

Module 2: Getting Started with StarOffice™ 6.0 Writer

Facilitator Notes

Module 2 presents an overview of the StarOffice™ 6.0 Writer application. Writer is the word-processing program in the StarOffice™ 6.0 Office Suite that can be used as a powerful communication tool. Writer allows users to express ideas and concepts in writing and to add graphical elements to enhance or illustrate key points. Users will also explore the predefined templates that can be adapted for use by instructors and participants.

Learning Outcomes

Format a text document by:

- Setting page layout and establishing margins
- Using the functions on the Object Toolbar
- Inserting headers and footers
- Formatting text into columns
- Applying bullet and numbering format

Use the following Writer features:

- Object Toolbar
- Stylist
- Spellcheck
- AutoSpellcheck
- AutoPilot & Templates

Work with Objects by:

- Inserting charts
- Inserting graphics from the Gallery
- Inserting images
- Wrapping text around images

Save text documents in various formats

Import text documents from MS Word

- Setting page layout and establishing margins

Print a text document

StarOffice™ 6.0 Writer
allows users to
express ideas and
concepts in writing
and to add art to
enhance or illustrate
key points.

Prerequisites

It is recommended that participants complete Module 1 prior to participating in Module 2. They should be familiar with the basic operations of opening and saving documents as well as navigating the file hierarchy prior as well as the StarOffice™ 6.0 menu options, toolbars and icons. These basics are covered in Module 1.

1. Survey to determine that participants have completed Module 1 and are familiar with the basics of the StarOffice™ 6.0 interface.
2. If participants do not meet basic prerequisite levels, adjust your outcomes accordingly. Spend some time covering log on procedures, file hierarchy, and launching StarOffice™ 6.0 and saving documents.

Module 2 Delivery

Module 2 is designed to provide a step-by-step guide to acquire the skills to perform the learning outcomes. If time limits delivery of the complete module or if your initial surveys determine that some of the material may be too advanced for your participants, the following sections can be explored by the participant on their own time.

Discretionary Sections:

- Templates
- Stylist
- Tables
- Charts

Steps:

1. Print and distribute Module 2.
2. Explain that you will demonstrate the basics of StarOffice™ Writer and that you will allow time for them to explore on their own.



PRACTICE

- **Practice exercises are included at the end of key sections to reinforce the concepts and to provide hands-on practice.**
- **Practice exercises require no more than 2-4 minutes.**

Demonstrate

1. Ask participants to “make their mice dead.” You want all eyes on the screen.
2. Explain that Writer allows users to either create a new blank document or work from a series of templates customized to specific types of documents.

The StarOffice™ Writer module also offers the following features:

- Stylist
- Spellcheck
- Dictionary and Thesaurus
- AutoCorrect and AutoComplete
- Find and Replace
- Special Characters
- AutoPilot

3. Explain the importance of saving work continually and show how Ctrl+S should be utilized as a shortcut for saving.

“Save your work...when you begin, while you are working, when you are complete!”

4. You may want to combine some demonstrations and have them follow along.

**Save your work...
when you begin,
while you are working,
when you are complete!**

Review

1. Review the Learning Outcomes to ensure participants leave the training familiar with these basics.
2. Allow time for questions and answers. Write these on the board.
3. Encourage other participants to answer the questions and provide their insight and solutions.

Create Your Own

The **Open Gateways Curriculum for Teachers** Web site provides opportunity to reinforce the material delivered in this Module. Download the "Create Your Own" document from: www.sun.com/aboutsun/comm_invest/ogp/training/

The Create Your Own project activity for Module 2 involves creating a flyer, book cover or a newsletter.

Have the class work independently or in teams of two. You may want to select a subject or allow them to use their own topic that they may wish to use as a theme throughout the various modules. Here are a couple ideas to get you started:

Personal Biography or Family History

Write a Friendly Letter

About Your School or Organization

Hobbies

ABC Book

The focus is not on the product; but rather on the process of utilizing the tools in StarOffice™ Writer. However, the product should reflect that students have achieved the learning outcomes.