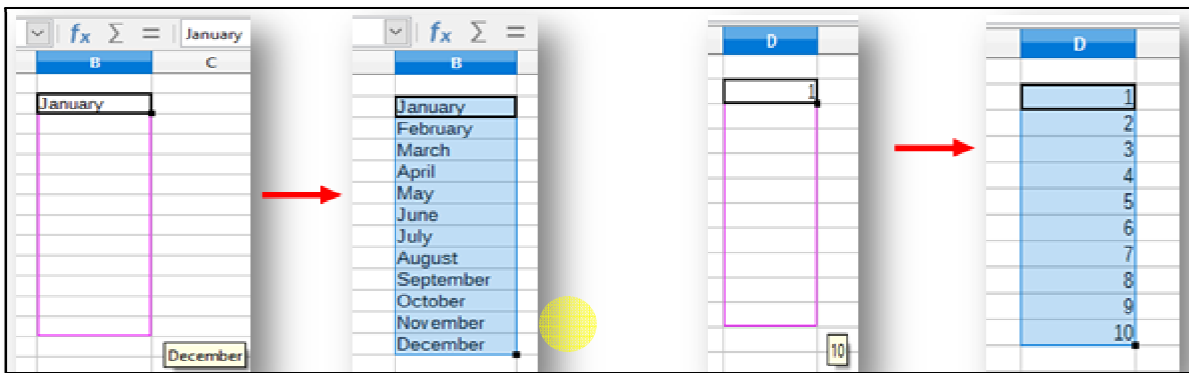


Manipulation of Cells & spreadsheet

AutoFill

AutoFill is a very useful feature. It allows you to create entire columns or rows of data which are based on the values from other cells. This feature is best for copying formats and formulas, filling in lists, dates, numbers and more.

- Add initial data that is needed.
- Select the cell to **AutoFill**. Move the cursor to the bottom right corner of the selected cell. It will turn into a cross (called the **Fill Handle**).
- Drag it to the desired position i.e. either horizontally or vertically.

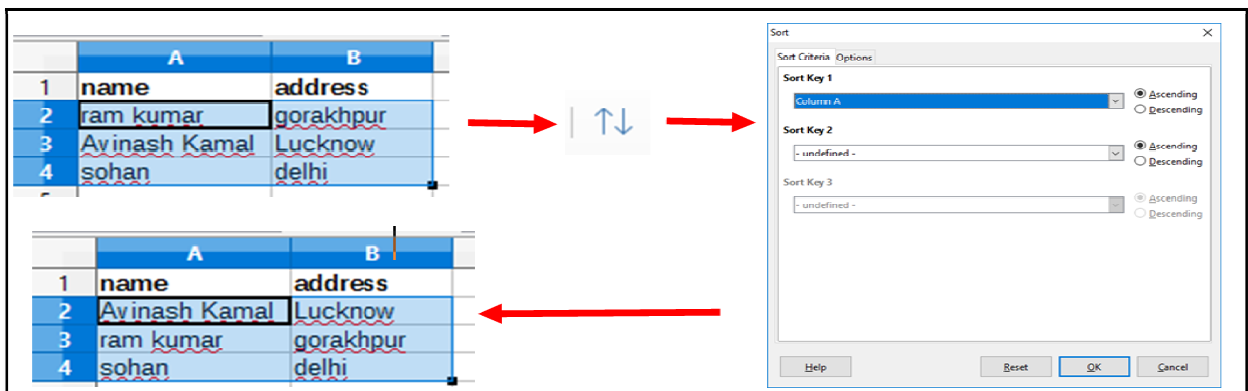
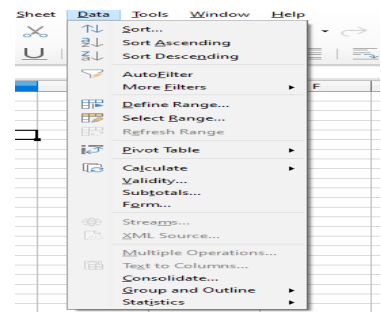
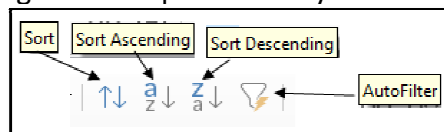


Sorting & Filtering

Sorting- Sorting within Calc arranges the cells data either in an ascending or descending order that you specify. In sorting rows are permanently moved in order.

Steps for sorting data:

- Select the range of data cells.
- Click on **Data menu-> Sort** or Sort option from standard toolbar.
- Sort screen will open.
- Select column name and sorting order.
- Press OK button.



Filtering - Filtering is most important tool for analysis on larger data. After applying a filter, some rows are visible and some rows are not depending upon certain conditions.

Steps for Filtering:

- Select the data row header
- Go to **Data** Menu-> Click on **AutoFilter** option
- A small triangle will be appeared on each data row header
- Click on the triangle to apply condition or select data/value as per your choice

The sequence of screenshots illustrates the process of applying an AutoFilter to a data range in Excel. In the first screenshot, the 'Data' menu is open, and the 'AutoFilter' option is highlighted. The second screenshot shows the 'AutoFilter' dropdown menu for the 'Name' column, with options like 'Sort...', 'Sort Ascending', and 'Sort Descending'. The third screenshot shows the 'AutoFilter' dropdown menu for the 'Marks1' column, with the 'Top 10' option selected. The data table is as follows:

Name	Marks1	Marks2	Total
Rakesh	67	56	123
Mahesh	76	45	121
Suresh	87	58	145
Radha	56	89	145
Ram	75	78	153
Shyam	65	67	132
John	76	87	163
Pinku	45	98	143
Johnny	76	67	143
Karan	78	68	146
Raj	65	62	127
Divya	87	93	170

Standard Filter

Using Standard Filter, you can apply more conditions. Based on the conditions, certain rows will be displayed and all other rows will be hidden.

In above example, if you want to show the rows(records) of those students who have secured greater than 60 in Marks1 and greater than 70 in Marks2, then follow:

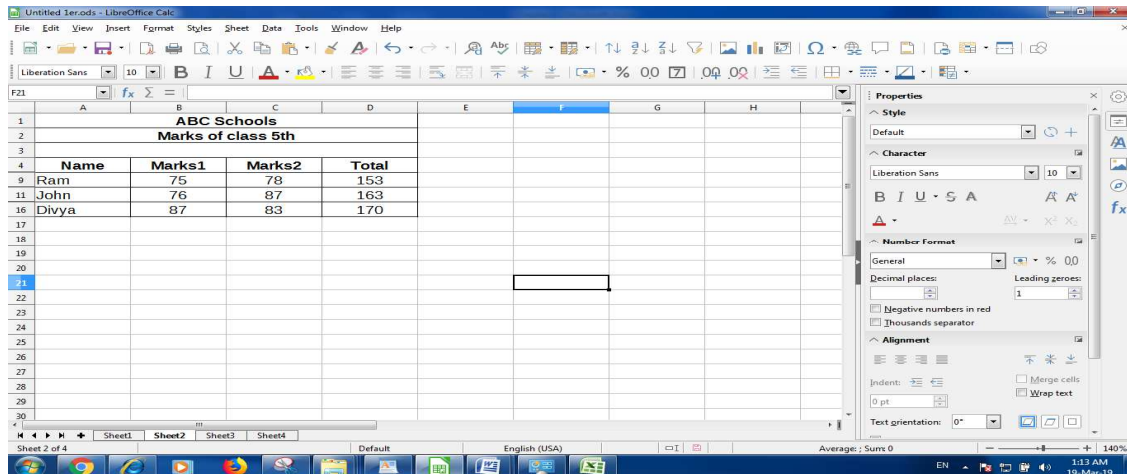
- Go to **Data** Menu --> Click on **More Filter** --> Click on **Standard Filter**
- Choose **Field Name**, **Condition**, **Value** and **Operator** as per figure
- Click **OK**
- Then only following rows will be displayed, and all other rows will be hidden

The 'Standard Filter' dialog box is shown with the following criteria:

Operator	Field name	Condition	Value
AND	Marks1	>	60
	Marks2	>	70

The 'Options' section is checked, and the 'OK' button is highlighted.

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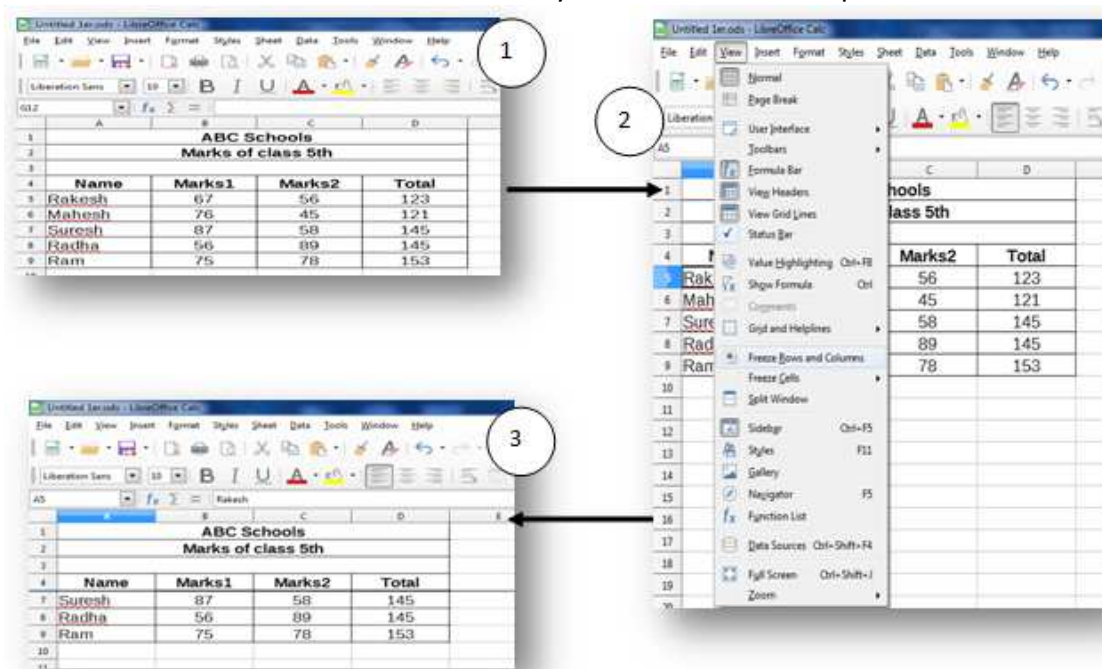


Freezing Panes

Freezing panes keeps the headings (either in row or column) visible while you are scrolling through the rest of the spreadsheet.

Steps for applying Freeze Pane:

- Select the row below or Column right to area, which you want to freeze. (In example, Row 5)
- Click on View menu
- Select **Freeze Rows or Columns** option
- The rows above row 5 will be frozen while you scroll rest of the spreadsheet.



Note: You can also directly freeze the First Row or First Column of the spreadsheet.

- View Menu --> Freeze Cells --> Freeze First Row
- View Menu --> Freeze Cells --> Freeze First Column

Steps for Unfreeze Pane:

- Click on View menu
- Deselect **Freeze Rows or Columns** option