General

This is a note for whatever

What is OpenOffice.org

- Is open source, open standard and transparent application
- Includes a word processor, spreadsheet presentation and others.
- Doesn't have license cost, is cross-platform and has a consistent user interface
- It has specific features like PDF export and open standard compliance

Where and how can I get help

- Help system
- Free support

General options for components

- Options including user defined data for change management

- General configuration can set up security and interface related settings for documents and the program

- Online update options

- You can localize the interface and the document

File Management

- OpenOffice.org reads and write a variety of formats including Microsoft Office

- You can create and open files from the openoffice.org interface

- Send files as attachments from OOo

- You can import other files into OpenOffice.org using the **Insert -> File** option

Exporting files to PDF and HTML

- Benefits of the PDF format
- Quick export to PDF
- Controlling PDF content and quality
- Export to other formats
- Saving a document as a single web page
- Saving a document as a series of web pages
- Creating web pages using a Wizard

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ODF Format

- What is the ODF format?
- What about the use of ODF format

Document security

- Password
- Signature

Menus

- Customizing the menu font
- Customizing the menu content

Toolbars

- Floating toolbars
- Long-click buttons and tear-off toolbars
- Displaying or hidding toolbars
- Moving toolbars
- Customizing a toolbar
- Creating a new toolbar
- Status bar
- Use of the Navigator

Shortcuts

- Assigning shortcuts
- General shortcuts for OpenOffice.org
- Docking the floating windows
- Using dockable/floating windows

Information management

- Information selection
- Copy the information
- Move the information
- Find and replace information
- Browse through a document

Styles

- What are styles?
- Why use styles
- Applying styles
- Creating new (custom) styles
- Modifying styles
- Deleting styles

Templates

- What is a template?
- Using a template to create a document
- Creating a template
- Editing a template
- Setting a default template
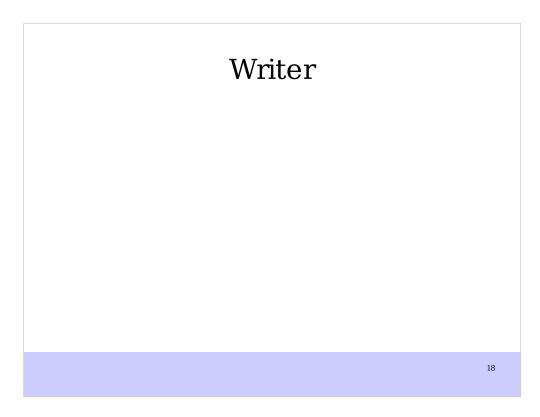- Organizing templates

Working with the Gallery

- What is the Gallery?
- Inserting objects in a document
- Inserting objects as a background
- Managing the Gallery

Printing

- Selecting print options for a document
- Selecting default print options
- Printing in black and white on a color printer
- Previewing pages before printing

9 Extensions

- Benefits of Extensions
- Where can I find Extensions
- Installing Extensions
- Managing Extensions

Writer

Writer interface

- Writer includes a collection of menus like tools, format, and table.
- Toolbars in writer are mainly standard and format
- Rulers allow us to measure the margins and also the tabs within a document
- Keyboard shortcuts are customizable through a panel in the
- Document views Navigator

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Options for Writer

- General options
- View options
- Formatting Aids options
- Grid options
- Default fonts

Options for Writer

- Print options includes
- Default table options
- Tracking options
- Compatibility options
- AutoCaption options
- Spelling options

Working with documents

- Creating a new document
- Open an existing document
- Saving a document
- Printing a document
- Closing a document
- Comparing two documents
- Closing Writer

Working with text

- Selecting text
- Cutting, copying and pasting of text
- Moving paragraphs
- Finding and replacing text
- Inserting special characters and symbols
- Check spelling
- Hypenating words
- Undoing and redoing changes
- Controlling the AutoCorrect functions

Formatting

- Formatting characters
- Formatting paragraphs
- AutoFormatting
- Formatting pages
- Change page margins and orientation
- Creating headers and footers
- Creating numbered and bulleted lists

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Working with styles

- Advantages of using styles
- Styles and Formatting window
- Using the Apply Style list
- Using paragraph styles
- Using conditional formatting

Working with Styles

- Creating custom styles
- Using page styles
- Using character styles
- Using list(numbering)styles
- Control page numbering

Working with Objects

- Graphics, OLE objects, sound, movie
- Objects in text documents
- Add objects from file
- Position graphics in text
- Add caption to objects

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Working with tables

- The table menu and toolbar
- Creating a table
- Using AutoFormat in tables
- Data entry in tables
- Calculations in tables
- Deleting, copying and moving a table
- Using tables as a layout tool

Document outline/structure

- Arranging chapters using the Navigator
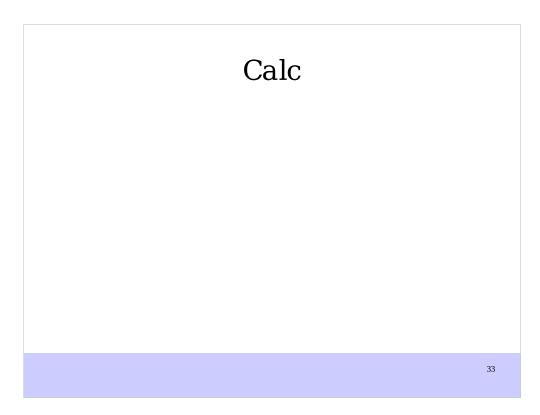- Outline using the Navigator

Working with language

- Language tools
- Identify language for text

Index, table of content and cross reference

- Index
- Table of content
- Cross reference
- Endnotes and footnote

Mail merge

- About mail merge?
- Creating the data source
- Printing mailing labels
- Printing envelopes
- Using the Mail Merge Wizard
- Saving as file

Calc

Styles

- Styles in calc focus on cells and number formating

Printing with Calc

- Printing a spreadsheet
- Selecting sheets to print
- Adjusting the print range
- Page breaks
- Headers and footers

Formula and functions

- About formulas
- Simple functions (SUM, AVERAGE, MIN, MAX, COUNT, WHEN)
- Statistical functions

Formula and functions

- Time and date functions
- Text functions
- Math functions
- Logical functions
- Information functions
- Advanced spreadsheet functions
- Standard errors

Sorting data

- Using spreadsheet as database
- Ascending or descending order
- Advanced sorting options

Filtering data

- Using autofilter
- Setting up manual filter
- Advanced filters
- Defining filters

Creating charts

- Using the AutoFormat Chart dialog
- Chart types
- Appearance of a chart
- Modifying the data area of a chart
- Changing line colors
- Modifying axes scales
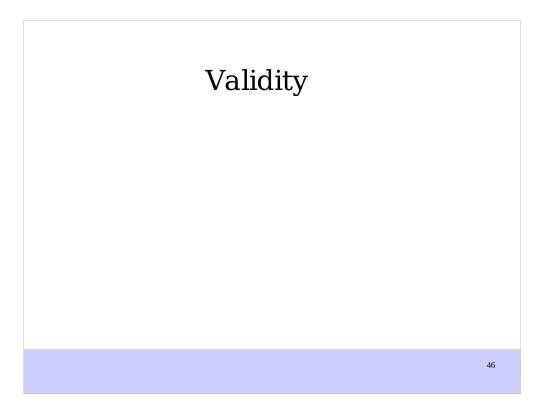
Solver

- Using Solver
- Groups and goals

Goal seek

- You can reach to the goal value by taking into account the source value specified
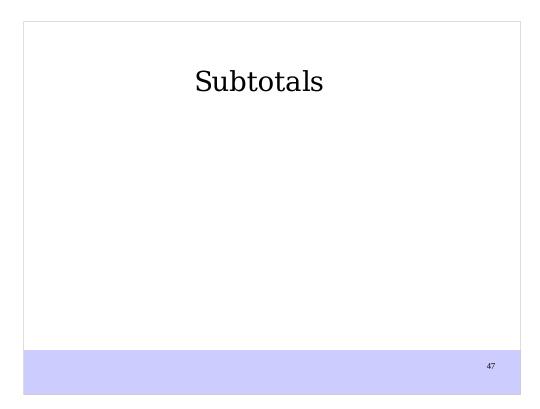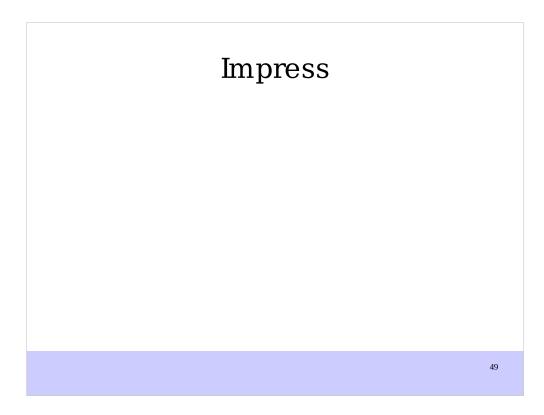
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Scenarios

Error Detective

Linking data

- Why use multiple sheets?
- Referencing other sheets
- Referencing other Calc documents
- Referencing to external data sources
- Relative, mixed, absolute references

Validity

Subtotals

Grouping and schema

Impress

1 Impress views

- 1.1 Normal view

- 1.2 Outline view

- 1.3 Notes view

- 1.4 Slide sorter view

- 1.5 Handout view

2 Creating a new presentation

- 2.1 Planning the presentation
- 2.2 Using the presentation wizard

3 Formatting a presentation

- 3.1 Creating the first slide
- 3.2 Inserting additional slides
- 3.3 Modifying the appearance of slides
- 3.4 Modifying the slide show

4 Slide masters and styles

- 1 What are slide masters?
- 2 Creating slide masters
- 3 Applying a slide master
- 4 Modifying a slide master
- 5 What are styles?
- 6 Creating grahics styles
- 7 Modifying styles
- 8 Applying styles
- 9 Deleting styles

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5 Choosing and applying a background

- 1 Adding background objects
- 2 Modifying the size and shape of default text areas

6 Adding and formatting text

- 1 Adding text to all slides
- 2 Working with textboxes
- 3 Inserting text
- 4 Formatting text
- 5 Creating bulleted and numbered lists
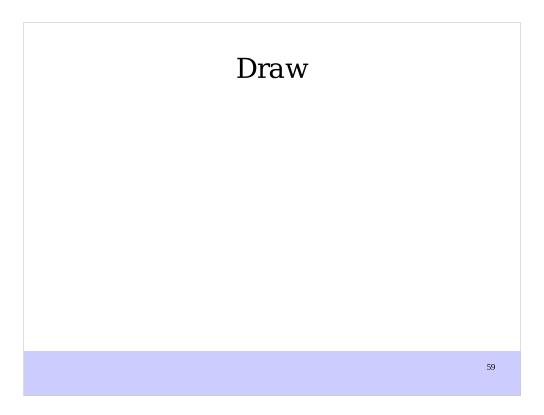
7 Inserting objects

- 1 Inserting spreadsheets
- 2 Inserting charts
- 3 Inserting other objects

8 Adding and Formatting slides, notes and handouts

- 1 Adding, renaming and removing slides
- 2 Creating slides from an outline
- 3 Modifying slides
- 4 Adding and formatting notes
- 5 Creating handouts

9 Slide shows

- 1 Creating a slide show
- 2 Using slide transitions
- 3 Using slide animation effects
- 4 Using interactions
- 5 Running the slide show

Draw

The Draw interface

- Menus in draw include manipulation of graphic objects as well a management of paths

- Draw includes a Drawing tool as well as a color palette

- Panes vary between the pages design

Using Layers

- To insert layers go to the menu Insert > Layers or right click on the layer tabs
- To name the layer right click the layer tabs and select rename
- You can reorder the layers by draging them around the sequence
- You can protect a layer by selecting properties or make it invisible. This is available by right clicking on the tabs

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Using basic components

- Basic components includes circles, rectangles lines and selection arrow
- The use of text allow you to have a textbox anywhere on the page
- Curves are used to draw non polygonal figures
- 3-D Objects allow you to have new shapes based on 3D parameters
- Lines have become arrows by selecting the head type on the format menu

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Using Objects

- .1 Selection modes
- .2 Selecting objects
- .3 Moving and dynamically adjusting the size of an object
- .4 Rotating an object
- .5 Editing object points

Using Objects II

- .6 Editing lines and borders
- .7 Editing the fill of an object
- .8 Editing size and position
- .9 Using styles
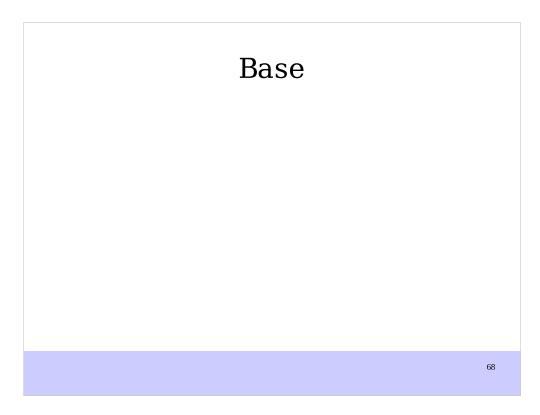- .10 Combining multiple objects
- .11 Grouping objects

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3D Objects

- 1 Creation of 3D Objects
- 2 Editing 3D Objects
- 3 Combining 3D objects in scenes
- Editing 3D scenes

Charts and flowcharts

- Drawing an organizational chart
- 7.2 Drawing a flow chart
- 7.3 Using glue points and connectors
- 7.4 Adding text and connectors

Base

Workspace

- Startup Wizard
- Tables
- Report
- SQL Design
- Design View

Creating a database

- Creating a New database
- Creating database Tables
- Defining Relationships

Creating a database Form

- Using the wizard to create a form
- Modifying a form
- Creating form in Design View
- Creating sub forms in Design View

Accessing other data sources

- Database Drivers
- Accessing a dBase database
- Accessing a Mozilla addressbook
- Accessing spreadsheets
- Registering database created by OOo 2.x

Using DataSources

- Viewing data sources
- Editing data sources
- Launching Base to work with data sources
- Using data sources in OOo document

Creating Queries

- Using Wizards to create queries
- Using Design View to create a query

Creating Reports

- Creating a static report
- Creating a dynamic report
- Modifying a report