Spoken Tutorial on Inserting Images in LibreOffice Calc.

Script and Narration by
DesiCrew Solutions Pvt.Ltd.
Talk to a Teacher Project
http://spoken-tutorial.org
National Mission on Education through ICT
http://www.sakshat.ac.in
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Learning Objectives

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- **Inserting an image file into a document**

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- **Inserting an image file into a document**
- **For eg - jpeg, png, bmp**

OS and versions

Here we are using:

- **Ubuntu Linux 10.04**

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- **Ubuntu Linux 10.04**
- **LibreOffice Suite version 3.3.4**

Images

Images can be added into a spreadsheet by

- **Inserting an image file directly**

Images

Images can be added into a spreadsheet by

- Inserting an image file directly
- From a graphics program

Images

Images can be added into a spreadsheet by

- Inserting an image file directly
- From a graphics program
- With the help of a clipboard

Images

Images can be added into a spreadsheet by

- ▶ **Inserting an image file directly**
- ▶ **From a graphics program**
- ▶ **With the help of a clipboard**
- ▶ **From the gallery**

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Linking

- **Reduces the size of the spreadsheet when it is saved**

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Linking

- **Reduces the size of the spreadsheet when it is saved**
- **Since our spreadsheet does not contain the image**

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Linking

- Reduces the size of the spreadsheet when it is saved
- Since our spreadsheet does not contain the image
- Enables the user to modify both the files separately

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Linking

- **Any changes made to the image file**

Linking

- **Any changes made to the image file**
- **Will be reflected in the linked image**

Linking

- **Any changes made to the image file**
- **Will be reflected in the linked image**
- **In the spreadsheet**

Modify a Linked Image

Disadvantage of Linking

- **Whenever you want to send this spreadsheet to a different computer or user**

Disadvantage of Linking

- **Whenever you want to send this spreadsheet to a different computer or user**
- **You will have to send both the spreadsheet as well as the image file**

Disadvantage of Linking

- **Whenever you want to send this spreadsheet to a different computer or user**

- **You will have to send both the spreadsheet as well as the image file**

- **Have to keep track of the stored location**

Assignment

- **Insert an image as a link in a Calc sheet, save and close it.**

Assignment

- **Insert an image as a link in a Calc sheet, save and close it.**
- **Now, go the folder where the image is stored and delete the image.**

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Assignment

- **Insert an image as a link in a Calc sheet, save and close it.**
- **Now, go the folder where the image is stored and delete the image.**
- **Open check if the image is still visible in the Calc file.**

Assignment

- **Now paste the image back into the image folder.**

Assignment

- **Now paste the image back into the image folder.**
- **Check if the image is visible in the Calc file.**

Summary

Summary

Insert an image file into a spreadsheet in many different ways like

- **From a file**

Summary

Insert an image file into a spreadsheet in many different ways like

- **From a file**
- **From the clipboard**

Summary

Insert an image file into a spreadsheet in many different ways like

- ▶ **From a file**
- ▶ **From the clipboard**
- ▶ **From the gallery**

About the Spoken Tutorial Project

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About the Spoken Tutorial Project

- ▶ **Watch the video available at http://spoken-tutorial.org /What_is_a_Spoken_Tutorial**

- ▶ **It summarises the Spoken Tutorial project**

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- If you do not have good bandwidth, you can download and watch it

Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ **Conducts workshops using spoken tutorials**

- ▶ **Gives certificates to those who pass an online test**

- ▶ **For more details, please write to contact@spoken-tutorial.org**

Acknowledgements

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- **It is supported by the National Mission on Education through ICT, MHRD, Government of India**
- **More information on this Mission is available at**
  http://spoken-tutorial.org /NMEICT-Intro

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About the contributor

- **This tutorial has been contributed by DesiCrew Solutions Pvt.Ltd.**
- **www.desicrew.in**
- **Thanks for joining**