

Libre Office - what is it?

- A free Office suite similar to Microsoft Office.
- Essentially a freeware version of Star Office, an office product from Sun Microsystems
- Libre Office evolved from Open Office and is a separate product, produced by a group of volunteer developers.
- Libre Office has no commercial support but some support is available through on-line 'Community Assistance' and forums.


Libre Office

- There is no licensing fee for the software.
 - You can download as many copies as you like and install it on as many machines as you like.
- So similar to Microsoft's product you'll hardly notice the difference.
 - The interface looks and feels the same, the files can be saved in Microsoft Word, Excel, Paint, and Power Point format. It can open and read your existing Office files.
- It can be downloaded directly from the Libre Office website <https://www.libreoffice.org> or using Ninite <https://ninite.com/>



Libre Office - Writer vs Word

- Writer is a full featured word processor
 - complete with spell checker, thesaurus, outline and list capabilities and all the other standard elements. It supports tables, inserted graphics and hypertext links just like Word.
- Like recent versions of Word, Writer can also save files in PDF format.
- Files created by Writer are smaller.




Libre Office - Calc vs Excel

- Formulas
 - You can use your familiar formulas and calculations from Excel, or you can use real-english commands like ADD, TOTAL, and AVERAGE.
 - You can open, edit and save all existing Excel files.
- Again, Calc's files are smaller.



Libre Office - Impress vs PowerPoint

- Impress is compatible with all Power Point file formats, however:
 - Some of the animations and transitions in Power Point may not carry over into Impress.
 - The interface and design structure differs from Power Point.
- Impress is suitable for most basic presentation needs.
 - As with PowerPoint, you can create custom slides and backgrounds or use one of the many templates included.



Open Office - Draw vs Paint

- ▶ Draw is a pretty good graphics program
 - ▶ you can create a set of 3D objects in seconds
 - ▶ You can create a variety of text effects.
 - ▶ Line and block diagrams are easy with the simple pre-defined buttons.
 - ▶ Graphics which you have created can be converted to bitmap or vector graphics files, and imported into your favourite programs, including other Libre Office components such as Writer.



Open Office - Base vs Access

- Base is the Libre Office database.
- It does not read/or write MS Access files directly but can import from, and export to, Access tables.
- It is claimed to be an ideal solution for everyday jobs, and for people requiring an easy-to-understand, simple-to-use system.
- LibreOffice Base provides wizards to help users who are new to database design (or just new to the software) to create tables, queries, forms and reports.
- It comes supplied with a set of pre-defined table definitions for tracking assets, customers, sales orders, invoices and many other common and useful items.
- It is integrated with LibreOffice's other applications.

Libre Office - General

► Integration

- as with any good office package it's important that it all integrates and this package integrates perfectly, with just a few simple clicks you can move data around from one place to another.

► Stability

- Reported as being at least as stable as MS Office, as long as you have plenty of free memory.

► Updates

- Libre Office is updated regularly – about twice per year.
- Latest version is 7.0.0, previous version was 6.4.6.