



## StarOffice™ 6.0 KickStart STR-1650

The *StarOffice™ 6.0 KickStart* course introduces the features of the StarOffice 6.0 application suite and enables the learners to migrate from other office productivity tools to StarOffice 6.0 in a quick and easy way. The StarOffice 6.0 application suite is a comprehensive office productivity tool that provides ease of desktop computing for all types of audiences. This course familiarizes learners with the StarOffice interface and introduces them to the tools and new features available in the StarOffice 6.0 application suite. This course also explains how to create, edit, and enhance text documents, spreadsheets, and presentations by using the StarOffice Writer, StarOffice Calc, and StarOffice Impress modules.

### Who Can Benefit

Students who can benefit from this course are end users who have prior knowledge of an office productivity tool. These users can be office employees, typically secretaries and managers.

### Prerequisites

To succeed fully in this course, students should:

- Have the working knowledge of an office productivity tool
- Be familiar with the basic concepts of office productivity tools

### Skills Gained

Upon completion of this course, students should be able to:

- Launch the StarOffice 6.0 application suite
- Identify the interface components of the StarOffice modules
- Identify the advantages of the StarOffice 6.0 application suite
- Use the StarOffice Writer module to create, edit, and format text documents
- Use the StarOffice Calc module to edit, and format spreadsheets
- Use the StarOffice Calc module to organize and analyze data in spreadsheets
- Use the StarOffice Impress module to create, modify, enhance, and run presentations

### Related Courses

After:

- WO-1605 – *Transitioning to the StarOffice™ 6.0 Application Suite*
- WO-1610 – *Getting Started With StarOffice™ 6.0 Writer*
- WO-1620 – *Getting Started With StarOffice™ 6.0 Calc*
- WO-1630 – *Getting Started With StarOffice™ 6.0 Impress*

20%  
Lab  
Lab

1  
Day  
Duration

## Course Outline

### Module 1 – *Introducing the StarOffice™ 6.0 Application Suite*

- List the features of the StarOffice 6.0 application suite
- Launch the StarOffice 6.0 application suite
- Identify the screen elements of the StarOffice 6.0 application suite
- List the advantages of the StarOffice 6.0 application suite
- Use the online Help feature of the StarOffice 6.0 application suite

### Module 2 – *Working With the StarOffice™ Writer Module*

- Perform basic functionality tasks in a text document
- Edit a text document
- Format a text document
- Manage text documents

### Module 3 – *Working With the StarOffice™ Calc Module*

- Perform basic functionality tasks in a spreadsheet
- Edit a spreadsheet
- Format a spreadsheet
- Organize and chart data in a spreadsheet

### Module 4 – *Working With the StarOffice™ Impress Module*

- Create a presentation
- Modify the appearance of a presentation
- Enhance and run a presentation