



Jadavpur University
Kolkata: 700032

Ref. No.: REC/N/067/2022

Date: 09-Mar-2022

CIRCULAR

It is notified for information of all concerned that the following course on Open Source Software (e-office) will be conducted by the Impact Centre of Jadavpur University for Non-Teaching office members (Office Assistant, Technical Assistant, Superintendent or equivalent) of the University.

- Name of the course : Open Office, Modulus equivalent to Ms-Word, Excel, Power point
- Duration : 5 days (3 hours a day from 2pm to 5 pm)
- Starting date : 18th April, 2022

Interested staff members of the University may submit the online Google form within the 31st March, 2022.

Google Form link: <https://forms.gle/E8Jm58MKj3o3NPsT8>

Participation in such courses will help in future Career of all participants.

Ram
9.3.22
Registrar

**** For any other information please contact with Mr. Raj Sekhar Nag, IMPACT Centre.**

Encl: The Course details

Libre Office Course for Officers/Clarical/Office Assistant employees of Jadavpur University.

Course designed and offered by IMPACT Centre, Jadavpur University

Highlights

Duration: - 5 Days. @ 3 Hrs a day . Total 15 Hrs.

✓ **Audience: - Who have already been using MS Office want to migrate to Libre Office suit.**

Pre requisites: - Participants attending this training should be familiar with the basic operations of any office package, such as simple calculations, formatting the document and printing etc.

Objective: - This Libre Office training program will empower the participants to be able to do the following:

- Performing complex calculations more efficiently, using calc Excel.
- Organizing and analyzing large volumes of data.
- Creating MIS reports.
- Writing complex formula/function(nested)
- Designing and using templates.
- Analyzing data using chart.
- Consolidating and managing data from multiple sources.
- Using data source as a different database
- Apply formatting to their documents.
- Work with columns and tables.
- Effectively use language features, such as spell check, thesaurus.
- Use mail merge for customizing standard letters.
- Using data source from different database for mail merge.
- Create simple as well as sophisticated presentations
- Create and use templates for consistency across presentations
- Format the presentations and templates for desired appearance
- Apply special effects in presentations
- Using rehearse timing to make the presentation for desire duration.

Contents:

LibreOffice.org General

- 1. LibreOffice.org**
 1. System Requirements
 2. Installation procedure of Libre Office
 3. Start of the programs
 - 4. Similarities between MS Office and LibreOffice.**
- 2. File management**

1. Create a new Document
2. Save a document
3. Open a document
4. Close an active document
5. Send document by email
6. Export to PDF
7. Importing from other documents

LibreOffice.org Writer

1. LibreOffice.org Writer

1. Writer interface
2. Text input
3. Advance find

2. Characters format

1. Font effects
2. Position
3. Background color

3. Paragraph formats

1. Paragraph
2. Alignment
3. Text flow
4. Drop cap

4. Bullets and Numbering

1. Applying Bullets and Numbering
2. Change the type of numbering
3. Applying numbering
4. Styles of numbering
5. Outline numbering
6. Restart numbering
7. Stop numbering and Indent

5. Working with Large Documents

1. Inserting Headers and Footers
2. Inserting Page numbers
3. Control Text Flow Between Text Boxes
4. Creating and modifying table of contents
5. Inserting section breaks
6. Adding bookmarks to existing document
7. Adding footnotes and endnotes
8. Inserting Columns
9. Adding Hyperlinks

6. Templates

1. Creating documents using templates
2. Creating documents using Wizard
3. Creating or modifying existing templates
4. Apply And Customize Document Themes

5. Create Custom Themes

7. Tbs and tables

1. Spacing
2. Tab setting
3. Tables
4. Delete column and lines
5. Column width
6. Alignment
7. Merge cells
8. Insert lines and columns
9. Borders
10. Repeat column heading in table
11. Calculate in a table
12. Number formats
13. Sort
14. table charts

7. Editing Tools

1. Using spell-check and grammar
2. Using thesaurus
3. Auto correct options
4. Auto text options for automating typing

8. Protecting and Share Documents

1. Track Changes as you Edit
2. Compare Document Changes
3. Merge Document Changes
4. Review Track Changes and Comments
5. Protecting documents with passwords
6. Changing or deleting passwords
7. Review Track Changes and Comments

LibreOffice.org Calc

1. LibreOffice.org Calc

1. LibreOffice.org Calc
2. Calc features
3. Calc Interface
4. Data types
5. Create formulas

2. Cell Reference

1. Relative
2. Mixed
3. Absolute
4. Circular
5. Understanding Mixed cell reference with some formulas.

3. Functions

1. Statistical functions
2. Time and date statistical
3. Text function
4. Math function
5. Information function
6. General & advance function (SUM, AVERAGE, MAX,MIN, LARGE & SMALL,SUMIF,SUMIFS,AVERAGEIF,AVERAGEIFS,COUNTIF,COUNTIFS,RANK)
7. Writing conditional expressions (using IF)
8. Using Nested IF and Limitations
9. Using logical functions (AND, OR, NOT)
10. Using lookup and reference functions (VLOOKUP, HLOOKUP, MATCH, INDEX)

4. Working with Range Names

1. Defining a range name
2. Defining the scope of a range name
3. Modifying/deleting the range name

5. Chart

1. Data Types
2. XY axis
3. Object properties

6. Data Validity

1. Specifying a valid range of values for a cell
2. Specifying a list of valid values for a cell
3. Specifying custom validity based on formula for a cell

7. Sorting and Filtering data

1. Sorting lists
2. Sorting data according to color
3. Different option of Sort
4. Using multiple-level sorting
5. Using custom sorting
6. Using simple Filter
7. Working with top/bottom records
8. Working with date filter
9. Using wild card in filter
10. Working with text filter
11. Understanding advance filter
12. Copying filter data into different location using
13. Extract unique record only

8. Working with template

1. Designing the structure of a template
2. Using templates for standardization of worksheets

9. Working with Report

1. Creating subtotals
2. Multiple-level subtotals
3. Creating Pivot Table
4. Formatting and customizing Pivot Table
5. Using advanced options of Pivot Table
6. Pivot charts
7. Using data consolidation feature to consolidate data

10. What-If analysis

1. Using goal seek
2. Using data tables
3. Creating and editing scenarios

11. Working with style and formatting

1. Cell Styles
2. Creating lists using Table
3. Formatting the structure of a list
4. Conditional Formatting
5. Working with different option of conditional formatting
6. Using formula/function in conditional formatting

12. Workbook Sharing and Auditing

1. Tracking changes
2. Merging workbooks
3. Tracing precedents and dependents
4. Tracing errors

Office.org Impress

1. LibreOffice.org Impress

1. Impress characteristics
2. Start Impress
3. Presentation Wizard

2. Drawing

1. Zoom
2. Lines
3. Rectangle
4. Freeform line filled
5. Polygon
6. Convert objects
7. Curves
8. Select objects
9. Copy objects
10. Delete objects

3. Area Fills

1. Color
2. Gradient
3. Hatching

4. Bitmaps
 5. Transfer settings
- 4. Images**
1. Insert images
 2. Filters
 3. Graphics mode
 4. Color
 5. Transparency
 6. Crop
 7. Gallery
 8. Glue points
 9. Size and position
 10. Rotate
 11. Alignment
- 5. Text**
1. Text to polygon
 2. Text boxes
 3. Using textboxes
 4. Using WordArt
 5. Line and Fill Color
 6. Using AutoShapes
 7. Applying 3-D effects to objects
 8. Object alignment and rotation
 9. Grouping and ungrouping
- 6. Slides**
1. Insert
 2. Clone
 3. Rename
 4. Delete slides
 5. Fondos
 6. Bullet & Numbering
 7. Background Colors
- 7. Format**
1. Character
 2. Paragraph
 3. Textbox format
- 8. Inserting Charts**
1. Inserting chart through PowerPoint
 2. Inserting chart through different data source
 3. Create linking to chart data.
 4. Giving different animation in chart.
- 9. Hyperlinks**
1. From text
 2. From images
 3. Bitmaps

4. OLE

10. Special effects

1. Applying preset animation/animation scheme for slides
2. Custom animations
3. Animation for individual block/place holder of slide

1. Slide transitions
2. Sound
3. Automatic Transitions
4. Rehearse timing for slides
5. Working with media files

11. Delivering Presentations

1. Using the action buttons
2. Delivering presentations using custom show
3. Delivering presentations after hiding slides

12. Applying/Creating design and template

1. Designing layout for templates
2. Creating custom color schemes
3. Saving custom design templates
4. Creating Slides Master and Title Master
5. Saving it as template
6. Applying existed template to a slide