

Practical Open Source Office: LibreOffice™ and Apache OpenOffice (New Perspectives)

By June Jamrich Parsons



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With the New Perspectives' critical-thinking, problem-solving approach, students will gain a comprehensive understanding of both Open OfficeTM and Libre Office and will learn how to take advantage of the flexibility they offer. Students will learn to apply what they are learning to real-life tasks, preparing them to easily transfer skills to new situations. With New Perspectives, students understand why they're learning what they're learning and are better situated to retain skills beyond the classroom.



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Review

Introduction. 1. Getting Started. 2. Creating a Document. 3. Formatting a Document. 4. Finalizing a Document. 5. Creating a Worksheet. 6. Formatting a Worksheet. 7. Finalizing a Worksheet. 8. Creating a Presentation. 9. Finalizing a Presentation. 10. Creating a Database. 11. Finalizing a Database. Projects. Index.

About the Author

June Parsons purchased her first computer, an Apple II+, in 1981 and quickly became fluent in BASIC, dBASE II, Lotus 123, WordStar, and a variety of accounting programs. The next year she opened a successful small computer retail store with Dan Oja that also offered software instruction to children and adults. Dr. Parsons taught at the university level for more than 20 years. She holds a doctorate in Educational Technology and was certified by the ICCP in 1995. Dr. Parsons began writing and creating educational software for Course Technology in 1992. She contributed to the Windows for Business and Illustrated Series and developed the New Perspectives, e-Course, and Practical series. She works via the Internet with a team of highly skilled media specialists and desktop publishers located in various states and provinces.

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