

# Working with Sheets

**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**

**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**



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**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**



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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**



# 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

- ▶ This file has been provided to you in the Code files link on this tutorial page
- ▶ 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](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](mailto: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](http://www.desicrew.in)
- ▶ Thanks for joining

