

# NIELIT Gorakhpur

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Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Calc main window

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## Libreoffice [Calc]

### **Toolbars:-**

The default setting when Calc opens is for the Standard and Formatting toolbars to be docked at the top of the workspace. Calc toolbars can be either docked and fixed in place, or floating; user can move a toolbar into a more convenient position on the workspace. Docked toolbars can be undocked and either moved to different docked position on the workspace, or left as a floating toolbar. Toolbars that are floating when opened can be docked into a fixed position on the workspace. User can choose the single-toolbar alternative to the default double toolbar arrangement. It contains the most-used commands. To activate it, enable View > Toolbars > Standard (Single Mode) and disable View > Toolbars > Standard and View > Toolbars > Formatting.

### **Formula bar**

The Formula Bar is located at the top of the sheet in the Calc workspace. The Formula Bar is permanently docked in this position and cannot be used as a floating toolbar. If the Formula Bar is not visible, go to View on the Menu bar and select Formula Bar. From left to right, the Formula Bar consists of the following

**Name Box** –It gives the current active cell reference using a combination of a letter and number, for example A1. The letter indicates the column and the number indicates the row of the selected cell.

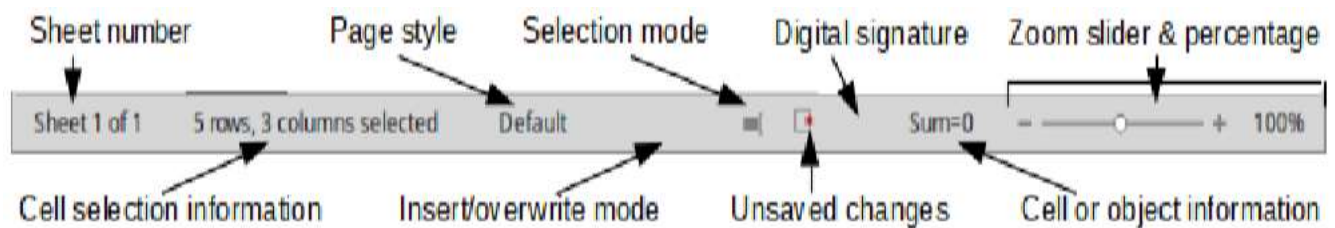
**Function Wizard** – It opens a dialog from which user can search through a list of available functions. This can be very useful because it also shows how the functions are formatted.

**Sum**  $\Sigma$  – clicking on the Sum icon totals the numbers in the cells above the selected cell and then places the total in the selected cell. If there are no numbers above the selected cell, then the cells to the left are totaled. When the Sum icon is used, Calc suggest the range to sum with a colored box, but does not insert the formula. User need to confirm the suggested range by typing Enter, or reject pressing Esc.

**Function** = – clicking on the Function icon inserts an equals (=) sign into the selected cell and the Input line, allowing a formula to be entered. The Name box now displays the most frequently used functions, for a quick access to the function name and syntax.

**Input line** – It displays the contents of the selected cell (data, formula, or function) and allows user to edit the cell contents. To turn the Input line into a multiline input area for very long formulas, click the drop down button on the right.

**Status bar:-** The Calc status bar provides information about the spreadsheet as well as quick and convenient ways to change some of its features.



**Sidebar :-** The Calc Sidebar (View > Sidebar) is located on the right side of the window. It is a mixture of toolbar and dialog. It consists of five decks: Properties, Styles, Gallery, Navigator, and Functions. Each deck has a corresponding icon on the Tab panel to the right of the sidebar, allowing user to switch between them.

## **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, user 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). User 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 you 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.

## **Assignment**

- 1- Explain the components of formula bar in LibreOffice Calc.
- 2- Explain the components of Sheet tabs in LibreOffice Calc.