

OpenOffice.org



**S p r e a d s h e e t
B a s i c s**

S p r e a d s h e e t s
C o l u m n s
R o w s
C e l l s

S e l e c t i n g C e l l s

S e l e c t i n g C e l l s
S e l e c t i n g a
C o l u m n o r R o w

**C o p y i n g a n d
M o v i n g C e l l s**

C o p y i n g C e l l s
C o p y i n g a R o w o r
C o l u m n
M o v i n g C e l l s ,
R o w s , C o l u m n s

**A d d i n g R o w s a n d
C o l u m n s**

A d d a R o w
A d d i n g a C o l u m n

**R e s i z i n g R o w s
a n d C o l u m n s**

R e s i z i n g a R o w
R e s i z i n g a
C o l u m n

**A d d i n g a n d
R e n a m i n g
W o r k s h e e t s**

A d d i n g a
W o r k s h e e t
R e n a m i n g a
W o r k s h e e t

**O p e n i n g a n d
S a v i n g
S p r e a d s h e e t s**

O p e n a
S p r e a d s h e e t
S a v e a

Functions

Adding a
Function

Sorting Records

Sort
Ascending / Descending

Printing and

Page Format

Page Preview
Page Format
Page Orientation
Page Margins
Headers / Footers
Printing

Inserting

Graphics

Insert Graphics
Resizing the
Graphic
Moving the
Graphic

Differences

between Excel and OpenOffice

Features that
may be
implemented
differently

Creating Charts

AutoFormat

Charts

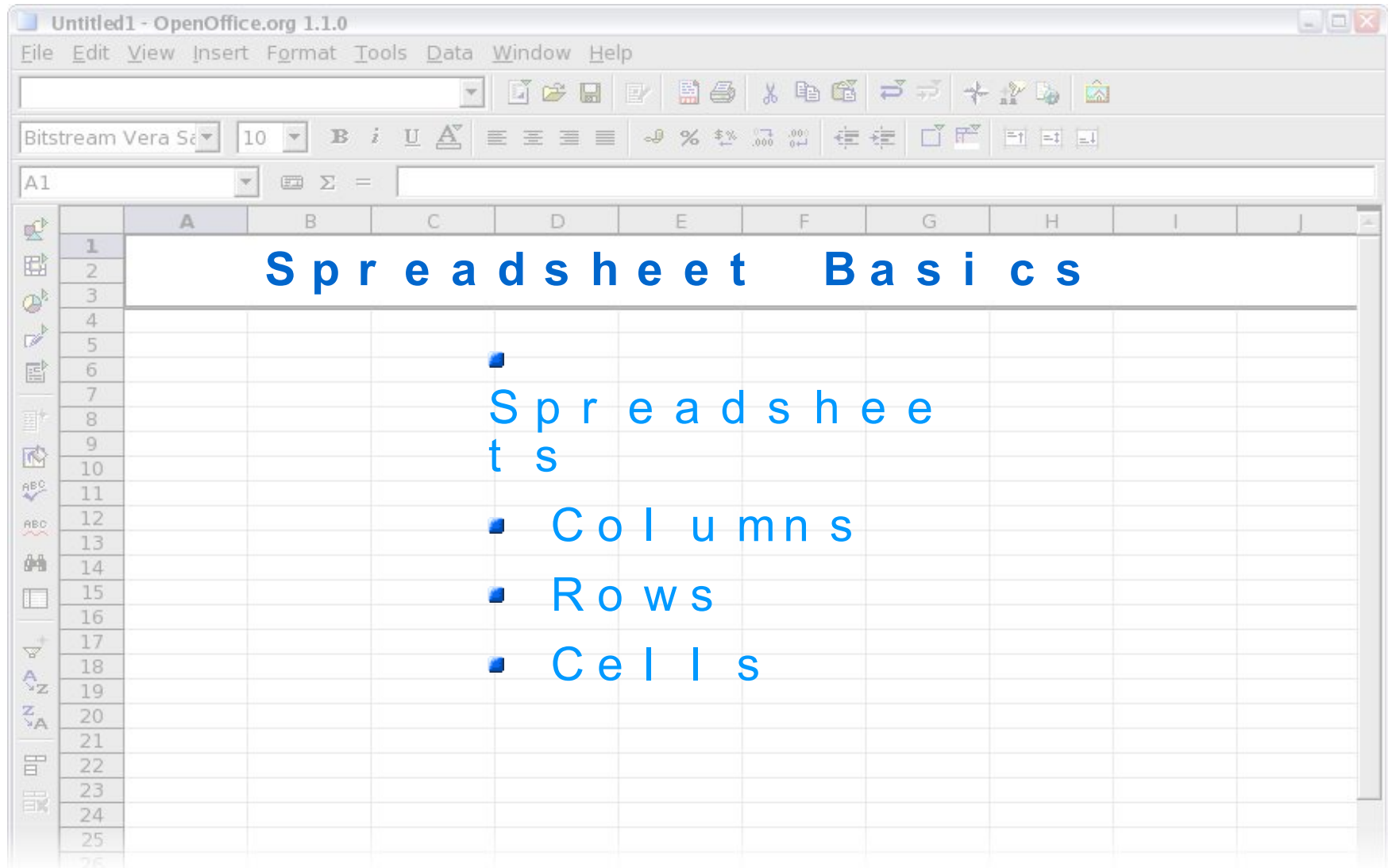
Choose Chart

Type

Choose Variant

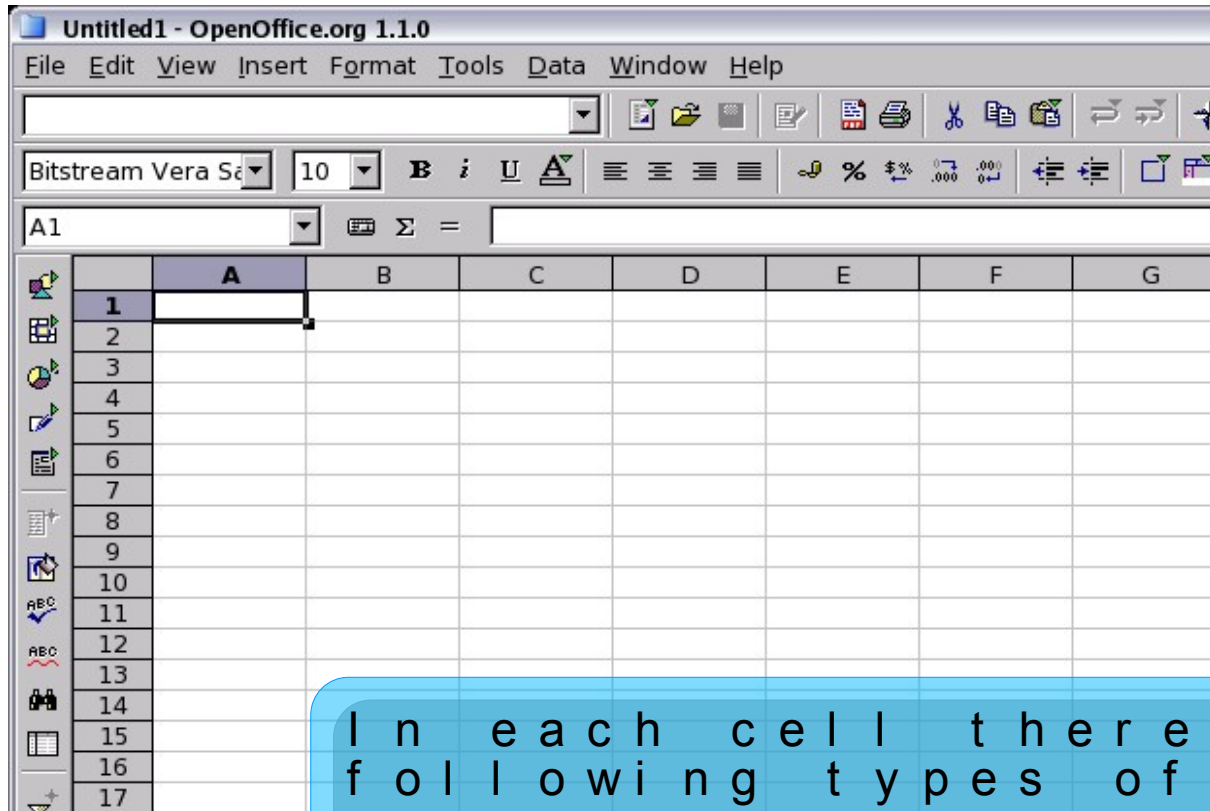
Choosing the

Labels



Spreadsheet Basics

Spreadsheets



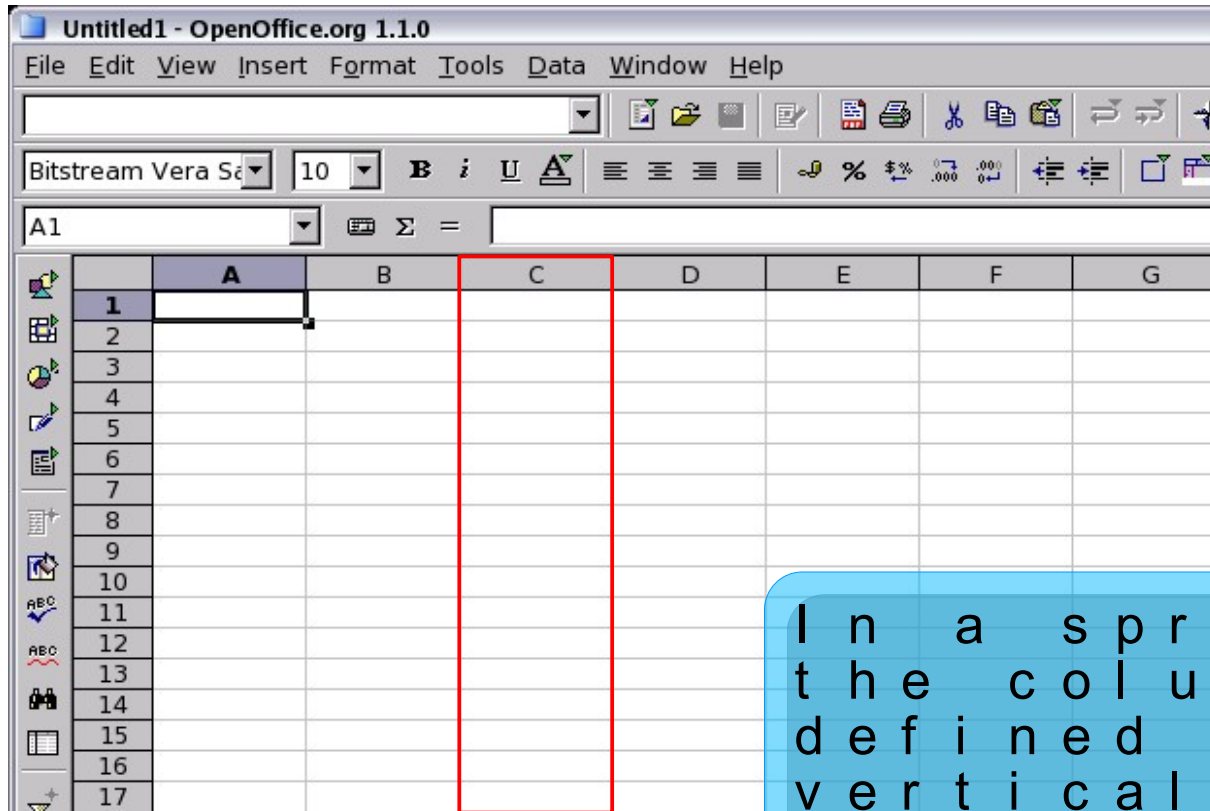
Spreadsheets are made up of :

- ◆ Columns
- ◆ Rows
- ◆ Cells

In each cell there may be the following types of data:

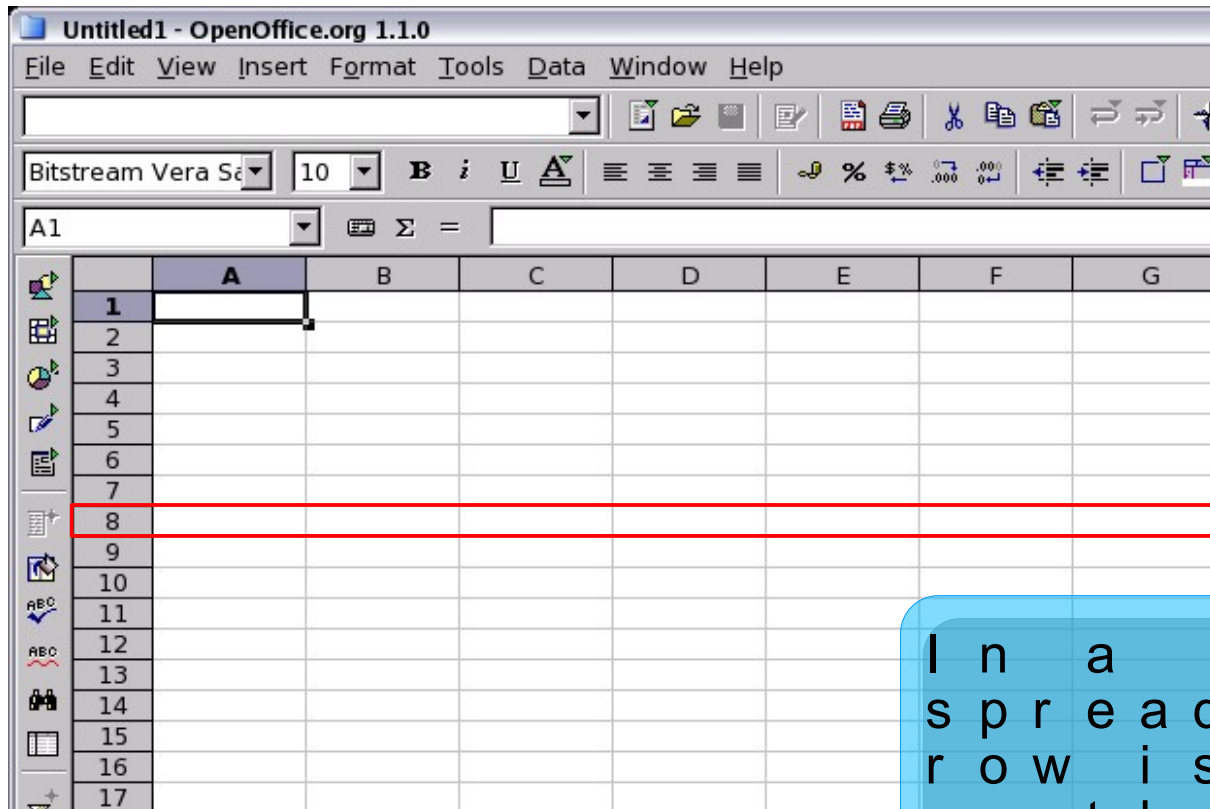
- ◆ text (labels)
- ◆ number data (constants)
- ◆ functions (mathematical equations that do all the work)

Spreadsheet Basics Columns



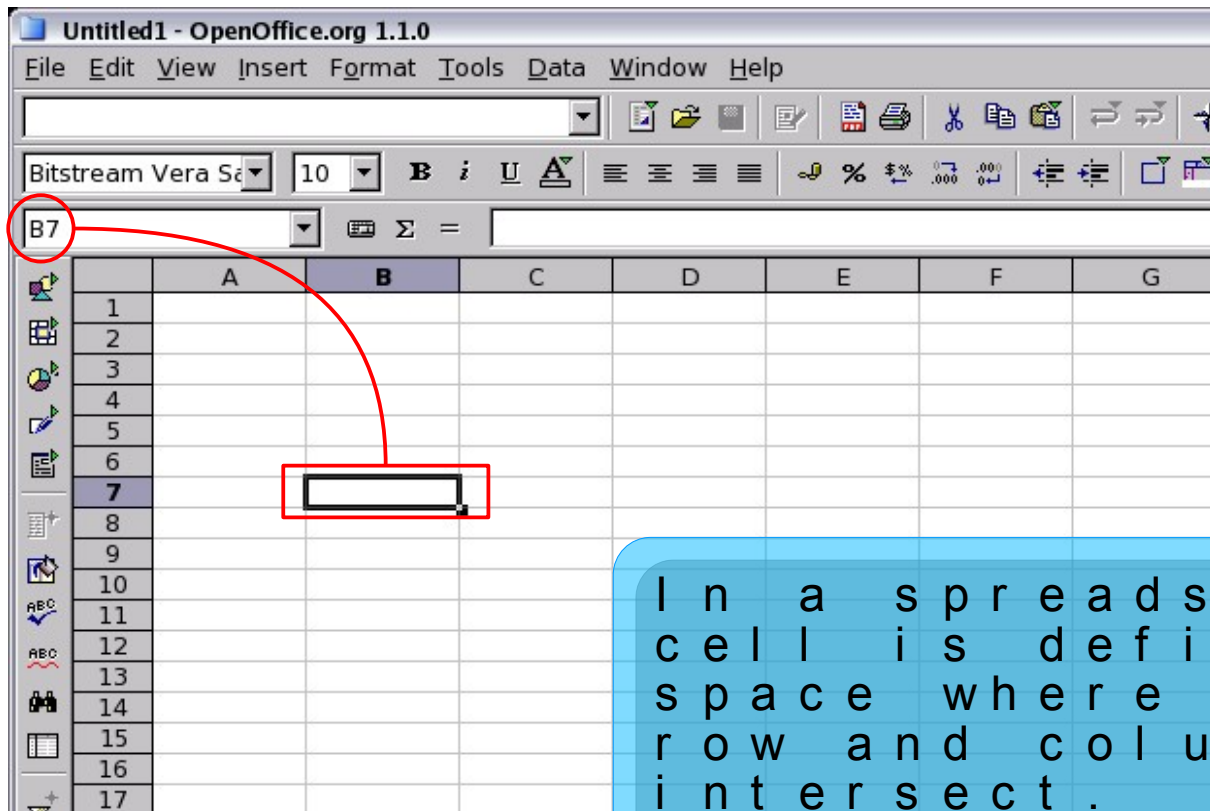
In a spreadsheet the column is defined as the vertical space that is going up and down the window. Letters are used to designate each column's location.

Spreadsheet Basics Rows



In a spreadsheet the row is defined as the horizontal space that is going across the window. Numbers are used to designate each

Spreadsheet Basics Cells

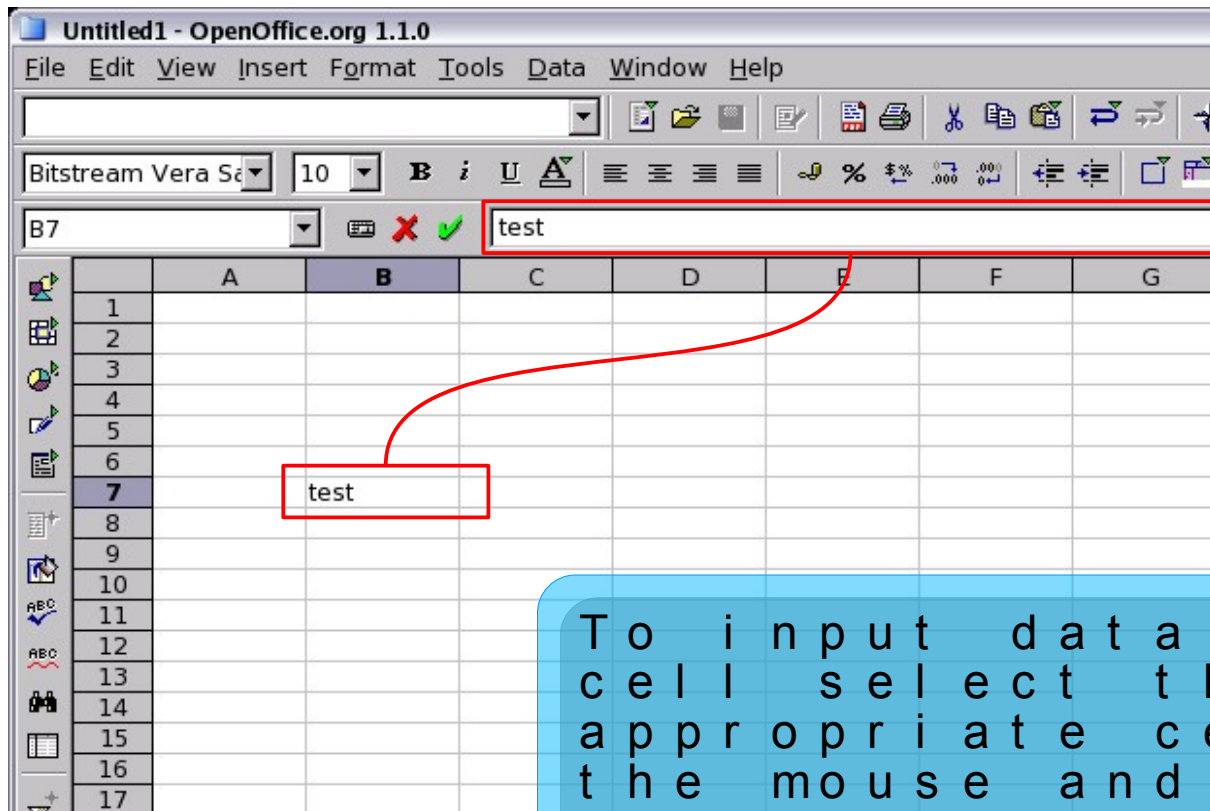


In a spreadsheet the cell is defined as the space where a specified row and column intersect.

Each cell is assigned a name according to its column letter and row number.

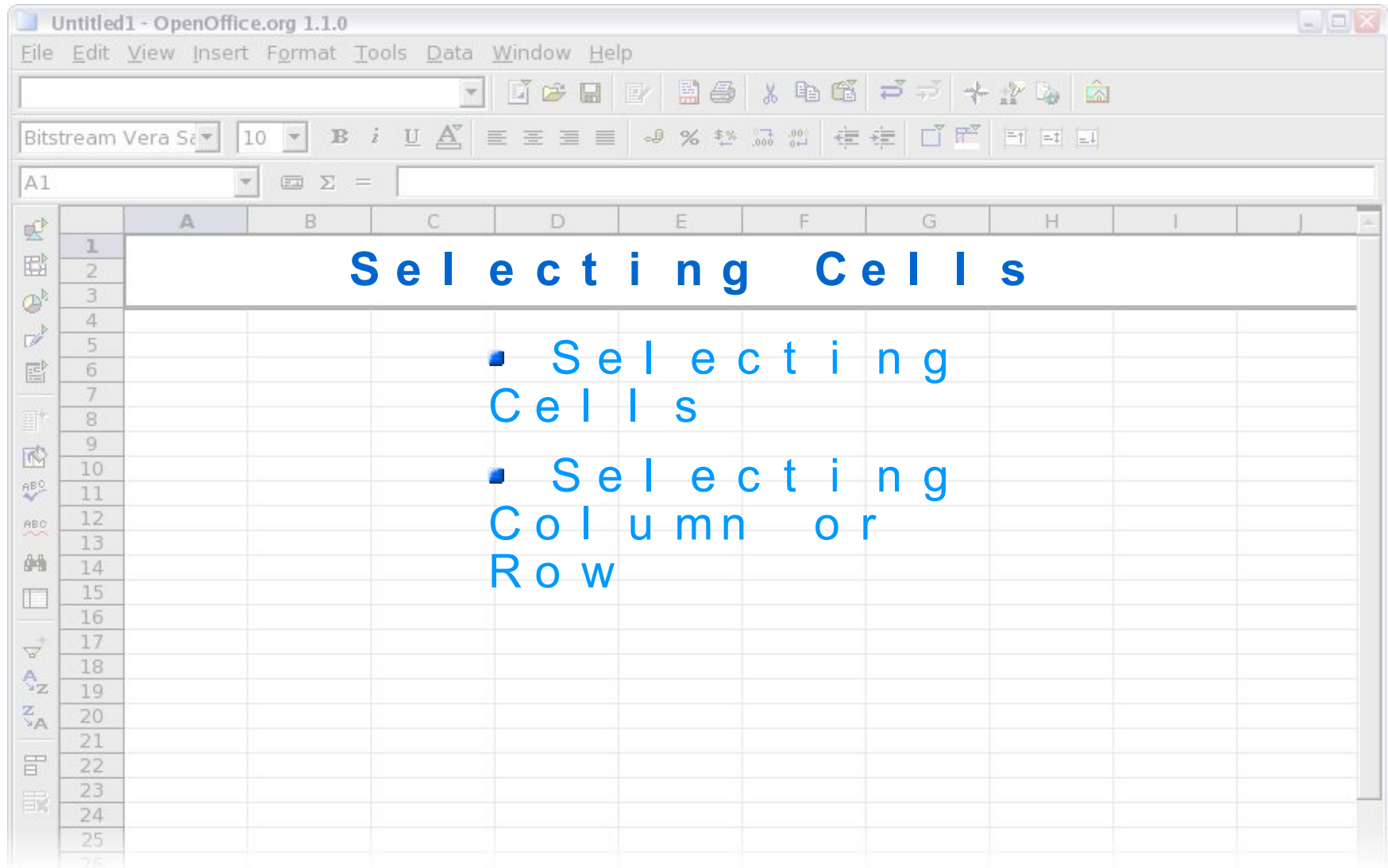
When referencing a cell, you should put the column first, and the row

Spreadsheet Basics Cells

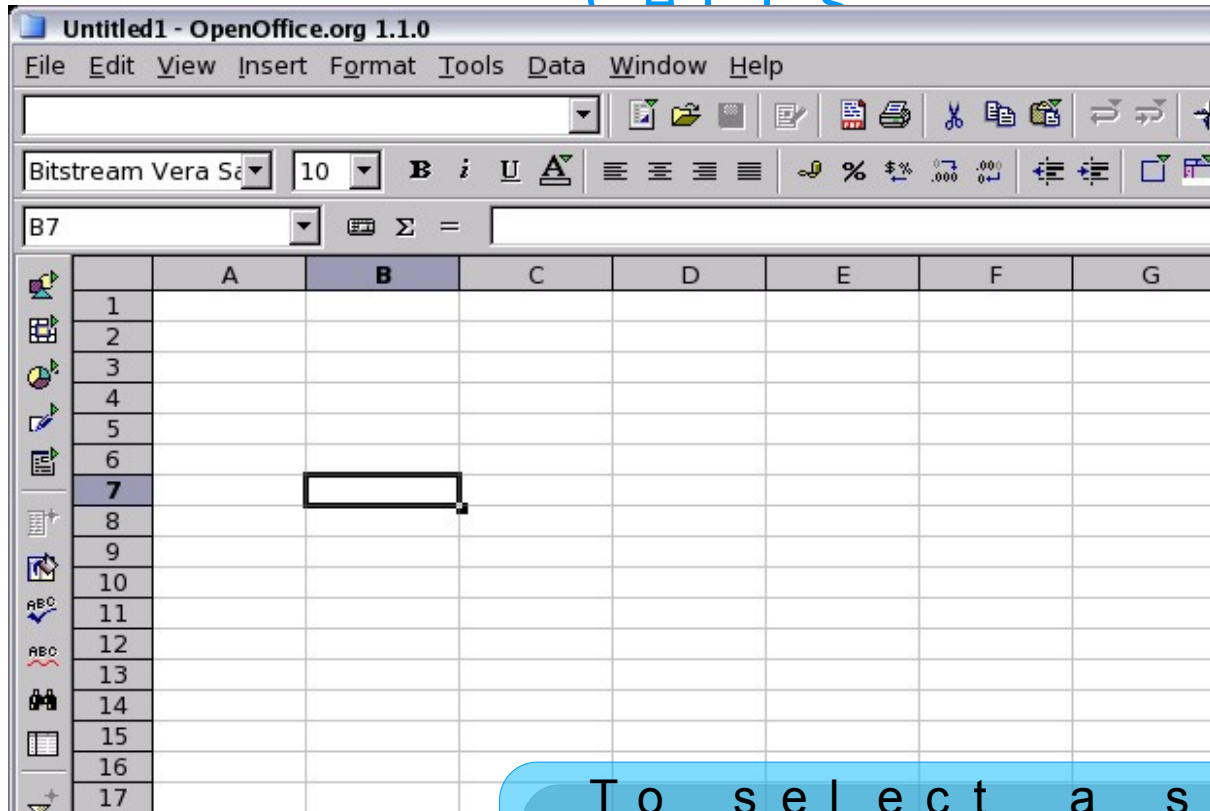


To input data into a cell select the appropriate cell with the mouse and type the data.

While the cell is selected the data will be displayed in the both the cell and the formula box at the top of the spreadsheet.

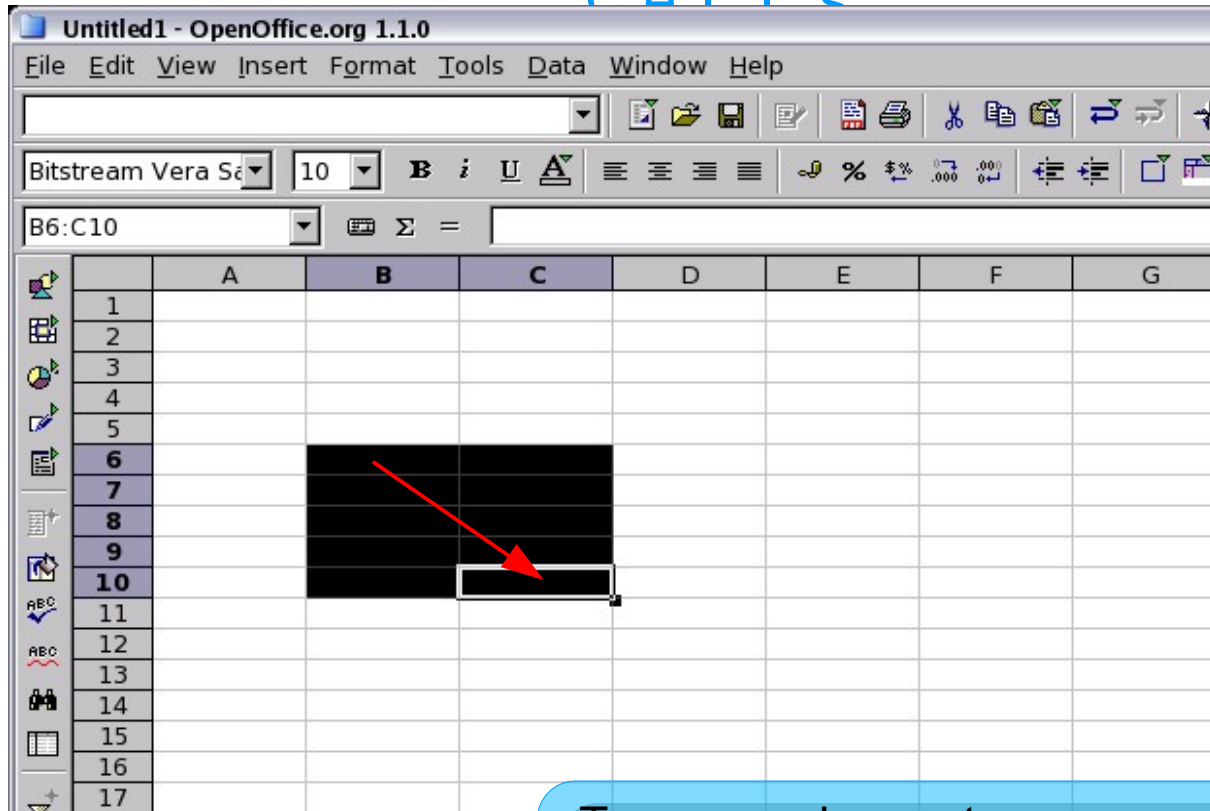


Selecting Cells Selecting Cells



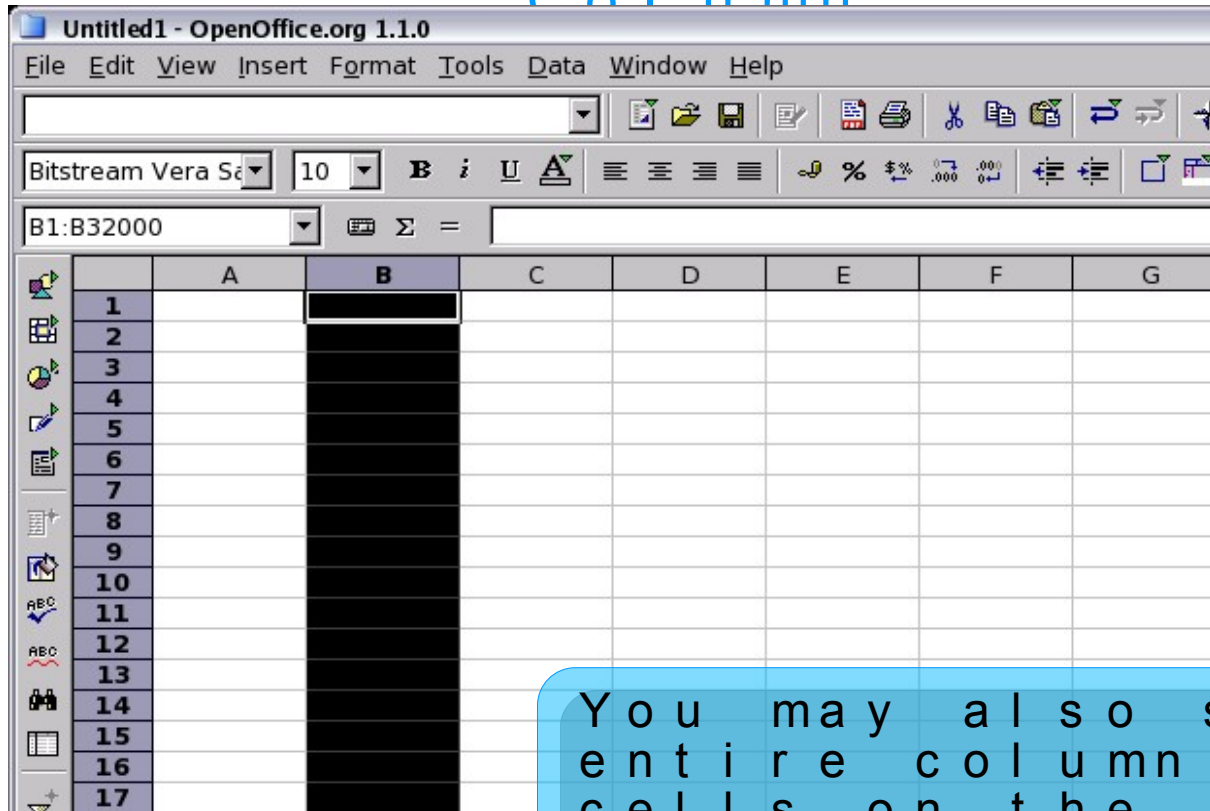
To select a single cell, simply left-click on the cell with the mouse.

Selecting Cells Selecting Cells



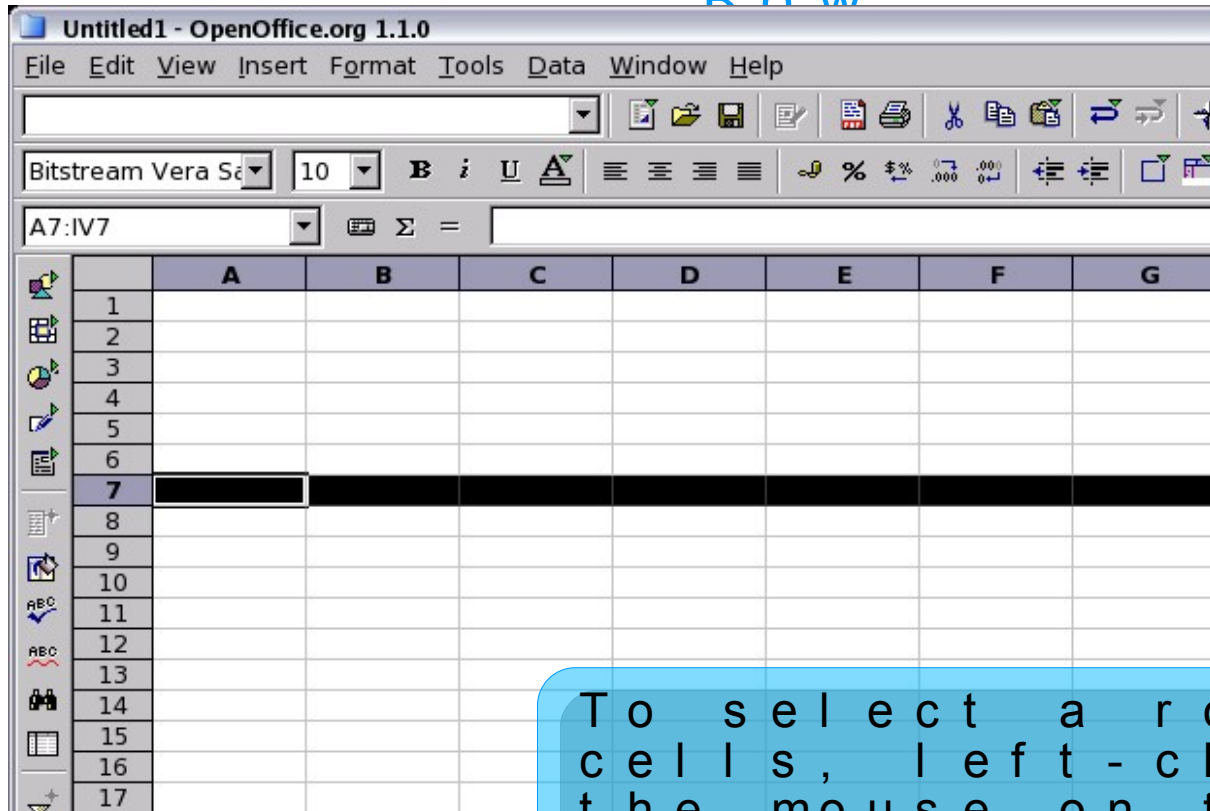
To select a multiple cells, left-click with the mouse on a cell and drag the mouse pointer across the group of cells that you wish to select.

Selecting Cells Selecting Column

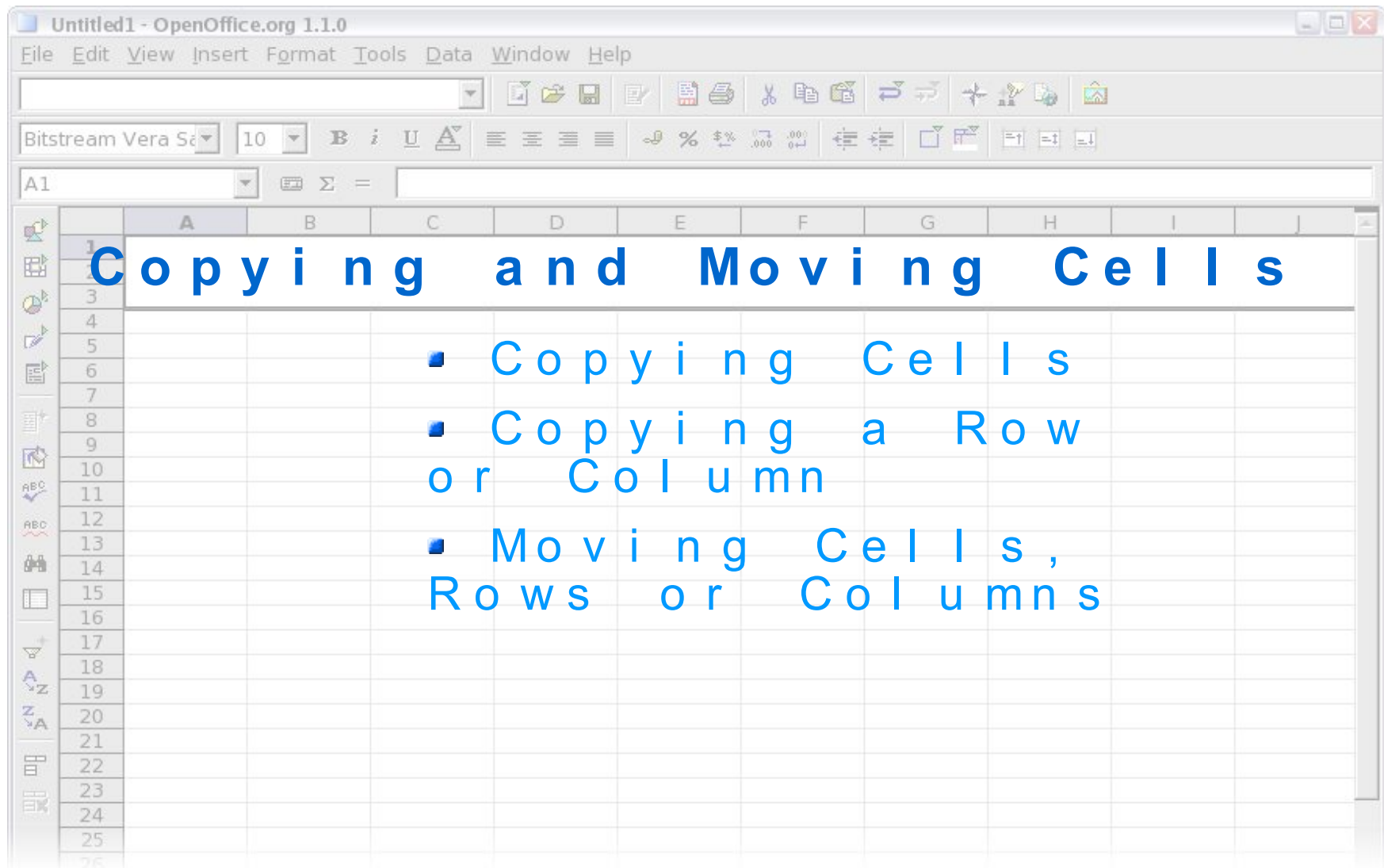


You may also select an entire column or row of cells on the spreadsheet. To select a column of cells, left-click with the mouse on the lettered button at the top of the column that you wish to select.

Selecting Cells Selecting Row

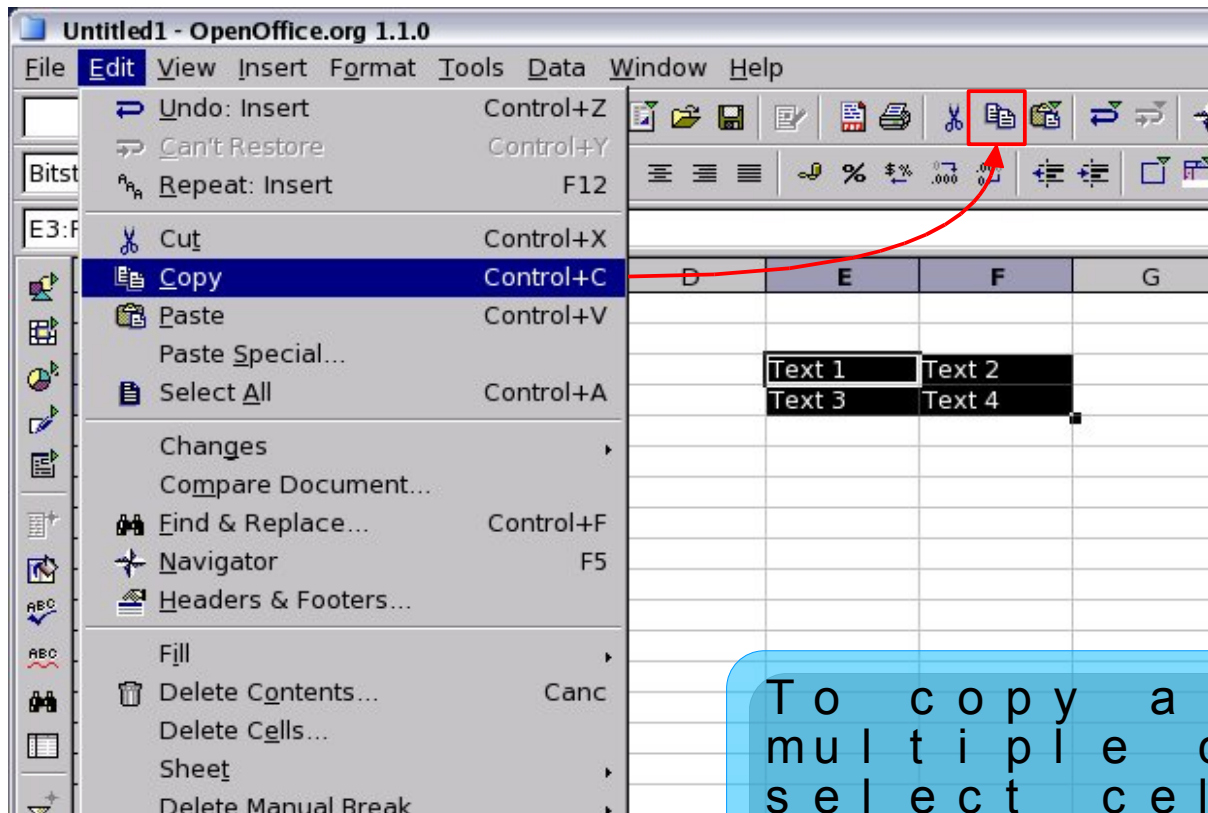


To select a row of cells, left-click with the mouse on the numbered button at the left end of the row of cells that you wish to select.



Copying and Moving Cells

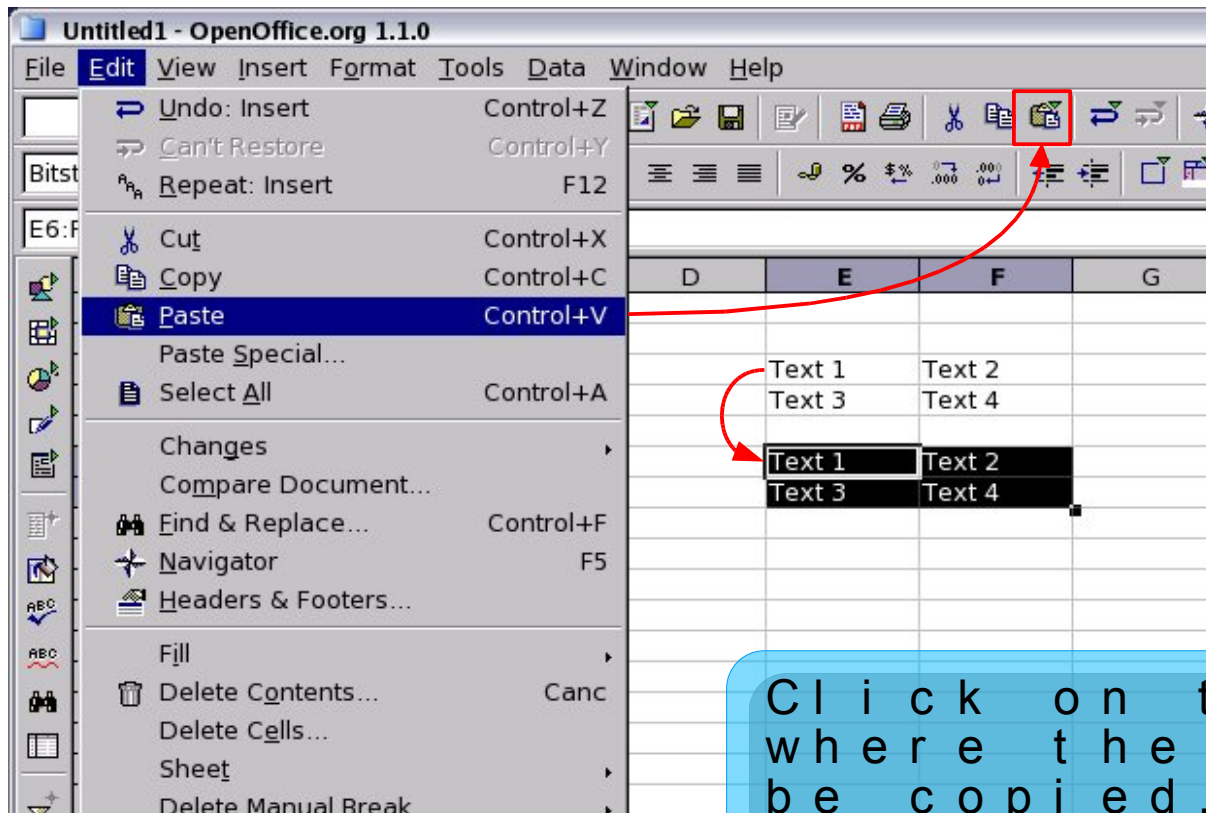
Copying Cells



To copy a cell or multiple cells, first select cell or group of cells to be copied. Second, either click on the Edit menu and select "Copy" or use the keyboard shortcut Ctrl + C.

Copying and Moving Cells

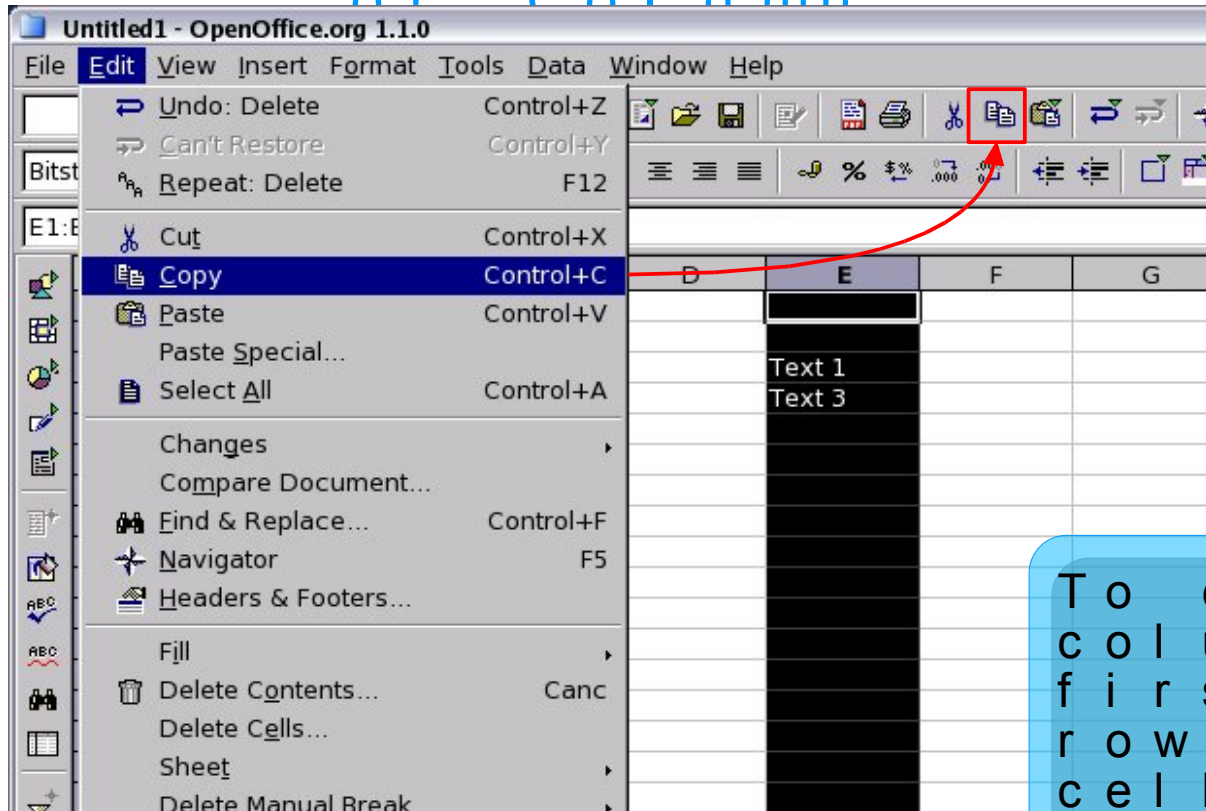
Copying Cells



Click on the cell where the data is to be copied. Select "Paste" from the Edit menu or use the keyboard shortcut Ctrl + V to place the data into the cell. Multiple cells to the right or below the selected cell will be

Copying and Moving Cells

Copying a Row or Column

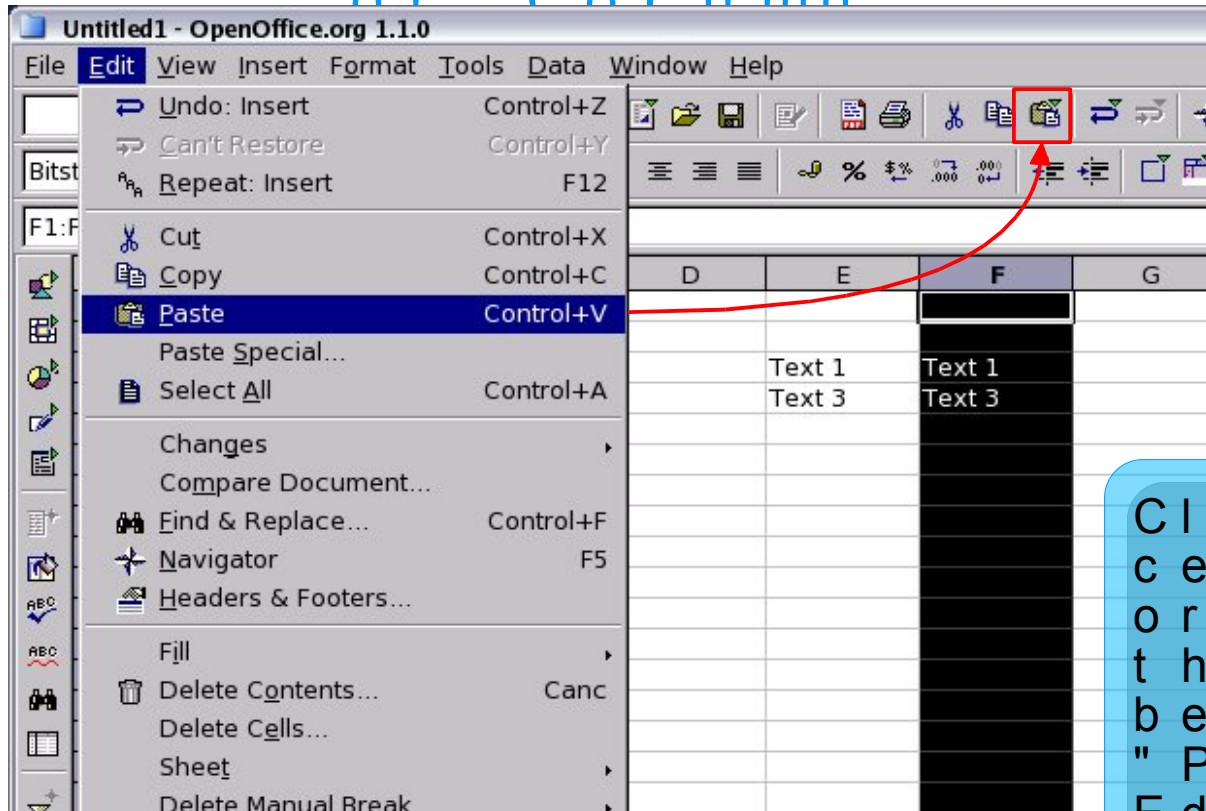


To copy a row or column of cells, first select the row or column of cells to be copied. Second, select "Copy" from the Edit

menu or use the keyboard shortcut Ctrl + C.

Copying and Moving Cells

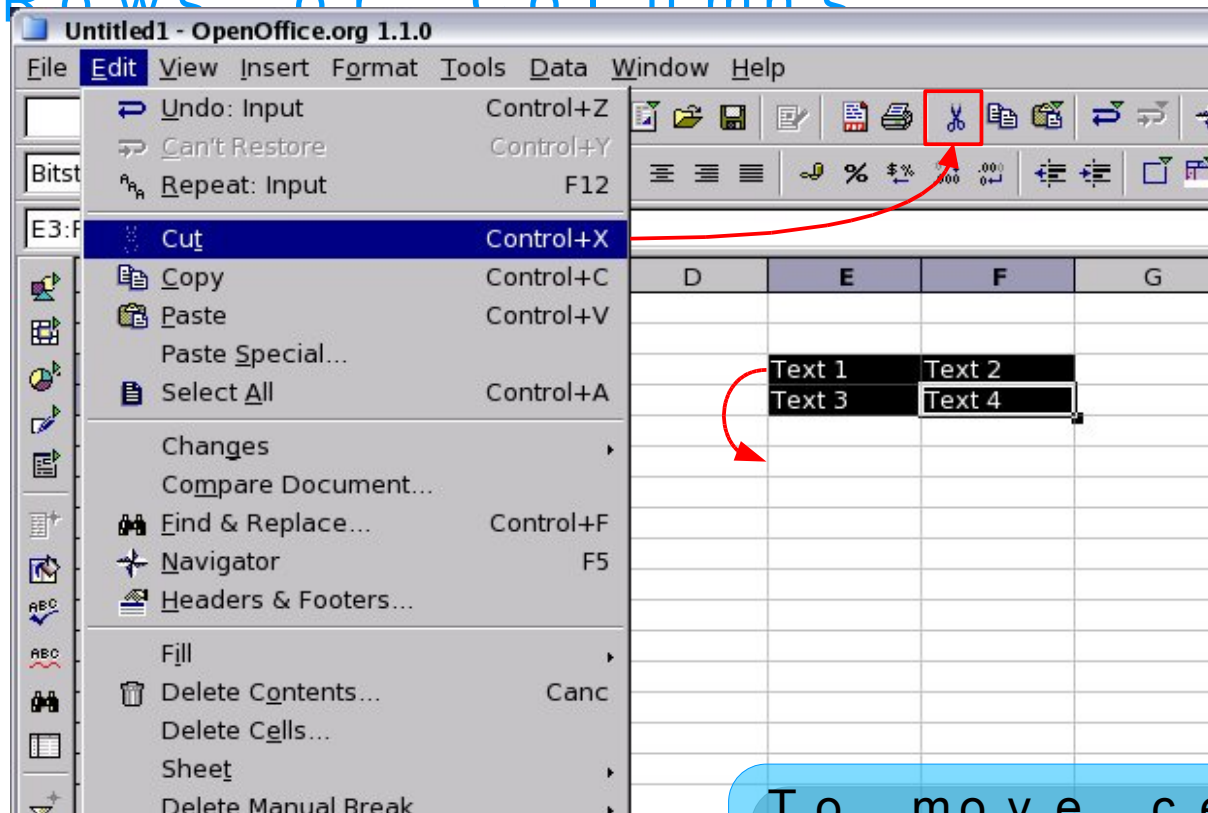
Copying a Row or Column



Click on any cell in the row or column where the data is to be moved. Select "Paste" from the Edit menu or use the keyboard shortcut Ctrl + V to place the data into the row or column of cells.

Copying and Moving Cells

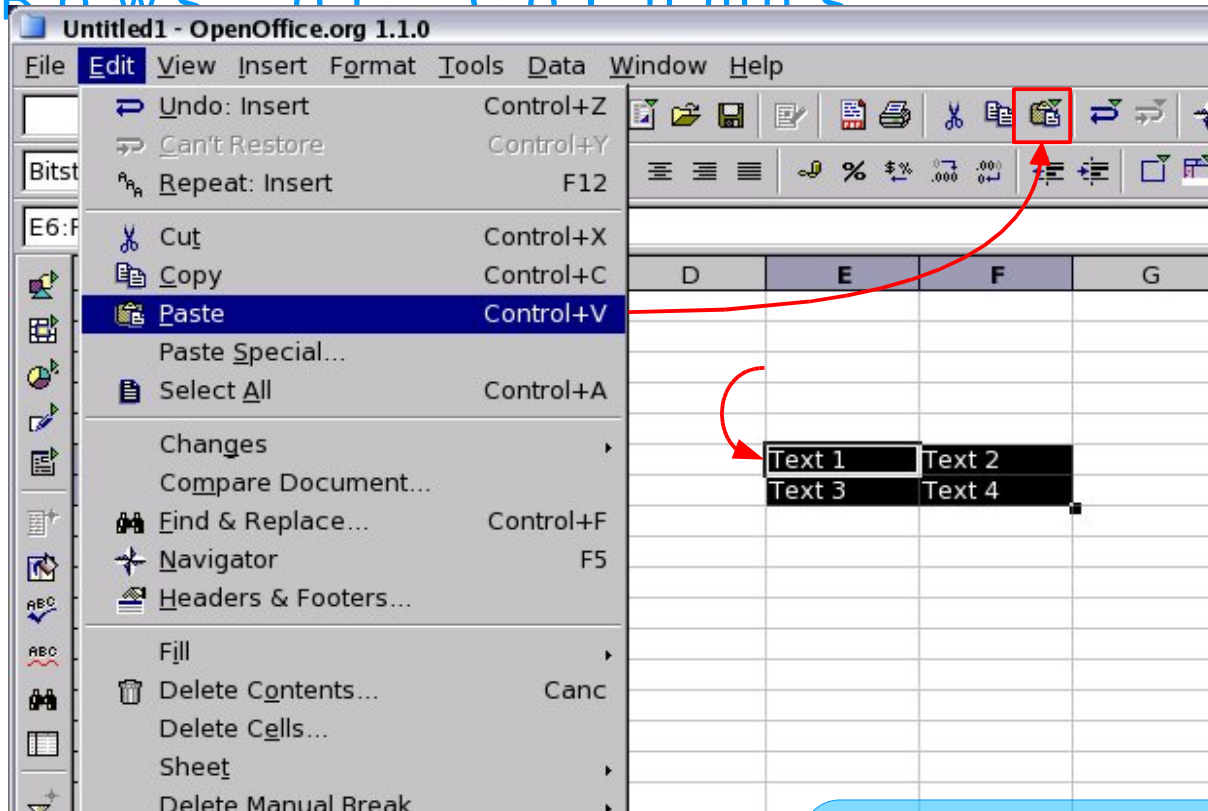
Moving Cells, Rows or Columns



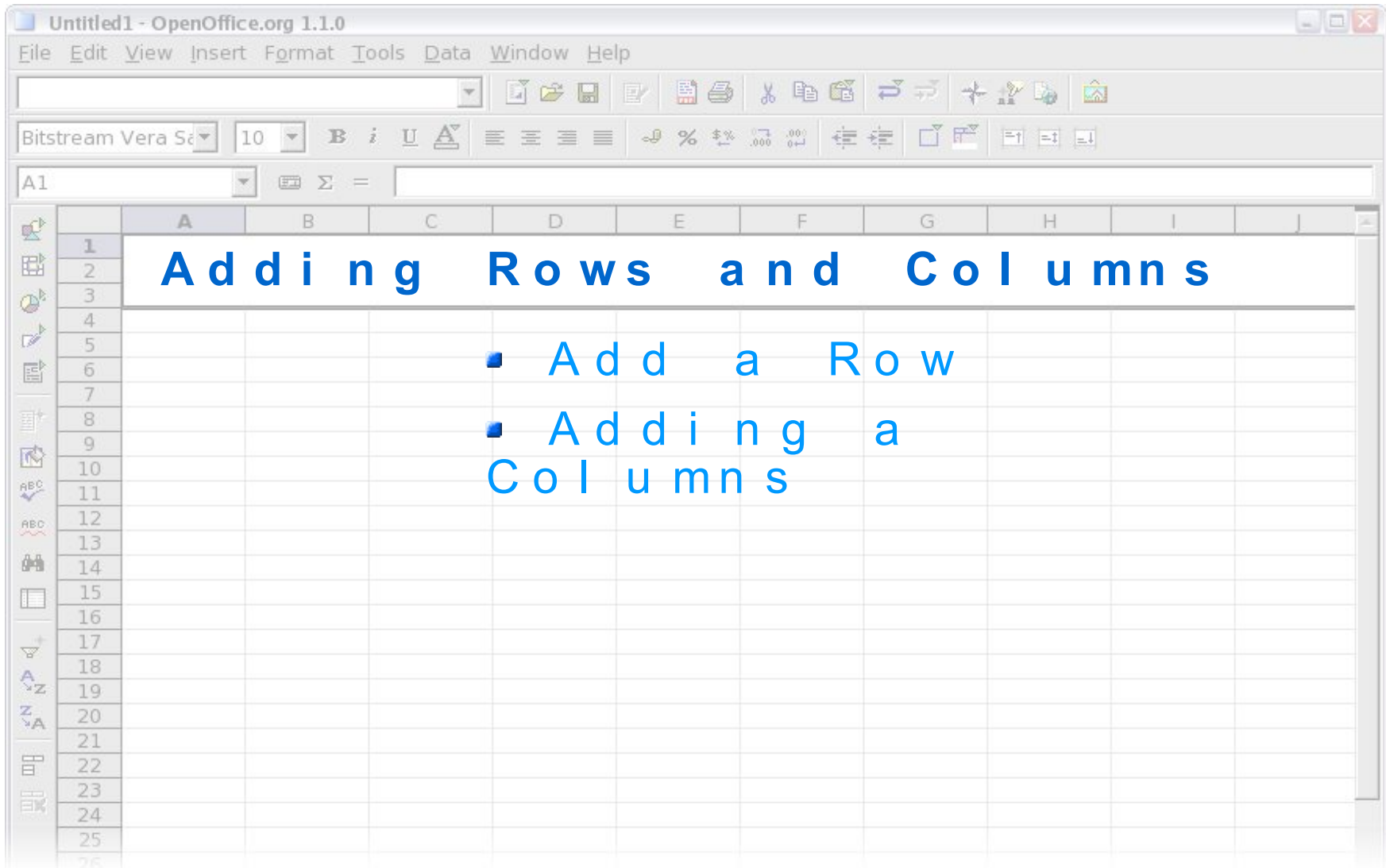
To move cells, rows or columns, simply follow the same steps as you would to copy but use the "Cut" function in the Edit menu or Ctrl + X instead of the copy function.

Copying and Moving Cells

Moving Cells, Rows or Columns

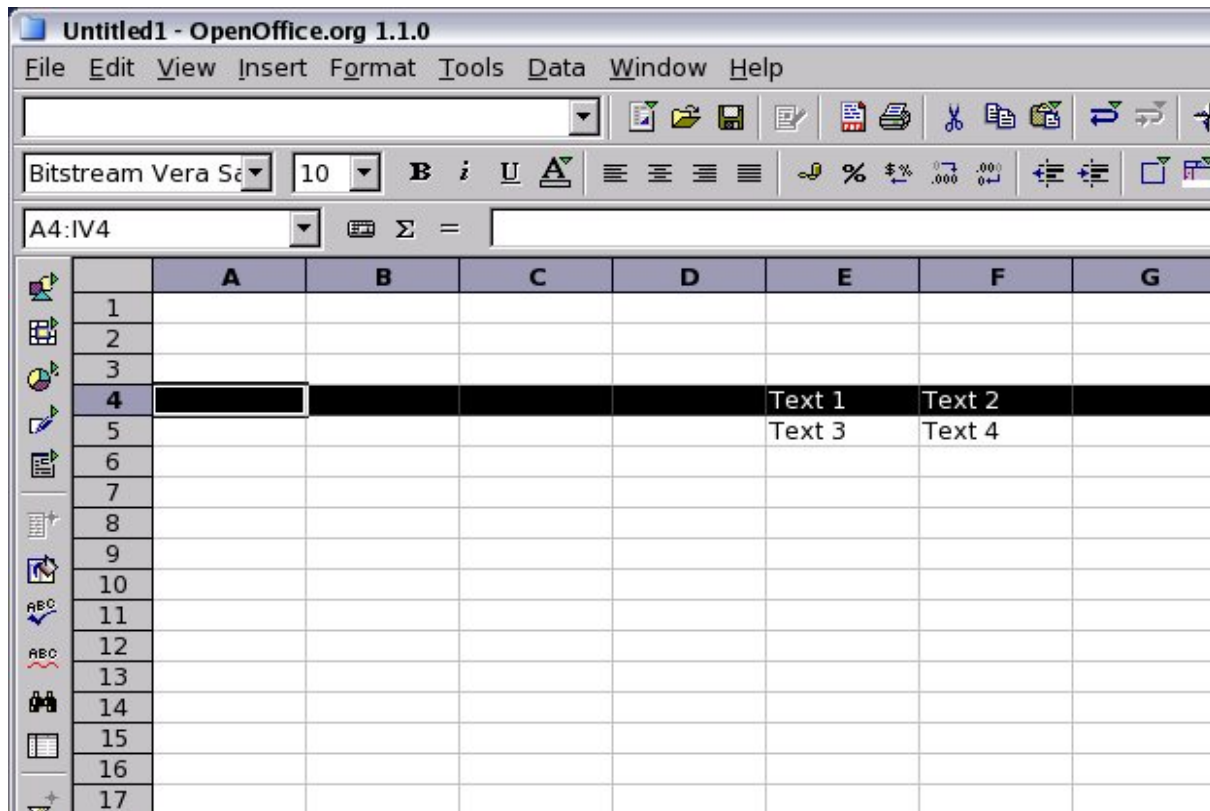


The data will be removed from its original cells and placed in the new ones.



Adding Rows and Columns

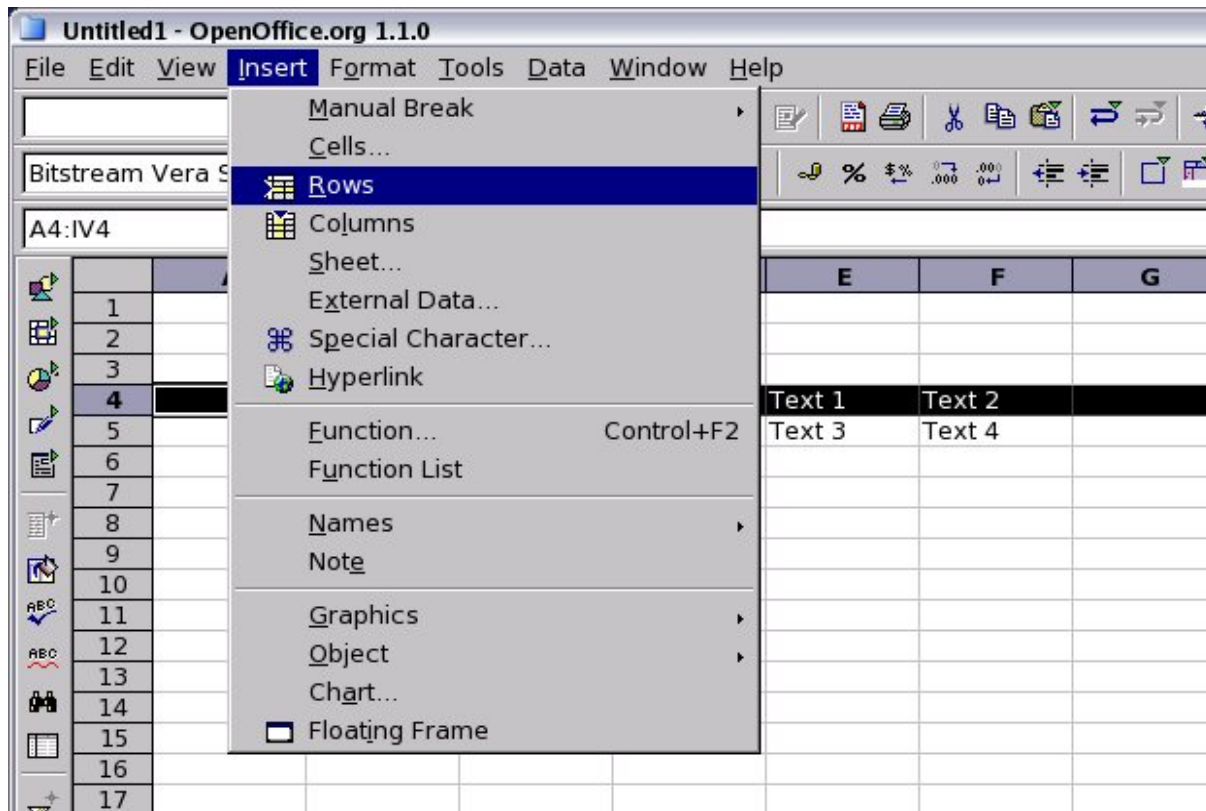
Add a Row



Select a numbered Row
or a cell in the same
Row where you want to
add a new one.

Adding Rows and Columns

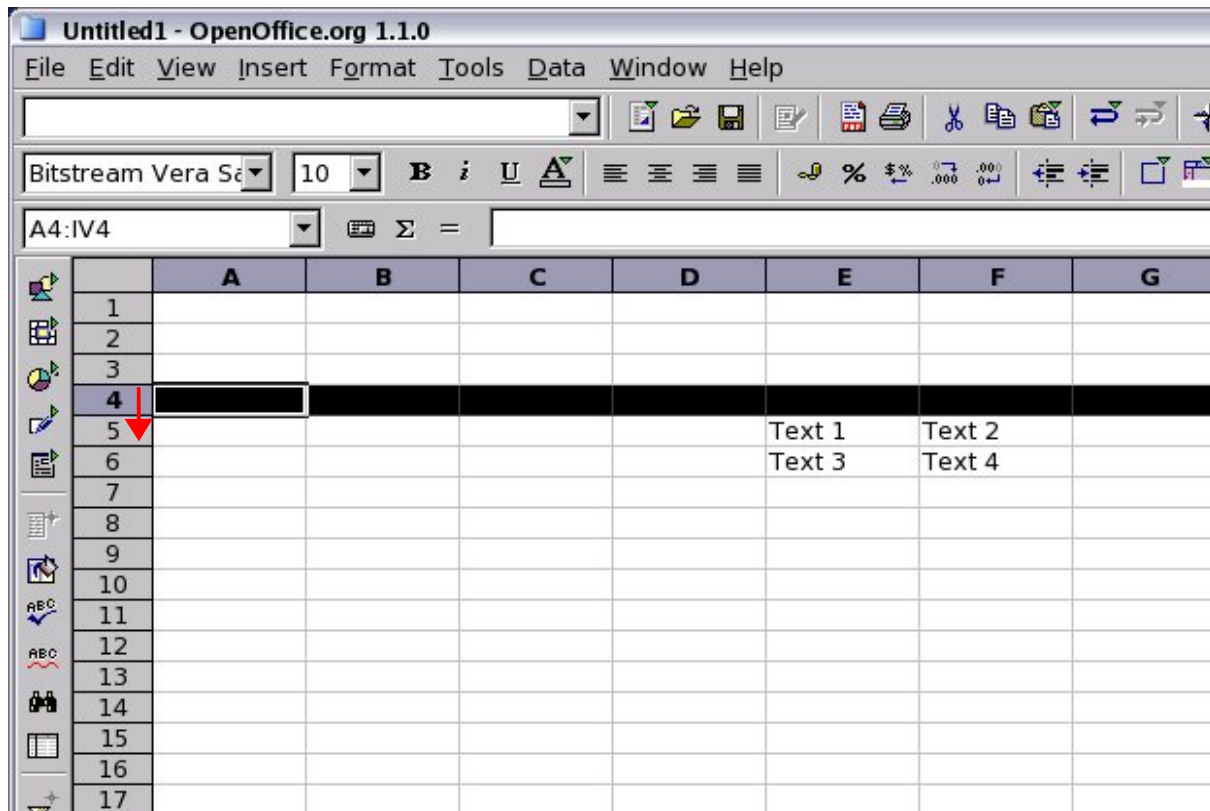
Add a Row



Select Rows from the
Insert menu to add a
Row.

Adding Rows and Columns

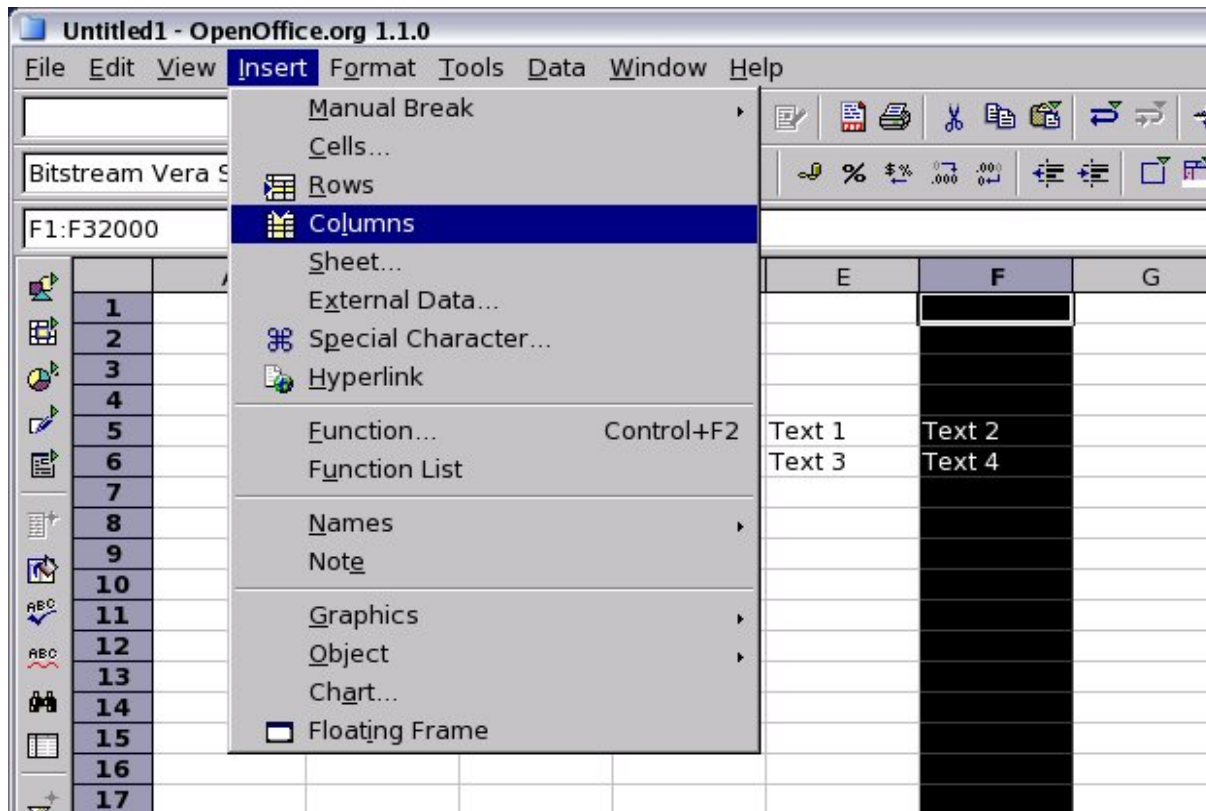
Add a Row



All Rows under the new one now have a new incremented number.

Adding Rows and Columns

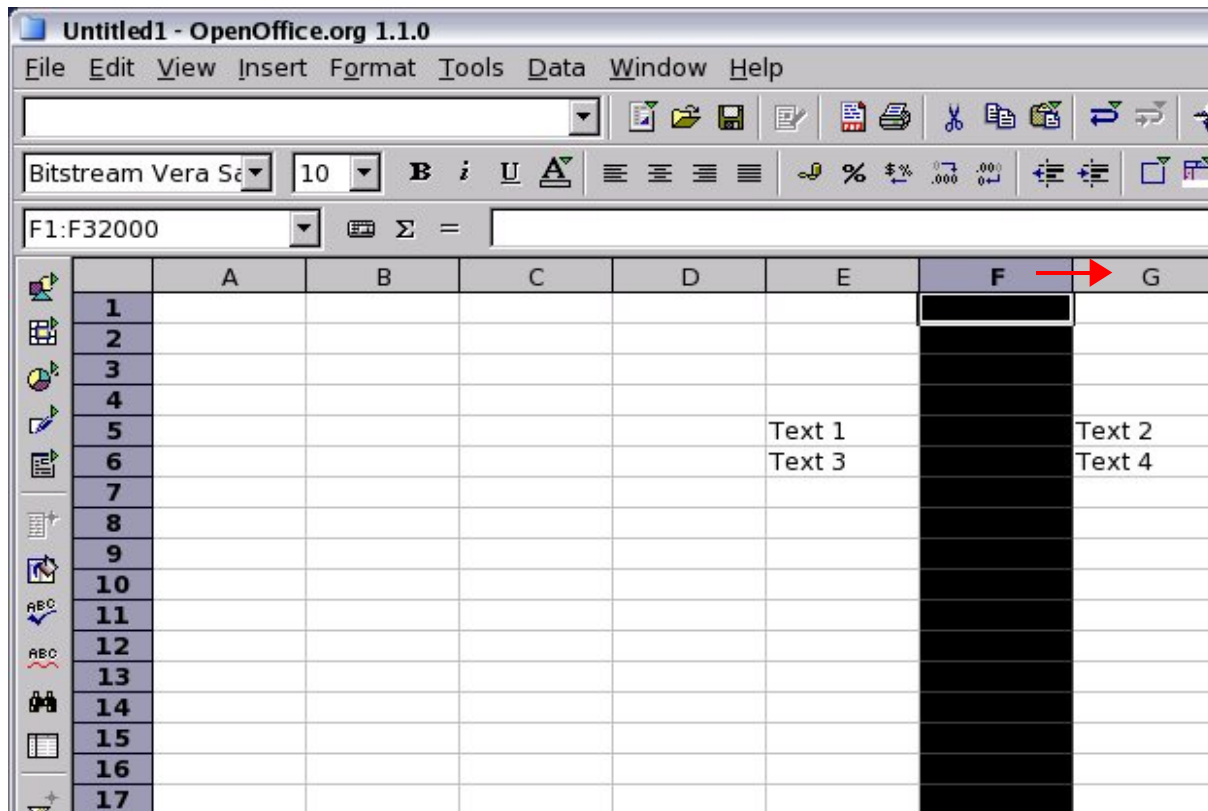
Adding a Column



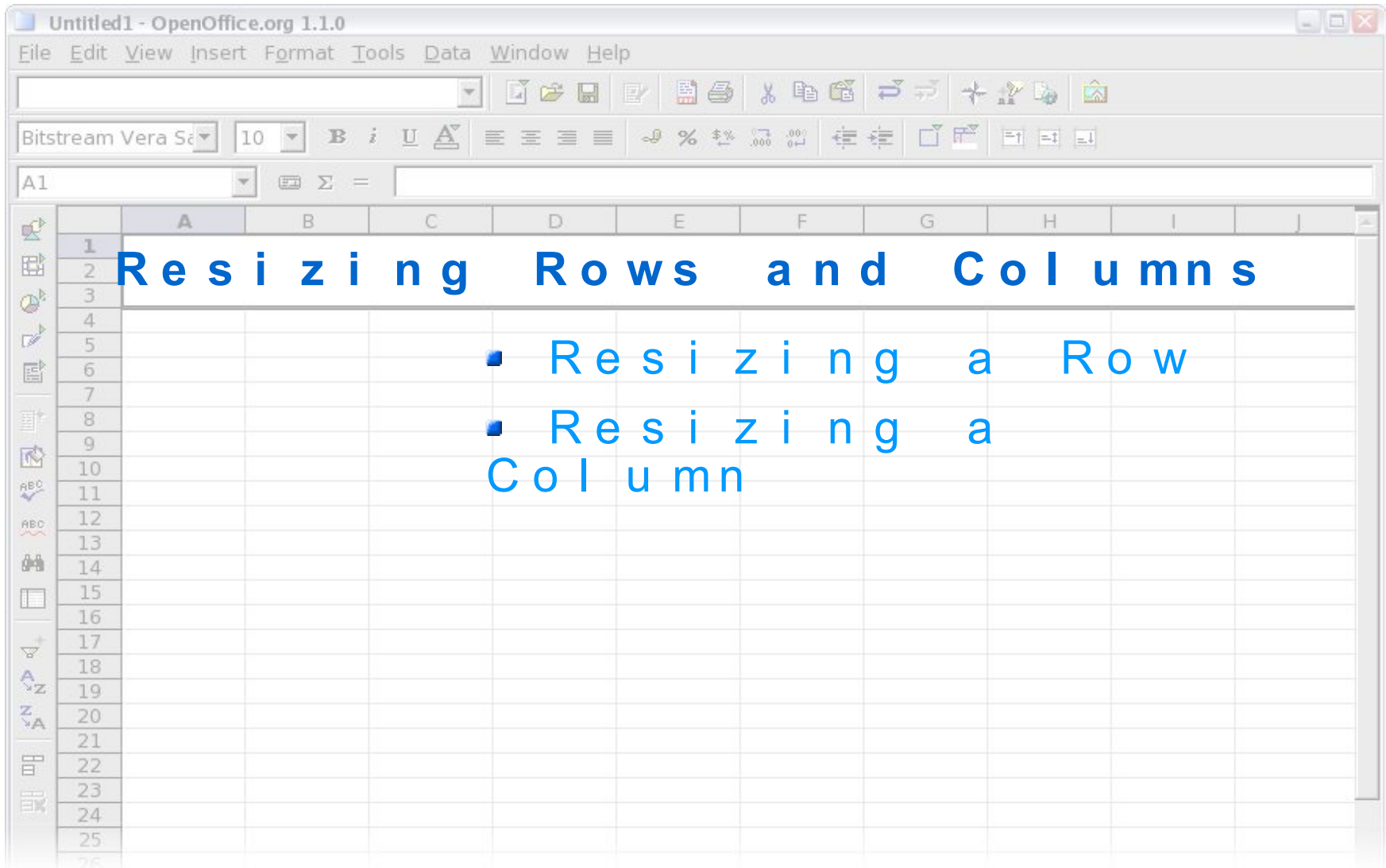
Select a Column or a cell in the same Column where you want to add a new one.
Select Columns from the Insert menu.

Adding Rows and Columns

Adding a Column

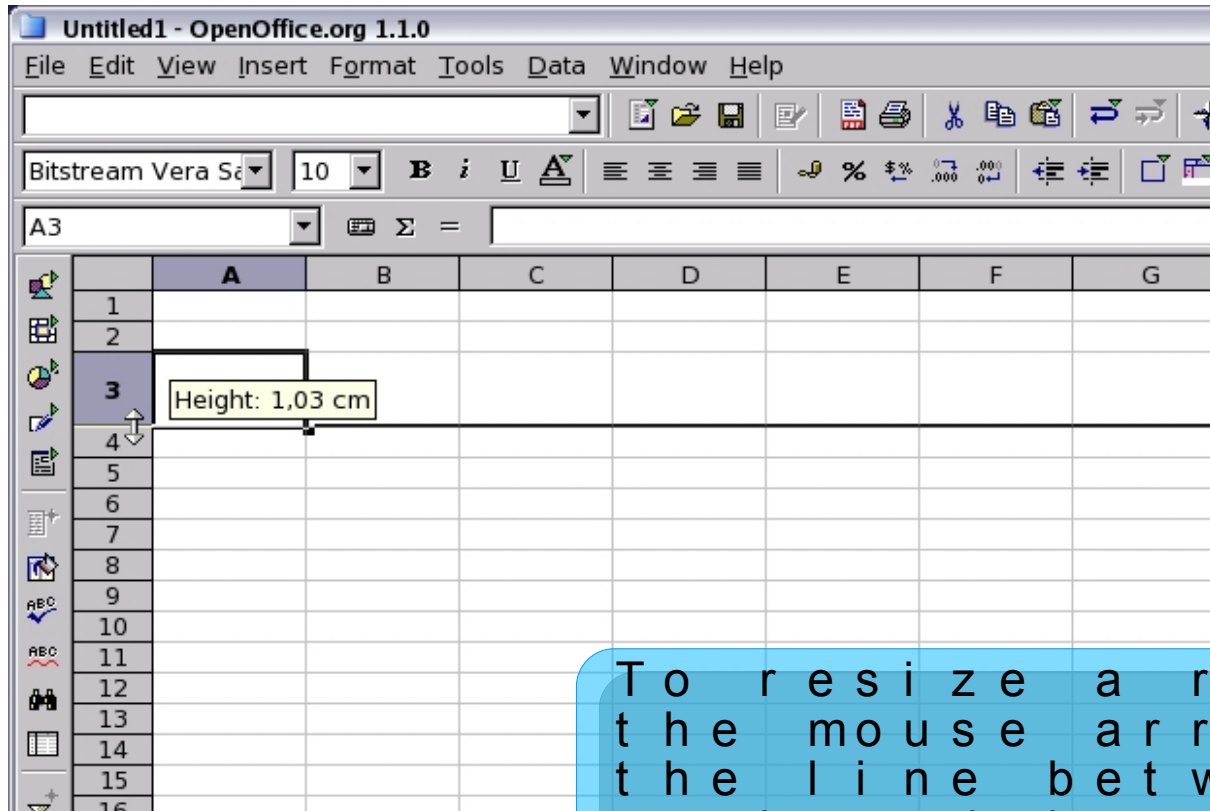


All columns from the new one inserted are shifted on the right.



Resizing Rows and Columns

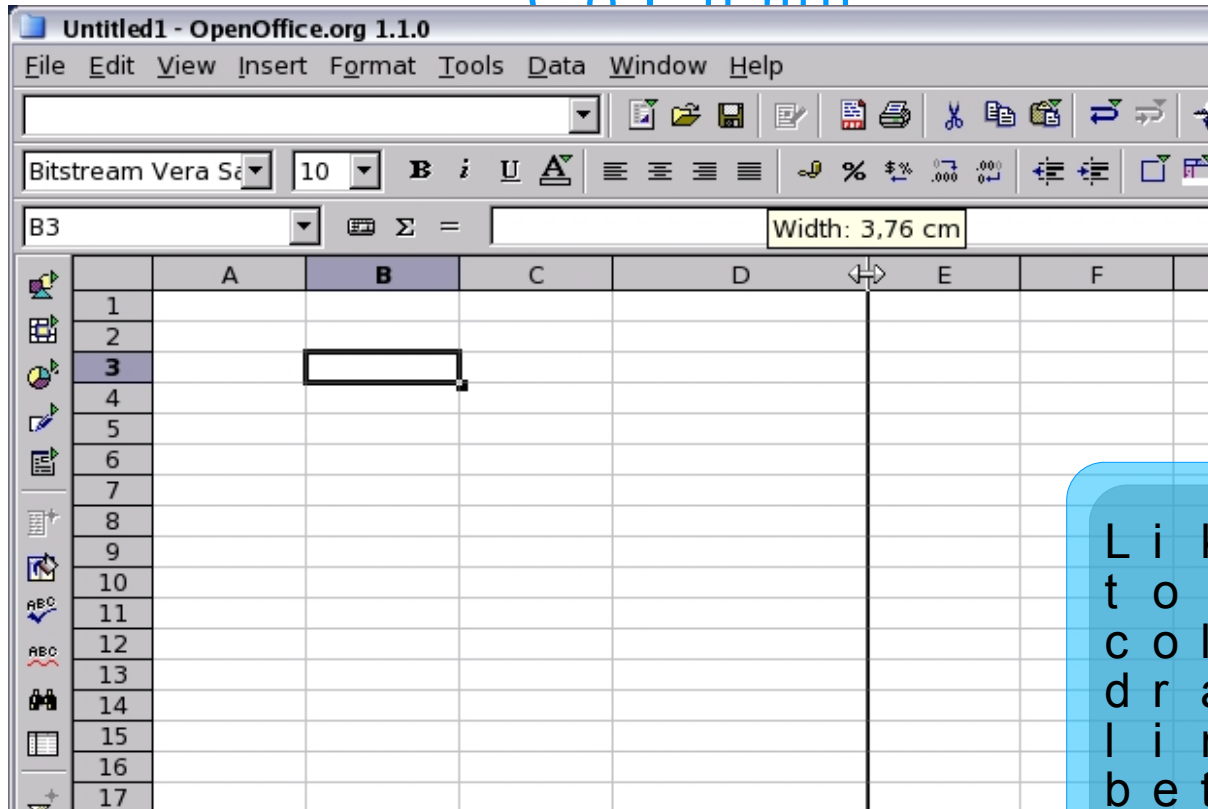
Resizing a Row



To resize a row, place the mouse arrow over the line between the numbered buttons at the left end of two rows. Left-Click the mouse and drag the line downward or upward to increase or decrease the size of the row.

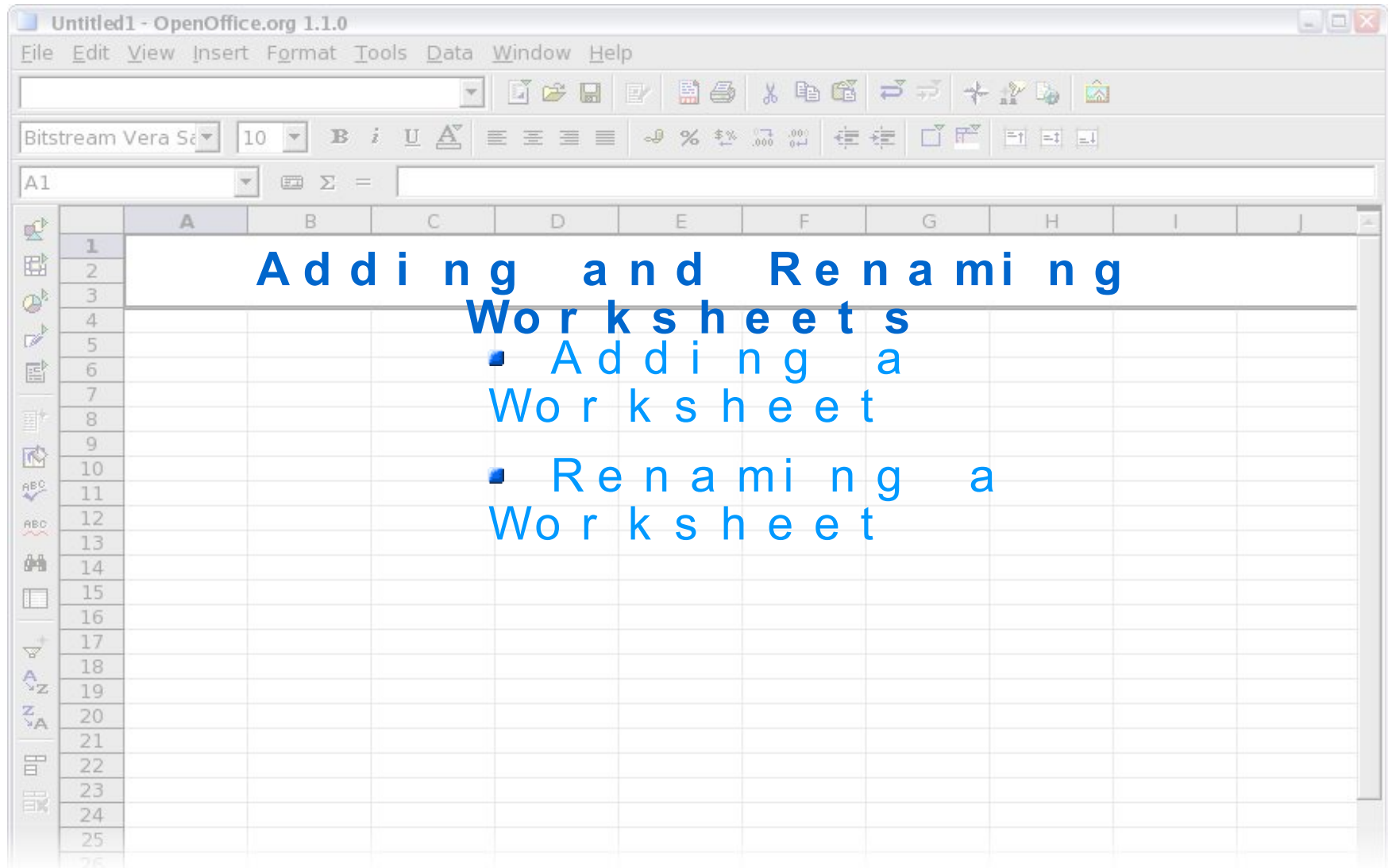
Resizing Rows and Columns

Resizing a Column

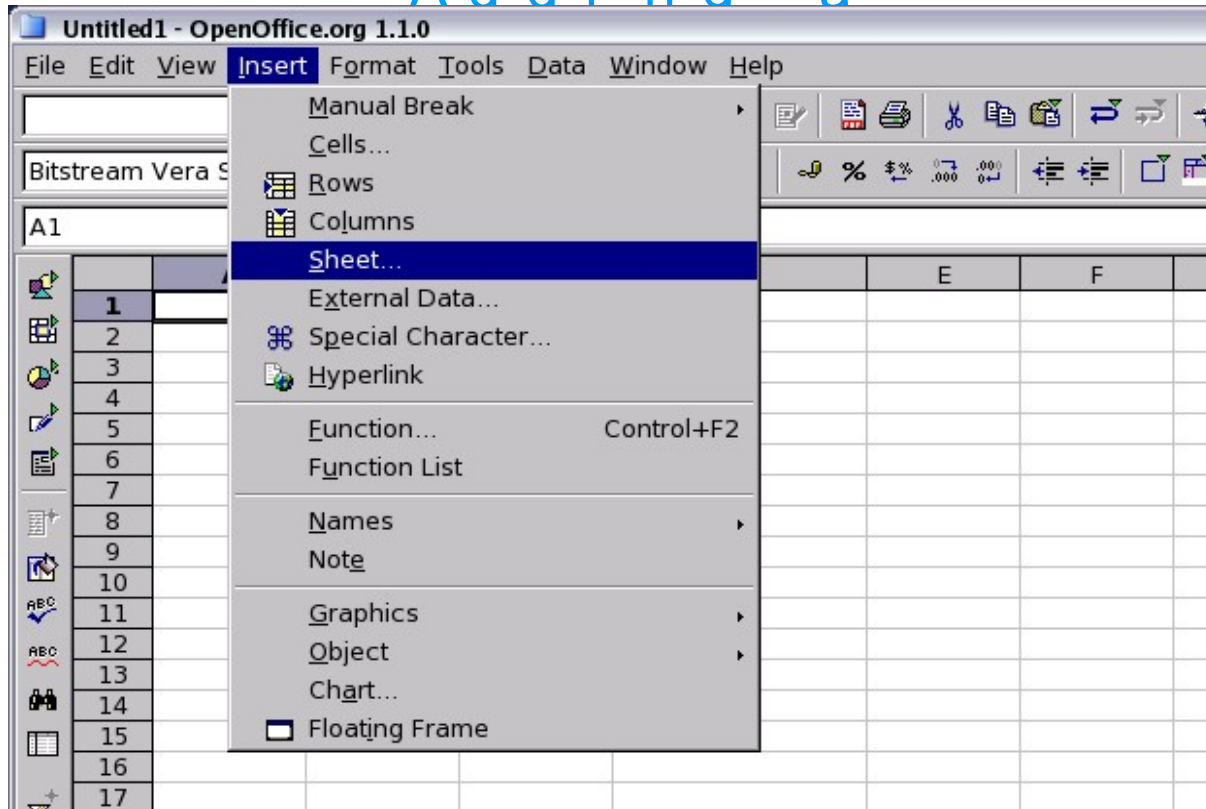


Likewise,
to resize a
column,
drag the
line
between the
lettered
column
buttons at

the top of
the
spreadsheet

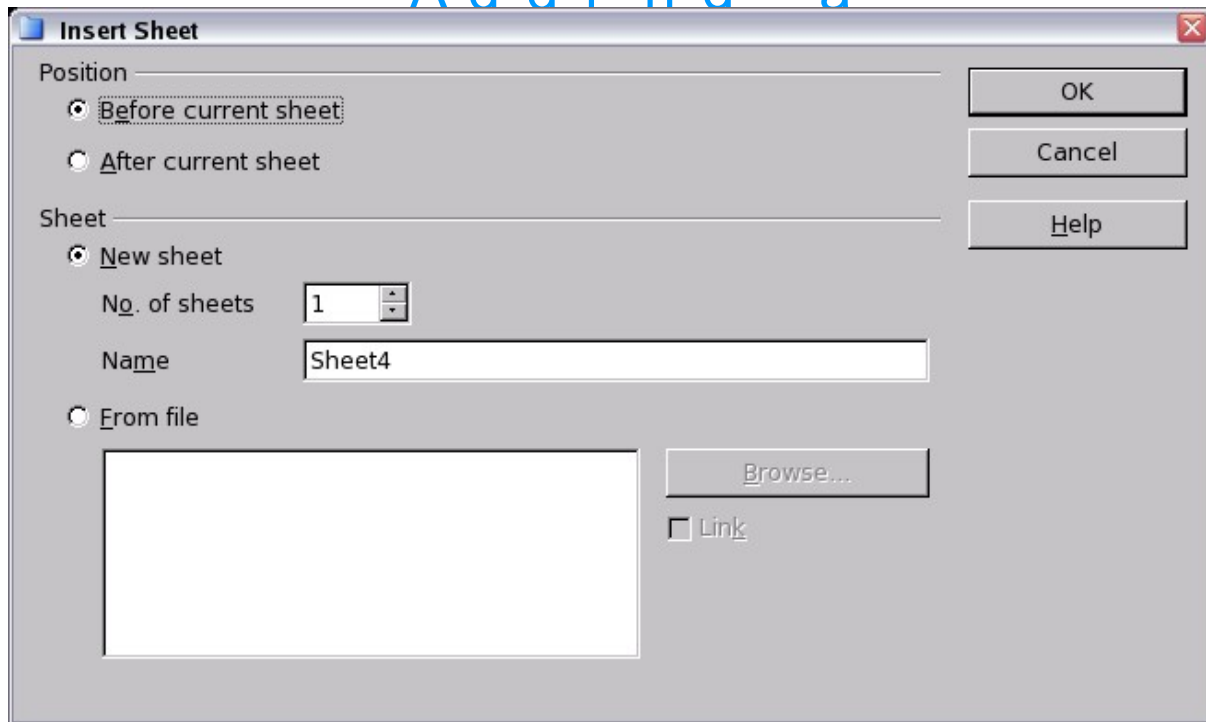


Adding and Renaming Worksheets Adding a



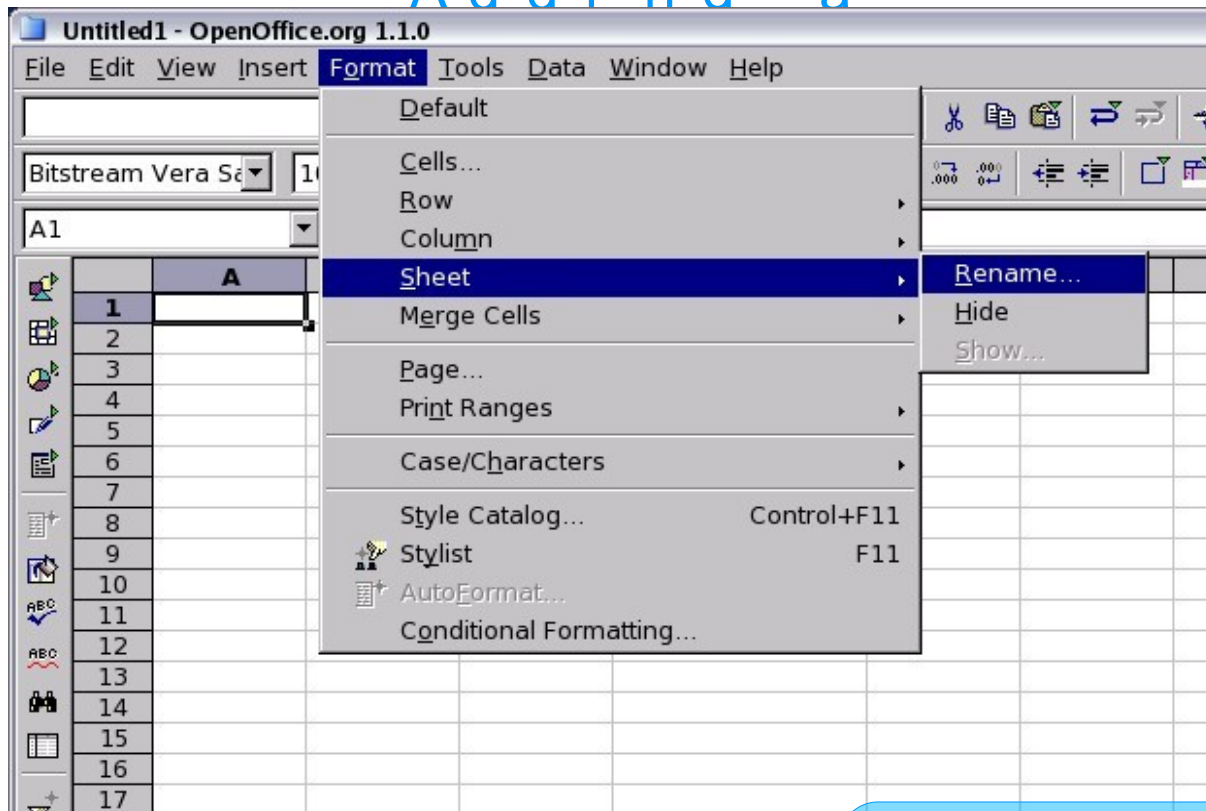
To add a Worksheet go to
Insert menu and select
Sheet.

Adding and Renaming Worksheets Adding a

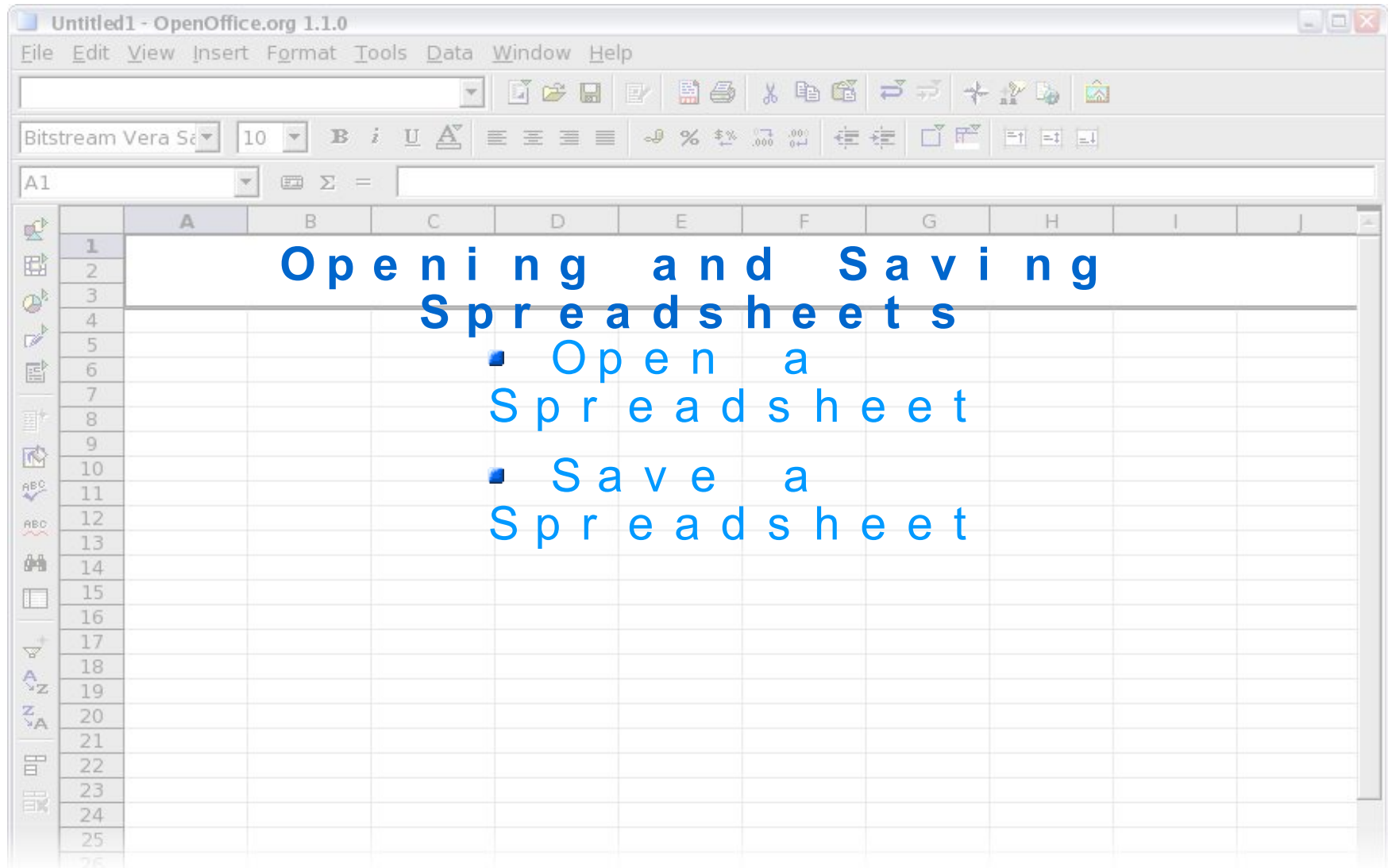


In this window you can specify if the new sheet must be inserted Before or After current sheet. A sheet can be also added from file.

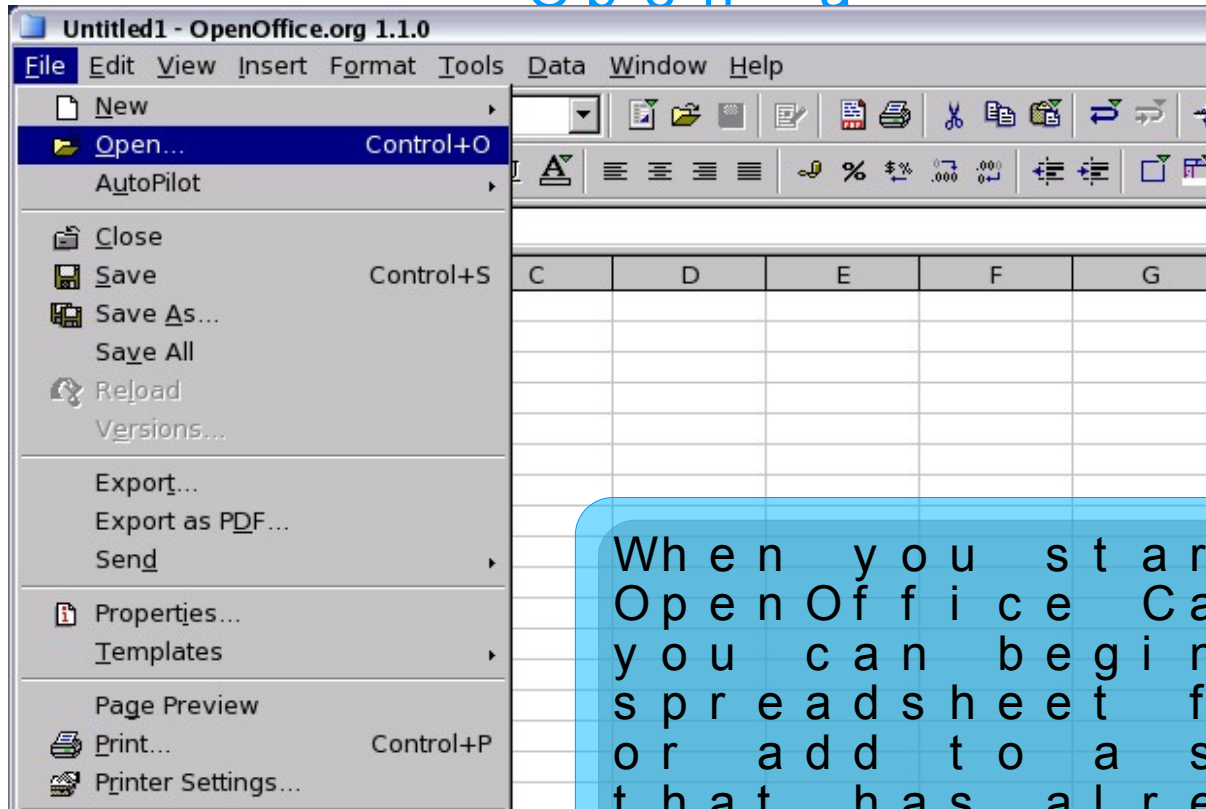
Adding and Renaming Worksheets Adding a



To rename a Sheet, go to Format menu, select Sheet and then Rename. In the new window change the name and press ok.



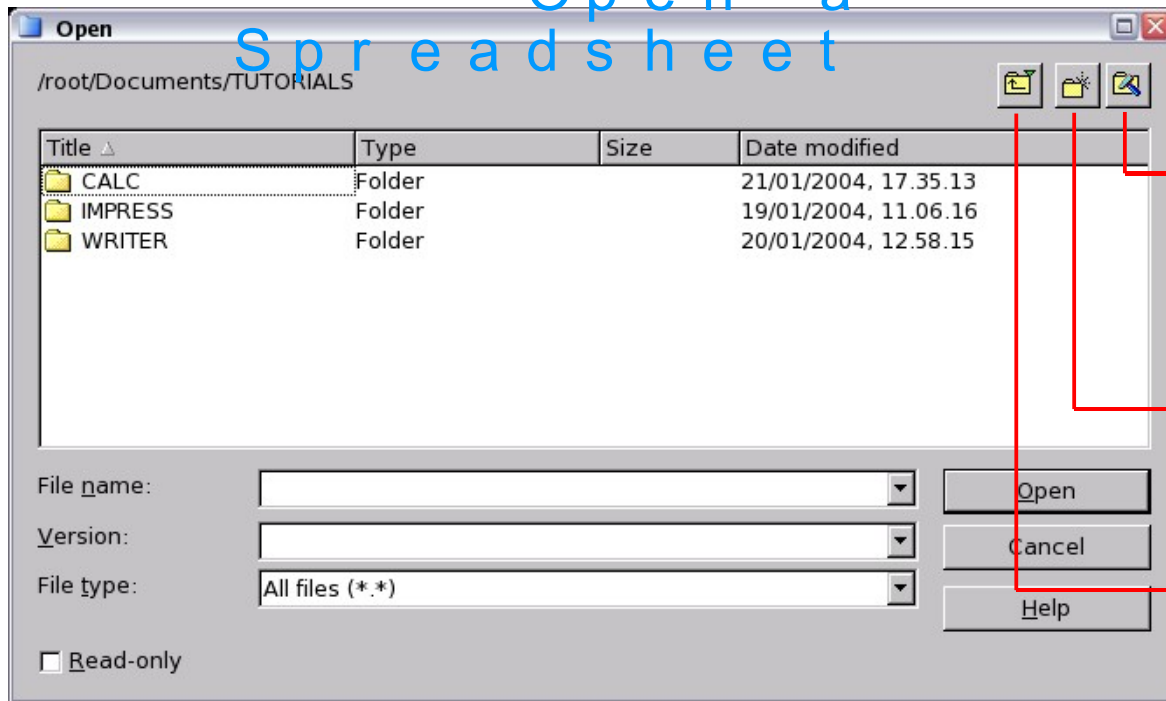
Opening and Saving Spreadsheets



When you start the OpenOffice Calc program you can begin a spreadsheet from scratch or add to a spreadsheet that has already exists. Whenever you are working on a spreadsheet that currently exists, you will need to open the spreadsheet to begin your work session.

Opening and Saving Spreadsheets

Open a Spreadsheet



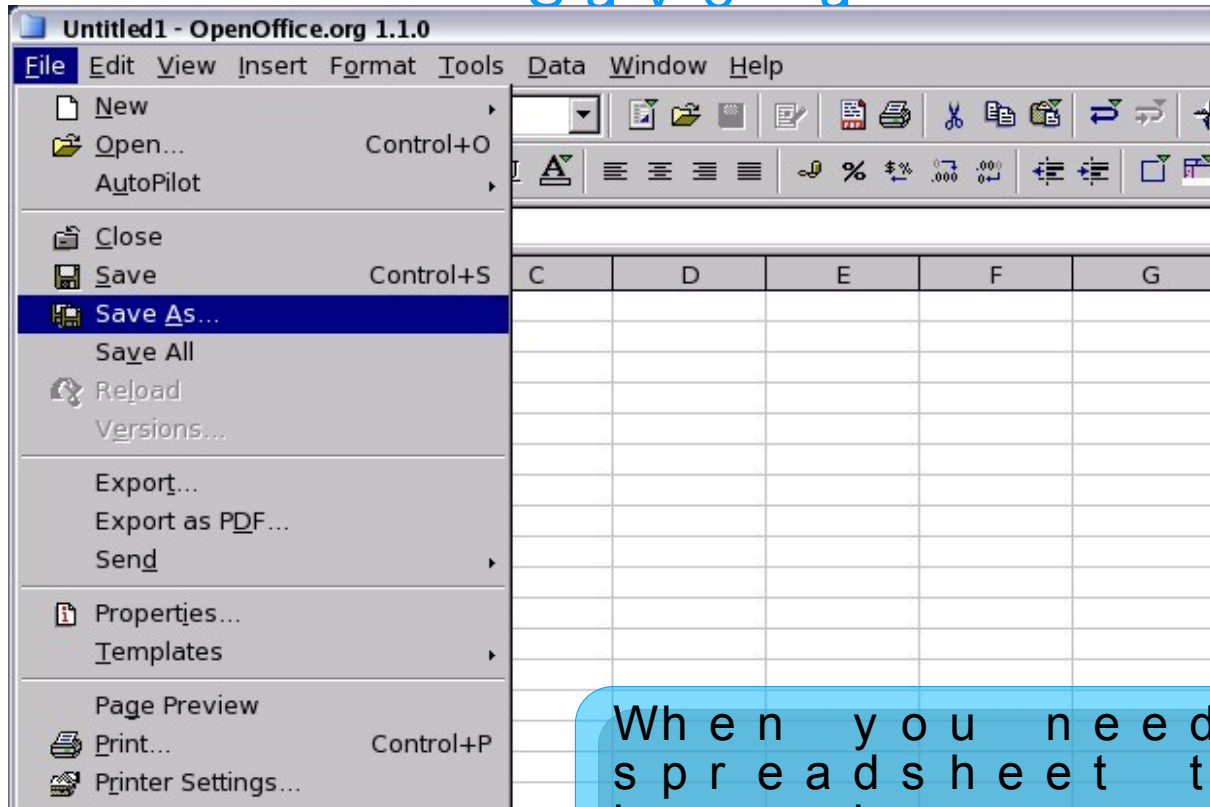
This button displays the files in the default user directory.

This button creates a new directory.

Select the file by left clicking on it in the window and click "Open." The spreadsheet will appear in your workspace.

This button moves up one directory in the directory hierarchy.

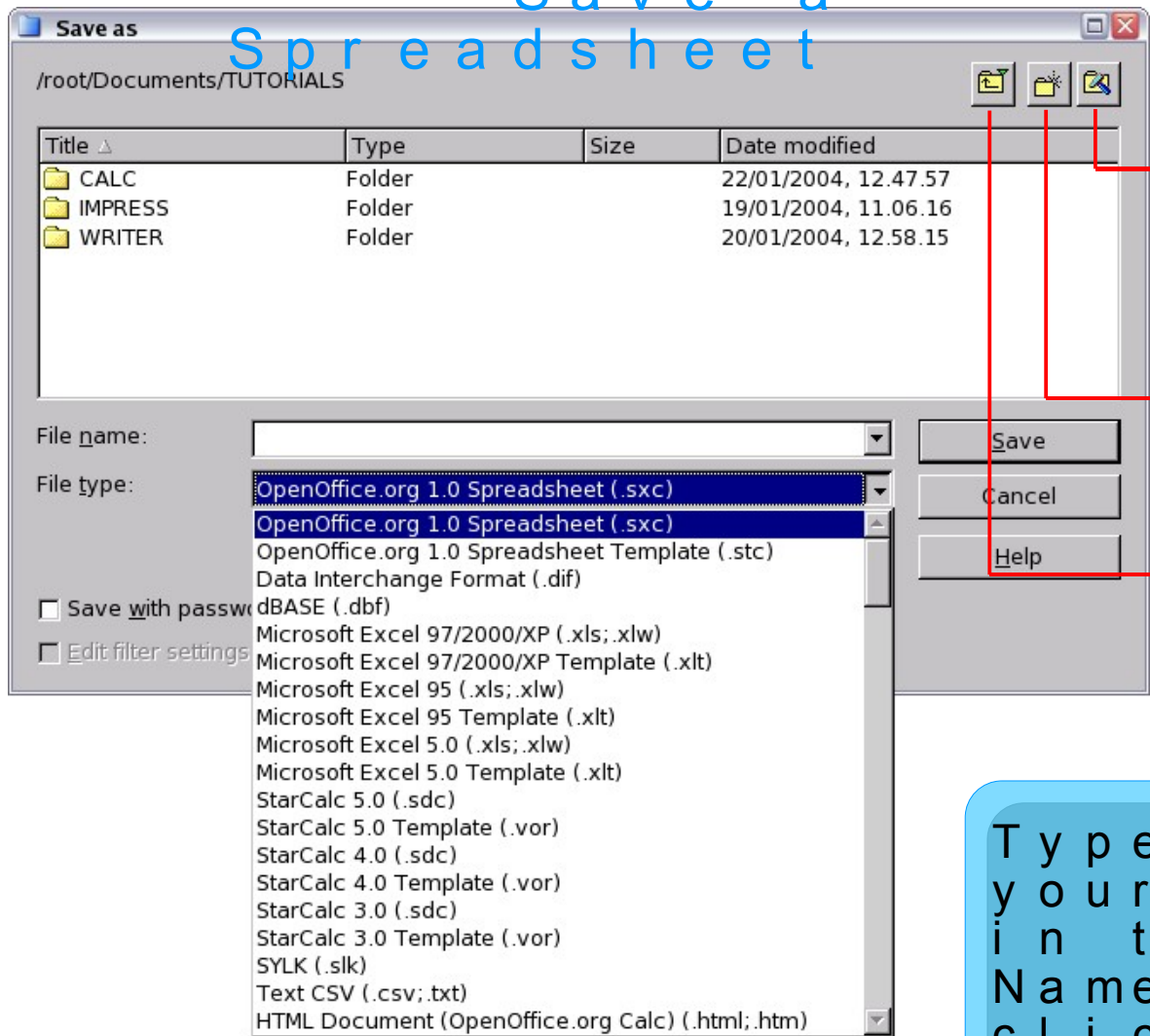
Opening and Saving Spreadsheets Save a



When you need to save a spreadsheet that you have been working on, you can do so by clicking on the File menu and selecting "Save As."

Opening and Saving Spreadsheets

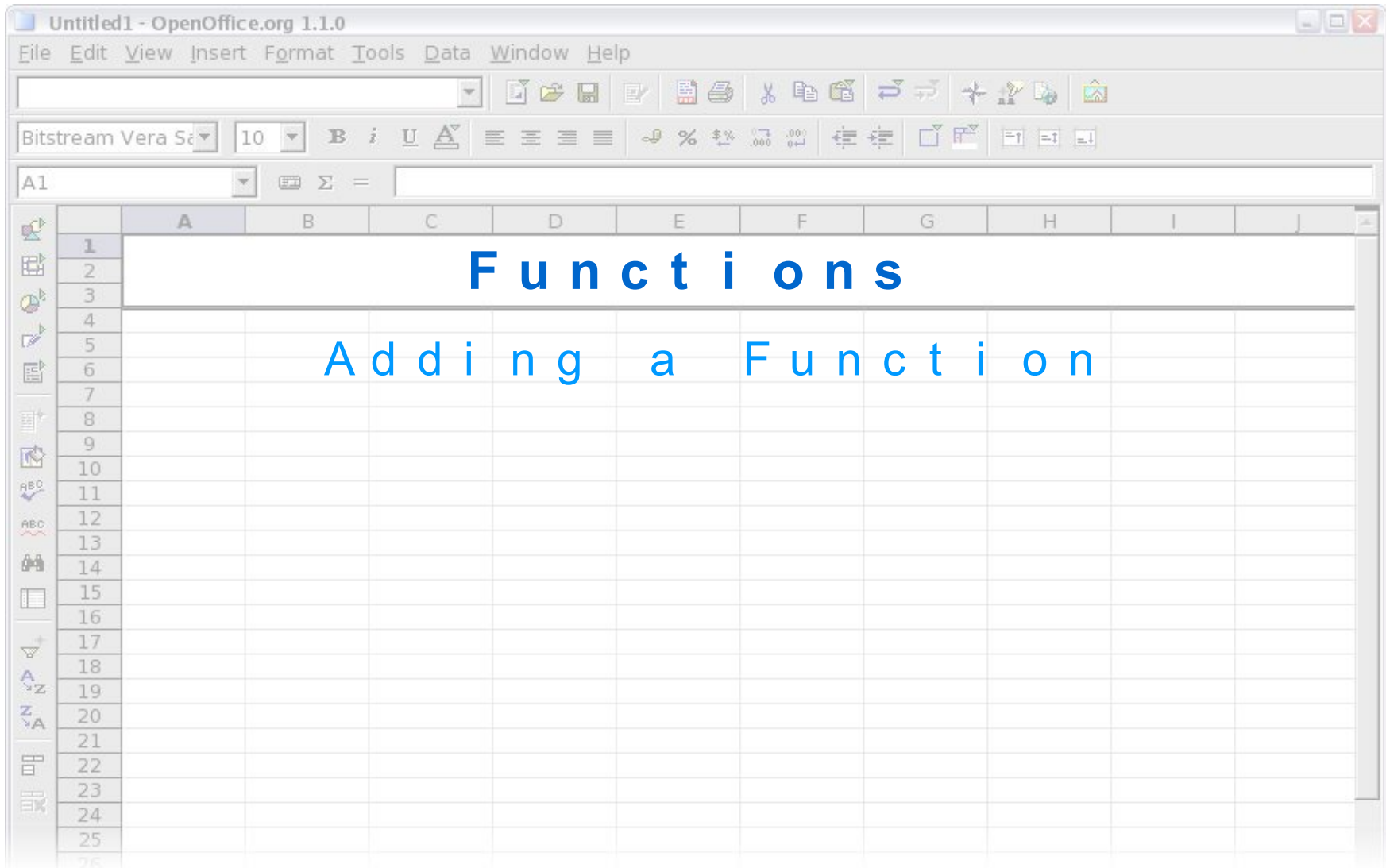
Save a Spreadsheet



This button displays the files in the default user directory.

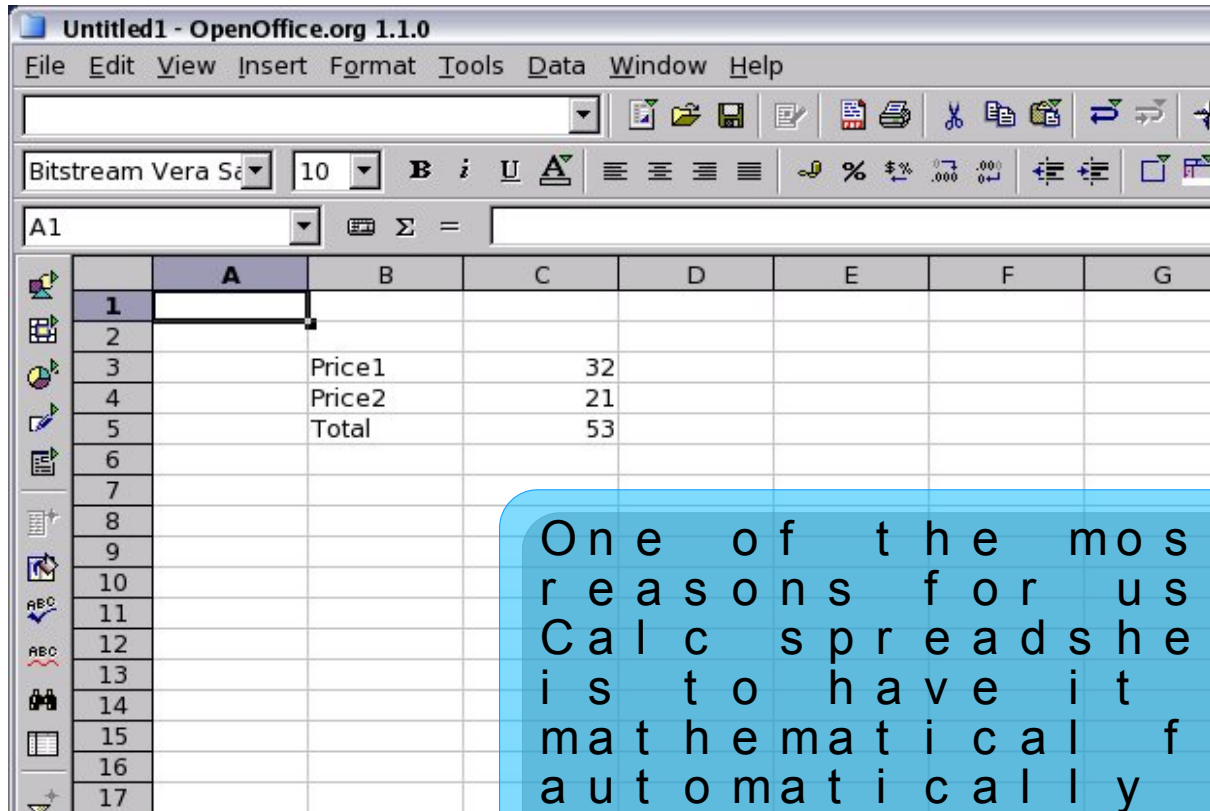
This button creates a new directory.

This button moves your spreadsheet in the directory in Name box and click 'Save' button. Your spreadsheet will be saved.



Functions

Adding Functions



Untitled1 - OpenOffice.org 1.1.0

File Edit View Insert Format Tools Data Window Help

Bitstream Vera Sa 10 B i U A

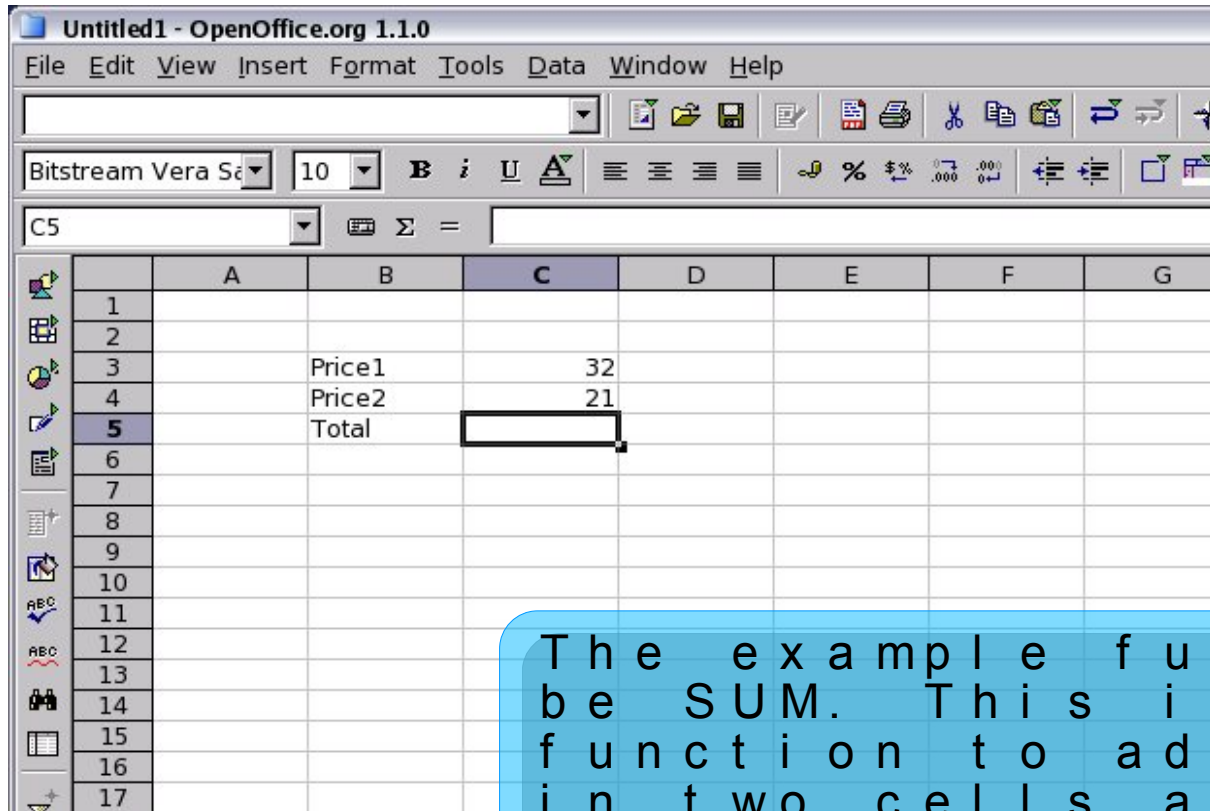
A1

	A	B	C	D	E	F	G
1							
2							
3		Price1	32				
4		Price2	21				
5		Total	53				
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

One of the most useful reasons for using the Calc spreadsheet program is to have it calculate mathematical functions automatically based on raw data placed in the cells. To do this we must place a function, or a simple math problem, into a cell on the spreadsheet and refer it to other cells that contain the data that we wish to

Functions

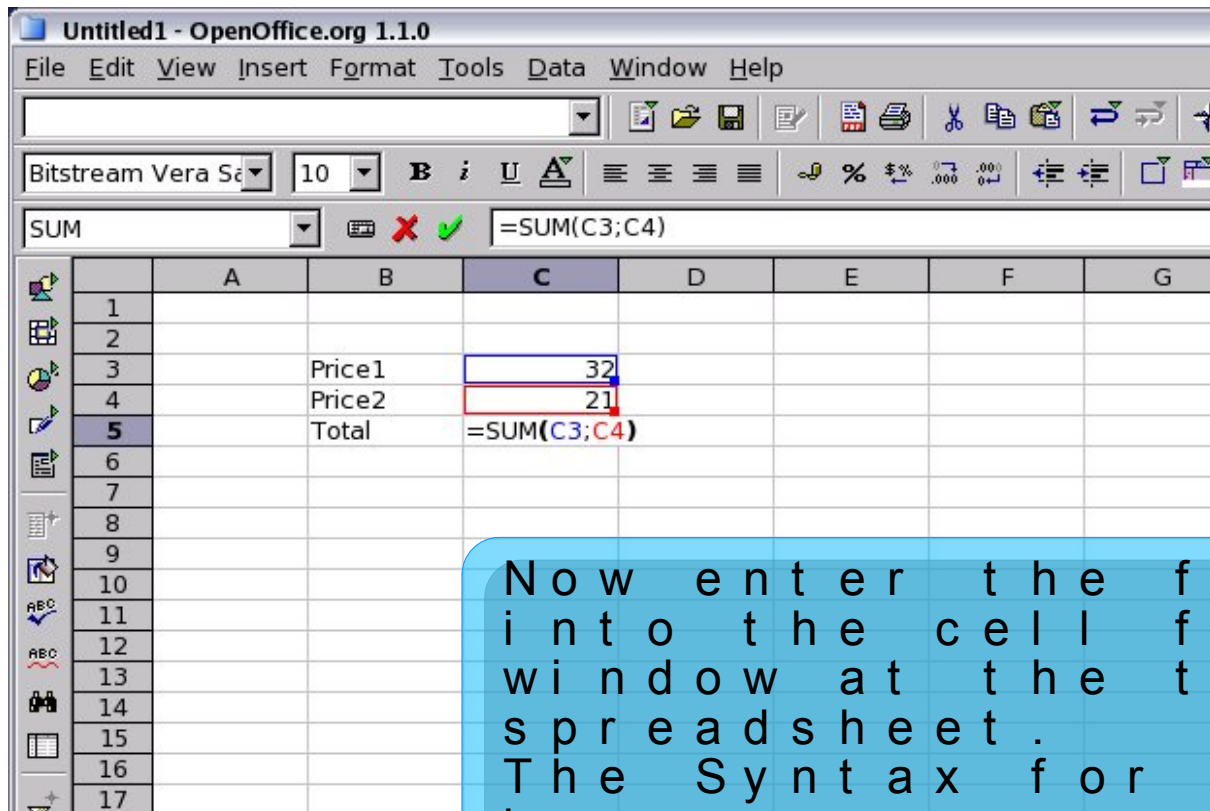
Adding Functions



The example function will be SUM. This is the function to add the data in two cells and display the total. First select the cell on the spreadsheet that you wish to display the SUM function in.

Functions

Adding Functions



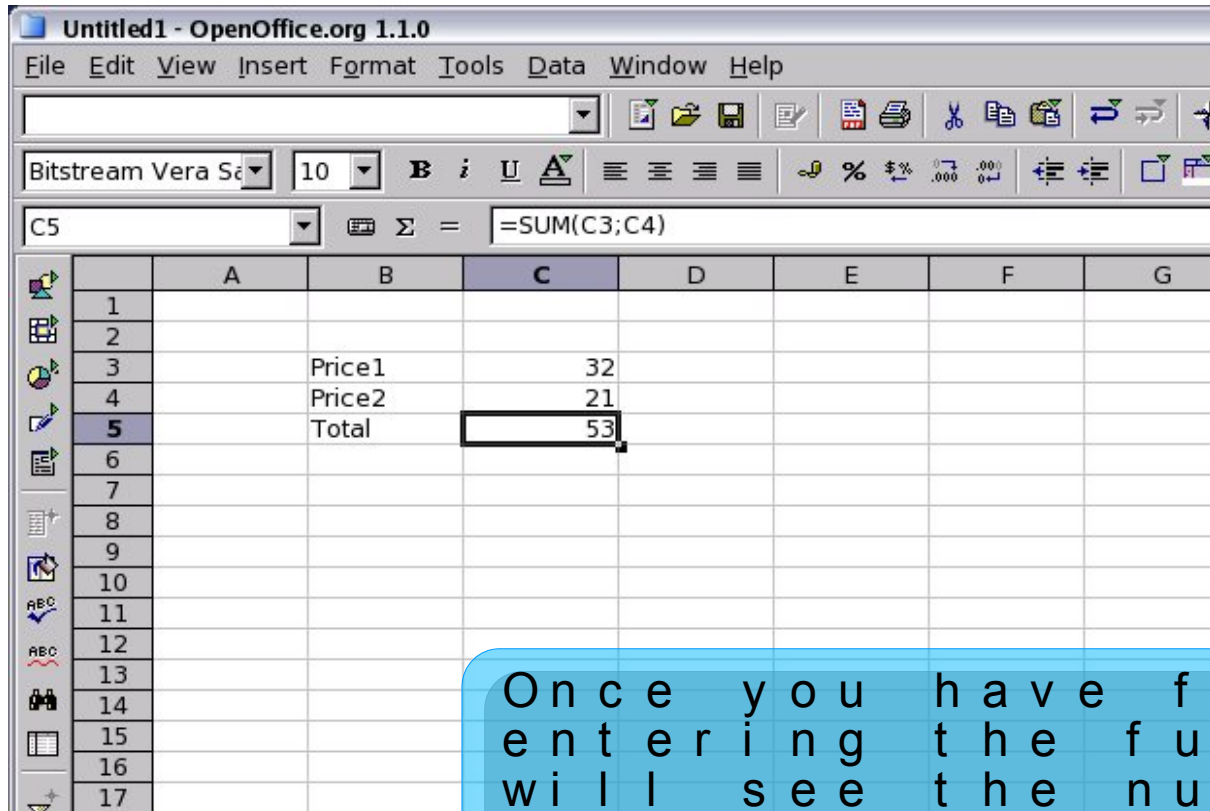
Now enter the function into the cell function window at the top of the spreadsheet.
The Syntax for a function is:

```
=SUM( first  
value; second value )
```

In our example we enter
=SUM(C3; C4) to get the
total of cells C3 and C4.

Functions

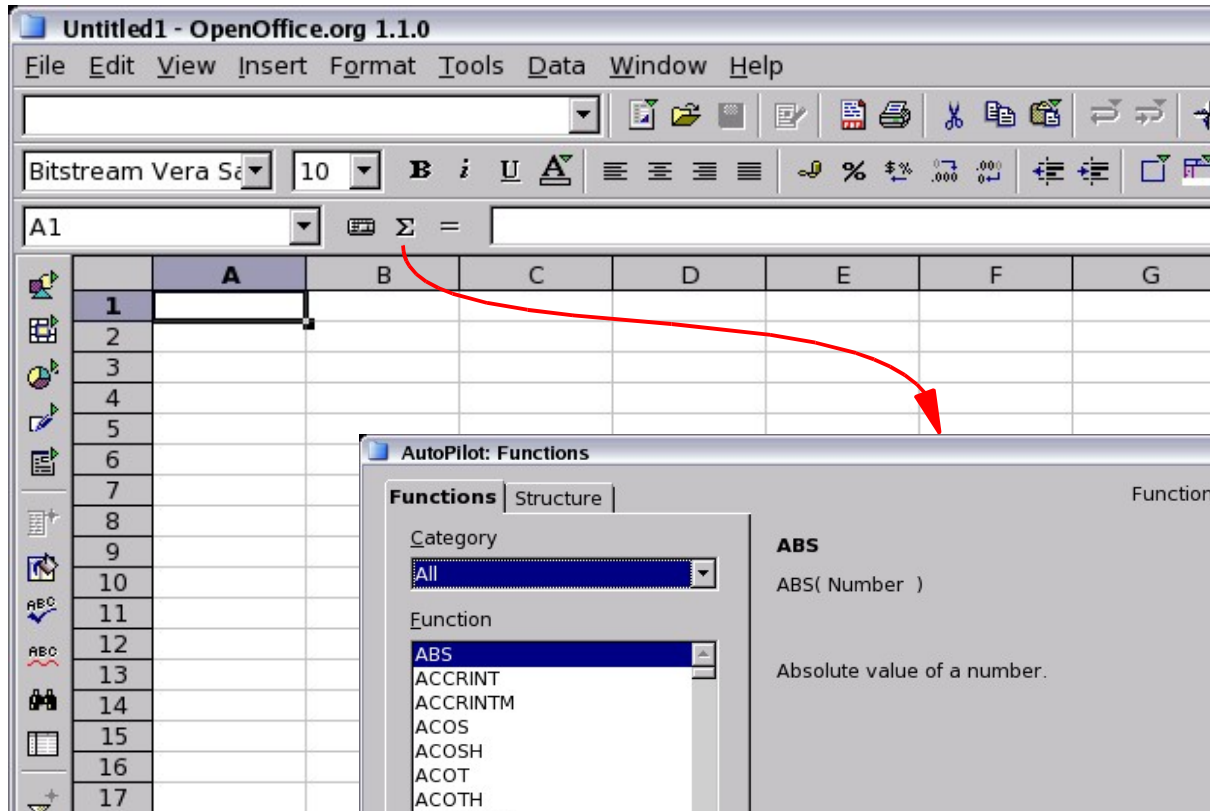
Adding Functions



Once you have finished entering the function you will see the numerical total of the function displayed in the cell on the spreadsheet and the function syntax displayed in the function window at the top of the spreadsheet.

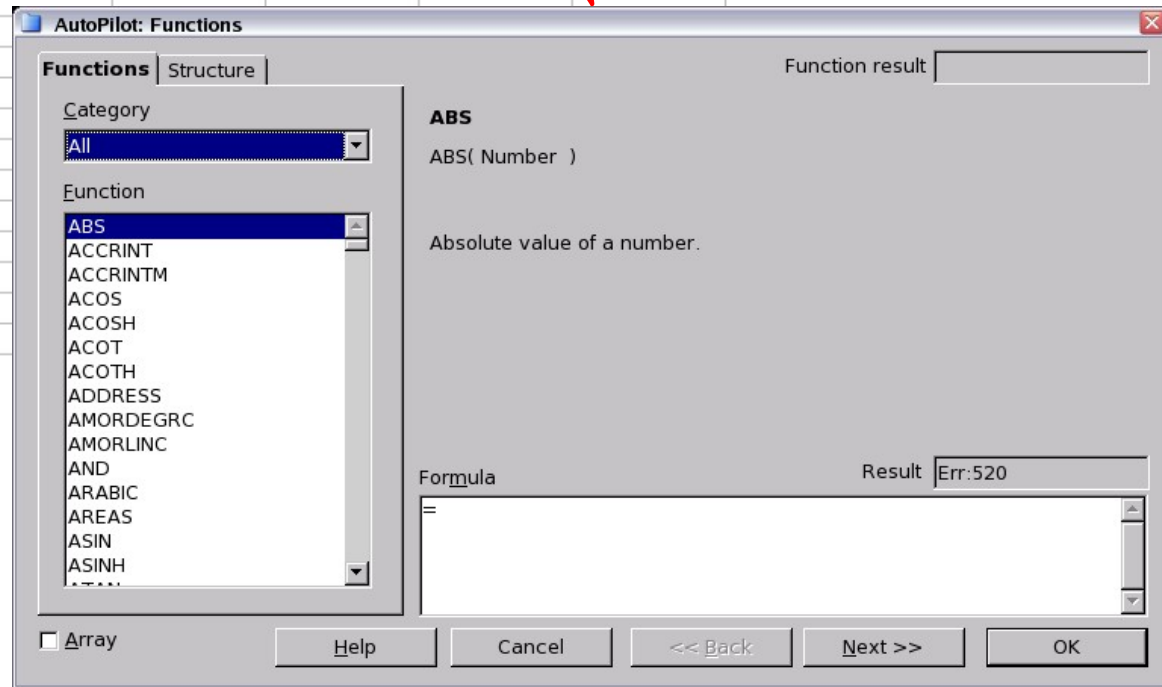
Functions

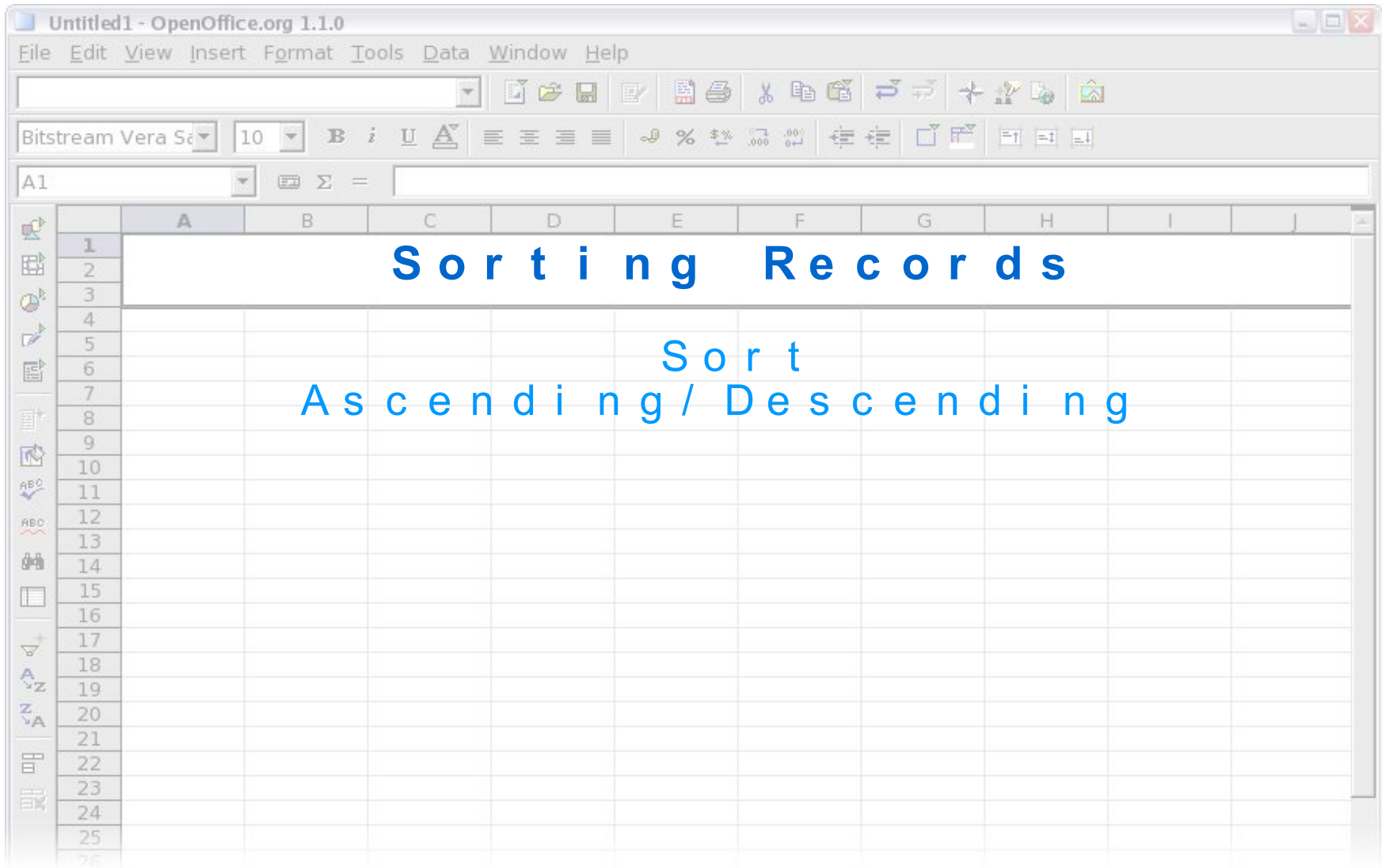
Adding Functions



There is an autopilot which helps you building

different functions.





Sorting Records

Sort
Ascending / Descending

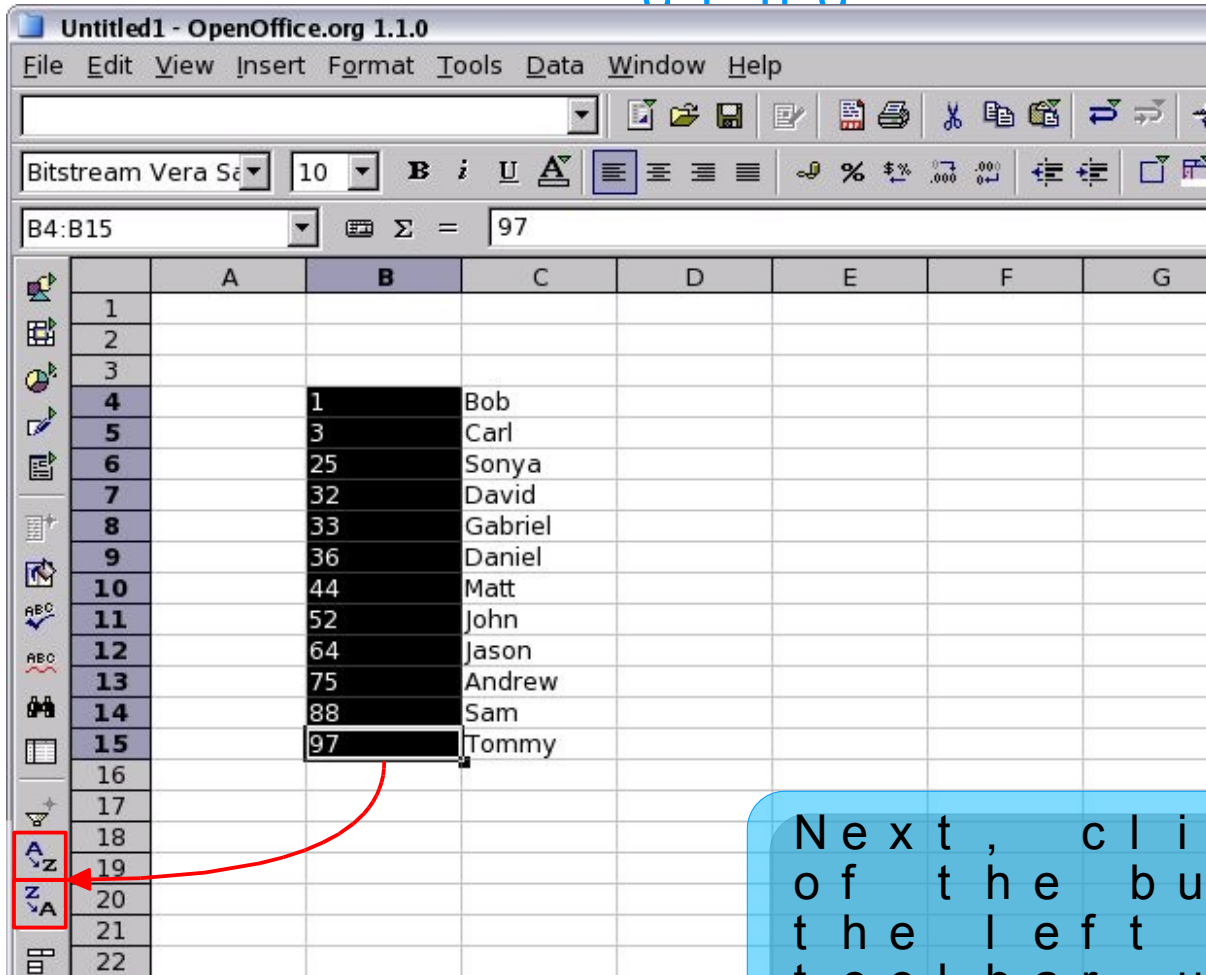
The screenshot shows the OpenOffice.org 1.1.0 interface with a spreadsheet titled 'Untitled1'. The spreadsheet has columns A through G and rows 1 through 17. The data is as follows:

	A	B	C	D	E	F	G
1							
2							
3							
4		36	Bob				
5		64	Carl				
6		33	Sonya				
7		52	David				
8		32	Gabriel				
9		3	Daniel				
10		25	Matt				
11		44	John				
12		75	Jason				
13		97	Andrew				
14		1	Sam				
15		88	Tommy				
16							
17							

To sort a record set, start by clicking on any cell in the row you want to sort by.

Sorting Records

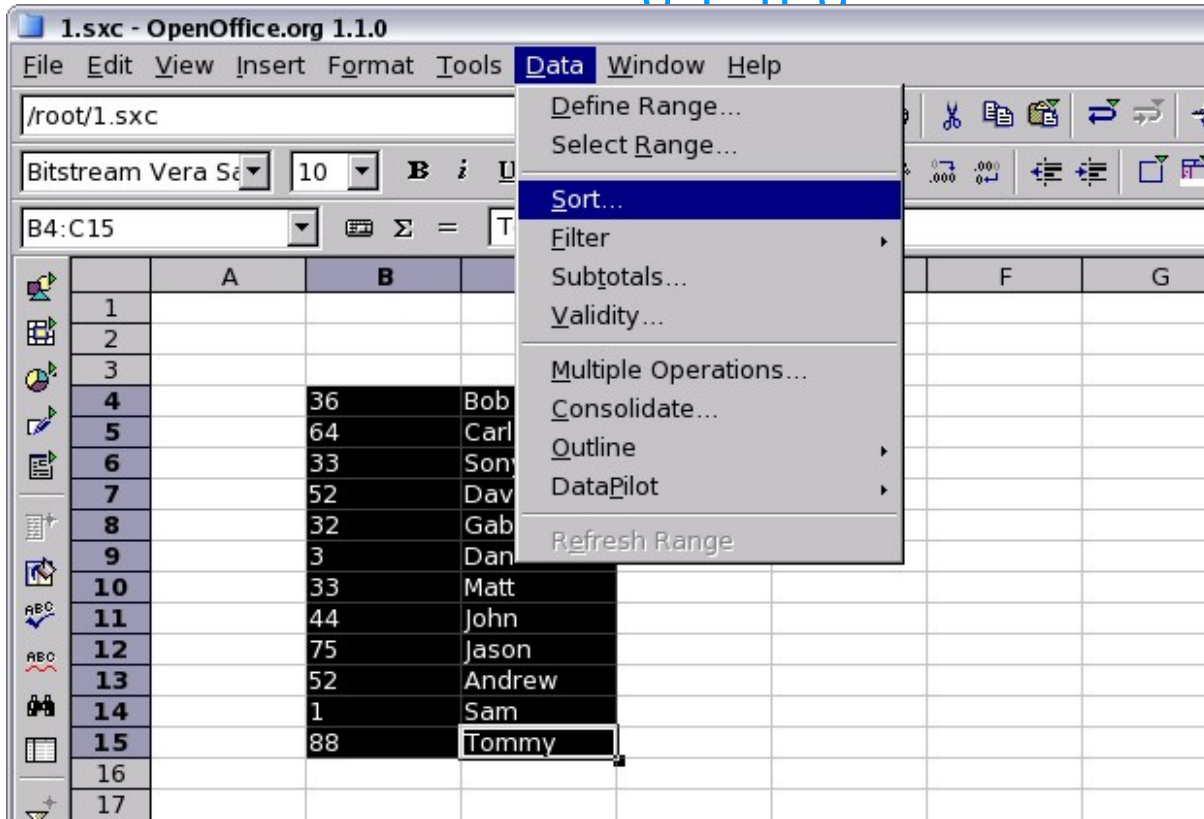
Sort
Ascending / Descending



Next, click on one of the buttons on the left hand toolbar used to sort ascending or descending depending on how you want your

Sorting Records

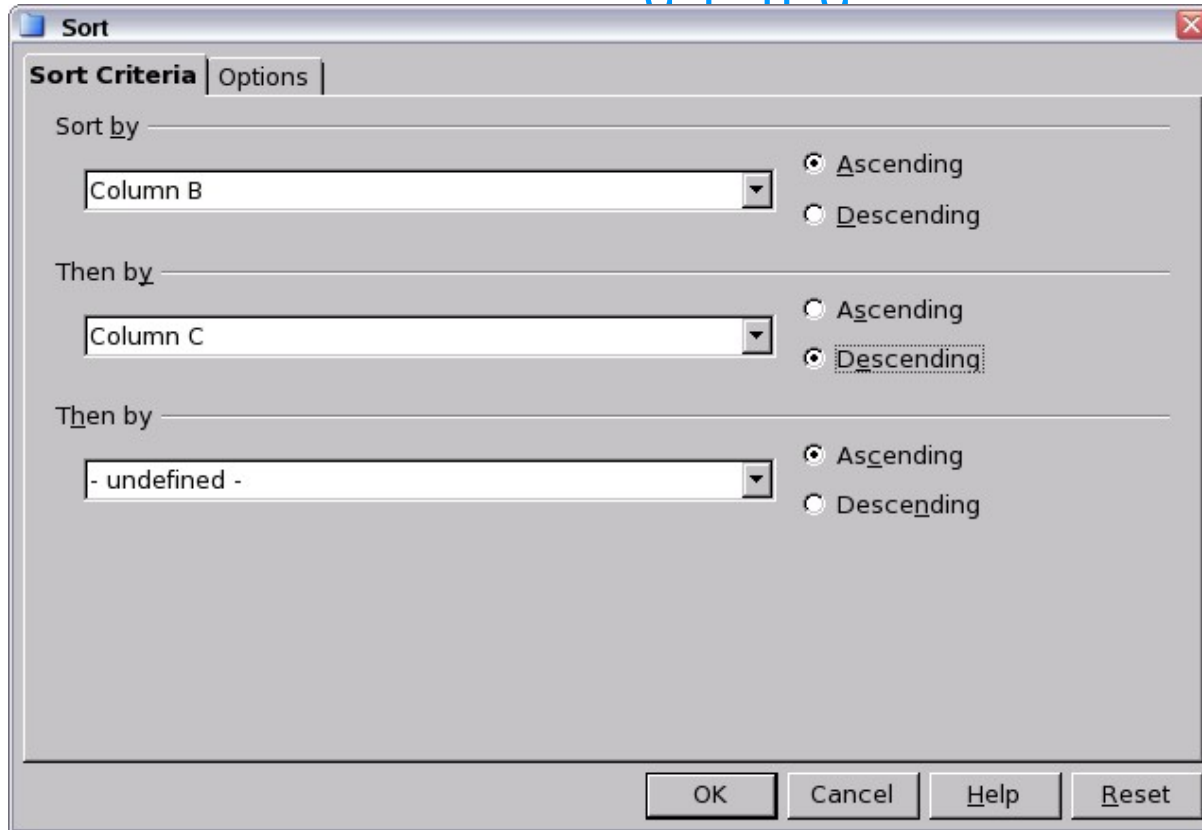
Sort
Ascending / Descending



Select all the columns you want to sort and then go to the Data menu and click on Sort.

Sorting Records

Sort
Ascending / Descending



In this window you can choose the sort criteria for each column specifying Ascending or Descending.

Sorting Records

Sort
Ascending / Descending

1.sxc - OpenOffice.org 1.1.0

File Edit View Insert Format Tools Data Window Help

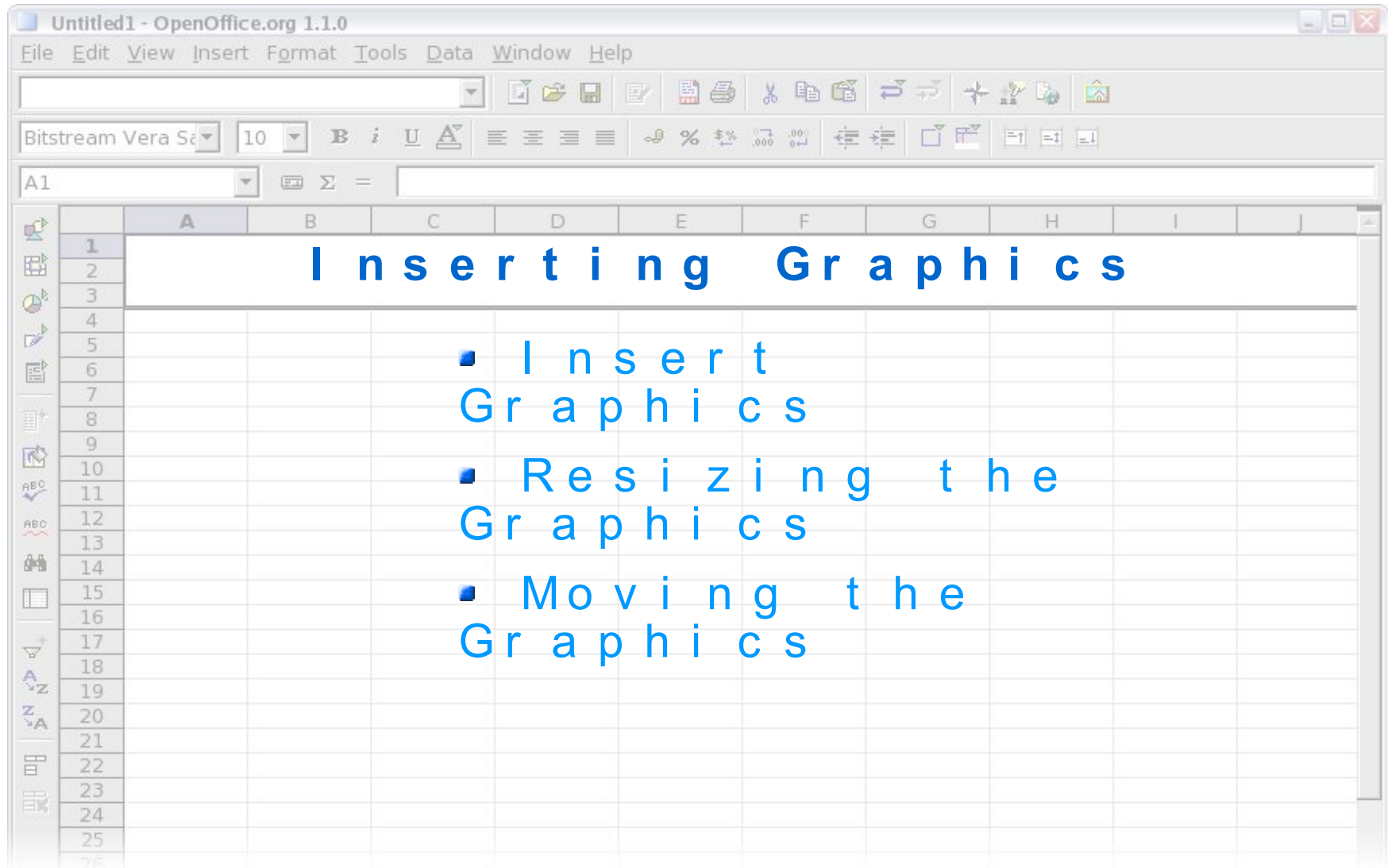
/root/1.sxc

Bitstream Vera Sans 10 B i U A

B4:C15 = Tommy

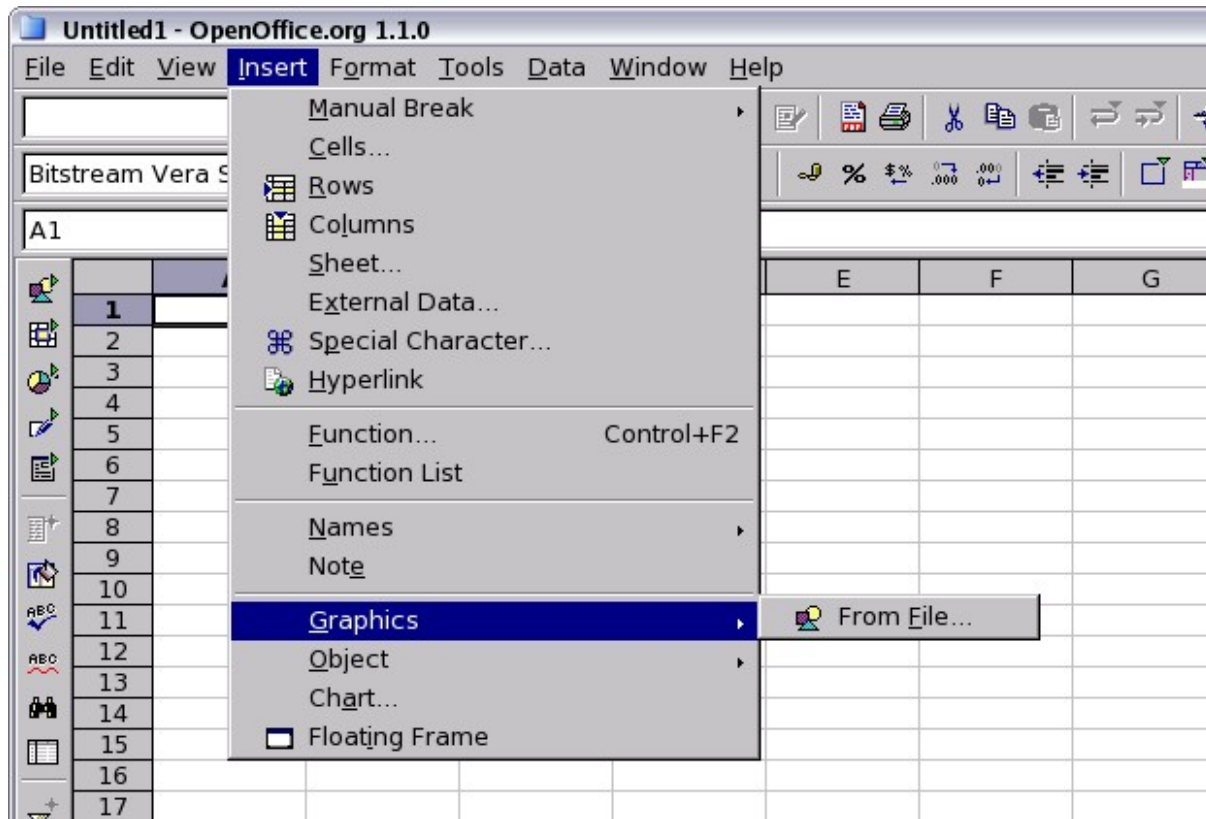
	A	B	C	D	E	F	G
1							
2							
3							
4		1	Sam				
5		3	Daniel				
6		32	Gabriel				
7		33	Sonya				
8		33	Matt				
9		36	Bob				
10		44	John				
11		52	David				
12		52	Andrew				
13		64	Carl				
14		75	Jason				
15		88	Tommy				
16							
17							

Now the two columns selected are ordered as you have chosen.



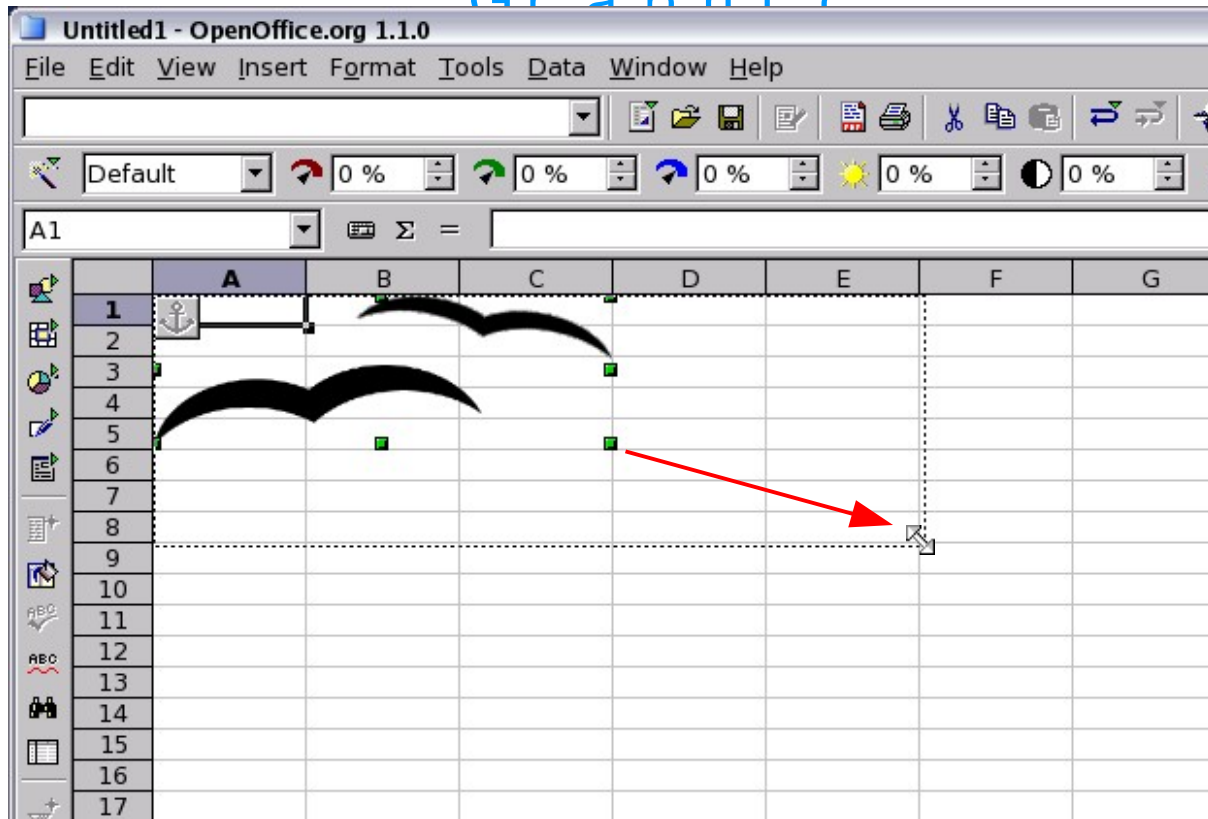
Inserting Graphics

Insert Graphics



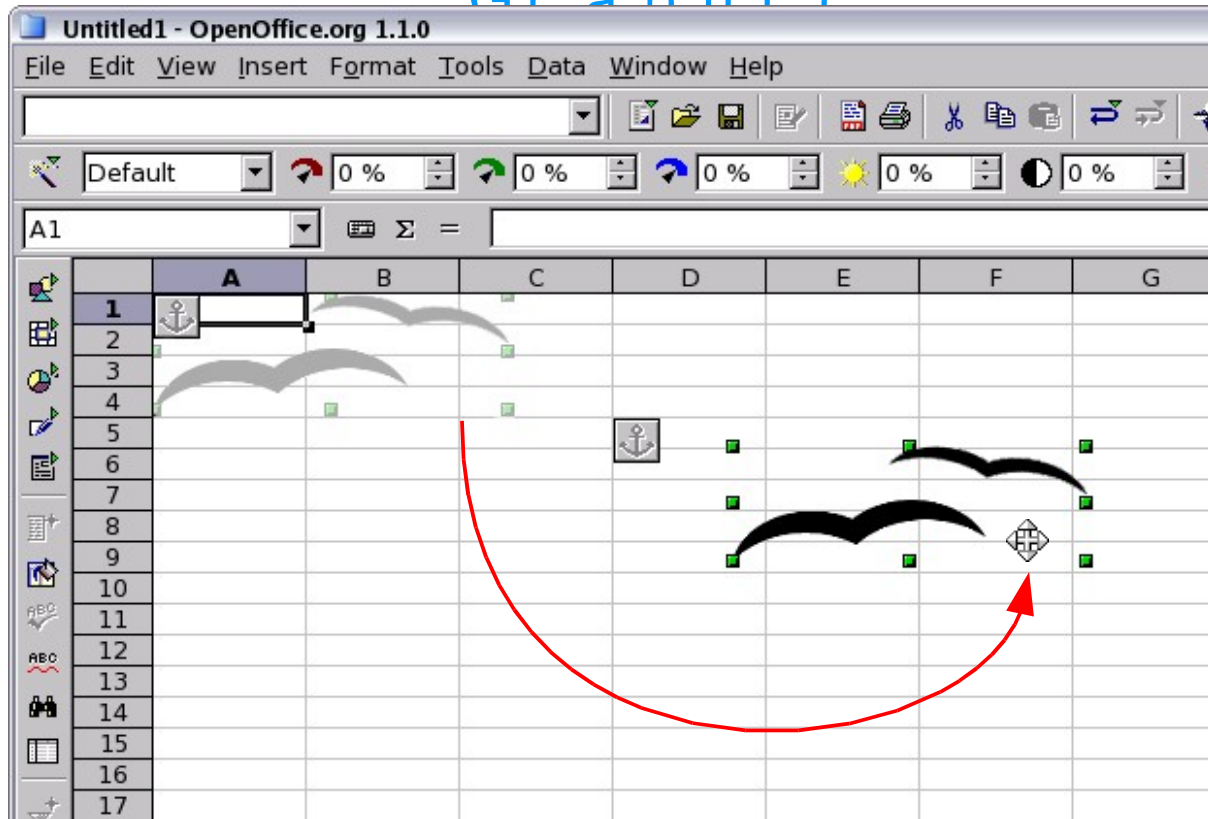
Select Graphic from the Insert menu. If you would like to insert from a file, select From File.

Inserting Graphics Resizing the Graphic

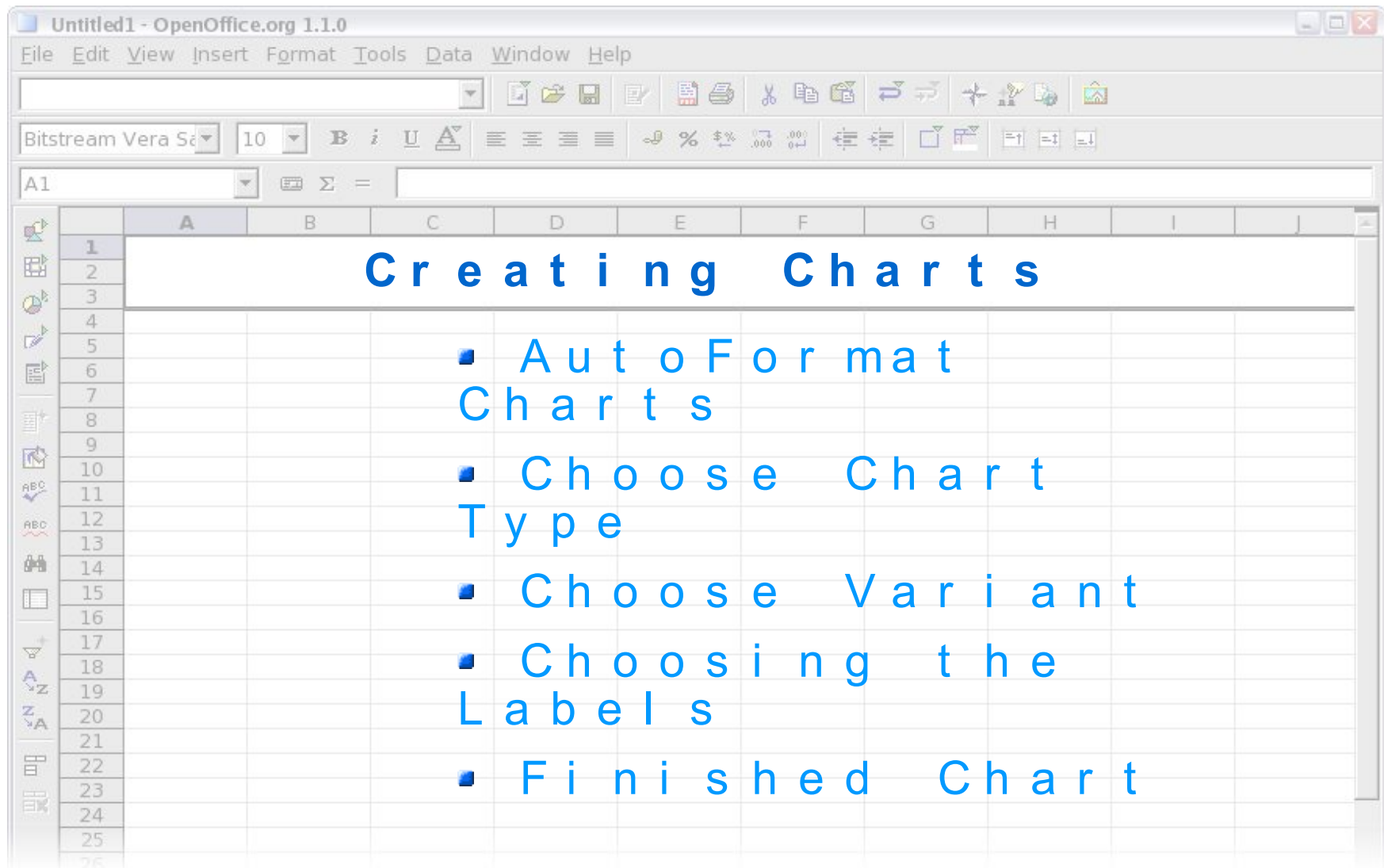


You can resize the image just by dragging one of the eight green points surrounding the picture.

Inserting Graphics Moving the Graphic

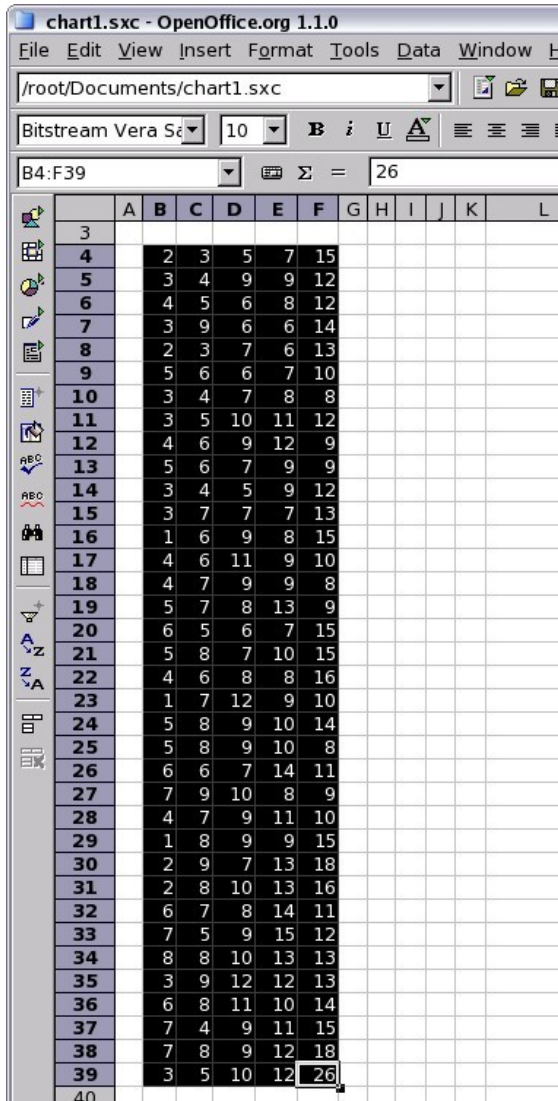


When the move cursor appears over the image you can move the picture.



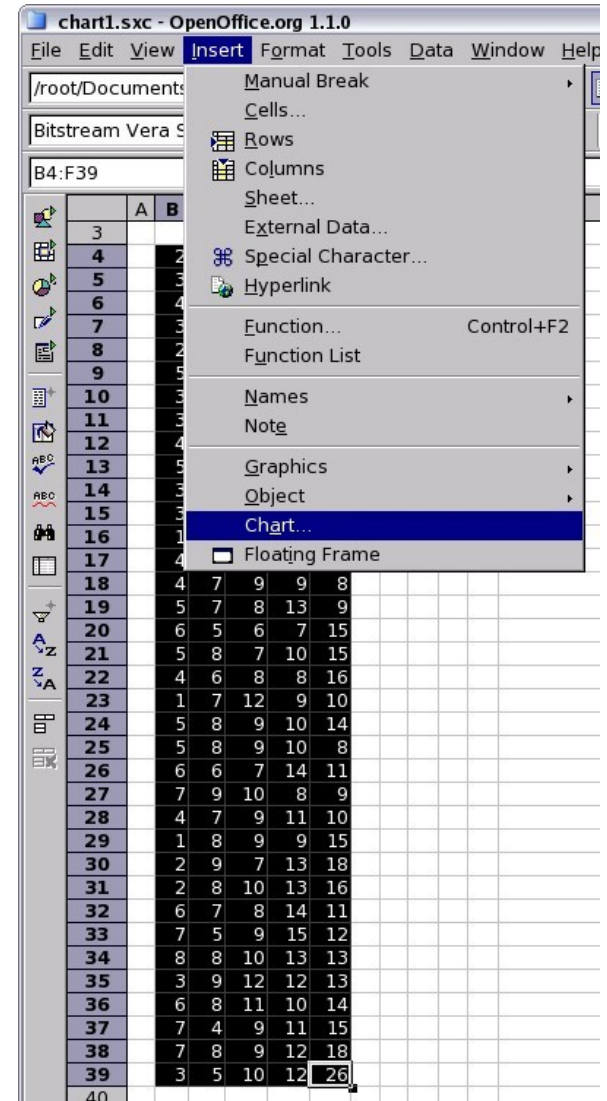
Creating Charts

AutoFormat Charts



To create a chart select all the values that must be inserted and

select Chart from the Insert menu.



Creating Charts

AutoFormat Charts

AutoFormat Chart

Selection

Range

First row as label

First column as label

Chart results in worksheet

Sheet1

If the selected cells do not contain the desired data, select the data range now.

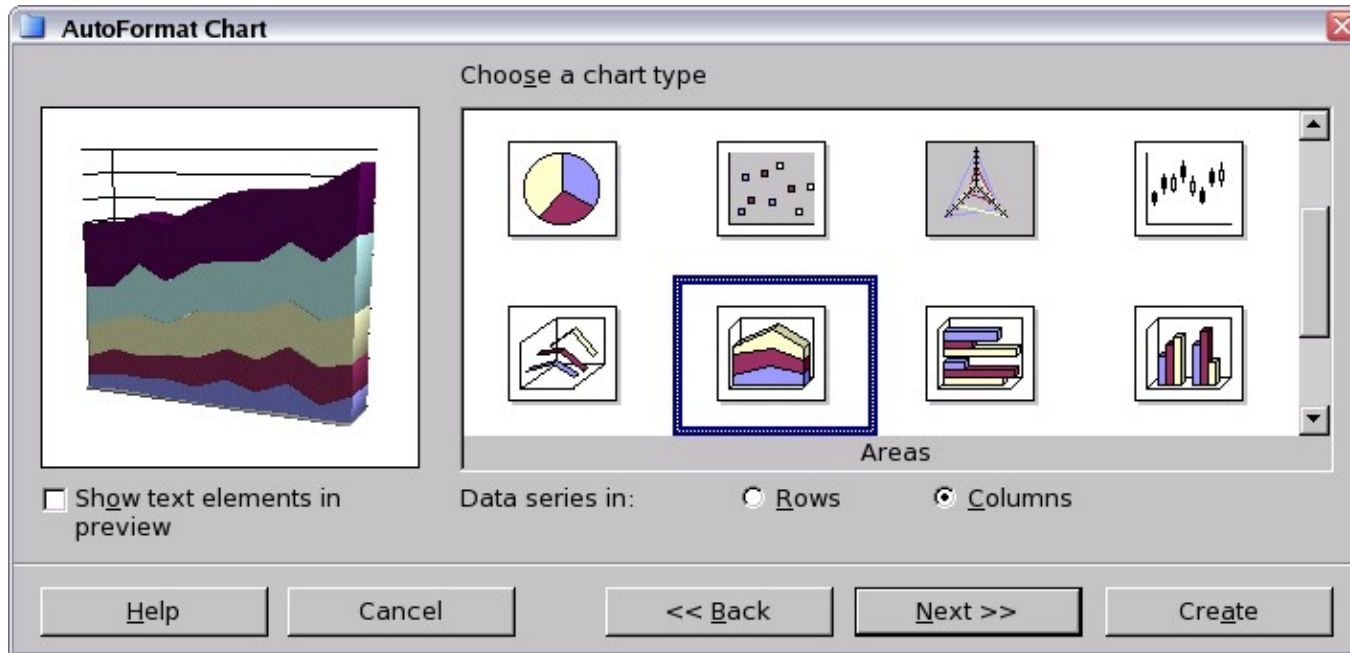
Include the cells containing column and row labels if you want them to be included in your chart.

Help Cancel << Back Next >> Create

The Range shows the selection you have chosen. You can also choose the worksheet where the chart will be displayed. Click "Next >>" to continue.

Creating Charts

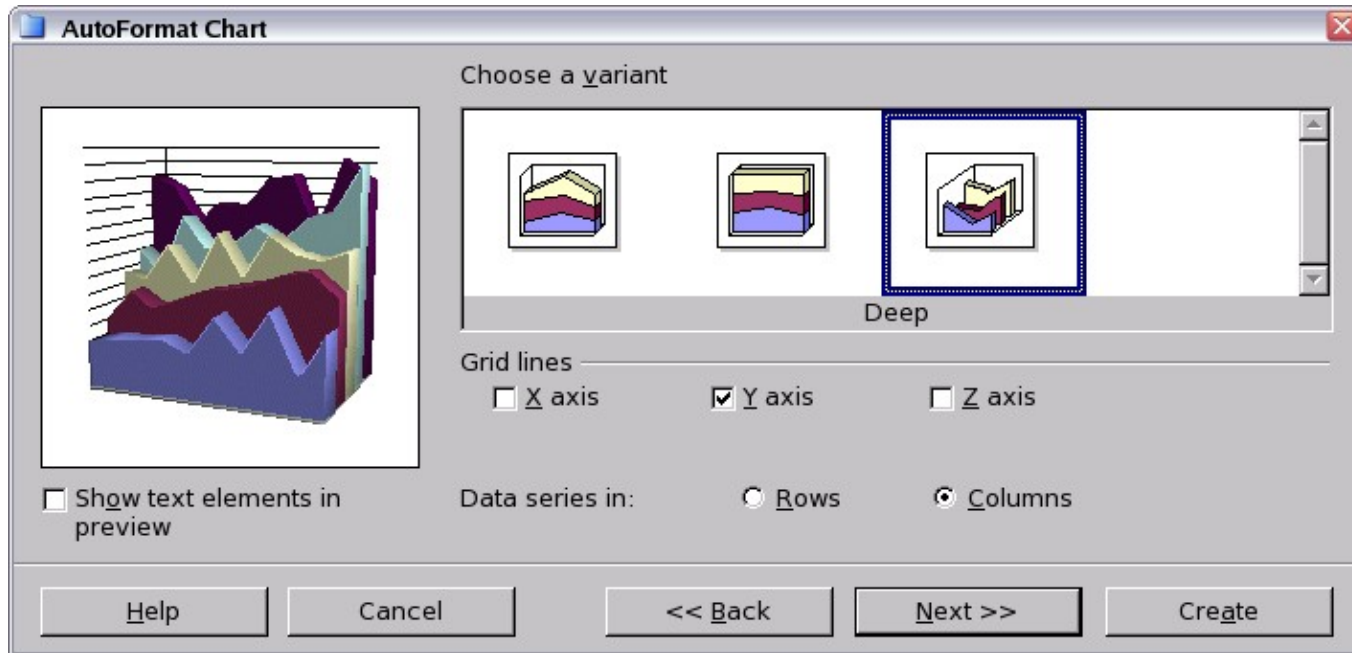
Choose Chart Type



Now select a chart type and view the preview on the left. Click "Next >>" to continue.

Creating Charts

Choose Variant

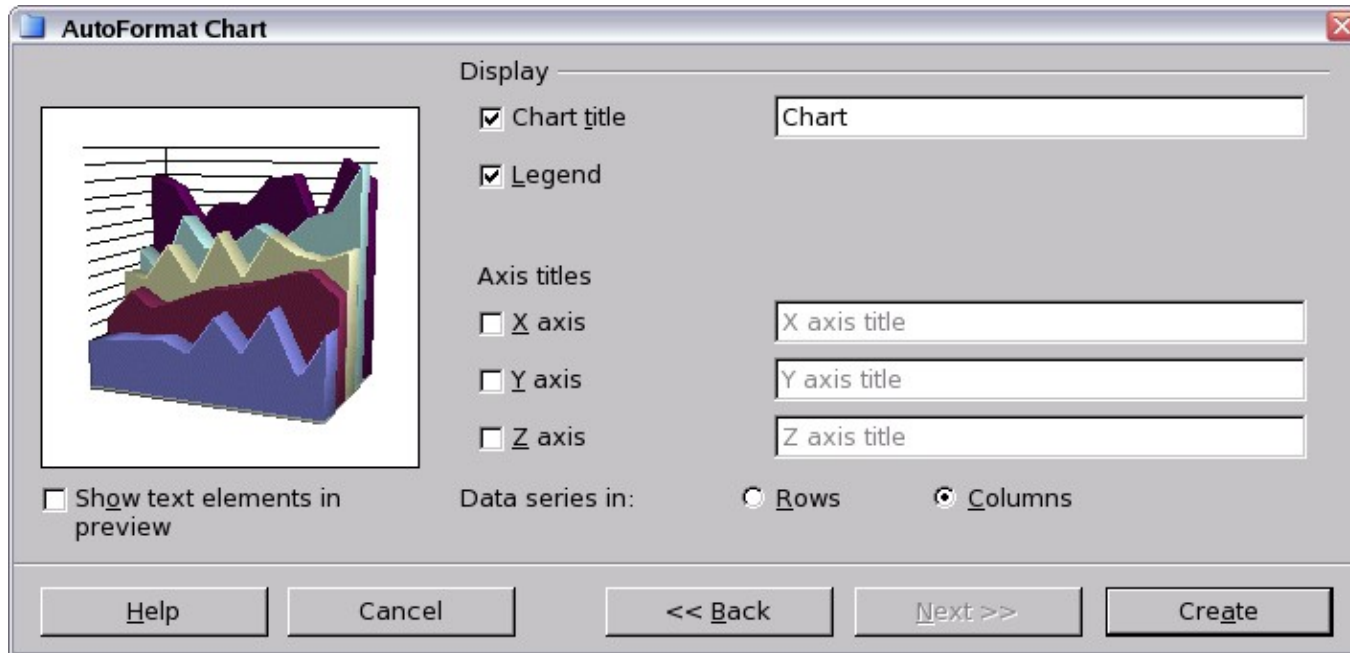


There are some variants for each type of chart. The preview is on the left.

Click "Next >>" to continue.

Creating Charts

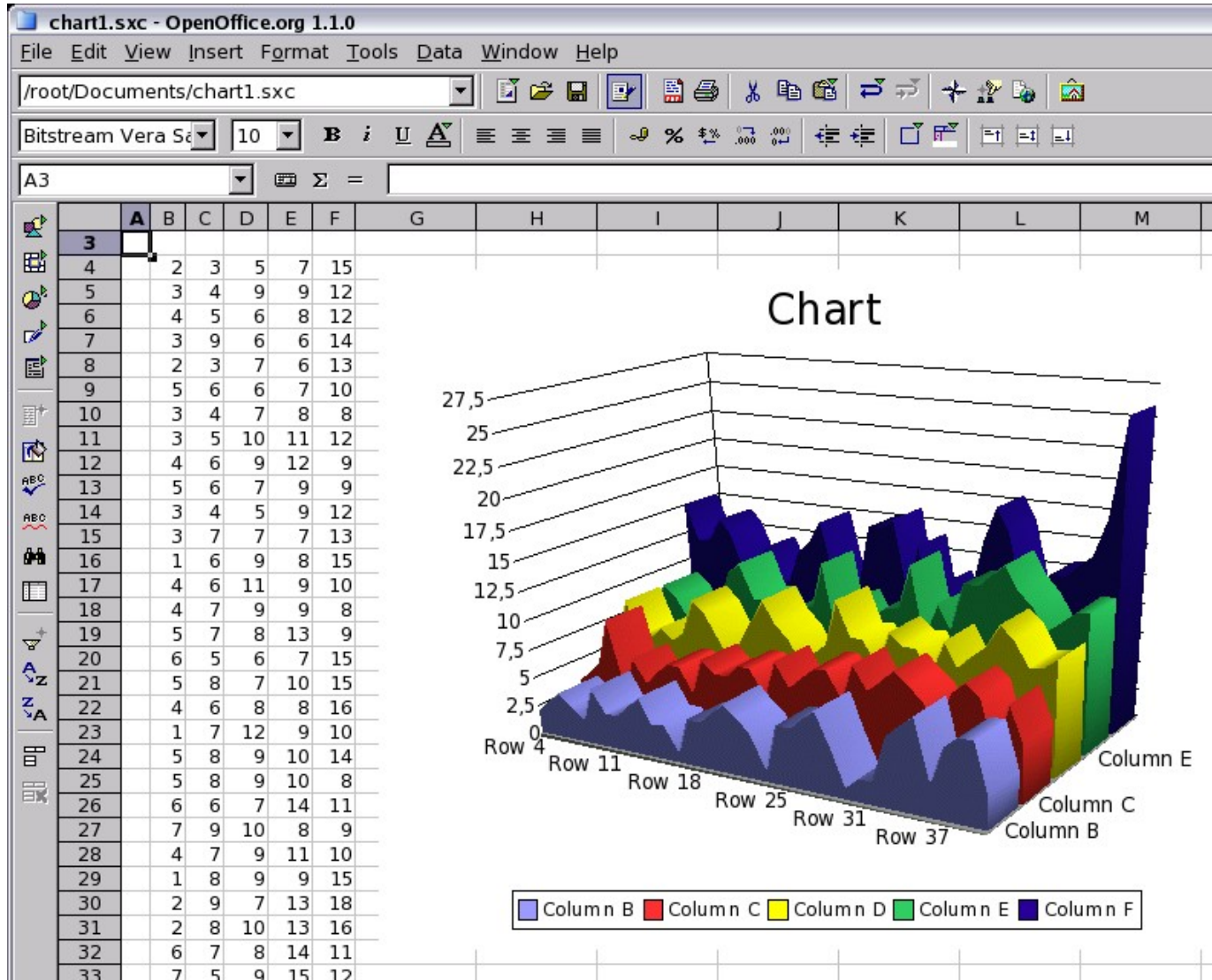
Choosing the Labels



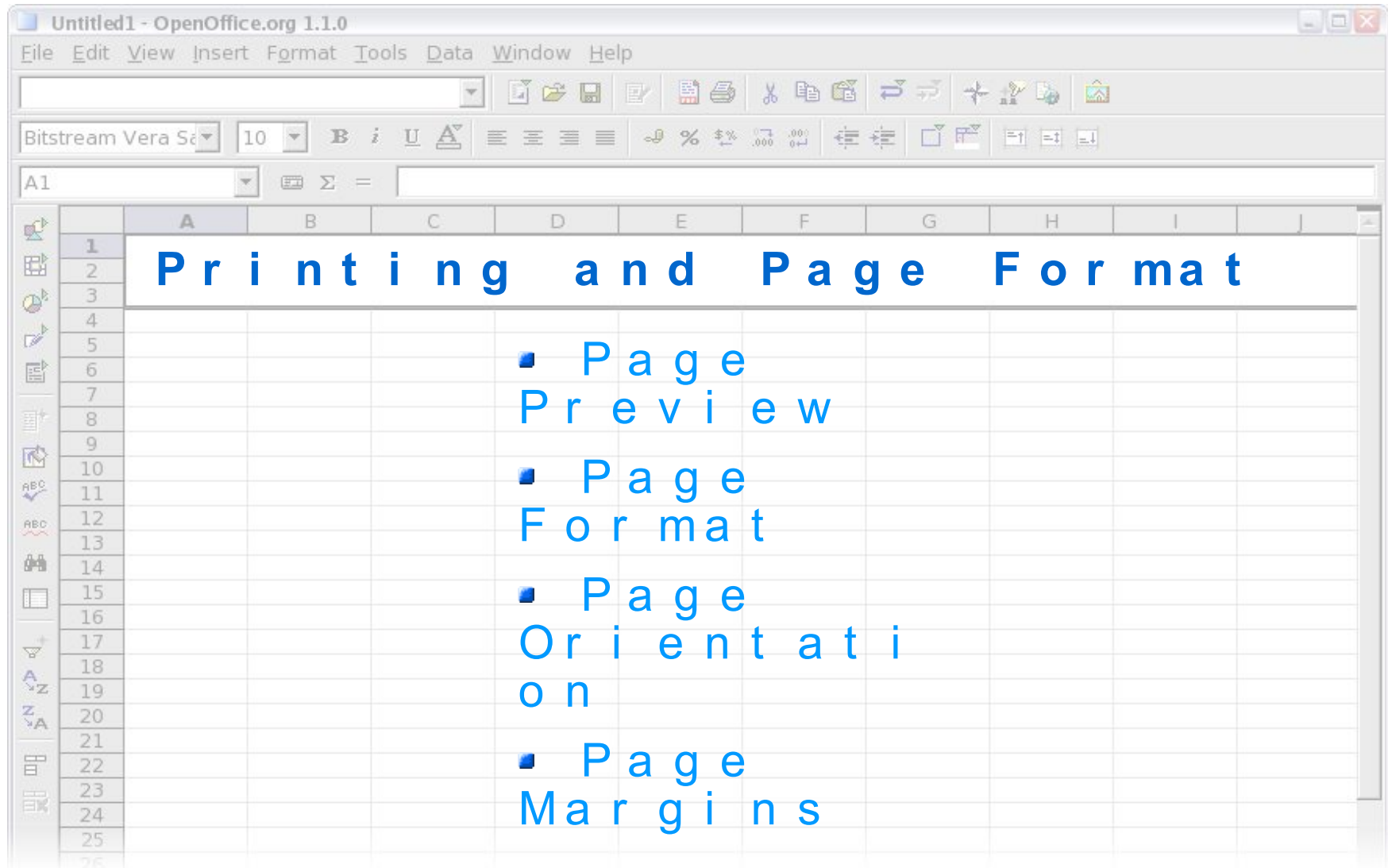
At the end you can set the name of the chart and the axis titles. Click "Create" to close the AutoFormat window and create the chart.

Creating Charts

Finished Chart



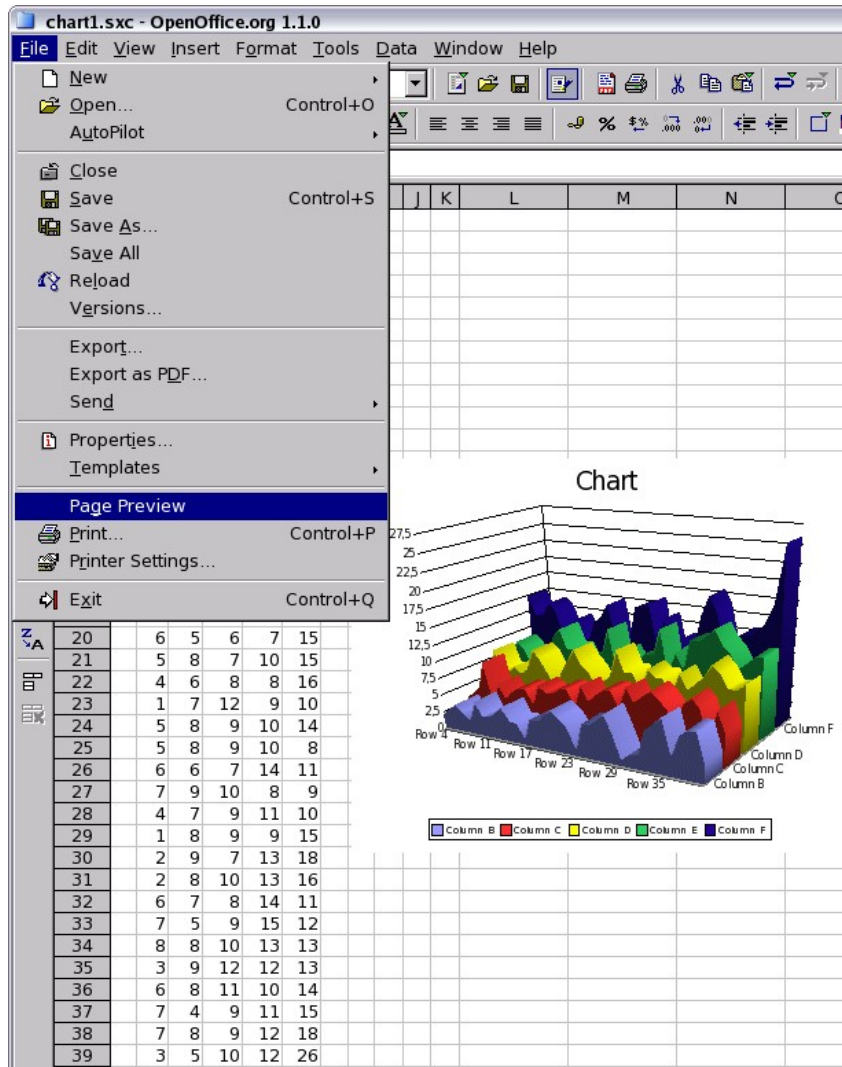
The worksheet is updated with the new chart.



- Headers / Footers

Printing and Page Format

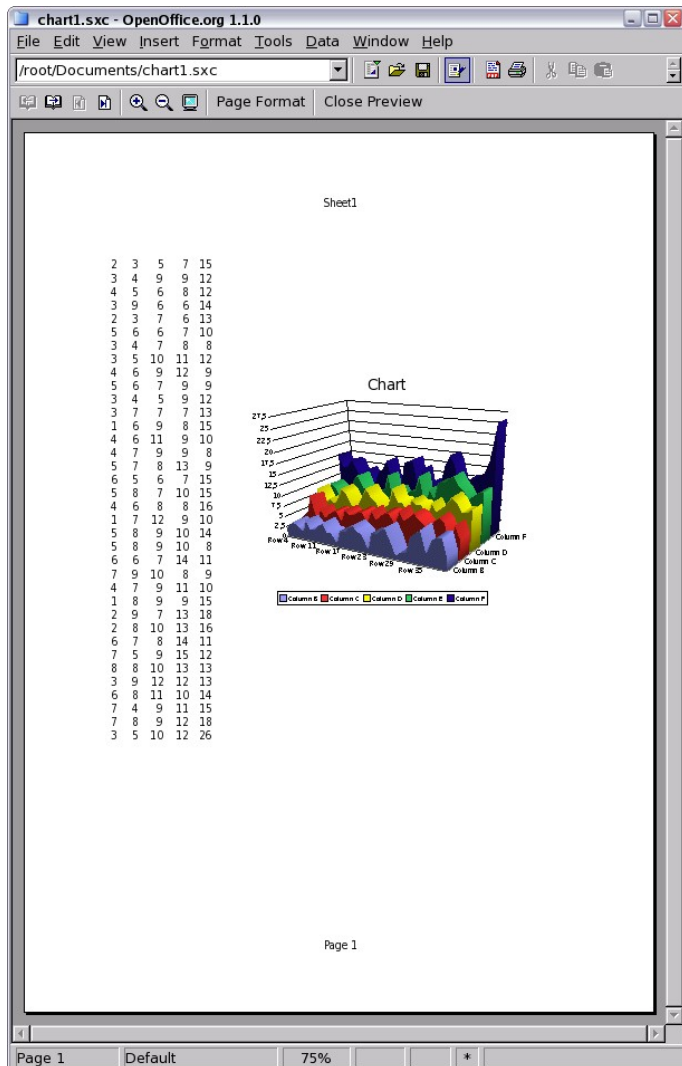
Page Preview



You can view the preview of the document by selecting Page Preview from the File

Menu.

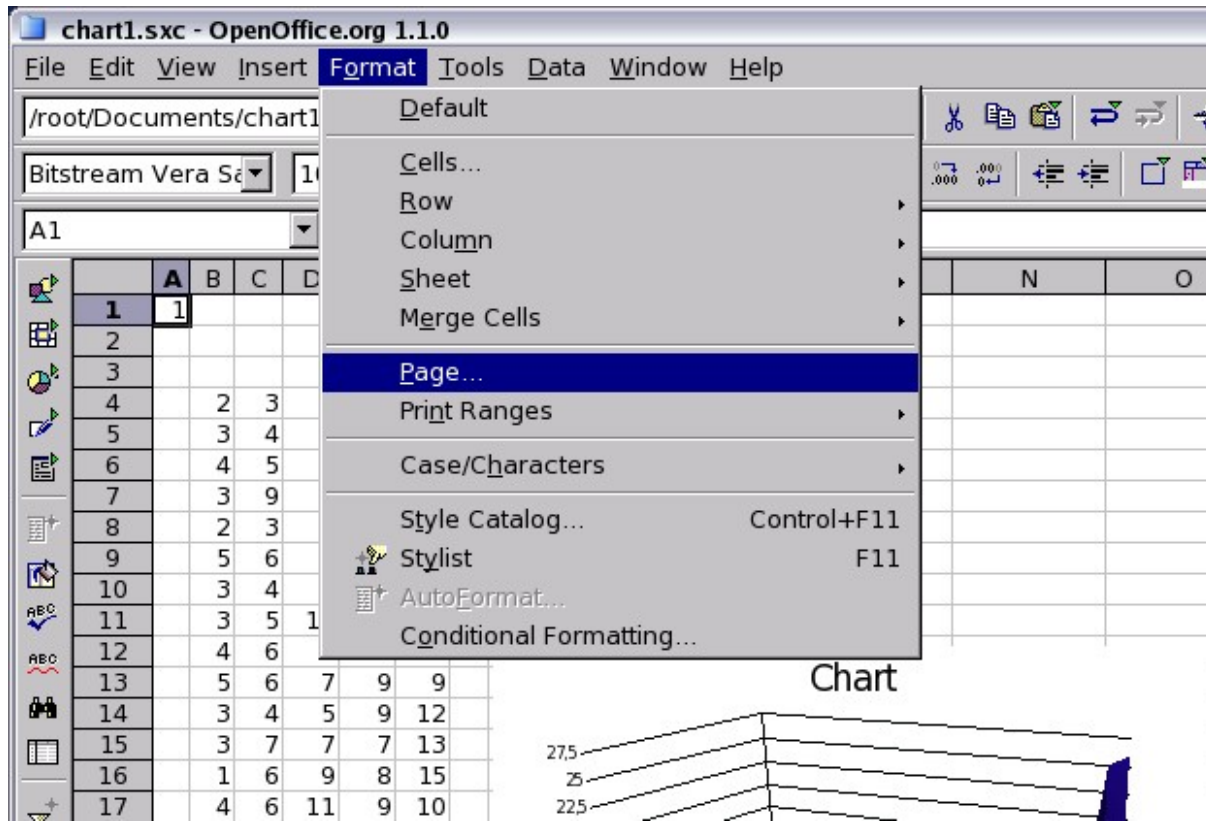
Printing and Page Format Page Preview



Use the icons on the object bar to zoom in or out.

Use the arrow keys or object bar icons to scroll through the pages of the document and check how they will appear in print.

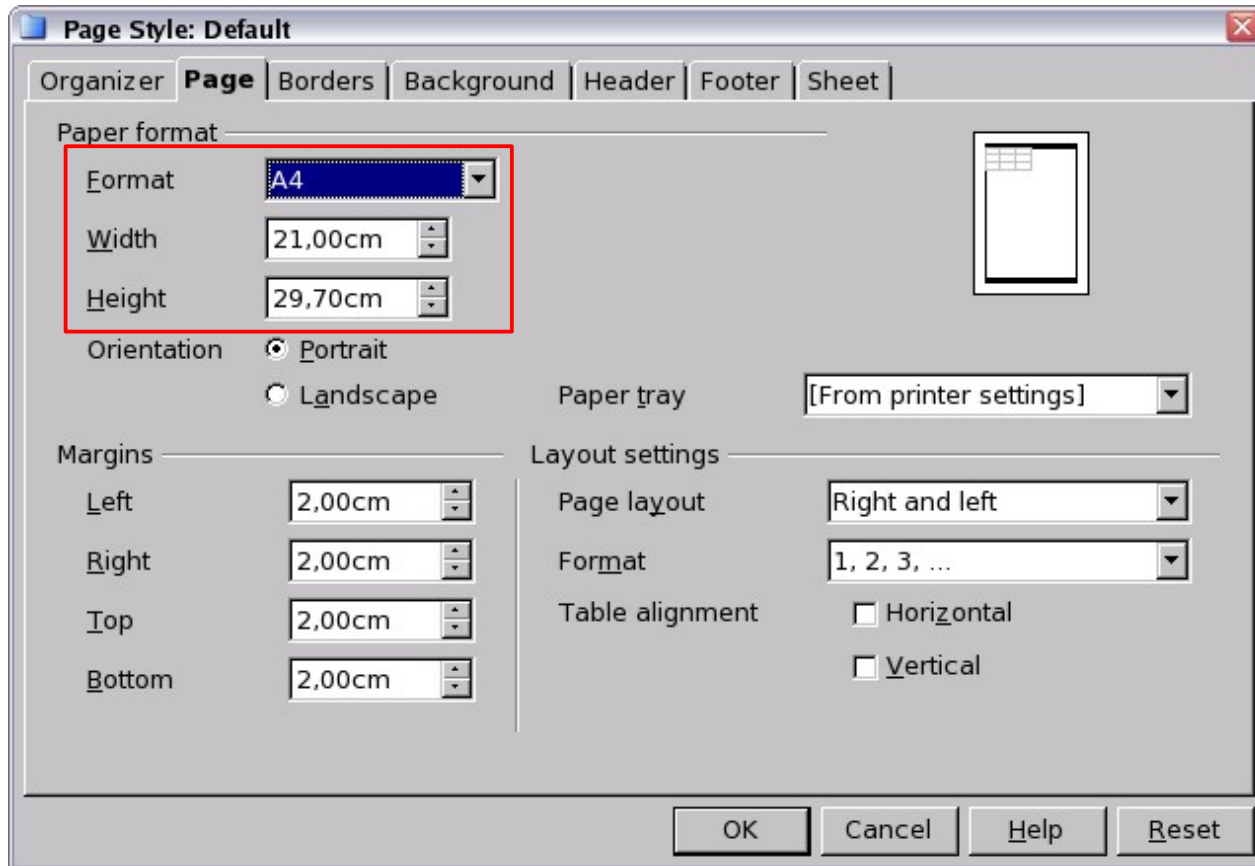
Printing and Page Format Page Format



On the Format menu, select Page.

Printing and Page Format

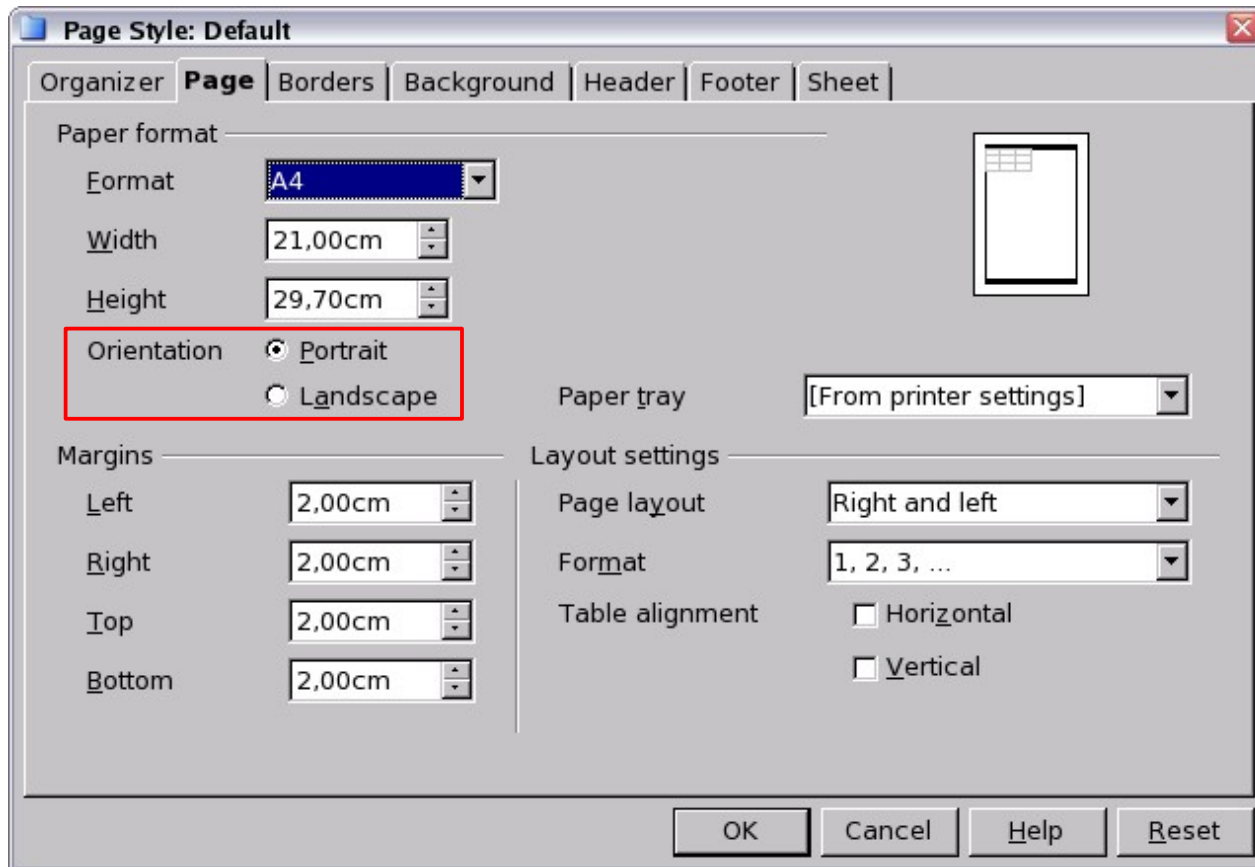
Page Format



In the page tab select the format of the paper and check the Width and Height.

Printing and Page Format

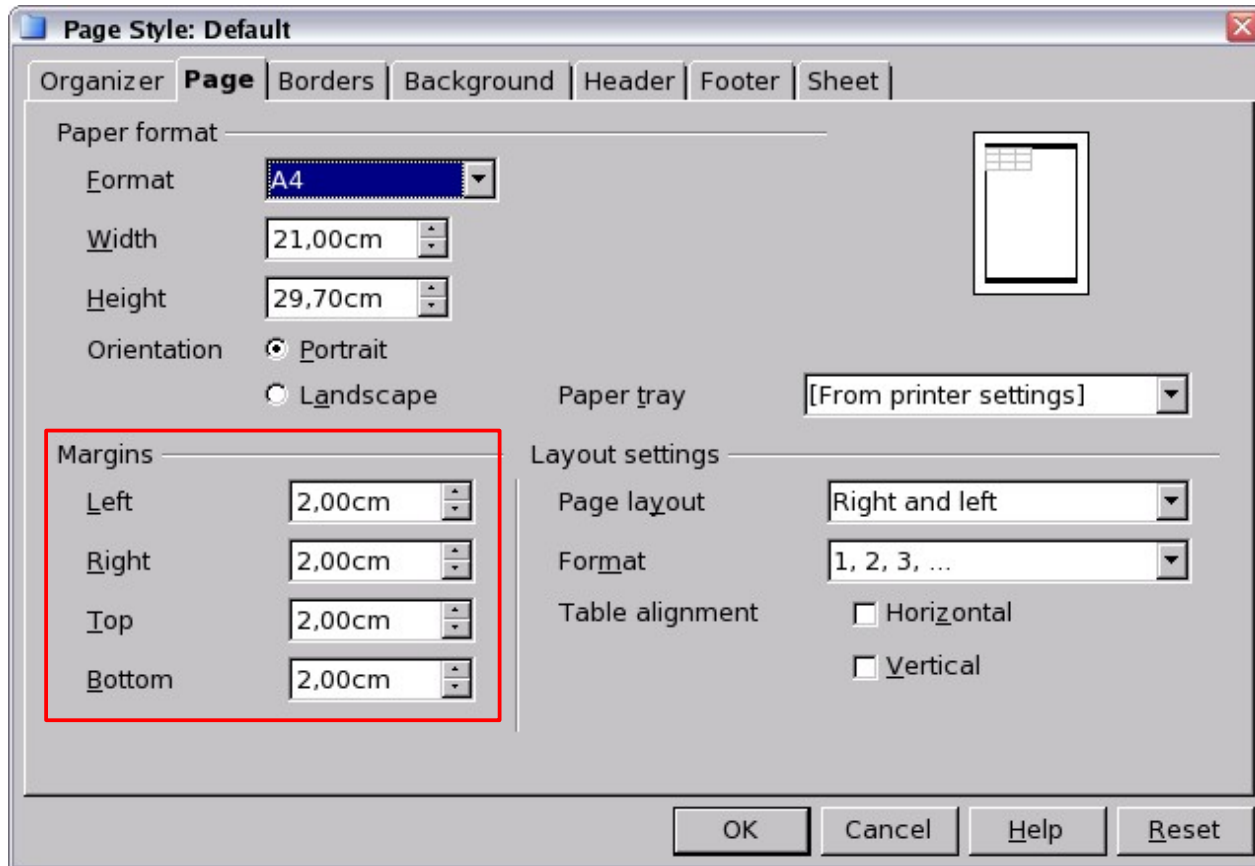
Page Orientation



You can specify the orientation of the paper by selecting Portrait or Landscape.

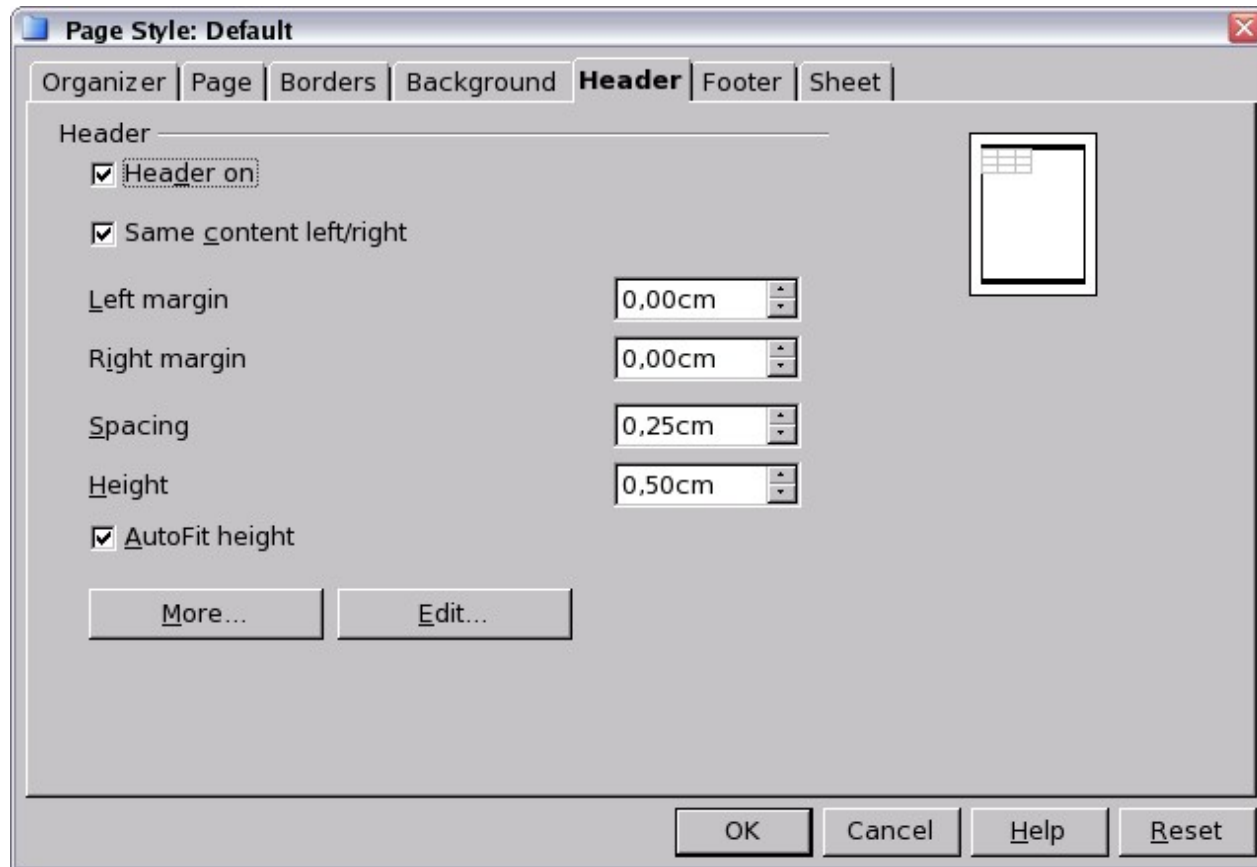
Printing and Page Format

Page Margins



On the Page tab, under the Margins section, set the desired margins on top, bottom, left, and right by clicking on the up and down arrows.

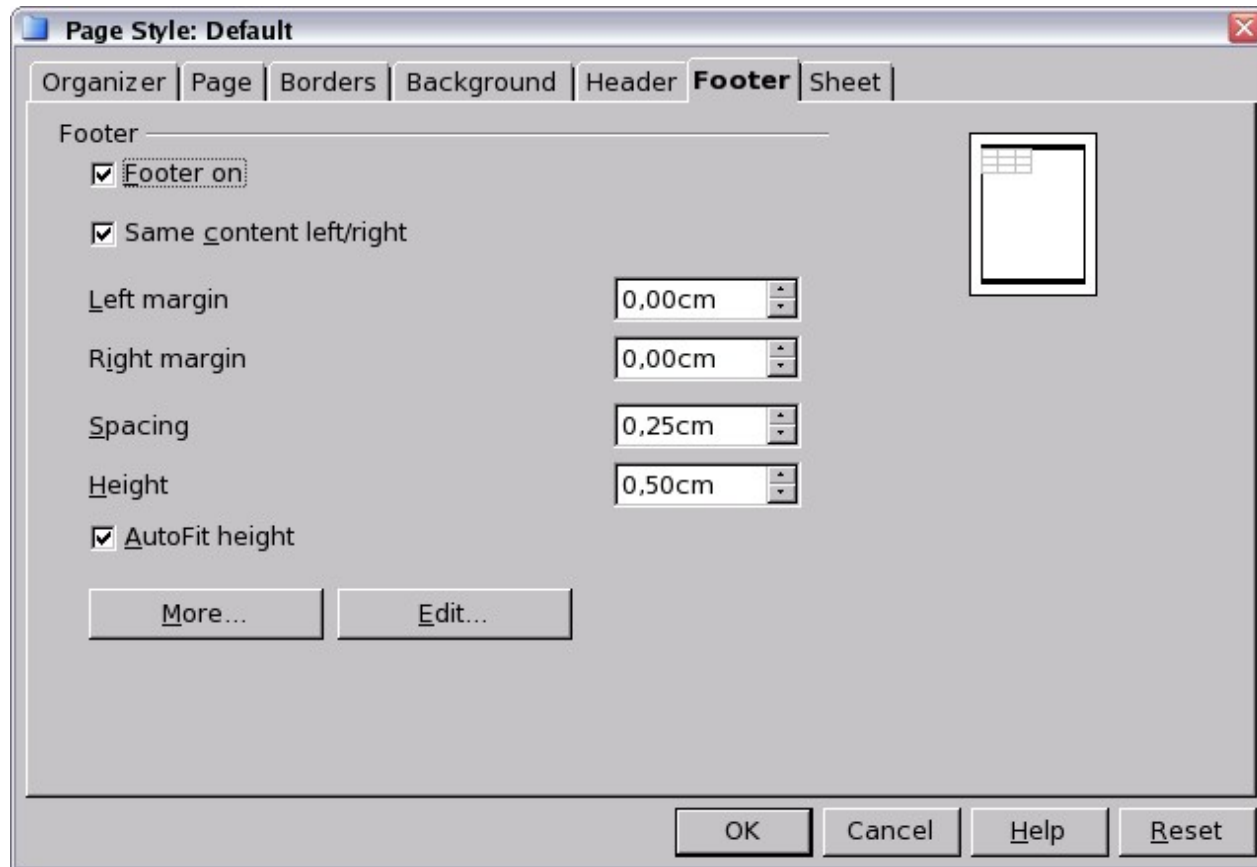
Printing and Page Format Headers / Footers



To add a header at the top of the page, check the Header On box under the Header tab.

Click OK.

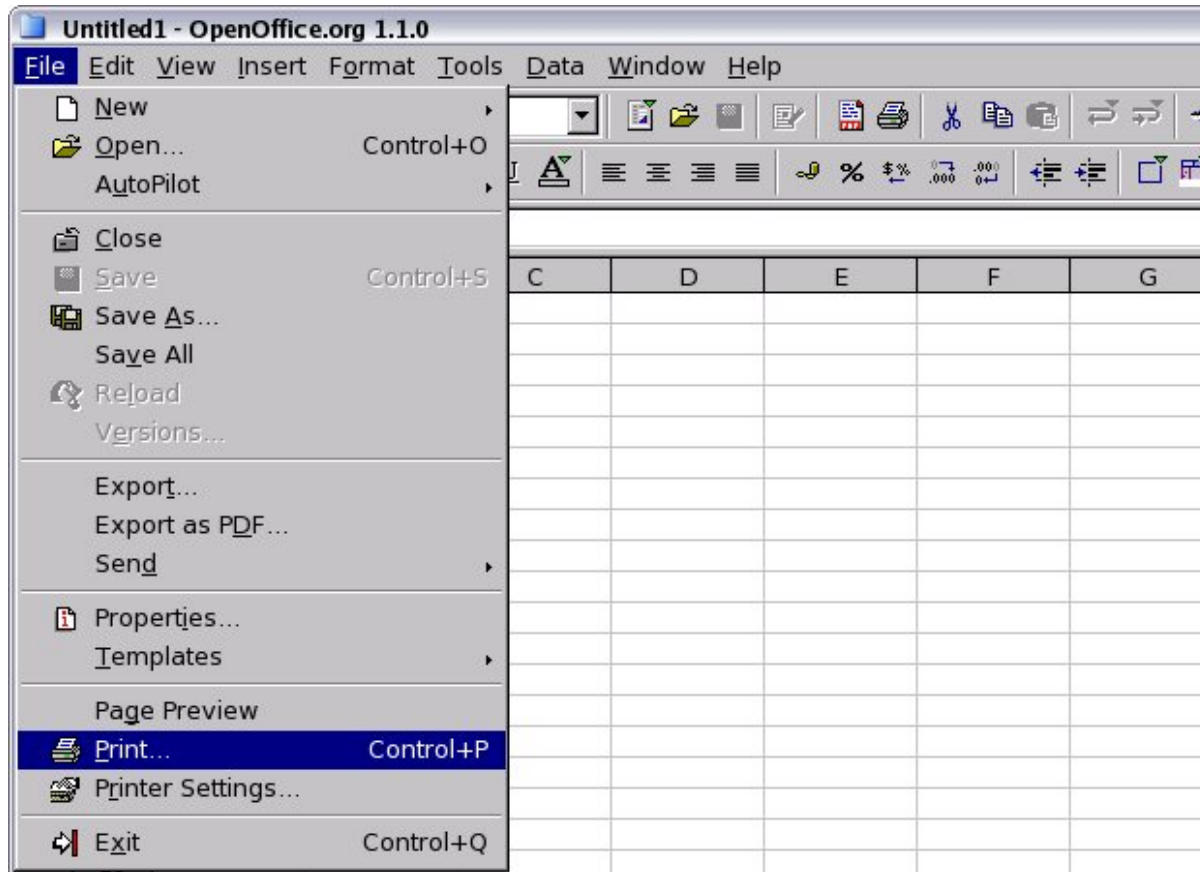
Printing and Page Format Headers / Footers



To add a footer at the bottom of the page, check the Footer On box under the Footer tab.

Click OK.

Printing and Page Format Printing



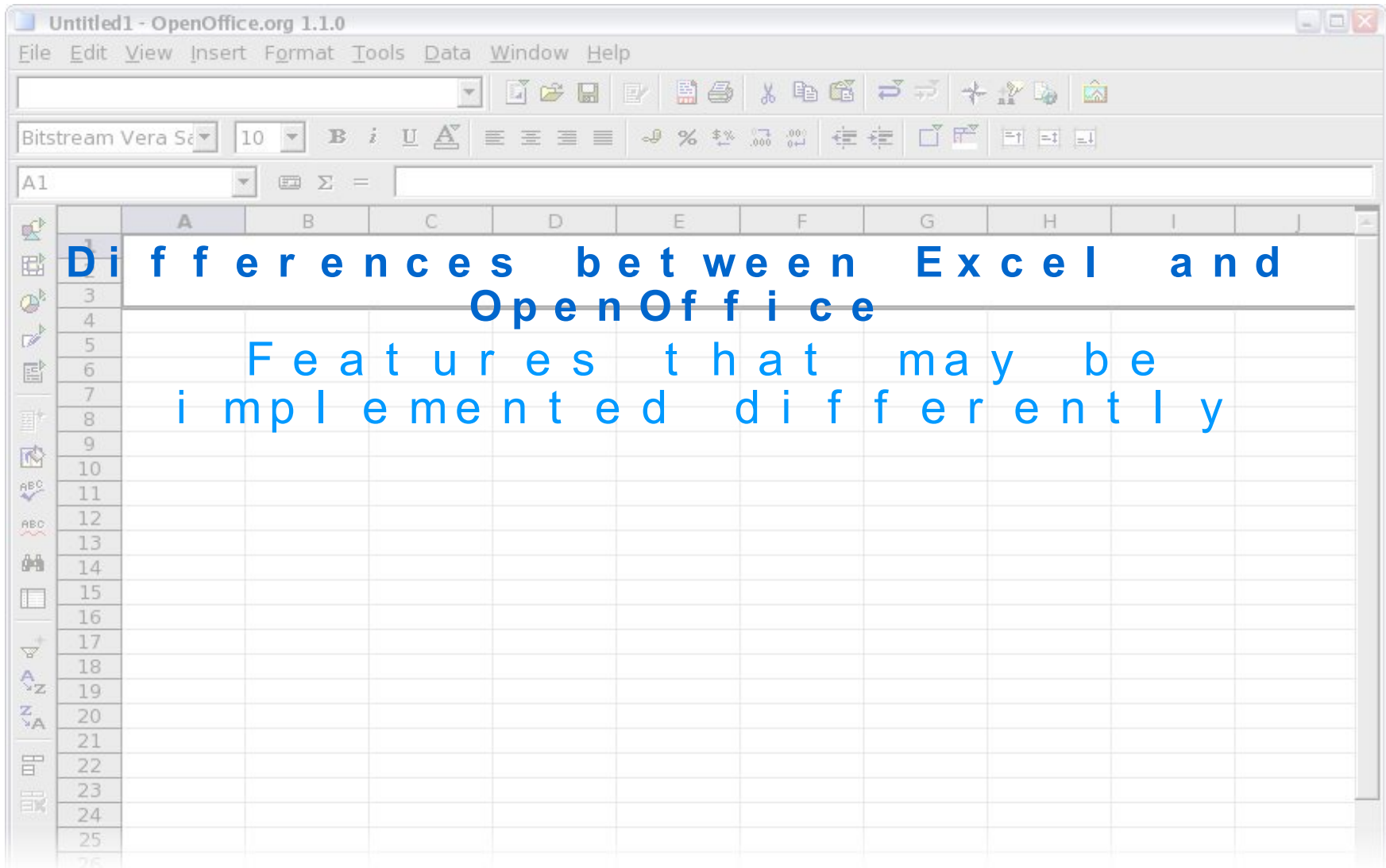
There are three ways to print a document :

◆ Using the shortcut keys, press (Ctrl) (P) .



◆ Click the Print File Directly icon .

◆ Go to the File Menu and select Print .



Differences between Excel and OpenOffice

Features that may be
implemented differently

Some functionality are implemented differently between the two applications, and thus documents that require them may need additional processing after the import. For example:

- The macro language is similar but not identical. Thus, macros are imported and saved within the OpenOffice documents, but are not executable (due to differences between Visual Basic for Applications and StarBasic).
- OpenOffice Calc has a limit of 32000 rows, instead of the 65536 of Microsoft Excel.
- Other functionalities that need attention:
 - AutoShapes
 - OLE objects within the document
 - Form Fields and Controls
 - Pivot tables