

Course Name: O Level (1st Sem)

Subject: ITTNB

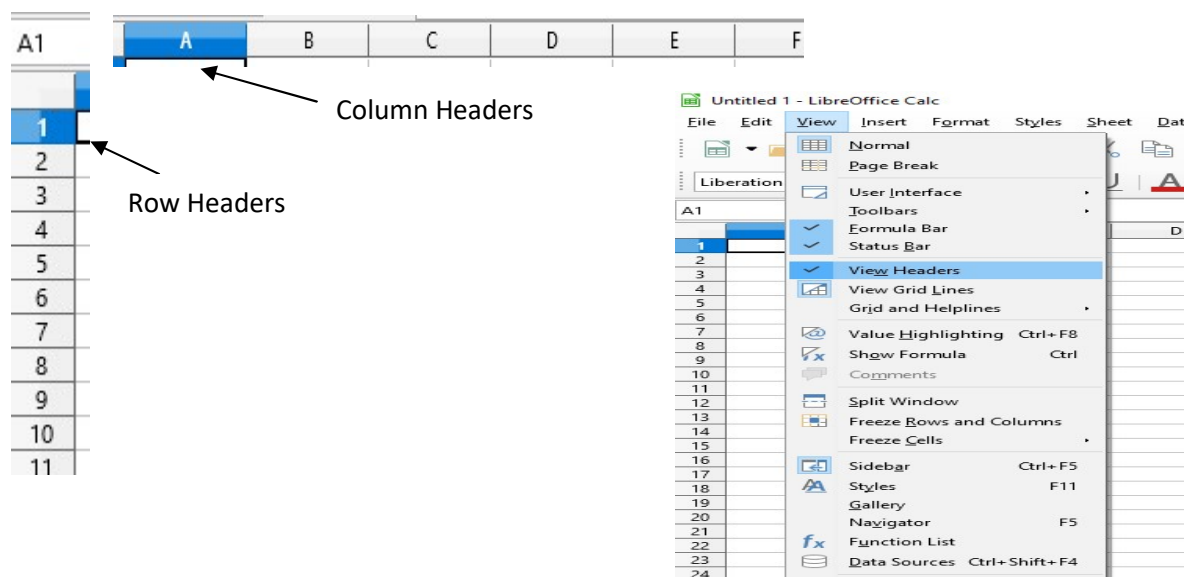
Topic: Spreadsheet: LibreOffice Calc (Part-2)
[Spreadsheet layout and savings]

Date: 14-05-20

Spreadsheet layout:

Individual cells:

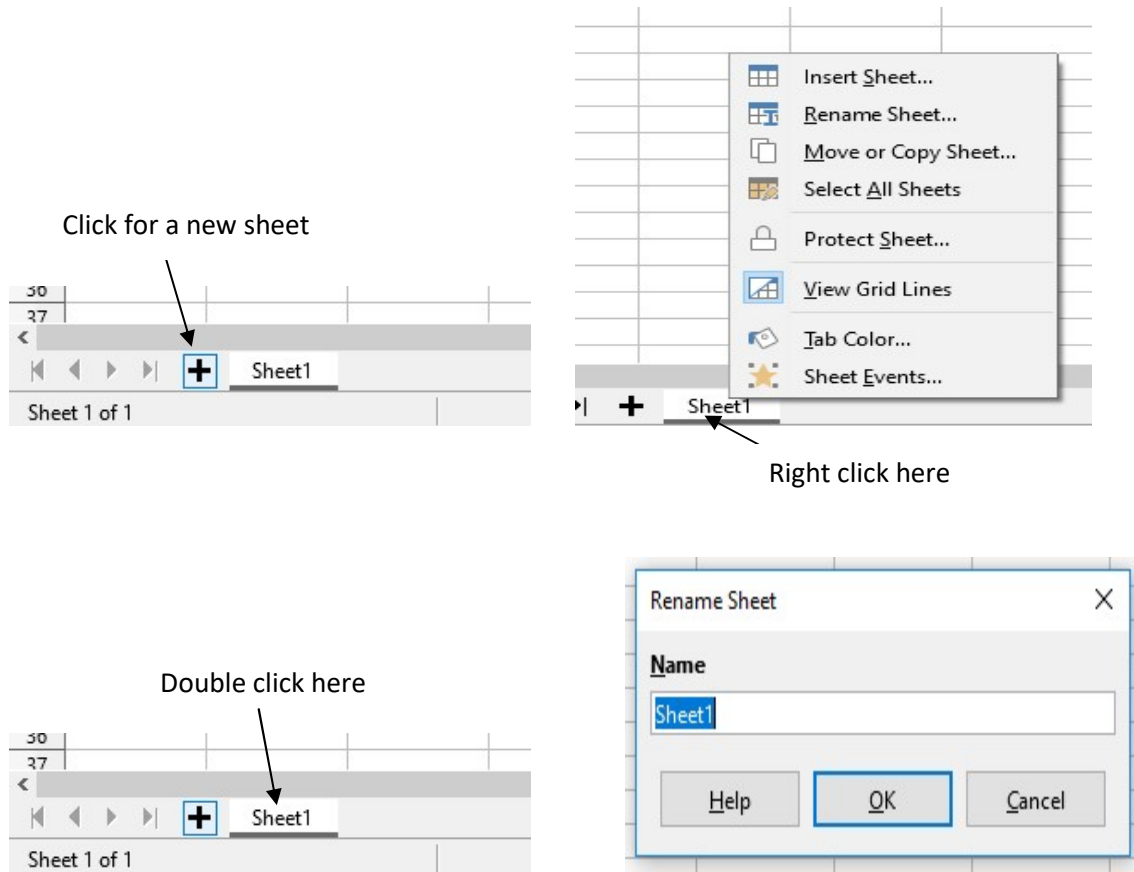
The main section of the workspace in Calc displays the cells in the form of a grid. Each **cell** is formed by the intersection of one column and one row in the spreadsheet. At the top of the columns and the left end of the rows are a series of header boxes containing letters and numbers. The **column headers** use an alpha character starting at **A** and go on to the right. The **row headers** use a numerical character starting at **1** and go down. These column and row headers form the cell references that appear in the Name Box on the Formula Bar. If the headers are not visible on the spreadsheet, go to **View** on the Menu bar and select **Column & Row Headers**.



Sheet tabs:

In Calc, we can have more than one sheet in a spreadsheet. At the bottom of the grid of cells in a spreadsheet are sheet tabs indicating how many sheets there are in the spreadsheet. Clicking on a tab enables access to each individual sheet and displays that sheet. An active sheet is indicated with a white tab (default Calc setup). We can also select multiple sheets by holding down the Ctrl key while clicking on the sheet tabs.

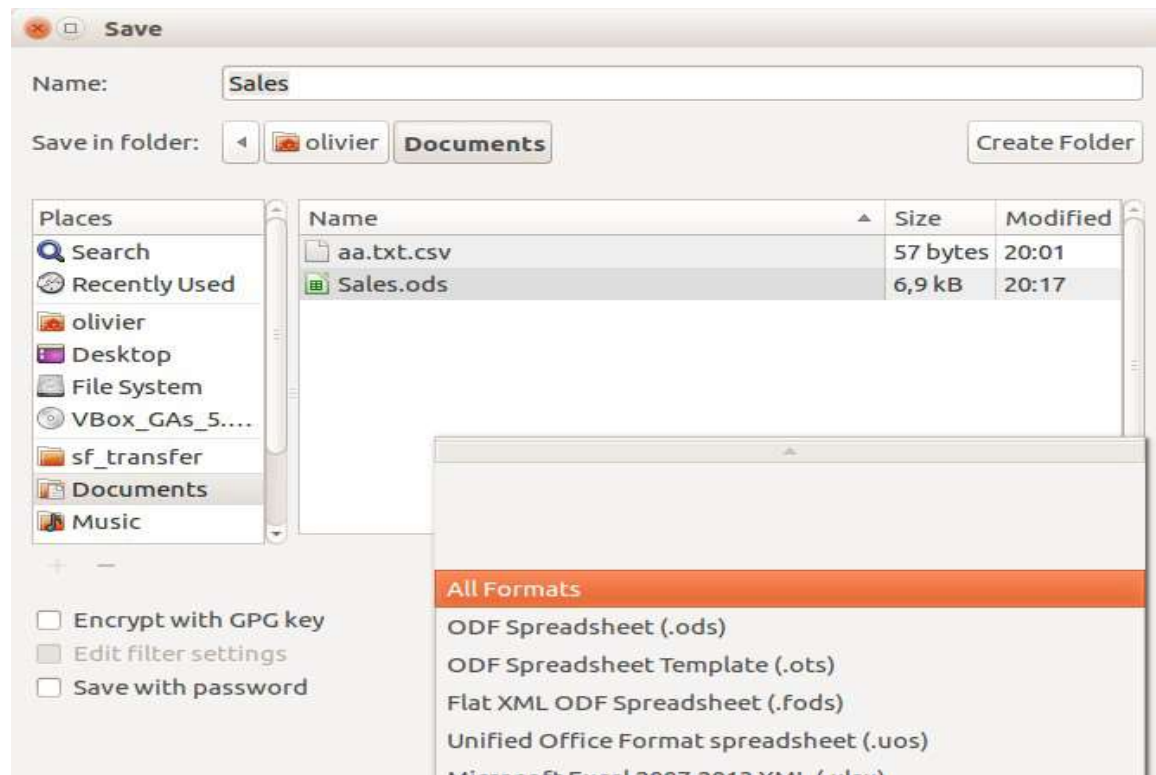
To change the default name for a sheet (Sheet1, Sheet2, and so on) right-click on a sheet tab and select **Rename Sheet** from the context menu or double click on the sheet tab to open a dialog to let us type a new name for the sheet. Click **OK** when finished to close the dialog. To change the color of a sheet tab, right-click on the tab and select **Tab Color** from the context menu to open the **Tab Color** dialog. Select a color and click **OK** when finished to close the dialog.



Saving spreadsheets:

If we need to exchange files with users who are unable to receive spreadsheet files in **Open Document Format (ODF) (*.ods)**, which Calc uses as **default** format, we can save a spreadsheet in another format.

- 1) Save the spreadsheet in Calc spreadsheet file format (*.ods).
- 2) Select **File > Save As** on the Menu bar to open the **Save As** dialog (as shown in the figure).
- 3) In **File name**, enter a new file name for the spreadsheet.
- 4) In the **File type** drop-down menu, select the type of spreadsheet format want to use.
- 5) If **Automatic file name extension** is selected, the correct file extension for the spreadsheet format we have selected will be added to the file name.
- 6) Click **Save**.



Assignments:

- A. Define a 'cell' in a spreadsheet? What are the column headers and row headers in a spreadsheet?
- B. What are the ways to insert a new sheet in our spreadsheet and how can we rename a spreadsheet?
- C. What is the default file extension of spreadsheet document in Calc? How can we save a file in .xlsx (MS-Excel spreadsheet file name extension)?