

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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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**



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

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- ▶ One such tool is the Fill tool



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

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- ▶ **Calc provides default lists for the full and abbreviated**



Fill tool

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- ▶ **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
- ▶ 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

