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.