

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Saving Opening and Closing of Sheet

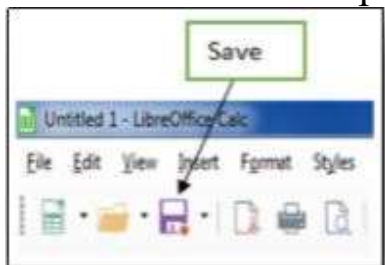
Date: 28-05-2020

Libreoffice [Calc]

Saving of spreadsheet

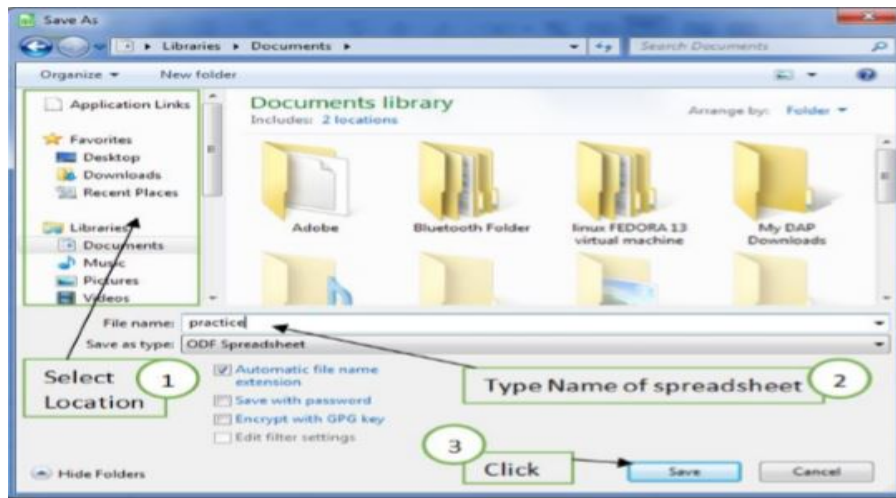
To save your new spreadsheet to avoid losing of your work, follow these steps:

- Go to File Menu
- Click on Save option
- Save As dialog box will be opened.
- Or
- Press Ctrl + S to open Save As dialog box
- Or
- Click on Save option available on Standard Tool bar



In Save As dialog box, you have to following:

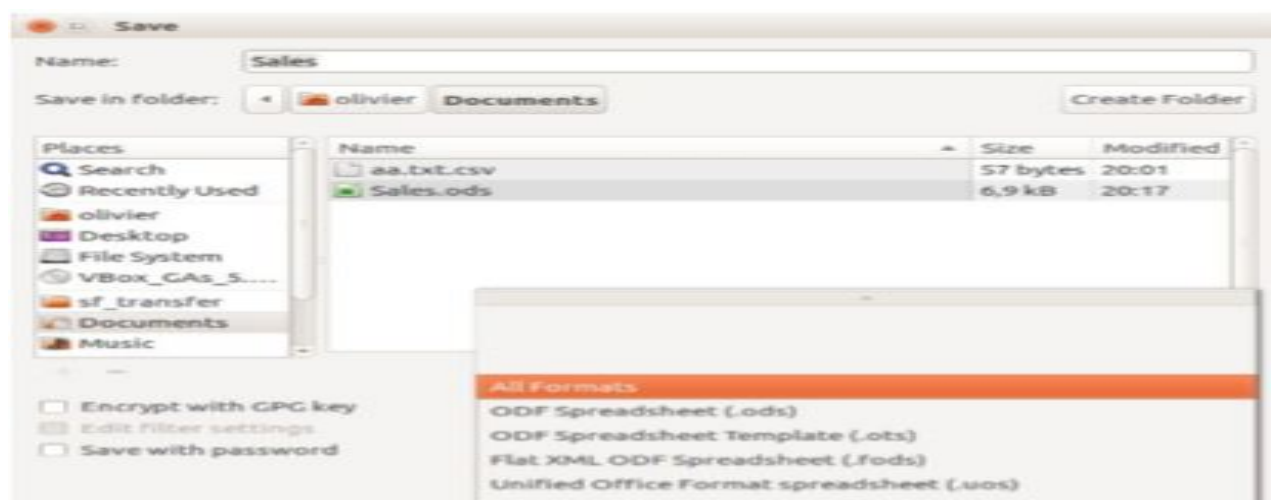
- Select the location where you want to save your spreadsheet.
- Give the name of the spreadsheet
- Click on Save button.



Saving in other spreadsheet formats

If user need to exchange files with users who are unable to receive spreadsheet files in Open Document Format (ODF) (*.ods), which Calc uses as default format, user can save a spreadsheet in another format.

- Save the spreadsheet in Calc spreadsheet file format (*.ods).
- Select File > Save As on the Menu bar to open the Save As dialog.
- In File name, you can enter a new file name for the spreadsheet.
- In the File type drop-down menu, select the type of spreadsheet format you want to use.
- If Automatic file name extension is selected, the correct file extension for the spreadsheet format you have selected will be added to the file name.
- Click Save.



Opening and Closing of Spreadsheet

If user want to open an existing spreadsheet then follow these steps:

- Go to File Menu.
- Click on Open.
- or
- Press Ctrl + O shortcut.
- or
- Click on Open option available on Standard Tool bar.
- Open Dialog box will be appeared.
- Choose your spreadsheet file which you want to open.
- Click on Open button.



To close a spreadsheet, follow these steps:

- Go to File Menu.
- Click on Close.
- Or
- Press Alt + F4 shortcut.