

St Nicholas CE First School

Home Learning Guide

Free alternative to Microsoft Office

Need to do work on Word or PowerPoint but don't have it? Don't worry, there is a FREE alternative called Apache Open Office

Follow this guide to help you download and install it

Step 1: Go to the following link

<https://www.openoffice.org/download/index.html>

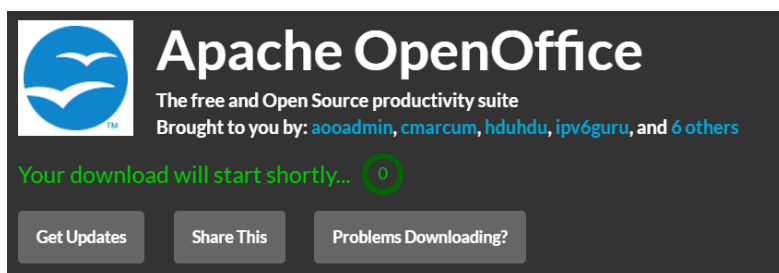
Step 2: Choose the language and operating system

If you have Microsoft Windows installed, you would need to download 'Windows (EXE)'. If you have a Mac, you would need to download the OSX (DGM) file.

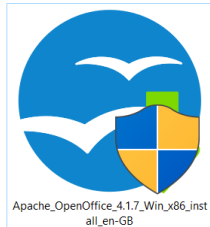


The screenshot shows a green interface for downloading Apache OpenOffice. At the top, it says "Download Apache OpenOffice" and "(Hosted by SourceForge.net - A trusted website)". Below this, it prompts the user to "Select your favorite operating system, language and version:". There are three dropdown menus: "Windows (EXE)", "English [British]", and "4.1.7". At the bottom, there are two buttons: "Download full installation" and "Download language pack".

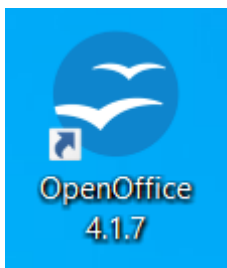
Press 'Download Full Installation' (this will redirect you to Sourceforge - the download site). It should automatically download.



Step 3: Once it has been downloaded, double click the setup icon and follow the on-screen instructions.



Step 4: Once the installation is complete, you should have the following icon on your desktop - double click it



This should launch the welcome window, where you can now choose which type of document you want to create:



- Text Document would be like an Office Word document
- Spreadsheet Document would be like an Office Excel document
- Presentation Document would be like an Office PowerPoint document