



OPENOFFICE EXPRESS

METHODOLOGY

- Screen Projection
- Lecturing
- Practical

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- OpenOffice Program

WHO SHOULD ATTEND

- Managers
- IT Personnel
- Administrative Personnel

DURATION

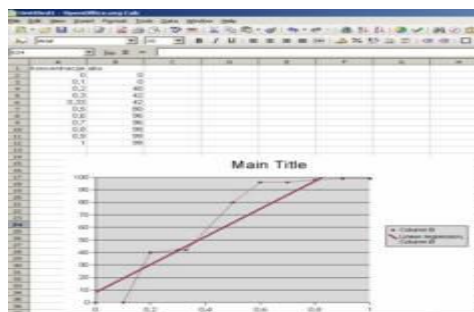
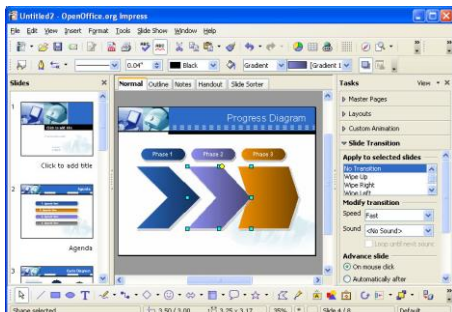
- 3 Days

COURSE FEE

- RM520.00

Course fee is inclusive of
GST @ 6%

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

OpenOffice is an open-source software package, which can be used for personal and office documentation purposes. The purpose of this course is to make the participant familiar with the main tools included in the OpenOffice suite namely, OpenOffice Writer, OpenOffice Calc and OpenOffice Impress.

OBJECTIVE

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

- Know more features and elements of OpenOffice Writer, Calc & Impress
- Use OpenOffice for various purposes
- Format and edit document
- Calculation using formulas
- Enhance slides presentation

COURSE CONTENTS

OpenOffice Writer

- Day 1** Chapter 1 – Introduction to Openoffice.org
Writer - Text Document
Chapter 2 – Working with Text Document
Chapter 3 – Opening and Saving Document
Chapter 4 – Preview and Print
Chapter 5 – Paragraph Formatting
Chapter 6 – Header & Footer

OpenOffice Calc

- Day 2** Chapter 1 – Introduction to Openoffice.org
Calc - Spreadsheet
Chapter 2 – Create and Save a Workbook
Chapter 3 – Calculate Data
Chapter 4 – Using Autofill / Autoformat
Chapter 5 – Managing Document Files
Chapter 6 – Managing Worksheet

OpenOffice Impress

- Day 3** Chapter 1 – Introduction to OpenOffice.org
Impress - Presentation
Chapter 2 – Creating a Slide Show
Chapter 3 – Formatting Text
Chapter 4 – Slide View and Notes
Chapter 5 – Slide Show Effect Enhancement
Chapter 6 – Header and Footer

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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