

Course Name: O Level (1st Sem)

Subject: ITTNB

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

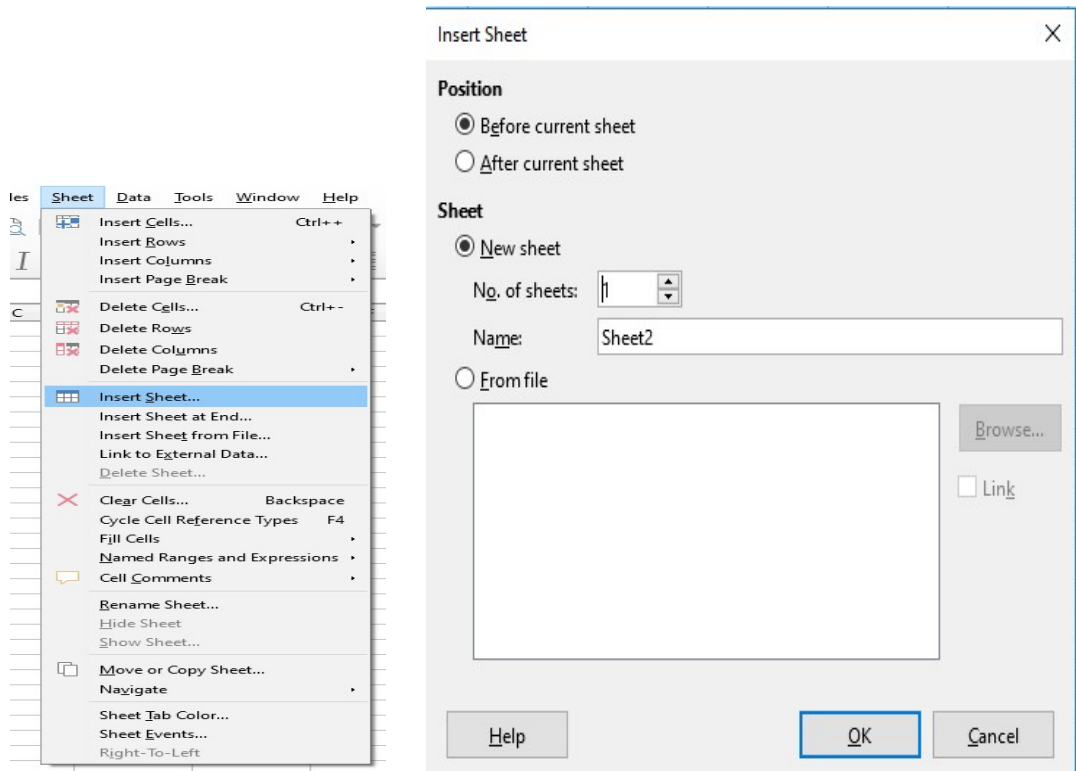
Date: 20-05-20

Working with sheets

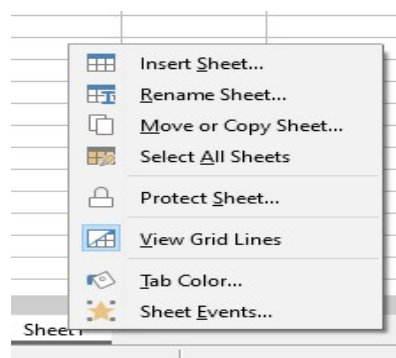
Inserting new sheets:

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.

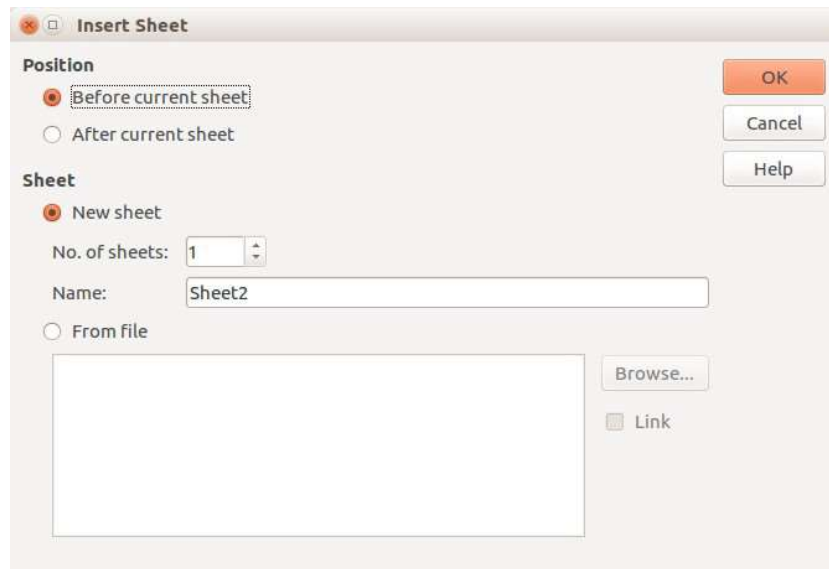


- 2) Right-click on the sheet tab where want to insert a new sheet and select **Insert Sheet** from the context menu.



- 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.



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.

- 1) 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.

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- 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.



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. Create 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.