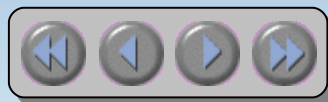


OpenOffice.org 2.2

- Everything you need in an office productivity suite
 - **Writer** - a word processor for creating dynamic documents
 - **Calc** - a spreadsheet for analysing data
 - **Impress** - for designing eye-catching presentations
 - **Draw** - for producing dramatic illustrations
 - **Base** – database access made easy
 - supports standard XML (***OpenDocument***) and legacy (***MS-Office***) file formats
 - creates portable document format (.pdf) files
- and it's completely free!



OpenOffice.org *writer*

- The powerful word processor
 - *Wizards* to produce standard documents such as letters, faxes, agendas, minutes.
 - *Styles and Formatting* to put the power of style sheets into the hands of every user.
 - *AutoCorrect dictionary*, which can check your spelling as you type.
 - *AutoComplete* to make typing easy
 - *Text frames and linking* for newsletters, flyers, etc. .
 - *Table of contents, index* for complex documents
 - *OpenDocument* and *MS-Word .doc* format compatible





Exporting from Calc

Referencing Data in Network

The Calc Window

Structure of a Spreadsheet

Rows and Columns

Multiple Sheets in a Document

Inserting Sheets

Renaming Sheets

OpenOffice.org User Guide (ac



Heading 3

Heading 4

Heading 5

Index

OOoComputerCode

OOoFooter

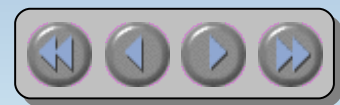
OOoHeader

Applied Styles

Structure of a Spreadsheet

A spreadsheet is made up of individual sheets. Each sheet contains various cells, arranged in rows and columns. Each cell can contain either an arithmetic formula, text or value (of virtually any length).

A calculation can be entered directly as a mathematical formula. For example: = 4 + 5.



OpenOffice.org *calc*

- The full-featured spreadsheet
 - *Natural language formulas* let you create formulas using words (e.g. "sales - costs").
 - Hundreds of *spreadsheet functions* with built-in expert help
 - *Scenario Manager* allows "what if ..." analysis at the touch of a button.
 - Powerful *graphics* to extract the meaning from your numbers
 - Pull in data from external databases with *DataPilot* technology
 - *OpenDocument* and *MS-Excel .xls* file format compatibility



Web Site Stats - OpenOffice.org Calc

File Edit View Insert Format Tools Data Window Help

Bitstream Vera Sans 10 B I U

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	C	D	E	F	G	H	I	J	K	L
3	Month	Daily Avg				Monthly Totals				
4		Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files
6	Mar 05	82	62	68	18	332	22436	499	1703	2
7	Feb 05	76	67	65	15	303	21443	467	1687	2
8	Jan 05	72	64	53	13	293	19452	432	1661	2
9	Dec 04	58	50	44	11	214	14704	364	1380	1
10	Nov 04	77	64	58	10	222	17149	319	1743	1
11	Oct 04	61	48	45	7	162	13296	231	1397	1

14 Site Stats

Top 20 of 20 Total Countries - J					
#	Hits		Files		
1	865	38.43%	774	38.64%	7
2	592	26.30%	512	25.56%	4
3	439	19.50%	402	20.07%	3
4	197	8.75%	175	8.74%	1
5	49	2.18%	45	2.25%	
6	21	0.93%	17	0.85%	
7	13	0.58%	13	0.65%	
8	12	0.53%	12	0.60%	

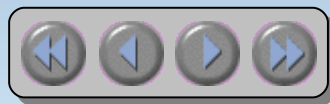
Old Site | New Site | Details

Sheet 1 / 3 TAB_Sheet1 95% STD * Sum=0



OpenOffice.org *impress*

- Impress your audience
 - *Master Pages* and *Layouts* simplify the task of preparing your materials.
 - Complete range of Views are supported: *Normal / Outline / Slide Sorter / Notes / Handouts* to meet all the needs of presenters and audiences.
 - Easy-to-use *drawing* and *diagramming* tools to spice up your presentation.
 - Slide show *Animation* and *Effects* to bring a presentation to life.
 - *Fontworks* provides stunning 2D and 3D images from text.
 - *OpenDocument* and *MS-Powerpoint .ppt* file format compatibility



OOo 2.0 Launch - OpenOffice.org Impress

File Edit View Insert Format Tools Slide Show Window Help

Arial 44 B I U A

Slides

1 Title

2 Agenda

3

Normal Outline Notes Handout Slide Sorter

Version 2 Launch Programme

Welcome to the OpenOffice.org 2 Launch
Edinburgh International Conference Centre
Edinburgh, Scotland

OpenOffice.org

Styles and Formatt...
Outline 6
Outline 7
Outline 8
Outline 9
Subtitle
Title
All Styles

Custom Animation
Slide Transition

TextEdit: Paragraph 1, Row 1, Column 13 | 1.40 / 0.84 | 25.20 x 3.51 | 33% | * | Slide 1 / 12 (Layout) | ooo20presen



OpenOffice.org *draw*

- Stunning Graphics Tool
 - *Single click access* to common drawing objects
 - Arrange objects, rotate in two or three dimensions with the *3D controller*
 - *Smart connectors* for flowcharts, organisation charts, network diagrams etc
 - Sophisticated *rendering* for photorealistic images
 - *Import* graphics from all common formats (including BMP, GIF, JPEG, PNG, TIFF, and WMF)
 - store drawings in *OpenDocument* format



Marketing Structure - OpenOffice.org Draw

File Edit View Insert Format Tools Modify Window Help

0.00cm Black Color Blue 8

Pages

1 Central Marketing

2 Americas

3 Asia Pac

Central Marketing

Sally Messenger
Director, Marketing

Rowan Shade
Exec. Assistant

Jim Beardsley
Marketing Strategy

Sueie Falconi
Country Marketing

Jan Spiers
Marketing Initiatives

Mike Spence
MarCon, Americas

Ian Israddin
MarCon, AsiaPac

Peter Pieper
MarCon, EMEA

Ian Fish
MarCon, ROW

Layout Controls Dimension Lines

Object Connectors selected 13.50 / 11.00 10.00 x 3.00 38% * Slide 1 / 6 (Layout) Default



OpenOffice.org *base*

- Database Access made easy
 - Use *Wizards* to create 'instant' database applications
 - View a table in an *editing grid* and add, change, and delete records
 - *Drag and drop* data into other OpenOffice.org applications
 - Create powerful *queries* to show your data in new ways, including summaries and multi-table views
 - *Create and modify* tables and indexes
 - Use the built-in *HSQLDB* database or access existing *ODBC* or *JDBC* compliant databases



OpenOffice.org *base*

Database

Tables

Queries

Forms

Reports

Tasks

- Create Table in Design View...
- Use Wizard to Create Table...
- Create View...

Description
Create a table by specifying the field names and properties, as well as the data types.

Tables

- Addresses
- CD-Collection
- DVD-Collection
- Library
- Photographs
- Recipes

MovieTitle	Director	ReleaseYear
American Friend	Wim Wenders	1977
Basic Instinct	Paul Verhoeven	1992
Big Sleep	Howard Hawks	1946
Brief Encounter	David Lean	1944
Butch Cassidy and the	George Roy Hill	1969

Embedded database HSQL database engine



The complete office suite

- OpenOffice.org was designed as a single package - not put together from a collection of bought-in packages
- Consistent easy-to-use 'look and feel'
- Open any document from any application
- Common 'learn once use everywhere' tools like the Help system, Navigator, and Styles and Formatting
- Information can be transferred easily between all the packages
- One single installation gives you all the office software you need - no hidden costs in the future



How free is 'free'?

- Free to use - e.g. download via the internet
- Free from licence fees
- Free to give away to friends, family, employees, students...
- Free to choose the computers you use: Microsoft systems, Linux systems, Sun Solaris, and Mac OS X under X11
- Free up your hard disk - Microsoft Office format documents take up to twice the disk space!
- Free for developers to enhance with open-source code, published APIs and file formats
- You're free to use your legacy Microsoft Office files



Get OpenOffice.org

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- Watch for magazine covers etc
- Ask your friends!
- included free in many Linux distributions

