



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

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StarWriter

Level 1 – New User (1 day)

- Welcome to StarOffice
- Overview of StarWriter features and capabilities
- Functional elements of the StarWriter screen
- Obtaining help
- Opening, closing, saving and searching for files
- Creating a new document and adding text
- Moving around a document and selecting text
- Using the 'Navigator'
- Editing techniques, (including cut, copy, paste and undo)
- Use of character and paragraph formatting
- Modifying the page style, (including margins, tabs and indents)
- Zooming and changing the document view
- Printing techniques, (including using Page Preview)
- Exchanging data with Microsoft Word

Level 2 – Regular User (1 day)

- Creating documents based on templates
- Working with the Styles and Formatting window
- Creating and editing bullet and number lists
- Using headers and footers, (including an introduction to fields)
- Working with tables
- Using the Spell Check, Thesaurus and AutoFormat
- Mail merging techniques
- Working with graphics, (including using the 'Gallery', drawing tools and 'Fontwork')
- Using the Find and Replace to replace formats and text
- Organising long documents using the Navigator
- Using Sections to create newspaper columns, mid-page



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Level 3 – Advanced User (1 day)

- Creating and managing styles
 - Using Heading styles to create a contents list
 - Adding calculations to tables
 - Using Page Styles to mix portrait and landscape pages
 - Using fields to insert document parameters, (such as filename, author and version)
 - Using cross-references within a document
 - Working with bookmarks
 - Using hyperlinks to reference web pages and other documents, (including jumping to a bookmark)
 - Tracking and managing changes using the reviewing and compare tools
 - Inserting, editing and deleting comments
 - Using footnotes and endnotes to add reference notes and comments
 - Customising and resetting the Toolbars
 - Automating tasks with 'macros', (and assigning to a toolbar)
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