

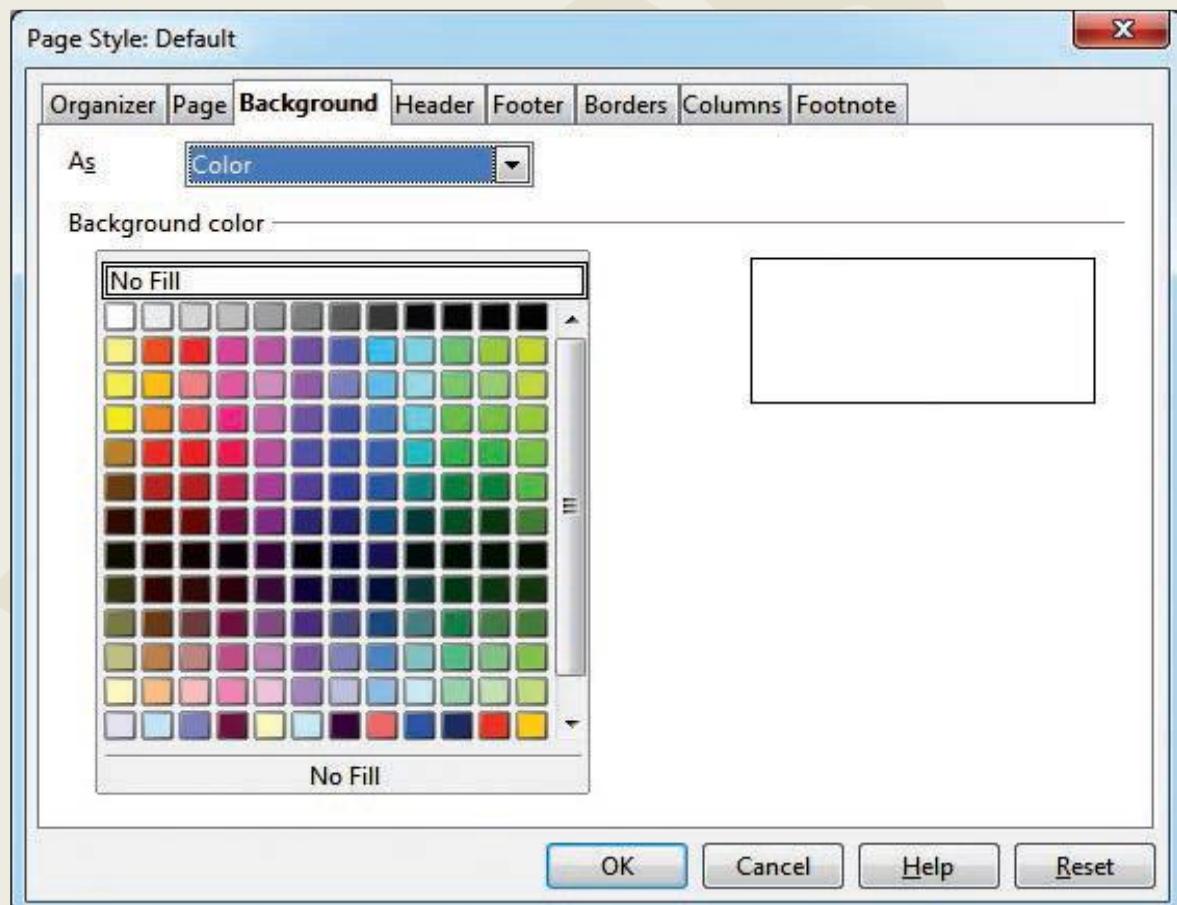
Greeting!

UNIT II - Office Automation Tools

Chapter 06: Introduction to Word Processor

Page colour and borders

Changing the page color is not quite common. To do so, in the **Page Style dialog box**, select **Background** tab, In **As** option click on **color** and select the “color” from the color palette or select “**graphic**” to apply an image as a page background.





Borders can be applied to an entire document, an entire page, paragraph, or just to certain sections of the document. From the **Page Style dialog box**, select the **Borders tab**, the **User-defined** area helps to define the area of borders, the line style of borders, color of borders can be selected..

Working with Headers and Footers

The Header is a section of the document that appears in the top margin, which displays the title or chapter name, author name of a document.

The Footer is a section of the document that appears in the bottom margin of the page which displays the page number, date, time etc. which gets displayed on all the pages automatically.

Inserting Header and Footer

- Select from the main menu Insert → Header → Default
- The header text area is separated from the normal text area.
- In the header area, enter the text that is to be repeated in all pages or Select Insert → Fields → Title.

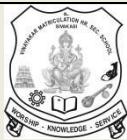
Similarly to insert a Footer, the steps are as given below:

- Select from the main menu Insert → Footer → DefaultPlace the insertion pointer in the footer area of the page.
- Select Insert → Fields → Date to insert date in all the pages.

Once the Headers and Footers are given in the first page, the same text appears in all the pages.

box. and select the desired style and click OK button.

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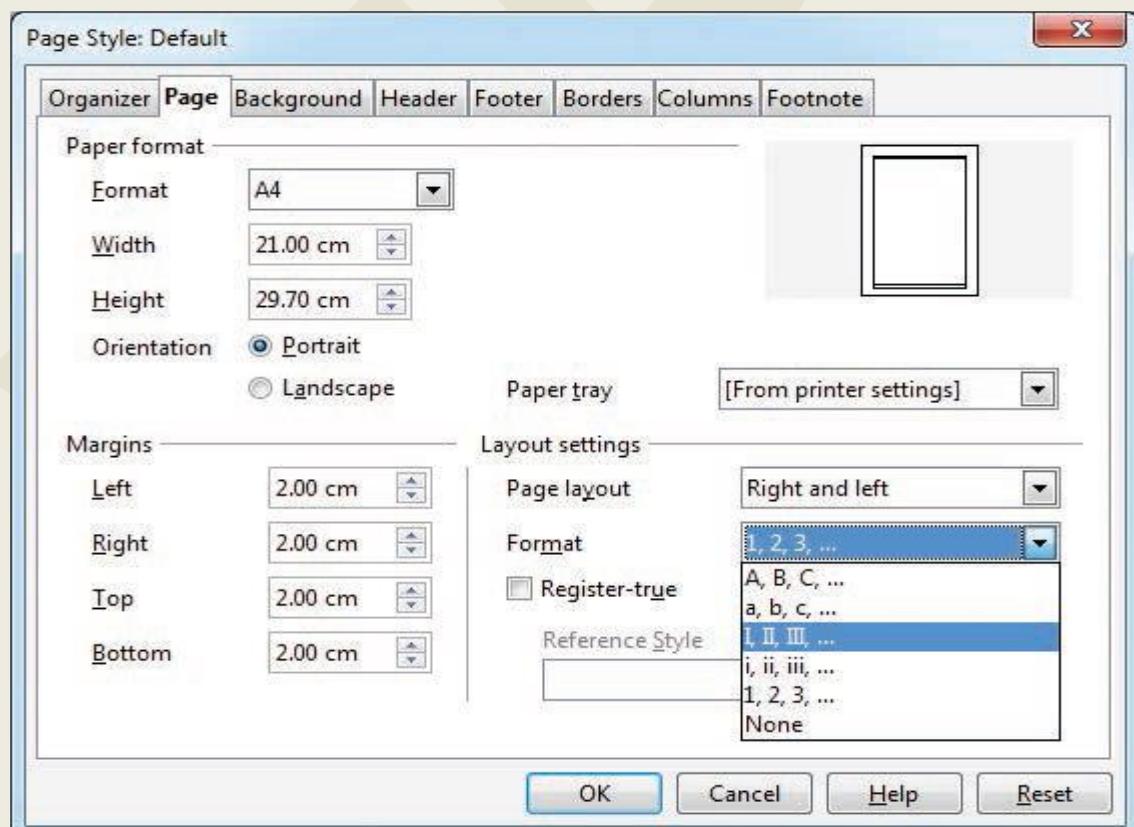
Inserting and Formatting page numbers

Once the Header / Footer area are created, the page numbers can be inserted by performing the following steps:

- Place the insertion pointer where you want to insert the page number
- choose Insert → Fields → Page Number
- The page number appears with a gray background

Normally, the page numbers appear as 1,2,3....., To change the numbering style, the following sequence of steps can be performed:

- Position the insertion pointer where the page number has to appear
- Select Format → page, which will display the Page Style dialog box.
- Select Page Tab. In the Layout settings, select the Format drop down combo box.
- Select the desired style and click OK button.





Find & Replace

OpenOffice Writer has a Find and Replace feature that helps to locate for a text inside a document and replace it with another word. In addition to finding and replacing words and phrases, you can also use wildcards and regular expressions to perform advanced search. To search a word

- Click Edit → Find & Replace (or) Ctrl + F
- The Find & Replace dialog box appears

Steps to find & replace a text

1. Type the text you want to find in the Search for box

For Example : To search a word "Bombay" in a document and replace with "Mumbai", enter the word "Bombay" in the Search for box.

2. To replace the text with different text, type the new text in the Replace with box Enter the word " Mumbai" in the Replace with box and Click Find button , to start the search , the found word is highlighted and the first occurrence of "Bombay" is highlighted.

Bombay Mumbai

3. To replace text, click Replace button. The highlighted word is replaced with the word given in the Replace with box.

4. Click Find All, Writer selects all instances of the search text in the document.

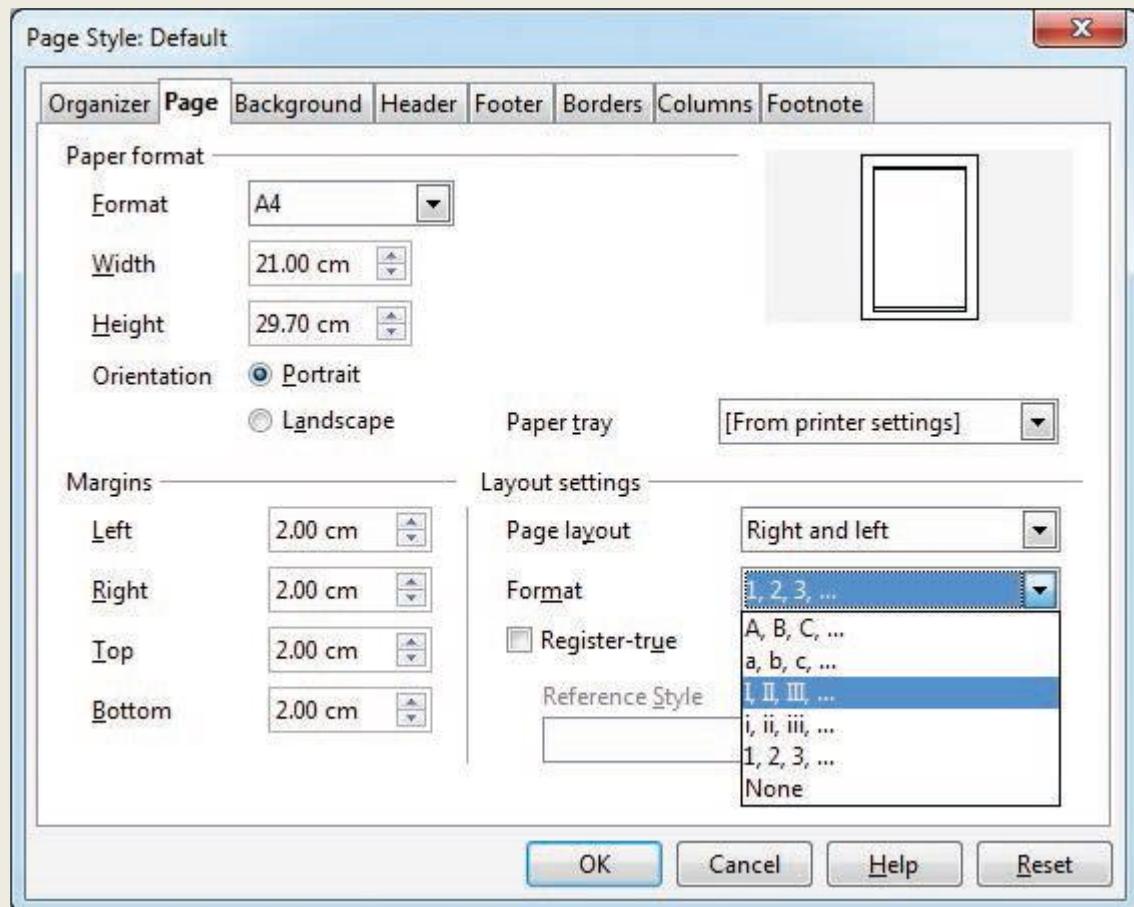
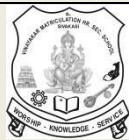
All occurrences of Bombay are highlighted.

5. Click Replace All button, Writer replaces all matches.

This will replace all occurrences of "Bombay" with "Mumbai".

6. Enable Match case to perform the search case sensitively so that uppercase and lower cases are distinguished separately.

7. Enable Whole Words only to make the search more specific to words. For example, if you search for the word "Image", the command will only find "Image" not "Imaging", "Images" etc.



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