

## OpenOffice (Writer, Calc, Impress) (code: OpenOffice)

### Overview

The course provides an overview of the features and functions of OpenOffice programs: Writer, Calc and Impress. After completing the course, students will be able to use OpenOffice programs efficiently during everyday work. Practical exercises accompany every topic covered during the course.

### Ask for details

Phone +44 203 608 6289

info@alx.training

### Duration

2 days

### Agenda

1. Introducing OpenOffice.
  - What is included? Tools and features.
  - Understanding file formats. Compatibility with other office suites.
  - Availability. Language packs.

#### Writer

1. Getting familiar with program interface. Creating document content.
  - Entering text, symbols, special characters.
  - Finding words and phrases.
  - Inserting and modifying graphics. Diagrams.
2. Working with tables and lists.
  - Creating and modifying tables.
  - Inserting ordered and bulleted lists.
3. Formatting content. Using styles.
  - Formatting words, paragraphs, pages.
  - Working with header and footer.
  - Understanding styles.
  - Understanding main differences between OpenOffice Writer and Microsoft Office Word.
4. Printing. Setting printing options.

#### Calc

1. Getting familiar with program interface.
  - Entering data.
  - Copying and filling ranges.
2. Working with data.
  - Inserting and editing formulas.
  - Useful functions.
  - Sorting and filtering data.
  - Understanding main differences between OpenOffice Calc and Microsoft Office Excel.
3. Formatting.
4. Printing. Preparing a document for printing.
5. Charts.
6. Pivot Tables.

#### Impress.

1. Getting familiar with program interface. Creating presentations.
  - Using templates.

- Entering and editing text.
  - Inserting tables.
  - Inserting pictures and graphics.
2. Setting transitions between slides.

## Target audience and prerequisites

The course is intended for information workers who want to learn how to use OpenOffice.

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.

## Certificates

Course participants receive completion certificates signed by ALX.

## Locations

- Warsaw (English) – Jasna 14/16A
- Online (English) – your home, office or wherever you want
- any other location (London, UK, EU) on request

## Price

299 EUR

The price includes:

- course materials,
- snacks, coffee, tea and soft drinks,
- course completion certificate,
- one-time consultation with the instructor after course completion.

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