Spoken Tutorial
LibreOffice Calc - Introduction

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

September 27, 2011

desicrew

Talk To A Teacher

Learning Objectives

Learning Objectives

1. **Introduction to LibreOffice Calc.**

Learning Objectives

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

Learning Objectives

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

desicrew

Talk To A Teacher

Learning Objectives

1. **Introduction to LibreOffice Calc.**

2. **Various toolbars.**

3. **Open a new document.**

4. **Open an existing document.**

desicrew

Talk To A Teacher

Learning Objectives

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

desicrew

Talk To A Teacher

Learning Objectives

1. **Introduction to LibreOffice Calc.**

2. **Various toolbars.**

3. **Open a new document.**

4. **Open an existing document.**

5. **Save a document.**

6. **Close a document.**

What is LibreOffice Calc

What is LibreOffice Calc

► **Is the spreadsheet component of the LibreOffice Suite.**

What is LibreOffice Calc

- **Is the spreadsheet component of the LibreOffice Suite.**

- **Just like Writer deals largely with text information**

What is LibreOffice Calc

- **Is the spreadsheet component of the LibreOffice Suite.**

- **Just like Writer deals largely with text information**

- **Spreadsheet deals largely with numeric information.**

desicrew

Talk To A Teacher

What is LibreOffice Calc

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

What is LibreOffice Calc

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

- **The equivalent of Microsoft Excel in Microsoft Office Suite.**

What is LibreOffice Calc

- **Is a free and open source software**

What is LibreOffice Calc

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

OS and versions

OS and versions

- **Microsoft Windows 2000**

OS and versions

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

OS and versions

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

desicrew

Talk To A Teacher

OS and versions

- **Ubuntu Linux version 10.04**

OS and versions

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

Installation

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

Talk To A Teacher

desicrew

Installation

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

- **For more information on Synaptic Package Manager, please refer to the Ubuntu Linux Tutorials.**

desicrew

Talk To A Teacher

Installation

- **www.libreoffice.org**

Summary

Summary

1. **Introduction to LibreOffice Calc.**

Talk To A Teacher

Summary

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

Summary

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

Summary

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

Summary

1. **Introduction to LibreOffice Calc.**

2. **Various toolbars.**

3. **Open a new document.**

4. **Open an existing document.**

5. **Save a document.**

desicrew

Talk To A Teacher

Summary

1. **Introduction to LibreOffice Calc.**
2. **Various toolbars.**
3. **Open a new document.**
4. **Open an existing document.**
5. **Save a document.**
6. **Close a document.**

Comprehensive Assignment

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**

desicrew

Talk To A Teacher

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

desicrew

Talk To A Teacher

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**

desicrew

Talk To A Teacher

About the contributor

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

desicrew

Talk To A Teacher