

KW online @ KWW Computers Ltd.
6 The Square
Knowle
Bristol
BS4 2SS

09/07/09

Hi KWWeb users,

You are all invited to attend training sessions on how to use your “**Ubuntu**” computer.

The first 4 sessions are funded by Knowle West Media Centre and are completely FREE!

These run at **Knowle West Media Centre**, Leinster Road, Knowle, Bristol BS.....

Task: Learning to use OpenOffice Writer

Follow these instructions;

1. Open the file called “Ubuntu initial training CONTENT.odt”
2. Change the font to “FreeSans” and set all text to size “12”
3. Now set just the first words “KW online” to size 14 and make it '**Bold**'
4. Insert today's date using “Insert” > “Fields” > “Date”
5. Now make “Ubuntu” in the first line '**Bold**' and do the same for “Knowle West Media Centre”
6. Check the words with red underlines are correctly spelt (they are) then right click on each one and from the menu “Add” to the “standard.dic”
7. Now complete the letter with the correct postcode for Knowle West Media Centre and add a line or two telling people the date and time (you can make these up)
8. Finally end the letter with “Yours truly”
9. Now print the letter out.