



OpenOffice.org 3

Getting Started Guide

Chapter 5 ***Getting Started with*** ***Calc***

Using Spreadsheets in OpenOffice.org

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What is Calc?

Calc is the spreadsheet component of OpenOffice.org (OOo). A spreadsheet simulates a worksheet on your computer: you can fill the worksheet with data—usually numerical data—and then manipulate the data to produce certain results, organize the data, or display the data in diagrams.

Alternatively you can enter data and then use Calc in a ‘What If...’ manner by changing some of the data and observing the results without having to retype the entire spreadsheet or sheet.

Spreadsheets, sheets and cells

Calc works with elements called *spreadsheets*. Spreadsheets consist of a number of individual *sheets*, each containing a block of cells arranged in rows and columns.

These cells hold the individual elements—text, numbers, formulas etc.—which make up the data to be displayed and manipulated.

Each spreadsheet can have many sheets and each sheet can have many individual cells. In version 3.0 of OOo, each sheet can have a maximum of 65,536 rows and a maximum of 1024 columns.

Parts of the main Calc window

When Calc is started, the main window looks similar to Figure 1.

Title bar and Menu bar

The Title bar, at the top, shows the name of the current spreadsheet. If the spreadsheet is new, then its name is *Untitled X*, with *X* being a number. When you save a new spreadsheet for the first time, you will be prompted to enter a name.

Under the Title bar is the Menu bar. When you choose one of the menus, a submenu appears with other options. The Menu bar can be modified, as discussed in Chapter 14 (Customizing OpenOffice.org).

Toolbars

Under the Menu bar by default are three toolbars: the Standard toolbar, the Formatting toolbar, and the Formula bar.

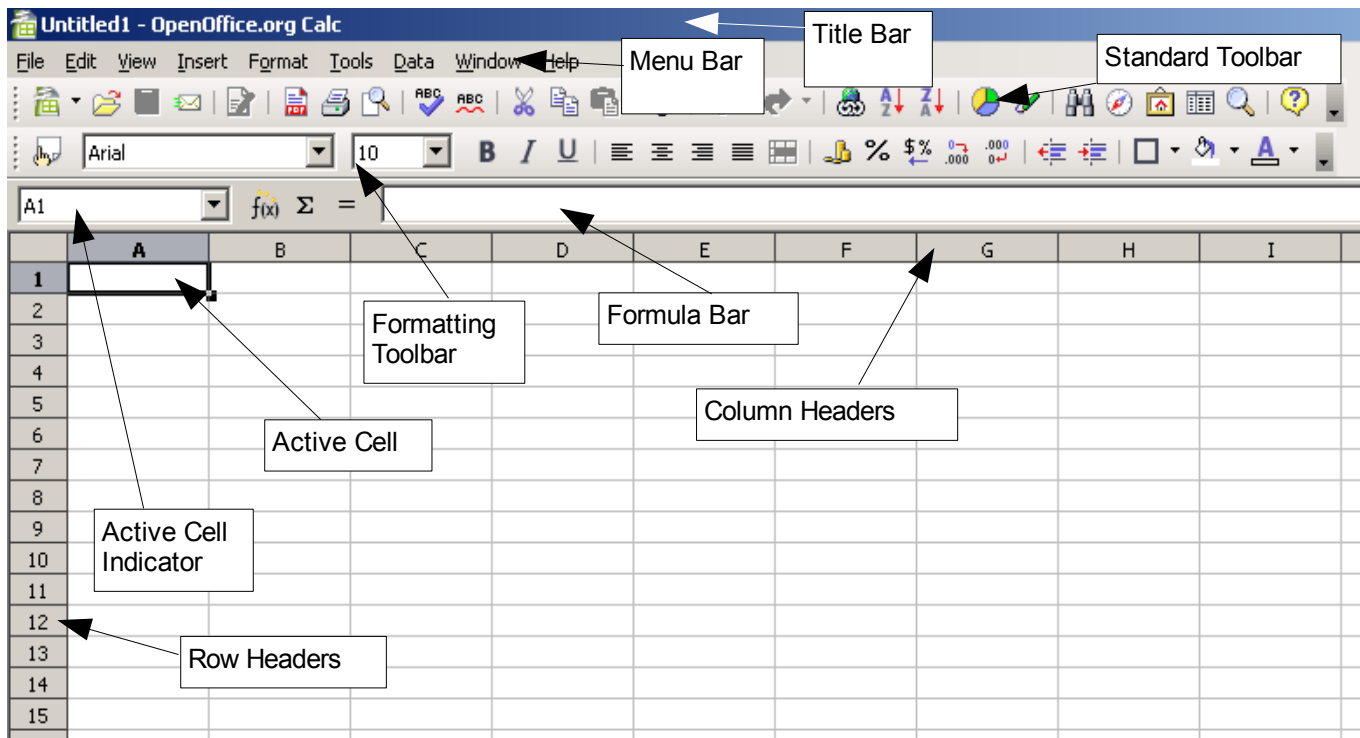


Figure 1. Parts of the Calc window

The icons on these toolbars provide a wide range of common commands and functions. The toolbars can be modified, as discussed in Chapter 14 (Customizing OpenOffice.org).

Placing the mouse pointer over any of the icons displays a small box, called a tooltip. It gives a brief explanation of the icon's function. For a more detailed explanation, select **Help > What's This?** and hover the mouse pointer over the icon. Tips and extended tips can now be turned on or off from **Tools > Options > OpenOffice.org > General**.

In the Formatting toolbar, the two rectangular areas on the left are the **Font Name** and **Font Size** menus (see Figure 2). If there is something in these boxes, they show the current setting for the selected area.

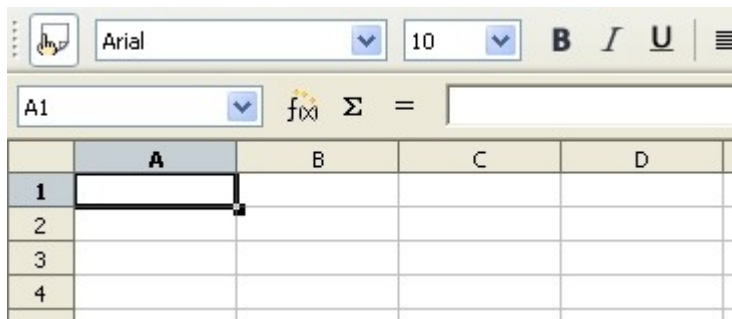


Figure 2. Font name and font size

Click the little button with an inverted triangle to the right of the box to open a menu. From the **Font Name** and **Font Size** menus, you can change the font and its size in selected cells.

Formula bar

On the left of the Formula bar (see Figure 3) is a small text box, called the **Name** box, with a letter and number combination in it, such as *D7*. This is the column letter and row number, called the cell reference, of the current cell.

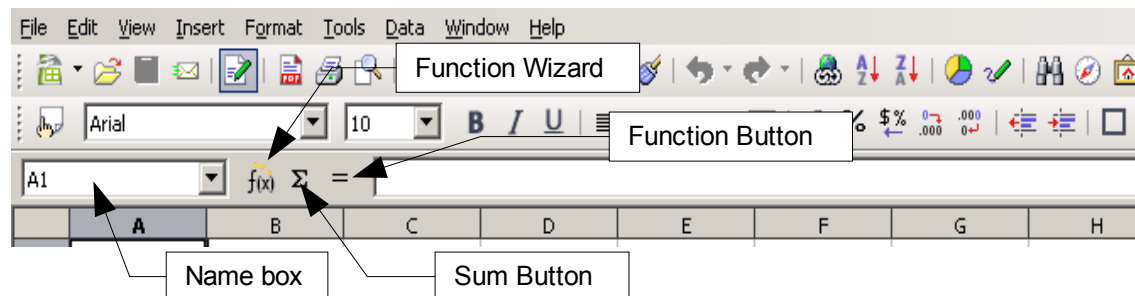



Figure 3. Formula Bar

To the right of the Name box are the the Function Wizard, Sum, and Function buttons.

Clicking the **Function Wizard** button opens a dialog from which you can search through a list of available functions, what variables each function takes and the result of the function with the given input .

The **Sum** button inserts a formula into the current cell that totals the numbers in the cells above, or to the left if there are no numbers above, the current cell.

The **Function** button inserts an equals sign into the selected cell and the Input Line, thereby setting the cell ready to accept a formula.

When you enter new data into a cell, the Sum and Equals buttons change to **Cancel** and **Accept** buttons  .

The contents of the current cell (data, formula, or function) are displayed in the Input Line, the remainder of the Formula bar. You can edit the cell contents of the current cell here, or you can do that in the current cell. To edit inside the Input Line area, click the appropriate part of the Input Line area, then type your changes. To edit within the current cell, just double-click the cell.

Individual cells

The main section of the screen displays the individual cells in the form of a grid, with each cell being at the intersection of a particular column and row.

At the top of the columns and at the left-hand end of the rows are a series of gray boxes containing letters and numbers. These are the column and row headers. The columns start at A and go on to the right and the rows start at 1 and go on down.

These column and row headers form the cell references that appear in the *Sheet Area* box on the Formula Bar (Figure 3). These headers can also be turned off by selecting **View > Column & Row Headers**.

Sheet tabs

At the bottom of the grid of cells are the sheet tabs (see Figure 4). These tabs enable access to each individual sheet, with the visible, or active, sheet having a white tab.

Clicking on another sheet tab displays that sheet and its tab turns white. You can also select multiple sheet tabs at once by holding down the *Control* key while you click the names.



Figure 4. Sheet tabs

Status bar

At the very bottom of the Calc window you will find the status bar (shown in Figure 5) where you can quickly obtain some information on the current spreadsheet.

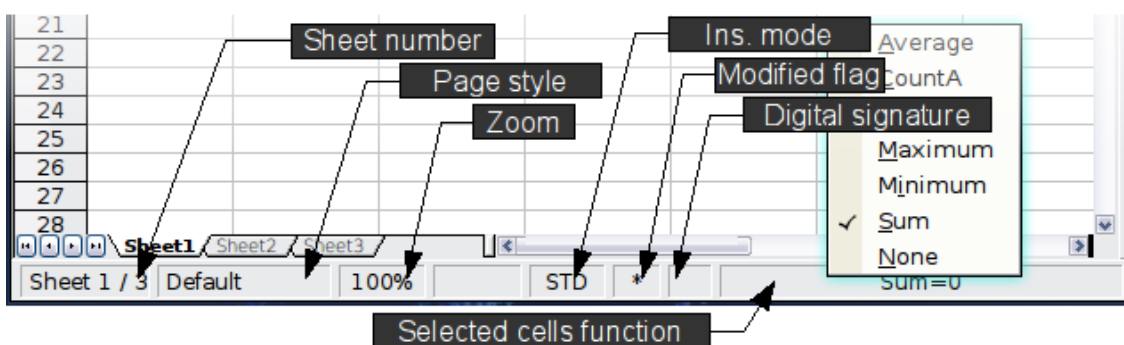


Figure 5: Status bar information

From left to right the status bar displays:

- The current sheet and the total number of sheets in the spreadsheet.
- The page style in use for the current sheet. Double-click to open the dialog and modify the page style.

- The zoom level. Double-click to modify the zoom level.
- Selection mode. Click to toggle between default mode (STD), extended mode (EXT) and incremental mode (ADD).
- Modified flag. When the document has been modified, a star is displayed in this area of the status bar.
- Digital signature flag. If you have added a digital signature to the spreadsheet, a small padlock icon is displayed in this area. Double-click to digitally sign the spreadsheet.
- Selected cells functions. By default, this area shows the sum of the values contained in the selected cells. You can, however, change the function used by right-clicking on the area. The available functions are:
 - *Average* (averages the values of the selection)
 - *CountA* (counts the cells in the selection which are not empty)
 - *Count* (counts the cells in the selection with a numeric value)
 - *Maximum* (displays the maximum value in the selection)
 - *Minimum* (displays the minimum value in the selection)
 - *Sum* (the sum of the values in the selection)
 - *None*.


Starting new spreadsheets

A new spreadsheet can be opened from any component of OOo, for example from Writer or Draw.

From the menu bar

Click **File** and then select **New > Spreadsheet**.

From the toolbar

Use the **New Document**  button on the Standard toolbar. (This button is always a page of text from the current component with a black arrow to the right.) Click the drop-down arrow for a choice of what type of document to open (text document, spreadsheet, and so on). Click the button itself to create a new document of the type that is currently open (if a spreadsheet is open, a new spreadsheet document will be created).

From the keyboard

If you already have a spreadsheet open, you can press *Control+N* to open a new spreadsheet.

From a template

Calc documents can also be created from templates, if you have any spreadsheet templates available. Follow the above procedures, but instead of selecting Spreadsheet from the File menu, select **Templates and Documents**. On the Templates and Documents window, navigate to the appropriate folder and double-click on the required template. A new spreadsheet, based on the selected template, opens.

Opening existing spreadsheets

An existing spreadsheet can also be opened from any component of OOo.

From the menu bar

Click **File** and then select **Open**.

From the toolbar

Click the **Open** button  on the Standard toolbar.

From the keyboard

Use the key combination *Control+O*.

Each of these options displays the Open dialog, where you can locate the spreadsheet that you want to open.

Tip

You can also open a spreadsheet that has been recently worked on using the Recent Documents list. This list can be accessed from the **File** menu, directly below **Open**. The list displays the last 10 files that were opened in any of the OOo components.


Saving spreadsheets

Spreadsheets can be saved in three ways.

From the menu bar

Click **File** and then select **Save**.

From the toolbar

Click on the **Save** button  on the Function bar. If the file has been saved and no subsequent changes have been made, this button is grayed-out and unselectable.

From the keyboard

Use the key combination *Control+S*.

If the spreadsheet has not been saved previously, then each of these actions will open the Save As dialog. Here you can specify the spreadsheet name and the location in which to save it.

Note If the spreadsheet has been previously saved, then saving will overwrite the existing copy without opening the Save As dialog. If you want to save the spreadsheet in a different location or with a different name, then select **File > Save As**.

Navigating within spreadsheets

Going to a particular cell


Using the mouse

Place the mouse pointer over the cell and click.

Using a cell reference

Click on the little inverted black triangle just to the right of the Name box (Figure 3). The existing cell reference will be highlighted. Type the cell reference of the cell you want to go to and press *Enter*. Or just click into the Name box, backspace over the existing cell reference and type in the cell reference you want.

Using the Navigator

Click on the Navigator button  in the Standard toolbar (or press *F5*) to display the Navigator. Type the cell reference into the top two fields, labeled Column and Row, and press *Enter*. In Figure 6 the Navigator would select cell G28.

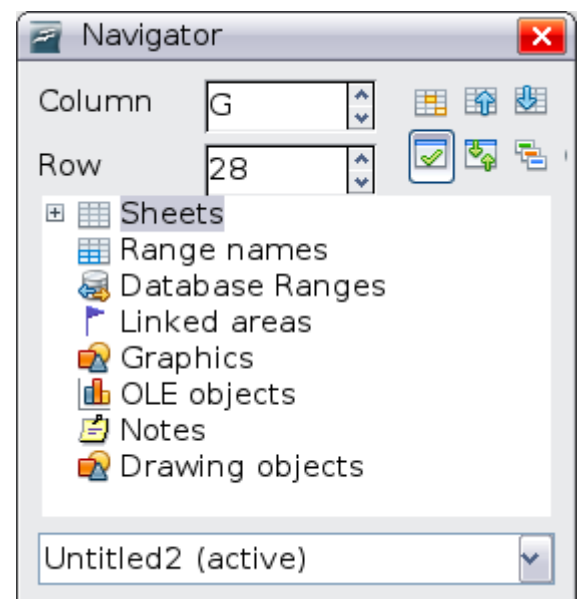


Figure 6. Calc Navigator

Moving from cell to cell

In the spreadsheet, one cell, or a group of cells, normally has a darker black border. This black border indicates where the *focus* is (see Figure 7).

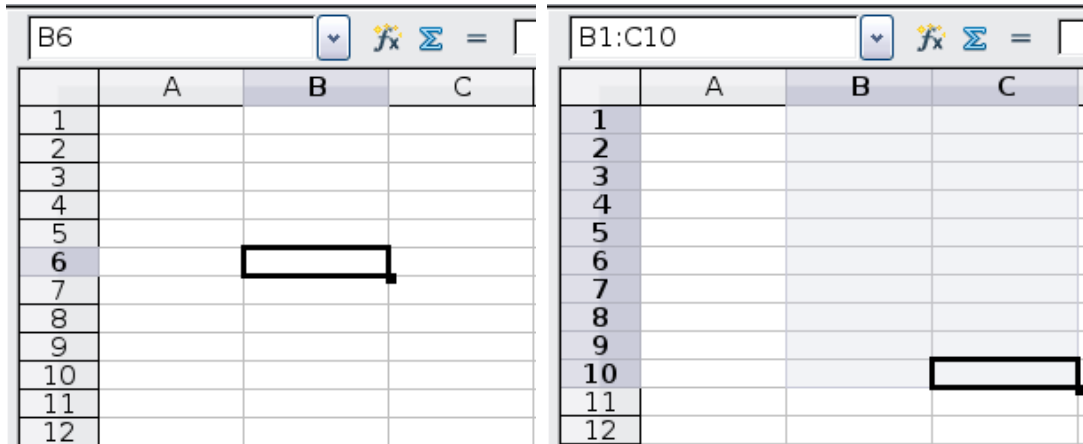


Figure 7. (Left) One selected cell and (right) a group of selected cells

Using the mouse

To move the focus using the mouse, simply move the mouse pointer to the cell where the focus should be and click the left mouse button. This changes the focus to the new cell. This method is most useful when the two cells are a large distance apart.

Using the Tab and Enter keys

- Pressing *Enter* or *Shift+Enter* moves the focus down or up, respectively.
- Pressing *Tab* or *Shift+Tab* moves the focus right or left, respectively.

Customizing the Enter key

You can customize the direction in which the *Enter* key moves the focus, by selecting **Tools > Options > OpenOffice.org Calc > General**.

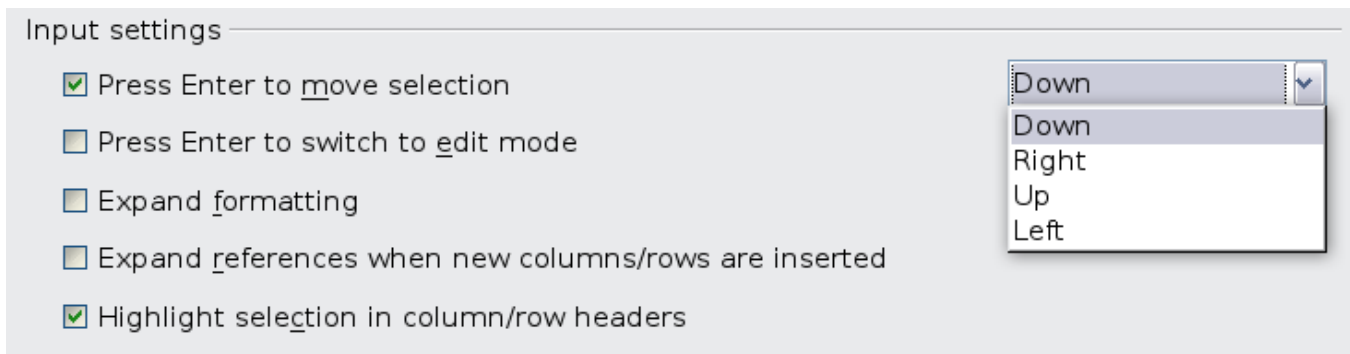


Figure 8: Customizing the effect of the *Enter* key

The four choices for the direction of the *Enter* key are shown on the right side of Figure 8. Depending on the file being used or on the type of data being entered, different directions can be useful.

The *Enter* key can also be used to switch into and out of editing mode. Use the options under *Input settings* in Figure 8 to change the *Enter* key settings.

Using the arrow keys

Pressing the arrow keys on the keyboard moves the focus in the direction of the arrows.

Using Home, End, Page Up and Page Down

- *Home* moves the focus to the start of a row.
- *End* moves the focus to the column furthest to the right that contains data.
- *Page Down* moves the display down one complete screen and *Page Up* moves the display up one complete screen.
- Combinations of *Control* and *Alt* with *Home*, *End*, *Page Down*, *Page Up*, and the cursor keys move the focus of the current cell in other ways.

Tip Holding down *Alt+Cursor key* resizes a cell.

Moving from sheet to sheet

Each sheet in a spreadsheet is independent of the others though they can be linked with references from one sheet to another. There are three ways to navigate between different sheets in a spreadsheet.

Using the keyboard

Pressing *Control+PgDn* moves one sheet to the right and pressing *Control+PgUp* moves one sheet to the left.

Using the mouse

Clicking one of the Sheet Tabs at the bottom of the spreadsheet selects that sheet.

If you have a lot of sheets, then some of the sheet tabs may be hidden behind the horizontal scroll bar at the bottom of the screen. If this is the case, then the four buttons at the left of the sheet tabs can move the tabs into view. Figure 9 shows how to do this.

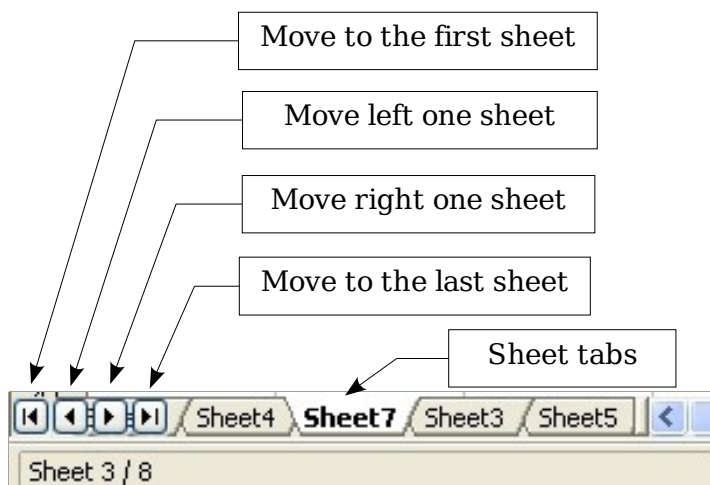


Figure 9. Sheet tab arrows

Notice that the sheets here are not numbered in order. Sheet numbering is arbitrary—you can name a sheet as you wish.

Note

The sheet tab arrows that appear in Figure 9 only appear if you have some sheet tabs that can not be seen. Otherwise they will appear faded as in Figure 4.

Selecting items in a sheet or spreadsheet

Selecting cells

Cells can be selected in a variety of combinations and quantities.

Single cell

Left-click in the cell. The result will look like the left side of Figure 7. You can verify your selection by looking in the Name box.

Range of contiguous cells

A range of cells can be selected using the keyboard or the mouse.

To select a range of cells by dragging the mouse:

- 1) Click in a cell.
- 2) Press and hold down the left mouse button.
- 3) Move the mouse around the screen.
- 4) Once the desired block of cells is highlighted, release the left mouse button.

To select a range of cells without dragging the mouse:

- 1) Click in the cell which is to be one corner of the range of cells.
- 2) Move the mouse to the opposite corner of the range of cells.
- 3) Hold down the *Shift* key and click.

To select a range of cells without using the mouse:

- 1) Select the cell that will be one of the corners in the range of cells.
- 2) While holding down the *Shift* key, use the cursor arrows to select the rest of the range.

The result of any of these methods looks like the right side of Figure 7.

Tip

You can also directly select a range of cells using the Name box. Click into the Name box as described in “Using a cell reference” on page 12. To select a range of cells, enter the cell reference for the upper left hand cell, followed by a colon (:), and then the lower right hand cell reference. For example, to select the range that would go from A3 to C6, you would enter *A3:C6*.

Range of non-contiguous cells

- 1) Select the cell or range of cells using one of the methods above.
- 2) Move the mouse pointer to the start of the next range or single cell.
- 3) Hold down the *Control* key and click or click-and-drag to select a range.
- 4) Repeat as necessary.

Selecting columns and rows

Entire columns and rows can be selected very quickly in OOo.

Single column or row

To select a single column, click on the column identifier letter (see Figure 1).

To select a single row, click on the row identifier number.

Multiple columns or rows

To select multiple columns or rows that are contiguous:

- 1) Click on the first column or row in the group.
- 2) Hold down the *Shift* key.
- 3) Click the last column or row in the group.

To select multiple columns or rows that are not contiguous:

- 1) Click on the first column or row in the group.
- 2) Hold down the *Control* key.
- 3) Click on all of the subsequent columns or rows while holding down the *Control* key.

Entire sheet

To select the entire sheet, click on the small box between the A column header and the 1 row header (see Figure 10).

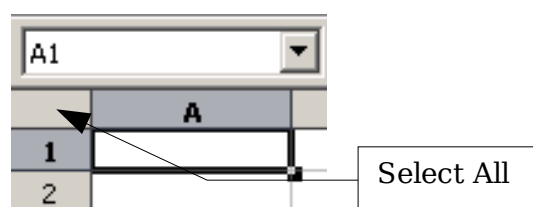


Figure 10. Select All box

You can also use the keyboard to select the entire sheet by pressing *Control+A*.

Selecting sheets

You can select either one or multiple sheets. It can be advantageous to select multiple sheets at times when you want to make changes to many sheets at once.

Single sheet

Click on the sheet tab for the sheet you want to select. The active sheet becomes white (see Figure 4).

Multiple contiguous sheets

To select multiple contiguous sheets:

- 1) Click on the sheet tab for the first sheet.
- 2) Move the mouse pointer over the last sheet tab.
- 3) Hold down the *Shift* key and click on the sheet tab.

All the tabs between these two sheets will turn white. Any actions that you perform will now affect all highlighted sheets.

Multiple non contiguous sheets

To select multiple non contiguous sheets:

- 1) Click on the sheet tab for the first sheet.
- 2) Move the mouse pointer over the second sheet tab.
- 3) Hold down the *Control* key and click on the sheet tab.
- 4) Repeat as necessary.

The selected tabs will turn white. Any actions that you perform will now affect all highlighted sheets.

All sheets

Right-click over any one of the sheet tabs and select **Select All Sheets** from the pop-up menu.

Working with columns and rows

Inserting columns and rows

Columns and rows can be inserted in several different way and quantities.

Single column or row

A single column or row can be added using the **Insert** menu:

- 1) Select the column or rows where you want the new column or row inserted.
- 2) Select either **Insert > Columns** or **Insert > Rows**.

Note	When you insert a single new column, it is inserted to the left of the highlighted column. When you insert a single new row, it is inserted above the highlighted row.
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A single column or row can also be added using the mouse:

- 1) Select the column or rows where you want the new column or row inserted. Right-click the header.
- 2) Select **Insert Rows** or **Insert Columns**.

Multiple columns or rows

Multiple columns or rows can be inserted at once rather than inserting them one at a time.

- 1) Highlight the required number of columns or rows by holding down the left mouse button on the first one and then dragging across the required number of identifiers.
- 2) Proceed as for inserting a single column or row above.

Deleting columns and rows

Columns and rows can be deleted individually or in groups.

Single column or row

A single column or row can only be deleted by using the mouse:

- 1) Select the column or row to be deleted.
- 2) Right-click on the column or row header.
- 3) Select **Delete Columns** or **Delete Rows** from the pop-up menu.

Multiple columns or rows

Multiple columns or rows can be deleted at once rather than deleting them one at a time.

- 1) Highlight the required number of columns or rows by holding down the left mouse button on the first one and then dragging across the required number of identifiers.
- 2) Proceed as for deleting a single column or row above.

Working with sheets

Like any other Calc element, sheets can be inserted, deleted and renamed.

Inserting new sheets

There are many ways to insert a new sheet. The first step for all of the methods is to select the sheets that the new sheet will be inserted next to. Then any of the following options can be used.

- Click on the **Insert** menu and select **Sheet**, or
- Right-click on its tab and select **Insert Sheet**, or
- Click into an empty space at the end of the line of sheet tabs (see Figure 11).

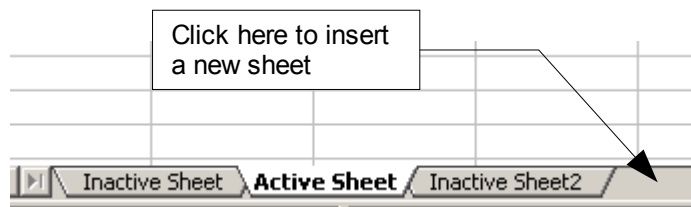


Figure 11. Creating a new sheet

Each method will open the Insert Sheet dialog (Figure 12). Here you can select whether the new sheet is to go before or after the selected sheet and how many sheets you want to insert. If you are inserting only one sheet, there is the opportunity to give the sheet a name.

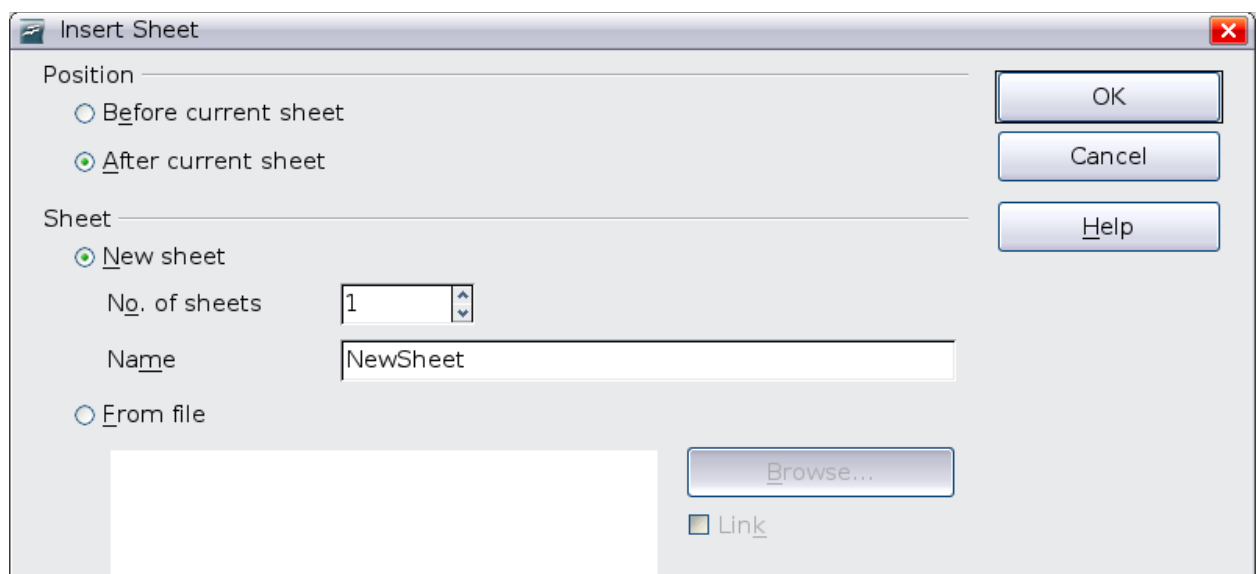


Figure 12. Insert Sheet dialog

Deleting sheets

Sheets can be deleted individually or in groups.

Single sheet

Right-click on the tab of the sheet you want to delete and select **Delete Sheet** from the pop-up menu, or click **Edit > Sheet > Delete**.

Multiple sheets

To delete multiple sheets, select them as described earlier, then either right-click over one of the tabs and select **Delete Sheet** from the popup menu, or click **Edit > Sheet > Delete** from the menu bar.

Renaming sheets

The default name for the a new sheet is “*SheetX*”, where *X* is a number. While this works for a small spreadsheet with only a few sheets, it becomes awkward when there are many sheets.

To give a sheet a more meaningful name, you can:

- Enter the name in the name box when you create the sheet, or
- Right-click on a sheet tab and select **Rename Sheet** from the pop-up menu and replace the existing name with a better one.

Note

Sheet names can contain almost any characters with the exception of those characters not allowed in MS Excel. This restriction has been artificially created for compatibility reasons. Attempting to rename a sheet with an invalid name will produce an error message.

Viewing Calc

Using zoom

Use the zoom function to change the view to show more or fewer cells in the window. For more about zoom, see Chapter 1 (Introducing OOo).

Freezing rows and columns

Freezing locks a number of rows at the top of a spreadsheet or a number of columns on the left of a spreadsheet or both. Then when

scrolling around within the sheet, any frozen columns and rows remain in view.

Figure 13 shows some frozen rows and columns. The heavier horizontal line between rows 3 and 14 and the heavier vertical line between columns C and H denote the frozen areas.. Rows 4 through 13 and columns D through G have been scrolled off the page. Because the first three rows and columns are frozen into place, they remained.

	A	B	C	H	I	J	K	L	M	N	O	P	Q	R	S	T
1				Safety Poster	Safety Contract	Safety Quiz 2	Unit Conv. Pop Qu	Element Quiz 1	Element Quiz 2	p. 36 15 & 16	Article Quiz	Lab #1	Chp. 1.1 #1-7	p. 35 ?'s	Chp. 1 Test	Penny Density
2		Total	Date	10-02	10-03	10-04	10-05	10-06	10-07	10-08	10-09	10-10	10-11	10-12	10-13	10-14
3	Average	267.5	Possible	28.0	1.0	3.0	12.0	18.0	28.0	4.0	6.0	6.0	3.5	4.0	78.0	11.0
14	78.6%	200.0	Smith, John	28.00	1.00	X	0.00	8.00	26.00	0.00	6.00	0.00	3.50	4.00	55.50	8.00
15	67.9%	181.5	Klein, Mike	28.00	1.00	1.00	11.50	8.00	6.00	0.00	5.00	6.00	3.50	3.50	47.50	10.00
16	72.7%	186.5	Johnson, Tom	27.00	1.00	3.00	0.00	13.00	6.00	0.00	6.00	6.00	3.50	3.00	47.50	9.00
17	82.6%	213.0	Doe, John	27.00	1.00	1.00	2.00	17.00	17.00	4.00	6.00	6.00	3.50	3.50	54.00	9.00
18	96.4%	258.0	Doe, Jane	28.00	1.00	3.00	9.00	16.00	28.00	4.00	6.00	6.00	3.50	4.00	79.50	10.00
19	67.3%	172.0	Kupfer, Peter	26.00	1.00	3.00	X	16.00	20.00	0.00	6.00	6.00	0.00	3.50	41.00	6.50
20	83.9%	224.5	Newton, Issac	28.00	1.00	3.00	6.00	15.00	23.00	4.00	6.00	6.00	3.50	3.50	57.50	9.00
21	80.6%	207.5	Lunak, Robert	26.00	0.00	2.00	5.00	15.00	17.00	4.00	6.00	6.00	3.50	0.00	62.50	9.00
22	78.1%	209.0	Matteson, Brittany	28.00	0.00	3.00	3.00	17.00	22.00	4.00	6.00	6.00	3.50	3.00	47.50	9.00
23	79.4%	212.5	Murphy, Kathleen	26.00	1.00	3.00	6.00	16.00	11.00	4.00	6.00	6.00	3.50	4.00	53.50	9.00

Figure 13. Frozen rows and columns

You can set the freeze point at one row, one column, or both a row and a column as in Figure 13.

Freezing single rows or columns

- 1) Click on the header for the row below where you want the freeze or for the column to the right of where you want the freeze.
- 2) Select **Window > Freeze**.
A dark line appears, indicating where the freeze is put.

Freezing a row and a column

- 1) Click into the cell that is immediately below the row you want frozen and immediately to the right of the column you want frozen.
- 2) Select **Window > Freeze**.

Two lines appear on the screen, a horizontal line above this cell and a vertical line to the left of this cell. Now as you scroll around the screen, everything above and to the left of these lines will remain in view.

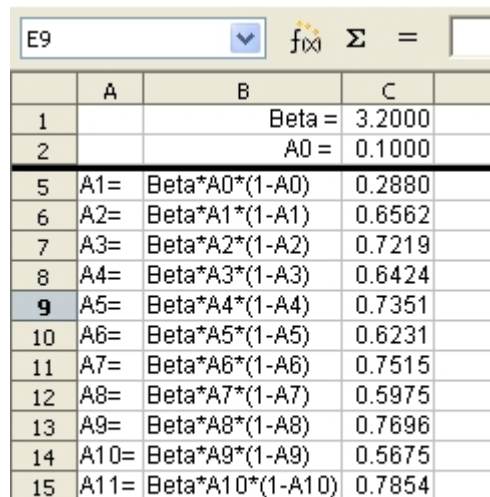
Unfreezing

To unfreeze rows or columns, select **Window > Freeze**. The check mark by **Freeze** will vanish.

Splitting the window

Another way to change the view is by splitting the window—also known as splitting the screen. The screen can be split either horizontally or vertically or both. This allows you to have up to four portions of the spreadsheet in view at any one time.

Why would you want to do this? Imagine you have a large spreadsheet and one of the cells has a number in it which is used by three formulas in other cells. Using the split screen technique, you can position the cell containing the number in one section and each of the cells with formulas in the other sections. Then you can change the number in the cell and watch how it affects each of the formulas.



	A	B	C
1		Beta =	3.2000
2		A0 =	0.1000
5	A1=	Beta*A0*(1-A0)	0.2880
6	A2=	Beta*A1*(1-A1)	0.6562
7	A3=	Beta*A2*(1-A2)	0.7219
8	A4=	Beta*A3*(1-A3)	0.6424
9	A5=	Beta*A4*(1-A4)	0.7351
10	A6=	Beta*A5*(1-A5)	0.6231
11	A7=	Beta*A6*(1-A6)	0.7515
12	A8=	Beta*A7*(1-A7)	0.5975
13	A9=	Beta*A8*(1-A8)	0.7696
14	A10=	Beta*A9*(1-A9)	0.5675
15	A11=	Beta*A10*(1-A10)	0.7854

Figure 14. Split screen example

Splitting the screen horizontally

To split the screen horizontally:

- 1) Move the mouse pointer into the vertical scroll bar, on the right-hand side of the screen, and place it over the small button at the top with the black triangle.

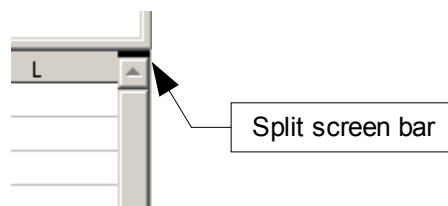


Figure 15. Split screen bar on vertical scroll bar

- 2) Immediately above this button you will see a thick black line (Figure 15). Move the mouse pointer over this line and it turns into a line with two arrows (Figure 16).



Figure 16. Split screen bar on vertical scroll bar with cursor

- 3) Hold down the left mouse button and a gray line appears, running across the page. Drag the mouse downwards and this line follows.
- 4) Release the mouse button and the screen splits into two views, each with its own vertical scroll bar.

Notice in Figure 14, the ‘Beta’ and the ‘A0’ values are in the upper part of the window and other calculations are in the lower part. You may scroll the upper and lower parts independently. Thus you can make changes to the Beta and A0 values and watch their affects on the calculations in the lower half of the window.

You can also split the window vertically as described below—with the same results, being able to scroll both parts of the window independently. With both horizontal and vertical splits, you have four independent windows to scroll.

Splitting the screen vertically

To split the screen vertically:

- 1) Move the mouse pointer into the horizontal scroll bar at the bottom of the screen and place it over the small button on the right with the black triangle.

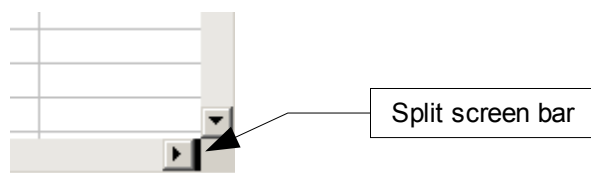


Figure 17: Split bar on horizontal scroll bar

- 2) Immediately to the right of this button is a thick black line (Figure 17). Move the mouse pointer over this line and it turns into a line with two arrows.

- 3) Hold down the left mouse button and a gray line appears, running up the page. Drag the mouse to the left and this line follows.
- 4) Release the mouse button and the screen is split into two views, each with its own horizontal scroll bar.

Note Splitting the screen horizontally and vertically at the same time gives four views, each with its own vertical and horizontal scroll bars.

Removing split views

To remove a split view, do any of the following:

- Double-click on each split line.
- Click on and drag the split lines back to their places at the ends of the scroll bars.
- Select **Window > Split** to remove all split lines at the same time.

Tip You can also split the screen using a menu command. Click in a cell that is immediately below and immediately to the right of where you wish the screen to be split, and choose **Window > Split**.

Entering data using the keyboard

Most data entry in Calc can be accomplished using the keyboard.

Entering numbers

Click in the cell and type in the number using the number keys on either the main keyboard or the numeric keypad.

To enter a negative number, either type a minus (-) sign in front of it or enclose it in parentheses (brackets), like this: (1234).

By default, numbers are right-aligned and negative numbers have a leading minus symbol.

Entering text

Click in the cell and type the text. Text is left-aligned by default.

Entering numbers as text

If a number is entered in the format *01481*, Calc will drop the leading 0. (Exception: see Tip below.) To preserve the leading zero, for example for telephone area codes, type an apostrophe before the number, like this: *'01481*.

The data is now regarded as text by Calc. Formulas and functions will treat the entry like any other text entry, which typically results in it being a zero in a formula, and being ignored in a function.

Tip

Numbers can have leading zeros and be regarded as numbers (as opposed to text) if the cell is formatted appropriately. Right-click on the cell and chose **Format Cells > Numbers**. Adjust the leading zeros setting to add leading zeros to numbers.

Note

When using an apostrophe to allow a leading 0 to be displayed, the apostrophe is not visible in the cell after the *Enter* key is pressed—if the apostrophe is a plain apostrophe (not a “smart quote” apostrophe). If “smart quotes” are selected for apostrophes, the apostrophe remains visible in the cell. To choose the type of apostrophe, use **Tools > AutoCorrect > Custom Quotes**. The selection of the apostrophe type affects both Calc and Writer.

Caution



When a number is formatted as text care must be taken that the cell containing the number is not used in a formula since Calc will ignore the value.

Entering dates and times

Select the cell and type the date or time. You can separate the date elements with a slant (/) or a hyphen (-) or use text such as 10 Oct 03. Calc recognizes a variety of date formats. You can separate time elements with colons such as 10:43:45.

Speeding up data entry

Entering data into a spreadsheet can be very labor-intensive, but Calc provides several tools for removing some of the drudgery from input.

The most basic ability is to drop and drag the contents of one cell to another with a mouse. However, Calc also includes several other tools for automating input, especially of repetitive material. They include the

Fill tool, selection lists, and the ability to input information into multiple sheets of the same document.

Using the Fill tool on cells

At its simplest, the Fill tool is a way to duplicate existing content. Start by selecting the cell to copy, then drag the mouse in any direction (or hold down the Shift key and click in the last cell you want to fill), and then choose **Edit > Fill** and the direction in which you want to copy: Up, Down, Left or Right.

Caution



Choices that are not available are grayed out, but you can still choose the opposite direction from what you intend, which could cause you to overwrite cells accidentally unless you are careful.

Tip

A shortcut way to fill cells is to grab the “handle” in the lower right-hand corner of the cell and drag it in the direction you want to fill.

	A	B
1	Original	
2		
3		
4		
5		
6		
7		
8		
9		
10	Original	
11		
12		

	A	B
1	Original	
2	Original	
3	Original	
4	Original	
5	Original	
6	Original	
7	Original	
8	Original	
9	Original	
10	Original	
11		
12		

Figure 18: Using the Fill tool

You can also use the fill tool selecting some existing series of data that you want to extend. If the interval between the values in the selected cells is constant, Calc will try to guess and fill the selection with values that continue the sequence. For example, if you select three cells containing the values 1, 2 and 3 and fill the subsequent cell Calc will insert the value 4.

Using a fill series

A more complex use of the Fill tool is to use a fill series. The default lists are for the full and abbreviated days of the week and the months of the year, but you can create your own lists as well.

To add a fill series to a spreadsheet, select the cells to fill, choose **Edit > Fill > Series**. In the Fill Series dialog, select **AutoFill** as the *Series type*, and enter as the *Start value* an item from any defined series. The selected cells then fill in the other items on the list sequentially, repeating from the top of the list when they reach the end of the list.

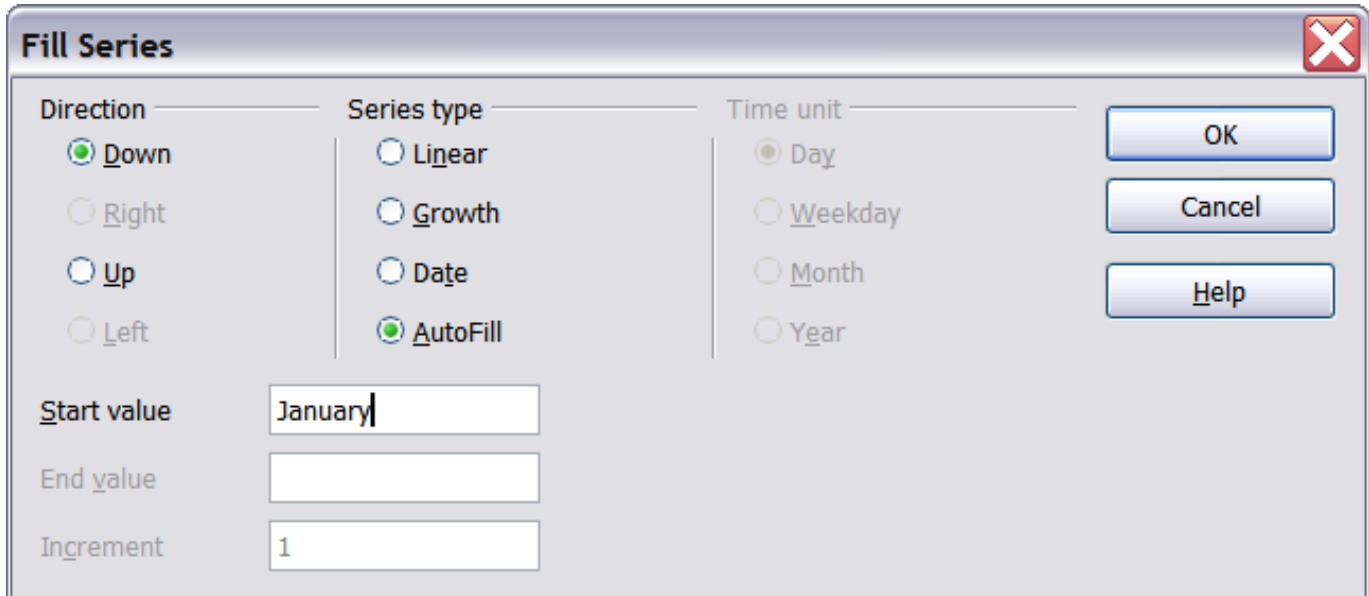


Figure 19: Specifying the start of a fill series (result is in Figure 18)

You can also use **Edit > Fill > Series** to create a one-time fill series for numbers by entering the start and end values and the increment. For example, if you entered start and end values of 1 and 7 with an increment of 2, you would get the sequence of 1, 3, 5, 7.

In all these cases, the Fill tool creates only a momentary connection between the cells. Once they are filled, the cells have no further connection with one another.

	A	B
1	January	
2	February	
3	March	
4	April	
5	May	
6	June	
7	July	
8	August	
9	September	
10	October	
11	November	
12	December	
13		

Figure 20: Result of fill series selection shown in Figure 19

Defining a fill series

To define a fill series, go to **Tools > Options > OpenOffice.org Calc > Sort Lists**. This dialog shows the previously-defined series in the *Lists* box on the left, and the contents of the highlighted list in the *Entries* box.

Caution

This technique overwrites any information that is already in the cells on the other sheets—without any warning. For this reason, when you are finished, be sure to deselect all the tabs, so that each sheet can be edited without affecting any others.

Editing data

Editing data is done in much the same way as it is entered. The first step is selecting the cell containing the data to be edited.

Removing data from a cell

Data can be removed (deleted) from a cell in several ways.

Removing data only

The data alone can be removed from a cell without removing any of the formatting of the cell. Click in the cell to select it, and then press the *Backspace* key.

Removing data and formatting

The data and the formatting can be removed from a cell at the same time. Press the *Delete* key (or right-click and choose **Delete Contents**, or use **Edit > Delete Contents**) to open the **Delete Contents** dialog (Figure 23). From this dialog, the different aspects of the cell can be deleted. To delete everything in a cell (contents and format), check **Delete all**.

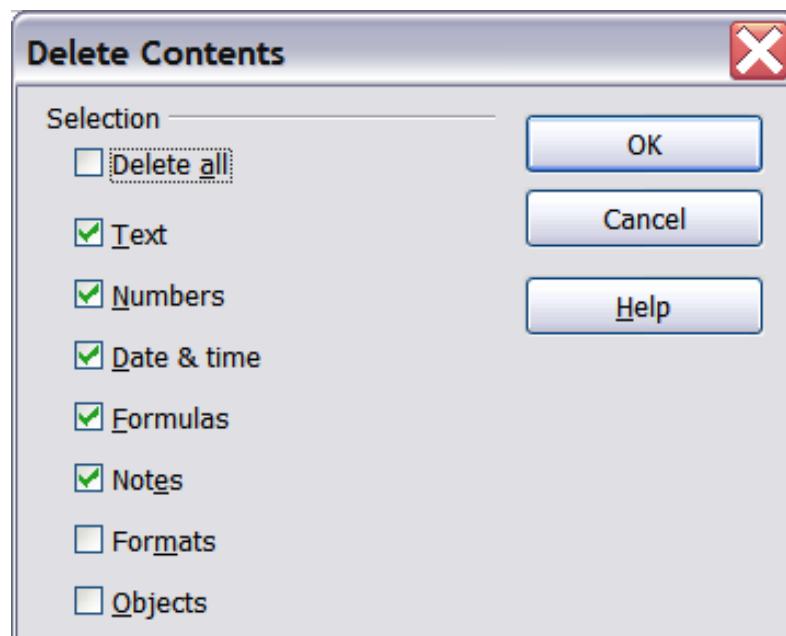


Figure 23: Delete Contents dialog

Replacing all the data in a cell

To remove data and insert new data, simply type over the old data. The new data will retain the original formatting.

Changing part of the data in a cell

Sometimes it is necessary to change the contents of cell without removing all of the contents, for example if the phrase “See Dick run” is in a cell and it needs to be changed to “See Dick run fast.” It is often useful to do this without deleting the old cell contents first.

The process is the similar to the one described above, but you need to place the cursor inside the cell. You can do this in two ways.

Using the keyboard

After selecting the appropriate cell, press the *F2* key and the cursor is placed at the end of the cell. Then use the keyboard arrow keys to move the cursor through the text in the cell.

Using the mouse

Using the mouse, either double-click on the appropriate cell (to select it and place the cursor in it for editing), or single-click to select the cell and then move the mouse pointer up to the input line and click into it to place the cursor for editing.

Formatting data

The data in Calc can be formatting in several ways. It can either be edited as part of a cell style so that it is automatically applied, or it can be applied manually to the cell. Some manual formatting can be applied using toolbar icons. For more control and extra options, select the appropriate cell or cells, right-click on it, and select **Format Cells**. All of the format options are discussed below.

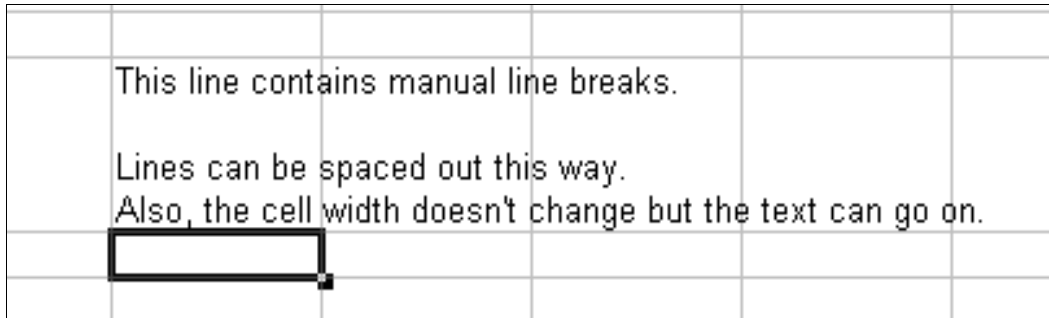
Note

All the settings discussed in this section can also be set as a part of the style using the Styles and Formatting window. See Chapter 10 (Using Styles in Calc) in the *Calc Guide* for more information.

Using manual line breaks

To insert a manual line break while typing in a cell, press *Ctrl+Enter*. This method does not work with the cursor in the input line. When editing text, first double-click the cell, then single-click at the position where you want the line break.

When a manual line break is entered, the cell width does not change. Figure 26 shows the results of using two manual line breaks after the first line of text.

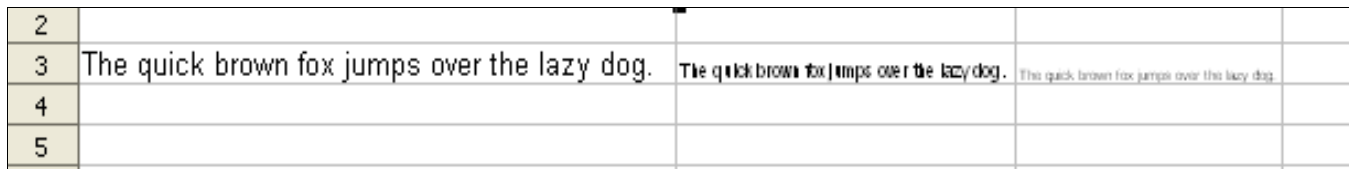


	This line contains manual line breaks.				
	Lines can be spaced out this way.				
	Also, the cell width doesn't change but the text can go on.				

Figure 26: Cell with manual line breaks

Shrinking text to fit the cell

The font size of the data in a cell can automatically adjust to fit in a cell. To do this, select the **Shrink to fit cell size** option in the Format Cells dialog (Figure 24). Figure Figure 27 shows the results.



2				
3	The quick brown fox jumps over the lazy dog.	The quick brown fox jumps over the lazy dog.	The quick brown fox jumps over the lazy dog.	
4				
5				

Figure 27: Shrinking font size to fit cells

Formatting numbers

Several number formats can be applied to cells by using icons on the Formatting toolbar. Select the cell, then click the relevant icon.



Figure 28: Number format icons. Left to right: currency, percentage, date, exponential, standard, add decimal place, delete decimal place.

For more control or to select other number formats, use the *Numbers* tab (Figure 29).

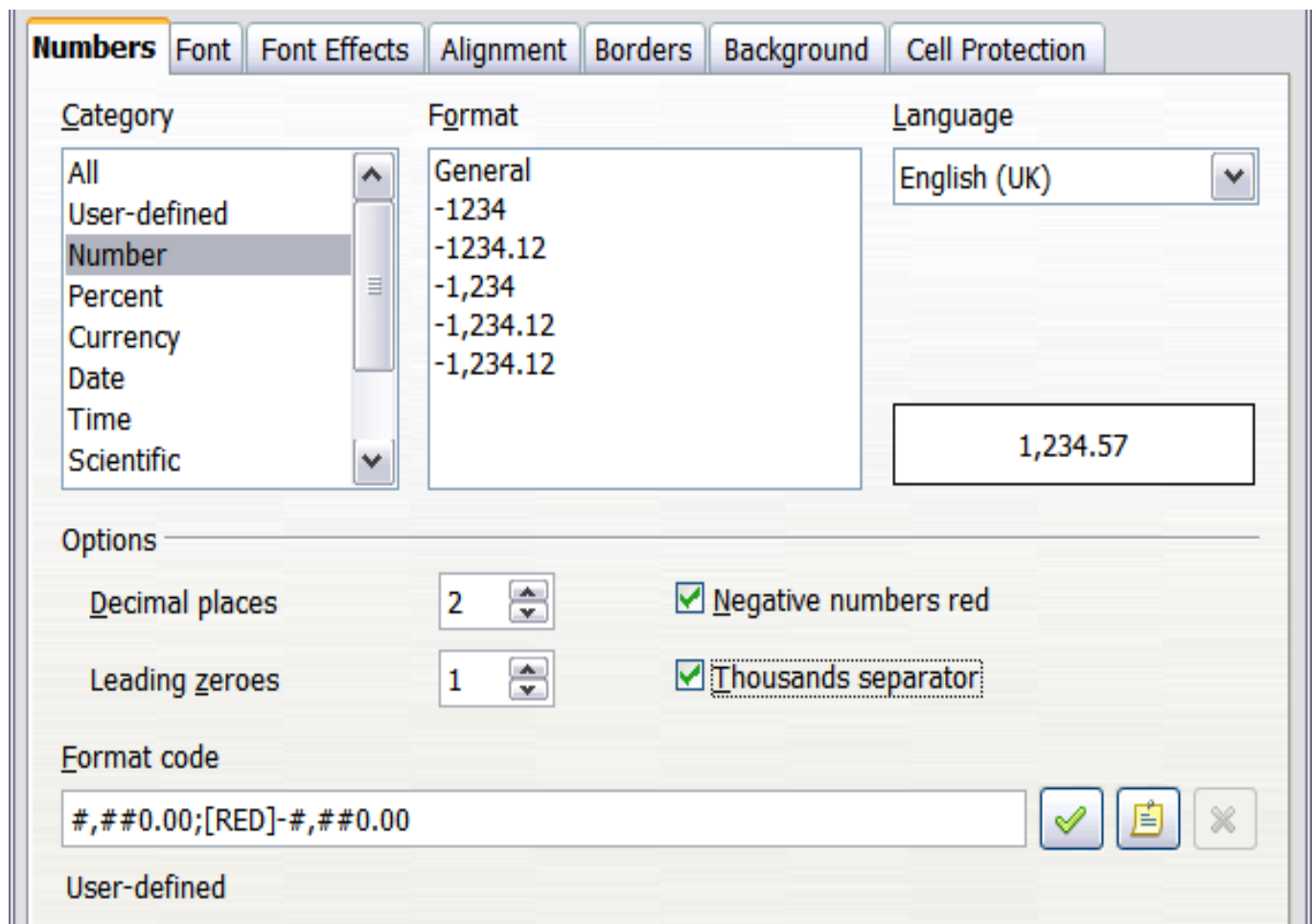


Figure 29: Format Cells > Numbers

- Apply any of the data types in the Category list to the data.
- Control the number of decimal places and leading zeros.
- Enter a custom format code.

The Language setting controls the local settings for the different formats such as the date order and the currency marker.

Formatting the font

To quickly choose the font used in a cell, select the cell, then click the arrow next to the Font Name box on the Formatting toolbar and choose a font from the list.

Tip

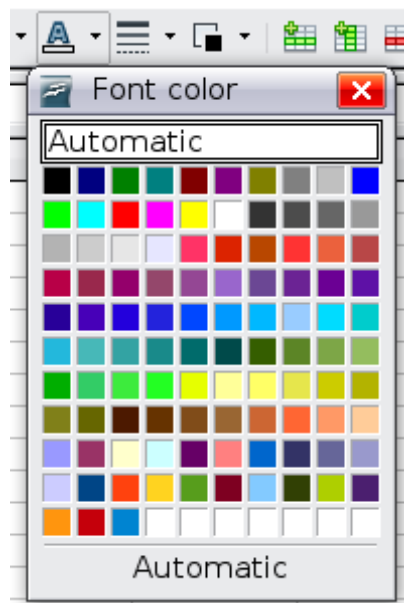
To choose whether to show the font names in their font or in plain text, go to **Tools > Options > OpenOffice.org > View** and select or deselect the Show preview of fonts option in the Font Lists section. For more information, see Appendix D (Setting Up and Customizing Calc) of the *Calc Guide*.

To choose the size of the font, click the arrow next to the Font Size box on the Formatting toolbar. For other formatting, you can use the Bold, Italic, or Underline icons.

To choose a font color, click the arrow next to the Font Color icon to display a color palette. Click on the required color.

(To define custom colors, use **Tools > Options > OpenOffice.org > Colors**. See Appendix D of the *Calc Guide*.)

To specify the language of the cell (useful because it allows different languages to exist in the same document and be spell checked correctly), use the *Font* tab of the Format Cells dialog. Use the *Font Effects* tab to set other font characteristics. See Chapter 10 of the *Calc Guide* for more information.



Formatting the cell borders

To quickly choose a line style and color for the borders of a cell, click the small arrows next to the Line Style and Line Color icons on the Formatting toolbar. In each case, a palette of choices is displayed.

For more control, including the spacing between the cell borders and the text, use the *Borders* tab of the Format Cells dialog. There you can also define a shadow. See Chapter 10 of the *Calc Guide* for details.

Note

The cell border properties apply to a cell, and can only be changed if you are editing that cell. For example, if cell C3 has a top border (which would be equivalent visually to a bottom border on C2), that border can only be removed by selecting C3. It cannot be removed in C2.

Formatting the cell background

To quickly choose a background color for a cell, click the small arrow next to the Background Color icon on the Formatting toolbar. A palette of color choices, similar to the Font Color palette, is displayed.

(To define custom colors, use **Tools > Options > OpenOffice.org > Colors**. See Appendix D for more information.)

You can also use the *Background* tab of the Format Cells dialog. See Chapter 10 of the *Calc Guide* for details.

Autoformatting cells and sheets

You can use the AutoFormat feature to quickly apply a set of cell formats to a sheet or a selected cell range.

- 1) Select the cells, including the column and row headers, that you want to format.
- 2) Choose **Format > AutoFormat**.

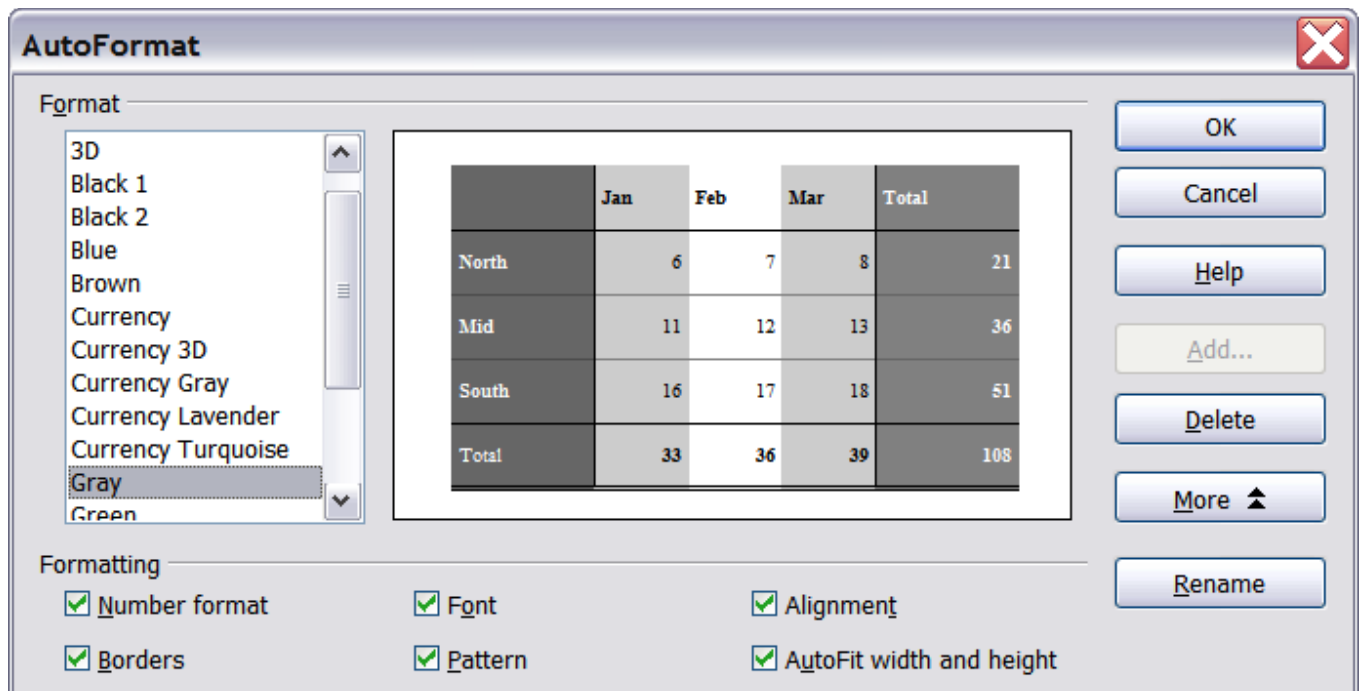


Figure 30: Choosing an AutoFormat

- 3) To select which properties (number format, font, alignment, borders, pattern, autofit width and height) to include in an AutoFormat, click **More**. Select or deselect the required options.
- 4) Click **OK**.

If you do not see any change in color of the cell contents, choose **View > Value Highlighting** from the menu bar.

Defining a new AutoFormat

You can define a new AutoFormat that is available to all spreadsheets.

- 1) Format a sheet.
- 2) Choose **Edit > Select All**.
- 3) Choose **Format > AutoFormat**. The **Add** button is now active.
- 4) Click **Add**.
- 5) In the *Name* box of the Add AutoFormat dialog, type a meaningful name for the new format.

- 6) Click **OK** to save. The new format is now available in the *Format* list in the AutoFormat dialog.

Formatting spreadsheets using themes

Calc comes with a predefined set of formatting themes that you can apply to your spreadsheets.

It is not possible to add themes to Calc, and they cannot be modified. However, you can modify their styles after you apply them to a spreadsheet.

To apply a theme to a spreadsheet:

- 1) Click the **Choose Themes** icon in the Tools toolbar. If this toolbar is not visible, you can show it using **View > Toolbars > Tools**. The Theme Selection dialog appears. This dialog lists the available themes for the whole spreadsheet, and the Styles and Formatting window lists the custom styles for specific cells.



- 2) In the Theme Selection dialog, select the theme that you want to apply to the spreadsheet.
As soon as you select a theme, some of the properties of the custom styles are applied to the open spreadsheet and are immediately visible.
- 3) Click **OK**.

Hiding and showing data

When elements are hidden, they are neither visible nor printed, but can still be selected for copying if you select the elements around them. For example, if column B is hidden, it is copied when you select columns A and C. When you need a hidden element again, you can reverse the process, and show the element.

To hide or show sheets, rows, and columns, use the options on the Format menu or the right-click (context) menu. For example, to hide a row, first select the row, and then choose **Format > Row > Hide** (or right-click and choose **Hide**).

To hide or show selected cells, choose **Format > Cells** from the menu bar (or right-click and choose **Format Cells**). On the Format Cells dialog, go to the *Cell Protection* tab.

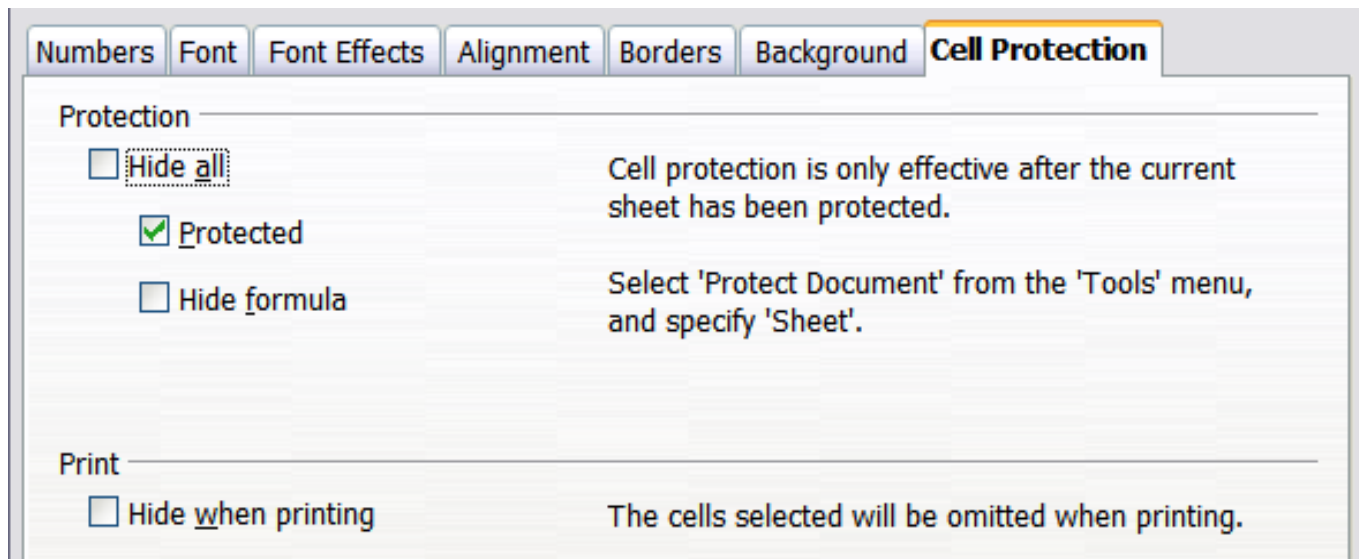


Figure 31: Hiding or showing cells

Outline group controls

If you are continually hiding and showing the same cells, you can simplify the process by creating *outline groups*, which add a set of controls for hiding and showing the cells in the group that are quick to use and always available.

If the contents of cells falls into a regular pattern, such as four cells followed by a total, then you can use **Data > Group and Outline > AutoOutline** to have Calc add outline controls based on the pattern. Otherwise, you can set outline groups manually by selecting the cells for grouping, then choosing **Data > Group and Outline > Group**. On the Group dialog, you can choose whether to group the selected cells by rows or columns.

When you close the dialog, the outline group controls are visible between either the row or column headers and the edges of the editing window. The controls resemble the tree-structure of a file-manager in appearance, and can be hidden by selecting **Data > Outline > Hide Details**. They are strictly for on screen use, and do not print.

The basic outline controls have plus or minus signs at the start of the group to show or hide hidden cells. However, if one or more outline group is nested in another, the controls have numbered buttons for hiding different levels of group.

If you no longer need a group, place the mouse cursor in any cell in it and select **Data > Group and Outline > Ungroup**. To remove all groups on a sheet, select **Data > Group and Outline > Remove**.

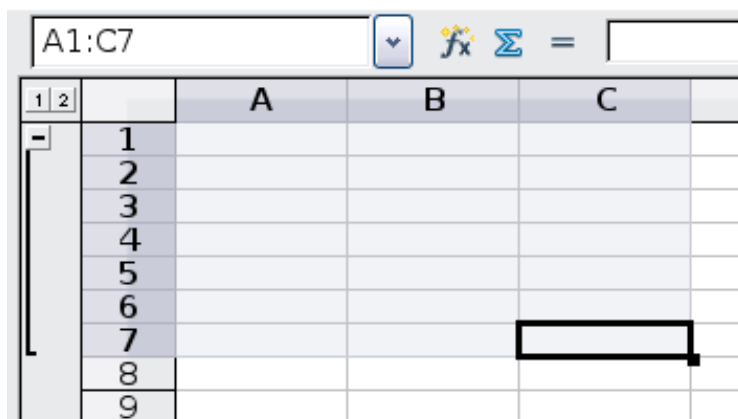


Figure 32: Outline group controls

Filtering which cells are visible

A filter is a list of conditions that each entry has to meet in order to be displayed. You can set three types of filters from the **Data > Filter** sub-menu.

Automatic filters add a drop-down list to the top row of a column that contains commonly used filters. They are quick and convenient, and, because the condition includes every unique entry in the selected cells, are almost as useful with text as with numbers.

In addition to each unique entry, automatic filters include the option to display all entries, the ten highest numerical values, and all cells that are empty or not-empty, as well as a standard filter. Their drawback is that they are somewhat limited. In particular, they do not allow regular expressions, so you cannot display contents that are similar, but not identical, by using automatic filters.

Standard filters are more complex than automatic filters. You can set as many as three conditions as a filter, combining them with the operators AND and OR. Standard filters are mostly useful for numbers, although a few of the conditional operators, such as = and < > can also be useful for text.

Other conditional operators for standard filters include options to display the largest or smallest values, or a percentage of them. Useful in themselves, standard filters take on added value when used to further refine automatic filters.

Advanced filters are structured similarly to standard filters. The differences are that advanced filters are not limited to three conditions, and their criteria are not entered in a dialog. Instead, advanced filters are entered in a blank area of a sheet, then referenced by the advanced filter tool to apply them.

Sorting records

Sorting arranges the visible cells on the sheet. In Calc, you can sort by up to three criteria, with each criterion applied one after the other. Sorts are handy when you are searching for a particular item, and become even more powerful after you have filtered data.

In addition, sorting is often useful when you add new information. When a list is long, it is usually easier to add new information at the bottom of the sheet, rather than adding rows in the proper places. After you have added information, you can then sort it to update the sheet.

You can sort by highlighting the cells to be sorted, then selecting **Data > Sort**. The selected cells can be sorted by the order of information in up to three columns or rows, in either ascending (A-Z, 1-9) or descending (Z-A, 9-1) order.

On the *Options* tab of the Sort dialog, you can choose the following options:

Case sensitive

If two entries are otherwise identical, one with an upper case letter is placed before one with a lower case letter in the same position.

Range contains column labels

Does not include the column heading in the sort.

Include formats

A cell's formatting is moved with its contents. If formatting is used to distinguish different types of cells, then use this option.

Copy sort results to

Sets a spreadsheet address to which to copy the sort results. If a range is specified that does not have the necessary number of cells, then cells are added. If a range contains cells that already have content, then the sort fails.

Custom sort order

Select the box, then choose one of the sort orders defined in **Tools > Options > Spreadsheet > Sort Lists** from the drop-down list.

Direction

Sets whether rows or columns are sorted. The default is to sort by columns unless the selected cells are in a single column.

Printing

Printing from Calc is the same as printing from other OoO components (see Chapter 10), but some details are different, especially regarding preparation for printing.

The Print dialog (Figure 33), reached from **File > Print**, has some Calc-specific options: which sheets to print.

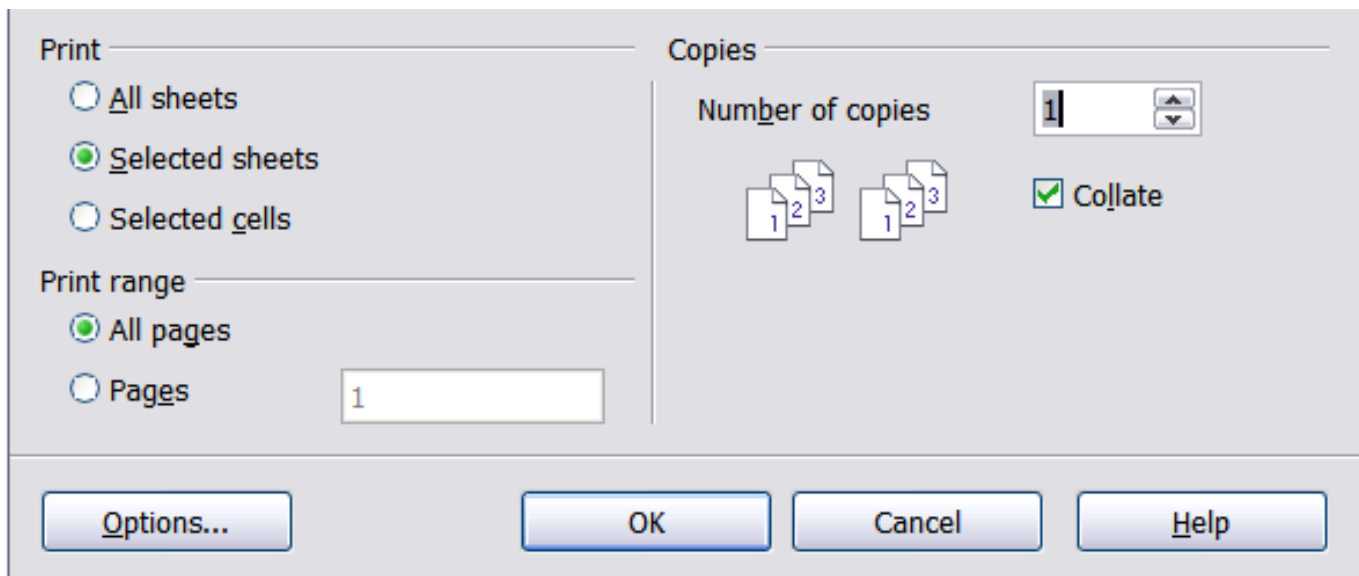


Figure 33. Part of the Print dialog

The Printer Options dialog (reached by clicking the **Options** button on the bottom left of the **Print** dialog) has only two choices, as shown in Figure 34: **Suppress output of empty pages** and **Print only selected sheets**.

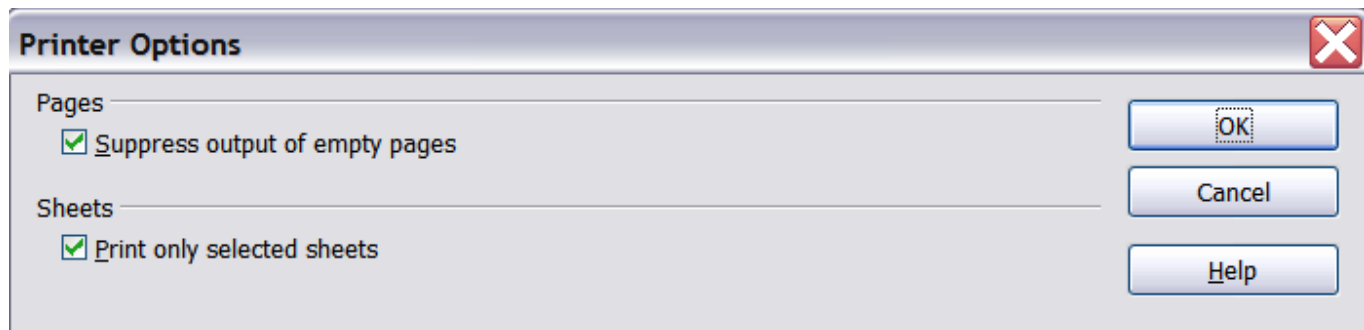


Figure 34. Top of the Printer Options dialog

Selecting sheets to print

You can select one or more sheets for printing. This can be useful if you have a large spreadsheet with multiple sheets and only want to print certain sheets. For example, an accountant might record costs over time with one sheet for each month. To print the November and December sheets, follow this procedure:

- 1) Go to the November sheet. Hold down the *Control* key and click on the tab of the December sheet.
- 2) To print all of the sheets, go to **File > Print** and select **Options**.

Note

The *Options* button is different from the *Properties* button. *Properties* deals with the settings of the printer, whereas *Options* deals with OOO's settings.

- 3) Select **Print only selected sheets**. This choice affects the print preview, export, and printing of your spreadsheet. Click **OK**.

Caution

If you keep the selected sheets selected, when you enter data on one sheet, you enter data on all sheets at the same time. This might not be what you want.

Selecting the page order, details, and scale

To select the page order, details, and scale to be printed:

- 1) Select **Format > Page** from the main menu.
- 2) Select the **Sheet** tab (Figure 35).
- 3) Make your selections, and then click **OK**.

Page Order

You can set the order in which pages print. This is especially useful in a large document; for example, controlling the print order can save time if you have to collate the document a certain way. Where a sheet prints on more than one page of paper, it can be printed either by column, where the first column of pages prints, and then the second column and so on, or by row as shown in the graphic on the top right of the page order dialog in Figure 35.

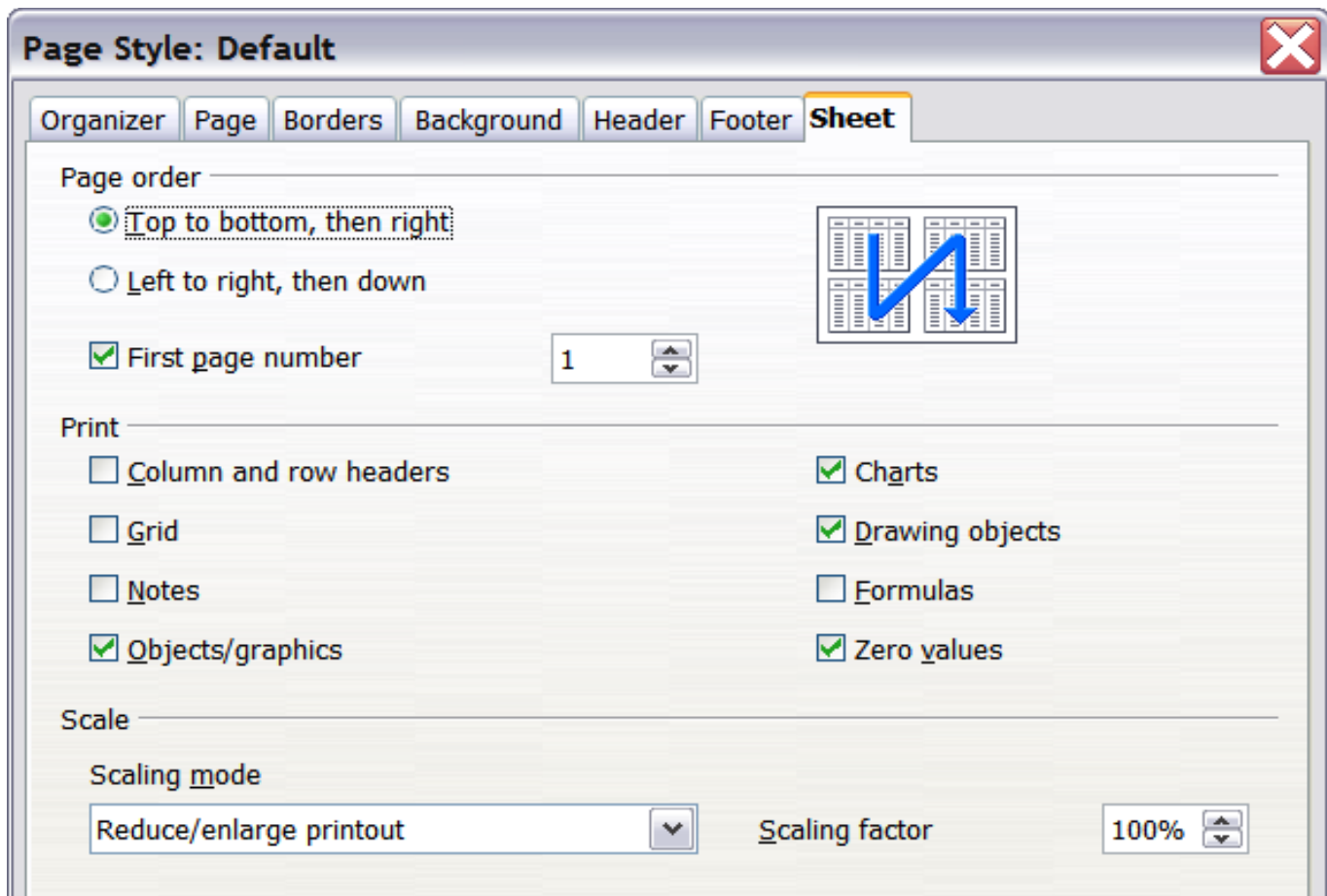


Figure 35. The Sheet tab of the Page Style dialog

Print

You can specify which details to print. Those details include:

- Row and column headers
- Sheet grid—prints the borders of the cells as a grid
- Notes—prints the notes defined in your spreadsheet on a separate page, along with the corresponding cell reference
- Objects and graphics
- Charts
- Drawing objects
- Formulas—prints the formulas contained in the cells, instead of the results
- Zero Values—prints cells with a zero value

Note Remember that since the print detail options are a part of the page's properties, they are also a part of the page style's properties. Therefore, different page styles can be set up to quickly change the print properties of the sheets in the spreadsheet.

Scale

Use the scale features to control the number of pages the data will print on. This can be useful if a large amount of data needs to be printed more compactly or, if the reader has poor eyesight, text can be enlarged when it prints.

- Reduce/Enlarge printout—scales the data in the printout either larger or smaller. For example if a sheet would normally print out as four pages (two high and two wide), a scaling of 50% would print as one page (both width and height are halved).
- Fit print range(s) on number of pages—defines exactly how many pages the printout will take up. This option will only reduce a printout, it will not enlarge it. To enlarge a printout, the reduce/enlarge option must be used.
- Fit print range(s) to width/height—defines how high and wide the printout will be, in pages.

Using print ranges

Print ranges have several uses, including printing only a specific part of the data or printing selected rows or columns on every page. For more about using print ranges, see Chapter 5 (Printing, Exporting, and E-mailing) in the *Calc Guide*.

Defining a print range

To define a new print range or modify an existing print range:

- 1) Highlight the range of cells that comprise the print range.
- 2) Choose **Format > Print Ranges > Define**.

The page break lines display on the screen.

Tip

You can check the print range by using **File > Page Preview**. OOo will only display the cells in the print range.

Removing a print range

It may become necessary to remove a defined print range, for example if the whole sheet needs to be printed later.

Choose **Format > Print Ranges > Remove**. This removes *all* defined print ranges on the sheet. After the print range is removed, the default page break lines will appear on the screen.

Printing rows or columns on every page

If a sheet is printed on multiple pages, you can set up certain rows or columns to repeat on each printed page.

For example, if the top two rows of the sheet as well as column A need to be printed on all pages, do the following:

- 1) Choose **Format > Print Ranges > Edit**. On the Edit Print Ranges dialog, type the rows in the text entry box under *Rows to repeat*. For example, to repeat rows 1 and 2, type **\$1:\$2**. In the *Rows to repeat* list, - **none** - changes to - **user defined** -.

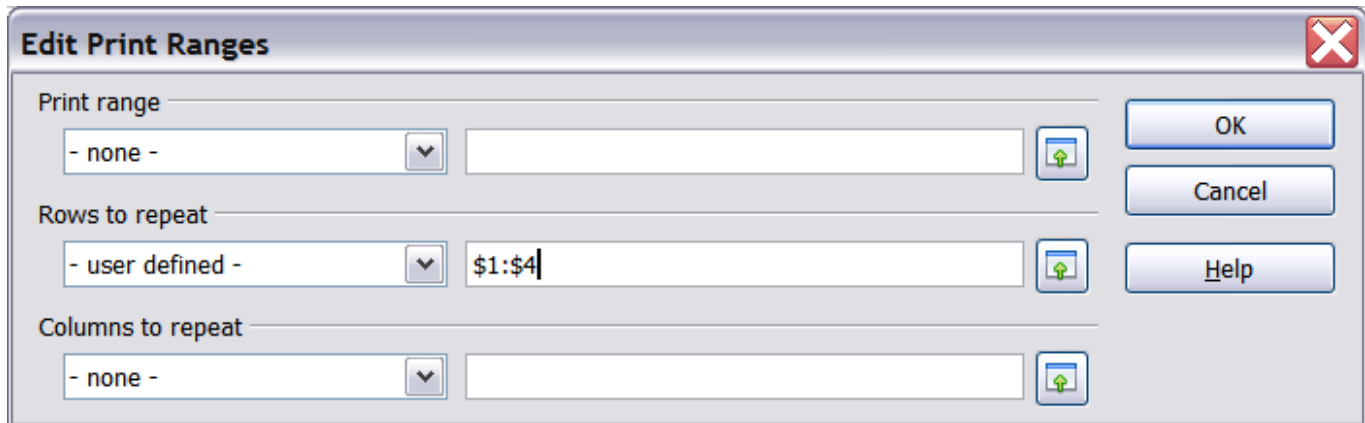


Figure 36: Specifying repeating rows

- 2) Columns can also repeat; type the columns in the text entry box under *Columns to repeat*. For example, to repeat column A, type **\$A**. In the *Columns to repeat* list, - **none** - changes to - **user defined** -.
- 3) Click **OK**.

Note

You do not need to select the entire range of the rows to be repeated; selecting one cell in each row works.

Page breaks

While defining a print range can be a powerful tool, it may sometimes be necessary to manually tweak Calc's printout. To do this, you can use a *manual break*. A manual break helps to ensure that your data prints properly. You can insert a horizontal page break above, or a vertical page break to the left of, the active cell.

Inserting a page break

To insert a page break:

- 1) Navigate to the cell where the page break will begin.

- 2) Select **Insert > Manual Break**.
- 3) Select **Row Break** or **Column Break** depending on your need.

The break is now set.

Row break

Selecting *Row Break* creates a page break above the selected cell. For example, if the active cell is H15, then the break is created between rows 14 and 15.

Column break

Selecting *Column Break* creates a page break to the left of the selected cell. For example, if the active cell is H15, then the break is created between columns G and H.

Tip

To see page break lines more easily on screen, you can change their color. Choose **Tools > Options > OpenOffice.org > Appearance** and scroll down to the Spreadsheet section.

Deleting a page break

To remove a page break:

- 1) Navigate to a cell that is next to the break you want to remove.
- 2) Select **Edit > Delete Manual Break**.
- 3) Select **Row Break** or **Column Break** depending on your need.

The break is now removed.

Note

Multiple manual row and column breaks can exist on the same page. When you want to remove them, you have to remove each one individually. This may be confusing at times, because although there may be a column break set on the page, when you go to **Edit > Manual Break**, Column break may be grayed out.

In order to remove the break, you have to be in the cell next to the break. So, for example, if you set the column break while you are in H15, you can not remove it if you are in cell D15. However, you can remove it from any cell in column H.

Headers and footers

Headers and footers are predefined pieces of text that are printed at the top or bottom of a sheet outside of the sheet area. They are set the same way.

Headers and footers are assigned to a page style. You can define more than one page style for a spreadsheet and assign different page styles to different sheets. For more about page styles, see Chapter 10 of the *Calc Guide*.

To set a header or footer:

- 1) Navigate to the sheet that you want to set the header or footer for. Select **Format > Page**.
- 2) Select the Header (or Footer) tab. See Figure 37.
- 3) Select the **Header on** option.

From here you can also set the margins, the spacing, and height for the header or footer. You can check the **AutoFit height** box to have the height of the header or footer automatically adjust.

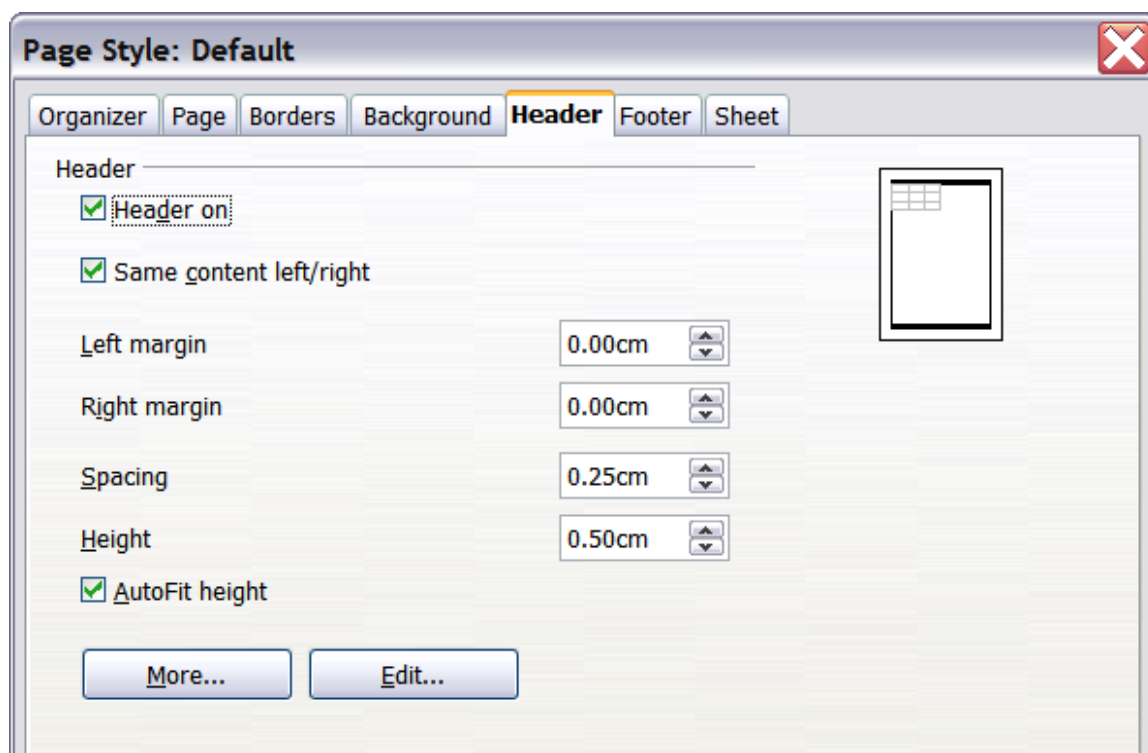


Figure 37: Header dialog

Margin

Changing the size of the left or right margin adjusts how far the header or footer is from the side of the page.

Spacing

Spacing affects how far above or below the sheet the header or footer will print. So, if spacing is set to 1.00", then there will be 1 inch between the header or footer and the sheet.

Height

Height affects how big the header or footer will be.

Header or footer appearance

To change the appearance of the header or footer, click **More**.

From this dialog (Figure 38) you can set the background and border of the header or footer. See Chapter 10 (Using Styles in Calc) in the *Calc Guide* for more information.

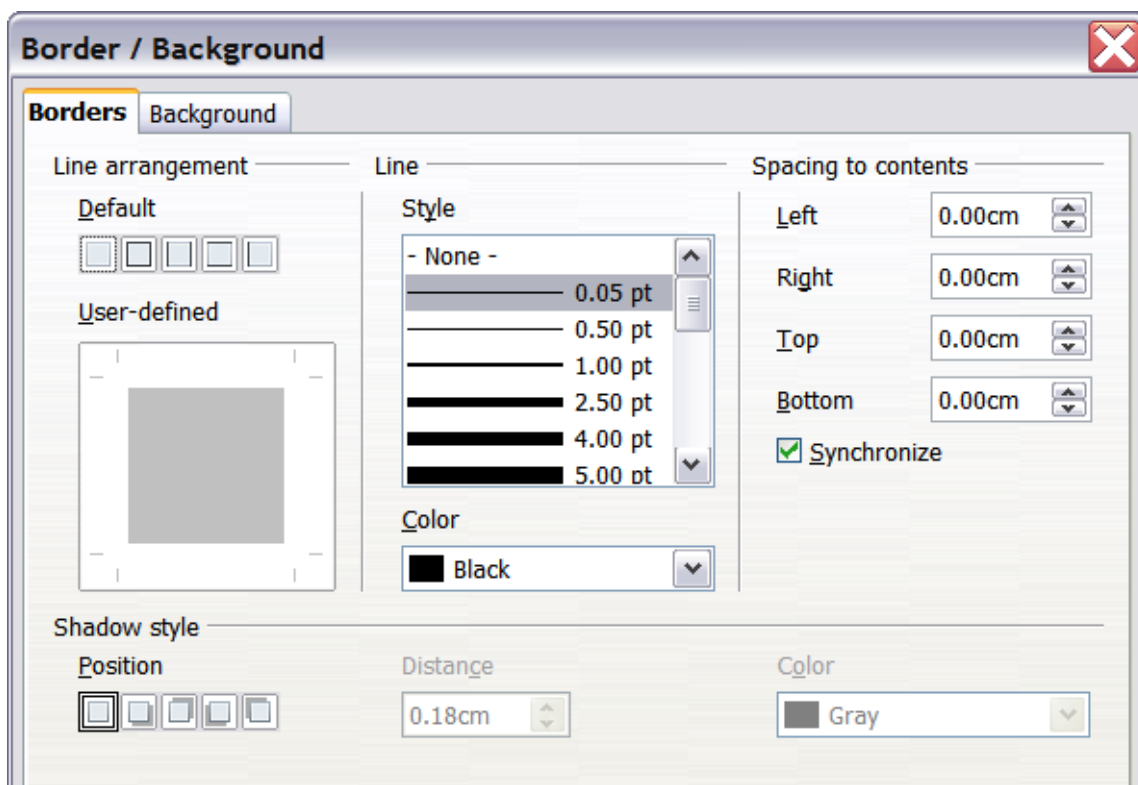


Figure 38: Header/Footer Border/Background

Contents of the header or footer

The header or footer of a Calc spreadsheet has three columns for text. Each column can have different contents.

To set the contents of the header or footer, click the **Edit** button in the header or footer dialog shown in Figure 36 to display the dialog shown in Figure 34.

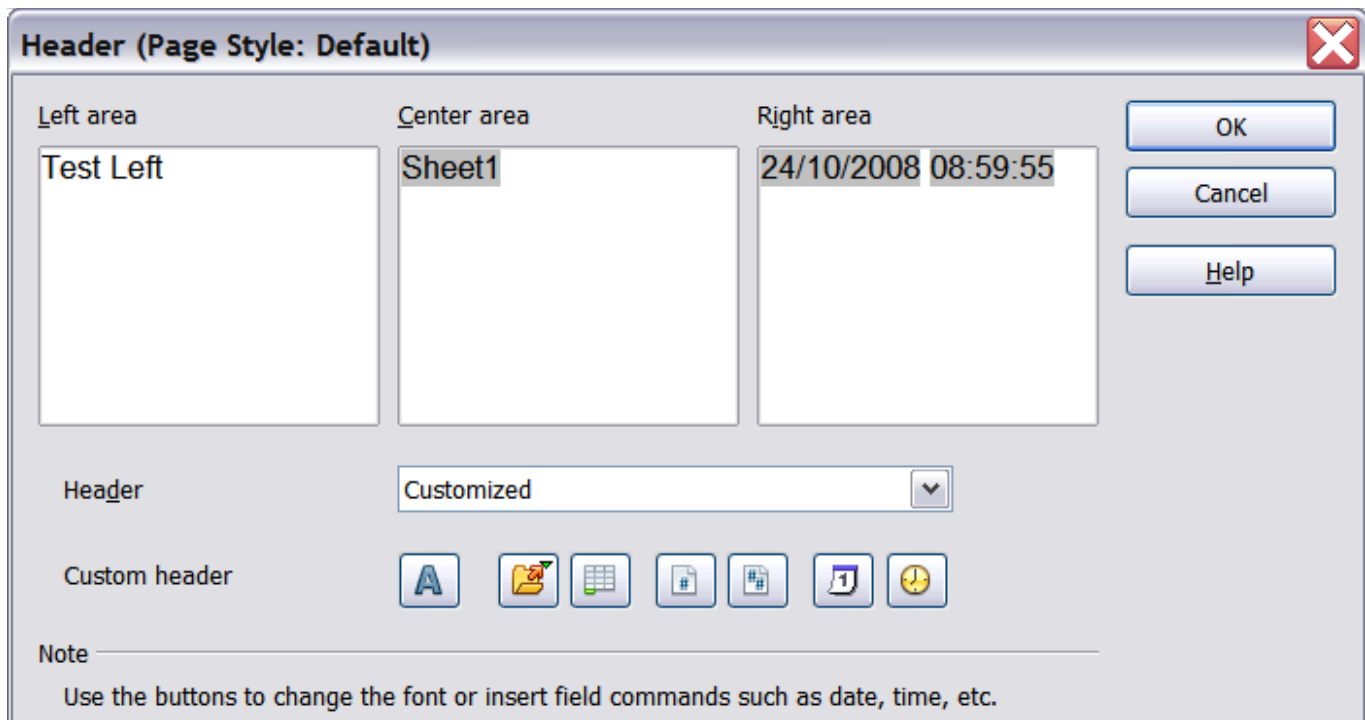


Figure 39: Edit contents of header or footer

Areas








Each area is independent and can have different information in it.

Header

You can select from several preset choices in the Header drop-down list, or specify a custom header using the buttons below. (If you are formatting a footer, the choices are the same.)

Custom header

Click in the area (Left, Center, Right) that you want to customize, then use the buttons to add elements or change text attributes.

-  Opens the Text Attributes dialog.
-  Inserts the total number of pages.
-  Inserts the File Name field.
-  Inserts the Date field.
-  Inserts the Sheet Name field.
-  Inserts the Time field.
-  Inserts the current page number.