



How To Use A Tutorial

Most tutorials posted on this website are designed to be used in either a **Teacher-Student** setting or a **Self-Teaching** setting.

The teacher may be a professional or non-professional.

Teacher-Student Setting

1. In the teacher-student setting, the teacher may read the tutorial as written.
2. There will be step-by-step instructions and explanatory information about the steps.
3. The student will do the steps and observe the results on the computer screen.
4. The student may look at the computer screen as explanatory information is read.
5. "Teacher aides" circulating in the room are helpful.
6. The teacher may use visual aids and make copies of the tutorial for distribution.

Self-Teaching Setting

In the self-teaching setting, there is no teacher. You may:

1. Read the step-by-step tutorial.
2. Do each step.
3. Observe the results of each step on the computer screen.
4. Read the explanatory information for each step.

Download and print a tutorial, in the OpenOffice format, from the website.

Beginner users will use the entire tutorial. Advanced users may skim the tutorial and skip some parts

You can do our tutorials while on the Internet. We do not recommend this because it is more complicated than following a printer tutorial.

If you can not get a printed copy of the tutorial, do the following to do a tutorial while on the Internet:

1. Be on the Internet and have the tutorial appearing on your screen.
2. Click **File > Save page As >** In the "Save in:" box, select **Desktop >** Click the **Save** button. (The tutorial is now saved on your desktop)
3. Go off the Internet and get on the desktop of your computer.
4. Open the file you just downloaded. (the tutorial appears on your screen)

5. Open a new text file by doing the following: Click **Start > All Programs > OpenOffice.org 2.0 > OpenOffice.org Writer**. In the tray, click on **Untitled1 – OpenOffice** (The tray is at the bottom of your screen and has a blue background) (A text file appears on your screen)
6. In the tray, click on the name of the tutorial you just downloaded (The tutorial appears on your screen) Read the tutorial to find out what is the first thing you will do.
7. In the tray, click **Untitled 1 – OpenOffice**. (the text file appears on your screen) Do the first step of the tutorial.
8. Clicking on the names in the tray allows you to switch between having the tutorial or the text file appears on your screen.

To ask questions or give suggestions, please E-Mail this website. (See below)

Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to tutorialsforopenoffice@yahoo.com

For other free tutorials go to: www.tutorialsforopenoffice.org

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