

OPENOFFICE.ORG 3 CALC 1-DAY ESSENTIALS

COURSE AIMS

This course is aimed at new users of OpenOffice.org Calc who have some prior knowledge of Microsoft Excel.

On completion of this course the user should be able to confidently do the following:

- Construct realistic spreadsheet models using formulae and functions.
- Present and print sheets in a comprehensible and attractive way.
- Create, modify and print a variety of business charts from sheet data.
- Organise and manage a sheet list.

COURSE CONTENT

Introduction

The Spreadsheet Concept
Help Agent and Tips
Calc Screen Layout
Standard and Formatting Toolbars

Cell Ranges

Moving the Cursor
Selecting a Range of Cells
Naming a Range of Cells

Entering Data

Constants - Text and Values
Clearing Cells
Basic Formulae
Sum icon

Files

Saving, Opening and Closing Files
File Properties
Starting a New Spreadsheet

Editing

Copying/Filling and Moving Data
Automatic Fill Handle
System Clipboard
Inserting and Deleting Cells, Rows and Columns

Formatting

AutoFormat
Cell Formatting

Navigator

Displaying and Docking the Navigator
Using the Navigator

Printing

Page Formatting
Headers and Footers

Charts

Inserting a Chart
Chart Wizard
Formatting and Printing Charts

Sheets

Moving Between Sheets
Renaming a Sheet
Inserting, Deleting and Moving Sheets
Selecting Sheets

Database Lists

Sorting a List
Filtering a List

Windows

Freezing Row and Column Headings
Splitting the Window

NOTES

Ability Software Consultants also offer a Follow-On course for more experienced users.