Certificate Course in Open Office (Apache)
CCOO-02T: Spreadsheets

MAX. MARKS: 100
EXTERNAL: 70
INTERNAL: 30
PASS: 40%
OBJECTIVE: **CREDITS: 6**

Objective of this paper is to equip with skills of handling Spreadsheets, various excel methods and functions.

Section-A

Unit I: **Introduction to Spreadsheets,** Development of the spreadsheet, Design considerations spreadsheet documents, **OpenOffice Calc,** Opening and closing Calc, Creating, opening, and closing spreadsheets, Working with multiple spreadsheets, Saving spreadsheets

Unit II: Locating the components of the Calc window, Calc toolbars, Adjusting the application settings, Adding content to Calc spreadsheets,   Working with cells, Selecting cells and cell ranges, Entering data in cells, Undo/Redo, Numerical data, Date format of data, Find and Replace, Sorting data, Formatting appearance, Copying and Moving cells, Working with rows and columns   for

Section-B

Unit III: Formulas and Functions, Arithmetic formulas, Arithmetic operators, Functions, Cell ranges

Unit IV: Charts and graphs, Types of Charts, Creating charts from cell data, Modifying a chart, Preparing spreadsheets for output, Setting up a worksheet for printing, Printing worksheets