



# OPENOFFICE CALC

(Advanced)

## METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

## WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Managers
- Accounts Personnel
- Administrative Personnel

**Pre-requisite: Participants should have basic knowledge of OpenOffice Calc**

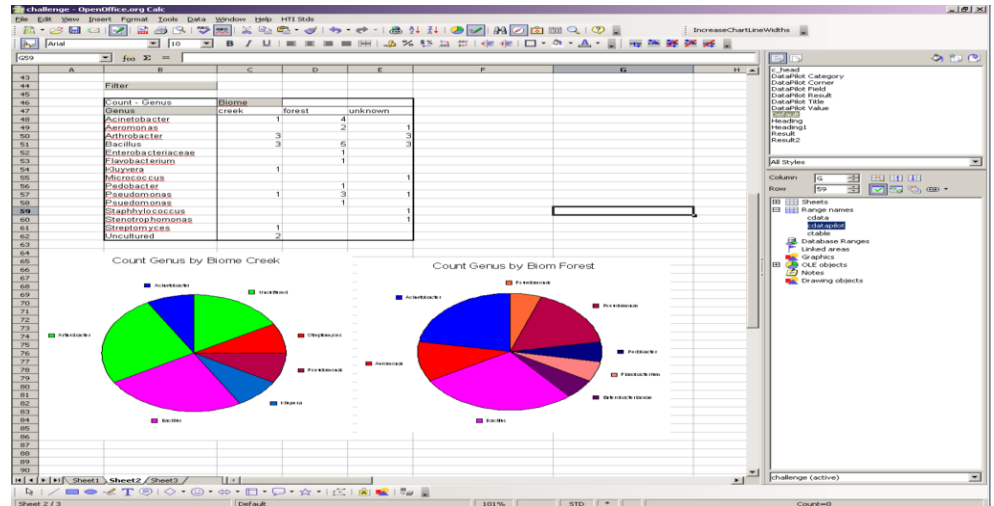
## DURATION

- 2 Days

## COURSE FEE

- RM 450.00

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



## INTRODUCTION

In this course, training participant get to learn features and tools present in OpenOffice Calc to manage data. They will apply advanced analysis techniques to more complex data sets as well as apply visual elements and advanced formulas to a spreadsheet.

## OBJECTIVES

By the end of the course participants should 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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