

Try OpenOffice.org. Exploring the Difference.

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Having looked at ways in which OpenOffice.org will be familiar to you, we now turn to explore some of its differences. Screen Layout

In the following screenshot, we identify four important tools ? dockable floating windows - that can be used very powerfully in OpenOffice.org.

The Styles and Formatting window, which we looked at earlier, is useful for quick formatting. I tend to keep it open most of the time, though it can be quickly shown and hidden by clicking F11.

From the Styles and Formatting pane, you have access to all paragraph, character, frame, page and list styles. A drop down control at the bottom of the pane allows you to display more or less styles.

For example, if you select ?Applied Styles?, you will only see the list of styles you have used in the current document.

The Navigator shows you an overview of your document ? like a table of contents ? and allows you to quickly move around the document.

If you have used heading styles for all of your headings, you see a handy outline of your document under ?Headings?. You can also see lists of all of your tables, text frames, graphics and other objects throughout the document.

You jump quickly to a certain point in your document by double clicking on the item in the list. By pressing F5, you can easily display or hide this panel.

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