

Open Office

- a Bowie Senior Center Course
- Wednesdays 2:30-4:00 pm, May – July 2007
- Teacher: Eric Hein (hein1@verizon.net)
- During this course, always use the directory:
My_Documents / Courses / Open Office
- Download the course slides:
 - Start Internet_Explorer
 - go to <http://home.comcast.net/~bscclub/training.htm>
 - right-click Open_Office_Course
 - Save-Target-As
- Save this URL (>Favorites >Add to Favorites)

Main Applications

Open Office has several “applications” - separate programs, suitable for business (and home) use, that can share data.

- ✓ • Word Processor
- ✓ • Presentation Package
- ✓ • Spreadsheet (a “flat file” database)
- Photo Editor
- “Relational” Database
- Equation Editor

The ✓ applications are very comparable to Microsoft Office – and will be covered to some detail in this course.

The Two Office Suites


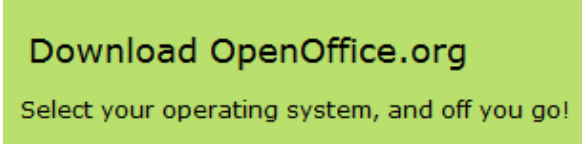

	<u>Open Office</u>	<u>Microsoft Office</u>
• Word Processor	Writer	Word
• Presentation	Impress	PowerPoint
• Spreadsheet	Calc	Excel
• Photo Editor	Draw	Photo Editor
• Database	Base	Access
• Equation Editor	Math	Equation Editor

MS Office is the industry standard but is expensive. Best Buy's prices:

- MS Office Professional 2007 = \$499, "Home & Student" = \$150.

Open Office's (Writer, Impress & Calc) are format compatible, and **free**.

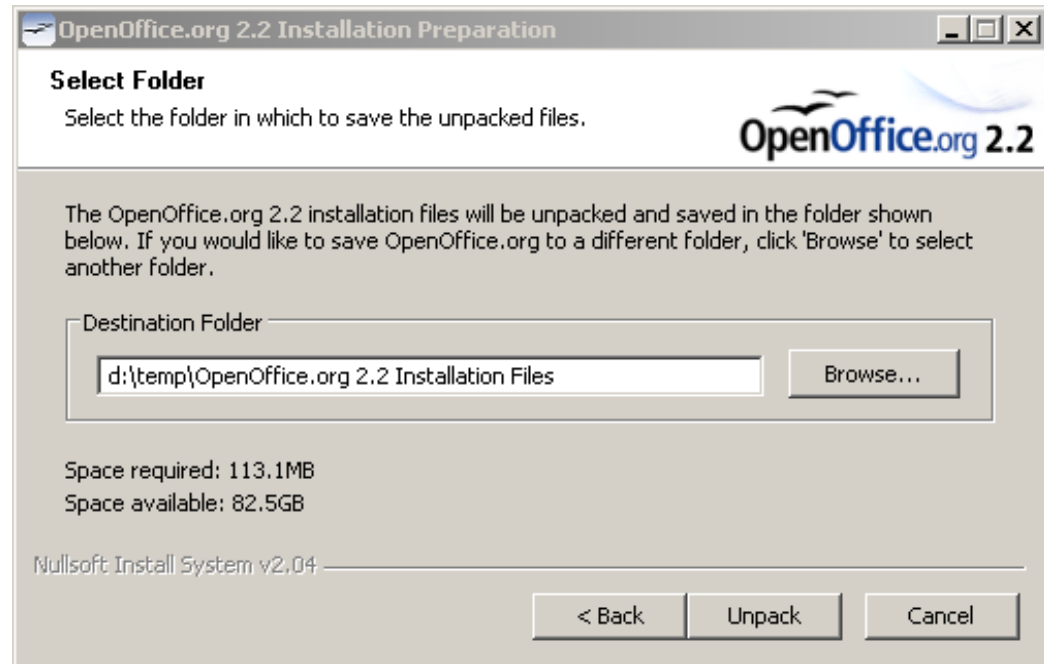
Get Open Office

- Download Open Office from the website at www.openoffice.org/
- Click  then  & 
- Open Office requires that your computer have Sun's "Java Run-time Environment" or JRE. OpenOffice.org keeps changing how / whether they bundle the JRE (version 2.0.2 did, 2.0.3 did not, 2.2 does. You can always download the JRE from Sun and then install it separately.
- The entire Open Office installation file (including the JRE) is "only" 108 MB.

Or... just use our CD

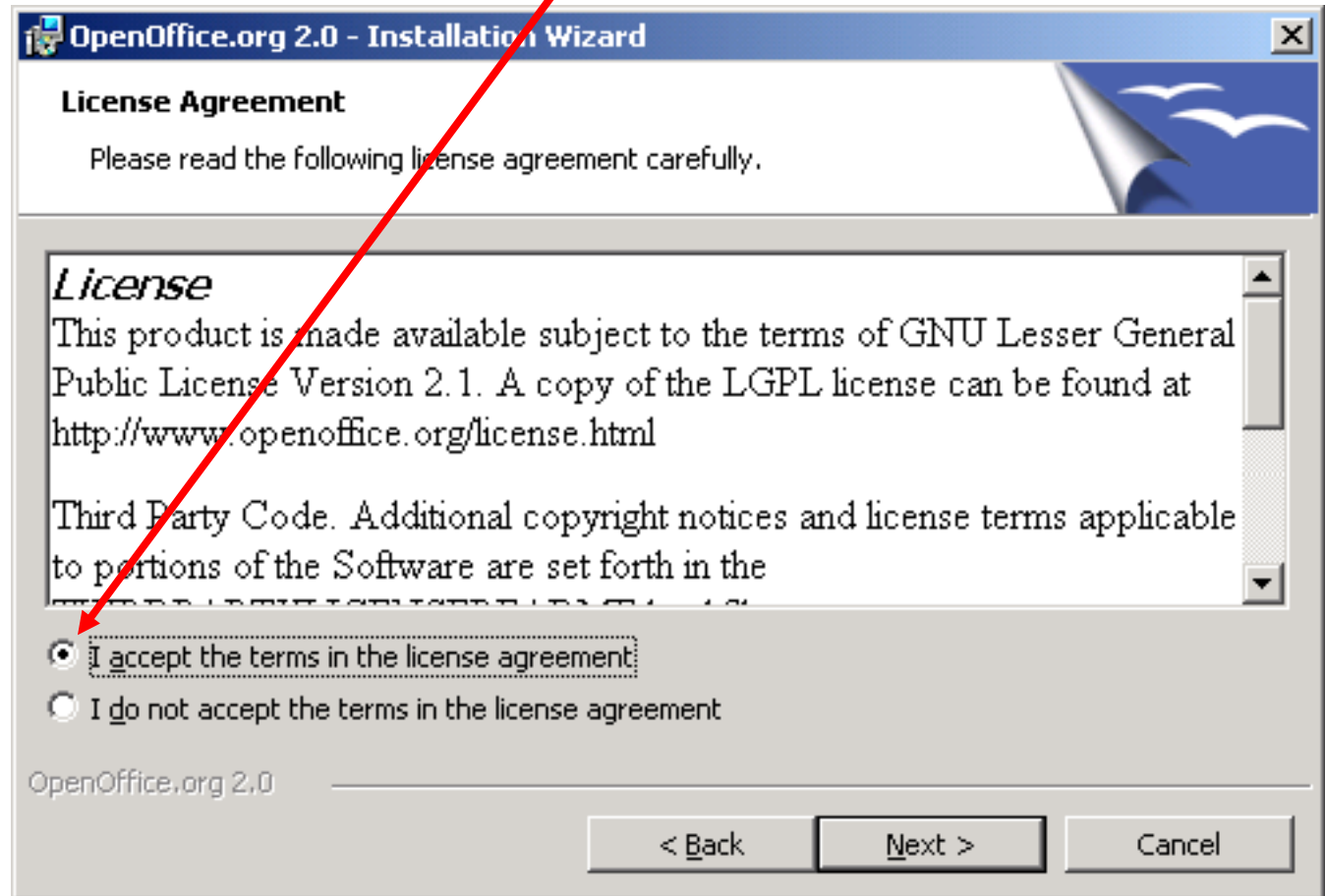
Install Open Office (with JRE)

- Execute (i.e. double-click) the file you downloaded (which contains hundreds of installation files).
- It asks where you want the files extracted to. After installation, these files can be deleted. The default is OK. Click “Unpack”.
- At the Welcome screen, click “Next >”



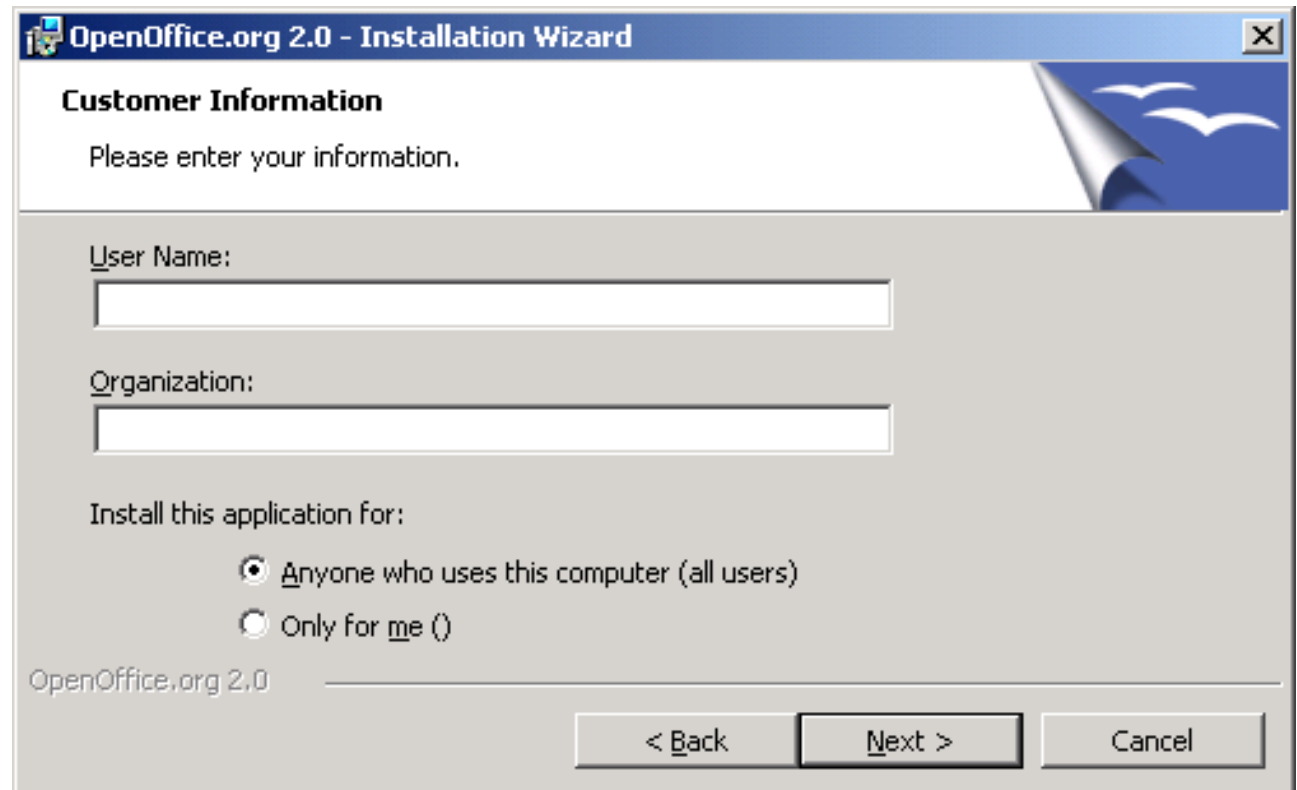
Accept the License

- Accept the License by clicking the radio button, and then “Next >”.



Customer Information

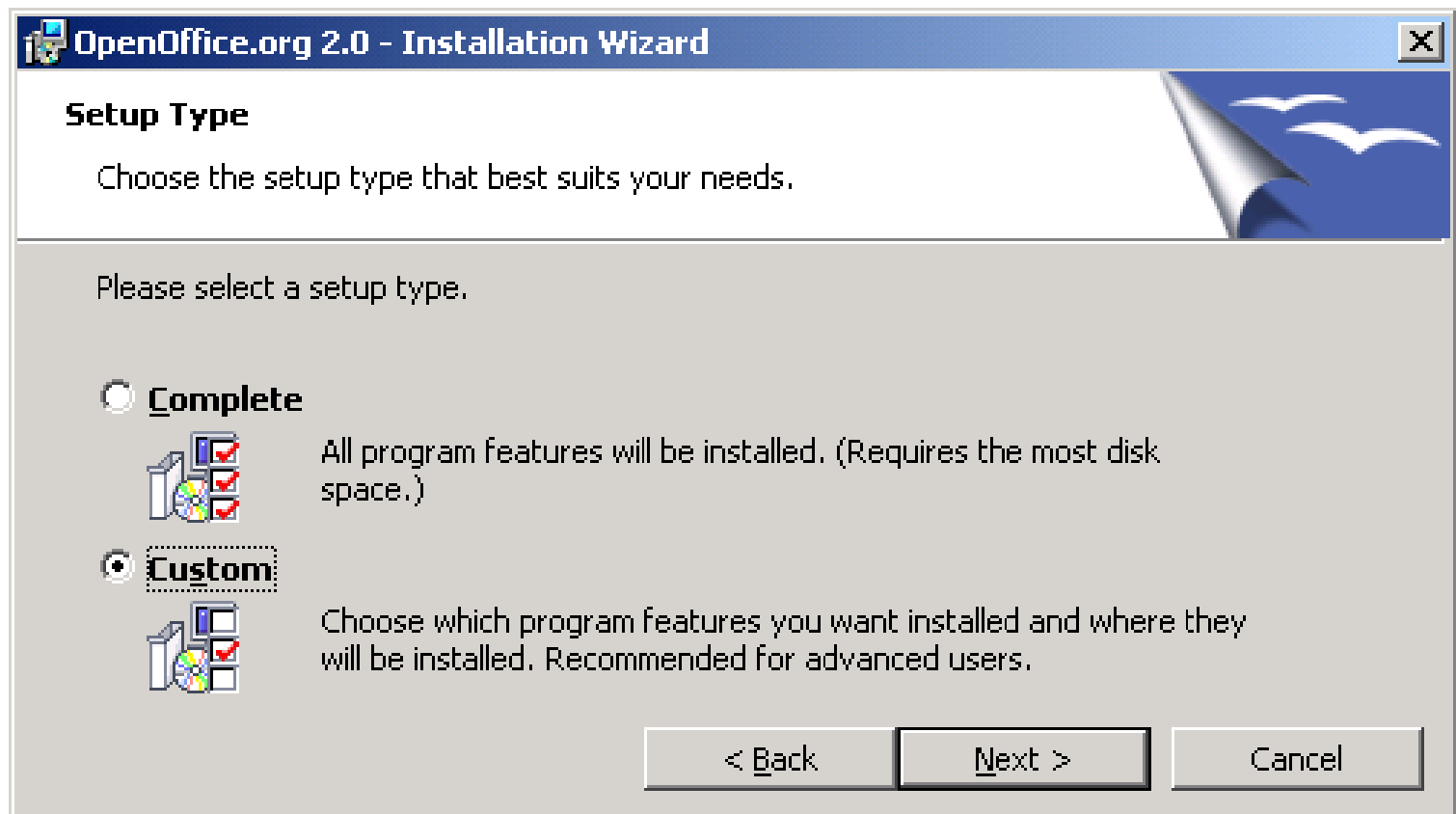
- It next asks for a “User Name” and “Organization”. These can be blank. If filled in, they become “properties” of any file created by Open Office.
- At “Install this application for:”, I recommend “Anyone who uses this computer (all users)”.
- Click “Next >”.



The screenshot shows the 'OpenOffice.org 2.0 - Installation Wizard' window. The title bar includes the OpenOffice logo and the text 'OpenOffice.org 2.0 - Installation Wizard'. The main window has a blue header with the title 'Customer Information' and a sub-header 'Please enter your information.' Below this, there are two text input fields: 'User Name:' and 'Organization:'. Underneath these fields is a section titled 'Install this application for:' with two radio button options: 'Anyone who uses this computer (all users)' (which is selected) and 'Only for me ()'. At the bottom left, it says 'OpenOffice.org 2.0'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

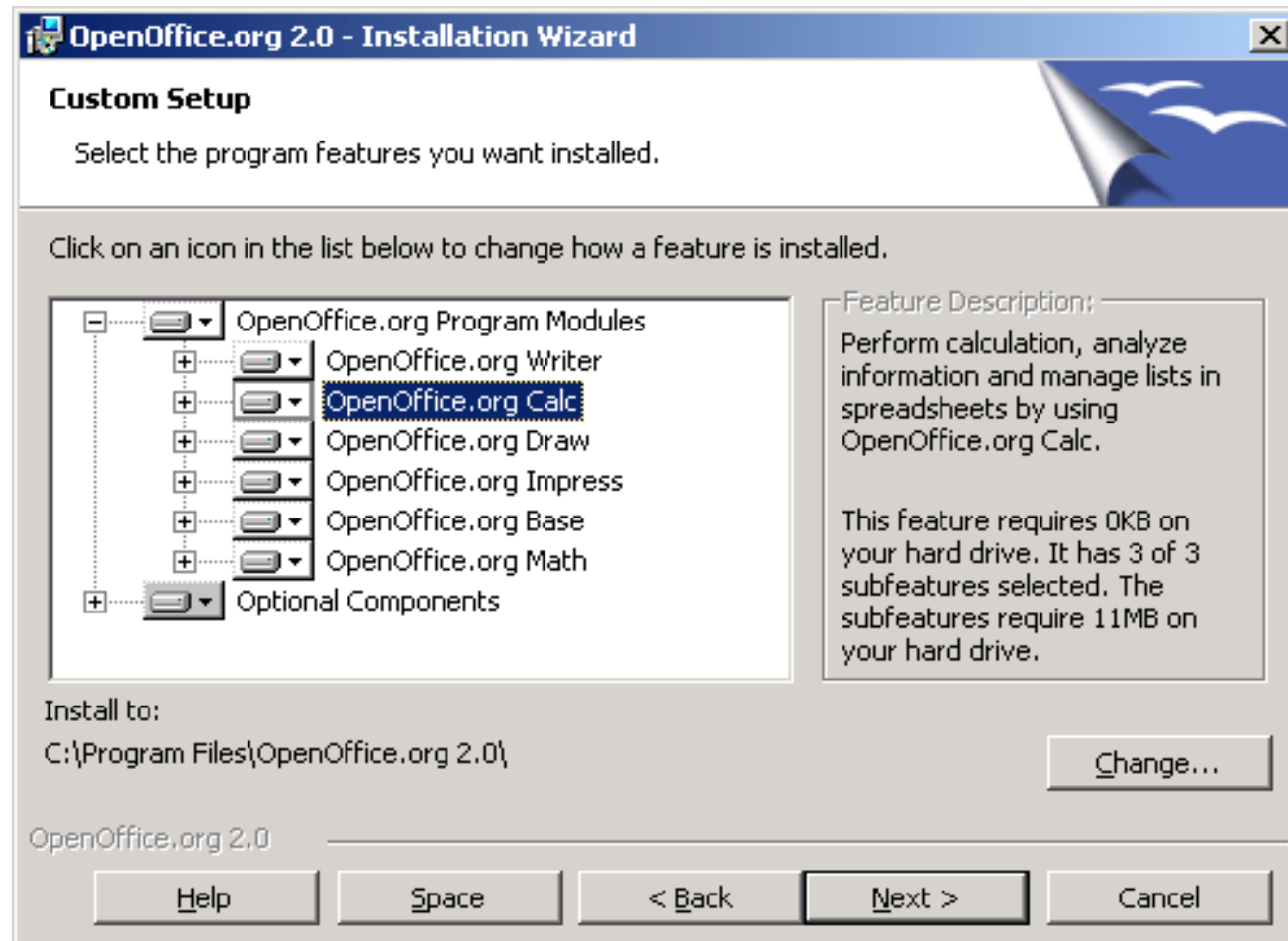
Setup Type

- If you want all parts of Open Office installed to C:\Program Files\OpenOffice.org2.0\ , then select ()Complete. Otherwise select ()Custom.
- Click “Next >”.



Custom Setup

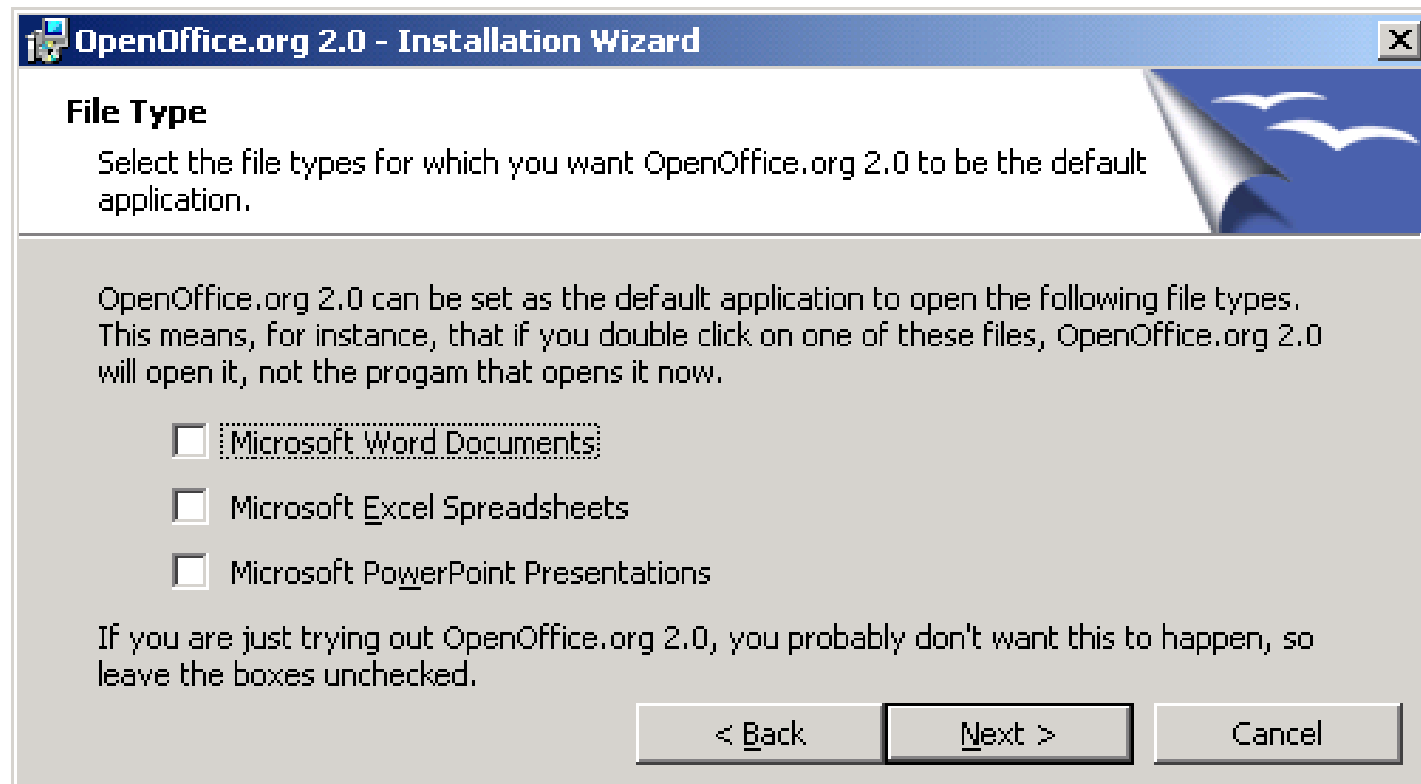
- This window shows which features will be installed. To change a selection, click on the  icon.
- To install to a different disk / directory, click “Change...”.
- The option to install the JRE is under “Optional Components”
- When done, click “Next >”.



File Type (this is important!)

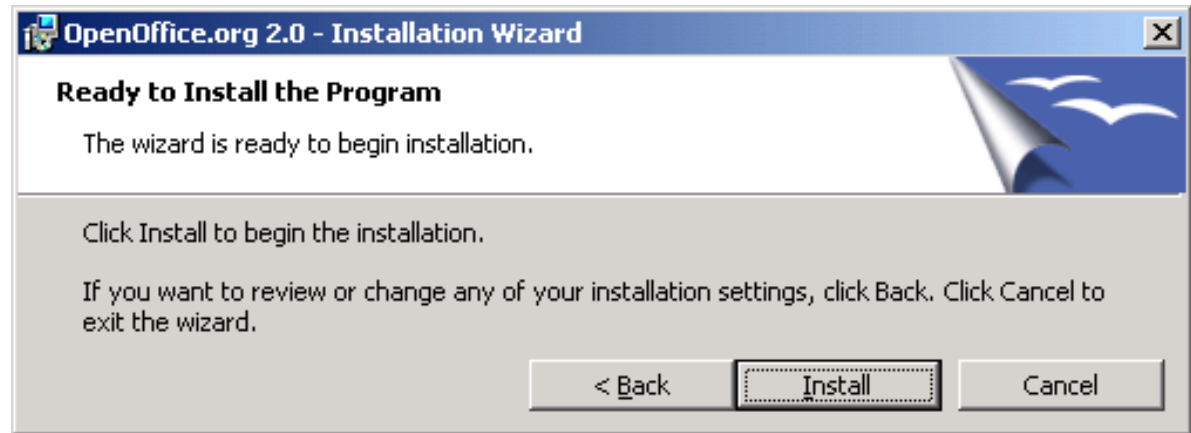
If you have Microsoft Office and are installing Open Office, then when you double-click a *.doc, *.xls or *.ppt file, which Office Suite do you want to open?

- For Microsoft Office, leave the check boxes blank!
- If you don't have Microsoft Office (or want Open Office to be the default), check the boxes.

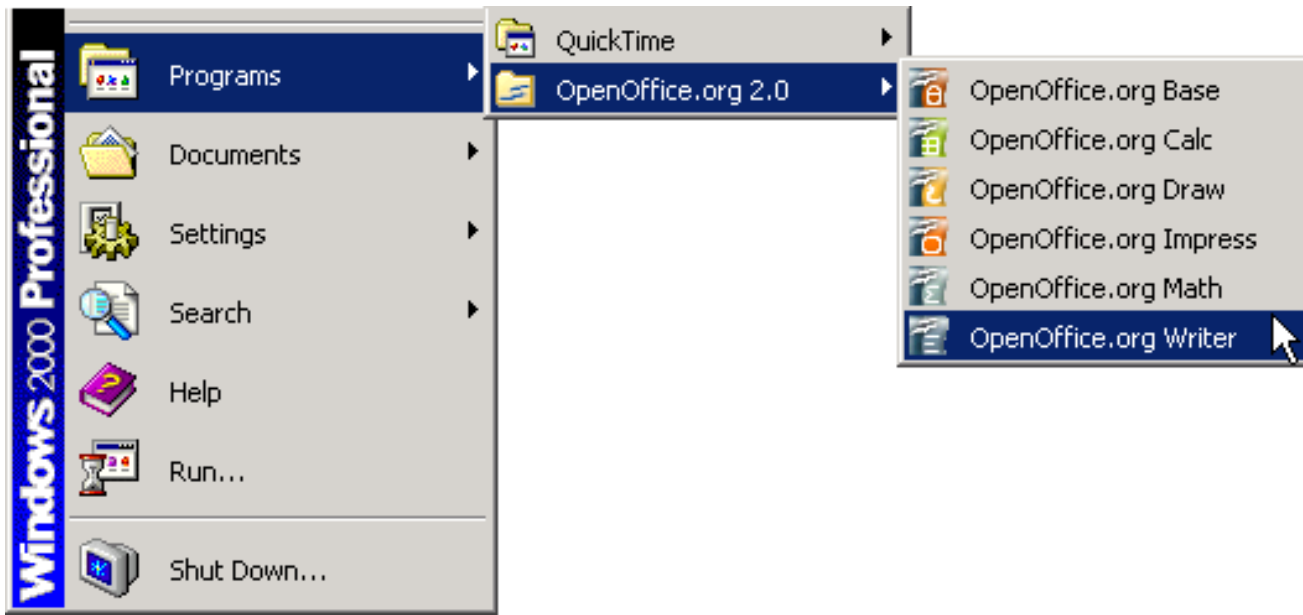


Ready to Install

- You're all ready.
Just click "Install".



- Java 2SE Runtime Environment is installed first. Then Open Office. Congratulations! You're done.

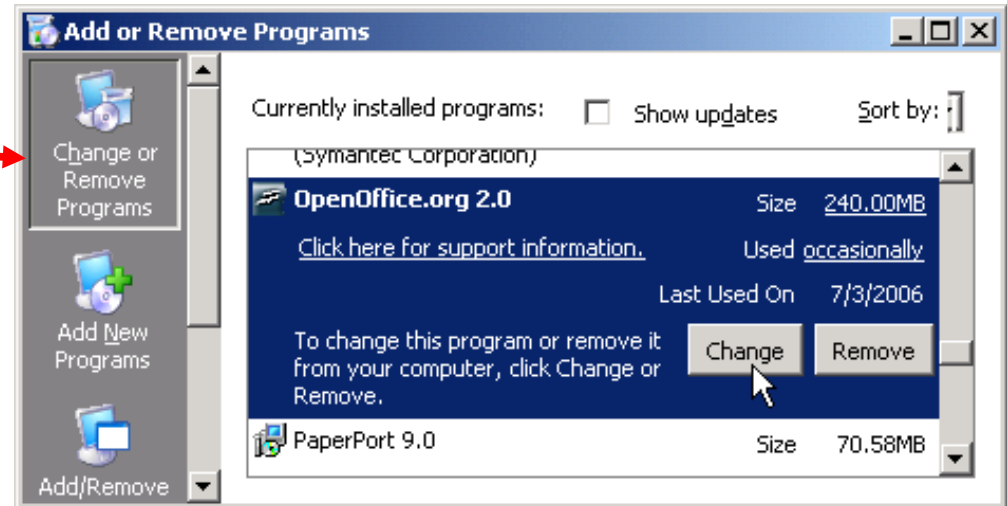


Changing File Associations After Installation

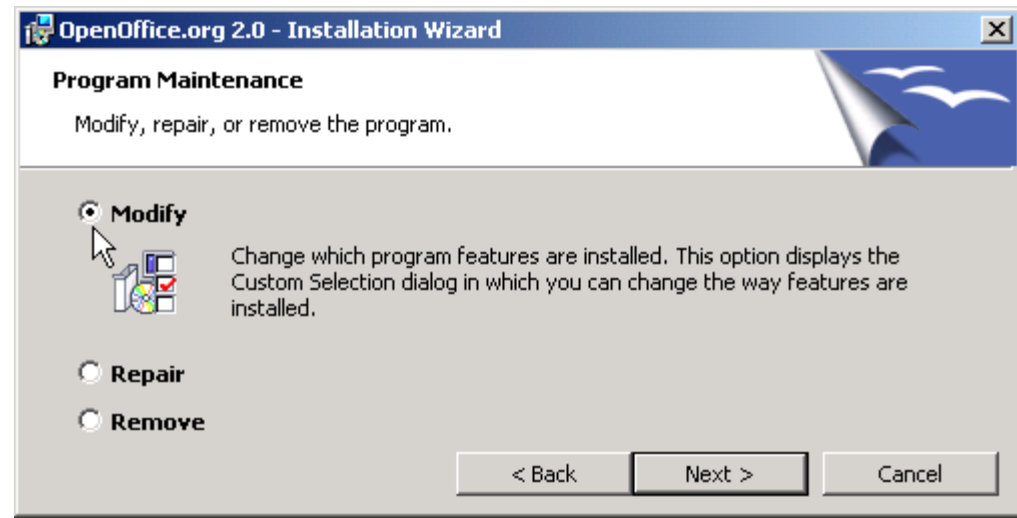
To change file associations after you've installed Open Office:

- >Start >Settings >Control Panel >Add or Remove Programs

- Select "Change or Remove Programs",
scroll to OpenOffice.org,
then click "Change"



- Click "Modify"
- Click "Next >" until you get back to the "File Type" screen.



The WinXP Environment


- Everything is configurable! (a blessing & a curse)
- what is a window: resize, move, min, max, close



Title bar

- Task bar: “Start” (or Cntl-Esc or ) , lock (right-click), move, auto-hide (right-click > Properties), and “the tray”.



- Cntl+Alt+Del: TABs = applications, processes, performance
- The “Clipboard”:  Copy or Cut the “selected” item to a memory buffer, from which it can be Pasted into other applications.
- Screen Capture with “Print Screen” (the whole screen goes to the Clipboard)

Keyboard Shortcuts

Windows system key combinations

- F1: Help (and it might even be “context-sensitive”)
- CTRL+ESC: Open **Start** menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently

Windows program key combinations

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic

From Microsoft's Knowledge Base -

<http://support.microsoft.com/kb/126449/>

Menu Bars

- Each OpenOffice application has a “top-level menu bar”. Impress’ is:

File Edit View Insert Format Tools Slide Show Window Help

- Select a “top-level” menu item by clicking on it, or by pressing Alt+ (underlined letter) – e.g. Alt+O enters the Format menu. This will open a “pull-down menu”.
- On the pull-downs, some items may be greyed-out. The grey out tells you that you are in the right place to invoke that function, but because of some system condition that function is currently not available. For example, if no item is “selected”, the Cut and Copy functions are unavailable. If no item is in the Clipboard, then the Paste function is unavailable.
- Pull-down menu items with a ► have another level of pull-down menu which will be shown offset to the right or left.

Where's the Manual?

A few books are available for Open Office, but a development goal has been to minimize paper. Suggested options are:

- Use the Integrated HELP (“F1” key, or >Help >OpenOffice.org Help). I have found this pretty good as a reference (once I already know the basics), and not so good as a tutorial.

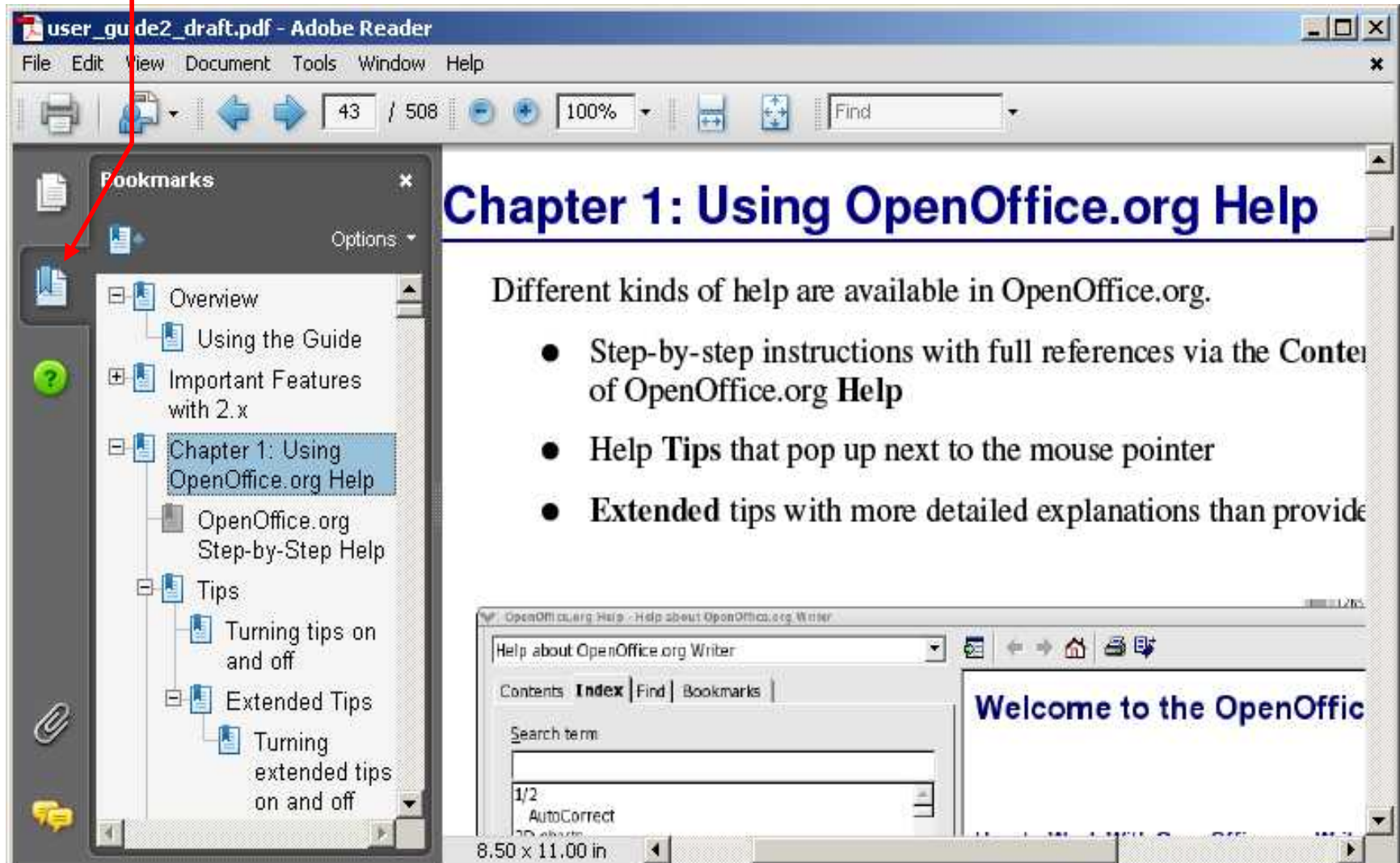
- Download the OpenOffice.org2.x User Guide from:

<http://documentation.openoffice.org/manuals/index.html>

This is a better “book” to learn from – and I will use it frequently throughout the course. And let's start now. Double-click on the *user_guide2_draft.pdf* file (which should open it using Acrobat_Reader).

Using the User's Guide

I like to use Acrobat_Reader's "Bookmarks". Click on the Bookmarks TAB, and then on Chapter 1: Using OpenOffice.org Help.



Acrobat Page Numbering

Page numbers in word processors (and Acrobat is a word processor) have two commonly used methods of page numbering:

- 1) the number that the current page is offset from the start of the document (i.e. 43). This is shown in the status bar at the top.
- 2) the “page number” that is printed on the current page (i.e. 9). The “page number” is often reset at the start of each chapter, and usually skips copyright pages & Forewords.

The “Go To” command (Shift-Cntl-N) and my examples – will use the first.

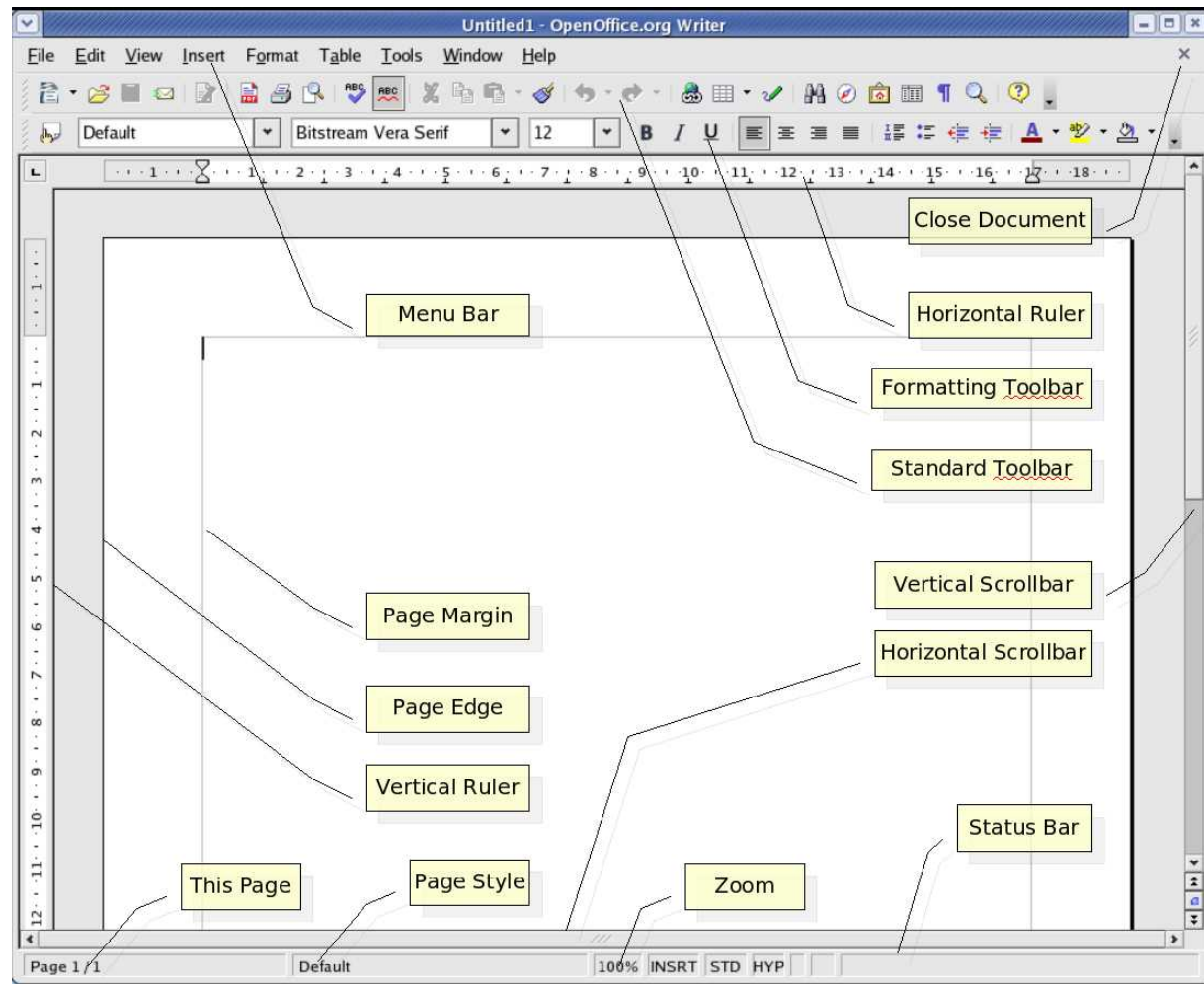


Use HELP to Learn About...

- OpenOffice.org Help
- Tips
 - Turn “Extended Tips” ON
- Help Agent
 - Turn “Help Agent” OFF

Word Processor - WRITER

Word processors (probably the most-used office application) create & edit documents. Though these documents often contain only text, they can also have pictures, figures, tables, drawing objects, Hyperlinks, etc.



Word Processors - WRITER

Start WRITER (>Start >Programs >OpenOffice.org_2.2 >WRITER)

WRITER will start with a blank document called “Untitled1”.

The blinking cursor is the “Insertion Point” - which can be positioned anywhere in the document where there is something by clicking at that position. However, since there is nothing in this document, clicking now will get you nowhere.

WRITER is a WYSIWYG (What You See Is What You Get) word processor. The way a document looks as you're building it, is pretty much the way it will come off the printer. So, copy & paste this paragraph into Untitled1. Notice that now you can set the insertion point anywhere within your text just by clicking.

Now, save the document – but first check out user_guide2 page 56. Then Save the file. Since Untitled1 has never been saved before, although you may ask for “Save”, you will get “Save As”.

In the “Save As” dialog, make sure the directory is set to /My_Documents /Classes-OpenOffice, then save the file as “Example1” in the default format (we'll talk all about different formats next).

Formats & Standards

Two main “camps” of document format standards

- Microsoft: the de facto standard, large market share, potentially proprietary, evolving.
- Open Document Format (ODF): large industry backing (# of companies – not market share), international, open (i.e. not proprietary), mandated on some government contracts. An ODF file is actually a set of XML files that have been “ZIPPED”.

OpenOffice's “native” format is ODF. However, it can read and write Microsoft formats up through Office 2003.

See Standards_mockery.wmv

For even more info on formats, see user_guide2 page 58.

Saving a File

From the >File >Save As menu, the “Save As” dialog window presents 18 different formats a file can be saved as. These include:

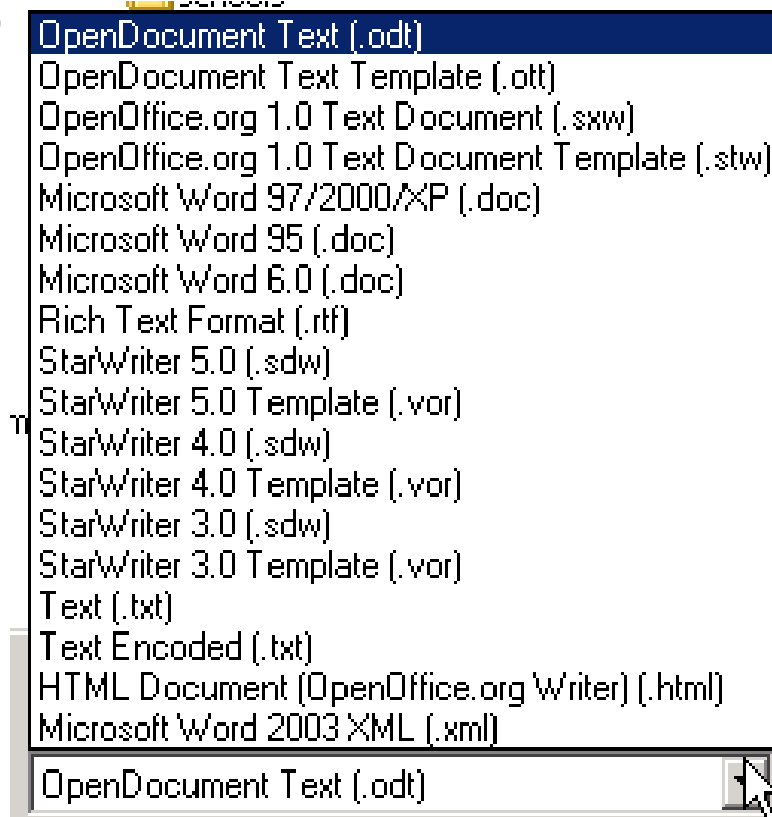
- ODF for text files (*.odt)
- Microsoft's 2002 format (97/2000/XP)
- Microsoft's 2003 format (XML)
- The web's format (HTML)

Save the same file as:

- Microsoft Word (XP)
- HTML

Note the file sizes:

<u>ODT</u>	<u>DOC</u>	<u>HTML</u>
11KB	78KB	2KB



Why ODF Files Download as ZIP

When downloading *.odp files from Eric's site, Internet Explorer sets the default filename to *.zip. Here's why.

OpenOffice's native format is ODF. ODF however is a particular implementation of eXtensible Markup Language (XML). Microsoft's 2003 WORD format is a different implementation of XML.

XML has many advantages, but one disadvantage is that it adds a lot of extraneous text (in the markup tags and in lots of style-setting controls). One ODF document also requires multiple XML files. One way to minimize this disadvantage is to compress the XML files. OpenOffice chose an open, industry standard compression technique – namely ZIP.

Internet Explorer doesn't look just at the *.ODP extension, but also looks at the file's contents. It recognizes it as a ZIP structure, and thus suggests a filename of *.zip. Firefox & Opera preserve the original filename extension.

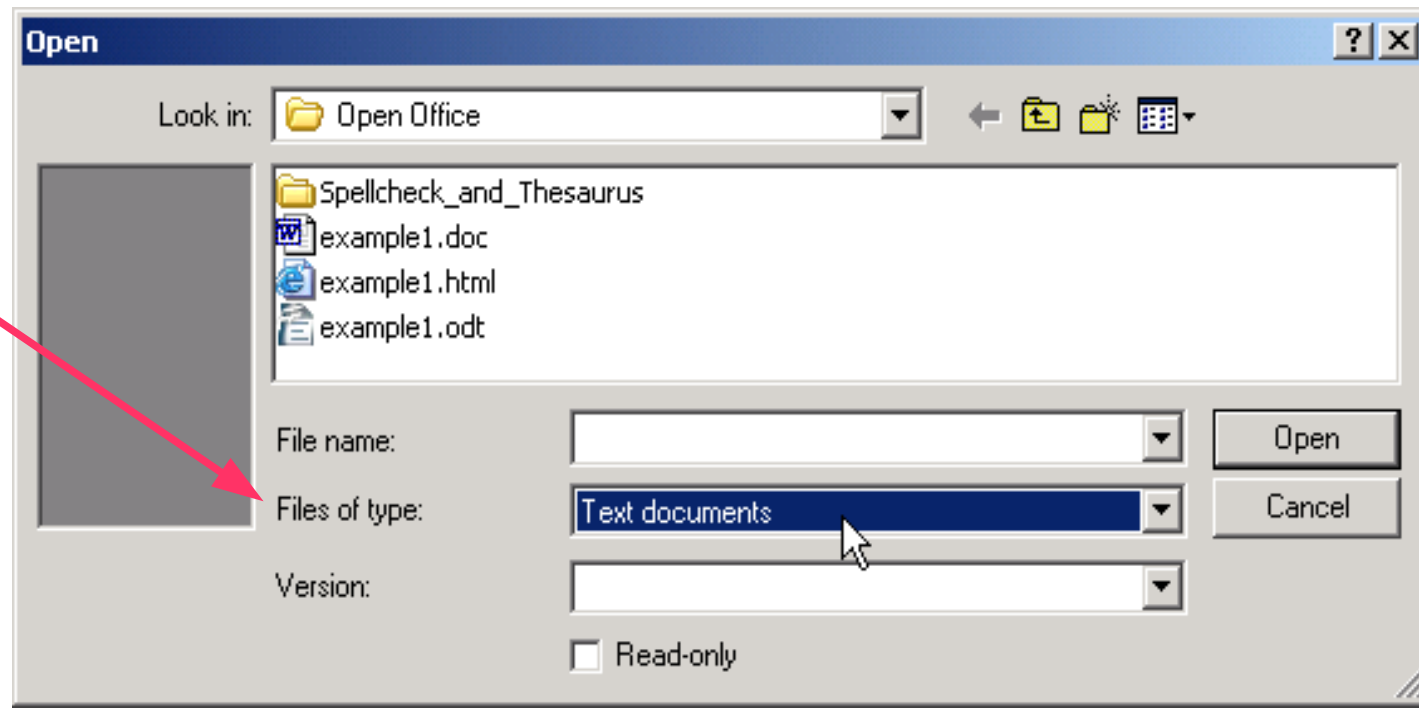
Opening a File (user_guide2 page 53)

>File >Open or Ctrl-O or .

“Files of Type” applies a filter to all the files in the specified directory. Using a “Text documents” filter, we see all three types of our example1 file – BUT NO OTHER FILES!

Double-click on example1.doc, and note that OpenOffice is invoked to handle the WORD file.

Now close the file (>File >Close), then go to  Open Office and double-click on example1.doc. This time, WORD handles the file.



Inserting Text (user_guide2 page 94)

Typically as easy as placing the insertion point (i.e. click the mouse) where you want to enter text – and then start typing. The text is entered with a bunch of “properties” - most of which can be adjusted from the Formatting tool bar.



Text is entered with the current set of properties – i.e. If the text property for BOLD = “ON”, then new text entered to the right will be in BOLD.

You can select a text region (just click & drag), and then re-define any of the properties for that text.

Setting a “style” for the selected region to something other than “default” will re-define many properties (as defined in the new “style”).

Try creating the right-justified line of:

- This **is** *some* text ***that*** I just entered & formatted!

Tricky Character Formatting

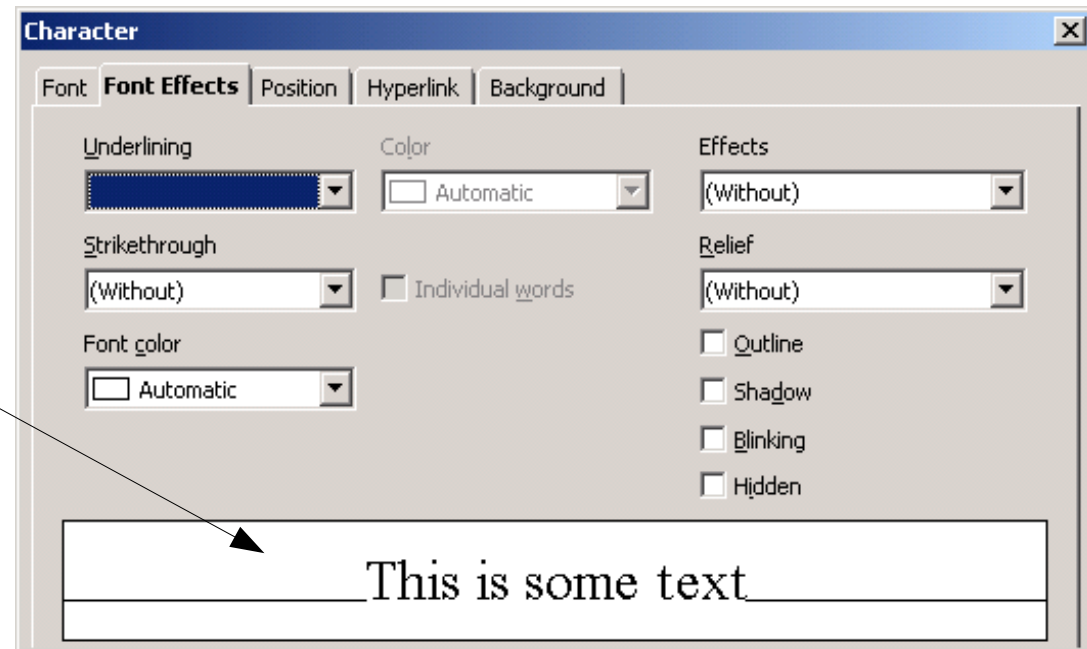
For more control, select some text and then >Format >Character



The 1st tab just sets font type, bold, italic and font size. Not too tricky.

The 2nd tab (Font Effects) adds many new options for Underlining, Strikethroughs, Capitalization (which for some reason they label as “Effects”), Relief, Blinking,

They show you what the result will look like in the preview window.



Now try to make:

Examples of fancy/tricky formatting.

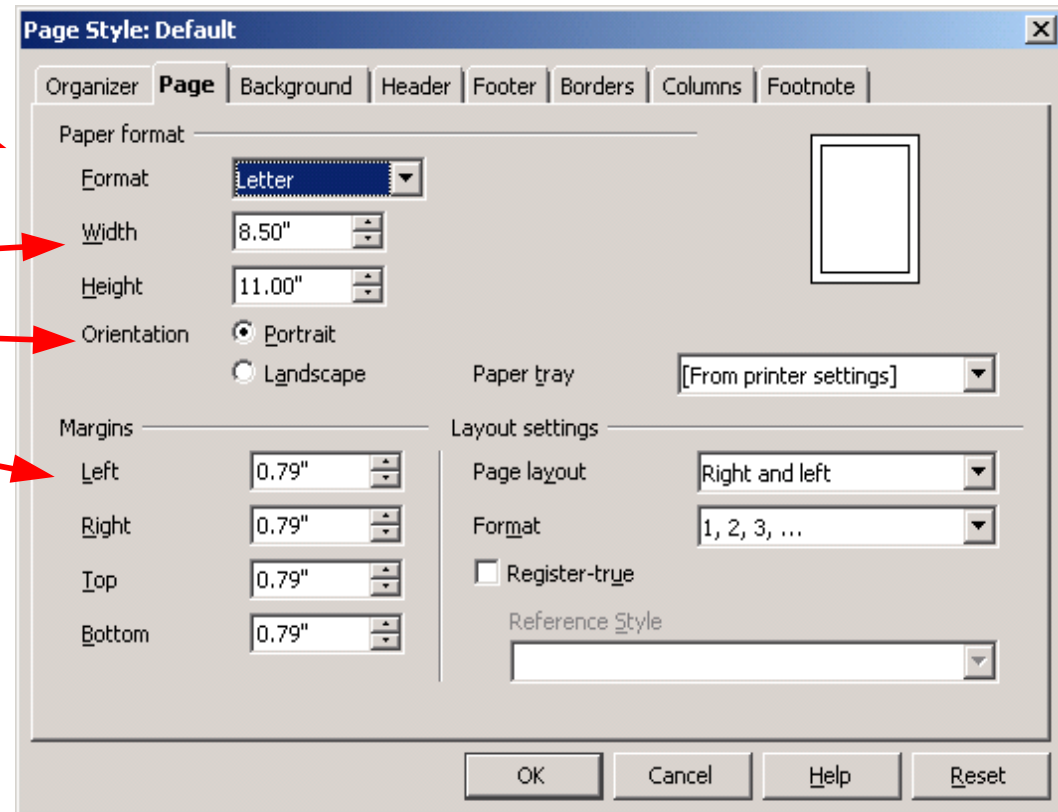
Page Setup

(user_guide2 page 111)

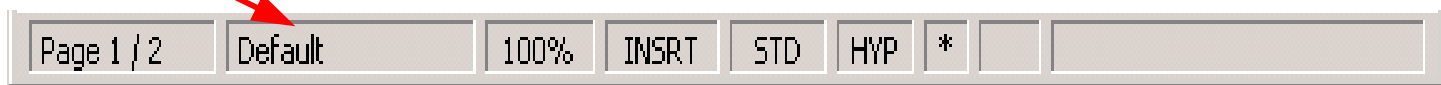
A lot is done from this window. OpenOffice refers to this configuration info as a “Page Style”. >Format>Page brings you to the current style – which (initially) is “Default”. Let's start with the “Page” tab.

This sets:

- Page Size
- Page Orientation
- Margins



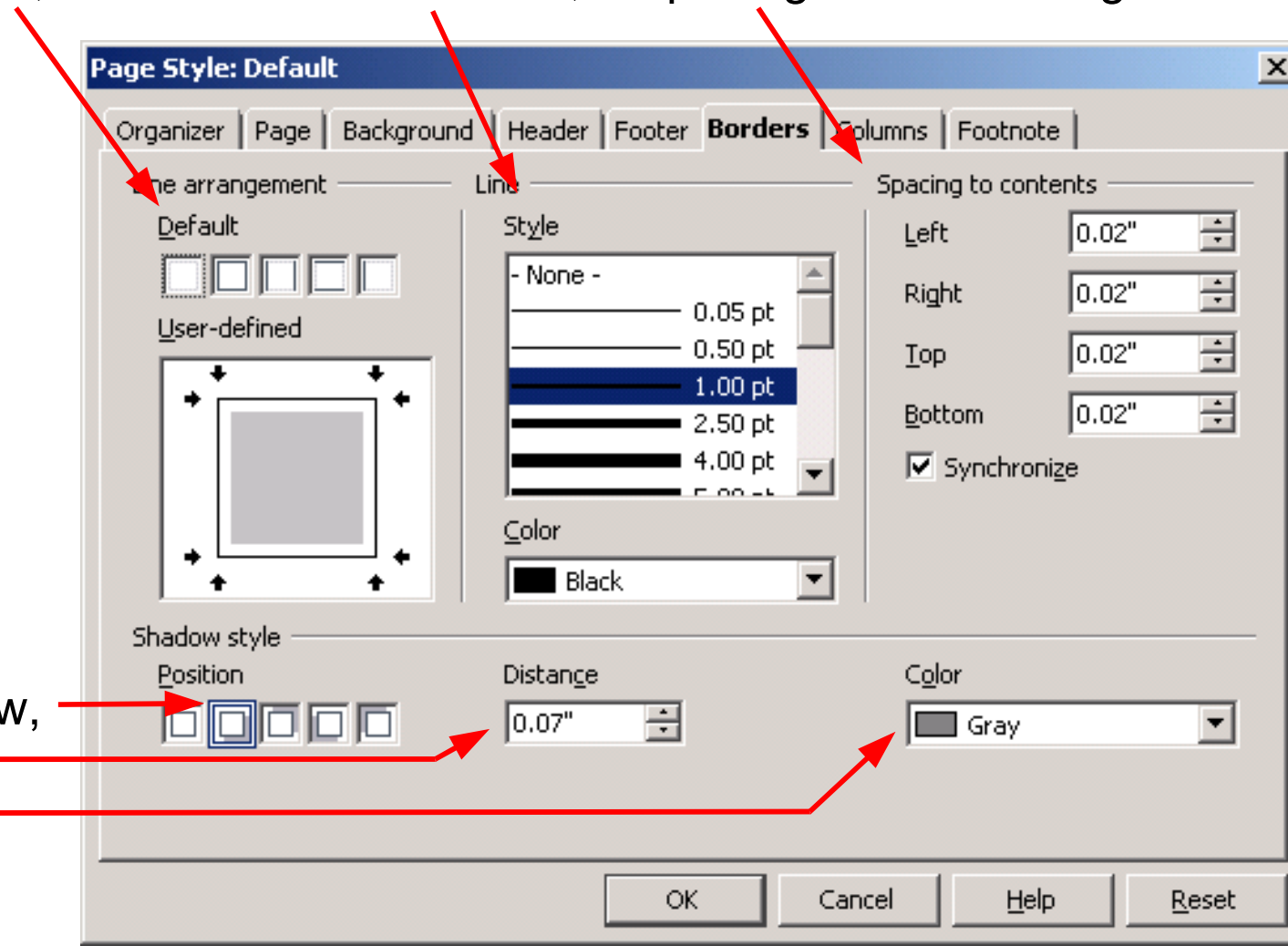
You can also open this window by double-clicking the “Page Style” box in the status bar.



Page Border

To add a border to all or part of each page or to give the text area a shadow, use the “Borders” tab.

Turn the border on, set its thickness & color, & spacing from the margin.



Enable the shadow,
set its size
& color.

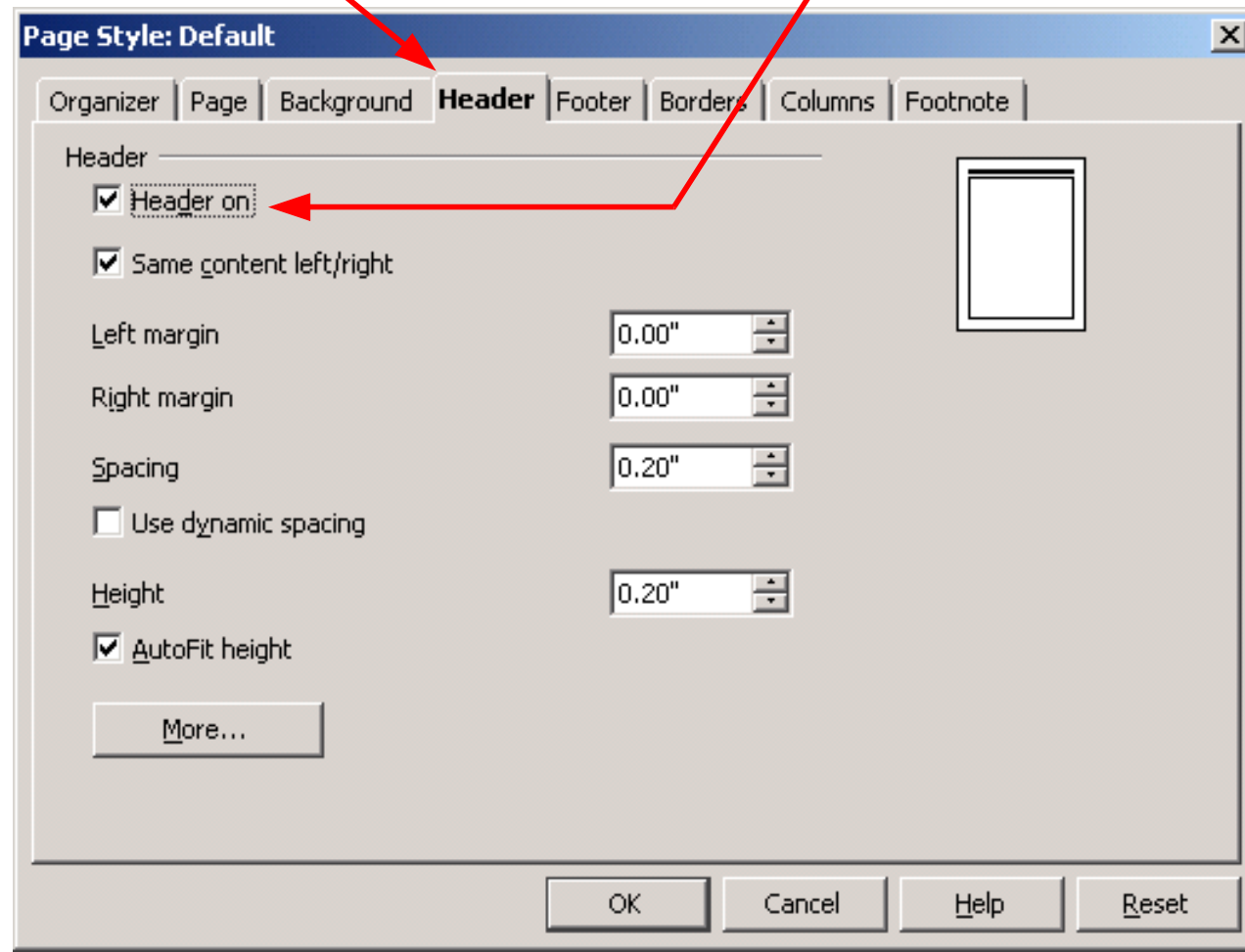
Headers & Footers

Headers & Footers appear at the top & bottom of each page in the document (usually).

To create a Header, use the Header tab and then check “Header on”.

The defaults for the other settings are usually OK.

Clicking “OK” closes the window, and adds a gray “header box” at the top of each page. Click in it, and add your header text.



“Fields”

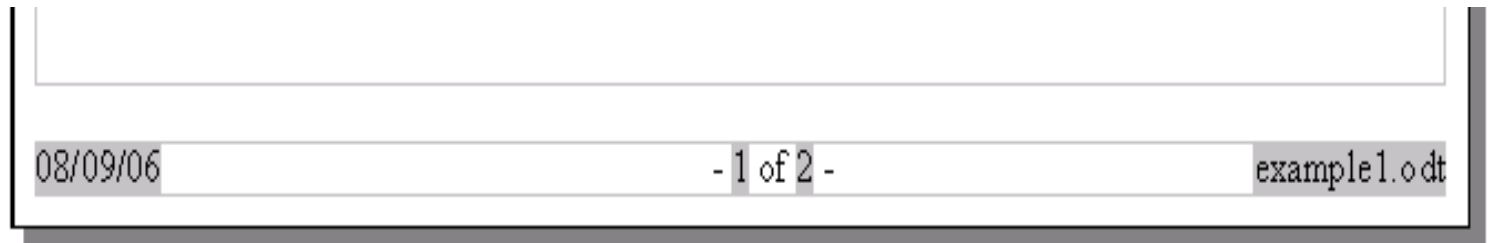
Headers & Footers can hold most document objects (text, lines, pictures, backgrounds, ...). One of the most useful things to put in headers / footers is a “field”.

Fields are placeholders for specific types of data. You specify the type of data you want (e.g. the page number of this page, the current total page count for this document, this document's filename, the current date, etc.). WRITER looks up the value of that data – which may depend on where the field is located.

When you place a single field in a header or footer, its data value is looked up for each page.

Position the insertion point where you want the field, and then >Insert >Fields. Though they are displayed with a gray background, use >File >Page_Preview to see how it will print.

Using fields wherever possible, see if you can now make a footer that looks like:



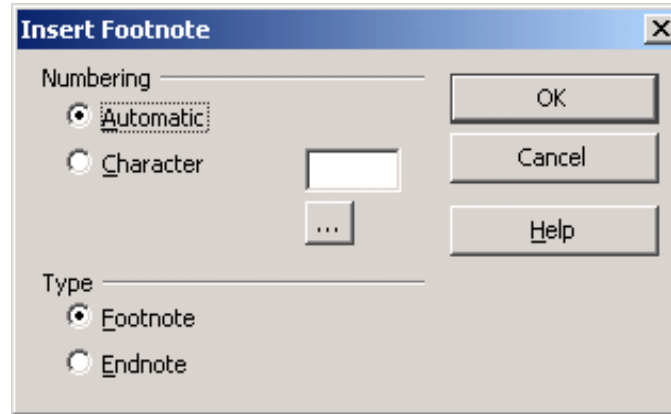
Footnotes

(user_guide2 page 196)

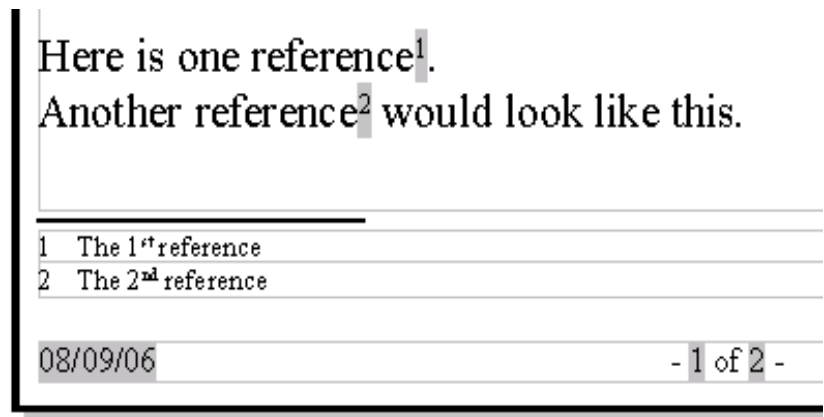
To add a footnote, just place the cursor at the location in the text where you want the reference (do not select the referenced word – place the cursor after it).

>Insert >Footnote brings up:

Just click “OK”.



This inserts the footnote number (superscript) where the cursor was, adds a new line of text at the bottom of the page, and places the insert point there. Now, type your footnote text.



Paragraph Formatting

To see what's going on, first turn on the "Ruler" (>View >Ruler).

Indent of 1st line



Left indent of paragraph

Right indent of paragraph

Select a paragraph, then >Format >Paragraph



Set:

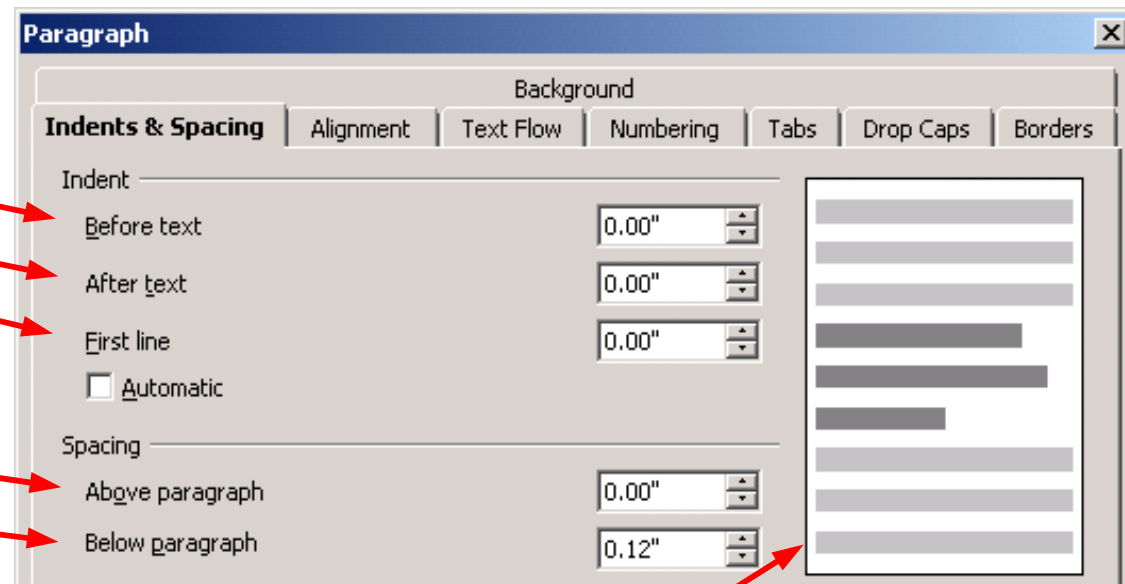
Left indent

Right indent

1st line indent

space before

space after



see the effect

Spell Check (user_guide2 page 66)

Configure with: >Tools >Options >Language Settings >Writing Aids

As you type text into a WRITER document, each word is “looked up” in multiple dictionaries. Those words believed to be misspelled (i.e. not found in any dictionary) are flagged with a wavy red underline. Right-click the flagged word to pop-up a list of suggested replacements. If one of the suggestions is the word you meant to spell, just click it to have it replace the misspelled word.

If the flagged word is correct, then either:

- select ADD from the pop-up to add it to the dictionary
- select Ignore_All to stop flagging this word in this document - but leave it out of the dictionary so it will still be flagged in future documents.
- select “Auto-Correct”. This brings up a duplicate of the suggested replacement list. The difference is that a selection in this list will be added to the Auto-Correct list, and hence automatically applied in the future.


Auto-Correct is a function that is similar to Spell Check. However, whereas Spell Check just flags suspected problems and waits for your instructions, auto-correct assumes that the word is indeed misspelled, further assumes that it knows the right way to spell it, and goes ahead and makes the correction without bothering to notify you.

Auto-correct does not use the Spell Check dictionaries, but rather uses its own specific configurations under >Tools >AutoCorrect..

- **Replace:** replace this word with that word
- **Exceptions:** specific exceptions to “Options”
- **Options:** whenever this condition occurs, perform this edit (e.g. If only the 1st two letters of a word are capitalized, make the 2nd lower case (STart -> Start, but DC remains DC)
- **Quotes:** details on handling left-right quote marks (“this” - not "this")
- **Word Completion:** as you start typing a word, if what you're typing matches the beginning of a long word, the rest of that word is automatically entered – BUT the pre-filled letters are in “overwrite” mode. If you keep typing, they get replaced. However, if you hit the “Enter” key, they become normal text.

Printing

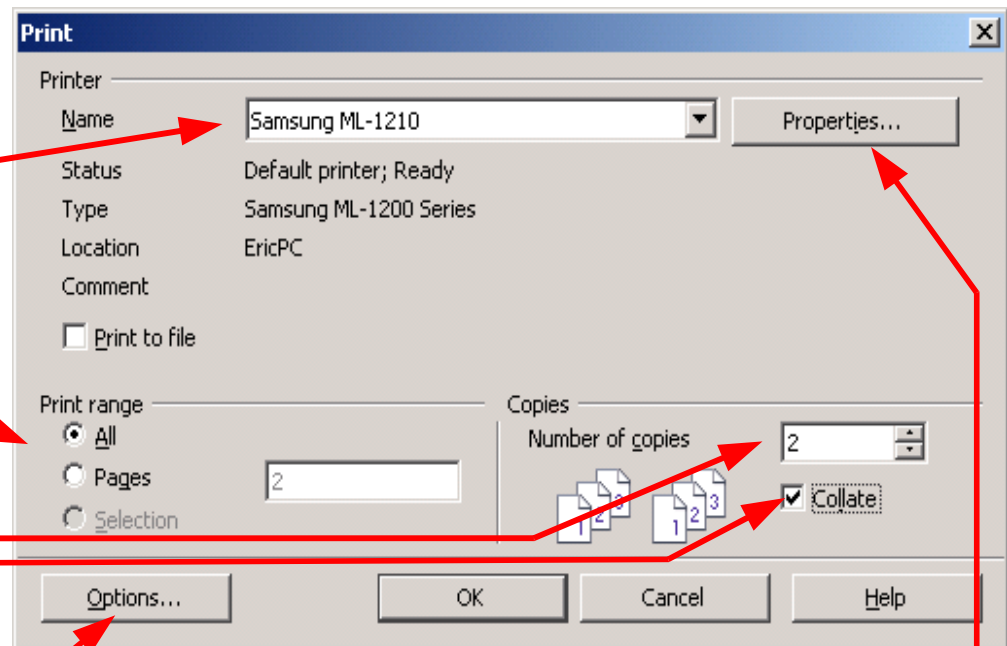
(user_guide2 page 62)

You can print the document by clicking the  icon on the Standard Toolbar. HOWEVER, this will immediately print 1 copy of the entire document to the default printer.

>File >Print (or Ctrl+P) behaves differently (although it's icon implies it's the same). This method of printing brings up the Print window.

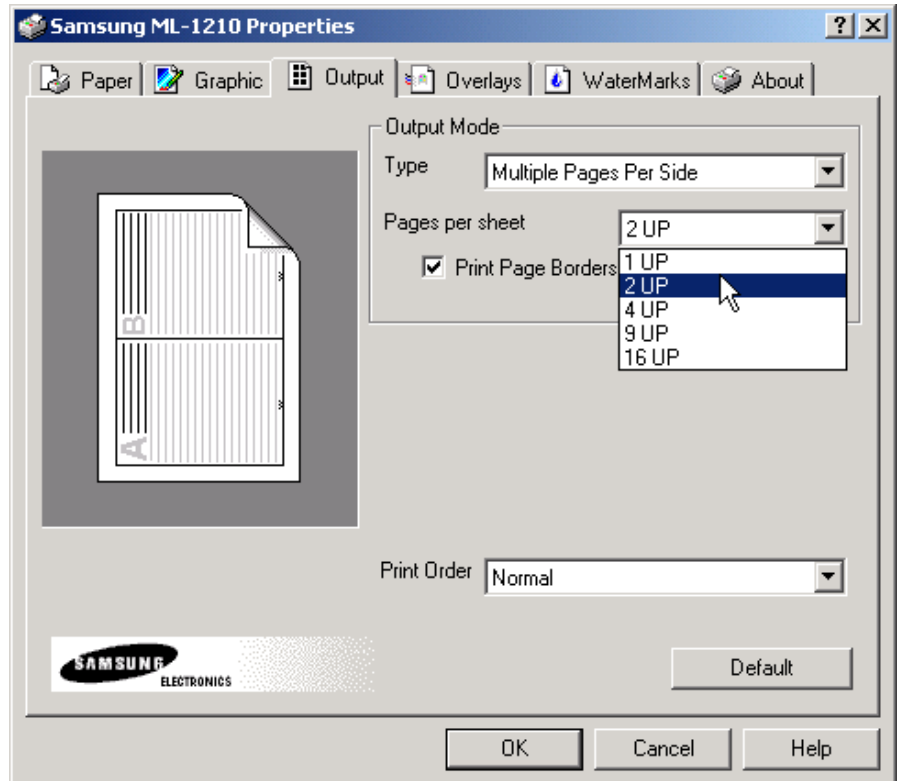
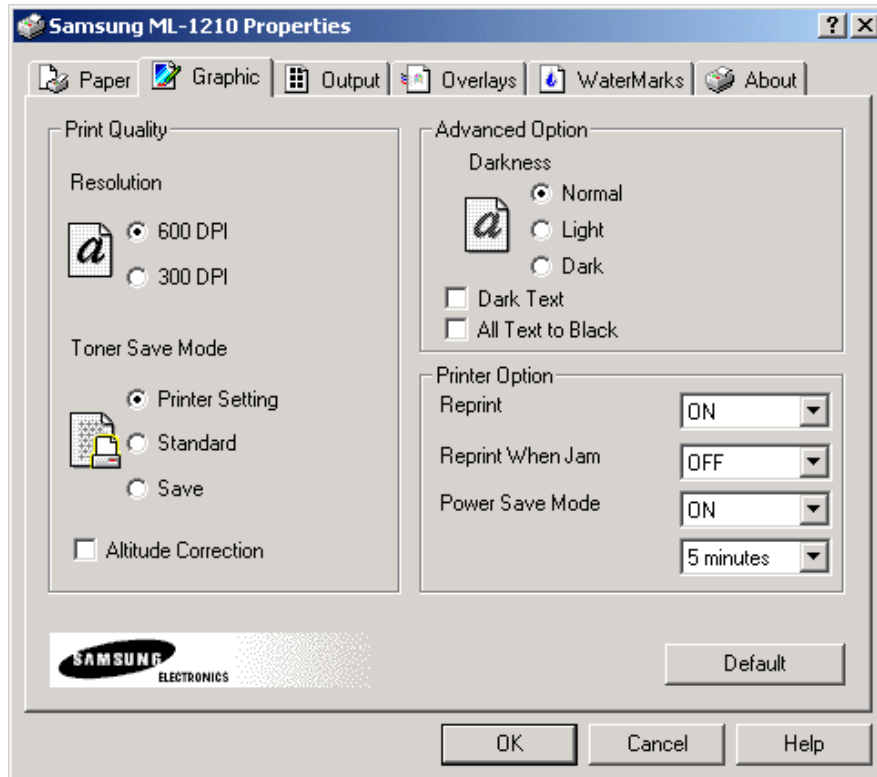
Select:

- printer
- pages to be printed
- # of copies
- whether to collate
- other OpenOffice options
- other printer manufacturer options



Printer “Properties”

These are from the selected printer's driver – not from OpenOffice. Some examples from my Samsung laser printer:

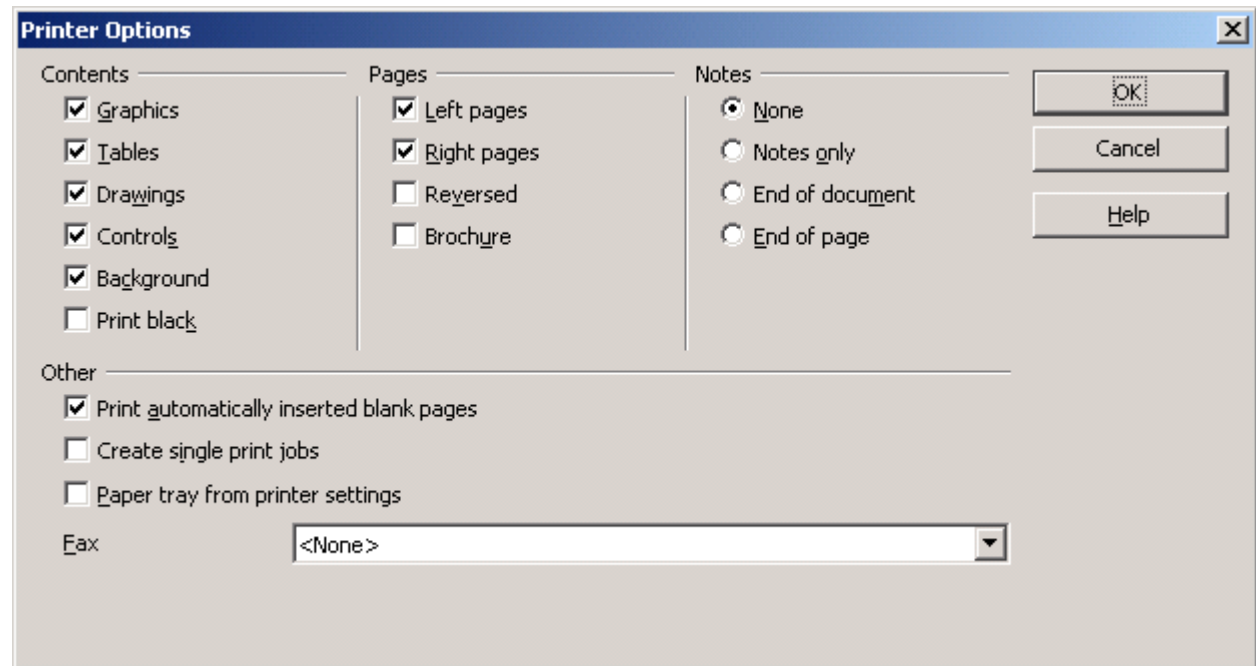


Often when installing a printer, you'll have the choice of using the manufacturer's driver (if you have it), or a driver from Microsoft. Which one you chose will impact the features available in “Properties”.

Printer Options (OpenOffice)

From the Print window, clicking “Options” brings up OpenOffice's “Printer Options” window. Changes in this window apply only to the current document. To change the default behavior, use:

Tools > Options > OpenOffice.org Writer > Print



Note:

Print black: remove color before sending to (color?) printer

Brochure: very clever.... see user_guide2 page 65

Brochure Printing

“Brochures” typically print two “portrait-orientation” pages on one “landscape” page. Note that many printer drivers (i.e. The Print screen's “Properties” button) also have an option for this. However, brochures also typically use double sided printing.

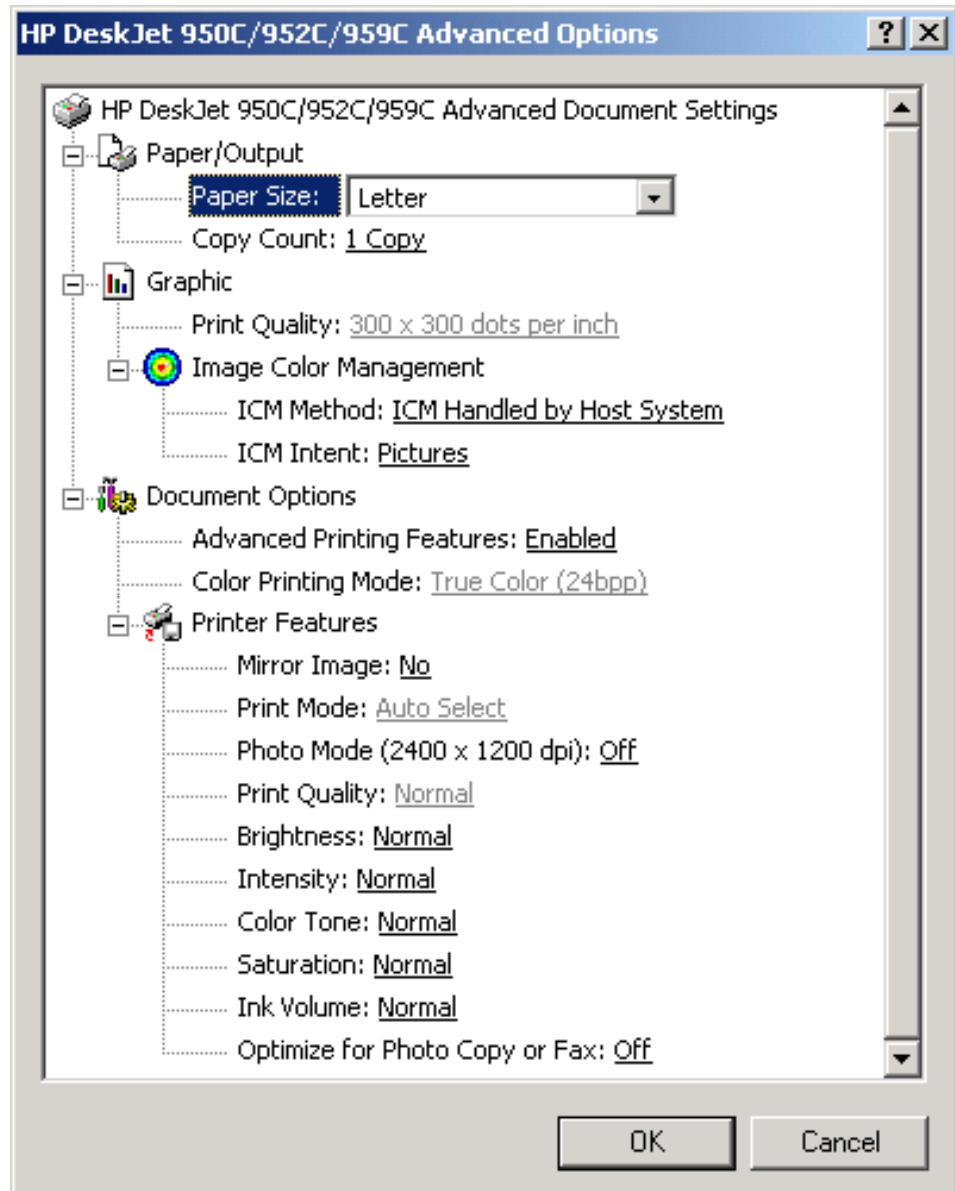
These two brochure characteristics (2 pages per printed page and double-sided printing) lead to some very convoluted page ordering. e.g. The first side of the first printed page will have the 1st document page on the right half, and the last document page on the left half.

All of this craziness is handled by OpenOffice's “Brochure” option. I like to use Page Size of 8.5” x 13”, and T/B/L/R margins of .8”/ .5”/ .9”/ .7”. For most printers, you must:

- 1) Use print “Properties” to set the orientation to Landscape
- 2) Check “Options” for Brochure, Left pages, and Reverse
- 3) Print all pages, then reload the output back into the printer without disturbing the order
- 4) The “Properties” will probably still be set to Landscape, but “Options” will have been reset. Check “Options” for Brochure, and Right pages (uncheck Reverse)
- 5) Print all pages. Fold them in half, and **Voila!!**

“Properties” (from an HP ink-jet)

The Properties window from an HP-952.



Styles (user_guide2 page 111)

Setting a selection of text to a certain “style” will re-define any property of the text that the style contains.

>Format >Styles & Formatting /  / F11
brings up the “Styles & Formatting” window.

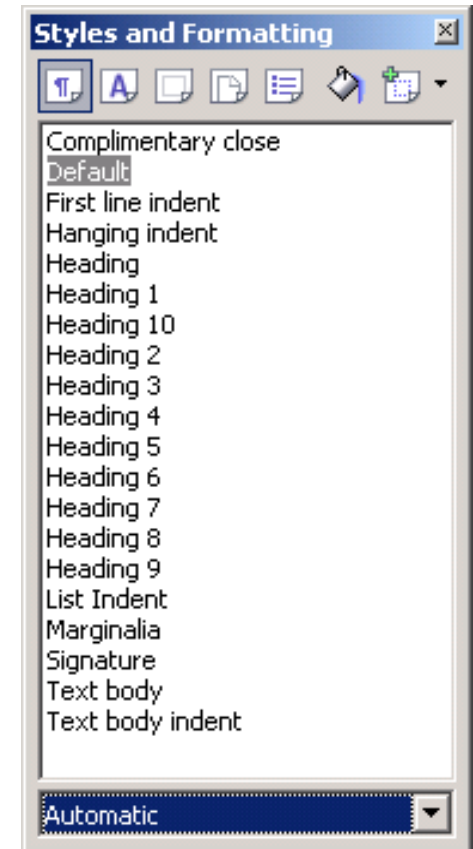
The “Heading #” styles are often used.

Chapter Titles – use a “Heading 1” style

Sub Chapters – use “Heading 2”

For the actual paragraphs, just use “Text body” (or “default”)

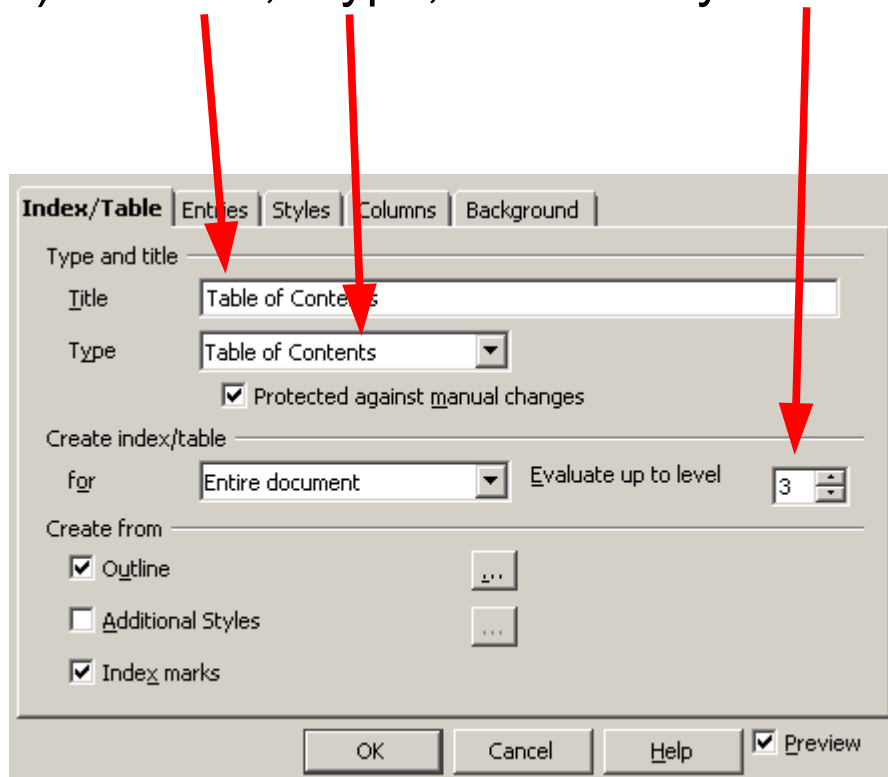
They not only set font / size / bolding / indent / etc but they also “mark” the text. This marking can be utilized by other WRITER functions – e.g. the Table_of_Contents.



Tables of Contents (user_guide2 - 148)

To have WRITER create a “Table-of-Contents”:

- 1) Mark each “top-level entry” with a Header-1 style
- 2) Mark lower-level entries with Header-2 / Header-3 / ... styles
- 3) >Insert >Indexes & Tables >Indexes & Tables...
- 4) Set Title, Type, How many Header-levels to include



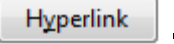



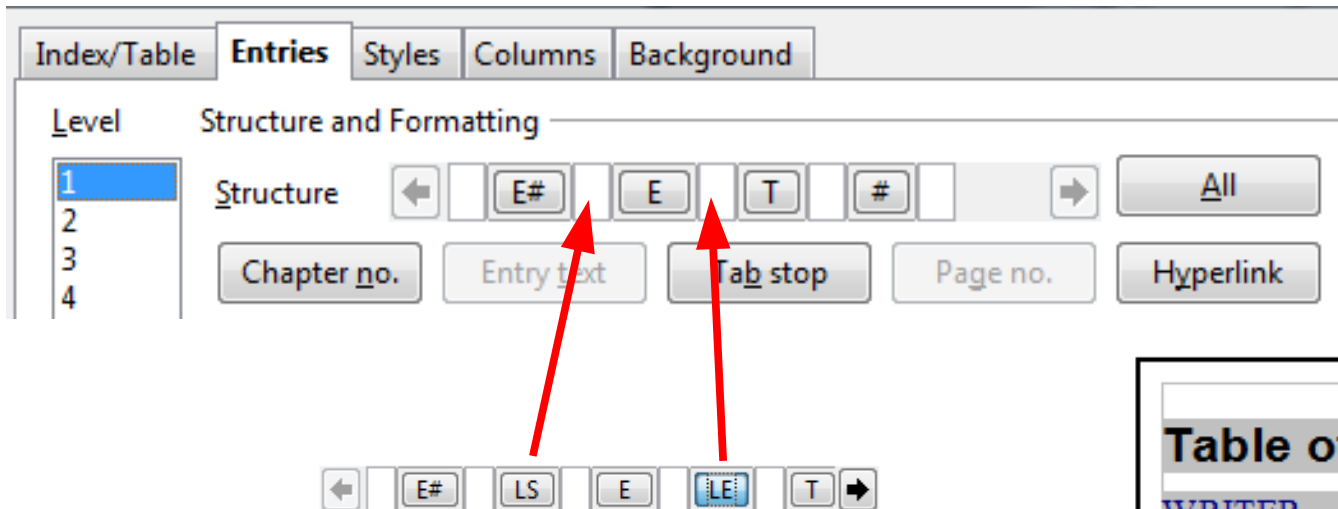
The result looks like...

Table of Contents	
WRITER.....	2
Auto-Correct.....	2
Exceptions.....	2
IMPRESS.....	3
CALC.....	4

To update the table, right-click and “Update Index/Table”

TOC Hyperlinks (user_guide2 - 157)

To have WRITER create hyperlinks for its TOC entries, use the “Entries” TAB in the “Insert Index/Table” window. You must define the “Structure” of each “Level” of the TOC. Start by selecting level 1. The “Entry” (the text that was marked as “Heading 1”) is represented by the icon . Place the insertion point before the , then click . Place the insertion point after the icon, and click “Hyperlink” again. Note that the  is now surrounded by <LS> and <LE> tags.



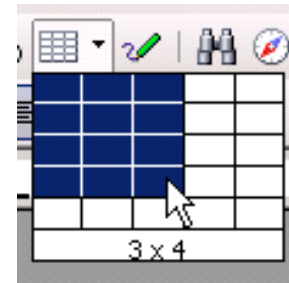
The result looks like...

Table of Contents	
WRITER	2
Auto-Correct.....	2
Exceptions.....	2
Tables.....	2
IMPRESS	3
CALC	4

Tables (user_guide2 page 173)

The magic icon for this is . With the insertion point where you want to insert a table, Click & Drag on the  of this icon.

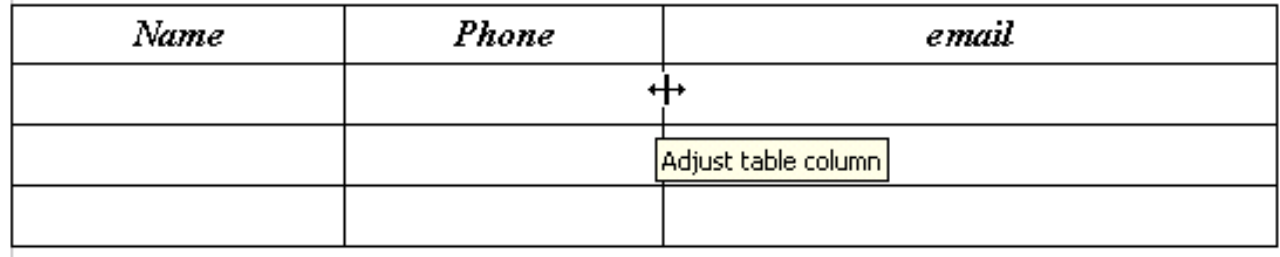
It immediately expands to show a table. Drag the cursor to the coordinate corresponding to the number of columns & rows you want the table to be. So, for a 3-column by 4-row table, you would:



The created table has equal-sized columns, auto-sized for your margin settings.

To change column widths, position the cursor over the column border, then click and drag.

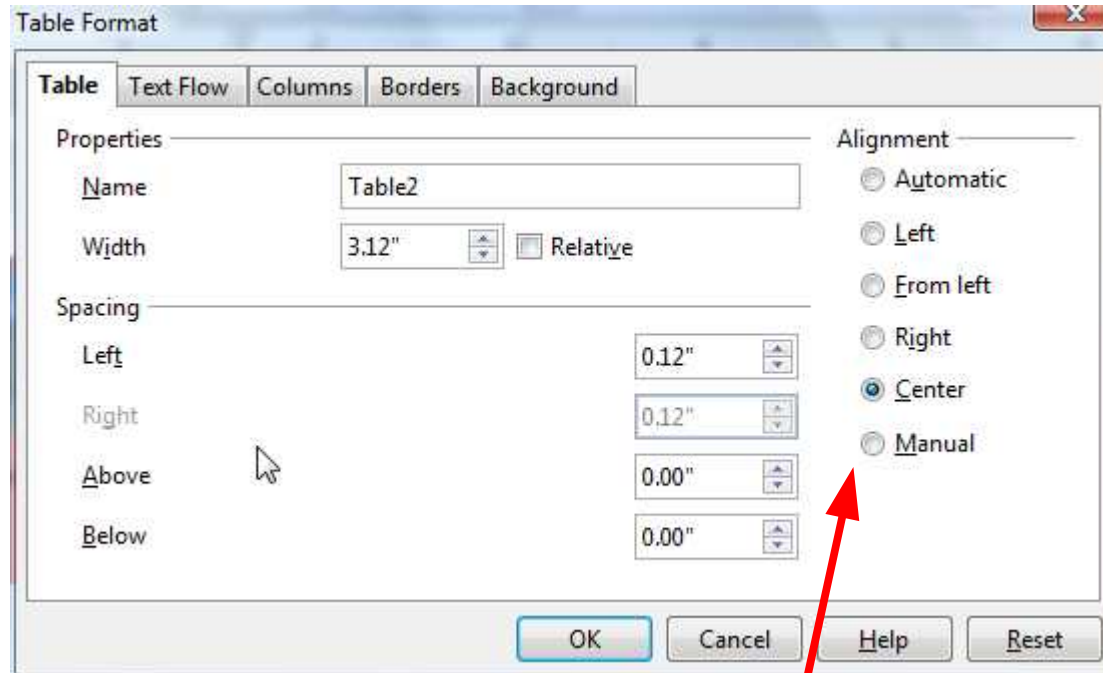
<i>Name</i>	<i>Phone</i>	<i>email</i>



To enter text, click in the cell and type. TAB advances you to the next cell. ENTER creates another line of text within the current cell (for all cells except the first!).


Table Properties

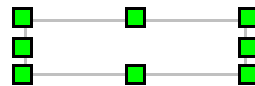
With a table selected, you can set / change some properties for it with
>Table >Table Properties (or just  on the Table toolbar).



This can be used (for example) to set the alignment of the entire table relative to the current margins. You can also do this using the “Ruler”. However, no use can be made of any blank space to the left & right of the table. For that, you need “Frames”.

Frames (user_guide2 page 135)

A text frame is a bounded area that can contain text, tables, graphics and other objects; can be placed anywhere on a page; and allows text to wrap around it. Use **>Insert >Frame** (or just ). This gives you a blank “frame” that moves with paragraphs / characters (depending on its “anchor” options), and looks like



See example4.odt.

Default properties include anchor = “to paragraph”, border = “0.05 pt” (set this to “None”), and wrap = “parallel (i.e. both sides)”. Now, resize it by dragging a corner handle. Reposition it by dragging its border. Note that a paragraph's text wraps around the frame.

Now, insert your table in the frame.

Select a text on one of its selected, a user drop to change grabbing an edge the whole frame. If one does the same action using one	<table border="1"><thead><tr><th><i>Name</i></th><th><i>Phone</i></th><th><i>email</i></th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	<i>Name</i>	<i>Phone</i>	<i>email</i>													frame by clicking edges. Once can drag and its position by and thus move
<i>Name</i>	<i>Phone</i>	<i>email</i>															

Final Thoughts on WRITER

- Basics: We've covered many of the basic WRITER features that are commonly used. Hopefully, this will suffice to “get you started.”
- Pictures & graphic objects: WRITER handles a wide range of these, but for the most part these functions are generic to all OpenOffice applications. We'll cover them as part of IMPRESS.
- Word Processing functions you might want to know that haven't been covered??
 - 1) Mail Merge
 - 2) Multi-section documents (needed for “multi-column”)
 - 3) Indexes

IMPRESS is the “presentation” part of OpenOffice.

As office suites mature, the differences between the word processor, presentation, and spreadsheet components blur. Each can benefit from – and hence evolves to the point of – having the ability to:

- enter text and format it (fonts, colors, background, bold / italic/ underline,
- display pictures
- enter drawing objects (e.g. lines & arrows) and format them (colors, dot-dash, width, curves, etc)
- store data in tables & do some math with it (e.g. sum a column)

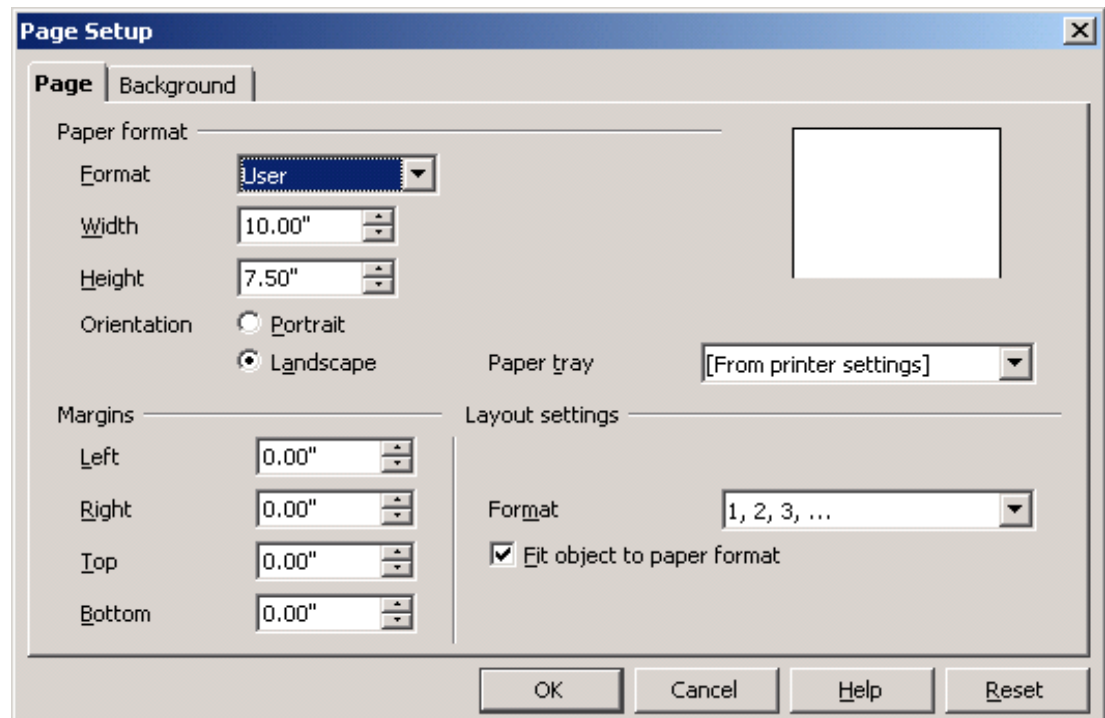
However, each specializes in (i.e. is optimized for) a specific application.

- only WRITER does footnotes & Table of Contents
- only IMPRESS does slide transitions & action settings
- only CALC has advanced analysis functions

A Slide is Not a Page ??

WRITER “stuff” that ends up on one piece of paper from the printer is a “page”.

IMPRESS “stuff” that goes to one piece of paper is called a “slide”. Just as with WRITER, you set up an IMPRESS page (opps, I mean slide) with >Format >Page. However, the window is quite different. It still has TABs for “Page” (guess they should have said slide) and “Background” - and these are almost the same. However, missing are the TABs for “Organizer”, “Header”, “Footer”, “Borders”, “Columns”, and “Footnotes”.



The IMPRESS Environment

“Normal View”

The screenshot displays the OpenOffice.org Impress application window titled "Open_Office_Course - OpenOffice.org Impress". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Slide Show, Window, Help) and a toolbar. The main workspace shows a slide titled "Open Office - 44 - The IMPRESS Environment".

On the left side, the "Slides" pane lists slides 40 through 44. Slide 44 is selected and highlighted with a blue border. Red arrows point from the following labels to the corresponding parts of the interface:


- Title bar
- Menu bar
- Formating bar(s)
- View TABs
- "Slide" pane
- "Outline" pane
- Task pane
- Drawing bar
- Status bar

On the right side, the "Tasks" pane is visible, showing a "Layouts" section with various slide layout thumbnails. A red box highlights the "Slide Layout" and "Content Layouts" sections. Red arrows point from the following labels to the corresponding parts of the interface:

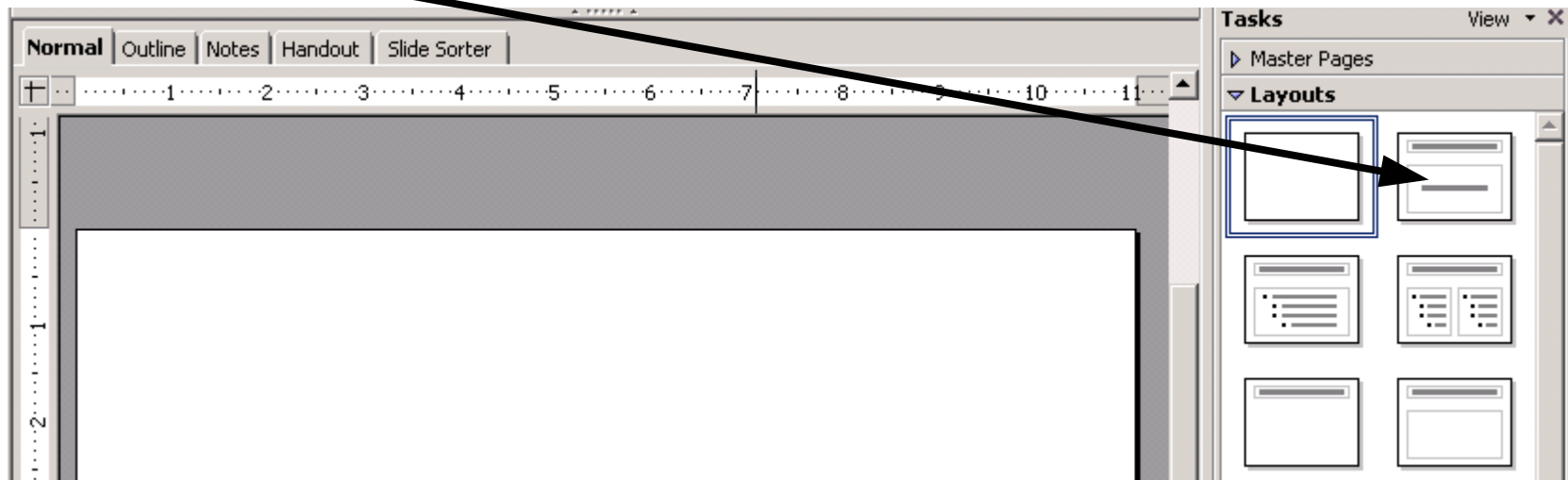
- Title bar
- Menu bar
- Formating bar(s)
- Rulers
- "Slide" pane
- "Outline" pane
- Task pane
- Notes pane
- View selector
- Drawing bar
- Status bar

The status bar at the bottom indicates the current slide is "Slide 44 / 56" and the zoom level is "61%".

Our First Presentation

Within IMPRESS, >File >New then click on “Presentation” - or . This brings up a 3-screen “New Presentation Wizard”. Accept the defaults (just click “Next”, “Next”, then “Create”). Or – you can skip all of that and just type Cntl+N.

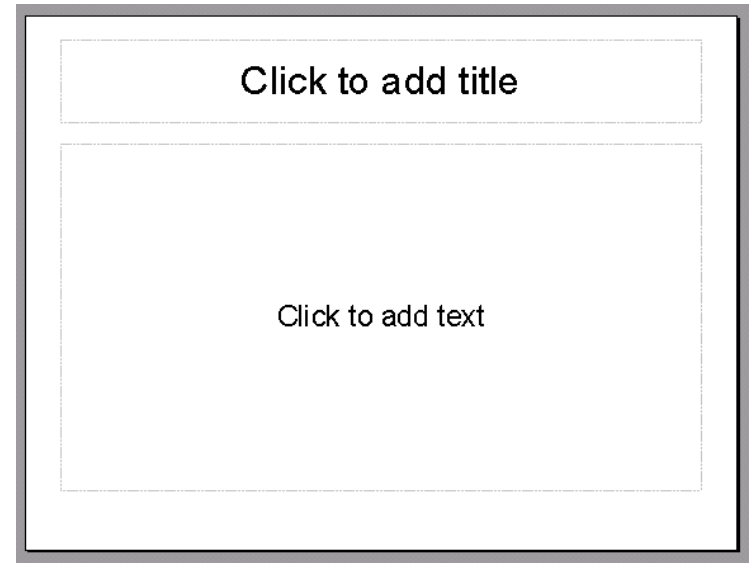
You now have a new presentation with one blank slide. The “Task Pane” (on the right) shows options for “Layouts”. Click on the top-right one. This adds blank fields for a Title & Text.



Add Text, then Save

The slide now looks like...



Click within the box labeled “Click to Add Title” and type some text. It will come in with the properties (font / color/ bold / underline,...) defined for “Title”.
Do the same for the “Click to add text” box.





Now we save this presentation with >File >Save / Cntl+S /  .

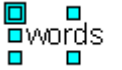
Voila! Our 1st presentation.

Adding TEXT

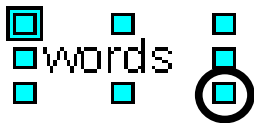
The “Add Title” and “Add Text” in the previous slide were examples of Text Boxes. You can add a text box anywhere with . At that point, the cursor becomes a . Place it where you want a corner of the box to be positioned, then drag to the opposite corner.

Now you have something that looks like . Note the diagonal cross-hatch of the border. This means that you're editing the text of the box – and not its other properties. The box has a blinking “text insertion” cursor (|). Insert text by typing.

Select text within the box (a subset, or all of it) by clicking & dragging. The selected text is highlighted.  Font “type”, “size”, “color” & “effects” tools now apply only to the highlighted text. Click-and-drag to move highlighted text within the box.

Clicking on the text box border removes the cross-hatch but leaves the blue “handles”.  Functions that are still enabled now apply to the whole box. The “Delete” key deletes the entire box.

Formating a Text Box

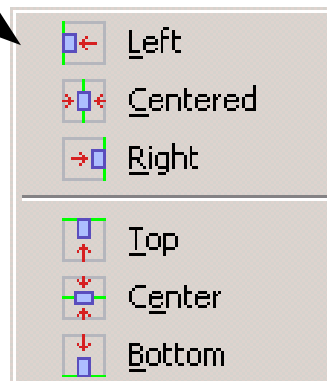
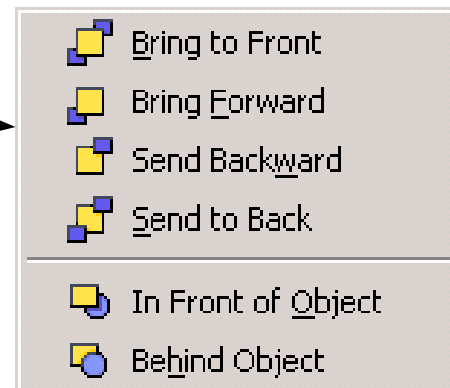
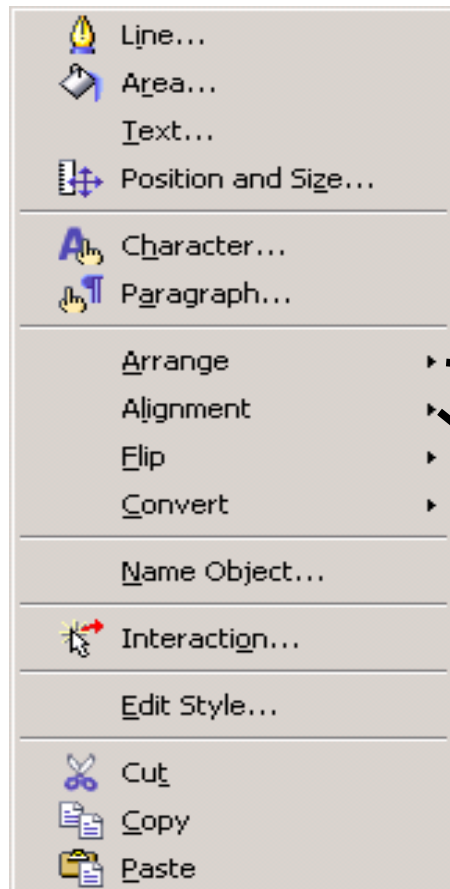


Place the cursor over a handle, then right-click to bring up a formating menu (what's in the menu may change depending on which object(s) were selected).

Line, Area, Position and Size, and Character apply to the whole Text Box.

Arrange lets you order multiple objects.

Alignment lets you control the relative spacing of multiple objects.



These are also available on the Drawing Toolbar



Toolbars (user_guide2 - 49)

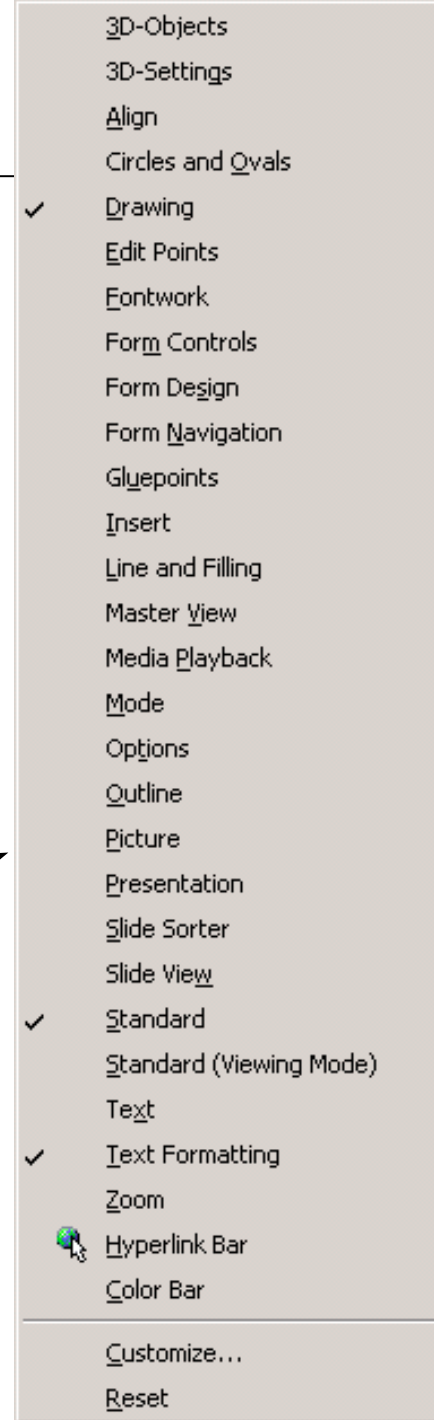
Toolbars are sets of icons that make certain classes of functions readily available with a single mouse click. Some functions, available on toolbars are not available via the Top Level Menu.

The negative to toolbars is that they take up a lot of display space. If you turned them all on, there would be little room left to work on your slide.


Each OpenOffice application has a set of toolbars that are on by default. For example, the Drawing toolbar is on by default in IMPRESS, but not in WRITER.

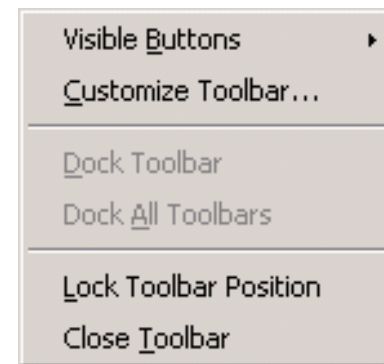
Activate / deactivate a toolbar with >View >Toolbar. Then, click on the toolbar name to toggle its visibility.

Toolbar visibility is dynamic!! If you set them OFF – they are never visible. If you set them ON however, they are visible only when they might apply to the selected object.

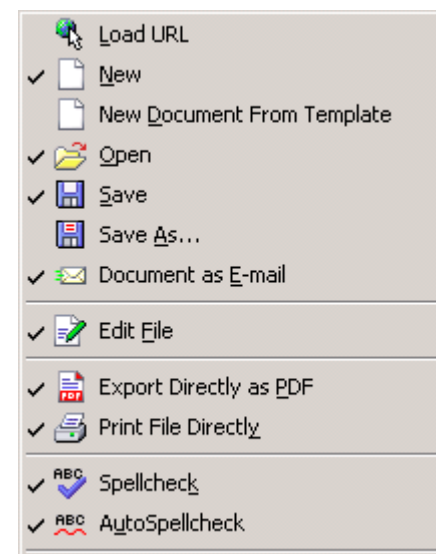


Customizing Toolbars (user_guide2 - 426)

Just as not all toolbars are visible by default, not all of the functions that the OpenOffice folks grouped into a toolbar are visible by default. The last item on each toolbar is a . Clicking this shows a pull-down menu.





Visible Buttons: this allows you to activate / deactivate those functions that OpenOffice logically grouped into this toolbar. To the right is the top of Writer's "Standard" toolbar functions list. Click on the "Edit File" to remove it from the visible Standard toolbar – though it remains in the "Standard" group and can be readily reactivated.



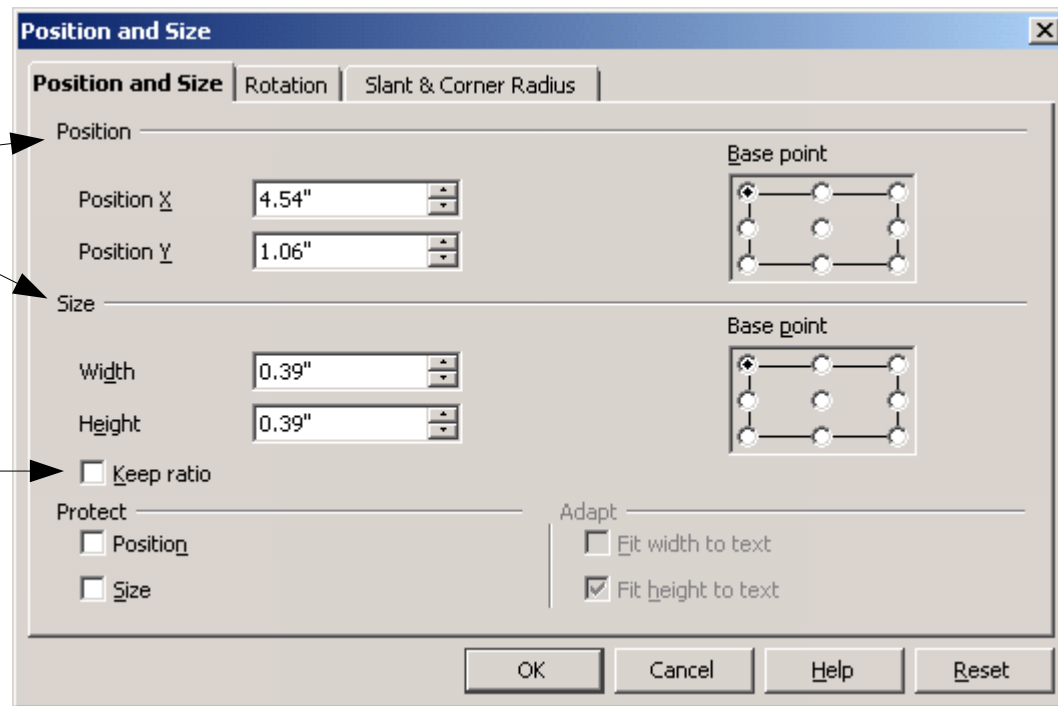
Customize Toolbar...: This gives even more control over what appears in any toolbar – but actions are harder to undo.

Inserting a Picture

- >Insert >Picture >From File []. Insert some picture file.
- Resize handles work; but to *keep the aspect ratio constant* hold the “Shift” key down while resizing.
- Right-click the image, then “Position and Size” [] to bring up:


- This gives a way to set the image's position & size numerically.

- You can also force a constant aspect ratio during numeric resizing – not resizing with the mouse.

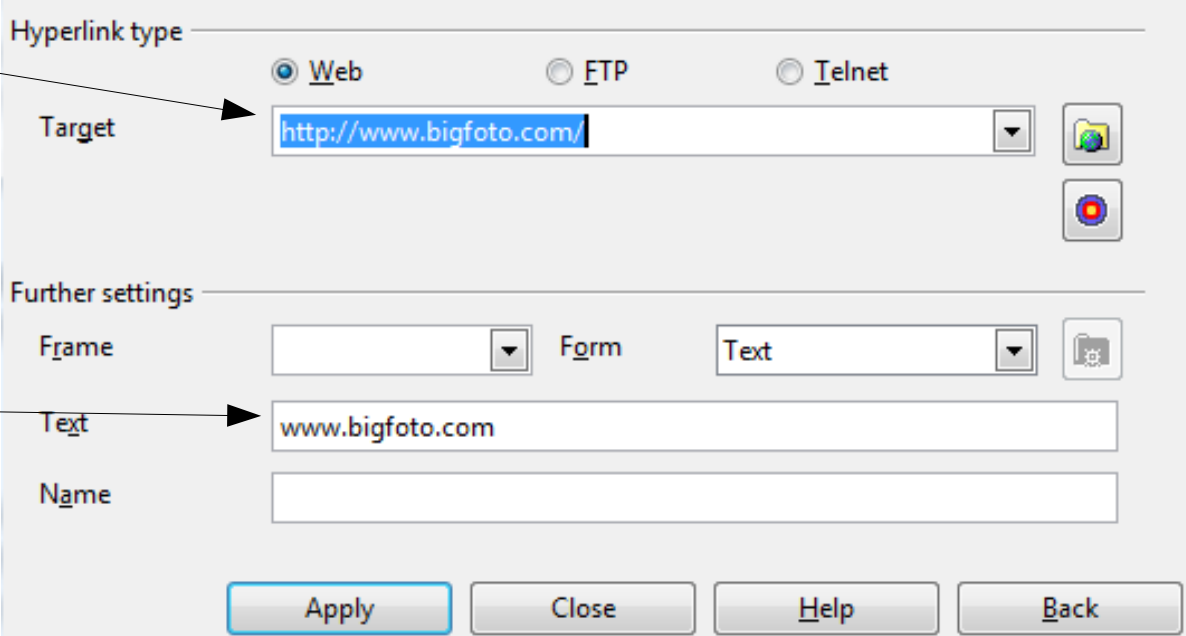


- There are lots of free photos on the web (e.g. www.bigfoto.com)

Hyperlinks

- To add a hyperlink to a text box, place the insertion point where you want the linked-text, and then >Insert >Hyperlink (). In the previous slide, bigfoto was a hyperlink.

- Type in the hyperlink
- The text (what will appear on the slide in blue & underlined) defaults to the link. However, you can change that – a trick often used by hackers.



Hyperlink type

☒ Web ☐ ETP ☐ Ielnet

Target

Further settings

Frame Form Text

Text


Name

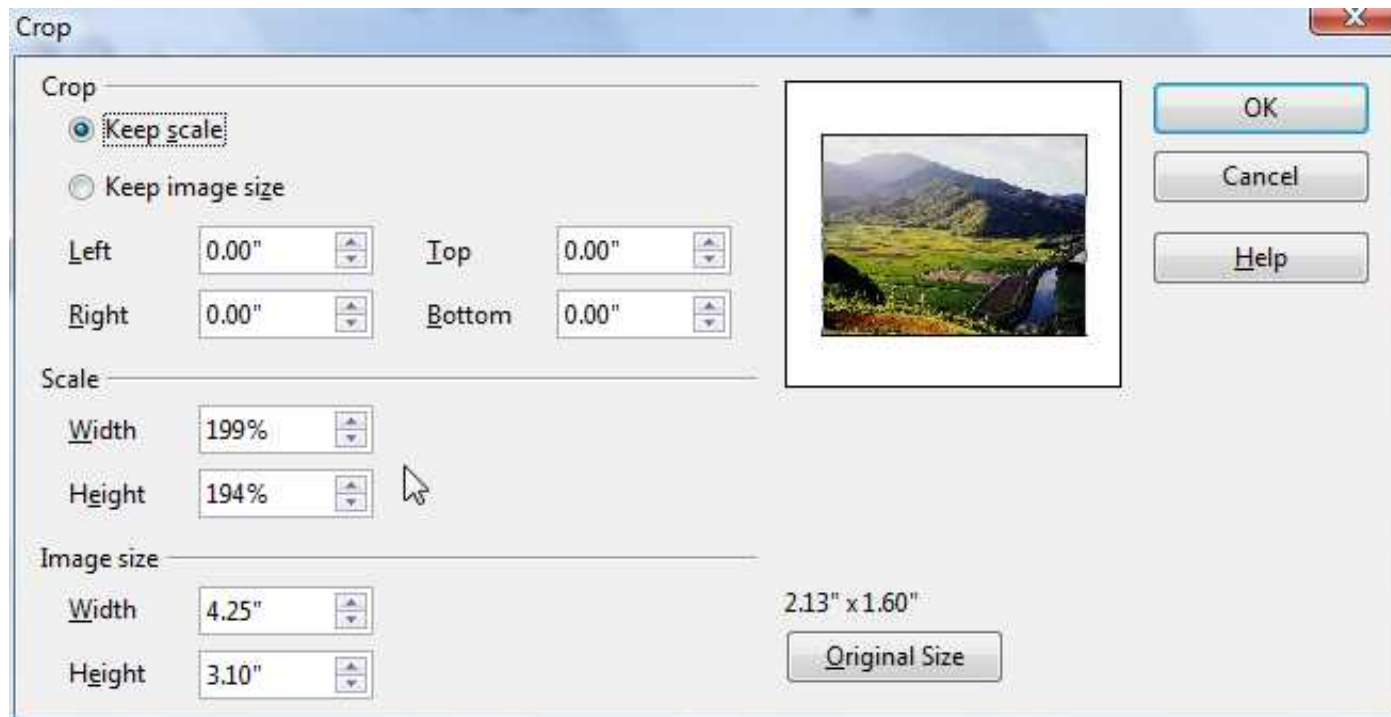
Apply Close Help Back

- Try inserting images both from a file and from [bigfoto](http://www.bigfoto.com/)


Screen Captures

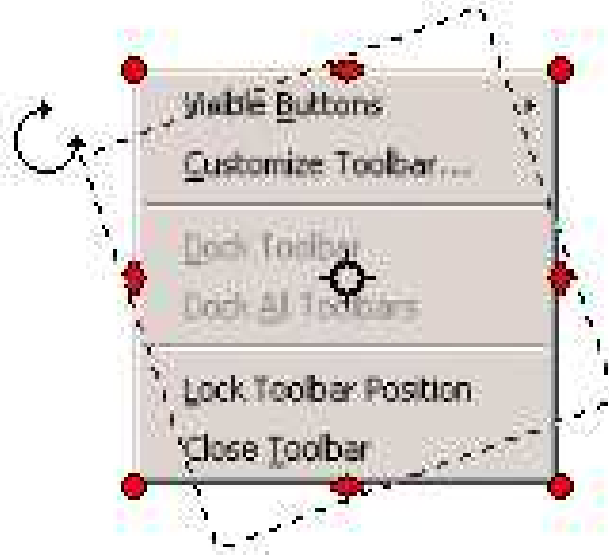
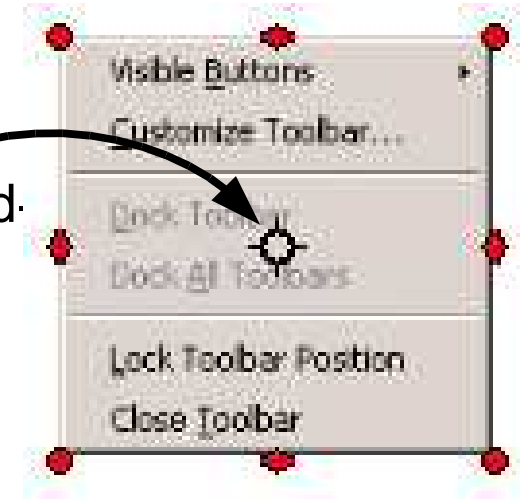
The no-cost way:

- Press the “Print Screen” key. This copies the whole screen to the Clipboard. Go to the slide where you want it, and “Paste”.
- You probably need to crop the image – selecting only the region you want. With the image selected, click  on the picture toolbar.
- Crop the image as desired.
- Finally, resize & reposition.





Rotate an Object

- To rotate an object (image, text box, ...), select the object and then click  on the Drawing Toolbar.
- (optionally) 1st, reposition the pivot point by click-and-drag.
- Then, grab any corner, and rotate by the desired amount.



Working With Lines

“Lines” are separate objects (unlike an underscore, they are not a property of some other object).

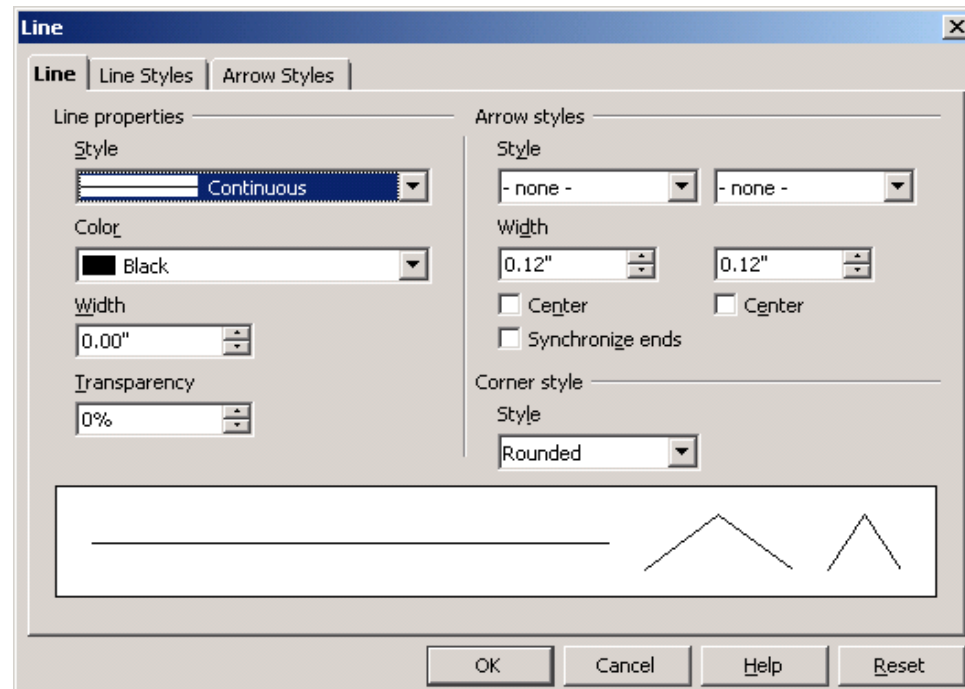
Add a line to a slide with the Drawing Toolbar's  icon. The cursor becomes . Then click at the “begin” position, and drag to the “end” position.

Reposition it (maintaining its length and rotation angle) by click-and-drag.

Change its length and/or rotation by first selecting it, and then click-and-drag on an end handle . As you drag it, the line pivots around the other end.

Right-click it, and select “Line”.

Set the line's style (type), color, width, & transparency. “Arrow Styles” allows several options for the line's Begin & End.



Working With Groups

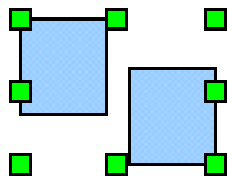
You can “group” objects together into a new single object called a **group**.

First, select multiple objects. You can do this by click-and-dragging a rectangle over a part of the slide (all objects completely enclosed are selected), or by any of the standard WINDOWS techniques (Shift+clicking, Ctrl+A) . Some objects cannot be part of a **group** (e.g. a Title box).

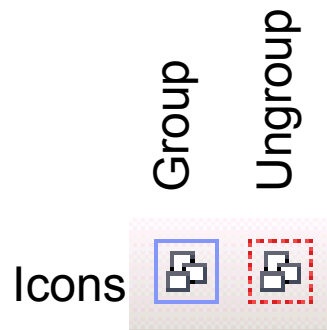
With multiple objects selected, >Format >Group >Group. A **group** has green handles.

With a group defined & selected, most functions can now be applied once to the **group** – affecting all of its member objects (e.g. reposition, resize, color, line width, rotation, ...).

A **group** can be **ungrouped** (>Format >Group >Ungroup).




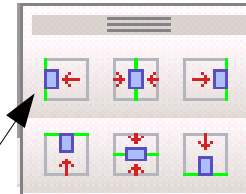
a group



You might want to add these to the Drawing toolbar

Positioning Groups of Objects

- You can position any object by click-and-drag. However, when working with multiple objects, other tools come into play.
- From the Drawing tool bar, . This pops-up the menu of:




Horizontally, every **object** has a left-most coordinate, a right-most coordinate, and an average of the two (a center coordinate). With multiple items selected, the Align Left / Center / Right leaves the objects' size & vertical position alone, but changes the horizontal position of each to effect the alignment.

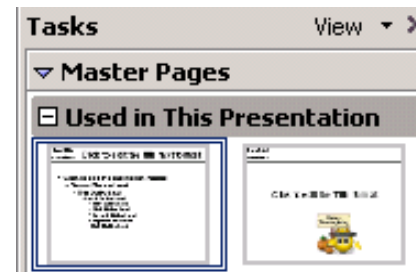
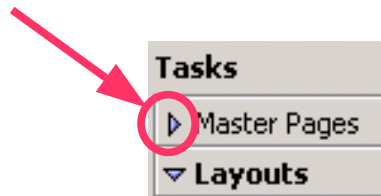
The equivalent in the vertical axis is Align Top / Middle / Bottom.

Distribution (only available with customized menus – Add, Category="Modify", Command="Distribution") leaves the left-most & right-most objects unchanged, but adjusts the horizontal (or vertical) position of all other objects. The left / right edges, or centers, or inter-object spacing can be equally spaced.



Working with “Masters”

- >View >Master >Slide_Master. This brings up an editor. The “Slides pane” at the left shows all the current “Masters”. “Default” is selected – and can be edited. You may add objects (like new Text Boxes and images), but you only change the properties of the boxes with “Click to edit...”. Any change you make here is reflected on (almost) every slide.
- Change the color of the Title Box, and the bullet style of the Text Box. Then click “Close Master View” and note the effects. All of the Titles were affected, but only some of the bulleted text boxes – only those that were formed from the initial bulleted text box from the “New Slide”.
- You can add other “Masters”  (e.g. I added “Eric's_Master”). When done, click “Close Master View”.
- To apply a specific master to the selected slide(s), 1st open the Master_Pages from the Task pane. Then right-click the desired master.



Slide Sorter

Normal

Outline


Notes

Handout

Slide Sorter

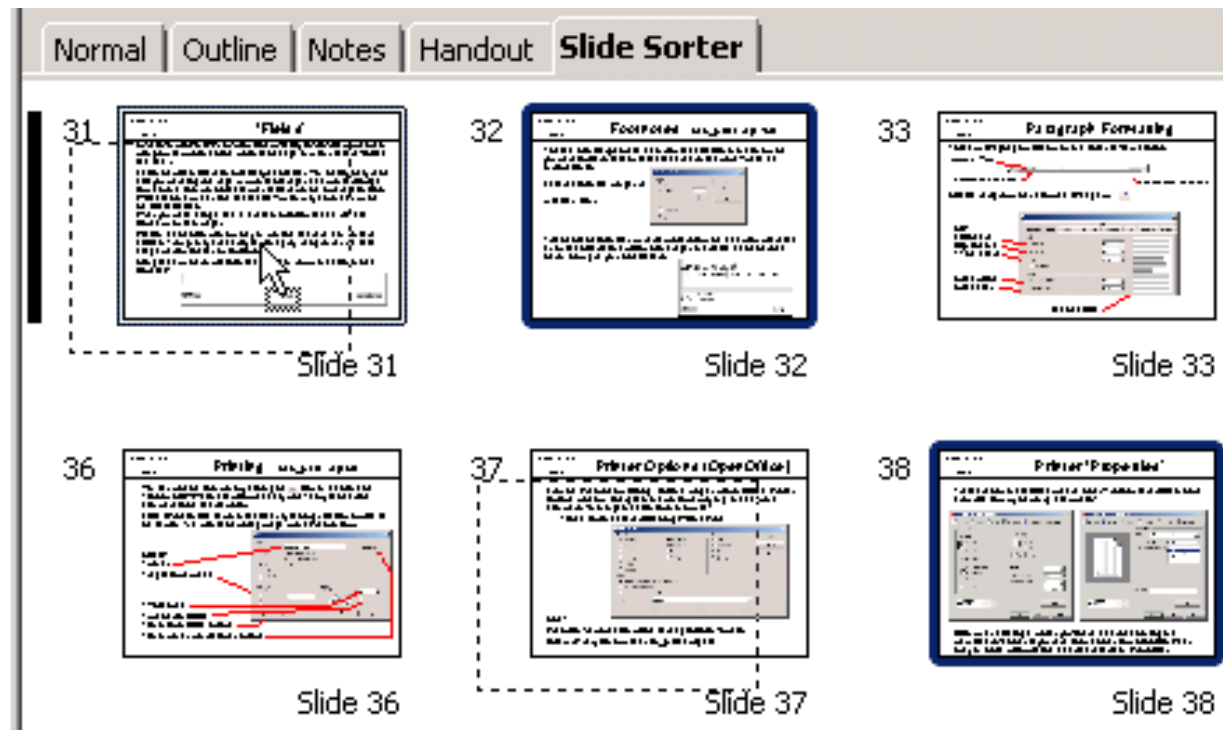
From the Slide Sorter View, select the slides (or slides) to be moved using any of the Window techniques [e.g. click a single slide, Shift-click, Ctrl-click, click & drag a region]. Selected slides need not be contiguous.

Click & drag the selected region (highlighted) to its new destination. In this example, the new order will be ...30, 32, 38, 31, 33, ...

You can use the Zoom control  to determine how many slides are shown.

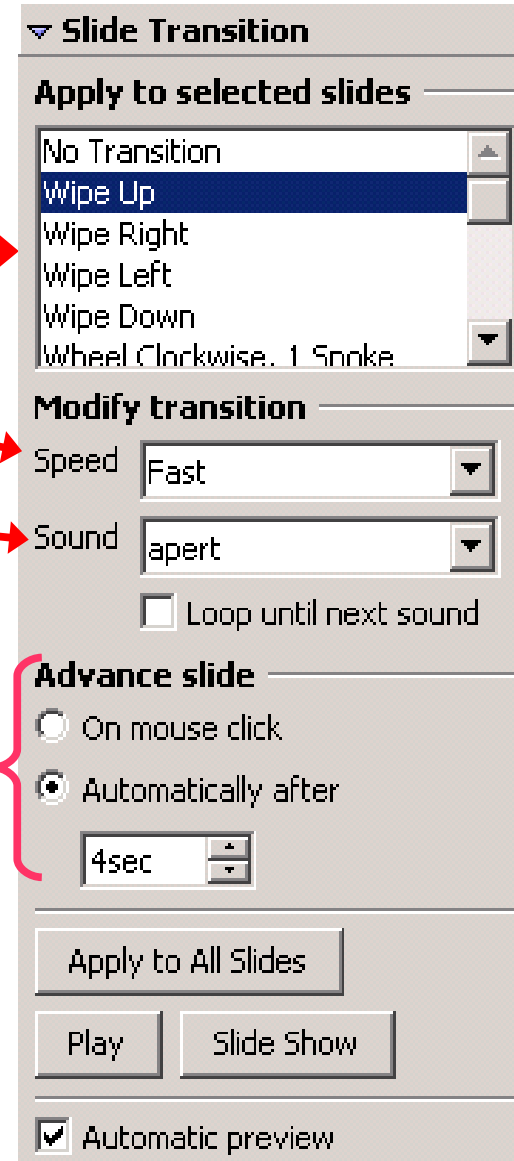
You can right-click a slide, and then “Hide”.

Return to the “Normal” view by double-clicking a slide, use >View >Normal or the tab.





Slide “Transitions”

- “Transitions” set the way a slide is replaced on the screen with the next slide. Default = “No Transition”.
- Invoke with the Task Pane's “Slide_Transition” (or from Slide Sorter View, right click the slide).
- Scroll window gives many options
- Set the speed of transition
- Optionally add:
 - a sound (see next slide)
 - an auto-advance



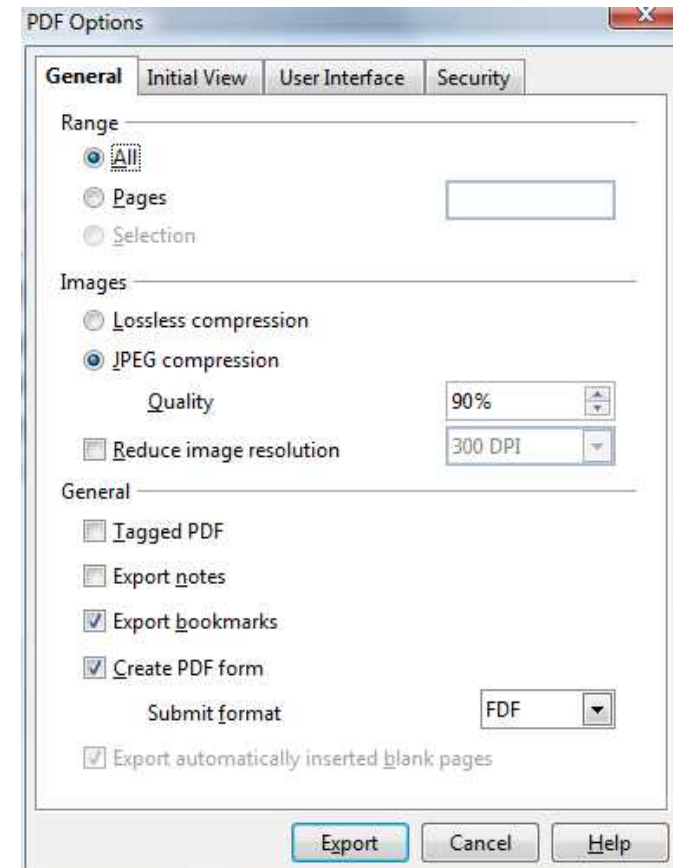
Adding Sound

- Adding a sound via “Slide Transition” limits you to the WAV and MIDI formats. The sound will play to completion, even if the slide advances. A later slide can force the sound to stop by setting its sound dropdown menu to [Stop Previous Sound].
- A more flexible approach is >Insert >Movies & Sounds [ on the Media Playback Toolbar]. You then can select a sound from several formats (including *.mp3). An icon  is placed on the slide.
 - The sound is linked to (i.e. is not included in the *.odp file). During a slideshow, the sound must be wherever it was when the icon was inserted. Remember this when copying your presentation to another computer.
 - This sound will stop when the slide advances.
 - If you don't want to see the icon, just drag the icon off the slide. It is still part of the slide, but will not display.

Export the Presentation

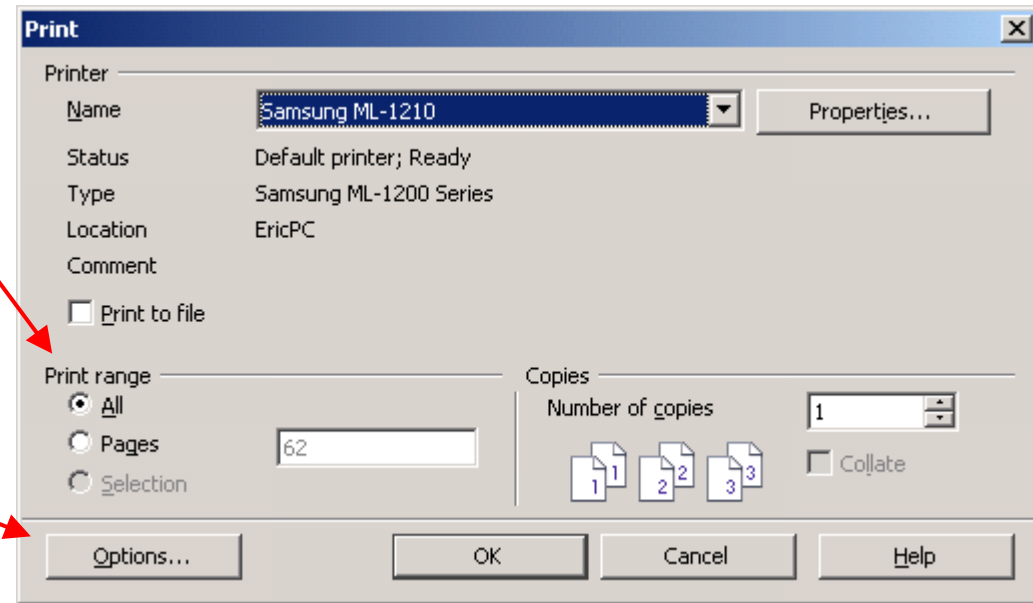
In addition to saving the entire presentation in the *.ODP format, you can also save all the slides as:

- Powerpoint (PPT) - “Save As”
- HTML (web) - “Export”, this requires that you first complete a short *wizard* to specify various options
- Macromedia's Shockwave (SWF) format - “Export”, then you will have to install a “plugin” to play it.
- Adobe's PDF - “Export as PDF”, this brings up a multi-tab window to specify its options.

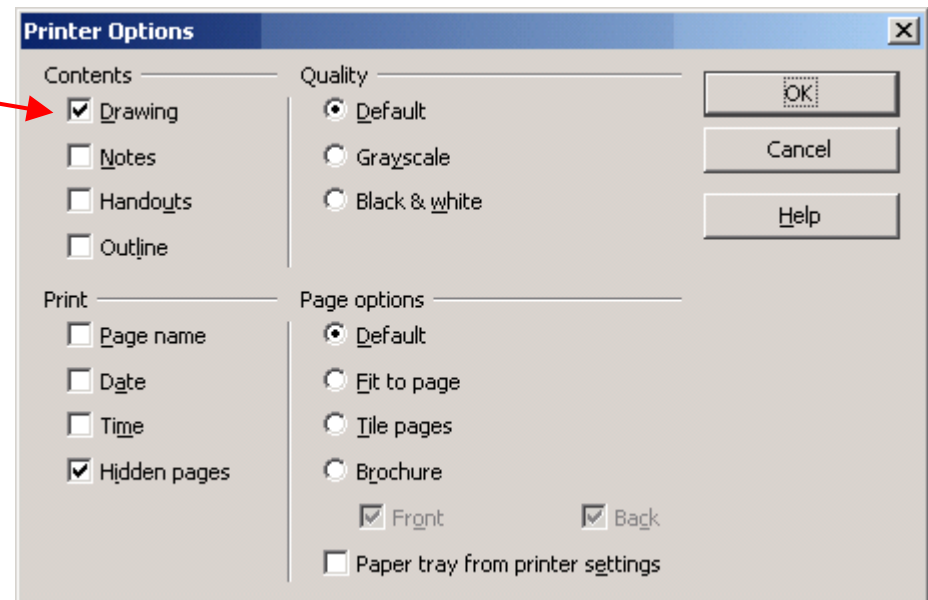


Printing Presentations

- >File >Print
- Select the slides to be printed
- This window is common to all OpenOffice components (see slide 36). However, the behavior of the “Options...” button is not!



- Be sure to select “Drawing” (= slides) and/or “Handouts”, and/or the rarely used “Notes” & “Outline”. I strongly suggest that the default for this window (>Tools >Options >Impress >Print) be just “Drawing.”
- Portrait / Landscape is set under >Format >Page



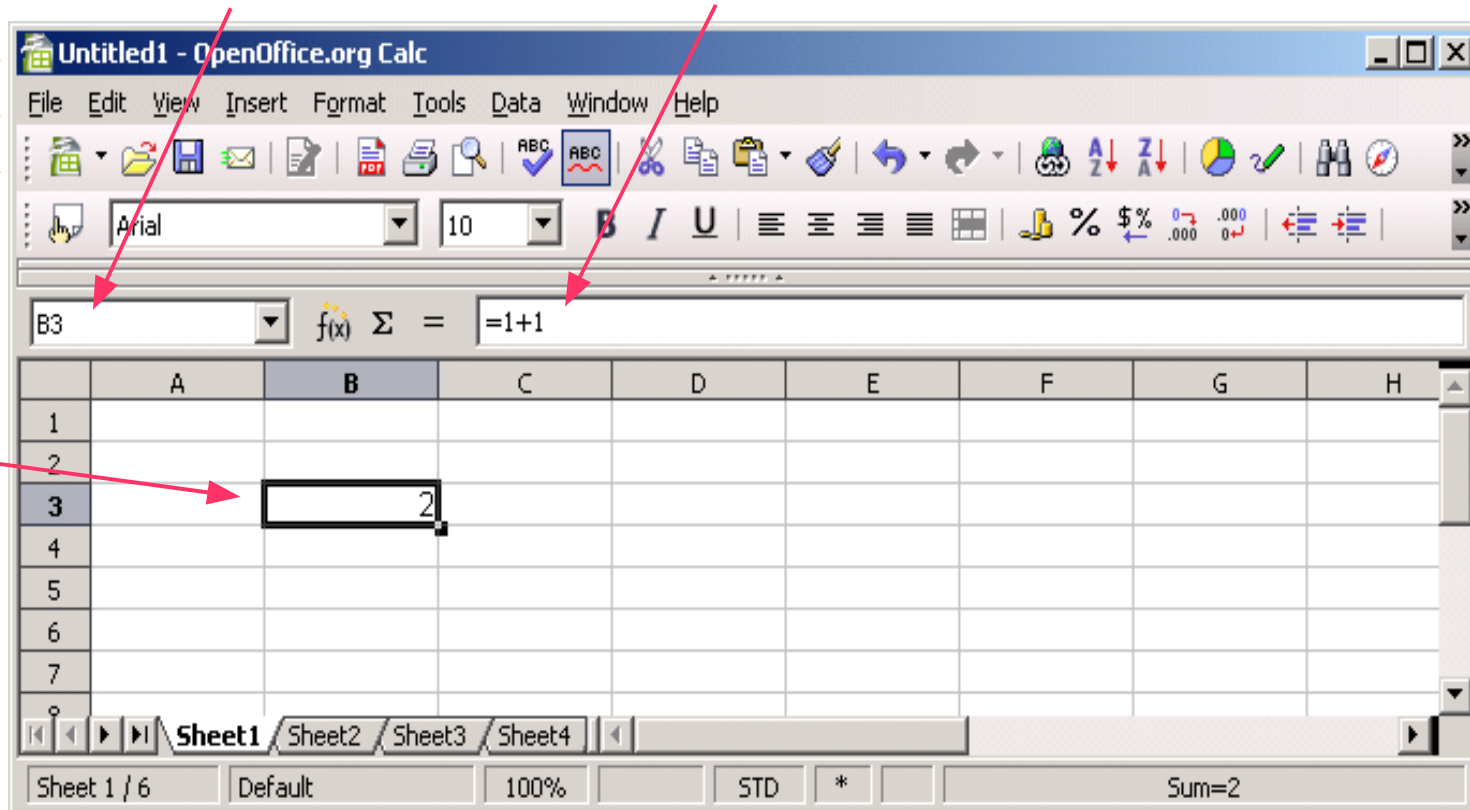
Final Thoughts on IMPRESS

- This really was just a “quick overview”.
- IMPRESS functions you need to know that haven't been covered???
 - 1)Custom animation
 - 2)Adding video
 - 3)Practice making photo albums
 - 4)???

Selected cell	Actual contents of selected cell
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

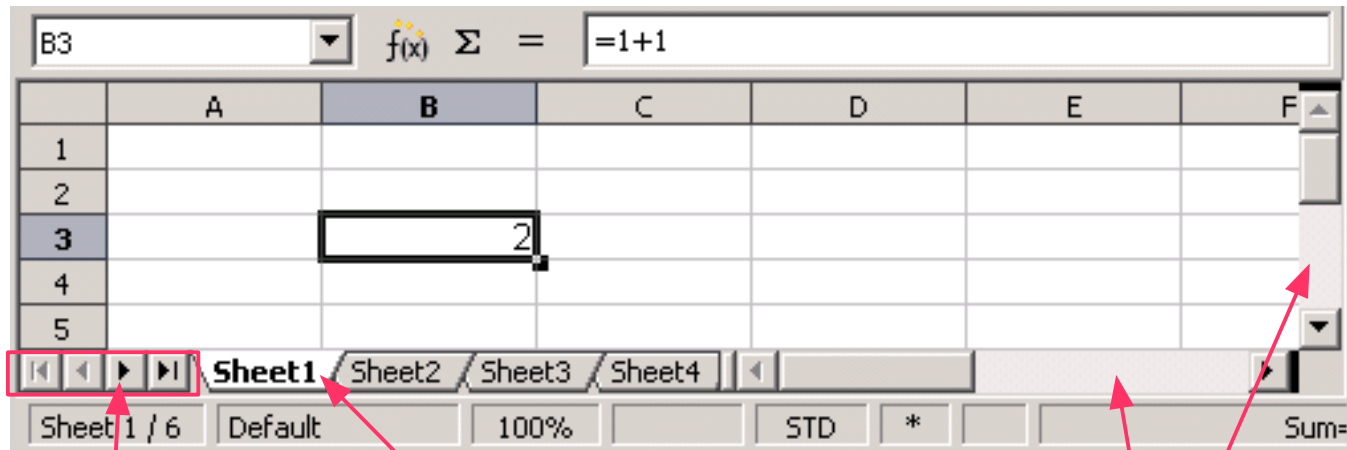
Data

Status bar 



Structure of a Spreadsheet

A spreadsheet is made up of individual sheets.



Controls for
navigating among
“sheets”

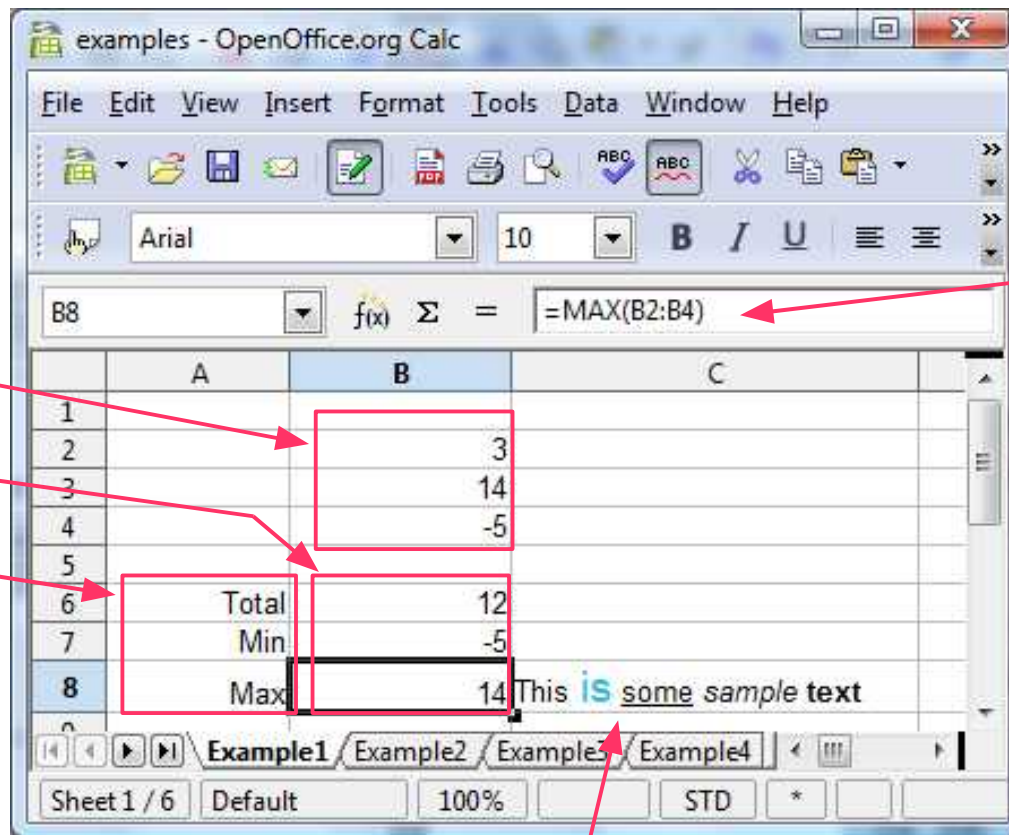
One tab per sheet.
Right-click a tab to
bring up a pop-up:

Scroll bars for
navigating within a
sheet

- Insert Sheet...
- Delete Sheet...
- Rename Sheet...
- Move/Copy Sheet...
- Select All Sheets

Data, Text & Formulas

Each cell can contain either a direct entry (e.g. data/text you typed in), or an arithmetic formula – perhaps using data from other cells.



Numeric data

formulas

text

The formula in cell B8 is the “maximum of the values in the rectangle of cells B2 through B4”.

Text in a CALC cell can be character formatted just like text in a WRITER document or an IMPRESS text_box.

Function Wizard



To enter a formula, select the cell and then start by typing an “=”. This tells CALC that what you are entering is a formula (and not a text string).

The easiest way to enter formulas is with the “Function Wizard.” The “Category” box can apply a filter – just showing one type (category) of formula in the “Function” box. Click on the function you want to get a description – and a separate box for each of the arguments.

Arguments that refer to cells in the spreadsheet can be typed in – or you can just click on the cell, or click-and-drag a range.

The result is shown

The screenshot shows the 'Function Wizard' dialog box with the 'SUM' function selected. The 'Category' is set to 'Mathematical'. The 'Function' list on the left includes QUOTIENT, RADIANS, RAND, RANDBETWEEN, ROUND, ROUNDDOWN, ROUNDUP, SERIESSUM, SIGN, SIN, SINH, SQRT, SQRTPI, SUBTOTAL, and SUM. The 'SUM' function is highlighted. The 'Function result' field shows '0'. The 'Formula' field shows '=SUM('.

Function Wizard

Functions | Structure

Category: Mathematical

Function: QUOTIENT, RADIANS, RAND, RANDBETWEEN, ROUND, ROUNDDOWN, ROUNDUP, SERIESSUM, SIGN, SIN, SINH, SQRT, SQRTPI, SUBTOTAL, **SUM**

SUM

Function result: 0

Returns the sum of all arguments.

number 1(required)
Number 1, number 2, ... are 1 to 30 arguments whose total is to be calculated.

number 1: fx [] []
number 2: fx [] []
number 3: fx [] []
number 4: fx [] []

Formula: =SUM(
Result: 0

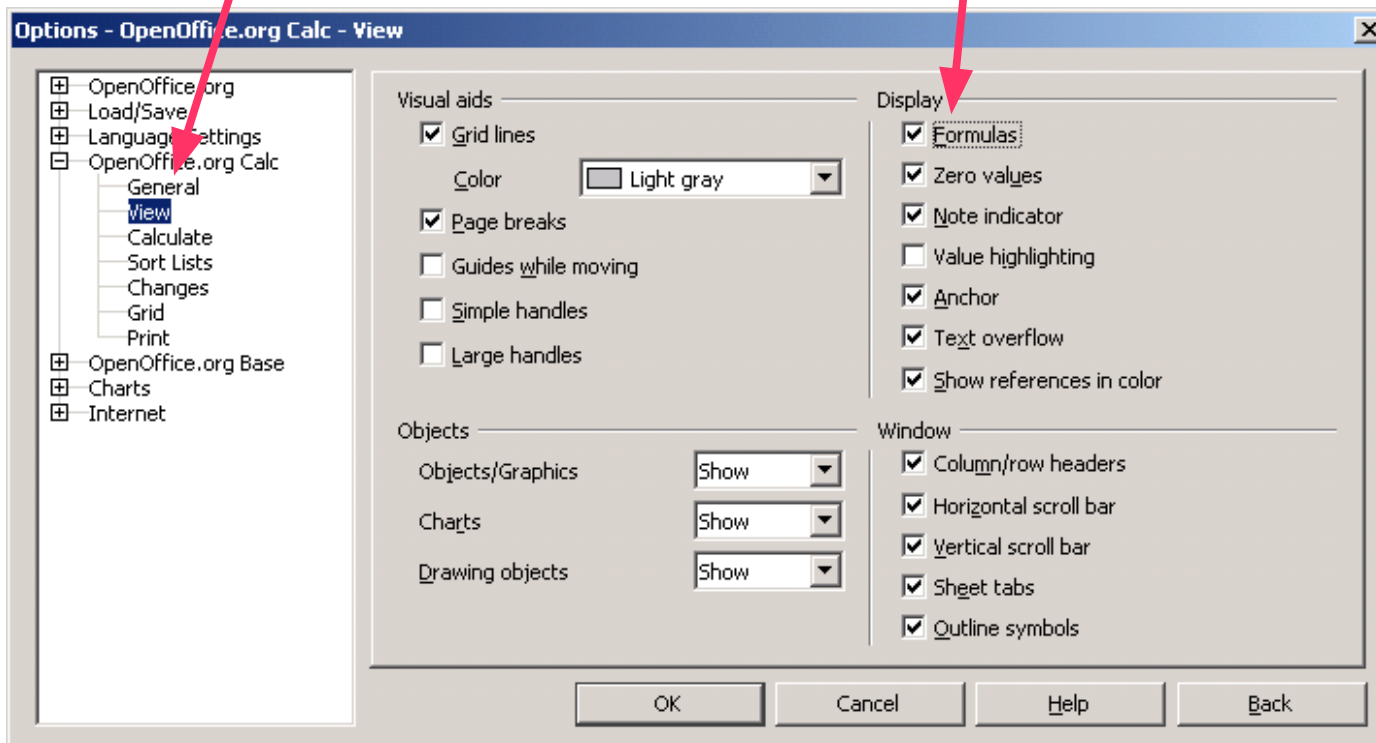
☐ Array

Help Cancel << Back Next >> OK

Viewing Formulas

To see the formulas, use the familiar >Tools >Options, go to -CALC -View, and then check Display Formulas

	3
	14
	-5
Total	12
Min	-5
Max	14



	3
	14
	-5
Total	=SUM(B2:B4)
Min	=MIN(B2:B4)
Max	=MAX(B2:B4)

Copying Formulas

Entering formulas is time consuming – and prone to errors. And, spreadsheets often have many rows and/or columns of data.

After you get one formula entered correctly, if the same formula applies to other cells then you can Copy & Paste it.

In the Example2 tab, the “D” column sums columns “A” through “C”. The formula “=SUM(A2:C2)” was entered in cell D2. We now want this behavior in all the other rows.

Just select cell D2, Copy it to the clipboard (Ctrl+C). Then select cells D3 through D5 (click-and-drag). Finally do a Paste (Ctrl+V).

D2 f(x) Σ = =SUM(A2:C2)					
	A	B	C	D	E
1	#1	#2	#3	Sum	
2	2	1	5	8	
3	4	4	-5	3	
4	7	2	3	12	
5	9	0	1	10	

*But wait a minute....
That shouldn't have worked!!*

Relative vs Absolute Addressing

Example2 worked because CALC defaults to “relative addressing.” This means that when a formula in cell D2 has a reference to cell A2, what it is actually referencing is the cell that is three to the left (D > C > B > A) and on the same row (2).

Thus, when that formula gets copied to row three, the exact same relative addressing is copied - and cell D3 shows up as “=SUM(A3:C3)”. You can force “absolute” addressing by placing a “\$” immediately in front of the coordinate (either the row number, the column letter, or both of them).


Example3 leaves the horizontal addressing relative (no “\$” in front of the “A”), but makes the vertical addressing absolute (the “2” is now “\$2”). Note the effect.

D2		f(x) Σ =		=SUM(A\$2:C\$2)	
	A	B	C	D	E
1	#1	#2	#3	Sum	
2	2	1	5	8	
3	4	4	-5	8	
4	7	2	3	8	
5	9	0	1	8	

Making Graphs

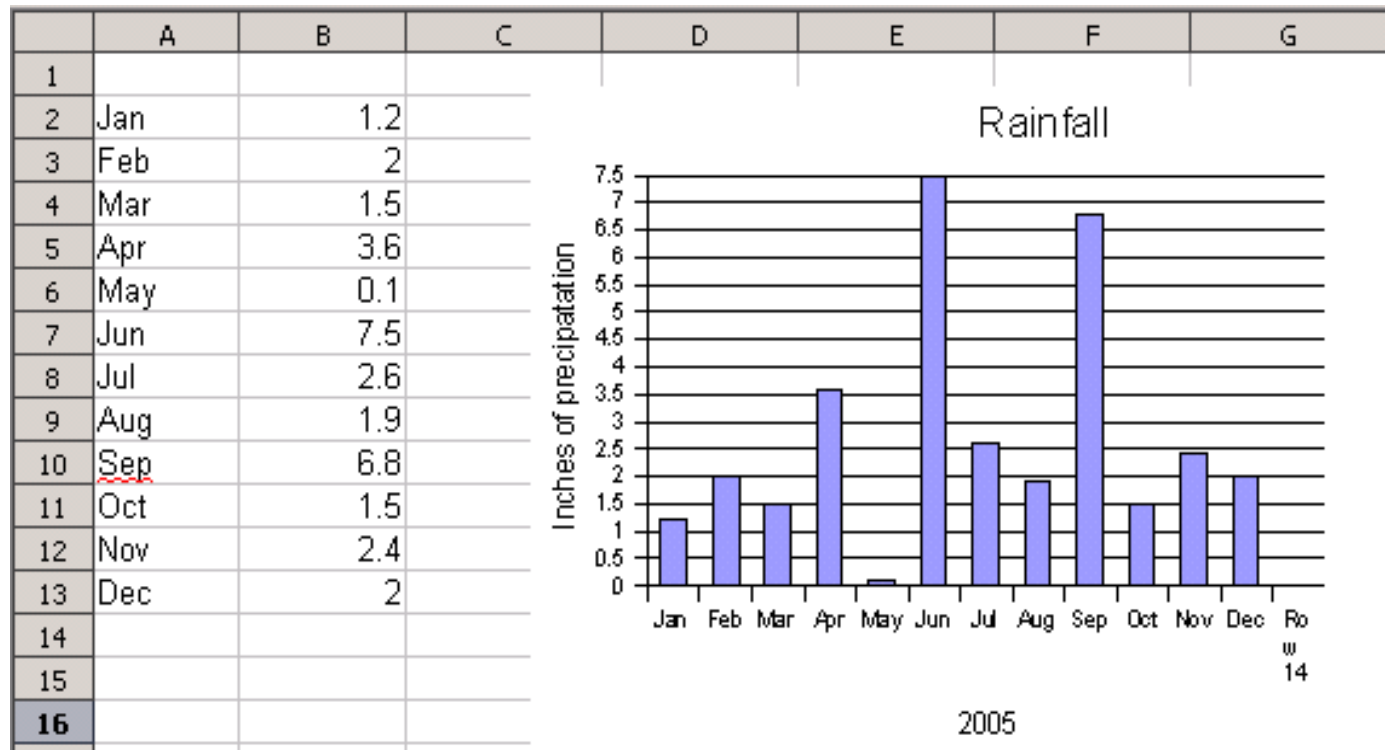


(user_guide2 page 269)

Data is often easier to understand when it is plotted / graphed. CALC has extensive plotting capabilities. Access them by first selecting the region of data you want plotted. In Example4, that would be A2:B13. Then >Insert >Chart [].

This brings up the Chart Wizard. Step through it clicking >Next at each window. See if you can duplicate the chart below.

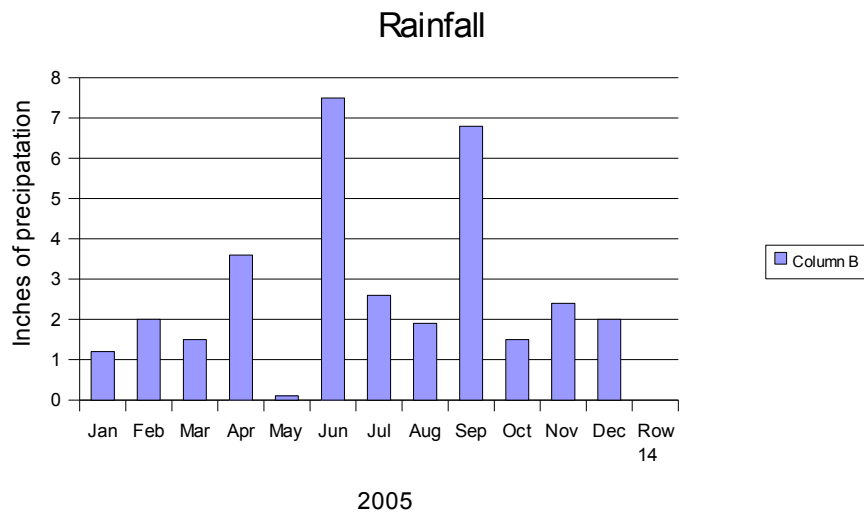
In CALC, select the graph and then Copy.



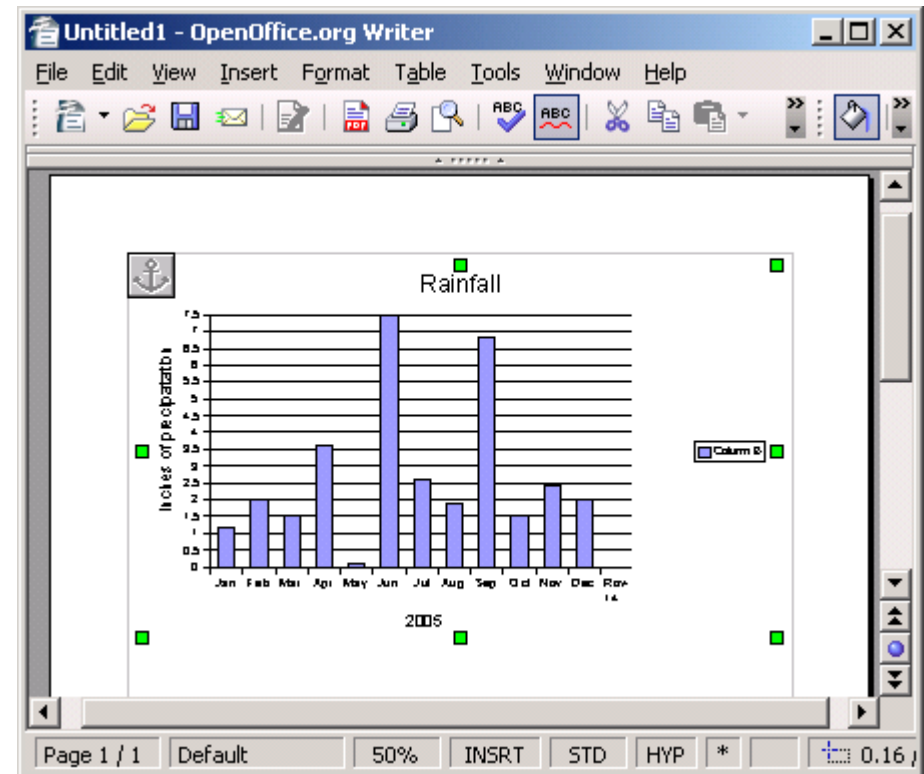
Graphs in IMPRESS / WRITER

Getting graphs generated in CALC into other OpenOffice applications is simple – just Paste a previously Copied graph.

IMPRESS



WRITER



Entering Data (Example5)

Typing a 1 enters an Integer.
To force this to be text, enter '1

Adjust formatting with:
>Format >Cells

The screenshot shows a spreadsheet with the following data:

	A	B	C	D	E	F	G
1	Integers	Numeric Characters	Alpha Characters	Day Characters	Month Characters	Dates	Times
2	1	1	A	Mon	Jan	Dec 28, 1999	11:56:00 AM
3	2	2	B	Tue	Feb	Dec 29, 1999	11:57:00 AM
4	3	3	C	Wed	Mar	Dec 30, 1999	11:58:00 AM
5							
6	3	0					
7	sum(A2+A3)	sum(B2+B3)					
8							
9							

At the bottom, the status bar shows: Sheet 5 / 6, Default, 100%, STD, *, Sum=0.

1 + 2 = 3
but
'1 + '2 = 0

Certain data are recognized as a series. To extend a series, drag the black square at the lower right corner.

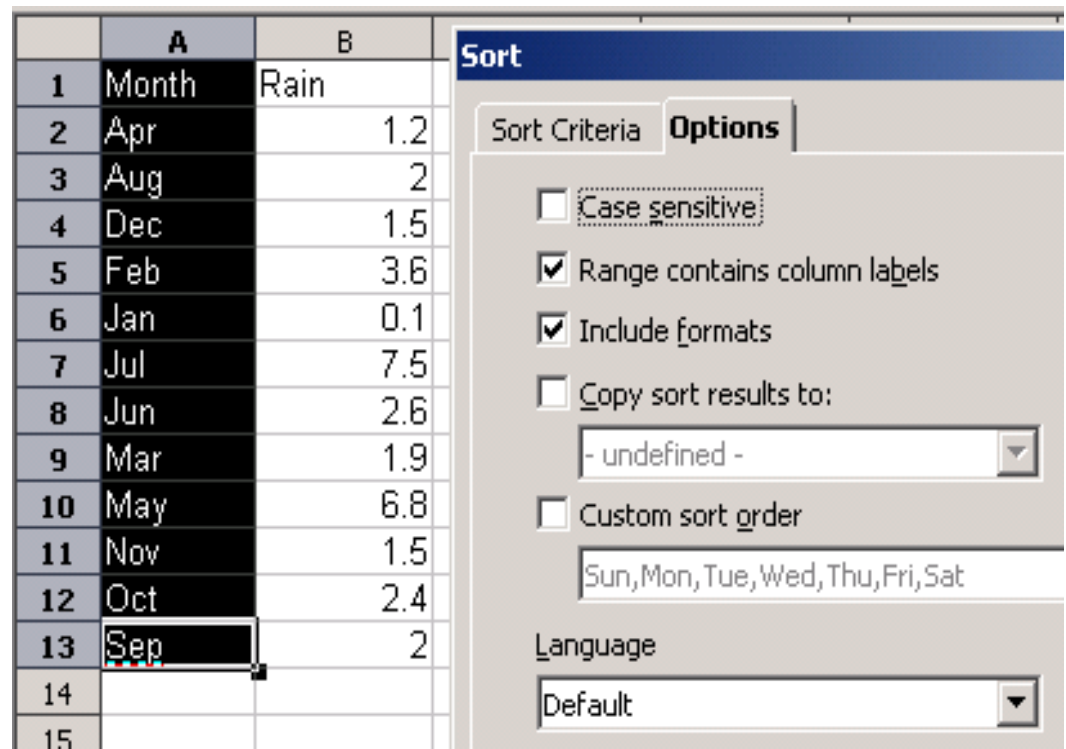
Some text (character strings) are recognized as series – and some aren't.

Sorting Data (Example4)


Select the data cells you want sorted (in Example4 – select A1:A13), then >Data >Sort

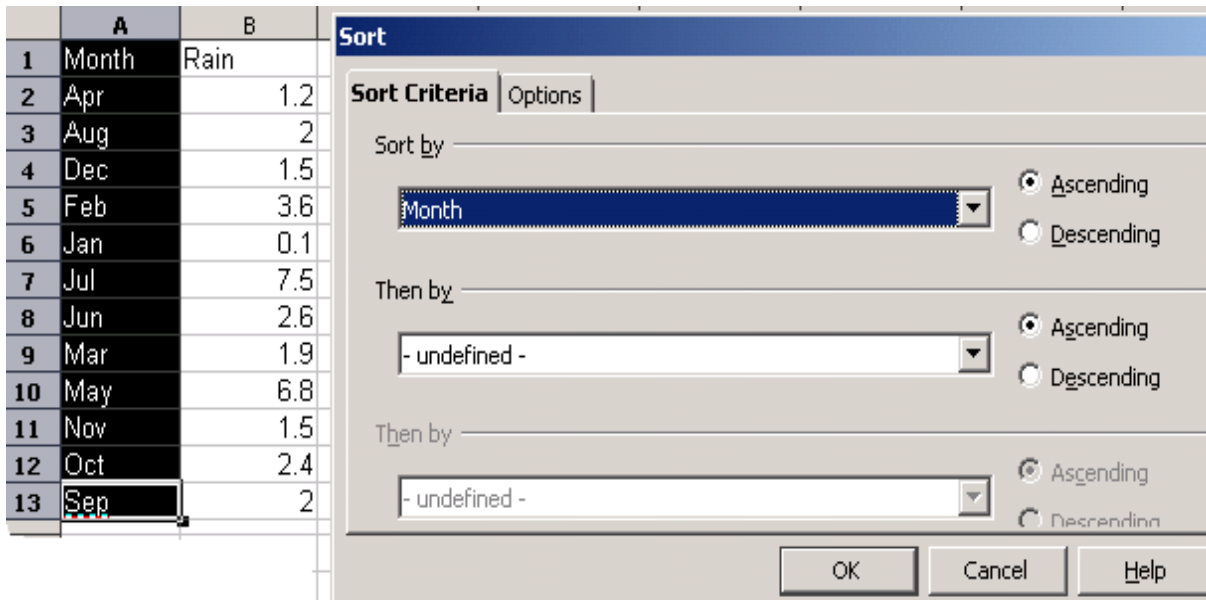
When the “Sort” Window appears, look at the Options tab. If “Range contains column label” is checked, then the first value (“Month”) is considered a label, and will not be included in the sort.

Leave it checked, then go to the Sort_Criteria tab.



Sort Criteria

- With “range contains column labels” checked, the label appears as the “Sort By” option. Note that it is the only choice – since we only selected one column of data.
- Specify sort order (ascending / descending), then click “OK”
- The months were alphabetized, but the rainfall data did not move! Hence our data is now junk. So, **UnDo** 



- Now repeat the exercise, but first select two columns (A1:B13). Note that the “Sort By” option now lets you choose Month or Rain.
- With two columns, a secondary sort (Then By) is also an option.

Blanks are Always Last

- Cells that are truly blank (not just those that appear empty) are always last in a sort. ***Regardless of the sort order!!***
- So, in Example4 we would get the same result with less effort if, instead of selecting the specific range of A1:A13, we just selected the whole first column. Do that by clicking the column label (“A”).
- Now resort. All the selected empty cells are still at the bottom.
- Now select cell A14, and enter a “space” (Space bar then Enter key). There appears to be no change in the cell.
- Now, resort column “A”. Since the <space> appears in the ASCII table before letters & numbers, a cell with a space in it, after an ascending sort, will appear before visible text.

*Cells with nothing but spaces
look blank – but are not!*



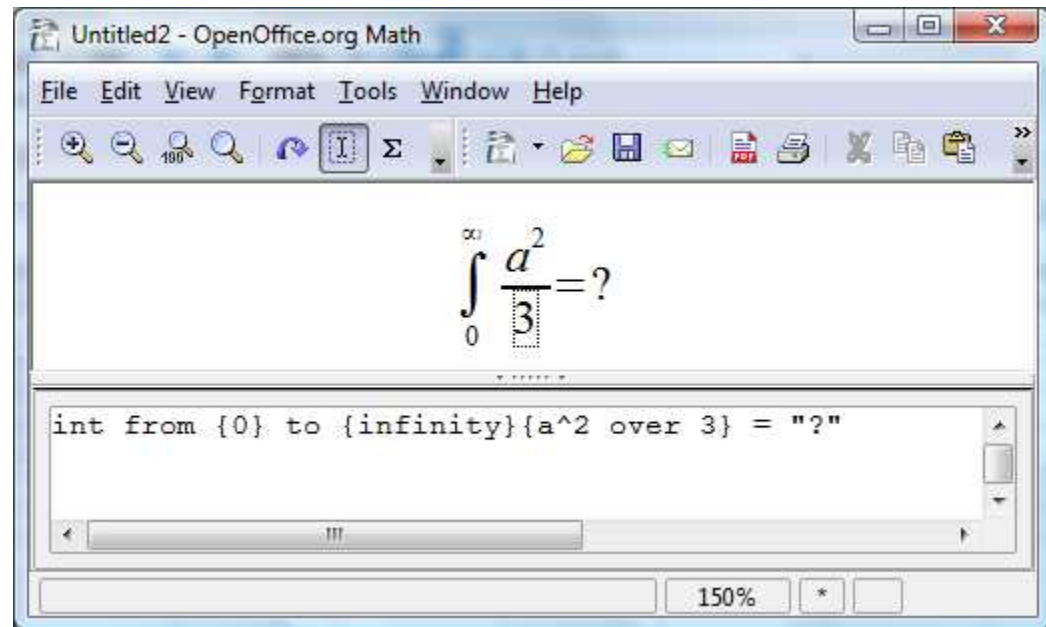
	A
1	Month
2	Jan
3	Feb
4	Mar
5	Apr
6	May
7	Jun
8	Jul
9	Aug
10	Sep
11	Oct
12	Nov
13	Dec
14	
15	
16	
17	
18	

Final Thoughts on CALC

- This was an even quicker overview than IMPRESS was.
- Additional CALC topics???
 - 1) More practice with functions
 - 2) More practice with graphs
 - 3) ???

Other OpenOffice Applications

Build complex formulas with MATH (similar to Microsoft Office's "Equation Editor").



The END