

Working with Cells

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives

In this tutorial, we will learn to:



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In this tutorial, we will learn to:

- ▶ **Enter** numbers, text, date and time



Learning Objectives

In this tutorial, we will learn to:

- ▶ **Enter** numbers, text, date and time
- ▶ **Use the Format Cells dialog box**



Learning Objectives

- ▶ **Navigate between cells**



Learning Objectives

- ▶ **Navigate between** cells
- ▶ **Select items in** rows **and** columns



System Requirements

This tutorial is recorded using



System Requirements

This tutorial is recorded using

► Ubuntu Linux OS version 18.04



System Requirements

This tutorial is recorded using

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**



Code files

- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Pls download and extract the file**



Code files

- ▶ This file has been provided to you in the Code files link on this tutorial page
- ▶ Pls download and extract the file
- ▶ Make a copy and then use it for practising



Summary

In this tutorial, we learnt to:

- ▶ **Enter** numbers, text, date and time
- ▶ **Use the** Format Cells **dialog box**
- ▶ **Navigate between** cells
- ▶ **Select items in** rows **and** columns



Assignment

- ▶ **Open Spreadsheet-Practice.ods**
- ▶ **Under SN type the serial number from 1 to 5 one below the other and Align Center**
- ▶ **Add column headings Date and Time with the same text format**



Assignment

- ▶ Enter some values in those columns
- ▶ Use the Format Cells dialog box options to format the cells
- ▶ Refer to the Code files link for the data
- ▶ Save and close the file



About Spoken Tutorial project

- ▶ Watch the video available at https://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



Spoken Tutorial Workshops

The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to contact@spoken-tutorial.org



Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

You will have to register to ask questions



Acknowledgements

- ▶ **Spoken Tutorial project is funded by MHRD, Govt. of India**



Thank you

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ www.desicrew.in
- ▶ Thanks for joining

