Basic Data Manipulation in Calc

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

Tutorial by
DesiCrew Solutions Pvt. Ltd.
Video Production by
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Learning Objectives

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- **Introduction to basics of Formula**

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- **Introduction to basics of Formula**
- **Sorting by Columns**

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- **Introduction to basics of Formula**

- **Sorting by Columns**

- **Basics of Filtering Data**

OS and versions

Here we are using

- **GNU/Linux**

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Here we are using

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

Basics of Formula

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Formulas

- **are equations**

Basics of Formula

Formulas

- **are equations**

- **that use numbers and variables to get a result.**

Basics of Formula

Variables

- **are cell locations**

Basics of Formula

Variables

- are cell locations

- that hold the data needed for the equation to be completed.

Basic Arithmetic Operations

Basic Arithmetic Operations

- **addition,**

Basic Arithmetic Operations

- addition,

- subtraction,

Basic Arithmetic Operations

- addition,

- subtraction,

- multiplication and

Basic Arithmetic Operations

- ► **addition,**

- ► **subtraction,**

- ► **multiplication and**

- ► **division.**

Sort Data

- Sorting arranges the visible cells on the sheet

Sort Data

- ▶ **Sorting arranges the visible cells on the sheet**

Sort Data

- ▶ **Sorting arranges the visible cells on the sheet in any desired manner.**

Sort Data

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- ▶ **You can sort the data using upto three criteria,**

Sort Data

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Sort Data

- ▶ Sorting arranges the visible cells on the sheet in any desired manner.

- ▶ You can sort the data using upto three criteria, which are then applied one after another.

Sort Data

- **They are handy when you are searching for a particular item**

Sort Data

- **They are handy when you are searching for a particular item**

- **and become even more powerful after you have filtered data.**

Filter Data

Filter Data

A filter is

- **a list of conditions**

Filter Data

A filter is

- **a list of conditions**

- **that each entry has to meet**

Filter Data

A filter is

- **a list of conditions**

- **that each entry has to meet**

- **in order to be displayed.**

Summary

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- **Introduction to basics of Formula**

- **Sorting by Columns**

- **Basics of Filtering Data**

About the Spoken Tutorial Project

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- Watch the video available at
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  /What_is_a_Spoken_Tutorial

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  can download and watch it

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- ▶ **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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- **More information on this Mission is available at http://spoken-tutorial.org /NMEICT-Intro**

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About the contributor

- **This tutorial has been contributed by DesiCrew Solutions Pvt.Ltd.**

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- **Thanks for joining**