

Course Name: O Level (1<sup>st</sup> Sem)

Subject: ITTNB

Topic: Introduction to LibreOffice

Date: 31-03-20

## **What is LibreOffice?**

- LibreOffice is a freely available, fully-featured office productivity suite.
- Its native file format is Open Document Format (ODF), an open standard format that is being adopted by governments worldwide as a required file format for publishing and accepting documents.
- LibreOffice can also open and save documents in many other formats, including those used by several versions of Microsoft Office.
- LibreOffice includes the following components:

## **Writer (Word processor)**

- Writer is a feature-rich word processing tool for creating letters, books, reports, newsletters, brochures, and other documents.
- We can insert graphics and objects from other components into Writer documents.
- Writer can export files to HTML, XHTML, XML, Adobe Portable Document Format (PDF), and several versions of Microsoft Word files. It also connects to your email client.

## **Calc (Spreadsheet)**

- Calc has all of the advanced analysis, charting, and decision making features expected from a high-end spreadsheet.
- It includes over 300 functions for financial, statistical, and mathematical operations, among others.
- The Scenario Manager provides “what if” analysis.
- Calc generates 2D and 3D charts, which can be integrated into other LibreOffice documents.
- We can also open and work with Microsoft Excel workbooks and save them in Excel format.
- Calc can also export spreadsheets in several formats, including for example Comma Separated Value (CSV), Adobe PDF and HTML formats.

## **Impress (Presentations)**

- Impress provides all the common multimedia presentation tools, such as special effects, animation, and drawing tools.
- It is integrated with the advanced graphics capabilities of LibreOffice Draw and Math components.
- Slideshows can be further enhanced using Font work special effects text, as well as sound and video clips.
- Impress is compatible with Microsoft PowerPoint file format and can also save your work in numerous graphics formats.

## **Draw (Vector graphics)**

- Draw is a vector drawing tool that can produce everything from simple diagrams or flowcharts to 3D artwork.
- Its Smart Connectors feature allows us to define our own connection points.
- We can use Draw to create drawings for use in any of the LibreOffice components, and can create our own clip art and then add it to the Gallery.
- Draw can import graphics from many common formats and save them in over 20 formats, including PNG, HTML and PDF.

## **Base (Database):**

- Base provides tools for day-to-day database work within a simple interface.
- It can create and edit forms, reports, queries, tables, views, and relations, so that managing a relational database is much the same as in other popular database applications.
- Base provides many new features, such as the ability to analyze and edit relationships from a diagram view.
- Base incorporates two relational database engines, HSQLDB and PostgreSQL.
- It can also use dBASE, Microsoft Access, MySQL, or Oracle, or any ODBC compliant or JDBC compliant database.
- Base also provides support for a subset of ANSI-92 SQL.

## **Math (Formula editor):**

- Math is the LibreOffice formula or equation editor.
- We can use it to create complex equations that include symbols or characters not available in standard font sets.
- It is most commonly used to create formulas in other documents, such as Writer and Impress files, Math can also work as a standalone tool.

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- We can save formulas in the standard Mathematical Markup Language (MathML) format for inclusion in web pages and other documents not created by LibreOffice.

## **Assignments:**

- A. What is 'LibreOffice'? Compare LibreOffice with Microsoft Office.**
- B. What is LibreOffice Writer? Write any five applications of LibreOffice Writer.**