

Working with Sheets

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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18 March 2020



Learning Objectives

In this tutorial, we will learn to:



Learning Objectives

In this tutorial, we will learn to:

▶ **Insert and Delete**



Learning Objectives

In this tutorial, we will learn to:

- ▶ **Insert and Delete**
 - ▶ Rows



Learning Objectives

In this tutorial, we will learn to:

- ▶ **Insert and Delete**
 - ▶ Rows
 - ▶ Columns



Learning Objectives

In this tutorial, we will learn to:

- ▶ **Insert and Delete**
 - ▶ Rows
 - ▶ Columns
 - ▶ `Sheets`



Learning Objectives

In this tutorial, we will learn to:

- ▶ **Insert and Delete**
 - ▶ Rows
 - ▶ Columns
 - ▶ Sheets
- ▶ **Rename Sheets**



Learning Objectives

In this tutorial, we will learn to:

- ▶ **Insert and Delete**
 - ▶ Rows
 - ▶ Columns
 - ▶ Sheets
- ▶ **Rename Sheets**
- ▶ **Move Sheets**



System Requirements

This tutorial is recorded using



System Requirements

This tutorial is recorded using

▶ Ubuntu Linux OS version 18.04



System Requirements

This tutorial is recorded using

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



Code Files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**



Code Files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Pls download and extract the file**



Code Files

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- ▶ **Pls download and extract the file**
- ▶ **Make a copy and then use it for practising**



Summary

In this tutorial, we learnt to:

- ▶ **Insert and Delete**

- ▶ Rows
- ▶ Columns
- ▶ Sheets

- ▶ **Rename Sheets**

- ▶ **Move Sheets**



Assignment

- ▶ **Open** Spreadsheet-Practice.ods file
- ▶ **Select and delete the column with the heading SN**
- ▶ **Enter relevant data in Name, Department and Salary columns**



Assignment

- ▶ **Refer to the Code file link for details**
- ▶ **Rename the sheet as Department Sheet**
- ▶ **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



Acknowledgements

- ▶ **Spoken Tutorial project is funded by MHRD, Govt. of India**



Thank you

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

