

Ubuntu MD June 2013 Meeting

Libreoffice Presentation Notes

- Overview of Libreoffice
- Writer Features
- Calc Features
- References

Overview

1. Freely available, full feature office productivity suite.
2. Native file format OpenDocument
3. Fork of Openoffice which is now owned by Oracle
4. Linux, Windows and Mac versions with slight differences
5. Latest stable release 3.5. Version 4.0 has been released with new features.
6. libreoffice.org
7. Includes Writer (word processor), Calc (spreadsheet), Impress (presentation), Draw (vector graphics), Base (database) and Math (formula editor)
8. Missing is messaging (email) program like Outlook. Thunderbird is a good alternative.
9. Advantages: No licensing fees, open source, cross-platform, file compatibility (PDF export, open/save in MS Office, HTML, Lotus, Wordperfect and XML)
10. Integration across programs

Writer Features

1. Full feature word processor and desktop publishing tools
2. Wizards that help you create documents
3. Styles sheets to make documents look consistent
4. Templates for complex documents
5. Auto correct spelling dictionary
6. Auto complete feature for common words
7. Text frames and linking
8. Table of contents creation and bookmarks
9. Advanced notes feature
10. Export as pdf or save as OpenDocument or MS Office doc(x)
11. Open MS Office, Wordperfect, RTF, and other file types

Calc Features

1. Easy and intuitive to use
2. Datapilot to cross tabulate data
3. Natural language formulas
4. Wizards
5. Charting and Graphing
6. What if calculations
7. Multi-user collaborative spreadsheets
8. Save in Opendocument, xml, pdf or MS Excel formats
9. Autoformat feature

References

- Libreoffice.org website
- Writer guide book, <https://wiki.documentfoundation.org/images/7/73/WG3400-WriterGuide-LO.pdf>
- Calc guide book, <https://wiki.documentfoundation.org/images/b/b7/CG34-CalcGuideLO.pdf>
- Writer youtube guides, <http://www.youtube.com/playlist?list=PL94682FC0D2ADF410>