Unit 2: Electronic Spreadsheet (Advanced)
Chapter 6: Linking Spreadsheet Data

1. Link Data and Spreadsheet
Linking data allows you to consolidate information from multiple sheets or files, ensuring consistency and dynamic updates.

1.1 Setting Up Multiple Sheets
To manage data efficiently, it's common to work with multiple sheets within a single spreadsheet file.
Steps:
1. Open LibreOffice Calc.
2. By default, Sheet1 is created.
3. Use the "+" icon at the bottom to add more sheets.
4. You can switch between sheets using the tabs at the bottom.

1.2 Inserting a New Sheet
You can insert a new sheet at any position.
Steps:
1. Right-click on any existing sheet tab.
2. Select **Insert Sheet**.
3. Choose:
    - **Before current sheet**
    - **After current sheet**
4. Click **OK**.

1.3 Renaming Sheets
Renaming helps identify the purpose of each sheet.
Steps:
1. Right-click on the sheet tab.
2. Select **Rename Sheet**.
3. Enter the new name and press **Enter**.

2. Cell Reference
Cell referencing allows data from one sheet or file to be used in another.

2.1 Creating Cell Reference to Other Sheet
You can reference individual cells or a range of cells from another sheet.

2.1.1 Reference to Individual Cells
Syntax:
=Sheet2.A1
This references cell A1 in Sheet2.

2.1.2 Reference to Range of Cells
Syntax:
=Sheet2.A1:A5
This references the range A1 to A5 from Sheet2.

2.1.3 Ways to Create Cell Referencing to Other Sheet
Methods:
1. **Manually typing** the reference using the sheet name and cell address.

2. **Using the mouse** to click on the cell in the other sheet.
3. **Using the keyboard** with the formula bar.

2.1.4 Cell Referencing Using Mouse

Steps:

1. Go to the sheet where you want the reference.
2. Type =
3. Click on the other sheet tab.
4. Click on the desired cell.
5. Press **Enter**.

2.1.5 Cell Referencing Using Keyboard

Steps:

1. Type =
2. Enter the sheet name followed by a period and cell address (e.g., Sheet2.B2)
3. Press **Enter**.

2.1.6 Referencing Cell in Another Spreadsheet

To link data from another spreadsheet file:

Steps:

1. Open the target spreadsheet.
2. In the current sheet, type:
   ='file:///path/filename.ods'#$Sheet1.A1
3. This links to cell A1 of Sheet1 in another spreadsheet file.

4. Hyperlink

Hyperlinks allow you to jump to another location, file, or webpage directly from the spreadsheet.

4.1 Relative and Absolute Hyperlink

- **Relative Hyperlink**: Changes based on the location of the file.
- **Absolute Hyperlink**: Fixed path to the file or webpage.

Example:

Relative: ../documents/report.ods
Absolute: file:///C:/Users/UserName/Documents/report.ods

4.2 Working with Hyperlink

Steps to Insert a Hyperlink:

1. Select the cell or text.
2. Go to **Insert > Hyperlink**.
3. Choose the link type:
   - **Internet**
   - **Mail**
   - **Document**
   - **New Document**
4. Enter the URL or file path.
5. Click **Apply**, then **Close**.

4.3 Linking to External Data

You can import data from external sources like the web.

Steps:

1. Go to **Insert > Hyperlink>Document**.

2. Enter the URL of the data source (e.g., a .csv or web table).
3. Select the data range from the preview.
4. Click **OK**.

4.4 Linking to Registered Data Source / Website

LibreOffice allows you to register external data sources.

Steps:

1. Go to **Insert > Hyperlink>Internet**.
2. Enter the URL.
3. ok

4.4.1 Editing a Hyperlink

Steps:

1. Right-click the hyperlink.
2. Select **Edit Hyperlink**.
3. Modify the link text, URL, or target.
4. Click **Apply**, then **Close**.