



Writer

- 1. Page Style**
- 2. Page Numbering**



Bab 1

Page Style

1.1 Jenis-jenis Page Style dalam OpenOffice

<u>Default</u>	Page Style pemula yang disediakan oleh OpenOffice.
<u>F</u> irst Page	Boleh digunakan untuk membentuk Cover Page.
<u>L</u> eft Page	Amat sesuai apabila mencipta buku, atau majalah.
<u>R</u> ight Page	
<u>E</u> nvelope	Untuk envelop
<u>I</u> ndex	Untuk meletakkan Table of Contents (ToC) atau tajuk dan isi kandungan.
<u>H</u> TML	Untuk membina helaian laman web.
<u>F</u> ootnote	Untuk meletakkan semua nota kaki selalunya pada akhir dokumen.
<u>E</u> ndnote	Untuk meletakkan semua nota akhir juga selalunya pada akhir dokumen.
<u>L</u> andscape	Muka surat melintang.

1.2 Lokasi info untuk Page Style

Senarai jenis Page Style akan muncul dan sudah boleh dipilih.

2

Page 1 / 1

Default

1

Klik kanan di sini.

Format

- Default Formatting Ctrl+M
- Character...
- Paragraph...
- Bullets and Numbering...
- Page...
- Change Case
- Columns...
- Sections...
- Styles and Formatting F11
- AutoCorrect

3

Atau, dapatkan arahan ini.

Kemudian pilih butang Page Styles.

4

Page Styles

Default

Endnote

Envelope

First Page

Footnote

HTML

Index

Landscape

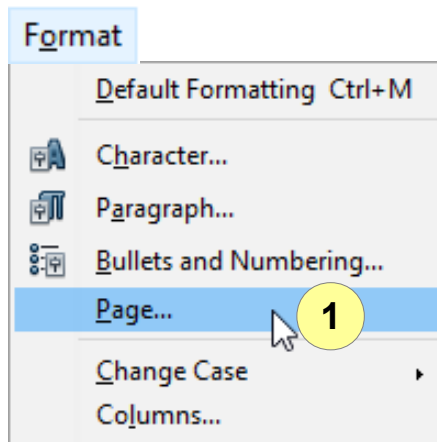
Left Page

Right Page

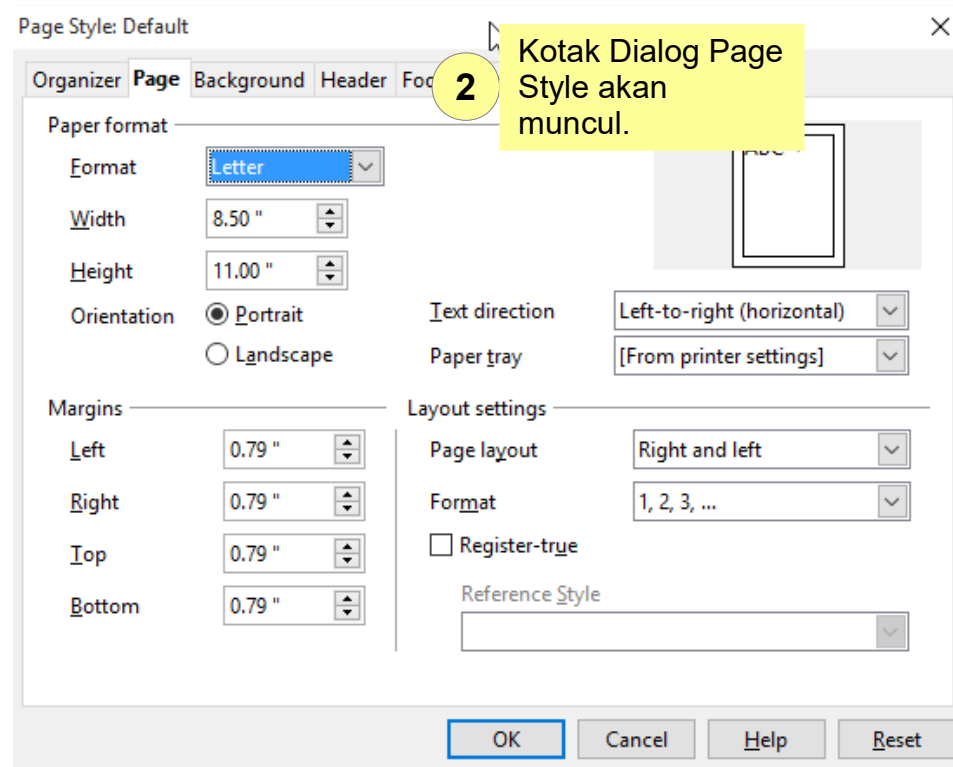
All

1.3 Mengurus Page Style

1.3.1 Mempamerkan Page Style Dialog Box

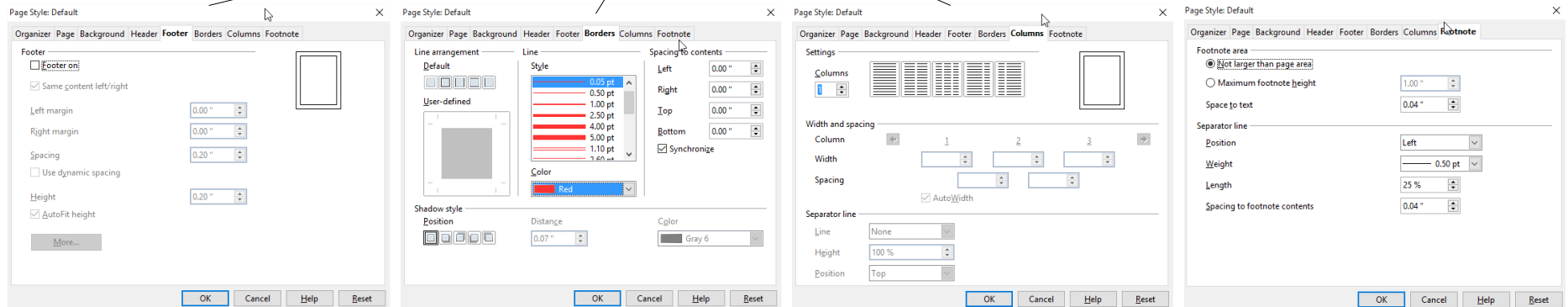
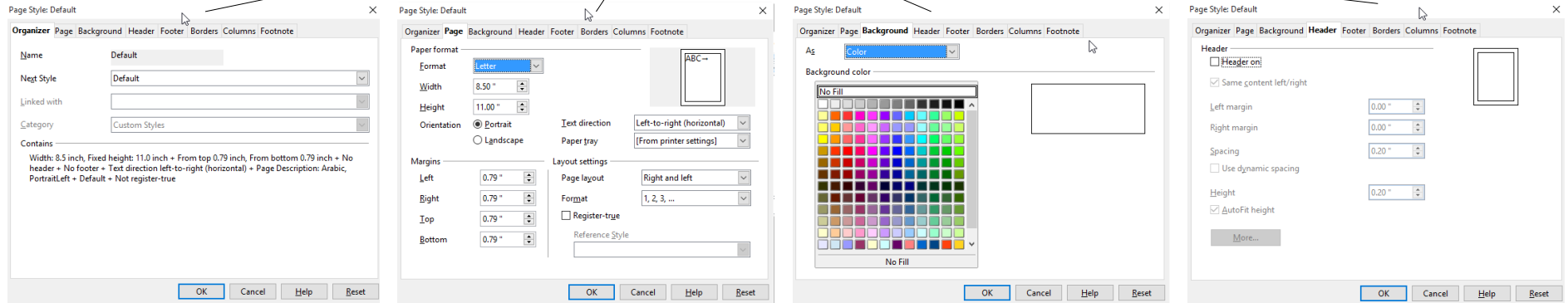
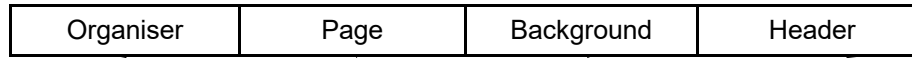


Dapatkan arahan Format > Page.



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

Nama Page Style belum wujud

1 Mula dengan memilih arahan ini.

2 Pilih butang Page Styles.

3 Klik kanan pada kawasan kosong.

4 Pilih New.

5 Pilih Organizer.

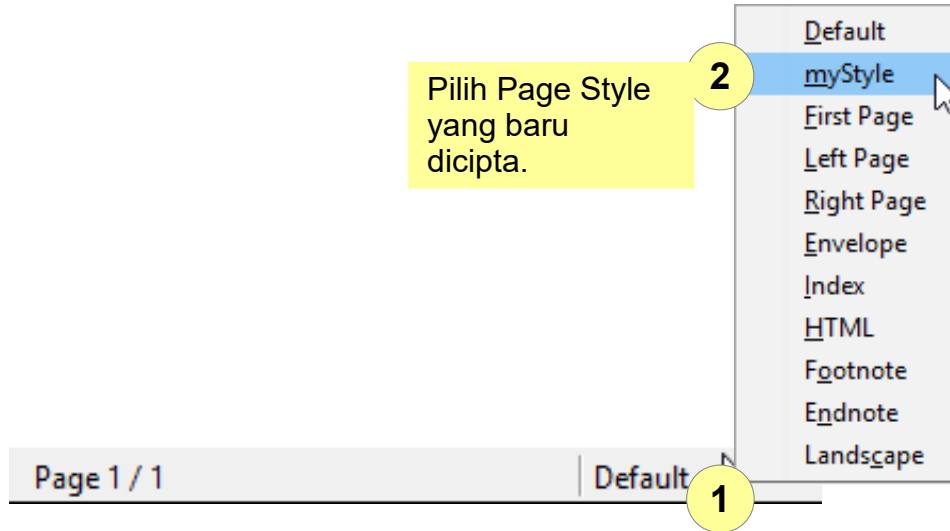
6 Masukkan satu nama untuk Page Style baru

7 Semua parameter di sini tak perlu diisi.

8 Seterusnya, klik tab Page. Kemudian lakukan juga untuk tab-tab yang lain.

1.3 Mengurus Page Style

1.3.4 Menggunakan Page Style baru



2
Pilih Page Style yang baru dicipta.

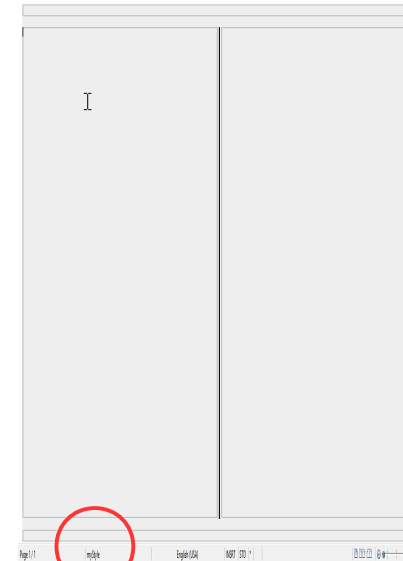
2

Page 1 / 1

Default

1

Klik kanan di sini.



3

3
Nama dan rupa bentuk Page Style baru yang telah dihasilkan.

Page 1 / 1

myStyle

1.4 Menggunakan pelbagai Page Style dalam dokumen melalui arahan Manual Break

Penang is a state in Malaysia located on the northwest coast of Malacca.

Penang state is bordered by Kedah in the north and Perlis in the east. Penang Island, where the seat of government is located, is separated from the mainland by the Penang Strait (Wellesley in English) on the Malay Peninsula.

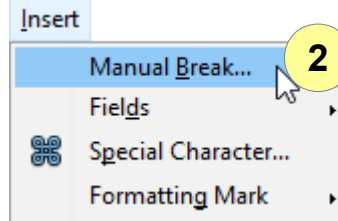
Highly urbanised and industrialised Penang is one of the most developed and economically important states in the country, as well as a thriving tourist destination. Penang has the third-highest Human Development Index in Malaysia, after the state of Selangor and the federal territory of Kuala Lumpur. Its heterogeneous population is highly diverse in ethnicity, culture, language and religion. A resident of Penang is colloquially known as a Penangite (in English) or a Penang lang (in the local Penang Hokkien dialect).

Archaeological evidence shows that Penang (island and its mainland territory) was inhabited by the Semang-Pangan of the Juru and Yen lineage, both now considered extinct cultures. They were hunter-gatherers of the Negrito stock having short stature and dark complexion, and were dispersed by the Malays as far back as 900 years ago. The last recorded aboriginal settlement in Penang was in the 1920s in Kubang Semang. The first evidence of prehistoric human settlement in what is now Penang were found in Guar Kepah, a cave in Seberang Perai in 1860. Based on mounds of sea shells with human skeletons, stone implements, broken ceramics, and food leftovers inside, the settlement was estimated to be between 3000 to 4000 years old. Other stone tools found in various places on the island of Penang pointed to the existence of Neolithic settlements dating to 5000 years ago.

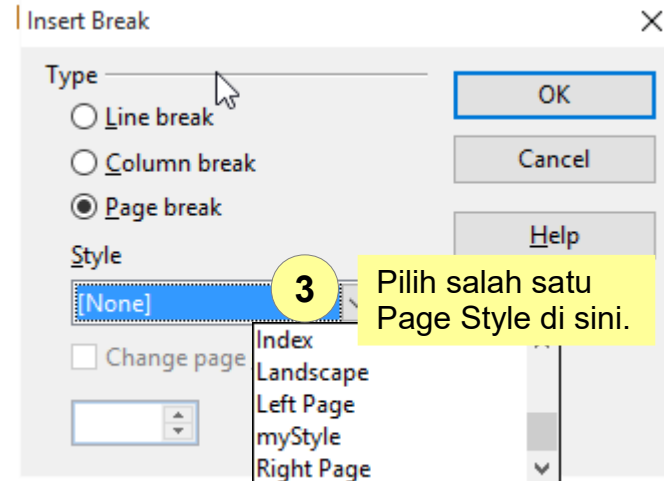
There are three main geological formations in Penang, i.e. the orthoclase to intermediate microcline granite, microcline granite, and the Mahang formation (mainly ferruginous spotted slate). Penang Island has no sedimentary rocks and most of the island is underlain by igneous rocks which are granites in the IUGS or Streckeisen classification. On the basis of proportions of alkali feldspar to total feldspar, granites on Penang island are further distinguished into two main groups: the North Penang Pluton (approximately north of latitude 5° 23'), and the South Penang Pluton. The former group is subdivided into the Ferringhi Granite, the Tanjung Bungah Granite and the Muka Head Microgranite, whereas the latter is subdivided into the Batu Maung Granite and the Sungai Ara Granite. A study of three disparate locations on the island show that the soil profile in Batu Ferringhi (of early Jurassic age) is silty whereas those in Paya Terubong (early Permian – late Carboniferous) and Tanjung Bungah (early Jurassic) are clayey.

Pilih satu tempat untuk memasukkan Page Style lain.

1



Pilih arahan Insert > Manual Break.



Pilih salah satu Page Style di sini.



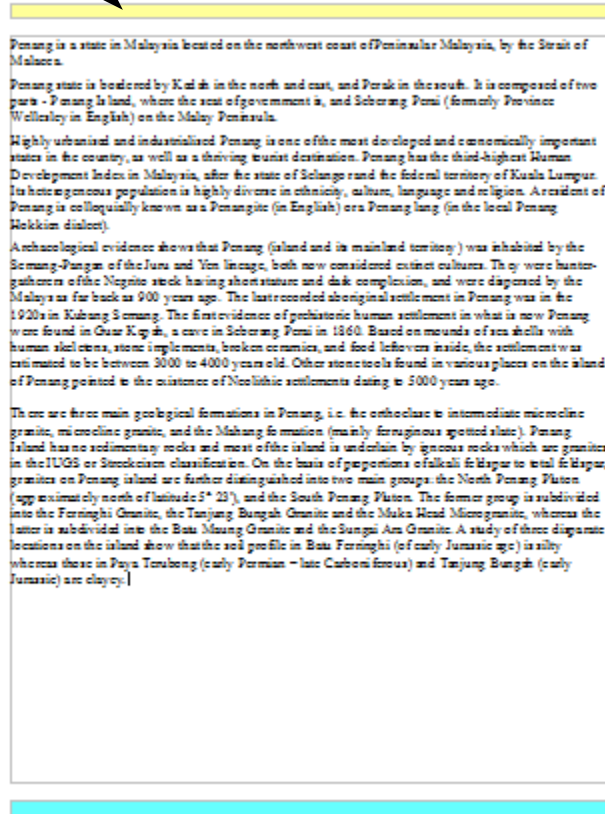
Bab 2

Page Numbering

2.1 Memasukkan Page Numbering

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

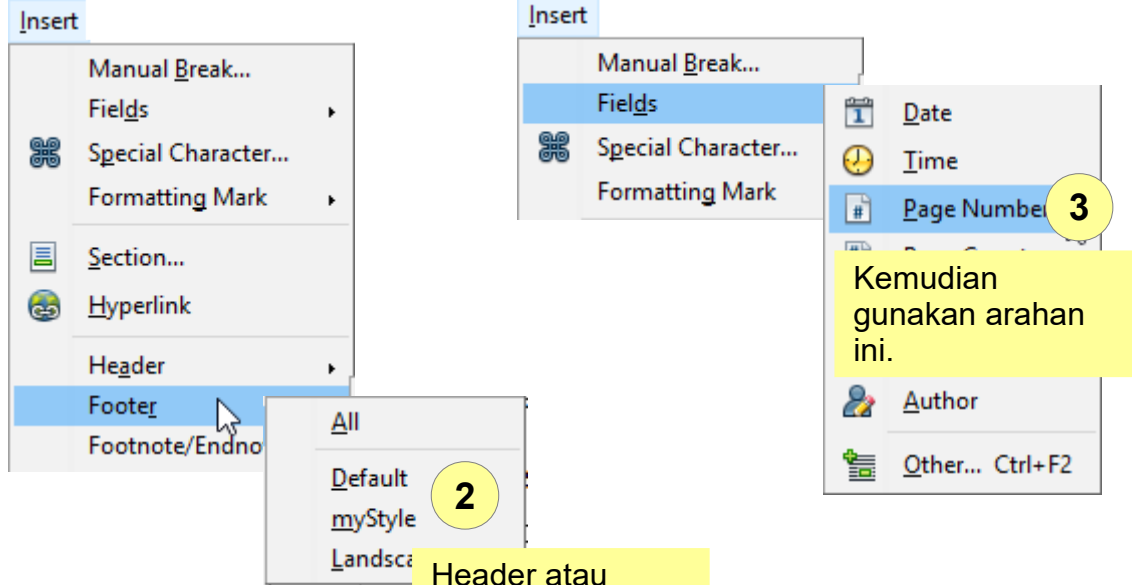
Header



Footer

1

Page Numbering diletakkan dalam Header atau Footer.



Header atau Footer untuk Page Style perlu diwujudkan terlebih dahulu dengan cara ini.

2.2 Mempelbagaikan Format Page Numbering dalam Dokumen

Insert Break

Type

- Line break
- Column break
- Page break

Style

Default

Change page number

1

1

OK

Cancel

Help

Pilih salah satu Page Style di sini.

Untuk memulakan sistem penomboran baru.

Page Style: Default

Organizer Page Background Header Footer Borders Columns Footnote

Paper format

Format Letter

Width 8.50 "

Height 11.00 "

Orientation Portrait Landscape

Text direction Left-to-right (horizontal)

Paper tray [From printer settings]

Margins

Left 0.79 "

Right 0.79 "

Top 0.79 "

Bottom 0.79 "

Layout settings

Page layout Right and left

Format i, ii, iii, ...

Register-true

Reference Style

OK Cancel Help Reset

Kemudian pilih format sistem penomboran.

Apache
OpenOffice™ 4



The End