Unit 4: Electronic Spreadsheet Using LibreOffice Calc
Chapter 1: Create a Spreadsheet

1. Introduction to Spreadsheet Application

A **spreadsheet** is application software used to store, organize, and analyze data in **tabular form**. Each file in a spreadsheet is called a **Workbook**. It contains **worksheets** (sheets) with rows and columns.

Common Uses:

- Budgeting
- Timetables
- Attendance records
- Marksheets
- Calculations

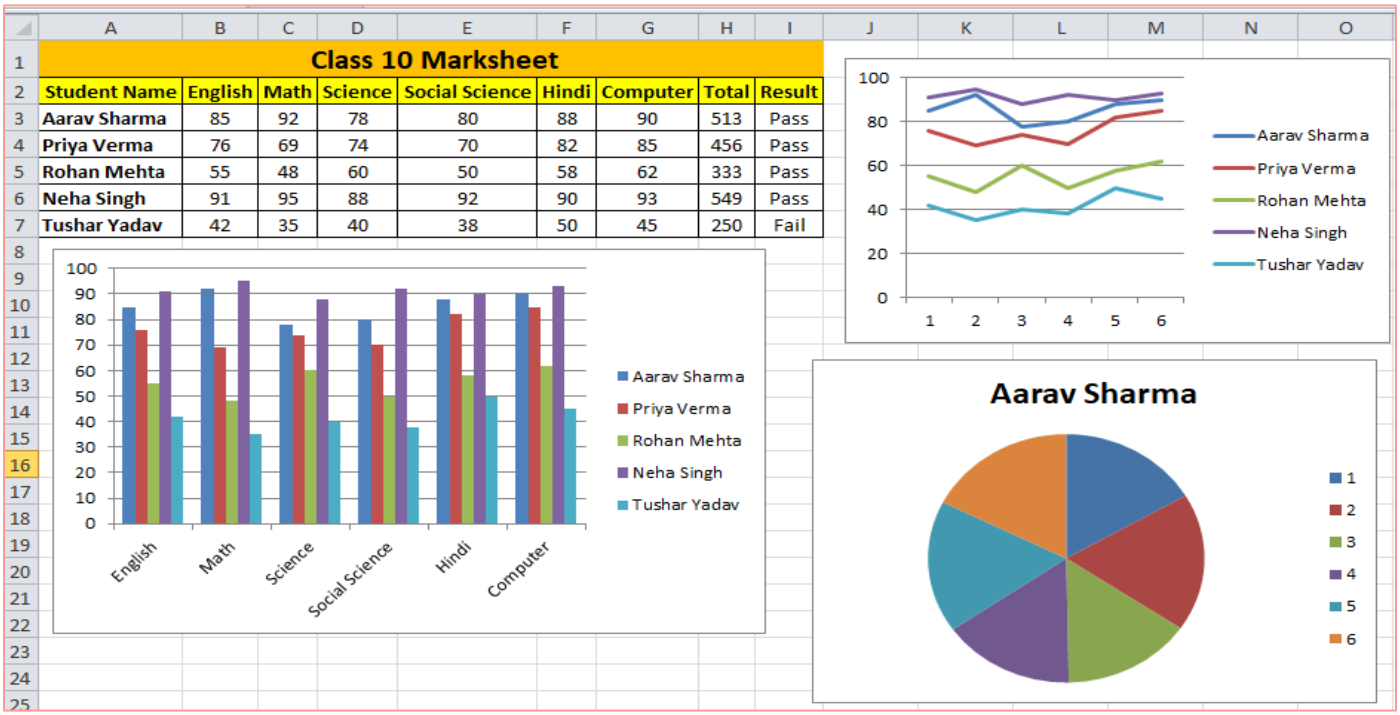
	A	B	C	D
1	**Monthly Household Budget Analysis Table**			
2	**S. No.**	**Expense Category**	**Estimated Monthly Amount (₹)**	**Remarks**
3	1	Total Monthly Income	50000	Salary, freelance work, pension
4		Essential Expenses		
5	2	Rent / Home Loan	10000	Monthly house rent or EMI
6	3	Electricity, Water, Gas Bills	2500	Average monthly utility bills
7	4	Groceries & Household Supplies	7000	Food, cleaning items, etc.
8	5	Children's Education	3000	Fees, books, stationery
9	6	Transportation (Bus/Fuel)	2000	Daily commute expenses
10	7	Mobile/Internet Bills	800	All mobile and internet expenses
11	8	Health & Medicine	1500	Doctor fees, medicine, etc.
12		Non-Essential Expenses		
13	9	Entertainment / Eating Out	1200	Movies, restaurants, etc.
14	10	Clothing / Shopping	1000	Average monthly shopping
15	11	Gifts, Donations, Miscellaneous	500	Optional or seasonal
16		Savings & Investments		
17	12	Savings (RD/FD/PF etc.)	5000	For future needs
18	13	Emergency Fund	1000	For unexpected situations
19		Total Expenses	35500	
20		Remaining Amount	14500	Use for future planning/savings

	A	B	C	D	E	F	G	H	I	J	K
1	**Class 9 Timetable (9 Periods + Lunch Break)**										
2	**Day**	**Period 1 8:00–8:40**	**Period 2 8:40–9:20**	**Period 3 9:20–10:00**	**Period 4 10:00–10:40**	**Period 5 10:40–11:20**	**Lunch 11:20–11:40**	**Period 6 11:40–12:20**	**Period 7 12:20–1:00**	**Period 8 1:00–1:40**	**Period 9 1:40–2:20**
3	Monday	English	Math	Science	Hindi	SST	BREAK	Computer	Science	Art	Games
4	Tuesday	Hindi	SST	English	Science	Math		Computer	English	Math	Library
5	Wednesday	Science	English	Hindi	Math	SST		Computer	Science	GK	Drawing
6	Thursday	SST	Hindi	English	Science	Math		Library	Computer	English	Games
7	Friday	Math	Science	English	SST	Hindi		Computer	Science	English	Music
8	Saturday	GK	Drawing	Hindi	Math	English		Science	Class Test	Games	Moral Ed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL
1	**Employee Attendance Record – June 2025**																																						
2	**Employee Name**	**Emp. ID**	**Department**	**Designation**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**Total P**	**Total A**	**Total L**	**Remarks**
3	John Doe	EMP001	Admin	Manager	P	P	P	L	P	P	P	P	WO	L	P	P	L	P	P	P	WO	A	P	L	A	P	WO	P	A	P	P	P	P	WO	19	3	4	Good
4	Priya Sharma	EMP002	HR	Officer	P	P	P	P	WO	P	WO	A	L	P	P	A	L	P	A	A	A	P	P	A	P	A	A	WO	L	P	A	P	P	P	15	9	3	Needs Attention
5	Amit Verma	EMP003	IT	Developer	P	WO	WO	A	L	P	P	A	P	P	A	H	P	A	L	P	P	P	P	A	A	WO	P	A	WO	P	P	WO	L	WO	13	7	3	Needs Attention
6	Sneha Roy	EMP004	Finance	Accountant	L	P	P	L	P	H	P	A	WO	WO	P	L	P	H	P	A	P	P	P	L	A	P	P	P	P	P	P	P	P	L	18	3	5	Good
7																																						
8	Present (P), Absent (A), Leave (L), Half Day (H), Week Off (WO)																																					

2. Features of LibreOffice Calc Spreadsheet

- Free and open-source
- Compatible with Microsoft Excel
- Allows **formulas and functions**
- **Charts and graphs** creation
- **Conditional formatting**
- Data sorting and filtering
- Pivot tables



Class 10 Marksheet

Student Name	English	Math	Science	Social Science	Hindi	Computer	Total	Result
Aarav Sharma	85	92	78	80	88	90	513	Pass
Priya Verma	76	69	74	70	82	85	456	Pass
Rohan Mehta	55	48	60	50	58	62	333	Pass
Neha Singh	91	95	88	92	90	93	549	Pass
Tushar Yadav	42	35	40	38	50	45	250	Fail

3. Starting LibreOffice Calc

Steps to Open LibreOffice Calc:

1. Click on **Start Menu**.
2. Search for **LibreOffice Calc**.
3. Click to open it.

4. Parts of LibreOffice Calc Window

4.1 Toolbar

a. Standard Toolbar

Contains basic functions like New, Open, Save, Print, Cut, Copy, Paste, Undo, Redo.

b. Formatting Toolbar

Used to format text, numbers, alignment, bold, italic, underline, etc

c. Formula Bar

- Located below the toolbar.
- Shows the content of the selected cell.
- Used to enter/edit formulas.

d. Spreadsheet and Sheet Tabs

- A workbook can have multiple **sheets**.
- Sheet tabs are at the bottom (Sheet1, Sheet2...).

5. Range of Cells

A **range** is a group of selected cells.

- It is written as: StartCell:EndCell

- Example: A1:B3 means all cells from A1 to B3.

6. Creating a Spreadsheet

Steps:

1. Open LibreOffice Calc.
2. Enter data into cells.
3. Use Tab or arrow keys to move between cells.
4. Apply formatting as needed.
5. Use formulas for calculations.

7. Moving in a Sheet

Using Mouse:

- Click on any cell to move the cursor.
- Scroll using the scroll bar or mouse wheel.

Using Keyboard:

- Arrow keys: move one cell at a time.
- Tab: move right.
- Shift + Tab: move left.
- Enter: move down.
- Shift + Enter: move up.

8. Shortcut Keys

Function	Shortcut Key
New spreadsheet	Ctrl + N
Open file	Ctrl + O
Save file	Ctrl + S
Print	Ctrl + P
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F

9. Working with Spreadsheet

a. Adding Sheet

- Right-click on the sheet tab → Click **Insert Sheet**.

b. Deleting Sheet

- Right-click on the sheet tab → Click **Delete Sheet**.

c. Renaming Sheet

- Double-click the sheet tab or right-click → **Rename Sheet**.

d. Moving Sheet

- Drag the sheet tab to a new position.

e. Hide/Unhide Sheet

- Right-click on sheet tab → **Hide Sheet**.
- To unhide: Go to **Format → Sheet → Show Sheet**.

10. Navigation in Spreadsheet

- Use arrow keys, Tab, and mouse to navigate.
- Use **Ctrl + arrow key** to move to the edge of the data.
- Use **Ctrl + Home** to go to the first cell (A1).

- Use **Ctrl + End** to go to the last filled cell.

11. Saving a Spreadsheet

Steps:

1. Click on **File → Save** or press Ctrl + S.
2. Choose location and file name.
3. Click **Save**.
4. Default format is .ods (OpenDocument Spreadsheet).

12. Opening an Existing Spreadsheet

Steps:

1. Click on **File → Open** or press Ctrl + O.
2. Browse and select the spreadsheet.
3. Click **Open**.

13. Printing a Spreadsheet

Steps:

1. Click on **File → Print** or press Ctrl + P.
2. Preview the spreadsheet before printing.
3. Select:
    - Printer
    - Pages (all, current, range)
    - Orientation (portrait/landscape)
4. Click **Print**.