

Course: Libre office Suite Calc

Course Code:

Session: 2017-18

Duration: 4 Months

Assessment procedures: Proctored certification Exam (100%)

Curriculum of the Course:

1.Introduction to LibreOffice Calc

Foss : *LibreOffice Suite Calc 6.3 - English*

Outline: Introduction to LibreOffice Calc. Various toolbars in Calc window Opening new spreadsheet in Calc Opening an existing spreadsheet in Calc Save and close a spreadsheet Workboo..

2.Working with Cells in Calc

Foss : *LibreOffice Suite Calc 6.3 - English*

Outline: Working with cells in Calc Enter numbers in cells Enter text in cells Enter date and time in cells Use the Format Cells dialog-box Navigate between cells Select items in r..

3.Working with Sheets in Calc

Foss : *LibreOffice Suite Calc 6.3 - English*

Outline: Working with Sheets in Calc Insert a single row or a single column Inserting multiple rows Inserting multiple columns Inserting sheets Deleting sheets Renaming Sheets Mo..

4.Formatting Data in Calc

Foss : *LibreOffice Suite Calc 6.3 - English*

Outline: Formatting data in Calc Applying border styles from available list Formatting borders of cells as per our preference Adding background colors in cells Formatting multiple li..

5.Basic Data manipulation in Calc

Foss : *LibreOffice Suite Calc 6.3 - English*

Outline: Basic data manipulation in Calc Introduction to basics of using formula in Calc Basic arithmetic calculations - addition, subtraction, multiplication, division Sorting by column..

6.Working with Data in Calc

Foss : *LibreOffice Suite Calc 6.3 - English*

Outline: Working with data in Calc Speed up using Fill tools Sharing content between sheets Removing data Replacing data Changing part of a data Different Fill tool Different Fill Se..

7.Viewing and printing a spreadsheet in Calc

Foss : *LibreOffice Suite Calc 6.3 - English*

Outline: Viewing and Printing a Spreadsheet in Calc Viewing in Normal mode Viewing in Page Break mode Viewing in Full Screen mode Setting up Page Style options Setting up the page o..

8.Using Charts and Graphics in Calc

Foss : LibreOffice Suite Calc 6.3 - English

Outline: Using Charts and Graphics in Calc Create, edit and format Charts Resize and move Charts Different Chart formats 3D Look in Chart Add a title to the Chart Data Series in Cha..

9.Inserting Images and inbuilt Graphics in Calc

Foss : LibreOffice Suite Calc 6.3 - English

Outline: Inserting Images and inbuilt Graphics in Calc Insert an Image file directly Insert an Image file from a graphics program Insert an Image with the help of a clipboard Insert ..

10.Advanced Formatting and Protection in Calc

Foss : LibreOffice Suite Calc 6.3 - English

Outline: Advanced Formatting and Protection in Calc Password protect from a spreadsheet Remove Password protect from a spreadsheet Password protect from a single sheet Remove Passwor..

11.Formulae and Functions in Calc

Foss : LibreOffice Suite Calc 6.3 - English

Outline: Formulae and Functions in Calc Usage of Conditional Operator in Calc Usage of If.. Or statement in Calc Rounding off numbers Usage of Function Wizard in Calc Usage of fol..

12.Linking Calc Data

Foss : LibreOffice Suite Calc 6.3 - English

Outline: Linking Calc Data Cell Referencing in Calc Inserting a Hyperlink in a spreadsheet Navigate between sheets using Hyperlink Navigate between documents using Hyperlink Hyperlin.

List of students enrolled

#	First Name	Last Name
1	Abhishek	Jain
2	Vaishali	Ambasta
3	Shailvi	Maheshwari
4	Himanshu	Koley
5	Krishan	Kumar
6	Aastha	Sharma
7	Punit	Gauttam
8	Anuj	Bhardwaj
9	Mansee	Gaur
10	Shyam Kumar	Joshee
11	Suraj	Sharma
12	Vicky Kumar	Pandey
13	Nitesh	Patidar
14	Sandeep	Kaswan
15	Divya	Saini
16	Mohammad Umar	Salim
17	Priyadarshi Pratap	Singh
18	Arihant	Chaturvedi
19	Prashant Singh	Charan

20	Darshan	Verma
21	Aman	Chauhan
22	Bhawani	Singh
23	Udit	Mundra
24	Harshit	Yadav
25	Prachi	Mehta
26	Sanyam	Maknawat
27	Shree	Ramji
28	Pratigya	Sharma
29	Chirag	Gandhi
30	Deeksha	Rani
31	Reha	Bagda
32	Mumal	Chundawat
33	Sakshi	Madan
34	Sameeksha	Samdani
35	Arindam	Shishodiya
36	Sanchit	Mathur
37	Aditya	Saxena
38	Nikhil	Jain
39	Sudarsh	Joshi

40	Vanya	Agrawal
41	Khushboo	Srivastava
42	Kritartha	Paliwal

43	Sambhav	Ajmera
44	Varun	Bhatnagar