Publication date : 04/10/2024

Course : LibreOffice, Calc, getting started

Practical course - 2d - 14h00 - Ref. OOK
Price : 890 CHF E.T.

Ce cours vous initiera aux fonctionnalités essentielles de de LibreOffice / OpenOffice Calc. Vous y apprendrez à créer, présenter, imprimer des tableaux. Vous aborderez les graphiques, les techniques d'analyse ainsi que le tri et le filtrage de données

Teaching objectives

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

- Get to know and customize the work interface
- Use input, copy and move functions in workbook cells
- Add formulas using cell addressing
- Format, share and print table cells
- Layout, sort and analyze data

Intended audience

Anyone wishing to master the basics of Calc - LibreOffice

Prerequisites

Basic knowledge of the Windows environment.

Practical details

Hands-on work

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

Teaching methods

Active teaching based on discussion, case studies and training exercises.

Course schedule

PARTICIPANTS

Anyone wishing to master the basics of Calc - LibreOffice

PREREQUISITES

Basic knowledge of the 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 Getting to grips with the interface

- Discover the working interface.
- Understand the organization of the ribbon and meta-bar tabs.
- Save a workbook in LibreOffice and Excel formats.

Hands-on work
Create and save a workbook.

2 Creating and presenting a table

- Know the basic rules and best practices.
- Customize cell layout and format.
- Discover table presentation options.
- Insert rows and columns.
- Cell layout (fonts, numbers, borders, etc.)

Hands-on work
Design calculation tables.

3 Mastering formulas

- Know calculation formulas, relative and absolute addressing.
- Calculate percentages and dates.
- Use linking formulas between sheets.
- Copy to adjacent cells.

Hands-on work
Use calculation tools.

4 Print settings

- Layout and change display modes.
- Manage headers and footers.
- Insert page breaks, repeat titles and prepare the print area.

Hands-on work
Define layout options to present the workbook for printing.

5 Create graphics

- Discover quick presentation tools.
- The Gallery window.
- Choose a graph type according to the data.
- Customize a graph, use result filters.
- Insert and manage images.

Hands-on work
Create and manage graphics.

6 Using data lists

- Import data.
- Sort and manage data.
- Use AutoFilter.

Hands-on work
Filter a multi-column table.

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.