

# LibreOffice

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# History

- OpenOffice.org
  - Supported by Sun Microsystems
  - Oracle buys Sun 1/27/2010
- The Document Foundation
  - Founded 9/28/2010
  - Members of OpenOffice.org project
  - Concern about Oracle and OpenOffice.org
- Releases
  - Version 3.3 on 1/25/2011
  - Version 3.4 on 6/3/2011

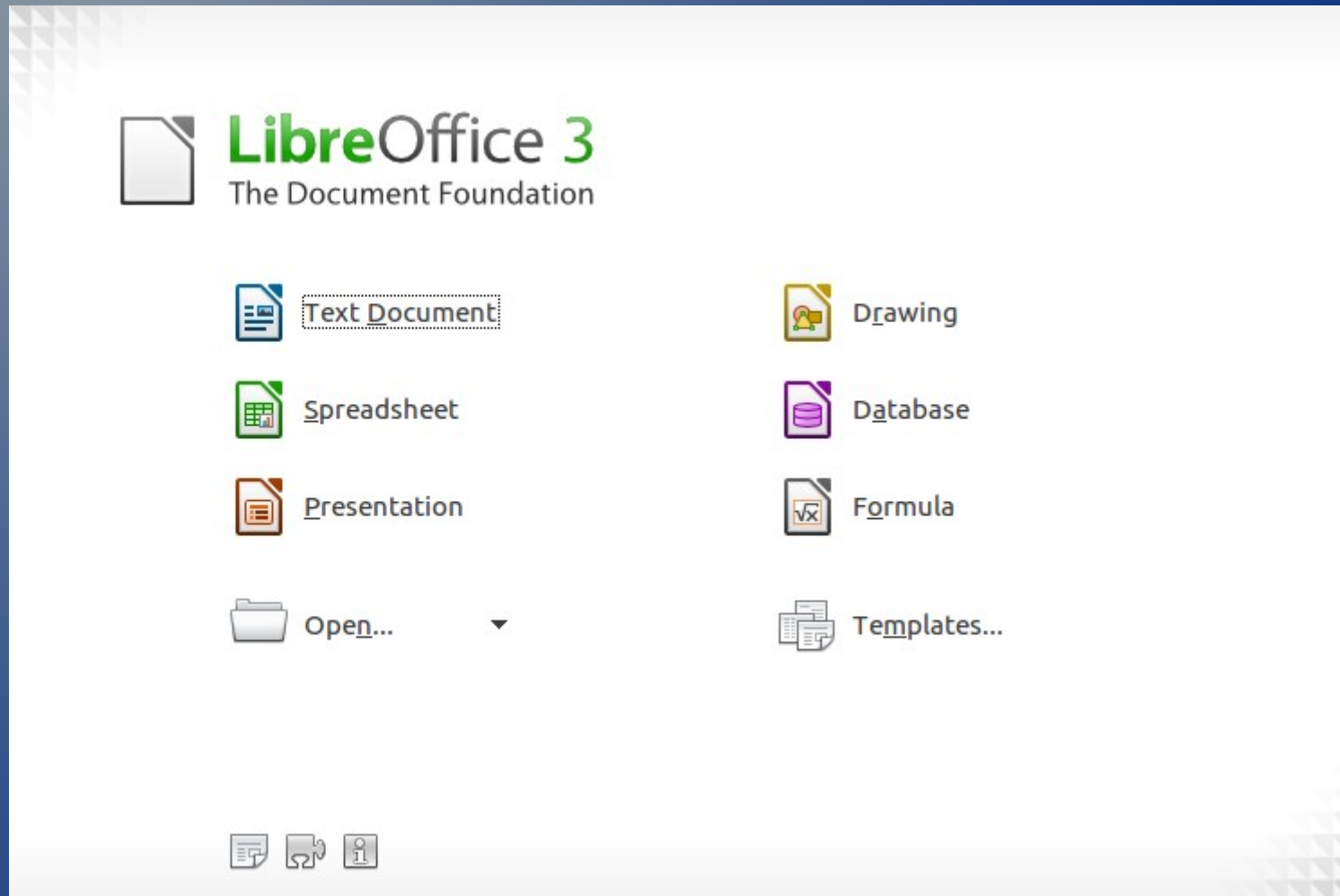
# General Description - 1

- Capabilities
  - Text documents
  - Spreadsheets
  - Presentations
  - Drawings
- Operating systems
  - MS Windows
  - Linux
  - Mac OS

# General Description - 2

- Formats
  - Open Document Format (odt, ods, odp, ...)
  - Open Office XML (docx, xlsx, pptx, ...)
  - MS Office (doc, xls, ppt, ...)
  - Rich text format (rtf)
  - DocBook
- Export to PDF
  - Read universally
  - Difficult to modify

# Welcome Screen



# Personal Data

- Tools > Options > LibreOffice > User Data

The screenshot shows the LibreOffice Options dialog box with the 'User Data' section selected. The left sidebar lists various categories, with 'User Data' highlighted. The main area contains a form for entering personal information, including fields for Company, First/Last name/Initials, Street, City/State/Zip, Country/Region, Title/Position, Tel. (Home/Work), and Fax / E-mail.

LibreOffice

- User Data
- General
- Memory
- View
- Print
- Paths
- Colors
- Fonts
- Security
- Appearance
- Accessibility
- Java
- ▶ Load/Save
- ▶ Language Settings
- ▶ LibreOffice Writer
- ▶ LibreOffice Writer/Web
- ▶ LibreOffice Base
- ▶ Charts
- ▶ Internet

Address

Company

First/Last name/Initials

Street

City/State/Zip

Country/Region

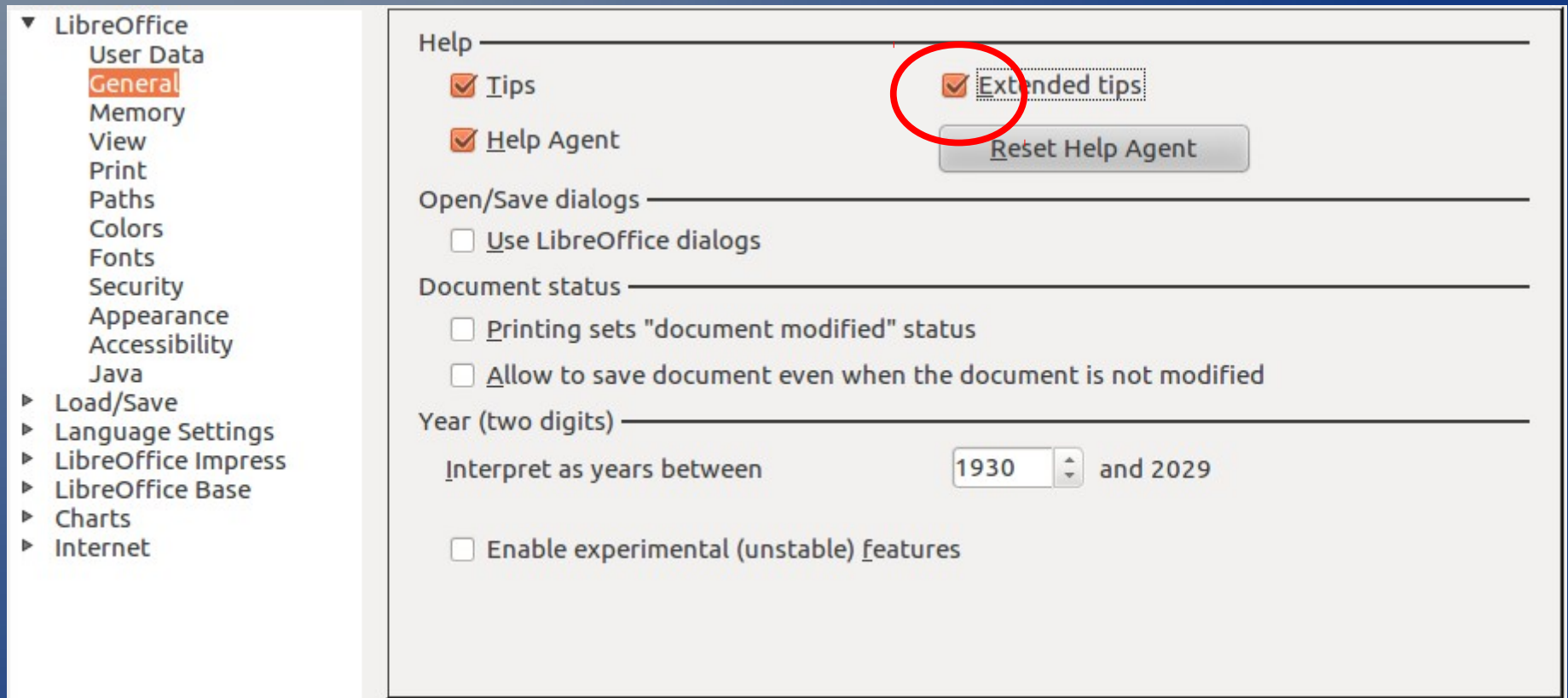
Title/Position

Tel. (Home/Work)

Fax / E-mail

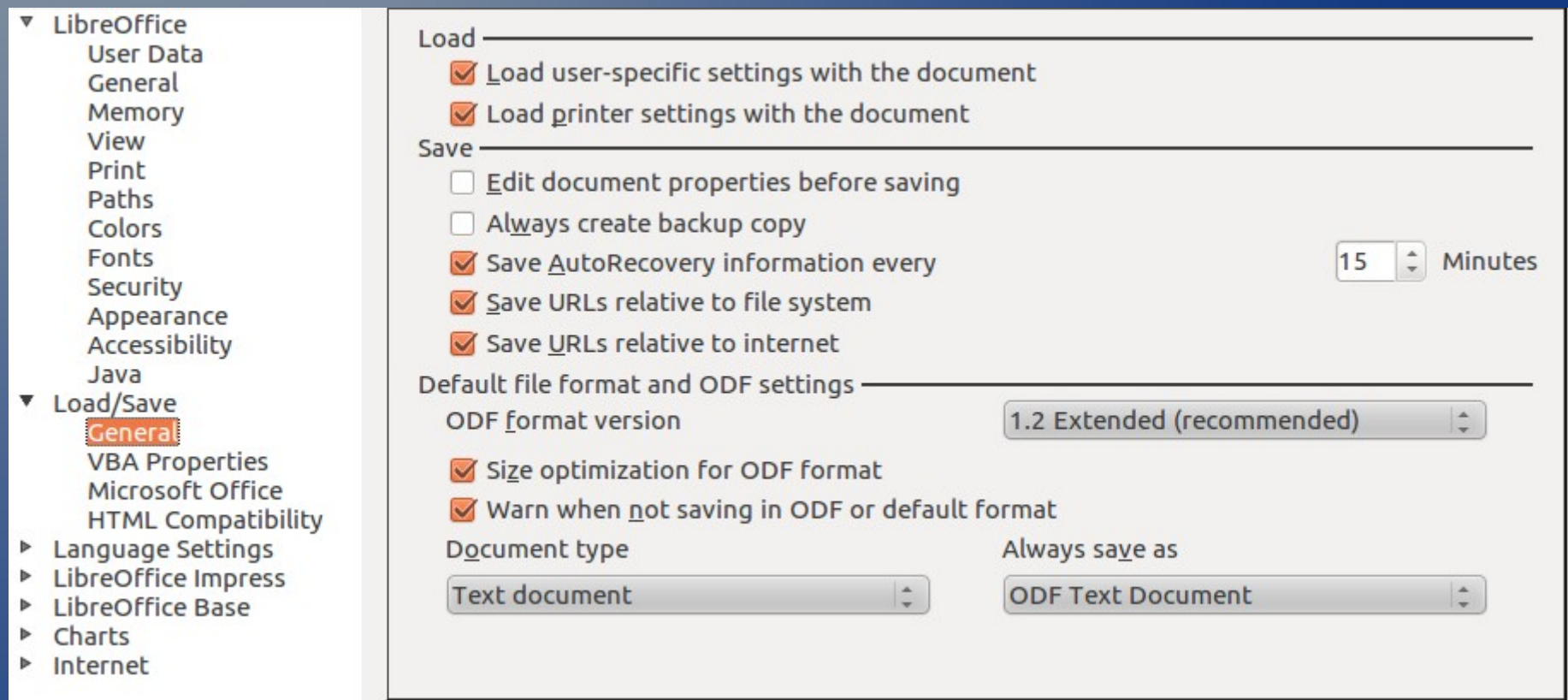
# Tips and Help

- Tools > Options > LibreOffice > General
  - Check Extended tips



# Default Formats

- Tools > Options > Load/Save

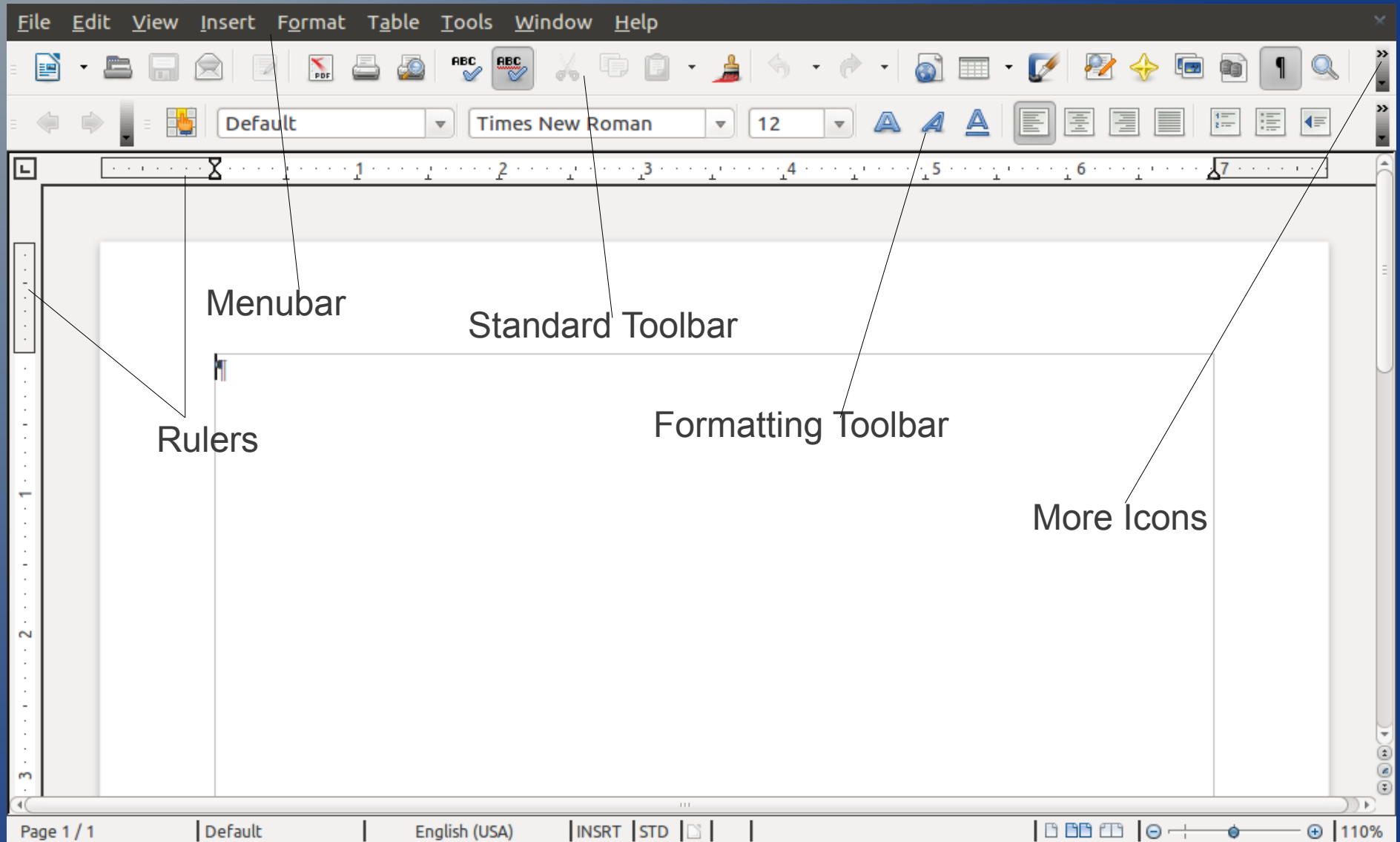




# Other Settings

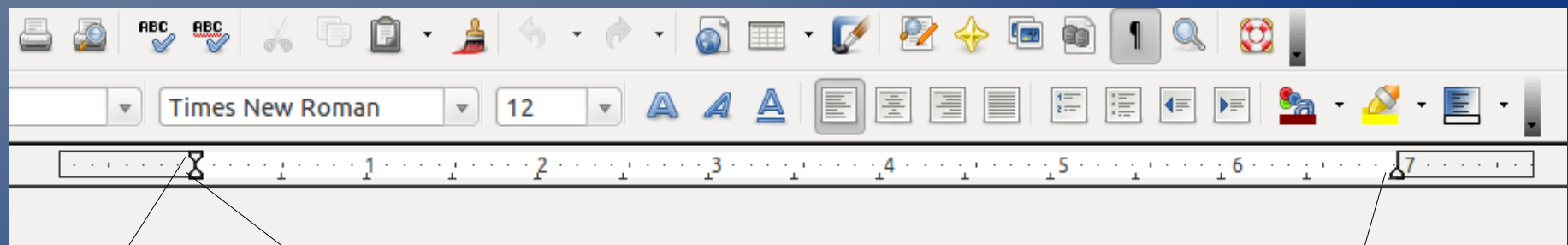
- Language
  - User interface
  - Document
  - Currency
- Writing Aids
  - Hyphenation
  - Spell checker
  - Thesaurus

# Writer



# Formatting Simple Text

- Insert date
  - Insert > Fields > Date
- Margins



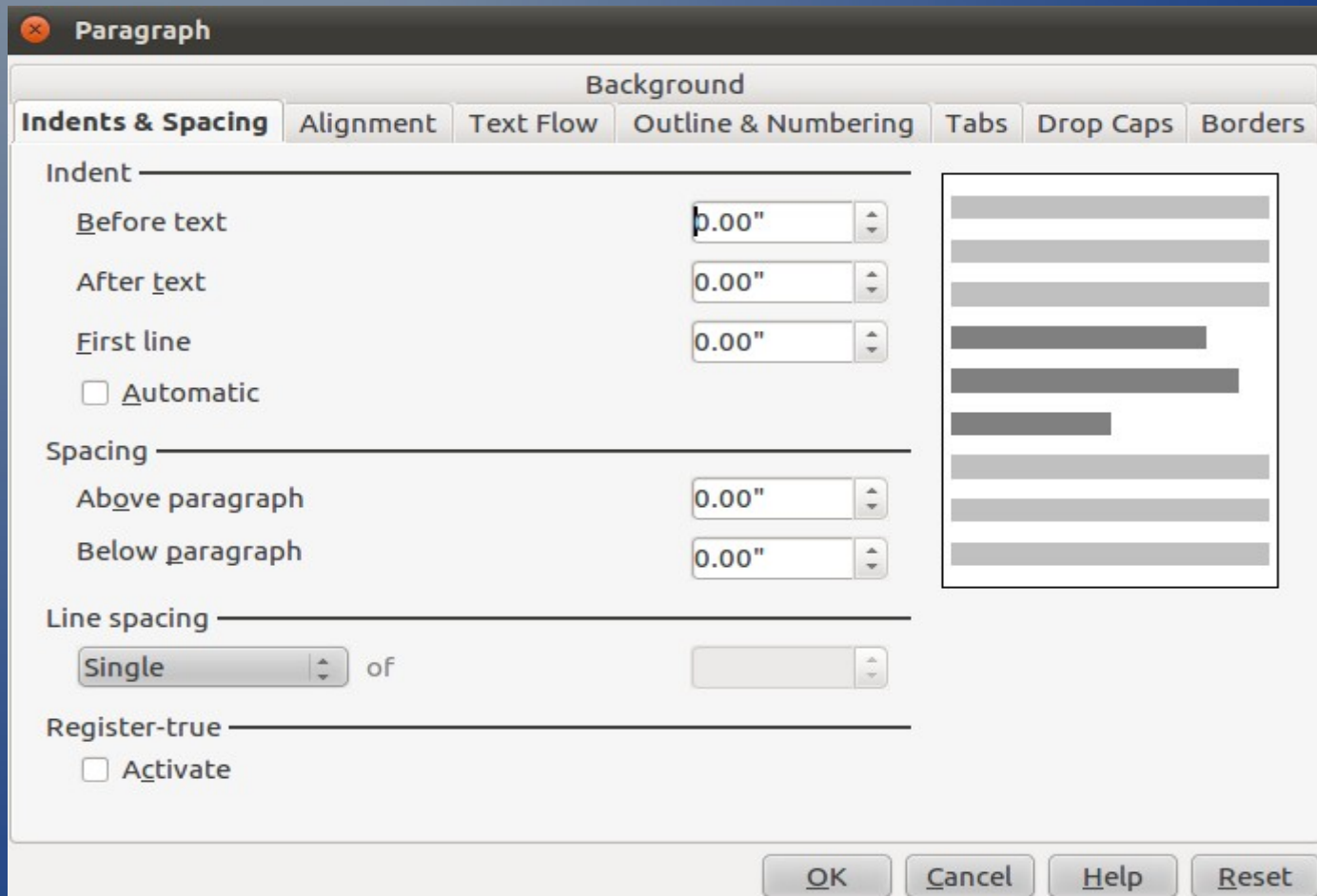
First line

Entire paragraph

Right margin

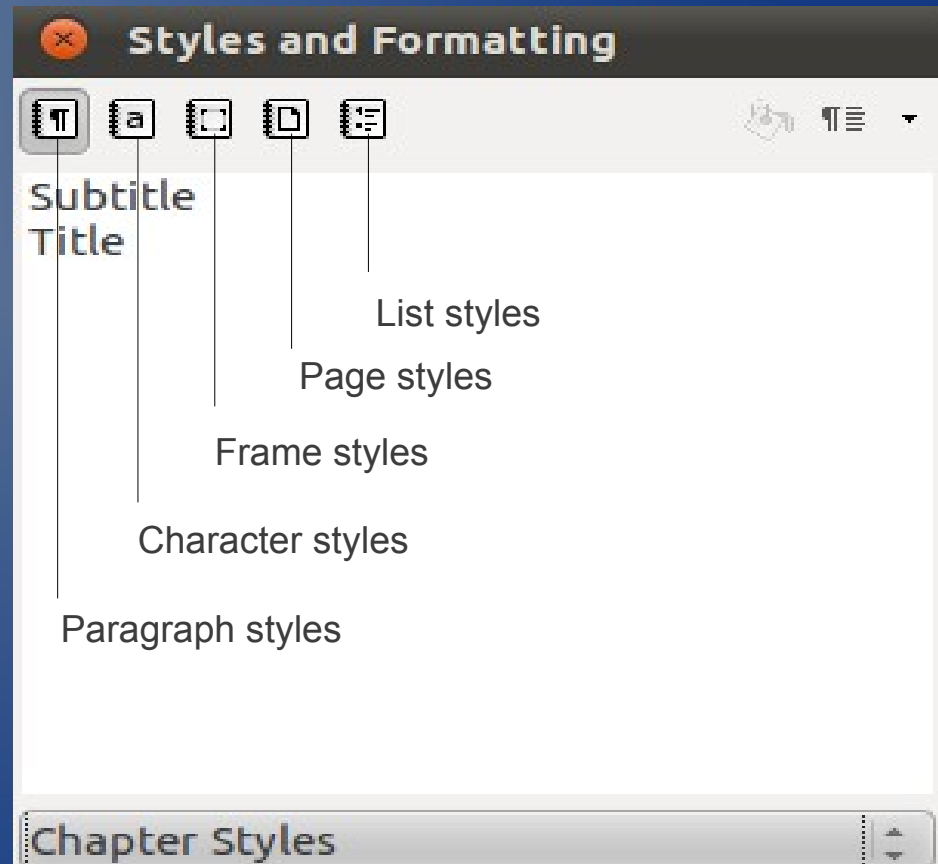
# Formatting Paragraphs

- Format > Paragraph



# Styles and Formatting Window

- Format > Styles and Formatting
  - Paragraph
  - Character
  - Frame
  - Page
  - List



# Installation

- [www.libreoffice.org](http://www.libreoffice.org)
- Select LibreOffice 3.3.4
- Your system and architecture will be detected
- MS Windows
  - Installer creates a folder on your desktop
  - Delete desktop folder after program installation is complete