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.

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.

Ask for details

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- 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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