

# OpenOffice.org

*Alternative to Microsoft Office*

# What is OpenOffice.org?

- › Suite of Programs
  - › Word Processor - Writer
  - › Spreadsheets – Calc
  - › Presentations – Impress
  - › Database – Base
  - › Graphics – Draw
  - › Formulas - Math

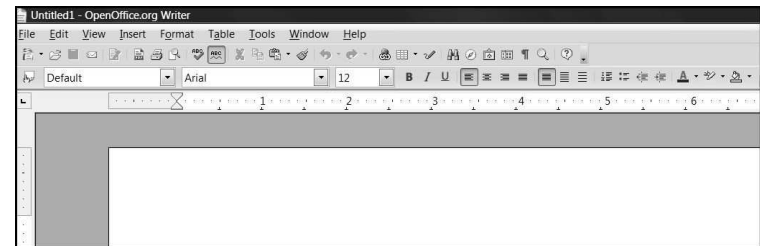
## Why OpenOffice.org?

- Comprehensive suite of Programs
  - Capabilities similar to Microsoft Office
  - **Accepts** and **Creates** files useable by Microsoft Office
    - \$ 0
    - No Cost
    - FREE



## Writer

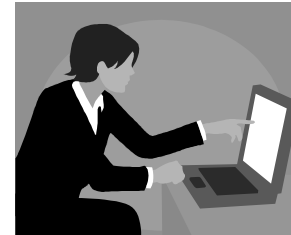
- Word Processor
  - Look and Feel of Word 2003



## Writer

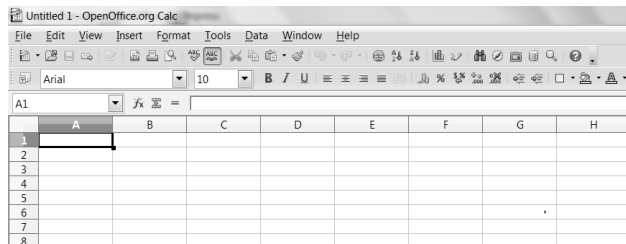
- › Basic and advanced features
  - › Lists, Paragraph formatting, Find Replace, Spell Checker
  - › Styles, Templates, Tables, Mail Merge
- › Can **open** Microsoft Word documents
- › Can **save** Microsoft Word documents

## Writer demo



# Calc

- Spreadsheets
  - Look and feel of Excel 2003

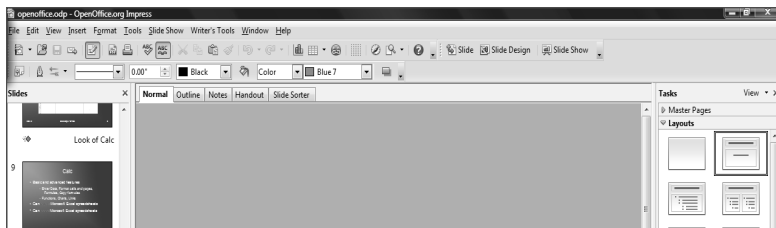


# Calc

- Basic and advanced features
  - Enter Data, Format cells and pages, Formulas, Copy formulas
  - Functions, Charts, Links
- Can **open** Microsoft Excel spreadsheets
- Can **save** Microsoft Excel spreadsheets

# Impress

- Presentations
  - Look and feel of Powerpoint 2003



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# Impress

- Basic and advanced features
  - Slide Background, Text, Layouts
  - Graphics, Transitions, Animations
- Can **open** Microsoft Powerpoint presentations
- Can **save** Microsoft Powerpoint presentations

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## Websites

- The main website – download from here
  - <http://www.openoffice.org>
- Open Office forums – problem solving
  - <http://www.ooforum.org>
- Documentation
  - <http://wiki.services.openoffice.org/wiki/documentation>
- Tutorials
  - <http://www.tutorialsforopenoffice.org>
  - <http://www.learnopenoffice.org/index.htm>

## Portable Versions

- [http://portableapps.com/apps/office/openoffice\\_portable](http://portableapps.com/apps/office/openoffice_portable)
  - Version 3.2.0 Currently