



Electronic spread sheet

In our daily life or at workplace we have to perform various calculations. Various methods are used depending on the nature of calculations. We use our fingers or mental calculations to perform simple calculations and use a calculator for longer calculations.

In other words, a spread sheet is a grid which interactively manages and organises data in rows and columns. It is also called as Electronic Spread sheet. It is used for managing financial and accounting documents, creating data reports, generating invoices, data analysis from scientific and statistical researches, and for doing a variety of calculations on data.

Spread sheet software can also store, manipulate and create graphical representations of data.

As spread sheets became larger, they became difficult to manage. To handle the increasing size of the spread sheet, the concept of a workbook was identified. LibreOffice Calc is used to perform the following activities accurately and efficiently.

Tabulation of data

- Simple mathematical calculations
- Complex calculations using formula and functions
- Arranging data in ascending and descending order (sorting)
- Filtering the required data
- Check the validity of data
- Protection of data using passwords
- Saving for future use