# NIELIT GORAKHPUR

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.
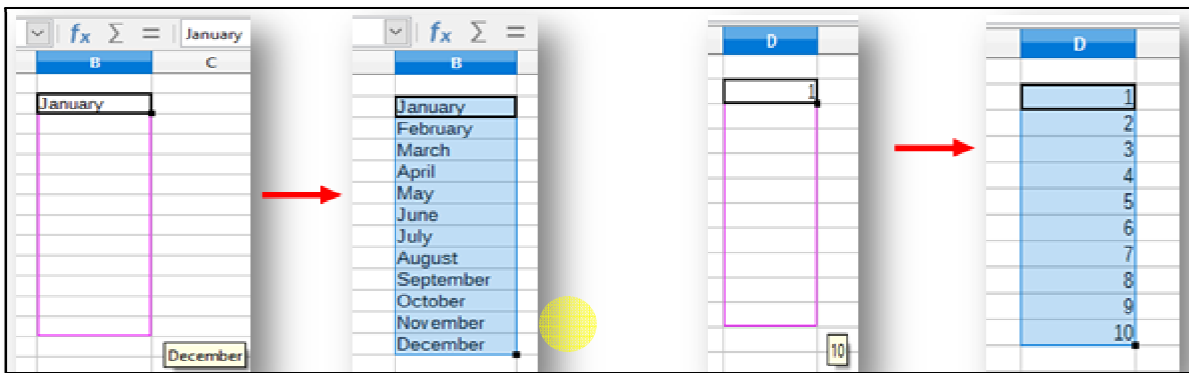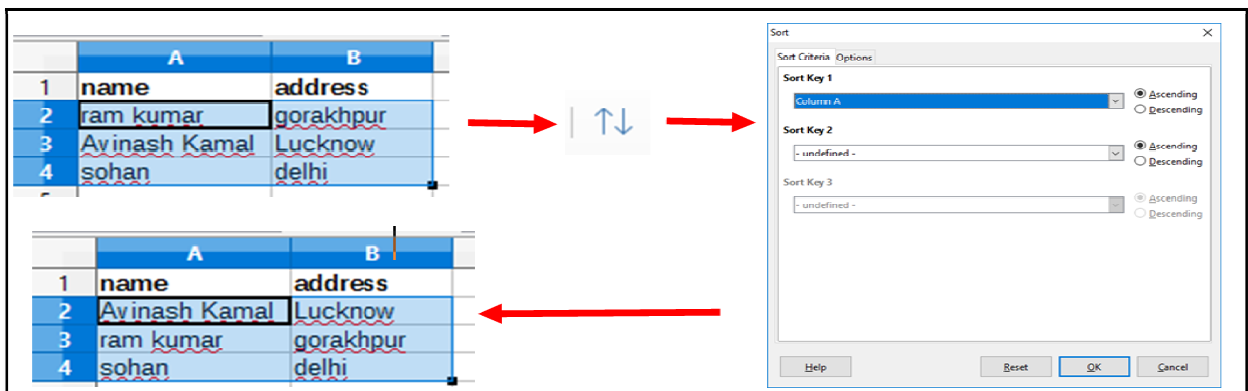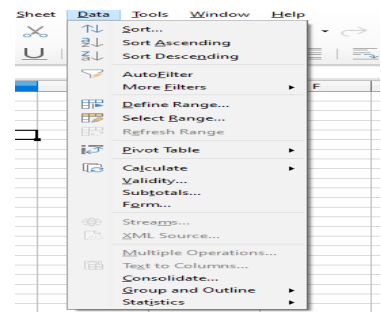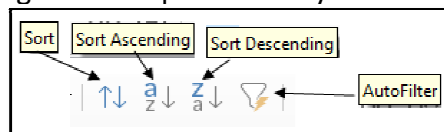

Sorting & Filtering

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 importing 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

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:
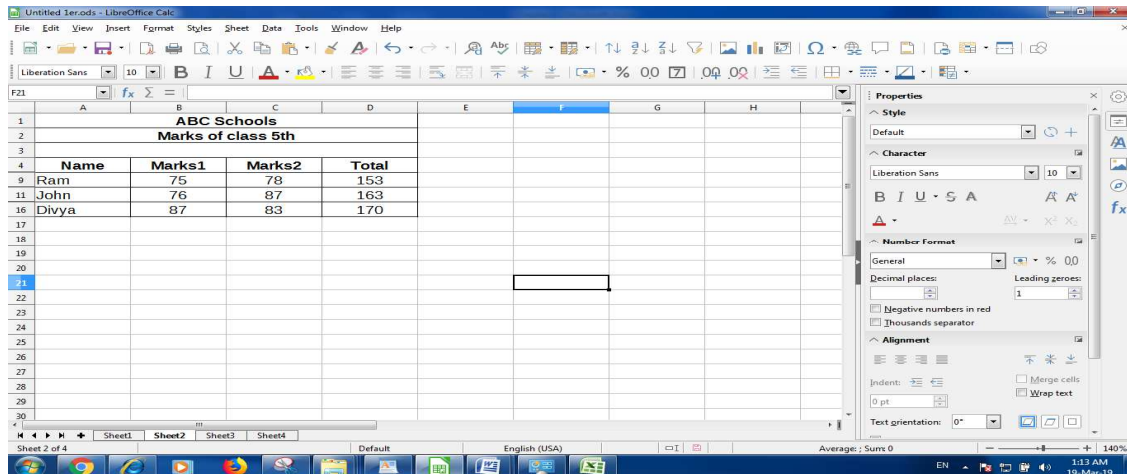

- Go to **Data** Menu --> Click on **More Filter** --> Click on **Standard Filter**
- Choose **Field Name, Condition, Value** and **Operator** as per figure
- Click **OK**
- Then only following rows will be displayed, and all other rows will be hidden

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.
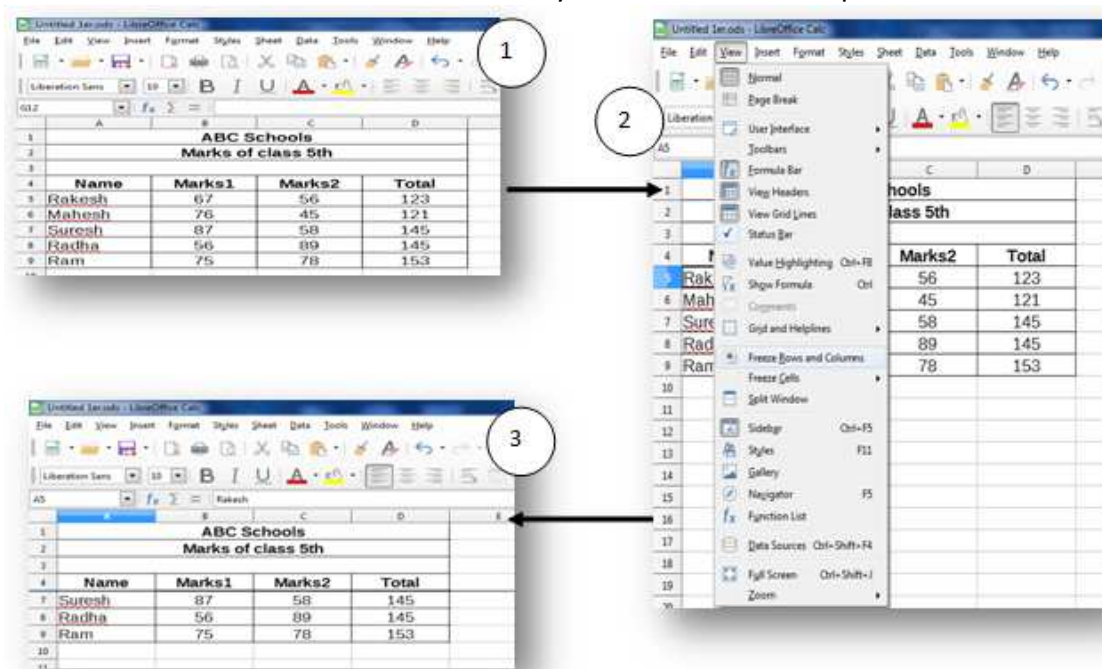
Note: You can also directly freeze the First Row or First Column of the spreadsheet.
  - ➢ View Menu --> Freeze Cells --> Freeze First Row
  - ➢ View Menu --> Freeze Cells --> Freeze First Column

- **Steps for Unfreeze Pane:**
  - ➢ Click on View menu
  - ➢ Deselect **Freeze Rows or Columns** option