Unit 4: Electronic Spreadsheet Using LibreOffice Calc
Chapter: 3 Format Data in the Spreadsheet

1. Formatting the Sheet

1.1 Use of Dialog Boxes to Format Values

- To format values (numbers, dates, text etc.) in cells, you can use **dialog boxes** in LibreOffice Calc.
- This helps to give your spreadsheet a clean and readable look.

Steps:

1. Select the cell or range of cells.
2. Right-click and select **Format Cells** or press Ctrl + 1.
3. Use the dialog box to choose:
    - **Number** format (Currency, Date, Time etc.)
    - **Font**, **Borders**, **Alignment**, etc.
4. Click **OK** to apply.

1.2 Changing Font

You can change the font style, size, and color to enhance readability.

Steps:

1. Select the cells/text you want to format.
2. Go to the **Format** menu → **Cells**.
3. In the **Font** tab:
    - Choose **Font name**, **Style** (Bold, Italic), and **Size**.
    - Select **Font color** if needed.
4. Click **OK**.

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2. Format Cell

2.1 Formatting a Range of Cells with Decimal Places

- This is useful when dealing with numbers that require a specific number of decimal points.

Steps:

1. Select the cell range.
2. Right-click → **Format Cells** → **Numbers** tab.
3. Choose category: **Number**.
4. Set **Decimal Places** (e.g., 2).
5. Click **OK**.

2.2 Formatting a Range of Cells to Be Seen as Labels

- Labels are non-numeric text that should not be used in calculations.

Steps:

1. Select cells → Format Cells → Numbers tab.
2. Choose category: **Text**.
3. Click **OK**.

- This prevents numbers from being interpreted in formulas.

2.3 Formatting a Cell Range as Scientific

- Scientific format is used to display numbers in exponential notation.

Steps:

1. Select the cell range.
2. Format Cells → **Numbers** tab.
3. Choose **Scientific** from the category.
4. Set decimal places if needed.
5. Click **OK**.

2.4 Formatting a Range of Cells to Display Date

Steps:

1. Select the cells.
2. Right-click → **Format Cells** → **Numbers** tab.
3. Choose **Date**.
4. Select a preferred date format (e.g., 14-03-2001).
5. Click **OK**.

2.5 Formatting a Range of Cells to Display Time

Steps:

1. Select the cell range.
2. Format Cells → Numbers tab.
3. Choose **Time**.
4. Select time format (e.g., 13:37 or 01:37 PM).
5. Click **OK**.

2.6 Formatting Alignment of a Cell Range

You can align text horizontally and vertically within the cells.

Steps:

1. Select the cells.
2. Right-click → Format Cells → Alignment tab.
3. Choose:
    - **Horizontal**: Left, Center, Right
    - **Vertical**: Top, Middle, Bottom
    - **Text Orientation** (rotate text)
4. Click **OK**.

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3. Auto Fill

3.1 Copying a Formula

- You can copy a formula from one cell to multiple cells using auto fill.

Steps:

1. Write the formula in one cell (e.g., =A1+B1).
2. Click the cell and drag the **fill handle** (small box at the bottom-right corner).
3. Drop it over the desired range.

3.2 Using Fill Handle

- Fill handle can be used to automatically fill sequences (like 1, 2, 3...).

Steps:

1. Type the first value.
2. Click and drag the **fill handle** over the desired range.
3. Calc will automatically fill values based on the pattern.

3.3 Custom List

- You can create your own list to use with the fill handle.

Steps:

1. Go to **Tools** → **Options**.
2. Expand **LibreOffice Calc** → Click **Sort Lists**.
3. Enter items (e.g., Apple, Banana, Cherry) → Click **Add**.
4. Now use fill handle to auto-complete your custom list.