

LibreOffice Calc - Working with Sheets

Spoken Tutorial Project
National Mission on Education through ICT
<http://spoken-tutorial.org>

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Learning Objectives



Learning Objectives

1. **Inserting and Deleting rows and columns.**



Learning Objectives

1. **Inserting and Deleting rows and columns.**
2. **Inserting and Deleting sheets.**



Learning Objectives

1. **Inserting and Deleting rows and columns.**
2. **Inserting and Deleting sheets.**
3. **Renaming Sheets.**



OS and versions

Here we are using

- ▶ GNU/Linux



OS and versions

Here we are using

- ▶ **GNU/Linux**
- ▶ **LibreOffice Suite version 3.3.4.**



Inserting columns and rows

- ▶ **Columns and rows can be inserted individually or in groups.**



Inserting columns and rows

To insert a single row or a single column



Inserting columns and rows

To insert a single row or a single column

- ▶ **First select the cell, column or row where you want the new column/row to be inserted.**



Summary



Summary

1. Inserting and deleting rows & columns.
2. Inserting and deleting Sheets.
3. Renaming Sheets.



Comprehensive Assignment



Comprehensive Assignment

1. Open **Spreadsheet Practice.ods** file.
2. Select and delete the row with the heading **Serial Number**.
3. Rename the sheet to **Department Sheet**.



About 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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- ▶ More information on this Mission is available at <http://spoken-tutorial.org/NMEICT-Intro>



About the contributor

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

