

# Course : LibreOffice, Writer, getting started

**Practical course - 1d - 7h00 - Ref. OOH**

**Price : 520 CHF E.T.**

In this training course, you'll learn how to manage documents with table integration, how to write letters and the main functions of LibreOffice Writer. Master document finishing and preparation for printing (styles, page layout, print settings, etc.).

## Teaching objectives

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

- ✓ Using templates and styles in Writer to enrich content and presentation
- ✓ Enriching and structuring documents
- ✓ Managing documents
- ✓ Create tables

## Intended audience

Anyone wishing to create and format documents in LibreOffice.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Discussions, practical exercises and training to prepare you for word processing with LibreOffice Writer.

### Teaching methods

Active teaching based on discussion, practical exercises and training.

## Course schedule

### PARTICIPANTS

Anyone wishing to create and format documents in LibreOffice.

### PREREQUISITES

No special knowledge required.

### 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.

### 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.

## 1 Introducing LibreOffice Writer

- Overview of the user interface and available toolbars.
- Introduction to the window and tools.
- Recommendations for document creation.
- Character and paragraph layout.
- Explanation of the different file formats supported by Writer and their compatibility with other software.

### Hands-on work

Prepare and create your first document.

### 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.

## 2 Document creation and management

- Text entry and editing.
- Insert formatting marks.
- Duplicate formatting.
- Overview of the different types of lists.

### Hands-on work

Use lists, edit text and insert formatting marks.

## 3 LibreOffice Writer features

- Automatic text insertion.
- Creation of repetitive documents.
- Table creation
- Spacing management.
- Modification and calibration of margins.
- Use of bullets, hyphens and numbers.

### Hands-on work

Modify spacing and calibrate margins

## 4 Designing structured documents

- Insert dynamic information
- Using Styles.
- Structure a document with section breaks.
- Insert headers, footers and footnotes.
- Preparation for printing.

### Hands-on work

Insert section breaks. Create headers and footers.