

Introduction to IT Systems

Chapter-4 OpenOffice Tools

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Unit Outcomes

- U4-O1: Install OpenOffice software and define features of its programs i.e., Writer, Calc, and Impress.
- U4-O2: Use Writer interface and perform word processing tasks.
- U4-O3: Use Calc interface and perform calculative tasks of spreadsheet programs.
- U4-O4: Use Impress interface and prepare impactful presentations.

Contents

- Installation of OpenOffice
- OPENOFFICE WRITER
- OPENOFFICE CALC
- OPENOFFICE IMPRESS

Installation of OpenOffice

- Open any browser
- Enter the URL www.openoffice.org in the address bar.

Installation of OpenOffice

The screenshot shows the Apache OpenOffice website homepage. At the top, there is a navigation bar with the Apache OpenOffice logo, a search bar, and a language dropdown menu set to "English [US] (en-US)". Below the navigation bar, a banner reads "Released: Apache OpenOffice 4.1.15". The main content area is divided into two columns. The left column contains six links for users to learn more, download, get help, do more, participate, and stay in touch. The right column features "Recent Blog Posts" and "Recent News" sections. The "Recent News" section highlights the release of Apache OpenOffice 4.1.15 on December 22, 2023, and the release of Apache OpenOffice 4.1.14 on February 27, 2023. The footer includes the Apache Software Foundation logo and a copyright notice.

Apache OpenOffice - Official Site

openoffice.org

Language: English [US] (en-US)

Apache OpenOffice®
380,000,000+ Downloads!

The Free and Open Productivity Suite

Released: Apache OpenOffice 4.1.15

home | Product | Download | Support | Blog | Extensions & Templates | Get Involved | Focus Areas | Native Languages

I want to learn more about OpenOffice
What is Apache OpenOffice? And why should I use it?

I want to download Apache OpenOffice
(Most recent release: 4.1.15)
Download Apache OpenOffice for free (really, no license fee!) | Click here to get more information.

I need help with my OpenOffice
Help is at hand whenever you need it.

I want to do more with my OpenOffice
Extend Apache OpenOffice with additional functionality, templates and clipart.

I want to participate in OpenOffice
Apache OpenOffice is made with help from people all over the world. Feel free to contribute!

I want to stay in touch with OpenOffice
Follow the progress of OpenOffice via announce list, our blog or social media.
Official Blog | Facebook | Twitter | YouTube

Recent Blog Posts

03 April 2024:
[Development Update - April 2024](#)

22 December 2023:
[Announcing Apache OpenOffice 4.1.15](#)

27 February 2023:
[Announcing Apache OpenOffice 4.1.14](#)

30 August 2022:
[333,333,333+ Downloads of Apache OpenOffice](#)

22 July 2022:
[Announcing Apache OpenOffice 4.1.13](#)

4 May 2022:

Recent News

Apache OpenOffice 4.1.15 released

22 December 2023: The Apache OpenOffice project announces the [official release of version 4.1.15](#). In the [Release Notes](#) you can read about all new bugfixes, improvements and languages. [Don't miss to download](#) the new release and find out yourself.

Apache OpenOffice 4.1.14 released

27 February 2023: The Apache OpenOffice project announces the [official release of version 4.1.14](#). In the [Release Notes](#) you can read about all new bugfixes, improvements and languages. [Don't miss to download](#) the new release and find out yourself.

COMMUNITY CODE

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THE APACHE SOFTWARE FOUNDATION

Click on download

Installation of OpenOffice

The screenshot shows the Apache OpenOffice download page. The browser address bar displays 'openoffice.org/download/index.html'. The page features the OpenOffice logo with the tagline 'The Free and Open Productivity Suite' and '380,000,000+ Downloads!'. A search bar and a language dropdown menu set to 'English [US] (en-US)' are visible. The main content area is titled 'Released: Apache OpenOffice 4.1.15'. Below this, there are navigation links for 'home', 'download', 'Product', 'Download', 'Support', 'Blog', 'Extensions & Templates', 'Get Involved', 'Focus Areas', and 'Native Languages'. The primary section is 'Download Apache OpenOffice', which includes a note '(Hosted by SourceForge.net - A trusted website)'. It prompts users to 'Select your favorite operating system, language and version:' with dropdown menus for 'Windows 32-bit (x86) (EXE)', 'English [US]', and '4.1.15'. Two buttons are present: 'Download full installation' and 'Download language pack'. Below these are links for 'Important hints for Windows 32-bit (x86) (EXE)', 'Release Information' (including System Requirements, License, Source, Building Guide, Software Development Kit (SDK), and Development Builds), 'Documentation' (including Release Schedules, Historic Release Schedule, Installation Guides, User Guides, Java and Apache OpenOffice, and End-Of-Life Information), and 'Additional Resources' (including Support, Localizations, Download Statistics, Alternative download link #1, Alternative download link #2, 3rd party ports and distributions, and Archived and legacy releases). There are also logos for SOURCEFORGE and W3C XHTML 1.0. The footer contains the URL 'sourceforge.net/projects/openofficeorg.mirror/files/4.1.15/.../download'.

- Select your desirable Operating System.
- Select desirable version
- Then click “download full installation.
- Your download will begin in the next page.

Installation of OpenOffice

The screenshot shows a web browser window with the URL `sourceforge.net/projects/openofficeorg.mirror/files/4.1.15/binaries/en-US/Apache_OpenOffice_4.1.15_Win_x86_insta...`. The page header includes the SourceForge logo and navigation links: "Open Source Software", "Business Software", "SourceForge Podcast", "Resources", "Shift App-Integrated power browser", "Free Download", and "Search for softw...". A navigation bar contains "For Vendors", "Help", "Create", "Join", and "Login".

The main content area features the Apache OpenOffice logo and the text "The free and Open Source productivity suite". Below this, a green progress indicator shows "Your download will start shortly...". There are three buttons: "Get Updates", "Share This", and "Problems Downloading?". The download filename is "Apache_OpenOffice_4.1.15_Win_x86_install_en-US.exe" and it is marked as "Scanned for malware ✓".

On the right side, there is a "Mirror Provided by" section with the Cyfuture Cloud logo and a link to "Learn more about Cyfuture".

The "Other Useful Business Software" section includes two items:

- Automated RMM Tools | RMM Software**: Proactively monitor, manage, and support client networks with ConnectWise Automate. Out-of-the-box scripts. Around-the-clock monitoring. Unmatched automation capabilities. Start doing more with less and exceed service delivery expectations. [Learn More](#)
- Automated quote and proposal software for IT solution providers. | ConnectWise CPQ**: Create IT quote templates, automate workflows, add integrations & price catalogs to save time & reduce errors on manual data entry & updates. ConnectWise CPQ, formerly ConnectWise Sell, is a professional quote and proposal

At the bottom right, there is a sidebar for "Integrated Accounting Solutions" with the text "LoanAssistant loan servicing software" and "LoanAssistant serves accountants, hard-money lenders, note servicers, bankers, cities municipalities, private lenders, credit unions and more".

OpenOffice Writer

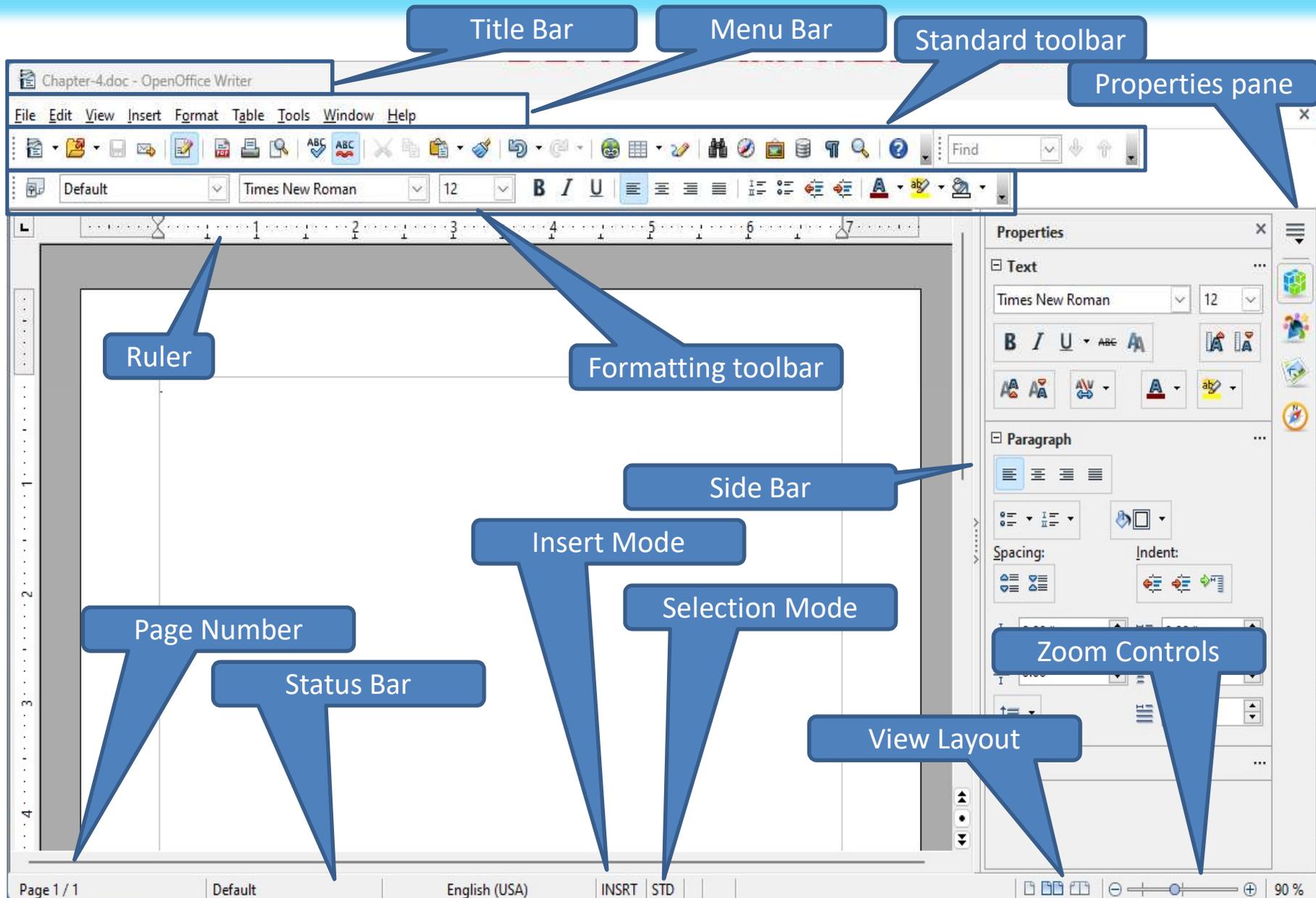
Contents

- **OPENOFFICE WRITER**
 - Parts of Writer Interface
 - Starting a Document
 - Opening a Document
 - Saving a Document
 - Closing a Document
 - Printing a Document
 - Selection, Cutting, and Pasting in a Document
 - Character Formatting
 - Paragraph Formatting
 - Finding and Replacing of Text
 - Spelling and Grammar Checking
 - AutoCorrect

Parts of Writer Interface

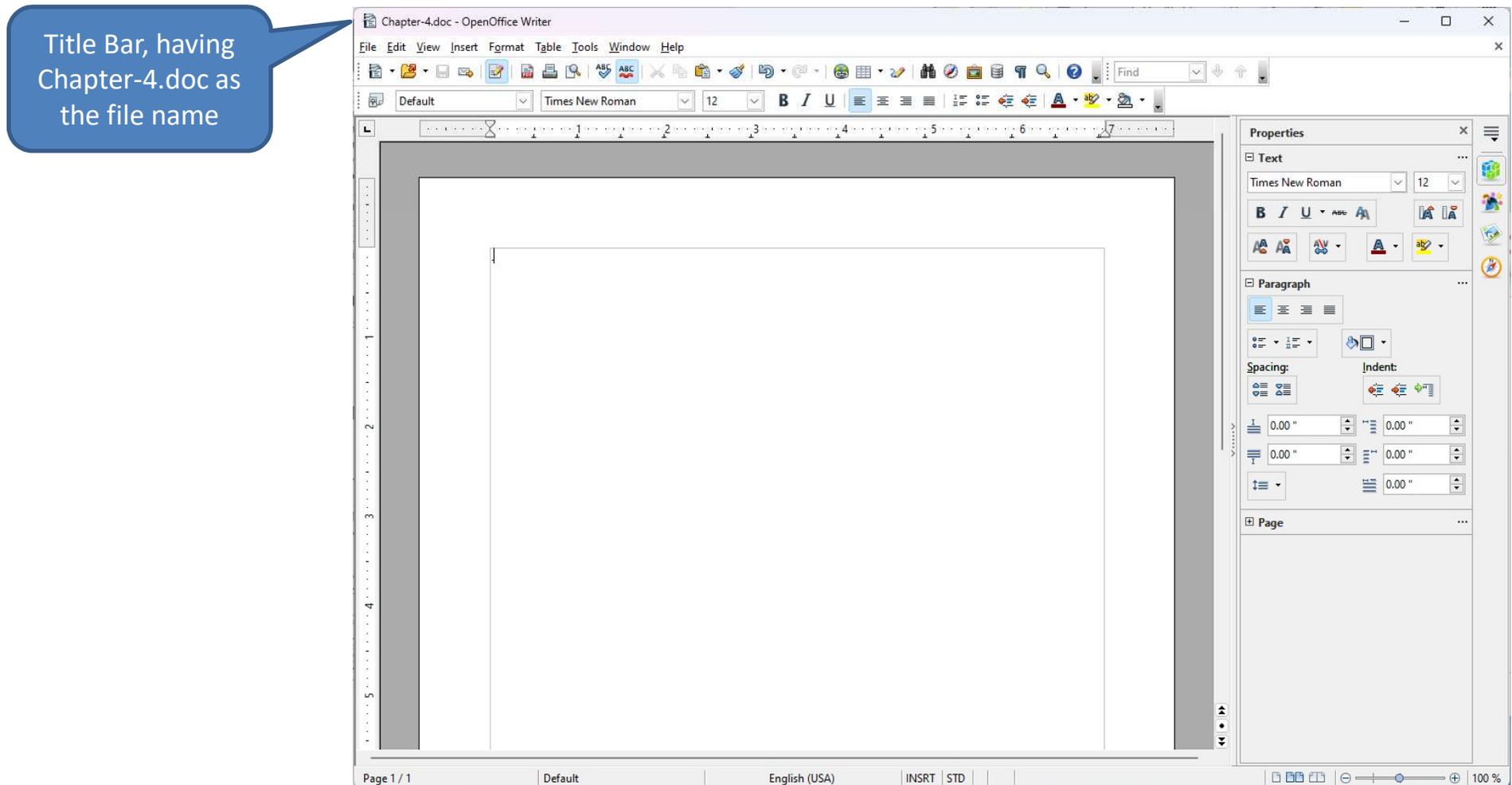
- Title Bar
- Menu Bar
- Toolbars
- Right-click (context) menus
- Rulers
- Status Bar

Parts of Writer Interface



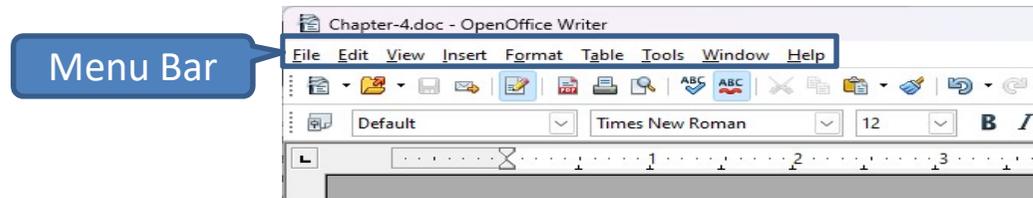
Parts of Writer Interface : Title Bar

- Situated at the top of the Writer window and shows the file name of the current document.



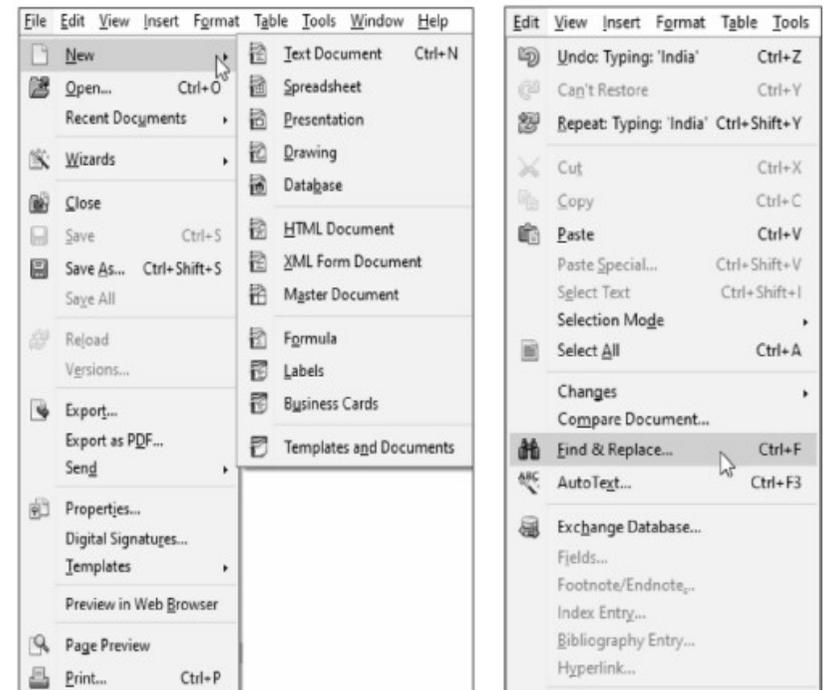
Parts of Writer Interface : Menu Bar

- Situated just below the title bar.
- When a menu is clicked it dropdowns and displays several commands.
- Types:
 - File Menu
 - Edit Menu
 - View Menu
 - Insert Menu
 - Format Menu
 - Table Menu
 - Tools Menu
 - Window Menu
 - Help Menu



Parts of Writer Interface : Menu Bar

- File Menu:
 - Contains commands which apply to the entire document.
 - Open, Close, Save etc.
- Edit Menu:
 - Contains commands which apply to the entire document.
 - Undo, Repeat, cut, copy etc.



Parts of Writer Interface : Toolbars

- As per mobility, the types are,
 - Docked
 - Floating
 - Tear-off.
- Docked toolbar is fixed by default, but it can be moved. Standard toolbar is an example of docked toolbar.
- Floating toolbar is context-sensitive. It appears as per the current position or selection. Ex: when the cursor is in the table, it will show the controls about the table. Formating toolbar is a floating toolbar.

Parts of Writer Interface : Toolbars

- Tear-off toolbar can be opened via a triangle on toolbar icons.
- To display or hide toolbar, choose view → Toolbar, then click on the name of a toolbar from the list.
- To move a docked toolbar, place the mouse pointer over the toolbar handle, hold down the left mouse button, drag the toolbar to the new location and release the button.
- To move a floating toolbar, click on its title bar and drag it to a new location.

Parts of Writer Interface : Right-click (context) menus

- You can right click on a paragraph, graphic or other objects to open a context menu.
- It is the fastest and easiest way to reach a function of the right clicked object.
- If you are not sure about the place of the menus or toolbar of an object, then it is the easiest way.

Parts of Writer Interface : Rulers

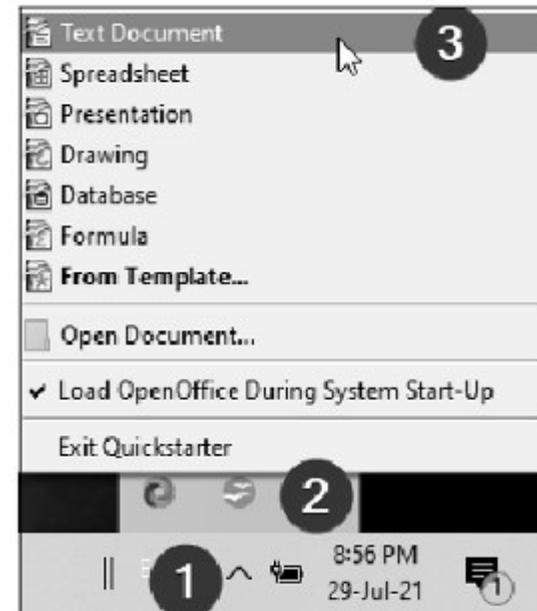
- Rulers are used to control and see page margins, paragraph indents and various alignments.
- It can be shown or hidden via ruler check mark in view menu.
- To enable the vertical ruler, Tools → Options → OpenOffice.org Writer → View and select Vertical ruler.

Parts of Writer Interface : Status Bar

- The Writer status bar is located at the bottom of the workspace.
- It provides information about the document and convenient ways to quickly change some document features.
- It contains page number, page style, language, writer mode, file save status, digital signature, document view layout, page zoom control etc.

Starting a document

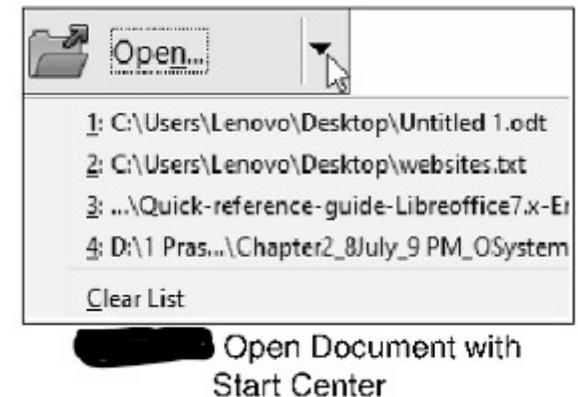
- Through Operating System Menu
- Through QuickStarter
- Through Start Center
- Through File Menu



1: Open New Document
via Quick Starter

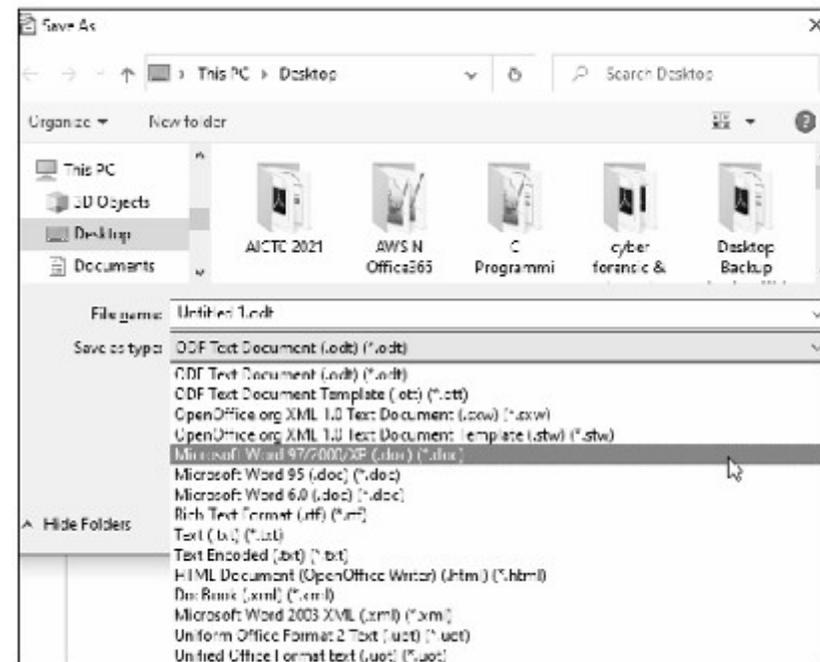
Opening a Document

- Through QuickStarter
- Through Start Center



Saving a Document

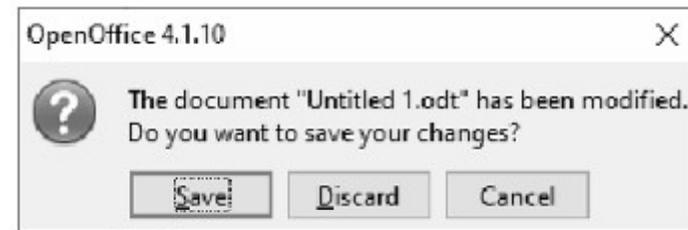
- Select File → Save
- Select File → Save as
- Click on Save icon (floppy icon) on the standard toolbar
- Use short-cut key Ctrl + S



Save as Dialog Box

Closing a document

- Select File → Close
- Cross Icon at right most of Menu Bar

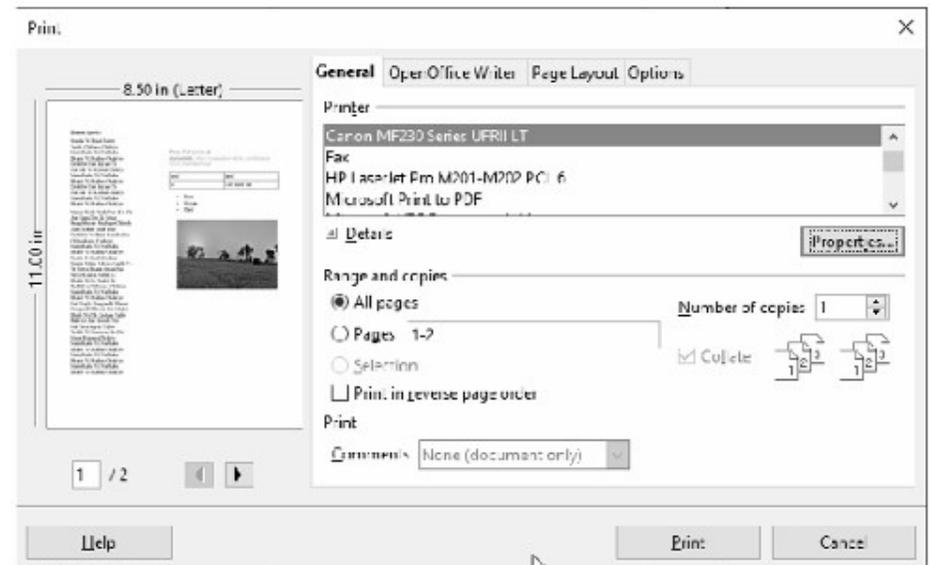


Document Modified Dialog box

Printing a document

- Quick Printing : This option can be utilized to quickly send a document to your default printer. Click on the “Print File Directly (Default printer name)” icon on the standard toolbar.
- Controlled Printing: it is a customized printing option.

- Select file → print or
- Keyboard shortcut Ctrl+P



Print Dialog Box

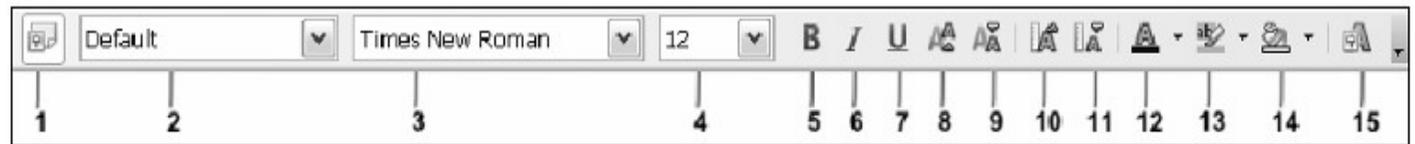
Select, Cut, Copy and Paste

- Select, Cut, Copy, Paste are same as other applications.
- You can use mouse right click option or keyboard shortcut to quick access the options.

Shortcut Keys	Options
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste

Character Formatting

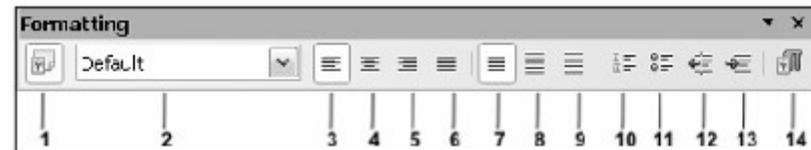
- Font size
- Font name
- Bold
- Italic
- Underline
- Superscript
- Subscript
- Increase font
- Reduce font
- Font color
- Highlighting
- Background color



Formatting Toolbar Showing Icons for Character Formatting

Paragraph Formatting

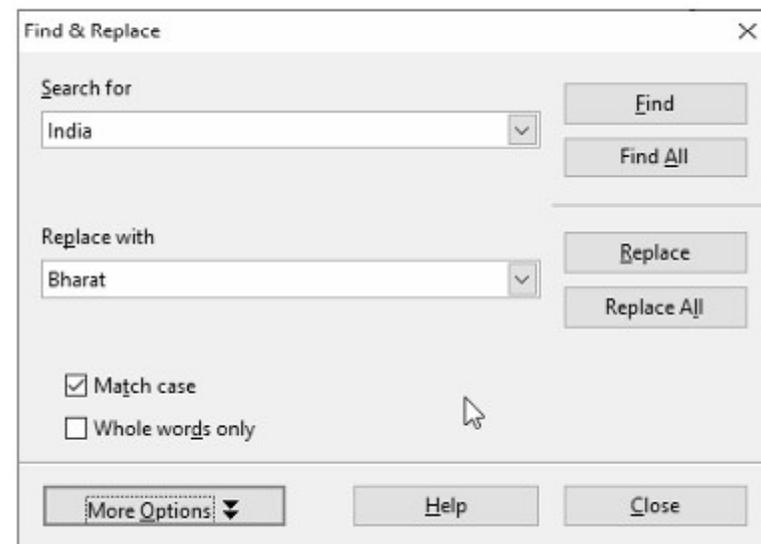
- Alignment : left, right, center, justified
- Line spacing
- Numbering on/off
- Bullets on/off
- Increase indent
- Decrease indent
- Paragraph format dialog



Formatting Toolbar Showing Icons for Paragraph Formatting

Find and Replace

- Find a specific text and replace it with other text, if required.
- Use Edit Menu → find & replace or use shortcut ctrl + f

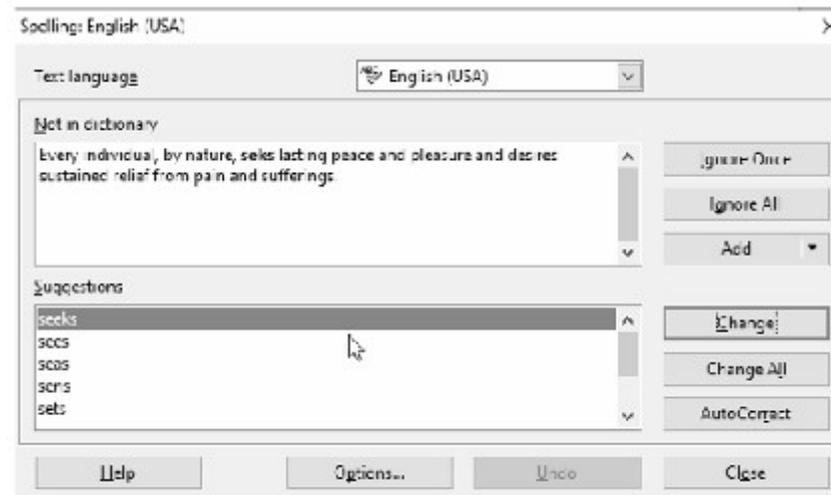


[REDACTED]: Find & Replace Dialog Box

Spelling and Grammar Checking

- Tools → Spelling and Grammar or F7

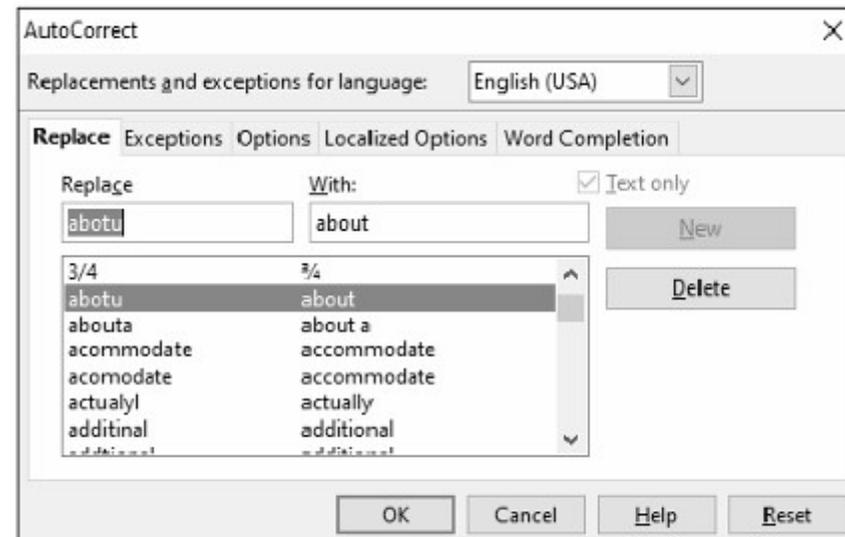
 AutoSpellcheck	AutoSpellcheck checks each word as it is typed and displays a wavy red line under any misspelled words. Once the word is corrected, the line disappears.
 Spelling and Grammar dialog	To perform a separate spelling check on the document (or a text selection), click the Spelling and Grammar button. This checks the document or selection and opens the Spelling dialog box if any misspelled words are found.



Spelling Checking

AutoCorrect

- Helps to autocorrect the common misspellings and typing errors.



AutoCorrect Options

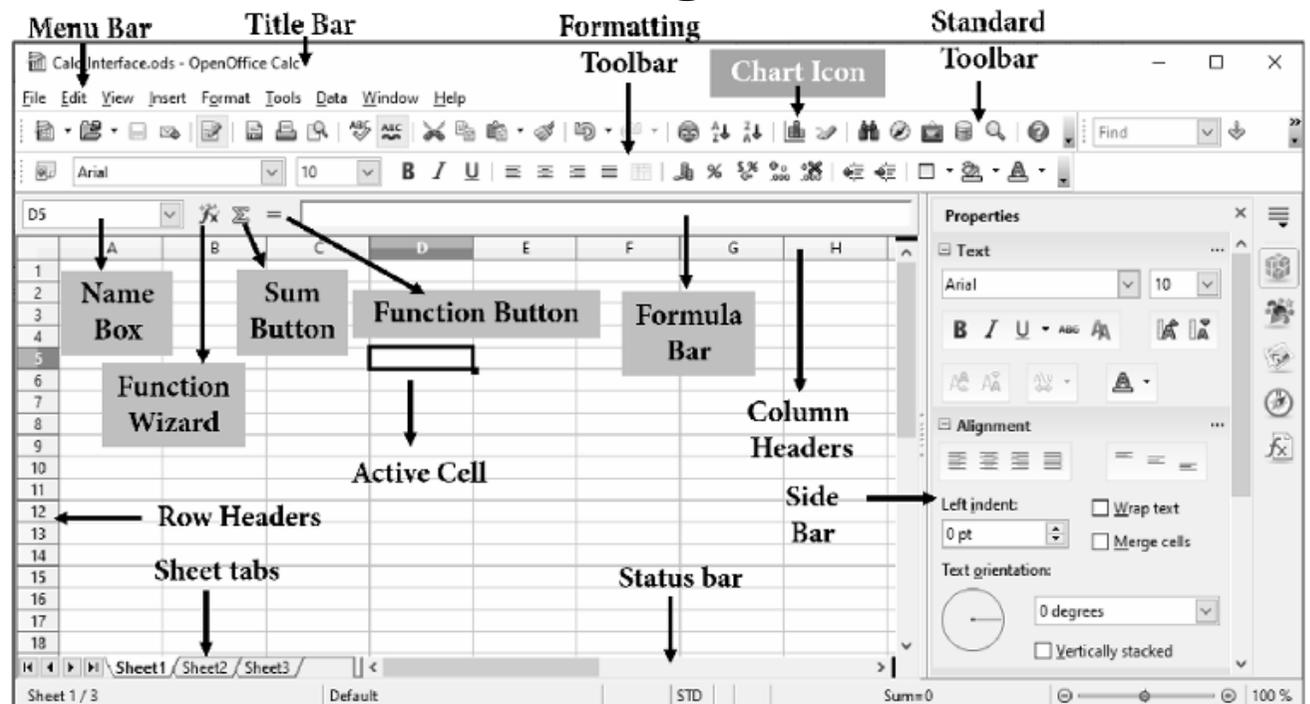
OpenOffice Calc (Spreadsheet)

Contents

- OPENOFFICE CALC
 - Parts of Calc Interface
 - Starting, Opening, saving and closing a Document
 - Freezing/Unfreezing Rows and Columns
 - Creating Chart
 - Creating Formulas

Parts of Calc Interface

- Formula Bar : situated below the formatting toolbar.
- Individual Cells : you can see the grid
- Sheet Tabs: at the bottom of the grid.

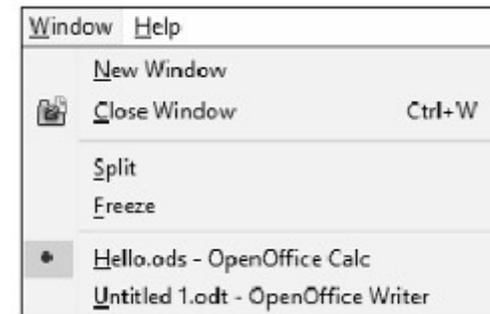


Starting, Opening, saving and closing a Document

- Same as Writer

Freezing/Unfreezing Rows and Columns

- Freezing locks the row/column, which is selected.



Freezing Rows and Columns

Creating a Chart

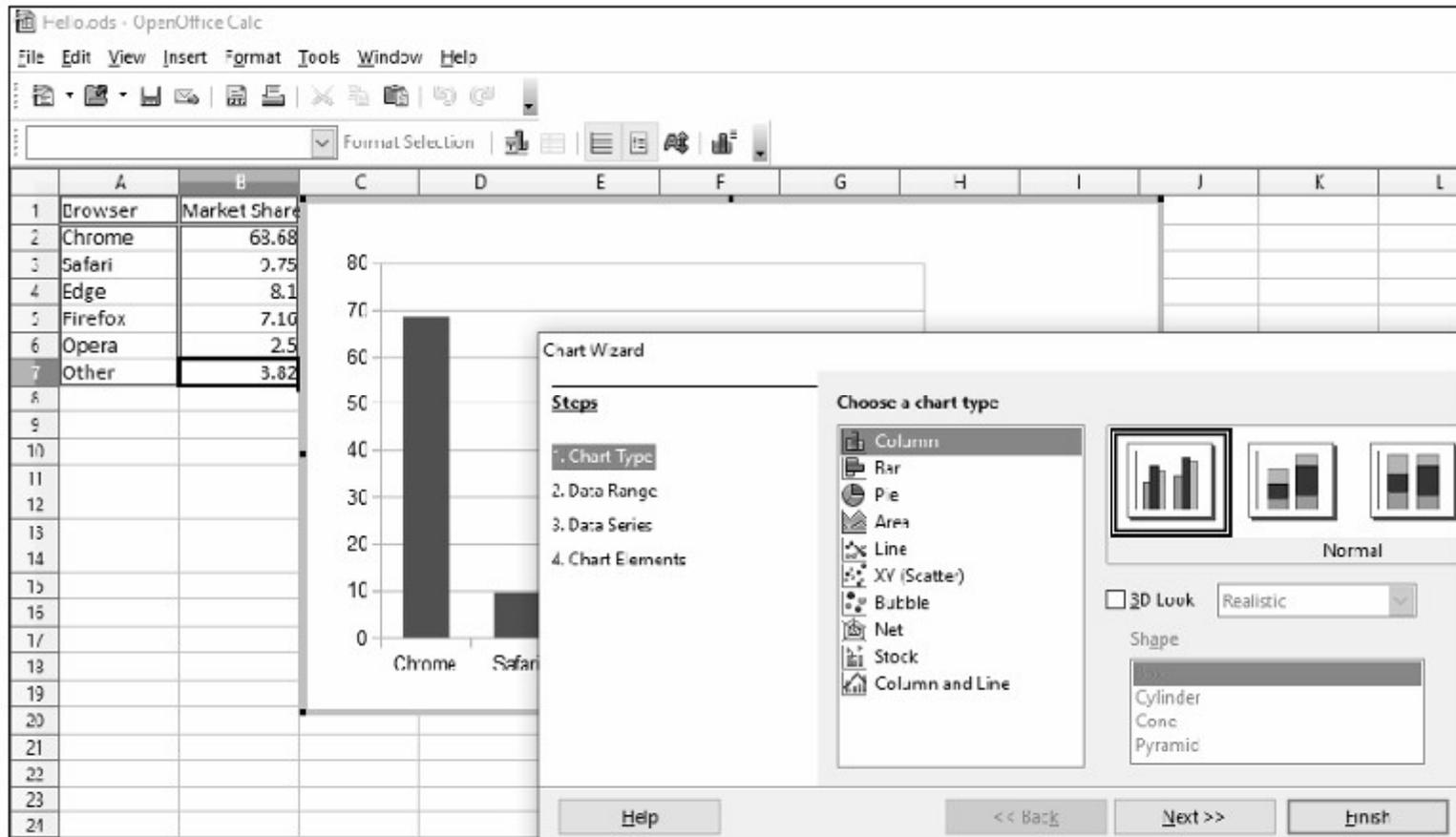


Fig. 4.23: Creating Chart with Chart Wizard

Creating Formulas

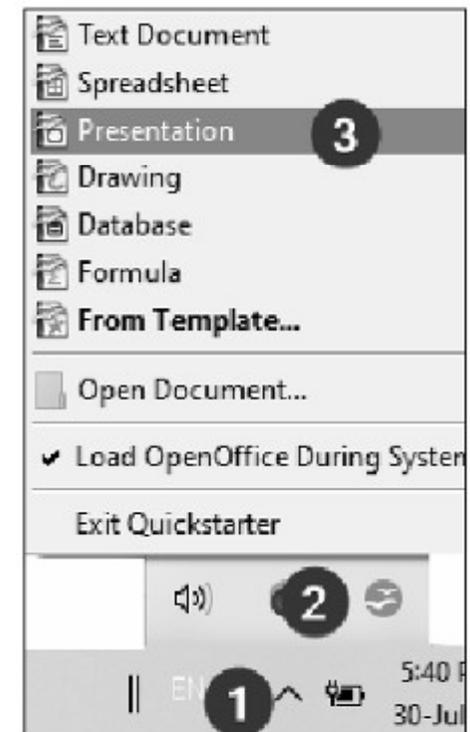
Formula	Description
=A1+10	Displays the contents of cell A1 plus 10.
=A1*16%	Displays 16% of the contents of A1.
=A1*A2	Displays the result of the multiplication of A1 and A2.
=ROUND(A1;1)	Displays the contents of cell A1 rounded to one decimal place.
=EFFECTIVE(5%;12)	Calculates the effective interest for 5% annual nominal interest with 12 payments a year.
=B8-SUM(B10:B14)	Calculates B8 minus the sum of the cells B10 to B14.
=SUM(B8;SUM(B10:B14))	Calculates the sum of cells B10 to B14 and adds the value to B8.
=SUM(B1:B65536)	Sums all numbers in column B.
=AVERAGE(BloodSugar)	Displays the average of a named range defined under the name BloodSugar.
=IF(C31>140; "HIGH"; "OK")	Displays the results of a conditional analysis of data from two sources. If the contents of C31 is greater than 140, then HIGH is displayed, otherwise OK is displayed.

OpenOffice Impress (Presentation)

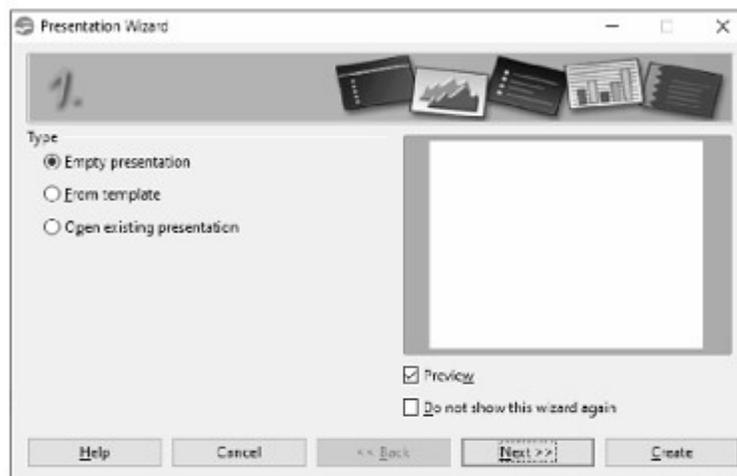
Contents

- OPENOFFICE IMPRESS
 - Creating new Presentation
 - Parts of Impress Interface
 - Formatting a Presentation
 - Applying an Animation Effect
 - Running the slideshow
 - Printing a Presentation

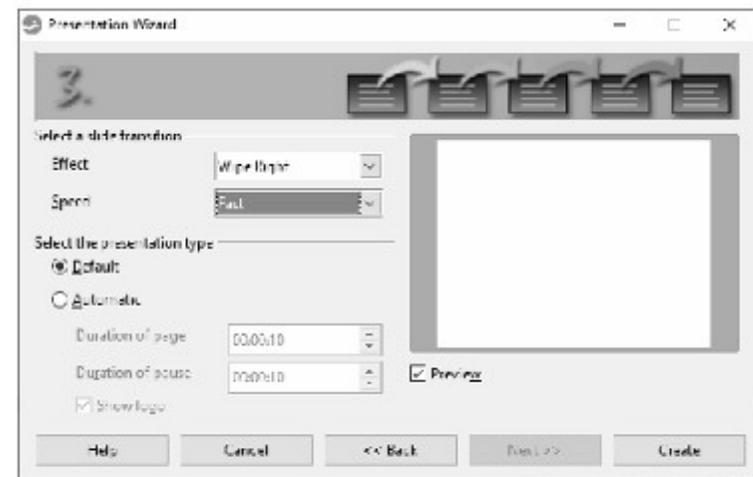
Creating New Presentation



Starting impress
from Quickstarter

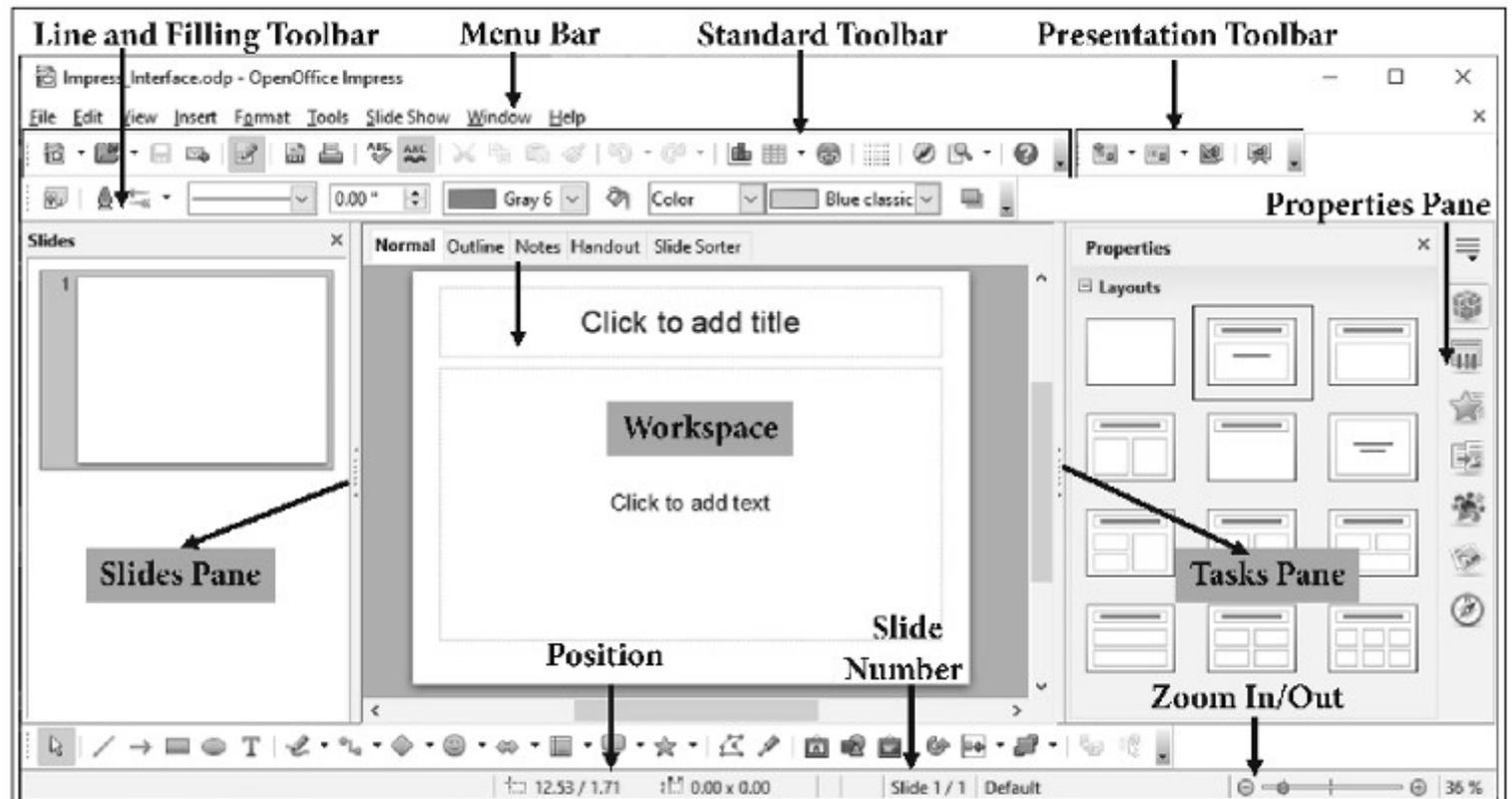


Microsoft Office 2003 Presentation Wizard (a) Type Selection (b) Design & Output Medium Selection

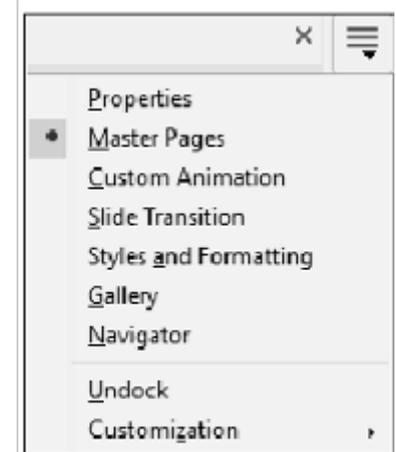


Transition and Presentation Type Selection in Presentation Wizard

Parts of Impress



Tasks Pane



 Opening Task
Pane Section

Selecting a layout

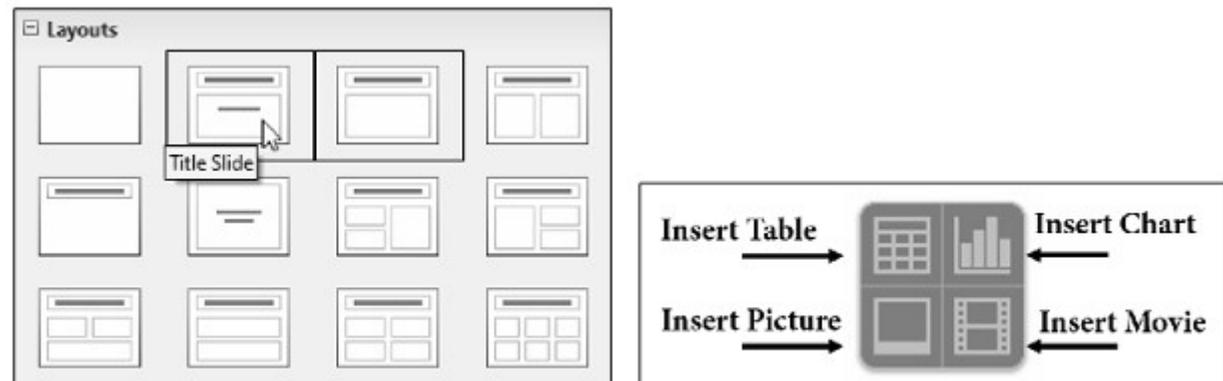


Fig. 4.30: Presentation (a) Slide Layout Options (b) Insert Content Type

Applying Animation

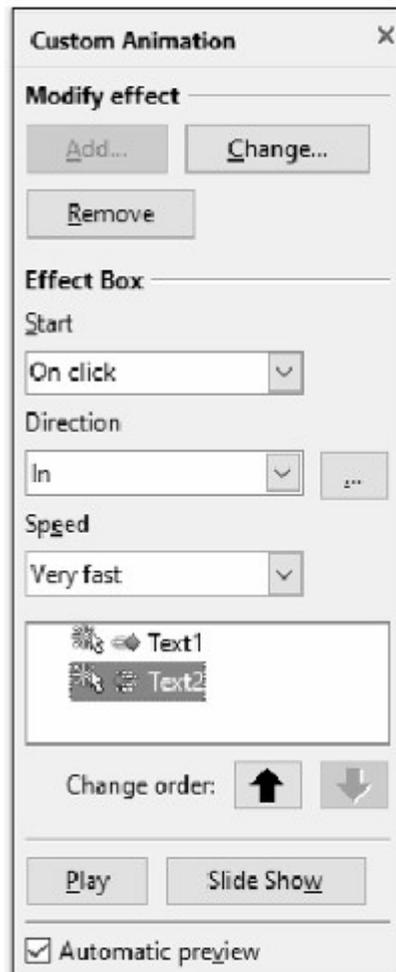


Fig. 4.31: Custom Animation

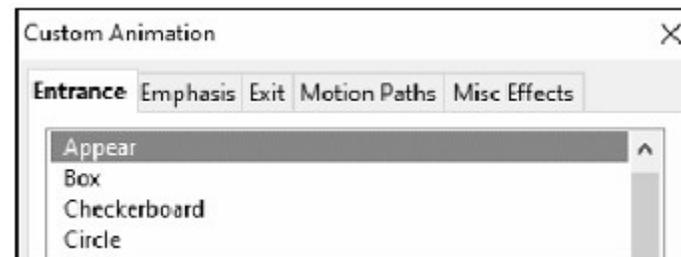


Fig. 4.32: Custom Animation Dialog Box

Printing a Presentation

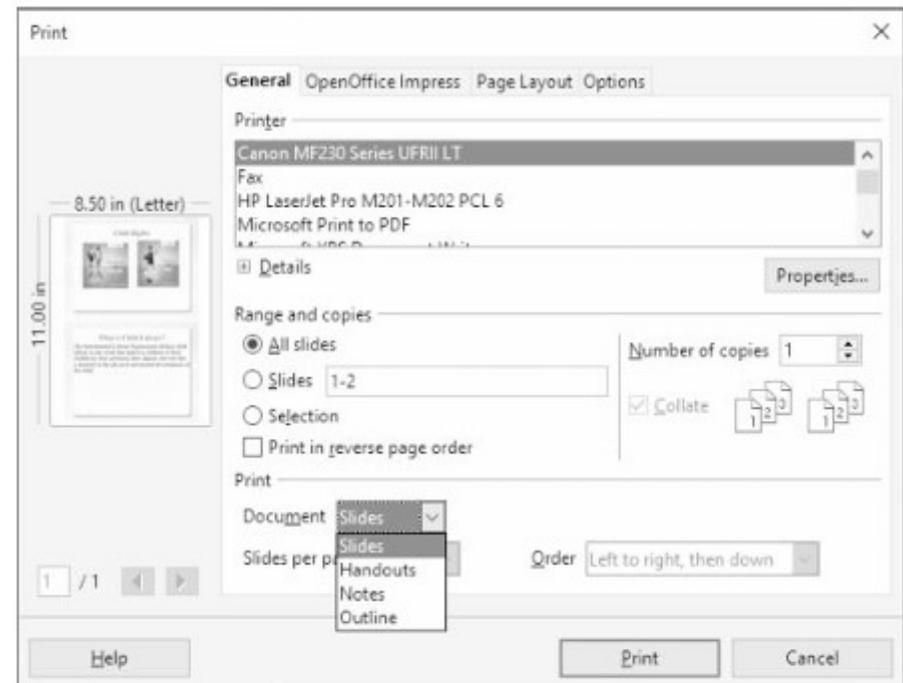


Fig. 4.33: Open Office Impress Print Dialog