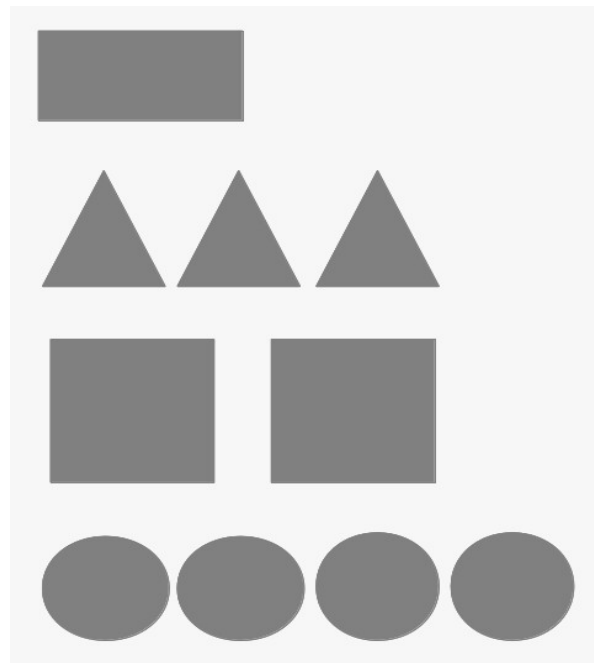# Oinsaa atu uja LibreOffice Calc
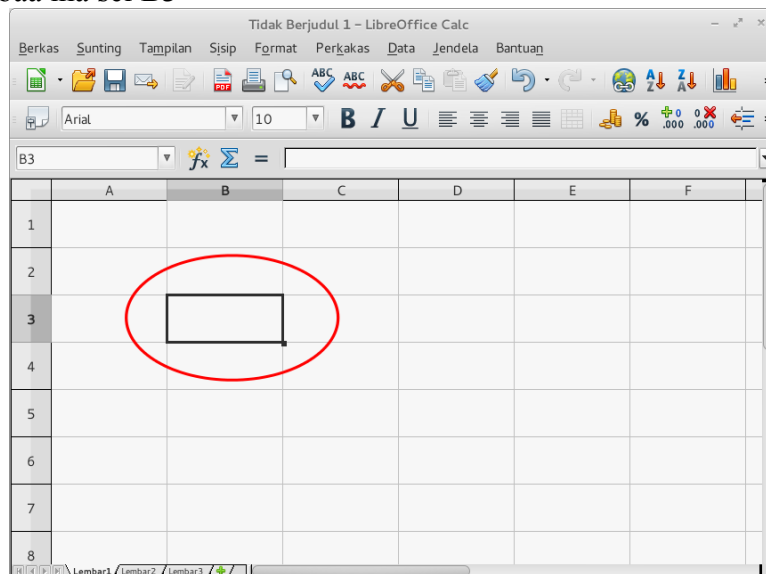# Husi Raul Jamur

Ilustrasaun
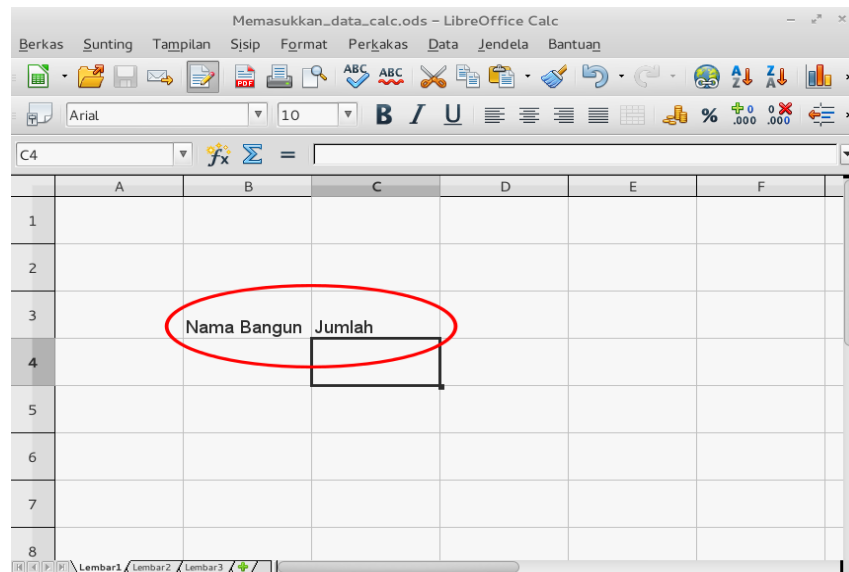
2.1. Hatama Data

Haree figura nebee iha okos nee, iha jeitu nebee nia forma oi-oin, Konta tok baa forma hirak nebee iha figura nee.
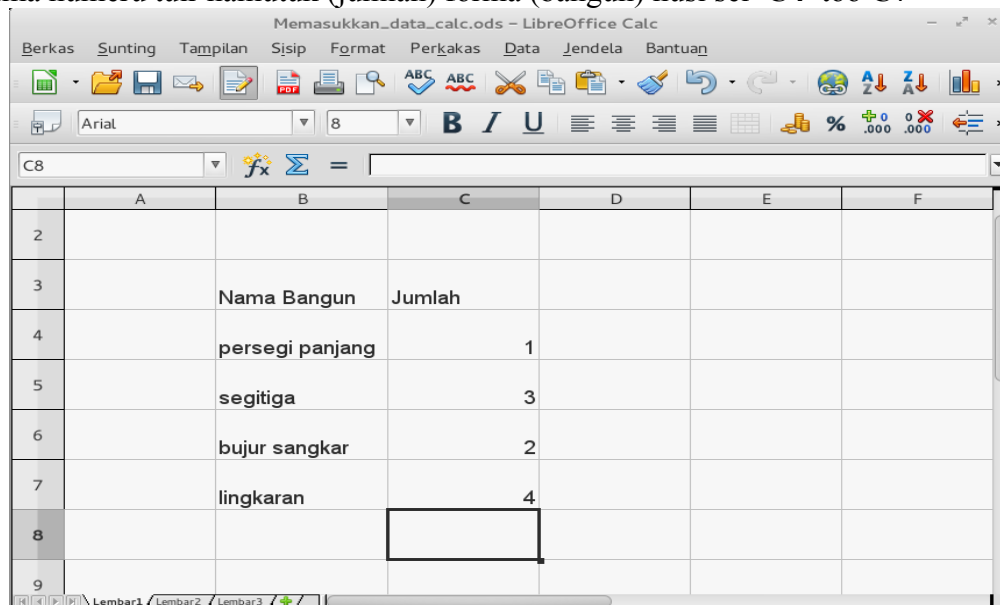

- Loke LibreOffice Calc
- Muda kursor baa iha sel **B3**

- Ketik "Naran Forma (Bentuk)" hotu tiha hanehan "Enter". Muda kursor baa iha sel **C3** ketik "Hamutuk (Jumlah)" hotu tiha hanehan "Enter"


- Halo too hatama data baa sel ida-idak, hatama Naran Forma (Bangun) tuir figura nebee iha leten husi sel **B4** too **B7**
- Hatama numeru tuir hamutuk (jumlah) forma (bangun) husi sel **C4** too **C7**

2.2. Rai Dokumentus

Atu dokumentus nebee ita halo belee ita uja iha loron seluk nee maka ita presija rai dokumentus, atu rai dokumentus nee, halo tuir lalaok tuir mai nee:

- klik iha menu -->File -->save
- ou klik ikon disket iha leten-------->
- lakleur mosu menu atu rai dokumentus nian
- hatudu kursor baa Lokasaun ou fatin nebee ita atu rai dokumentus nee, klik folder documents ou folder seluk, iha tab name hakerek titulu nebee ita hakarak hanaran dokumentus nebee ita atu rai,hotu tiha klik **Save** .
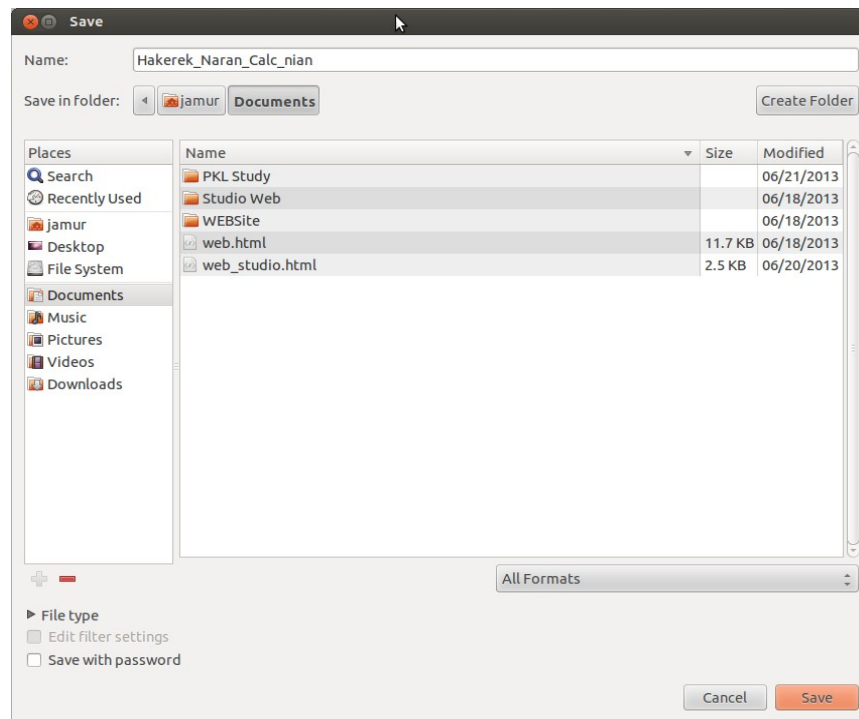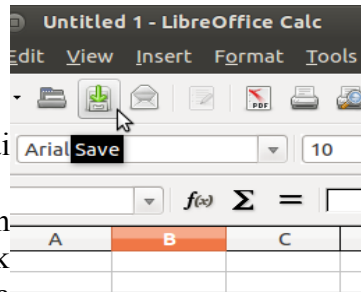
2.3. Taka Dokumentus

Atu taka programa LibreOffice iha lalaok oi-oin maka hanesan tuir mai nee:

1. Klik karuk iha file-->exit (ou hanehan Ctrl+Q hamutuk dala ida deit iha keyboard)
2. Klik iha sinal krus iha ninin leten parte karuk nian.
3. Muda kursor baa iha leten liu hotu tiha klik los, hili Close
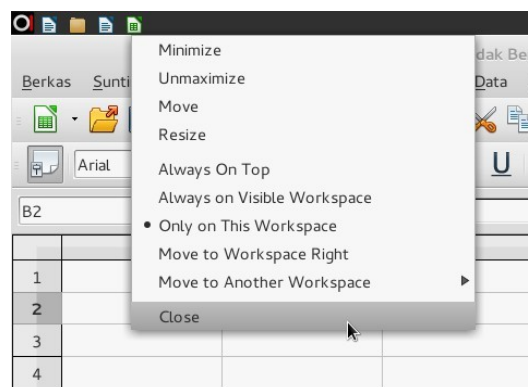
Mensajem Fo hanoin nian

　　　Mensajem fo hanoin nian sei mosu wainhira ita taka dokumentus nebee mak ita modifika tiha ona maibee ita seidauk atu rai dokumentus nee.

1. Klik Save atu rai dokumentus.
2. Discard atu la rai modifikasaun.
3. Cancel atu kansela ita nia para atu labele taka no dokumentus nee sei nakloke nafatin.
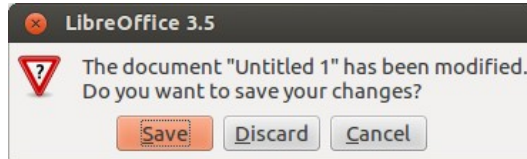
Ilustrasaun Kalendariu fulan Agostu nian

Agustu 2013

| Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

2.4. Loke Dokumentus LibreOffice Calc

Loke dokumentus nebee mak ita halo tiha ona, atu Loke dokumentus nebee mak ita halo tiha ona halo tuir lalaok tuir mai nee:

klik menu -->Location-->Document Muda kursor baa dokumentus nebee mak ita halo tiha ona, sei hanoin hela naran nebee dokumentus ita halo tiha ona Klik dala rua iha dokumentu nee.
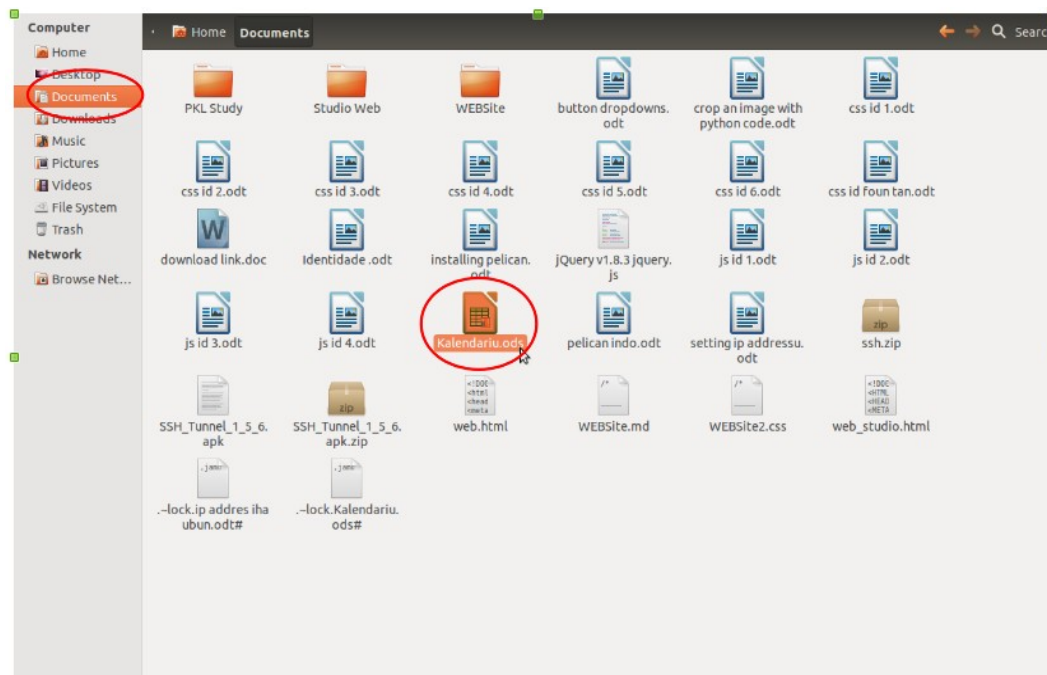
lalaok ida seluk mak klik iha ikon LibreOffice Calc iha Desktop, hotu tiha sei mosu LibreOffice Calc foun ida, hotu tiha klik iha ikon folder hanesan figura iha sorin nee.
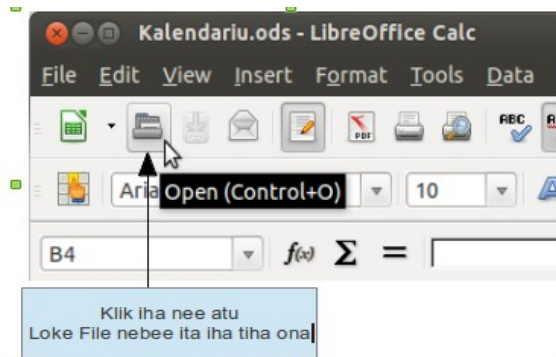
Muda kursor baa iha dokumentus nebee mak mosu klik dala rua iha dokumentus nebee mak ita hili ou klik dala ida iha dokumentus nebee ita hili hotu tiha klik **Open**
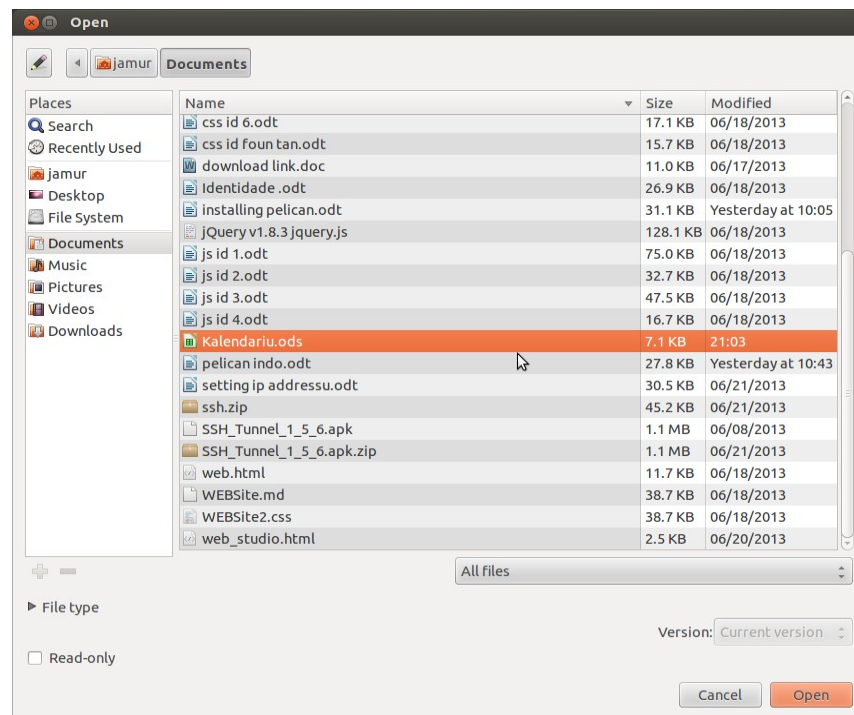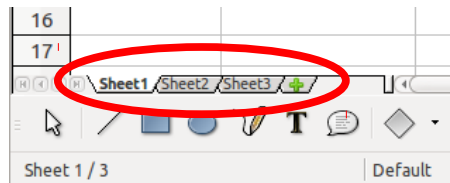

hotu tiha lakleur mosu dokumentus nebee ita halo tiha ona
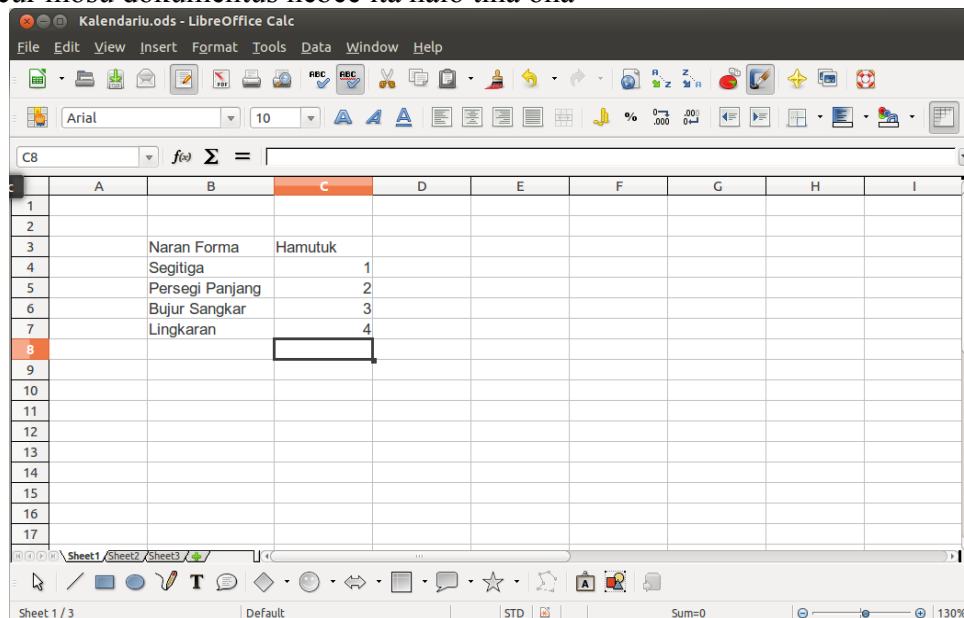
2.5. Fatin serbisu nian (Spread Sheet)

Iha Fatin serbisu ida iha program LibreOffice Calc ita belee halo fatin serbisu barak, wainhira iha primeiru ita loke LibreOffice Calc wainhira nakloke iha fatin serbisu nian iha tahan 3 (tolu).

Atu troka Naran baa Fatin serbisu nian

Muda kursor baa iha fatin serbisu 1 (Sheet 1), klik los iha laho--> hili **Rename Sheet**
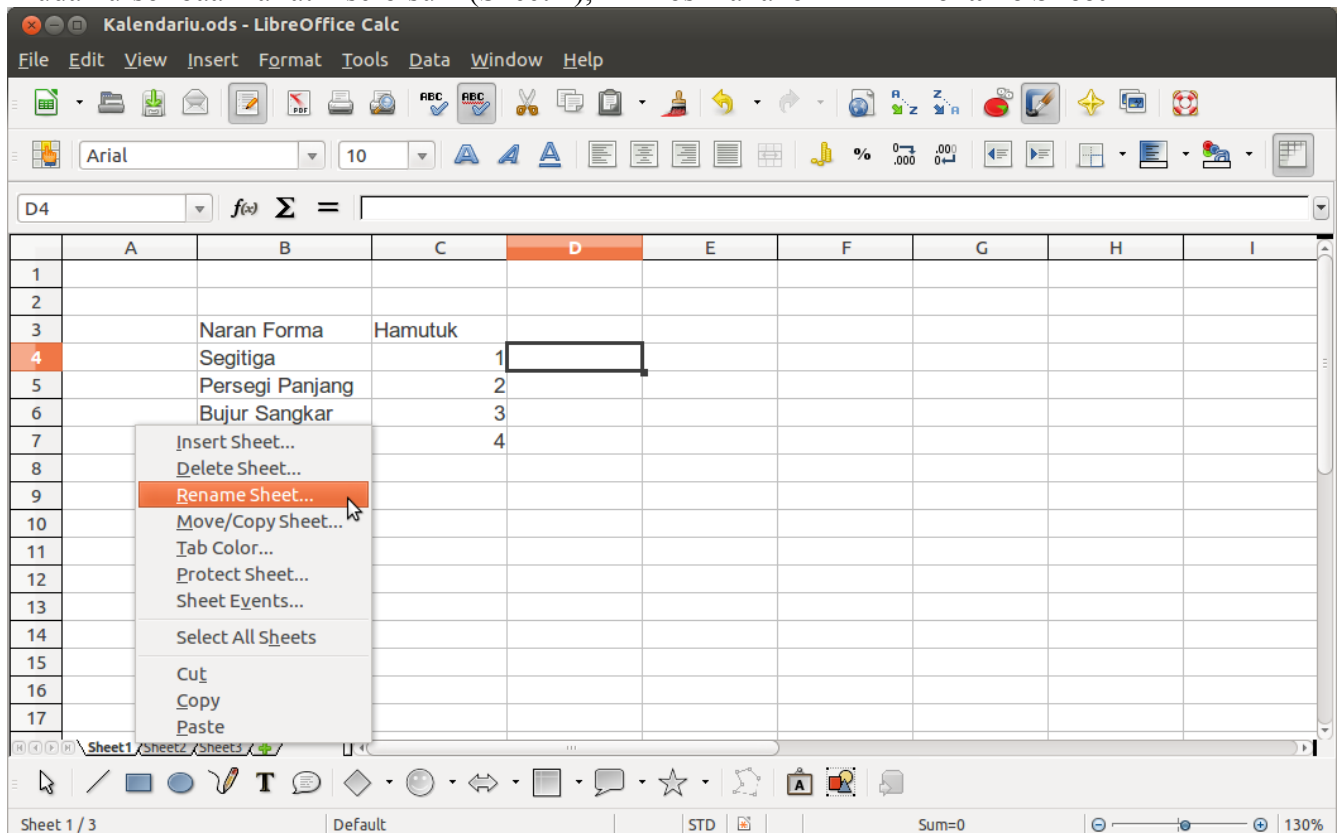
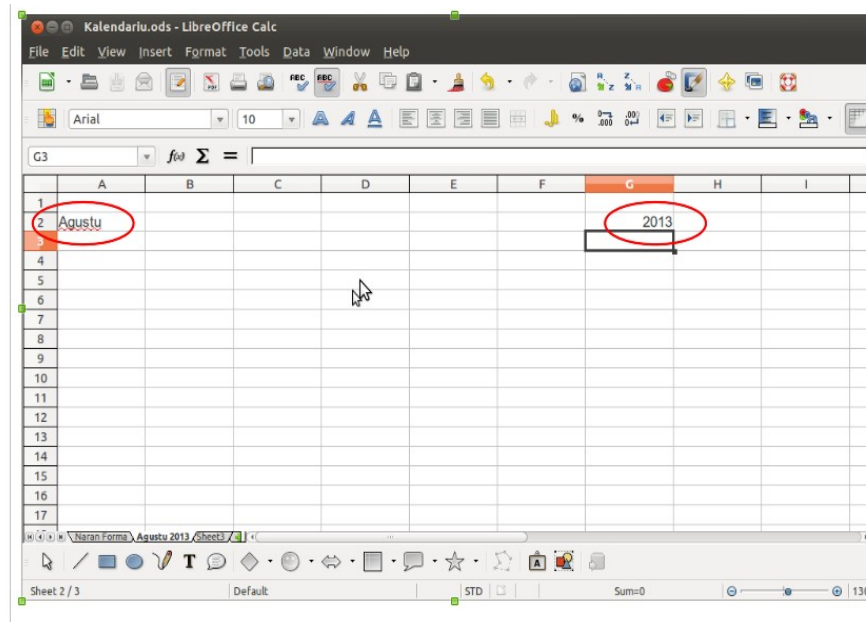Hakerek Naran Forma (Bangun) iha kuadradu laran troka naran Sheet 1nebee mosu, hotu tiha klik OK.

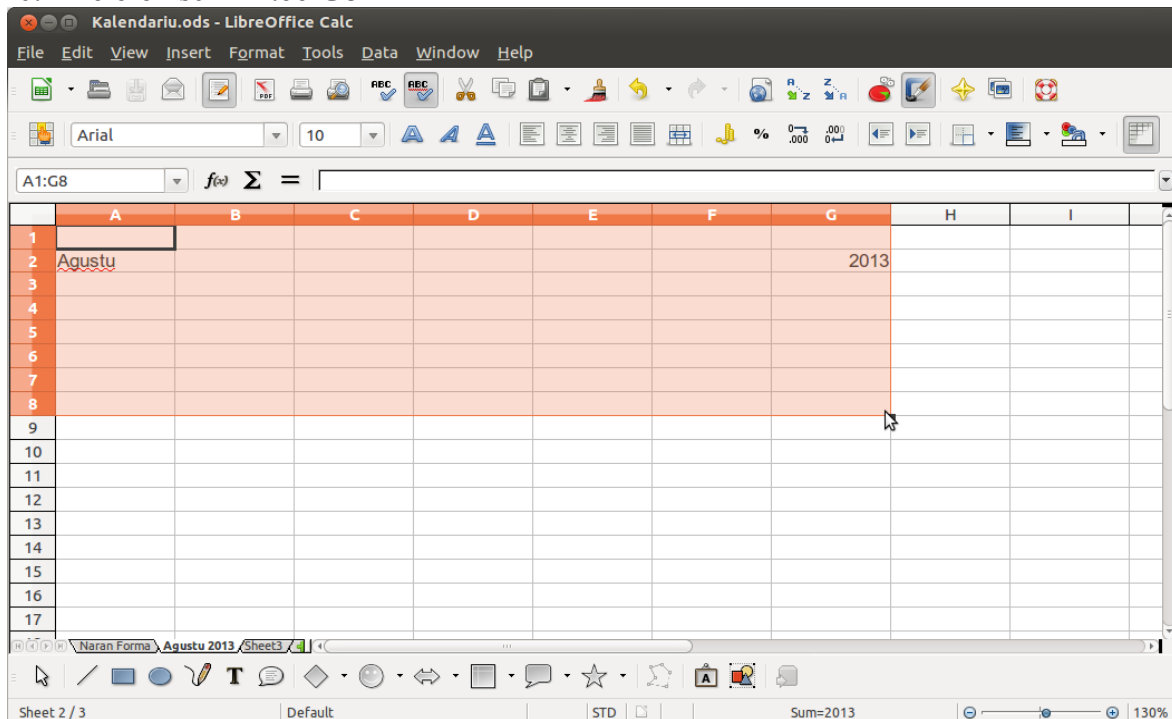Muda kursor baa iha Sheet 2 hotu tiha troka ho naran Sheet nee ho naran Agustu 2013

Hatama Data

Muda kursor baa iha sel **A2** hakerek Agustu hanehan **Enter** hotu tiha muda fali kursor baa iha sel **G2** hakerek numeru 2013, hotu tiha hanehan **Enter**
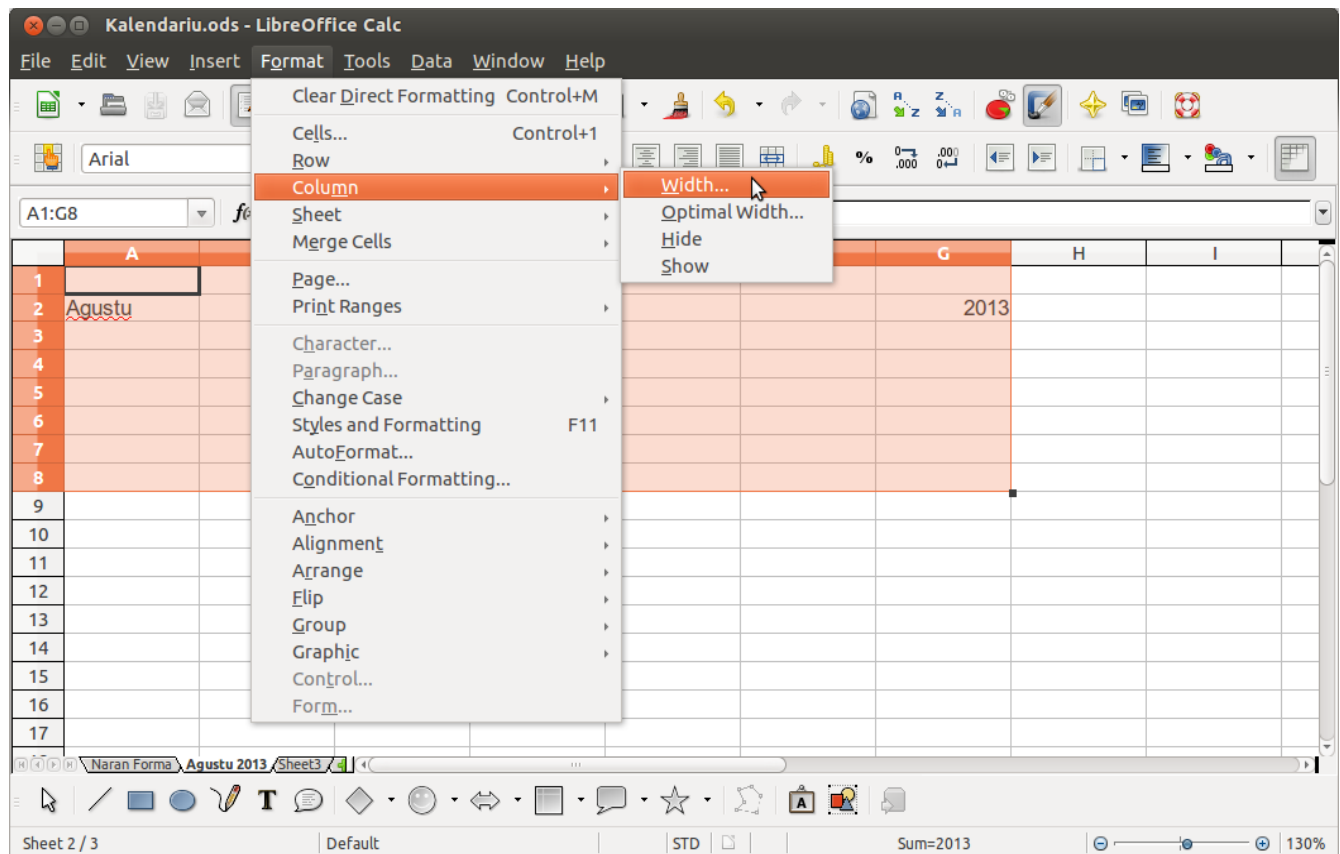

Konfigura Kolom nia Luan

Klik metin no blok sel **A1** too **G8**

Klik Format --> Column --> Width

Hakerek 1.00" iha kuadradu laran column nia luan nebee mosu iha layar, hotu tiha
klik OKe
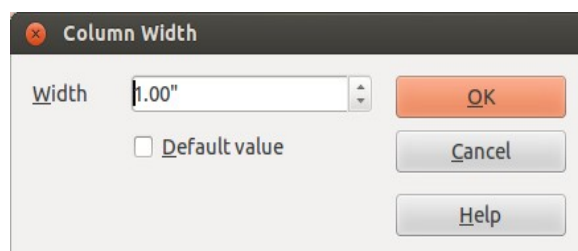
Halo Naran Loron no Data Otomatikamente

Iha program libreoffice calc belee halo data no naran loron lais liu,tambaa iha tiha ona fungsaun
atu halao nia otomatikamente. Hakerek Monday iha sel **A3**, muda kursor baa iha ninin leten iha parte
los nian iha sel **A3** nia okos too mosu sinal **"+"** (aumenta) kor metan iha ninin, Klik karuk metin,
labele husik, no dada too iha sel **G3** hotu tiha husik.

Maka iha sel **A3:G3** naran baa loron nian husi Monday too iha Sunday
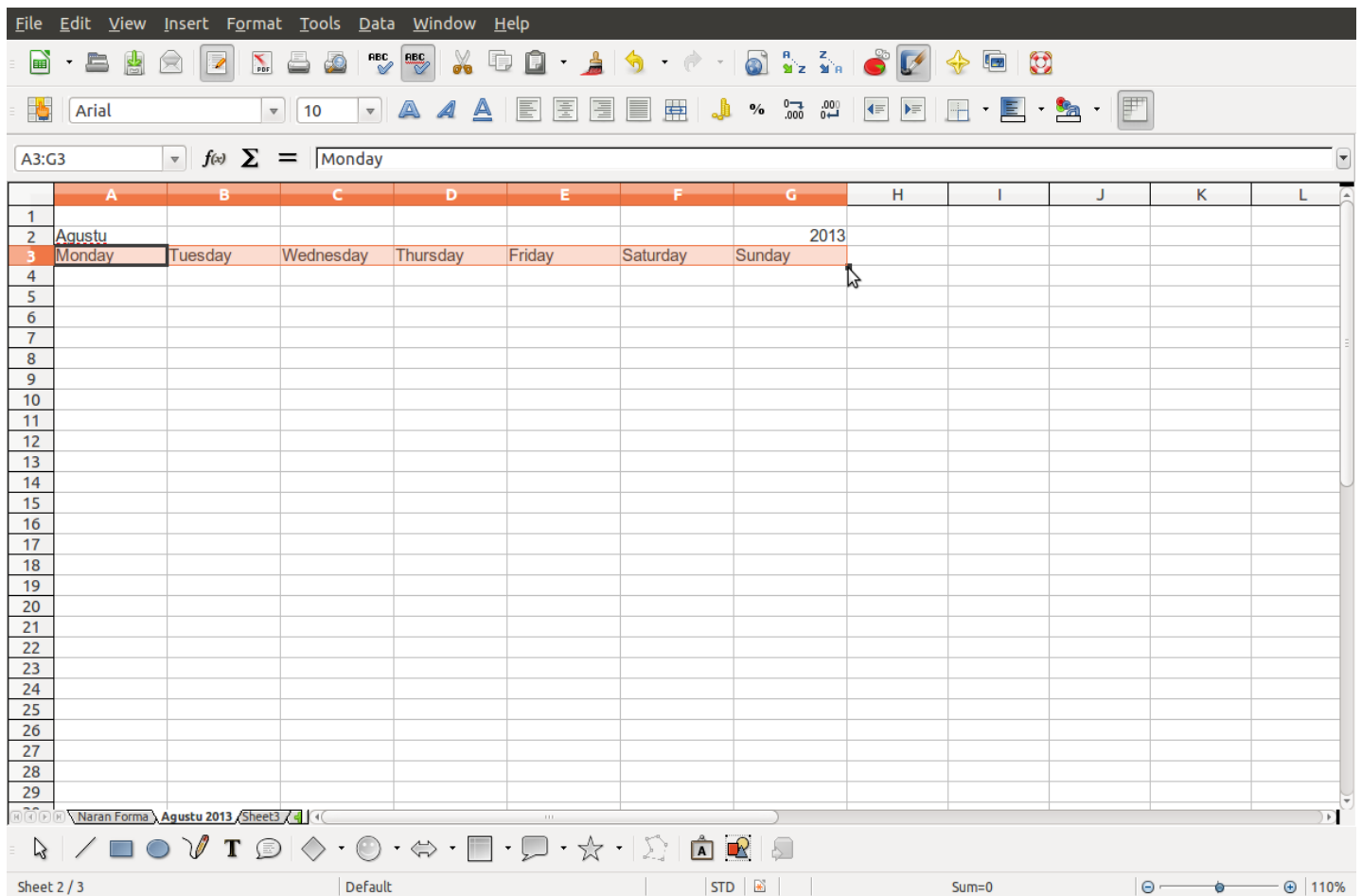
Hakerek numeru 30 no 31 baa iha sel **A4** no **B4** uja Keyboard, hotu tiha hakerek numeru 1 baa iha sel **C4**, kaer laho (Mouse), muda kursor ba ninin leten parte los nian iha sel **C4** too mosu sinal "+" (aumenta) kor metan iha ninin nee, klik karuk, labele husik, no dada too iha sel **G4** pois husik.
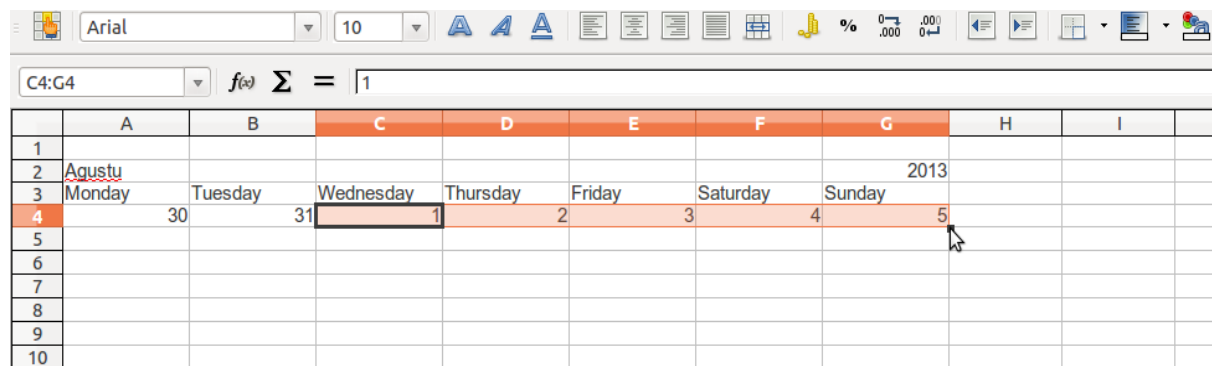
Hotu Maka iha **C4:G4** nia laran sei mosu numeru 1 too 5 tuir malu

Hakerek numeru 6 ba iha sel **A5**, kaer laho (Mouse), muda kursor ba iha ninin okos parte los nian iha sel **A5** nia okos too mosu sinal **"+"** (aumenta) kor metan iha ninin nee, klik karuk, labele husik, no dada too iha sel **G5** hotu tiha husik Maka iha **A5:G5** sei mosu numeru 6 too 12 tuir malu.

	A	B	C	D	E	F	G	H
1								
2	Agustu						2013	
3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
4	30	31	1	2	3	4	5	
5	6	7	8	9	10	11	12	
6								
7								
8								
9								
10								

Hakerek numeru 13 iha sel **A6**, muda kursor iha ninin okos parte los nian iha sel **A6** nia okos too mosu sinal krus **"+"** (aumenta) kor metan iha ninin nee, Klik karuk, labele husik, no muda ou dada too sel **G6** hotu tiha husik.

	A	B	C	D	E	F	G	H
1								
2	Agustu						2013	
3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
4	30	31	1	2	3	4	5	
5	6	7	8	9	10	11	12	
6	13							
7								
8								
9								
10								

Hakerek numeru 20 iha sel **A7**, muda kursor baa iha ninin parte los nian iha sel **A7** nia okos too mosu sinal krus **"+"** (aumenta) kor metan iha ninin nee, klik karu, labele husik, no dada too sel **G7** hotu tiha husik hotu Maka iha sel **A7:G7** hotu tiha sei mosu numeru 20 too 26 tuir malu

hakerek numeru 27 iha sel **A8**, muda kursor baa iha parte los nian iha sel **A8** nia okos too mosu sinal krus "+" (aumenta) kor metan iha nee, Klik karuk , labele husik, no muda ou dada too sel **E8** hotu tiha husik


muda kursor baa iha sel **F8**, hakerek numeru 1, hotu tiha muda kursor baa iha sel **G8** hakerek numeru 1 no 2, agora kalendariu nebee ita halo besik atu hotu ona.

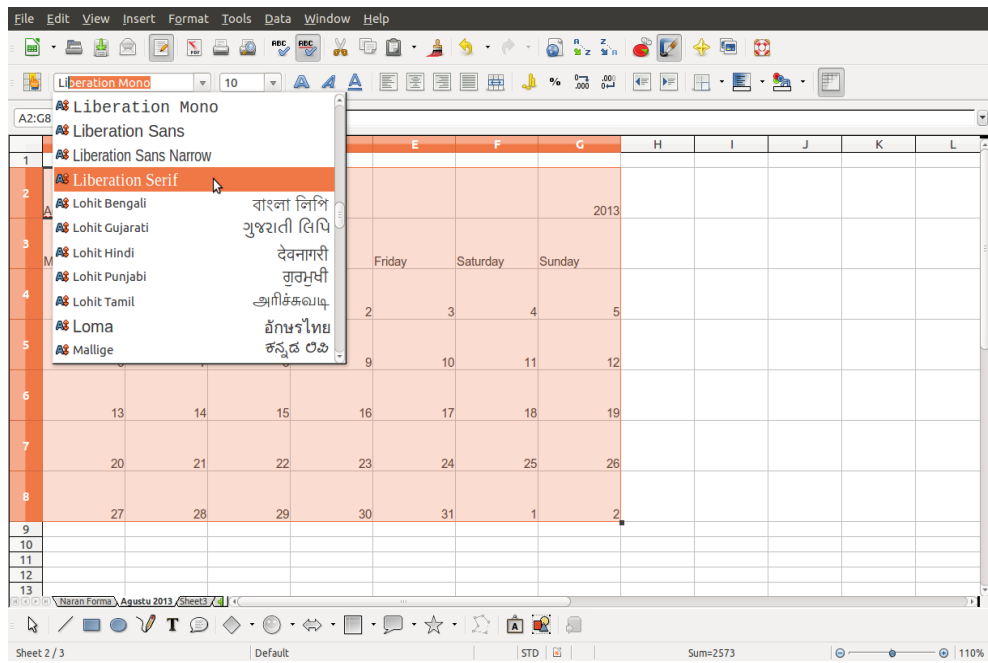|	A	B	C	D	E	F	G	H
1								
2	Agustu						2013	
3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
4	30	31	1	2	3	4	5	
5	6	7	8	9	10	11	12	
6	13	14	15	16	17	18	19	
7	20	21	22	23	24	25	26	
8	27	28	29	30	31	1	2	

Konfigura Linya nia Ass

Klik no blok sel **A2** too **G8**, Klik Format--> Rows--> Height no hakerek 1,00cm baa iha menu Luan Linya nian nebee mosu iha layar, hotu tiha klik OKe
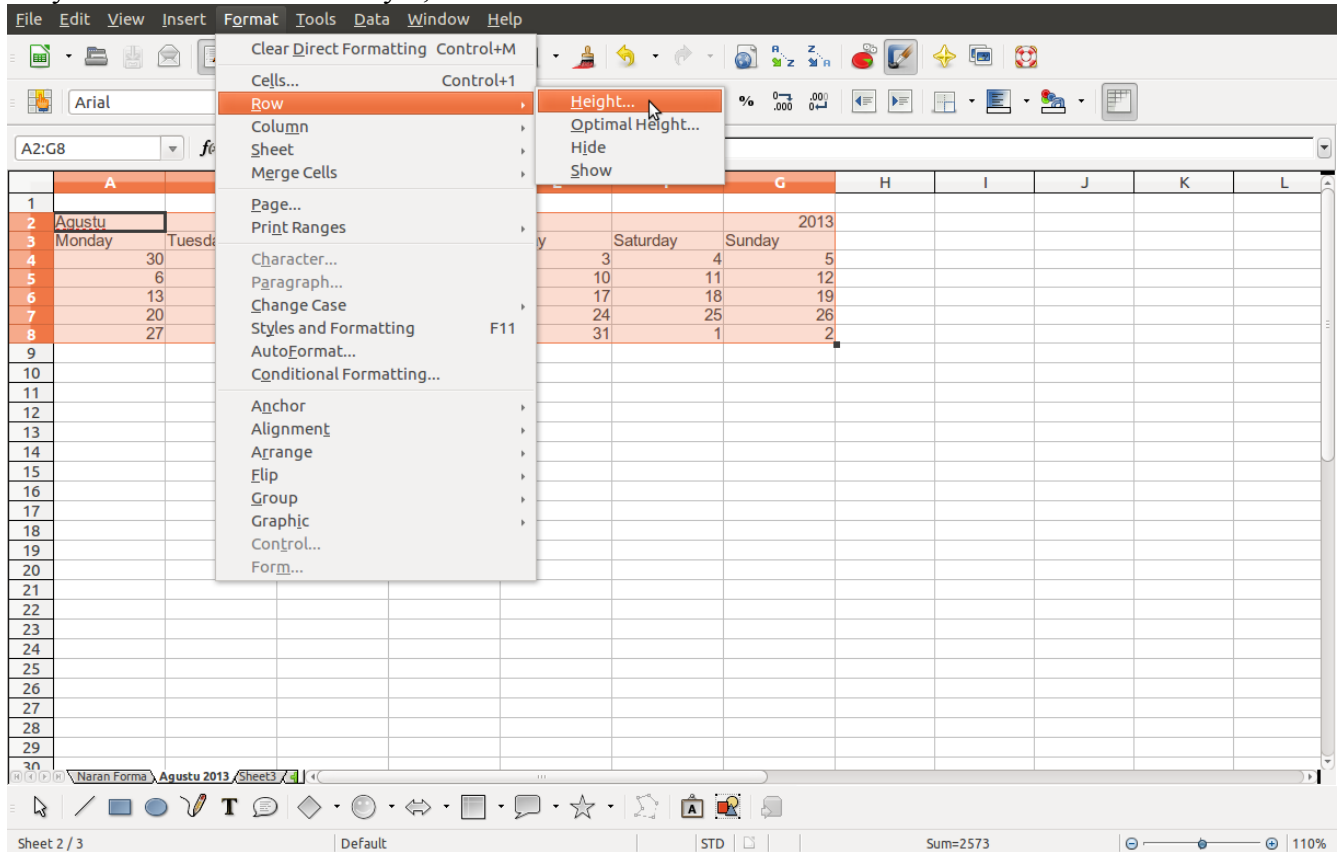
Hili tipu ou modelu Letra nian (Font Name/Type)

Muda kursor baa iha menu **Font Name** klik sinal seksaun tolu (Segitiga) nebee hatudu hela mai okos iha ikon Naran **Font** nian hili jeitu **Font** ho naran **Liberation Serif**

File Edit View Insert Format Tools Data Window Help

Liberation Mono ⌄   10 ⌄

	Liberation Mono
ℳ	Liberation Sans
ℳ	Liberation Sans Narrow
ℳ	**Liberation Serif**
ℳ	Lohit Bengali — বাংলা লিপি
ℳ	Lohit Gujarati — ગુજરાતી લિપિ
ℳ	Lohit Hindi — देवनागरी
ℳ	Lohit Punjabi — ਗੁਰਮੁਖੀ
ℳ	Lohit Tamil — આર્મેક્વાલ
ℳ	Loma — อักษรไทย
ℳ	Mallige — ಕನ್ನಡ ಲಿಪಿ

A2:G8

	E	F	G	H	I	J	K	L
1								
2			2013					
3	Friday	Saturday	Sunday					
4	2	3	4	5				
5	9	10	11	12				
6	16	17	18	19				
7	23	24	25	26				
8	30	31	1	2				
9								
10								
11								
12								
13								

Naran Forma \ **Agustu 2013** \ Sheet3

Sheet 2 / 3   Default   STD   Sum=2573   110%

Atu halo letra kor metan liu tan klik iha ikon nebee hanesan letra **A** iha leten, no klik iha ikon **Center** atu letra belee iha klaran.
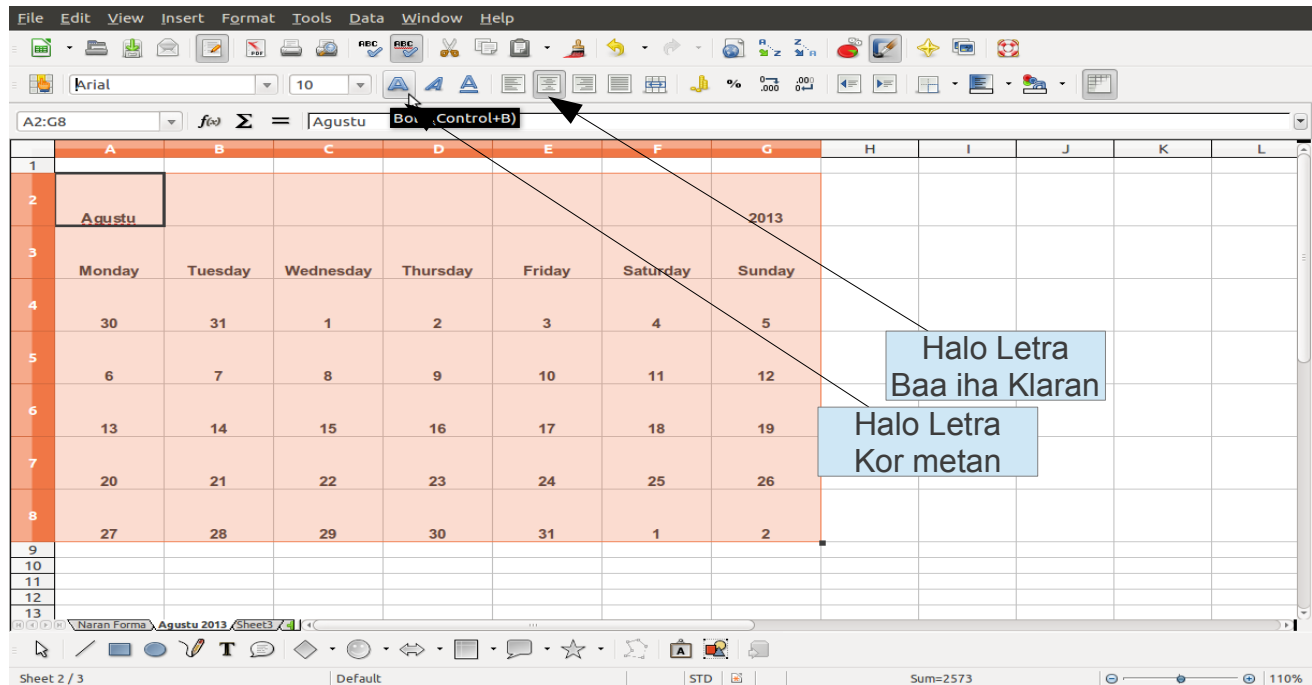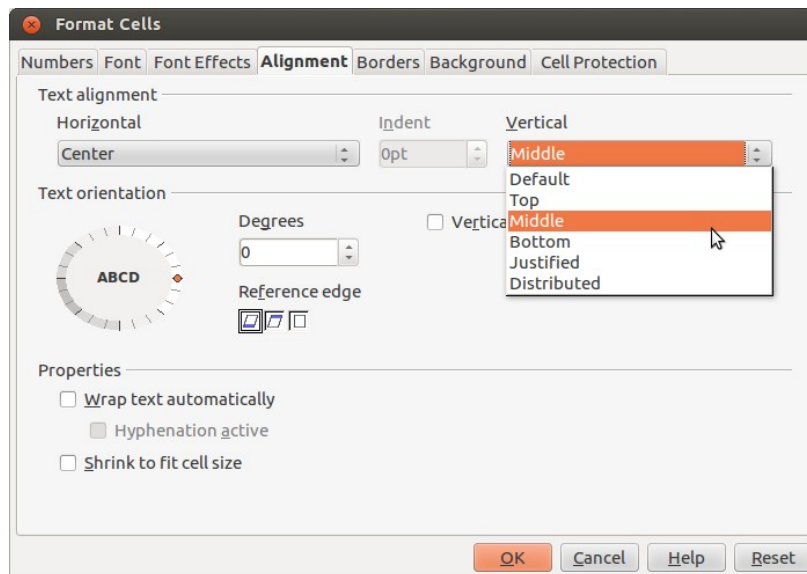

Konfigura Letra nia bot (Font Size)

Klik no blok husi Sel **A4** too **G8**, hotu tiha klik los--> Format Cells, hili tab Font iha submenu **Size** hili 20
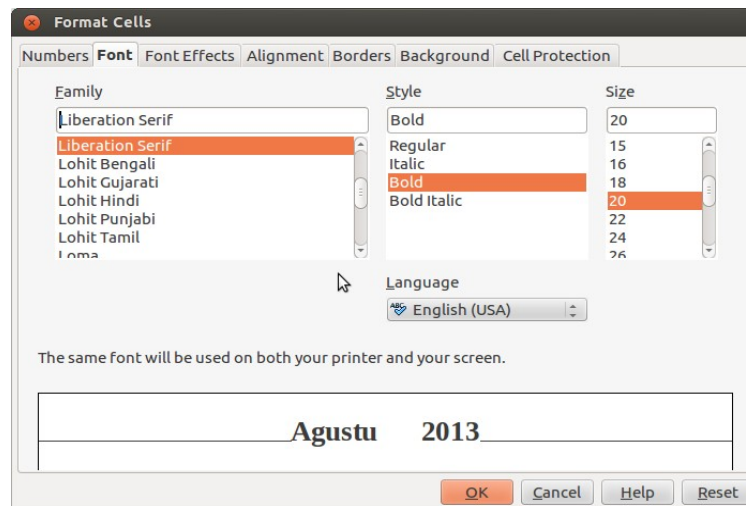
Hadia ita nia Letra

Muda kursor atu klik iha tab Alignment, iha **Text Alignment** iha parte Horizontal nian hili **Center** iha submenu **Vertikal** nebee iha sorin parte husi los iha menu nian hili **Middle**.

Konfigura Risku (Bordes)

Muda kursor no klik iha tab **Bordes** iha menu Line --> Style hili Risku nebee ita hakarak atu uja, hotu tiha klik iha submenu **Line arrangement** atu hili Risku iha sorin Karuk, Los, Leten no Kraik haree iha Figura nebee iha risku mean haleu baa.
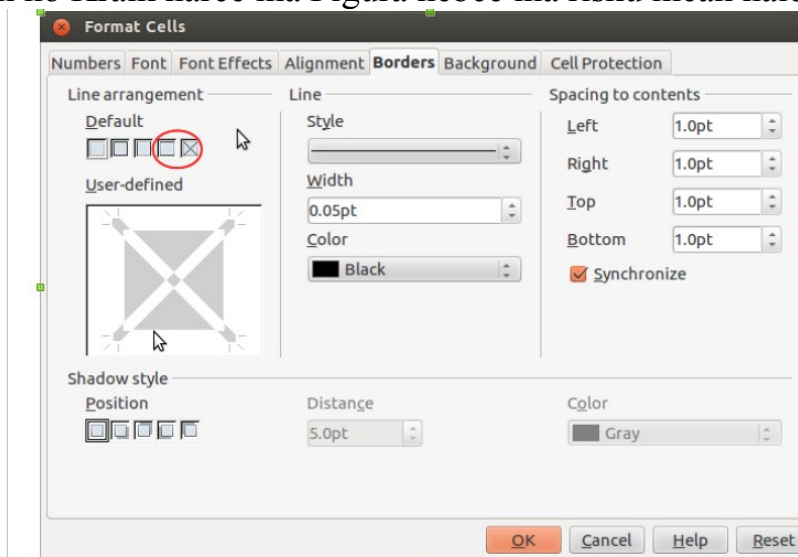
Fo Kor ba iha Kotuk (Background)

Muda kursor ba iha tab **Background** hili Kor Abu-abu, hotu tiha klik Oke .
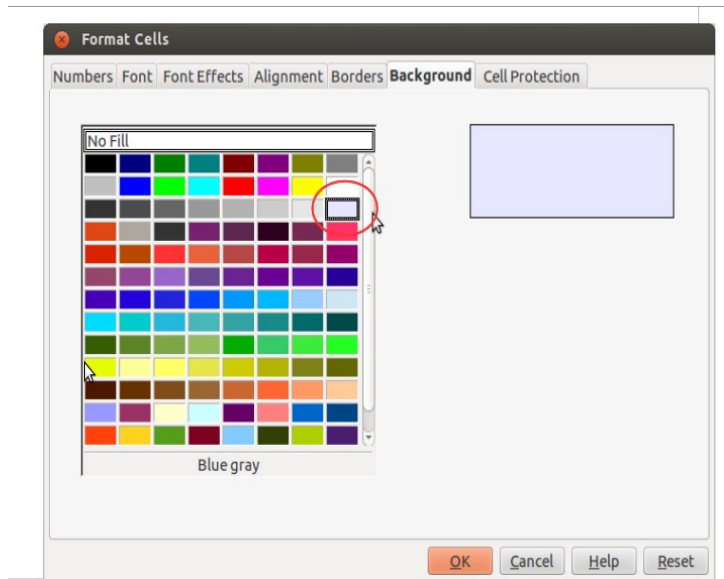
Blok husi Sel **A3** too **G3**, hotu tiha klik los--> Format Cells halo konfigurasaun hanesan tui mai nee:
Font: Liberations Serif
Font Size: 15
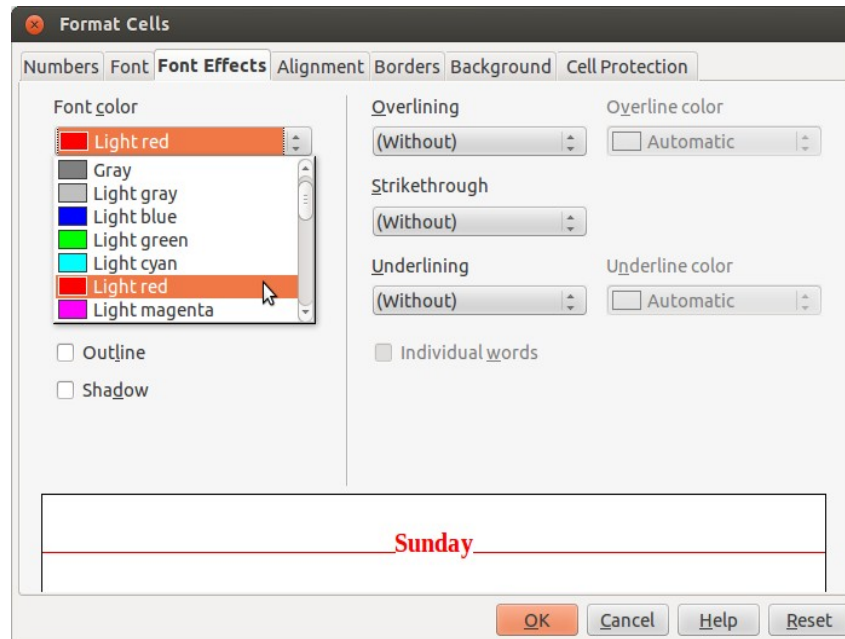Alignment, Vertikal: Center (Vertikal)
Borders, Line arrangements: hili risku atu halo sai hanesan kuadradu
Background, Abu-abu 20%
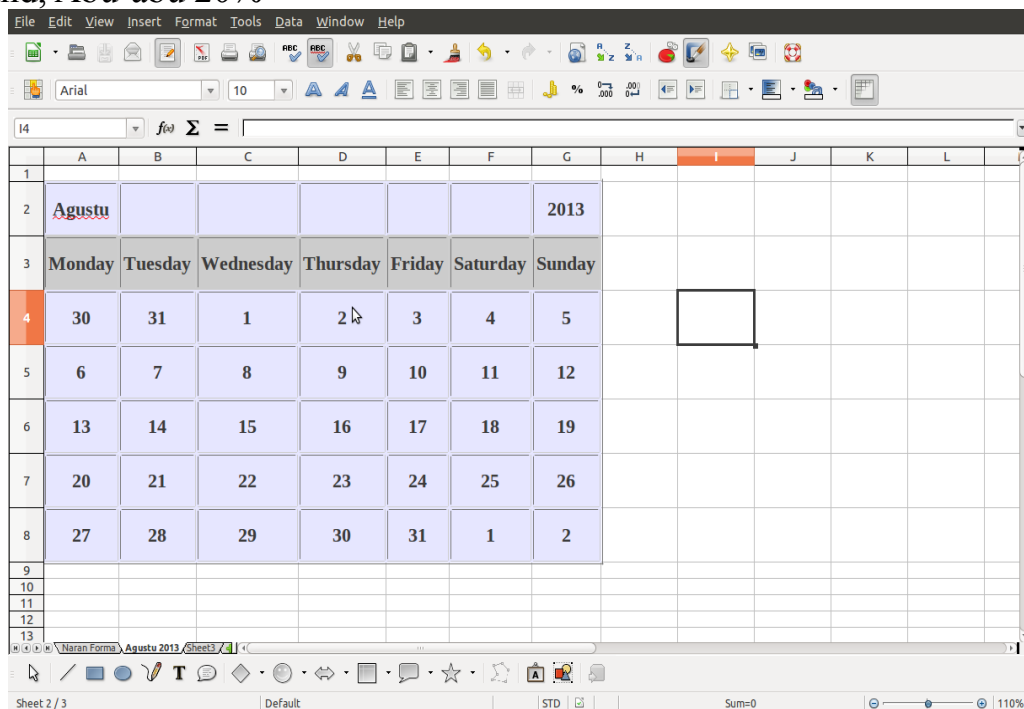
Fo Kor baa Font

Blok husi Sel **G3** too **G7**, hotu tiha klik los--> Format Cells, klik iha tab **Font Effects** hili kor Mean (Red) nebee mak iha Menu **Font Color** nian, klik Oke . Muda kursor baa iha sel **E6**, troka kor data nian ho kor Mean (Red), hotu tiha klik Oke .

Blok husi Sel **A4** too **B4**, hotu tiha klik los, hili Format Cells, klik iha tab **Font Effects** hili kor Abu-abu 30% nebee mak iha menu **Font Color** nian, hotu tiha klik **OK**.
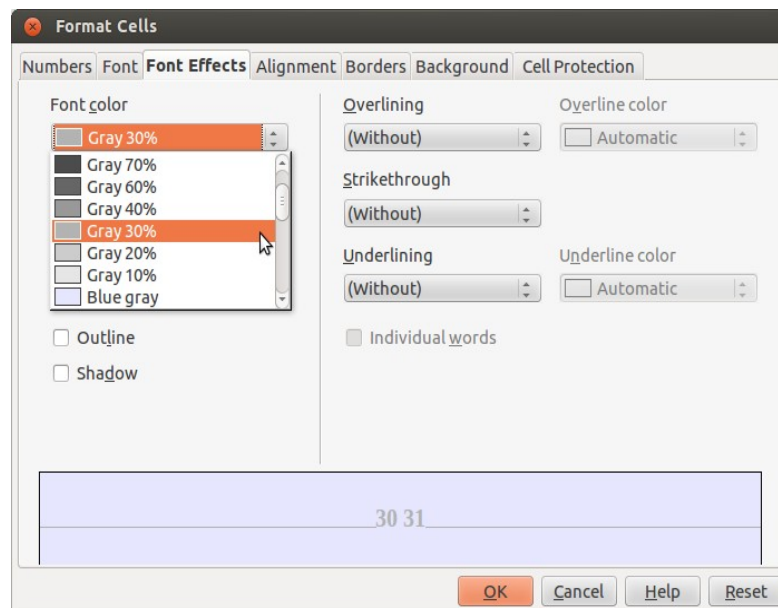
Blok husi Sel **F8** too **G8**, troka kor data nian ho kor Abu-abu 30%, nian resultadu sein sai hanesan figura tuir mai nee:

F8:G8		$f_{(x)}$ Σ =	1				
	A	**B**	**C**	**D**	**E**	**F**	**G**
1							
2	**Agustu**						2013
3	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**	**Sunday**
4	30	31	1	2	3	4	5
5	6	7	8	9	10	11	12
6	13	14	15	16	17	18	19
7	20	21	22	23	24	25	26
8	27	28	29	30	31	1	2
9							

Troka Formatu iha Numeru

Blok husi Sel **A2** too **G2**, klik kanan --> Format Cells, hili iha tab **Numbers** iha menu **Category** hili **Teks**, hotu tiha klik Oke .
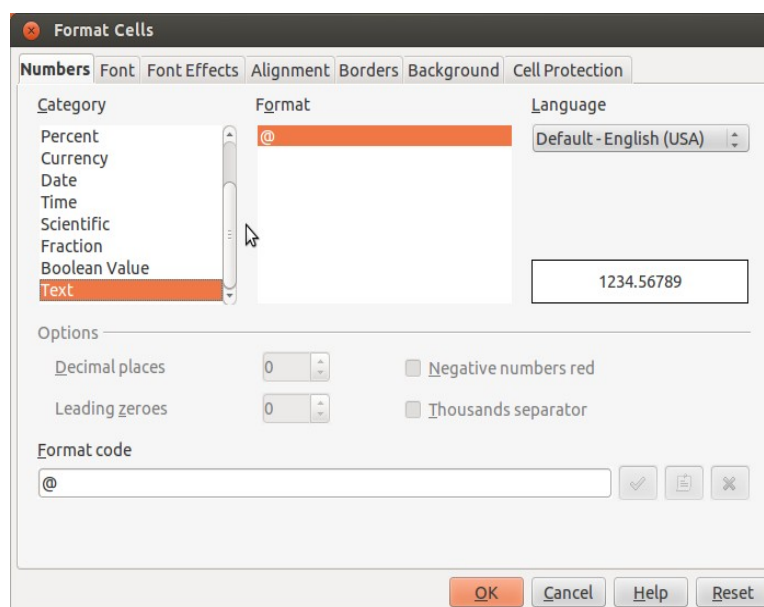
Halo Cell sai hamutuk ou ida deit.

Halo hamutuk tiha fulan **Augutu** hamutuk tiha ho tinan **2013** ho lalaok klik iha ikon **Merge and Center Cells**, karik atu taka mensajem husi **Merge and Center Cells** nian, hili **Yes**.
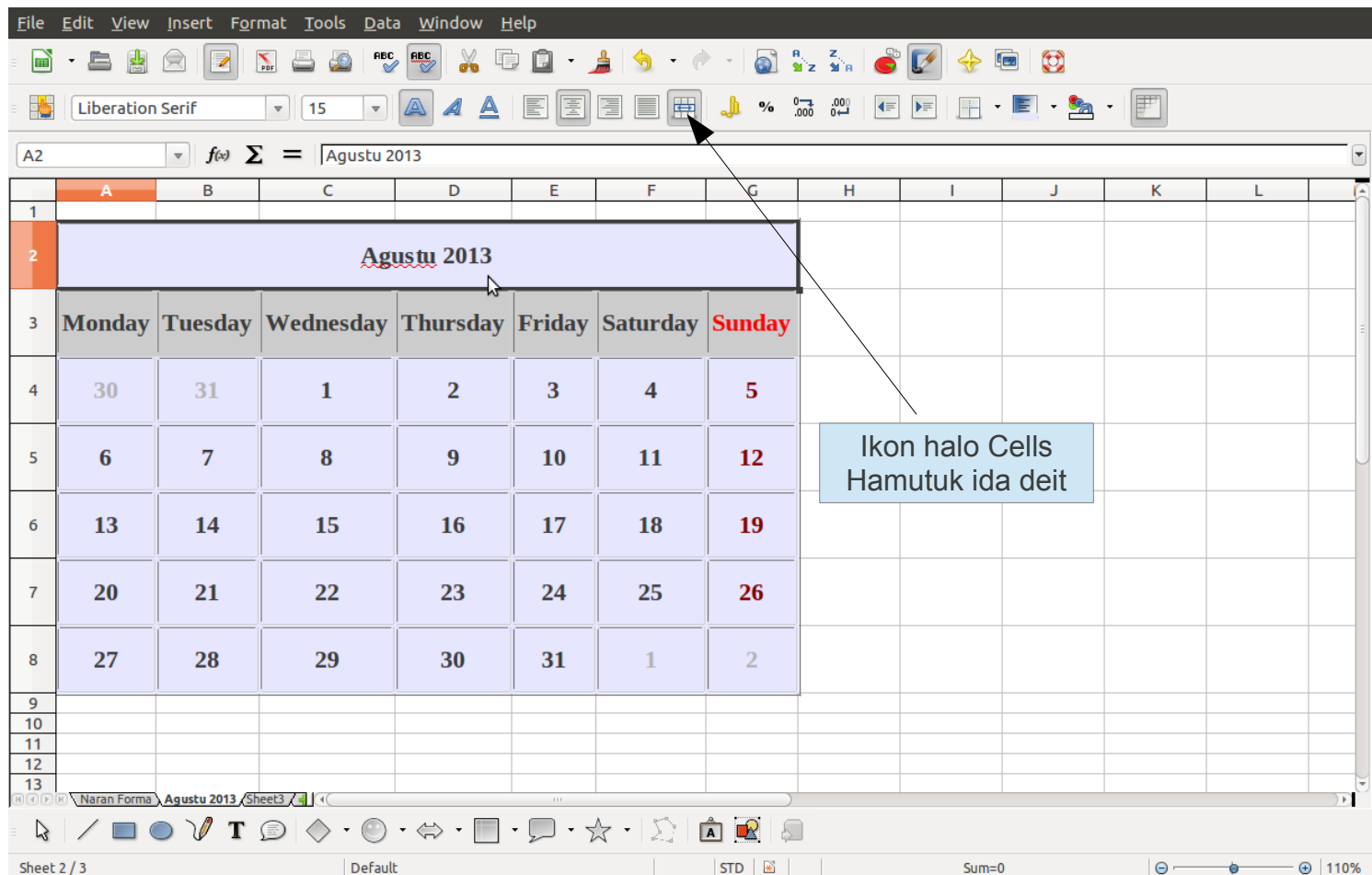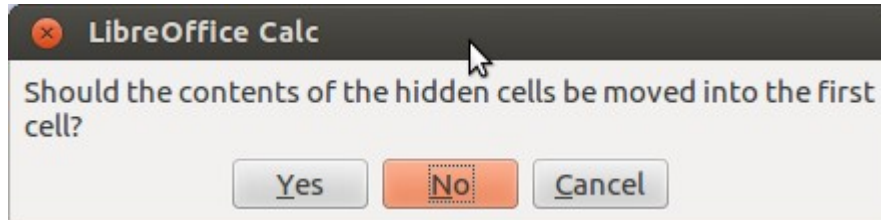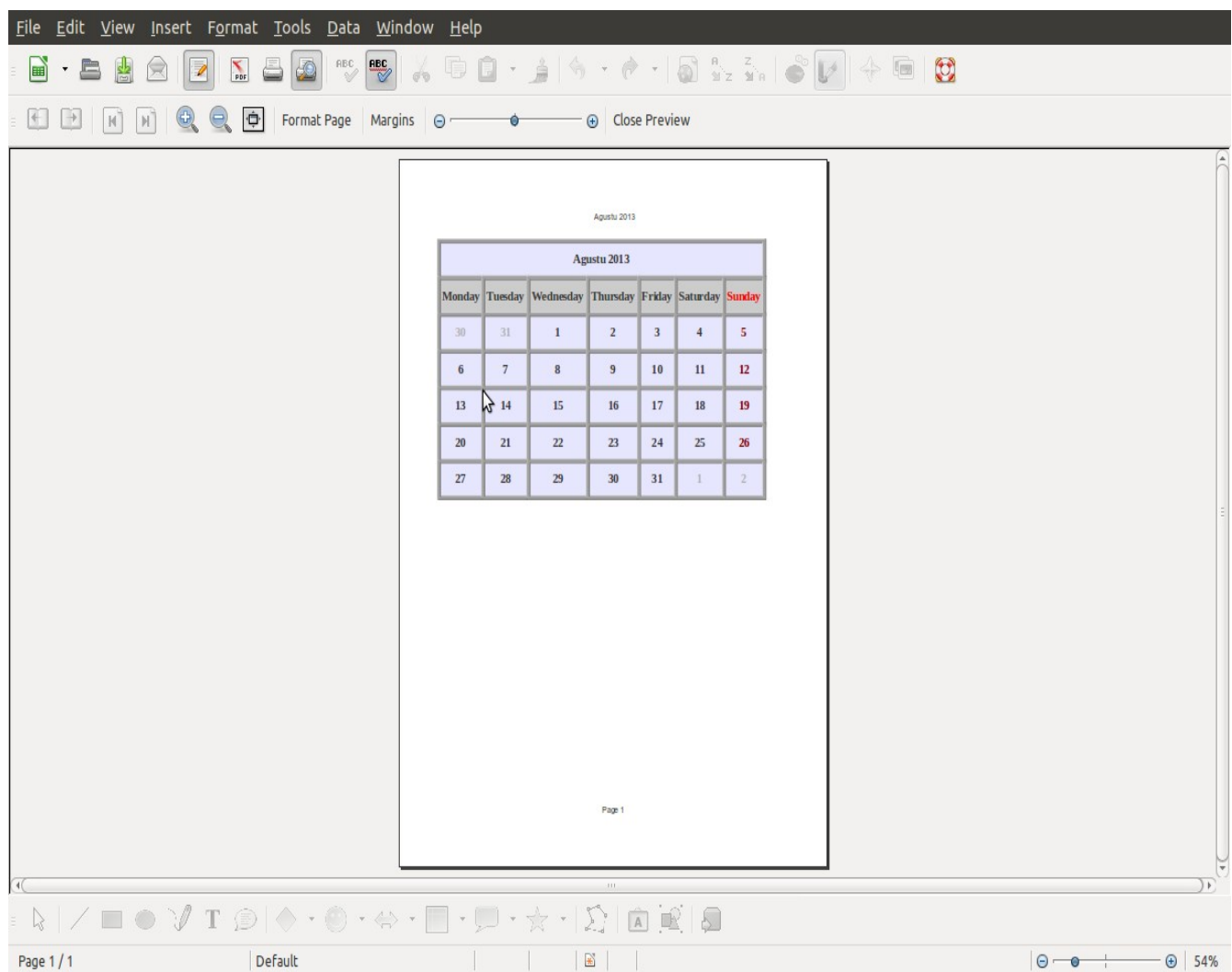
Agora ita nia Kalendariu nebee ita halo hotu ona, atu haree ita nia Kalendariu nee, klik ikon "Page Preview"

Ikon Page Preview

Ida nee mak ita nia Servisu simples halo Kalendariu iha LibreOffice Calc.