

Syllabus & Curriculum For Advanced Course In OpenOffice



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Syllabus & Curriculum
for Advanced Course in
OpenOffice

1. General Description

OpenOffice is an open-source software package, which can be used for personal and office documentation purposes. This office suite is a multi platform and multilingual office suite and is free to download, use, and distribute. The purpose of this course is to make the participant well acquainted with all the six tools included in the OpenOffice suite namely, OpenOffice Writer, OpenOffice Math, OpenOffice Calc, OpenOffice Impress, OpenOffice Draw and OpenOffice Base.

2. General Eligibility

While extensive computer experience is not required to attend the class, it is important to be able to type, and to be familiar with Windows prior to attending.

Prerequisite : Familiarization with Windows based applications.

3. Hardware & Software required for Teaching

Hardware: Personal Computer loaded with any one of UNIX/Linux/Windows 2000/Windows XP Home & Pro operating system with 115MB free Hard disk space and 256 MB RAM.

Software: OpenOffice suite for UNIX/Linux/Windows platform.

4. Course objectives and content

Upon completion of this course students will be able to:

- Demonstrate an advanced knowledge of the Word Processing OpenOffice package, 'Writer' and a knowledge of howto design & create effective documents like technical reports, letters, brochures, etc.,
- Demonstrate the skills in the appropriate use of various features of the spread sheet package 'Calc' and also to create useful spreadsheet applications like tabulated statements, balance sheets, statistical charts, business statements, etc.
- Demonstrate the skills in making an effective presentation with audio and video effects using the 'Impress' package
- Use Draw to create graphical pictures, flow charts, block diagrams etc., and incorporate them into documents and presentations.

- Understand the use of Math tool to create formulae for technical documentation
- Understand the concepts of tables, records, queries, forms, reports, etc., and to develop small database applications .

5. Suggested reference material

a. Basic reference material:

OpenOffice Online Help

b. Recommended Web sites

1. www.tutorialsforopenoffice.org
2. www.learnopenoffice.org
3. www.openoffice-support.net

c. CDs

1. OpenOffice 2.1 Open Office Suite by OpenOffice.org

6. Examination /Evaluation scheme

The evaluation will be done based on one theory Examination of 2 hours and practical examination of 3-hour duration.

- a. Theory Examination: The examination will be of 2 hours duration and will contain 100 objective type questions with maximum marks of 100.
- b. The questions will be in proportion to the weightage of the modules described in this curriculum.
- c. Practical Examination: One Practical examination of 3 hours duration will be conducted on the modules described in the curriculum. The maximum marks will be 100.

7. Suggested duration for theory, tutorials, case study & practical sessions

Sl.No	Modules	Duration in hrs			Weightage of Modules
		Theory	Lab/ Tutorials	Project/ Case study	
1	OpenOffice Writer	4	16	16	30%
2	OpenOffice Math	1	4		5%
3	OpenOffice Calc	4	15		30%
4	OpenOffice Impress	2	10	0	10%
5	OpenOffice Draw	1	2	0	5%
6	OpenOffice Base	4	10	10	20%
Total		16	42	42	100%

Detailed Syllabus

Contents

Module 1: Writer

Module 2: Math

Module 3: Calc

Module 4: Impress

Module 5: Draw

Module 6: Base

1. Module 1: Writer

1 Introduction

- 1.1 Introduction to OpenOffice Suite
- 1.2 Selecting the application package
- 1.3 Getting Started
- 1.4 Menus
- 1.5 Shortcuts
- 1.6 Document types

2 Working with Documents

- 2.1 Opening and Saving Files
- 2.2 Editing text documents
 - 2.2.1 Inserting
 - 2.2.2 Deleting
 - 2.2.3 Cut, Copy, paste
 - 2.2.4 Undo, Redo
 - 2.2.5 Find, Search, Replace
- 2.3 Formatting page and Setting Margins
- 2.4 Converting files to different formats
- 2.5 Importing & Exporting Documents
- 2.6 Sending files to others
- 2.7 Using Tool bars, Ruler
- 2.8 Using Icons
- 2.9 sing help

3 Formatting Documents

3.1 Setting Font Styles

3.2 Font selection – style, size, color etc.,

3.2.1 Type face – Bold Italic, underline

3.2.2 Case settings

3.2.3 Highlighting

3.3 Special symbols

3.4 Setting Paragraph style

3.4.1 Alignments

3.4.2 Indents

3.4.3 Line space

3.5 Margins

3.6 Bullets and Numbering

4 Setting Page Style

4.1 Formatting Page

4.1.1 Page tab

4.1.2 Margins

4.1.3 Layout Settings

4.1.4 Paper tray

4.2 Border & Shading

4.3 Columns

4.4 Header & footer

4.5 Setting Footnotes and end notes

5 Inserting manual Page break, Column break and line break.

6 Creating sections and frames

6.1 Inserting Clip arts, pictures, and other files

- 6.2 Anchoring & Wrapping
- 6.3 Setting Document Styles
- 6.4 Table of Contents
- 6.5 Index
- 6.6 Page Numbering, data & Time, Author etc.,
- 6.7 Creating Master Documents
- 6.8 Web page

7 Creating Tables

- 7.1 Table settings
- 7.2 Borders
- 7.3 Alignments
- 7.4 Insertion, deletion
- 7.5 Merging
- 7.6 Splitting
- 7.7 Sorting
- 7.8 Formula

8 Drawing

- 8.1 Inserting Pictures/Files etc.,

9 Tools

- 9.1 Word Completion
- 9.2 Spell Checks
- 9.3 Macros
- 9.4 Mail merge

9.5 Templates

9.6 Creating contents for books

9.7 Creating Letter/Faxes

9.8 Creating Web pages

9.9 Using Wizards

9.10 Tracking Changes

9.11 Security

9.11.1 Digital Signature

10 Printing Documents

10.1 Printing Documents

Module 2: Math

1 Introduction

- a. Formula Editor Math
- b. Menus
- c. Toolbars
- d. Formula Shortcut Keys

2 Creating Formula

- a. Formula Selection
 - i. Operators (Unary/Binary Operators, Relations, Set Operations)
 - ii. Functions
 - iii. Attributes

- iv. Brackets
- v. Other Symbols
 - b. Formula in the command window
 - c. Individual Symbols
 - d. Inserting Formula into a context
 - e. Directly typing into other documents
 - f. Formatting formula & Formula reference table

Module 3: Calc

1 Introduction

- a. Spreadsheet & its Applications
- b. Opening spreadsheet
- c. Menus
 - i. Main menu
 - ii. Formula Editing
 - iii. Function
 - iv. Formatting
- d. Toolbars

- e. Using Icons
- f. Using help
- g. Shortcuts
- h. Spreadsheet types

2 Working with Spreadsheets

- a. Opening a File
- b. Saving Files
- c. Setting Margins
- d. Converting files to different formats
 - i. Importing
 - ii. Exporting Spreadsheets
 - iii. Sending files to others
- e. Spreadsheet addressing
 - i. Rows, Columns & Cells
 - ii. Referring cells and Selecting cells
- f. Entering and Deleting Data
 - i. Entering Data

- ii. Cut, Copy, paste
- iii. Undo, Redo
- iv. Filling continuous rows, columns
- v. Highlighting values
- vi. Find, Search & replace
- vii. Inserting Data
- viii. Insert cells, column, rows & sheets
- ix. Symbols
 - x. Data from external files
 - xi. Frames, ClipArt, Pictures, Files etc
 - xii. Inserting Functions

- xiii. Manual breaks
- g. Setting Formula
 - i. Finding total in a column or row
 - ii. Mathematical operations (Addition, Subtraction, Multiplication, Division, Exponentiation)
 - iii. Using other Formulas

3 Formatting Spreadsheets

- a. Labeling columns & rows
- b. Formatting – Cell, row, column & Sheet
- c. Category
 - i. Alignment
 - ii. Font, Border & shading
 - iii. Hiding/Locking Cells
- d. Anchoring objects
- e. Formatting layout for Graphics, Clipart etc.,
- f. Worksheet
 - i. Row & Column Headers
 - ii. Sheet Name
 - iii. Row Height, Column Width
 - iv. Visibility – Row, Column, Sheet

 - v. Security
 - vi. Sheet Formatting & style
 - vii. Sheet background, color etc
 - viii. Borders & shading

4 Working with sheets

- a. Sorting
- b. Filtering
- c. Validation
- d. Consolidation
- e. Subtotal

5 Creating Charts

- a. Drawing

6 Printing

7 Using Tools

- a. Error Checking
- b. Spell Checks
- c. Macros
- d. Formula Auditing
- e. Creating & using Templates
- f. Tracking Changes
- g. Security
- h. Customization

Module 4: Impress

1 Introduction

- a. Opening new Presentation
- b. Different presentation templates
- c. Setting backgrounds
- d. Selecting presentation layouts

2 Creating a presentation

- a. Setting presentation style
- b. Adding Text to the presentation

3 Formatting a presentation

- a. Adding style
- b. Color, gradient fills
- c. Arranging objects
- d. Adding Header & Footer
- e. Slide Background
- f. Slide layout

4 Adding Graphics to the presentation

- a. Inserting pictures, movies, tables, etc into the presentation
- b. Drawing Pictures using Draw

5 Adding effects to the presentation

- a. Setting Animation & transition effect

6 Printing Handouts

7 Generating standalone presentation viewer

Module 5: Draw

1 Introduction to Draw

- a. Opening, Saving of drawings
- b. Importing Exporting drawings

2 Drawing Objects

- a. Drawing Objects, Sectors & Segments
- b. Drawing Curves

c. Connecting lines

3 Editing Objects

- a. Inserting objects/graphics
- b. Cut, Paste, Copy
- c. Duplicating Objects
- d. Moving Objects
- e. Rotating Objects
- f. Selecting, Underlying objects
- g. Editing Curves
- h. Creating flowchart
- i. Combining Objects & Constructing Shapes
- j. Assembling 3D

4 Formatting Objects

- a. Setting line and fill style
- b. Setting arrow styles
- c. Shadowing objects
- d. Setting Transparency

- e. Setting text formatting, positioning, animation
- f. Dimensioning
- g. Connecting objects
- h. Aligning objects
- i. Setting grid, rules, scales
- j. Grouping objects
- k. Coloring & shading

5 Converting drawing objects

- a. Characters into objects
- b. Bitmaps into vector graphics
- c. 2D to polygons, curves
- d. 2D to 3D

Module 6: Base

1 Introduction

- a. Database concepts
- b. Tables
- c. Queries
- d. Forms

e. Reports

2 Opening & Saving database files

- a. Creating Tables
- b. Table Design
- c. Indexing
- d. Entering data
- e. Importing data

3 Creating Queries

- a. SQL statements
- b. Setting relationship
- c. Using wizards

4 Creating Forms

- a. GUI
- b. Form

5 Creating & printing reports



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