

Using spreadsheets on our Public Computers

OpenOffice – an open source software – is now installed on all Internet Public Computers as of July 9, 2010. OpenOffice Writer replaces Microsoft Word and OpenOffice Calc replaces Microsoft Excel. The presentation software application OpenOffice Impress is also installed. Here is what you can do with OpenOffice Calc:

Open a spreadsheet:

- Click on the icon for Open Office – Calc.
- A new untitled spreadsheet should open on the screen.
- Pull down the “File” menu and choose “Open”
- Select your external storage device
- Select the spreadsheet you want to open and double click to open it.

NOTE: Sometimes the spreadsheet may look different in Open Office if you created it with another spreadsheet program. If you cannot open your spreadsheet please ask a librarian for assistance.

Edit a spreadsheet:

- Editing is very similar in Open Office Calc to what it is in Microsoft Excel.
- You can add cells, rows and columns, and other editing features using similar methods to those used in Microsoft Excel. Here are some editing differences:
- To sort data – select the rows or columns, pull down the “Data” menu, and choose “sort”. Under the “Sort by” line select the first column you want to sort by and click the “Ascending” or “Descending” button. Follow the same directions for the “Then by” line and for the next “Then by” line. Click “OK”.
- To create a chart of your data – select the data you want to display as a chart and click on the chart icon. The chart wizard opens up with 4 steps to complete. 1. Choose the chart type. 2. Choose the data range. 3. Choose the data series. 4. Choose the chart elements – add a title and subtitle. Click “Finish”.
- To delete a chart, right click on the chart and choose “Cut”.

Print a spreadsheet:

- Pull down the “File” menu.
- Select “Page Preview” to see how your spreadsheet will look when it is printed and to see how many pages will print. You can print from the preview or you can close the preview by clicking on the button, “Close Preview” on the menu bar.
- Click on the printer icon on the menu bar or pull down the “File” menu and select “Print”. You can print all the pages or you can select a range of pages to print.
- Click “OK”. In the popup window, give your print job a name. The Library recommends skipping the password option. Click “OK” again.
- Your print job will come out at the public print release station.
- You need to have a copy card with enough money on it to print your spreadsheet.

Save a spreadsheet:

- You must have an external storage device to save your work.
- If you do not save your document by the 2 minute warning you may not have enough time to save and your work will be lost when the computer automatically logs off at the end of your session.
- Pull down the “File” menu.
- Select “Save As”
- The default “Save as type” will be Microsoft Excel with extension .xls. To change that click the down arrow on the “Save as type” data line and choose the type of file that is the closest to the program you used to create the original document.
- If you are unsure you can save the document as “Text CVS” although you may lose some of the functionality of your spreadsheet.