

GOVT. E. V. P. G. COLLEGE, KORBA (C.G.)

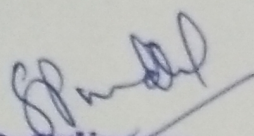
Libre Office

Getting Started with Libre Office

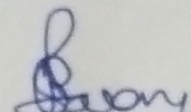
LibreOffice is the power-packed free, libre and open source personal productivity suite for Windows, Macintosh and GNU/Linux, that gives you six feature-rich applications for all your document production and data processing needs: Writer, Calc, Impress, Draw, Math and Base.

Libre Office Forum

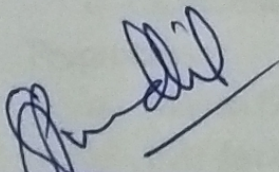
- Introducing LibreOffice
 - Origin and Licenses Page,
 - Introducing LibreOffice File
 - Paperback Edition of Getting Started with Libre Office
- Setting Up LibreOffice
- Using Styles and Templates
- Getting Started with Writer
 - Starting with Writer
 - Introducing Writer
 - Setting Up Writer
 - Working with Text
 - Formatting Pages
 - Printing, exporting, faxing and mailingFile
 - Introduction to Styles
 - Working with Styles
 - Working with Graphics
 - Working with Tables
 - Working with Templates in Writer
 - Using Mail Merge
 - Creating Tables of Contents, Indexes, and Bibliographies
 - Working with Master Documents
 - Working with Fields
 - Using Forms in Writer
 - Customizing Writer
- Getting Started With Calc
 - Introducing Calc
 - Entering, Editing, and Formatting Data (
 - Using Charts and Graphs
 - Using Styles and Templates
 - Using Graphics in Calc
 - Printing, Exporting, and E-mailing
 - Formulas and Functions
 - Using the DataPilot
 - Data Analysis
 - Linking Calc Data
 - Sharing and Reviewing
 - Calc Macros
 - Calc as a Simple Database
 - Setting Up and Customizing Calc
- Getting Started With Impress
 - Introducing Impress

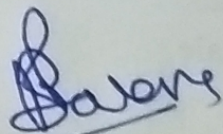

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PRINCIPAL,
GOVT. ENGINEER, VISHWESARRAIYA
P. G. COLLEGE, KORBA (C. G.)

- Using Slide Masters, Styles, and Templates
- Adding and Formatting Text
- Adding and Formatting Pictures
- Managing Graphic Objects
- Formatting Graphic Objects
- Including Spreadsheets, Charts, and Other Objects
- Adding and Formatting Slides, Notes, and Handouts
- Slide Shows
- Printing, E-mailing, Exporting, and Saving Slide Shows
- Setting up and Customizing Impress
- Getting Started With Draw
 - Introducing Draw.
 - Drawing Basic Shapes
 - Working with Objects & Object Points
 - Changing Object Attributes
 - Changing Object Attributes
 - Combining Multiple Objects
 - Editing Pictures (Raster Graphics)
 - Working with 3D Objects
 - Tips and Tricks
 - Organization Charts, Flow Diagrams, and More.
 - Advanced Draw Techniques
- Getting Started With Base
- Getting Started With Math
 - The Complete Math Guide
- Printing, Exporting and Emailing
- Graphics, Gallery and Fontwork
- Creating Web Pages
- Getting Started With Macros
- Customizing LibreOffice


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