

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Calc

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Libreoffice [Calc]

What is Calc:-

Calc is component of LibreOffice. It is a spreadsheet program which is used to store, manage and analyze various types of Data. Spreadsheet is a collection of rows and columns. Columns are represented by alphabets and rows are represented by numbers. The point where a column and row intersect is called cell. The address of a cell is given by the letter representing the column and the number representing a row. The extension of Calc file is .ods. Some of the popular other spreadsheet programs are Microsoft - Excel, OpenOffice Calc, Lotus 1-2-3 etc.

Features provided by Calc include:

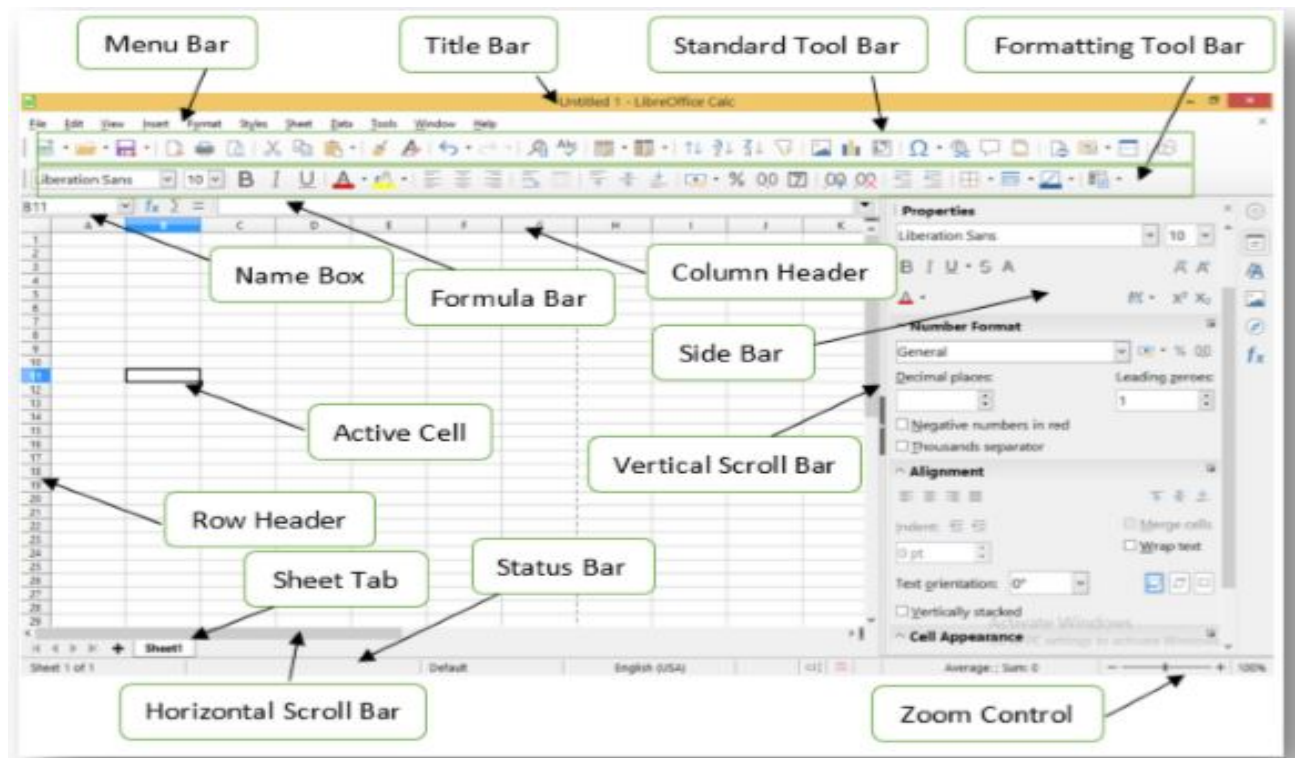
- Functions, which can be used to create formulas to perform complex calculations on data.
- Database functions, to arrange, store, and filter data.
- Dynamic charts; a wide range of 2D and 3D charts.
- Macros, for recording and executing repetitive tasks; scripting languages supported include LibreOffice Basic, Python, BeanShell, and JavaScript.
- Ability to open, edit, and save Microsoft Excel spreadsheets.
- Import and export of spreadsheets in multiple formats, including HTML, CSV, PDF, and PostScript.

Opening of Calc application

To open LibreOffice Calc application, follow these steps.

- Click start button.
- All Programs.
- LibreOffice
- LibreOffice Calc

Elements of Spread Sheet The following screen appears when user start the Calc application



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 user save a spreadsheet for the first time, you are prompted to enter a name of user's choice.

Menu bar:- When user select an item on the Menu bar, a sub-menu drops down to show commands. User can also customize the Menu bar.

File – contains commands that apply to the entire document; for example, Open, Save, Wizards, Export as PDF, Print, Digital Signatures, and Templates.

Edit – contains commands for editing the document; for example, Undo, Copy, Paste, Track Changes, Find and Replace, Compare and Merge Documents.

View – contains commands for modifying how the Calc user interface looks; for example, Toolbars, Grids, Column & Row Headers, Full Screen, Zoom.

Insert – contains commands for inserting elements into a spreadsheet; for example, Pictures, Media, Objects, Formula Design, Frames, Special Characters, Charts, Functions, Shapes, Pivot Tables, Named Ranges, Comments, Hyperlinks, Headers and Footers, Form Controls.

Format – contains commands for modifying the layout of a spreadsheet; for example, Cells, Page, Styles, Alignment, Merge Cells, Print Range, Conditional Formatting, Spreadsheet Themes, Image, Chart, Object.

Styles – contains commands to apply standard styles to cell, group of cells or sheets contents.

Sheet – contains the most often used commands for handling sheets, such as Insert and Delete Cells, Columns, Rows and Sheets, Sheets from File, Cell Reference Type, Link to External Data, as well as Comments and Fill cells.

Data – contains commands for manipulating data in the spreadsheet; for example, Define Database Range, Sort, Filters, Statistics, Pivot Tables, Consolidate, Forms, Groups and Outlines.

Tools – contains various functions to help you check and customize the spreadsheet; for example, Spelling, Share Document, Gallery, Macros, Goal Seek, Solver, Detective, Protect Sheet, XML Filter Settings, Extension Manager.

Window – contains commands to open a New window or Close an open window.

Help – contains links to the LibreOffice help system and other miscellaneous functions; for example, Help, License Information, User Guides, Check for Updates, Send Feedback, and Donate.