



# Tutorials For OpenOffice

## Columns

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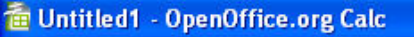
Tutorial donated by Wayne Tschirhard

## Purpose

The purpose of this tutorial is to teach basic columns skills.

A check register with columns (**check number, payee, item description, withdrawal, deposit and balance**) is used to help explain columns.

## Open A Spreadsheet

IF on the desktop, click  > **All Programs** > **OpenOffice.org 2.1** > **OpenOffice.org Calc**. IF you are in **OpenOffice.org Writer**, click **File** > **New** > **Spreadsheet**. (The spreadsheet called  appears on our screen.

## Label Columns

1. Select all cells. Click on the empty box that is above row 1 and to the left of column A.



2. Press **Delete**.

3. Click **OK**.
4. Make **A1** the active cell.
5. Type **Check No.**
6. Press the **Tab** key and type **Paid To.** (active cell is B1.)
7. Press **Tab** and type **Description.** (active cell is C1.)
8. Press **Tab** and type **Deposit.** (active cell is D1.)
9. Press **Tab** and type **Withdrawal.** (active cell is E1.)
10. Press **Tab** and type **Balance.** (active cell is F1.)
11. Press **Enter**.

## Insert An Extra Column

Something is missing. It would be nice to know when a transaction took place, so we need a date column. We could add it after the balance column, but that would be lazy. The date is usually the first item, so add a column:


1. Select column **A**. (Click on the "A". The column turns black.)
2. Click **Insert > Columns**. (The cell contents in columns "A" through "F" shift to the right to columns "B" through "G". "A1" cells are empty.)
3. Select **A1**.
4. Type **Date** and press **Enter**.

## Change The Appearance of Column Labels

Use column labels that clearly describe the data in the column below. Be creative and use color, different fonts, bold, etc., that make the column labels stand out.


## Center Column Labels

We have all the columns we need for our check register, but it isn't very pretty. Let's make the column labels more attractive:

1. Select **A1:G1**. (Click on "A1" and without releasing the click, drag the cursor over the cells on "line 1" that have names. Release the click)
2. Go to the **Formatting** toolbar. (That's where you change the font.)
3. Hold the mouse cursor over the icons in the toolbar until you find the **Align Center Horizontally**  icon, then click it.

## Select Bold And Light Blue For The Column Labels

1. While the cells are still selected, move to the left and click the **Bold**, , icon.

2. Move to the right to the **Font Color**  icon and pick **Light Blue**. (At the "Font Color", icon, click and hold the click until a choice of colors appears. Select the "blue" square).

You can also format columns and text the long way:

1. Click **Format > Cells**.
2. Click on the **Alignment** tab to do change centering and orientation.
3. Click on the **Font** tab to change the font.
4. Click on the **Font Effects** tab to change color, etc.

**Helpful Hint:** If you are using data that has units like inches, feet, square miles, etc., enter the unit in the cell below the label.


## Make Entries In the Check Register

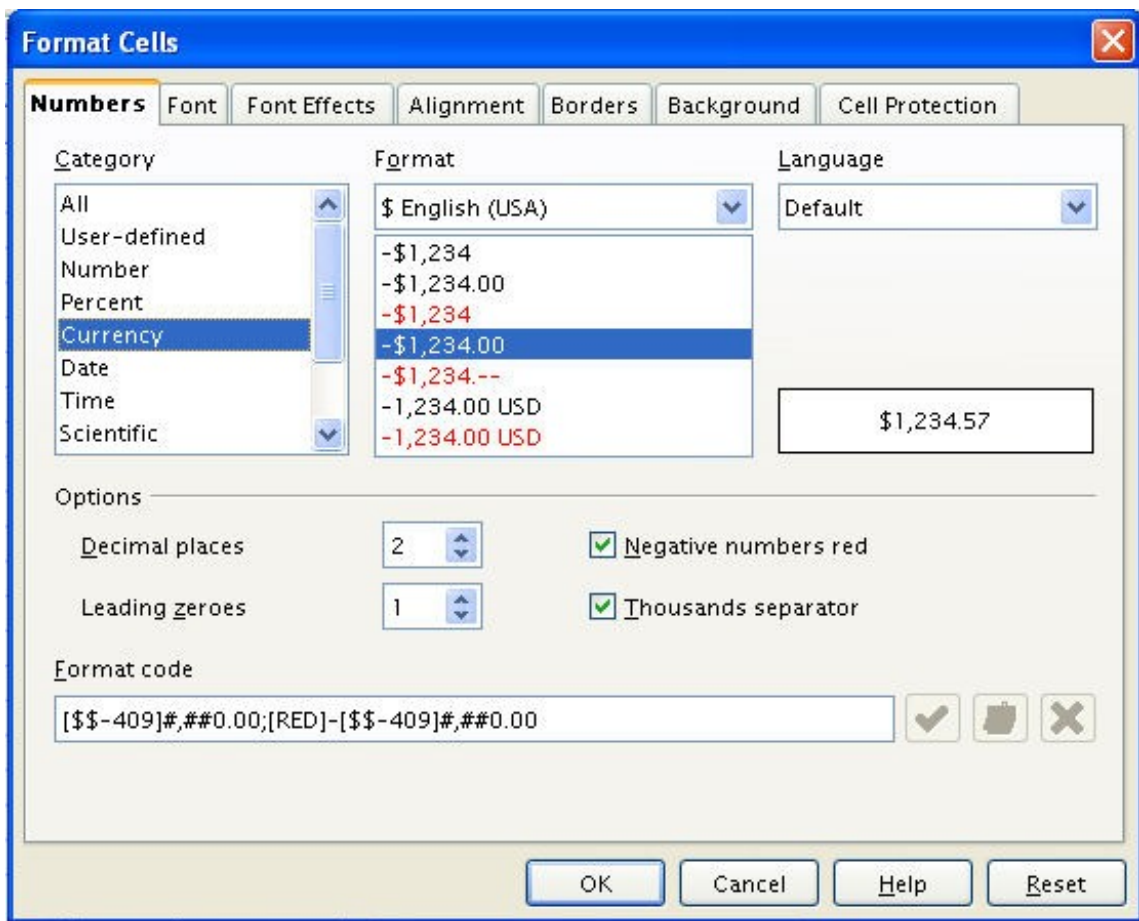
### Enter An Initial Balance:

1. Select **A2**.
2. Enter a date, **08/12/06**. (Enter the date in the mm/dd/yy format.)
3. Select **G2**.
4. Enter **5000**.

### Format Columns For Currency

The **Deposit**, **Withdrawal** and **Balance** columns will all contain values that represent currency, so we will format them accordingly:

1. Select columns **E** through **G**. (Click on "E" and drag to "G".)
2. Click the **Number Format Currency**, , icon on the **Formatting Toolbar** or you can click **Format > Cells...** (The "Format Cells" dialog box appears.) and follow the instructions in **Step 3** through **Step 6**.
3. Click the **Numbers** tab.



4. In the **Category** box, click **Currency**.
5. In the **Options** section, make sure that **Decimal places** is set to **2**, **Leading zeros** is set to **1**, and **both** check boxes are checked.
6. Click **OK**.

The three columns will show the \$ when they have numbers in them.

### Enter Check

1. Click on **A3 Date** column, enter a date, **08/18/06**. Press **Tab**.
2. Click on **B3 Check No.** column, enter a check number of **205** then press **Tab**.
3. Click on **C3 Paid To** column, enter **Energetic Electric** then press **Tab**.
4. Click on **D3 Description** column, enter **Monthly electricity bill** then press **Tab**.
5. Press **Tab** again.
6. Click on **F3 Withdrawal** column, enter **250**.


### Adjust Column Width

Look at the text you entered in the **Paid To** and **Description** columns. **Energetic Electric** is

cut off and **Monthly electric bill** extends into the **Deposit** column. Let's fix it so we can read them:

1. Select column **C**. (Click on "C".)
2. Click **Format > Column > Optimal Width...**
3. Click **OK**.
4. Repeat steps 1-3 for column **D**.

You can also resize cells manually:

1. Place your pointer over the column dividing line between the letters **C** and **D**.
2. When your pointer changes to , click the left mouse button and drag.

	A	B	C	D	E	F	G	H
1	Date	Check No.	Paid To	Description	Deposit	Withdrawal	Balance	Date
2	08/12/06						\$5,000.00	08/12/06
3	08/18/06	205	Energetic Ele	Monthly electricity bill		\$250.00	\$4,750.00	08/18/06

3. Size the column like you want it and release the left mouse button.

### Enter Current Balance

The current balance is defined as the previous balance plus any deposits, minus any withdrawals. In equation form it looks like:

$$\text{Current Balance} = \text{Previous Balance} + \text{Deposits} - \text{Withdrawals}$$

To enter this into the spreadsheet:


1. Select **G3**.
2. Type **=**.
3. Click on **G2**.
4. Type **+**.
5. Click on **E3**.
6. Type **-**.
7. Click on **F3**.
8. Press **Enter**.

You have everything you need to use your check register! Enter another check on row 4. For this check, put a withdrawal amount bigger than your balance. (Ladies & Gentlemen - Don't try this at home!)

1. Click on **A4 Date** column, enter a date, **08/20/06**. Press **Tab**.
7. Click on **B4 Check No.** column, enter a check number of **206** then press **Tab**.
2. Click on **C4 Paid To** column, enter **Fast Cars, Inc.**
3. Click on **D4 Description** column, enter **New Car**.

4. Click on **F4 Withdrawal** column, enter **7000**.

Now we need to copy the formula in the **G3** to the **G4**:

1. Select **G3**.
2. Look at the black frame around the cell and notice the little black box on the bottom right corner. 

3. Put the cursor over the box. When you see a **+**, click on it and drag it down to cell **G4**.

You now have a negative balance and the font turned red. Dragging the little black box (I call it **drag-copy**) is the shortcut for copying the contents of one cell to a neighboring cell. You can also use the **Copy** and **Paste** commands in the menu. The number turned red because the currency format was set up that way. Cool, huh?

When you copy formulas, the cells referenced in the formula will change. Activate cell **G3** and look at the **Input Line**. You will see the formula for that cell. Click **G4** and you'll see the cell addresses change. That's because spreadsheet programs use **relative** addressing. In other words, the program doesn't store the actual cell address; rather, it stores something like, **the active cell = one cell up + two cells to the left – one cell to the left**. You need to keep that in mind when you copy formulas.

Now, pretend we forgot to enter an earlier deposit. In that case, we would:

1. Select **A4:G4**. (Holding the "Shift Key" down, click "A4" then click "G4" or click Row 4.)
2. Click **Insert > Cells...** (Row 4 cell contents shift to Row 5; Row 4 has empty cells.)
3. Click **A4 Date** column, enter a date, **08/19/06**.
4. Click **D4 Description** column or **Tab** over to **D4**, enter **Paycheck** and press **Tab**.
5. Click **E4 Deposit** column, enter **20,000** for an amount. (Wouldn't that be great!)
6. Drag-copy the formula from **G3** down to **G5**. (Put the cursor over the box at the bottom right corner of "G3". When you see **+**, click on it and drag it down to cell "G5".)

**Note:** If you tried to insert the cells on row 3 and drag-copied up, you will find that the technique doesn't work correctly. To remedy the problem, in the **Input** line, edit the formula in **G3** (**G1+E3-F3**) and change it to **G2+E3-F3** (replace **G1** with **G2**), then drag-copy **G3** to **G5**.

Whew! At least we're out of debt now! I encourage you to enter more checks and practice copying formulas to get more comfortable with the information presented so far.

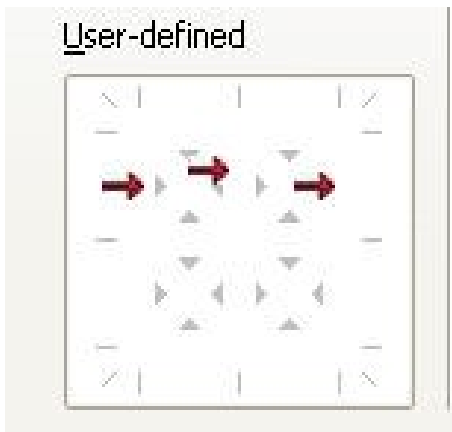
Before we continue, change the name of **Sheet1** and save your work:

1. Click **Format > Sheet... > Rename...**
2. Name it **Checking**.
3. Click **File > Save As...>My Documents** (or another folder of your choice).
4. Type a name like **CalcIntro** in the **File name** box and click **Save**.

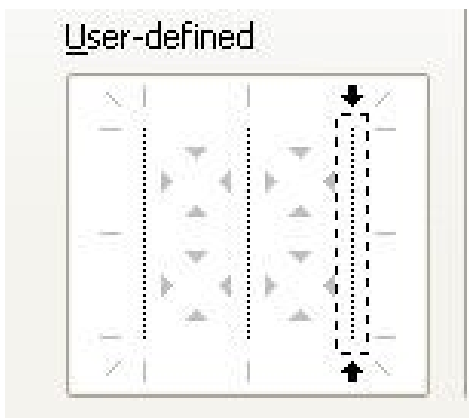
## Borders And Shading


Before we move on to charts, let's look at borders and shading. Borders can be used to separate data, mark certain cells or anything else you want. They are typically used to draw attention or separate. Add some borders to the check register worksheet:

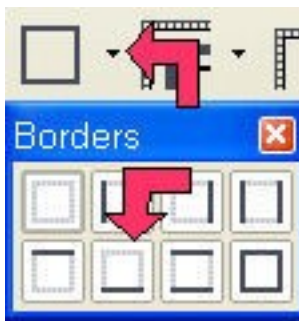
1. Select **A1**. Hold down the **Shift** key. Click on cell **G25**. (Another way to select a block of cells.)
2. Click **Format > Cells...**
3. Click on the **Borders** tab. Find the **User-defined** box. See the four gray boxes? Click to the **left** of the **top left** box. (Toward the middle of the box side.) Click **between** the **top two** boxes. (Toward the middle of the box sides.) Click to the **right** of the **top right** box.



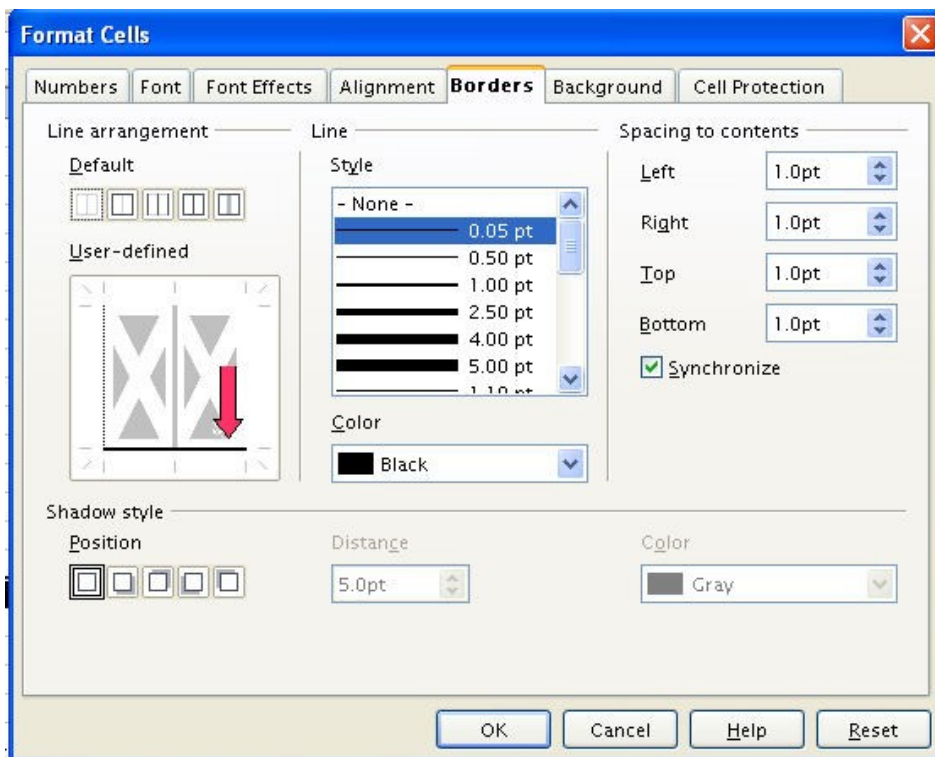
4. You should have 3 vertical lines. Click **OK**.



5. Select **A1:G1**. (Click "A1". Drag copy to "G1".)
6. Click the **Borders**, , icon on the **Formatting Toolbar**.
7. Click on the **second** box from the left on the **second** row.



8. Click **Format > Cells...**
9. Click the **Background** tab.
10. Click on **Gray 20%**. (Use tool tips to find it.)
11. While you're there, click the **Borders** tab.
12. Click on the bottom **horizontal** line in the **User-defined** box.



13. Click the **2.5 pt** line weight in the **Style** box.
14. Click **OK**.

## Summary

As you can see, adding borders and shading is pretty straight-forward. A lot depends on individual tastes, so play around with the settings and see what you come up with!

### **Note**

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to [tutorialsforopenoffice@yahoo.com](mailto:tutorialsforopenoffice@yahoo.com)

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Edited by Sue Barron