

# Basic Data Manipulation

**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:

- ▶ Use some basic Formula in Calc



# Learning Objectives

In this tutorial, we will learn to:

- ▶ Use some basic Formula in Calc
- ▶ Sort by Columns



# Learning Objectives

In this tutorial, we will learn to:

- ▶ Use some basic Formula in Calc
- ▶ Sort by Columns
- ▶ Filter data



# System Requirements

**This tutorial is recorded using**



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**This tutorial is recorded using**

**▶ Ubuntu Linux OS version 18.04**



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**This tutorial is recorded using**

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



# What is a formula?



# What is a formula?

- ▶ **A formula is an equation that uses numbers and variables to get a result**



# What is a formula?

- ▶ **A formula is an equation that uses numbers and variables to get a result**
- ▶ **The variables are cell locations that hold the data needed for the equation**



# Basic Arithmetic Operations



# Basic Arithmetic Operations

- ▶ **First, we'll learn how to perform some basic arithmetic calculations in Calc**



# Basic Arithmetic Operations

- ▶ **First, we'll learn how to perform some basic arithmetic calculations in Calc**
- ▶ **That is** addition, subtraction, multiplication **and** division



# Sorting

- ▶ **Sorting organises rows and columns in a spreadsheet in a meaningful order**



# Sorting

- ▶ **Sorting organises rows and columns in a spreadsheet in a meaningful order**
- ▶ **Sorting helps us to analyse and visualize data more effectively**



# Sort Data

- ▶ It makes it easier to find and retrieve an item from the entire sheet



# Sort Data

- ▶ It makes it easier to find and retrieve an item from the entire sheet
- ▶ We can sort data using upto three criteria, which are then applied one after another



# Sort Data

- ▶ **Sorting can be applied to the entire sheet or a range of cells**



# Sort Data

- ▶ **Sorting can be applied to the entire sheet or a range of cells**
- ▶ **Data is typically sorted based on actual values**



# Sort Data

- ▶ **Sorting can be applied to the entire sheet or a range of cells**
- ▶ **Data is typically sorted based on actual values**
- ▶ **For eg: ascending, descending, alphabetic, left to right, oldest to newest, etc**



# Filter Data

**Next lets learn how to filter data in Calc**



# Filter Data

Next lets learn how to filter data in Calc

- ▶ **A filter is a list of conditions that each entry has to meet in order to be displayed**



# Summary

- ▶ **Use a basic Formula in Calc**
- ▶ **Sort by Columns**
- ▶ **Filter data**



# Assignment

- ▶ **Open** Spreadsheet-Practice.ods file
- ▶ **Sort the Salary column in Ascending order**
- ▶ **Filter the Name column and display Rahul's data**
- ▶ **Undo the changes**



# 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

