

# **Laboratorio di Informatica**

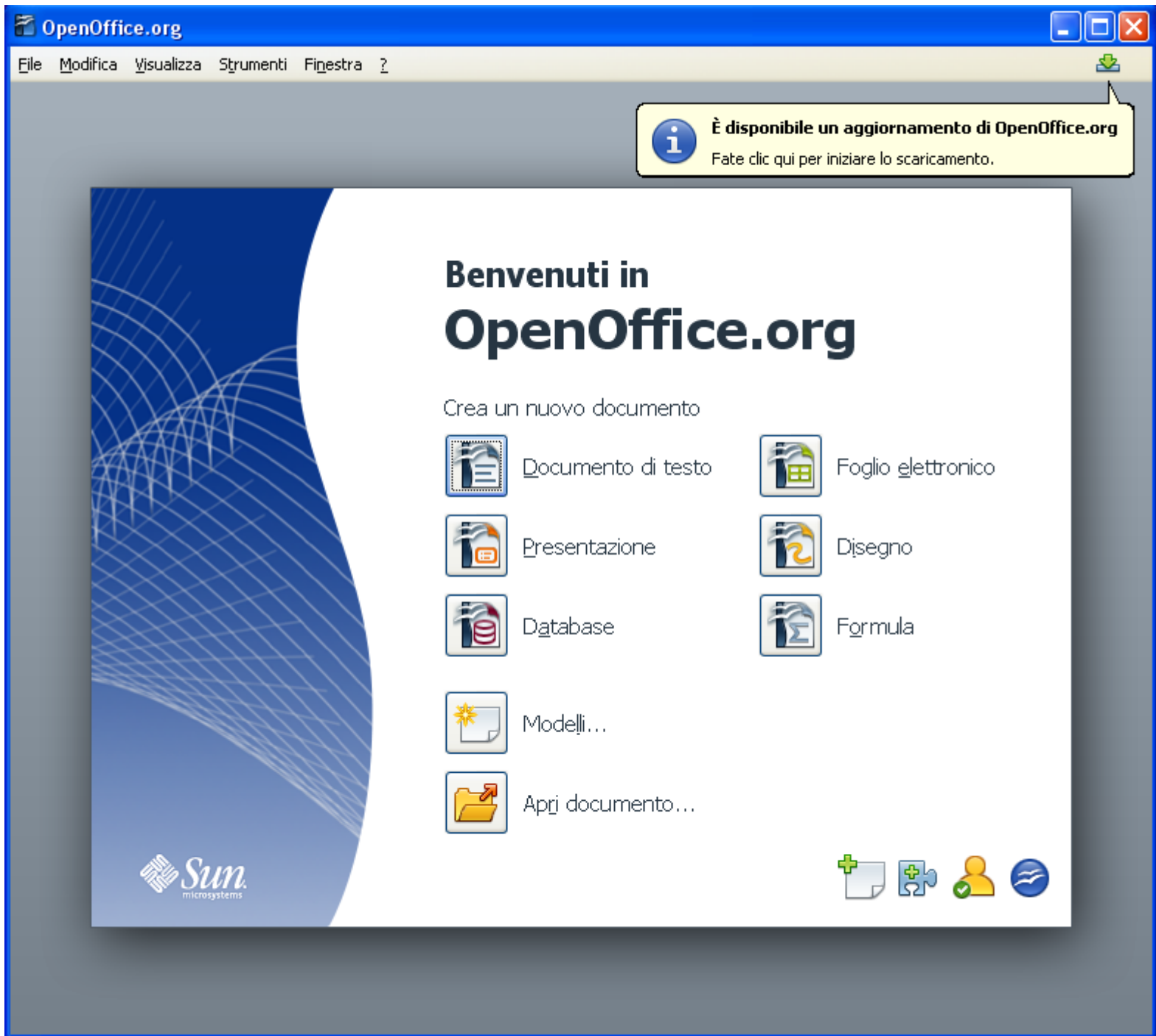
## **Corso di laurea in Lingue letterature e studi interculturali**

### **AA 2010-2011**

Paola Zamperlin

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## **Introduzione a OpenOffice 3.3**



# 1. Scaricare programma

Sito ufficiale:

<http://www.openoffice.org/>

<http://it.openoffice.org/>

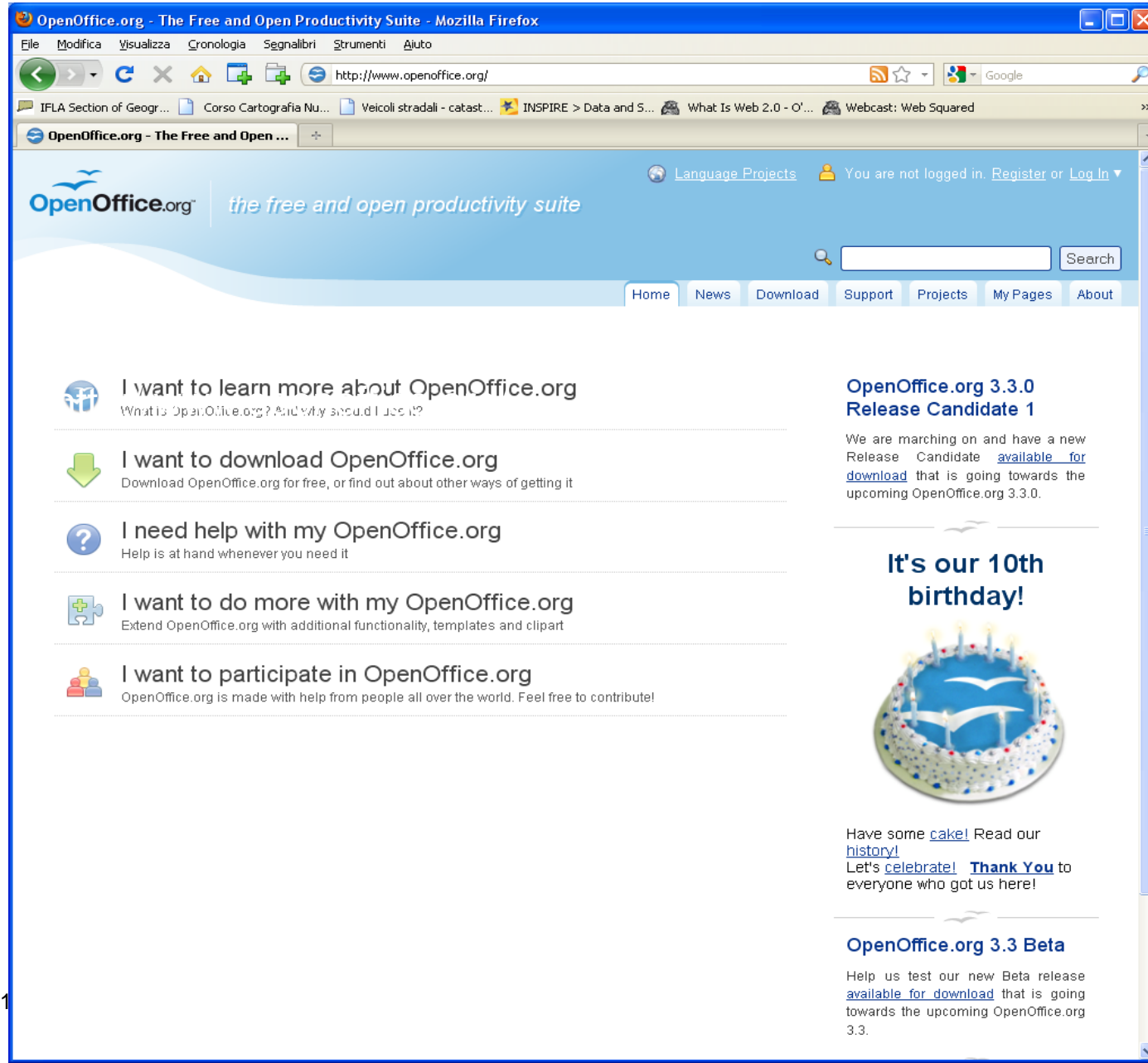
<http://projects.openoffice.org/native-lang.html>

Per le estensioni:

<http://extensions.services.openoffice.org/>

<http://www.openoffice.org/>

<http://it.openoffice.org/download/3.3.0/download330.html>



The screenshot shows the OpenOffice.org website in a Mozilla Firefox browser window. The browser's address bar displays the URL <http://www.openoffice.org/>. The website's header features the OpenOffice.org logo and the tagline "the free and open productivity suite". A navigation menu includes links for Home, News, Download, Support, Projects, My Pages, and About. The main content area is divided into two columns. The left column contains five links with icons: "I want to learn more about OpenOffice.org", "I want to download OpenOffice.org", "I need help with my OpenOffice.org", "I want to do more with my OpenOffice.org", and "I want to participate in OpenOffice.org". The right column features a section for "OpenOffice.org 3.3.0 Release Candidate 1" with a "download" link, and a celebratory message for their 10th birthday, accompanied by a birthday cake illustration. Below the birthday message is a link to "OpenOffice.org 3.3 Beta" with a "download" link.

OpenOffice.org - The Free and Open Productivity Suite - Mozilla Firefox

File Modifica Visualizza Cronologia Segnalibri Strumenti Aiuto

<http://www.openoffice.org/>

IFLA Section of Geogr... Corso Cartografia Nu... Veicoli stradali - catast... INSPIRE > Data and S... What Is Web 2.0 - O'... Webcast: Web Squared


OpenOffice.org - The Free and Open ...


OpenOffice.org the free and open productivity suite


Language Projects You are not logged in. Register or Log In


Search


Home News Download Support Projects My Pages About

 I want to learn more about OpenOffice.org  
What is OpenOffice.org? And why should I use it?

 I want to download OpenOffice.org  
Download OpenOffice.org for free, or find out about other ways of getting it

 I need help with my OpenOffice.org  
Help is at hand whenever you need it


 I want to do more with my OpenOffice.org  
Extend OpenOffice.org with additional functionality, templates and clipart

 I want to participate in OpenOffice.org  
OpenOffice.org is made with help from people all over the world. Feel free to contribute!

**OpenOffice.org 3.3.0 Release Candidate 1**

We are marching on and have a new Release Candidate [available for download](#) that is going towards the upcoming OpenOffice.org 3.3.0.

**It's our 10th birthday!**



Have some [cake!](#) Read our [history!](#)  
Let's [celebrate!](#) **Thank You** to everyone who got us here!

**OpenOffice.org 3.3 Beta**

Help us test our new Beta release [available for download](#) that is going towards the upcoming OpenOffice.org 3.3.



### I want to learn more about OpenOffice.org

What is OpenOffice.org? And why should I use it?



### I want to download OpenOffice.org

Download OpenOffice.org for free, or find out about other ways of getting it

**Download now!**

Start downloading OpenOffice.org 3.2.1 for Windows in Italian (Java Runtime Environment (JRE) included for all OS versions except Linux 32/64-bit Debian and Mac OS)

[Get all platforms and languages](#) | [Release Notes](#) | [MD5 checksums](#) | [ISO images](#) | [order CD-ROM](#) | [P2P downloads](#)



### I need help with my OpenOffice.org

Help is at hand whenever you need it

### OpenOffice.org 3.3.0 Release Candidate 1

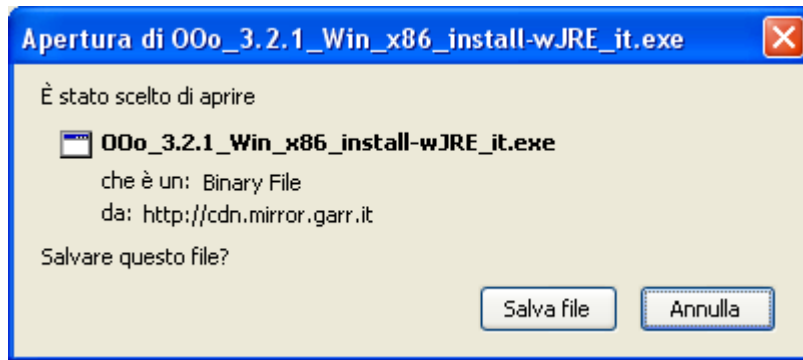
We are marching on and have a new Release Candidate [available for download](#) that is going towards the upcoming OpenOffice.org 3.3.0.

### It's our 10th birthday!



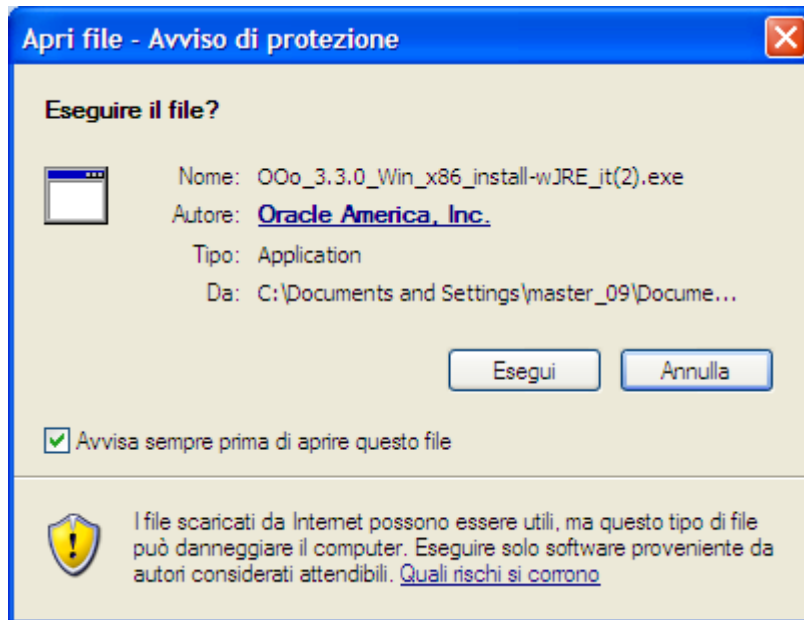
A gap means that the build is not yet released and can be found [as untested Release Candidate](#).

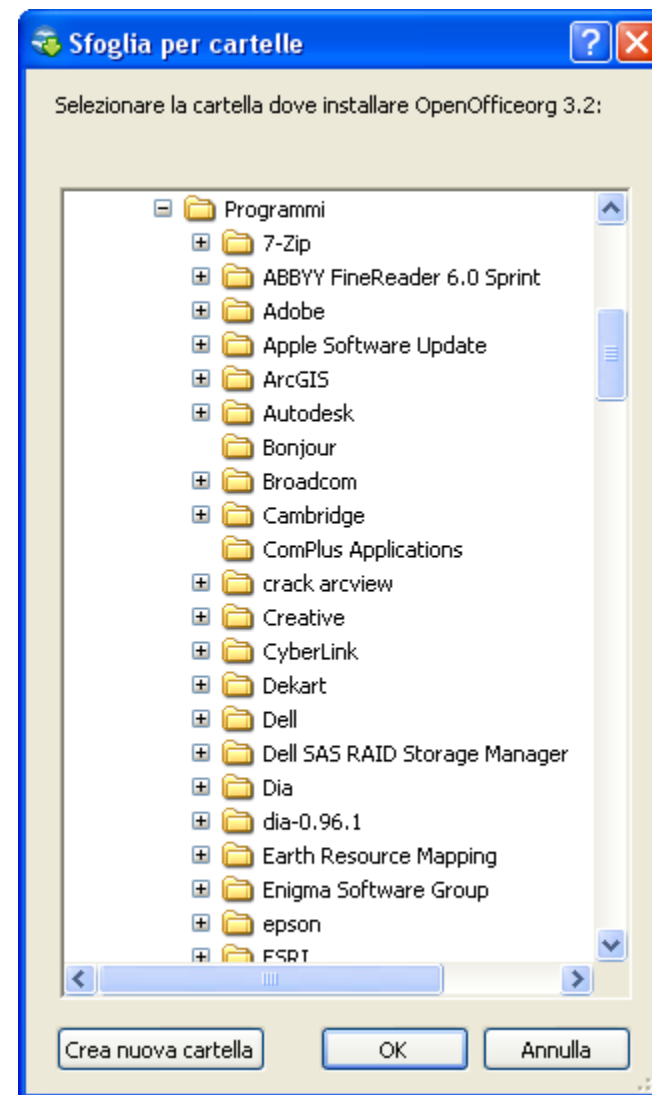
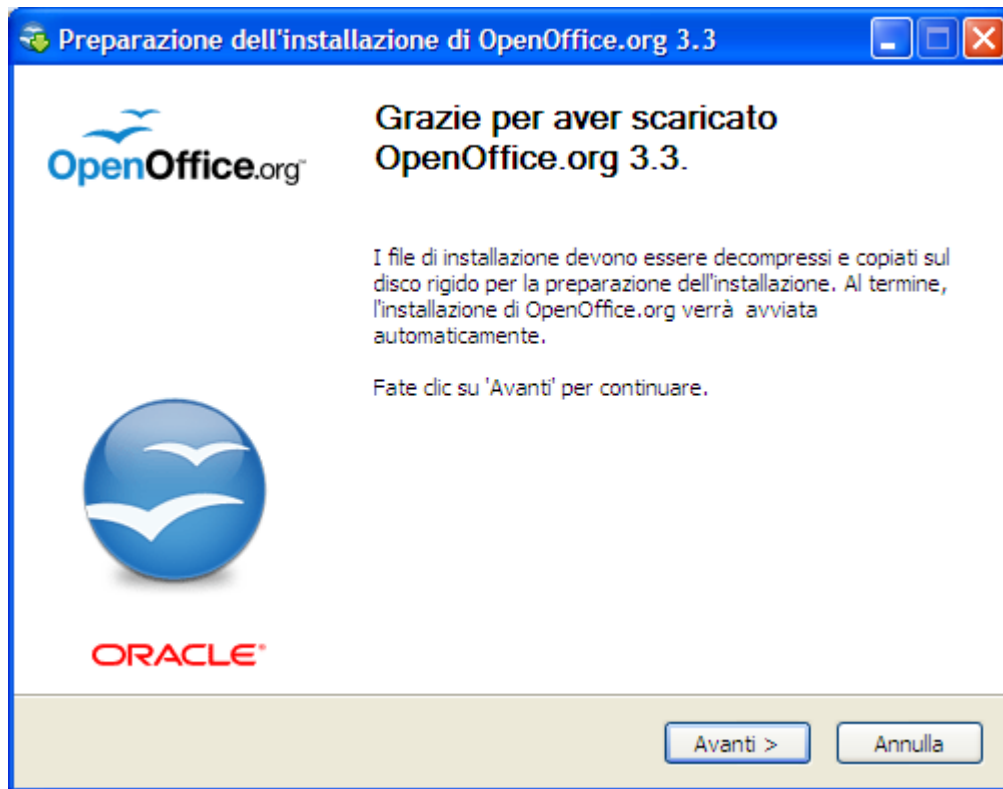
Language The names do not refer to countries.	Latest Release	Windows	Linux 32-bit Intel RPM	Linux 32-bit Intel DEB	Linux 64-bit x86-64 RPM	Linux 64-bit x86-64 DEB	Mac OS Intel	Mac OS PowerPC	Solaris Intel	Solaris Sparc	
Arabic	عربي	3.1.1	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>			<a href="#">3.1.1</a>				
Basque	Euskara	3.2.0	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>			<a href="#">3.2.0</a>				
Bengali	বাংলা	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>						
Catalan	Català	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>		<a href="#">Download</a>	<a href="#">Download</a>	
Catalan (Valencian)	Català (Valencià)	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>		<a href="#">Download</a>	<a href="#">Download</a>	
Chinese (simplified)	简体中文	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>		<a href="#">3.2.0</a>	
Chinese (traditional)	正體中文	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>		<a href="#">Download</a>	
Czech	čeština	3.2.0	<a href="#">3.2.0</a>								
Danish	Dansk	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	
Dutch	Nederlands	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>	<a href="#">Download</a>		<a href="#">3.2.0</a> <a href="#">3.2.0</a>	
English (British)	English (British)	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>		<a href="#">3.2.0</a> <a href="#">3.2.0</a>	
English (us)	English (us)	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	
Estonian	Eesti keel	3.1.1	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>				
Finnish	Suomi	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>		<a href="#">Download</a>				
French	Français	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>			
Galician	Galego	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>				
German	Deutsch	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">3.2.0</a>	<a href="#">Download</a>	<a href="#">3.2.0</a>	
Greek	Ελληνική	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>		<a href="#">Download</a>				
Irish	Gaeilge	3.2.0	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>		<a href="#">3.2.0</a>				
			Windows	Linux 32-bit Intel RPM	Linux 32-bit Intel DEB	Linux 64-bit x86-64 RPM	Linux 64-bit x86-64 DEB	Mac OS Intel	Mac OS PowerPC	Solaris Intel	Solaris Sparc
Italian	Italiano	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>			
Japanese	日本語	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">3.2.0</a>
Korean	한국어	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>			<a href="#">Download</a>		<a href="#">3.1.1</a>	
Kurdish	Kurdî	3.1.0	<a href="#">3.1.0</a>								
Lithuanian	Lietuvių	3.2.0	<a href="#">3.2.0</a>	<a href="#">3.1.0</a>	<a href="#">3.2.0</a>	<a href="#">3.1.0</a>	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>	<a href="#">3.0.1</a>		
Macedonian	Македонски	3.1.1	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>	<a href="#">3.1.1</a>			
Mongolian	Монгол	3.0.0	<a href="#">3.0.0</a>	<a href="#">3.0.0</a>	<a href="#">3.0.0</a>						
Norwegian (Bokmål)	Norsk (Bokmål)	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>			
Norwegian (Nynorsk)	Norsk (Nynorsk)	3.2.0	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>	<a href="#">3.2.0</a>				
Polish	Polski	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>			
Portuguese (Europe)	Português (Europeu)	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>		<a href="#">3.2.0</a>	
Portuguese (Brazil)	Português (do Brasil)	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>			
Russian	Русский	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>		<a href="#">Download</a>	<a href="#">Download</a>
Serbian	Српски	3.2.1	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>	<a href="#">Download</a>

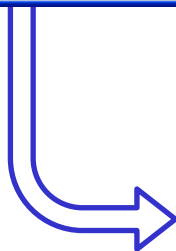
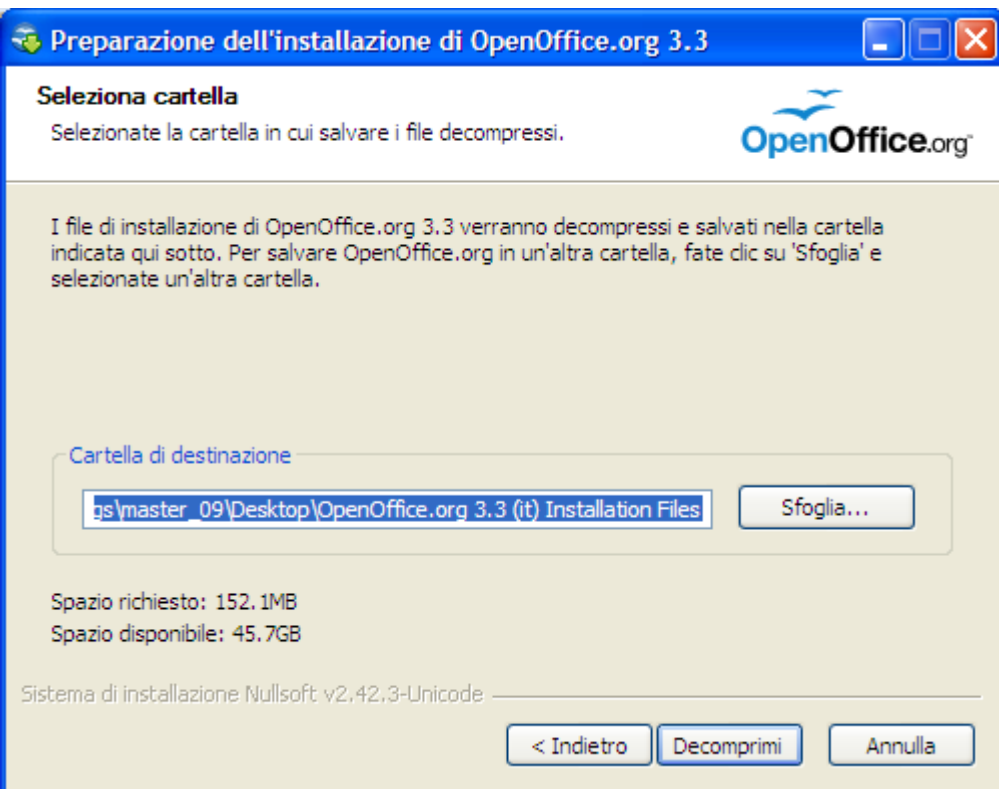


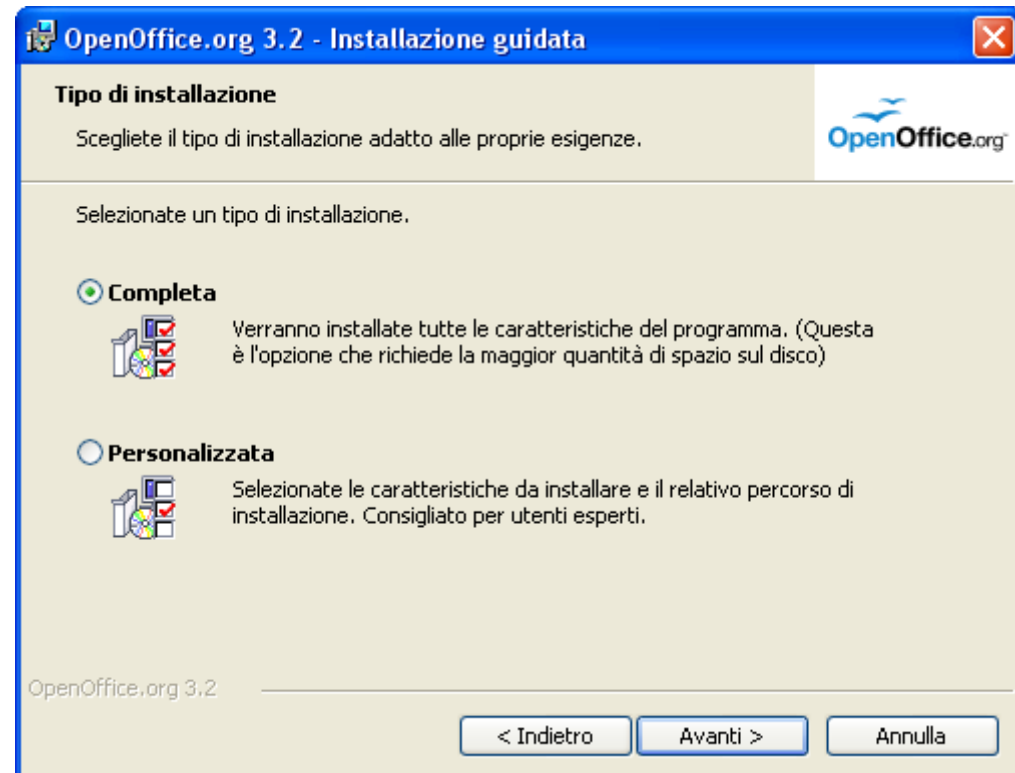
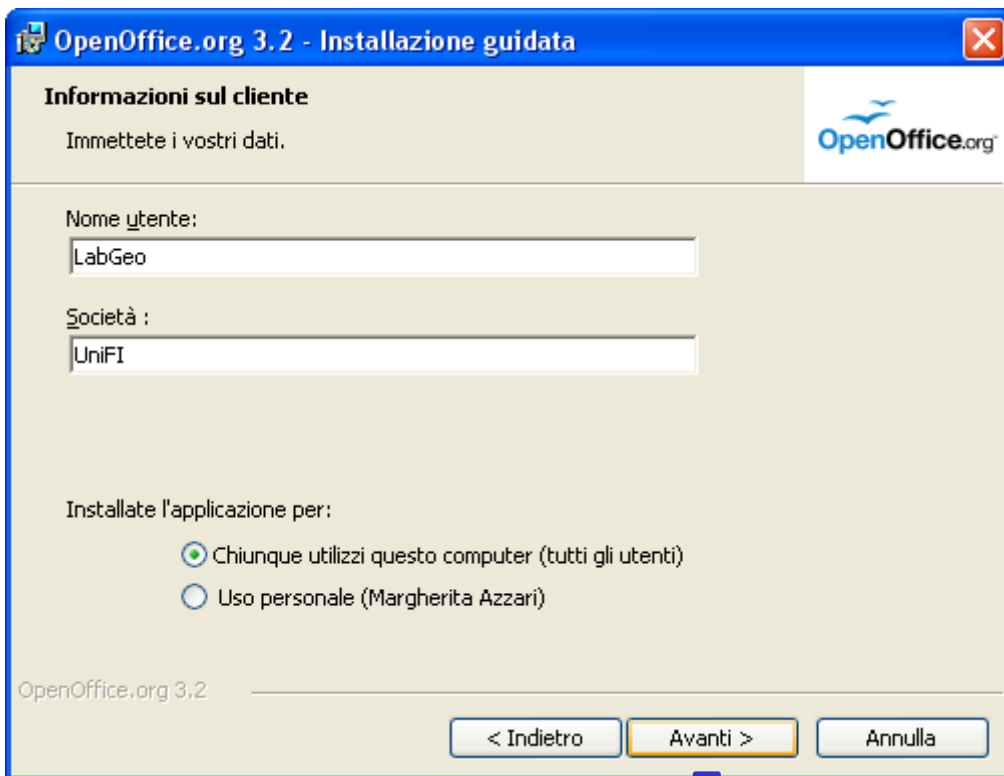
Scegliere cartella di destinazione e salvare il file eseguibile (.exe)

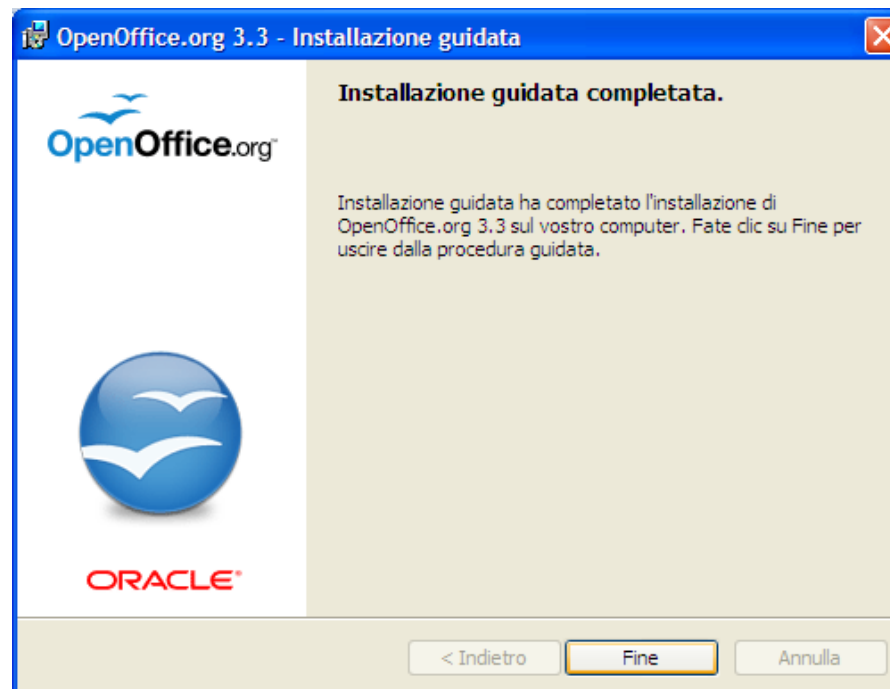
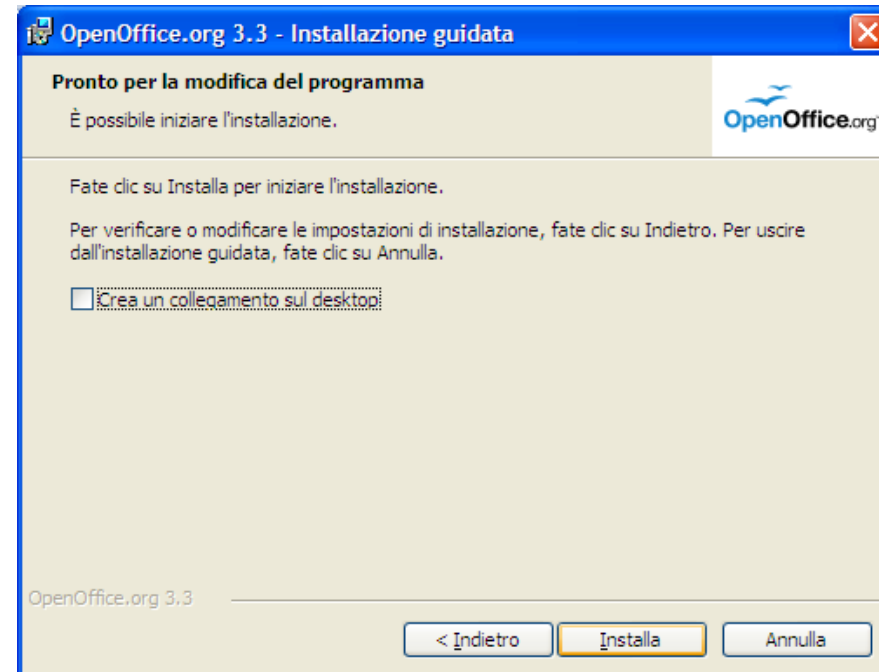
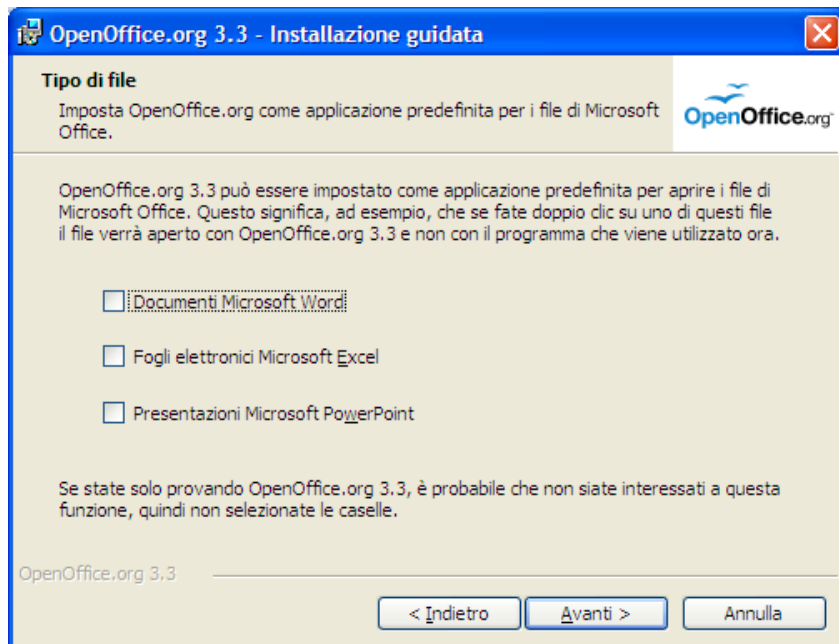
Cliccare 2 volte sul file per lanciare l'eseguibile





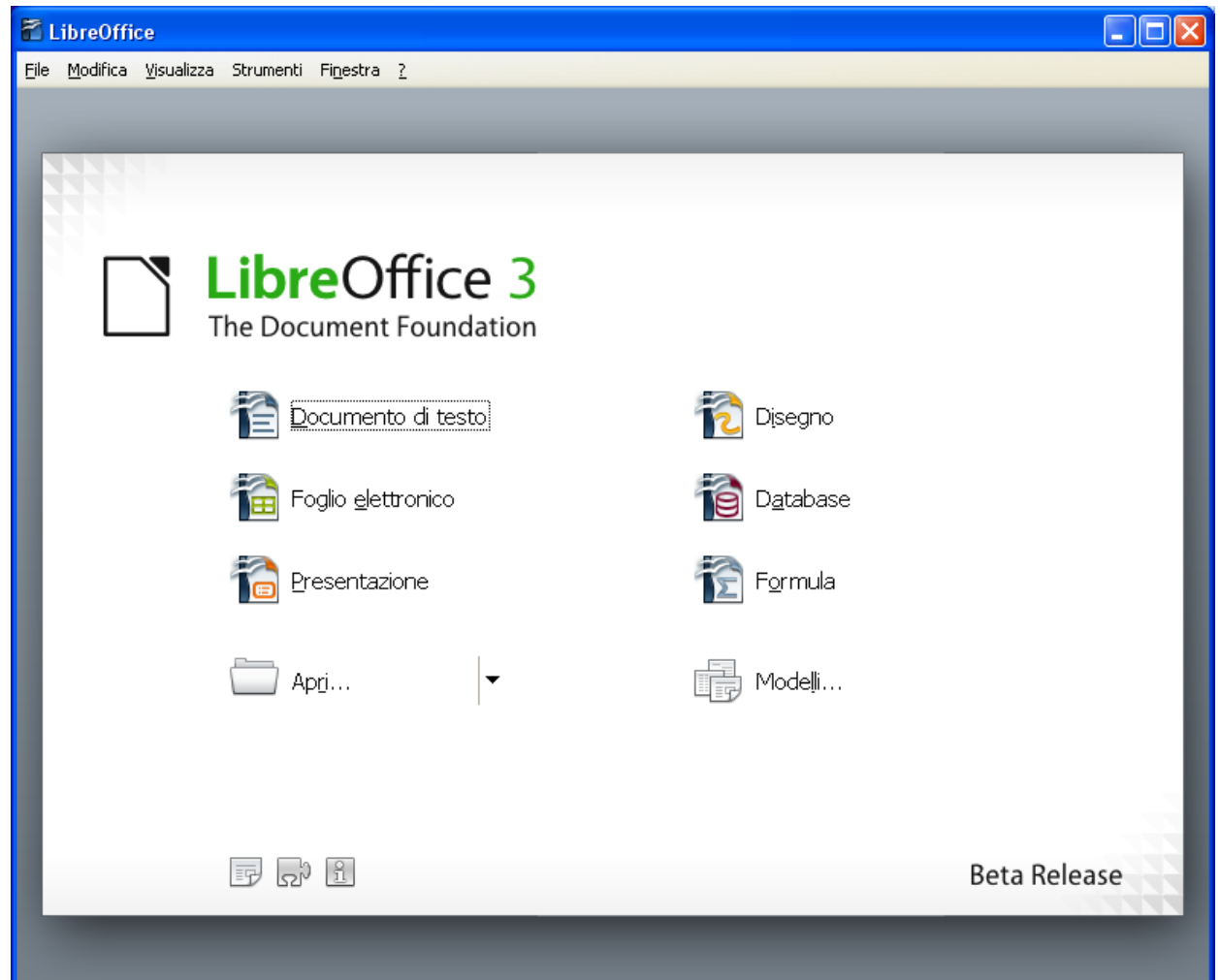






# LibreOffice

<http://www.documentfoundation.org/>



# Licenze

**Software libero:** rilasciato sotto licenza Free Software Definition della Free Software Foundation. “È software pubblicato con una licenza che permette a chiunque di utilizzarlo e che ne incoraggia lo studio, le modifiche e la redistribuzione; per le sue caratteristiche, si contrappone al software proprietario ed è differente dalla concezione open source, incentrandosi sulla libertà dell'utente e non solo sull'apertura del codice sorgente, che è comunque un pre-requisito del software libero” ([http://it.wikipedia.org/wiki/Software\\_libero](http://it.wikipedia.org/wiki/Software_libero)).

**Software Open Source:** soddisfa le condizioni dell'Open Source Definition della Open Source Initiative. “*Open source* (termine inglese che significa sorgente aperto) indica un software i cui autori (più precisamente i detentori dei diritti) ne permettono, anzi ne favoriscono il libero studio e l'apporto di modifiche da parte di altri programmatori indipendenti. Questo è realizzato mediante l'applicazione di apposite licenze d'uso” ([http://it.wikipedia.org/wiki/Open\\_source](http://it.wikipedia.org/wiki/Open_source)).

# 3. Uso di OpenOffice Writer

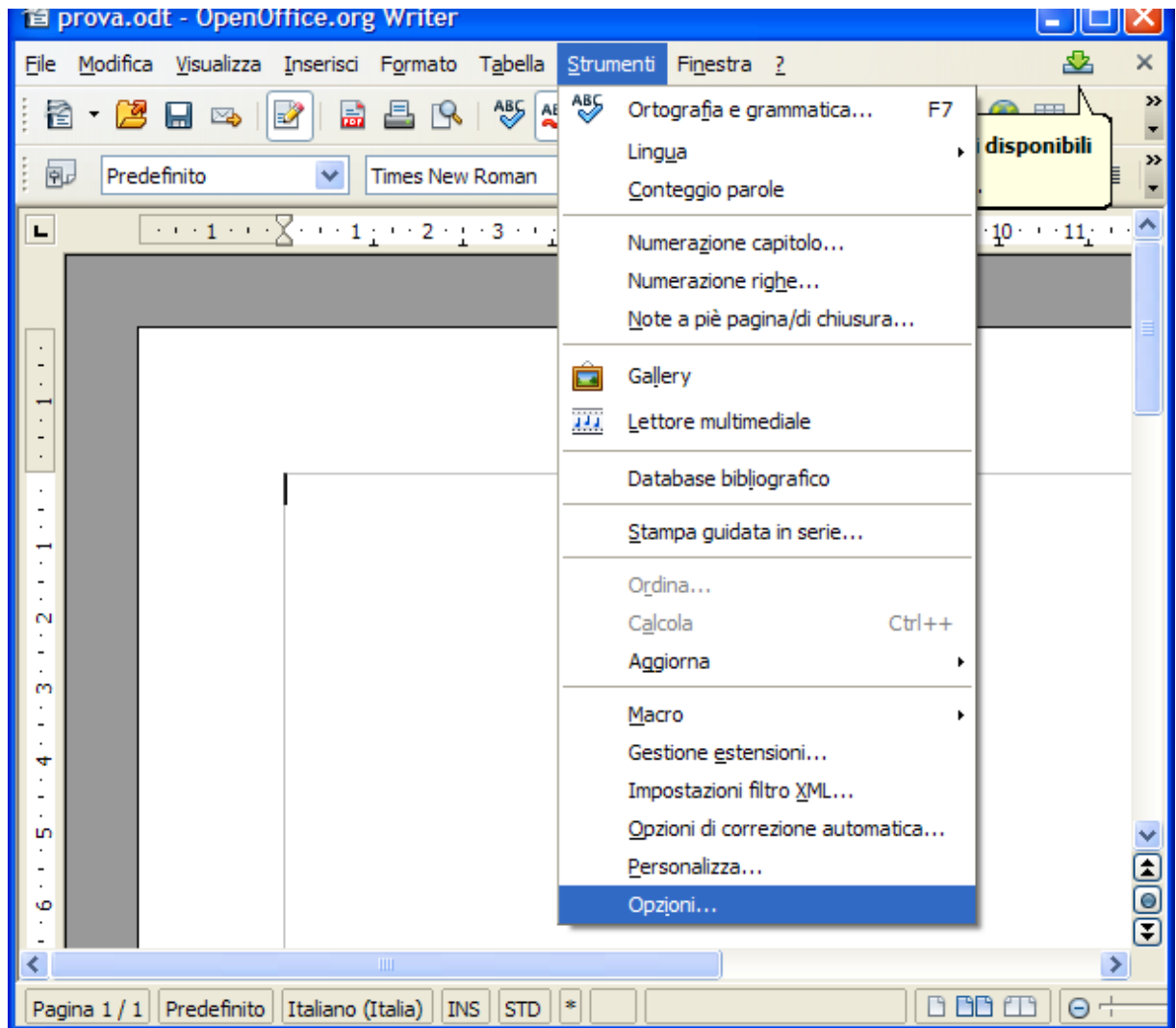
- Uso/Creazione di stili
- Inserimento note
- Inserimento di indici e sommario
- Uso del correttore ortografico
- Installazione di correttori ortografici

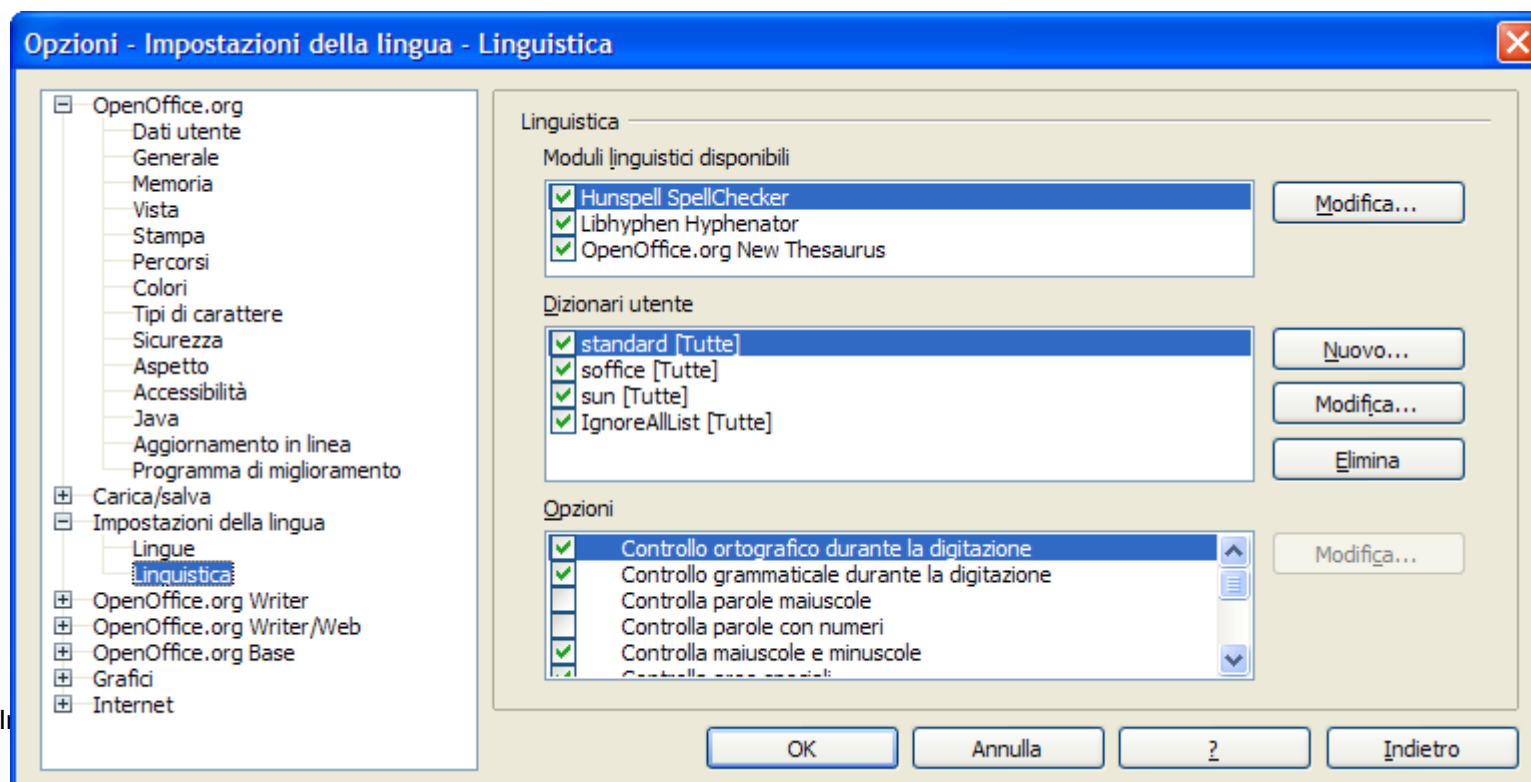
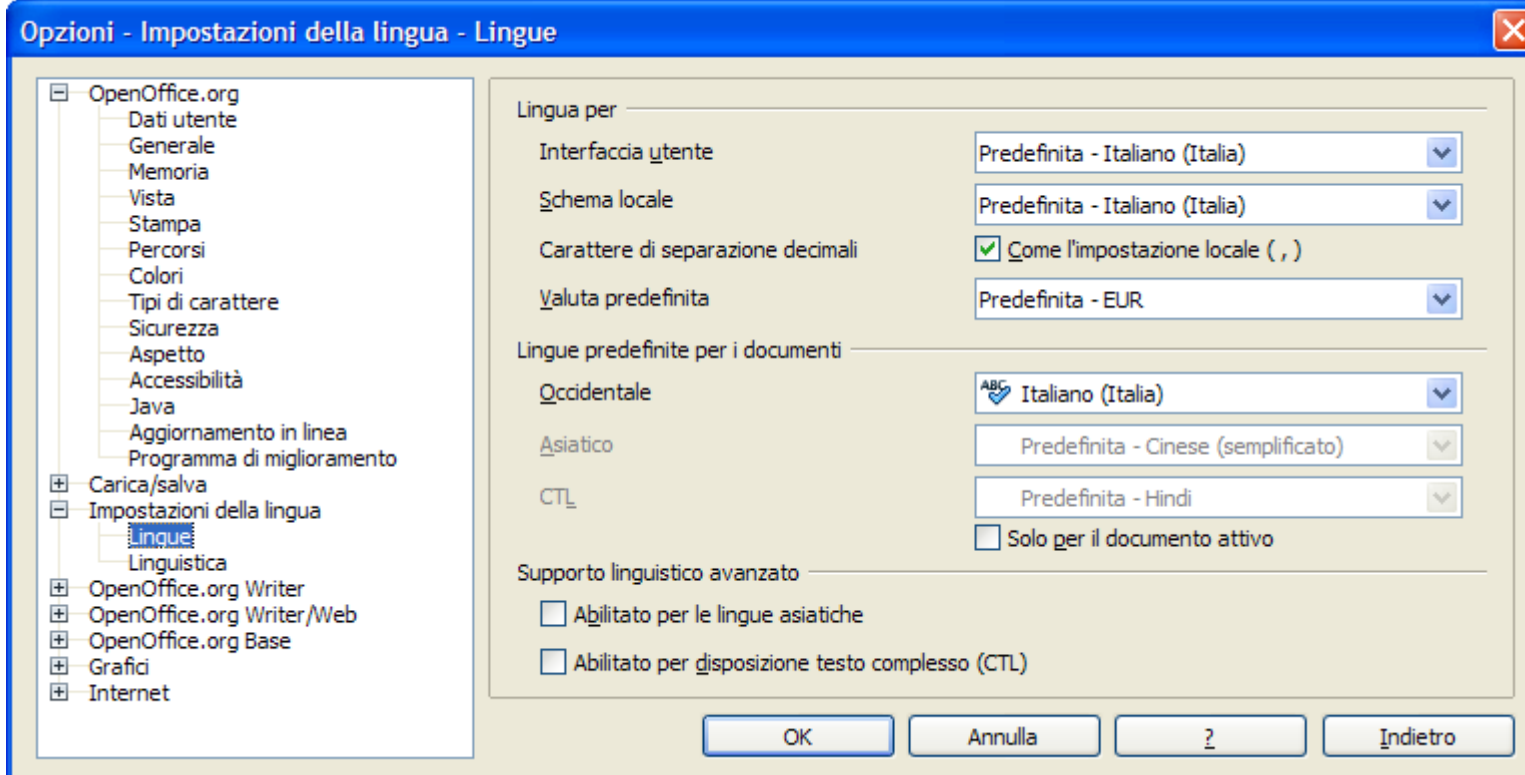
# Uso di stili di titolo

- Predisporre le varie righe del testo definendole come stile “Titolo N” (già predisposti gli stili con nome “Titolo N” con n da 1 a 9)
- Possibile personalizzarli modificando le caratteristiche del font, spaziatura, interlinea, grazie, ecc. solitamente secondo una gerarchia di livelli.

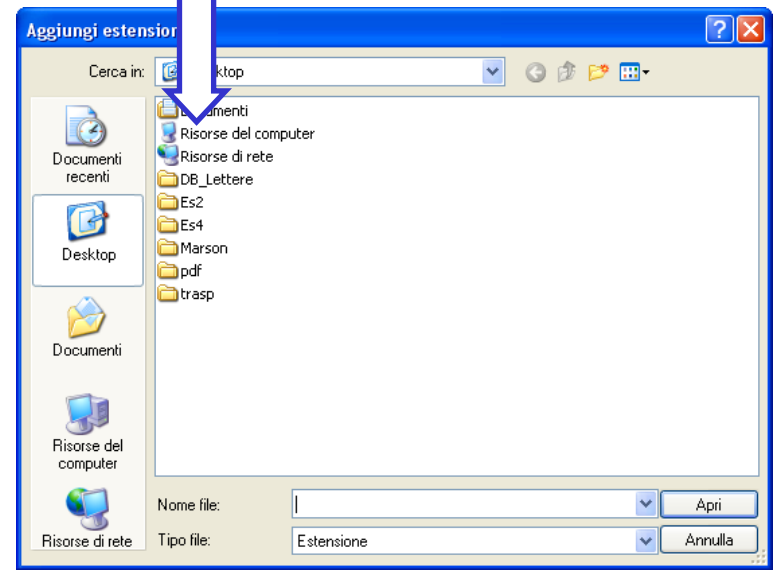
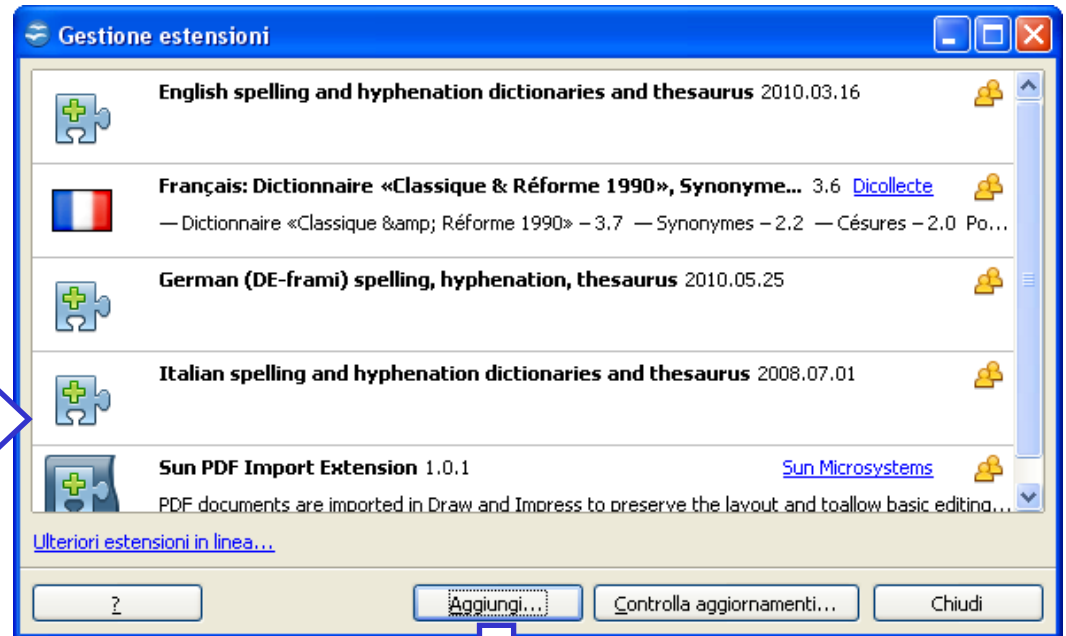
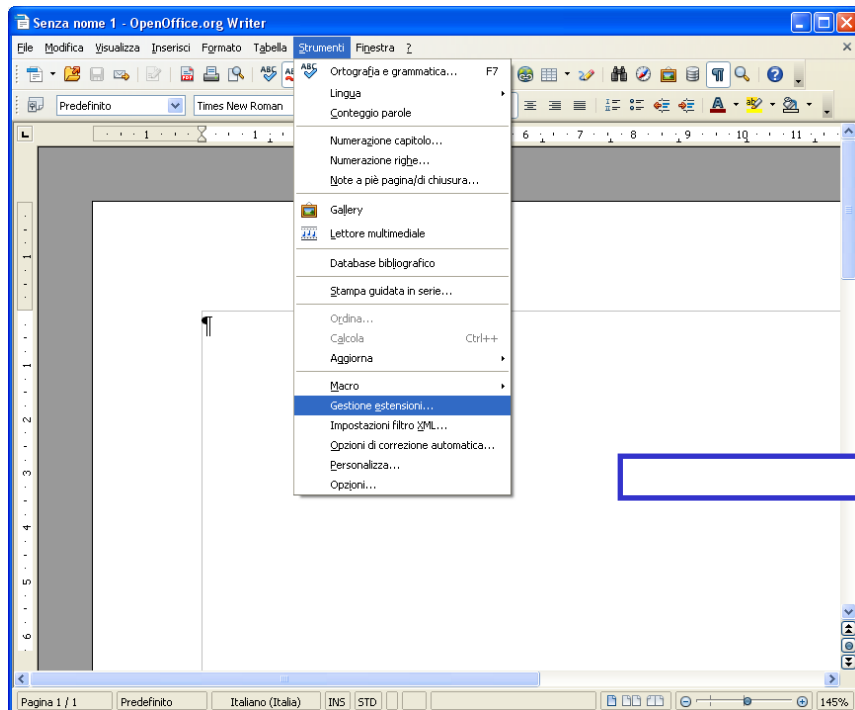
# Strumenti per le lingue

<http://it.openoffice.org/linguistico/index.html>

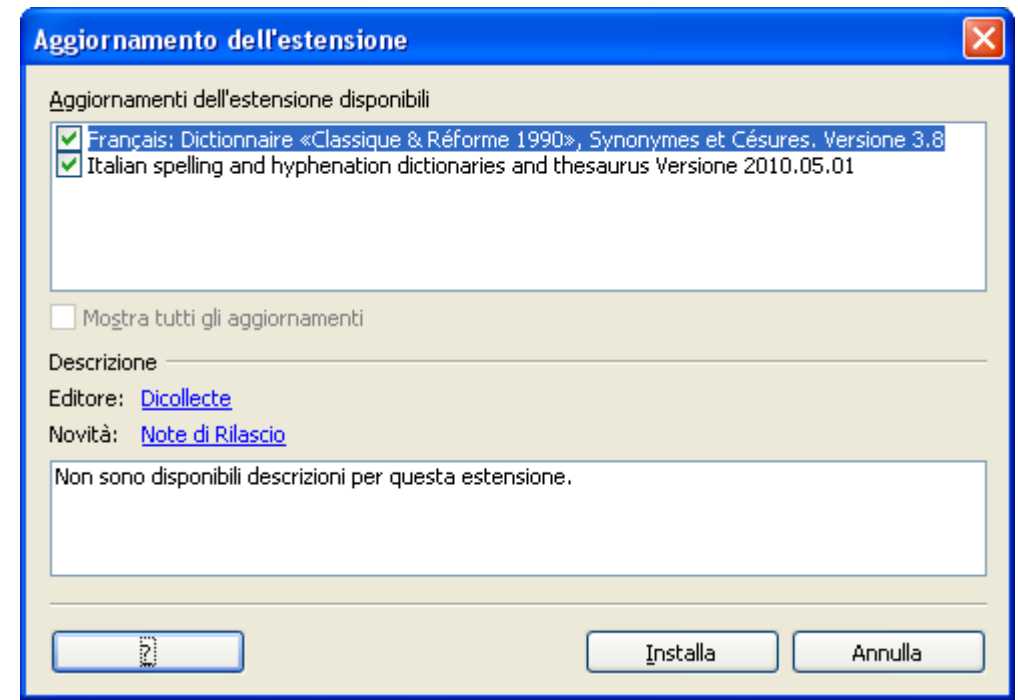
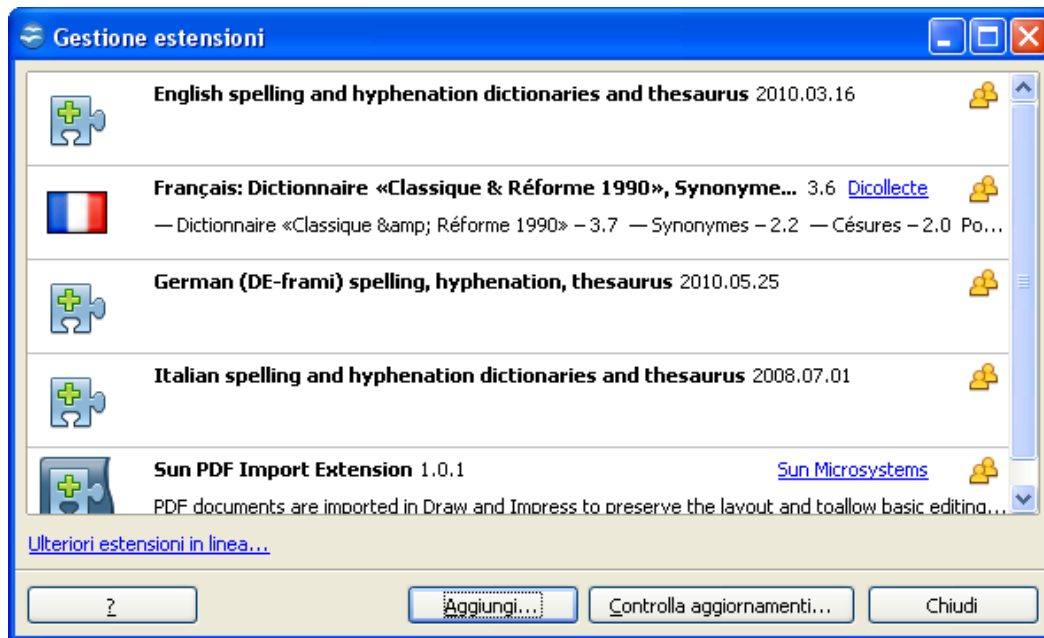




# Gestione estensioni



<http://extensions.services.openoffice.org/it/dictionaries>



# Aggiungere altre lingue d'interfaccia

1. Andare alla pagina:  
[http://wiki.services.openoffice.org/wiki/Download\\_OpenOffice.org\\_LanguagePacks](http://wiki.services.openoffice.org/wiki/Download_OpenOffice.org_LanguagePacks)
2. Selezionare e scaricare il pacchetto lingua corretto per la vostra versione di OpenOffice.org.
3. Chiudere il software OpenOffice.org (nel caso lo abbiate abilitato, dovete chiudere anche QuickStart).
4. Installare il pacchetto lingua: lanciare file .exe o decomprimere il file tar.gz in base al vostro sistema operativo.

# Citazione delle fonti bibliografiche

## **Associazione Italiana Biblioteche:**

<http://www.aib.it/aib/contr/gnoli2.htm>

## **Purdue Online Writing Lab**

<http://owl.english.purdue.edu/owl/search.php>

## **MLA Style Manual**

<http://owl.english.purdue.edu/owl/section/2/11/>

[http://en.wikipedia.org/wiki/The\\_MLA\\_Style\\_Manual](http://en.wikipedia.org/wiki/The_MLA_Style_Manual)

## **Chicago Manual of Style**

<http://owl.english.purdue.edu/owl/resource/717/01/>