

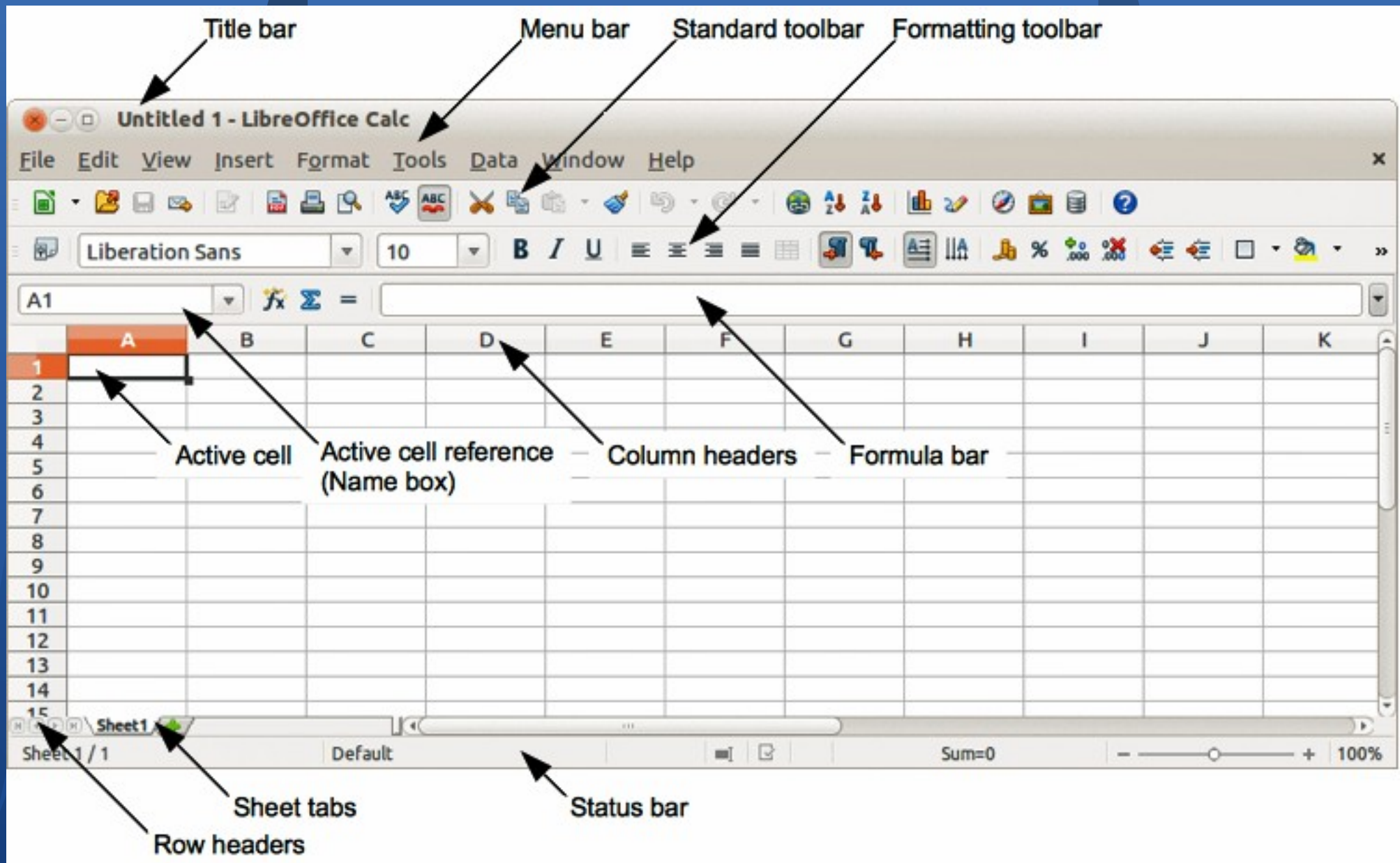
Mengenal Libreoffice Calc



Oleh : GrombyangOS-Team



Mengenal Pengolah Hitung



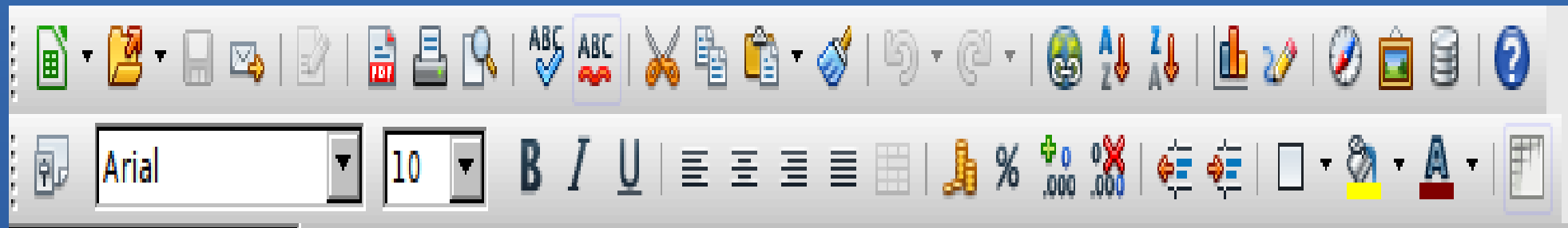
Title bar

- Berada di Atas, sebelum disimpan biasanya bernama Untitle1

Menu bar

- **File** – berisi perintah untuk mengeksekusi dokumen seperti : *Open, Save, Wizards, Export as PDF, Print, Digital Signatures* and so on.
- **Edit** – berisi perintah untuk mengedit dokumen : *Undo, Copy, Changes, Fill, Plug-in*
- **View** – berisi perintah untuk modifikasi seperti *Toolbars, Column & Row Headers, Full Screen, Zoom*
- **Insert** – berisi perintah untuk menyisipkan : *Cells, Rows, Columns, Sheets, Picture*
- **Format** – untuk memodifikasi dokumen : *Cells, Page, Styles dan Formatting, Alignment*
- **Tools** – untuk kostumisasi spreadshell : *Spelling, Share Document, Gallery, Macros*
- **Data** – untuk manipulasi data spreadsheet; *Define Range, Sort, Consolidate*
b
- **Window** – perintah untuk memunculkan display window; *New Window, Split*
- **Help** – bantuan sistem

Toolbars dan Formula Bar



Kolom A1 menunjukkan letak sell (cell)

Fx = memilih fungsi perhitungan

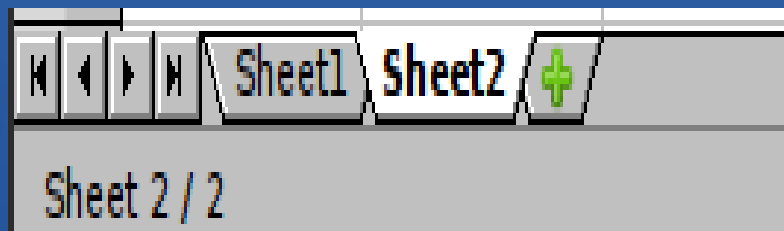
Σ = menghitung penjumlahan otomatis (autosum)

= untuk memasukkan rumus

Layout Lembar Kerja

	A	B	C
1			
2			
3			
4			
5			
6			

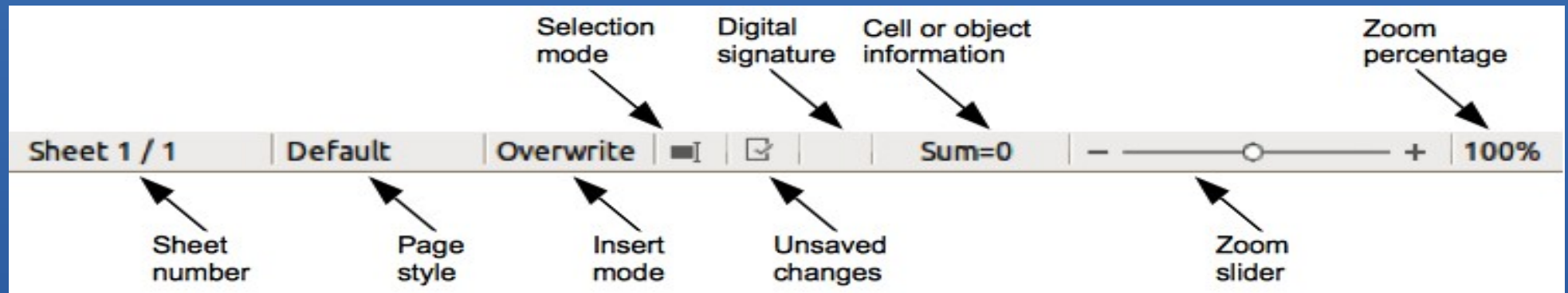
Kolom Header = A B C ...
Baris Header = 1 2 3



Tab Sheet

- Untuk mengganti nama sheet = dobel klik dan ganti nama
- Untuk memberi warna latar = klik kanan pilih Tab Color

Status bar



Memulai Lembar Kerja

- Sama seperti pada Libreoffice Writer
- Ctrl+N untuk memulai lembar kerja baru
- Ctrl+O untuk membuka lembar kerja yang telah dibuat
- Scrool Template untuk memilih template

Membuka file csv

Saat membuka file csv akan ada perintah import teks seperti berikut

Text Import

Import

Character set: Unicode (UTF-8)

Language: Default - English (USA)

From row: 1

Separator options

☐ Fixed width ☒ Separated by

☒ Tab ☒ Comma ☒ Semicolon ☐ Space ☐ Other

☐ Merge delimiters

Text delimiter: "

Other options

☐ Quoted field as text ☐ Detect special numbers

Fields

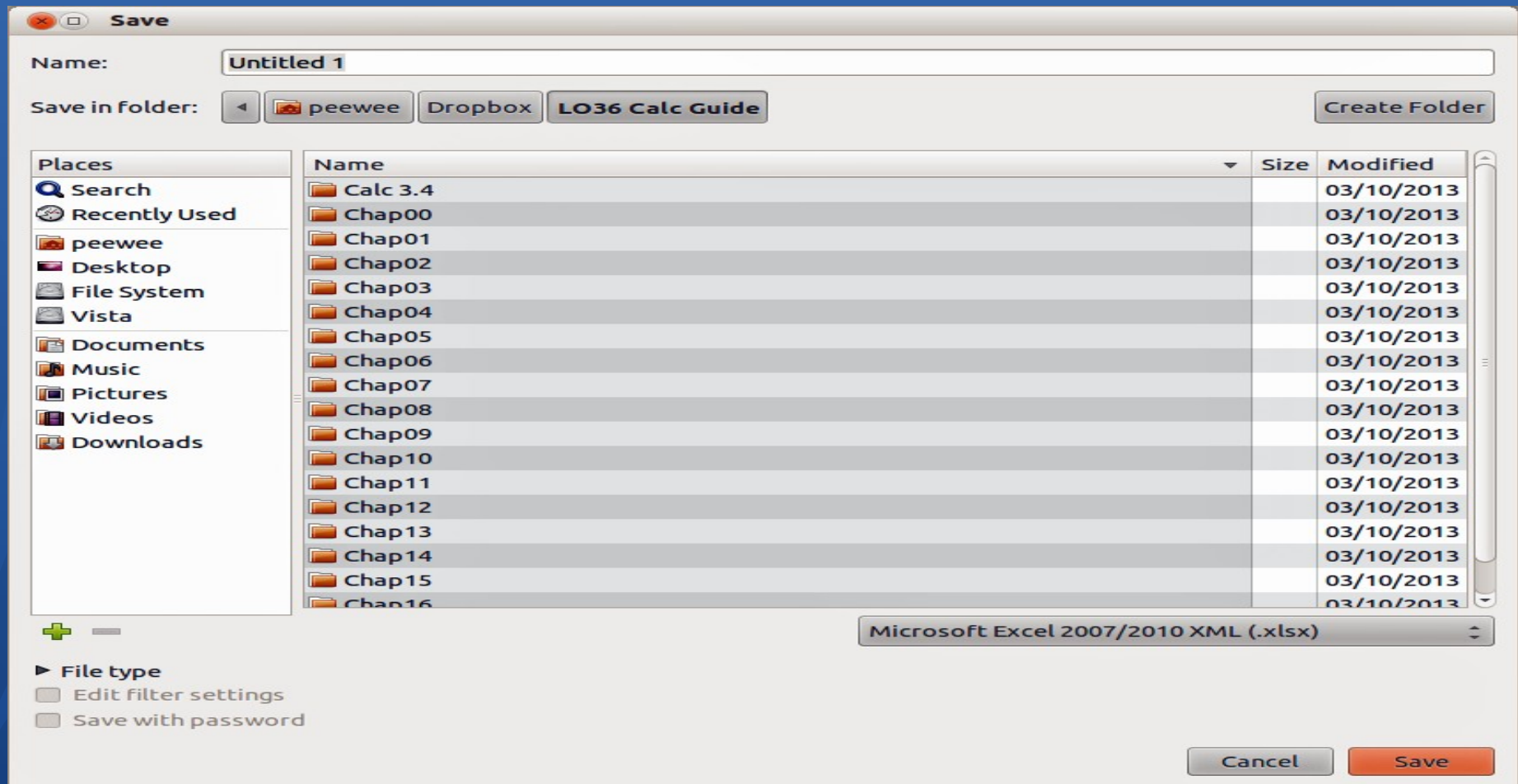
Column type:

	Standard	Standard
1	Jean Weber	Team Leader
2	Peter Schofield	Technical Writer

Help Cancel OK

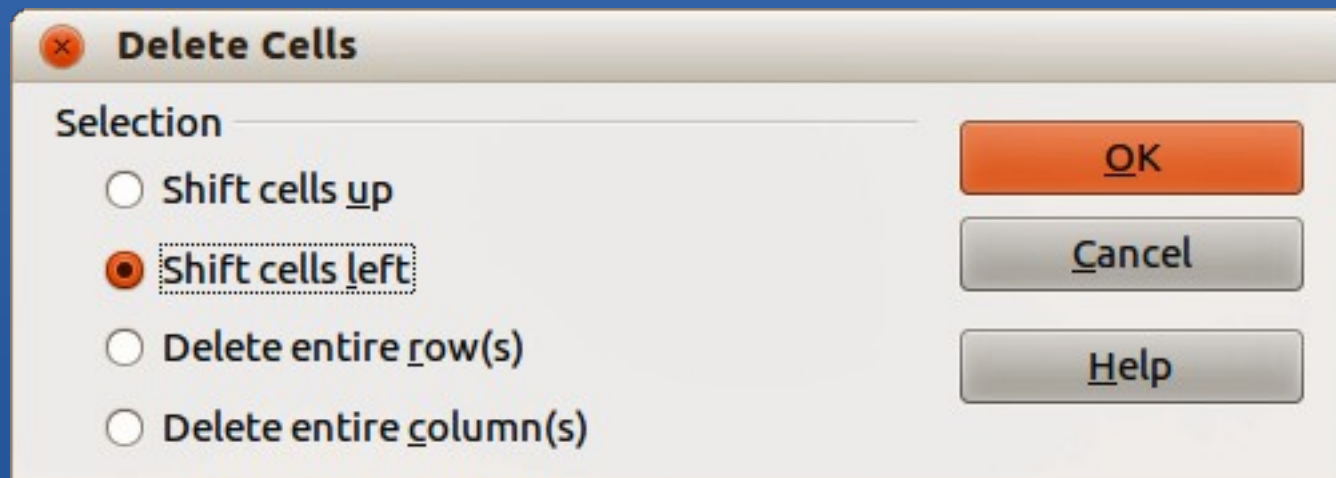
Menyimpan Dokumen

- Sama seperti di Writer



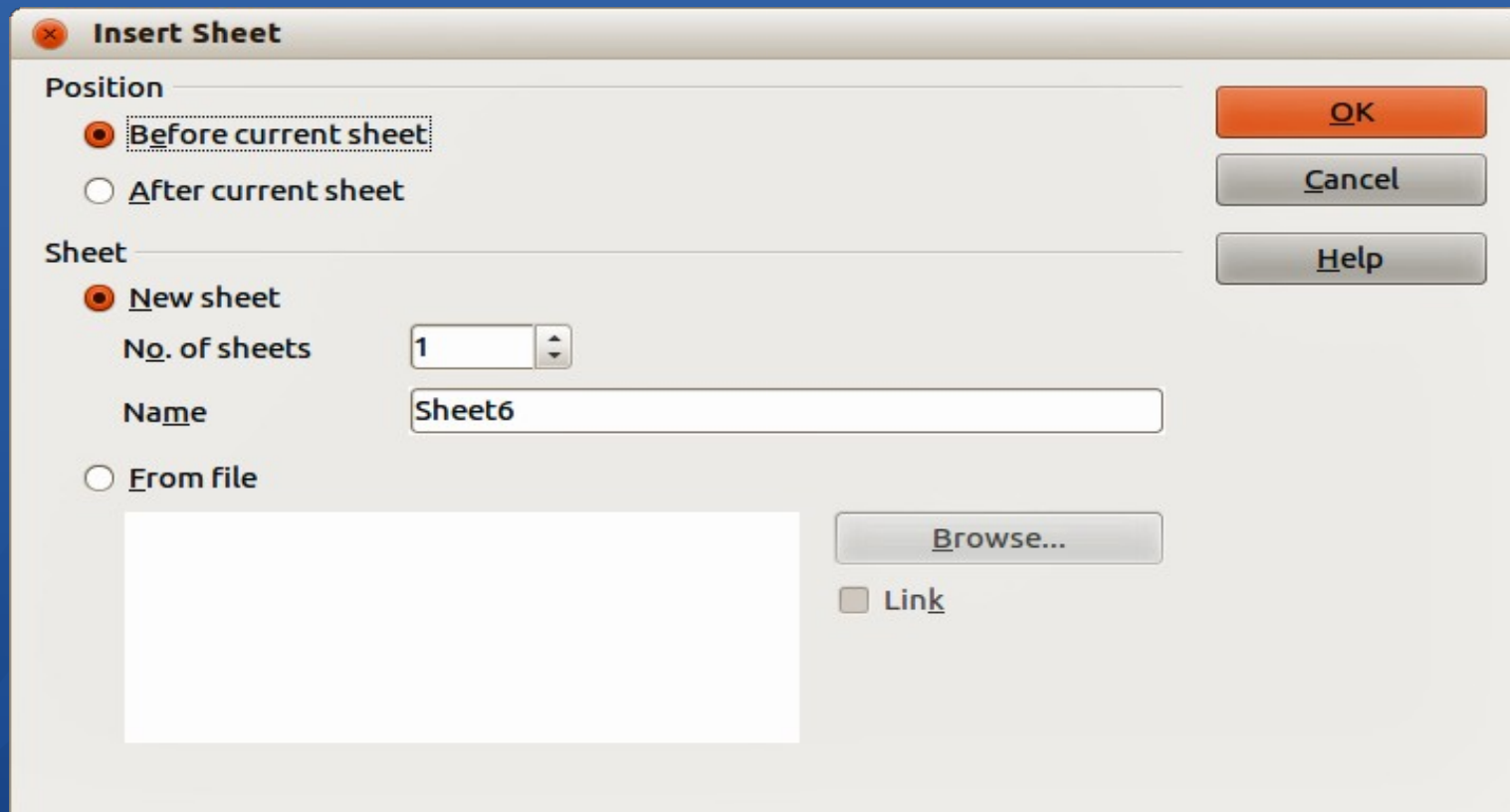
Menghapus Kolom dan Baris

- Edit > delete cell



Menambah Sheet

- Insert > Sheet
- Atau klik tombol tambah



The screenshot shows a dialog box titled "Insert Sheet" with a close button (X) in the top-left corner. The dialog is divided into two main sections: "Position" and "Sheet".

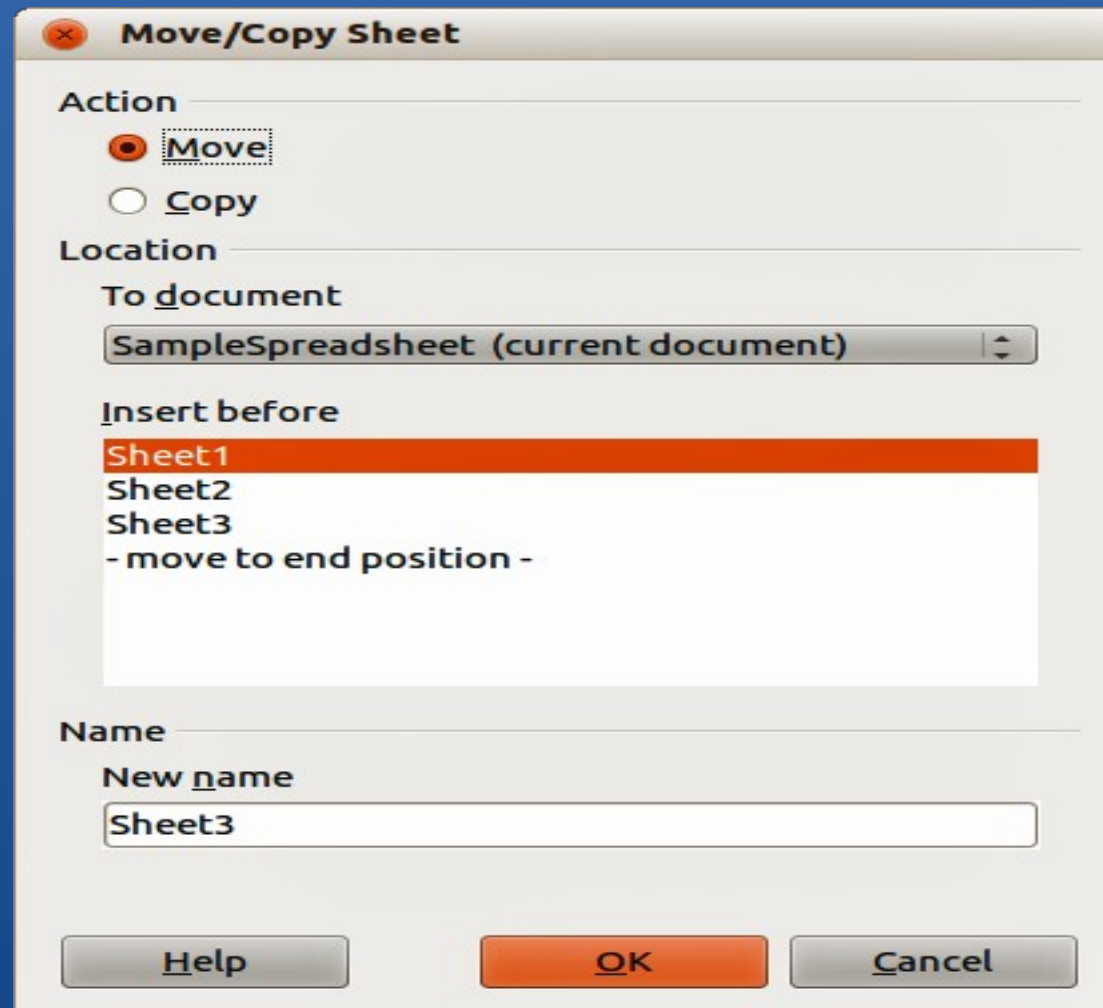
Position: This section contains two radio buttons. The first, "Before current sheet", is selected and has a dotted border. The second, "After current sheet", is unselected.

Sheet: This section contains two radio buttons. The first, "New sheet", is selected. Below it, there is a "No. of sheets" label followed by a spinner box set to "1". Below that is a "Name" label followed by a text input field containing "Sheet6". The second radio button, "From file", is unselected. Below it is a large empty rectangular area for a file selection. To the right of this area is a "Browse..." button. At the bottom right of the "Sheet" section is a checkbox labeled "Link", which is currently unchecked.

On the right side of the dialog, there are three buttons: "OK" (orange), "Cancel" (gray), and "Help" (gray).

Memindah dan/atau mengkopi sheet

- Klik kanan sheet pilih move or copy



Freezing rows and columns

- Taruh cell di baris dan kolom yang ditentukan, klik windows > Freeze

	A	B	C	D	E	F	Q	R
1		Surname	First Name	Address	City	Country		
2		Weber	Jean	PO Box 640	Airlie Beach	Australia		
3		Schofield	Peter	Jankowskienn	Onnle	Poland		
23								
24								

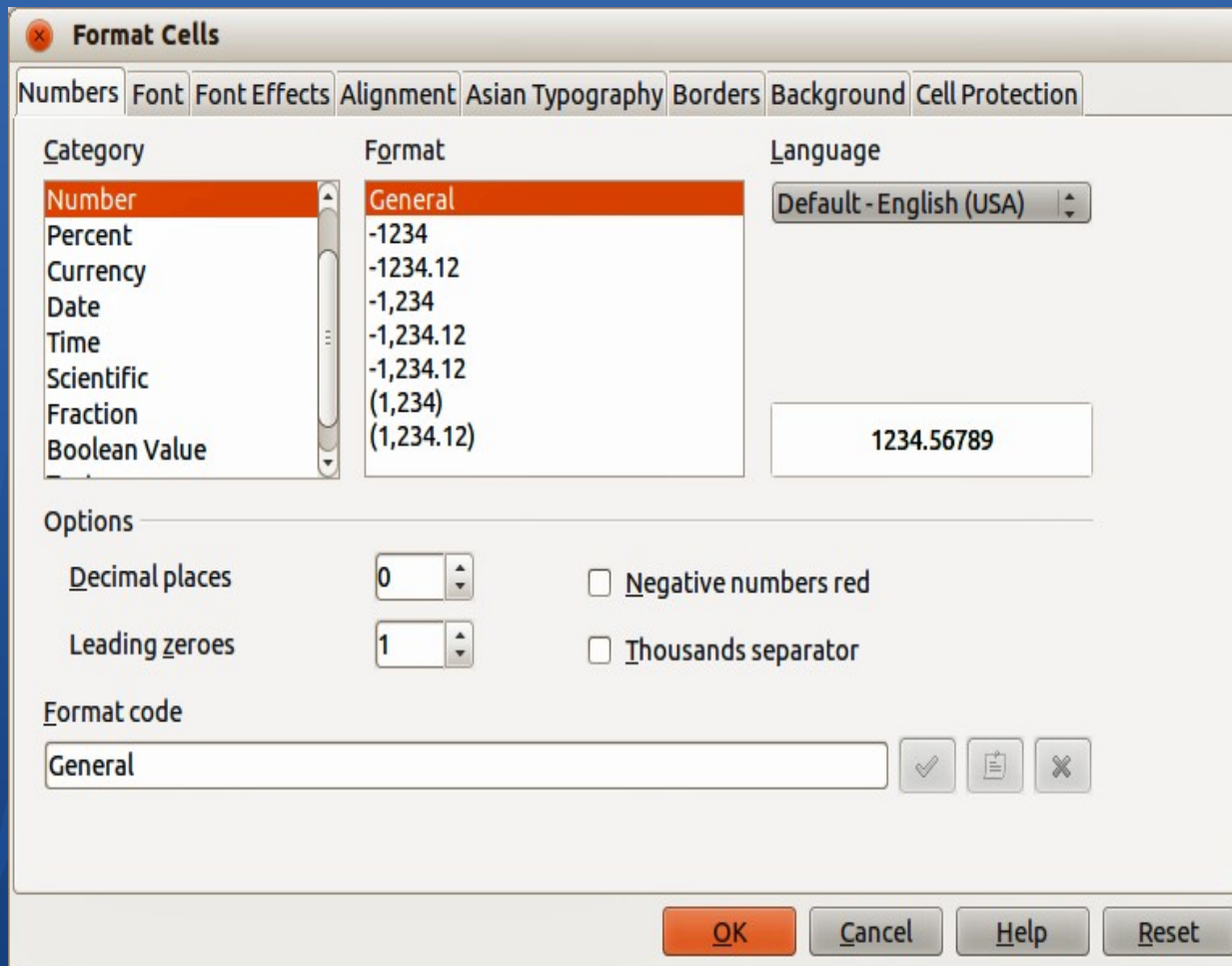
Split Screen

- Window > split

	A	B	C
1		Beta=	3.2000
2		A0=	0.1000
5			
6			
7	A1=	$\text{Beta} * \text{A0} * (1 - \text{A0})$	0.2880
8	A2=	$\text{Beta} * \text{A1} * (1 - \text{A1})$	0.6562
9	A3=	$\text{Beta} * \text{A3} * (1 - \text{A2})$	0.7219
10	A4=	$\text{Beta} * \text{A4} * (1 - \text{A3})$	0.6424
11	A5=	$\text{Beta} * \text{A5} * (1 - \text{A4})$	0.7351

Bekerja dengan Calc

- Pengaturan angka

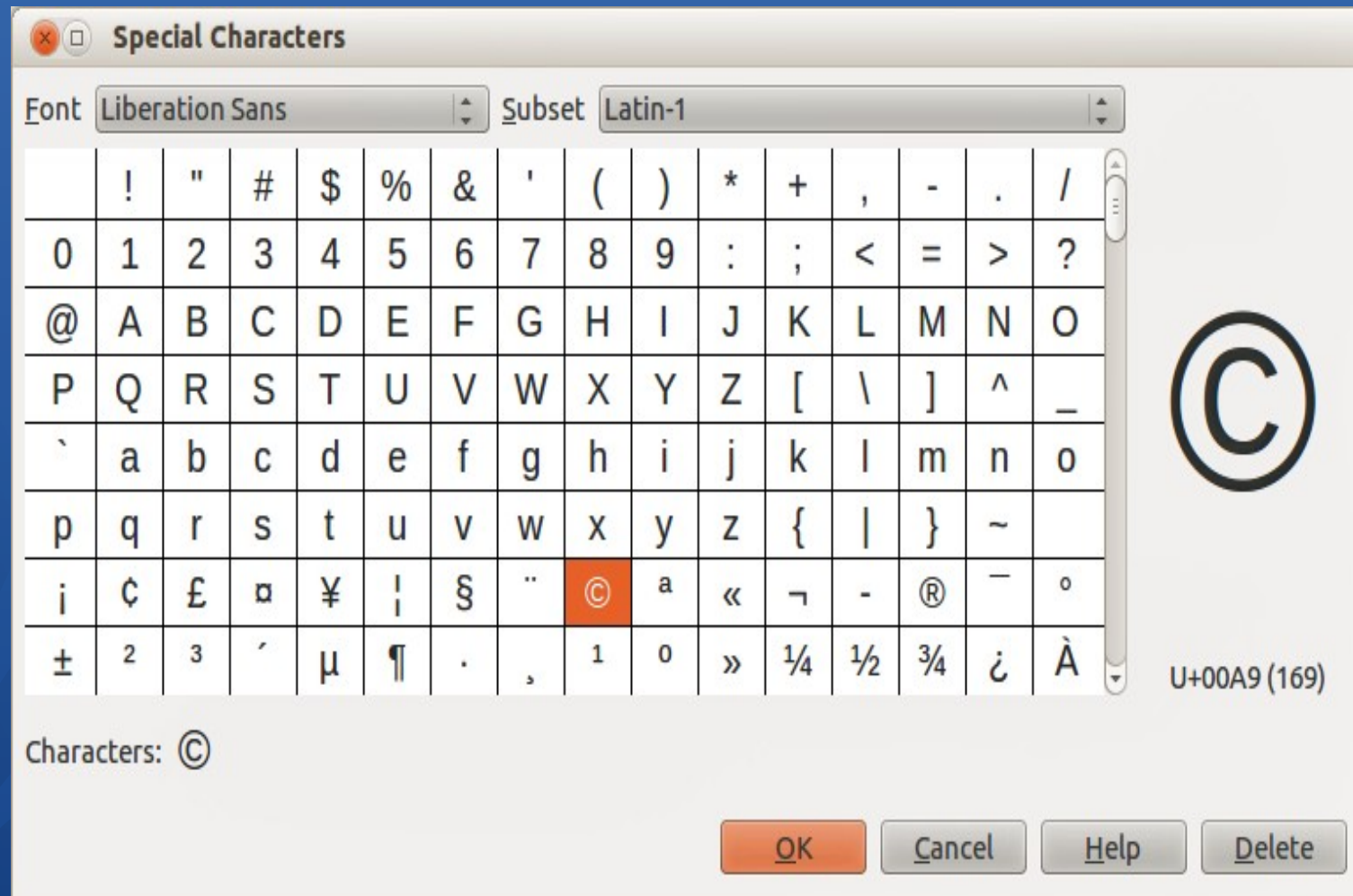


- Pada cell klik kanan
> format cell

Untuk pengaturan angka sebagai teks (angka yang tidak ingin diformat dengan formula penghitungan, pilih sebagai text)

Karakter Khusus

- Insert > Special Character



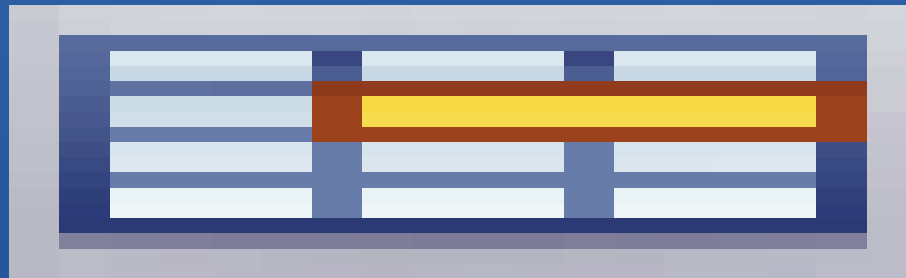
Memasukkan Dash

Teks yang diketik	Hasil
A - B (A, Spasi, garis mendatar, Spasi, B)	A – B (A, Spasi, en-dash, Spasi, B)
A -- B (A, Spasi, garis mendatar, garis mendatar, Spasi, B)	A – B (A, Spasi, en-dash, Spasi, B)
A--B (A, garis mendatar, garis mendatar, B)	A—B (A, em-dash, B)
A-B (A, garis mendatar, B)	A-B (utuh)
A -B (A, Spasi, garis mendatar, B)	A -B (utuh)
A --B (A, Spasi, garis mendatar, garis mendatar, B)	A –B (A, Spasi, en-dash, B)

Menggabung/ memisah cell

Format > Merge cells > Merge cells atau Merge and Center Cells

Atau klik

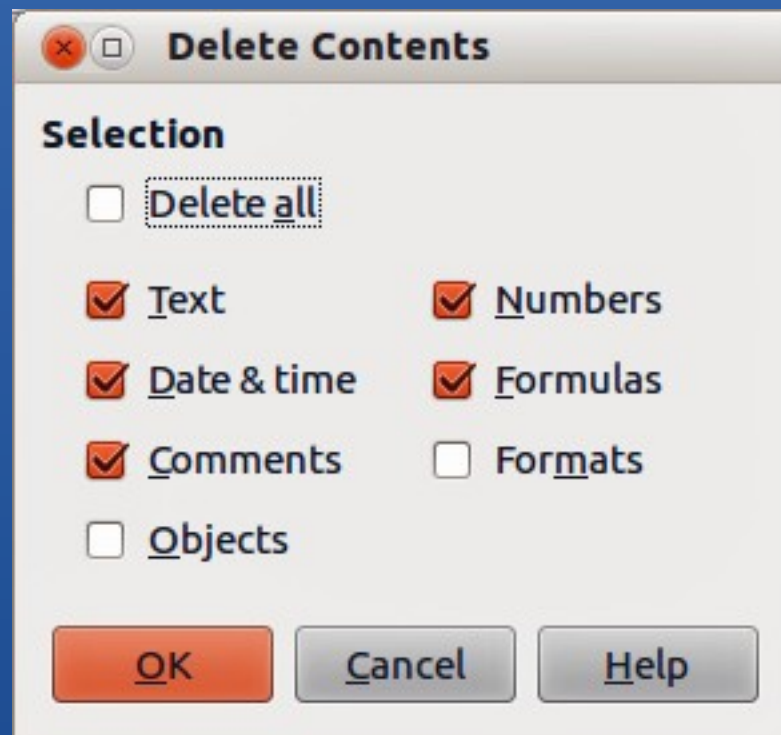


di toolbars

Untuk memisah : Format > Merge cells > Split cells

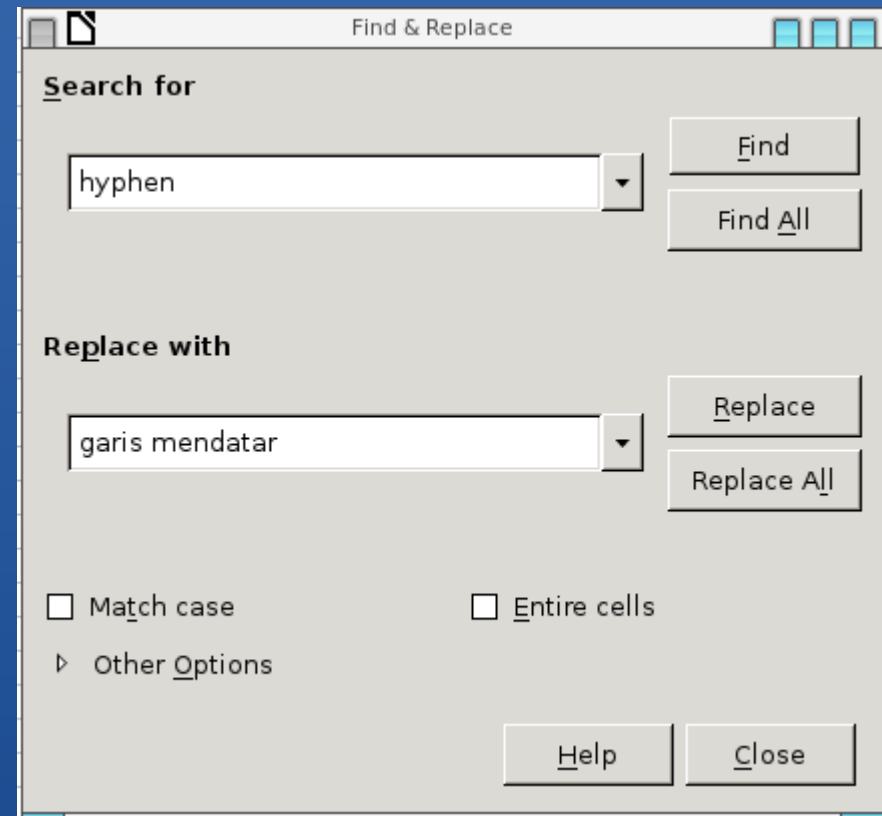
Mengedit Data

- Klik sel (cell) > **Edit > Delete Contents**



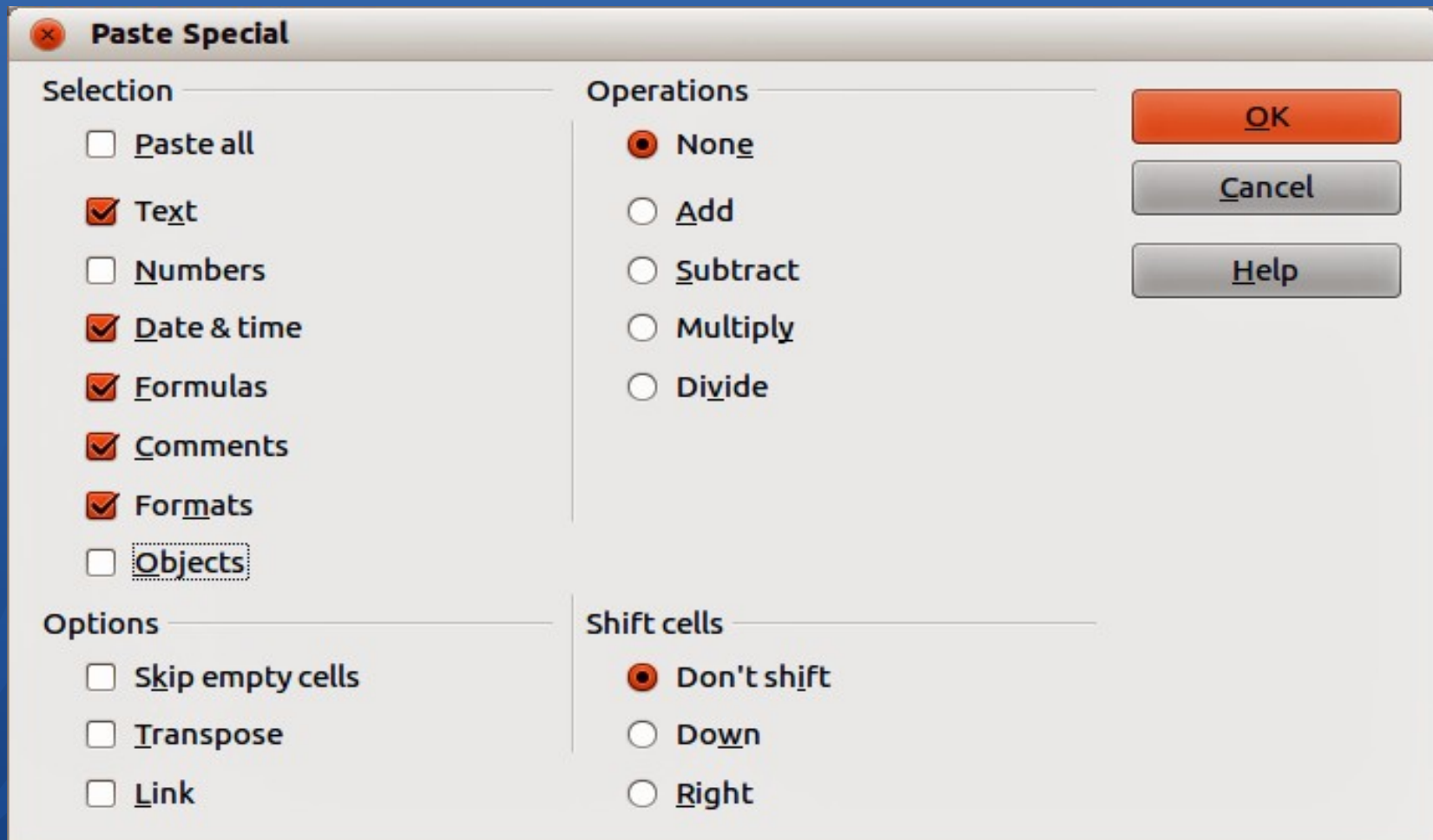
Replace Data

- Tidak perlu menghapus cell, tinggal ketik saja yang akan diganti (digunakan untuk mereplace seluruh data di cell)
- Dengan menggunakan find & replace (ctrl+h) masukkan data yang ingin diganti dikolom find dan masukkan data pengganti dikolom replace > replace/replace all



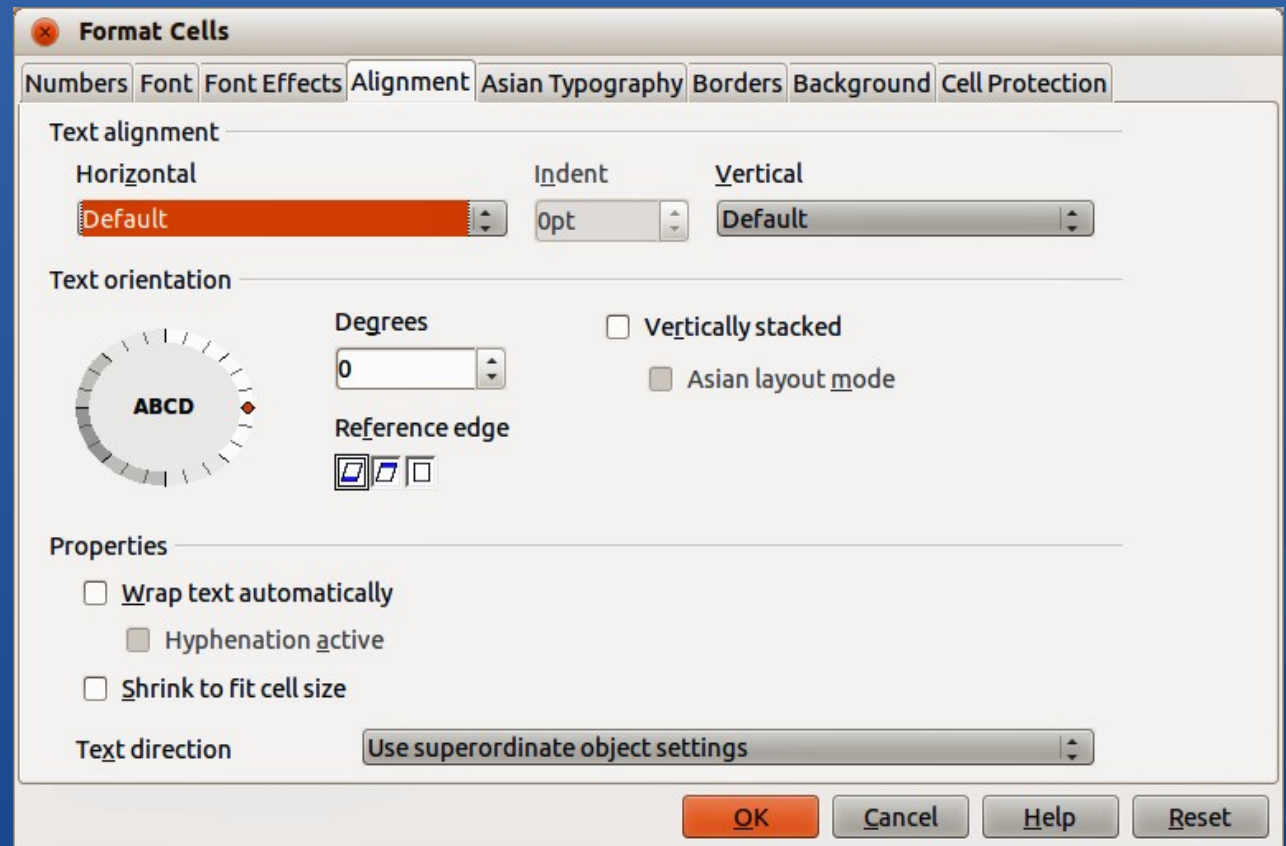
Paste spesial

- Format/data/lebar kolom, dll seperti aslinya



Wrapping Teks

- Agar teks berada dalam satu cell
- Format > Cell > Alignment > centang wrap text automatically



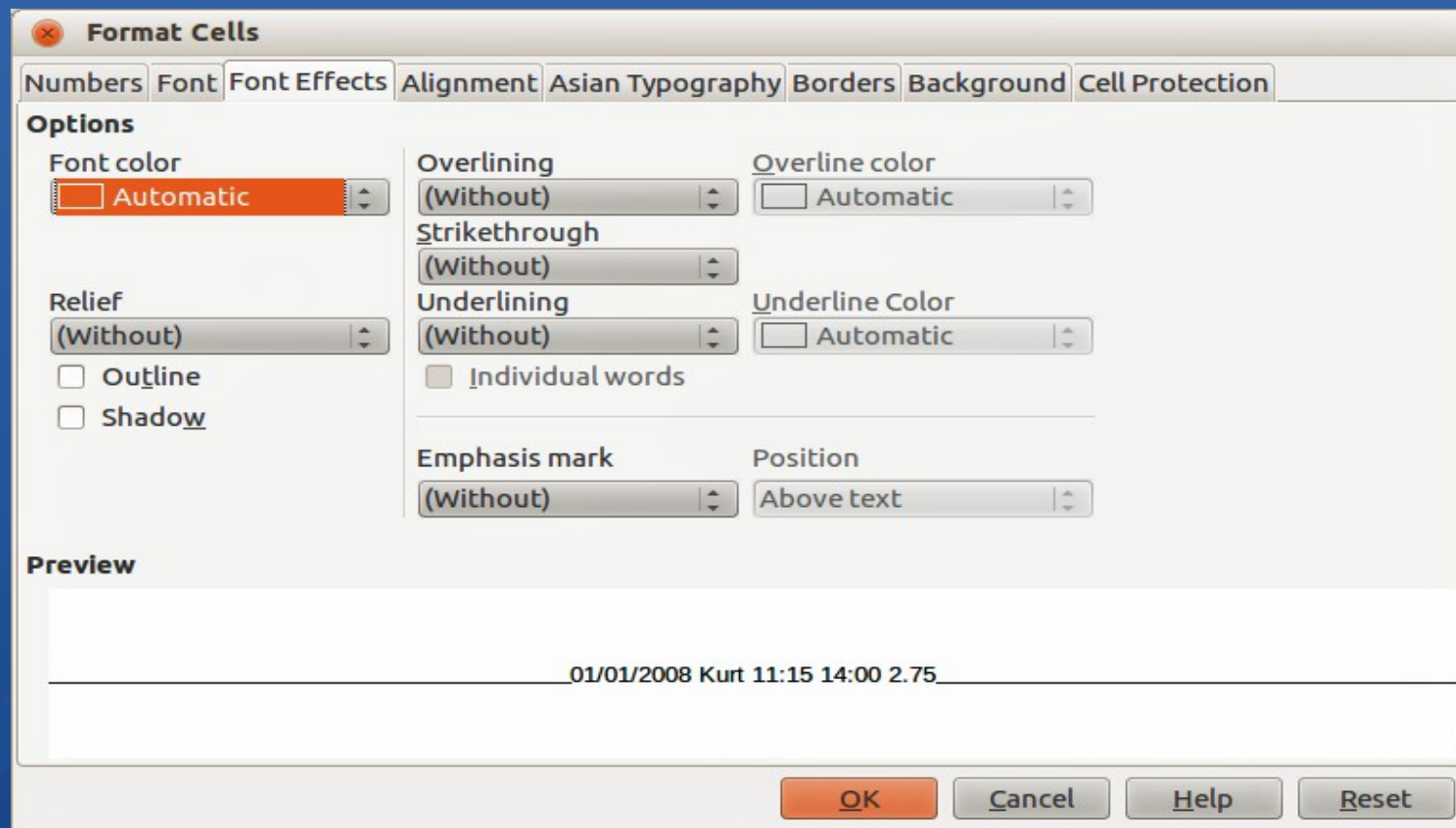
Mengatur format angka dengan cepat

- Klik format yang diinginkan pada tombol toolbar yang dilingkari



Membuat efek pada font

- Foramat > Cell > font efect




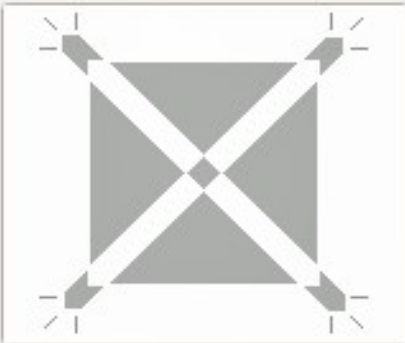
Membuat Garis

Format Cells


Numbers Font Font Effects Alignment Asian Typography **Borders** Background Cell Protection

Line arrangement

Default


User-defined


Line

Stile


Width
0.05pt

Color
Black

Spacing to contents

Left 1.0pt


Right 1.0pt

Top 1.0pt

Bottom 1.0pt

☒ Synchronize

Shadow style

Position


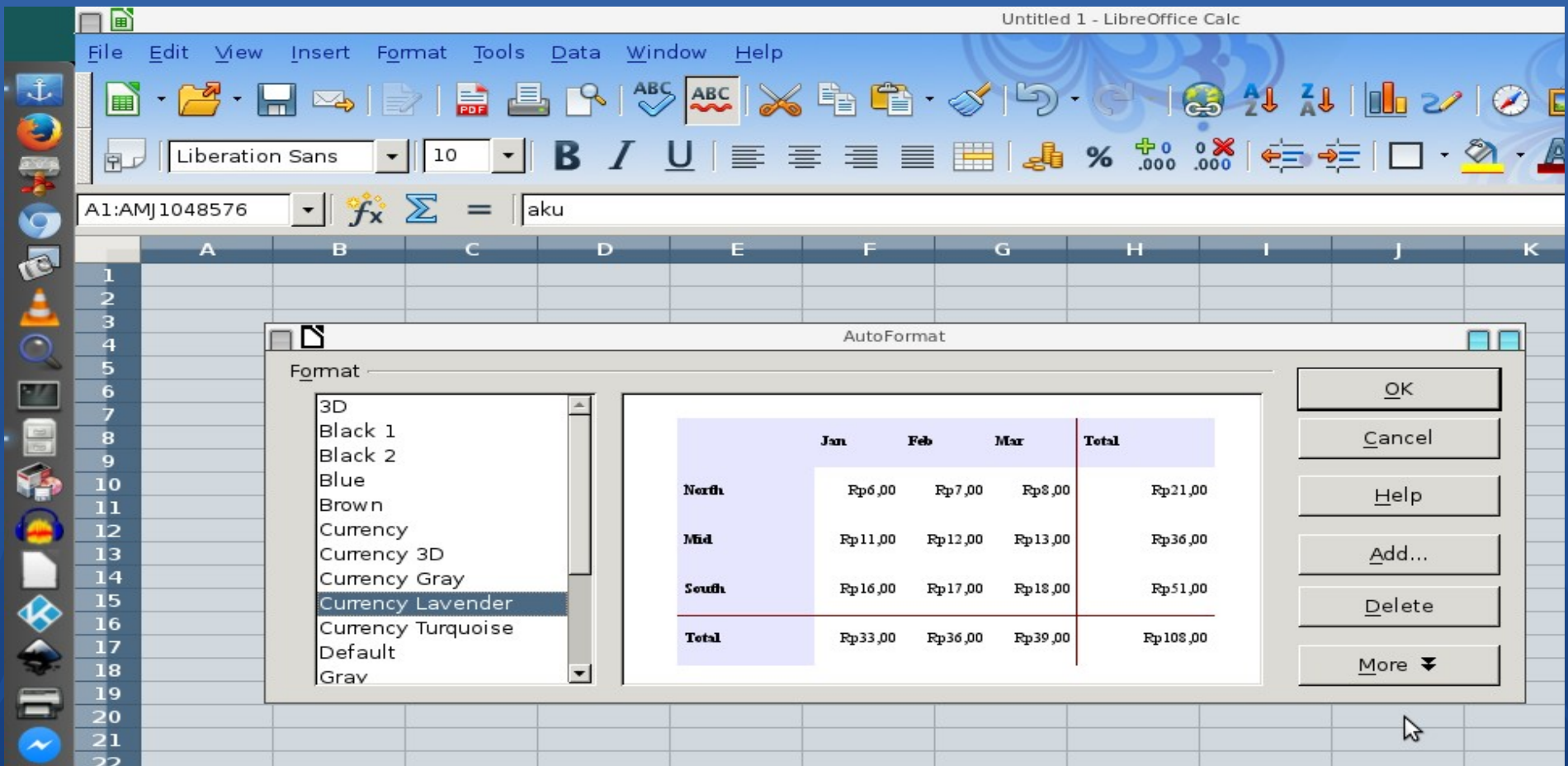
Distance
5.0pt

Color
Gray

OK Cancel Help Reset

Menggunakan fungsi autoformat

- Blok header row dan kolom yang diinginkan > format > autoformat



AutoFormat

Format

- 3D
- Black 1
- Black 2
- Blue
- Brown
- Currency
- Currency 3D
- Currency Gray
- Currency Lavender
- Currency Turquoise
- Default
- Gray

	Jan	Feb	Mar	Total
North	Rp6,00	Rp7,00	Rp8,00	Rp21,00
Mid	Rp11,00	Rp12,00	Rp13,00	Rp36,00
South	Rp16,00	Rp17,00	Rp18,00	Rp51,00
Total	Rp33,00	Rp36,00	Rp39,00	Rp108,00

OK

Cancel

Help

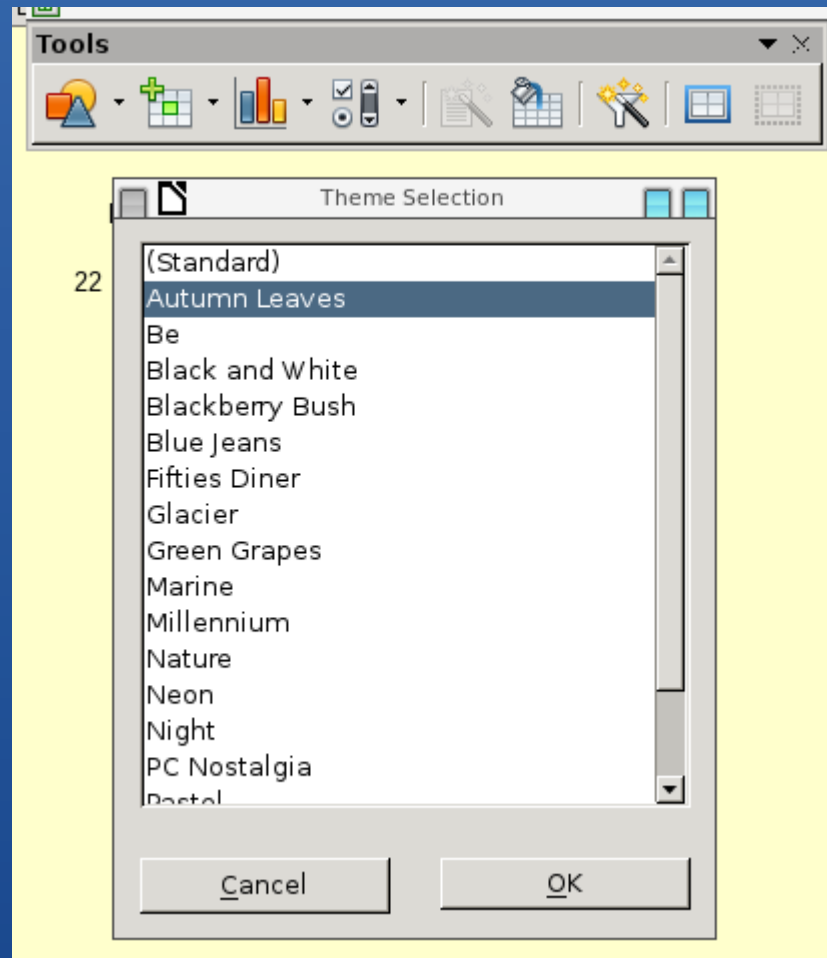
Add...

Delete

More ▾

Menggunakan Tema cell

- Klik view > tool > theme



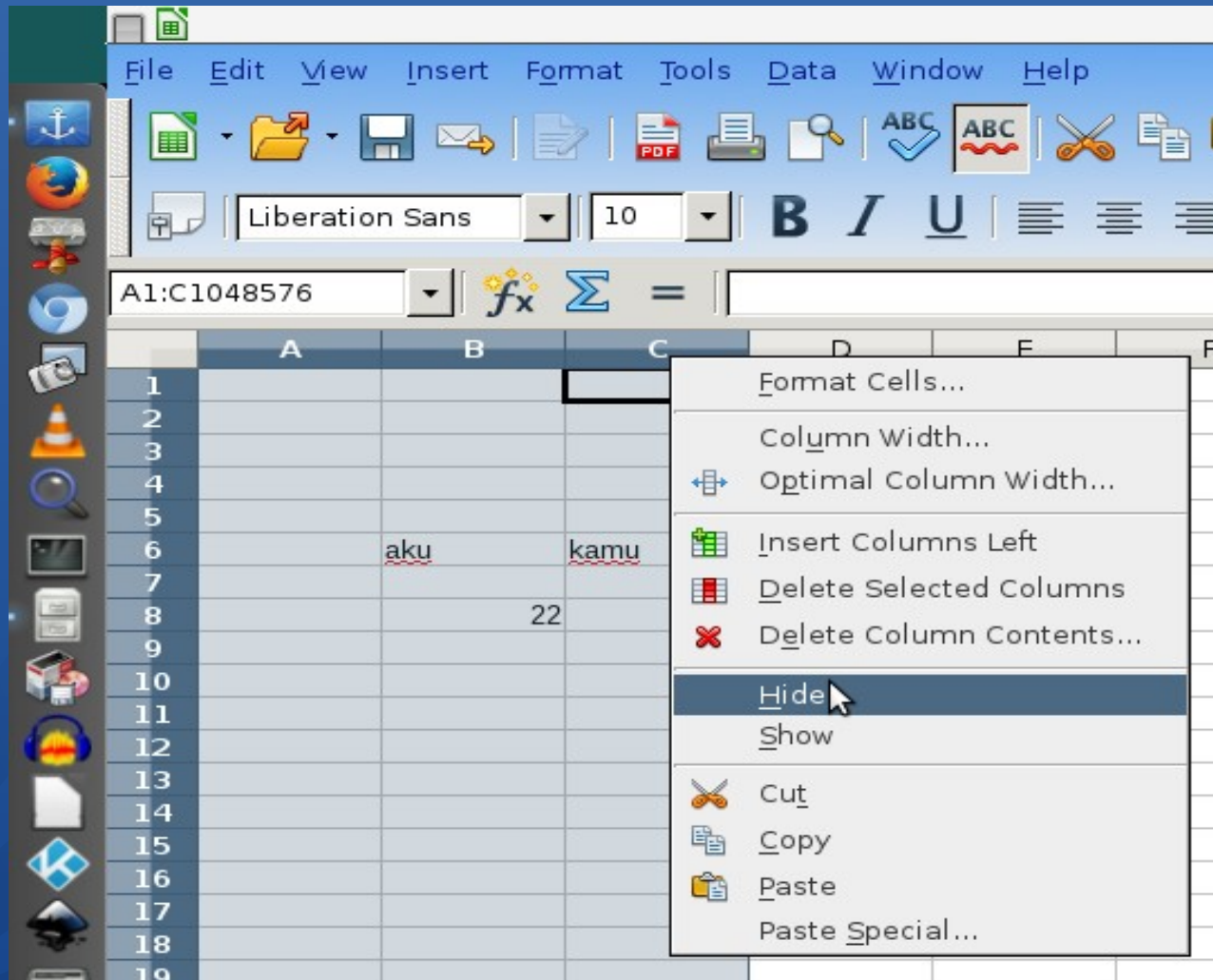
Menggunakan value berwarna warni

Tools > Options > LibreOffice Calc > View > Value
Highlighting

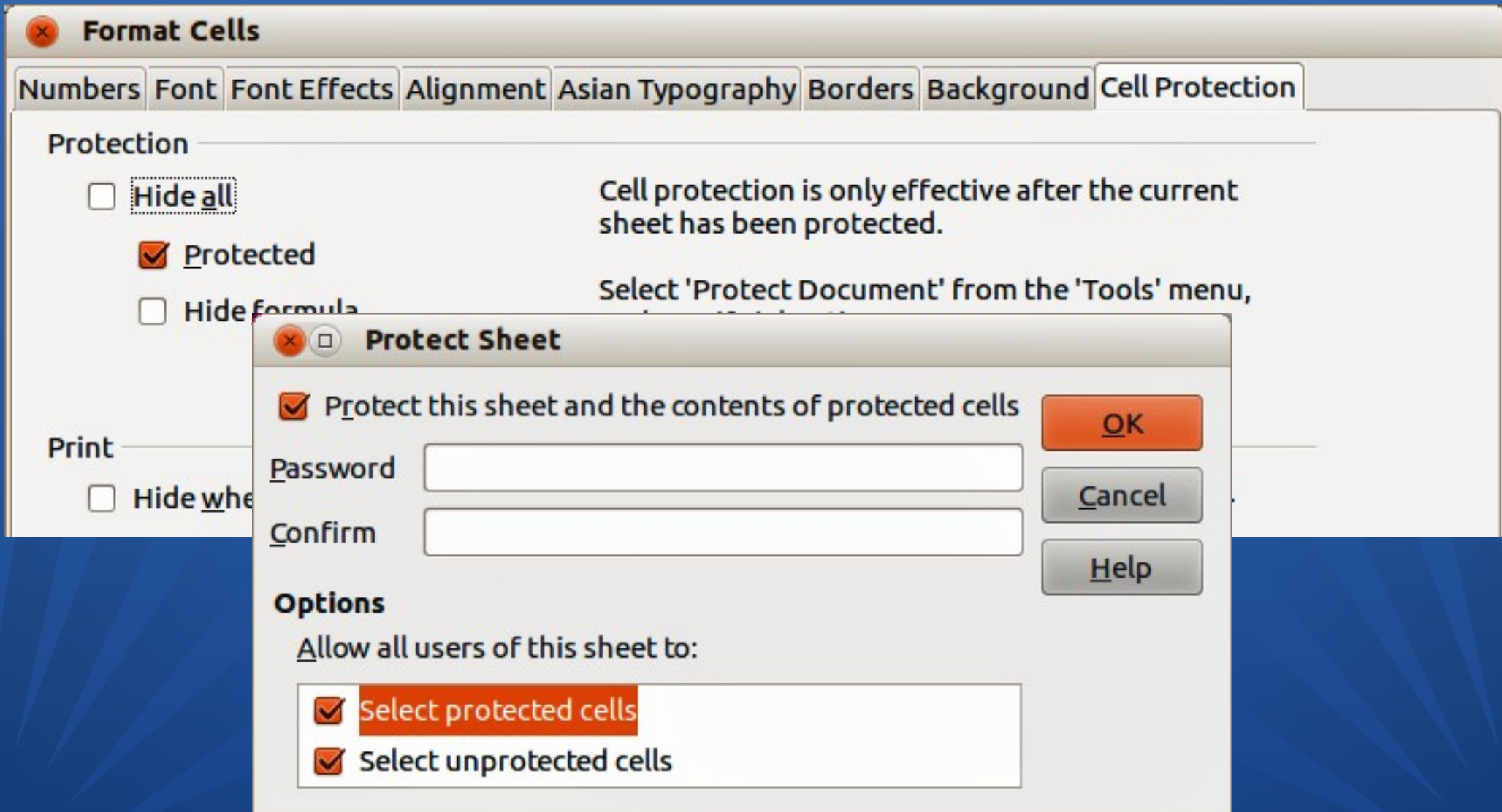
15	01/03/2008	Kurt	7:30	17:45	9.50
16	01/03/2008	Ute	8:30	18:30	9.25
17	01/06/2008	Brigitte	9:30	17:30	7.25
18	01/06/2008	Fritz	11:00	14:30	3.50

Menghide (tidak terlihat) data

- Blok header row/kolom > klik kanan > hide



Memproteksi Data



Memfilter Data

Data > Filter > Standard Filter

The screenshot shows a 'Standard Filter' dialog box with a title bar containing a red close button and the text 'Standard Filter'. The main area is titled 'Filter criteria' and contains a table with four columns: 'Operator', 'Field name', 'Condition', and 'Value'. The table has four rows, all with '- none -' in the 'Field name' and 'Condition' columns, and empty 'Value' fields. To the right of the table is a vertical scrollbar. Below the table are four buttons: 'Fewer Options' (orange with an upward arrow), 'Help', 'OK', and 'Cancel'. At the bottom, there are two columns of checkboxes: 'Case sensitive', 'Range contains column labels' (checked), 'Copy results to...' (with a dropdown menu showing '- undefined -'), 'Regular expression', 'No duplication', and 'Keep filter criteria' (checked). A text input field and a small icon button are located at the bottom right.

Operator	Field name	Condition	Value
	- none -	=	
	- none -	=	
	- none -	=	
	- none -	=	

☐ Case sensitive
☒ Range contains column labels
☐ Copy results to...
- undefined -

☐ Regular expression
☐ No duplication
☒ Keep filter criteria

Buttons: Fewer Options ↑, Help, OK, Cancel

Firtering data (hasil)

	A	B	C	D	E
1	date	name	arrives	leaves	hours
2	01/01/2008	Sort Ascending		16:15	6.00
3	01/01/2008	Sort Descending		18:45	7.00
4	01/01/2008			19:00	10.00
5	01/01/2008	Top 10		14:00	2.75
6	01/01/2008	Empty		13:45	2.75
7	01/02/2008	Not Empty		18:45	6.00
8	01/02/2008			13:45	6.00
9	01/02/2008	Standard Filter...		17:30	8.25
10	01/02/2008			18:30	7.00
11	01/02/2008			16:00	6.00
12	01/03/2008	<input checked="" type="checkbox"/> Brigitte		18:30	8.75
13	01/03/2008	<input checked="" type="checkbox"/> Fritz		14:30	5.50
14	01/03/2008	<input checked="" type="checkbox"/> Hans		18:00	9.75
15	01/03/2008	<input checked="" type="checkbox"/> Kurt		17:45	9.50
16	01/03/2008	<input checked="" type="checkbox"/> Ute		18:30	9.25
17	01/06/2008			17:30	7.25
18	01/06/2008			14:30	3.50
19	01/06/2008			16:15	6.00
20	01/06/2008			15:45	5.00
21	01/06/2008			15:00	4.50
22	01/07/2008			15:15	4.75
23	01/07/2008	<input checked="" type="checkbox"/> All		17:30	9.00
24	01/07/2008			15:45	6.00
25	01/07/2008			13:45	5.75
26	01/07/2008			14:30	5.75
27	01/08/2008	Brigitte	8:00	16:00	7.25

Sort Data

Data > Sort

Sort

Sort Criteria Options

Sort key 1

date

☒ Ascending
☐ Descending

Sort key 2

- undefined -

☒ Ascending
☐ Descending

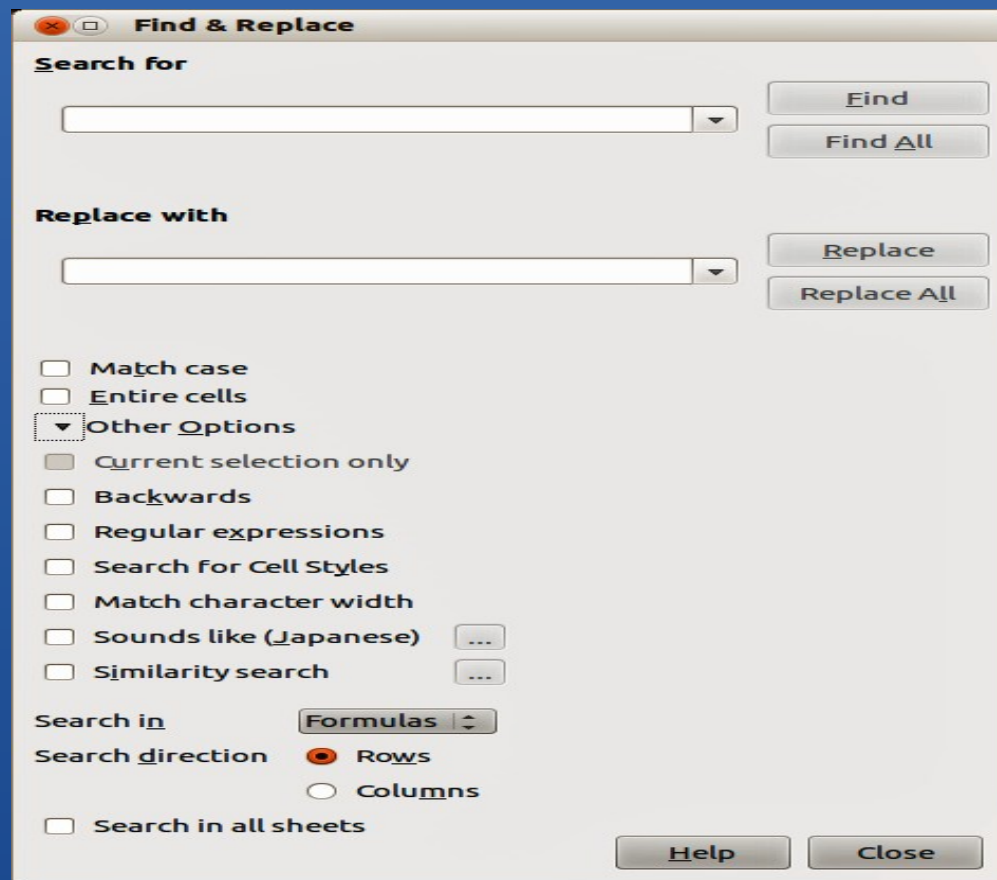
Sort key 3

- undefined -

☐ Ascending
☐ Descending

Cari dan Tempatkan

- Ctrl + f atau ctrl + h



Membuat Chart dan Grafik

	A	B	C	D
1		Equipment Rentals		
2		Canoes	Boats	Motors
3	Jan	12	23	47
4	Feb	9	31	54
5	Mar	14	27	56
6	Apr	17	28	48
7	May	13	19	39
8	Jun	8	27	52
9				

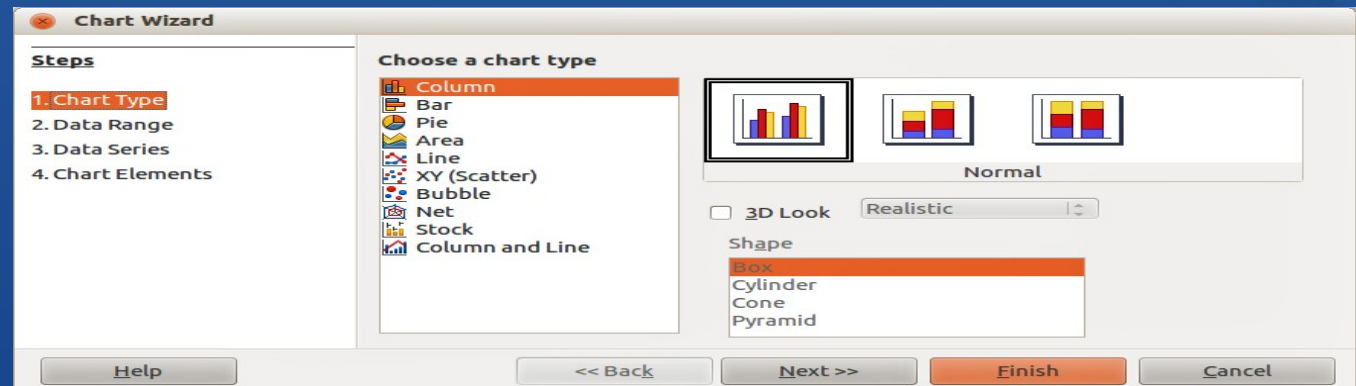
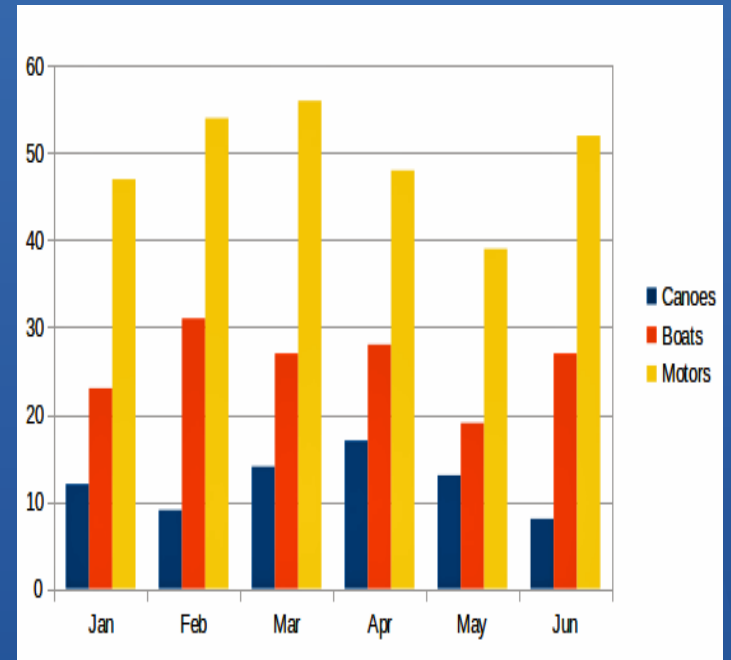


Chart wizard

Chart Wizard

Steps

1. Chart Type
- 2. Data Range**
3. Data Series
4. Chart Elements

Choose a data range

Data range
\$Sheet1.\$A\$2:\$D\$8

☐ Data series in rows
☒ Data series in columns

☒ First row as label
☒ First column as label

Help << Back Next >> Finish Cancel

Chart Wizard

Steps

1. Chart Type
2. Data Range
- 3. Data Series**
4. Chart Elements

Customize data ranges for individual data series

Data series	Data ranges
Canoes	Name \$Sheet1.\$B\$2
Boats	Y-Values \$Sheet1.\$B\$3:\$B\$8
Motors	

Range for Name
\$Sheet1.\$B\$2

Categories
\$Sheet1.\$A\$3:\$A\$8

Add Remove

Help << Back Next >> Finish Cancel

Mengganti Aksis Grafik

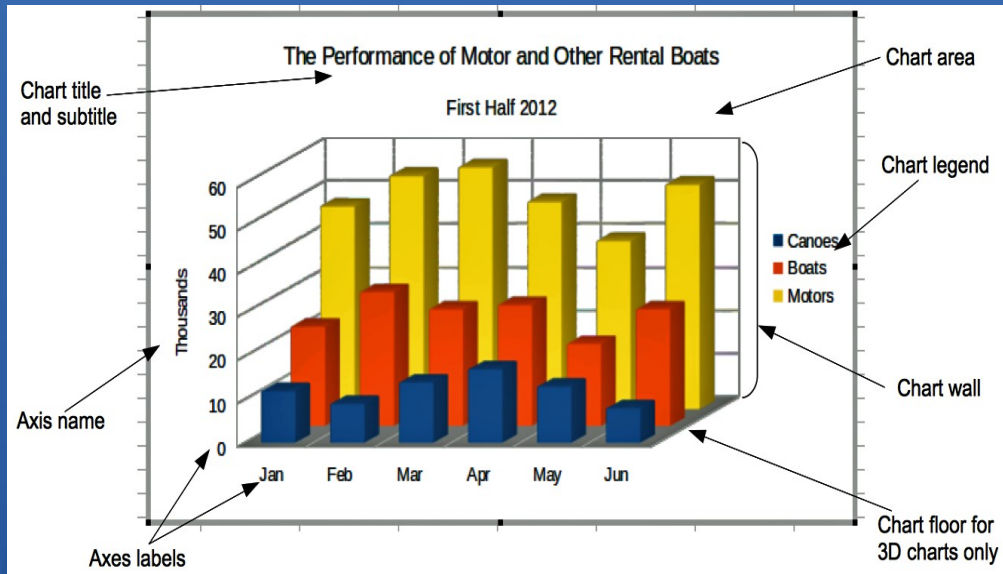


Chart Wizard

Steps

1. Chart Type
2. Data Range
3. Data Series
4. Chart Elements

Choose titles, legend, and grid settings

Title:

Subtitle:

X axis:

Y axis:

Z axis:

☒ Display legend

☐ Left

☒ Right

☐ Top

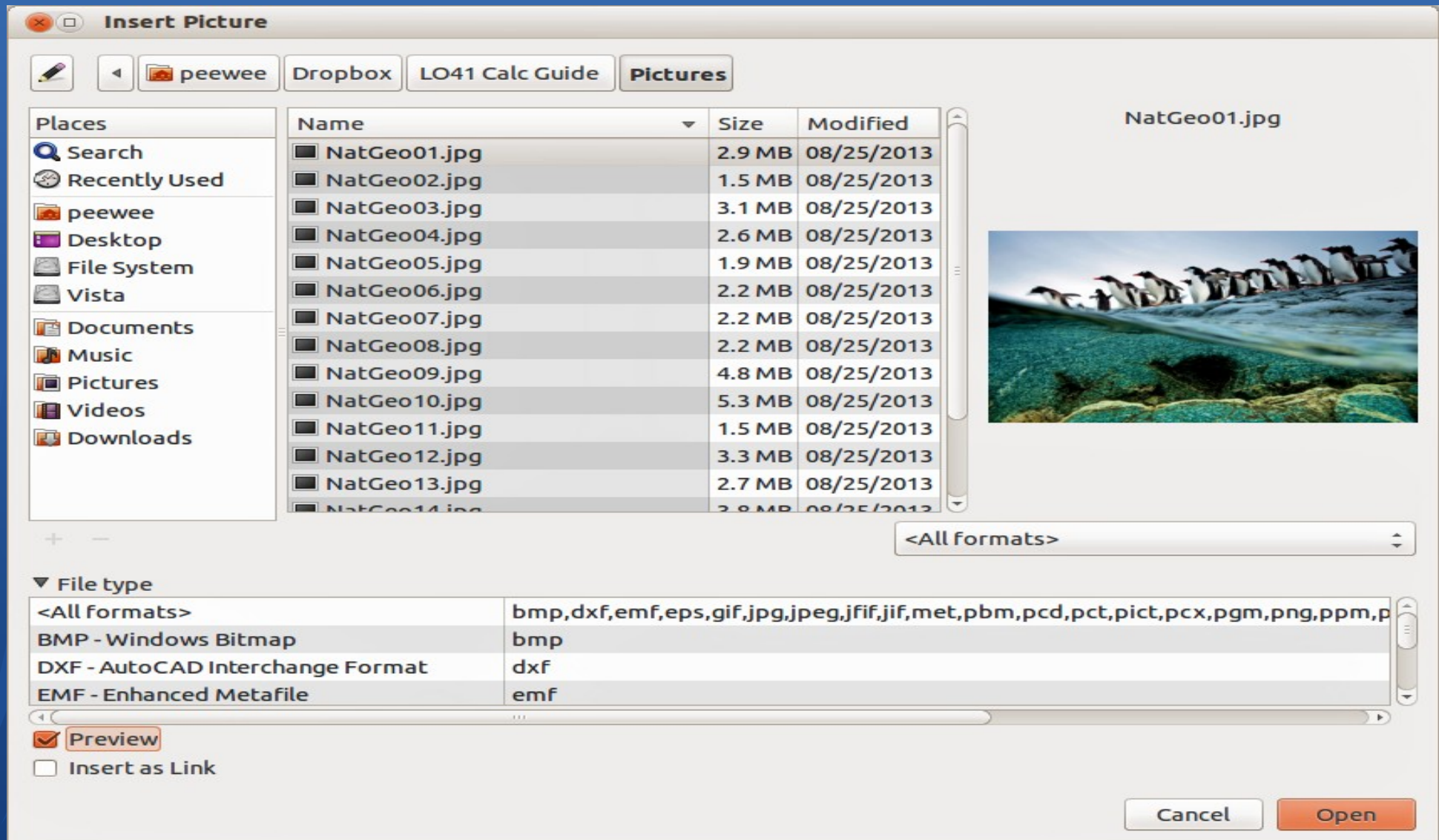
☐ Bottom

Display grids

☐ X axis ☒ Y axis ☐ Z axis

[Help](#) [<< Back](#) [Next >>](#) [Finish](#) [Cancel](#)

Memasukkan Gambar

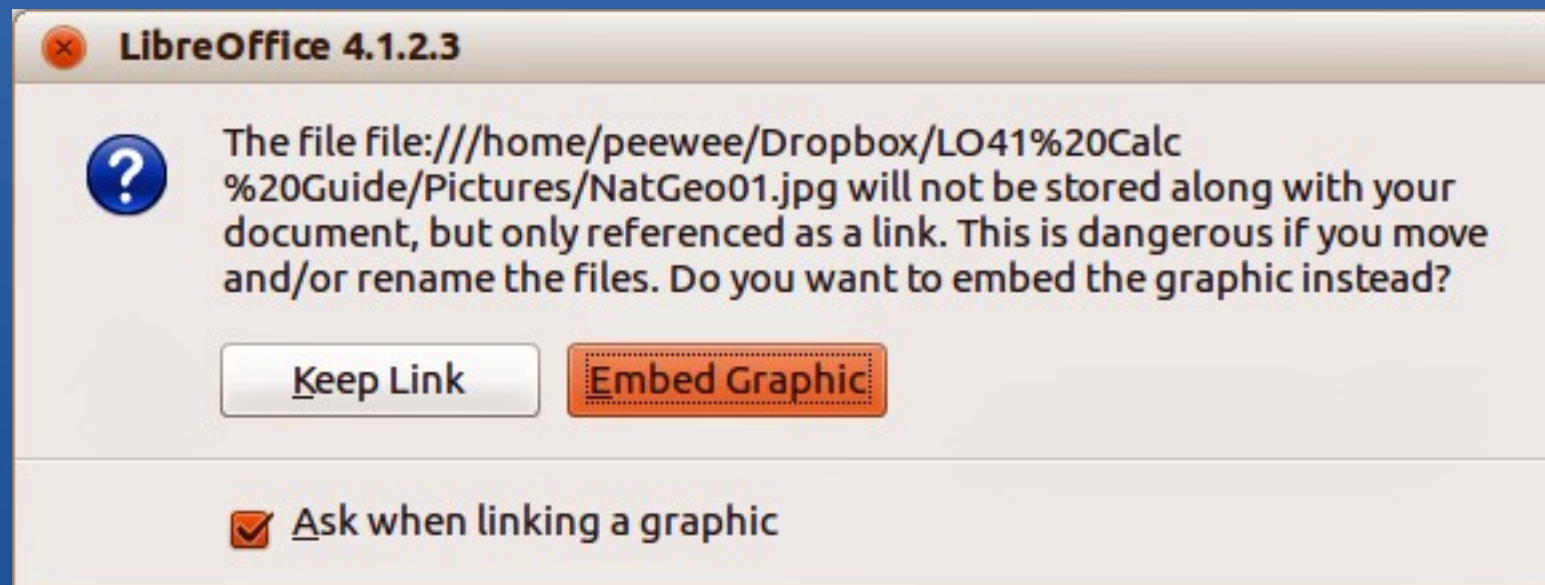


Lembar Kerja saling terkait (link)

- Dalam bekerja data file calc satu dengan file calc lainnya kadang saling berhubungan (link) biasanya ini untuk memudahkan pekerjaan baik formula maupun rumus.
- Contoh kita bekerja dengan dua file calc dengan nama daftar presensi siswa.ods dan jarak tempuh siswa.ods
- Pada file jarak tempuh siswa.ods ada kolom nama siswa yang menyambung (link) file daftar presensi siswa.ods

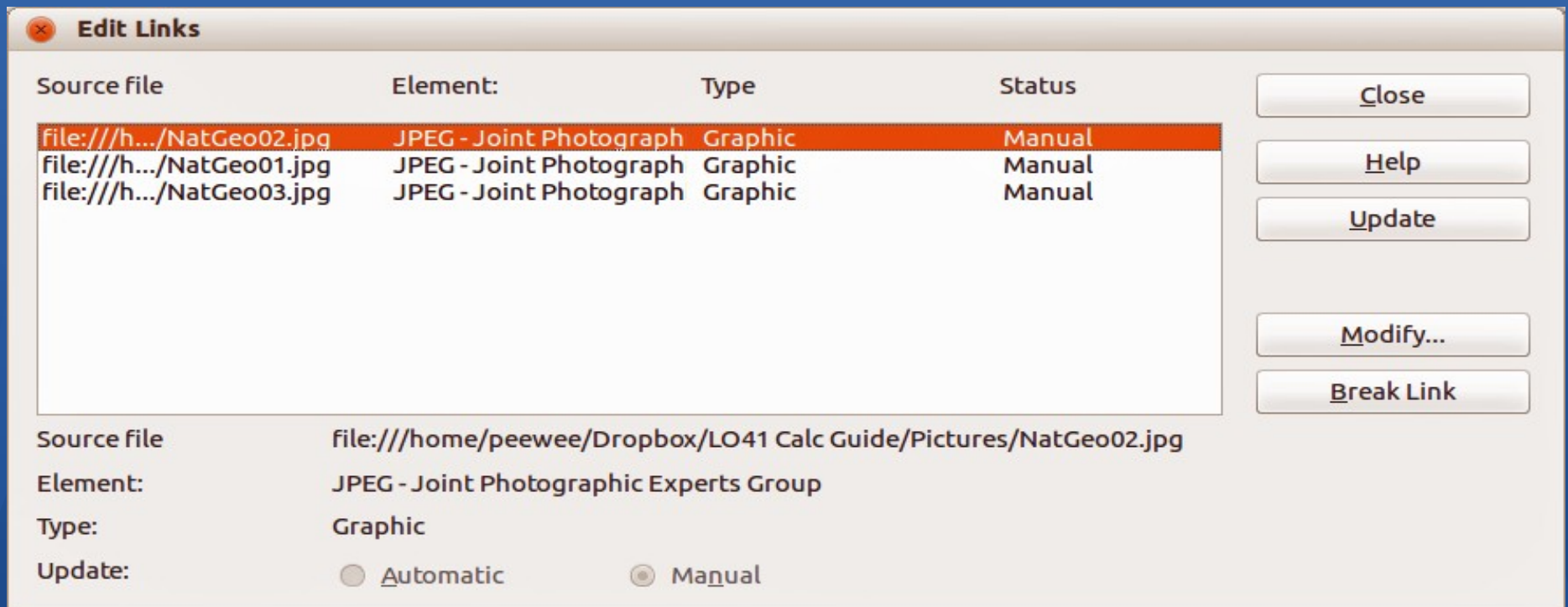
Link Data

- Data yang saling terhubung/nge-link saat dibuka akan muncul notifikasi

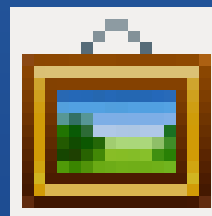
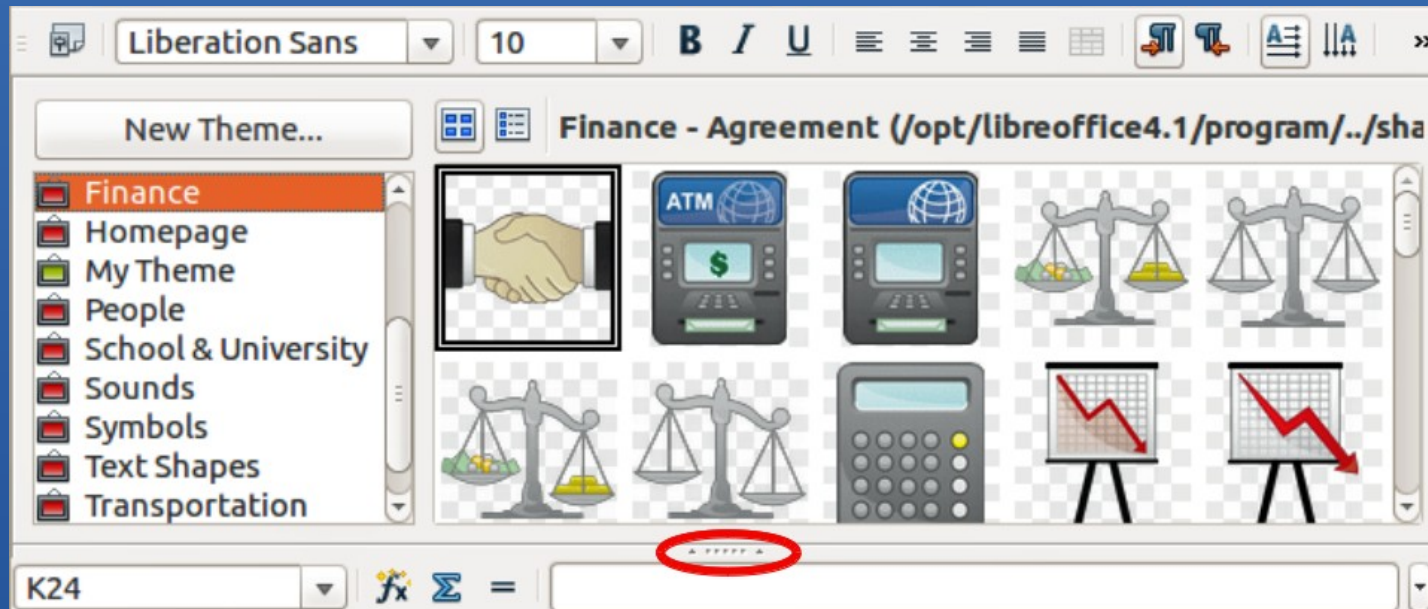


Update link data

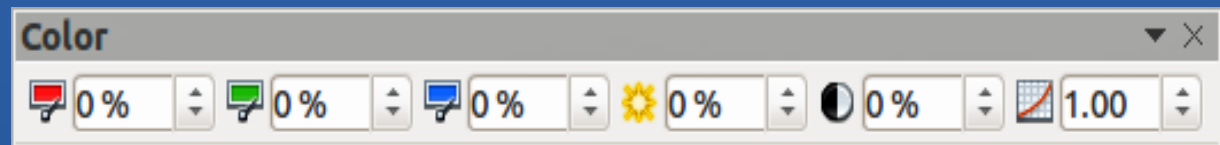
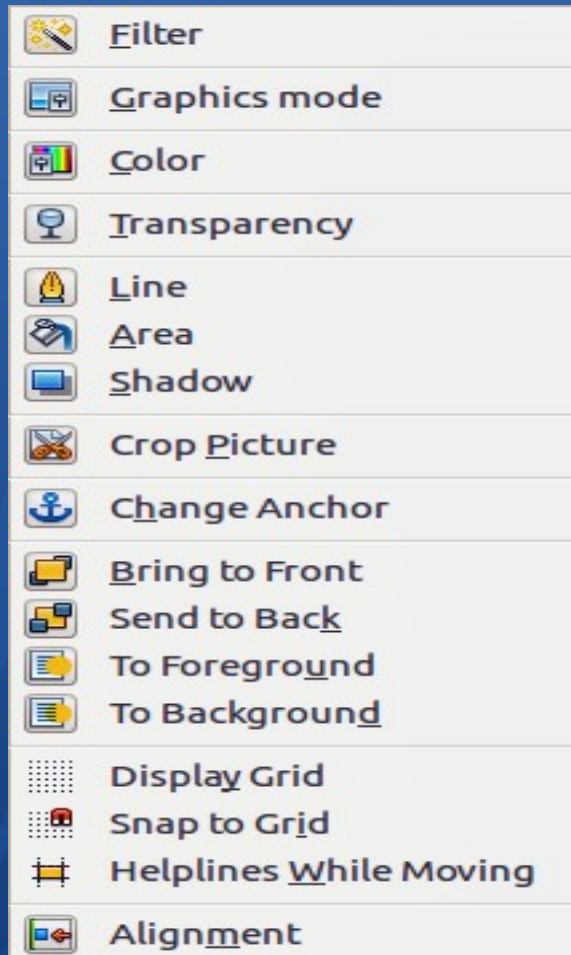
- Bila dibutuhkan silakan update link data anda



Menambahkan Galeri














Memodifikasi Gambar



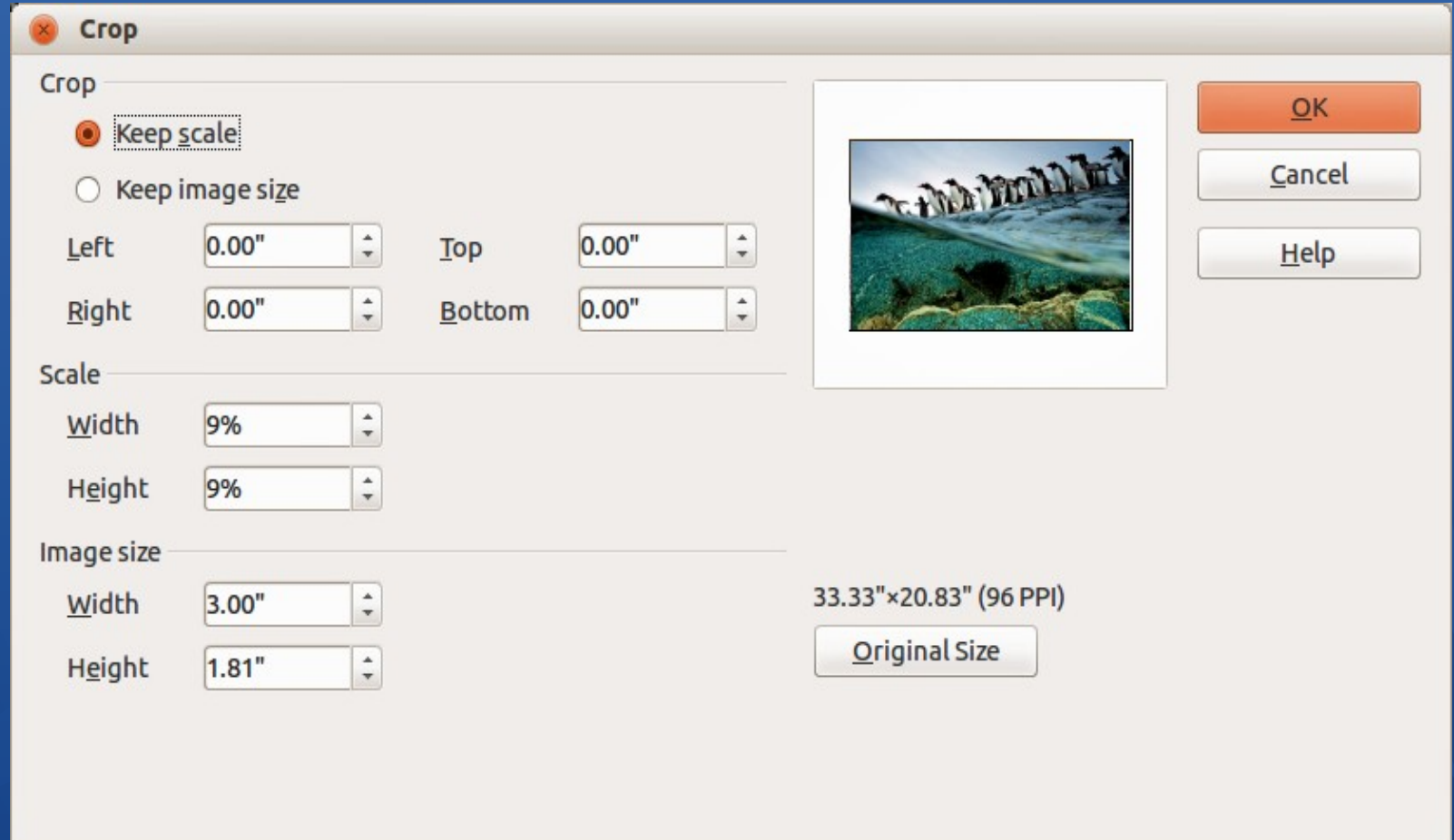
Memodifikasi Grafik



-  Intervert
-  Smooth
-  Sharpen
-  Remove Noise
-  Solarization
-  Aging
-  Posterize
-  Pop Art
-  Charcoal Sketch
-  Relief
-  Mosaic

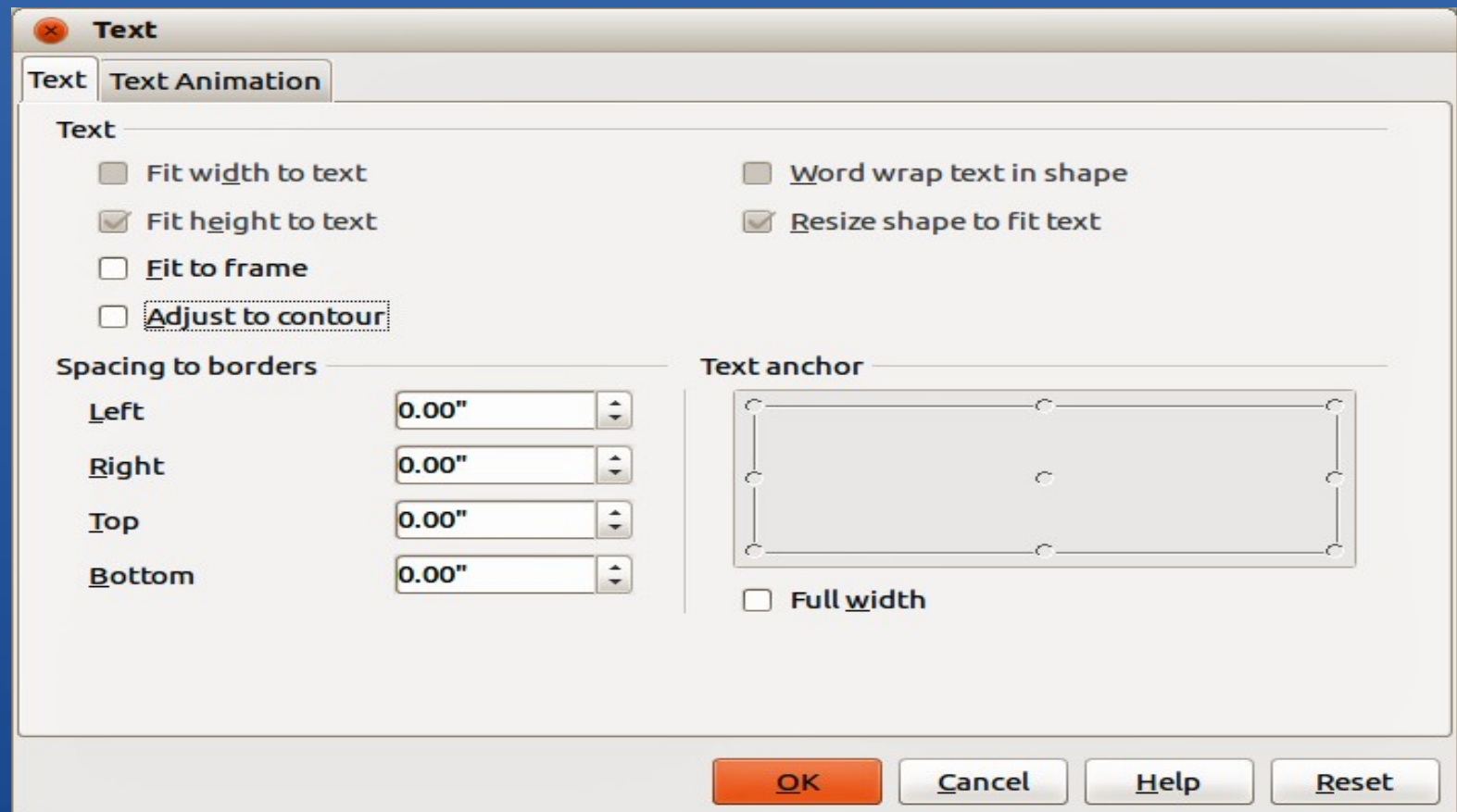
Memotong Gambar

- Klik gambar > klik gambar gunting > atur sesukanya
- atau

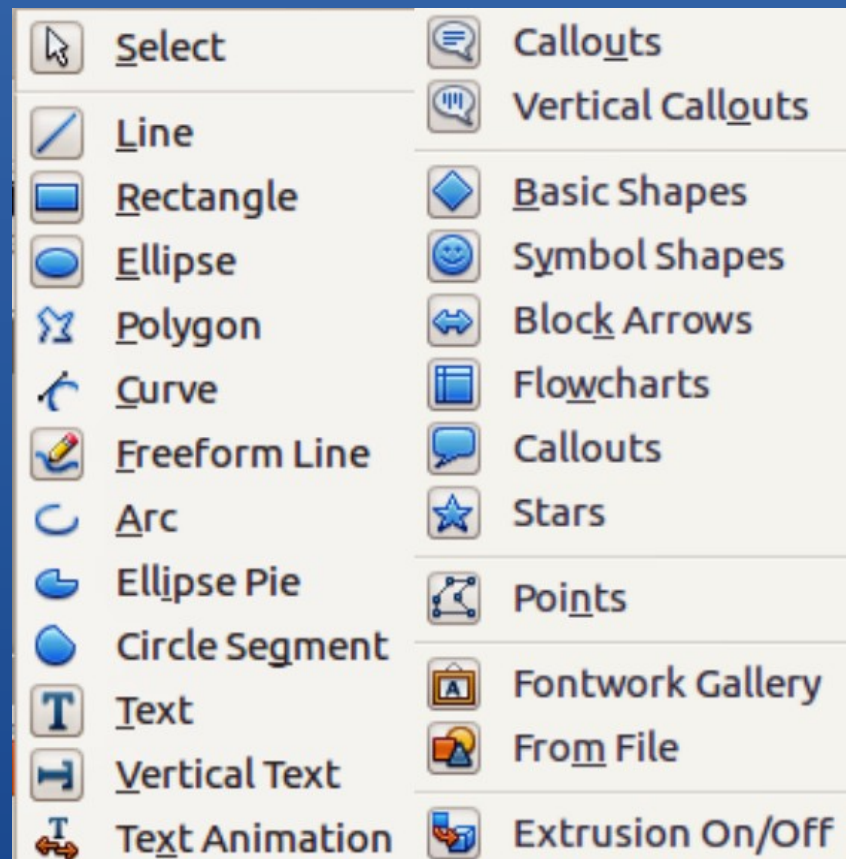


Menambahkan Teks di Gambar

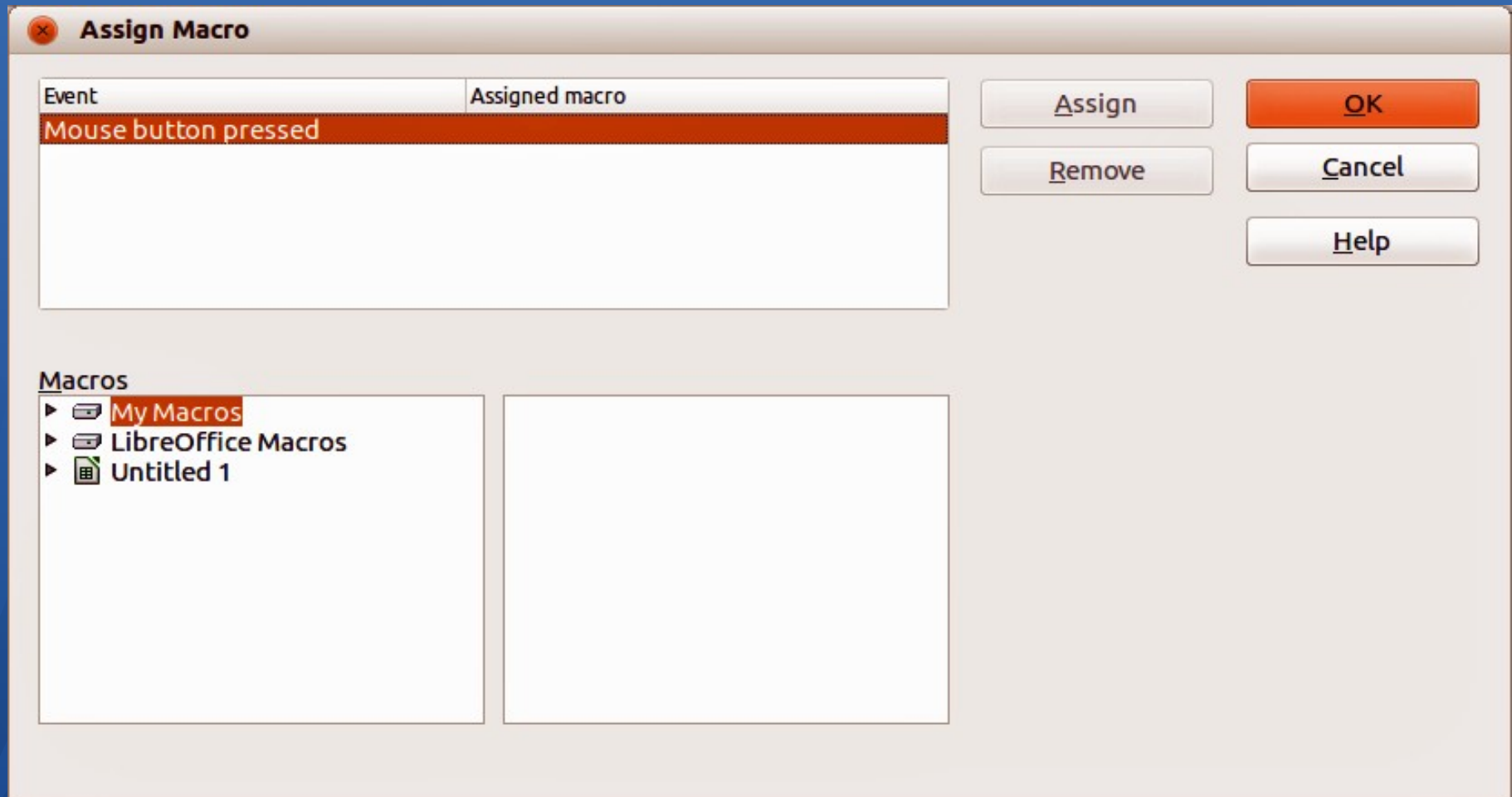
- Klik gambar > terus klik logo (T) di drawing picture > kasih teks
- atau



Menggunakan Drawing Toolbars



Menggunakan Makro




Menggunakan Hiperlink


Hyperlink

Hyperlink type

☒ Web ☐ ETP

Target 

Further settings

Frame **Form** 

Text

Name

Apply **Close** **Help** **Back**

Internet

Mail & News

Document

New Docu...

Mengkompres file Gambar

Klik kanan gambar > compress

- Digunakan untuk memperkecil ukuran file yang disimpan

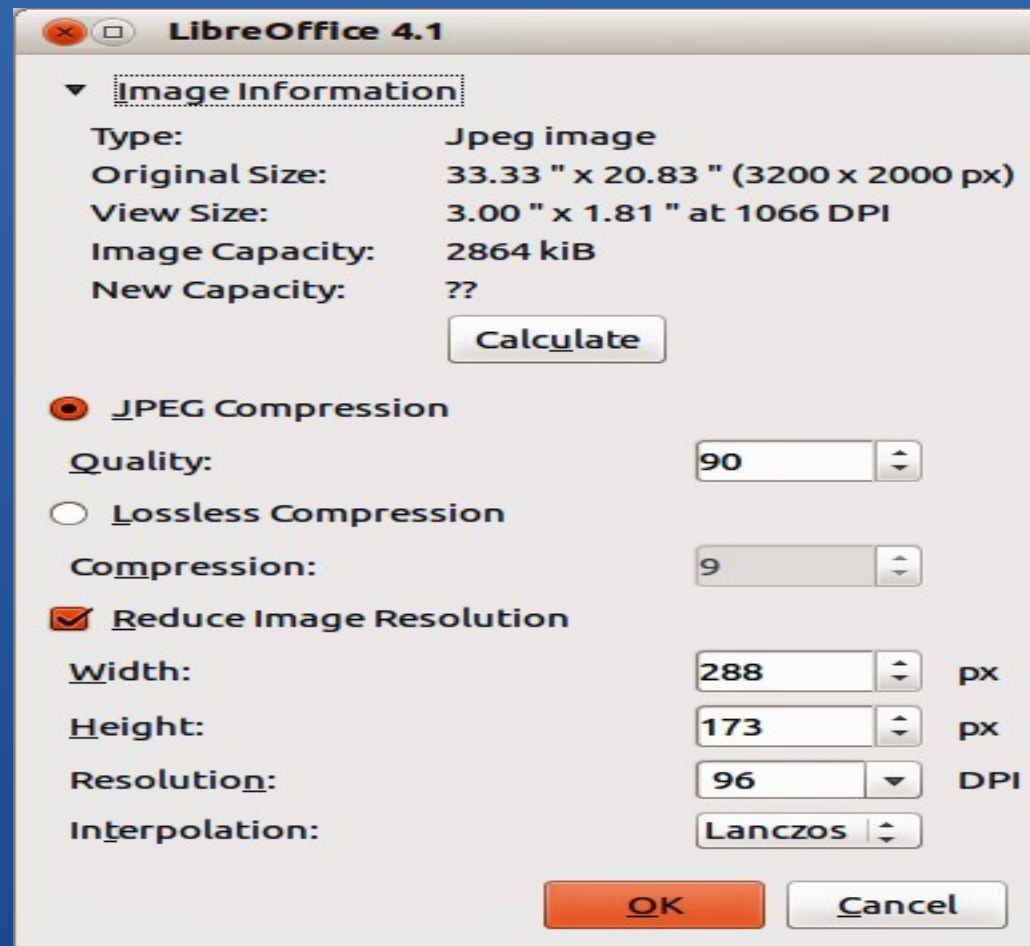
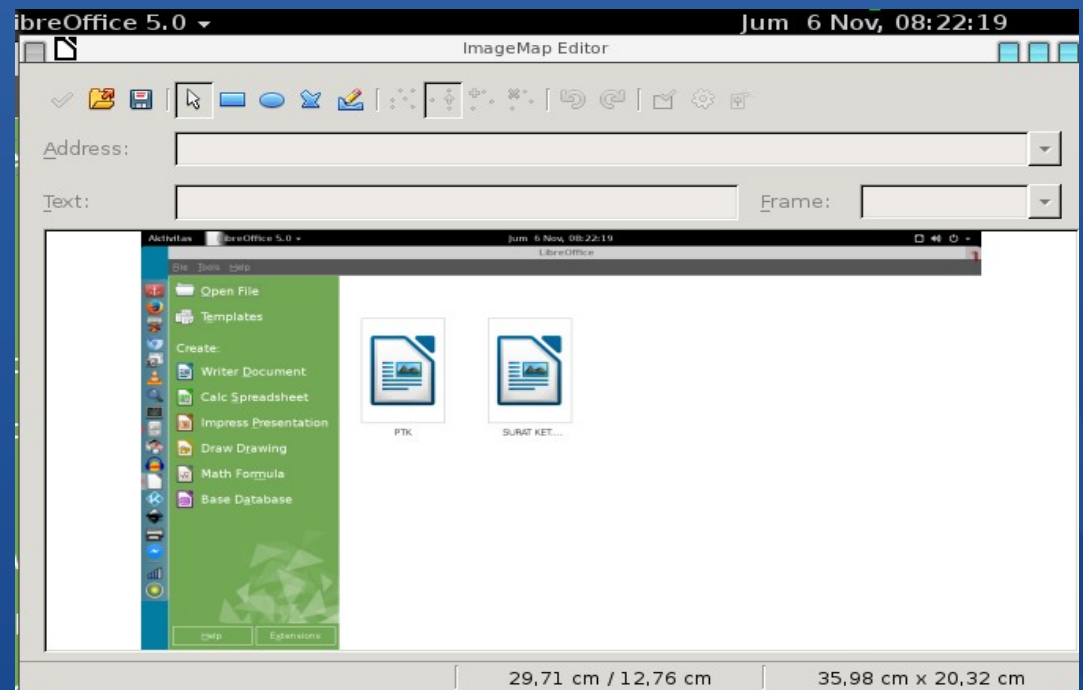
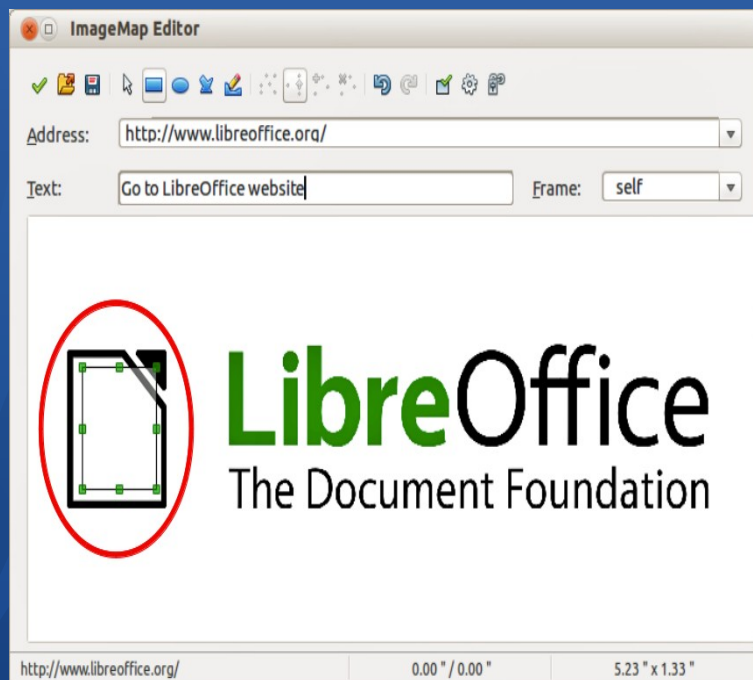


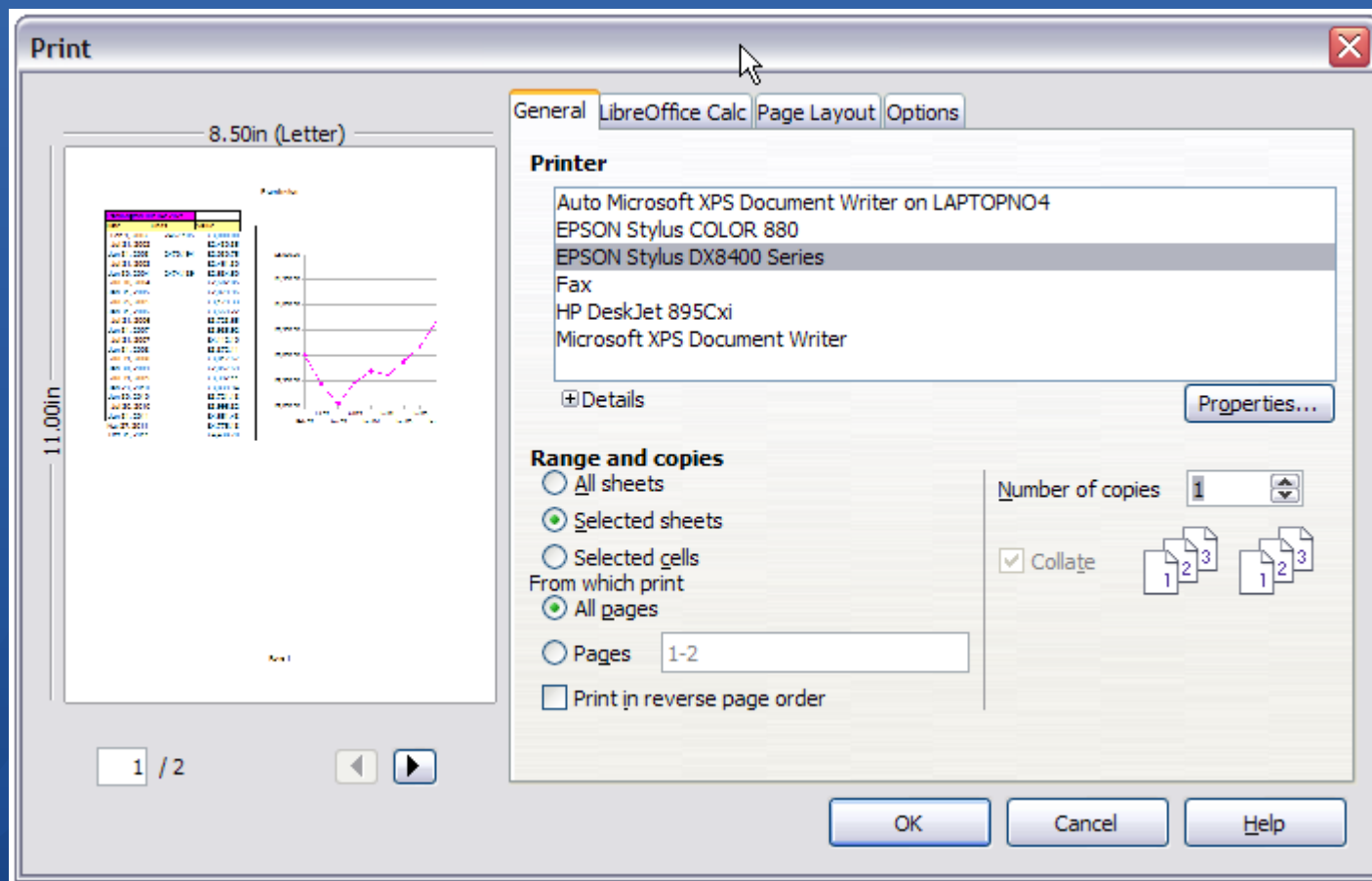
Image Map

- Klik Gambar > Edit > Image Map
- Agar gambar yang diklik menuju ke suatu alamat



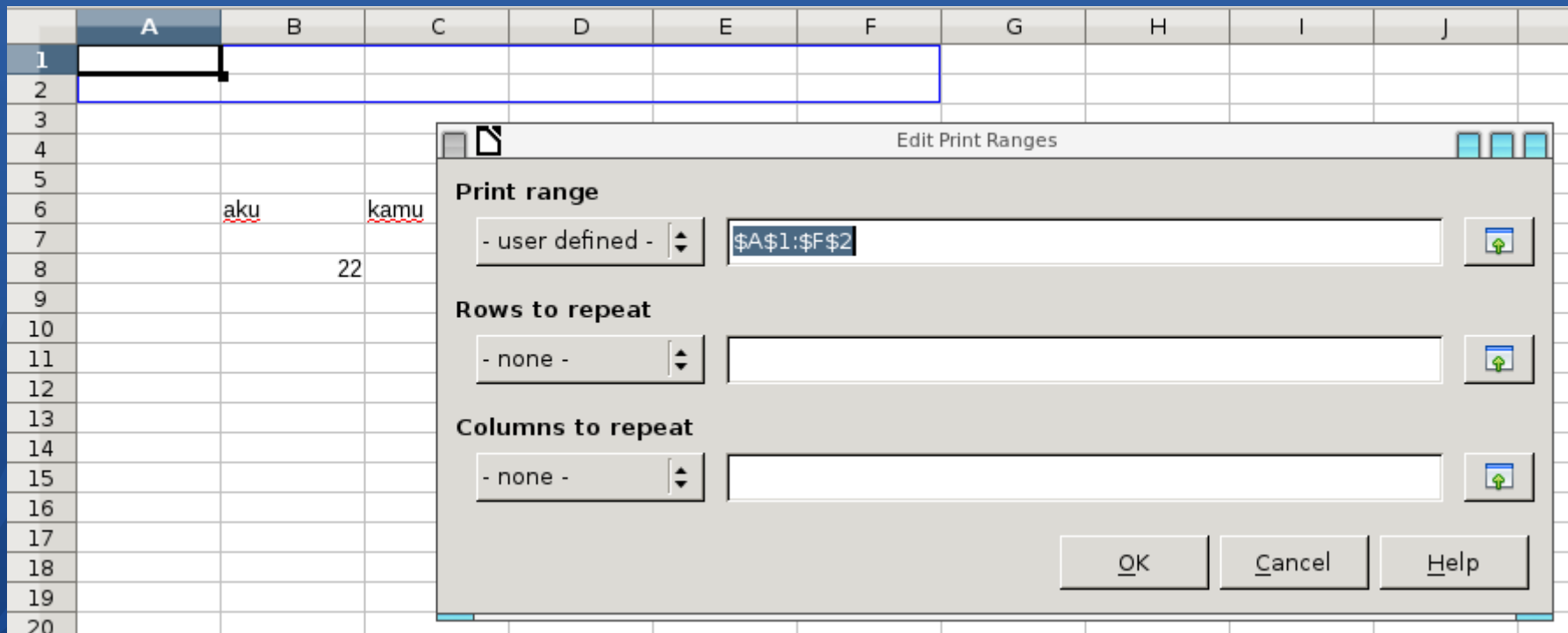
Mencetak Dokumen

- Ctrl+p atau klik gambar printer



Bonus

- Agar Baris pertama tercetak di tiap lembar dokumen
- Format > Print Range > Edit



Referensi

- <https://en.wikipedia.org/wiki/LibreOffice>
- https://en.wikipedia.org/wiki/LibreOffice_Calc
- <https://help.libreoffice.org/>
- <https://wiki.documentfoundation.org/images/4/47/CG41-CalcGuideLO.pdf>

Sekian

- Sampai jumpa di modul tingkat lanjut