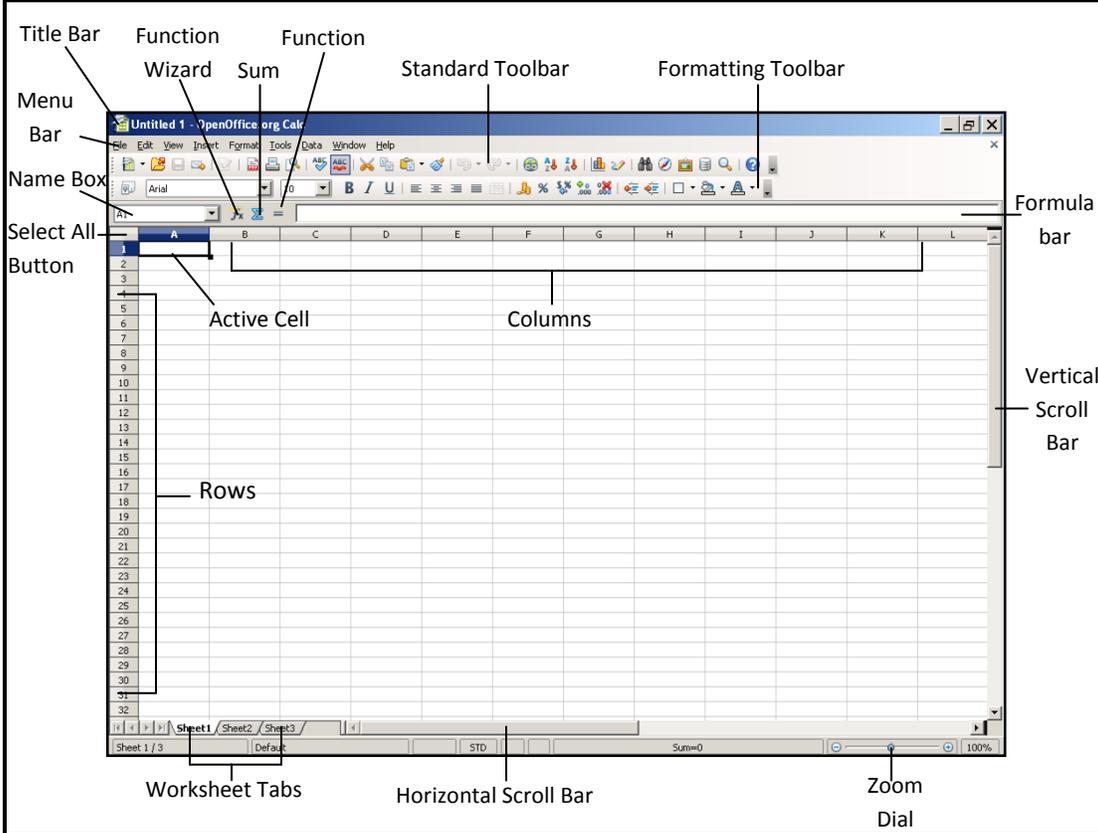




The OpenOffice Calc Screen

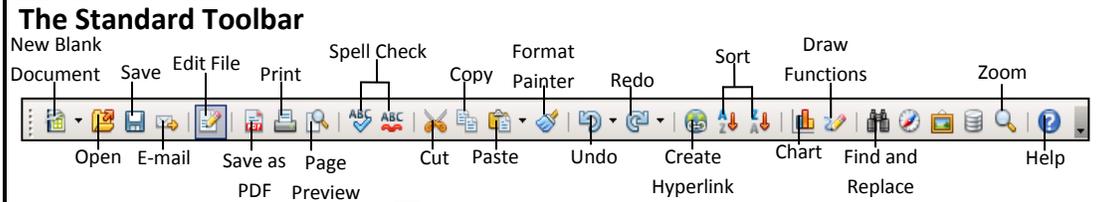


Keyboard Shortcuts

| General | |
|-----------------------------|---------------|
| Open a Workbook | <Ctrl> + <O> |
| Open a New Workbook | <Ctrl> + <N> |
| Save a Workbook | <Ctrl> + <S> |
| Print a Workbook | <Ctrl> + <P> |
| Close a Workbook | <Ctrl> + <W> |
| Undo | <Ctrl> + <Z> |
| Redo | <Ctrl> + <Y> |
| Help | <F1> |
| Switch Between Applications | <Alt> + <Tab> |

| Navigation-Go To: | |
|---|-----------------|
| Move Between unlocked cells | <Tab> |
| Up One Screen | <Page Up> |
| Down One Screen | <Page Down> |
| To Cell A1 | <Ctrl> + <Home> |
| To the Last Cell with Data | <Ctrl> + <End> |
| Open the Go To Navigator Box | <F5> |
| Left to end or beginning of next block | <Ctrl> + <←> |
| Right to end or beginning of next block | <Ctrl> + <→> |
| Up to end or beginning of next block | <Ctrl> + <↑> |
| Down to end or beginning of next block | <Ctrl> + <↓> |

The Fundamentals



- **To Create a New Book:** Click the **New Button** or press **<Ctrl> + <N>**.
- **To Open a Workbook:** Click the **Open Button** or press **<Ctrl> + <O>**.
- **To Save a Document:** Click the **Save Button** or press **<Ctrl> + <S>**. (Note!!! You must save your document as an .xls or .ods file for it to open in MS Excel.)
- **To Save a Document with a Different Name:** Select **File → Save As** from the menu or press **<Ctrl> + <Shift> + <S>**.
- **To Save as a PDF Document:** Click the **Export Directly as PDF Button**.
- **To Select a Cell:** Select the cell you want to edit by clicking it with the mouse pointer or by using the Keyboard arrow keys.
- **To Select a Cell Range (Using the mouse):** Click the first cell of the range and drag the mouse pointer to the last cell of the range.
- **To Select an Entire Row or Column (Using the mouse):** Click the number of the row you want to highlight or the letter of the column you want to highlight.
- **To Select an Entire Worksheet:** Click the **Select All Button** where the column and row headings meet or press **<Ctrl> + <A>**.
- **To Print a Document:** Click the **Print button** or press **<Ctrl> + <P>**.

| Editing | |
|---------------------|--------------|
| Cut | <Ctrl> + <X> |
| Copy | <Ctrl> + <C> |
| Paste | <Ctrl> + <V> |
| Clear Cell Contents | <Backspace> |
| Edit Active Cell | <F2> |
| Absolute Reference | <F4> |

| Formatting | |
|------------|--------------|
| Bold | <Ctrl> + |
| Italic | <Ctrl> + <I> |
| Underline | <Ctrl> + <U> |

Editing

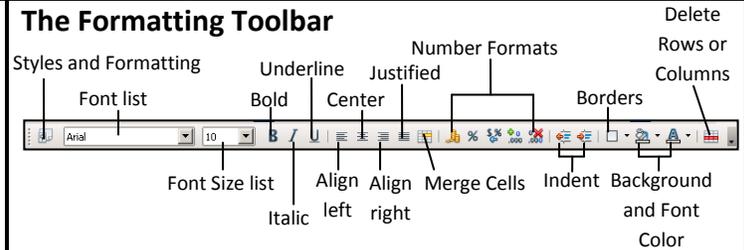
- **To Edit a Cell's Contents:** Select the cell, click the **Formula bar**, edit the cell contents and press **<Enter>** when you're finished.
- **To Clear a Cell's Contents:** Select the cell or cell range and press **<Backspace>**.
- **To Cut or Copy Data:** Select the cell(s) and click the  **Cut button** or the  **Copy button** from the Standard Toolbar or press **<Ctrl> + <X>** (cut) or **<Ctrl> + <C>** (copy).
- **To Paste Data:** Select the destination cell(s) and click the  **Paste Button** from the Standard Toolbar or press **<Ctrl> + <V>**.
- **To Move or Copy Cells Using Drag-and-Drop:** Select the cell(s) you want to move or copy and position the pointer over the lower right corner of the last selected cell, then drag to the destination cells.
- **To Use the Paste Special Command:** Cut or copy the cell(s), select **Edit -> Paste Special** from the menu, click on Paste Special, check the settings in the Paste Special box that appears and then press **OK** or press **<Ctrl> + <Shift> + <V>**.
- **To Sort data that are in the columns:** Click the letter located at the very top of the column you want to sort or highlight the cells in that column and press the  or  **Sort Button**.
- **To Insert a Column or Row:** Click the selected row or column heading (numbers for rows, letters for columns) then click **Insert Button** from the menu bar and select **Columns** or **Rows**. The new column will appear on the left of the selected column or above the selected row.
- **To Delete a Row or Column:** Select the row or column heading(s) and press **<Delete>**, or select **Edit -> Delete Cells** from the Menu Bar, or press **<Ctrl> + <->**

Formulas and Functions

- **To Total a Cell Range:** Click the cell after the cell range that you want to add and then click the  **Sum Button** on the left of the Formula Bar, verify that the cell range selected is correct (if it isn't, select the cell range you want to total), and press **<Enter>**.
- **To Enter a Formula:** Select the cell where you want to insert the formula, press the  **Function Button** and enter the formula using values, cell references, operators and functions. Press **<Enter>** when you're finished.
- **To Reference a Cell in a Formula:** Click the cell reference (for example, "A2") or simply click the cell you want to reference.
- **To Use the Formula Palette to Enter or Edit a Formula:** Type the cell where you want the enter or edit a formula and click the  **Function Wizard Button**.
- **To Create a Cell Range Name:** Select a cell range and then give it a name in the  **Name Box**.

Formatting

The Formatting Toolbar



- **To Format Text:** Change the style of text by clicking the  **Bold Button**,  **Italic Button**, or  **Underline Button** on the Formatting toolbar. Change the font type by selecting a font from the  **Font List**. Change the font size by selecting the  **Font Size List**.
- **To Format Numbers or Values:** Select the cell(s) you want to format and click the appropriate number formatting button(s) on the formatting toolbar. They are:  **Currency Style**,  **Percent Style**,  **Standard Style**,  **Add Decimal**, and  **Delete Decimal**.
- **To Change Cell Alignment:** Select the cell(s) and click the appropriate alignment button ( **Align Left**,  **Center**,  **Align Right**, or  **Merge cells**) on the Formatting Toolbar.
- **To Adjust Column Width:** Drag the right border of the column header. Double-click the border to AutoFit the row according to its contents.
- **To Adjust Row Height:** Drag the bottom border of the row header. Double-click the border to AutoFit the row according to its contents.
- **Adding Borders:** Select the cell(s), click the  **Borders Button** on the Formatting toolbar, and select the border you want.

Charts

- **To Create a Chart:** Select the cell range that contains the data you want to chart and click the  **Chart Button** on the Standard toolbar. Select the chart type and click **Next**. Verify the data range and click **Next**. Verify the data series and click **Next**. Add what you want to the chart elements and click **Finish**. Remember to click away from the chart, so that the thick grey border is gone.
- **To Undo a chart:** To remove a chart, click on the chart, then click on the **Edit -> Cut** from the menu bar.