



Address Book - tutorial


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This tutorial explains how to use a spreadsheet as an Address Book.. Before starting this tutorial, please download the Address Book which is the result of doing this tutorial. Seeing the Address Book can save time in learning and doing this tutorial.


To download the Address Book, go to our website www.tutorialsforopenoffice.org Under "Our Tutorial Offerings" click on **Writer**. On the "Writer (word processing) Tutorials" page, scroll down to Chapter 6. At Lesson 7, click on the here link (on the word "here" that is blue and underlined). Select **Open with** then click **OK** (The Address Book appears on your screen. (Click **File > Save As**.) In the 'Save in:' pull-down menu box, select **My Documents**. Click the **Save** button.


Open A New Spreadsheet

1. **IF** in a OpenOffice 2.1 document, Click **File > New > Spreadsheet**. (A new spreadsheet appears on the screen that is named **Untitled1 - OpenOffice.org Calc**)
2. **IF** not in a OpenOffice document, click  **> All Programs > OpenOffice.org 2.1 > OpenOffice.org Calc**. (The name of the file **Untitled1 - OpenOffice.org Calc** appears on the screen)

Change The Column Width

This tutorial suggests specific titles. You can change column titles, add or delete columns, and change column widths whenever you need to do so.

1. **Right-click** on the **A** that is at the top of the first column. (A menu appears)
2. Click **Column Width...** (The "Column Width" window appears.)
3. In the **Width** dialog box, use the **Double Triangle**  to select **1.19"**. Click **OK**.


4. Select both columns **B** and **C**. To do this, click on the **B** at the top of the second column and holding down the button on your mouse, then move the pointer over to column **C**. (Both columns become highlighted) Release the click. **Right-click** on heading B or heading C to see a menu.
5. Click **Column Width...** (The “Column Width” window appears)
6. In the **Width** dialog box, use the **Double Triangle**  to select **1.49”**. Click **OK**.
7. Change the width of columns **D** and **E** to **0.99”**.
8. Change the width of column **F** to **0.59”**.

Add Titles To The Columns

This tutorial suggests specific titles. At any time in the future, you can change column titles, add or delete columns, and change column widths.

1. In cell **A1** then type **First Name**.
2. In cells **B1** through **F1** enter the following titles: **Last Name - Street - City - State - Zip Code**.

Center Titles

1. Select all the names by starting at cell **A1** (The “First Name” column) and **drag** your mouse over all the names ending at cell **F1** (The “Zip” column).
2. Click on the **Centered**  icon found on the Formatting Toolbar. (The titles of the columns are centered.)

Add The Addresses Of Three People

The names and addresses used in this tutorial are presented as examples.

1. Click cell **A2**, then **type** the first name, **William**. Click cell **B2**. (The cursor moves to cell B2.) **Type** the last name, Jones. Click cell **C2**. (The cursor moves to C2.) Type the name of a street, **1 Main Street**. Add **New York** to cells **D2** and **E2**. Add **12345** to cell **F2**
2. In row 3 enter **Sam, Smith, 2 First Avenue, Chicago, Illinois, 54321** and in row 4 enter **Ann, Baker, 3 East Drive, Denver, Colorado, 98765**.

Create A Second Page

1. Click **File > Page Preview**. (A picture of the page appears on the screen.)
2. Click the **Close Preview** button. (Your address book appears back on the screen.)
3. There is a **dark vertical line** going down the page between columns **G** and **H**. That line is the edge of the printed page. There is a **dark horizontal line** that cannot be seen because the line is on a row below what appears on the screen.

4. Select cells **A1 through F1**. (To do this, click in A1 then drag to cell F1.)
5. **Right-click** in any one of the selected cells, then click **Copy**. (The titles of the columns are copied to the clipboard.)
6. **Scroll down** until you see the **dark horizontal line**.

	A	B	C	D	E	F	G	
41								
42								
43								
44								
45								
46								
47								
48								
49								
50								

7. Click on the cell in **column A** that is on the row just below the **dark horizontal line**. **Right-click** then click **Paste**. (The titles of the columns are copied to the 1st row of the 2nd page.)
8. On the 2nd row, type the following in the appropriate columns: **Betty, Doe, 4 West Lane, Austin, Texas, 55555**.

Save The Address Book

1. Click **File** > **Save As**. In the **Save in:** box, select **My Documents**.
2. In the **File name:** box, type **Address Book - spreadsheet**.
3. In the **Save as type:** box, select **OpenDocument Spreadsheet (.ods)**.
4. Click the **Save** button.

Note

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