



# OPENOFFICE CALC

(Advanced)

## METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- OpenOffice Calc Program

## WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Managers
- Accounts Personnel
- Administrative Personnel

## DURATION

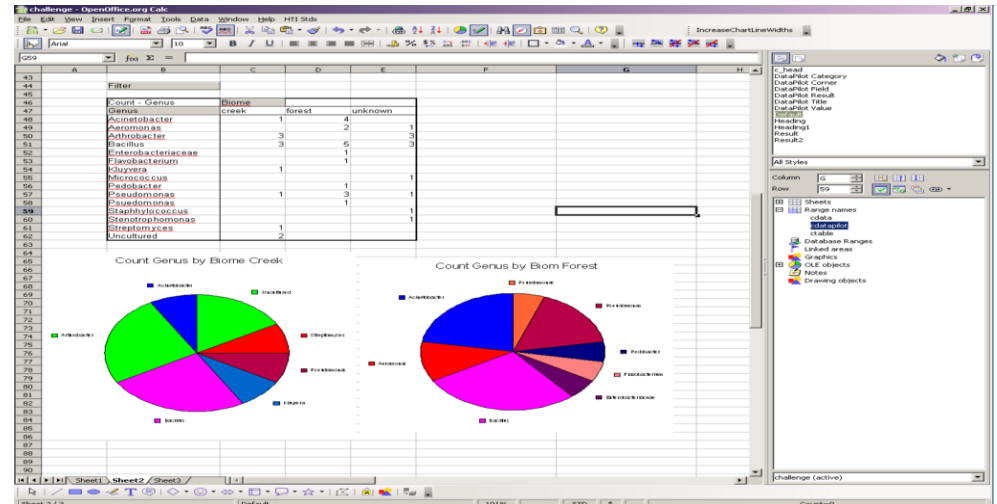
- 2 Days

## COURSE FEE

- RM 400.00

Course fee is inclusive of  
GST @ 6%

**SBL Scheme Claimable**  
(Subject to HRDF approval)



## INTRODUCTION

OpenOffice Calc is the spreadsheet program to help new participant clarifies data and creating types of chart. Newcomers find it intuitive and easy to learn. Professionals immediately dig into its advanced for better understanding.

## OBJECTIVE

Upon completion of the course, participants will be able to:

- Know how to extract data
- Consolidate data
- Perform calculation using functions and operators
- Create macros
- Protect worksheets

## COURSE CONTENTS

- Chapter 1 - List
- Chapter 2 - Managing & Reporting List
- Chapter 3 - Creating Summary Report
- Chapter 4 - Data Pilot
- Chapter 5 - Data Consolidation
- Chapter 6 - Comment
- Chapter 7 - Importing & exporting files
- Chapter 8 - Macros recording
- Chapter 9 - Protecting sheets
- Chapter 10 - Using scenarios
- Chapter 11 - What-If Analysis
- Chapter 12 - Lookup Functions

## ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

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