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# **EHELD**

# **Fast Start**

# **2013**

## **Student Manual**

Excellence In Higher Education for Liberian Development

Developed by:  
The University of Michigan

## PLAYLIST

**Open Office Suite - List of Open Educational Resources**

**Creator:** [Open.Michigan, University of Michigan](#) (Updated 02 Apr 2013)

**Description:**

Topics covered include:

Basics to creating a good oral presentation,  
 Slides and Themes,  
 Text Objects and Tables,  
 Graphics and Images,  
 Animation,  
 Creating a Poster,  
 Formatting,  
 Functions,  
 Entering and Analyzing Data  
 Graphs/Charts,  
 Lookup Functions

Open Educational Resources are learning materials that are free, public, and shared under licenses that allow people to copy, translate, adapt, and share with others.

**Tags:** [calc](#), [impress](#), [suite](#), [office](#), [open](#)

1. SciVee , [Ten Simple Rules for Good Presentations](#) [<http://www.scivee.tv/node/2903>]  
**Notes:** Open Office Impress: Basics to creating a good oral presentation  
**Description:** Video, audio, and article with tips for oral presentations.  
 License: Creative Commons Attribution 3.0 License<http://creativecommons.org/licenses/by/3.0/>
2. The Cain Project in Engineering and Professional Communication, [Preparing and Delivering Oral Presentations](#) [<http://cnx.org/content/m16551/latest/>]  
**Notes:** Open Office Impress: Basics to creating a good oral presentation  
**Description:** License: Creative Commons Attribution 2.0 Generic License<http://creativecommons.org/licenses/by/2.0/>
3. The Cain Project in Engineering and Professional Communication, [Oral Presentation Planning Form](#) [<http://cnx.org/content/m16045/latest/>]  
**Notes:** Open Office Impress: Basics to creating a good oral presentation  
**Description:** This is an outline with a dozen guiding questions for putting together an oral presentation.  
 License: Creative Commons Attribution 2.0 Generic License<http://creativecommons.org/licenses/by/2.0/>
4. The Cain Project in Engineering and Professional Communication, [Oral Presentation Storyboard](#) [<http://cnx.org/content/m16933/latest/60Storyboard.pdf>]  
**Notes:** Open Office Impress: Basics to creating a good oral presentation  
**Description:** This one-page handout is intended to help students map out the purpose, main points, and conclusion of a presentation.  
 License: Creative Commons Attribution 2.0 Generic License<http://creativecommons.org/licenses/by/2.0/>
5. The Cain Project in Engineering and Professional Communication, [Presentation Checklist](#) [<http://cnx.org/content/m15916/latest/>]  
**Notes:** Open Office Impress: Basics to creating a good oral presentation  
**Description:** This checklist addresses content, visuals, delivery, and how to handle questions.  
 License: Creative Commons Attribution 2.0 Generic License<http://creativecommons.org/licenses/by/2.0/>
6. The Cain Project in Engineering and Professional Communication, [Guide for Team Presentations](#) [<http://cnx.org/content/m15942/latest/>]  
**Notes:** Open Office Impress: Basics to creating a good oral presentation  
**Description:** This is a helpful guide for choosing roles and transitions for presentations with multiple speakers.  
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7. The Cain Project in Engineering and Professional Communication, [Preparing a Seminar Talk on a Published Paper](#) [<http://cnx.org/content/m16186/latest/>]  
**Notes:** Open Office Impress: Basics to creating a good oral presentation  
**Description:** This 1-page handout presents a set of questions designed to help students select the appropriate

material in a published paper and organize it into a seminar presentation.

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8. The Cain Project in Engineering and Professional Communication, [Presenting to Managers and Other Professionals](http://cnx.org/content/m17117/latest/) [http://cnx.org/content/m17117/latest/]
 

**Notes:** Open Office Impress: Basics to creating a good oral presentation

**Description:** This PowerPoint explains differences between academic and professional audiences, details some of the purposes and challenges of professional situations, and recommends ways of organizing talks and designing PowerPoint slides to deliver points concisely and convincingly.

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9. The Cain Project in Engineering and Professional Communication, [Seven Ways to Motivate the Audience](http://cnx.org/content/m16190/latest/) [http://cnx.org/content/m16190/latest/]
 

**Notes:** Open Office Impress: Basics to creating a good oral presentation

**Description:** This handout provides examples of seven strategies commonly used to engage an audience's attention at the beginning of an oral presentation.

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10. The Cain Project in Engineering and Professional Communication, [An Exercise in Evaluating Photo Backgrounds in Slides](http://cnx.org/content/m16190/latest/) [http://cnx.org/content/m16190/latest/]
 

**Notes:** Open Office Impress: Basics to creating a good oral presentation

**Description:** This PowerPoint includes examples and instructions that guide the analysis of photo backgrounds- their qualities, elements, and effectiveness- in presentation design. Students will emerge with their own ?rules of thumb? regarding photo backgrounds and develop standards for the use of background images in their own PowerPoint presentations.

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11. The Cain Project in Engineering and Professional Communication, [Exercises in Evaluating Word Density in Slides](http://cnx.org/content/m17125/latest/) [http://cnx.org/content/m17125/latest/]
 

**Notes:** Open Office Impress: Basics to creating a good oral presentation

**Description:** The PowerPoint guides students through numerous examples of wordy or sprawling text. Discussion prompts help students consider why and how word choice and streamlining can assist in creating successful PowerPoint presentations. Through the lesson, students will develop their own standards and ?rules of thumb? for readability, comprehensibility, and clarity.

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12. The Cain Project in Engineering and Professional Communication, [Good Design in PowerPoint](http://cnx.org/content/m15940/latest/) [http://cnx.org/content/m15940/latest/]
 

**Notes:** Open Office Impress: Basics to creating a good oral presentation

**Description:** This PowerPoint describes the uses of good design, choosing and using templates, making advanced visual design choices, and aligning your media and your message in presentation slides.

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13. [Tutorials for OpenOffice](http://www.tutorialsforopenoffice.org/category_index/spreadsheet.html) [http://www.tutorialsforopenoffice.org/category\_index/spreadsheet.html]
 

**Notes:** Open Office Impress: Slides and Themes

**Description:** License: Creative Commons Attribution 3.0 License <http://creativecommons.org/licenses/by/3.0/>
14. [Open Office Impress: Slides and Themes](http://wiki.services.openoffice.org/wiki/Documentation/OOo3_User_Guides/Impress_Guide) [http://wiki.services.openoffice.org/wiki/Documentation/OOo3\_User\_Guides/Impress\_Guide, chapter 2]
 

**Notes:** Source: OpenOffice.org

**Description:** License: Creative Commons Attribution 3.0 License <http://creativecommons.org/licenses/by/3.0/>
15. [OpenOffice.org Impress FAQ](http://wiki.services.openoffice.org/wiki/Documentation/FAQ/Impress) [http://wiki.services.openoffice.org/wiki/Documentation/FAQ/Impress]
 

**Notes:** Open Office Impress: Slides and Themes

**Description:** License: Creative Commons Attribution 3.0 License <http://creativecommons.org/licenses/by/3.0/>
16. [Open Office Impress: Text Objects and Tables](http://wiki.services.openoffice.org/wiki/Documentation/OOo3_User_Guides/Impress_Guide) [http://wiki.services.openoffice.org/wiki/Documentation/OOo3\_User\_Guides/Impress\_Guide, chapter 3]
 

**Notes:** Source: OpenOffice.org

**Description:** License: Creative Commons Attribution Share Alike 3.0 License <http://creativecommons.org/licenses/by-sa/3.0/>
17. [Open Office Impress: Graphics and Images](http://wiki.services.openoffice.org/wiki/Documentation/OOo3_User_Guides/Impress_Guide) [http://wiki.services.openoffice.org/wiki/Documentation/OOo3\_User\_Guides/Impress\_Guide, chapters 3-6]
 

**Notes:** Source: OpenOffice.org

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- 18. Open Office Impress: Animation**  
 [http://wiki.services.openoffice.org/wiki/Documentation/OOo3\_User\_Guides/Impress\_Guide, chapters 7, 9]  
**Notes:** Source: OpenOffice.org  
**Description:** License: Creative Commons Attribution Share Alike 3.0 License  
<http://creativecommons.org/licenses/by-sa/3.0/>
- 19. The Cain Project in Engineering and Professional Communication, Poster Design I**  
 [http://cnx.org/content/m16548/latest/]  
**Notes:** Open Office Impress: Creating a Poster  
**Description:** This PowerPoint introduces the principles of poster design and presentation. The lesson covers essentials of visual organization and ?Space Logic,? giving concrete examples of how to create a successful poster display. It also relates the well-designed poster to the other key elements of a good poster session: projecting a professional image, interacting with audience members, and guiding viewers? interest and understanding.  
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- 20. The Cain Project in Engineering and Professional Communication, Test Whether Your Poster Can Stand Alone**  
 [http://cnx.org/content/m15933/latest/]  
**Notes:** Open Office Impress: Creating a Poster  
**Description:** This checklist provides criteria for evaluating a poster?s completeness.  
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- 21. Open Office Calc: Formatting**  
 [http://wiki.services.openoffice.org/wiki/Documentation/OOo3\_User\_Guides/Calc\_Guide, see chapter 2]  
**Notes:** Source: OpenOffice.org  
**Description:** License: Creative Commons Attribution Share Alike 3.0 License  
<http://creativecommons.org/licenses/by-sa/3.0/>
- 22. Open Office Calc: Functions**  
 [http://wiki.services.openoffice.org/wiki/Documentation/OOo3\_User\_Guides/Calc\_Guide, see chapter 7]  
**Notes:** Source: OpenOffice.org  
**Description:** License: Creative Commons Attribution Share Alike 3.0 License  
<http://creativecommons.org/licenses/by-sa/3.0/>
- 23. Open Office Calc: Entering and Analyzing Data**  
 [http://wiki.services.openoffice.org/wiki/Documentation/OOo3\_User\_Guides/Calc\_Guide, see chapter 9]  
**Notes:** Source: OpenOffice.org  
**Description:** License: Creative Commons Attribution Share Alike 3.0 License  
<http://creativecommons.org/licenses/by-sa/3.0/>
- 24. Open Office Calc: Graphs/Charts**  
 [http://wiki.services.openoffice.org/wiki/Documentation/OOo3\_User\_Guides/Calc\_Guide, see chapter 3]  
**Notes:** Source: OpenOffice.org  
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<http://creativecommons.org/licenses/by-sa/3.0/>
- 25. Open Office Calc: Lookup Function**  
 [http://wiki.services.openoffice.org/wiki/Documentation/How\_Tos/Calc:\_LOOKUP\_function]  
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