Course Name: O Level (1st Sem)

Subject: ITTNB

<u>Topic: Spreadsheet: LibreOffice Calc (Part-11)</u> <u>Date: 28-05-20</u> [Fill tool feature contd.]

Defining a fill series:

To define our own fill series:

 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.



LibreOffice	Lists	Entries	New
Load/Save Language Settings LibreOffice Calc General	Sun,Mon,Tue,Wed,Thu,Fri,Sat Sunday,Monday,Tuesday,Wednesday,Th Jan,Feb,Mar,Apr,May,Jun,Jul,Aug,Sep,G January February March April May Jun	Sun Mon Tue Wed	Add
View Calculate Formula Sort Lists Changes Compatibility Grid	Sunday, Monday, Tuesday, Wednesday, Th Nissan, Iyar, Sivan, Tammuz, Av, Elul, Tishri	Thu Fri Sat	Delete
LibreOffice Base Charts Internet			

- 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?