



Tutorials For OpenOffice

Entering Data In A Spreadsheet

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Tutorial donated by Wayne Tschirhard

Purpose

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

What Is A Spreadsheet?


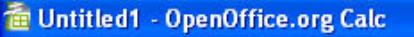
The term **spreadsheet** was derived from a large piece of paper that accountants used for business finances. The accountant would **spread** information like costs, payments, taxes, income, etc out on a single **sheet** to get a complete financial overview. Today, spreadsheet

programs like **Calc** are used in almost every profession to calculate, graph, analyze and store information. Spreadsheets act like a calculator by automatically doing complicated calculations.

How Spreadsheets Are Used

Spreadsheets are used for tracking personal investments, budgeting, invoices, inventory tracking, statistical analysis, numerical modeling, address books, printing labels, etc.

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.

The Calc Toolbars

Main Menu Toolbar





The first toolbar is the **Main Menu** toolbar that gives you access to many of the basic commands used in Calc.

Function Toolbar



The second toolbar down is the **Function Toolbar**. The **Function Toolbar** contains **icons** (pictures) to provide quick access to commands like **New**, **Open**, **Print**, **Copy**, **Paste**, etc. When you place your mouse cursor over any of the elements of a toolbar, the name of the element appears on your screen.

Move your cursor over the icon . (The word “New” appears. Clicking on  opens a new spreadsheet.)

Formatting Toolbar




The third toolbar down is the **Formatting Toolbar**. The **Formatting Toolbar** has **icons** plus drop-down menus that allow you to select a **font**, **font color**, **alignments**, **number formats**, **border options** and **background colors**.

Formula Toolbar




The fourth toolbar down is the **Formula Toolbar**. The **Formula Toolbar** contains the **Name Box** drop-down menu and a long white box called the **Input Line**.

Note: If your Toolbars look different, it is because these toolbars are in 800x600 screen resolution and the last eight icons are not shown but are available by clicking on the  on the far right of the toolbar.

Spreadsheet Location

The rest of the window contains the **spreadsheet**. The spreadsheet is divided into rows and columns. Rows are numbered from 1 to 32,000. Columns are labeled with letters from **A** to **IV**.

The scroll bars on the right and bottom are used to move around the worksheet. Click on the downward facing  image at the lower, right corner of your screen. (Lower parts of your spreadsheet appear on your screen and the row numbers on the left side of your screen increase.)

Entering Data

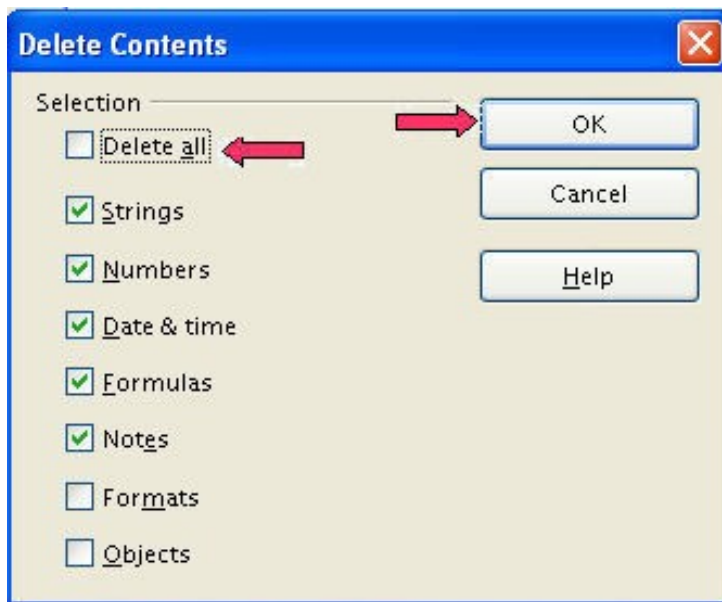
The rectangles you see are called **cells**. A cell is the fundamental element of a worksheet. This is where the action takes place. Every cell has an **address** that is determined by the letter of the column and the number of the row that the cell is in. Addresses are written in the form **A2**, **B16**.

Click on a cell on your screen. Notice the black box and the darker gray shading on the column and row labels. The black box identifies the **active cell**, or the one that will receive whatever you type. A cell can contain text, numbers or formulas. Let's enter something into cell **A1**:

1. Click on the **A1** cell (The cell at the very top left of the spreadsheet).
2. Notice the black rectangle around the **A1** cell. The **A** and the **1** are highlighted.
3. Type **Hello World** and press **Enter**.
4. The active cell is now **A2**. (The words "Hello World" are in A1.)
5. When you type something in a cell and press **Enter**, or **Tab**, or click the left mouse button or use one of the **arrow** keys, whatever you typed is entered into that cell.

Delete Data

1. Click on **A1** again.
2. Press the **Delete** key. (The "Delete Contents" window appears.)



3. Check the **Delete all** box and click **OK**. (Make a note of the delete options in the “Delete Contents” window.)

Select Cells

There are many ways to select cells in a worksheet. (To unselect the cells, click anywhere on the Spreadsheet.) The primary ones are listed below:

By Dragging

1. Click a single cell with the left mouse button.
2. Click the left mouse button and drag the cursor over many cells. (over Row(s), column(s))

By Columns And Rows

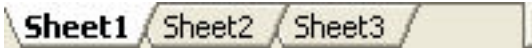





1. Click on a column label to select a column. (Click on the gray **A** column label.)
2. Click on a row label to select a row. (Click on the gray **1** row label.)

By Selecting All Cells In A Spreadsheet

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




Select Sheets (Pages)

1. You can click on the tabs with the sheet numbers, , to select a sheet if the sheet tab that you need is shown. If you have more than three sheets (sheet tabs 1, 2, 3, 4) and you are on sheet tab 4, you will only see sheet tabs 2, 3, 4. To get to sheet tab 1, you will have to use the bar.
2. The bar has to be used when you have more than three sheets in the spreadsheet. Click on the bar at the bottom left on the spreadsheet,  (The first arrowhead, , will take you to the beginning of the sheets (pages), the second and third will take you to the previous sheet, , or to the next sheet, , the fourth arrowhead, , will take you to the last sheet.)

Add A Column Of Numbers For The Total


By A Simple Entry

1. Click on **A1** to make it the active cell.
2. Type **12.5** and press **Enter**. (A2 becomes the active cell.)
3. Type **23** and press **Enter**. (A3 becomes the active cell.)
4. Type **1000** and press **Enter**. (A4 becomes the active cell.)
5. Click on the **Function**, , icon on the **Formula Toolbar**. (“=” is the equal sign. “=” appears in “A4”)
6. Click on **A1** then press the **+** key and the **Shift** key.
7. Click on **A2** then press the **+** key and the **Shift** key.
8. Click on **A3**.
9. Press **Enter**. The answer, **1035.5**, appears in **A4**. (The cursor moves down to cell "A5".)

By The Input Line



1. Click on **A4**.
2. Press **Delete**. (The “Delete Contents” window appears. Make sure the “Delete all” box is checked.)
3. Press **OK**.
4. Click on the **Input Line**.






5. Click on the **Function**, , icon on the **Formula Toolbar**. Type **=A1+A2+A3**.
6. Press **Enter**. The answer, **1035.5**, appears in **A4**. (The cursor moves down to cell A5.)

By Using The Sum Command

When a very large number of cells are included in the column to be added, the **Sum** command is more efficient.

1. Click on **A4**. To clear cell **A4**, press the **Delete** key. (The "Delete Contents" window appears.) Check the **Delete all** box and click **OK**.
2. Type **=SUM(**. (To do this type the = key, the word, **sum**, and the opening parenthesis, "(" . Click just after "SUM", then press the shift key and the number "9"  key [Shift-9] to get the opening parenthesis..
3. Click on **A1** and drag down to cell **A3**. (To drag, hold down the left mouse button and move the cursor over the desired cells "=Sum(A1;A3" appears in "A4".)
4. Type the closing parenthesis ")" (Click after the "**A3**", then press the shift key and the number "0"  key [Shift-0] to get the closing parenthesis. In "A4", the complete command,"=SUM(A1:A3)", appears.)
5. Press **Enter**. The answer, **1035.5**, appears in **A4** (The cursor moves down to cell "A5".)

By Using The Sum, Σ , Icon

1. Click on **A4**. To clear cell **A4**, press the **Delete** key. (The "Delete Contents" window appears.) Check the **Delete all** box and click **OK**.
2. Click on the **Sum, Σ** , icon on the Formula Toolbar just left of the **Input Line** (**Σ** is the mathematics symbol for sum. The "Function", , icon changes to the "Accept", , icon.)
3. Click the **Accept, **, icon (green check mark).

The **Sum, Σ** , icon will automatically use all of the cells above the active cell.

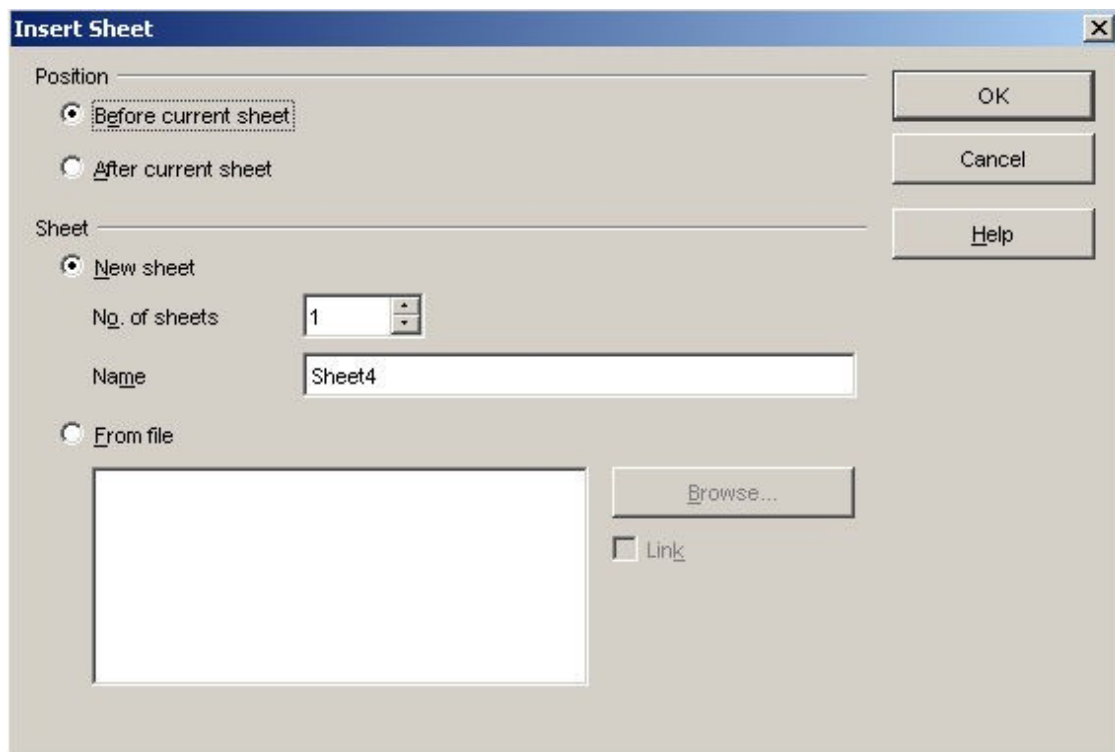
Cell Range

In our tutorial, the **SUM** function appears as **SUM(A1:A3)**. The **A1:A3** in the parenthesis is called a **cell range**. It is shorthand for "**from A1 to A3**".

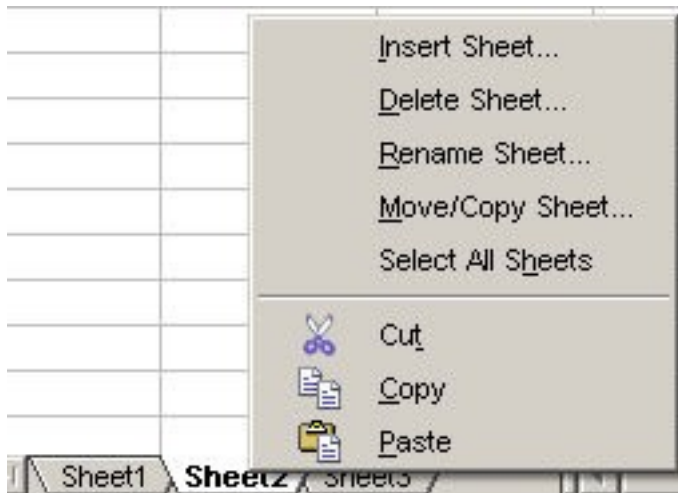
Insert Sheet, Delate Sheets, Rename Sheets, Move/Copy Sheets, And Select All Sheets

Insert Sheets

1. If more sheets are needed, click on the **blank tab** after **Sheet 3** to quickly add a sheet. (The "Insert Sheet" window appears.).



2. Another method to insert a sheet is to right-click on one of the tabs. (A menu appears.)



3. Click on **I**nsert **S**heet... (The "Insert Sheet" window appears.).
4. Under **P**osition, you can select **B**efore current sheet or **A**fter current sheet. Under **S**heet, you can select **N**ew sheet, select the **number of new sheets** you want to add to your spreadsheet, and enter a **N**ame for the sheet. Another selection is **F**rom file. You can use the **B**rowse button to select a file.
5. Click **O**K. (The "Insert Sheet" window closes.)

Delete Sheets

1. Right-click on one of the numbered tabs. (The menu in the section, "Insert Sheets",

Step 2 appears.)

2. Click **Delete...** (The message below appears.)



3. Click **Yes** to permanently delete the current sheet or **No** to cancel deleting the sheet. (The message closes.)

Rename Sheets

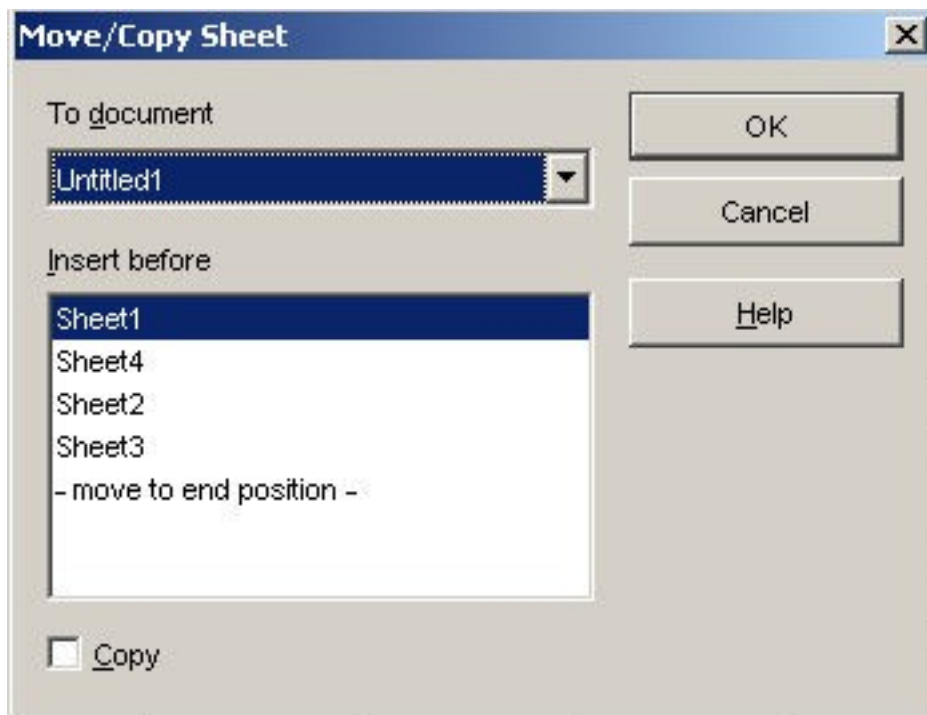
1. Right-click on one of the numbered tabs. (The menu in the section, "Insert Sheets", Step 2 appears.)
2. Click **Rename...** (The "Rename Sheet" window appears.)




3. In the dialog box under **Name**, name this sheet, **Working Sheet**.
4. Click **OK**.

Move/Copy Sheets

1. Right-click on one of the numbered tabs. (The menu in the section, "Insert Sheets", Step 2 appears.)
2. Click **Move/Copy Sheets...**(The 'Move/Copy Sheet' window appears.)



3. In the dialog box under **To document**, click on the , you are given the choice of **Untitled 1** or -new document-.
4. In the dialog box under **Insert before**, you can select where you want to move or copy the sheet. Click **Sheet1**. ("Sheet2" appears before "Sheet1".)

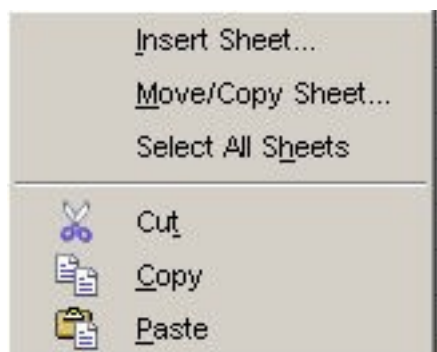


Select All Sheets

Right-click on one of the numbered tabs. (The menu in the section, "Insert Sheets", Step 2 appears.)

Click **Select All Sheets**. (There is no indication that anything happened.)

Right-click on one of the tabs. (A new menu appears.)



Note

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

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Edited by Sue Barron