



Image by: Sally Peterson

INTRODUCTION TO STYLES

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Styles Allow The Following

Makes OpenOffice Writer **Easy To Use** and provide **Powerful Capability**.

Provides **Consistency** throughout documents.

Determines the **Appearance Of Just About Anything** in OpenOffice.

A Few Examples Of What Styles Can Do

There is a picture at the top of the page.

The above words, **Styles Allow The Following** and **A Few Examples Of What Styles Can Do**, are centered, bigger, and in bold.

The paragraphs below the words start at the left margin are smaller print, and are not Bold.

Styles can cause all pages to be numbered or just some pages to be numbered.

Styles can cause the margins to be different on the same page or different on different pages.

Styles can make tables, columns, calculations, and/or graphics appear in a document.

Styles can create a table of contents, indexes, footers, and footnotes.

This Chapter Has The Following Tutorials

Page Styles and Paragraph Styles

This tutorial uses page styles to create a Table Of Contents. When a new text document is opened, there is only the one page style named "Default" that is activated. This tutorial creates new page styles.

Paragraph Styles

When a new text document is opened, there is only one Paragraph Style activated. This tutorial activates additional Paragraph Styles. These Paragraph Styles allow various titles (headings) to be added throughout the document. The Paragraph Styles allow a Table Of Contents to be created easily.

Write a Poem

This tutorial creates paragraph styles to format the unique layout of a poem. A simple poem is written to show how the paragraph styles function.