



## Module 6: Getting Started with StarOffice™ 6.0 Calc

### Facilitator Notes

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Module 6 presents an overview of the StarOffice™ 6.0 Calc application. With this feature, users can capture, analyze, interpret and present data as well as create "what if" scenarios that help promote critical thinking skills.

### Learning Outcomes

Upon completion of this module, participants should be able to:

- Identify cell addresses and navigate between cells
- Format text by changing style, size, and color of fonts
  - Merge cells
  - Create text boxes
- Apply value formats, e.g. date, currency, time, number
- Define cell borders, background, alignment
- Format a spreadsheet by modifying:
  - Margins
  - Layout
  - Background
  - Borders
  - Headers and Footers
- Compute data
- Depict data graphically
- Become familiar with Spreadsheet Templates
- Save a spreadsheet in different file formats
- Print a spreadsheet

**Spreadsheets enable users to capture, analyze, interpret and present data as well as create "what if" scenarios that help promote critical thinking skills.**

## Prerequisites

It is recommended that participants complete Modules 1 and 2 prior to participating in Module 6. They should be familiar with the basic operations of opening and saving documents as well as navigating the file hierarchy prior as well as the StarOffice™ 6.0 menu options, toolbars and icons. These basics are covered in Module 1. They should also be familiar with launching a Writer text document and performing basic text formatting functions as covered in Module 2.

1. Participants should have been surveyed ahead of time to determine familiarity with the basics of the StarOffice™ 6.0 interface so that you can plan ahead.
2. If participants do not meet basic prerequisite levels, adjust your outcomes accordingly. Spend some time covering log on procedures, file hierarchy, and launching StarOffice™ 6.0 and saving documents.

## Module 6 Delivery

Module 6 is designed to provide a step-by-step guide to acquire the skills to perform the learning outcomes.

If time limits delivery of the complete module or if your initial surveys determine that some of the material may be too advanced for your participants, the following sections can be explored by the participant on their own time.

### Discretionary Sections:

- Changing Text Flow, Direction
- Freezing a Windows
- Using Multiple Sheets

### Steps:

1. Print and distribute Module 6.
2. The Overview on pp4-5 should be used as the initial demonstration to review the basic aspects of a spreadsheet, including concepts, such as cells, rows, columns. After the brief lecture/demonstration, have the participants launch a spreadsheet to begin the step-by-step, beginning with Navigating between Cells.
2. Explain that formatting spreadsheets is similar to formatting text and utilizes similar tools. Cell formatting overrides page formatting. For example, a cell background color would display on top of the page background color or image.
3. Explain that participants should not focus on creating elaborate spreadsheets and analysis and that their initial efforts should be focused is on acquiring the basic tools of the Calc application.



## **PRACTICE**

- **Practice exercises are included at the end of key sections to reinforce the concepts and to provide hands-on practice.**
- **Practice exercises require no more than 2-4 minutes.**

### **Demonstrate**

1. Follow one of the following approaches:
  - Ask participants to “make their mice dead.” You want all eyes on the screen.
  - Alternatively, combine some demonstrations and have participants follow along with you.
3. Pay attention to the learning outcomes and guide participants through the step-by-step process for creating spreadsheets as described in the module.
4. Demonstrate how to establish numeric values for cells.
5. Show how to enter formulas manually, using the Functions AutoPilot and the Summation icon.
4. Have students create a spreadsheet with data similar to the Make A Wish Foundation example on p22 in order to experiment with using the summation function and inserting charts.
5. Demonstrate basic operations and allow participants time to practice on their own as suggested in the module.
6. If time is limited, more advanced operations may be explored by participants on their own time or in a follow-up workshop.

### **Review**

1. Review the Learning Outcomes to ensure participants leave the training familiar with the basics.
2. Allow time for questions and answers. Write these on the board.
3. Encourage other participants to answer the questions and provide their insight and solutions.
4. Allow time for participants to share their individual or group creations.

## Create Your Own

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The **Open Gateways Curriculum for Teachers** Web site provides opportunity to reinforce the material delivered in this Module. Download the "Create Your Own" document from: [www.sun.com/aboutsun/comm\\_invest/ogp/training/](http://www.sun.com/aboutsun/comm_invest/ogp/training/)

This project activity provides instructions for creating a spreadsheet to track fundraising activities. The steps cover the basics for entering and formatting data and creating a chart to display each team's performance during a four-week period. A sample spreadsheet source file is available for this activity, **Create Your Own – Spreadsheet Source**.