



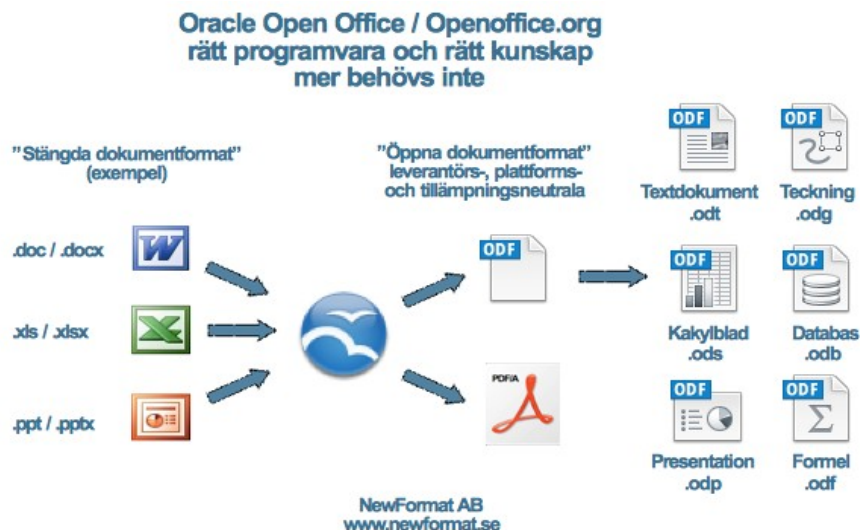
Kent Åberg, vd

Hej,

jag har startat NewFormat AB för att erbjuda er de IT-lösningar och möjligheter som kommer med övergången till öppna standarder och öppna dokumentformat.

Världen runt etableras Oracle Open Office / OpenOffice.org som de facto standard för kontorsprogramvara baserad på öppna standarder och öppna dokumentformat OpenDocument Format (ODF)

Vi utbildar era medarbetare för denna framtid



Vi använder kursmaterial ifrån Oracle/Sun Microsystems – garanten och drivkraften bakom OpenOffice.org  
Läs mer här: [ooo-utbildning.openformat.se](http://ooo-utbildning.openformat.se)

Sun OpenOffice.org Learning Path	Klassrum/Lärladd	Självstudie/Online
OpenOffice.org Writer/Calc/Impress Essentials	-	<a href="#">WPO-800/-810/-820/B-800</a>
OpenOffice.org for MS Office Users	<a href="#">OPO-1600</a>	-
OpenOffice.org Writer/Calc/Impress Specialist	<a href="#">OPO-1200/-1210/1220</a>	<a href="#">WPO-1200</a>
Certified OpenOffice.org Writer/Calc/Impress Specialist	-	<a href="#">CX-310-600/-610/-620</a>
Multiple Product Packages (kurs & certifieringsvoucher)	<a href="#">PK-OPO-IL1/-IL2/-IL3</a>	<a href="#">PK-OPO-WB1/2/3</a>
Makromigrering (för kunder med supportavtal)	Begär offert	-

Beställ dokumentet "ODF – Framgångsrik samexistens med dokumentformaten i Microsoft Office" här: <http://kontakt.newformat.se>

**NewFormat tar er verksamhet till lägre kostnader med de öppna dokumentformaten.**

Vi utför inventering/analys av befintliga dokumentmallar och macron inför migrering till ODF & PDF/A-1. Oracle Open Office Enterprise Edition, OpenOffice.org, Oracle ODF Plugin for MS Office, Oracle Open Office Server PDF Converter samt konsulttjänster och utbildning (lärladda kurser och/eller självstudier med efterföljande certifiering).

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

**ODF - OpenDocument Format OASIS Standard (ISO/IEC 26300)** är en XML-baserad öppen standard för filformat gällandes kontorsdokument såsom kalkylark, textdokument och presentationer. ODF är utformat för att vara helt leverantörs-, plattform- och tillämpningsneutralt - användaren ges frihet att välja mellan olika leverantörers IT-lösningar utan att behöva byta eller anpassa sin egen utrustning.

**PDF/A-1 - Portable Document Format/Archive Standard (ISO 19005-1)** är ett filformat som medger representation av elektroniska dokument på ett sätt som bevarar dokumentens visuella utseende över tid, oberoende av tillämpning och system som använts för att skapa, lagra och och tolka filernas innehåll.

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## Sun OpenOffice.org Learning Path

Oracle Open Office / OpenOffice.org har snabbt etablerats som defactostandard för kontorsprogramvara världen runt. Myndigheter, affärsverksamheter och enskilda personer använder idag Oracle Open Office / OpenOffice.org med de öppna dokumentformaten OpenDocument Format (ODF). Våra kurser ger den kunskap som behövs för att framgångsrikt införa och använda Oracle Open Office / OpenOffice.org.

Kurserna i OpenOffice.org 3.x behandlar tre av de ingående tillämpningarna: Writer, Calc och Impress. Kursen OpenOffice.org Essentials är avsedd för nya användare/noviser som har viss erfarenhet av kontorsprogramvara och som snabbt vill bli produktiva med OpenOffice.org. Kursen OpenOffice.org Specialist är avsedd för mer erfarna användare som behöver djupare kunskap än vad som omfattas av Essentials-kursen. OpenOffice.org Specialist leder fram till möjligheten för kursdeltagare att genomgå specialistcertifiering vilken är den första certifieringsnivån för OpenOffice.org.

Oracle Open Office Enterprise Edition är Oracles professionella version av OpenOffice.org, som omfattas av fulla leverantörs- och produktgarantier samt juridiskt skydd från Oracle. OBS!

För online kurser gäller att kursmaterialet finns tillgängligt under en viss tidsperiod (tidsperiodens längd meddelas i samband med kursbekräftelse).

Angivna priser gäller per kursdeltagare. För lärarledda kurser gäller angivet kurspris schemalagd kurs i kursort Stockholm. Begär offert angående kurs levererad på annan ort och/eller i kunds egna lokaler.

Alla priser angivna utan MOMS. I förbehåll oss rätten att när som helst och utan förvarning ändra våra priser.

### Förklaring av kurssteg:

A = Kurssteg för den som vill lära sig OpenOffice.org Writer utan tidigare erfarenhet

B = Kurssteg för den som vill lära sig OpenOffice.org Calc utan tidigare erfarenhet

C = Kurssteg för den som vill lära sig OpenOffice.org Impress utan tidigare erfarenhet

### Nummerangivelse i kursstegen

Nummer, siffrorna 1 och 2, indikerar den ordning som kurserna bör tas.

Kurser som har samma nummer kan tas i valfri ordning, utan krav på att alla angivna kurser tas.

A	B	C	Kurstitel	Beskrivning	Klassrum (lärarledd kurs) kursnr	Självstudiekurs kursnr
<b>Writer</b>	<b>Writer</b>	<b>Writer</b>	<b>Writer</b>	<b>Writer</b>	<b>Writer</b>	<b>Writer</b>
Valfri			Sun OpenOffice.org for Microsoft Office Users	Kursen fokuserar på skillnaderna mellan OpenOffice.org och MS Office, samt beskriver den funktionalitet som utmärker OpenOffice.org. Kursdeltagare lär sig skapa textdokument, kalkylark och presentationer.	<a href="#">OPO-1600</a>	
1			Sun OpenOffice.org Writer Essentials	Denna självstudie-kurs omfattar hantering av dokument, text- och stycke-formatering, hantering av tabeller och objekt.		Online <a href="#">WPO-800</a>
2			Sun OpenOffice.org Writer Specialist	Denna kurs går igenom hur man skapar, sparar, och	<a href="#">OPO-1200</a>	Online <a href="#">WPO-1200</a>

				redigerar dokument samt redigering av textstycken med hjälp av stilmallar och hantering av tabeller, bilder och större dokument.		
EXAM			Sun Certified OpenOffice.org Writer Specialist	Certifieringsexamen		Exam <a href="#">CX-310-600</a>
<b>Calc</b>	<b>Calc</b>	<b>Calc</b>	<b>Calc</b>	<b>Calc</b>	<b>Calc</b>	<b>Calc</b>
	Valfri		Sun OpenOffice.org for Microsoft Office Users	The course focuses on differences between the various Office suites and explains key OpenOffice.org functionality which will allow student to efficiently create text documents, spreadsheets, and presentations.	<a href="#">OPO-1600</a>	
	1		Sun OpenOffice.org Calc Essentials	Students taking the Sun OpenOffice.org Calc Essentials eLearning course will learn the fundamental features of Calc, including how to navigate within Calc, enter and edit data, create formulas and calculations, insert chart objects, and print spreadsheets.		Online <a href="#">WPO-810</a>
	2		Sun OpenOffice.org Calc Specialist	Creating, opening, saving, and viewing spreadsheets, working with columns, rows, and sheets, entering and editing data, using functions and creating formulas and creating charts.	<a href="#">OPO-1210</a>	Online <a href="#">WPO-1210</a>
	EXAM		Sun Certified OpenOffice.org Calc Specialist	Certification Exam		Exam <a href="#">CX-310-610</a>
<b>Impress</b>	<b>Impress</b>	<b>Impress</b>	<b>Impress</b>	<b>Impress</b>	<b>Impress</b>	<b>Impress</b>
		Tillval	Sun OpenOffice.org for Microsoft Office Users	The course focuses on differences between the various Office suites and explains key OpenOffice.org functionality which will allow student to efficiently create text documents, spreadsheets, and presentations.	<a href="#">OPO-1600</a>	
		1	Sun OpenOffice.org Impress	Students taking the Sun		Online

			Essentials	OpenOffice.org Impress Essentials eLearning course will learn how to create professional presentations, format slides, design master slides, use pictures and graphics in presentations, create slide shows, and print presentations.		<a href="#">WPO-820</a>
		2	Sun OpenOffice.org Impress Specialist	Creating, opening, saving, and viewing presentations, working with presentations, formatting text and paragraphs, working with pictures, graphics, tables, spreadsheets, and charts.	<a href="#">OPO-1220</a>	Online <a href="#">WPO-1220</a>
		EXAM	Sun Certified OpenOffice.org Impress Specialist	Certification Exam		Certifications <a href="#">CX-310-620</a>
Multiple Product Packages	Multiple Product Packages	Multiple Product Packages	Multiple Product Packages	Multiple Product Packages	Multiple Product Packages	Multiple Product Packages
2			Sun OpenOffice.org Writer Specialist Certification Package: Classroom Edition	Save up to 15% with this all-inclusive OpenOffice.org value package. You get classroom training, and a voucher to take the certification exam.		Multiple Product Packages <a href="#">PK-OPO-IL1</a> Multiple Product Packages <a href="#">PK-OPO-WB1</a>
	2		Sun OpenOffice.org Calc Specialist Certification Package: Classroom Edition	Save up to 15% with this all-inclusive OpenOffice.org value package. You get classroom training, and a voucher to take the certification exam.		Multiple Product Packages <a href="#">PK-OPO-IL2</a>
		2	Sun OpenOffice.org Impress Specialist Certification Package: Classroom Edition	Save up to 15% with this all-inclusive OpenOffice.org value package. You get classroom training, and a voucher to take the certification exam.		Multiple Product Packages <a href="#">PK-OPO-IL3</a>
1	1	1	Sun OpenOffice.org Essentials Bundle: Online Edition	This all-inclusive online bundle includes WPO-800, WPO-810 and WPO-820.		Online <a href="#">WPOB-800</a>

I. Self-paced Training, Online	Sun OpenOffice.org Writer Essentials Online-Learning Edition	Sun OpenOffice.org Calc Essentials Online-Learning Edition	Sun OpenOffice.org Impress Essential – Online-Learning Edition	Sun OpenOffice.org Essential Bundle: Online-Learning Edition
<b>Course Number</b>	WPO-800	WPO-810	WPO-820	WPOB-800
<b>Course Duration</b>	4 hours	4 hours	4 hours	12 hours
<b>Type of Course</b>	Self-paced/Online	Self-paced/Online	Self-paced/Online	Self-paced/Online
<b>Description</b>	Students taking the Sun OpenOffice.org Writer Essentials eLearning course learn the fundamental tasks needed to start using OpenOffice.org Writer quickly. Students learn how to work with documents, text formatting and paragraphs, and inserting tables and objects all in a self-paced online environment. Hands-on exercises also help ensure students have the skills to be productive with the fundamentals of OpenOffice.org.	Students taking the Sun OpenOffice.org Calc Essentials eLearning course will learn the fundamental features of Calc, including how to navigate within Calc, enter and edit data, create formulas and calculations, insert chart objects, and print spreadsheets. Students will also learn to group and filter data, and use ranges, headers and footers all in a self-paced online environment. Hands-on exercises also help ensure students gain the skills to be productive with the fundamentals of OpenOffice.org.	Students taking the Sun OpenOffice.org Impress Essentials eLearning course learn the fundamental tasks to start using OpenOffice.org Impress quickly. Students learn how to create professional presentations, how to format slides, design master slides, use pictures and graphics in presentations, create slide shows, and print presentations. Hands-on exercises also help ensure students have the fundamental skills they need to be productive with OpenOffice.org.	Students taking the Sun OpenOffice.org Essentials package learn the fundamental tasks to start using OpenOffice.org Writer, Calc, and Impress quickly. Students learn how to work with documents, text formatting and paragraphs, and inserting tables and objects. Students also learn how to navigate within Calc, enter and edit data, create formulas and calculations, insert chart objects, print spreadsheets, group and filter data, and use ranges, headers and footers. They also learn how to create professional presentations, format slides, design master slides, use pictures and graphics in presentations, create slide shows, and print presentations all in a self-paced online environment. Hands-on exercises also help ensure students have the fundamental skills to be productive with OpenOffice.org.
<b>Language</b>	English	English	English	English
<b>Who Can Benefit</b>	Beginning OpenOffice Writer Users	Beginning OpenOffice.org Calc Users	Beginning OpenOffice.org Impress Users	Beginning OpenOffice.org Writer, Calc, and Impress Users
<b>Prerequisites</b>	This course is intended for students new to OpenOffice.org who are looking to learn the fundamental skills for Writer with the following prerequisite skills: <ul style="list-style-type: none"> <li>• Basic computer literacy</li> </ul>	This course is intended for students new to OpenOffice.org who are looking to learn the basic fundamentals of Calc with the following prerequisite skills: <ul style="list-style-type: none"> <li>• Basic computer literacy</li> </ul>	This course is intended for students new to OpenOffice.org who are looking to learn the basic fundamentals of Impress with the following prerequisite skills: <ul style="list-style-type: none"> <li>• Basic computer literacy</li> </ul>	This course is intended for students new to OpenOffice.org who are looking to learn the basic fundamentals of Writer, Calc, and Impress with the following prerequisite skills: <ul style="list-style-type: none"> <li>• Basic computer literacy</li> </ul>
<b>Skills gained</b>	By the end of this course, you will be able to: <ul style="list-style-type: none"> <li>• Explain the benefits of OpenOffice.org</li> <li>• Use OpenOffice.org Help</li> <li>• Use the Writer menus and toolbars</li> <li>• Create, open and save documents</li> <li>• Open and save documents with different formats</li> </ul>	By the end of this course, you will be able to: <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>• Enter, format and edit numbers in cells</li> </ul>	By the end of this course, you will be able to: <ul style="list-style-type: none"> <li>• Explain the benefits of OpenOffice.org</li> <li>• Use OpenOffice.org Help</li> <li>• Use the Impress menus and toolbars</li> <li>• Create, open and save presentations</li> <li>• Open and save presentations with different</li> </ul>	See WPO-800, WPO-810, WPO-820

	<ul style="list-style-type: none"> <li>• Create, format and edit text and paragraphs</li> <li>• Change page orientation and page layout</li> <li>• Leverage the automatic features of Writer</li> <li>• Create tables and graphics in Writer</li> <li>• Leverage best practices for creating and editing documents</li> </ul>	<ul style="list-style-type: none"> <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 the layout of a page</li> </ul>	<ul style="list-style-type: none"> <li>formats</li> <li>• Enter, format and edit presentation content (text, pictures, etc.)</li> <li>• Work with various presentation views</li> <li>• Apply layouts, designs, and backgrounds to presentations</li> <li>• Modify presentation formats</li> <li>• Create charts</li> <li>• Insert and manipulate graphics</li> <li>• Leverage the automatic features of Impress</li> <li>• Leverage best practices for creating and editing presentations</li> <li>• Prepare presentations for printing</li> </ul>	
<b>Related Courses</b>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Calc Essentials (WPO-810)</li> <li>• Sun OpenOffice.org Impress Essentials (WPO-820)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Essentials (WPO-800)</li> <li>• Sun OpenOffice.org Impress Essentials (WPO-820)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Essentials (WPO-800)</li> <li>• Sun OpenOffice.org Calc Essentials (WPO-810)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Essentials (WPO-800)</li> <li>• Sun OpenOffice.org Calc Essentials (WPO-810)</li> <li>• Sun OpenOffice.org Impress Essentials (WPO-820)</li> </ul>
<b>Kursinnehåll</b>				
• Module 1	Introduction to OpenOffice.org	Introduction to OpenOffice.org	Introduction to OpenOffice.org	See WPO-800, WPO-810, WPO-820
• Module 2	Creating, opening, saving, and viewing documents	Creating, opening, saving, and viewing spreadsheets	Creating, opening, saving, and viewing presentations	See WPO-800, WPO-810, WPO-820
• Module 3	Working with text	Navigating within spreadsheets	Navigating in Impress	See WPO-800, WPO-810, WPO-820
• Module 4	Formatting text	Selecting cells, columns, rows, and sheets	Working with presentations	See WPO-800, WPO-810, WPO-820
• Module 5	Working with and formatting paragraphs	Working with columns, rows, sheets	Slide masters and templates	See WPO-800, WPO-810, WPO-820
• Module 6	Applying styles	Entering and editing data	Working with text	See WPO-800, WPO-810, WPO-820
• Module 7	Working with tables	Formatting data	Formatting text and paragraphs	See WPO-800, WPO-810, WPO-820
• Module 8	Working with pictures	Using functions and creating formulas	Working with pictures and graphics	See WPO-800, WPO-810, WPO-820
• Module 9	Working with pages	Creating charts	Working with tables, spreadsheets, and charts	See WPO-800, WPO-810, WPO-820
• Module 10	Preparing a document for printing	Viewing and printing	Viewing, slideshows, printing	See WPO-800, WPO-810, WPO-820
<b>Pris</b>	<a href="http://ooo-utbildning.openformat.se">För kurspris se - http://ooo-utbildning.openformat.se</a>			

II. Self-paced Training, Online	Sun OpenOffice.org Writer Specialist Online-Learning Edition	Sun OpenOffice.org Calc Specialist Online-Learning Edition	Sun OpenOffice.org Impress Specialist – Online-Learning Edition	Sun OpenOffice.org Specialist Bundle: Online-Learning Edition
<b>Course Number</b>	WPO-1200	WPO-1210	WPO-1220	WPOB-1200
<b>Course Duration</b>	7 hours	7 hours	7 hours	21 hours
<b>Type of Course</b>	Self-paced/Online	Self-paced/Online	Self-paced/Online	Self-paced/Online
<b>Description</b>	Students taking the Sun OpenOffice.org Writer Specialist eLearning course learn how to work with documents, text formatting and styles, creating and using templates, and inserting tables and objects all in a self-paced online environment. The online course also covers moderately advanced topics like using master documents, fields, and outlining to efficiently master your text processing needs. Hands-on exercises also help ensure you have the skills you need to be productive with OpenOffice.org.	Students taking the Sun OpenOffice.org Calc Specialist eLearning course learn how to enter data, create formulas and calculations, and insert chart objects to create and print spreadsheets all in a self-paced online environment. The online course also covers moderately advanced topics like how to group and filter data, and use ranges, headers and footers. Hands-on-exercises also help to ensure you have the skills you need to be productive with OpenOffice.org	Students taking the Sun OpenOffice.org Impress Specialist eLearning course learn how to apply formatting and styles, design master slides, and create animations and slide transitions. The online course also covers moderately advanced topics on how to build professional presentations. Hands-on-exercises also help to ensure you have the skills you need to be productive with OpenOffice.org	Students taking the Sun OpenOffice.org Specialist eLearning course learn advanced tasks to start using OpenOffice.org Writer, Calc, and Impress quickly. See WPO-1200, WPO-1210, WPO-1220 Hands-on exercises also help ensure students have the fundamental skills to be productive with OpenOffice.org.
<b>Language</b>	English	English	English	English
<b>Who Can Benefit</b>	OpenOffice Writer New Users	OpenOffice.org Calc New Users	OpenOffice.org Impress New Users	OpenOffice.org Writer, Calc, and Impress New Users
<b>Prerequisites</b>	This course is intended for students new to Writer with the following prerequisite skills: • Basic computer literacy	This course is intended for students new to Calc with the following prerequisite skills: • Basic computer literacy	This course is intended for students new to Calc with the following prerequisite skills: • Basic computer literacy	This course is intended for students new to Writer, Calc, Impress with the following prerequisite skills: • Basic computer literacy
<b>Skills gained</b>	By the end of this course, you will be able to: • Explain the benefits of OpenOffice.org • Use OpenOffice.org Help • Use the Writer menus and toolbars • Create, open and save documents • Open and save documents with different formats • Create, format and edit text and paragraphs • Leverage the automatic features of Writer • Create tables and graphics in Writer • Use paragraph and character styles • Leverage best practices for creating and editing	By the end of this course, you will be able to: • Explain the benefits of OpenOffice.org • Use OpenOffice.org Help • Use the Calc menus and toolbars • Create, open and save spreadsheets • Open and save spreadsheets with different formats • Enter, format and edit numbers in cells • Leverage the automatic features of Calc • Create charts in Calc • Modify chart formats and styles • Manage worksheets	By the end of this course, you will be able to: • Explain the benefits of OpenOffice.org • Use OpenOffice.org Help • Use the Impress menus and toolbars • Create, open and save presentations • Open and save presentations with different formats • Enter, format and edit presentation content (text, pictures, etc.) • Work with various presentation views • Apply layouts, designs, and backgrounds to presentations	See WPO-1200, WPO-1210, WPO-1220

	<p>documents</p> <ul style="list-style-type: none"> <li>• Modify the layout of a page</li> </ul>	<ul style="list-style-type: none"> <li>• Leverage best practices for creating and editing spreadsheets</li> <li>• Modify the layout of a page</li> </ul>	<ul style="list-style-type: none"> <li>• Modify presentation formats and styles</li> <li>• Create and insert data and organizational charts</li> <li>• Insert and manipulate graphics</li> <li>• Leverage the automatic features of Impress</li> <li>• Leverage best practices for creating and editing presentations</li> <li>• Prepare presentations for delivery, printing, or export</li> </ul>	
<b>Related Courses</b>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Calc Specialist (WPO-1210)</li> <li>• Sun OpenOffice.org Impress Specialis (WPO-1220)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Specialist (WPO-1200)</li> <li>• Sun OpenOffice.org Impress Specialis (WPO-1220)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Specialist (WPO-1200)</li> <li>• Sun OpenOffice.org Calc Specialist (WPO-1210)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Specialist (WPO-1200)</li> <li>• Sun OpenOffice.org Calc Specialist (WPO-1210)</li> <li>• Sun OpenOffice.org Impress Specialist (WPO-1220)</li> </ul>
<b>Kursinnehåll</b>				
• Module 1	Introduction to OpenOffice.org	Introduction to OpenOffice.org	Introduction to OpenOffice.org	See WPO-1200, WPO-1210, WPO-1220
• Module 2	Creating, opening, saving, and viewing documents	Creating, opening, saving, and viewing spreadsheets	Creating, opening, saving, and viewing presentations	See WPO-1200, WPO-1210, WPO-1220
• Module 3	Working with text	Navigating within spreadsheets	Navigating in Impress	See WPO-1200, WPO-1210, WPO-1220
• Module 4	Formatting text	Selecting cells, columns, rows, and sheets	Working with presentations	See WPO-1200, WPO-1210, WPO-1220
• Module 5	Working with and formatting paragraphs	Working with columns, rows, sheets	Slide masters and templates	See WPO-1200, WPO-1210, WPO-1220
• Module 6	Applying styles	Entering and editing data	Working with text	See WPO-1200, WPO-1210, WPO-1220
• Module 7	Working with tables	Formatting data	Formatting text and paragraphs	See WPO-1200, WPO-1210, WPO-1220
• Module 8	Working with pictures	Using functions and creating formulas	Working with pictures and graphics	See WPO-1200, WPO-1210, WPO-1220
• Module 9	Working with pages	Creating charts	Working with tables, spreadsheets, and charts	See WPO-1200, WPO-1210, WPO-1220
• Module 10	Preparing a document for printing	Viewing and printing	Viewing, slideshows, printing	See WPO-1200, WPO-1210, WPO-1220
<b>Pris</b>	<a href="http://ooo-utbildning.openformat.se">För pris se - http://ooo-utbildning.openformat.se</a>			

III Instructor-Led Training, Classroom	Sun OpenOffice.org for Microsoft Office Users	Sun OpenOffice.org Writer Specialist	Sun OpenOffice.org Calc Specialist	Sun OpenOffice.org Impress Specialist
<b>Course Number</b>	OPO-1600	OPO-1200	OPO-1210	OPO-1220
<b>Course Duration</b>	1 day	1 day	1 day	1 day
<b>Type of Course</b>	Instructor Led Training / Class room	Instructor Led Training / Class room	Instructor Led Training / Class room	Instructor Led Training / Class room
<b>Description</b>	Microsoft Office users moving to OpenOffice.org will quickly become productive using the number one Open Source Office productivity suite. The course focuses on differences between the various Office suites and explains key OpenOffice.org functionality which will allow student to efficiently create text documents, spreadsheets, and presentations. Microsoft Office users moving to OpenOffice.org will quickly become productive using the number one Open Source Office productivity suite. The course focuses on differences between the various Office suites and explains key OpenOffice.org functionality which will allow student to efficiently create text documents, spreadsheets, and presentations.	Students taking the Sun OpenOffice.org Writer Specialist classroom course will gain the basic skills to create a wide range of standardized business documents. Using a variety of interactive demos and practice activities, the student learns how to work with documents and text, how to use formatting and styles, how to create and use templates, and how to insert tables and objects. The course also covers moderately advanced topics like using master documents, fields, and outlining to efficiently master your text processing needs. The course addresses the OpenOffice.org Specialist skill set. The OpenOffice.org Specialist course is for individuals who use the OpenOffice.org productivity software. Certification candidates must pass one of the Sun OpenOffice.org Certification exams in order to earn their Specialist Certification	Students taking the Sun OpenOffice.org Calc Specialist classroom course will gain the basic skills to enter data, create formulas and calculations, and insert chart objects to create and print spreadsheets. Using a variety of interactive demos and practice activities, the student learns how to group and filter data, and use ranges, headers and footers, and other moderately advanced topics. The course addresses the OpenOffice.org Specialist skill set. The OpenOffice.org Specialist course is for individuals who use the OpenOffice.org productivity software. Certification candidates must pass one of the Sun OpenOffice.org Certification exams in order to earn their Specialist Certification.	Students taking the Sun OpenOffice.org Impress Specialist classroom course will gain the basic skills to learn how to apply formatting and styles, design master slides, and create animations and slide transitions to build professional presentations. The course addresses the OpenOffice.org Specialist skill set. The OpenOffice.org Specialist course is for individuals who use the OpenOffice.org productivity software. Certification candidates must pass one of the Sun OpenOffice.org Certification exams in order to earn their Specialist Certification.
<b>Who Can Benefit</b>	Microsoft Office end users who have migrated or are consider moving to OpenOffice.org. Business professionals evaluating OpenOffice.org as an alternative to Microsoft Office	OpenOffice.org Writer New Users	OpenOffice.org Calc New Users	OpenOffice.org Impress New Users
<b>Prerequisites</b>	To succeed fully in this course, students should have: <ul style="list-style-type: none"> <li>• Familiarity with the Microsoft Office XP or 2003 products: Word, Excel, and PowerPoint</li> </ul>	This course is intended for students new to Writer with the following prerequisite skills: <ul style="list-style-type: none"> <li>• Basic computer literacy</li> </ul>	This course is intended for students new to Calc with the following prerequisite skills: <ul style="list-style-type: none"> <li>• Basic computer literacy</li> </ul>	This course is intended for students new to Impress with the following prerequisite skills: <ul style="list-style-type: none"> <li>• Basic computer literacy</li> </ul>
<b>Skills gained</b>	Upon completion of this course, students should be able to: <ul style="list-style-type: none"> <li>• Explain the benefits of OpenOffice.org</li> <li>• Use OpenOffice.org Help</li> <li>• Open Microsoft Office documents with OpenOffice.org</li> <li>• Convert Microsoft Office documents to OpenOffice.org documents</li> </ul>	By the end of this course, you will be able to: <ul style="list-style-type: none"> <li>• Explain the benefits of OpenOffice.org</li> <li>• Use OpenOffice.org Help</li> <li>• Use the Writer menus and toolbars</li> <li>• Create, open and save documents</li> <li>• Open and save documents with different formats</li> <li>• Create, format and edit text and paragraphs</li> </ul>	By the end of this course, you will be able to: <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> </ul>	By the end of this course, you will be able to: <ul style="list-style-type: none"> <li>• Explain the benefits of OpenOffice.org</li> <li>• Use OpenOffice.org Help</li> <li>• Use the Impress menus and toolbars</li> <li>• Create, open and save presentations</li> <li>• Open and save presentations with different formats</li> <li>• Enter, format and edit presentation content (text,</li> </ul>

	<ul style="list-style-type: none"> <li>• Save OpenOffice.org documents as Microsoft Office documents</li> <li>• Understand the differences and similarities between Microsoft Office and OpenOffice.org</li> <li>• Use the Writer application to create, format and edit text documents</li> <li>• Use the Calc application to create spreadsheets</li> <li>• Use the Impress application to create presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Leverage the automatic features of Writer</li> <li>• Create tables and graphics in Writer</li> <li>• Use paragraph and character styles</li> <li>• Leverage best practices for creating and editing documents</li> <li>• Modify the layout of a page</li> </ul>	<ul style="list-style-type: none"> <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 practices for creating and editing spreadsheets</li> <li>• Modify the layout of a page</li> </ul>	<ul style="list-style-type: none"> <li>pictures, etc.)</li> <li>• Work with various presentation views</li> <li>• Apply layouts, designs, and backgrounds to presentations</li> <li>• Modify presentation formats and styles</li> <li>• Create and insert data and organizational charts</li> <li>• Insert and manipulate graphics</li> <li>• Leverage the automatic features of Impress</li> <li>• Leverage best practices for creating and editing presentations</li> <li>• Prepare presentations for delivery, printing, or export</li> </ul>
<b>Related Courses</b>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Specialist (OPO-1200)</li> <li>• Sun OpenOffice.org Calc Specialist (OPO-1210)</li> <li>• Sun OpenOffice.org Impress Specialist (OPO-1220)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Calc Specialist (OPO-1210)</li> <li>• Sun OpenOffice.org Impress Specialist (OPO-1220)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Specialist (OPO-1200)</li> <li>• Sun OpenOffice.org Impress Specialist (OPO-1220)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Specialist (OPO-1200)</li> <li>• Sun OpenOffice.org Calc Specialist (OPO-1210)</li> </ul>
<b>Kursinnehåll</b>				
• Module 1	Introduction to OpenOffice.org	Introduction to OpenOffice.org	Introduction to OpenOffice.org	Introduction to OpenOffice.org
• Module 2	Word Processing with OpenOffice.org Writer	Creating, opening, saving, and viewing documents	Creating, opening, saving, and viewing spreadsheets	Navigating in Impress
• Module 3	Spreadsheets with OpenOffice.org Calc	Working with text	Navigating within spreadsheets	Working with presentations
• Module 4	Presentations with OpenOffice.org Impress	Formatting text	Selecting cells, columns, rows, and sheets	Working with text
• Module 5		Working and formatting paragraphs	Working with columns, rows, sheets	Formatting text and paragraphs
• Module 6		Applying styles	Entering and editing data	Working with pictures and graphics
• Module 7		Working with tables	Formatting data	Working with tables, spreadsheets, and charts
• Module 8		Working with pictures	Using functions and creating formulas	Viewing, slideshows, printing
• Module 9		Working with documents	Creating charts	
• Module 10			Viewing and printing	
<b>Pris</b>	<b>För pris se - <a href="http://ooo-utbildning.openformat.se">http://ooo-utbildning.openformat.se</a></b>			

IV. Certification Exam	-	Sun Certified OpenOffice.org Writer Specialist	Sun Certified OpenOffice.org Calc Specialist	Sun Certified OpenOffice.org Impress Specialist
Course Number	-	CX-310-600	CX-310-610	CX-310-620
Description	-	The Sun Certified OpenOffice.org Writer Specialist certification exam provides an ideal entry into using the Writer component of the OpenOffice.org 3.1 Office Productivity Suite effectively. This worldwide credential validates basic and moderately advanced knowledge of text processing functionality. Candidates for this exam include: entry level Office users, users migrating from other Office productivity suites, and professionals using moderately advanced Office productivity features.	The Sun Certified OpenOffice.org Calc Specialist certification exam enables you to certify your desktop productivity skills in the OpenOffice.org 3.1 Calc application. This worldwide credential validates your knowledge of entering data, labels and formulas to create and print spreadsheets. You will also learn to copy and move data, and use ranges, headers and footers. Take this exam if you are: an entry level OpenOffice.org user, migrating from other Office productivity suites, or a moderately advanced OpenOffice.org productivity user. This is the only Sun approved certification for OpenOffice.org.	The Sun Certified OpenOffice.org Impress Specialist certification exam enables you to certify your desktop productivity skills in the OpenOffice.org 3.1 Impress application. This worldwide credential validates your knowledge of basic skills using OpenOffice.org Impress. Take this exam if you are: an entry level OpenOffice.org user, migrating from other Office productivity suites, or a moderately advanced OpenOffice.org productivity user. This is the only Sun approved certification for OpenOffice.org.
Skills gained	-	<p>This certification validates your skills in:</p> <ul style="list-style-type: none"> <li>• Demonstrate basic functions of OpenOffice.org Writer</li> <li>• Customize text documents</li> <li>• Enhance text documents</li> <li>• Demonstrate how to work with objects</li> </ul>	<p>This certification validates your skills in:</p> <p>Usage of the Calc menus and toolbars</p> <ul style="list-style-type: none"> <li>• Creating, opening, saving, and exporting spreadsheets</li> <li>• Opening and saving spreadsheets with different formats</li> <li>• Entering and showing notes in cells</li> <li>• Entering and editing basic formulas and functions into Calc</li> <li>• Leverage the automatic features of Calc</li> <li>• Grouping and filtering data</li> <li>• Recording and managing spreadsheet changes</li> <li>• Creating and modifying charts</li> <li>• Managing worksheets</li> <li>• Previewing and printing spreadsheets</li> </ul>	<p>This certification validates your skills in:</p> <ul style="list-style-type: none"> <li>• Demonstrate basic functions of OpenOffice.org Impress</li> <li>• Be able to customize a presentation</li> <li>• Demonstrate how to enhance a presentation</li> </ul>
Details	-	Exams purchased on the Web site may only be used in the US. If you reside outside the US please inquire about products delivered in your country. Once exam vouchers are purchased you have up to one year from	Exams purchased on the Web site may only be used in the US. If you reside outside the US please inquire about products delivered in your country. Once exam vouchers are purchased you have up to one year from	Exams purchased on the Web site may only be used in the US. If you reside outside the US please inquire about products delivered in your country. Once exam vouchers are purchased you have up to one year from

		<p>the date of purchase to use it. Each voucher is valid for one exam and may only be used at an Authorized Prometric Testing Center in the country for which it was purchased. Please be aware that exam vouchers are nonrefundable for any reason.</p> <p>Delivered at: Authorized Testing Center</p> <ul style="list-style-type: none"> <li>• Prerequisites: None</li> <li>• Other exams/assignments required for this certification: None</li> <li>• Exam type: Certification</li> <li>• Number of questions: 60</li> <li>• Pass score: 65%</li> <li>• Time limit: 60 minutes</li> </ul>	<p>the date of purchase to use it. Each voucher is valid for one exam and may only be used at an Authorized Prometric Testing Center in the country for which it was purchased. Please be aware that exam vouchers are nonrefundable for any reason.</p> <p>Delivered at: Authorized Testing Center</p> <ul style="list-style-type: none"> <li>• Prerequisites: None</li> <li>• Other exams/assignments required for this certification: None</li> <li>• Exam type: Certification</li> <li>• Number of questions: 60</li> <li>• Pass score: 65%</li> <li>• Time limit: 60 minutes</li> </ul>	<p>the date of purchase to use it. Each voucher is valid for one exam and may only be used at an Authorized Prometric Testing Center in the country for which it was purchased. Please be aware that exam vouchers are nonrefundable for any reason.</p> <p>Delivered at: Authorized Testing Center</p> <ul style="list-style-type: none"> <li>• Prerequisites: None</li> <li>• Other exams/assignments required for this certification: None</li> <li>• Exam type: Certification</li> <li>• Number of questions: 60</li> <li>• Pass score: 65%</li> <li>• Time limit: 60 minutes</li> </ul>
Pris	-	<a href="http://ooo-utbildning.openformat.se">För pris se - http://ooo-utbildning.openformat.se</a>		

V. Multiproduct Package Instructor-Led Training (ILT) /Class room	Sun OpenOffice.org Writer Specialist Package	Sun OpenOffice.org Calc Specialist Package	Sun OpenOffice.org Impress Specialist Package
<b>Course Number</b>	<b>PK-OPO-IL1</b>	<b>PK-OPO-IL2</b>	<b>PK-OPO-IL3</b>
<b>Description</b>	This Certification Success Package is for those who want to begin learning OpenOffice.org Writer and then demonstrate proficiency by becoming a Sun Certified OpenOffice.org Writer Specialist. The package includes Sun Authorized courseware delivered in a classroom and a voucher for the actual certification exam.	This Certification Success Package is for those who want to begin learning OpenOffice.org Calc and then demonstrate proficiency by becoming a Sun Certified OpenOffice.org Calc Specialist. The package includes Sun Authorized courseware delivered in a classroom and a voucher for the actual certification exam.	This Certification Success Package is for those who want to begin learning OpenOffice.org Impress and then demonstrate proficiency by becoming a Sun Certified OpenOffice.org Impress Specialist. The package includes Sun Authorized courseware delivered in a classroom and a voucher for the actual certification exam.
<b>Components</b>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Specialist (OPO-1200)</li> <li>• Sun Certified OpenOffice.org Writer Specialist (CX-310-600)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Calc Specialist (OPO-1210)</li> <li>• Sun Certified OpenOffice.org Calc Specialist (CX-310-610)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Impress Specialist (OPO-1220)</li> <li>• Sun Certified OpenOffice.org Impress Specialist (CX-310-620)</li> </ul>
<b>Skills gained</b>	See <ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Specialist (OPO-1200)</li> <li>• Sun Certified OpenOffice.org Writer Specialist (CX-310-600)</li> </ul>	See <ul style="list-style-type: none"> <li>• Sun OpenOffice.org Calc Specialist (OPO-1210)</li> <li>• Sun Certified OpenOffice.org Calc Specialist (CX-310-610)</li> </ul>	See <ul style="list-style-type: none"> <li>• Sun OpenOffice.org Impress Specialist (OPO-1220)</li> <li>• Sun Certified OpenOffice.org Impress Specialist (CX-310-620)</li> </ul>
<b>Pris</b>	<a href="http://ooo-utbildning.openformat.se">För pris se - http://ooo-utbildning.openformat.se</a>		

VI. Multiproduct Package Self-paced/Online	Sun OpenOffice.org Writer Specialist Certification Package – Online-Learning Edition	Sun OpenOffice.org Calc Specialist Certification Package – Online-Learning Edition	Sun OpenOffice.org Impress Specialist Certification Package – Online-Learning Edition
<b>Course Number</b>	<b>PK-OPO-WB1</b>	<b>PK-OPO-WB2 – Not Yet Available/Course Coming Soon</b>	<b>PK-OPO-WB3 – Not Yet Available/Course Coming Soon</b>
<b>Description</b>	This Certification Success Package is for those who want to begin learning OpenOffice.org Writer and then demonstrate proficiency by becoming a Sun Certified OpenOffice.org Writer Specialist. The package includes Sun Authorized courseware and a voucher for the actual certification exam.	This Certification Success Package is for those who want to begin learning OpenOffice.org Calc and then demonstrate proficiency by becoming a Sun Certified OpenOffice.org Calc Specialist. The package includes Sun Authorized courseware and a voucher for the actual certification exam.	This Certification Success Package is for those who want to begin learning OpenOffice.org Impress and then demonstrate proficiency by becoming a Sun Certified OpenOffice.org Impress Specialist. The package includes Sun Authorized courseware and a voucher for the actual certification exam.
<b>Components</b>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Specialist (WPO-1200)</li> <li>• Sun Certified OpenOffice.org Writer Specialist (CX-310-600)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Calc Specialist (WPO-1210)</li> <li>• Sun Certified OpenOffice.org Calc Specialist (CX-310-610)</li> </ul>	<ul style="list-style-type: none"> <li>• Sun OpenOffice.org Impress Specialist (WPO-1220)</li> <li>• Sun Certified OpenOffice.org Impress Specialist (CX-310-620)</li> </ul>
<b>Skills gained</b>	<p>See</p> <ul style="list-style-type: none"> <li>• Sun OpenOffice.org Writer Specialist (WPO-1200)</li> <li>• Sun Certified OpenOffice.org Writer Specialist (CX-310-600)</li> </ul>	<p>See</p> <ul style="list-style-type: none"> <li>• Sun OpenOffice.org Calc Specialist (WPO-1210)</li> <li>• Sun Certified OpenOffice.org Calc Specialist (CX-310-610)</li> </ul>	<p>See</p> <ul style="list-style-type: none"> <li>• Sun OpenOffice.org Impress Specialist (WPO-1220)</li> <li>• Sun Certified OpenOffice.org Impress Specialist (CX-310-620)</li> </ul>
<b>Pris</b>	<a href="http://ooo-utbildning.openformat.se">För pris se - http://ooo-utbildning.openformat.se</a>		

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