Introduction to LibreOffice Calc

Spoken Tutorial Project
https://spoken-tutorial.org
National Mission on Education through ICT
http://sakshat.ac.in

Script: Spoken Tutorial Team
Video: Arvind Pillai
IIT Bombay
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Learning Objectives

In this tutorial, we will learn:

Learning Objectives

In this tutorial, we will learn:

- **About** LibreOffice Calc

Learning Objectives

In this tutorial, we will learn:

- ▶ **About** LibreOffice Calc
- ▶ **Various** toolbars

Learning Objectives

In this tutorial, we will learn:

- **About** `LibreOffice Calc`
- **Various** `toolbars`
- **How to open a new and existing** `spreadsheet`

Learning Objectives

- **How to save and close a** spreadsheet **in** Calc

Learning Objectives

- **How to save and close a** `spreadsheet` **in** `Calc`
- **How to save as** `MS Excel` `spreadsheet`

Learning Objectives

▶ **How to save and close a** `spreadsheet` **in** `Calc`

▶ **How to save as** `MS Excel` `spreadsheet`

▶ **How to export as a** `PDF` **document**

What is LibreOffice Calc?

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- ▶ **the** spreadsheet **component of the** LibreOffice Suite

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LibreOffice Calc **is**

- ▶ **the** spreadsheet **component of the** LibreOffice Suite
- ▶ **the equivalent of** Microsoft Excel **in** Microsoft Office Suite

What is LibreOffice Calc?

LibreOffice Calc **is**

▶ **a free and open source software**

What is LibreOffice Calc?

LibreOffice Calc **is**

- ▶ **a free and open source software**
- ▶ **can be shared, modified and distributed without any restrictions**

OS and Versions

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LibreOffice Calc **can run on**

- ► **Microsoft Windows 8 or higher versions**

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- **Microsoft Windows 8 or higher versions**
- **GNU/Linux OS**
- **Mac OSX**

System Requirements

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This tutorial is recorded using

- **Ubuntu Linux OS version 18.04**

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This tutorial is recorded using
- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**

LibreOffice Installation

▶ **The latest** `Ubuntu Linux OS` **has** `LibreOffice Suite` **pre-installed in it**

LibreOffice Installation

▶ **The latest** `Ubuntu Linux OS` **has** `LibreOffice Suite` **pre-installed in it**

▶ **To install a specific version, refer to the** `LibreOffice Installation` **series on** **https://spoken-tutorial.org**

Summary

In this tutorial, we learnt:

- ▶ **About** `LibreOffice Calc`
- ▶ **Various** `toolbars`
- ▶ **How to open a new and existing** `spreadsheet`
- ▶ **How to save and close a** `spreadsheet`

Summary

- **How to save as** `MS Excel spreadsheet`
- **How to export as a** `PDF` **document**

Assignment

- **Open a new** `spreadsheet` **in** `Calc`
- **Save it under the name** `Spreadsheet-Practice.ods`
- **Type the headings as** `SN`, `Name`, `Department` **and** `Salary`

Assignment

- **Underline the headings and** `bold` **them**
- **Increase the** `font size` **of the headings to** 12
- **Save and close the file**

About Spoken Tutorial project

- ▶ Watch the video available at
  **https://spoken-tutorial.org
  /What_is_a_Spoken_Tutorial**
- ▶ It summarises the Spoken Tutorial project
- ▶ 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**

Answers for THIS Spoken Tutorial

► **Questions in THIS Spoken Tutorial?**

► **Visit https://forums.spoken-tutorial.org**

► **Choose the minute and second where you have the question**

► **Explain your question briefly**

► **The Spoken Tutorial project will ensure an answer**

► **You will have to register to ask questions**

Forum for Specific Questions

▶ **The Spoken Tutorial forum is for specific questions on this tutorial**

▶ **Please do not post unrelated and general questions on them**

▶ **This will help reduce the clutter**

▶ **With less clutter, we can use these discussion as instructional material**

Acknowledgements

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Thank you

- ▶ **This tutorial was originally contributed by DesiCrew Solutions Pvt.Ltd. in 2011**
- ▶ **www.desicrew.in**
- ▶ **Thanks for joining**