

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Topic: Manipulation of Cells & spreadsheet[conti.]

Libreoffice [Calc]

Subject: ITTNB

Date: 01-06-2020

Manipulation of Cells & spreadsheet

Multiple lines of text

Multiple lines of text can be entered into a single cell using manual line breaks or automatic wrapping.

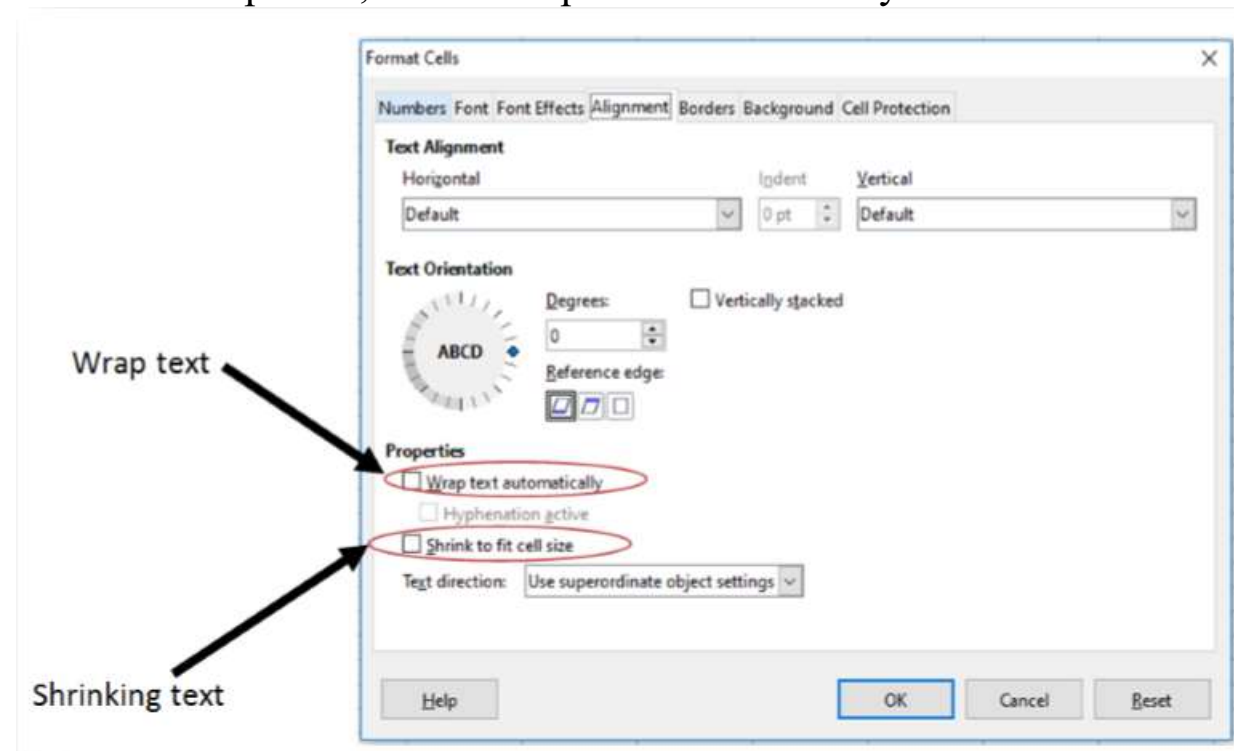
Manual line breaks

To insert a manual line break while typing in a cell, press Ctrl + Enter. In the input line of the formula bar, press Shift + Enter.

Automatic wrapping

To automatically wrap multiple lines of text in a cell, use the following method.

- Right-click on the cell and select Format Cells from the context menu, or go to Format > Cells on the Menu bar, or press Ctrl+1, to open the Format Cells dialog.
- Click on the Alignment tab.
- Under Properties, select Wrap text automatically and click OK.

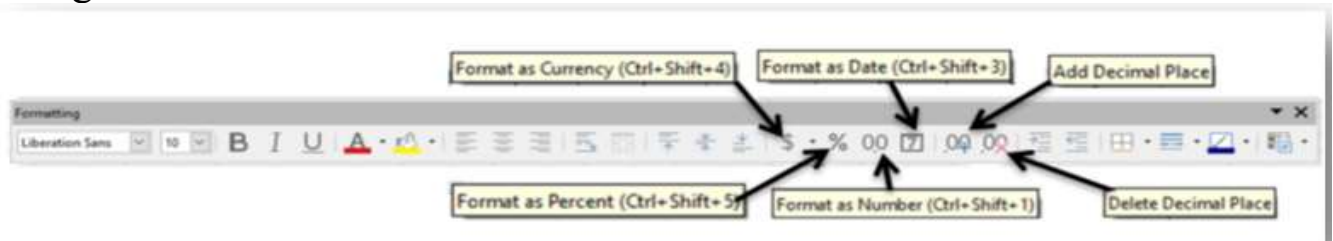


Shrinking text to fit the cell

The font size of the data in a cell can automatically adjust to fit inside cell borders. To do this, Select the Shrink to fit cell size option under Properties in the Format Cells dialog on the Alignment page.

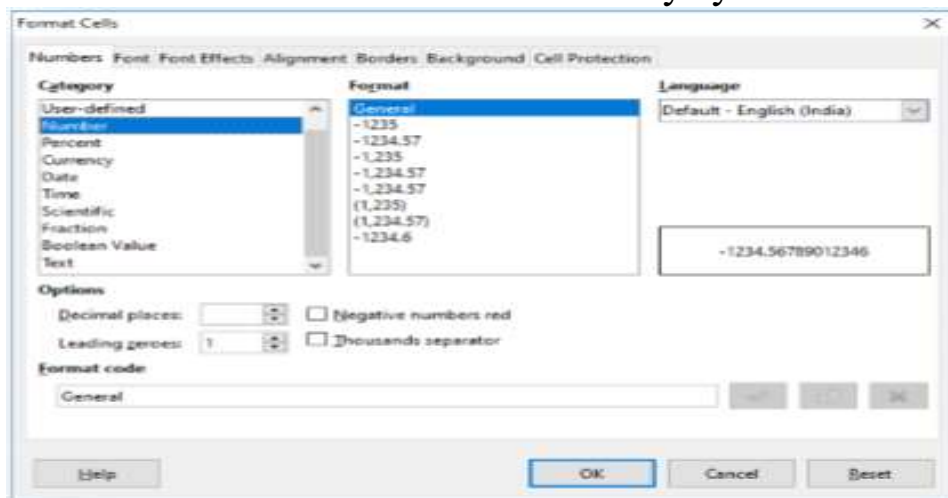
Formatting numbers

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.

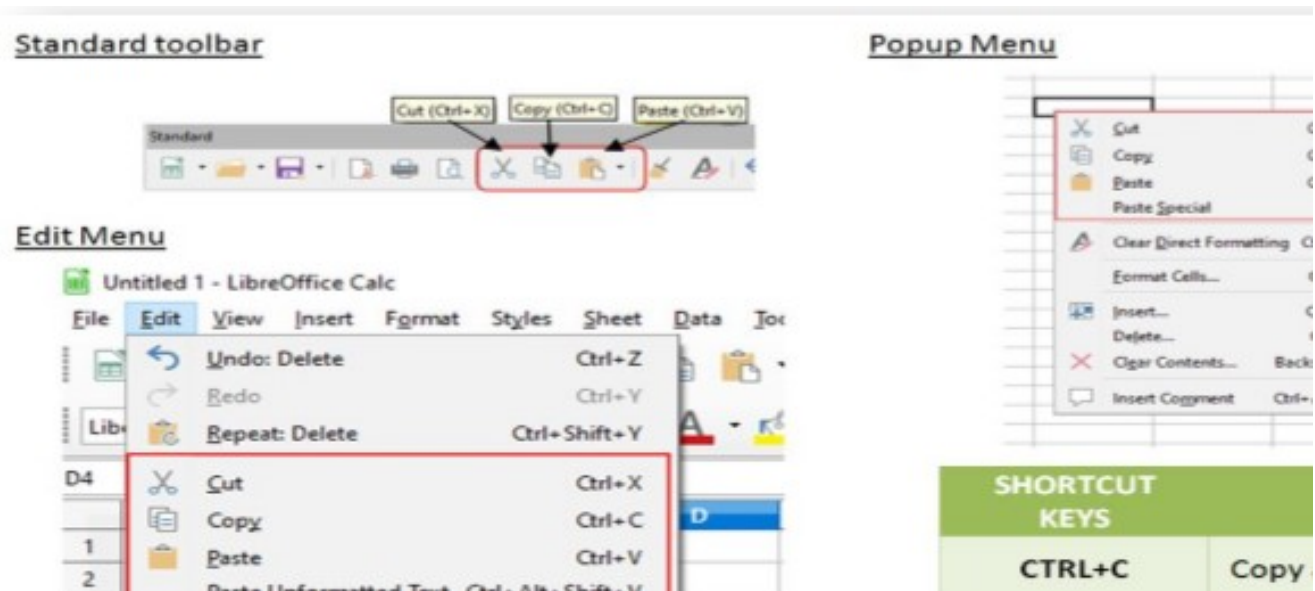


For more control or to select other number formats, use the Numbers page of the Format Cells dialog

- 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



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).

Assignment:-

- 1-What is Automatic wrapping feature in LibreOffice Calc?
- 2- What is the difference between copy & paste and cut & paste in LibreOffice Calc?