

Course Overview

In this 1-day course, you will use the features and tools in OpenOffice.org 3.1 Calc to manage data and apply advanced analysis techniques to complex data sets. You will begin by exploring the various elements of the OpenOffice Calc interface. Next, you will create and enter data into a spreadsheet. You will perform calculations using the basic and advanced formulas and functions. You also learn to modify and locate data in a spreadsheet using various methods and tools. You will format a spreadsheet to make it easier for users to locate information. Next, you will audit and analyze data using Scenarios, Goal Seek, Solver and DataPilot tables. You will learn how to present data by creating charts for easy comprehension. Lastly, you will finalize a spreadsheet by preparing it for distribution.

Course Preparation

Prerequisite: *Windows - Level 1* or equivalent experience.

Course Topics

Exploring the OpenOffice Calc Interface

- Explore the Interface
- Customize the Interface
- Obtain Help

Creating a Spreadsheet

- Enter Data in a Spreadsheet
- Save a Spreadsheet

Performing Calculations

- Calculate Using Basic Formulas and Functions
- Calculate Using Advanced Functions

Modifying a Spreadsheet

- Manipulate Data
- Sort and Filter Data
- Search for Data in a Spreadsheet
- Spell Check a Spreadsheet

Formatting a Spreadsheet

- Format Cells
- Apply Conditional Formatting

- Trace Cells
- Troubleshoot Errors in Formulas
- Add Data Validation Criteria

Analyzing Data

- Create Scenarios
- Analyze Data Using Goal Seek
- Analyze Data Using Solver
- Analyze Data Using DataPilot

Presenting Data Using Charts

- Create a Chart
- Modify a Chart

Finalizing a Spreadsheet

- Prepare a Spreadsheet for Distribution
- Export a Spreadsheet

Auditing Data in a Spreadsheet

Rev 1/6/12