

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



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**



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
- ▶ 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



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
- ▶ Thanks for joining

