Tutorials For OpenOffice

NO COMPUTER EXPERIENCE – TEACHERS INSTRUCTIONS

Table of Contents

Computer Setup

Set up the students computer as follows:

Open A New Text Document

Click **File > New > Text Document**.

Activate The "Tips" Feature

When the **Tips** feature is activated and the cursor is placed over an **Icon**, the name of the icon will appear on the screen.

1. Click **Tools > Options**. If there is a + before the "OpenOffice.org", click on the +. Click **General**. The **Options – OpenOffice.org – General** window appears.

2. **IF** there is <u>no check mark</u> before the word **Tips**, click on the word **Tips** to place a check mark before the word **Tips.** Click **OK**.

3. **IF** there is <u>a check mark</u> before the word"**Tips**, click the **OK** button.

Turn Off The Word Completion Feature

1. Click **> Tools > AutoCorrect.**

2. Click on **Enable word completion** to remove the check mark before the words "Enable word completion". Click on the **OK** button.

Maximize the Writer window

Click **View > Zoom > Optimal** Click **OK**. A dot appears before the word, **Optimal**

Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to tutorialsforopenoffice@yahoo.com

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