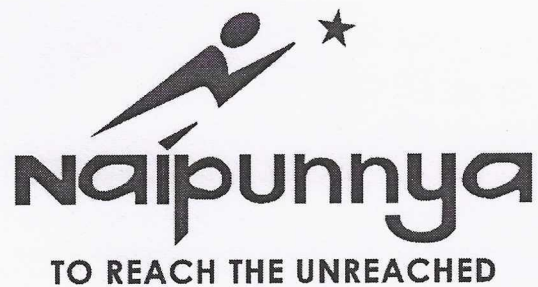



Naipunnnya School of Management Cherthala




Department of Computer Science and Applications

ADD-CSA-06: Certificate in Open Office


Head of the Department
Dept of Computer Science and Applications
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA




FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT

ADD-CSA-06: Certificate in Open Office (30 Hours)

Aim

To update and expand skills in Open Office software

Course Objective

To give functional knowledge in the field of Open Office software.

To equip the students to meet the demands of the industry.

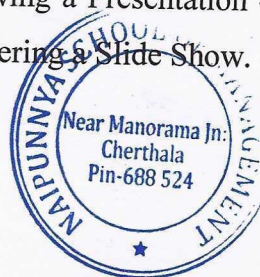
To develop practical skills in document preparation, calculation and business presentation.

Syllabus

Module1: Creating a Document -Opening a Document -Laying Out the Page-Setting paper size, margins, and orientation -Creating headers and footers -Numbering pages -Entering and Editing Text- Modifying text-Moving and copying text -Finding and replacing text -Correcting mistakes automatically-Printing -Planning Your Paragraphs-Aligning paragraphs -Spacing your lines - Making Lists -Bulleting lists-Numbering lists-Using a style -Creating a style -tables and columns.

Module 2: Creating a Spreadsheet -Inputting Your Data -Entering your data -Editing your data -Filling cells automatically -Managing Columns and Rows-Copying, pasting, cutting, dragging, and dropping your cells -Adding the Art -Formula Basics-Adding, Subtracting, and More -Adding and other arithmetic -Adding with the Sum function -Editing functions - Entering functions manually - Copying and pasting formulas -Creating formula arrays - Recalculating formulas -Creating Magic Formula-Nesting functions -Creating conditional formulas.

Module 3: Creating a Presentation -Opening an existing presentation -Adding Slides -Adding text to a slide -Saving Your Presentation -Making Presentations Picture Perfect -Adding Images -Clipping art - Drawing objects -Coloring Backgrounds -Creating a plain-colored background -Creating a gradient background -Hatching a background -Using a bitmap image as a background -Creating 3-D text-Inserting 3-D objects -Animating Impressively -Using Text Effects Effectively - Adding Slide Transition Effects -Showing a Presentation -Setting slide timing -Hiding slides - Specifying slide show settings -Delivering a Slide Show.

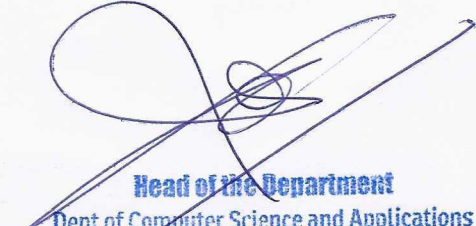


Course Outcome

- Understand and work on Open office software
- Explain and create presentations
- Demonstrate spark calculations using Spreadsheet

References

1. Open Office Basic (English, Paperback, Steinberg James)
2. OpenOffice.org For Dummies - A Reference for the Rest of us First Edition (English, Paperback, Gurdy Leete, Mary Leete, Ellen Finkelstein)


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