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
The Open Source Office Suite

OSI certified
OASIS STANDARD

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 compatibile

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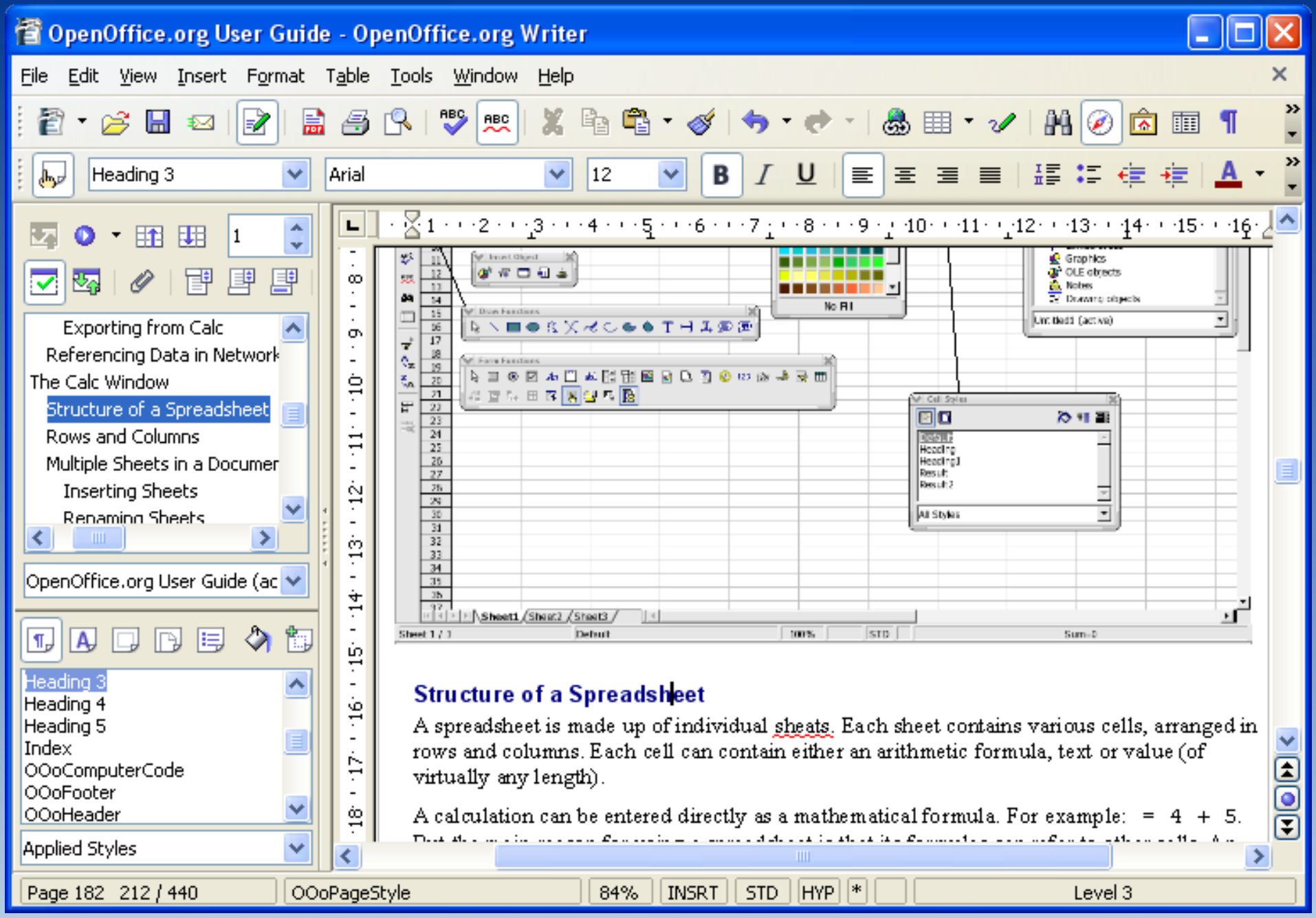

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OpenOffice.org ***calc***

- 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

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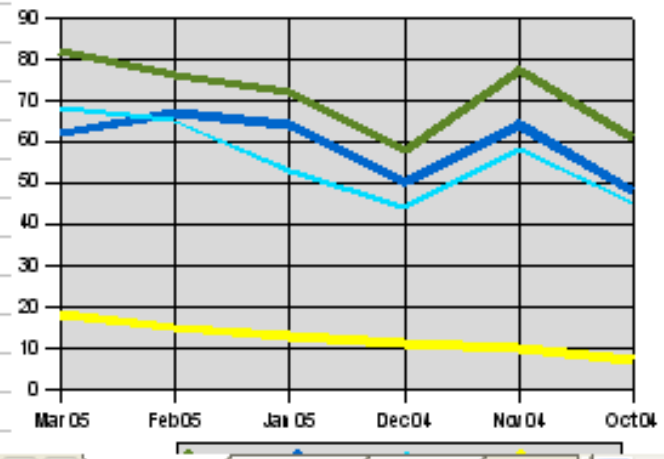
Web Site Stats - OpenOffice.org Calc

File Edit View Insert Format Tools Data Window Help

Bitstream Vera Sans 10

G14

	Month	Daily Avg				Monthly Totals				
		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



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

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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

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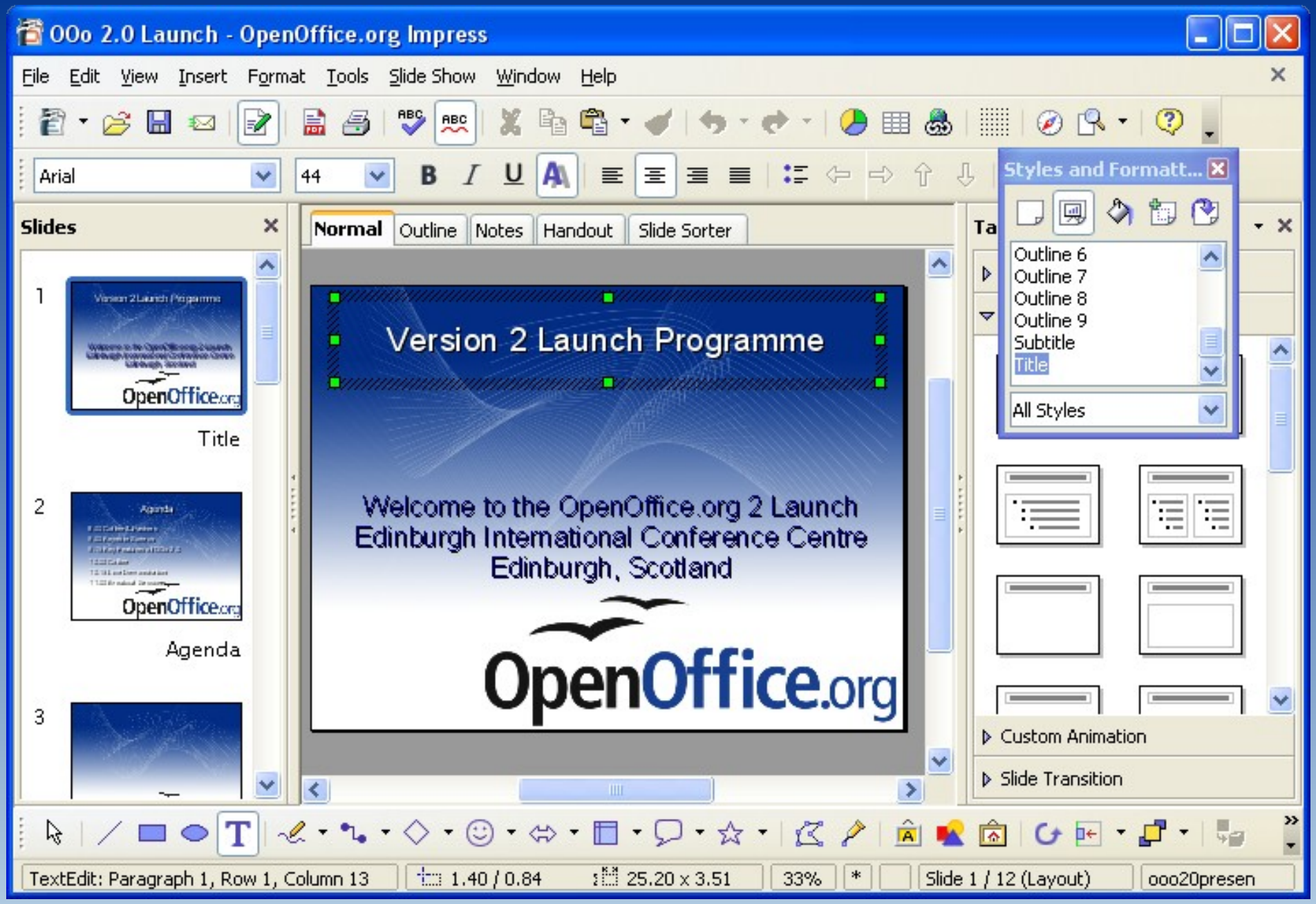

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The Open Source Office Suite

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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

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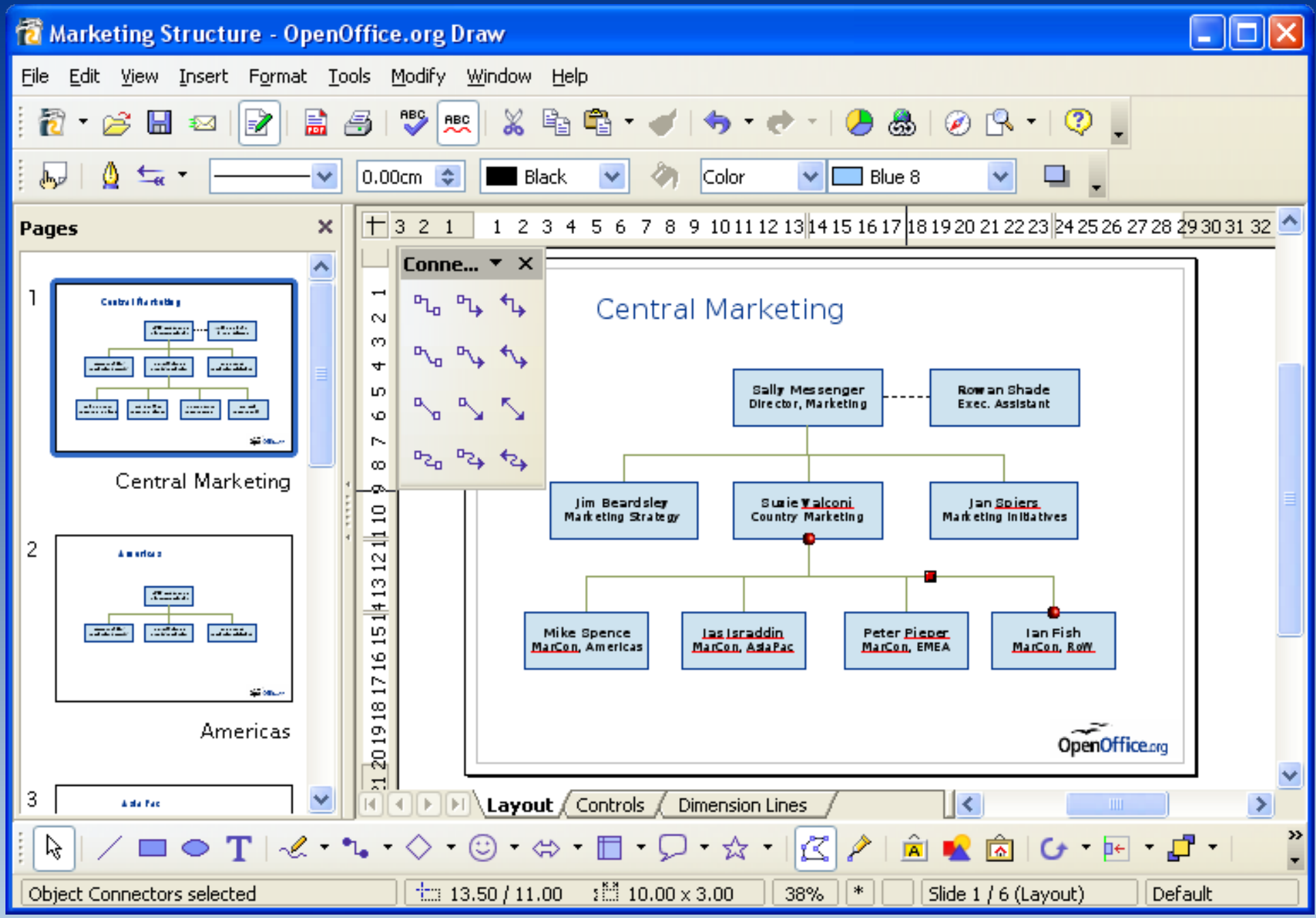

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OpenOffice.org ***base***

- 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

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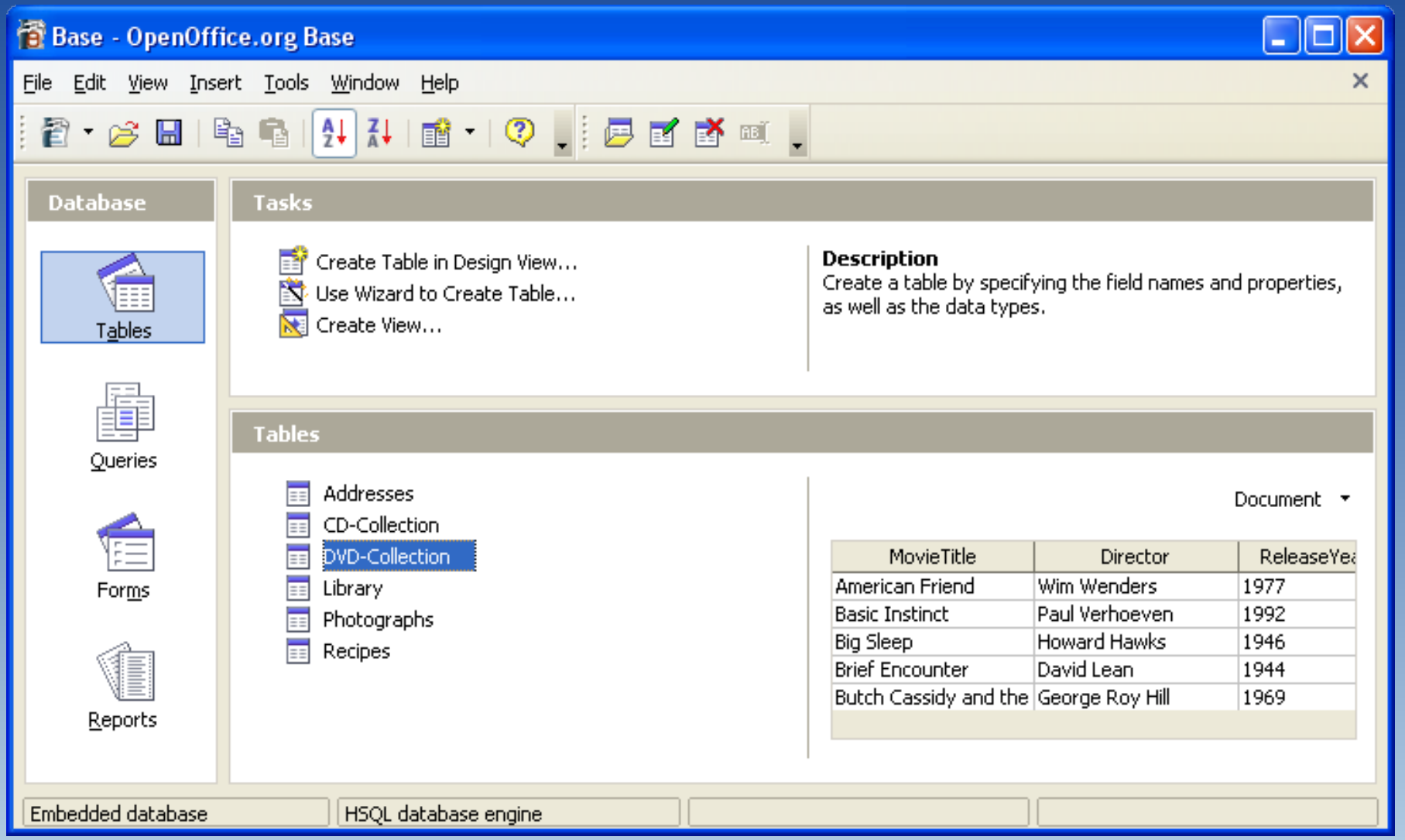
OpenOffice.org ***base***



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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

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Get OpenOffice.org

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- Local CD-Distributors (see web site)
- Watch for magazine covers etc
- Ask your friends!
- included free in many Linux distributions