

# Open Office

## OpenOffice

### Free

Runs on Windows, Linux, BSD, Solaris, MacOS X

Feature comparable but not fully compatible to Microsoft Office

(Commercially supported, fully indemnified, version available as StarOffice)

OpenOffice comes fully-featured, and is **FREE**.

## Microsoft Office

About \$199 to \$499 on amazon.com

Runs on Windows - MacOS X version is similar but no Outlook client or Access.

Feature comparable to OpenOffice

Microsoft Office 2010 prices range from about \$279 to \$499.

Microsoft Office 2007 prices range from about \$199 to \$405.

[www.openoffice.org/index.html](http://www.openoffice.org/index.html)

## OpenOffice.org 3

1. The leading **open-source office software suite** for **word processing, spreadsheets, presentations, graphics, databases** and more.
2. Available in **many languages** and works on all **common computers**.
3. Stores all your data in an **international open standard format** and
4. Can read and write files from other common office software packages.
5. Can be downloaded and used completely **free of charge** for **any purpose**.

Compatible with other major office suites, OpenOffice.org is **free** to download, use, and distribute. Download it and get:



[Writer](#) – a word processor you can use for anything from writing a quick letter to producing an entire book.



[Calc](#) – a powerful spreadsheet with all the tools you need to calculate, analyze, and present your data in numerical reports or sizzling graphics.



[Impress](#) – the fastest, most powerful way to create effective multimedia presentations.



[Draw](#) – lets you produce everything from simple diagrams to dynamic 3D illustrations.



[Base](#) – lets you manipulate databases seamlessly. Create and modify tables, forms, queries, and reports, all from within OpenOffice.org



[Math](#) – lets you create mathematical equations with a graphic user interface or by directly typing your formulas into the equation editor.

## Open Office

During evaluation tests of Microsoft Office versus OpenOffice, most users had little or no trouble moving from their current suite to OpenOffice.org. However, for more advanced users—especially advanced users of Excel—OpenOffice.org did not fare as well.

"The advanced users already push Microsoft Office to the limits and are constantly looking for more functionality, which OpenOffice.org may not be able to provide," said Tina Sanzone, application analyst at Browning. "For other users, however, we can easily customize OpenOffice.org to make it look pretty close to what they already have."

A reviewer said that Writer's "layout and command locations are similar to Microsoft Word's" and that it was "very easy to perform the standard basic tasks in Writer."

Several testers said they were impressed with the ability of Writer to save documents as PDF files, a feature they believe would save money as well as time because PDF export for Word requires a Microsoft add-in that must be purchased separately.

OpenOffice files are larger than files created by MS Office, and take longer to open.

OpenOffice files can be saved in MS Office formats.

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### Head to Head: Office 2010 vs Open Office 3.1

<http://www.itpro.co.uk/620845/head-to-head-office-2010-vs-open-office-3-1>

**UPDATED: It's a battle of the office productivity suites as we look at how Office 2010 shapes up against its main open source alternative. We find out which is best in this head to head review.**

In this head to head we are focusing on the two most popular suites of office software on the market today.

Open Office recently celebrated its 100 millionth download since version 3.0 was made available and Microsoft Office is believed to be used by more than 500 million people worldwide.

The purpose of this comparison is to outline the key points in Office 2010 and Open Office's favor.

#### User interface

Both offerings have been lauded for their user interface (UI) in the past, albeit for different reasons and these incarnations aim to continue that trend.

Office 2010 offers users a richly designed UI, with custom ribbon and smooth, efficient workspaces. Everything remains within reach and is similar to the familiar Microsoft layout.

Open Office has the pleasant addition of nicely designed new icons and a simple, no-nonsense interface relying on the tried and tested workspace design we became familiar with in earlier incarnations of Microsoft Office.

## Open Office

The simple design doesn't detract from the power and functionality of the software but does give Open Office the advantage of being more usable on low-end workstations or mobile systems.

*Winner: Tie – Microsoft's Office 2010 may boast a richer design but Open Office offers generally comparable basic functionality – albeit with a less luxurious facade.*

### Usability

Since MS Office was redesigned there have been complaints from some that they can't find what they want and are having to learn to use the suite almost from scratch again. Office 2010 is no different. It still uses the re-designed ribbon system (which is tweaked further in this release) and relies on the tabbed workspace rather than the older, more familiar context menus.

While this is one of Microsoft Office's biggest problems it has become one of Open Office's biggest boons. That tried and tested, 'not mended because it wasn't broken' interface that affords long-time users the productivity that they crave.

Open Office remains the basic, uncluttered suite of applications that it's always been. That said, this mustn't been seen as huge downside, as most users will be able to achieve what they need to with what's offered. A noteworthy feature is Open Office's subscription to the International Organization for Standardization, which ensures its ability to read and write in other formats. Naturally this includes Microsoft's.

*Winner: Microsoft Office 2010 – Although some may fail to see past the glamour and glitz, Office 2010 is a solidly built suite offering the modern business everything it needs in terms of functionality. It's a close call though and we fully expect Open Office to make more of a play for this title when future versions arrive with enhanced features.*

### Performance

We found both suites to be fairly resource friendly, surprisingly though Open Office has more CPU usage.

Both offerings also operate well on lower-end hardware.

Open Office is the more nimble of the two, though this is hardly surprising as it lacks many the bells and whistles of its counterpart.

In terms of system requirements, Open Office strides ahead, demanding only 450MB of hard disk space over Microsoft Office's 3GB.

When it comes to performance the pedigree of Microsoft Office shines through, with the 2010 suite opening its applications very swiftly. Word, for example, opened within a second. The open source competitor labors somewhat with its equivalent taking a leisurely 10 seconds to open up ready for use.

These times were reflected throughout the suite of applications. We don't want to cast the aspersion that Open Office is a slacker though. It really is a stable and mature suite of applications, which represent great ideals and value. Just don't expect them to beat the hare, as they're more of a reliable old tortoise.

## Open Office

*Winner: Open Office 3.1 – Sun’s product clearly excels here though this is to be expected based upon the open source philosophy behind the suite.*

### Installation and support

We’ve already outlined how easy it is to get hold of Open Office, provided you’ve got a web connection. Office 2010 is a slightly more involved affair, but still not very complex. You obviously need licenses.

It’s never nice when something goes wrong but quick and efficient support is a good tonic for the associated frustration. This is something you can expect across the board from Microsoft and its partners and the longevity of Office’s service has led to a vast support network both from the manufacturer and across the web.

Open Office doesn’t offer the same and nor should it be expected to. You will be able to find support from third parties but don’t expect it to be comparable to what is on offer for Office 2010.

*Winner: Microsoft Office 2010 – There really is no substitute for solid, commercial support even if it does come at a price and Microsoft has become expert at delivering it.*

### Value

If support were a shoo in for Microsoft, one must assume that value will be a shoo in for Open Office, as its open source and therefore free. But this contest isn’t as clear-cut as it may appear. While Microsoft’s Office 2010 will cost home users’ £99 and business users £449 the value must be viewed as relative.

To a home or small business user, we would consider Open Office to be far and away better value as it offers all of the basic functions without the cost, but to business users the cost of Microsoft Office is heavily supported by its weighty feature set and extensive support networks.

The one question begging to be answered though is do you desperately need the upgrade? Office 2007 users who aren’t going to be dependent on the new web-based features and tweaks may well be better off staying with what they’ve got. This will afford them the support associated with Microsoft but without the potentially weighty cost of the new software.

Open Office is and forever shall be free. The only caveat is, naturally, that you aren’t permitted to profit from the software.

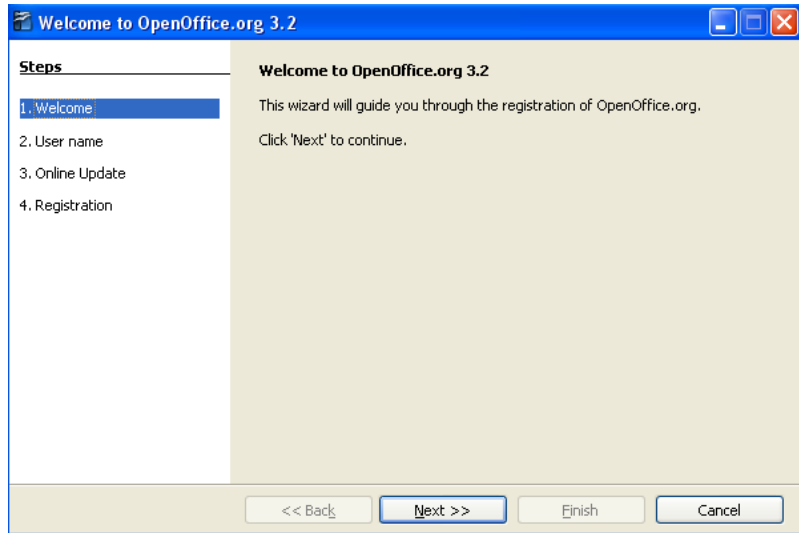
*Winner: Open Office 3.1 – its widespread availability and good, solid basic features give Open Office the edge in this round, not to mention its open source driven cost or lack thereof.*

# Open Office

## Using OpenOffice

### Registration

On the internet

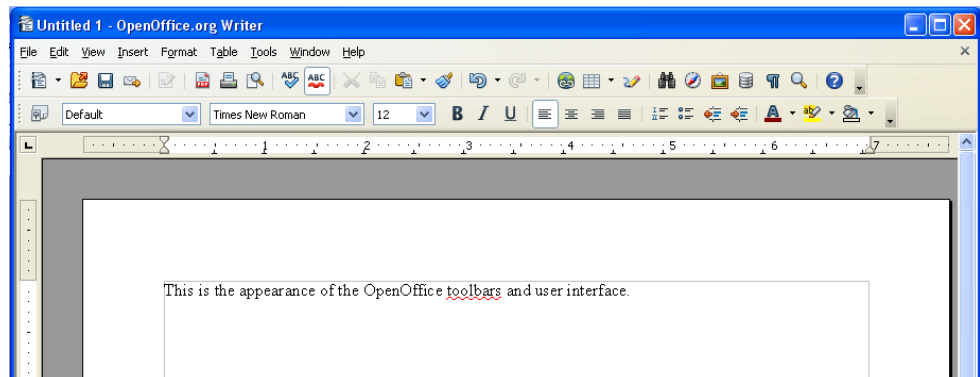


### Open the program (OpenOffice)

Click on the icon to the left of the description.

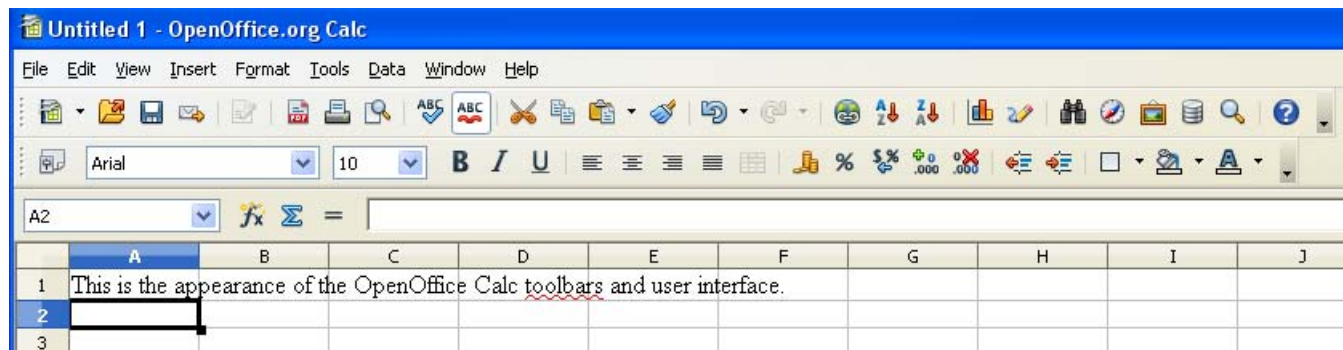
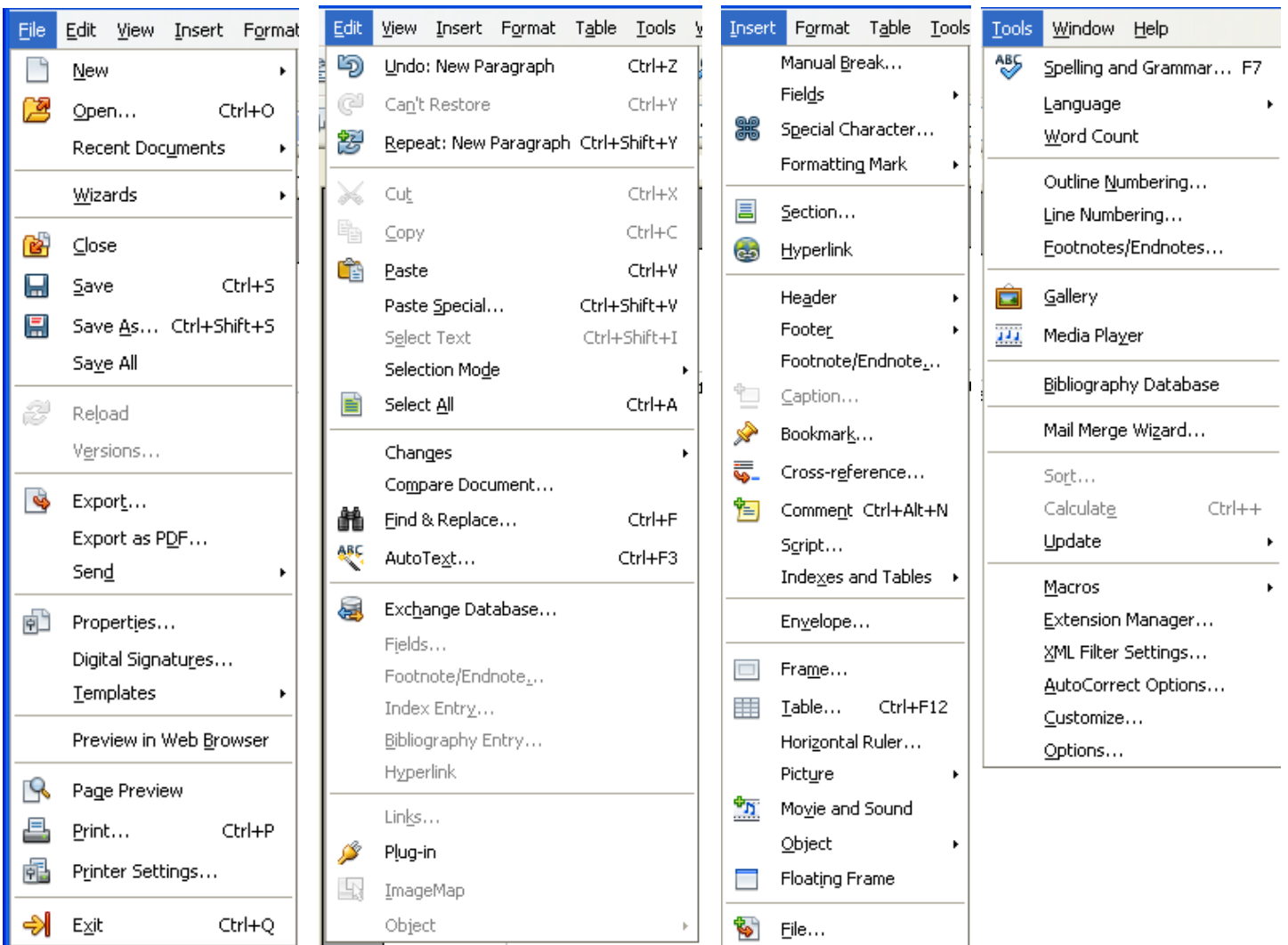
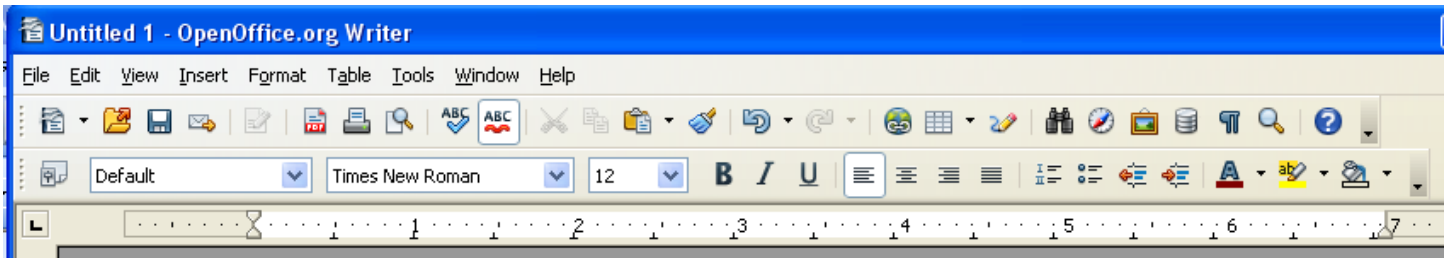


### Open a text document (similar to MS Word)



# Open Office

## Menus



# Cnet reviews of alternatives to Microsoft Office

[http://reviews.cnet.com/1991-3524\\_7-5140428-2.html?tag=txt](http://reviews.cnet.com/1991-3524_7-5140428-2.html?tag=txt)

http://reviews.cnet.com/1991-3524_7-5140428-2.html?tag=txt									
	Microsoft Office 2007	Corel WordPerfect X4	Sun StarOffice 8	OpenOffice 2	iWork '08	IBM Lotus Symphony	ThinkFree Office 3	Google Docs & Spreadsheets	Zoho Office
CNET rating	7.8	7.0	7.0	6.0	7.3	TBA	7.3	7.3	6.7
Pricing and licensing									
	\$679 Ultimate; \$499 Pro; \$449 Small business; \$399 Standard; \$149 Home and Student	\$89 Family Pack; \$119 Home and Student; \$299 Standard; \$399 Professional	\$79.95 single license	Free	\$79	Free	\$50 download; free and paid online editions	Free online beta version	Free online beta version
OS support									
	Windows XP and Vista (Office 2008 for Mac TBA)	Windows	Windows, Linux, and Solaris	Windows, Mac, Linux, and Solaris	Mac	Windows and Linux	Windows, Mac, Linux; Java-enabled browsers	IE 6+, Firefox 1.07+, Mozilla 1.712+, Netscape 7.2+	IE, Firefox, Safari 3 browsers
Features									
File formats	Microsoft DOC, DOCX, XLS, XLSX, PPT, PPTX; free add-in for PDF exports	60+ formats including Corel files; Microsoft DOC, DOCX, XLS, XLSX, PPT, PPTX; ODF; exports PDFs	Microsoft DOC, XLS, PPT; ODF; exports PDFs	Microsoft Office, ODF	Microsoft DOC, DOCX, XLS, XLSX, PPT, PPTX; Mac formats; MOV, SWF; exports PDFs	Microsoft DOC, XLS, PPT; ODF; exports PDFs	Microsoft DOC, DOCX, XLS, XLSX, PPT, PPTX; exports PDFs	Microsoft DOC, XLS, PPT; ODF; exports PDFs	Microsoft DOC, XLS, PPT; ODF; exports PDFs
Word processor	Microsoft Word	Corel WordPerfect	StarWriter	Writer	Pages	Documents	Write	Docs	Writer
Spreadsheet	Microsoft Excel	Corel Quattro Pro	StarCalc	Calc (Math edits equations)	Numbers	Spreadsheets	Calc	Spreadsheets	Sheet
Presentations	Microsoft PowerPoint	Corel Presentations	StarImpress	Impress	Keynote	Presentations	Show	Presentations	Show
E-mail	Microsoft Outlook	Mail	StarOffice.com e-mail	N/A	N/A (Mail included with Mac OS)	N/A	N/A	Gmail tie-ins	N/A
Database	Access (Pro version)	Paradox (with \$399 Pro edition)	Adabas D	Base	N/A	N/A	N/A	N/A	Creator
Drawing	N/A	Presentations Graphics	StarDraw	Draw	N/A	N/A	N/A	N/A	N/A
Support plans									
Phone	Free by phone for 90 days; \$49 by phone or e-mail per incident thereafter; between 5:00 a.m. and 9:00 p.m. Pacific weekdays, and 6:00 a.m. to 3:00 p.m. weekends	\$15 per incident (toll-free); \$149 for 10 incidents (valid for one year); \$299 for 15 incidents (one year); Monday to Friday, 8:30 a.m. to 7:30 p.m. ET	60 days of free phone support; \$25 per call thereafter; Monday to Friday, 8 a.m. to 5 p.m., all time zones	N/A	Free by phone for 90 days; \$49 per incident thereafter through AppleCare.	N/A	N/A	N/A	N/A
E-mail	Same as phone support	Unlimited free e-mail queries; live help from Monday to Friday, 8:30 a.m. to 7:30 p.m. ET, 24-hour turnaround	60 days of free e-mail queries; \$20 per e-mail thereafter; Monday to Friday, 8 a.m. to 5 p.m., all time zones; 24- to 48-hour turnaround	Peer support only, via Web-based forums and tutorials	Web-based articles and forums moderated by Apple employees	Web-based peer support; built-in help still being created.	24-hour e-mail support; Web-based forums and tutorials	Web-based peer forums and articles	Web-based peer forums and articles