

# 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

## 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.