

Spreadsheet Using LibreOffice Calc

What is Calc?

Calc is component of LibreOffice. It is a spreadsheet program which is used to store, manage and analyze various types of Data. Spreadsheet is a collection of rows and columns. Columns are represented by alphabets and rows are represented by numbers. The point where a column and row intersect is called cell. The address of a cell is given by the letter representing the column and the number representing a row. The extension of Calc file is .ods. Some of the popular other spreadsheet programs are , Lotus 1-2-3 , Microsoft -Excel, OpenOffice Calc etc.

Features provided by Calc include:

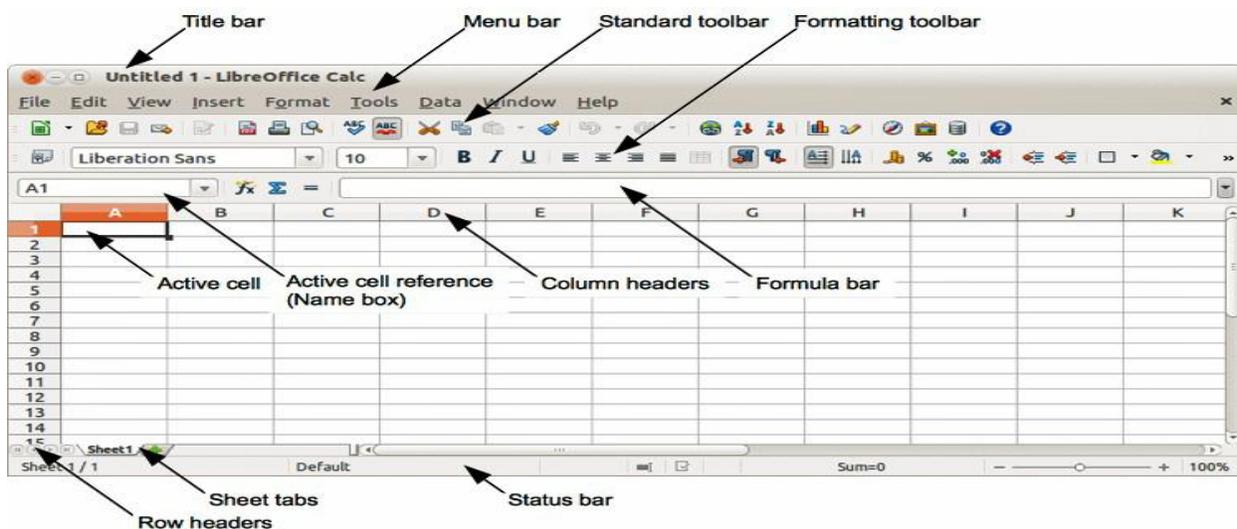
- Functions, which can be used to create formulas to perform complex calculations on data.
- Database functions to arrange, store, and filter data.
- Dynamic charts giving a wide range of 2D and 3D charts.
- Macros for recording and executing repetitive tasks; scripting languages supported include LibreOffice Basic, Python, BeanShell, and JavaScript
- Ability to open, edit, and save Microsoft Excel spreadsheets
- Import and export of spreadsheets in multiple formats, including HTML, CSV, PDF, and PostScript.

Opening of Calc application

To open LibreOffice Calc application:

- Type Calc in Search box
- Or Click on LibreOffice Calc icon
- Or A blank calc spreadsheet will be opened.

Elements of Spread Sheet



The various part of the screen is described below:

Title Bar:

Title bar is located at the top. It shows the name of the current spreadsheet.

Menu Bar:

Menu bar is located just below the title bar. It contains the various commands.

Standard and Formatting Tool Bar:

By default, the standard and formatting tool bar appears just below menu bar. It contains the wide range of common commands. These commands perform specific tasks. You can also customize these toolbars based on your comfort.

Cell:

Each cell is represented by intersection point of one row and one column in the spreadsheet. Data is entered into the cell.

Sheet:

Each spreadsheet can have several sheets, and each sheet can have many individual cells. LibreOfficeCalc can hold up to 32,000 sheets.

Column Header:

Columns are arranged vertically in the spreadsheet. It is denoted by alphabets. Each sheet can have maximum 1024 columns.

Row Header:

Rows are arranged horizontally in the spreadsheet. It is denoted by numbers. Each sheet can have maximum 1048576 rows.

Name Box:

It gives the address of current active cell. The address of a cell is given by the letter representing the column and the number representing a row. For example in above figure the active cell is A1. Here is column letter and 1 is row number.

Formula Bar:

Formula bar displays the contents of selected cell i.e. data, formula or function. You can also edit the cell contents here.

Status Bar:

Status bar provides some valuable information about the sheet. It is located at the bottom of the screen.

Horizontal Scroll Bar:

The horizontal scroll bar is located above the status bar. It is used for moving back (left) and forth (right) across the spreadsheet. One can click and drag the horizontal scroll bar backwards and forwards.

Vertical Scroll Bar:

The vertical scroll bar is located along the right side of the screen. It is used for moving up and down in the spreadsheet. One can click and drag the vertical scroll bar upwards and downwards.

Basic operations in spreadsheet

- **Insert Sheet** - It is used to add new sheet.
- **Delete Sheet** - It is used to delete the existing sheet.
- **Rename Sheet** - It is used to rename the existing sheet.
- **Move or copy sheet** - It is used to move or copy the existing sheet.

Concept of Cell Address [Row and Column] and Selecting a Cell

Each cell in spreadsheet has unique address/ reference which is defined by its column letter (A,B...) and row number (1,2...). For example, if B2 cell is selected, B is column letter and 2 is row number.

Address of the cell can be seen on Name Box.

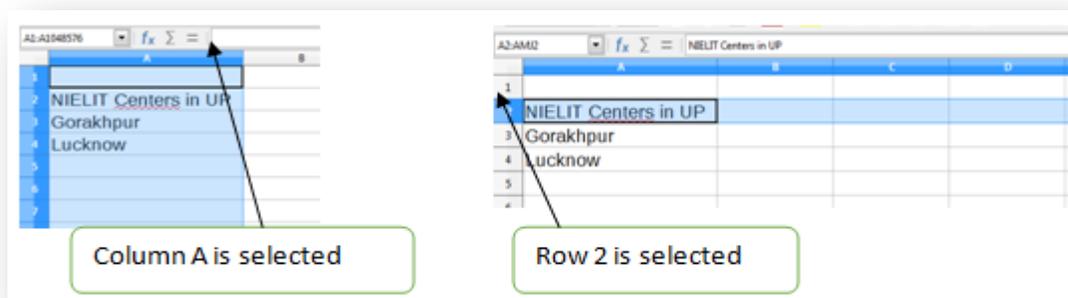
Entering Data [Text, Number, Date] In Cells

Data can be entered into the cell. Type the data into the cell and press enter key, the cell pointer moves down for the next entry.

- Text data is left aligned in the cell by default.
- Number data is right aligned in the cell by default.
- Date can be formatted as per choice, Format Cells dialog box will be opened by clicking on **More Options** at side bar properties.

Selection of Data

- Single cell is selected by Mouse clicking over it.
- Range of cell is selected by pressing left button of the mouse and moving over the area, and then leaving the mouse button.
- Selection can also be done using keyboard. Use Shift and Arrow (Left, Top, Right, Bottom) key for the selection of data.
- Entire column is selected by clicking on any column header/letter.
- Entire row is selected by clicking on any row header/number.
- Entire sheet is selected by clicking on the area just above the row header and left to the column header or using shortcut Ctrl + A.



Page Style

This option is used to set up of page for printing. Follow these steps to open Page Style dialog box.

- Go to Format Menu and choose Page option
- Page Style dialog box will be opened.
- Click on Page tab.

In Page tab under Page Style dialog box, you have - Paper Format, Orientation, Margins and Layout Settings:

- **Paper Format**

Use this option to set the size of the paper. You can set the width and height of the paper manually or select the predefined paper like letter, A4, legal as per your need. The default paper format is Letter which has 8.50" width and 11.00" height.

- **Page Orientation**

Page orientation is the way in which a page is oriented for viewing. Portrait and Landscape are two types of page orientation.

- **Page Margins**

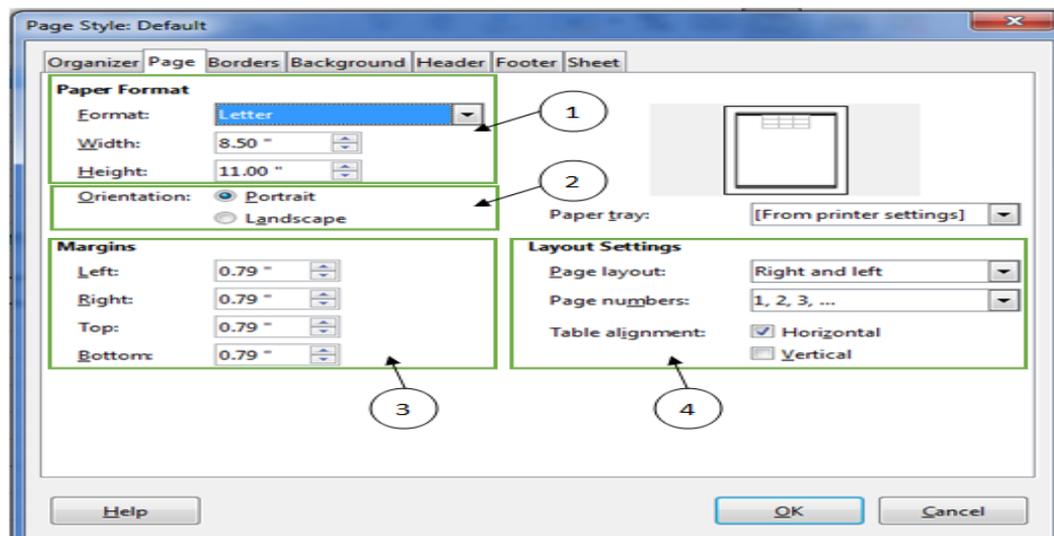
Margins are the space between the edge the page and the text. You can adjust left, top, right and bottom margins.

- **Layout Settings**

Use this option to set how the printed text appears on the different pages:

Right and Left - Use this option if you want to take printed text on both sides of the pages.

Mirrored - Use this option if you want to set up facing pages for double sided documents like books or magazines.



Printing of spreadsheet

To take printout or hardcopy of your spreadsheet, follow these steps:

- Go to File Menu and click on Print option
- Print dialog box will be opened.
or
- You can also press Ctrl + P to open Print dialog box
or
- Click on **Print** option available on Standard Tool bar.

In Print dialog box, you have - **Printer, Range and Copies, Number of Copies** and **From which print**:

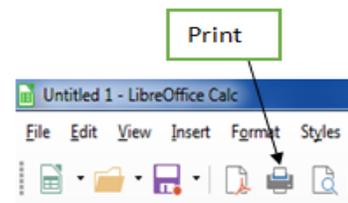
- **Printer**
Select the printer from where you want to take printout. If no printer is available, first install the printer.
- **Range and Copies**
Here, you have to select the sheet/cell that you want to print i.e. - All sheets, Selected sheets or Selected cells.
- **Number of Copies**
Type the number of copies required for printing. By default, 1 is selected.
- **From which print**
Here, Select the page(s) that you want to take printout i.e. All pages or specify the pages manually like 1-5 or 1,3,5.

Note: It is better practice to see the preview of your spreadsheet before going for printing. During preview of your spreadsheet, you might find that margins or other items are not set properly. Therefore, first look preview of your spreadsheet then go for final printing.

Go to File Menu and click on Print Preview

or

Use shortcut Ctrl + Shift + O



Saving of spreadsheet

To save your new spreadsheet to avoid losing of your work, follow these steps:

- Go to **File** Menu and click on **Save** option
- Save As dialog box will be opened.
or
- Press **Ctrl + S** to open Save As dialog box
or
- Click on **Save** option available on Standard Tool bar

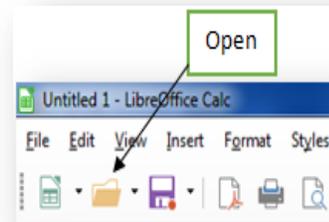
Note: If your spreadsheet is already saved, and you want to save it with new name or with new location then use Save As option. (For first time saving of spreadsheet, Save and Save As are the same).

- Go to File Menu and click on Save As
or
- Use shortcut Ctrl + Shift + S

Opening and Closing of Spreadsheet

If you want to open an existing spreadsheet then follow these steps:

- Go to File Menu and click on Open
Or Press Ctrl + O shortcut
- Or Click on Open option available on Standard Tool bar
Open Dialog box will be appeared.
- Choose your spreadsheet file which you want to open.



To close a spreadsheet, follow these steps:

Go to **File** Menu and click on **Close** or Press **Alt + F4** shortcut.

Exercise:

1. What is Calc? Write its features.
2. Write the basic elements of spreadsheet.
3. Write the steps for printing spreadsheet.