

Course Name: O Level (1<sup>st</sup> Sem)

Subject: ITTNB

Topic: Spreadsheet: LibreOffice Calc (Part-1)  
**[Elements of Spreadsheet]**

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## **Introduction to Spreadsheet (Calc):**

**Calc** is the **spreadsheet** component of LibreOffice (as Excel is the spreadsheet component of MS-Office). We can enter data (usually numerical) in a spreadsheet and then manipulate this data to produce certain results.

### **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; a wide range of 2D and 3D charts.
- Macros, for recording and executing repetitive tasks.
- Ability to open, edit, and save Microsoft Excel spreadsheets.
- Import and export of spreadsheets in multiple formats, including HTML, CSV, PDF, and PostScript.

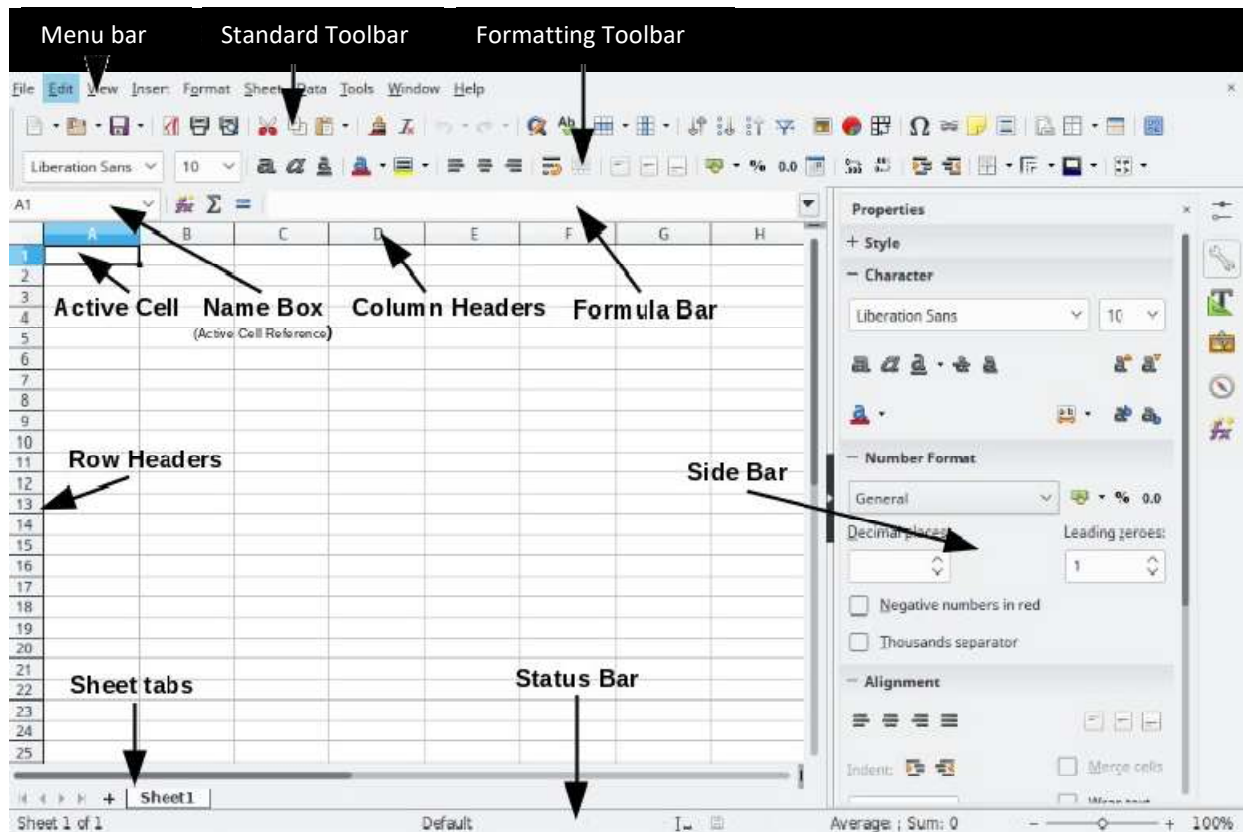
### **Elements of Spreadsheet:**

- **Calc** works with documents called **spreadsheets**. Spreadsheets consist of a number of individual **sheets**, each sheet containing **cells** arranged in **rows** and **columns**. A particular **cell** is identified by its **row number** and **column letter**.
- Cells hold the individual elements – text, numbers, formulas, and so on – that make up the data to display and manipulate.
- Each spreadsheet can have several sheets, and each sheet can have many individual cells. In Calc, each sheet can have a maximum of **1,048,576 rows** and a maximum of **1024 columns**. LibreOffice Calc can hold up to **32,000 sheets**.

### **Calc Main Window:**

When Calc is started, the main window opens (as shown in the figure). The parts of this window are described below.

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Calc main window

## Title bar

The Title bar, located at the top, shows the name of the current spreadsheet. When a spreadsheet is newly created from a template or a blank document, its name is Untitled X, where X is a number. When we save a spreadsheet for the first time, we are prompted to enter a name of our choice.

## Assignments:

- A. What do you understand by spreadsheet? Write its applications (uses).
- B. Define the spreadsheet terminologies: Sheet, Row, Column, Cell.