

## Migration to LibreOffice, for MS Office users



BPC-133 2 Days (14 Hours)

### Description

This course will familiarize you with the Libre Office interface in order to create new benchmarks and work efficiently. You will understand the differences between Microsoft office products and those of Libre Office and will learn to use the software from the Libre Office suite (Writer, Calc, Impress).

### Who is this training for ?

#### For whom

Any user of the Microsoft Office Pack wishing to practice using Libre Office.

#### Prerequisites

Aucune

### Training objectives

- Know the main differences between the office products offered by Microsoft and those of Libre Office.
- Switch from Word to Writer to format a professional document
- Switch from Excel to Calc to create tables and calculations
- Switch from PowerPoint to Impress in order to make a presentation with animations

### Training program

#### Présentation de la suite Libre Office

- Creating, saving and opening documents.
- The different modules of the Libre Office suite.
- Exercise: Download, install Libre Office.
- Getting started with modules.

#### Compatibilité entre MS Office et Libre Office

- Import and export documents.
- Conversion issues.
- Exercise: Import documents from Microsoft Office to Libre Office and vice-versa.

### Environnement de Libre Office

- Set general options.
- Change toolbars and menus.
- Exercise: Configuring Libre Office.

### Passer de Word à Writer

- Find the main text formatting tools.
- Apply a layout and columns.
- Management of headers and footers.
- Create and modify a table in the document.
- Mail merge.
- Styles in Writer.
- Managing images in a document.
- Practical work Take a document without any formatting and use the tools to make it more professional and send it via mail merge.

### Passer d'Excel à Calc

- Find the main tools for creating and formatting tables.
- Manage cells, sheets, workbooks.
- Apply a layout and prepare a table when printing.
- Insert and manage calculations and functions.
- Create and modify lists of values ??(validation tools).
- Process the data: sorting, filters, subtotals, consolidation, graphs.
- Analyze data with pivot tables.
- Practical work Starting with a simple table, use the tools presented to create an advanced table.

### Différences entre PowerPoint et Impress

- Use the different display and printing modes.
- Presentation templates.
- Formatting (colors, patterns and styles)
- Masks/layers.
- Graphical objects and built-in shapes.
- Adjusting animation and transition effects.
- Added interactive elements (buttons).
- Practical work Starting with a basic presentation, use Libre Office tools to create a professional presentation.