About Libre Office

Libre Office is an open alternative office suite to Microsoft Office.
Using Libre Office you can create or edit all of the same types of file as you would with MS Office, e.g. word documents, spreadsheets and presentations.

	Microsoft Office	**LibreOffice**
Word processing	Word	Writer
Spreadsheet	Excel	Calc
Presentation	PowerPoint	Impress

Libre Office is equipped with most of the same features and functions as MS Office, but the difference will be that these may be named differently and located in a different menu to MS Office.
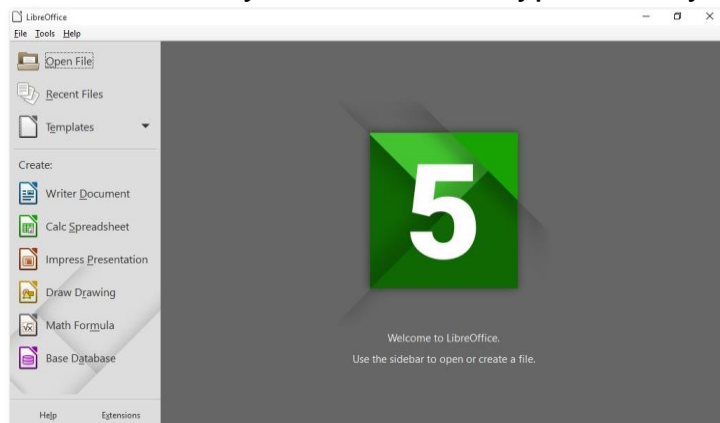
Many of the keyboard shortcuts you may have grown accustomed to work the same way in Libre Office:
- [Ctrl] C - Copy
- [Ctrl] V - Paste
- [Ctrl] Z - Undo
- [Ctrl] A - Select All
- [Ctrl] N - New Document
- [Ctrl] S - Save Document
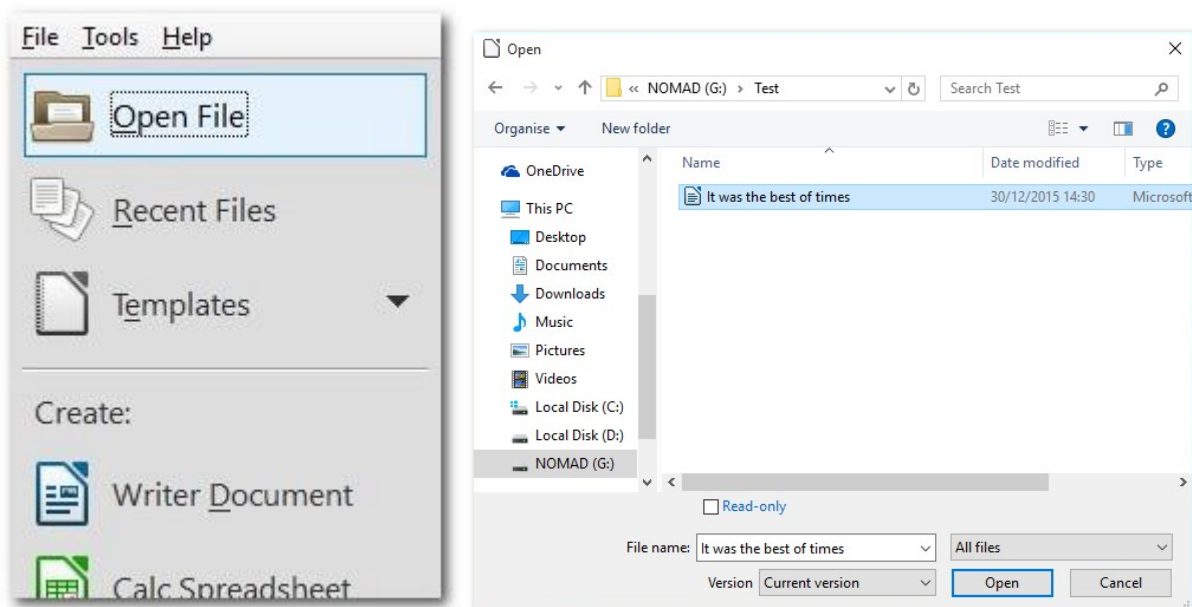- [Ctrl] P – Print
- Etc.

Libre Office is an all-in-one program opened via a single link:

There is then a left hand menu where you choose the type of file you want to create:

If you want to work on an existing file choose 'Open File', then find the file in your downloads or on your USB stick:

Libre Office will automatically open the correct application for the file type (document, spreadsheet, presentation, etc.)

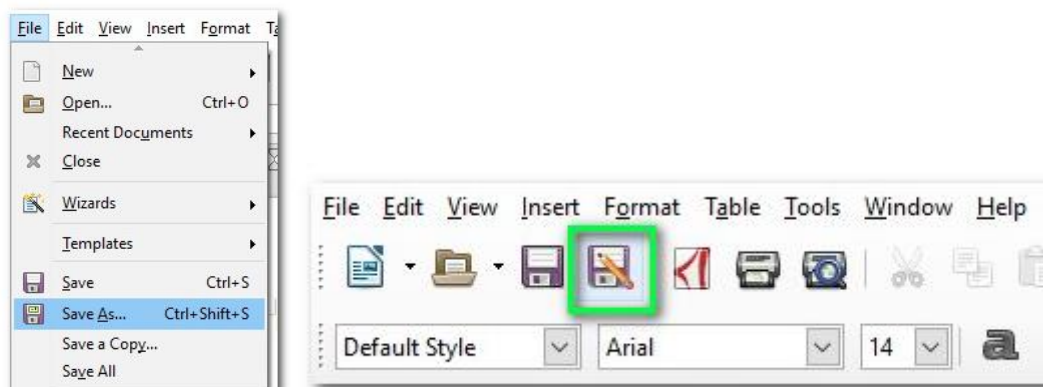The toolbars are similar to MS Office and have the same functions:

Compatibility with MS Office

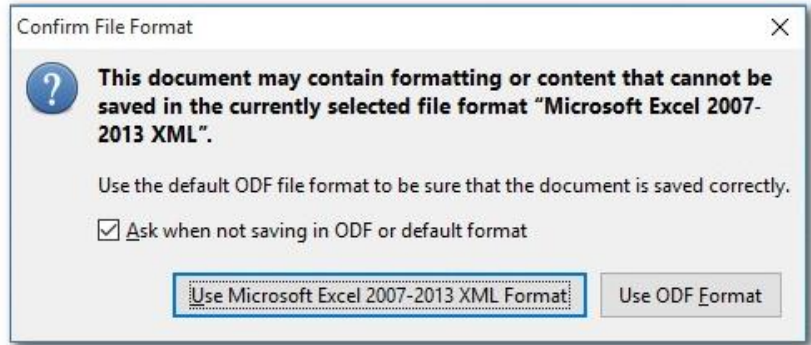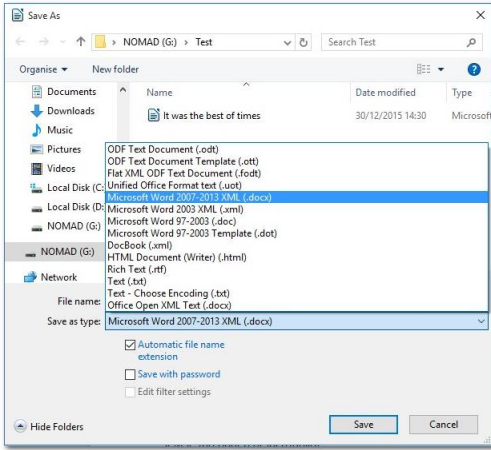Libre Office will recognise and open any MS Office document or file.
When it does so, however, you may notice some minor difference in appearance and formatting.
For example, the fonts may be changed. Libre Office offers a wide range of fonts that are similar to or approximate MS Offices one, so you can change the font, if necessary, whilst editing.

MS Office will **not always** recognise and open Libre Office documents or files (although other Office suites, e.g. Star Office, Open Office, Apache Office and Google Docs will).
So, if you subsequently wish to work with your document in MS Office or share it with MS Office users, you will need to save the document in MS Office format (e.g. .doc or .xls).
To do this use File > **Save As**, rather than just 'Save'

Choose the appropriate file type from the drop down list, click 'Save' and confirm:

Alternatives to MS Publisher

Microsoft Publisher is also not installed on the new PNet PCs, so if you wish to create DTP files such as posters or leaflets, you may wish to try doing so in Libre Office Writer or Impress, the presentation application. If you require a portrait layout, this is possible within Impress by going to 'Format' and 'Page' and choosing 'Portrait' orientation: