

Spoken Tutorial LibreOffice Calc Basic Data Manipulation

**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>

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Learning Objectives



Learning Objectives

► Introduction to basics of Formula



Learning Objectives

- ▶ Introduction to basics of Formula
- ▶ **Sorting by Columns**



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Learning Objectives

- ▶ Introduction to basics of Formula
- ▶ Sorting by Columns
- ▶ Basics of Filtering Data



Os and versions

Here we are using

- ▶ **Ubuntu Linux version 10.04**



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Os and versions

Here we are using

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



Basics of Formula



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Basics of Formula

- **Formulas are equations**



Basics of Formula

- ▶ **Formulas are equations**
- ▶ **that use numbers and variables to get a result.**



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Basics of Formula

- ▶ **Formulas are equations**
- ▶ **that use numbers and variables to get a result.**
- ▶ **Variables are cell locations**



Basics of Formula

- ▶ **Formulas are equations**
- ▶ **that use numbers and variables to get a result.**
- ▶ **Variables are cell locations**
- ▶ **that hold the data needed for the equation to be completed.**



Basic Arithmetic Operations



Basic Arithmetic Operations

► addition,



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Basic Arithmetic Operations

- ▶ addition,
- ▶ subtraction,



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Basic Arithmetic Operations

- ▶ addition,
- ▶ subtraction,
- ▶ **multiplication and**



Basic Arithmetic Operations

- ▶ addition,
- ▶ subtraction,
- ▶ multiplication and
- ▶ **division.**



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Sort Data

Sorting arranges the visible cells on the sheet

- ▶ **in any desired manner.**



Sort Data

Sorting arranges the visible cells on the sheet

- ▶ in any desired manner.
- ▶ You can sort the data using upto three criteria,



Sort Data

Sorting arranges the visible cells on the sheet

- ▶ **in any desired manner.**
- ▶ **You can sort the data using upto three criteria,**
- ▶ **which are then applied one after another.**



Sort Data

- ▶ They are handy when you are searching for a particular item



Sort Data

- ▶ They are handy when you are searching for a particular item
- ▶ and become even more powerful after you have filtered data.



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Filter Data



Filter Data

A filter is

- ▶ **a list of conditions**



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Filter Data

A filter is

- ▶ **a list of conditions**
- ▶ **that each entry has to meet**



Filter Data

A filter is

- ▶ a list of conditions
- ▶ that each entry has to meet
- ▶ in order to be displayed.



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Summary



Summary

► Introduction to basics of Formula



Summary

- ▶ Introduction to basics of Formula
- ▶ **Sorting by Columns**



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Summary

- ▶ Introduction to basics of Formula
- ▶ Sorting by Columns
- ▶ Basics of Filtering Data



About the Spoken Tutorial Project



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- ▶ Watch the video available at http://spoken-tutorial.org/What_is_a_Spoken_Tutorial
- ▶ It summarises the Spoken Tutorial project



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- ▶ If you do not have good bandwidth, you can download and watch it



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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



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- ▶ 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



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