

Welcome to the

Willow Valley

Computer Club

Meeting

April 7th, 2022

Topic: Alternatives to Office 2021 & 365

Presenter: Ann Willets

Free Office Suite Alternatives to Purchasing Microsoft Office 2021 or 365

Ann Willets, Lakes Resident

Thursday April 7, 2022

2:00 PM

Cultural Center Theater

A Computer Club Presentation

Terminology

- This presentation will provide information on various FREE Office Suite options but is not intended to provide detail usage instructions. If you want a presentation on usage of a particular option let the Computer Club know.

Terminology - What is in a name? akin to Facial Tissue vs Kleenex

- Word Processor vs Microsoft Word
- Spreadsheet vs Microsoft Excel
- Presentation vs Microsoft PowerPoint

Your burning questions - Compatibility??

- Can you to open and edit your existing MS Office documents with the Free Office Alternatives?
 - The Answer: **YES**
- Can you share edited files from the Free Office Alternatives with others that have Microsoft Office?
 - The Answer: **YES**, as long as they are using Microsoft Office 2007 and newer. That's when Microsoft built-in support for the Open Document Format (ODF) file extensions, allowing you to instantly open files without the loss of formatting or content. (more on ODF next)

Development Timeline

- Nov. 1990 - MS Office 1st release w/proprietary format
- 1994 - SoftMaker FreeOffice 1st release
- MS Office 2000 - 1st version to have 5 years of extended support
- 2002 - Open Office - 1st release using ODF
- 2006 - Kingsoft/WPS - 1st Release using ODF

Development Timeline (cont'd)

- MS Office 2007 - Office Open XML developed to compete with ODF - 1st version of Ribbon Tabbed menus, declared Calibri as the default font across all applications
- 2010 - Open Office announced discontinuance in April 2011
 - So what did the design team do? They left and created their own company LibreOffice The Document Foundation
- Jan 2011 - LibreOffice - 1st release using ODF
- June 2011 - Apache buys Open Office
- May 2012 - Apache Open Office - 1st release
- 2014 - The UK adopts the ODF as the standard for its documents

What is ODF (Open Document Format)?

- ODF is a universal method of storing and processing information. Files saved under ODF have easily recognizable extensions, similar to Microsoft's proprietary extensions of .doc, .docx, .xls, .xlsx, .ppt, .pptx and .pub
- The most commonly encountered ODF extensions include:
 - .odt for word processing files
 - .ods for spreadsheets
 - .odp for presentations
 - .odg for graphics
 - .odf for formulas or other mathematical equations.
- Files saved with the ODF extensions may be smaller in size compared to the same file saved with the Microsoft extensions.

Difference between Microsoft doc and docx

- Put simply, .doc is the original version of a Microsoft Word Document where as .docX is the newer version used for Microsoft Word 2007 onwards.
- “Under pressure from the rising competition of the free and open-source **Open Office** and its competing Open Document Format (ODF), Microsoft pushed for the adoption of an even broader open standard” ‘Office Open XML’ post-2007, thus the added ‘X’.
- By 2017 “DOCX has become the new de facto (Microsoft) standard.”

<https://www.simuldocs.com/blog/whats-the-difference-between-doc-and-docx-files-in-microsoft-word>

<https://www.howtogeek.com/304622/what-is-a-.docx-file-and-how-is-it-different-from-a-.doc-file-in-microsoft-word/>

What are some of the Free Office Suite options?

The first four options listed below use the Open Document Format (ODF).

- Apache OpenOffice 4.1.11 (Free)
(<https://www.openoffice.org/product/index.html>)
- LibreOffice 7.2.5 (Free)
<https://www.libreoffice.org/>
- Softmaker FreeOffice (**Basic** - Free, **Home** - monthly or yearly pricing)
(<https://www.freeoffice.com/en/>)
- WPS Office (**Standard** - Free, **Premium** - 6 or 12 month pricing)
(<https://www.wps.com/>)
- Microsoft Office Free Online (Free)
<https://www.office.com/>

Apache OpenOffice

- OpenOffice was initially released May 1, 2002. In April 2011, support and development was discontinued and in June 2011 the software changed ownership and was renamed Apache OpenOffice with its first release in May 2012.
<https://en.wikipedia.org/wiki/OpenOffice.org>
https://en.wikipedia.org/wiki/Apache_OpenOffice
- You will find a presentation on Computer Central from Larry Gallagher on 05 March 2009 entitled ***Introduction to Open Office.***
- **Apache OpenOffice 4.1.11** is available in 41 languages for Windows, macOS and Linux.

Apache OpenOffice (con't)

- Apache OpenOffice 4.1.11 is a Security release incorporating other bug fixes and little enhancements. **All users of Apache OpenOffice 4.1.10 or earlier are strongly advised to upgrade.** Windows 11 users can now also get Apache OpenOffice for selected languages in the Microsoft Store.
- This office suite includes: Writer (word processor), Calc (spreadsheet), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases) and Math (formula editing)

Apache OpenOffice (con't) - Windows Installation

- Installation Screen

Download Apache OpenOffice
(Hosted by SourceForge.net - A trusted website)

Select your favorite operating system, language and version:

| | | |
|------------------------------|----------------|----------|
| Windows 32-bit (x86) (EXE) ▼ | English [US] ▼ | 4.1.11 ▼ |
|------------------------------|----------------|----------|

Download language pack

Windows 32-bit (x86) (EXE)

- Windows 32-bit (x86) (EXE)
- Linux 64-bit (x86-64) (DEB)
- Linux 64-bit (x86-64) (RPM)
- Linux 32-bit (x86) (DEB)
- Linux 32-bit (x86) (RPM)
- OS X (version >= 10.7) (DMG)
- OS X (version <= 10.6) (DMG)
- More platforms / operating systems

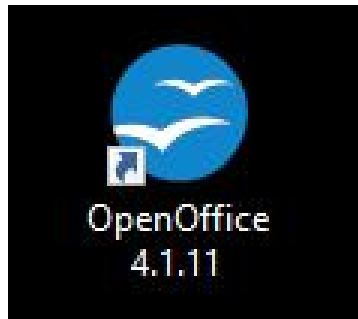
9808 | Git hash bdb20b2a64 | Released 2021-10-06 | [Release Notes](#)
signatures and hashes: [KEYS](#) , [ASC](#) , [SHA256](#) , [SHA512](#)

Apache OpenOffice (con't) - Windows Installation

- The only option for Windows is a 32-bit operating system, which can be loaded on a 64-bit operating system.
- Base (the database component) relies completely on Java technologies to run, but other programs (like Writer, Calc and Impress) only need Java for special functionality. **If you do not need to use Base and do not want to use any of the Wizards, then you do not need to have Java installed** and configured for running Apache OpenOffice.
- Note: For full functionality you will have to install a 32-bit Java Runtime Environment (JRE), even though you might already have a 64-bit JRE installed.

Apache OpenOffice (con't) - Windows Installation

- Installation on my Windows 10 64-bit laptop was uneventful - I chose the 32-bit operating system, clicked the Download button to get the .exe file onto my PC, then double clicked the .exe file to install the program. Since I don't plan on using the Database component I didn't have to worry about the Java file.



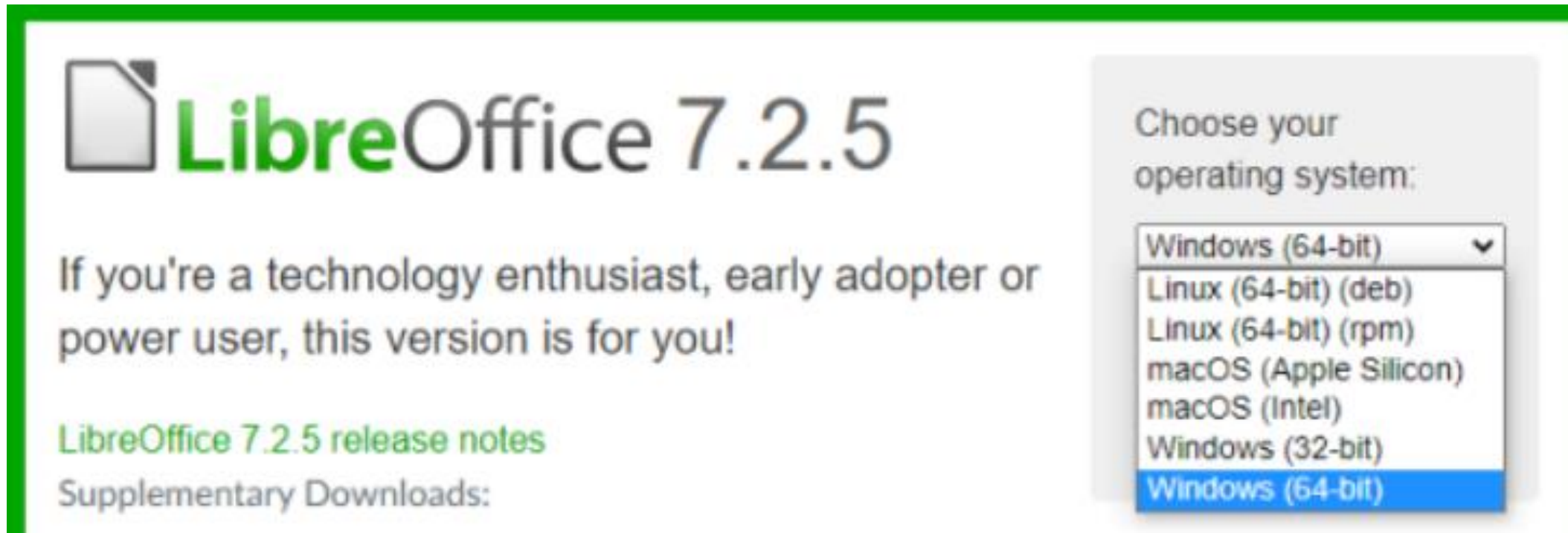
- Their site has lots of information about the how to load the Java file should you need it and how to avoid the popups if you don't.


LibreOffice

- LibreOffice is the successor to (some times referred to as a “fork of”) OpenOffice.org in 2010. LibreOffice 3.3 was released in 2011. (This is the same year OpenOffice was sold to Apache.)
- **LibreOffice 7.3** is available in 110 languages for Windows, macOS and Linux.
- This office suite includes: Writer (word processor), Calc (spreadsheet), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases) and Math (formula editing) {Doesn't this look familiar when compared to Apache OpenOffice?}

LibreOffice (con't) - Windows Installation

- Installation Screen



 **LibreOffice 7.2.5**

If you're a technology enthusiast, early adopter or power user, this version is for you!

[LibreOffice 7.2.5 release notes](#)

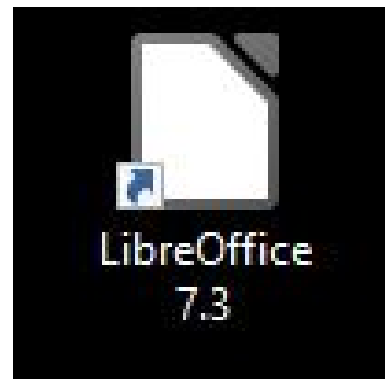
Supplementary Downloads:

Choose your operating system:

- Windows (64-bit) ✓
- Linux (64-bit) (deb)
- Linux (64-bit) (rpm)
- macOS (Apple Silicon)
- macOS (Intel)
- Windows (32-bit)
- Windows (64-bit)

LibreOffice (con't) - Windows Installation

- The Windows version of LibreOffice can be installed on 32-bit and 64-bit operating systems.
- Installation on my Windows 10 64-bit laptop was uneventful - I chose the 64-bit operating system, clicked the Download button to get the .exe file onto my PC, then double clicked the .exe file to install the program.

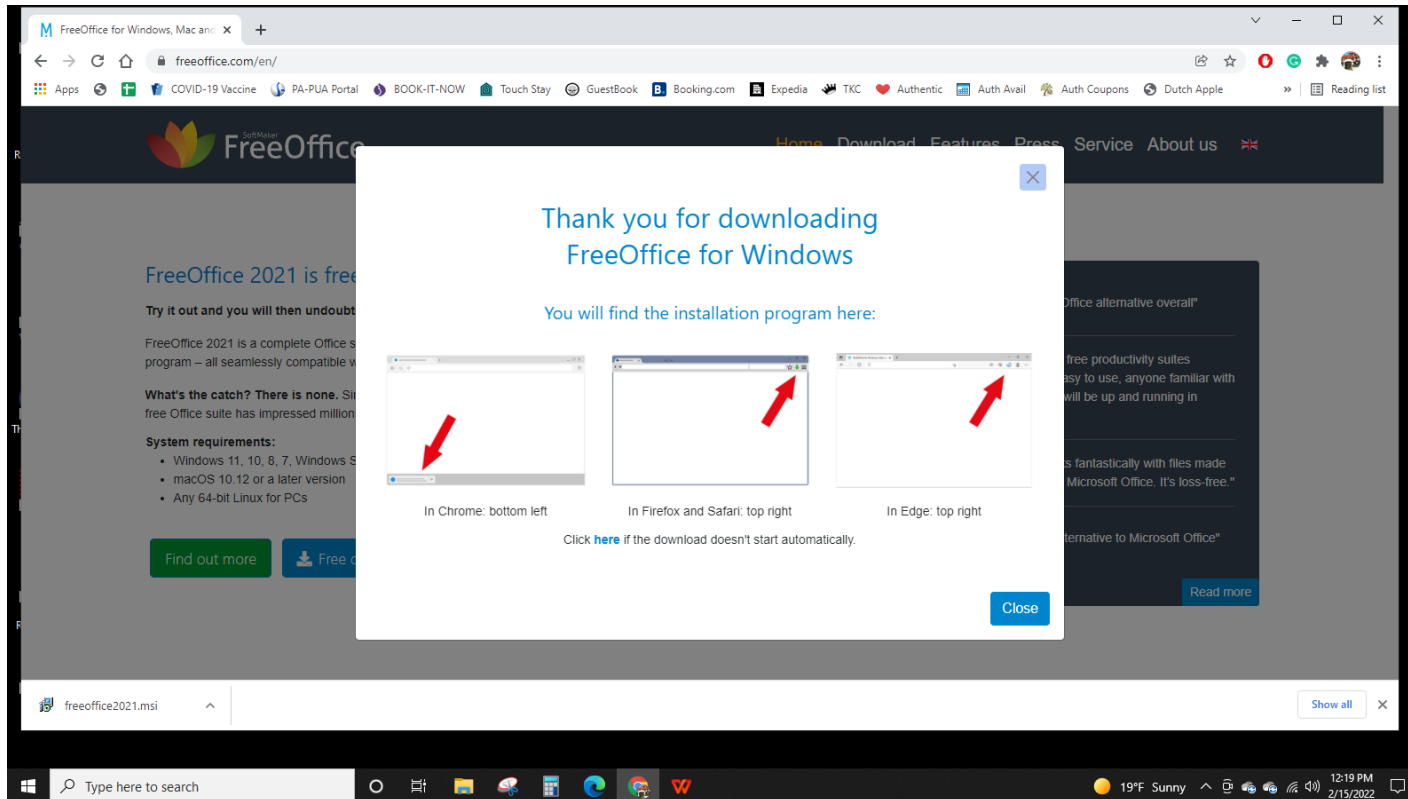


Softmaker FreeOffice

- Softmaker FreeOffice 2021 is developed for Windows, macOS and 64-bit Linux. I couldn't find the number of languages mentioned anywhere on the website. It is also available for Android devices.
- This office suite includes: TextMaker (word processor), PlanMaker (spreadsheet), Presentations (presentations). They also offer a free PDF editor.
- The desktop icons are a little confusing (in my opinion). You will see what I mean on the last installation slide.

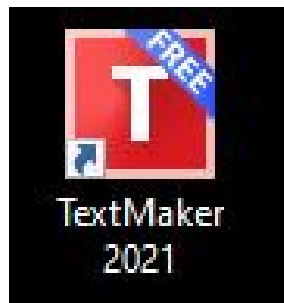
Softmaker FreeOffice (con't) - Windows Installation

- Installation Screen - Note there is no operating system to choose before clicking the Download button.



Softmaker FreeOffice (con't) - Window Installation

- Installation on my Windows 10 64-bit laptop was uneventful and typical (download the .exe file and double click to install).
- There are **several limitations** in the free version. Examples: you cannot remove empty or duplicate rows in a spreadsheet.
- You can find other limitations at <https://www.softmaker.com/en/comparison-freeoffice-softmaker-office>



WPS Office

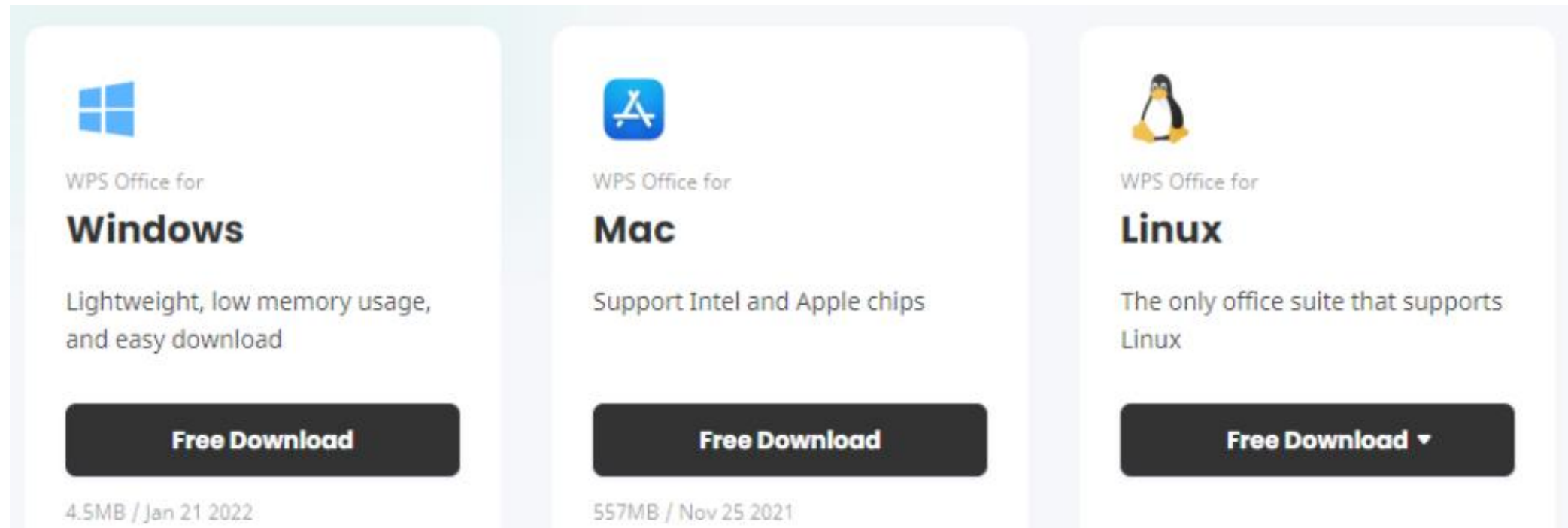
- WPS (Writer, Presentation, Spreadsheet) Office was released in 2006.
- WPS Office 11.2.0 is available in 13 languages on PC and 46 languages on mobile for Windows, macOS, Linux, Android, and iOS.
- The **Standard** suite (free) includes: Writer (word processor), Spreadsheet, Presentation, a PDF Toolkit and includes 1 GB of WPS Cloud storage and 2 pages for PDF conversion.

WPS Office (con't)

- The **Premium suite** costs \$18.99 for 6 months or \$29.99 for 12 months. Premium additionally allows for unlimited pages for PDF conversion, PDF editing, 20GB of WPS Cloud storage, and can be used on up to 9 devices (3PC and 6 mobiles) at the same time.
- Before downloading and installing, check if your computer meets the System Requirements for WPS Office.
<https://help.wps.com/articles/system-requirements-for-wps-office/>
 - OS - Windows 11/Windows 10/Windows 8/Windows 7
 - OS - MacOS 10.12 or higher

WPS Office (con't) - Windows Installation

- Installation screen - Note there is no operating system to choose before clicking the Free Download button. It also indicates the disk



The screenshot displays three distinct download options for WPS Office, each presented in a light blue rounded rectangular card. The first card on the left is for Windows, featuring the Windows logo and a 'Free Download' button. The middle card is for Mac, with the App Store logo and a 'Free Download' button. The third card on the right is for Linux, using the Tux penguin logo and a 'Free Download' button with a dropdown arrow. Each card includes a brief description of the software's features and a file size/date stamp at the bottom.

| Operating System | File Size | Date |
|------------------|-----------|-------------|
| Windows | 4.5MB | Jan 21 2022 |
| Mac | 557MB | Nov 25 2021 |
| Linux | | |

WPS Office (con't) - Windows Installation

- Installation on my Windows 10 64-bit laptop was uneventful and typical (download the .exe file and double click to install).



Microsoft Office Free Online

- If you don't need the full suite of Microsoft 365 tools, you can access a number of its **apps online for free** -- including Word, Excel, PowerPoint, OneDrive, Outlook, Calendar and Skype.
- The functionality of these apps is **limited**: They **only run** in your **web browser**, and you **can only use them** when **you're online**. They also have **fewer features** than the full Microsoft 365 versions.

Note: when I tried to use this for the first time there was a server issue somewhere so you might find this to be a concern with the possibility of not having access to your files when you want it.

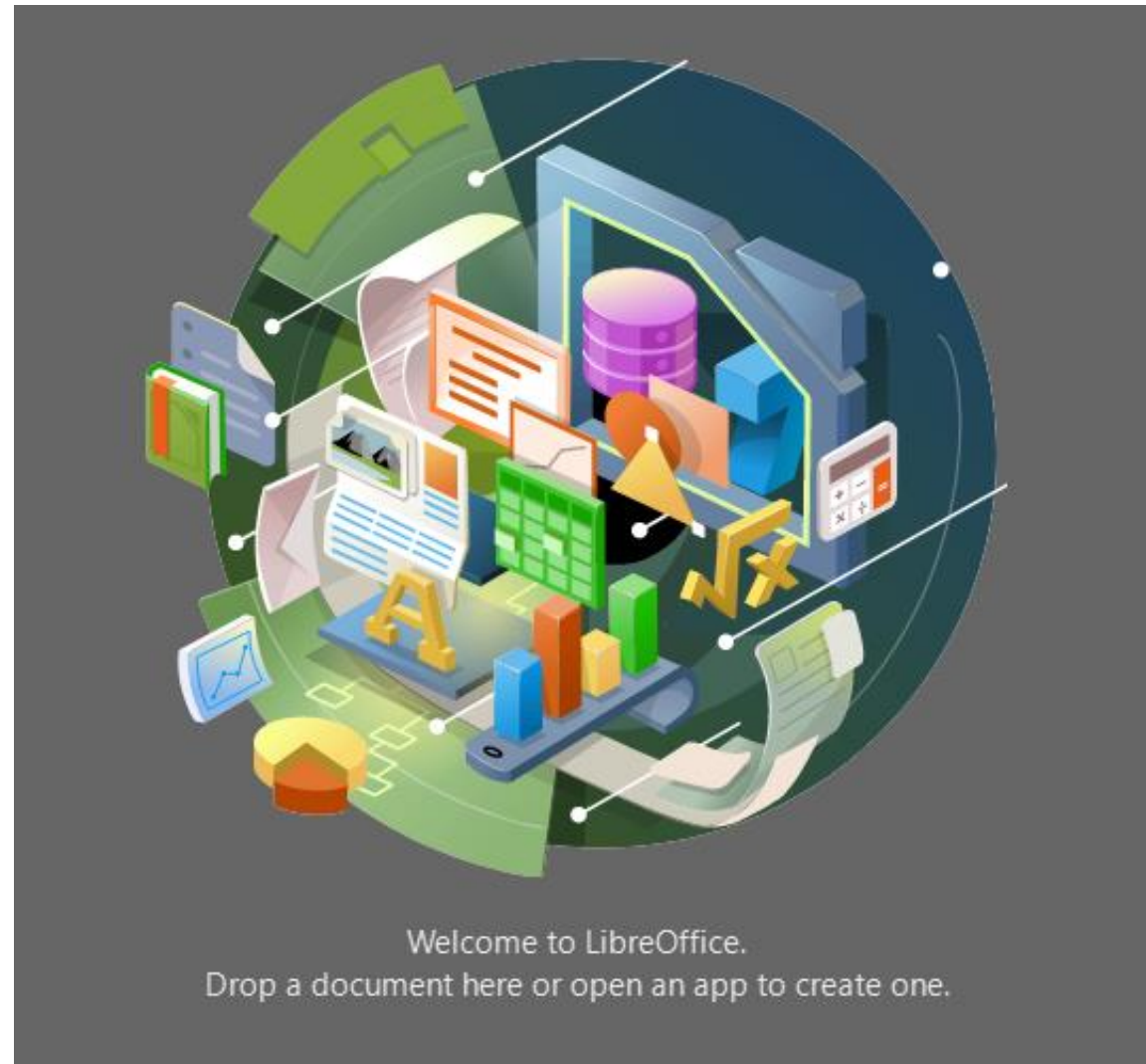
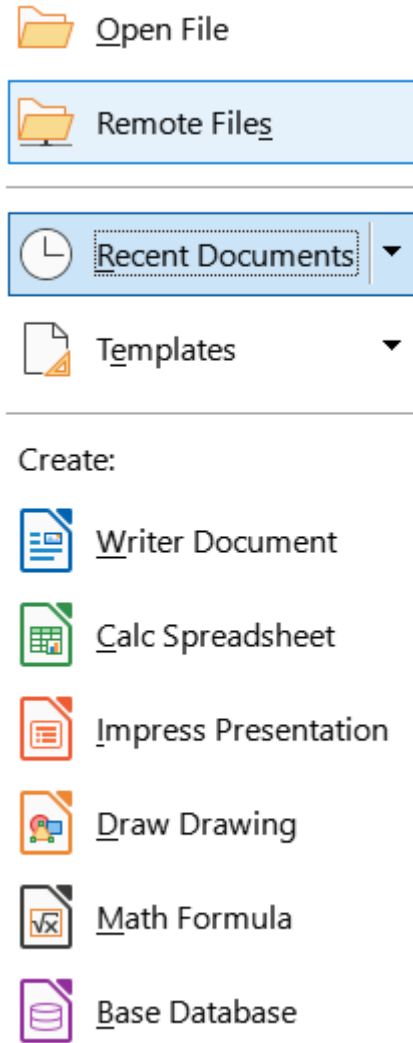
Microsoft Office Free Online (con't)

- There is no program to install on your PC.
- Here's how to get to the apps:
 - 1. Go to Office.com.
 - 2. Log in to your Microsoft account or create one for free.
 - 3. Select the app you want to use, and **save your work in the cloud with OneDrive.**

Apache OpenOffice - Launching

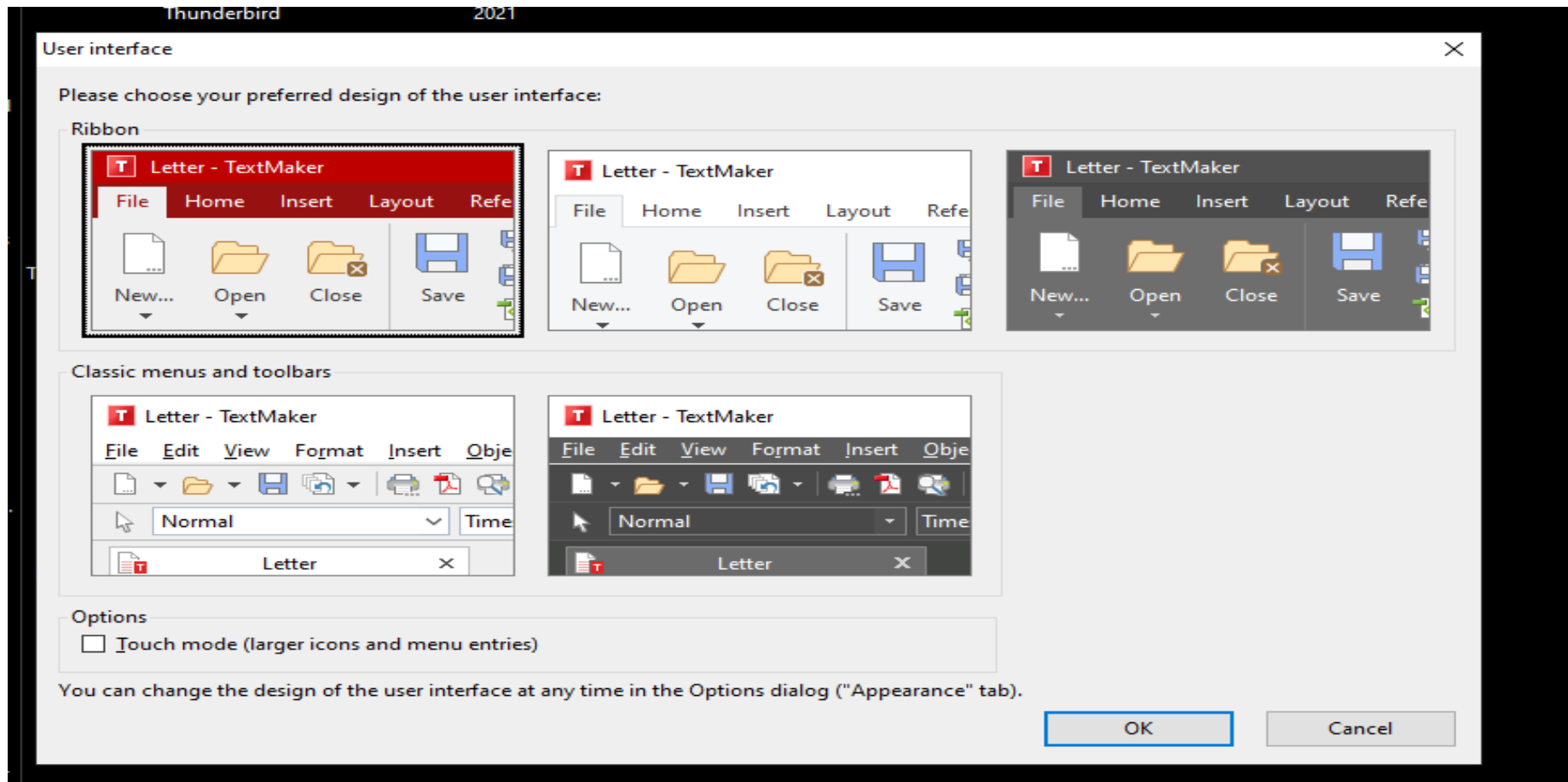


LibreOffice - Launching

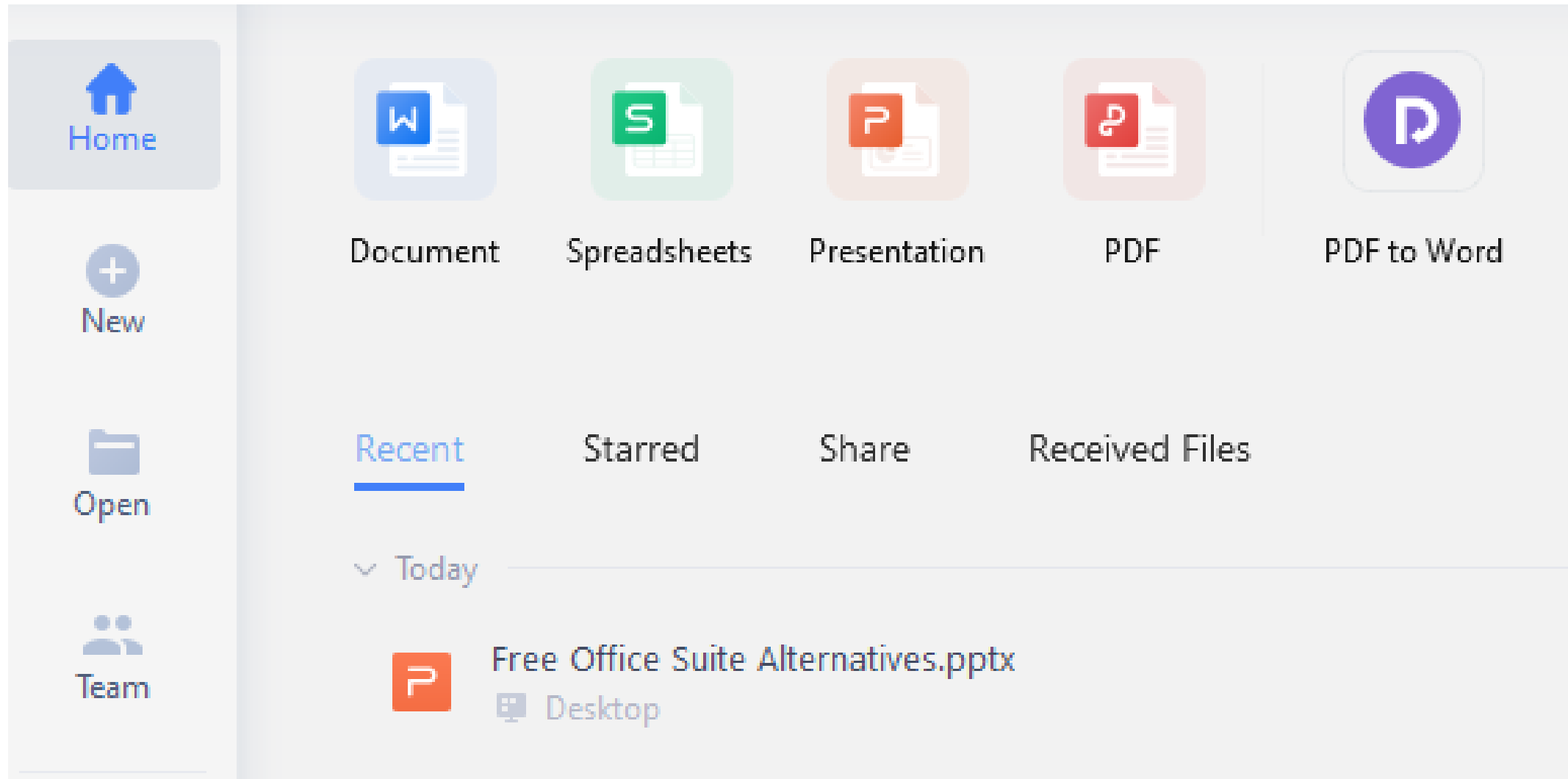


Softmaker FreeOffice - Launching

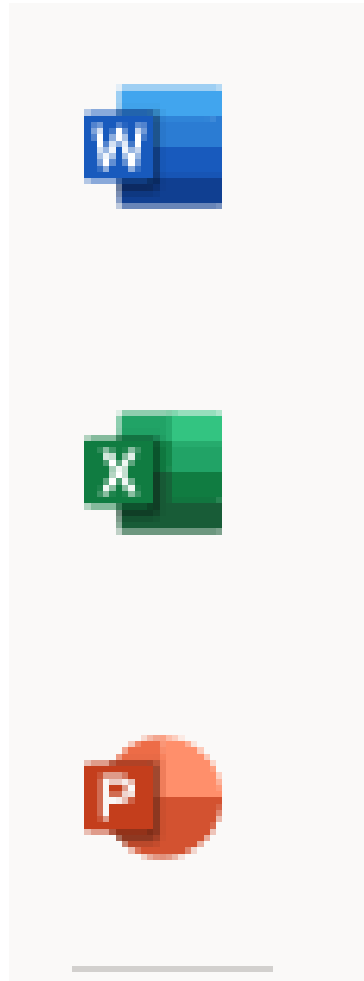
- You get to choose the User Interface Design



WPS Office - Launching

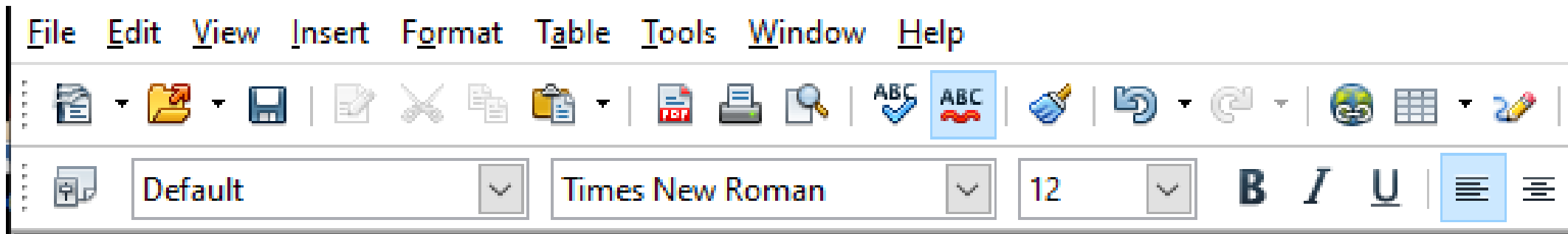


Microsoft Office Free - Launching



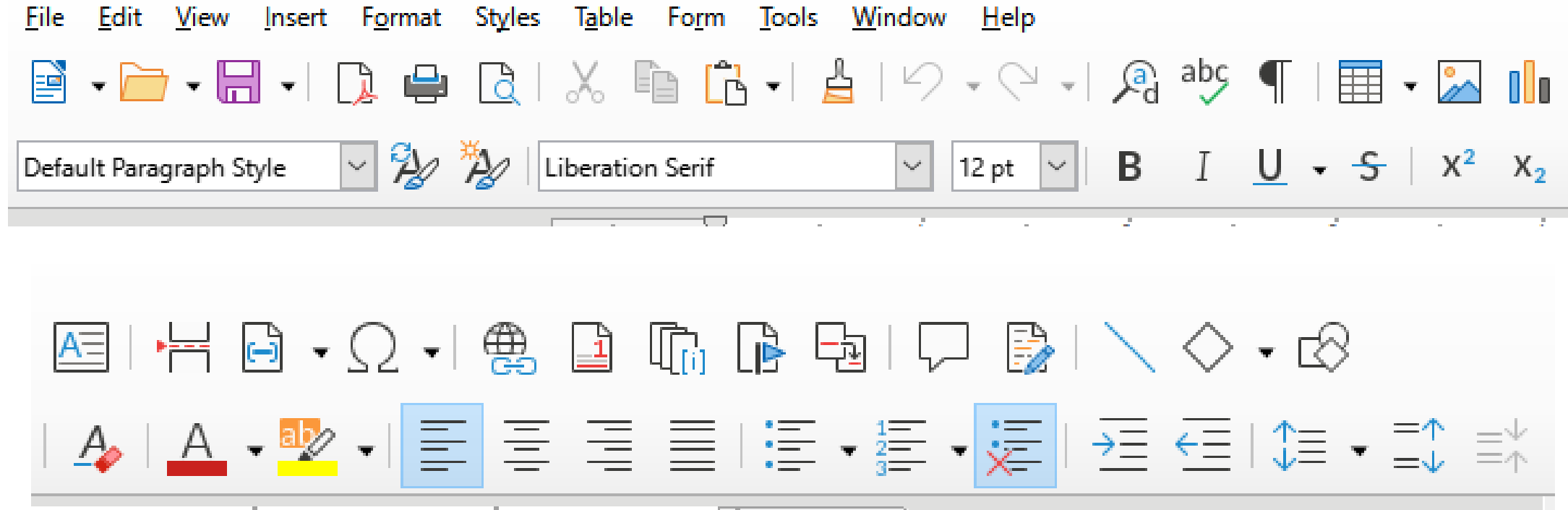
Opening Apache OpenOffice Word Document

Editing option default - Standard toolbar setting can have Icon only (Shown below), text only or both



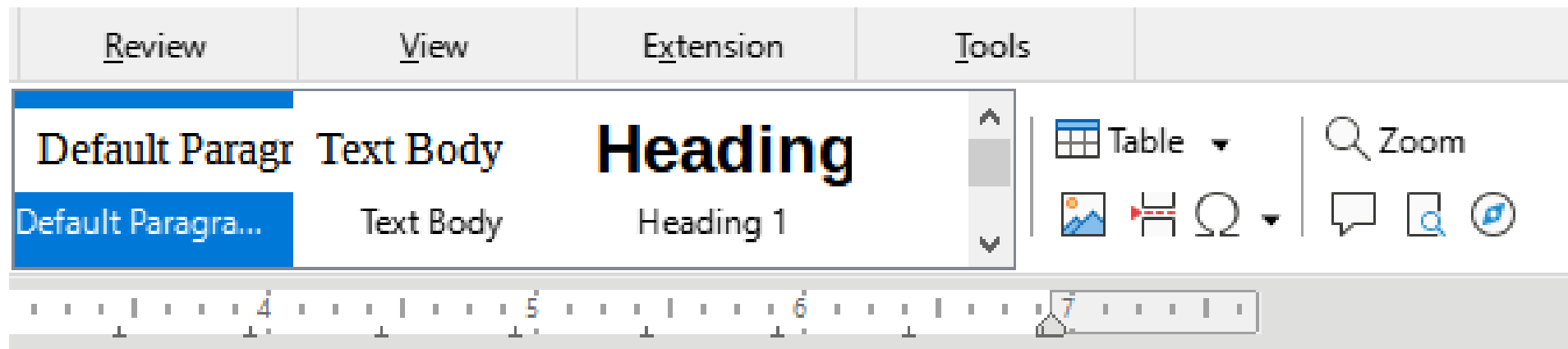
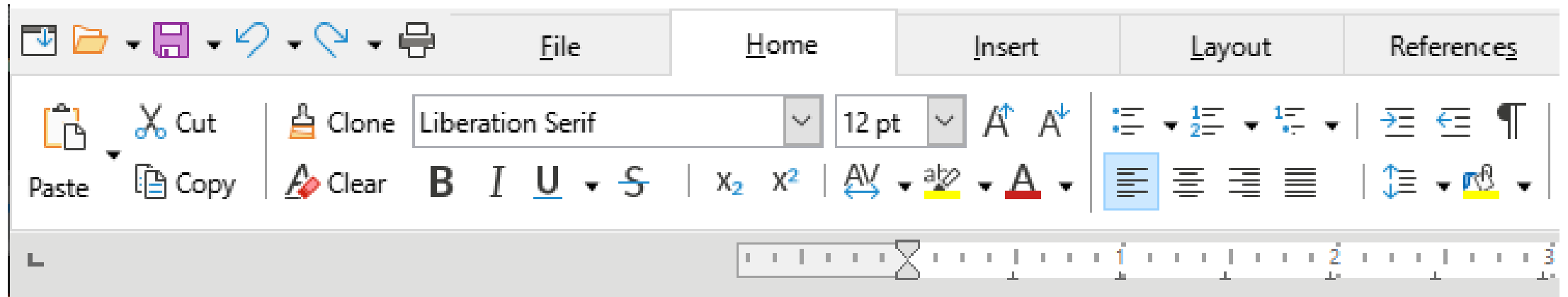
Opening LibreOffice Word Document

Editing option default - Standard setting Pre-2007



Opening LibreOffice Word Document (cont'd)

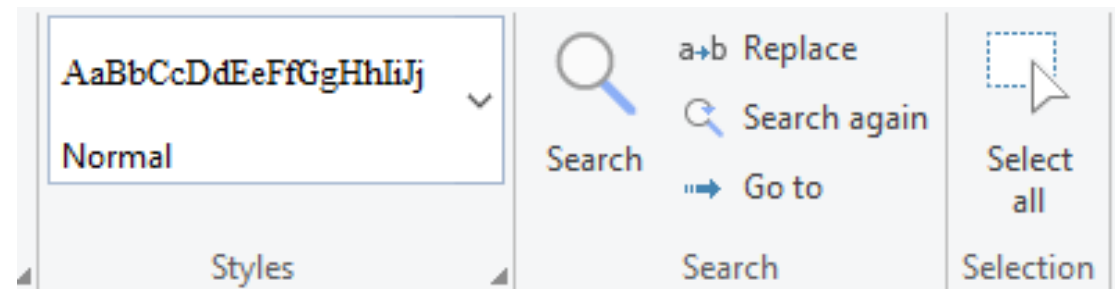
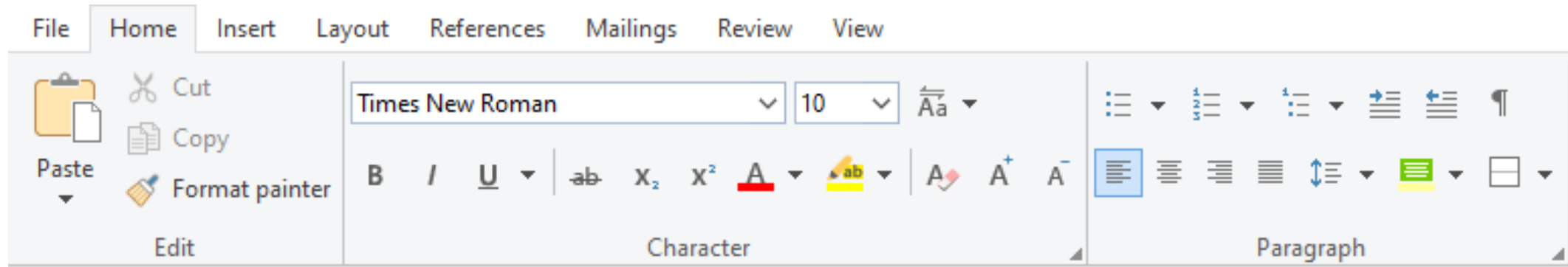
- Editing option Ribbon - Tabbed setting Post 2007



Opening Softmaker FreeOffice Word Document

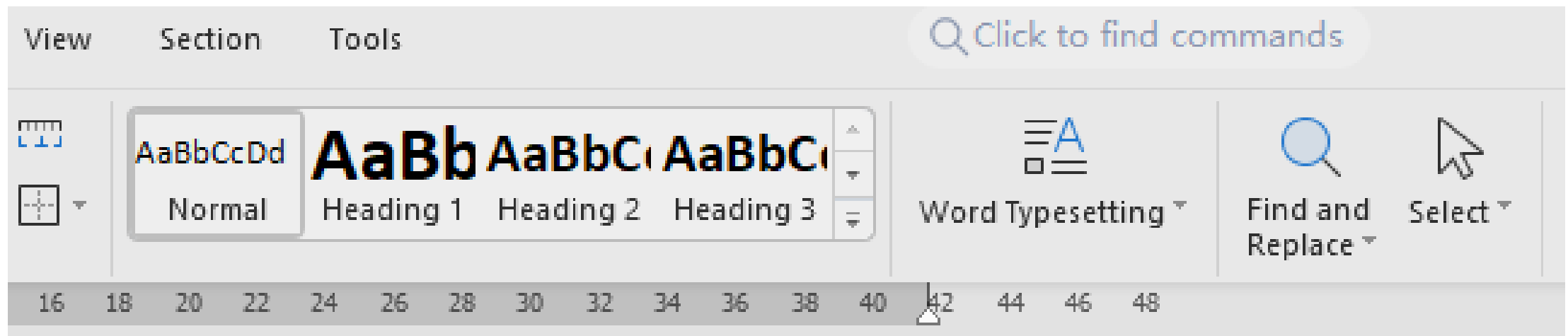
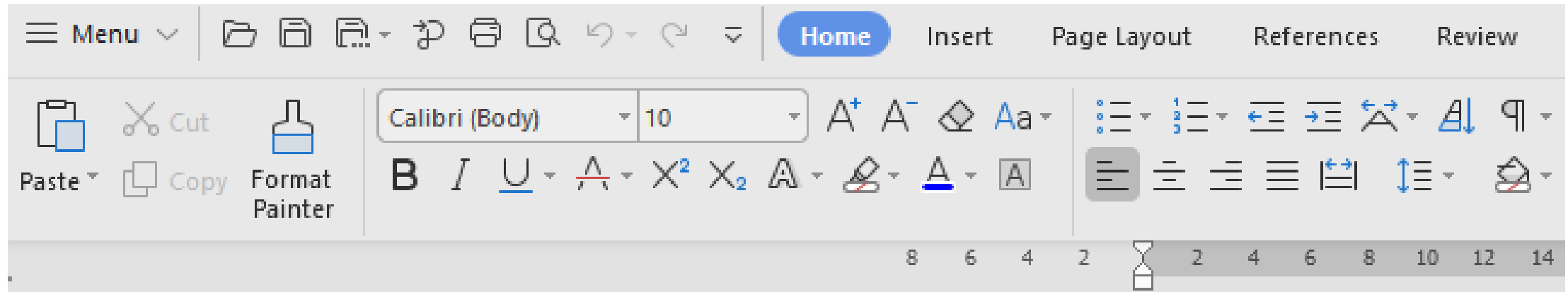
Editing option Ribbon

When I opened the 1st Word Document I had to get a Product Key via email to unlock the program.



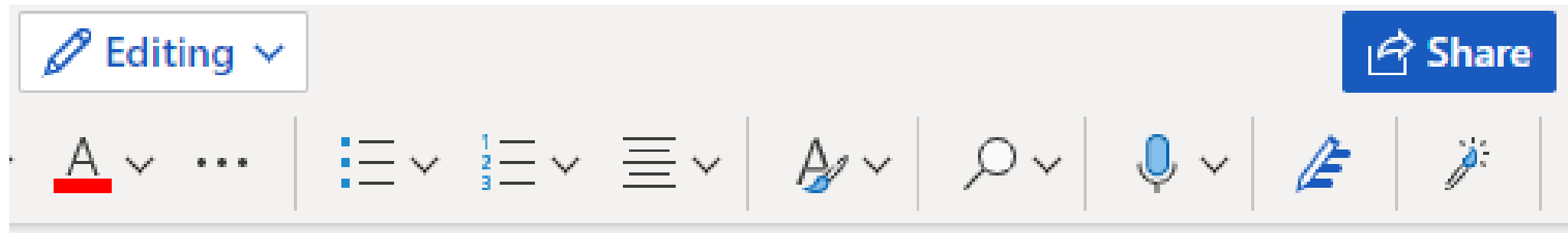
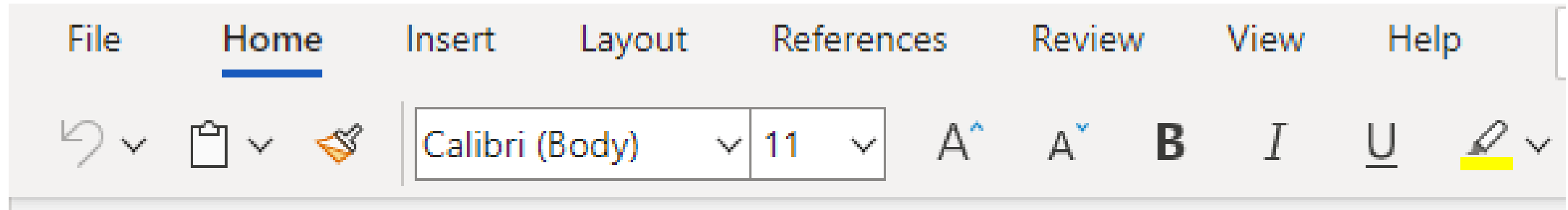
Opening WPS Word Document

Editing option Ribbon



Opening Microsoft Office Word Document

Editing option Ribbon



MS File Formats used for Saving Your Documents

| | .doc | .docx | .xls | .xlsx | .ppt | .pptx | .pub |
|----------------------|------|-------|------|-------|------|-------|--------------------------------|
| Apache OpenOffice | X | | X | | X | | |
| LibreOffice | X | X | X | X | X | X | opens .pub saves as .odg |
| SoftMaker FreeOffice | X | X | X | X | X | X | |
| WPS Office | X | X | X | X | X | X | |
| MicroSoft Free | | X | | X | | X | |

Platform summary

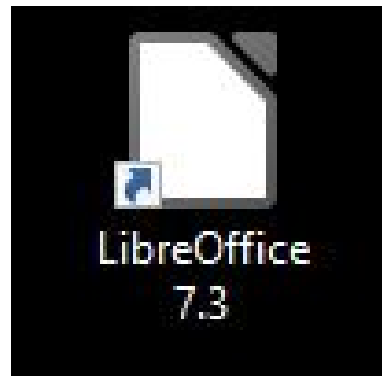
| | Windows 10 | Windows 11 | macOS | Linux | Android | iOS |
|----------------------------|------------|------------|-------|----------------------|----------------------|----------------------|
| Apache OpenOffice | X | X | X | X | X | |
| LibreOffice | X | X | X | X | use Collabora Office | use Collabora Office |
| SoftMaker FreeOffice | X | X | X | X | X | |
| WPS Office | X | X | X | X | X | X |
| Microsoft Office 2013 | X | | | | | |
| Microsoft Office 2016-2021 | X | X | X | use MS Online option | X | X |
| Microsoft 365 | X | X | X | Use MS Online option | X | X |

Cost of Desktop Applications

| | FREE | MONTHLY | YEARLY | PURCHASE |
|--|------|----------------------|-----------------|------------------|
| Apache OpenOffice | X | | | |
| LibreOffice | X | | | |
| SoftMaker FreeOffice | X | | | |
| SoftMaker Home | | \$2.99 | \$29.90 | |
| WPS Office | X | \$18.99/ 6 months | \$23.99-\$29.99 | |
| Microsoft Office 2021 - no upgrade option | | | | \$48.00-\$149.99 |
| Microsoft 365 Personal - 1 person | | \$6.99 | \$69.99 | |
| Micosoft 365 Family - 6 people | | \$9.99 | \$99.99 | |

Willow Valley Kiosk

- From my experience with Apache OpenOffice, WPS Office, LibreOffice and Microsoft Office 2010 I didn't have a big learning hump. I hope you will have that same experience. I love using the "find commands" option on the ribbon to save time.
- If you want to try out LibreOffice before downloading it to your PC, you will find the Icon on the Willow Valley Kiosks. Have fun!!!



Where to find the Free Office Suite options

- Apache OpenOffice 4.1.11 (Free)
(<https://www.openoffice.org/product/index.html>)
- LibreOffice 7.2.5 (Free)
<https://www.libreoffice.org/>
- Softmaker FreeOffice (**Basic** - Free, **Home** - monthly or yearly pricing)
(<https://www.freeoffice.com/en/>)
- WPS Office (**Standard** - Free, **Premium** - 6 or 12 month pricing)
(<https://www.wps.com/>)
- Microsoft Office Free Online (Free)
<https://www.office.com/>