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IT Tools & Network Basics

Unit - 4

1. Elements of Spread Sheet

- LibreOffice Calc interface ke main elements hain: Title Bar, Menu Bar, Standard Toolbar, Formatting Toolbar, Formula Bar, aur Status Bar.

The screenshot shows the LibreOffice Calc application window titled 'Untitled 1 - LibreOffice Calc'. The interface includes a menu bar with options: File, Edit, View, Insert, Format, Styles, Sheet, Data, Tools, Window, and Help. Below the menu bar is a standard toolbar with icons for file operations and editing. The formatting toolbar includes options for font face (Liberation Sans), size (10), bold (B), italic (I), underline (U), text color (A), fill color, and alignment. The formula bar shows the active cell 'A1' and the formula 'fx Σ ='. The spreadsheet grid has columns A through I and rows 1 through 10. The status bar at the bottom displays 'Sheet 1 of 1', 'Default', 'English (India)', and a zoom level of 100%.

Labels pointing to the interface elements:

- Title Bar
- Menu Bar
- Standard Toolbar
- Formatting Toolbar
- Formula Bar
- Status Bar



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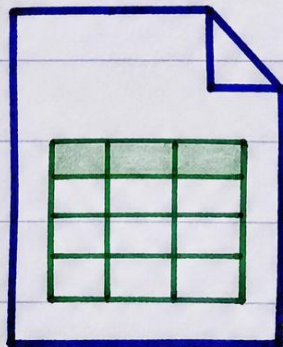
2. Creating of Spread Sheet

→ Nayi spreadsheet banane ke liye:

File menu par jayein → New →

Spreadsheet select karein.

Shortcut: Ctrl+N.



New File

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3. Concept of Cell Address & Selecting a Cell

- Cell address Row aur Column ka intersection hota hai.
- Example: Column A aur Row 1 ka address 'A1' hoga.
- Cell select karne ke liye uspar click karein.

	A	B	C	D	E
1					
2					
3					
4					

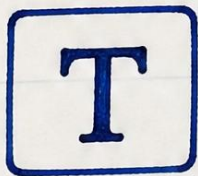
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4. Entering Data in Cells

Cells me teen tarah ka data enter sakte hain:



1. Text (Labels)



2. Number (Values)



3. Date

Data enter karne ke baad Enter key dabayein.

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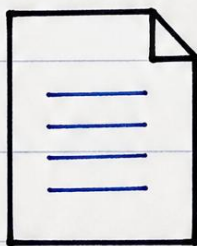
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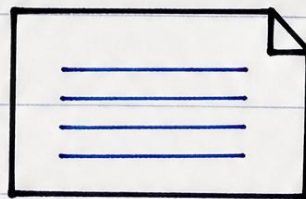
5. Page Setup

- Printing se pehle Page Setup zaroori hai.
- Isme Margins, Orientation (Portrait/Landscape), aur Paper Size set kiya jata hai.
- Format → Page menu se ye settings milti hain.

Orientation (Page Direction):



Portrait



Landscape

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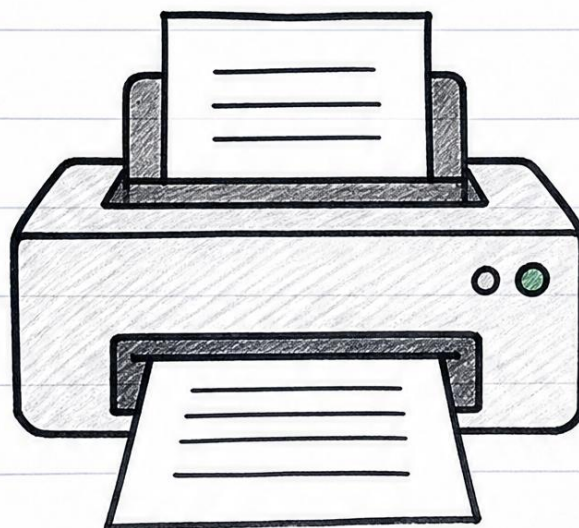
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6. Printing of Sheet

Sheet print karne ke liye File menu →
Print par jayein (Ctrl+P).

Print Preview se dekh sakte hain ki
sheet kaisi dikhegi.

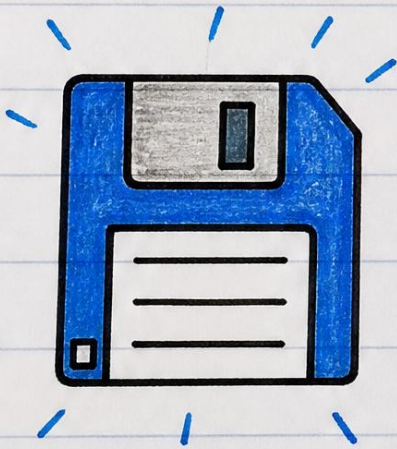


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7. Saving Spreadsheet



Spreadsheet save karne
ke liye File → Save
(Ctrl+S).

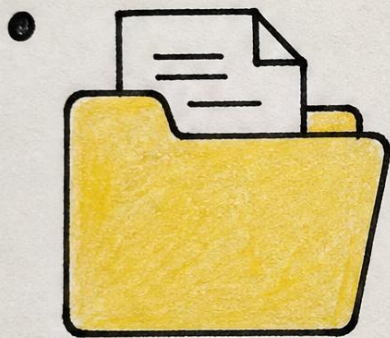
Calc files ka default
extension **'.ods'** hota hai.

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8. Opening and Closing



Existing file open karne ke liye File → Open (Ctrl+O).



Calc close karne ke liye File → Exit (Ctrl+Q) ya window ka close button.

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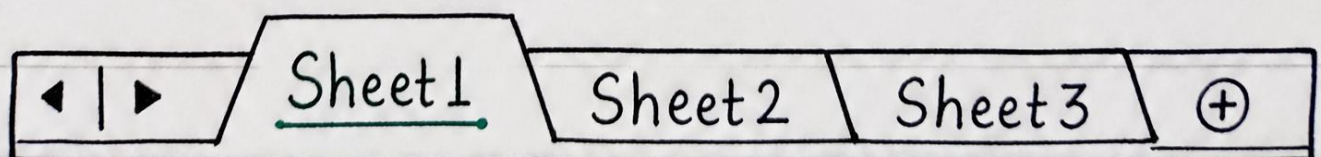
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9. Manipulation of Cells & Sheet

Cells aur sheets ko manage karna jaise Rename karna, Move karna, ya Copy karna.

Sheet tab par right click karke ye options milte hain.



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10. Modifying / Editing Cell Content

Cell content badalne ke liye:



- ① Cell par double click karein.
- ② F2 key dabayein.
- ③ Formula Bar me edit karein.

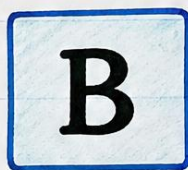
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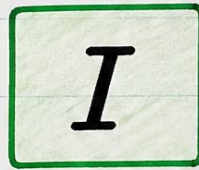
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11. Formatting Cell (Font, Alignment, Style)

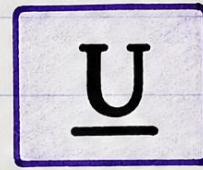
Cell ko attractive banane ke liye **Formatting** ki jati hai. Isme Font type, Size, Bold, **Italic**, aur **Alignment** (Left, **Center**, Right) badal sakte hain.



Bold



Italic

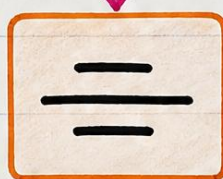


Underline

Alignment



Left



Center



Right

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12. Cut, Copy, Paste & Paste Special

→ Data move ya duplicate karne ke liye:

- **Cut** (Ctrl+X),
- **Copy** (Ctrl+C),
- aur **Paste** (Ctrl+V).

→ Paste Special se sirf values ya formulas paste kar sakte hain.



Cut



Paste

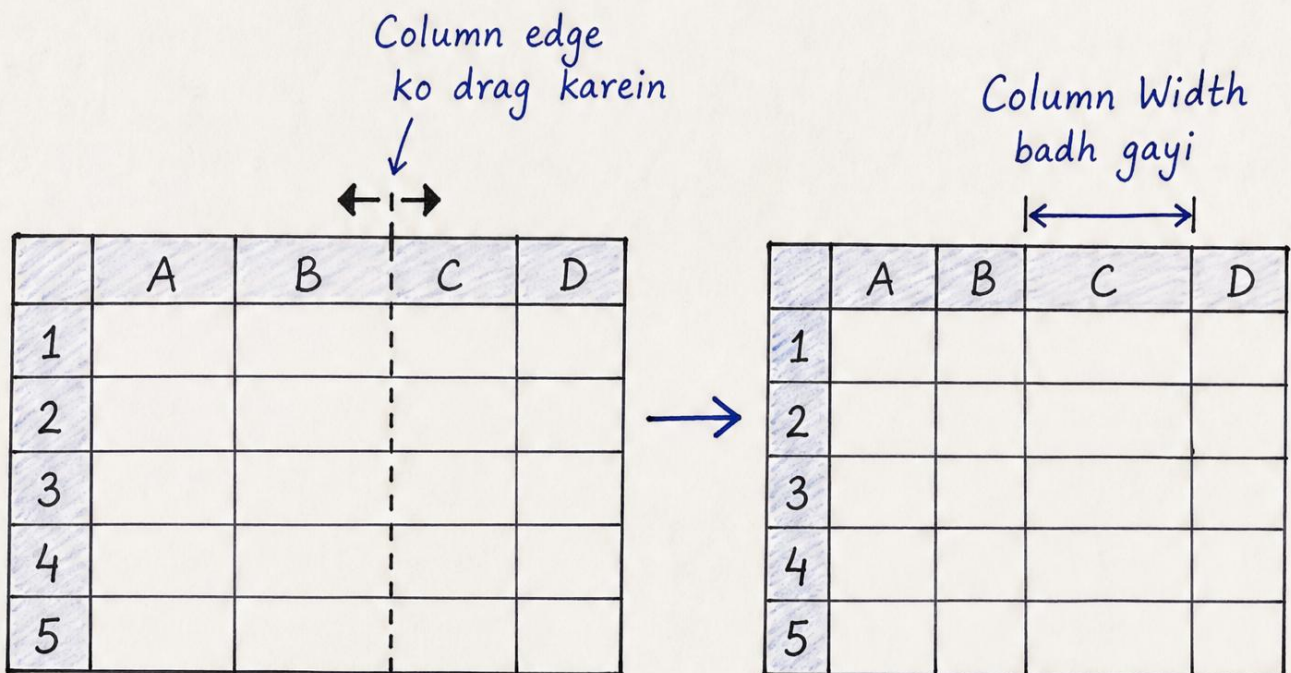
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13. Changing Cell Height and Width

- Cell ki size badalne ke liye Row header ya Column header ke edge ko drag karein.
- Format menu se bhi Height aur Width set kar sakte hain.

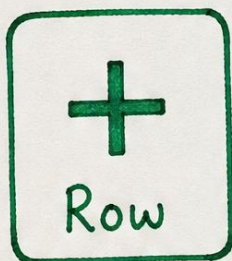


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14. Inserting and Deleting Rows/Columns

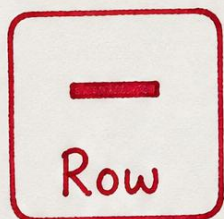


→ Nayi row ya column insert karne ke liye right click karein → **Insert**.

	A	B	C
1			
2			
3			



Cut
Copy
Insert...
Delete...
Format Cells...



→ Delete karne ke liye right click → **Delete**.

	A	B	C
1			
2			
3			

Cut
Copy
Insert...
Delete...
Format Cells...



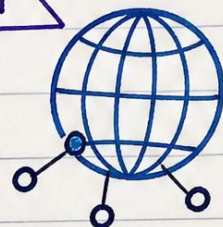
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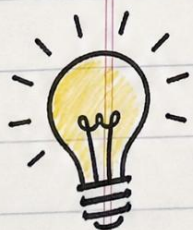
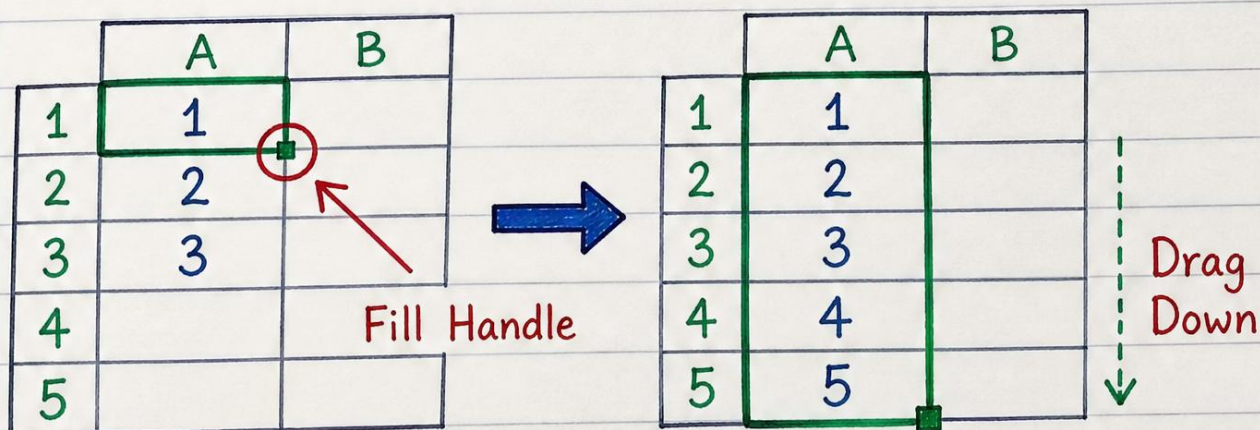


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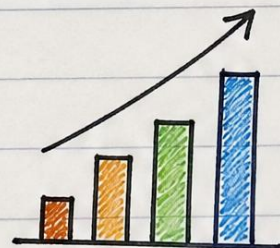


15. AutoFill

- AutoFill se series (jaise 1, 2, 3 ya Days) automatically fill ho jati hai.
- Cell ke bottom-right corner (Fill Handle) ko drag karein.



AutoFill se time bachta hai aur data entry easy ho jati hai.



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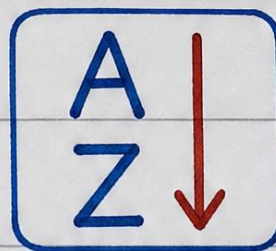
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16. Sorting & Filtering

- Sorting se data ko Ascending ya Descending order me arrange karte hain.
- Filtering se sirf wahi data dikhta hai jo humein chahiye.
- Data menu me ye options hote hain.



Filter
(Filter)



Sort
(A-Z)

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17. Freezing Panes

Badi sheet me scroll karte waqt rows ya columns ko lock karne ke liye Freezing Panes ka use hota hai.

View menu → Freeze Rows and Columns.

Diagram (Locked Top Row):

	A	B	C	D	E	F
1	Roll No.	Name	Class	Subject	Marks	Grade
2						
3						
4						
.						
:						
100						
101						
102						

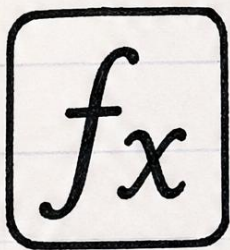
← 
Locked
Top Row

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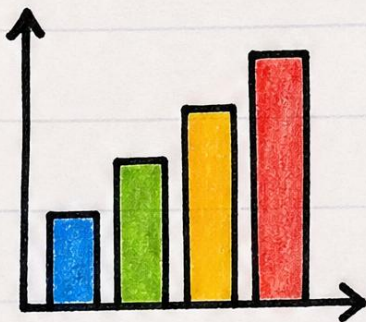
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18. Formulas, Functions and Charts



- Formulas hamesha "=" sign se shuru hote hain.
- Functions predefined formulas hain (jaise SUM).



- Charts data ko visually dikhane ke liye use hote hain.

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19. Using Formulas for Numbers

★ Basic math operations निम्न प्रकार हैं:

- ① Addition (+) : जोड़ करना
- ② Subtraction (-) : घटाना
- ③ Multiplication (*) : गुणा करना
- ④ Division (/) : भाग करना

★ Example : $= A1 + B1$.

उदाहरण तालिका :

क्र.	Operation	Symbol	Formula (उदाहरण)	A (मान)	B (मान)	Result (परिणाम)
1.	Addition (जोड़)	+	$= A1 + B1$	10	5	15
2.	Subtraction (घटाना)	-	$= A1 - B1$	10	5	5
3.	Multiplication (गुणा)	*	$= A1 * B1$	10	5	50
4.	Division (भाग)	/	$= A1 / B1$	10	5	2

नोट : Formulas में cell reference का उपयोग किया जाता है, जैसे A1, B1 आदि।

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20. AutoSum

AutoSum button se selected range ka total turant ho jata hai.

Iska symbol ' Σ ' (Sigma) hota hai jo Standard Toolbar par milta hai.

