NIELIT Gorakhpur

Advantages of LibreOffice:

- **No licensing fees**. LibreOffice is free for anyone to use and distribute at no cost.
- **Open source.** We can distribute, copy, and modify the software as much as we wish, in accordance with the LibreOffice Open Source licenses.
- **Cross-platform.** LibreOffice runs on several hardware architectures and under multiple operating systems, such as Microsoft Windows, Mac OS X and Linux.
- **Extensive language support**. The LibreOffice user interface, including spelling, hyphenation, and thesaurus dictionaries, is available in over 100 languages and dialects.
- **Consistent user interface.** All the components have a similar "look and feel," making them easy to use and master.
- **Integration.** The components of LibreOffice are well integrated with one another.
- **File compatibility.** In addition to its native OpenDocument formats, LibreOffice includes support for opening and saving files in many common formats including Microsoft Office, HTML, XML, WordPerfect and PDF.
- **We have a voice.** Enhancements, software fixes, and release dates are community driven. We can join the community and affect the course of the product we use.
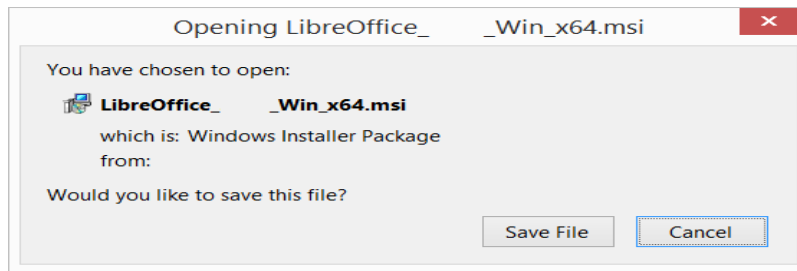
Installation of LibreOffice Software:

1. **Download**: Versions of can be downloaded free from http://www.libreoffice.org/download.

Click the "DOWNLOAD" button. (We are invited to give an optional donation.)

Save the file.

2. **Install:** Open the folder where the Main Installer has been downloaded and double-click on the Installer.

3. **Welcome**: The Installation Wizard Welcome dialog box opens advising that the installation process is about to be started. Click "Next >"

4. **Setup Type:** Another dialog box opens, giving us a choice whether we want a default installation, or whether we want to choose special locations and components. If we want a default installation, just press "Next >". If we want to make special choices, click on "Custom" and then press "Next >".
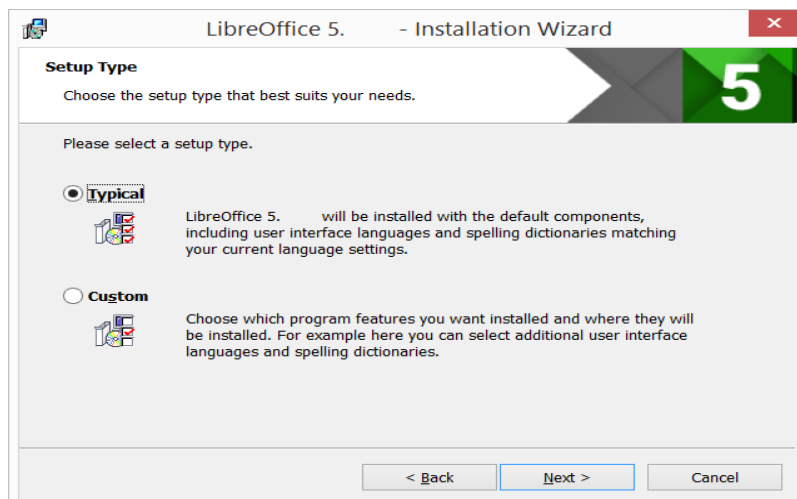
5. **Custom Setup:** The Custom Setup enables changes to the features that will be installed.
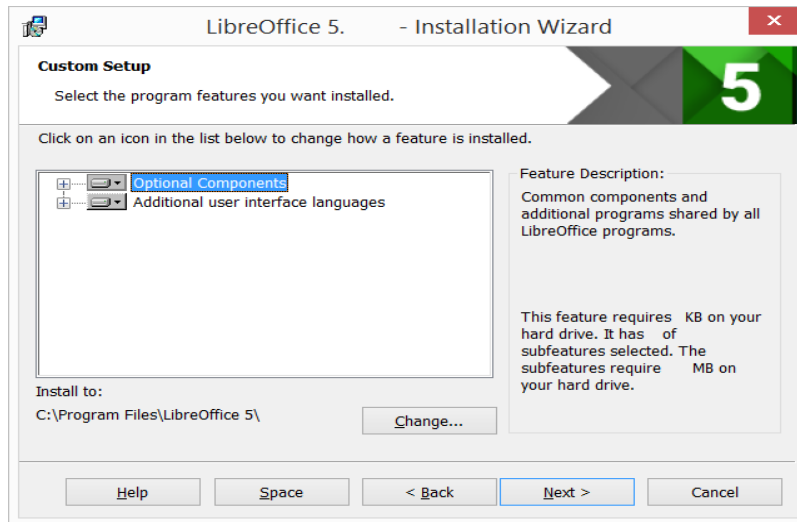
If we would like to install the spelling dictionaries, hyphenation rules, thesauri and grammar checkers:

- Click ⊞Optional Components
- Click ⊞Dictionaries

Once all required changes to the features have been completed, click "Next >"

6. **File Type:** Another dialog box opens, inviting us to choose whether to open Microsoft Office documents with LibreOffice. By default, this feature is not enabled. If we want LibreOffice to open Microsoft Office files (documents, spreadsheets and presentations), put a checkmark in all four checkboxes.
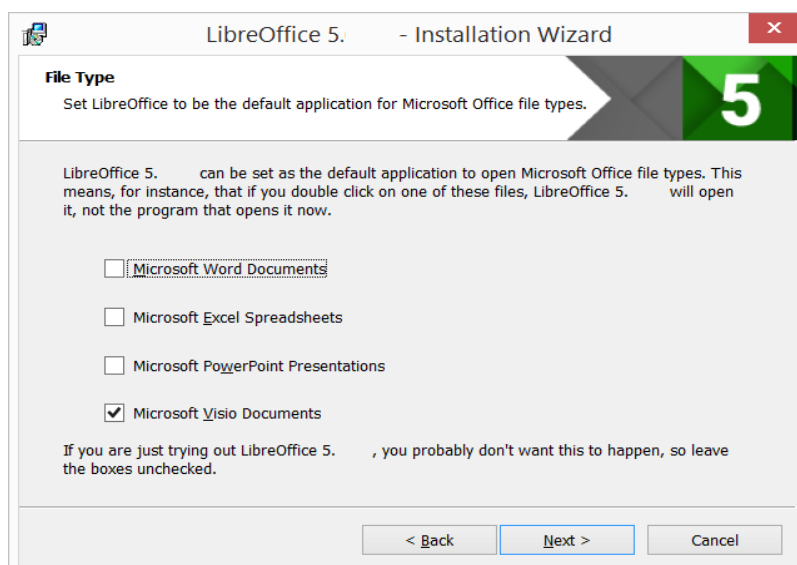
Click "Next >"

**7. Shortcut and Load during system startup:**
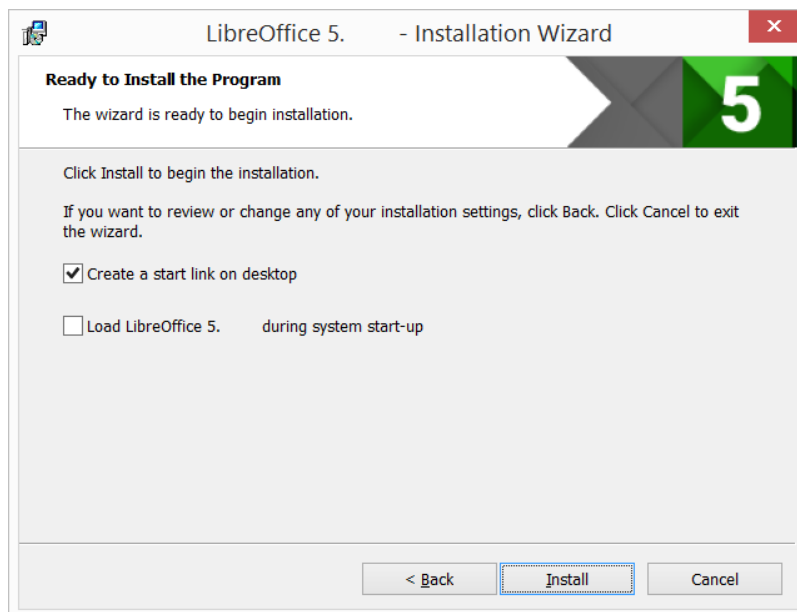
Another dialog box opens, asking us whether:

- A shortcut to open LibreOffice should be placed on our desktop. The default option is to create a shortcut.
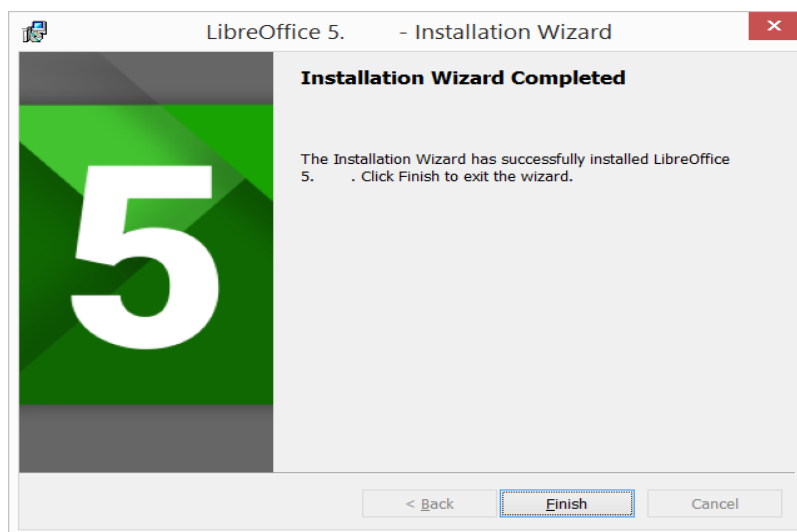- To load LibreOffice during system start-up.

After your selection press "Install".

8. LibreOffice is Installing: If the User Account Control dialog shows, click "Yes" to continue the installation.
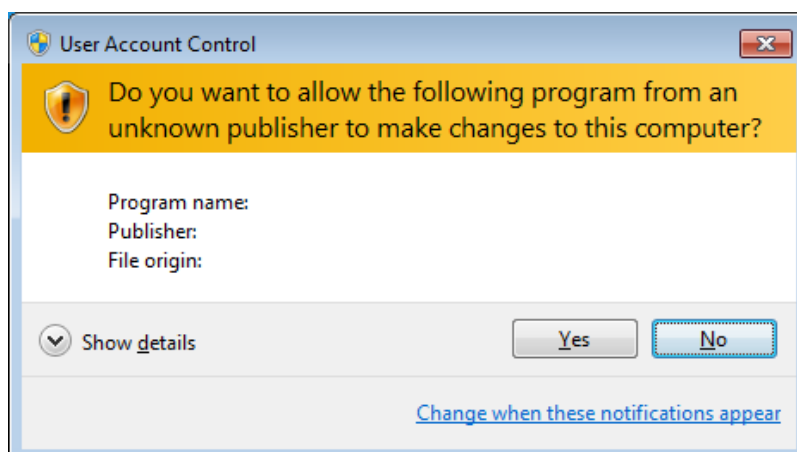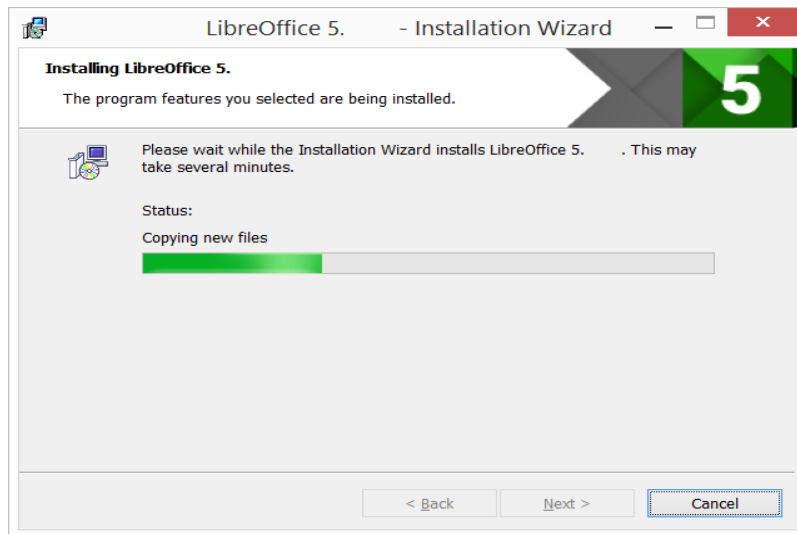
9. LibreOffice Installation Completed:

Click "Finish".

(LibreOffice has been installed in the computer**)**

Assignments:

A. **Write the installation steps of 'LibreOffice' software.**

B. **Write any five advantages of LibreOffice software by explaining them.**