

Working with Data in Calc

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

Tutorial by
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Learning Objectives



Learning Objectives

1. **Speed up using Fill tools and Selection lists.**



Learning Objectives

1. Speed up using Fill tools and Selection lists.
2. Sharing content between sheets.



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1. Speed up using Fill tools and Selection lists.
2. Sharing content between sheets.
3. Removing data, replacing data, changing a part of the data.



OS and versions

Here we are using

- ▶ GNU/Linux



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



Automated Input of Data

- ▶ **Entering data into a spreadsheet can be very labor-intensive.**



Automated Input of Data

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- ▶ **Calc provides several tools for making it considerably easier.**



Automated Input of Data

- ▶ **Entering data into a spreadsheet can be very labor-intensive.**
- ▶ **Calc provides several tools for making it considerably easier.**
- ▶ **The most basic ability is to drag and drop the contents of one cell to another.**



Automated Input of Data

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- ▶ **Fill tool,**



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- ▶ **Selection lists**



Automated Input of Data

There are several tools for automating input namely,

- ▶ Fill tool,
- ▶ Selection lists
- ▶ These can input information into multiple sheets of the same document.



Fill tool

- ▶ The Fill tool is used for filling some series as data in sheets.



Fill tool

- ▶ **The Fill tool is used for filling some series as data in sheets.**
- ▶ **Calc provides default lists**



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- ▶ Calc provides default lists
- ▶ for the full and abbreviated days of the week



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- ▶ for the full and abbreviated days of the week
- ▶ and months of the year.



Fill tool

- ▶ The Fill tool is used for filling some series as data in sheets.
- ▶ Calc provides default lists
- ▶ for the full and abbreviated days of the week
- ▶ and months of the year.
- ▶ Also enables the user to create his own lists.



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Other Speed up tools

- ▶ **There is one more speed up tool called Selection lists.**



Other Speed up tools

- ▶ **There is one more speed up tool called Selection lists.**
- ▶ **Limited to using only text.**



Share content between sheets



Share content between sheets

- ▶ **Calc enables a user to enter the same information in the same cell, on multiple sheets.**



Share content between sheets

- ▶ **Calc enables a user to enter the same information in the same cell, on multiple sheets.**
- ▶ **Instead of entering the same list on each sheet individually, you can enter it in all the sheets at once.**



Summary



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1. Speed up using Fill tools and Selection lists.
2. Sharing content between sheets.
3. Removing data, replacing data, changing a part of the data.



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



Acknowledgements

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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

