









OpenOffice Suite

A Free Alternative to Microsoft Office Package

OpenOffice is an office application suite available for a number of different computer operating systems (e.g. Windows XP, Mac OSX, Linux), and which supports many formats, **including Microsoft Office '97-2003 format**. OpenOffice exists with the aim of providing a **free, open and high-quality alternative** to users.

Components

OpenOffice is a **collection of applications** that work closely together to provide the features expected from a **modern office suite**. Many of the components are similar to those available in Microsoft Office. OpenOffice applications also include the **ability to export Portable Document Format (PDF) files** with no need for additional software. The components available include:

 Writer	A word processor used for typing text documents, resumes, letters, school assignments, reports, etc. Similar in look and feel to Microsoft Word . It can also function as an editor for creating and editing web pages. With Writer it is possible to add tabs, images, graphics, and different formatting to documents.
 Calc	A spreadsheet program similar to Microsoft Excel . Spreadsheets are used for tracking personal investments, budgeting, invoices, inventory tracking, statistical analysis, numerical modeling, address books, telephone books, printing labels, etc. Calc allows users to create a wide variety of simple and complex formulas, as well as charts and other diagrams.
 Impress	A presentation program similar to Microsoft PowerPoint . A presentation is a collection of slides that can be seen on the computer screen as normal and, with the use of a projector; the slides can be seen on the wall or on an external screen. With Impress , users can create professional looking presentations, adding text, images, graphics, sound and animation to their slides.
 Base	A database program comparable to Microsoft Access . A "database" can be a collection of data, e.g. the names and addresses of some friends or customers. Database programs manage the data in that collection, allowing users to enter more data, extract reports and information, and show the data in different ways. Base allows the creation and manipulation of databases along with the building of forms and reports to provide easy access to data for end-users.
 Draw	A vector graphics editor related in features to early versions of CorelDRAW . A graphics editor allows users to create and edit drawings, images, charts, graphics, diagrams, etc. Draw can also be used to create technical or general posters.
 Math	A tool for creating and editing mathematical formulas , similar to Microsoft Equation Editor . Math allows users to create equations and formulae for documents. It is most commonly used as an equation editor for text documents, but it can also be used with other types of documents, such as Calc or Impress files.

Additional Information

For more information and downloads, visit the OpenOffice website at <http://www.openoffice.org/>