

**This program introduces participants to working with Open Office Write, Calc and Impress covering the basic typing and formatting document, merging Letter with cal file. Working with Simple and complex calculation using Calc, and managing database list and generating various reports. Impress will help to create a company presentation.**

### **Program Objectives**

This training course will provide you with a working understanding of the basic as well as the advanced features of Open Office are as follows:

- Typing Document and Formatting
- Working with Tables
- Mail Merge
- Creating and editing worksheets
- Formatting and printing of worksheets
- Commands for managing data such as sorting, filters, subtotals, pivot tables
- Working with charts
- Organizing and analyzing large volumes of data
- Creating MIS reports.
- Migrating from Excel to Calc
- Working with different layout using Impress
- Creating Animation Effect
- Creating Custom Templates.

### **Audience**

Executives and managers from various functions (such as Finance, Sales, HR, etc.) who need to work with lots of calculations and analyze data for their day-to-day operations and also feel the need for learning more powerful features and options of Calc, to manage their worksheet-related tasks more efficiently.

**Course Summary**

Day	Module	Topic
Day1	Module 1	<b>Working with Workbooks and Worksheets</b>
	Module 2	Formatting Spreadsheets
	Module 3	Working with Formulas and Functions
	Module 4	More Functions
	Module 5	Working with Charts (Implementing New Features of 3.0)
	Module 6	Manipulating Data in Worksheets
	Module 7	Securing a Workbook
	Module 8	Working with Reports (Improved Data Pilot)
Day2	Module 9	<b>Overview and features of Writer</b>
	Module 10	Editing Tools
	Module 11	Formatting Documents
	Module 12	Tables
	Module 13	Working with Documents
	Module 14	Mail Merge
	Module 15	Using Writer with other Programs
	Module 16	<b>Getting Started with Impress</b>
	Module 17	Different Layouts
	Module 18	Slide Formatting
	Module 19	Special effects
	Module 20	Working with objects
	Module 21	Custom Design Templates

## Course Details

### Module 1: Working with Workbooks and Worksheets

- Managing worksheets
- Changing the defaults for new workbooks and worksheets
- Arranging workbook windows
- Finding or Replacing data
- Using cut, copy, and paste operations
- Checking spelling and correcting typing errors

### Module 2: Formatting Spreadsheets

- Formatting text and cells
- Using Format Paintbrush
- Applying borders, shading, and background patterns
- Formatting numbers, dates and times
- Formatting quickly with styles and built-in formats
- Settings and printing a Workbook

### Module 3: Working with Formulas and Functions

- Writing simple formulae
- Writing conditional expressions (using IF)
- Using logical functions (AND, OR, NOT)
- Using lookup and reference functions (VLOOKUP)

### Module 4: More Functions

- Date and time functions
- Text functions
- Database functions

### Module 5: Working with Charts

- Creating charts using AutoFormat Chart
- Creating different types of charts
- Including titles and values in charts
- Formatting of charts

### Module 6: Manipulating Data in Worksheets

- Inserting data
- Data validity
- Transferring data from rows to columns & vice versa
- Formatting data
- Naming and locating data

- Naming ranges
- Grouping data
- Sorting data
- Filtering data

#### **Module 7: Securing a Workbook**

- Detective
- Protecting Data

#### **Module 8: Working with Reports**

- Creating subtotals
- Multiple-level subtotals
- Creating Data Pilots
- Formatting and customizing Data Pilots
- Using advanced options of Data Pilots

#### **Module 9: Overview and features of Writer**

- Selection techniques
- Flexible application interface.
- Saving, opening, and closing documents
- Creating documents using existing template

#### **Module 10: Editing Tools**

- Using spell-checker
- Using thesaurus
- Auto correct options
- Auto text options

#### **Module 11: Formatting Documents**

- Paragraph alignment
- Setting indents
- Paragraph and line spacing
- Bullets and numbering
- Outline bullets
- Borders and shading
- Format paintbrush
- Tab setting
- Drop cap

### Module 12: Tables

- Creating tables
- Deleting and inserting rows and columns
- Resizing tables
- Sorting tables
- Formula in tables
- Updating formulas

### Module 13: Working with Documents

- Inserting Headers and Footers
- Inserting Page numbers
- Inserting Columns

### Module 14: Mail Merge

- Performing mail merge on existing documents
- Using Writer documents to create data sources

### Module 15: Using Writer with other Programs

- Saving Writer documents in a different formats
- Save as PDF file or export to PDF

### Module 16: Getting Started with Impress

- Creating presentations using Templates
- Different views in Impress (Normal, Slide Sorter, Outline, Note, Handout)
- Saving, opening, and closing presentations

### Module 17: Different Layouts

- Using title slide
- Using bullets and pictures
- Creating tables
- Creating chart

### Module 18: Slide Formatting

- Paragraph alignment
- Line spacing
- Bullets and numbering
- Format Paint Brush
- Replacing fonts
- Background colors

### Module 19: Special effects

- Applying Custom animations for slides
- Slide transitions
- Rehearse timing for slides
- Working with media files

### Module 20: Working with objects

- Using text boxes
- Using Font Work
- Applying 3-D effects to objects
- Object alignment and rotation
- Grouping and ungrouping

### Module 21: Custom Design Templates

- Designing layout for templates
- Creating custom color schemes
- Slide master
- Adding a logo and custom bullets in slide master
- Saving custom design templates