

NIELIT GORAKHPUR

Course Name: CCC

Chapter 4: Spreadsheet Using LibreOffice Calc

Topic: Manipulation of Cells & spreadsheet (Part 3)

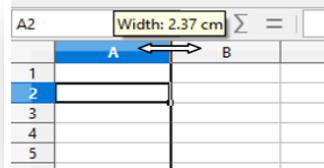
Date: 14-05-2020

Manipulation of Cells & spreadsheet

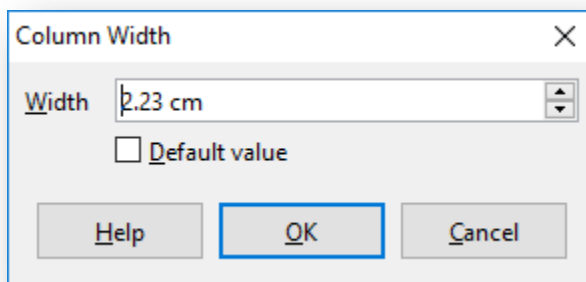
Changing Cell Height and Width

To change column width

- Position the mouse over the column line in the column heading. Cursor will change inresize \longleftrightarrow cursor. Hold and drag horizontal.



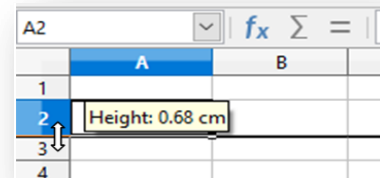
- From the menu bar, click on Format menu -> columns -> width option, input width value and click OK



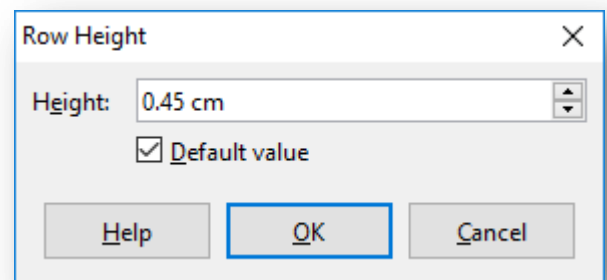
- To Auto fit column width, double click on column line.

To change row height

- Position the mouse over the row line in the row heading. Cursor will change in \updownarrow resize cursor. Hold and drag horizontal.



- From the menu bar, click on Format menu -> rows -> height option, input height value and click OK



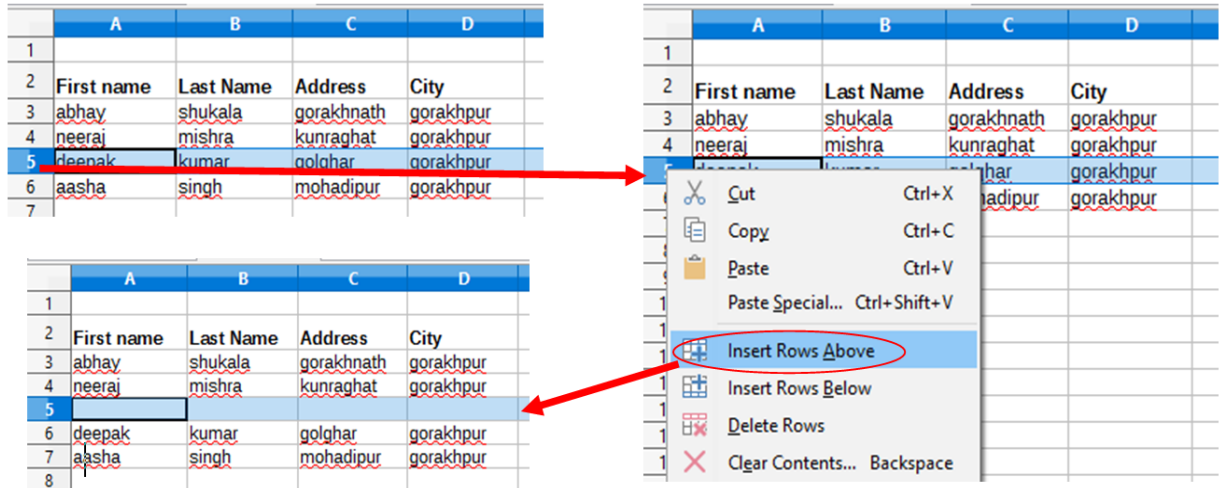
- To Auto fit row height, double click on row line.

Inserting and Deleting Rows, Column

To insert the rows

- Select the rows by mouse on row heading where you want to insert rows.
- Then right click to open popup window,
- Select "Insert Row Above" option from popup menu.

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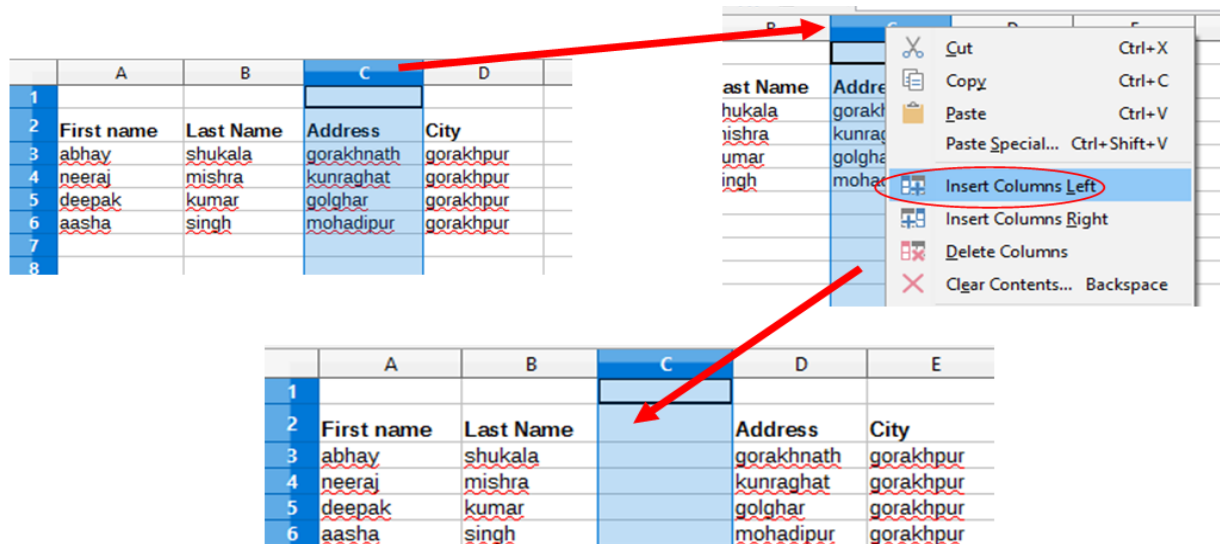


To delete the rows

- Select the rows by mouse on row heading that you want to delete.
- Then right click to open popup window,
- Select “Delete Rows” option from popup menu.

To insert the columns

- Select the **columns** by mouse on column heading where you want to insert columns.
- Then right click to open popup window,
- Select “Insert Column Left” option from popup menu.



To delete the columns

- Select the columns by mouse on column heading that you want to delete.
- Then right click to open popup window,
- Select “Delete Columns” option from popup menu.