

# LibreOffice Calc -Working with Sheets

**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**



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# Learning Objectives



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



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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.



# OS and versions

Here we are using

► **GNU/Linux**



# OS and versions

Here we are using

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



# Inserting columns and rows

- ▶ **Columns and rows can be inserted individually or in groups.**





# Inserting columns and rows

**To insert a single row or a single column**



# Inserting columns and rows

To insert a single row or a single column

- ▶ First select the cell, column or row where you want the new column/row to be inserted.



# Summary



# Summary

1. Inserting and deleting rows & columns.
2. Inserting and deleting Sheets.
3. Renaming Sheets.



# Comprehensive Assignment



# 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**.



# About the Spoken Tutorial Project



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- ▶ Watch the video available at [http://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](http://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ It summarises the Spoken Tutorial project





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- ▶ 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](mailto: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](http://www.desicrew.in)
- ▶ Thanks for joining

