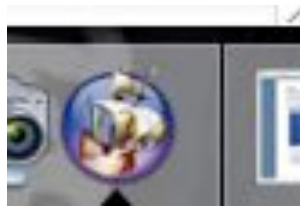# NeoOffice Tutorial

NeoOffice is an open-source, Shareware 'Application Suite'. This basically means that many people are involved with the development of NeoOffice as an OS X application, and not just employees from 1 company, like Microsoft.

It's licensed as Shareware, which means that you can use it and freely distribute it as long as you don't pass it off as your own application. Lastly, it is classed as an 'Application Suite' as it contains more than one application, such as a word processor, spreadsheet program, drawing program etc.

It is a simple program to use, but has many advanced features that can take a while to master. This lesson will take you through the basics of NeoOffice and introduce you to some of the most common features of the word processor and spreadsheet.
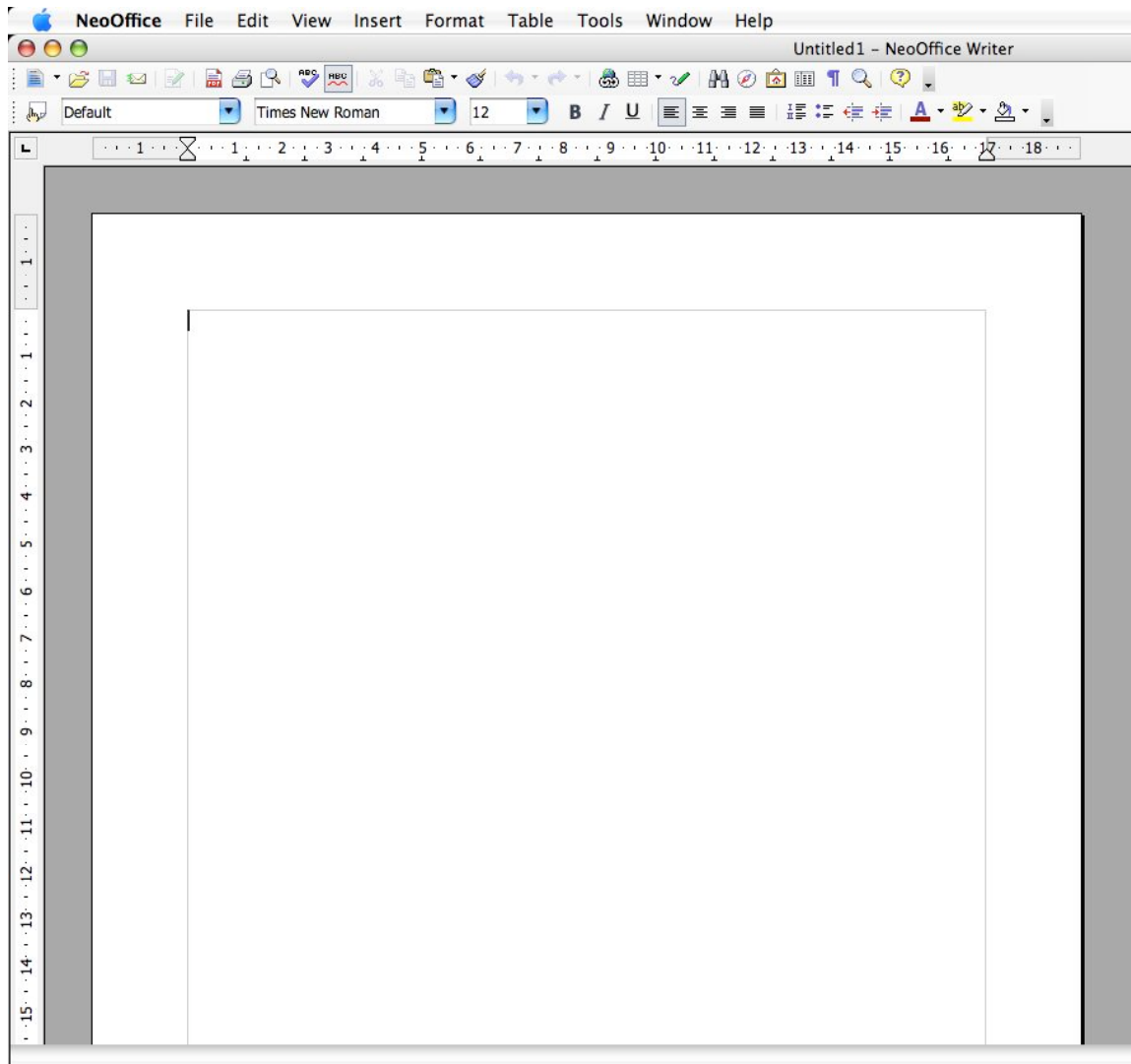
Opening NeoOffice

NeoOffice, by default, is installed in you 'Applications' folder, located at the 'root' level of your HDD. Open it by double-clicking on it, or if you haven't already done so, drag the NeoOffice icon to your Dock and then open it from there by clicking on it once.

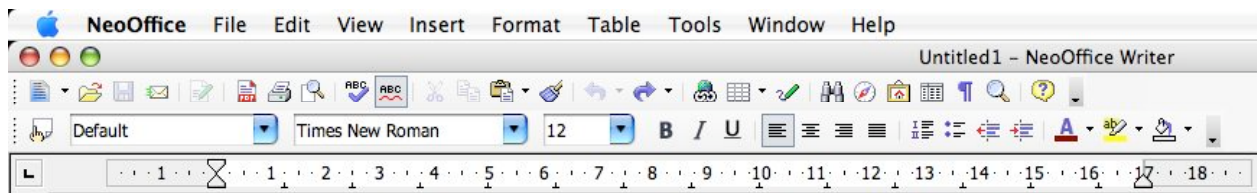NeoOffice located in the Dock, at the bottom of the screen.

Using NeoOffice

Once you open NeoOffice, you will be presented with the default view of the program, which will look a little something like this:

This is the default application called NeoOffice Writer, which is the NeoOffice word processor. The layout is very similar to an older version Microsoft Office, which most users will be familiar with.

The main areas on Writer (from the top) are the toolbar, the icon section and the white palette, which represents the page. The toolbar and icon section can be seen in greater detail below:

Many of the most common functions are laid out on the icon section for ease and speed of use. From left to right we have new (document or template), open, save, send as email, edit, PDF function, print, print preview, spell and auto-spell check, paste from clipboard and so on. These icons are all 'Core Functions', which you will see in the other NeoOffice applications – they help you issue the basic

commands. These commands can mostly be accessed from the File and Edit menus as well as from the icons themselves.

Below the core icons are the application-specific icons – these are icons that help you format the open document and contain commands that will let you change the type, size and other properties of font, the alignment of the text (centred, left, right and justified), insert bullet points and modify the type of bullets used as well as other alignment options such as indentation.

After you have created or opened a new document, you will mostly use these icons until the document is ready to print or preview etc.
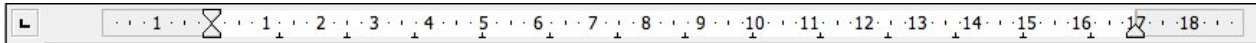
Using Margins

Margins are very important in a document. They can affect the look and feel of the document as well as changing the document's overall size. You can view the margins by looking at the grey outline around the page.

This will show you where the sides of the document start and finish. Normally, the default margins will be fine, however depending on the type of document you are writing you may want to increase or decrease the size of the margins – you may want the margins mirrored or have them unsymmetrical or even have no margins and write right to the edge of the page.
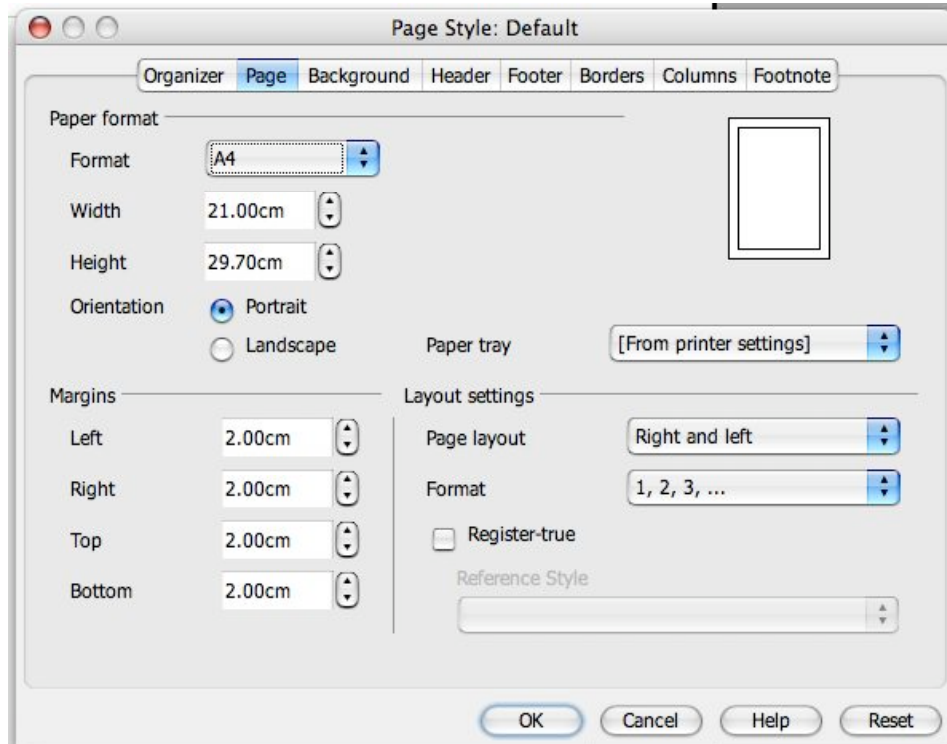
Changing the margins is easy, however, changing them too much can be confusing, especially if you use the margin-drag option for changing margins.

The toolbar directly to the top and side of the page shows you, in measurements, where the margins start and finish for both top and bottom, as well as left and right. The top margin indicator can be seen below.
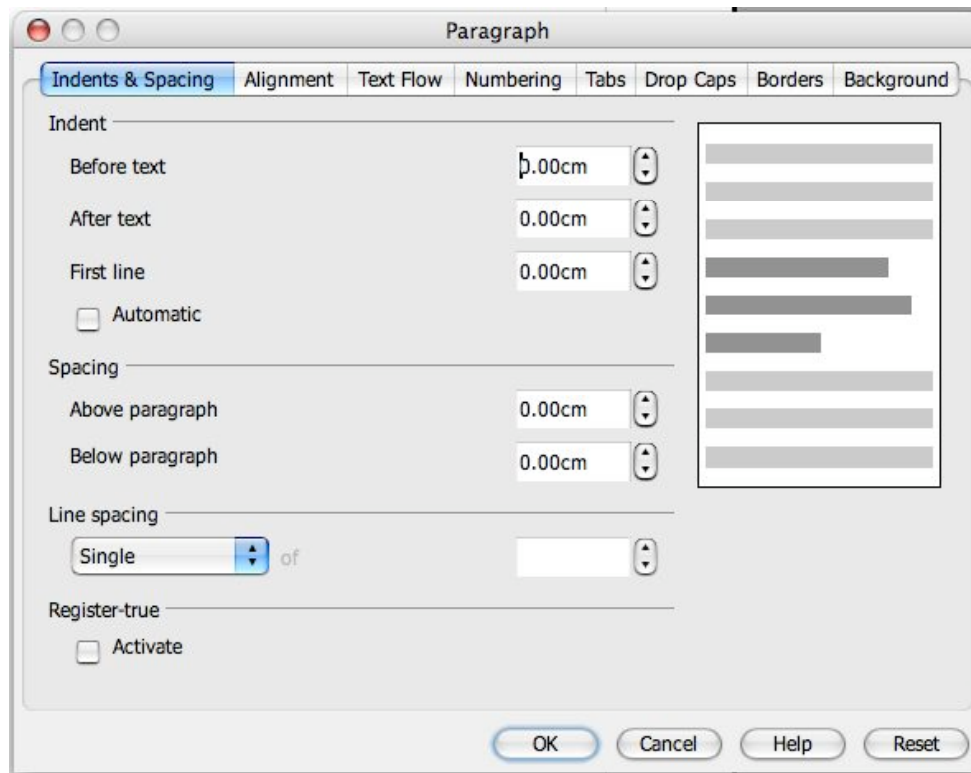
Here, the arrows to the far left and right indicate **indentation** whilst the darker grey areas indicate **margin**. By hovering over the arrows you will notice the cursor changes shape to a dark cross. By hold down the mouse button and dragging the cross left or right, you can change the margin. If you move the actual arrows then you will change the indentation and **not** the margins – this can be confusing.

Allow easy to change the margin this way, it is accurate then by bringing up the margin table. To do this, navigate to **format** and then **page**. This will bring up this table:

Here you can change to margins of the page by number rather than just by drag and drop. By using the other tabs you can also insert a **header** or **footer, columns,** and **page size.**

By double-clicking on the grey area on the margin toolbar, the Paragraph page will be invoked. This will let you change other factors, such as borders and indents. This table looks like this:

Paragraph

Indents & Spacing | Alignment | Text Flow | Numbering | Tabs | Drop Caps | Borders | Background

Indent

Before text   0.00cm

After text   0.00cm

First line   0.00cm

☐ Automatic

Spacing

Above paragraph   0.00cm

Below paragraph   0.00cm

Line spacing

Single   of

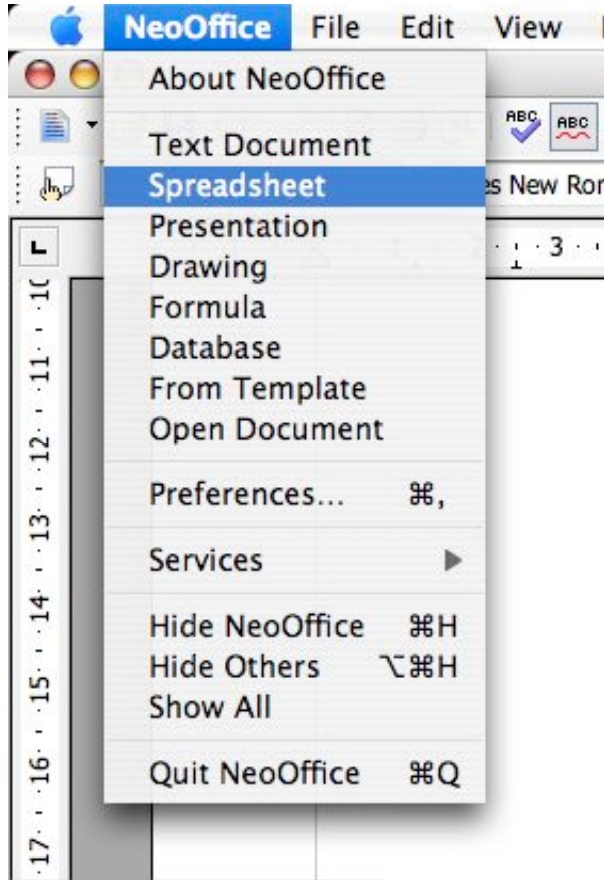Register-true

☐ Activate

OK   Cancel   Help   Reset

When you have finished the document you can **print preview** the page, which will give you a much better idea of how the page will look when printed. You can use the print icon to print the whole document quickly or use **File -> Print** to print a section or page of the document.

If you are creating an official document that needs to be emailed to somebody the best thing to do is to use the **PDF** function, which will quickly save and convert the file to a .PDF format, which will in effect, take a picture of the document and will prevent anyone from changing the document after it has been converted – this is especially good when creating emails. Finally, you can use the **save** function to save the document to wherever you want on the computer.
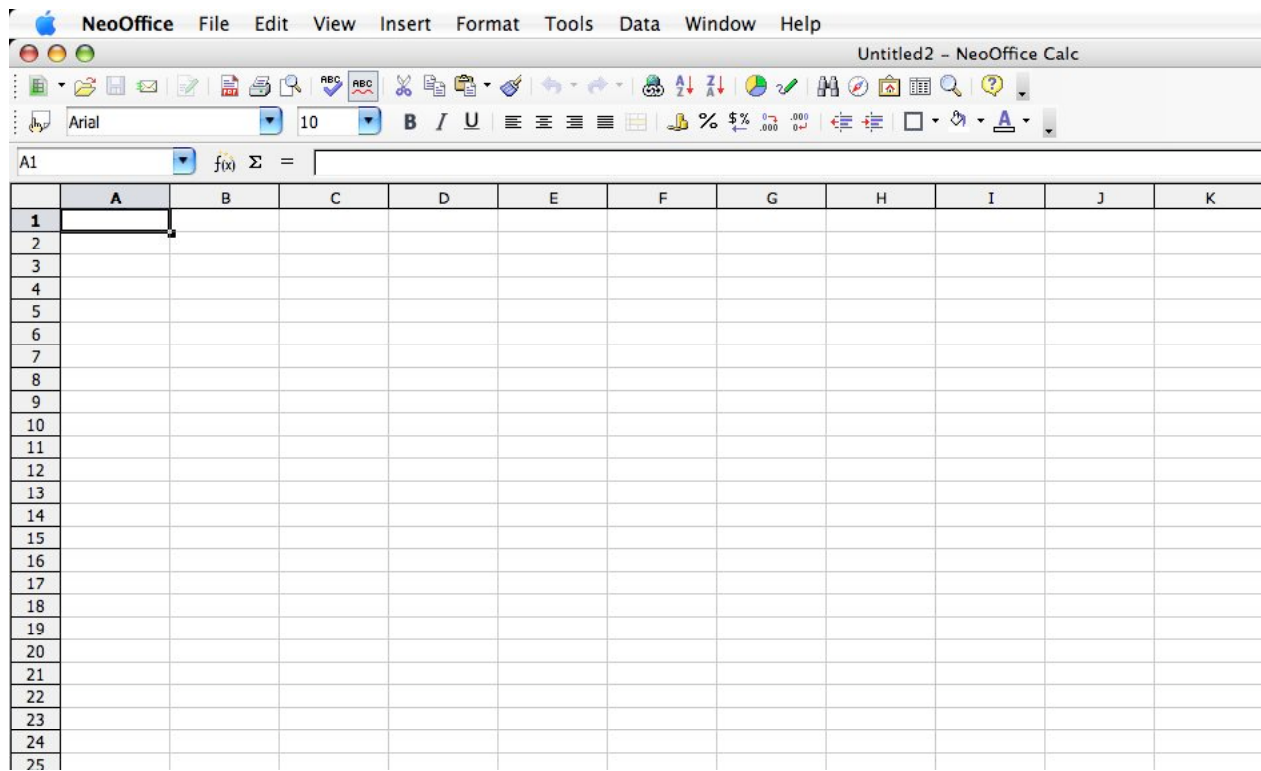
*It is always good practice to save your document at standard intervals, such as every 20 minutes to prevent loss of data *

Spreadsheet

Spreadsheet is the – yes, you've guessed it – spreadsheet application within NeoOffice. To change between programs navigate to the NeoOffice toolbar and select spreadsheet from the list – seen below:

This will close the Writer application and open the default view of spreadsheet, which can be seen below.

Spreadsheet is a very different application from writer and is based not on paragraphs, but on **cells,** that are drawn both vertically and horizontally across the page.

At the top of the page is the toolbar section (just as in writer) and also many of the core and application-specific icons are listed, again in a similar layout to writer. Unique icons to spreadsheet are to the right of the text alignment icons and include number formatting for currency-based spreadsheets and also percent formatting. The unique toolbar to spreadsheet can be seen below the second set of toolbar icons, and is shown below.

This tool bar is where you perform cell entry and modification as well as the most used function of spreadsheet – **auto sum.** Auto sum performs mathematic equations based on a simple syntax that is standard across office suites such as NeoOffice and Microsoft Office.

Things to remember when using auto sum:

1. The cell highlighted when auto sum is invoked is the = box.

2. You can select different cells by using the ⌘ (apple) key.

3. You can block select cells horizontally or vertically by using the ⇧ (shift) key

4. * = Multiply, / = divide, - = minus, + = plus, () = calculate these first then the rest of the sum.

5. Press enter to finish the sum and see the answer.

When writing documents in Spreadsheet (such as invoices), the cell outline is not printed, so to split up the document, borders are often used. Access the border function by using these icons:

In order the icons are – borders, background colour, font colour, line style and line colour (of the border). The best thing to do is to have an idea before using borders, or you can take ages placing borders and removing borders and so on. After you have pressed on of the icons, an independent window will appear with further commands within them – you can move these across the window, so they do not get in the way of your work.

Again, when sending official documents, convert the files to PDF format, as the recipient cannot change them.