

LIBREOFFICE CALC

1

LibreOffice Calc is a software used for creating and managing spreadsheets.

2

It is provided by LibreOffice.

3

Its file extension is .ods.

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CONSOLIDATING DATA

CONSOLIDATE

- Consolidate is a function used to combine and summarize information from multiple sheets into one location.
- It helps in viewing and comparing a variety of data in a single spreadsheet to identify trends and relationships.

STEPS

- Data > Consolidate.

BEFORE CONSOLIDATING

- You must ensure that the data types you want to combine match, the labels from all sheets are consistent, and you've selected a primary column for consolidation.

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GROUPS

GROUP AND OUTLINE

- Group and Outline in Calc creates an outline of selected data, allowing you to group rows and columns.

USAGE

- Once grouped, you can use a single click on the - sign to collapse and hide data or a + sign to expand it.

STEPS

- Data > Group and Outline, then choose to group Rows or Columns.

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SUBTOTAL

1

SUBTOTAL TOOL

- The **Subtotal** tool automatically creates groups and applies common functions like sum or average to the grouped data.
- You can use any summary function for each column to analyze data.

2

FEATURES

- The tool can group subtotals by category and sort them in ascending or descending order, removing the need for filters.

3

STEPS

- Data > Subtotals.
- To remove the outline feature, go to Data > Group and Outline > Remove Outline.

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WHAT-IF SCENARIOS

DEFINITION

- A What-if scenario is a set of values used for calculations in a spreadsheet.
- It is used to explore and compare different alternatives based on changing conditions.

USAGE

- You can give a name to each scenario, and multiple scenarios can be created on the same sheet.
- This tool helps predict an output by changing inputs, allowing you to choose the best plan of action.

STEPS

- Tools > Scenarios.

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WHAT-IF ANALYSIS TOOL

TOOL USAGE

- This tool uses Data > Multiple Operations for planning.

FUNCTIONALITY

- It creates a formula array to display a list of results by applying a single formula to a list of alternative input values.

OUTPUT DISPLAY

- The output is not shown in the same cells; it uses a drop-down list to display the results based on the input.

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GOAL SEEK

DEFINITION

- Goal Seek helps find the necessary input value to achieve a specific output.

APPLICATION

- It's useful for determining things like the number of units to produce to reach a desired result.

STEPS

- Tools > Goal Seek.

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MACROS

DEFINITION

- A macro automates repeated tasks that are always performed in the same way again and again.

FUNCTIONALITY

- It is a single instruction that executes a set of instructions, which can be a sequence of commands or keystrokes.

AVAILABILITY

- The macro recorder works only in **Calc** and **Writer**.

ENABLING MACRO RECORDER

1

DEFAULT SETTING

- By default, macro recording is off in LibreOffice.

2

ENABLING PROCESS

- To enable it: Go to Tools > Options > LibreOffice > Advanced and check the box for "Enable macro recording".

This will make the Record Macro option visible under Tools > Macros.

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WHAT IS RECORDED?

RECORDED ACTIONS

- Macros record keyboard and mouse actions, but they do **not** record:

NOT RECORDED

- Opening of windows.
- Actions in a window other than where the recording started.
- Window switching.
- Actions not related to the spreadsheet content (e.g., changes in the Options dialog).
- Selections made with a mouse; only keyboard selections (cursor traveling) are recorded.

RECORDING A MACRO

STEP 1

Go to Tools > Macros > Record Macro.

STEP 2

Perform the actions you want to record.

STEP 3

Click "Stop Recording" to stop.

STEP 4

The Basic Macros dialog window will appear. Select the object where you want to save the macro and provide a name.

NAMING RULES

- A macro name must begin with a letter and not contain spaces or special characters other than an underscore (_).

ORGANIZATION

- A **library** is a collection of **modules**, which in turn are a collection of **macros**.

RUNNING A MACRO

1

STEP 1

Go to Tools > Macros > Run Macro.

2

STEP 2

Select the library and module in the Library list.

3

STEP 3

Select the macro in the Macro name list.

4

STEP 4

Click Run.

MACRO AS A FUNCTION

FUNCTIONALITY

- A macro can act as a **function**, accepting arguments, performing calculations, and returning a result.

BENEFIT

- This saves you from having to remember and type formulas repeatedly.

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INSERTING SHEETS

METHOD 1

- You can add a new sheet by clicking the + sign at the bottom-left of the spreadsheet.

METHOD 2

- Alternatively, right-click a sheet tab and select Insert Sheet.

METHOD 3

- The Insert Sheet dialog box can also be accessed via Sheet > Insert Sheet.

CREATING REFERENCES TO OTHER SHEETS

METHODS

- You can create references using the mouse/keyboard or by typing the reference manually.

TYPING A REFERENCE

- To type a reference, precede the cell reference with a dollar sign (\$), followed by the sheet name in single quotes if it contains a space, then a dot (.), and finally the cell address.

EXAMPLE

- For example, to reference cell C4 in a sheet named "Term 1", you would type: `$'Term 1'.C4`.

HYPERLINKS

- Hyperlinks are used to jump to a document or website from within a spreadsheet.

RELATIVE & ABSOLUTE HYPERLINKS

- An **absolute hyperlink** stores the complete file location, e.g., C:\Users\ADMIN\Downloads\try.ods. If the file is moved, the link will break.
- A **relative hyperlink** stores the location relative to the current file. If the entire folder is moved, the link will still work because it is bound to the source folder.

CREATING AND EDITING

1. To create a hyperlink, go to Insert > Hyperlink.
2. To edit an existing hyperlink, right-click it and select Edit Hyperlink.
3. To remove a hyperlink, right-click it and select Remove Hyperlink.

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LINKING TO EXTERNAL DATA

HTML TABLES

- You can insert tables from HTML documents into Calc.
- To do this, select Sheet > Link to External Data.
- You can type the URL or select it from a drop-down list.

LINKING TO REGISTERED DATA SOURCES

- Registration informs LibreOffice about the type and location of a data source.
- To register a database (.odb file):
 1. Go to Tools > Options > LibreOffice Base > Databases.
 2. Click New and enter the database location and a name to use as the registered name.

SHARING A SPREADSHEET

PURPOSE

- Sharing a spreadsheet allows multiple users to collaborate as a team.

ENABLING SHARING

- To enable sharing, go to Tools > Share Spreadsheet and check the box "Share this spreadsheet with other users".

LIMITATIONS

- When a shared spreadsheet is opened, a message appears, and some features like Undo, Redo, and Paste may be unavailable.

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SAVING A SHARED SPREADSHEET

NON-CONFLICTING CHANGES

- If changes don't conflict, a message will appear stating that the spreadsheet has been updated with changes from other users.

CONFLICTING CHANGES

- If there is a conflict, a Resolve Conflict dialog window will appear. When you are resolving conflicts, other users cannot save the document.

RECORDING CHANGES

- LibreOffice Calc provides ways to record changes made by different users.
- To enable this, first disable shared mode (Tools > Share Spreadsheet), then go to Edit > Track Changes > Record.
- The border of a changed cell will turn red and a description will be displayed when the cursor moves over it.

COMMENTS

AUTOMATIC COMMENTS

- Comments are automatically added in Calc, but authors and reviewers can also add their own.

ADDING COMMENTS

- You can add a comment by selecting Insert > Comment.
- A colored dot in the cell's upper corner indicates a comment.

MANAGING COMMENTS

- Right-clicking a cell with a comment gives you options to edit, delete, show, or hide the comment.
- You can also format a comment's background color, border style, and transparency by right-clicking and selecting Format cells.

REVIEWING AND MERGING

REVIEWING CHANGES

- To review changes, go to Edit > Track Changes > Show.
- To manage changes (accept or reject), go to Edit > Track Changes > Manage.

MERGING DOCUMENTS

- You can merge different versions of the same spreadsheet file by going to Edit > Track Changes > Merge Document.

COMPARING DOCUMENTS

- Alternatively, you can compare two spreadsheets by selecting Edit > Track Changes > Compare Document.

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