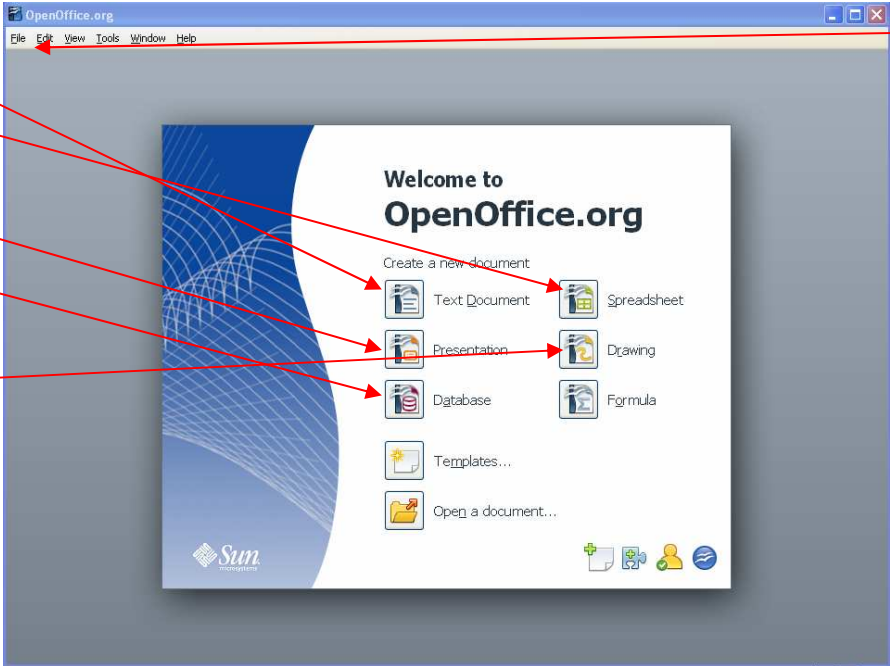


Quick Guide to OpenOffice 3.0

OpenOffice 3.0 is a free software package that provides all of the same basic programs as Microsoft Office with the major benefit of being free. If you currently use Microsoft Works on your home computer you should seriously consider installing OpenOffice as it is a better program and can save and open Microsoft Office files so you can easily transfer your work from your home PC or laptop to any computers using MS Office and print quickly without needing to convert files.

Overview



Writer (Word)

Calc (Excel)

Impress (PowerPoint)

Base (Access)

OpenOffice also has a Drawing package

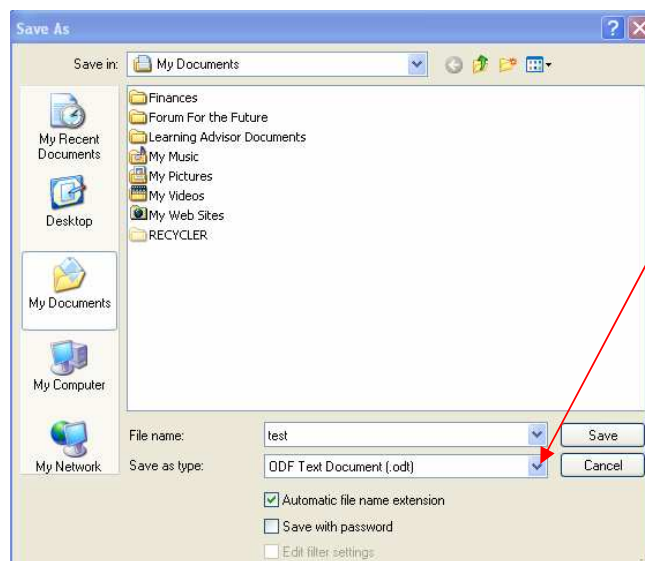
To open a file (including Word files created in MS Office) click 'File' and then 'Open'.

OpenOffice can open most file formats.

When you create a new document in OpenOffice it will use its own file formats, so if you automatically save your work in OpenOffice you will not be able to open it in MS Office.

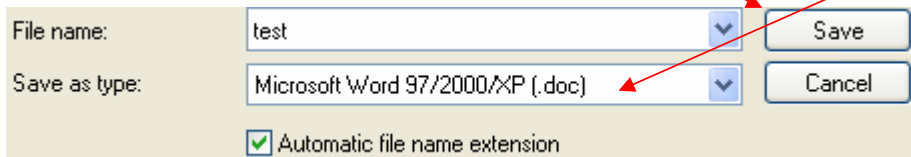
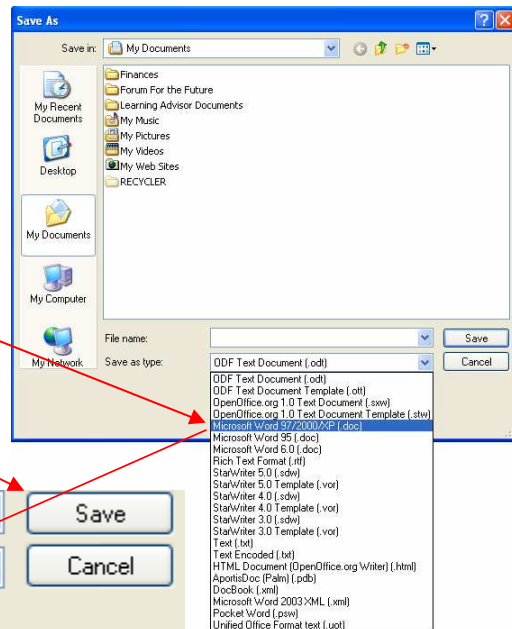
You must, therefore, learn to use the 'Save As' function in each program to save your work in the correct file format so that you can open your work in MS Office.

For example, if you have created some work in 'Writer' you will need to click 'File' then 'Save As' and tell OpenOffice to save the file so that Microsoft Word can open it. To do this you need to use the 'Save as type' function.

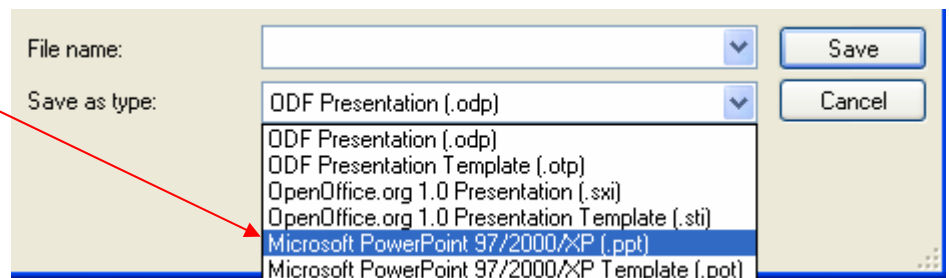


Clicking on this function brings up a list that drops down showing the different formats that OpenOffice can save work in. In order to open your work in Microsoft Word select 'Microsoft Word 97/2000/XP (.doc)' and click save.

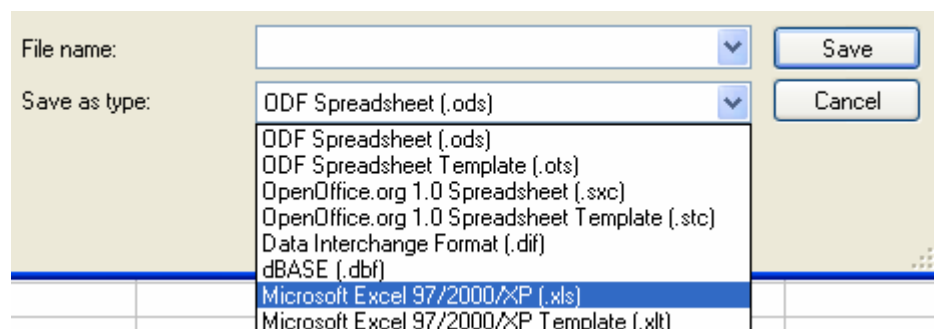
Your work will now open in MS Office. OpenOffice can still open the file so you can continue working on it in either program.



You use the same method to save work in the other OpenOffice programs, but you'll be selecting the relevant file format each time. For example, Impress (PowerPoint) you'll need to select 'Microsoft PowerPoint 97/2000/XP (.ppt)'



In Calc (Excel) you'll need to select 'Microsoft Excel 97/2000/XP (.xls)'



As long as you make sure you are saving the files in the correct format you will be able to open any Document produced in OpenOffice on PCs using MS Office. Likewise, any document you create in MS Office can be opened at home using OpenOffice. This is why OpenOffice is recommended as a free alternative to the limited Microsoft Works.

OpenOffice is also available on Linux. For further details see the relevant section of the education website.