



# OpenOffice.org 2.0

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1. Description: OpenOffice.org, an alternative to Microsoft Office software applications, is free, user friendly and provides the same utility as Microsoft or other office applications. It includes word processing, spreadsheet, database and presentation software. This workshop will introduce students to this product, answer questions about usability and compatibility and show:
  - a. Programs included
  - b. Where to get it
  - c. How to install it
  - d. Demonstrated use of the programs
2. Course objectives:
  - a. To understand open source software
  - b. To explore OpenOffice.org version 2 suite
  - c. To develop computer and publishing literacy
  - d. To address the class' questions
3. Seminar handouts and samples available at [www.crowleycomputers.com/handouts.htm](http://www.crowleycomputers.com/handouts.htm)

## Introduction

### 1. Opens source is...

Open source describes practices in production and development that promote access to the end product's source materials--typically, their source code. Some consider it as a philosophy, and others consider it as a pragmatic methodology. Before open source became widely adopted, developers and producers used a variety of phrases to describe the concept; the term open source gained popularity with the rise of the Internet and its enabling of diverse production models, communication paths, and interactive communities. Subsequently, open source software became the most prominent face of open source.

OpenOffice 2 intro.odp

The open source model can allow for the concurrent use of different agendas and approaches in production, in contrast with more centralized models of development such as those typically used in commercial software companies. "Open source" as applied to culture defines a culture in which fixations are made generally available. Participants in such a culture are able to modify those products and redistribute them back into the community.<sup>1</sup>

### 2. Stats and facts

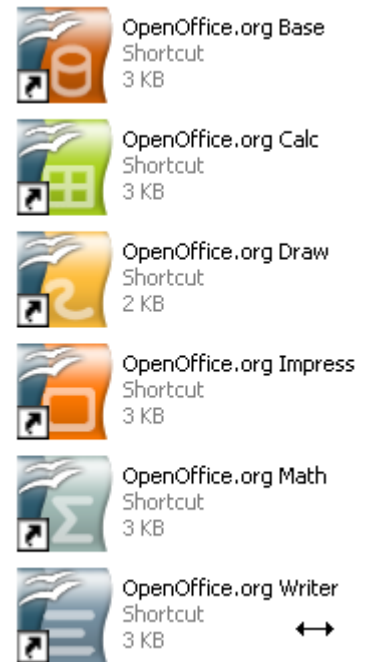
- Get OpenOffice 2.0.3 at [www.openoffice.org](http://www.openoffice.org)
- OpenOffice.org is a multiplatform and multilingual office suite and an open-source project. Compatible with all other major office suites, the product is free to download, use, and distribute.
- Platforms: Windows, Linux, Solaris, Mac OS X, Linux PPC, FreeBSD
- Open source version of Sun Microsystem's StarOffice 8

### 3. OpenOffice.org marketing materials

- Product Presentation, \openoffice.org marketing materials\ooo2prodintroen.odp
- Product Flyer, \openoffice.org marketing materials\ooo2prodflyera3en.odt

### 4. Pieces parts

Application	Use	Microsoft and others comparable apps	Std ext
Base	database	Access	
Calc	spreadsheet	Excel, Lotus 1-2-3, Quattro Pro	
Draw	graphics		
Impress	presentation	PowerPoint	odp
Math	math formula writer	Built into other word processors	
Writer	word processing	Word or WordPerfect	odt



### 5. Pros

- supports OpenDocument Format (ODF), open source, published format for document storage, with complete XML compliant output
- Excellent Microsoft Office import tools

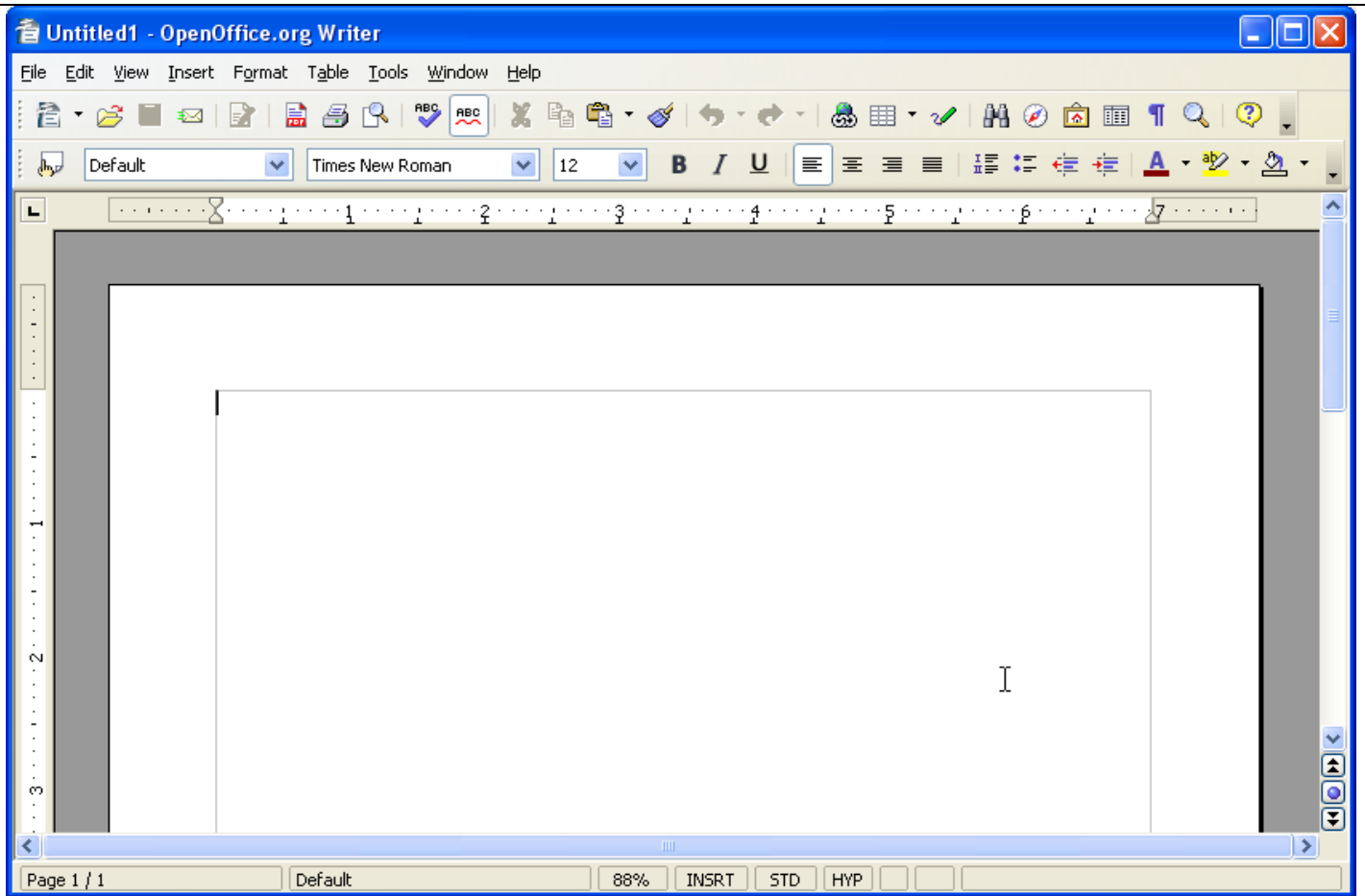
<sup>1</sup> Wikipedia, [http://en.wikipedia.org/wiki/Open\\_source](http://en.wikipedia.org/wiki/Open_source)

- c. HTML support
  - d. PDF creator, will be available in Office 2007
  - e. Consistent interface between operating systems
  - f. Under development or available in 93 languages with 71 support websites.
  - g. It's free!
6. Knocks
- a. No email client
  - b. Community support only
  - c. Against StarOffice 8
    - i. Fewer templates and clipart but many are available as free downloads and add-ons
    - ii. No network administration or Microsoft Office migration tools
7. Notes of interest
- a. All handouts and presentations were created or modified using OpenOffice.org. This is the first real opportunity I've had to spend *quality* time with version 2. I felt there was no slowing me down from using WordPerfect (my preferred word processor) and I felt it was smoother using than Word. Calc seemed to pause occasionally.
  - b. OpenOffice.org version 2.0.4 was released on Friday, October 13, 2006.
  - c. October 13, 2006 was OpenOffice.org's 6<sup>th</sup> Anniversary.
8. Jim's notes...
- a. Great Windows CUA keystroke compatibility
  - b. Fast, very fast.
  - c. One forgivable crash during class development.
  - d. Ending a selection with a cursor key operates slightly differently
  - e. Dragging from the middle of a word does not automatically select the whole word

Presentation: ooo2prodintoren.odp

Flyer: ooo2prodflyera3en.odt

# Writer



## 1. Brief tour

- a. Creating new documents
- b. Page formatting: margins, etc. Under format, not File!
- c. Undo / redo
- d. Save As... Word, etc.
- e. Frames much like Publisher
- f. Extras via <http://documentation.openoffice.org> and [www.openclipart.org](http://www.openclipart.org)
- g. Fun stuff
- i. Tools, Gallery
- ii. Insert, special characters

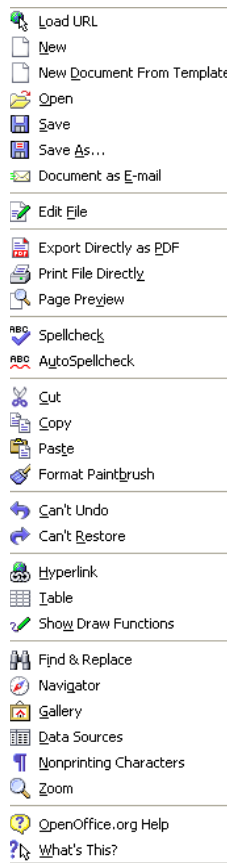
very cool  
and powerful



## 2. Compatibility

- a. Open \samples\PowerPoint outline.doc
- b. Create PDF of Outline document via Adobe Acrobat and OpenOffice.org.
- c. Realize that Default style is the same as Word's Normal

- 3. Missing in action
  - a. Grammar check
- 4. Do you like?
  - a. Menu and keystroke
  - b. Word completion



Toolbar icon descriptions

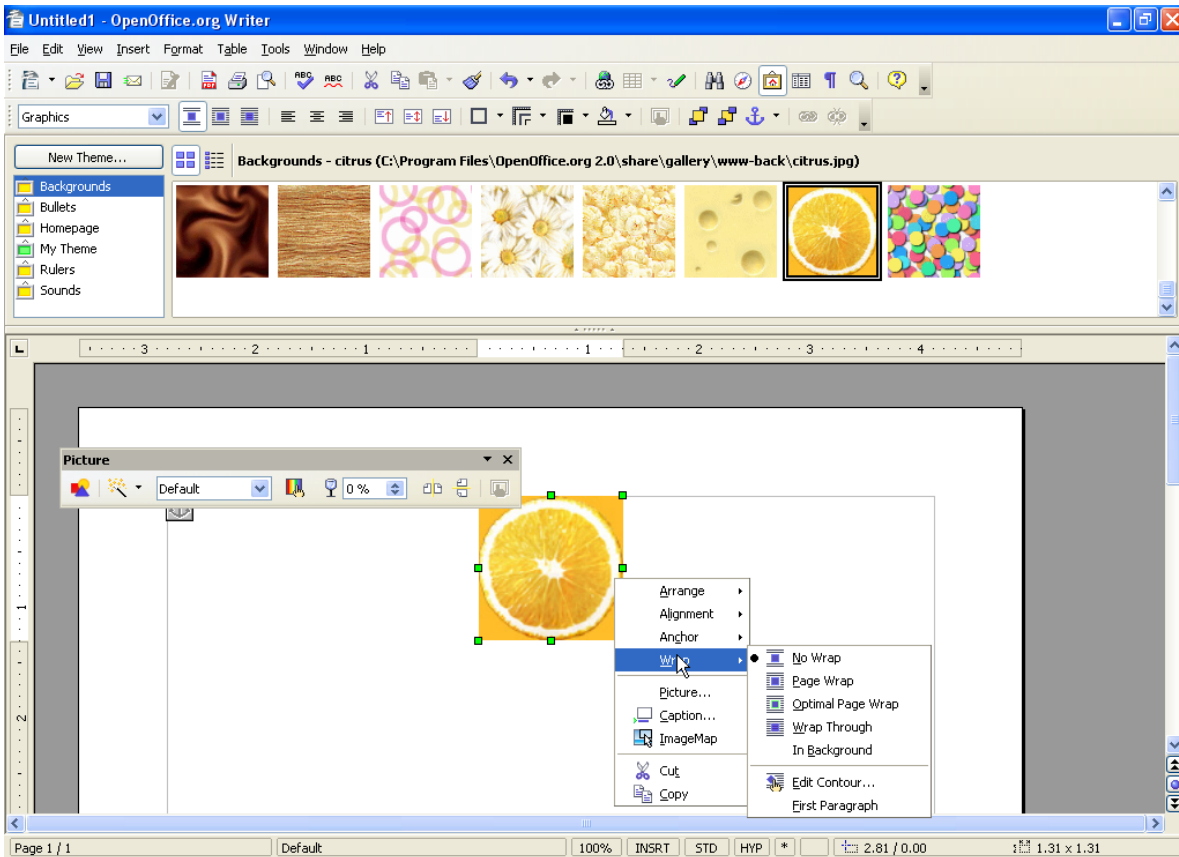
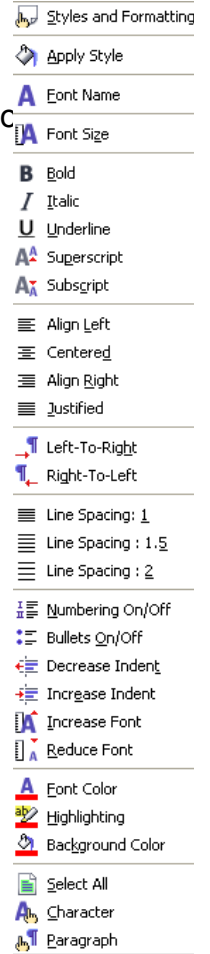
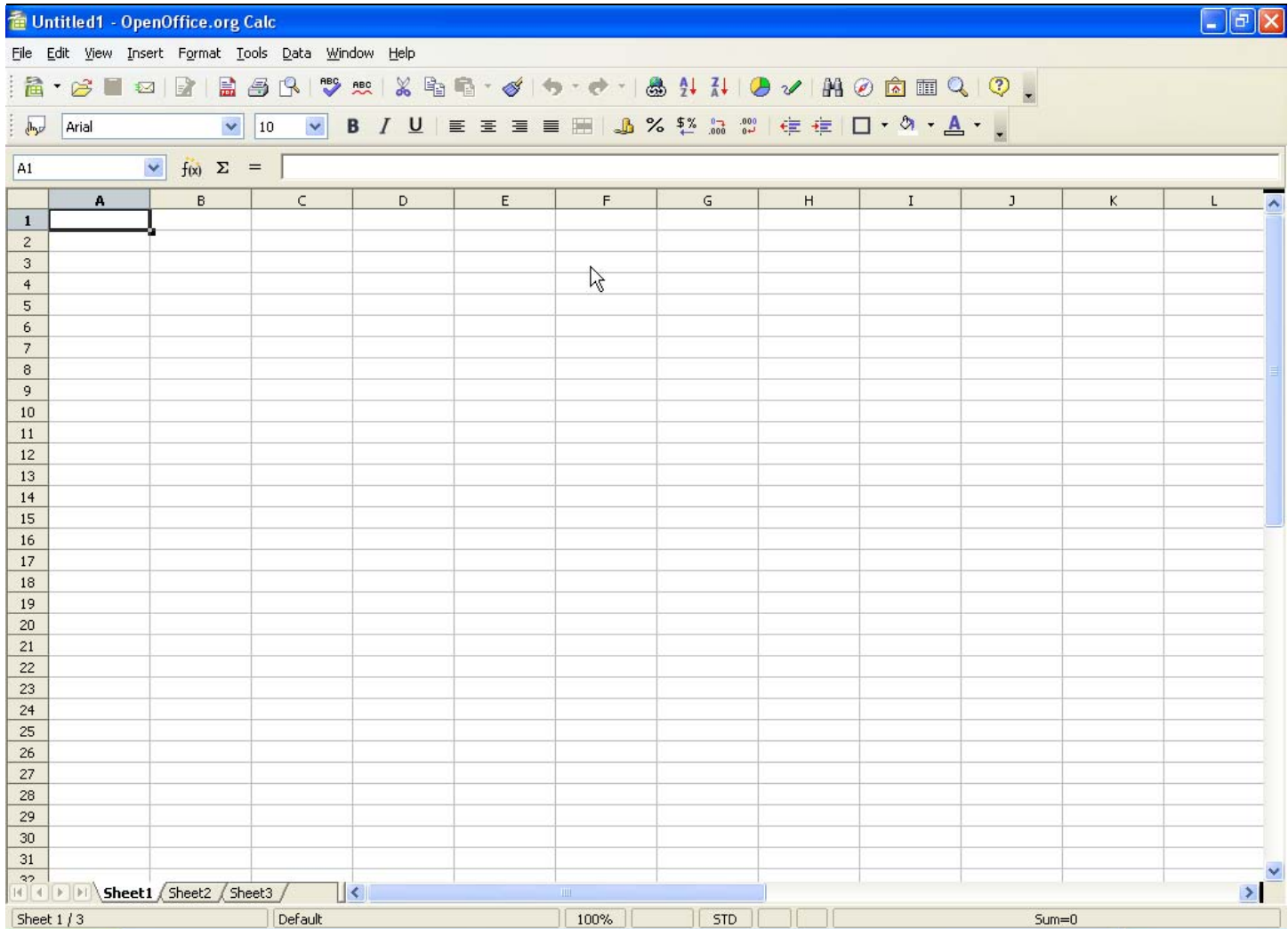


Illustration 1: Gallery, picture toolbars and right+click menus

# Calc



## 1. Brief tour

- a. Data entry
- b. Data selection
- c. Formula entry
  - i. Function wizard – excellent formula display
- d. Auto Fill
- e. Borders and shading
- f. Auto Format
- g. Charts
  - i. All charts are on a spreadsheet.
- h. Printing

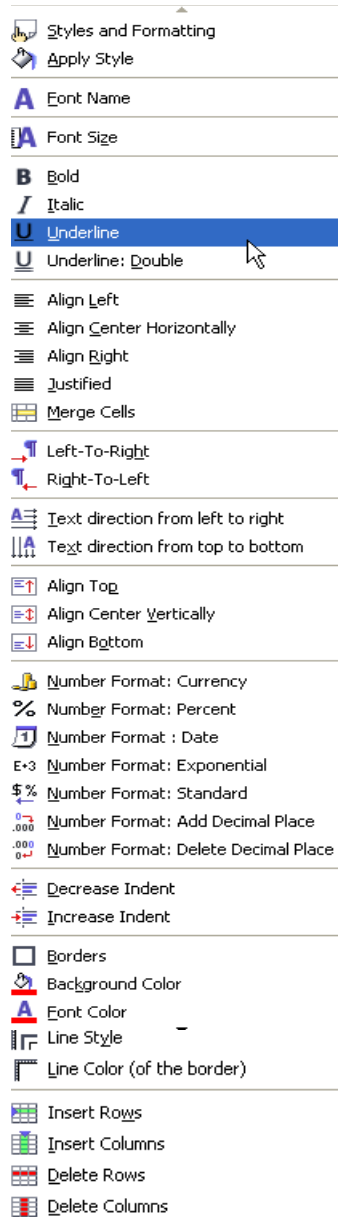
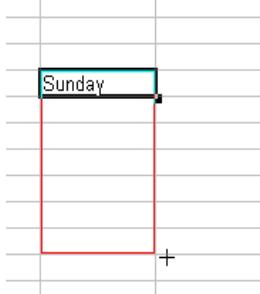
## 2. Compatibility

- a. Excellent keystroke and toolbar and menu compatibility
  - i. When writing formulas in Excel with point mode, you return to the edited cell when you give an operator, in OpenOffice you return to the previous cell in the formula.
- b. Some variation in charts colors and appearance
- c. Delete key will not erase a range without being told to.

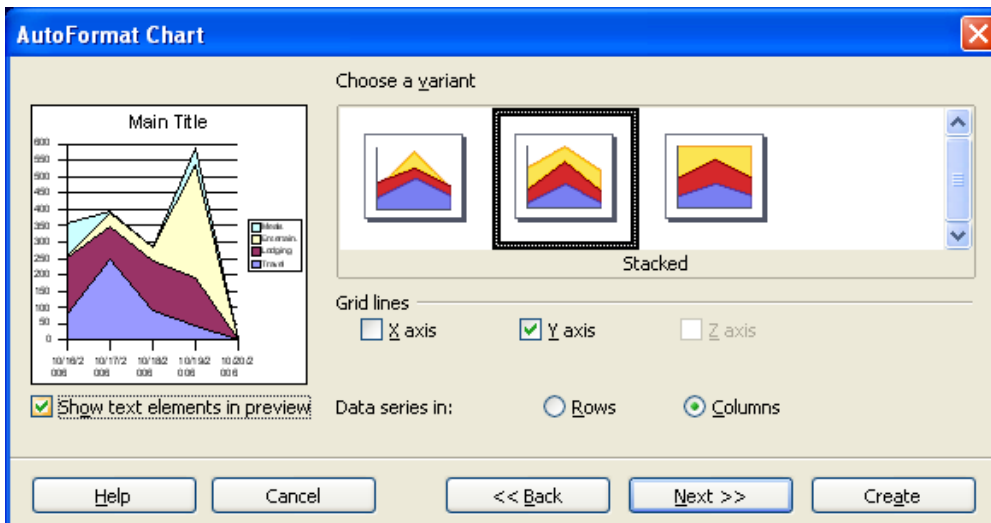
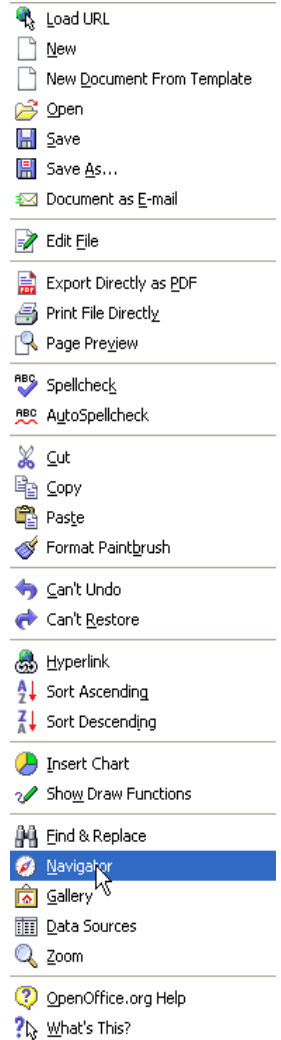
## 3. Missing in action

- a. Status bar does not indicate modes like Ready, Edit, Point
- b. Often times *back* isn't completely back as it is in Excel, IE. The function wizard.

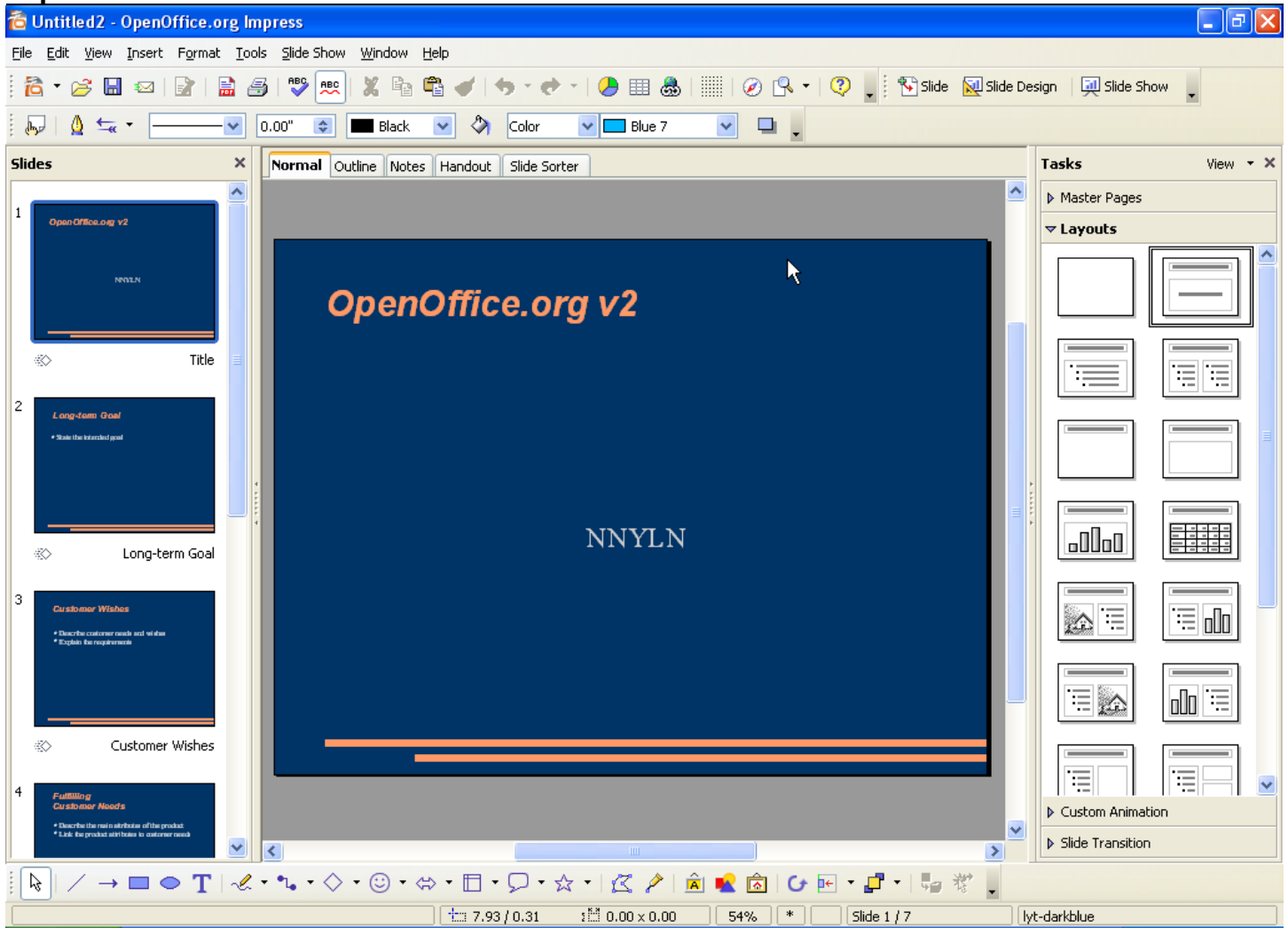
#### 4. Do you like?



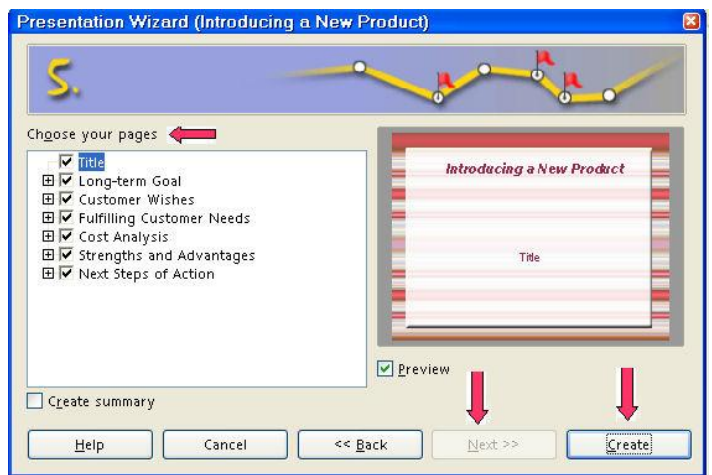
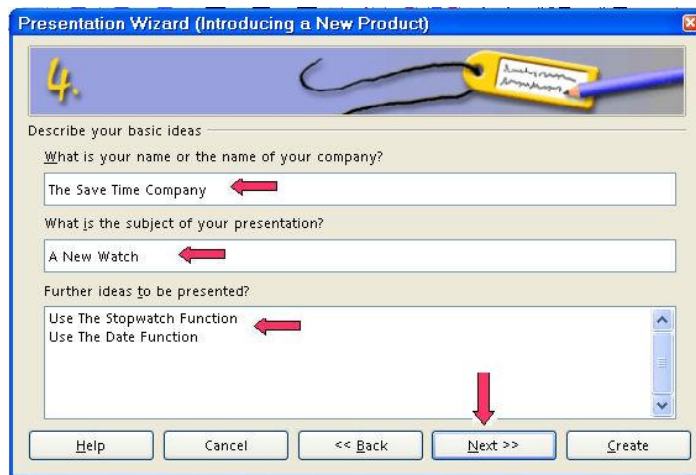
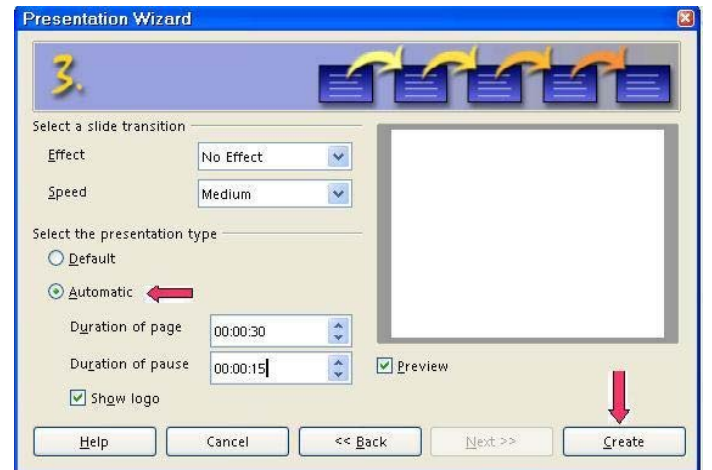
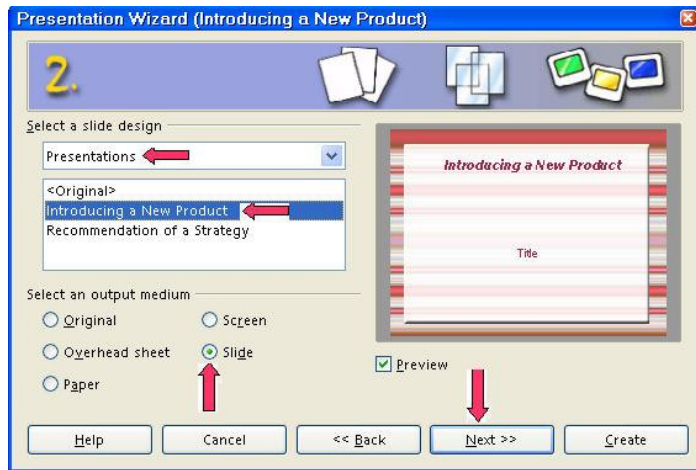
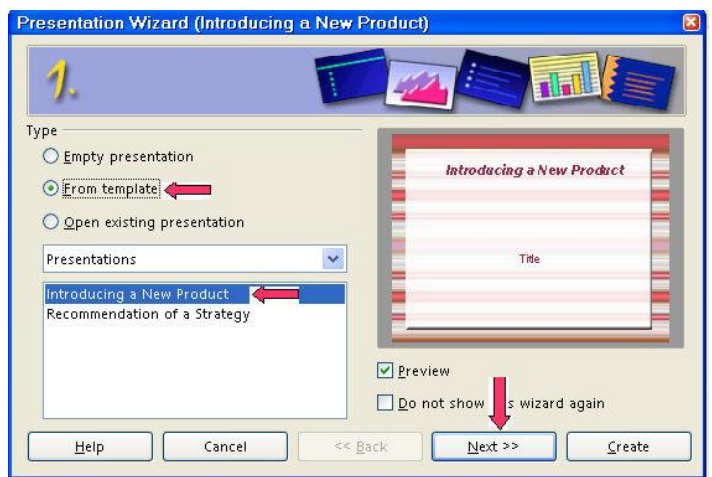
#### Toolbar icon descriptions



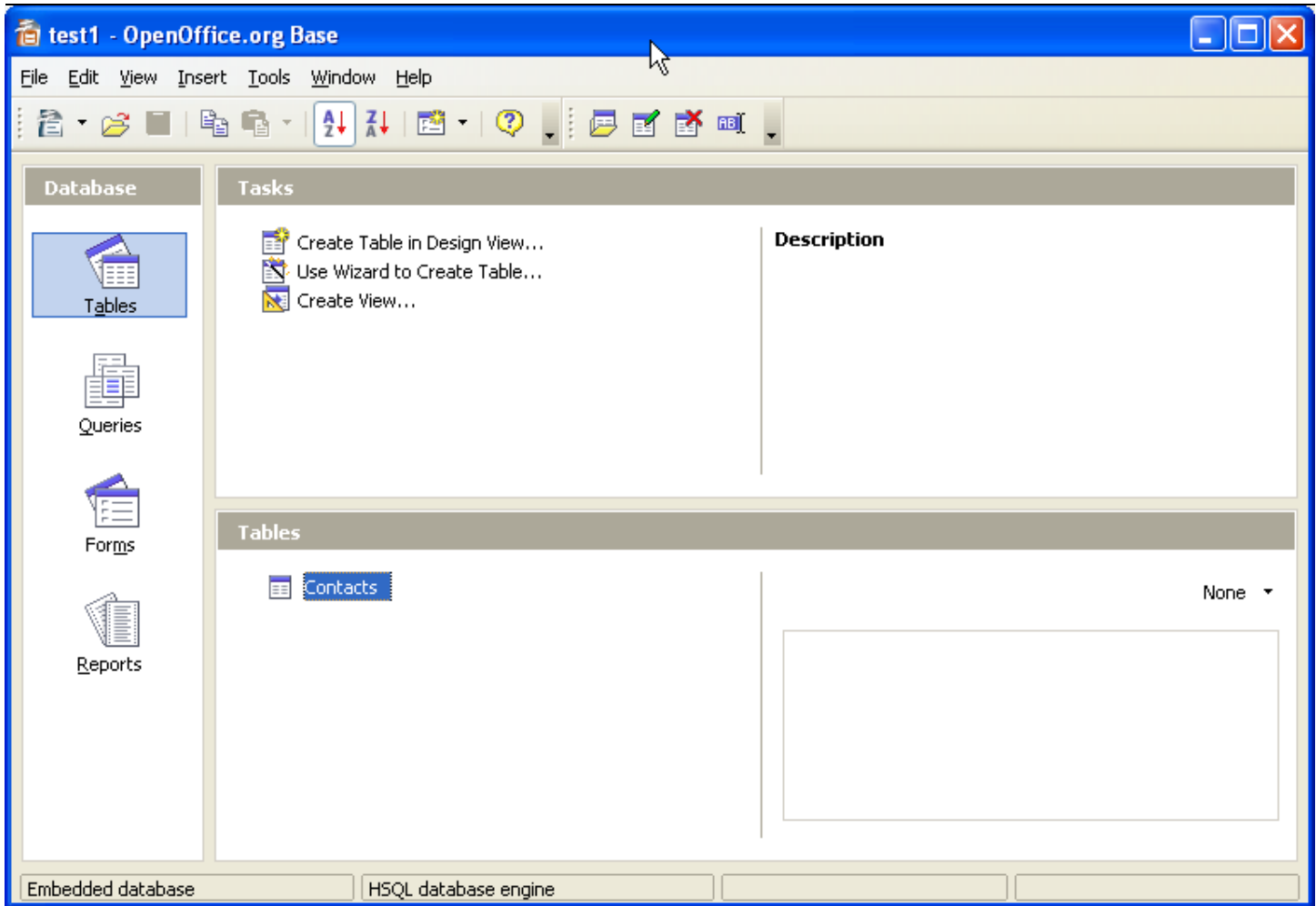
# Impress



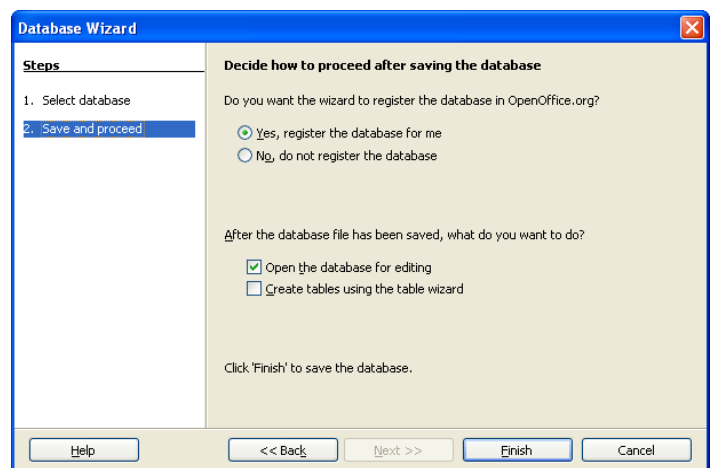
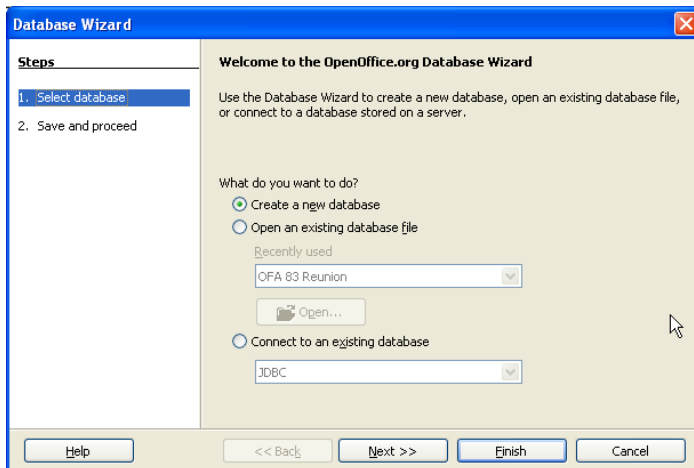
1. Brief tour
  - a. Views
    - i. Normal
    - ii. Outline
    - iii. Notes
    - iv. Handout
    - v. Slide Sorter
  - b. Slide Show
2. Compatibility – very good! Only minor problems with a few obscure transitions and effects.
3. Do you like?
4. Missing in action
  - a. Generally considered the weak link of OpenOffice when compared to Microsoft PowerPoint
    - i. Less gitchies
    - ii. Missing powerful Presentation manager



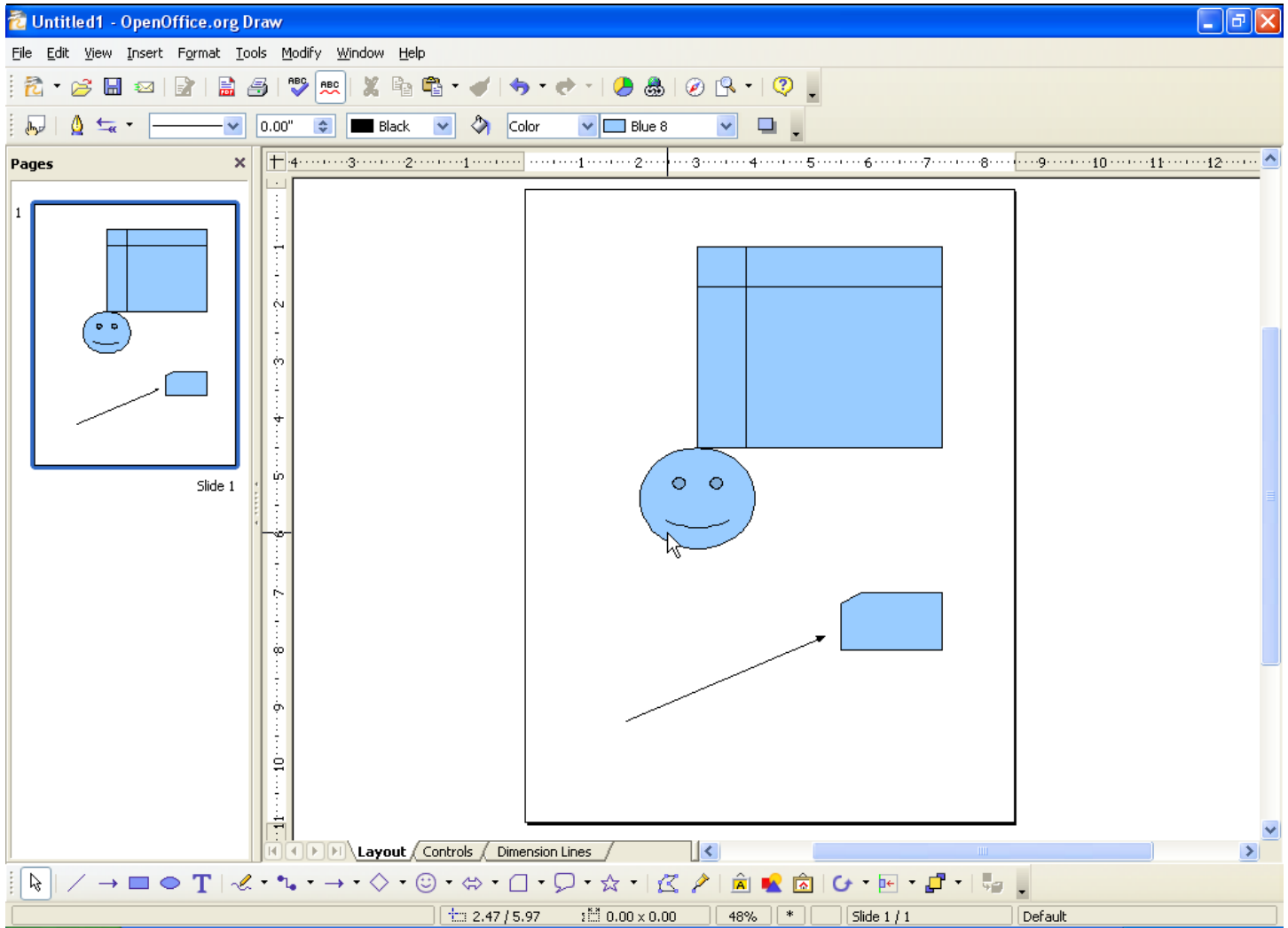
## Base



1. Very brief tour
  - a. HSQL Embedded database engine a fast Java-based embedded database
  - b. New application, shows signs of being version 1
  - c. Wizards are very useful!
2. Compatibility – very difficult to import Access tables without creating proper links through Windows



# Draw



1. Very brief tour
2. Compatibility
3. Missing in action
  - a. Cropping tool is powerful, but requires guesswork.

## References

CNET.com [http://reviews.cnet.com/OpenOffice\\_2/4505-3524\\_7-31624261.html](http://reviews.cnet.com/OpenOffice_2/4505-3524_7-31624261.html)  
Eweek <http://www.eweek.com/article2/0,1895,1874157,00.asp>  
Tutorials For OpenOffice <http://www.tutorialsforopenoffice.org/>  
Wikipedia <http://en.wikipedia.org>  
ZDNet [http://review.zdnet.com/OpenOffice\\_2/4505-3524\\_16-31624261.html?tag=ut](http://review.zdnet.com/OpenOffice_2/4505-3524_16-31624261.html?tag=ut)