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

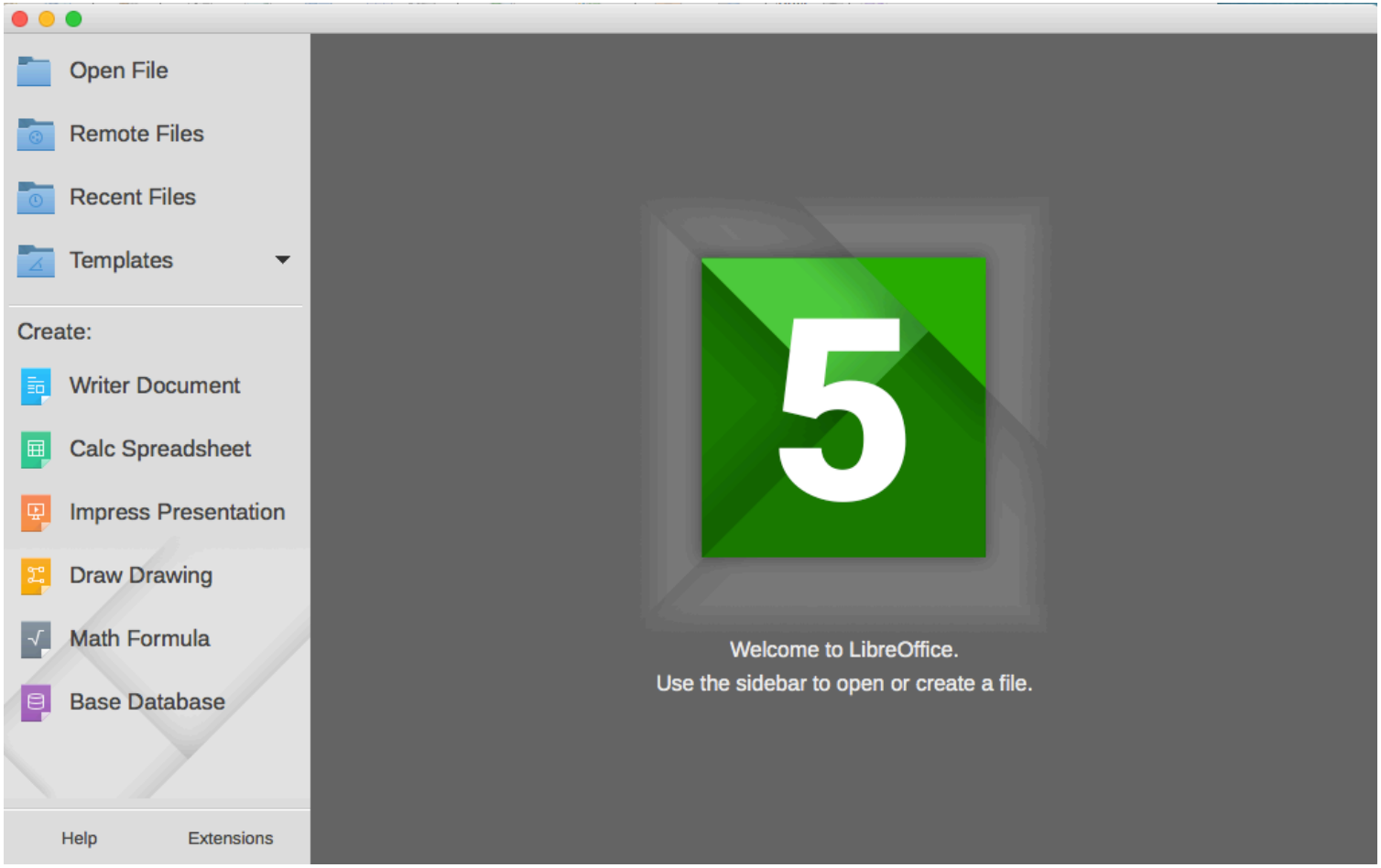
- Available free for Windows, OS X (10.7 or newer) and Linux
- Versions also available for older OS X versions
- http://www.openoffice.org/
- Consists of 6 components
  - **Writer** for word processing (Microsoft Word)
  - **Calc** for spreadsheets (Microsoft Excel)
  - **Impress** for presentations (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)

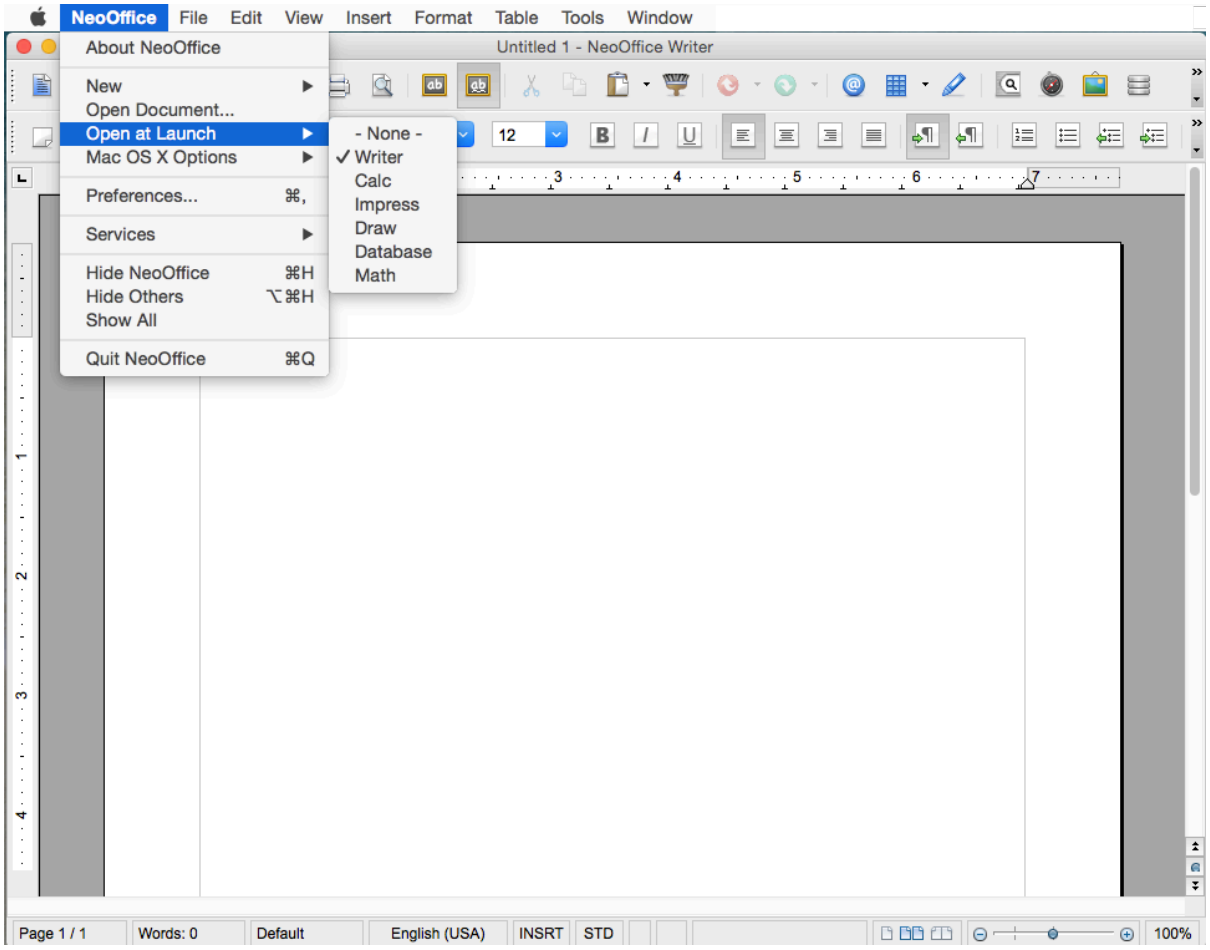
LibreOffice Opening Screen



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

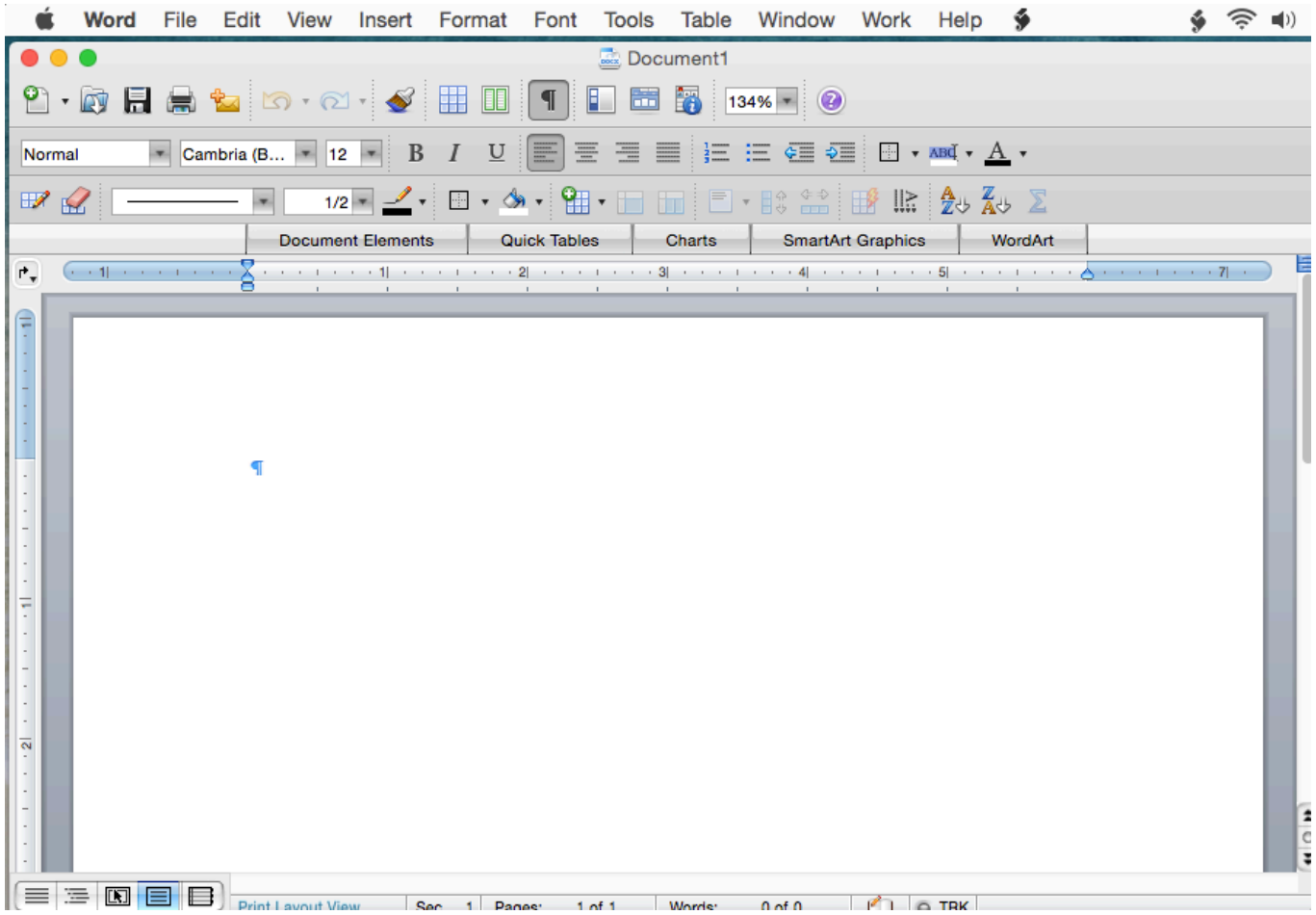
Spreadsheet Processor File Formats

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

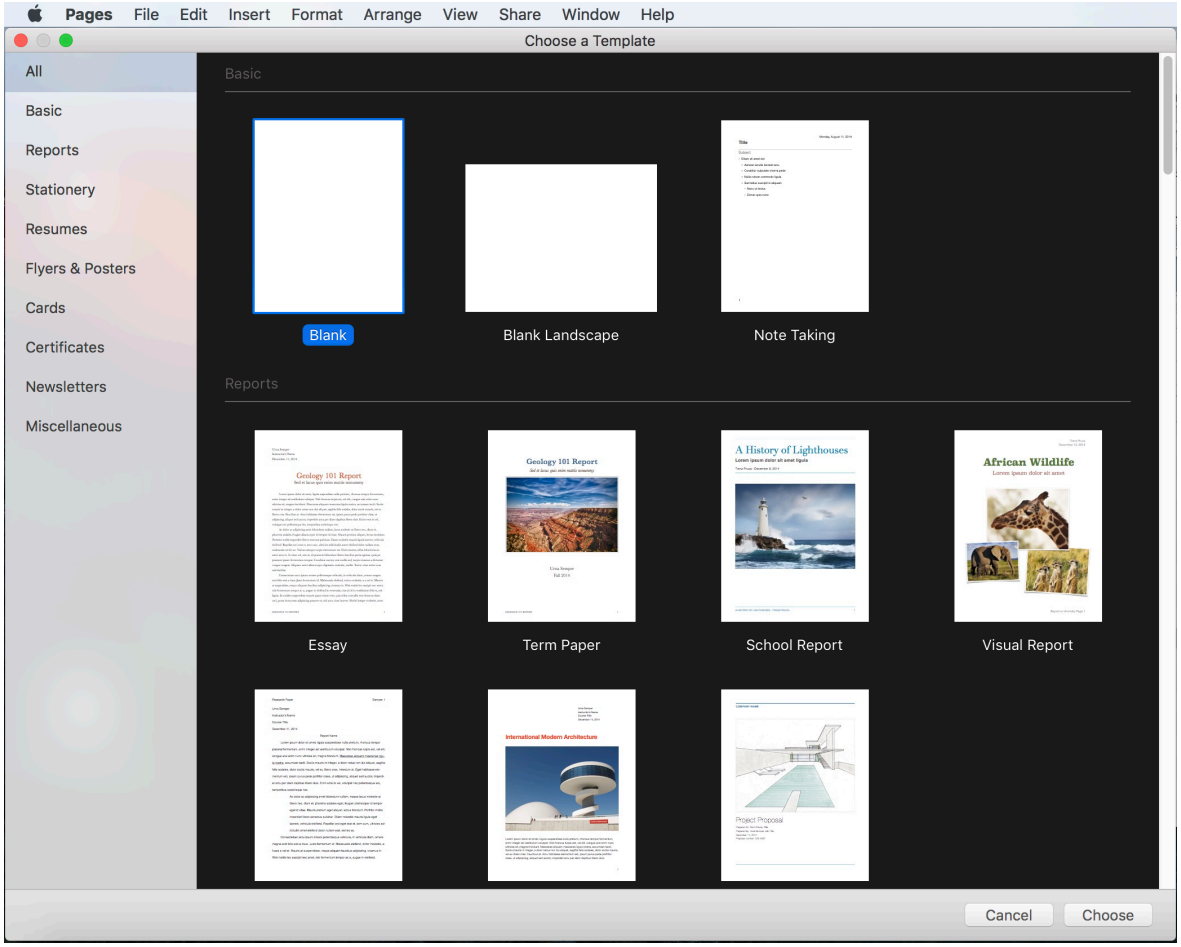
Presentation Processor File Formats

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

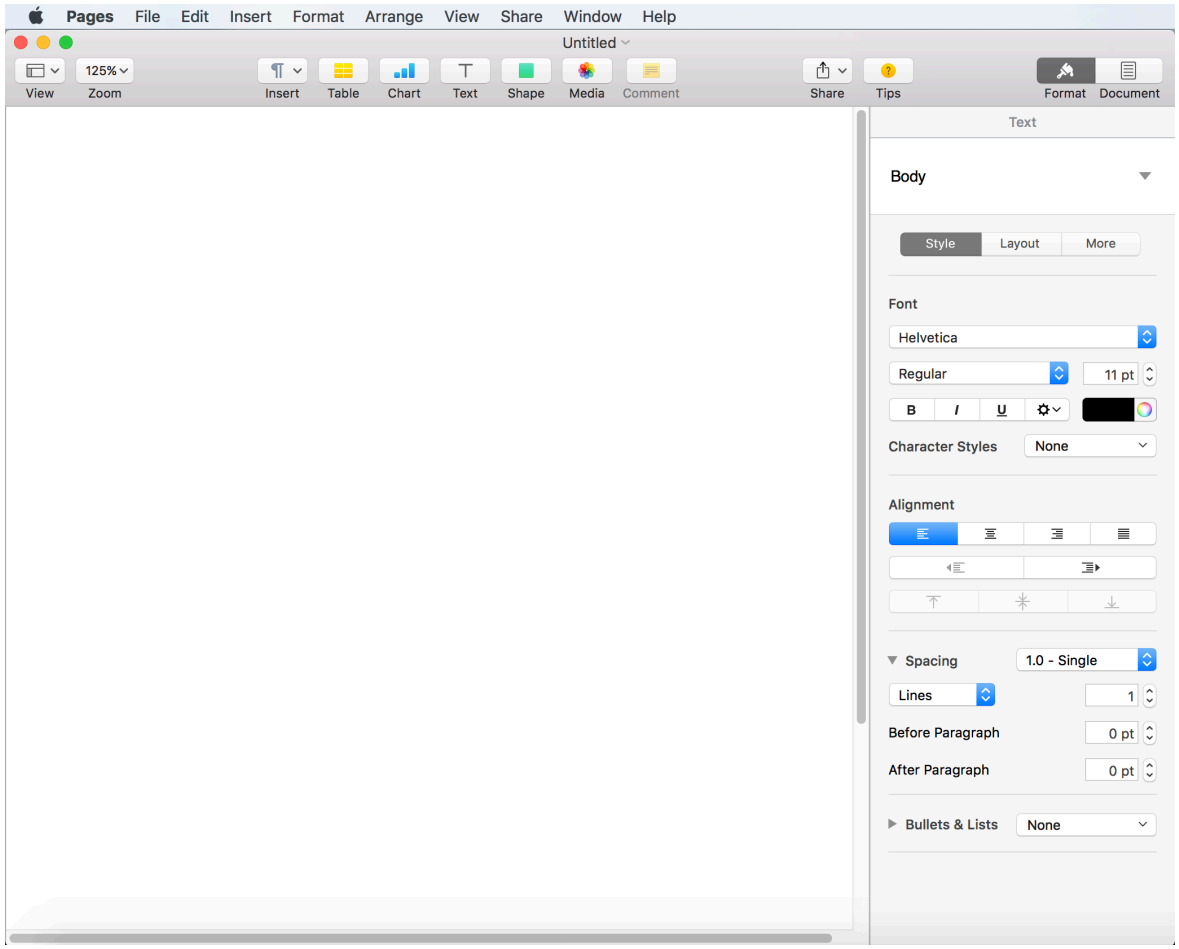
Microsoft Word 2008 Window



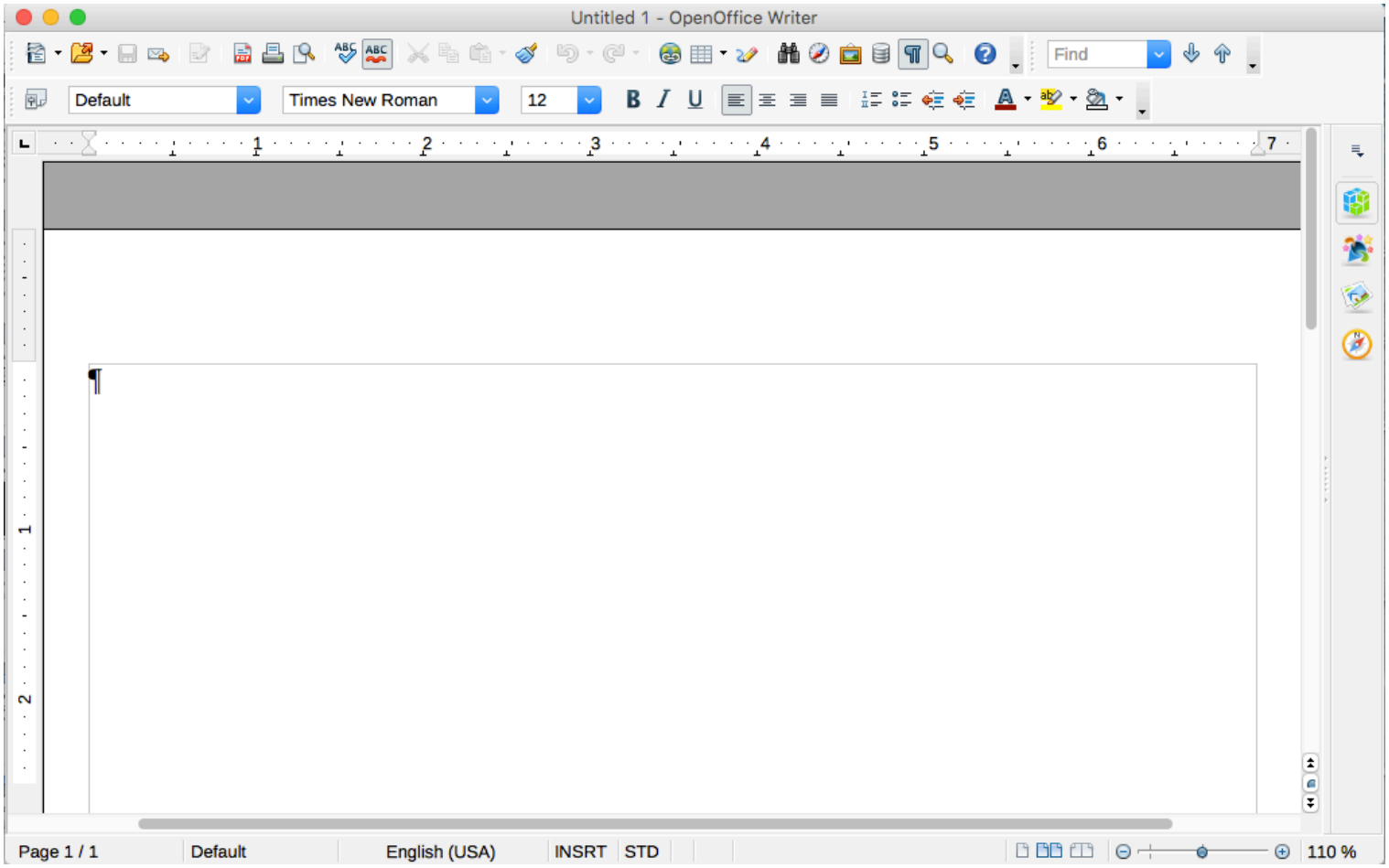
Pages Opening Window



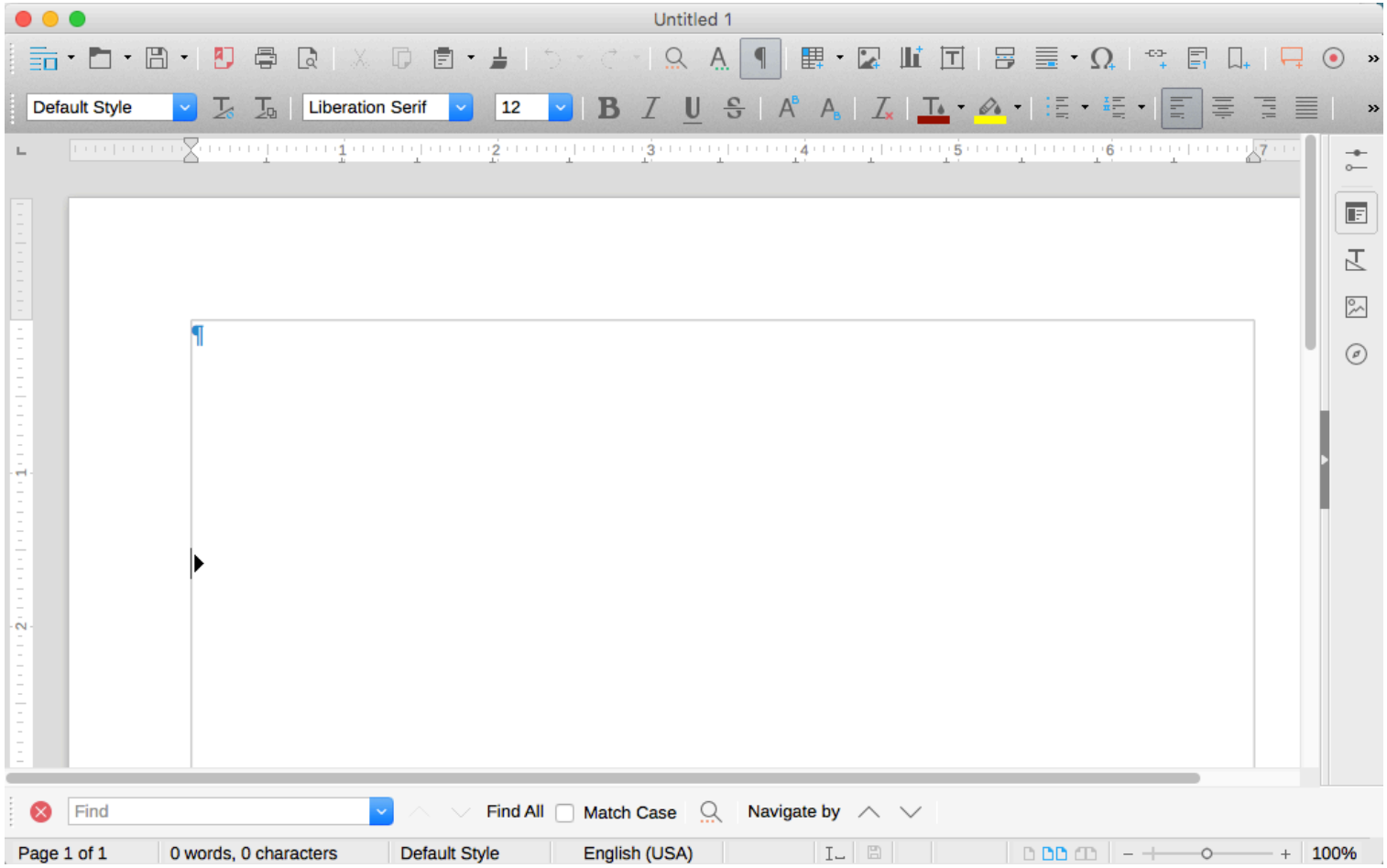
Pages Document Window



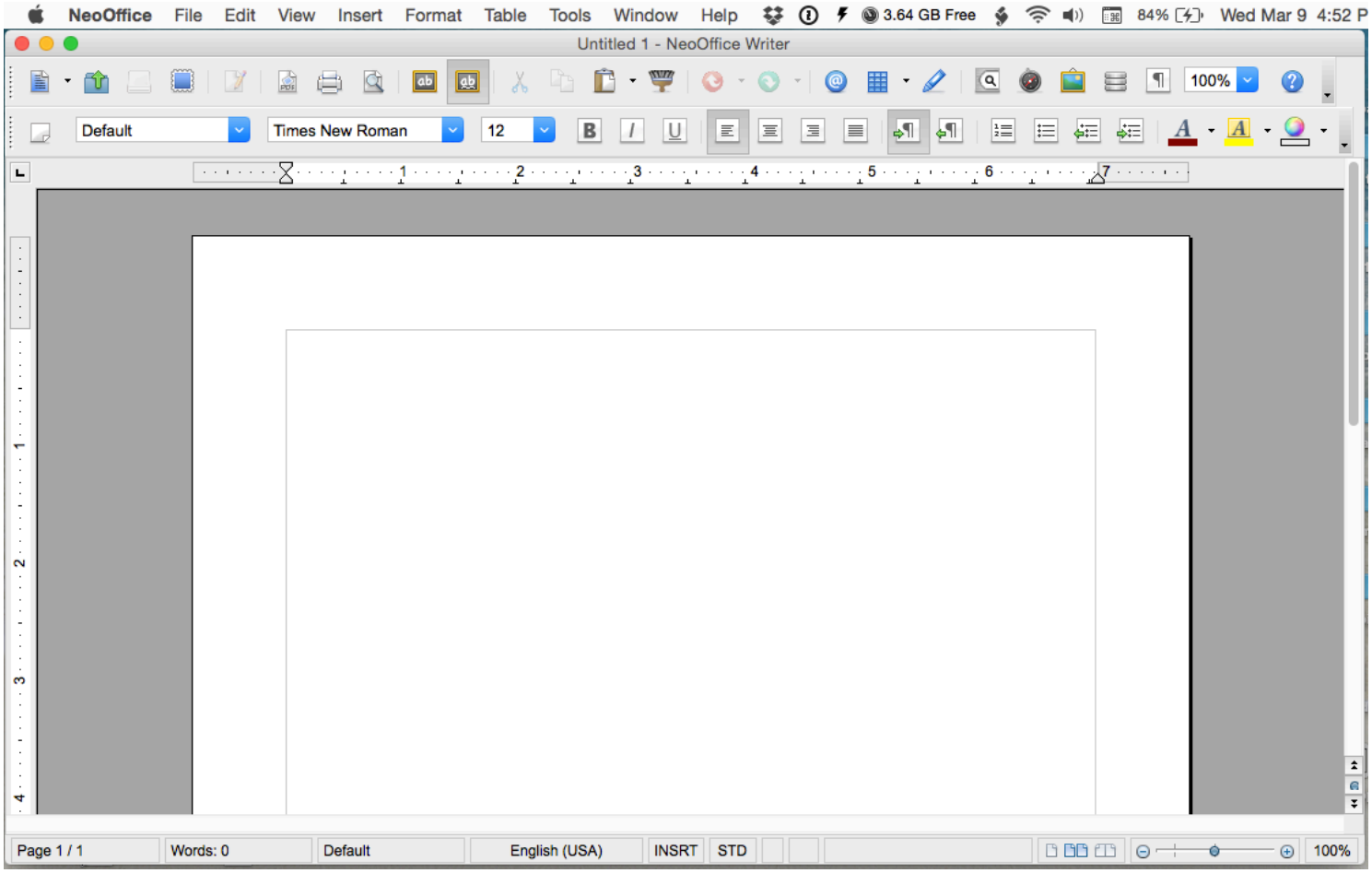
OpenOffice Writer Window



LibreOffice Writer Window



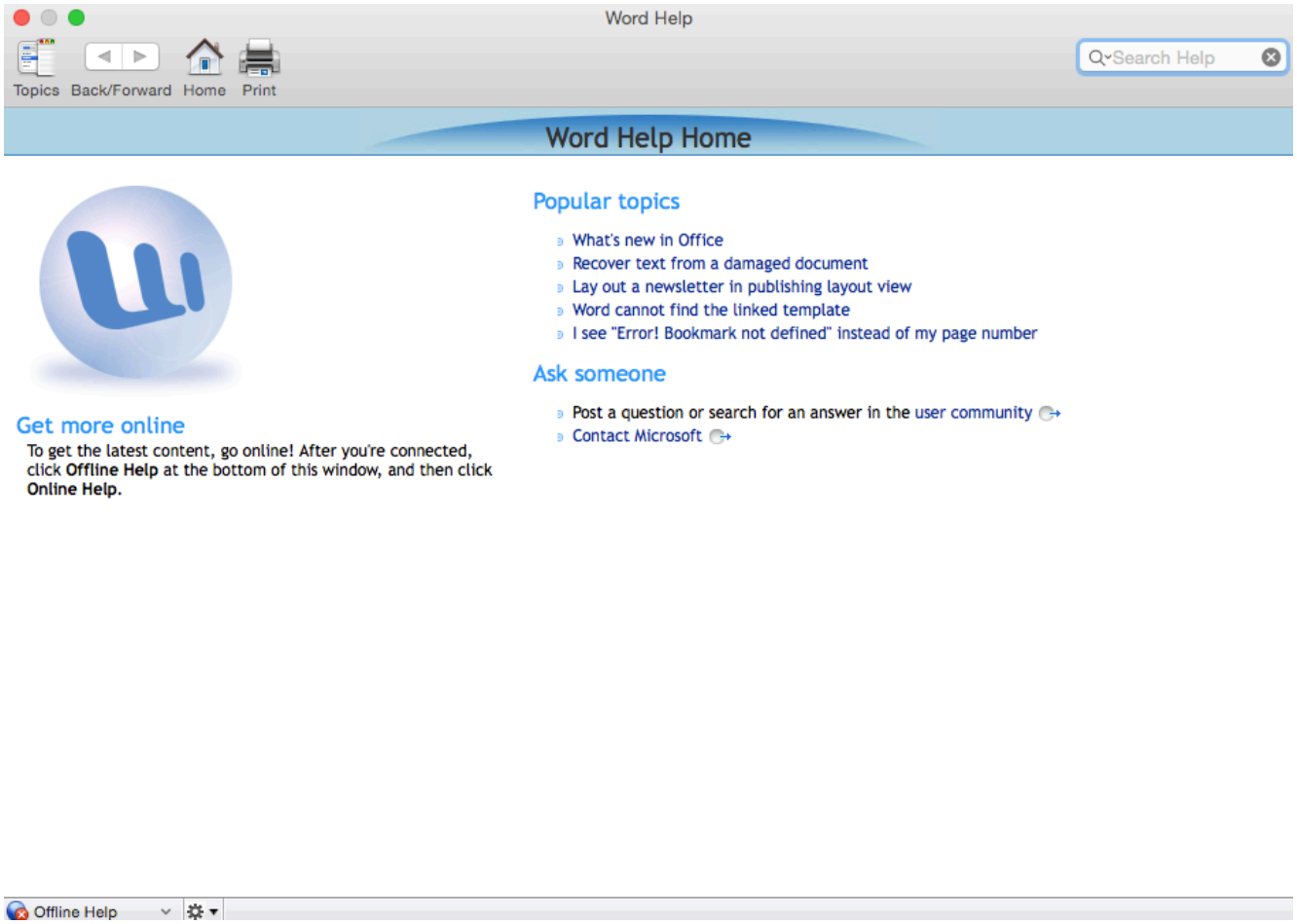
NeoOffice Writer Window



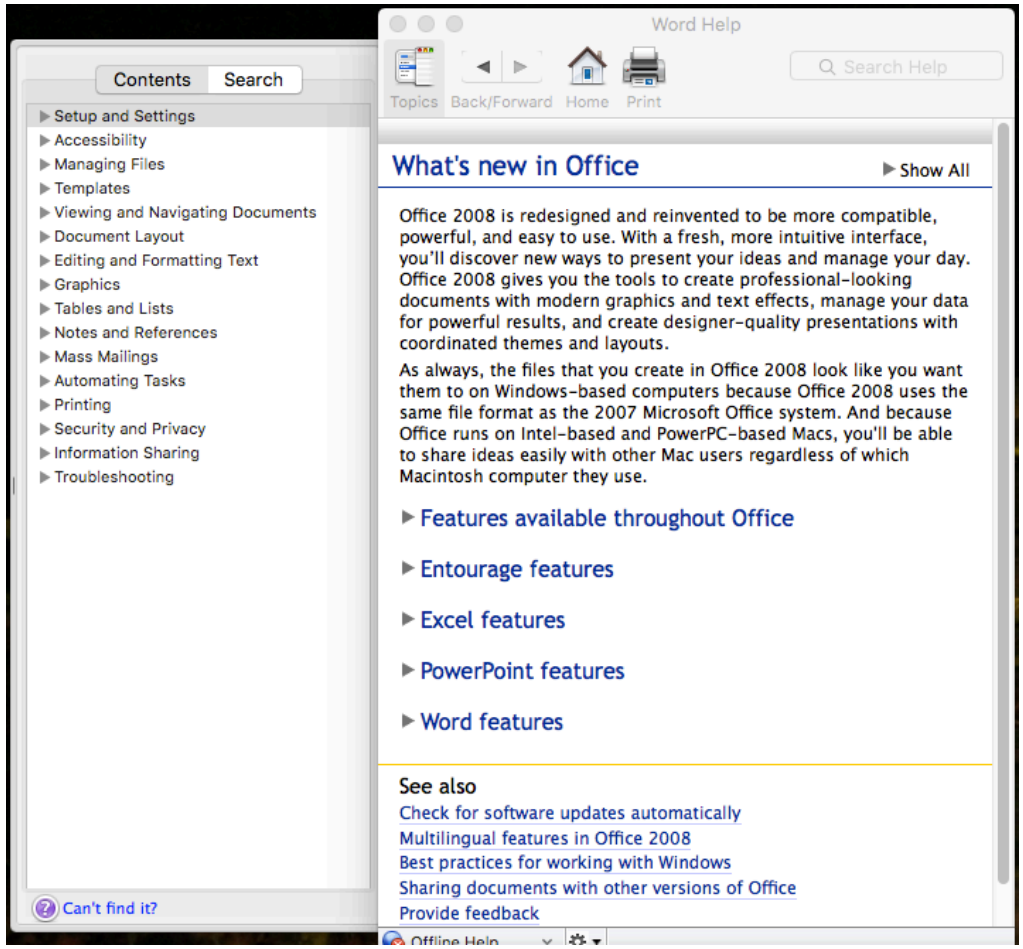
Help Documentation

- 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

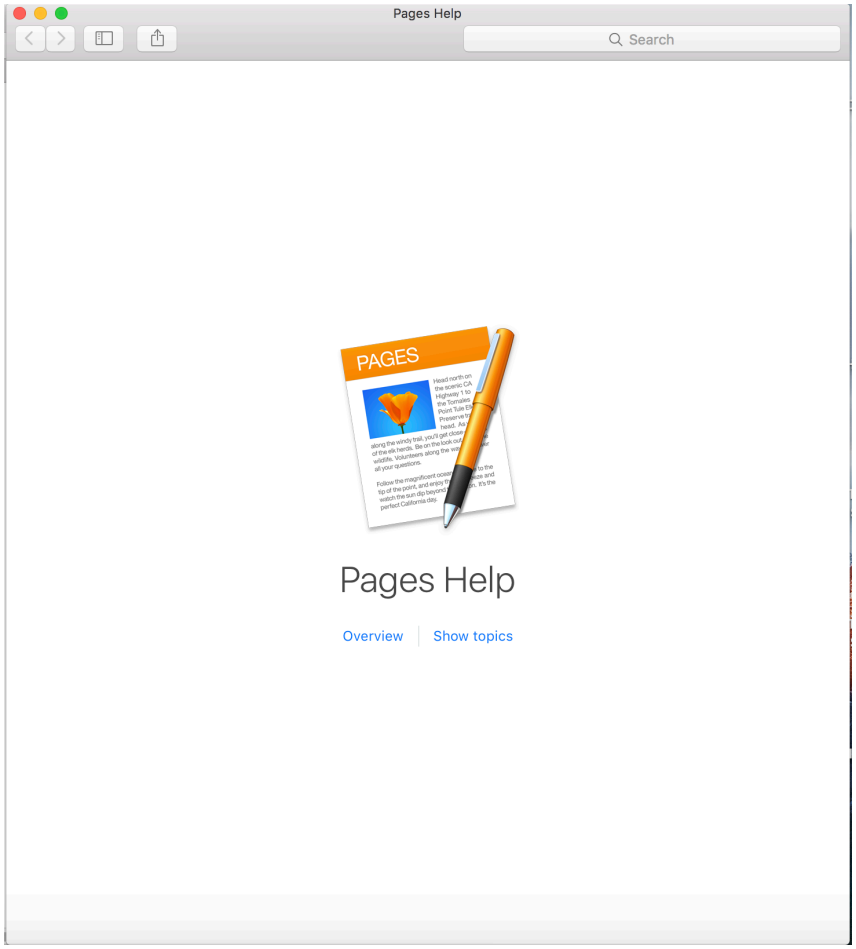
Microsoft Word Off-line Help



Microsoft Word Off-line Help (cont.)



Pages Off-line Help



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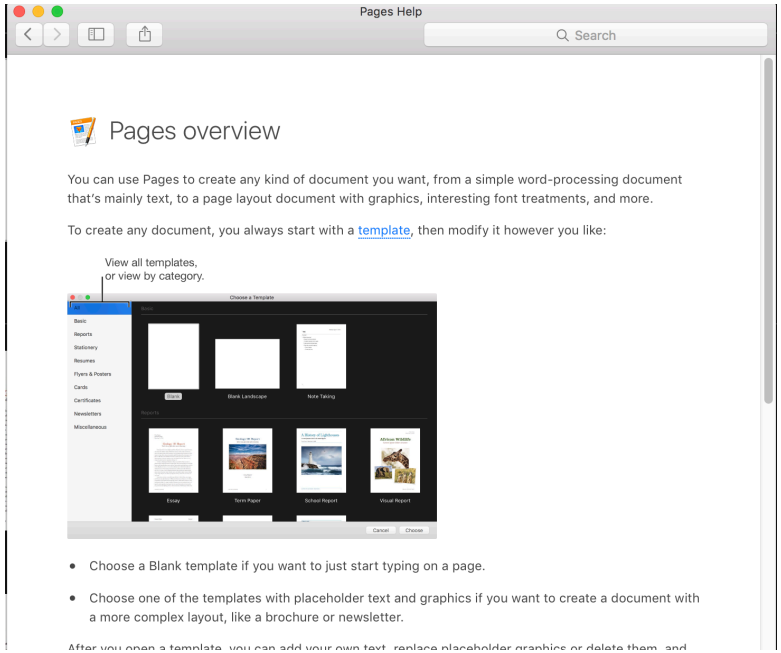
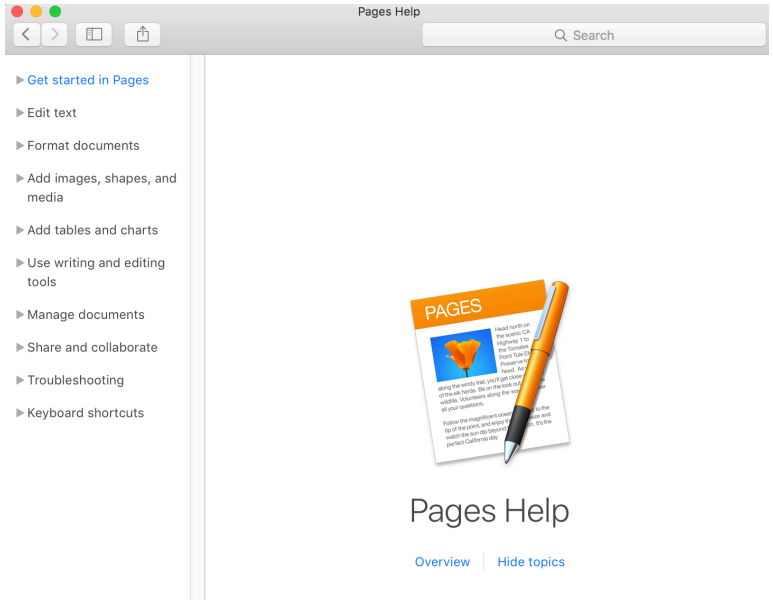
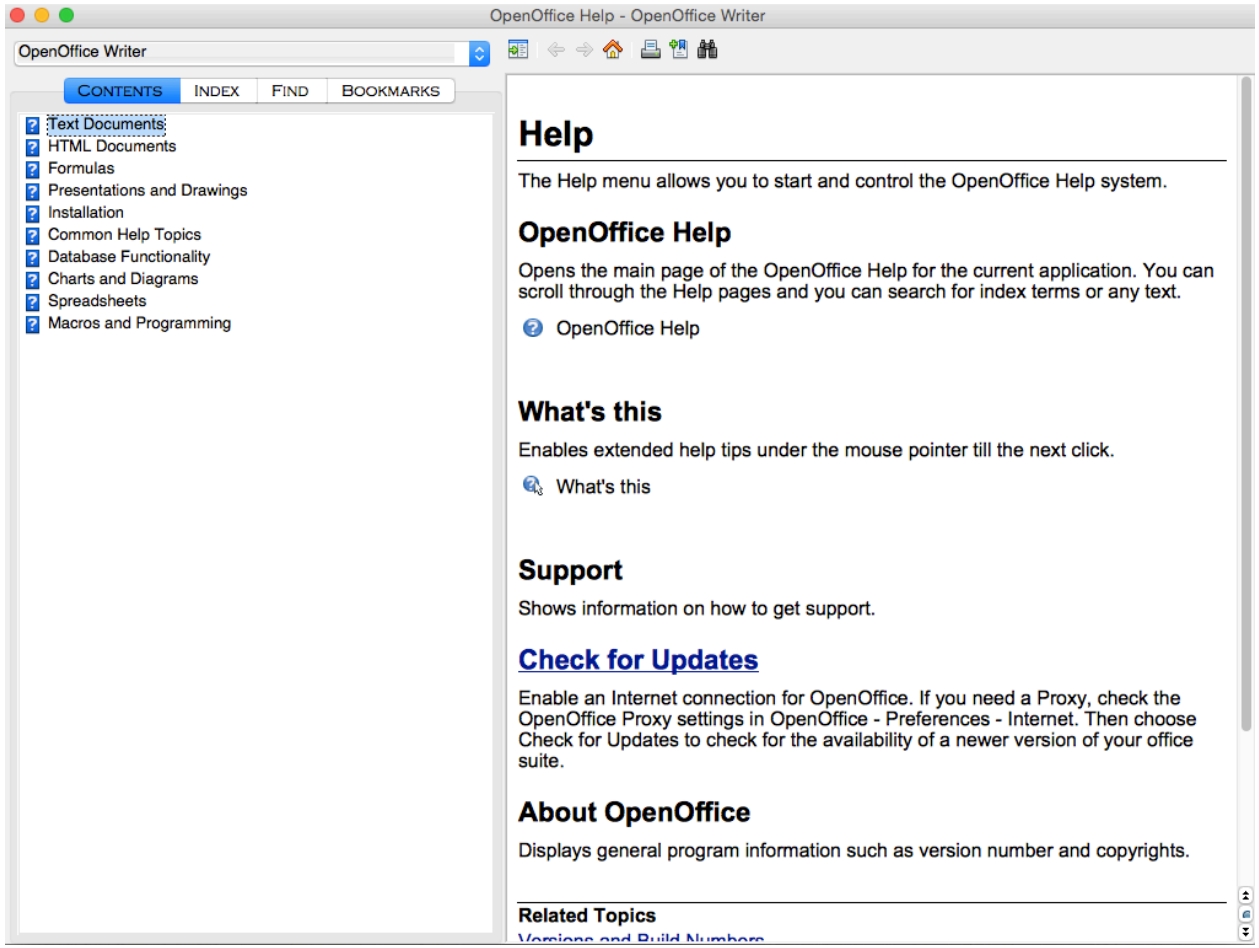
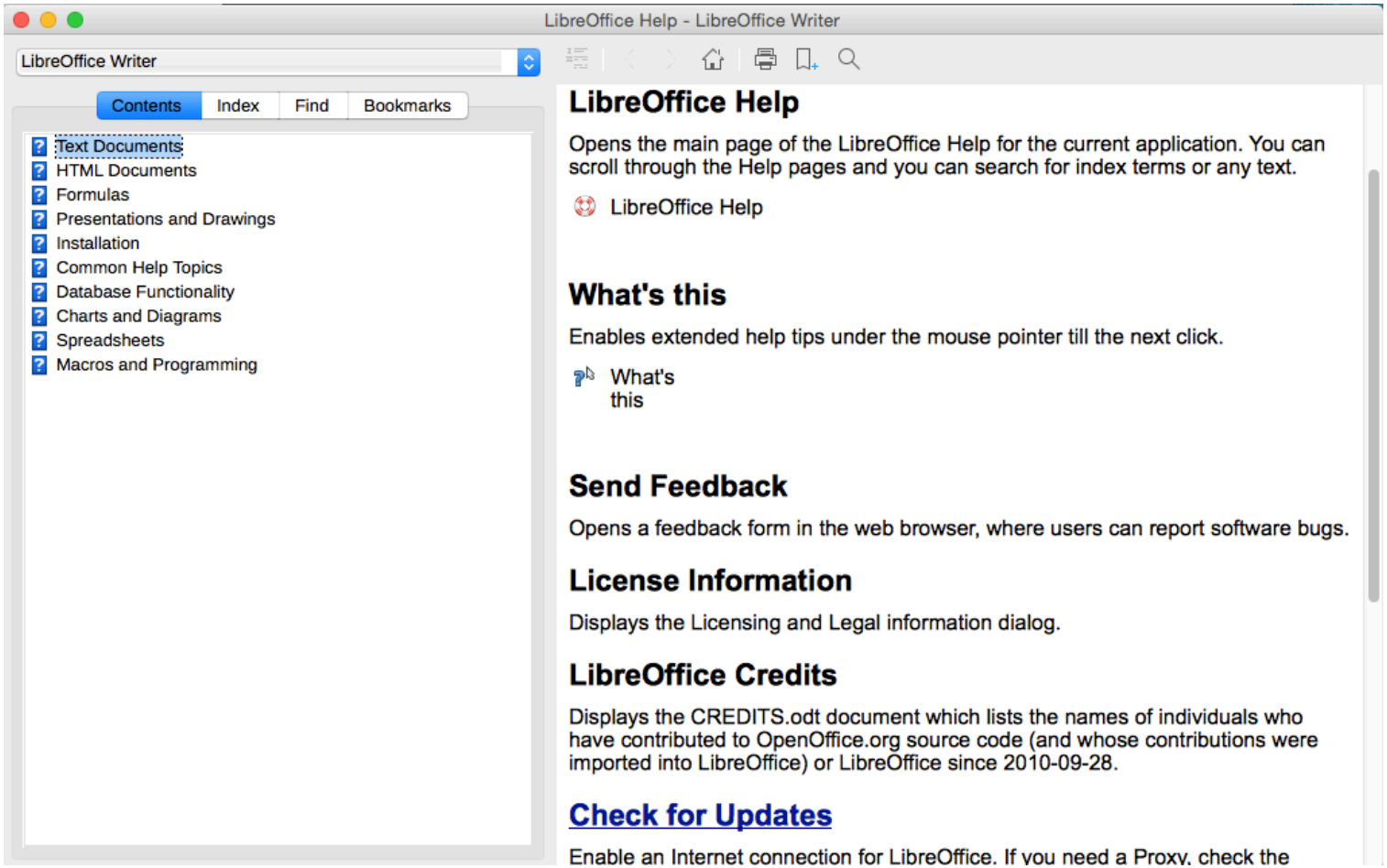




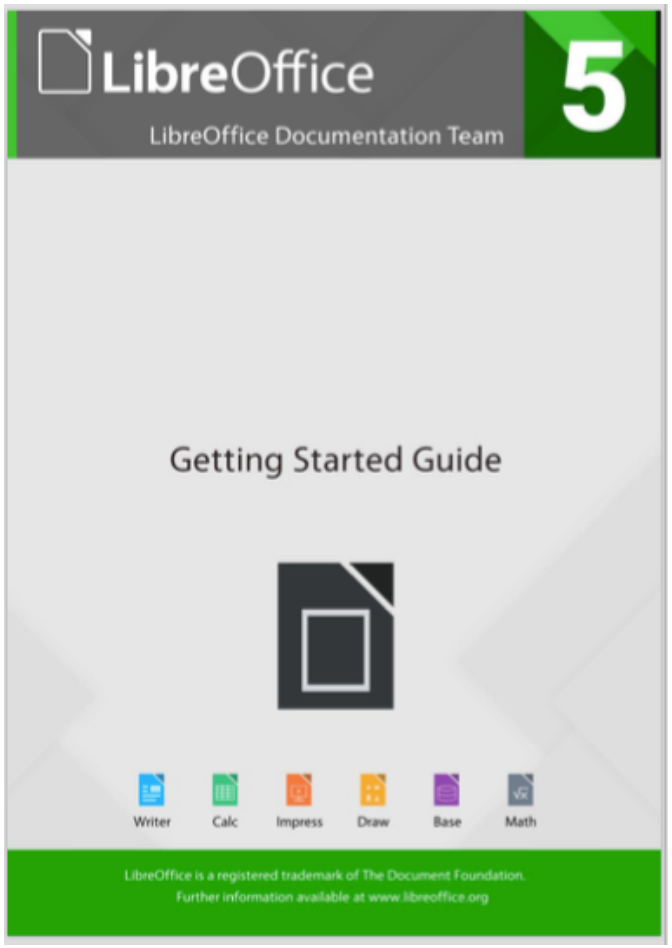
Apache OpenOffice Off-line Help



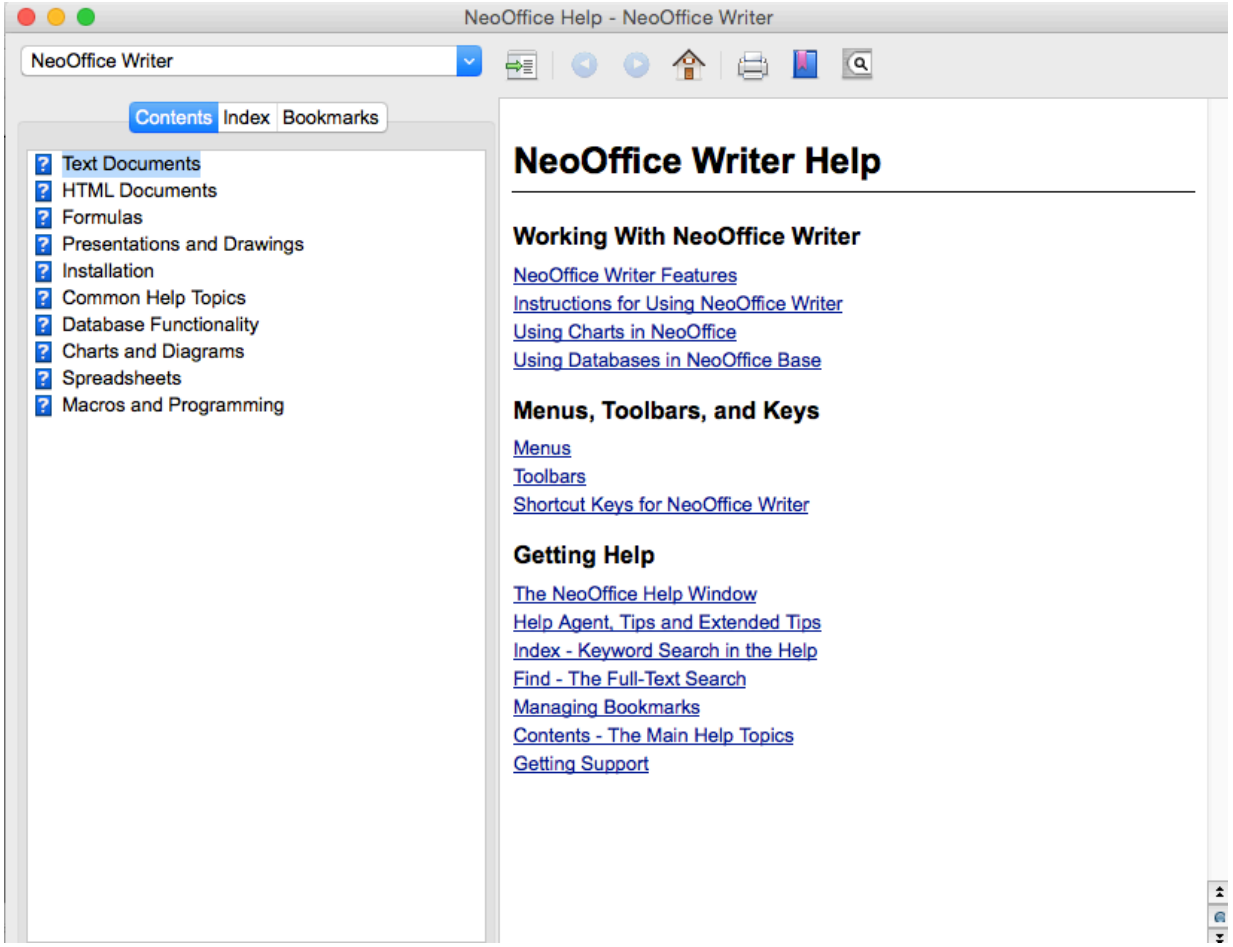
LibreOffice Off-line Help



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)

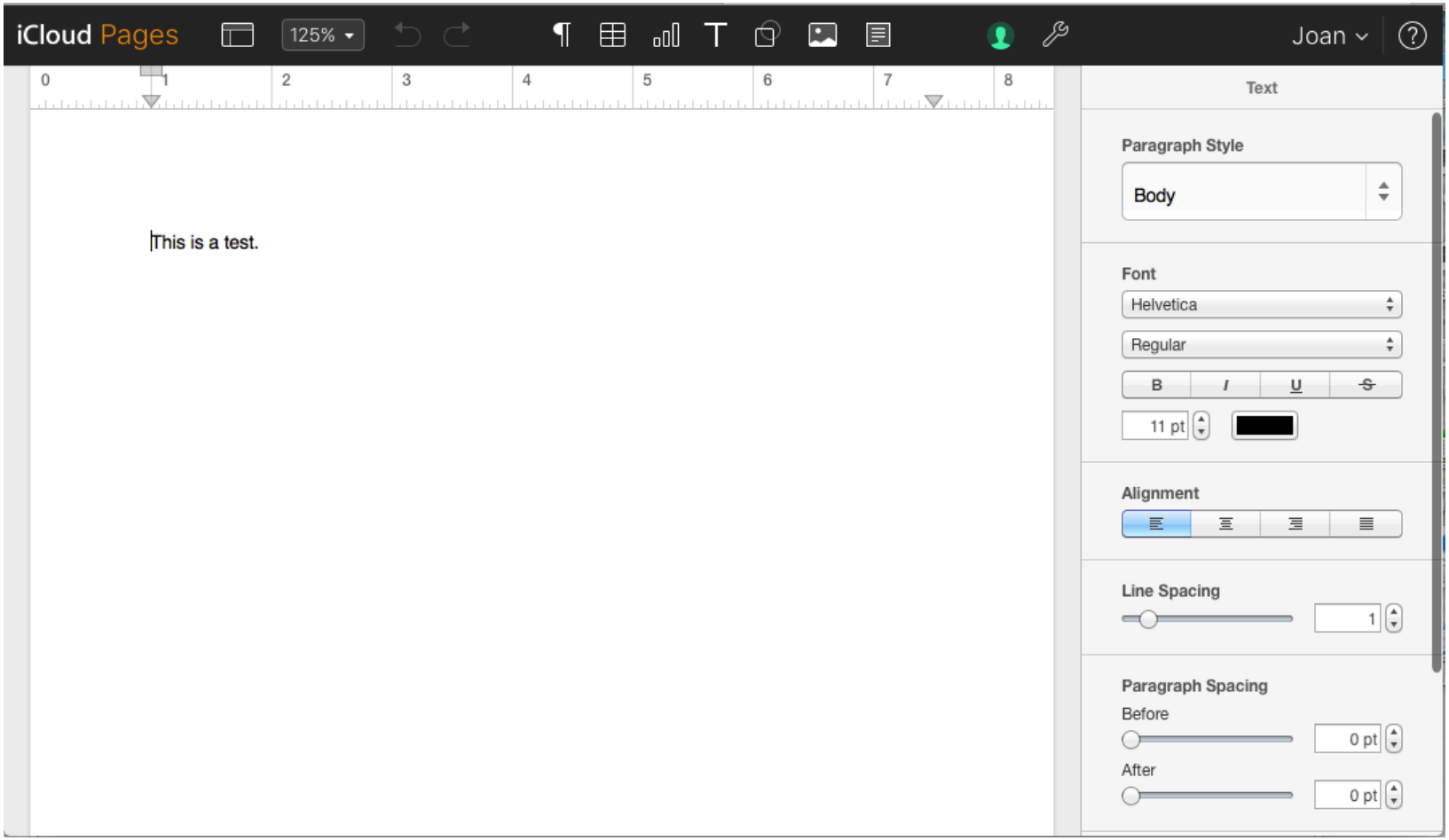
Microsoft Excel File Compatibility

- 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

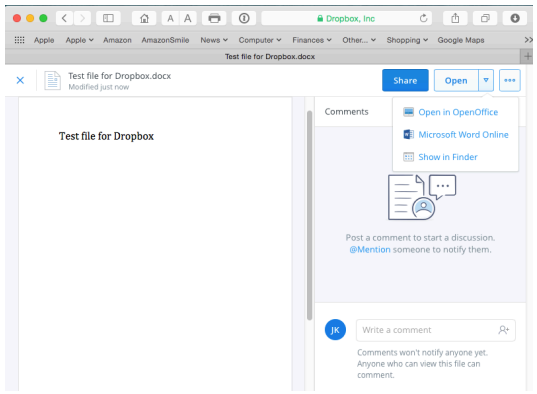
- Keynote
  - Open formats: .ppt, .pptx
  - Save (Export) formats: .ppt, .pptx
- Apache OpenOffice
  - Open formats: .ppt, .pptx
  - Save formats: .ppt
- LibreOffice
  - Open formats: .ppt, .pptx
  - Save formats: .ppt, .pptx
- NeoOffice
  - Open formats: .ppt, .pptx
  - Save formats: .ppt, .pptx (not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

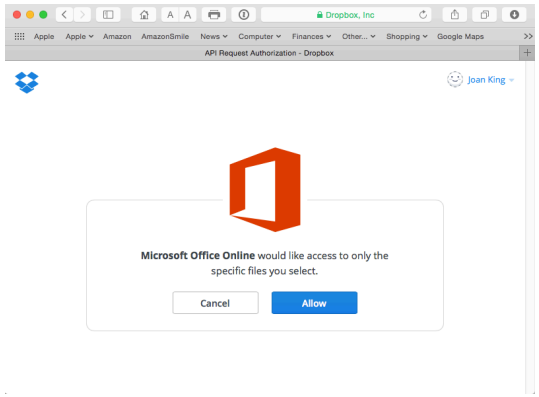
iWork iCloud Pages



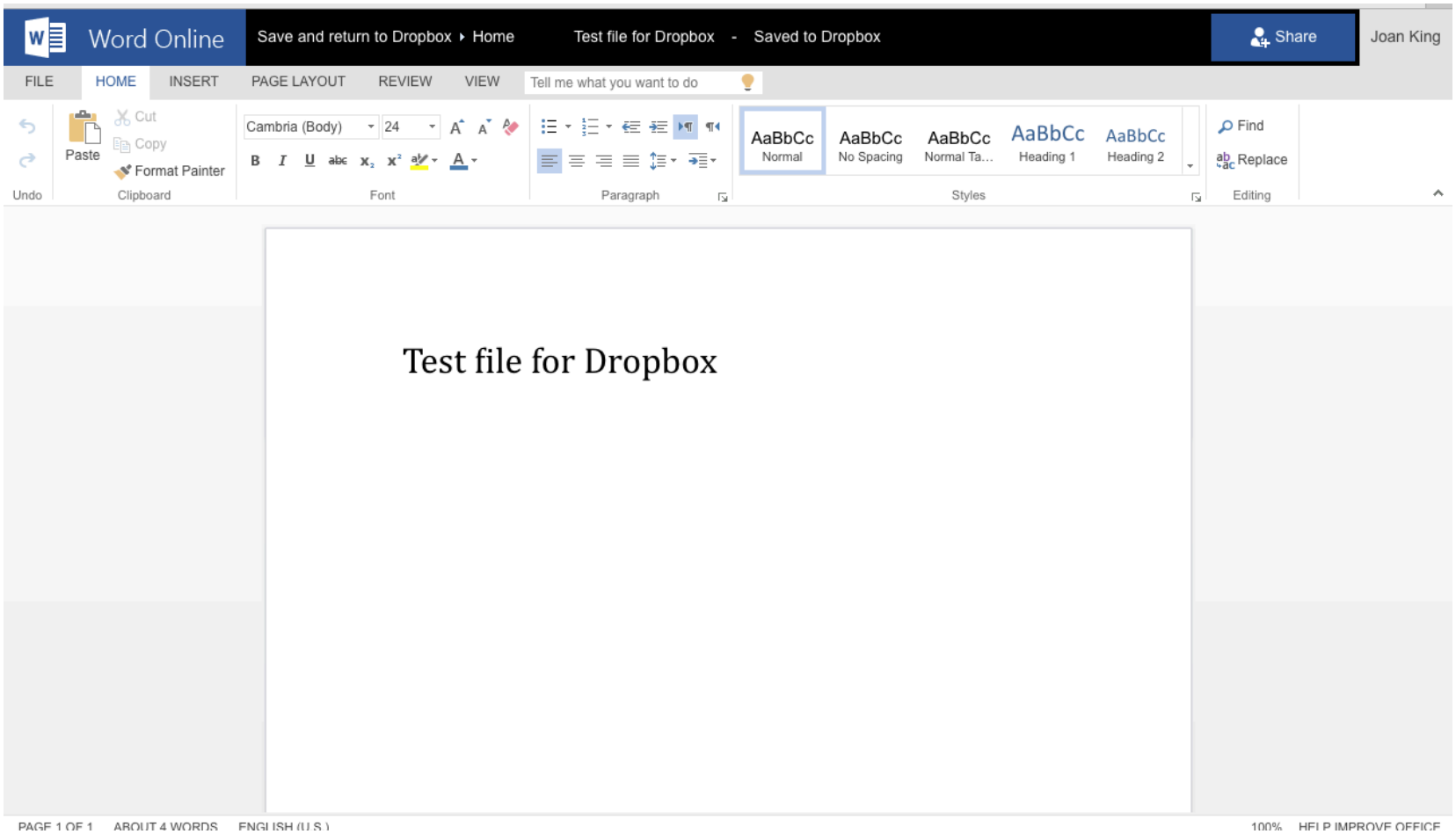
Dropbox Editing of Microsoft Files

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





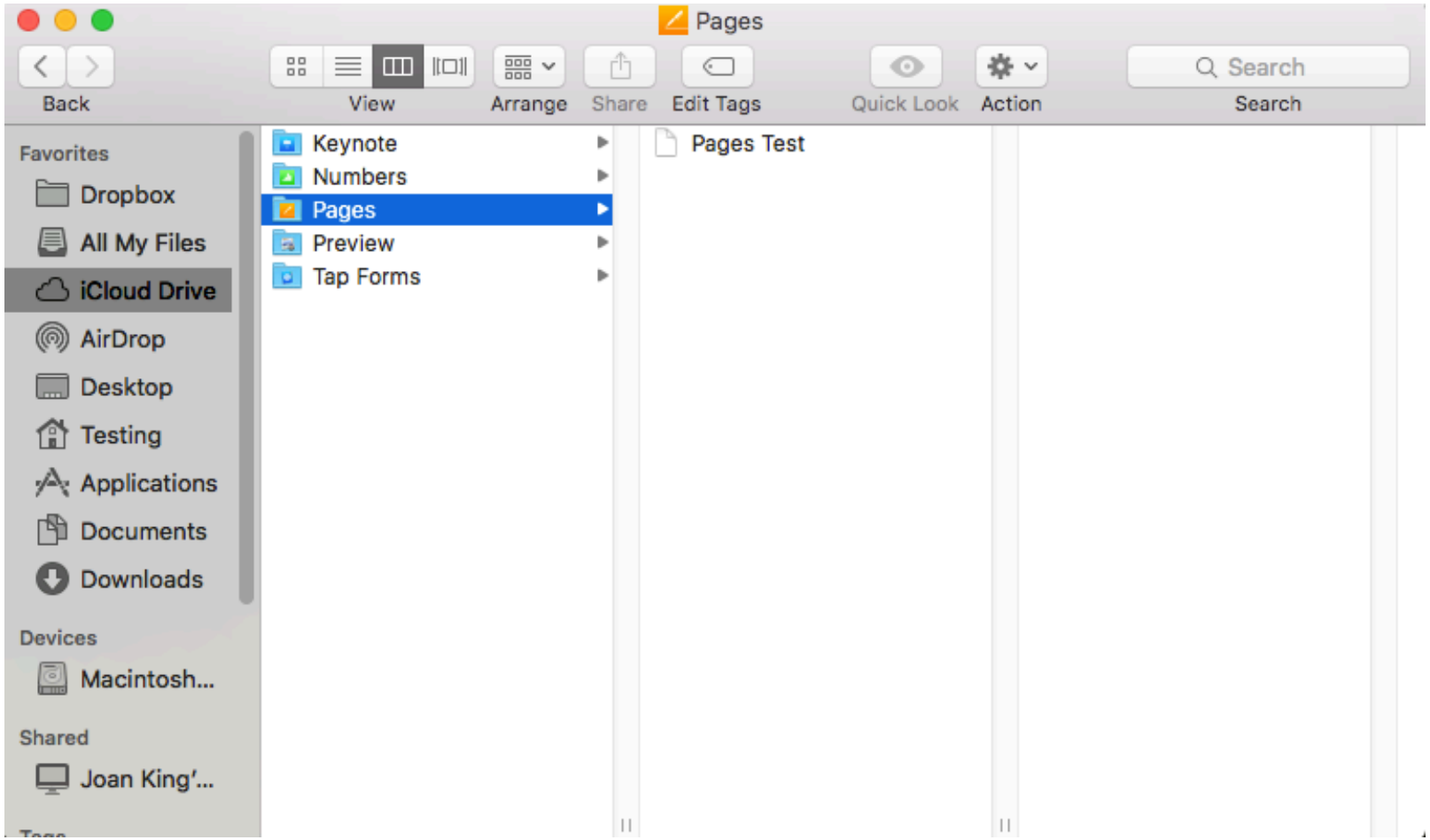
Microsoft Word Online



Demonstration

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

iCloud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Quick Look
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Search
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Tap Forms
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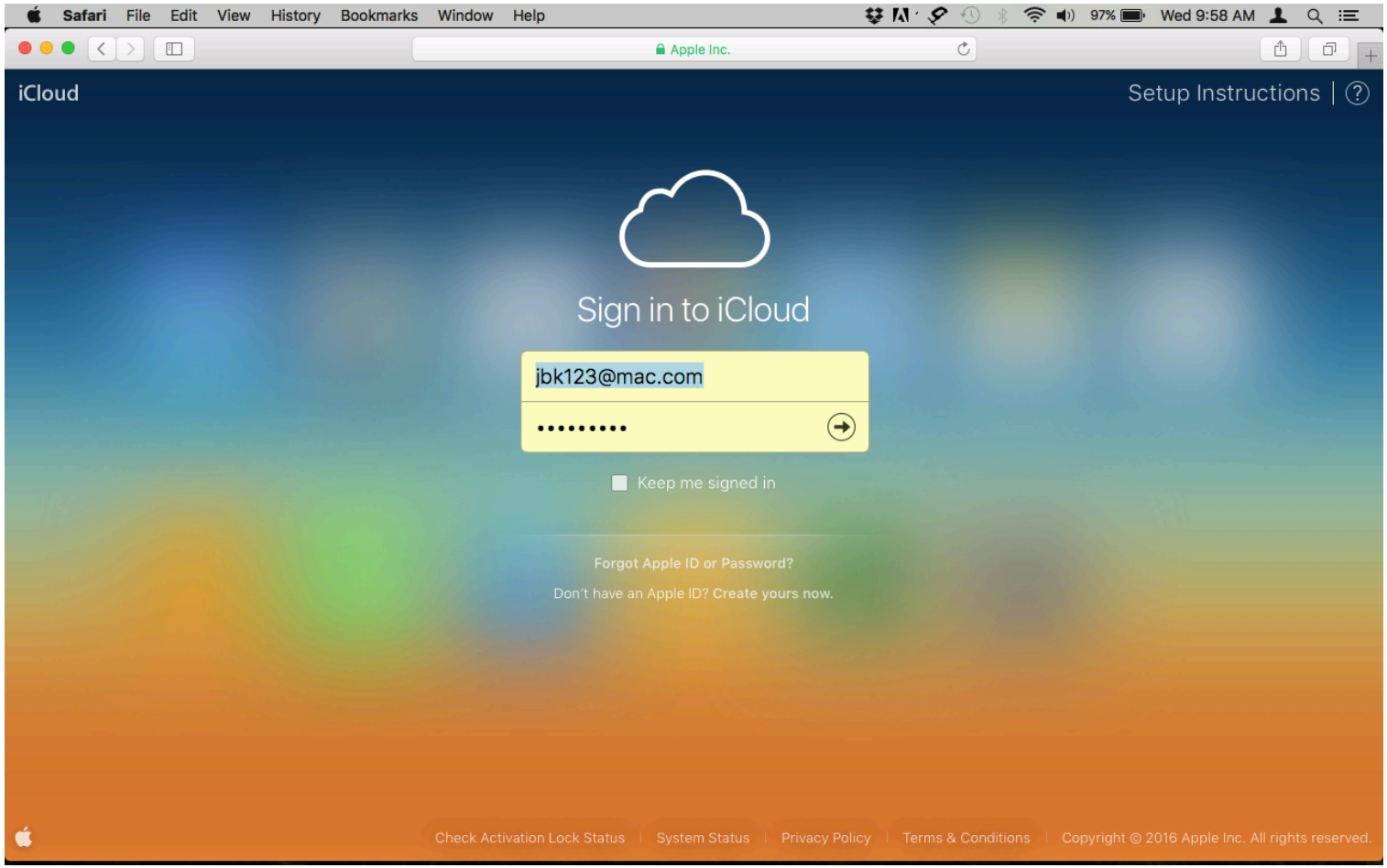
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Apple Inc.
iCloud
Setup Instructions
Sign in to iCloud
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Keep me signed in
Forgot Apple ID or Password?
Don't have an Apple ID? Create yours now.
Check Activation Lock Status
System Status
Privacy Policy
Terms & Conditions
Copyright © 2016 Apple Inc. All rights reserved.

Safari File Edit View History Bookmarks Window Help
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iCloud
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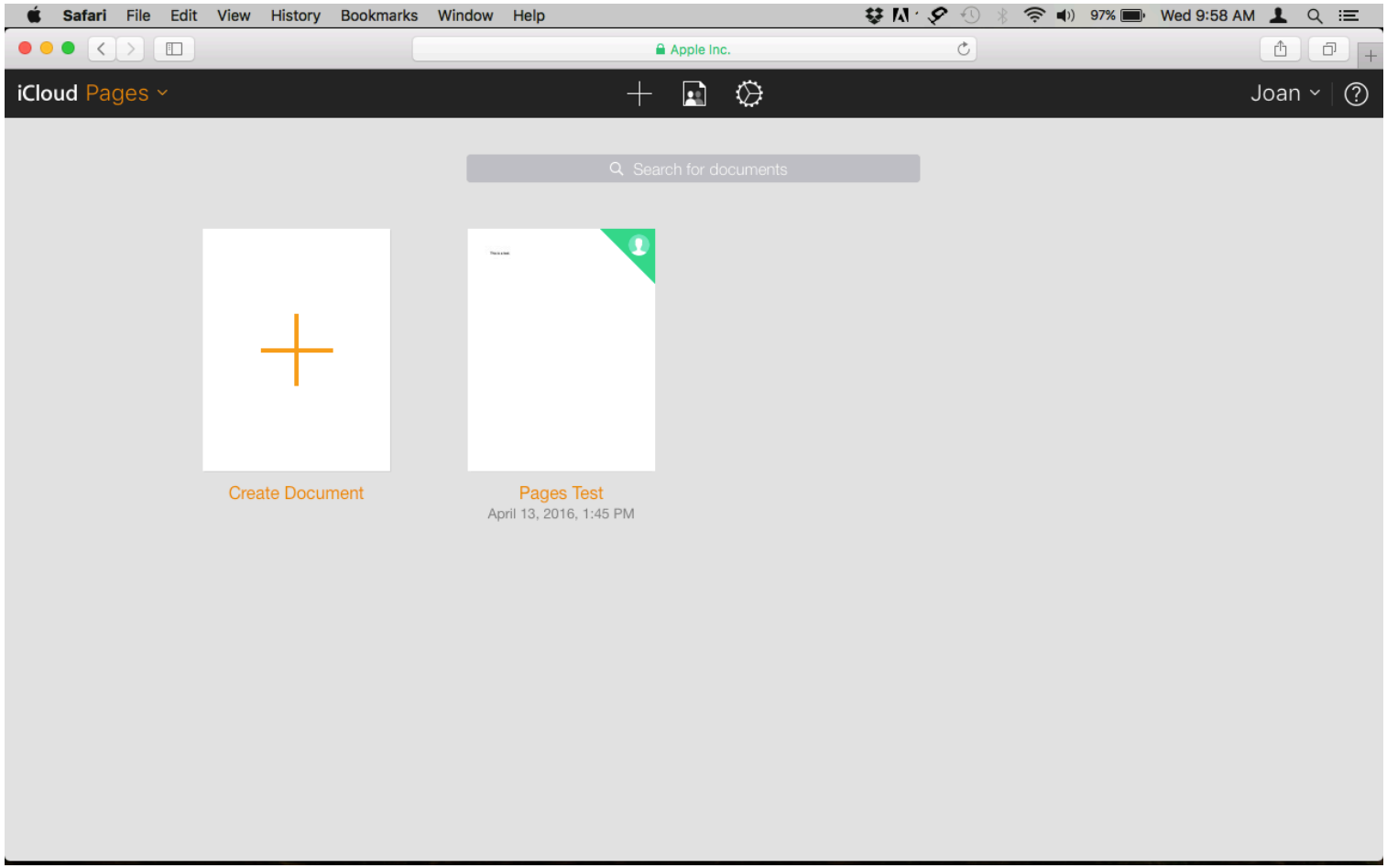
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Apple Inc.
iCloud Pages
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Search for documents
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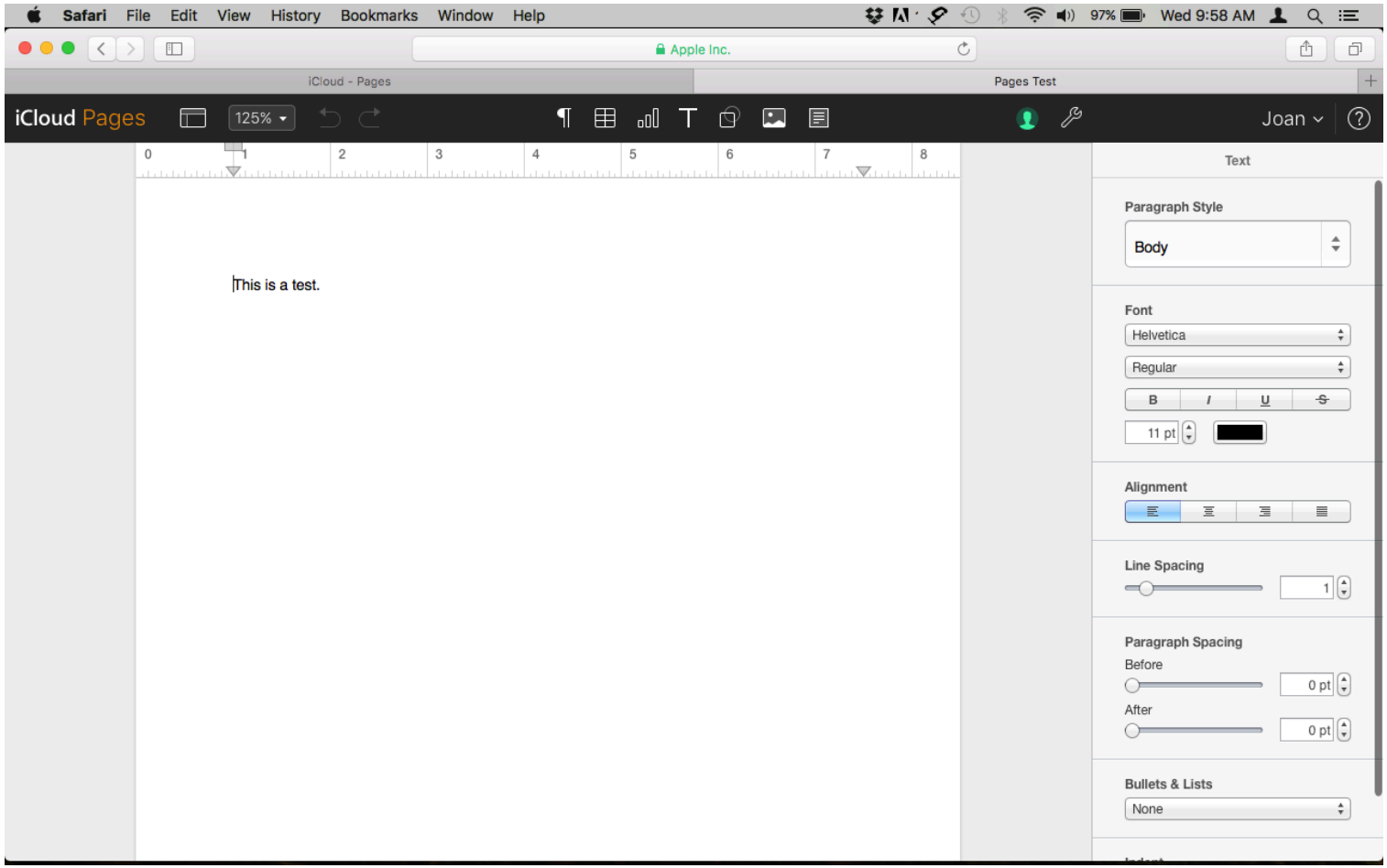
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Text
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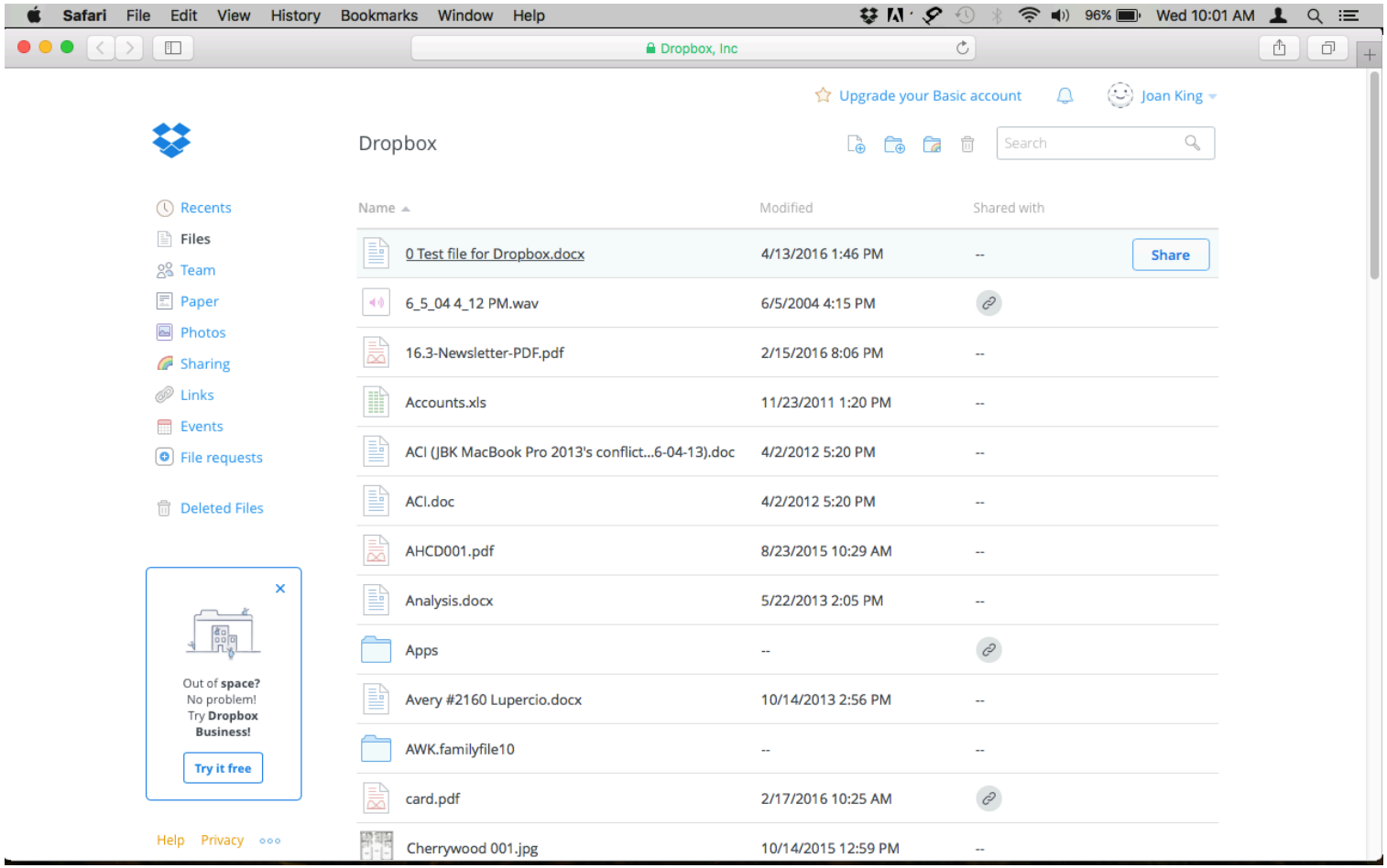
Dropbox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96% Wed 10:01 AM
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Out of space?
No problem!
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Try it free
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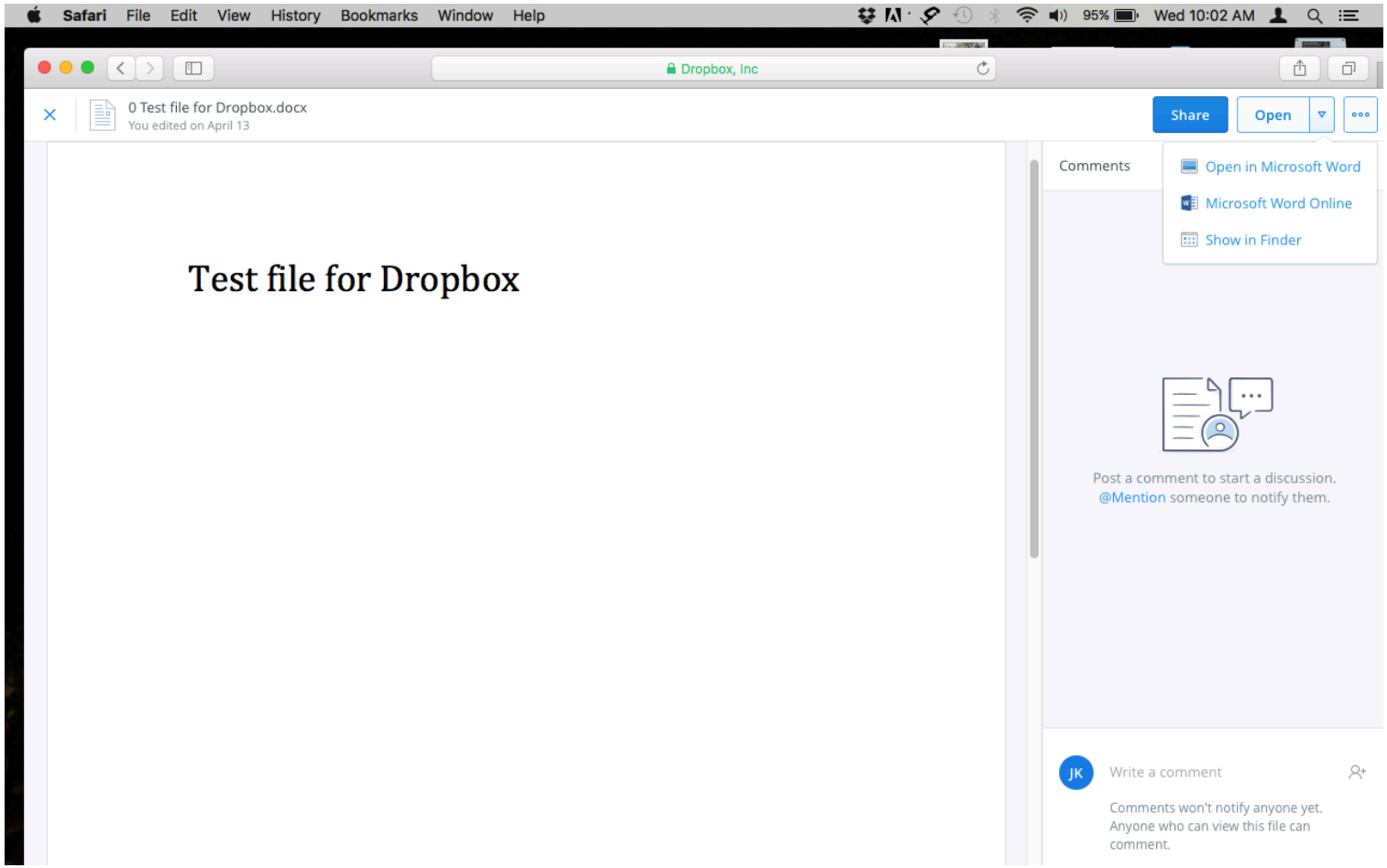
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Dropbox, Inc
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Share
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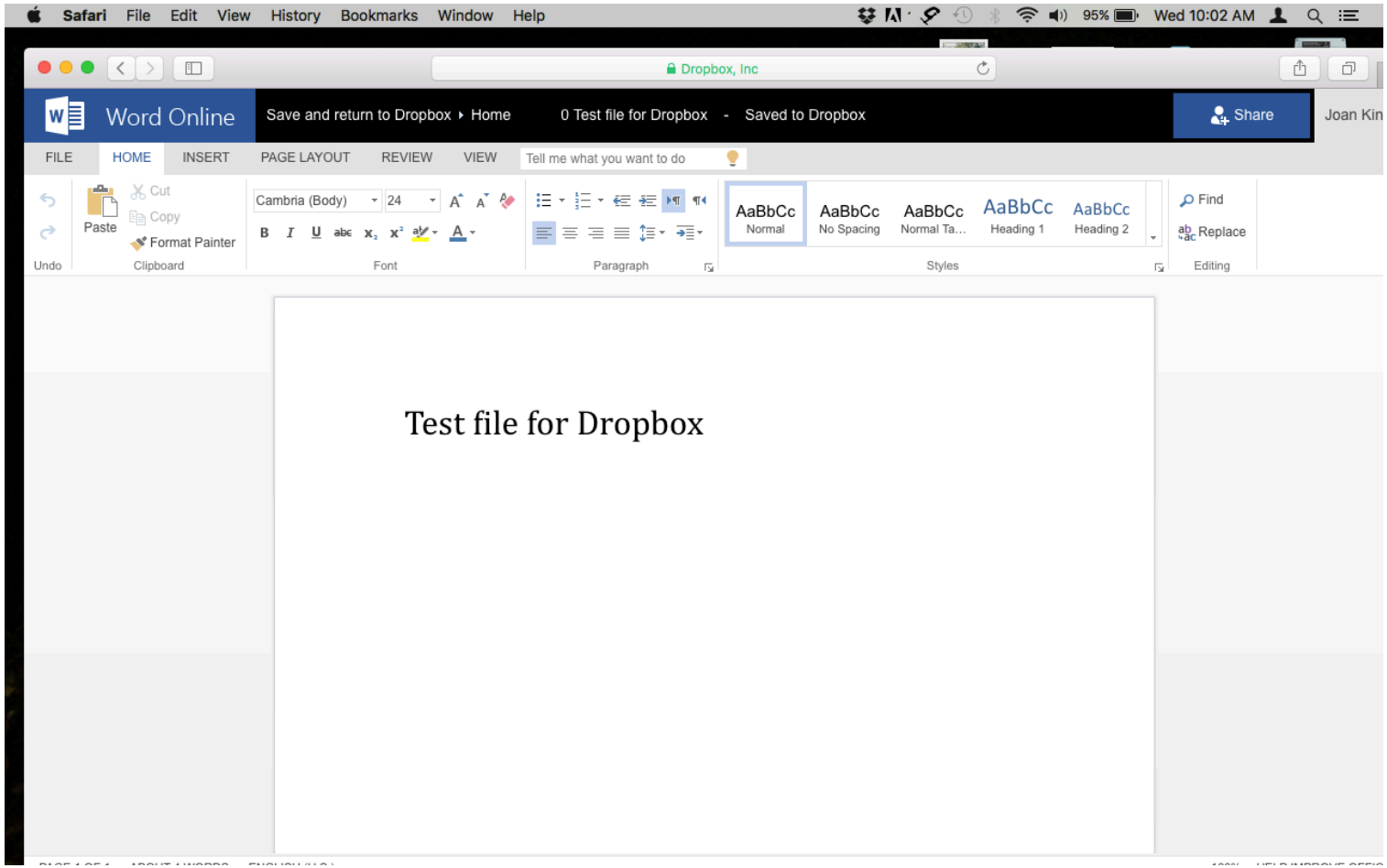
Comments
Open in Microsoft Word
Microsoft Word Online
Show in Finder
Post a comment to start a discussion.
@Mention someone to notify them.
JK
Write a comment
Comments won't notify anyone yet.
Anyone who can view this file can
comment.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Undo
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Test file for Dropbox