

# LibreOffice Calc - Introduction

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. Introduction to LibreOffice Calc.



# Learning Objectives

1. **Introduction to LibreOffice Calc.**
2. **Various toolbars in Calc.**



# Learning Objectives

1. **Introduction to LibreOffice Calc.**
2. **Various toolbars in Calc.**
3. **Open a new document.**



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1. **Introduction to LibreOffice Calc.**
2. **Various toolbars in Calc.**
3. **Open a new document.**
4. **Open an existing document.**



# Learning Objectives

1. **Introduction to LibreOffice Calc.**
2. **Various toolbars in Calc.**
3. **Open a new document.**
4. **Open an existing document.**
5. **Save and close a document.**



# What is LibreOffice Calc



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## LibreOffice Calc

- ▶ Is the spreadsheet component of the LibreOffice Suite.



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## LibreOffice Calc

- ▶ Is the spreadsheet component of the LibreOffice Suite.
- ▶ Just like Writer deals largely with text information



# What is LibreOffice Calc

## LibreOffice Calc

- ▶ Is the spreadsheet component of the LibreOffice Suite.
- ▶ Just like Writer deals largely with text information
- ▶ Spreadsheet deals largely with numeric information.



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# What is LibreOffice Calc

## LibreOffice Calc is

- ▶ **Said to be a software for the language of numbers.**



# What is LibreOffice Calc

## LibreOffice Calc is

- ▶ Said to be a software for the language of numbers.
- ▶ The equivalent of Microsoft Excel in Microsoft Office Suite.



# What is LibreOffice Calc

## LibreOffice Calc

- ▶ Is a free and open source software



# What is LibreOffice Calc

## LibreOffice Calc

- ▶ Is a free and open source software
- ▶ Can be copied, reused and distributed free of cost.



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# OS and versions



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# OS and versions

To get started with LibreOffice suite:

- ▶ Microsoft Windows 2000



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# OS and versions

To get started with LibreOffice suite:

- ▶ Microsoft Windows 2000
- ▶ Higher versions like Windows XP or Windows 7



# OS and versions

To get started with LibreOffice suite:

- ▶ Microsoft Windows 2000
- ▶ Higher versions like Windows XP or Windows 7
- ▶ GNU/Linux



# OS and versions

Here we are using

- ▶ **GNU/Linux**



# OS and versions

Here we are using

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



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# Installation

- ▶ **LibreOffice Suite can be installed by using Synaptic Package Manager.**



# Installation

- ▶ LibreOffice Suite can be installed by using Synaptic Package Manager.
- ▶ For more information on Synaptic Package Manager, please refer to the GNU/Linux Tutorials.



# Installation

**Download LibreOffice Suite by following the instructions on this website.**

- ▶ [www.libreoffice.org](http://www.libreoffice.org)



# Summary



# Summary

1. **Introduction to LibreOffice Calc.**
2. **Various toolbars in Calc.**
3. **Open a new document.**
4. **Open an existing document.**
5. **Save and close a document.**



# Comprehensive Assignment



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# Comprehensive Assignment

- ▶ Open a new document in Calc.
- ▶ Save it as **Spreadsheet Practice.ods**
- ▶ Write the headings as **Serial number, Name, Department and Salary.**
- ▶ Underline the headings.
- ▶ Increase the font size of headings to 16.
- ▶ Close the file.



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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](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



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# 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>



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# About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ [www.desicrew.in](http://www.desicrew.in)
- ▶ Thanks for joining

