

Instruction Sheet for LibreOffice Suite Calc 6.3

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1 Online / Offline content

1. The online content of Spoken Tutorials can be accessed from:
<https://spoken-tutorial.org/tutorial-search/>
2. You can also download the Spoken Tutorials for offline learning from:
<https://spoken-tutorial.org/cdcontent/>
3. From this link download the FOSS categories in the language you wish to learn.
4. The Spoken Tutorial content will be downloaded as a zip file on your machine.
5. Extract the contents of the zip file & access them.

2 The procedure to practise

1. You have been given a set of spoken tutorials and files.
2. You will typically do one tutorial at a time.
3. You may listen to a spoken tutorial and practise by reproducing all the steps shown in the video by Side-by-Side Method.
4. If you find it difficult to do the above, you may consider listening to the whole tutorial once and then practise during the second hearing.

3 LibreOffice Installation

1. By default, LibreOffice will be pre-installed in Ubuntu Linux OS.
2. If you wish to install any specific version of LibreOffice or for any other OS, please go through the LibreOffice Installation tutorials on <https://spoken-tutorial.org>

4 LibreOffice Suite Calc 6.3

1. Click on "Select FOSS" or "All FOSS Categories" drop-down and choose "LibreOffice Suite Calc 6.3".
2. Click on "Select Language" or "All Languages" drop-down and choose the language (English, Hindi, Marathi ...) in which you wish to learn.
3. Click on "Search" or "Submit" button.

4. You will see a list of tutorials based on your selection.
5. Start with the first tutorial in the displayed list.

5 First tutorial: Introduction to LibreOffice Calc

1. Locate the topic Introduction to LibreOffice Calc and click on it.
2. To view the tutorial, click on the Play icon which is located in the player.
3. The Pre-requisite and Slides will be visible below the player (only for Online contents).
4. Outline, Assignments and Code Files are available below the player.
5. Adjust the size of the browser in such a way that you are able to practise in parallel.

5.1 Instructions for changing the font name

- (a) At 13:49 the video shows how to change the font name for the text.
- (b) The fonts used in this tutorial are a part of the Font set available on the computer and OS used for recording.
- (c) You may have a different Font set on your computer and OS.
- (d) While practising, use the fonts that are available on your computer.

5.2 Instructions to practise

- (a) Create a folder on the "Desktop" with your "Name-RollNo-Component".
(Eg. "vin-04-calc")
- (b) Give a unique name to the files you save in your folder, so as to recognize it next time.
(Eg. "Practice-01-vin")
- (c) Remember to save all your work in your folder.
- (d) This will ensure that your files don't get overwritten by someone else.
- (e) Save your work from time to time, instead of saving it at the end of the task.

5.3 Common instructions for Assignments

- (a) Attempt the **Assignments** as instructed in the tutorial.
- (b) Save your work in your folder.

5.4 Common instructions to use Code files

- (a) Click on the link "**Code files**" located below the player and save it in your folder.
 - (b) Extract the downloaded zip file.
 - (c) You will see all the code/source files used in the particular tutorial.
 - (d) Use these files as per the instructions given in the particular tutorial.
6. Play-pause-practise the whole tutorial.
7. Once the tutorial is complete, choose the next tutorial from the playlist which is located on the right side or below the player.
8. Follow all the above instructions, till you complete all the tutorials in the series.