



OOoCon 2005



**The OpenOffice.org ECDL
About the Austrian way**



Agenda

- Speaker Introductions
- Some generic statements and politics
 - *About the ECDL/ICDL*
 - *About the test and the difficulty having good training material*
 - *Strategic ideas*
- The ECDL in particular
 - *About test centers*
 - *Obvious problems and not obvious problems*
 - *Some demo questions*
- Q & A

About me



- Angelika Gößler, owner of agami systems integration and agami Training
- Company started with CD distribution in 2002
- Authorized iForce training partner since 2004
- Authorized ECDL testcenter since 2005





About the ECDL/ICDL

- The European Computer Driving Licence (ECDL) is internationally recognised as the global benchmark for end-user computer skills and is an important certification to be adopted by governments and education, international organisations and corporations alike.
- The ECDL/ICDL Syllabus is unique in that it has been designed to be entirely vendor-independent.

Who is behind the ECDL/ICDL

- ECDL Foundation
- Council of European Professional Informatics Societies



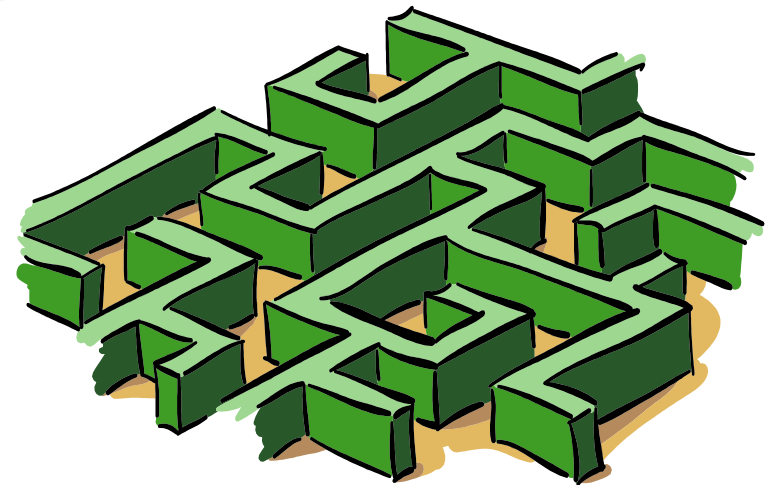
ECDL Core

- Concepts of Information Technology (IT)
- Using a Computer and Managing Files
- **Word Processing**
- **Spreadsheets**
- **Database**
- **Presentation**
- Information and Communication



Products of the ECDL/ICDL

- ECDL Core
- ECDL Advanced
- ECDL CAD
- ECDL WebStarter
- ECDL ImageStarter
- e-Kids, ECDL PD,...



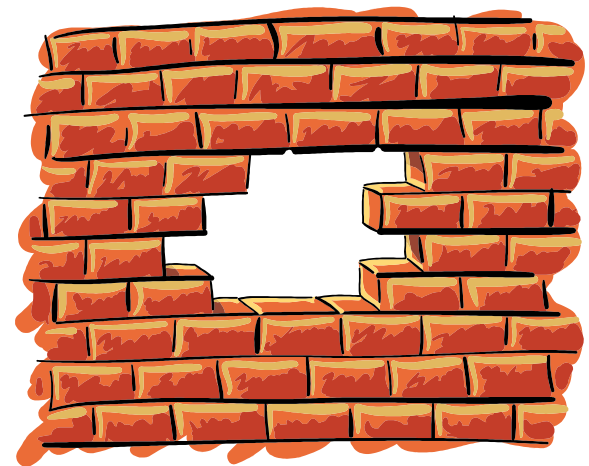
How to get the ECDL (from the view of a candidate)

- Order a skills card (valid for 3 years)
 - *contains an identity number*
 - *webaccess to the database*
 - *all exams are saved forever*
- Attend courses (optional), learn for yourself or just trust in your knowledge
- Pass the exams
- Get your certificate!



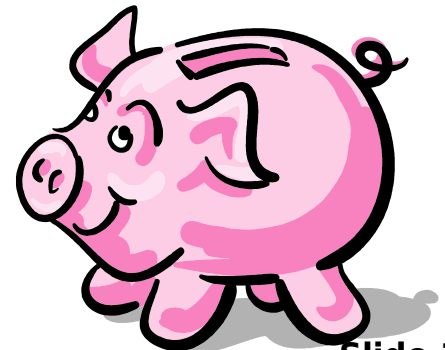
Creation of Syllabi

- Most important functions for daily usage
- State of the art
- Every software fitting this standard can be used for the exams
- Same Syllabus world wide



About the test and difficulties with training material

- Manual versus automatic test (Manual Question Test Base – MQTB)
- Some countries do not offer a manual test (Germany)
- Costs: working out the questions (each country has its own tests)
- Costs: programming the automatic tests OR higher costs for the training center with manual tests
- Costs: approving training material





Solution!

- Cooperation between OpenOffice.org country groups and consulting
- Product circles of software are too short version cycles to have good certified training material – recommend good material without certification (some kind of nice2have)
- Handbook authors should keep an eye on the ECDL syllabus to facilitate certification
- Problem correlates to market share of OpenOffice.org and StarOffice
- Low market shares – manual tests!

Strategy for the OpenOffice.org ECDL



- Contact to local ECDL organisation
- Consulting regarding the test base (feed back), teacher and other test center
- Workshops for trainers and teachers who want to offer the Open Source ECDL
- PR within the project: always keep in mind that the ECDL syllabus is designed platform independent



The marketing thing

- Recent development: it is not the question – take Microsoft or do not, but:
- Do both!
- The Austrian Computer Association decided to allow additional exams and write the title on it. Many candidates want to “add on” the Open Source ECDL to improve their job chances.



About the tests – mixture between multiple choice....

Skills Card Nr	DEMOTEST-Modul 1	Bestanden	<input type="checkbox"/> JA <input type="checkbox"/> NEIN
Vorname		Punkte	(erforderlich: 75%, d.h. 27 von 36)
Name			
Testdatum			

ECDL

Grundlagen der Informationstechnologie (IT)

Wählen Sie bei den folgenden Fragen die EINE richtige Antwort aus, indem Sie den Buchstaben (A, B, C oder D) vor der richtigen Antwort ankreuzen.

1. Welche Computer dienen zur Verwaltung von sehr großen Datenmengen?

- A PDA
- B Desktop
- C Notebook
- D Mainframe

2. Was ist die Abkürzung für ein Gerät, in dem Termine und Adressen gespeichert werden können?

- A ADSL
- B GUI
- C PDA
- D MP3

3. Wofür steht die Abkürzung CPU?

.....





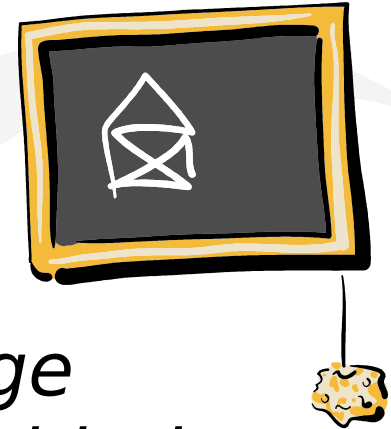
... and practical exercises (Demotest)

	Demotest Modul 3	
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17. Formatieren Sie weiter unten im Brief das *h* von *14h* hochgestellt. 1
18. Formatieren Sie den mit *PS* beginnenden Absatz mit einfachem Zeilenabstand. 1
19. Fügen Sie in diesem Absatz nach *können?* statt des Leerzeichens ein Zeilenendezeichen ein. 1
20. Fügen Sie am Ende des Dokuments beim letzten Absatzendezeichen eine Tabelle ein, die aus 2 Spalten und 5 Zeilen besteht. 1
21. Ändern Sie die Breite der Spalten: die erste auf 3 cm, die zweite auf 6 cm. 1
22. Tragen Sie in der ersten Tabellenspalte untereinander folgende Worte ein:
Vorname Name Straße PLZ Ort 1
23. Entfernen Sie sämtliche Rahmenlinien der Tabelle. 1
24. Fügen Sie in der Fußzeile des Dokuments rechts neben dem bereits vorhandenen Text ein Feld ein, welches den Dateinamen anzeigt. 1
25. Speichern Sie das Dokument *liechtenstein* und öffnen Sie zusätzlich das Dokument *adressen*.
Verschieben Sie den gesamten letzten Absatz aus *adressen* an das Ende des Dokuments *liechtenstein*. 1
26. Wechseln Sie wieder zu *adressen*. Speichern und schließen Sie dieses Dokument. 1

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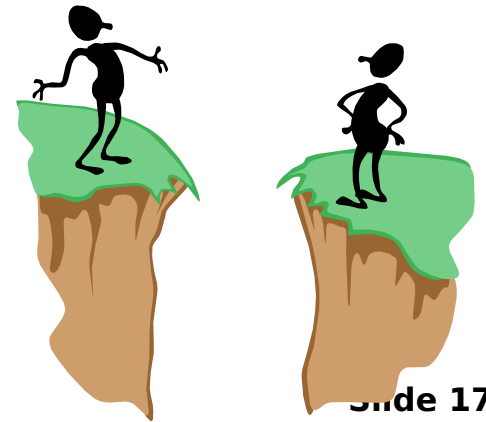
How do we train at the testcenter workshop



- **“didactics”**: Do's and Don'ts like
Use *“Usually users do not find the page formatting dialog, explain the logic behind that”*
instead of: *“In MS Office it's here, but in OO.o it is in the Format dialog, I don't know why they put it there.”*

How do we train at the testcenter workshop

- Missing features:
 - *Format Brush*
 - *How to format with pt, px*
 - *How to print 9 slides on one sheet of A4 paper?*
 - *How to format a paragraph with a 1,5pt border?*
- Converting problems:
 - *Data tables built with MS Graph (both directions)*
 - *Database data*
 - *Symbols in theory questions*
- Preparation of workstations
 - *Adabas installation, printer*





Examples

(Demotests MQTB 4.01)





Questions to the auditorium

- What is the biggest problem?
 - *Getting people to think “Open Source”*
 - *IT trainer not knowing anything about the subject matter*
 - *Same certificate for all exams (platform independent)*
- Which module do we fear most?
 - *database, which was easy then*
 - *Impress which behaves completely strange*



OpenOffice.org - general

- Earlier intention: making transparent the context of file extensions
- But file extensions are not platform independent!
- The test files are kept in .doc when they are used generically, and eg. .sxi when there are conversion troubles (demo6_open.sxi)



OpenOffice.org Writer

- Change the font size in the whole document to 12pt.
- Change the line height to 2 cm.
- Change the border line to 1,5pt.
- Confusion!
- We have to consult the trainers to teach how to do that, what is possible or not
- In case of changing the border the tester is allowed to to change the value during the exam, if it is not possible with the chosen software



OpenOffice.org Writer

- Delete the last paragraph symbol
 - *But there is none!*
 - *Questions like this should not be in the test, in this case the candidate gets the point in every case*
- Open the document and correct all errors
 - *Take care that the error reporting is installed*
 - *In case of using Windows PC take care that the system language is German (German) instead of German (Austrian) if you have troubles with the error reporting tool*
- Fonts



OpenOffice.org Writer

- Serial letters: addresses were saved in .doc files as address source
- Second file for OO.o test in Calc format is needed
- “Printing serial letters” is seen again quite liberally, the intention is that the candidate really understands



OpenOffice.org Calc

- Line heights – the original question “change the line height from 5 to 15” was completed by “(20 pixel)”
- Teaching language – very important to use generic words instead of Excel OR OO.o deduced word (“new table sheet” instead of “working map” or “new table”)



OpenOffice.org Database

- With OO.o1.1 decision for Adabas
 - *Best fitting integration according to the questions*
 - *1:n relations, Drag and Drop relations, ...*
- Description for test center how to prepare the data (backup and restore) for test centers
- Thanks to the Software AG who gave me support although I was not a paying customer
- Keep in mind: candidates should understand principles of database, they are not told to become database administrators!
- New evaluation will be done with HSQL



OpenOffice.org Impress

- “I will have finished the evaluation in 30 minutes”. 3 hours later....
- Big troubles with data sources and graphs on Linux or Windows without MS Graph installed
- Big troubles with fonts
- After a long discussion we decided to offer different questionnaires (only different document files) since diagrams is one main issue of this module
- File Extension Format:
 - *First version: “Open the document liechtenstein.ppt”*
 - *Now: “Open the document liechtenstein”*



The real demo test for Calc

- 1. Open the file **kino.xls**. In the table sheet **kartenverkauf** enter following text in cell no. **A4: *Kalenderwoche 17***
- 2. Enter a function in cell no. B14 which calculates the sum of the cells starting from B7 to B13. Copy this function to its neighbour cells C14, D14 and E14.
- Format all numbers in the region from B7 to E14 with dots as thousands separators, a comma as decimal separator and with 2 decimals.



Demotest Calc 4.2

- Format cell E14 with a double lined border at the bottom.
- Mark both cell regions from A6 to A13 and E6 to E13 and create a 3D bar chart with this data.
- Change the size of the chart so that it covers the cell region from A16 to E30.
- Delete the legend from this diagram.
- Change to the table sheet **besucheranzahl**. Add the text **besucheranzahl pro Saal** to the text **besucheranzahl** .



Demotest Calc 4.3

- Reduce the height of row no. 5 to the value 15 (20 pixel).
- In cell no. F15 enter a function which calculates the average of the cells from B7 to E13.
- Enter a function in cell no. F 17 which calculates the minimum value of the cell region from F7 to F13.
- Change the page offsets of the table sheet to the following values: margin to the top: 5cm, margin to the left: 3cm



Demotest Calc 4.4

- Insert a field with the current date into the headline of this table sheet and position it in the middle.
- Change to the table sheet **abrechnung**. Calculate all income per day with the formula: B8 times C5 by using cell no. C8. Use the adequate cell relations and copy this formula to the cells at the bottom until cell no. C14.



Thank you!



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