



# Introduction to OpenOffice.org

## Initial conditions/prerequisites:


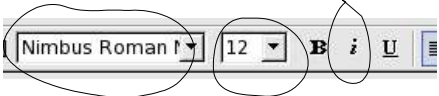

- OpenOffice.org must be installed on the version of Linux you're using.
- Some familiarity with office type applications is assumed.

## Goals:

- Learn what kinds of applications are available in OpenOffice.org
- Learn how to perform some useful functions in various OpenOffice.org applications.

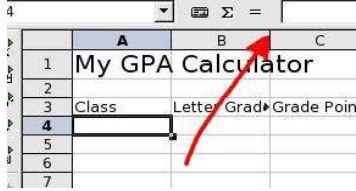
*OpenOffice.org is the name of a software package which is like the open source version of Microsoft Office. If you have used programs like Microsoft Word, Excel and Powerpoint, you should find the transition to OpenOffice.org to be fairly intuitive for the most part. As with most applications, there are far too many functions available to cover them all in anything short of a book. This lab will attempt to touch on some of the most important features of each application.*

Procedure	Explanation / Background
1. Open OpenOffice.org. This can be done from the main menu or by clicking on an icon. We'll start with Writer, the OpenOffice.org alternative to Microsoft Word. ➔ Main Menu >> Office >> ...Writer	<ul style="list-style-type: none"><li>• Note: Name of application will vary with version number.</li></ul>
2. On the first line, type the following: A little learning is a dang'rous thing; Drink deep, or taste not the Pierian spring; There shallow draughts intoxicate the brain, And drinking largely sobers us again.	<ul style="list-style-type: none"><li>• From "A Little Learning" Alexander Pope 1688 - 1744</li></ul>
3. Click left of the first letter you've typed and press <enter> to open up a space on the top line.	<ul style="list-style-type: none"><li>• &lt;enter&gt; means press the enter key.</li></ul>
4. Type into that space:  A Little Learning	<ul style="list-style-type: none"><li>•</li></ul>

Procedure	Explanation / Background
<p>5. Did the auto-correct remove your capitalization? Here's how to fix any of those automatic features that could drive you to distraction:</p> <p>Tools &gt;&gt; AutoCorrect/AutoFormat</p> <p>Try clicking on the different tabs to see what's available. First let's fix that feature that changed the case on us:</p> <p>Click the “options” tab.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>6. Uncheck (both [M] and [T] boxes) “Capitalize first letter of every sentence.”</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>7. What do [M] and [T] stand for? Hint: Look closely at the popup window.</p> <p style="text-align: center;"><b>QUESTION 1</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>8. After pressing the 'OK' button, fix your first line if you haven't already.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>9. Press the Stylist On/Off button up top:</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>10. The Paragraph Styles window should come up. This is a powerful and easy to use tool. Click anywhere on the text of the first line and then double click 'Heading1' in the Paragraph Styles window.</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>11. This is handy, but what's really useful is the ability to define one's own style. Highlight the last line of the poetry you typed in and change it to italics, some other font you like, and size 10.</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>12. Now click the new style from selection button (right of paint bucket on Paragraph Styles pop-up):</p> <p style="padding-left: 40px;">Name your new style “test” by typing in “test” and press 'OK'</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>13. Click anywhere on the second line of the poetry, then double click “test” in the Paragraph Styles window. What happened?</p> <p style="text-align: center;"><b>QUESTION 2</b></p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>14. Next we will explore indents –not glamorous, but crucial. Click anywhere on the last line of the poetry, then click the 'Increase Indent' button.</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> <li>•</li> </ul>

Procedure	Explanation / Background
15. Try the 'Decrease Indent' button. Try highlighting the whole paragraph and then using those buttons.	•
16. Bullets and numbers are closely related. We will make a list and try out numbers. The process for bullets is similar. Below the poetry, make a list of 5 things you have learned since you started this lab.	•
17. Highlight the whole list and click the numbering button on the toolbar. It's near the other buttons we've used. What happened? <b>QUESTION 3</b>	•
18. Now, with it still highlighted (or if it isn't, highlight it again), click the numbering button again. What happened? <b>QUESTION 4</b>	•
19. Now bring back the numbers and we'll edit them. From the drop down, select:  Format >> <u>N</u> umbering/Bullets >> Options  Change "start at" to 3. What happened to the sequence? <b>QUESTION 5</b>	•
20. Suppose we want to change the spacing? Highlight the poetry and select, from the dropdown:  Format >> <u>P</u> aragraph  Change the line spacing to 1.5.	•
21. Hopefully you are starting to get the hang of this application. Like any software, it pays to be curious and it pays to carefully read the Help entries when you have problems. Explore by pressing tool-bar buttons and write down 5 features not covered in this lab.	•

*Microsoft Excel is a widely used spreadsheet application with a vast number of powerful features. OpenOffice.org offers an alternative called Calc. We will take a look at some of the things you can do with this application.*

22. Open Calc using the same method you used to open Writer.	
23. In the top left cell, type, "My GPA Calculator."	
24. Make the text size 16. You should be able to figure this one out on your own.	
<p>25. Skip down a row and type in the first five cells going across (A3, B3, C3, D3, and E3):</p> <p><b>Class Letter-Grade Grade-Points Units GPA-Points</b></p> <p>Format it however you like. You will probably need to stretch the cells to fit the text without overlapping. Click and drag where the arrow is pointing to resize the columns one at a time.</p> 	
26. In the first column, type "Plasma Physics" in the first row, "Intro to Limnology" in the second row, and "Intro to Shakespeare" in the third row.	
27. In the "Letter Grade" column, type in A, B and C from top to bottom.	
28. In the "Grade Point" Column, type 4, 3, and 2 from top to bottom.	
29. In the "Units" column, type 5, 4 and 3, top to bottom.	
30. In cell B8, type "Totals"	
31. In cell C8, type: =sum( -highlight the numbers in the C column, then close the parenthesis.	You can also do this summation by clicking the summation button.
32. Do the same for the D column.	
33. In cell D10 type: GPA	
34. In cell E4 type: = then click on either of the numbers to the left of that cell, type: * and then click on the other numbered cell left of E4. Press <enter>.	
35. Now click cell E4. Hold the mouse pointer over the bottom right corner of that cell. The arrow should turn into a small cross. When you see the cross, click and drag down two cells.	
36. Use the same technique to drag the summation formula from D8 to E8.	
37. In cell E9, type: = then click E8, type / then click D8 and press <enter>.	

35. Now click cell E4. Hold the mouse pointer over the bottom right corner of that cell. The arrow should turn into a small cross. When you see the cross, click and drag down two cells.

38. To show the GPA out 2 decimal places, click E9 and from the drop-down select:

Format >> Cells

**QUESTION 6**

and click the number tab. Change decimals to 2. What is the GPA?

39. An intro to Calc would not be complete without a brief coverage of charts. Somewhere on the spreadsheet, type in the following:

Number	Number Squared	Number Cubed
0	0	0
0.2	0.04	0.01
0.5	0.25	0.13
0.7	0.49	0.34
1	1	1
2	4	8

You are encouraged to use the shortcut method shown above. If you didn't get it, you can type in the numbers manually.

40. Highlight the whole thing you just typed in, including the headings. From the drop-down, select:

Insert >> Chart...

Check the "First column as label" box. (Leave the other box checked)

41. Click "Next," Select "Lines" (top left graphic) and "Next" again.

42. Choose "B-Splines with symbols" (you'll have to use the scroll)

43. Click "create" and click an empty cell to anchor the chart. What do you notice about the behavior of the two curves in relation to each other? **QUESTION 7**

*Openoffice.org Impress is similar to MS Powerpoint. It is used for making presentations (like a digital slide show). We will go over how to make a very basic presentation.*

44. Open Impress. Select "Next," "Create," and "OK" when the new presentation wizard comes up.

45. Click on the Title area and Type: "Are You Impressed?"

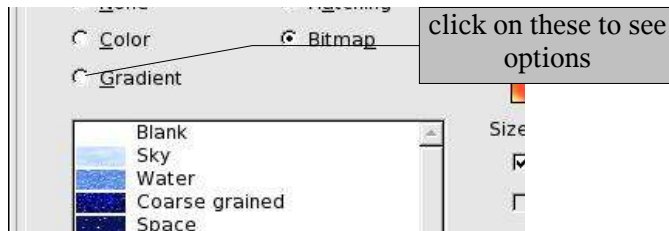
46. Click on the text area and type, "A brief presentation."

47. Click off of the text area.

48. From the drop down, select:

Format >> Page

Click the background tab and click the various circular check boxes to see what your choices are. Choose whatever background you like.



49. Now that we have a template for the presentation, we can create a bunch of copies to give our show continuity. From the drop down, select:

Insert >> Duplicate Slide

Repeat this 3 times.

50. Go to the second slide by clicking on the tab at the bottom:



51. Leave the heading unchanged and replace the text with: "by (your name)" on page 2.

52. Change to slide 3 and change the text body to read:

It's short

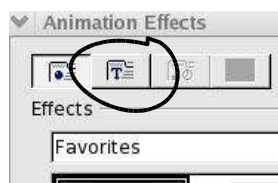
It's sweet

It's too the point

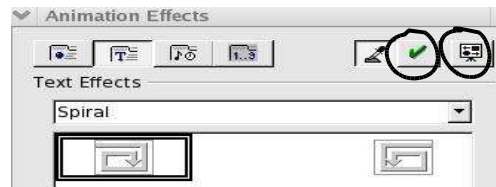
53. Now click the "Animation Effects" button:



54. Click the "Text Effects" button:



55.Highlight the body text and use the drop down across the top third of the pop-up to see the animation options. Click on one of them, then click the green check and the preview button:



If you don't see anything happening in the preview, click the green check again. What do you see? **QUESTION 8**

56.Let's get rid of slide 4. Right click on the tab at the bottom and select "delete slide."

57.Now select the first slide and click the slide show button (left side bar, at the bottom). To advance to the next slide, press the space bar.

58.Choose three of the buttons we haven't discussed yet and try them out. Write down which ones you explored. **QUESTION 9**

## Stuff to do when you're done with the lab

*Here are some things to try if you finish early.*

1. Figure out how to make moving text with Impress.
2. Explore the 3D drawing features of Draw.

# Lab Worksheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_