





Syllabus on Calc

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< Certification

2nd Draft

Module 	Chapter 	Topic 	Knowledge 
OpenOffice.org - Calc	3. Calc	3.1 Styles	
		3.14 Printing with Calc	3.14.1 Printing a spreadsheet 3.14.2 Selecting sheets to print 3.14.3 Adjusting the print range 3.14.4 Page breaks 3.14.5 Headers and footers
		3.2 Formula and functions	3.2.1 About formulas 3.2.2 Simple functions (SUM, AVERAGE, MIN, MAX, COUNT, WHEN) 3.2.3 Statistical functions 3.2.4 Time and date functions 3.2.5 Time and date functions 3.2.5 Text functions 3.2.6 Math functions 3.2.7 Logical functions 3.2.8 Information functions 3.2.9 Advanced spreadsheet functions 3.2.10 Standard errors
		3.3 Sorting data	3.3.1 Using spreadsheet as database 3.3.2 Ascending or descending order 3.3.3 Advanced sorting options
		3.4 Filtering data	3.4.1 Using autofilter 3.4.2 Setting up manual filter 3.4.3 Advanced filters 3.4.4 Defining filters
		3.12 Creating charts	

3.12.1 Using the AutoFormat Chart dialog

3.12.2 Chart types

3.12.3 Appearance of a chart

3.12.4 Modifying the data area of a chart

3.12.5 Changing line colors

3.12.6 Modifying axes scales

3.13 Solver

3.13.1 Using Solver

3.13.2 Groups and goals

3.14 Goal seek

3.15 Escenarios

3.16 Error Detective

3.13. Linking data

3.13.1 Why use multiple sheets?

3.13.2 Referencing other sheets

3.13.3 Referencing other Calc documents

3.13.4 Referencing to external data sources

3.13.5 Relative, mixed, absolute references

3.17 Validity

3.18 Subtotals

3.19 Grouping and schemas

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