

# OPENOFFICE.ORG 2.4 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.

ability software consultants  
Suite 111, 179 Whiteladies Road, Clifton, Bristol, BS8 2AG, UK  
Tel: +44 (0)1531 828366 Email: [info@abilitysoftware.co.uk](mailto:info@abilitysoftware.co.uk)

ability software consultants