

Spoken Tutorial LibreOffice Calc Working With Data

**Script and Narration by
DesiCrew Solutions Pvt.Ltd.**

Talk to a Teacher Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://www.sakshat.ac.in>

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Learning Objectives



Learning Objectives

1. **Speed up using Fill tools and Selection lists.**



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Learning Objectives

1. Speed up using Fill tools and Selection lists.
2. Sharing content between sheets.



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Learning Objectives

1. Speed up using Fill tools and Selection lists.
2. Sharing content between sheets.
3. Removing data, Replacing data, Changing a part of the data.



OS and versions

Here we are using

- ▶ **Ubuntu Linux version 10.04**



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- ▶ **Ubuntu Linux version 10.04**
- ▶ **LibreOffice Suite version 3.3.4.**



Automated Input of Data

- ▶ **Entering data into a spreadsheet can be very labor-intensive.**



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Automated Input of Data

- ▶ **Entering data into a spreadsheet can be very labor-intensive.**
- ▶ **Calc provides several tools for making it considerably easier.**



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Automated Input of Data

- ▶ Entering data into a spreadsheet can be very labor-intensive.
- ▶ Calc provides several tools for making it considerably easier.
- ▶ **The most basic ability is to drag**



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Automated Input of Data

- ▶ Entering data into a spreadsheet can be very labor-intensive.
- ▶ Calc provides several tools for making it considerably easier.
- ▶ The most basic ability is to drag
- ▶ and drop the contents of one cell to another.



Automated Input of Data

There are several tools for automating input namely,

- ▶ **Fill tool,**



Automated Input of Data

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- ▶ Fill tool,
- ▶ Selection lists and



Automated Input of Data

There are several tools for automating input namely,

- ▶ Fill tool,
- ▶ Selection lists and
- ▶ **These can input information**



Automated Input of Data

There are several tools for automating input namely,

- ▶ Fill tool,
- ▶ Selection lists and
- ▶ These can input information
- ▶ into multiple sheets of the same document.



Fill tool

- ▶ The Fill tool is used for filling some series as data in sheets.



Fill tool

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- ▶ Calc provides default lists



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- ▶ for the full and abbreviated days of the week



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Fill tool

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- ▶ Calc provides default lists
- ▶ for the full and abbreviated days of the week
- ▶ and months of the year.



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Fill tool

- ▶ The Fill tool is used for filling some series as data in sheets.
- ▶ Calc provides default lists
- ▶ for the full and abbreviated days of the week
- ▶ and months of the year.
- ▶ Also enables the user to create his own lists.



Other Speed up tools

- ▶ **There is one more speed up tool called Selection lists**



Other Speed up tools

- ▶ **There is one more speed up tool called Selection lists**
- ▶ **Limited to using only text.**



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Share content between sheets



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Share content between sheets

- ▶ **Calc enables a user to enter**



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Share content between sheets

- ▶ **Calc enables a user to enter**
- ▶ **the same information in the same cell**



Share content between sheets

- ▶ Calc enables a user to enter
- ▶ the same information in the same cell
- ▶ on multiple sheets.



Share content between sheets

- ▶ Calc enables a user to enter
- ▶ the same information in the same cell
- ▶ on multiple sheets.
- ▶ Instead of entering the same list on each sheet individually,



Share content between sheets

- ▶ Calc enables a user to enter
- ▶ the same information in the same cell
- ▶ on multiple sheets.
- ▶ Instead of entering the same list on each sheet individually,
- ▶ you can enter it in all the sheets at once.



Summary



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1. Speed up using Fill tools and Selection lists.



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2. Sharing content between sheets.



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About the Spoken Tutorial Project



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- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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- ▶ If you do not have good bandwidth, you can download and watch it



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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



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- ▶ It is supported by the National Mission on Education through ICT, MHRD, Government of India
- ▶ More information on this Mission is available at

<http://spoken-tutorial.org/NMEICT-Intro>



About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ **www.desicrew.in**
- ▶ Thanks for joining



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