



Office Software for the Mac



What is Office Software?

- Core applications
 - Text processing application
 - Spreadsheet application
 - Presentation application
- Additional applications available in some packages

Office Software Packages



- Microsoft Office



- Apple iWork

- Open Office Variations



- Apache OpenOffice (multi-lingual)



- The Document Foundation LibreOffice (multi-lingual)



- Planasemo NeoOffice

Office Microsoft Office Versions

- Desktop version for Windows and OS X
 - Office suite announced in 1988
- Office Mobile version available for Windows phone, iOS and Android
- Dropbox can also edit Word, Excel & PowerPoint files on-line
- Home & Student desktop version includes
 - Word
 - 1st version for MS-DOS released in 1983
 - 1st Mac version released in 1985
 - 1st Windows version released in 1989
 - Excel
 - 1st Mac version released in 1985
 - 1st Windows version released in 1987 (Windows 1.0 released in 1985)
 - PowerPoint
 - 1st Mac version released in 1987 by Forethought, Inc. which was acquired by Microsoft the same year
 - 1st Windows version released in 1992 along with Windows 3.0
- Home & Business desktop version also includes
 - Outlook and OneNote
- Windows only Professional desktop version also includes
 - Access and Publisher

Microsoft Office 2016/365 for Mac

- Home & Student 2016 version for 1 computer
 - Includes Word, Excel & PowerPoint
 - Purchase for \$149.99
- Home & Business 2106 version for 1 computer
 - Includes Word, Excel, PowerPoint, OneNote & Outlook
 - Purchase for \$229.99
- Office 365 Personal for 1 computer
 - \$69.99 per year, \$6.99 per month
- Office 365 Home for 5 computers (Mac & PC), 5 tablets, 5 phones
 - \$99.99 per year, \$9.99 per month
- Office 365 Mobile for iPad, iPhone, iPod touch
 - Free, uses Microsoft OneDrive, not Apple iCloud
- <https://www.microsoft.com/en-us/>



Apple iWork

- Available for OS X and iOS and iCloud
 - Free on computers purchased beginning October 2013, otherwise \$19.99 each in App Store
 - Free on iOS devices purchased beginning September 2013, otherwise \$9.99 each in App Store
- Components
 - Pages (released with iWork in 2005)
 - Numbers (added to iWork in 2007)
 - Keynote (first released in 2003)

OpenOffice

- Started out in 1985 as StarOffice developed by a German company and was acquired by Sun Microsystems in 1999
- Sun open-sourced the software in 2000 to compete with Microsoft Office
- Oracle acquired Sun in 2010 and in 2011 donated the project to the Apache Foundation
- In 2010 most of the developers had left Oracle and formed The Document Foundation who developed LibreOffice
- In 2003 Planasema, Inc. began work on an Mac version of OpenOffice called NeoOffice
- In 2013 NeoOffice went to a commercial paid version via the Apple App Store
- All OpenOffice suites use Open Document formats as the default file formats, but can open and save documents in other formats



Apache OpenOffice 4

- Available free for Windows, OS X (10.7 or newer) and Linux
- Versions also available for older OS X versions
- <http://www.openoffice.org/>
- Consists of 6 components
 - **Writer** for word processing (Microsoft Word)
 - **Calc** for spreadsheets (Microsoft Excel)
 - **Impress** for presentations (Microsoft PowerPoint)
 - **Draw** for drawing capabilities in Microsoft Word
 - **Math** for creating mathematical formulas
 - **Base** for databases (Microsoft Access)

Open Office Opening Screen

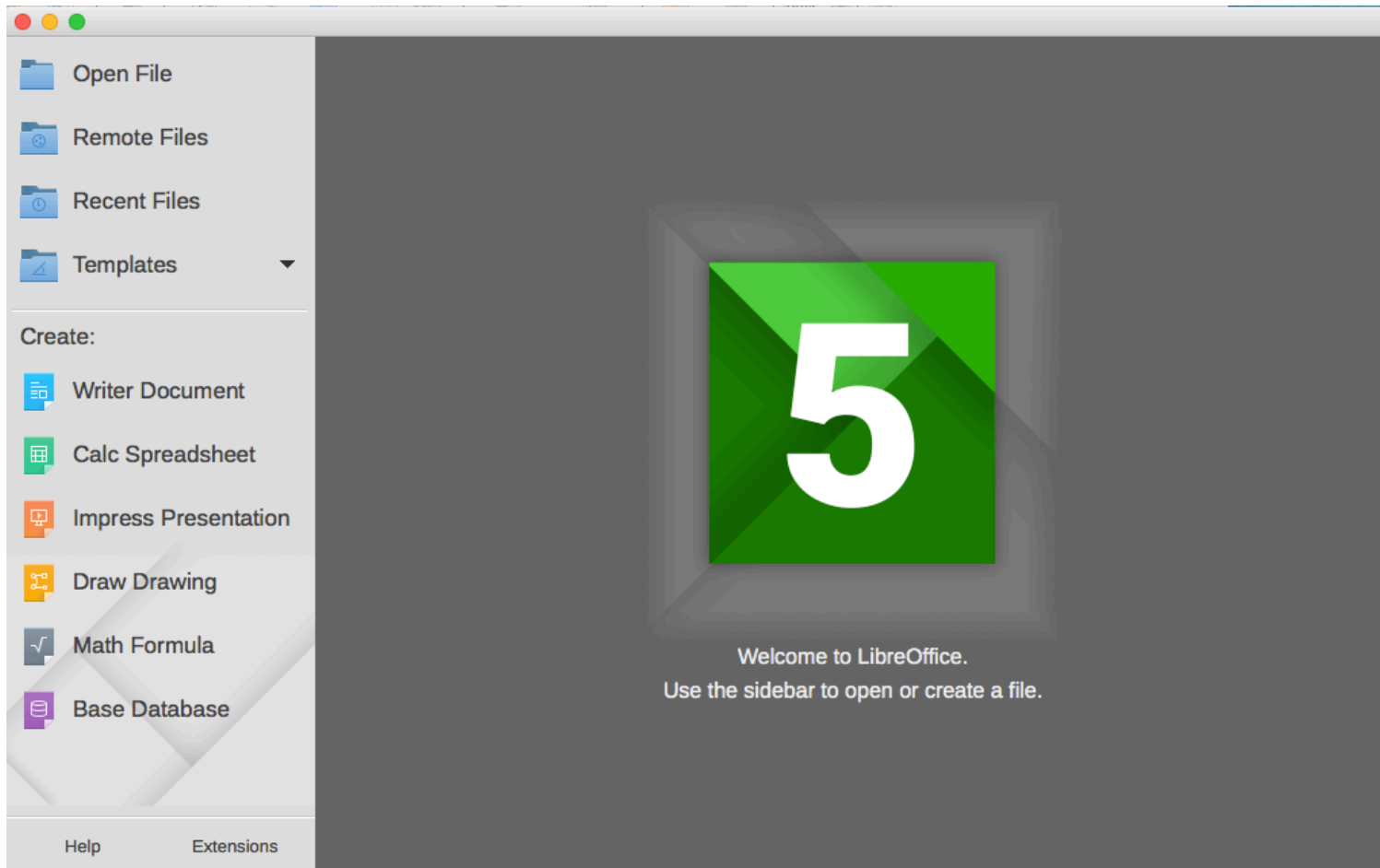




LibreOffice 5

- Available free for Windows, OS X (10.8 or newer) & Linux
- Viewer available for Android
- <https://www.libreoffice.org/>
- Consists of 6 components
 - **Writer** for word processing (Microsoft Word)
 - **Calc** for spreadsheets (Microsoft Excel)
 - **Impress** for presentations (Microsoft PowerPoint)
 - **Draw** for drawing capabilities in Microsoft Word
 - **Math** for creating mathematical formulas
 - **Base** for databases (Microsoft Access)

LibreOffice Opening Screen

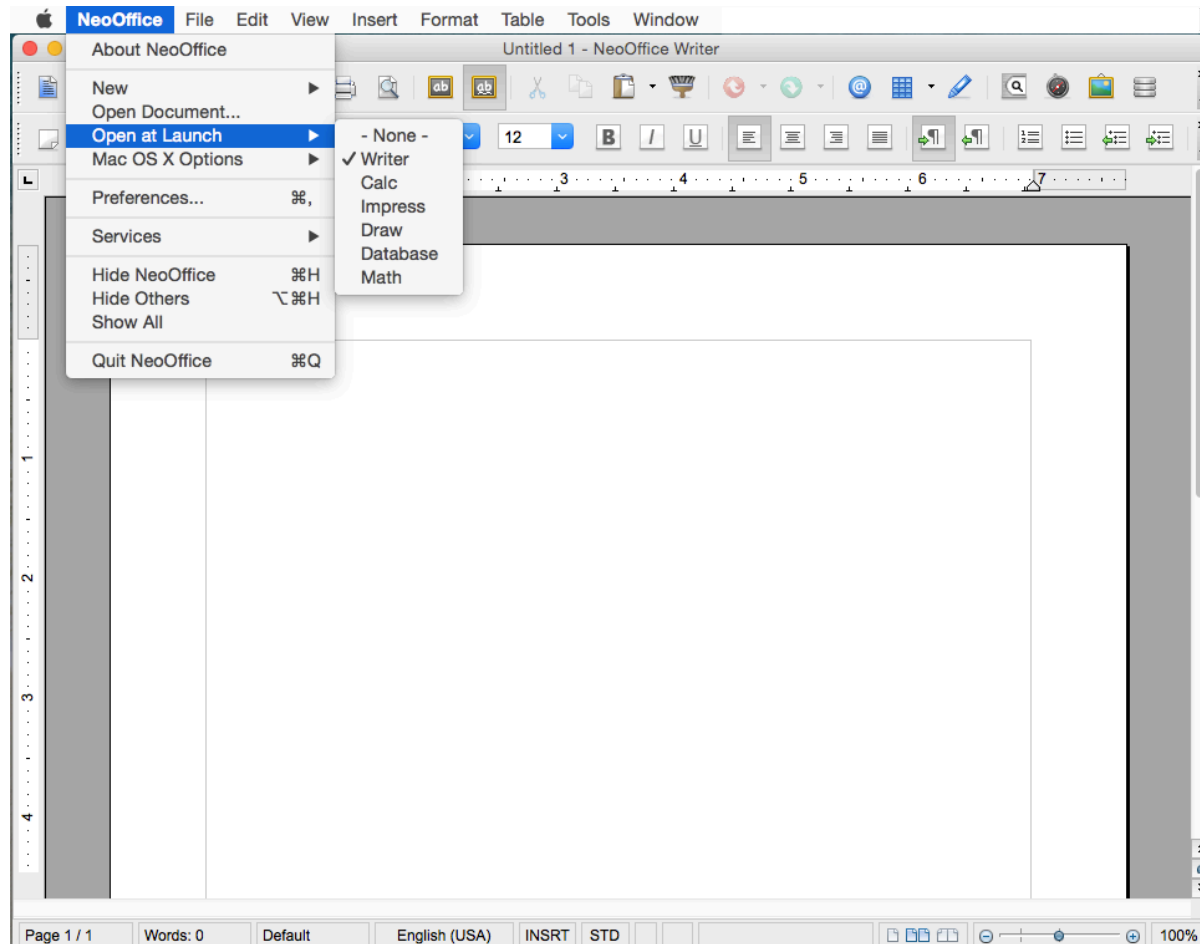




NeoOffice

- Available for OS X only from the App Store for \$29.99 (OS 10.8 or newer)
- Free NeoOffice viewer available from www.neooffice.org/neojava/en/index.php
- Consists of 6 components
 - **Writer** for word processing (Microsoft Word)
 - **Calc** for spreadsheets (Microsoft Excel)
 - **Impress** for presentations (Microsoft PowerPoint)
 - **Draw** for drawing like capabilities in Microsoft Word
 - **Math** for creating mathematical formulas
 - **Base** for databases (Microsoft Access)

NeoOffice Opening Screen



Word Processor File Formats

- Microsoft Word
 - .txt (plain text)
 - .rtf (rich text format)
 - .doc (Office 97 - 2004)
 - .docx (Current format)
- Apple Pages
 - .pages
- Open Office Writer
 - .odt

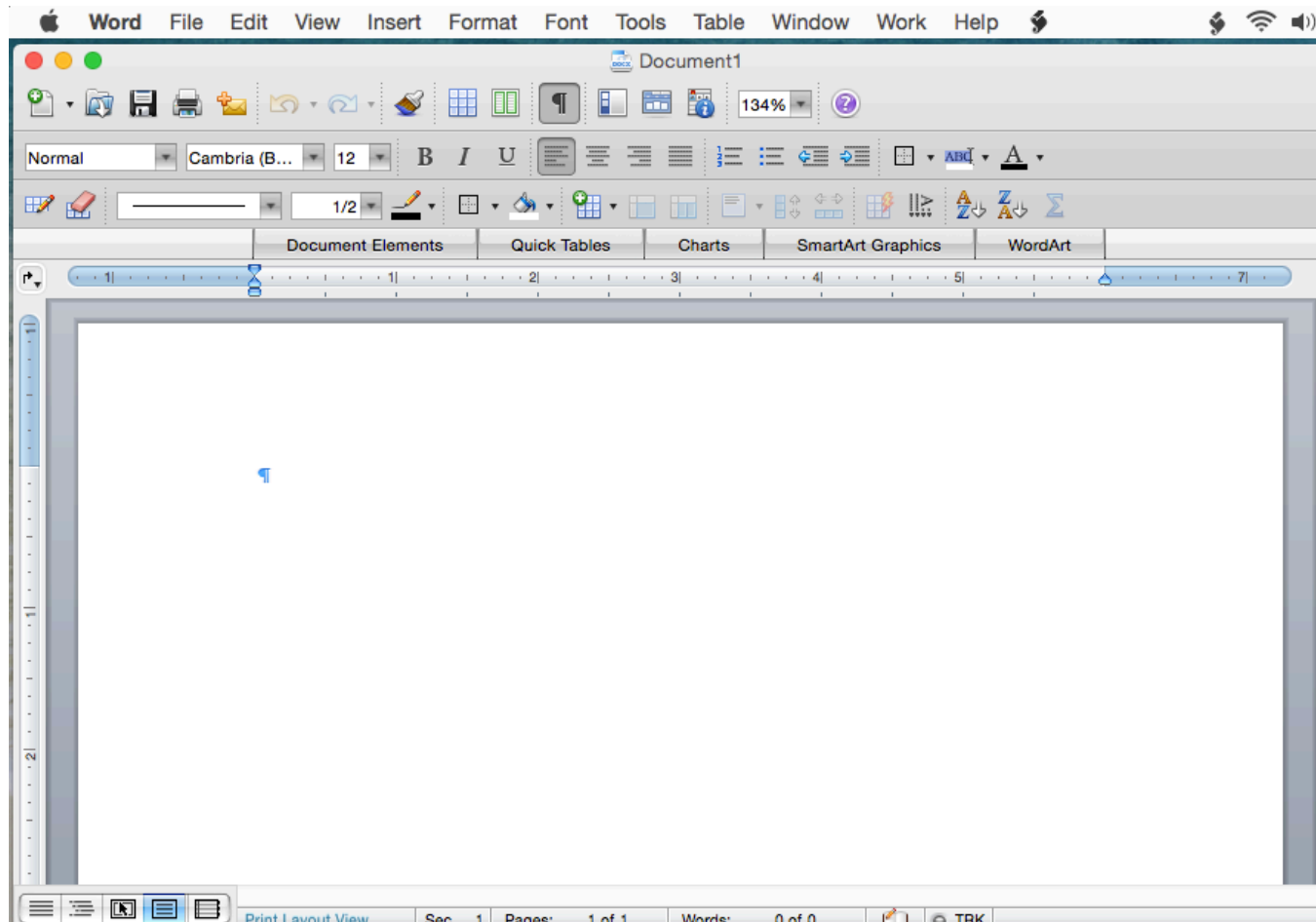
Spreadsheet Processor File Formats

- Microsoft Excel
 - .xls (Office 97 - 2004)
 - .xlsx (Current format)
- Apple Numbers
 - .numbers
- Open Office Calc
 - .ods

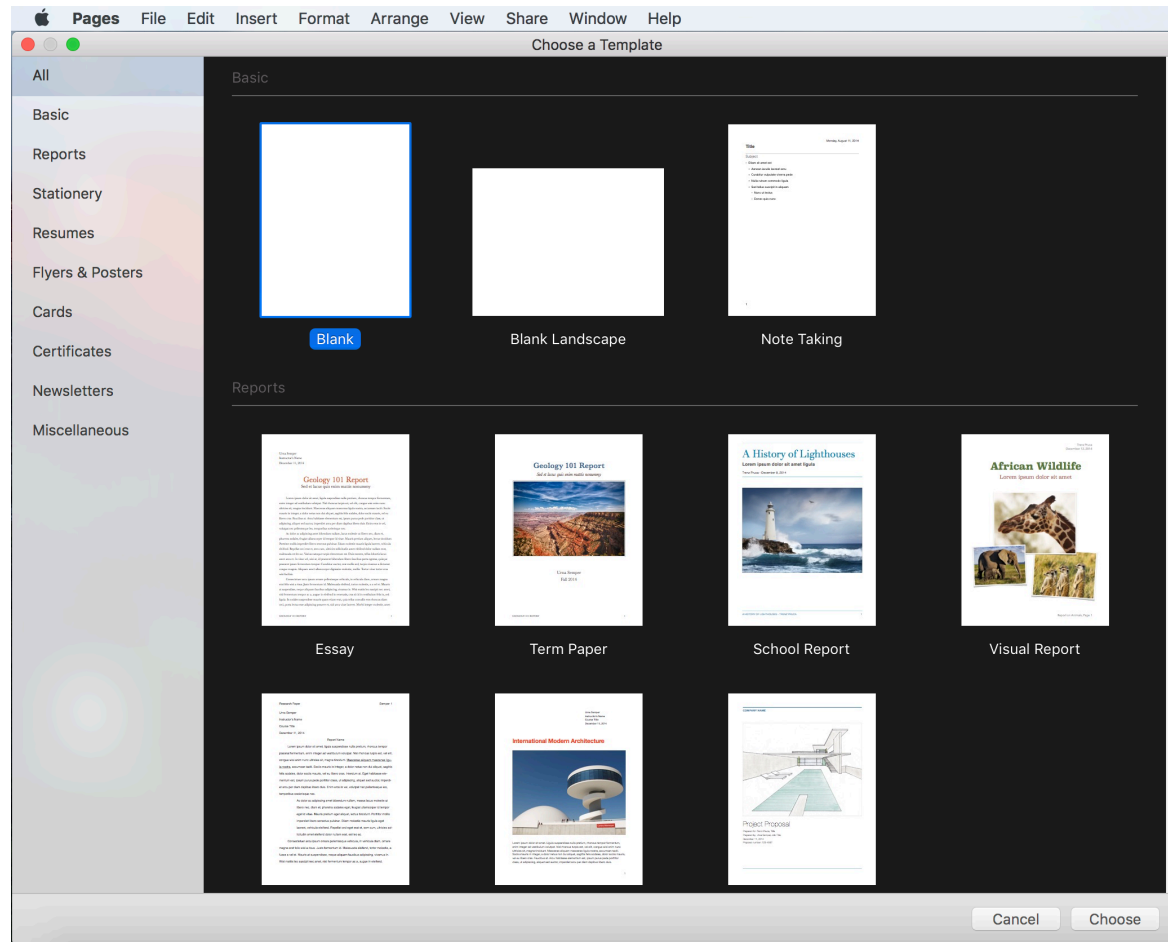
Presentation Processor File Formats

- Microsoft PowerPoint
 - .ppt (Office 97 - 2004)
 - .pptx (Current format)
- Apple Keynote
 - .key
- Open Office Impress
 - .odp

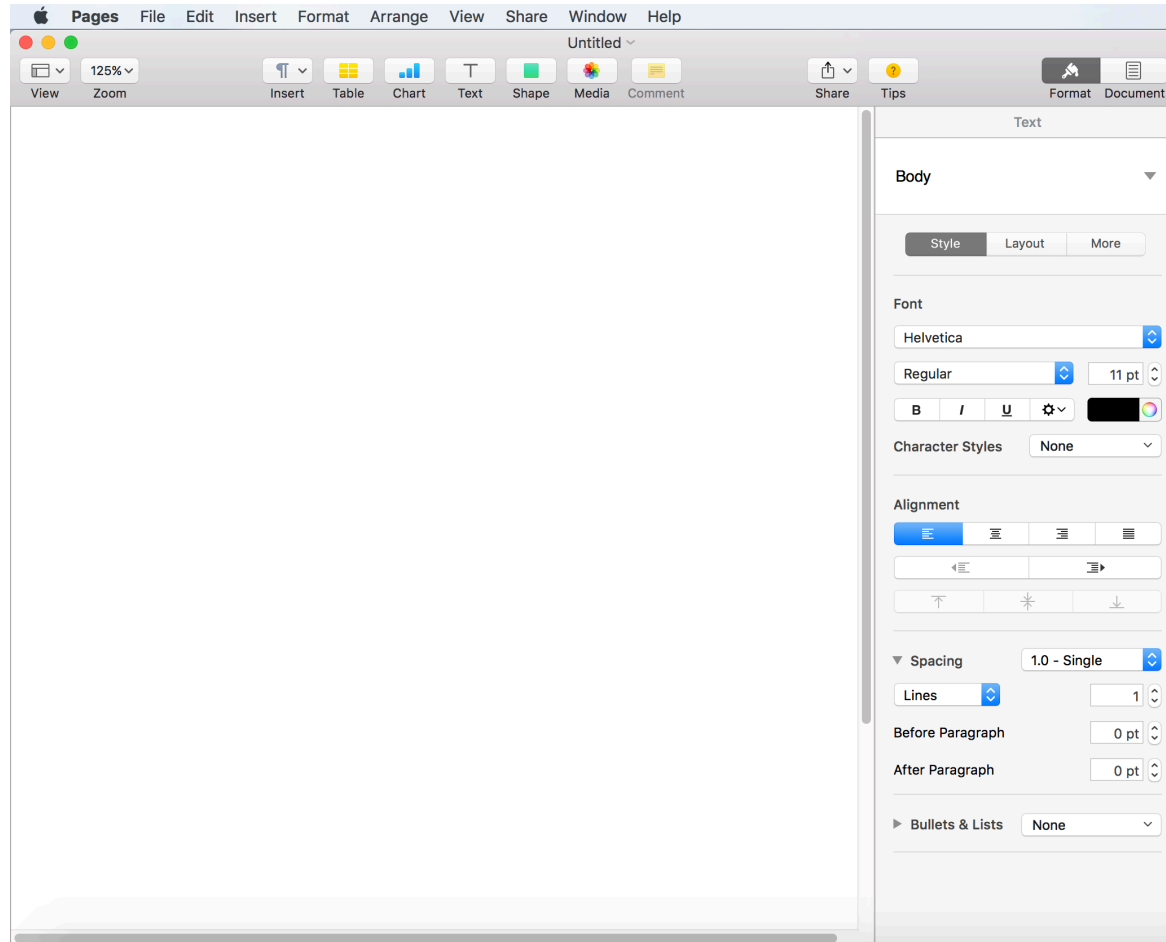
Microsoft Word 2008 Window



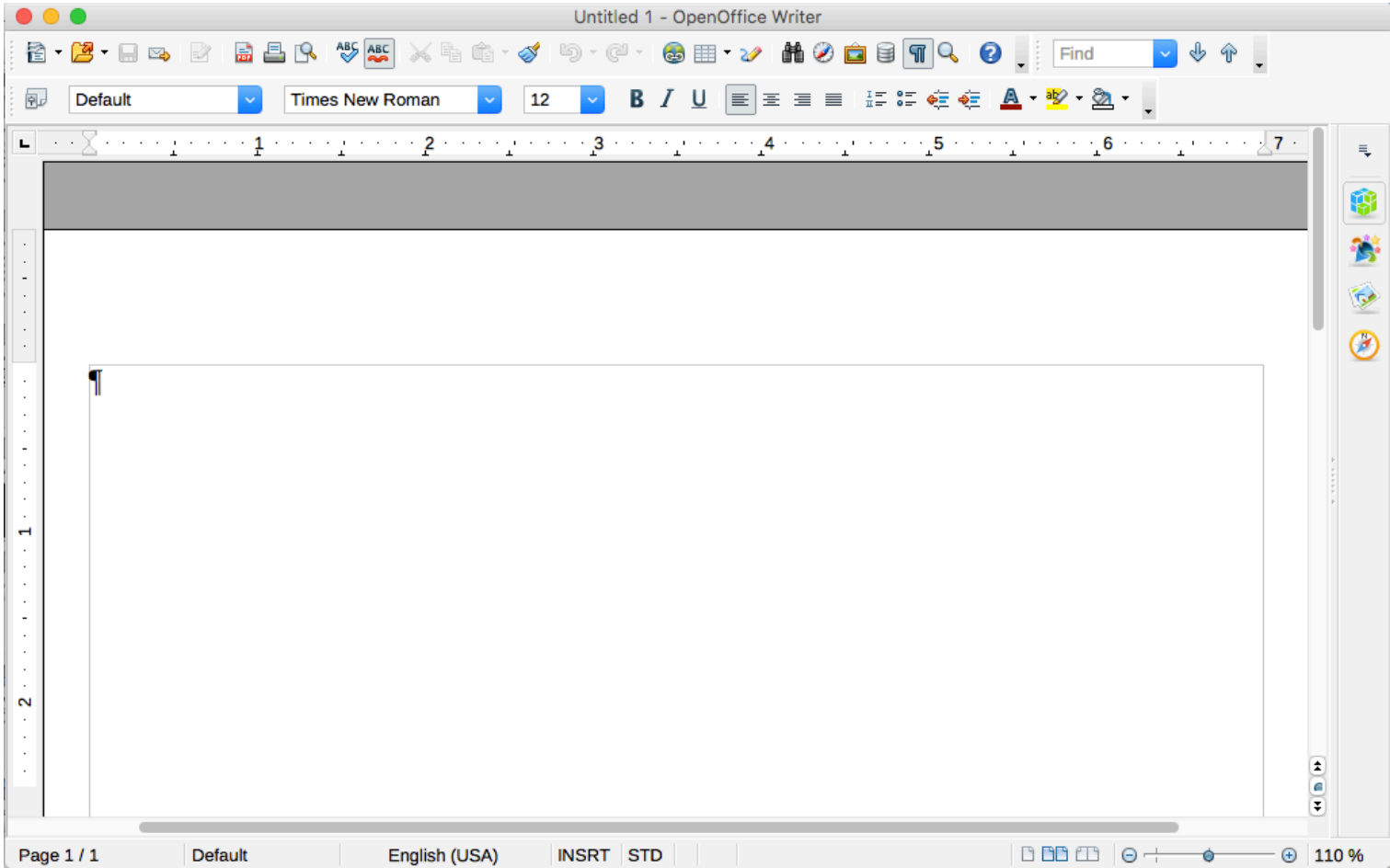
Pages Opening Window



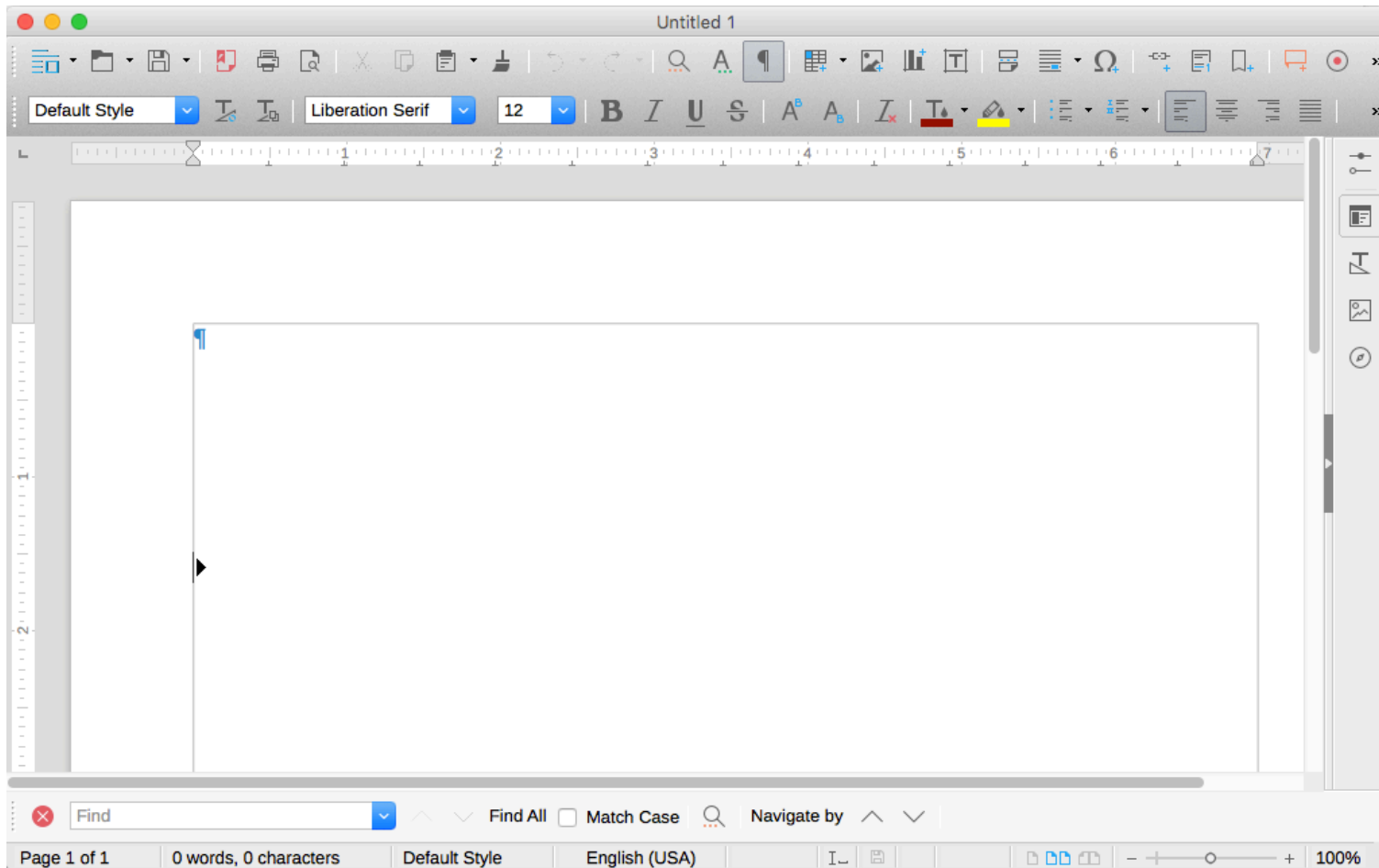
Pages Document Window



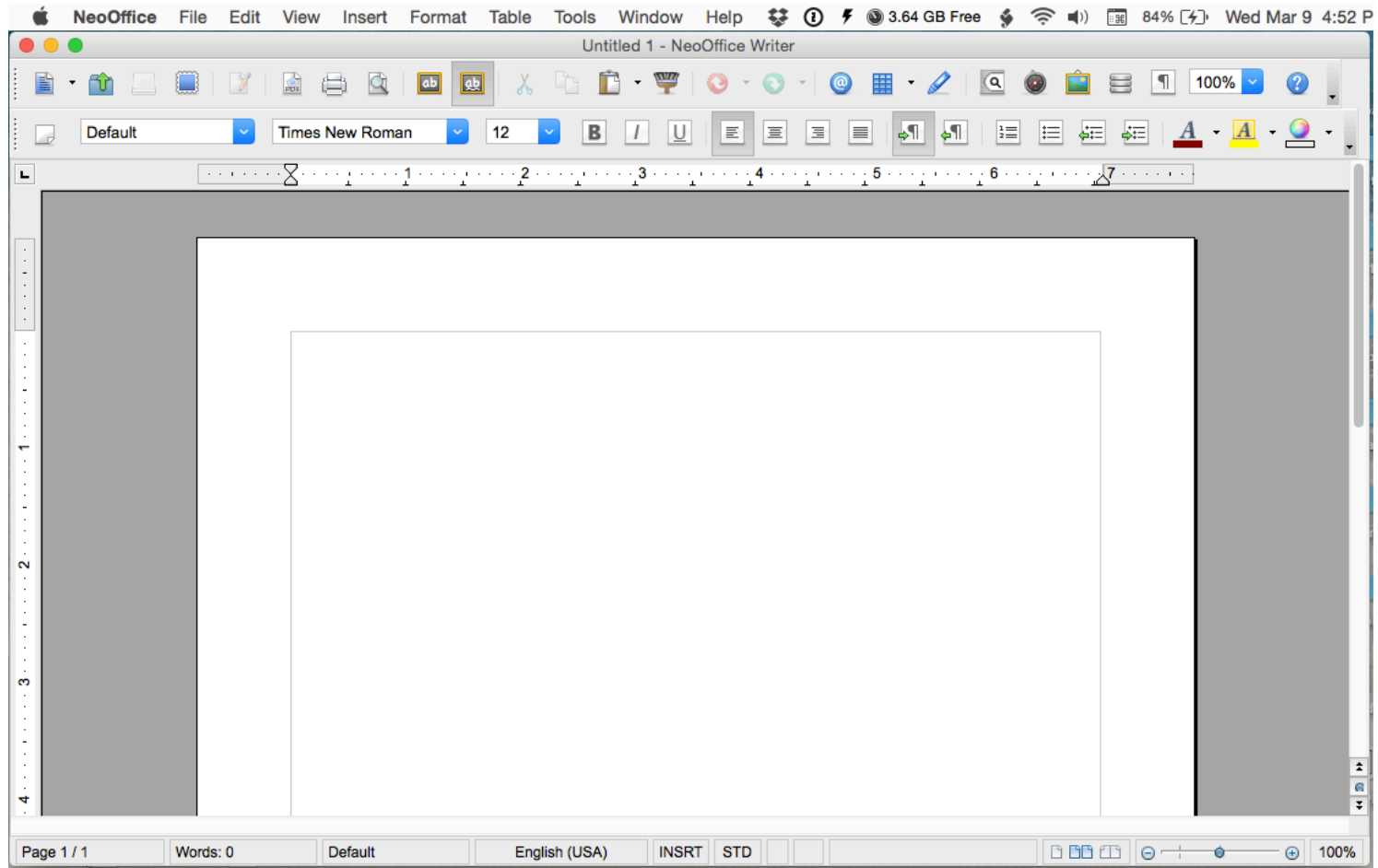
OpenOffice Writer Window



LibreOffice Writer Window



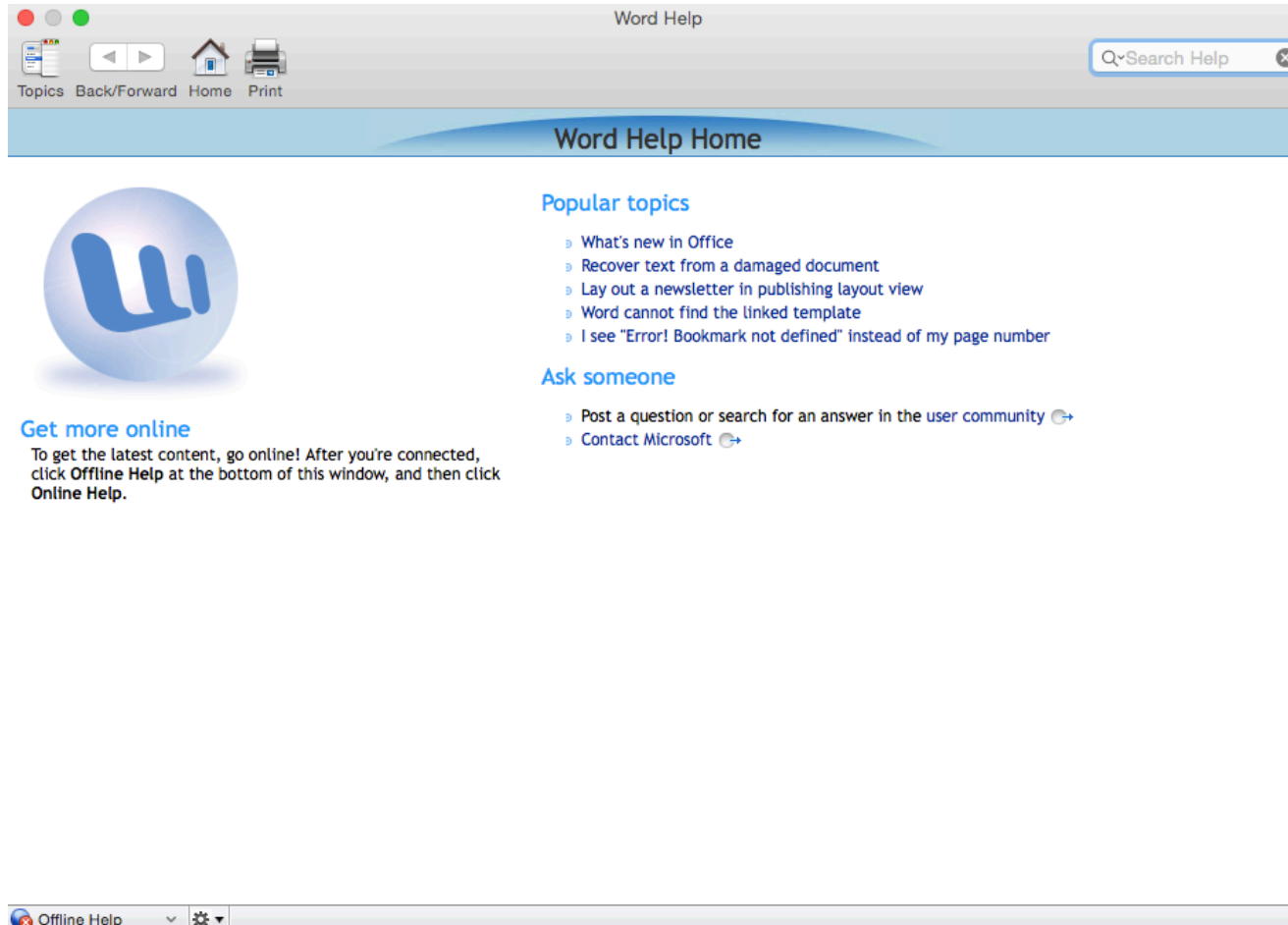
NeoOffice Writer Window



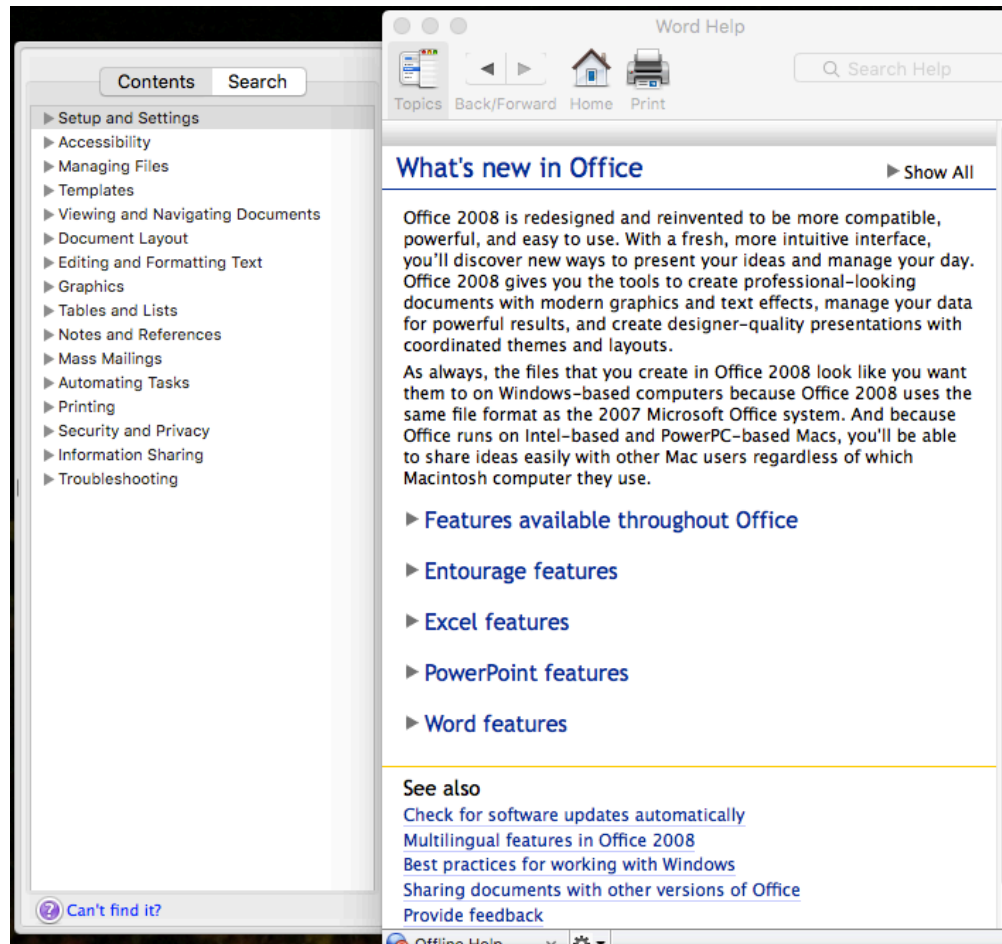
Help Documentation

- Microsoft Word
 - Off-line help available
 - On-line help only for current version
- Pages
 - Detailed off-line help
- Apache OpenOffice
 - Detailed off-line help
- LibreOffice
 - Detailed off-line help
 - Downloadable 388 page PDF User Guide
- NeoOffice
 - Detailed off-line help

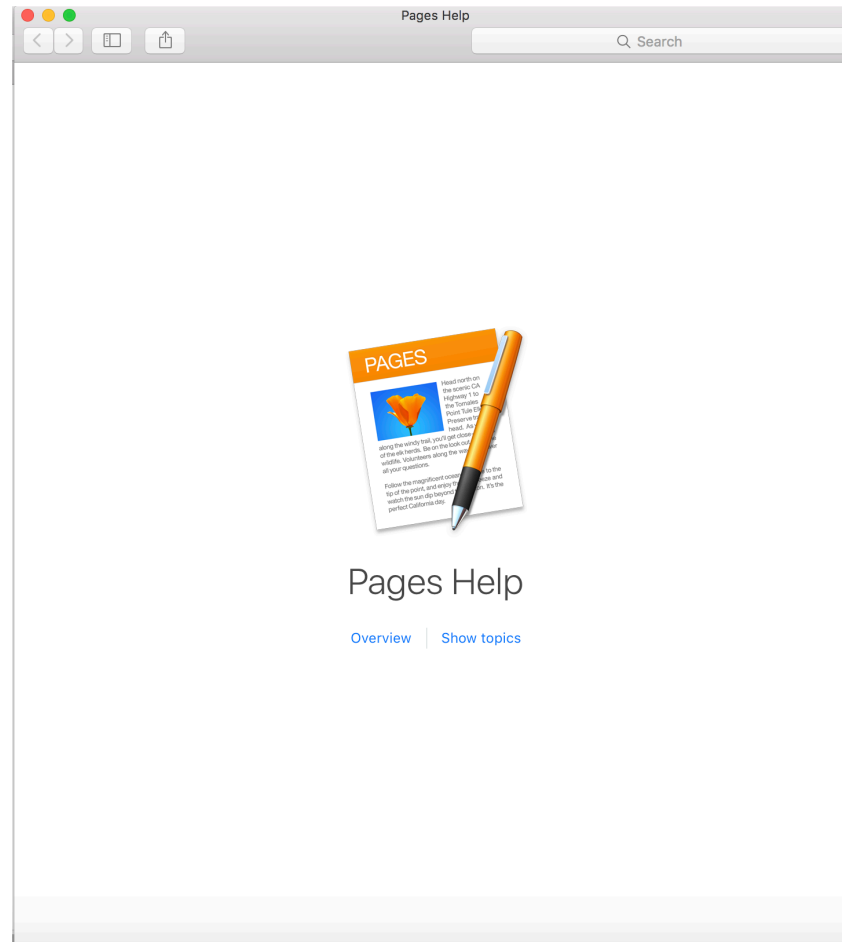
Microsoft Word Off-line Help



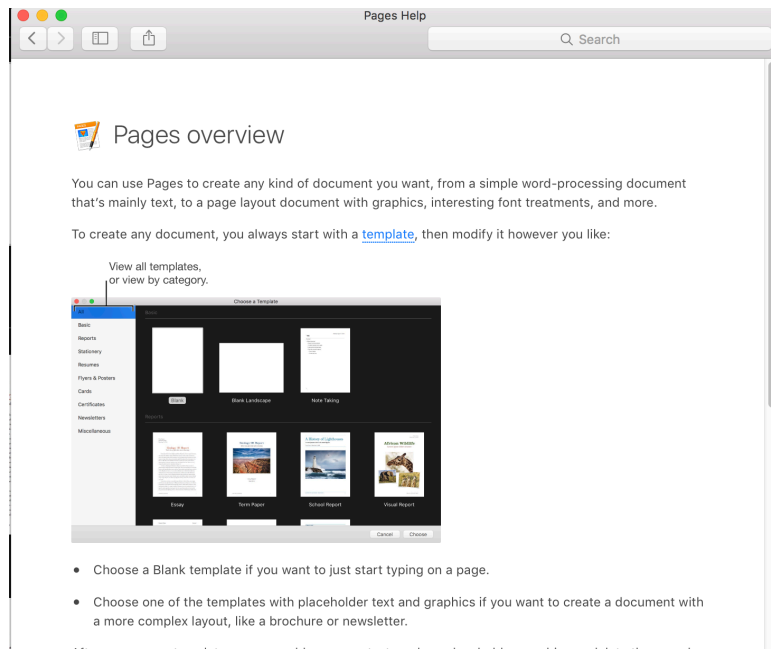
Microsoft Word Off-line Help (cont.)



Pages Off-line Help



Pages Off-line Help (cont.)



The screenshot shows the 'Pages overview' page in the Pages Help application. The page title is 'Pages overview' with a small icon. Below the title, there is a paragraph explaining that Pages can be used to create various documents, from simple word-processing to complex page layouts. It then states that users should start with a template. A callout box says 'View all templates, or view by category.' Below this is a thumbnail of the 'Choose a Template' dialog box, which shows a sidebar with categories like Basic, Reports, Stationery, Resumes, Flyers & Posters, Cards, Certificates, Newsletters, and Miscellaneous. The main area of the dialog shows several template thumbnails, including 'Blank', 'Blank Letterpaper', 'New Year', 'Essay', 'Term Paper', 'School Report', and 'Visual Report'. Below the thumbnail, there are two bullet points: 'Choose a Blank template if you want to just start typing on a page.' and 'Choose one of the templates with placeholder text and graphics if you want to create a document with a more complex layout, like a brochure or newsletter.'

Pages overview

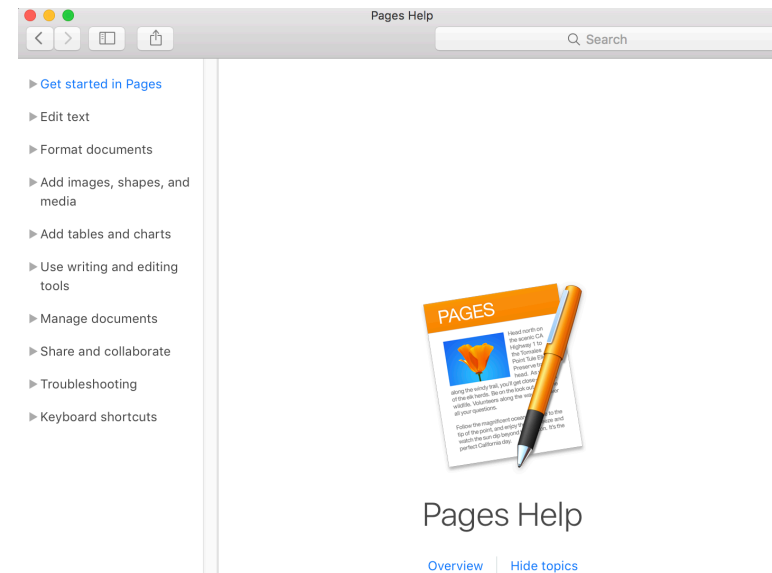
You can use Pages to create any kind of document you want, from a simple word-processing document that's mainly text, to a page layout document with graphics, interesting font treatments, and more.

To create any document, you always start with a [template](#), then modify it however you like:

View all templates, or view by category.

- Choose a Blank template if you want to just start typing on a page.
- Choose one of the templates with placeholder text and graphics if you want to create a document with a more complex layout, like a brochure or newsletter.

After you open a template, you can add your own text, replace placeholder graphics or delete them, and



The screenshot shows the 'Get started in Pages' page in the Pages Help application. The page title is 'Get started in Pages'. Below the title, there is a list of topics with right-pointing chevrons: 'Edit text', 'Format documents', 'Add images, shapes, and media', 'Add tables and charts', 'Use writing and editing tools', 'Manage documents', 'Share and collaborate', 'Troubleshooting', and 'Keyboard shortcuts'. On the right side of the page, there is a graphic of a yellow pencil writing on a document titled 'PAGES'. The document has a blue header and a red flower illustration. Below the graphic, the text 'Pages Help' is displayed in a large font, followed by two links: 'Overview' and 'Hide topics'.

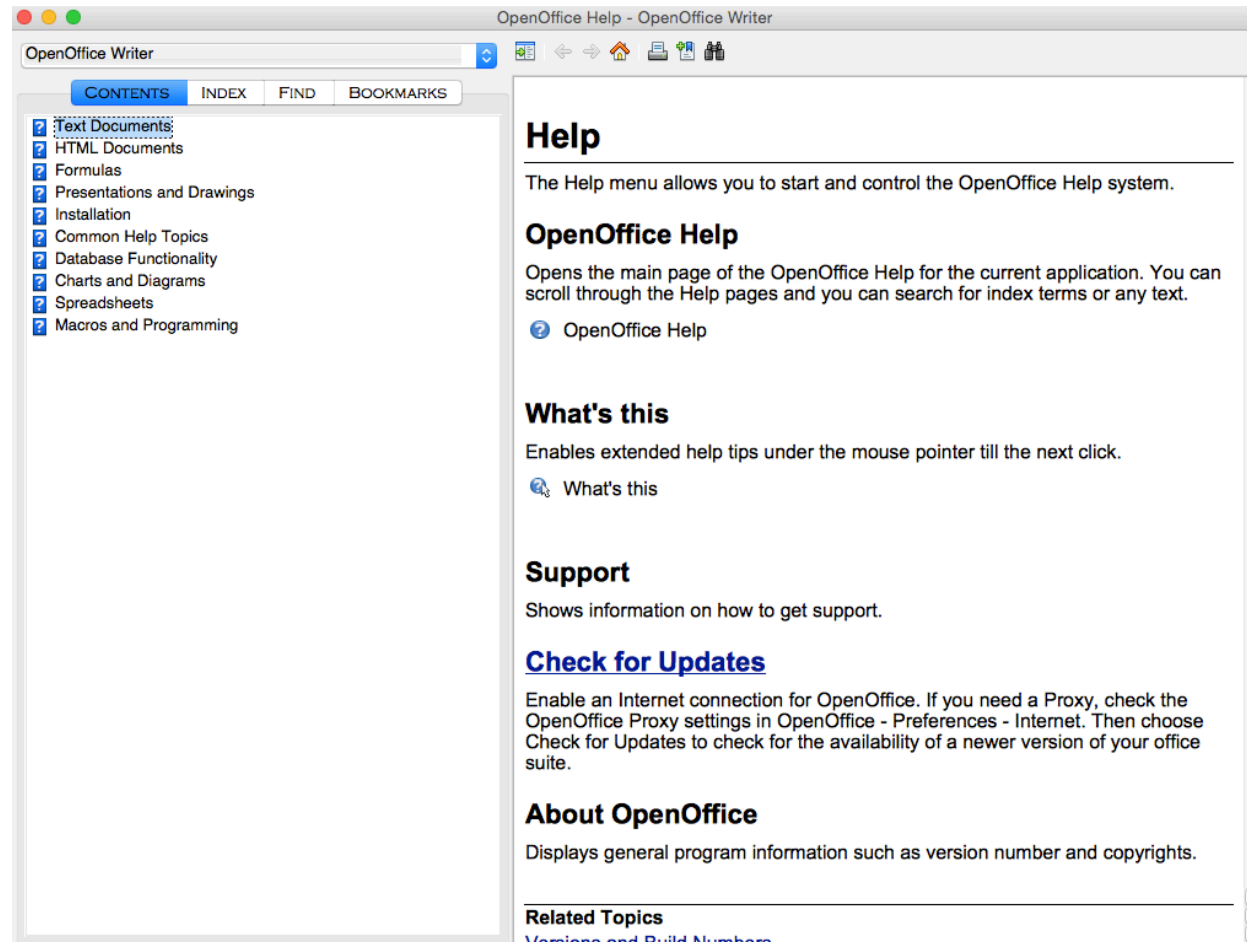
Get started in Pages

- ▶ Edit text
- ▶ Format documents
- ▶ Add images, shapes, and media
- ▶ Add tables and charts
- ▶ Use writing and editing tools
- ▶ Manage documents
- ▶ Share and collaborate
- ▶ Troubleshooting
- ▶ Keyboard shortcuts

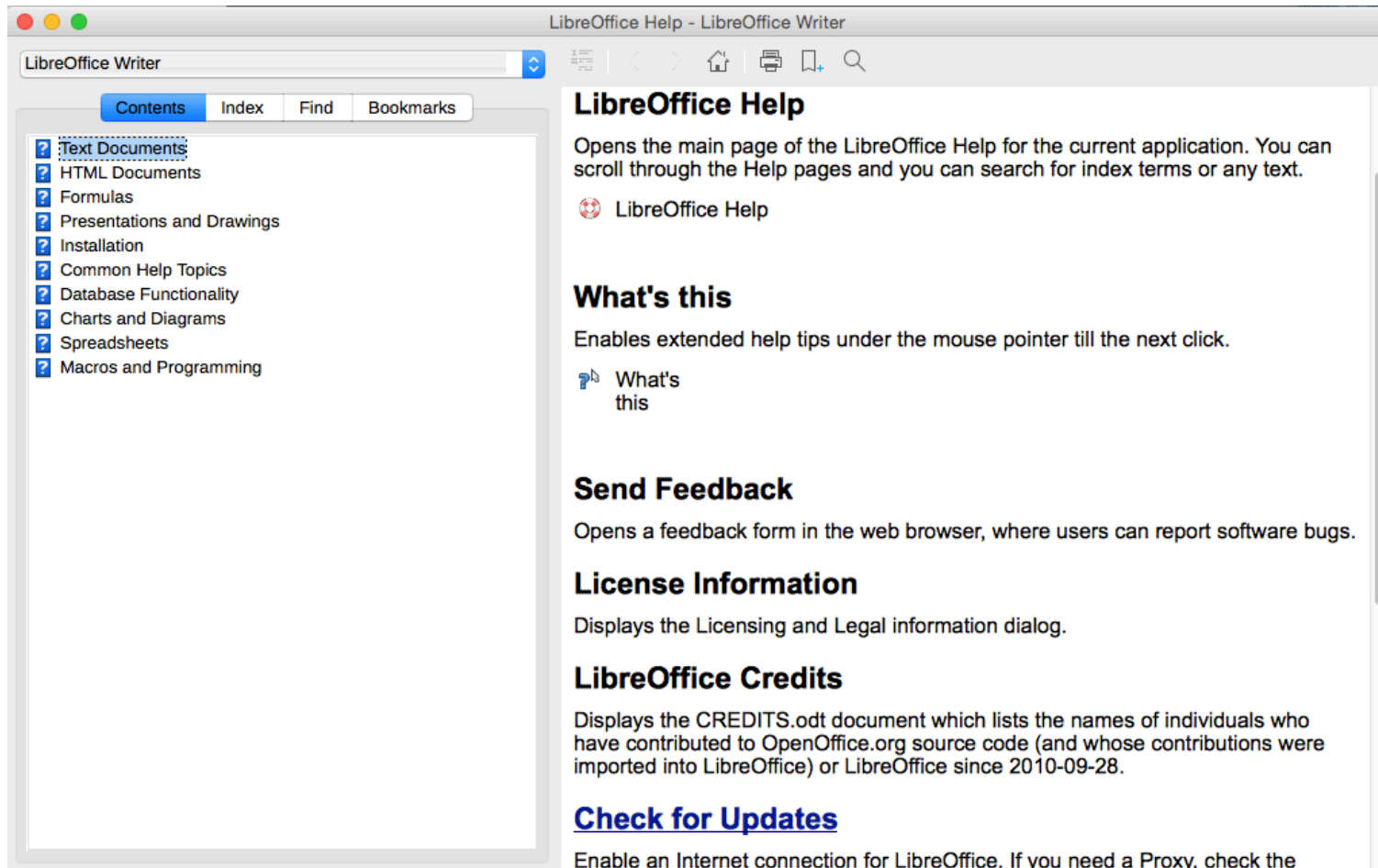
Pages Help

[Overview](#) | [Hide topics](#)

Apache OpenOffice Off-line Help




LibreOffice Off-line Help




The screenshot shows the LibreOffice Help window with the following content:

LibreOffice Help
Opens the main page of the LibreOffice Help for the current application. You can scroll through the Help pages and you can search for index terms or any text.

 LibreOffice Help

What's this
Enables extended help tips under the mouse pointer till the next click.

 What's this

Send Feedback
Opens a feedback form in the web browser, where users can report software bugs.

License Information
Displays the Licensing and Legal information dialog.

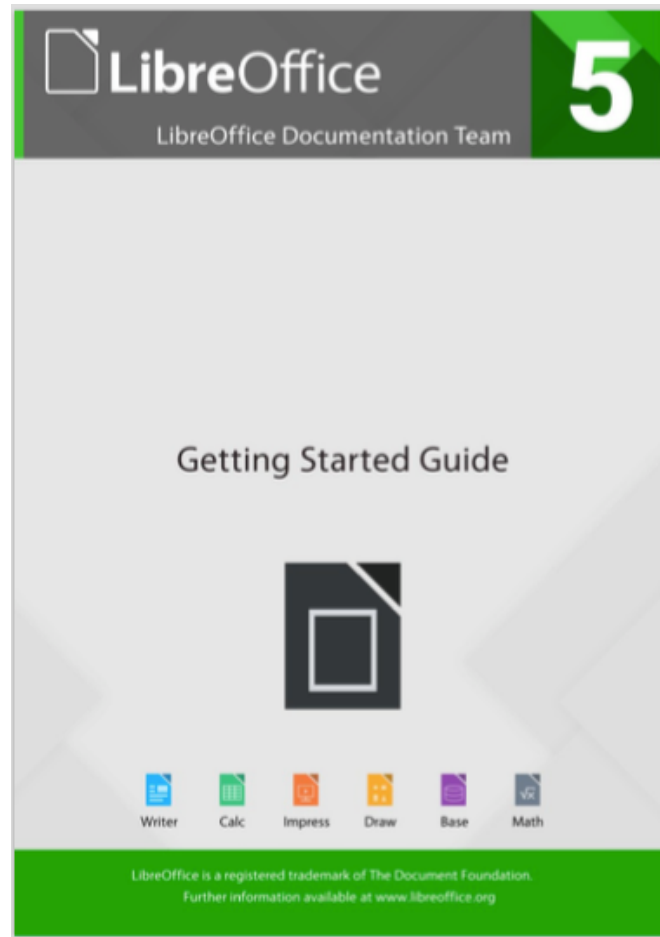
LibreOffice Credits
Displays the CREDITS.odt document which lists the names of individuals who have contributed to OpenOffice.org source code (and whose contributions were imported into LibreOffice) or LibreOffice since 2010-09-28.

[Check for Updates](#)
Enable an Internet connection for LibreOffice. If you need a Proxy, check the

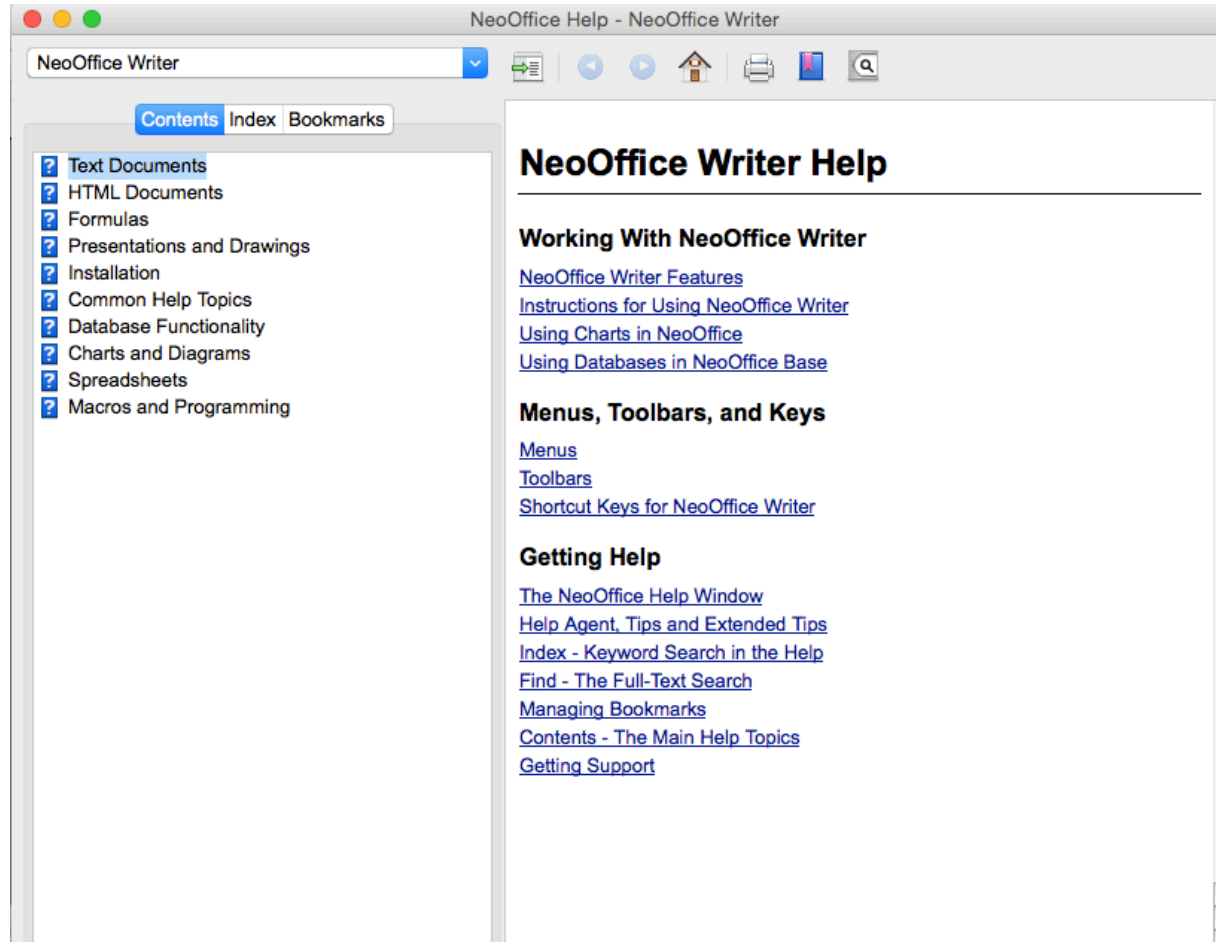
Contents | Index | Find | Bookmarks

- [Text Documents](#)
- [HTML Documents](#)
- [Formulas](#)
- [Presentations and Drawings](#)
- [Installation](#)
- [Common Help Topics](#)
- [Database Functionality](#)
- [Charts and Diagrams](#)
- [Spreadsheets](#)
- [Macros and Programming](#)

LibreOffice PDF Help Manual



NeoOffice Off-line Help



Microsoft Word File Compatibility

- Not all features of Microsoft Word are supported by the other word processing applications—Pages doesn't support ligatures
- Pages
 - Open formats: .txt, .doc, .docx
 - Save (Export) formats: .txt, .doc, .docx
- Apache OpenOffice
 - Open formats: .txt, .rtf, .doc, .docx
 - Save formats: .txt, .rtf, .doc
- LibreOffice
 - Open formats: .txt, .rtf, .doc, .docx, .cwk (Appleworks/Clarisworks)
 - Save formats: .txt, .rtf, .doc, .docx
- NeoOffice
 - Open formats: .rtf, .doc, .docx
 - Save formats: .rtf, .doc, .docx (not tested)

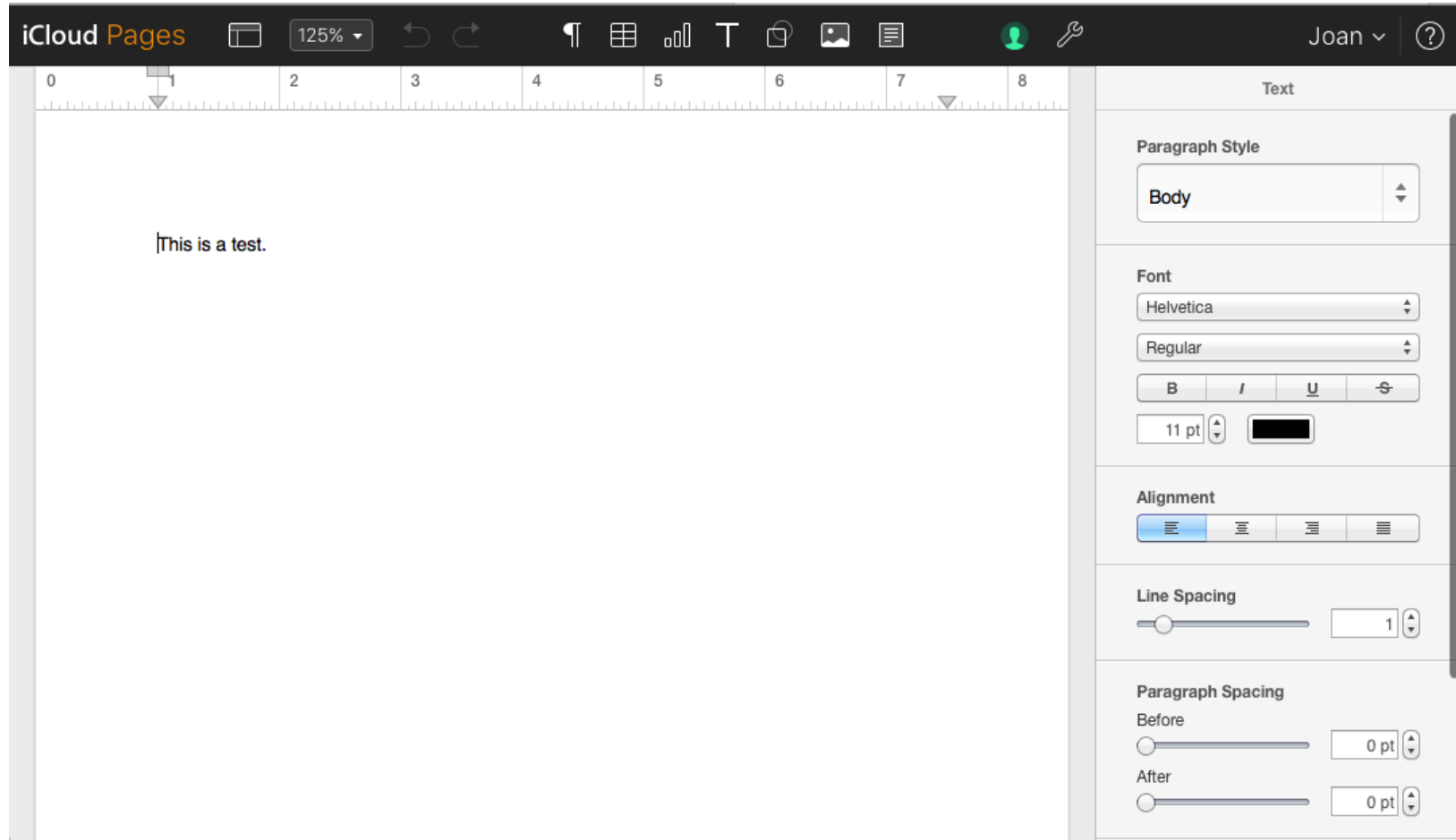
Microsoft Excel File Compatibility

- May have problems with complex files
- Numbers
 - Open formats: .txt, .xls, .xlsx
 - Save (Export) formats: .xls, .xlsx
- Apache OpenOffice
 - Open formats: .xls, .xlsx
 - Save formats: .xls
- LibreOffice
 - Open formats: .xls, .xlsx
 - Save formats: .xls, .xlsx
- NeoOffice
 - Open formats: .txt, .xls, .xlsx
 - Save formats: .xls, .xlsx (not tested)

Microsoft PowerPoint File Compatibility

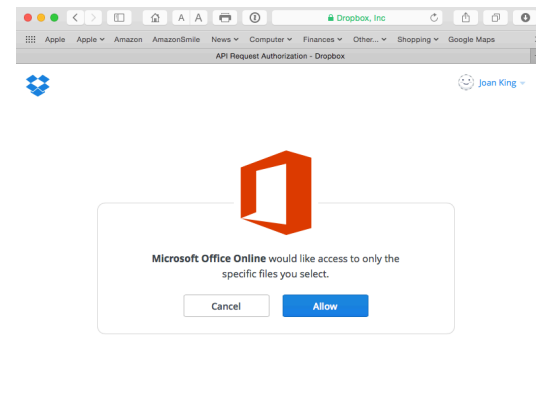
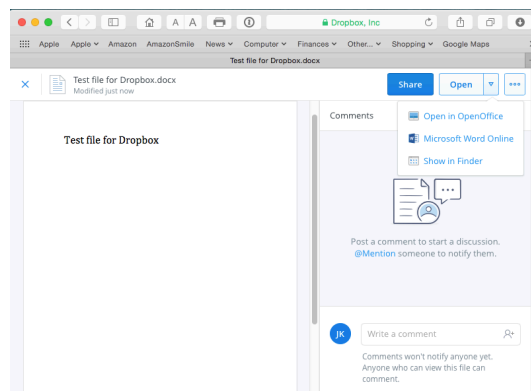
- Keynote
 - Open formats: .ppt, .pptx
 - Save (Export) formats: .ppt, .pptx
- Apache OpenOffice
 - Open formats: .ppt, .pptx
 - Save formats: .ppt
- LibreOffice
 - Open formats: .ppt, .pptx
 - Save formats: .ppt, .pptx
- NeoOffice
 - Open formats: .ppt, .pptx
 - Save formats: .ppt, .pptx (not tested)

iWork iCloud Pages



Dropbox Editing of Microsoft Files

- Limited to .docx, .xlsx, & .pptx formats
- Click on the file name to open the window to edit
- Allow Microsoft to access the file



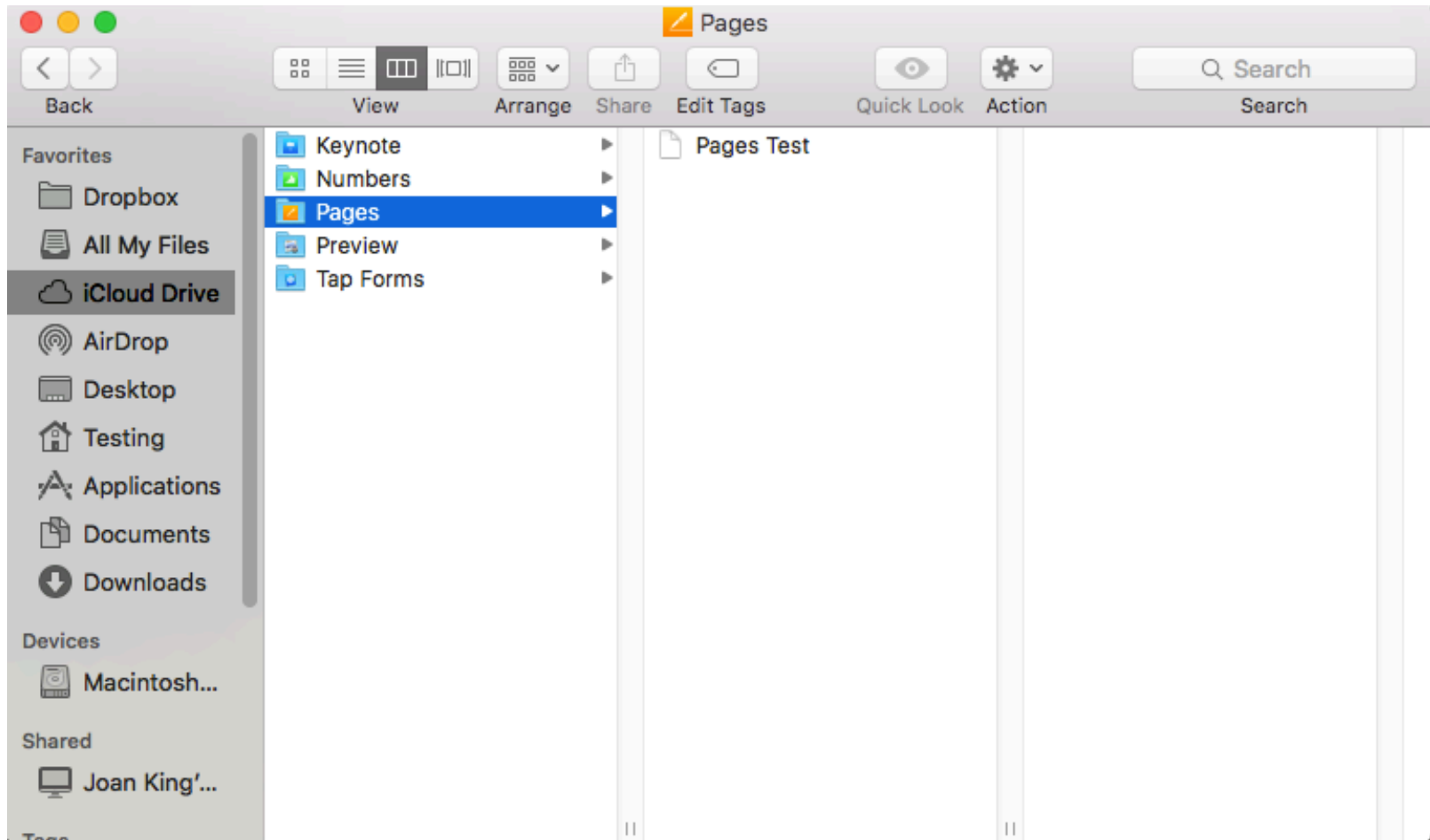
Microsoft Word Online

The screenshot displays the Microsoft Word Online interface. At the top, the title bar shows 'Word Online' on the left, 'Save and return to Dropbox Home' in the center, and 'Test file for Dropbox - Saved to Dropbox' on the right. A 'Share' button and the user name 'Joan King' are also visible in the top right corner. Below the title bar is the ribbon menu with tabs for 'FILE', 'HOME', 'INSERT', 'PAGE LAYOUT', 'REVIEW', and 'VIEW'. The 'HOME' tab is active, showing various editing tools. The ribbon includes sections for 'Clipboard' (Undo, Paste, Copy, Format Painter), 'Font' (Cambria (Body), 24, Bold, Italic, Underline, Text Color, Background Color), 'Paragraph' (Bulleted List, Numbered List, Decrease Indent, Increase Indent, Paragraph Spacing), 'Styles' (Normal, No Spacing, Normal Ta..., Heading 1, Heading 2), and 'Editing' (Find, Replace). The main document area contains the text 'Test file for Dropbox' centered on the page. At the bottom, the status bar shows 'PAGE 1 OF 1', 'ABOUT 4 WORDS', 'ENGLISH (U.S.)', '100%', and 'HELP IMPROVE OFFICE'.

Demonstration

- Microsoft Office 2008
- OpenOffice
- LibreOffice
- NeoOffice
- iWork iCloud
- Dropbox for Microsoft


iCloud




Apple Safari File Edit View History Bookmarks Window Help

Apple Inc.

iCloud Setup Instructions | ?



Sign in to iCloud



Keep me signed in

[Forgot Apple ID or Password?](#)

[Don't have an Apple ID? Create yours now.](#)

Apple

[Check Activation Lock Status](#) | [System Status](#) | [Privacy Policy](#) | [Terms & Conditions](#) | Copyright © 2016 Apple Inc. All rights reserved.



Apple Safari File Edit View History Bookmarks Window Help

Apple Inc.

iCloud Pages

Joan

Search for documents

Create Document

Pages Test
April 13, 2016, 1:45 PM

Apple Safari File Edit View History Bookmarks Window Help

Apple Inc.

iCloud - Pages Pages Test

iCloud Pages 125%

Joan

0 2 3 4 5 6 7 8

This is a test.

Text

Paragraph Style

Body

Font

Helvetica

Regular

B I U S

11 pt

Alignment

Line Spacing

1

Paragraph Spacing

Before 0 pt

After 0 pt

Bullets & Lists

None

Dropbox

Safari File Edit View History Bookmarks Window Help

Dropbox, Inc

Upgrade your Basic account | Joan King

Dropbox

Recents
Files
Team
Paper
Photos
Sharing
Links
Events
File requests
Deleted Files

Out of space? No problem! Try **Dropbox Business!** [Try it free](#)

Name	Modified	Shared with
0_Test file for Dropbox.docx	4/13/2016 1:46 PM	-- Share
6_5_04 4_12 PM.wav	6/5/2004 4:15 PM	
16.3-Newsletter-PDF.pdf	2/15/2016 8:06 PM	--
Accounts.xls	11/23/2011 1:20 PM	--
ACI (JBK MacBook Pro 2013's conflict...6-04-13).doc	4/2/2012 5:20 PM	--
ACI.doc	4/2/2012 5:20 PM	--
AHCD001.pdf	8/23/2015 10:29 AM	--
Analysis.docx	5/22/2013 2:05 PM	--
Apps	--	
Avery #2160 Lupercio.docx	10/14/2013 2:56 PM	--
AWK.familyfile10	--	--
card.pdf	2/17/2016 10:25 AM	
Cherrywood 001.jpg	10/14/2015 12:59 PM	--

Help Privacy

Safari File Edit View History Bookmarks Window Help

Dropbox, Inc


0 Test file for Dropbox.docx
You edited on April 13

Share Open ...


Test file for Dropbox

Comments

- Open in Microsoft Word
- Microsoft Word Online
- Show in Finder



Post a comment to start a discussion.
[@Mention](#) someone to notify them.

JK Write a comment 

Comments won't notify anyone yet.
Anyone who can view this file can comment.

Apple Safari File Edit View History Bookmarks Window Help

Dropbox, Inc

Word Online Save and return to Dropbox > Home 0 Test file for Dropbox - Saved to Dropbox Share Joan Kin

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do

Undo Paste Copy Format Painter Clipboard

Cambria (Body) 24 A⁺ A⁻ B I U abc x₂ x² A⁻

Font Paragraph Styles

AaBbCc Normal AaBbCc No Spacing AaBbCc Normal Ta... AaBbCc Heading 1 AaBbCc Heading 2 Find Replace

Test file for Dropbox