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Chapter III

Adapting to Libre Office

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1. Overview of LibreOffice and Its Integrated Applications

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 tool for creating letters, books, reports, newsletters, brochures, and other documents. You 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.
- **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. You 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, including Macromedia Flash (SWF).
- **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 you to define your own connection points. You can use Draw to create drawings for use in any of the LibreOffice components, and you can create your 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, PDF, and Flash.
- **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. You can use it to create complex equations that include symbols or characters not available in standard font sets. While 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. You can save formulas in the standard Mathematical Markup Language (MathML) format for inclusion in web pages and other documents not created by LibreOffice.

Logotipos em SVG: https://ast.wikipedia.org/wiki/LibreOffice

Figure 1: LibreOffice 6 Suite – Overview of Integrated Applications

2. History of LibreOffice:

LibreOffice originated from the open-source office suite **OpenOffice.org**, which faced uncertainty after Oracle's acquisition of Sun Microsystems in 2009. As the community grew concerned that Oracle might abandon the project, independent developers and contributors began planning an alternative that would ensure continuity, community governance, and

freedom from corporate control. This effort led to the creation of **The Document Foundation**, which was announced on **28 September 2010**, along with the launch of **LibreOffice** as a new, community-driven fork of OpenOffice.org. Following this announcement, the first stable version of LibreOffice (version 3.3) was released on **25 January 2011**, built from the OpenOffice.org source code but enhanced with community-contributed features. Over time, LibreOffice has matured into a robust office suite, refined through ongoing development and community collaboration.

3. **Advantages of LibreOffice:**

Here are some of the advantages of LibreOffice over other office suites:

 • No licensing fees: LibreOffice is free for anyone to use and distribute at no cost. Many features that are available as extra cost add-ins in other office suites (like PDF export) are free with LibreOffice. There are no hidden charges now or in the future.

 • Open source: You can distribute, copy, and modify the software as much as you 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. LibreOffice also provides support for both Complex Text Layout (CTL) and Right to Left (RTL) layout languages (such as Urdu, Hebrew, and Arabic).

 • 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. – All the components share a common spelling checker and other tools, which are used consistently across the suite. For example, the drawing tools available in Writer are also found in Calc, with similar but enhanced

versions in Impress and Draw. – You do not need to know which application was used to create a particular file. For example, you can open a Draw file from Writer.

• 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, Lotus 1-2-3, and PDF.

4. **Word processing with LibreOffice Writer:**

Writer is the word processor component of LibreOffice, a freely available, fully-featured office productivity suite. In addition to the usual features of a word processor (text entry, editing, and formatting; spelling checker, thesaurus, hyphenation, and autocorrect; find and replace; and others)

- **Parts of the main Writer window:**
  - ❖ **Title bar:** The Title bar is located at the top of the Writer window. It shows the file name of the current document. When the document is not yet named, the document name will appear as Untitled X, where X is a number. Untitled documents are numbered in the order in which they are created.
  - ❖ **Menu bar:** The Menu bar is located just below the Title bar in Windows and Linux and at the top of the screen. When you select one of the menus, a submenu drops down to show further options, including:

    - Commands that directly cause an action, such as Close or Save, in the File menu.

     -Commands that open dialogs. These are indicated by three dots following a command, such as Find... in the Edit menu.

    -Commands that open further submenus. These are indicated by a right-pointing arrow following a command, such as Toolbars and Zoom, in the View menu. Moving the cursor onto one of these items causes its submenu to open.
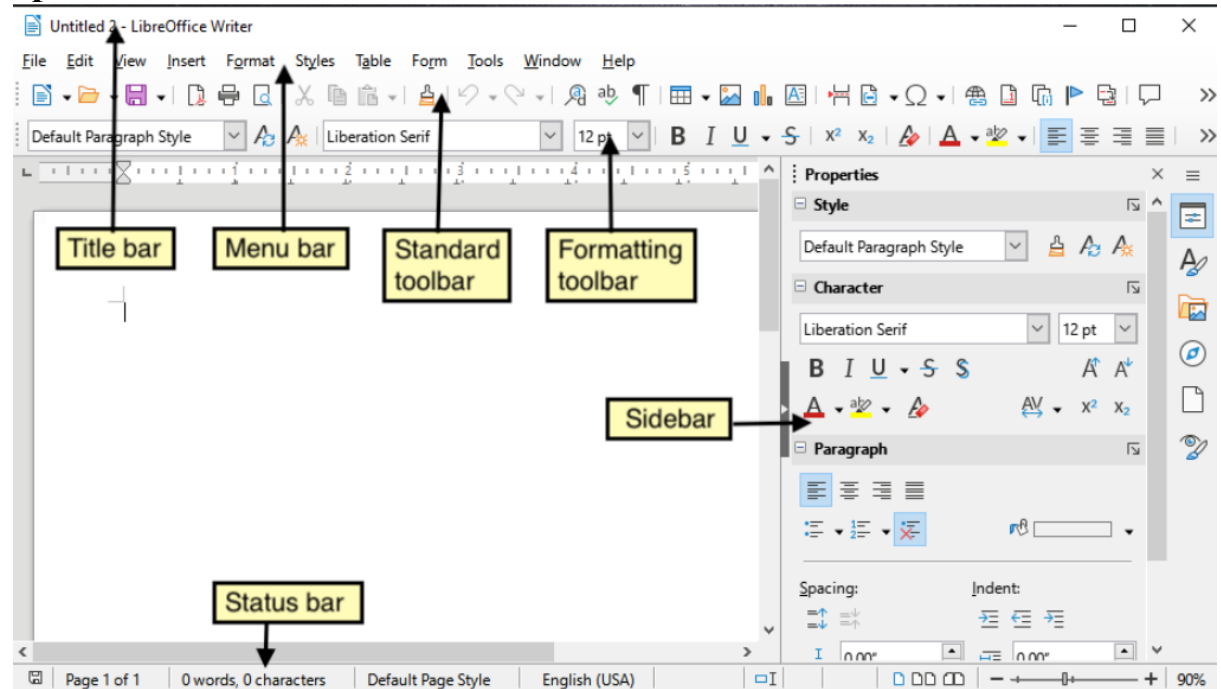
Figure 2: Parts of the main Writer window

❖ **Sidebar:** The Sidebar is normally open by default on the right side of the Writer window. It contains six main decks: **Properties, Page, Styles Gallery, Navigator, and Style Inspector**. Each deck provides quick access to commonly used tools for formatting and managing documents. Users can customize which decks are visible through the Sidebar Settings.

❖ **Toolbars:** LibreOffice has two types of toolbar locations: **docked** (fixed in place) or **floating**. Docked toolbars can be moved to different locations or made to float. The most-used toolbars in a default installation are the **Standard toolbar** and the **Formatting toolbar**, which provide quick access to commonly used commands for text, graphics, and document formatting.

❖ **Status bar** :The Writer Status bar is located at the bottom of the workspace. It provides information about the document and convenient ways to quickly change some document features. It can be hidden by deselecting it in the View
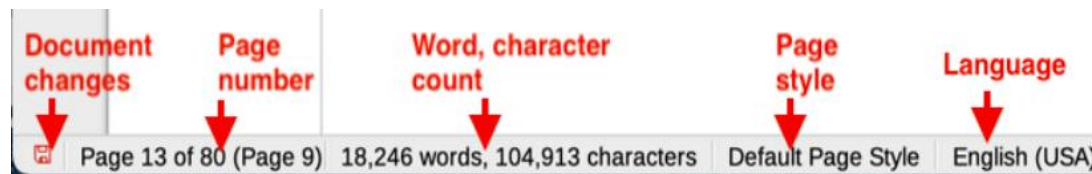
menu.

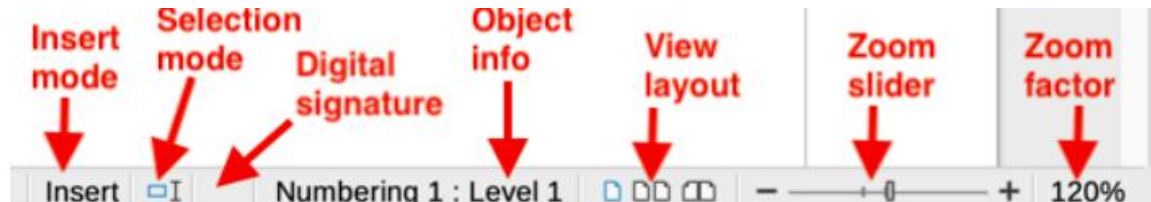Figure 3: Left side of the Writer Status Bar

Figure 4: Writer Status bar, right end

5. Spreadsheets with LibreOffice Calc:

Calc is the spreadsheet component of LibreOffice, offering additional features such as**:**

 • Functions, which can be used to create formulas to perform complex calculations on data.

• Database functions to arrange, store, and filter data.

• Data statistics tools, to perform complex data analysis.

• Dynamic charts, including a wide range of 2D and 3D charts.

 • Macros for recording and executing repetitive tasks; scripting languages supported include LibreOffice Basic, Python, and JavaScript.

 • Ability to open, edit, and save Microsoft Excel spreadsheets.

• Import and export of spreadsheets in multiple formats, including HTML, CSV, PDF, and Data Interchange Format

● **Parts of the Calc main window:**

❖ **Title bar:** The Title bar, located at the top, shows the name of the current spreadsheet. When the spreadsheet is newly created, its name is Untitled X, where X is a number. When you save a spreadsheet for the first time, you are prompted to enter a name of your choice.
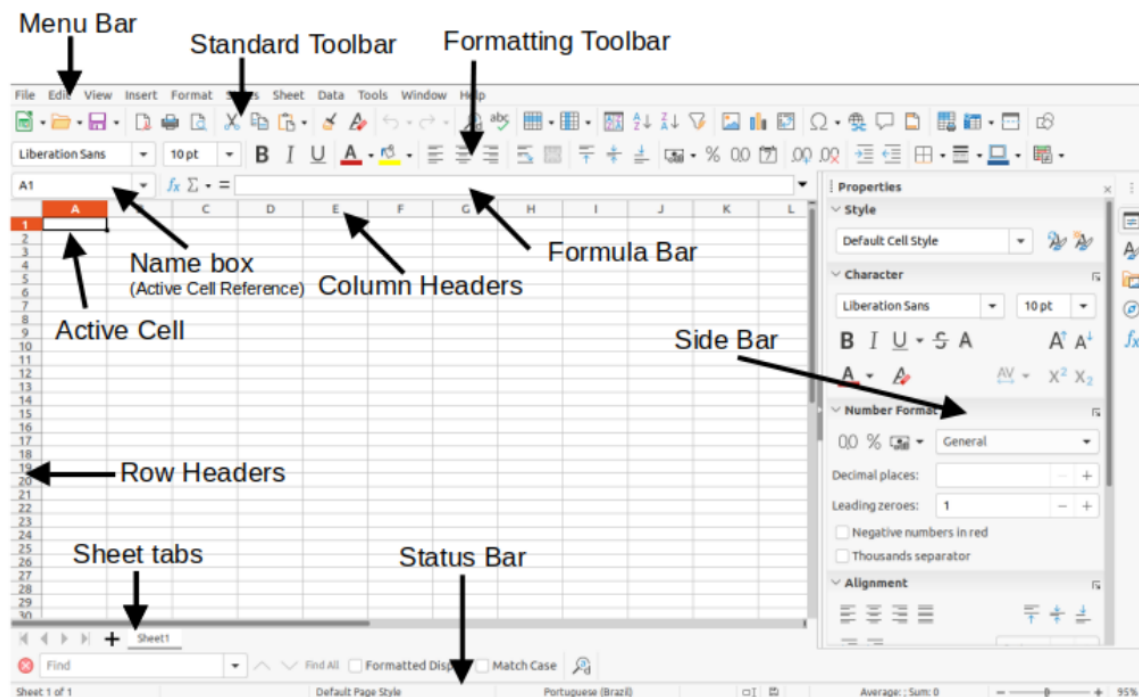
Figure 5: Calc main window

❖ **Menu bar:** Under the Title bar is the Menu bar. When you choose one of the menus, a list of options appears. You can also modify the Menu bar, setting up and Customizing.

• File – contains commands that apply to the entire document, such as Open, Save, Wizards, Export as PDF, Print, Digital Signatures, Templates.

• Edit – contains commands for editing the document, such as Undo, Copy, Find and Replace, Track Changes.

• View – contains commands for modifying how the Calc user interface looks, such as Toolbars, View Headers, Full Screen, Zoom.

• Insert – contains commands for inserting elements into a spreadsheet, such as Image, Chart, Text Box, Headers and Footers.

• Format – contains commands for modifying the layout of a spreadsheet, such as Cells, Page Style, AutoFormat Styles, Align Text.

• Styles – contains options for applying and managing styles, such as Heading 1, Footnote, Manage Styles.

• Sheet – contains commands for inserting and deleting elements and modifying the entire sheet, such as Delete Rows, Insert Sheet, Rename Sheet, Navigate.

• Data – contains commands for manipulating data in your spreadsheet, such as Define Range, Sort, AutoFilter, Consolidate, Statistics.

• Tools – contains functions to help check and customize a spreadsheet, for example Spelling, Share Spreadsheet, Macros, Options.

• Window – contains two commands; New Window and Close Window. Also shows all open windows in other LibreOffice applications.

• Help – contains links to LibreOffice Help, User Guides, and other miscellaneous functions.

❖ **Toolbars:** The default setting when Calc opens is for the Standard and Formatting toolbars to be docked at the top of the workspace. Calc toolbars can be either docked (fixed in place), or floating, allowing you to move a toolbar to a more convenient location on your workspace. Docked toolbars can be undocked and moved to a different docked location or become floating toolbars. Likewise, floating toolbars can be docked.

❖ **Formula Bar:** The Formula Bar is located at the top of the Calc workspace. It is permanently docked in this position and cannot be used as a floating toolbar.

❖ **Status Bar:** The Status Bar at the bottom of the workspace provides information about the spreadsheet and convenient ways to quickly change some of its features.

❖ The Sidebar: is a mixture of toolbar and dialog. When opened (View > Sidebar), it appears on the right side of the window. When entering or editing data in cells, the Sidebar consists of five decks: Properties, Styles, Gallery, Navigator, and Functions. Each deck has a corresponding icon on the Tab panel to the right of the Sidebar, allowing the user to switch between them.

6. Presentations with LibreOffice Impress:

LibreOffice Impress is the presentation software of the LibreOffice suite, used to create slideshows, multimedia presentations, and visual reports.
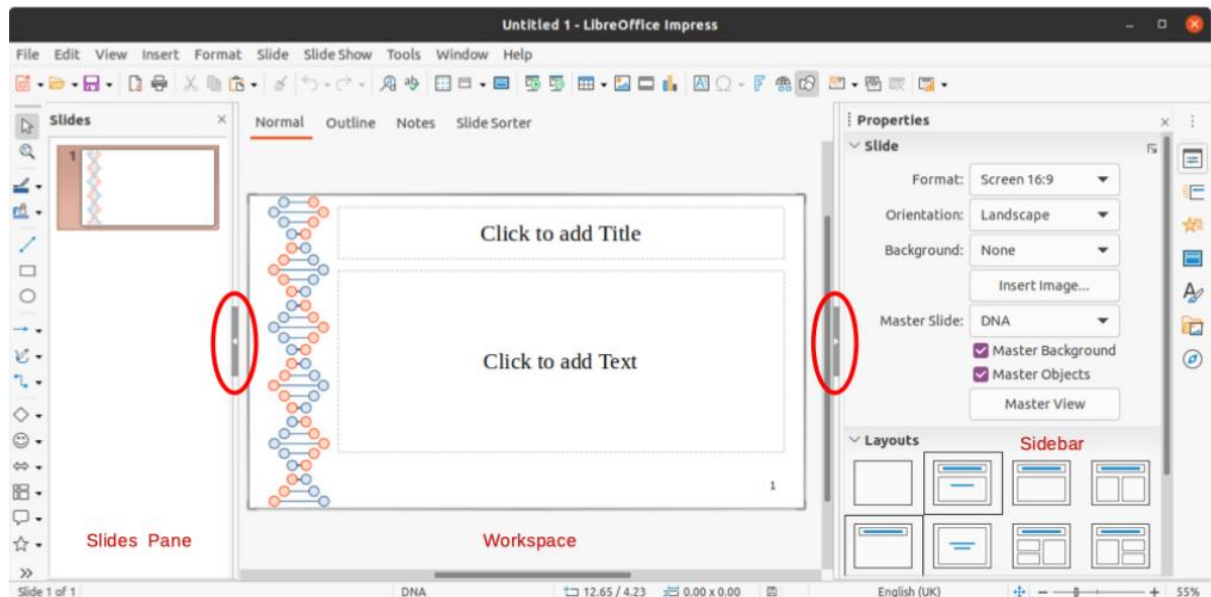

Figure 6: Impress main window

❖ **Menu bar:** The Impress Menu bar, at the top of the main window, provides several menus common to all LibreOffice modules. The commands may differ between the modules for File, Edit, View, Insert, Format, Tools, Window, and Help. Impress has two extra menus for Slide and Slide Show. When you select one of the menus, a sub-menu drops down to show commands. The Menu bar can be customized and for more information, see the Getting Started Guide.

❖ **Workspace:** The Workspace opens in the Normal view. It has four standard views selected using tabs: Normal, Outline, Notes, and Slide Sorter.

❖ **Slides pane**: The Slides pane contains thumbnail images of slides in a presentation in the order in which they will be shown. Clicking on a slide image in the Slides pane selects it and places the slide in the Workspace where the user can make changes to the displayed slide.

- ❖ **Sidebar:** The Impress Sidebar, normally located on the right side of the Workspace, is similar to the Sidebar in the other LibreOffice modules and consists of seven decks.

- ❖ **Status bar**: The Status bar located at the bottom of the main window, contains information that the user may find useful when working on a presentation.

- ❖ **Toolbars**: help in creating and formatting slides. The most commonly used toolbars are the **Standard toolbar** and the **Drawing toolbar**, which are shown by default. Other toolbars can be displayed or hidden via **View > Toolbars**.

7. **Introduction to LibreOffice Base:**

   Base is the database component of LibreOffice. It is used to **store, organize, and manage data**. Base includes four main work areas: **Tables, Queries, Forms, and Reports**, which allow users to enter data, retrieve information, and create structured reports
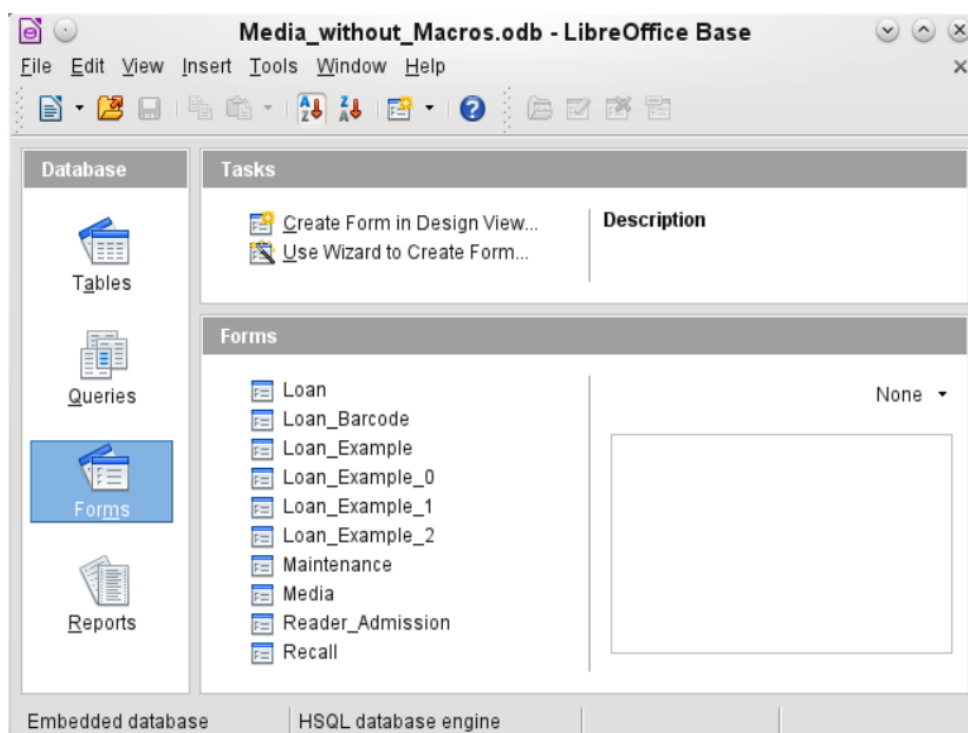

Figure 7: View of Base

- **Interface of LibreOffice Base:**

The LibreOffice Base interface is designed to be simple and easy to use. When Base is opened, the main window displays the database file and provides access to all database objects through a clear layout.

❖ **Menu bar**, located at the top of the window, contains commands such as File, Edit, View, Insert, Tools, Window, and Help. These menus allow users to create, open, save, and manage database objects.

❖ **Toolbars**, which provide quick access to frequently used commands. Toolbars can be shown or hidden depending on the user's needs.

❖ **Database pane**, which lists the main database objects: Tables, Queries, Forms, and Reports. Selecting any of these objects allows the user to create, edit, or view them.

❖ **Workspace**, located in the center of the window, displays the selected object and its contents. This area is used to design tables, run queries, fill forms, and view reports.

❖ **Status bar** provides information about the current database and the actions being performed.

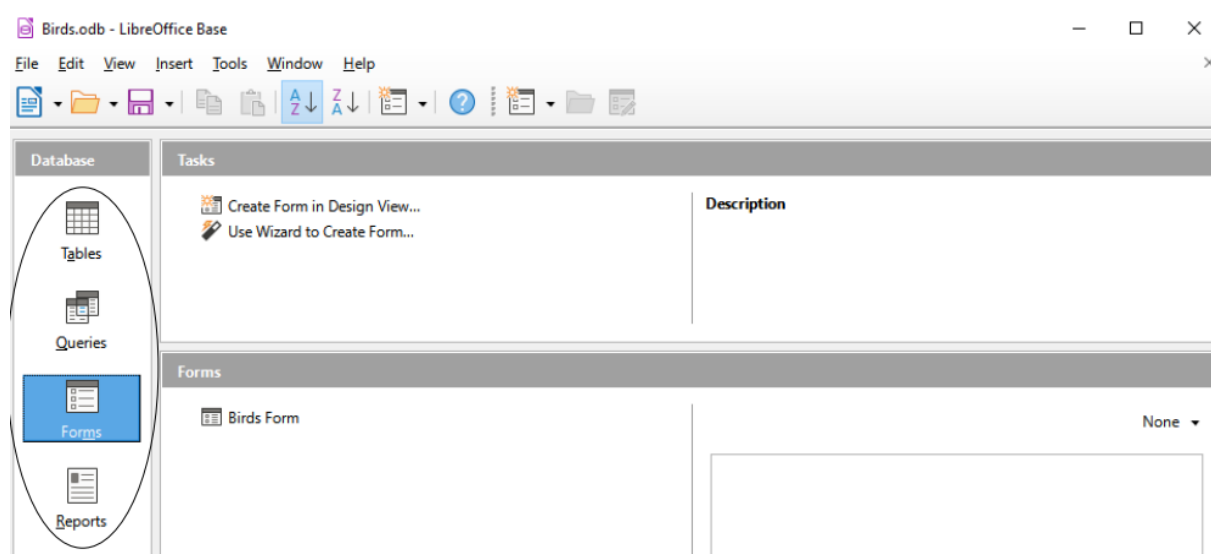**Structure of the Database Pane:**

Figure 8: The Base database objects

- ✓ Table: is the fundamental object in a relational database and tables use rows and columns to present the data—rather like a spreadsheet. You will learn about Tables and in this lesson, as well as how to use the Design View to create a table, add fields to a table, and define the type of data that is in a specific field.

- ✓ Query: makes a request to the database, asking it to find some specific data that are stored in the database.

- ✓ Form: gives the user another way of looking at the data in the database. Whereas a Table allows the user to view many records at once, a Form displays the contents of just one record at a time. Forms are very useful for entering data into new records or updating the data in existing records.

- ✓ Report :is used to present a selected set of information from a database neatly laid out and thus easier for the user to mentally digest

8. Vector drawing with LibreOffice Draw:

is a vector graphics program that can also handle some raster images. It allows users to create a wide variety of images using geometric elements such as lines, circles, and polygons. Vector graphics are easier to store and scale. Draw is fully integrated with the LibreOffice suite, making it easy to reuse drawings in Writer or Impress. Its functionality is extensive, offering many tools for creating and editing graphics.
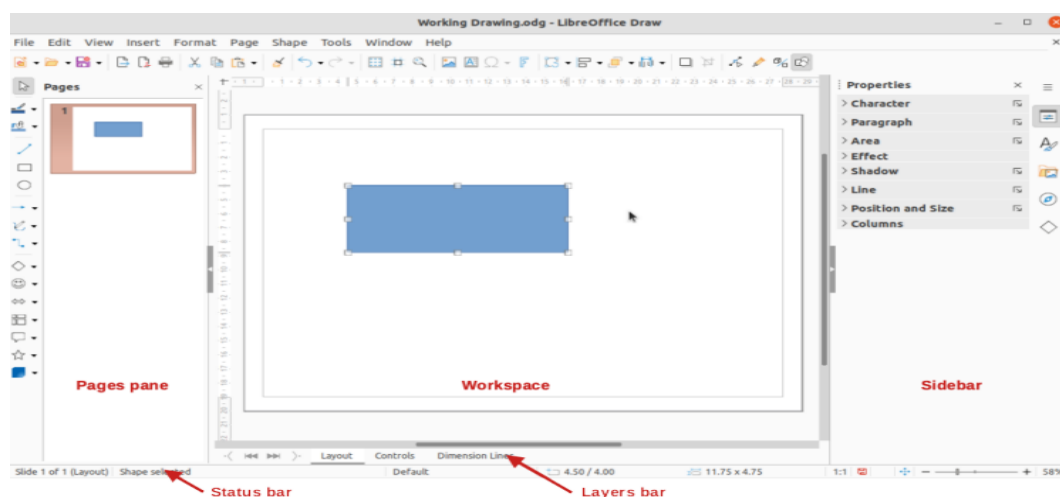
Draw main window:

Figure 9: Draw main window

- ❖ Standard Toolbar :The Standard toolbar contains general commands used in most LibreOffice applications, such as **New**, **Open**, **Save**, **Print**, **Undo**, and **Redo**. It provides quick access to basic file and editing operations.

- ❖ Drawing Toolbar: The Drawing toolbar is one of the most important toolbars in Draw. It contains tools for creating vector objects such as **lines, rectangles, circles, curves, text boxes, and connectors**. This toolbar is usually located at the bottom of the workspace.

- ❖ Formatting Toolbar: The Formatting toolbar is context-sensitive and changes depending on the selected object. It allows users to modify the appearance of objects by changing **colors, line styles, text alignment, font size, transparency, and effects**.

- ❖ Line and Filling Toolbar: This toolbar is used to control the properties of lines and filled objects. It includes options for **line width, line style, fill color, gradient, and shadow**.

- ❖ Text Formatting Toolbar: The Text Formatting toolbar appears when text is selected. It contains tools for **font type, font size, bold, italic, alignment, and text color**.

- ❖ Status Bar: Although not a toolbar in the traditional sense, the Status bar provides useful information about the drawing, such as **object position, size, zoom level, and page style**.

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