

2010 - 中小企業資訊科技培訓計劃
Open Office 工作坊 (Writer/Calc/Impress)

Speaker: MR. P L CHAU 周栢林先生 (MSc, BEng, LPIC)

主辦機構: 製造業創匯商會 (MEIIA)

協辦機構: 香港生產力促進局

資助機構: 香港特別行政區政府政府資訊科技總監辦公室

利用開放源碼軟件節省開支

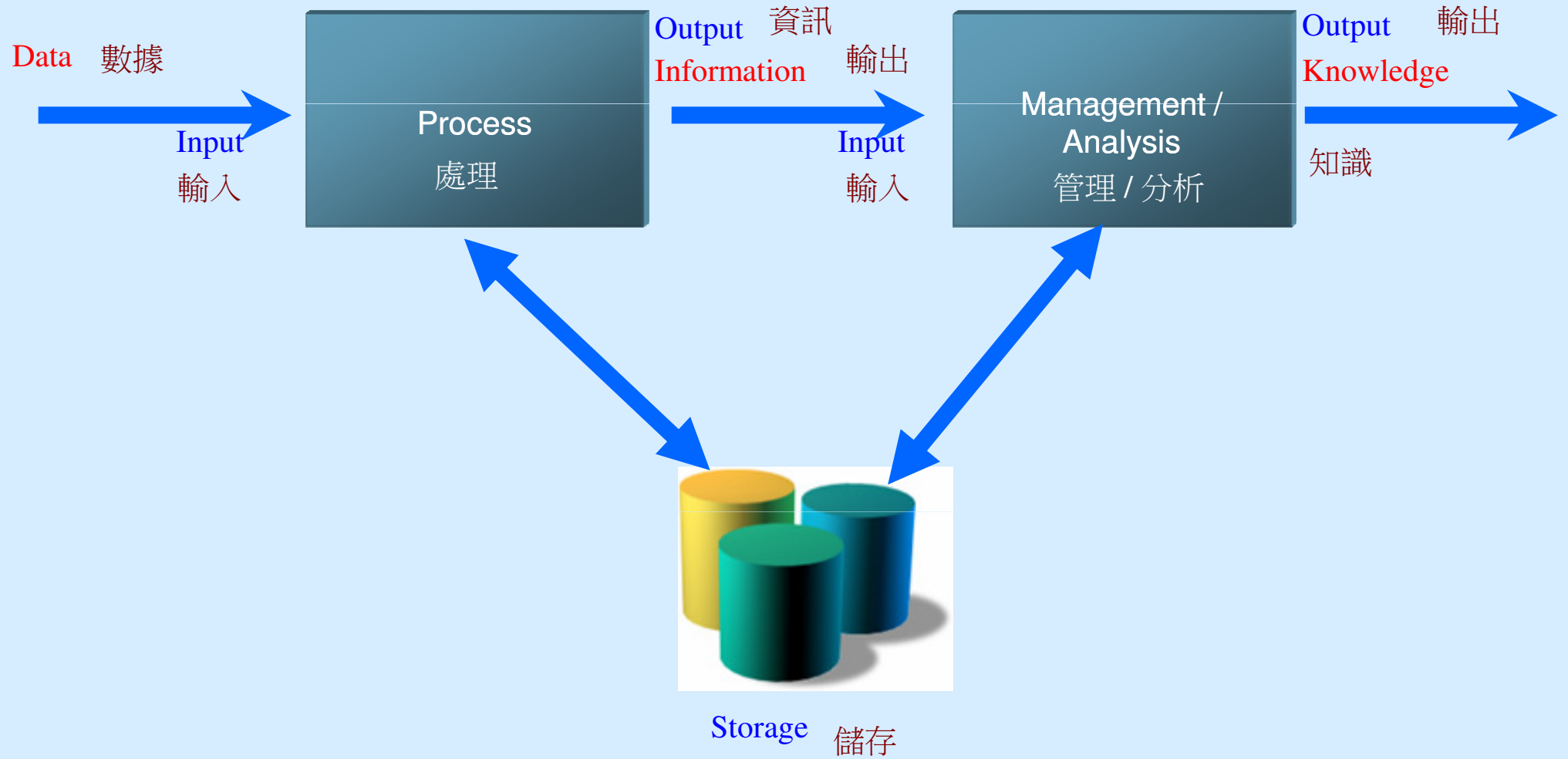
- A. 資訊科技基本概念
- B. 源代碼和軟件之基本概念
- C. 練習：指令/命令執行
- D. 自由和開放源碼軟件（Free & Open Source Software – FOSS）
- E. OpenOffice.org 3 綜覽
- F. OpenOffice.org 3 中的三個軟件的基本功能及應用技巧 (示範)
- G. OpenOffice.org 3 實習

A. 資訊科技基本概念

1. 資訊科技 (I.T. – Information Technology)

- ◎ 使用相關科技來管理和處理數據和資訊
- ◎ 其相關科技主要為電腦、電子及通訊，應用它們來設計、開發、安裝和實施資訊系統（包括應用軟體和電腦硬體）
- ◎ **I.T.** 對數據和資訊進行轉換、貯存、保護、處理、傳送和安全地提取。

A. 資訊科技基本概念

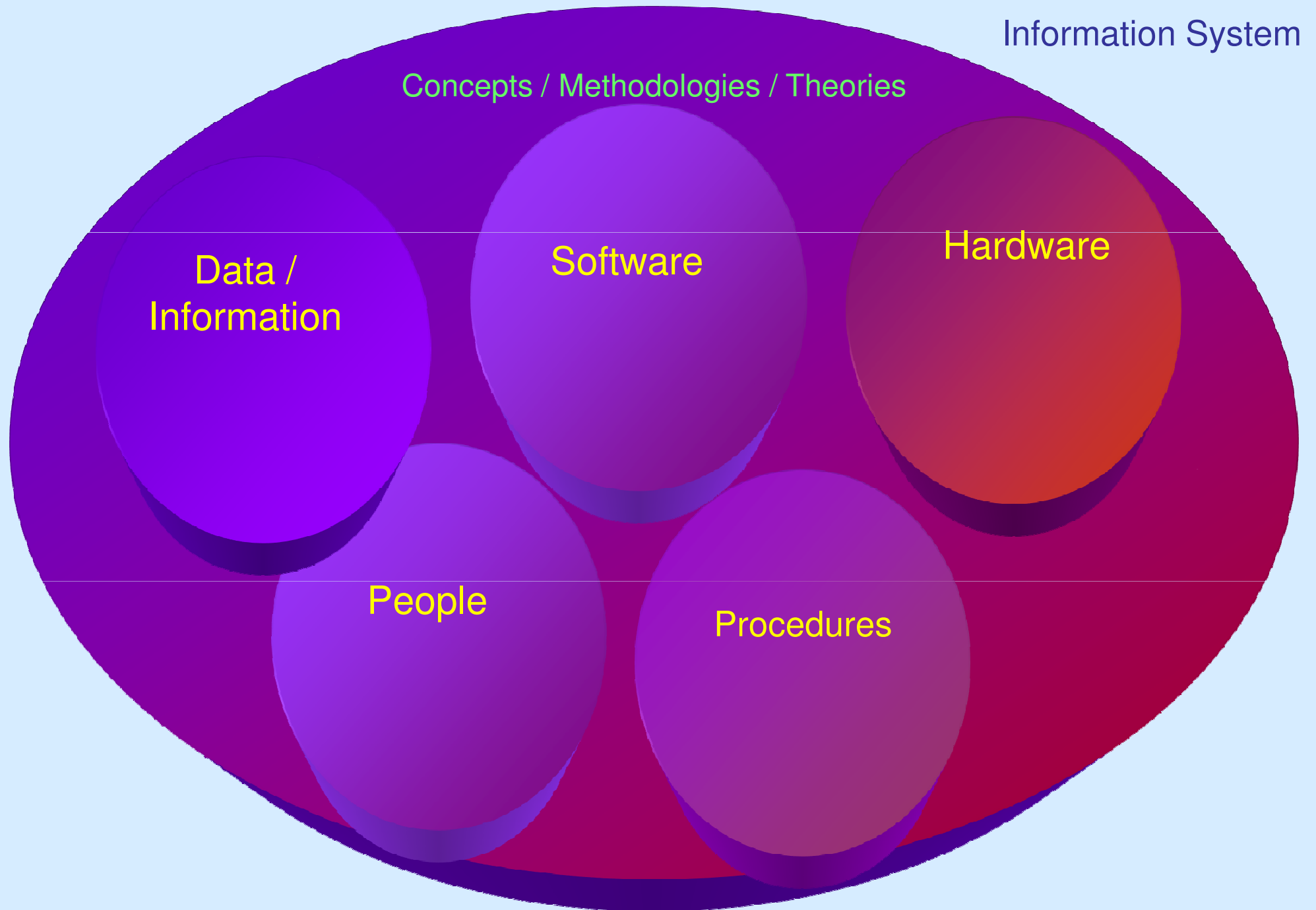


A. 資訊科技基本概念

2. 資訊系統 (**Information System**)

包含六個元件，計有硬體/器材、軟體、數據/資訊、人、程序/流程、理論/概念/方法。

A. 資訊科技基本概念



B.源代碼和軟件之基本概念

1. 軟件、程式、源代碼

i. 軟件為使用者執行及完成特定的工作。

ii. 軟件或應用軟件由一個或多個 (一組或多組的程式集) 程式所組成。

iii. 一個或多個指令/命令會構成程式，這些指令/命令 (也可稱為指令句) 會直接要求電腦完成相關工作。

iv. 這些指令句是由人類 (即軟件開發人員) 所編寫，總稱為源代碼。

v. 源代碼需編譯 (compile or interpret) 成為電腦可辨認的代碼，稱為目標碼 (object code) 或執行檔 (executable file) 。

B. 源代碼和軟件之基本概念

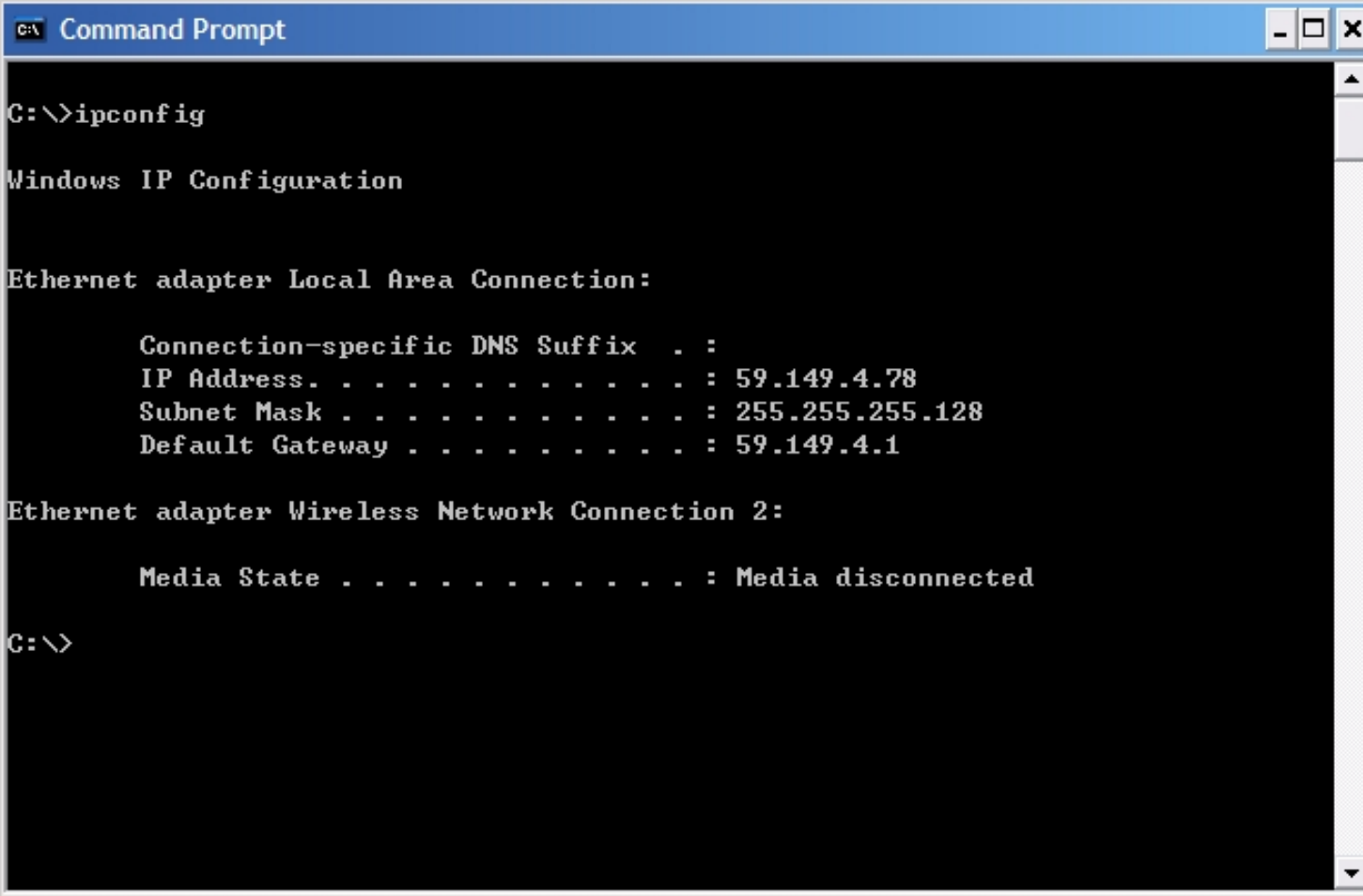
vi. 以下是 **Java** 源代碼的例子

```
/**
 * The HelloWorldApp class implements an application that
 * simply prints "Hello World!" to standard output.
 */

class HelloWorldApp {
    public static void main(String[] args) {
        System.out.println("Hello World!"); // Display the string.
    }
}
```


C.練習：指令/命令執行

1. ipconfig



```
C:\>ipconfig

Windows IP Configuration

Ethernet adapter Local Area Connection:

    Connection-specific DNS Suffix  . : 
    IP Address. . . . .               : 59.149.4.78
    Subnet Mask . . . . .             : 255.255.255.128
    Default Gateway . . . . .         : 59.149.4.1

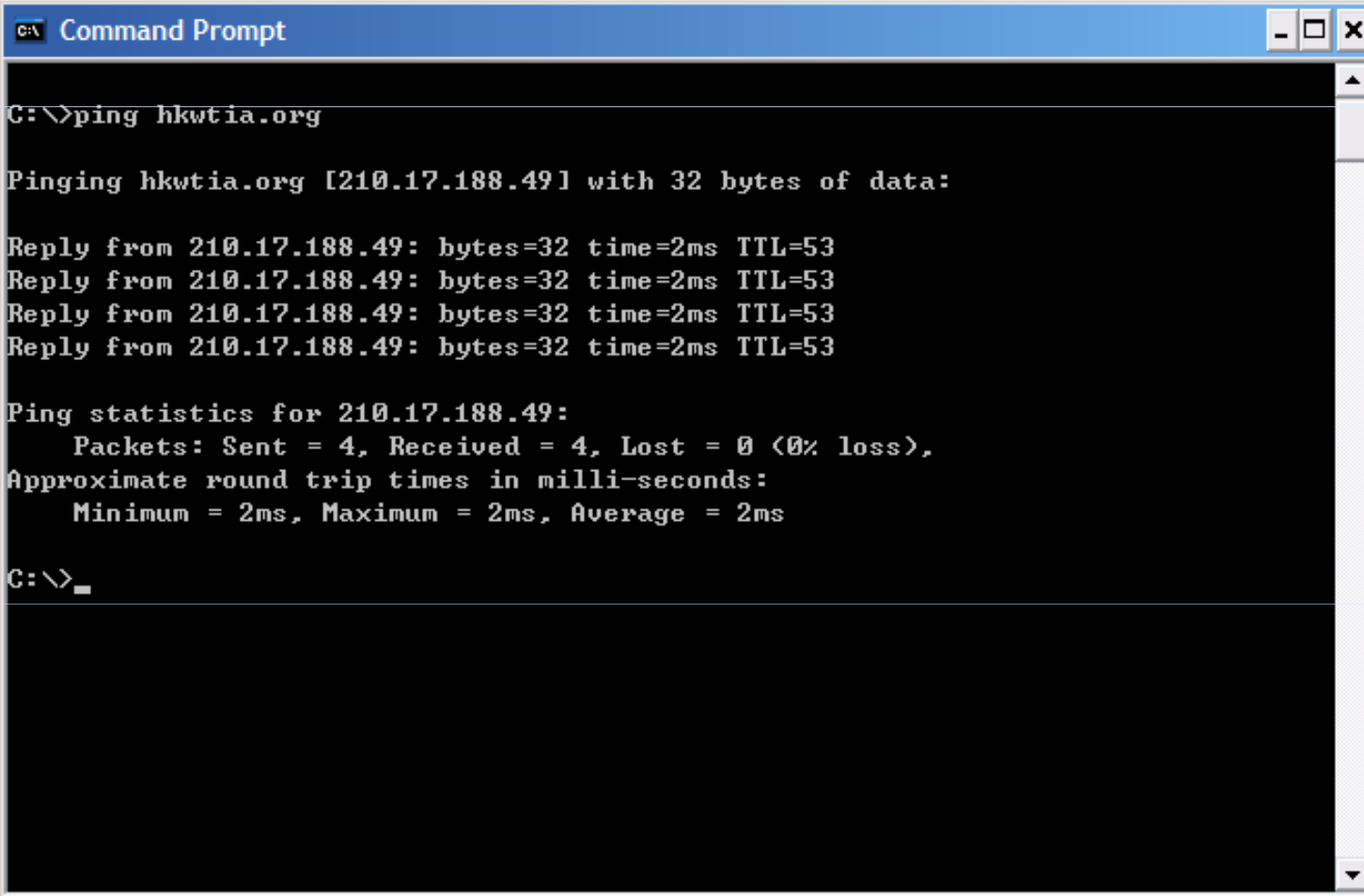
Ethernet adapter Wireless Network Connection 2:

    Media State . . . . .             : Media disconnected

C:\>
```

C.練習：指令/命令執行

2. ping meiaa.org



```
C:\> Command Prompt

C:\>ping hkwtia.org

Pinging hkwtia.org [210.17.188.49] with 32 bytes of data:

Reply from 210.17.188.49: bytes=32 time=2ms TTL=53
Reply from 210.17.188.49: bytes=32 time=2ms TTL=53
Reply from 210.17.188.49: bytes=32 time=2ms TTL=53
Reply from 210.17.188.49: bytes=32 time=2ms TTL=53

Ping statistics for 210.17.188.49:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 2ms, Maximum = 2ms, Average = 2ms

C:\>_
```

D.自由和開放源碼軟件 (FOSS)

Free & Open Source Software

1. 背景與歷史 (1)

- i. 早在電腦時代初期，源碼是自由流通的。
- ii. 到七十至八十年代，個人電腦和微軟的出現，商業軟件便流行而成為市場主導。
- iii. 在八十年代中，美國麻省理工學院 (MIT) 的 **Mr. Richard Stallman** 提倡自由和開放源碼軟件的運動。
- iv. 成立自由軟件基金會 **Free Software Foundation (FSF)**。

D.自由和開放源碼軟件 (FOSS)

Free & Open Source Software

1. 背景與歷史 (2)

v. 自九十年代初開始，互聯網和 **Linux** 的出現，成為自由軟件的催化劑，令它茁壯成長，發揚光大。

vi. 互聯網是一個非常適合的平台；**Linux** 是自由軟件的表表者，也是很重要的的一個里程碑。

vii. 現在，已有很多商業應用軟件是以自由軟件形式發行和使用。例如 **OpenOffice.org 3.0.**

D. 自由和開放源碼軟件 (FOSS)

Free & Open Source Software

2. 概念 (1)

i. 自由軟件 (**free software**)

- 不受限制地自由使用、複製、研究、修改和分發的軟件
- **free** 可同時解作「自由」和「免費」
- 自由重點在於自由權，而非價格。
- 「言論自由」(**free speech**)，而不是「免費啤酒」(**free beer**)。
 - » 有使用該軟件的自由。

D. 自由和開放源碼軟件 (FOSS)

Free & Open Source Software

2. 概念 (2)

i. 自由軟件 (free software)

- 「言論自由」(free speech)，而不是「免費啤酒」(free beer)。
 - » 有研究該軟件如何運作的自由，並且得以覆寫該軟件來符合使用者自身的需求。
 - » 有重新散布該軟件的自由。
 - » 有改善再利用該軟件的自由，並且可以發表覆寫版供公眾使用。

D. 自由和開放源碼軟件 (FOSS)

Free & Open Source Software

2. 概念 (3)

i. 自由軟件 (**free software**)

- 免費軟件 (**freeware**) 是一種不須付費就可取得的軟件，但源碼不一定公開，使用者並沒有使用、複製、研究、修改和分發的自由。

D.自由和開放源碼軟件 (FOSS)

Free & Open Source Software

2. 概念 (4)

ii. 開放源碼軟件 (**open source software**) 指一種軟件散佈模式。

- 自由再散布
- 讓人方便的取得原始碼
- 衍生著作，讓人可依此原始碼修改後，在依照同一授權條款的情形下再散佈。
- 修改後的版本，需以不同的版本號碼以與原始的程式碼做分別，保障原始的程式碼完整性。
- 不得對任何人或團體有差別待遇。

D. 自由和開放源碼軟件 (FOSS)

Free & Open Source Software

2. 概念 (5)

ii. 開放源碼軟件 (**open source software**) 指一種軟件散佈模式。

- 對程式在任何領域內的利用不得有差別待遇，不得限制商業使用。
- 軟件再散佈時，必需以同一條款散佈之。
- 授權條款不得專屬於特定產品。
- 授權條款不得限制其他軟件。
- 授權條款必須技術中立。

D.自由和開放源碼軟件 (FOSS)

Free & Open Source Software

3. 自由及開放源碼軟件使用牌照 (1)

i. 以下是最常見的相關使用牌照：

- GNU General Public License (GNU GPL)**
- GNU Lesser General Public License (GNU LGPL)**
- Berkeley Software Distribution License (BSD)**
- MIT License (MITL)**

D. 自由和開放源碼軟件 (FOSS)

Free & Open Source Software

3. 自由及開放源碼軟件使用牌照 (2)

ii. Copyleft 概念

- 自由及開放源碼運動中所發展出來的。
- 跟「版權」(Copyright) 相對的一個概念。
- 加入它後，**Copyleft** 條款更要求使用者改作後的衍生作品必須要以同等的授權方式釋出以回饋社群。
- 它授權條款不反對著作權的基本體制，卻是透過利用著作權法來進一步地促進創作自由。

D. 自由和開放源碼軟件 (FOSS)

Free & Open Source Software

4. 開放源碼軟件搜尋及下載 (實習)

- i. **OpenOffice.org** 是自由及開放源碼軟件中商業應用軟件的代表作。
- ii. 自**2000**年，昇陽 (**Sun Microsystems**) 把 **StarOffice** 之源碼開放。**OpenOffice.org** 便在這個框架下應運而生，并發光發熱。
- iii. 現在最新的版本是 **OpenOffice.org 3.x**，此版本全球已累積 **100,000,000** 的下載。
- iv. www.openoffice.org 下載。

D. 自由和開放源碼軟件 (FOSS)

Free & Open Source Software

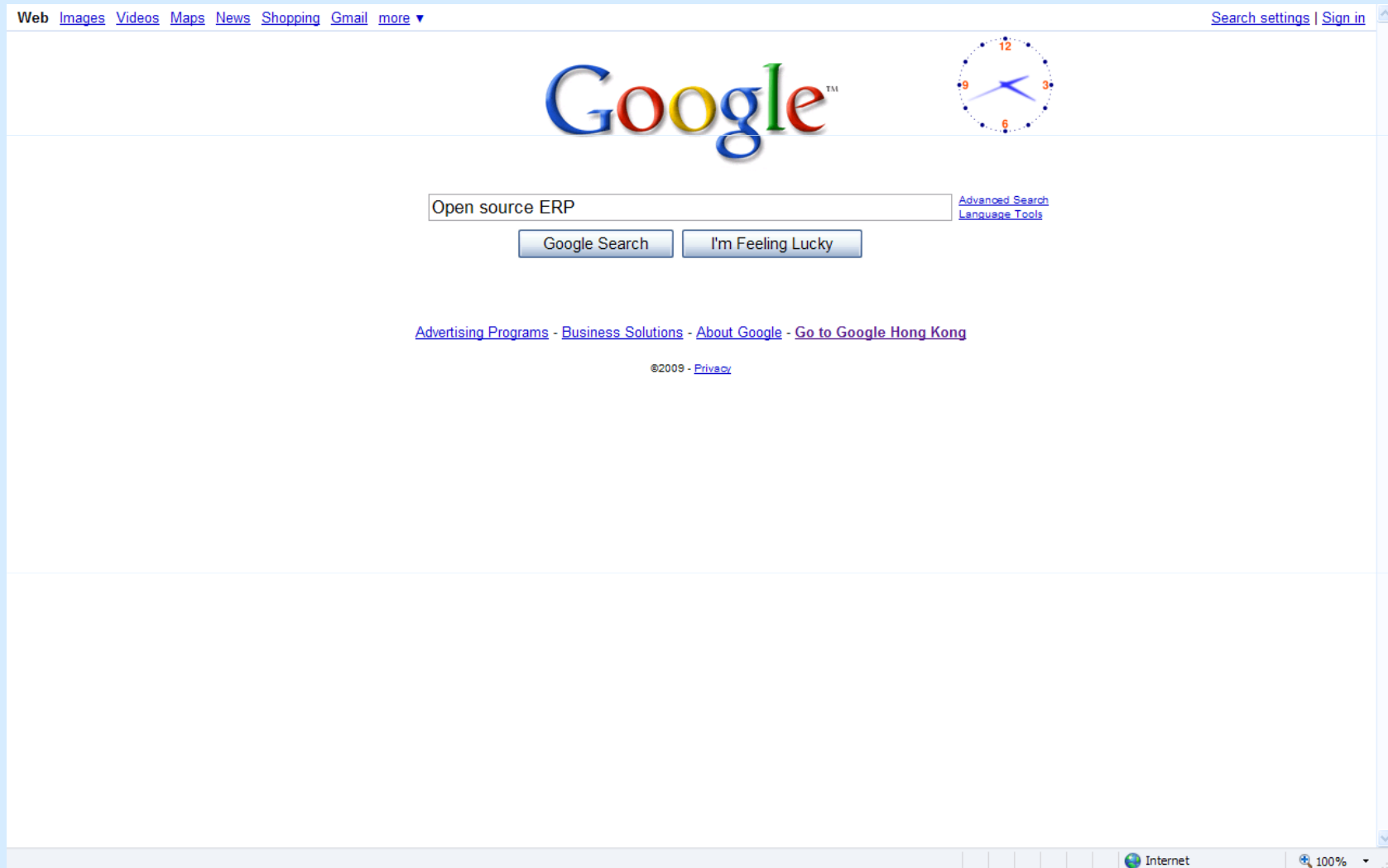
The screenshot shows the OpenOffice.org website with the following elements:

- Header:** OpenOffice.org logo with "100,000,000 100 Million Downloads of version 3.x" and the tagline "the free and open productivity suite". Navigation links for "Language Projects" and "You are not logged in. Register or Log In". A clock and a search bar.
- Navigation Menu:** Home, News, Download, Support, Projects, My Pages, About.
- Main Content:**
 - I want to learn more about OpenOffice.org**: What is OpenOffice.org? And why should I use it?
 - I want to download OpenOffice.org**: Download OpenOffice.org for free, or find out about other ways of getting it.
 - I need help with my OpenOffice.org**: Help is at hand whenever you need it.
 - I want to do more with my OpenOffice.org**: Extend OpenOffice.org with additional functionality, templates and clipart.
 - I want to participate in OpenOffice.org**: OpenOffice.org is made with help from people all over the world. Feel free to contribute!
- Right Column:**
 - 100,000,000 downloads**: On October 28th, 2009, the one hundred millionth person clicked on the [Download OpenOffice.org button](#) since version 3.0 of the software was announced just over one year ago.
 - OOoCon Registration is Open**: Orvieto, Italy, November 4 - 6. Visit the conference web site [www.ooocon.org](#), download the draft programme, and [register](#).
 - Oracle's Plan for OpenOffice.org**: [Read](#) an updated version of the FAQ on Oracle and Sun.
 - Beta Release of OpenOffice.org 3.2**: Have a look at the [features and enhancements](#) of the upcoming OpenOffice.org 3.2 release [with our beta version](#). The final release is expected for December.

At the bottom, a browser status bar shows "Done", "Internet", and "100%" zoom level.

D. 自由和開放源碼軟件 (FOSS)

Free & Open Source Software

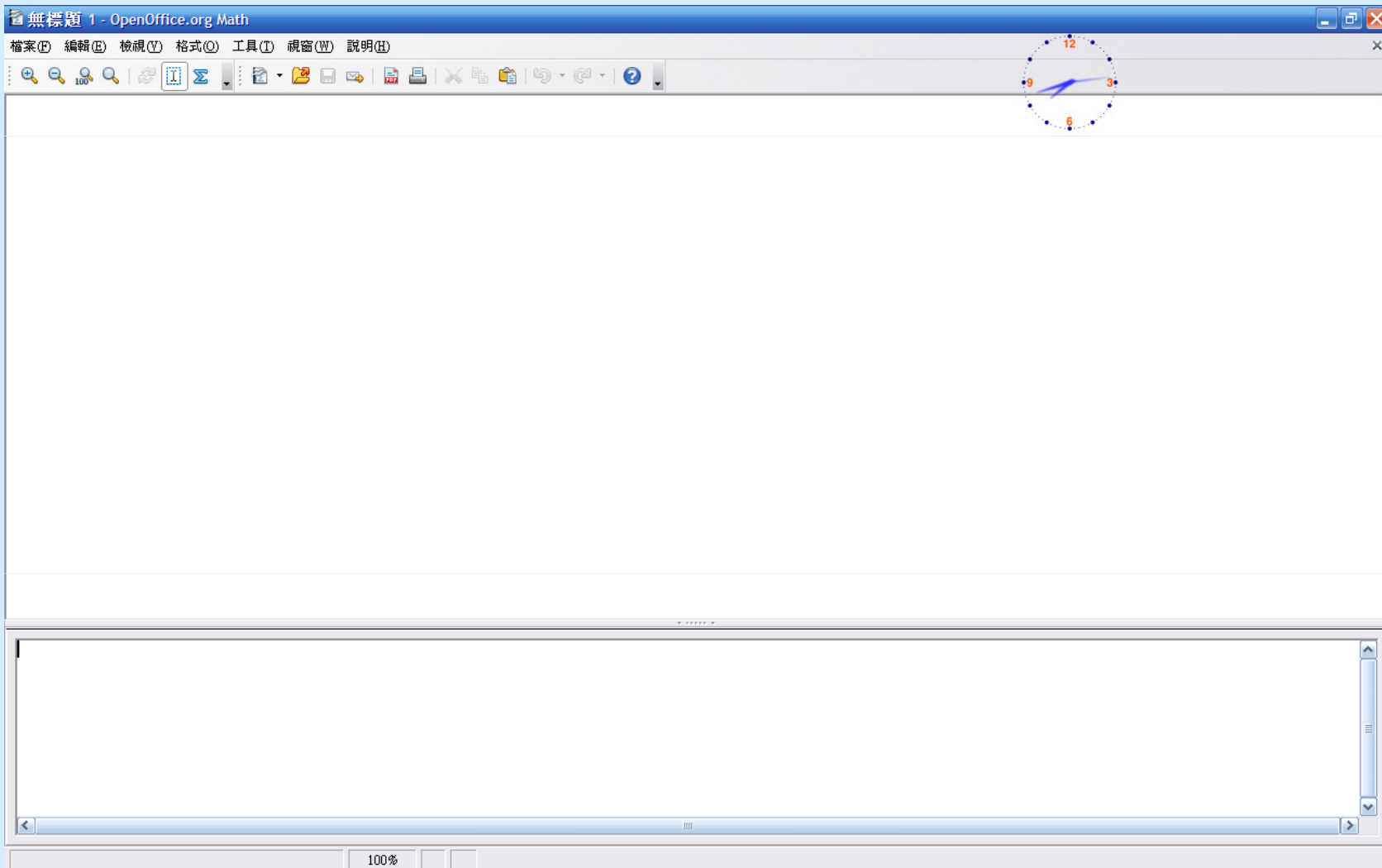


E. OpenOffice.org 3 綜覽



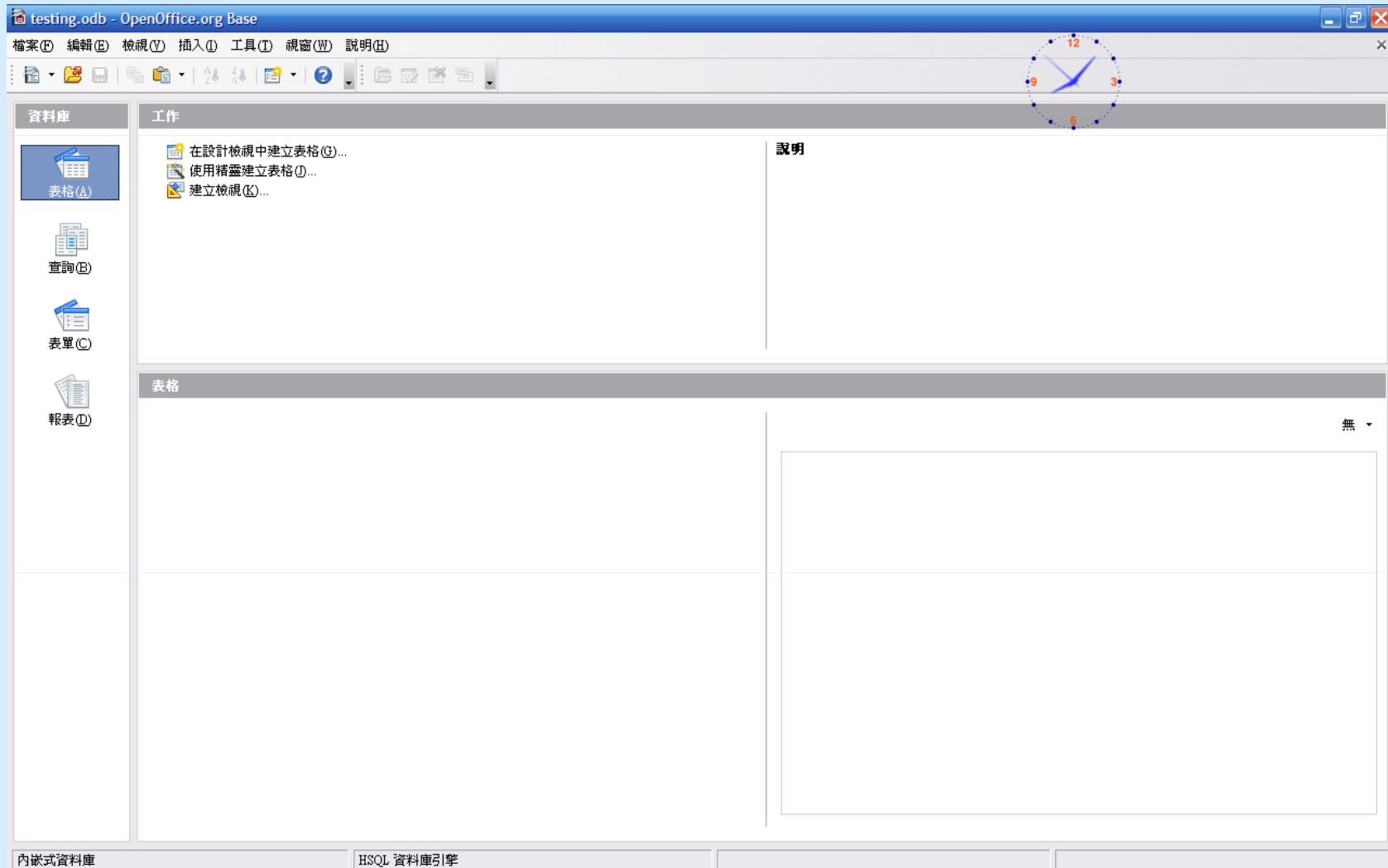
E. OpenOffice.org 3 綜覽

1. OpenOffice.org Math 公式



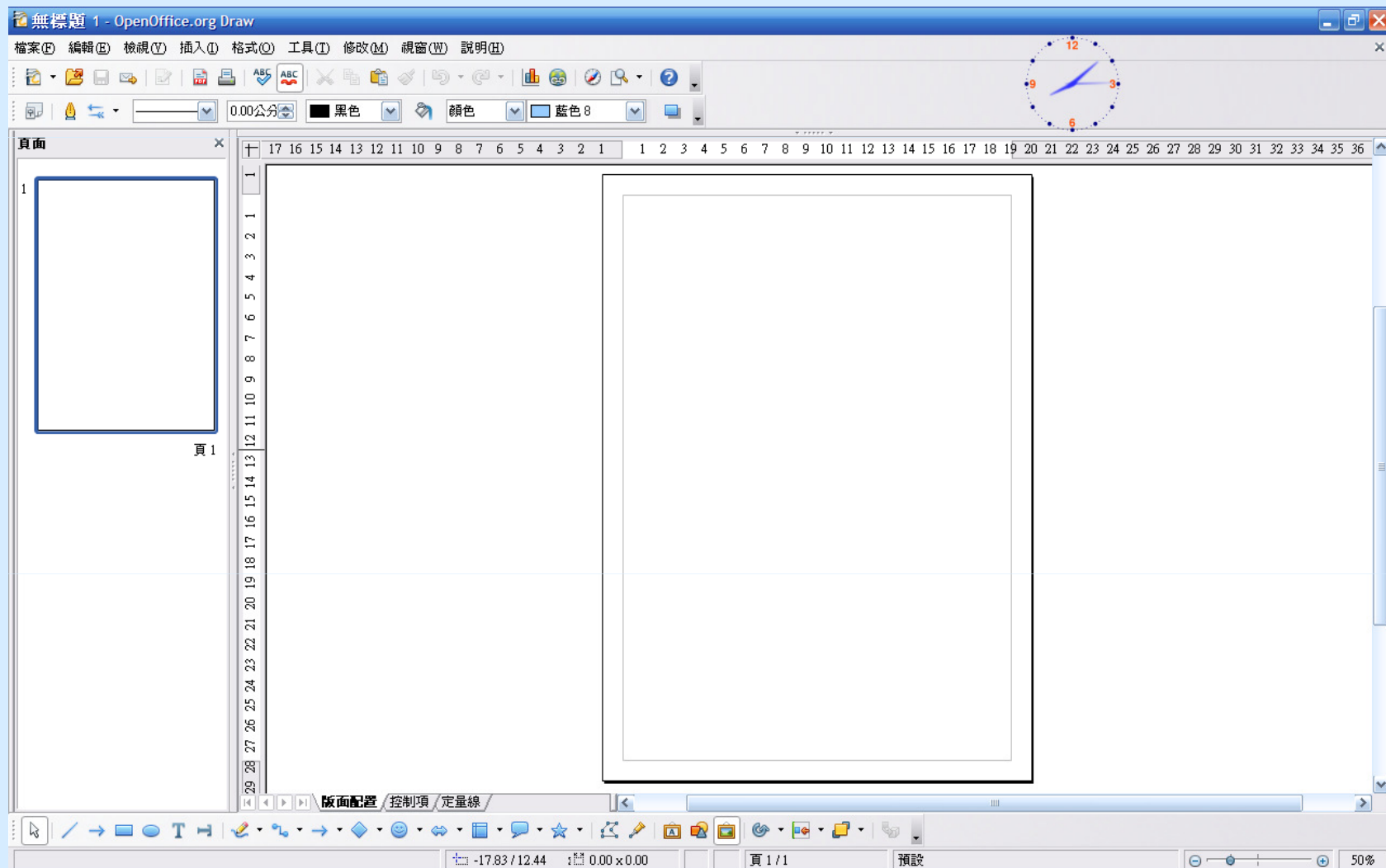
E. OpenOffice.org 3 綜覽

2. OpenOffice.org Base 資料庫



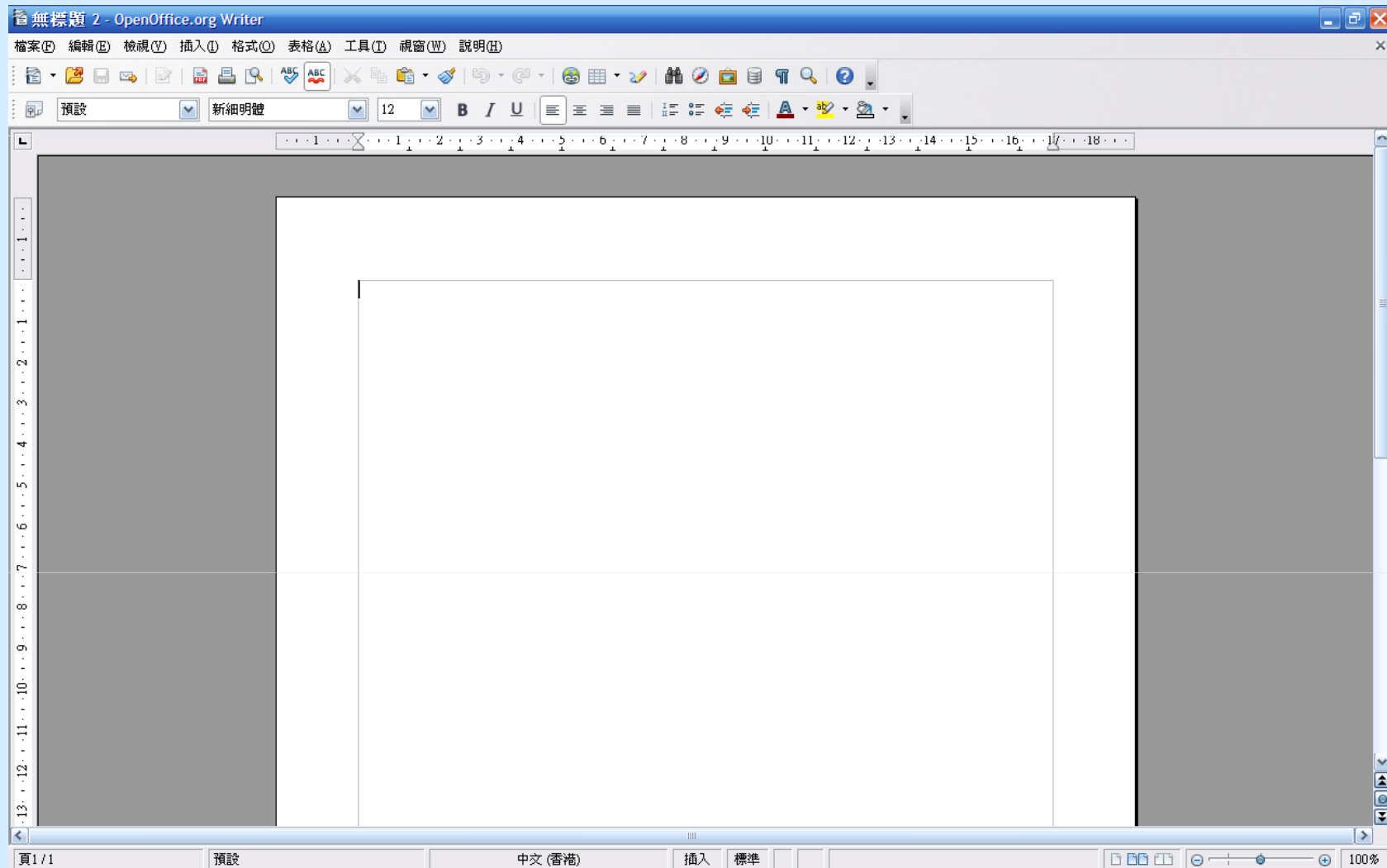
E. OpenOffice.org 3 綜覽

3. OpenOffice.org Draw 繪圖



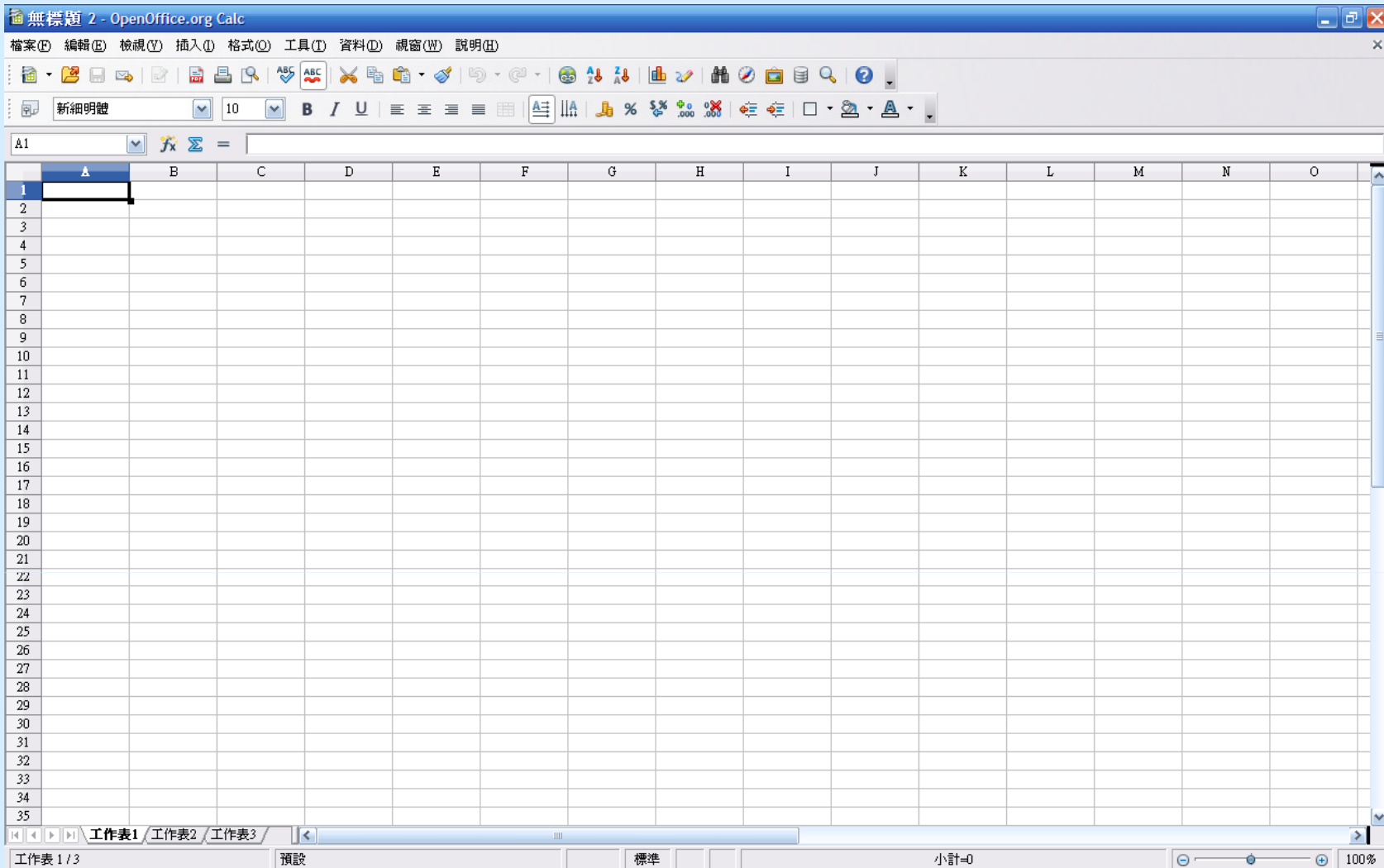
E. OpenOffice.org 3 綜覽

4. OpenOffice.org Writer 文字文件



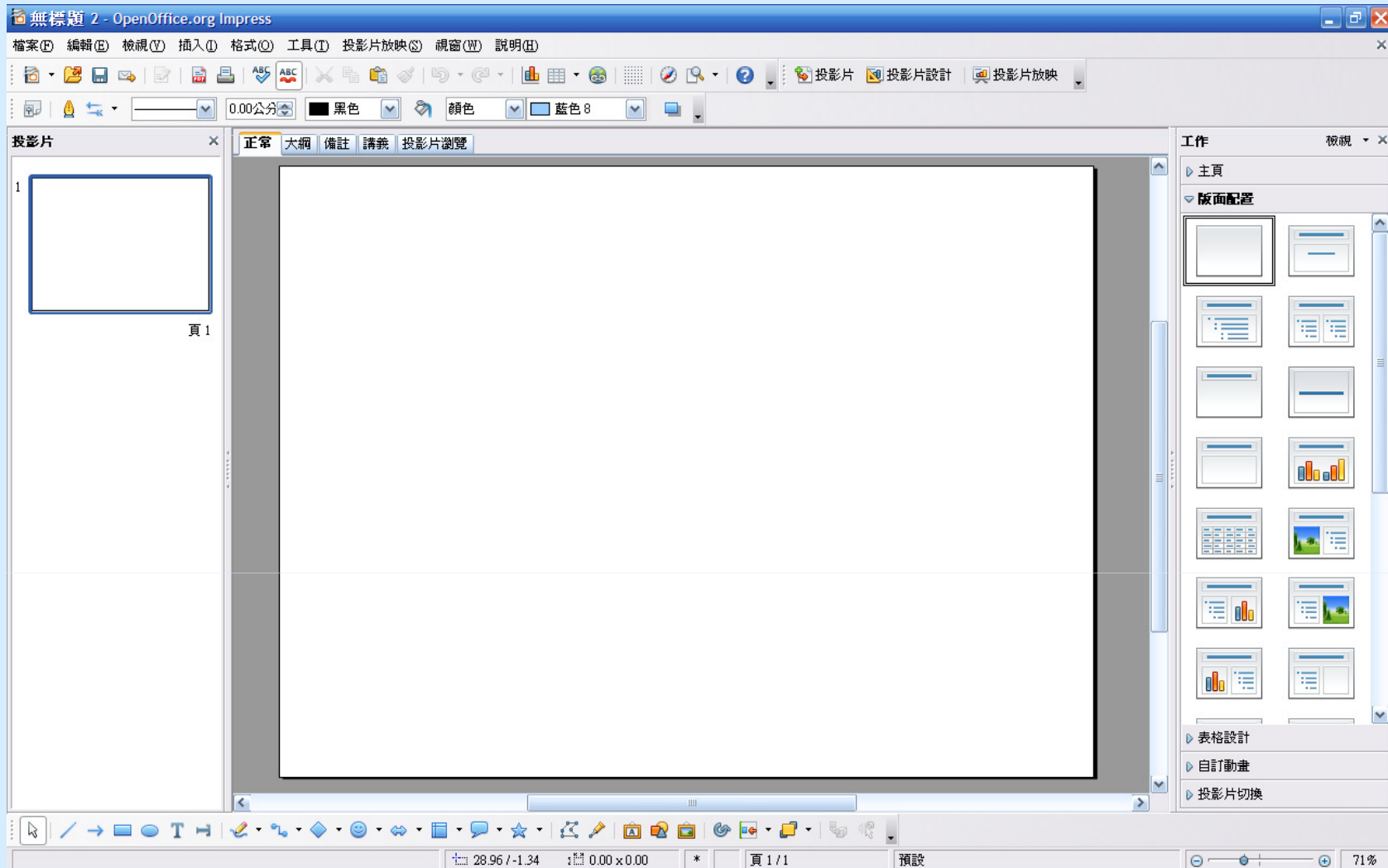
E. OpenOffice.org 3 綜覽

5. OpenOffice.org Calc 試算表



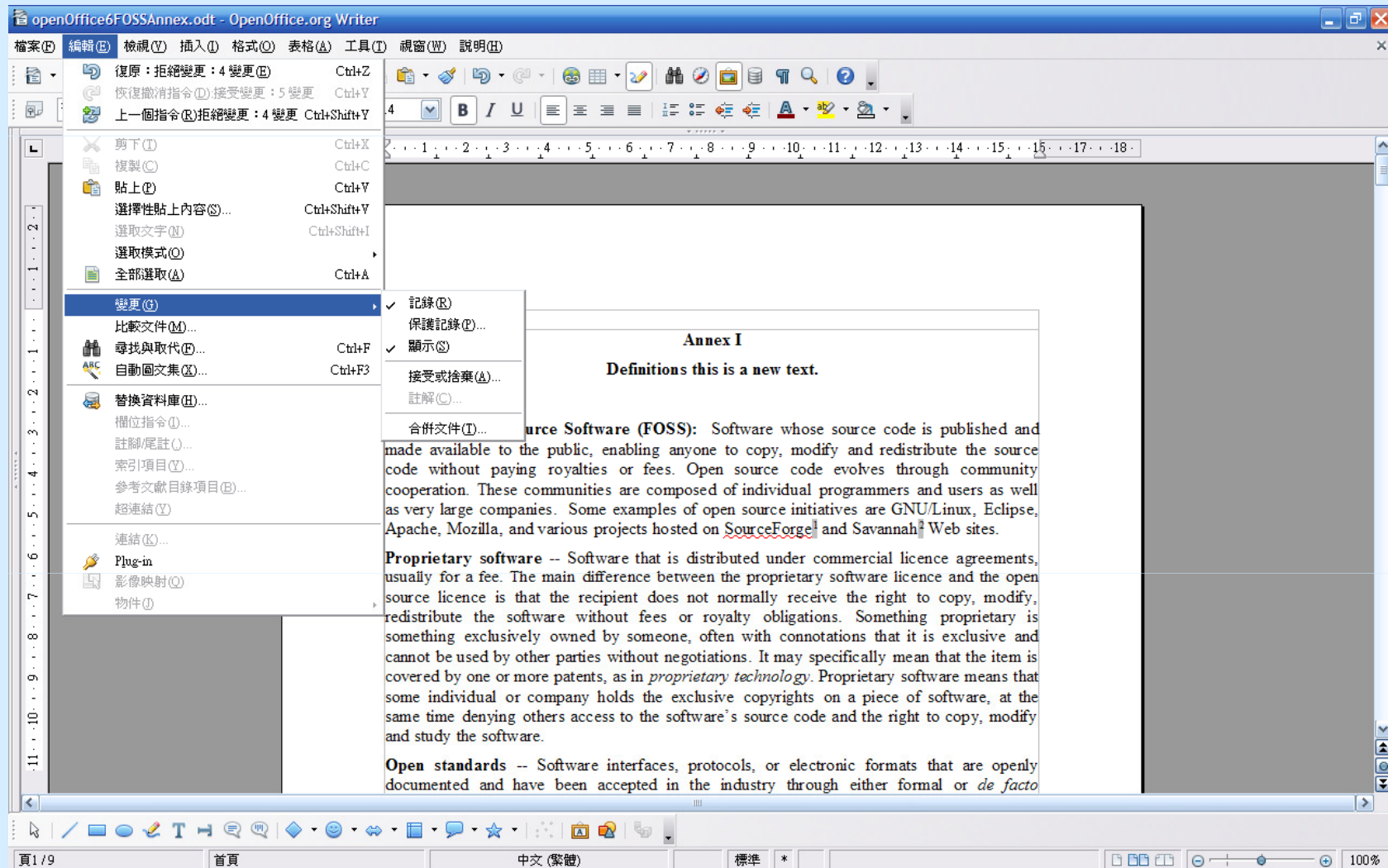
E. OpenOffice.org 3 綜覽

6. OpenOffice.org Impress 簡報



F. OpenOffice.org 3 基本功能

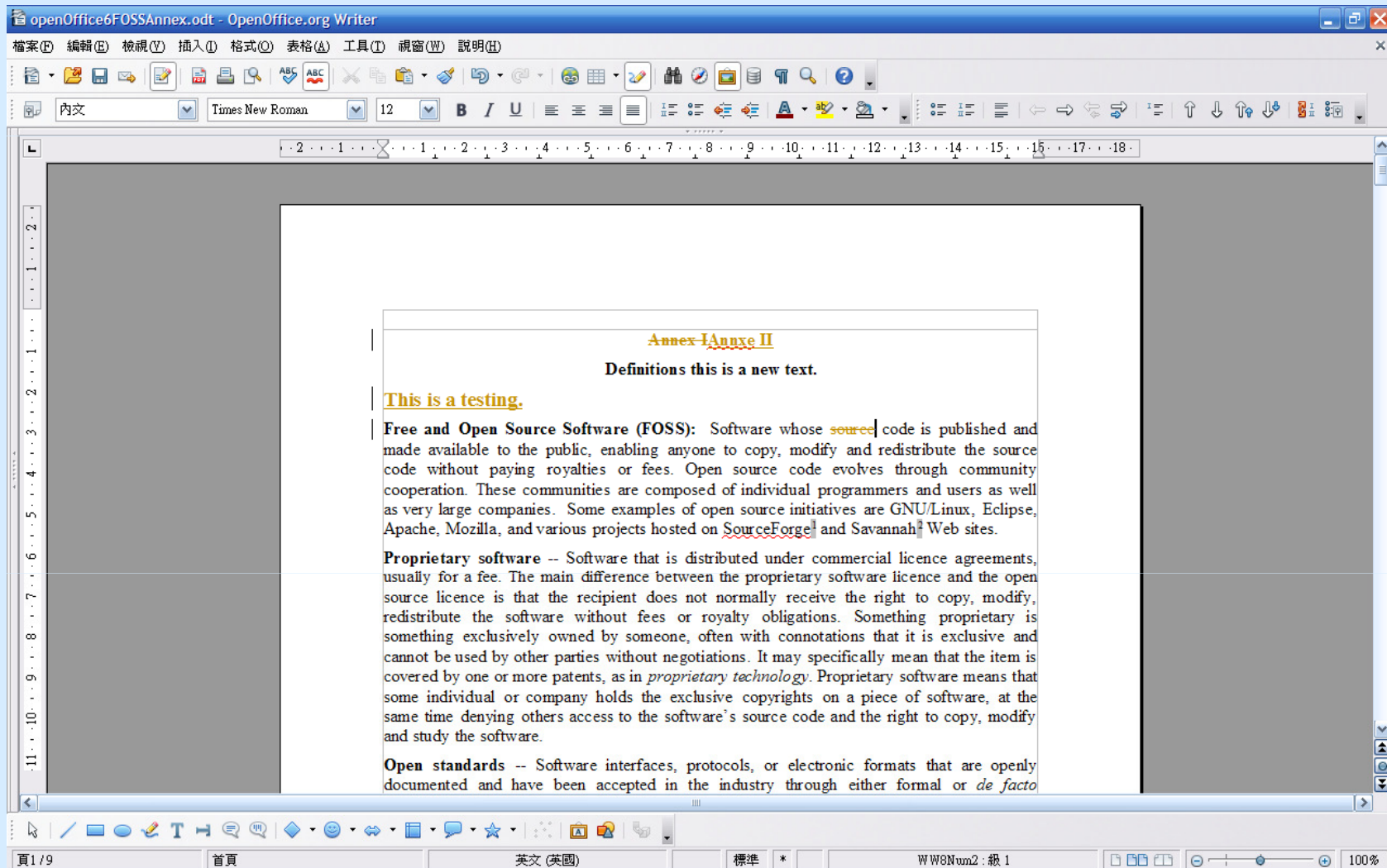
1. OpenOffice.org Writer 應用示範 – 版本追蹤 (1)



F. OpenOffice.org 3 基本功能

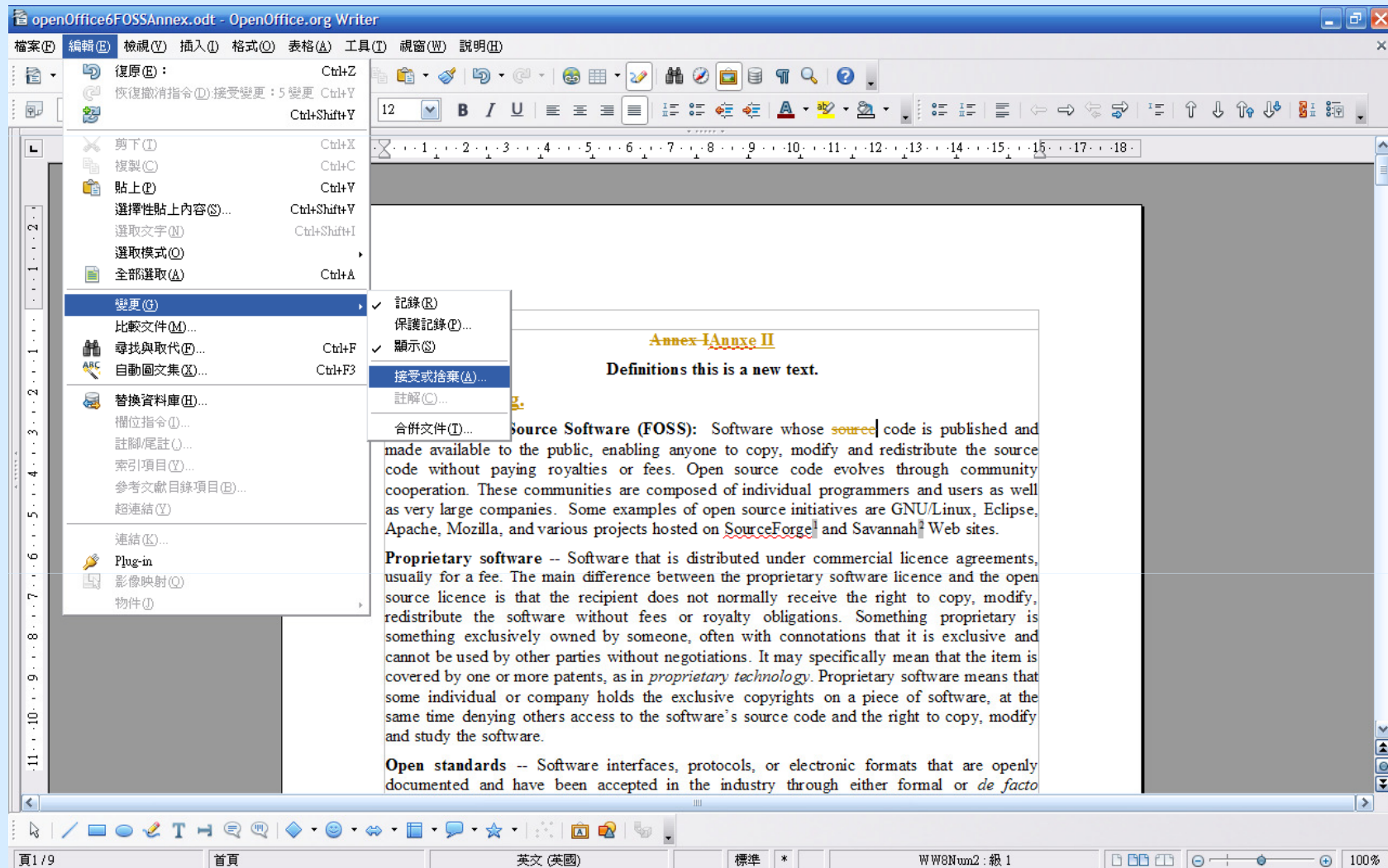
1. OpenOffice.org Writer 應用示範 – 版本追蹤 (2)

→ 增加、刪除、更改



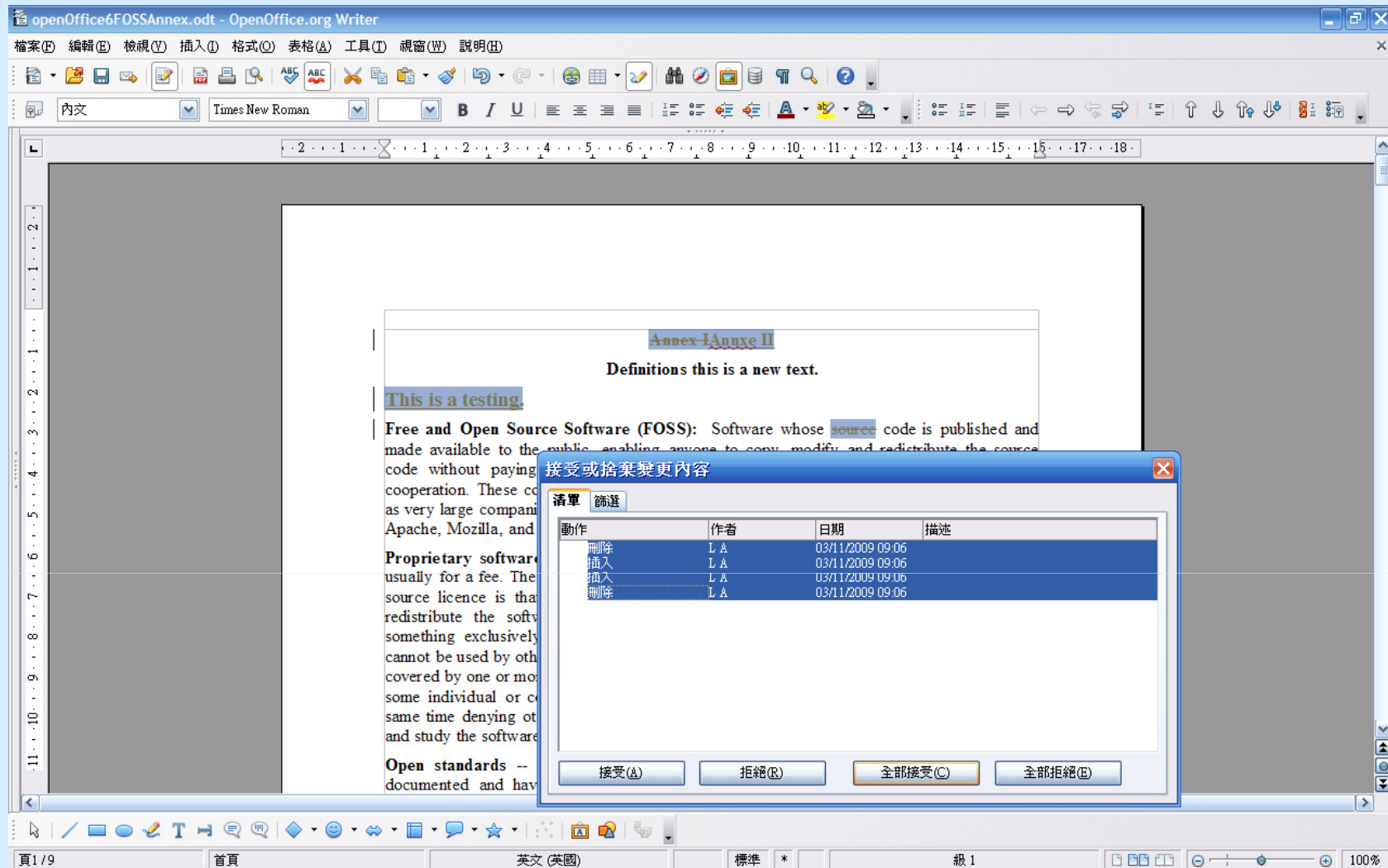
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 版本追蹤 (3) → 增加、刪除、更改



F. OpenOffice.org 3 基本功能

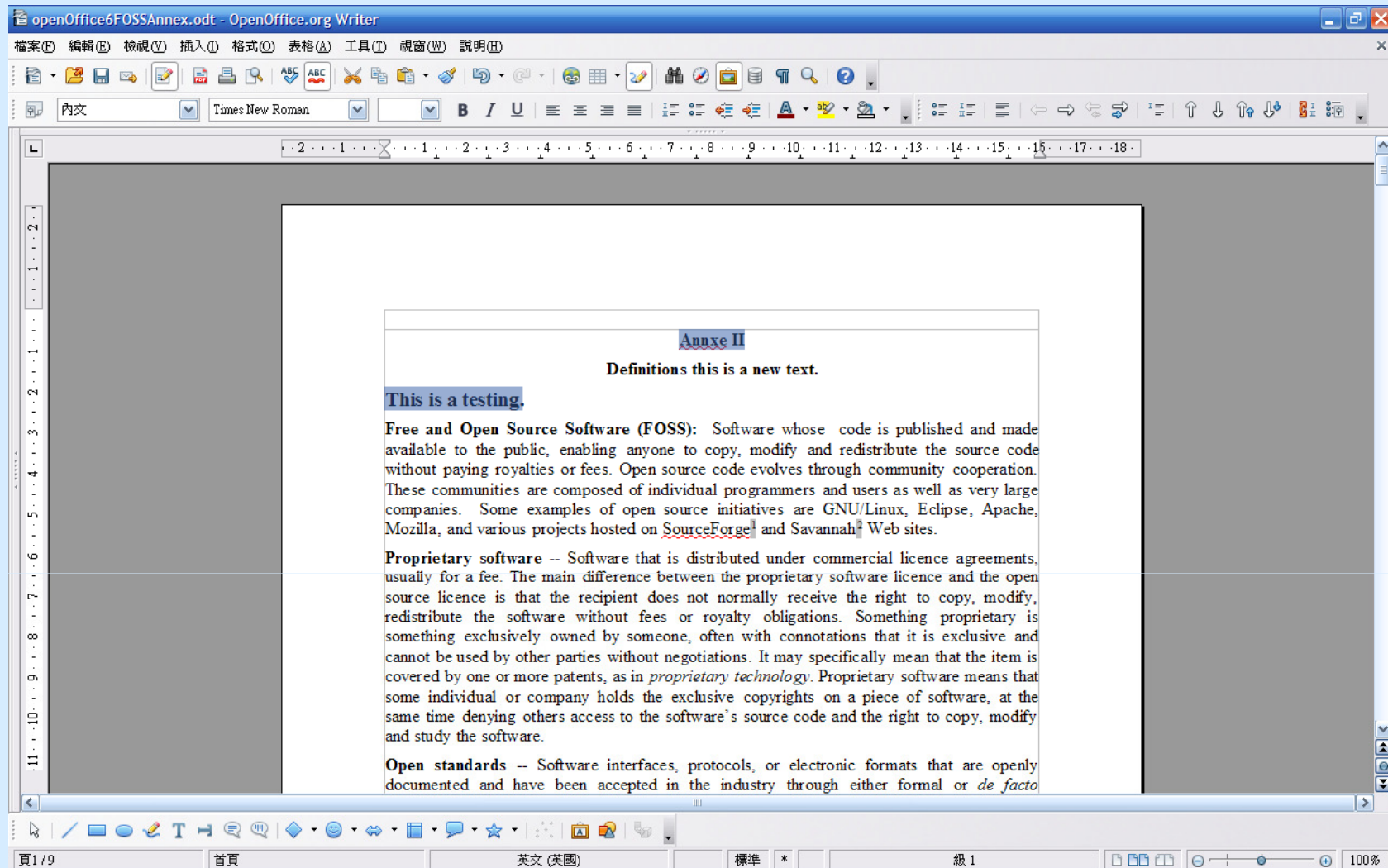
1. OpenOffice.org Writer 應用示範 – 版本追蹤 (4) → 增加、刪除、更改



F. OpenOffice.org 3 基本功能

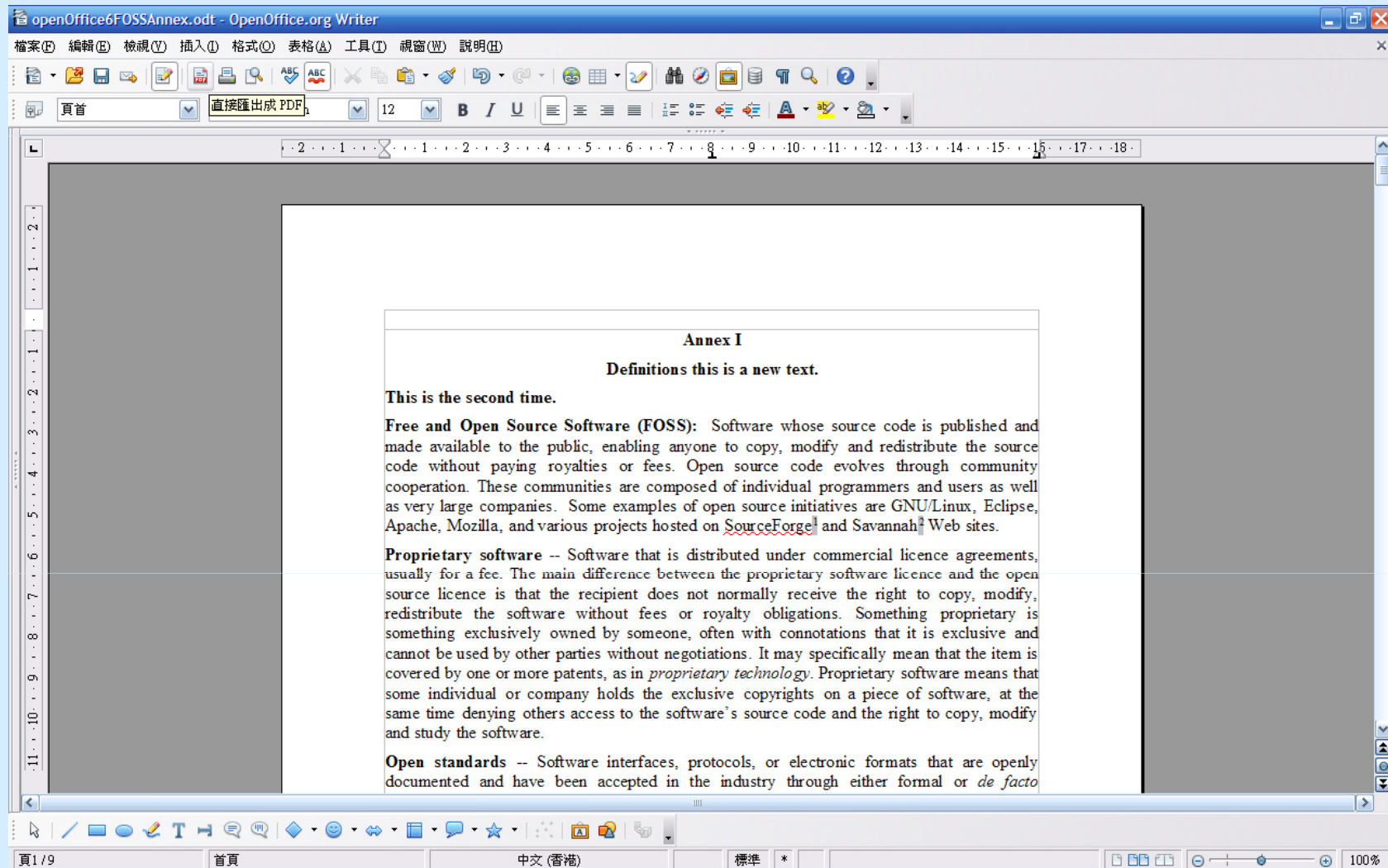
1. OpenOffice.org Writer 應用示範 – 版本追蹤 (5)

→ 增加、刪除、更改



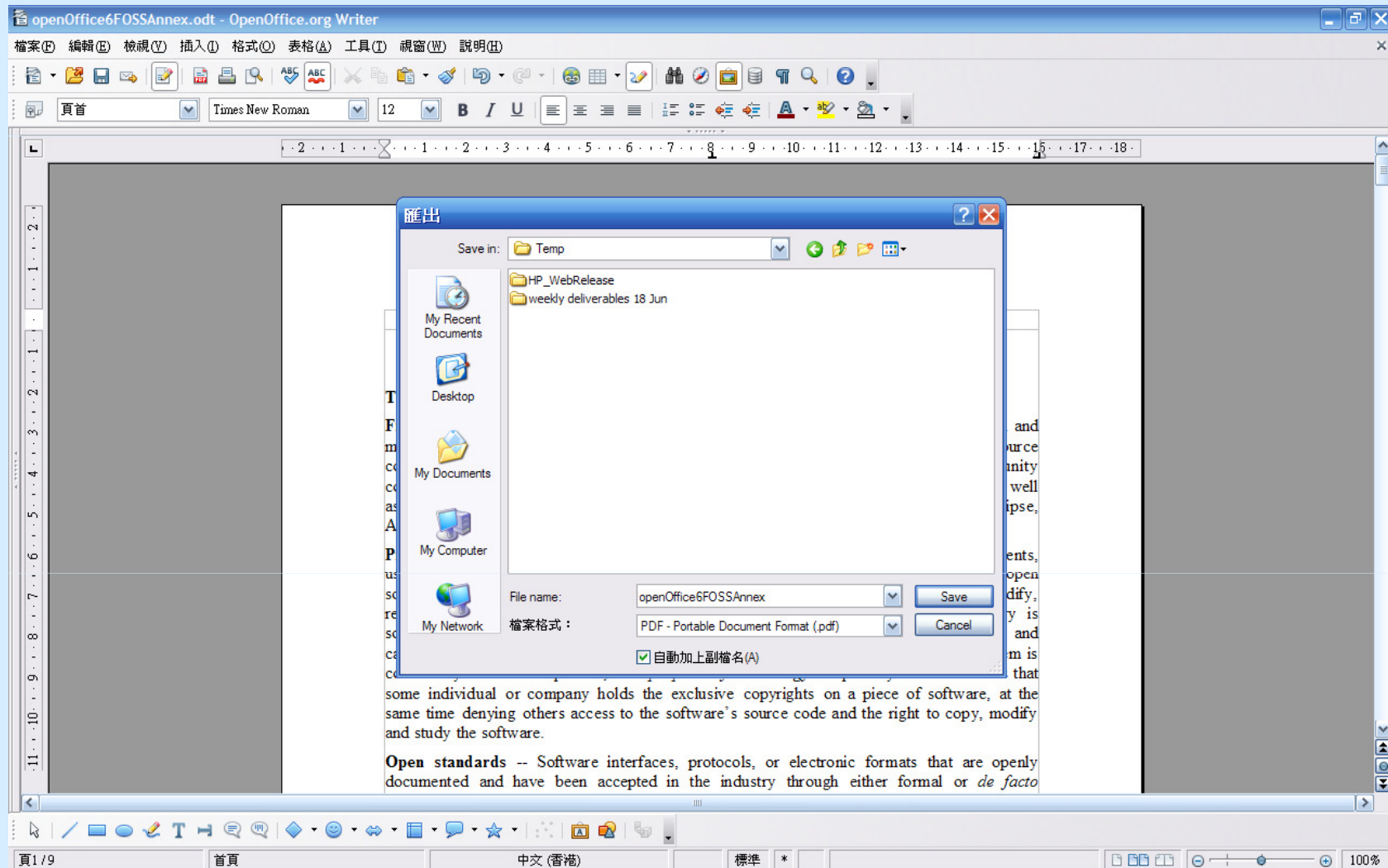
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 匯出成 PDF (1)



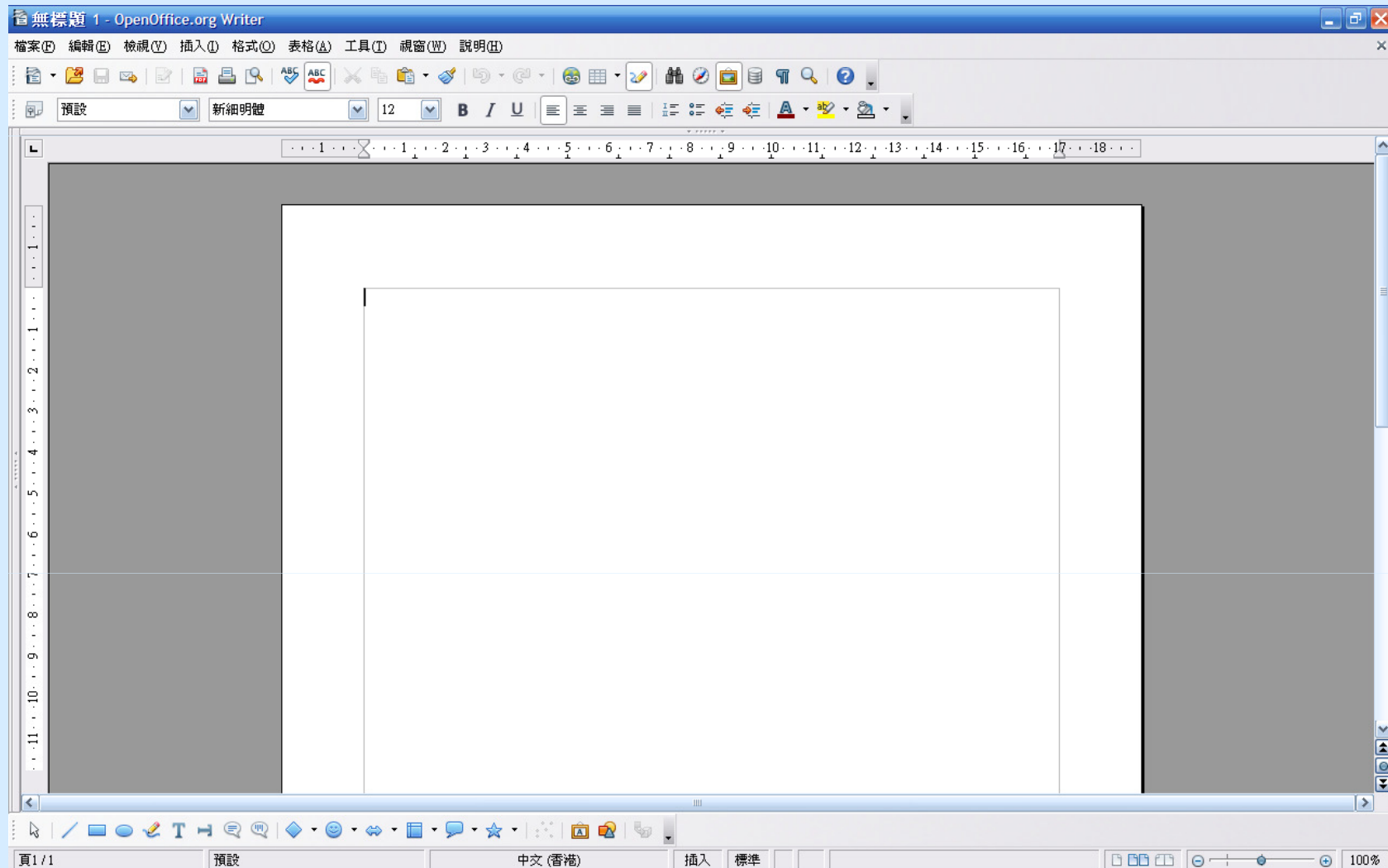
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 匯出成 PDF (2)



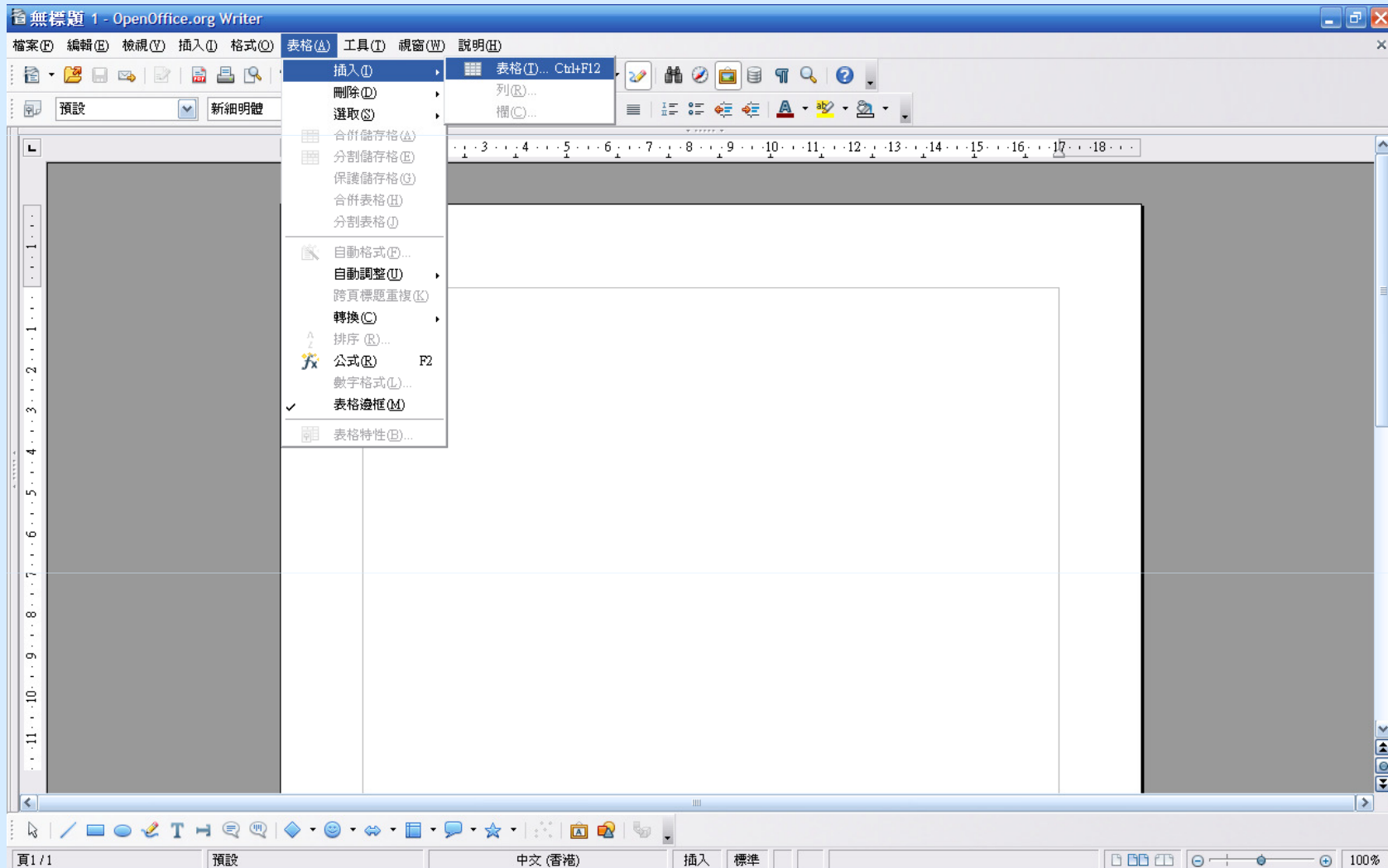
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (1)



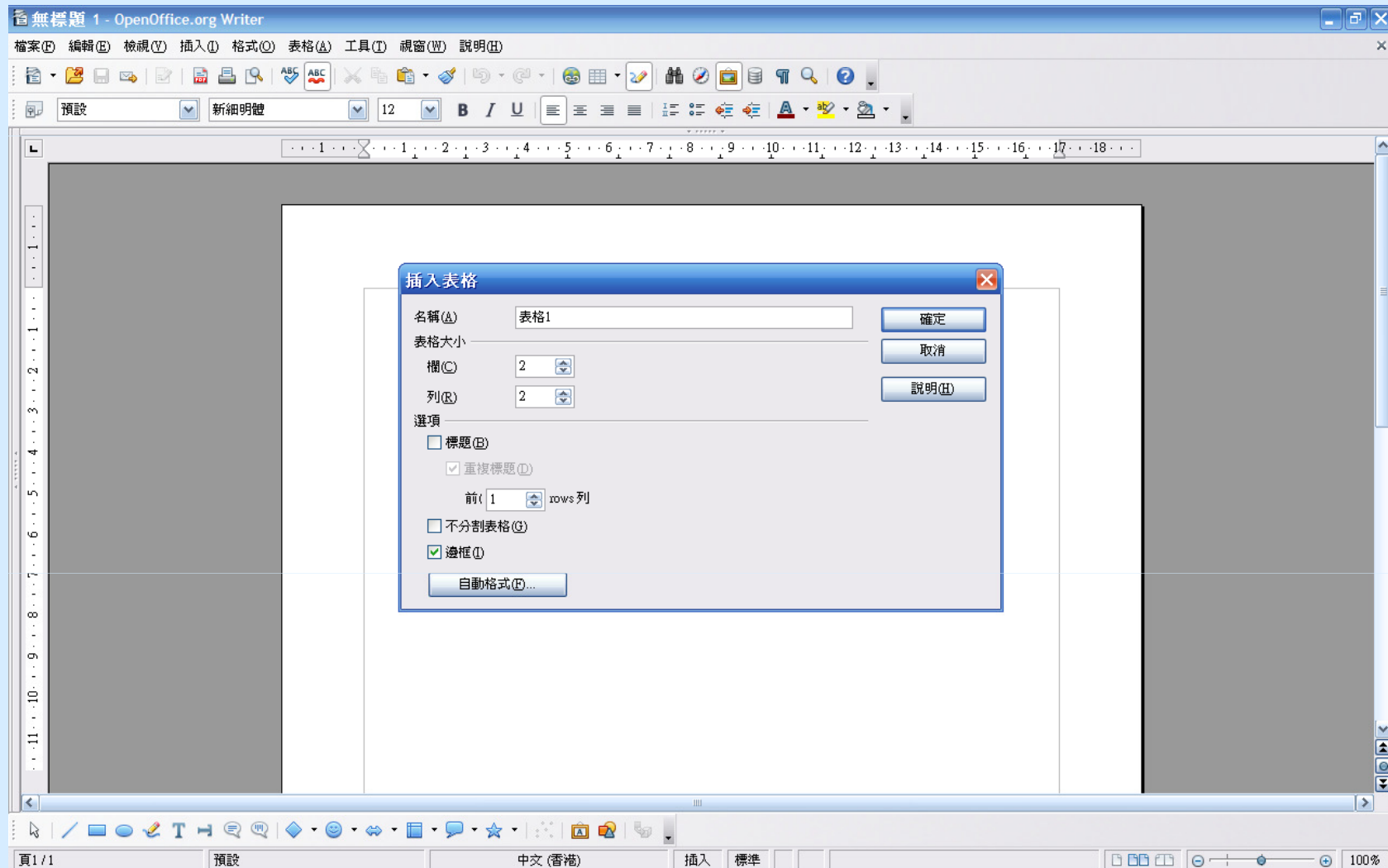
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (2)



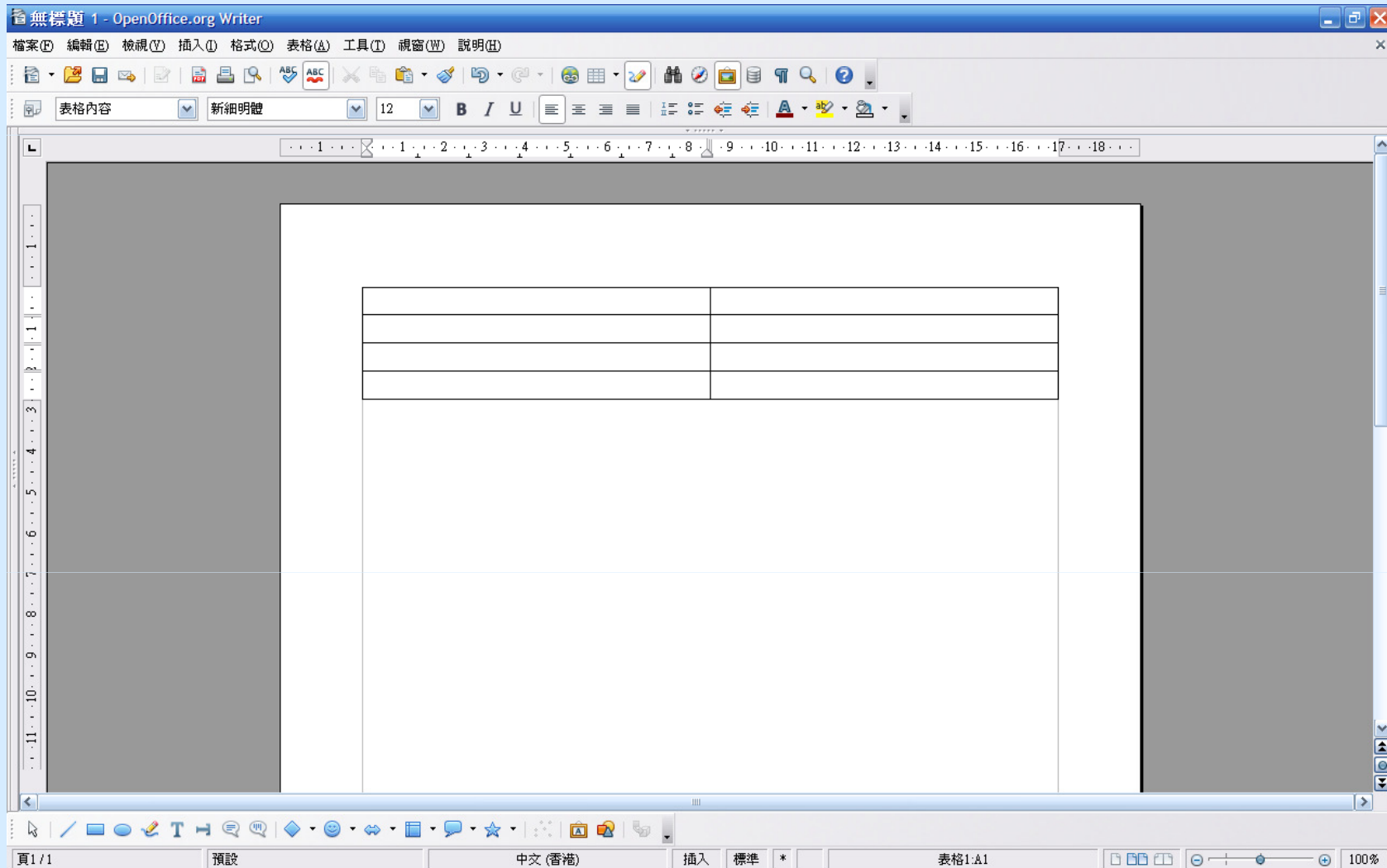
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (3)



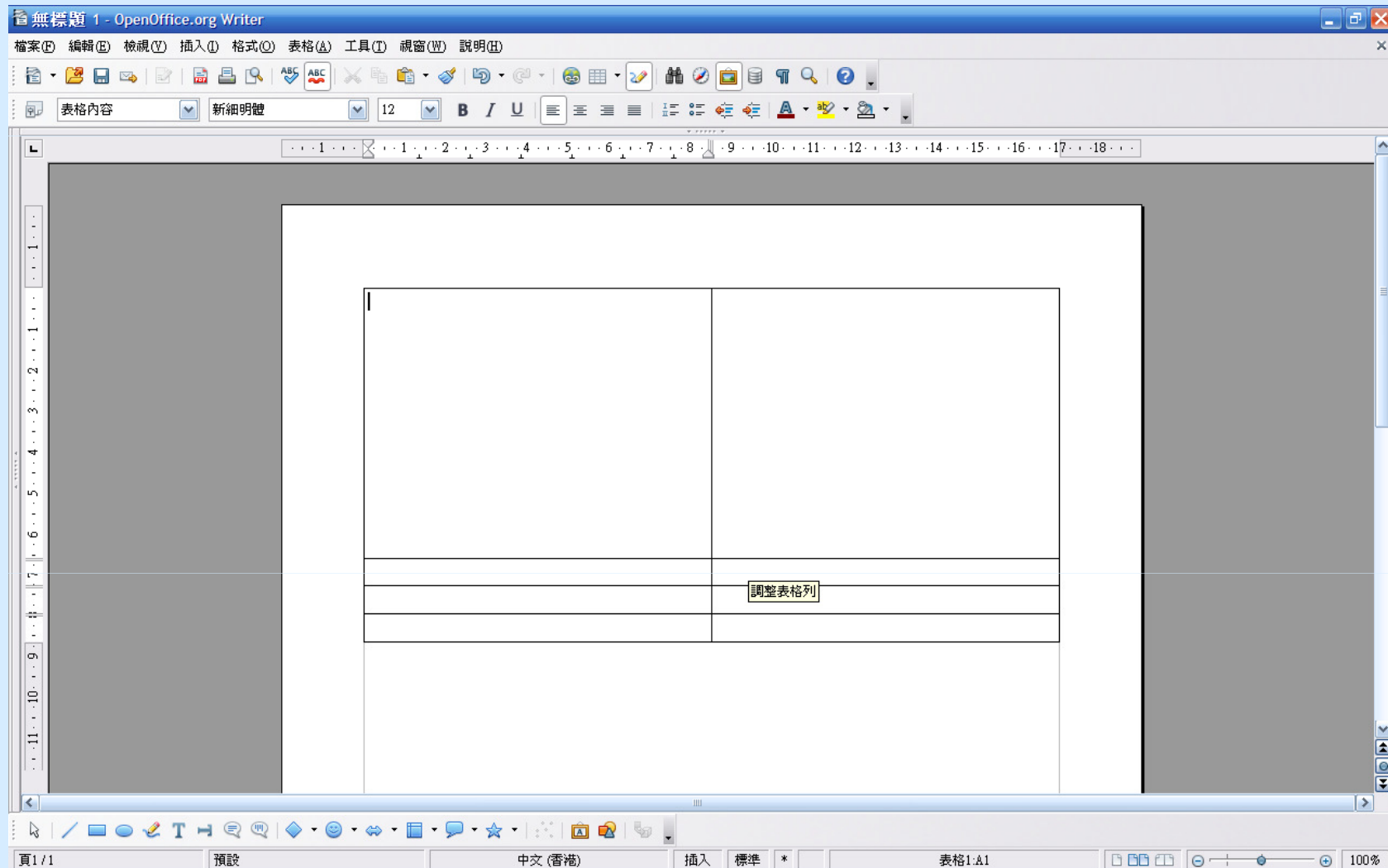
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (4)



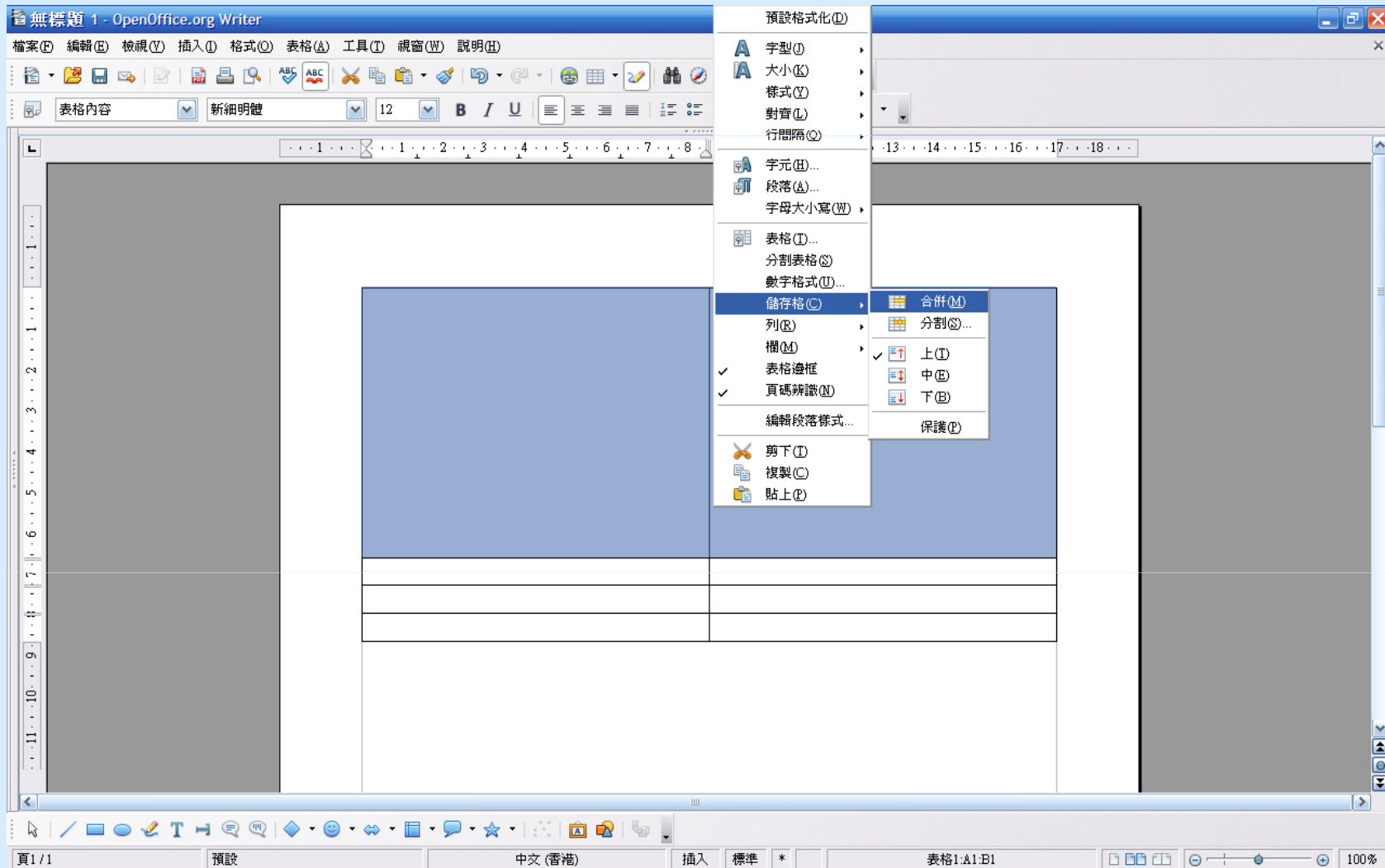
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (5)



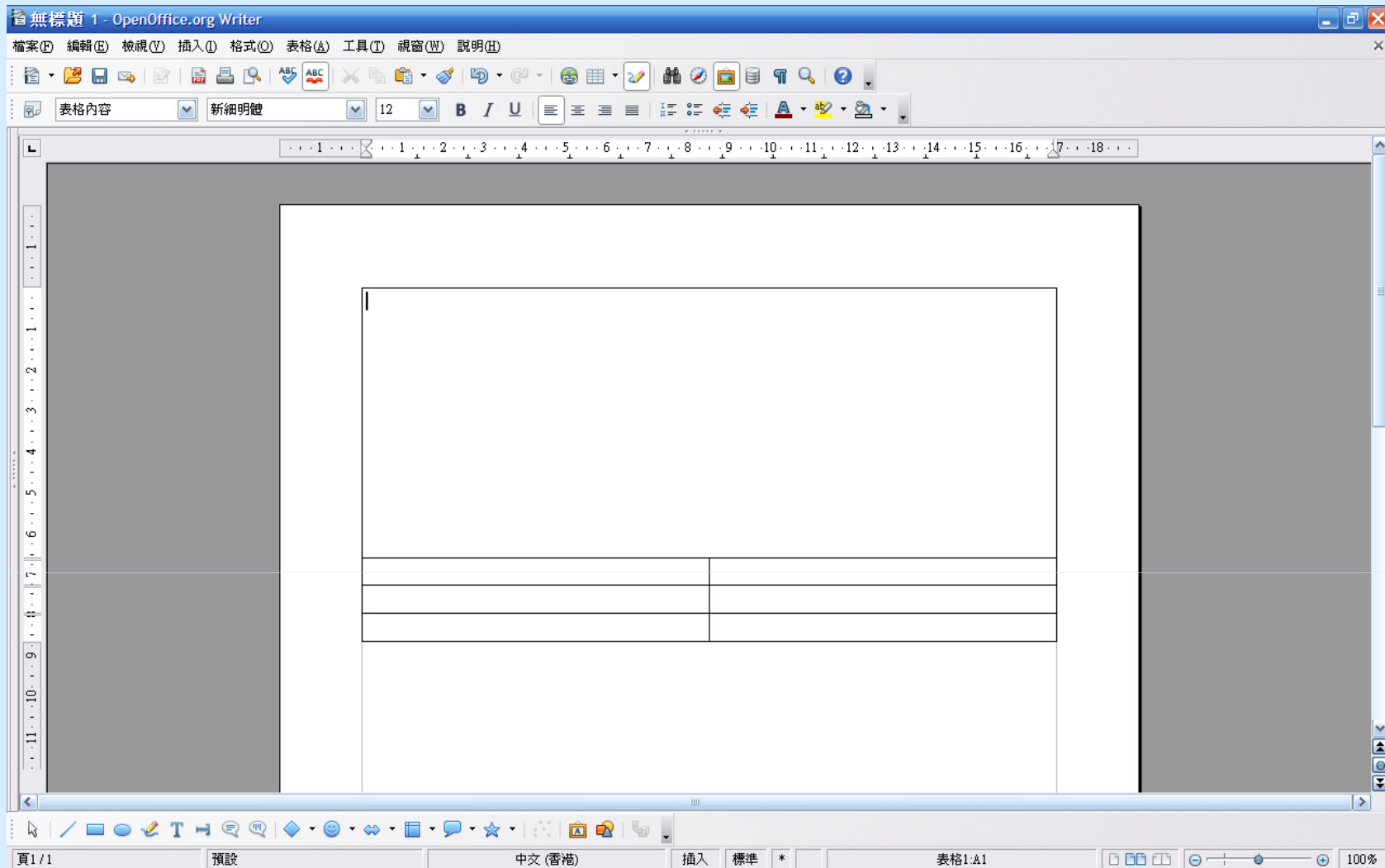
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (6)



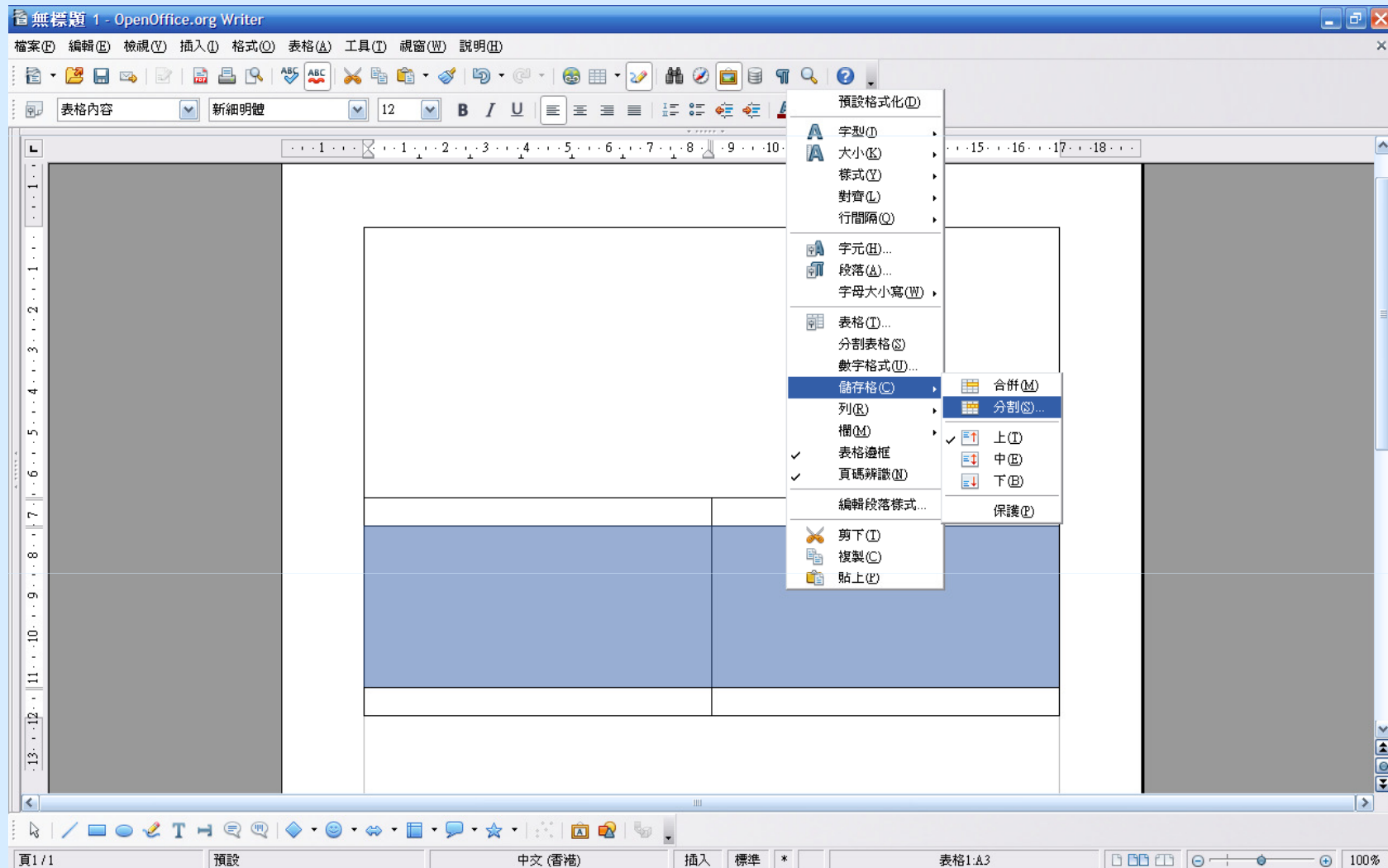
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (7)



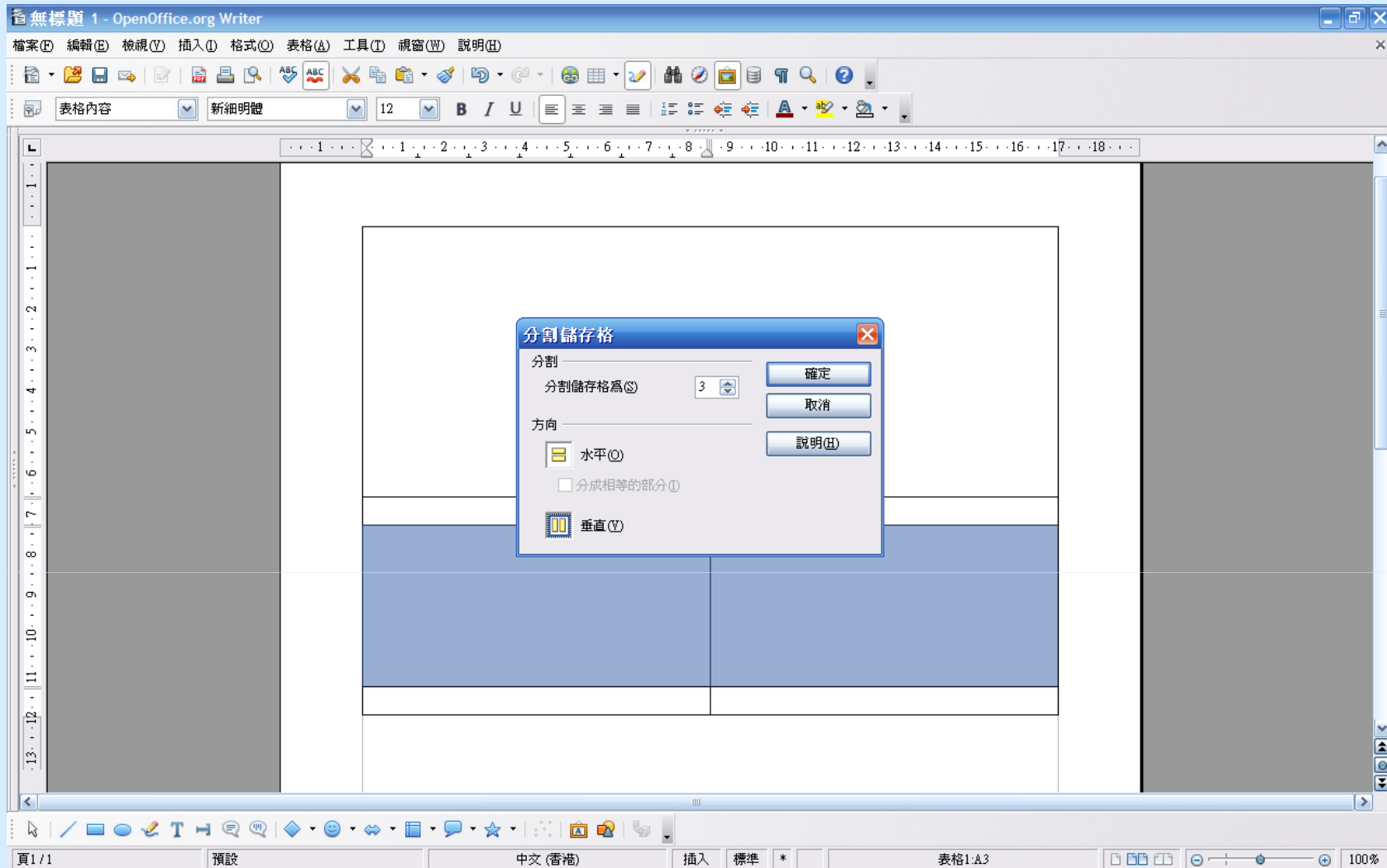
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (8)



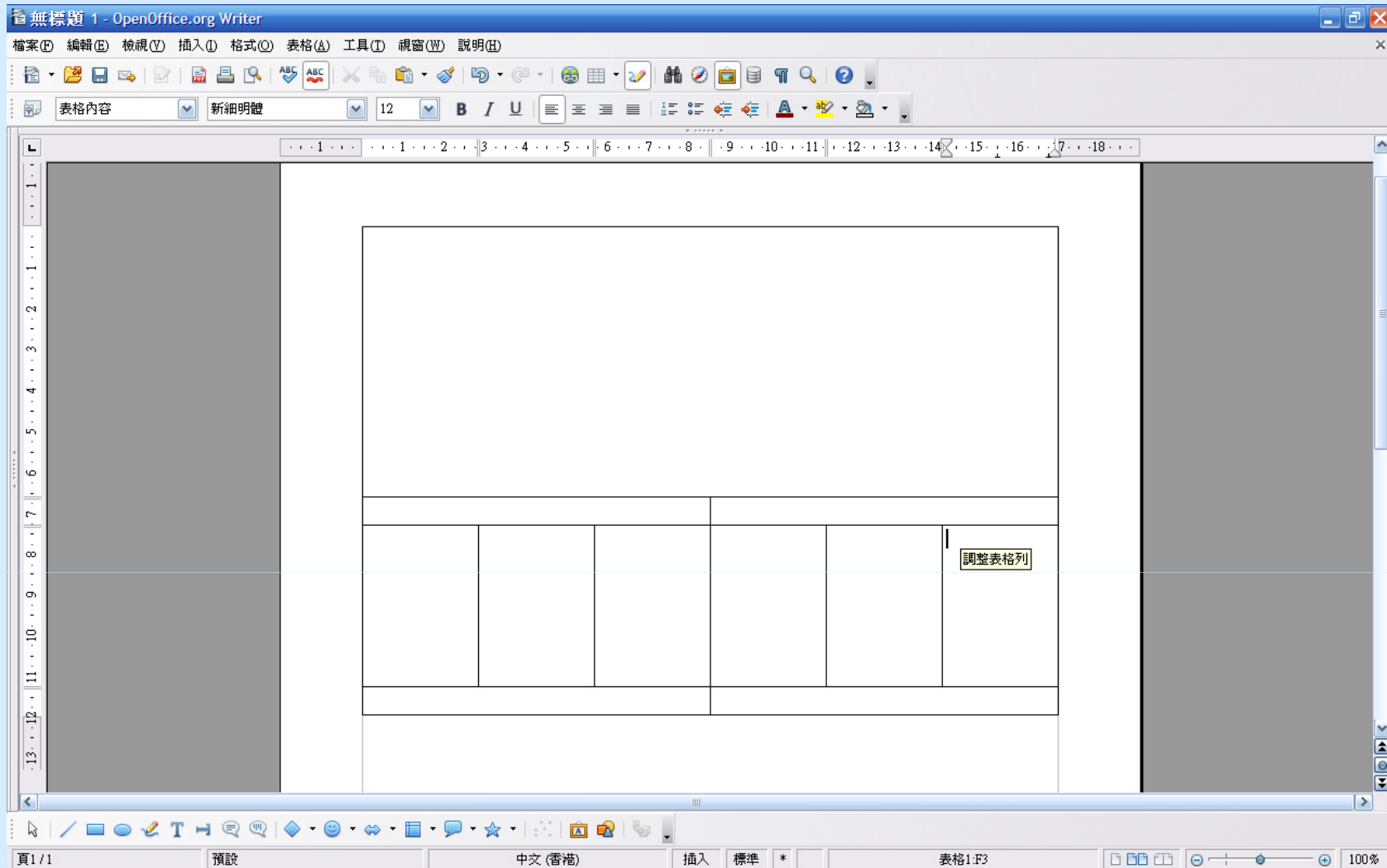
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (9)



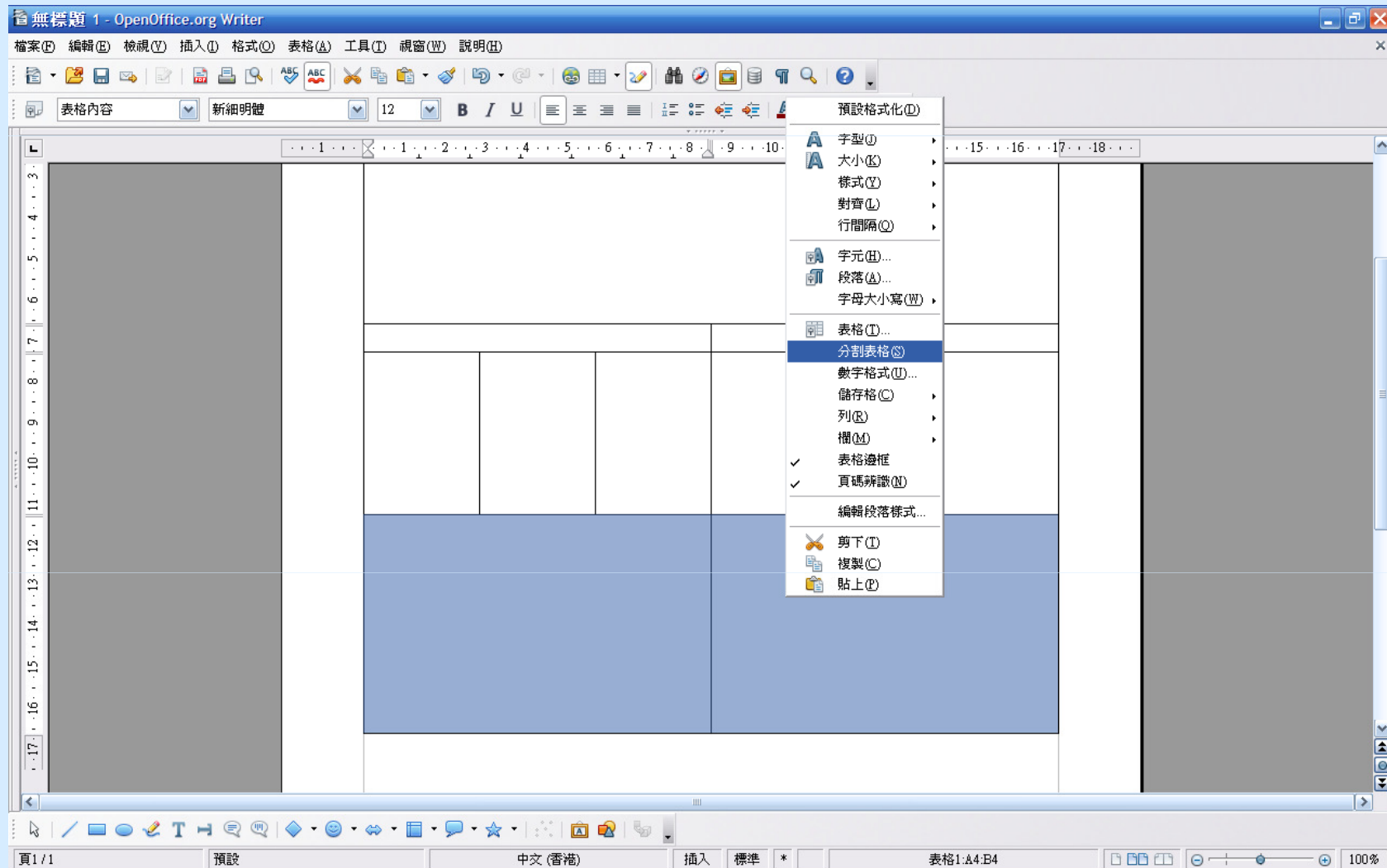
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (10)



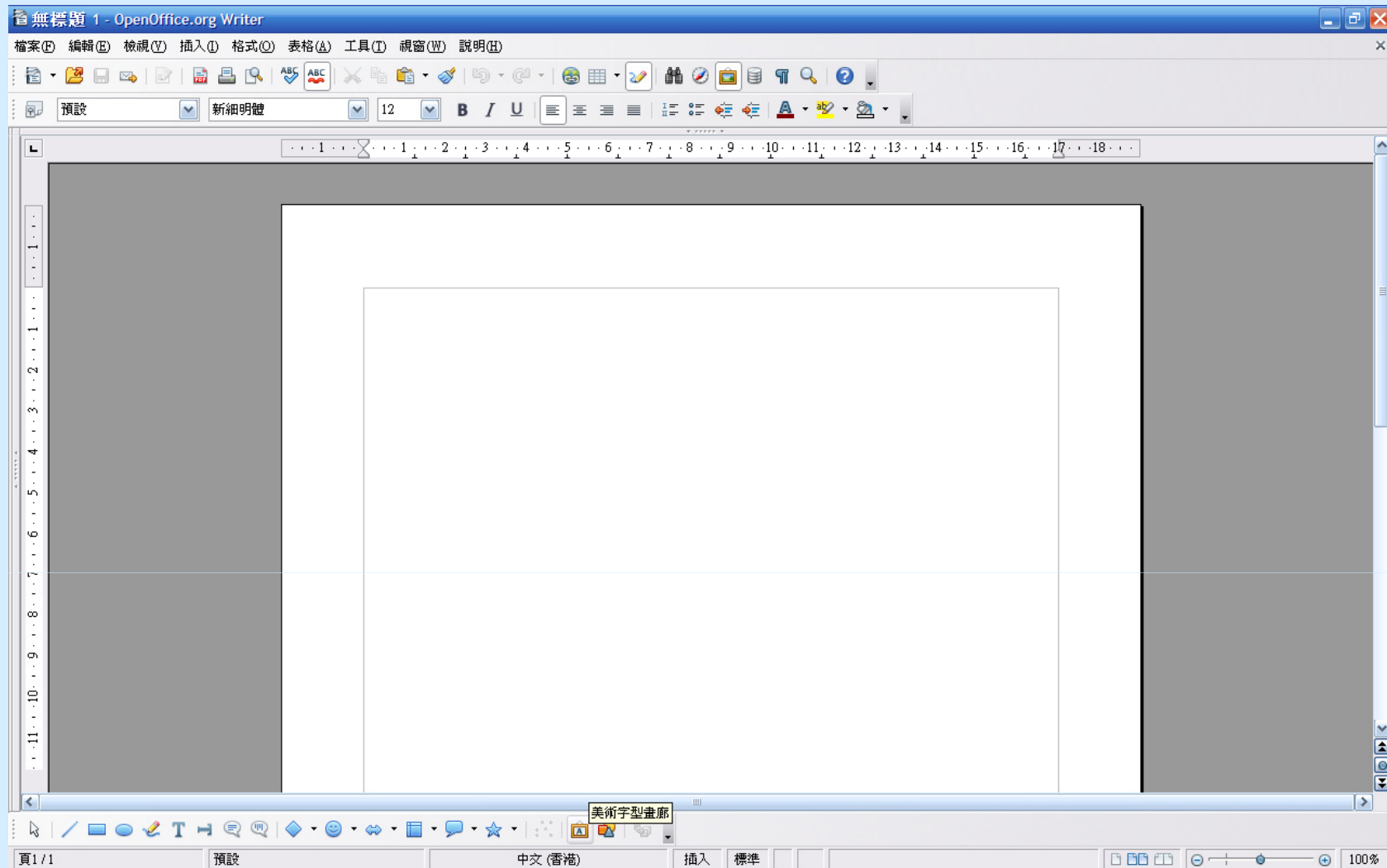
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 表格操作 (11)



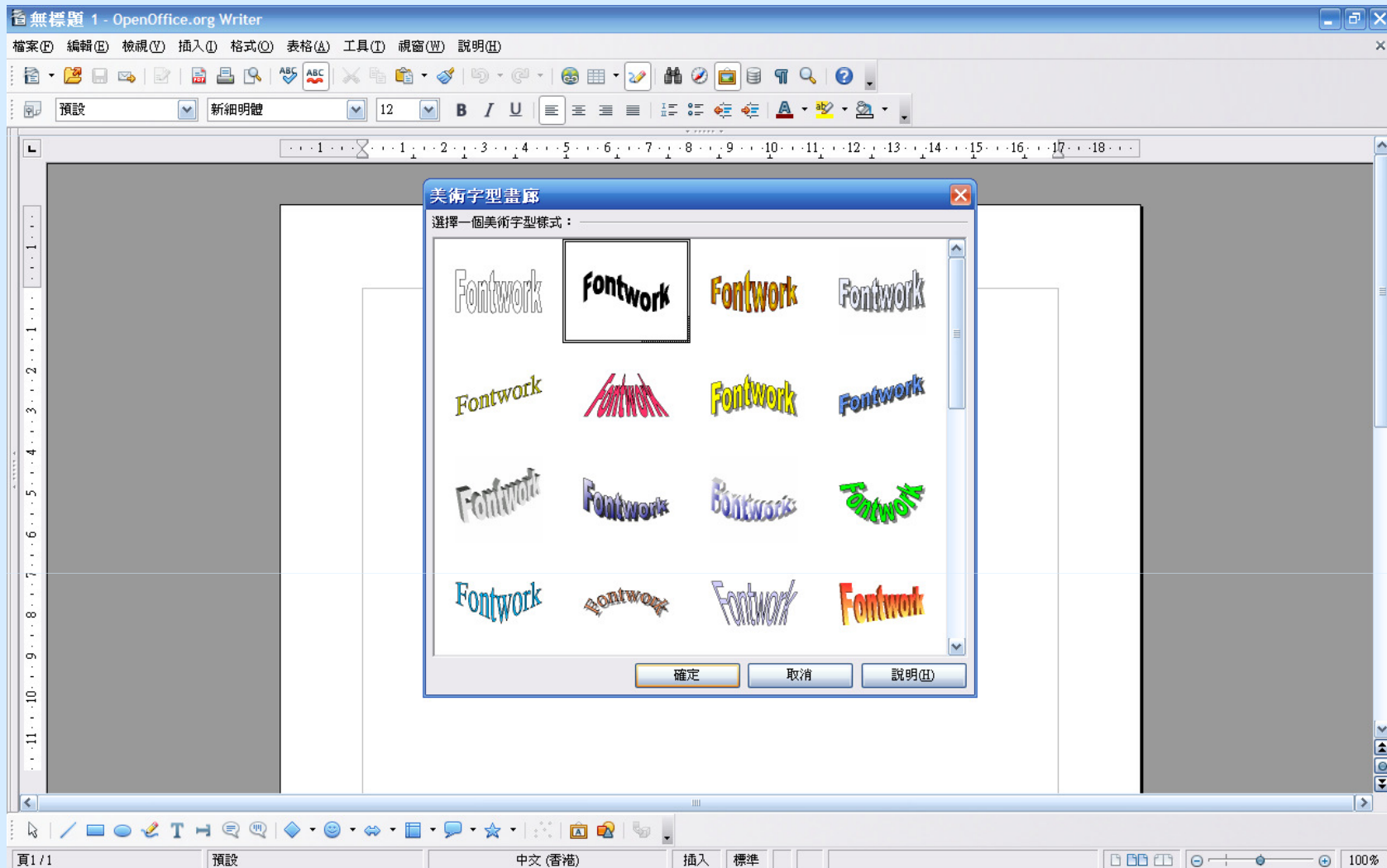
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 美術字型 (1)



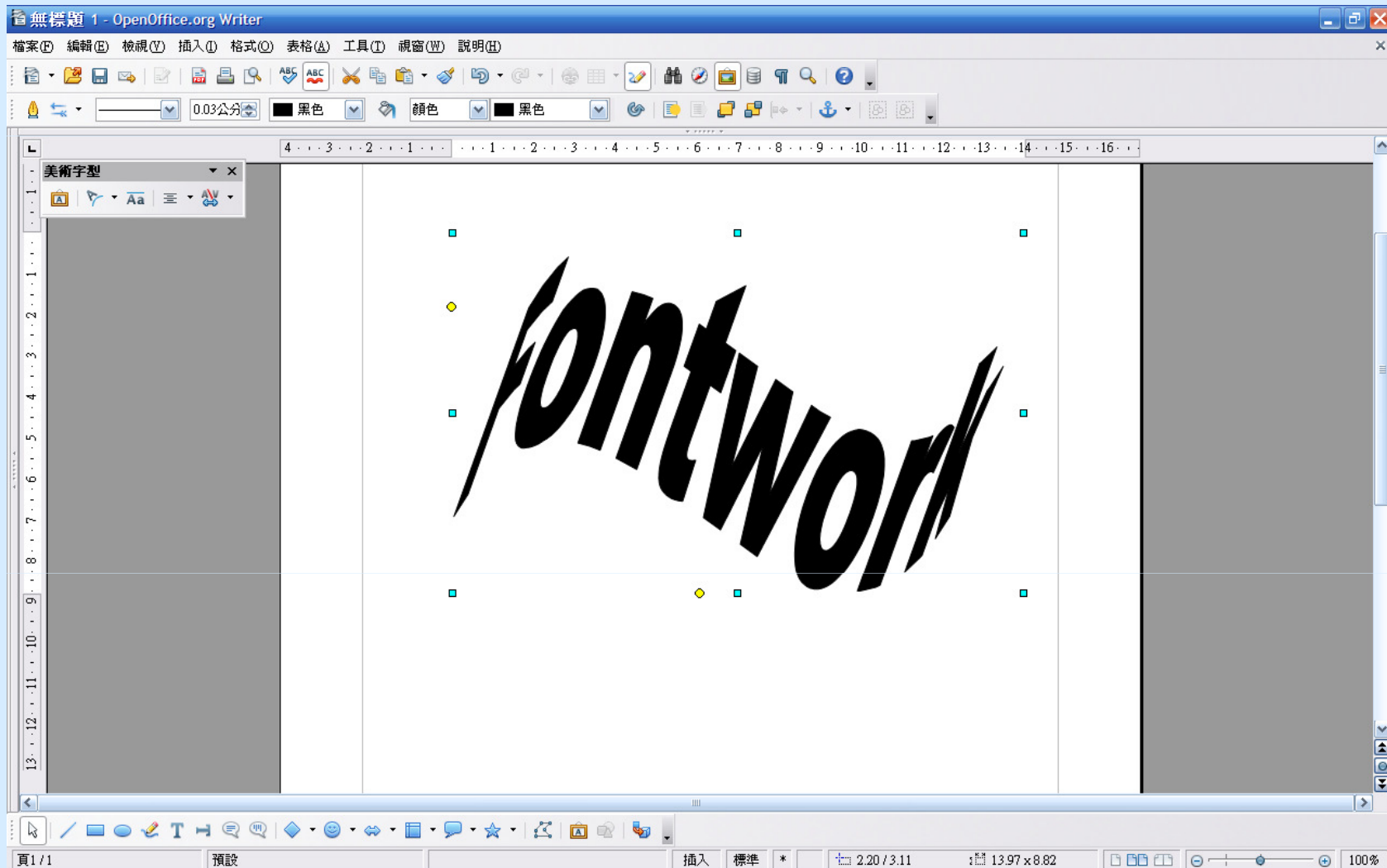
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 美術字型 (2)



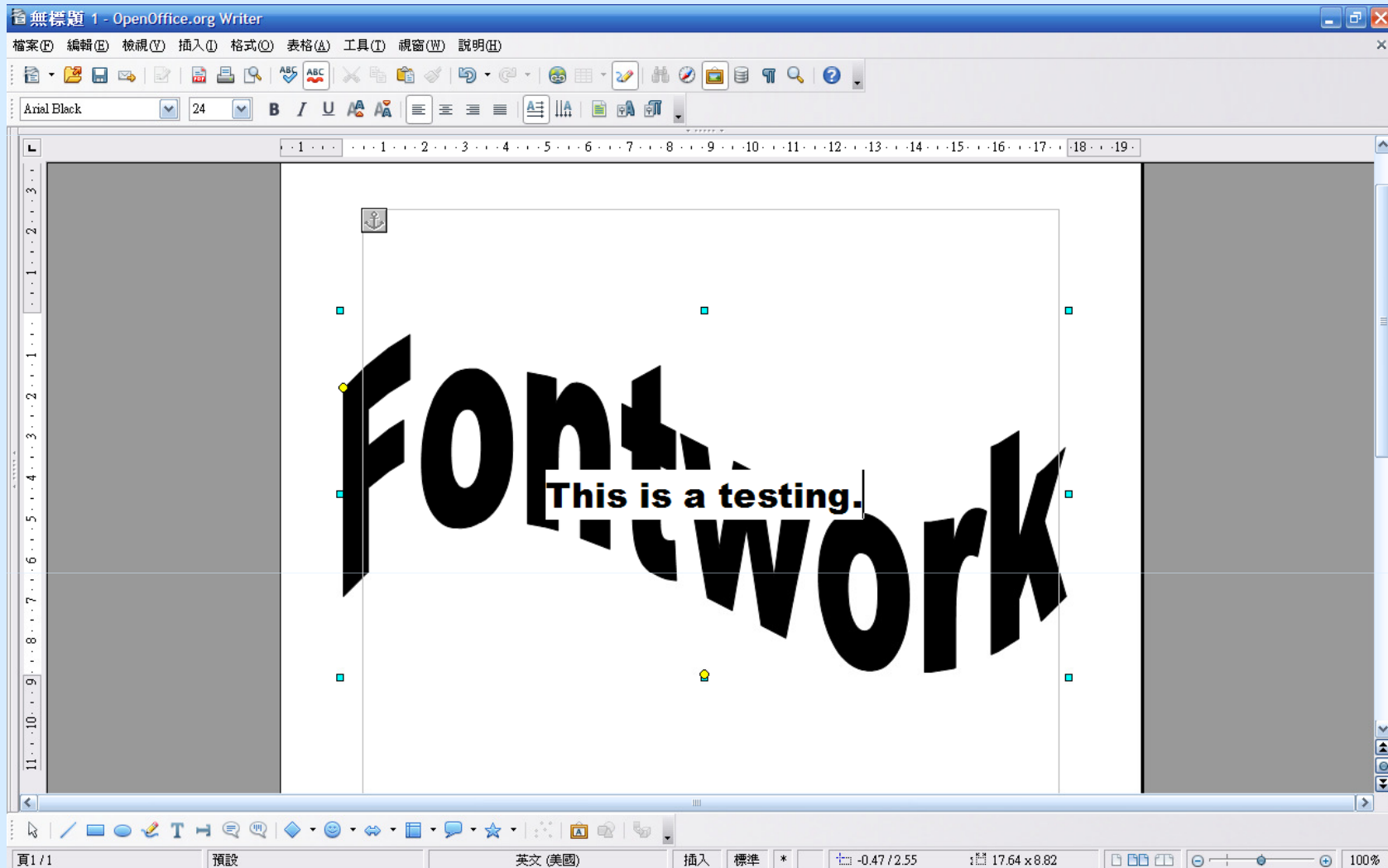
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 美術字型 (3)



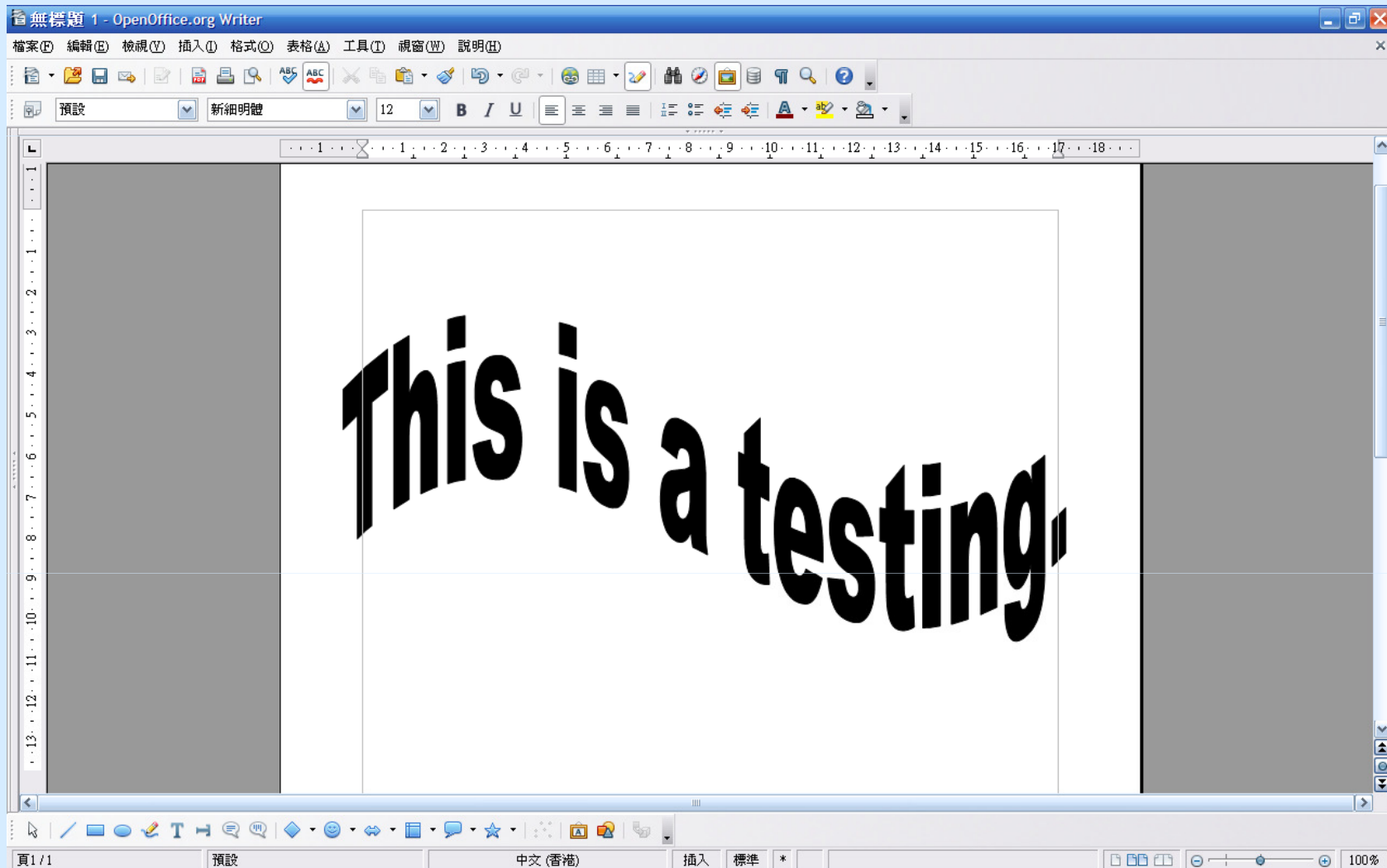
F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範 – 美術字型 (4)



F. OpenOffice.org 3 基本功能

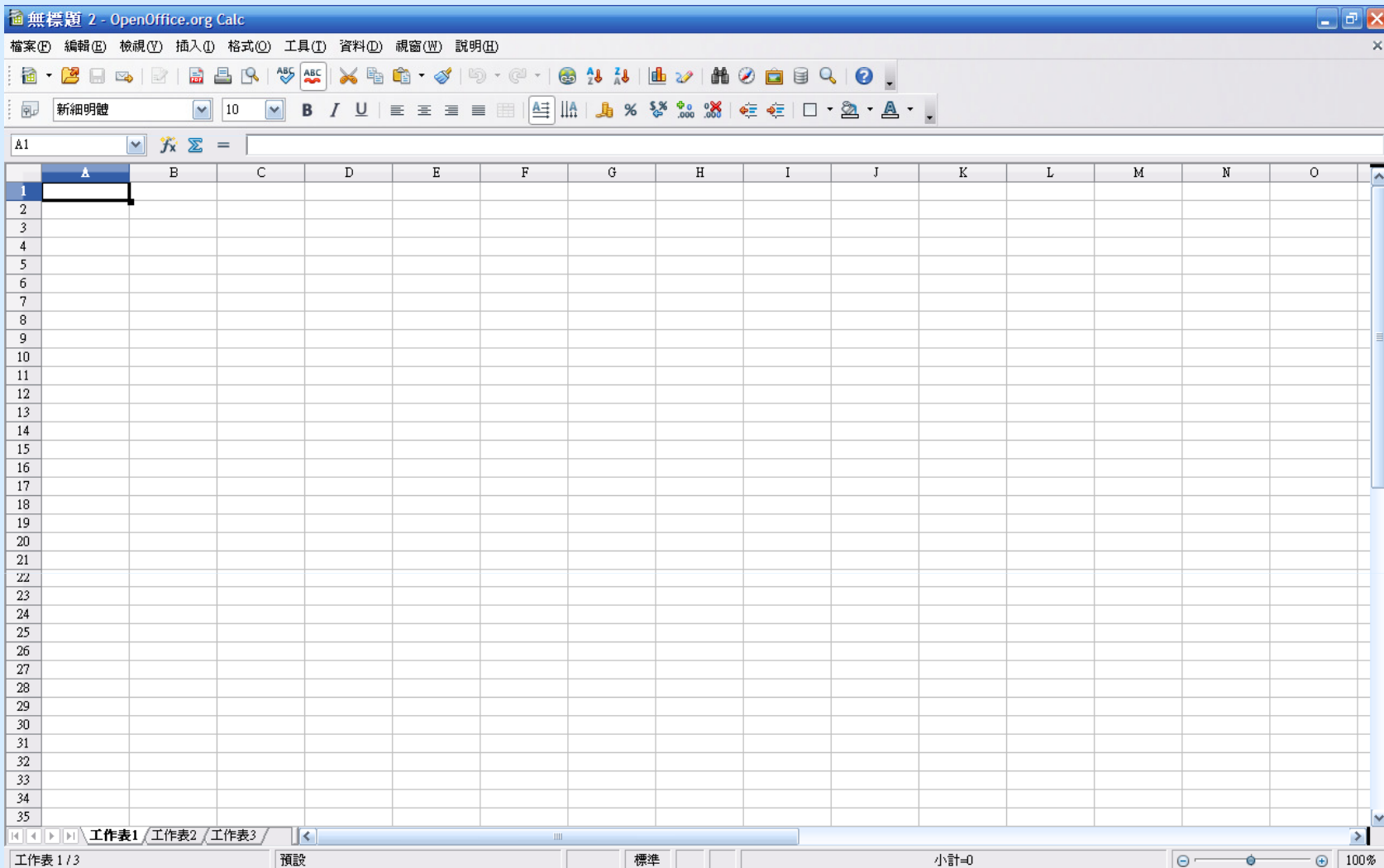
1. OpenOffice.org Writer 應用示範 – 美術字型 (5)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

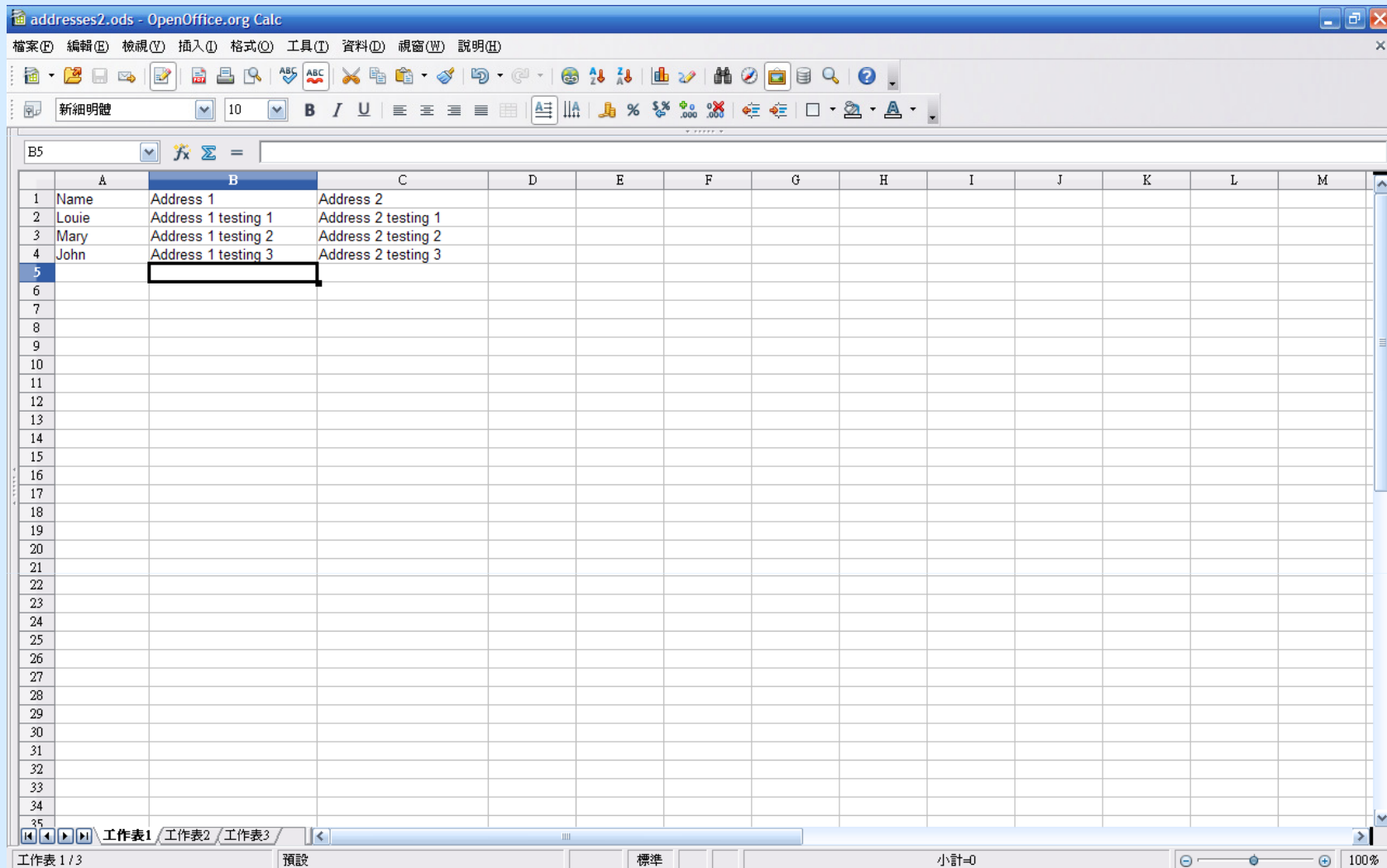
- 從Calc的資料列印地址 (1)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

- 從Calc的資料列印地址 (2)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

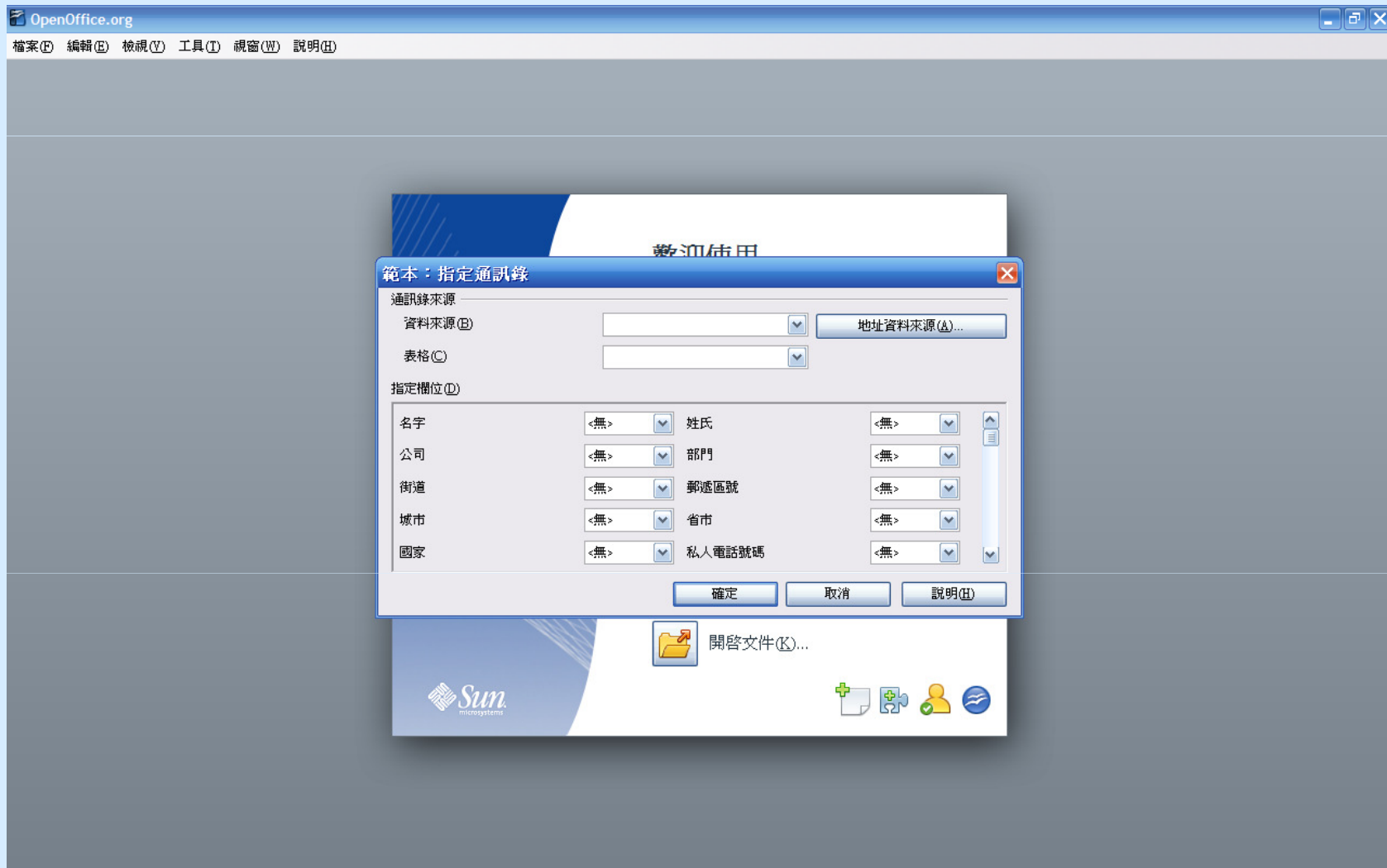
- 從Calc的資料列印地址 (3)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

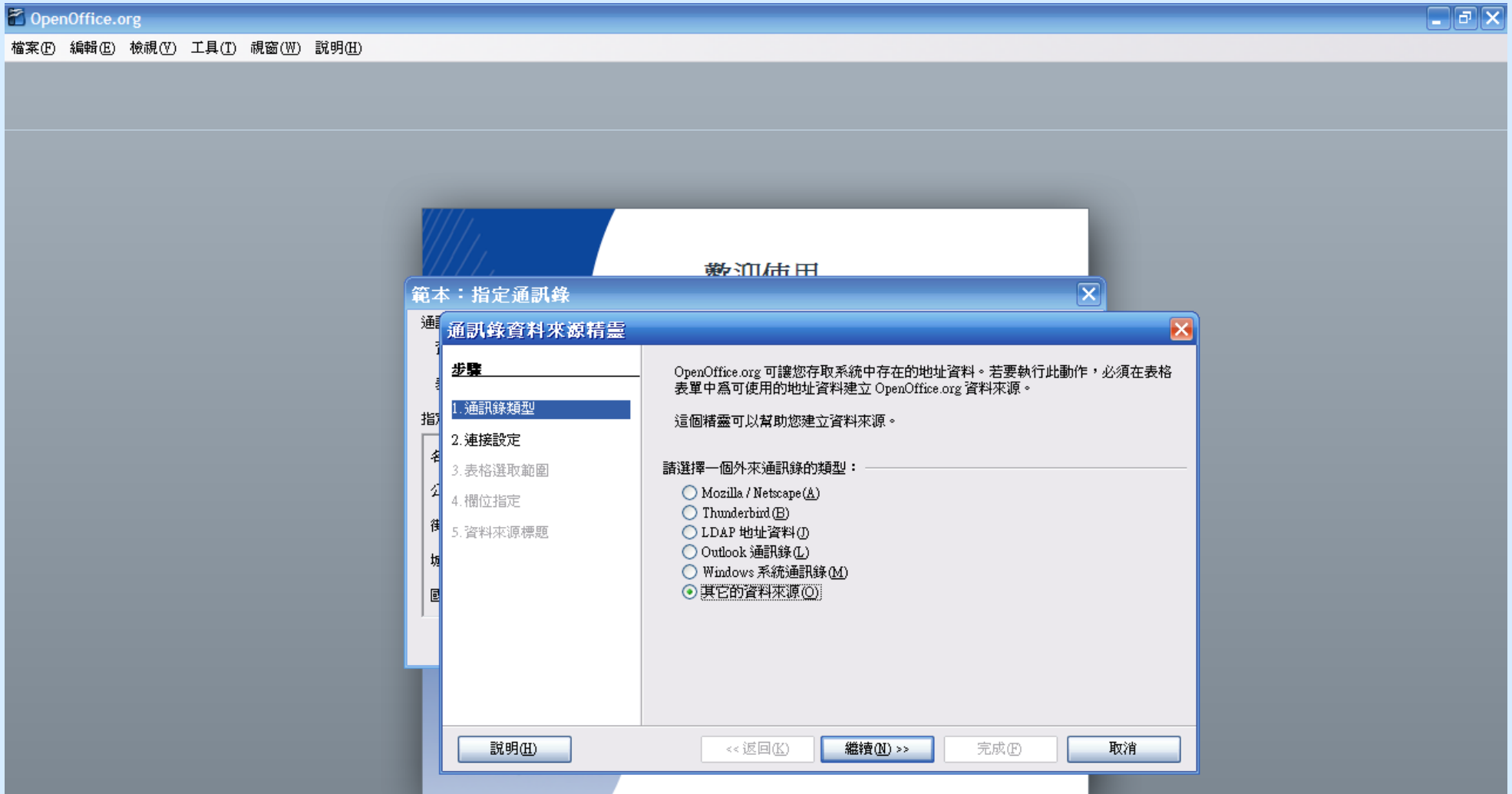
- 從Calc的資料列印地址 (4)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

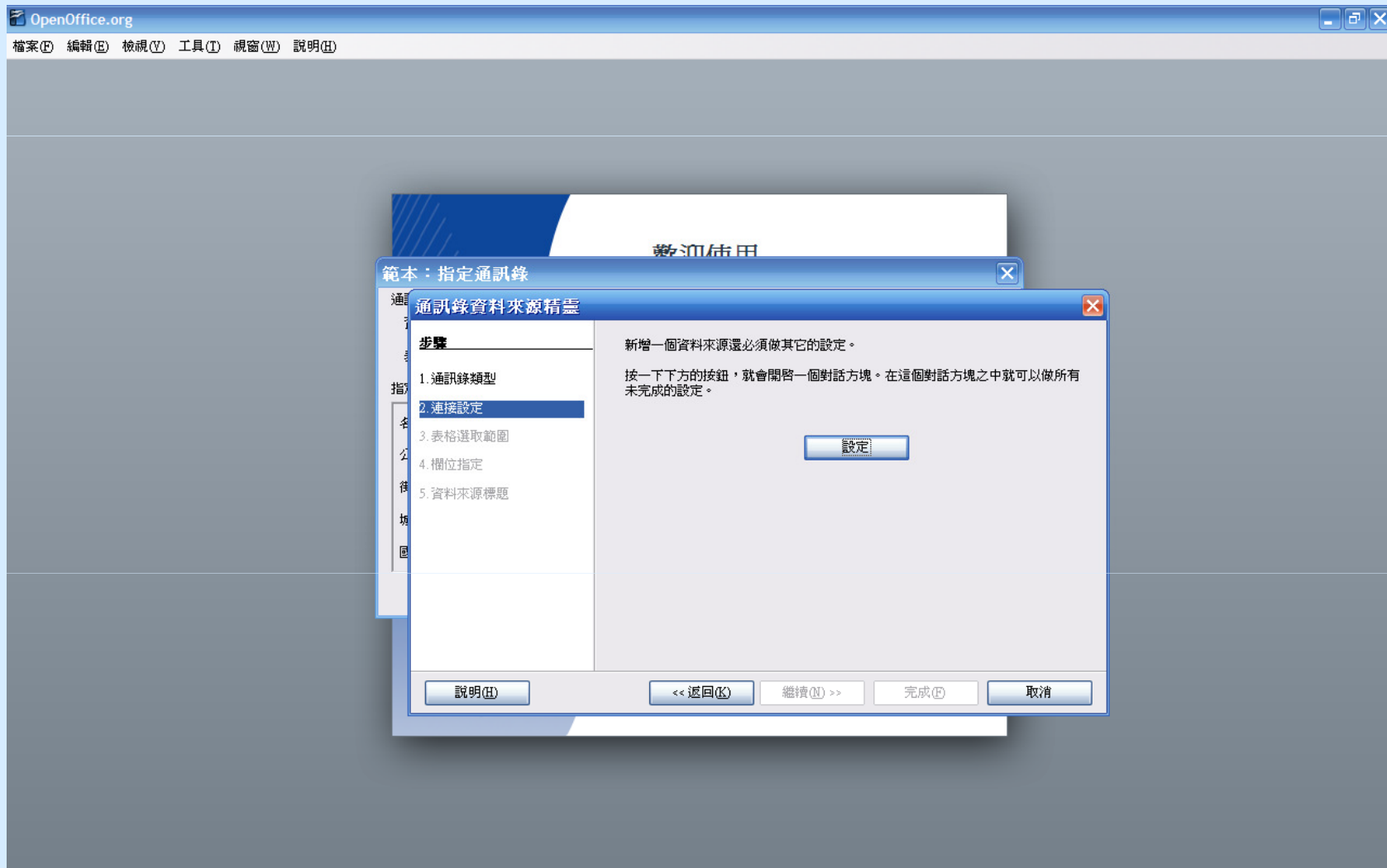
- 從Calc的資料列印地址 (5)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

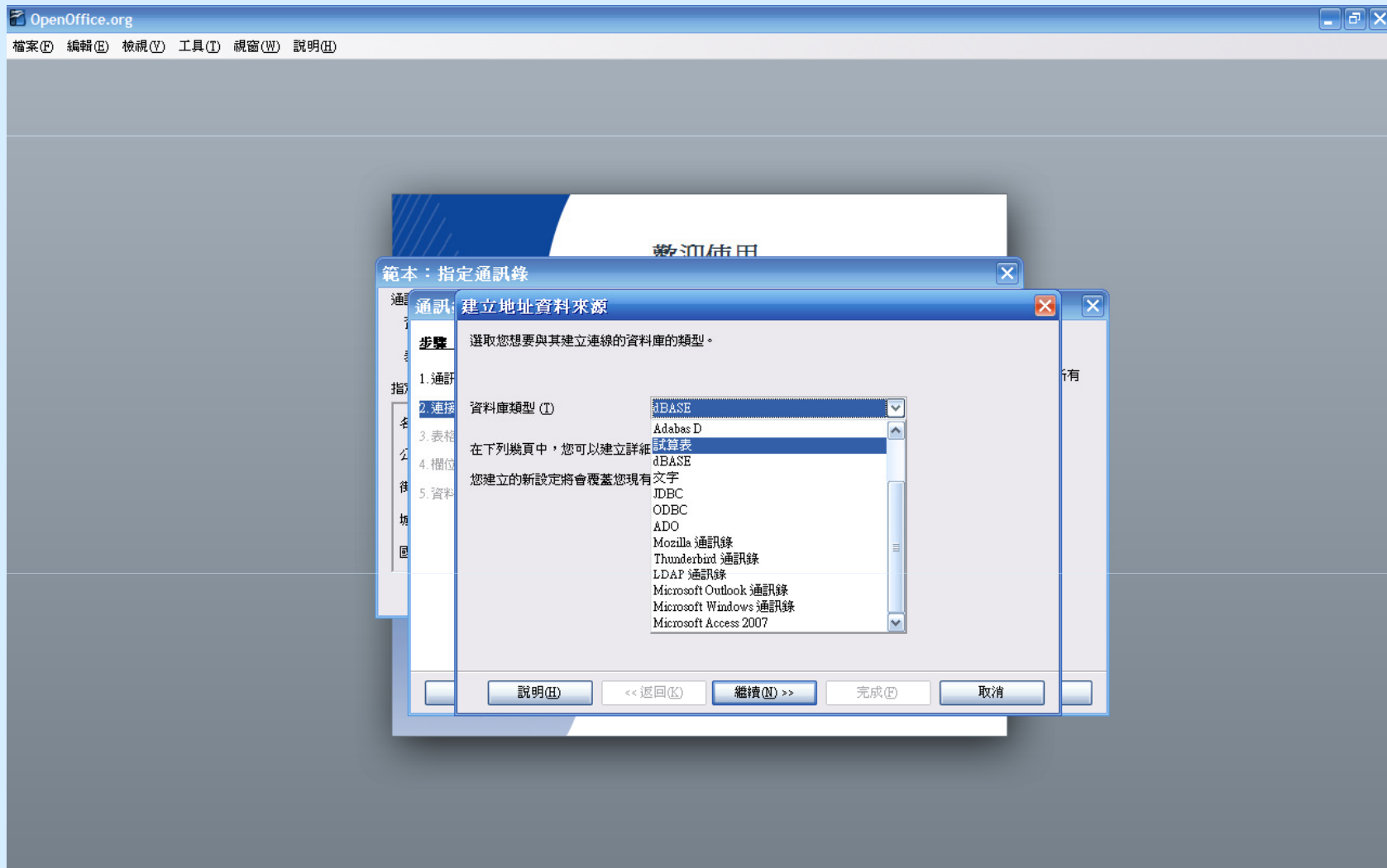
- 從Calc的資料列印地址 (6)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

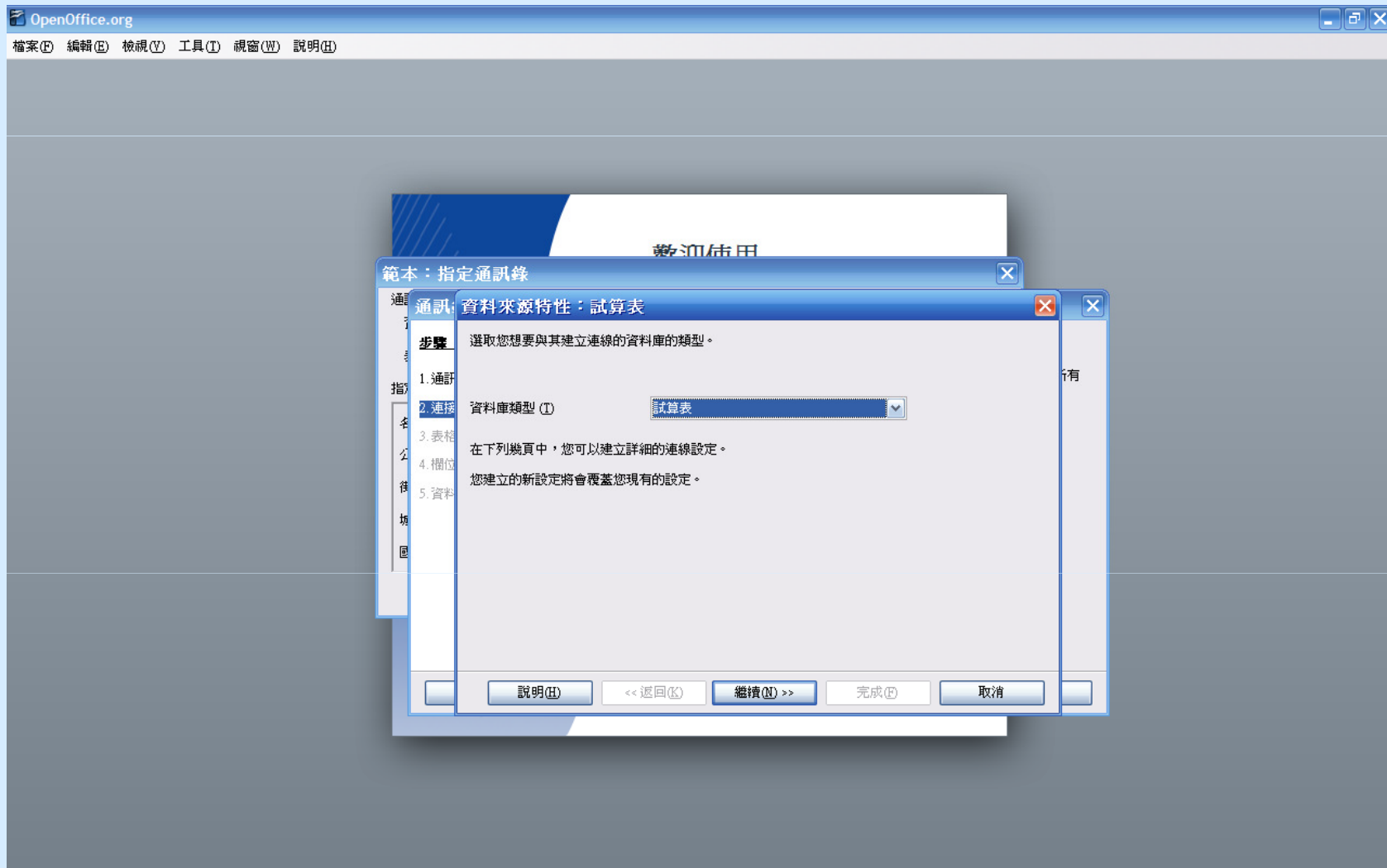
- 從Calc的資料列印地址 (7)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

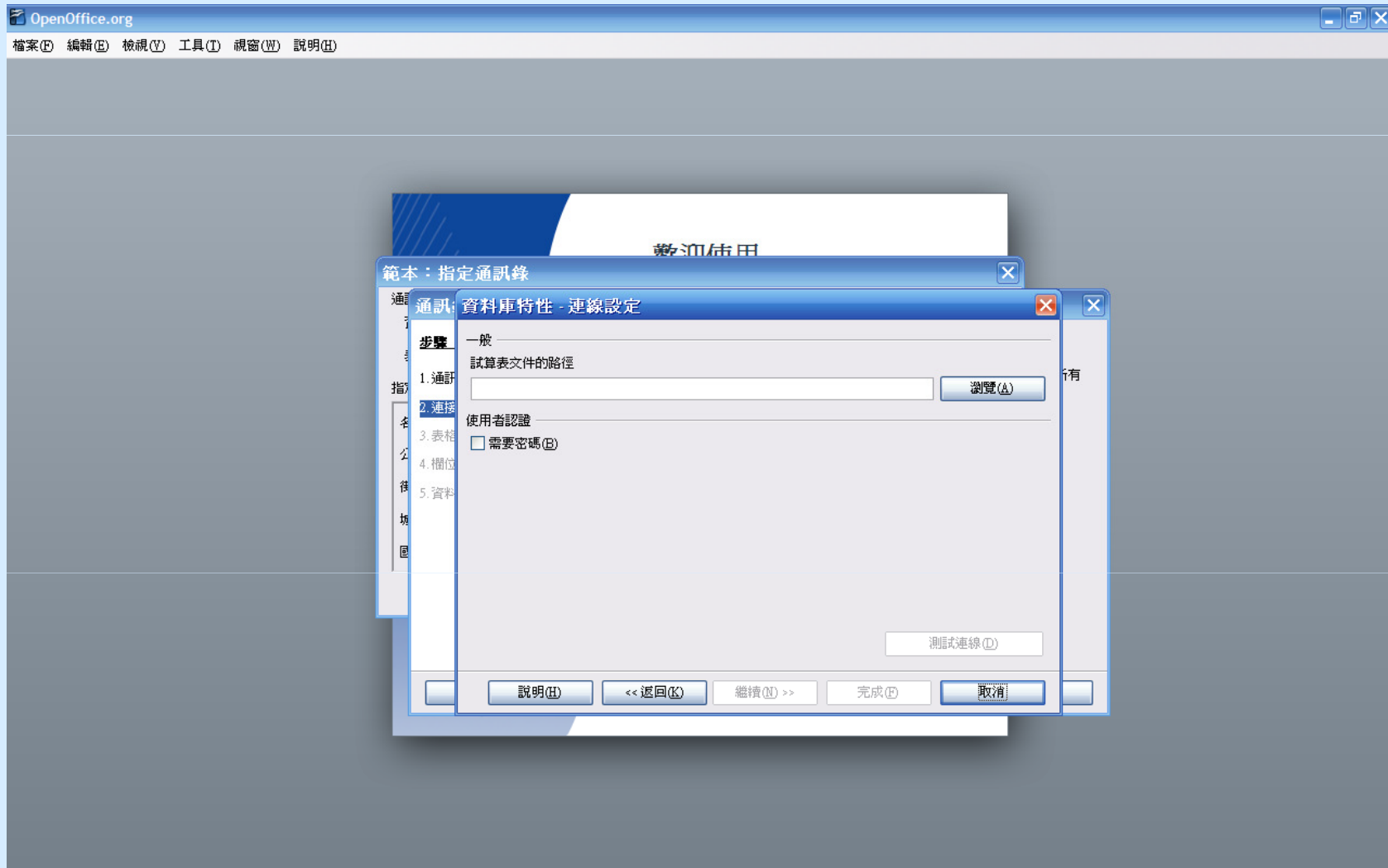
- 從Calc的資料列印地址 (8)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

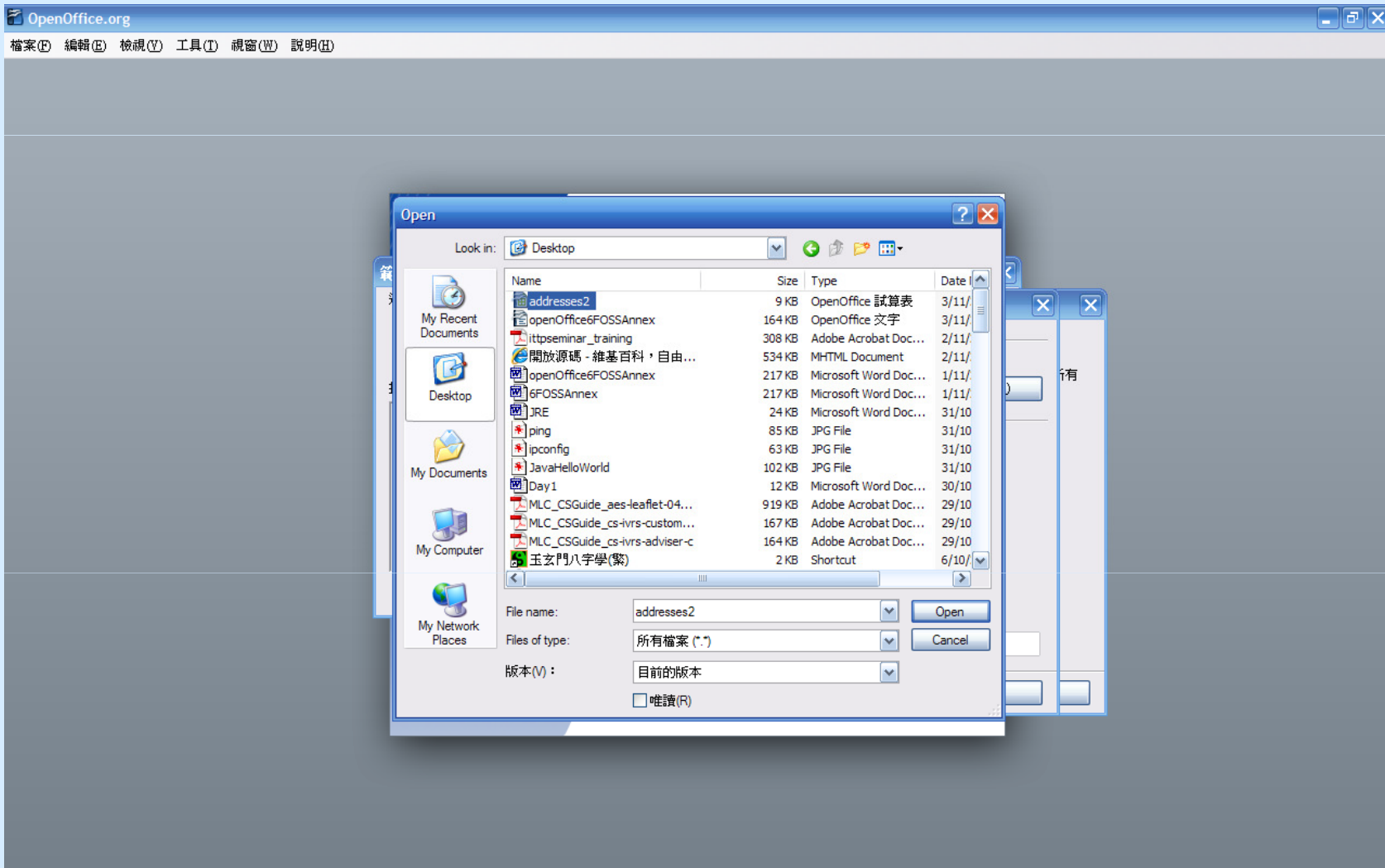
- 從Calc的資料列印地址 (9)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

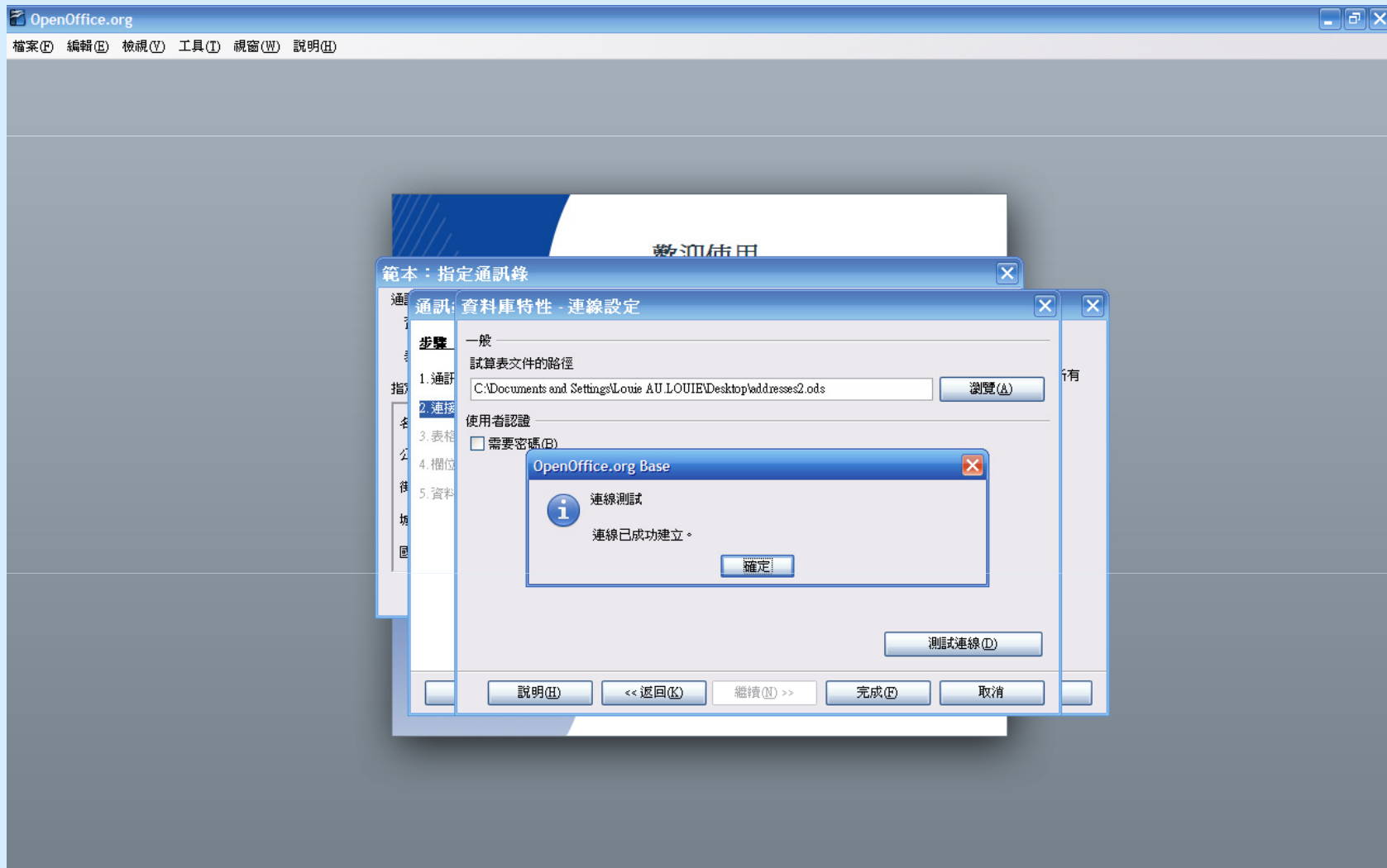
- 從Calc的資料列印地址 (10)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

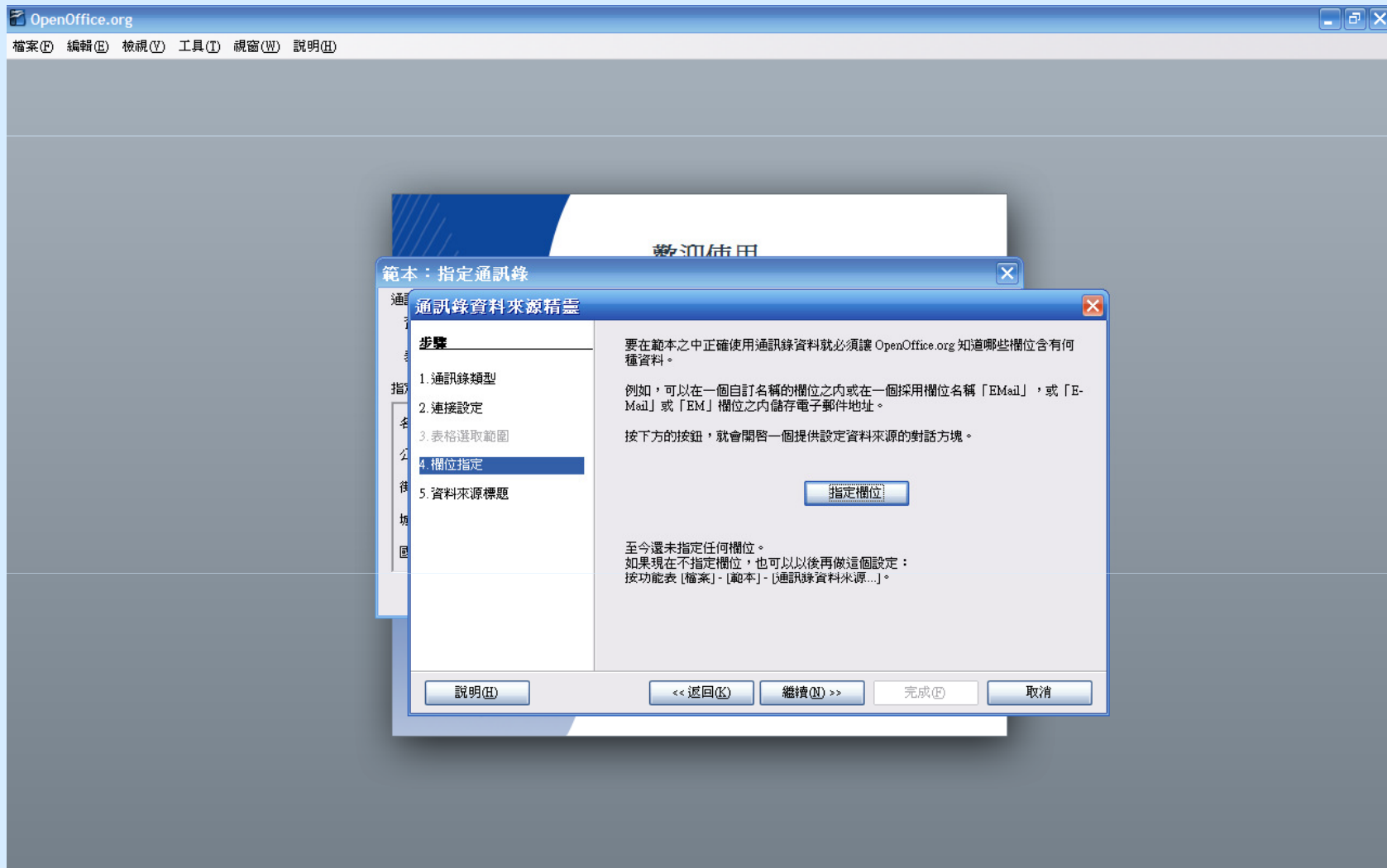
- 從Calc的資料列印地址 (11)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

- 從Calc的資料列印地址 (12)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

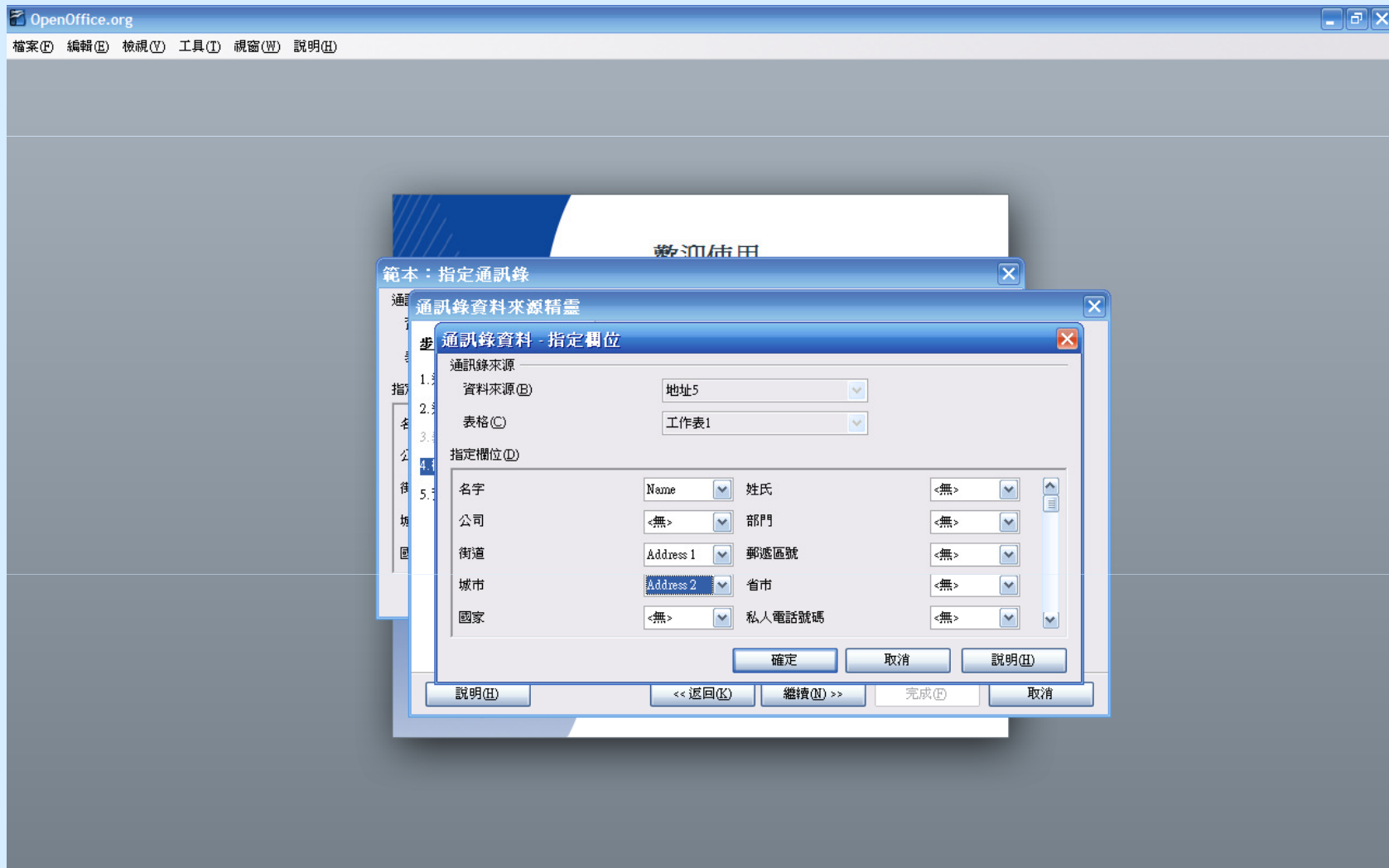
- 從Calc的資料列印地址 (13)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

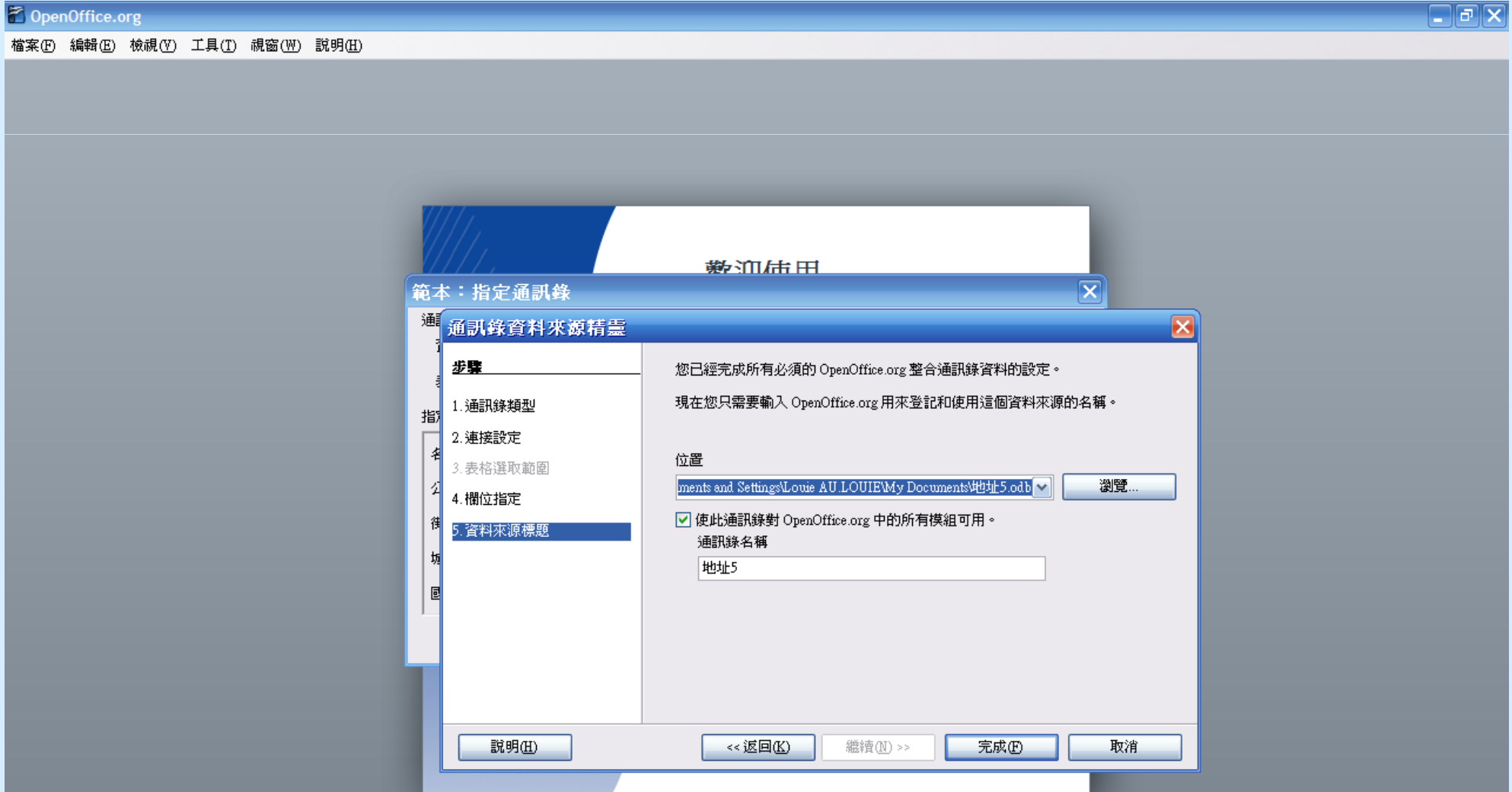
- 從Calc的資料列印地址 (14)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

- 從Calc的資料列印地址 (15)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

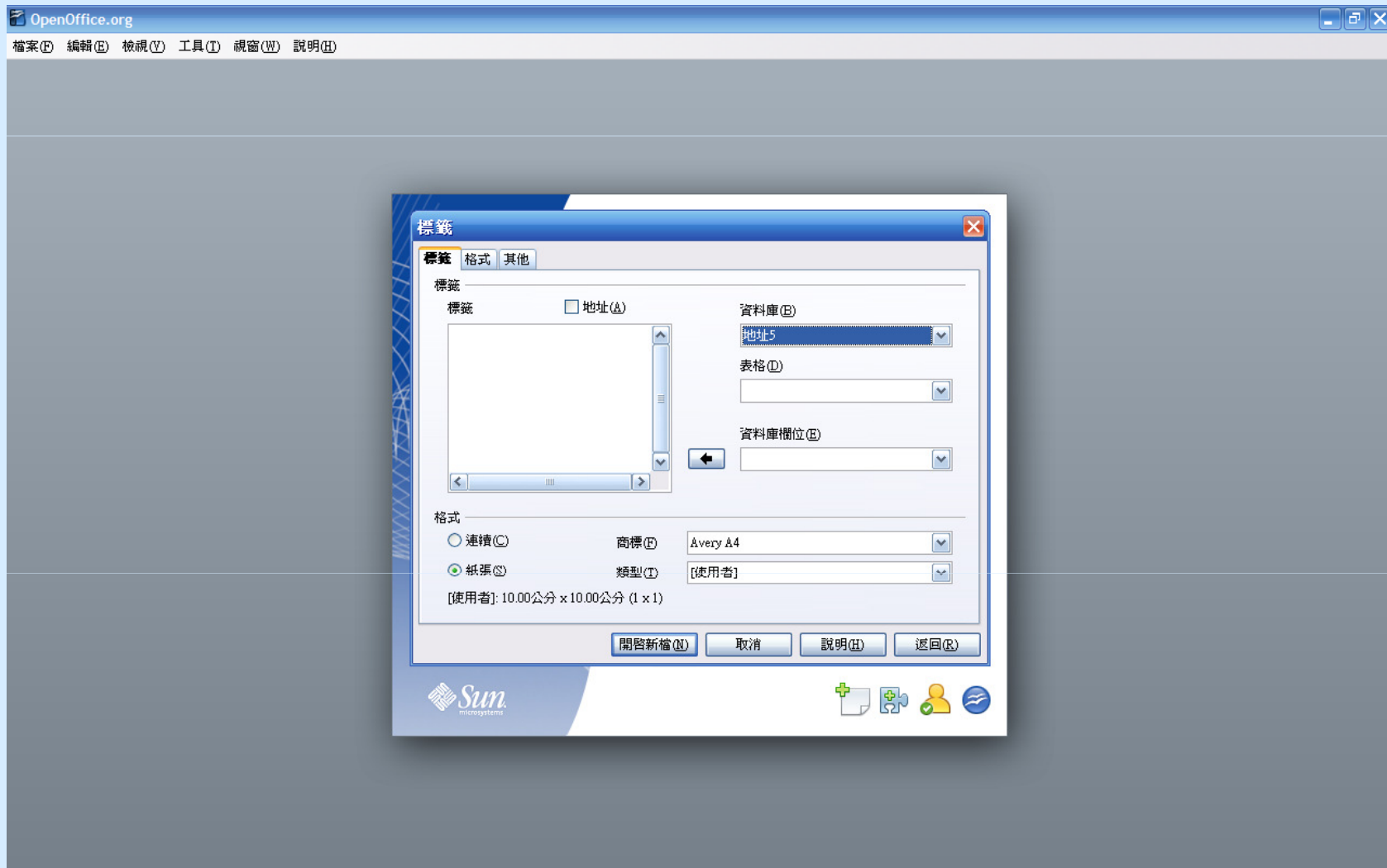
- 從Calc的資料列印地址 (16)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

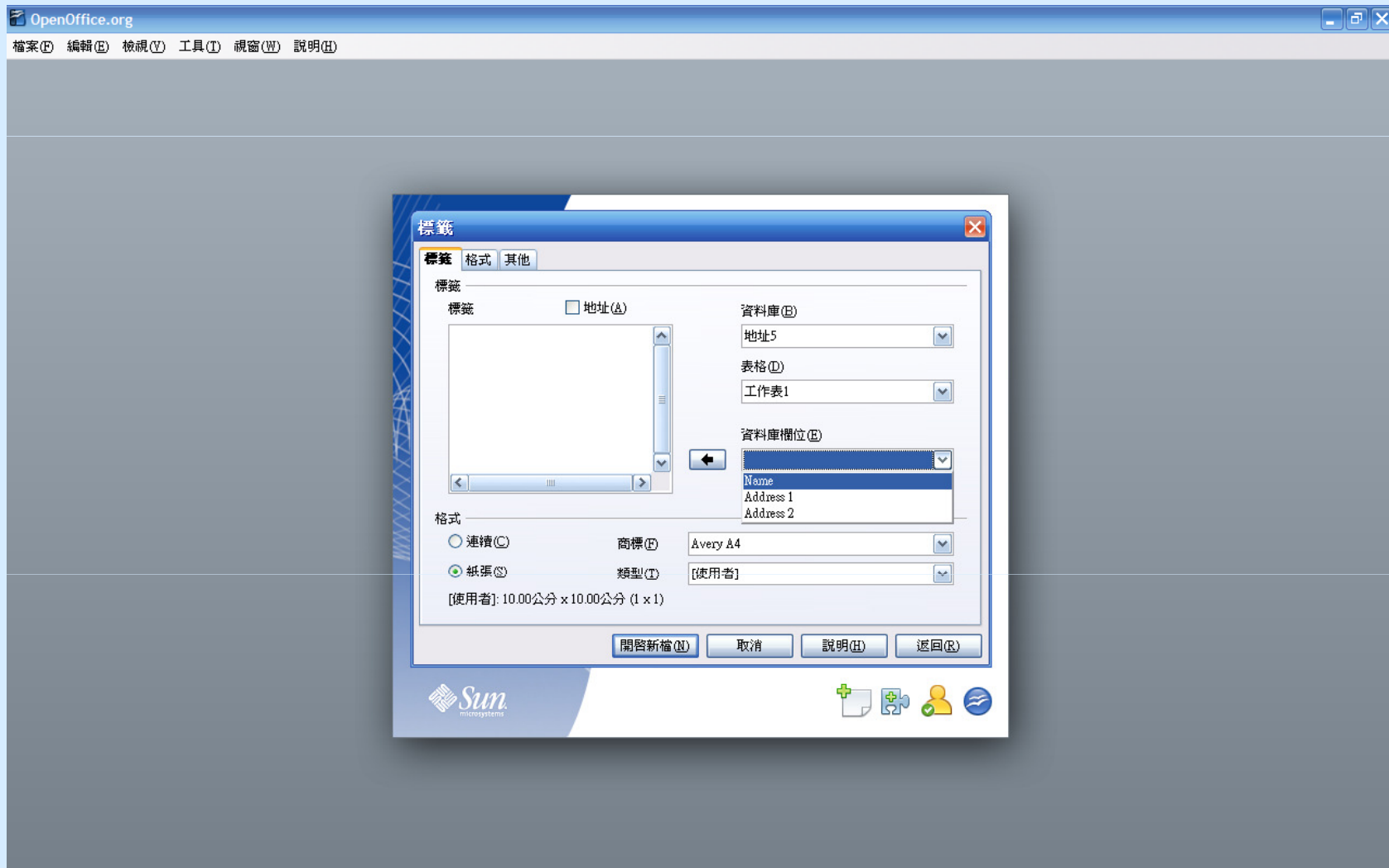
- 從Calc的資料列印地址 (17)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

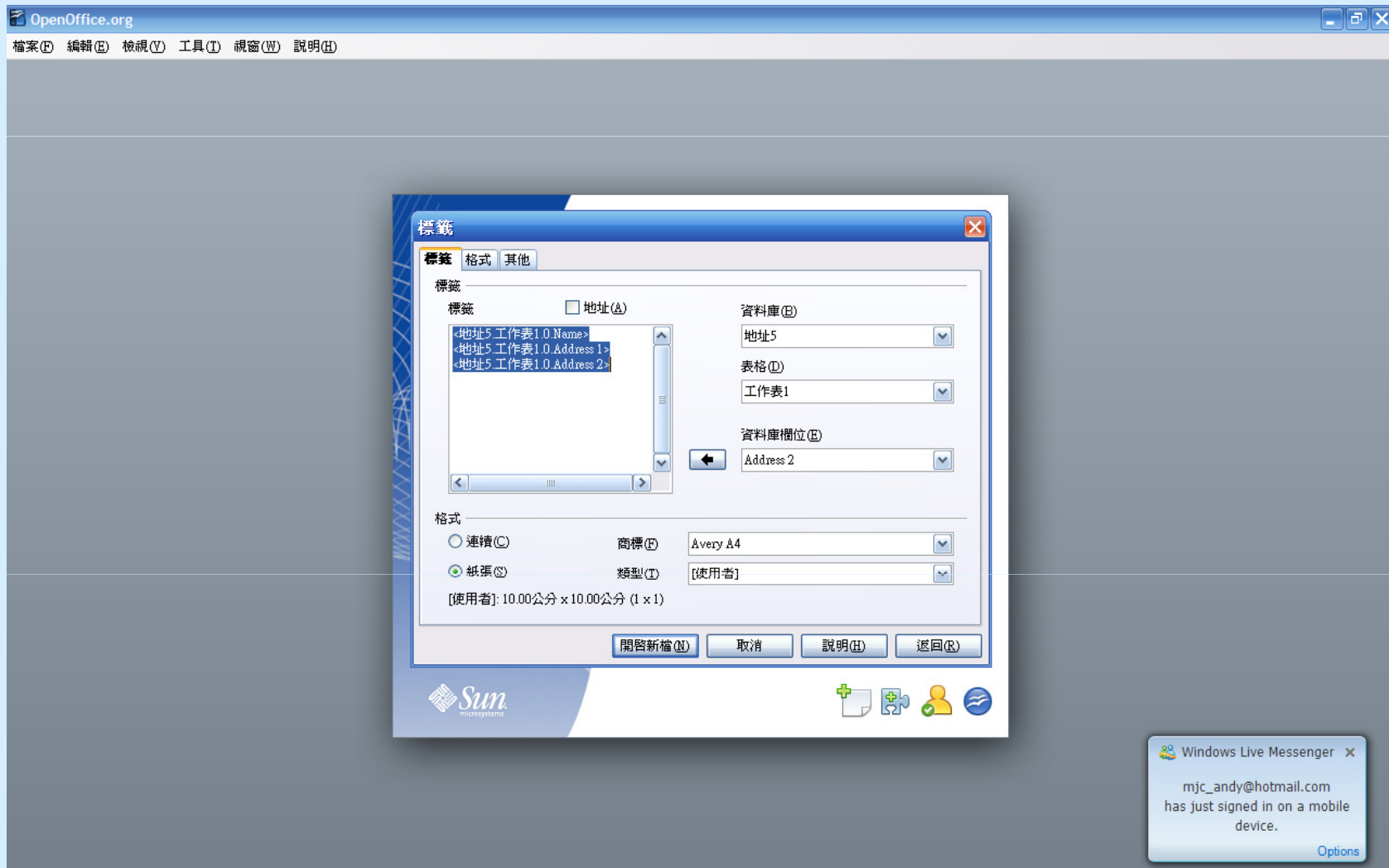
- 從Calc的資料列印地址 (18)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

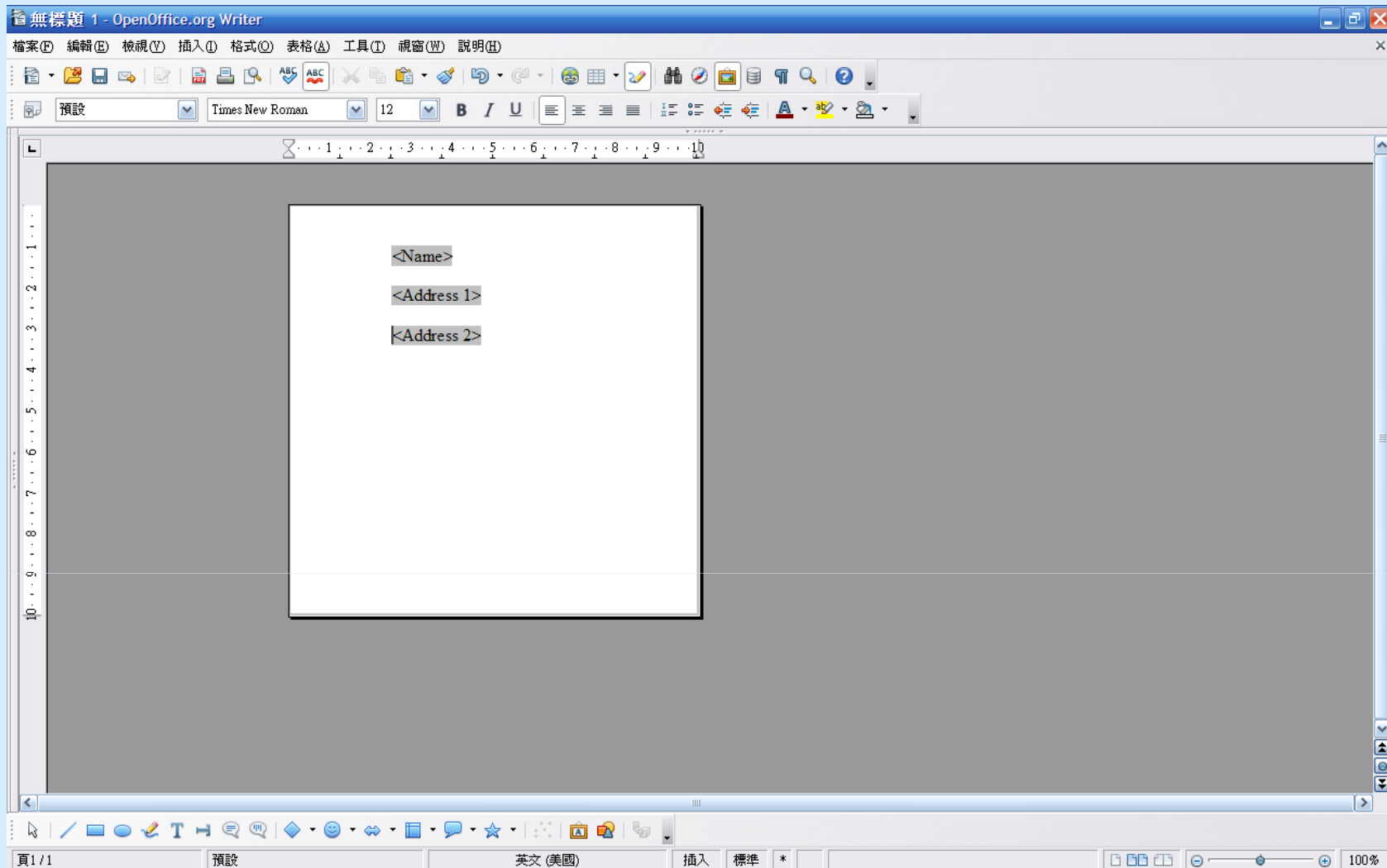
- 從Calc的資料列印地址 (19)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

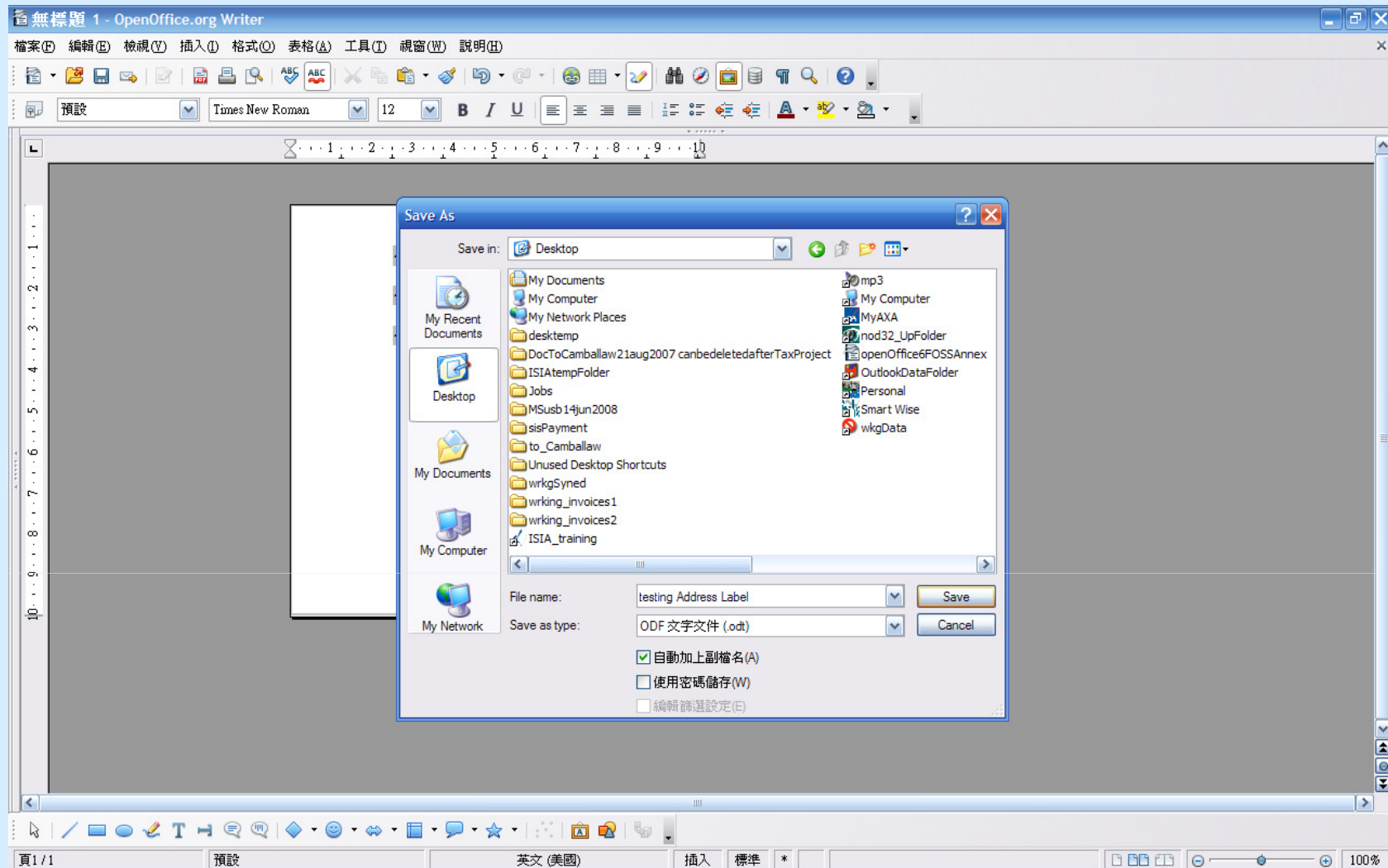
- 從Calc的資料列印地址 (20)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

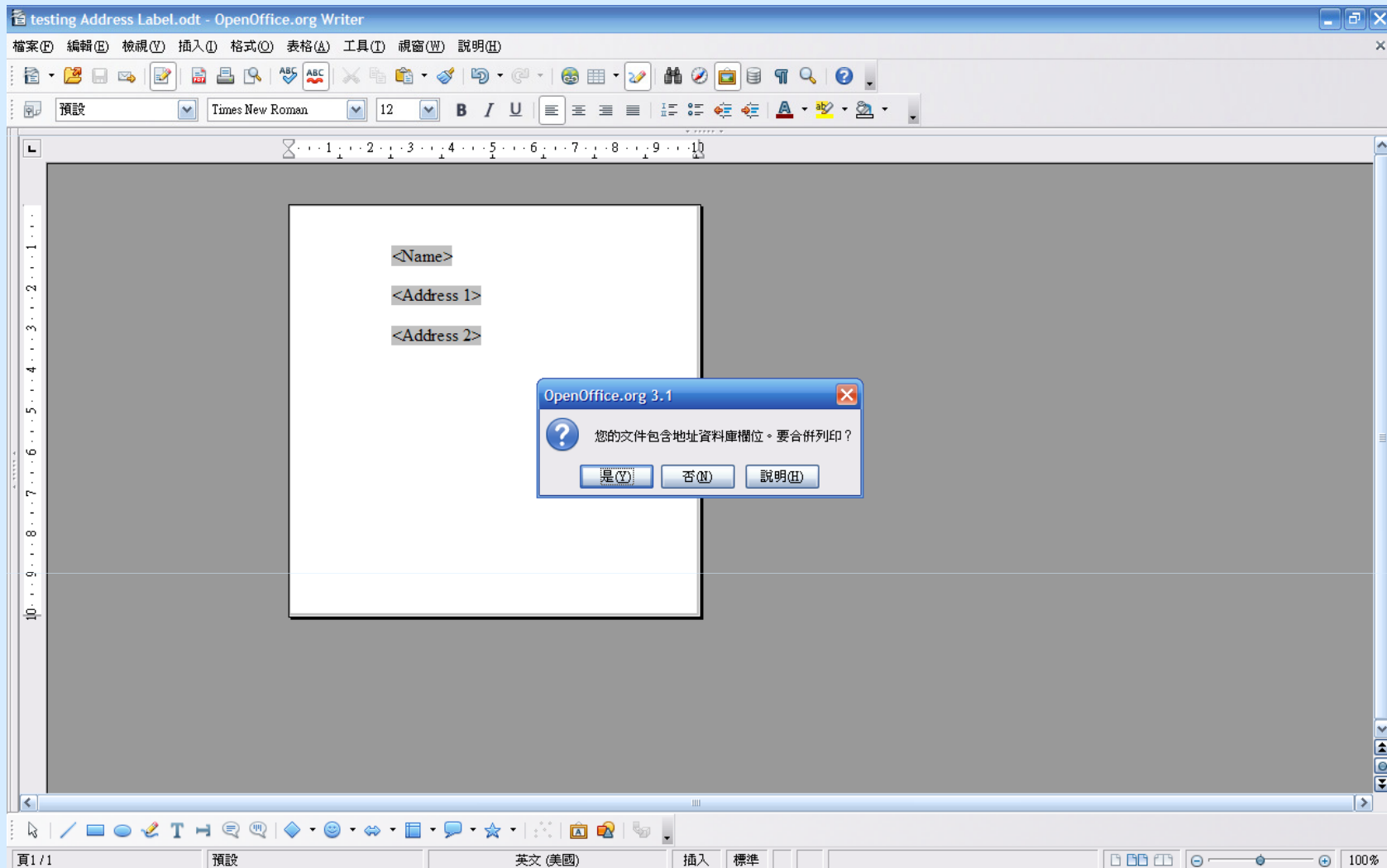
- 從Calc的資料列印地址 (21)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

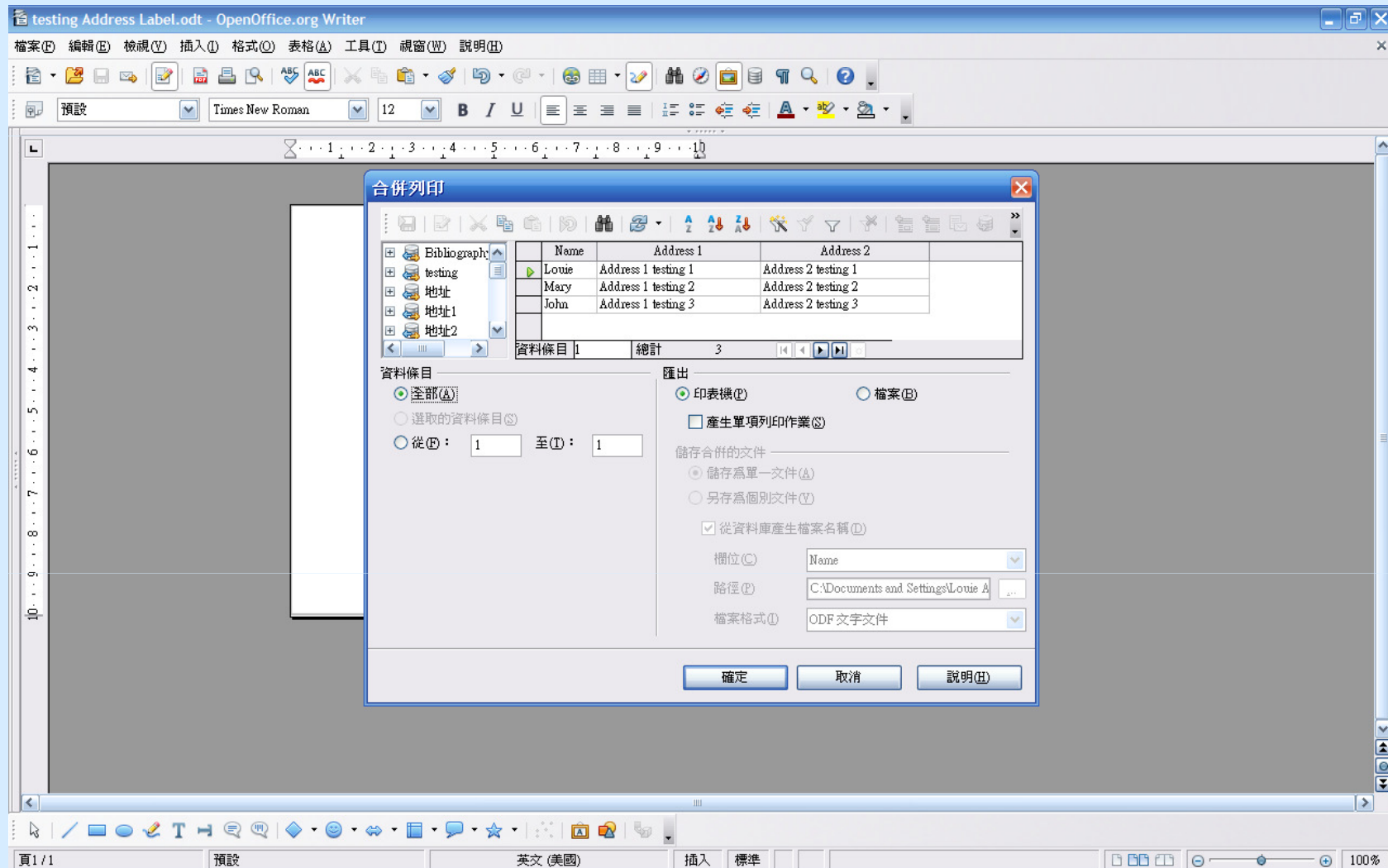
- 從Calc的資料列印地址 (22)



F. OpenOffice.org 3 基本功能

1. OpenOffice.org Writer 應用示範

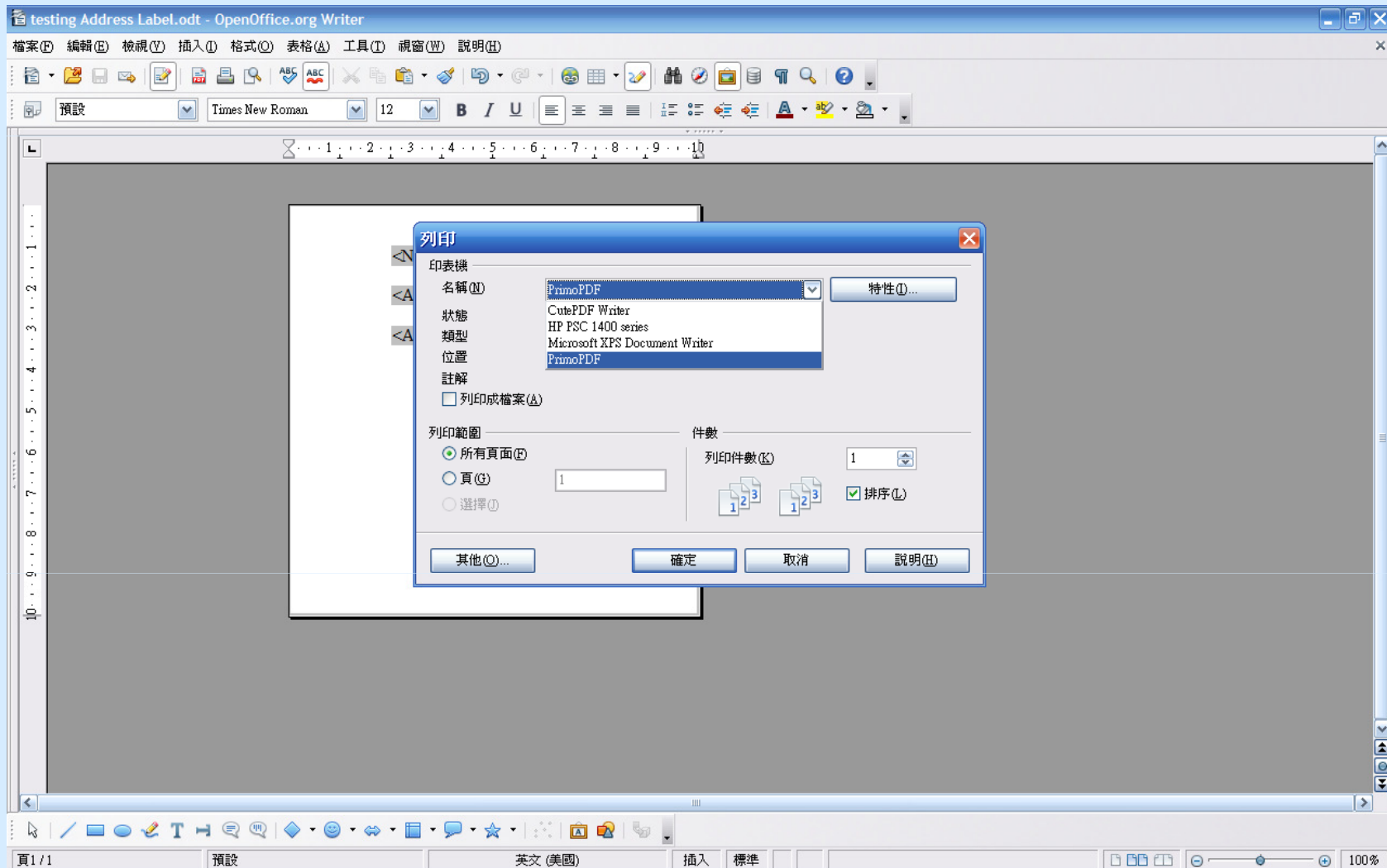
- 從Calc的資料列印地址 (23)



F. OpenOffice.org 3 基本功能

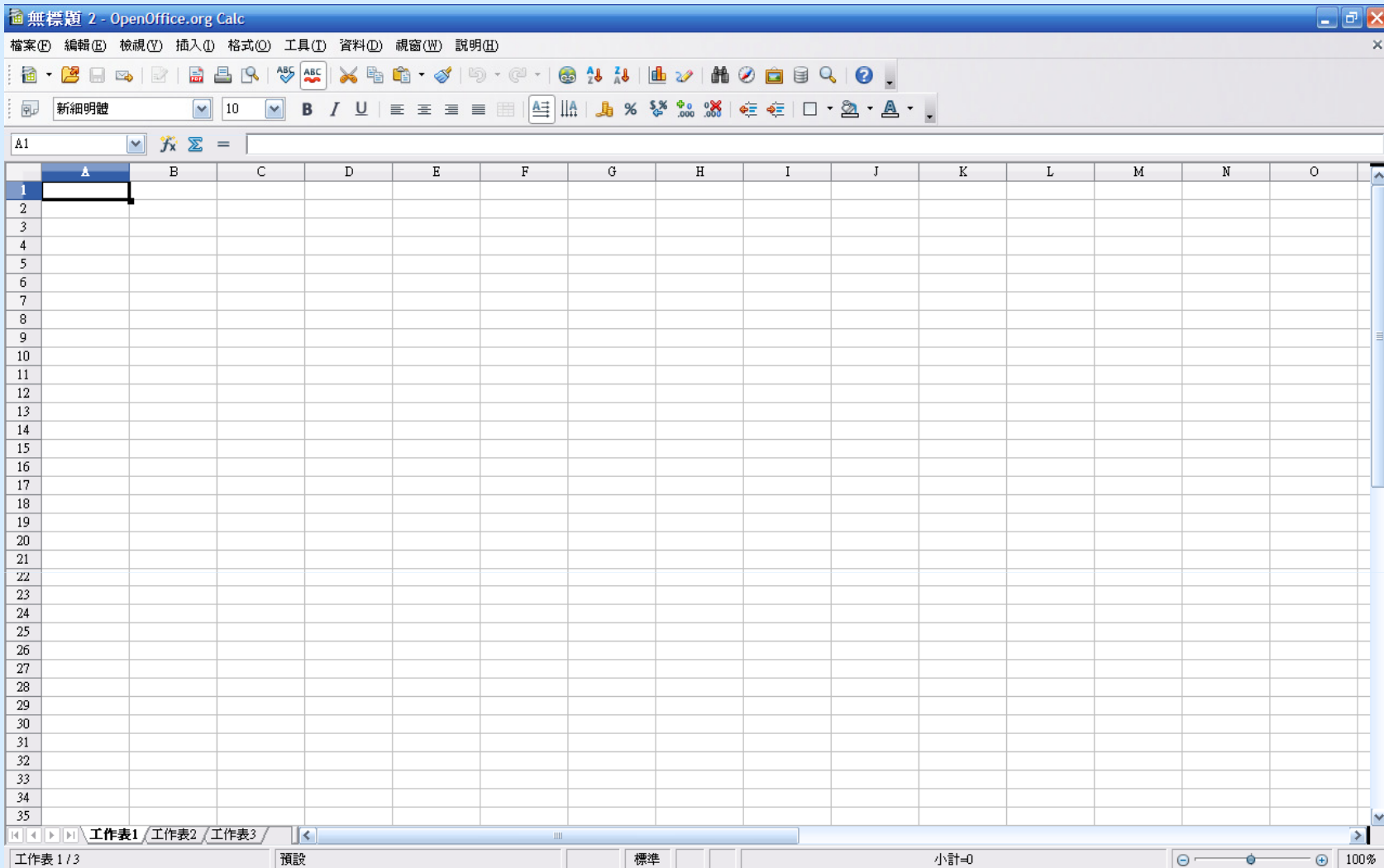
1. OpenOffice.org Writer 應用示範

- 從Calc的資料列印地址 (24)



F. OpenOffice.org 3 基本功能

2. OpenOffice.org Calc 應用示範 (1)



F. OpenOffice.org 3 基本功能

2. OpenOffice.org Calc 應用示範 (2)

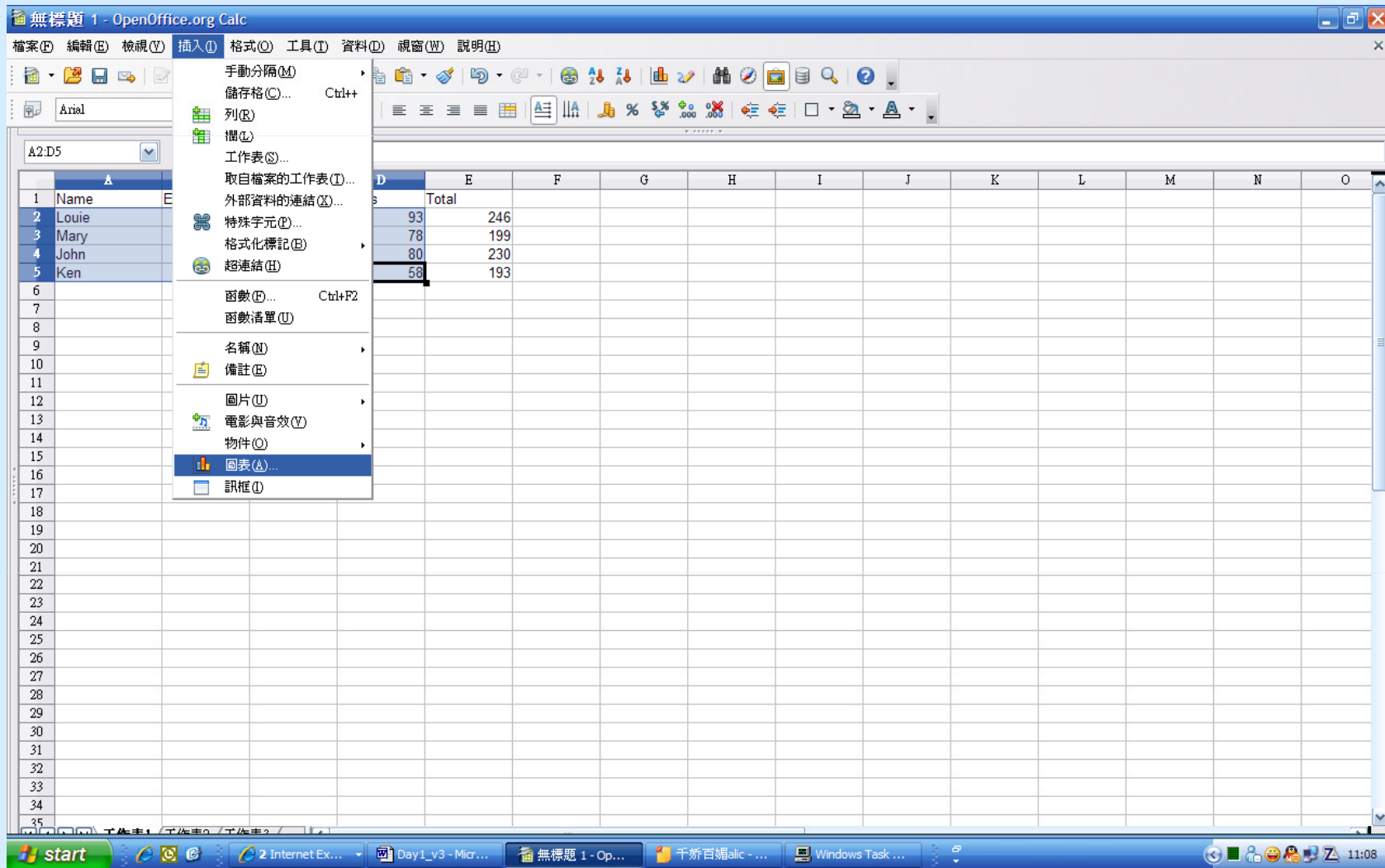
The screenshot shows the OpenOffice.org Calc application window. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	English	Chinese	Maths	Total										
2	Louie	80	73	93											
3	Mary	50	71	78											
4	John	60	90	80											
5	Ken	79	56	58											
6															
7															
8															
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33															
34															
35															

The status bar at the bottom shows "工作表 1/3", "預設", "插入", "標準", "*", "小計=0", and "100%".

F. OpenOffice.org 3 基本功能

2. OpenOffice.org Calc 應用示範 (4)



F. OpenOffice.org 3 基本功能

2. OpenOffice.org Calc 應用示範 (5)

The screenshot displays the OpenOffice.org Calc application window. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	English	Chinese	Maths	Total										
2	Louie	80	73	93											
3	Mary	50	71	78											
4	John	60	90	80											
5	Ken	79	56	58											

A bar chart is embedded in the spreadsheet, showing the total scores for each student. The chart has four groups of bars, one for each student (Louie, Mary, John, Ken). Each group contains three bars representing the scores in English (Column B), Chinese (Column C), and Maths (Column D). The Y-axis represents the score, ranging from 0 to 100. The legend indicates that Column B is blue, Column C is red, and Column D is yellow.

The "圖表精靈" (Chart Wizard) dialog box is open, showing the "選出一個圖表類型" (Select a chart type) step. The "欄" (Columns) chart type is selected. The "一般" (General) tab is active, showing the "3D 外觀" (3D appearance) set to "簡單" (Simple) and the "形狀" (Shape) set to "欄" (Columns). The "說明" (Help) button is visible at the bottom left of the dialog box.

F. OpenOffice.org 3 基本功能

2. OpenOffice.org Calc 應用示範 (6)

The screenshot displays the OpenOffice.org Calc application window. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	English	Chinese	Maths	Total										
2	Louie	80	73	93											
3	Mary	50	71	78											
4	John	60	90	80											
5	Ken	79	56	58											

A horizontal bar chart is embedded in the spreadsheet, comparing the scores in columns B, C, and D for each name. The chart uses a legend with three categories: 欄 B (blue), 欄 C (orange), and 欄 D (yellow). The x-axis represents the score, ranging from 0 to 100.

The "圖表精靈" (Chart Wizard) dialog box is open, showing the "選出一個圖表類型" (Select a chart type) step. The "欄" (Bar) chart type is selected. The "外觀" (Appearance) section is checked, and the "簡單" (Simple) style is chosen. The "形狀" (Shape) section is expanded, showing options like "方塊" (Square), "圓柱體" (Cylinder), "圓錐" (Cone), and "稜錐" (Pyramid).

F. OpenOffice.org 3 基本功能

2. OpenOffice.org Calc 應用示範 (7)

The screenshot displays the OpenOffice.org Calc application window. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	English	Chinese	Maths	Total										
2	Louie	80	73		93										
3	Mary	50	71		78										
4	John	60	90		80										
5	Ken	79	56		58										

A 3D bar chart is embedded in the spreadsheet, showing the scores for English, Chinese, and Maths for each student. The chart is titled '欄 D' and has a legend with three categories: English (blue), Chinese (red), and 欄 D (yellow). The x-axis is labeled 'English' and ranges from 0 to 100.

The '圖表精靈' (Chart Wizard) dialog box is open, showing the '選擇資料範圍' (Select Data Range) step. The data range is set to '\$工作表1.\$A\$2:\$D\$5\$工作表1.B\$1:B\$1'. The '第一欄當作標籤' (First row contains labels) option is checked.

F. OpenOffice.org 3 基本功能

2. OpenOffice.org Calc 應用示範 (8)

The screenshot displays the OpenOffice.org Calc application window. The spreadsheet contains the following data:

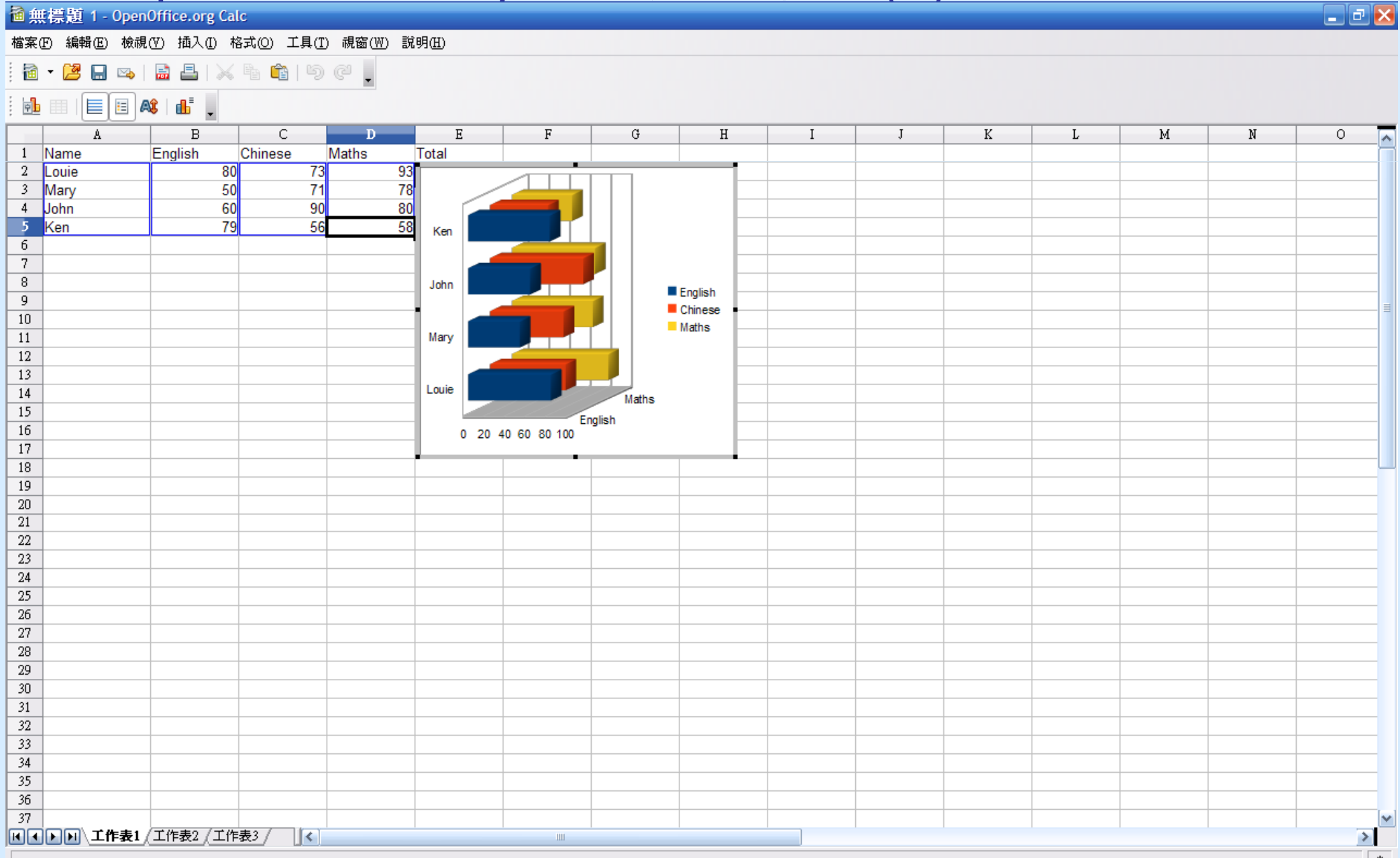
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Name	English	Chinese	Maths	Total										
2	Louie	80	73		93										
3	Mary	50	71		78										
4	John	60	90		80										
5	Ken	79	56		58										

A 3D bar chart is embedded in the spreadsheet, showing the English scores for each person. The chart has a legend with three categories: English (blue), Chinese (red), and 欄 D (yellow). The x-axis is labeled 'English' and ranges from 0 to 100. The y-axis lists the names: Ken, John, Mary, and Louie.

The '圖表精靈' (Chart Wizard) dialog box is open, showing the '資料序列' (Data Series) step. The '資料序列' list includes 'English', 'Chinese', and '欄 D'. The '資料範圍' (Data Range) is set to '\$工作表1.\$C\$2:\$C\$5'. The '名稱的範圍' (Name Range) is set to ''Chinese''. The '分類' (Category) is set to '\$工作表1.\$A\$2:\$A\$5'. The dialog box has buttons for '增加(A)', '移除(R)', '說明(H)', '<< 返回(K)', '繼續(N) >>', '完成(F)', and '取消'.

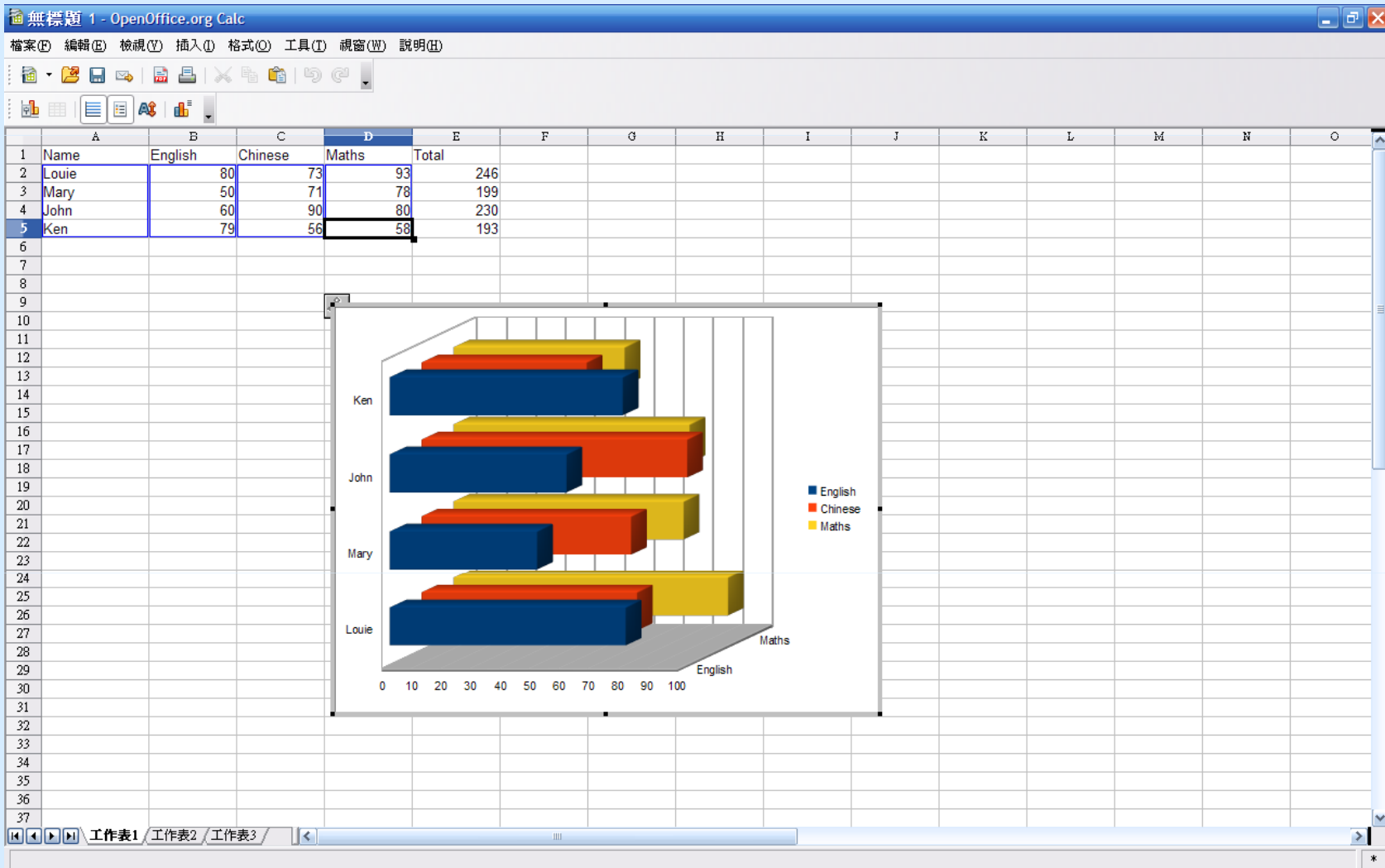
F. OpenOffice.org 3 基本功能

2. OpenOffice.org Calc 應用示範 (9)



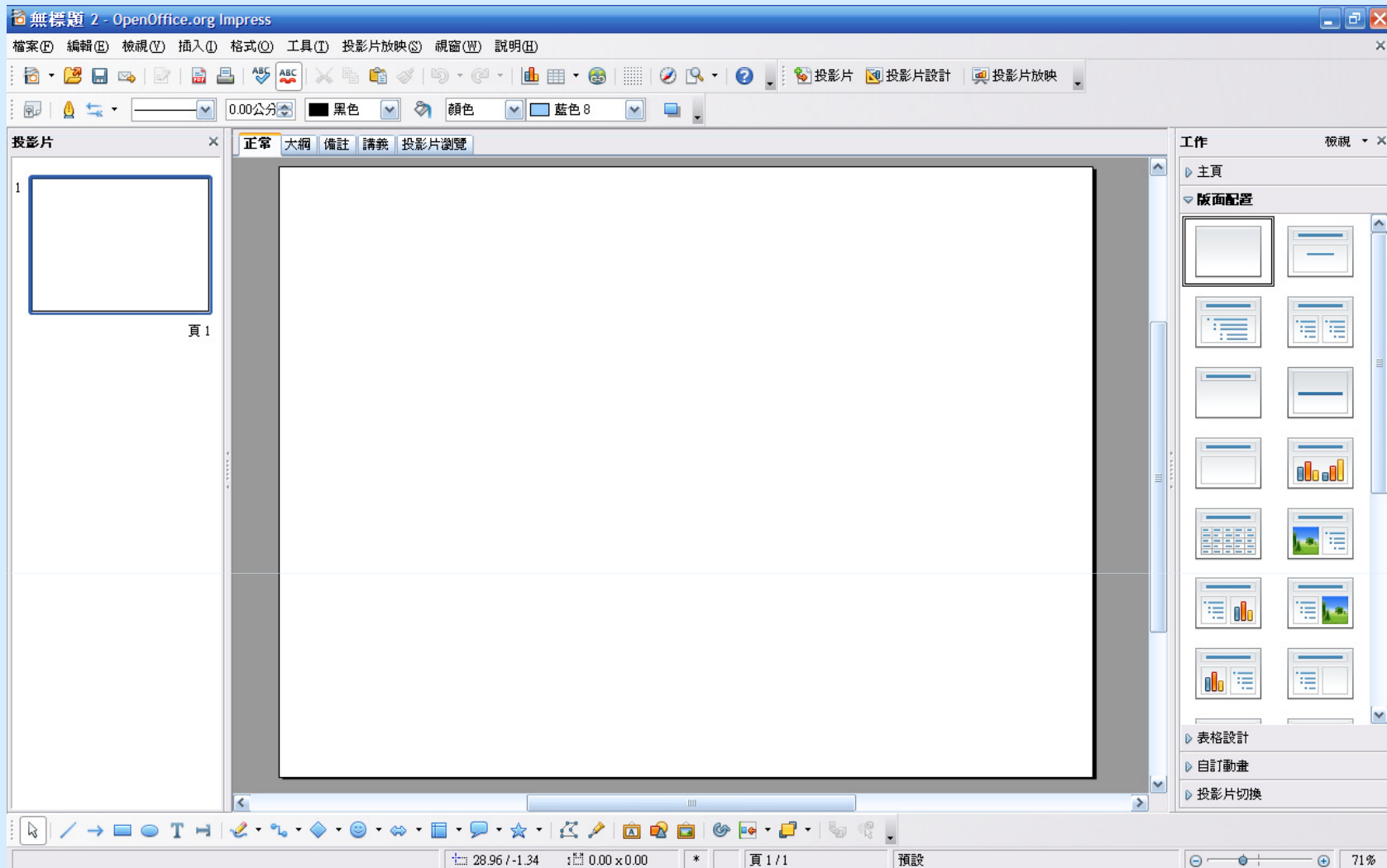
F. OpenOffice.org 3 基本功能

2. OpenOffice.org Calc 應用示範 (10)



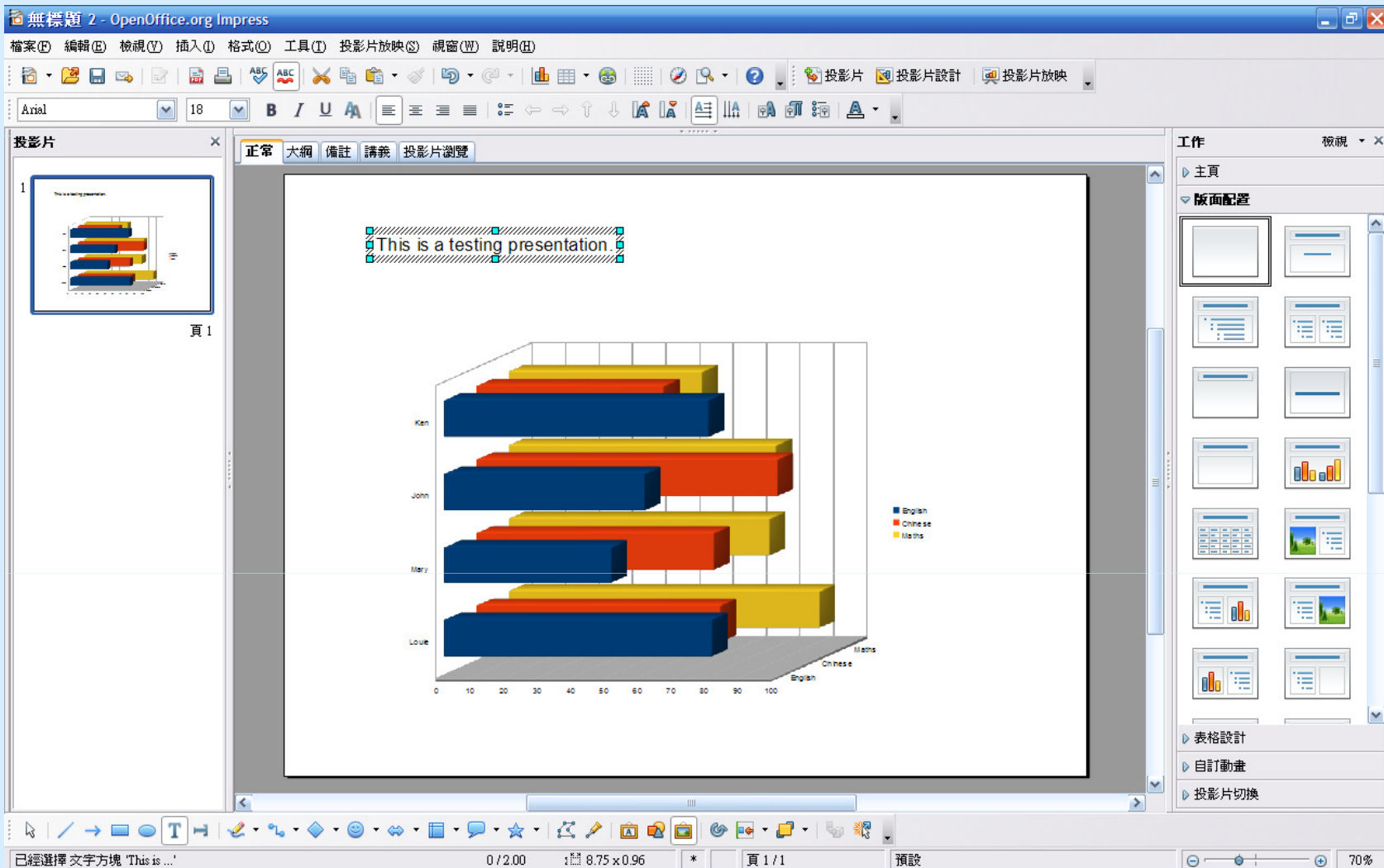
F. OpenOffice.org 3 基本功能

3. OpenOffice.org Impress 應用示範 (1)



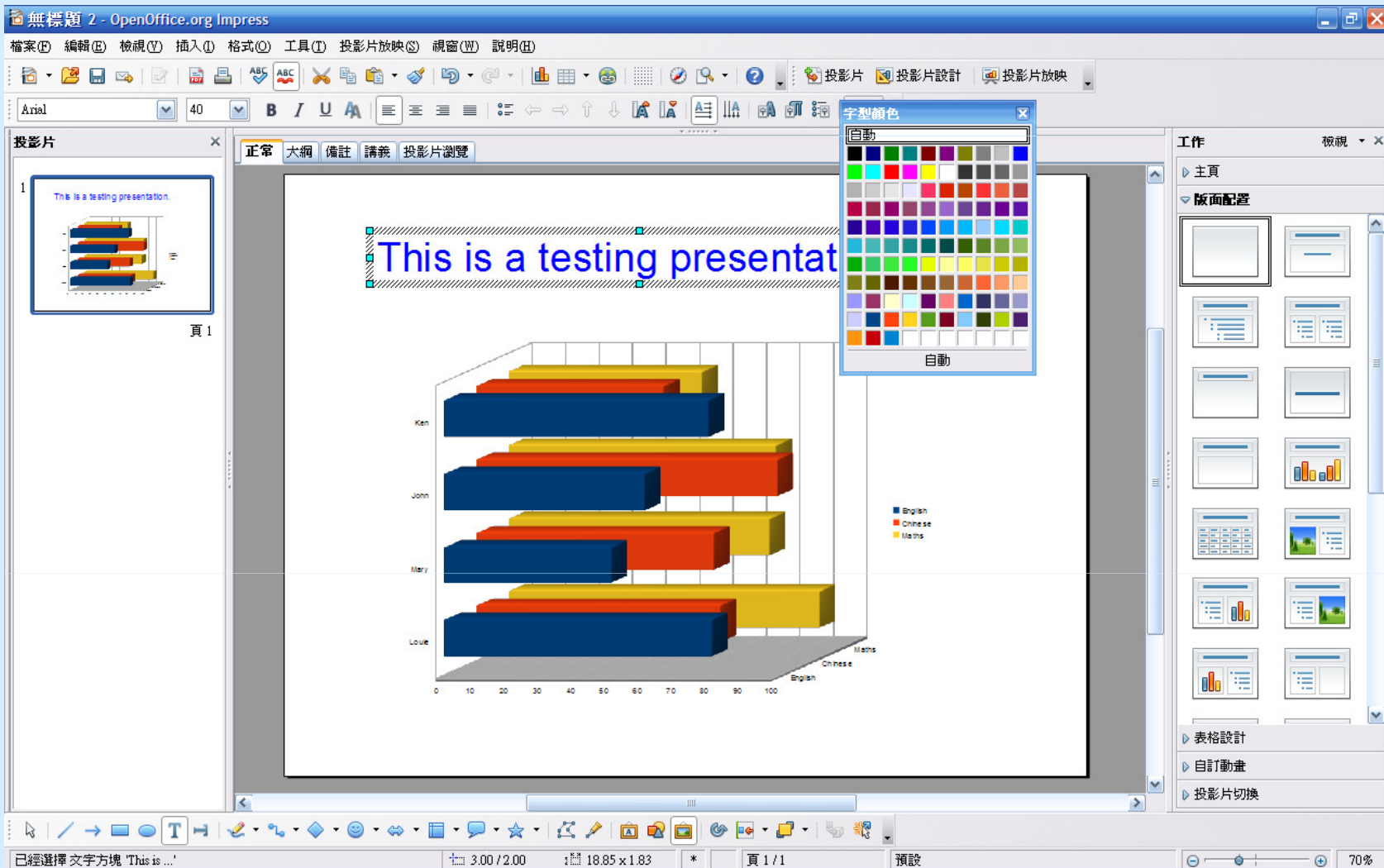
F. OpenOffice.org 3 基本功能

3. OpenOffice.org Impress 應用示範 (2)



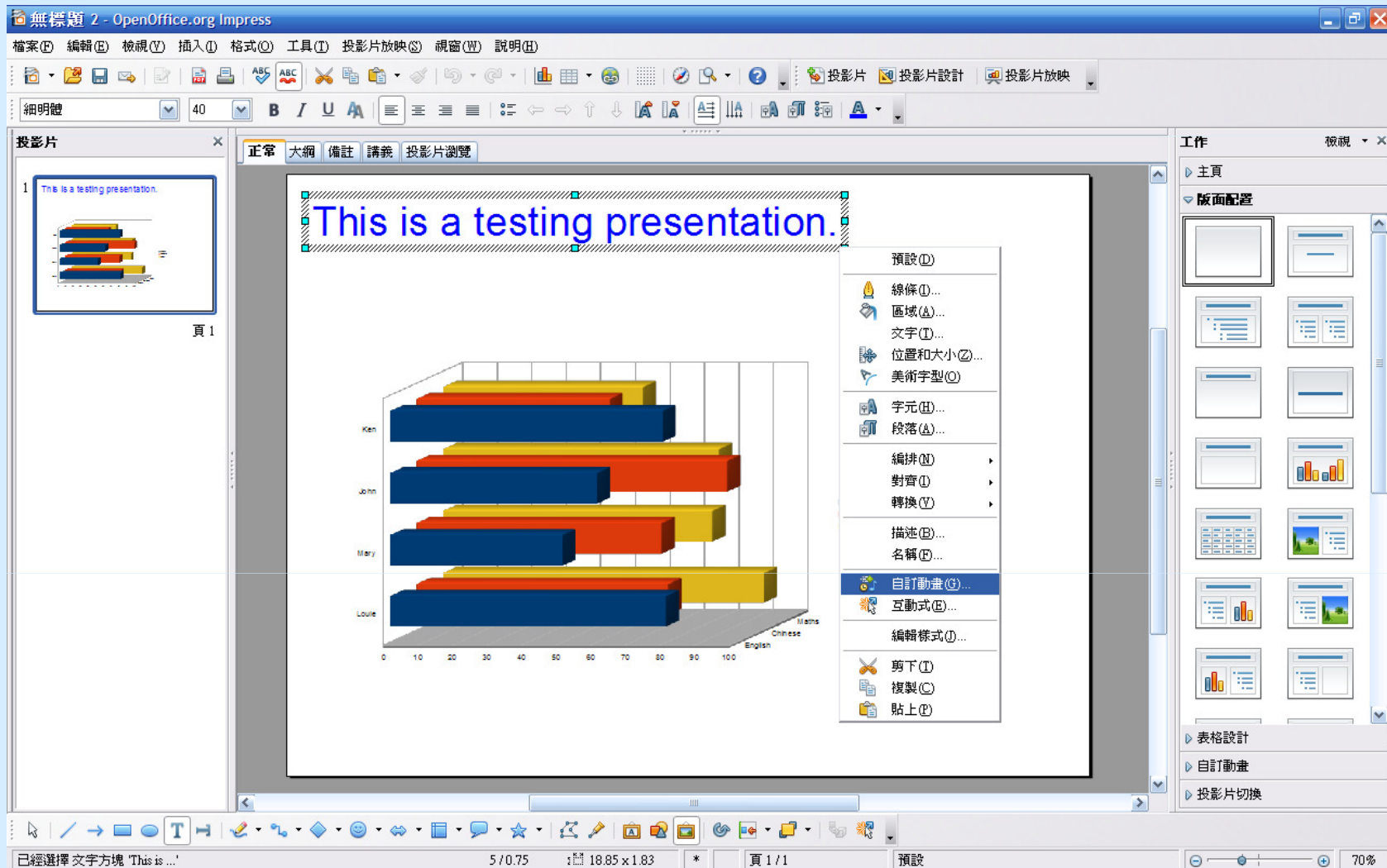
F. OpenOffice.org 3 基本功能

3. OpenOffice.org Impress 應用示範 (3)



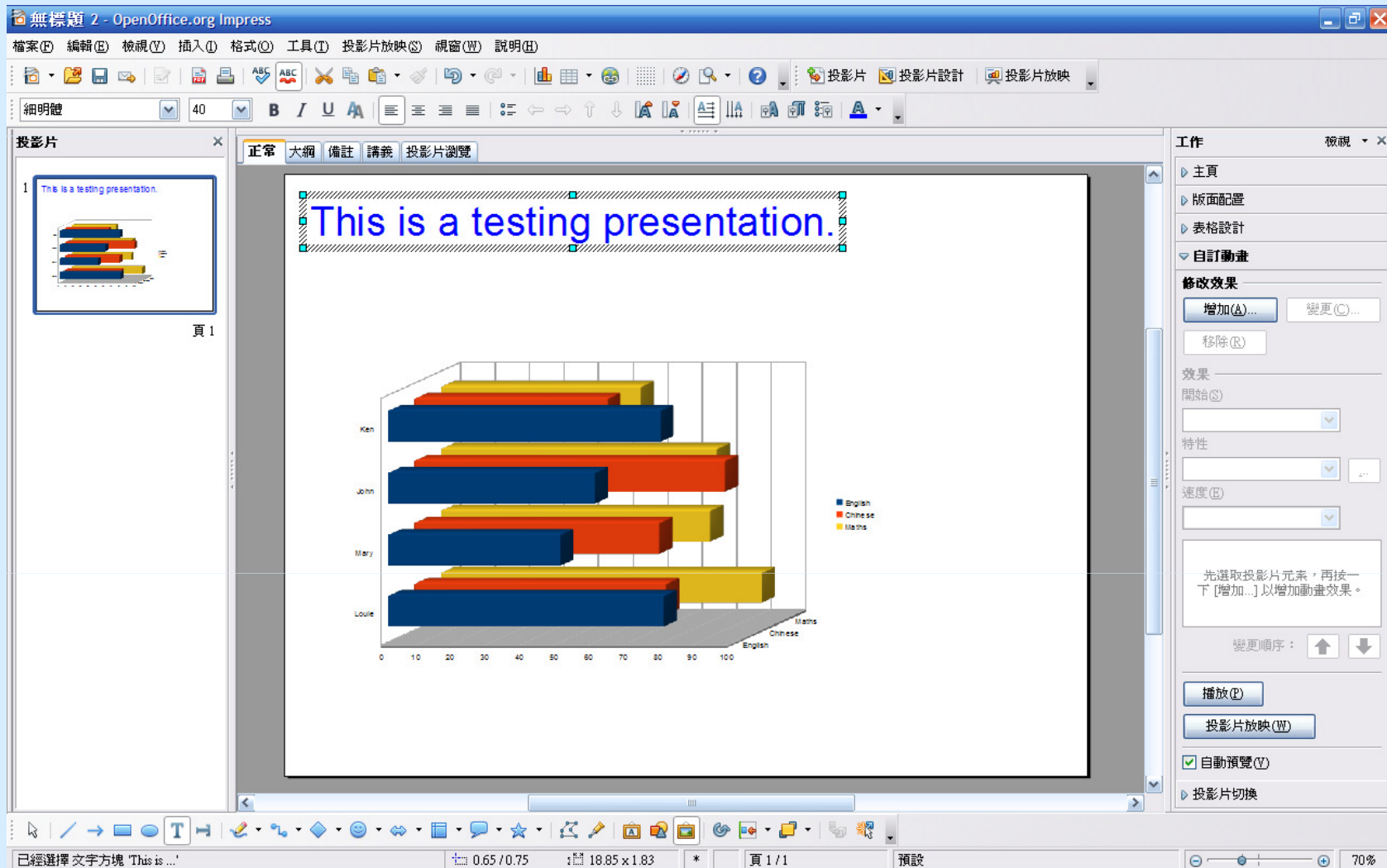
F. OpenOffice.org 3 基本功能

3. OpenOffice.org Impress 應用示範 (4)



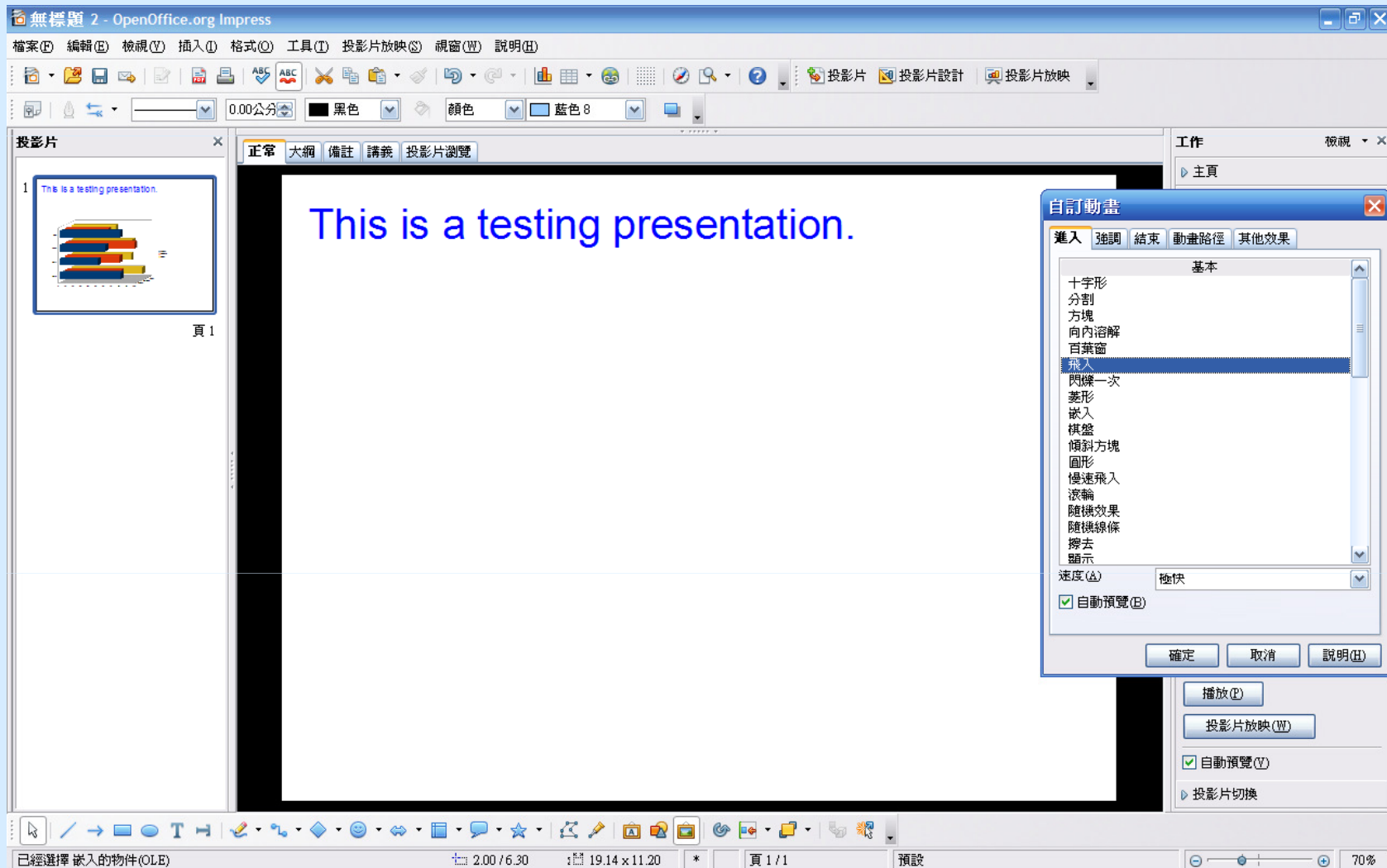
F. OpenOffice.org 3 基本功能

3. OpenOffice.org Impress 應用示範 (5)



F. OpenOffice.org 3 基本功能

3. OpenOffice.org Impress 應用示範 (6)



F. OpenOffice.org 3 基本功能

3. OpenOffice.org Impress 應用示範 (7)

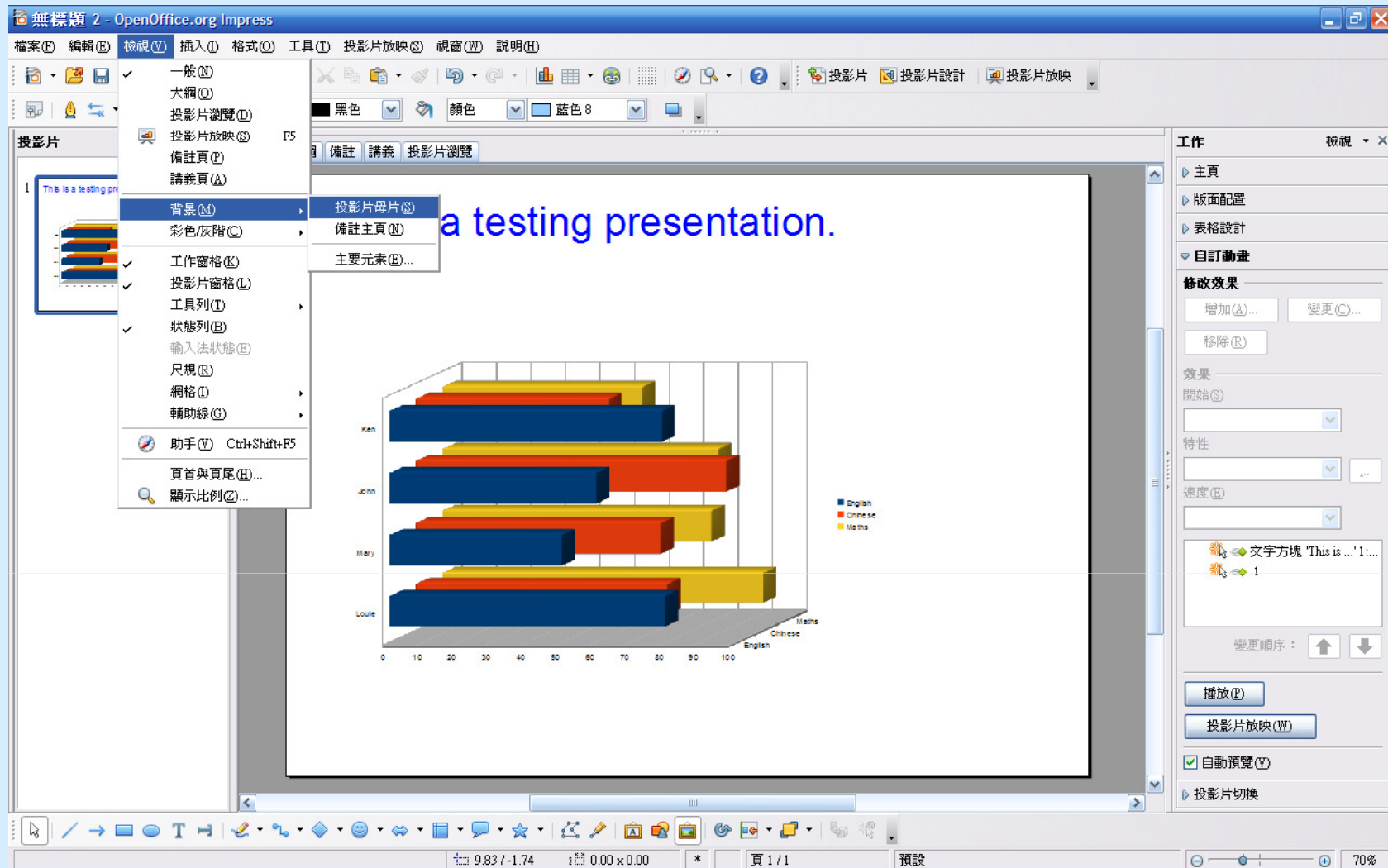
The screenshot displays the OpenOffice.org Impress application window. The title bar reads "無標題 2 - OpenOffice.org Impress". The menu bar includes "檔案(F)", "編輯(E)", "檢視(V)", "插入(I)", "格式(O)", "工具(T)", "投影片放映(S)", "視窗(W)", and "說明(H)". The toolbar contains various icons for file operations, editing, and presentation controls. The main workspace shows a slide with the text "This is a testing presentation." and a 3D bar chart. The chart has four categories: Ken, John, Mary, and Louie. Each category has three bars representing English, Chinese, and Maths. The x-axis is labeled "English" and ranges from 0 to 100. The y-axis lists the names. A legend indicates: English (blue), Chinese (orange), and Maths (yellow).

Category	English	Chinese	Maths
Ken	~85	~75	~65
John	~75	~85	~95
Mary	~65	~75	~85
Louie	~85	~75	~95

The interface also shows a "工作" (Work) sidebar on the right with options like "主頁", "版面配置", "表格設計", and "自訂動畫". The status bar at the bottom indicates "已經選擇 嵌入的物件(OLE)", "2.00 / 6.30", "19.14 x 11.20", "頁 1 / 1", and "70%" zoom.

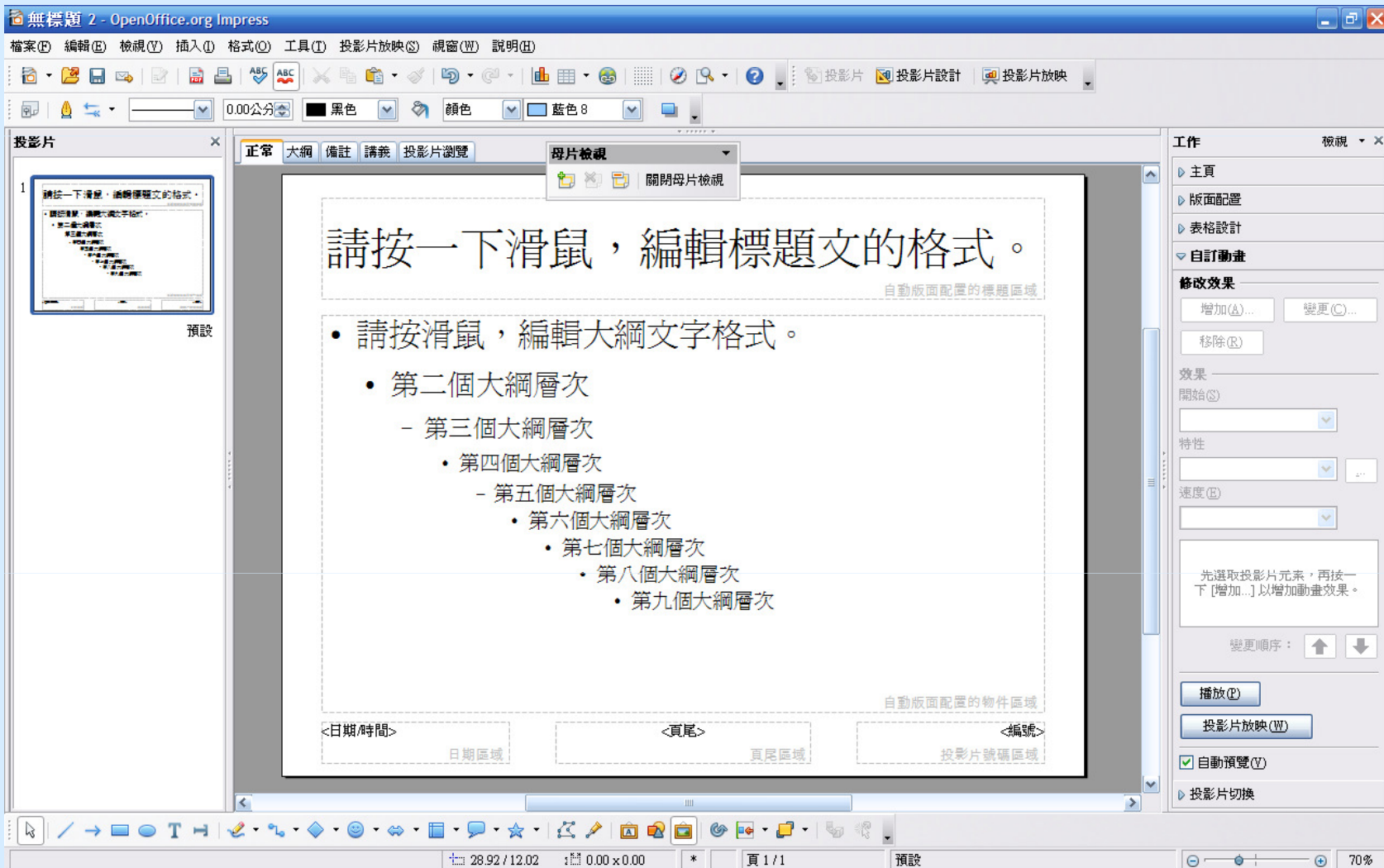
F. OpenOffice.org 3 基本功能

3. OpenOffice.org Impress 應用示範 (8)



F. OpenOffice.org 3 基本功能

3. OpenOffice.org Impress 應用示範 (9)



G. OpenOffice.org 3 實習 (安裝1)

OpenOffice.org 100 Million Downloads of version 3.x

the free and open productivity suite

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Projects > zh

OpenOffice.org 中文版下载

最新正式版：3.1.0 (2009-5-11)

Windows	[中文繁體版] [繁體(含JRE)] [中文简体版] [简体(含JRE)]
Linux (Intel)	[中文繁體版] [繁體(含JRE)] [中文简体版] [简体(含JRE)]
Linux (Intel/Deb)	[中文繁體版] [繁體(含JRE)] [中文简体版] [简体(含JRE)]
Linux (X86-64)	[中文繁體版] [繁體(含JRE)] [中文简体版] [简体(含JRE)]
Linux (X86-64/Deb)	[中文繁體版] [繁體(含JRE)] [中文简体版] [简体(含JRE)]
Solaris (Intel)	[中文繁體版] [繁體(含JRE)] [中文简体版] [简体(含JRE)]

请注意：此 3.1.0 正式版是由之前发布的 3.1.0RC2 版本确认后生成的，两个版本相同，不必重复下载。

请点击[这里](#)，参阅相关英文版本的发布信息。

要了解 3.1.0 版本的新特征，请点击[这里](#)（要查看英文版，请点击[这里](#)）。

全球超过100家站点为 OpenOffice.org 提供[镜像服务](#)（英文），可选择就近站点下载。

其它平台及源代码：

- [\[Mac OSX\(英\)\]](#) [\[PPC Linux\(英\)\]](#) [\[FreeBSD\(英\)\]](#)
- 程序源代码：[\[SDK 网页\(英\)\]](#)

历史版本

http://openoffice.bouncer.osuosl.org/?product=OpenOffice.org&os=winwjre&lang=zh-tw&version=3.1.0

Internet 100%

G. OpenOffice.org 3 實習 (安裝2)

The screenshot shows the OpenOffice.org website in Chinese. The main heading is "OpenOffice.org 中文版下載". A security warning dialog box is overlaid on the page, asking "Do you want to run or save this file?". The dialog box contains the following information:

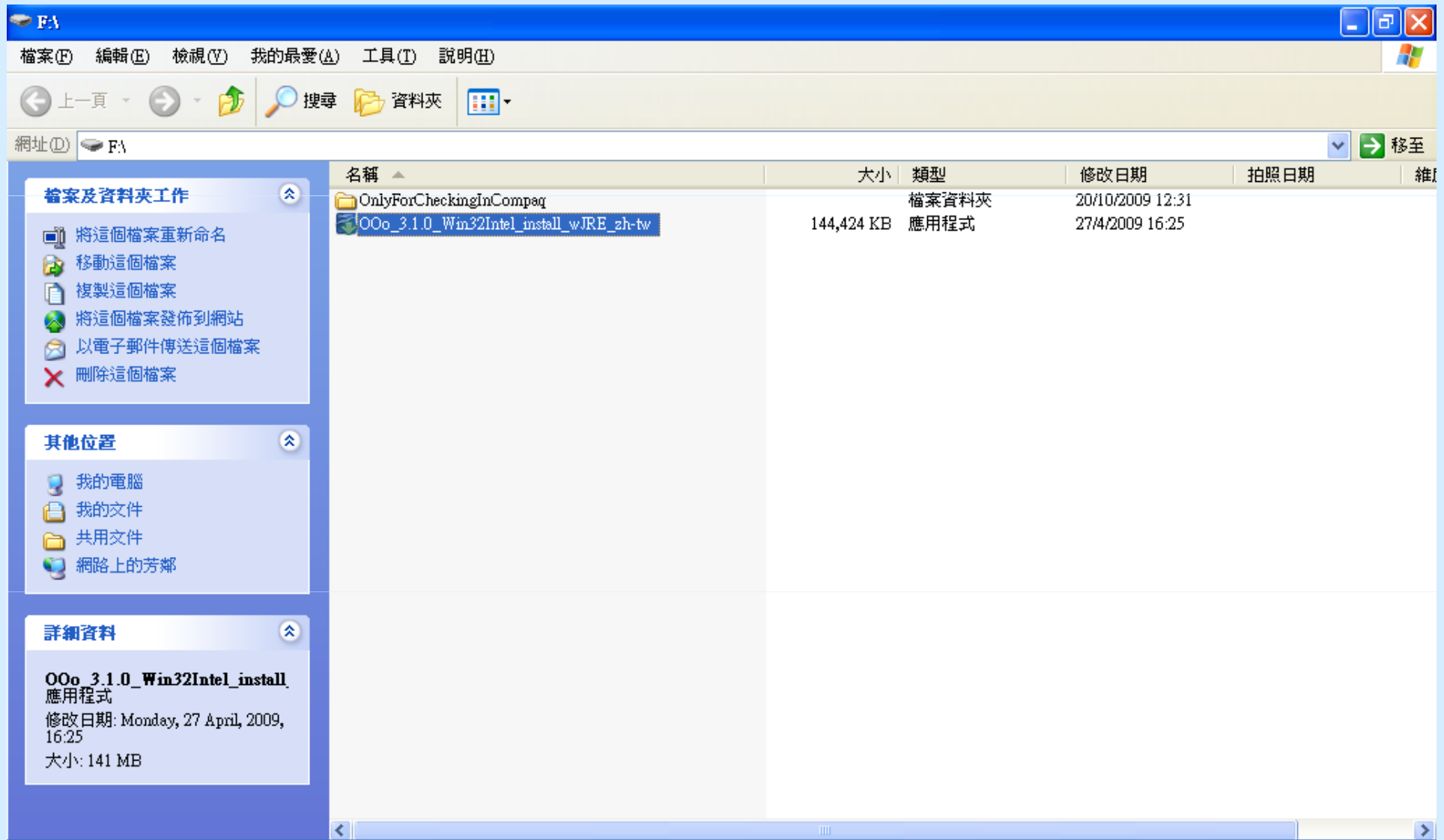
- Name: Oo_3.1.0_Win32Intel_install_wJRE_zh-tw.exe
- Type: Application, 141MB
- From: www.alliedquotes.com

The dialog box has three buttons: "Run", "Save", and "Cancel". Below the dialog box, there is a warning message in Chinese: "While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. [What's the risk?](#)"

The website content includes:

- Header: "the free and open productivity suite" and "100,000,000 100 Million Downloads of version 3.x"
- Navigation: "Language Projects", "You are not logged in. Register or Log In", "Home", "News", "Download", "Support", "Projects", "My Pages", "About"
- Left sidebar: "Project tools", "zh Project", "Search", "How do I..."
- Main content: "最新正式版：3.1.0 (2009-5-11)", "请注意：此3.1.0 正式版是由之前发布...", "要了解 3.1.0 版本的新特征，请点击[这里](#) (要查看英文版，请点击[这里](#))。", "全球超过100家站点为 OpenOffice.org 提供[镜像服务](#) (英文)，可选择就近站点下载。"
- Right sidebar: "OpenOffice.org 中文", "概览", "下载", "帮助", "开发"

G. OpenOffice.org 3 實習 (安裝3)



G. OpenOffice.org 3 實習 (安裝4)

The screenshot shows a Windows XP desktop environment. A file explorer window is open, displaying a folder named 'F:\'. Overlaid on this window is a dialog box titled 'OpenOffice.org 3.1 安裝準備'. The dialog box contains the following text:

感謝您下載 OpenOffice.org 3.1。

準備安裝過程中須將安裝檔案解壓縮並複製到您的硬碟中。完成後，將自動開始安裝 OpenOffice.org。

請按 [下一步] 繼續。

At the bottom of the dialog box, there are two buttons: '下一步(N) >' and '取消(C)'.

On the right side of the desktop, there is a vertical banner with the Chinese text: '千里之行 始於足下'.

G. OpenOffice.org 3 實習 (安裝5)

檔案(F) 編輯(E) 檢視(V) 我的最愛(A) 工具(T) 說明(H)

← 上一頁 → 搜尋 資料夾

網址(D) F:\

移至

修改 20/10 27/46

OpenOffice.org 3.1 安裝準備

選取資料夾
請選用以保存解壓縮檔的資料夾。

OpenOffice.org 3.1 安裝檔案解壓縮後將存入以下所示的資料夾中。如果您想將 OpenOffice.org 存入不同的資料夾，請按 [瀏覽] 選取另一個資料夾。

目標資料夾

ngsLouie AU\桌面\OpenOffice.org 3.1 (zh-TW) Installation Files 瀏覽(B)...

空間需求：150.8MB
可用空間：33.0GB

Nullsoft Install System v2.37.2-Unicode

< 上一步(B) 解壓縮(U) 取消(C)

將這個檔案重新命名
移動這個檔案
複製這個檔案
將這個檔案發佈到網站
以電子郵件傳送這個檔案
刪除這個檔案

其他位置

- 我的電腦
- 我的文件
- 共用文件
- 網路上的芳鄰

詳細資料

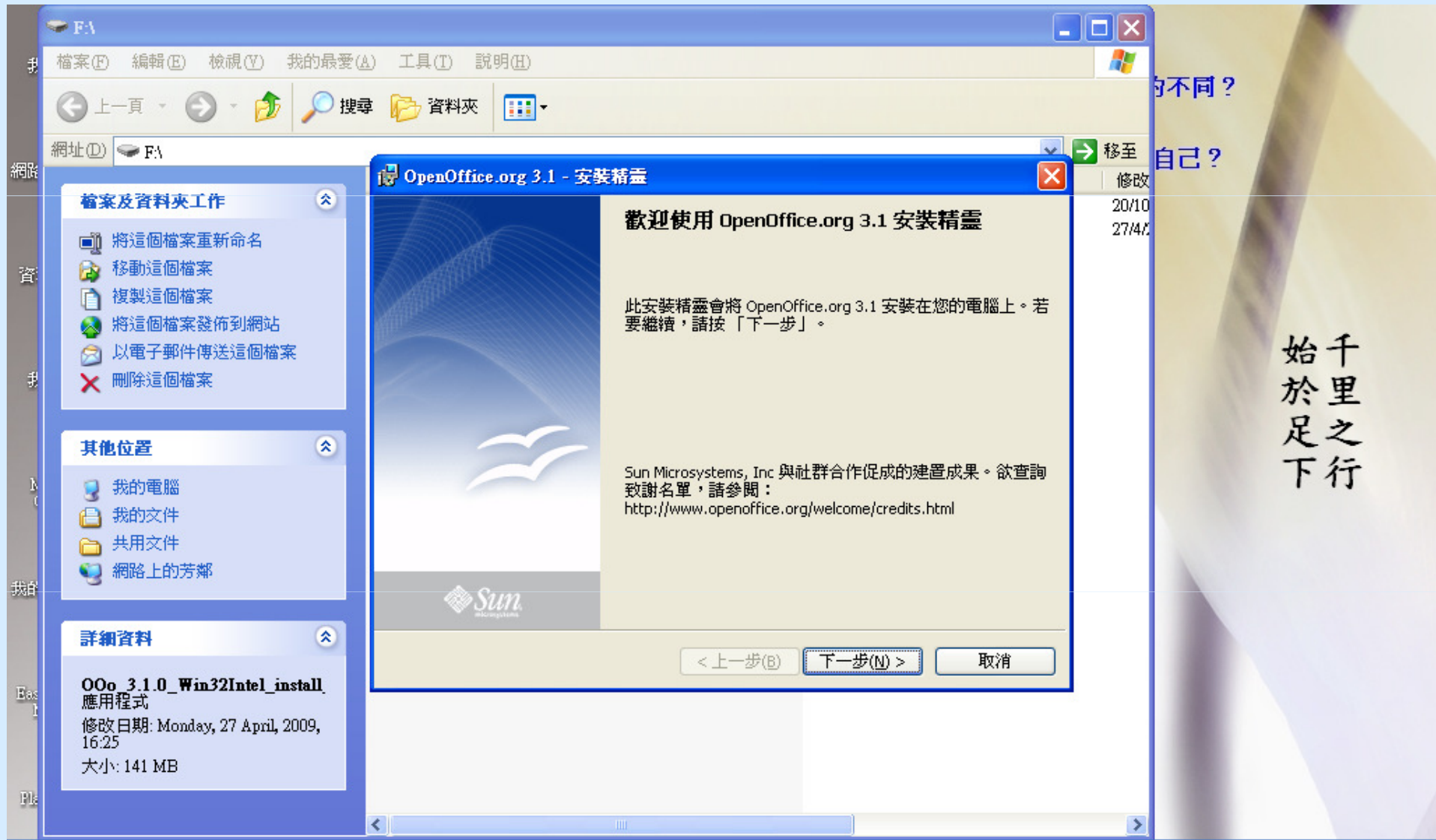
Oo 3.1.0_Win32Intel_install
應用程式
修改日期: Monday, 27 April, 2009, 16:25
大小: 141 MB

的不同?
自己?
千里之行
始於足下

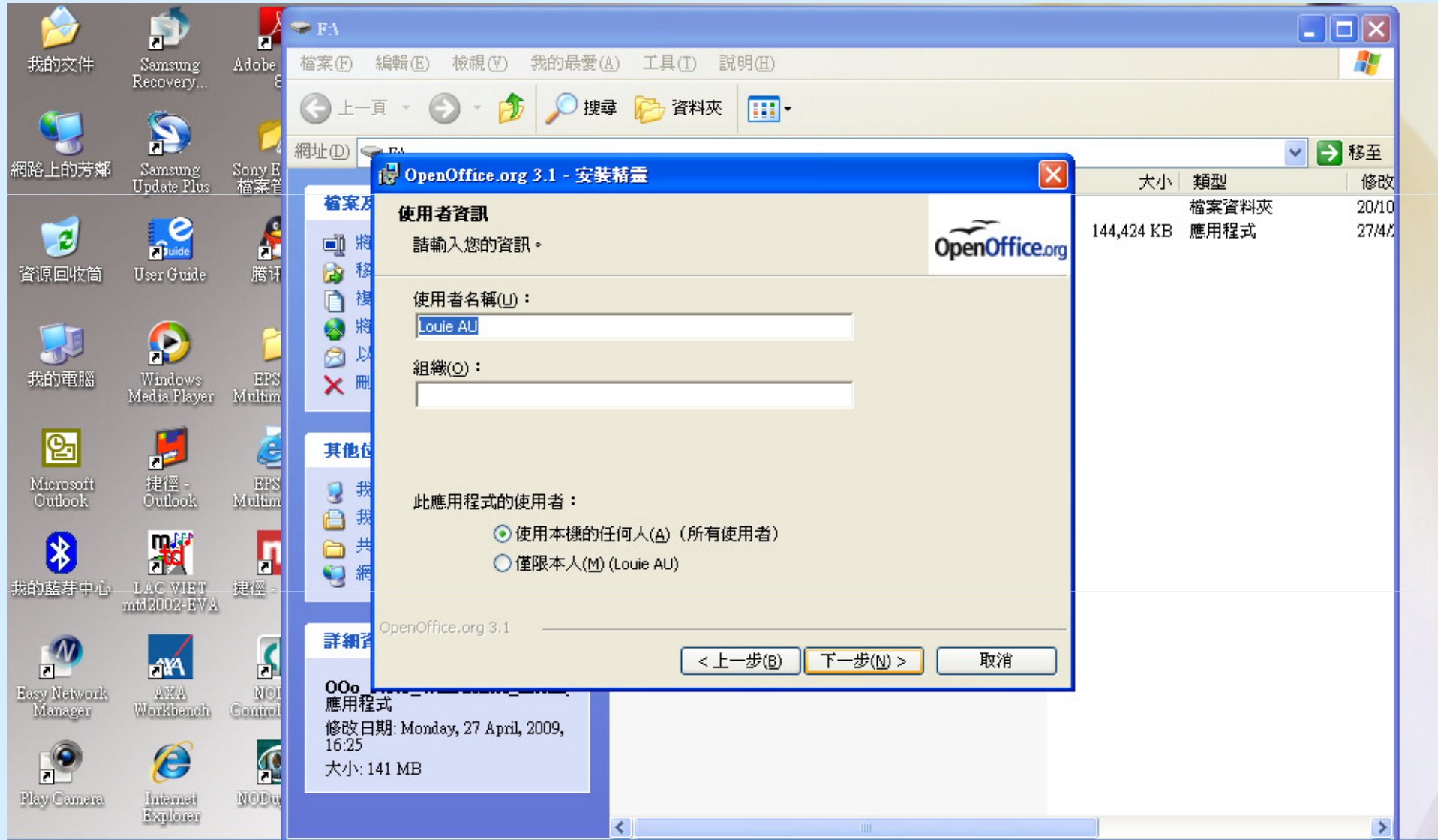
G. OpenOffice.org 3 實習 (安裝6)

The screenshot displays a Windows XP desktop environment. In the foreground, the 'OpenOffice.org 3.1 安裝準備' (OpenOffice.org 3.1 Installation Preparation) window is active. The window title bar includes the OpenOffice.org logo and the text 'OpenOffice.org 3'. The main content area shows the status '正在解壓縮' (Extracting) and '正在解壓縮安裝檔案，請稍候。' (Extracting installation files, please wait). Below this, a progress bar indicates the extraction of 'openofficeorg1.cab...' at 17%. A '顯示細節(D)' (Show details) button is visible. At the bottom of the window, there are buttons for '< 上一步(B)' (Previous step), '關閉(L)' (Close), and '取消(C)' (Cancel). The background shows a file explorer window with a sidebar containing '檔案及資料夾工作' (File and folder tasks), '其他位置' (Other locations), and '詳細資料' (Details). The details pane shows information for 'OOo_3.1.0_Win32Intel_install' (Application), including the modification date 'Monday, 27 April, 2009, 16:25' and size '141 MB'. On the right side of the desktop, a vertical banner features the Chinese text '千里之行 始於足下' (A journey of a thousand miles begins with a single step).

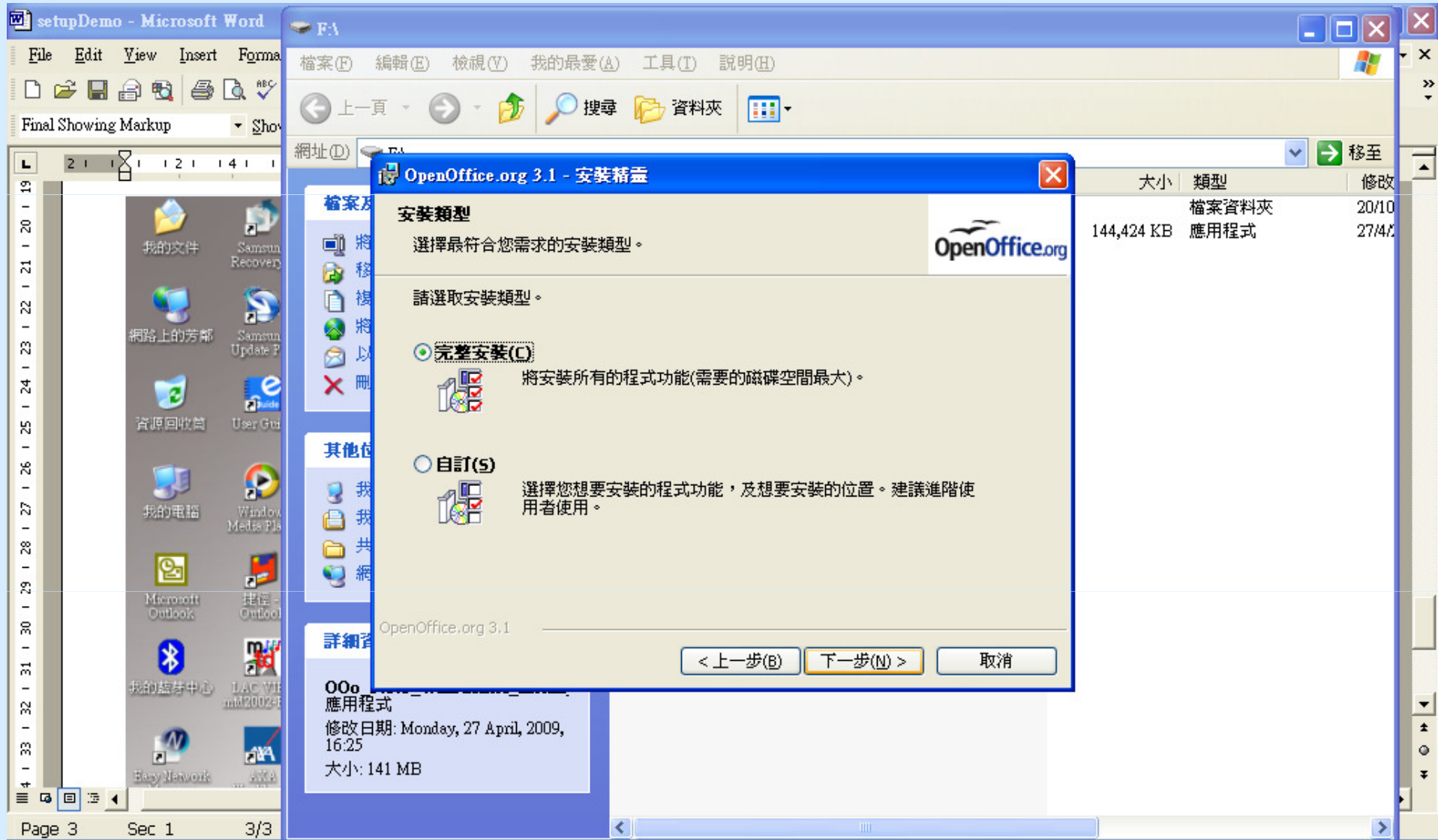
G. OpenOffice.org 3 實習 (安裝7)



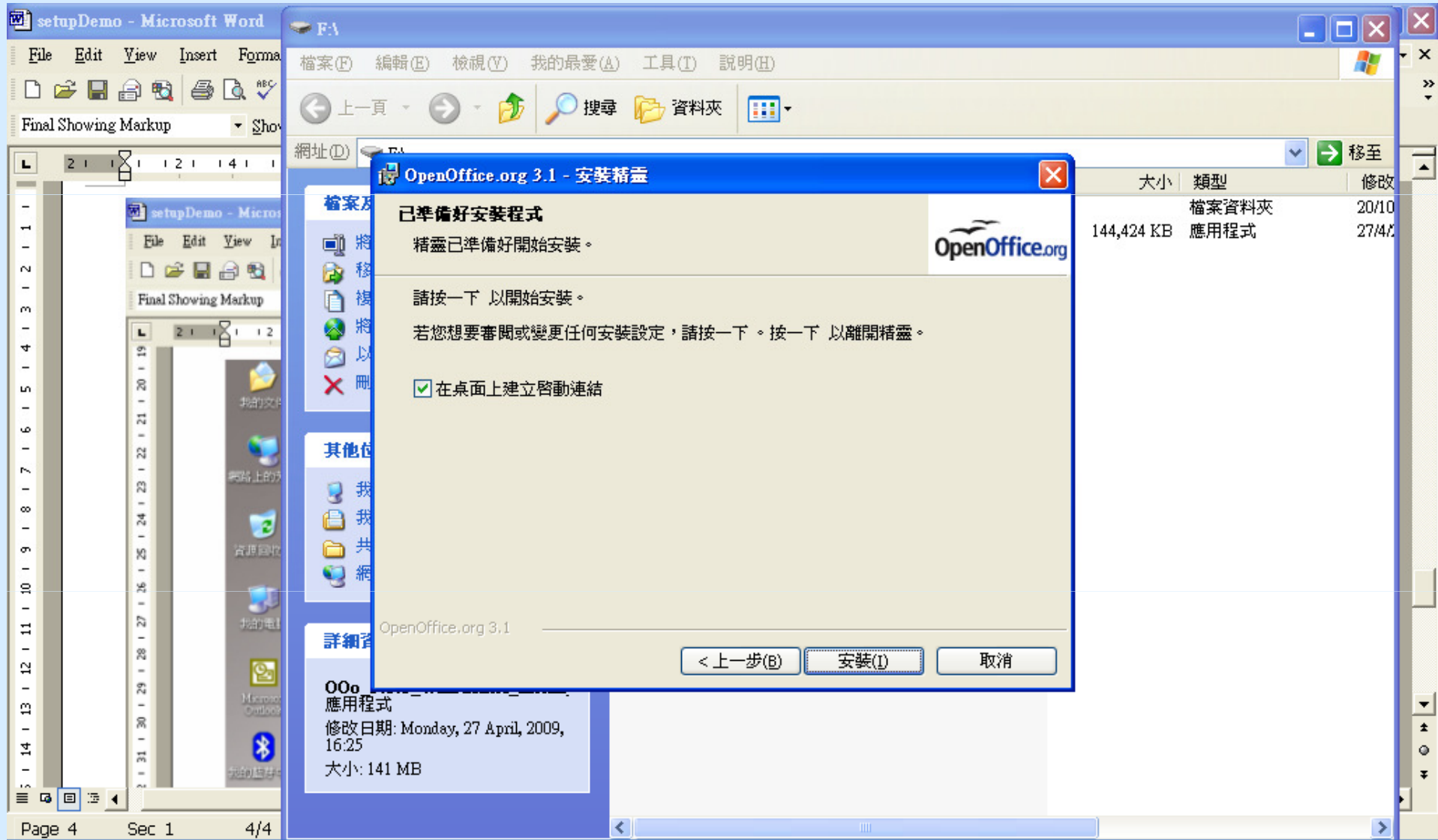
G. OpenOffice.org 3 實習 (安裝8)



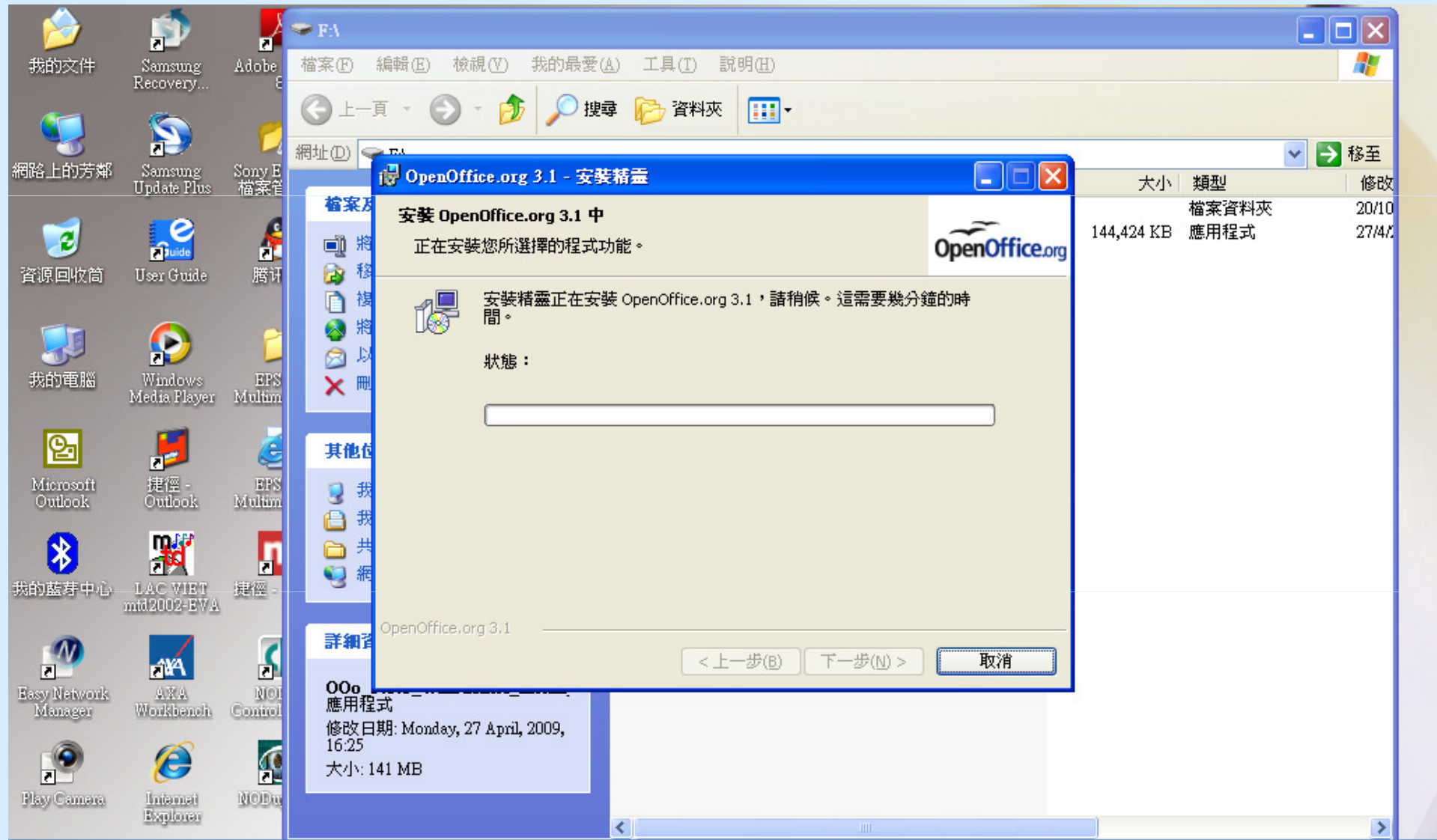
G. OpenOffice.org 3 實習 (安裝9)



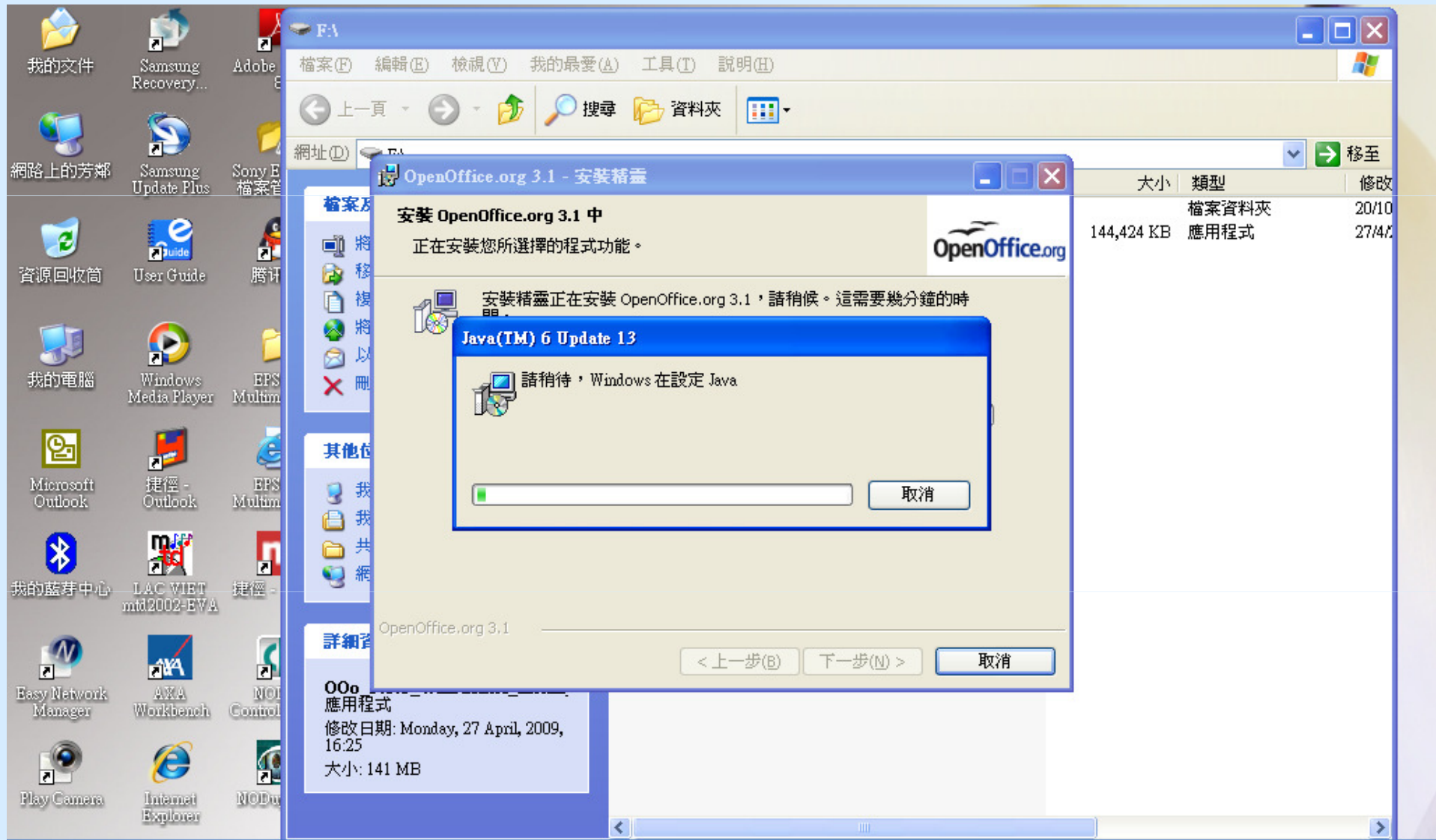
G. OpenOffice.org 3 實習 (安裝10)



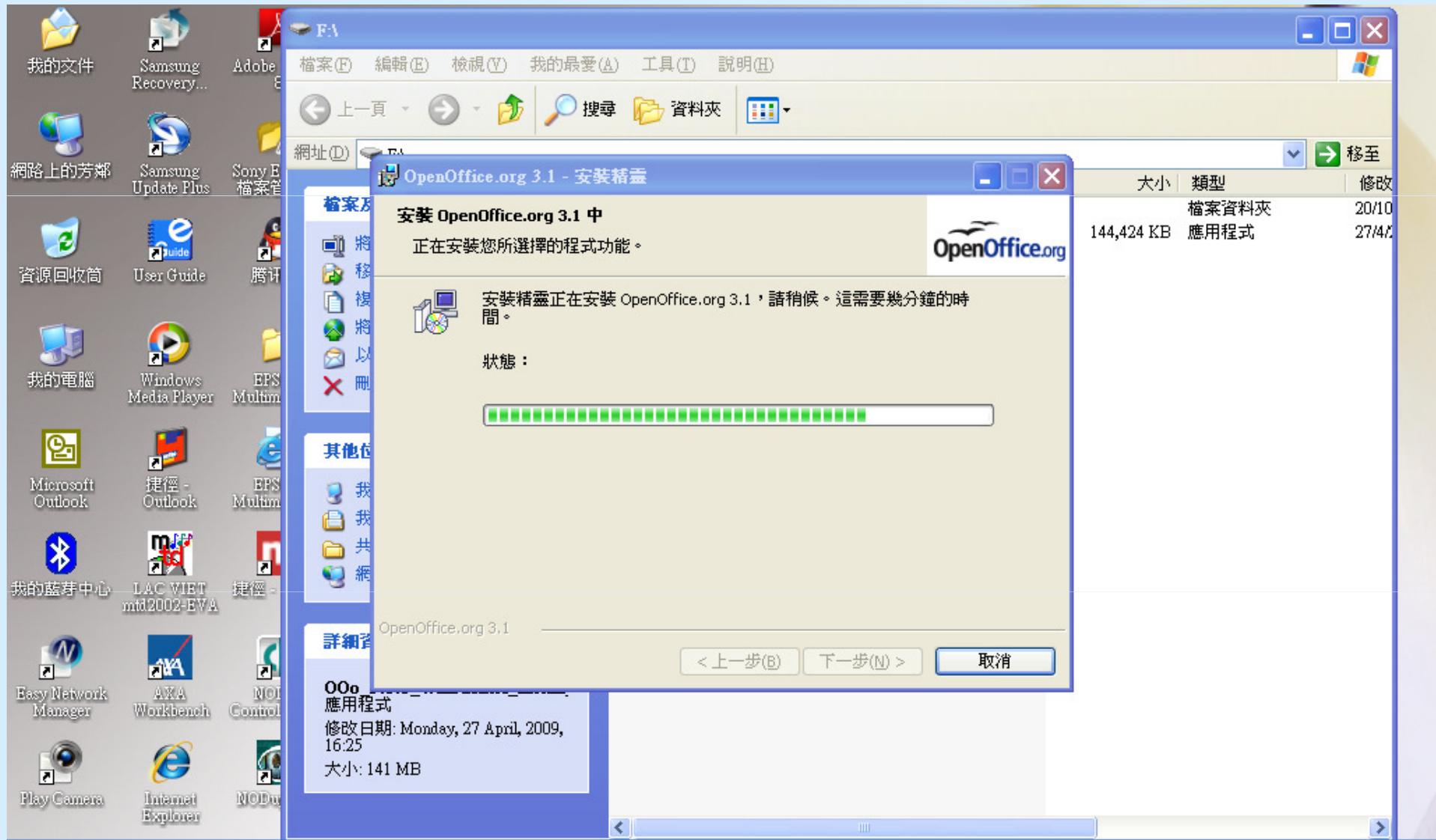
G. OpenOffice.org 3 實習 (安裝11)



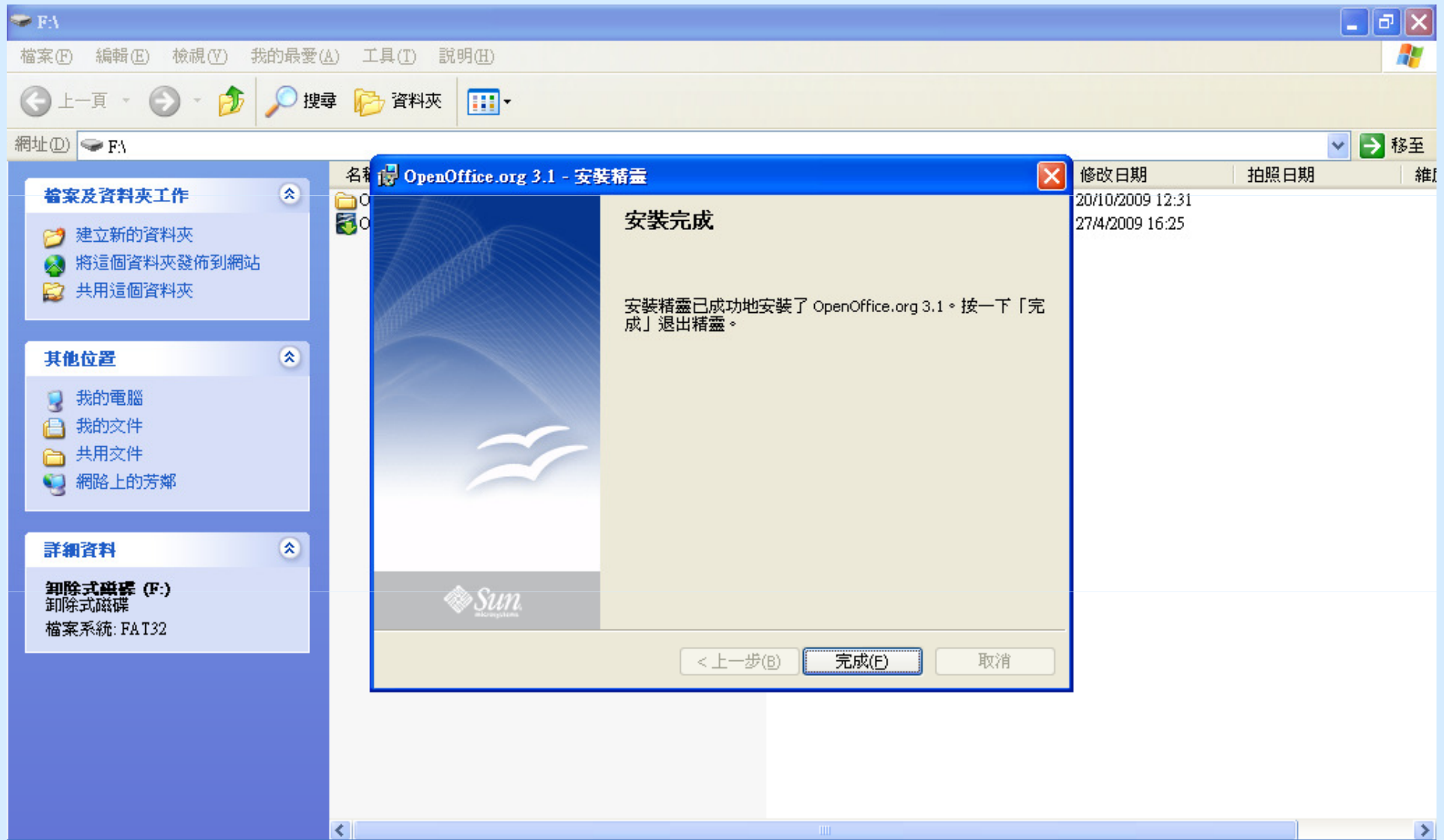
G. OpenOffice.org 3 實習 (安裝12)



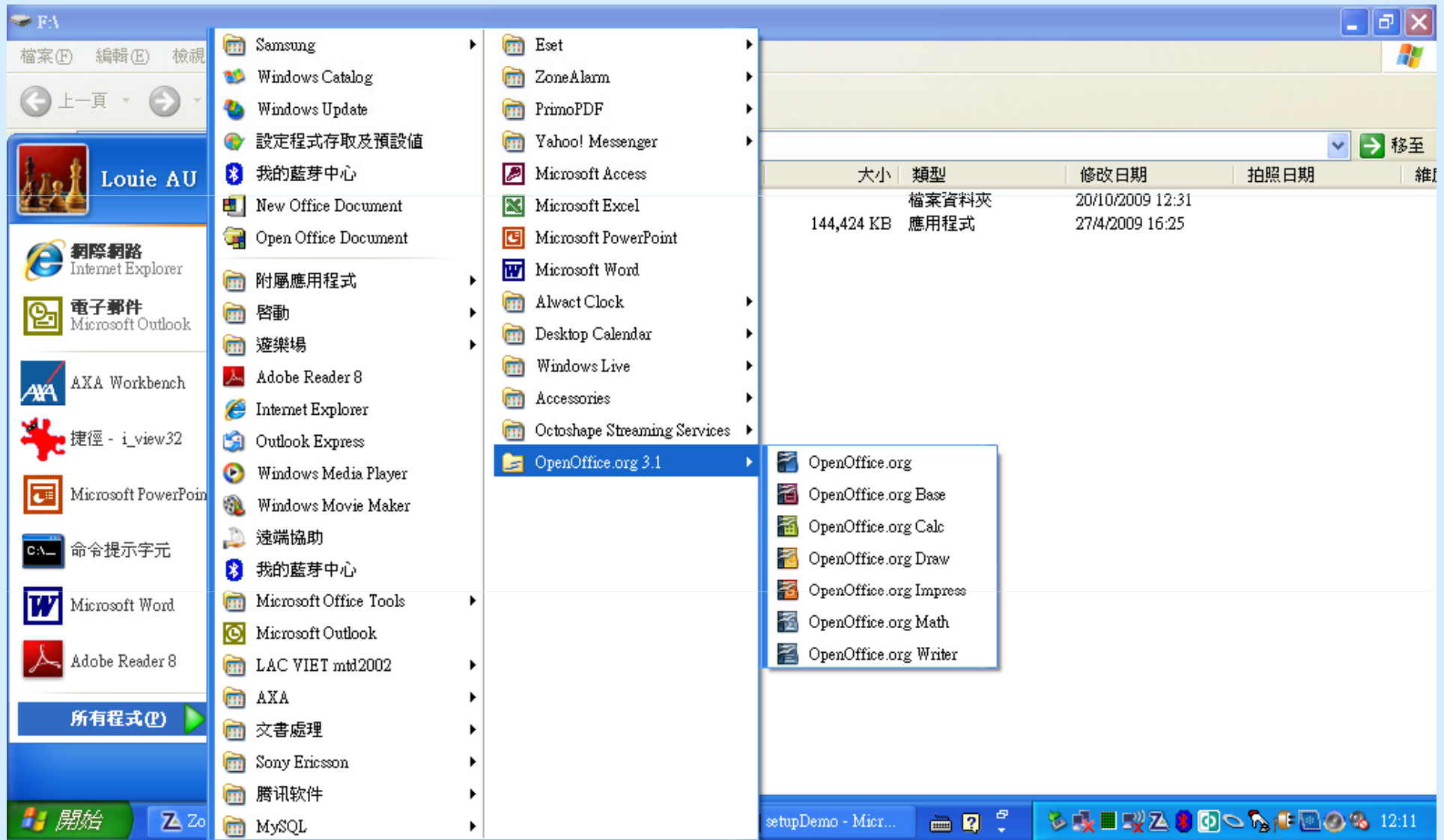
G. OpenOffice.org 3 實習 (安裝13)



G. OpenOffice.org 3 實習 (安裝14)



G. OpenOffice.org 3 實習 (安裝15)



G. OpenOffice.org 3 實習

2. 執行 – 根據以上示範作執行的實習
3. 使用 – 根據以上示範作使用的實習

Why use Open Source Software?

- Enjoy the freedom to choose from thousands of Open Source systems and services. Pick and choose the products that make sense for your business, and install them for free!
- **No more dependent on sole vendor**, specially, on maintenance and support, **avoid monopoly**;
- Save thousands of dollars with Open Office, Linux, Apache, MySQL and many other Open Source Software (OSS) products;
- Improve your business systems reliability, flexibility and productivity;
- Migrate your business systems - applications, databases and web services - to OSS today!

CFO Questions and Answers

1. What is the risk of switching from Microsoft to Linux?
 - there are many ways to provide compatibility with Windows-based applications.
2. Will it be cheaper?
 - Amazon.com cut costs by \$17 million
3. Who will support the system?
 - A network of technicians, engineers and specialists in HK.

T02 Open Office 工作坊

- MS Word/Excel/PowerPoint →
 - Open Office Writer/Calc/Impress



OpenOffice - Windows Internet Explorer

http://openoffice.org-suite.com/

File Edit View Favorites Tools Help

mywebsearch Search Holidays MyFunCards Smiley Central Screensavers Cursor Mania

AVG explore with YAHOO! SEARCH Search Total Protection AVG Info Get More

OpenOffice Suite

Home Download Members More Info Support

Whats Included:

- Writer**
Is an invaluable & easy to use word processor offering many familiar functions & tools that helps improve the writing process
- Calc**
Is a unique spread sheet program that differentiates itself by providing a number of time-saving features not available in other software.
- Impress**
Is an innovative multimedia presentation program that enhances the creative process. Your presentations will impress with its special features.

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Designed for All Windows Systems

Internet 105%

開始

1:32

Heading 3 | Arial | 14 | **B** / *I* U | [List Bullets] | [List Numbered] | [List Disc] | [List Circle]

1 | [List Bullets] | [List Numbered] | [List Disc] | [List Circle]

Wednesday 5th November

- Community
- What's New in OpenOffice.org 3.0
- The OOo Global Community
- OpenDocument Format
- OpenOffice.org and the
- Panel Discussion: ODF Interoperability Perspectives

writer (active)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22

17:45-18:30	Panel Discussion: ODF Interoperability Perspectives	Looking into a mirror - how the community got its groove back	The Presenter Console	Due to Popular Demand - SVG Import	Development
18:45-19:30		Community Development, Marketing, Fund Raising: 3 Pillars of the future of OOo	Visualize Writer Document Structure for Productive Development	Handling insanity a sane way: Robust binary documents parser, strategies & tools	ESC achievements since Barcelona
19:30-	Welcome Dinner				
Key:	Community	ODF/XML	Native Lang	Developer	BoF

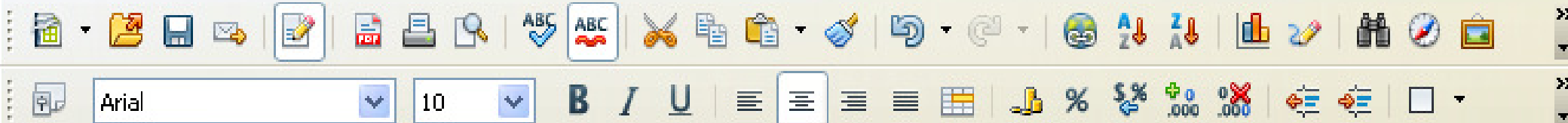
Community

What's New in OpenOffice.org 3.0?

Track: Community Type: Presentation Audience: Community, all.

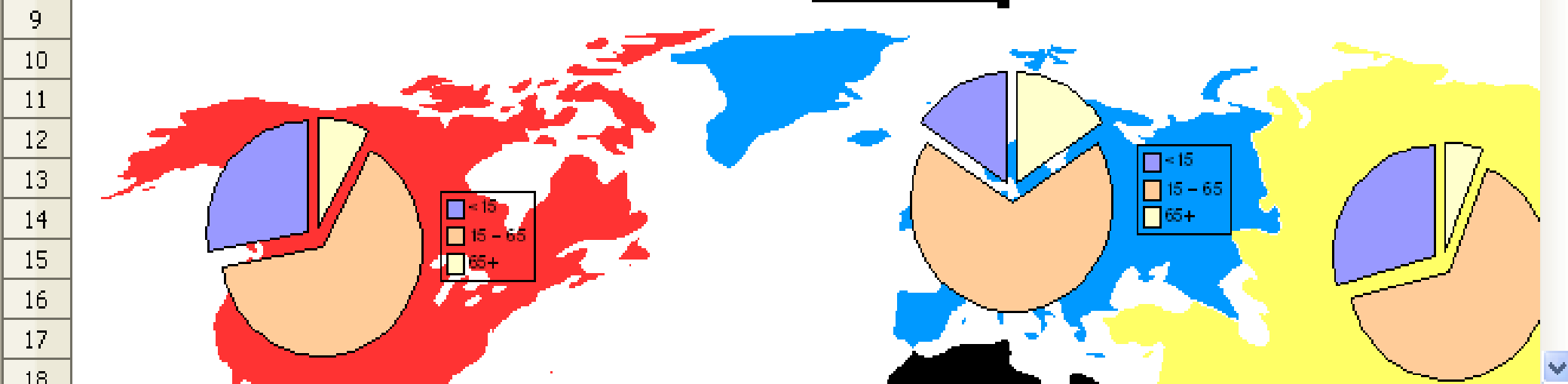
Abstract: From Mac OS X Support to tables in Impress. OpenOffice.org 3.0 offers a wide range of improvements. This demo will showcase the highlights of the new and improved features of OpenOffice.org 3.0.

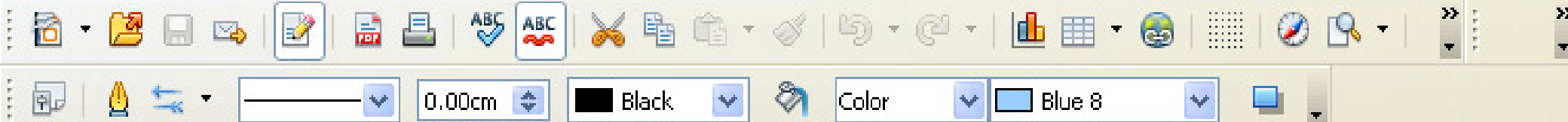
Presenter: Christian Jansen, Bettina Haberer (User Experience Engineer, Sun Microsystems, Inc.) *Biography:* Christian Jansen is an User Experience Engineer at Sun Microsystems. During the last 9 years, he played a major role in designing the user interfaces of



B2:D8 = 6 Align Center Horizontally

	A	B	C	D	E	F	G
1	Percent of Population of Age						
2		<15	15 - 65	65+			
3	Asia	29	65	6			
4	Europe	16	68	16			
5	Africa	42	55	3			
6	Australia and Oceania	25	65	10			
7	North America	28	64	8			
8	South America	29	65	6			





Slides

1 Title Slide

2 Catalogue

3 Sales

Normal Outline Notes Handout Slide Sorter



Tasks View

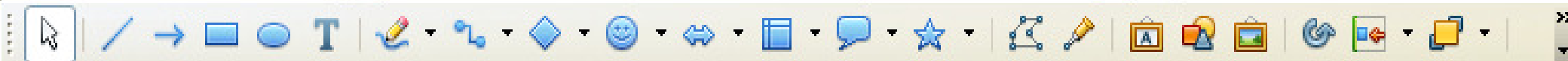
Master Pages

Layouts

Table Design

Custom Animation

Slide Transition



THANK YOU !