OpenOffice.org Spreadsheet
IT WS I - Lecture 5

Saurabh Barjatiya

International Institute Of Information Technology, Hyderabad

15 August, 2009

Contents

Parts of spreadsheet

- Rows

Parts of spreadsheet

- Rows
- Columns

Parts of spreadsheet

- Rows
- Columns
- Cell

Parts of spreadsheet

- Rows
- Columns
- Cell
- Cell numbering

Parts of spreadsheet

- Rows
- Columns
- Cell
- Cell numbering
- Cell range

Parts of spreadsheet

- Rows
- Columns
- Cell
- Cell numbering
- Cell range
- Sheet

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Contents

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Basic operation

- Insert/Delete Row

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Basic operation

- Insert/Delete Row
- Insert/Delete Column

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Basic operation

- Insert/Delete Row
- Insert/Delete Column
- Insert/Delete Sheet

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Basic operation

- Insert/Delete Row
- Insert/Delete Column
- Insert/Delete Sheet
- Insert/Delete Cells

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Basic operation

- Insert/Delete Row
- Insert/Delete Column
- Insert/Delete Sheet
- Insert/Delete Cells
- Select / Cut / Copy / Paste / Undo / Redo

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Basic operation

- Insert/Delete Row
- Insert/Delete Column
- Insert/Delete Sheet
- Insert/Delete Cells
- Select / Cut / Copy / Paste / Undo / Redo
- Text formatting (Bold, Italic, etc.)

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Basic operation

- Insert/Delete Row
- Insert/Delete Column
- Insert/Delete Sheet
- Insert/Delete Cells
- Select / Cut / Copy / Paste / Undo / Redo
- Text formatting (Bold, Italic, etc.)
- Text alignment (left, right, etc.)

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Basic operation

- Insert/Delete Row
- Insert/Delete Column
- Insert/Delete Sheet
- Insert/Delete Cells
- Select / Cut / Copy / Paste / Undo / Redo
- Text formatting (Bold, Italic, etc.)
- Text alignment (left, right, etc.)
- Font settings (Font face, size, color, etc.)

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Basic operation

- Insert/Delete Row
- Insert/Delete Column
- Insert/Delete Sheet
- Insert/Delete Cells
- Select / Cut / Copy / Paste / Undo / Redo
- Text formatting (Bold, Italic, etc.)
- Text alignment (left, right, etc.)
- Font settings (Font face, size, color, etc.)
- Find / Replace

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Basic operation

- Insert/Delete Row
- Insert/Delete Column
- Insert/Delete Sheet
- Insert/Delete Cells
- Select / Cut / Copy / Paste / Undo / Redo
- Text formatting (Bold, Italic, etc.)
- Text alignment (left, right, etc.)
- Font settings (Font face, size, color, etc.)
- Find / Replace
- Drag Drap

Introduction
Editing
Advanced features
Basic operation
Data types
Miscellaneous

Data types

- Date

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Data types

- Date
- Text

Introduction
Editing
Advanced features
Basic operation
Data types
Miscellaneous

Data types

- Date
- Text
- Number (Integer / Real)

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Data types

- Date
- Text
- Number (Integer / Real)
- Percent

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Data types

- Date
- Text
- Number (Integer / Real)
- Percent
- ### (Can't Display)

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Miscellaneous

- Single quote trick

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Miscellaneous

- Single quote trick
- Keyboard shortcuts

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Miscellaneous

- Single quote trick
- Keyboard shortcuts
- Auto-fill

Introduction
Editing
Advanced features

Basic operation
Data types
Miscellaneous

Miscellaneous

- Single quote trick
- Keyboard shortcuts
- Auto-fill
- Export to csv, save, save as

Contents

Functions

- SUM

Functions

- SUM
- MAX

Functions

- SUM
- MAX
- MIN

Functions

- SUM
- MAX
- MIN
- - (Subtract)

Functions

- SUM
- MAX
- MIN
- - (Subtract)
- AVERAGE

Functions

- SUM
- MAX
- MIN
- - (Subtract)
- AVERAGE
- SIN, RADIANS

Functions

- SUM
- MAX
- MIN
- - (Subtract)
- AVERAGE
- SIN, RADIANS
- POWER (A;B)

Functions

- SUM
- MAX
- MIN
- - (Subtract)
- AVERAGE
- SIN, RADIANS
- POWER (A;B)
- RAND

Other features

- Filters

Other features

- Filters
- Sorting

Other features

- Filters
- Sorting
- Graphs