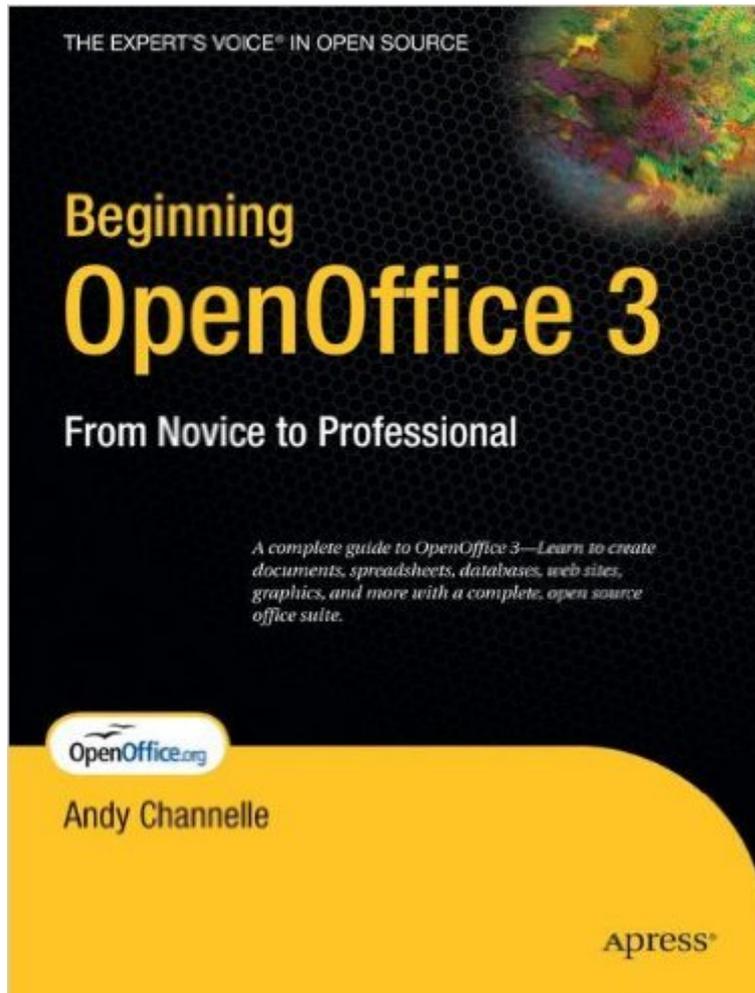


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# Beginning OpenOffice 3: From Novice To Professional (Beginning: From Novice To Professional)



## Synopsis

If you want to fly with OpenOffice 3.0, publish to your local wiki, create web presentations, or add maps to your documents, *Beginning OpenOffice 3* is the book for you. You will arm yourself with OpenOffice.org 3.0 tools, from creating wiki docs to automating complex design steps. OpenOffice has been downloaded almost 100 million times, and this is the book that explains why. You learn how to adopt OpenOffice 3.0 innovations. You see how to work across Windows, OS X, Google, and the Web, no matter what the format. Mail merges and wiki docs will never seem so simple.

## Book Information

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## Customer Reviews

*Beginning OpenOffice 3* walks the reader through using the most common features of OpenOffice, arguably one of the most powerful and complete office suite available. And best of all, it is free! Many companies and individuals are discovering it for the first time as they deal with the need to exchange files with others who are using the newest version of Microsoft Office. Given the choice of upgrading all their systems to the newest version or simply downloading OpenOffice 3, many are examining it as a viable option. OpenOffice 3 can open and edit files created with the newest version of Word and save them in a format the Microsoft Office can open and use. This brings us to the purpose of this book. How do you find out how to use the features to achieve the results you want? One of the best things about this book is the approach the author uses. The entire book is project oriented so you learn by creating projects and solving problems in a real world scenario. The

book covers all the different software components - word processing, spreadsheet, database, illustration, and presentation software. The author does an excellent job of focusing on and detailing the most common needs of a typical office. You can literally start from no knowledge of office suite software at all and learn how to become a proficient user in relatively short order. The chapter on the word processing module starts from the very basics of opening a file or creating a new one. From there the author leads the reader through formatting, creating and using templates, paragraph styles and other common needs. Then he moves the reader through creating a newsletter, inserting graphics, word wrap, changing styles in a page and other advanced topics.

I am a long time MS office user but when I got my new laptop I didn't want to pay for MS Office and I am totally against using "illegal" software so I installed OpenOffice. I had used it before but never stuck with it for long because I had access to MS Office. Well I am fine with OpenOffice so far. I dual boot my computer and have OpenOffice installed in both MS Vista and Ubuntu 8.10. (please Apple build a Linux version of iTunes) I had only had limited "training" on the various office programs. I was really good with spreadsheets and databases but never a "power user" in word processing or presentations. Self I thought you should learn more about this OpenOffice thing. So now I have "Beginning Open 3 - From Novice to Professional" by Andy Channelle and started reading it and realize that this is a great way to learn some tricks on how to be more productive with office applications. The first few chapters introduce "Writer" the word processing application. You can do way more than I have ever tried. Chapter 1 one starts easy but not slow - it brings in Versions which are cool - I have not used that before and now I really like it. Just like CVS you create versions of a document that you can go back to. Then template documents - I guess it's pretty cool if you send out similar documents. Chapter 2 - Design using writer - it's like a full featured desktop publishing software you can create some pretty fancy layouts. The next chapter goes into more detail on formatting, automatic fields, automatic table of contents and layout. Plenty of detail to really understand what you are doing. Next we move into spreadsheets - which I have good experience with. I am pleasantly surprised by the depth of features and formulas that are there.

Beginning Open Office 3: From Novice to Professional Apress / [...] ISBN: 978-1-4302-1-590-5A  
Review I had a chance to review this recently published book and my overall impression is very positive. The author has spent time getting to know the program and how it works. In a series of chapters he explains each of the components and uses a project paradigm to show the common features of each of the parts of the office suite. This not only shows how the different aspects of

each program work with each other, but also gives an idea of a workflow that can be used to develop similar projects. While this workflow may not work for you, it is a base to start from and sometimes getting started is the hardest part. After starting with straightforward projects he graduates into more complex methods of not only using the programs by themselves, but also how the parts of the office suite can work together. He is very good at showing some of the more esoteric things that can trip you up. Throughout the book he notes how OO.o differs from Microsoft Office, where they're similar, and there's a section that discusses some tests involving importing and exporting files between the two office suites. He finishes up by talking about some of the common extensions that can be used to make life with OpenOffice easier and more productive. There are a couple of factual errors that I found, but those relate more to cross platform considerations and not so much with the program usage itself. I will note that the most jarring thing I found that increased the difficulty of reading this book is the lack of "calling out" program specific references (like dialog items, etc) by the use of a different font.

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