Inserting Images and inbuilt Graphics

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:

▶ **Insert an** `image` **into a** `spreadsheet`

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In this tutorial, we will learn to:

- ▶ **Insert an** `image` **into a** `spreadsheet`
- ▶ **Format the** `image`

System Requirements

This tutorial is recorded using

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▶ **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**

Images

Images **can be added into a**
spreadsheet

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Images **can be added into a** spreadsheet

▶ **Directly from a** graphics **program**

Images

Images **can be added into a** spreadsheet

- ▶ **Directly from a** graphics **program**
- ▶ **With the help of a** clipboard

Images

Images **can be added into a**
spreadsheet

▶ **Directly from a** graphics **program**

▶ **With the help of a** clipboard

▶ **From the** Calc gallery

Code Files

▶ **This file and images have been provided to you in the** `Code files` **link on this tutorial page**

Code Files

- **This file and images have been provided to you in the** `Code files` **link on this tutorial page**
- **Please download and extract the files to a folder on your** `Desktop`

Code Files

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- **Make its copy and use it for practising**

Linking

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▶ **First, it reduces the size of the**
`spreadsheet` **as our** `spreadsheet`
does not contain the `image`

Linking

- **First, it reduces the size of the** `spreadsheet` **as our** `spreadsheet` **does not contain the** `image`

- **Second, it enables the user to modify both the files separately**

Linking

▶ **Changes made to the** `image` **file are reflected in the** `linked image` **in the** `spreadsheet`

Disadvantage of Linking

Disadvantage of Linking

▶ **Whenever you want to send this** `spreadsheet` **to a different computer or user**

Disadvantage of Linking

▶ **Whenever you want to send this** `spreadsheet` **to a different computer or user**

▶ **You will have to send both the** `spreadsheet` **as well as the** `image` **file**

Disadvantage of Linking

- ▶ **Which means, you have to keep track of the location where you are saving both the files**

Summary I

In this tutorial, we learnt to insert an `image` **into a** `spreadsheet` **in many different ways like**

- ▶ **From a file**
- ▶ **From the** `clipboard`
- ▶ **From the** `Calc gallery`

Summary II

We have also learnt how to:

- ▶ **Move and resize the** `image`
- ▶ **Apply filter to the** `image`
- ▶ **Crop the** `image`

Assignment

▶ **Open** `Spreadsheet-Practice.ods`

▶ **Insert an** `image` **as a** `link` **in** `Sheet 2`

▶ **Save and close the file**

Assignment

- ▶ **Go to the folder where the** `image` **is saved**
- ▶ **Now rename the** `image`
- ▶ **Open and check if the** `image` **is still visible in the** `spreadsheet`

Assignment

- **Now rename the** `image` **back to its original name**
- **Check if the image is visible in the** `spreadsheet`

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

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Thank you

- **This tutorial was originally contributed by DesiCrew Solutions Pvt.Ltd. in 2011**
- **www.desicrew.in**
- **Thanks for joining**