

**STAROFFICE EXPRESS (Writer, Calc, Impress & Base)**

**INTRODUCTION**

StarOffice Express is for experienced users in the program. The 4 days hand on training will be compressed of the main subjects which is StarOffice Writer, StarOffice Calc, StarOffice Impress and StarOffice Base. All this applications are combined into a course that enables participants to learn basically everything Base. All this applications are combined into a course that enables participants to learn basically everything.

**OBJECTIVE**

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

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

**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 (StarOffice 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 (StarOffice Calc)**

- Lesson 1 - Getting Started with StarOffice 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 StarOffice Impress
- Lesson 2 - Creating a Slide Show
- Lesson 3 - Formatting Text
- Lesson 4 - Slide View and Notes
- Lesson 5 - Slide Show Effect Enhancement

**Day 4 (StarOffice Base)**

- Lesson 1 - Getting Started with StarOffice Database
- Lesson 2 - Create Database Table
- Lesson 3 - Customizing Table
- Lesson 4 - Form
- Lesson 5 - Query
- Lesson 6 - Report

**DURATION : 4 Days**

**COURSE FEE : RM500.00**

**METHODOLOGY**

- Screen Projection
- Lecturing
- Practical
- Workshop

**SPECIAL FACILITIES**

- LCD Projector
- Personal Computer
- StarOffice Program

**SBL Scheme Claimable**