

# FREE ALTERNATIVES TO "MICROSOFT OFFICE"

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**TuCS** COMPUTER  
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# SUMMARY

If you do not "have to have" "Microsoft Office", various free alternative software suites are available: "FreeOffice" is the easiest to use and the most compatible with "Microsoft Office" file formats.

In contrast, "LibreOffice" has more features but it is harder to use and not as compatible with "Microsoft Office" file formats.

# TOPICS

- "Microsoft Office" Suite
- Alternative Free Office Suite Apps:
  - "SoftMaker FreeOffice" Apps
  - "LibreOffice" Apps
- Compatibility Comparison
- Ease of Use Comparison
- Installing The Alternative Free Office Suite Apps

# "MICROSOFT" OFFICE SUITE

- "Microsoft Word.." is complex text documents
- "Microsoft Excel.." for spreadsheets
- "PowerPoint.." for presentation slides
- "Microsoft Outlook.." as email client

# ALTERNATIVE FREE SOFTWARE APPS

- "Mozilla Thunderbird" instead of "Microsoft Outlook" for email
- "LibreOffice Base" instead of "Microsoft Access" for databases
- "SoftMaker FreeOffice" and "LibreOffice" as alternatives for the other parts of "Microsoft Office"

# "SOFTMAKER FREEOFFICE" APPS

- "TextMaker 2021" is analogous to "Microsoft Word.." for complex "formatted text" documents
- "PlanMaker 2021" is analogous to "Microsoft Excel.." for spreadsheets
- "Presentations 2021" is analogous "PowerPoint.." for presentation slides

# "LIBREOFFICE" APPS

- "LibreOffice Writer" is analogous to "Microsoft Word.." for complex text documents
- "LibreOffice Calc " is analogous "Microsoft Excel.." for spreadsheets
- "LibreOffice Impress" is analogous to "PowerPoint.." for presentation slides
- "LibreOffice Draw" is analogous "Microsoft Visio"



# COMPATIBILITY COMPARISON

- "SoftMaker FreeOffice" is the easiest for you to use and it is more compatible with "Microsoft Office.." file formats relative to "LibreOffice"

# COMPATIBILITY COMPARISON

## (continued)

- Despite the higher incompatibilities with "Microsoft Office" file formats, "LibreOffice" is bundled in with most "Linux" distributions and has the most features so you might end up using "LibreOffice" if you work for an organization that standardizes on a specific distribution of "Linux".

# COMPATIBILITY COMPARISON

## (continued)

- Compatibility with "Microsoft Office.." file formats:  
if you are collaborating  
(= editing) files with others who are using "Microsoft Office..", your joint efforts and productivity will suffer if you are not also using "Microsoft Office.."

# COMPATIBILITY COMPARISON

## (continued)

- Demonstration of "SoftMaker FreeOffice" and "LibreOffice" to show their degree of compatibility with "Microsoft Office" file formats

# EASE OF USE COMPARISON

- "Softmaker FreeOffice" is easier to use relative to "LibreOffice"

# EASE OF USE COMPARISON (continued)

- Setting default file formats is easy in "SoftMaker FreeOffice"
- Relative to "SoftMakerFreeOffice", setting default file formats is much harder in "LibreOffice"

# EASE OF USE COMPARISON (continued)

- Demonstration of "SoftMaker FreeOffice" and "LibreOffice" to show their "ease of use" differences

# INSTALLING "SOFTMAKER FREEOFFICE"

- To install "SoftMaker FreeOffice", use a Web browser to go to <https://www.freeoffice.com/en/>
- Then click on the "Free download" button
- Etc...



# INSTALLING "LIBREOFFICE"

- To install "LibreOffice", use a Web browser to go to <https://www.libreoffice.com>
- Then click on the "DOWNLOAD NOW" button
- Etc...

# INSTALLING MULTIPLE OFFICE SUITES

- You can install "Microsoft Office", "SoftMaker FreeOffice", and "LibreOffice" all into the same "Windows.." computer:  
For each of these "office suite" programs, you should do a "Custom" installation so that you can control which one becomes the default for the various office file formats.