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# Open Office Training Plan

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## **Objective**

The objective is to make people know about the open source office productivity suite which can be used as an alternative to proprietary office productivity suite.

## **Pre requisites (Including target participants)**

The participants should have the knowledge and working experience of office suites other than openoffice.org.

## **Training Outcomes (and benefits)**

After the training the participants can:

- Create text document
- Manipulate their spreadsheets
- Create presentation slides

## **Lab Requirments**

A simple lab with systems having 128MB RAM and 10GB space.

## **Training road map**

The outline for OpenOffice (Writer, Calc, Impress) is complete and only some content arrangements needs to be done so that the content can be mapped according to the headings mentioned in outline.

The outline for OpenOffice (BASE, MATH, DRAW) is incomplete and needs 10-15 days to finalize the outline and 2 months to finalize the content.

## **One day training: outline**

### **INSTALLING OPENOFFICE.ORG**

INSTALLATION STEPS

### **WRITER: WORD PROCESSOR**

INTRODUCTION

CREATING OPENOFFICE DOCUMENT

WRITING, EDITING, AND REVIEWING DOCUMENTS

USING TEMPLATES AND STYLES EFFECTIVELY

TABLES OF CONTENTS, INDEXES, BIBLIOGRAPHIES

TABLE MANIPULATION

SPELLCHECK

THESAURUS

HYPHENATION

AUTOCORRECT/AUTOFORMAT

LINE NUMBERING

FOOTNOTES

GRAPHICS GALLERY VIEWING

MAIL MERGE

MOVING FROM MICROSOFT WORD

### **CALC: SPREAD SHEET**

INTRODUCTION

ENTERING DATA

SELECTING CELLS

INTRODUCTION TO STYLES AND FORMATTING

USING FORMULAS

SPREADSHEET MATH  
BORDERS AND SHADING  
LINKING WITH EXTERNAL DATA / SHEETS  
CHARTS  
PRINTING

**IMPRESS: PRESENTATION**

INTRODUCTION  
CREATING PRESENTATION  
CONVERT POWERPOINT TO IMPRESS PRESENTATION  
FONTWORK GALLERY  
AUTOMATE SLIDES IN YOUR PRESENTATION

**BASE: DATABASE**

TO BE PREPARED

**Course Title:**

**FOSS - Office Productivity Suite**