Sun City Summerlin Computer Club Seminar

A Tour of LibreOffice 24.8

Tom Burt November 4, 2024

Where to Find the Materials

- Sun City Summer Computer Club Website Seminar Handouts:
 - <u>https://www.scscc.club/smnr/LibreOffice24-8Tour.pdf</u>

Seminar Agenda

- Introduction
- How to Get LibreOffice 24.8
- LibreOffice Suite Components
 - Writer Word processor
 - Calc Spreadsheet
 - Impress Presentations
 - Draw Drawings, flow charts
 - Base Database manager
 - Math Symbolic math, formulas
- Saving Documents
- Printing
- LibreOffice options / settings

Introduction

- The Open Office suite has been around a long time.
 - Star Office (Sun Micrososystems / Oracle)
 - Open Office (Now supported by the Apache Foundation)
 - LibreOffice (Supported by The Document Foundation)
- LibreOffice 24.8 (2024-August) is the latest version
 - Free (donations accepted, not required)
 - "Open source"
 - Two releases per year: February (.2), August (.8)
- Full-featured suite of office programs
- High, *but not perfect*, compatibility with MS Office file formats.
- LibreOffice 24.8's user interface is a "work-alike" to MS Office but not identical.

How to Get LibreOffice 24.8

- <u>www.libreoffice.org</u>
- Choose "Download for your PC OS"
- Download the installer package to a folder on your PC (e.g. "Downloads" or "LibreOffice")
- Run the installer package
- Choose which components you want installed
 - Easiest to do a complete install

The LibreOffice 24.8 Suite Components



LibreOffice Writer



- Full-featured Word Processor
- User Interface is Word 365 style
- Let's explore further... (demo)

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- Full-featured Spreadsheet program
- User Interface is Excel 365 "ribbon" style
- Let's explore further... (demo)

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- Full-featured Presentation program
- Let's explore further... (demo)

LibreOffice Draw



- Full-featured Drawing program
- Fairly easy adaptation from Visio 2003
- Let's explore further... (demo)

LibreOffice Math

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- Symbolic math and formula program
- User Interface has Menus, Toolbars, lots of keyboard shortcuts.
- No comparable program in MS Office
- Very handy for engineering, physics and math professionals.
- Let's explore further... (demo)

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- Full-featured stand-alone database program
- User Interface is MS Access 2003 style
- Requires 32-bit Java runtime to create native databases
- Can read/write MS Access databases as linked tables
- Let's explore further... (demo)

Saving in Various Formats

- Click the File menu, then Save As.
 - This will open a classic "Save As" dialog.
 - You can choose the file name, folder and file type.
 - Common types include: MS Office (e.g. .doc/.docx) and Open Office (e.g. .odt)
 - You can also export to PDF.
- When you have the Save settings defined, click the "Save" or "Export" menu selection.
- Let's explore Saving further... (demo).

Printing

- The toolbar has a printer icon that you can click.
 - This will print 1 copy of the document to the default printer using the default preferences.
- For more precise control, click the File tab.
 - Click the "Print" choice.
 - This will display a dialog the shows actions and settings in the right pane and a preview pane on the left.
 - You can select the printer, number of copies, preferences, scaling and so forth.
- Let's explore Printing further... (demo).

LibreOffice Options

LibreOffice ↓ User Data ↓ General ↓ View Open/Save Dialogs Print ↓ Paths ↓ Postna ↓ Security ↓ Personalization ↓ Application Colors ↓ Advanced ↓ Basic IDE ✓ OpenCL LibreOffice Quickstarter
Load/Save Load LibreOffice during system start-up General LibreOffice File Associations VBA Properties LibreOffice File Associations Microsoft Office Windows Default apps HTML Compatibility Perform check for default file associations on start-up

- Click Tools > Options to launch the Options dialog
- There are many, many different options
- Navigate using the tree-view pane on the left
- Let's explore some of the common options (demo)

Final Q and A

Final Questions and Answers