

OpenOffice.org Quick Start

SUSE Linux Enterprise Desktop 11 SP1

NOVELL® QUICK START CARD

OpenOffice.org is a powerful open-source office suite that provides tools for all types of office tasks such as writing texts, working with spreadsheets, creating graphics and presentations, or designing scientific formulas. With OpenOffice.org, you can use the same data across different computing platforms. You can also open and edit files in other formats, including Microsoft Office, then save them back to this format. The OpenOffice.org Novell Edition contains improved functionality and additional features not available with the standard version.

OpenOffice.org Novell Edition

SUSE® Linux Enterprise Desktop provides the Novell edition of OpenOffice.org. The Novell edition has several enhancements that are not included in the standard edition:

General

- Many performance improvements for a better user experience
- Built-in extensions
- Google Docs and Zoho load and save
- Support for Open Document Format (ODF) v1.2

Base

- Built-in extensions. Report designer for creating smart-looking database reports.

Calc

- Extended row limit (1,048,576 rows) and related performance improvements
- Improved load and save of files in `.xlsx` format.
- Improved support for VBA macros.
- Usability improvements in selections and copying.
- Built-in extensions and non-linear solver.

- Support for Comments.
- New chart types, like Bubble.

Writer

- Improved load and save of files in `.docx` format.
- Built-in extensions for PDF import and MediaWiki export.
- Autocorrection improvements.

Impress

- Improved load and save of files in `.pptx` format.
- Built-in extensions provided: Presenter console for better overview of the presenter (time, next slide); Presentation minimizer to clean up the presentation before sending it to others

Additionally, the following features are known from older versions:

Excel VBA Macro Interoperability:

OpenOffice.org Novell edition eases the migration of many macros from Microsoft Excel. Although not all macros can be successfully migrated, this interoperability offers more than the standard edition, which does not support migration of macros.

Data Pilots:

Data Pilots are interoperable with Microsoft Office Pivot-Tables*. OpenOffice.org Novell edition substantially improves the Data Pilot feature, making it possible to edit pilots after creation.

Enhanced Fonts:

Licensed fonts from Agfa* Monotype* which are metrically identical and visually compatible with some of the key Microsoft fonts. This allows OpenOffice.org Novell edition to match fonts when opening documents originally composed in Microsoft Office, and very closely match pagination and page formatting.

EMF+Support:

The ability to render EMF+ formatted graphics.

SVG Support:

The ability to import scalable vector graphics.

Import File Formats:

Microsoft Works, WordPerfect* text and graphics, T602 files, Office Open XML, and more.

GroupWise® Integration:

OpenOffice.org Novell edition includes improved integration with ODMA (Open Document Management Architecture) services, for example for GroupWise. If you have the GroupWise client installed on the machine, OpenOffice.org Novell edition will offer to open documents from GroupWise, or save documents in GroupWise.

You can also use the standard edition of OpenOffice.org rather than the Novell edition. If you install the latest version of OpenOffice.org, all of your Novell edition files remain compatible. However, the standard edition does not contain the enhancements made in the Novell edition.

For a full list of new core features available with OpenOffice.org 3.2.0, refer to <http://development.openoffice.org/releases/3.2.0.html>.

Compatibility

OpenOffice.org can work with documents, spreadsheets, presentations, and databases in many other formats, including Microsoft Office. They can be seamlessly opened like other files and saved back to the original format. Though some work has already been invested in interoperability, occasionally there are still formatting issues. If you have problems with your documents, consider opening them in the original application and resaving them in an open format such as RTF for text documents. In case of migration problems with spreadsheets however, it is advisable to resave them as Excel files and use this as intermediate format (with CSV format you would lose all cell formatting and CVS sometimes leads to incorrect cell type detection for spreadsheets).

OpenOffice.org Migration Guide

For useful information about migrating from other office suites to OpenOffice.org, refer to the OpenOffice.org Migration Guide at <http://documentation.openoffice.org/manuals/oooauthors2/0600MG-MigrationGuide.pdf>.

OpenOffice.org Modules

OpenOffice.org consists of several application modules (subprograms), which are designed to interact with each other. All modules feature the same graphical user interface and similar functionality.

Table 1. The OpenOffice.org Modules

Module	Usage
Writer	Text document module
Calc	Spreadsheet module
Impress	Presentation module
Base	Database module
Draw	Vector graphics module
Math	Mathematical equation module

Starting OpenOffice.org



To start the OpenOffice.org suite, press **Alt + F2**, type **ooffice** and press **Enter**. In the *Welcome* dialog, select the module you want to open. If an OpenOffice.org application is open, you can start any of the other applications by clicking **File → New → Name of Application**.

Saving OpenOffice.org Files

1. To save a new file, select **File → Save** or **Save as** from the *Menu Bar* or use the shortcut **Ctrl + Shift + S**.
2. Select the directory where you want to save the file.
3. Enter the filename in the *Location* box.
4. From the *Filter* box, select the file type in which you want to save the file.

In all modules you can save your documents as native OpenOffice.org files, OpenOffice.org templates, Microsoft files and StarOffice files.

Navigator and Navigation Shortcuts

The *Navigator* tool displays information about the contents of a document. It also lets you quickly jump to different elements. For example, you can use the Navigator to get a quick overview of all images included in the document. To open the *Navigator*, click *Edit* → *Navigator* or with F5. The elements listed in the *Navigator* vary according to the document loaded in Writer.

You can also navigate your files with the following shortcuts:

Table 2. Navigation Shortcuts

Action	Shortcut
Delete Word	Ctrl + Del or Ctrl + <—
End of Document	Ctrl + End
End of Line	End
Select All	Ctrl + A
Start of Line	Home
Top of Document	Ctrl + Home
Word Left	Ctrl + ←
Word Right	Ctrl + →

Using and Creating Templates

OpenOffice.org comes with a set of predefined templates, and you can find additional templates on the Internet. If you want to create your own templates, you need to determine what you want the document to look like and create the styles you need in that template.

For text documents, spreadsheets, presentations, and drawings, you can easily create a template from an existing document as follows:

1. Start OpenOffice.org and open or create a document that contains the styles that you want to use as a template.
2. Click *File* → *Templates* → *Save*.
3. Specify a name for the template.
4. In the *Categories* box, click the category where you want to place the template.
5. Click *OK*.

OpenOffice.org Writer

OpenOffice.org Writer is a full-featured word processor with page and text-formatting capabilities. Its interface is similar to interfaces for other major word processors, and it includes some features that are usually found only in expensive desktop publishing applications. Many of the

OpenOffice.org Writer features apply also to other OpenOffice.org modules.

Creating a New Document

There are three ways to create a new Writer document.

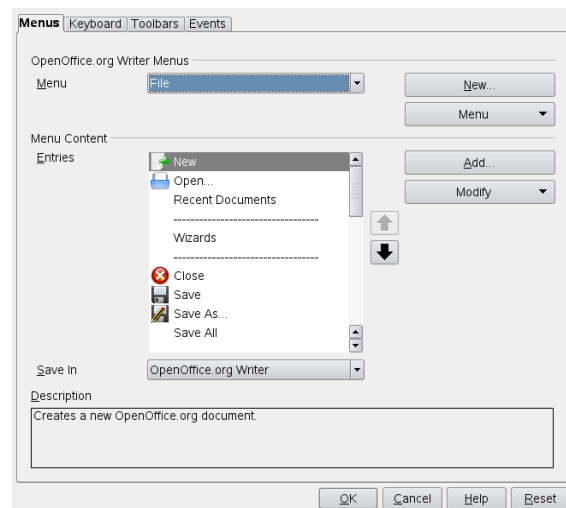
- **From Scratch** To create a document from scratch, click *File* → *New* → *Text Document* and a new empty Writer document is created.
- **Wizard** To use a standard format and predefined elements for your own documents use a wizard. Click *File* → *Wizards* → *Letter...* and follow the steps.
- **Templates** To use a template, click *File* → *New* → *Templates and Documents* and choose one of the many folders (for example, *Business Correspondence*) and a new document based on the style of your selected template is created.

For example, to create a business letter, click *File* → *Wizards* → *Letter*. With the wizard's dialogs, you can create a basic document that uses a standard format.

Enter text in the document window as desired. Use the *Formatting* toolbar or the *Format* menu to adjust the appearance of the document. Use the *File* menu or the relevant buttons in the toolbar to print and save your document. With the options under *Insert*, add extra items to your document, such as a table, picture, or chart.

Customizing OpenOffice.org

With OpenOffice.org you can customize the default settings with the *Format* menu.



Below is a list of the most popular options available in most modules:

Customizing Character Settings

To set all character elements at the same time, select *Format* → *Character*.

Customizing Paragraph Settings

To format paragraphs, select *Format* → *Paragraph* and select the appropriate tabs for making changes.

Customizing Alignment

To modify the alignment, select *Format* → *Paragraph* and choose the alignment you want.

Inserting Headers and Footers

If you want to add headers and footers, click *Insert* and select either *Header* or *Footer*.

Inserting Special Characters

If you want to insert special characters, select *Insert* → *Special Character*.

Inserting Footnotes

If you want to insert footnotes, click *Insert* and select *Footnote*.

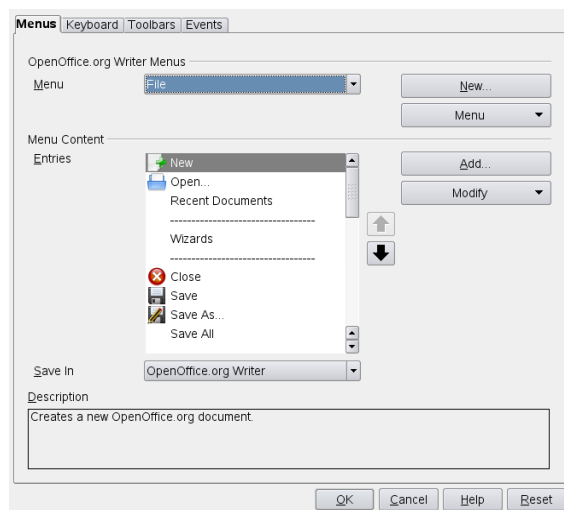
Inserting Columns

If you want to insert columns, click *Insert* and select *Columns*.

Inserting Indexes and Table of Contents

If you want to insert indexes or a table of contents, click *Insert* and select *Indexes and Tables*.

The *Object Toolbar* offers additional text formatting options.



Using Master Documents

If you are working with a very large document (such as a book), you might find it easier to manage the book with a master document, rather than keeping the book in a single file. A master document enables you to quickly apply formatting changes to a large document or to jump to each subdocument for editing.

A master document is a Writer document that serves as a container for multiple Writer files. You can maintain chapters or other subdocuments as individual files collected in the master document. Master documents are also useful if multiple people are working on a document. You can separate each person's relevant part of the document into subdocuments, allowing multiple writers to work on their sub-

documents at the same time without fear of overwriting each other's work.

1. Click *New* → *Master Document*.

or

Open an existing document and click *File* → *Send* → *Create Master Document*.

2. Insert subdocuments.
3. Click *File Save*.

The OpenOffice.org help files contain more complete information about working with master documents. Look for the topic entitled *Using Master Documents and Subdocuments*.

Using Writer as HTML Editor

In addition to being a full-featured word processor, Writer also functions as an HTML editor. Writer includes HTML tags that can be applied as you would any other style in a Writer document. You can view the document as it will appear online, or you can directly edit the HTML code.

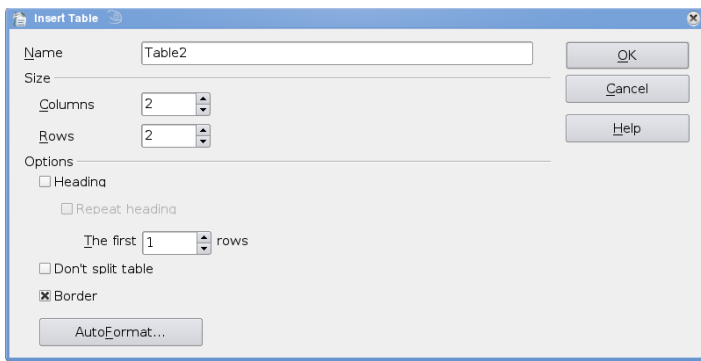
1. Click *File* → *New* → *HTML Document*.
2. Press *F11* to open the *Styles and Formatting* window.
3. Click the arrow at the bottom of the *Styles and Formatting* window.
4. Select *HTML Styles*.
5. Create your HTML document, using the styles to tag your text.
6. Click *File* → *Save As*.
7. Select the location where you want to save your file, name the file, and select HTML Document (.html) from the *Filter* list.
8. Click *OK*.

If you prefer to edit HTML code directly, or if you want to see the HTML code created when you edited the HTML file as a Writer document, click *View* → *HTML Source*. In HTML Source mode, the Formatting and Styles list is not available. The first time you switch to HTML Source mode, you are prompted to save the file as HTML, if you have not already done so.

Tables

You can include tabular data in the Writer, Impress and Draw module. Insert basic tables directly into your document either with the following menu items or by using the toolbar:

- *Insert* → *Table*,
- *Table* → *Insert* → *Table*,
- or use the *Table* icon.



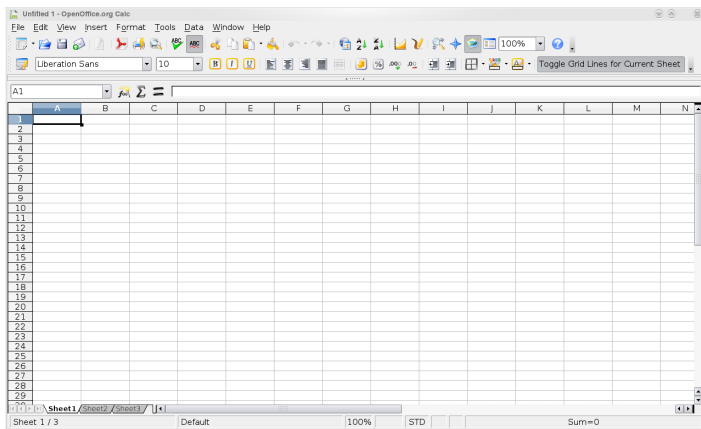
To enter data, select a cell with your mouse pointer and begin typing. To move around cells, use the arrow keys. → | moves to the next cell, skipping over the contents of the cell and Shift + → | moves backwards.

You can use *Table* menu or the *Table* toolbar to modify the table.

OpenOffice.org Calc

Calc is the OpenOffice.org spreadsheet and data-plotting module. Spreadsheets consist of a number of sheets, containing cells which can be filled with elements like text, numbers, or formulas. A formula can manipulate data from other cells to generate a value for the cell into which it is inserted. Calc also allows you to define ranges, filter and sort the data, or create charts from the data to present it graphically. By using DataPilots, you can combine, analyze or compare larger amounts of data.

As with the entire OpenOffice.org suite, Calc can be used across a variety of platforms. It provides a number of exchange formats (including export to PDF documents), and can also read and save files in Microsoft Excel's format.



Creating a New Document

Start OpenOffice.org and select *File* → *New* → *Spreadsheet* to create a new spreadsheet. Access the individual sheets by clicking the respective tabs at the bottom of the window.

Enter data in the cells as desired. To adjust appearance, either use the *Formatting* toolbar or the *Format* menu—or

define styles. Use the *File* menu or the relevant buttons in the toolbar to print and save your document.

Customizing OpenOffice.org Calc

Calc comes with a few built-in cell and page styles to improve the appearance of your spreadsheets and reports. Although these built-in styles are adequate for many uses, you will probably find it useful to create styles for your own frequently-used formatting preferences.

Creating a Style

1. Click *Format* → *Styles and Formatting*.
2. In the *Styles and Formatting* window, click either the *Cell Styles* or the *Page Styles* icon.
3. Right-click in the *Styles and Formatting* window, then click *New*.
4. Specify a name for your style and use the various tabs to set the desired formatting options.
5. Click *OK*.

Modifying a Style

1. Click *Format* → *Styles and Formatting*.
2. In the *Formatting and Styles* window, click either the *Cell Styles* or the *Page Styles* icon.
3. Right-click the name of the style you want to change, then click *Modify*.
4. Change the desired formatting options.
5. Click *OK*.

Other OpenOffice.org Modules

Besides OpenOffice.org Writer and OpenOffice.org Calc, OpenOffice.org also includes the modules Impress, Base, Draw, and Math. With these you can create presentations, design databases, draw up graphics and diagrams and create mathematical formulas.

Using Presentations with Impress

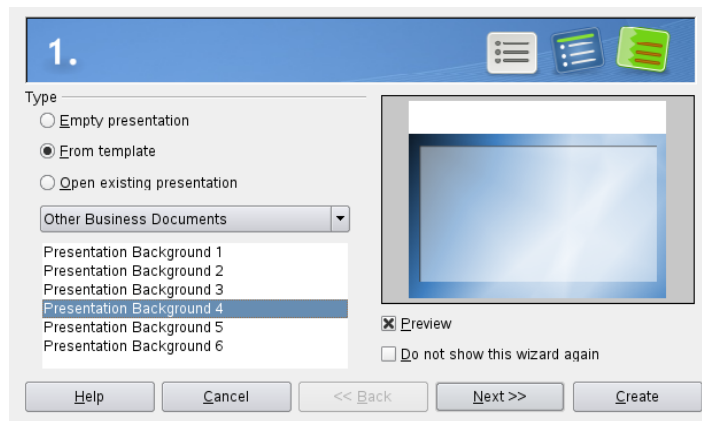
Use OpenOffice.org Impress to create presentations for screen display or printing, such as slide shows or transparencies. If you have used other presentation software, you can move comfortably to Impress, which works very similarly to other presentation software.

Impress can open and save Microsoft Powerpoint presentations, which means you can exchange presentations with Powerpoint users, as long as you save your presentations in Powerpoint format.

The OpenOffice.org Novell Edition allows you to use 3D transitions for your slides. Access the available transitions by selecting *Slide Show* → *Transitions*.

You can either create a brand new presentation (without any preformatted slides) or use an existing template or presentation for your new document. Impress uses styles

and templates the same way other OpenOffice.org modules do. A wizard leads you through the options available for creating new presentations.



Using Databases with Base

OpenOffice.org includes a database module (Base). Use Base to design a database to store many different kinds of information, from a simple address book or recipe file to a sophisticated document management system.

Tables, forms, queries, and reports can be created manually or using convenient wizards. For example, the Table Wizard contains a number of common fields for business and personal use. A wizard guides you through the steps to create a new database.

OpenOffice.org Base comes with several predefined database fields to help you create a database. A wizard guides you through the steps to create a new database. The following steps are specific to creating an address book using predefined fields, but it should be easy to use the predefined fields for any of the built-in database options. The process for creating a database can be broken into several subprocesses:

Creating a Database

1. Click *File* → *New* → *Database*.
2. Select *Create a new database Next*.
3. Click *Yes, register the database for me* to make your database information available to other OpenOffice.org modules, select both check boxes in the bottom half of the dialog, then click *Finish*.
4. Browse to the directory where you want to save the database, specify a name for the database, then click *OK*.

Setting Up the Database Table

1. In the *Table Wizard*, click *Personal*.
2. The *Sample tables* list changes to show the predefined tables for personal use. If you had clicked *Business*, the list would contain predefined business tables.

In the *Sample tables* list, click *Addresses*. The available fields for the predefined address book appear in the *Available fields* menu.

3. In the *Available fields* menu, click the fields you want to use in your address book.

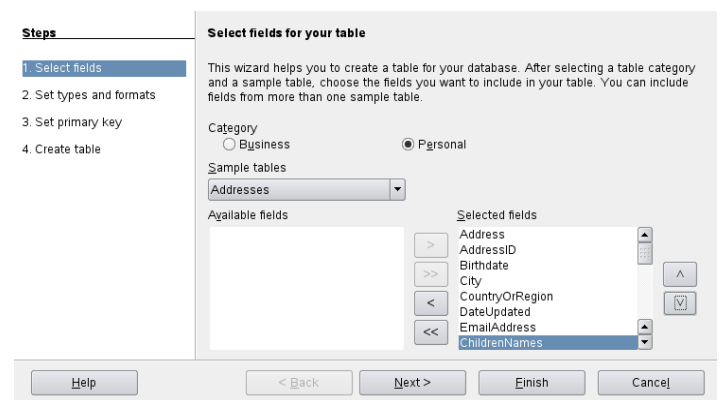
You can select one item at a time, or you can shift-click multiple items to select them.

4. Click the single arrow icon to move the selected items to the *Selected fields* menu.

To move all available fields to the *Selected fields* menu, click the double right- arrow.

5. Use the arrow keys to adjust the order of the selected fields.

The fields appear in the table and forms in the order in which they are listed.



Creating Graphics with Draw

Use OpenOffice.org Draw to create graphics and diagrams. You can save your drawings in today's most common formats and import them into any application that lets you import graphics, including the other OpenOffice.org modules. You can also create Flash versions of your drawings.

The OpenOffice.org Novell Edition allows you to import Scalable Vector Graphics (*.svg) and WordPerfect Graphics (*.wpg). Select *File* → *Open* and use the *Filter* drop-down list to view which file formats can be opened.

Creating a Graphic

1. Click *Alt + F2* and enter *oodraw* to open OpenOffice.org Draw.
2. Use the toolbar at the bottom of the window to create a graphic.
3. Save the graphic.

To embed an existing Draw graphic into an OpenOffice.org document, select *Insert* → *Object* → *OLE Object*. Select *Create from file* and click *Search* to navigate to the Draw file to insert. If you insert a file as OLE object, you can easily edit the object later by double-clicking it.

Opening Draw From Other OpenOffice.org Modules

One particularly useful feature of Draw is the ability to open it from other OpenOffice.org modules so you can create a drawing that is automatically imported into your document.

1. From an OpenOffice.org module (for example, from Writer), click *Insert* → *Object* → *OLE Object* → *OpenOffice.org 3.x Drawing* → OK. This opens Draw.
2. Create your drawing.
3. Click in your document, outside the Draw frame.

The drawing is automatically inserted into your document.

Creating Mathematical Formulas with Math

It is usually difficult to include complex mathematical formulas in your documents. The OpenOffice.org Math equation editor lets you create formulas using operators, functions, and formatting assistants. You can then save those formulas as objects that can be imported into other documents. Math functions can be inserted into other OpenOffice.org documents like any other graphic object.

Using Math, you can enter your equation in three different ways:

- Type markup in the equation editor,
 - Right-click on the equation editor and select the symbol from the context menu,
- or
- Select a symbol from the *Selection toolbox*.

Note

Math is not a calculator. The functions it creates are graphical objects. Even if they are imported into Calc, these functions cannot be evaluated.

For More Information

This guide gave you a short introduction to the OpenOffice.org suite. To discover more, refer to *Application Guide* (↑*Application Guide*) and the other manuals available for SUSE Linux Enterprise Desktop at <http://www.novell.com/documentation/sled11/>.

OpenOffice.org also contains extensive online help. In addition, a large community of users and developers support it. For more details, see the following links:

http://openoffice.org/dev_docs/features/3.2

A list of all new features available with OpenOffice.org.

<http://support.openoffice.org/index.html>

Official OpenOffice.org support page, provides manuals and other documentation

<http://www.taming-openoffice-org.com/>

Taming OpenOffice.org: Books, news, tips and tricks.

http://documentation.OpenOffice.org/HOW_TO/index.html

Detailed HowTo's for various OpenOffice.org tasks, including how to create and use templates.

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