

# Advanced Formatting and Password Protection

**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 how to:**



# Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Protect a spreadsheet with a password**



# Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Protect a spreadsheet with a password**
- ▶ **Protect a single sheet with a password**



# Learning Objectives

- ▶ **Define Ranges for a database**



# Learning Objectives

- ▶ **Define** Ranges **for** a database
- ▶ **Use the** Subtotal **option**



# Learning Objectives

- ▶ **Define** Ranges **for** a database
- ▶ **Use** the Subtotal **option**
- ▶ **Validate** cells



# System Requirements

**This tutorial is recorded using**



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**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**
- ▶ **Please download and extract the file**



# Code Files

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



# Ranges

- ▶ **We can define a range of cells in a spreadsheet and use it as a database**



# Ranges

- ▶ **We can define a range of cells in a spreadsheet and use it as a database**
- ▶ **Each row in this database range corresponds to a database record**



# Ranges

- ▶ **We can define a range of cells in a spreadsheet and use it as a database**
- ▶ **Each row in this database range corresponds to a database record**
- ▶ **While each cell in a row corresponds to a database field**



# Ranges

- **We can sort, group, search and perform calculations on the range as we would do in any database**



# Subtotals

- ▶ **The Subtotals option calculates the sub total of data under different columns**



# Subtotals

- ▶ **The Subtotals option calculates the sub total of data under different columns**
- ▶ **For this, we can use any mathematical function of our choice**



# Subtotal Function

<b>function</b>	<b>Functions</b>		<b>function</b>	<b>Functions</b>
<b>1</b>	<b>AVERAGE</b>		<b>7</b>	<b>STDEV</b>
<b>2</b>	<b>COUNT</b>		<b>8</b>	<b>STDEVP</b>
<b>3</b>	<b>COUNTA</b>		<b>9</b>	<b>SUM</b>
<b>4</b>	<b>MAX</b>		<b>10</b>	<b>VAR</b>
<b>5</b>	<b>MIN</b>		<b>11</b>	<b>VARP</b>
<b>6</b>	<b>PRODUCT</b>			



# Validity



# Validity

- ▶ **The Validity option validates data in the spreadsheet**



# Validity

- ▶ **The Validity option validates data in the spreadsheet**
- ▶ **This is done by specifying the Validation rules for the selected cells in the spreadsheet**



# Summary

In this tutorial, we learnt to:

- ▶ **Protect a spreadsheet with a password**
- ▶ **Protect a single sheet with a password**



# Summary

- ▶ **Define** Ranges **for** a database
- ▶ **Use the** Subtotal **option**
- ▶ **Validate** cells



# Assignment

- ▶ **Open** Spreadsheet-Practice.ods
- ▶ **Use the** password protect **option**  
**to protect the sheet named**  
Department Sheet



# Assignment

- ▶ **Use the Subtotals option and find the grand sum of salary column**
- ▶ **Close the file without saving the changes**



# About Spoken Tutorial project

- ▶ Watch the video available at [https://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](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](mailto: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](http://www.desicrew.in)
- ▶ Thanks for joining

