What is OpenOffice.org?

OpenOffice.org:

- is a free office suite of applications

- is available for many different operating systems including

  Microsoft Windows,

  Linux,

  Solaris

  Mac OS X.

- is intended to be a backward compatible alternative to Microsoft Office.

- supports the OpenDocument standard for data interchange.

What is Open Document Format or ODF?

- OpenDocument Format (ODF) is short for the OASIS Open Document Format for Office Applications. OASIS is a global consortium that develops data representation standards for use in computer software.

- ODF is a document file format used for for describing electronic documents such as memos, reports, books, spreadsheets, charts, and presentations.

- ODF is based upon XML (Extensible Markup Language). The primary purpose of XML is to facilitate the sharing of data across different information systems, particularly systems connected via the Internet. The OpenDocument standard meets the common definitions of an Open Standard, meaning the specification is freely available.

OpenOffice.org 2 Product Description

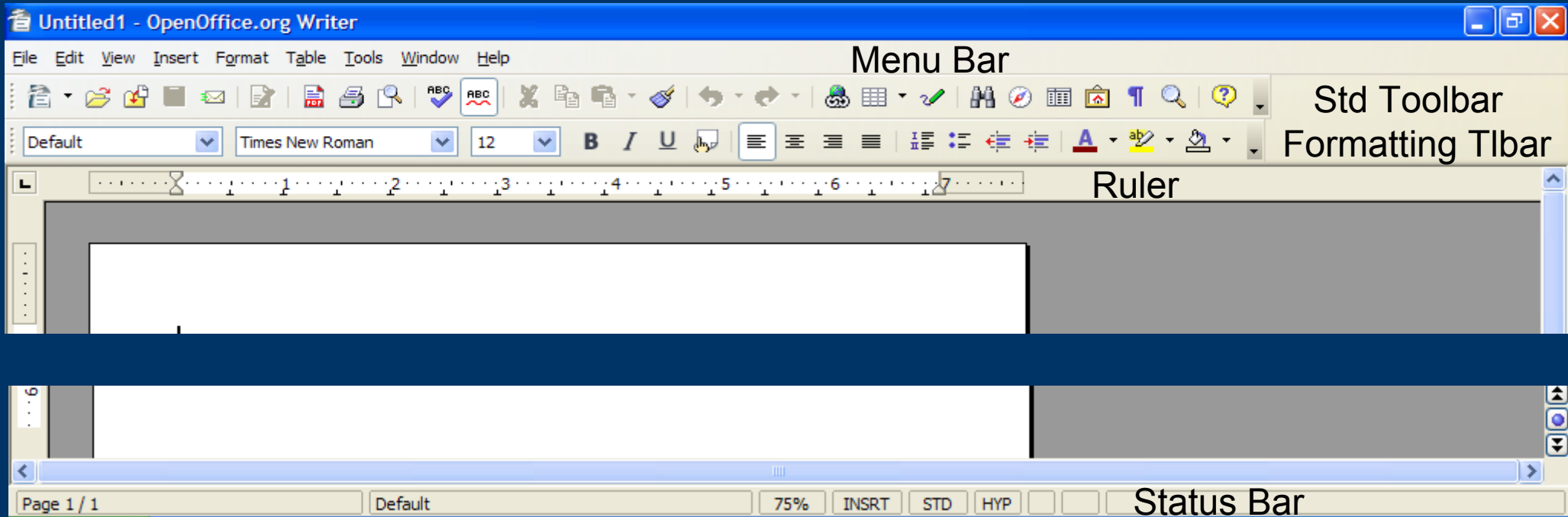|	
	Writer – A word processor you can use for anything from writing a quick letter to producing an entire book
	Calc – a powerful spreadsheet with all the tools you need to calculate, analyze and present your data in numerical reports or sizzling graphics.
	Impress – the fastest, most powerful way to create effective multimedia presentations
	Draw – lets you produce everything from simple diagrams to dynamic 3D illustrations.
	Base – lets you manipulate databases seamlessly. Create and modify tables, forms, queries, and reports, all from within OpenOffice.org
	Math – lets you create mathematical equations with a graphic user interface or by directly typing your formulas into the equation editor.

Untitled1 - OpenOffice.org Writer

File Edit View Insert Format Table Tools Window Help

Menu Bar

Std Toolbar

Default Times New Roman 12 B I U

Formatting Tlbar

Ruler

Page 1 / 1 Default 75% INSRT STD HYP

Status Bar

Menu Bar   List of things that can be done with the current document

Standard Bar   List of specific functions that can be applied to the document

Formatting Bar Additional specific functions that can be applied to the document