



OpenOffice.org is a popular open-source suite of computer applications for creating and using documents, spreadsheets, presentations, databases, and more. The software is free; anyone can download, install and use this software on their computer. OpenOffice.org applications are similar to the Microsoft office applications (Word, Excel, Power Point, and Database)



- Search for OpenOffice.org open-source suite using any search engine (Yahoo, Google, etc)
- Download the software file and save it to the “My Document” folder on your desktop; this may take few minutes.
- Install the applications; this process may take few minutes. The installation should leave an Icon/shortcut on your desktop.
- Using the OpenOffice Icon on your desktop; open the “Text Document” application (similar to Word)
- Use this application to write Step-by-Step instructions on how to: search, download, and install the OpenOffice.org applications on your PC
- Insert a Header and Footer; enter your name in the header area and today’s date in the footer.
- Print this document and turn it in