

Open Office

Definition: It is Application Software that assist used in regular office jobs like creating, updating and maintaning documents, handling large amounts of data, creating presentations, scheduling etc are called office tools and open office software.

Using office tools saves time, effort and lots of repetative tasks can be easily.

Open Office Continue..

The office productivity software suite is available in many languages and its compatible with all major operating system including Apple OS, MS Windows and Linux etc.

It Includes following applications: word processor (Writer), a spreadsheet (Calc), a presentation application (Impress), a drawing application (Draw), a formula editor (Math), and a database management application (Base).

History of Open Office

OpenOffice was an open-sourced version of the earlier StarOffice, which [Sun Microsystems](#) acquired in 1999 for internal use.

Sun open-sourced the OpenOffice suite in July 2000 as a competitor to Microsoft Office, releasing version 1.0 on 1 May 2002.

In 2011, [Oracle Corporation](#), the then-owner of Sun, announced that it would no longer offer a commercial version of the suite and donated the project to the Apache Foundation. [Apache](#) renamed the software Apache OpenOffice.

Some popular Office Tools

- **Word processors:** MS Word, Open Writer, Google docs, iwork pages, Libre office Writer.
- **Spreadsheets:** MS Excel, Open Calc, Google Sheets, iwork Numbers, Libre Office Calc.
- **Presentations:** MS Powerpoints, Open Impress, Google Slide, iwork keynote, Libre office Impress.

Welcome to OpenOffice.org

Create a new document



Text Document



Spreadsheet



Presentation



Drawing



Database



Formula



Templates...



Open a document...



1. Open Office Writer

- It is an application software.
- It is a word processor package that process textual matter and creates, edit, organize and manage documents.
- It is mentioned in top word processing tools in 2021 for windows.
- The most popular versions among open office writer users are 4.1 and 4.0.
- The extension for files created in OO Writer files is .ODT(Open Document text).

2. Open Office Spreadsheet

- It is work with documents called Spreadsheets.
- Spreadsheets consists of a No. Of individual sheets; each containing cells arranged in rows and columns.
- A perticular cell is identified by its column letter and row number. These cells hold the indivisual elements- text, numbers, formulas and so ontext make uop the data to display and manipulate.

OO Spreadsheet Continue..

- Each spreadsheets can have many sheets and each sheets can have many individual cells.
- In Calc, each sheet can have a Max. Of 65,536 rows and a Max. Of 1024 columns, for a total of over 67 millian cells.
- Extension of an Open Office Calc file is **.ods**(open document spreadsheet)

3. Open Office Impress

- It is a Open Office tools to create Presentations.
- Its very similar to Microsoft Powerpoint. Impress can handle both MS Powerpoint Format (.ppt) as well as its own open standard format called **open document presentations(.odp)** format.
- You can create slides that contain many different elements, including text, bulleted and numbered lists, tables, charts, clip art and a wide range of graphic objects..

Microsoft Office

- It is an office suite of applications developed by Microsoft.
- It was first announced by Bill Gates on 1 August 1988.
- It is a proprietary software.
- It is a collection of office related applications.
- Each application serves a unique purpose and offers a specific service to its users.

Microsoft Office Continue..

Some popular MS office:

- MS Word used to create documents. Extensions .doc, docx For [Example: Biodata, Resume.](#)
- MS Excel used to create Spreadsheets. Extensions .xls, .xlsx [Example: Salary Charts.](#)
- MS Powerpoint used to create Presentations. Extensions .ppt [Example: Seminar.](#)



Microsoft®
Office

