# NIELIT Gorakhpur
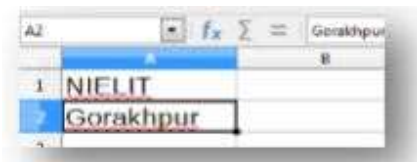
## Spreadsheets, sheets, and cells

In Calc user create files that are called **spreadsheets**. A spreadsheet consist of a number of individual **sheets**, each sheet containing **cells** arranged in rows and columns. A particular cell is identified by its row number and column letter (for example cell B8). Each spreadsheet can have many sheets, and each sheet has a large number of individual cells. Each cell can contain data in the form of text, numbers or formulas. In Calc, each sheet can have a maximum of 1,048,576 rows and a maximum of 1024 columns. LibreOffice Calc can hold up to 32,000 sheets.
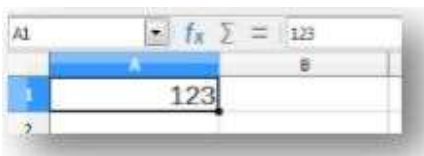
## Entering Data [Text, Number, Date] In Cells

Cells hold the individual elements – text, numbers, formulas, and so on. Data can be entered into the cell. Type the data into the cell and press enter key, the cell pointer moves down for the next entry.
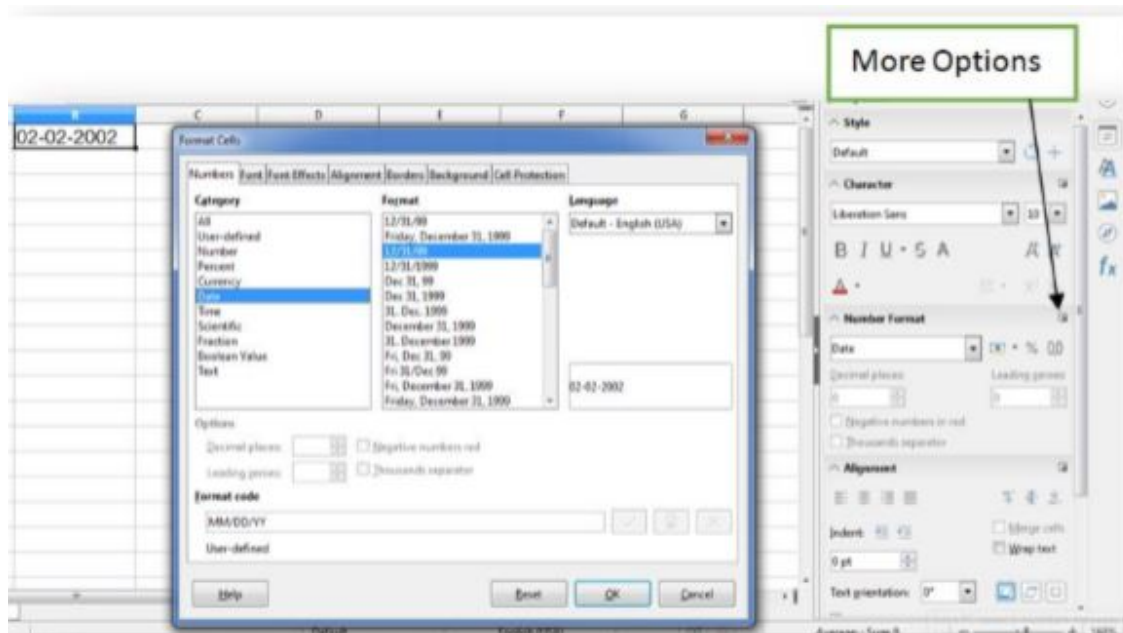
Text data is left aligned in the cell by default.
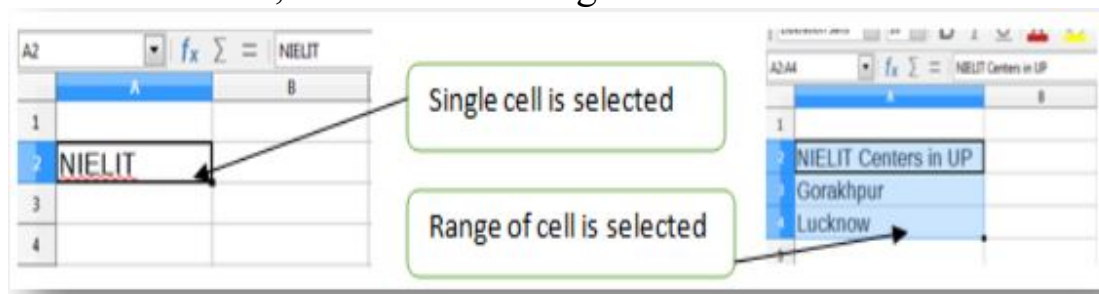


Number data is right aligned in the cell by default.



Date can be formatted as per choice. Format Cells dialog box will be opened by clicking on More Options at side bar properties.
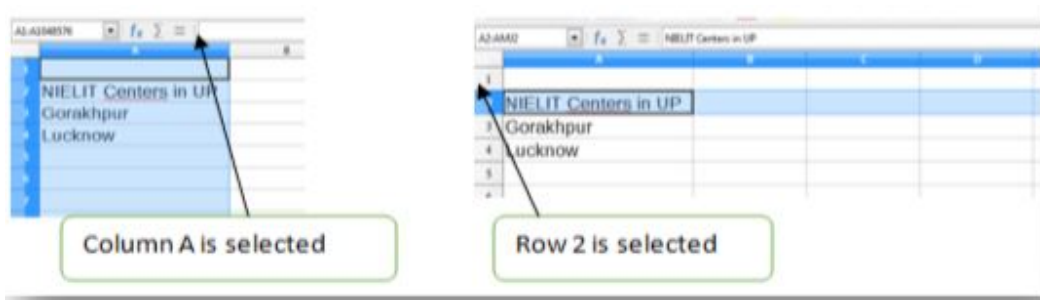
## Selection of Data

➢ Single cell is selected by Mouse clicking over it.
➢ Range of cell is selected by pressing left button of the mouse and moving over the area, and then releasing the left button.



➢ Selection can also be done using keyboard. Use Shift and Arrow (Left, Top, Right, and Bottom) key for the selection of data.
➢ Entire column is selected by clicking on any column header/letter.
➢ Entire row is selected by clicking on any row header/number.

Column A is selected

Row 2 is selected

➤ Entire sheet is selected by clicking on the area just above the row header and left to the column header or using shortcut Ctrl + A.

# Assignment:

1- Write short none on the following in LibreOffice calc

    A-Spreadsheet                B-Sheet                C-Cell

2- How to select data in LibreOffice calc?