



# OPENOFFICE CALC

(Elementary & Intermediate)

## METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

## WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Managers
- Accounts Personnel
- Administrative Personnel

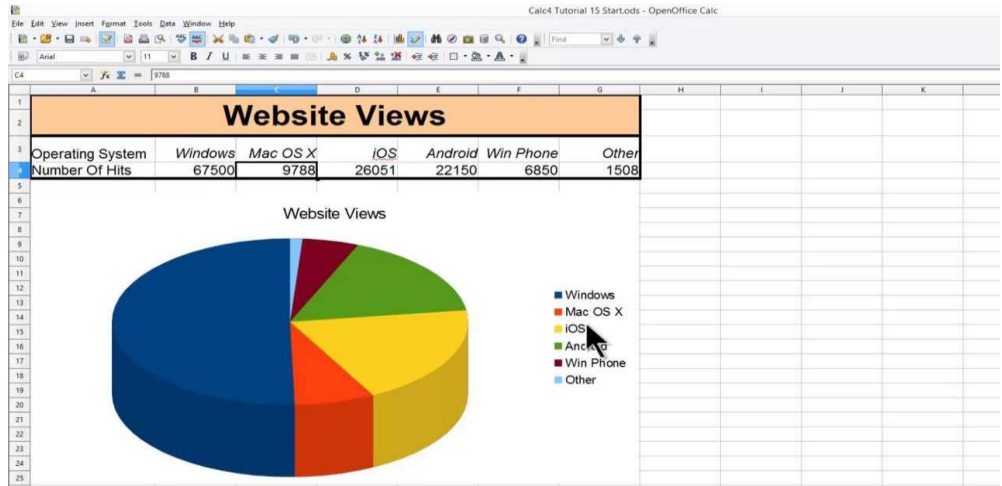
## DURATION

- 2 Days

## COURSE FEE

- RM 424.00

**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 it's advanced for better understanding.

## OBJECTIVES

By the end of the course participants should be able to:

- Know more features and elements OpenOffice Calc
- Use OpenOffice Calc for various purposes`
- Format and edit worksheet
- Perform calculation on worksheet using formulas
- Create tables and charts

## COURSE CONTENTS

- Chapter 1 - Getting Start with OpenOffice Calc
- Chapter 2 - Introduction to OpenOffice Calc
- Chapter 3 - Create a Workbook
- Chapter 4 – Formatting Worksheet
- Chapter 5 – Using Autofill
- Chapter 6 – Managing Worksheet
- Chapter 7 - Creating Objects
- Chapter 8 - Insert Pictures
- Chapter 9 - Creating Chart
- Chapter 10 - Preview and Printing

## 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.