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OpenOffice.org
Free Office Software Suite
www.OpenOffice.org

What is Open Office?

OpenOffice.org (OO.o or OOo), commonly known as OpenOffice, is an office application suite available for a number of different computer operating systems. It is distributed as free software and written using the gtk toolkit. It supports the ISO/IEC standard OpenDocument Format (ODF) for data interchange as its default file format, as well as Microsoft Office formats among others. As of March 2009[update], OpenOffice supports over 80 languages.[2]

OpenOffice.org was originally derived from StarOffice, an office suite developed by StarDivision and acquired by Sun Microsystems in August 1999. The source code of the suite was released in July 2000 with the aim of reducing the dominant market share of Microsoft Office by providing a free and open alternative; later versions of StarOffice are based upon OpenOffice.org with additional proprietary components.

The project and software are informally referred to as OpenOffice, but this term is a trademark held by a company in the Netherlands co-founded by Wouter Hanegraaff and is also in use by Orange UK,[4] requiring the project to adopt OpenOffice.org as its formal name. (source Wikipedia)

Open Office Writer

"A word processor you can use for anything from writing a quick letter to producing an entire book."

For all your documents - WRITER has everything you would expect from a modern, fully equipped word processor or desktop publisher.

It's simple enough for a quick memo, powerful enough to create complete books with contents, diagrams, indexes, etc. You're free to concentrate on your message - while WRITER makes it look great.

 The Wizards takes all the hassle out of producing standard documents such as letters, faxes, agendas, minutes, or carrying out more complex tasks such as mail merges. You are of course free to create your own templates, or download templates from our Extensions repository.

Styles and Formatting puts the power of style sheets into the hands of every user.

Trap typing mistakes on the fly with the AutoCorrect dictionary, which can check your spelling as you type. If you need to use different languages in your document - WRITER can handle that too.

Reduce typing effort with AutoComplete, which suggests common words and phrases to complete what you are typing.

Text frames and linking give you the power to tackle desktop publishing tasks for newsletters, flyers, etc. laid out exactly the way you want them to be.

Increase the usefulness of your long, complex documents by generating a table of contents or indexing terms, bibliographical references, illustrations, tables, and other objects.

WRITER can also display multiple pages while you edit - ideal for complex documents, or if you have a large monitor (or multiple monitors).

The advanced notes feature displays notes on the side of the document. This makes notes a lot easier to read. In addition, notes from different users are displayed in different colours together with the editing date and time.

Make your documents freely available with WRITER's HTML export to the web, or export in MediaWiki format for publishing to wikis. Publish in Portable Document Format (.pdf) to guarantee that what you write is what your reader sees. The PDF export feature in OpenOffice.org provides a huge set of formatting and security options; so that PDF files can be customized for many different scenarios, including ISO standard PDF/A files.

Open Office Calc

"a powerful spreadsheet with all the tools you need to calculate, analyze, and present your data in numerical reports or sizzling graphics."

CALC is the spreadsheet program you've always wanted. Newcomers find it intuitive and easy to learn; professional data miners and number crunchers will appreciate the comprehensive range of advanced functions.

Advanced DataPilot technology makes it easy to pull in raw data from corporate databases; cross-tabulate, summaries, and convert it into meaningful information.

Natural language formulas let you create formulas using words (e.g. "sales - costs").

The Intelligent Sum Button inserts a sum function or a subtotal automatically, depending on context.

Wizards guides you through choosing and using a comprehensive range of advanced spreadsheet functions, or download templates from our Extensions repository for ready-made spreadsheet solutions.

Styles and Formatting makes it easy to apply flexible cell formatting options, including freely rotating contents, templates, backgrounds, borders, and many more. You can be your own spreadsheet expert thanks to templates with built-in functions, allowing you to concentrate on your real work.

CALC's solver component allows solving optimization problems where the optimum value of a particular spreadsheet cell has to be calculated based on constraints provided in other cells.

Encourage collaborative working on spreadsheets with CALC's multiple users support. By sharing a spreadsheet other users can easily add their data to the spreadsheet. The spreadsheet owner can then easily integrate the new data with a few clicks. This collaboration feature helps avoid editing conflicts.

Save your spreadsheets in OpenDocument format, the new international standard for office documents. This XML based format means you're not tied in to CALC. You can access your spreadsheets from any OpenDocument compliant software.

Of course, you are free to use your old Microsoft Excel spreadsheets, or save your work in Excel format for sending to people who are still locked into Microsoft products. If all they want to see is your results, then use Portable Document Format (.pdf) - no need to buy any extra software. Since version 3.0, CALC has been able to read .xlsx files created with Microsoft Office 2007 or Microsoft Office 2008 for Mac OS X.

Open Office Impress

"The fastest, most powerful way to create effective multimedia presentations."

IMPRESS is a truly outstanding tool for creating effective multimedia presentations. Your presentations will stand out with 2D and 3D clip art, special effects, animation, and high-impact drawing tools.

Master Pages simplify the task of preparing your materials. Save even more time by downloading templates from our Extensions repository.

A complete range of Views are supported: Drawing / Outline / Slides / Notes / Handouts to meet all the needs of presenters and audiences, plus an optional multi-pane view to put all the tools at your fingertips.

IMPRESS supports multiple monitors, so that presenters can look at something else while presenting their slides on a projector. Make the most of this With the free Presenter Console Extension, which lets you see your next slides as well as the time and the speaker notes.

IMPRESS has a complete range of easy-to-use drawing and diagramming tools to spice up your presentation.

'Park' your most commonly used drawing tools around your screen ready for single-click access.

Slide show Animation and Effects bring your presentation to life. Fontworks provides stunning 2D and 3D images from text. Create lifelike 3D images with astounding speed and response.

Save your presentations in OpenDocument format, the new international standard for office documents. This XML based format means you're not tied in to IMPRESS. You can access your presentations from any OpenDocument compliant software.

Of course, you are free to use your old Microsoft PowerPoint presentations, or save your work in PowerPoint format for sending to people who are still locked into Microsoft products. Alternatively, use IMPRESS's built-in ability to create Flash (.swf) versions of your presentations.

Open Office Draw

"Lets you produce everything from simple diagrams to dynamic 3D illustrations."

DRAW - from a quick sketch to a complex plan, DRAW gives you the tools to communicate with graphics and diagrams. With a maximum page size of 300cm by 300cm, DRAW is powerful tool for technical or general posters, etc.

'Park' your most commonly used drawing tools around your screen ready for single-click access.

Use Styles and Formatting to put all your graphics styles at your finger tips.

Manipulate objects, rotate in two or three dimensions; the 3D controller puts spheres, rings, cubes, etc. at your disposal.

Arrange objects: group, ungroup, regroup, and edit objects while grouped. Sophisticated rendering let you create photorealistic images with your own texture, lighting effects, transparency, perspective, and so on.

Smart connectors make short work of flowcharts, organization charts, network diagrams, etc. Define your own 'glue points' for connectors to 'stick' to.

Dimension lines automatically calculate and display linear dimensions as you draw.

Use the picture Gallery for clipart; create your own art and add it to the Gallery.

Save your graphics in OpenDocument format, the new international standard for office documents. This XML based format means you're not tied in to DRAW. You can access your graphics from any OpenDocument compliant software.

Import graphics from all common formats (including BMP, GIF, JPEG, PNG, TIFF, and WMF).

Use DRAW's free ability to create Flash (.swf) versions of your work.

Open Office Base

"Lets you manipulate databases seamlessly. Create and modify tables, forms, queries, and reports, all from within OpenOffice.org"

BASE is a fully featured desktop database management system, designed to meet the needs of a broad array of users, from

just tracking your personal CD collection, to producing a corporate monthly departmental sales report.
BASE offers wizards to help users new to database design (or just new to BASE) to create Tables, Queries, Forms and Reports, along with a set of predefined table definitions for tracking Assets, Customers, Sales Orders, Invoices and much more.

When a personal use database is all you need, BASE offers the full HSQL relational database engine, configured for single user, with the data stored right in the BASE file, as well as native support for dBase flat files.

For power users in the enterprise, BASE delivers native support drivers for a variety of multi-user database engines: MySQL, Adabas D, MS Access and PostgreSQL. In addition, support for JDBC and ODBC standard drivers allows you to connect to virtually any existing database.

BASE integrates seamlessly into the rest of the OpenOffice.org suite applications, for example:

supplying address book data for mail merge in WRITER using the industry standard LDAP protocol, or common address book formats such as Microsoft Outlook, Microsoft Windows and Mozilla;
creating linked data ranges in CALC files for data pilot analysis or as the basis for charts.

Open Office Math

MATH is OpenOffice.org's component for mathematical equations. It is most commonly used as an equation editor for text documents, but it can also be used with other types of documents or stand-alone. When used inside WRITER, the equation is treated as an object inside the text document. Similarly, one can also insert these into other OpenOffice.org programs like CALC and IMPRESS.

Using MATH, there are three main ways of entering a formula:

- Type markup in the equation editor.
- Right-click on the equation editor and select the symbol from the context menu.
- Select a symbol from the Selection toolbox.