

Formatting Data

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

Script: Spoken Tutorial Team

Video: Arvind Pillai

IIT Bombay

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Learning Objectives

In this tutorial, we will learn to:



Learning Objectives

In this tutorial, we will learn to:

- ▶ **Format** cell borders **and** cell background colors



Learning Objectives

In this tutorial, we will learn to:

- ▶ **Format** cell borders **and** cell background colors
- ▶ **Format multiple lines of text using Automatic Wrapping**



Learning Objectives

► Merge Cells



Learning Objectives

- ▶ **Merge Cells**
- ▶ **Shrink the text to fit inside the**
`cell`



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**



Automatic Wrapping



Automatic Wrapping

- ▶ Calc provides various options for formatting multiple lines of text



Automatic Wrapping

- ▶ Calc provides various options for formatting multiple lines of text
- ▶ One of them is Automatic Wrapping



Automatic Wrapping

- ▶ Calc provides various options for formatting multiple lines of text
- ▶ One of them is Automatic Wrapping
- ▶ It allows a user to type multiple lines of text into a single cell



Summary

In this tutorial, we learnt to :

- ▶ **Format** cell borders **and** cell background colors
- ▶ **Format multiple lines of text using** Automatic Wrapping



Summary

- ▶ **Merge Cells**
- ▶ **Shrink the text to fit inside the cell**
cell



Assignment

- ▶ **Open** Spreadsheet-Practice.ods
- ▶ **Select all the** headings
- ▶ **Give Grey** background color **to** the headings



Assignment

- ▶ **Using Automatic Wrapping type the text in cell A10 - ‘‘This is a Department Spreadsheet’’**
- ▶ **Shrink this text to fit inside cell A11**



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

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Thank you

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

