

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

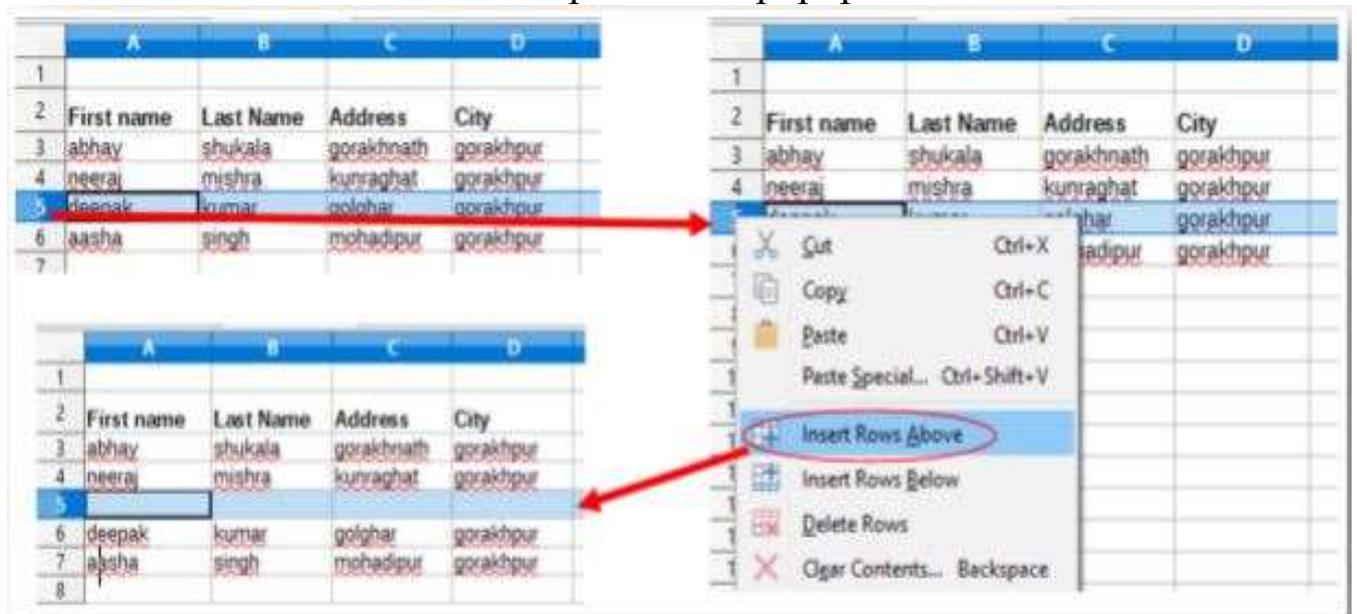
Topic: Working with columns and rows

Date: 08-06-2020

Libreoffice [Calc]

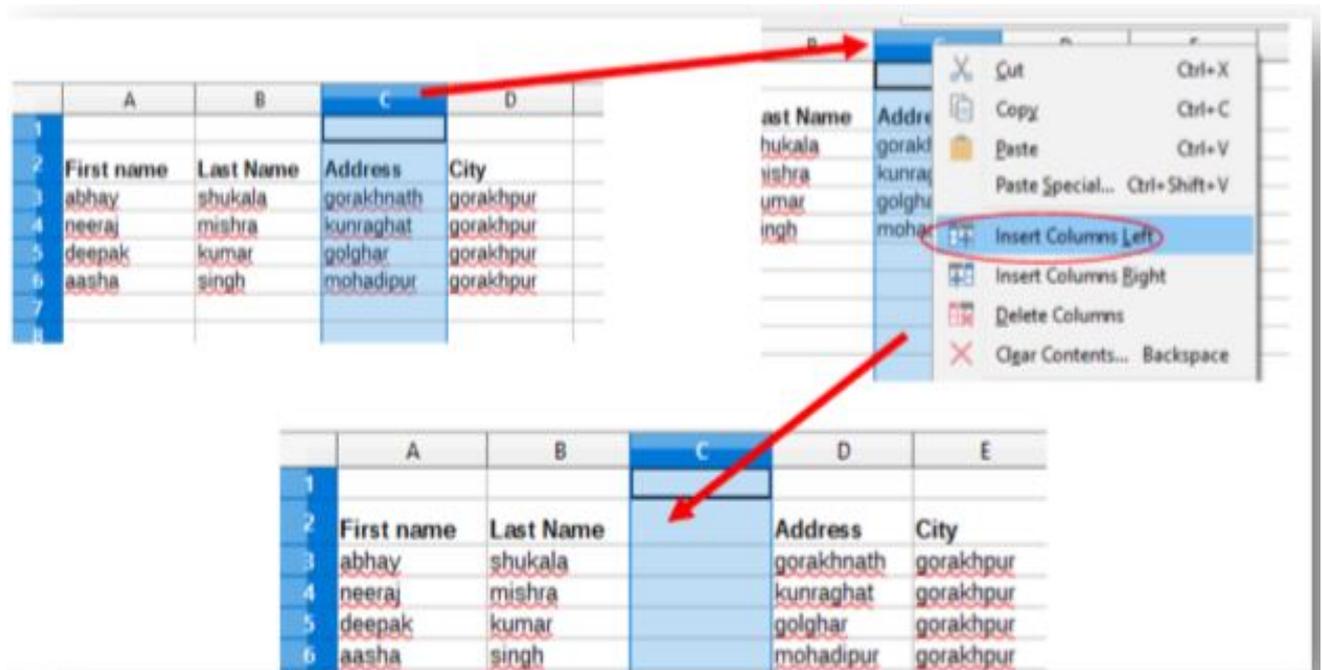
Inserting rows:- To insert the rows

- Select the rows by mouse on row heading where you want to insert rows.
- Then right click to open popup window,
- Select “Insert Row Above” option from popup menu.



To insert the columns

- Select the columns by mouse on column heading where user wants to insert columns.
- Then right click to open popup window.
- Select “Insert Column Left” option from popup menu.



To insert multiple columns or rows :-Multiple columns or rows can be inserted at once rather than inserting them one at a time.

- Highlight the required number of columns or rows by holding down the left mouse button on the first one and then dragging across the required number of identifiers.
- Proceed as for inserting a single column or row above.

To delete the rows

- Select the rows by mouse on row heading that you want to delete.
- Then right click to open popup window
- Select “Delete Rows” option from popup menu.

To delete the columns

- Select the columns by mouse on column heading that you want to delete.
- Then right click to open popup window.
- Select “Delete Columns” option from popup menu.

To delete multiple columns or rows To delete multiple columns or rows:

- Select the columns or rows
- Go to Sheet on the Menu bar and select Delete Cells, or right-click and select Delete Columns or Delete Rows from the context menu.

Speeding up data entry

Entering data into a spreadsheet can be very labor-intensive, but Calc provides several tools for removing some of the drudgery from input. The most basic ability is to drag and drop the contents of one cell to another with a mouse. Many people also find AutoInput helpful. Calc also includes several other tools for automating input, especially of repetitive material. They include the

- fill tool.
- selection lists.
- The ability to input information into multiple sheets of the same document.

Using the Fill tool

The Calc Fill tool is used to duplicate existing content or create a series in a range of cells in your spreadsheet

- Select the cell containing the contents you want to copy or start the series from.
- Drag the mouse in any direction or hold down the Shift key and click in the last cell you want to fill.
- Go to Sheet > Fill Cells on the Menu bar and select the direction in which you want to copy or create data (Up, Down, Left or Right) or Series and Random Number... from the submenu.

Alternatively, we can use a shortcut to fill cells.

- Select the cell containing the contents you want to copy or start the series from.
- Move the cursor over the small square in the bottom right corner of the selected cell. The cursor will change shape.
- Click and drag in the direction you want the cells to be filled. If the original cell contained text, then the text will automatically be copied. If the original cell contained a number, a series will be created.

	A	B
1	Original	
2	Original	
3	Original	
4	Original	
5	Original	
6	Original	
7	Original	
8	Original	

	A	B
1	12345	
2	12346	
3	12347	
4	12348	
5	12349	
6	12350	
7	12351	
8	12352	

Using a fill series

When you select a series fill from Sheet > Fill Cells > Series..., the Fill Series dialog opens. Here you can select the type of series you want.

AutoFill forms a series directly in the sheet. The AutoFill function takes account of customized lists. For example, by entering January in the first cell, the series is completed using the list defined in Tools > Options > LibreOffice Calc > Sort Lists. AutoFill tries to complete a value series by using a defined pattern. For example, a numerical series using 1,3,5 is automatically completed with 7,9,11,13; a date and time series using 01.01.99 and 15.01.99, an interval of fourteen days is used.

Using selection lists

Selection lists are available only for text and are limited to using only text that has already been entered in the same column.

- Select a blank cell in a column that contains cells with text entries.
- Right-click and select Selection Lists from the context menu. A drop-down list appears listing any cell in the same column that either has at least one text character or whose format is defined as text.
- Click on the text entry you require and it is entered into the selected cell.