



Learning Objectives

After the completion of this lesson, students will be able to:

- ◆ know how to create a spreadsheet through the Libre Office software.
- ◆ explore their creative thinking.
- ◆ learn how to use the functions.
- ◆ learn how to create charts.



Introduction

Libre Office Calc is one of the packages of Libre Office. It is mainly developed for calculation. Each page in Calc is called as spreadsheet. A spreadsheet consists of rows and columns. Libre Office Calc can be opened by following ways.

1. Click Start Button
2. Click Libre Office Calc

23.1 Spreadsheet

There are numerous applications possible using electronic spreadsheets. A few of the common applications are given below.

- Payment of bills
- Income tax calculations
- Invoices or bills
- Account Statements
- Inventory Control
- Cost-Benefits Analysis
- Financial Accounting
- Tender Evaluation
- Result analysis of students

23.1.1 Advantages of using Electronic spreadsheets

The electronic spreadsheet offers several advantages over the manual one. The following are some of the main advantages of electronic spreadsheets.

- Calculations are automated through the built-in mathematical, financial and statistical functions.
- Accurate results to any desired level of decimal points are possible.
- Worksheets can be quite big in size.
- Any part of the worksheet can be viewed or edited.
- Worksheet can be saved and retrieved later.
- Any part or whole of an existing worksheet can be merged with any existing or new work sheet.
- Any part or whole of the worksheet can be printed in a desired format.
- Worksheet data can be viewed in the form of graphs or charts.
- The worksheet information can be transferred to any database or word Processing software.