# Course : LibreOffice, Calc, advanced

*Practical course - 3d - 21h00 - Ref. LOF*
*Price : 1350 CHF E.T.*

During this course, you'll learn how to exploit data, perform calculations and carry out dynamic analyses. You'll see how to run simulations, enhance data and automate your most common tasks.

## Teaching objectives

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

- Use advanced calculation functions such as logic, search and text functions.
- Use pivot tables to analyze data.
- Create and use advanced graphics to represent data.
- Automate data entry tasks with auto-fill and data validation functions.
- Use file protection and file sharing tools to ensure data security.
- Use collaboration tools such as track changes and comments to facilitate collaboration.

## Intended audience

Anyone wishing to use the advanced features of LibreOffice Calc.

## Prerequisites

Good knowledge of basic LibreOffice Calc functionalities.

## Practical details

**Hands-on work**
Discussions, experience-sharing, demonstrations, tutorials and case studies to train you throughout the course.

**Teaching methods**
Active pedagogy based on examples, demonstrations, experience sharing, case studies and assessment of learning throughout the course.

## Course schedule

**PARTICIPANTS**
Anyone wishing to use the advanced features of LibreOffice Calc.

**PREREQUISITES**
Good knowledge of basic LibreOffice Calc functionalities.

**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　Advanced functions

- Using date and time functions.
- Logic functions (IF, AND, OR).
- Use search functions (SEARCHV, SEARCHH).
- Advanced text functions.

### Hands-on work
Advanced use of functions for data analysis

## 2　Data management

- Using filters.
- Data sorting.
- Dynamic tables.
- Import and export data.

### Hands-on work
Data analysis from an imported dataset

## 3　Customization and automation

- Interface customization.
- Create macros.
- Using keyboard shortcuts.
- Automation of repetitive tasks.

### Hands-on work
Create macros to automate tasks

## 4　Diagrams and visualizations

- Create advanced diagrams.
- Customize diagrams.
- Use of XY and Web diagrams.
- Using Sparklines.

### Hands-on work
Creating diagrams to visualize data

## 5　Collaboration and sharing

- Using comments.
- Spreadsheet protection.
- Online spreadsheet sharing.
- Use of modification tracking tools.

### Hands-on work
Collaboration and data sharing via online spreadsheets