

# Formatting Data

**Spoken Tutorial Project**

**<https://spoken-tutorial.org>**

**National Mission on Education through ICT**

**<http://sakshat.ac.in>**

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# Learning Objectives

**In this tutorial, we will learn to:**



# Learning Objectives

In this tutorial, we will learn to:

- ▶ **Format** cell borders **and** cell background colors



# Learning Objectives

In this tutorial, we will learn to:

- ▶ **Format** cell borders **and** cell background colors
- ▶ **Format multiple lines of text using Automatic Wrapping**



# Learning Objectives

## ▶ Merge Cells



# Learning Objectives

- ▶ **Merge Cells**
- ▶ **Shrink the text to fit inside the cell**  
`cell`



# System Requirements

**This tutorial is recorded using**



# System Requirements

**This tutorial is recorded using**

**▶ Ubuntu Linux OS version 18.04**



# System Requirements

**This tutorial is recorded using**

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



# Automatic Wrapping



# Automatic Wrapping

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



# Automatic Wrapping

- ▶ Calc provides various options for formatting multiple lines of text
- ▶ **One of them is Automatic Wrapping**



# Automatic Wrapping

- ▶ Calc provides various options for formatting multiple lines of text
- ▶ One of them is Automatic Wrapping
- ▶ It allows a user to type multiple lines of text into a single cell



# Summary

In this tutorial, we learnt to :

- ▶ **Format** cell borders **and** cell background colors
- ▶ **Format multiple lines of text using** Automatic Wrapping



# Summary

- ▶ **Merge Cells**
- ▶ **Shrink the text to fit inside the cell**  
cell



# Assignment

- ▶ **Open** Spreadsheet-Practice.ods
- ▶ **Select all the** headings
- ▶ **Give Grey** background color **to**  
**the** headings



# Assignment

- ▶ **Using Automatic Wrapping type the text in cell A10 - ‘‘This is a Department Spreadsheet’’**
- ▶ **Shrink this text to fit inside cell A11**



# About Spoken Tutorial project

- ▶ Watch the video available at [https://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](https://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ 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)



# Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**  
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

**You will have to register to ask questions**



# Acknowledgements

- ▶ **Spoken Tutorial project is funded by MHRD, Govt. of India**



# Thank you

- ▶ This tutorial was originally contributed by **DesiCrew Solutions Pvt.Ltd.** in 2011
- ▶ [www.desicrew.in](http://www.desicrew.in)
- ▶ Thanks for joining

