

Spreadsheet


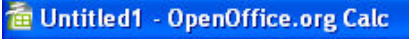
The term **spreadsheet** was derived from a large piece of paper that accountants used for business finances. The accountant would **spread** information like costs, payments, taxes, income, etc out on a single, big, oversized **sheet** of paper to get a complete financial overview.

Spreadsheets Today

Some examples of spreadsheet usage:

- Spreadsheets act like a calculator by automatically doing calculations.
- Spreadsheets are used for tracking personal investments, budgeting, invoices, inventory tracking, statistical analysis, numerical modeling, address books, telephone books, printing labels, etc.
- Spreadsheets are used in almost every profession to calculate, graph, analyze and store information.
- Spreadsheets are used for What-if calculations. Change one number in a spreadsheet and all the calculations in a large spreadsheet will re-calculate, will automatically change.

Open A Spreadsheet

1. **IF** on the desktop, click  > **All Programs > OpenOffice.org 2.3 > OpenOffice.org Calc.**
2. **IF** you are in a OpenOffice program, click **File > New > Spreadsheet.**
3. In either case a spreadsheet called  appears on our screen.

The Calc Toolbars

The following four Calc Toolbars appear at the top of all Calc screens

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

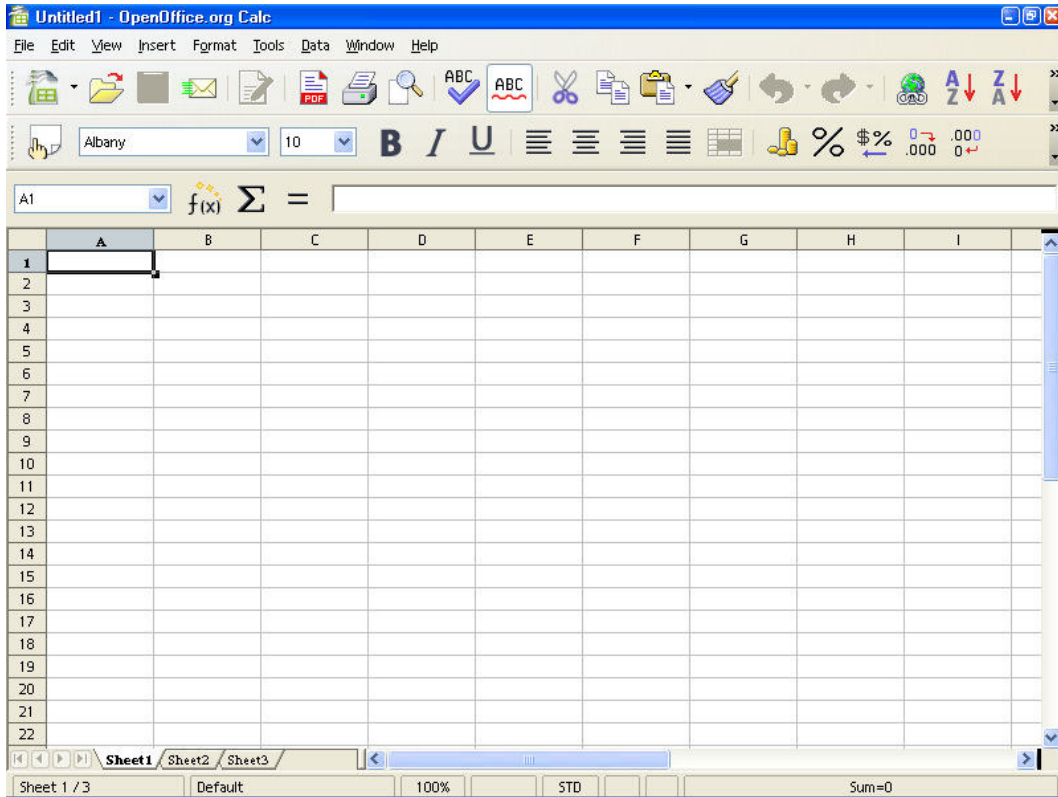


The fourth toolbar down is the **Formula Toolbar**. The **Formula Toolbar** contains the **Name Box** drop-down menu and a long white box called the **Input Line**.

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.

The Spreadsheet Itself

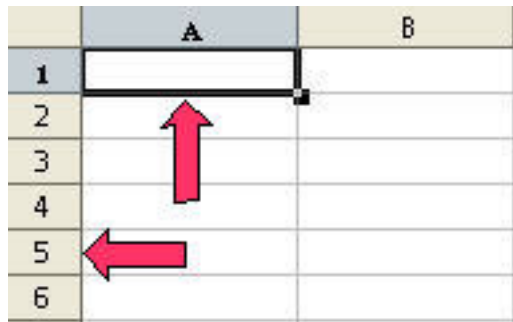
OpenOffice Calc Tutor



The rest of the window contains the **spreadsheet**. The spreadsheet is divided into rows that have a number at the left of each row and divided into columns with letters at the top of each column.

Cells

A **cell** is the fundamental element of a worksheet. This is where things are added and where things are seen. A **cell address** in a spreadsheet identifies the location of the cell in the spreadsheet. A **cell address** is a combination of the column letter and the row number of a cell, such as **A2** or **B16**.etc. When identifying a cell by its address, the column letter is always listed first followed by the row number. The cell address of the example below is **A5**.



Enter Data

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1. Click on the **A1** cell (The cell at the very top left of the spreadsheet).
2. Notice the heavy black border around the **A1** cell. The heavy black border indicates that **A1** is the **active cell**. (**A** is at the top of the first column and **1** is on the first row. Both are highlighted. The highlighting also indicates that **A1** is the **active cell**.)

	A	B
1		

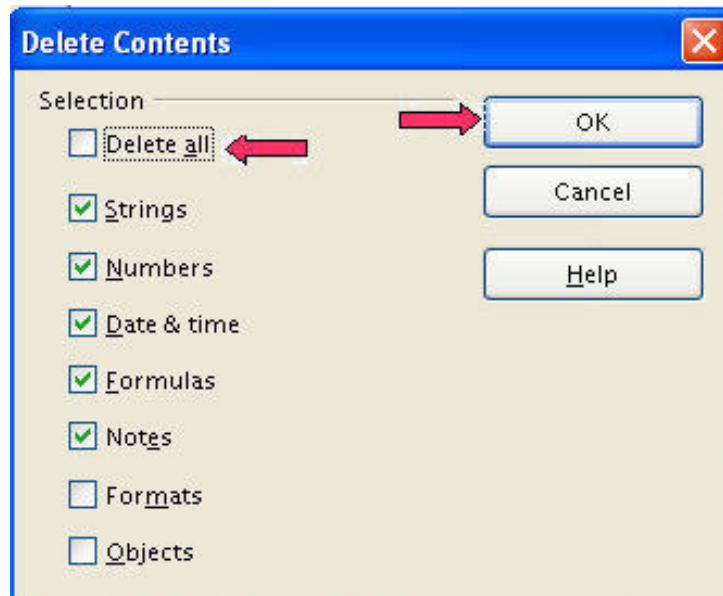
3. Type **Hello World** and press **Enter**.
4. The active cell is now **A2**. (The words "Hello World" are in A1.)

	A	B
1	Hello World	
2		

5. When you type something in a cell and press **Enter**, what you typed is seen in that cell and the cell below becomes the next active cell.

Delete Data

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

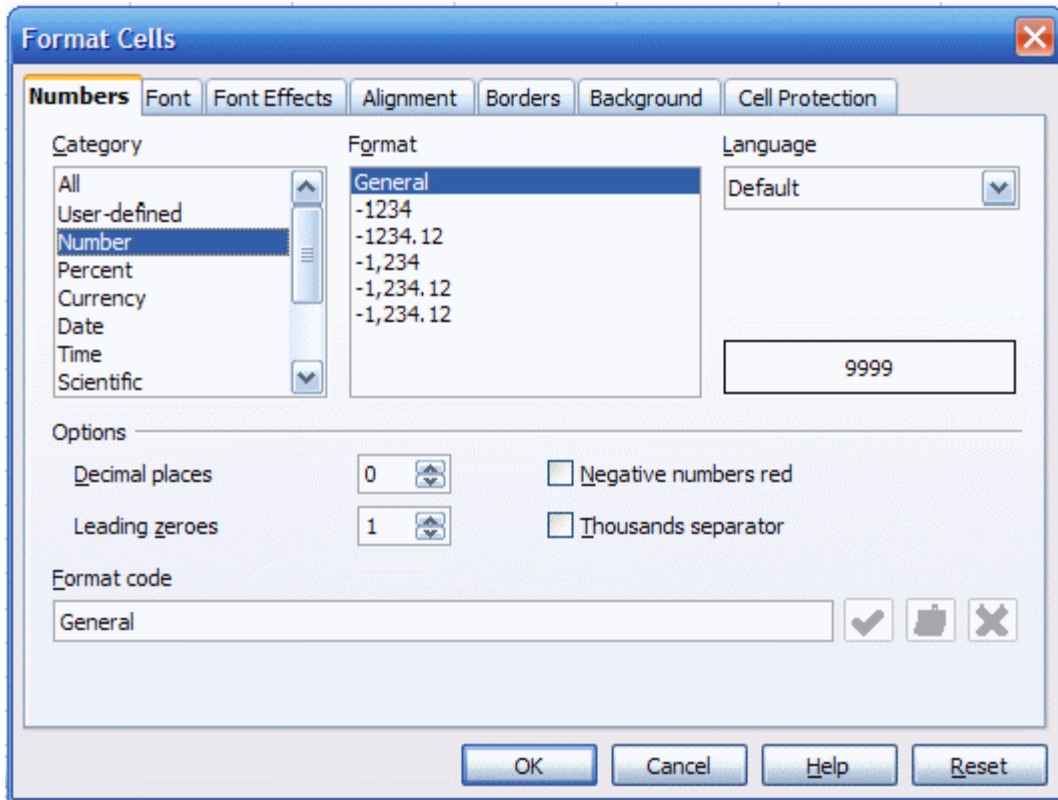


3. Check the **Delete all** box then click **OK**. ("Hello World" is deleted from A1)

Format Data

Separate Thousands, Two Decimal Places, Red Negative Numbers

1. Click cell **A1**. > Type the number **-9999.129** > Press **Enter**. (The cursor moves to cell A2)
2. **Right-click** cell A1. (A small menu appears) > click **Format cells**. (The “Format cells” window appears)



1. Click **Numbers** tab. Under “Category”, click on **Number**. Under “Format”, click on **-1,234.12**. Click In the small box before “Negative numbers red”. (A check-mark appears in the box) > Click **OK**. (The number '-9,999.13' appears in cell A1.

Align Left

2. Click **Alignment** tab. In the “Horizontal” pull-down menu, select **Left**. Click **OK**. (the numbers move to the left edge of the cell.)