OPEN OFFICE
A Free Alternative to Microsoft Office
A Seminar Presented by Rich Walko
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There is no question that Microsoft's Office Professional Version 2007 is a very powerful and popular program that includes such applications as **Word** (word processing), **Excel** (spreadsheet), **Access** (database), **PowerPoint** (presentations), **Outlook** (email), **Publisher** (desktop publishing), **FrontPage** (Webpage construction), and more. However, the suggested retail price for the full package is $499.99. [The 2003 version sells for $155.]

If you want to save yourself some big bucks, but still have powerful application software for word processing, spreadsheets, databases, and presentations, you should take a look at an open source package called **Open Office**. You can download and install it absolutely free with no strings attached. The Open Office suite has six integrated components, including, but not limited to, a word processor, a spreadsheet, a database, and a presentation program. In addition, it will run on the Windows, Macintosh, and Linux platforms. We will show you where to find this gem and how to download all (or just some) of the suite's component parts.

Follow these steps:

1. Open your browser, e.g. Internet Explorer.
2. In the address bar, type "openoffice.org" and then <Enter>.
3. When the OpenOffice Website opens, click on "Get Openoffice.org.
4. Click on "Download OpenOffice.Org.
5. Select the Windows version.
6. Click on "Continue to download."
7. Save the download file to your Desktop. (Download time will vary. Cox high speed Internet service will complete the download in approximately 3 ½ minutes.)
8. Suggestion: Once the execution file has been downloaded to the Desktop, you may wish to "burn" it to a CD or copy it to a thumb drive for safe keeping.
9. Note that the installation file is called: *OOo_2.3.1_Win32Intel_install_wJRE_en-US.exe*.
10. From the desktop, double click the installation file.

11. At the Installation Preparation window, check Next to continue.
12. Examine "Space Required" and "Space Available" to confirm that you have enough room for the installation on your hard drive.
13. Click "Unpack".
14. When the Install Wizard appears, click Next.
15. Click the bullet: "I accept the terms in the license agreement." Then click Next
16. Click Next again.
17. Choose "Complete Setup" then click Next.
18. In the next dialogue window, do not select any of the boxes.
19. Click Next, then Install.
20. At the end of the installation, click Finish.
21. Remove the OpenOffice installation file from your Desktop.
22. Remove the OpenOffice.org 2.3.1 Installation Files folder from your Desktop.
23. Once the installation process has been completed, you will be able to access any of the individual components of the Open Office set by clicking on **Start**, then **All Programs**, then **Open Office**.
    a. Base is the equivalent of Microsoft's Access database.
    b. Cal is the equivalent of Microsoft's Excel spreadsheet.
    c. Impress is the equivalent of Microsoft's PowerPoint presentation program.
    d. Writer is the equivalent of Microsoft's Word word processing program.
    e. Other programs in the set include Draw and Math.

The first time you open any one of the programs listed above, you will be asked to register some basic information. This information is not intrusive and will be required only once.

A New Feature: Once you install the Open Office components that are of interest to you, take a look at some of the free extensions that are available.

Get OpenOffice.org Extensions (http://extensions.services.openoffice.org/)

Extend your OpenOffice.org! Choose from a large and growing library of extensions.

This presentation will compare and contrast some of the basic Open Office Writer components with the Microsoft Word program. In addition, the Open

Office spreadsheet and database programs will be discussed in response to any related questions from seminar participants.