

DITA Topic Map

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LibreOffice 4.3.0 Office Suite

Use LibreOffice 4.3.0 Office Suite.



LibreOffice is a free, open source office suite made up of six key programs:

- *Writer* (word processor)
- *Calc* (spreadsheet application)
- *Impress* (presentation engine)
- *Draw* (drawing and flowcharting application)
- *Base* (database and database frontend)
- *Math* (edits mathematics)

Please use the navigation bar to browse the site and learn more about LibreOffice programs Writer, Calc, and Impress.

How to download and install LibreOffice

Download and install LibreOffice 4.3.0 for Windows in order to write letters, create spreadsheets, and/or create presentations.

Context

Use this version only if you are using a Windows based computer and no additional updates have been issued.

Required

- Computer
- Internet access

Steps

1. Navigate to www.libreoffice.org using your preferred browser.
2. Click **DOWNLOAD NOW** from the homepage.
3. Click **DOWNLOAD VERSION 4.3.0** located under Main Installer (*Figure 2*).

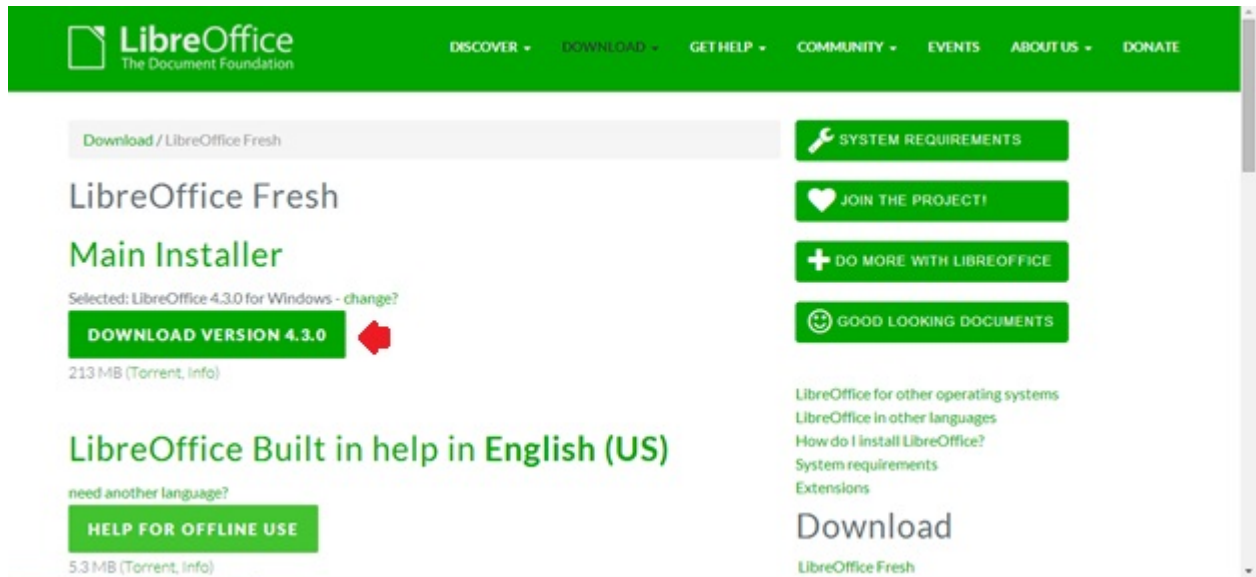


Figure 1: Figure 2: Main Installer list from which to select DOWNLOAD VERSION 4.3.0.

4. A *Save As* dialog box will open: select the desired location to download LibreOffice and click **Save**.
NOTE: Your browser will navigate to a new screen from which the dialog box will pop up automatically. If you chose, you will be able to make a donation from this page.
5. From the download bar, open the downloaded file when it is complete (*Figure 3*).

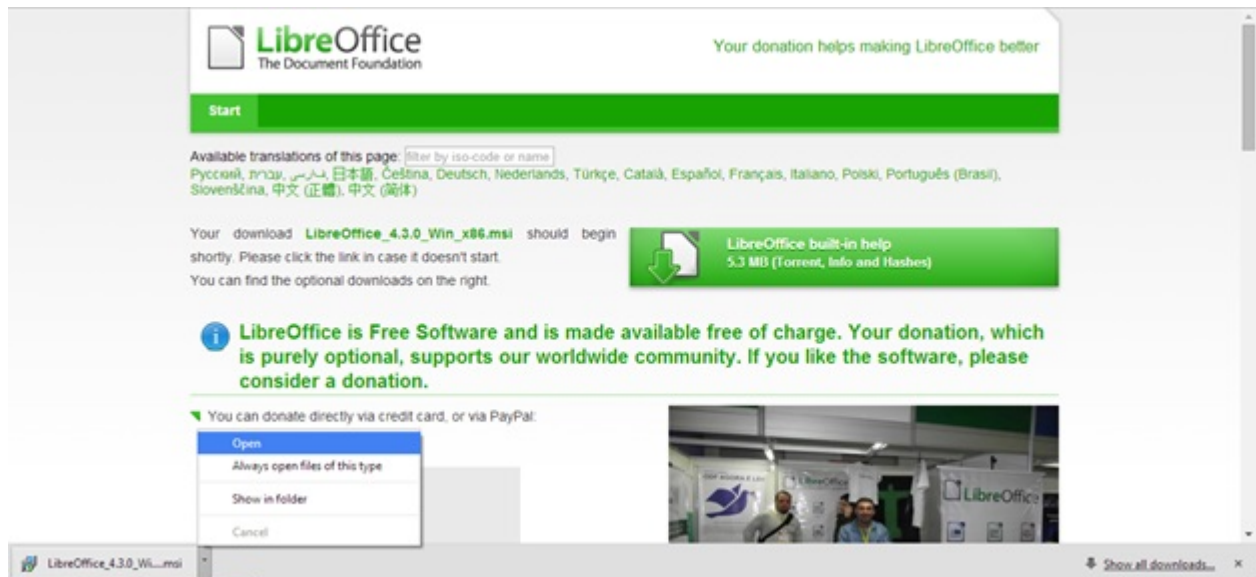


Figure 2: Figure 3: Opening the download in the download bar once it is complete.

6. When prompted to run file, click **Run**.
7. Click **Next** from the installation window once available.
8. Select your desired installation settings from the window when prompted to complete installation.

NOTE: It may be necessary to restart your computer to fully complete installation.

Example

Once completed, LibreOffice will be accessible from the **Start** menu or, if selected, a desktop icon will be available (Figure 4).



Figure 3: Figure 4: Desktop icon for LibreOffice after completed download and installation.

How to use LibreOffice as an alternative to Microsoft Office

LibreOffice can be used to create or edit the same, and even more, types of files as Microsoft Office all from one package.

Context

Use when a free, open source, portable, and cross-platform office suite is needed. LibreOffice should also be used when a drawing platform is needed; creating HybridPDFs; importing SVG vector or Adobe Photoshop graphics; and importing from CorelDraw, Corel Presentation Exchange or Adobe/Macromedia Freehand.

Required

- Computer with LibreOffice

Steps

1. Open LibreOffice either from the **Start** menu or the desktop icon.
2. Using the menu bar on the left, select what form of document to create.

NOTE: **Open File** will need to be selected to edit an existing file.

Post-requisites

- Uninstall Microsoft Office from your computer.

How to write a letter in LibreOffice

Create a letter in LibreOffice using the word processor, Writer.

Pre-requisites

- 1 computer with LibreOffice

Steps

1. Open LibreOffice either from the **Start** menu or the desktop icon.
2. Using the menu bar on the left, select **Writer Document**.

NOTE: This will open a blank, untitled Writer screen.

3. Under **File** in the Menu toolbar, click **Save As....** Enter the desired filename of your letter and click **Save**.
4. Insert the appropriate header, greeting, body, salutation, and signature for your letter (*Figure 5*).

NOTE: Remember to save frequently while you work by clicking **File: Save**.

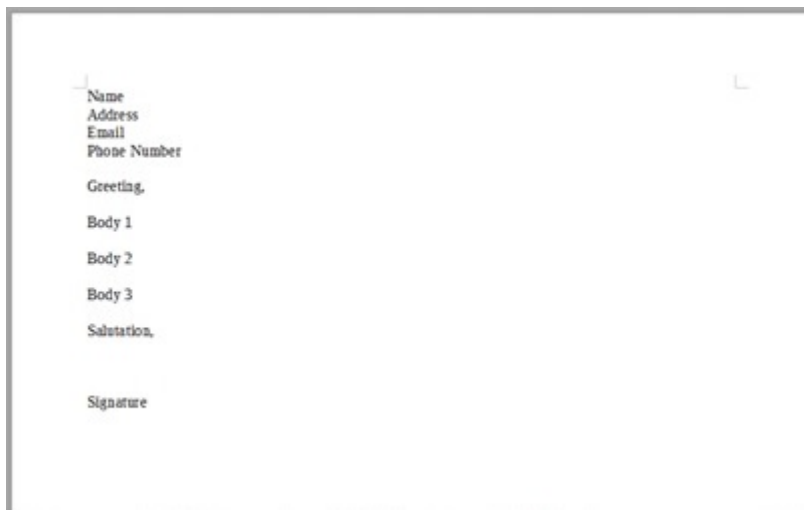


Figure 4: Figure 5: The general structure of a letter outlined in LibreOffice Writer.

5. Use Writer toolbars to format your letter to the desired form, e.g. italicizing the signature (*Figure 6*).

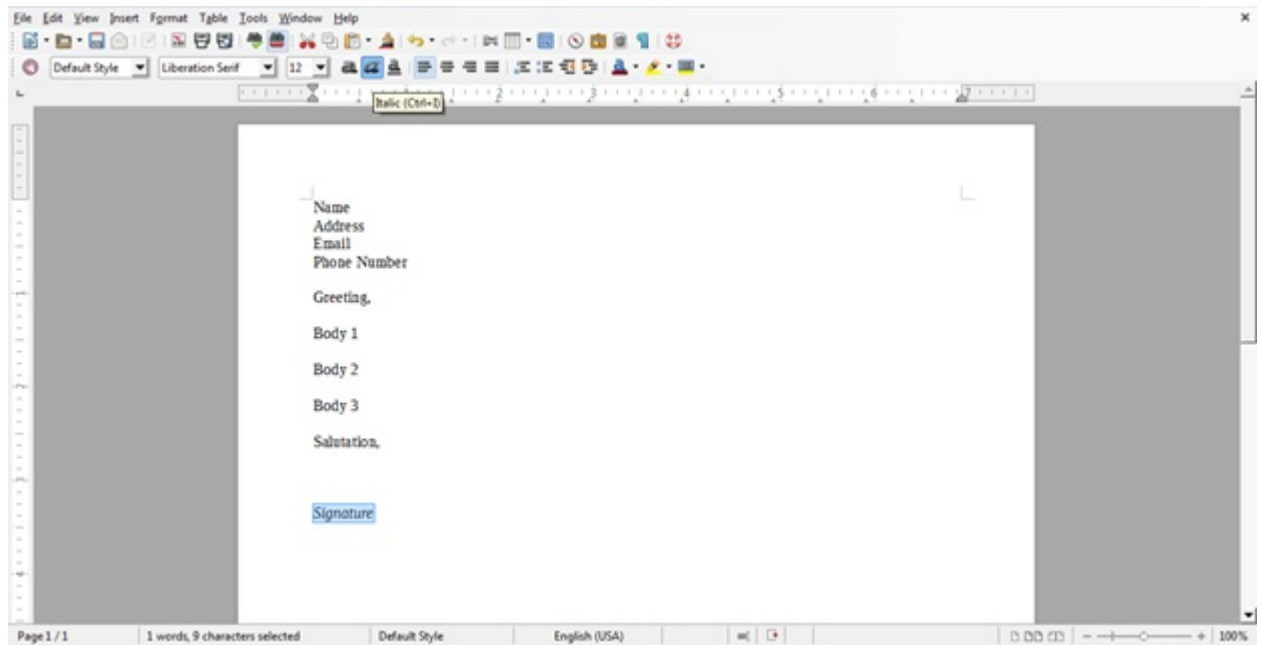


Figure 5: Figure 6: Using Writer toolbars to format the signature (highlighted) of a letter to be italicized.

6. Upon completion, click **File: Save** to save your final letter.

NOTE: The keyboard shortcut "Ctrl + S" can also be used.

How to create a presentation in LibreOffice

Create a presentation in LibreOffice using the presentation engine, Impress.

Pre-requisites

- 1 computer with LibreOffice

Steps

1. Open LibreOffice either from the **Start** menu or the desktop icon.
2. Using the menu bar on the left, select **Impress Presentation**.
NOTE: This will open a blank, untitled Impress screen in the Normal view.
3. Under **File** in the Menu toolbar, click **Save As....** Enter the desired filename of your presentation and click **Save**.
4. Complete the title slide by clicking within **Properties: Layouts** and selecting the layout of the slide, then adding the appropriate title, text, or images (*Figure 9*).

NOTE: Remember to save frequently while you work by clicking **File: Save**.

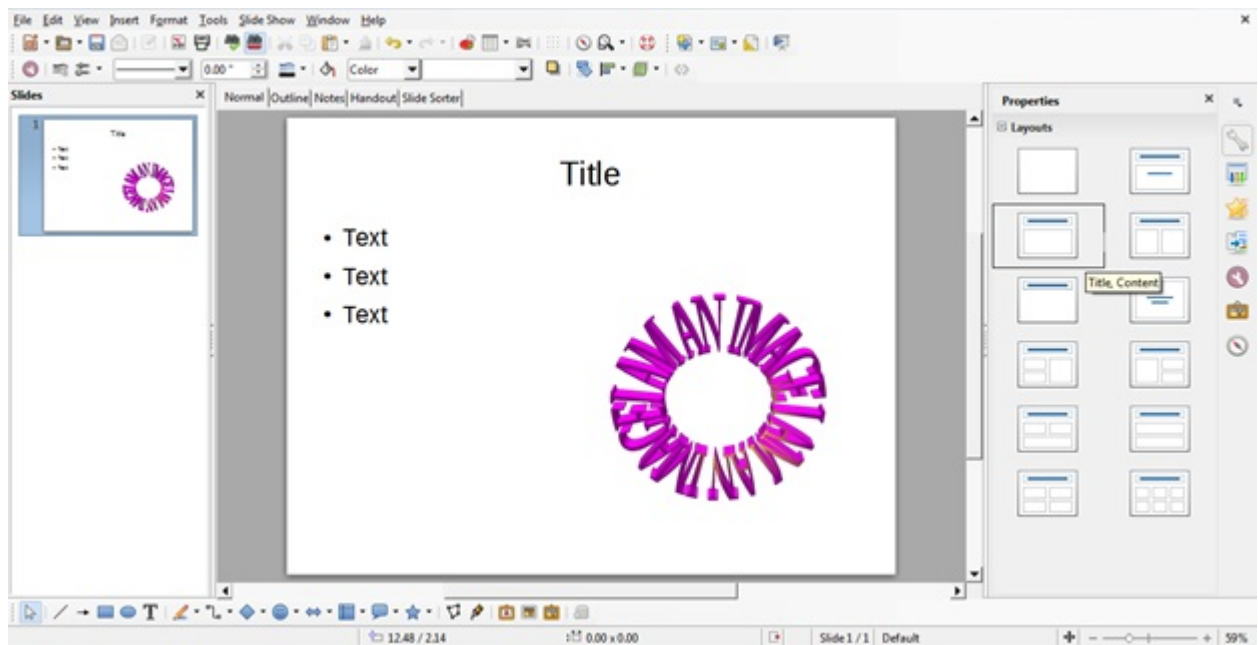


Figure 6: Figure 9: Selecting an appropriate slide layout for the needed title, text, or images.

5. Add your own images by clicking **Insert** in the Main toolbar and selecting **Image: From File...**. Navigate to and select your desired image and click **Open** (Figure 10).

NOTE: This can also be done by using the shortcut **Insert Image** button within the content textbox (Figure 11).

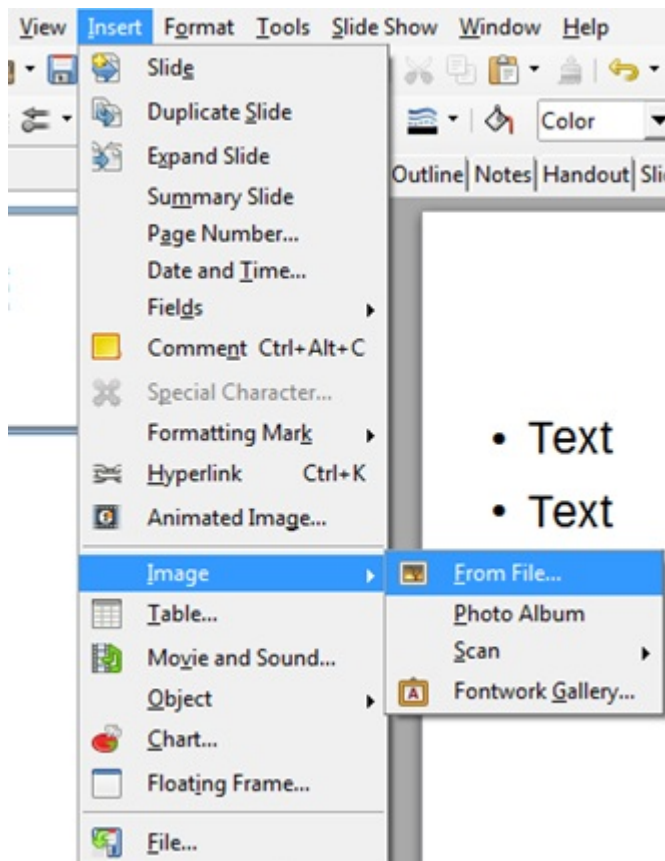


Figure 7: Figure 10: Adding a personal image to a slide using the Main toolbar.

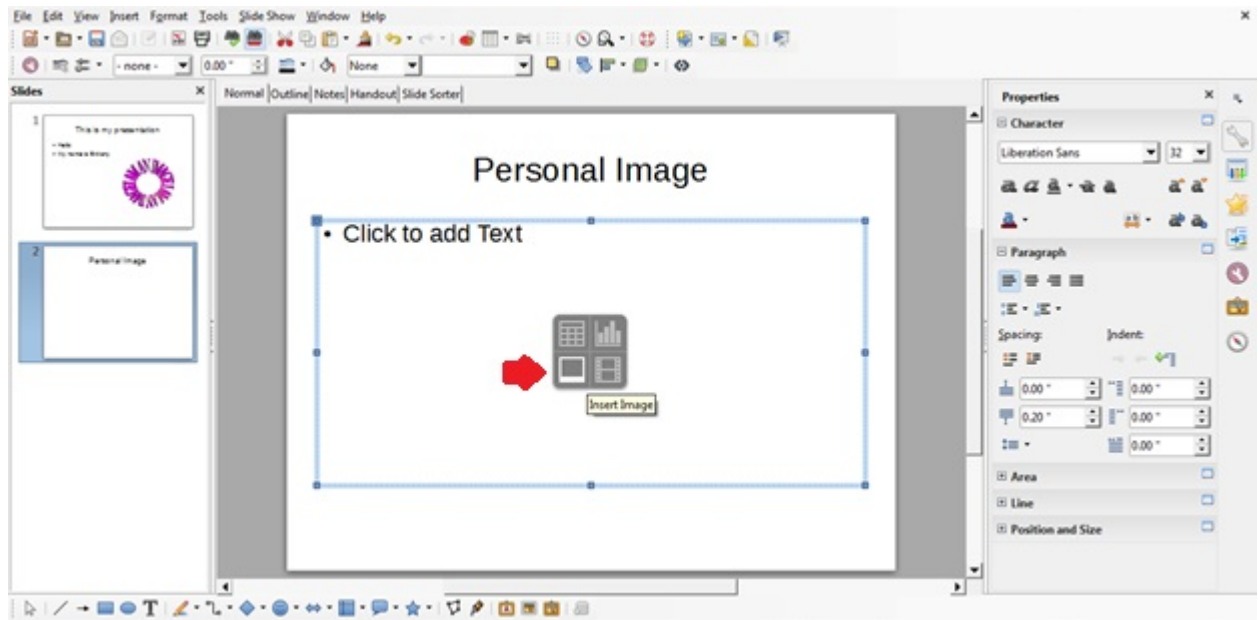


Figure 8: Figure 11: Adding a personal image to a slide using the content button shortcut.

6. Add additional slides by clicking **Insert** in the Main toolbar and selecting **Slide** (Figure 12).

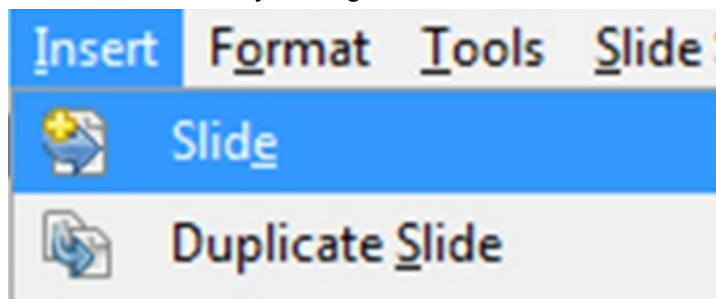


Figure 9: Figure 12: Adding a new slide using the main toolbar.

7. Complete the presentation using **Properties: Layouts** to select a slide layout for each slide and the Impress toolbars to format the slides.
8. View your presentation by clicking **View** in the Main toolbar and selecting **Start from first Slide**.
9. Upon completion, click **File: Save** to save your final presentation.

NOTE: The keyboard shortcut "Ctrl + S" can also be used.

Example

Using the **Slide Sorter** view, your presentation will look like this (Figure 13).

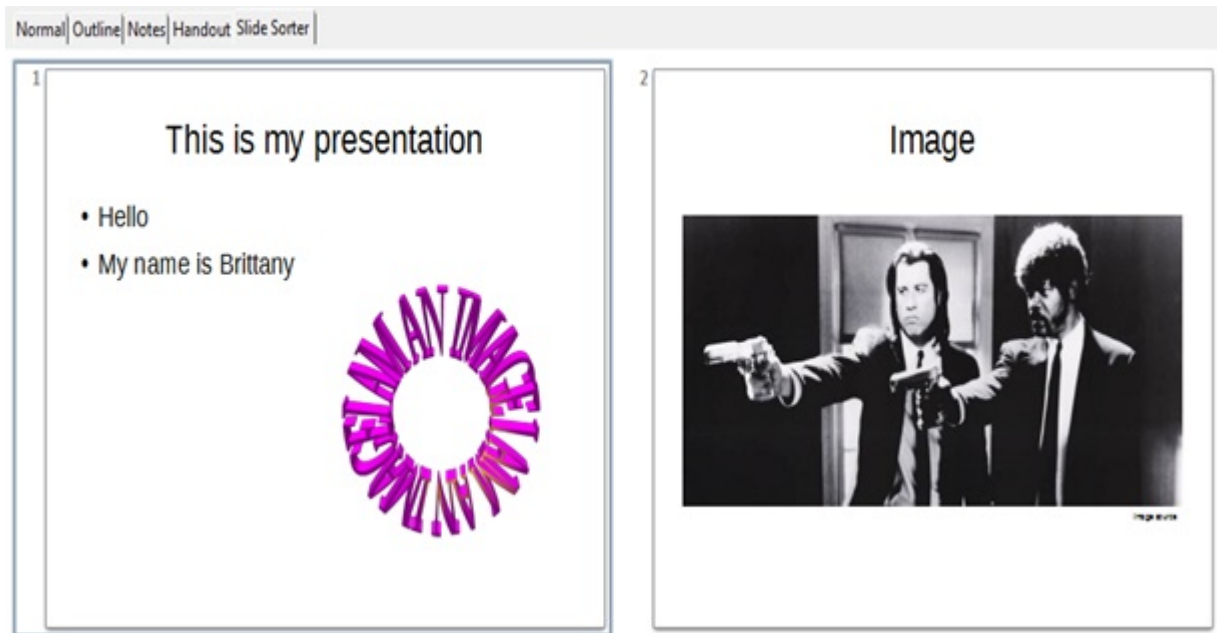


Figure 10: Figure 13: Presentation (slides 1-2) in Slide Sorter view.

How to create a simple spreadsheet in LibreOffice

Create a simple spreadsheet in LibreOffice using the spreadsheet application, Calc.

Pre-requisites

- 1 computer with LibreOffice

Steps

1. Open LibreOffice either from the **Start** menu or the desktop icon.
2. Using the menu bar on the left, select **Calc Spreadsheet**.

NOTE: This will open a blank, untitled Calc screen.

3. Under **File** in the Menu toolbar, click **Save As...** Enter the desired filename of your spreadsheet and click **Save**.
4. Insert the appropriate titles, labels, and information for your spreadsheet into the blank cells by clicking on the desired cell (it will outline in black) and immediately typing (*Figure 7*).

NOTE: Remember to save frequently while you work by clicking **File: Save**.

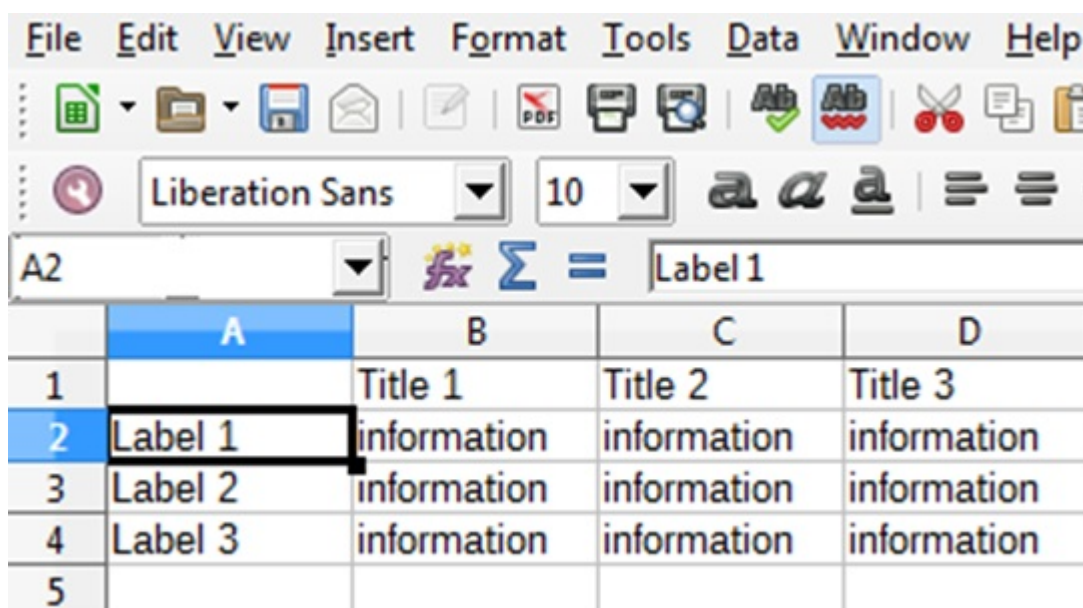


Figure 11: Figure 7: The general structure of a spreadsheet input in LibreOffice Calc. Typing will occur in the outlined cell.

5. Navigate to other cells using the pointer, keyboard arrows, or Enter key.
6. Use Calc toolbars to format your spreadsheet to the desired form, e.g. making the titles bold (*Figure 8*).

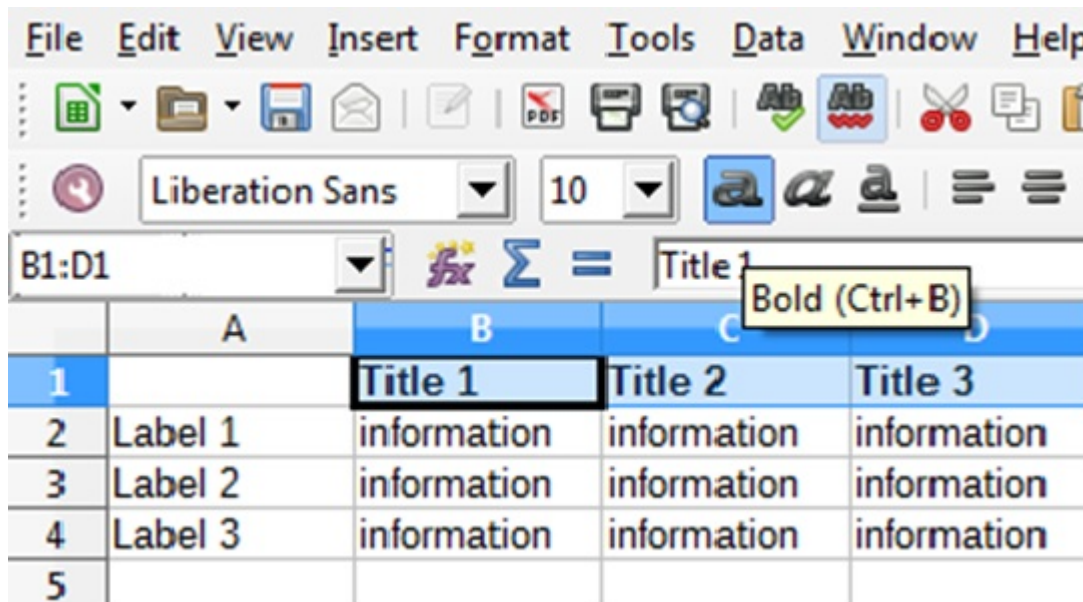


Figure 12: Figure 8: Using Calc toolbars to format the titles (highlighted) of a spreadsheet to be bold.

7. Upon completion, click **File: Save** to save your final spreadsheet.

NOTE: The keyboard shortcut "Ctrl + S" can also be used.

Recommended Help/Support Features

Recommended LibreOffice help and support features.

LibreOffice offers a variety of help and support features including:

- Feedback
- Community Support
- Documentation
- Forums
- Installation Instructions
- Professional Support
- System Requirements
- Accessibility
- Bug Submission Assistance

These features are accessible by clicking **GET HELP** from the LibreOffice home page navigation bar (*Figure 14*).



Figure 13: Figure 14: LibreOffice home page navigation bar with GET HELP button.