



## **OpenOffice Calc 2.3**

**Course Objective:** You will use the features and tools present in OpenOffice Calc 2.3 to manage data. You will also apply advanced analysis techniques to more complex data sets. In addition, you will apply visual elements and advanced formulas to a spreadsheet.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- Explore various elements of the OpenOffice Calc interface.
- Create a spreadsheet.
- Perform calculations.
- Modify a spreadsheet.
- Format a spreadsheet.
- Audit data in a spreadsheet.
- Analyze data.
- Present data using charts.
- Finalize a spreadsheet.

### **Course Content**

#### **Lesson 1: Exploring the OpenOffice Calc Interface**

Topic 1A: Explore the Interface

Topic 1B: Obtain Help

Topic 1C: Customize the Interface

#### **Lesson 2: Creating a Spreadsheet**

Topic 2A: Enter Data in a Spreadsheet

Topic 2B: Save a Spreadsheet

#### **Lesson 3: Performing Calculations**

Topic 3A: Calculate Using Basic Formulas and Functions

Topic 3B: Calculate Using Advanced Functions

#### **Lesson 4: Modifying a Spreadsheet**

Topic 4A: Manipulate Data

Topic 4B: Sort and Filter Data

Topic 4C: Search for Data in a Spreadsheet

Topic 4D: Spell-Check a Spreadsheet

#### **Lesson 5: Formatting a Spreadsheet**

Topic 5A: Format Cells

Topic 5B: Apply Conditional Formatting

#### **Lesson 6: Auditing Data in a Spreadsheet**

Topic 6A: Trace Cells

Topic 6B: Troubleshoot Errors in Formulas

Topic 6C: Add Data Validation Criteria

**Lesson 7: Analyzing Data**

Topic 7A: Create Scenarios

Topic 7B: Analyze Data Using Goal Seek

Topic 7C: Analyze Data Using DataPilot

**Lesson 8: Presenting Data Using Charts**

Topic 8A: Create a Chart

Topic 8B: Modify a Chart

**Lesson 9: Finalizing a Spreadsheet**

Topic 9A: Prepare a Spreadsheet for Distribution

Topic 9B: Export a Spreadsheet