

Name: Amishi A. Desai  
Roll No.: C044  
Batch: B2



# **Introduction to Open-Source Software**

B. Tech Integrated /Computer / Sem IV

## **PART A**

(PART A: TO BE REFERRED BY STUDENTS)

### **Experiment No.08**

#### **A.1—Aim:**

Introduction to Libre Office tools.

#### **A.2--- Prerequisite:**

LibreOffice - formerly known as OpenOffice.org – is a freely available suite of office applications that you can download and install for free without any copyright infringement. OpenOffice.org has been taken over by Oracle and is no longer open-source software. LibreOffice suite was developed in 2010 by The Document Foundation – a non-profit organisation that promotes open-source document handling software. LibreOffice suite is a fork of OpenOffice, meaning the underlying source code is the same, but the software has gone in a different development direction. LibreOffice is a comprehensive, professional-quality office tool available in more than 114 languages and for all major operating systems, including Microsoft Windows, FreeBSD, Mac OSX and Linux (Debian, Ubuntu, Fedora, Mandriva, Suse, ...). LibreOffice is user-friendly. It offers a simple-to-use yet powerful interface that is easy to personalise. Its native file format is Open Document Format (ODF), an open standard format. Since it stores data in an international open standard format, it is therefore compatible with all major file formats.

#### **LibreOffice Components**

LibreOffice suite components include word process, spreadsheet, presentation graphics and database, drawing and math tools.

##### **Office Tools**

- **Writer:** It is a word processor and a text editor, similar to Microsoft Word or WordPerfect. Usually a file created by Writer is saved as ODT (Open Document File Text Document) with an .ODT file format. Writer can also read and edit files from other word processors with .DOC, .DOCX, .RTF, etc. file formats.

Name: Amishi A. Desai  
Roll No.: C044  
Batch: B2



- **Calc:** It is a spreadsheet application, similar to Microsoft Excel or Lotus 1-2-3. It is a tool for creating and editing data sheets. Based on data series, it can also generate different charts. Usually, a file created by Calc is saved as ODS (Open Document File Spreadsheet Document) with an .ODS file format. Calc can also read and edit files from other spreadsheet applications with .XLS, .XLSX, .XLT, etc. file formats.

- **Impress:** It is a presentation application, similar to Microsoft PowerPoint or Apple Keynote. Usually, a file created by Impress is saved as ODP (Open Document File Presentation Document) with an .ODP file format. Impress can also read and edit files from other presentation applications with .PPT, .PPTX, .PPS, etc. file formats.

- **Base:** It is a database management application, similar to Microsoft Access or FoxPro.

- **Draw:** It is a drawing editor, similar to Microsoft Paint or CorelDraw.
- **Math.** It is a tool for creating and editing mathematical formulae

### A.3--- Tasks:

1. An article, regarding the impacts of climate change is given in the same folder in with the file name, Climate\_Change.ott. Open this file in LibreOffice Writer and create a new **heading style** with the name **style21** defining the following features. (The new style has to be created under **Heading 2** in the **Heading styles**)

Font family - Bitstream Charter  
Font Size - 105 % or 16pt  
Font color - Purple  
Add Shadow effect.

Add the style, **style21** to all the subheadings in the article. (Subheadings are marked in green colour)  
Save the modified file.

2. An article, describing the major freedom struggles of Indian Independence Movement is given in the same folder with the file name, Freedom\_Struggle.ott. Open this file in LibreOffice Writer and add table of contents in page 2. The table of contents has to be inserted using the **Table of Contents and**

Name: Amishi A. Desai  
Roll No.: C044  
Batch: B2



**Index** option of LibreOffice Writer.

Hints:

- Use the style **Heading 1** to subheadings. (Subheadings are marked in blue colour)
- Save the modified file.

Name: Amishi A. Desai  
Roll No.: C044  
Batch: B2



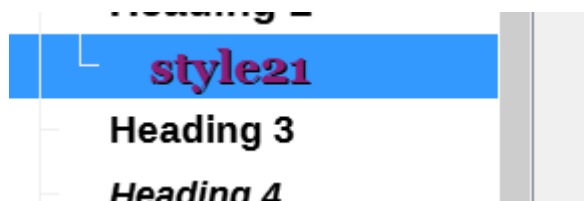
### (PART - B)

(Students must submit the soft copy as per following segments within two hours of the practical.  
The soft copy must be uploaded on the Blackboard or emailed to the concerned lab in charge  
faculties at the end of the practical in case there is no Black board access available)

Roll.No.: C044	Name: Amishi Desai
Sem/Year: IV	Batch: B2
Date of Experiment:	Date of Submission:
Grade --	

#### B.1: Procedure of performed experiment

(students are expected to write the reason of the choice of topology and device)



Name: Amishi A. Desai  
Roll No.: C044  
Batch: B2



Font:	Style:	Size:
Bitstream Charter	Bold	105%
Arial	Regular	105%
Arial Black	Italic	110%
Arial Narrow	Bold	115%
Arial Rounded MT Bold	Bold Italic	120%
Arial Unicode MS		125%
Baskerville Old Face		130%
Batang		135%
BatangChe		140%
Bauhaus 93		145%
Bell MT		150%
Berlin Sans FB		155%
Berlin Sans FB Demi		160%

Language: English (India) Features

This font has not been installed. The closest available font will be used.

**Effects of climate change**

## 1957 – India's First Revolt of Independence

It is also termed Sepoy Riots by the British was an attempt to unite India aga  
invading British.

### B.2: Observations and Learning's:

I have used libre office writer to edit the given files as per the mentioned format.

### B.3: Conclusion:

Understood and used libre office writer to edit the given files.