OpenOffice.org Calc

Free Quick Reference Card

TryAnotherAngle.org

The OpenOffice.org 2.0 Calc Screen

Title Bar — Standard Toolbar — Formula Bar — Formatting Toolbar

Menu Bar

Ruler

Active Cell (currently in cell A1)

Columns

Rows

Styles and Formatting
Default
Heading
Heading1
Result
Result2
All Styles

Vertical Split Bar

Styles and Formatting Press F11 to display

Vertical Scroll Bar

Horizontal Split Bar

Zoom – right click to change

Status Bar — Sheet 1 / 3 — Default — 100% — STD — Sum=0

Worksheet Tabs — Sheet1 / Sheet2 / Sheet3

Horizontal Scroll Bar

Shortcuts

General

Open a Workbook	**<Ctrl>+<O>**
Save a Workbook	**<Ctrl>+<S>**
Print a Workbook	**<Ctrl>+<P>**
Close a Workbook	**<Ctrl>+<W>**
Undo	**<Ctrl>+<Z>**
Redo or Repeat	**<Ctrl>+<Y>**
Select Everything	**<Ctrl>+<A>**
Help	**<F1>**

Navigation

Move between cells	**<Tab>**
To cell A1	**<Ctrl>+<Home>**
To last cell with data	**<Ctrl>+<End>**
Open the Navigator	**<F5>**
Left to end or beginning of next block	**<Ctrl>+<⇦>**
Right to end or beginning of next block	**<Ctrl>+<⇨>**
Up to end or beginning of next block	**<Ctrl>+<⇧>**
Down to end or beginning of next block	**<Ctrl>+<⇩>**

Editing

Undo	**<Ctrl>+<Z>**
Cut	**<Ctrl>+<X>**
Copy	**<Ctrl>+<C>**
Paste	**<Ctrl>+<V>**
Absolute Reference	**<F4>**

The Fundamentals

The Standard Toolbar

New — Save — Edit File — Print File Directly — Spell Check — Cut — Paste — Undo — Hyperlink — Sort Descending — Draw Functions — Navigator — Data Sources — Help

Open — Document as Email — Export Directly as PDF — Page Preview — Auto Spell Check — Copy — Format Paintbrush — Redo — Sort Ascending — Insert Chart — Find & Replace — Gallery — Zoom
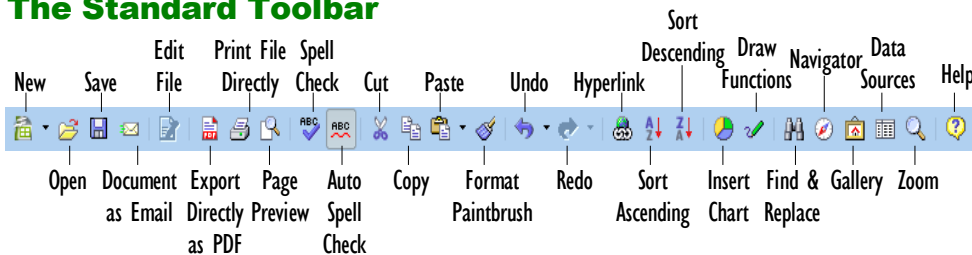
- **To Create a New Workbook:** Click the **New button**, or press **<Ctrl>+<N>**, or select **File → New** from the menu.

- **To Open a Workbook:** Click the **Open button**, or select **File → Open** from the menu, or press **<Ctrl>+<O>**.

- **To Save a Workbook:** Click the **Save button**, or select **File → Save** from the menu, or press **<Ctrl>+<S>**.

- **To Save a Workbook with a Different Name:** Select **File → Save As** from the menu, and enter a different name for the workbook.

- Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2 etc. You can find the address of a cell by looking at the **Name Box**.

- **To Select a Cell:** Select the cell you want to edit by clicking it with the mouse pointer or by using the keyboard arrow keys.

- **To Select a Cell Range (Using the Mouse):** Click the first cell of the range and drag the mouse pointer to the last cell of the range.

- **To Select a Cell Range (Using the Keyboard):** Make sure the active cell is the first cell of the cell range, then press and hold the **<Shift>** key while using the arrow keys to move the cursor to the last cell of the range.

- **To Select an Entire Worksheet:** Click the **Select All button** where the column and row headings meet.

- **To Preview a Document:** Click the **Page Preview button** or select **File → Page Preview** from the menu.

- **To Print a Worksheet:** Click the **Print File Directly** button, or select **File → Print** from the menu, or press **<Ctrl>+<P>**.

- **To See What a Toolbar Button Does:** Point to the button for a few seconds. A brief description of the button will appear.

- **To View or Hide a Toolbar:** Select **View → Toolbar** from the menu and select the toolbar you want to view or hide.

- **To get Help:** Click the **Help button**, select **Help → OpenOffice.org Help** from the menu, or press **<F1>**.

This quick reference card is based on O'Reilly's "Excel 2003 Personal Trainer Free Quick Reference Card". By comparing this card with that one, users new to OpenOffice.org can quickly see the similarities and differences between the two programs.

You can learn more about O'Reilly's computer training materials at www.oreilly.com. O'Reilly's free quick reference cards (as well as our own) are freely available from www.tryanotherangle.org.

Editing

- **To Edit a Cell's Contents:** Select the cell, click the **Formula bar**, edit the cell contents, and press **<Enter>** when you're finished.

- **To Clear a Cell's Contents:** Select the cell or cell range, press the **<Delete>** key, choose the desired options, and press OK. Or to delete instantly, press the **<Backspace>** key.

- **To Cut or Copy Data:** Select the cell(s) and click the **Cut button** or the **Copy button** from the Standard toolbar.

- **To Paste Data:** Select the destination cell(s) and click the **Paste button** from the Standard toolbar.

- **To Copy Using Autofill:** Position the pointer over the fill handle at the bottom right corner of the selected cell(s), then drag to the destination cell(s).

- **To Move or Copy Cells Using Drag-and-Drop:** Select the cells you want to move or copy and position the pointer over any border of the active cell, then drag to the destination cells. Hold down the **<Ctrl>** key while you drag to copy the cells.

- **To Use the Paste Special Command:** Cut or copy the cell(s), select the destination cell(s), select **Edit → Paste Special** from the menu, select an option from the Paste Special dialog box, and click **OK**.

- **To Insert a Column or Row:** Right click the selected row or column heading(s) to the right of the column or below the row you want to insert and select **Insert Columns** or **Insert Rows** from the shortcut menu.

- **To Delete a Column or Row:** Select the row or column heading(s) and either right click the selected row or column
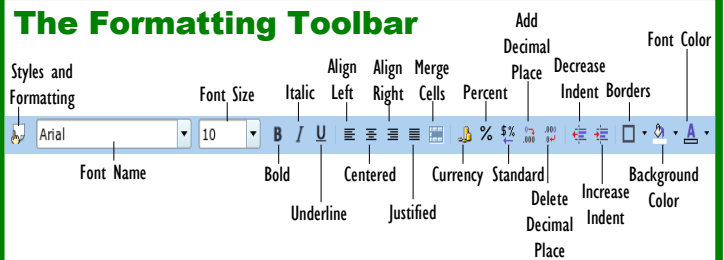
Formulas and Functions

- **To Enter a Formula:** Select the cell where you want to insert the formula, press **=** (the equals sign), and enter the formula using values, cell references, operators, and functions. Press **<Enter>** when you're finished.

- **To Reference a Cell in a Formula:** Type the cell reference (for example, "B5") or simply click the cell you want to reference.

- **To Total a Cell Range:** Click on the cell where you want to insert the total, and type the formula **=sum(range)**, where "range" is the cell range you wish to total, e.g. A1:A3.

- **Formulas with Several Operators and Cell Ranges:** If you combine several operators in a single formula, they are performed in this order: ( ), :, %, ^, * and /, + and -, = <> <= >=. You can change this order by enclosing the part of the formula you want to calculate first in parentheses.

- **To Create a Cell Range Name:** Select a cell range and then give it a name in the **Name box** in the Formula bar.

- **To Create an Absolute Cell Reference:** Absolute cell references are preceded by $ signs in a formula. Press **<F4>** after selecting a cell range to make it an absolute reference.

Charts

- **To Create a Chart:** Select the cell range that contains the data you want to chart, and click the **Insert Chart button** on the Standard toolbar. The mouse pointer changes to a cross-hair symbol with a small chart symbol. Click in the spreadsheet and drag open a rectangle where you want to display the chart. Select the chart type and click **Next**. Select the chart variant and click **Next**. Enter the titles, and click **Create**.

Formatting

The Formatting Toolbar

Styles and Formatting, Font Name, Font Size, Italic, Align Left, Align Right, Merge Cells, Percent, Add Decimal Place, Decrease Indent, Borders, Font Color, Bold, Underline, Centered, Justified, Currency, Standard, Delete Decimal Place, Increase Indent, Background Color

- **To Format Text:** Change the style of text by clicking the **Bold button**, **Italics button**, or **Underline button**. Change the font type by selecting a font from the **Font Name** list. Change the font size by selecting it from the **Font Size** list.

- **To Format Values:** Select the cell(s) you want to format and click the appropriate number formatting button(s) on the Formatting toolbar. They are Currency Format, Percent Format, Standard Format, Add Decimal Place, and Delete Decimal Place.

- **To Change Cell Alignment:** Select the cell(s) and click the appropriate alignment button (Align Left, Align Center Horizontally, Align Right, Justified).

- **To Adjust Column Width:** Drag the right border of the column header. Double click the border to autofit the column according to its contents.

- **To Adjust Row Height:** Drag the bottom border of the row header. Double click the border to autofit the row according to its contents.

- **Adding Borders:** Select the cell(s), click the **Borders arrow**, and select the border you want.

- **Applying Shading:** Select the cell(s), click the **Background Color arrow**, and select the colour you want.

- **To Use the Format Paintbrush to Copy Formatting:** Select the cell(s) with the formatting options you want to copy, click the **Format Paintbrush button** on the Standard toolbar, and select the cell(s) where you want to apply the copied formatting.

Workbook Management

- **To Add a New Worksheet:** Select **Insert → Sheet** from the menu or right-click on a sheet tab, select **Insert Sheet** from the shortcut menu, enter the sheet name and other details, and click **OK**.

- **To Delete a Worksheet:** Select **Edit → Sheet → Delete** from the menu or right-click on the tab and select **Delete Sheet** from the shortcut menu.

- **To Rename a Worksheet:** Right-click on the sheet tab and select **Rename Sheet** from the shortcut menu, enter a new name for the worksheet, and press **Enter**.

- **To Split a Window:** Drag either the vertical or horizontal split bar (on the vertical and horizontal scroll bars), or move the cell pointer to the cell below the row and to the right of the column you want to split and select **Window → Split** from the menu.

- **To Freeze Panes:** Split the window into panes, then select **Window → Freeze** from the menu.

- **To Select a Print Area:** Select the cell range you want to print and select **Format → Print Ranges → Define** from the menu. By default, Calc prints the defined ranges from all worksheets. You can change this behaviour by selecting **Tools → Options → OpenOffice.org Calc → Print** from the menu, and ticking "Print only selected sheets"

- **To Adjust Where the Page Breaks:** Select **View → Page Break Preview** from the menu. Automatically created print ranges are indicated by dark blue lines; user-defined ones by light blue lines. Page breaks are marked as black lines. You can move the blue lines with the mouse, and you will find further options in the Context menu.