

# STAROFFICE 8 GETTING STARTED



**“The real voyage of discovery consists not in seeking new landscapes but in having new eyes.”**

— Marcel Proust

Welcome! I am pleased to introduce the StarOffice™ 8 Office Suite guides and tutorials that you have seen on the Sun Microsystems Foundation website. These resources, along with the companion *Traveling the Internet Guide*, have been created with the belief that learning new ways to communicate and present information can promote positive change in one’s life.

Sun has suggested that culturally, the world is entering a new era. From the Industrial Age, to the Information Age, there is now the opportunity to usher in a new era called the Participation Age. In the Participation Age, human interaction takes center stage, and each of us is an important contributor.

Through computers, mobile phones and other technologies, the ways for personal communications have exploded. From e-mail, text messages, blogs, and websites, to digitally created newsletters and personal brochures—today’s options to communicate, collaborate and share are unprecedented. And, yet, while technology is pervasive in many lives, it has not been available or accessible to everyone.

Sun Microsystems President and COO, Jonathan Schwartz, also the Sun Microsystems Foundation President, described his perspective on how organizations can help accelerate the Participation Age:

*Connecting communities and fueling collaboration has been the core of Sun's business since inception. Sun has contributed more code to the open source community than any other entity on earth. Sun's employees exemplify the spirit of the Participation Age, and since 1995 they have donated more than 220,000 volunteer hours to a variety of projects worldwide. The next generation of engineers, scientists, diplomats, business leaders, journalists, artists, and consumers need the network to participate in global opportunity. We're working hard to expand opportunities, and make those opportunities reachable for everyone irrespective of culture, nationality, or economic means. Eliminating the digital divide isn't just good policy, it's good business.*

The Sun Microsystems Foundation has created this collection of guides and tutorials to promote involvement in the Participation Age. StarOffice is a software product that allows you to express yourself and manipulate information in new and powerful ways. Our intent is to offer practical and effective ways to use technology as a tool to enhance lives and create opportunities for economic growth and social progress. The StarOffice Guides are designed to be one hour, hands-on explorations. You can either learn the skills on your own, or you can use the guides in a facilitated (1:1 or group) learning environment.

Knowledge is a powerful force for change when shared with others. We hope you find these resources useful. Let us hear from you. (email: [sunfoundation@sun.com](mailto:sunfoundation@sun.com))

Andrea Gooden  
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### **About the Sun Microsystems Foundation:**

Sun Microsystems was incorporated in 1982, with four employees. In 1990, Sun established The Sun Microsystems Foundation, Inc., a separate nonprofit charitable organization that is supported by contributions from Sun Microsystems, Inc. and its employees. Its charter is to promote global participation through Sun's community investment efforts and international charitable contributions. Through the years, the Foundation has awarded grants of Sun technology and services to schools and nonprofit, charitable organizations that seek to increase the participation of under-represented populations in technology, related technology skill development and careers.

# Before You Get Started

## Pre-requisite Skills

The user should have general computer and keyboard navigation skills. To use the StarOffice 8 Office Suite guides, it is important to have an understanding of the following:

1. Computer basics, knowledge of basic components of computers, e.g. monitor, keyboard, CPU, mouse, printer.

**SELF TEST:** A good test for measuring computer familiarity is to ensure you can turn it on, shut it down and open a few programs; know when to single click and when to double click. If you are able to click around this Sun Foundation website, open and print the first training guide, you are ready.

2. Mouse operations, e.g. control and understanding of movement, click, double-click, right-click.

**SELF TEST:** A good test for measuring mouse fundamentals is to play Solitaire on the computer. Are you able to move the cards from one column to another?

3. File naming conventions and file directory structure, e.g. basic understanding of how to find, open, and save folders and files, e.g. My Documents

## Tools: The following are the “tools” you will need:

1. A Computer: Access to a computer with one of the following operating systems: Solaris OS, Windows, or Linux. You need to have Internet access to download the guides and files from the Resources Folder, but you may then use these guides off-line.
2. Sun Microsystems Software: StarOffice™ 8 Office Suite
3. An Internet Browser: The Traveling the Internet guide references the Firefox, Mozilla-based browser. You may safely and securely download FireFox from Mozilla:  
[www.mozilla.org/products/firefox/central.html](http://www.mozilla.org/products/firefox/central.html)
4. Internet Access: The Traveling the Internet guide uses Mozilla Firefox Web browser as the browser of choice, however, any browser will work. The quality of your computer and your Internet access speed will affect how fast you are able to “travel” on the Internet.
5. All StarOffice™ 8 Office Suite Training Guides and associated resources are delivered in Adobe Portable Document Format (PDF) or StarOffice 8 documents. You may open the PDF directly in your browser or save it to your computer. We recommend you save these guides to your local storage area or device to allow you to work on the guides off-line, and at your own pace. If you do not have Adobe’s Acrobat Reader, you need download the latest version available through Adobe. This is a FREE browser plug-in.

## You Are Ready to Go!

You should have downloaded the StarOffice 8 application and all of the guides: *Traveling the Internet*, and the 6 guides on StarOffice 8: Getting Started, StarOffice 8 Writer, StarOffice 8 Draw, StarOffice 8 Calc, StarOffice 8 Summary Project and StarOffice 8 Impress.

The guide on the Internet, *Traveling the Internet*, is provided both in color and grayscale. The grayscale version is recommended if you plan to print this guide. The Internet guide is an extensive document, and is over 100 pages. The remaining 6 guides on StarOffice are approximately 20 pages in length and have been formatted so you may print them and create your own workbook.

Remember to create a folder called “Resources” on your local storage area or device. You will need to download the files that are in the Resources folder on the Sun website.

The Resources folder contains these files:

1. StreetsideNewsletterSpr05.pdf
2. BusinessLetter.pdf
3. HolidayLetter.pdf
4. Sample Text.odt
5. World\_kids.jpg
6. Logo\_Example.odg
7. Party\_Flyer\_Example.odg
8. Spreadsheet\_Example.ods
9. Brochure\_Example.odg
10. Brochure\_Template.odg
11. Photo\_Presentation\_Example.odp
12. Glossary

## Additional Resources for StarOffice 8 Office Suite

### Online Help, Documentation, and More Information:

Remember to browse through the extensive online documentation using the StarOffice Help system. Access it by choosing StarOffice Help from the Help menu or by pressing the F1 key. The StarOffice help system is divided into seven convenient sections to make it easier to locate information:

- StarOffice Base
- StarOffice Basic
- StarOffice Calc
- StarOffice Draw
- StarOffice Impress
- StarOffice Math
- StarOffice Writer

In addition, you can browse a Table of Contents, browse and search a comprehensive index, and search for keywords.

### On the Web:

We encourage you to review 2 additional resources on the StarOffice main Web page:

- **Getting Started: How to start getting the most out of StarOffice**

A 78 page PDF resource, this book is a basic reference for people who want to install and to start using StarOffice 8 right away. If this guide does not answer your questions, check out the online help that is available in each StarOffice 8 application.

- **StarOffice 8 Demo: Tour StarOffice 8's powerful features**

Tour StarOffice 8's powerful features. You need to set aside some time, and be online to use this demo.

- **The Internet**

With your new Internet skills, remember to search the Web and look for publications on StarOffice 8 Office Suite program. A reminder, StarOffice 8 was just released to the public in September, 2005. You may find resources and books for earlier versions of StarOffice, so look carefully at the books and resources available.

#### CREDITS

The Sun Microsystems Foundation acknowledges and thanks the following people for their work in the development of the StarOffice 8 Office Suite Guides. In collaboration with the Sun Foundation, the guides were written by Steve Gandy, TeachTech, Inc. Steve is the former technology coordinator of Mountain View Elementary School in Adams 12 Five Star School District, Colorado. As a Sun Foundation grant school coordinator, Steve worked with StarOffice and the Foundation for over 5 years. Δ Christine Griftner, education consultant, who served as Senior Program Manager, developing, contributing and managing the production of guides and program concepts. Δ LWI.COM ([www.lwi.com](http://www.lwi.com)), a design and production house, provided design concepts and final production of the guide *Traveling the Internet*.