

# Working with Data in Calc

**Spoken Tutorial Project**  
**National Mission on Education through ICT**  
**<http://spoken-tutorial.org>**

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**Video Production by**  
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# Learning Objectives



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1. **Speed up using Fill tools and Selection lists.**



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1. **Speed up using Fill tools and Selection lists.**
2. **Sharing content between sheets.**



# Learning Objectives

1. Speed up using Fill tools and Selection lists.
2. Sharing content between sheets.
3. Removing data, replacing data, changing a part of the data.



# OS and versions

Here we are using

► **GNU/Linux**



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Here we are using

- ▶ GNU/Linux
- ▶ LibreOffice Suite version 3.3.4.



# Automated Input of Data

- ▶ **Entering data into a spreadsheet can be very labor-intensive.**





# Automated Input of Data

- ▶ **Entering data into a spreadsheet can be very labor-intensive.**
- ▶ **Calc provides several tools for making it considerably easier.**



# Automated Input of Data

- ▶ Entering data into a spreadsheet can be very labor-intensive.
- ▶ Calc provides several tools for making it considerably easier.
- ▶ The most basic ability is to drag and drop the contents of one cell to another.



# Automated Input of Data

**There are several tools for automating input namely,**



# Automated Input of Data

**There are several tools for automating input namely,**

- ▶ **Fill tool,**



# Automated Input of Data

There are several tools for automating input namely,

- ▶ Fill tool,
- ▶ Selection lists



# Automated Input of Data

There are several tools for automating input namely,

- ▶ Fill tool,
- ▶ Selection lists
- ▶ These can input information into multiple sheets of the same document.



# Fill tool

- ▶ The Fill tool is used for filling some series as data in sheets.



# Fill tool

- ▶ The Fill tool is used for filling some series as data in sheets.
- ▶ Calc provides default lists





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- ▶ for the full and abbreviated days of the week



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- ▶ and months of the year.



# Fill tool

- ▶ The Fill tool is used for filling some series as data in sheets.
- ▶ Calc provides default lists
- ▶ for the full and abbreviated days of the week
- ▶ and months of the year.



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- ▶ Also enables the user to create his own lists.



# Other Speed up tools

- ▶ There is one more speed up tool called Selection lists.



# Other Speed up tools

- ▶ **There is one more speed up tool called Selection lists.**
- ▶ **Limited to using only text.**



# Share content between sheets



# Share content between sheets

- ▶ **Calc enables a user to enter the same information in the same cell, on multiple sheets.**



# Share content between sheets

- ▶ Calc enables a user to enter the same information in the same cell, on multiple sheets.
- ▶ Instead of entering the same list on each sheet individually, you can enter it in all the sheets at once.





# Summary



# Summary

1. Speed up using Fill tools and Selection lists.
2. Sharing content between sheets.
3. Removing data, replacing data, changing a part of the data.



# About the Spoken Tutorial Project



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- ▶ Watch the video available at [http://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](http://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ It summarises the Spoken Tutorial project



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- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



# 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](mailto: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>



# About the contributor

- ▶ This tutorial has been contributed by **DesiCrew Solutions Pvt.Ltd.**
- ▶ [www.desicrew.in](http://www.desicrew.in)
- ▶ Thanks for joining

