Open Office Spreadsheets for Beginners:
creating and using spreadsheets

Uses for Open Office Spreadsheets:
- expenses
- budgets
- data to be analyzed, summarized, or graphed

Terminology
- worksheet = one sheet or tab within a file (like a piece of paper in a ledger)
- workbook = an entire file (like a ledger)
- cell = location of one piece of data
- row = horizontal series of cells designated by a number
- column = vertical series of cells designated by a letter
- cell reference = location of a cell described by the intersection of a column and row (letter then number) (ex: A1)
- formula = math problem
- formula bar (located at the top of the worksheet) = displays the data or formula within a selected cell

Getting Around a Worksheet
- Move to a cell by clicking on the cell with the mouse.
- The arrow keys on the keyboard can also be used to move to a cell.
- A worksheet can be renamed by double-clicking on its name at the bottom of the screen, typing a new name in the box that appears, and clicking on OK.
- A workbook is named when the file is saved. The file name becomes the workbook name.

Entering Data
- Enter data by typing numbers, letters, or words directly into a cell.
  - Move to the cell using the arrow keys or mouse.
  - Type the letters, numbers, or words.
- Data can also be entered by typing numbers, letters, or words in the formula bar.
  - Move to the cell using the arrow keys or mouse.
  - Click in the formula bar.
  - Type the letters, numbers, or words.

Selecting Cells
- Select a cell by moving to it with the arrow keys or mouse.
  - A dark outline surrounds the selected cell.
  - The data or formula contained in that cell is displayed in the formula bar.

- Select multiple cells as follows.
  - A row of cells can be selected by clicking on the row number on the left side.
  - A column of cells can be selected by clicking on the column letter at the top.
  - The entire worksheet can be selected by clicking on the box in the top left.
- When multiple cells are selected, one of the cells is surrounded by a dark outline and all of the cells are blue.

Formatting Data
- Formatting data refers to changing the appearance of the data but not the data itself.
- To format data, first select the cell or cells to be formatted and then change the formatting.
- Use the tools in the Font section on the Properties window to change the following.
  - font
  - font size
  - emphasis (bold / italic / underlined)
  - font color
  - fill color
  - borders
  - vertical alignment of the text
  - text orientation
- Resize a column by clicking on and dragging the line to the right of the column letter.
- Resize a row by clicking on and dragging the line below the row number.
- Resize a column to best fit the text within it by double-clicking on the line to the right of the column letter.
- Resize a row to best fit the text within it by double-clicking on the line below the row number.
- To change the number format, open the Format menu and click on Cells. The default format is General. The most common number formats are:
  - Currency
  - Date
- Additional formats are also available for the following.
  - number

  - time

Saving and Printing
- Save a workbook as follows.
  - Click on the File menu.
  - Save a workbook for the first time as follows.
    - Click on Save As.
    - Select a location, name the publication, and click on Save.
  - Save changes to a workbook by clicking on Save.
- Print a worksheet as follows.
  - Click on the File menu.
  - Click on Print.
  - Look at the preview on the left side of the window, then click on Print again.

Tips

- Save often.
- Look at the formula bar to see the data or formula contained within a single cell.
- Use the number format options.
    - The currency format makes monetary amounts easier to understand at a glance.
    - The date formats make dates display appropriately within the cells.
- Do not be afraid to ask for help.

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