EUROPEAN INFORMATION TECHNOLOGIES CERTIFICATION INSTITUTE, ASBL.

Brussels, Belgium, European Union

CERTIFICATE

Anna Garczarek

Has successfully completed test requirements of
The European Information Technologies Certification Programme

EITC/BI/OOC Spreadsheets software fundamentals (OpenOffice)

Certification Programme examination result: 90%

Certification Programme description:

Introduction: basic definitions and concepts (cell, cell edition, formulas), sample formulas, cell references (relative, absolute), cell formatting (number formats, graphical formatting); Usage of spreadsheets in business: sample formulas and functions (basic, statistical, financial, etc.), pivot tables (creation, filters, row and column labels, values, functionality), data grouping, data sorting, data validation (validation criteria, messages); Charts: chart creation, chart data, chart types, chart as an object (design, layout and format tabs), chart graphical and 3D formatting, sample charts; OO Calc options, add-ons installation and usage (Solver tool example); OpenOffice.org BASIC language: basic concepts (variables and arrays, procedures and functions, conditional statements, loops, cell and sheet access), macros (defining events, creation, running and examples of macros)

Certificate Programme version/revision: EITC/BI/OOCv1r1

CERTIFICATE ID: **EITC/BI/OOC/NRH/12003665**

To validate authenticity of this certificate or review its programme and test results scan/click QR code or visit:
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