Office Suites Seminar

- a Bowie Senior Center Seminar, July 2007

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- Download the seminar slides:

  - Start Internet_Explorer

  - go to http://home.comcast.net/~bscclub/training.htm

  - right-click Office_Suites_Seminar.pdf

  - Save-Target-As

Main Applications

Office Suites have several "applications" - separate programs, suitable for business (and home) use, that can share data.

✓ Word Processor

✓ Presentation Package

Photo Editor

✓ Spreadsheet (a "flat file" database)

"Relational" Database

Equation Editor

I'll briefly cover the ✓ applications.

The Two Office Suites

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

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

• MS Office Professional 2003 = $499,   Upgrade = $329.

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

Menu Bars

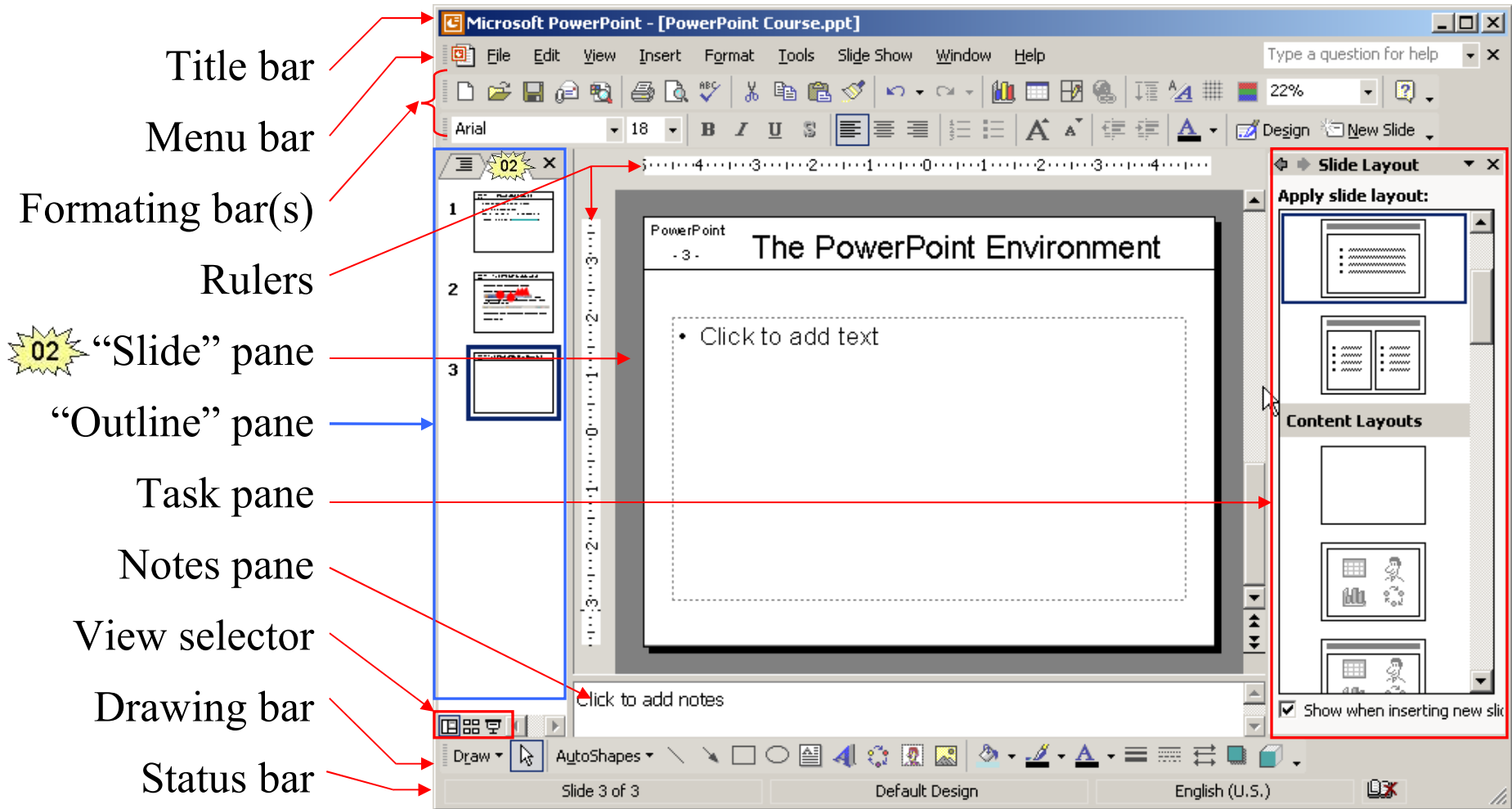- Each application in both suites has a "top-level menu bar". PowerPoint's is:

- 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.
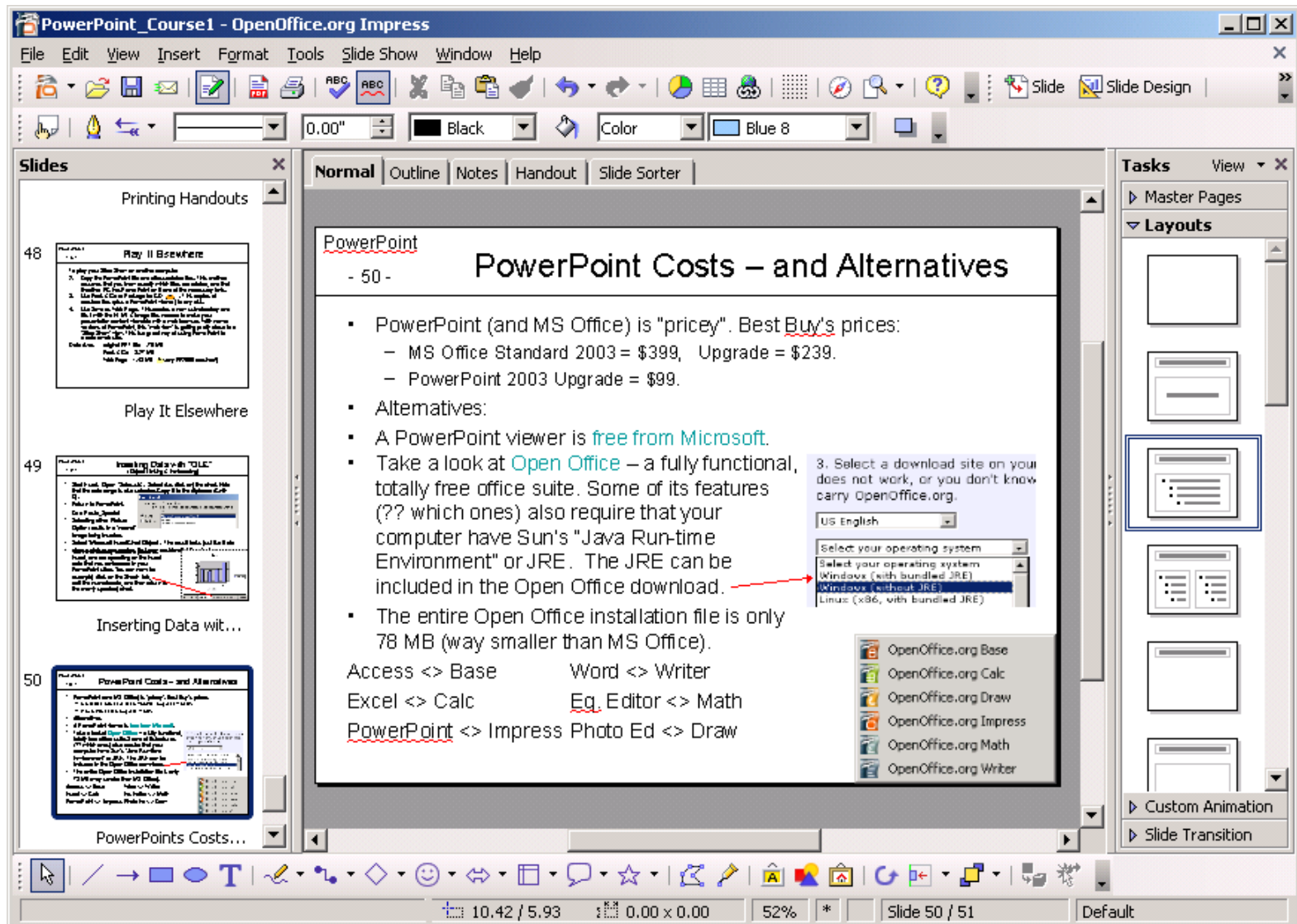
Presentations

- Presentations are sets of pages (slides) that contain text, figures / pictures, and various drawing & multimedia tools.

- To create one, click the **New** icon ( ). A new presentation is started with one blank slide. This slide has two empty text boxes.

- Click in the box that says **Click to add title**, and then type the title for your presentation (for example, *Welcome to Your Online College*).

- Click the box that says **Click to add subtitle**, and then type the subtitle of your presentation (for example, *A Global Educational Experience for Students*).

- Click the **Save** icon (/), and then enter a file name for your presentation (for example *welcome1*). Click **<u>S</u>ave** again to save your file.

The PowerPoint Environment

Title bar

Menu bar

Formating bar(s)

Rulers

"Slide" pane

"Outline" pane

Task pane

Notes pane

View selector

Drawing bar

Status bar

Microsoft PowerPoint - [PowerPoint Course.ppt]

File   Edit   View   Insert   Format   Tools   Slide Show   Window   Help

Type a question for help

Arial   18   B I U S   Design   New Slide

Slide Layout

Apply slide layout:

PowerPoint
- 3 -   The PowerPoint Environment

• Click to add text

Content Layouts

Show when inserting new slide

Draw   AutoShapes

Click to add notes

Slide 3 of 3   Default Design   English (U.S.)

The Impress Environment

If you know how to use PowerPoint, you know how to use Impress.

TEXT Boxes

- The "Add Title" and "Add Subtitle" in the previous slide were examples of Text Boxes. You can add a text box anywhere with >Insert >Text Box (📰 / 🔵). 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. text Font "type", "size", "color" & "effects" tools now apply only to the highlighted text. Click-and-drag to move highlighted text within the box.

- Right-click within the box to bring up the "Format Text Box" window. Here you can set properties such as background color, border, size / scaling, rotation, word-wrap, etc.
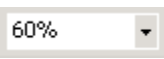
Inserting a Picture

- >Insert >Picture >From File [/   ].
  Use "Thanksgiving.gif"

- Resize handles work; but to *keep the aspect ratio constant* only use the corners [this works for pictures but not for Text Boxes].

- Right-click, then "Format Picture" to bring up the Format Window. "Arrows" don't apply, so they are greyed out. "Lines" work as with Text Boxes.

- The "Size" and "Position" tabs are the same as with Text Boxes, but the "Picture" tab is no longer greyed out.

Slide Sorter (⊞ / **Slide Sorter**)

- >View >Slide_Sorter. Select the slide (*or slides*) to be moved using any of the Window techniques [e.g. click a single slide, Shift-click, Cntl-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, 36, 31, 33, …

- You can use the Zoom control [60% ▾] 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 icon (▣ / **Normal**).
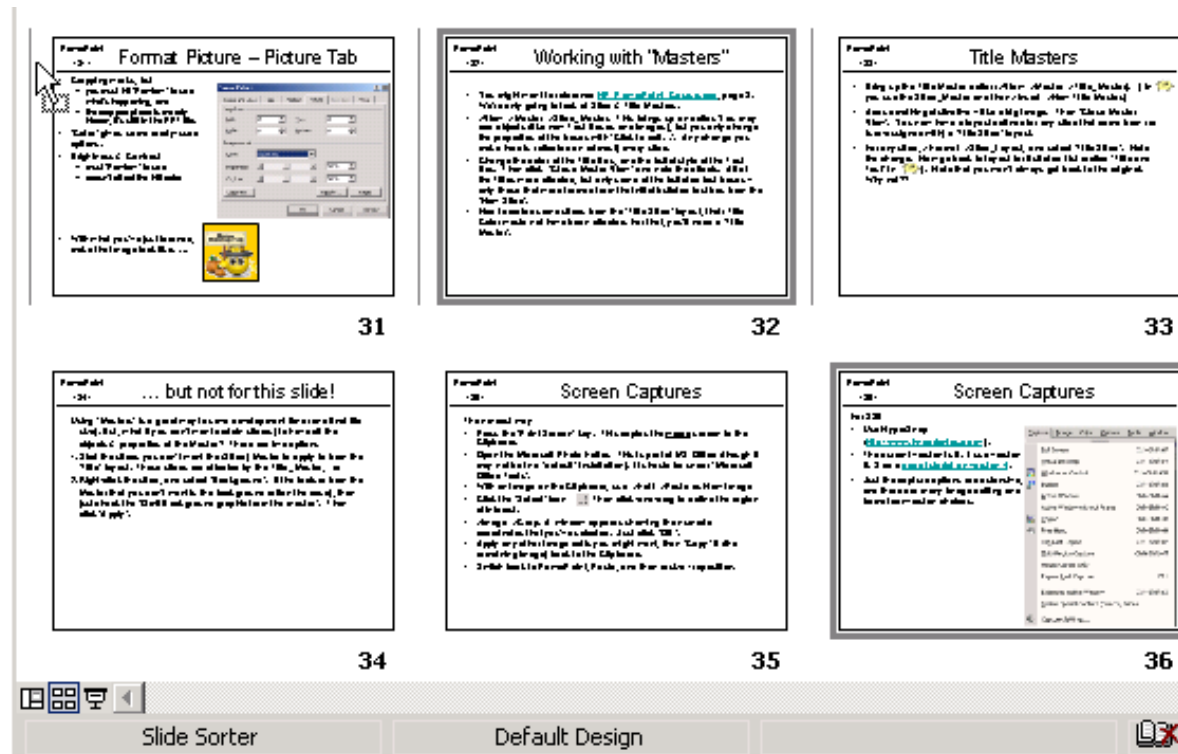
Slide "Transitions"

- >Slide_Show >Slide_Transition. "Transitions" set the way a slide is replaced on the screen with the next slide. The default is "No Transition".

- The MS Office 2002 and Open Office user interfaces are nearly identical (and very different from the MS Office 2000 interface).

- Select the type of transition

- … and its speed

- Optionally add sound

- Control when the transition occurs

- Apply to All (or just to current)

- Hear the sound

- See the video
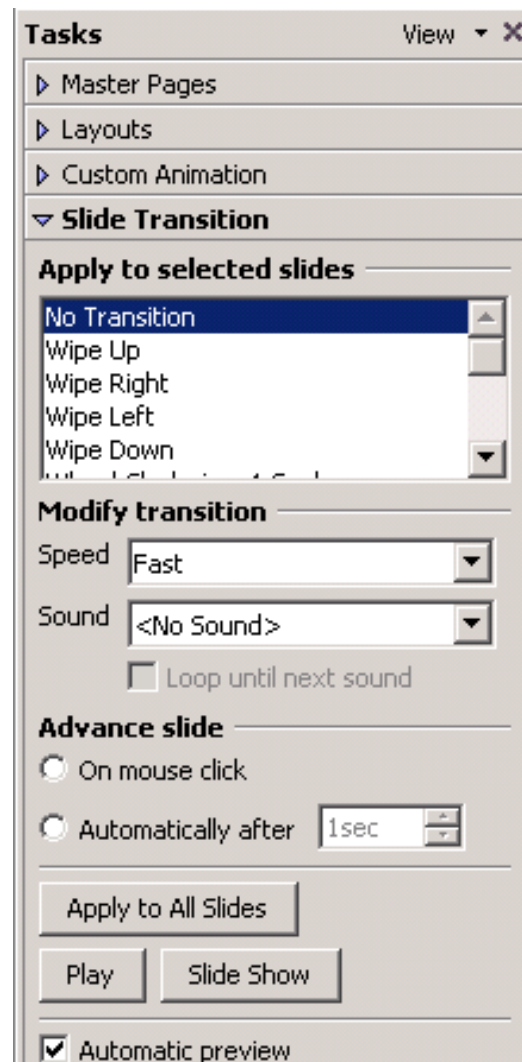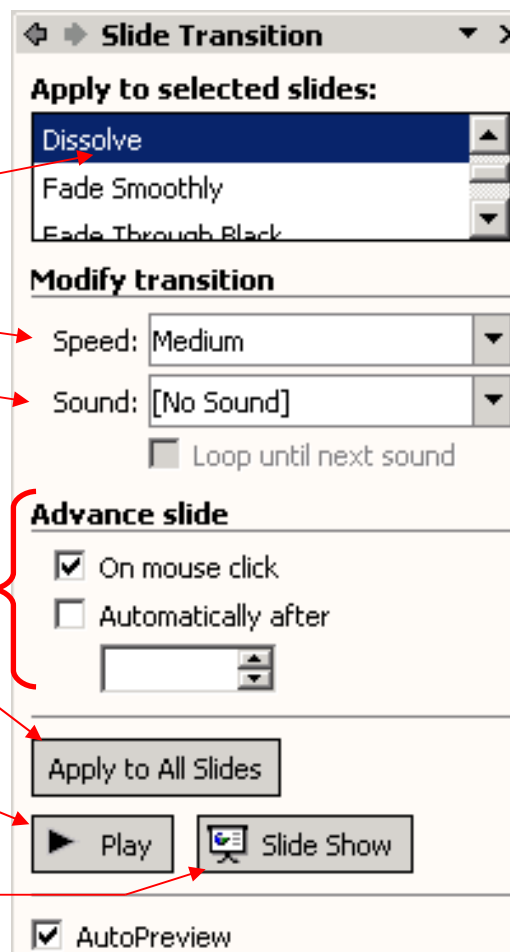
Word Processors - WORD

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.

Clipboard controls   Hyperlink

Title bar

Menu bar

Format bar(s)

Font controls

Alignment

Numbering /
Bullets

Status bar

The start of my document….
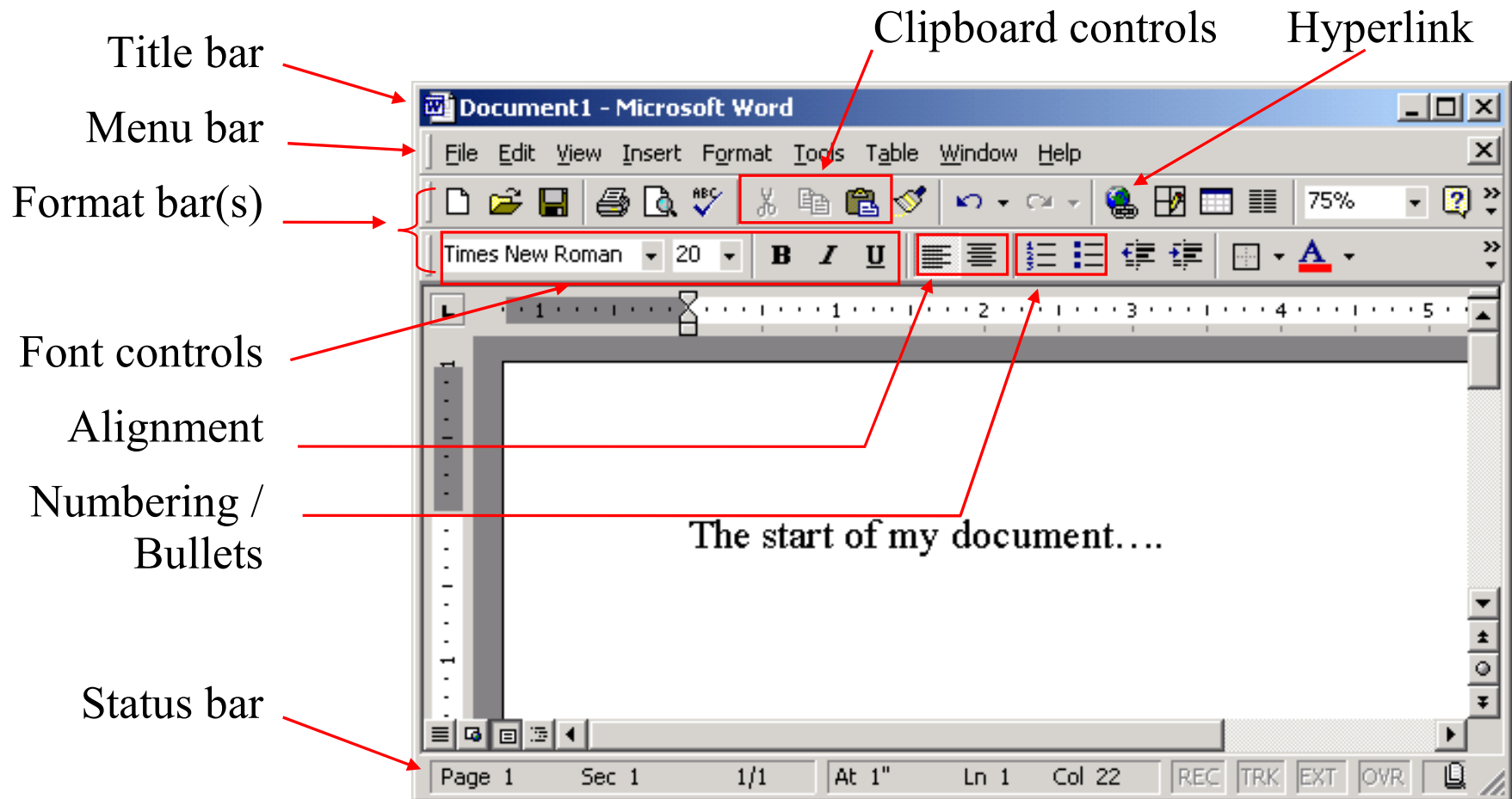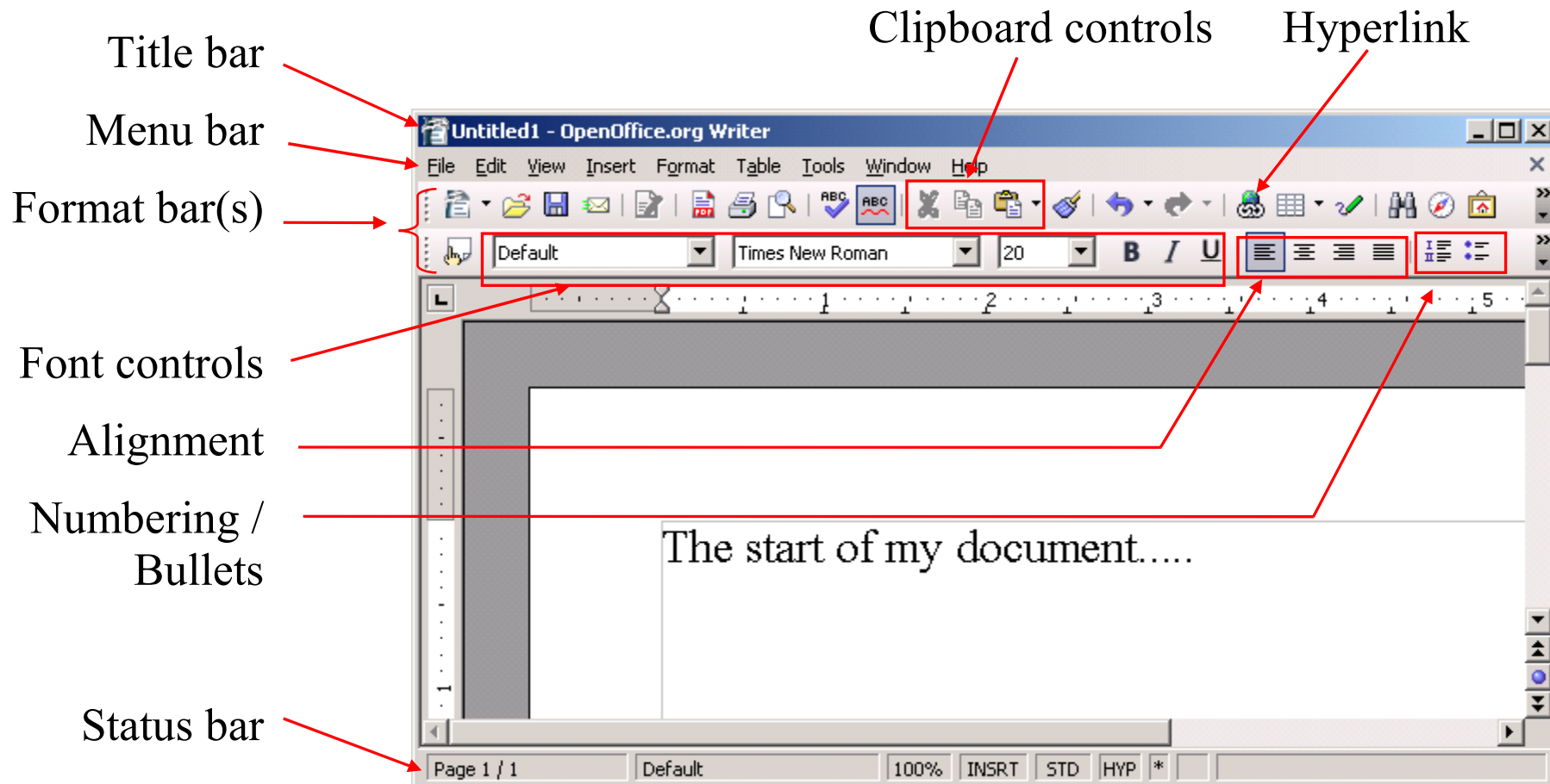
Word Processors - WRITER

To generate this display, I actually used everything from the previous slide except the screen capture of the WORD window! That's how closely WRITER imitates WORD.

Title bar

Menu bar

Format bar(s)

Font controls

Alignment

Numbering / Bullets

Status bar

Clipboard controls

Hyperlink

Untitled1 - OpenOffice.org Writer

File   Edit   View   Insert   Format   Table   Tools   Window   Help

Default   Times New Roman   20   **B** *I* U

The start of my document…..

Page 1 / 1   Default   100%   INSRT   STD   HYP

Spreadsheets - EXCEL

Spreadsheets are tools to handle data (usually numbers) in a table – the rows are designated by numbers, the columns by letters.

Any "cell" can be a direct entry (e.g. something you typed in), or the result of a calculation of data in other cells.

Common formulas   data sorting

Title/ Menu /
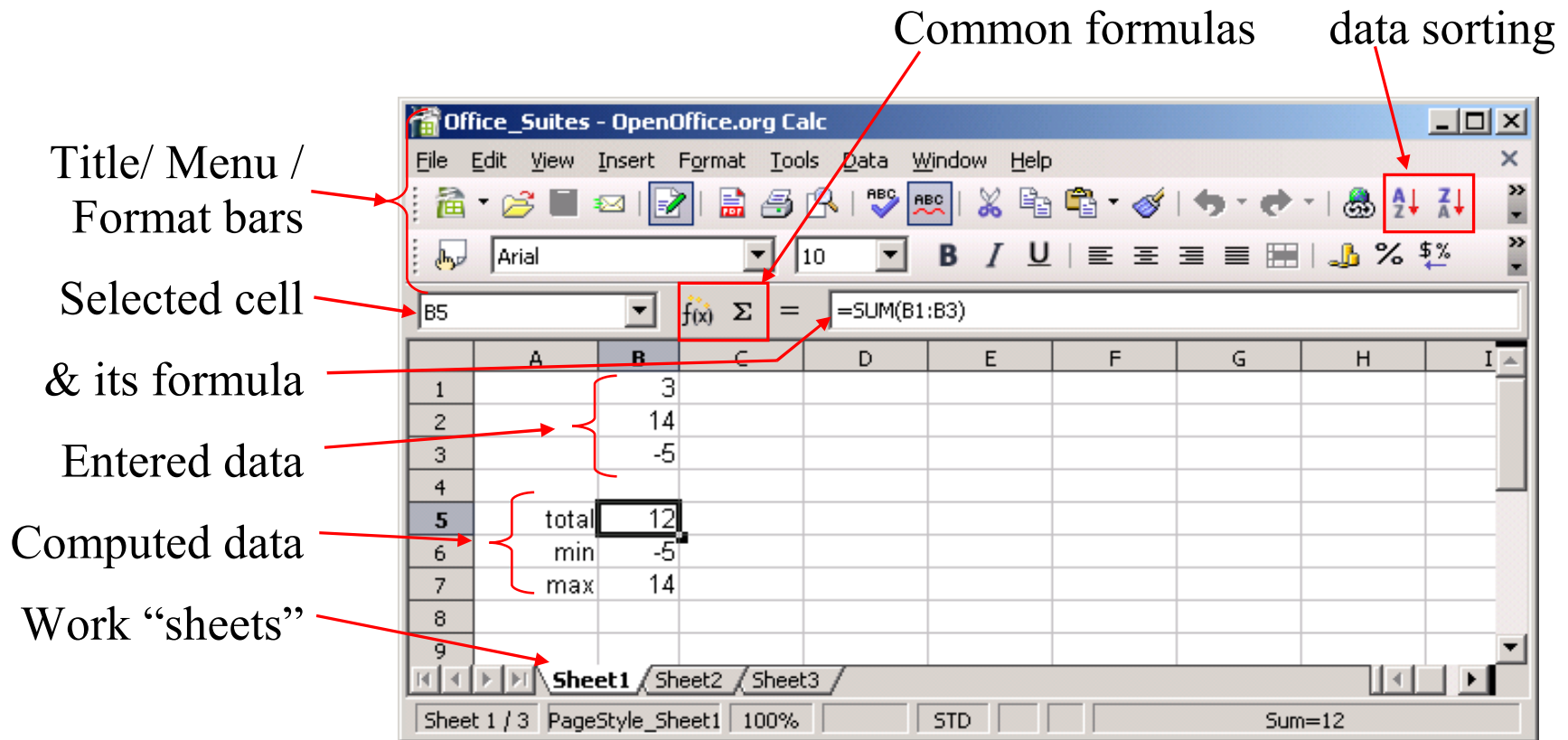Format bars

Selected cell
& its formula

Entered data

Computed data

Work "sheets"

Spreadsheets - CALC

I also generated this display using everything from the previous slide except the screen capture of the EXCEL window! I even used CALC to open the *.xls file EXCEL created.

Common formulas   data sorting

Title/ Menu /
Format bars

Selected cell

& its formula

Entered data

Computed data

Work "sheets"

Office_Suites - OpenOffice.org Calc

File   Edit   View   Insert   Format   Tools   Data   Window   Help

Arial   10   B I U | ≡ ≡ ≡ ≡ | ⊞ | % $%

B5   f(x) Σ = =SUM(B1:B3)

	A	B	C	D	E	F	G	H	I
1		3							
2		14							
3		-5							
4									
5	total	12							
6	min	-5							
7	max	14							
8									
9									

Sheet1 / Sheet2 / Sheet3 /

Sheet 1 / 3   PageStyle_Sheet1   100%   STD   Sum=12

Open Office (Impress) Features
not in Microsoft Office 2002

Adds several new "tools".

- >File >Export. The entire presentation can be formatted as an Adobe "Portable Document Format" (*.pdf) or Shockwave (*.swf) file.

- >Insert >Special Characters. This integrates what MS Office does with the external application "Character Map".

- >Tools >MediaPlayer: an embedded player

- >Tools >Eyedropper. Can edit the colors of inserted bitmap & metafile images [must save as *.odp – not *.ppt].

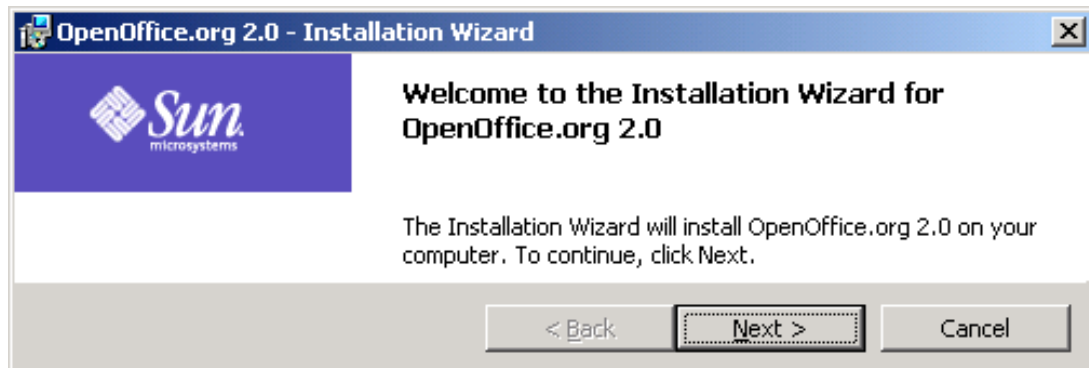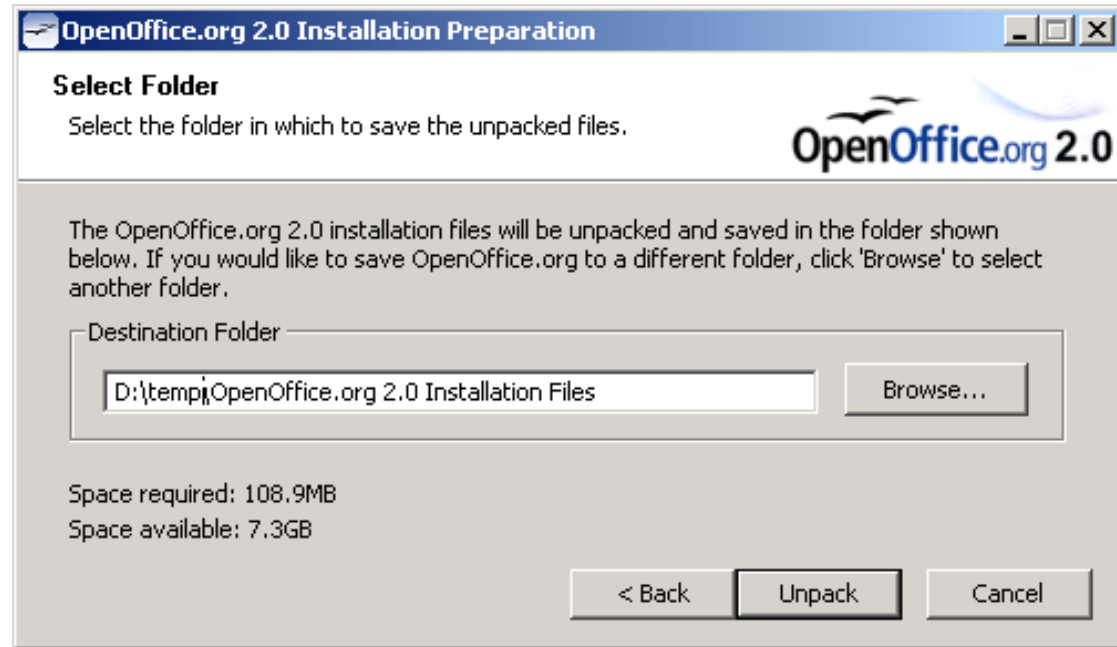- Upper left handle controls rounding.
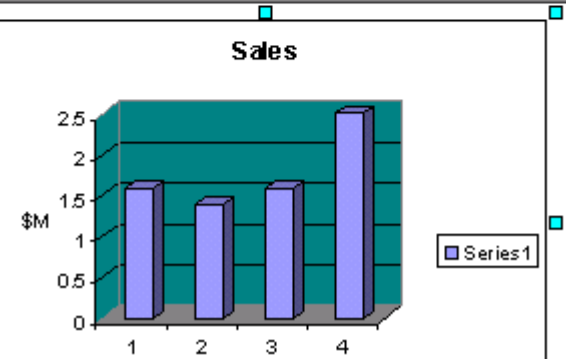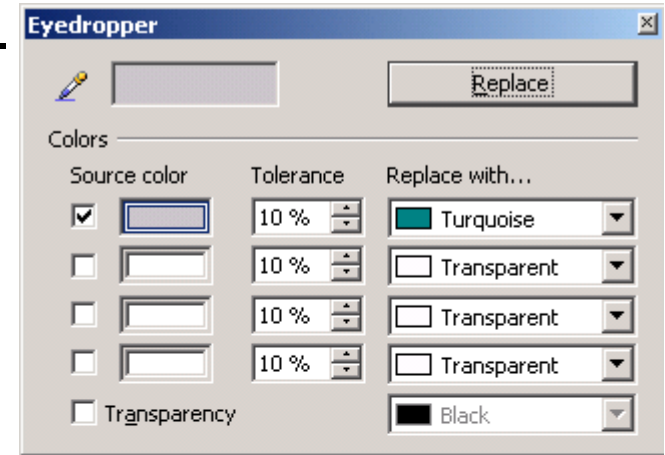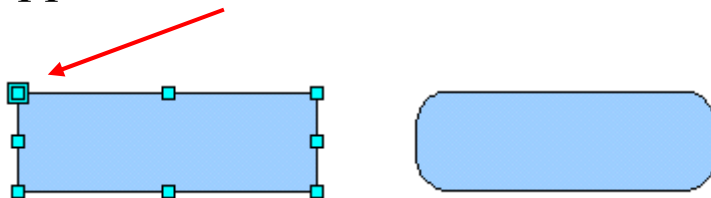
Get Open Office

- Download Open Office from the website at www.openoffice.org/
- First click then OpenOffice.org 2.0.3 Windows

- Open Office requires that your computer have Sun's "Java Run-time Environment" or JRE. Note: the JRE is <u>not</u> part of a standard Windows installation. Version 2.0.2 had an option for installing the JRE, but 2.0.3 requires that you download the JRE from Sun and then install it separately. We will use version 2.0.2.

- The entire Open Office installation file (including the JRE) is "only" 106 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".

OpenOffice.org 2.0 Installation Preparation

Select Folder

Select the folder in which to save the unpacked files.

OpenOffice.org 2.0

The OpenOffice.org 2.0 installation files will be unpacked and saved in the folder shown below. If you would like to save OpenOffice.org to a different folder, click 'Browse' to select another folder.

Destination Folder

D:\temp\OpenOffice.org 2.0 Installation Files   Browse...

Space required: 108.9MB
Space available: 7.3GB

< Back   Unpack   Cancel

- At the Welcome screen, click "Next >"

OpenOffice.org 2.0 - Installation Wizard

Sun microsystems

Welcome to the Installation Wizard for OpenOffice.org 2.0

The Installation Wizard will install OpenOffice.org 2.0 on your computer. To continue, click Next.
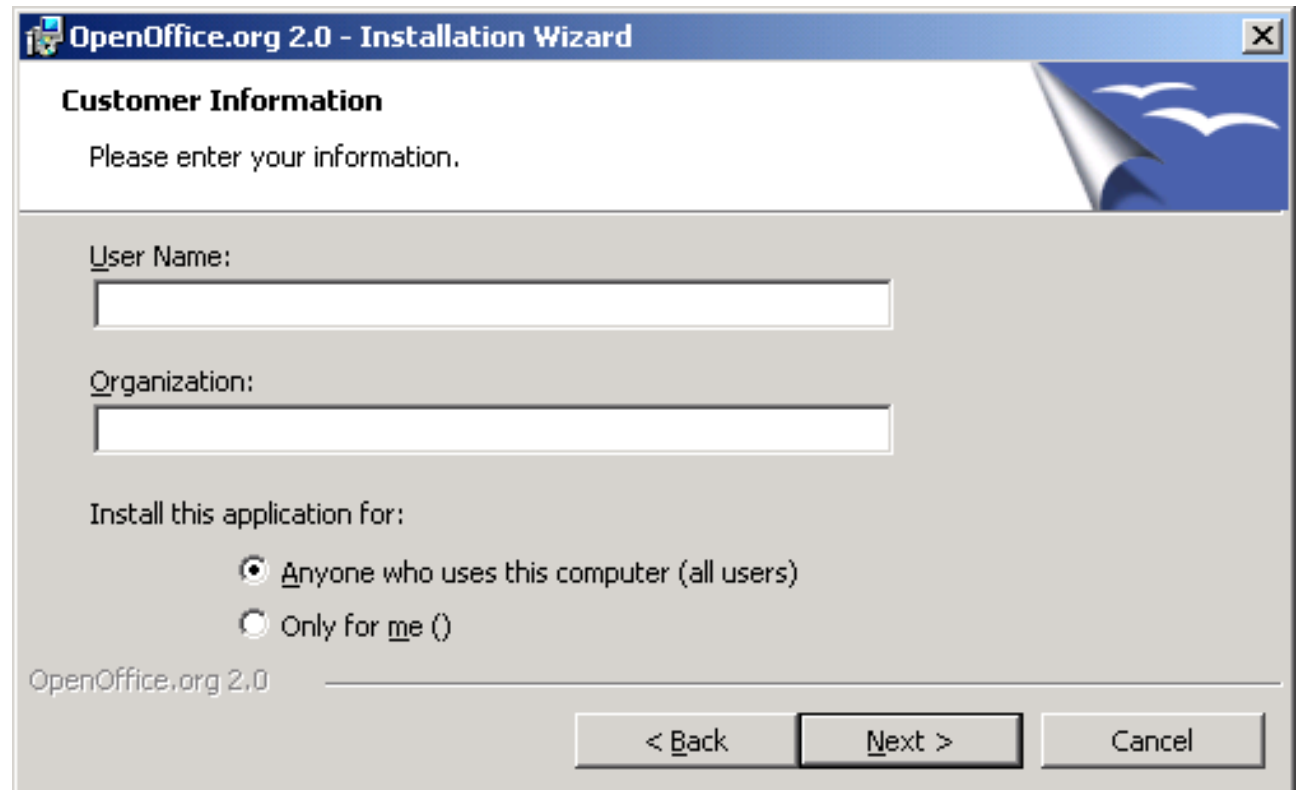
< Back   Next >   Cancel

Accept the License

- Accept the License by clicking the radio button, and then "Next >".
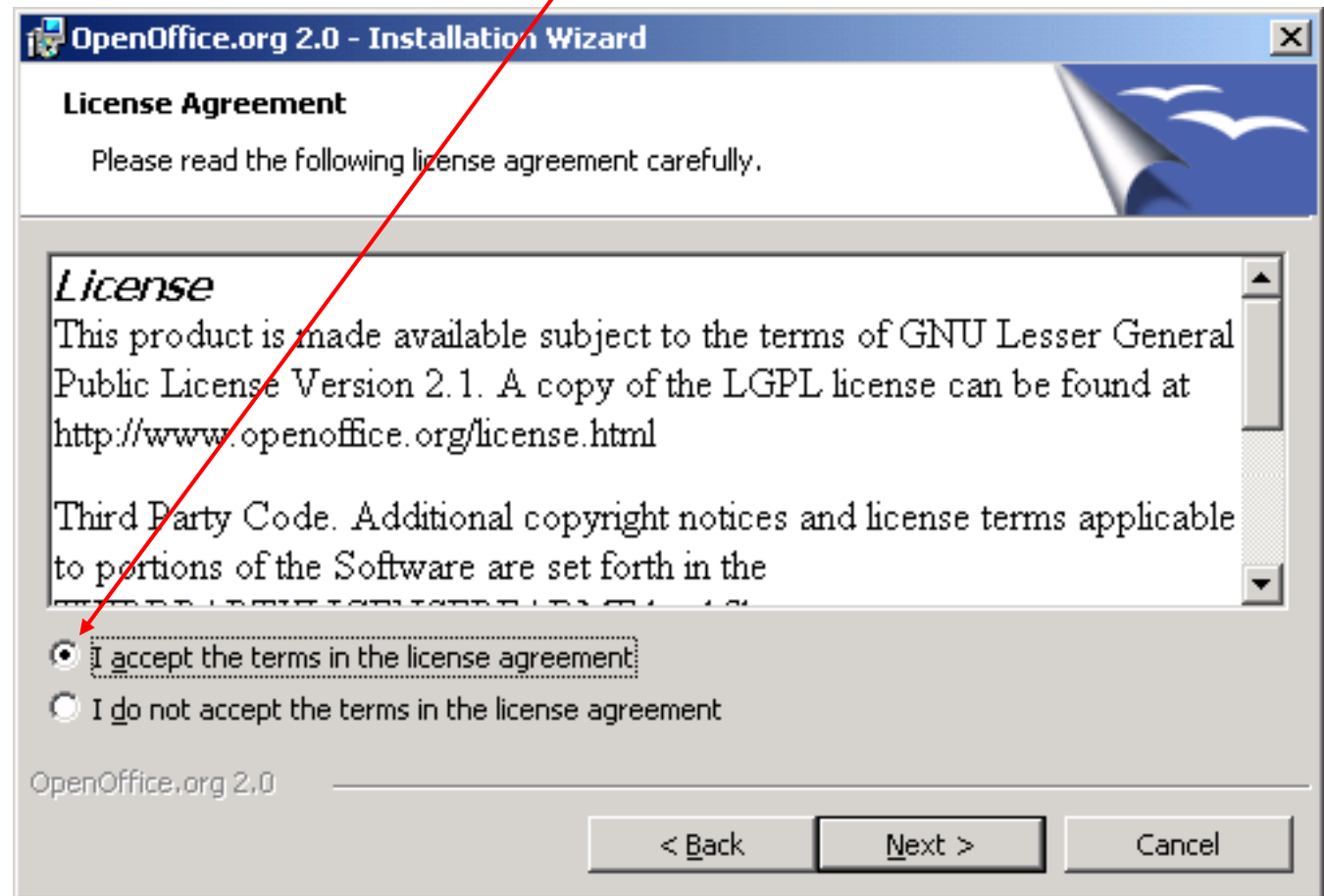
Customer Information

- 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)".
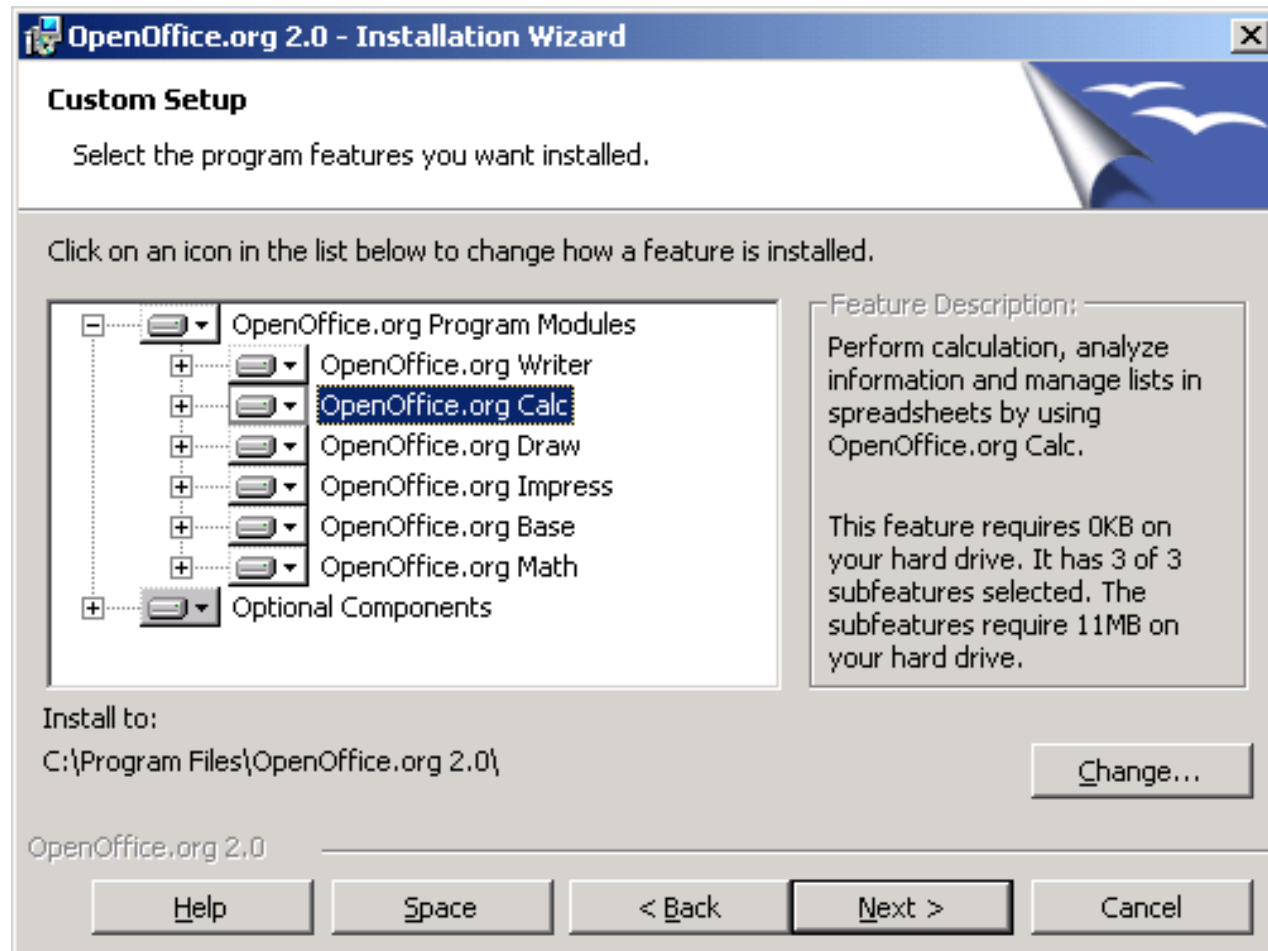
- Click "Next >".

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 >".
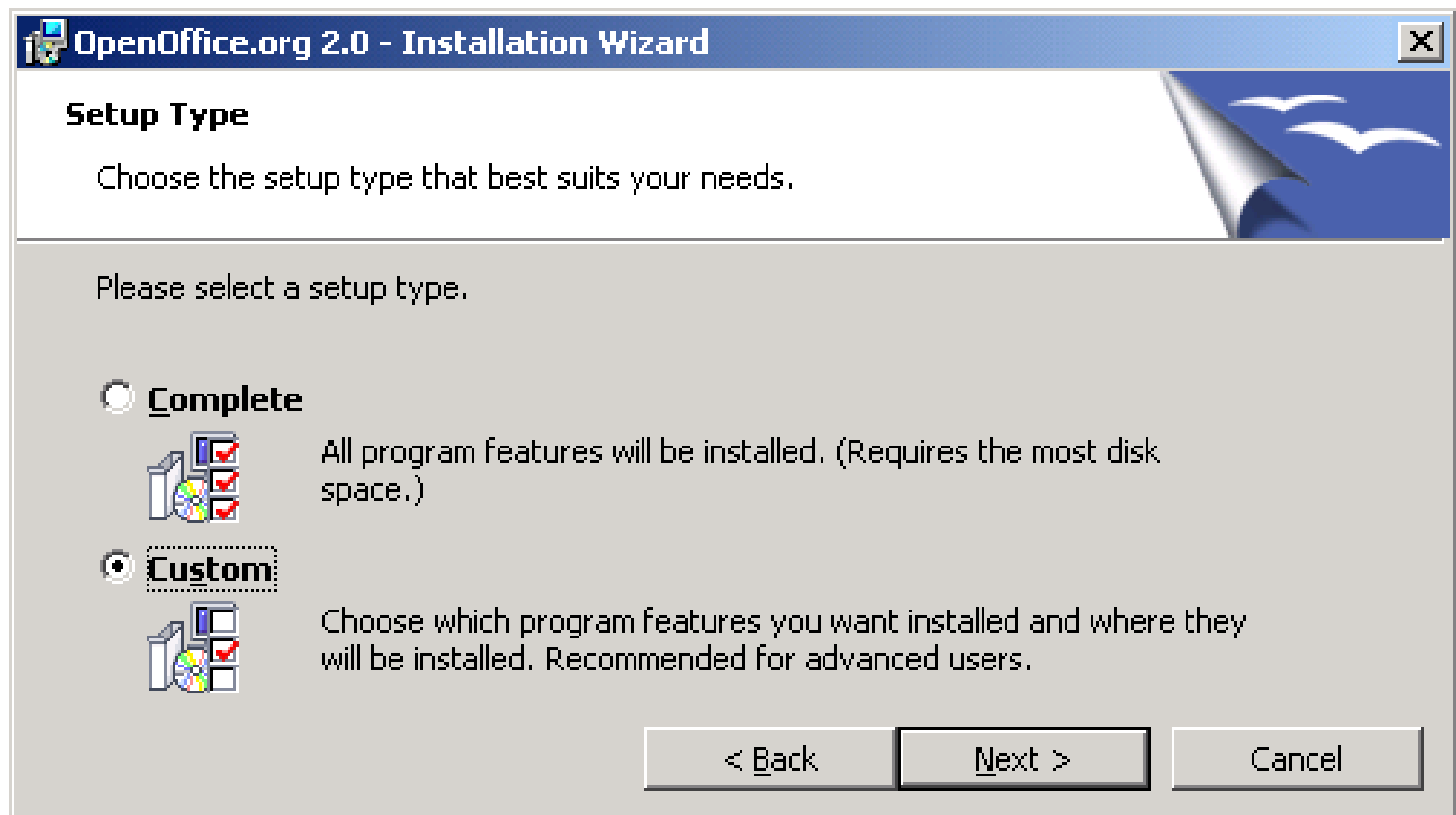
Custom Setup

- This window shows which features will be installed. To change a selection, click on the [icon] icon.
- To install to a different disk / directory, click "Change…".

- When done, click "Next >".
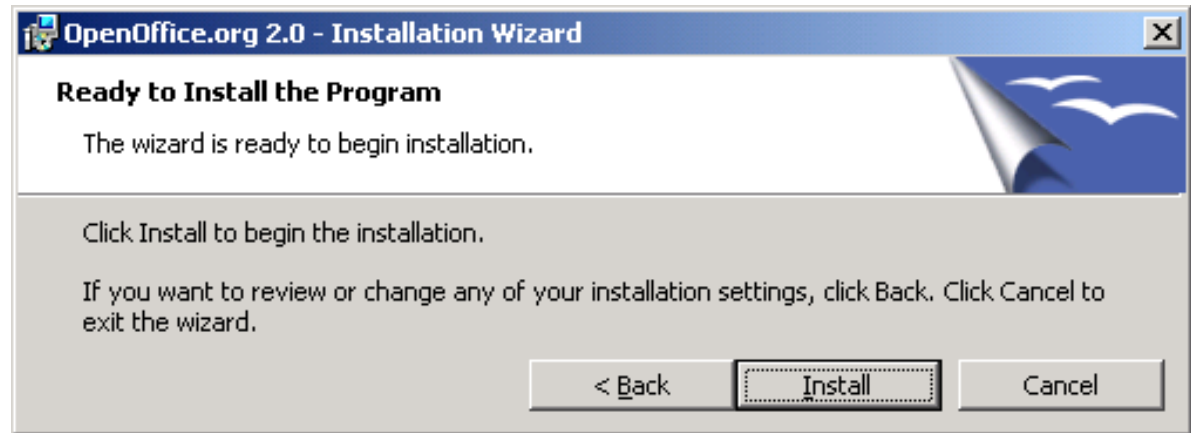
File Type (this is important!)

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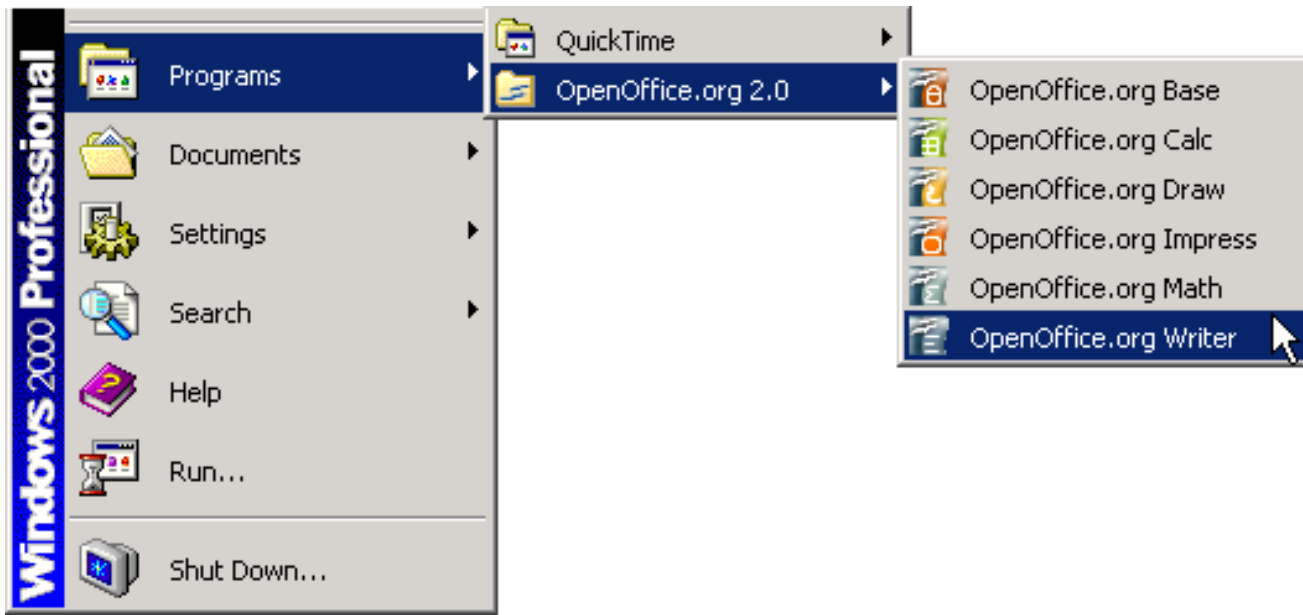- If you don't have Microsoft Office (or want Open Office to be the default), check the boxes.

Ready to Install

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

- Java 2SE Runtime Environment is installed first. Then Open Office. Congratulations! You're done.
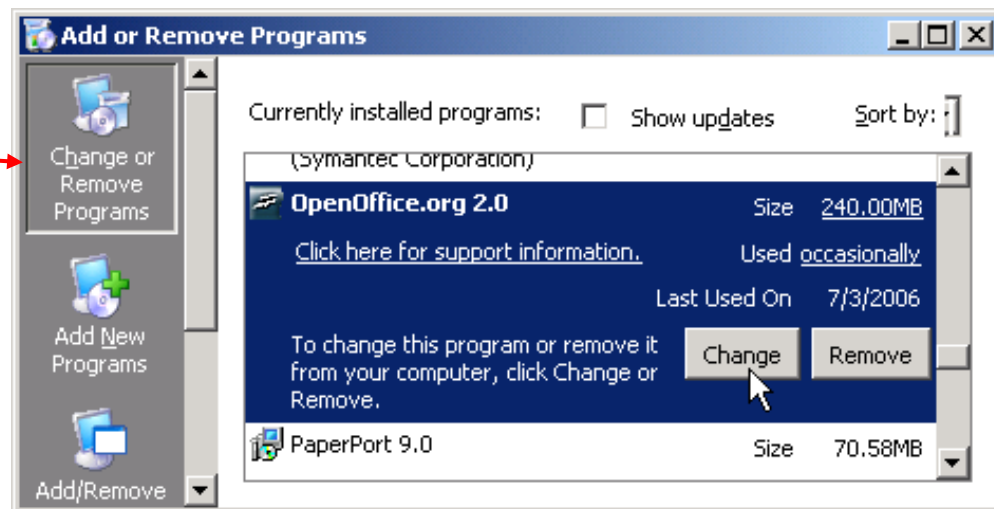
Changing File Associations After Installation

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.