Electronic spread sheet

Starting Libreoffice Calc

When installing the operating system Linux or windows the libreoffice gets installed along with the icons for each component of LibreOffice (Writer, calc, Impress etc.).

These icons are then placed on the launcher. In Windows, you need to download LibreOffice from its official website and install it on your computer.

To start the LibreOffice Calc in Windows

In Windows, find the shortcut of LibreOffice on *Start menu* or on the desktop. *Double click* the shortcut to open LibreOffice.

• Or Click the window menu, select LibreOffice application, then click LibreOffice Calc (

To start LibreOffice Calc in Linux

In Ubuntu Linux, find the Calc icon on application launcher or search it by clicking on "Show Applications"

(a)**Title bar:** The Title bar, located at the top, shows the name of the current spread sheet. When the spread sheet is newly created, its name is Untitled X, where X is a number. The first created spread sheet takes the name as Untitled 1, second is Untitled 2 and so on.

(b)**Menu Bar:** Menu bar is located just below the Title bar. It contains the menus with commands for various tasks. Each menu item has a submenu called pull-down menu.

(C) **Tool bars:-** The Calc opens with the Standard and Formatting toolbars at the top of the workspace by default. These toolbar provide a wide range of common commands and functions.

(D**) Worksheet:** The worksheet in Calc is also referred to as spread sheet. The spread sheet can have many sheets. Each sheet can have many individual cells arranged in rows and columns.

(e) **Rows and columns:-** The sheet is divided into vertical columns and horizontal rows. Each sheet can have a maximum of **1,048,576 (2^{20})** rows and **1024 (2^{10})** columns. The rows are numbered as 1,2,3,4,… and columns are numbered as *A, B, C, D, …., Z, AA, AB, AC, …., AZ, BA to BZ, CA,…., AMJ*.

(f) **Cell and cell address: -** The intersection of a row and column is called a cell. It is the basic element of a spread sheet. It holds data, such as text, numbers, and formulas and so on. A cell address is denoted by its column (letter) and row number. For example, D4, E9, Z89 are the valid example of cell address.

RAUSHAN DEEP
PGT (IT)
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