

# Star Office Calc 8.3

## Beyond the Basics

### You will learn:

- Insert worksheets
- Rename worksheets
- Move or copy worksheets
- Delete worksheets
- Hide worksheets
- Freeze rows or columns
- Hide rows or columns
- Move data
- Copy and paste
- Find and/or replace data
- Sort data
- Change the page layout
- Add a header or footer
- Creating and working with formulas and functions
- Use the AutoSum feature
- View formulas in the spreadsheet
- Round numbers or change number of decimals
- Track changes in a worksheet
- Insert comments in a worksheet
- Naming a range of cells
- Create and format a chart
- View gridlines in a printed worksheet

**Title Bar**: Untitled1 - StarOffice Calc

**Menu Bar**: File Edit View Insert Format Tools Data Window Help

**Standard Toolbar**: Contains icons for file operations, editing, and navigation.

**Formatting Toolbar**: Contains icons for text and cell formatting.

**Formula Toolbar**: Contains icons for mathematical and logical functions.

**Name Box**: D12

**Formula Bar or Active Cell Entry Bar**: f(x) Σ =

**Column Headings**: A, B, C, D, E, F, G, H, I

**Row Headings**: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26

**Active Cell**: D12

**Worksheet Tabs**: Practice Sheet, Sheet2, Sheet3

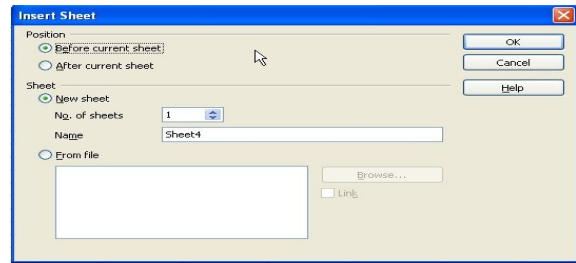
**Basic Math Formulas: Always start with an = sign followed by the function. Then a parenthesis enclosing the cell address.**

17	Addition:	=SUM(B2+B3) or =SUM(B2:B3)	18	Cash Deposit
18	Subtraction:	=SUM(B2-B3)	19	Cash Deposit
19	Multiplication:	=SUM(B2*B3)	20	Cash Deposit
20	Division:	=SUM(B2/B3)	21	Cash Deposit
21	Average:	=AVERAGE(B4:B5)	22	Cash Deposit
22			23	Cash Deposit
23			24	Cash Deposit
24			25	Cash Deposit
25			26	Cash Deposit

### Inserting Worksheets

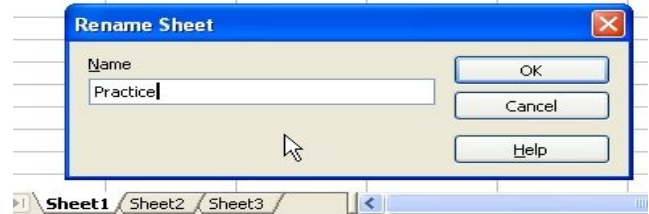
The default number of worksheets in a workbook is three, but you can have as many sheets as the memory of your computer will allow!

1. To insert a single worksheet, select **Sheet** from the **Insert** menu.
2. Choose the position and number of sheets.
3. Press the **OK** button.



### Renaming Sheets

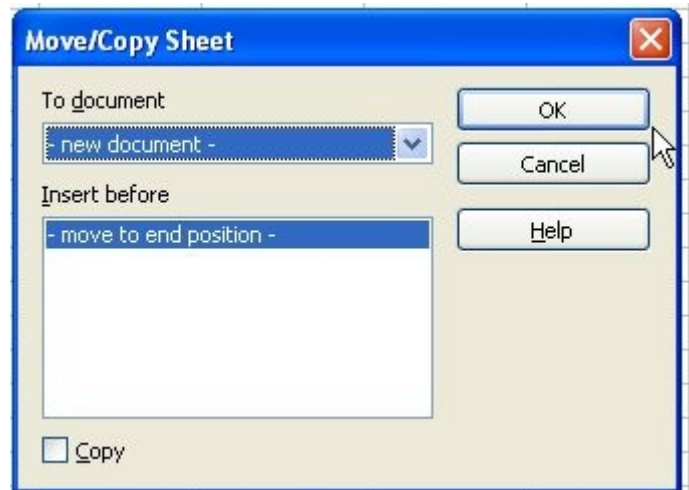
1. Right-click on the sheet tab you wish to rename.
2. Select **Rename** from the pop-up menu.
3. Type in the desired name of the sheet.
4. Hit the **Enter** key or click **OK**.



### Moving or Copying Worksheets

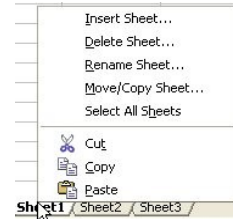
*\*\*When you move or copy worksheets, be aware that the calculations or charts based on the worksheet might become inaccurate.*

1. Open the workbook that will receive the worksheets.
2. Switch to the workbook that contains the worksheets you want to move or copy.
3. Click on the worksheet tab to be moved or copied. To select multiple sheets, hold down the Ctrl key while clicking on the tabs.
4. Choose **Sheet > Move/Copy** from the **Edit** menu.
5. Select the workbook to receive the sheets in the **To Document** box. Select **New Book** to move or copy the sheets to a new workbook.
6. In the **Insert Before** box, select the worksheet name that you want the moved or copied sheets placed in front of.
7. Select the **Copy** check box to copy the sheets instead of moving them.
8. Click the **OK** button.
9. *NOTE \*\* To move sheets within the current workbook, you can drag the selected sheets along the row of sheet tabs. To copy the sheets, hold down the Ctrl key, and then drag the sheets; release the mouse button before you release the Ctrl key.*



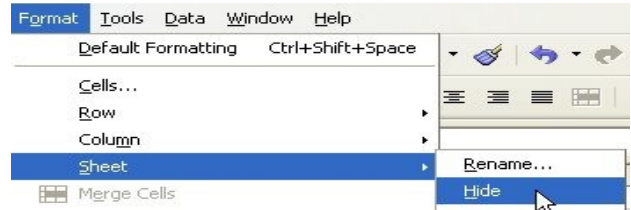
### Deleting Worksheets

1. Right-click on the tab of the worksheet you wish to delete.
2. Select **Delete Sheet**



### Hiding Worksheets

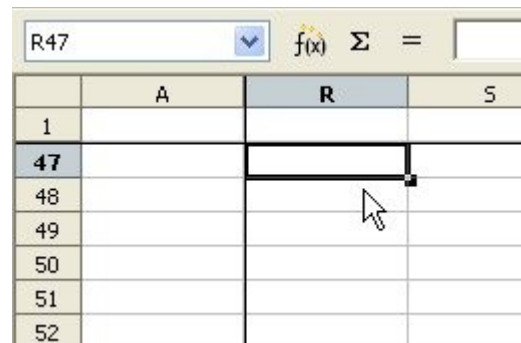
1. Select the worksheet you wish to hide.
2. Choose **Sheet** from the **Format** menu, and then select **Hide**.
3. To unhide the worksheets choose **Sheet** from the **Format** menu, and then select **Show**. Click on the name of the worksheet that you wish to unhide. Click **OK**.



### Freezing Rows or Columns

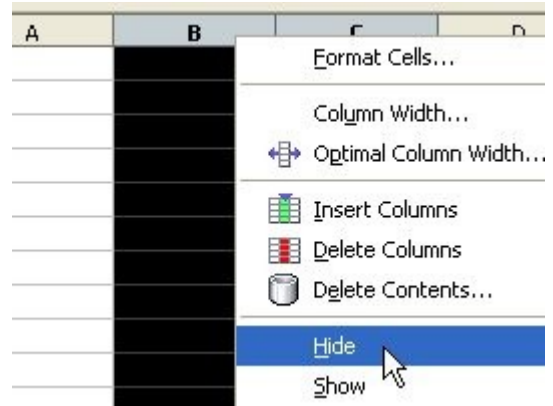
You can “freeze” the horizontal and vertical panes to keep row and column labels or other data visible as you scroll through a sheet. This data won’t scroll and will remain visible as you move through the rest of the worksheet.

1. To select a pane(s) to freeze:
  - a. **Top Horizontal Pane** – select the row heading below the row you want to remain visible
  - b. **Left Vertical Pane** – select the column heading to the right of the column you want to remain visible
  - c. **Both the Top and Left Panes** – click the cell below and to the right the row and column you want to remain visible when you scroll down through the worksheet
2. Select **Freeze** from the **Window** menu.
3. To unfreeze a pane, go back to the **Window** menu and click **Freeze** again. This will remove the check next to the word Freeze and unfreeze the pane.
  - *Note: Splitting a worksheet into sections is like freezing panes except that a split section has scroll bars and a frozen pane is not scrollable. To split a pane select **Split** from the **Window** pane.*



### Hiding Rows and Columns

1. Highlight the desired rows/columns that you do not want to see
2. Right-click on a row number or column letter within the highlighted area
3. Select **Hide** from the pop-up menu
4. To view the row or column again, highlight a range that includes the hidden area and select **Format/Column/Show OR Format/Row/Show**
  - *NOTE : To reveal a hidden worksheet, choose SHEET from the FORMAT menu. Select UNHIDE and then double-click on the hidden worksheet you wish to display.*

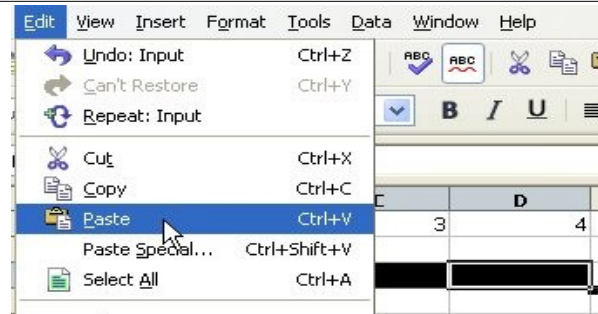


### Moving Data

1. Highlight the cells you wish to copy or move
2. Click on the highlighted area and drag the selection to its new place in the worksheet.

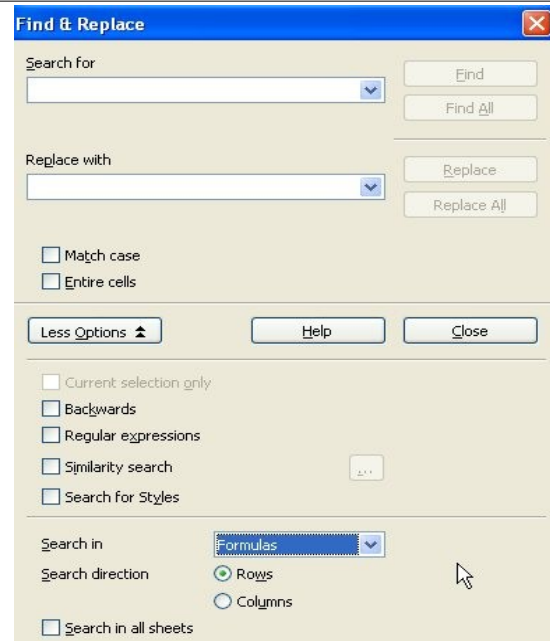
### Copy and Paste

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



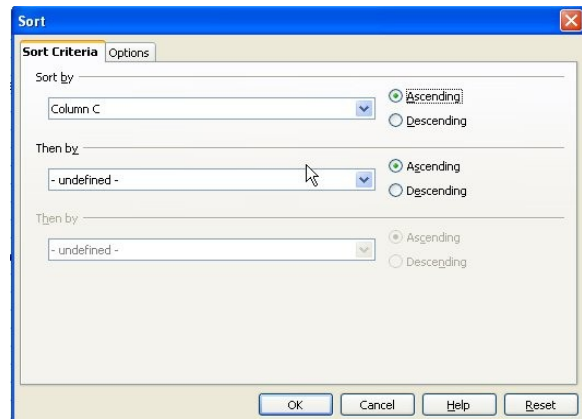
### Finding & Replacing Data

1. Select the range of cells you want to search, or to search the entire worksheet, click any single cell.
2. Choose **Find & Replace** on the **Edit** menu, or press **Ctrl + F**
3. Enter the text or numbers you want to search for in the **Search for** box.
4. Choose whether you want to search, **Formulas**, **Values** or **Comments** by selecting the type of information in the **Search in** box.
5. Click the **Find** or **Find All** button to begin searching.
6. Enter the replacement text in the **Replace with** Box. (Leave the **Replace with** box blank to delete the characters in the **Search For** box.)
7. Click **Replace** to replace the highlighted text. Click **Replace All** to replace all occurrences of the found characters.



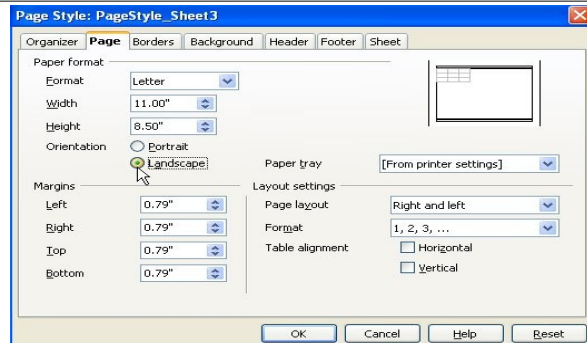
### Sort or Arrange

1. Highlight the data or the rows/columns that you want to alphabetize or put in numerical order.
2. Select **Sort** from the **Data** menu
3. In the **Sort** dialog box choose which fields you wish to sort by.
4. Choose either **Ascending** or **Descending** and click **OK**.



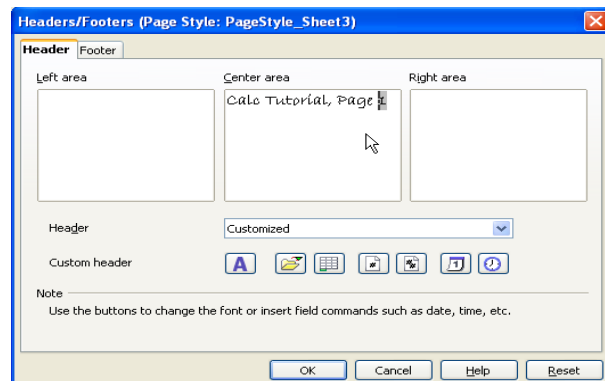
### Change the Page Layout (it will print sideways)

1. Select **Page** from the **Format** menu
2. Click the **Page** tab
3. Place a checkmark in front of **Landscape** and click **OK**



### 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. To turn off headers select **Page** from the **Format** menu. Then click on the **Header** tab and uncheck **Header On**. Click **OK** to apply the changes.



## 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:
  4. Add (+)
  5. Subtract (-)
  6. Multiply (\*)
  7. 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

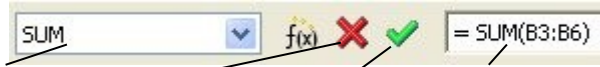
## Using the Formula Wizard

1. Select the cell that will contain the formula.
2. Click the **Function Wizard** button. The Formula Wizard window appears.
3. Select the desired **Function** and click **Next**.
4. Enter the arguments for the function.  
Arguments are the values a function uses to perform a calculation or operation. Arguments may include numeric values cell references, ranges of cells, labels, or nested functions.
5. To select a cell or range of cells as the argument for a function, click the **Shrink** button to temporarily hide the dialog box. Select the range of cells on the worksheet, then click the  button to return to the dialog box.
6. Click the **OK** button or press **Enter** to apply the formula.

## Copying Formulas to a Range of Cells

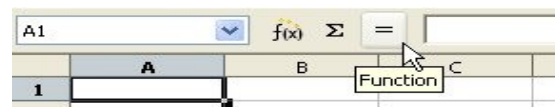
1. Select the cell with the formula
2. Click on the fill handle (tiny square in the bottom right corner of the active cell)

## Formula Bar

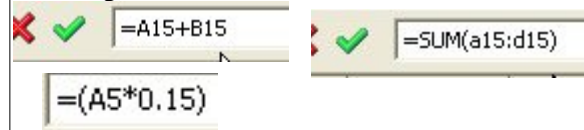


Name Box, Clear Formula, Accept Formula, Formula Bar

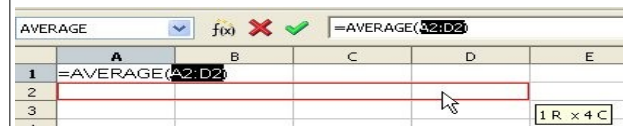
## Entering the Formula



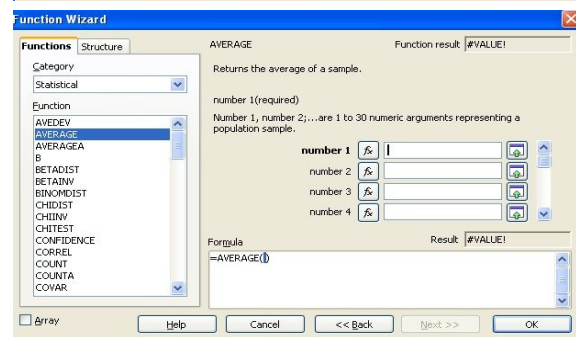
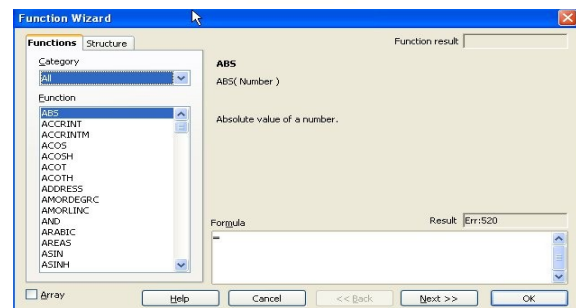
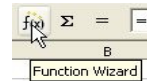
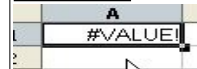
## Examples



## Highlighting a Range



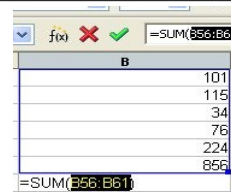
## Problem



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

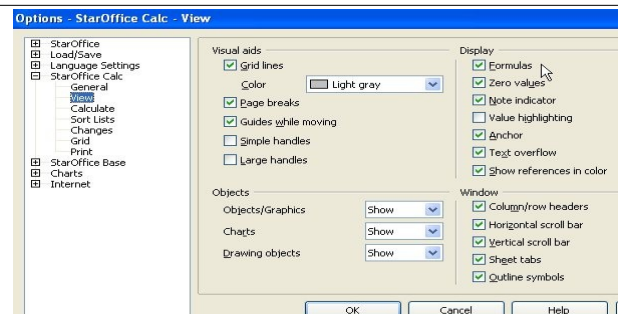
### Using the AutoSum Button

1. Click a cell below or to the right of the numbers you want to sum.
2. Click the **Σ AutoSum** button.
3. Press the **Enter** key.



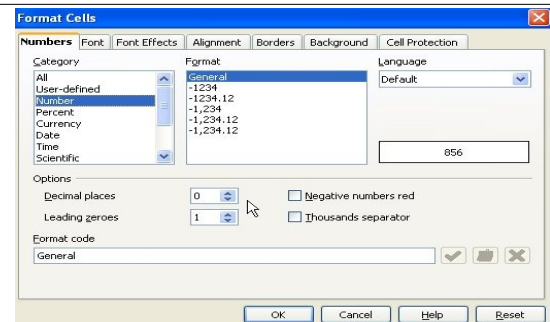
### View Formulas in a Spreadsheet

1. Go to **Tools**
2. Scroll down to **Options**
3. Double-click **Star Office Calc**
4. Choose **View**
5. Under **Display** place a checkmark in front of **Formulas**
6. Click **OK**



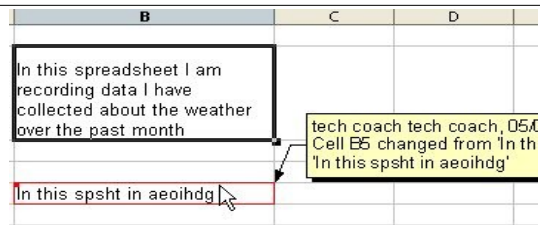
### Round or Change the Number of Decimals in a Number

1. Highlight the number or numbers you want to change.
2. Go to **Format** and down to **Cells**
3. Choose the **number** tab
4. Click on **number** and change the decimal places from 2 to 0 (If you want it to round)



### Tracking Changes

1. Select **Changes** from the **Edit** menu.
2. Select **Record** from the resulting menu. This will highlight any changes made in that document by a different author or on a different date.
3. Make changes to the workbook, as desired. Calc will track and mark the changes.
4. To stop tracking changes go back to the **Edit** menu and click on **Record** again. This will uncheck and stop recording.
5. To reject a change go to **Edit/Changes/Accept or Reject** and choose to accept or reject the changes.



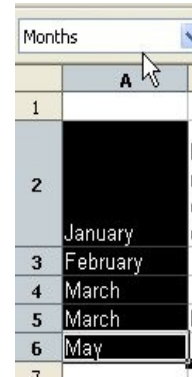
### Inserting a Comment

1. Click or highlight the location in the workbook where you want to insert a comment (where a change has been recorded). Comments are used when tracking changes to help another person understand your changes.
2. From the **Edit** menu select **Changes** then **Comment**.
3. Enter a comment into the comment box that appears.
4. Click **OK** to return to the document.



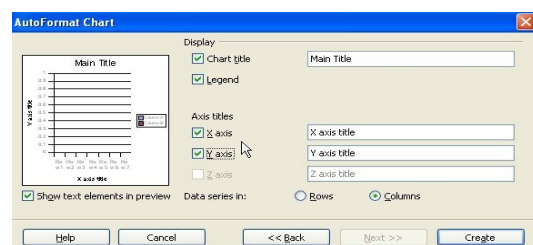
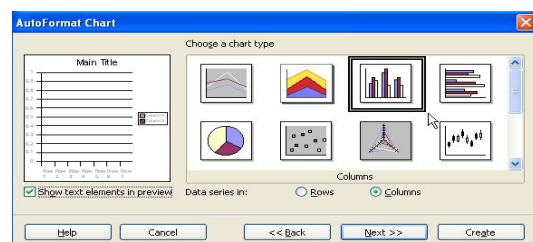
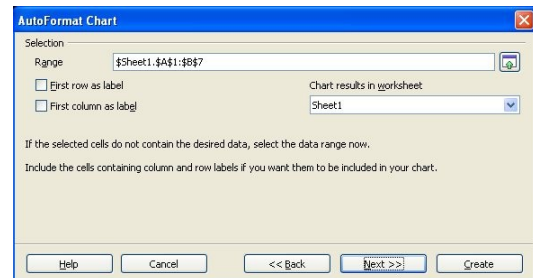
### Naming a Range of Cells

1. Select the cell(s) to be named.
2. Enter the name of the cell(s) in the **Name Box** to the left of the formula bar. Valid names must start with a letter or underscored character, and cannot be the same as a cell reference.
3. Hit the **Enter** key
4. To go to the named range at any point, click the drop-down button next to the **Name Box** and select the name of the range.



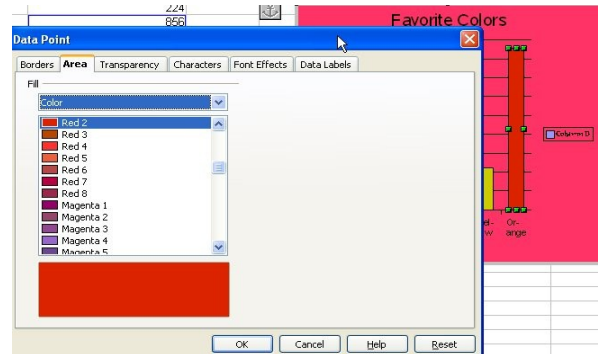
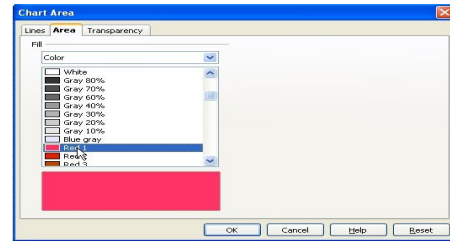
### Insert a Chart

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



## Format a Chart

1. Select the chart by clicking on it.
2. To format the chart area, right click on the white space of the chart. Click on **Chart Area**.
3. Click on a color for the background. Click **OK**
4. Double Click individual items such as labels and bars in a bar graph to change their properties such as font style and the color of the bar.
5. Click on **OK** to apply any formatting.



## View Gridlines When you Print

1. Go to the **Format** menu and select **Page**
2. Click on the **Sheet** tab at the top.
3. Under the **Print** options, place a checkmark in front of **Grid**.
4. Click **OK** to apply that formatting.

