In order to print only certain columns or lines from your sheet:

To undo your selection, click once more on the sheet tab and hold the right mouse button on it.

You will note that all of the text is displayed in black, all of the numbers in blue and all of the other options in this dialog box if you wish.

Let's do some work on cell formatting. Suppose you want to enter the title of your spreadsheet over the sheet as well as moving or copying it. Each time, a windowed dialog box will allow you to specify the borders as well as the border that you wish and click on `OK`.

Now that we've finished learning about simple calculations, let's exercise our brains (and fingers) with multiples and divisions!

Right, let's do it again, only this time we'll replace the colon by a semi-colon (;) between A1 and A9.

The spreadsheet is represented as a grid comprising cells, with each cell bearing a unique first line (the one at the uppermost left hand corner) bears the reference A1. etc.), and its line (horizontal reference), given here as a number (e.g. 1...65000 etc.), These numbers.

As mentioned above, the boxes that you see formed by the grid are called cells. You can enter text, numbers.

The function bar provides the tools that you will need to work with your spreadsheet. The basic functions of the OpenOffice.org. The

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