

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

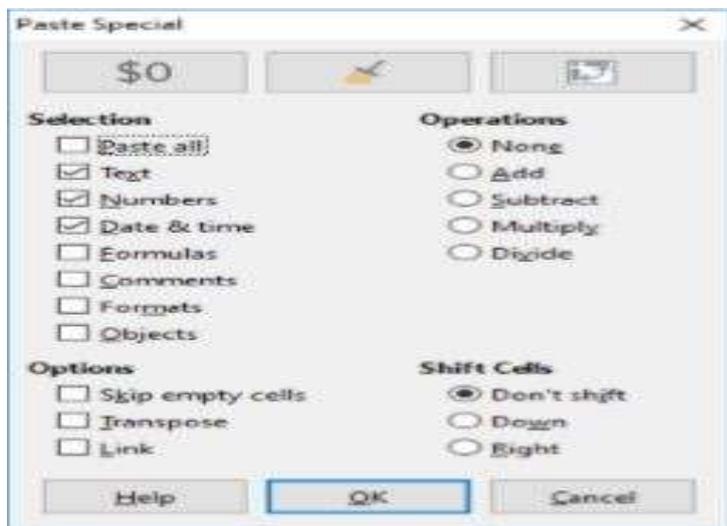
Topic: Manipulation of Cells & spreadsheet[conti.]

Date: 02-06-2020

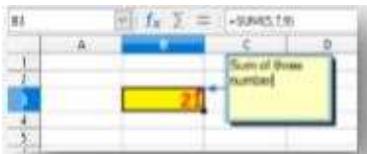
Libreoffice [Calc]

Paste Special

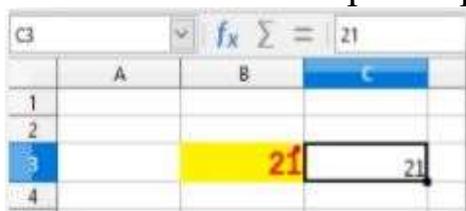
After copying content, paste special tool can paste content with more control of how the content is displayed or functions when pasted from the clipboard. Paste Special can paste contents text, number, Date & time, formulas, comments, formats or all.



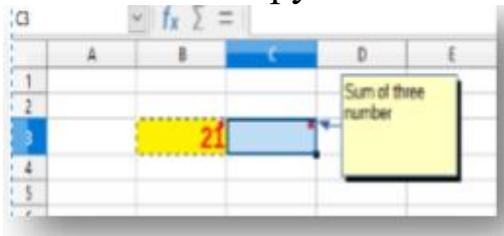
For example : B3 cell have formula, formatting, result in number and comment. We can separately paste it.



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

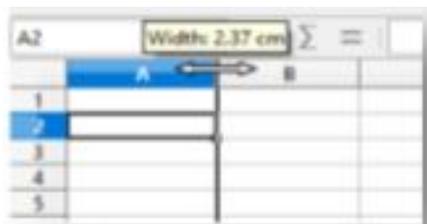


If we want to copy comment only then select Comment checkbox only.

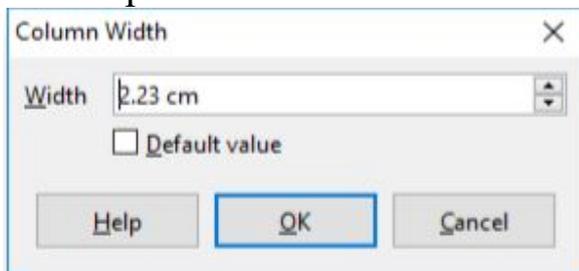


Changing Cell Height and Width

- **To change column width:-** Position the mouse over the column line in the column heading. Cursor will change in resize cursor. Hold and drag horizontal.



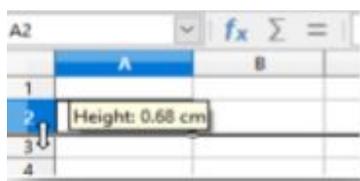
- From the menu bar, click on Format menu -> columns -> width option, input width value and click OK



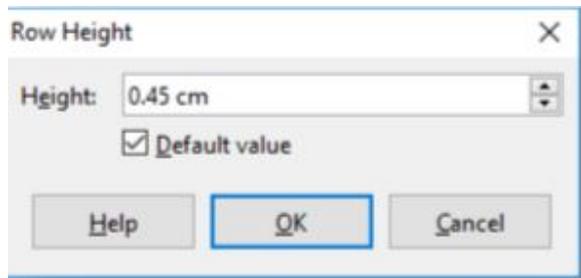
- To Auto fit column width, double click on column line.

To change row height

- Position the mouse over the row line in the row heading. Cursor will change in resize cursor. Hold and drag horizontal.



- From the menu bar, click on Format menu -> rows -> height option, input height value and click OK .



- To Auto fit row height, double click on row line.

Cell protection

All or some of the cells in a spreadsheet can be password protected to prevent changes being made by unauthorized users. This can be handy when multiple people have access to the spreadsheet itself, but for various reasons only a few can be allowed to modify the data it contains. Before protecting the sheet, you may wish to select certain cells that will be unprotected that can be changed by any users without the password. To do this

- Using any of the methods previously discussed, select the cells that user wish to unprotect.
- Open the Format Cells dialog by right-clicking and selecting Format Cells or by selecting Format > Cells from the Menu bar.
- From the Cell Protection tab of the Format Cells dialog, the Protected status of individual or groups of cells can be toggled on or off

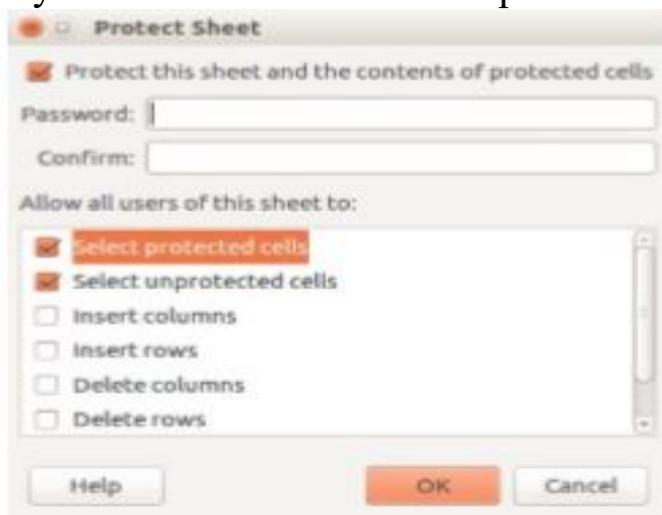
In the Cell Protection tab of the Format Cells dialog is also the option to Hide all data contained in protected cells. To toggle the hidden status of protected cells

- Go to Tools > Protect Sheet.
- Enter the password to unprotect the sheet and click OK.
- Go to Format > Cells on the Menu bar, or right-click and select Format Cells from the context menu, or use the keyboard shortcut Ctrl+1 to open the Format Cells dialog.
- Click the Cell Protection tab and deselect the hide options for the cells.
- Click OK.

When all desired cells have been flagged with either a protected or unprotected status:

- Go to Tools > Protect Sheet. The Protect Sheet dialog will open.
- Select Protect this sheet and the contents of protected cells.
- Type a password and then confirm the password.
- Select or deselect the user selection options for cells.
- Click OK.

Any cells that had been toggled as protected will no longer be editable by anyone that does not have the password.



Alternatively, user can choose to protect the entire spreadsheet rather than individual cells on individual sheets by selecting Tools > Protect Spreadsheet from the Menu bar. The protected sheets has a lock icon in its tab.



Assignment:-

- 1- What is paste special in LibreOffice calc?
- 2- How to protect cell in LibreOffice calc?