Open Office

- **Open Office** is an open-source [office productivity software suite](#).

- As an open-source product, OpenOffice is free of purchase or licensing fees and it can be installed on any suitable computer.

- Open Office's native file format is OpenDocument. This produces several new file extensions including .odt for documents, .ods for spreadsheets and .odp for presentations.

- Open Office can also open and save documents in many other formats, including those used by several versions of Microsoft Office.

Components of Open Office

1. Writer:

- It's a word processor.

- Writer is a feature-rich tool for creating letters, books, reports, newsletters, brochures and other documents.

- You can insert graphics and objects from other components into Writer documents.

- Writer can export files to HTML, XHTML, XML, Adobe's Portable Document Format (PDF) and several versions of Microsoft Word files.

Components of Open Office

2. Calc:

- It's a spreadsheet program.

- Calc has all of the advanced analysis, charting and decision-making features expected from a high-end spreadsheet.

- It includes over 300 functions for financial, statistical and mathematical operations among others.

Components of Open Office

3. Impress:

- It's a presentation software.

- Impress provides all the common multimedia presentation tools such as special effects, animation and drawing tools.

- It is integrated with the advanced graphics capabilities of Open Office's Draw and Math components.

Components of Open Office

4. Draw :

- Draw is a vector drawing tool that can produce everything from simple diagrams of flowcharts to 3-D artwork.

- Draw can be used to create drawings for use in any of Open Office's other components.

- Draw can import from many other formats and save them in over 20 formats including PNG, HTML, PDF and Flash.

Components of Open Office

5. Base (database)

- Base provides tools for day-to-day database work within a simple interface.

- It can create and edit forms, reports, queries, tables, views, and relations .

- Base provides many new features such as the ability to analyze and edit relationships from a diagram view.

- Base incorporates HSQLDB (Hyper SQL Database) as its default relational database engine.

- It can also use dBASE, Microsoft Access, MySQL, or Oracle or any ODBC(Open Database Connectivity)- or JDBC(Java Database Connectivity)- compliant database.

Components of Open Office

6. Math (formula editor)

- Math is Open office's formula or equation editor.

- You can use it to create complex equations that include symbols or characters not available in standard font sets.

- While it is most commonly used to create formulas in other documents such as Writer and Impress files, Math can also work as a stand-alone tool.

- You can save formulas in the standard Mathematical Markup Language (MathML) format for inclusion in webpages and other documents not created by Open Office.

Advantages of Open Office

1. No licensing fees
2. Open Source
3. Cross-Platform: Open Office runs on several hardware architectures and under multiple operating systems.
4. Extensive Language Support: Open Office user interface is available in several languages. It also provides support for both Complex Text Layout (CTL) and Right to Left (RTL) layout languages (such as Hindi, Hebrew and Arabic)

Advantages of Open Office

5. Consistent User Interface: All the components have a similar "look and feel", making them easy to use and master.

6. Integration: The components of Open Office are well integrated with one another.

7. File Compatibility: In addition to its native OpenDocument formats, it includes PDF and Flash export capabilities as well as support for opening and viewing files in many common formats including Microsoft Office, HTML, XML, WordPerfect etc.

Advantages of Open Office

8. No Vendor Lock-in: Open Office uses Open Document, an XML (eXtensible Markup Language) file format developed as an industry standard by OASIS (Organization for the Advancement of Structured Information Standards). These files can easily be unzipped and read by any text editor and their framework is open and published.