Introduction to Open-Source Software

B. Tech Integrated /Computer / Sem IV

PART A
(PART A: TO BE REFFERED 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.
- 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 Index** option of LibreOffice Writer.
Hints:
• Use the style **Heading 1** to subheadings. (Subheadings are marked in blue colour)
Save the modified file.

<div align="center">**(PART - B)**</div>

<div align="center"><mark>(TO BE COMPLETED BY STUDENTS)</mark></div>

<div align="center">(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)</div>

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Sem/Year : B	Batch: B2
Date of Experiment : 23/ 2/2022	Date of Submission:23/2/22
Grade --	

B.1: Procedure of performed experiment
https://drive.google.com/drive/folders/1nQYaOb6N2Bkb259fD2br4FLm5gz-suUD?usp=sharing

B.2: Observations and Learning's:
I learnt how to edit documents in libre office

B.3: Conclusion:
Libre office is easy to use and good to edit files.