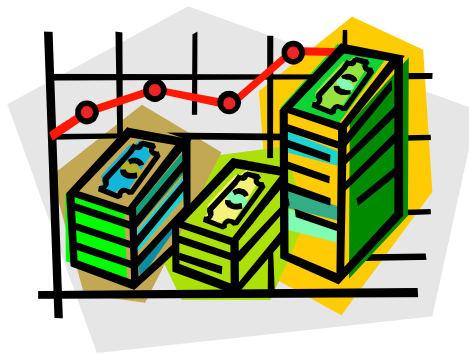


Spreadsheets with OpenOffice Calc



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Part I: Introduction to Spreadsheets with OpenOffice Calc

OpenOffice Calc is an open source free software program with features commonly found in commercial spreadsheet programs. It is similar to Microsoft Excel.

An electronic spreadsheet is a computer program that is equivalent to a paper ledger sheet. It is used for storing, organizing, and manipulating data (numbers, text, times, currency, percentages, formulas, etc.). It consists of a grid, made from columns, rows, and cells (the intersection of a column and a row). A cell can contain value or data.

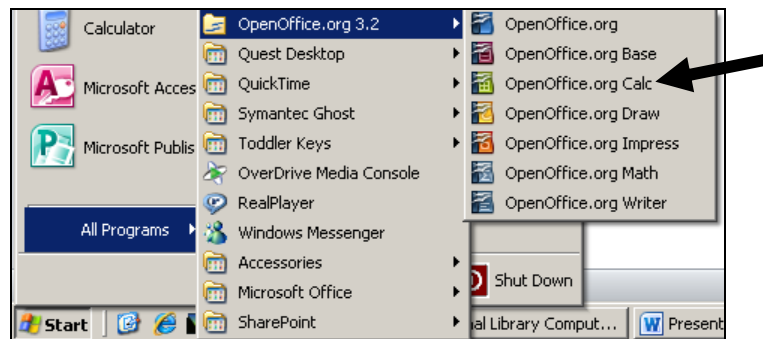
You can create and manipulate spreadsheets (which are called worksheets). It can also produce graphs (known as charts) from your data and can link one worksheet to another.

Opening Calc

1. Double click the Open Office icon on the desktop.
2. Click the “Spreadsheet” icon in the startup window.

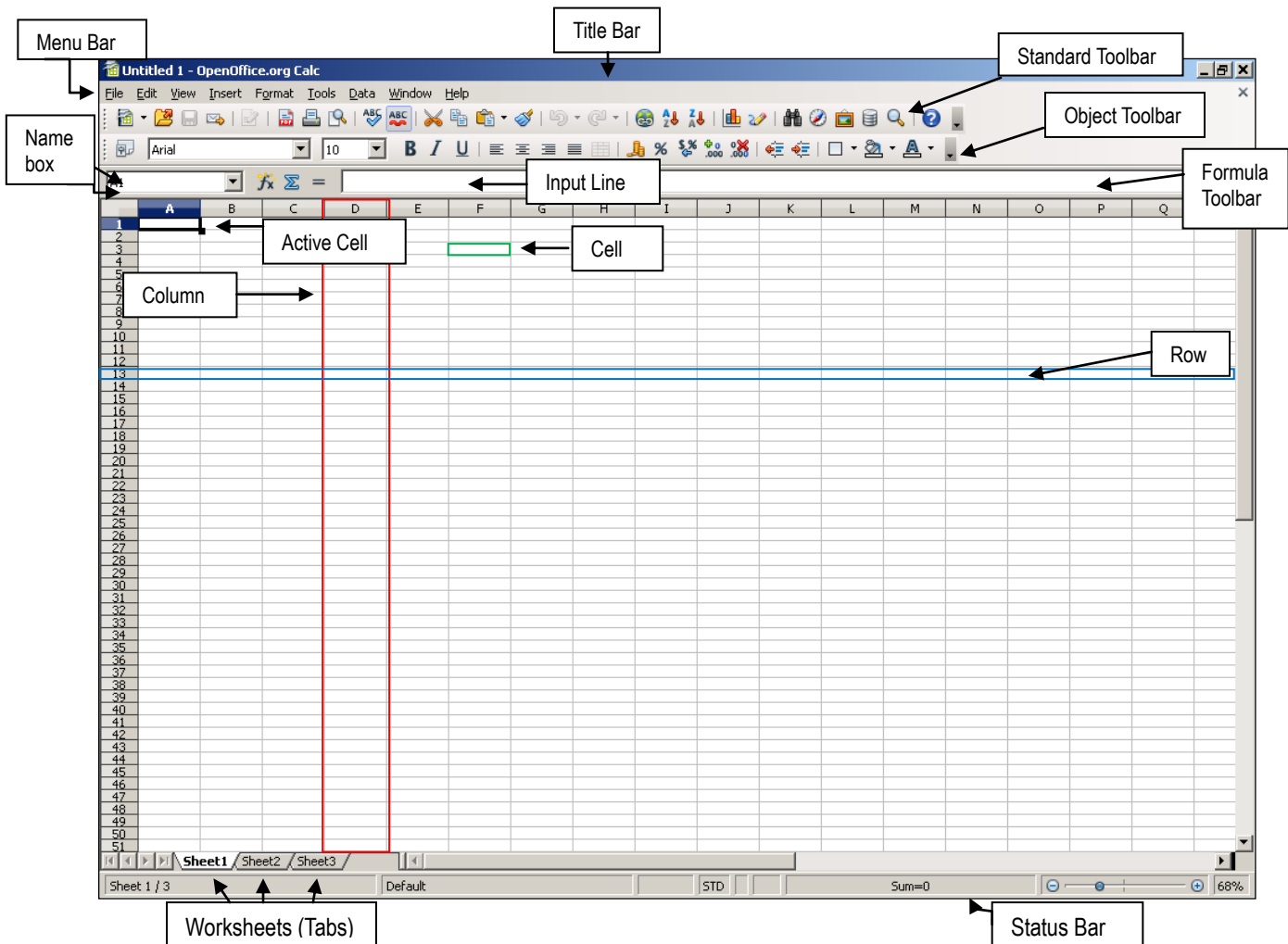


3. **OR** You may click the “Start” button, got to “All programs,” locate “OpenOffice.org, and click on “OpenOffice Calc.”



Components of the Spreadsheet Window

(Picture below is the Calc screen)



Calc Toolbars

You may access and customize toolbars by going to “View” on your Menu and scrolling down to “Toolbars.”

- **Menu Toolbar** – contains the main menus of the Calc program.
- **Standard Toolbar** – provides users access to function icons such as **Open**, **Save**, **Cut**, **Copy**, **Paste**, and other tasks.
- **Object Toolbar** – consists of tools that are specific to calculation and formatting of cells (number format, text alignment, borders, etc.)
- **Formula Toolbar** – intended for formulas necessary for calculations. Use this toolbar to enter and edit worksheet data. The contents of the active cell always appear in the input line of the toolbar. You may also specify a cell with the name box. When you click the mouse in the formula bar, an **X** and a **✓** will appear. The **X** will cancel the editing. The **✓** will confirm the edit to the cell.
- **Status Bar** – provides information such as the current worksheet, page style, work

mode, and sum of cells in which the cursor is situated.


Creating a New Document

There are three ways to create a new document:

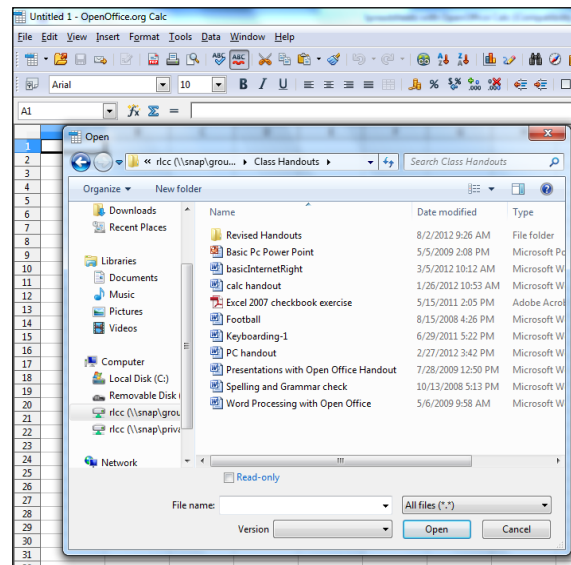
1. Select **File** from the Menu Bar; scroll down to **New**, then **Spreadsheet**.
2. You can also type **CTRL+N** on your keyboard (hold down the **CTRL** Key and type **N**)
3. Click on the **New Document** icon on the Function Toolbar and select **Spreadsheet**.

Opening a File

There are two ways to open an existing document:


1. Select **File** from the Menu Bar; scroll down to **Open**, then choose the file.
2. Click the **Open File** icon  on the Function Toolbar.

The **Open File** dialog box will appear as shown on the right. From the drop down list, locate and choose the file you wish to open.



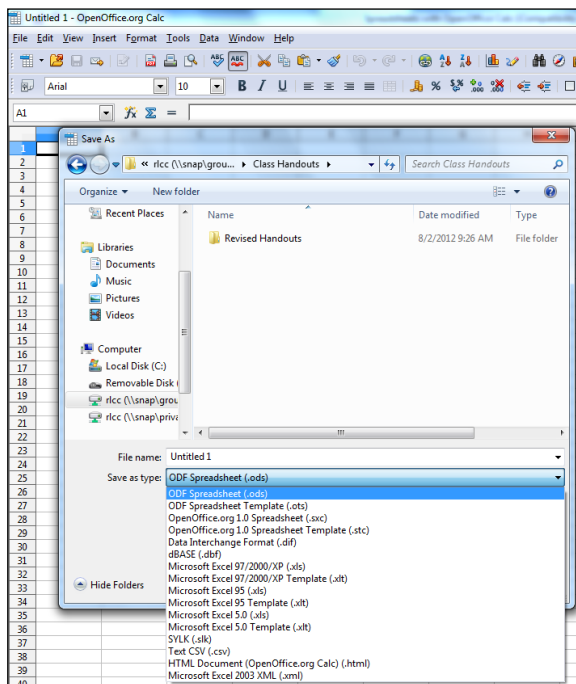
Saving a Document

There are two ways to save a document:

1. Select **File** from the Menu Bar; scroll down to **Save**.
2. Click on the **Save** icon  on the Function Toolbar.

If you are saving for the first time, a **Save File** dialog box will appear as shown on the left.

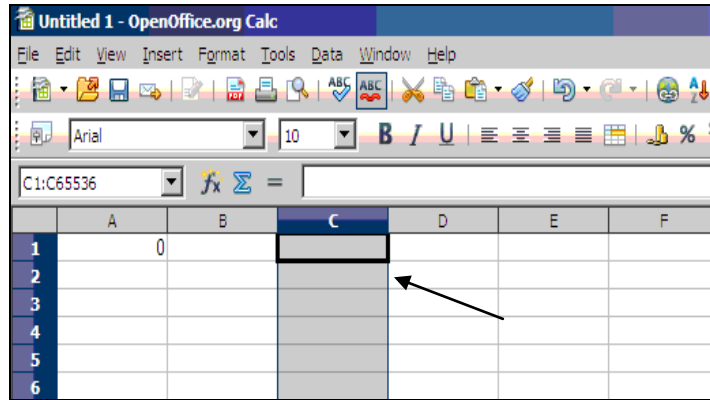
Note: OpenOffice gives you the option to save your spreadsheet as a Microsoft Excel file.



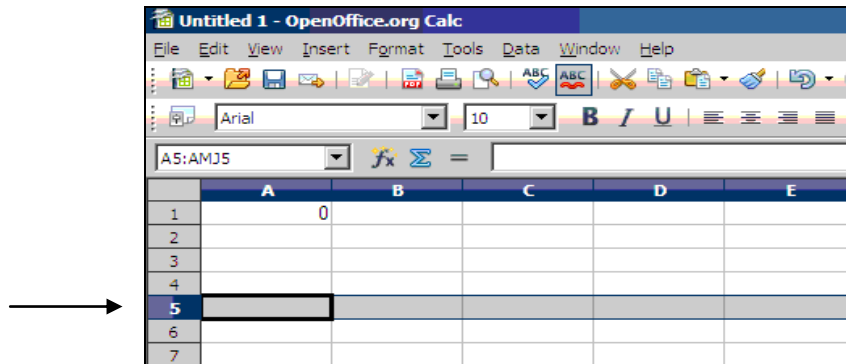
Spreadsheets

The spreadsheet is represented by grids, with each cell bearing a specific reference:

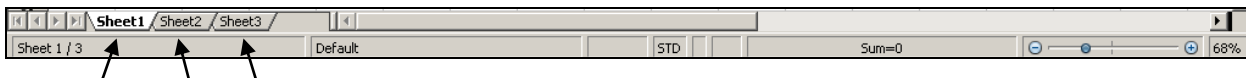
- **Column** – vertical reference (usually indicated by letters)



- **Row** – horizontal reference (usually indicated by numbers)



You may also notice that spreadsheets are opened with three worksheets by default (Sheet 1, Sheet 2, Sheet 3).



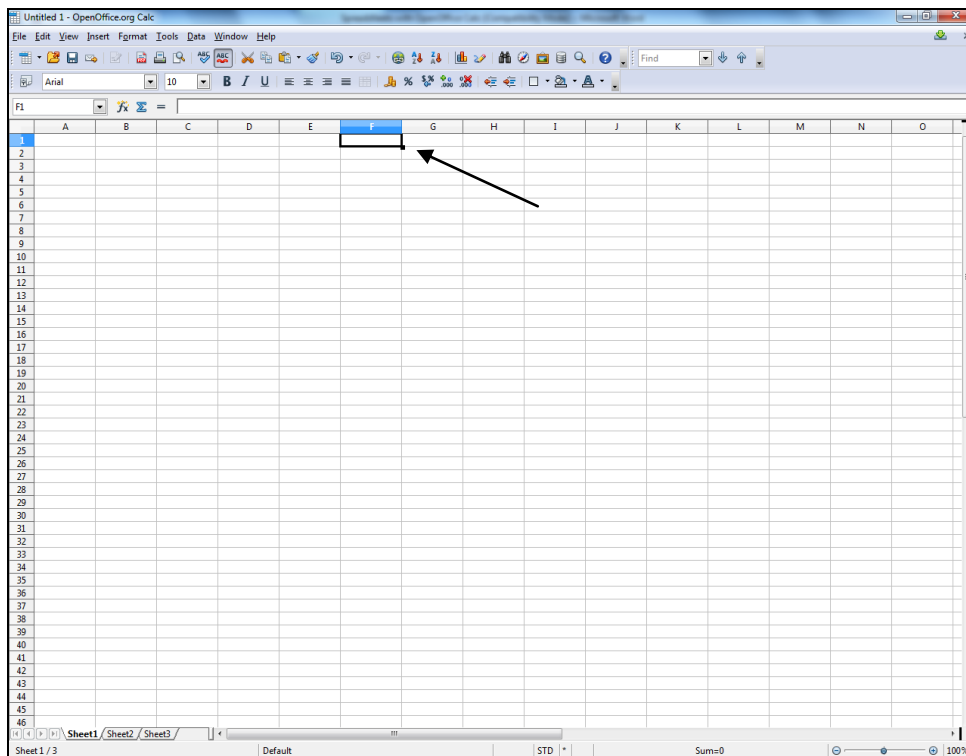
Entering Data

In a spreadsheet, there are three basic types of data that can be entered: numbers, texts, and formulas.

To enter text, values or a formula:

1. Click on the cell you wish to enter information. That makes the cell active.
2. Type the information.
3. Press the **ENTER** key on the keyboard or press one of the arrow keys.

**Note: The active cell will have a darker border around it to indicate your position in the worksheet.*



Navigating

CTRL + End - move to the intersection of the last row and column that contains data.

CTRL + Home - move to first cell in the worksheet

CTRL + → - moves to the last column (AMJ)

CTRL + ← - moves back to the first column (A)

CTRL + ↓ - moves to the last row (A 65,536)

CTRL + ↑ - moves back to the first row

TAB - moves from cell to cell horizontally

ENTER - moves from cell to cell vertically

PAGE Down - moves down one screen

PAGE Up - moves up one screen

ALT + PAGE Down - moves one screen to the right

ALT + PAGE Up - moves one screen

Selecting Cells

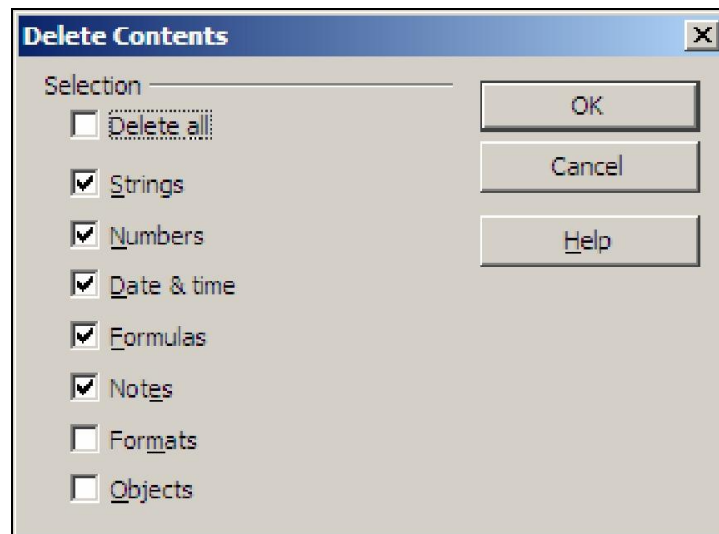
- **Range of cells** – On the first cell (e.g. A1 or whichever is the first cell of your range), click and hold the button while dragging the mouse to the last cell of the range. (The range of cells will be highlighted when selected.)
- **Column** – Click on the column heading in the gray area.
- **Row** – Click on the row heading in the gray area.

Inserting Cells

- **Column** – You may insert columns by clicking on the column heading and by either: 1) clicking **Insert** on the Menu bar or 2) by right clicking on the column heading and choosing **Insert Column**. The inserted column will appear to the left of the selected column.
- **Row** – You may do the same with rows by clicking on the row heading. The inserted row will appear above the selected row.

Deleting Cells

1. Select the cells you wish to delete.
2. Press the **Delete** key. The following window will appear.



3. Check the boxes of the items you wish to delete.
4. Click **OK**.

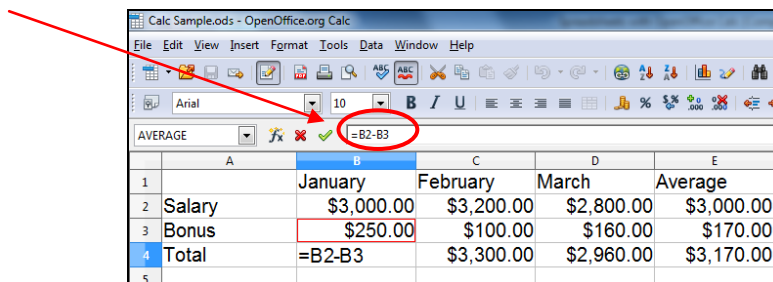
Part 2: Working with Formulas and Charts




Formulas and Functions

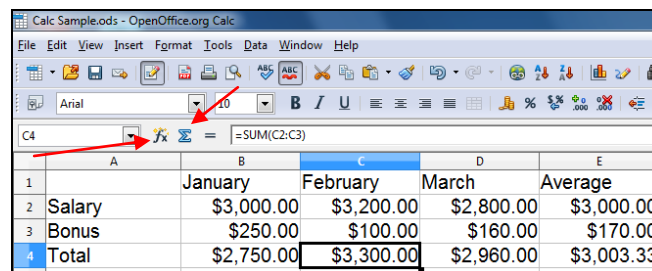
It might be easy to think of OpenOffice Calc in terms of being a calculator. When we insert value in the cells, we also want a result, being mathematical or another. Spreadsheets have many formulas and functions. The most basic are **add**, **subtract**, **multiply**, and **divide**.

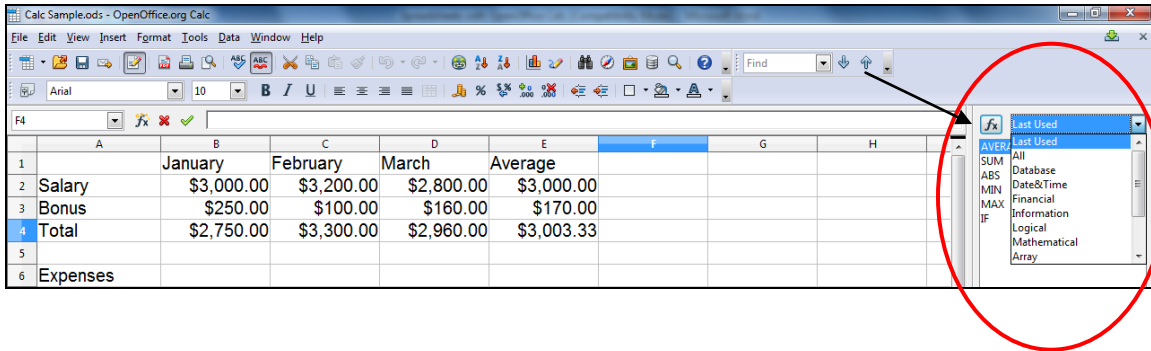
Formulas are equations which calculate the value in your selected cell. This allows for automatic updates and data entry modifications.

1. Select the cell in which you want the results to appear. *Note: **ALL** formulas start with the equal (=) sign.*
2. After the sign, type the first cell from which you want to add, subtract, etc. Do **NOT** enter spaces.



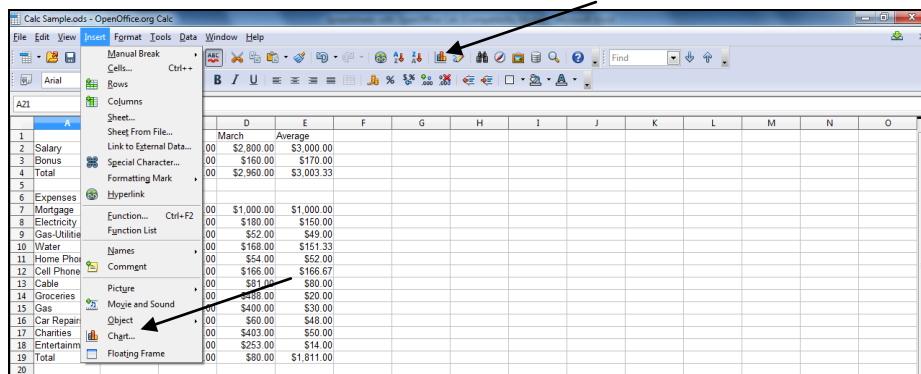
3. Make sure to click the ✓ mark to accept the equation or formula or the X to cancel.
4. The  icon brings up the **Function Wizard** menu to the right side of the screen. The Function Wizard provides shortcuts to equations. Choose the function, click on the  icon, and the equation should appear in the input line.
5. The  icon automatically places the sum of the selected cells, without having to type in the addition formula. (Click on the icon and select the cells you wish to add.)



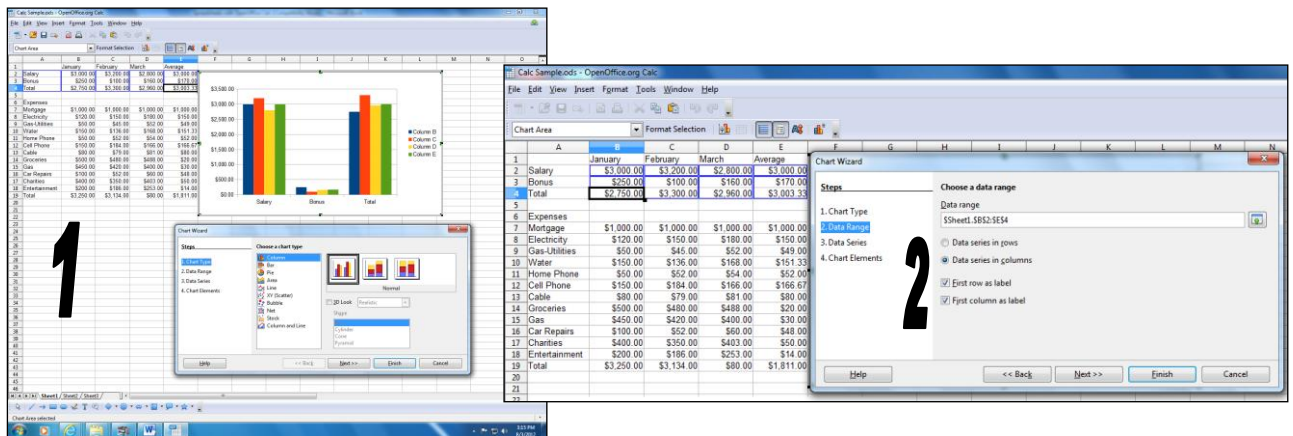


Charts and Graphs

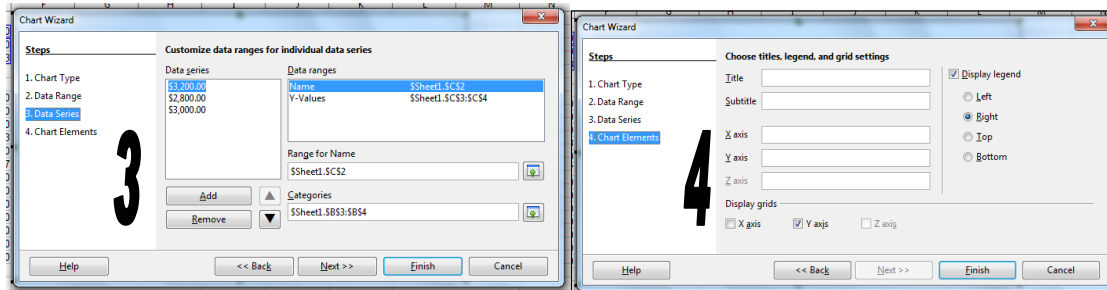
Data can also be represented in an illustrated format. The **Chart Wizard** can assist in creating a chart or graph to associate with your data. There are many types; however, the two most common are **Bar** and **Pie** charts.



1. Select the range of cells you would like to include in your chart. Click the **ChartWizard** icon (as indicated on the figure below).




2. **Step 1:** Select the type of chart. You may choose a 3-D option.
3. **Step 2:** Select a data range by either entering the cells manually or clicking on the **Data Range** icon.
4. **Step 3:** Customize data ranges for individual data series.
5. **Step 4:** Choose titles, legend, and grid settings. Click **Help** at anytime.

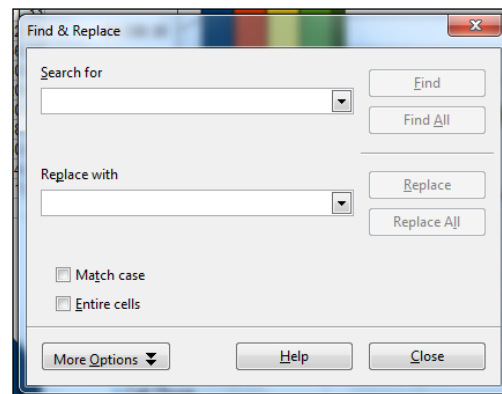


Other Features

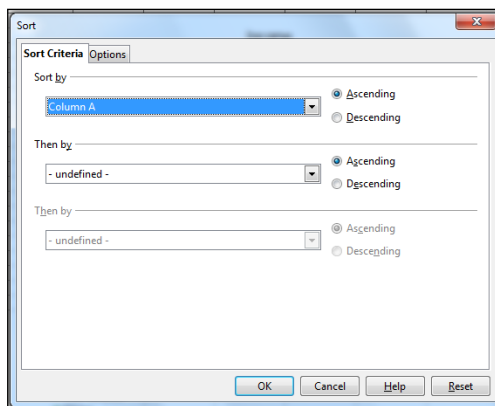
Find and Replace Functions

OpenOffice Calc makes it easy to locate and replace data in your spreadsheet. Select the **Find** **Replace** icon  located on the standard toolbar. Type in the value you want to search and/or replace.

While the **Find** feature searches specified values throughout the spreadsheet, the **Replace** feature allows you to find occurrences of a value and replace it with another value.



and



Sort Data

OpenOffice Calc also makes it easy to sort data, whether alphabetically or by other criteria. You may choose to sort a section or the entire spreadsheet. You may display additional sort options by clicking the **More Options** tab.

Filtering Data

OpenOffice Calc allows you the ability to filter data, displaying only the records that meet criteria as defined by the user.

You may remove the filter at any time by selecting the **Remove Filter** option.

