

COREL®



Home Office

Reviewer's Guide

Corel®
Home Office

Contents

Introducing Corel Home Office	1
Customer profiles	2
Features.	3
Suite-wide	3
Corel Write	9
Corel Calculate	10
Corel Show	11
Sample workflows	13
Corel Write	13
Corel Calculate	15
Corel Show	16



Introducing Corel® Home Office

Corel® Home Office is a new office suite that's ideal for the kind of work you do at home. Whether you're doing the family budget, completing school work, preparing materials for volunteer projects, running a home-based business, or simply catching up on work from the office, this streamlined suite is just what you need.

As traditional office productivity software has evolved, the number of tools and options has grown steadily. Power users, particularly those in enterprise environments, require the high-end features and depth of control that can only be found in a mature, full-featured office suite. But there's also a significant group of users who don't need these extra features and the complex interface that comes with them. They want easy access to the essential tools they use every day. Besides, many home users would rather not pay for functionality they never use.

Software isn't the only area where this kind of shift has occurred. Many people have changed their expectations for home PCs, too. Netbook adoption is having a dramatic impact on the computer hardware industry. People want affordable, portable computers that give them the core functionality they need — anywhere, anytime.

Until now, netbook users had limited options for office software. Desktop office software was typically too resource-intensive and demanded too much memory space to run on these lower powered computers. While Web-based solutions offer basic functionality, if the wireless connection drops, users can't access these tools at all.

Ideal for desktops, notebooks, and netbooks, Corel Home Office offers three applications that deliver the most-used tools for office productivity tasks. **Corel® Write** for word processing, **Corel® Calculate** for spreadsheets, and **Corel® Show** for presentations give you the features you need right at your fingertips.

Corel Home Office has a fresh, sleek interface that puts the tools and features you use most front and center. This means that you'll spend less time searching through menus and dialog boxes. With the ability to work with Microsoft® Office files, the power to create PDFs in all three applications, and multilingual Unicode support, compatibility is a cornerstone of the suite.

Built to take advantage of the power of desktop computing, Corel Home Office ensures that you always have the tools you need — even when you don't have a Web connection. The software is also breaking new ground by shipping on a USB stick instead of a disk, making it easy to install on the go — even on a netbook that doesn't have an optical drive. With a download of about 100 MB, Corel Home Office is easily installed on your computer. And once installed, it is a fraction of the size of Microsoft® programs like Office Home and Student (with an install size of approximately 1.5GB). With this small footprint, Corel Home Office won't take up much space on your netbook, laptop, or desktop PC.



Corel Home Office brings the power of a desktop office suite to the netbook.

Customer profiles

Consumers: Consumers include anyone looking for an easy-to-use and affordable home office suite. These users may bring files home from the office and need a seamless workflow with the tools they use at work. They could be students who need an easy-to-use tool to create polished reports. They might also be community-minded people who volunteer their time to create newsletters, budgets, or slide shows that can be shared by e-mail or posted on the Web.

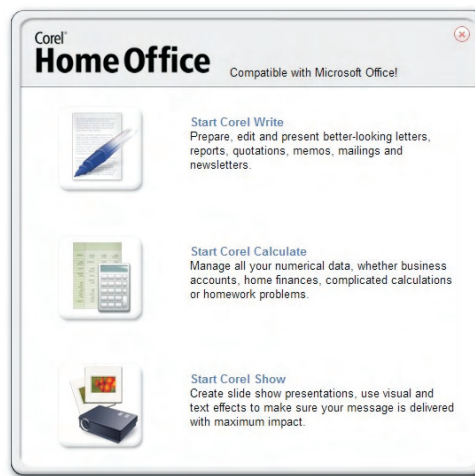
Home-based entrepreneurs: Home-based business owners rely on office productivity tools to write proposals, track finances, create marketing presentations, and perform a variety of other tasks. They've worked with other office suites, so they're familiar with an office suite environment. It's critical that they're able to share documents with clients and suppliers, so they demand compatibility with standards like Microsoft Office and PDF.



Features

Suite-wide


Application Launcher: The easy-to-use Launcher gives you convenient access to Corel Home Office applications and free product updates.



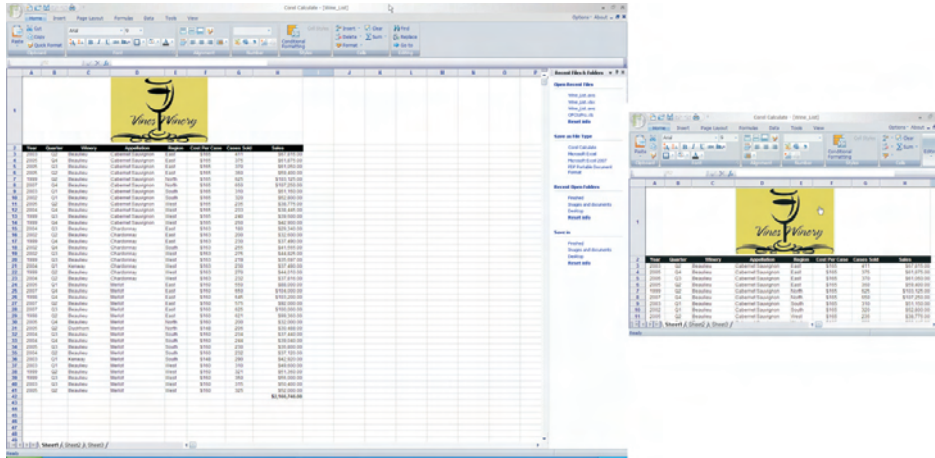
The Launcher lets you access Corel Home Office applications.

Give it a try

Launching applications

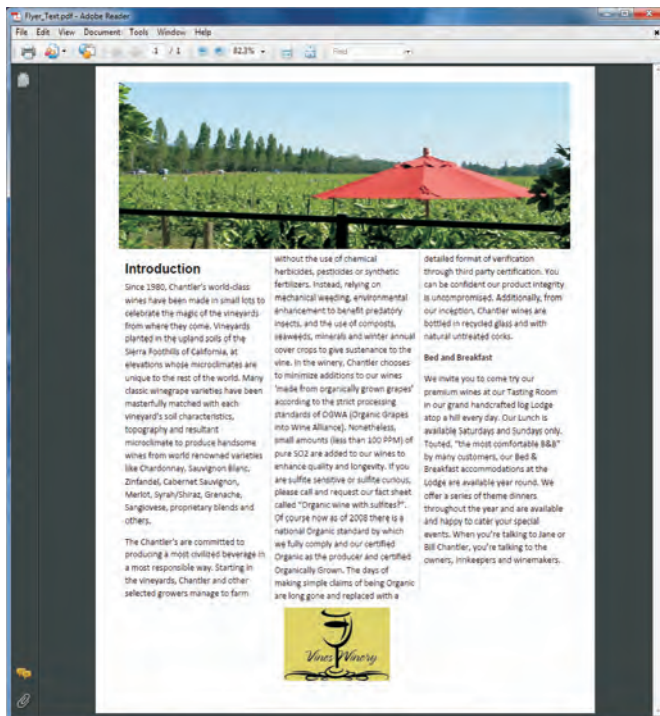
- 1 On your desktop, click the **Corel Home Office** icon .
- 2 Click one of the following:
 - **Start Corel Write**
 - **Start Corel Calculate**
 - **Start Corel Show**

Netbook ready: On a netbook, the Corel Home Office user interface automatically resizes to fit onscreen without compromising easy access to the tools you use the most. If you need even more room, pressing F11 hides the tabbed toolbar to maximize the workspace.



Corel Home Office automatically resizes on netbooks without compromising functionality.

Publish to PDF: Share documents, spreadsheets, and slide shows by publishing your work to PDF — without any extra software. All three applications in Corel Home Office let you easily publish to PDF, and you can e-mail them directly from the suite.






You can publish to PDF and e-mail from any Corel Home Office application.

Give it a try

Publishing to PDF

1 Click the **Quick Access** icon in the top left corner of workspace.

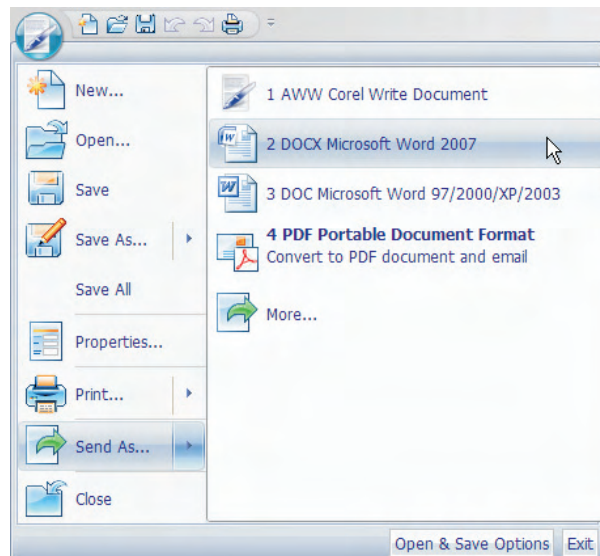
- In Corel Write, click .
- In Corel Calculate, click .
- In Corel Show, click .

2 Click **Save as ▶ PDF Portable Document Format**.

3 In the Print to PDF File dialog box, click **Save**.

Work with the latest Microsoft Office formats: You can easily open and save Office Open XML (OOXML) files, ensuring that it's easy to work with Microsoft Office 2007 formats.




Collaborating with Microsoft Office 2003 users is also a snap with Corel Home Office. In all three applications, you can open and save as Microsoft Office 2003 files. You can even e-mail your work directly from a Corel Home Office application as a Microsoft Office 2003 file.



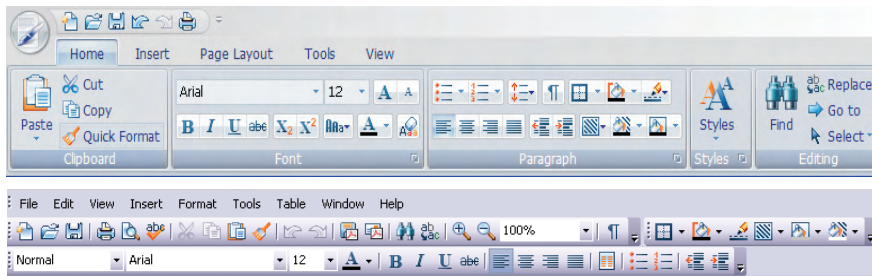
You can e-mail work as Microsoft Office 2007 files from any Corel Home Office application.

Give it a try

E-mailing documents as Microsoft Office 2007 files

- 1 Click the **Office Button** icon in the top left corner of workspace.
 - In Corel Write, click .
 - In Corel Calculate, click .
 - In Corel Show, click .
- 2 Click **Send as**, and choose the Microsoft Office file format that corresponds with the Corel Home Office application.

Customize the workspace: Whether you prefer the intuitive tabbed toolbar or the more traditional menu bar, Corel Home Office lets you choose the user interface that best suits how you work. Corel Home Office displays the tabbed toolbar by default.



You can use the tabbed toolbar (top) or the traditional menu bar (bottom).

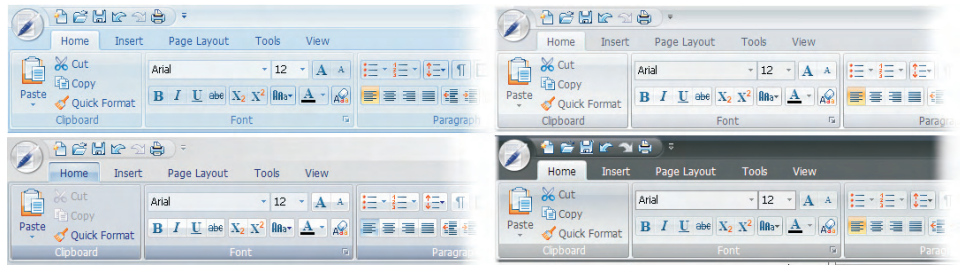
Give it a try

Activating the menu bar

- In the top right corner of any Corel Home Office application, click **Options ▶ Toolbar Mode**.
You must restart the application for the change to take effect.

You can switch back to tabbed toolbars by clicking **Tools menu ▶ Customize**, clicking the **Options** tab, and enabling the **Tabbed Toolbar** check box.

Change the toolbar color: You can select from one of four colors for the toolbar.



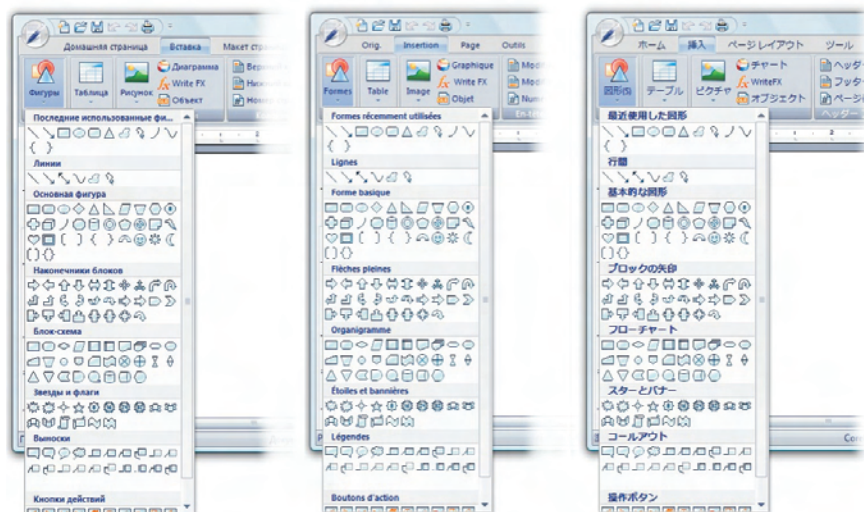
You have a choice of toolbar colors.

Give it a try

Changing the toolbar color

- In the top right corner of any Corel Home Office application, click **Options** ► **Style**, and choose one of the following toolbar colors:
 - **Blue**
 - **Black**
 - **Silver**
 - **Aqua**

Change languages on the fly: Users who live or work in multilingual environments will love the ability to quickly change languages. Corel Home Office lets you work in many languages without having to download language packs. MUI-compliance means that Corel Home Office opens in the language of the operating system. What's more, Unicode support in Corel Home Office lets you work with files created in an array of languages.



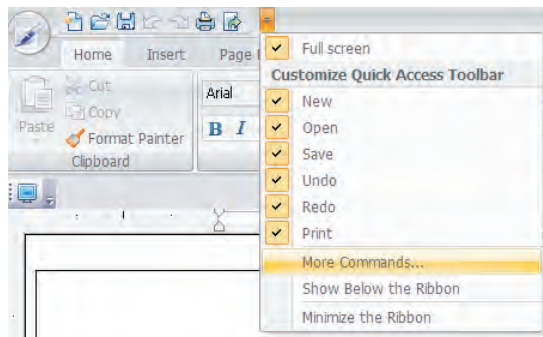
You can easily switch between a variety of languages.

Give it a try

Changing languages

- In the top right corner of any Corel Home Office application, click **Options** ▶ **Language**, and choose one of the following options:
 - **Match OS Language** (language used by the operating system)
 - **Dutch**
 - **English**
 - **French**
 - **German**
 - **Italian**
 - **Spanish**
 - **Swedish**
 - **Simplified Chinese**
 - **Traditional Chinese**
 - **Korean**
 - **Japanese**
 - **Brazilian Portuguese**

Access commands easily: The Quick Access toolbar puts the most frequently used commands together in one place. You can tailor the Quick Access toolbar to suit your style of working by adding any command found in a menu.



You can customize the Quick Access toolbar so that the commands you use the most are right at your fingertips.

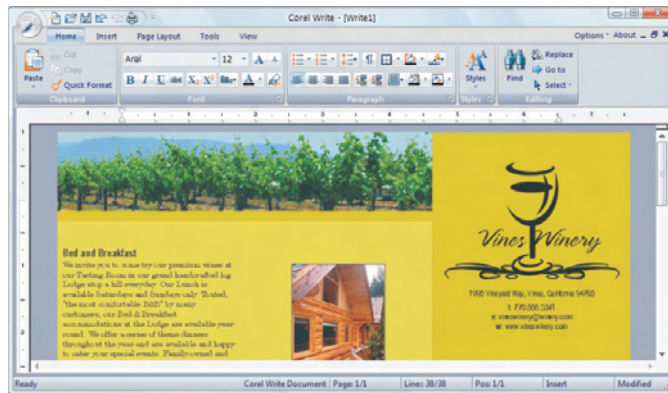
Give it a try

Adding commands to the Quick Access toolbar

- 1 Click the arrow to the right of the Quick Access toolbar, then click **More Commands**.
- 2 In the Customize dialog box, click **Save As** in the list of commands on the left.
- 3 Click **Add**.

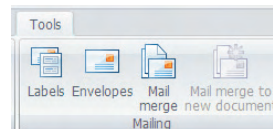
Corel® Write

Corel Write has everything you need to create and share a variety of documents, including reports, quotations, memos, mailings, and newsletters.



Corel Write lets you quickly do the word processing tasks you perform most often.

Create labels, envelopes, and mail merges: As much as e-mail and the Web have changed the way we share our ideas and information, home-based businesses and families will always need tools for traditional mail. That's why Corel Write gives you high-end tools for creating and printing labels and envelopes. And an easy-to-use mail merge feature simplifies mass mailings, whether it's a promotional flyer to clients or the annual family newsletter for relatives and friends.



You can create labels, envelopes, and mass mailings.

Add tables of contents, indices, and footnotes: Just because it's a lighter office suite doesn't make the documents you create with Corel Home Office any less important. To that end, Corel Write lets you easily add tables of contents, indices, and footnotes to reports, term papers, and proposals.

Turn text into designs: When you want to add a little spice to your documents, WriteFX helps you transform text into art. Ideal for creating logos, WriteFX includes a gallery of templates helps get you started. You can also create your own designs.

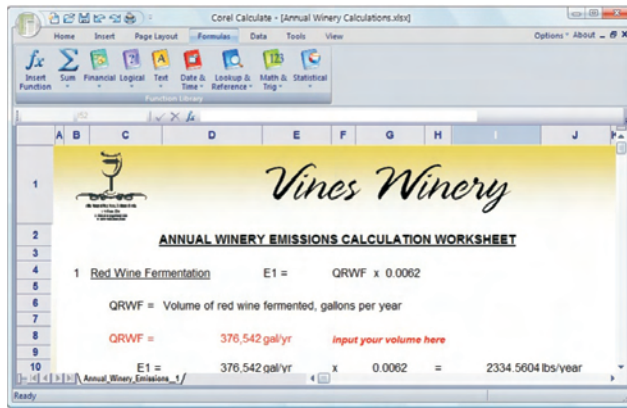
Give it a try

Creating text art

- 1 Click the **Insert** tab.
- 2 In the Illustrations area, click **Write FX**.
- 3 In the Corel Write FX dialog box, click through the tabs to select text customization options, and click **OK**.

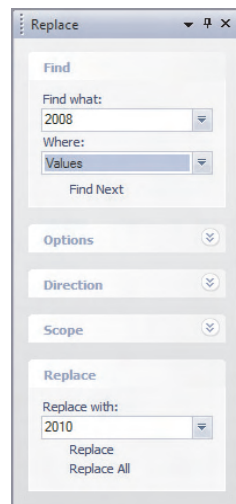
Corel® Calculate

Corel Calculate is the perfect tool for managing numbers — whether for a business account, home finances, complicated calculations, or homework.



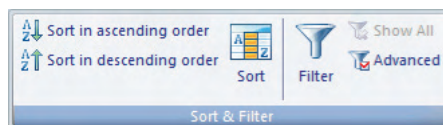
Corel Calculate gives you quick access to the spreadsheet tools you use most.

Get right to work: The Task Pane, located on the right side of the workspace, puts settings for the most common spreadsheet tasks front and center.



The Task Pane helps you get to work quickly.

Filter data easily: With intuitive data filtering and validating tools, you can sort spreadsheet cells to get a different view of their information.

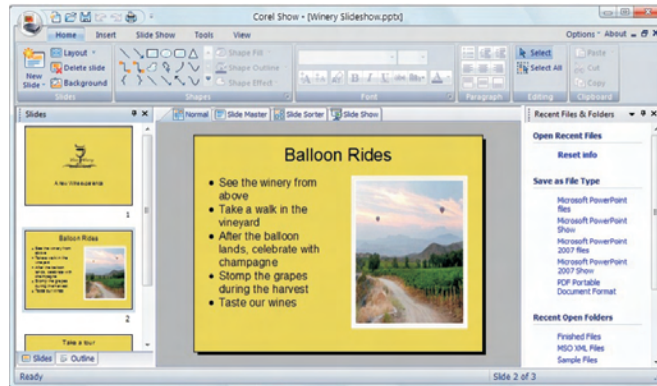


You can sort data with easy-to-use tools.

Create pivot tables: You can easily create pivot tables with the help of the Task Pane.

Corel® Show

Corel Show takes the guesswork out of creating polished, easy-to-share slide shows.



Corel Show puts all the tools you need to create slide shows at your fingertips.

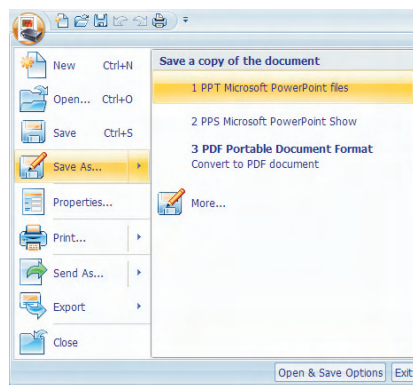
Get right to work: The Task Pane displays a gallery of slide templates that can help jump-start a slide show. Get right to work by choosing from a variety of predefined slides, which you can be easily modify to suit your needs.

Give it a try

Choosing a slide layout

- 1 Click the arrow in the Task Pane, and click **Slide Design**.
- 2 Click a layout icon in the **Apply Slide Layout** list.

Save as PPT: Microsoft® PowerPoint® (PPT) is the default format when you save a slide show. In addition, you can open Microsoft PowerPoint 2003 and 2007 files.



Corel Show makes working with Microsoft Power Point files a snap.

Create consistency with master slides: A master slide consists of a set of predefined layouts and backgrounds that are used in every slide in a presentation. You can add a company or association logo, text, or image to polish slide shows.

Minimum system requirements

- Windows Vista® Home Basic, Home Premium, Ultimate, and Business (32-bit and 64-bit) or Windows® XP Home, Media, or Professional Edition (with latest service pack and critical updates)
- 256 MB RAM on Windows XP; 512 MB RAM on Windows Vista
- 1 GHz processor
- 285 MB hard disk space for full installation of all included applications and languages
- 1024 x 768 screen resolution (768 x 1024 on a tablet PC)
- USB drive
- Mouse or tablet





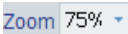

Sample workflows

Corel® Write

Compatibility is one of the cornerstones of Corel Home Office. In this workflow, you'll create a flyer based on a DOCX file, import imagery, and create a PDF from the end result.

Give it a try

Creating a business flyer

- 1 On your desktop, click the **Corel Home Office** icon .
- 2 Click **Start Corel Write**.
- 3 Click the **Open** button , and navigate to the **Reviewer's Guide File** folder on the Corel USB stick.
- 4 Select **Flyer_Text.docx**, and click **Open**.
Corel Write opens and saves DOC and DOCX files and ensures that all formatting is maintained.
- 5 To free up more of the workspace to view and design the flyer, click the **View** tab, and do the following:
 - Choose **75%** from the **Zoom Level** box .
 - Disable the **Show/Hide Vertical Rulers**, **Show/Hide Horizontal Rulers**, and **Task Panes** check boxes.Corel Home Office automatically resizes tabbed toolbars for netbooks.
- 6 Now, you'll insert a graphic as a banner for the flyer. Click the **Insert** tab, click the **Picture** button , navigate to the **Reviewer's Guide File** folder, select **Banner.jpg**, and click **Open**.
- 7 Next, you'll resize the banner. Click the image, and drag a corner to handle until the image is the same width as both text columns.
When you click an image file in any Corel Home Office application, the Drawing Tools toolbar displays automatically.

Give it a try

- 8 To wrap the text around the banner, click the **Text Wrapping** button



, and choose **Square**.

- 9 Finally, you'll publish the flyer to PDF. Click the **Quick Access** button



, and click **Save As ▶ PDF Portable Document Format**.

You can also e-mail the PDF directly from all Corel Home Office applications.








The completed business flyer

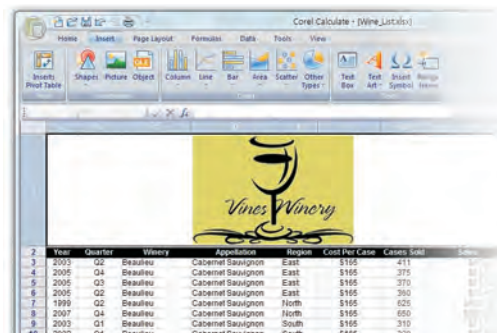
Corel® Calculate

Like all Corel Home Office applications, Corel Calculate lets you open and save Microsoft Office 2007 files and publish to PDF — without having to purchase additional software. In this workflow, you'll create an inventory report based on an XLSX file, add a logo graphic, and create a PDF.

Give it a try

Creating an inventory report

- 1 On your desktop, click the **Corel Home Office** icon .
- 2 Click **Start Corel Calculate**.
- 3 Click the **Open** button , and navigate to the **Reviewer's Guide File** folder on the Corel USB stick.
- 4 Select **Wine_List.xlsx**, and click **Open**.
Corel Write opens and saves XLS and XLSX files and ensures that all formatting is maintained.
- 5 Now, you'll add a total to the **Sales** column. Select cell **42H**, click the **Sum** button , choose **Sum**, and press **Enter**.
- 6 Now, you'll insert a logo to the inventory report. To make room for the graphic, increase the height of Row 1 to approximately 1.5 inches.
- 7 Click the **Insert** tab, click the **Picture** button , navigate to the **Reviewer's Guide File** folder, select **Vines_Logo.jpg**, and click **Open**.
- 8 Next, you'll resize the logo. Click the image, and drag a corner to handle until the image is the same height as Row 1. Center the image within the existing columns.
- 9 To clean up the inventory report a little for printing, you'll remove the header. Click the **Page Layout** tab, and click **Format Header&Footer**. In the Header and Footer dialog box, select **&F**, press **Delete**, and click **OK**.
- 10 Finally, you'll publish the inventory list to PDF. Click the **Quick Access** button , and click **Save As ▶ PDF Portable Document Format**.



The screenshot shows the Corel Calculate application window with the 'Wine_List.xlsx' file open. The spreadsheet displays an inventory report with columns for Year, Quarter, Winery, Appellation, Region, Cost Per Case, Cases Sold, and Sales. A logo for 'Vines Winery' is centered in the top row of the data area. The ribbon at the top includes tabs for Home, Insert, Page Layout, Formulas, Data, and Tools.

Year	Quarter	Winery	Appellation	Region	Cost Per Case	Cases Sold	Sales
2005	Q2	Beaulieu	Cabernet Sauvignon	East	\$165	411	\$67815
2005	Q4	Beaulieu	Cabernet Sauvignon	East	\$165	375	\$61875
2005	Q3	Beaulieu	Cabernet Sauvignon	East	\$165	370	\$60750
2005	Q2	Beaulieu	Cabernet Sauvignon	East	\$165	390	\$64350
1999	Q2	Beaulieu	Cabernet Sauvignon	North	\$165	625	\$104062
2007	Q4	Beaulieu	Cabernet Sauvignon	North	\$165	650	\$107250
2002	Q1	Beaulieu	Cabernet Sauvignon	South	\$165	310	\$51150
2002	Q1	Beaulieu	Cabernet Sauvignon	South	\$165	320	\$52800





The inventory report in Corel Calculate

Corel® Show

Corel Show lets you create polished presentations. In this workflow, you'll open a Microsoft PowerPoint file and add your own touches to create a self-running slide show.

Give it a try

Creating a self-running slide show

- 1 On your desktop, click the **Corel Home Office** icon .
- 2 Click **Start Corel Show**.
- 3 Click the **Open** button , and navigate to the **Reviewer's Guide File** folder on the Corel USB stick.
- 4 Select **Winery_Slideshow.ppt**, and click **Open**.
Corel Show opens and saves PPT and PPTX files and ensures that all formatting is maintained.
- 5 Now, you'll add a color scheme. Right-click the bottom-right corner of the slide, and click **Color Scheme**. In the Color Scheme dialog box, select the last color scheme, and click **Apply All**.
- 6 Next, you'll add an image to slide. On the left of the workspace, select slide 3. Double-click **Double click to add content**, choose the **Picture** option, and click **OK**. Navigate to the **Reviewer's Guide File** folder, select **Winery.jpg**, and click **Open**.
- 7 To choose a slide transition, click the Slide Show tab on the toolbar, and click the **Dissolve** button  in the Transition area.
- 8 Now, you'll set the duration for each slide to 2 seconds , and click **Apply To All**.
- 9 Click the **View Show** button  to play the slide show.



The slide show

About Corel Corporation

Corel Corporation is one of the world's top software companies, with more than 100 million active users in over 75 countries. We develop software that helps people express their ideas and share their stories in more exciting, creative, and persuasive ways. Through the years, we've built a reputation for delivering innovative, trusted products that are easy to learn and use, helping people achieve new levels of productivity. The industry has responded with hundreds of awards for software innovation, design, and value.

Our award-winning product portfolio includes some of the world's most widely recognized and popular software brands, including CorelDRAW® Graphics Suite, Corel® Paint Shop Pro® Photo, Corel® Painter™, VideoStudio®, WinDVD®, Corel® WordPerfect® Office, and WinZip®. Our global headquarters are in Ottawa, Canada, and our major offices are in the United States, the United Kingdom, Germany, China, Taiwan, and Japan.

Copyright 2009 Corel Corporation. All rights reserved.

Corel® Home Office Reviewer's Guide

Product specifications, pricing, packaging, technical support and information ("specifications") refer to the retail English version only. The specifications for all other versions (including other language versions) may vary.

INFORMATION IS PROVIDED BY COREL ON AN "AS IS" BASIS, WITHOUT ANY OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, SATISFACTORY QUALITY, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR THOSE ARISING BY LAW, STATUTE, USAGE OF TRADE, COURSE OF DEALING OR OTHERWISE. THE ENTIRE RISK AS TO THE RESULTS OF THE INFORMATION PROVIDED OR ITS USE IS ASSUMED BY YOU. COREL SHALL HAVE NO LIABILITY TO YOU OR ANY OTHER PERSON OR ENTITY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, LOSS OF REVENUE OR PROFIT, LOST OR DAMAGED DATA OR OTHER COMMERCIAL OR ECONOMIC LOSS, EVEN IF COREL HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR THEY ARE FORESEEABLE. COREL IS ALSO NOT LIABLE FOR ANY CLAIMS MADE BY ANY THIRD PARTY. COREL'S MAXIMUM AGGREGATE LIABILITY TO YOU SHALL NOT EXCEED THE COSTS PAID BY YOU TO PURCHASE THE MATERIALS. SOME STATES/COUNTRIES DO NOT ALLOW EXCLUSIONS OR LIMITATIONS OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, SO THE ABOVE LIMITATIONS MAY NOT APPLY TO YOU.

Corel, the Corel logo, CorelDRAW, Corel DESIGNER, Digital Studio, Digital Studio Gadget, DVD Factory, Instant Viewer, Painter, Paint Shop Pro, VideoStudio, WinDVD, WinZip, and WordPerfect are trademarks or registered trademarks of Corel Corporation and/or its subsidiaries in Canada, the U.S. and/or other countries.

Microsoft, PowerPoint, Windows, Windows Media, and Windows Vista are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Home Office

Media Contact North America

Maureen Miller

PR Specialist, North America

Corel Corporation

613-728-0826 ext.1154

maureen.miller@corel.com

Media Contact EMEA

Deborah Thomas

Director PR, EMEA

Corel UK Limited

+44 (0) 1628 589850

deborah.thomas@corel.com

Media Contact APAC

Joy Tsai

APAC PR Manager Corel TW Corp.

Joy.tsai@corel.com

+886-2-2627-3777 ext. 6319

COREL[®]
www.corel.com

Corel Corporation
1600 Carling Ave.
Ottawa, ON
Canada K1Z 8R7

Corel UK Limited
Sapphire Court
Bell Street
Maidenhead
Berkshire SL6 1BU
United Kingdom

Corel TW Corp.
7F No. 399, Rueiguang Rd,
Neihu District, Taipei City
114, Taiwan