

Spoken Tutorial

LibreOffice Calc - Formatting Data

**Script and Narration by
DesiCrew Solutions Pvt.Ltd.**

Talk to a Teacher Project

<http://spoken-tutorial.org>

National Mission on Education through ICT

<http://www.sakshat.ac.in>

September 27, 2011



desicrew



Talk To A Teacher



Learning Objectives



Learning Objectives

1. Formatting Borders, background colors in Calc.



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Learning Objectives

1. **Formatting Borders, background colors in Calc.**
2. **Formatting multiple lines of text using Automatic Wrapping.**



Learning Objectives

1. **Formatting Borders, background colors in Calc.**
2. **Formatting multiple lines of text using Automatic Wrapping.**
3. **Merging Cells.**



Learning Objectives

1. **Formatting Borders, background colors in Calc.**
2. **Formatting multiple lines of text using Automatic Wrapping.**
3. **Merging Cells.**
4. **Shrinking text to fit the cell.**



OS and versions

Here we are using:

- ▶ **Ubuntu Linux version 10.04**



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- ▶ **Ubuntu Linux version 10.04**
- ▶ **LibreOffice Suite version 3.3.4.**



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Comprehensive Assignment



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- ▶ 1. Open spreadsheet practice.ods sheet.



Comprehensive Assignment

- ▶ 1. Open **spreadsheet practice.ods** sheet.
- ▶ 2. **Select all the headings.**



Comprehensive Assignment

- ▶ 1. Open **spreadsheet practice.ods** sheet.
- ▶ 2. Select all the headings.
- ▶ 3. Give the background color to the headings as **blue**.



Comprehensive Assignment

- ▶ 4. Using Automatic Wrapping type the text, **This is a Department Spreadsheet.**



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Comprehensive Assignment

- ▶ 4. Using Automatic Wrapping type the text, **This is a Department Spreadsheet.**
- ▶ 5. Shrink this text to fit in the cell.



About the Spoken Tutorial Project



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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



Acknowledgements

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- ▶ It is supported by the National Mission on Education through ICT, MHRD, Government of India
- ▶ More information on this Mission is available at

<http://spoken-tutorial.org/NMEICT-Intro>



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About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ **www.desicrew.in**
- ▶ Thanks for joining

