ArrowMight's Virtual Home-Based Computer Program
MicroSoft Office *vs* OpenOffice.org
A Comparison

The introductory objectives for OpenOffice.org training are for students to become familiar with the overall operations of a productivity suite. Included are the following:

Introductory Objectives Common to MicroSoft Office and OpenOffice.org

1. Identify the main components of the user interface
2. Identify the purpose of the commands on the menu bar
3. Work with the buttons on the toolbar
4. Work with the mouse pointer in a program
5. Work with text and characters in a program
6. Use of primary keyboard shortcuts and key combinations

More specific objectives that relate to each of the applications:

WORD PROCESSING WRITER

MicroSoft Office	OpenOffice.org
2.1 Perform basic tasks by using a Word Processor 2.2 Edit and format text 2.3 Work with tables and pictures	• Create and save a new document • Cut, copy and paste • Format words • Format paragraphs • Bullets and numbering • Page settings • Spell checker • View pages and print • Format text with styles • Find and replace • Page breaks • Employ headers and footers • Format pages in columns • Employ drop caps • Insert pictures • Insert tables

PRESENTATION PROGRAM IMPRESS

MicroSoft Office	OpenOffice.org
4.1 Identify the basic functionalities offered by presentation programs 4.2 Create a new presentation 4.3 Add graphics to a presentation	• Create and save a new slide • Add new slides • Insert pictures • Format text • Format pictures • Preview a presentation • Insert a table • Apply design template • Master slide • Rearrange slides • Animate text • Animate graphics • Slide transitions • Advance slides automatically • Speaker notes • Create and print handouts

SPREADSHEETS CALC

MicroSoft Office	OpenOffice.org
3.1 Identify the different components of a spreadsheet 3.2 Enter data into a spreadsheet 3.3 Perform basic mathematical operations in a spreadsheet 3.4 Insert charts into a spreadsheet	• Create and save a new spreadsheet • Add • Subtract • Multiply • Divide • Calculate averages • Find the maximum value • Formatting Worksheets • Format text • Format cells • Adjust columns and rows • Print worksheets • Manipulating data • Add/delete columns • Add/delete rows • Employ multiple worksheets • Employ autofill • Insert/delete worksheets • Create charts

DATABASE BASE

MicroSoft Office	OpenOffice.org
5.1 Explain basic database concepts 5.2 Create a database 5.3 Work with records in a database 5.4 Explain what database queries are and how they work 5.5 Explain what reports are and their uses	• Create and save a new database • Create tables • Create records • Create forms • Create queries • Create reports

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