Using Writer Using Apache OpenOffice.org
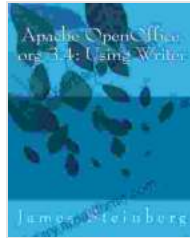
Apache OpenOffice.org 3.4: Using Writer (Using Apache OpenOffice.org 3.4 Book 3)

★★★★★ 5 out of 5

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Apache OpenOffice Writer is a free and open-source word processor that is part of the Apache OpenOffice suite. It is a powerful word processor that can be used to create a variety of documents, including letters, reports, presentations, and more.

Writer is a feature-rich word processor that includes all the features you would expect from a commercial word processor, such as spell checking, grammar checking, and autocorrect. It also includes a number of advanced features, such as support for styles, templates, and macros.

Writer is a great choice for anyone who needs a free and open-source word processor. It is a powerful and feature-rich word processor that can be used to create a variety of documents.

Getting Started with Writer

To get started with Writer, you can download the Apache OpenOffice suite from the Apache OpenOffice website. Once you have downloaded and installed the suite, you can launch Writer by clicking on the Writer icon on your desktop or in the Applications folder.

When you first launch Writer, you will see a blank document. You can start typing your document into the document window. Writer will automatically save your document as you type.

To format your document, you can use the formatting toolbar. The formatting toolbar is located at the top of the document window. It contains a variety of buttons that you can use to change the font, size, and color of your text. You can also use the formatting toolbar to add bullets, numbers, and other formatting to your document.

To save your document, click on the File menu and select Save. You can also save your document by pressing Ctrl+S (Windows) or Cmd+S (Mac).

Using Writer's Features

Writer includes a number of features that can help you to create professional-looking documents. These features include:

- **Spell checking and grammar checking:** Writer can check your spelling and grammar as you type. This can help you to avoid mistakes in your documents.

- **Autocorrect:** Writer can automatically correct common spelling and grammar mistakes. This can help you to save time and effort when you are writing.

- **Styles:** Styles are a way to apply a consistent set of formatting to your document. This can help you to create a professional-looking document quickly and easily.

- **Templates:** Templates are pre-formatted documents that you can use to create new documents. This can save you time and effort when you are creating new documents.

- **Macros:** Macros are a way to automate tasks in Writer. This can help you to save time and effort when you are working on complex documents.

Writer is a powerful and feature-rich word processor that can be used to create a variety of documents. It is a great choice for anyone who needs a free and open-source word processor.
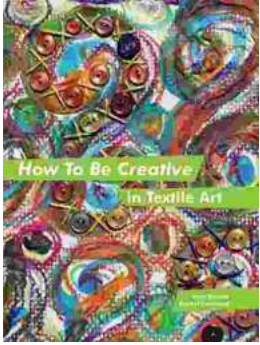
To learn more about Writer, you can visit the Apache OpenOffice website or read the Writer user manual.
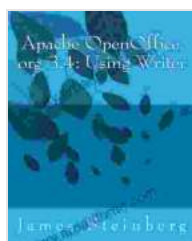
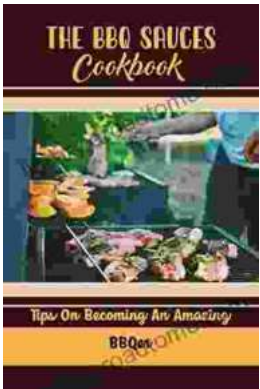**Apache OpenOffice.org 3.4: Using Writer (Using Apache OpenOffice.org 3.4 Book 3)**

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