

Spoken Tutorial - LibreOffice Calc Working with Sheets

**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. Inserting and Deleting rows and columns.



Learning Objectives

1. **Inserting and Deleting rows and columns.**
2. **Inserting and Deleting sheets.**



Learning Objectives

1. Inserting and Deleting rows and columns.
2. Inserting and Deleting sheets.
3. **Renaming Sheets.**



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Os and versions

Here we are using

- ▶ **Ubuntu Linux version 10.04**



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Os and versions

Here we are using

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



Summary



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1. Inserting and Deleting rows and columns.



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Summary

1. Inserting and Deleting rows and columns.
2. Inserting and Deleting sheets.



Summary

1. Inserting and Deleting rows and columns.
2. Inserting and Deleting sheets.
3. **Renaming Sheets.**



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Comprehensive Assignment



Comprehensive Assignment

1. **Open Spreadsheet Practice.ods** file.



Comprehensive Assignment

1. Open **Spreadsheet Practice.ods** file.
2. Select and delete the row with the heading **Serial Number**.



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Comprehensive Assignment

1. Open **Spreadsheet Practice.ods** file.
2. Select and delete the row with the heading **Serial Number**.
3. **Rename the sheet to Department Sheet.**



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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



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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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