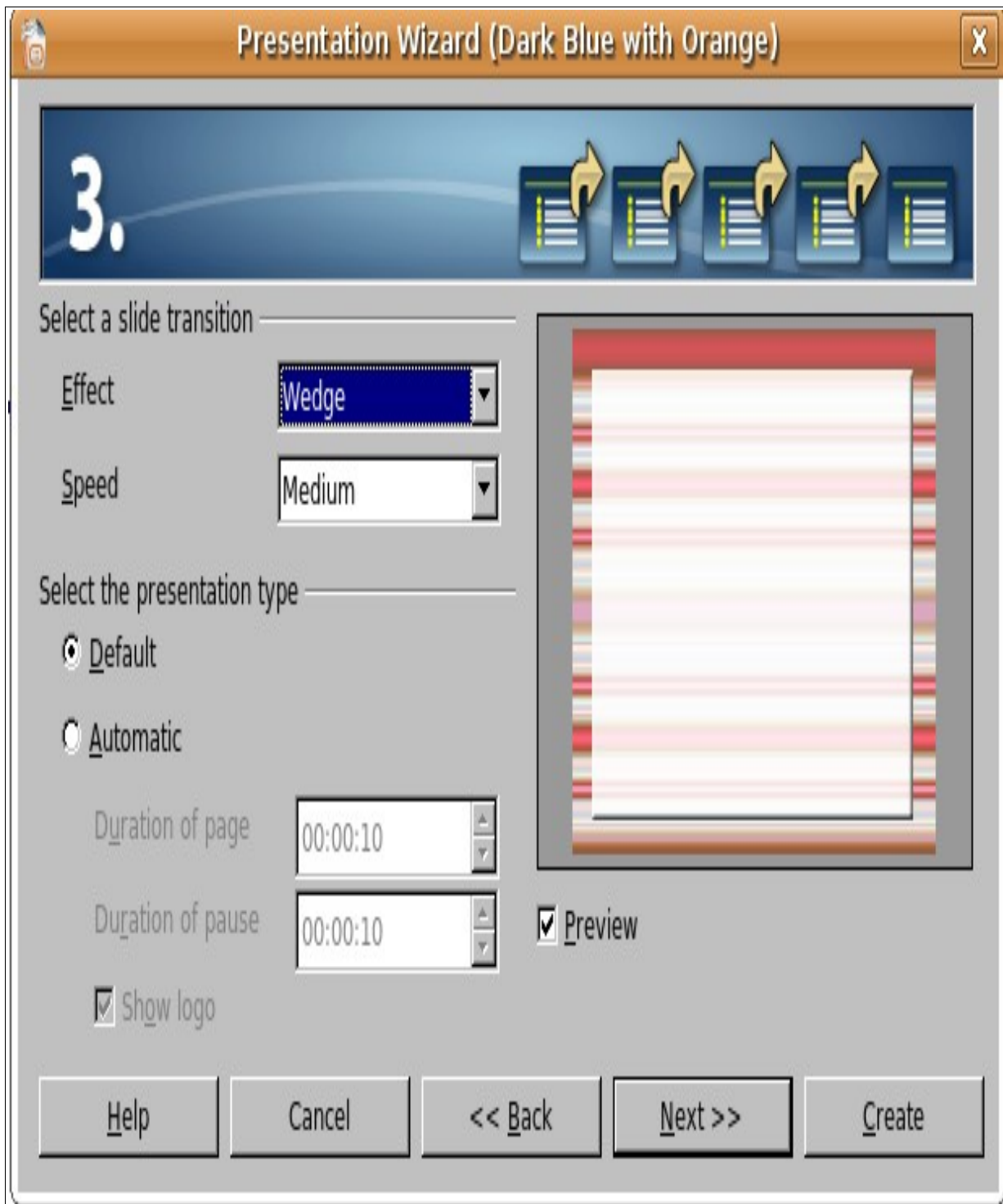


- IV. Select Slide Effects (“Cross-Fade from Left”), and Speed (“Medium”).

- V. Select **Automatic** as Presentation Type, it will run the presentation with fixed time lapses, until **Escape** key is pressed. By default, Presentation Type runs the presentation from beginning to end with manual slide transition (by mouse click). Users can also fix the parameters:

- **Duration of Page**----> Duration of each slides shown before the next one appears.
- **Duration of Box**----> Determine the duration at which the pause will be at the end of the presentation, before it starts again.

Enabling of **Show Logo** will display the logo “Created with openoffice.org” on the pause page. Click **Next**.



VI. Enter the text for the presentation and click **Next**.

4.

Describe your basic ideas

What is your name or the name of your company?

Creative Network International

What is the subject of your presentation?

Team Work

Further ideas to be presented?

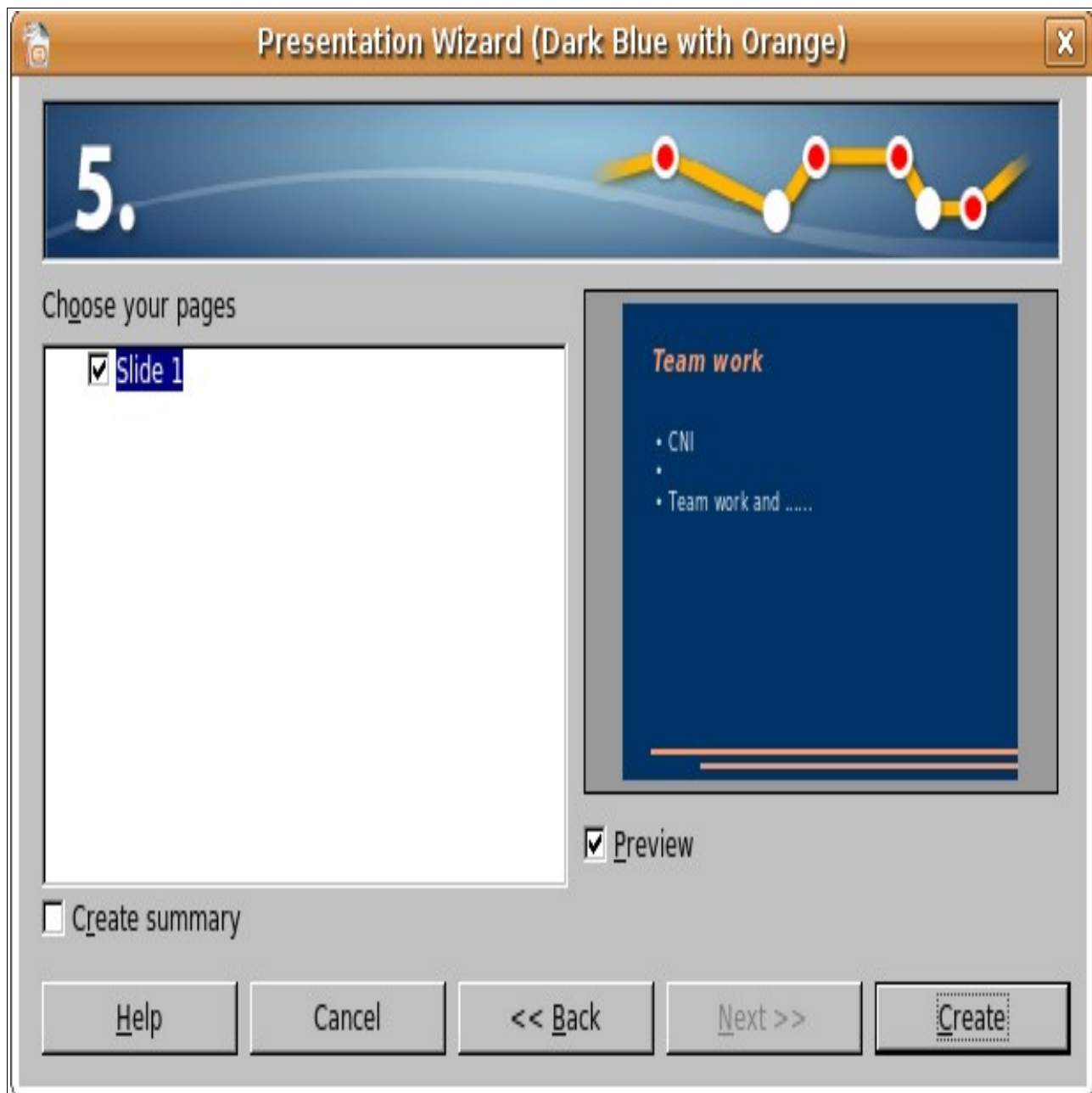
Team work is always.....

Help Cancel << Back Next >> Create

VII. This final presentation determines the no. of slides and if you want to remove some slides, just click "Page" icon, indicating that particular slide is discarded.

VIII. Click "+" sign in front of a slide to show headings from the first outline level.

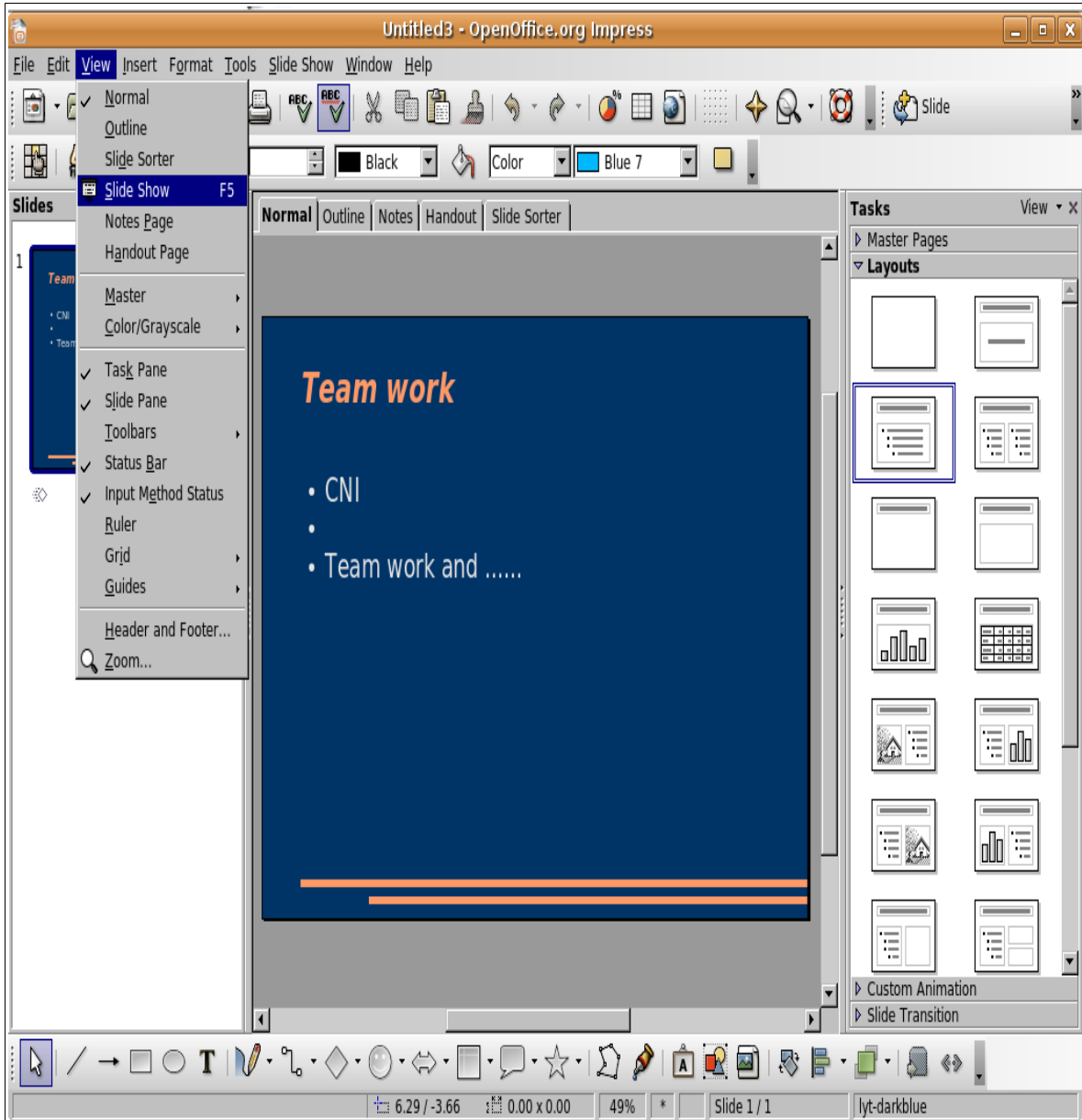
- IX. Click **Create Summary** checkbox to create additional slides of all previous presentation.
- X. Click **Create** to create presentation, then edit, save and run or print the presentation.
- XI. Press Ctrl + F2 or click Presentation icon on the main toolbarto start the presentation.



Slides Transition, Effects and Animation

The Easy slide transition and animated objects grabs the audience attention and the best way to do is assign slide view by selecting **View > Slide Show** or **F5**, for Automatic slide transition.

Click a button on all slides, to preview selected effects.



How to Draw an Object

In impress, one can even draw objects and insert pictures as you like, by going to **View** menu and select **Toolbars > Drawing**, which will display the drawing tools.

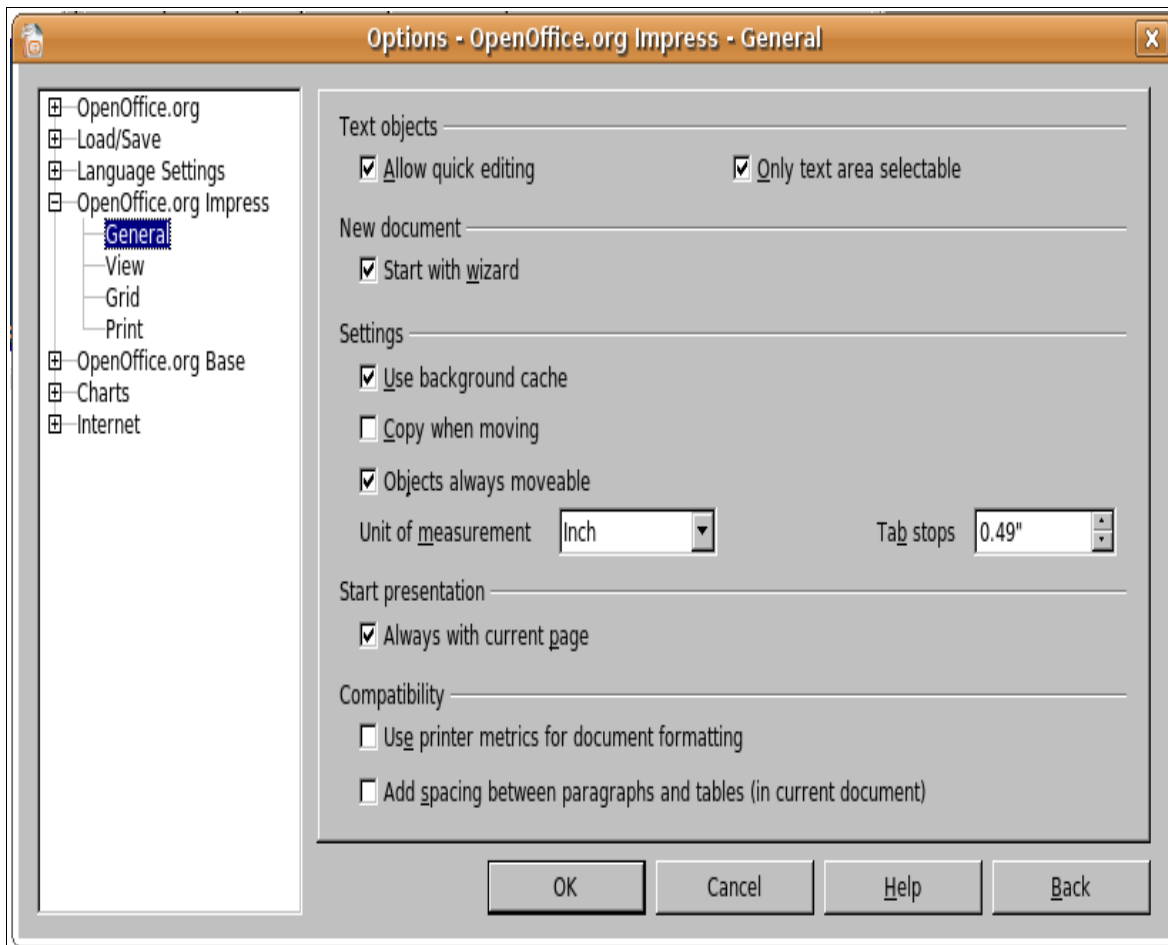
Effects for Objects

There are various effects for objects like rolling presentation from left side, slowing drawing the text on the screen etc by customizing the Slide show.

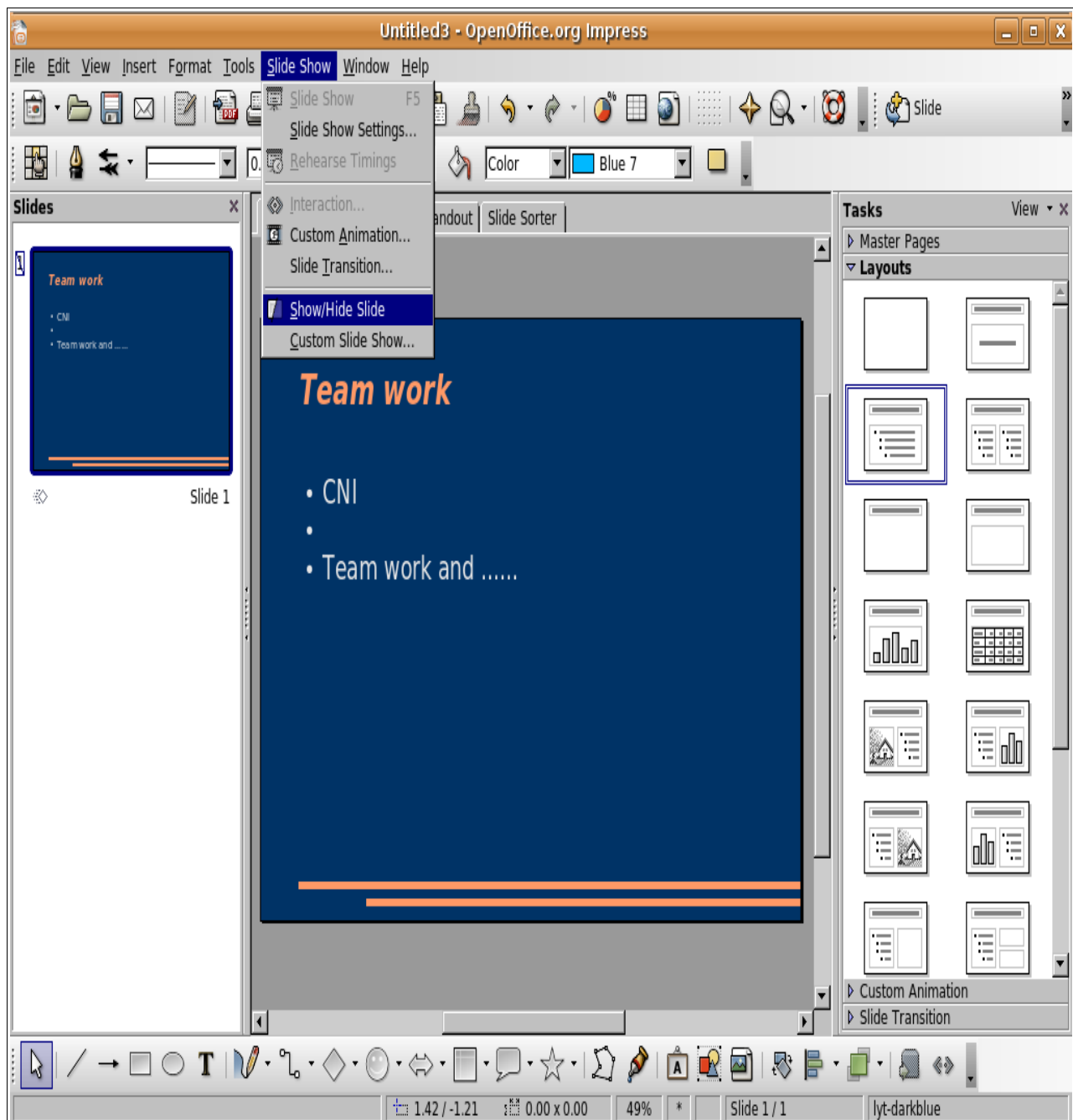
Slide Presentation

It shows the slides in sequence for presentation from beginning to end. Click **Slide Show** icon on main toolbar or press **Ctrl + F2**.

- I. Go to **Tools > Options > OpenOffice.org impress > General**.
- II. Check the "Always with current slide" box.

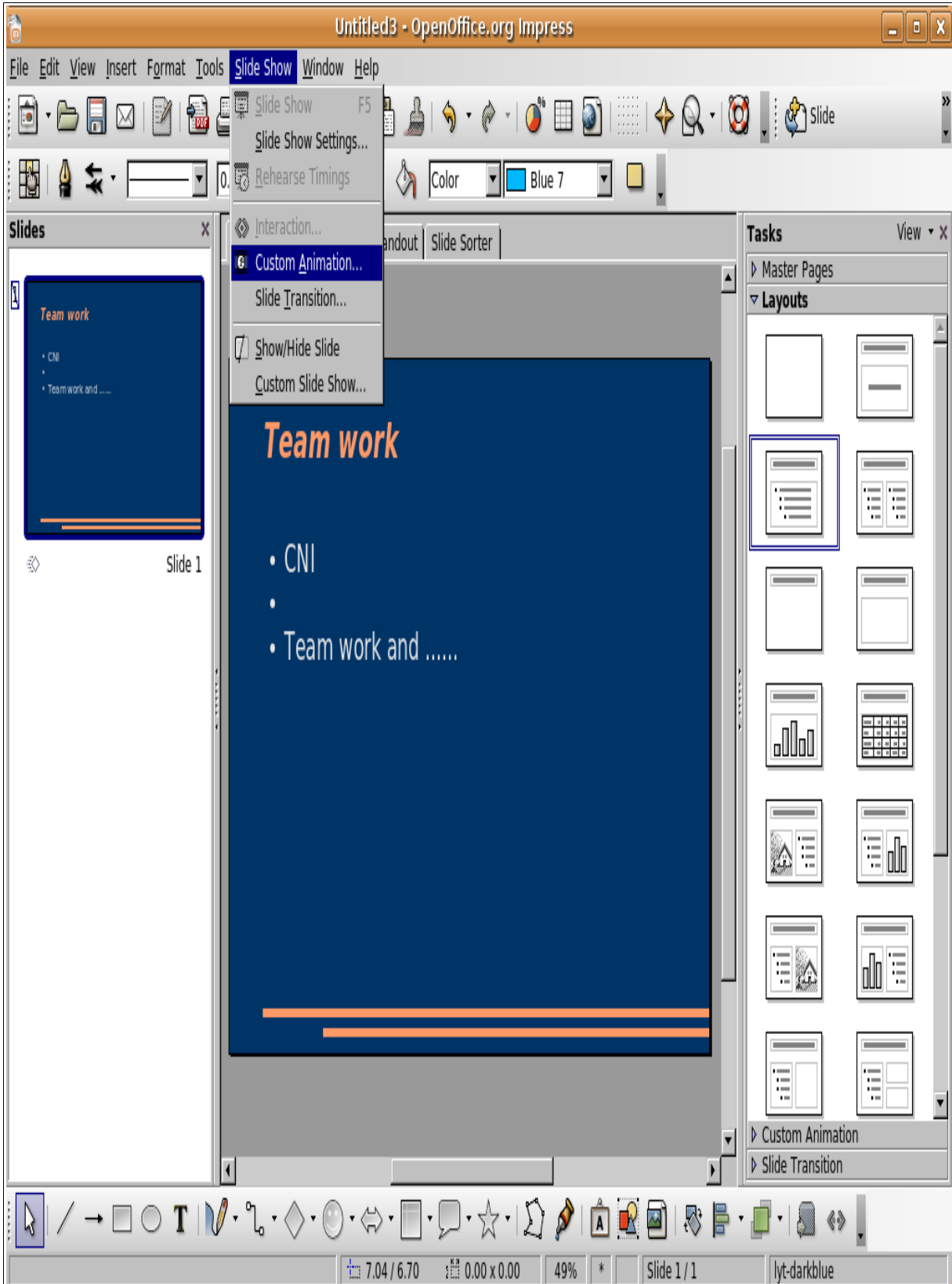


- III. To hide or show the slides, go to **View > Master View > Slides View** and select either **Slide Show > Show/Hide Slide**. The slide which is not meant to be displayed will be highlighted gray.
- IV. To include the slide again, choose **Slide Show > Show / Hide slide**.



Another elegant way to keep individual slides hidden in some presentation, select **Presentation > Slide Show**.

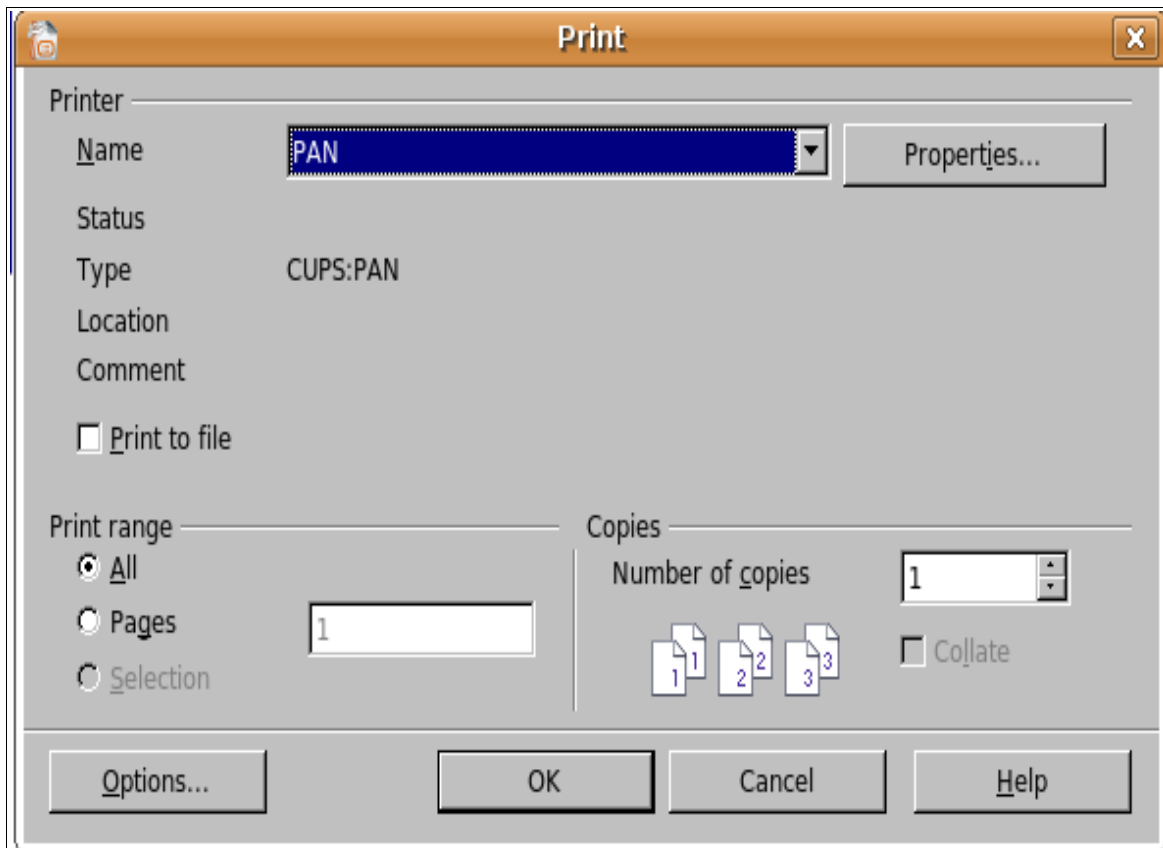
1. Click **Slide Show > Custom Slide Shows** dialogue.
2. Click **New**, to enter name for presentation, select **custom slide show** presentation and click **button** with arrow pointing to the right.
3. The slide will be shown in the right field.
4. Rearrange order of slides in the right field by Drag & Drop.



Printing Slides

Click **Print File Directly** icon on standard toolbar or go to **File > Print** or simply press **Ctrl + P**.

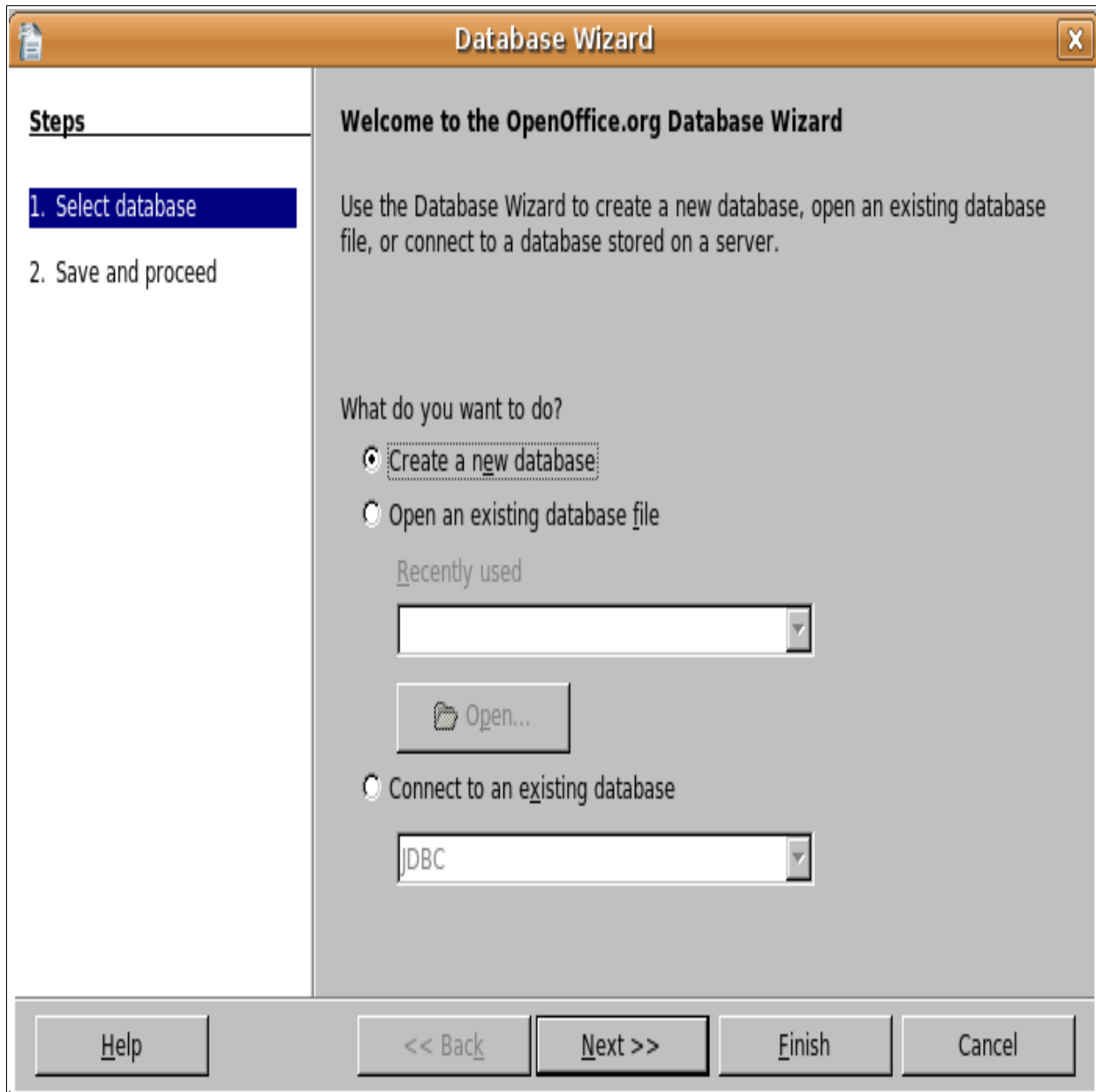
The Print Dialog have options to print the entire presentation, certain slides, current selection, specifying no. of copies to print, how they should be collated.



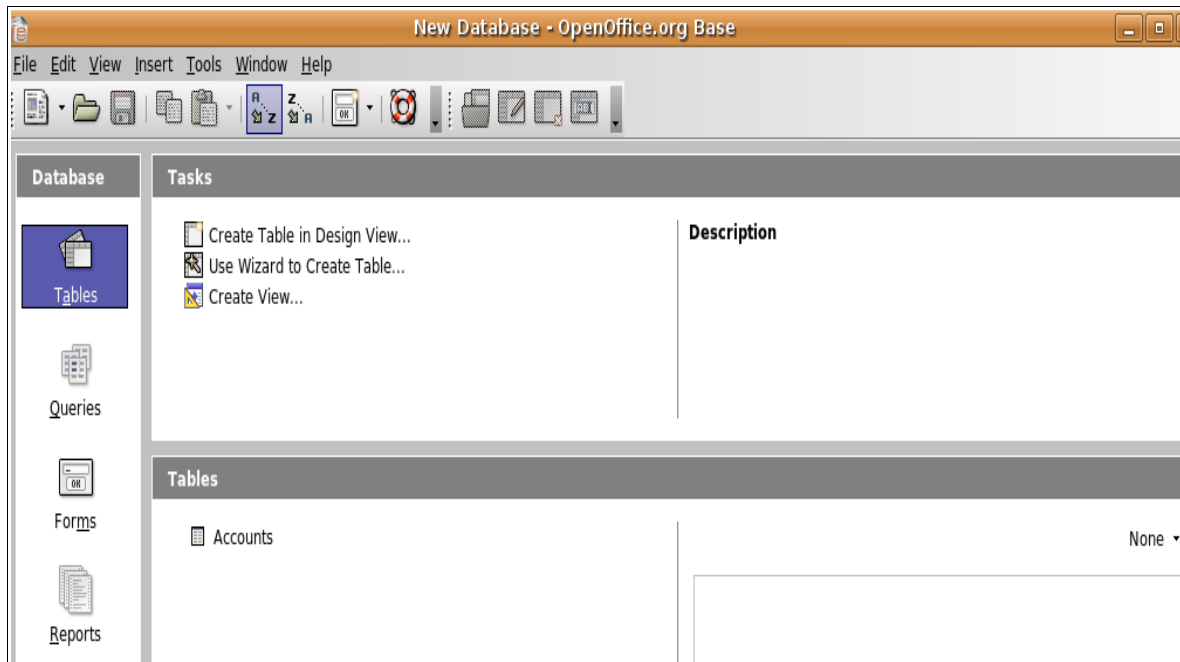
Openoffice.org Base

Openoffice.org Base is the database application of openoffice.org, similar to Microsoft Access. It allows the users to create and modify tables, forms, reports, queries and also manipulate databases to provide easy access for end-users. Base also offers a choice of using Wizards, Design Views to produce impressive report from your data.

To create a database, go to **Application > Openoffice.org Base**. A *Database Wizard* dialog box pops out which enable you to create a new database, open an existing database or connect to a database stored in the server. Select **Save and Proceed** button to proceed with the creation of a new database.



The screenshot of the Main Database screen.

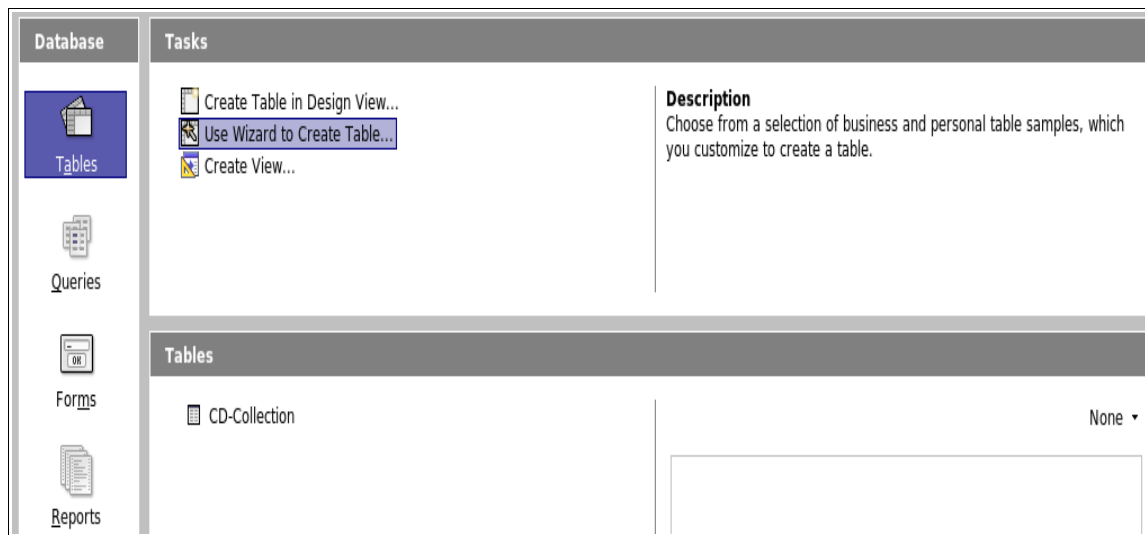


Create a Database

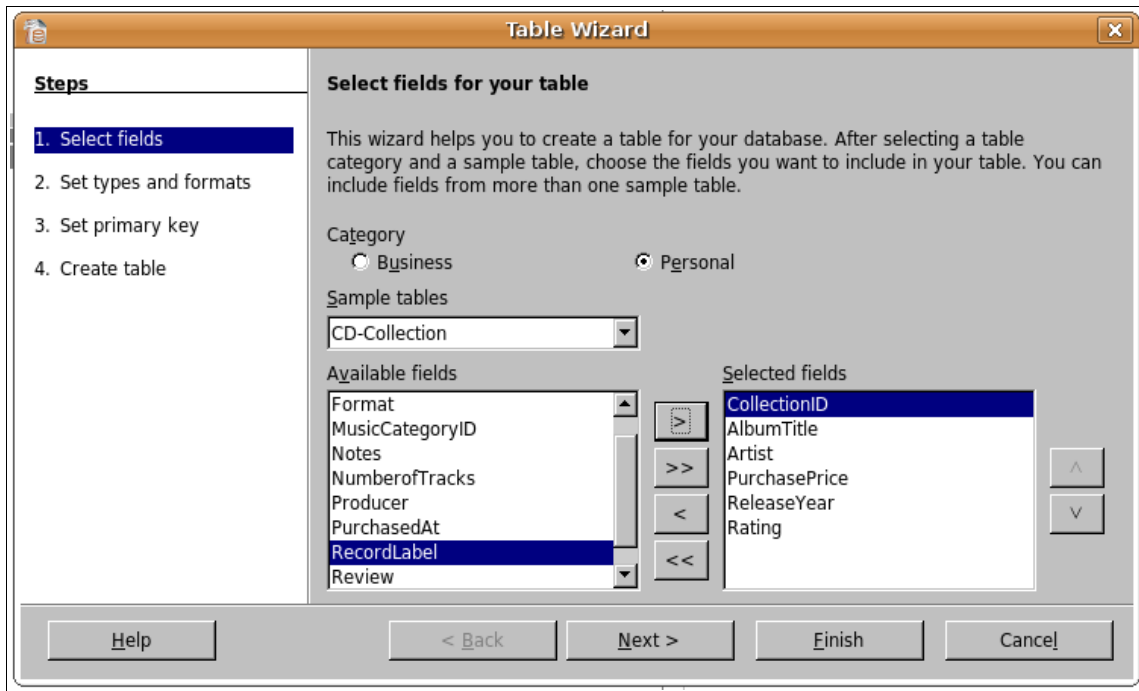
To create a database or open an existing database, Go to **Application > Openoffice.org Base**, a *Database wizard* dialog box appears in which you have options to **Create a new database** or **Open an Existing Database**.

To create a Table:

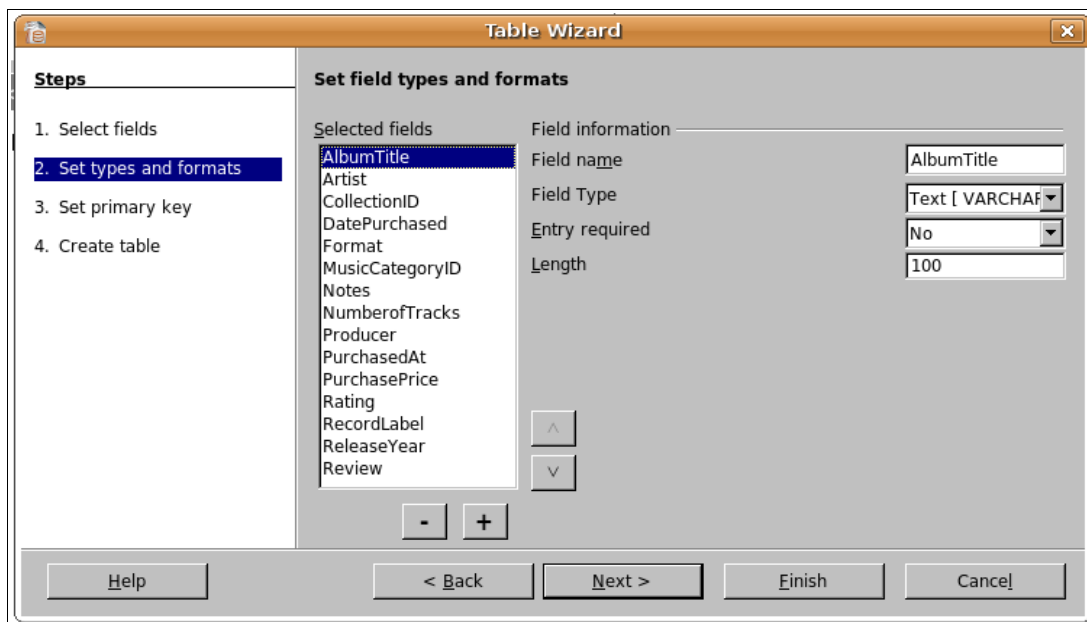
1. Click on **Tables** button and select **Use Wizard to Create** to create a new database table and click **Next**.



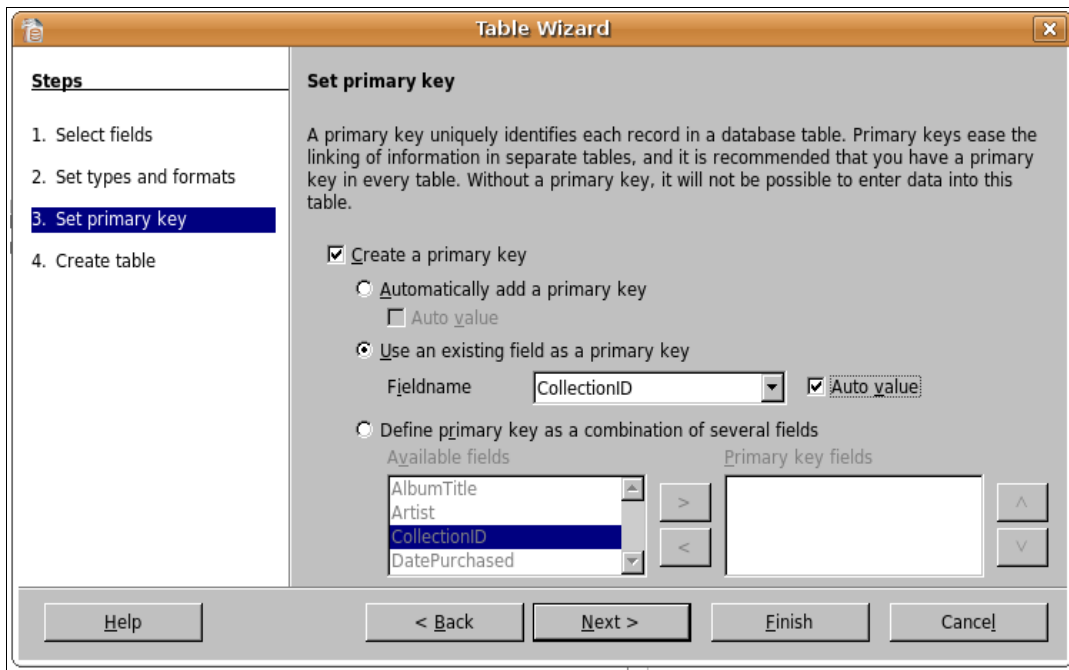
2. In the Select Field screen, you can either select the category of database that you want to create (**Business** or **Personal**), for instance click **Personal** category to create a CD-Collection database.
3. Select the *fields* that you want to include in your table and click **Next**.



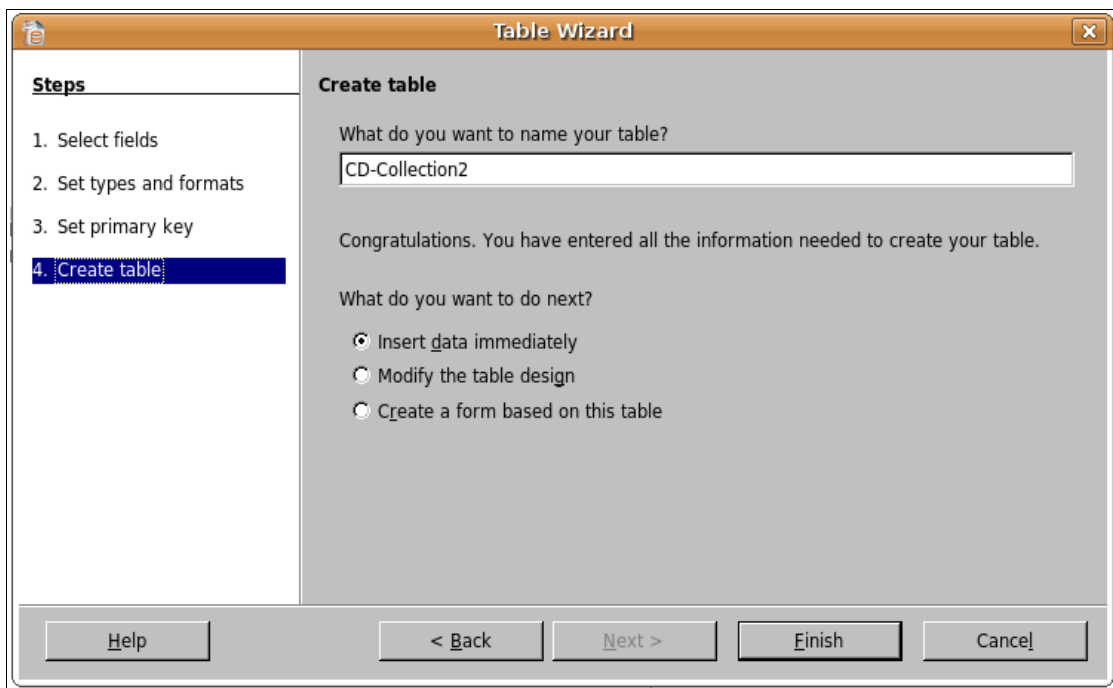
4. Then *Set Types & Format* screen appears in which you give field information like *Field Name, Type, Value, Length* etc and click **Next**.



5. *Primary key* identifies each record in the database table and also ease the linking of information in separate tables. That's why it is recommended to have a primary key in every table. This can be done in the *Set Primary Key* screen, where you will **Create a Primary Key** and click **Next**.



6. Now, you can name the table (eg. CD-Collection) that you have created.



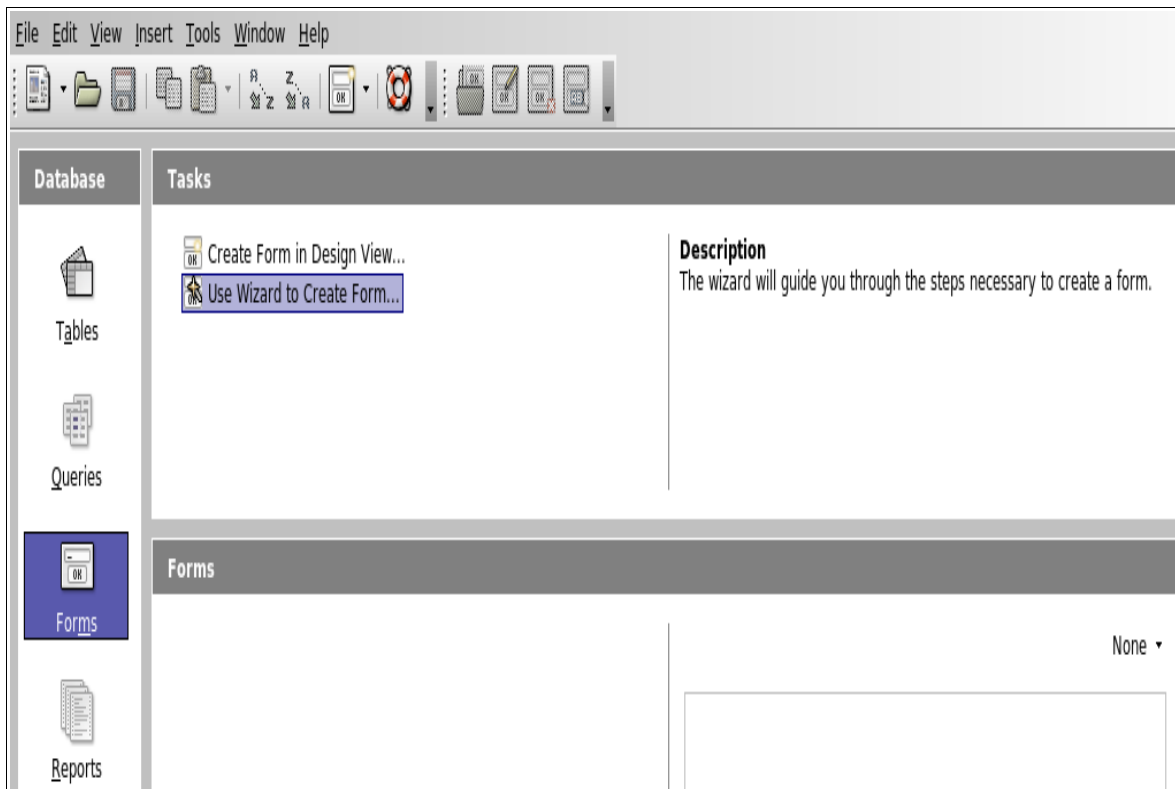
7. Once the entering of data is completed, **Close** the table.

CollectionID	AlbumTitle	Artist	PurchasePrice	ReleaseYear	Rating
0	Ustad & the Di	Ustad	100	2005	Good
1	Sorry	Akon	200	2006	very good
2	Standing still	Jewel	200	2002	good
3	Beautiful Girl	sean King	300	2007	excellent
4	Numb	Linking P:	200	2003	good
<AutoField>					

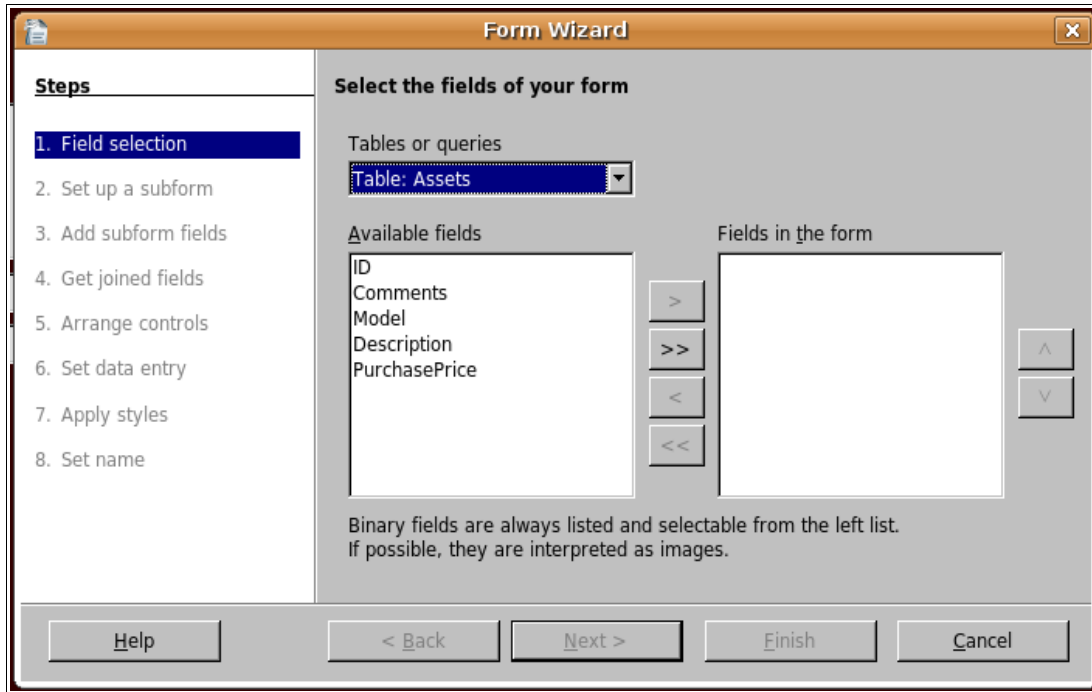
To Create a Form:

Forms are used in an office or production environment to enter data nicely and quickly by using tab key or a mouse. It's also nice to enter data, queries and also lets you find and group data.

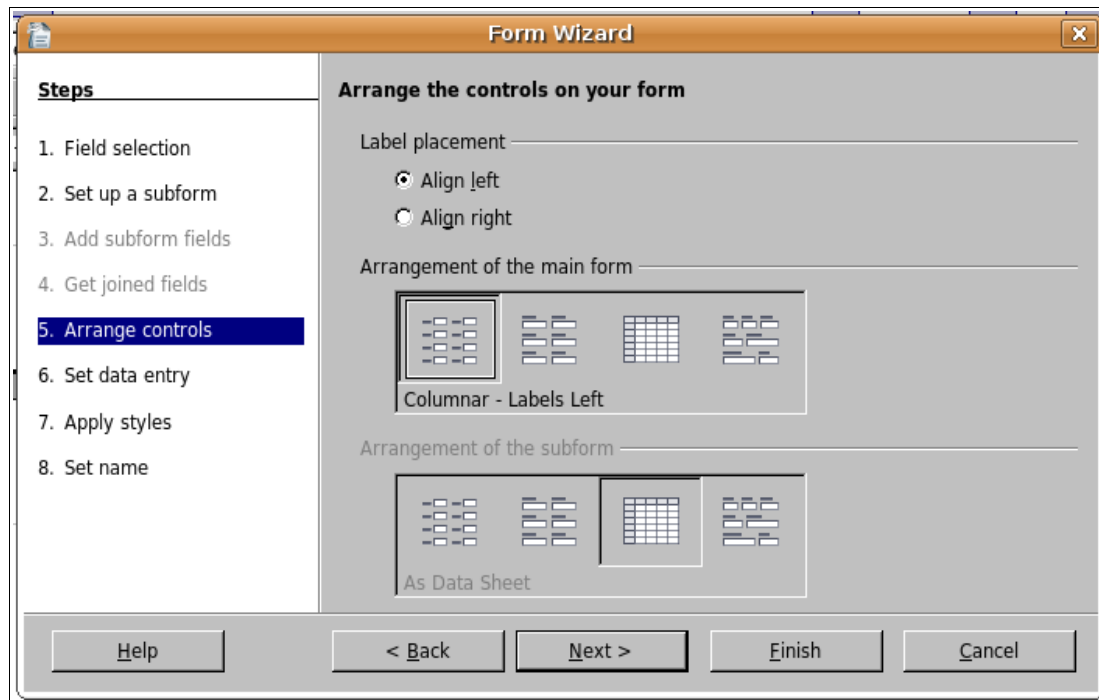
1. Select **Form** and click on the **Use Wizard to Create Form**.



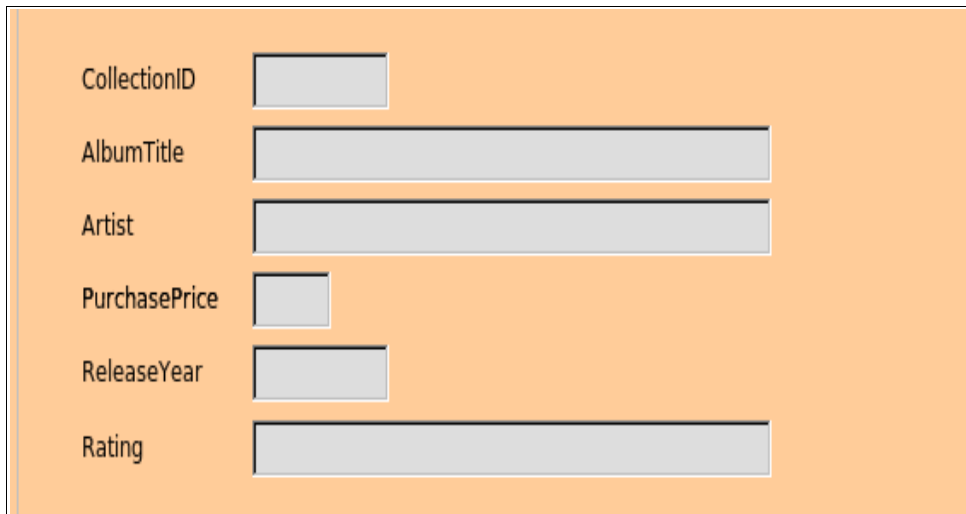
2. In the *Form Wizard* dialog box, click *Field Selection* button to select the fields you want to include in the table and bypass the **Subform** option by clicking **Next**.



3. You can **Arrange Controls** by selecting *Columnar-Labels left* button and click **Next**.



4. Bypass **Set Data Entry** screen, and click **Next** to open **Apply Styles** screen. Use Beige styles with 3D and click **Next**.



CollectionID

AlbumTitle

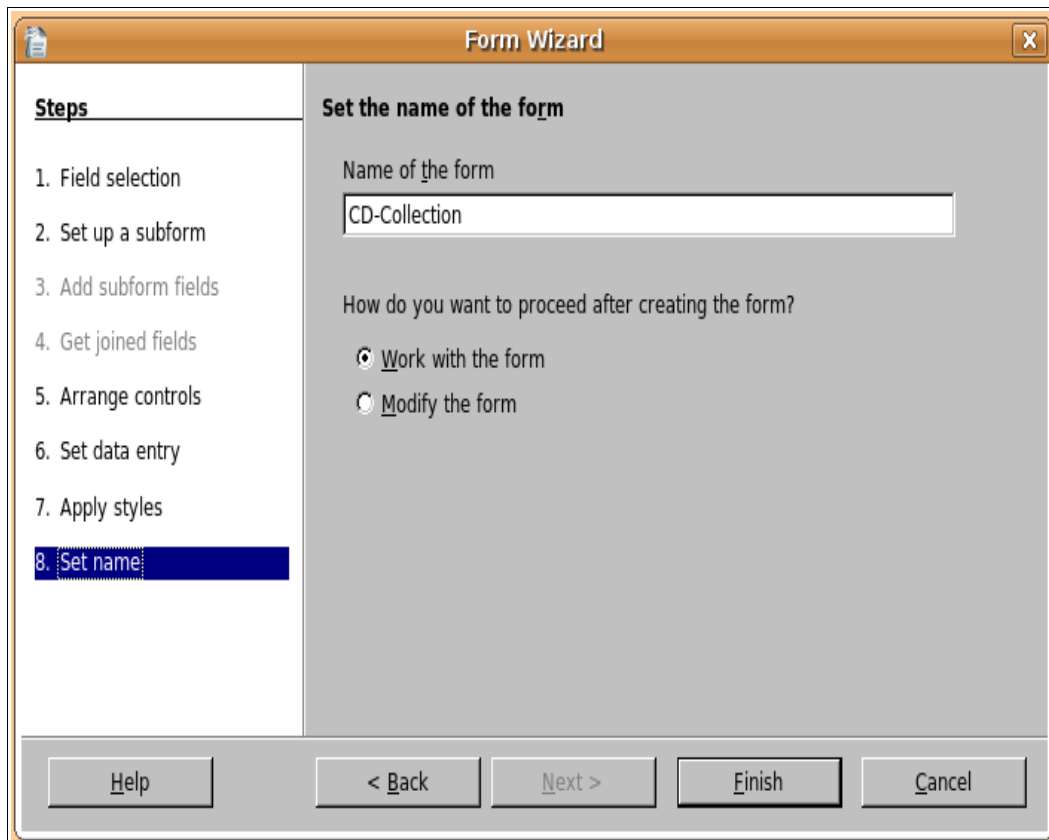
Artist

PurchasePrice

ReleaseYear

Rating

5. Set the Name of the Form(eg. CD-Collection) in the **Set Name** screen.



Form Wizard

Steps

1. Field selection
2. Set up a subform
3. Add subform fields
4. Get joined fields
5. Arrange controls
6. Set data entry
7. Apply styles
8. Set name

Set the name of the form

Name of the form

CD-Collection

How do you want to proceed after creating the form?

Work with the form

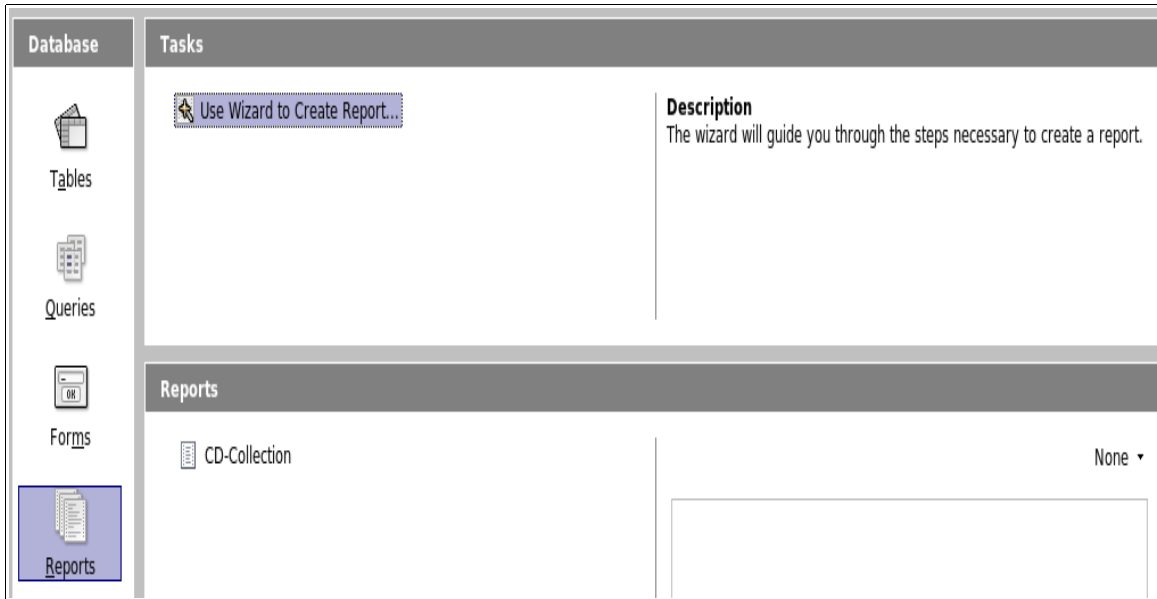
Modify the form

Help < Back Next > Finish Cancel

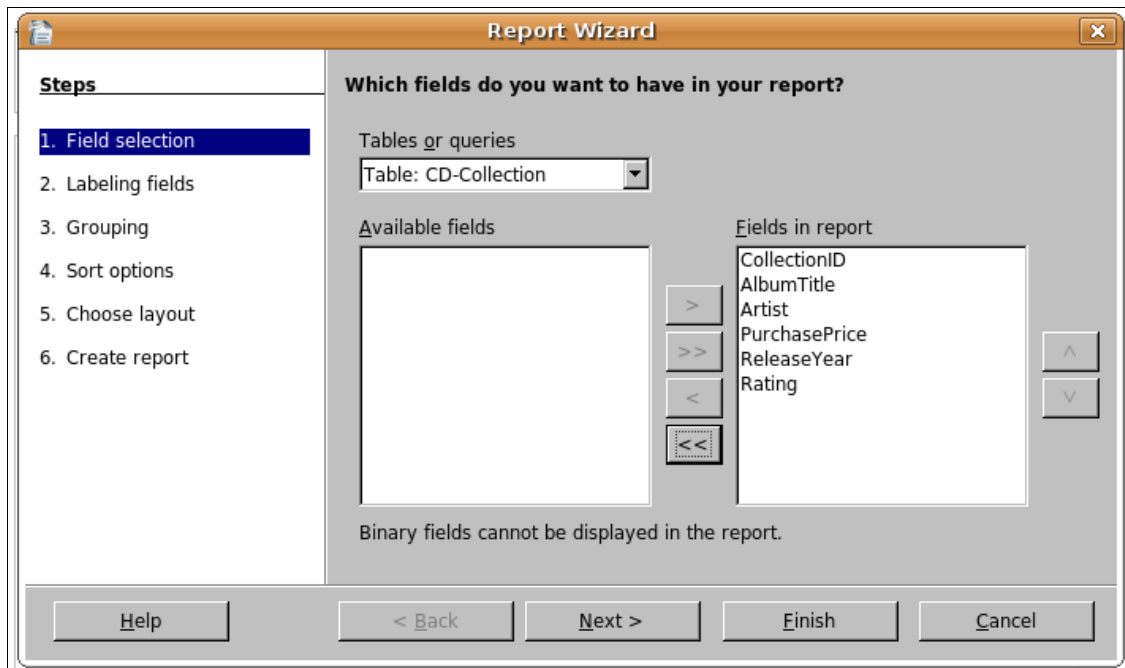
To Create a Report:

A Report is a formatted and organized presentation of data. In debian Linux, we have Openoffice.org Base to enable you to design and generate reports.

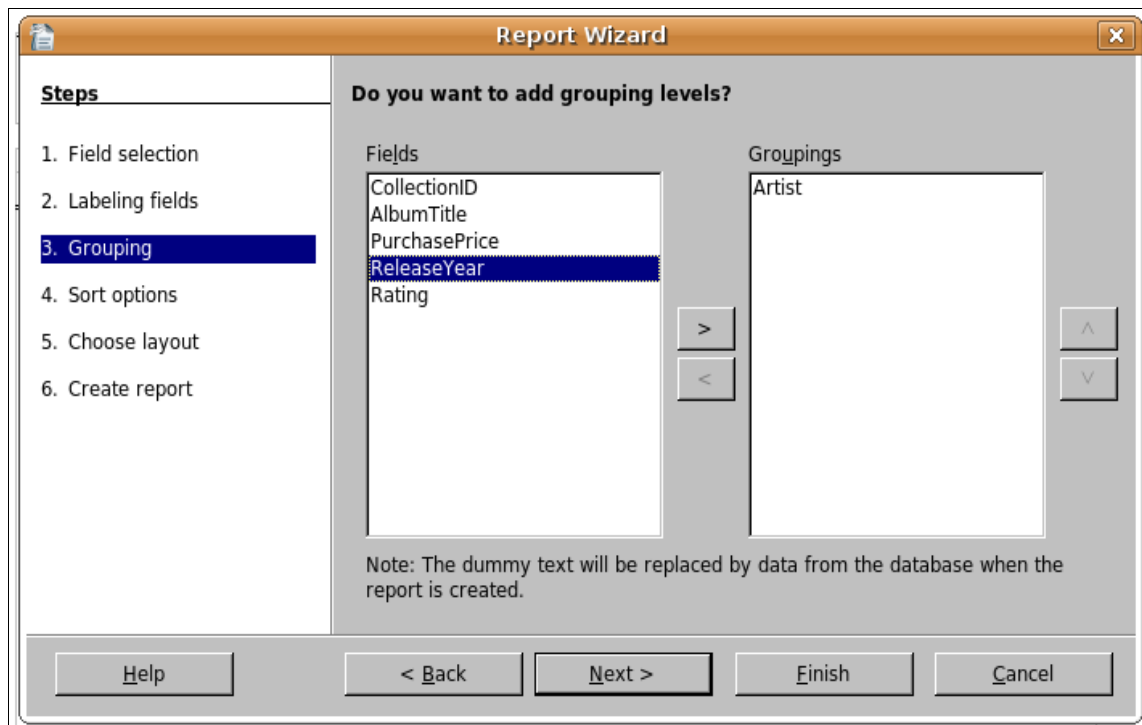
1. Click on the **Report** button and select **Use Wizard to Create a Report**.



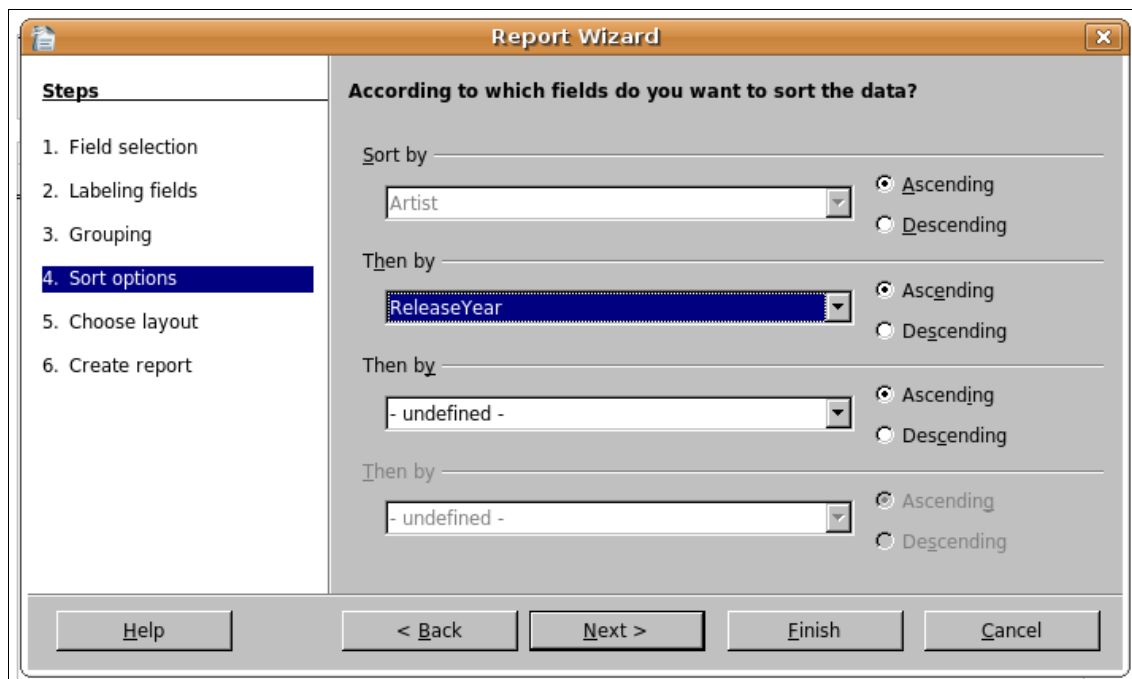
2. Then in the *Field Selection* screen, select the fields you want in a report and click **Next**.



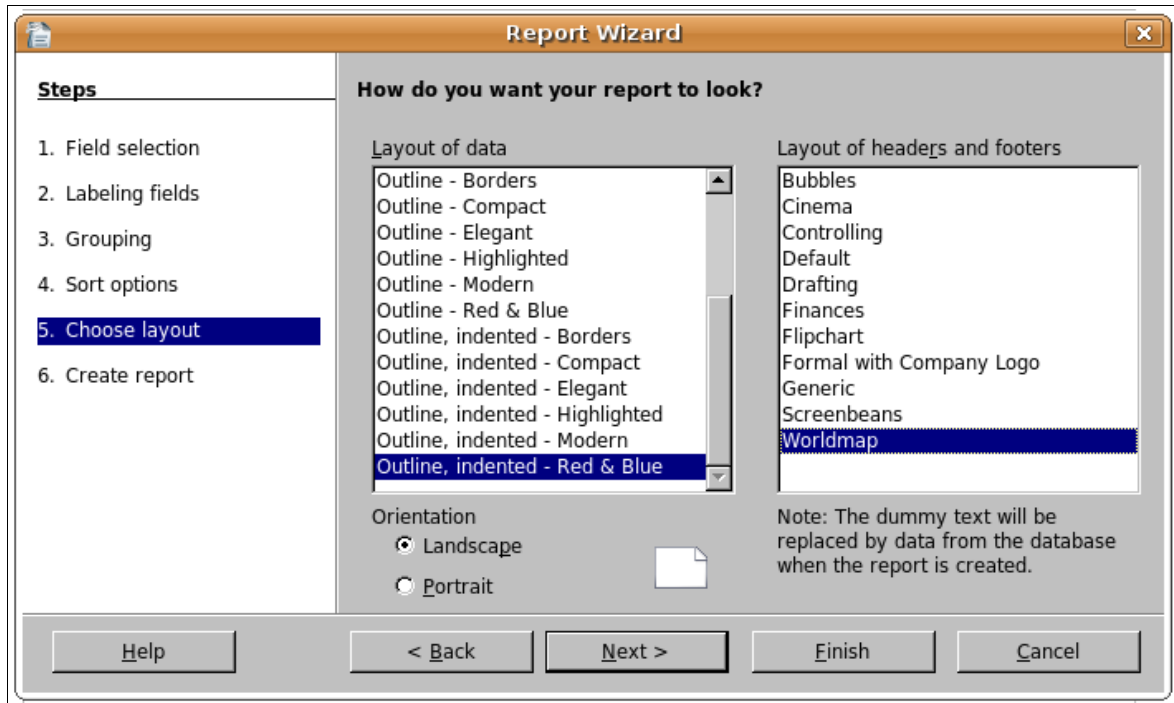
3. Click **Next** to bypass the **Labeling fields** and in the **Grouping** screen, choose *ID* and *Purchase Price* fields, click **Next**.



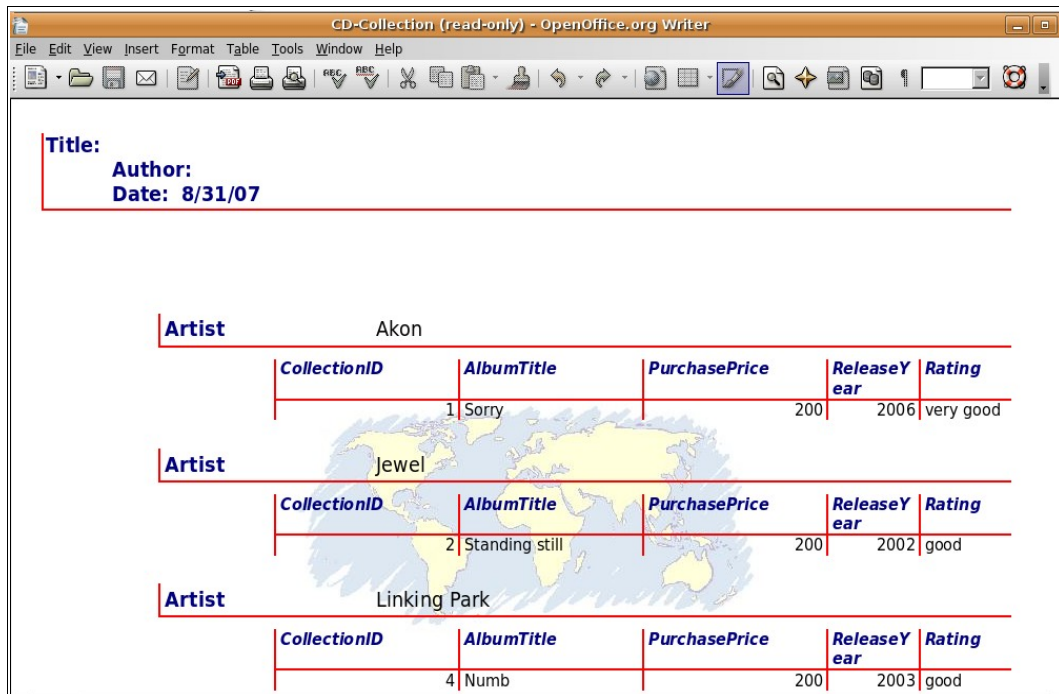
4. In the **Sorting** option, select sort by ID, and click **Next**.



- To choose a layout of a report from *Choose Layout* screen, and set the *Data Layout*(eg. Outline, indented-Red & Blue) and for *Header & Footer's Layout*, keep (eg. Worldmap). Then click **Next**.



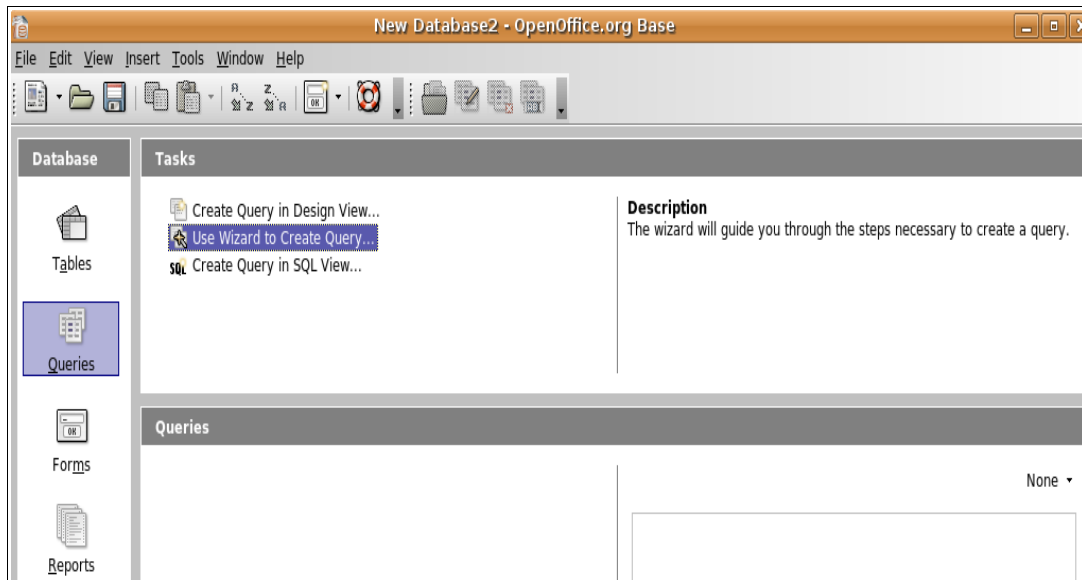
- Select **Static Report** in the *Create Report* screen and click **Finish**.



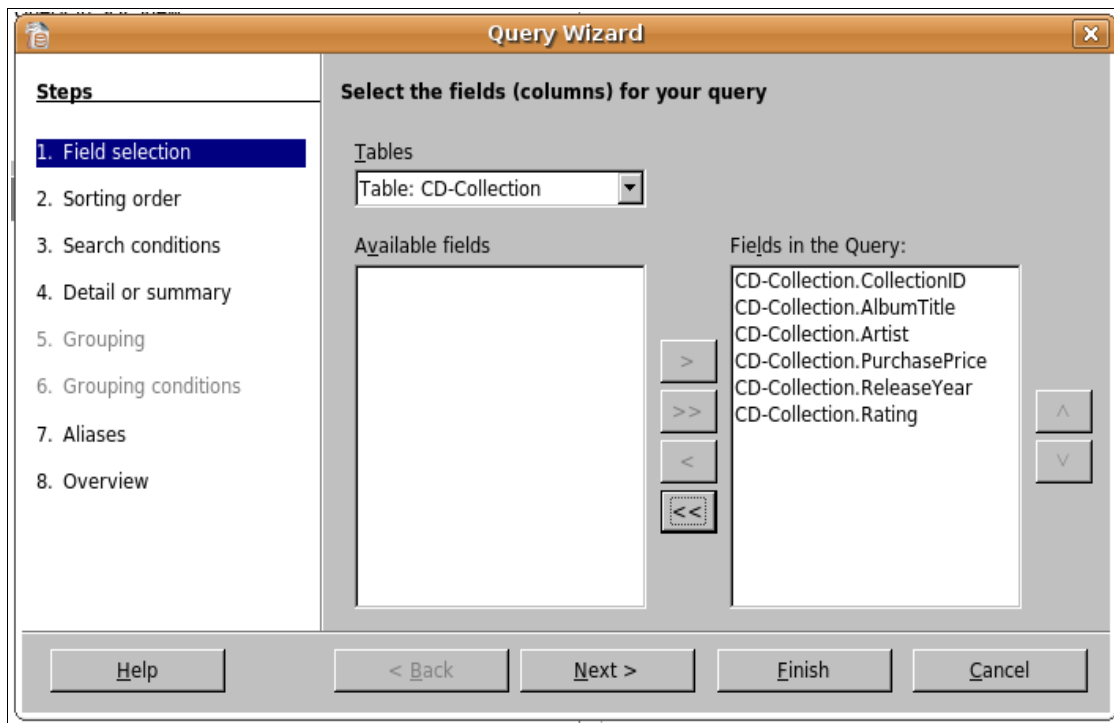
To Build a Query:

Queries are used for viewing, sorting and filtering data. It's easy to do a query.

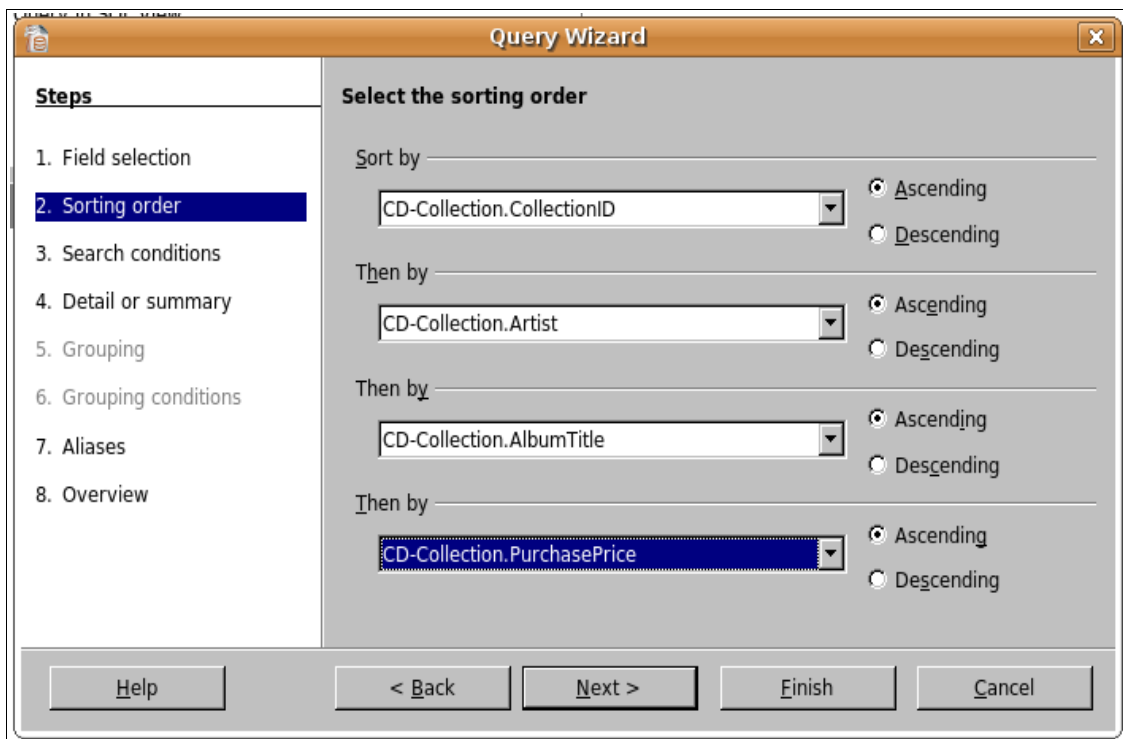
1. Click the **Queries** button on the *Main Database* screen and select **Use Wizard to Create Query**, then click **Next** to open a Wizard Query dialog box.



2. Select the fields for your query from the *Field Selection* screen and click **Next**.



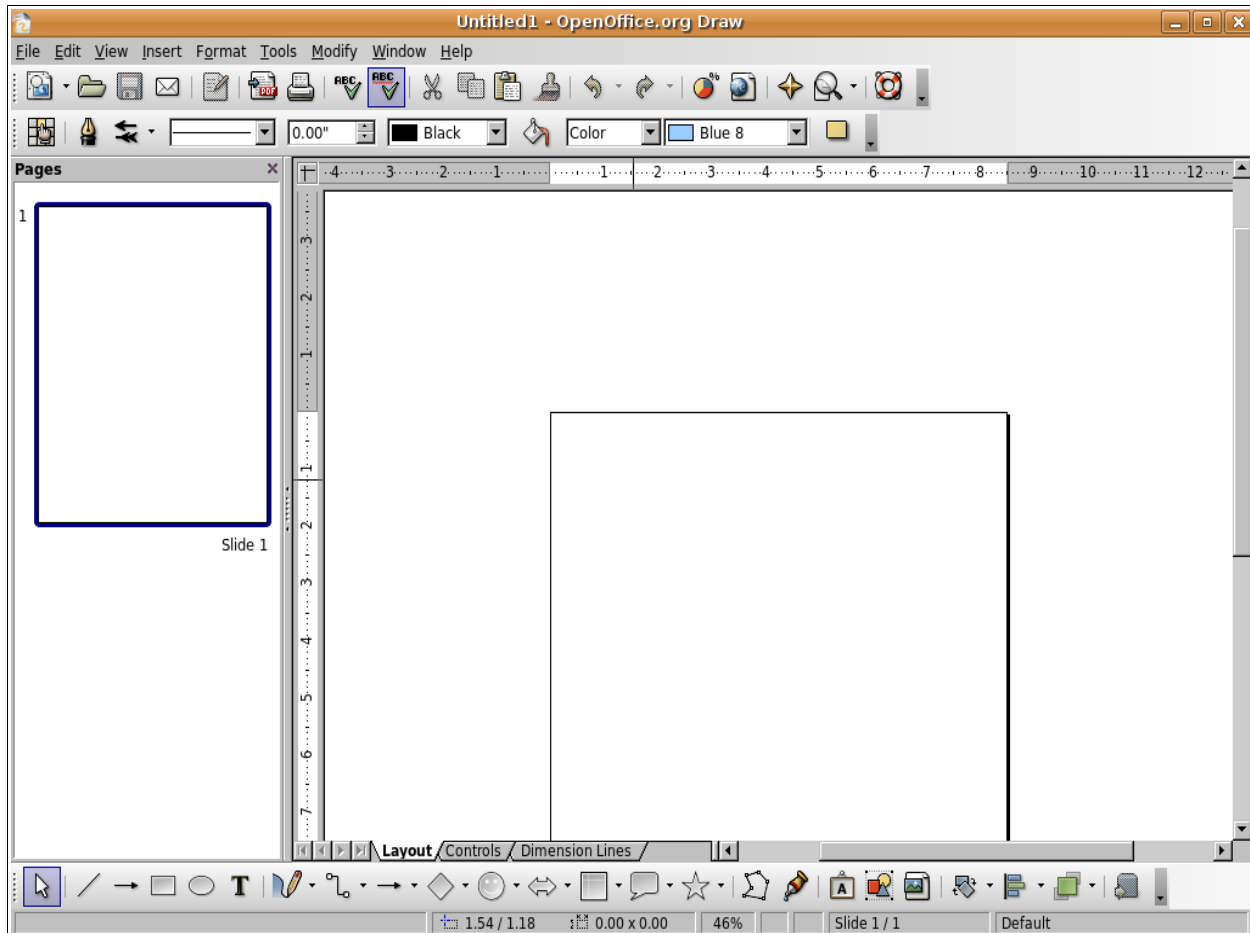
3. In the Sorting Order screen, you can sort the data in an ascending order (eg. CD-Collection.collectionID, CD-Collection.Artist, CD-Collection.AlbumTitle and CD-Collection.PurchasePrice) and click **Next**.



4. Bypass the *Search Condition*, *Detail or Summary* screen and *Aliases* screen by clicking **Next**, and Click **Finish** on the *Overview* screen.

OpenOffice.org Draw

Openoffice.org Draw is a drawing application which makes our creative work easier and more entertaining by adding, drawing, editing, and aligning objects; incorporating textures and work with colors and textures. We can also use it to draw complex shapes such as ellipse, a circle or a circle section.



The three command bars available are:

1. The Menu bar
2. The Function bar
3. The Object bar

The *Menu bar* lists the menus available in the Draw Menu bar

File Edit View Insert Format Tools Modify Window Help

The *Function bar* displays the icons to access functions like copy, paste, cut, save, open and other openoffice.org common tasks.



