

Course Name: O Level (1<sup>st</sup> Sem)

Subject: ITTNB

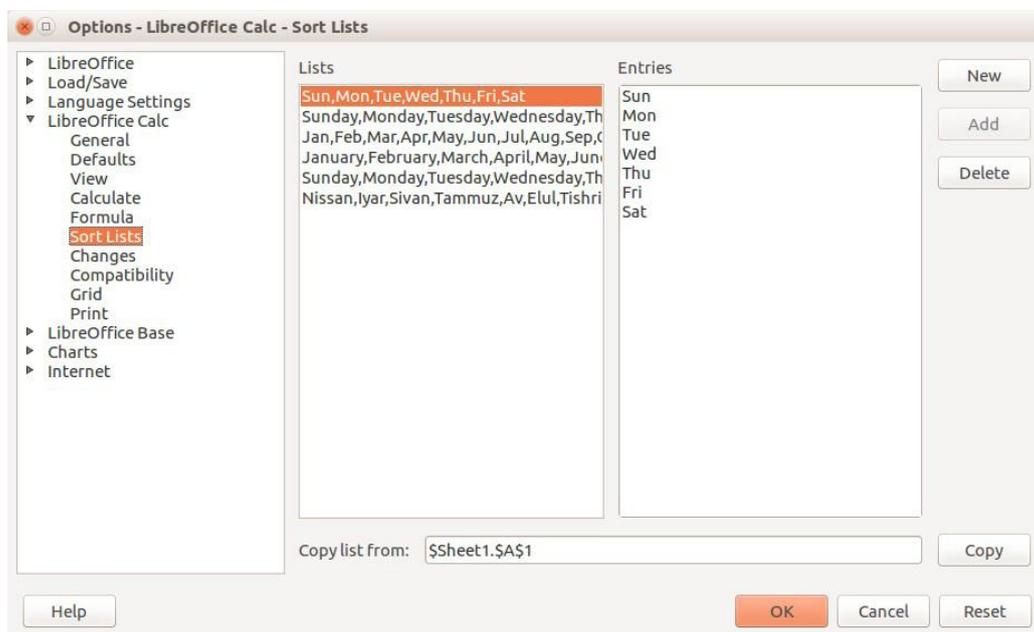
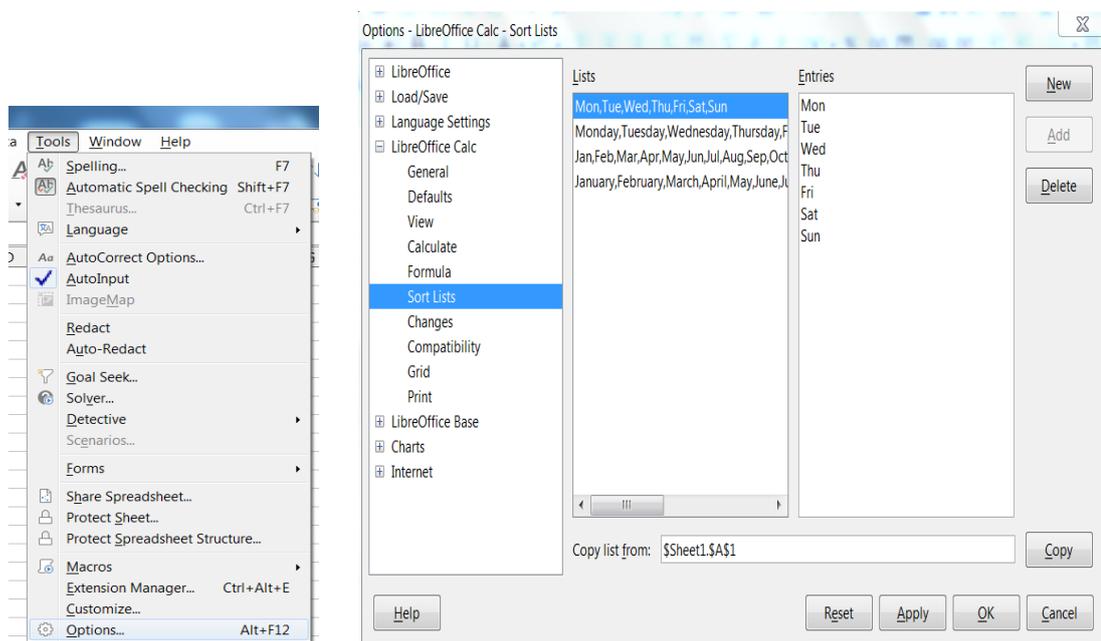
Topic: Spreadsheet: LibreOffice Calc (Part-11)  
[Fill tool feature contd.]

Date: 28-05-20

## **Defining a fill series:**

To define our own fill series:

- 1) Go to **Tools > Options > LibreOffice Calc > Sort Lists** to open the Sort Lists dialog (Figure). This dialog shows the previously-defined series in the *Lists* box on the left and the contents of the highlighted list in the *Entries* box.



- 2) Click **New** and the *Entries* box is cleared.
- 3) Type the series for the new list in the *Entries* box (one entry per line).
- 4) Click **Add** and the new list will now appear in the *Lists* box.
- 5) Click **OK** to save the new list.

## **Defining a fill series from a range in a sheet:**

We can define a range of text values as a fill series.

- 1) Select the range containing the text values that you want to use as a fill series.
- 2) Go to **Tools > Options > LibreOffice Calc > Sort Lists** to open the Sort List dialog.
- 3) The selected range is in the box **Copy list from**. Click **Copy** to add the range to the sort list.

## **Using selection lists**

Selection lists are available only for text and are limited to using only text that has already been entered in the same column.

- 1) Select a blank cell in a column that contains cells with text entries.
- 2) Right-click and select **Selection Lists** from the context menu. A drop-down list appears listing any cell in the same column that either has at least one text character or whose format is defined as text.
- 3) Click on the text entry you require and it is entered into the selected cell.

## **Assignments:**

- How you can define fill series from a range in a sheet?