

OPENOFFICE EXPRESS (Writer, Calc & Impress)

INTRODUCTION

OpenOffice Express provides quick hands on training for participants who have experience in the program. Participants will learn OpenOffice Writer, OpenOffice Calc and OpenOffice Impress.

OBJECTIVE

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

- Know more features and elements of OpenOffice Writer, Calc and Impress
- Use OpenOffice for various purposes
- Format and edit documents
- Calculation using formulas
- Enhance presentation

WHO SHOULD ATTEND

The courses are applicable for all working adults.

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

COURSE CONTENTS

Day 1 (OpenOffice Writer)

- Lesson 1 - **Text Document Basics**
- Lesson 2 - **Working with Text Document**
- Lesson 3 - **Opening and Saving Document**
- Lesson 4 - **Preview and Print**
- Lesson 5 - **Paragraph Formatting**
- Lesson 6 - **Header and Footer**
- Lesson 7 - **The Navigator**

Day 2 (OpenOffice Calc)

- Lesson 1 - **Getting Started with OpenOffice Calc**
- Lesson 2 - **Introduction to Spreadsheet**
- Lesson 3 - **Create and Save A Workbook**
- Lesson 4 - **Using AutoFill/Autoformat**
- Lesson 5 - **Managing Document Files**
- Lesson 6 - **Managing Worksheet**

Day 3 (StarOffice Impress)

- Lesson 1 - **Introduction to OpenOffice Impress**
- Lesson 2 - **Creating a Slide Show**
- Lesson 3 - **Formatting Text**
- Lesson 4 - **Slide View and Notes**
- Lesson 5 - **Slide Show Effect Enhancement**

DURATION : 3 Days

COURSE FEE : RM375.00

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- OpenOffice 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.

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.