

## OPENOFFICE MIGRATION

### INTRODUCTION

OpenOffice migration course provides the knowledge and skills to migrate from StarOffice to OpenOffice by using samples of files for conversion. It also features the basic file creation and limitation of OpenOffice. This course also includes the steps on how to install the program.

### OBJECTIVE

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

- Know basic features and elements of OpenOffice Writer, Calc, Impress and Base
- Differences between OpenOffice and StarOffice
- Installation of OpenOffice
- Restriction and limitation of OpenOffice

### WHO SHOULD ATTEND

The courses are applicable for all working adults.

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

### 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.

### COURSE CONTENTS

#### Day 1

- Part 1 - **What is OpenOffice?**
- Differences between OpenOffice & StarOffice
  - System Requirements
  - Steps to Download OpenOffice
  - OpenOffice installation

Part 2 - **Migration for Word Processor**

- Basic for Text Document
- Working with Text Document
- File Conversion

Part 3 - **Migration for Spreadsheet**

- Create and Save a Workbook
- File Conversion

Part 4 - **Migration for Presentation**

- Creating Slide Show
- File Conversion

#### Day 2

Part 5 - **Migration for Database**

- Creating a Database Table
- File Conversion

Part 6 - **Insight into StarOffice & OpenOffice**

- Restriction and limitation of OpenOffice

**DURATION : 1.5 Days**

**COURSE FEE : RM120.00**

### METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

### SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- OpenOffice and StarOffice Program

**SBL Scheme Claimable**