

Course : LibreOffice, Writer, advanced

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

Price : 890 CHF E.T.

LibreOffice Writer's advanced functions enable you to create elaborate documents. In this training course, you'll learn how to manage long documents and integrate external data.

Teaching objectives

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

- ✓ Master advanced page layout functions to create professional presentations
- ✓ Automate text insertions and corrections to improve productivity
- ✓ Enrich and structure long documents (notes, cross-references, title numbering, table of contents)
- ✓ Integrate media (images, video, sound) to enhance the visual and audio quality of your presentation
- ✓ Be able to quickly lay out and format a document

Intended audience

LibreOffice Writer users who want to improve the presentation of their documents and master the advanced features of this word processor.

Prerequisites

Good knowledge of LibreOffice Writer.

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

LibreOffice Writer users who want to improve the presentation of their documents and master the advanced features of this word processor.

PREREQUISITES

Good knowledge of LibreOffice Writer.

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 document personalization

- Create and manage customized document templates.
- Advanced customization of paragraph and character styles.
- Advanced header and footer management.
- Insert and customize tables.

Hands-on work

Creating a customized document template

2 Advanced image and diagram management

- Advanced image and diagram insertion.
- Customize the layout of images and diagrams.
- Create graphs from data.
- Advanced management of image and diagram wrapping.

Hands-on work

Creating and inserting a graph from data

3 Collaboration and management of long documents

- Use collaboration features to enable several people to work on the same document.
- Advanced section and page style management for long documents.
- Use notes for comments and annotations.
- Creation of tables of contents and indexes.

Hands-on work

Remote collaboration on a long document

4 Automate and customize routine tasks

- Use macros to automate repetitive tasks.
- Advanced customization of toolbars and menus.
- Use text and document templates to speed up document creation.
- Advanced customization of keyboard shortcuts.

Hands-on work

Create and use a macro to automate a repetitive task.

5 Customization and extensions

- Install and use extensions to add extra functionality.
- Create customized templates for recurring use.
- Advanced use of character and paragraph styles.

Hands-on work

Install and use an extension to add extra functionality to Writer.

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.