**Toolbar**

* Undo
* Nonprinting characters
* Font name
* Font Size
* Bold
* Italic
* Underline
* Align
* Numbering
* Bullets
* Indent
* Font Color
* Highlighting
* Background Color

**File:**

* Save as →
* .odt format
* .docx format
* .doc format
* .txt format
* Export as PDF

**Edit:**

* Copy
* Paste
* Find and replace

**View:**

* Print layout
* Web layout
* Status Bar
* Ruler
* Toolbars → Formatting

**Insert:**

* Manual break → Page Break
* Header
* Footer

**Format:**

* Paragraph → Line Spacing

**Table:**

Insert table

Insert rows

Insert collumns

Merge Cells

Split Cells

Insert → Picture → From File

Insert → Caption

Insert → Cross-reference

Apply Headings

Insert → Indexes and tables

Tools → Update

Delete Index table

07/12/2014

Grigoris Amoutzias,

Assistant Professor of Bioinformatics in Genomics,

Dept. of Biochemistry and Biotechnology,

University of Thessaly,

Greece

**Basic functionalities of LibreOffice Calc.**

**This is a free Linux software, similar to Microsoft Excel.**

Type numbers

Delete numbers

Insert sheet from file

Insert/Delete rows

Insert/Delete columns

Insert Spreadsheet

Delete Spreadsheet

Rename Spreadsheet

Header

Basic toolbar functionalities

Edit → Paste Special

Edit → Delete Cells

Auto-fill

Move cursor to bottom right corner of selected cell/s

until mouse arrow becomes thin cross.

Then left-click and drag.

Data → Sort

Insert functions

09/12/2014

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**Basic functionalities of LibreOffice Calc.**

**This is a free Linux software, similar to Microsoft Excel.**

**Create Chart from data**

**X-Y scatter-plot:**

Create two columns of data (X, Y axis)

Create the X-Y scatter-plot

Add trend-line and equation

Add noise in data and observe how trend-line changes

**Lines – Bars:**

Create the chart

Add trend-line and equation

Add noise in data and observe how trend-line changes