

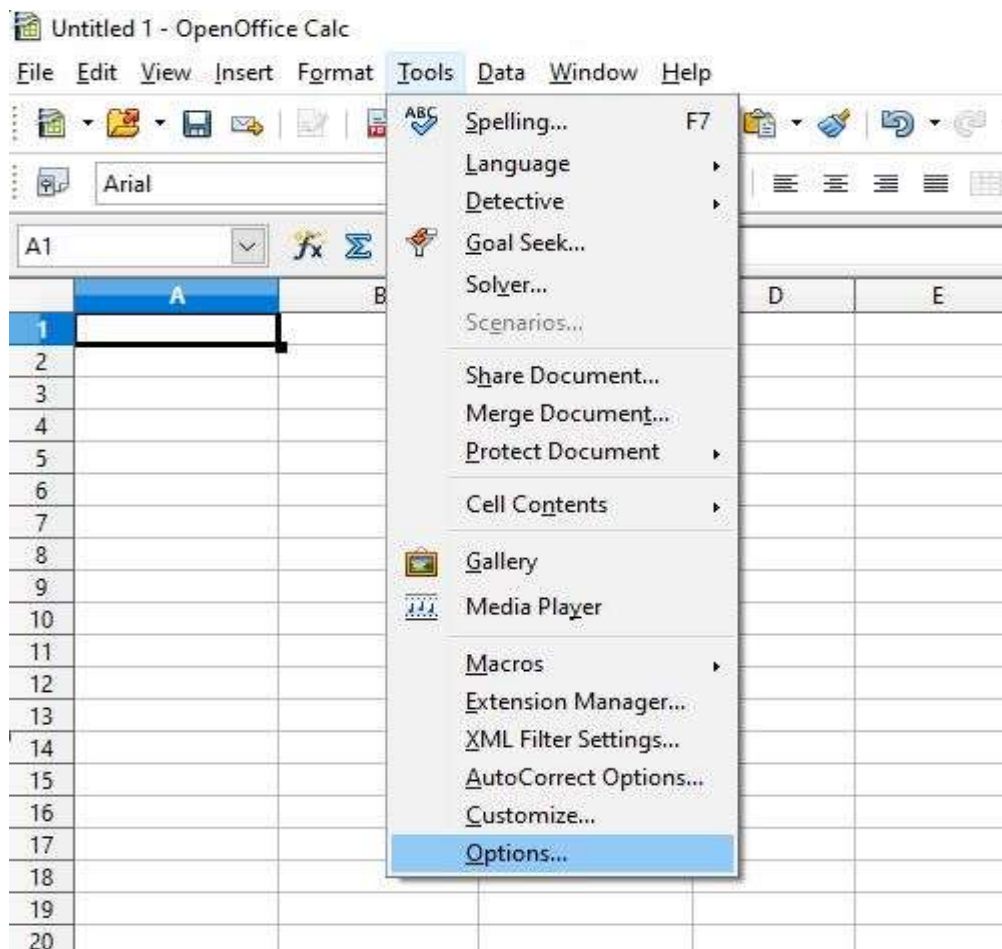
## Linking Spreadsheet Data

**Ques. What is Registered Data Source? How to Register a Data Source?**

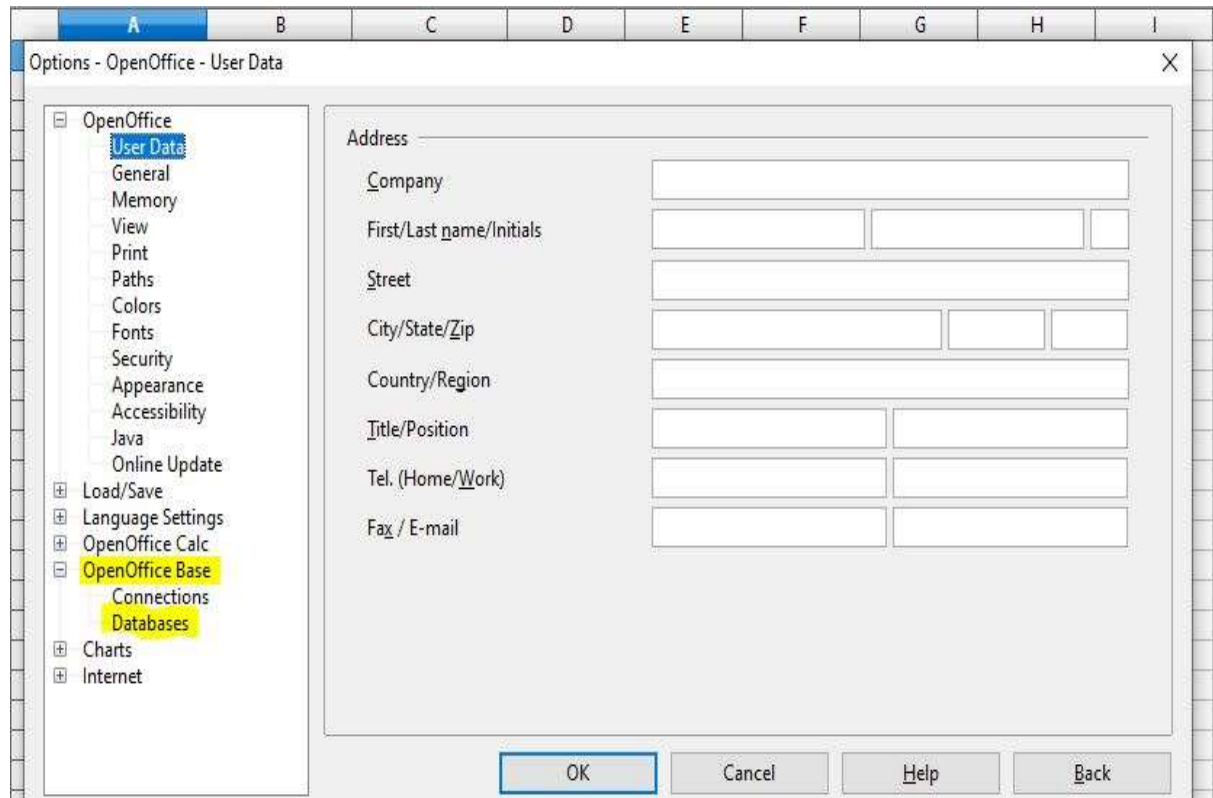
**Ans.** Database is a collection of data or information in a single place. In Open office database is in **.odb** format, which is a registered data source.

Steps for **Registering Data Sources** are as under:

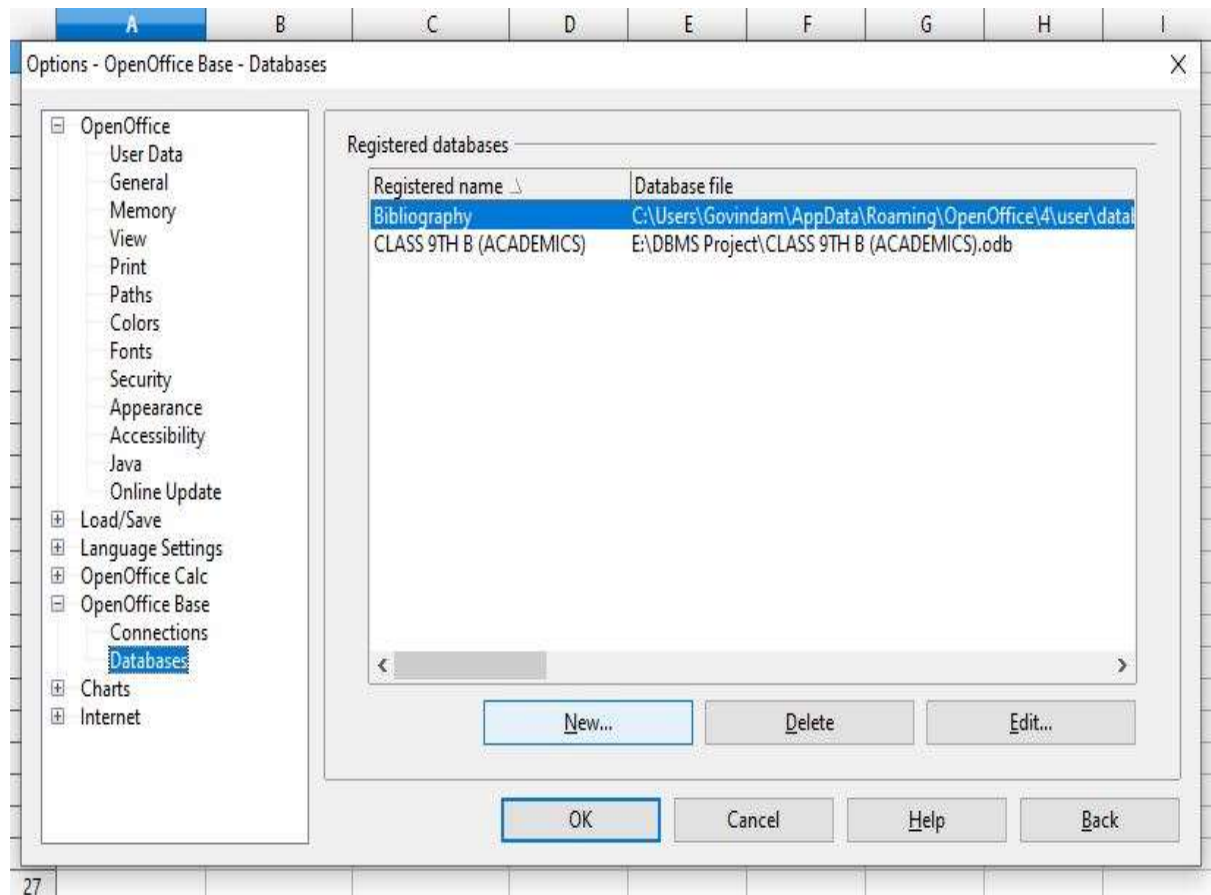
1. Go to **Tools** → **Options**



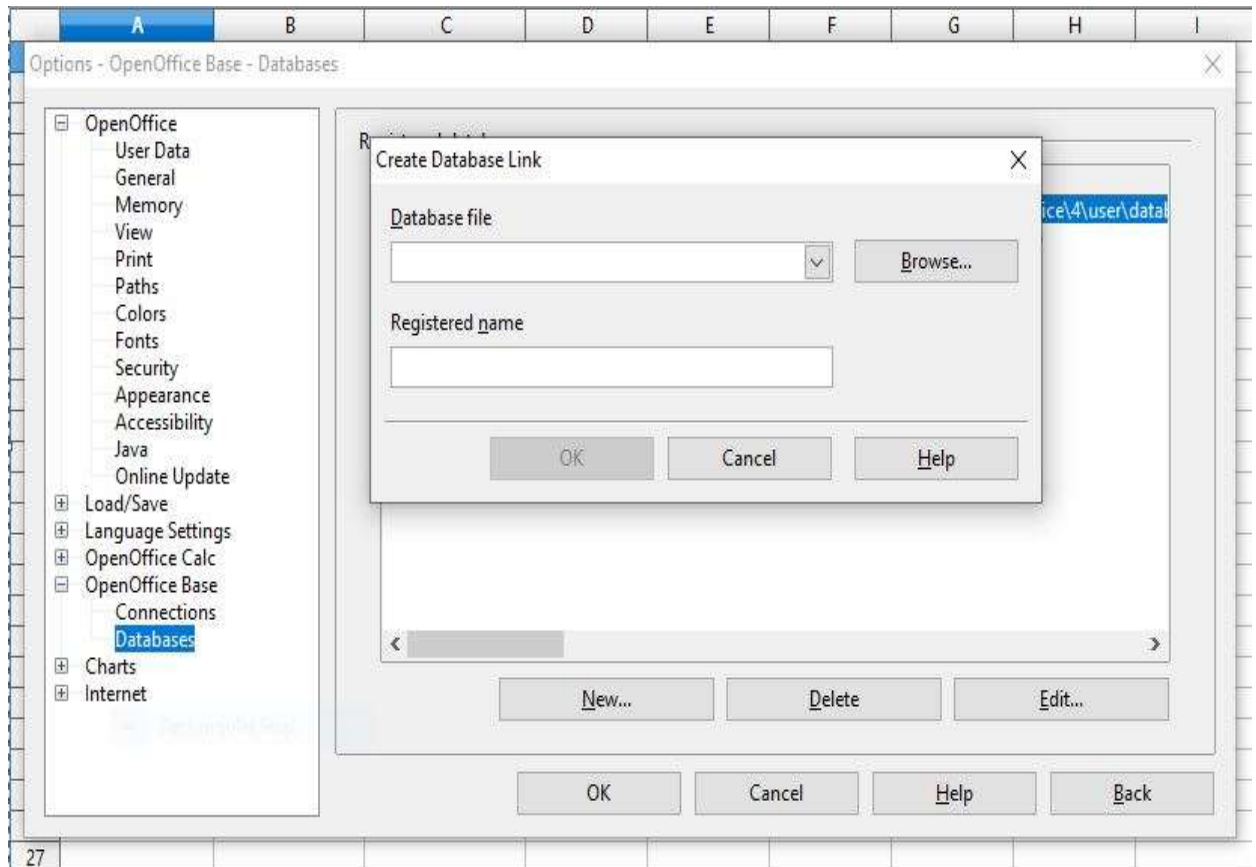
2. Then go to **Open Office Base** and click on **Databases**



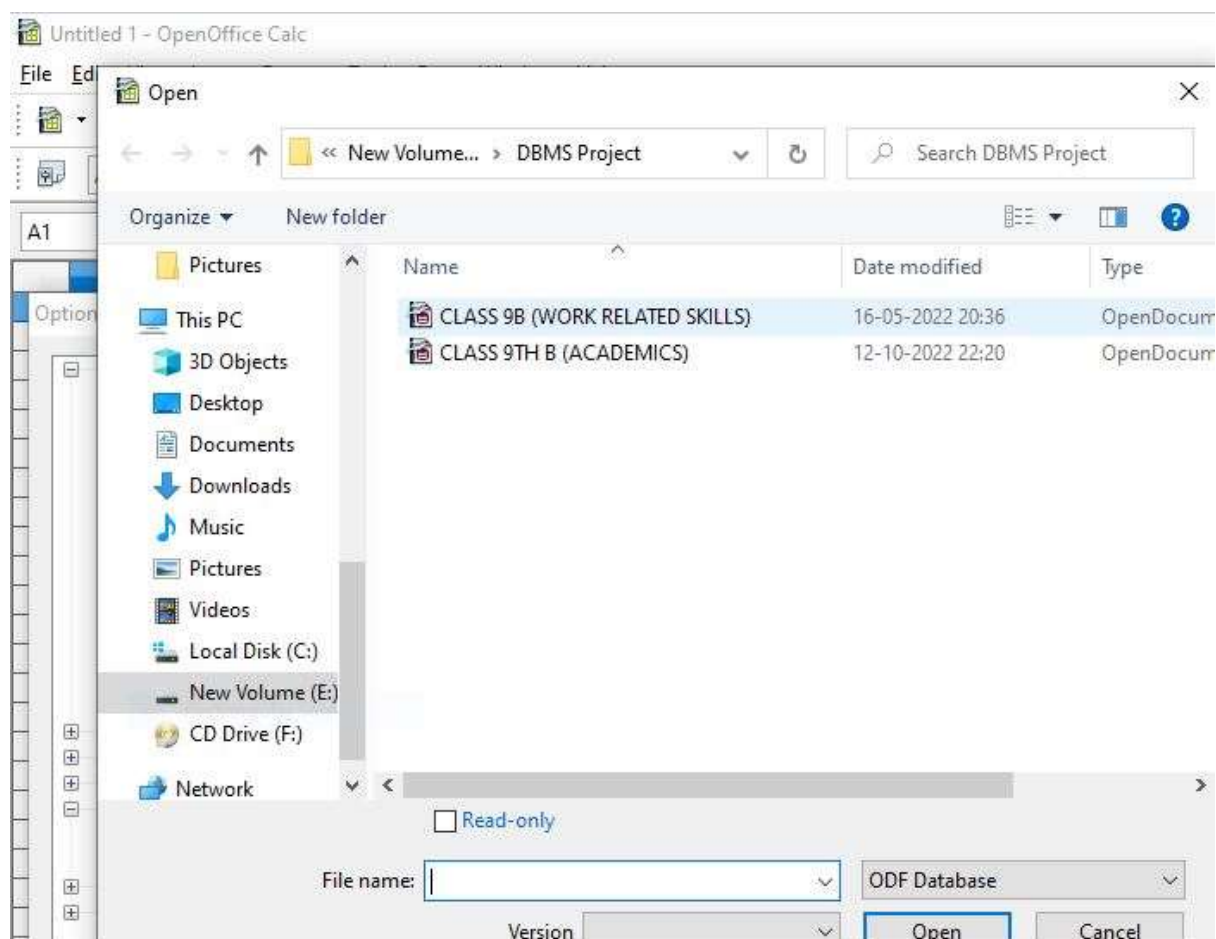
3. Click on **New**



4. Then, **Create Database Link** will open



5. Click on **Browse** and **select the required database file** and now your data source is registered.



**Ques. What are the steps of viewing Registered Data Sources and Linking them in Calc?**

**Ans.** The steps of viewing Registered Data Sources and linking them in Calc are as under:

1. Open required worksheet.
2. Click **F4** or go to **View → Data Sources**

3. Choose your data **i.e. table from the data explore area.**
4. Select rows you want to add and click **Data to Text** button. The selected data is added to your worksheet.