

Computerised Accounting Practical

Model # B003

Project No:

Title : **Import Text**

Question

Enter the following details in a Text Editor file and import it into a Calc file as a table

Roll No	Adm No	Name	Gender	Sec.Language
1	3839	AISWARYA	Female	Hindi
2	3720	ANUPAMA	Female	Malayalam
3	3781	ARSHAD	Male	Malayalam
4	3832	BASKAR	Male	Hindi
5	3843	BUSHRA	Female	Arabic
6	3678	CHANDINI	Female	Hindi
7	3557	HUSNA	Female	Malayalam
8	3544	HUSSAIN	Male	Arabic

Procedure

Step-1 : Open the text editor

Application → Accessories → Text Editor

Step-2 : Enter the table headings in the first line of the text editor as separated by any special character. Here, we are using 'Comma' as separator

Roll No, AdmNo, Name, Gender, Sec.Language

Step-3 : In the same manner under the first line enter the details of all students as comma separated values

Step-4 : After completing all the entries save the in a suitable location by a suitable name, and then close the text editor

Step-5 : Then open LibreOffice Calc

- Step-6 : In File menu Select 'Open' and then locate the text file created by us and press 'Open' button
- Step-7 : Then in the 'Text Import Dialogue box under Seperator Options select 'Seperated by' option and put tick mark on the item 'Comma'
- Step-8 : Then click OK button. This will import the comma seperated file as a table in LibreOffice Calc file.

Output

	A	B	C	D	E
1	Roll No	Adm No	Name	Gender	Sec.Language
2	1	3839	AISWARYA	Female	Hindi
3	2	3720	ANUPAMA	Female	Malayalam
4	3	3781	ARSHAD	Male	Malayalam
5	4	3832	BASKER	Male	Hindi
6	5	3843	BUSHRA	Female	Arabic
7	6	3678	CHANDINI	Female	Hindi
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