



Tutorials For OpenOffice

Calc Templates

A template can be used to open a new spreadsheet. That template will determine all the formatting, text, formulas, etc within the newly opened spreadsheet.

Templates can provide the following advantages;

- save a huge amount of time
- provide consistency
- eliminate errors
- allow a person to do something that he/she could not do without the template
- can pre-determine just about anything in a spreadsheet.

Steps in using a template

Open a new spreadsheet in OpenOffice 2.0

1. IF in a OpenOffice 2.0 document, Click **File** > **New** > **Spreadsheet**. (A new spreadsheet appears on the screen that is named **Untitled1 - OpenOffice.org Calc**)
2. IF on the desktop, Click **Start** > **All Programs** > **OpenOffice.org 1.9.122** > **OpenOffice.org Calc**. (The name of the file **Untitled1 - OpenOffice.org Calc** appears on the screen)

Sometimes you have to click on the page of a new spreadsheet so that the keyboard and mouse can be used.

Change the spreadsheet as desired


Change any formatting as desired. Add any text, formulas, etc., as desired. For this tutorial the font will be changed.

1. The fourth line from the top of the screen starts with two pull-down menus. The first menu has the word **Arial** and the second menu has the word **10**.
2. In the "Apply Style" pull-down menu (the first menu), change "Arial" to **Arial Black**. In the Font Size pull-down menu, change "10" to **16**.
3. In cell A1 type the word **Test**. (the word **Test** will be blacker than other words now see on the screen)

Save the spreadsheet at a template

1. Click **File** > **Save As**. (The **Save As** window appears.) In the "Save in:" pull-down menu box, select **My Documents**. In the "file name:" box, type **Calc Template**. In

the “Save as type:” box, select **OpenDocument Spreadsheet Template (.ots)**. Click the **Save** button. (The file is saved as a template and the spreadsheet is still on the screen.)

1. Click on the  to close the spreadsheet.

Open a spreadsheet with a template

1. Click **File > Open**. (The **Open** window appears) In the “Look in:” pull-down menu, select **My Documents**. In the “File of type:” pull-down menu, select **All files (*.*)**. In the list of files, click on **Calc Template**. (A spreadsheet opens that is formatted and has the same text as determined by the template [same as the original spreadsheet in this tutorial had])

Note

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