



Calc Guide

Chapter 1

Introducing Calc

Using Spreadsheets in OpenOffice.org

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What is Calc?

Calc is the spreadsheet component of OpenOffice.org (OOo). You can enter (usually numerical) data in a spreadsheet and then manipulate this data to produce certain results.

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 display and manipulate.

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.

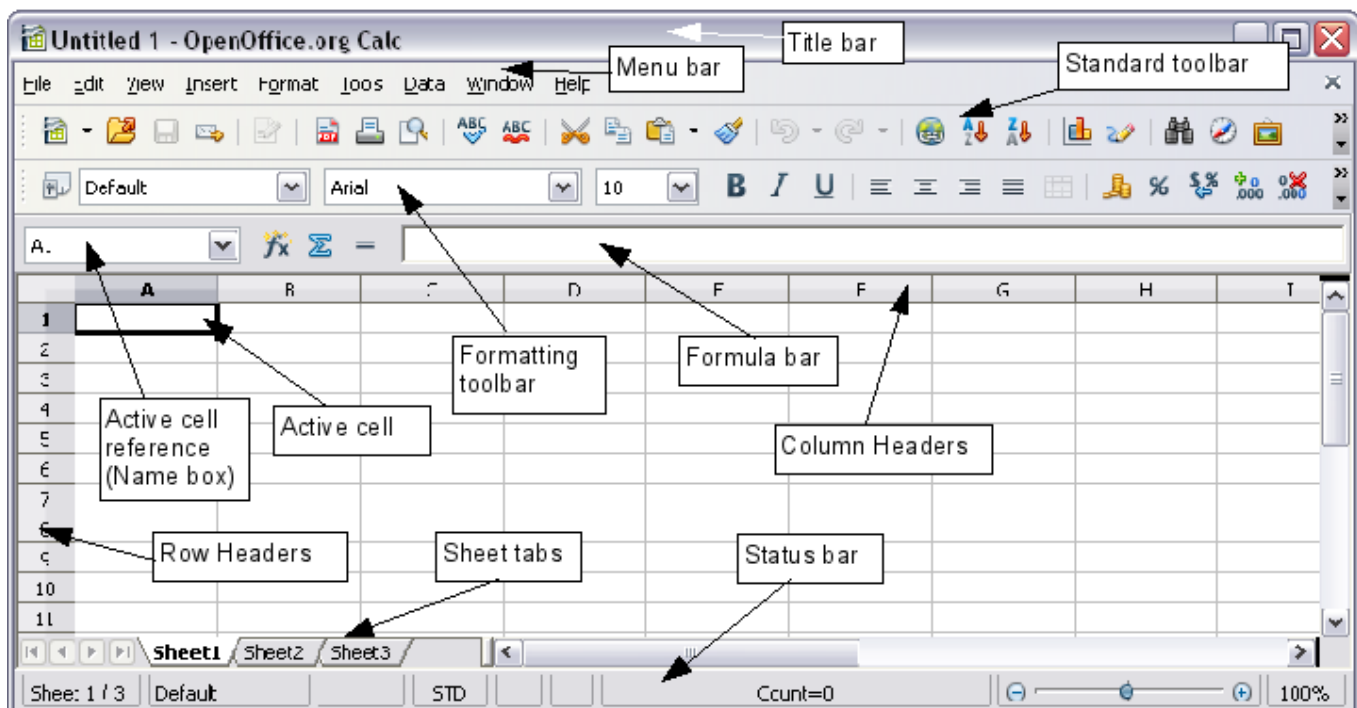


Figure 1. Parts of the Calc window

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. When the spreadsheet is newly created, its name is *Untitled X*, where *X* is a number. When you save a new spreadsheet for the first time, an alert will prompt you to enter a name of your choice.

Under the Title bar is the Menu bar. When you choose one of the menus, a submenu appears with other options. You can modify the Menu bar, as discussed in Chapter 14 (Setting up and Customizing Calc).

Toolbars

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

The icons on these toolbars provide a wide range of common commands and functions. You can also modify these toolbars, as discussed in Chapter 14 (Setting up and Customizing Calc).

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 three boxes on the left are the **Apply Style**, **Font Name**, and **Font Size** lists (see Figure 2). If there is something in these boxes, they show the current setting for the selected area. (The Apply Style list may not be visible by default.) Click the down-arrow to the right of each box to open the list.

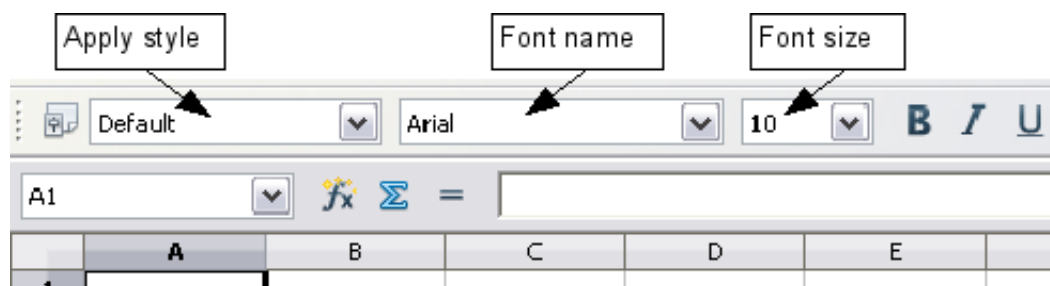


Figure 2. Apply Style, Font Name and Font Size boxes

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.

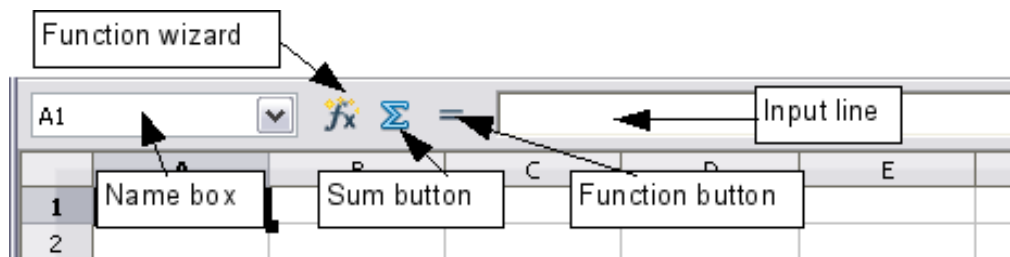


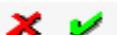
Figure 3. Formula Bar

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. This can be very useful because it also shows how the functions are formatted.

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 (see Figure 3). You can turn these headers off by selecting **View > Column & Row Headers**.

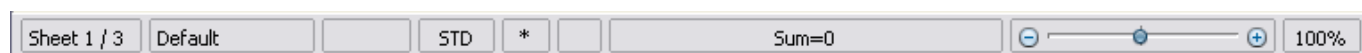
Sheet tabs

At the bottom of the grid of cells are the sheet tabs. 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.

Status bar

The Calc status bar provides information about the spreadsheet and convenient ways to quickly change some document features. From left to right, the fields are as follows.



Sheet sequence number

Shows the sequence number of the current sheet the total number of sheets in the spreadsheet. The sequence number may not correspond with the name on the sheet tab.

Page style

Shows the page style of the current sheet. To change the page style, right-click on this field. A list of page styles pops up; choose a different style by clicking on it.

To edit the page style, double-click on this field. The Page Style dialog opens.

Insert mode

Click to toggle between *Insert* and *Overwrite* modes when typing.

Selection mode


Click to toggle between STD (*Standard*), EXT (*Extend*), ADD (*Add*) and BLK (*Block*) selection. EXT is an alternative to *Shift+click* when selecting text.

Unsaved document flag

If changes have been made to the document since it was last saved, an asterisk (*) appears in this field.

Digital signature

If the document has not been digitally signed, double-clicking in this area opens the Digital Signatures dialog, where you can sign the document. See Chapter 5 for more about digital signatures.

If the document has been digitally signed, an icon  shows in this area. You can double-click the icon to view the certificate.

Cell or object information

Displays information about the selected items. When a group of cells is selected, the sum of the contents is displayed by default; you can right-click on this field and select other functions, such as the average value, maximum value, minimum value, or count (number of items selected).

When the cursor is on an object such as a picture or chart, the information shown includes the size of the object and its location.

Zoom—new in OOo 3.1

To change the view magnification, drag the Zoom slider or click on the + and – signs. You can also right-click on the zoom level percentage to select a magnification value.

Starting new spreadsheets

You can create a new, blank spreadsheet from the Start Center (Welcome to OpenOffice.org) or from within Calc or any other component of OOo, for example from Writer or Draw.


From the Start Center

Click the **Spreadsheet** icon.

From the Menu bar

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

From the toolbar

If a document is open in any component of OOo (for example, Writer), you can use the **New Document**  icon on the Standard toolbar. (This icon is always a page of text from the current component with a black down-arrow to the right.) Click the down-arrow for a choice of which 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, select the **Templates** icon from the Start Center or **Templates and Documents** from the Menu bar or toolbar. 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

You can open an existing spreadsheet from the Start Center or from any component of OOo. Calc can open spreadsheets in a range of file formats, including Microsoft Excel.

From the Start Center

Click the **Open a document** icon.

From the Menu bar

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

From the toolbar

Click the **Open** icon  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.

Opening CSV files

Comma separated values (CSV) files are text files that contain the cell contents of a single sheet. Each line in a CSV file represents a row in a spreadsheet. Commas, semicolons, or other characters are used to separate the cells. Text is put in quotation marks, numbers are written without quotation marks.

To open a CSV file in Calc:

- 1) Choose **File > Open**.
- 2) Locate the CSV file that you want to open.
- 3) If the file has a *.csv extension, select the file and click **Open**.
- 4) If the file has another extension (for example, *.txt), select the file, select **Text CSV** in the File type box (scroll down into the spreadsheet section to find it) and then click **Open**.
- 5) On the Text Import dialog, select the separator options to divide the text in the file into columns.

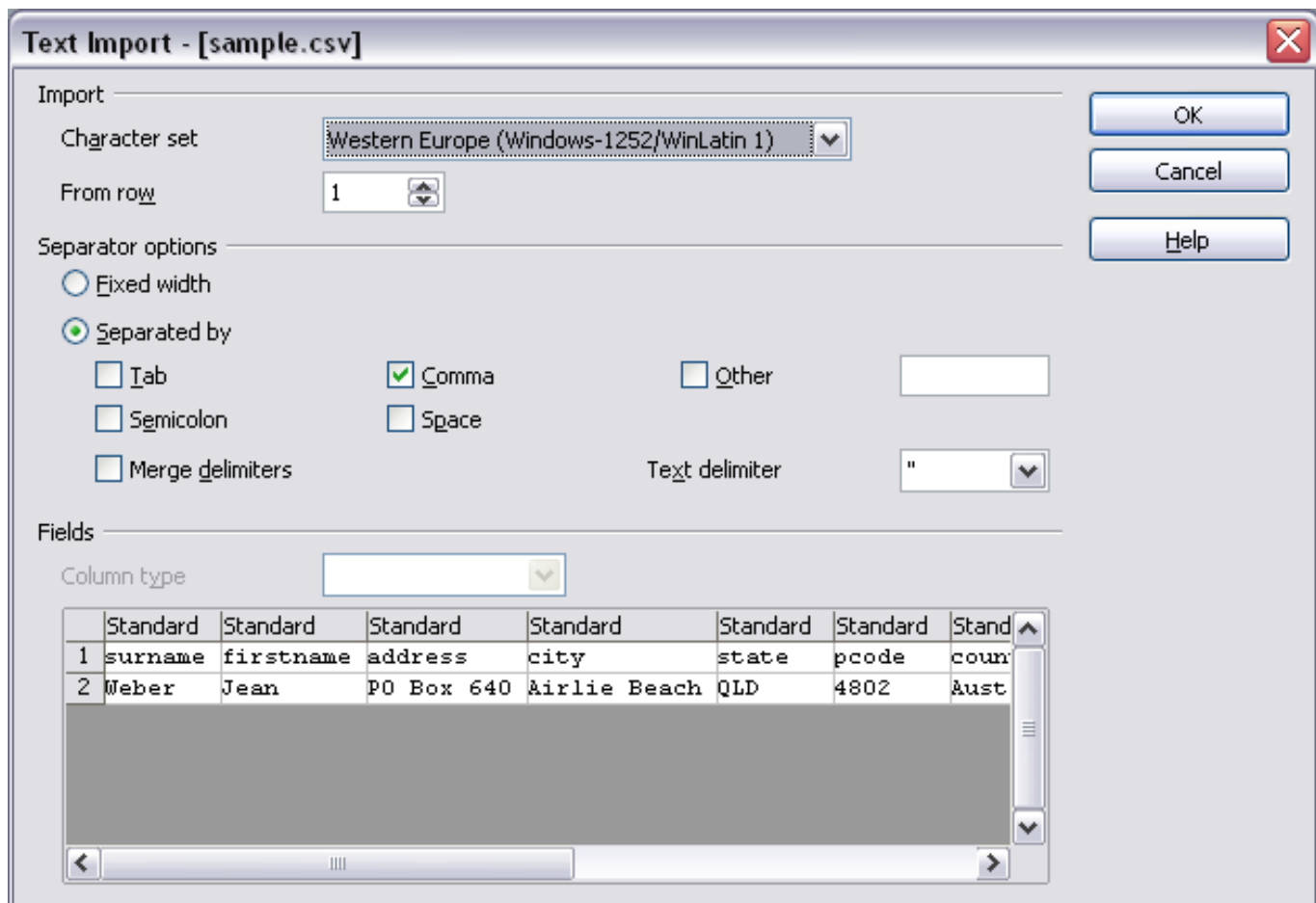


Figure 4: Text Import dialog, with Comma selected as the separator and double quotation mark (") as the text delimiter.

You can preview the layout of the imported data at the bottom of the dialog. Right-click a column in the preview to set the format or to hide the column.

If the CSV file uses a text delimiter character that is not in the Text delimiter list, click in the box, and type the character.

6) Click **OK** to open the file.

Caution

If you do not select **Text CSV** as the file type when opening the file, the document opens in Writer, not Calc.


Saving spreadsheets

Spreadsheets can be saved in the following three ways.

From the Menu bar

Click **File** and then select **Save** (or **Save All** or **Save As**).

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**.

Password protection

To protect an entire document from being viewable without a password, use the option on the Save As dialog box to enter a password. This option is only available for files saved in OpenDocument formats or the older OpenOffice.org 1.x formats.

On the Save As dialog box, select the **Save with password** option, and then click **Save**. You will receive a prompt to type the same password in two fields. If the passwords match, the OK button becomes active.

Click OK to save the document password-protected. If the passwords do not match, you receive the prompt to enter the password again.

Note

Passwords must contain a minimum of 5 characters. Until you have entered 5 characters, the **OK** button remains inactive.

Saving a document automatically

You can choose to have Calc save your spreadsheet automatically at regular intervals. Automatic saving, like manual saving, overwrites the last saved state of the file. To set up automatic file saving:

- 1) Select **Tools > Options > Load/Save > General**.
- 2) Click on **Save AutoRecovery information every**. This enables the box to set the interval. The default value is 30 minutes. Enter the value you want by typing it or by pressing the up or down arrow keys.

Saving as a Microsoft Excel document

You may need to share your spreadsheet with other people who do not use OpenOffice.org, but use Microsoft Excel instead. Fortunately, OpenOffice.org can read and write Excel files.

To save a spreadsheet as a Microsoft Excel file:

- 1) First save your spreadsheet in OpenOffice.org's format (*.ods). If you do not, any changes you made since the last time you saved will only appear in the Microsoft Word version of the document.
- 2) Then click **File > Save As**. The Save As dialog (Figure 5) appears.
- 3) In the **Save as type** drop-down menu, select the type of Excel format you need. Click **Save**.

Caution

From this point on, *all changes you make to the spreadsheet will occur only in the Microsoft Excel document*. You have actually changed the name of your document. If you want to go back to working with the OpenOffice.org version of your spreadsheet, you must open it again.

Tip

To have Calc save documents by default in a Microsoft Excel file format, go to **Tools > Options > Load/Save > General**. In the section named *Default file format*, under *Document type*, select **Spreadsheet**, then under *Always save as*, select your preferred file format.

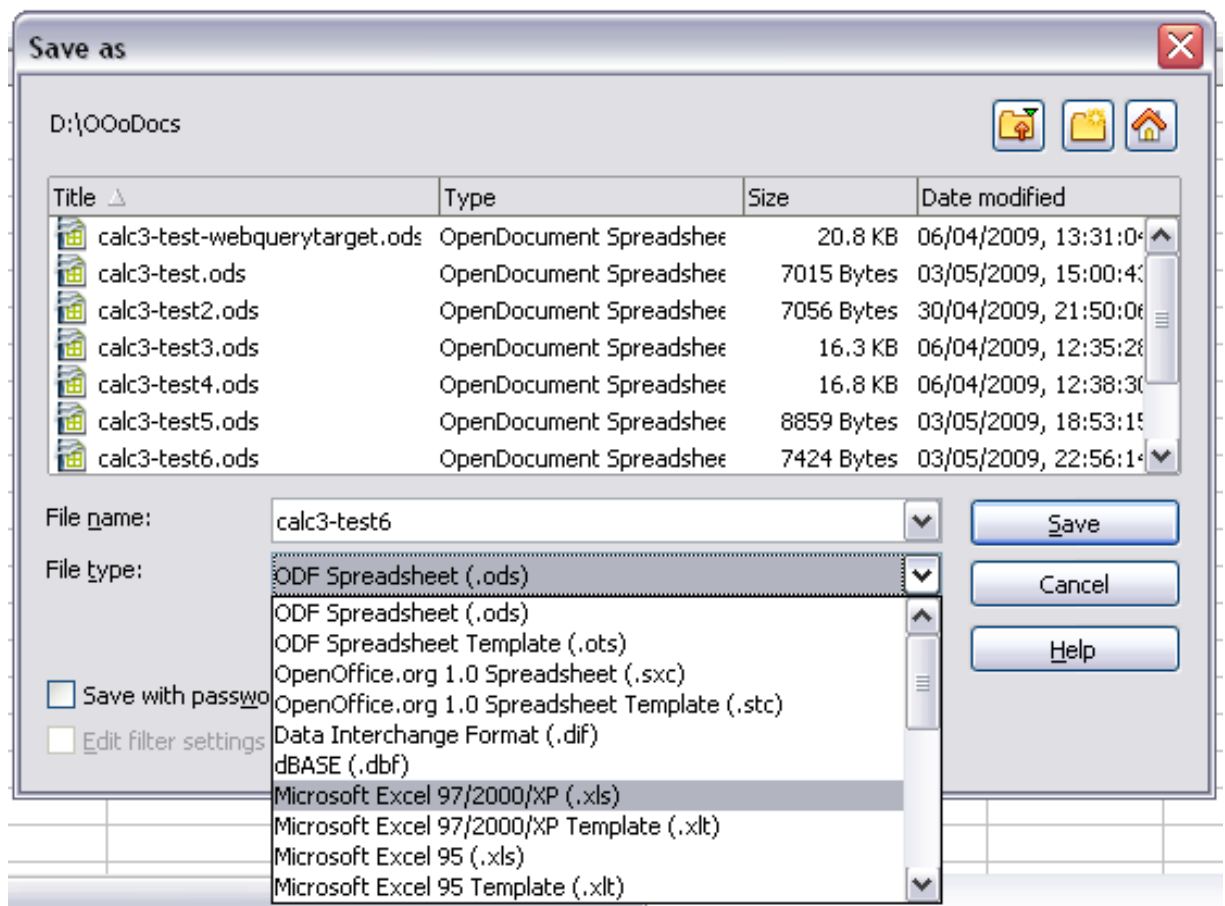


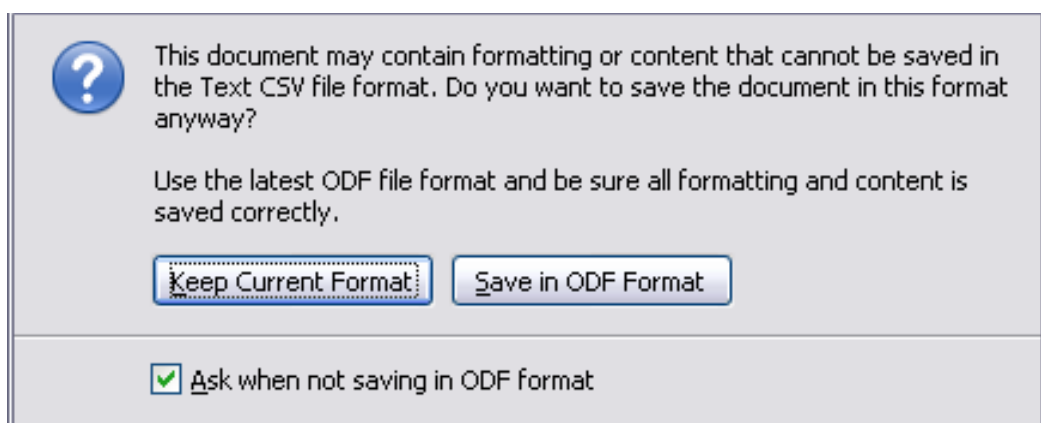
Figure 5. Saving a file in Microsoft Excel format

Saving as a CSV file

To save a spreadsheet as a comma separate value (CSV) file:

- 1) Choose **File > Save As**.
- 2) In the File name box, type a name for the file.
- 3) In the File type list, select **Text CSV** and click **Save**.

You may see the message box shown below. Click **Keep Current Format**.



- 4) In the Export of text files dialog, select the options you want. Click **OK**.

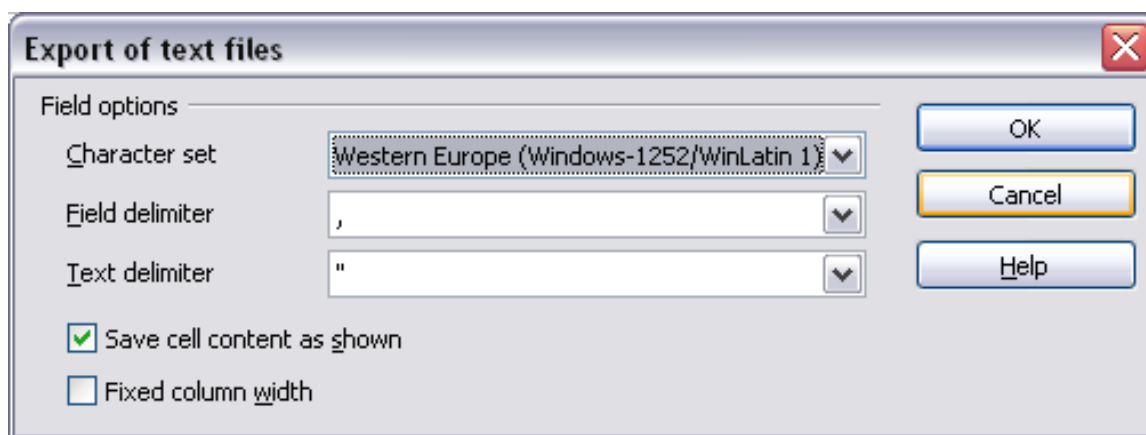


Figure 6: Choosing options when exporting to Text CSV

Saving in other formats

Calc can save spreadsheets in a range of formats, including HTML (Web pages), through the Save As dialog. Calc can also export spreadsheets to ODF and XHTML. See Chapter 5 for more information.

Navigating within spreadsheets

Calc provides many ways to navigate within a spreadsheet from cell to cell and sheet to sheet. You can generally use whatever method you prefer.

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 19 on page 30, the Navigator would select cell G28.

Moving from cell to cell

In the spreadsheet, one cell normally has a darker black border. This black border indicates where the *focus* is (see Figure 7). If a group of cells is selected, they have a highlight color (usually gray), with the focus cell having a dark border.

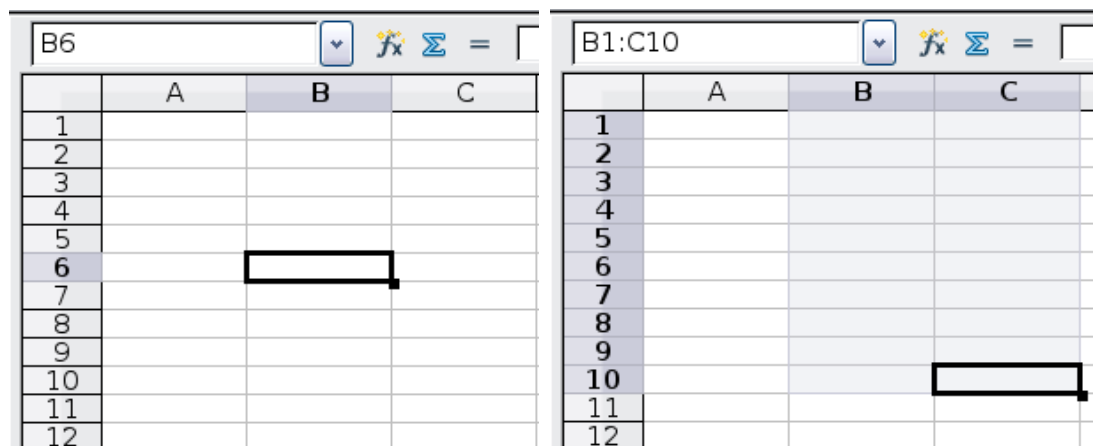


Figure 7. (left) One selected cell and (right) a group of selected cells

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.

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 arrow keys move the focus of the current cell in

other ways. Table 1 describes the keyboard shortcuts for moving about a spreadsheet.

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

Table 1. Moving from cell to cell using the keyboard

Key Combination	Movement
→	Right one cell
←	Left one cell
↑	Up one cell
↓	Down one cell
<i>Control+→</i>	To last column containing data in that row or to Column AMJ
<i>Control+←</i>	To first column containing data in that row or to Column A
<i>Control+↑</i>	To first row containing data in that column or to Row 1
<i>Control+↓</i>	To last row containing data in that column or to Row 65536
<i>Control+Home</i>	To Cell A1
<i>Control+End</i>	To lower right-hand corner of the square area containing data
<i>Alt+PgDn</i>	One screen to the right (if possible)
<i>Alt+PgUp</i>	One screen to the left (if possible)
<i>Control+PgDn</i>	One sheet to the right (in sheet tabs)
<i>Control+PgUp</i>	One sheet to the left (in sheet tabs)
<i>Tab</i>	To the cell on the right
<i>Shift+Tab</i>	To the cell on the left
<i>Enter</i>	Down one cell (unless changed by user)
<i>Shift+Enter</i>	Up one cell (unless changed by user)

Customizing the effect of the Enter key

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

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

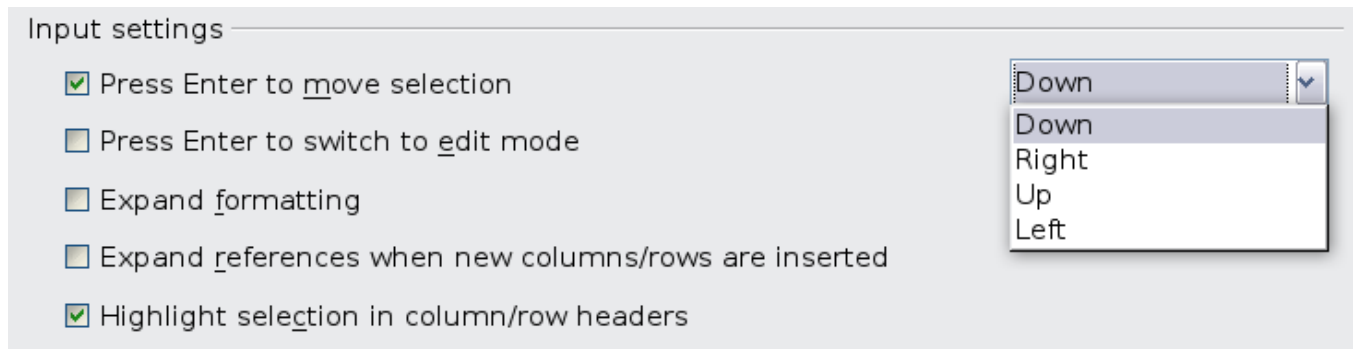


Figure 8: Customizing the effect of the Enter key

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.

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.

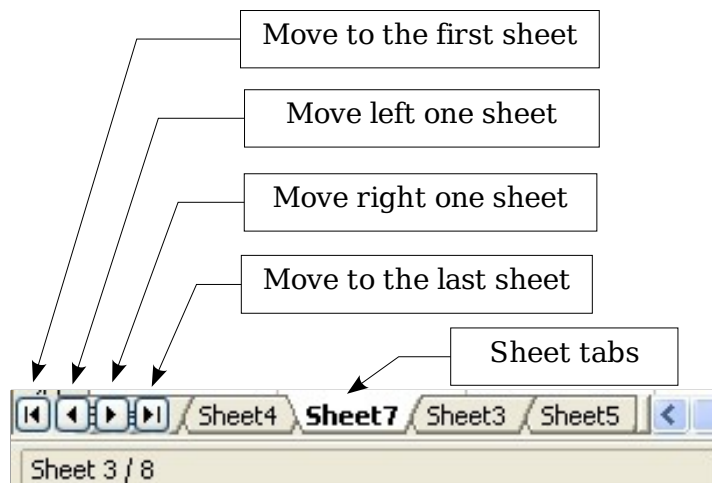


Figure 9. Sheet tab arrows

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 appear faded as in Error: Reference source not found.

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 15. 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 noncontiguous 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).

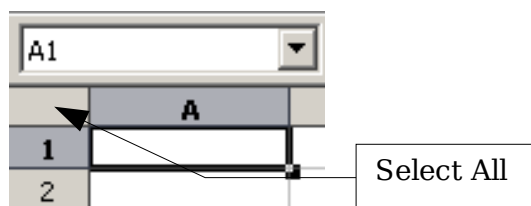


Figure 10. Select All box

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 Error: Reference source not found).

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 noncontiguous sheets

To select multiple noncontiguous 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 individually or in groups.

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.

Cells in the new columns or rows are formatted like the corresponding cells in the column or row before (or to the left of) which the new column or row is inserted.

Single column or row

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

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

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.
- 2) Right-click the header.
- 3) 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.

Tip

Instead of deleting a row or column, you may wish to delete the contents of the cells but keep the empty row or column. See Chapter 2 (Entering, Editing, and Formatting Data) for instructions.

Working with sheets

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

Inserting new sheets

There are several 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).

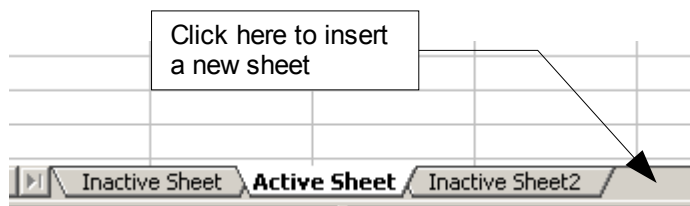


Figure 11. Creating a new sheet

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.

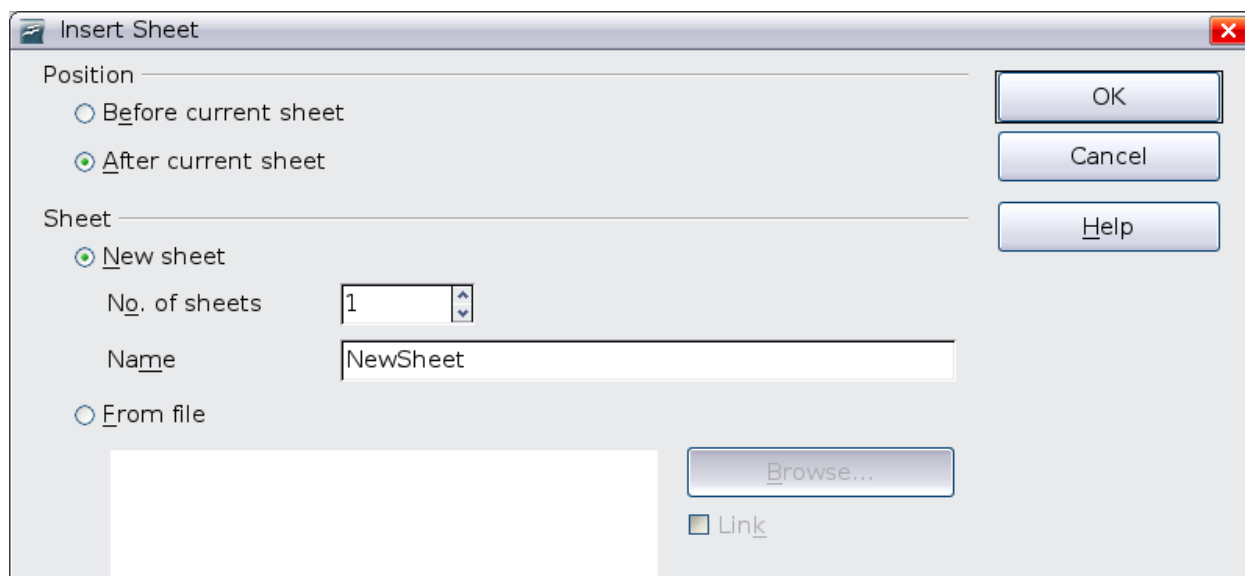


Figure 12. Insert Sheet dialog

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 pop-up 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; replace the existing name with a better one.
- (New in OOo3.1) Double-click on a sheet tab to pop up the Rename Sheet dialog.

Note

Sheet names must start with either a letter or a number; other characters including spaces are not allowed. Aside from the first character of the sheet name, allowed characters are letters, numbers, spaces, and the underline character. 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.

In addition to using the Zoom slider (new in OOo 3.1) on the Status bar (see page 9), you can open the Zoom dialog and make a selection on the left-hand side.

- Go to the **View** menu and select **Zoom**, or
- Double-click on the percentage figure in the status bar at the bottom of the window.

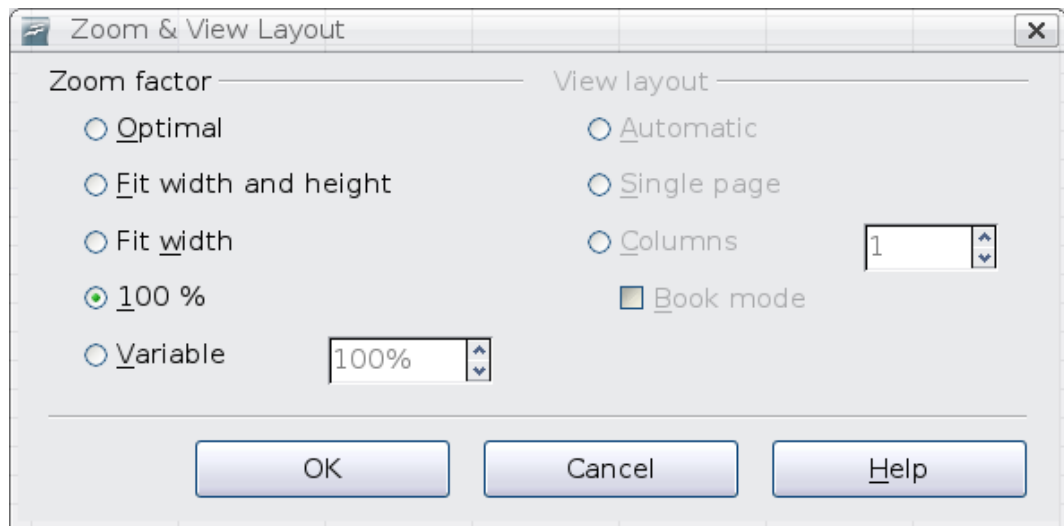


Figure 13. Zoom dialog

Optimal

Resizes the display to fit the width of the selected cells. To use this option, you must first highlight a range of cells.

Fit Width and Height

Displays the entire page on your screen.

Fit Width

Displays the complete width of the document page. The top and bottom edges of the page may not be visible.

100%

Displays the document at its actual size.

Variable

Enter a zoom percentage of your choice.

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 14 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
24	81.3%	215.0	Nolen, Emily	28.00	1.00	X	2.00	17.00	19.00	4.00	6.00	6.00	0.00	3.50	64.00	10.00

Figure 14. 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 14.

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.
- 5) 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 screen

Another way to change the view is by splitting the window—also known as splitting the screen. The screen can be split horizontally, vertically,

or both. You can therefore have up to four portions of the spreadsheet in view at any one time.

	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
16	A12=	Beta*A11*(1-A11)	0.5393
17	A13=	Beta*A12*(1-A12)	0.7951
18			

Figure 15. Split screen example

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.

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.

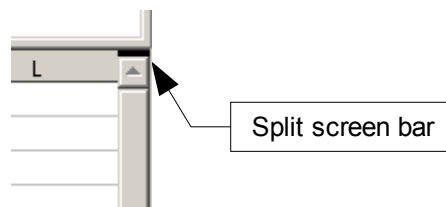


Figure 16. Split screen bar on vertical scroll bar

- 2) Immediately above this button, you will see a thick black line (Figure 16). Move the mouse pointer over this line, and it turns into a line with two arrows (Figure 17).



Figure 17. 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. You can scroll the upper and lower parts independently.

Notice in Figure 15, the Beta and the A0 values are in the upper part of the window and other calculations are in the lower part. Thus, you can make changes to the Beta and A0 values and watch their effects on the calculations in the lower half of the window.

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

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.

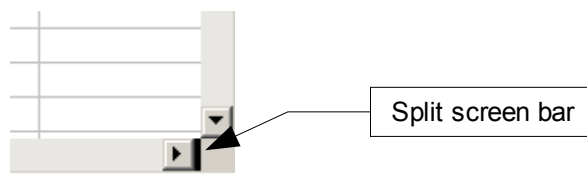


Figure 18: Split bar on horizontal scroll bar

- 2) Immediately to the right of this button is a thick black line (Figure 18). 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. You can scroll the left and right parts of the window independently.


Removing split views

To remove a split view:

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

Using the Navigator

In addition to the cell reference boxes (labeled Column and Row), the Navigator provides several other ways to move quickly through a spreadsheet and find specific items.

To open the Navigator, click its icon  on the Standard toolbar, or press *F5*, or choose **Edit > Navigator** on the Menu bar. You can dock the Navigator to either side of the main Calc window or leave it floating. (To dock or float the Navigator, hold down the *Control* key and double-click in an empty area near the icons at the top.)

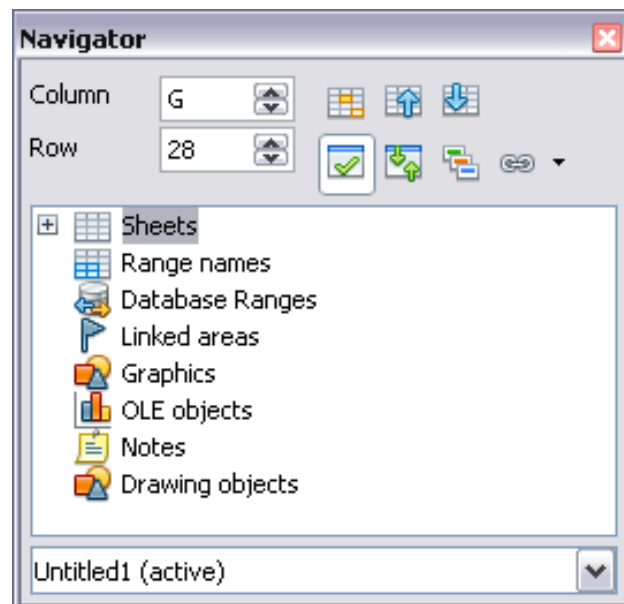


Figure 19: The Navigator in Calc

The Navigator displays lists of all the objects in a spreadsheet document, grouped into categories. If a plus sign appears next to a

category, this indicates that at least one object of this kind exists. To open a category and see the list of items, click on the plus sign.








To hide the list of categories and show only the icons at the top, click the **Contents** icon . Click this icon again to show the list.

Table 1 summarizes the functions of the icons at the top of the Navigator.

Table 2: Function of icons in the Navigator

Icon	Action
	Specifies the current data range denoted by the position of the cell cursor.
	Moves to the cell at the beginning or end of the current data range, which you can highlight using the Data Range button.
	Contents. Shows or hides the list of categories.
	Toggle. Switches between showing all categories and showing only the selected category.
	Displays all available scenarios. Double-click a name to apply that scenario. See Chapter 7 (Data Analysis) for more information.
	Drag Mode. Select hyperlink, link, or copy. See “Choosing a drag mode” for details.

Moving quickly through a document

The Navigator provides several convenient ways to move around a document and find items in it:

- To jump to a specific cell in the current sheet, type its cell reference in the Column and Row boxes at the top of the Navigator.
- When a category is showing the list of objects in it, double-click on an object to jump directly to that object’s location in the document.

To see the content in only one category, highlight that category and click the **Toggle** icon. Click the icon again to display all the categories.

- Use the **Start** and **End** icons to jump to the first or last cell in the selected data range.

Tip

Ranges, scenarios, pictures, and other objects are much easier to find if you have given them names when creating them, instead of keeping Calc's default Graphics 1, Graphics 2, Object 1, and so on—which may not correspond to the position of the object in the document.

Choosing a drag mode

Sets the drag and drop options for inserting items into a document using the Navigator.

Insert as Hyperlink

Creates a hyperlink when you drag and drop an item into the current document.

Insert as Link

Inserts the selected item as a link where you drag and drop an object into the current document.

Insert as Copy

Inserts a copy of the selected item where you drag and drop in the current document. You cannot drag and drop copies of graphics, OLE objects, or indexes.