Chapter 10 Using OpenOffice.org

We Shall be Covering ...

- The OpenOffice.org suite
- Word processor Writer
- Spreadsheet Calc
- Presentation Impress

OpenOffice.org

- A complete office suite
 - www.openoffice.org
- Available on major platforms:
 - Linux, xBSD, MSWindows, Mac OS X, Solaris
- Consists of:
 - word processor Writer
 - spreadsheet Calc
 - presentation Impress
 - drawing Draw
 - web composer Web

OpenOffice.org

- Compatible with MS-Office suite
- Features common to all packages
 - autocorrection
 - spellchecking
 - thesaurus
 - help
 - export as PDF file format
 - Stylist
 - Navigator

Getting Around 00.0

• Help --> Contents

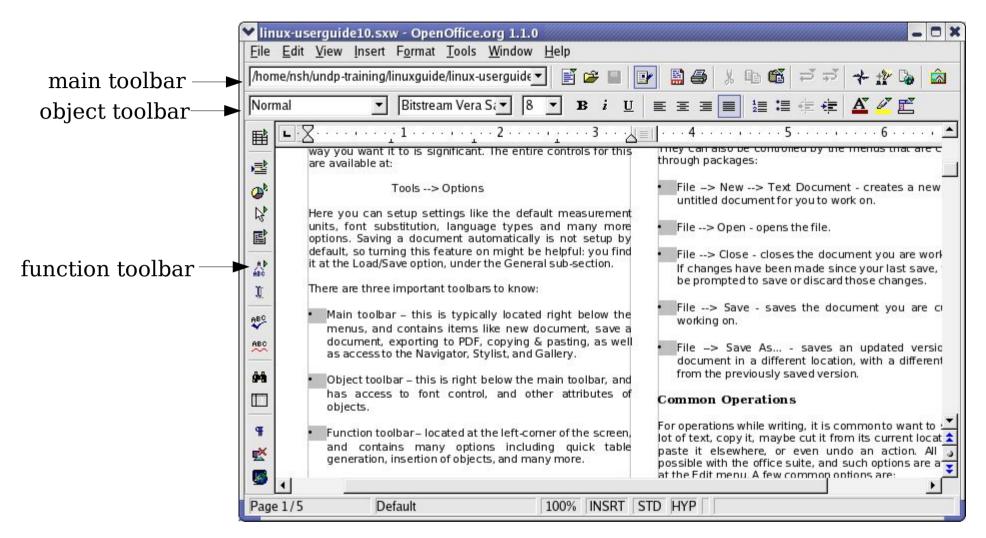
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- Tools --> Options
 - setting up the OO.o environment to work to your preferences e.g. default measurement units, font substitution, language types etc
 - turn on autosave (if you want)

Tools --> Options --> Load/Save --> General

 Toolbars - main toolbar, object toolbar, function toolbar

Getting Around 00.0



Toolbars - main toolbar, object toolbar, function toolbar

OO.o - Writer

- Main Menu --> Office --> OpenOffice.org Writer
- From OO.o, File --> New --> Text Document
- Enter text as you would for a text editor

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Page 7

Common operations while writing:

- To copy text: select the text with the mouse, then select Edit --> Copy. Now the selected text is kept in memory for use elsewhere.
- To paste text: find the spot where text needs to be placed, place the cursor there, and then select Edit --> Paste.
- To cut text: this means that the selected text will be removed from the current location and kept in memory, to be placed elsewhere. Doing this is exactly like how a copy should be performed, except select Edit --> Cut instead.
- To undo an action: Select Edit --> Undo. It will display the command that it is undoing at the moment.

File functions/operations, from menu bar at the top select:

- File --> New --> Text Document creates a new empty, untitled document for you to work on.
- File --> Open opens an existing document.
- File --> Close closes the document you are working on. If changes have been made since your last save, you will be prompted to save or discard those changes.
- File --> Save saves the document you are currently working on.
- File --> Save As... saves an updated version of a document in a different location, with a different name, from the previously saved version.

Text formatting:

- Use the Format option from the menubar at the top
- Object toolbar quick formatting options include:
 - font and point size selection
 - bold, italics, underline
 - alignment
 - bulletpoints and numbering on/off, format
 - background colour
 - font colour, highlighting



Tools (select Tools from menubar at the top) available include:

- Spellcheck
- Thesaurus
- Hyphenation
- AutoCorrect/AutoFormat
- Line numbering
- Footnotes
- Graphics gallery viewing
- Mailmerge

00.0 - Calc

- Main Menu --> Office --> OpenOffice.org Calc
- From OO.o, File --> New --> Spreadsheet
- Very useful for manipulation of numeric values in tabular form

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Page 12



Spreadsheet basics

- Rows and columns
- Each row and column combination defines a cell e.g. A1, B4
- Cell can contain text, number or formula
- Value and/or contents of a cell or group of cells can be made dependent on other cells or group of cells
- Cells can be formated



Formatting

- Autoformat use pre-defined styles on cells
 - Format --> Autoformat
- Object toolbar, besides usual formating features, able to,
 - set font colour within cell
 - increase/decrease indents within a cell
 - controls for enabling currency, percentage, add/remove significant decimal places



Calc

Autopilot: Functions

- To build a formula functions may be needed, e.g. =SUM() for summation, =AVERAGE() for the average value of cells, etc.
- Function autopilot a wizard to help build functions in a formula and find problems with existing expressions



OO.o - Impress

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- Main Menu --> Office --> OpenOffice.org Impress
- From OO.o, File --> New > Presentation
- Autopilot to assist in creation of a new presentation
- Follow autopilot instructions to create slides
- Then edit as required to fill in your own content and design etc.

Impress

- A slide creation/presentation application
- Very easy to create presentation slides with text, colour and graphics
- Simple drawing functions available
- Use graphics clip art included
- Import graphic images from files created/saved outside of Impress
- Multimedia content also possible
- This entire series of slides created using Impress!



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