

LibreOffice 101

Lesson Plan

A student with no prior knowledge of LibreOffice learns the basics about the LibreOffice suite.

Lesson Objectives

At the end of the class, the student will:

* Know what is included in the LibreOffice suite and how to download and install the software.
* Be able to create and save LibreOffice files.
* Understand the basic uses of each LibreOffice program.

Lesson Prep Work

(30 min, at a minimum, prior to student arrival)

* get in early to test for technology failure, because it will happen :-)
* pre-save example documents in J: drive, etc.
* print handouts

Lesson Prerequisites

* Computer basics required.
* Familiarity with MS Office preferred.

Lesson Outline

The lesson is completed in one (90) minute class session.

*(5)* Introduction

* Introduce instructor, students.
  + Ask students at introduction: How many of you have used MS Office? What specific MS Office programs do you useregularly?
* Let students know it’s okay to take phone calls, but ask them to put their phone on vibrate and answer calls outside the classroom.
* Inform students that they can sit back and watch if the class is too advanced.
* Inform students they can go to the bathroom, they don’t need permission.
* Show order in which class will happen. Explain scope of class.

*(80) Activities*

* Introducing LibreOffice
  + What is Libre Office?
    - LibreOffice is a free and open source office suite, developed by The Document Foundation. The suite comprises programs to do word processing, spreadsheets, slideshows, diagrams and drawings, maintain databases, and compose math formulae. (source: Wikipedia [see appendix]).
  + Open Source is a development model that promotes:
    - universal access via free license to a product's design or blueprint
    - universal redistribution of that design or blueprint, including subsequent improvements to it by anyone. (source: Wikipedia [see appendix]).
    - In other words, Open Source means that the details and design of something (whether it's a program or an object) is made available to anyone who would like to use it, change it, or improve it, as long as you agree to share your changes and improvements with everyone else.
      * LibreOffice has been developed by a huge group of volunteers who took the source code for OpenOffice and went in a different direction.
  + Suite Overview
    - *Activity:* Have students click Start->All Programs->LibreOffice(version#)->LibreOffice to see the LibreOffice program menu.
      * Writer (“Text Document”)
        + Writer is the word processor component of LibreOffice. In addition to the usual features of a word processor (spelling check, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge and others), Writer provides important features like templates and styles, page layouts, drawing tools, and more. It is similar to MS Word.
      * Calc (“Spreadsheet”)
        + Calc is the spreadsheet component of LibreOffice. You can enter data (usually numerical) in a spreadsheet and then manipulate this data to produce certain results. It is similar to MS Excel.
      * Impress (“Presentation”)
        + Impress is the presentation (slide show) program included in LibreOffice. You can create slides that contain many different elements, including text, bulleted and numbered lists, tables, charts, and a wide range of graphic objects such as clipart, drawings and photographs. Impress also includes a spelling checker, a thesaurus, text styles, and background styles. It is similar to MS PowerPoint.
      * Draw (“Drawing”)
        + Draw is a vector graphics drawing program, although it can also perform some operations on raster graphics (pixels). Using Draw, you can quickly create a wide variety of graphical images. It is similar to MS Publisher.
      * Base (“Database”)
        + A data source, or database, is a collection of pieces of information that can be accessed or managed by LibreOffice. For example, a list of names and addresses is a data source that could be used for producing a mail merge letter. A shop stock list could be a data source managed through LibreOffice. Base is similar to MS Access.
      * Math (“Formula”)
        + Math is LibreOffice’s component for writing mathematical and chemical equations. It is most commonly used as an equation editor for text documents, but it can also be used with other types of documents or stand-alone. When used inside Writer, the equation is treated as an object inside the text document.

(source: LibreOffice *Getting Started* guide [see appendix]).

* + Downloading and Installing
    - LibreOffice needs to be installed on your computer in order to be used.
    - *Demo:* Show introductory steps to download and install LibreOffice.
      * Go to libreoffice.org.
      * Click on Download Now.
      * Click on the latest version (Main Installer).
    - *Explanation:* Once the file has downloaded, double-click it and follow the installation prompts.
    - *Pitfall*
      * Because LibreOffice is already installed on the CTC computers, this section will be demo only. Students will need to install this on their own computers outside of class.
* Writer
  + What is Writer and what is it used for?
    - Writer is the word processor component of LibreOffice. In addition to the usual features of a word processor (spelling check, thesaurus, hyphenation, autocorrect, find and replace, automatic generation of tables of contents and indexes, mail merge and others), Writer provides many other features.
    - *Question:* Who has used MS Word before?
      * Explain that Writer is the LibreOffice equivalent to MS Word.
  + Open a New document.
    - Start.
    - Programs.
    - LibreOffice (version#).
    - LibreOffice Writer.
  + Explore the interface:
    - Title bar.
    - Menu bar.
    - Standard Toolbar.
    - Formatting bar.
    - Status bar.
  + Using the Formatting Bar
    - Give a brief overview of the buttons on the Formatting Toolbar.
    - *Activity: Demo then Do:* Begin a draft of a novel.
      * Alignment:
        + Type a story title, highlight, and center align.
        + Start a new line and “by *your name.*”
        + Start a new line, type “Chapter 1,” right align.
        + Start a new line, left align, and begin typing your story.

*Tip:* Unlike Word, the default line spacing in Writer is single-spaced. You can change this by clicking Format->Paragragh->Line Spacing.

* + - * Font & Size
        + Highlight the title and change the font.
        + Change the size.
      * Style
        + Highlight “Chapter 1” and change to bold and/or italic.
  + Using the Standard Toolbar
    - Give a brief overview of the buttons on the Standard Toolbar.
    - *Activity: Demo then Do:* Click the Undo and Redo button.
  + Additional functions
    - Briefly point out additional options in the Menu Bar menus.
      * Edit: undo/redo, cut/copy/paste, etc.
      * View: layouts, zoom, etc.
      * Insert: hyperlink, header/footer/footnote, table, etc.
      * Format: paragraph, etc.
      * Table: table features.
      * Tools: spelling and grammar, etc.
      * Window: new window.
      * Help: help guides, about, etc.
  + Saving a document
    - *Activity: Demo then Do:* Save your document.
      * Click File->Save As
      * Point out default file type: odt.
        + *Tip:* MS Word cannot open this! However, LibreOffice can read .doc and .docx files.
      * Change file type to .docx
      * Click Save
      * Point out the save and export to .pdf buttons on the Standard Toolbar.
  + *Tip:* remind students that we offer a range of classes in MS Word, which, while a different program, will cover functionalities and features that are applicable to LibreOffice Writer.
* Calc
  + What is Calc?
    - Calc is the spreadsheet component of LibreOffice. You can enter data (usually numerical) in a spreadsheet and then manipulate this data to produce certain results.
    - *Question:* Who has used MS Excel before?
      * Explain that Calc is the LibreOffice equivalent to MS Excel.
  + Open a new Spreadsheet
    - *Activity: Demo then Do:* From with Writer, click on the New button on the Standard Toolbar in Writer.
  + Explore the interface:
    - Title bar.
    - Menu bar.
    - Standard Toolbar.
    - Formatting bar.
    - Formula bar.
    - Status bar.
  + Using the Formula Bar
    - *Demo:* Explain and, if time allows, demonstrate each function of the Formula Bar.
      * Name Box: gives the cell reference using a combination of a letter and number, for example A1. The letter indicates the column and the number indicates the row of the selected cell.
      * Function Wizard (fx): opens a dialog from which you can search through a list of available functions. This can be very useful because it also shows how the functions are formatted.
      * Sum (∑): clicking on the Sum icon totals the numbers in the cells above the selected cell and then places the total in the selected cell. If there are no numbers above the selected cell, then the cells to the left are totaled.
      * Function (=): clicking on the Function icon inserts an equals (=) sign into the selected cell and the Input line allowing a formula to be entered.
      * Input Line: displays the contents of the selected cell (data, formula, or function) and allows you to edit the cell contents.
      * *Tip:* You can also edit the contents of a cell directly in the cell itself by double clicking on the cell. When you enter new data into a cell, the Sum and Function icons change to Cancel and Accept icons.
        + (source: LibreOffice *Getting Started* guide [see appendix]).
  + Saving a spreadsheet
    - Remember, when saving your Calc Spreadsheet, that the default file type is different from MS Office (for Calc it’s .ods). Select .xls or .xlsx as your document type in order to be able to open and edit your Calc spreadsheet in MS Excel.
  + *Tip:* remind students that we offer a range of classes in MS Excel, which, while a different program, will cover functionalities and features that are applicable to LibreOffice Calc.
* Additional and/or Alternative Resources
  + Web Based
    - Microsoft One Drive
      * For those with experience and comfort with MS Office, LibreOffice can seem like a big change (or, honestly, a step backward in terms of interface).
      * *Definition:* One Drive is a cloud storage service. It comes with a limited suite of Microsoft Office software including Word, Excel and PowerPoint. One Drive can be used to store, create, and share files.
      * *Tip:* Refer students to One Drive class.
    - Google Drive
      * For those with a Google account, Google Drive offers a web based office suite alternative.
      * *Definition:* Drive is Google’s cloud storage, document creation and editing tool. It can be used to store, create, and share files.
      * *Tip:* Refer students to Google Drive class.
  + Apache OpenOffice
    - *Definition:* Apache OpenOffice is an open-source office software suite.
    - It is based on the same program as LibreOffice, and contains the same types of software (which are similarly titled: Writer, Calc, Impress, etc.).
    - Like LibreOffice, OpenOffice needs to be downloaded and installed.
      * Download link: http://www.openoffice.org/
    - OpenOffice is not installed on the DPL public computers.
  + LibreOffice on DPL public computers
    - LibreOffice is installed on all DPL public computers.
  + LibreOffice Help
    - *Getting Started Guide*: https://wiki.documentfoundation.org/images/1/13/GS40-GettingStartedLO.pdf
    - Wiki: https://help.libreoffice.org/
    - Online (YouTube, Google, etc.)
  + MS Office classes at the CTC
    - The same general functions and features can be found in both LibreOffice and MS Office. The CTC offers a range of classes in MS Word, MS Excel, MS Access, and MS PowerPoint. There are differences in the terminology and interfaces, but the MS Office classes are a great way to go more in depth with Office programs, Libre or Microsoft.

**(5)** **Conclusion**

* Go over handout, review material, and emphasize contact info & further resources on handout.
* Any questions? Final comments?
* Remind patrons to practice; assign take-home-practice - remind them they can ask for help
* Remind to take survey.

Appendix

LibreOffice definition found here: http://en.wikipedia.org/wiki/LibreOffice

Open Source definition found here: http://en.wikipedia.org/wiki/Open\_source

Program definitions and explanations found here: https://wiki.documentfoundation.org/images/1/13/GS40-GettingStartedLO.pdf

What This Lesson Does Not Cover

* Step-by-step demonstration of downloading and installing LibreOffice
* In-depth instruction on the functionality of each LibreOffice program.