

MULTIMEDIA TRAINING KIT

Trainers' notes: Using the OpenOffice.org Writer bibliography database tool

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the Association for Progressive Communications (APC)

Introduction	Step-by-step training in how to use the bibliography database tool, for people writing complex documents in OpenOffice.org Writer.
Timing/duration	90 minutes.
Content outline and main topics covered	<ul style="list-style-type: none">· Creating a bibliographic database· Adding records to the database· Making bibliographic references in documents· Formatting the database references· Generating the bibliography
Target audience	CSO/NGO workers involved in compiling reports and other documents which would benefit from a bibliography.
Prerequisite skills/knowledge	Participants should have experience of using word processing software and of using a bibliography. They should understand the purpose, function and application of a bibliography for long documents. Ideally they should already be familiar with the basics of OOo Writer.
Unit objectives/expected outcomes	By the end of the unit, participants should be confident and well-versed in the steps needed to create, develop and work with a bibliographic database for OOo Writer documents.
Pre-workshop activities	All participants should have had experience in working with (may just be reading) complex word-processed documents which include references to other publications. Each trainee needs to bring an electronic, editable version of such a document to the training.
Notes on using exercises	<p>The exercises are a combination of discussion points and hands-on tasks for trainees to complete on their PCs.</p> <p>Trainees should be given around 5 minutes to answer discussion point questions on their own, after which the trainer should take another 10 minutes to allow for a group discussion of the trainees' answers. These should be documented on the flip chart newsprint.</p>

Resources included with unit	<ul style="list-style-type: none"> · Trainers' notes · Handout · Exercises · Workshop evaluation form (for trainees) · Materials evaluation form (for trainers) · Copyright statement <p>Use the general OpenOffice.org writer glossary and list of additional resources with this unit.</p>
Additional trainer resources	-
Equipment needed	<ul style="list-style-type: none"> · 1 PC per participant, with OpenOffice.org installed · Data projector connected to a PC for the trainer · 1 flip chart with newsprint for documenting trainees' responses to the exercises
Comments	This training can be combined very effectively with more advanced word processing units, as well as with a range of (basic – advanced) database units.