

**Course Title: Open Office (3.0) Calc**

**Duration : 1 day**

**This program introduces participants to working with Open Office Calc covering the basic as well as Simple and complex calculation using Calc, and managing database list and generating various reports.**

### **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:

- 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

### **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)

### 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