

Spoken Tutorial LibreOffice Calc Advanced Formatting and Protection

**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>

February 10, 2012



Learning Objectives



Learning Objectives

1. Password protect a spread sheet



Learning Objectives

1. Password protect a spread sheet
2. Password protect a single sheet or a tab in a spreadsheet



Learning Objectives

1. Password protect a spread sheet
2. Password protect a single sheet or a tab in a spreadsheet
3. Define Ranges for a database



Learning Objectives

1. Password protect a spread sheet



Talk to a Teacher



Learning Objectives

1. Password protect a spread sheet
2. Password protect a single sheet or a tab in a spreadsheet



Talk to a Teacher

Learning Objectives

1. Password protect a spread sheet
2. Password protect a single sheet or a tab in a spreadsheet
3. Define Ranges for a database



Learning Objectives

1. Password protect a spread sheet
2. Password protect a single sheet or a tab in a spreadsheet
3. Define Ranges for a database
4. Use the Subtotal option



Learning Objectives

1. Password protect a spread sheet
2. Password protect a single sheet or a tab in a spreadsheet
3. Define Ranges for a database
4. Use the Subtotal option
5. **Validate cells**



OS and versions

Here we are using:

- ▶ **Ubuntu Linux 10.04**



Talk to a Teacher

OS and versions

Here we are using:

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



Protect the file by using a password

This option

- ▶ ensures that only people



Protect the file by using a password

This option

- ▶ ensures that only people
- ▶ **who know the password**



Talk to a Teacher

Protect the file by using a password

This option

- ▶ ensures that only people
- ▶ who know the password
- ▶ can open this file



Ranges

- ▶ Define a range of cells in a spreadsheet



Talk to a Teacher

Ranges

- ▶ Define a range of cells in a spreadsheet
- ▶ And use it as a database



Ranges

- ▶ 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

- ▶ Each cell in a row corresponds to a database field



Talk to a Teacher

Ranges

- ▶ Each cell in a row corresponds to a database field
- ▶ You can sort, group, search



Ranges

- ▶ Each cell in a row corresponds to a database field
- ▶ You can sort, group, search
- ▶ and perform calculations on the range



Ranges

- ▶ Each cell in a row corresponds to a database field
- ▶ You can sort, group, search
- ▶ and perform calculations on the range
- ▶ as you would in any database



Subtotal

- Calculates the grand total of data under different headings



Talk to a Teacher

Subtotal

- ▶ Calculates the grand total of data under different headings
- ▶ Using a mathematical function of our choice



Validity

- **Validates data in the spreadsheet**



Talk to a Teacher

Validity

- ▶ **Validates data in the spreadsheet**
- ▶ **This is done by specifying the Validation rules**



Validity

- ▶ **Validates data in the spreadsheet**
- ▶ **This is done by specifying the Validation rules**
- ▶ **For the selected cells in the spreadsheet**



Summary



Summary

1. Password protect a spread sheet



Talk to a Teacher

Summary

1. Password protect a spread sheet
2. Password protect a single sheet or tab in a spreadsheet file



Summary

1. Password protect a spread sheet
2. Password protect a single sheet or tab in a spreadsheet file
3. Define Ranges for database



Talk to a Teacher

Summary

1. Password protect a spread sheet



Talk to a Teacher



Summary

1. Password protect a spread sheet
2. Password protect a single sheet or tab in a spreadsheet file



Talk to a Teacher

Summary

1. Password protect a spread sheet
2. Password protect a single sheet or tab in a spreadsheet file
3. Define Ranges for database



Summary

1. Password protect a spread sheet
2. Password protect a single sheet or tab in a spreadsheet file
3. Define Ranges for database
4. Use Subtotals



Summary

1. Password protect a spread sheet
2. Password protect a single sheet or tab in a spreadsheet file
3. Define Ranges for database
4. Use Subtotals
5. **Validate cells.**



About the Spoken Tutorial Project



About the Spoken Tutorial Project

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



About the Spoken Tutorial Project

- ▶ Watch the video available at http://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



Acknowledgements

- ▶ Spoken Tutorial Project is a part of the Talk to a Teacher project
- ▶ 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

