



## OpenOffice.org 3 - Writer - Contents

- Start Writer
- New file
- Save file
- Save as template
- Page preview
- Print
  
- Copy and paste between applications
- Find and replace
  
- Text
  - Select
  - Edit
  - Direction
  - Delete text
  - Text alignment (centre, left, right, full)
  - Format font
  
- Text box
  - Insert
  - Fill
  - Format
  - Remove
  
- Spell check
- Thesaurus
  
- Insert headers and footers
- Format header and footers
  
- Bullet and numbered lists
  - Insert bullet
  - Insert numbered
  - Format
  
- Paragraph
  - First line indent
  - Border
  - Background
  
- Page
  - Insert break
  - Fomat document first page
  - Insert number
  - Format grid
  - Text alignment
  - Format margins
  - Insert columns
  - Insert column break
  - Change orientation (landscape or portrait)
  - Format tab setting
  - Change magnification
  - Format line space
  - Insert watermark
  
- Table
  - Insert
  - Insert text
  - Select
  - Select row
  - Autoformat
  - Borders
  - Sort
  - Fill
  - Split cell
  - Merge cells
  - Insert column
  - Select column
  - Column autowidth
  - Move column
  - Column width
  - Insert row
  - Move row
  
- Chart
  - Create
  - Format
  - Format background
  - Format data series
  - Format grid
  - Format legend
  - Format wall
  
- Insert comments (review)
- Insert a toolbar
- Drawing tools
- Create a form
  
- Picture
  - Insert
  - Wrap text around
  - Add border
  - Brightness
  - Grayscale
  - Move
  - Trim
  - Watermark
  - Copy an image from Web
  
- View
  - Ruler
  - Zoom
  
- Objects
  - Align
  - Resize
  - Move