

Office Smackdown



OPCUG



Users helping users
for over 40 years

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Ottawa PC Users' Group

Featuring two heavyweights!





OTTAWA

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PRODUCT REVIEW

Office Suite Compatibility and Incompatibility?

by Alan German

For a number of years I have been routinely using an office suite that is not the one produced by Microsoft. Initially, I used OpenOffice but then, around 2010, when the open-source community forked this software, I switched to the newer **LibreOffice**.

To see screenshots, click on the link to the right.

Word from Microsoft Office 2010. Although, nominally, Word supports the ODT file format, trying to open the file produced the error message: "The file help_wanted.odt cannot be opened because there are problems with the contents." And, viewing the details of the error displayed: "Details - The file is corrupt and

document standards in Redmond!

Other than the above-noted glitch, the two files seem to display identically. So, the conclusion from this rather simple test is that you can use LibreOffice and exchange your files with MS Word users. Just be sure to use .doc for the file format!

October, 2012

The file help_wanted.odt cannot be opened because there are problems with the contents.

Details - The file is corrupt and cannot be opened.

Excel found unreadable content in 'opcug.ods'

...change one of the amounts... the associated total didn't change.



Functionality is a moving target!

Versions frozen at:

Microsoft Office 2019

LibreOffice Version 7.3.1.3

What are the issues?

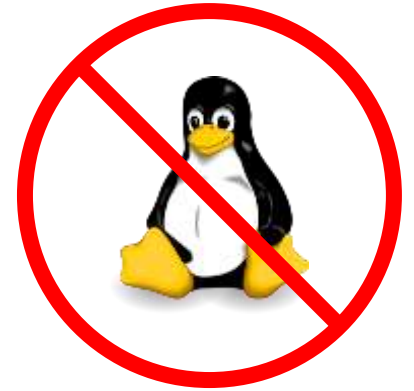
- Can I replace Microsoft Office with LibreOffice and if so why?
- Can I save any money?
- Which suite is best/more capable/better supported?
- If I switch am I going to run into problems?
- Should Microsoft Office users switch to LibreOffice?
- Should LibreOffice users switch to Microsoft Office?



Platforms

- **Microsoft Office**

- Windows, macOS, Android, iOS
(Publisher and Access only on Windows)
- Web-based apps



- **LibreOffice**

- Windows, Linux, macOS
- Collabora Office (based on LibreOffice) for Android, iOS, and Chromebooks
- Portable versions for Windows
(No installation required, run from flash drive, don't mess up a computer's configuration, etc.)
- No web-based apps

Software Licensing

- GPL**
- Free software (copyleft)
 - Use, modify, share
 - Open source
 - Reciprocity obligation
 - Usually zero cost



- Copyright**
- Licensing fees
 - Restrictions
(number of users, machines)
 - Closed source

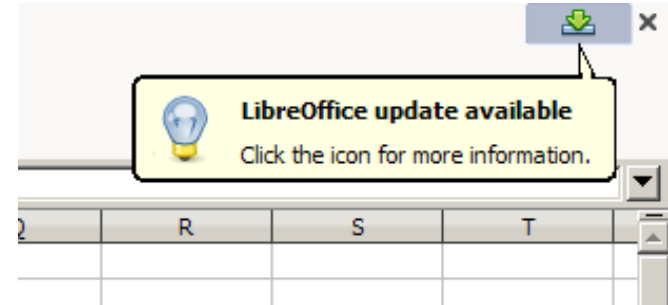


Both can have system updates, built-in and on-line help, documentation files, user forums...

Software Updates

LibreOffice

Notification that updates/
new versions are available
Manually download/install



Office 2019

Windows Update (Patch Tuesday)
Scheduled task (Office Automatic Updates 2.0)
Manual check - Update Now
Office 2019 doesn't receive new features

Office 365

Updates periodically - you do nothing, it just happens
Steady stream of updates/new features - whether you
want them or not!

Historical Notes



LibreOffice - Modules

Writer

Word processor

Calc

Spreadsheet

Impress

Presentation manager

Base

Database manager

Draw

Drawing package

Math

Formula editor



LibreOffice - Modules

Writer

Word processor

Calc

Spreadsheet

Impress

Presentation Manager

Base

Database

Draw

This presentation will focus on the word processing, spreadsheet, and presentation modules of the office suites



LibreOffice – History

1985 – StarWriter

Marco Börries (16-year-old student)

Forms Star Division

Develops StarOffice

Includes:

StarWriter

StarCalc

StarImpress

StarBase

StarDraw

StarMath



LibreOffice – History 2

1999 - Sun Microsystems

Buys Star Division for \$73.5 million

Renames StarOffice to OpenOffice.org

Releases the code as open source

Community development

2009 – Oracle

Purchases Sun Microsystems

Community concern over the future of OpenOffice



LibreOffice – History 3



2010 - LibreOffice

OpenOffice forked to LibreOffice

The Document Foundation established

Gathers more than 95% of OpenOffice developers

(2011 - Oracle hands OpenOffice over
to the Apache Foundation)

2022 – LibreOffice Version 7.3.1... and counting!

File Formats *

Word Processor

Writer – Open Document Text (.odt)

Spreadsheet

Calc – Open Document Spreadsheet (.ods)

Presentations

Impress – Open Document Presentation (.odp)

** Native file formats; LibreOffice also supports MS Office formats, e.g. .docx, .xlsx, and .pptx*



Microsoft Office - Modules

Word	Word processor
Excel	Spreadsheet
PowerPoint	Presentation manager
Access	Database manager
Outlook	Electronic mail
plus:	
OneNote	Note-taking
Publisher	Desktop publishing
Skype	Communications
InfoPath	Electronic forms



Microsoft Office - Modules

Word

Word processor

Excel

Spreadsheet

PowerPoint

Presentation manager

Access

Database manager

Outlook

El

plus

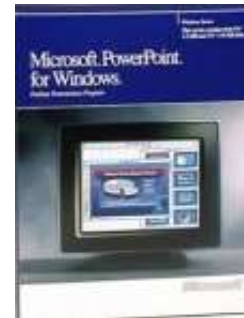
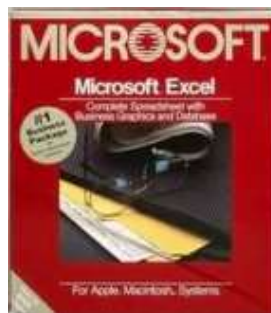
This presentation will focus on the word processing, spreadsheet, and presentation modules of the office suites

Electronic forms



Microsoft Office – History

Main modules – Word, Excel and PowerPoint previously existed as stand-alone applications



Microsoft Office For Windows (Office 1.0) was released in November, 1990:

Word 1.1

Excel 2.0

PowerPoint 2.0



Microsoft Office 97



It looks like you're writing a letter.

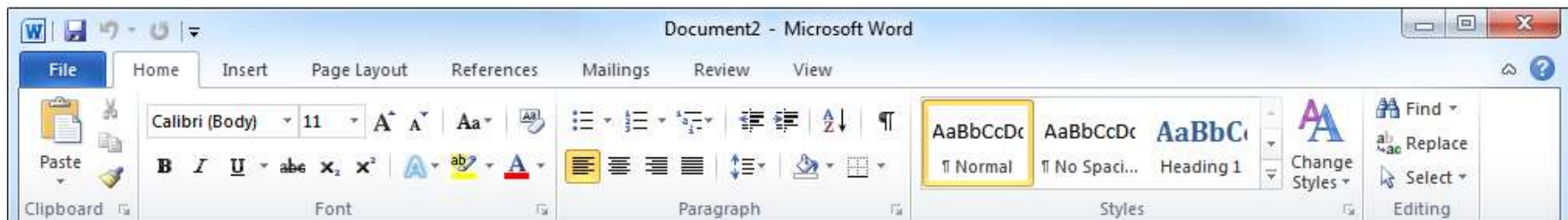
Would you like help?

- ☒ Get help with writing the letter
- ☒ Just type the letter without help
- ☐ Don't show me this tip again



Microsoft Office 2007

Introduction of the ribbon





Office 365

- First announced October, 2010
- Software as a Service (SAAS)
- Subscription-based
- Cloud-based
- Now Microsoft 365

Cross-suite Issues

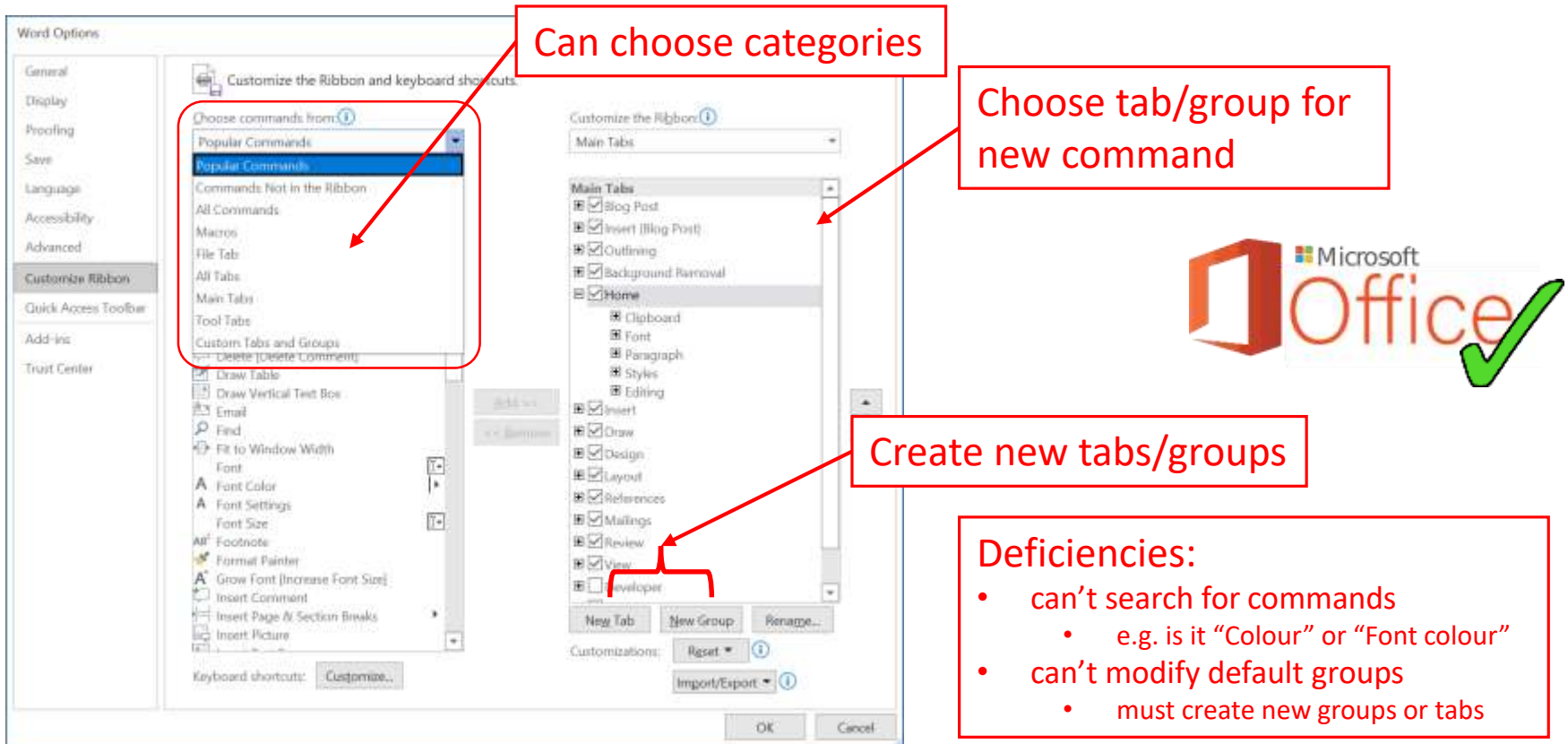


Import/export

- Microsoft Office & Libre Office can import export
 - native format of either suite
 - graphics, csv, html...
- In most cases
 - LibreOffice imports/exports Microsoft formats best
 - good retention of formatting & features
 - Microsoft imports/exports LibreOffice formats worst
 - more problems with formatting & retaining features

Microsoft Office: customise ribbon

- File tab – Options – Customise Ribbon



The screenshot shows the 'Word Options' dialog box, specifically the 'Customize Ribbon' tab. The left pane lists various categories for commands, with 'Popular Commands' selected. The right pane shows the 'Main Tabs' list, which includes 'Blog Post', 'Insert (Blog Post)', 'Outlining', 'Background Removal', 'Home', 'Clipboard', 'Font', 'Paragraph', 'Styles', 'Editing', 'Insert', 'Draw', 'Design', 'Layout', 'References', 'Mailings', 'Review', 'View', and 'Developer'. The 'Home' tab is currently selected. Annotations with red arrows point to specific elements: 'Can choose categories' points to the 'Popular Commands' list; 'Choose tab/group for new command' points to the 'Main Tabs' list; 'Create new tabs/groups' points to the 'New Tab' and 'New Group' buttons. A red box at the bottom right contains a list of 'Deficiencies'.


Can choose categories

Choose tab/group for new command

Create new tabs/groups

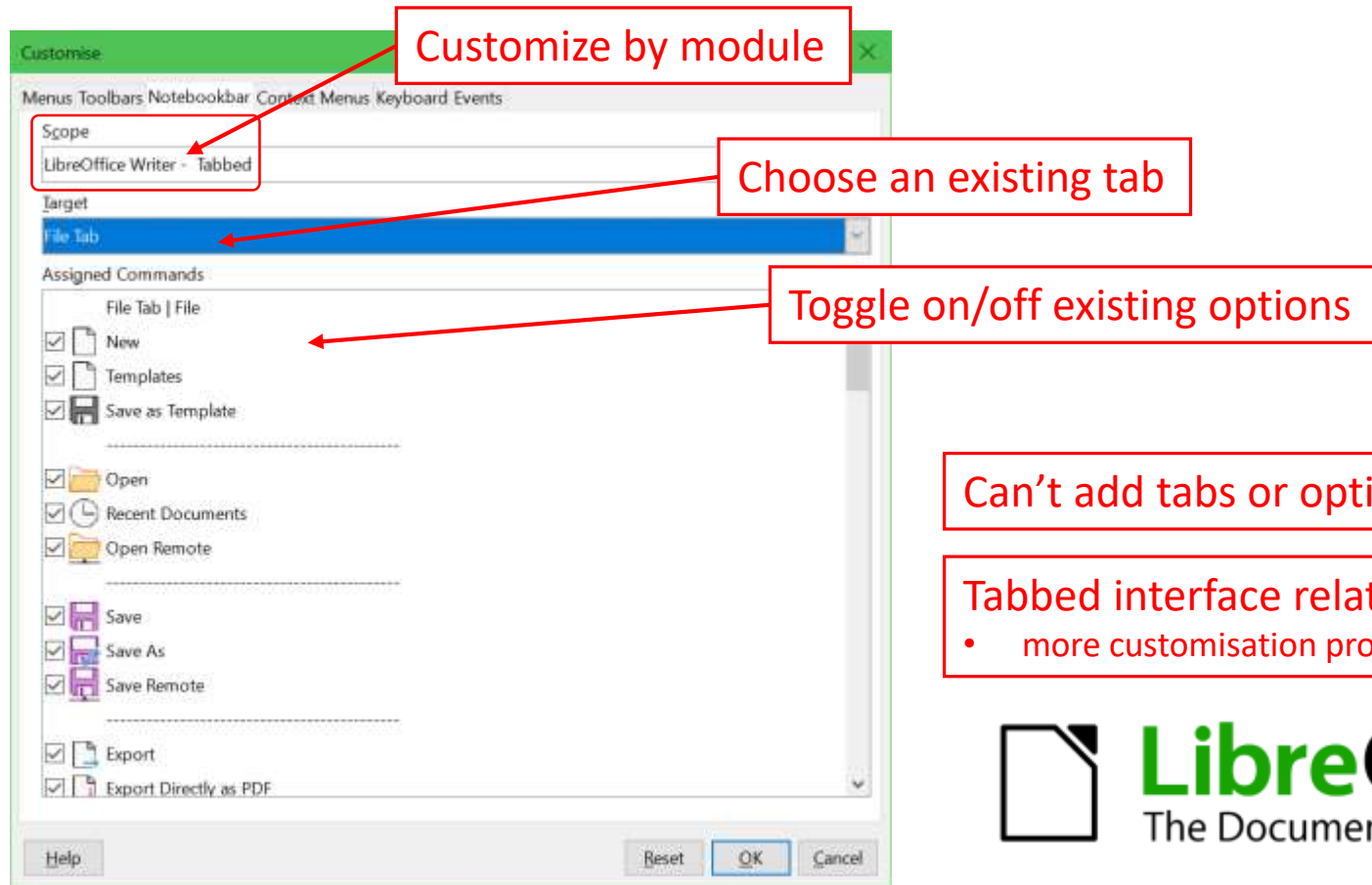
Deficiencies:

- can't search for commands
 - e.g. is it "Colour" or "Font colour"
- can't modify default groups
 - must create new groups or tabs



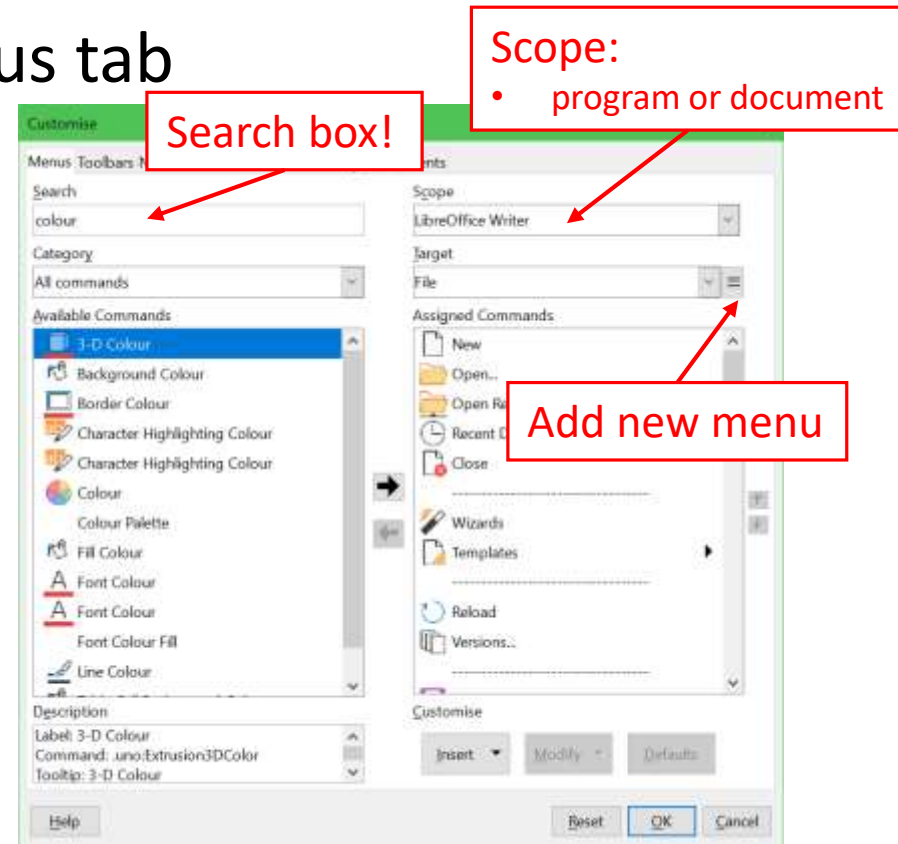
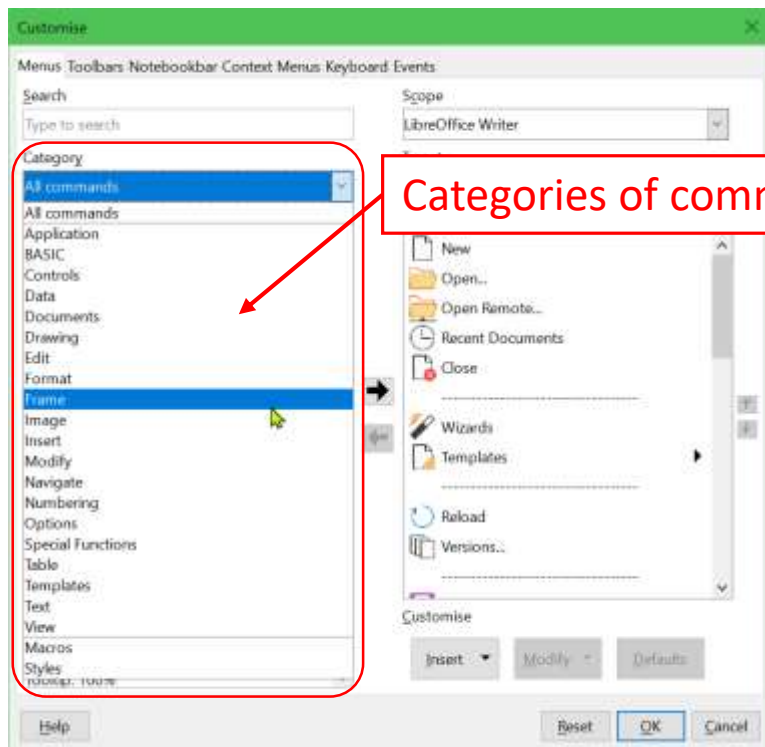
LibreOffice: customise ribbon

- Tools | Customise... | Notebookbar



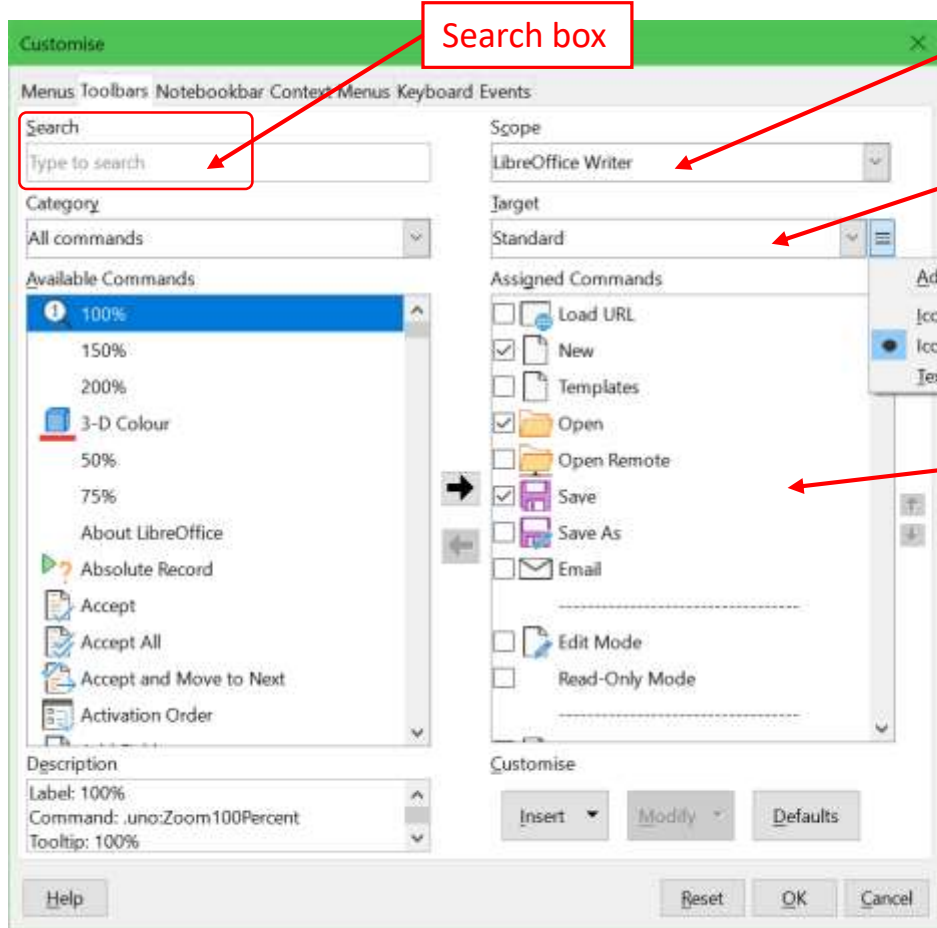
LibreOffice: customise menus

- Tools | Customise... | Menu tab



LibreOffice: customise toolbars

- Tools | Customise... | Toolbars



Scope:

- program or document

Choose any toolbar

Choose how to display

Toggle on/off existing options

Add/remove

- any command on any toolbar
- add new toolbars

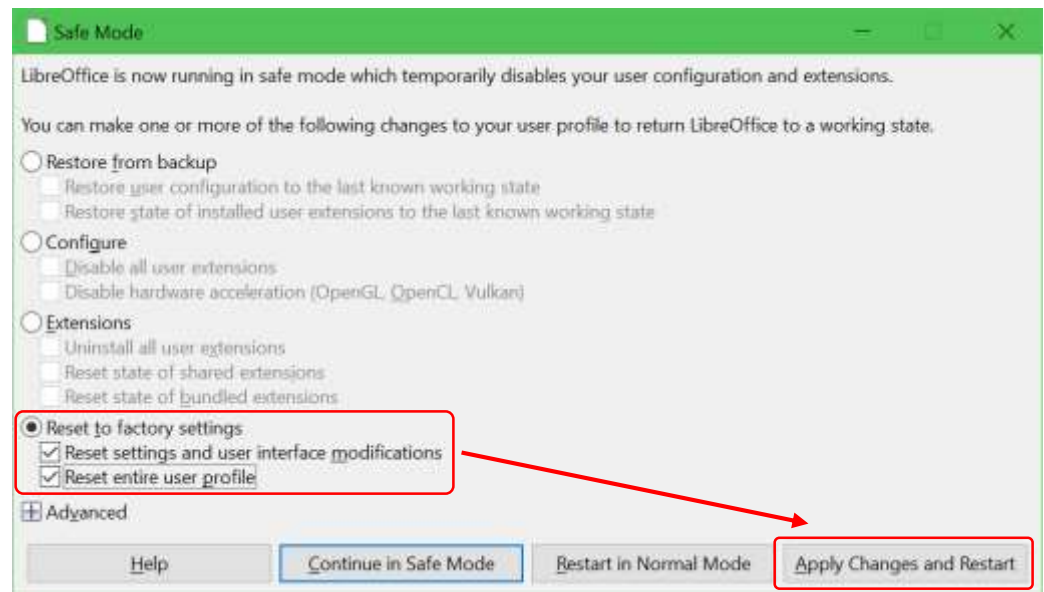
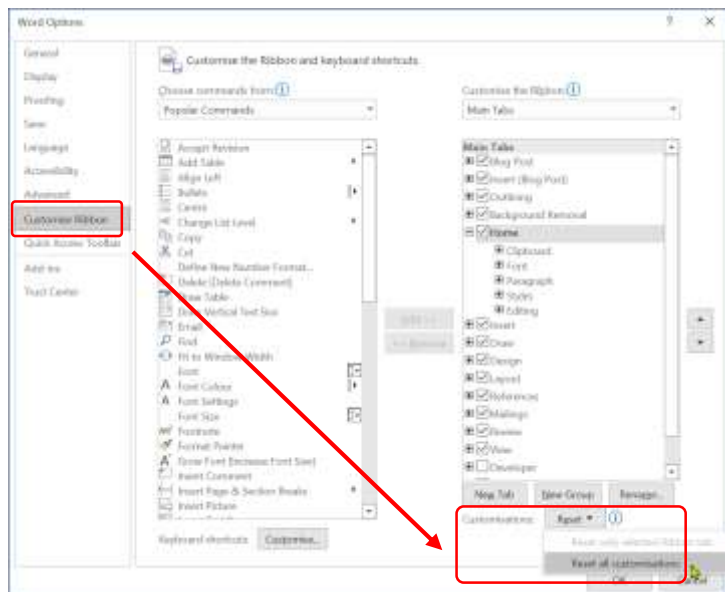
Fix customisations gone awry

- Microsoft Office:

- *File tab | Options | Customise Ribbon | Reset*
- delete *Default* template,
- Nuclear options: delete registry keys

- LibreOffice:

- Set any tab/menu/etc. to default
- nuclear option: *Help | Restart in Safe Mode...*



Modal dialogue boxes

- Dialogue box appears on top of main content and disables the main content until the user finishes with the dialog box.
- Microsoft Office uses modal dialogue boxes
 - a pain in the...
- LibreOffice uses non-modal dialogue boxes
 - a more fluid editing process

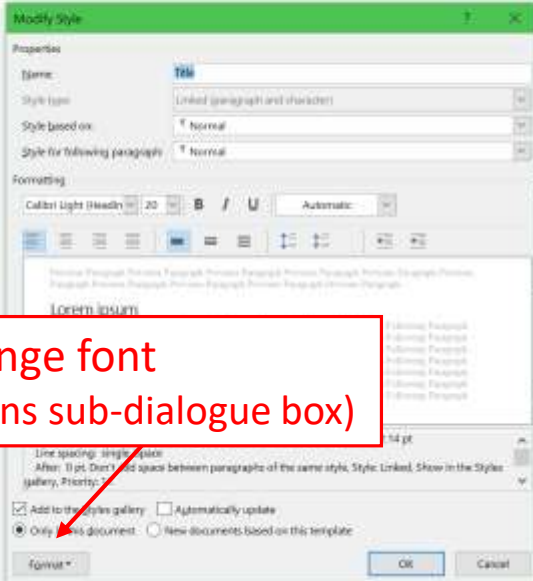


Microsoft Office modal dialogue boxes

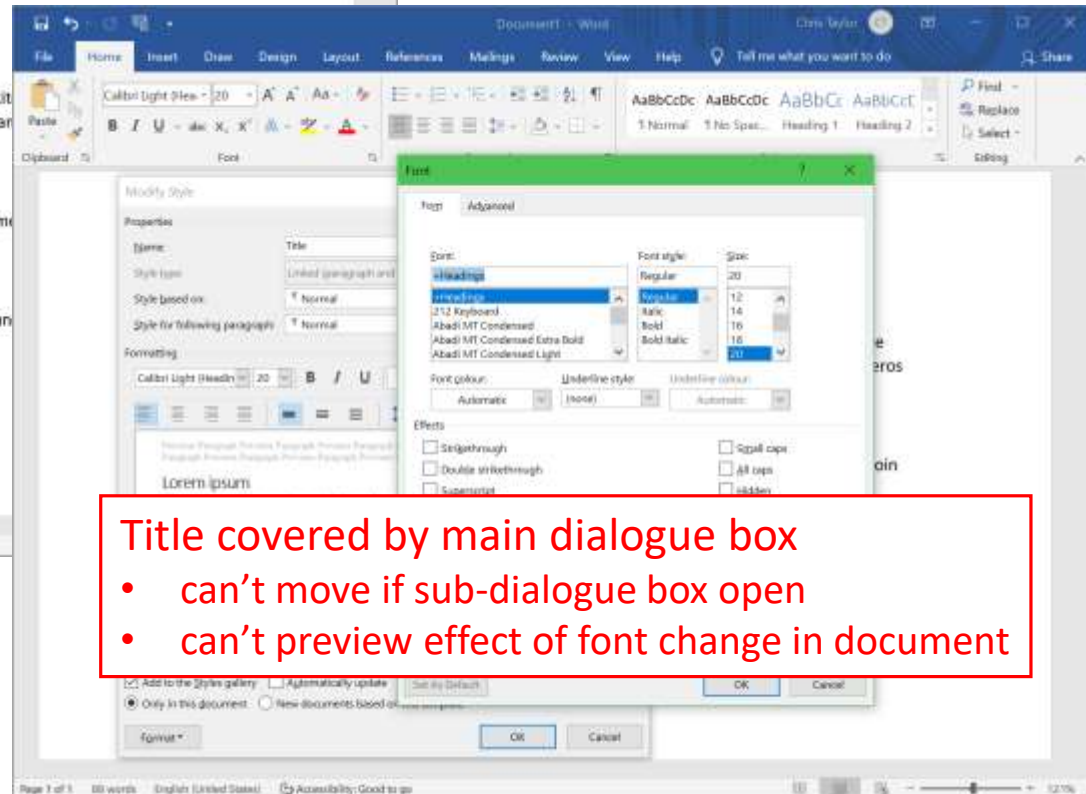
Modify **Title** style

Lorem ipsum

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce



Change font
(opens sub-dialogue box)



Title covered by main dialogue box

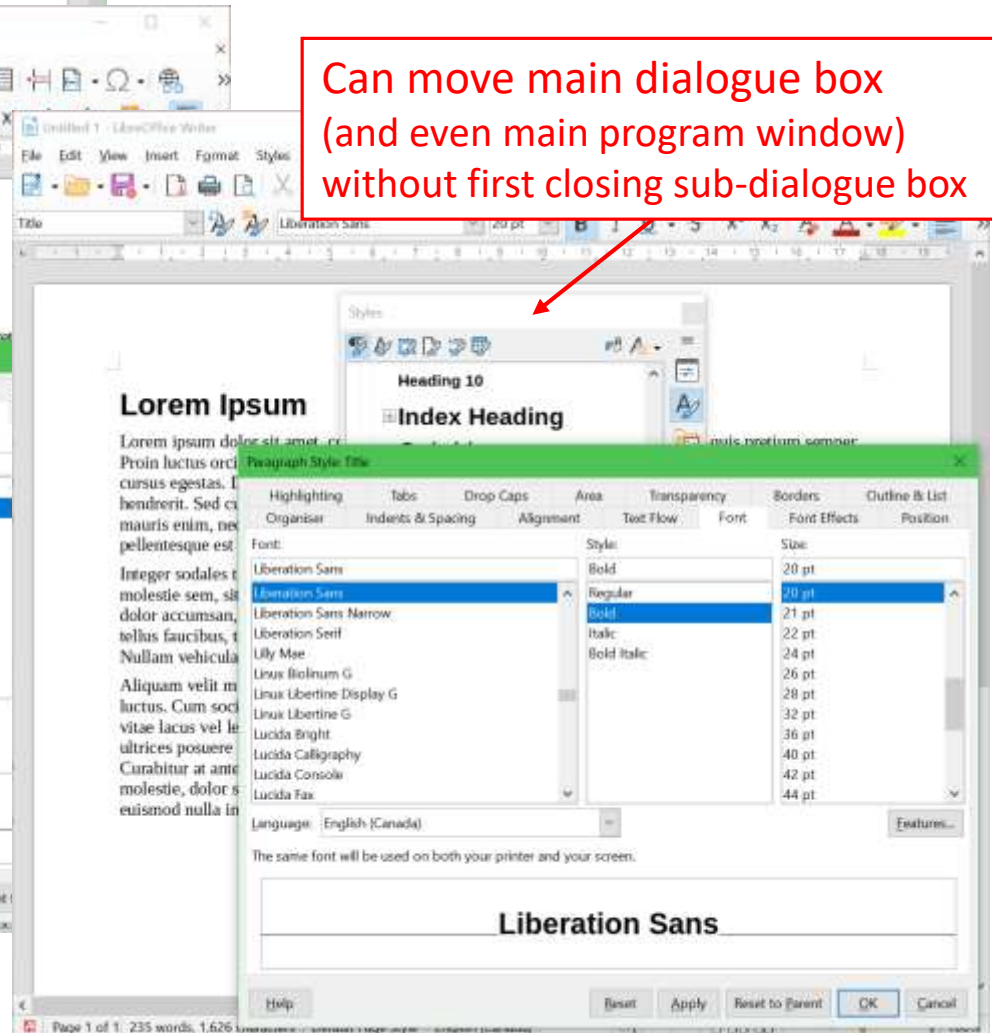
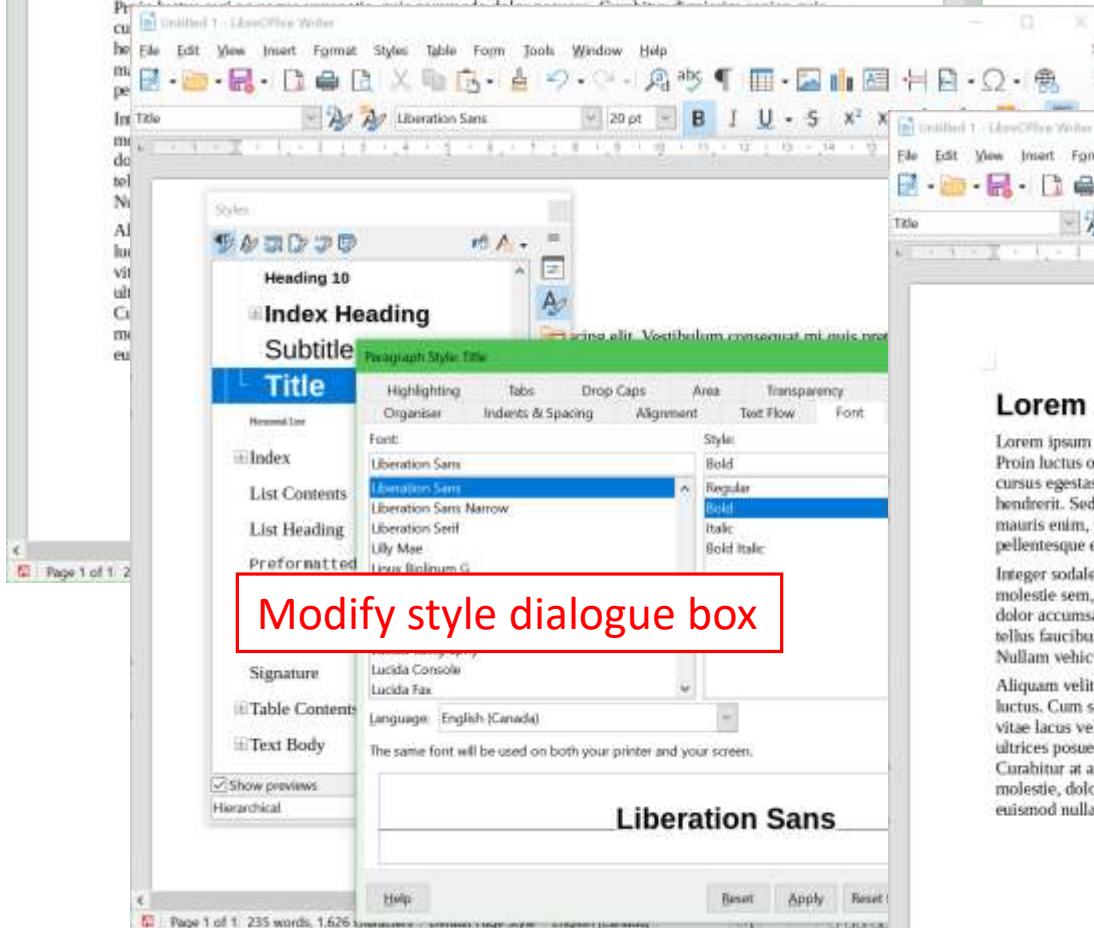
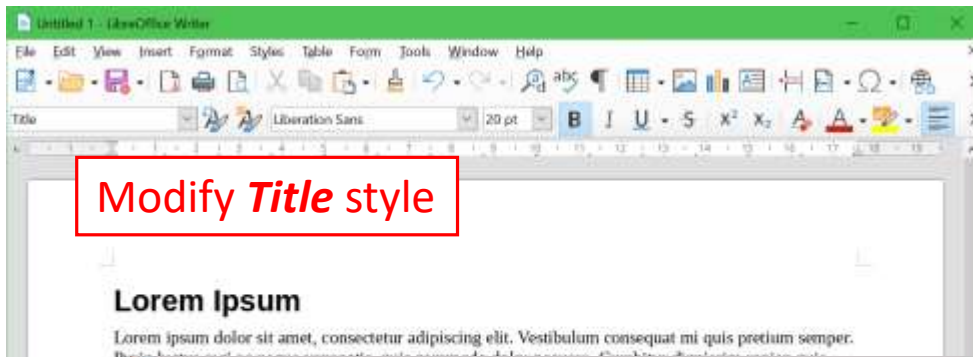
- can't move if sub-dialogue box open
- can't preview effect of font change in document

LibreOffice non-modal dialogue boxes

Modify **Title** style

Can move main dialogue box
(and even main program window)
without first closing sub-dialogue box

Modify style dialogue box





Word vs. Writer

Basic editing—you're covered

- Margin control
- Justification
- Font control
- Styles
- Graphics*
- Form controls
- Block select
 - I didn't know you could do that in Word!

Contour around graphics

Microsoft Word

- words don't overlap area of graphic

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor

congue massa. Fusce posuere, magna sed pulvinar ultricies, purus leo
malesuada

quis urna.

Vivamus a

tristique

ac turpis

Mauris et orci.

laoreet



libero, sit amet commodo

Nunc viverra imperdiet enim

tellus. Pellentesque habitant

senectus et netus et males

egestas. Proin pharetra non

Aenean nec lorem. In portt

nonummy augue. Suspend

purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris e

sem venenatis eleifend. Ut nonummy. Lorem ipsum dolor sit amet, c

adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, ma

LibreOffice Writer

- words (optionally) contour around elements in graphic
- contour can be edited

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum consequat mi quis
pretium semper. Proin luctus orci ac neque venenatis, quis commodo dolor posuere.

Curabitur dignissim sapien quis cursus eget. Donec blandit auctor arcu, nec
pellentesque eros molestie eget. In consectetur aliquam hendrerit. Sed cursus

mauris vitae ligula pellentesque,

placerat mauris enim, nec rutrum

neque eu pellentesque

orci. Integer sodales tincidunt

adipiscing nunc et, viverra

sem, sit amet tristique

sodales nisl sed orci

dolor accumsan,

mauris. Nunc et orci

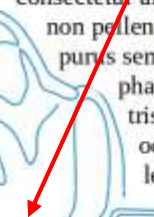
Vivamus nec tellus nec

facilisis felis. Donec et

pellentesque. Nullam

massa, laoreet vel leo nec, volutpat facilisis eros. Donec consequat arcu ut diam

luctus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur



vehicula vestibulum est vel ultricies. Aliquam

commodo enim a vehicu

lectus hendrerit sed. Cras

mattis iaculis. Nunc eget

pharetra risus a, vestibulum



Contour around graphics

- document conversion

LibreOffice Writer

Curabitur dignissim sapien quis cursus eget. Donec blandit auctor arcu, nec pellentesque eros molestie eget. In mauris vitae ligula pellentesque, placerat mauris enim, nec rutrum neque eu pellentesque orci. Integer sodales tincidunt adipiscing nunc et, viverra sem, sit amet tristique sodales nisl sed orci dolor accumsan, mauris. Nunc et orci Vivamus nec tellus nec



facilis pellentesque massa, luctus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum consequat mi quis pretium semper. Proin luctus orci ac neque venenatis, quis commodo dolor posuere. Curabitur dignissim sapien quis cursus eget. Donec blandit auctor arcu, nec pellentesque eros molestie eget. In hendrerit. Sed cursus mauris vitae ligula pellentesque urna aliquet. Fusce placerat rutrum purus semper vel. Praesent tincidunt pharetra. Fusce pellentesque est tristique. Sed a metus posuere, odio. Donec auctor molestie lectus hendrerit sed. Cras mattis iaculis. Nunc eget dolor vulputate lobortis mollis. Vivamus nec tellus nec faucibus, tempor magna nec, facilisis felis. Donec et commodo enim a vehicula pellentesque. Nullam vehicula ut pat facilisis eros. Donec



Writer .odf file opened in Word

- text wrapped tight to border of graphic

Exported from LibreOffice Writer to Word format

- graphic placed over text

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum consequat mi quis pretium semper. Proin luctus orci ac neque venenatis, quis commodo dolor posuere. Curabitur dignissim sapien quis cursus eget. Donec blandit auctor arcu, nec pellentesque eros molestie eget. In hendrerit. Sed cursus mauris vitae ligula pellentesque urna aliquet. Fusce placerat rutrum purus semper vel. Praesent tincidunt pharetra. Fusce pellentesque est tristique. Sed a metus posuere, odio. Donec auctor molestie lectus hendrerit sed. Cras mattis iaculis. Nunc eget dolor vulputate lobortis mollis. Vivamus nec tellus nec faucibus, tempor magna nec, facilisis felis. Donec et commodo enim a vehicula pellentesque. Nullam vehicula ut pat facilisis eros. Donec tempor iustus. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.



Block/column select

Forward from email:

- > Lorem ipsum dolor sit
- > adipiscing elit. Maecenas
- > massa. Fusce posuere, magna sed pulvinar
- > ultricies, purus lectus malesuada libero, sit
- > amet commodo magna eros quis urna.

Text copied from an email

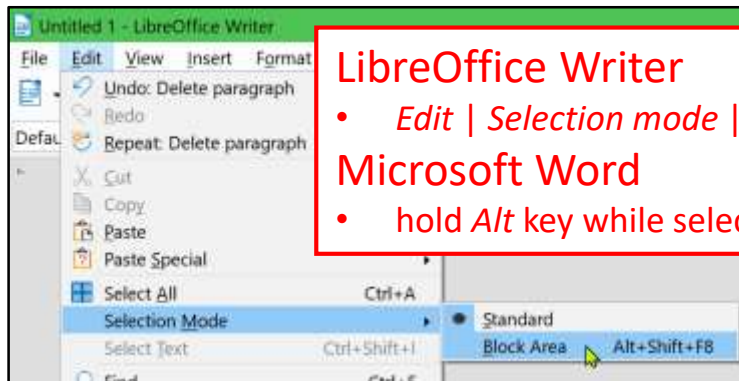
- unwanted ">" at start of every line

Click here

Forward from email:

- > Lorem ipsum dolor sit
- > adipiscing elit. Maecenas
- > massa. Fusce posuere,
- > ultricies, purus lectus n
- > amet commodo magna

Drag to here



LibreOffice Writer

- Edit | Selection mode | Block Area

Microsoft Word

- hold Alt key while selecting text

Both can block/column select

- sometimes things are done differently
- sometimes it is not obvious

Text effects

Microsoft Word

- extensive text effects

Shadow on text

Reflection

Glow

3-D Bevel

LibreOffice Writer

- a single shadow effect

Shadow on text

Reflection

Glow

3-D Bevel



Styles

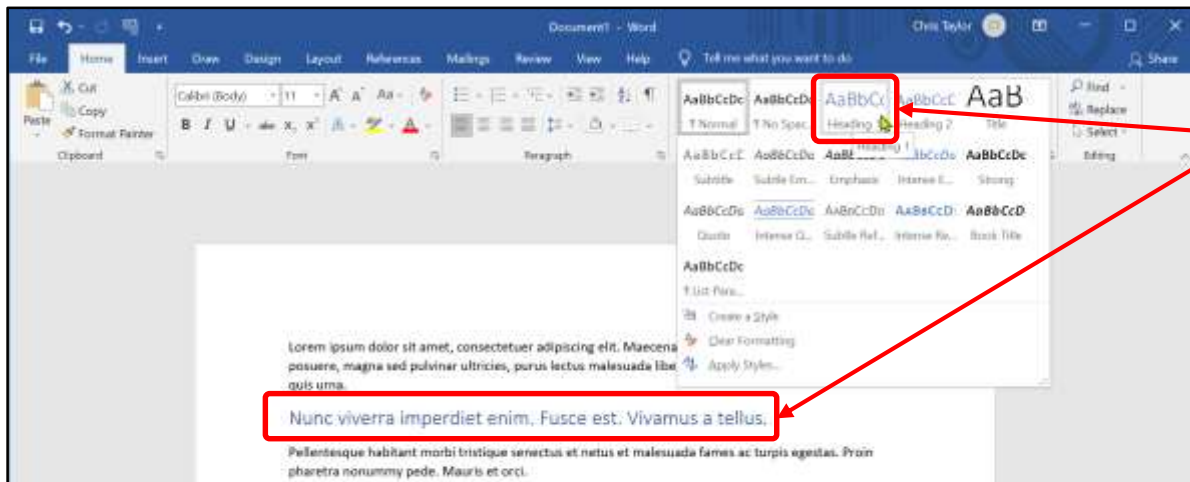


- Microsoft Word
 - previewing styles: mixed
 - editing styles: poor (tedious)



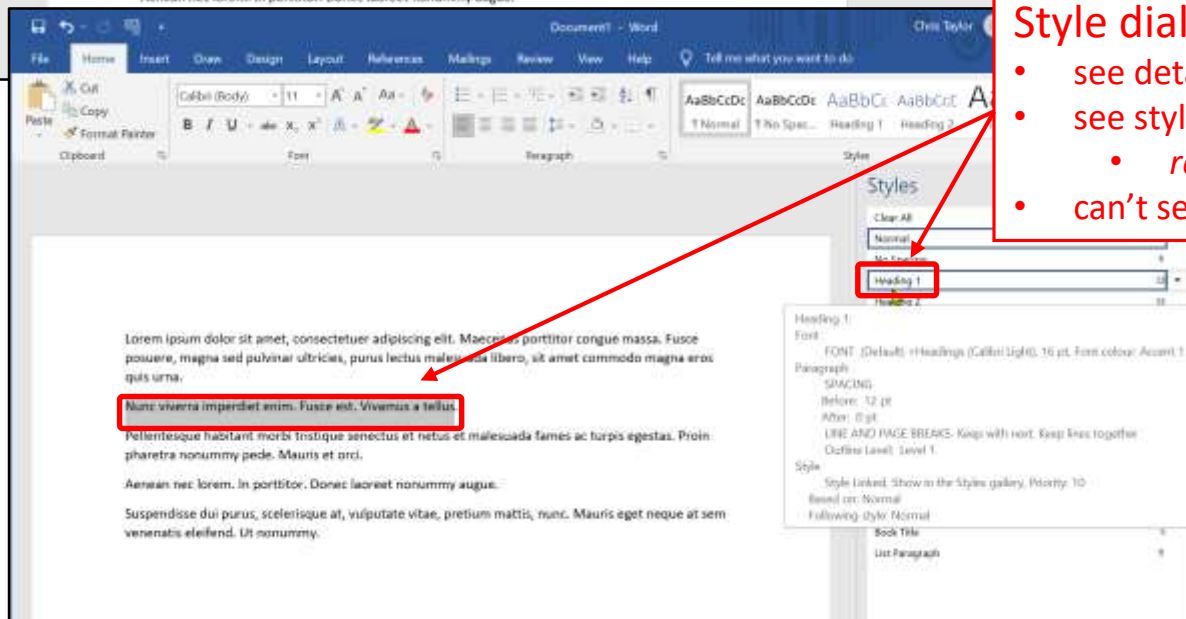
- LibreOffice Writer
 - previewing styles: poor
 - editing styles: very good

Word: preview styles



Style on ribbon

- see preview of style on document
- can't see details of style
- only shows *Recommended* styles

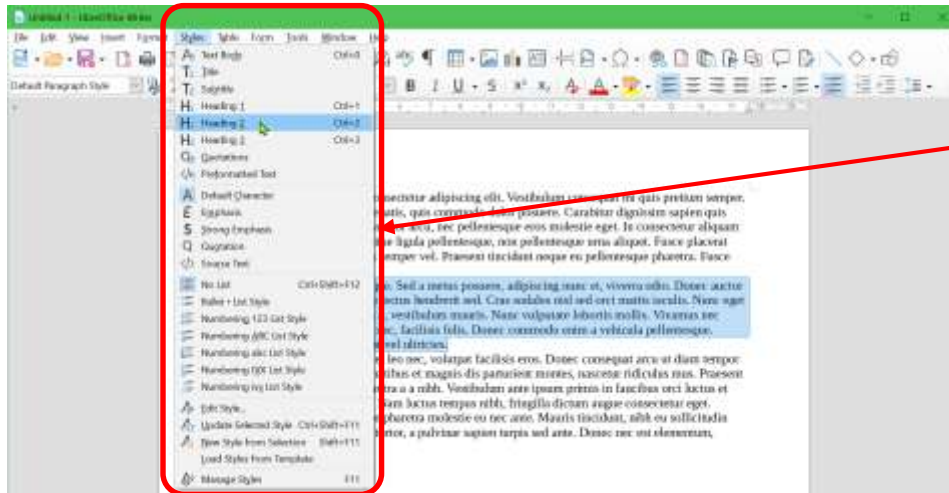


Style dialogue box

- see details of style
- see style groups
 - *recommended, all, in use, etc.*
- can't see preview of style on document

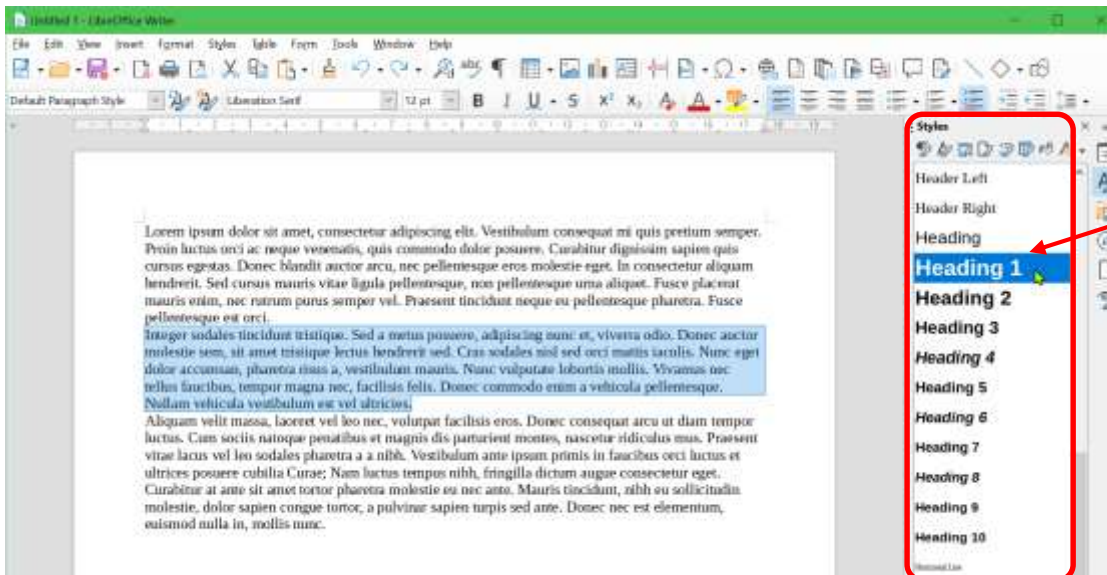


Writer: preview styles – a bit



Menu:

- can't preview style effect
 - (menu or on document)
- can't see all styles

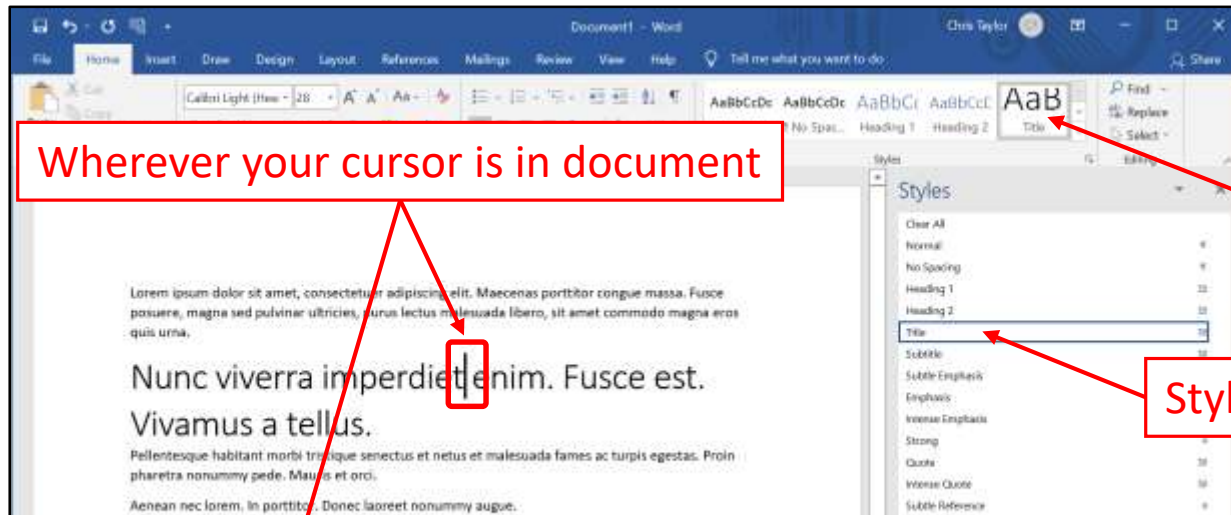


Styles dialogue:

- preview style in dialogue
- see styles groups
 - *all, applied, etc.*
- can't preview style on document
- can't see details of style



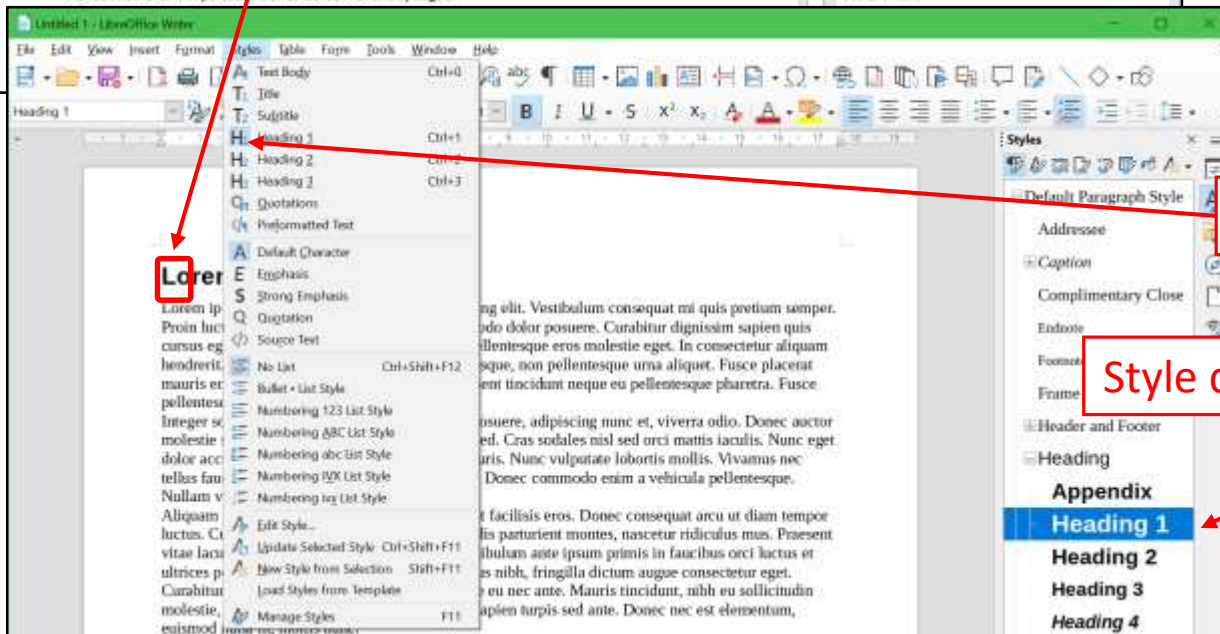
Both show what style is applied



Wherever your cursor is in document

Ribbon shows current style

Style dialogue shows current style



Menu shows current style

Style dialogue shows current style

Word: editing styles

Title:

Font

FONT (Default) +Headings (Calibri Light), 28 pt

Character Spacing: Condensed by 0.5 pt, Kern at 14 pt

Paragraph

SPACING

Line spacing: single

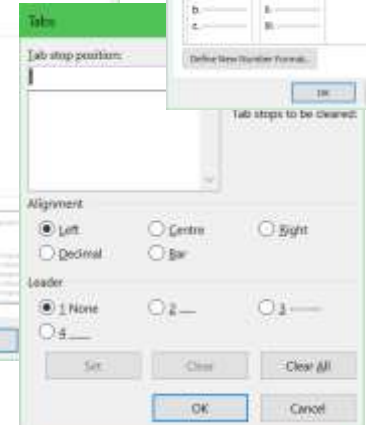
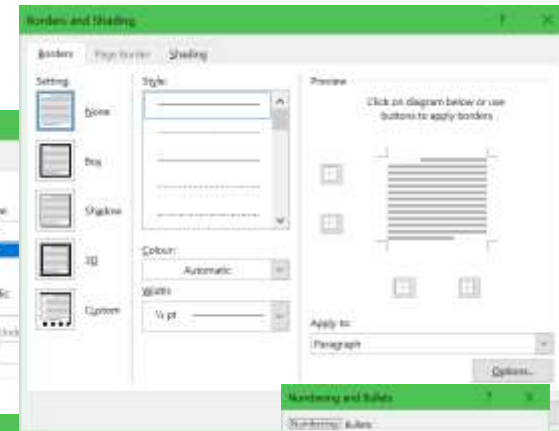
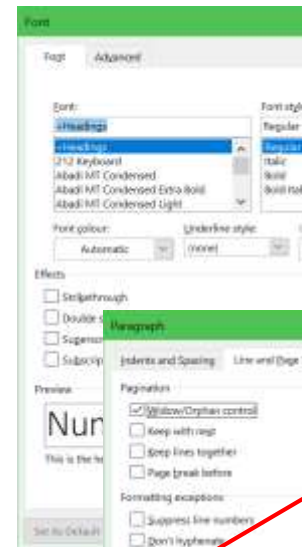
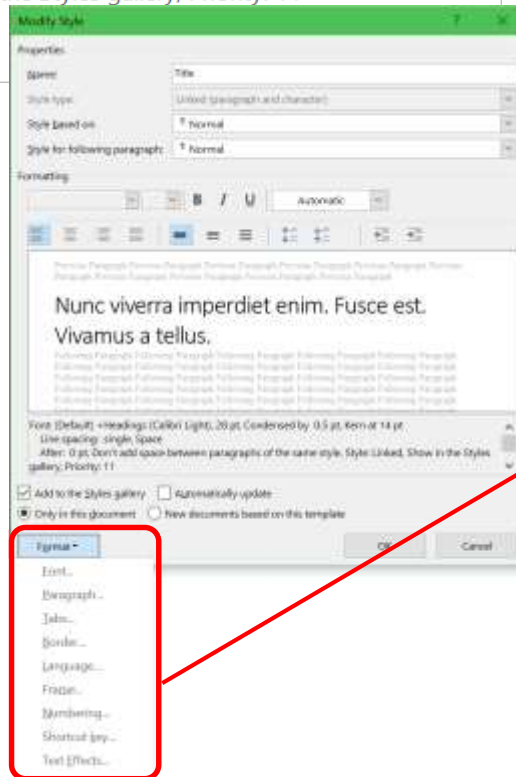
After: 0 pt, Don't add space between paragraphs of the same style

Style

Style Linked, Show in the Styles gallery, Priority: 11

Based on: Normal

Following style: Normal




Writer: editing styles

The image illustrates the process of editing a paragraph style in LibreOffice Writer through four sequential screenshots:

- Screenshot 1:** Shows the 'Paragraph Style: Heading 1' dialog box. The 'Font' tab is selected, and the 'Font' dropdown is highlighted with a red box and arrow.
- Screenshot 2:** Shows the 'Paragraph Style: Heading 1' dialog box. The 'Font' dropdown is highlighted with a red box and arrow.
- Screenshot 3:** Shows the 'Paragraph Style: Heading 1' dialog box. The 'Indents & Spacing' tab is selected, and the 'Indents & Spacing' section is highlighted with a red box and arrow.
- Screenshot 4:** Shows the 'Paragraph Style: Heading 1' dialog box. The 'Apply' button is highlighted with a red box and arrow.

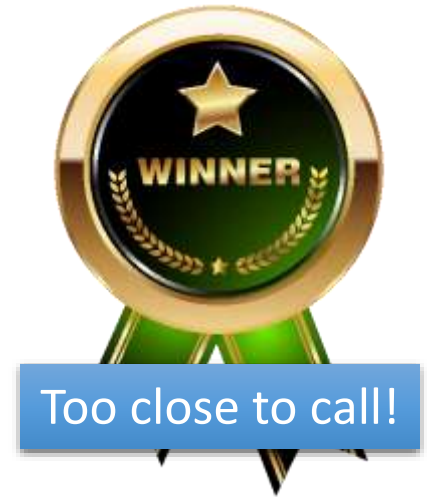
Each screenshot shows a document with the text 'Lorem ipsum dolor sit amet...' and a red box around the text, indicating the selected text.



Overall conclusion

- Overall capabilities are **very** similar
- LibreOffice obviously tried to duplicate Microsoft Word
 - ...and did a credible job
- Minor differences
 - some cases Microsoft Word “better”
 - some cases LibreOffice Writer “better”
- Quite a few things are done a little—or lot—differently
 - your best friends
 - manual for Writer (Microsoft has no manual)
 - Google

Recommendation—mixed



- If using only one—Word or Writer
 - overall capability: too close to call
- File created in Microsoft Word?
 - edit/use Microsoft Word
- File created in LibreOffice Writer?
 - edit/use LibreOffice Writer
- Mix and match?
 - if you have to work in Word on file created in Writer?
 - if you have to work in Writer on file created in Word?
 - import/export with Writer rather than with Word

Excel vs. Calc



Spreadsheets

- Numerical calculations (financial applications)
- But, can also handle text, dates...
- Wide range of available formulae
- Data analysis (e.g. pivot tables)
- Complex formatting (e.g. conditional)
- Tables, graphs and charts
- Search, sort and filter
- Macros to automate repetitive tasks



opcug.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Window Help

Arial 10 pt B I U A % 0.0 0.00 0.00

C15

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Accounts 2021													
	Month	Balance	Membership	Raffle Mug/Tool Other	Interest	Pub II Bell ADSL Hardware	Newsletter Print Post	Misc Exp Bank	Cash		Income Membership			
7														
8	Jan-2021	1776						7.59	17822.61			Total	20.00	
9	Feb-2021	1782						6.71	17876.74				0.00	
10	Mar-2021	1787				230.52		65.11	17862.04		Coffee		0.00	
11	Apr-2021	1786						4.95	17897.99		Mugs		0.00	
12	May-2021	1789						5.83	17913.09		Other		0.00	
13	Jun-2021	1791						4.95	17909.04				0.00	
14	Jul-2021	1790				180.80		118.94	17630.23			Total	0.00	
15	Aug-2021	17630.23							17630.23		Interest		0.93	
16	Sep-2021	17630.23							17630.23				0.00	
17	Oct-2021	17630.23											0.00	
18	Nov-2021	17630.23										Total	0.93	
19	Dec-2021	17630.23												
20														
21	Totals		480.00	0.00	6.35	411.32							180.80	
22													0.00	
23				Total Income	486.35		Total						0.00	
24							Income over expenses	-139.05				Total	180.80	
25											Newsletter		0.00	
26	Cash on Hand	30-Jun-21											0.00	
27													0.00	
28	TDCT	1,229.47											0.00	
29	Tangerine	4,360.92										Total	0.00	
30	Tangerine-GIC	12,000.00	16,360.92										0.00	
31	Petty Cash	1.60									Bank charges		4.95	
32	PayPal	38.24									Other		62.11	
33														
34	Total	17,630.23												
35														
36	Floats													
37	Membership	40.00												
38														
39	Total	17,670.23												
40														

Balance is CORRECT

Income over expenses (\$139.05)

Sheet 1 of 36 PageStyle_BOD Report English (Canada) Average: ; Sum: 0 100%

Bold-facing

Highlighting

Numerical format

opcug.ods - LibreOffice Calc													
File Edit View Insert Format Styles Sheet Data Tools Window Help													
Arial 10 pt B I U A % 0.0 7 00 00 >>													
C21 =SUM(C8:C20)													
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Accounts 2021												
2													
3	Month	Balance	Membership	Raffle	Interest	Pub II	Newsletter	Misc Exp	Cash	Income			
4				Mug/Tool		Bell	Print	Bank		Membership			20.00
5				Other		ADSL	Post						0.00
6						Hardware							0.00
7													0.00
8	Jan-2021	17769.28	60.00		0.92			7.59	17822.61		Total		20.00
9	Feb-2021	17822.61	60.00		0.84			6.71	17876.74	Coffee			0.00
10	Mar-2021	17876.74	280.00		0.93	230.52		65.11	17862.04	Mugs			0.00
11	Apr-2021	17862.04	40.00		0.90			4.95	17897.99	Other			0.00
12	May-2021	17897.99	20.00		0.93			5.83	17913.09				0.00
13	Jun-2021	17913.09			0.90			4.95	17909.04				0.00
14	Jul-2021	17909.04	20.00		0.93	180.80		118.94	17630.23		Total		0.00
15	Aug-2021	17630.23							17630.23	Interest			0.93
16	Sep-2021	17630.23							17630.23				0.00
17	Oct-2021	17630.23							17630.23				0.00
18	Nov-2021	17630.23							17630.23		Total		0.93
19	Dec-2021	17630.23							17630.23				
20													
21	Totals		480.00	0.00	6.35	411.32	0.00	214.08		Expenses			180.80
22										Internet			0.00
23													0.00
24											Total		180.80
25										Newsletter			0.00
26	Cash on Hand	30-Jun-21											0.00
27													0.00
28	TDCT	1,229.47											0.00
29	Tangerine	4,360.92									Total		0.00
30	Tangerine-GIC	12,000.00	16,360.92							Bank charges			4.95
31	Petty Cash	1.60								Other			63.11
32	PayPal	38.24											50.00
33													0.88
34	Total	17,630.23											0.00
35													0.00
36	Floats												0.00
37	Membership	40.00											0.00
38											Total		118.94
39	Total	17,670.23											
40													

C21 = SUM(C8:C20)

Total membership income

Income over expenses (\$139.05)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Accounts 2021													
2														
3	Month	Balance	Membership	Raffle	Interest	Pub II	Newsletter	Misc Exp	Cash	Income				
4				Mug/Tool		Bell	Print	Bank		Membership			20.00	
5				Other		ADSL	Post						0.00	
6						Hardware							0.00	
7													0.00	
8	Jan-2021	17769.28	60.00		0.92			7.59	17822.61			Total	20.00	
9	Feb-2021	17822.61	60.00		0.84			6.71	17876.74				0.00	
10	Mar-2021	17876.74	280.00		0.93	230.52		65.11	17862.04	Coffee			0.00	
11	Apr-2021	17862.04	40.00		0.90			4.95	17897.99	Mugs			0.00	
12	May-2021	17897.99	20.00		0.93			5.83	17913.09	Other			0.00	
13	Jun-2021	17913.09			0.90			4.95	17909.04				0.00	
14	Jul-2021	17909.04	20.00		0.93	180.80		118.94	17630.23			Total	0.00	
15	Aug-2021	17630.23							17630.23	Interest			0.93	
16	Sep-2021	17630.23							17630.23				0.00	
17	Oct-2021	17630.23							17630.23				0.00	
18	Nov-2021	17630.23							17630.23			Total	0.93	
19	Dec-2021	17630.23							17630.23					
20														
21	Totals		480.00	0.00	6.35	411.32	0.00	214.08			Expenses			
22											Internet		180.80	
23													0.00	
24													0.00	
25													0.00	
26	Cash on Hand	30-Jun-21												
27														
28	TDCT	1,229.47												
29	Tangerine	4,360.92												
30	Tangerine-GIC	12,000.00	16,360.92											
31	Petty Cash	1.60												
32	PayPal	38.24												
33														
34	Total	17,630.23												
35														
36	Floats													
37	Membership	40.00												
38														
39	Total	17,670.23												
40														

Total Income 486.35 Total Expense 625.40
Income over expenses -139.05

Total income $E23 = C21 + D21 + E21$
Total expense $H23 = F21 + G21 + H21$
Income over expenses $= E23 - H23$

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H24 \sum =E23-H23

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Accounts 2021													
2														
3	Month	Balance	Membership	Raffle	Interest	Pub II	Newsletter	Misc Exp	Cash	Income				
4				Mug/Tool		Bell	Print	Bank		Membership			20.00	
5				Other		ADSL	Post						0.00	
6						Hardware							0.00	
7													0.00	
8	Jan-2021	17769.28	60.00		0.92			7.59	17822.61			Total	20.00	
9	Feb-2021	17822.61	60.00		0.84			6.71	17876.74				0.00	
10	Mar-2021	17876.74	280.00		0.93	230.52		65.11	17862.04	Coffee			0.00	
11	Apr-2021	17862.04	40.00		0.90			4.95	17897.99	Mugs			0.00	
12	May-2021	17897.99	20.00		0.93			5.83	17913.09	Other			0.00	
13	Jun-2021	17913.09			0.90			4.95	17909.04				0.00	
14	Jul-2021	17909.04	20.00		0.93	180.80		118.94	17630.23			Total	0.00	
15	Aug-2021	17630.23							17630.23	Interest			0.93	
16	Sep-2021	17630.23							17630.23				0.00	
17	Oct-2021	17630.23							17630.23				0.00	
18	Nov-2021	17630.23							17630.23			Total	0.93	
19	Dec-2021	17630.23							17630.23					
20														
21	Totals		480.00	0.00	6.35	411.32	0.00	214.08			Expenses		180.80	
22											Internet		0.00	
23				Total Income	486.35		Total Expense	625.40					0.00	
24							Income over expenses	-139.05				Total	180.80	
25											Newsletter		0.00	
26	Cash on Hand	30-Jun-21											0.00	
27													0.00	
28	TDCT	1,229.47											0.00	
29	Tangerine	4,360.92										Total	0.00	
30	Tangerine-GIC	12,000.00	16,360.92										0.00	
31	Petty Cash	1.60									Bank charges		4.95	
32	PayPal	38.24									Other		63.11	
33													50.00	
34	Total	17,630.23											0.88	
35														
36	Floats													
37	Membership	40.00												
38														
39	Total	17,670.23												
40														

Balance is CORRECT

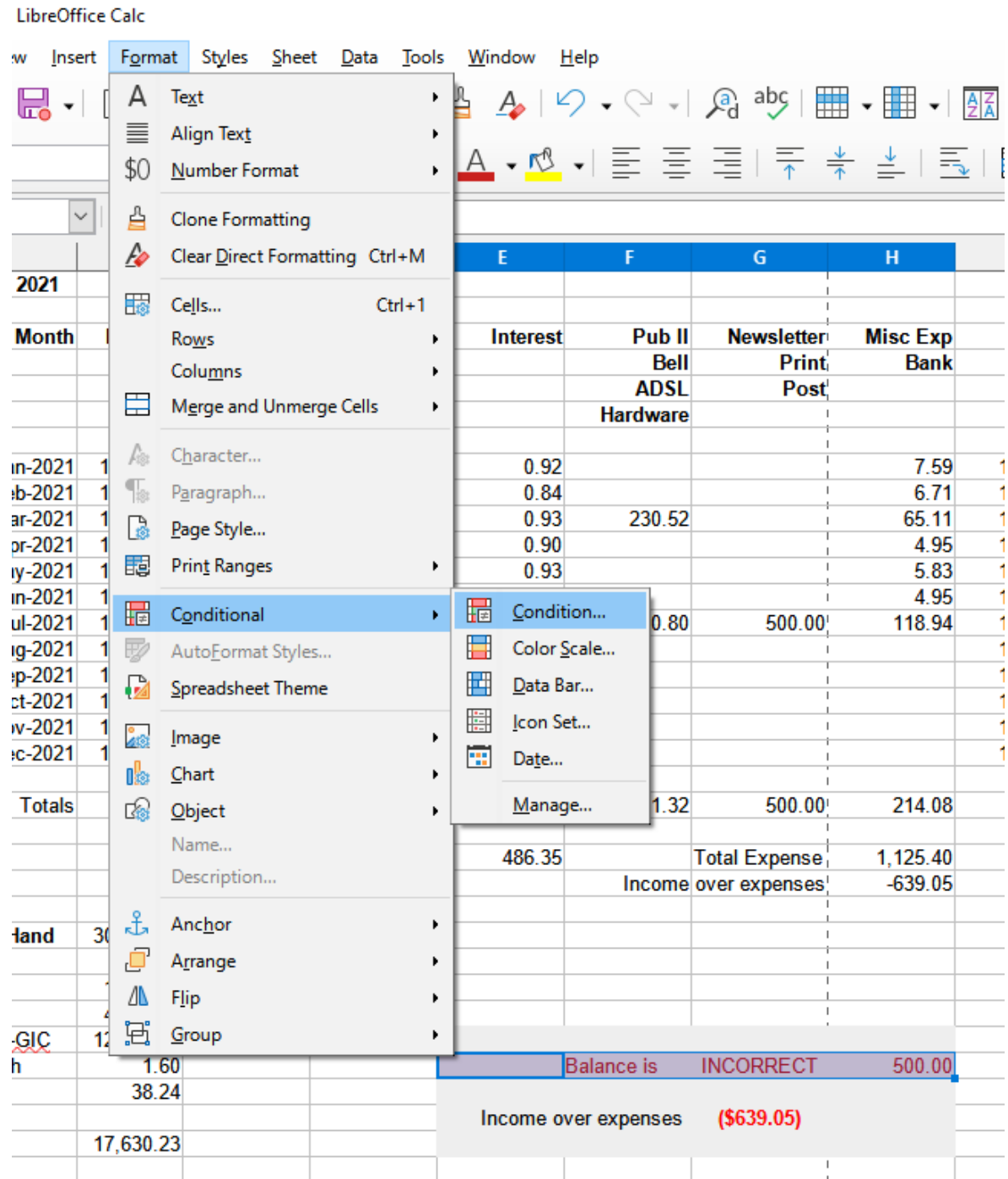
Income over expenses (\$139.05)

=IF(I19=B34,"CORRECT","INCORRECT")

BOD Report Post-dated-cheques BOD Report 2004 BOD Report 2005 BOD Report 2006 BOD Report 2007 BOD Report 2008 BOD Report_2009

Sheet 1 of 36 PageStyle_BOD Report English (Canada) Average: -139.05; Sum: -139.05 100%

Conditional Formatting



Conditional Formatting for E31:H31

Conditions

Condition 1

Formula is

Apply Style:

Cell Range

Range:

Style = Bad ! (Red cell background)

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FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS Sign in

Paste Font Alignment

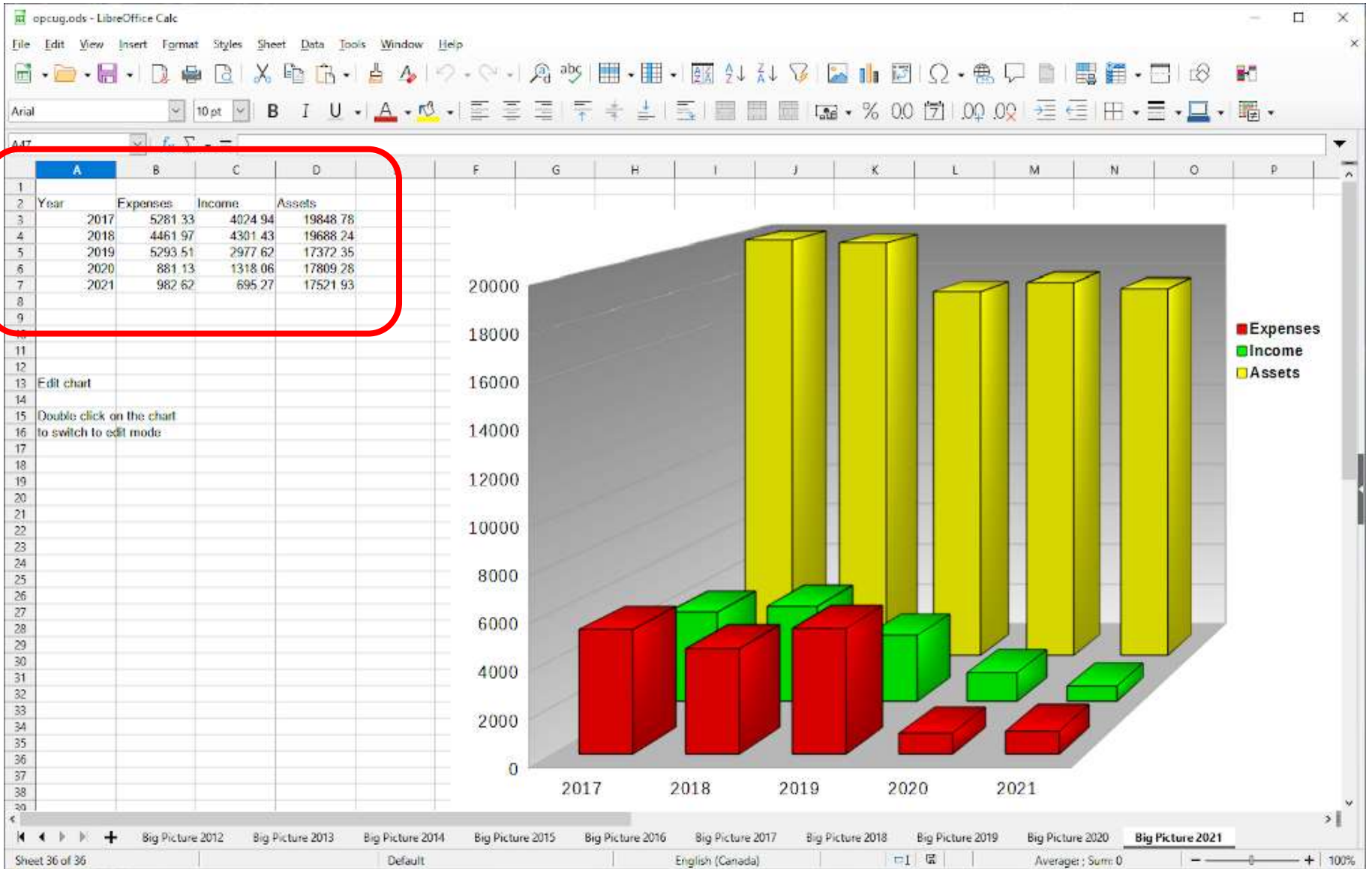
A70

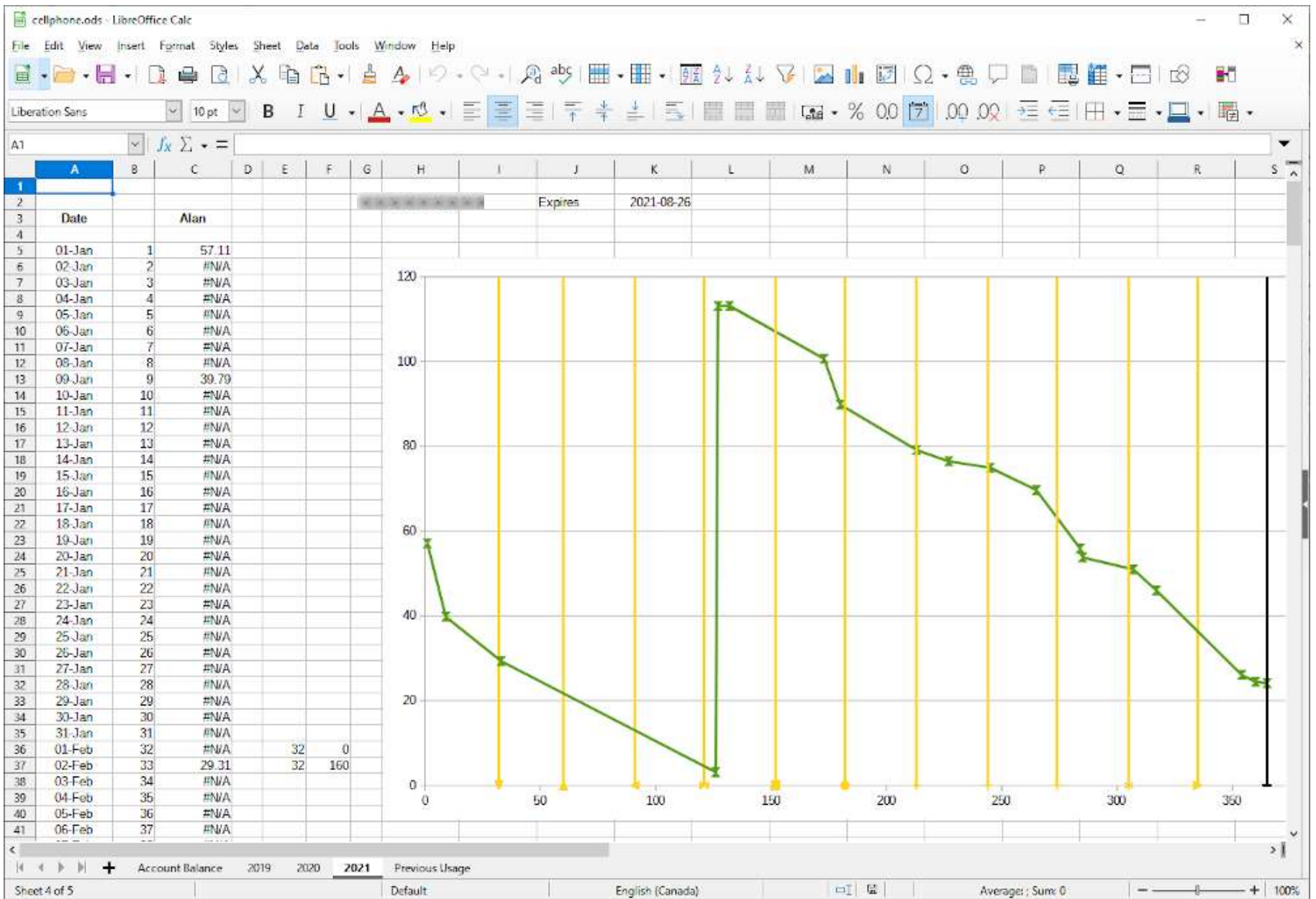
Spreadsheet running in Excel

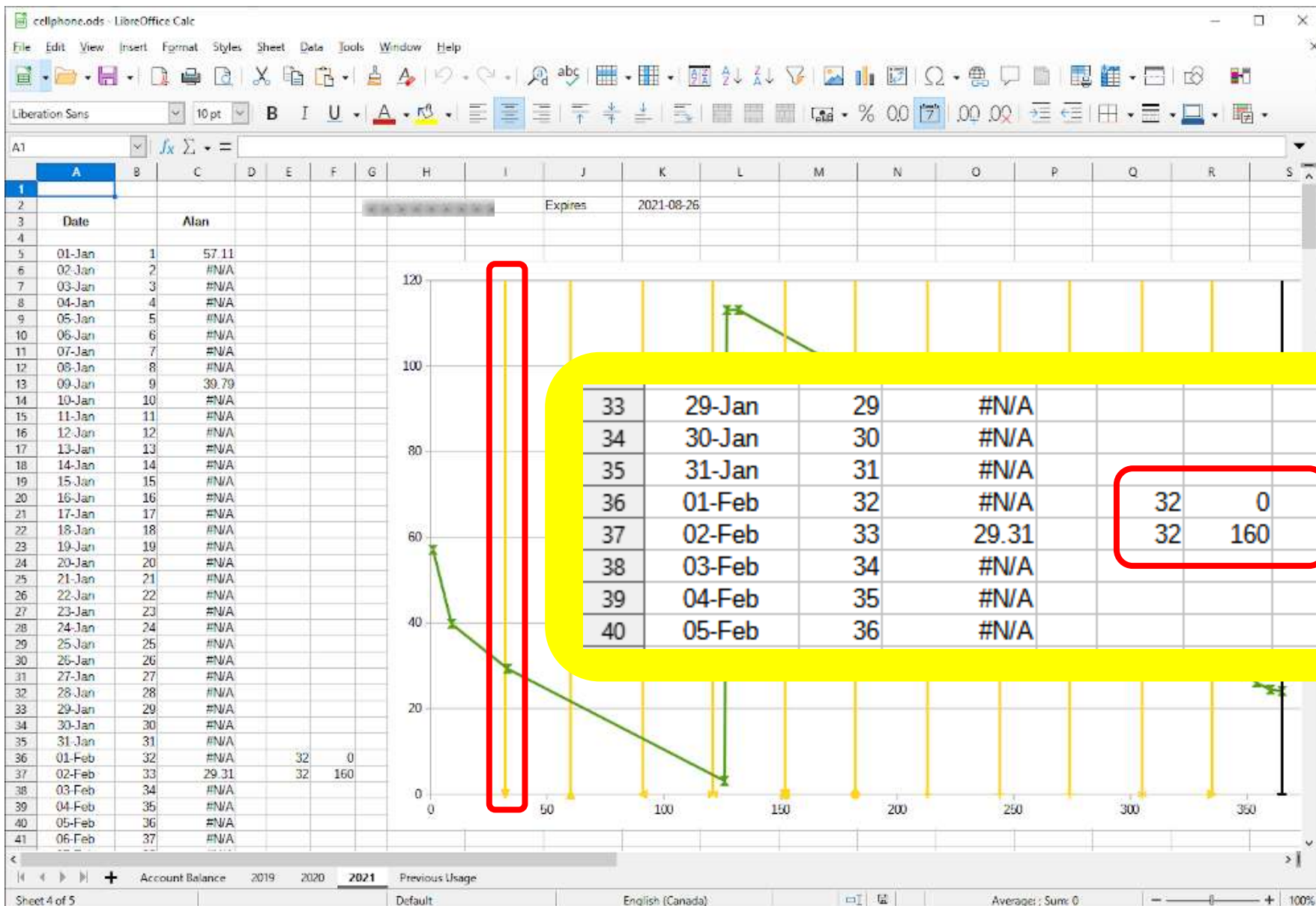
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Accounts 2021														
2															
3	Month	Balance	Memberships	Raffle	Interest	Pub II	Newsletter	Misc Exp	Cash		Income				
4		RBC		Mug/Tool		Bell	Print	Bank			Membership		20.00		
5		ING		Other		ADSL	Post						0.00		
6						Hardware							0.00		
7													0.00		
8	Jan-2021	17769.28	60.00		0.92			7.59	17822.61			Total	20.00		
9	Feb-2021	17822.61	60.00		0.84			6.71	17876.74		Coffee		0.00		
10	Mar-2021	17876.74	280.00		0.93	230.52		65.11	17862.04		Mugs		0.00		
11	Apr-2021	17862.04	40.00		0.90			4.95	17897.99		Other		0.00		
12	May-2021	17897.99	20.00		0.93			5.83	17913.09				0.00		
13	Jun-2021	17913.09			0.90			4.95	17909.04				0.00		
14	Jul-2021	17909.04	20.00		0.93	180.80	500.00	118.94	17130.23			Total	0.00		
15	Aug-2021	17130.23							17130.23		Interest		0.93		
16	Sep-2021	17130.23							17130.23				1.26		
17	Oct-2021	17130.23							17130.23				0.00		
18	Nov-2021	17130.23							17130.23			Total	2.19		
19	Dec-2021	17130.23							17130.23						
20											Expenses				
21	Totals		480.00	0.00	6.35	411.32	500.00	214.08			ADSL		180.80		
22													0.00		
23				Total Income	486.35		Total Expense	1,125.40					0.00		
24							Income over expenses	-639.05				Total	180.80		
25											Newsletter		0.00		
26	Cash on Hand		31-Jul-21										0.00		
27													0.00		
28	TDCT	1,229.47											0.00		
29	ING	4,360.92										Total	0.00		
30	ING-GIC	12,000.00	16,360.92								Bank charges		4.95		
31	Petty Cash	1.60				Balance is	INCORRECT	500.00			Other		63.11		
32	PayPal	38.24											50.00		
33						Income over expenses	(\$639.05)						0.88		
34	Total	17,630.23											0.00		
35													0.00		
36	Floats												0.00		
37	Membership	40.00											0.00		
38						Amounts in Columns F-H stated as positive values in this sheet						Total	118.94		
39	Total	17,670.23				Formulae in Column I and Income over expenses (G33) updated									
40															

BOD Report 2018 BOD Report 2019 BOD Report 2020 **BOD Report 2021** Big P ...

READY 100%





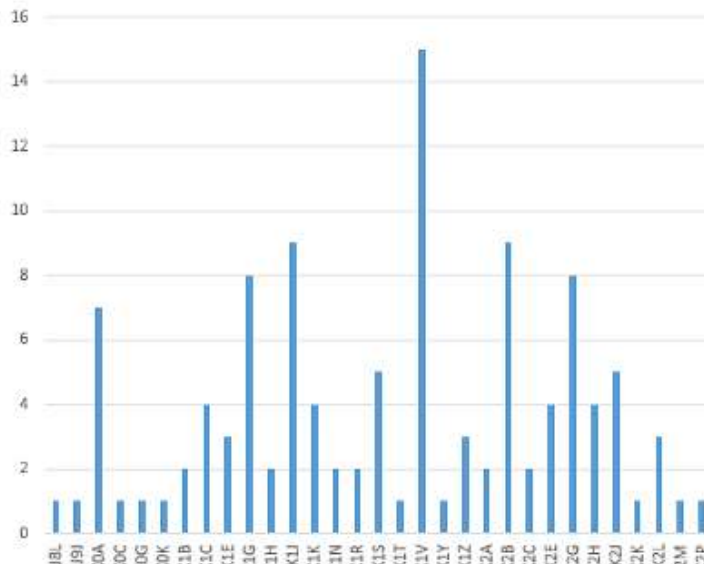


Forward Sortation Area Postcodes

Row Labels Count of 1

Count of 1

Total



PivotTable Fields

Choose fields to add to report:

- ☒ K0A
- ☒ 1

MORE TABLES...

Drag fields between areas below:

FILTERS

COLUMNS

ROWS

K0A

VALUES

Count of 1

☐ Defer Layout Update

UPDATE

postcodes

large scale map

ottawa area map



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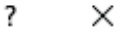
COUNT: 82

SUM: 126



100%

Excel Options



General

Formulas

Proofing

Save

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center



View and manage Microsoft Office Add-ins.

Add-ins

Name ^	Location	Type
Active Application Add-ins		
National Instruments TDM Importer for MS Excel	C:\...nts\Shared\TDM Excel Add-In\ExcelTDM.dll	COM Add-in
Inactive Application Add-ins		
Analysis ToolPak	C:\...ot\office15\Library\Analysis\ANALYS32.XLL	Excel Add-in
Analysis ToolPak - VBA	C:\...office15\Library\Analysis\ATPVBAEN.XLAM	Excel Add-in
DAMAGE	C:\...Roaming\Microsoft\AddIns\DAMAGE.xlam	Excel Add-in
Date (XML)	C:\...iles\Microsoft Shared\Smart Tag\MOFL.DLL	Action
Euro Currency Tools	C:\... 15\root\office15\Library\EUROTOOL.XLAM	Excel Add-in
Microsoft Actions Pane 2		XML Expansion Pack
Microsoft Power Map for Excel	C:\... Map Excel Add-in\EXCELPLUGINSHELL.DLL	COM Add-in
Solver Add-in	C:\...ot\office15\Library\SOLVER\SOLVER.XLAM	Excel Add-in

Add-in: National Instruments TDM Importer for MS Excel
Publisher: National Instruments Corporation
Compatibility: No compatibility information available
Location: C:\Program Files (x86)\National Instruments\Shared\TDM Excel Add-In\ExcelTDM.dll

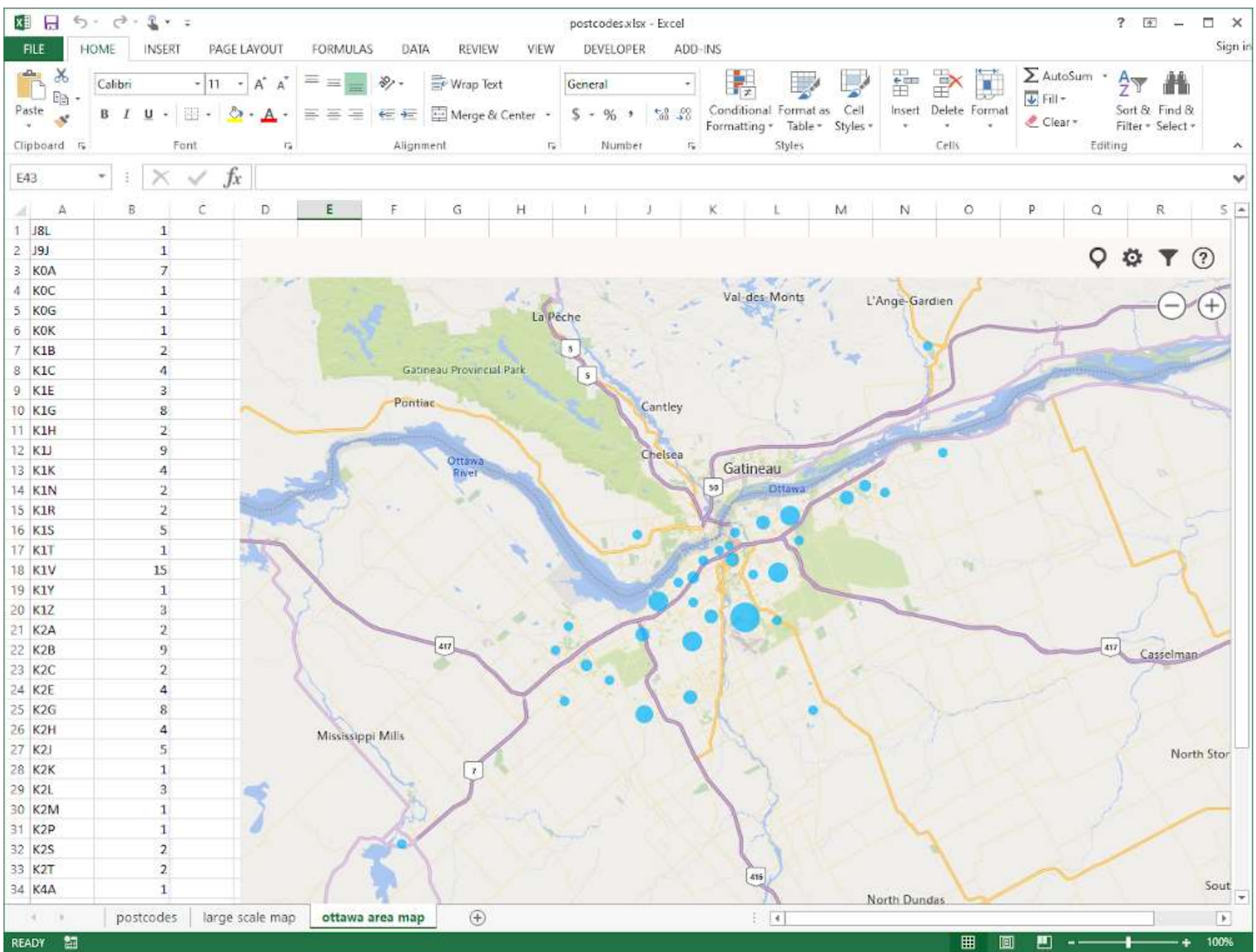
Description: National Instruments TDM Importer for MS Excel

Manage: Excel Add-ins

Go...

OK

Cancel



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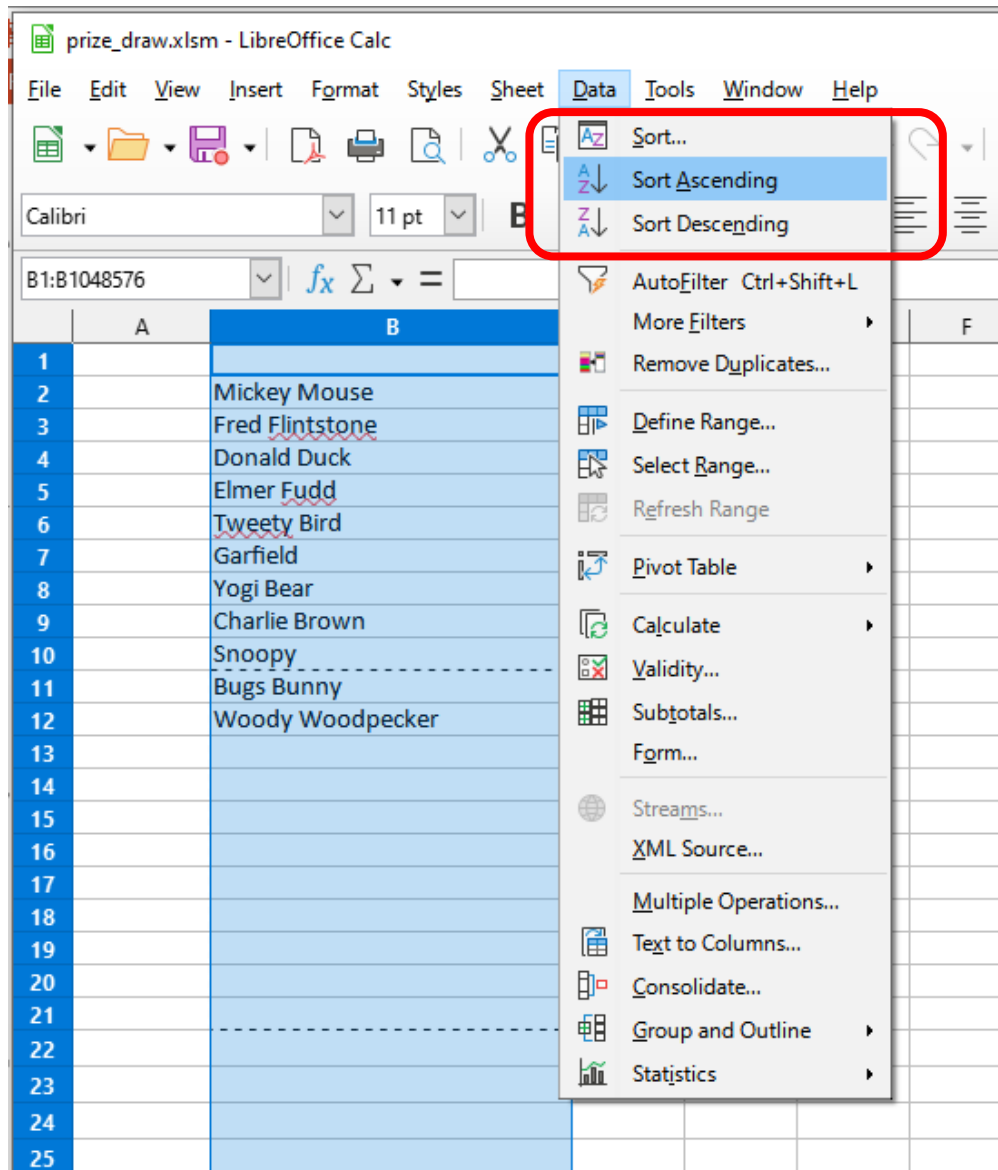
Calibri 11 pt B I U A

B1

	A	B	C	D
1				
2		Mickey Mouse		
3		Fred Flintstone		
4		Donald Duck		
5		Elmer Fudd		
6		Tweety Bird		
7		Garfield		
8		Yogi Bear		
9		Charlie Brown		
10		Snoopy		
11		Bugs Bunny		
12		Woody Woodpecker		
13				
14				
15				
16				

Sorting data





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Calibri 11 pt B I U

B1

	A	B	C
1			
2		Mickey Mouse	
3		Fred Flintstone	
4		Donald Duck	
5		Elmer Fudd	
6		Tweety Bird	
7		Garfield	
8		Yogi Bear	
9		Charlie Brown	
10		Snoopy	
11		Bugs Bunny	
12		Woody Woodpecker	
13			
14			
15			
16			



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File Edit View Insert Format Styles Sheet Data Tools Win

Calibri 11 pt B I U A

G25

	A	B	C	D
1		Bugs Bunny		
2		Charlie Brown		
3		Donald Duck		
4		Elmer Fudd		
5		Fred Flintstone		
6		Garfield		
7		Mickey Mouse		
8		Snoopy		
9		Tweety Bird		
10		Woody Woodpecker		
11		Yogi Bear		
12				
13				
14				
15				

2021-01-31_CIREN_ALL_EDR.xlsm - Excel

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Clipboard Font Alignment Number Styles Cells Editing

A1

1 2 3 4 5

6

7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

SEQUENCE COUNT CIREN ID MAKE MODEL MY CRASH_ID PDF_FILE

1 1 11 Ford Focus 2014 EDR Excel tables

2 1 15 Nissan/Datsun Altima 2015 15_201730C1005_V1_ACM 15_201730C1005_V1_ACM.PDF

3 1 16 Toyota Yaris 2009 EDR Excel tables

4 1 17 Jeep / Kaiser-Jeep / Willys- Jeep Patriot 2011 17_201730C2002_V1_ACM 17_201730C2002_V1_ACM.PDF

5 1 19 Ford Focus 2013 19_201730C2003_V1_ACM 19_201730C2003_V1_ACM.PDF

6 1 20 Toyota Scion xD (2007-2011 only. See Scion 2009 20_201730C1006_V1_ACM 20_201730C1006_V1_ACM.PDF

7 1 28 Nissan/Datsun Sentra 2017 28_201730C4004_V1_ACM 28_201730C4004_V1_ACM.PDF

8 1 30 Honda Accord (Note: For Crosstour model ye 2016 30_201730C2005_V1_ACM 30_201730C2005_V1_ACM.PDF

9 1 31 Nissan/Datsun Pathfinder 2017 31_201730C1013_V1_ACM 31_201730C1013_V1_ACM.PDF

10 1 34 Nissan/Datsun Sentra 2013 34_201730C5001_V1_ACM 34_201730C5001_V1_ACM.PDF

11 1 35 Lexus RX330/350/400h/450h 2015 35_201730C5002_V1_ACM 35_201730C5002_V1_ACM.PDF

12 1 41 KIA Sorento 2015 EDR Excel tables

13 1 42 Dodge Nitro 2007 42_20183C1004_V1_ACM 42_20183C1004_V1_ACM.PDF

14 1 44 Honda Fit 2011 NO EDR file, only for V2

15 1 44 Nissan/Datsun Altima 2014 44_201730C4007_V2_ACM 44_201730C4007_V2_ACM.PDF

16 1 57 Lexus ES-250/300/300h/330/ 350 2015 57_20183C4011_V1_ACM 57_20183C4011_V1_ACM.PDF

17 1 58 Nissan/Datsun Rogue (For 2008-2018 only. For mode 2017 58_20183C4012_V1_ACM 58_20183C4012_V1_ACM.PDF

18 1 58 Lexus ES-250/300/300h/330/ 350 2009 58_20183C4012_V2_ACM 58_20183C4012_V2_ACM.PDF

19 1 64 Honda Civic/CRX, del Sol 2014 64_20183C4013_V1_ACM 64_20183C4013_V1_ACM.PDF

20 1 66 Chrysler Town and Country 2016 66_20183C2008_V1_ACM 66_20183C2008_V1_ACM.PDF

21 1 73 Chevrolet Equinox 2014 73_20183C4015_V1_ACM 73_20183C4015_V1_ACM.PDF

22 1 84 Nissan/Datsun Sentra 2015 84_20183C5007_V1_ACM 84_20183C5007_V1_ACM.PDF

23 1 85 Toyota Corolla 2012 85_20183C5012_V1_ACM 85_20183C5012_V1_ACM.PDF

24 1 95 Volkswagen Tiguan 2016 95_20183C3004_V1_ACM 95_20183C3004_V1_ACM.PDF

25 1 95 Honda Pilot 2017 95_20183C3004_V2_ACM 95_20183C3004_V2_ACM.PDF

CIREN_EDR_files EDR_File_Names NEW_CIREN_case

READY 100%

CIREN ID **MAKE**

Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "MAKE"
Filter by Color
Text Filters

Search

- ☒ (Select All)
- ☒ Buick / Opel
- ☒ Cadillac
- ☒ Chevrolet
- ☒ Chrysler
- ☒ Dodge
- ☒ Ford
- ☒ GMC
- ☒ Honda
- ☒ Hyundai

OK Cancel

Deselect All

CIREN ID **MAKE**

Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "MAKE"
Filter by Color
Text Filters

Search

- ☐ Honda
- ☐ Hyundai
- ☐ Infiniti
- ☐ Jeep / Kaiser-Jeep / Willys- Jeep
- ☐ KIA
- ☐ Lexus
- ☐ Mitsubishi
- ☐ Nissan/Datsun
- ☒ Toyota
- ☐ Volkswagen

OK Cancel

MODEL

Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "MODEL"
Filter by Color
Text Filters

Search

- ☒ (Select All)
- ☐ 4-Runner
- ☐ Camry
- ☐ Corolla
- ☒ Prius *
- ☐ Scion xD (2007-2011 only. See Scion for details)
- ☐ Tacoma
- ☐ Yaris

OK Cancel

2021-01-31_CIREN_ALL_EDR.xlsm - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

A1

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6	SEQUENCE	COUNT	CIREN ID	MAKE	MODEL	MY	CRASH_ID	PDF_FILE
32	26	1	102	Toyota	Prius *	2017	102_20183C2013_V1_ACM	102_20183C2013_V1_ACM.PDF
33	27	1	103	Toyota	Prius *	2017	103_20183C2013_V1_ACM	103_20183C2013_V1_ACM.PDF
82								
83								
84								
85								
86								
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106								

READY 2 OF 75 RECORDS FOUND

CIREN_EDR_files EDR_File_Names NEW_CIREN_case

Filters: Make = Toyota
Model = Prius

prize_draw.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

B2

Prize Draw

Reset

OPCUG

Users helping users

Prize Draw Names Notes

READY 100%

A12		✕ ✓ <i>fx</i>		
	A			B
1	Bugs Bunny			
2	Charlie Brown			
3	Donald Duck			
4	Elmer Fudd			
5	Fred Flintstone			
6	Garfield			
7	Mickey Mouse			
8	Snoopy			
9	Tweety Bird			
10	Woody Woodpecker			
11	Yogi Bear			
12				
13				
14				
15				
<div> <div>◀ ▶</div> <div>Prize Draw</div> <div>Names</div> <div>Notes</div> </div>		<div> <div>READY</div> <div>📅</div> </div>		

prize_draw.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

B2

Prize Draw

Reset

OPCUG

Users helping users

Prize Draw Names Notes

READY 100%

prize_draw.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

Times New Roma 36 A A Wrap Text General

B I U Merge & Center \$ % + % + %

Conditional Formatting Table Cell Styles Insert Delete Format AutoSum Fill Sort & Find & Filter Select Clear

Prize Draw

Reset

Drawing a name...

OPCUG

Users helping users

Prize Draw Names Notes

READY 100%

prize_draw.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

Times New Roma 36 A A Wrap Text General

B I U Merge & Center \$ % +%

Conditional Formatting Table Cell Styles Insert Delete Format AutoSum Fill Sort & Find & Filter Select Clear

Prize Draw

Reset

...thinking hard...

OPCUG

Users helping users

Prize Draw Names Notes

READY 100%

prize_draw.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

Times New Roma 36 A A Wrap Text General

B I U Merge & Center \$ % + % + %

Conditional Formatting Table Cell Styles Insert Delete Format AutoSum Fill Sort & Find & Filter Select Clear

Prize Draw

Reset

And, the winner is...

OPCUG

Users helping users

Prize Draw Names Notes

READY 100%

```
' Random draw for a single name from a list  
  
' Select a random number between Low and High  
' High will be reset as the number of names in the list
```

```
Dim last_rowA As Integer  
Dim all_names As Range  
Dim Low As Integer  
Dim High As Integer  
Low = 1  
High = 1  
Dim random_number As Double  
Dim selected_name As String  
selected_name = ""
```

```
' Use the Names worksheet
```

```
Sheets("Names").Select
```

```
' Identify the row number for the name of the last individual  
' in the list in Col A; set the range of names, and the  
' maximum row number
```

```
With ActiveSheet
```

```
    last_rowA = .Cells(.Rows.Count, "A").End(xlUp).Row
```

```
    Set all_names = Range("A1:A" + CStr(last_rowA))
```

```
    High = last_rowA
```

```
End With
```

```
' Display "Drawing a name..."
```

```
Application.ScreenUpdating = True
```

```
Range("B4").Value = "Drawing a name..."
```

```
Range("B4").HorizontalAlignment = xlCenter
```

```
Range("B4").VerticalAlignment = xlCenter
```

```
With Selection.Font
```

```
    .Name = "Times New Roman"
```

```
    .Size = 36
```

```
End With
```

```
Range("B2").Select
```

```
Application.ScreenUpdating = True
```

```
Application.Wait (Now + TimeValue("00:00:03"))
```

```
Application.ScreenUpdating = False
```



```
' Generate a random number from the list of workshop participants
```

```
random_number = Int(High * Rnd() + Low)
```

```
' Associate the participant's name with the random number
```

```
selected_name = Sheets("Names").Range("A" + CStr(random_number)).Value
```

prize_draw.xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

B6 X ✓ fx Donald Duck

Prize Draw

Reset

And, the winner is...

Donald Duck

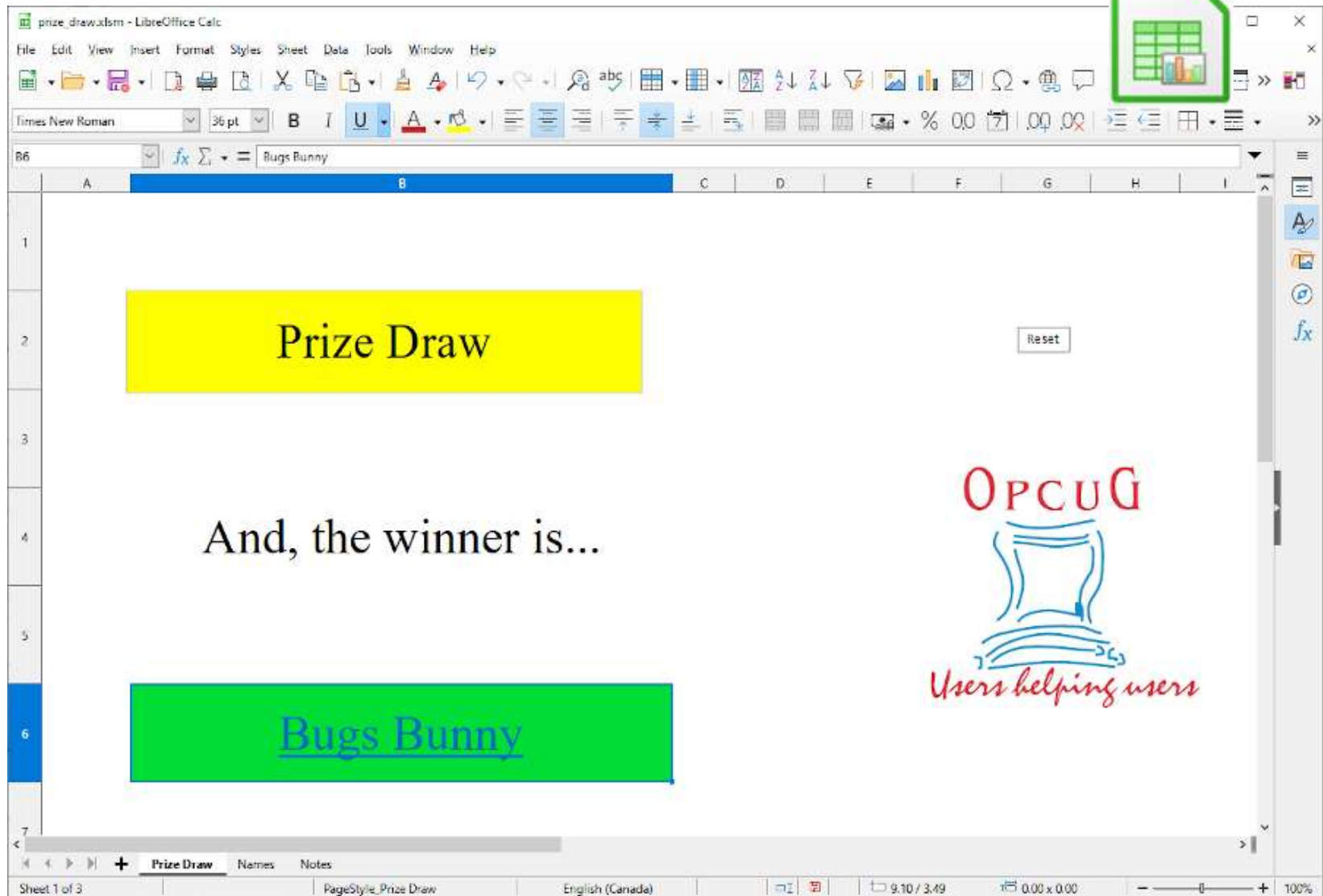
OPCUG

Users helping users

Prize Draw Names Notes

READY 100%

VBA Macro Running in LibreOffice Calc



prize_draw.xlsm.VBAProject - LibreOffice Basic

File Edit View Run Dialog Tools Window Help Data

[prize_draw.xlsm].VBAProject

Object Catalog

- My Macros & Dialogs
 - RemoveDuplicates
 - Standard
- LibreOffice Macros & Dialogs
- prize_draw.xlsm
 - Standard
 - VBAProject
 - Document Objects
 - Forms
 - Modules
 - Class Modules

```
1 Rem Attribute VBA_ModuleType=VBAModule
2 Option VBASupport 1
3 Sub draw_name()
4
5 ' Random draw for a single name from a list
6
7 ' Select a random number between Low and High
8 ' High will be reset as the number of names in the list
9
10 ' Author: Alan German
11 ' Ottawa PC Users' Group
12
13 Dim last_rowA As Integer
14 Dim all_names As Range
15 Dim Low As Integer
16 Dim High As Integer
17 Low = 1
18 High = 1
19 Dim random_number As Double
20 Dim selected_name As String
21 selected_name = ""
```

Option VBASupport 1
(added automatically)

Watch:

Variable	Value	Type
----------	-------	------

Calls:

Module1 Module2 Sheet1 (Names) Sheet2 (Notes) Sheet5 (Prize Draw) ThisWorkbook

Find Find All Match Case

prize_draw.xlsm.VBAProject.Module1 Ln 1, Col 1

agl_opcug.ods - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Window Help

Times New Roman 11 pt B I U A

A80

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
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38																

AGL – A General Ledger

Income transaction Add an income transaction (Transaction number and debit account are assigned automatically) Consistency Check Check worksheets for any inconsistencies (Check that all worksheets exist, check debit/credit designation, check names of liabilities and owner equity accounts)

Expense transaction Add an expense transaction (Transaction number and credit account are assigned automatically) Setup New Year Set up accounts for new fiscal year (Create a new balance sheet, blank all transactions, reset account balances, GL, and Configuration)

Other transaction Add a new transaction (Transaction number is assigned automatically) Accounts PDF Create accounts PDF file (Create a PDF file of the accounts listings, eliminating the main menu, data entry, etc. worksheets)

Income Statement Produce an Income Statement (Updates all account listings) Account Listing Create an individual account listing (Specify the account number)

Balance Sheet Produce a Balance Sheet (Updates all account listings and income statement) All Account Listings Create listings for all accounts

Notes
Cheque date must be when cashed by the bank

BOD Report Produce Monthly BOD Report (Monthly category totals for the BOD minutes and individual transactions for the current month)

Main Menu Data Entry Chart of Accounts General Ledger Balance Sheet Income Statement BOD Report Configuration Consistency Check Setup New Year Account Listing Blank Cash Ir

Sheet 1 of 40 Default English (Canada) Average : Sum: 0 100%

egLopcuq.ads - LibreOffice Calc

File Edit View Insert Format Styles Sheet Data Tools Window Help

Times New Roman 12 pt B I U A

D12 fx Σ =

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2		Transaction Entry													
3															
4															
5		Transaction No.		16											
6															
7		Date		22-Mar-2022											
8		Credit Account													
9		Debit Account		1000		Cash									
10		Amount													
11		Description													
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17				Save											
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31															

Main Menu Data Entry Chart of Accounts General Ledger Balance Sheet Income Statement BOD Report Configuration Consistency Check Setup New Year Account Listing Blank Cash

Sheet 2 of 40 Default English (Canada) Average: Sum: 0 100%



Sign in

agl_opcug.ods - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing

CALCULATION SETTINGS Formulas using Regular Expressions may produce different results. More Details...

A1

AGL – A General Ledger

Add an income transaction
(Transaction number and debit account are assigned automatically)

Add an expense transaction
(Transaction number and credit account are assigned automatically)

Add a new transaction
(Transaction number is assigned automatically)

Produce an Income Statement
(Updates all account listings)

Produce a Balance Sheet
(Updates all account listings and income statement)

Check worksheets for any inconsistencies
(Check that all worksheets exist, check debit/credit designation, check names of liabilities and owner equity accounts)

Set up accounts for new fiscal year
(Create a new balance sheet, blank all transactions, reset account balances, GL, and Configuration)

Create accounts PDF file
(Create a PDF file of the accounts listings, eliminating the main menu, data entry, etc. worksheets)

Create an individual account listing
(Specify the account number)

Create listings for all accounts

Produce Monthly BOD Report
(Monthly category totals for the BOD minutes and individual transactions for the current month)

Notes:
Cheque date must be when cashed by the bank

Main Menu Data Entry Chart of Accounts General Ledger Balance Sheet Income Statement BOD Report ...

READY 100%

agl_opcug.ods - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

Visual Basic Macros Record Macro Use Relative References Macro Security Code

CALCULATION SETTINGS Formulas

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Check works
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check names

Set up account
(Create a new
reset account

Create account
(Create a PD.
the main menu

Create an inc
(Specify the a

Create listing

Excel Help -

Search online help

Differences between the OpenDocument Spreadsheet (.ods) format and the Excel for Windows (.xlsx) format

When you work with two file formats, like .xlsx and .ods, there might be formatting differences, and not all features will be available. You'll be able to convert data and content, but the way you work with the content might be different depending on which formats you use.

Switch your default file format

1. Click **File > Options**.
2. Click **Save**.

agl_opcug.ods - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS

Visual Basic Macros Record Macro Use Relative References Macro Security Code Add-Ins COM Add-Ins Insert Design Mode Properties View Code Run Dialog Source Map Properties Expansion Packs Import Export Refresh Data

Macro

Macro name:

Run Step Into Edit Create Delete Options...

Macros in: All Open Workbooks

Description

Cancel

AGL – A General Ledger

Add a new transaction
(Transaction number is assigned automatically)



Microsoft Excel

vs.

LibreOffice Calc



- For most users it's a wash
- The packages work in much the same way, with the same major features
- The main exception is in macro programming
- VBA and LibreOffice Basic are different
- LO developers are working hard to make VBA macros compatible
- No reciprocity, VBA won't run LO Basic

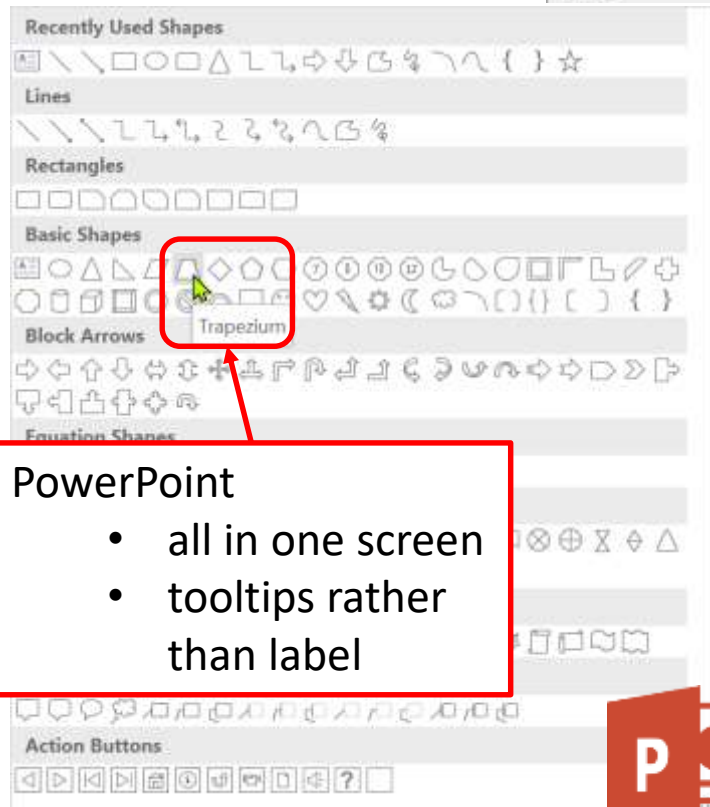
PowerPoint

vs.

Impress



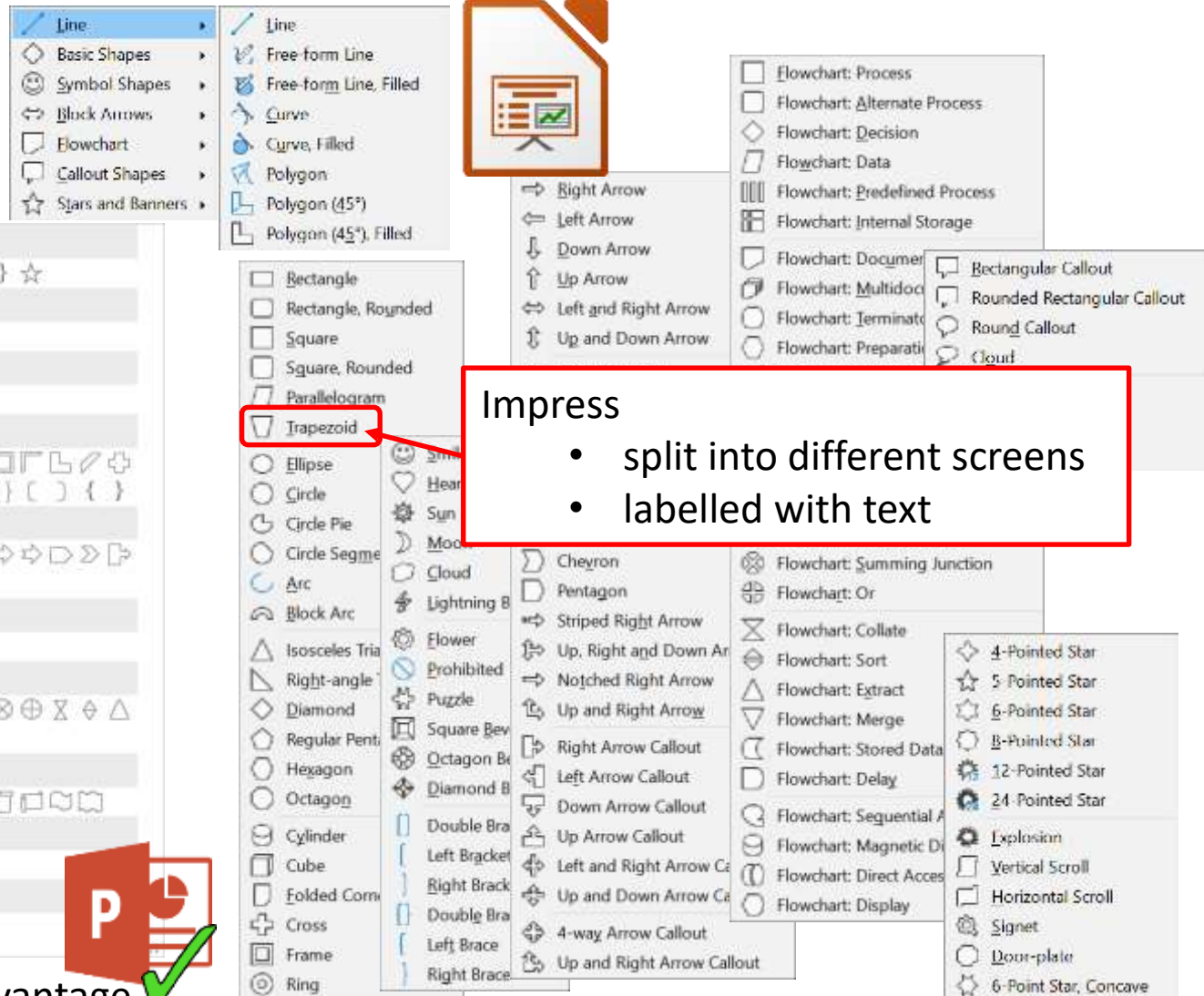
Shapes—you're covered!



PowerPoint

- all in one screen
- tooltips rather than label

small advantage



Impress

- split into different screens
- labelled with text

Arranging objects—you're covered!

- PowerPoint and Impress both allow extensive
 - snap to grid / objects
 - flip horizontally, vertically
 - align
 - left, right, centre, top, bottom
 - group
 - layer
- Impress a few more capabilities when
 - snapping
 - distributing objects

small advantage



Modifying objects—PowerPoint

- PowerPoint has a significant advantage when modifying objects (text, outlines, fills, size, etc.)
- As you make changes in a dialog box
 - see effect live on the slide



2-click down triangle

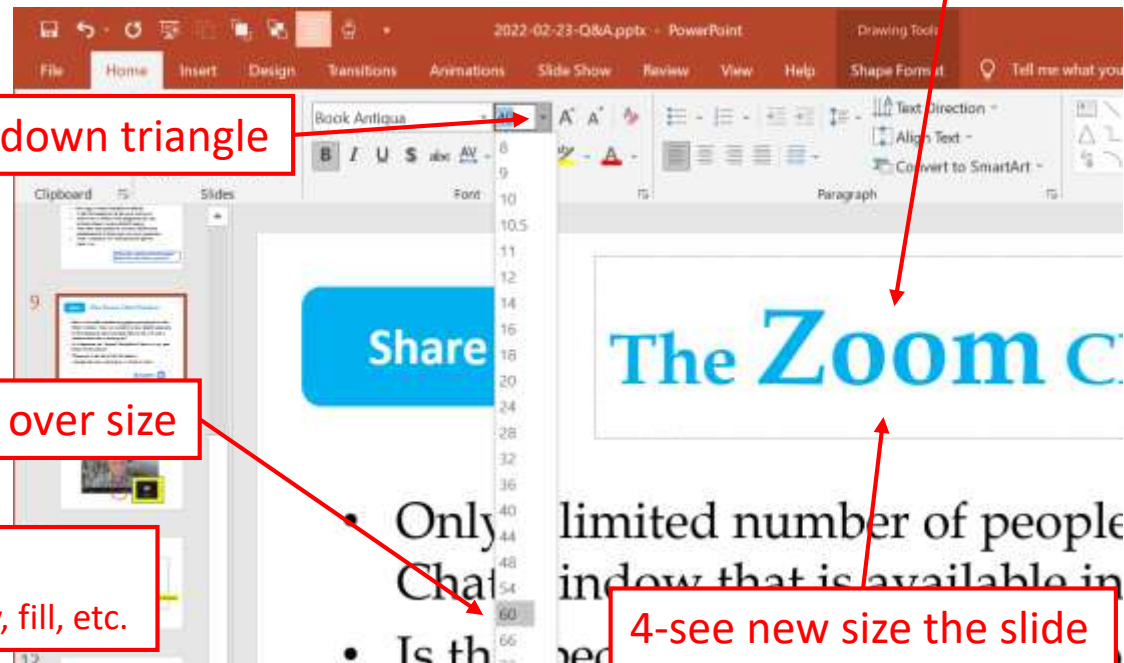
3-hover over size

Works modifying any attribute:

- typeface, colour, weight, transparency, fill, etc.

1-select “Zoom”

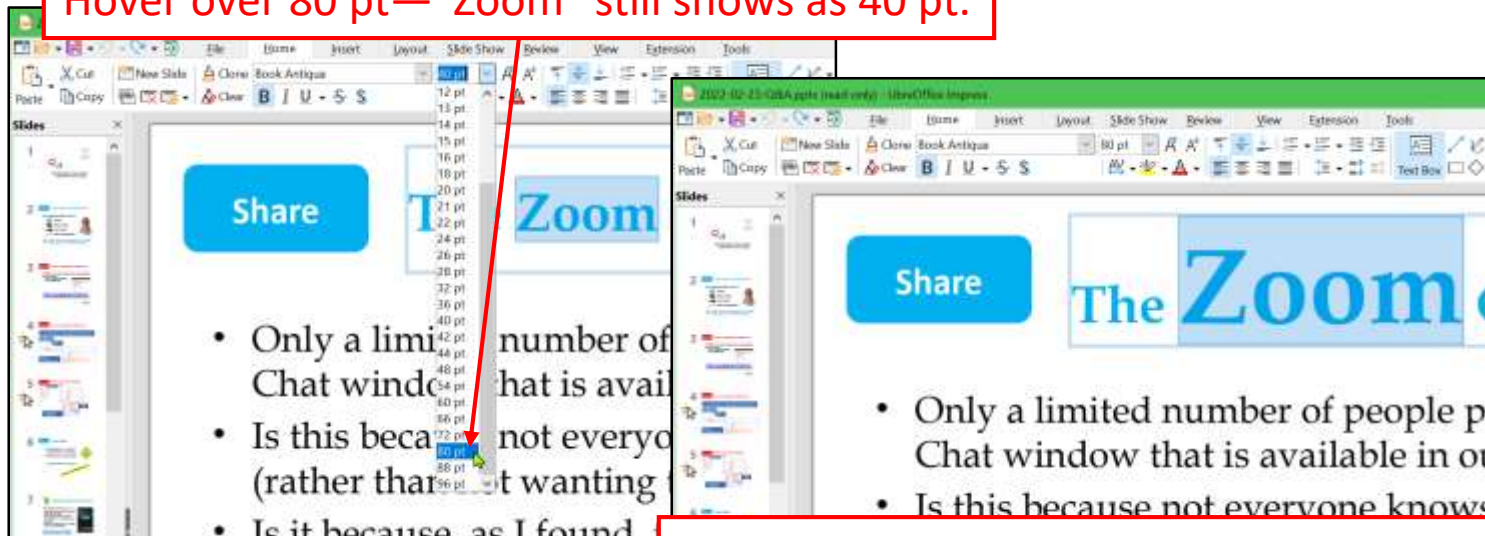
4-see new size the slide



Modifying objects—Impress

- Impress doesn't show effects of change until commit

Hover over 80 pt—"Zoom" still shows as 40 pt.



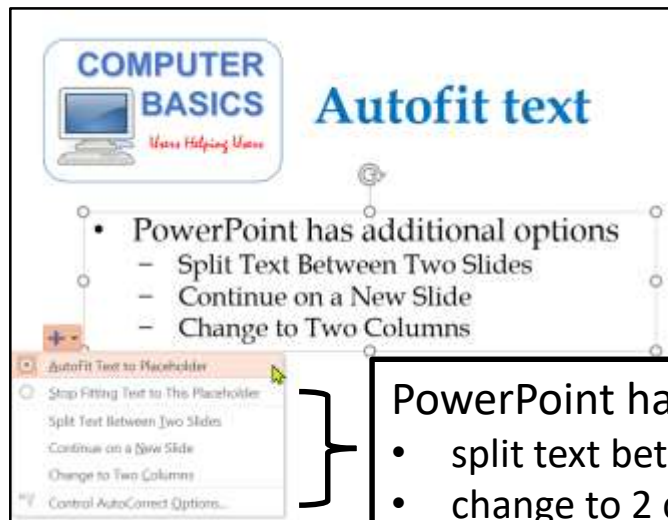
...until you click on 80 pt
If not quite right—have to click triangle again

Same when modifying any attribute:

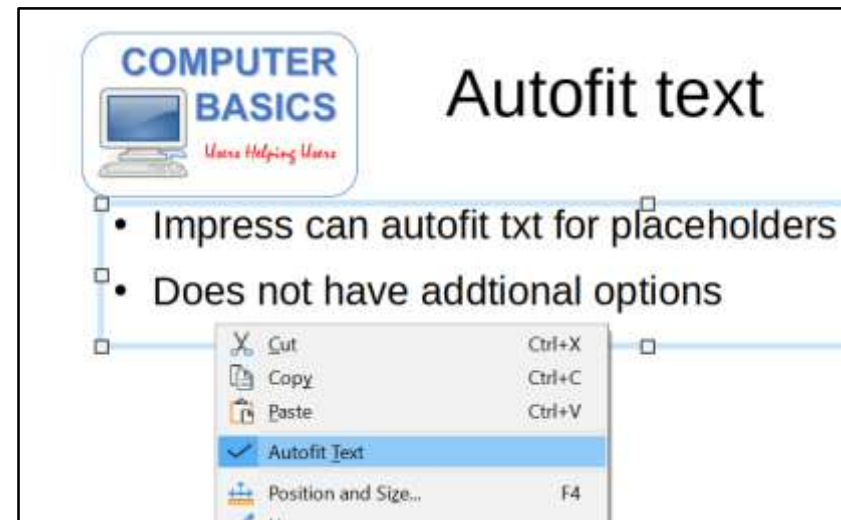
- typeface, colour, weight, transparency, fill, etc.

Auto-fit text—you're covered

- Nice feature in both PowerPoint and Impress
 - placeholders on masters & text boxes
 - you can over-ride this
- Avoid content running off page / covering other content



- PowerPoint has extra options
- split text between 2 slides
 - change to 2 columns



Layouts—you're covered

- Both PowerPoint and Impress have lots of layouts
 - easily customise the slide masters
 - PowerPoint: a little more straightforward



Animations—you're covered!

- Animations control how object appear/leave
 - order, effect (fade/wipe/float/spin/etc), timing
 - 40+ animations for appear/leave
 - most seem identical
 - some act slightly differently
- Motion paths control how objects move on slide
 - PowerPoint and Impress both have enormous control



Transitions—you're covered!

- Transitions morph from one slide to next
 - Impress: 36 transitions, PowerPoint: 49 transitions
 - lots of differences
 - PowerPoint generally more impressive
 - when backing up
 - PowerPoint transitions run in reverse
 - Impress ignores transitions
- half of Impress transitions don't work (on my computer)



Personal opinion...

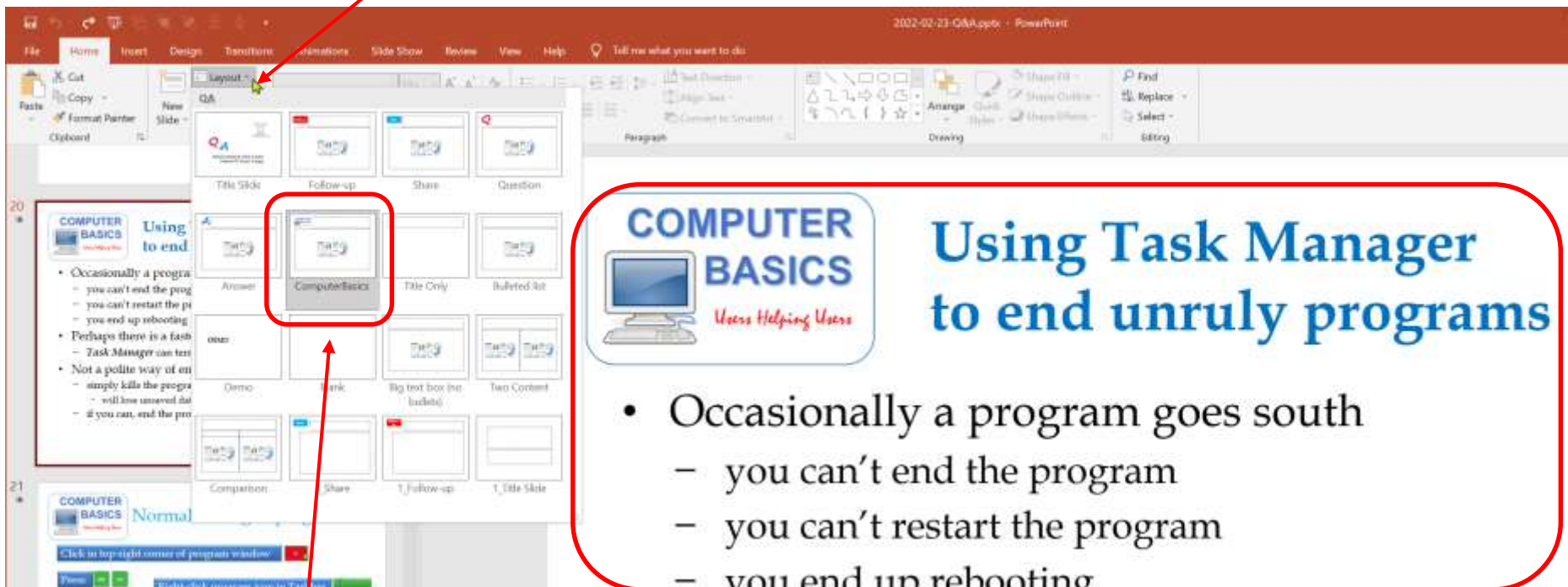
Do you want your audience remembering your slide transitions...

...or the content of your slides?

Maybe simple transitions are best

PowerPoint: current layout

Select **Layout** on **Home** tab

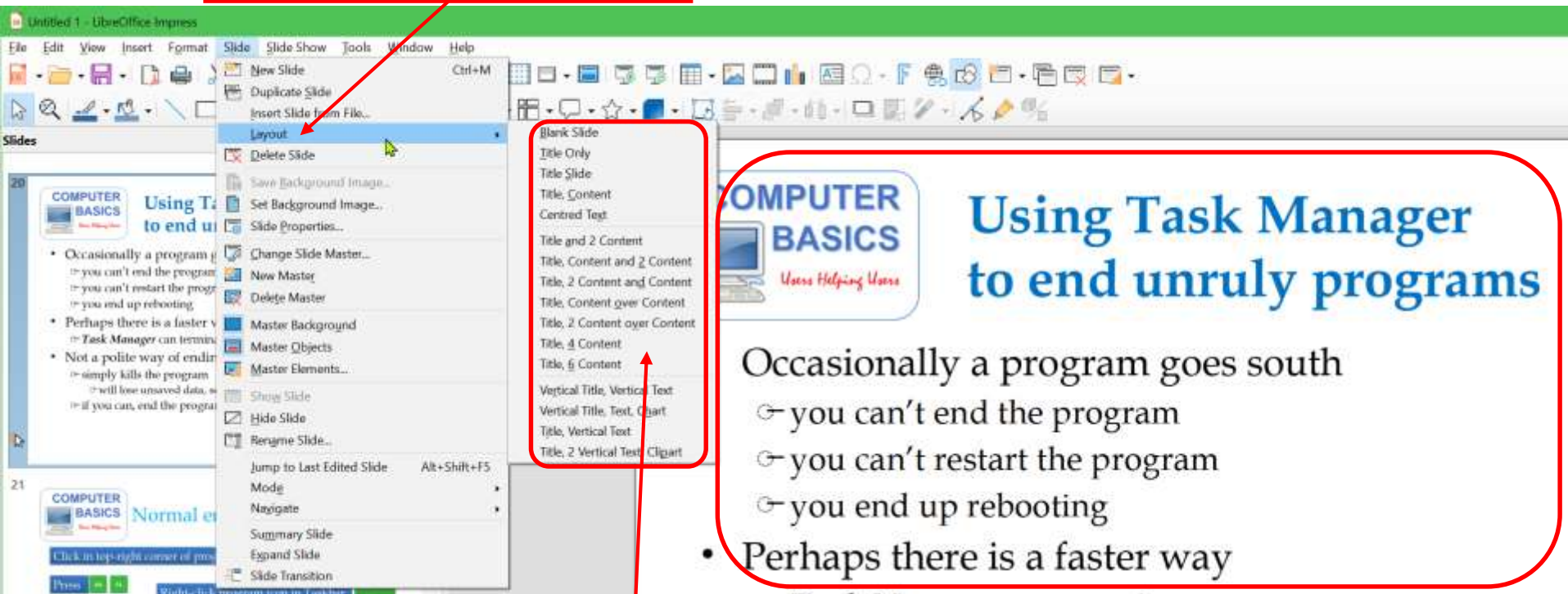


Current selection for **Layout** is highlighted



Impress: current layout

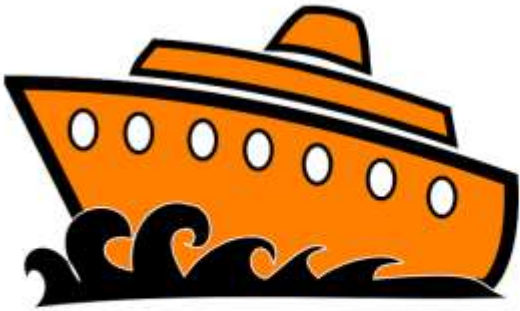
Select **Layout** on **Slide** menu



Current selection for
Layout not highlighted



PowerPoint: colour picker



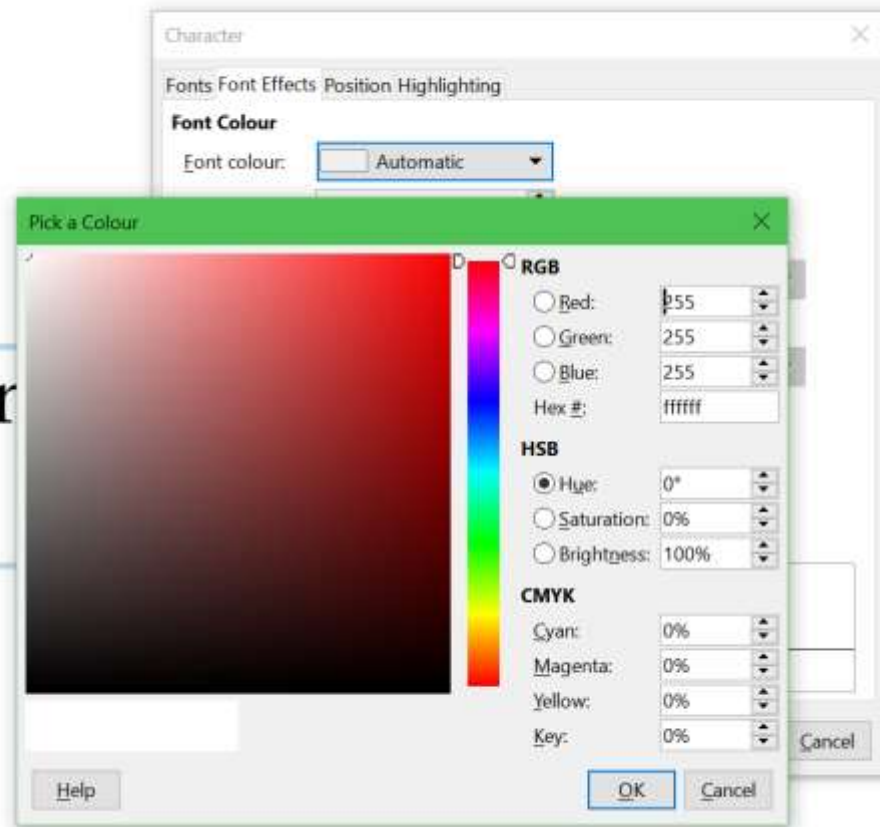
Boarding time:
6:00pm



Impress: no colour picker



Boarding time
6:00pm



Must know colour value of other object



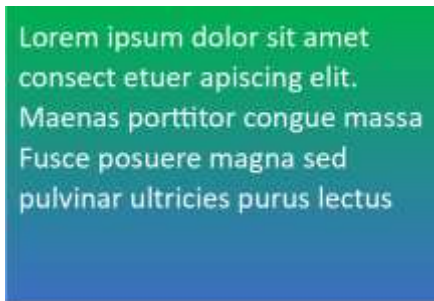
Compatibility issue: text boxes



Lorem	elit.	magna
ipsum	Maenas	sed
dolor sit	porttitor	pulvinar
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consect	massa	purus
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As created in PowerPoint

- 3-column text box with 3D effects
- 3 colours in gradient fill
- PowerPoint can have many colours in gradients



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consect etuer apiscing elit.		
Maenas porttitor congue massa		
Fusce posuere magna sed		
pulvinar ultricies purus lectus		

Exported from PowerPoint as odp file & opened in Impress

- No columns
- No 3D effects
- Impress can only handle 2 colours in gradient fill

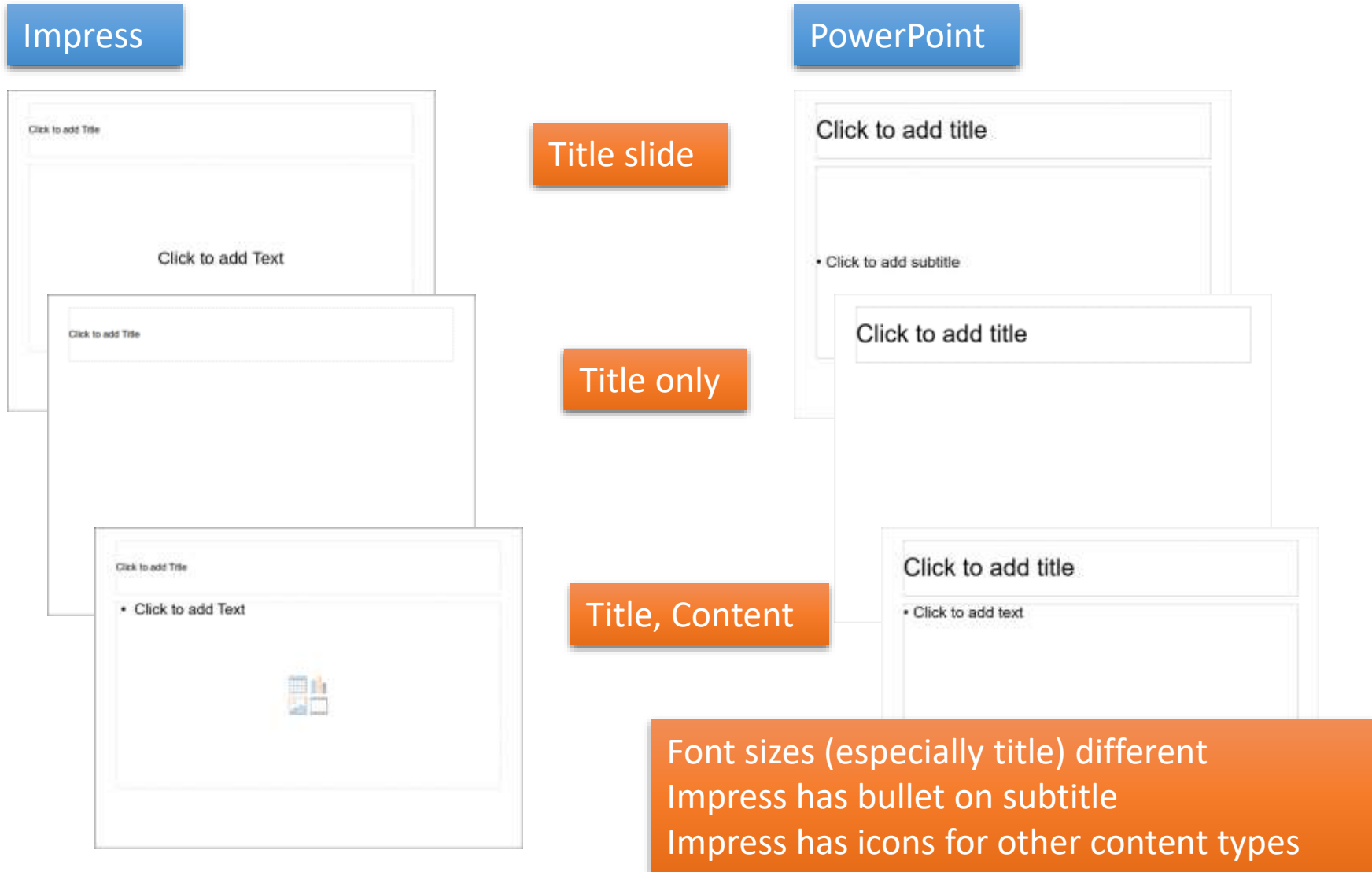


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amet	congue	ultrices
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Saved from PowerPoint as pptx file & opened in Impress

- Columns retained
- No 3D effects
- Impress can only handle 2 colours in gradient fill

Compatibility issues: slide master



Compatibility issues: it gets worse

1 Saved as PowerPoint
Edited in PowerPoint it gets worse
Create new slide & choose **Title**,
Content for layout

Compatibility issues: it gets worse

- Deck created in Impress
- Saved as PowerPoint
- Edited in PowerPoint
- Create new slide & choose **Title**, **Content** for layout

Messed up thumbnail
Slide normal

1 Saved as PowerPoint
Edited in PowerPoint it gets worse
Create new slide & choose **Title**,
Content for layout

2 Saved as PowerPoint
Edited in PowerPoint it gets worse
Create new slide & choose **Title**,
Content for layout

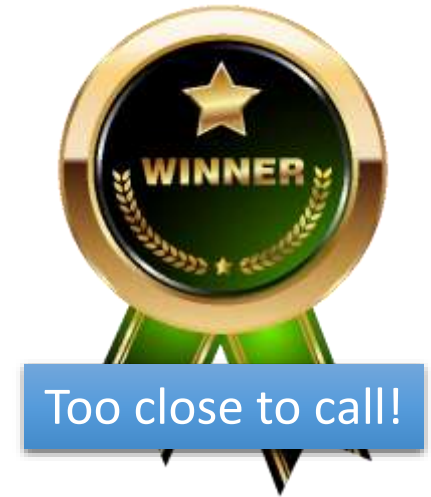
Deck created in Impress
Saved as PowerPoint
Edited in PowerPoint it gets worse
Create new slide & choose **Title**,
Content for layout

Duplicated slide 1
Slide 2 messed up
Slide 1 still appear normally (except in thumbnail)

Overall conclusion

- Overall capabilities are **very** similar
- LibreOffice obviously tried to duplicate Microsoft PowerPoint
 - ...and did a credible job
- Minor differences
 - some cases PowerPoint “better”
 - some cases Impress “better”
- Quite a few things are done a little—or lot—differently
 - your best friends
 - manual for Impress (Microsoft has no manual)
 - Google

Recommendation—mixed



- If using only one—PowerPoint or Impress
 - capability: too close to call
 - PowerPoint slightly easier to use
- File created in PowerPoint?
 - edit/use PowerPoint
- File created in Impress?
 - edit/use Impress
- Mix and match?
 - if you have to work in PowerPoint on file created in Impress?
 - if you have to work in Impress on file created in PowerPoint?
 - can **probably** edit existing slides without things messing up
 - **don't** create any new slides
 - **don't** duplicate existing slides
 - **Import/export with Impress rather than with PowerPoint**

Wrap-up



What are the issues?

- Can I save money?
- Is open source better than closed source?
- Which suite is better supported?
- Which suite is best/more capable?
- If I switch, will I have problems?
- What about compatibility?
- Should I switch?



Can I save money?

- Microsoft Office 365 (subscription) \$70-\$100/year
- Microsoft Office (“perpetual”) \$150-\$250
 - Microsoft lifecycle—a moving target
 - it used to be 10 years before extended support ended
 - Office 2019 (released 2018-09-24)
 - mainstream support ends 2023-10-10 (5 years)
 - extended support ends 2025-10-14 (+ 2 years)
- LibreOffice free



Open source vs. closed source

- hard to argue against open source
 - most people probably really don't care
- a philosophical issue perhaps



Which suite is better supported?

- Which suite is better supported?
 - both enjoy excellent support
 - from developers/vendor and from community



Which suite is best/most capable?

- Both very capable
 - LibreOffice worked hard to duplicate functions in Microsoft Office and gone beyond in some regards



If I switch, will I have problems?

- Perhaps—it depends on your usage
 - most problems are more *annoyances* than *show-stoppers*



What about compatibility?

- Getting much better in recent years
 - issues still arise using documents created by other suite
 - LibreOffice better at importing/exporting Microsoft formats
 - Microsoft Office worse at importing LibreOffice formats



- Biggest problem could be
 - not knowing when fidelity has not been maintained
- If concerned about fidelity, best:
 - work with Microsoft documents—use Microsoft Office
 - work with LibreOffice documents—use LibreOffice

What about compatibility?

- Microsoft users can freely use LibreOffice when needed
- LibreOffice users can't freely use Microsoft Office when needed
- It is a *Microsoft Office Format* world
 - more likely to receive Microsoft Office files from others



Should I switch?

- Microsoft Office users switch to LibreOffice?
 - If looking to save money, perhaps
 - If looking to reduce issues with fidelity, perhaps not
- LibreOffice users switch to Microsoft Office?
 - If looking to reduce issues with fidelity, perhaps
 - If looking to save money, perhaps not

Office Smackdown



Questions?

May Meeting

Me & My Mac

Gillian Villeneuve, MUGOO

(Macintosh User Group Of Ottawa)

May 11, 2022

7:30 pm



Basic photo editing

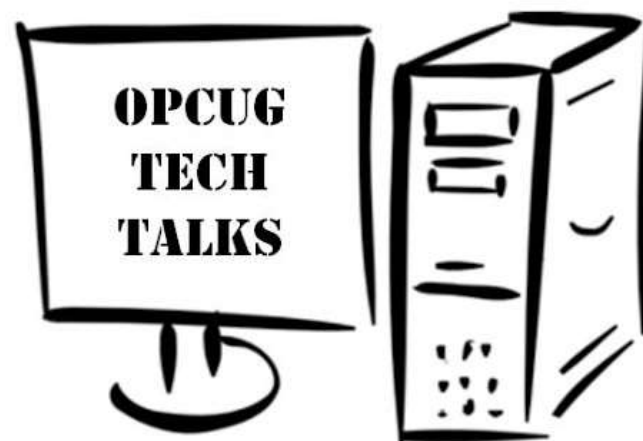
May 2nd, 7:00 pm

How many times have you looked at a photo and wished you could brighten just the main subject? Or perhaps you had an image printed and don't like how the store cropped it. Are the colours in your photo less vibrant than they were in person?

Lynda Buske will show how all these issues can be addressed using free photo editing software available for both Windows and MacOS.

Full details at:

<https://opcug.ca/events/photoediting/>



Lynda Buske

Registration required

*Free for OPCUG members
\$20.00 for non-members
(including one-year membership)*



**Send your questions,
answers, and topics
you wish to share to:**

SuggestionBox@opcug.ca