

# OpenOffice.org Spreadsheet

## IT WS I - Lecture 5

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# Contents

- 1 Introduction
  - Parts of spreadsheet
- 2 Editing
  - Basic operation
  - Data types
  - Miscellaneous
- 3 Advanced features
  - Functions
  - Other features



# 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





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# Basic operation

- Insert/Delete Row



# Basic operation

- Insert/Delete Row
- Insert/Delete Column



# Basic operation

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



# Basic operation

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



# Basic operation

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



# 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.)



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





# 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.)



# 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



# 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



# Data types

- Date



# Data types

- Date
- Text



# Data types

- Date
- Text
- Number (Integer / Real)



# Data types

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



# Data types

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





# Miscellaneous

- Single quote trick



# Miscellaneous

- Single quote trick
- Keyboard shortcuts



# Miscellaneous

- Single quote trick
- Keyboard shortcuts
- Auto-fill



# Miscellaneous

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



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# 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

