

OPENOFFICE CALC

SPREADSHEET

INTRODUCTION

OpenOffice Calc is the spreadsheet program to help new participant clarifies data and creating types of chart. Newcomers find it intuitive and easy to learn. Professionals immediately dig into it's advanced for better understanding.

OBJECTIVE

Upon completion of the course, participants will be able to:

- Know more features and elements OpenOffice Calc
- Use OpenOffice Calc for various purposes
- Format and edit worksheet
- Create new worksheet
- Perform calculation on worksheet using formulas
- Create tables and charts

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- IT Working Adults
- IT Professionals
- Officers
- Administrative Staff

ABOUT SAINS

SARAWAK INFORMATION SYSTEMS SDN BHD (SAINS) officially began operation in 1992 and has strategically developed a presence in Malaysia as a leading ICT Systems Integrator and Solutions Provider. SAINS, has effectively enlarged and intensify the utilisation of ICT in the State of Sarawak. At the onset, our stakeholders set out to ensure we build a critical mass of knowledge and know-how of mainstream technology. Today, SAINS is widely recognised as a leader among governments in the region for cost effective deployment and efficient utilisation of IT.

COURSE CONTENTS

- Day 1**
- Lesson 1 - **Getting Start With OpenOffice Calc**
 - Lesson 2 - **Introduction To OpenOffice Calc**
 - Lesson 3 - **Create and Save A Workbook**
 - Lesson 4 - **Using AutoFill / Numbering AutoFormat**
 - Lesson 5 - **Managing Document Files**
- Day 2**
- Lesson 6 - **Managing Worksheet**
 - Lesson 7 - **Formatting A Worksheet**
 - Lesson 8 - **Presenting and Printing**
 - Lesson 9 - **Graphics**
 - Lesson 10 - **Using Graphics from Others Programs**
 - Lesson 11 - **Creating Chart**
 - Lesson 12 - **Editing Chart**

DURATION : 2 Days

COURSE FEE : RM190.00

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- OpenOffice Calc Program

SBL Scheme Claimable

TRAINER'S PROFILE

Tarmit Kaur is currently the senior IT Trainer with SAINS. She has an extensive and deep understanding in theory and technical education. She also has conducted IT development programs for various level of customers from Government sectors, Statutory Bodies and Corporate Bodies. She is also appointed as test administrator for PEARSON VUE and PROMETRIC Testing Centre. She is a practical trainer who ensures participants learning are relevant to the needs of organization and her presentation is designed to bring change in attitudes and skills.