



Calc Guide

Chapter 2
Entering, Editing, and
Formating Data

OpenOffice.org

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Entering data into Calc

Entering data into OpenOffice.org (OOo) Calc is a simple process, accomplished using the keyboard. Whichever cell is selected in your spreadsheet is where the data will be input. Navigating through the spreadsheet can be done by using either the keyboard or the mouse.

Inputting data

Most data entry in Calc can be accomplished using the keyboard. You can enter both text and numbers using either the main keyboard area or the number pad. As discussed in Chapter 1, “Introducing Calc,” a Calc spreadsheet is divided into several different cells. Each cell can contain an independent piece of data, as shown in Figure 1.

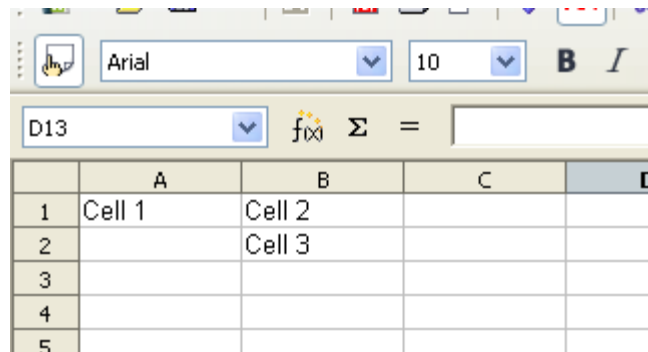


Figure 1: Independent cells

Moving between cells

There are three ways to navigate between cells in Calc.

Using the mouse

To move the focus using the mouse, simply move the mouse pointer to the cell where the focus should be and click the left mouse button. This changes the focus to the new cell. This method is most useful when the two cells are a large distance apart.

Using the arrow keys

The arrow keys on the keyboard can move the focus one cell at a time left, right, down, or up.

Using the *Enter* key

You can customize the direction the *Enter* key moves the focus, by selecting **Tools > Options > OpenOffice.org Calc > General**. (See Figure 2.)

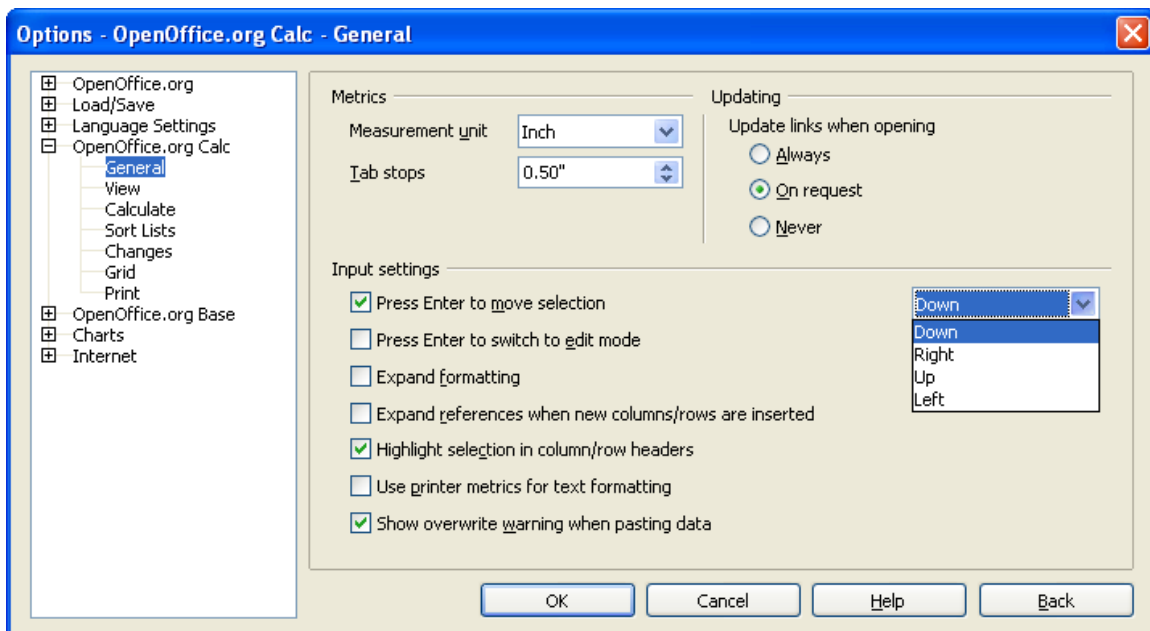


Figure 2: Customizing the effect of the Enter key

The four choices for the direction of the *Enter* key are shown on the right side of Figure 2. It can move data down, right, up, or left. Depending on the file being used or on the type of data being entered, different directions can be useful.

In addition to this, the *Enter* key doesn't have to make the focus move at all. It can also be used to switch into and out of editing mode. Use the checkboxes under *Input settings* in Figure 2 to change the *Enter* key settings.

Multiple lines of text

Multiple lines of text can be entered into a single cell, in two ways. Each method is useful for different situations.

Wrapping text

Text in cells can be set to wrap at the end of the cell. This option can be set by right-clicking on a cell and selecting **Format Cells**. (See Figure 3.) Click on the **Alignment** tab. Near the bottom of the dialog, under Properties, is a checkbox labeled **Wrap text automatically**. Selecting this checkbox will cause a line break to appear when the text gets to the end of the cell. The results are shown in Figure 4.

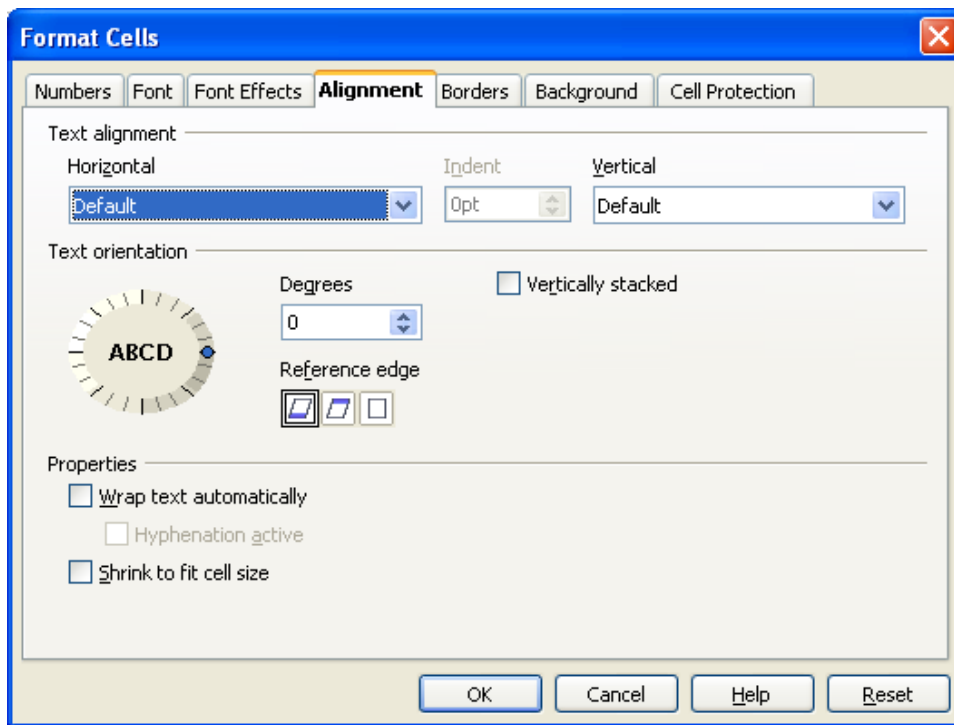


Figure 3: Format Cells > Alignment dialog

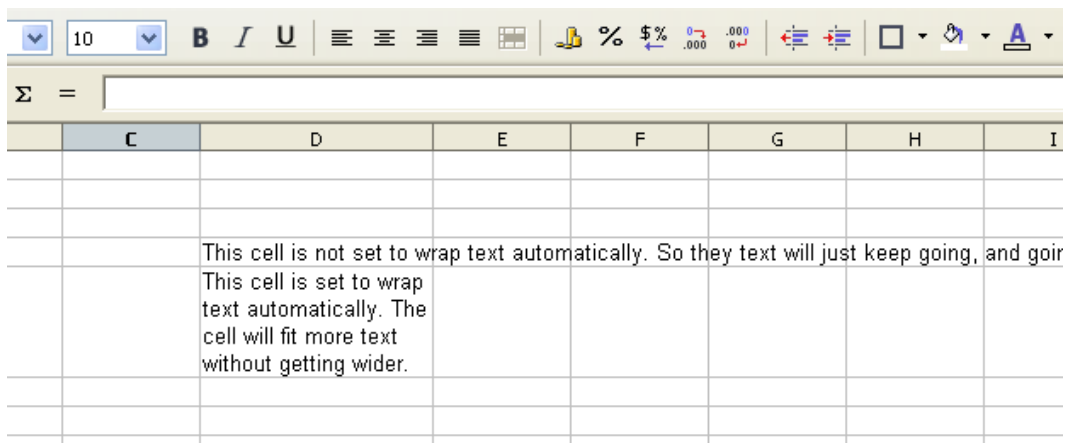


Figure 4: Automatic text wrap

Line breaks

Multiple lines of text can also be entered by using manual line breaks. When a manual line break is entered, the cell width does not change.

To insert a manual line break, press *Ctrl+Enter* while typing. Figure 5 shows the results of using two manual line breaks after the first line of text.

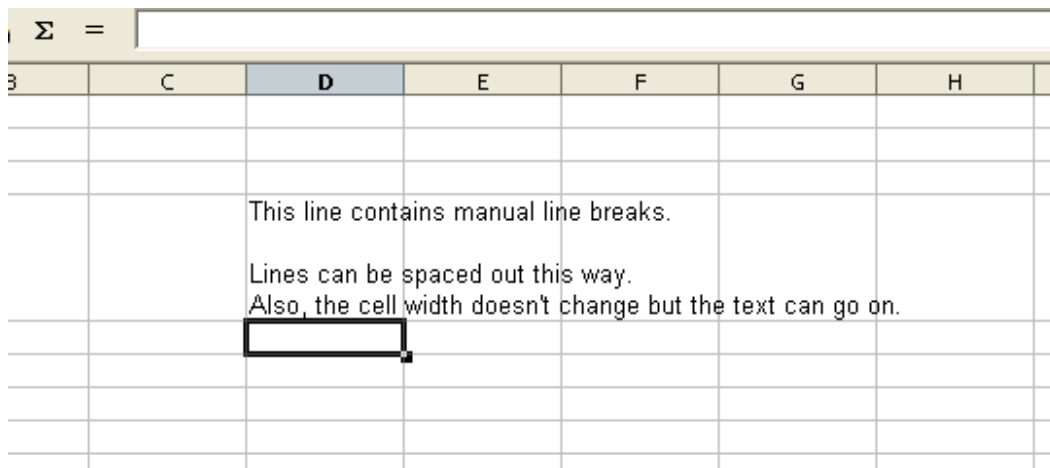


Figure 5: Cell with manual line breaks

Shrinking to fit cell

The font size of the data in a cell can automatically adjust to fit in a cell. To do this, check the **Shrink to fit cell** checkbox in the Format Cells dialog (Figure 3). Figure 6 shows the results.

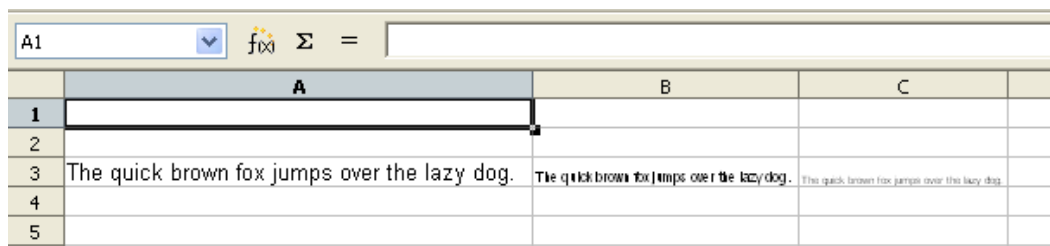


Figure 6: Shrinking font size to fit cells

Editing data in Calc

Editing data is done almost the same way it is entered.

The first step to editing data is selecting the cell containing the data to be edited. To select the appropriate cell, use one of the above methods. Once the cell is selected, the text in it can be edited.

Removing data from a cell

Data can be removed (deleted) from a cell in several ways.

Removing data only

The data alone can be removed from a cell without removing any of the formatting of the cell, by pressing the *Backspace* key.

Removing data and formatting

The data and the formatting can be removed from a cell at the same time. Pressing the *Delete* key brings up a **Delete Contents** dialog. (See Figure 7.)

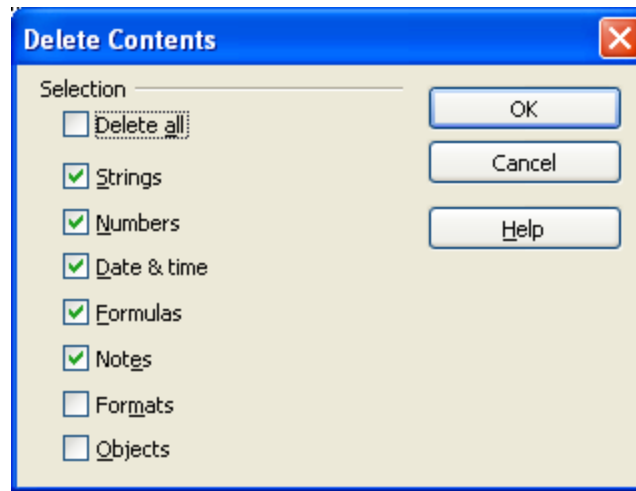


Figure 7: Delete Contents dialog

From this dialog, the different aspects of the cell can be deleted. To delete everything in a cell (contents and format), check **Delete all**.

Replacing all the data in a cell

To remove data and insert new data, simply type over the old data. The new data will retain the original formatting.

Changing part of the data in a cell

Sometimes it is necessary to change the contents of cell without removing all of the contents, for example if the phrase “See Dick run” is in a cell and it needs to be changed to “See Dick run fast.” It is often useful to do this without deleting the old cell contents first.

The process is the similar to the one described above, but you need to place the cursor inside the cell. You can do this in two ways.

Keyboard shortcut

After selecting the appropriate cell, press the *F2* key and the cursor is placed at the end of the cell. Then use the keyboard arrows to move the cursor through the text in the cell.

Mouse

Using the mouse, select the appropriate cell to edit. Once the cell is selected, move the mouse pointer up to the input line and click into it to place the cursor for editing. You can either edit the data from the input line or, once the cursor is in the input line, click the mouse in the original cell for editing.

Formatting data in Calc

The data in Calc can be formatting in several different ways. It can either be edited as part of a cell style so that it is automatically applied, or it can be applied manually to the cell. To access the options to format a cell, select the appropriate cell or cells, right-click on it, and select **Format Cells**. All of the format options are discussed below.

Note All the settings that will be discussed below can also be set as a part of the style using the Styles and Formatting window. See Chapter 10, “Using Styles in Calc” for more information.

Numbers

On the *Numbers* tab (Figure 8), the behavior of the data in the cell can be controlled:

- Any of the data types in the **Category** list can be applied to the data.
- The number of decimal places and leading zeros can be controlled.
- A custom format code can also be entered.

Using the language setting in this menu controls the local settings for the different formats such as the date order and the currency marker.

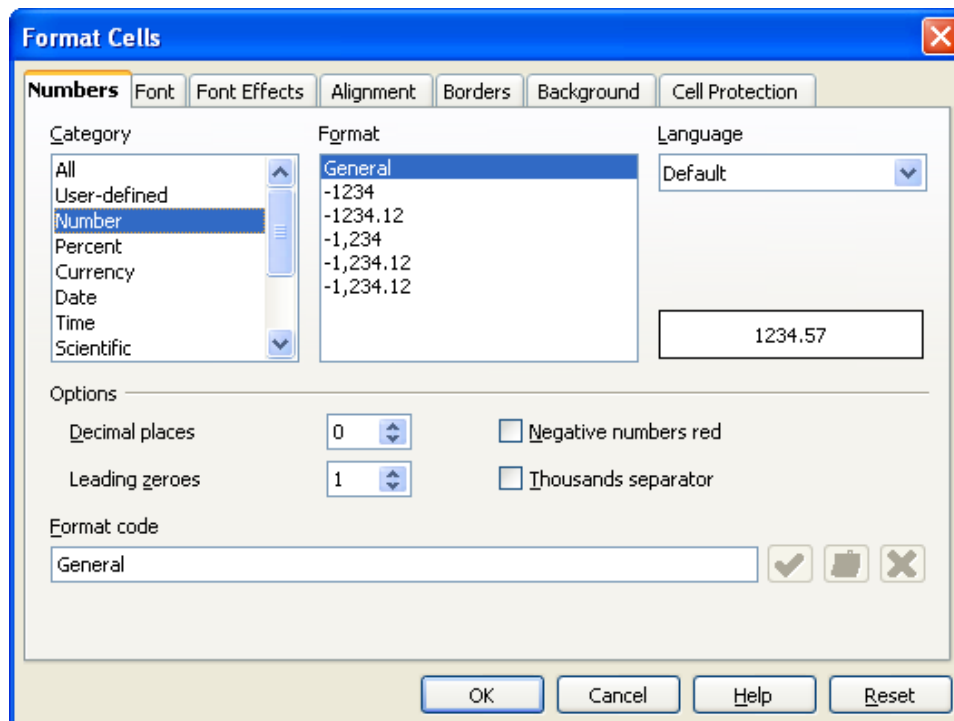


Figure 8: *Format Cells > Numbers*

Font

The font for the cell can be chosen on the *Font* tab (Figure 9). The display on the bottom shows a preview of the cell.

Here you can also set the language of the cell. The language setting is useful, because it allows different languages to exist in the same document and be spell checked correctly.

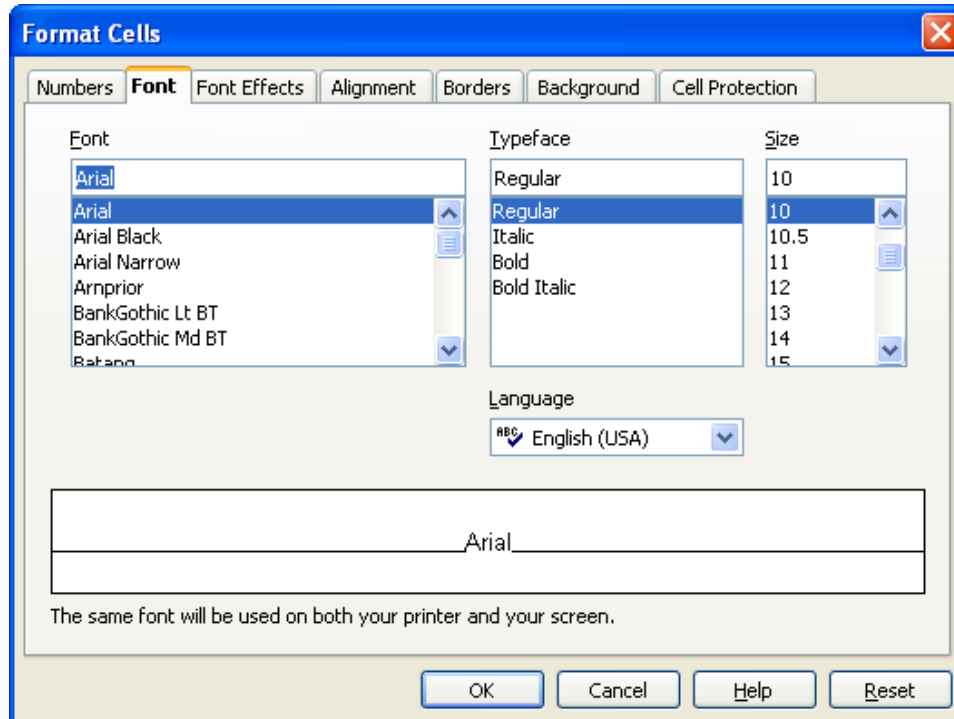


Figure 9: *Format Cells > Font*

Font effects

The *Font Effects* tab (Figure 10) offers more font options.

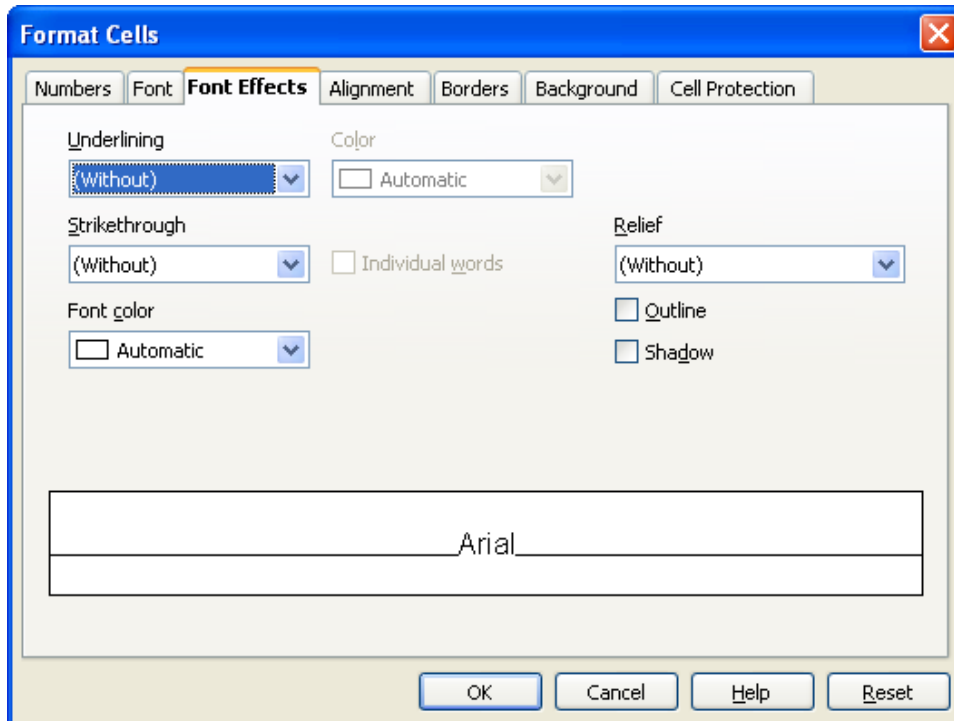


Figure 10: Format Cells > Font Effects

Underlining

The underlining options are summarized in Figure 11.

<u>Single</u>	<u>Dotted</u>	<u>Long Dash</u>	<u>Dot_Dot_Dash</u>
<u>Double</u>	<u>Dotted_Bold</u>	<u>Long Dash_Bold</u>	<u>Dot_Dot_Dash_Bold</u>
<u>Bold</u>	<u>Dash</u>	<u>Dot_Dash</u>	<u>Wave</u>
<u>Double_Wave</u>	<u>Dash_Bold</u>	<u>Dot_Dash_Bold</u>	<u>Wave_Bold</u>

Figure 11: Calc underline options

The underlining color can also be changed on this tab.

Strikethrough

The strikethrough options are summarized in Figure 12.

Single	Bold	With X
Single	Bold	With X
Double	With /	
Double	With /	

Figure 12: Calc strikethrough options

Relief

The relief options are embossed (raised text), engraved (sunken text), outline, and shadow, as shown in Figure 13.

Embossed	Engraved	Outline	Shadow
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Figure 13: Calc relief options

Alignment and orientation

On the *Alignment* tab (Figure 14), you can set the horizontal and vertical alignment and rotate the text.

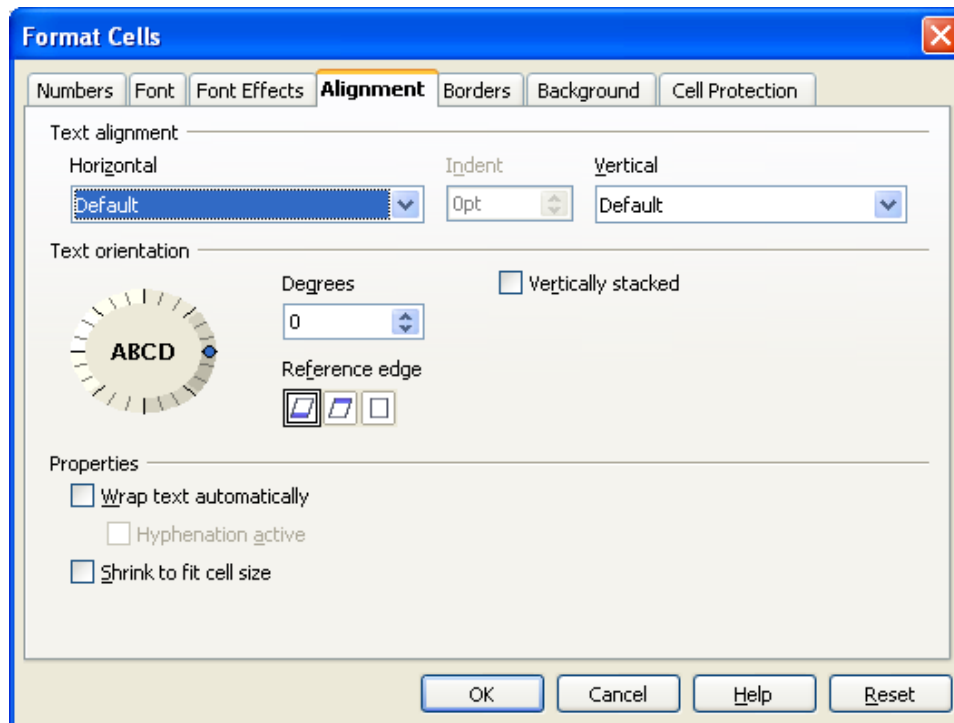


Figure 14: Format Cells > Alignment

If you have Asian languages enabled (in **Tools > Options > Language Settings > Languages**), then the *Text orientation* section shows an extra checkbox (labelled **Asian layout mode**) under the **Vertically stacked** checkbox, as shown in Figure 15.

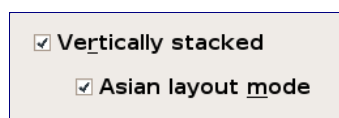


Figure 15: Asian layout mode option

The difference in results between having **Asian layout mode** on or off is shown in Figure 16.

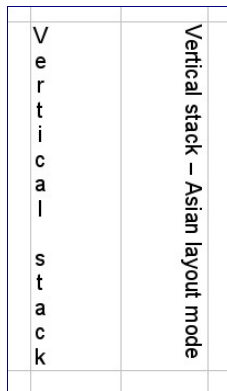


Figure 16: Two types of vertical stacking

Borders

On the *Borders* tab (Figure 17) you can set the borders for the cell, along with a shadow.

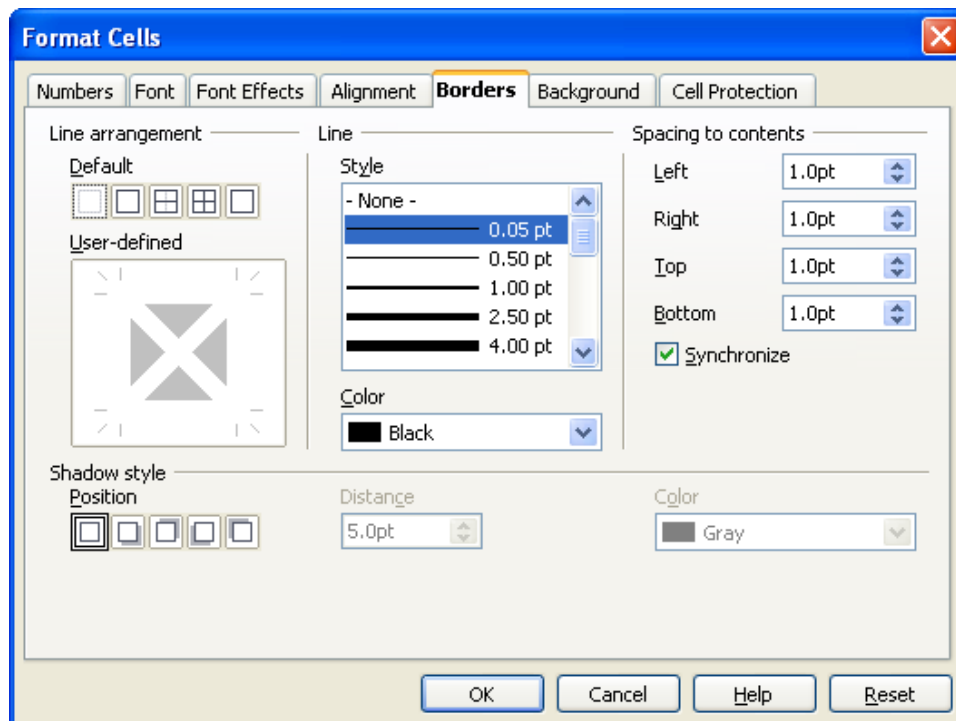


Figure 17: *Format Cells > Borders*

Note The cell border properties apply to a cell, and can only be changed if you are editing that cell. For example, if cell C3 has a top border (which would be equivalent visually to a bottom border on C2), that border can only be removed by selecting C3. It can not be removed in C2.

Background

On the *Background* tab (Figure 18) you can choose the background color for a cell.

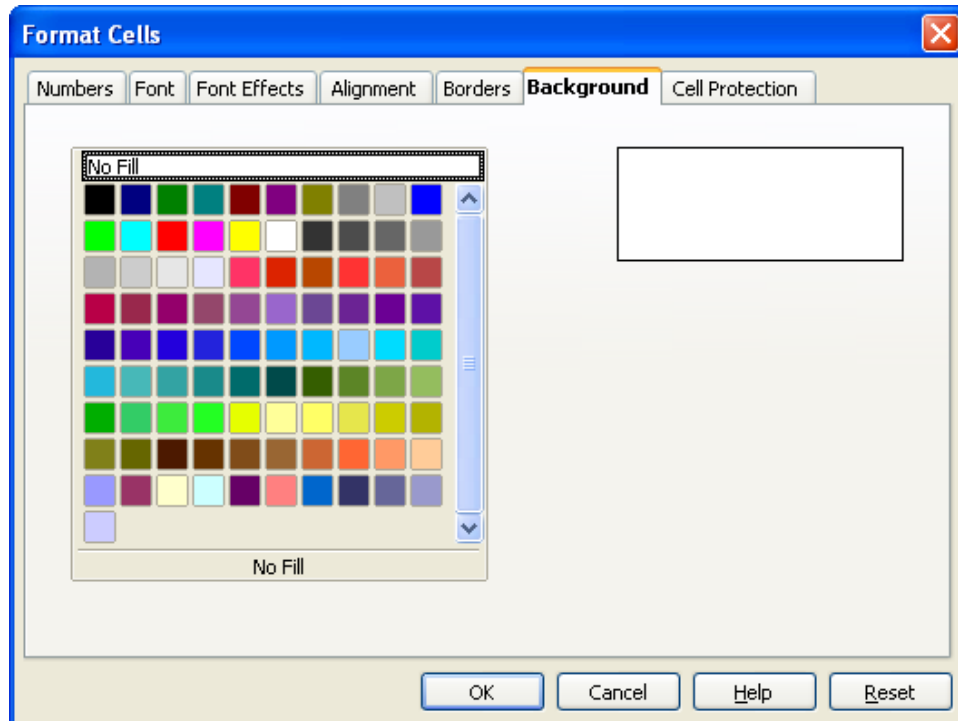


Figure 18: *Format Cells > Background*

Cell Protection

The *Cell Protection* options can be chosen here (Figure 19). These options will be covered in a later chapter.

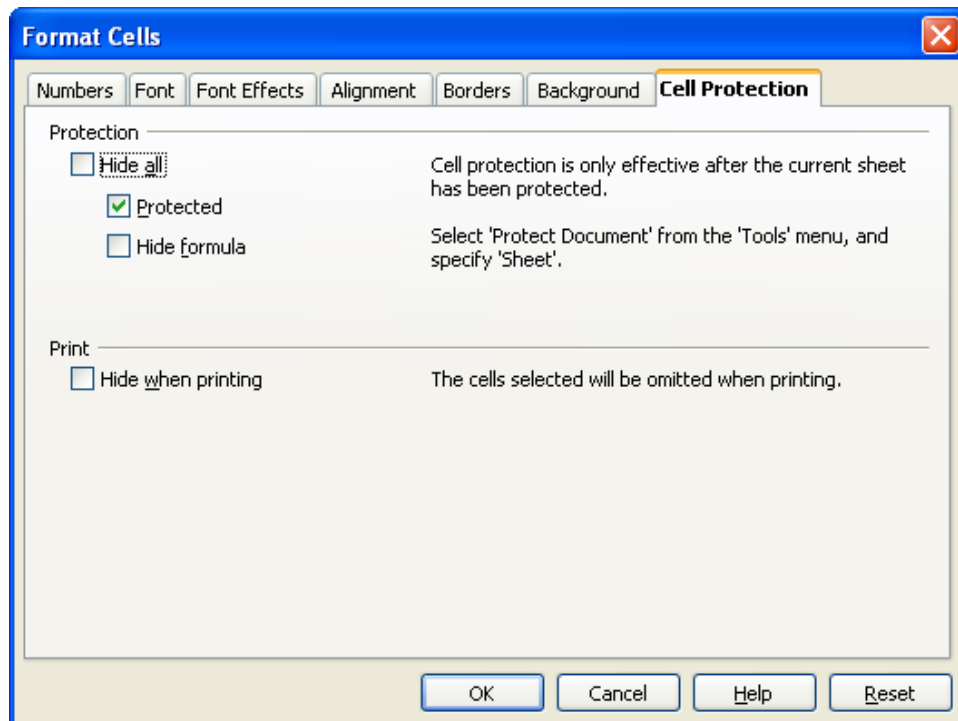


Figure 19 *Format Cells > Cell Protection*