**Unit 4**

**OFFICE TOOLS**

l**LibreOffice**

**LibreOffice** is a [free and open-source](https://en.wikipedia.org/wiki/Free_and_open-source) [office productivity software](https://en.wikipedia.org/wiki/Productivity_software) suite, a project of [The Document Foundation](https://en.wikipedia.org/wiki/The_Document_Foundation) (TDF). It was [forked](https://en.wikipedia.org/wiki/Fork_(software_development)) in 2010 from [OpenOffice.org](https://en.wikipedia.org/wiki/OpenOffice.org), an open-sourced version of the earlier [StarOffice](https://en.wikipedia.org/wiki/StarOffice). The LibreOffice suite consists of programs for word processing, creating and editing of spreadsheets, slideshows, diagrams and drawings, working with [databases](https://en.wikipedia.org/wiki/Databases), and composing mathematical formulae.

**Components of LibreOffice**

**Writer (Word processor**): it is used for creating letters, books, blogs and also reports.

**Calc (Spread sheet)**: It is used for financial and mathematical function.

**Impress (Presentation)**: it gives a multimedia facility. It gives special effect animation as well as a drawing tool

**Draw (vector graphics)**: it is a vector drawing tool that can produce everything from a simple diagram or flowchart.

**Base (Database)**: it helps us to create edit forms, reports and queries and also a relation.

**Math (formula editor):** It can create complex equations as well as characters.

Text Document:  Writer is a feature rich tool for creating letters, books, reports, newsletters, brochures, and other documents.

**Advantages of LibreOffice.**

* It's free (as in speech) which means you can change it and rebuild it should you desire.
* It's cross-platform in that it's written in Java, so it'll run on pretty much any platform
* Since it and its file formats are open you will still have access to the source in years to come and won't be stuck with not being able to open old legacy documents, like MS Office et al have demonstrated in the past
* It defaults to using open standards, rather than Microsoft's "open" standards which aren't really that open
* It'll save PDFs without hassle
* You can download it to your computer without having to give up any personal information
* It's not a gazillion gigabytes to download
* You can install it on as many machines as you like
* You can give a copy to your friends

**Open Office**

**OpenOffice.org** (**OOo**), commonly known as **Open Office**, is a discontinued [open-source](https://en.wikipedia.org/wiki/Open-source_software) [office suite](https://en.wikipedia.org/wiki/Office_suite). Active successor projects include [LibreOffice](https://en.wikipedia.org/wiki/LibreOffice) (the most actively develope), [Apache OpenOffice](https://en.wikipedia.org/wiki/Apache_OpenOffice),[Collabora Online](https://en.wikipedia.org/wiki/Collabora_Online) (enterprise ready LibreOffice) and [NeoOffice](https://en.wikipedia.org/wiki/NeoOffice) (commercial, and available only for macOS).

**Open Office is free software**. That means you are free to download it, free to install it on as many PCs as you like, free to pass copies to as many people as you like. You may use Open Office for any purpose without restriction: private, educational, public administration, commercial.

Open Office is the leading open-source office software suite for **word processing, spreadsheets, presentations, graphics, databases and more**. It is available in many languages and works on all common computers.

**Components of Open Office**

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**Microsoft Office**

Microsoft Office is **a suite of applications designed to help with productivity and completing common tasks on a computer**. You can create and edit documents containing text and images, work with data in spreadsheets and databases, and create presentations and posters.

**MS Word**

Microsoft Word is **a word processing program that allows for the creation of both simple and complex documents**.

A Word processor is a computer program for processing words.

Word processor software provides a general set of tools for entering, editing, and formatting text.

### Features:

* **Fast Typing:** Text in a word processor becomes fast since there is no associated mechanical carriage movement.
* **Editing functions:** Any type of correction (insert, delete, change, etc.) can be easily done as and on demand.
* **Permanent storage:** Documents can be stored indefinitely. The saved document can be called up at any time.
* **Formatting functions:** Entered text can be created in any form and style (bold, italic, underline, different fonts, etc.). Graphics Provides the ability to insert drawings into documents, making them more useful.
* **OLE (Object Linking and Embedding):** OLE is a program integration technology used to exchange information between programs about objects. Objects are entities stored as graphs, equations, video clips, audio clips, images, and so on.
* **Alignment:** You can align your text as you like, for example, left, right, or centered. You can even make a box set, i.e, aligned from both sides.
* **Delete errors:** You can remove a word, line, or paragraph from a stroke and the rest of the subject will appear automatically.
* **Line Spacing:**You can set the line spacing from one to nine according to your preference.
* **Move-in Cursor:** You can move the cursor from one word to another or from one paragraph to another as needed.
* **Naming a Document:** You can name a document and retrieve it from your hard drive at any time for editing, updating, correction, and even for printing.
* **Page break:** You can set a page break at any point in the text so that the next page is printed when printing.
* **Search and Replace:** You can search for a specific word in the entire document and replace it with another word.
* **Thesaurus:**you can exchange a word with one of its synonyms. This way you can avoid the repetition of a single word in a document and add beauty to the language.
* **Indentation:** Refers to the space between the text boundaries and the margins of the page. There are three types of indents: positive, negative, and hanging.
* **Header and footer:** A header or footer is text or a graphic, such as a page number, a date, or a company logo, that is typically printed at the top or bottom of each page of a document.
* **Mail Merge:**This is a function that allows you to print a large number of letters/documents with more or less similar texts. Below this, the same letter of invitation must be sent to the guests; only the name and address are changed.

**MS PowerPoint**

MS PowerPoint is a program that is included in the Microsoft Office suite. It is used to make presentations for personal and professional purposes.

In this article, we shall discuss in detail the functions and features of a PowerPoint presentation, followed by some sample questions based on this topic for the upcoming competitive exams.

### Features of MS PowerPoint

* **Slide Layout**
* **Insert – Clipart, Video, and Audio.**
* **Slide Design**
* **Animations**
* Audio features.
* Bi-directional text features.
* Collaboration features.
* Design and layout features.
* Keyboard features.
* Object insertion features.
* Picture features.
* Print features.

**MS EXCEL**

Microsoft Excel is a spread sheet program created by Microsoft that uses tables to record and analyse numerical and statistical data with formulas and functions". In simple words, MS Excel is a powerful spread sheet program included with Microsoft Office and is mainly used to record data in tables.

**Features of MS EXCEL**

Autocalc: This feature is very useful to sum a group of numbers is selected them. Their sum will automatically appear in the status area.

Auto complete: Excel now intelligence to anticipate what you are going to type! Based upon entries you’ve already made, AutoComplete will try to figure out what you intended to type, once you’ve entered few letters.

Autocorrect: Excel can support automatically correct mistakes.

Excel Charts: Excel charts help you communicate insights & information with ease. By choosing your charts wisely and formatting them cleanly, you can convey a lot.

**Microsoft Access**

Microsoft Access is a popular information management tool that **helps you store all kinds of information for reporting, analysis, and reference**. With Microsoft Access, you can manage data more efficiently and analyze large amounts of information.

# Open Office Writer

Open Office Writer online is an extension that allows to **create, edit and view any Microsoft Word documents in both doc and docx formats**. It is a word processor and publishing tool. It allows to create large documents, reports, and books, and simple enough for a quick memo.

# Features of Open Office Writer

* Create documents fast, using built-in and custom templates and styles.
* Manage large documents using various features like the ability to create table of contents, index, and cross references.
* A spelling and grammar checker (Hunspell)
* Built-in drawing tools.
* Built-in form building tools.
* Built-in calculation functions.
* Writer is capable of opening and saving to a number of formats, including OpenDocument (ODT is its default format), Microsoft Word's DOC, DOCX, RTF and XHTML.

# Open Office Calc

**Calc** is the spreadsheet application you’ve always wanted. Newcomers find it intuitive and easy to learn; professional data miners and number crunchers will appreciate the comprehensive range of advanced functions.

Calc is **the spreadsheet component of OpenOffice.org (OOo)**. You can enter data (usually numerical) in a spreadsheet and then manipulate this data to produce certain results.

## Features of OpenOffice Calc:

              **connecting with Excel**- Ability toopen, edit, and save Microsoft Excel spreadsheets.

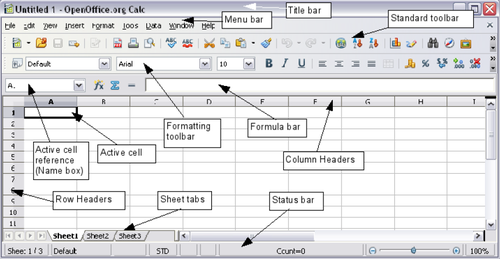
              **AutoSum**- helps you to add thecontents of a cluster of adjacent cells.

              **List AutoFill**- automatically extendscell formatting when a new item is added to the end of a list.

              **AutoFill**- allows you to quickly fill cellswith repetitive or sequential data such as chronological dates or numbers, and repeated text. AutoFill can also be used to copy functions. You can also alter text and numbers with this feature.

              **Charts**- helps you in presenting agraphical representation of your data in the form of Pie, Bar, Line charts and more.

# Parts of the main Calc window



## Title bar and Menu bar

The Title bar, at the top, shows the name of the current spreadsheet. If the spreadsheet is new, then its name is *Untitled X*, with *X* being a number. When you save a new spreadsheet for the first time, you will be prompted to enter a name.

Under the Title bar is the Menu bar. When you choose one of the menus, a submenu appears with other options.

## Toolbars

Under the Menu bar by default are three toolbars: the Standard toolbar, the Formatting toolbar, and the Formula bar.

The icons on these toolbars provide a wide range of common commands and functions.

## Formula bar

On the left of the Formula bar is a small text box, called the **Name** box, with a letter and number combination in it, such as *D7*. This is the column letter and row number, called the cell reference, of the current cell.

## Individual cells

The main section of the screen displays the individual cells in the form of a grid, with each cell being at the intersection of a particular column and row.

At the top of the columns and at the left-hand end of the rows are a series of gray boxes containing letters and numbers. These are the column and row headers. The columns start at A and go on to the right and the rows start at 1 and go on down.

## Sheet tabs

At the bottom of the grid of cells are the sheet tabs. These tabs enable access to each individual sheet, with the visible, or active, sheet having a white tab.

Clicking on another sheet tab displays that sheet and its tab turns white. You can also select multiple sheet tabs at once by holding down the *Control* key while you click the names

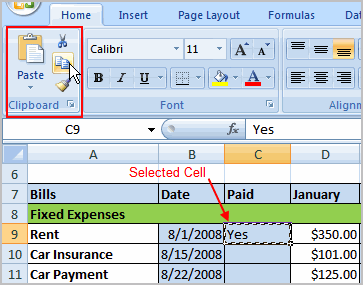
## Status bar

At the very bottom of the Calc window you will find the status bar where you can quickly obtain some information on the current spread sheet.

### Working with cells

### To copy and paste cell contents:

* Select the **cell or cells** you wish to **copy**.
* Click the **Copy** command in the Clipboard group on the Home tab. The border of the selected cells will change appearance.



* Select the **cell or cells** where you want to **paste** the information.
* Click the **Paste** command. The copied information will now appear in the new cells.

To select **more than one adjoining cell**, left-click one of the cells, drag the cursor until all of the cells are selected, and release the mouse button.

Open Office Impress

Impress is Open Office. Org’s presentations (slide show) component. You can **create slides that contain many different elements, including text, bulleted and numbered lists, tables, charts, clip art, and a wide range of graphic objects.**

# Main Impress window

The main Impress window has three main sections: Slides pane, Workspace, and Sidebar. At the top is the Menu bar and toolbars. Toolbars can be displayed, hidden, locked in position, or floating during the creation of a presentation.

## Slides pane

The Slides pane contains thumbnail images of slides in a presentation in the order in which the slides are shown. Clicking on a slide image in the Slides pane selects it and places the slide in the Workspace where you can make changes to the displayed slide.

* To display or close the Slides pane, go to **View > Slide Pane** on the Menu bar.
* To close the Slides pane, click on the **X** in the right top corner of the Slides Pane.
* To display or hide the Slides pane, use the **Hide/Show** marker on the left of the Workspace.

You can carry out several additional operations on one or more slides in the Slides pane. These additional operations are available from a context menu when you right-click in the Slides pane.

* Add new slides to a presentation.
* Hide a slide so that it will not show in a presentation.
* Delete a slide from a presentation.
* Rename a slide.
* Duplicate a slide (copy and paste).
* Move a slide to another position in the slide order by dragging and dropping it to the desired position.

You can also carry out the following operations, although there are more efficient methods than using the Slides pane:

* Change the slide transition following the selected slide or after each slide in a group.
* Change the sequence of slides in the presentation.
* Change the slide design.
* Change slide layout for a group of slides simultaneously.

## Sidebar

The Impress Sidebar, normally located on the right side of the Workspace, is similar to the Sidebar in the other LibreOffice modules. It consists of seven decks, as described below. To open a deck, use one of the following methods:

* Click on its icon on the right side of the Sidebar.
* Click on **Sidebar Settings** at the top of the Sidebar and select a deck from the drop‑down list.
* Go to **View** on the Menu bar and select the deck required from the drop-down menu.

### *Properties*

The Properties deck has nine panels, allowing you to change the slide layout and format any objects on a slide.

* When a slide is selected and appears in the Workspace, the Properties deck opens with the *Slide* and *Layouts* panels available.
* When an object on a slide is selected, the Properties deck has the following panels available: *Character*, *Paragraph*, *Area*, *Lists*, *Shadow*, *Line*, and *Position and Size*.

### *Styles*

On the Styles deck, you can apply drawing and presentation styles to a selected object, create new styles for drawing and presentation, and modify both types of styles. When you save changes to a style, the changes are applied to all of the elements formatted with that style in the presentation. See “[Styles](https://books.libreoffice.org/en/GS72/GS7206-GettingStartedWithImpress.html#bkmRefHeadingToc105883964436190)” on page [1](https://books.libreoffice.org/en/GS72/GS7206-GettingStartedWithImpress.html#bkmRefHeadingToc105883964436190).

### *Navigator*

The Navigator deck displays all objects contained in a presentation. It provides a convenient way to move between slides in a presentation or select an object on a slide. It is recommended to give slides and objects in a presentation meaningful names so that you can easily identify them when using the Navigator. See the *Impress Guide* for more information.

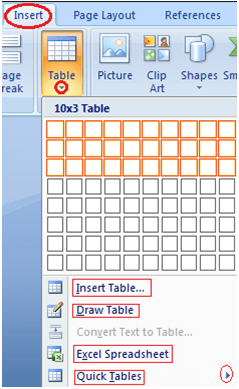
### *Shapes*

The Shapes deck provides quick selection of most items that are available on the Drawing toolbar: *Lines and Arrows*, *Curves and Polygons*, *Connectors*, *Basic Shapes*, *Symbol Shapes*, *Block Arrows*, *Flowchart*, *Callouts*, *Stars and Banners*, and *3D Objects*.

# How to Insert Table in MS Word

Table is a versatile tool of MS Word. It allows you to organize your information, i.e. you can align text, present numerical data and create forms and calendar. The steps to insert table are given below;

* Place the cursor where you want to insert the table
* Select the Insert tab
* In Tables group click the Table command
* It displays different options to insert the table
* Select the desired option to insert the table



# How to Add Row in Table

If you want to increase or add a new row in your table, you can follow the steps given below;

* Place the cursor in a row above or below which you want to add row
* Right click the mouse
* A menu appears
* Place the arrow over Insert option
* It will display a menu
* As required select 'Insert Rows Above' or 'Insert Rows Below'

# How to Add Column in Table

If you want to increase or add a new column in your table, you can follow these steps;

* Place the cursor in the column adjacent to which you want to add the column
* Right click the mouse
* It displays a menu
* Place the arrow over Insert option
* It shows a list of commands