

# Viewing and Printing a Spreadsheet

**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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In this tutorial, we will learn to:

- ▶ **View** spreadsheets



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# 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**



# Viewing Options





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**Two widely used viewing options in Calc are**



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**Two widely used viewing options in Calc are**

► **Normal**



# Viewing Options

**Two widely used viewing options in Calc are**

- ▶ Normal
- ▶ Page Break



# Normal and Page Break

- ▶ **The Normal option displays how the spreadsheet will look when printed**



# Normal and Page Break

- ▶ **The Normal option displays how the spreadsheet will look when printed**
- ▶ **The Page break option displays the spreadsheet data in different pages when the data is large**



# Normal and Page Break

- It helps us to organise and arrange data to fit within the pages we want to print



# Code Files

- ▶ This file has been provided to you in the Code files link on this tutorial page



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- ▶ **This file has been provided to you in the Code files link on this tutorial page**
- ▶ **Please download and extract the file**





# Code Files

- ▶ This file has been provided to you in the Code files link on this tutorial page
- ▶ Please download and extract the file
- ▶ Make a copy and then use it for practising



# Summary

**In this tutorial, we learnt to:**

- ▶ **View** spreadsheets
- ▶ **Print** spreadsheets



# Assignment

- ▶ **Open** Spreadsheet-Practice.ods
- ▶ **Print** Sheet 1 **data in** Landscape **mode option**
- ▶ **Choose View and select** Full Screen **option**
- ▶ **Exit** Full Screen **option**



# 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**

