

## The Spoken Tutorial project

- \*Self explanatory - uses simple language
- \*Audio-video - uses multisensory approach
- \*Small duration - has better retention
- \*Learner-centered - learn at your own pace
- \*Learning by doing - learn and practice simultaneously
- \*Empowerment - learn a new FOSS

## Target Group

- \*Students - High School and College
- \*Working professional - Software users, developers and trainers
- \*Research scholars
- \*Community at large

## Workshops

The Spoken Tutorial Projects Team conducts workshops on LibreOffice and other FOSS using Spoken tutorials and gives certificates to those who pass an online test.

**For More details, please write to**  
[contact@spoken-tutorial.org](mailto:contact@spoken-tutorial.org)

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## Contact us

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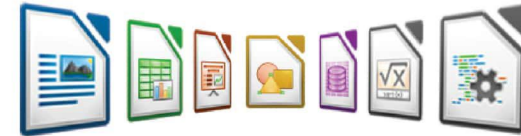
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Spoken Tutorial



**LibreOffice**  
The Document Foundation



National Mission on Education through  
Information and Communication Technology  
(NMEICT)  
[www.sakshat.ac.in](http://www.sakshat.ac.in)

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<http://spoken-tutorial.org>

## Libreoffice Introduction

LibreOffice is a powerful free and open source personal productivity suite for Windows, Macintosh and GNU/Linux OS.

It gives you six feature-rich applications for all your document production and data processing needs: Writer, Calc, Impress, Draw, Math and Base.

These tools are supported and documentation is free from a large, dedicated community of users, contributors and developers. The comparison with Microsoft office suite

would be as follows:

- Writer = Word
- Calc = Excel
- Base = Access
- Impress = PowerPoint

It also offers Draw, a program the lets you build sketches and diagrams and Math an equation editor.

## Features

\*LibreOffice is a comprehensive, professional quality productivity suite available for free.

\*It is available in more than 30 languages and for all major operating systems, including Microsoft Windows, Mac OS X and GNU/Linux.

\*It's free & requires no license costs or annual fees.

\*It has no language barriers- It's available in a large number of regional languages.

\*Public license- use it, customize it, hack it and copy it.

\* LibreOffice suite gives you high quality & very professional tools.

\* Simple-to-use yet powerful interface that is easy to personalize.

\* It is designed to be compatible with other major office suites.

\* It is compatible with all popular file formats like doc, docx, xls, xlsx, ppt, pptx

## What Libreoffice offers

### Writer

This is the word processor component of LibreOffice suite. This is a handy tool for drafting a letter to producing an entire book with tables of contents, illustrations and diagrams. It gives you the option of auto-completion, auto-formatting and automatic spell check while you type.

### Calc

Calc is the spreadsheet management tool of LibreOffice Suite. It helps in managing your numbers and data efficiently. Analyze your data with Calc and then use it to present your final output. A fully-integrated help system makes easier work of entering complex formulae.

### Impress

This is the fastest and easiest way to create effective multimedia presentations. You can incorporate animation and special effects in your presentation using Impress.

### Draw

Draw lets you build diagrams and sketches from scratch. A picture is worth a thousand words, so why not try something simple with box and line diagrams? easily createlowcharts, route maps & other such basicdiagrams. Or else go further and easilybuild dynamic 3D illustrations with special effects.

### Base

This is the database front end of the LibreOffice suite. With Base, you can seamlessly integrate your existing databasestructures into the other components of LibreOffice, or create an interface to use and administer your data as a stand-alone application.

### Math

It is a simple equation editor that lets you layout and display your mathematical, chemical, electrical or scientific equations quickly, in standard written notation. Even the most- complex calculations can be understood, when displayed correctly.

