University of Colombo School of Computing

Orientation Program – 2022 Batch

Linux

Outline:

- *Software Installation on Ubuntu*
- *LibreOffice*

Get done your day to day work using Linux

Once logged in, the desktop is presented as below.
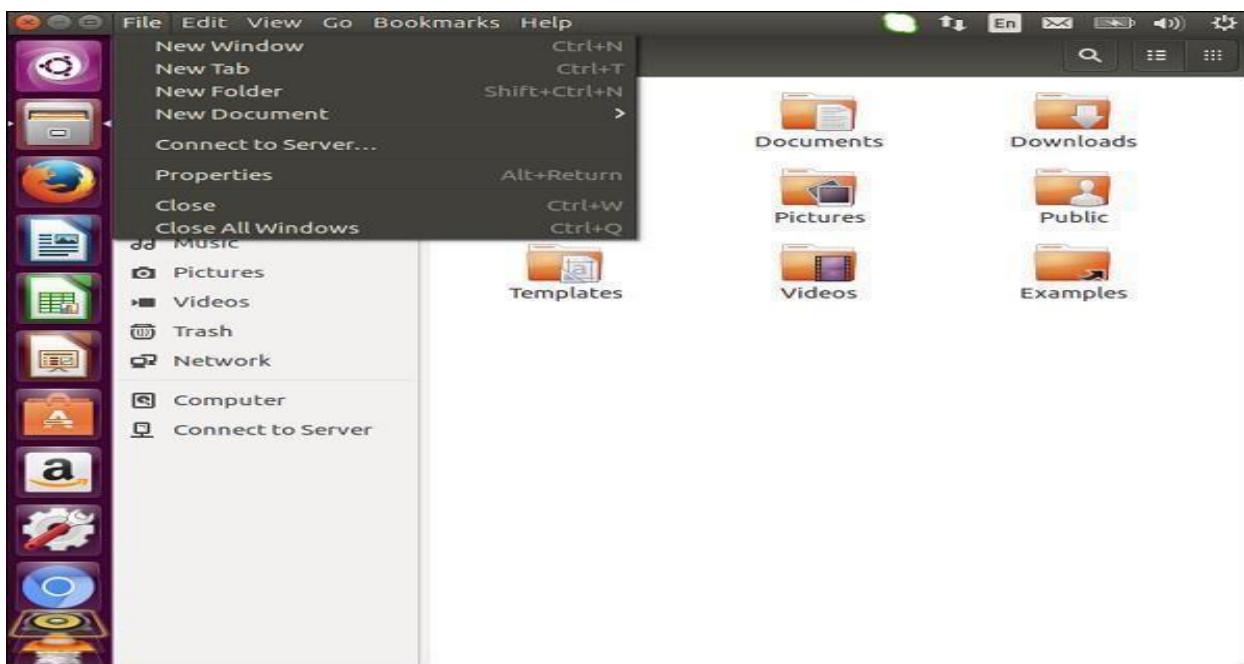
1.1 The Control Panel

The Control Panel on the left-hand side of the screen (refer above figure) presents shortcuts for all of the most used applications. Using these options, we can launch the LibreOffice component, the Firefox browser, the Software Center and many other applications.

1.2 The Menu Bar

When we launch any application, we will get the associated menu bar at the top of the application, which will have different menu options for that application. We can choose to close the entire window or resize the window, if required.

1.3 Taskbar

On the right-hand side of the screen is the taskbar. The taskbar allows us to choose the change in volume settings, view the status of your internet connection, change your language and other settings, and view the battery status while working on a laptop.

1.4 Installing Software

Step 1− In the control panel, the Software Center appears on the left-hand side of the screen. In the following screenshot, it is encircled in a red box. Double-click to open it. Once open, it shows the following options −
   - View all the available software.
   - All software currently installed on the machine.
   - Any updates available for the software currently installed on the machine.

Step 2− We can also browse through various software categories. For example, let's click the Audio category. We can see a list of available software for installation. As seen in the following screenshot, the application 'Rhythmbox' has already been installed.

Step 3− Now let us choose an application, say the Music application and see how it installs.
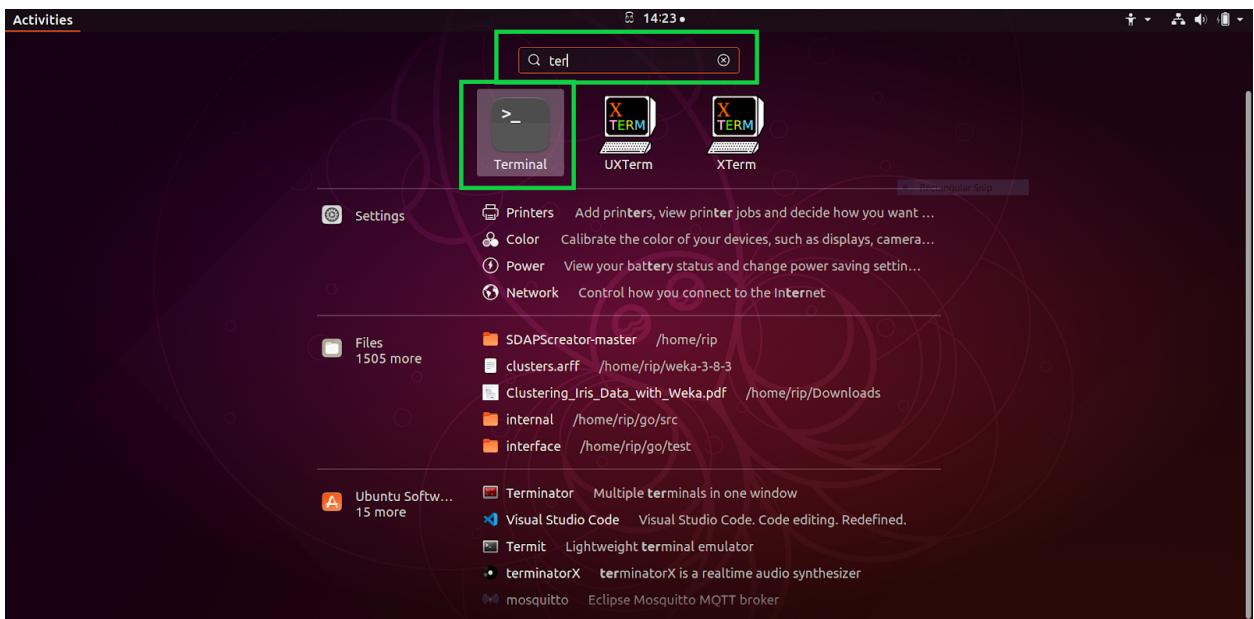
Step 4 − Once we click the Music application, the following screenshot pops up. Click the Install button to begin the installation. We will then see the Installing progress bar to show that the Music application is being installed.

Step 5 − Once the installation is complete, click the Launch button to launch the software.

- Note that you can also use the terminal application to directly download and install applications, libraries, and updates. To open the terminal application, simply press the windows key (super key) on your keyboard and type terminal

- For an example, let's say we want to install the VLC player to our machine, and then the following command lines can be used.

```
sudo apt-get install vlc
```

2. Easy Migration from Windows to Linux
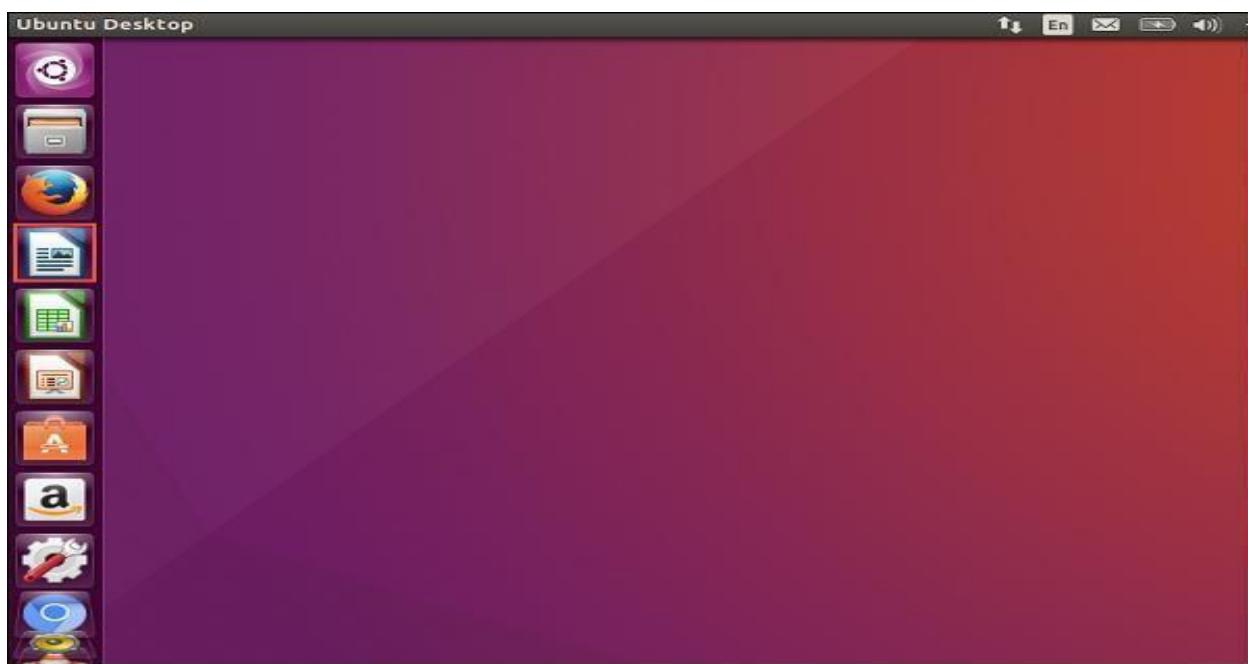
In the Linux environment we can find most of the substitutes for Windows OS applications. Some of those are as follows.

Windows OS Application	Linux OS Application
Microsoft Words	LibreOffice Writer
Microsoft PowerPoint	LibreOffice Impress
Microsoft Excel	LibreOffice Calc
Microsoft Access	LibreOffice Base
Adobe Photoshop	GIMP
Adobe Illustrator	Inkscape
Adobe Premier	Open Shot
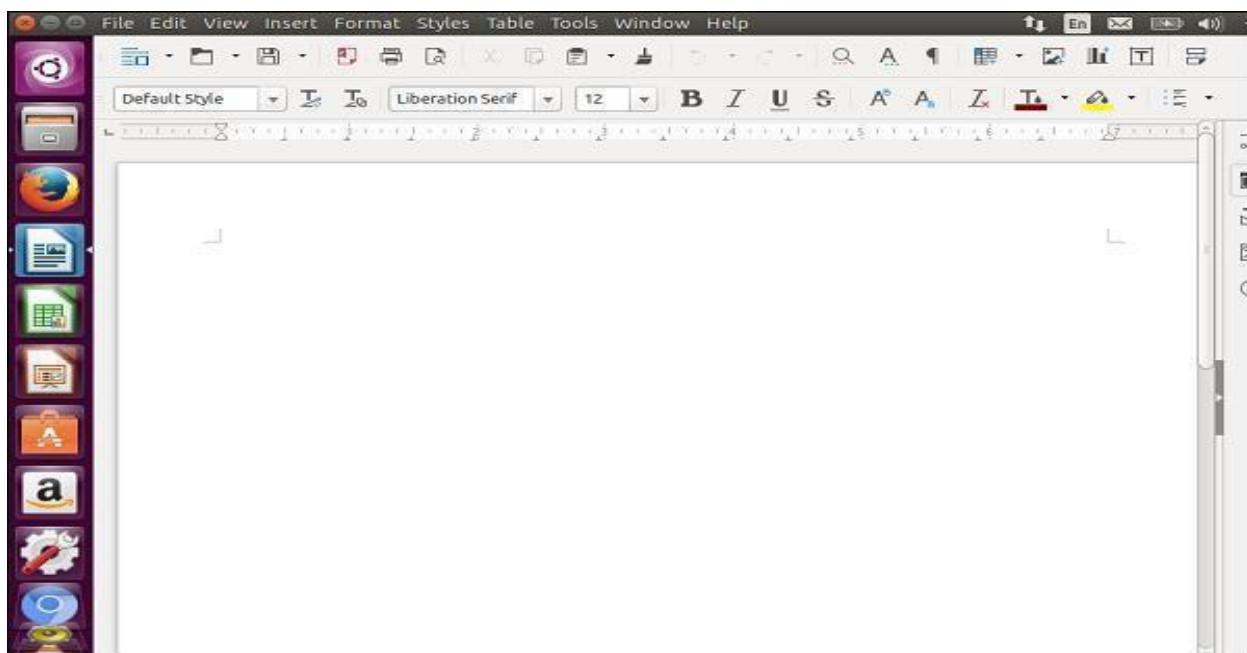
Ubuntu - Word Writer

The Word Writer comes in-built in Ubuntu and is available in the Software launcher.
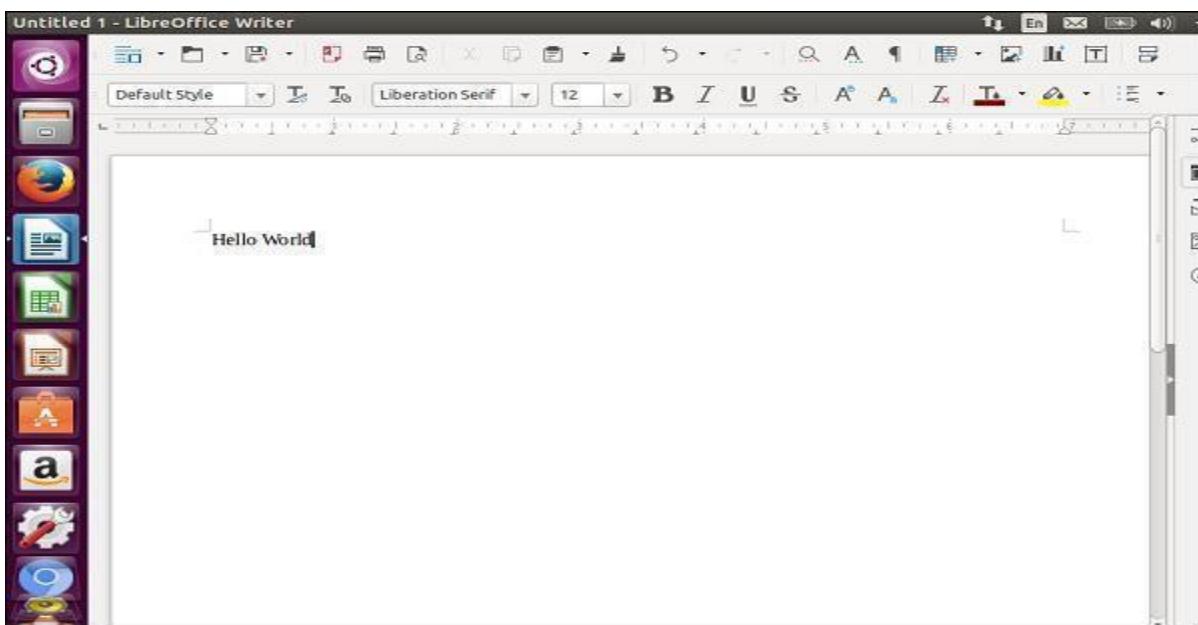
The icon is encircled in red in the above screenshot. Once we click on the icon, the writer will launch.
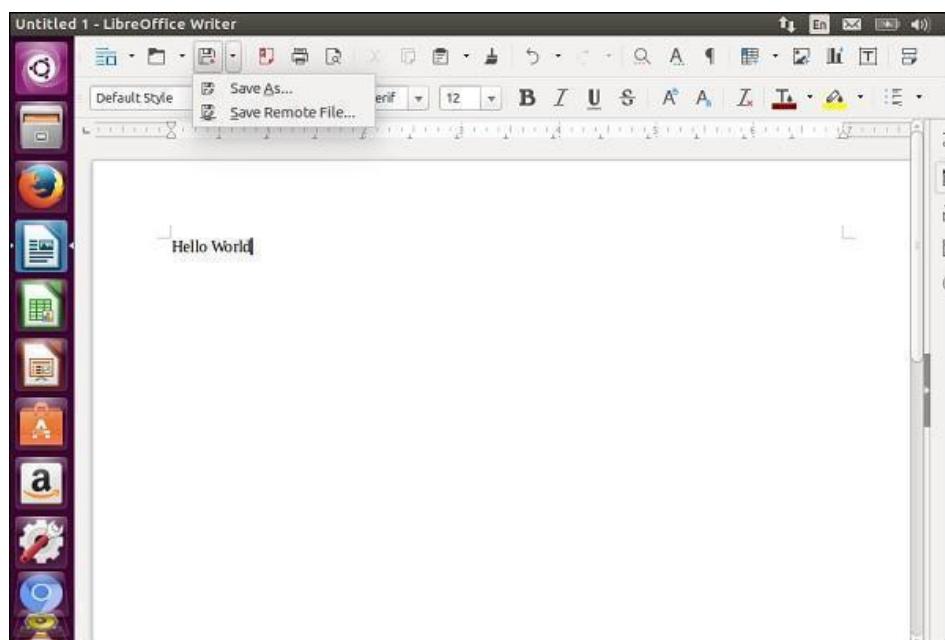
We can start typing in the Writer as we normally would do in Microsoft Word.
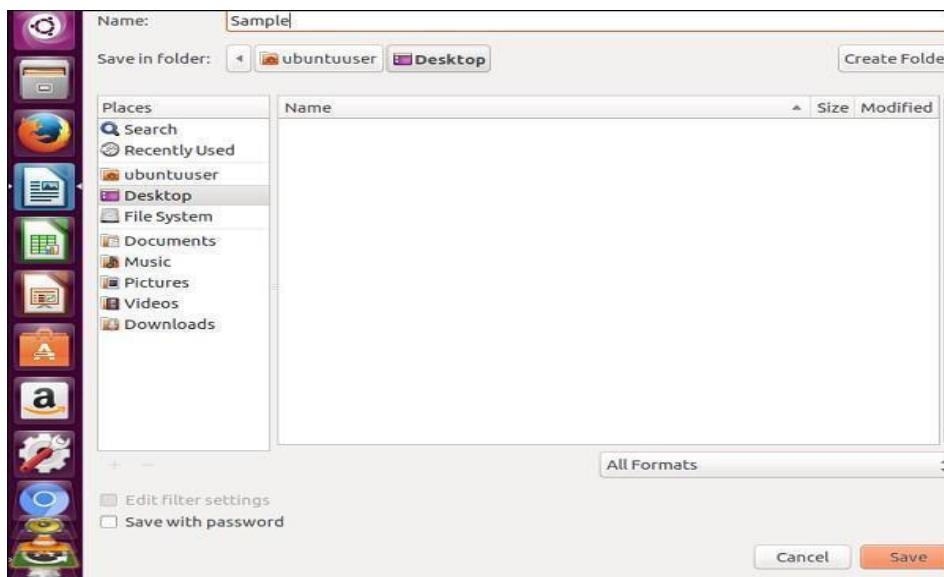
Saving Documents

To save a document, just click on the save menu option as shown in the following screenshot.
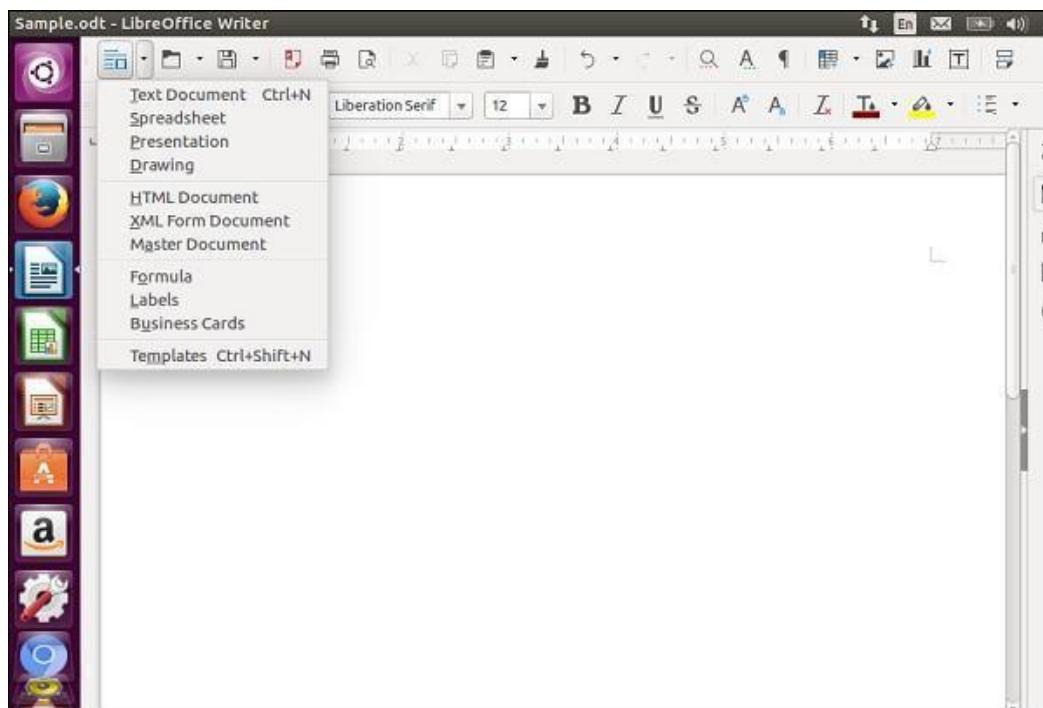

Specify the location, and the name of the file and then click the Save button.
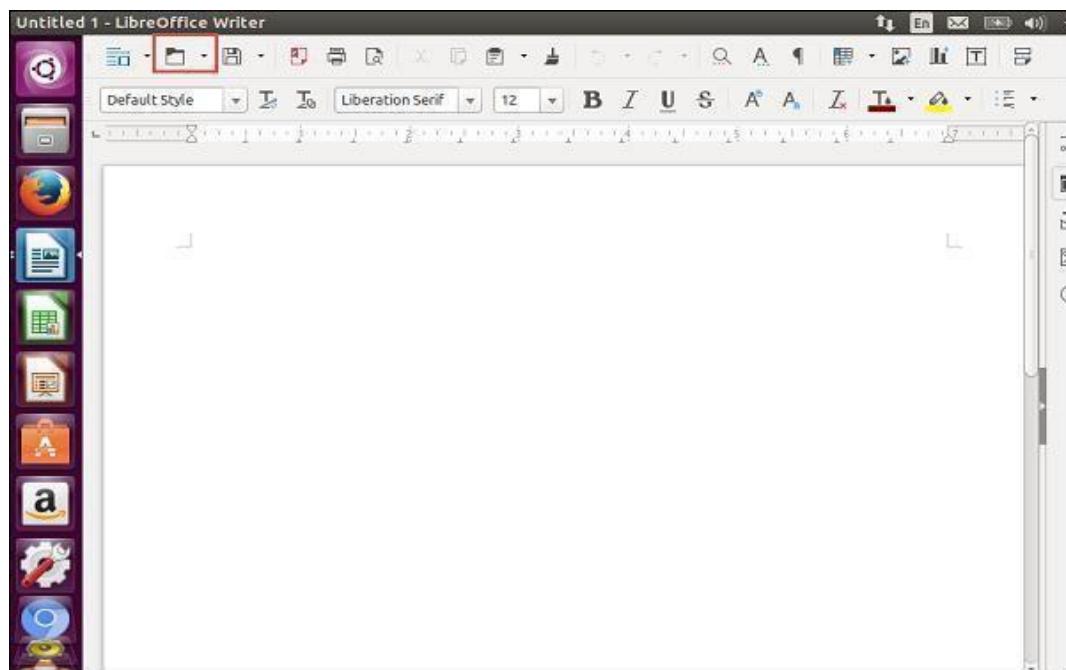
Creating New Documents

To create a new document, choose the new menu option as shown in the following screenshot. It shows an option to create various types of documents.
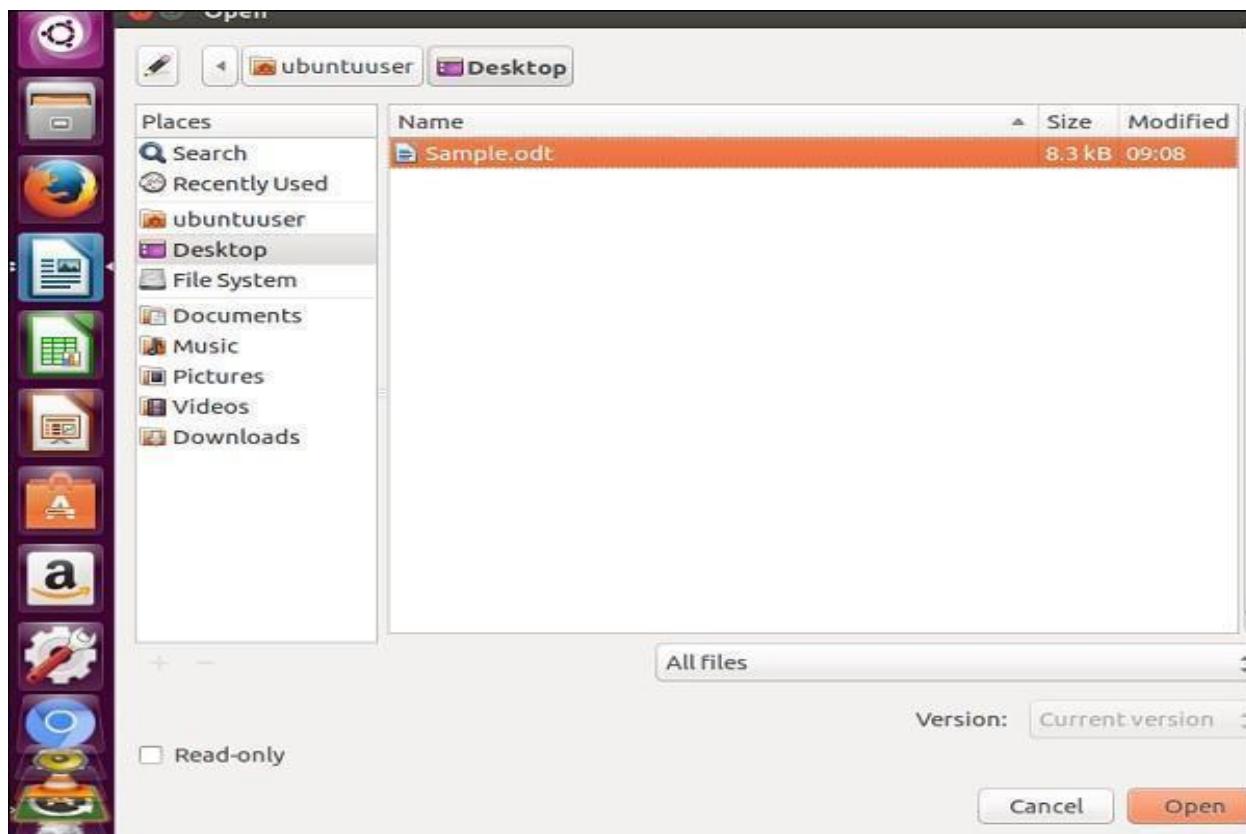

Opening an Existing Document

To open an existing document, choose the option of opening an existing document from the file menu options as shown in the following screenshot. The option icon is encircled in red.
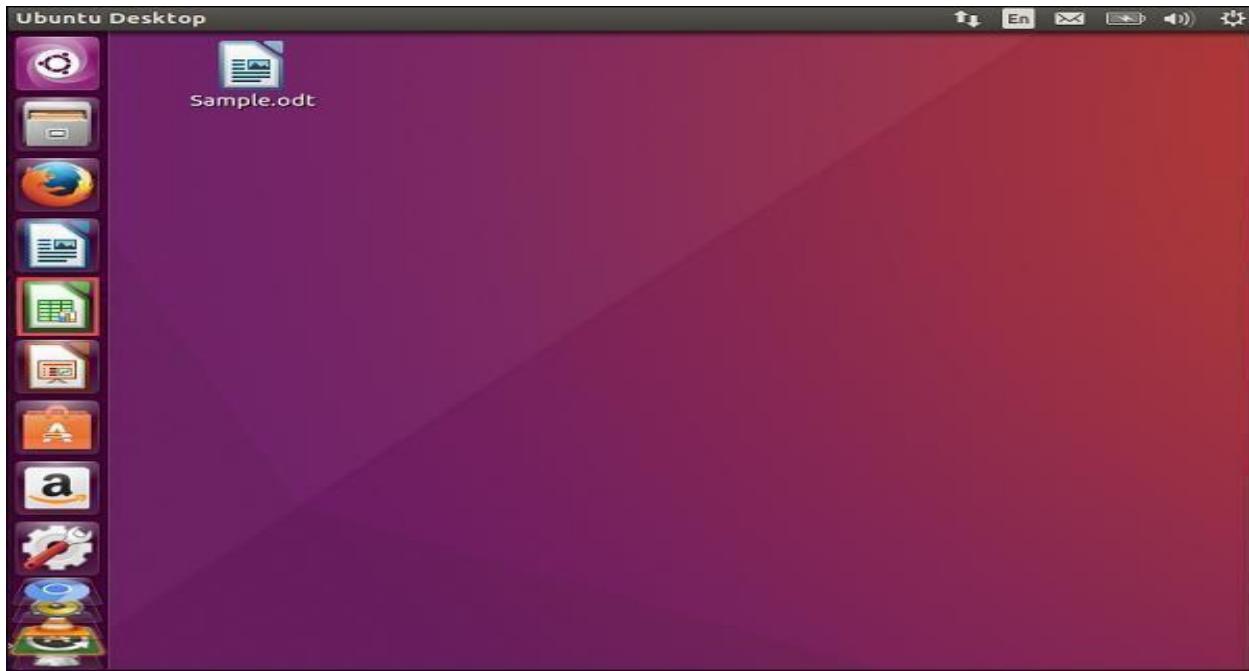
Once the open menu option is clicked, it presents a dialog box with an option to choose the file which needs to be opened. Click on the desired file and then click Open.
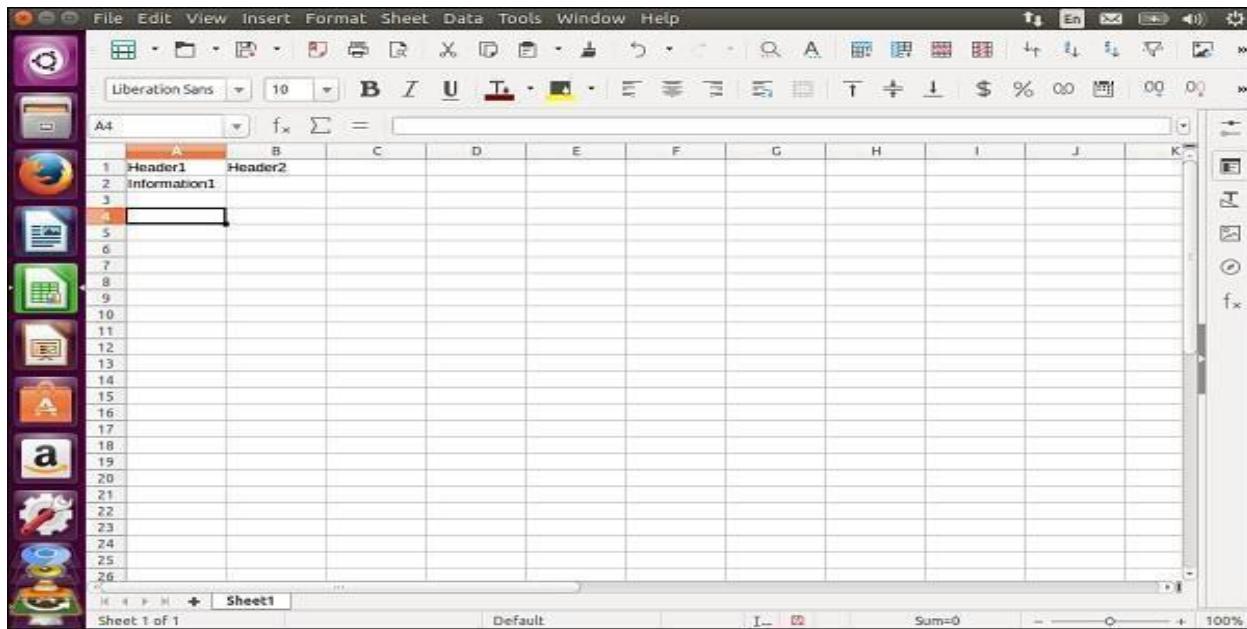
Ubuntu - Spreadsheets

The default application for spreadsheets in Ubuntu is called **Calc**. This is also available in the software launcher.
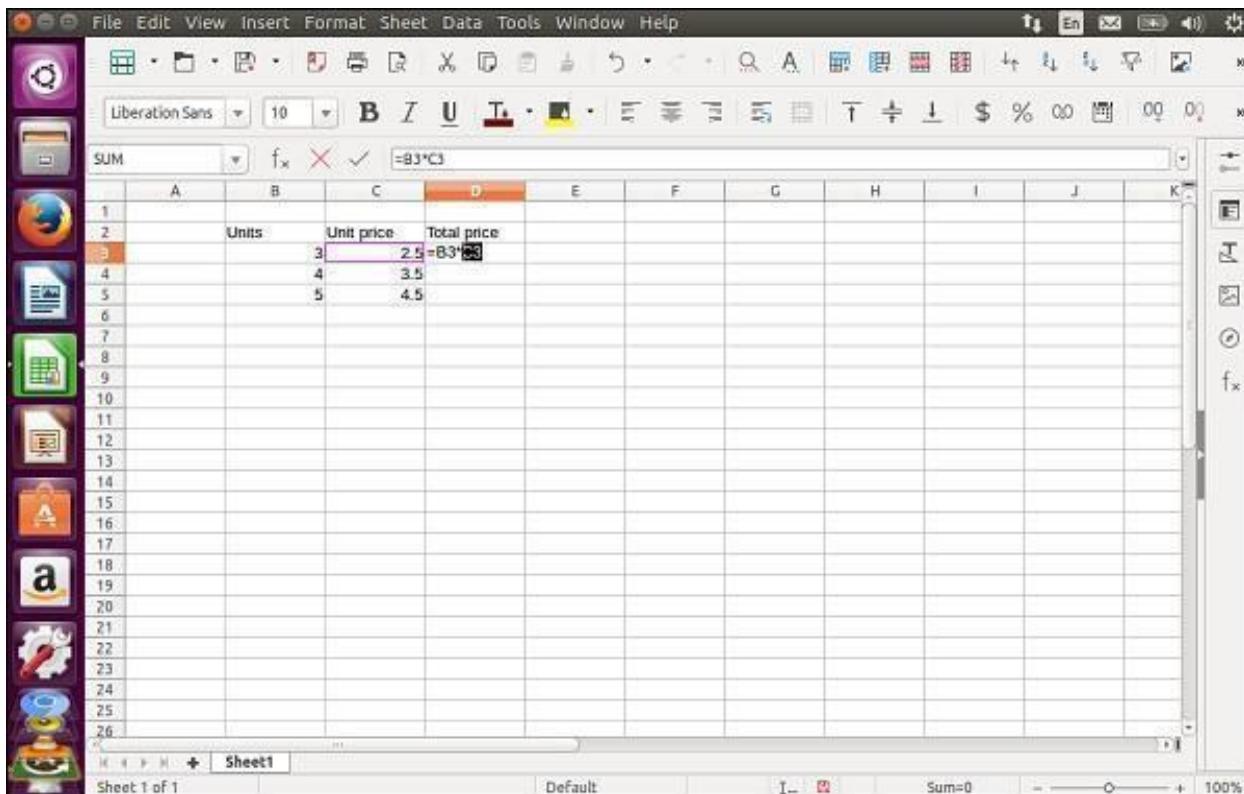

Once we click on the icon, the spreadsheet application will launch.

We can edit the cells as we would normally do in a Microsoft Excel application.
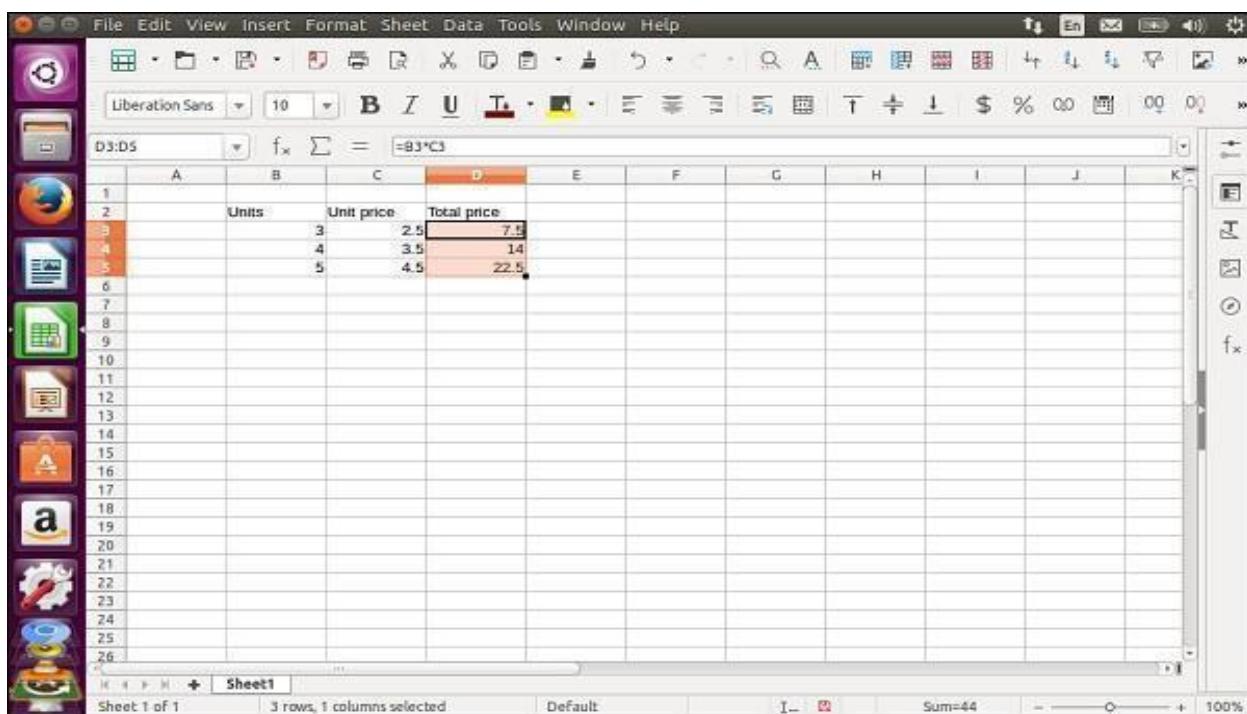
Adding Formulas

Formulas can be added in the same manner as in Microsoft Excel. The following example shows an excel sheet which has 3 columns. The 3rd column is the multiplication of the Units and the Unit price column.
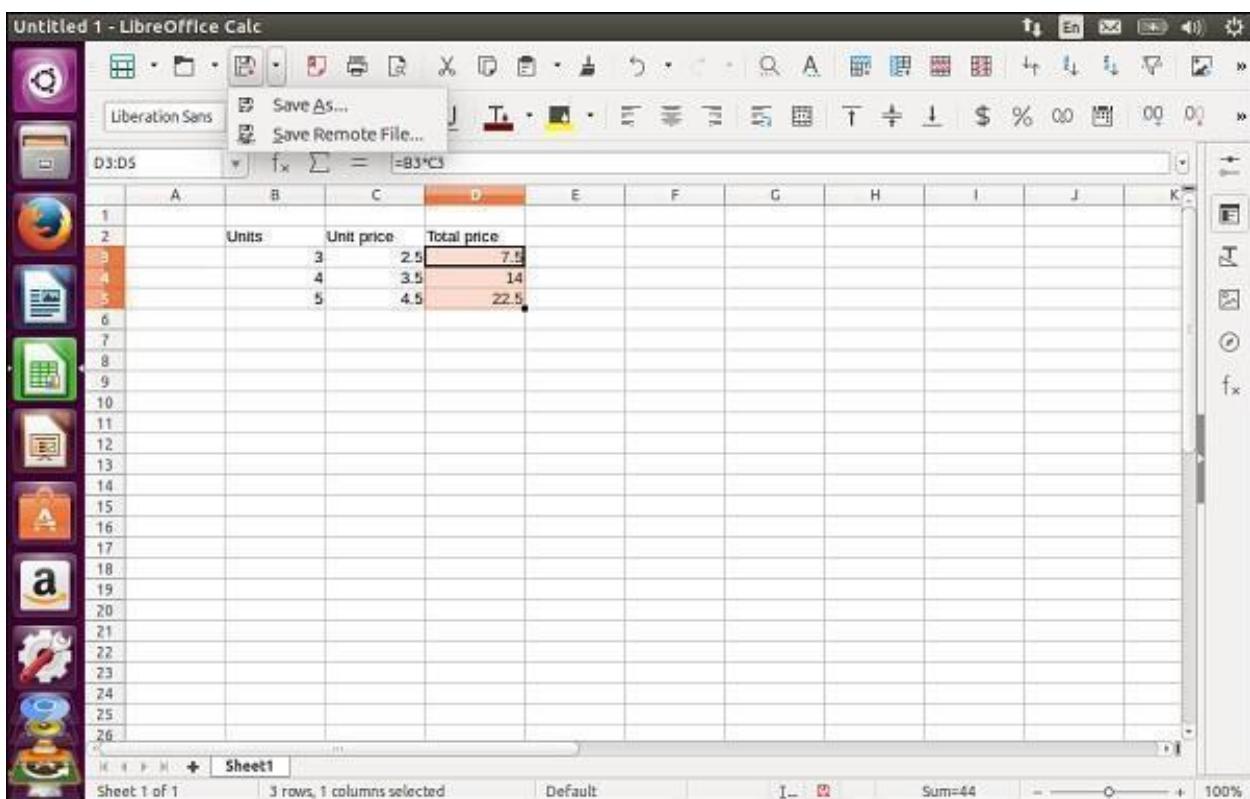

The columns can be dragged to ensure the same formula is repeated for each row.

Saving a Sheet
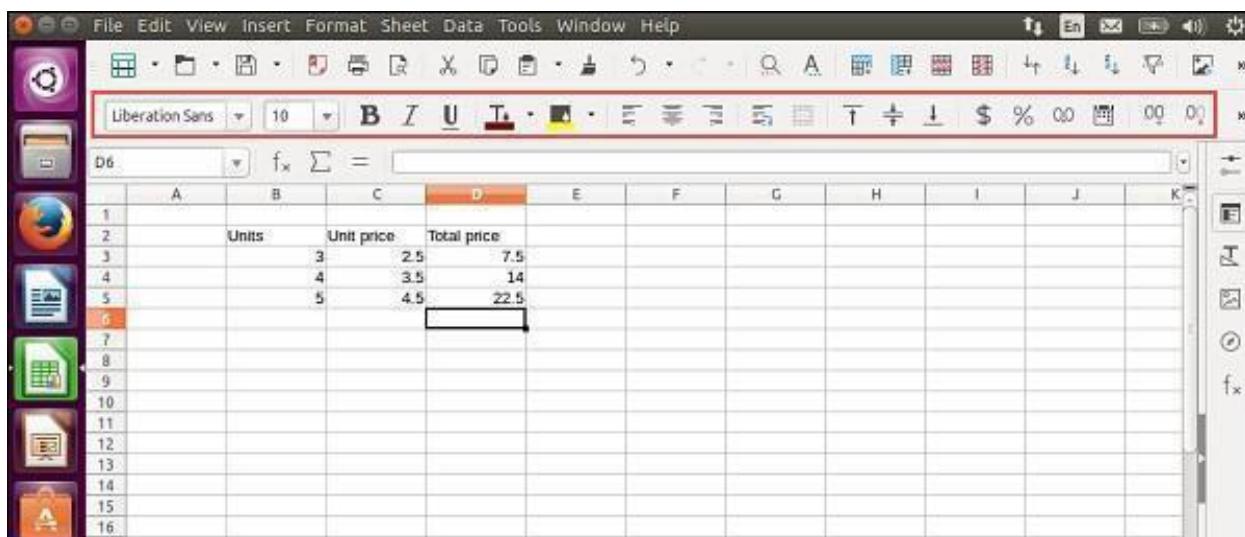
To save a sheet, go to the Save As menu option as shown in the following screenshot.

Provide the name, location of the spreadsheet and click the Save button to save the sheet.
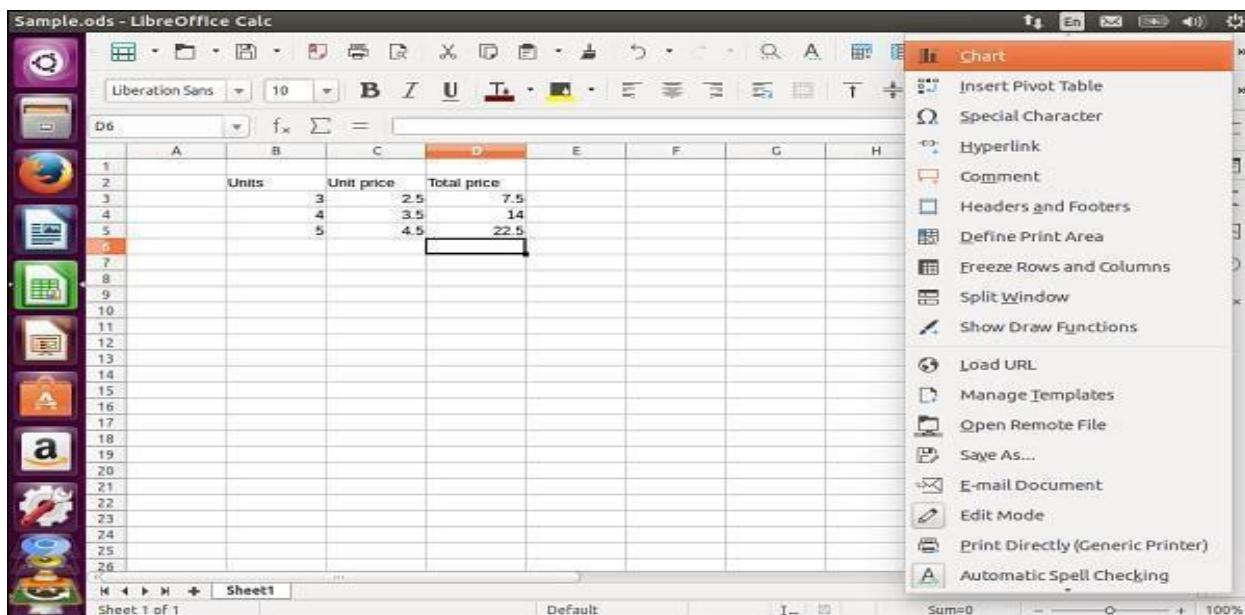

There are various other formatting options available in the toolbar in the Calc application as shown in the following screenshot.

Inserting Charts

On the right-hand side of the Calc application, there are various other options. One of them is to insert a chart in the spreadsheet.

Once we click the Chart option, it will prompt for the type of Chart to be inserted. Choose a chart type and click the Finish button.