OpenOffice.org
## for
Teachers

TEC 955
Fresno Pacific University

Writer

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's Portable Document Format (PDF), and several versions of Microsoft Word files. It also connects to your e-mail client.
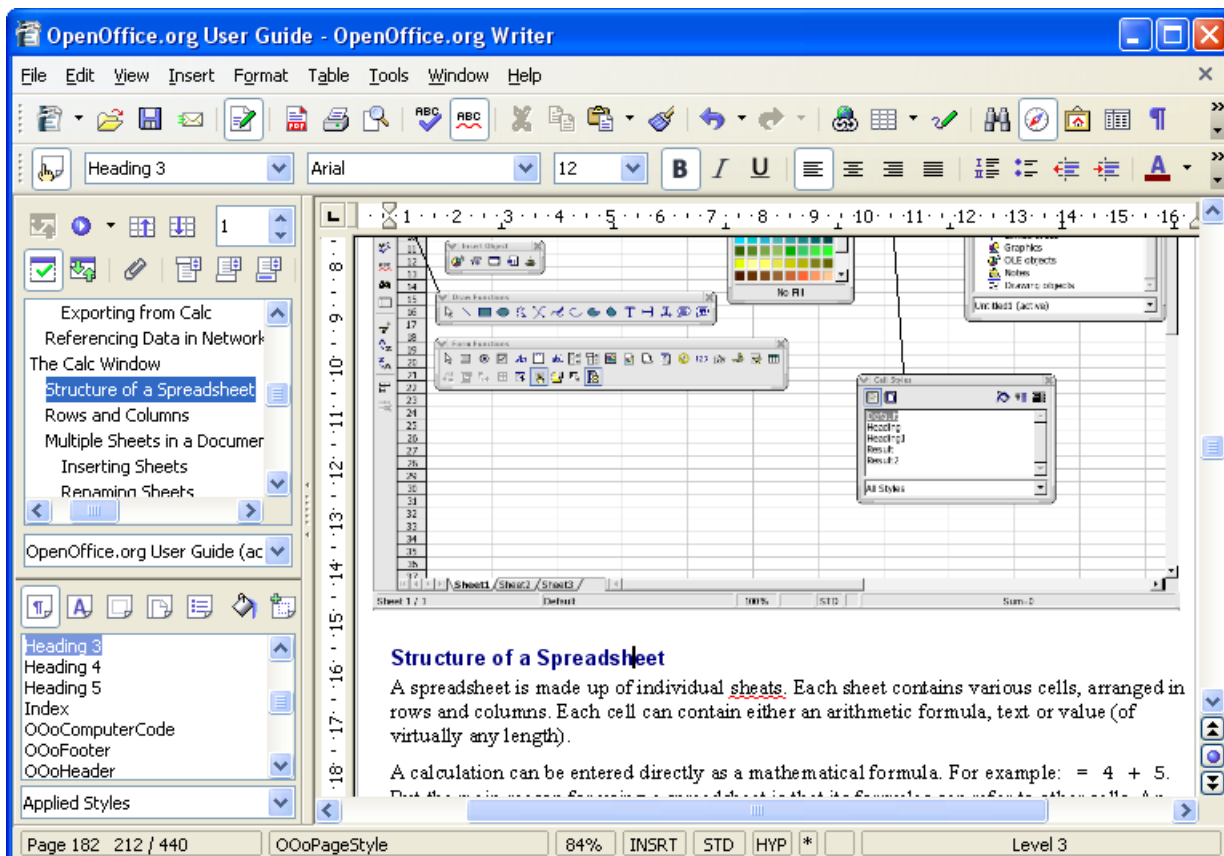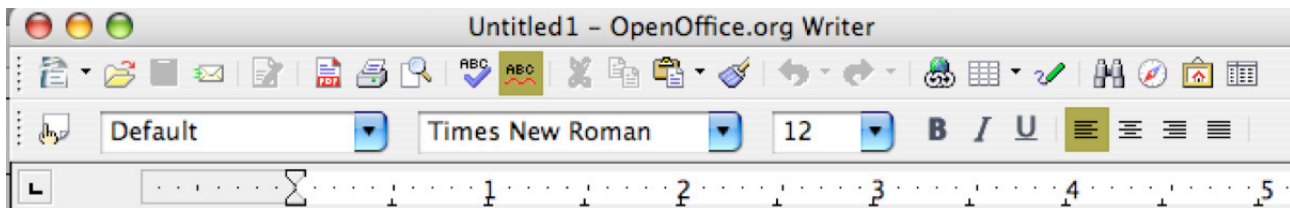
Calc

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" analyses. Calc generates 2-D and 3-D charts which can be integrated into other documents.
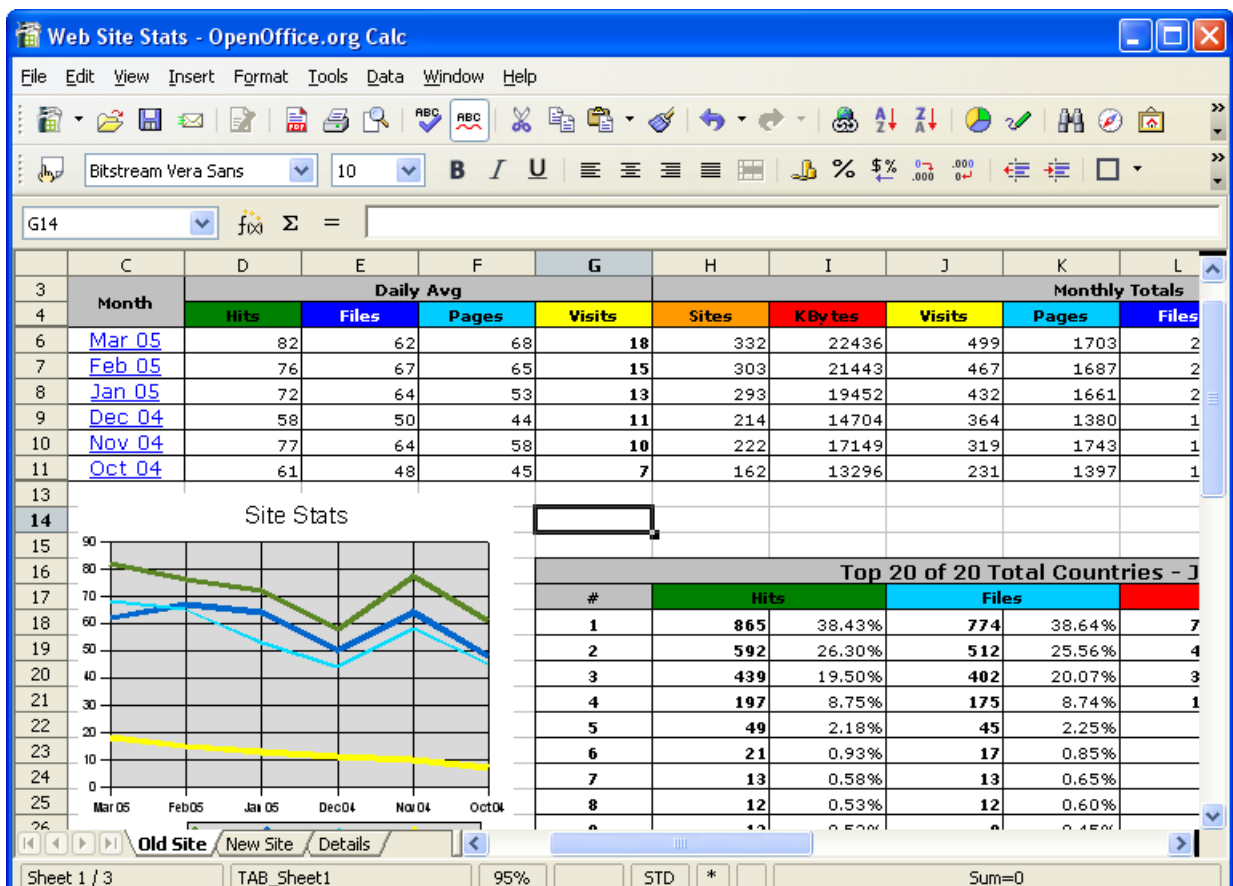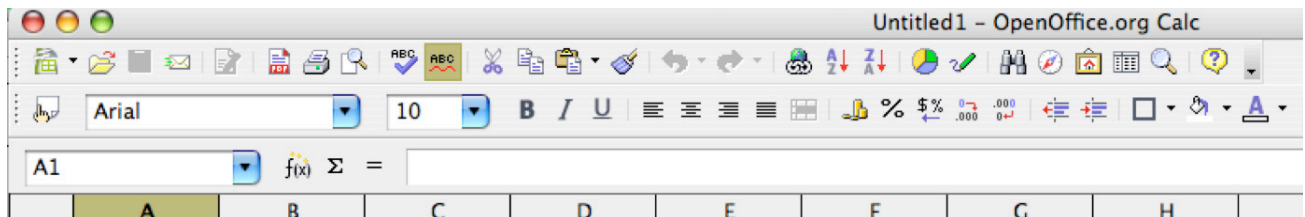
Impress

Impress provides all the common multimedia presentation tools like special effects, animation, and drawing. It is integrated with the advanced graphics capabilities of OOo's Draw and Math components. Slideshows can be further enhanced with Fontwork's special effects text, as well as sound and video clips. Impress is compatible with Microsoft's Powerpoint file format and can also save your work in numerous graphics formats including Macromedia Flash (SWF).
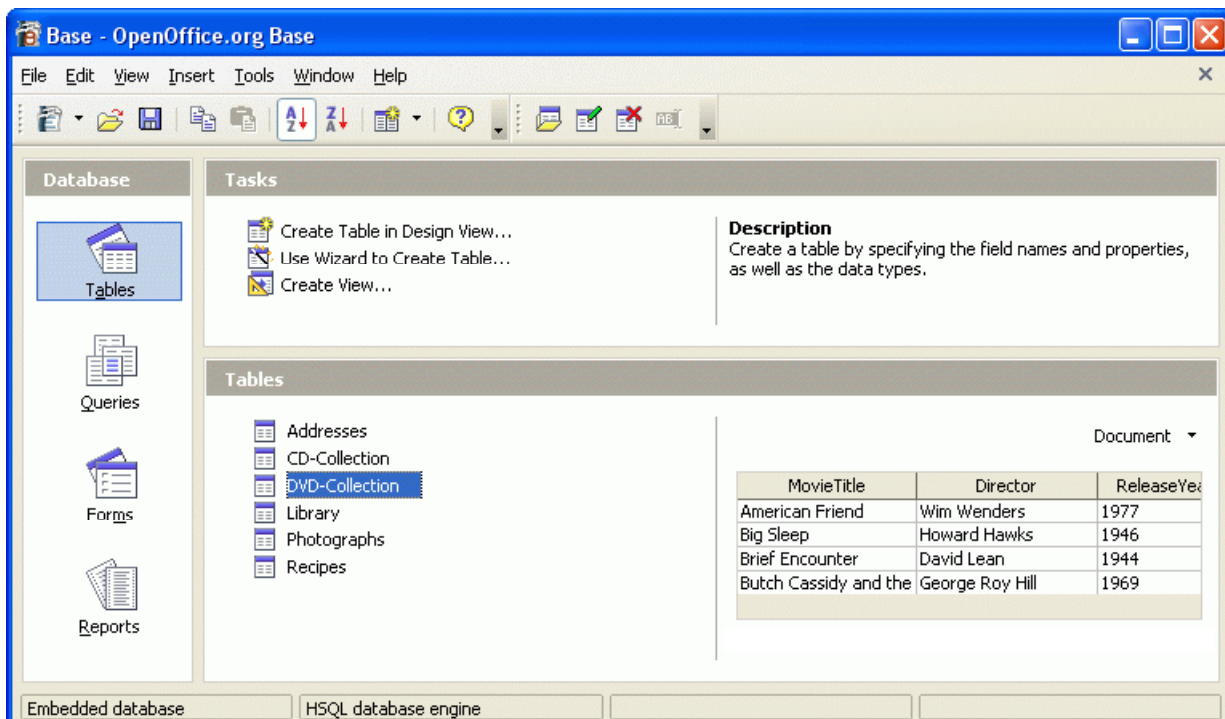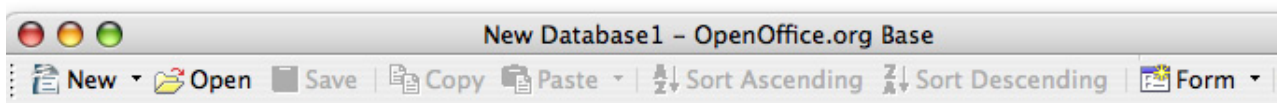
OpenOffice

Draw

Draw is a vector drawing tool that can produce everything from simple diagrams or flowcharts to 3-D 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 OOo's other components, and you can create your own clipart and 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 (SWF).
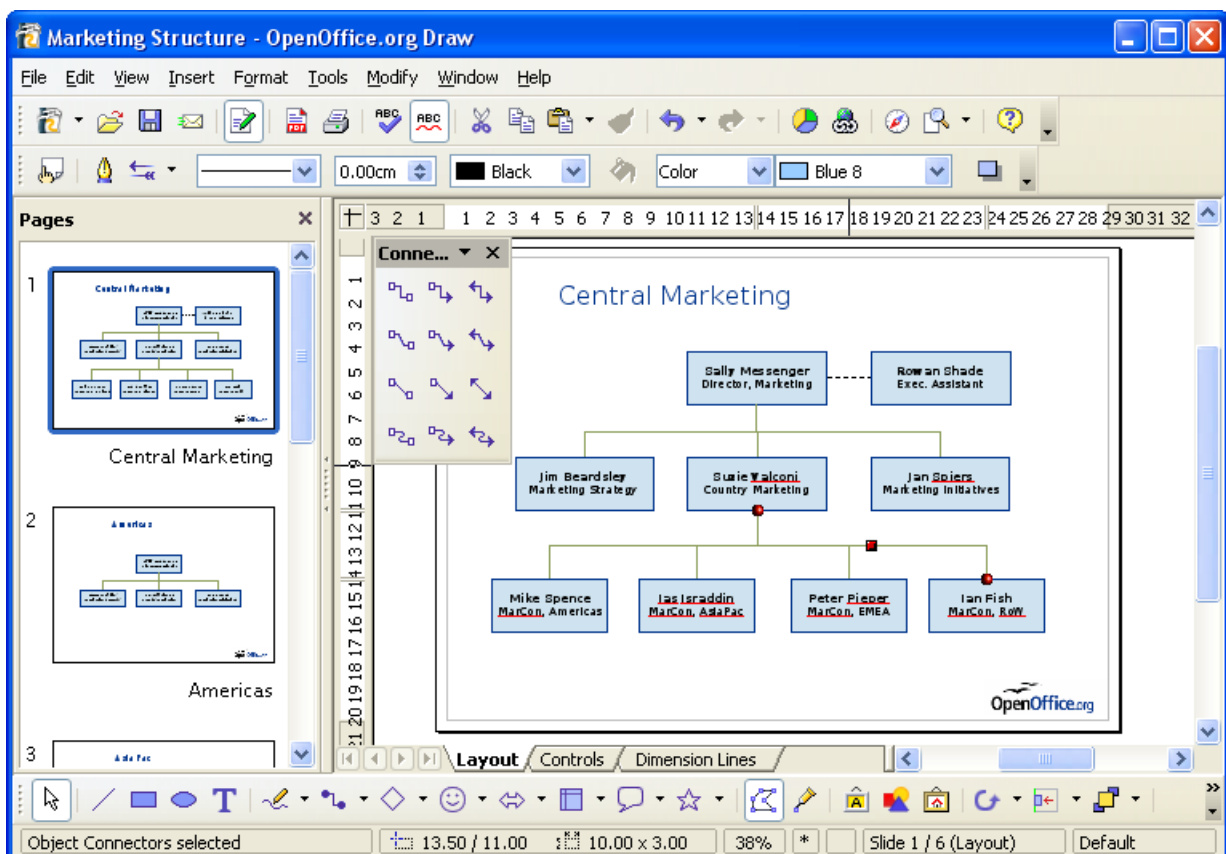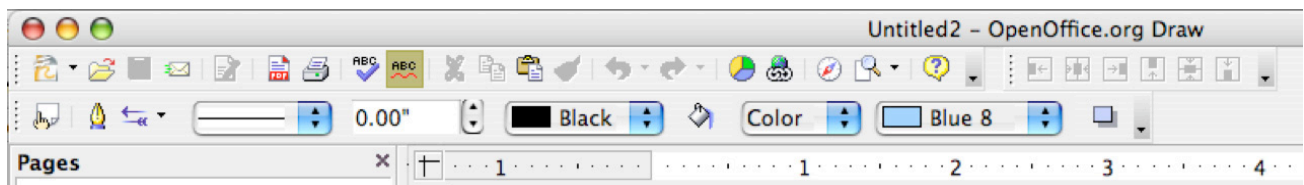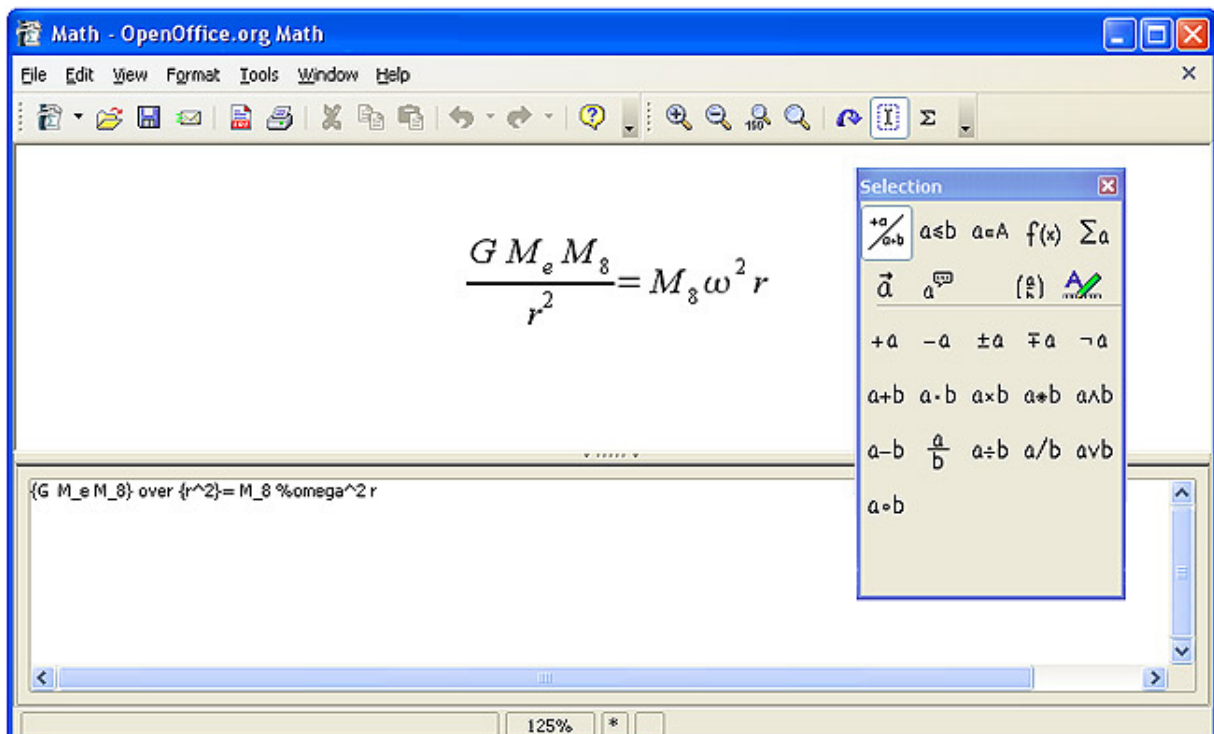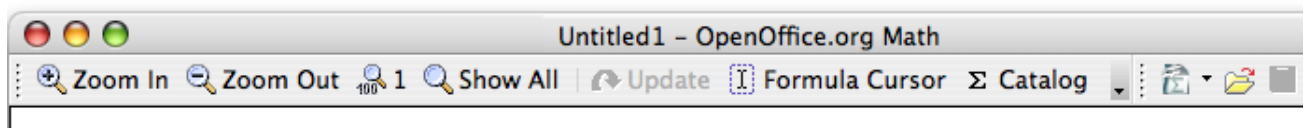
Base

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 connected 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 HSQLDB as its default relational database engine. It can also use dBASE, Microsoft Access, MySQL, or Oracle, or any ODBC- or JDBC-compliant database. Base also provides support for a subset of ANSI-92 SQL.

Math

Math is OpenOffice.org's 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 stand-alone tool. You can save formulas in the standard Mathematical Markup Language (MathML) format for inclusion in web pages and other documents not created by OOo.

Untitled1 – OpenOffice.org Math

Zoom In   Zoom Out   1   Show All   Update   Formula Cursor   Σ Catalog

Math - OpenOffice.org Math

File   Edit   View   Format   Tools   Window   Help

$$\frac{G\,M_e\,M_8}{r^2} = M_8\,\omega^2\,r$$

Selection

{G M_e M_8} over {r^2}= M_8 %omega^2 r
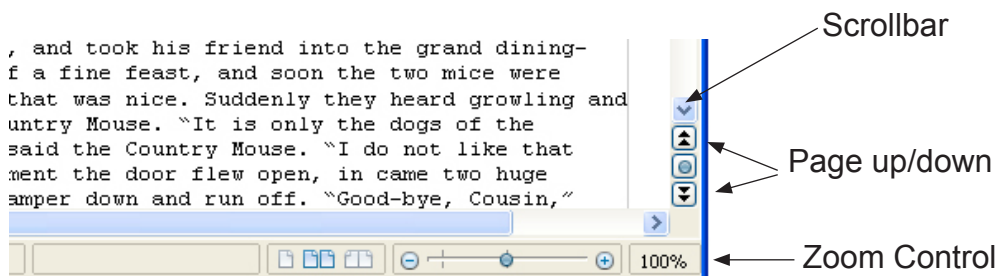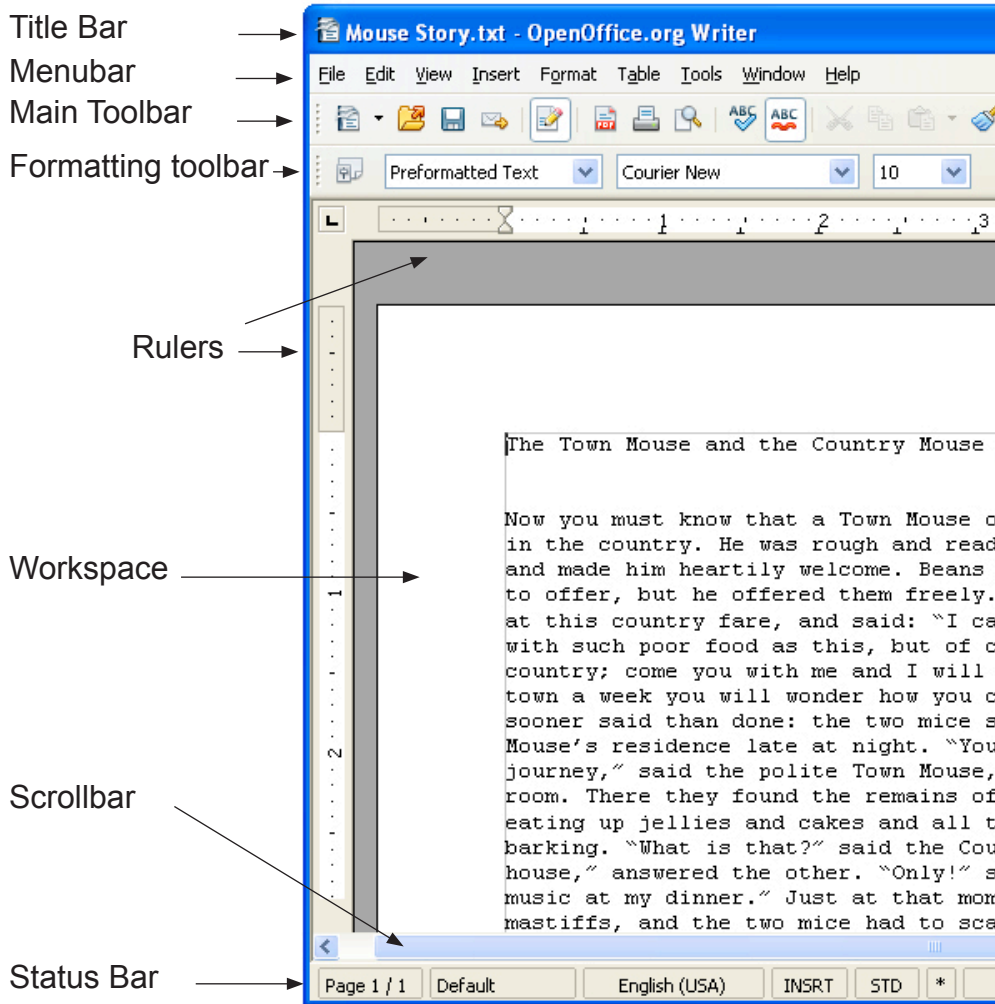
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OpenOffice

Comparing OpenOffice.org Writer with Microsoft Word

If you have never used Microsoft Word, working in OpenOffice.org's Writer will be a new experience - you won't have to 'unlearn' anything. If, however, you are an experienced Word user, you may find subtle differences between the two programs, such as where the menus, buttons and toolbars are. Take some time and learn their locations in OOo. Fortunately many of the commonly used functions are located in the same place as Word, and the icons are intentionally similar, as seen below. Your Word or Writer screen may look a bit different, because the toolbars and buttons can be moved, modified and, in some cases, hidden from view. Below, a quick comparison of both screens (both set to 12 pt Arial font justified to the left margin) illustrates the very similar 'look and feel' between Word and Writer.
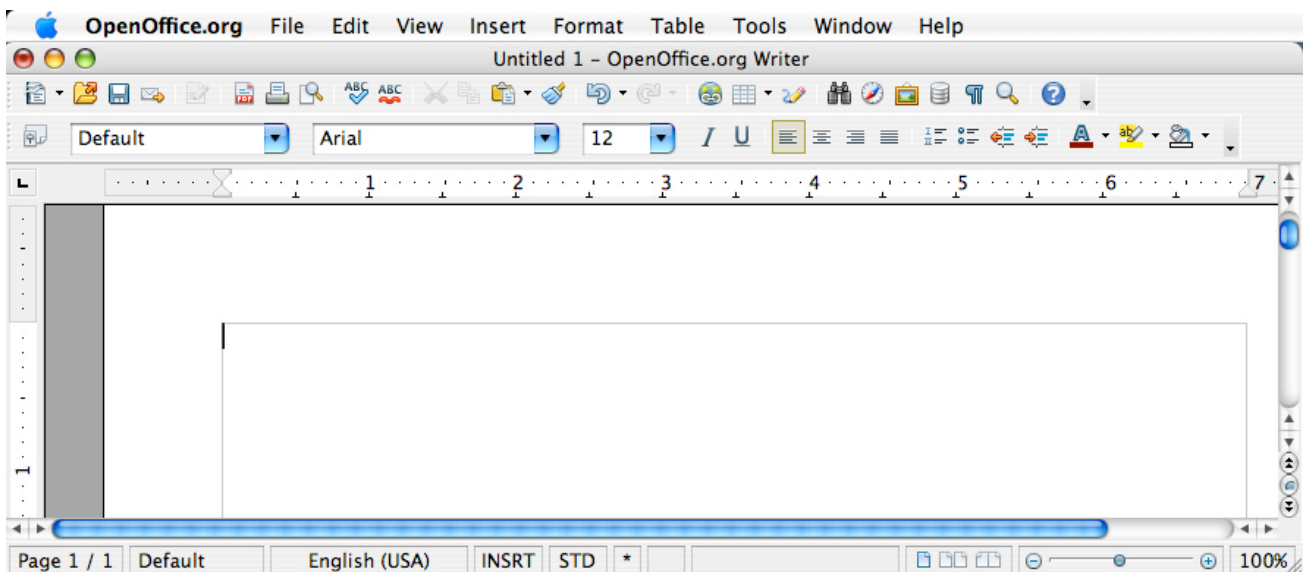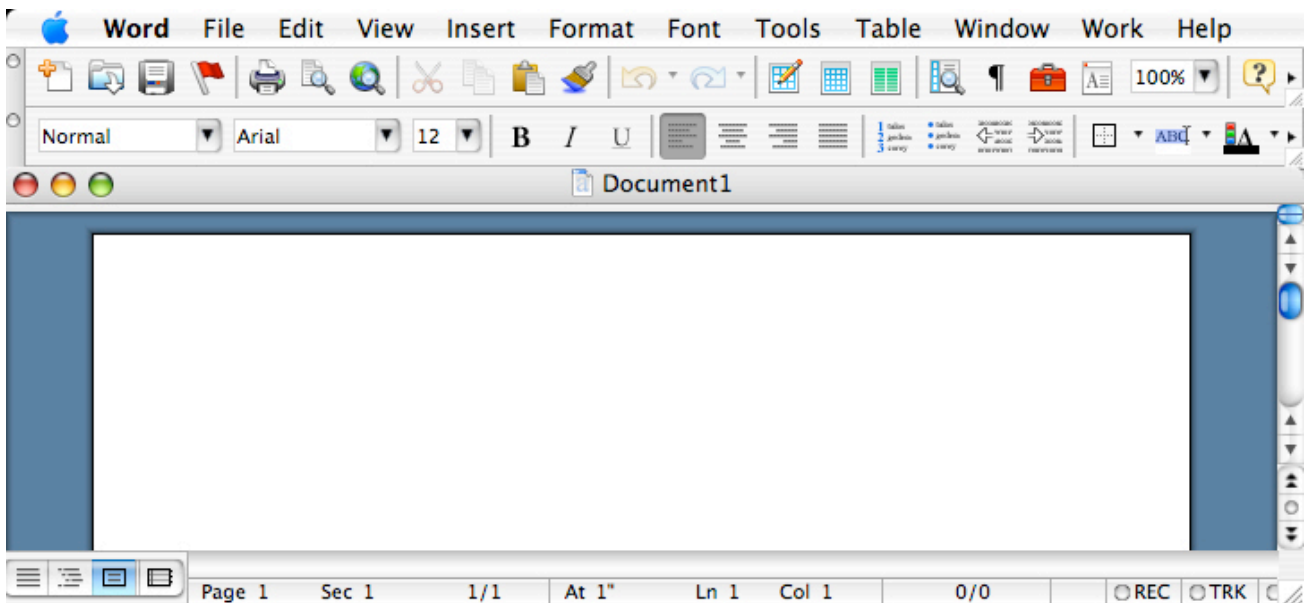
Parts of a Word Processor

As most have used a word processor before, you are already familiar with the basic features and functions of OpenOffice.org Writer.

Title Bar

Menubar

Main Toolbar

Formatting toolbar

Rulers

Workspace

Scrollbar

Status Bar

Scrollbar

Page up/down

Zoom Control

Tables

A table is a matrix of rectangles, set up by rows (horizontally) and columns (vertically). The resulting grid creates a way to organize text, images, or both, in an orderly fashion. Each square (or cell) can be individually re-sized and is its own mini-word processor window.

	Monday	Tuesday	Wednesday	Thursday	Friday
English	Weekly topic: autobiographies				
Math	Pages 58-65	Pages 66-72 Odd only	Pages 73-80 Even only	Pages 81-90 All questions	Review
Science					Read Chapter 1: Our Solar
History	Weekly topic: the presidential election			States Test	
Other					

There are several ways to add a table to a word processing document: Choose Table... from the Insert menu or click on the Table icon from the Toolbar. A dialog box will appear where the number of columns and rows are set. There is also an Autoformat... button, creating a table with a predefined color scheme (refer to the Help section for more information on these options).
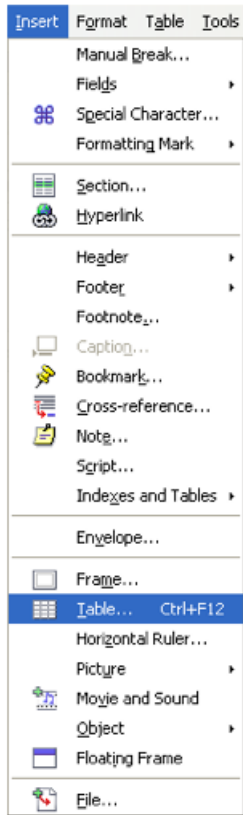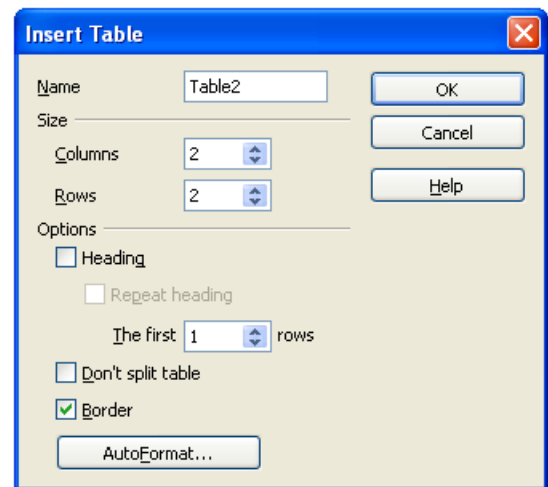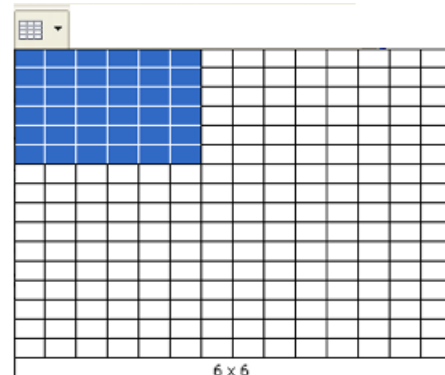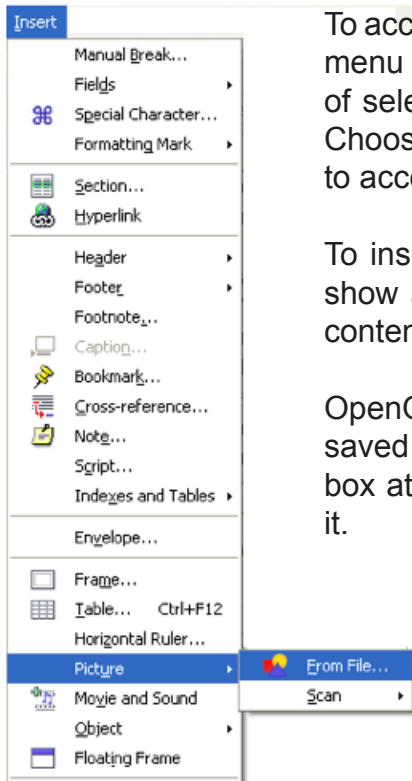
Table Icon

By clicking on the triangle to the right of the Table icon, you can drag the mouse to define the number of columns and rows in a table.

This bypasses the Insert Table dialog screen and makes the process very fast.

Importing Graphics

To access a picture already saved on your computer, choose the Insert menu and select Picture. A submenu will open, giving you the option of selecting a graphic or using a scanner to bring in a new picture. Choose the From file... option. A dialog screen will open, allowing you to access your computer to locate your pictures.

To insert a picture from a CD-ROM, click the My Computer icon to show all storage devices, then click the CD/DVD drive to reveal its contents.

OpenOffice.org can open most picture formats (from digital cameras, saved from the Internet, or from other programs). Check the Preview box at the bottom of the window to view the picture before inserting it.
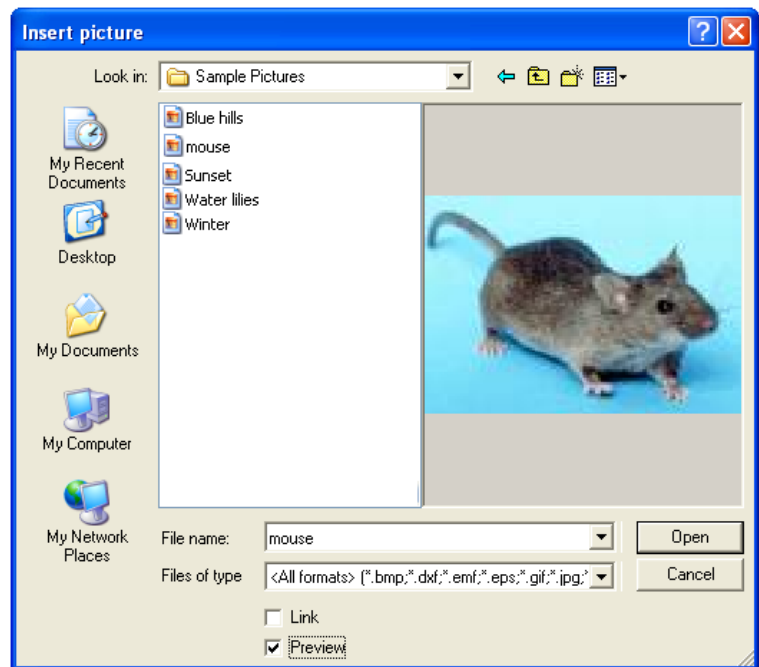
When the picture is inserted into Writer, it appears with green dots, called handles, around it. These are used to adjust the size of the graphic (see next page).

Charts and Graphs (con't)

Pie charts may be one of the most useful visual representations of relative values, especially for grade school students. The 'cut the pie into pieces' analogy seems to be universally understood. To create a pie chart, the process described earlier is used, selecting the Pie Chart option from the Chart Wizard. Several types of Pie Charts are available, but the simplest is usually the best.
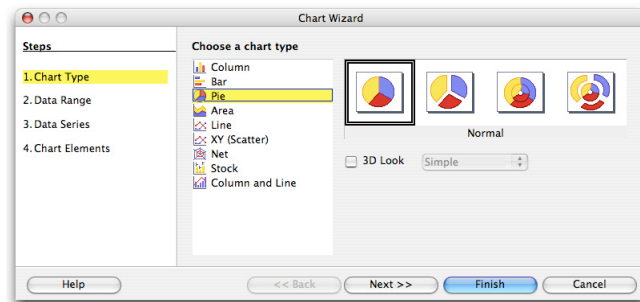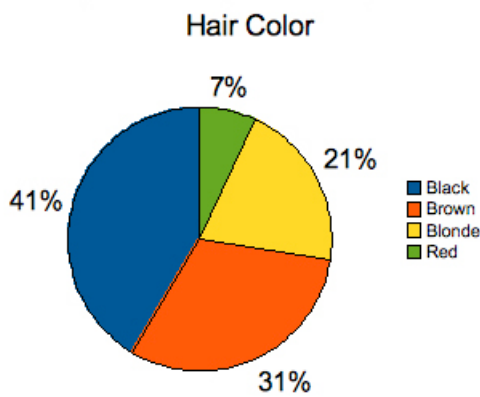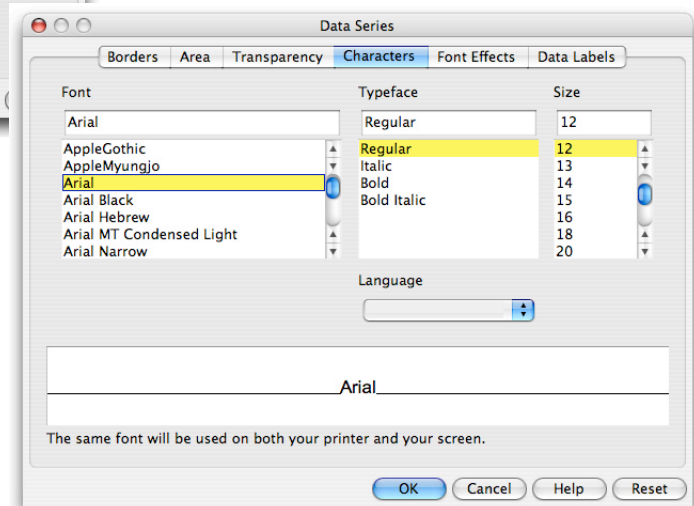
Double-clicking on a slice of the pie opens the Data Series window, offering several options on the look and function of the chart. Clicking the Date Labels tab gives the option of showing the number or percent of a particular slice.
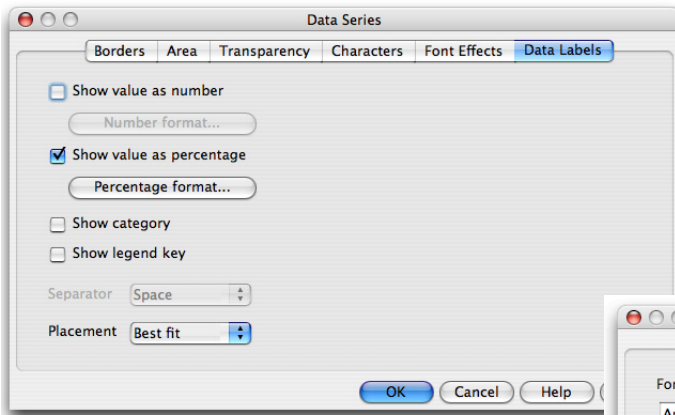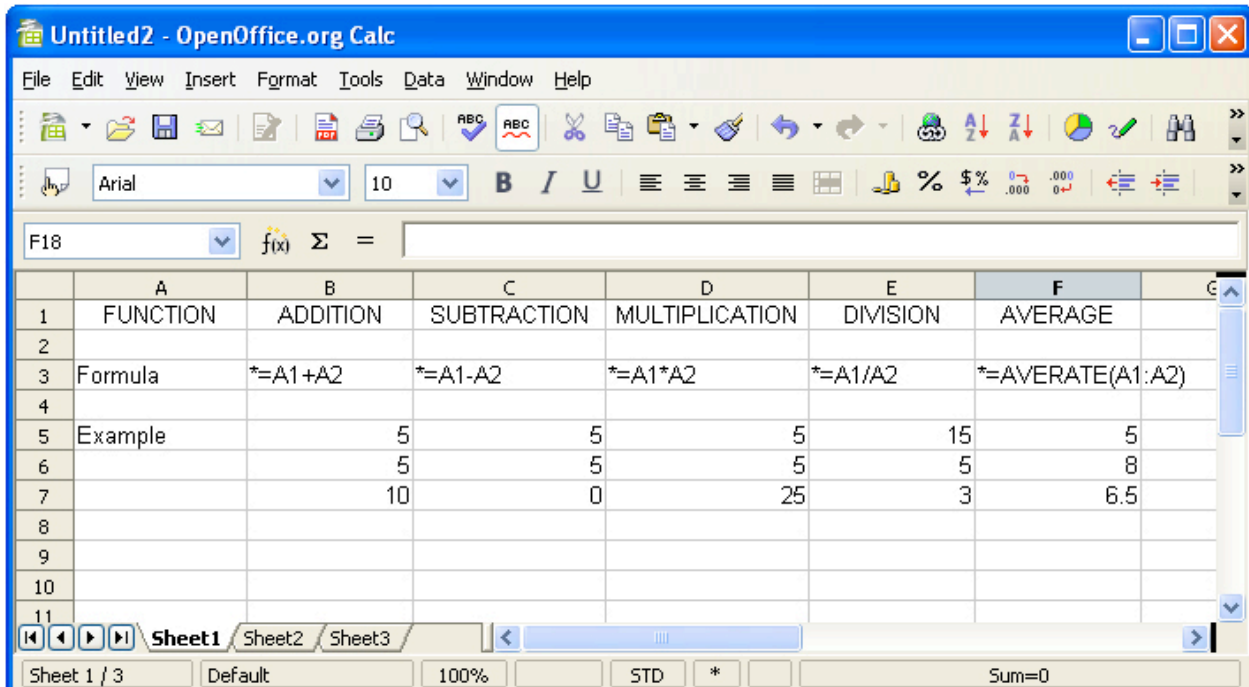
Clicking on the Characters tab gives you control over the font and size of the data in the chart.

Calc Assignment 1: Equation Spreadsheet

For the first Calc assignment option, create a spreadsheet illustrating basic math functions. You may also include other functions you might commonly use.

In the example below, I added an asterisk before each formula (*=A1+A2). By doing this, the text of the formula (as opposed to the formula itself) remains visible. If only the = were used, the cell would display a 0, since cells A1 and A2 do not contain numbers.

Print out your spreadsheet to return at the end of the course.

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Draw Assignment 3: Bubble Map

A bubble map is a diagram showing the relationships among ideas. Concepts are connected with lines or arrows, in an outward-branching structure.

Using Draw, create a bubble map that suits your grade level and/or subject of interest. It may be a book report outline, science project, daily routine, etc. There should be a central subject, connected ideas and sub-ideas. Use different shapes for the different types of information and you may want to experiment with different area colors and connector types.
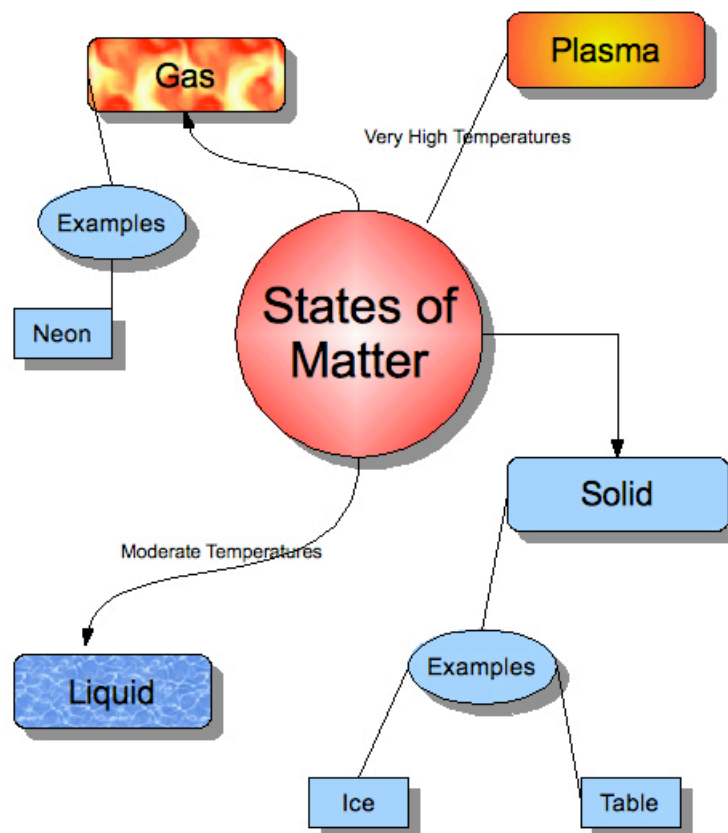
Print out your Draw project to return at the end of the course.

Impress Assignment 3: 'How-To'

Using Impress, create a presentation of at least four slides which introduces or explains a topic in your curricular area. Use both text and images (either clip art, imported pictures, or create your own). The information should build from slide to slide, to create a complete mini-lesson.

Print out your Impress project to return at the end of the course.