Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Spreadsheet: LibreOffice Calc (Part-6) Date: [Working with Sheets]

Date: 20-05-20

Working with sheets

Inserting new sheets:

Click on the **Add Sheet** icon on the bottom of the screen to insert a new sheet after the last sheet in the spreadsheet without opening the **Insert Sheet** dialog. The following methods open the **Insert Sheet** dialog; where we can position the new sheet, create more than one sheet, name the new sheet, or select a sheet from a file.

1) Select the sheet where want to insert a new sheet, then go to **Sheet > Insert Sheet...** on the Menu bar.

		Insert Sheet	>
Sheet	Insert <u>C</u> ells Ctrl++ Insert <u>B</u> ows Insert Co <u>l</u> umns	Position Before current sheet After current sheet Sheet New sheet	
	Insert Page Break • Delete Cells Ctrl+- Delete Rows Delete Rows Delete Page Break • Insert Sheet at End Inse	N <u>o</u> , of sheets: 1 + Na <u>m</u> e: Sheet2 O <u>F</u> rom file	<u>B</u> rowse
×	Delete Sheet Clear Cells Backspace Cycle Cell Reference Types F4 Fill Cells • Named Ranges and Expressions • Cell Comments •		🗆 Lin <u>k</u>
6	Bename Sheet	Help	OK Cancel

2) Right-click on the sheet tab where want to insert a new sheet and select **Insert Sheet** from the context menu.

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172	Select <u>A</u> ll Sheets
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3) Right-click in the empty space at the end of the sheet tabs and select **Insert Sheet** from the context menu.

We can insert several sheets by specifying the number of sheets to insert.

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Moving and copying sheets:

We can move or copy sheets within the same spreadsheet by dragging and dropping, or by using the **Move/Copy Sheet** dialog. To move or copy a sheet into a different spreadsheet, we have to use the **Move/Copy Sheet** dialog.

Dragging and dropping

To move a sheet to a different position within the same spreadsheet, click and hold on the sheet tab and drag it to its new position before releasing the mouse button.

To *copy* a sheet within the same spreadsheet, hold down the *Ctrl* key then click on the sheet tab and drag it to its new position before releasing the mouse button.

Using a dialog

Use the **Move/Copy Sheet** dialog to specify exactly whether we want the sheet in the same or a different spreadsheet, its position within the spreadsheet, and the sheet name when we move or copy the sheet.

- In the current document, right-click on the sheet tab we wish to move or copy and select Move/Copy Sheet from the context menu or go to Sheet > Move or Copy Sheet... on the Menu bar.
- 2) Select Move to move the sheet or Copy to copy the sheet in the Action area.
- 3) Select the spreadsheet where we want the sheet to be placed from the drop-down list in **To document**. This can be the same spreadsheet, another spreadsheet already open, or a new spreadsheet.
- 4) Select the position in **Insert before** where we want to place the sheet.

- 5) Type a name in the **New name** text box if you want to rename the sheet when it is moved or copied. If you do not enter a name, Calc creates a default name (Sheet 2, Sheet 3, and so on).
- 6) Click **OK** to confirm the move or copy and close the dialog.

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Sheet2 -move to end p	osition -		

Deleting sheets

To delete a single sheet, right-click on the sheet tab you want to delete and select **Delete Sheet** from the context menu, or go to **Sheet > Delete Sheet...** on the Menu bar. Click **Yes** to confirm the deletion.

To delete multiple sheets, select the sheets, then right-click one of the sheet tabs and select **Delete Sheet** from the context menu, or go to **Sheet > Delete Sheet...** from on the Menu bar. Click **Yes** to confirm the deletion.

Renaming sheets

By default, the name for each new sheet added is *SheetX*, where *X* is the number of the next sheet to be added. We can rename a sheet using one of the following methods:

- 1) Enter the name in the **Name** text box when we create the sheet using the Insert Sheet dialog as shown in the figure.
- 2) Right-click on a sheet tab and select **Rename Sheet** from the context menu to replace the existing name with a different one.
- 3) Double-click on a sheet tab to open the **Rename Sheet** dialog.

Assignments:

- A. Crete a spreadsheet and insert 3 sheets into it and create copy of that sheet?
- B. In the same spreadsheet delete 2 sheets and rename one sheet as your name.