



*Calc Guide*

## ***Chapter 2*** ***Entering, Editing, and*** ***Formatting Data***

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# Contents

Copyright.....	2
Introduction.....	5
Entering data using the keyboard.....	5
Entering numbers.....	5
Entering text.....	5
Entering numbers as text.....	5
Entering dates and times.....	6
Entering special characters.....	6
Inserting non-breaking spaces and hyphens.....	7
Inserting dashes.....	7
Deactivating automatic changes.....	8
Speeding up data entry.....	8
Using the Fill tool on cells.....	8
Using a fill series.....	9
Defining a fill series.....	10
Using selection lists.....	11
Using the DataForm extension.....	11
Sharing content between sheets.....	13
Validating cell contents.....	13
Editing data.....	16
Removing data from a cell.....	16
Removing data only.....	16
Removing data and formatting.....	16
Replacing all the data in a cell.....	16
Changing part of the data in a cell.....	17
Using the keyboard.....	17
Using the mouse.....	17
Formatting data.....	17
Formatting multiple lines of text.....	17
Using automatic wrapping.....	18

Using manual line breaks.....	18
Shrinking text to fit the cell.....	19
Formatting numbers.....	19
Formatting the font.....	20
Choosing font effects.....	21
Underlining.....	21
Strikethrough.....	22
Relief.....	22
Setting cell alignment and orientation.....	22
Formatting the cell borders.....	23
Formatting the cell background.....	24
Autoformatting cells and sheets.....	24
Defining a new AutoFormat.....	25
Formatting spreadsheets using themes.....	25
Using conditional formatting.....	26
Hiding and showing data.....	28
Outline group controls.....	28
Filtering which cells are visible.....	29
Sorting records.....	30
Finding and replacing in Calc.....	32
Finding and replacing formulas or values.....	33
Finding and replacing text.....	34
Finding and replacing cell styles.....	34
Using wildcards (regular expressions).....	34

# Introduction

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You can enter data into Calc in several ways: using the keyboard, the mouse (dragging and dropping), the Fill tool, and selection lists. Calc also provides the ability to input information into multiple sheets of the same document at one time.

After entering data, you can format and display it in various ways.

## Entering data using the keyboard

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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.

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**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.

## 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.

## Entering special characters

A “special” character is one not found on a standard English keyboard. For example, © ¼ æ ç ñ ö ø ¢ are all special characters. To insert a special character:

- 1) Place the cursor in your document where you want the character to appear.
- 2) Click **Insert > Special Character** to open the Special Characters dialog (Figure 1).

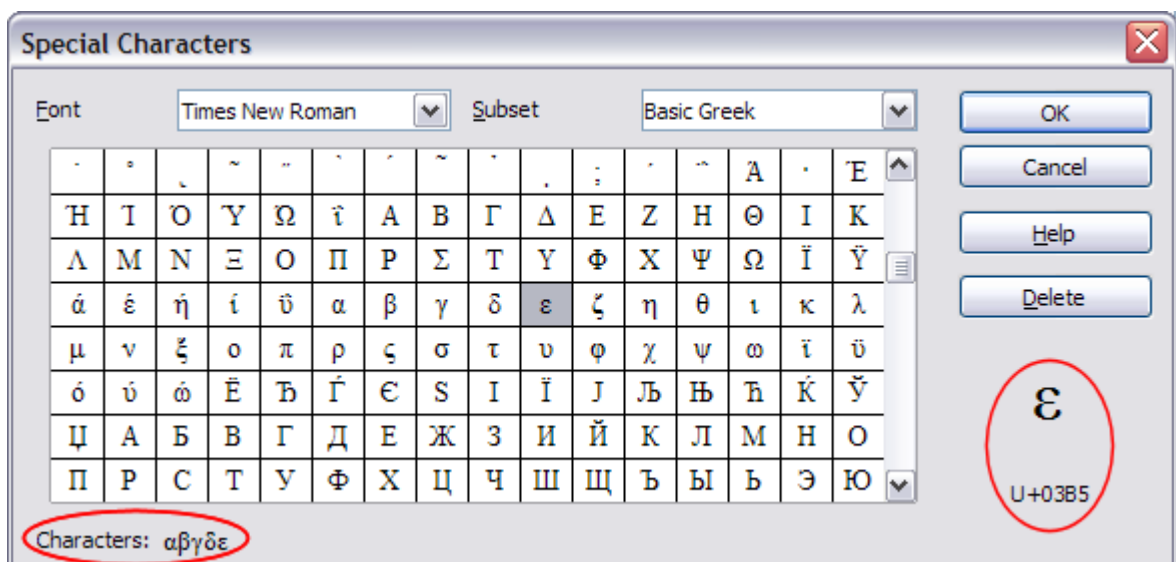


Figure 1: The Special Characters dialog, where you can insert special characters.

- 3) Select the characters (from any font or mixture of fonts) you wish to insert, in order; then click **OK**. The selected characters are

shown in the lower left of the dialog. As you select each character, it is shown on the lower right, along with the numerical code for that character.

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**Tip** Notice that the characters selected appear in the bottom-left corner of the dialog.

---

**Note** Different fonts include different special characters. If you do not find a particular special character you want, try changing the *Font* selection.

---

## **Inserting non-breaking spaces and hyphens**

### **Non-breaking spaces**

To prevent two words from being separated at the end of a line, press *Control+spacebar* after the first word.

### **Non-breaking hyphen**

You can use a non-breaking hyphen in cases where you do not want the hyphen to appear at the end of a line, for example in a number such as 123-4567. To insert a non-breaking hyphen, press *Control+Shift+minus sign*.

## **Inserting dashes**

To enter en and em dashes, you can use the *Replace dashes* option under **Tools > AutoCorrect > Options** (Figure 20). This option replaces two hyphens, under certain conditions, with the corresponding dash.

In the following table, the A and B represent text consisting of letters A to z or digits 0 to 9.

<b>Text that you type:</b>	<b>Result</b>
A - B (A, space, minus, space, B)	A – B (A, space, en-dash, space, B)
A -- B (A, space, minus, minus, space, B)	A – B (A, space, en-dash, space, B)
A--B (A, minus, minus, B)	A—B (A, em-dash, B)
A-B (A, minus, B)	A-B (unchanged)
A -B (A, space, minus, B)	A -B (unchanged)
A --B (A, space, minus, minus, B)	A –B (A, space, en-dash, B)

## Deactivating automatic changes

Calc automatically applies many changes during data input, unless you deactivate those changes. You can also immediately undo any automatic changes with *Ctrl+Z*.

### AutoCorrect changes

Automatic correction of typing errors, replacement of straight quotation marks by curly (custom) quotes, and starting cell content with an uppercase (capital letter) are controlled by **Tools > AutoCorrect**. Go to the *Custom Quotes*, *Options*, or *Replace* tabs to deactivate any of these features that you do not want. On the *Replace* tab, you can also delete unwanted word pairs and add new ones as required.

### AutoInput

When you are typing in a cell, Calc automatically suggests matching input found in the same column. To turn the AutoInput on and off, set or remove the check mark in front of **Tools > Cell Contents > AutoInput**.

### Automatic date conversion

Calc automatically converts certain entries to dates. To ensure that an entry that looks like a date is interpreted as text, type an apostrophe at the beginning of the entry. The apostrophe is not displayed in the cell.

## Speeding up data entry

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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. Many people also find AutoInput helpful. 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.

## 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.

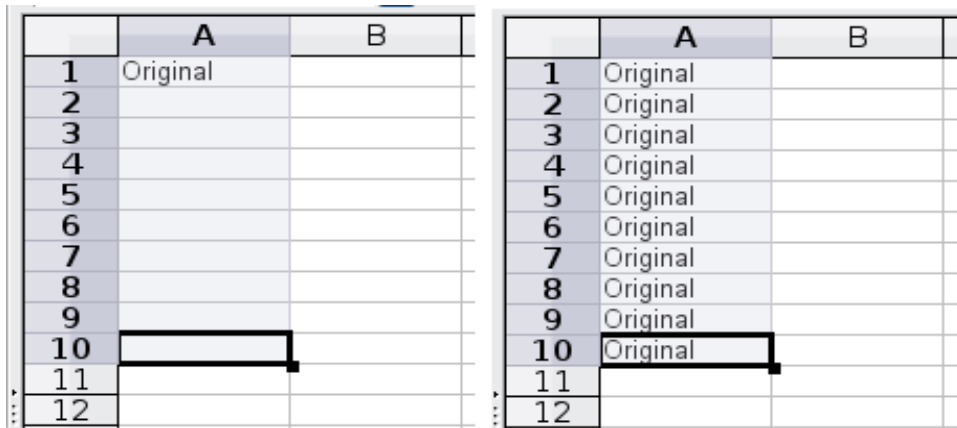


Figure 2: Using the Fill tool

## 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.

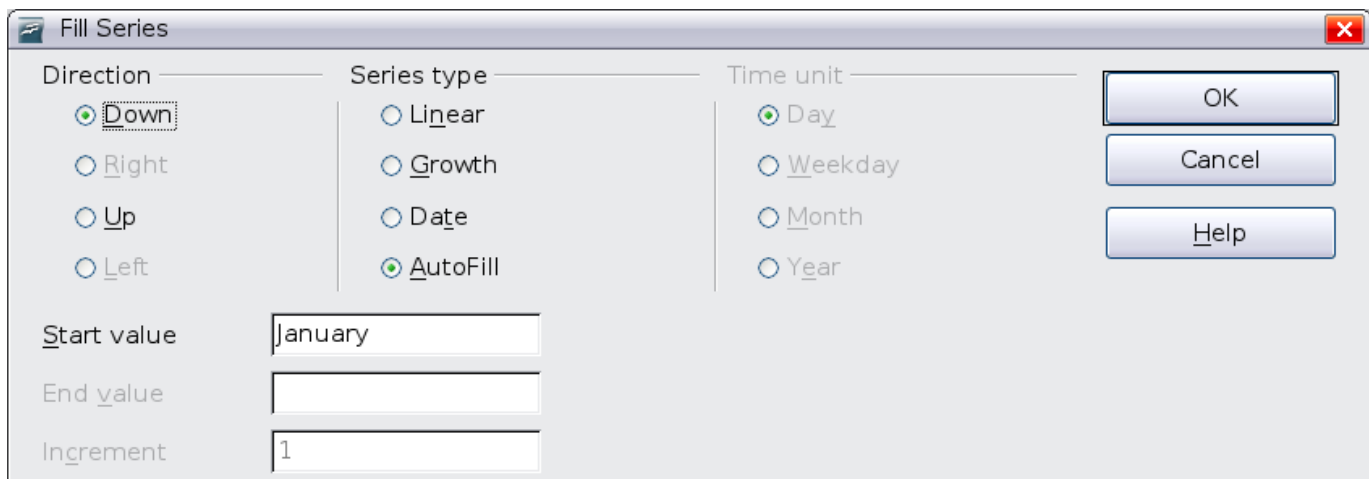


Figure 3: Specifying the start of a fill series (result is in Figure 4)

	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		

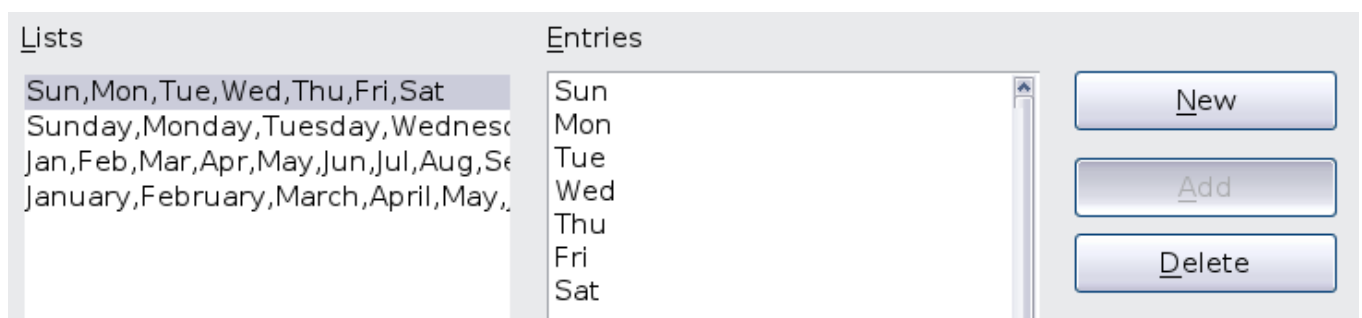
*Figure 4: Result of fill series selection shown in Figure 3*

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.

### **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.



*Figure 5: Predefined fill series*

Click **New**. The *Entries* box is cleared. Type the series for the new list in the *Entries* box (one entry per line), and then click **Add**.

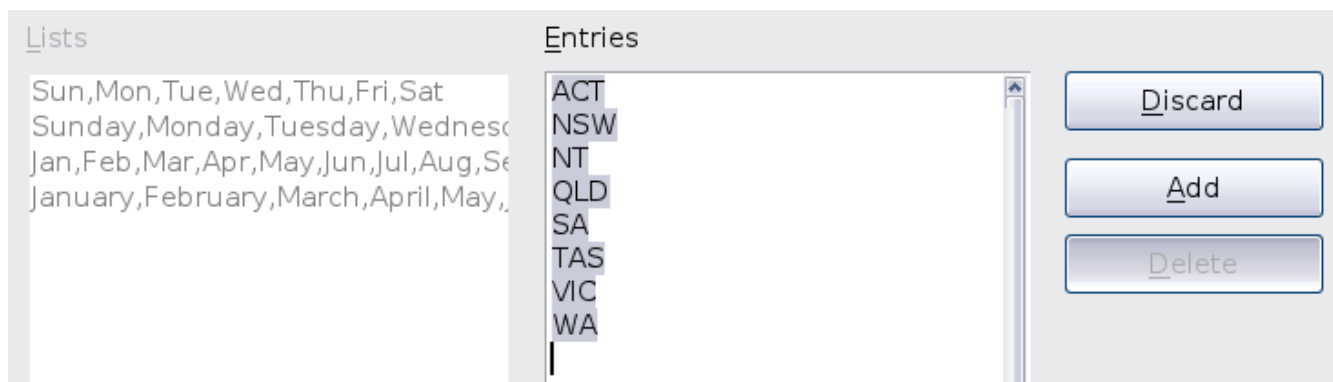
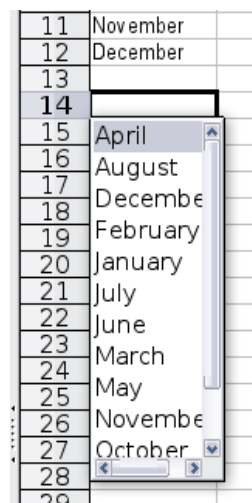


Figure 6: Defining a new fill series

## Using selection lists

Selection lists are available only for text, and are limited to using only text that has already been entered in the same column.

To use a selection list, select a blank cell and press *Ctrl+D*. A drop-down list appears of any cell in the same column that either has at least one text character or whose format is defined as Text. Click on the entry you require.



## Using the DataForm extension

DataForm is an OpenOffice.org Calc extension that provides a form-like interface designed to make entering and finding spreadsheet data easier.

You can install DataForm, like any extension, from **Tools > Extension Manager**. Unlike many extensions, it does not require Java.

To use DataForm, you must organize your data in columns with headers or labels in their top rows. Once you have the headers, you can click anywhere on the table or on a blank row directly beneath them and select **Data > Form** from the menu to open the DataForm input dialog (Figure 7).

DataForm assumes that the first row in each column is a header, and that each row in the table is one record. The dialog provides input fields for each column. Use the **New** button to add a new record and the **Delete** button to remove the current one.



*Figure 7: DataForm dialog for an address list*

At the time of writing (May 2009), the extension was at version 0.9. It is quite useful for basic data entry, but it does have a few limitations. For example, new entries are not added to the table until you move on to another operation. When you do, each new entry is added to the first blank row in the table—generally the one below the last entry. You must select **Data > Sort** from Calc’s main menu to organize entries when you are done adding them.

A record deleted using DataForm cannot be restored by Calc’s Undo feature. DataForm does have a Restore button that presumably will someday undo a deletion, but it is grayed out in the current version. For now, if you accidentally delete an item, your only option to recover it is to close the file without saving it. Of course, that means you lose any other changes you’ve made to the file since the last save.

DataForm also has a limited search capacity. The **Find Prev** and **Find Next** buttons help you move sequentially through the table. If you need to jump about, you can do searches on any column (or combination of columns) with the aid of the **Criteria** button. For example, the Addresses list shown in our example contains addresses in several countries. To find entries for the state of Western Australia

(abbreviated WA), click the **Criteria** button and enter WA in the state field and A (for Australia) in the country field (so you don't also find the addresses in the state of Washington in the USA). Click **Find Next** or **Find Prev** to jump to each entry that meets those criteria. If you are searching extensively, you might consider closing DataForm and using Calc's general search tool (**Edit > Find & Replace**).

## Sharing content between sheets

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You might want to enter the same information in the same cell on multiple sheets, for example to set up standard listings for a group of individuals or organizations. Instead of entering the list on each sheet individually, you can enter it in all the sheets at once. To do this, select all the sheets, then enter the information in the current one.

### 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.

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## Validating cell contents

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When creating spreadsheets for other people to use, you may want to make sure they enter data that is valid or appropriate for the cell. You can also use validity in your own work as a guide to entering data that is either complex or rarely used.

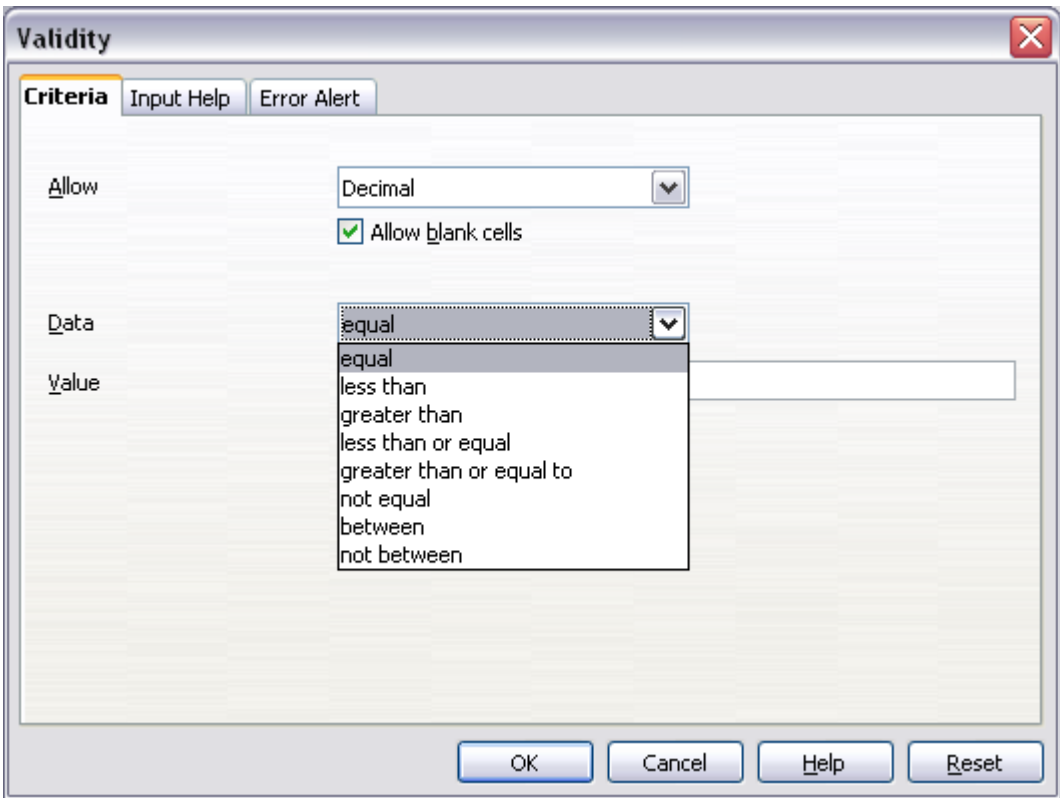
Fill series and selection lists can handle some types of data, but they are limited to predefined information. For a more general case, you can select a cell and use **Data > Validity** to define the type of contents that can be entered in that cell. For example, a cell might require a date or a whole number, with no alphabetic characters or decimal points; or a cell may not be blank.

Depending on how validity is set up, the tool can also define the range of contents that can be entered and provide help messages that explain the content rules you have set up for the cell and what users should do when they enter invalid content. You can also set the cell to refuse invalid content, accept it with a warning, or—if you are especially well-organized—start a macro when an error is entered.

Validity is most useful for cells containing functions. If cells are set to accept invalid content with a warning, rather than refusing it, you can use **Tools > Detective > Mark Invalid Data** to find the cells with invalid data.

Note that a validity rule is considered part of a cell's format. If you select **Format** or **Delete All** from the Delete Contents window, then it is removed. If you want to copy a validity rule with the rest of the cell, use **Edit > Paste Special > Paste Formats** or **Paste All**.

Figure 8 shows the choices for a typical validity test. Note the **Allow blank cells** option under the *Allow* list.



*Figure 8: Typical validity test choices.*

The validity test options vary with the type of data selected from the *Allow* list. For example, Figure 9 shows the choices when a cell must contain a cell range.

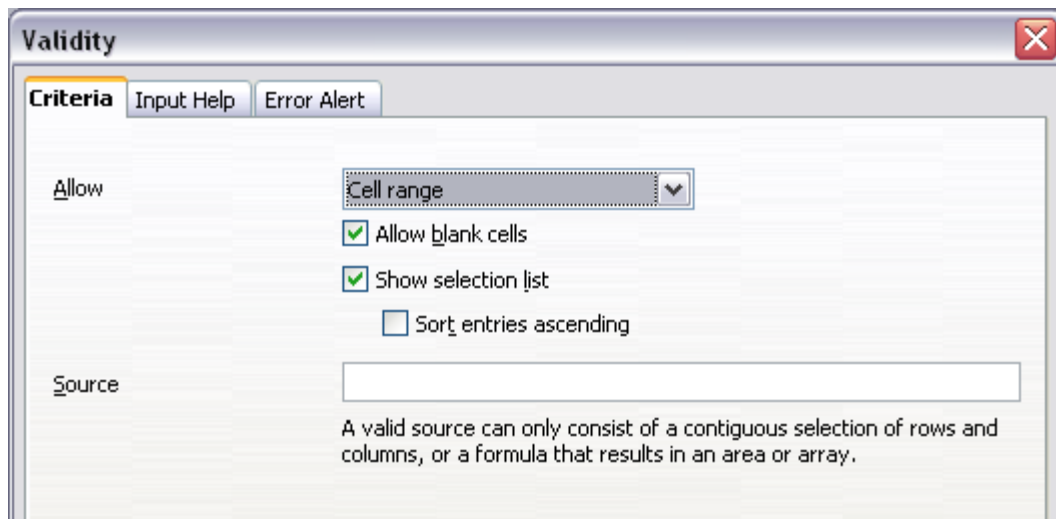


Figure 9: Validity choices for a cell range.

To provide input help for a cell, use the Input Help page of the Validity dialog (Figure 10). To show an error message when an invalid value is entered, use the Error Alert page (Figure 11). Be sure to write something helpful, explaining what a valid entry should contain—not just “Invalid data—try again” or something similar.

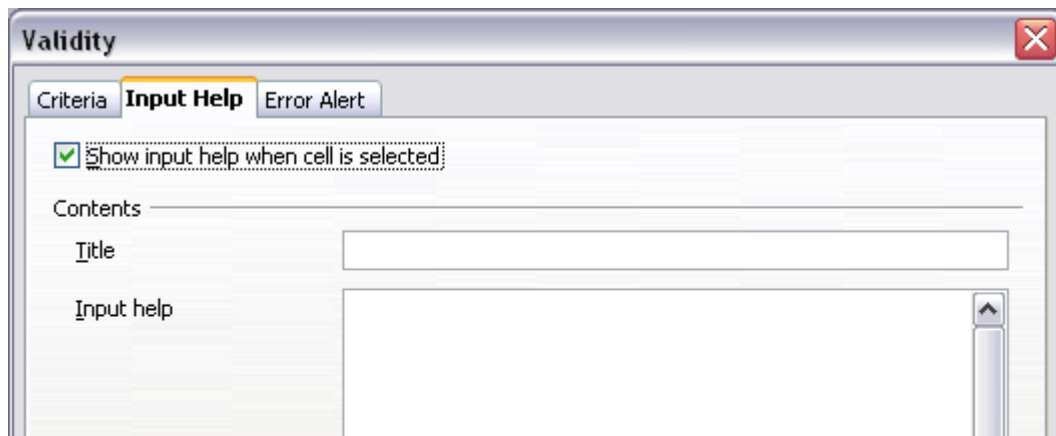


Figure 10: Defining input help for a cell

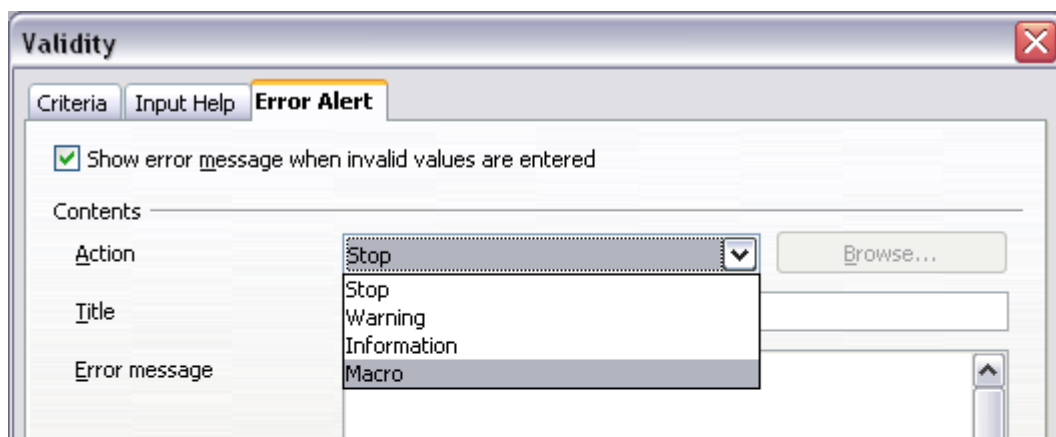


Figure 11: Defining an error message for a cell with invalid data

## Editing data

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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

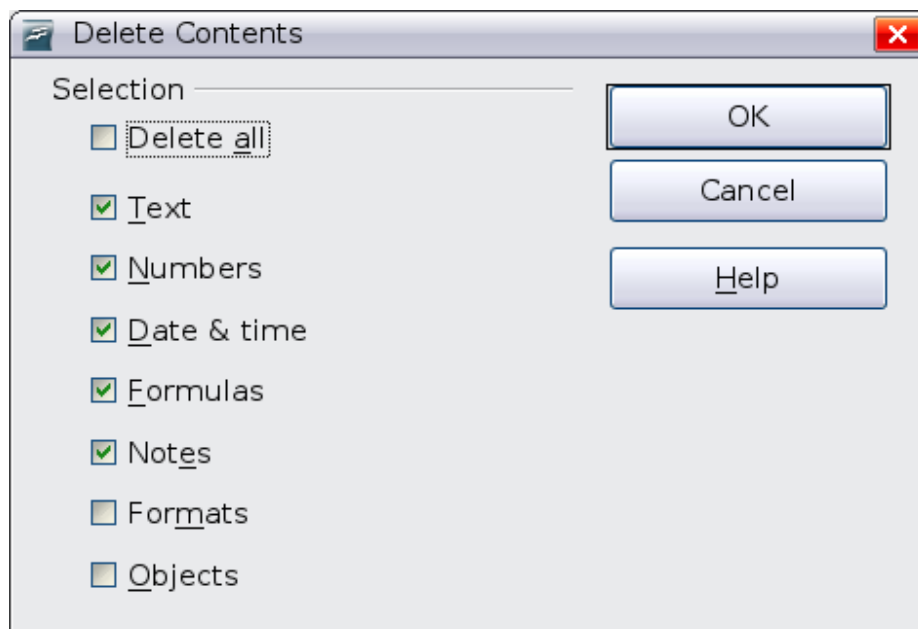
Data can be removed (deleted) from a cell in several ways.

#### *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 12). 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 12: 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

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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.

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### **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 4 (Using Styles and Templates in Calc) for more information.

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## Formatting multiple lines of text

Multiple lines of text can be entered into a single cell using automatic wrapping or manual line breaks. Each method is useful for different situations.



	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 15: 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 option in the Format Cells dialog (Figure 7). Figure 10 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 16: 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. Some icons may not be visible in a default setup; click the down-arrow at the end of the Formatting bar and select other icons to display.



Figure 17: 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 18).

- 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.

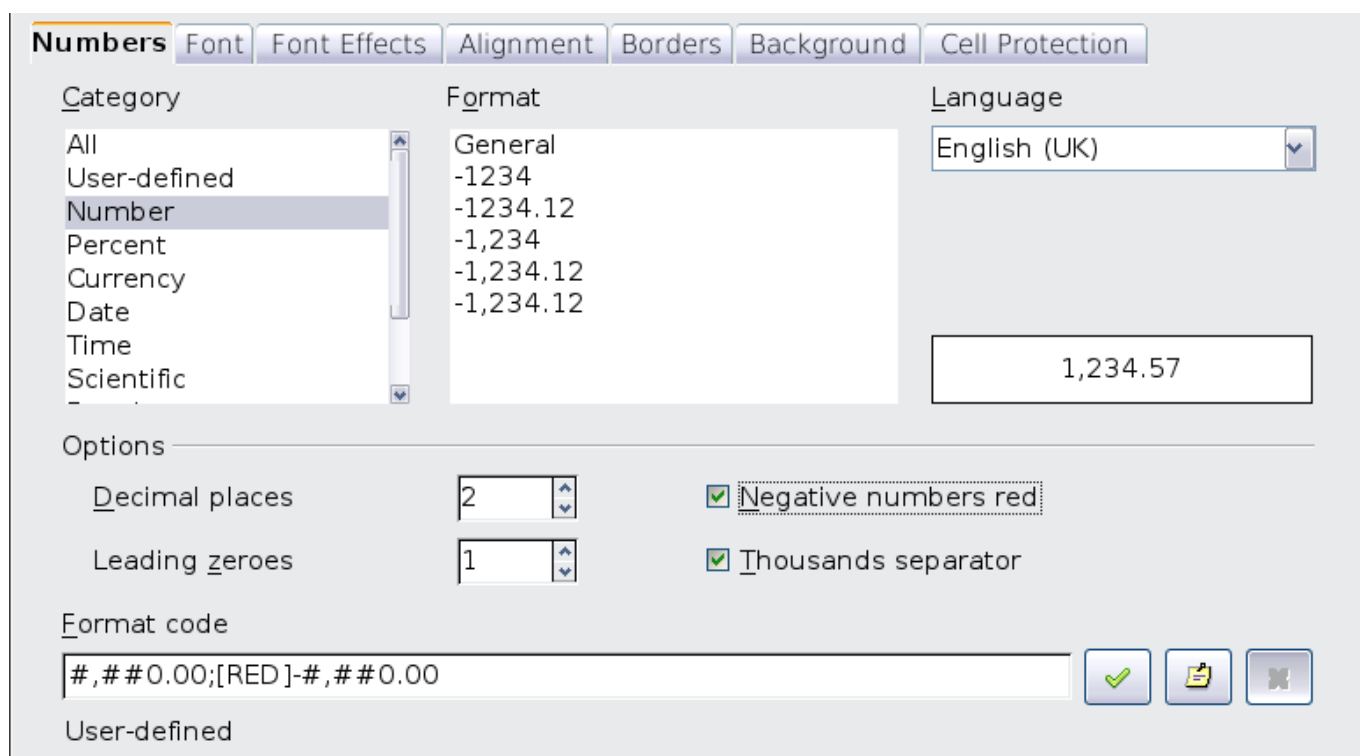


Figure 18: Format Cells > Numbers

## 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.

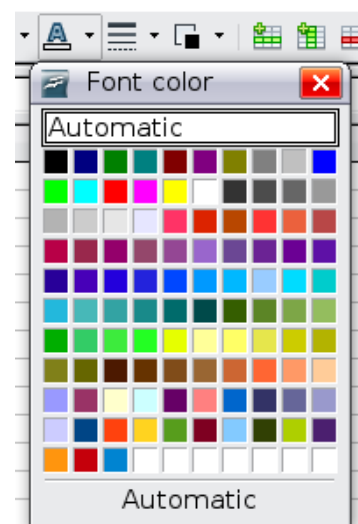
### Tip

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 Chapter 14 (Setting Up and Customizing Calc).

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 Chapter 14 for more information.)



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. See Chapter 4 for more information.

## Choosing font effects

The *Font Effects* tab (Figure 19) of the Format Cells dialog offers more font options.

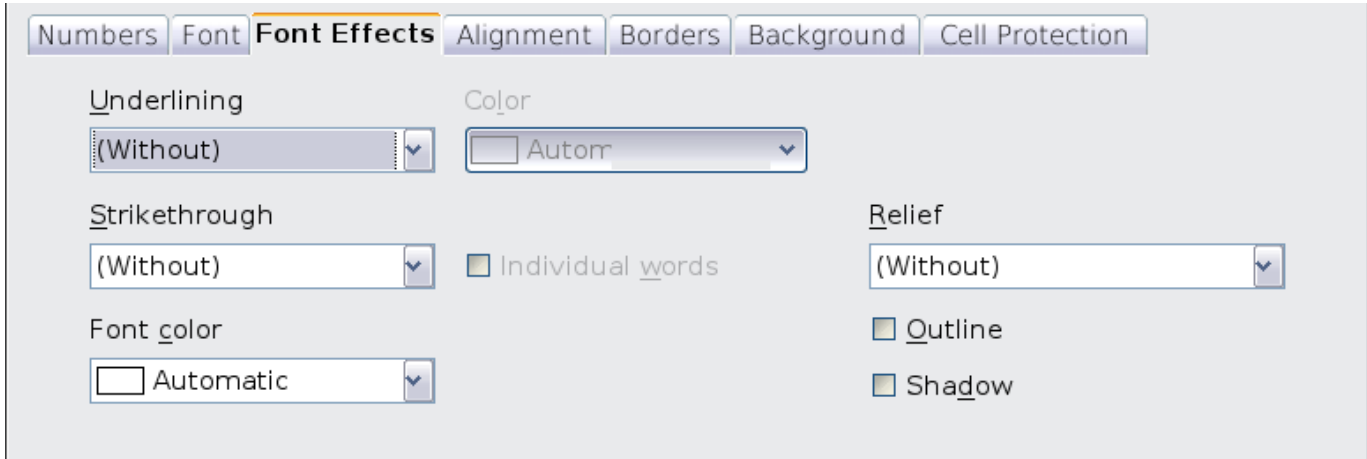


Figure 19: Format Cells > Font Effects

## Underlining

The underlining options are summarized in Figure 20.

<u>Single</u>	<u>Dotted</u>	<u>Long Dash</u>	<u>Dot Dot Dash</u>
<u>Double</u>	<u>Dotted Bold</u>	<u>Long Dash Bold</u>	<u>Dot Dot Dash Bold</u>
<b><u>Bold</u></b>	<u>Dash</u>	<u>Dot Dash</u>	<u>Wave</u>
<u>Double Wave</u>	<u>Dash Bold</u>	<u>Dot Dash Bold</u>	<u>Wave Bold</u>

Figure 20: Calc underline options

The underlining color can also be changed on this tab.

## Strikethrough

The strikethrough options are summarized in Figure 21.

Single	Bold	With X
<del>Single</del>	<del>Bold</del>	<del>XOXOX</del>
Double	With /	
<del>Double</del>	<del>X/XX/X//</del>	

Figure 21: Calc strikethrough options

## Relief

The relief options are embossed (raised text), engraved (sunken text), outline, and shadow, as shown in Figure 22.

Embossed	Engraved	Outline	Shadow
----------	----------	---------	--------

Figure 22: Calc relief options

## Setting cell alignment and orientation

Some of the cell alignment and orientation icons are not shown by default on the Formatting toolbar. To show them, click on the small arrow at the right-hand end of the toolbar and select them from the list of icons.

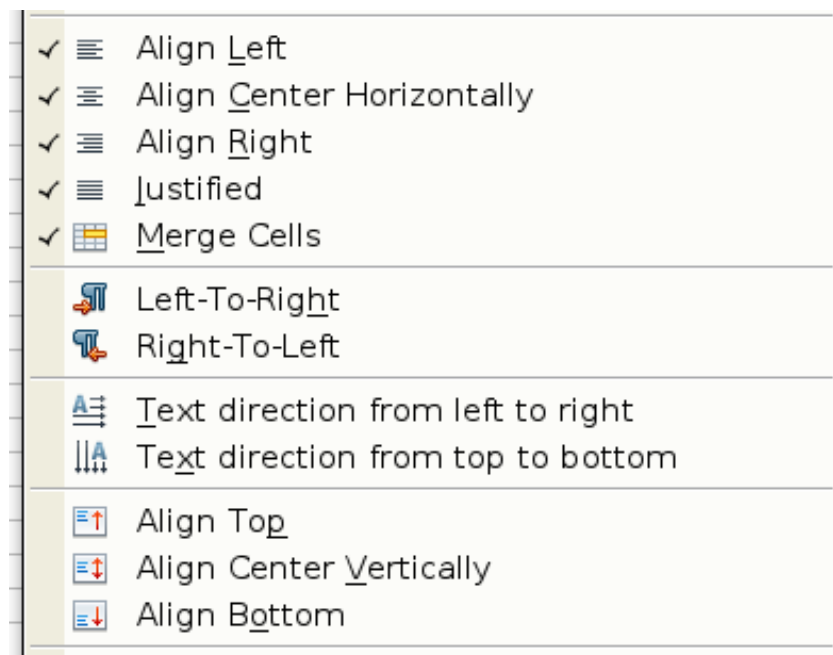
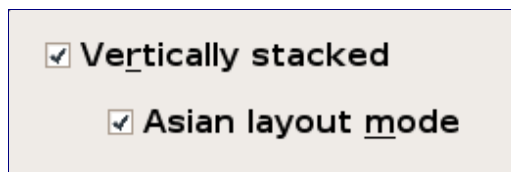


Figure 23: Cell alignment and orientation

Some of the alignment and orientation icons are available only if you have Asian or CTL (Complex Text Layout) languages enabled (in **Tools > Options > Language Settings > Languages**). If you choose an unavailable icon from the list, it does not appear on the toolbar.

For more control and other choices, use the *Alignment* tab (Figure 13) of the Format Cells dialog to set the horizontal and vertical alignment and rotate the text. If you have Asian languages enabled, then the *Text orientation* section shows an extra option (labeled **Asian layout mode**) under the **Vertically stacked** option, as shown in Figure 24.



*Figure 24: Asian layout mode option*

The difference in results between having **Asian layout mode** on or off is shown in Figure 25.

V e r t i c a l  s t a c k	Vertical stack – Asian layout mode
---	------------------------------------

*Figure 25: Types of vertical stacking*

## 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 4 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 Chapter 14 for more information.)

You can also use the *Background* tab of the Format Cells dialog. See Chapter 4 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**.

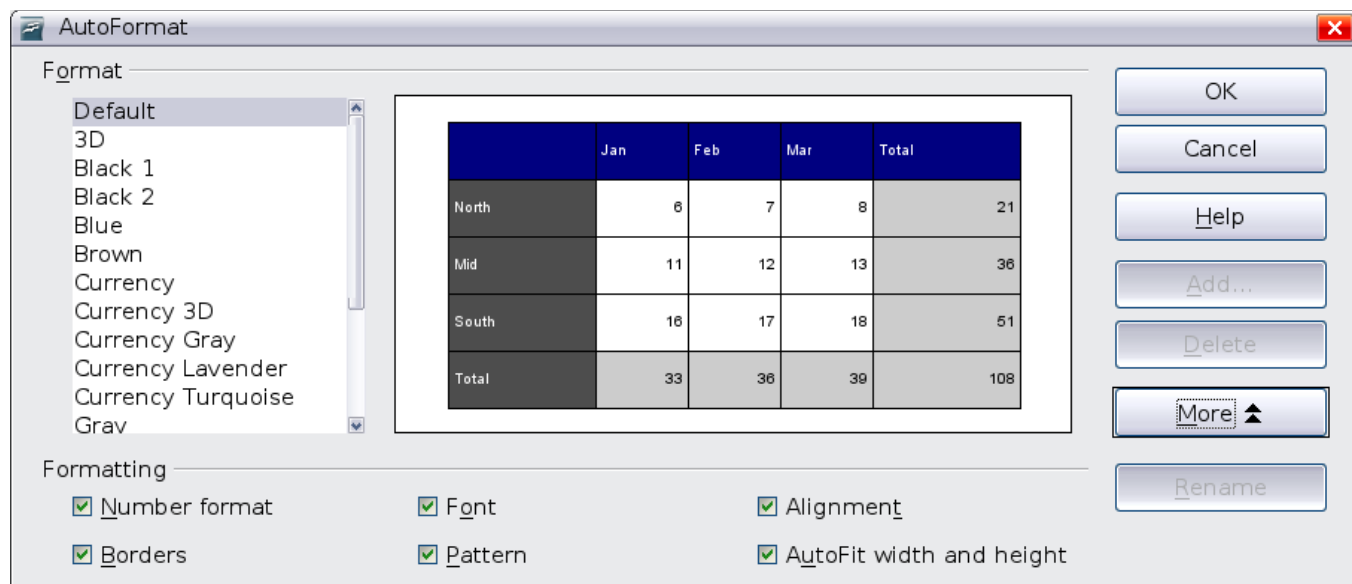


Figure 26: Choosing an AutoFormat

- 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

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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**.

# Using conditional formatting

You can set up cell formats to change depending on conditions that you specify. For example, in a table of numbers, you can show all the values above the average in green and all those below the average in red.

**Note** To apply conditional formatting, AutoCalculate must be enabled. Choose **Tools > Cell Contents > AutoCalculate**.

Conditional formatting depends upon the use of styles. If you are not familiar with styles, please refer to Chapter 4. An easy way to set up the required styles is to format a cell the way you want it and click the New Style from Selection icon in the Styles and Formatting window.

After the styles are set up, here is how to use them.

- 1) In your spreadsheet, select the cells to which you want to apply conditional formatting.
- 2) Choose **Format > Conditional Formatting** from the menu bar.
- 3) On the Conditional Formatting dialog (Figure 27), enter the conditions. Click **OK** to save. The selected cells are now formatted in the relevant style.

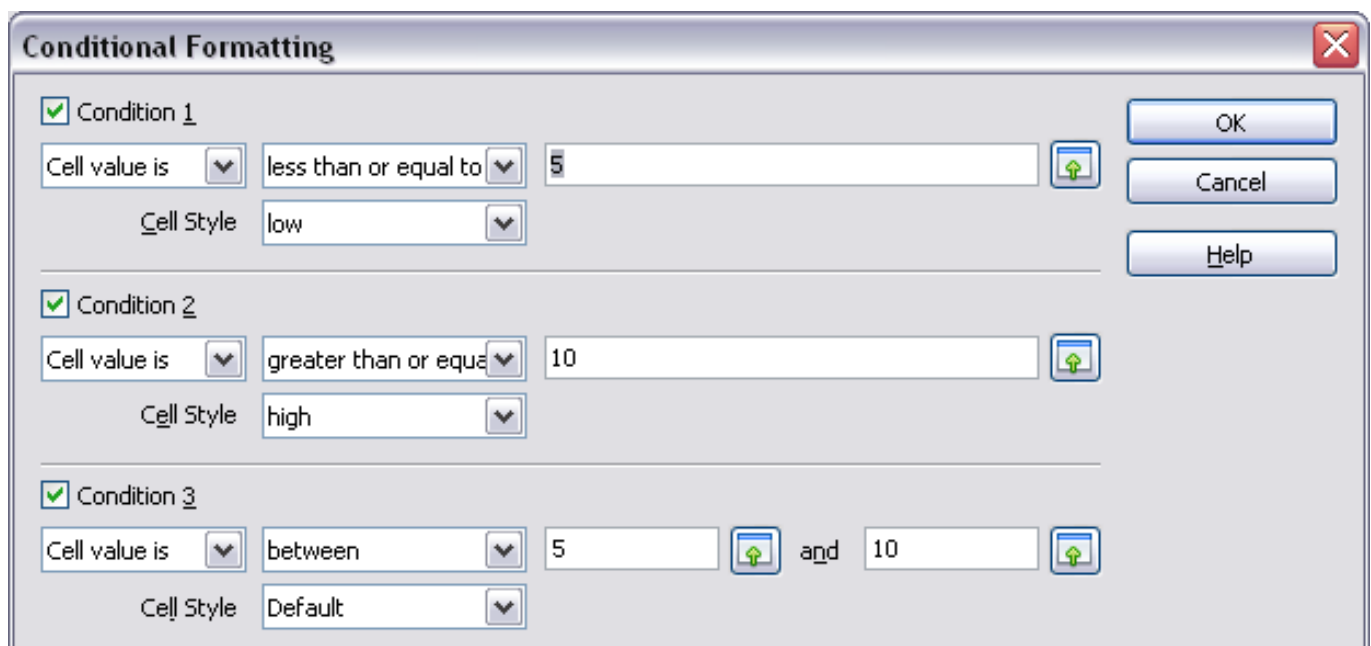


Figure 27: Conditional formatting dialog

## Cell value is / Formula is

Specifies whether conditional formatting is dependent on a *cell value* or on a *formula*. If you select *cell value is*, the **Cell Value Condition** box is displayed, as shown in the example. Here you can

choose from conditions including *less than*, *greater than*, *between*, and others.

### Parameter field

Enter a reference, value, or formula in the parameter field, or in both parameter fields if you have selected a condition that requires two parameters. You can also enter formulas containing relative references.

### Cell style

Choose the cell style to be applied if the specified condition matches. The style must have been defined previously.

See the Help for more information and examples of use.

To apply the same conditional formatting later to other cells:

- 1) Select one of the cells that has been assigned conditional formatting.
- 2) Copy the cell to the clipboard.
- 3) Select the cells that are to receive this same formatting.
- 4) Choose **Edit > Paste Special**.
- 5) On the Paste Special dialog (Figure 28), in the Selection area, select *only* the **Formats** option. Make sure all other options are *not* selected. Click **OK**.

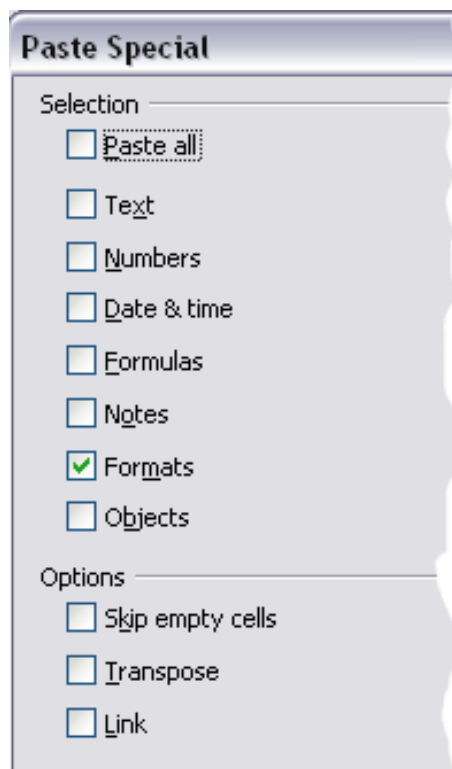


Figure 28: Paste Special dialog

## 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.

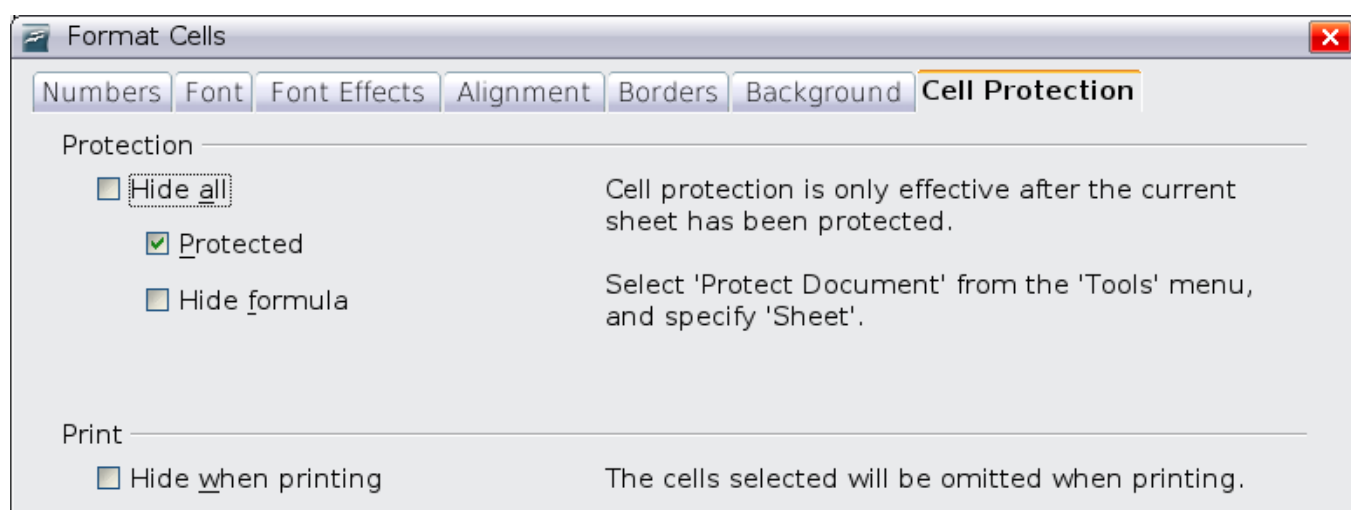


Figure 29: Hiding or showing cells

## Outline group controls

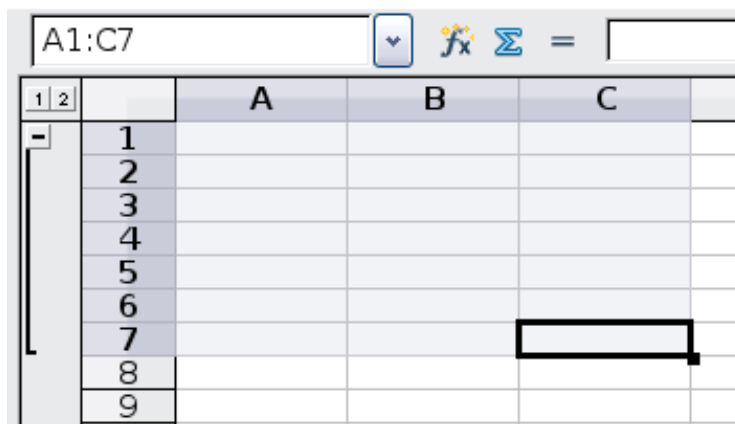
If you are continually hiding and showing the same cells, you can simplify the process by creating *outline groups*, which add a set of controls for hiding and showing the cells in the group that are quick to use and always available.

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 online 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 30: 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

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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.

Highlight the cells to be sorted, then select **Data > Sort** to open the Sort dialog (Figure 31) or click the **Sort Ascending**  or **Sort**

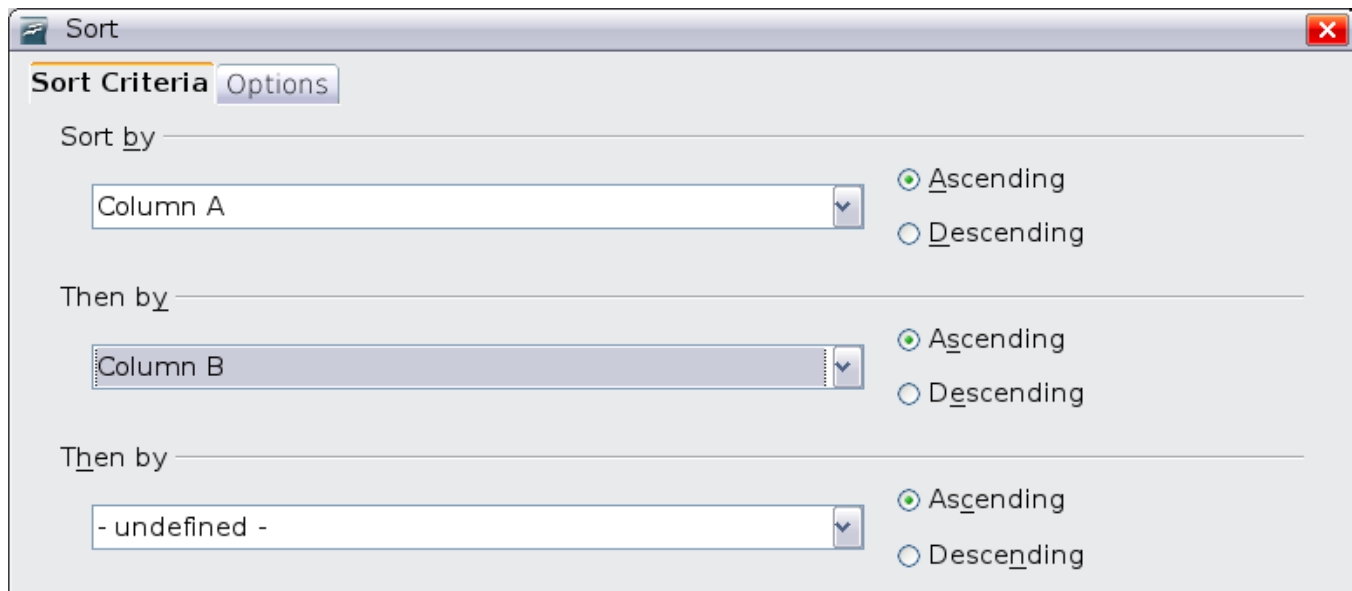
**Descending**  toolbar buttons. Using the dialog, you can sort the selected cells using up to three columns, in either ascending (A-Z, 1-9) or descending (Z-A, 9-1) order.

---

### Tip

You can define a custom sort order if the supplied alphanumeric ones do not fit your requirements. See “Defining a fill series” on page 10 for instructions.

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*Figure 31: Choosing the criteria and order of sorting*

On the *Options* tab of the Sort dialog (Figure 32), 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 from the drop-down list one of the sort orders defined in **Tools > Options > OpenOffice.org Calc > Sort Lists**.

### **Direction**

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

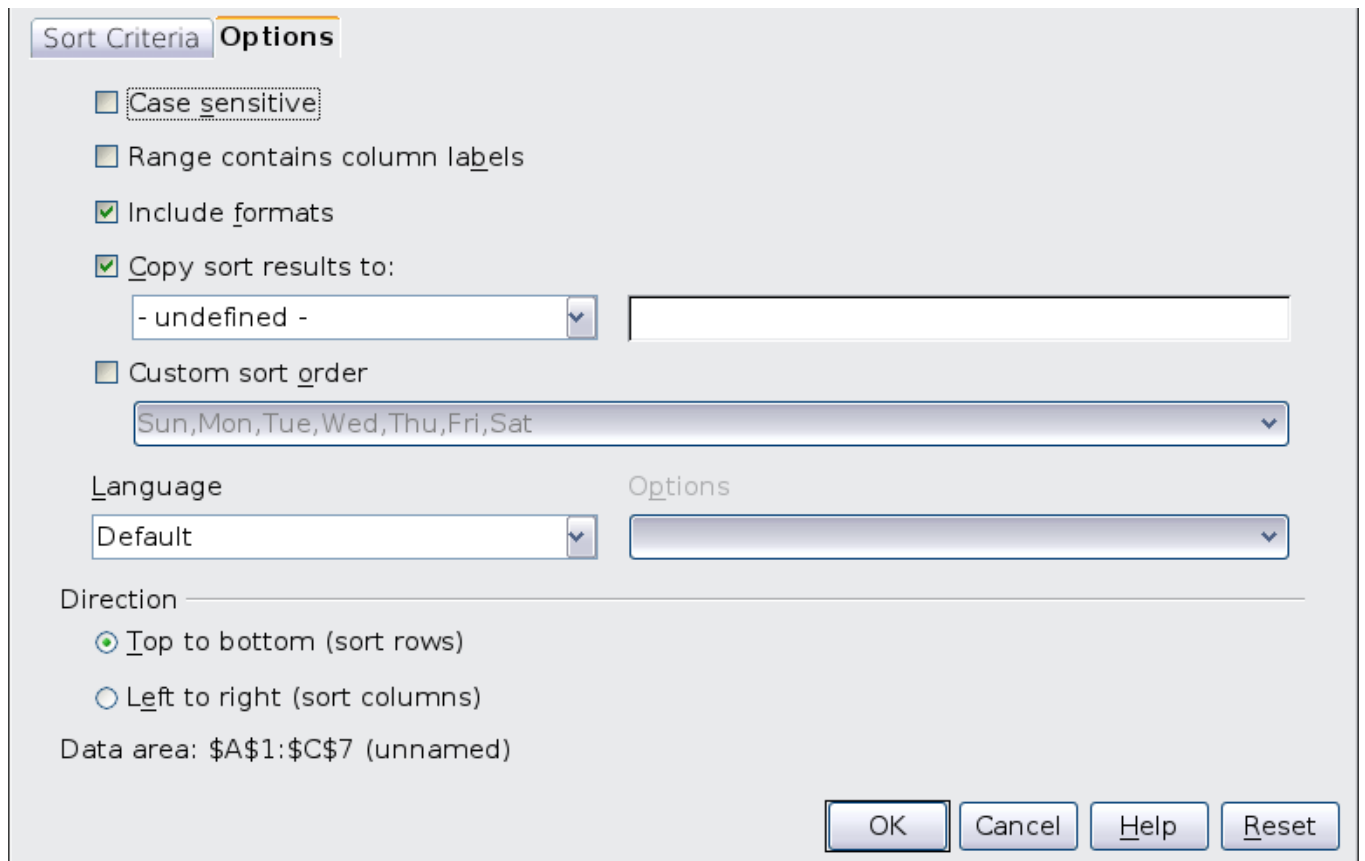


Figure 32: Options for sorting

## Finding and replacing in Calc

In spreadsheet documents you can find text, formulas, and styles. You can navigate from one result to the next, or you can highlight all matching cells at once, then apply another format or replace the cell contents by other content.

Cells can contain text or numbers that were entered directly as in a text document. Cells can also contain text or numbers as the result of a calculation. The search method depends on the type of data you are searching for.

By default, Calc searches the current sheet. To search through all sheets of the document, click **More Options**, then select *Search in all sheets* option.

### Tip

Cell contents can be formatted in different ways. For example, a number can be formatted as a currency, to be displayed with a currency symbol. You see the currency symbol in the cell, but you cannot search for it.



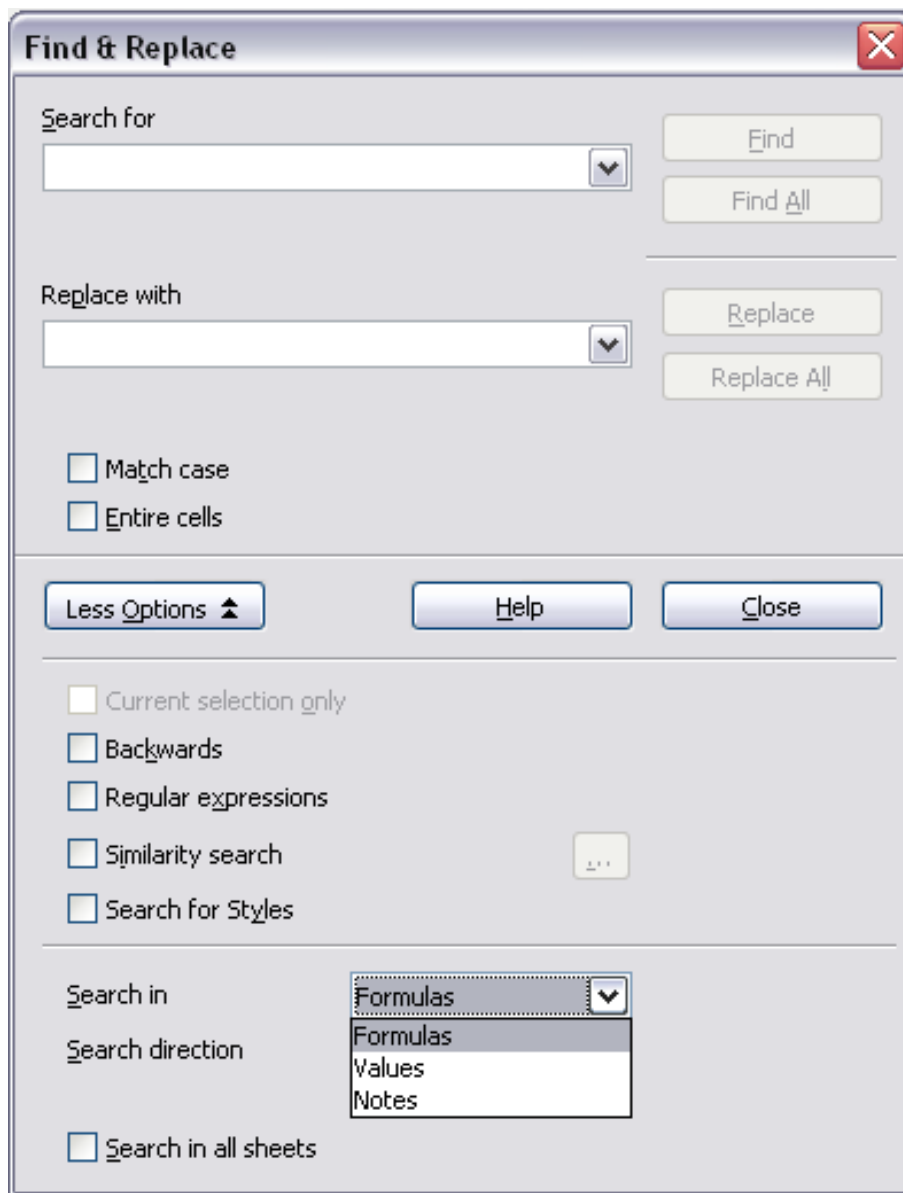


Figure 33: Expanded Find & Replace dialog

## Caution



Use **Replace All** with caution; otherwise, you may end up with some highly embarrassing mistakes. A mistake with **Replace All** might require a manual, word-by-word search to fix, if it is not discovered in time to undo.

## Finding and replacing formulas or values

You can specify in the Find & Replace dialog either to find the parts of a formula or the results of a calculation.

- 1) To open the Find & Replace dialog, use the keyboard shortcut *Control+F* or select **Edit > Find & Replace**.
- 2) Click **More Options** to expand the dialog.

- 3) Select *Formulas* or *Values* in the *Search in* drop-down list.
  - Formulas finds parts of the formulas.
  - Values finds the results of the calculations.
- 4) Type the text you want to find in the *Search for* box.
- 5) To replace the text with different text, type the new text in the *Replace with* box.
- 6) When you have set up your search, click **Find**. To replace text, click **Replace** instead.

## Finding and replacing text

- 1) Open the Find & Replace dialog, click **More Options** to expand the dialog, and select *Values* or *Notes* in the Search in drop-down list.
- 2) Type the text you want to find in the *Search for* box.
- 3) To replace the text with different text, type the new text in the *Replace with* box.
- 4) Click **Find**, **Find All**, **Replace**, or **Replace All**.

When you click **Find**, Calc selects the next cell that contains your text. You can edit the text, then click **Find** again to advance to the next found cell. If you closed the dialog, you can press *Ctrl+Shift+F* to find the next cell without opening the dialog.

When you click **Find All**, Calc selects all cells that contain your entry. Now you can, for example, apply a cell style to all at once.

## Finding and replacing cell styles

To quickly change all the paragraphs of one (unwanted) style to another (preferred) style:

- 1) On the expanded Find & Replace dialog (Figure 33), select **Search for Styles**. The *Search for* and *Replace with* boxes now contain a list of styles.
- 2) Select the styles you want to search for and replace.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All**.

## Using wildcards (regular expressions)

*Wildcards* (also known as *regular expressions*) are combinations of characters that instruct OOo how to search for something. Regular expressions are very powerful but not very intuitive. They can save time and effort by combining multiple finds into one.

To use wildcards and regular expressions when searching and replacing:

- 1) On the Find & Replace dialog, click **More Options** to see more choices. On this expanded dialog (Figure 33), select the **Regular expressions** option.
- 2) Type the search text, including the wildcards, in the *Search for* box and the replacement text (if any) in the *Replace with* box.
- 3) Click **Find**, **Find All**, **Replace**, or **Replace All** (not recommended).

---

**Tip** The online help describes many of the regular expressions and their uses.

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The following points are interesting to Calc users:

- In Calc, regular expressions are applied separately to each cell. So a search for **r.d** will match **red** in cell A1 but will not match **r** in cell A2 and **d** (or **ed**) in cell A3. (The regular expression **r.d** means “try to match **r** followed by any other character followed by **d**.”)
- When a match is found, the whole cell is shown highlighted, but only the text found will be replaced. For example, searching for **brown** will highlight a cell containing **redbrown clay**, and replacing with nothing will leave the cell containing **red clay**.
- If Find is used twice in a row, the second time with **Current selection only** activated, then the second search will evaluate the *whole* of each selected cell, *not* just the strings found which caused the cells to be selected in the first search. For example, searching for **joh?n**, then activating **Current selection only** and searching for **sm.th** will find cells containing **Jon Smith** and **Smythers, Johnathon**.
- If a cell contains a hard line break (entered by *Ctrl+Enter*), this may be found by **\n**. For example if a cell contains **red hard\_line\_break clay** then searching for **d\nc** and replacing with nothing leaves the cell containing **relay**.
- The hard line break acts to mark “end of text” as understood by the regular expression special character **\$** (in addition of course to the end of text in the cell). For example, if a cell contains **red hard\_line\_break clay** then a search for **d\$** replacing with **al** leaves the cell with **real hard\_line\_break clay**. Note that with this syntax the hard line break is not replaced—it simply marks the end of text.

- Using `\n` in the *Replace with* box will replace with the literal characters `\n`, not a hard line break.
- The Find & Replace dialog has an option to search Formulas, Values, or Notes. This applies to any search, not just one using regular expressions. Searching with the Formulas option would find **SUM** in a cell containing the formula `=SUM(A1:A6)`. If a cell contains text instead of a function, the text will still be found - so that the simple text **SUMMARY** in a cell would also give a match to **SUM** using the **Formulas** option.
- Searching for the regular expression `^$` will not find empty cells. This is intentional—the rationale being to avoid performance issues when selecting a huge number of cells. Note that empty cells will not be found even if you are only searching a selection.
- Find `.+` (or similar) and Replace with `&` effectively re-enters the contents of cells. This can be used to strip formatting automatically applied by Calc (often needed to clean data imported from the clipboard or badly formatted files), for example, to convert text strings consisting of digits into actual numbers (the cells must first be correctly formatted numbers). The leading apostrophes, telling Calc to treat the numbers as text, are removed.

See Chapter 7 (Using Functions and Creating Formulas) for the use of regular expressions within formulas.