Working with Cells in Calc

Spoken Tutorial Project
National Mission on Education through ICT
http://spoken-tutorial.org

Tutorial by
DesiCrew Solutions Pvt. Ltd.
Video Production by
Spoken Tutorial Team, IIT Bombay

7 October 2014

Learning Objectives

Learning Objectives

We will learn how to

1. **Enter numbers, text, numbers as text, date and time in a spreadsheet.**

Learning Objectives

We will learn how to

1. **Enter numbers, text, numbers as text, date and time in a spreadsheet.**

2. **Use the Format Cells dialog box.**

Learning Objectives

We will learn how to

1. **Enter numbers, text, numbers as text, date and time in a spreadsheet.**

2. **Use the Format Cells dialog box.**

3. **Navigate between cells and between sheets.**

desicrew

Learning Objectives

We will learn how to

1. **Enter numbers, text, numbers as text, date and time in a spreadsheet.**

2. **Use the Format Cells dialog box.**

3. **Navigate between cells and between sheets.**

4. **Select items in rows, columns and sheets.**

desicrew

OS and versions

We will be using

- **GNU/Linux**

OS and versions

We will be using

- **GNU/Linux**
- **LibreOffice Suite version 3.3.4.**

Summary

Summary

1. **Enter numbers, text, numbers as text, date and time.**

2. **Use the Format Cells dialog box.**

3. **Navigate between cells and between sheets.**

4. **Select items in rows, columns and sheets.**

desicrew

Comprehensive Assignment

Comprehensive Assignment

- **1. Open Spreadsheet Practice.ods.**

- **2. Under Serial Numbers type the serial number from 1 to 5 one below the other.**

- **3. Navigate between the cells using keys.**

Comprehensive Assignment

- ▶ 4. Select all the items under serial number.

- ▶ 5. Add a column for Date and Time.

- ▶ 6. Enter some values in them using the Format Cells dialog box options.

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**