

# Working with 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:**



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- ▶ **Autofill** data **using** Fill tools



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- ▶ **Share the same content on all sheets of the same spreadsheet**



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In this tutorial, we will learn to:

- ▶ **Autofill** data **using** Fill tools
- ▶ **Share the same content on all sheets of the same spreadsheet**
- ▶ **Remove data, replace data, change part of the data in a cell**



# System Requirements

**This tutorial is recorded using**



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**► Ubuntu Linux OS version 18.04**



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





# Automated Input of Data

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



# Automated Input of Data

- ▶ **Entering data into a spreadsheet can be very labor-intensive**
- ▶ 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 with the mouse**



# Automated Input of Data

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# Automated Input of Data

- ▶ Calc also has other tools for automating input, especially for repetitive data
- ▶ One such tool is the Fill tool
- ▶ This can input data into multiple sheets of the same spreadsheet in one go



# Fill tool

- ▶ A more complex use of the Fill tool is used for filling some series as data in the sheets



# Fill tool

- ▶ **A more complex use of the Fill tool is used for filling some series as data in the sheets**
- ▶ **Calc provides default lists for the full and abbreviated**





# Fill tool

- ▶ **A more complex use of the Fill tool is used for filling some series as data in the sheets**
- ▶ **Calc provides default lists for the full and abbreviated**
  - ▶ **Days of the week**



# Fill tool

- ▶ **A more complex use of the Fill tool is used for filling some series as data in the sheets**
- ▶ **Calc provides default lists for the full and abbreviated**
  - ▶ Days of the week
  - ▶ Months of the year



# Fill tool

- ▶ It also enables the users to create their own lists



# Assignment

- ▶ As an assignment, repeat the above steps with an increment value of 5



# Assignment

- ▶ **As an assignment, repeat the above steps with an increment value of 5**
- ▶ **Observe the changes and then undo them**



# Share content between sheets

- ▶ **In Calc the same data can be entered in the same cell location on multiple sheets**



# Share content between sheets

- ▶ In Calc the same data can be entered in the same cell location on multiple sheets
- ▶ This means, theres no need to enter the same data on each sheet separately



# Share content between sheets

- ▶ **One can enter them in all the sheets at once**





# Summary

In this tutorial, we learnt to:

- ▶ **Autofill** data **using** Fill tools
- ▶ **Share the same content on all sheets of the same file**
- ▶ **Remove** data, **replace** data, **change part of the data in a cell**



# Assignment

- ▶ **Open** spreadsheet-practice.ods sheet
- ▶ **Create a Month column besides** Time
- ▶ **Use the Fill Series option to auto-fill till the month of May**



# 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

