Publication date : 05/10/2024

Course : Getting started with LibreOffice

optional remote TOSA® certification

Practical course - 2d - 14h00 - Ref. LIO

Price : 760 € E.T.

The LibreOffice office suite includes all common office applications (word processing, spreadsheets, presentation tools, etc.). This training course will help you master its essential functions.

Teaching objectives

At the end of the training, the participant will be able to:

- Download, install and configure LibreOffice
- Intermediate-level use of Writer, Calc and Impress from the LibreOffice package
- Other software in the LibreOffice suite

Intended audience

Anyone wishing to learn how to use the LibreOffice office suite, especially the main programs Writer, Calc and Impress.

Prerequisites

Good knowledge of a Windows environment.

Practical details

Exercise

Discussions, experience sharing, demonstrations, tutorials and case studies.

Teaching methods

Active teaching based on discussion, case studies, practice exercises for the optional ICDL® certification and assessment of skills acquired throughout the course.

Course schedule

PARTICIPANTS

Anyone wishing to learn how to use the LibreOffice office suite, especially the main programs Writer, Calc and Impress.

PREREQUISITES

Good knowledge of a Windows environment.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Introduction to LibreOffice

- Introducing the free LibreOffice office suite.
- Quick version history.
- Download LibreOffice.
- Installing LibreOffice on Windows.
- Discover the LibreOffice environment.

Hands-on work
Download and install LibreOffice.

2 Writer (LibreOffice word processor)

- Open, create and save a document.
- Discover menus and icons.
- Text input and formatting: bold, italic, color, underline.
- Inserting objects: tables, images, special characters...
- Document formatting: alignment, tabbing, margins, page layout.
- Advanced word processing features: headers, footers, numbering.
- Recording formats.

Hands-on work
Create a business letter covering all the points covered in the chapter.

3 Calc (LibreOffice spreadsheet program)

- Create and manage workbooks: create, open, save.
- Discover the different menus and icons.
- Notion of cells, reference system in the spreadsheet.
- Format your table for better presentation.
- Use calculation formulas and simple functions in tables.
- Cell references in formulas (absolute references, relative references).
- Create graphs to better understand your tables.

Hands-on work
Create a workbook from raw data to present it more effectively with calculations and graphs.

4 Impress (LibreOffice slideshow manager)

- Create, save and open a presentation.
- Discover menus and icons.
- Create and manipulate slides.
- Slide layout.
- Presentation settings (transition effects).
- Create a presentation from a template.

Hands-on work
Create a professional presentation in Impress.

5 Other software in the LibreOffice suite

- Discover the other programs in the LibreOffice suite: Draw, Math and Base.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Options

Certification : 80 € HT

TOSA® certification for the Calc spreadsheet module certifies digital skills for 3 years. Subscription to the certification option is made at the time of registration, and commits the registered learner to taking the online exam within 4 weeks of the session. The exam takes place online. It lasts 35 minutes and takes the form of a 36-question multiple-choice test (MCQ), measuring all skills out of 100%. Unless specifically requested, it is given by default on the most recent software version. Exam supervision is organized remotely by ORSYS. Learners can consult their results live, and receive a certificate by e-mail, together with a detailed report on their skills. Above the 75% threshold, a diploma is issued in addition.

Dates and locations

REMOTE CLASS
2026 : 28 Apr., 15 Sep., 5 Nov.