

# **INTRODUCTION TO OPENOFFICE**

## **UNIT I**

### **OPENOFFICE - WRITER**

Introduction to Open Office Suite - Selecting the application package, Working with Documents- Formatting Documents - Setting Page style- Creating Tables - Drawing- Tools - Printing Documents

## **UNIT II**

### **OPENOFFICE-CALC**

Introducing Calc, password protection, navigating, Entering, Editing, and Formatting Data, Sorting records, Using Formulas and Functions, Creating Charts and Graphs, Using Graphics in Calc, Printing, Exporting files

## **UNIT III**

### **OPENOFFICE-BASE**

Introduction- Database Concepts – Creating a New Database, Creating Tables, Working with Forms, Creating queries, Finding Information in Databases, Creating Reports, Types of Reports, Printing and Printing preview

## **UNIT IV**

### **OPENOFFICE-IMPRESS**

Introduction – Creating Presentation, Saving Presentation Files, Master Templates & Re-usability, Slide Transition, Making Presentation CDs, Printing Handouts – Operating with MS Power Point files / slides.