

Course Title: Certificate Course in Basics of LibreOffice

Course Duration: 30 hours

Course Description:

The Basics of LibreOffice is a comprehensive certificate course that aims to provide participants with a solid foundation in using the LibreOffice suite of office productivity software. LibreOffice, being a free and open-source alternative to proprietary office suites, offers a range of programs for word processing, spreadsheets, presentations, diagrams, drawings, databases, and mathematical formulae. This course will focus on the key components of LibreOffice, including LibreOffice Writer, LibreOffice Calc, LibreOffice Impress, and LibreOffice Draw. Participants will learn essential skills to create, edit, and format documents, spreadsheets, presentations, and drawings using the LibreOffice suite.

Course Objectives:

- Understand the purpose and features of the LibreOffice suite.
- Learn the basics of word processing using LibreOffice Writer.
- Develop skills in creating and managing spreadsheets with LibreOffice Calc.
- Gain proficiency in creating and delivering presentations using LibreOffice Impress.
- Explore the functionalities of LibreOffice Draw for creating diagrams and drawings.
- Apply formatting and styling techniques to enhance the visual appeal of documents, spreadsheets, presentations, and drawings.
- Familiarize participants with advanced features and customization options available in LibreOffice.
- Develop practical skills through hands-on exercises and projects.

Course Outline:

Module 1: Introduction to LibreOffice (2 hours)

Overview of LibreOffice and its advantages as a free and open-source office suite
Introduction to the key programs in LibreOffice: Writer, Calc, Impress, and Draw
Exploring the user interface and navigating through the LibreOffice applications
Customizing LibreOffice to suit personal preferences

Module 2: LibreOffice Writer (10 hours)

Creating, saving, and opening documents in LibreOffice Writer
Text formatting: font styles, sizes, colors, alignment, and indentation
Working with paragraphs: line spacing, bullets, numbering, and styles
Page layout and formatting: margins, page size, headers, footers, and page numbering
Working with tables, images, and hyperlinks in Writer
Spell checking, grammar checking, and other writing aids
Printing and exporting documents in different formats

Module 3: LibreOffice Calc (10 hours)

Creating, saving, and managing spreadsheets in LibreOffice Calc
Working with cells: data entry, formatting, and basic formulas
Data manipulation: sorting, filtering, and conditional formatting
Creating charts and graphs to visualize data

Using functions and formulas for calculations
Data analysis and basic statistical operations in Calc
Printing and exporting spreadsheets

Module 4: LibreOffice Impress (4 hours)

Creating, saving, and managing presentations in LibreOffice Impress
Working with slides: adding, deleting, and rearranging slides
Applying themes, styles, and templates to presentations
Inserting text, images, shapes, and multimedia elements in slides
Transition effects and animations for visual appeal
Slide show settings and delivery options
Printing and exporting presentations

Module 5: LibreOffice Draw (4 hours)

Introduction to LibreOffice Draw for creating diagrams and drawings
Drawing shapes, lines, and objects
Working with layers and arranging elements
Inserting images, text boxes, and connectors
Applying formatting and styles to drawings
Printing and exporting drawings

Assessment:

Regular in-class exercises and quizzes to gauge understanding and progress.
Completion of hands-on assignments to demonstrate proficiency in using LibreOffice applications.
Overall participation and engagement in class activities and discussions.

Prerequisites:

Basic computer literacy and familiarity with the Windows or Linux operating system.
No prior knowledge of LibreOffice is required.

Certificate:

Upon successful completion of the course and assessment criteria, participants will be awarded a certificate in Basics of LibreOffice.