

# Formatting Data 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**



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# Learning Objectives



# Learning Objectives

## 1. Formatting borders, background colors.



# Learning Objectives

1. **Formatting borders, background colors.**
2. **Formatting multiple lines of text using "Automatic Wrapping".**



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1. **Formatting borders, background colors.**
2. **Formatting multiple lines of text using "Automatic Wrapping".**
3. **Merging Cells.**



# Learning Objectives

1. **Formatting borders, background colors.**
2. **Formatting multiple lines of text using "Automatic Wrapping".**
3. **Merging Cells.**
4. **Shrinking text to fit the cell.**



# OS and versions

Here we are using:

- ▶ GNU/Linux



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





# Automatic Wrapping

- Calc provides various options for formatting multiple lines of text.



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- ▶ Calc provides various options for formatting multiple lines of text.
- ▶ First one is "Automatic Wrapping".



# Automatic Wrapping

- ▶ Calc provides various options for formatting multiple lines of text.
- ▶ First one is "Automatic Wrapping".
- ▶ "Automatic Wrapping" allows a user to enter multiple lines of text into a single cell.



# Shrink Text to fit cell

- The font size of the data in a cell can be automatically adjusted to fit into a cell.



# Summary



# Summary

1. **Formatting borders, background colors in Calc.**
2. **Formatting multiple lines of text using "Automatic Wrapping".**
3. **Merging Cells.**
4. **Shrinking text to fit the cell.**



# Comprehensive Assignment



# Comprehensive Assignment

- ▶ 1. Open **spreadsheet practice.ods** sheet.
- ▶ 2. Select all the headings.
- ▶ 3. Give the background color to the headings as **blue**.





# Comprehensive Assignment

- ▶ 4. Using Automatic Wrapping type the text, **This is a Department Spreadsheet.**
- ▶ 5. Shrink this text to fit in the cell.



# 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

