## Introduction

Calc is component of LibreOffice. It is a spreadsheet program which is used to store, manage and analyze various types of Data. Spreadsheet is a collection of rows and columns. Columns are represented by alphabets and rows are represented by numbers. The point where a column and row intersect is called cell. The address of a cell is given by the letter representing the column and the number representing a row. The extension of Calc file is .ods. Some of the popular other spreadsheet programs are Microsoft -Excel, OpenOfficeCalc, Lotus 1-2-3 etc.

Opening of Calc application
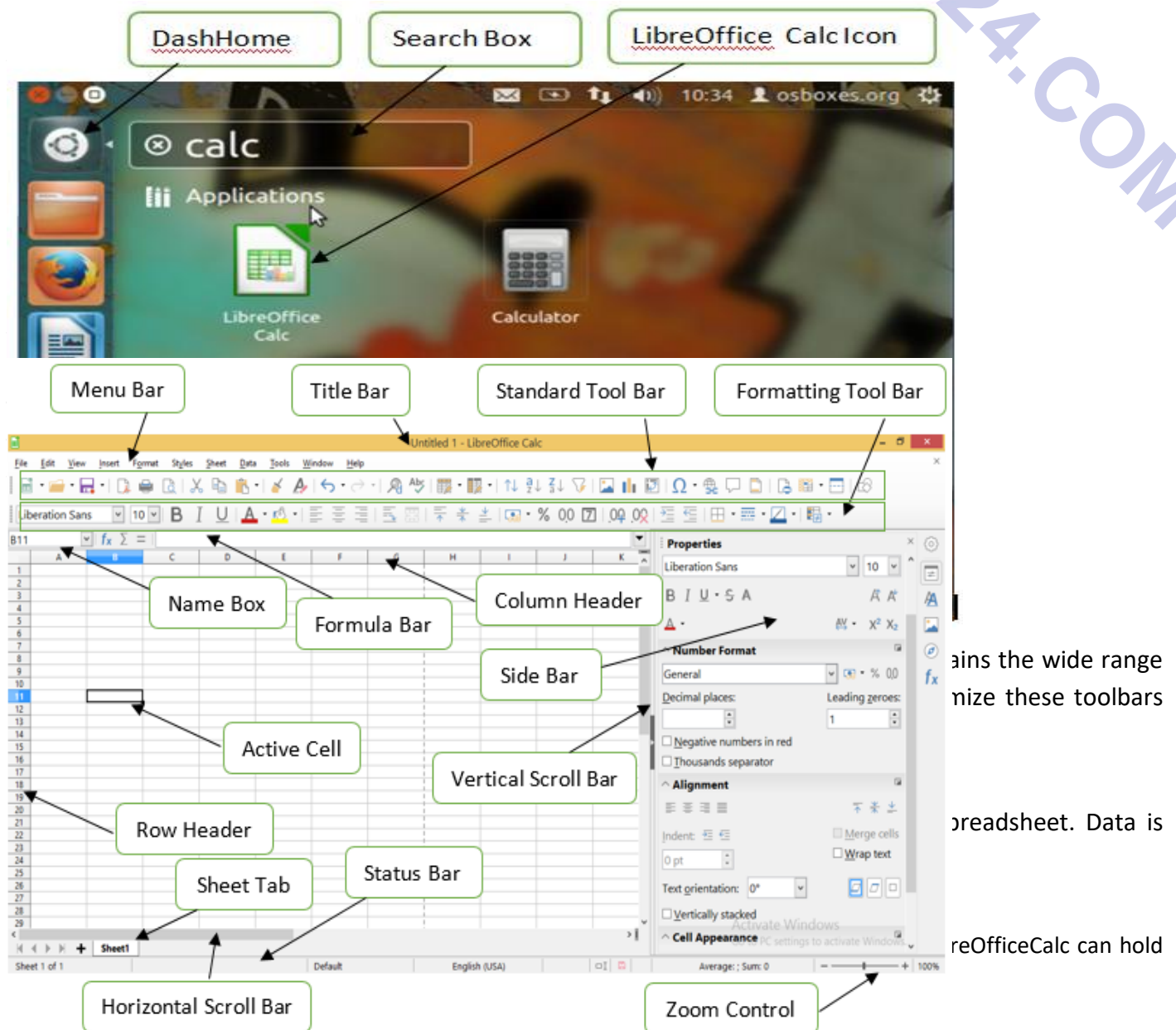
... ains the wide range ... nize these toolbars

... preadsheet. Data is

... reOfficeCalc can hold

Columns are arranged vertically in the spreadsheet. It is denoted by alphabets. Each sheet can have maximum 1024 columns.

Row Header:

Rows are arranged horizontally in the spreadsheet. It is denoted by numbers. Each sheet can have maximum 1048576 rows.

Name Box:

It gives the address of current active cell.The address of a cell is given by the letter representing the column and the number representing a row. For example in above figure the active cell is B11. Here B is column letter and 11 is row number.

Formula Bar:

Formula bar displays the contents of selected cell i.e. data, formula or function. You can also edit the cell contents here.

Status Bar:

Status bar provides some valuable information about the sheet. It is located at the bottom of the screen.
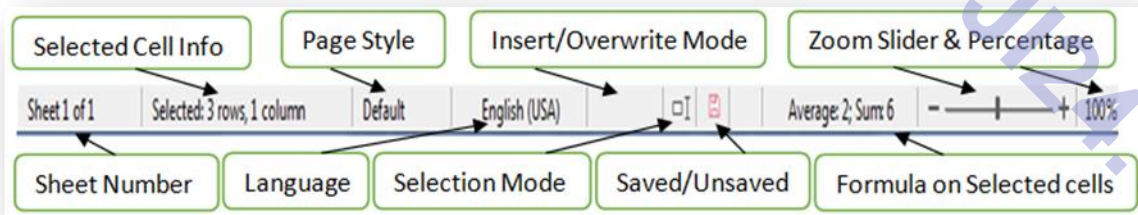
Zoom Control:

Zoom control is used to look closer at your text. It consists of a slider that you can slide left to zoom in or slide right to zoom out. You can also use plus (+) and minus (-) button for the same.

Horizontal Scroll Bar:

The horizontal scroll bar is located above the status bar. It is used for moving back (left) and forth (right) across the spreadsheet. One can click and drag the horizontal scroll bar backwards and forwards.

Vertical Scroll Bar:

The vertical scroll bar is located along the right side of the screen. It is used for moving up and down in the spreadsheet. One can click and drag the vertical scroll bar upwards and downwards.

Basic operations in spreadsheet

- **Insert Sheet** - It is used to add new sheet.
- **Delete Sheet** - It is used to delete the existing sheet.
- **Rename Sheet** - It is used to rename the existing sheet.
- **Move or copy sheet -** It is used to move or copy the existing sheet.

Note: Right click on **Sheet1** and above four options will be there, choose as per your choice.
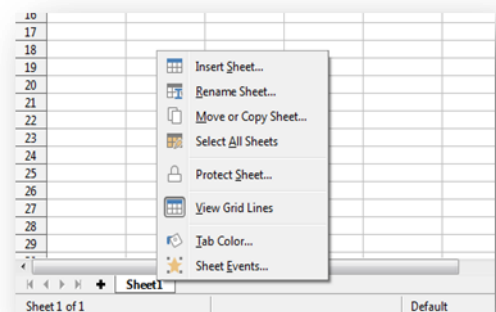
4.3.2 Concept of Cell Address [Row and Column] and Selecting a Cell

Each cell in spreadsheet has unique address/ reference which is defined by its column letter (A,B...) and row number (1,2...). For example, if B2 cell is selected, B is column letter and 2 is row number.
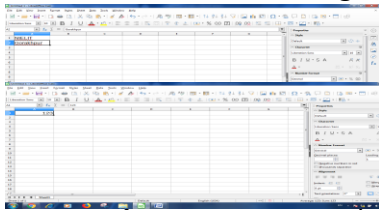
Note-Address of the cell can be seen on Name Box.
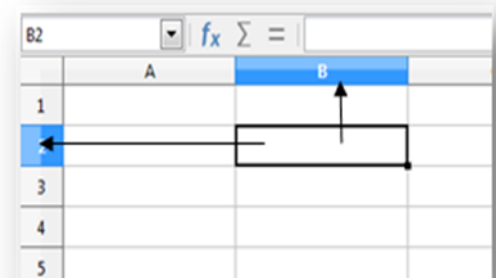
Entering Data [Text, Number, Date] In Cells

Data can be entered into the cell. Type the data into the cell and press enter key, the cell pointer moves down for the next entry.

- Text data is left aligned in the cell by default.

- [Number data is right] aligned in the cell by default.

- [Data can be formatted] as per choice. Format Cells dialog box will be opened by clicking on **More [Options of Number Format in P]roperties.**
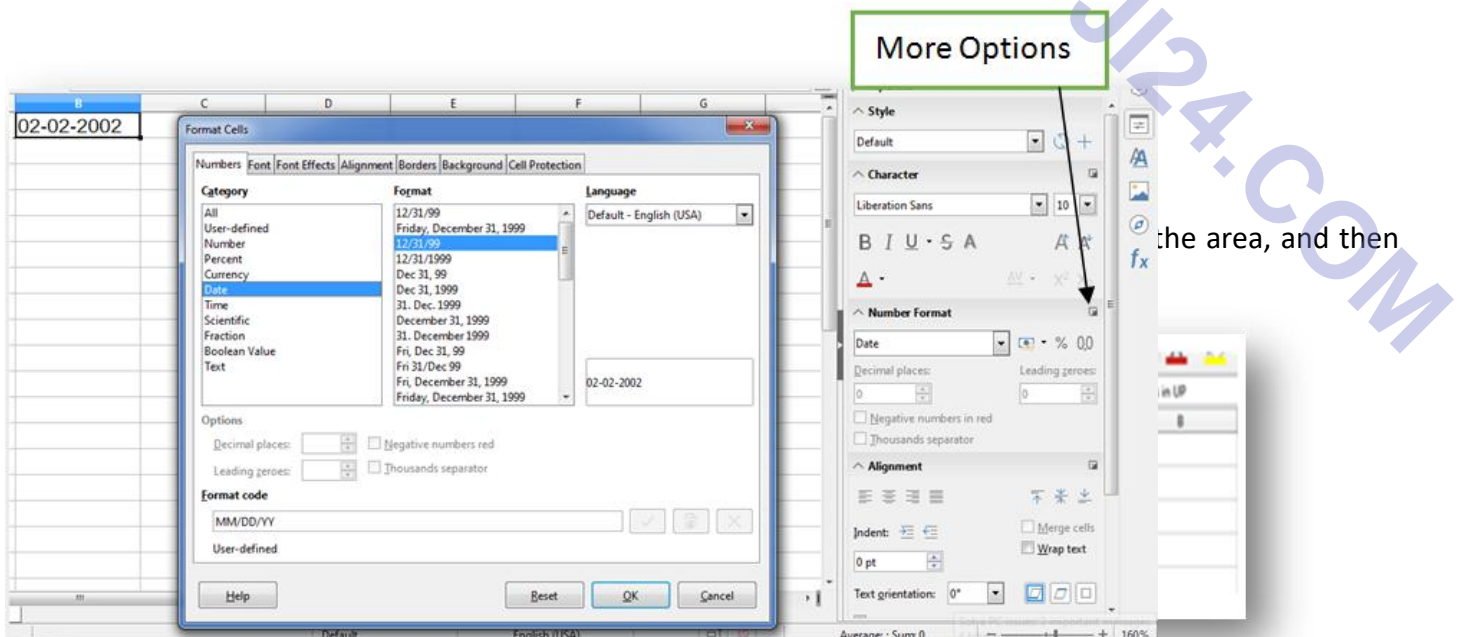
[More Options ... the area, and then]

- Selection can also be done using keyboard. Use Shift and Arrow (Left, Top, Right, and Bottom) key for the selection of data.
- Entire column is selected by clicking on any column header/letter.
- Entire row is selected by clicking on any row header/number.
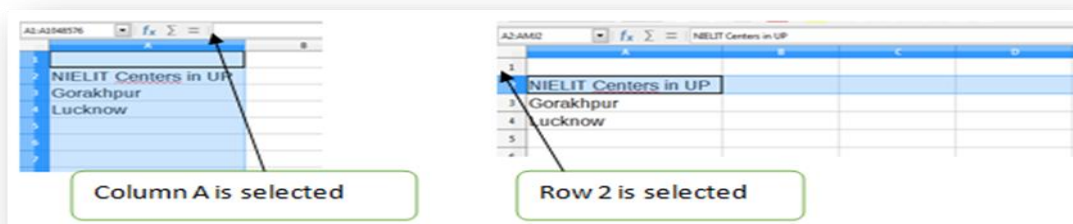
- Entire sheet is selected by clicking on the area just above the row header and left to the column header or using shortcut Ctrl + A.