

# Exercise 3: Getting started with OpenOffice.org



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## Abstract

OpenOffice.org is an Office Suite similar to Microsoft Office. OpenOffice can be downloaded for free from <http://www.openoffice.org/>, for Windows as well as for Linux. OpenOffice for Linux is already installed and ready to use on the student PC's at ITU.

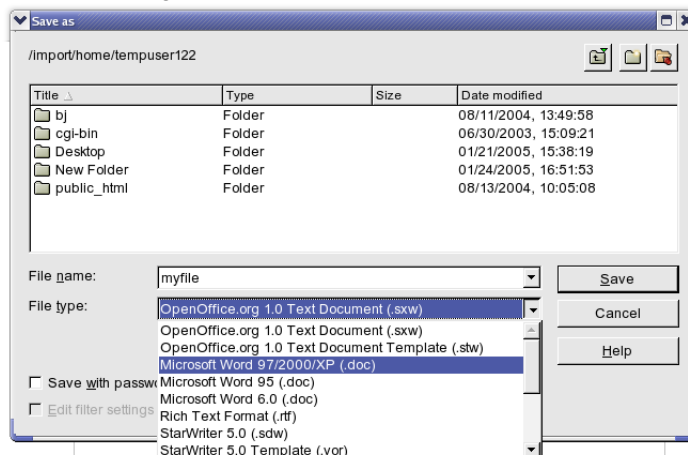
## 1 Starting OpenOffice for the first time

- Start the OpenOffice Writer from the GNOME or KDE-panel:  or the Window Maker dock (double click):   
Now the OpenOffice application starts.

## 2 Word processing and printing with OpenOffice

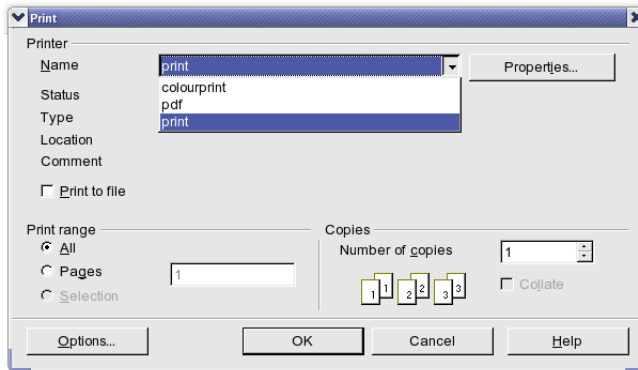
- Write something in your document. Try out a few different font types, different font sizes, bold and italic text, and insert date and a bullet list.
- Save your document (File → Save). What file format will OpenOffice save in as default?

Now save it again, this time in Word format (File → Save As).



It is a good idea to save in Word format if you need to open the document later in Word, or if you want to give the document to someone else who uses Word instead of OpenOffice.

- Print the document (File → Print).



- Save the document as pdf. This is done by printing it to the "pdf" printer. You will receive the pdf file by email. View the result with Acrobat Reader. GNOME or KDE: "Red Hat-menu → Graphics → Adobe Reader".



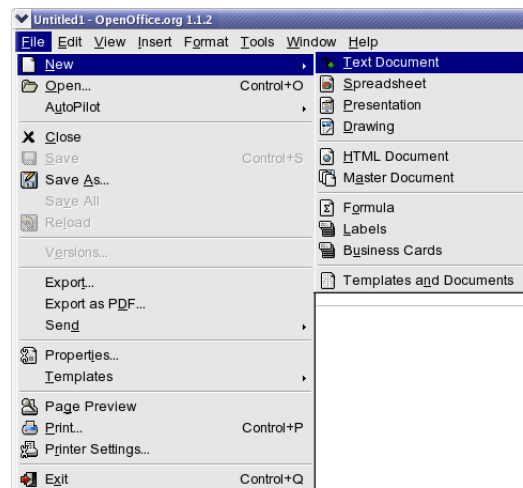
Window Maker: Double click the icon.

### 3 The rest of the OpenOffice suite

Have a look at the other OpenOffice applications in the Office sub-menu in KDE/GNOME/Window Maker (or in the KDE and GNOME panel).

- With "OpenOffice.org Calc", you can make spreadsheets in and save as "Excel" format, and you can open "Excel" spreadsheets.
- With "OpenOffice.org Impress" you can make a presentation. You can open a Power-point presentation, but you can not save as a Power-point presentation.
- You can make illustrations in OpenOffice with the drawing program "OpenOffice.org Draw".
- "OpenOffice.org Math" is a formula editor.

**Tip:** You can open the different programs in the OpenOffice suite from inside each other:



## 4 More information

At [1] you can find some nice HOWTO documents to help you getting started with the different programs in the OpenOffice suite.

### References

- [1] Martijn Dekkers, Marco Huggenberger, Gianluca Turconi, Josh Berkus. *The OpenOffice Documentation Project*  
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- [2] *OpenOffice.org*  
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- [4] Solveig Haughland, Floyd Jones *OpenOffice.org 1.0 Resource Kit*  
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- [5] Helle Frederiksen *OpenOffice.org for alle* ISBN 87-7843-391-6