

# **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](http://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

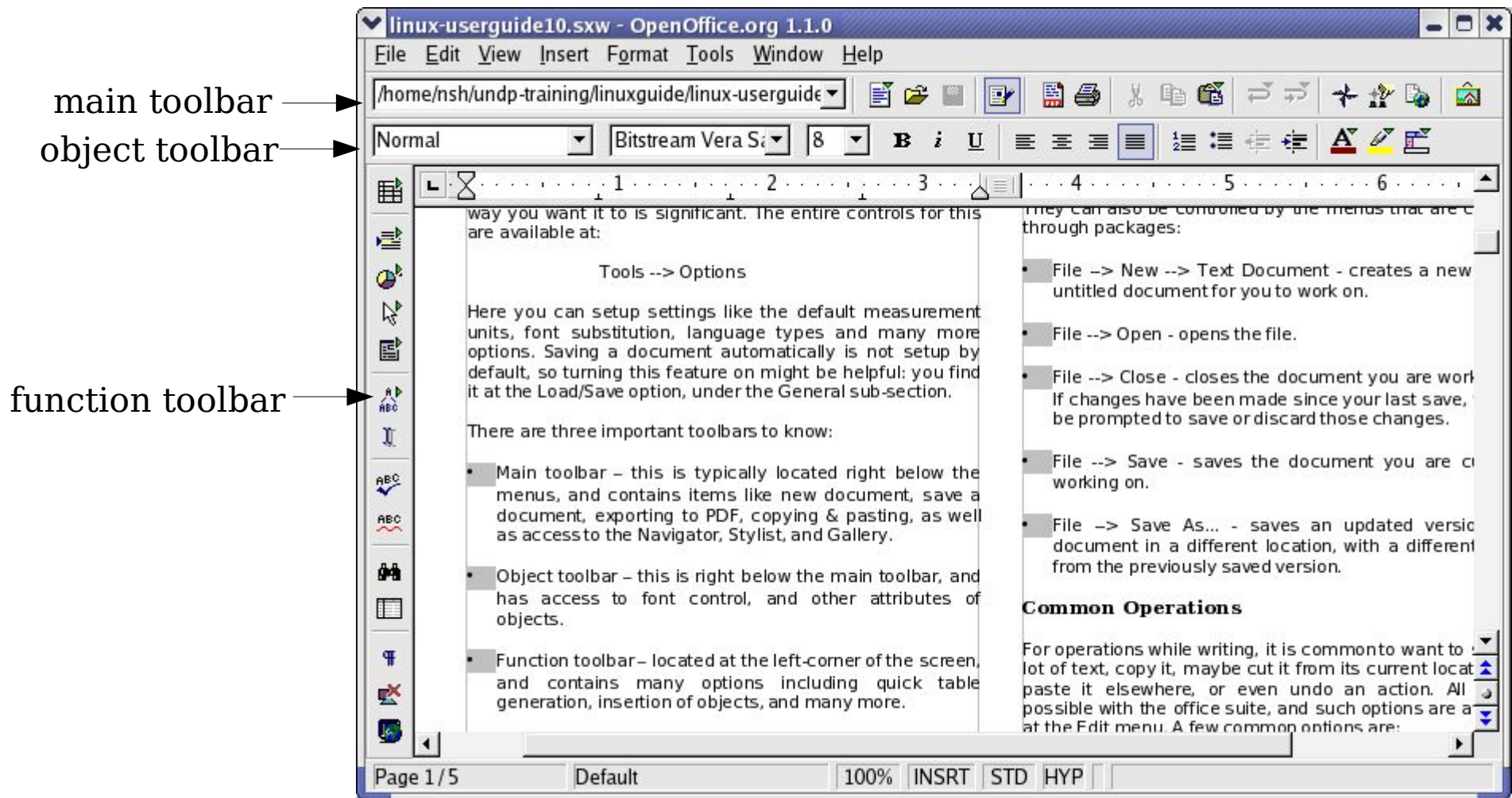
# OpenOffice.org

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

# Getting Around OO.o

- Help --> Contents
  - online help documentation
- 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

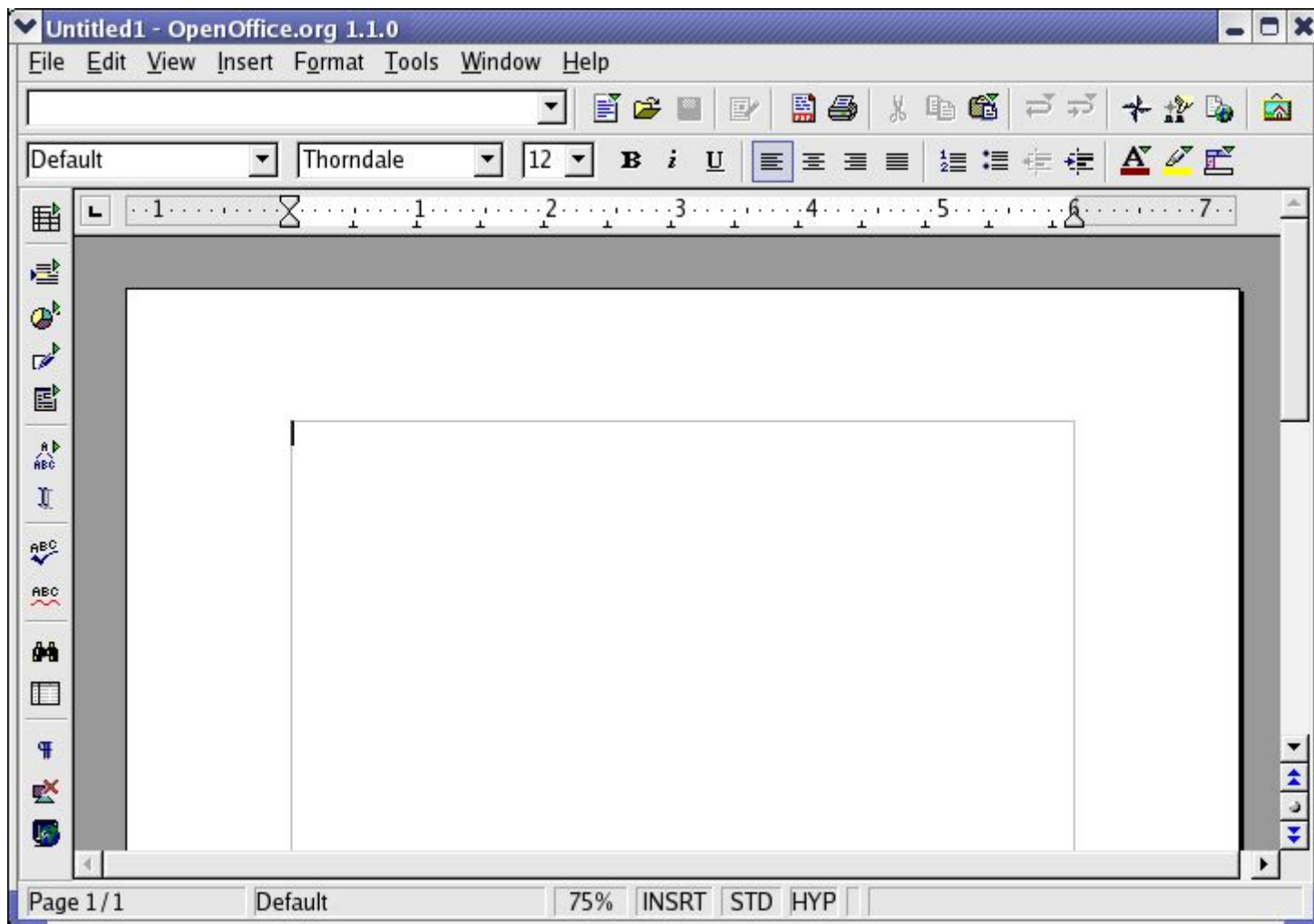
# Getting Around OO.o



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



# Writer

## 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.



# Writer

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.

# Writer

## 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



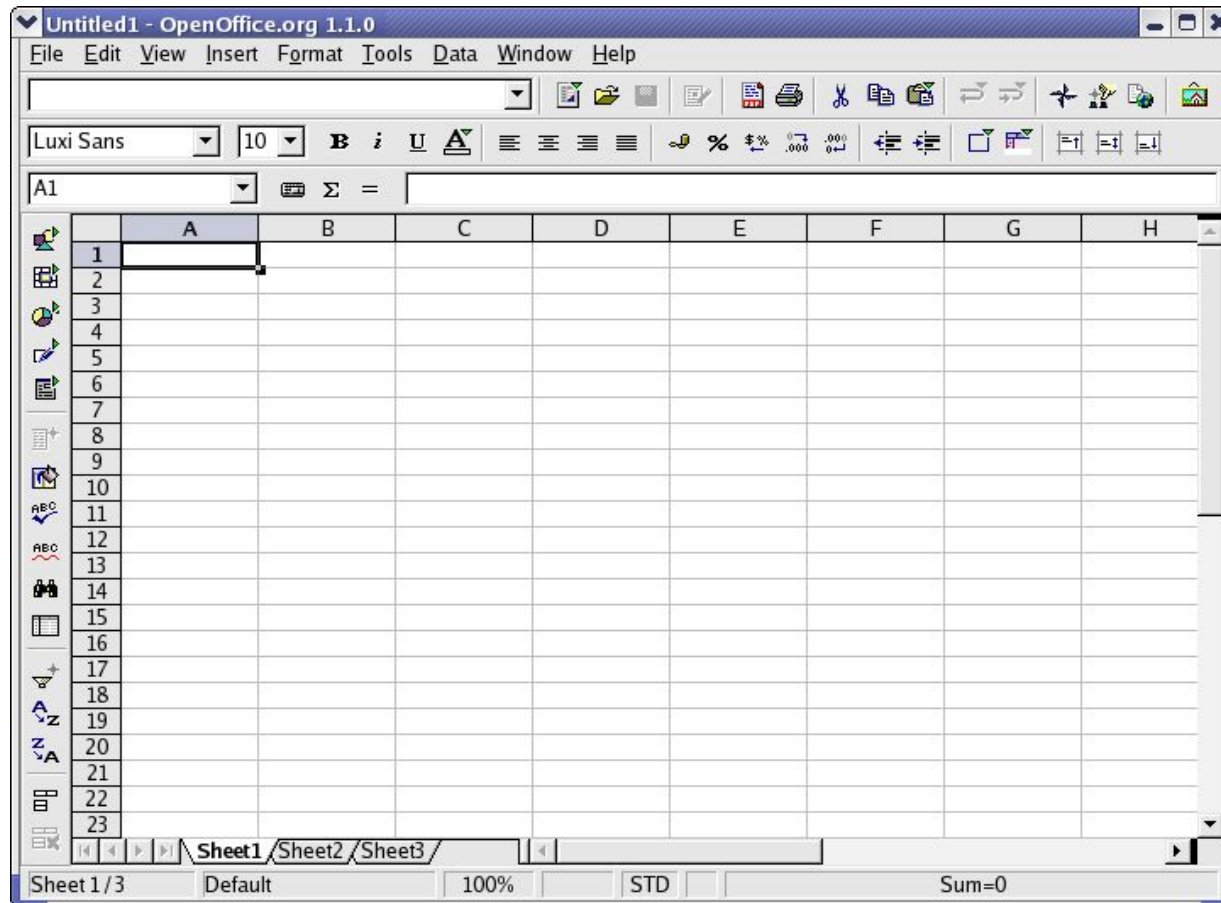
# Writer

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

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

# OO.o - Calc

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



# Calc

## 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 formatted

# Calc

## Formatting

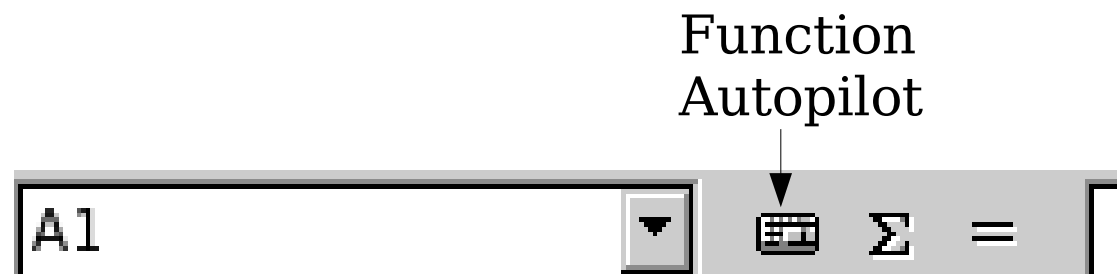
- AutofORMAT – use pre-defined styles on cells
  - Format --> AutofORMAT
- Object toolbar, besides usual formatting features, able to,
  - set font colour within cell
  - increase/decrease indents within a cell
  - controls for enabling currency, percentage, add/remove significant decimal places



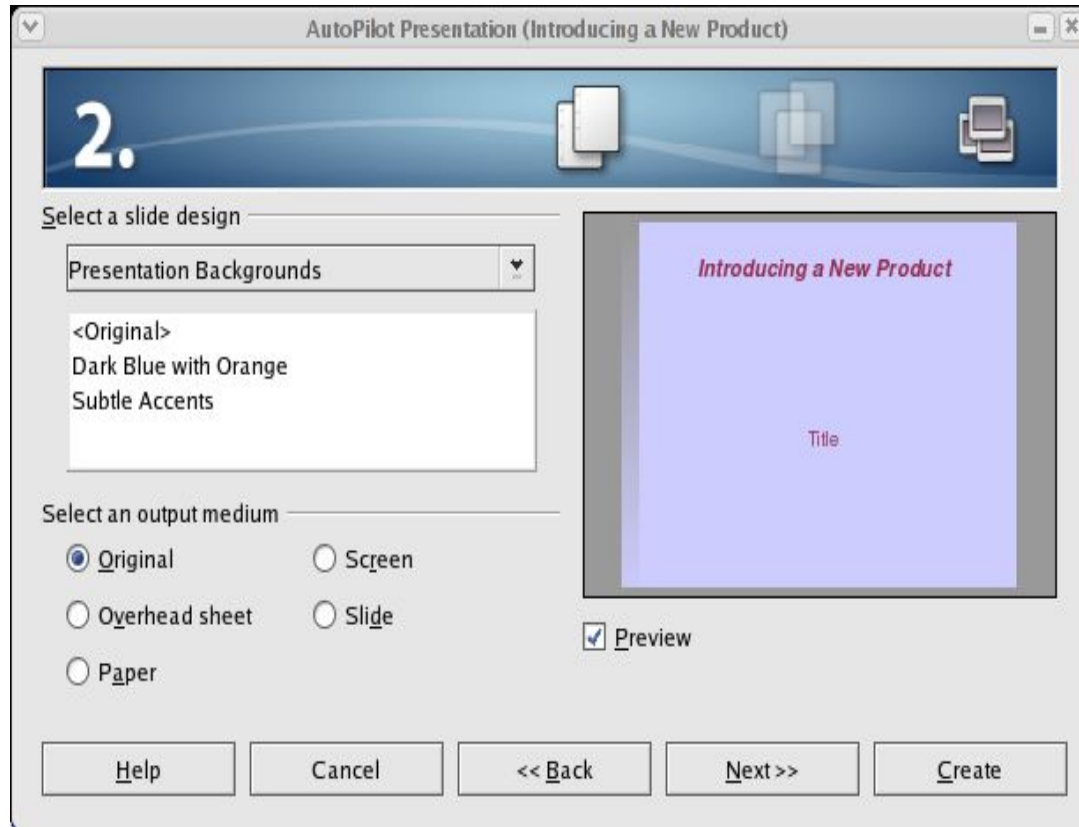
# Calc

## 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



- 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!

# Impress

**Project "Freedom"**  
**Migration to OpenOffice.org 1.1**

- **Business case**
  - ✓ Massive annual license fee savings
  - ✓ Central support costs reduced
  - ✓ Minimal migration cost
  - ✓ Reduced storage/archiving
  - ✓ Enable migration to thin client computing
  - ✓ Extend life of existing desktops 'indefinitely'

**5 year savings**

Year	Servers	Clients	Support	Licenses
Yr 1	20	10	10	10
Yr 2	20	10	10	10
Yr 3	20	10	10	10
Yr 4	20	10	10	10
Yr 5	20	10	10	10

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# End of Chapter 10