Apache OpenOffice™ 4

Writer

1.Page Style
2.Page Numbering

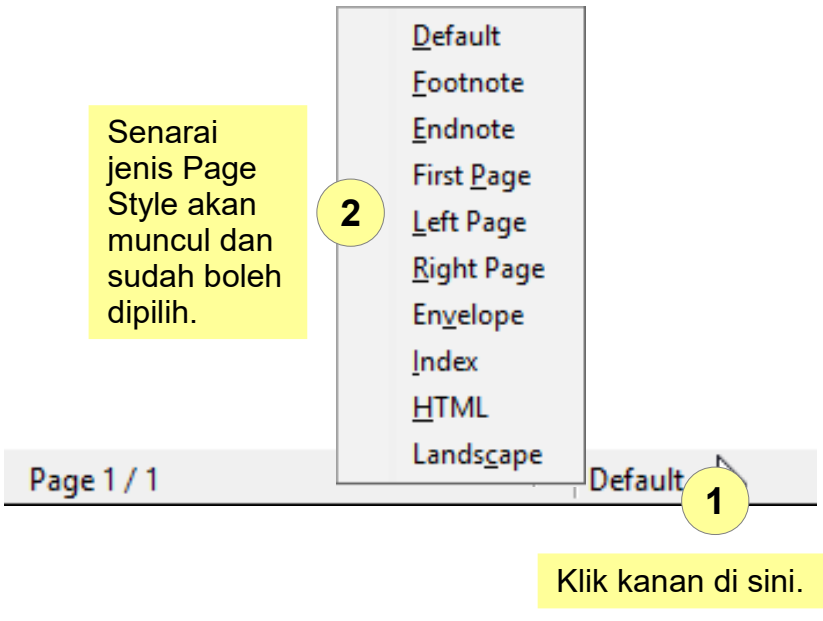
Bab 1

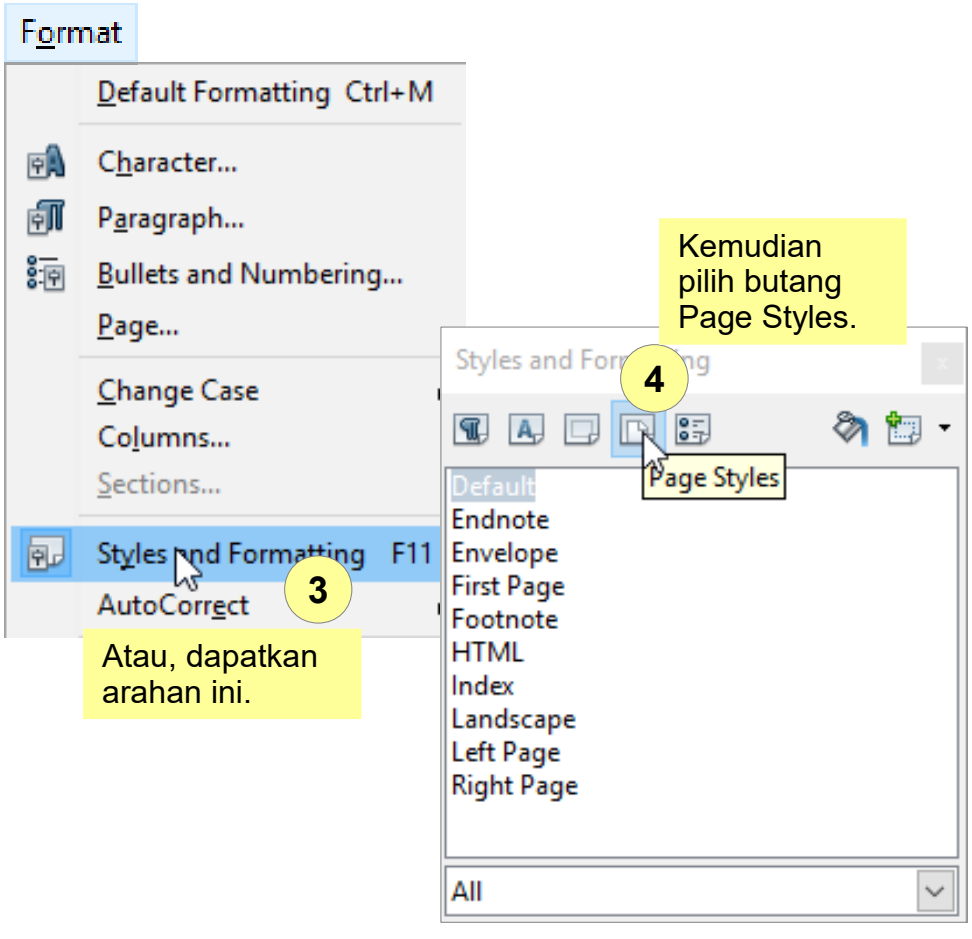
Page Style

1.1 Jenis-jenis Page Style dalam OpenOffice

Default	**Page Style pemula yang disediakan oleh OpenOffice.**
First Page	**Boleh digunakan untuk membentuk Cover Page.**
Left Page Right Page	**Amat sesuai apabila mencipta buku, atau majalah.**
Envelope	**Untuk envelop**
Index	**Untuk meletakkan Table of Contents (ToC) atau tajuk dan isi kandungan.**
HTML	**Untuk membina helaian laman web.**
Footnote	**Untuk meletakkan semua nota kaki selalunya pada akhir dokumen.**
Endnote	**Untuk meletakkan semua nota akhir juga selalunya pada akhir dokumen.**
Landscape	**Muka surat melintang.**

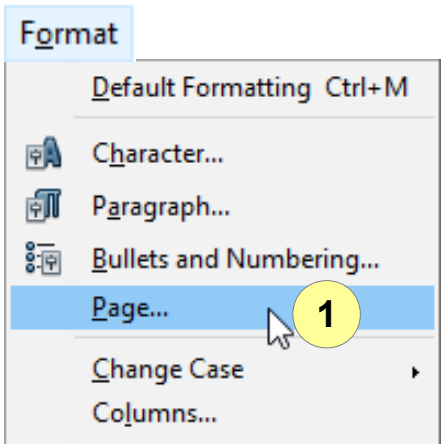
1.2 Lokasi info untuk Page Style



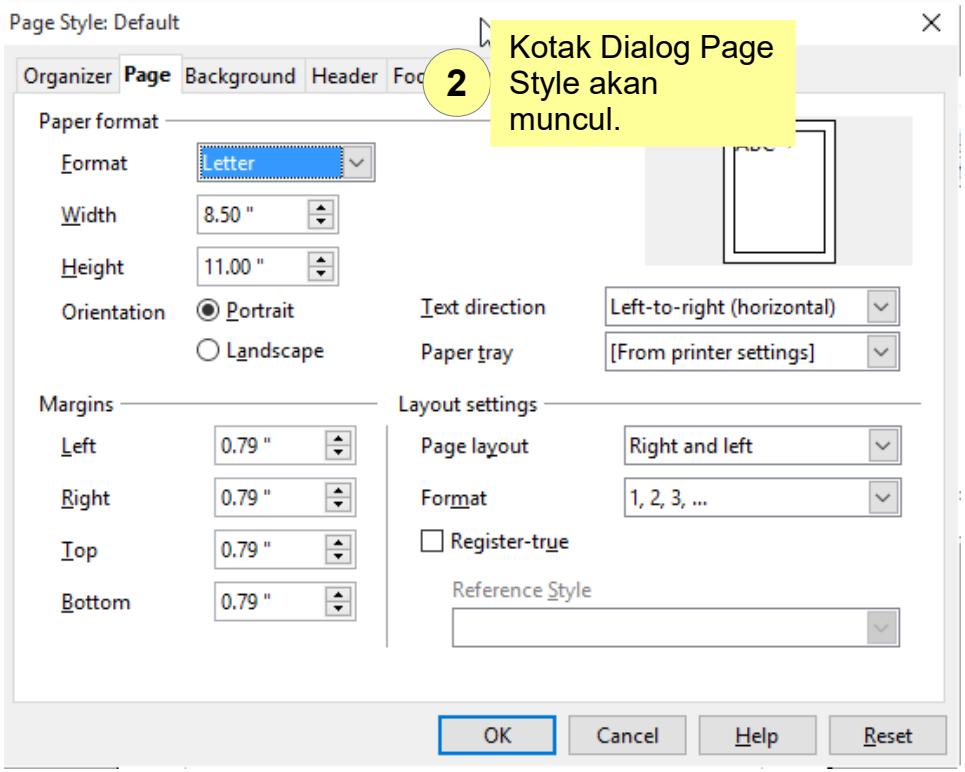


1.3 Mengurus Page Style

1.3.1 Mempamerkan Page Style Dialog Box

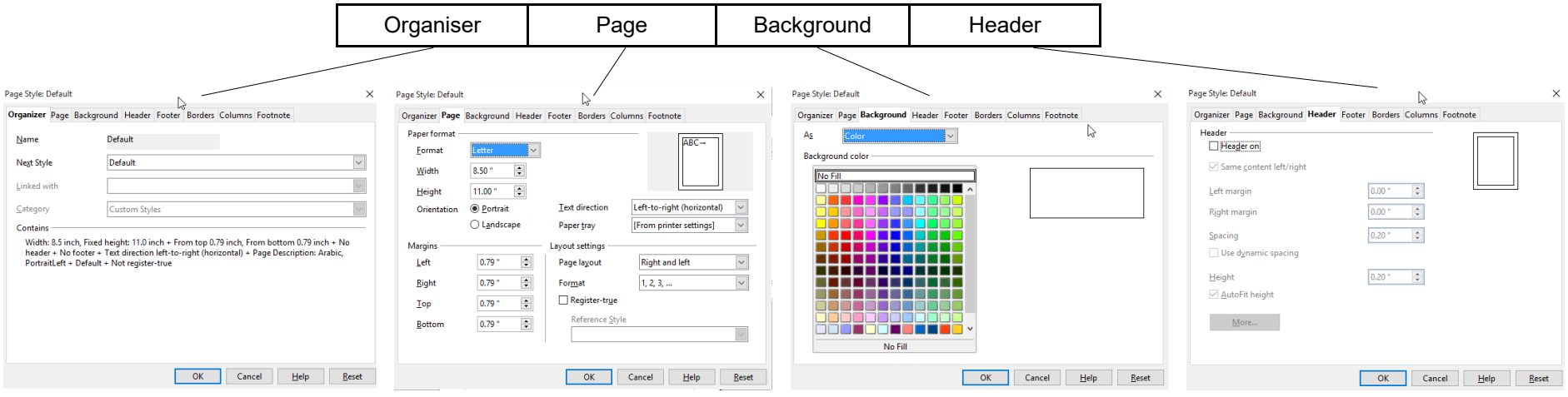


Dapatkan arahan Format > Page.



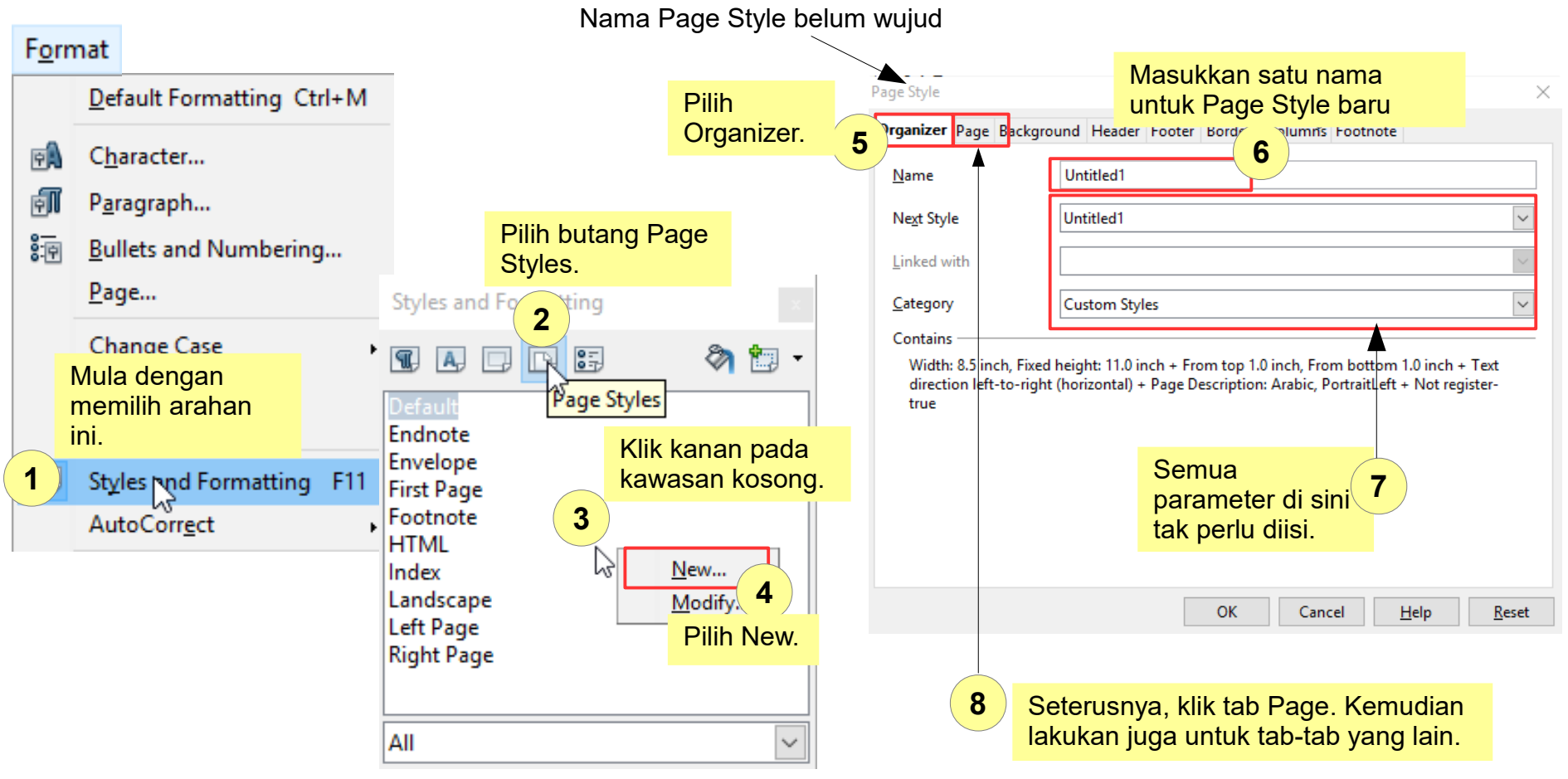
1.3 Mengurus Page Style

1.3.2 Memahami Parameter-Parameter dalam Page Style Dialog Box



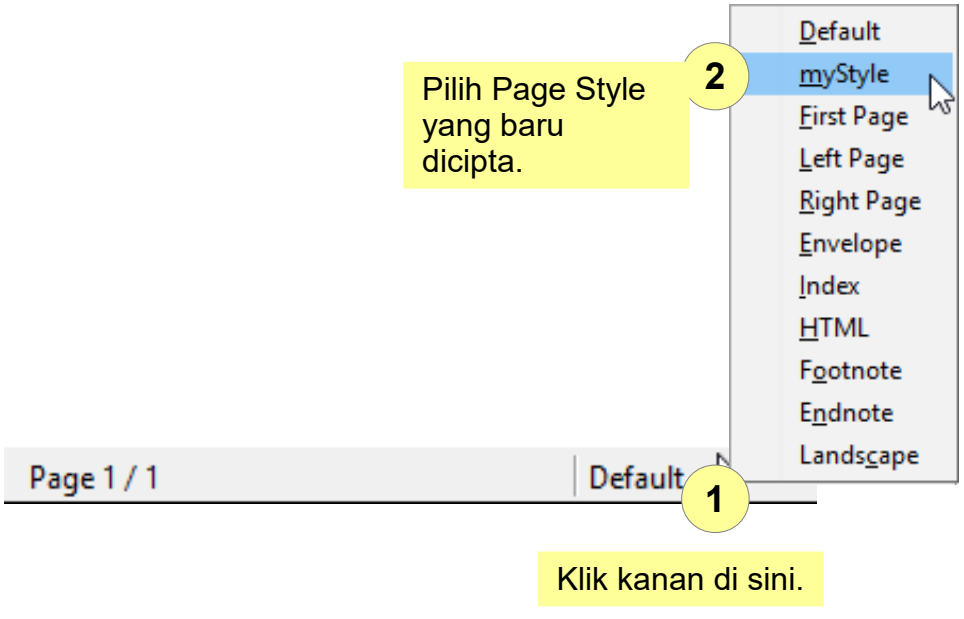
1.3 Mengurus Page Style

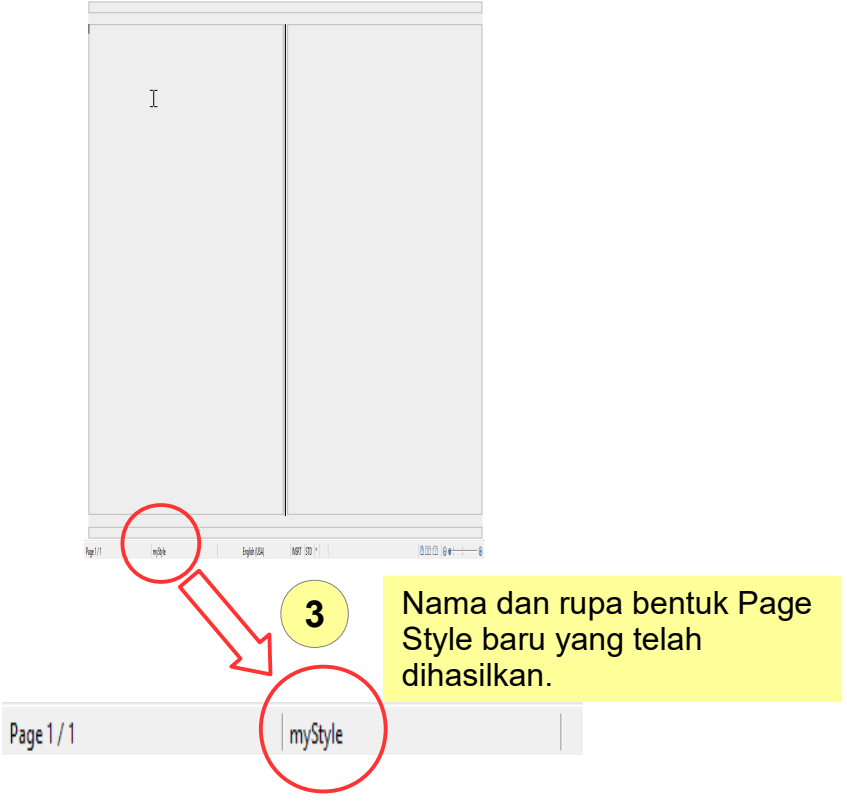
1.3.3 Mencipta Page Style Baru



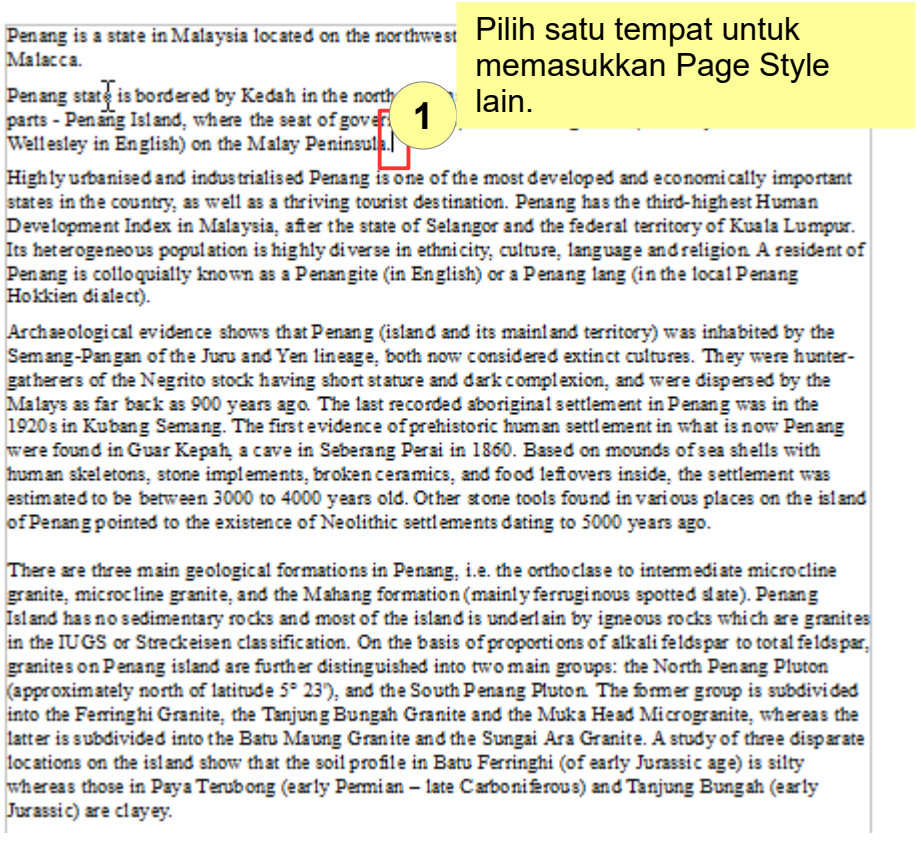
1.3 Mengurus Page Style

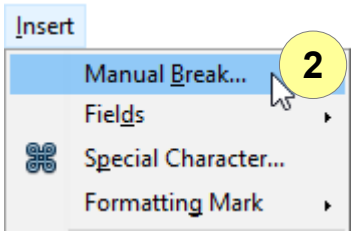
1.3.4 Menggunakan Page Style baru

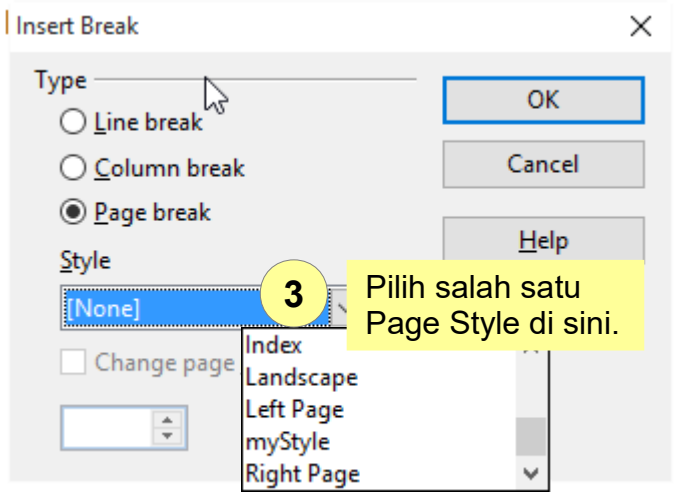




1.4 Menggunakan pelbagai Page Style dalam dokumen melalui arahan Manual Break





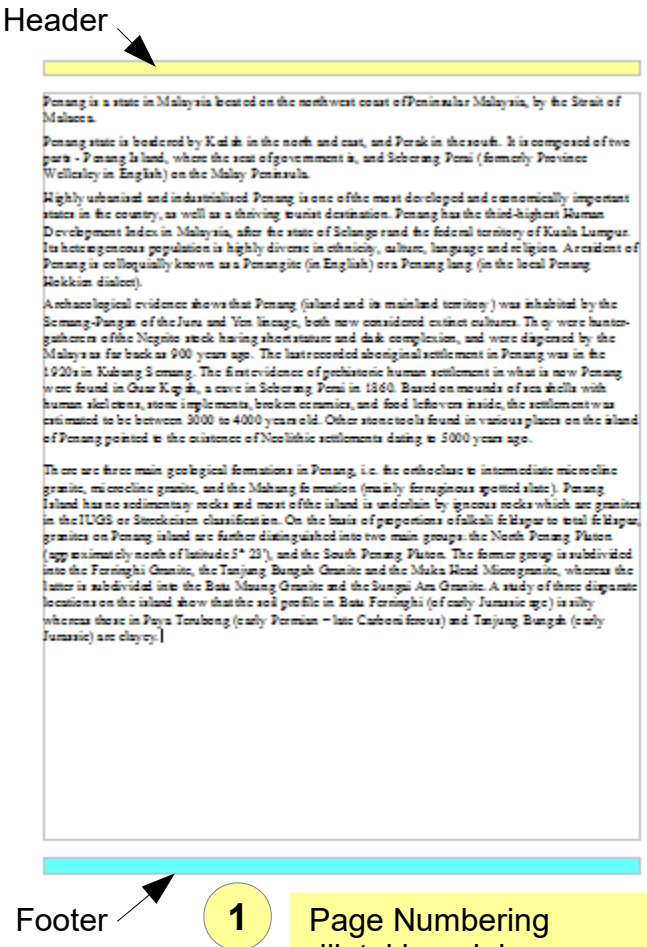


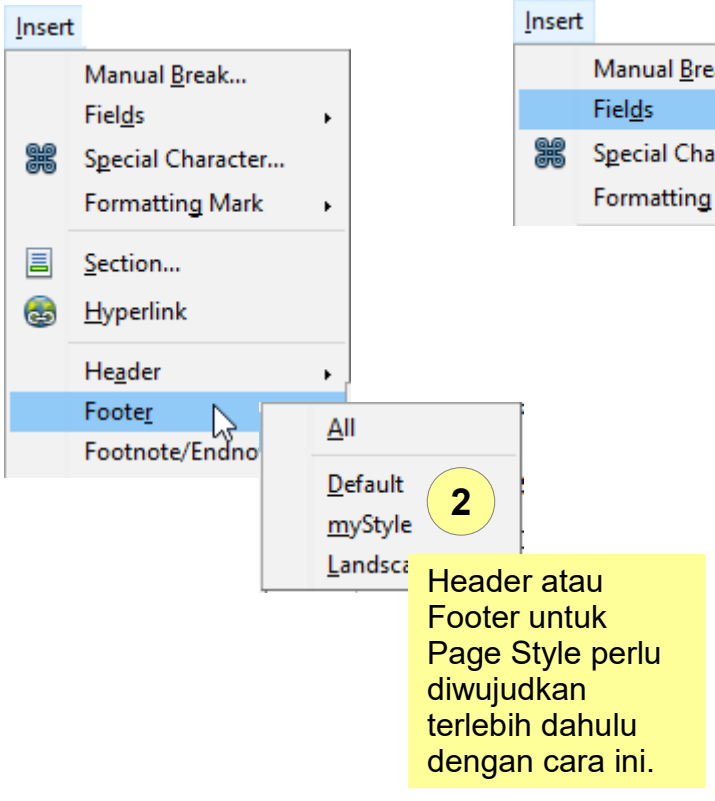
Bab 2

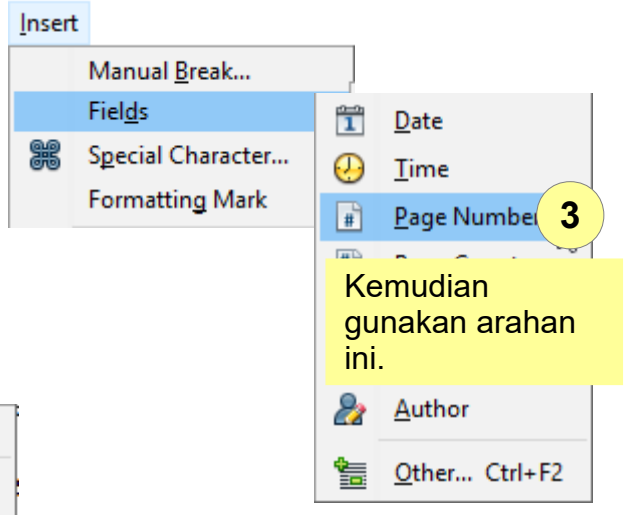
Page Numbering

2.1 Memasukkan Page Numbering

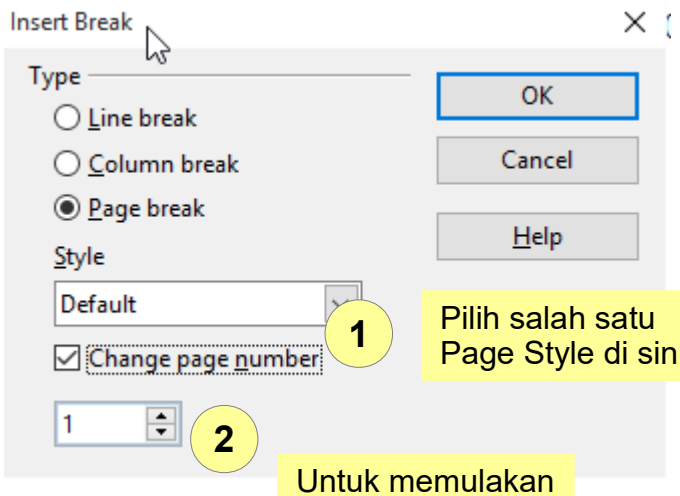
2.1.1 Hubungan antara Page Numbering dengan Header, Footer & Page Style

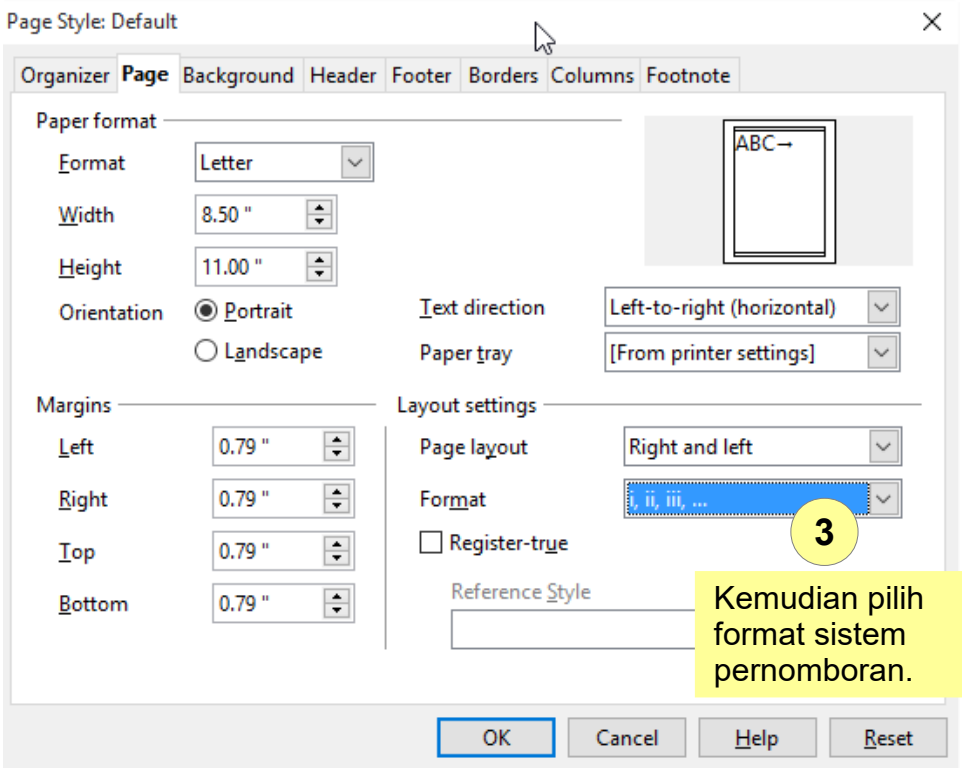






2.2 Mempelbagaikan Format Page Numbering dalam Dokumen





The End