

Star Office Calc 8.3

Back to the Basics

You will learn about:

- the spreadsheet environment
- creating/saving workbooks and worksheets
- selecting/inserting/resizing rows and columns
- formatting cell numbers/text/colors/borders
- entering and overwriting data
- using copy, paste and autofill
- undoing and redoing changes
- entering and copying formulas
- inserting a chart
- changing margins and page layout
- adding a header and footer
- printing an area or defined number of pages

The Spreadsheet Environment

The screenshot shows the Star Office Calc 8.3 interface with several components highlighted and labeled:

- Title Bar:** Shows the document name "Untitled1 - StarOffice Calc".
- Menu Bar:** Contains menus for File, Edit, View, Insert, Format, Tools, Data, Window, and Help.
- Standard Toolbar:** Contains icons for common actions like Save, Print, Copy, Paste, Undo, and Redo.
- Formatting Toolbar:** Contains icons for text and cell formatting, such as Bold, Italic, Underline, and text color.
- Formula Toolbar:** Contains icons for mathematical and logical functions.
- Name Box:** Shows the active cell address "D12".
- Formula Bar or Active Cell Entry Bar:** Shows the formula "=SUM(B2:B3)" for the active cell.
- Column Headings:** Labeled "Column Headings" with an arrow pointing to the row 1 cells (A-I).
- Row Headings:** Labeled "Row Headings" with an arrow pointing to the column D cells (1-15).
- Active Cell:** Labeled "Active Cell" with a box around cell D12.
- Worksheet Tabs:** Labeled "Worksheet Tabs" with an arrow pointing to the tabs at the bottom: Practice Sheet, Sheet2, Sheet3.

The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	
1	Red	Amount					Count by 2's		Fill Down	
2	Blue		10				2		Cash Deposit	
3	Yellow		20				4		Cash Deposit	
4	Black		30				6		Cash Deposit	
5	Total		40				7		Cash Deposit	
6	Red and Blue						8		Cash Deposit	
7	Red and Yellow						9		Cash Deposit	
8	Total minus Red:						10		Cash Deposit	
9	Average:						11		Cash Deposit	
10							12		Cash Deposit	
11							13		Cash Deposit	
12							14		Cash Deposit	
13							15		Cash Deposit	
14							16		Cash Deposit	
15							17		Cash Deposit	
16	Basic Math Formulas: Always start with an = sign followed by the function. Then a parenthesis enclosing the cell address.							18		Cash Deposit
17	Addition:	=SUM(B2+B3) or =SUM(B2:B3)					19		Cash Deposit	
18	Subtraction:	=SUM(B2-B3)					20		Cash Deposit	
19	Multiplication:	=SUM(B2*B3)					21		Cash Deposit	
20	Division:	=SUM(B2/B3)					22		Cash Deposit	
21	Average:	=AVERAGE(B4:B5)					23		Cash Deposit	
22						24		Cash Deposit		
23						25		Cash Deposit		
24						26		Cash Deposit		
25										
26										
27										
28										

Workbooks and Worksheets

A workbook is a spreadsheet document. Spreadsheets (a.k.a. Worksheets) are pages within a workbook where data is entered and analyzed.

Rows and Columns

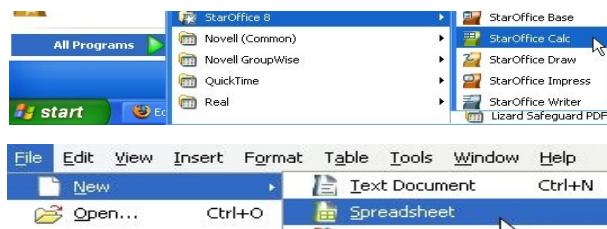
Worksheets are divided into rows and columns.

Cells

Rows and columns are composed of individual cells that can be formatted as described below.

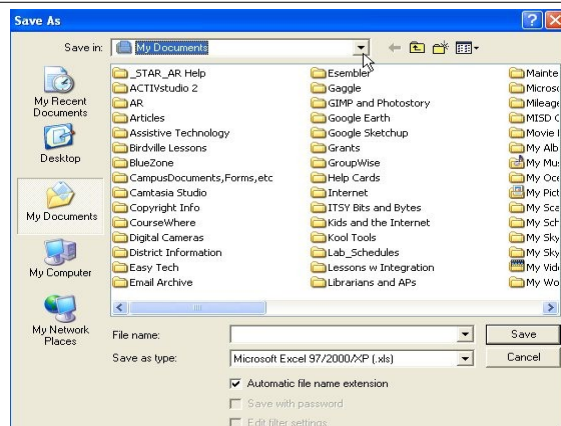
Create a New Workbook

1. Go to **Start/All Programs/Star Office 8/Star Office Calc**
OR
2. Select **File/New/Spreadsheet** from the menu bar of any Star Office program



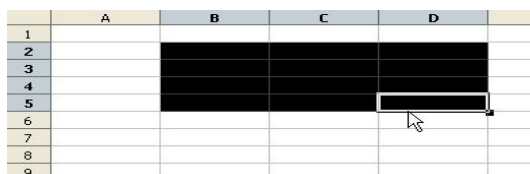
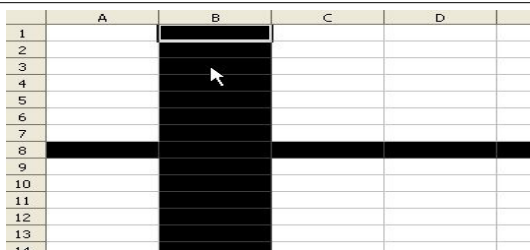
Saving a Workbook

1. Select **File/Save** from the menu bar
2. Navigate to the drive or folder where you wish to save your workbook
3. Type a name for the workbook in the **File Name** box.
4. Click the **Save** button



Selecting rows/columns

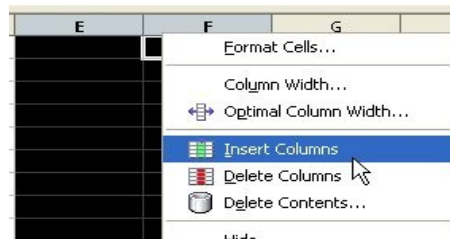
1. To select an **entire row or column**, click on the heading of the row/column you want such as 8 for row 8.
2. To select **multiple rows/columns**, click on the row/column heading and drag the cursor to highlight the number of rows/columns you want.
3. To highlight an **area of cells** (cell range), click in a cell and hold down and drag to highlight the cells you want.



Inserting or Deleting Rows/ Columns

1. Right-click on the column or row heading
2. Select **Insert** or **Delete Row/Column**

**Highlight multiple rows/columns to delete more than one at a time.*



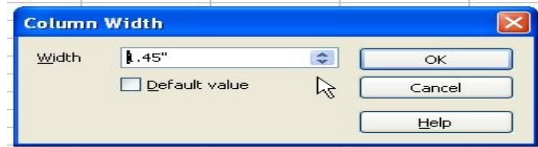
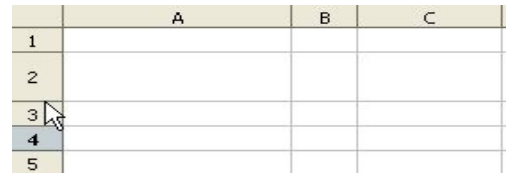
Adjusting Row Height or Column Width

1. Place the mouse cursor over the boundary line of the row or column heading
2. Click and drag the boundary to increase or decrease the row height or column width.

OR

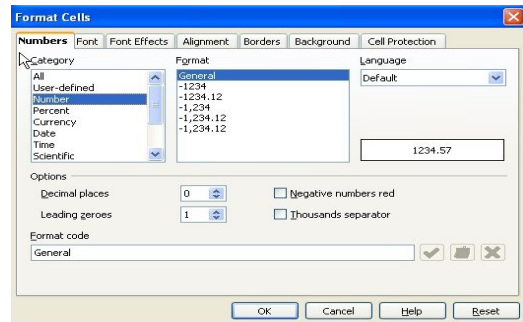
3. Select **Format/Row/Height** OR **Format/Column/Width** from the menu bar and enter the desired value (in points)

If ##### appears in a cell, the **number typed in the cell is too large to fit and needs to be resized.*



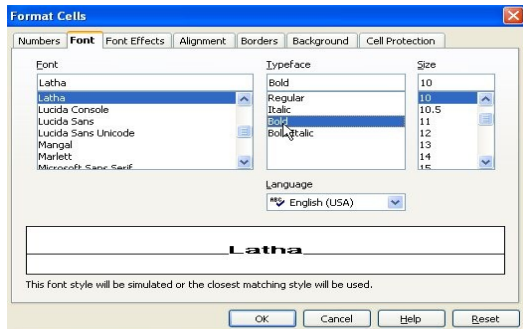
Formatting Cell Numbers

1. Select (highlight) the cells to format
2. Select **Format/Cells** from the menu bar
3. Click on the **Numbers** Tab
4. Select the appropriate category such as Currency
5. Click the **OK** button to apply the formatting



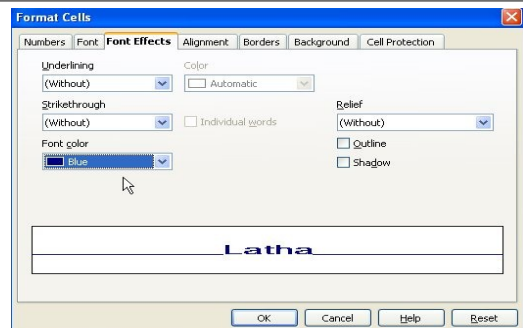
Formatting Font

1. Select the cells to format
2. Select **Format/Cells** from the menu bar
3. Click on the **Font** Tab
4. Choose the font style, typeface, and size
5. Click **OK** to apply the changes



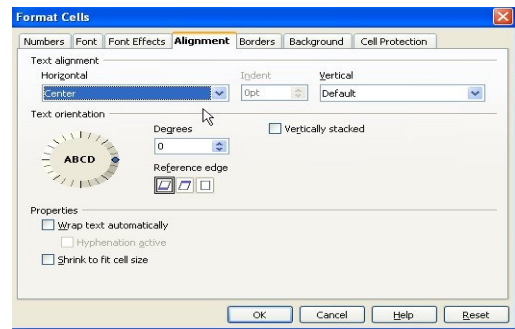
Setting Font Effects

1. Select the cells to format
2. Select **Format/Cells** from the menu bar
3. Click on the **Font Effects** Tab
4. Select a font color and any other special effects
5. Click **OK** to apply the changes



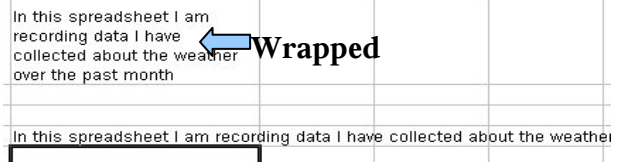
Aligning Text

1. Select the cells to format
2. Select **Format/Cells** from the menu bar
3. Click on the **Alignment** Tab
4. Choose a horizontal and vertical alignment and adjust the text orientation if wanted
5. Click **OK** to apply the changes



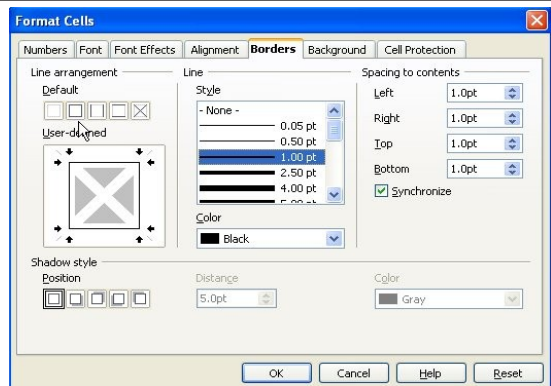
Wrapping Text

1. Select the row, columns, or cells to apply the wrap formatting to.
2. Select **Format/Cells** from the menu bar
3. Click on the **Alignment** Tab
4. Place a checkmark in front of “Wrap text automatically”
5. Click **OK** to apply the formatting



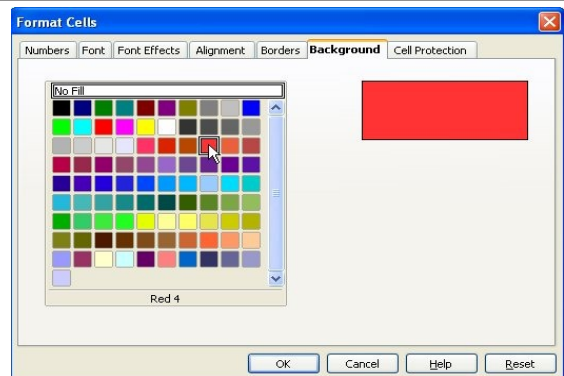
Formatting Cell Borders

1. Select the cells to format
2. Select **Format/Cells** from the menu bar
3. Click on the **Borders** Tab
4. Select a line arrangement and style
5. Click **OK** to apply the changes



Adding Background Color to Cells

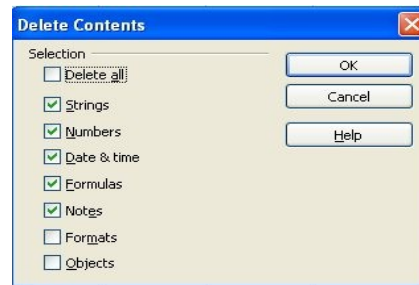
1. Select the cells to format
2. Select **Format/Cells** from the menu bar
3. Click on the **Background** Tab
4. Select a font color
5. Click **OK** to apply the changes



Clearing Cell Formatting and Contents

1. Select the cell(s) that need to be cleared
2. Press the **Delete** key on the keyboard
3. Checkmark the content that needs to be deleted
4. Click **OK** to delete the contents

*Checking **Strings** only will delete text, but not numbers, dates, formulas, or formats.

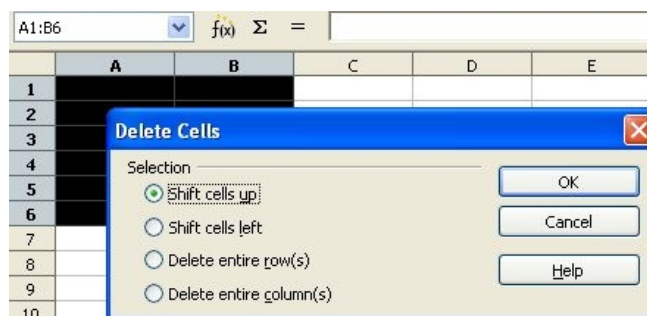


Deleting Cells

When you delete cells, they are removed from the worksheet and the surrounding cells will shift to fill the space.

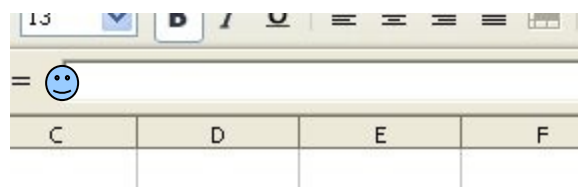
To delete cells:

1. Highlight the cells you wish to delete
2. Select **Edit/Delete Cells** from the menu bar
3. Choose how to rearrange the spreadsheet after the cells are deleted
4. Click **OK** to delete the cells



Entering Data

1. Click the cell where you want to enter data and begin to type
2. Press the **Tab** key to move to the next cell in the same row or press **Enter** to move to the next row below



Overwriting Data

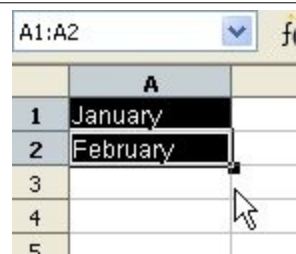
If you wish to change all of the data already entered into a cell, click in the cell and type the new data. The old data will be replaced. If you wish to change only a portion of the data, double click in the cell and you will see your cursor blinking. Use your arrows or mouse to move to where you wish to begin editing.

*Data can also be overwritten by clicking and typing over the words in the **Active Cell Entry Bar**.

Using AutoFill

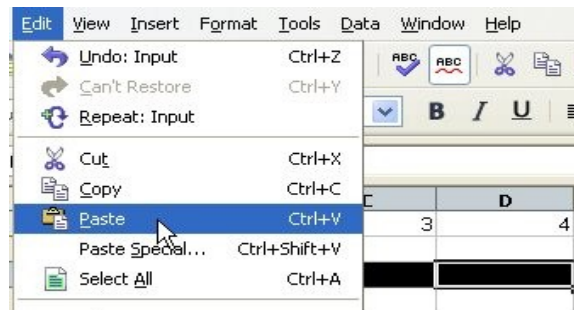
AutoFill can be used to fill in a series of numbers, dates, formulas, or other sequential items.

1. Enter the first entry or two in the series
2. Highlight these entries
3. Click on the tiny square in the bottom right corner of active cell and drag to fill the area you want



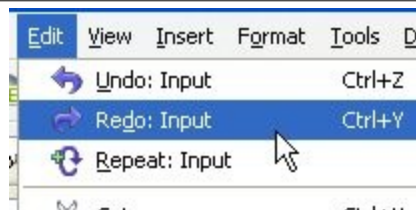
Copy and Paste in a Spreadsheet

1. Select the cells to be copied
2. Select **Edit/Copy** from the menu bar or press **Ctrl + C** on the keyboard
3. Highlight the cells you wish to paste to or click in the cell where the new data range will begin
4. Choose **Edit/Paste** from the menu bar or press **Ctrl + V** on the keyboard



Undoing and Redoing Changes

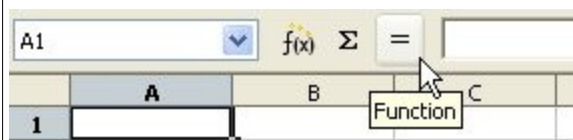
1. To undo recent actions one at a time, click **Edit/Undo** from the menu bar
2. To cancel an entry in a cell or on the formula bar before you press **Enter**, press the **Esc** key
3. To reverse the changes of undo, click **Edit/Redo**
4. To duplicate in another cell the information just entered in a cell, click on the new cell and select **Edit/Repeat** from the menu bar



Entering a Formula

1. Select the cell that will contain the formula
2. Click on the Function button (equal sign) or press the = key on the keyboard
3. Enter the formula
4. The four main operators are:
 - Add (+)
 - Subtract (-)
 - Multiply (*)
 - Divide (/)
5. Reference the cells by their cell address (A10, B15)
6. Constants (4, .2) can also be used
7. Enter parenthesis around calculations that are to be performed first (Please remember my dear aunt Sally)
8. Indicate a range of cells by entering the first cell in the range and the last cell separated by a colon (A15:E30) or highlighting the range of cells as you are entering the formula
9. Click the **Accept** button (check mark on formula bar) or hit the **Enter** key
10. #VALUE indicates the wrong type of argument or operation

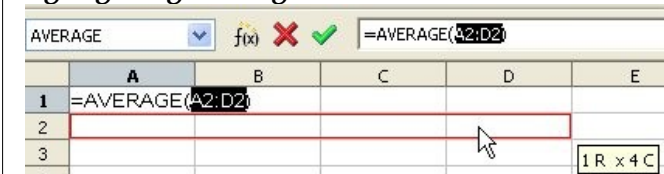
Entering the Formula



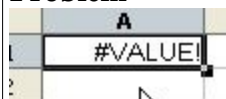
Examples:



Highlighting a Range



Problem

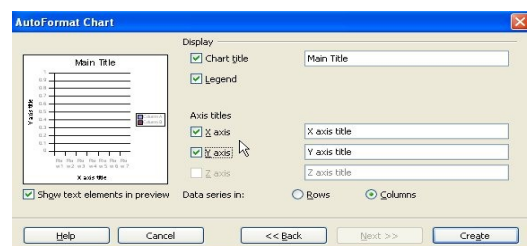
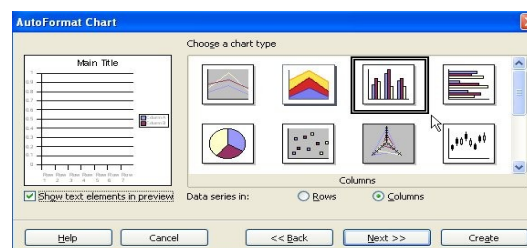
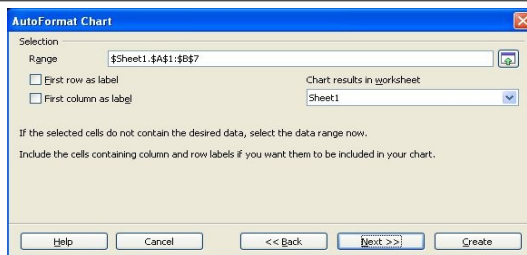


Copying Formulas to a Range of Cells

1. Select the cell with the formula
2. Click on the fill handle (tiny square in the bottom right corner of the active cell)
3. Drag the handle across or down, depending on which cells you want to copy the formula to
4. Star Office Calc will automatically adjust the formula that you are copying to fit the new range of cells

Insert a Chart

1. Select the cells whose data will be contained in the chart
2. Click **Insert/Chart** from the menu bar. This will bring up the Chart Wizard.
3. Make any changes to the chart range (this is filled automatically with the cells you selected in step one)
4. Click the **Next** button
5. Select a chart type
**Checkmark "Show text elements in preview" to get a better picture of your chart.*
6. Click the **Next** button
7. Select a chart sub-type
8. Click the **Next** button
9. Add a chart title, an X axis title, and a Y axis title
10. Click **Create** to insert the chart into the spreadsheet
11. Move the chart to the best location on your spreadsheet.
12. Click **File/Page Preview** on the menu bar to see if the chart fits on your page or needs to be resized



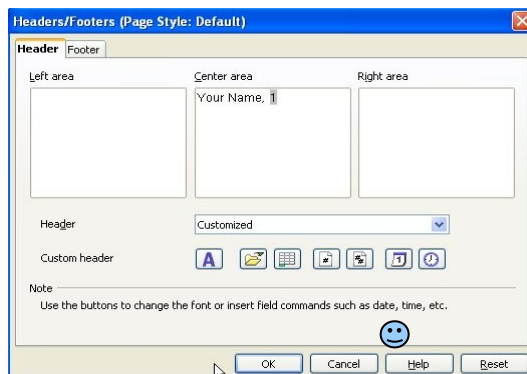
Changing Margins and Page Layout

1. Select **Format/Page** from the menu bar
2. Click on the **Page** tab
3. Choose **Portrait or Landscape** for the page orientation
4. Resize the margins if needed



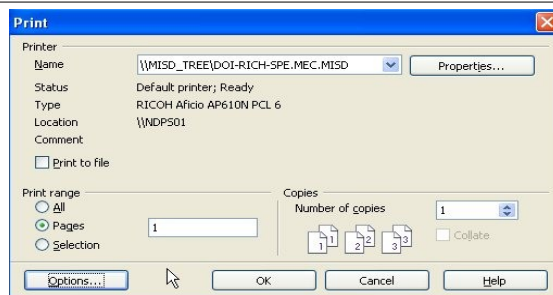
Add a Header or Footer

1. Select **Edit/Headers & Footers** from the menu bar
2. Enter the information and click **OK**
3. Click on the buttons next to **Custom Header** to insert the page number, date, file name, etc., and edit the font of your header or footer.
4. Select



Print an Area of the Spreadsheet:

1. Select (highlight) the area of the spreadsheet
2. Select **File/Print** from the menu bar
3. Click to put the green radio button in front of **Selection** in the **Print Range**
4. Click **OK** to begin printing



Print a Defined Number of Pages

1. Select **File/Print** from the menu bar
2. Click to place the green button in front of **Pages** in the **Print Range**
3. Type the correct number of pages in the entry box and click **OK** to begin printing