



LibreOffice Tutorial

Preface

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Contributors

This book is adapted and updated from LibreOffice Tutorial by *Bernard Poole* whose real copies can be found at his website- <http://www.pitt.edu/~poole/libreoffice6frame.htm>.

To this edition

Pulkit Krishna

To previous editions

Bernard Poole

Feedback

Please direct any comments or suggestions about this document to the Documentation Team's mailing list: documentation@global.libreoffice.org



Note:

Everything you send to a mailing list, including your email address and any other personal information that is written in the message, is publicly archived and cannot be deleted.

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Who is this book for?

Anyone who wants to get up to speed quickly with LibreOffice will find this LibreOffice Tutorial valuable. You may be new to office software, or you may be familiar with another office suite.

What's in this book?

This book introduces the main components of LibreOffice:

- Writer (word processing)
- Calc (spreadsheets)
- Impress (presentations)
- Draw (vector graphics)
- Base (database)

For more detail, the Getting Started Guide or the user guides for the individual components.

Work Files

To follow the instructions given in this book step by step, one would need a set of files called work files. You can download them from the same location from where you downloaded this book or you can write to the following email address asking for the workfiles:

- pulkitkrishna00@gmail.com
- poole@pitt.edu

Where to get more help

This book, the other LibreOffice user guides, the built-in Help system, and user support systems assume that you are familiar with your computer and basic functions such as starting a program, opening and saving files.

Getting Started Guide

LibreOffice comes with an extensive Documentation. You can visit the official website- <https://documentation.libreoffice.org/en/english-documentation/getting-started-guide/> for downloading it. The getting started guide introduces the main components of LibreOffice. It also covers some of the features common to all components, including setup and customization, styles and templates, macro recording, and printing.

Individual Component Guides

The User Guides of every module is available on the website- <https://documentation.libreoffice.org/en/english-documentation/>. They can be downloaded free of cost or you can buy them at Lulu's though the friends of open document.

Help system

LibreOffice comes with an extensive Help system. This is the first line of support for using LibreOffice. Windows and Linux users can choose to download and install the offline Help for use when not connected to the Internet; the offline Help is installed with the program on macOS. To display the Help system, press *F1* or select **LibreOffice Help > LibreOffice Help** from the Help menu. If you do not have the offline help installed on your computer and you are connected to

the Internet, your default browser will open the online Help pages on the LibreOffice website. The Help menu includes links to other LibreOffice information and support facilities.

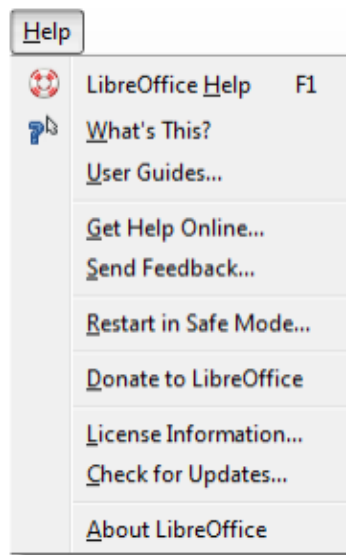


Figure 1: The Help Menu



Note

The following options shown here prefixed by a ‡ sign are only accessible if your computer is connected to the Internet.

- **What's This?** For quick tips when a toolbar is visible, place the mouse pointer over any of the icons to see a small box (“tooltip”) with a brief explanation of the icon’s function. For a more detailed explanation, select **Help > What's This?** and hold the pointer over the icon. In addition, you can choose whether to activate Extended Tips using **Tools > Options > LibreOffice > General**.
- **User Guides** ‡ Opens your default browser at the Documentation page of the LibreOffice website <https://documentation.libreoffice.org/en/english-documentation/>. There you will find copies of User Guides and other useful information.
- **Get Help Online** ‡ Opens your default browser at the Ask LibreOffice forum of questions and answers from the LibreOffice community <https://ask.libreoffice.org/en/questions/>.
- **Send Feedback** ‡ Opens your default browser at the Feedback page of the LibreOffice website <https://www.libreoffice.org/get-help/feedback/>. From there you can report bugs, suggest new features and communicate with others in the LibreOffice community.
- **Restart in Safe Mode** Opens a dialog window where you will have the option to restart LibreOffice and reset the software to its default settings.
- **Donate to LibreOffice** ‡ Opens your default browser at the Donation page of the LibreOffice website <https://donate.libreoffice.org/>. There you can choose to make a donation to support LibreOffice.
- **License Information** outlining the licenses under which LibreOffice is made available.
- **Check for Updates** ‡ Opens a dialog window and checks the LibreOffice website for updates to your version of the software.

- **About LibreOffice** Opens a dialog window and displays information about the version of LibreOffice and the operating system you are using. This information will often be requested if you ask the community for help or assistance with

Other free online support

The LibreOffice community not only develops software, but provides free, volunteer-based support. In addition to the Help menu links above, there are other online community support options available, see the table below:

Free LibreOffice support	
FAQs	Answers to frequently asked questions https://wiki.documentfoundation.org/Faq
Mailing lists	Free community support is provided by a network of experienced users https://www.libreoffice.org/get-help/ mailing-lists/
Native language support	The LibreOffice website in various languages https://www.libreoffice.org/community/nlc/ Mailing lists for native languages https://wiki.documentfoundation.org/Local_Mailing_Lists Information about social networking https://wiki.documentfoundation.org/Website/Web_Sites_services
Accessibility options	Information about available accessibility options https://www.libreoffice.org/gethelp/accessibility/
OpenOffice Forum	Another forum that provides support for LibreOffice, among other open source office suites http://forum.openoffice.org/en/forum/

Paid support and training

You can also pay for support through service contracts from a vendor or consulting firm specializing in LibreOffice. For information about certified professional support, see The Document Foundation's website: <https://www.documentfoundation.org/gethelp/support/>

What you see may be different

Illustrations

LibreOffice runs on Windows, Linux, and macOS operating systems, each of which has several versions and can be customized by users (fonts, colors, themes, window managers). The illustrations in this guide were taken from a variety of computers and operating systems. Therefore, some illustrations will not look exactly like what you see on your computer display.

Also, some of the dialogs may be different because of the settings selected in LibreOffice. You can either use dialogs from your computer's operating system or from LibreOffice. The differences affect mainly Open, Save, and Print dialogs. To change which dialogs are used, go to Tools > Options > LibreOffice > General and select or deselect the option Use LibreOffice dialogs.

Icons

The LibreOffice community has created icons for several icon sets: Breeze, Galaxy, High Contrast, Oxygen, Sifr, and Tango. Each user can select a preferred set. The icons in this guide have been taken from a variety of LibreOffice installations that use different sets of icons. The icons for some of the many tools available in LibreOffice may then differ from the ones used in this guide. To change the icon set used, go to **Tools > Options > LibreOffice > View**. In the **User Interface** section, choose from the drop-down lists under **Icon size and style**.



Note

Some Linux distributions include **LibreOffice** as part of the installation and may not include all the icon sets mentioned above. You should be able to download other icon sets from the software repository for your Linux distribution if you wish to use them.

Using LibreOffice on macOS

Some keystrokes and menu items are different on macOS from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this book. For a more detailed list, see the application Help.

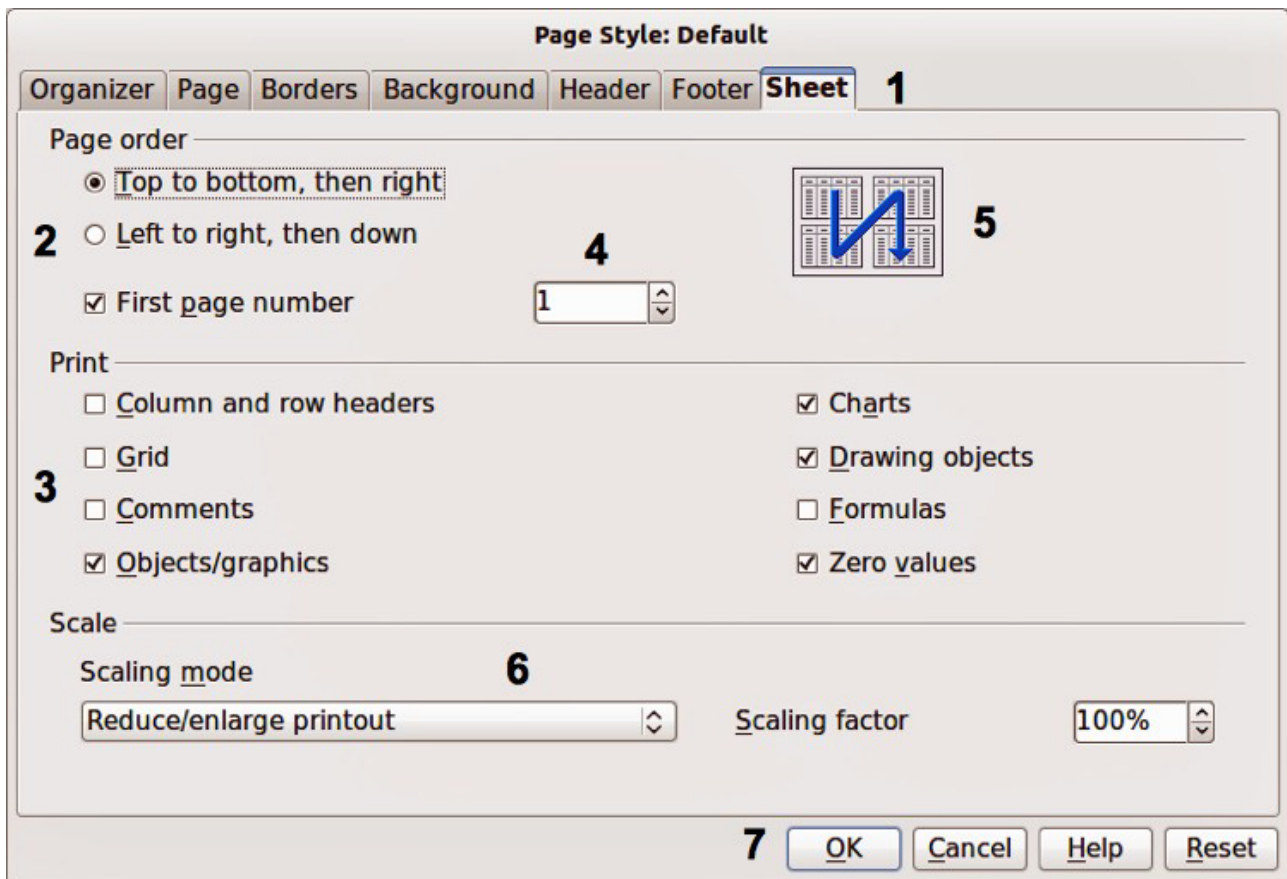
Table 1:

<i>Windows or Linux</i>	<i>macOS equivalent</i>	<i>Effect</i>
Tools > Options menu selection	LibreOffice > Preferences	Access setup options
<i>Right-click</i>	Control+click and/or right-click depending on computer setup	Open a context menu
<i>Ctrl (Control)</i>	⌘ (<i>Command</i>)	Used with other keys
<i>F5</i>	Shift+⌘+F5	Open the Navigator
<i>F11</i>	⌘+T	Open the sidebar Styles and Formatting deck

What are all these things called?

The terms used in LibreOffice for most parts of the user interface (the parts of the program you see and use, in contrast to the behind-the-scenes code that actually makes it work) are the same as for most other programs.

A dialog is a special type of window. Its purpose is to inform you of something, or request input from you, or both. It provides controls to use to specify how to carry out an action. The technical names for common controls are shown in Figure 2. In most cases the technical terms are not used in this book, but it is useful to know them because the Help and other sources of information often use them.



- 1) Tabbed page (not strictly speaking a control).
- 2) Radio buttons (only one can be selected at a time).
- 3) Checkbox (more than one can be selected at a time).
- 4) Spin box (click the up and down arrows to change the number shown in the text box next to it, or type in the text box).
- 5) Thumbnail or preview.
- 6) Drop-down list from which to select an item.
- 7) Push buttons.

In most cases, you can interact only with the dialog (not the document itself) as long as the dialog remains open. When you close the dialog after use (usually, clicking **OK** or another button saves your changes and closes the dialog), then you can again work with your document.

Some dialogs can be left open as you work, so you can switching back and forth between the dialog and the document. An example of this type is the Find & Replace dialog.

Frequently asked questions

How is LibreOffice licensed?

LibreOffice is distributed under the Open Source Initiative (OSI) approved Mozilla Public License (MPL). See <https://www.libreoffice.org/about-us/licenses/>

It is based on code from Apache OpenOffice made available under the Apache License 2.0 but also includes software that differs from version to version under a variety of other Open Source licenses. New code is available under LGPL 3.0 and MPL 2.0.

May I distribute LibreOffice to anyone? May I sell it? May I use it in my business?

Yes.

How many computers may I install it on?

As many as you like.

Is LibreOffice available in my language?

LibreOffice has been translated (localized) into over 40 languages, so your language probably is supported. Additionally, there are over 70 spelling, hyphenation, and thesaurus dictionaries available for languages, and dialects that do not have a localized program interface. The dictionaries are available from the LibreOffice website at: www.libreoffice.org.

How can you make it for free?

LibreOffice is developed and maintained by volunteers and has the backing of several organizations.

I am writing a software application. May I use programming code from LibreOffice in my program?

You may, within the parameters set in the MPL and/or LGPL. Read the licenses: <http://www.mozilla.org/MPL/2.0/>.

Why do I need Java to run LibreOffice? Is it written in Java?

LibreOffice is not written in Java; it is written in the C++ language. Java is one of several languages that can be used to extend the software. The Java JDK/JRE is only required for some features. The most notable one is the HSQLDB relational database engine. Java is available at no cost. More information and download links to the appropriate edition for your operating system can be found at: <https://java.com/en/download/manual.jsp>



Note

If you want to use LibreOffice features that require Java it is important that the correct 32 bit or 64 bit edition matches the installed version of LibreOffice. See the Advanced Options in Chapter 2 of this guide. If you do not want to use Java, you can still use nearly all of the LibreOffice features.

How can I contribute to LibreOffice?

You can help with the development and user support of LibreOffice in many ways, and you do not need to be a programmer. To start, check out this webpage: <https://www.libreoffice.org/community/get-involved/>

May I distribute the PDF of this book, or print and sell copies?

Yes, as long as you meet the requirements of one of the licenses in the copyright statement at the beginning of this book. You do not have to request special permission. We request that you share with the project some of the profits you make from sales of books, in consideration of all the work we have put into producing them.

Donate to LibreOffice: <https://www.libreoffice.org/donate/>

What's new in LibreOffice 6.0?

The LibreOffice 6.0 Release Notes are here:

<https://wiki.documentfoundation.org/ReleaseNotes/6.0>

THE OBJECTIVES OF THIS TEXT

These tutorials have been designed to introduce new users to the essential functionality of the LibreOffice suite of software applications. The learning objectives are thus threefold:

- to help the learner acquire the fundamental skills involved in using the LibreOffice suite of productivity programs;
- to help the learner apply these skills in the context of the classroom, lecture hall, or other home or office environment;
- to motivate the learner to go on to acquire more advanced features of LibreOffice not covered in these tutorials.

WHY LIBREOFFICE?

Unlike Microsoft Office, LibreOffice is FREE of any charge. It has been developed and is maintained by a global team of developers, most of whom provide their services free of charge.

To quote from the LibreOffice Discover website: “LibreOffice is a powerful office suite; its clean interface and powerful tools let you unleash your creativity and grow your productivity.

LibreOffice embeds several applications that make it the most powerful Free & Open Source Office suite on the market: Writer, the word processor, Calc, the spreadsheet application, Impress, the presentation engine, Draw, our drawing and flowcharting application, Base, our database and database front end, and Math for editing mathematics.” Aside from the look and feel of LibreOffice, the functionality is not greatly different from other office productivity tools such as Microsoft Office.

In LibreOffice you have a computing environment that will help you handle most of the admin tasks expected of a teaching professional. Furthermore, after you have learned the various productivity features taught in these tutorials, and when you, in your turn, teach LibreOffice to your friends—and integrate the software into the curriculum—you will help them gain skills in the use of computer applications expected of the citizens of today’s and tomorrow’s world.

The user of these tutorials should be aware that the goal is to learn the ESSENTIALS of LibreOffice. It is beyond the scope of the tutorials to cover all the features of this function-rich software.

It is the author’s hope that readers, on completion of the tutorials, will be motivated to venture forth on their own and become proficient in the many quality and productivity-enhancing aspects of this and other computer-based teaching and learning tools.

WHAT IS SPECIAL ABOUT THIS TEXT?

This may not be the only set of LibreOffice tutorials available for the education marketplace. What features set it apart?

- The scope of the material presented in ESSENTIAL LibreOffice is intentionally limited to what can be reasonably covered in 10-15 class hours, depending on the computing abilities of the students. It will thus fit nicely within the context of a course devoted either to the broader issues of computer literacy, or for a standalone, hands-on course that introduces LibreOffice.
- Proficiency is promoted by frequent reinforcement of skills learned. Appropriate exercises at the end of each tutorial provide an opportunity for skill consolidation. Teachers are encouraged throughout the text to build on, and grow beyond, the skills learned in the tutorials.

TEACHING IS A COOPERATIVE ENDEAVOR

No tutorial in and of itself can teach you anything unless you are committed to the learning process. Computing is a set of skills, rather than a body of knowledge. As such, it demands practice in order to foster and maintain proficiency. As Thomas Edison observed: "The most important method of education always has consisted of that in which the pupils were urged to actual performance."

You, the user, must be prepared to work at mastering tools such as LibreOffice, along with the myriad other examples of educational software and hardware, as well as the non-computer-based tools and techniques that have been developed, over the years, for your area of pedagogical expertise, if you are to ever feel comfortable integrating these technologies for teaching and learning.

All your efforts will yield abundant fruit when you thoughtfully incorporate computer-based instruction into your curriculum. Your students will partake in that fruitful harvest and you will touch their future even as you touch your own.

ACKNOWLEDGEMENTS

I would like to thank Bernard Poole for giving me the permission to put this book in its present form.

-Pulkit krishna

They say good teachers are born, not made. So I must begin with a debt of gratitude to my mom and dad, neither of whom were teachers, but both of whom taught me so very much. In the 1980s, my sister-in-law, Susan Shamey, helped me put together a database all about birds. That database started out as AppleWorks-compatible, and has migrated to just about every incarnation of productivity software since, including LibreOffice.

I also am thankful to my students at the University of Pittsburgh at Johnstown, Pennsylvania, USA, who class-tested the tutorials since I first started to make them available free-of-charge online. Their feedback has been voluminous and invaluable.

For her help with the art work in the lessons on Impress, I am grateful to Dr. Netiva Caftori of Northeastern Illinois University, Chicago, USA. My thanks, too, to Lorrie Jackson for her

help with Lesson 10. Then I must thank Lara E. Eakins, of the University of Texas at Austin, for her help with the graphics for the Tudor Monarchs presentation which accompanies the LibreOffice Work Files and for the several illustrations in the text for Lesson 10.

I must offer a special vote of thanks to the LibreOffice community worldwide. Years ago I was encouraged by Ben Horst to do for LibreOffice what I have been doing for Microsoft Office since the mid-1990s. Throughout the writing of this book, I have had the technical support of Jay Phillips, in particular, and the moral support of Paul Joseph. But I have constantly needed to call on the many online resources that provide help with technical aspects of the LibreOffice suite. In the course of writing this book, I have been frequently stymied as to how to proceed with regard to one LibreOffice function or another, and somewhere, somehow, I was able to find the help necessary to proceed.

Needless to say, Google was an absolute Godsend!

To all, my heartfelt gratitude. Life is a work in progress, so I would like to take this opportunity to thank, in anticipation, those from whom I will continue to draw inspiration and ideas to improve the quality of my work.

-Bernard Poole