NIELIT GORAKHPUR

Course Name: CCC   **Chapter 4:** Spreadsheet Using LibreOffice Calc
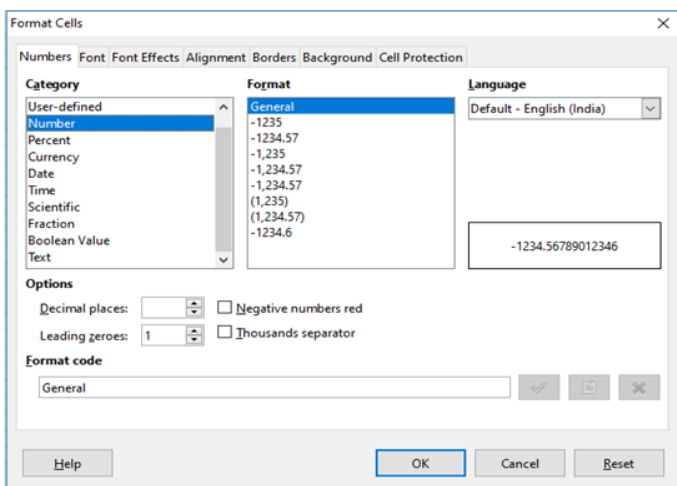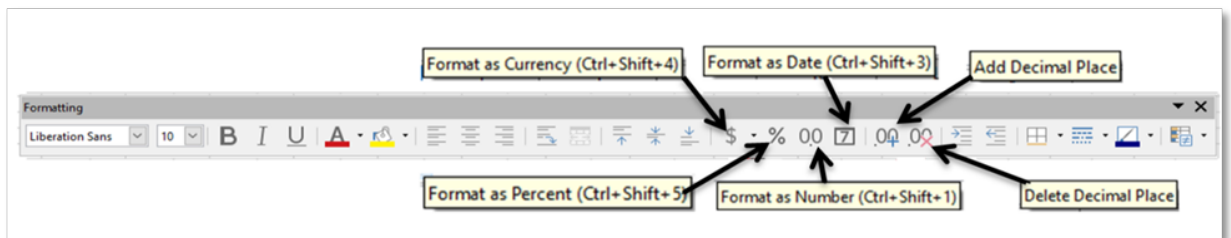**Topic:** Manipulation of Cells & spreadsheet (Part 2)   **Date:** 13-05-2020

Manipulation of Cells & spreadsheet

Formatting numbers

Several different number formats can be applied to cells by using icons on the Formatting toolbar. Select the cell, and then click the relevant icon to change the number
format.

For more control or to select other number formats, use the Numbers page of the Format Cells dialog

• Apply any of the data types in the **Category** list to the data.

• Control the number of decimal places and leading zeros in **Options**.

• Enter a custom **format code**.

• The **Language** setting controls the local settings for the different formats such as the date format and currency symbol.

Cut, Copy, Paste & Paste Special

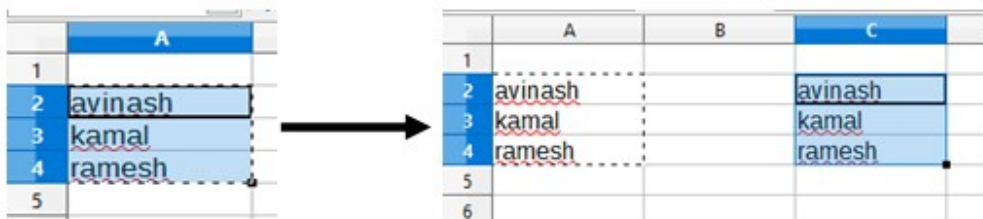There are many way to perform cut, copy and Paste operation.

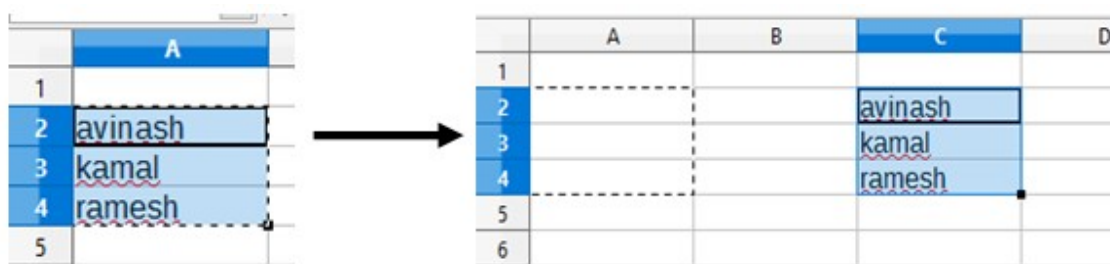| SHORTCUT KEYS	FUNCTIONS
CTRL+C	Copy a content from a cell
CTRL+V	Paste a content into a cell
CTRL+X	Cut a content from a cell

To copy and paste,

- Select the texts or cells.
- Then select copy option from standard toolbar or edit menu or popup menu or shortcut key (Ctrl + c).
- Then select the position for paste.
- Then select Paste option from standard toolbar or edit menu or popup menu or shortcut key (Ctrl + v).
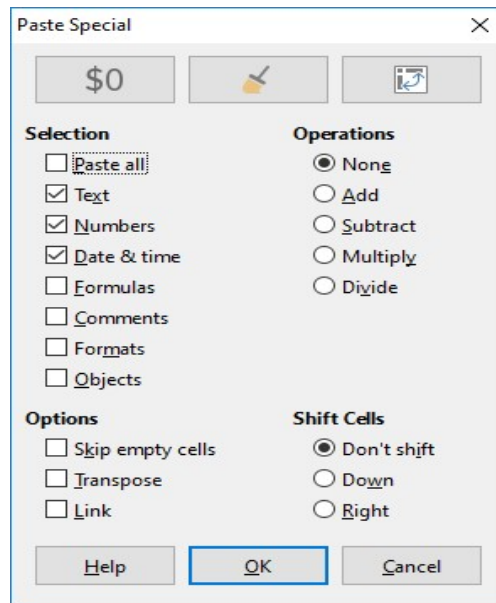-

To cut and paste,

- Select the texts or cells.
- Then select cut option from standard toolbar or edit menu or popup menu or shortcut key (Ctrl + x).
- Then select the position for paste.
- Then select Paste option from standard toolbar or edit menu or popup menu or shortcut key (Ctrl + v).
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Paste Special

After copying content, paste special tool can paste content with more control of how the content is displayed or functions when pasted from the clipboard.
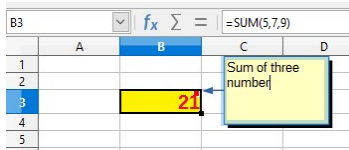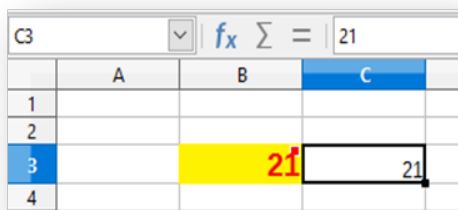
Paste Special can paste contents text, number, Date & time, formulas, comments, formats or all.

For example :

B3 cell have formula, formatting, result in number and comment. We can separately paste it.

➢ If we want paste only result not formula then select text number and date& time checkbox from paste special window.

➢ If we want to copy comment only then select Comment checkbox only.