



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

StarCalc (all versions)

Level 1 – New User (1 day)

- Welcome to Star Office
- What's new in StarOffice Calc?
- Overview of StarOffice features and capabilities
- Functional elements of the StarOffice screen (including the Star Calc navigator)
- Obtaining help
- Opening, closing, saving and searching for files
- Entering and editing data, (including notes, values and formula)
- Moving around the worksheet and selecting ranges
- Using formula and functions, (including SUM, COUNT & TODAY)
- Data Consolidation
- Applying formatting to numeric data and text labels
- Altering the worksheet appearance, (e.g. column widths and row heights)
- Creating and editing charts
- Introduction to printing
- Exchanging data between Cal and Microsoft Excel

Level 2 – Regular User (1 day)

- Working with named ranges and multiple worksheets
- When to use absolute, relative and mixed cell addressing
- Using zoom, freeze titles and split screen to change the display
- Hiding and protecting data, (including security considerations)
- Creating custom formats, (including conditional formatting)
- Using the Data Pilot
- Creating and saving custom charts, (including 'pictograms')
- Adding header and footer information to printed copies
- Setting up and using Custom Views to control what is seen or printed
- Overview of list handling, (including sorting and use of AutoFilters)

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StarCalc (all versions)

Level 3 – Advanced User (1 day)

- Review of good spreadsheet design concepts and techniques
 - Applying formula to textural data, (e.g. convert to uppercase)
 - Using logical functions and nested IF's to carry out complex tests
 - Using SUMIF and COUNTIF to selectively sum and count
 - Using dates within formula, (e.g. to calculate due date on an invoice)
 - Using data validation to control user input, (including drop-down lists)
 - Creating What-if? tables, (e.g. to compare loan repayments from 2 lenders)
 - Using the StarOffice Calc spreadsheet detective
 - Using statistical formula, (including frequency distributions and SD)
 - Using Lookup functions to find data values in a table
 - Using Scenarios to store multiple sets of figures and analyse outcomes
 - Working with Goal Seek and Solver to find solutions and optimise outcomes
 - Customising the Toolbars
 - Creating a keystroke macro and assigning to a button
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