

# OPENOFFICE.ORG 2.4 CALC 1-DAY FOLLOW ON

## COURSE AIMS

This course is aimed at existing users of OpenOffice.org Calc who wish to extend their knowledge to the more advanced features of the package or are experienced in Microsoft Office Excel.

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

- Use AutoPilot Function to enter and understand any Calc function.
- Manage and analyse sheet and external database lists.
- Build scenarios of sheet models.
- Solve a variety of complex problems using analytical tools.

## COURSE CONTENT

### **Review of Essential Features**

#### **Spreadsheet Links**

Pasting a Link between Spreadsheets  
Array Formulae  
Updating a Link  
Breaking a Link

#### **Functions**

Using the Function List  
AutoPilot Function  
Nesting Functions  
Lookup and Logical Functions  
Mathematical Functions  
Date and Time Functions  
Text Manipulation with Functions

#### **Formatting**

User-Defined Number Formats  
Conditional Formatting  
Defining and Modifying Styles

#### **Templates**

Creating a Spreadsheet Template  
Default Template

### **Scenarios**

Create a Scenario  
Delete a Scenario

### **Spreadsheet Detective**

Tracing Precedents and Dependents  
Removing Traces

### **Data List Management**

Data Ranges  
Sorting, Filtering and Subtotaling Lists  
Data Consolidation  
Grouping and Outlining

### **DataPilot Tables**

Creating a DataPilot Table  
Using External Data Sources

### **Data Sources**

Defining a Data Source  
Managing Data Sources

### **Problem Solving**

Goal seek

### **Sheet Protection**

Data Validity  
Protecting Cells and Sheets

## NOTES

Users wishing to attend this course should have attended a Calc Essentials course, or have at least a similar level of knowledge and experience.