

LIBREOFFICE IS A SUITABLE SUBSTITUTE FOR MICROSOFT OFFICE—AND IT’S FREE!

PCs excel at helping you Get Things Done—but few of them ship with a productivity suite installed. Fix that immediately, at no cost!

Legions of people swear by Microsoft’s legendary Office. But you don’t have to drop big dollars on Office if you don’t need its myriad bells and whistles.

Free alternatives abound, with [LibreOffice](#) (hyperlink) being the flagship free-and-open-source option. (For us old-timers, OpenOffice is still lingering around, barely, but it’s updated far less than LibreOffice.)

Even if you don’t plan to use a productivity suite regularly, it’s smart to have basic editing capabilities available on your computer.