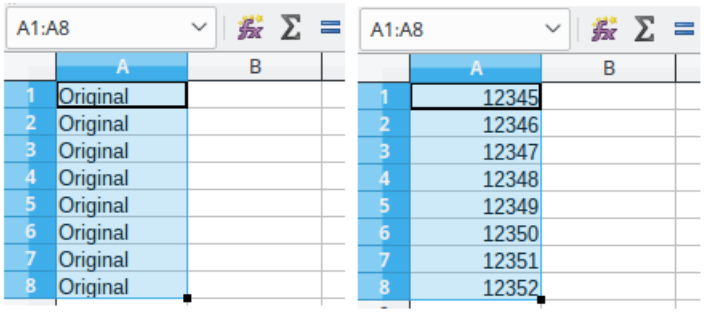
Course Name: O Level (1st Sem) Subject: ITTNB

Topic: Spreadsheet: LibreOffice Calc (Part-10) Date: 27-05-20
[Data entry using fill tool]

## Data entry using the Fill tool:

The Calc Fill tool is used to duplicate existing content or create a series in a range of cells in our spreadsheet.

1) Select the cell containing the contents we want to copy or start the series from.
2) Drag the mouse in any direction or hold down the *Shift* key and click in the last cell we want to fill.
3) Go to **Sheet > Fill Cells** on the Menu bar and select the direction in which you want to copy or create data (**Up**, **Down**, **Left** or **Right**) or **Series** and **Random Number...** from the submenu.



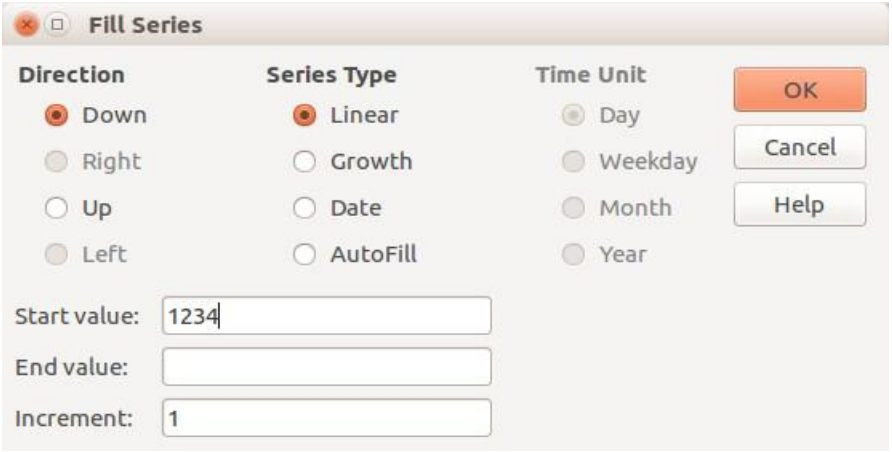

Alternatively, we can use a shortcut to fill cells.

1) Select the cell containing the contents we want to copy or start the series from.
2) Move the cursor over the small square in the bottom right corner of the selected cell. The cursor will change shape.
3) Click and drag in the direction we want the cells to be filled. If the original cell contained text, then the text will automatically be copied. If the original cell contained a number, a series will be created.

## Using a fill series:

When we select a series fill from **Sheet > Fill Cells > Series...**, the **Fill Series** dialog opens. Here we can select the type of series we want.

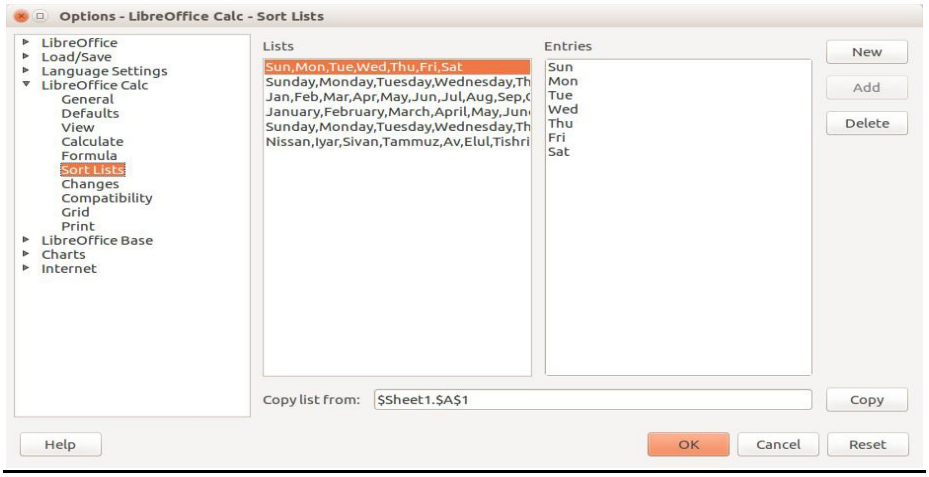
- **Direction** – determines the direction of series creation.
  - *Down* – creates a downward series in the selected cell range for the column using the defined increment to the end value.
  - *Right* – creates a series running from left to right within the selected cell range using the defined increment to the end value.
  - *Up* – creates an upward series in the cell range of the column using the defined increment to the end value.
  - *Left* – creates a series running from right to left in the selected cell range using the defined increment to the end value.




- **Series Type** – defines the series type.
  - *Linear* – creates a linear number series using the defined increment and end value.
  - *Growth* – creates a growth series using the defined increment and end value.
  - *Date* – creates a date series using the defined increment and end date.
  - *AutoFill* – forms a series directly in the sheet. The AutoFill function takes account of customized lists. For example, by entering January in the first cell, the series is completed using the list defined in **Tools > Options > LibreOffice Calc > Sort Lists**.
  - AutoFill tries to complete a value series by using a defined pattern. For example, a numerical series using 1,3,5 is automatically completed with 7,9,11,13; a date and time series using 01.01.99 and 15.01.99, an interval of fourteen days is used.

- **Unit of Time** – in this area you specify the desired unit of time. This area is only active if the Date option has been chosen in the Series type area.
  - *Day* – use the Date series type and this option to create a series using seven days.
  - *Weekday* – use the Date series type and this option to create a series of five day sets.
  - *Month* – use the Date series type and this option to form a series from the names or abbreviations of the months.
  - *Year* – use the Date series type and this option to create a series of years.

- **Start Value** – determines the start value for the series. Use numbers, dates or times.
- **End Value** – determines the end value for the series. Use numbers, dates or times.
- **Increment** – determines the value by which the series of the selected type increases by each step. Entries can only be made if the linear, growth or date series types have been selected.



## Assignments:

A. **By using fill series feature write table from 1 to 10 in the spreadsheet.**
B. **Enter data from 01-Jan-20 to 31-Dec-20 including weekdays in the spreadsheet (use fill tool feature).**