

## WRITER

- ❖ File → Save as; Save
- ❖ Format → Page (kartice Page, Background, Header, Footer)
- ❖ Toolbar Formatting
- ❖ Format → Paragraph (pa kartice Indents&Spacing, Tabs, Borders, Background)
- ❖ Format → Bullets and Numbering (primena tabulatora u nabranju (sa Ctrl+Tab))
- ❖ Format → Character → Position (i Font Effects)
- ❖ Insert → Manual Break → Page break
- ❖ Insert (Header, Footer (pa tek onda Fields → Page Number), Special Character)
- ❖ Table (kreiranje, brisanje, dodavanje kolona i redova, Merge & Split ćelija, primena tabulatora u tabeli (sa Ctrl+Tab), borders, background)
- ❖ View → Zoom
- ...