

**Sun City Summerlin Computer Club
Seminar**

**Introduction to
LibreOffice 7**

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Where to Find the Materials

- **Sun City Summer Computer Club Website:**
 - <https://www.scsccl.com/smnr/LibreOffice7-Introduction.pdf>

Seminar Agenda

- **Introduction**
- **How to Get LibreOffice 7**
- **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**

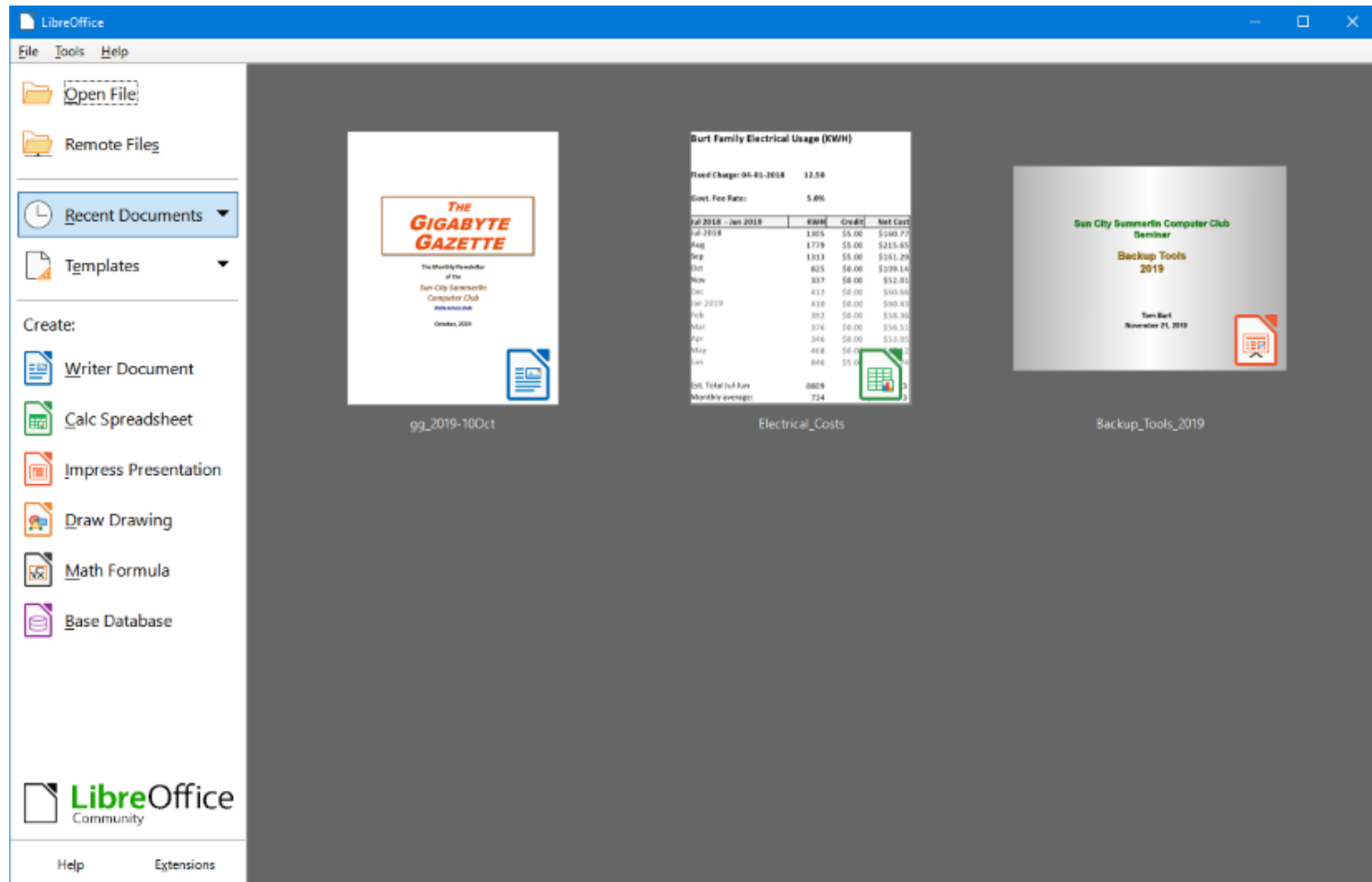
Introduction

- **The Open Office suite has been around a long time.**
 - **Star Office (Sun Microsystems / Oracle)**
 - **Open Office (Now supported by the Apache Foundation)**
 - **LibreOffice (Supported by The Document Foundation)**
- **LibreOffice 7 is the latest version**
 - **Free (donations accepted, not required)**
 - **“Open source”**
- **Full-featured suite of office programs**
- **High, *but not perfect*, compatibility with MS Office file formats.**
- **LibreOffice 7’s user interface is a “work-alike” to MS Office but not identical.**

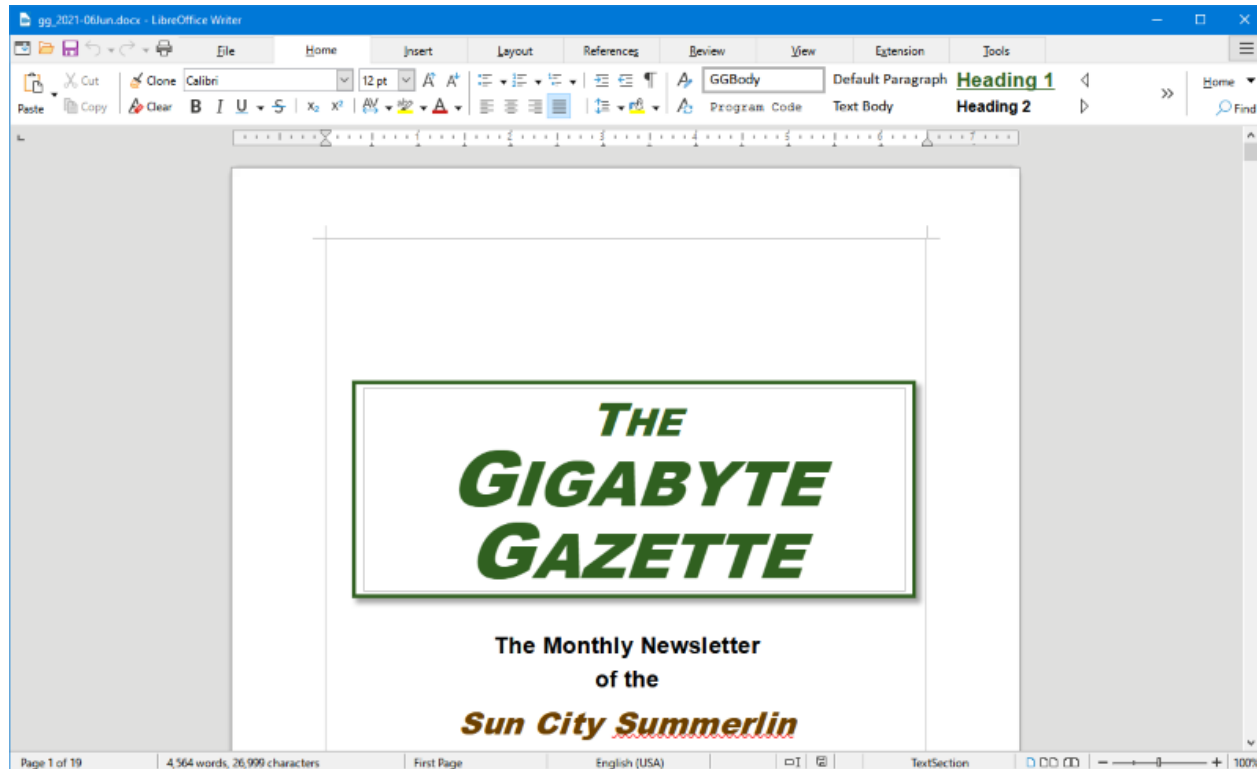
How to Get LibreOffice 7

- www.libreoffice.org
- Choose “Download for your PC OS”
- Download the installer package
- Run the installer package
- Choose which components you want
 - **Easiest to do a complete install**

The LibreOffice 7 Suite Components



LibreOffice Writer



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

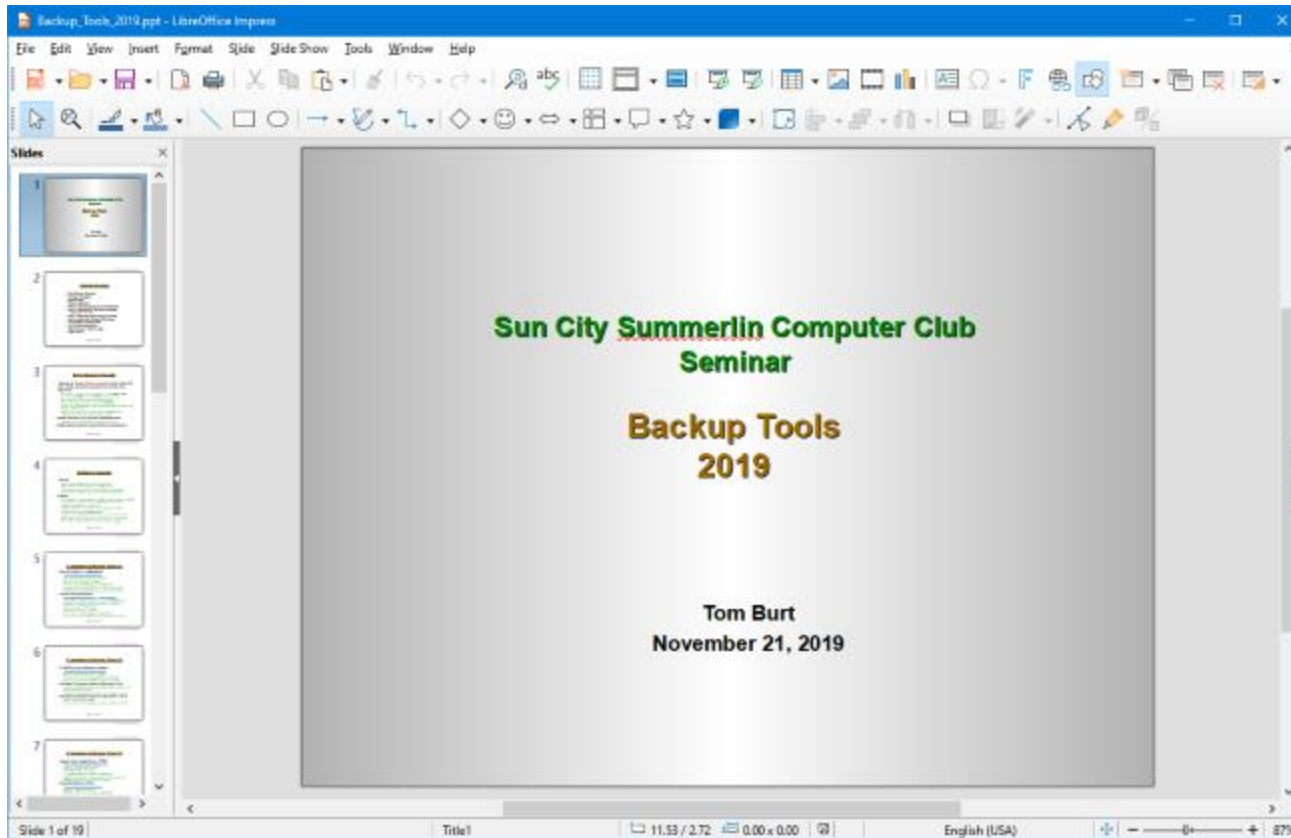
LibreOffice Calc

The screenshot shows the LibreOffice Calc interface with a spreadsheet titled 'Electrical_Costs.xlsx'. The spreadsheet contains data for electrical costs from July 2020 to June 2021. The formula bar shows the formula for cell D27: $=ROUND(D26/12,2)$. The spreadsheet has a ribbon interface with tabs for File, Home, Insert, Layout, Data, Review, View, Extension, and Tools. The data is organized into columns for months and a summary section.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
6						Rate: 04-01-2020	0.10572									
7						Rate: 01-01-2020	0.10928									
8	Fixed Charge: 04-01-2019	12.50														
9																
10	Govt. Fee Rate:	5.0%														
11																
12	Jul 2020 - Jun 2021	KWH	Credit	Net Cost												
13	Jul-2020	1330	\$5.00	\$154.52												
14	Aug	1487	\$5.00	\$170.69												
15	Sep	1601	\$5.00	\$183.16												
16	Oct	983	\$112.61	\$9.18												
17	Nov	435	\$8.38	\$52.43												
18	Dec	428	\$0.00	\$60.04												
19	Jan 2021	511	\$0.00	\$69.53												
20	Feb	434	\$0.00	\$61.52												
21	Mar	488	\$0.00	\$67.54												
22	Apr	386	\$0.00	\$56.55												
23	May	441	\$0.00	\$63.31												
24	Jun	565	\$5.00	\$72.43												

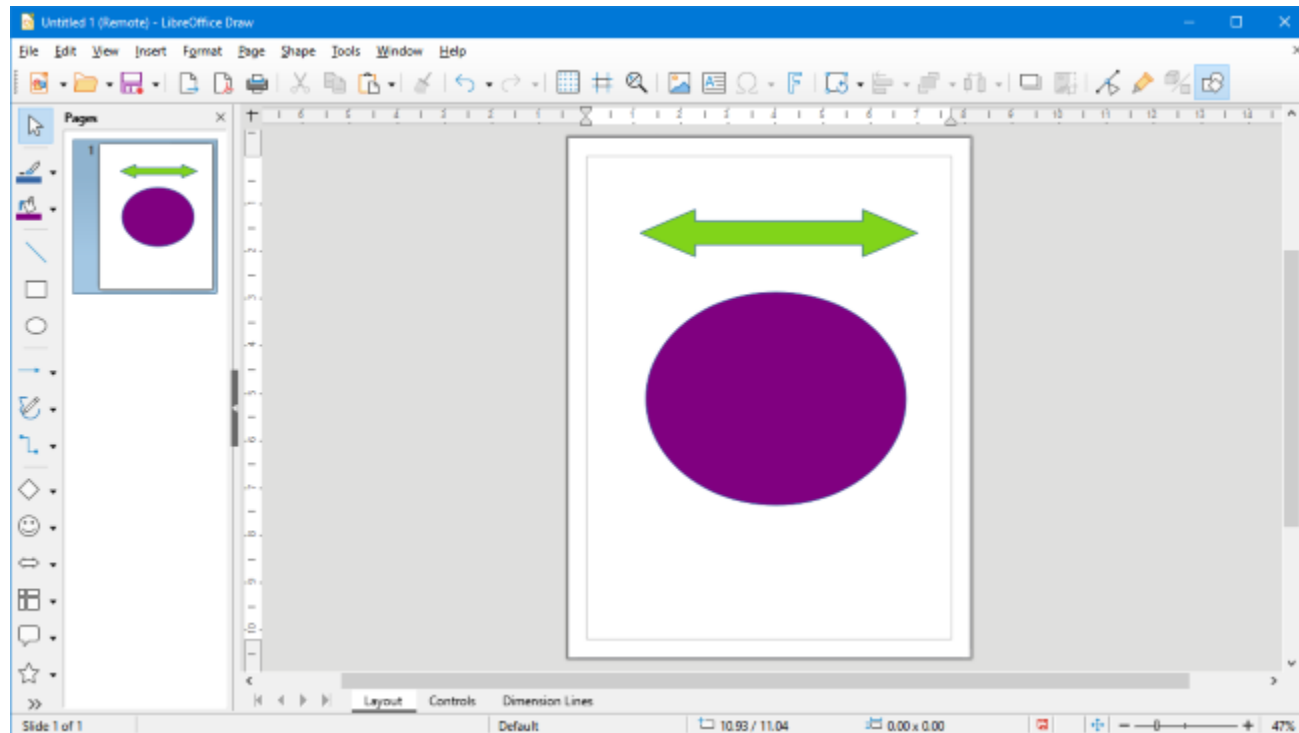
- Full-featured Spreadsheet program
- User Interface is Excel 365 “ribbon” style
- Let’s explore further... (demo)

LibreOffice Impress



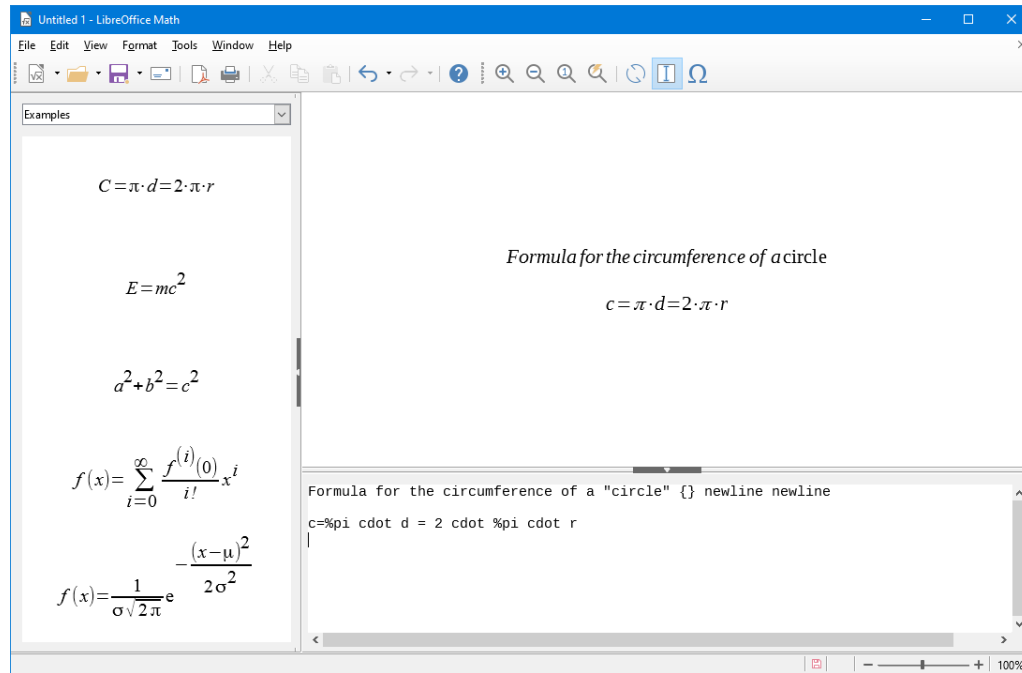
- Full-featured Presentation program
- User Interface is PowerPoint 2003 style
- Let's explore further... (demo)

LibreOffice Draw



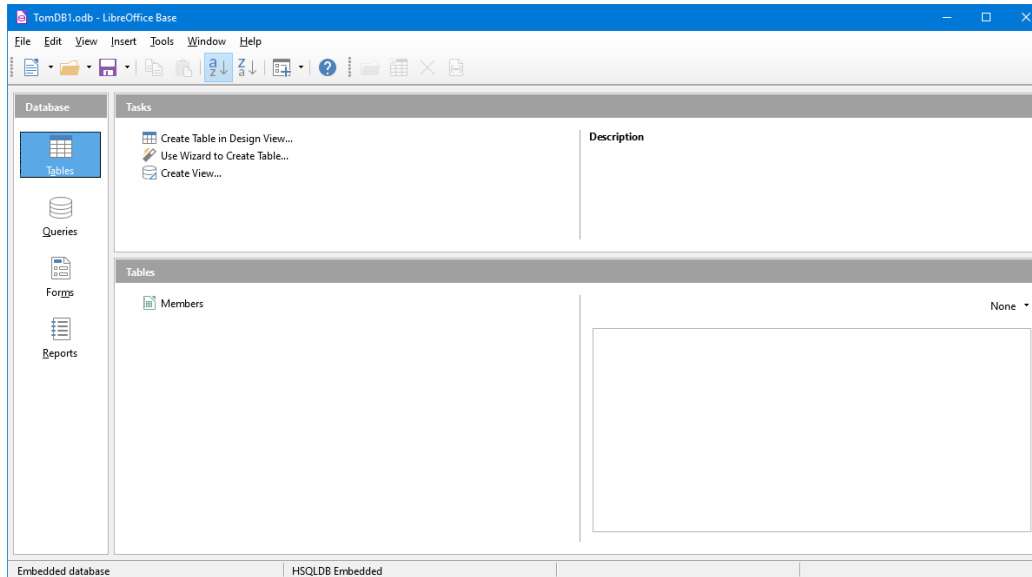
- **Full-featured Drawing program**
- **User Interface is MS Visio 2003 style**
- **Fairly easy adaptation from Visio 2003**
- **Let's explore further... (demo)**

LibreOffice Math



- **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)**

LibreOffice Base



- **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)**

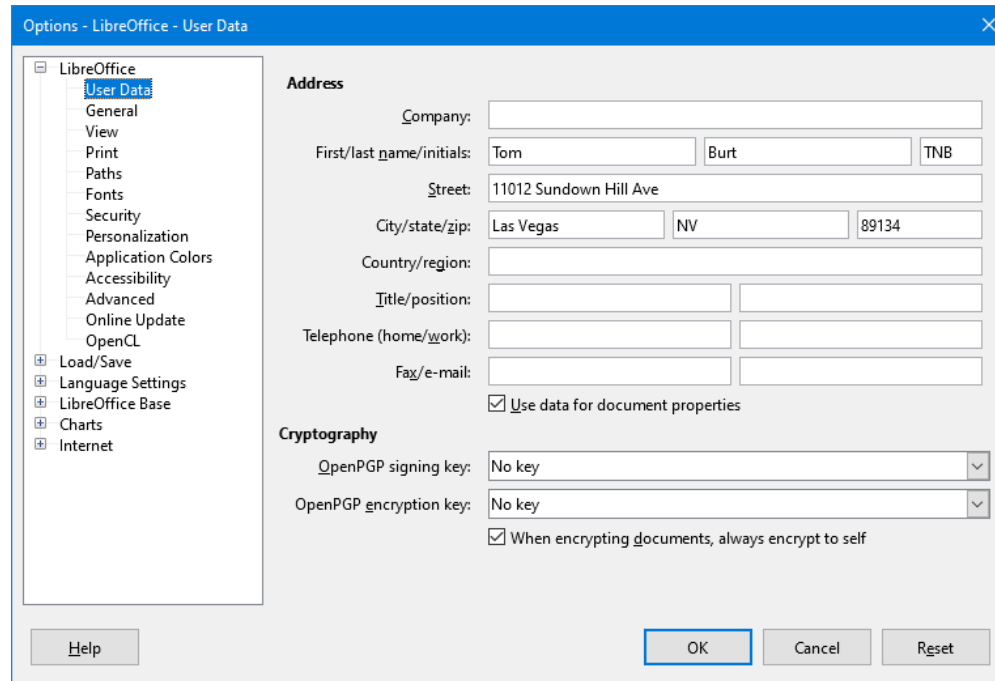
Saving in Various Formats

- **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 that 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



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

Final Q and A

Final Questions and Answers