

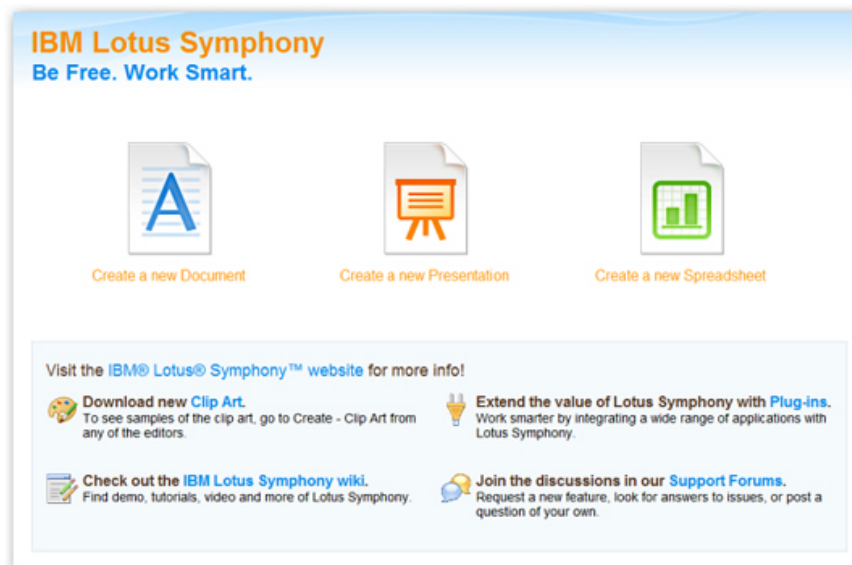
IBM Lotus Symphony - free replacement for MS Office

During the current economic recession, spending a lot of money to buy a package of office applications like MS Office makes you a headache.

TipsMake.com - In the current economic recession, spending a lot of money to buy a package of office applications like MS Office makes you a headache. This article will introduce you to IBM Lotus Symphony - an almost full office application package based on Open Office technology to create professional documents and presentations .

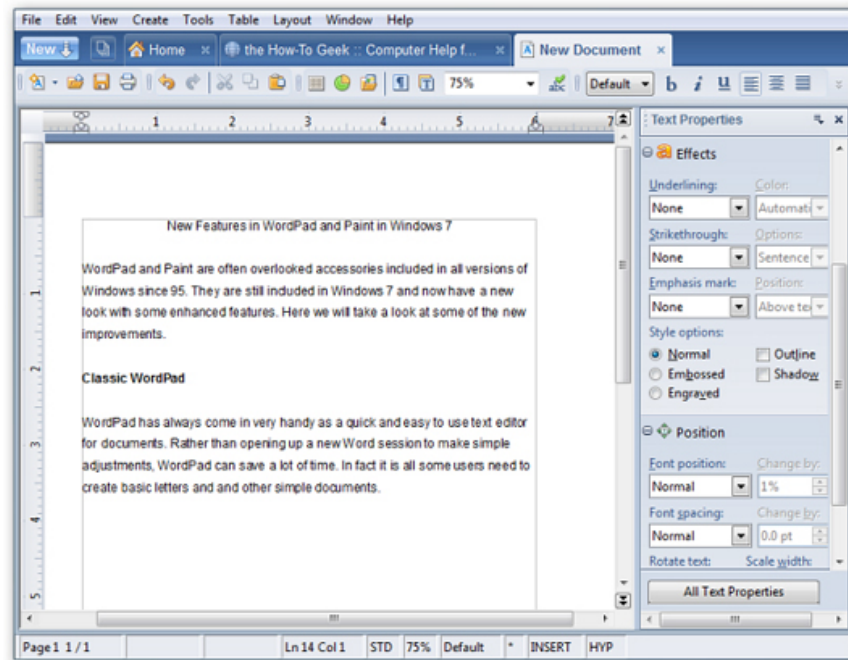
Introducing Lotus Symphony

IBM Lotus Symphony is an office product suite that includes document creation, presentation and table management applications. It is a complete free office suite, based on OpenOffice.org technology and supports the standard Open Document format. You can create professional-looking documents similar to those from MS Office, using documents that are formatted from MS Office and worth mentioning for free.

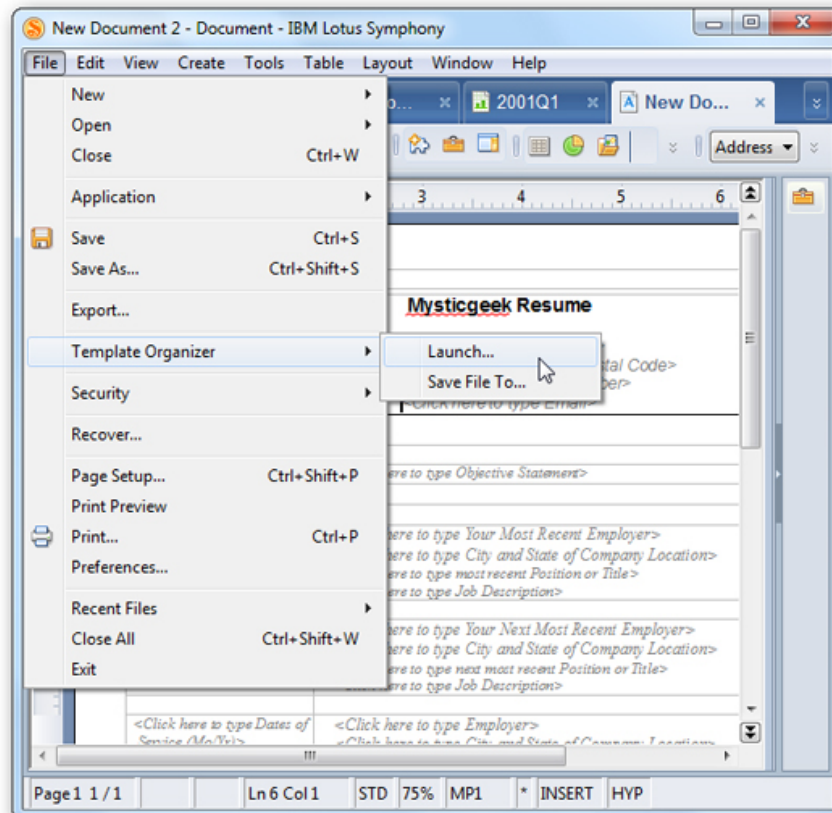


Lotus Symphony Document

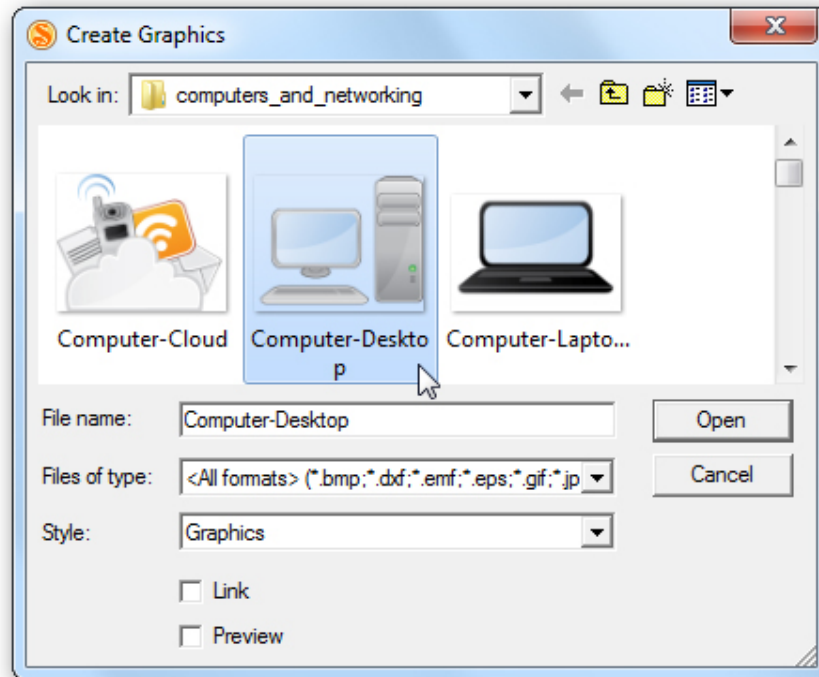
This is a word processing application - replacing MS Word. It has all the tools you need in handling text documents. With a simple interface that separates components into tabs, each program and text is tabbed.



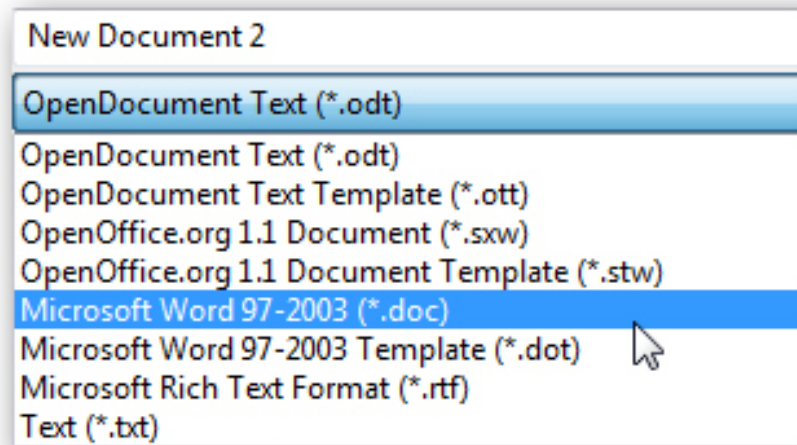
There are many document templates that you can select and download



In addition, there is a fairly complete library of Clip Art images so that you can use text insertion. If you cannot find the image you want, you can download it from the website.



Save documents in a variety of formats



Lotus Symphony Spreadsheet

This is an alternative to MS Excel and it allows you to create tables or use existing templates.

The screenshot shows a spreadsheet window with the following data table:

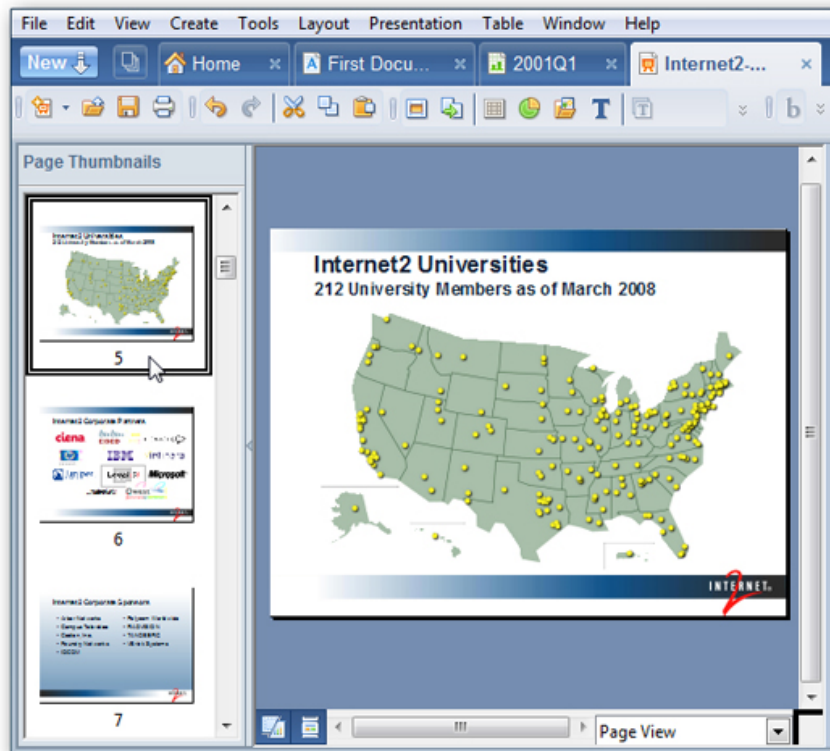
	C	D	E	F	G	H	I	J
5		9:00	10:00	11:00	12:00	13:00	14:00	15:00
6	Thu	183	492	203	202	246	108	97
7	Fri	161	285	382	285	300	158	249
8	Sat	182	301	400	187	189	285	302
9	Sun	201	250	192	385	101	168	228
10	Mon	158	247	166	277	135	350	412
11	Tue	190	499	235	150	206	189	602
12	Wed	108	97	84	187	685	700	181
13	Thu	147	168	249	401	243	158	208
14	Fri	161	350	302	299	147	166	385
15	Sat	182	189	228	382	161	187	277
16	Sun	201	85	412	400	401	202	150
17	Mon	158	208	602	158	187	300	102
18	Tue	190	385	147	189	125	189	382
19	Wed	243	97	208	333	283	101	400
20	Thu	147	249	385	108	97	84	187
21	Fri	202	302	277	187	187	206	166
22	Sat	300	228	150	125	385	189	235
23	Sun	189	412	102	283	277	333	285
24	Mon	101	602	401	166	201	401	301
25	Tue	135	181	299	202	125	187	303

The formula bar shows: `=SUM(D6:D37)`

The status bar at the bottom shows: 100%, TAB...uary, STD, Sum=4984, Sheet 2 / 3

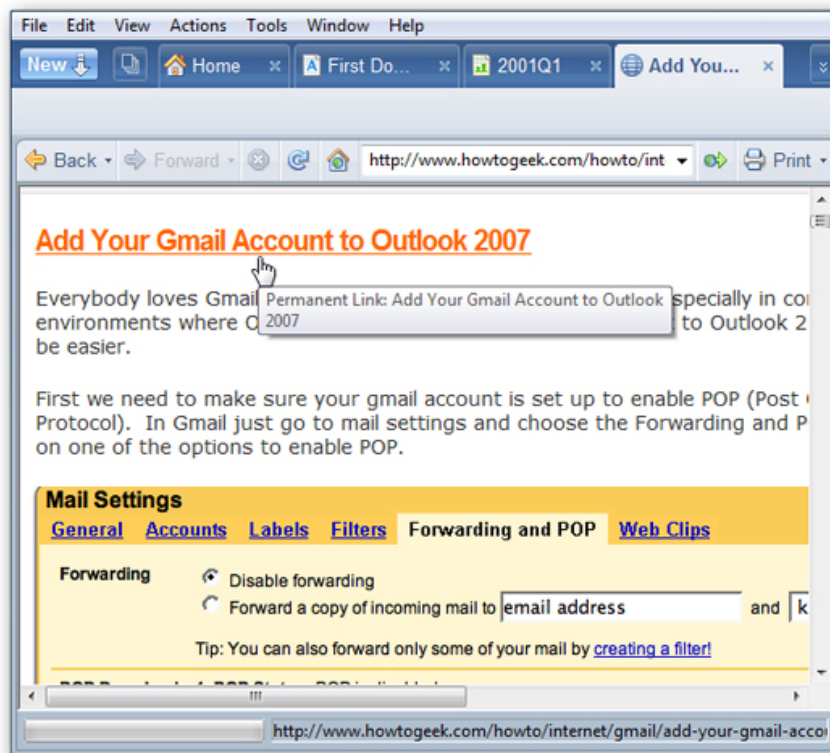
Lotus Symphony Presentation

Presentation is an alternative version of MS PowerPoint, you can create slideshows from an empty file or from existing versions.



Web browser

You can open the web browser in a new tab on this application. It is opened when you download additional objects on the site and perform a quick search when working on documents.



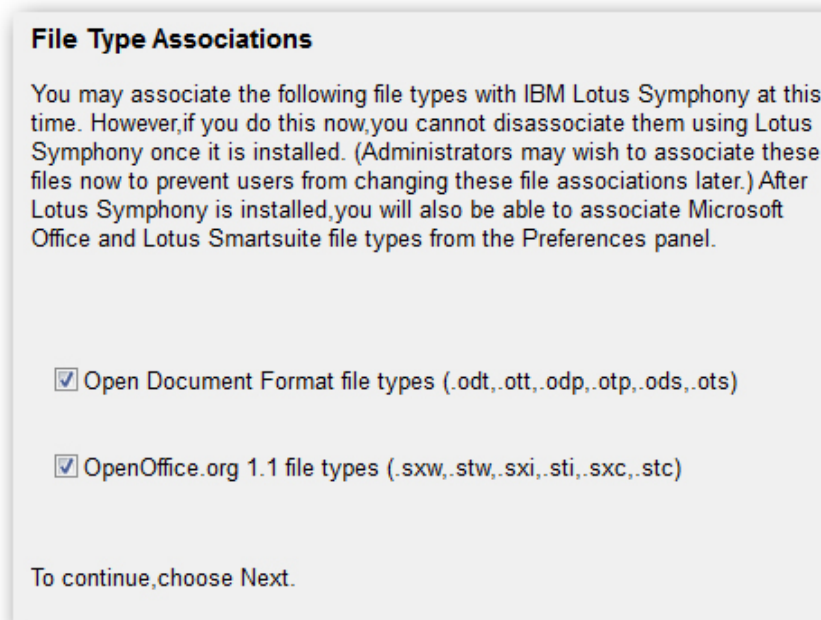
summary

If you need a simple office package, Symphony is a good choice to perform most of the necessary tasks. However, it does not include client email applications and database applications such as MS Access.

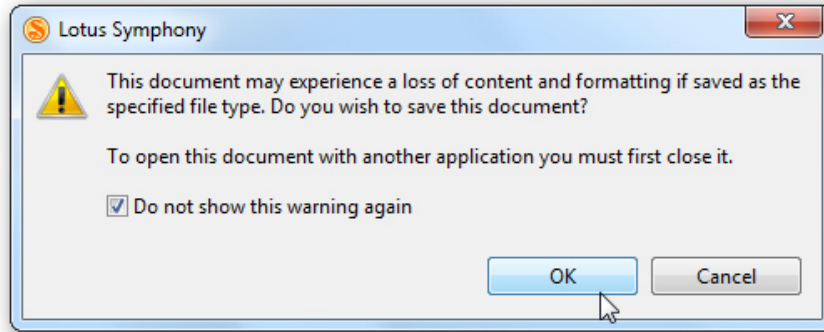
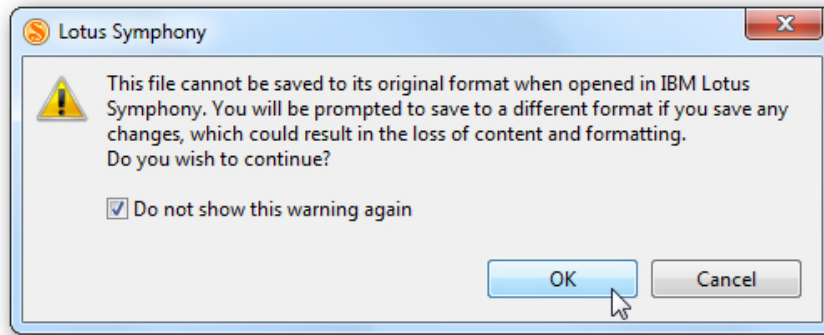
The entire application is opened on a window and the partition is tabbed, making navigation easier.



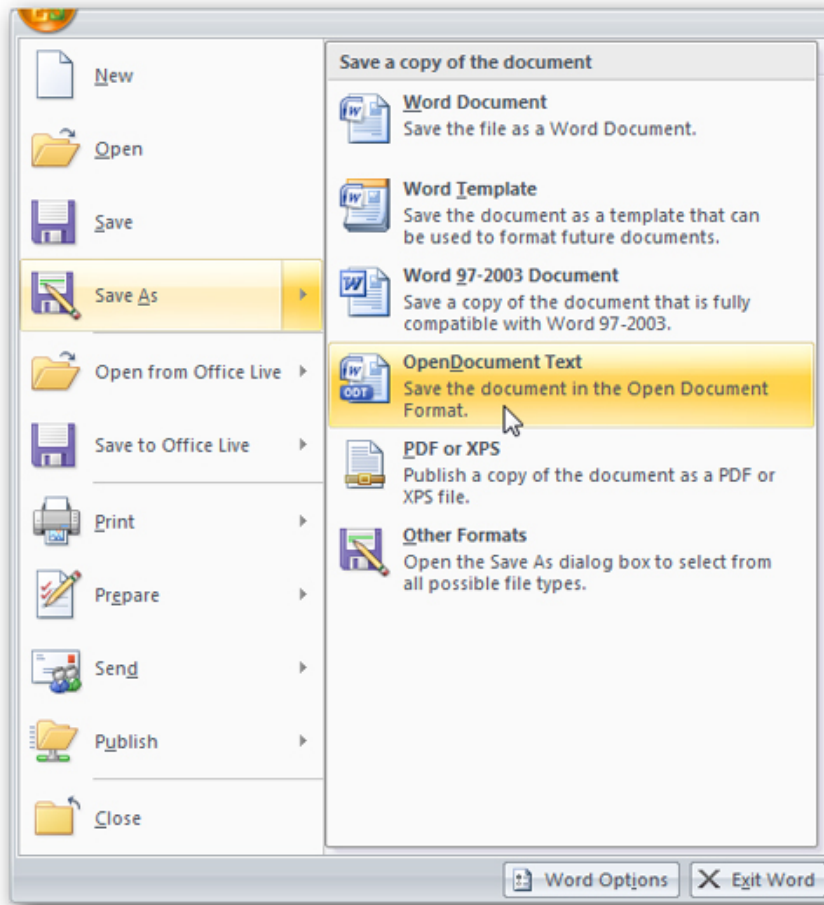
You can combine Symphony with open document formats.



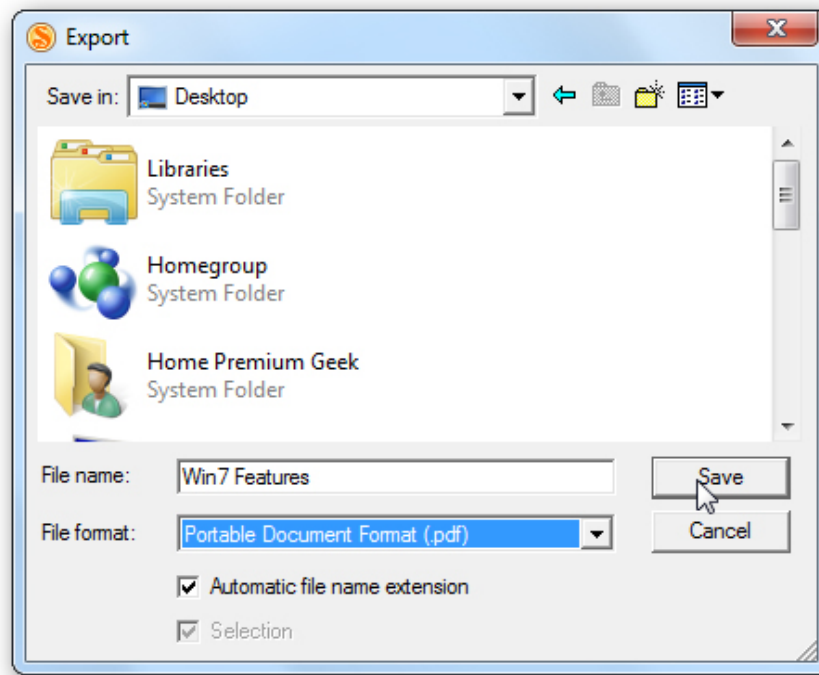
It will open documents from Microsoft format (*.doc*, *.docx*, *.xls*, *.pptx*) but you may lose some advanced formats. Note that there may be some problems with the documents when opened between different programs.



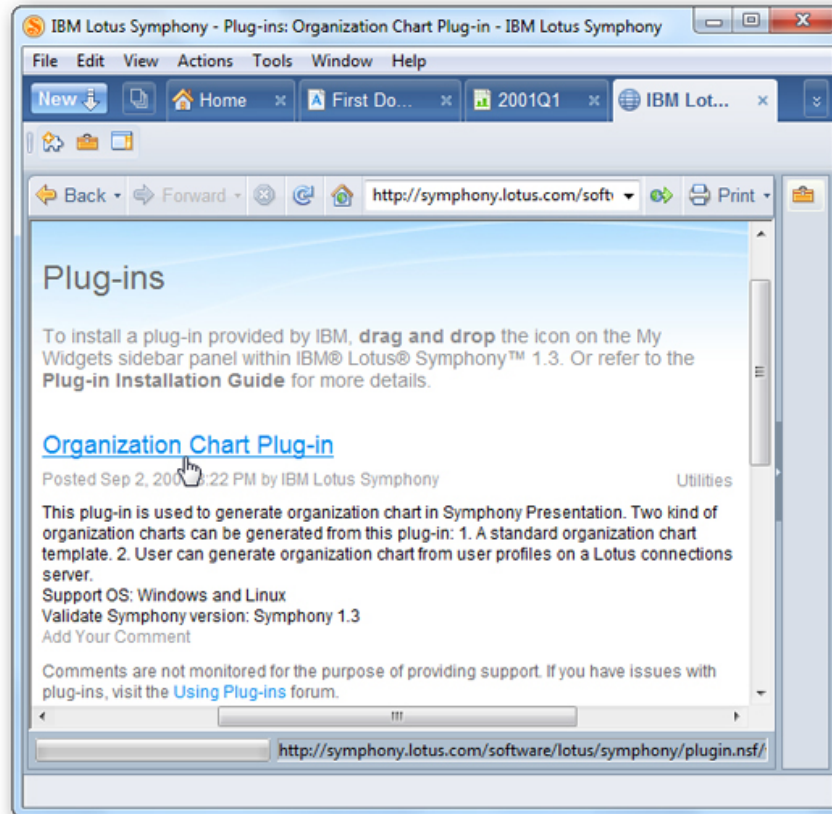
If you work with Microsoft Office users, remember they can save documents in Open Document format



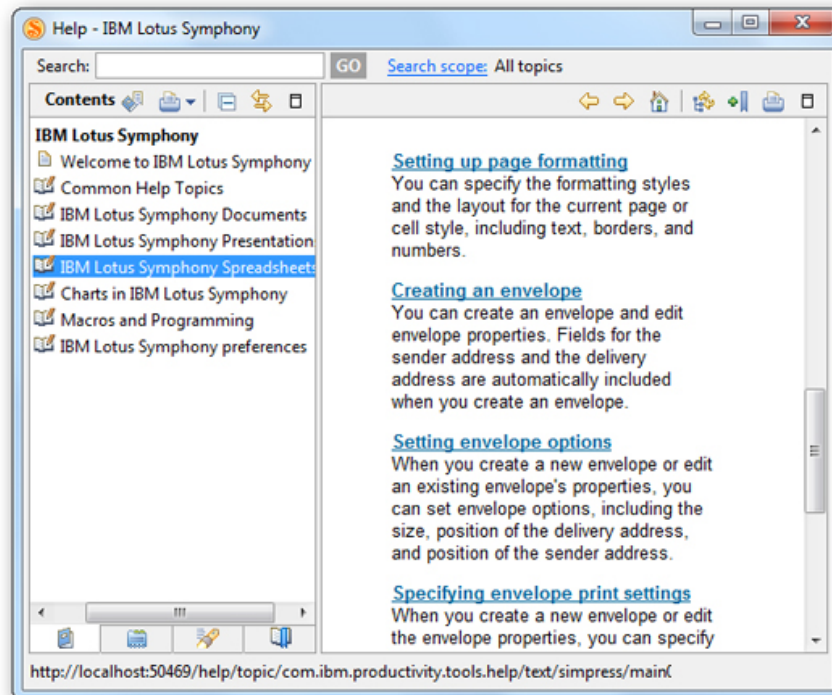
You can easily save documents, slideshows and tables to PDF format.



In addition, there are many additional plug-ins that you can download for more useful features for applications.



And see the basic instructions for tasks that you don't know or use.



If you are a small business, a student or an individual person, it is not necessary to spend a large amount of money to get an office suite, Lotus Symphony is a good way to replace and still create Professional documents you need.

You finished reading the article "**IBM Lotus Symphony - free replacement for MS Office**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.