

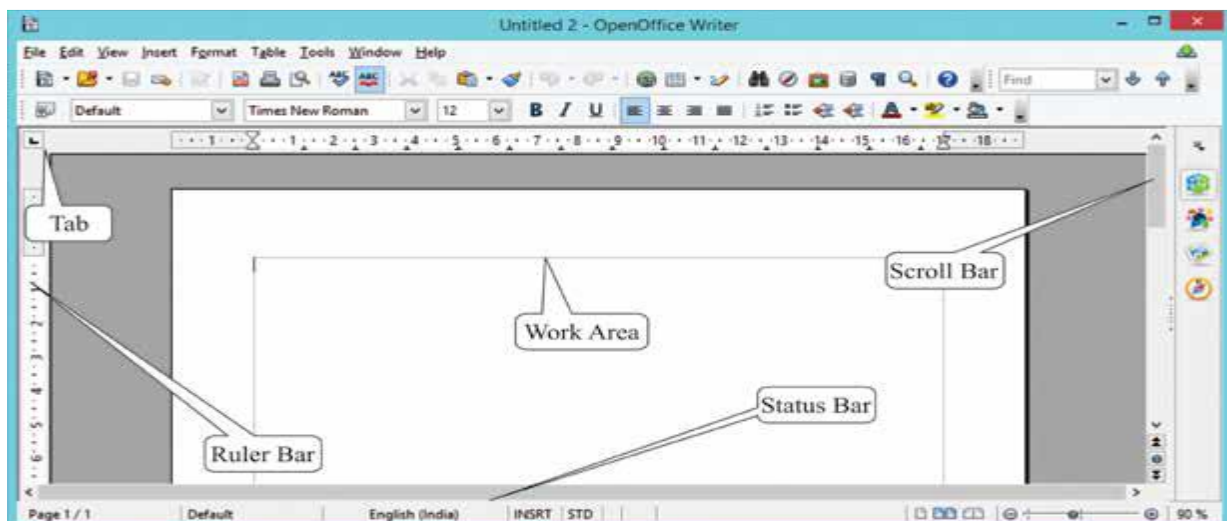


## Word Processing

Word processing software is required for the creation of documents that are text-based. It has tools that allow the user to edit, format and print document. A word document may also contain pictures and tables. It may be a report, letter, drawing, webpage etc. Open Office Writer is popular open source software for word processing. It can be downloaded from Internet and installed for free, on Linux-based machines as well as Windows-based machines.

To start using the Open Office Writer software, *any one* of the following steps needs to be performed.

- ❖ <start> <programs><Open Office>
- ❖ If the Open Office icon is on the desktop, double tap the icon on open office.
- ❖ The main screen of Open Office Writer opens.
- ❖ It consists of different components like Tabs, Ruler bar, Status bar, Scroll bar and Work Area. The Writer layout and its general features are described as follows:



- ❖ **Tabs:** (File, Edit, View, Insert, etc.) contain drop down menu which have commands provided by the tab.)
- ❖ **Ruler Bar:** There are two rulers – Horizontal and Vertical. The Ruler Bar allows us to adjust the indentation and margins.

- ❖ **Status Bar**: It displays information about the current open document. It displays the current page number, total pages in the document, zoom slider etc.
- ❖ **Scroll Bar**: There are two scroll bars – horizontal and vertical. They help to scroll the content or the body of document.
- ❖ **Work area**: It is the working area where the text of the document is typed.