

LibreOffice Calc - Introduction

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

Tutorial by
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Learning Objectives



Learning Objectives

1. Introduction to LibreOffice Calc.



Learning Objectives

1. Introduction to LibreOffice Calc.
2. Various toolbars in Calc.



Learning Objectives

1. **Introduction to LibreOffice Calc.**
2. **Various toolbars in Calc.**
3. **Open a new document.**



Learning Objectives

1. Introduction to LibreOffice Calc.
2. Various toolbars in Calc.
3. Open a new document.
4. Open an existing document.



Learning Objectives

1. Introduction to LibreOffice Calc.
2. Various toolbars in Calc.
3. Open a new document.
4. Open an existing document.
5. Save and close a document.



What is LibreOffice Calc



What is LibreOffice Calc

LibreOffice Calc

- Is the spreadsheet component of the LibreOffice Suite.



What is LibreOffice Calc

LibreOffice Calc

- ▶ Is the spreadsheet component of the LibreOffice Suite.
- ▶ Just like Writer deals largely with text information



What is LibreOffice Calc

LibreOffice Calc

- ▶ Is the spreadsheet component of the LibreOffice Suite.
- ▶ Just like Writer deals largely with text information
- ▶ Spreadsheet deals largely with numeric information.



What is LibreOffice Calc

LibreOffice Calc is

- ▶ Said to be a software for the language of numbers.



What is LibreOffice Calc

LibreOffice Calc is

- ▶ Said to be a software for the language of numbers.
- ▶ The equivalent of Microsoft Excel in Microsoft Office Suite.



What is LibreOffice Calc

LibreOffice Calc

- Is a free and open source software



What is LibreOffice Calc

LibreOffice Calc

- ▶ Is a free and open source software
- ▶ Can be copied, reused and distributed free of cost.



OS and versions



OS and versions

To get started with LibreOffice suite:

- ▶ Microsoft Windows 2000



OS and versions

To get started with LibreOffice suite:

- ▶ Microsoft Windows 2000
- ▶ Higher versions like Windows XP or Windows 7



OS and versions

To get started with LibreOffice suite:

- ▶ Microsoft Windows 2000
- ▶ Higher versions like Windows XP or Windows 7
- ▶ GNU/Linux



OS and versions

Here we are using

► **GNU/Linux**



OS and versions

Here we are using

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



Installation

- LibreOffice Suite can be installed by using Synaptic Package Manager.



Installation

- ▶ LibreOffice Suite can be installed by using Synaptic Package Manager.
- ▶ For more information on Synaptic Package Manager, please refer to the GNU/Linux Tutorials.



Installation

Download LibreOffice Suite by following the instructions on this website.

► www.libreoffice.org



Summary



Summary

1. Introduction to LibreOffice Calc.
2. Various toolbars in Calc.
3. Open a new document.
4. Open an existing document.
5. Save and close a document.



Comprehensive Assignment



Comprehensive Assignment

- ▶ Open a new document in Calc.
- ▶ Save it as **Spreadsheet Practice.ods**
- ▶ Write the headings as **Serial number, Name, Department and Salary.**
- ▶ Underline the headings.
- ▶ Increase the font size of headings to 16.
- ▶ Close the file.



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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



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

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- ▶ 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
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