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CEO & Founder

Dear Customer,

I have started NewFormat AB to provide your enterprise opportunities that come with ICT-solutions based on open standards and open document formats.

OpenOffice.org is the recognized de facto standard worldwide for alternative office software suites based on open source and open standards like the OpenDocument Format (ODF)

We train your co-workers for future-proof information access

## Course: Sun OpenOffice.org Calc Specialist

<b>Sun OpenOffice.org Calc Specialist</b>
<b>Course number:</b> OPO-1210
<b>Course type:</b> Classroom/Instructor-led
<b>Duration:</b> 1 day
<b>Course Price:</b> <a href="#">Contact NewFormat AB - Click here</a>
<p><b>Course Objectives – By the end of this course, you will be able to:</b></p> <ul style="list-style-type: none"> <li>- Explain the benefits of OpenOffice.org</li> <li>- Use OpenOffice.org Help</li> <li>- Use the Calc Menus and Toolbars</li> <li>- Create, Open and Save Spreadsheets</li> <li>- Open and Save Spreadsheets with Different Formats</li> <li>- Enter, Format, and Edit Numbers in Cells</li> <li>- Enter and Edit Basic Formulas and Functions into Calc</li> <li>- Leverage the Automatic Features of Calc</li> <li>- Create Charts in Calc</li> <li>- Modify Chart Formats and Styles</li> <li>- Manage Worksheets</li> <li>- Leverage Best Practises for Creating and Editing Spreadsheets</li> <li>- Modify the Layout of a Page</li> </ul>

We use course material from Oracle - the guarantor and driving force behind OpenOffice.org  
For more information – Click here: [ooo-training.openformat.se](http://ooo-training.openformat.se)

Order the document

"Successfully Adopting and Integrating the OpenDocument Format with Microsoft Office Document Formats" here:  
[Contact NewFormat AB](#)

**NewFormat takes your business to lower costs with open document formats.**

We do inventory and analysis of existing document templates and macros, in advance of migration to ODF & PDF/A. Oracle Open Office Enterprise Edition, OpenOffice.org, Oracle ODF Plugin for MS Office, Oracle Open Office Server PDF Converter, consulting services and training (instructor-led courses and/or self-paced studies with optional certification).

[www.newformat.se](http://www.newformat.se)

**ODF - OpenDocument Format OASIS Standard (ISO/IEC 26300)** is an XML-based open standard for file formats of office documents (spreadsheets, text documents, presentations, and databases,...). ODF is designed to be completely vendor, platform- and application neutral – the user is freed to choose his preferred ICT-solution from different vendors, without any need to change or adopt his own ICT-environment.

**PDF/A - Portable Document Format/Archive Standard (ISO 19005-1)** is a file format providing a mechanism for representing electronic documents in a manner that preserves their visual appearance over time, independent of the tools and systems used for creating, storing or rendering the files.

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