



LibreOffice

A free alternative to Microsoft Office



Options

- Offered it two variants
 - One for technology enthusiasts
 - One for the more cautious
- Available for several Operating systems
 - Windows 32 bit
 - Windows 64 bit
 - macOS 64bit
 - Linux 64 bit (deb & rpm)



How to obtain LibreOffice

- Search for LibreOffice with your preferred Search App
- Visit the LibreOffice site
- Download the version appropriate to your computer
- You can download
 - LibreOffice itself (the App)
 - A Help App
 - A “Getting Started Guide” as a pdf



What LibreOffice contains

- **Writer – similar to Word**
- **Calc – similar to Excel**
- **Impress – similar to PowerPoint**
- Draw – a vector drawing programme
- Maths – a programme that lets you write formulas for copying into documents. It does not do sums.
- **Base – a database programme similar to Access**



Lets get started

- Open a browser on you laptop
- Search for LibreOffice
- You are looking for Home | LibreOffice - Free Office Suite
 - URL:- www.libreoffice.org
- When found, one left click on it
- Left click on the Download Now button



Downloading

- If you do you it will start to download LibreOffice to you laptop. If we all try download it will take an hours. To save time we have already downloaded all the files you need to your laptop.
- If you were at home and wanted to download LibreOffice to your PC
 - Select the Operating System for your PC
 - Click on the Download button for the LibreOffice option you want
 - Click on Save File when asked
 - It will now download the LibreOffice App to you PC



Installing LibreOffice

- Open File Explorer
- Navigate to the Download folder
- You will find three files
 1. LibreOffice_6.4.1_Win_x64.msi (*the App*)
 2. LibreOffice_6.4.1_Win_x64_helppack_en-GB.msi (*the Help file*)
 3. LibreOffice - Getting Started Guide.pdf (*the Handbook*)
- Double left click on the first file. Answer Yes or OK to any questions
- When completed double left click on the second file. Answer Yes or OK to any questions.
- Move the third file to somewhere in you Documents folder



Opening LibreOffice

- If you have successfully completed the previous steps LibreOffice should be loaded.
- You will find all the Apps under “L” in the Start Menu
- Alternatively, type the App you are looking for in the search box
- First we will have a quick look at the “Getting Started Guide”
- Then we will have a quick look at the Apps
 - Writer
 - Calc
 - Impress