

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	
<i>MicroSoft Office</i>	<i>OpenOffice.org</i>
2.1 Perform basic tasks by using a Word Processor	<ul style="list-style-type: none"> • 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
2.2 Edit and format text	
2.3 Work with tables and pictures	
SPREADSHEETS CALC	
<i>MicroSoft Office</i>	<i>OpenOffice.org</i>
3.1 Identify the different components of a spreadsheet	<ul style="list-style-type: none"> • 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
3.2 Enter data into a spreadsheet	
3.3 Perform basic mathematical operations in a spreadsheet	
3.4 Insert charts into a spreadsheet	

PRESENTATION PROGRAM IMPRESS	
<i>MicroSoft Office</i>	<i>OpenOffice.org</i>
4.1 Identify the basic functionalities offered by presentation programs	<ul style="list-style-type: none"> • 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
4.2 Create a new presentation	
4.3 Add graphics to a presentation	
DATABASE BASE	
<i>MicroSoft Office</i>	<i>OpenOffice.org</i>
5.1 Explain basic database concepts	<ul style="list-style-type: none"> • Create and save a new database • Create tables • Create records • Create forms • Create queries • Create reports
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	