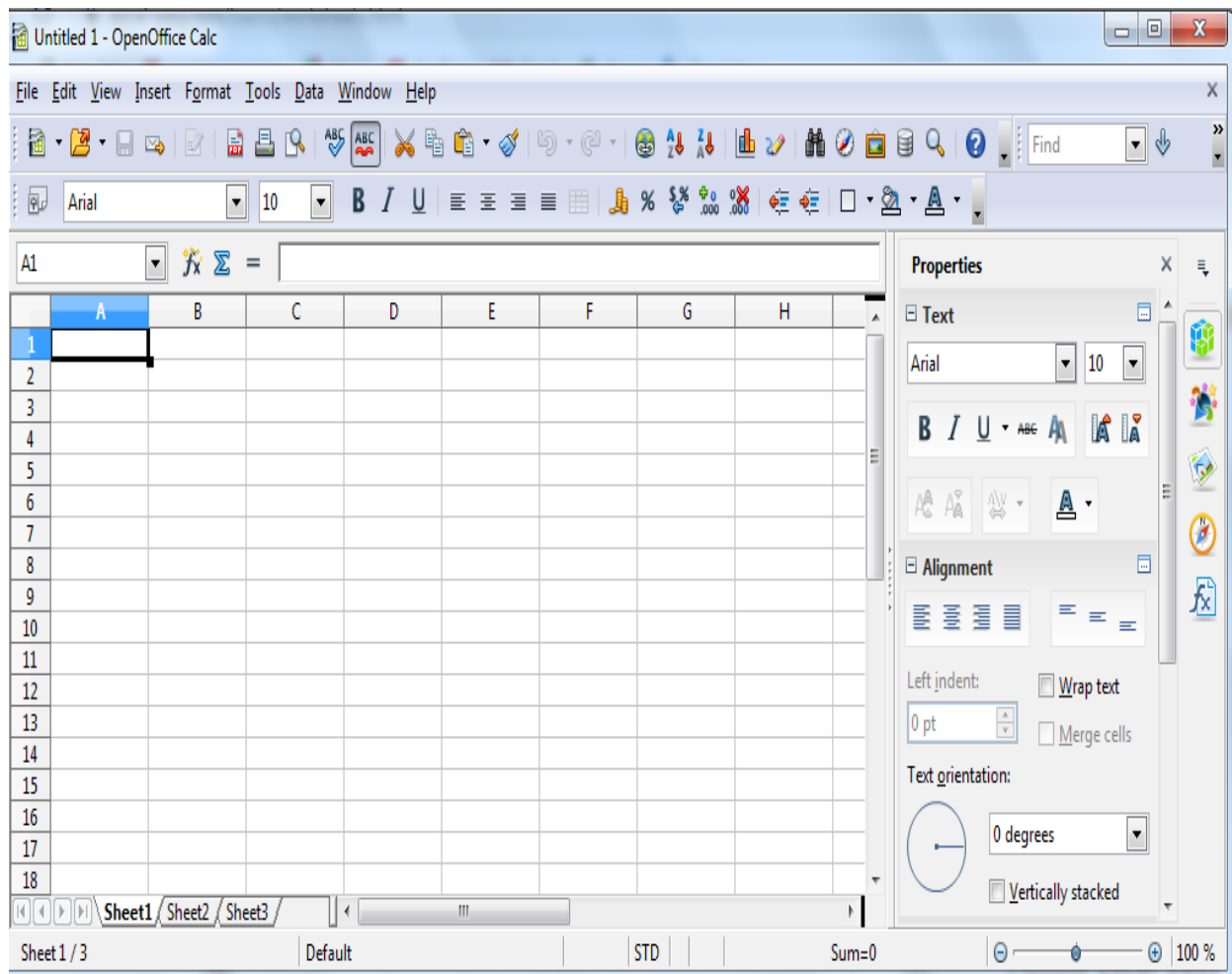


UNIT-1: Concepts of worksheet

1. Workbook:-

- A workbook is a collection of one or more [spreadsheets](#), also called worksheets, in a single file.
- Below is an example of a spreadsheet called "Sheet1" in a workbook file called "Book1."
- Our example also has the "Sheet2" and "Sheet3" sheet tabs, which are also part of the same workbook.



Worksheet:-

- A worksheet is a collection of cells where you keep and manipulate the data. Each workbook can contain multiple worksheets.

Select a Worksheet

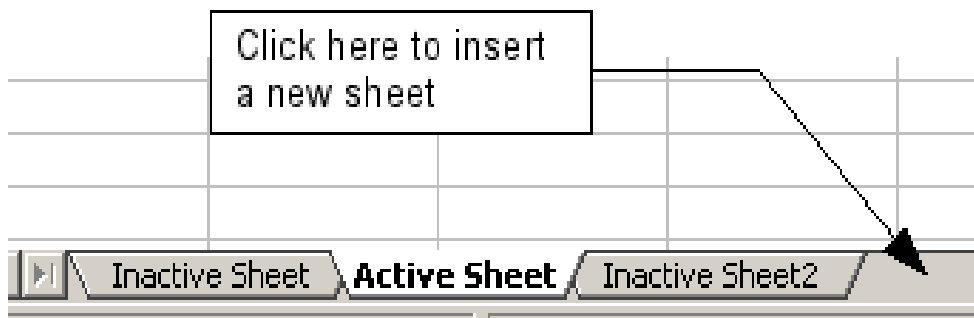
- When you open a calc workbook, calc automatically selects Sheet1 for you. The name of the worksheet appears on its sheet tab at the bottom of the document window.

How to add worksheet:-

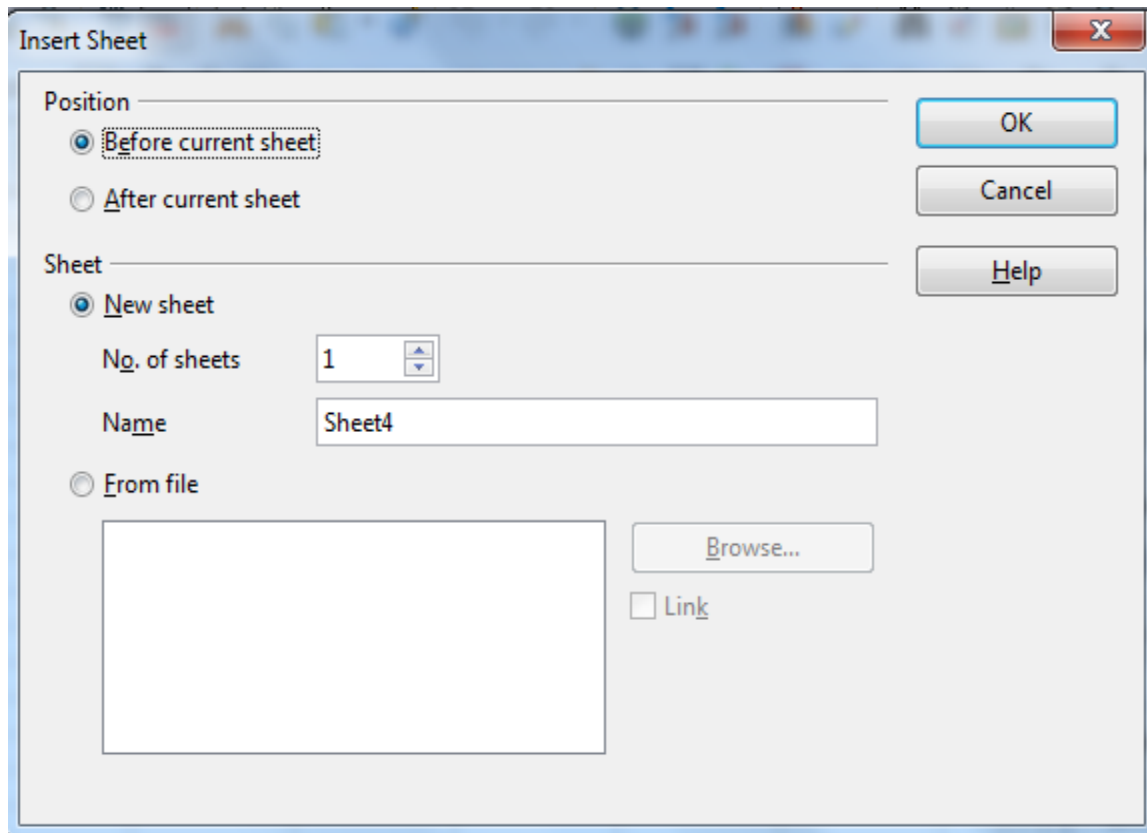
There are several ways to insert a new sheet.

The first step for all of the methods is to select the sheet that the new sheet will be inserted next to. Then any of the following options can be used.

- Click on the Insert menu and select Sheet, or
- Right-click on its tab and select Insert Sheet, or
- Click into an empty space at the end of the line of sheet tabs.



- Each method opens the Insert Sheet dialog.
- Here you can select whether the new sheet is to go before or after the selected sheet and how many sheets you want to insert.
- If you are inserting only one sheet, there is the opportunity to give the sheet a name.



Deleting sheets

- Sheets can be deleted individually or in groups.

Single sheet

- Right-click on the tab of the sheet you want to delete and select Delete Sheet from the pop-up menu
- OR choose Edit > Sheet > Delete from the menu bar.

Multiple sheets

To delete multiple sheets, select them as described earlier

- Either right-click over one of the tabs and select Delete Sheet from the popup menu
- OR choose Edit > Sheet > Delete from the menu bar.

Renaming sheets

The default name for the new sheet is Sheet X, where X is a number.

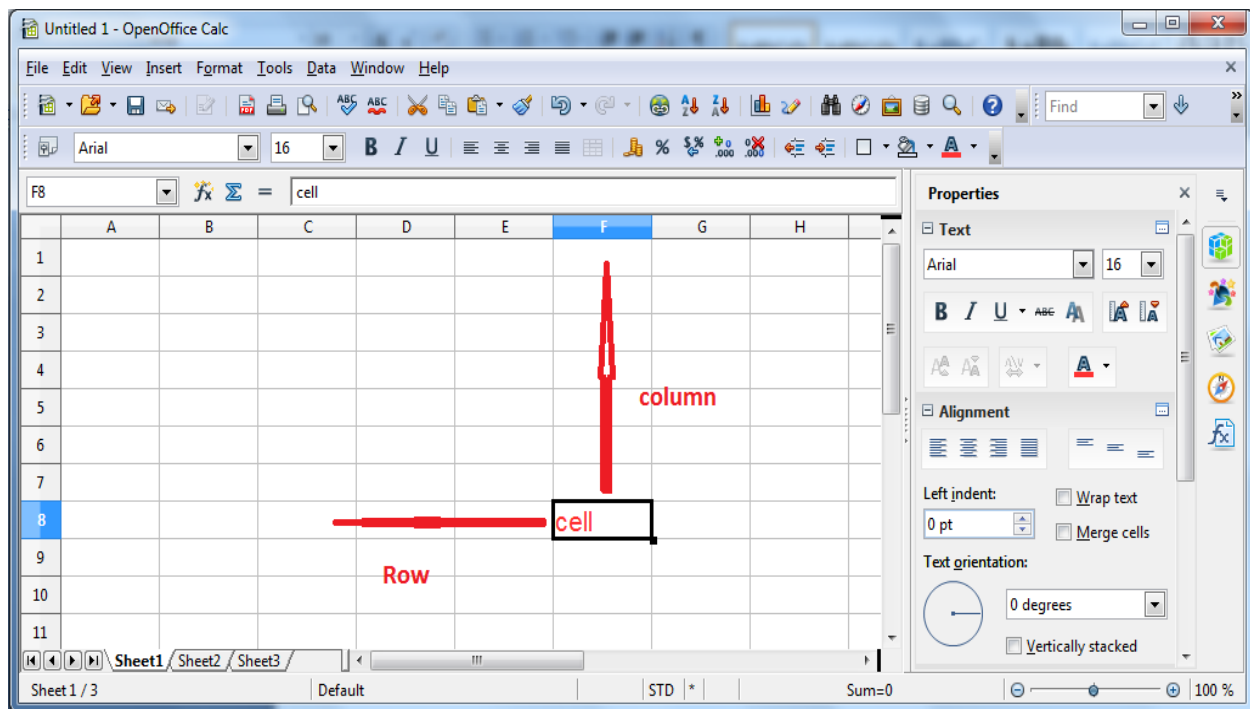
While this works for a small spreadsheet with only a few sheets, it becomes awkward when there are many sheets.

To give a sheet a more meaningful name, you can:

- Enter the name in the name box when you create the sheet, or
- Right-click on a sheet tab and select Rename Sheet from the pop-up menu and replace the existing name with a better one.

(New in OOo3.1) Double-click on a sheet tab to pop up the Rename Sheet dialog.

Cell :-



Rows

- Rows run horizontally across the worksheet and ranges from 1 to 1048576.
- A row is identified by the number that is on left side of the row, from where the row originates.

Columns

- Columns run vertically downward across the worksheet and ranges from A to AMJ- 1 to 1024.
- A column is identified by a column header that is on the top of the column, from where the column originates.

Cells

- Cells are small boxes in the worksheet where we enter data.
- A cell is the intersection of a row and column.
- It is identified by row number and column header such as A1, A2.

Formatting Cells data

- The data in Calc can be formatting in several 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.
- Some manual formatting can be applied using toolbar icons.
- For more control and extra options, select the appropriate cell or cells, right-click on it, and select Format Cells.

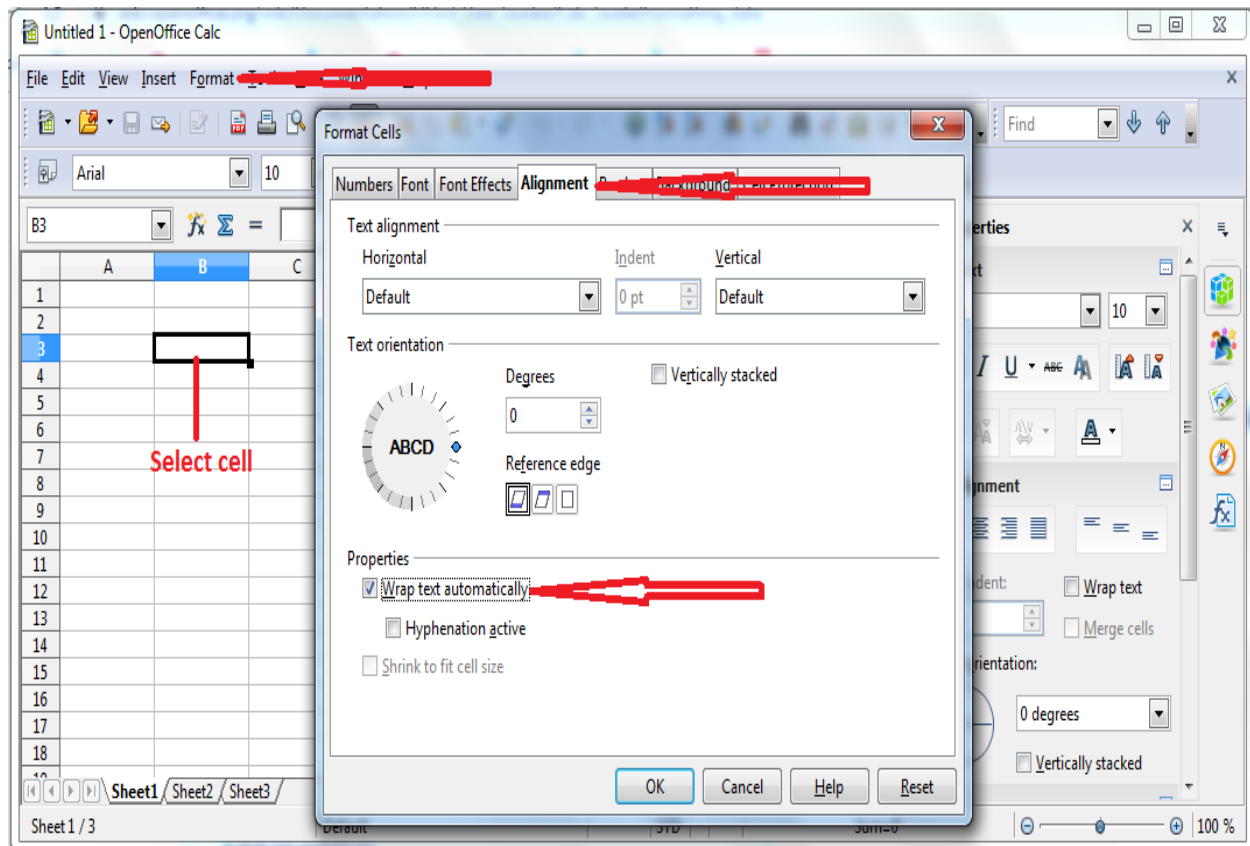
All of the format options are discussed below.

1. Formatting multiple lines of text:-

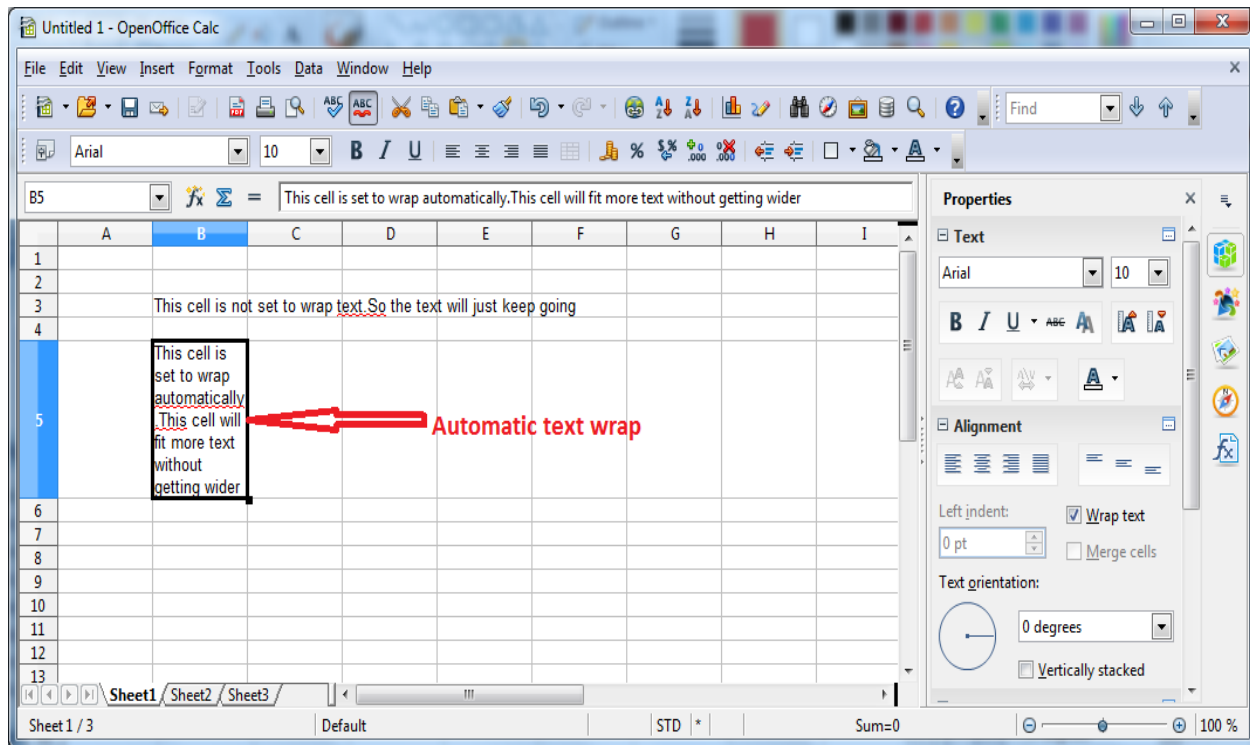
- Multiple lines of text can be entered into a single cell using automatic wrapping or manual line breaks. Each method is useful for different situations.

2.Using automatic wrapping

- To set text to wrap at the end of the cell, right-click on the cell and select Format Cells
- (Or choose Format > Cells from the menu bar, or press Ctrl+1).
- On the Alignment tab, under Properties, select Wrap text automatically.



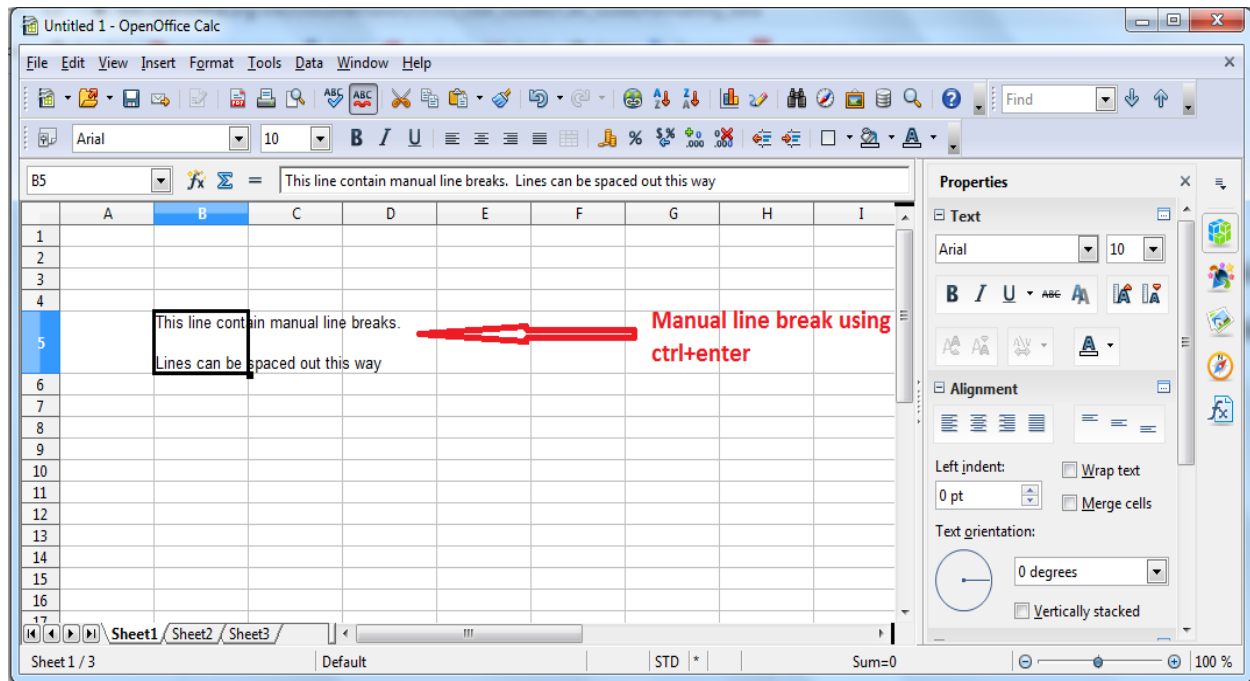
The results are shown below.



Using manual line breaks

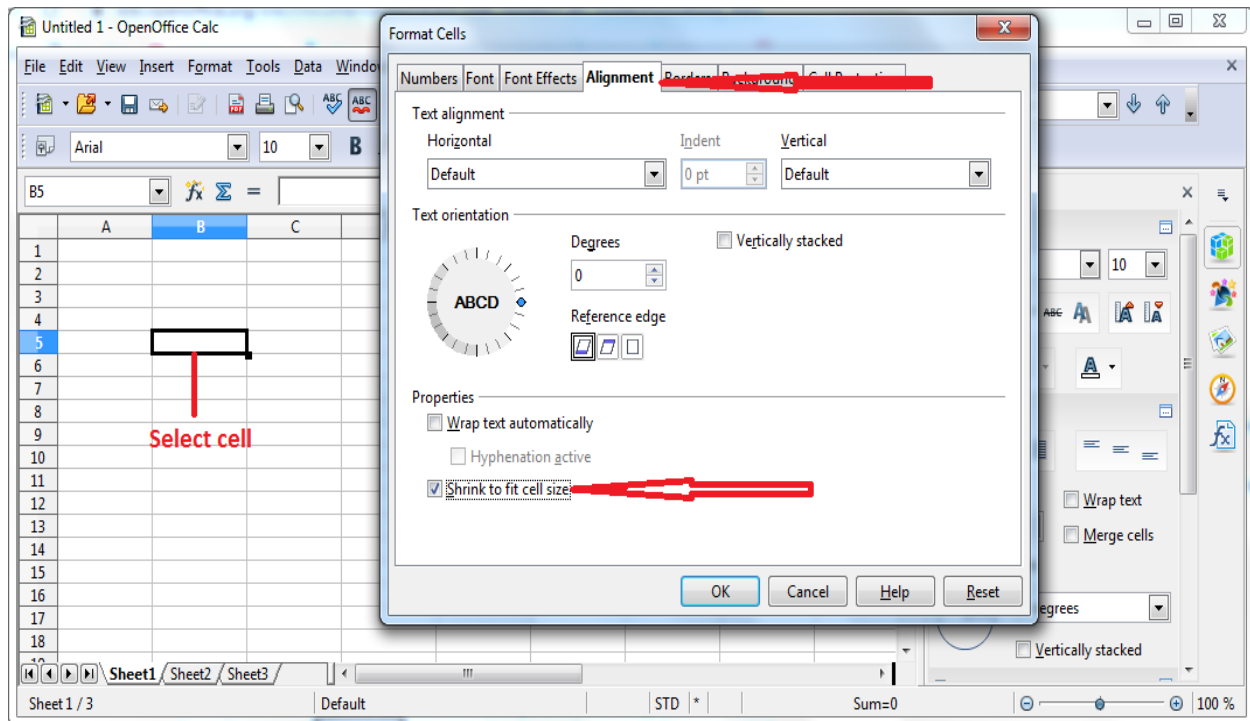
To insert a manual line break while typing in a cell, press Ctrl+Enter. This method does not work with the cursor in the input line. When editing text, first double-click the cell, then single-click at the position where you want the line break.

When a manual line break is entered, the cell width does not change. The figure below shows the results of using two manual line breaks after the first line of text.

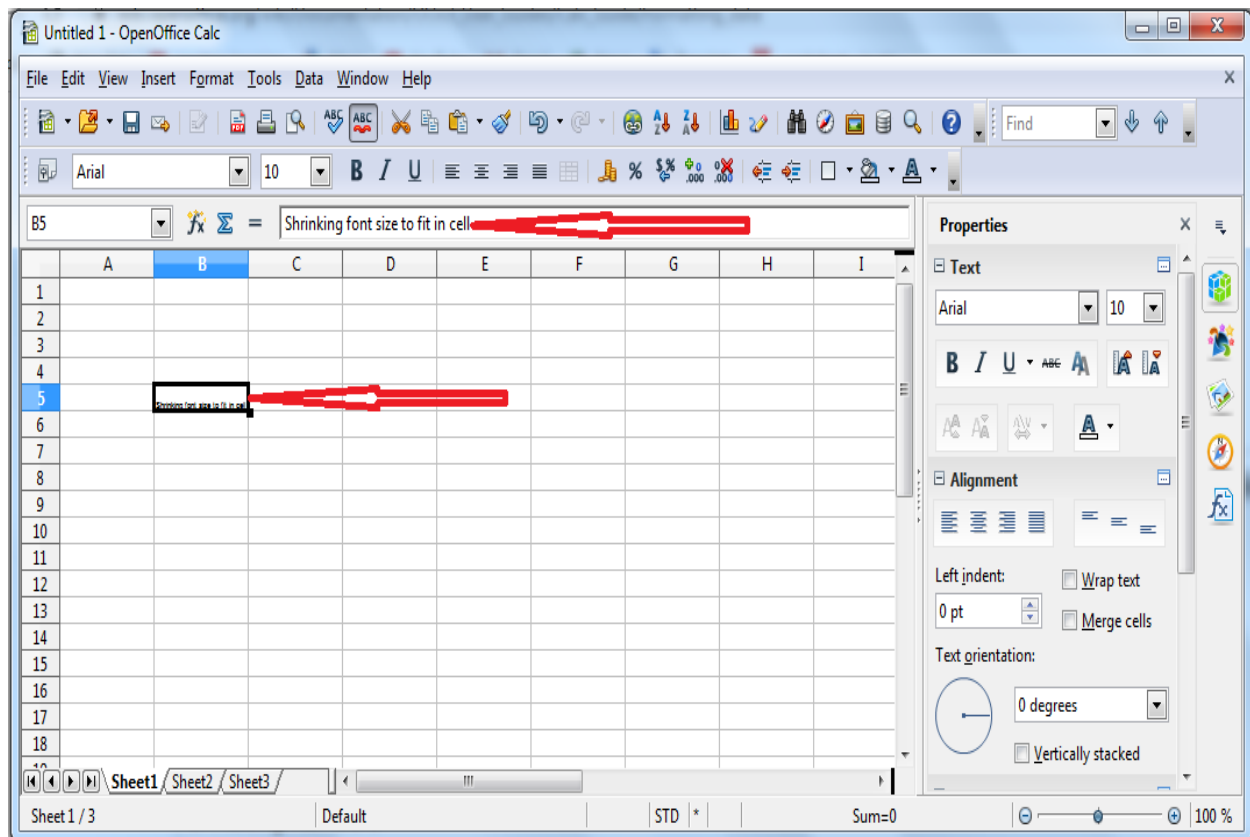


Shrinking text to fit the cell:-

The font size of the data in a cell can automatically adjust to fit in a cell. To do this, select the Shrink to fit cell option in the Format Cells dialog. The figure below shows the results.



The figure below shows the results.



Formatting Numbers:-

Several number formats can be applied to cells by using icons on the Formatting toolbar. Select the cell, then click the relevant icon. Some icons may not be visible in a default setup; click the down-arrow at the end of the Formatting bar and select other icons to display.



Number format icons. Left to right: currency, percentage, date, exponential, standard, add decimal place, delete decimal place.

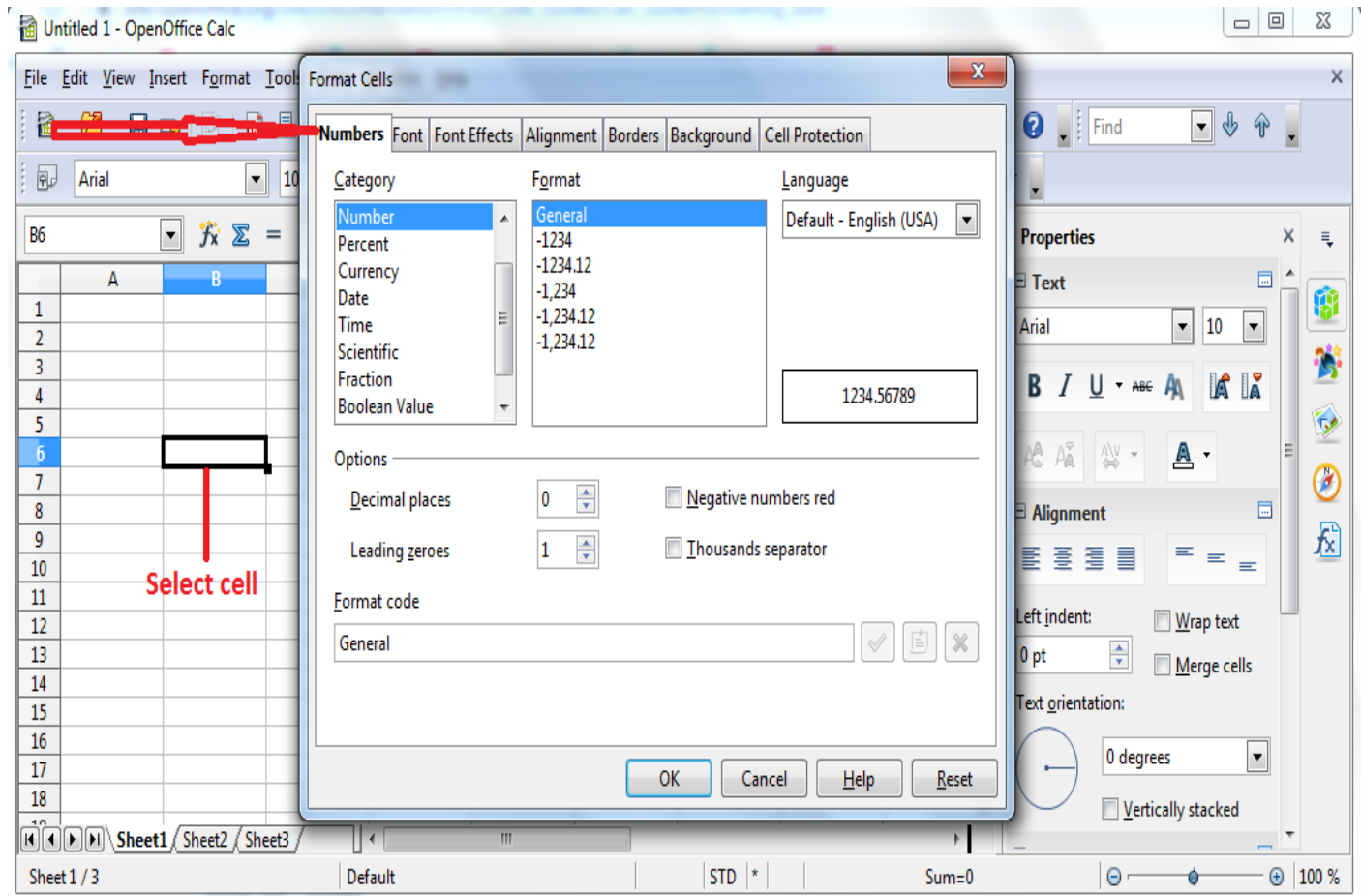
For more control or to select other number formats, use the Numbers tab of the Format Cells dialog.

Apply any of the data types in the Category list to the data.

Control the number of decimal places and leading zeros.

Enter a custom format code.

The Language setting controls the local settings for the different formats such as the date order and the currency marker.

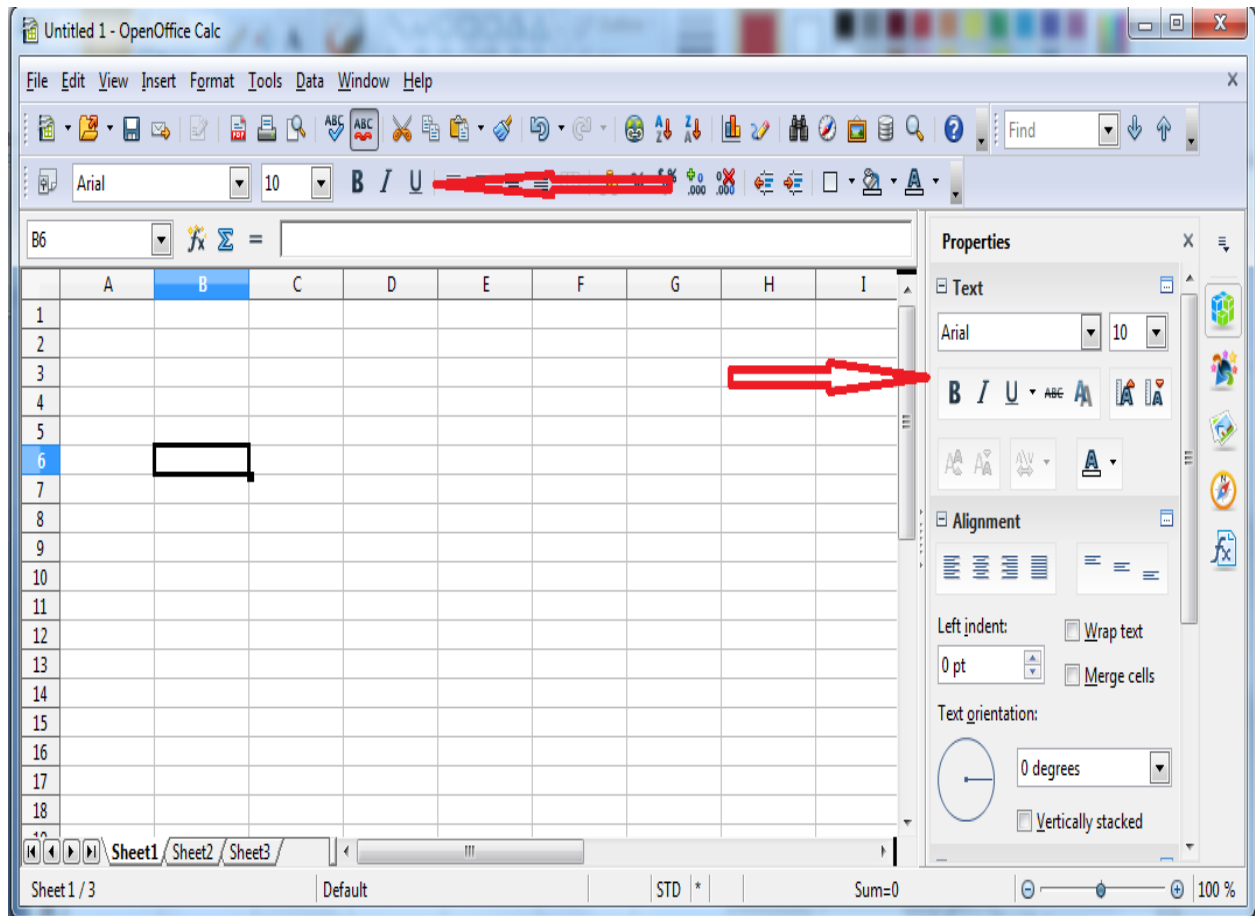


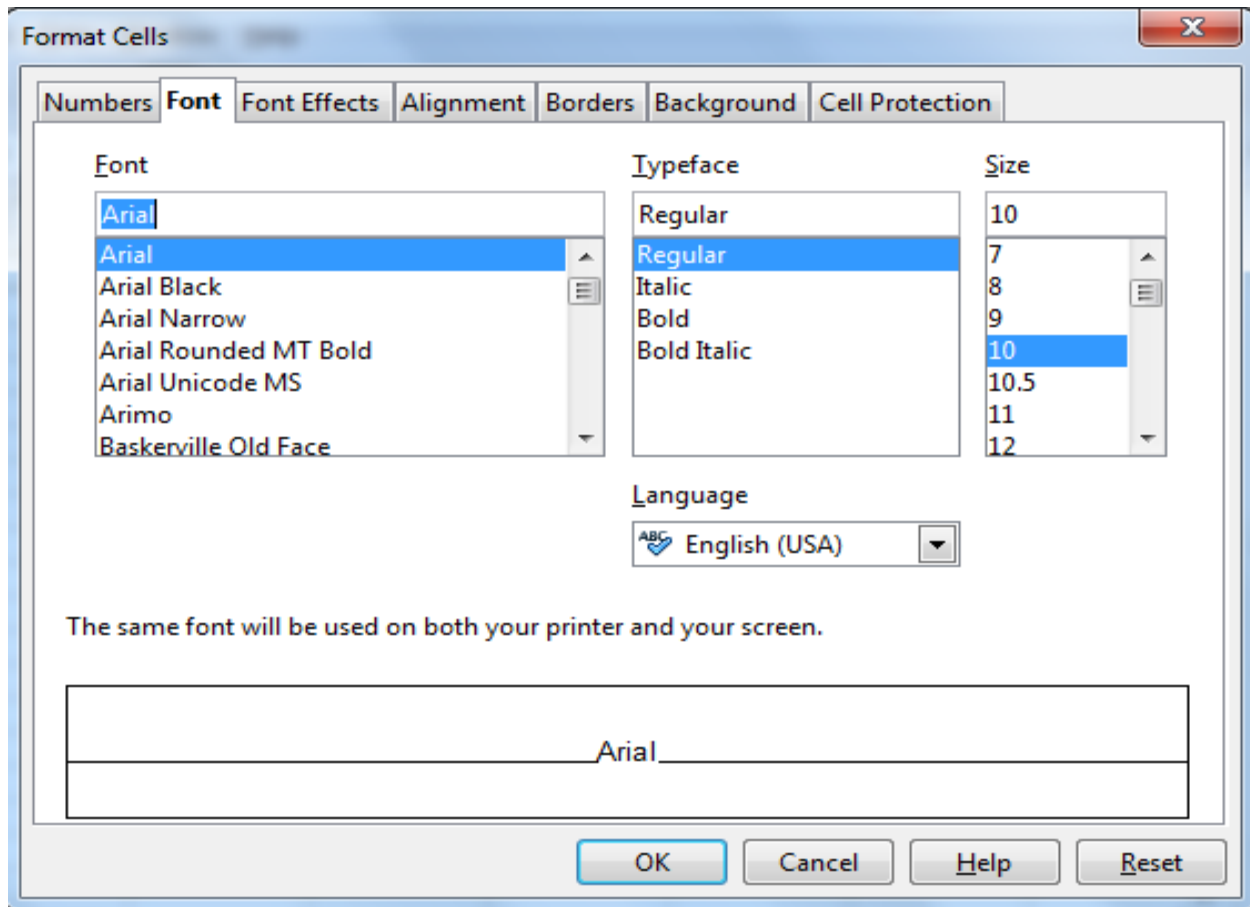
Formatting the Font:-

To quickly choose the font used in a cell, select the cell, then click the arrow next to the Font Name box on the Formatting toolbar and choose a font from the list.

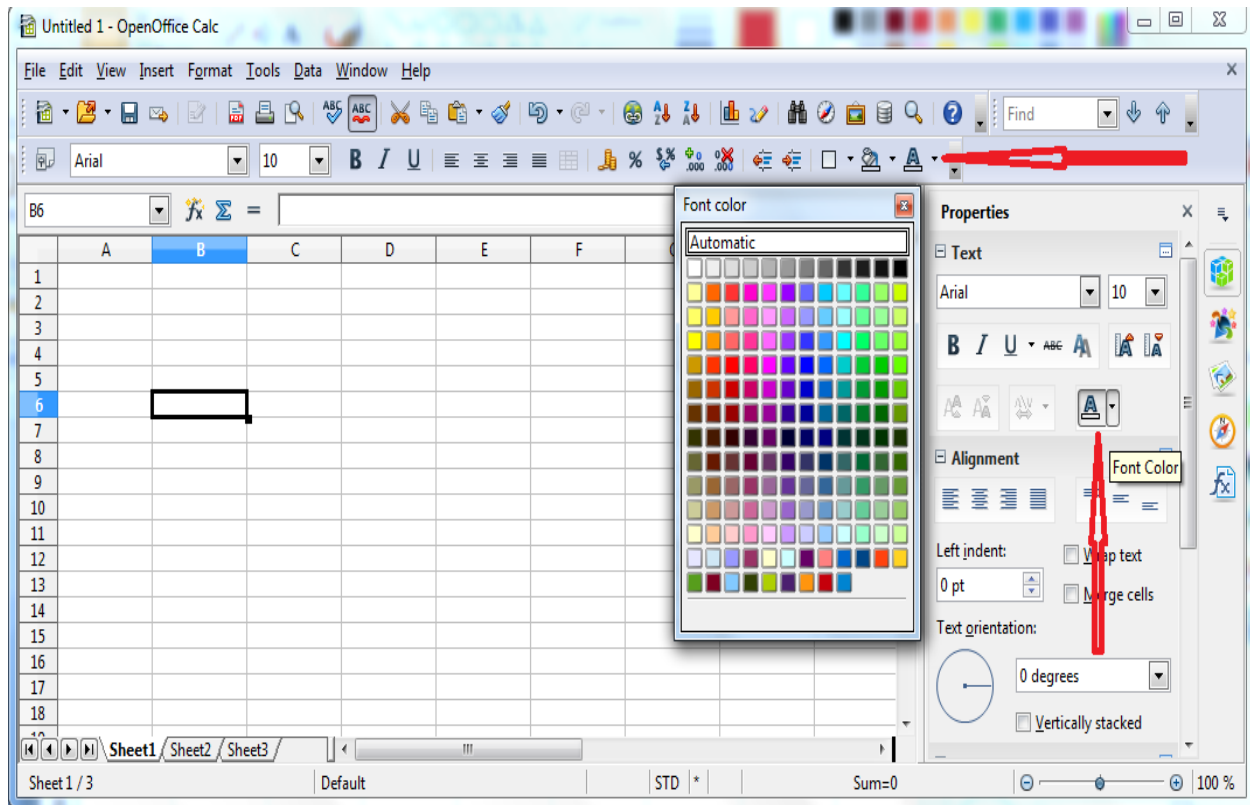
To choose the size of the font, click the arrow next to the Font Size box on the Formatting toolbar. For other formatting, you can use the Bold, Italic, or Underline icons.

To specify the language of the cell (useful because it allows different languages to exist in the same document and be spell checked correctly), use the Font tab of the Format Cells dialog.



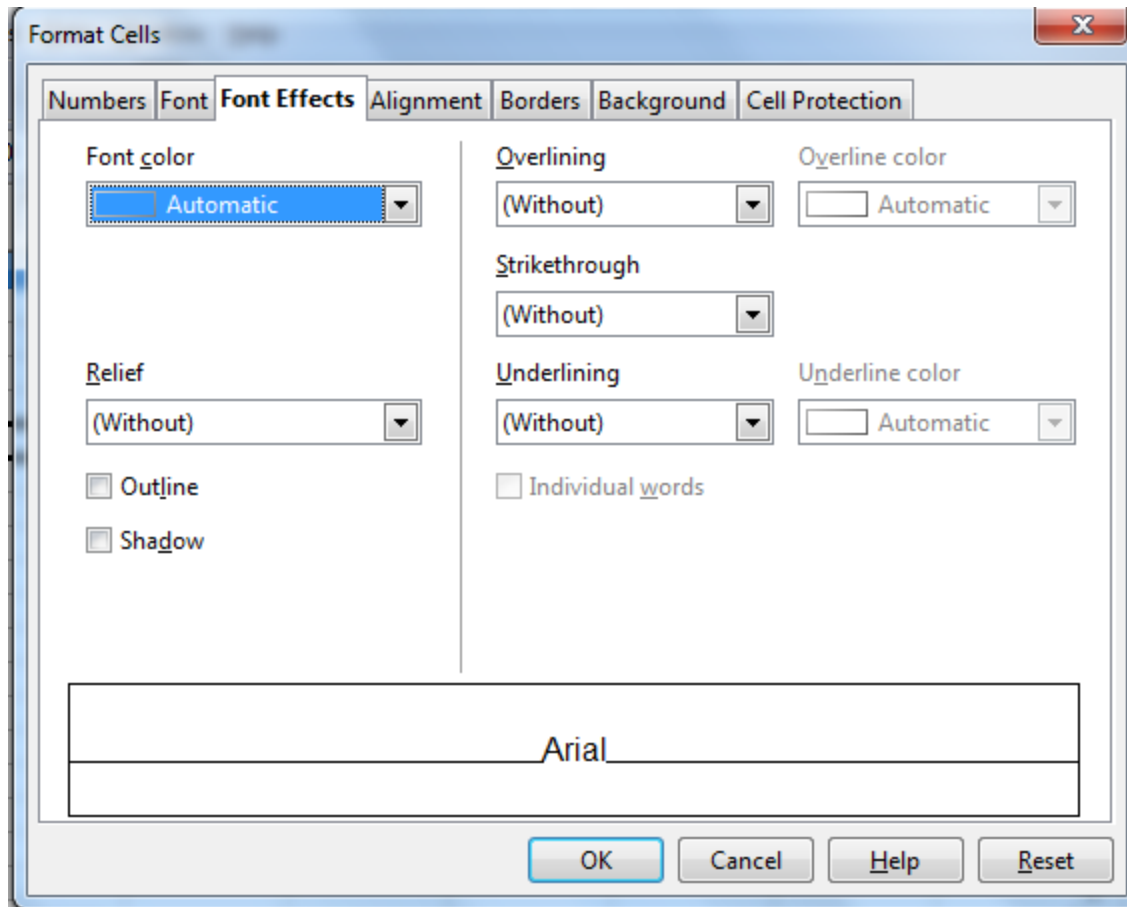


To choose a font color, click the arrow next to the Font Color icon to display a color palette. Click on the required color.



Choosing font effects:-

The Font Effects tab of the Format Cells dialog offers more font options.



Overlining and underlining

You can choose from a variety of overlining and underlining options (solid lines, dots, short and long dashes, in various combinations) and the color of the line.

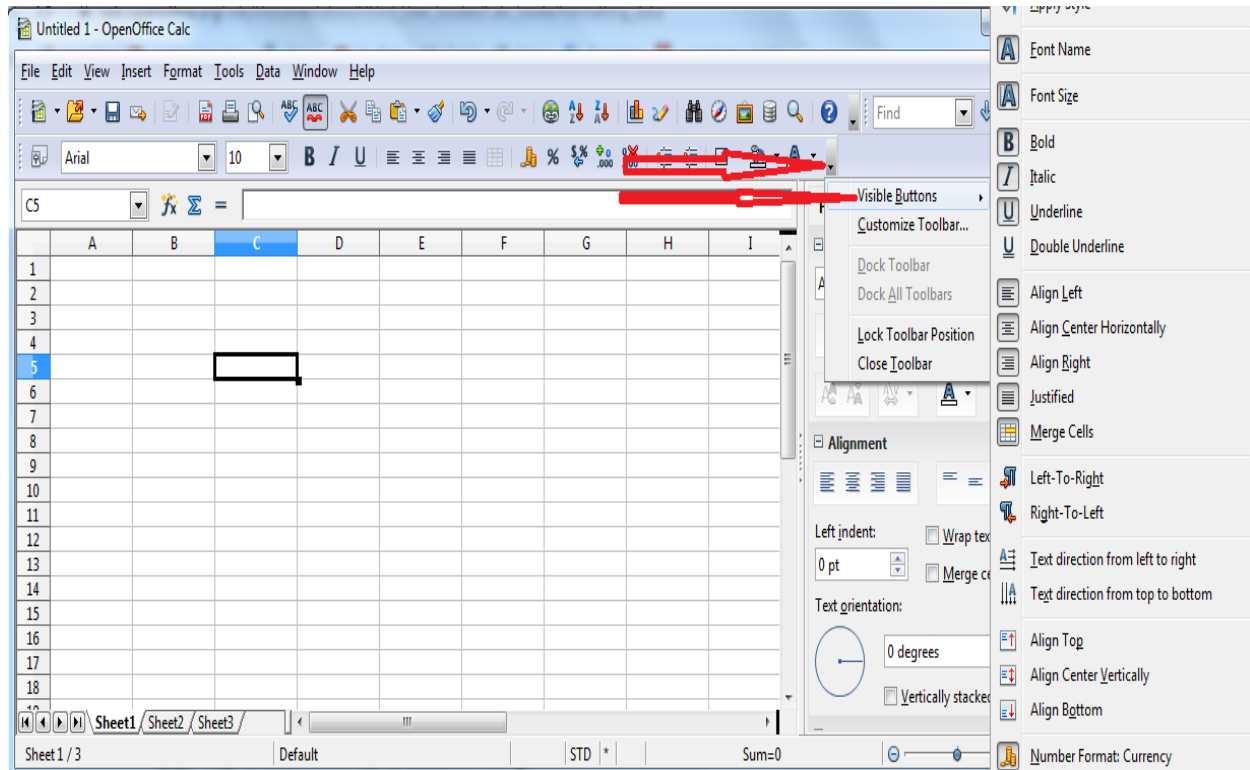
Strikethrough

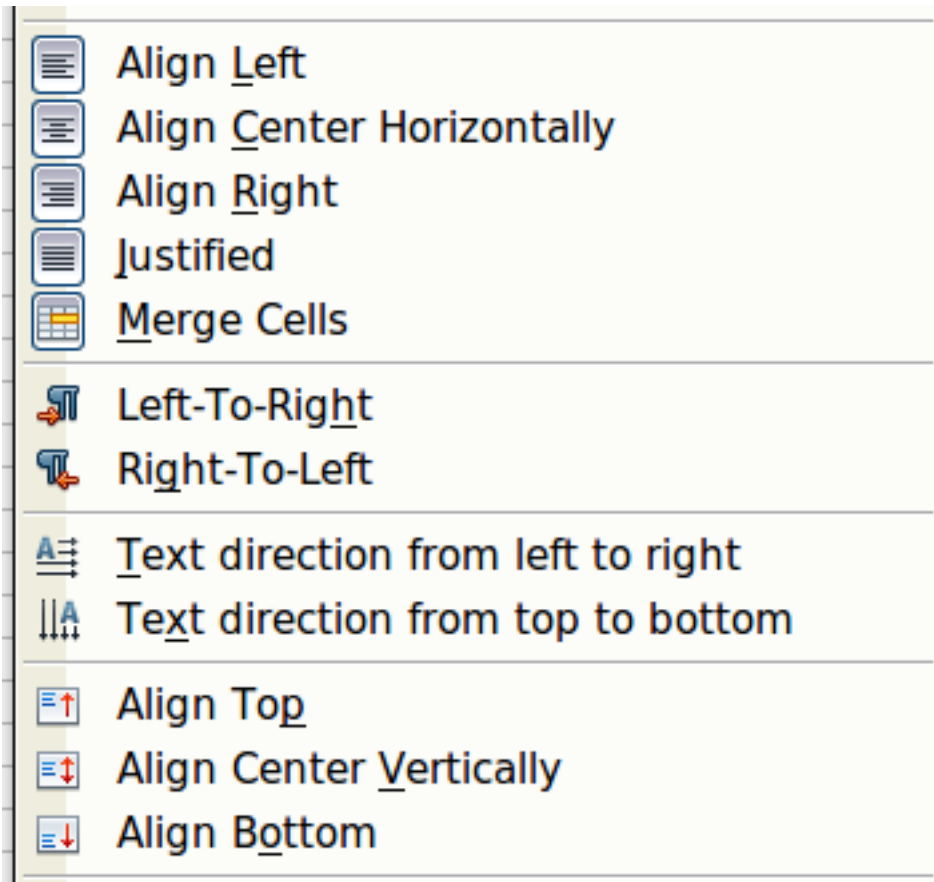
The strikethrough options include lines, slashes, and Xs.

Relief: The relief options are embossed (raised text), engraved (sunken text), outline, and shadow.

Setting cell alignment and orientation:-

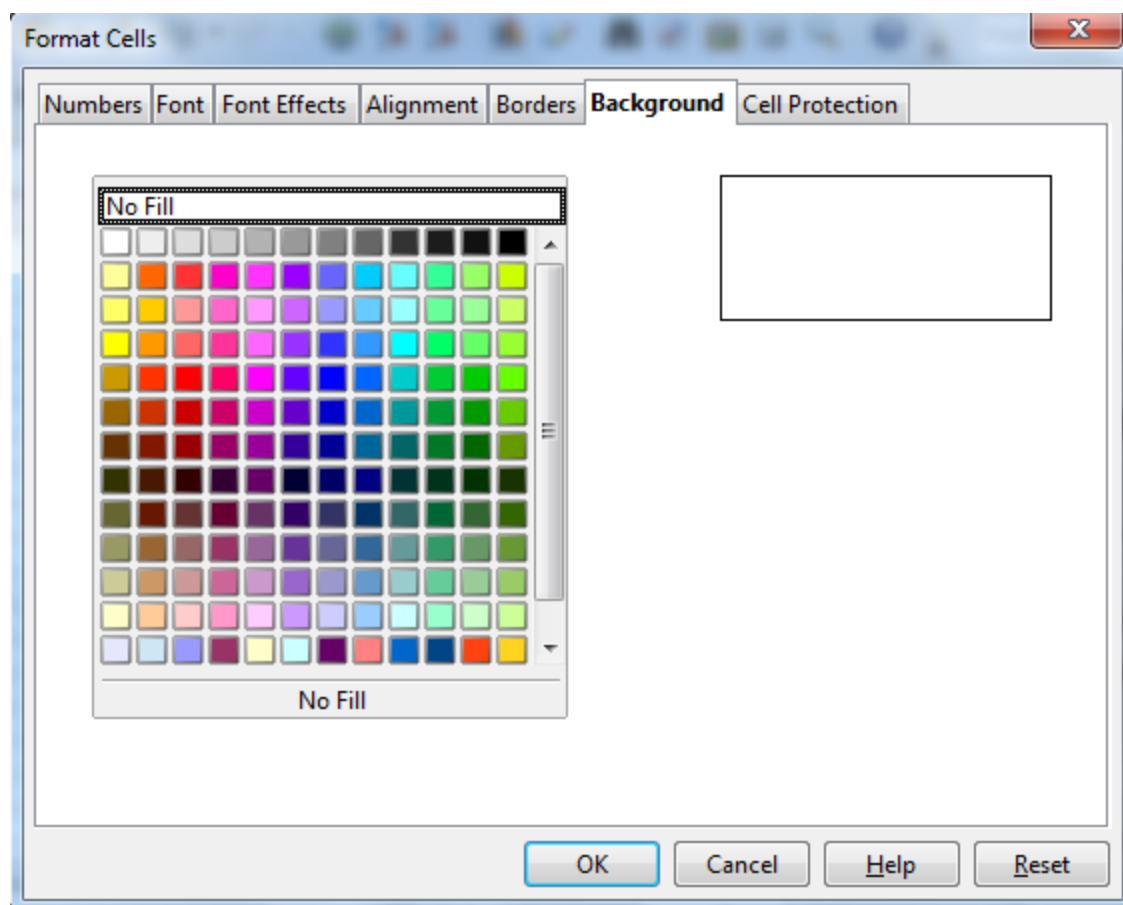
Some of the cell alignment and orientation icons are not shown by default on the Formatting toolbar. To show them, click on the small arrow at the right-hand end of the toolbar and select them from the list of icons.



**Formatting the cell background:-**

To quickly choose a background color for a cell, click the small arrow next to the Background Color icon on the Formatting toolbar. A palette of color choices, similar to the Font Color palette, is displayed.

You can also use the Background tab of the Format Cells dialog.



Cell Protection:-

Cell protection is active for all cells by default. If only certain cells are to be protected, this setting must be turned off.

To exclude cells from the protection:

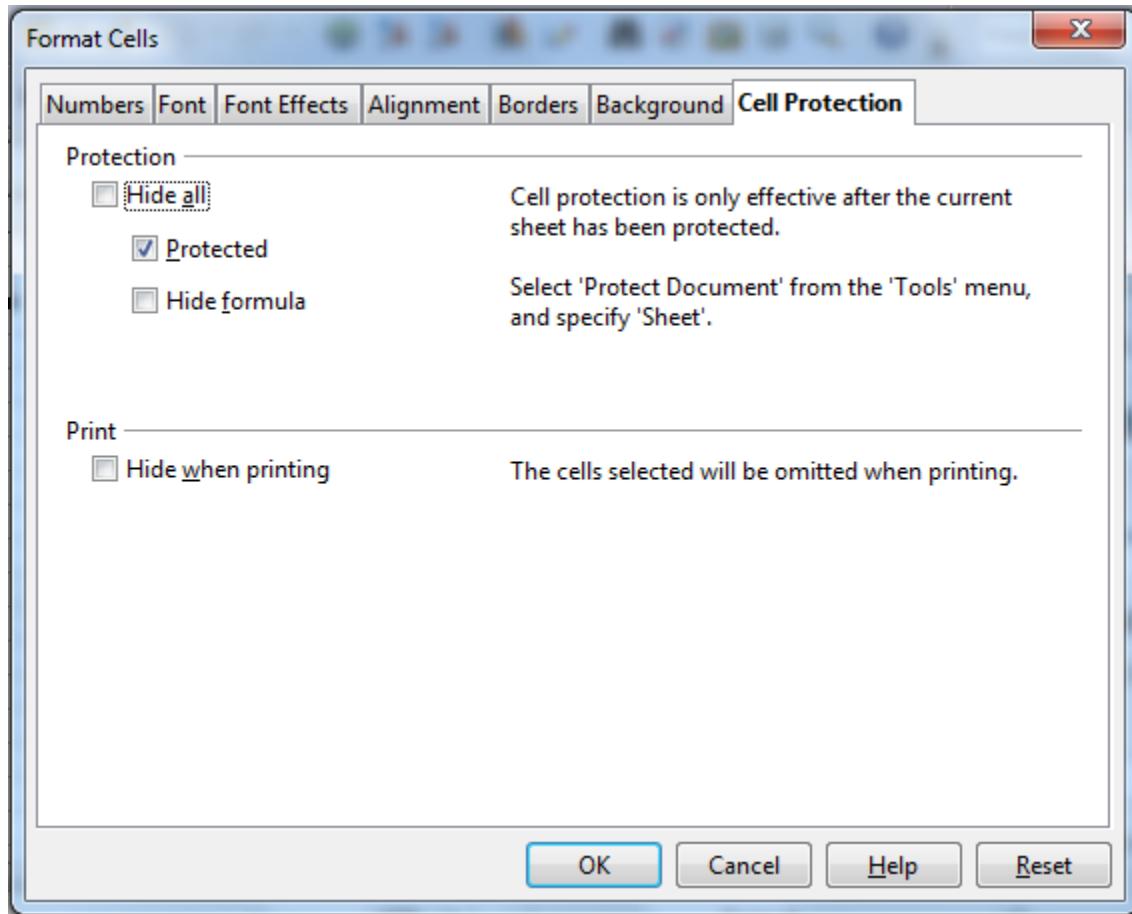
Select the cells to be excluded from protection. Hold down the Ctrl key while clicking on non-adjacent cells to highlight the ones that are to be protected. If you only want to protect a small number of cells, it may be easier to clear the protection for all cells and then re-activate protection for the appropriate cells. For this, select the entire spreadsheet: press CTRL+A or click on the little gray box above row 1 and to the left of column A.

Select Format - Cells from the main menu

Click on the Cell Protection tab

Clear the check mark for the Protected option

Click OK



Cell size:-

Modifying column widths and row heights

There may be times when you will need to adjust the size of the cells in the columns and rows of your worksheet. Typically this is required if the existing size cannot adequately accommodate the amount of data included. You will therefore need to adjust the width of the column and/or the height of the row. Resizing may be done in either of two ways. To resize a single row or a single column, you may use the mouse. To resize one or more than one column or row, you may use Format on the menu bar. You can choose between the two methods for resizing a

single row or column, but you must use the Format option for more than one row or column.

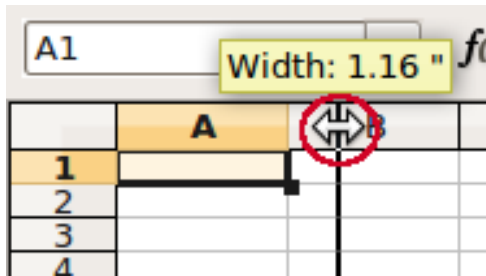
Resize the width of a column using the mouse

Use the right hand border to increase or decrease the width of a column.

Position the cursor on the right hand border of the column letter box, until you see a double headed arrow.

Hold down the left hand mouse button and drag the border to the left or right to make the column narrower or wider as required.

As you carry out this action, the width of the column displays.



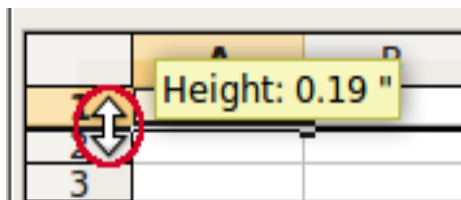
Resize the height of a row using the mouse

Use the lower border to increase or decrease the height of a row.

Position the cursor on the lower border of the row number, until you see a double-headed arrow.

Hold down the left hand mouse button and drag the border down or up.

The height of the row displays.

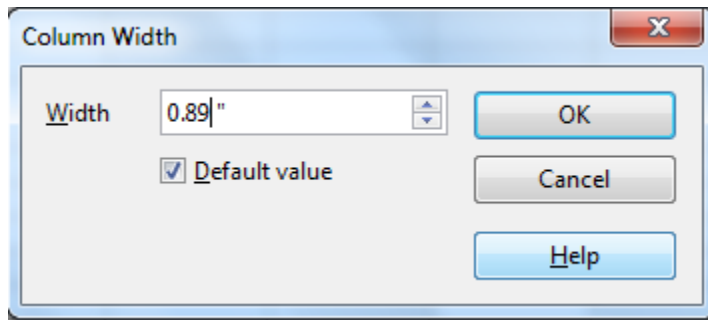


Resize one or more columns using Format

Select the column(s) whose width you wish to change

Select Format > Column > Width...

The Column Width dialog displays.



Enter a value in the Width window or check the Default value check box to select the default column width.

Click OK.

The selected columns display with the new width.

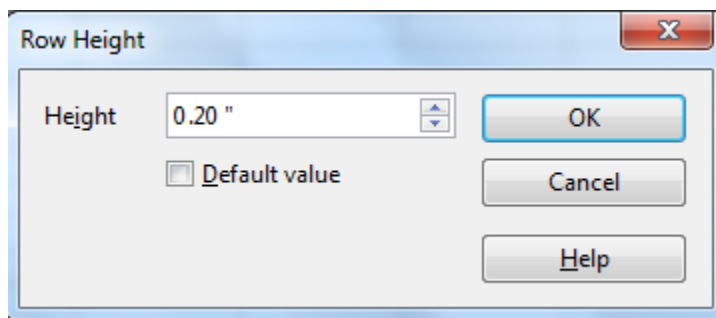
Resize one or more rows using Format

Similarly to resizing columns...

Select the row(s) whose height you wish to change.

Select Format > Row > Height...

The Row Height dialog displays

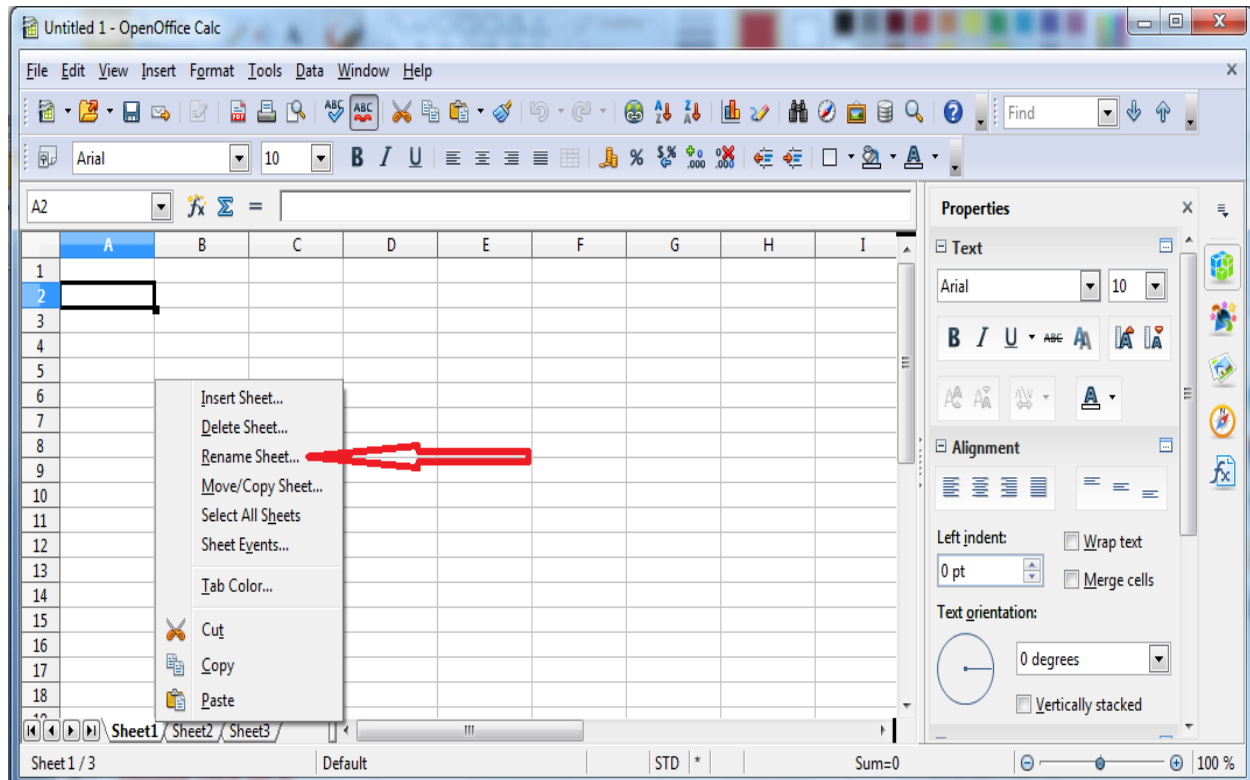


Enter a value in the Height window or check the Default value check box to select the default row height.

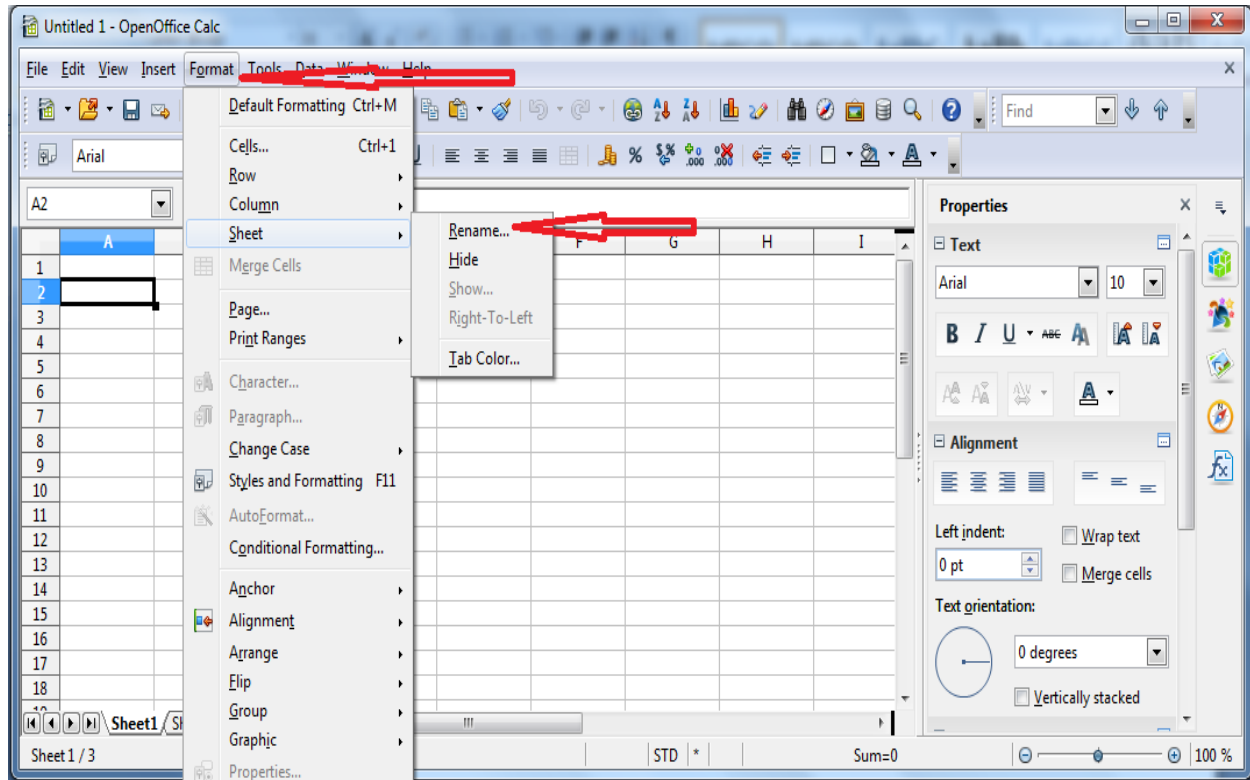
Click OK.

Rename Sheet:-

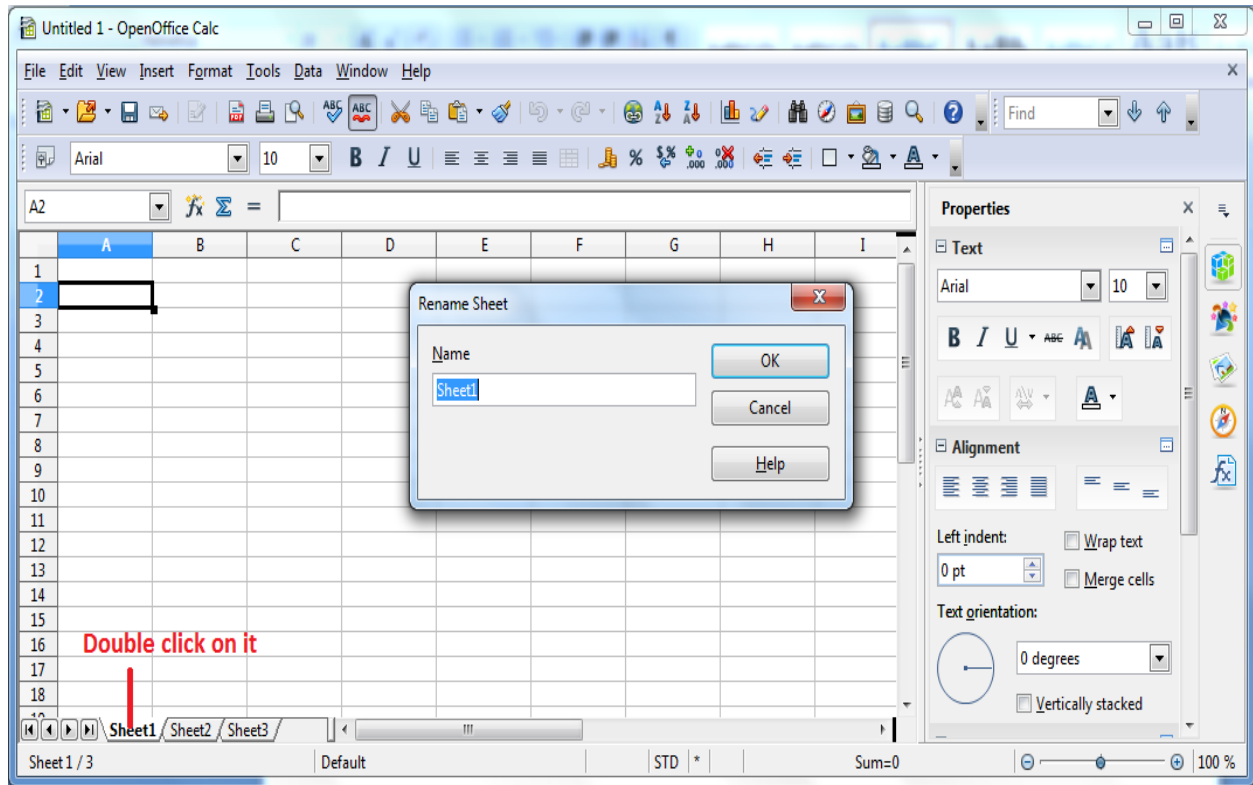
Right-click the sheet tab you wish to rename and select Rename Sheet from the popop menu,



Select Format - Sheet - Rename from the main menu



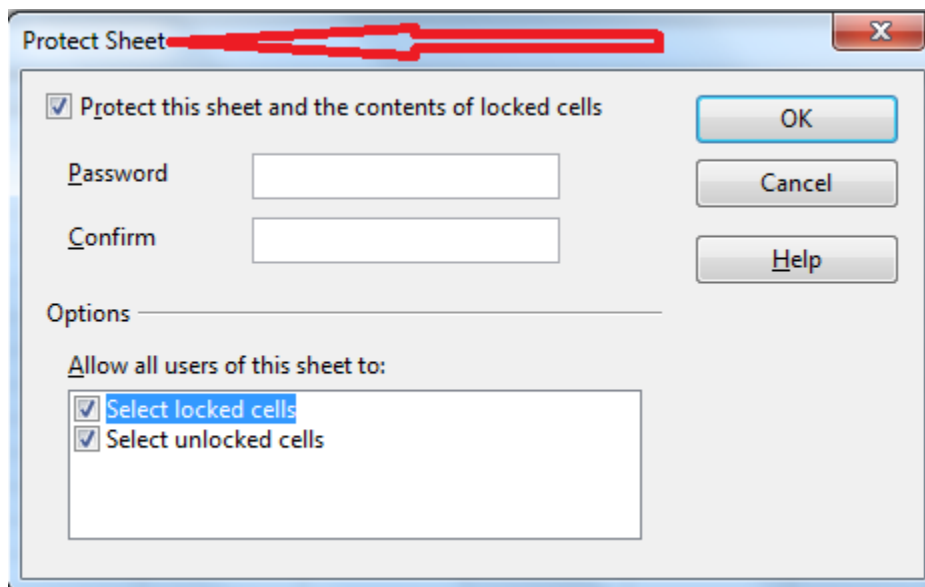
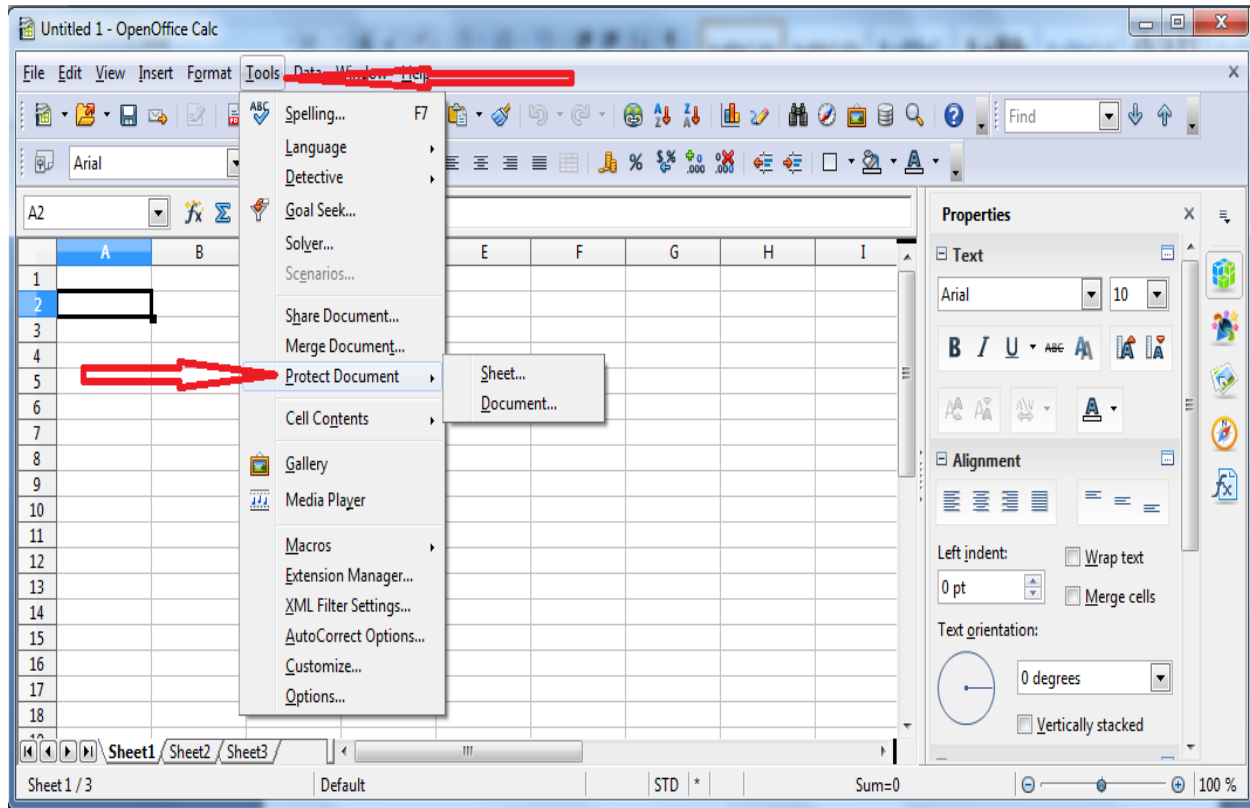
Double-click the sheet to rename it

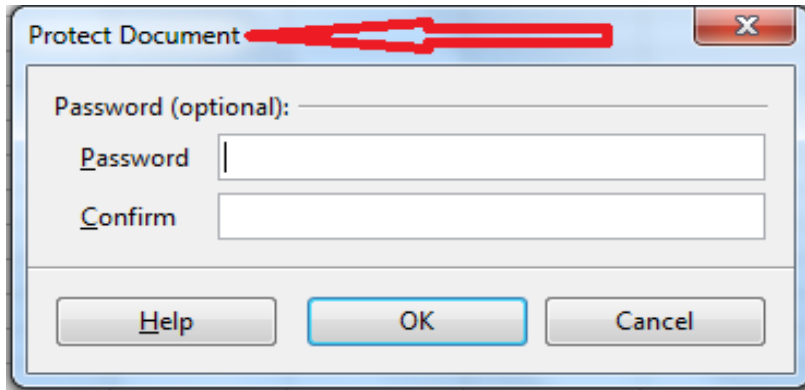


Protect Sheet:-

To protect your important data you can either assign a password to a sheet or Calc document.

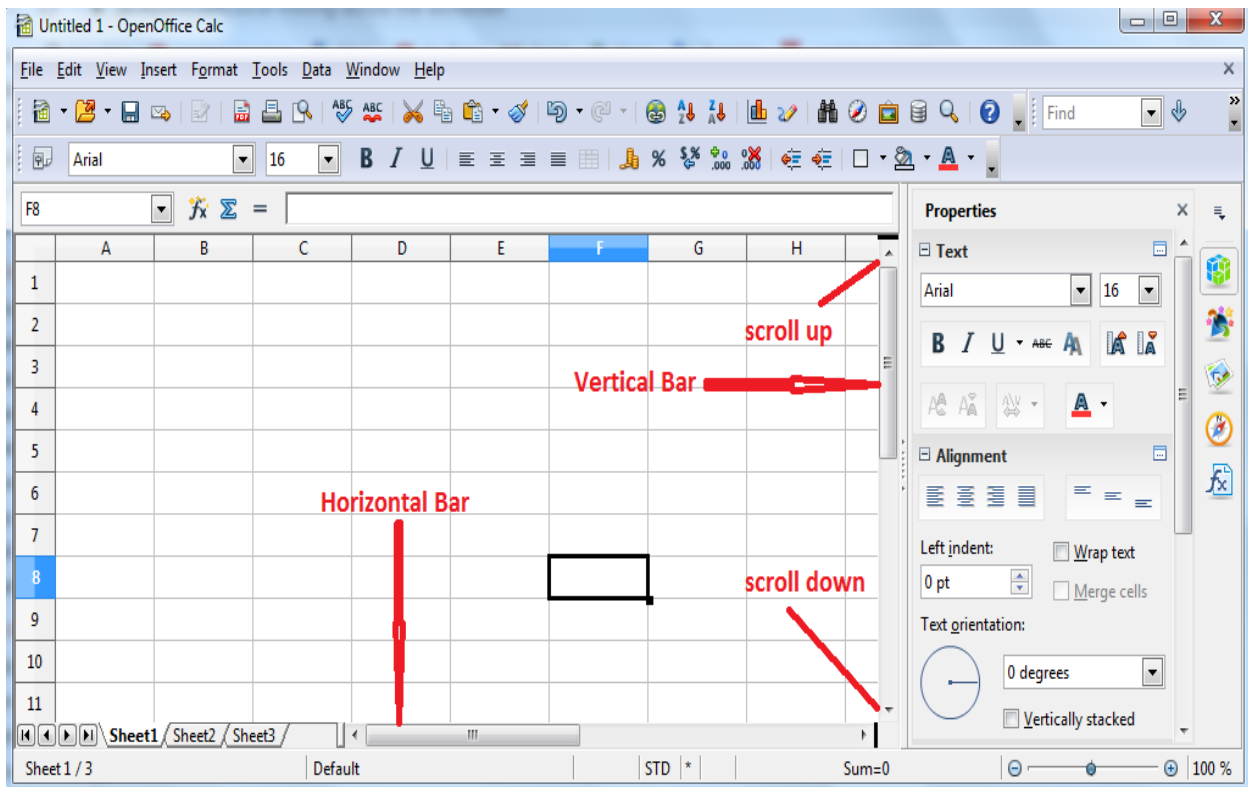
Click on the Tools menu > Protect document > choose whether you want to secure the whole document or the current sheet.





Moving across the worksheet in OpenOffice

There are multiple options to move across the worksheet using mouse and keyboard

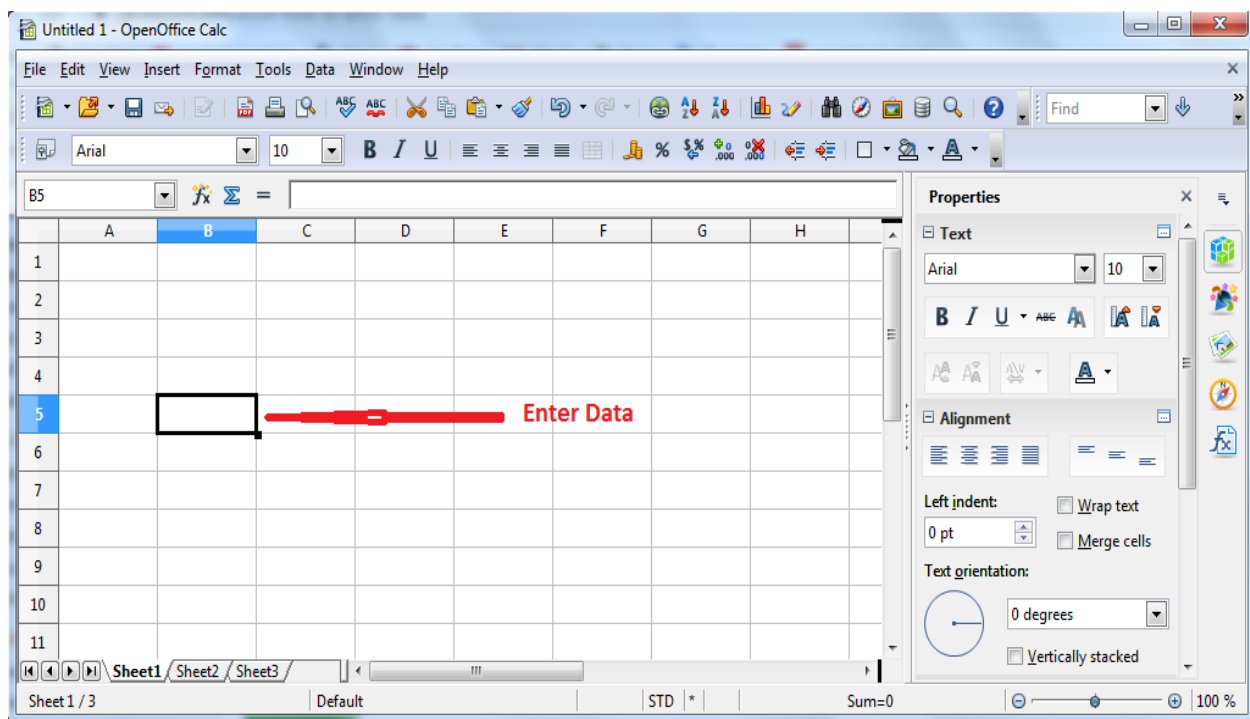


You can scroll the work sheet up or down by rolling mouse wheel or using vertical scroll bar. In a similar way, you can use horizontal scroll bar to move the work sheet horizontally towards left or right side.

How to enter data in OpenOfficeCalc

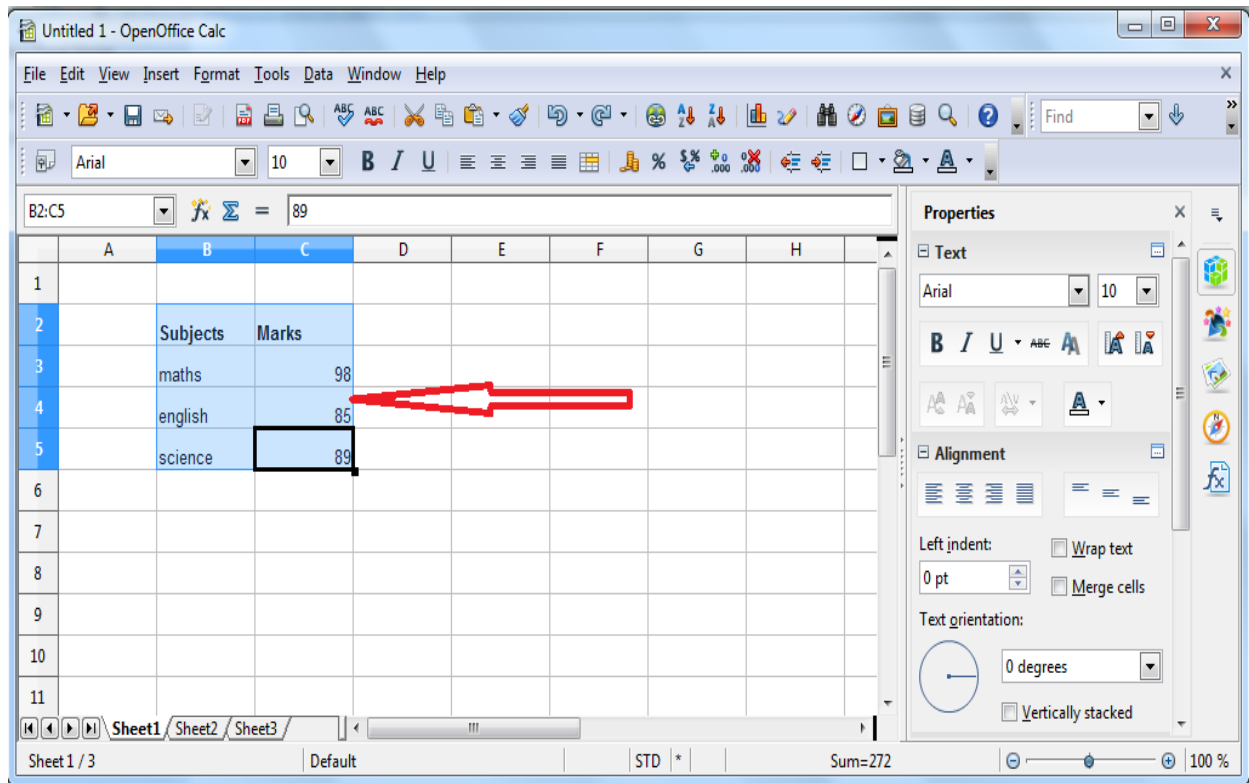
Select a cell with a single click where you want to enter data; cell B3 is selected in the image given below. Then double click in the cell to enter data. You can enter text, numbers and formulas in the cell.

After entering data, you can press Tab key to move to next column and can press Enter key to move to next row. You can press arrow keys for more options to move to other cells.



How to select data in OpenOfficeCalc

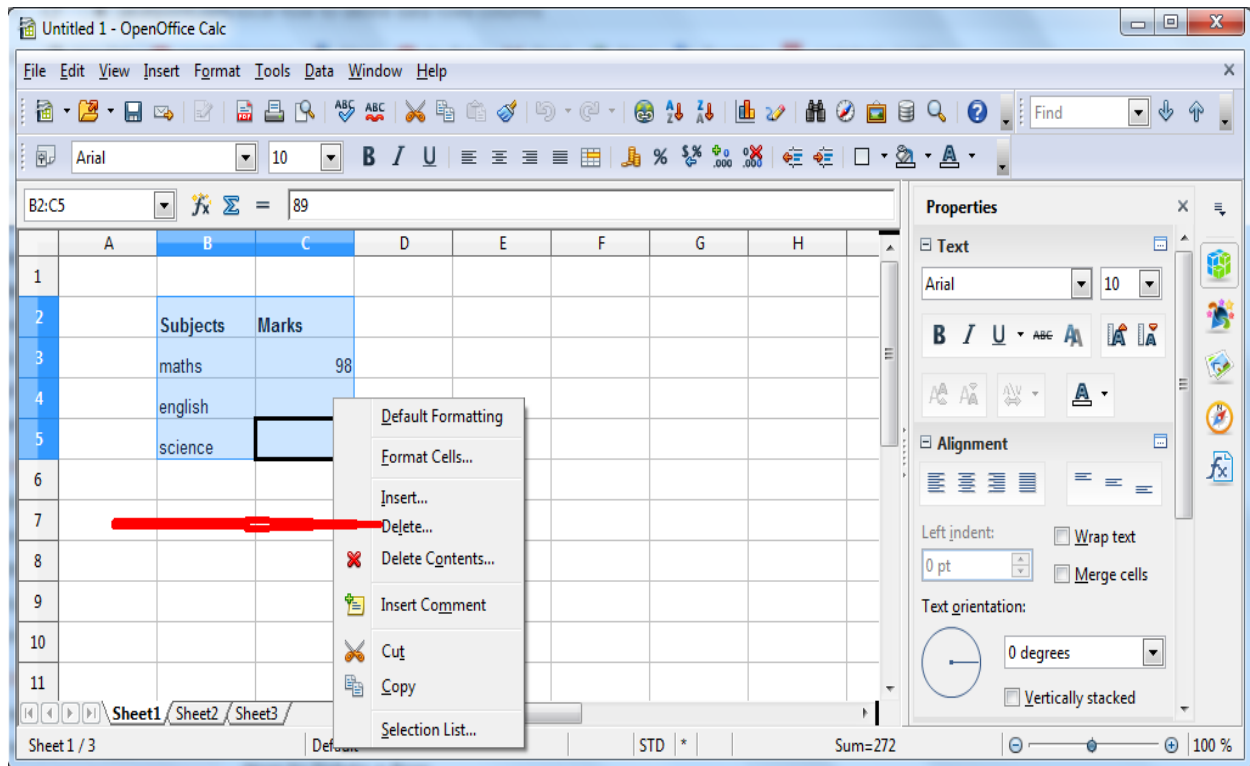
There are various options to select data. The most common way is a left click on the cell then dragging the mouse over the data you want to select. Start from the upper-left cell of the data, as cell B2 in the image given below:



How to delete data, rows and columns in openofficeCalc

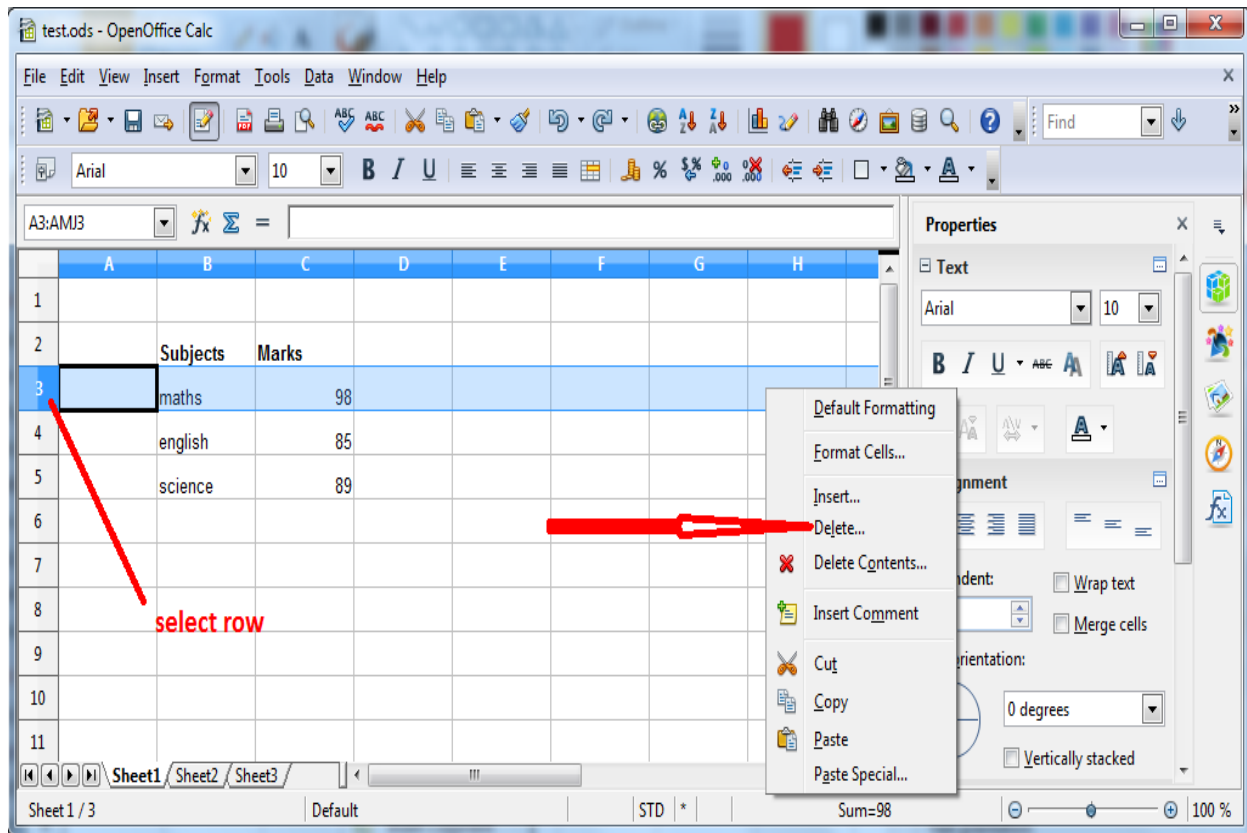
How to Delete Data

Select the data you want to delete, right click on it then select delete option from the menu. You can also delete it by pressing Delete key on the keyboard. See the image:



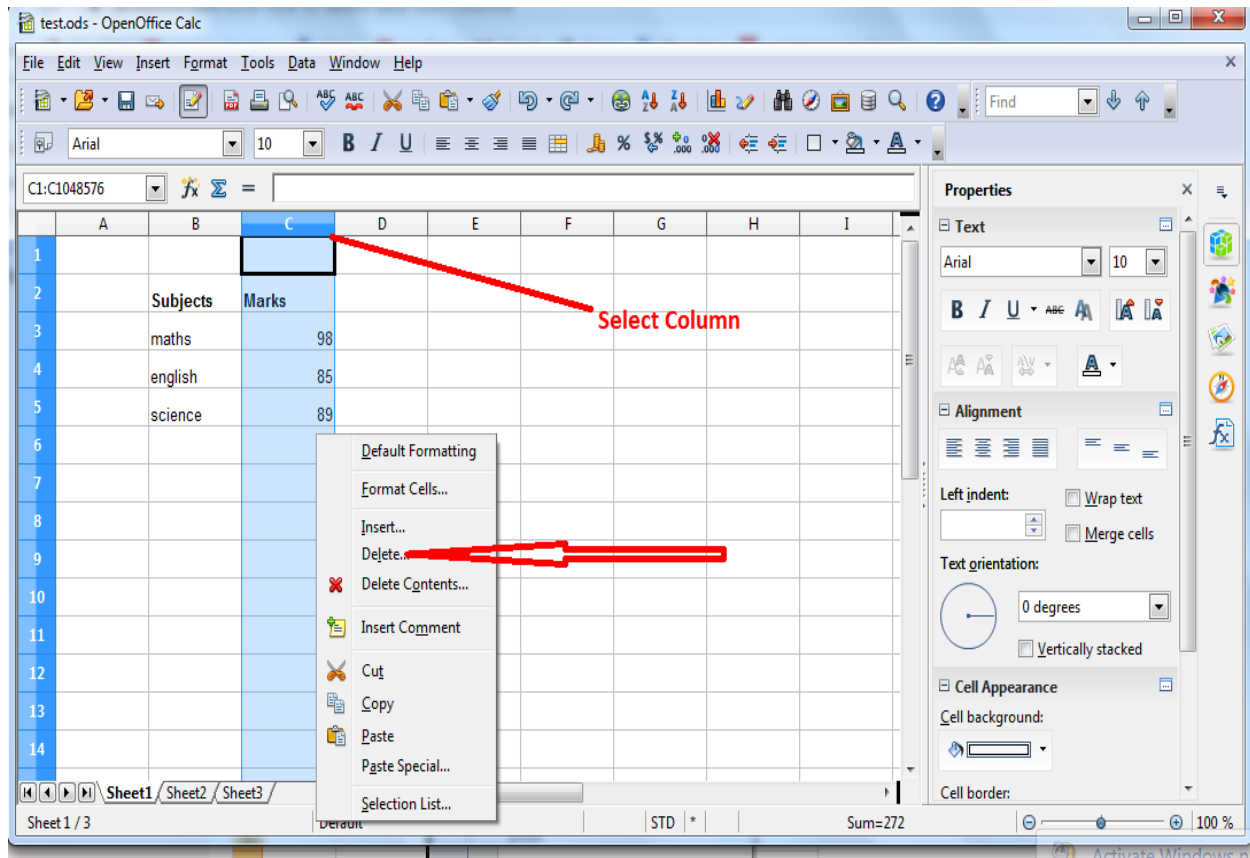
How to Delete a Row

Select the row by a left click on the row number then right click and select the Delete option. If you want to delete more rows drag the mouse downward to select more rows. See the image:



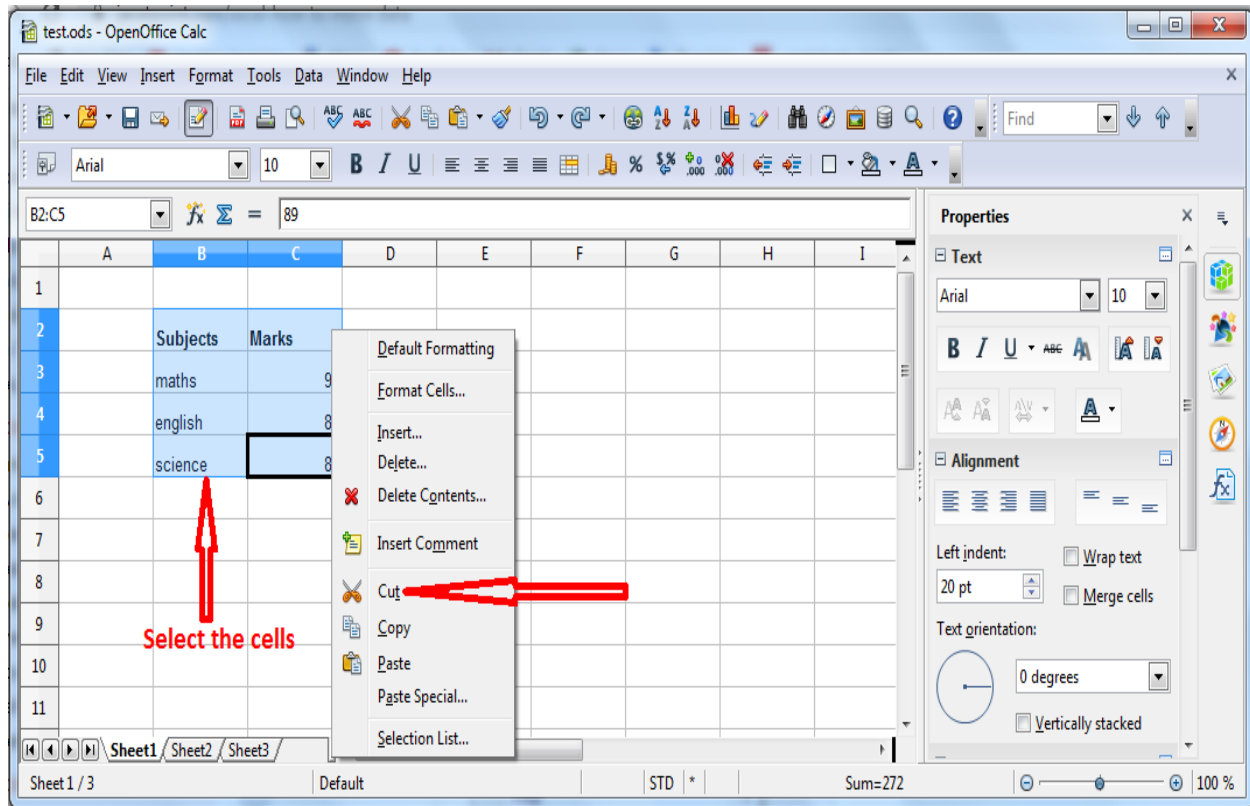
How to Delete a Column

Select the column by a left click on the column header then right click and select Delete option. To delete more columns drag the mouse horizontally left or right to select more columns. See the image:



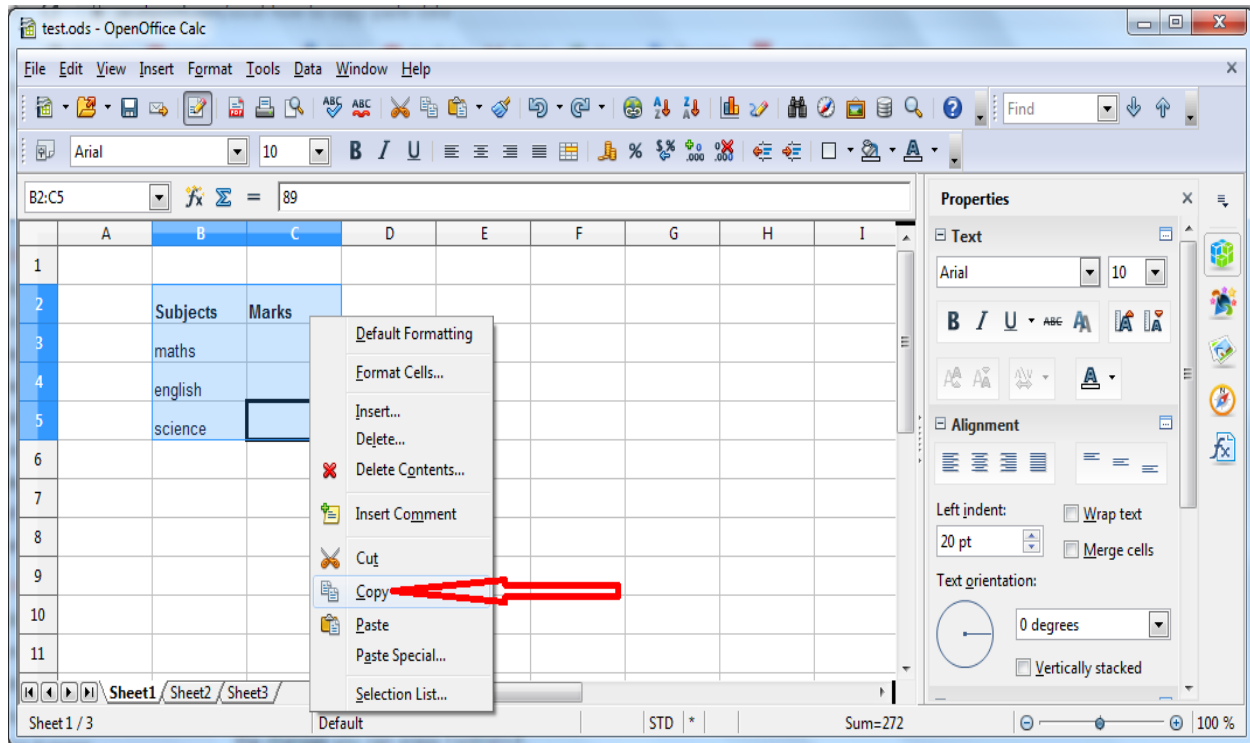
How to move data in OpenofficeCalc

Select the data you want to move, right click on it then select the cut option then select the cell where you want to shift the data. Right click on the selected cell and select paste option. Data will be moved to the desired location.



How to copy paste data in OpenofficeCalc

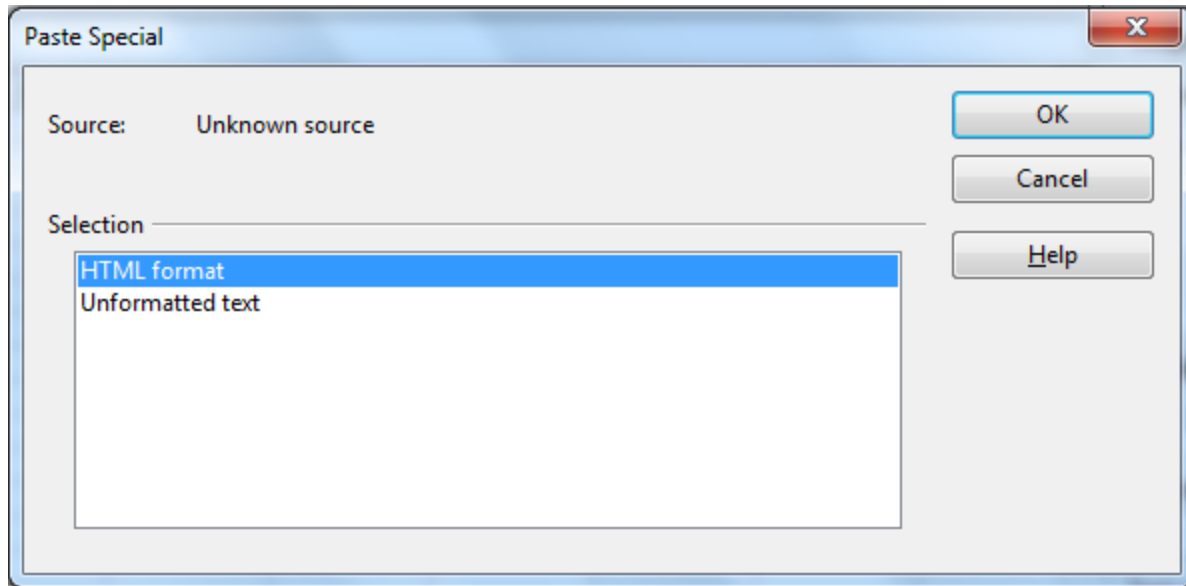
Select the data, right click on it then select Copy option. Now select the cell where you want to paste the data then right click on it and select Paste option. After selecting the data, you can also press Control+C to copy and Control+V to paste the data. To undo the changes you can press Control+Z.



Paste special

Paste Special is a feature that gives you more control of how the content is displayed or functions when pasted from the [clipboard](#). Paste special is a common feature in productivity software such as Microsoft Office and OpenOffice. It is very commonly used in Word, Excel, Writer, and Calc to provide special formatting or calculations when pasting content into a document.

For example, text copied from a web page often retains much or all of the [HTML](#) formatting, which may not match the colors, fonts, or other text formatting being used in the document. By using paste special, you can choose to paste unformatted text (doesn't have a different font, isn't bold, doesn't contain links, etc.). Below is an example of the choices that are offered when using paste special in OpenOffice.org Writer.

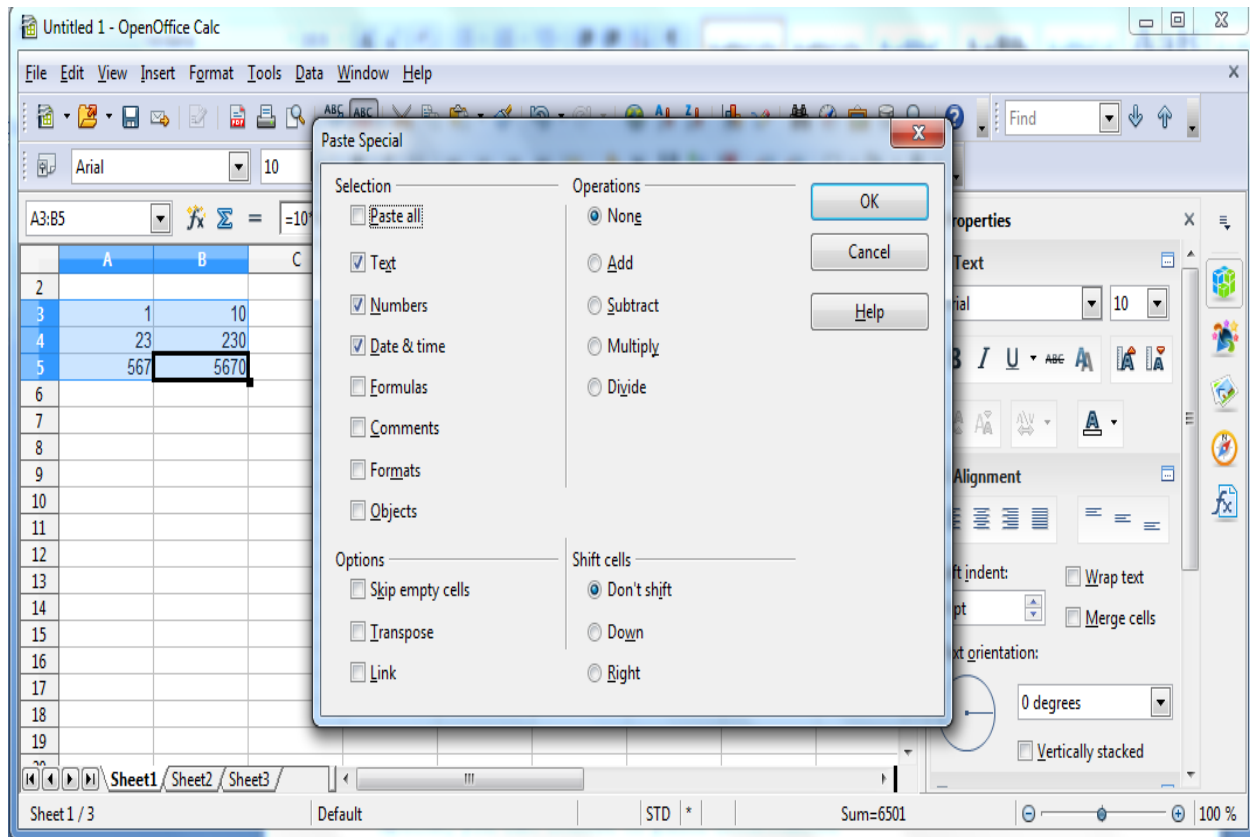


Paste Special allows you several choices of how to format text when pasted. In the same way, you can use this command in Excel or Calc to copy formulas and calculations when pasting data into cells.

How to use paste special

From the [file menu](#), click Edit and then choose Paste special or Paste text to open a dialog box similar to the above example. If you want to paste text that is not formatted, click Unformatted text or Plain text.

Short cut key to paste special is Ctrl+Shift+V



Difference between paste and paste special:-

Paste is a feature that lets users cut or copy items from a document and transfers them to another. Paste Special allows the items being transferred to be formatted in several different ways. Paste Special is a feature found in Microsoft Word, Microsoft Excel and OpenOffice.

Pasting text from a Web page often retains the HTML formatting of the original, while using Paste Special lets users change the font, use different links or adjust the size and color of the text. Paste Special also allows users to paste data into cells by copying formulas and calculations, which is unavailable when using Paste.

Format Painter:-

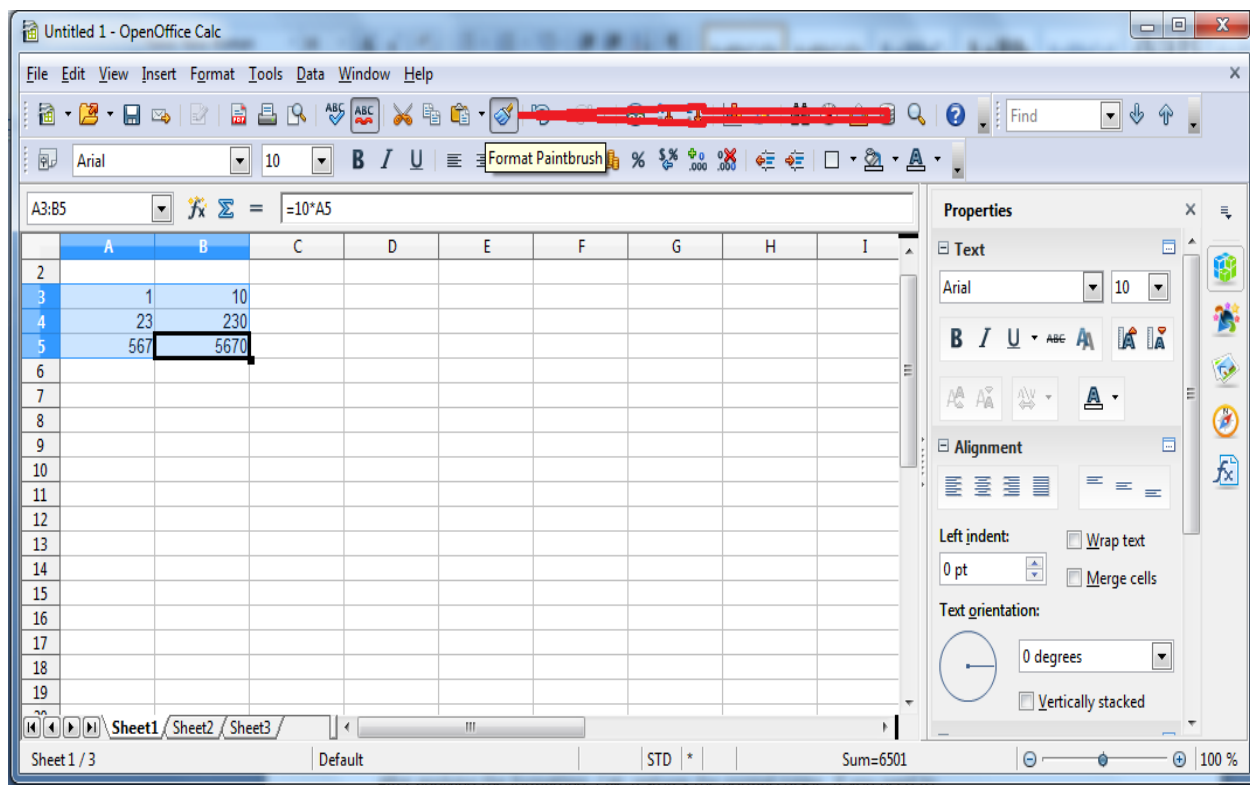
To copy formatting from one cell or a range of cells to another cell or range of cells, use the Format Paintbrush feature.

1. Select the cell or range that has the formatting you want to copy.

2. Click the Format Paintbrush button on the toolbar. Calc will change the cursor to a paint bucket and display an outline around the cell or range that contains the copied formatting.

3. Select the cell or range, to which you want to apply the formatting.

After applying the formatting, Calc restores the normal cursor. If you need to apply the formatting to multiple cells or ranges, double-click the Format Paintbrush button to lock it, when finished click the Format Paintbrush button again to unlock it.



Insert Picture:-

Images (also called pictures) such as corporate logos and photographs of people and products, are probably the most common types of graphic added to a Calc document. They may be downloaded from the Internet, scanned, or created with a graphics program; or they may be photos taken with a digital camera.

Images can be inserted in four ways:

Using the Insert File dialog

By dragging and dropping a supported file

From the gallery

From the clipboard by copying and pasting

Inserting an image file

Perhaps the most common way to insert graphics is to use an existing file.

To insert an image from a file, use either of the following methods:

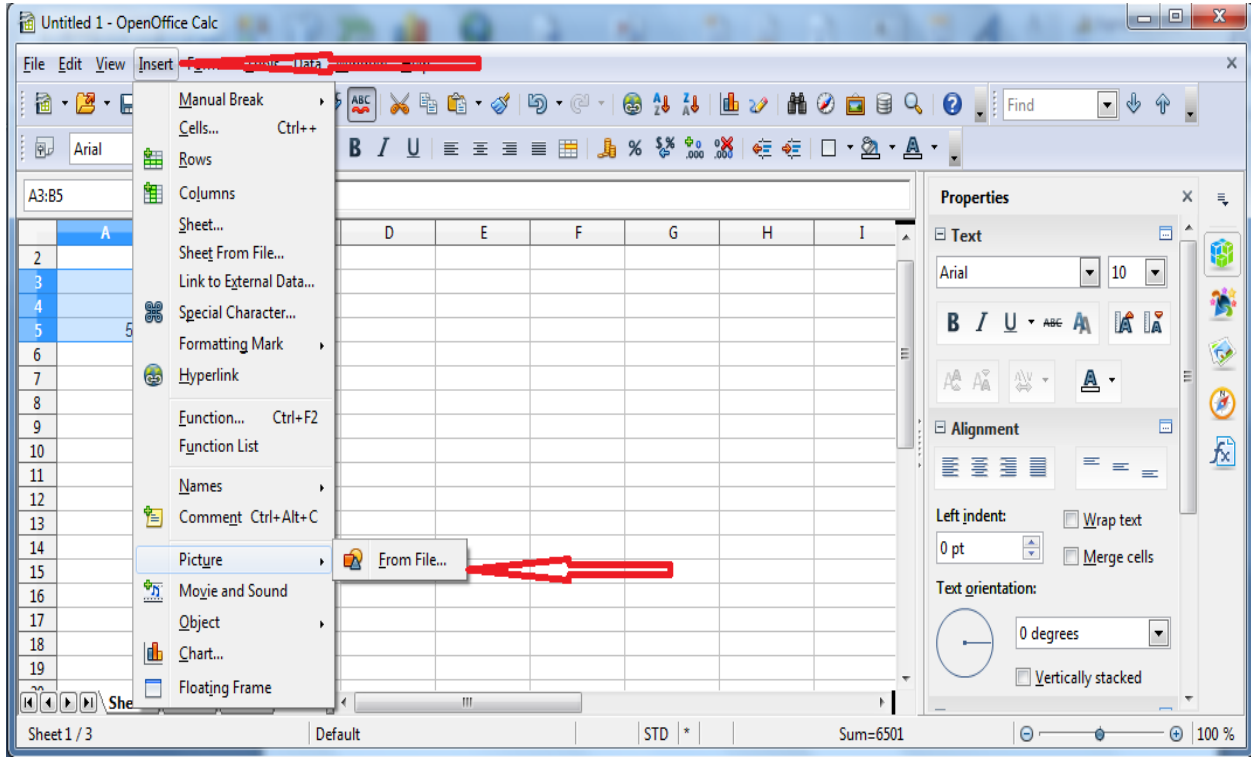
- Insert Picture dialog
- Drag and drop

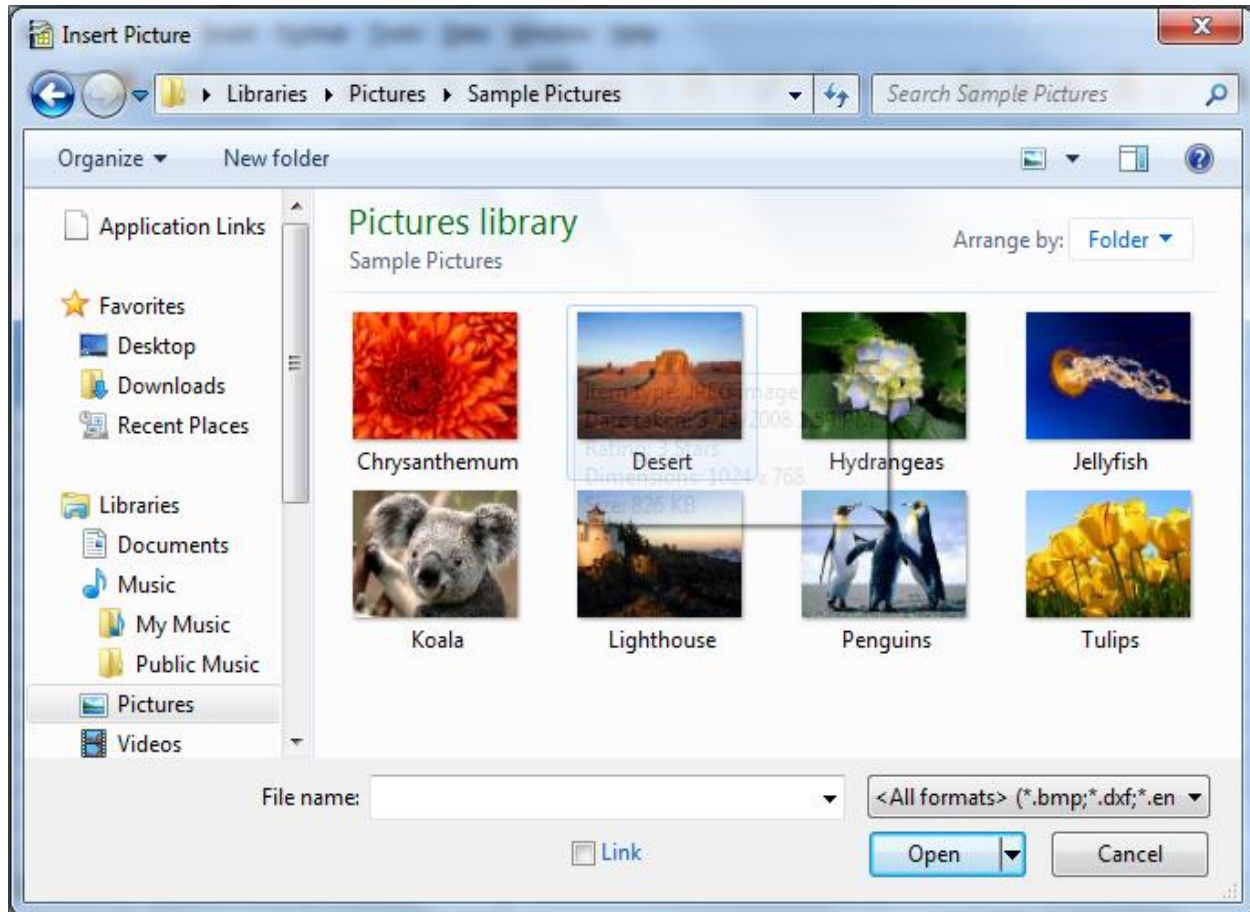
Insert Picture dialog

Click in the location in the Calc document where you want the image to appear. Do not worry too much about the exact placement of the image at this stage; placement can be changed easily as described in [Positioning graphics](#)

Choose Insert > Picture > From File from the menu bar, or click the Insert Picture icon  on the Picture toolbar (if the toolbar is visible).

In the Insert Picture dialog, navigate to the file to be inserted, select it, and click Open.





Drag and drop

Open a file browser window and locate the image you want to insert.

Drag the image into the Calc document and drop it where you want it to appear. A faint vertical line marks where the image will be dropped. The picture will be anchored to the cell where it was dropped.

This method always embeds (saves a copy of) the image file in the Calc document.

Inserting an image from the clipboard

Using the clipboard, you can copy images into a Calc document from another Calc document, from another component of OOO (Writer, Draw and so on) and from other programs.

To do this:

Open both the source document and the Calc document into which you want to copy the image.

In the source document, select the image to be copied.

Press Control+C to copy the image to the clipboard.

Switch to the Calc window.

Click to place the cursor where the graphic is to be inserted.

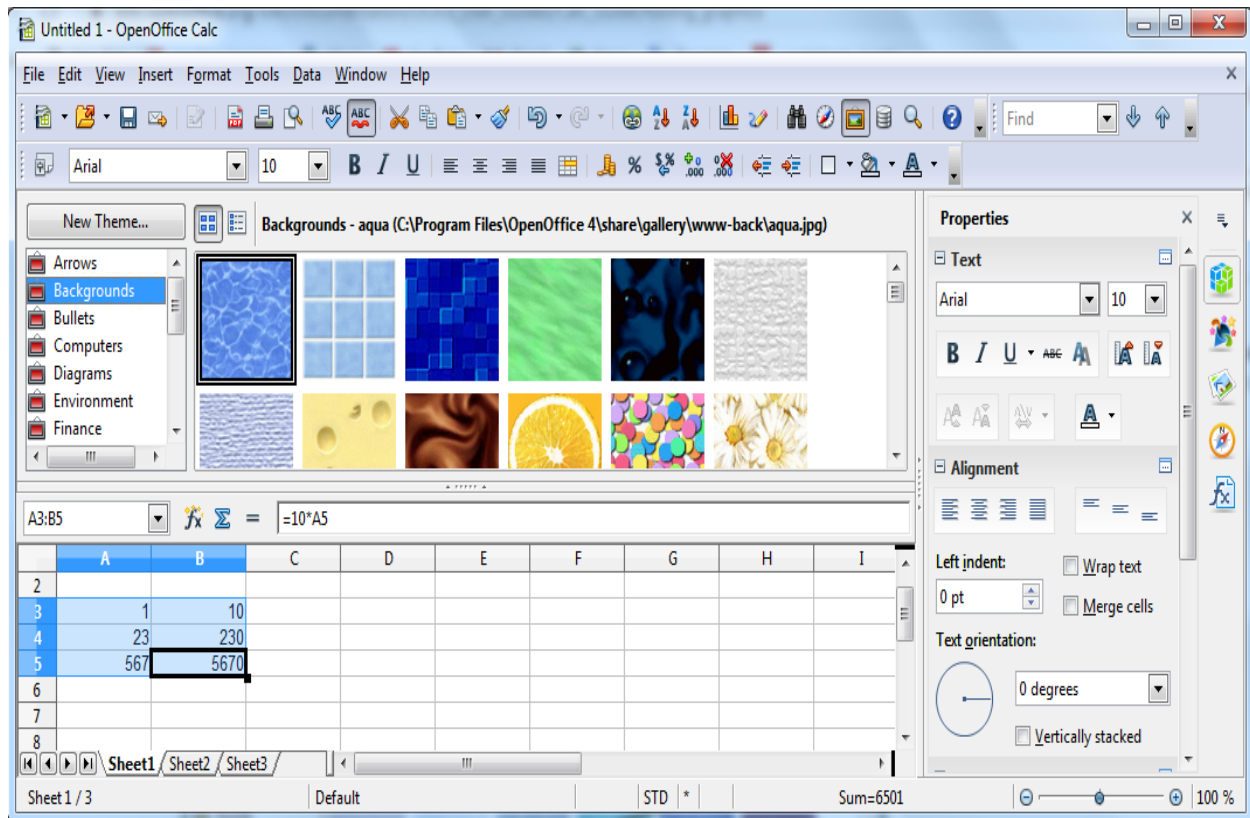
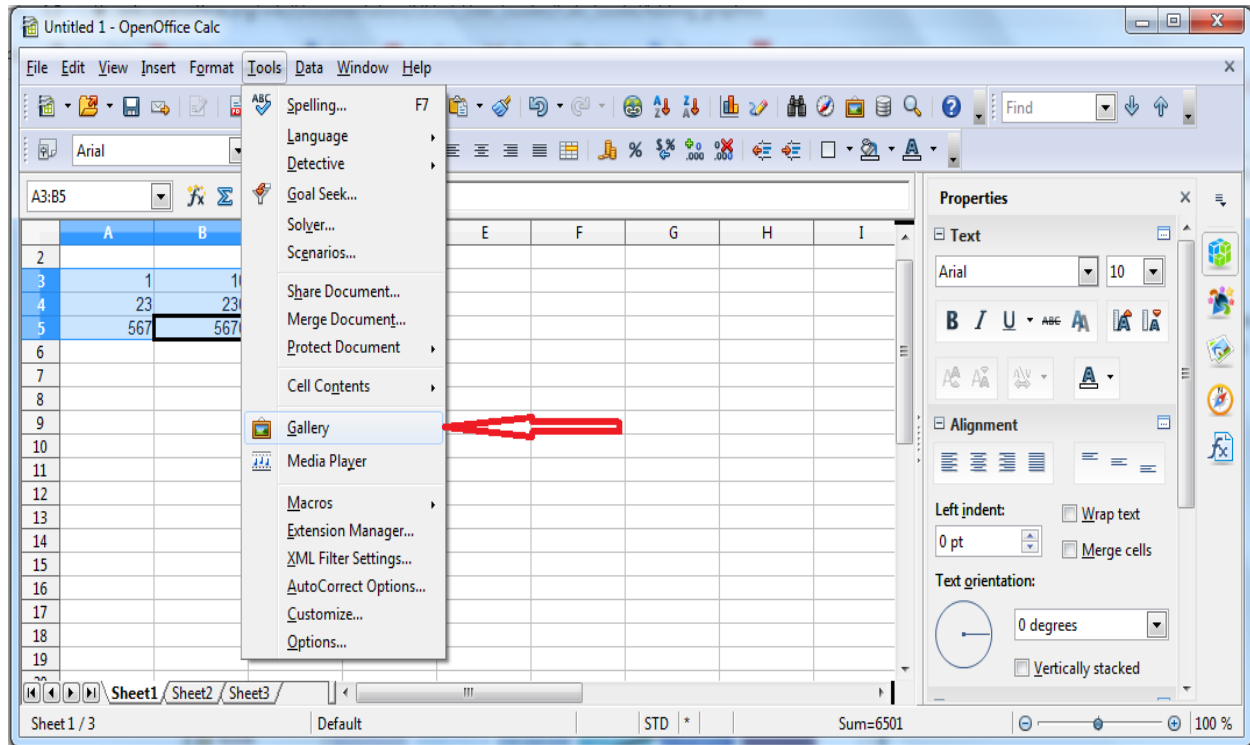
Press Ctrl+V to insert the image.

Inserting an image from the Gallery

To open the Gallery, choose Tools > Gallery, or click on the Gallery icon .

Navigate through the Gallery to find the desired picture.

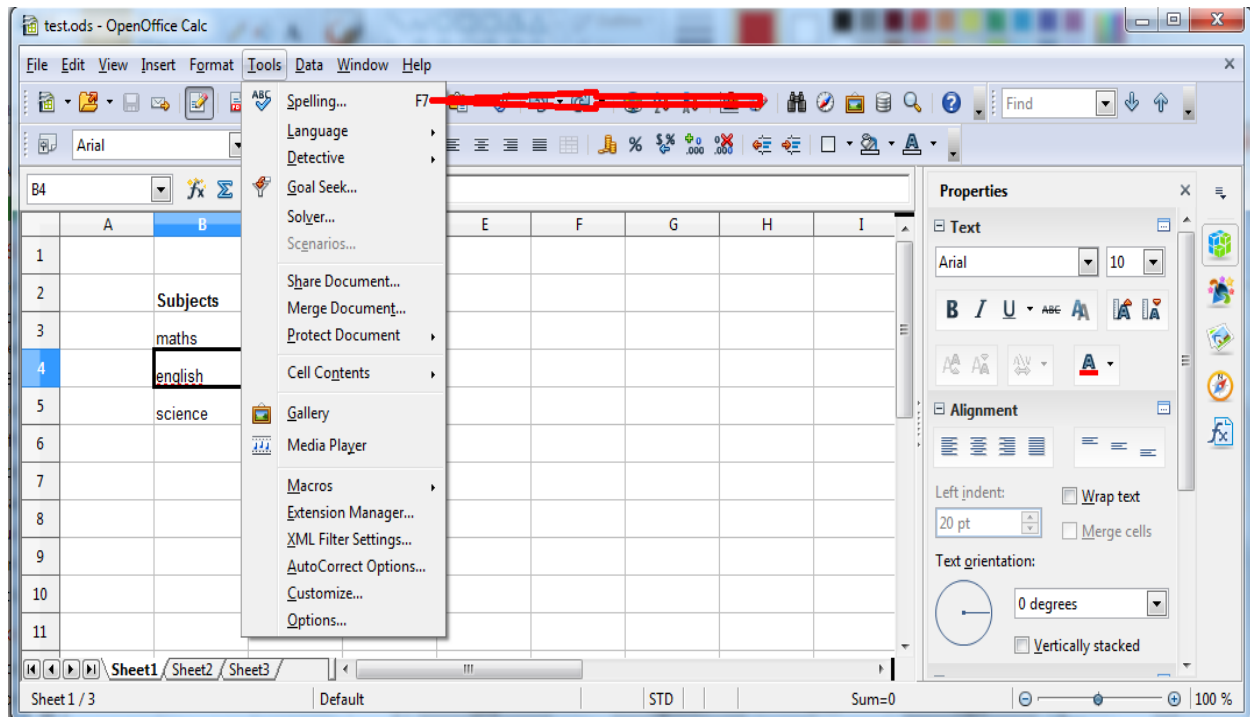
To insert the picture, either right-click on the picture and choose Insert > Copy, or click and drag the picture from the Gallery into the Calc document.

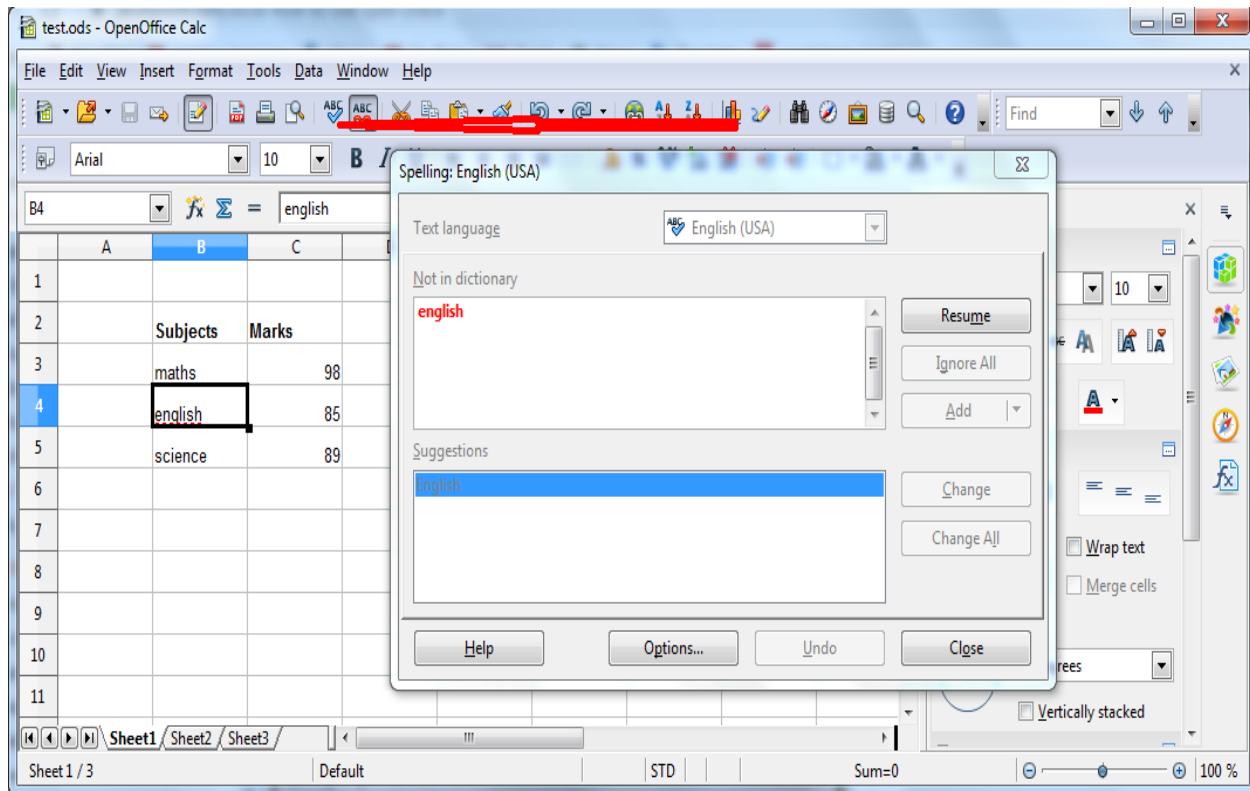


To close the Gallery, choose Tools > Gallery to uncheck the Gallery entry, or click on the Gallery icon again.

How to use spell check in Openoffice

Select the data then click on the tools tab it will display spelling command. Click on it or press F7. If there is any spelling mistake in the data, the spell check will suggest corrections in the spelling dialogue box. See the image:





Insert Header and footer:-

Headers and footers are predefined pieces of text that are printed at the top or bottom of a sheet outside of the sheet area. They are set the same way.

Headers and footers are assigned to a page style. You can define more than one page style for a spreadsheet and assign different page styles to different sheets.

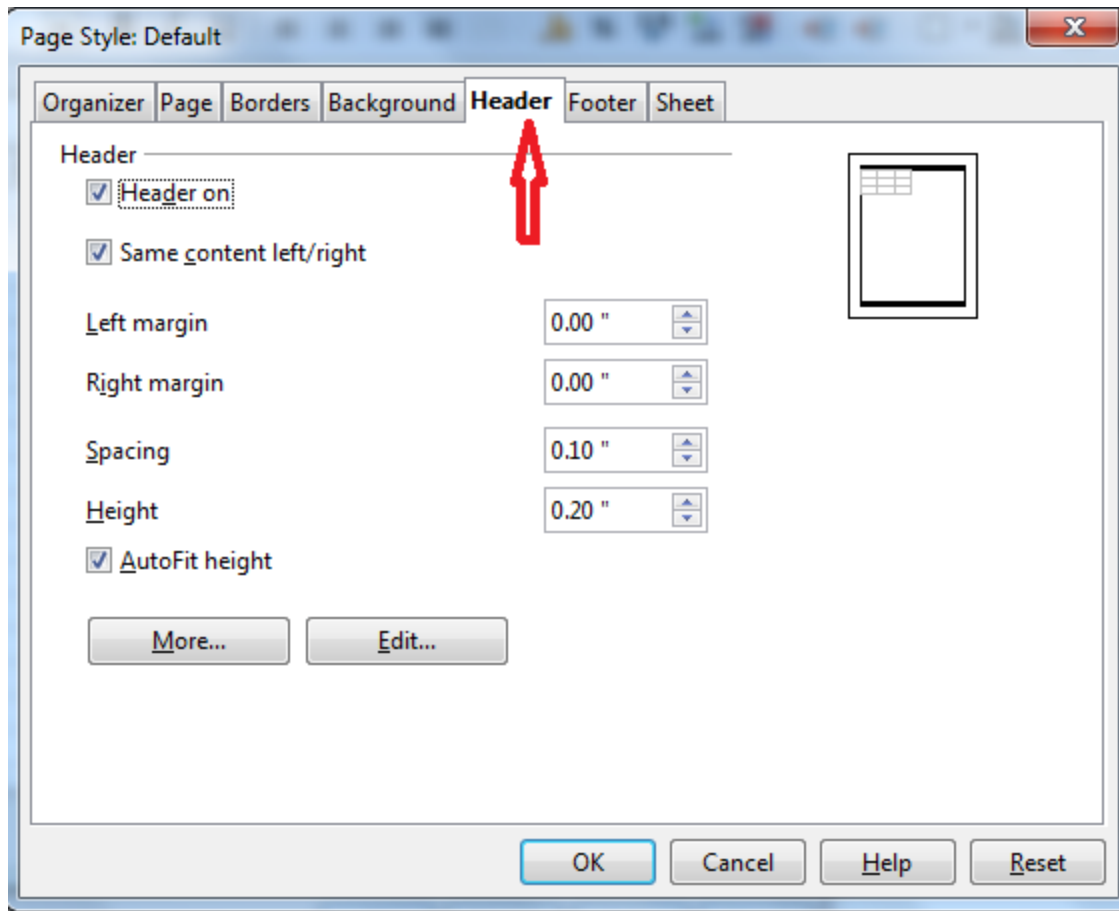
Setting a header or a footer

To set a header or footer:

Navigate to the sheet that you want to set the header or footer for. Select Format > Page.

Select the Header (or Footer) tab.

Select the Header on option.



From here you can also set the margins, the spacing, and height for the header or footer. You can check the AutoFit height box to automatically adjust the height of the header or footer.

Margin

Changing the size of the left or right margin adjusts how far the header or footer is from the side of the page.

Spacing

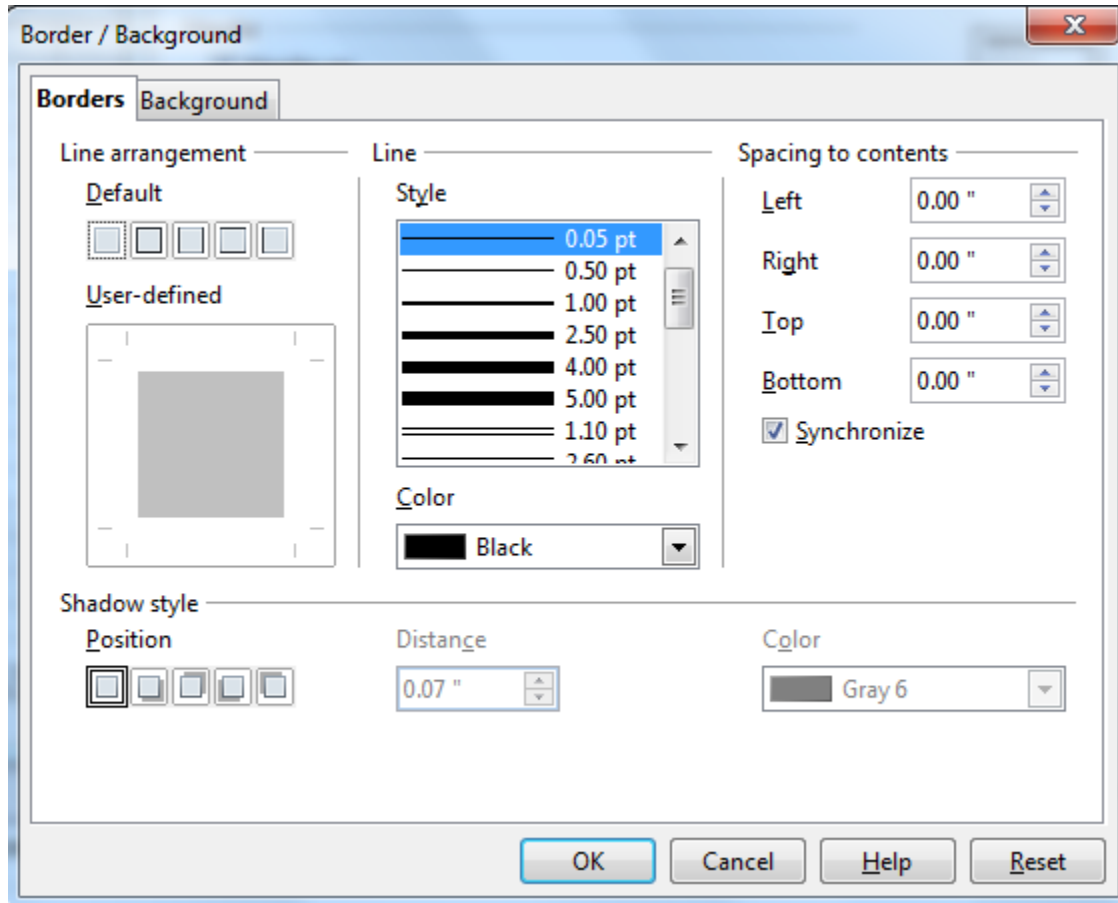
Spacing affects how far above or below the sheet the header or footer will print. So, if spacing is set to 1.00", then there will be 1 inch between the header or footer and the sheet.

Height

Height affects how big the header or footer will be.

Header or footer appearance

To change the appearance of the header or footer, click the More button in the dialog. This opens the Border/Background dialog.

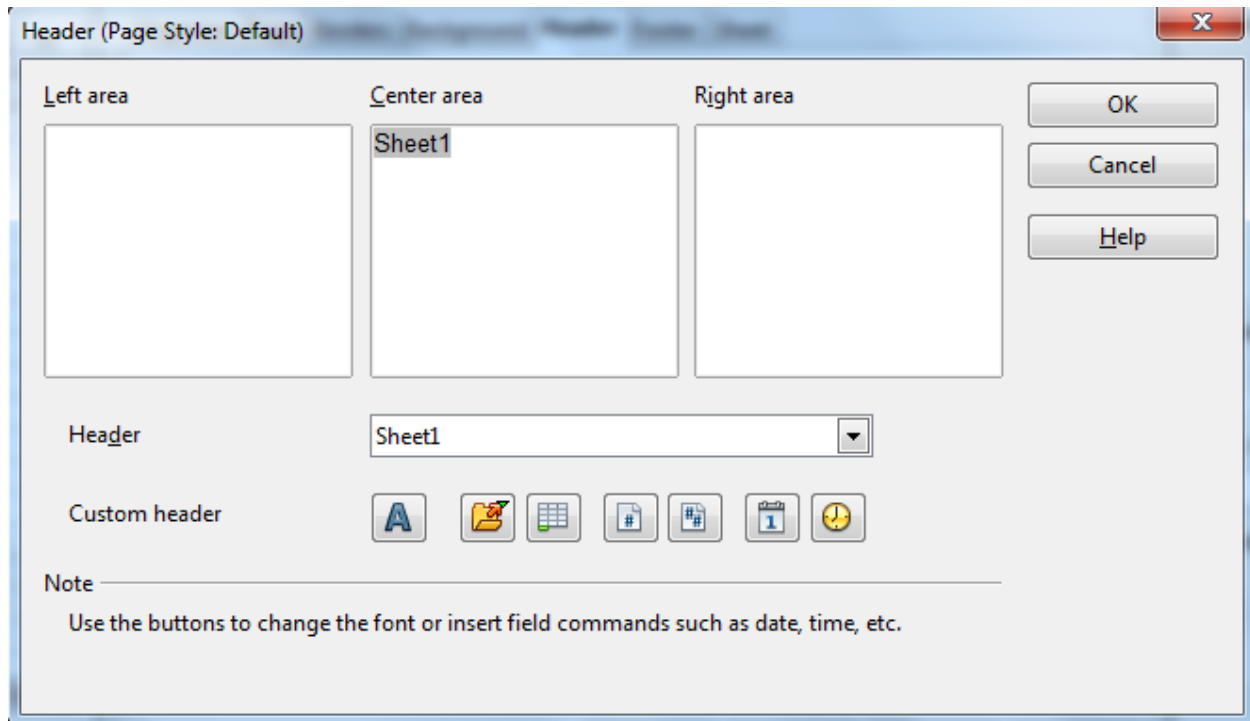


From this dialog you can set the background and border style of the header or footer. See [Using styles and templates in Calc](#) for more information.

Setting the contents of the header or footer

The header or footer of a Calc spreadsheet has three columns for text. Each column can have different contents.

To set the contents of the header or footer, click the Edit button in the header or footer dialog shown above to display the dialog shown below.



Areas

Each area in the header or footer is independent and can have different information in it.

Header

You can select from several preset choices in the Header drop-down list, or specify a custom header using the buttons below. (If you are formatting a footer, the choices are the same.)

Custom header

Click in the area (Left, Center, Right) that you want to customize, then use the buttons to add elements or change text attributes.



Opens the Text Attributes dialog.



Inserts the total number of pages.



Inserts the File Name field.



Inserts the Date field.



Inserts the Sheet Name field.



Inserts the Time field.



Inserts the current page number.

Saving Spreadsheet:- Spreadsheets can be saved in the following three ways.

From the menu bar

Click File and then select Save (or Save All or Save As).

From the toolbar

Click on the Save button  on the Function bar. If the file has been saved and no subsequent changes have been made, this button is grayed-out and unselectable.

From the keyboard

Use the key combination **Control+S**.

If the spreadsheet has not been saved previously, then each of these actions will open the Save As dialog. Here you can specify the spreadsheet name and the location in which to save it.

Note:- If the spreadsheet has been previously saved, then saving will overwrite the existing copy without opening the Save As dialog. If you want to save the spreadsheet in a different location or with a different name, then select File > Save As.

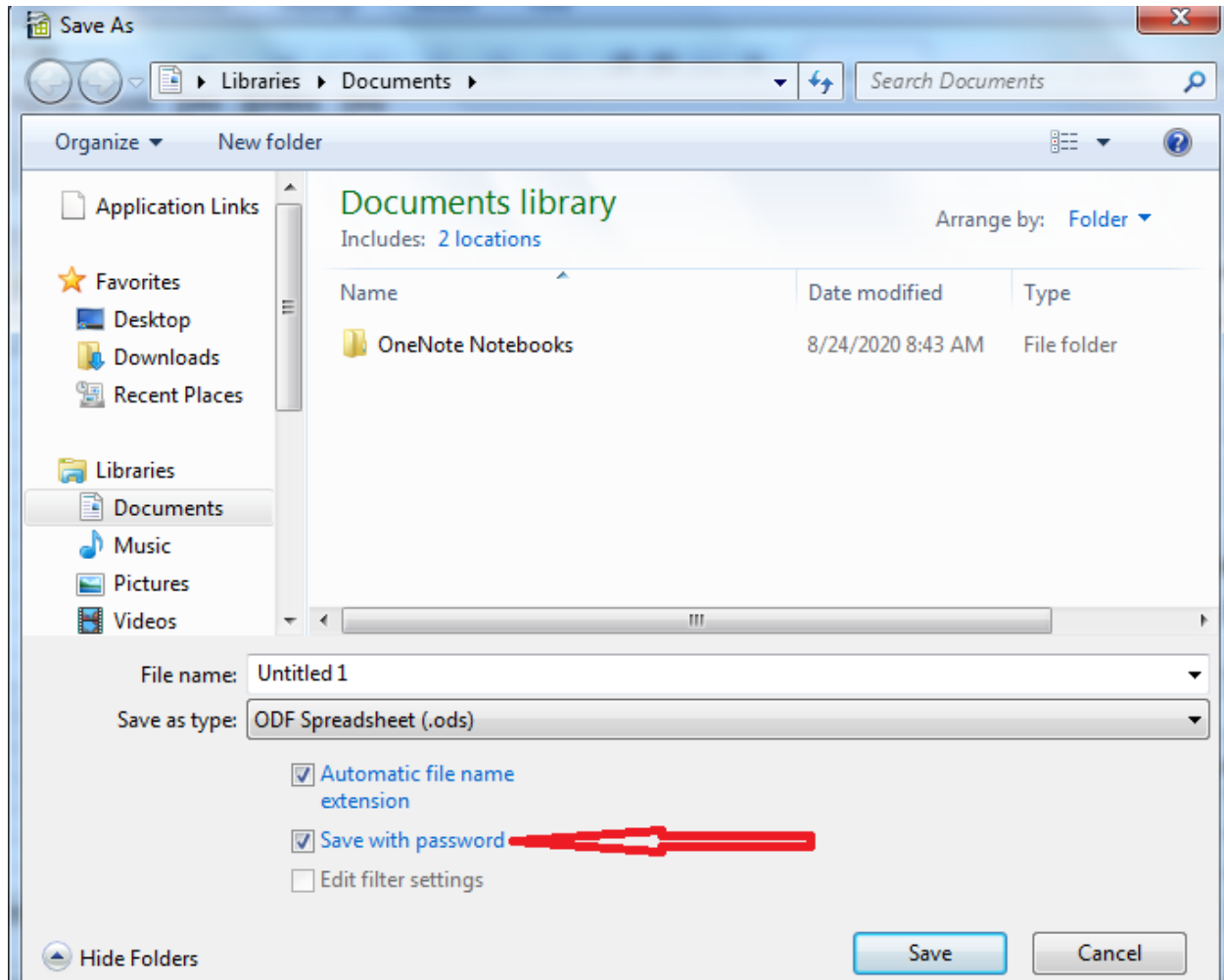
Password protection

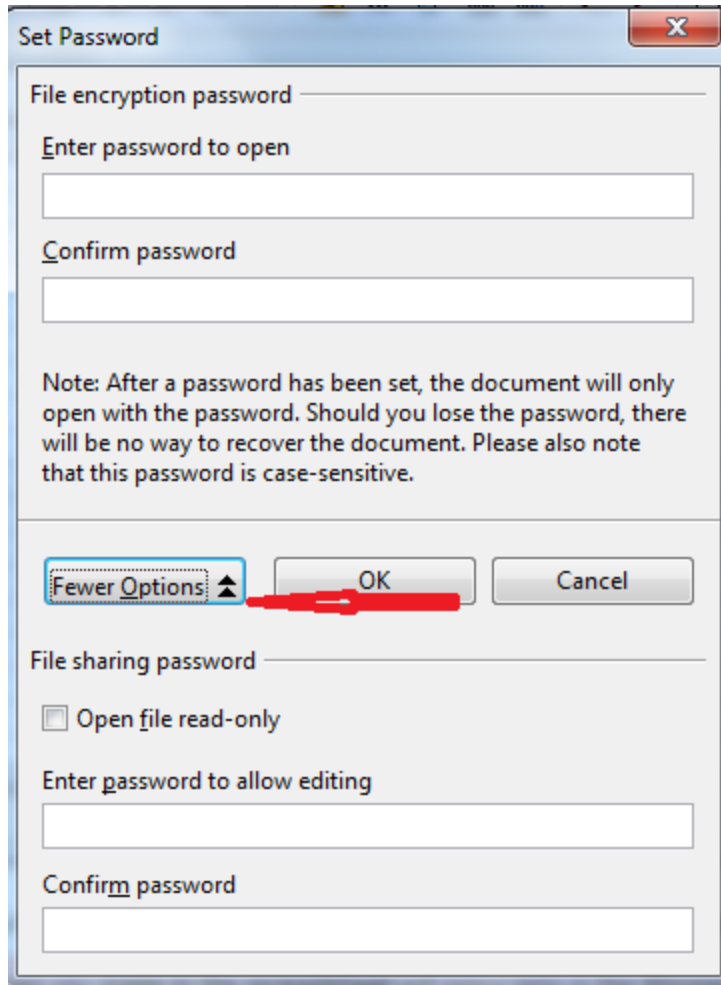
To protect an entire document from being viewable without a password, use the option on the Save As dialog box to enter a password. This option is only available for files saved in OpenDocument formats or the older OpenOffice.org 1.x formats.

On the Save As dialog box, select the Save with password option, and then click Save. You will receive a prompt to type the same password in two fields. If the passwords match, the OK button becomes active. Click OK to save the

document password-protected. If the passwords do not match, you receive the prompt to enter the password again.

Note:- Passwords must contain a minimum of 5 characters. Until you have entered 5 characters, the OK button remains inactive.





Saving as a CSV file

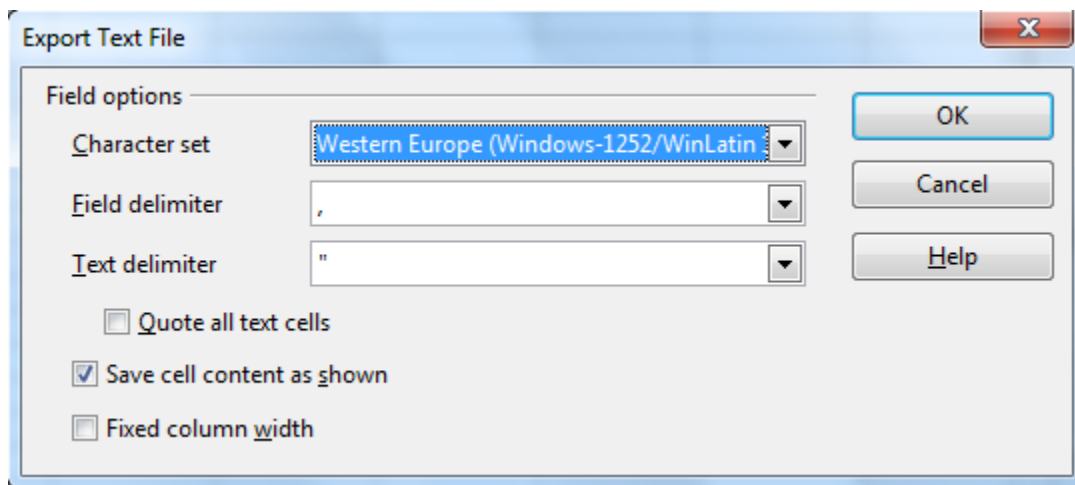
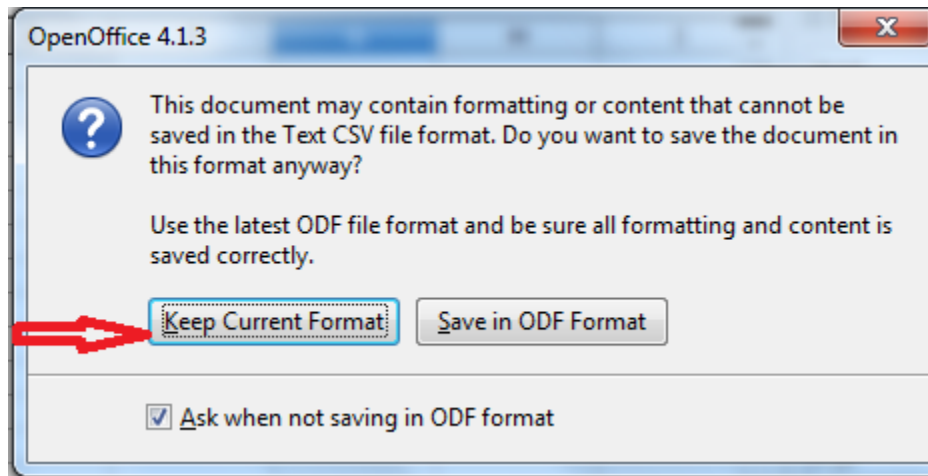
To save a spreadsheet as a comma separated value (CSV) file:

Choose File > Save As.

In the File name box, type a name for the file.

In the File type list, select Text CSV and click Save.

You may see the message box shown below. Click Keep Current Format.



Note:-Calc can save spreadsheets in a range of formats, including HTML (Web pages), through the Save As dialog. Calc can also export spreadsheets to PDF and XHTML. See [Printing, exporting and emailing](#) for more information.

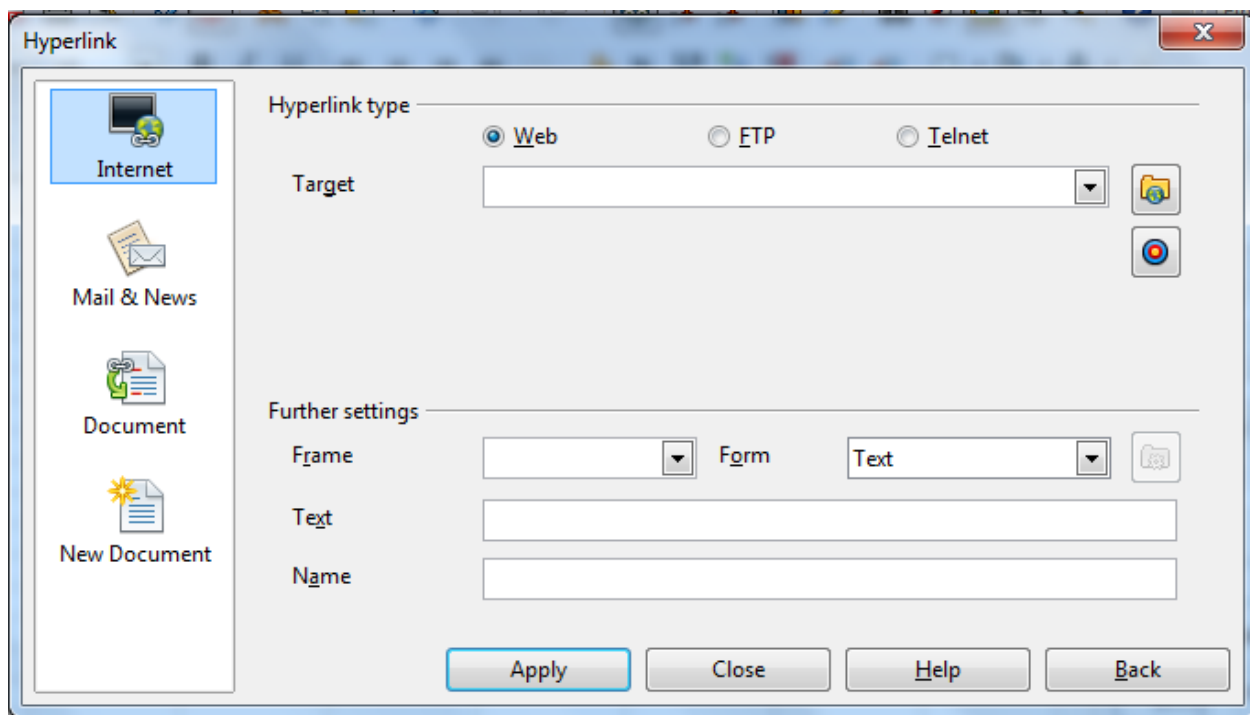
Linking Spread Sheets:-

Hyperlinks can be used in Calc to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files or even to web sites.

Creating hyperlinks:-

When you type text that can be used as a hyperlink (such as a website address or URL), Calc formats it automatically, creating the hyperlink and applying to the text a color and background shading. If this does not happen, you can enable this feature using Tools > AutoCorrect Options > Options and selecting URL Recognition

You can also insert and modify links using the Hyperlink dialog. To display the dialog, click the Hyperlink icon on the Standard toolbar or choose Insert > Hyperlink from the menu bar. To turn existing text into a link, highlight it before opening the dialog.



On the left side, select one of the four categories of hyperlinks:

- Internet: the hyperlink points to a web address, normally starting with http://
- Mail & News: the hyperlink opens an email message that the pre-addressed to a particular recipient

- Document: the hyperlink points to a place in either the current document or another existing document
- New document: the hyperlink creates a new document.

Printing from Calc:-

Quick printing

Click the Print File Directly icon to send the entire document to the default printer defined for your computer.

You can change the action of the Print File Directly icon to send the document to the printer defined for the document instead of the default printer for the computer. Choose Tools > Options > Load/Save > General and the Load printer settings with the document option.

In general, the best way to print large spreadsheets is to first preview the print output, then adjust the print settings to arrive at the desired effect. The following mini-procedures explain the main options for printing spreadsheets.

Previewing the print area

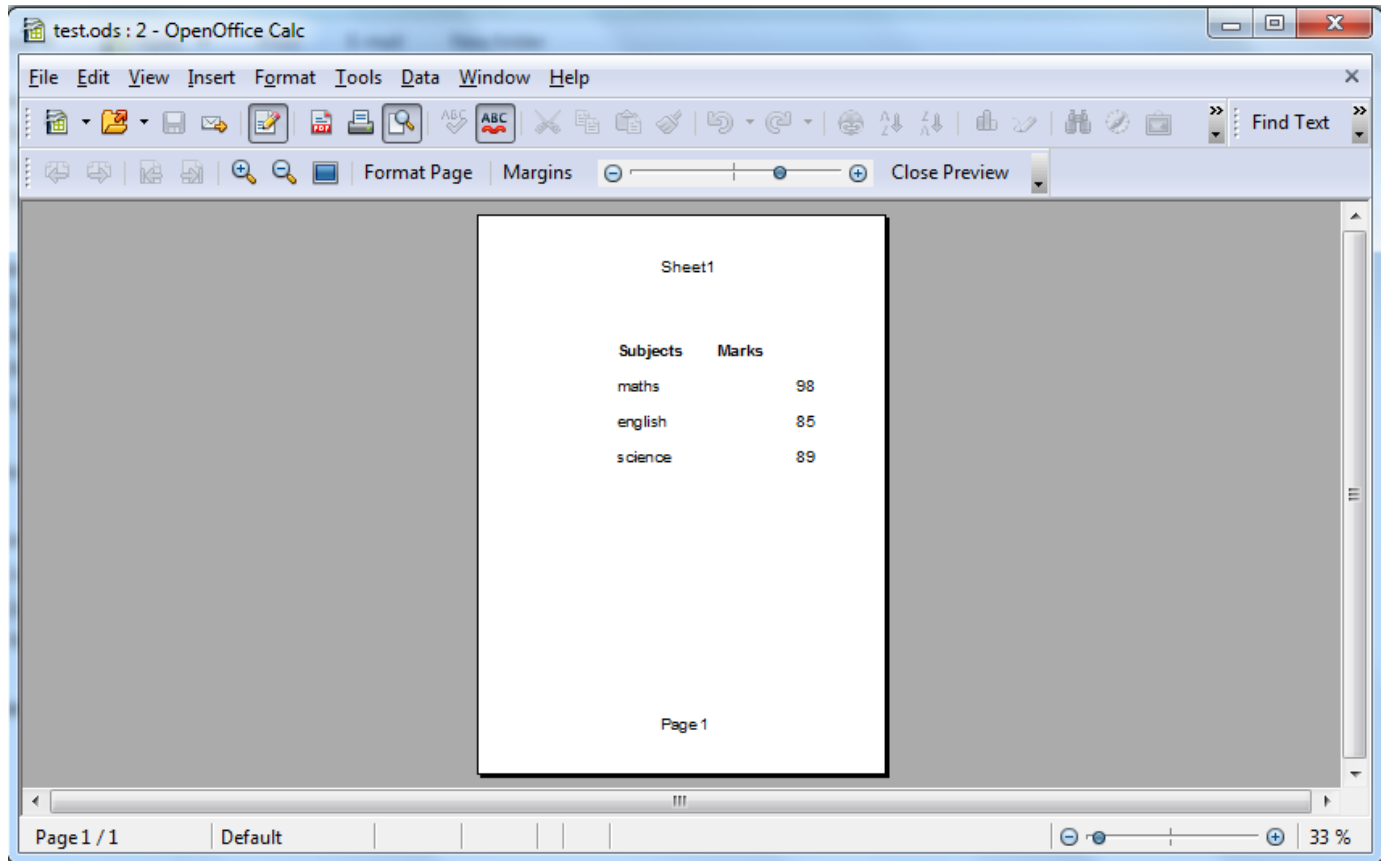
Select File - Page Preview from the main menu

Use the navigation buttons on the tool bar to view the print. If the spreadsheet is too large for one page, some columns may appear on additional pages.

Click the Close Preview to the right of the navigation buttons on the toolbar to close the preview

Make adjustments to the print settings, then preview again. Repeat until the print displays in the desired format.

Note:- This command will allow you to see the current page number assignments for the data that you want to print. This is especially useful when only a portion of the spreadsheet is to be printed, or when several print ranges are associated with one Calc file.



Formatting the page

Select Format - Page... from the main menu

Select the Page tab in the dialog that appears

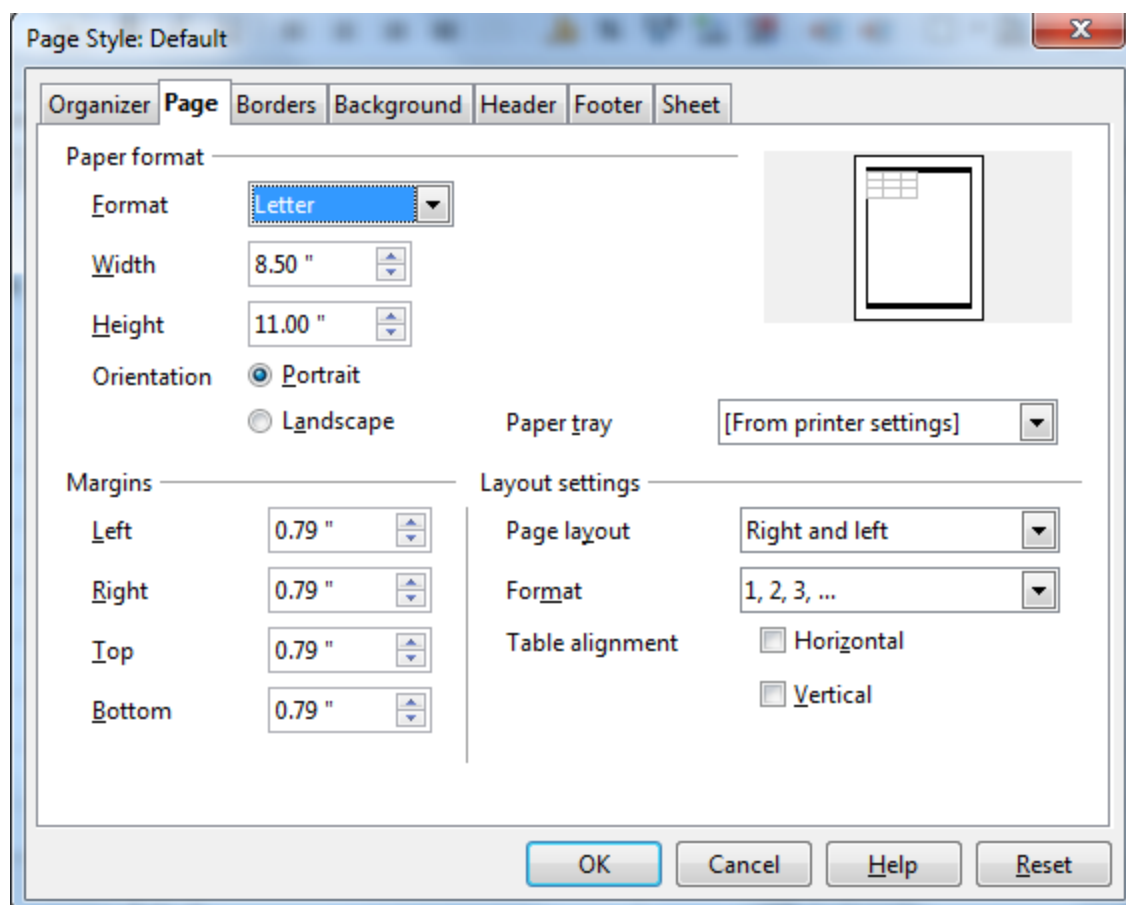
Set the paper size

Specify the page orientation by click on the checkbox next to Portrait or Landscape

Adjust the margins, if needed.

Set the table alignment to align the table to the page.

Click OK, or click other tabs in this box to access more formatting options.



Adjusting the page breaks

Select View - Page Break Preview from the main menu

Place the cursor exactly on top of one of the (blue) page edge lines, then drag each edge to adjust the page boundaries as desired.

To toggle this view off, select View - Page Break Preview again

Notes:

If everything appears gray, this means that no print ranges are defined. If a print range is defined, the printing area will show up with a white background with a blue outline at the page boundary. A gray 'Page N', where 'N' is the page sequence number for the sheet, will appear in the middle of the print area. If no range is defined for printing, follow the instructions below.

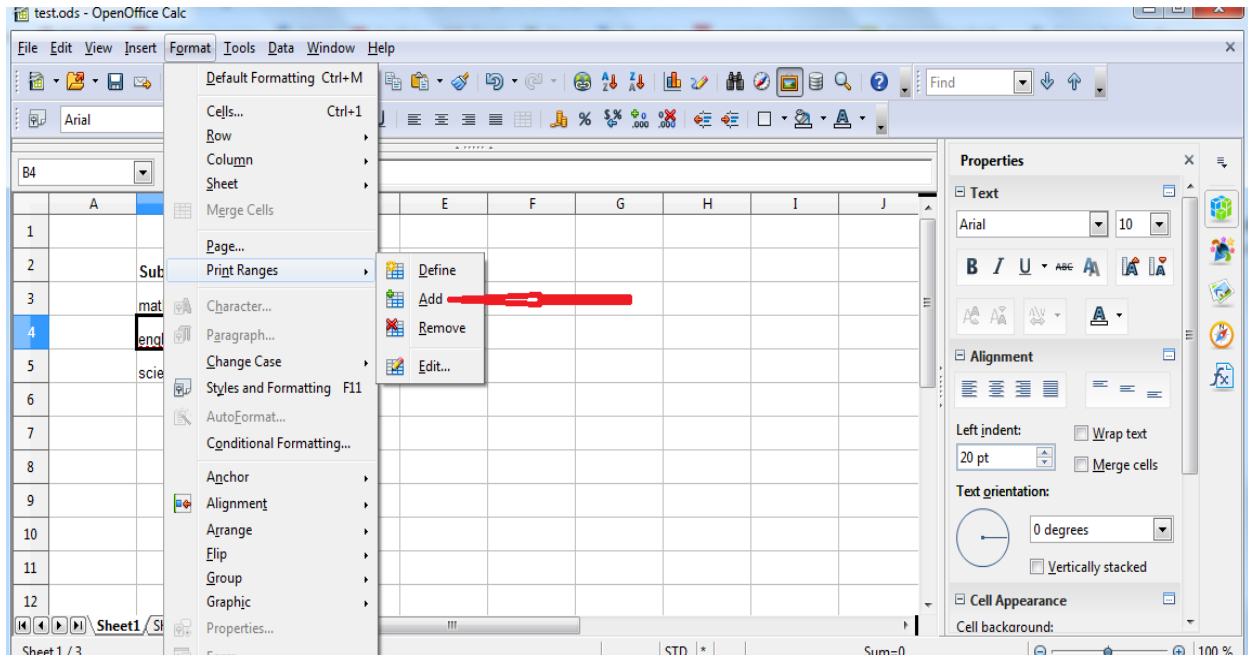
Setting the area to be printed

Go to the desired sheet.

Click and drag to select (highlight) the area of the sheet to be printed.

Select Format - Print Ranges - Add from the main menu

Repeat the above steps for each sheet of the file to be printed.



Adjusting the printout to fit onto one a specific number of pages

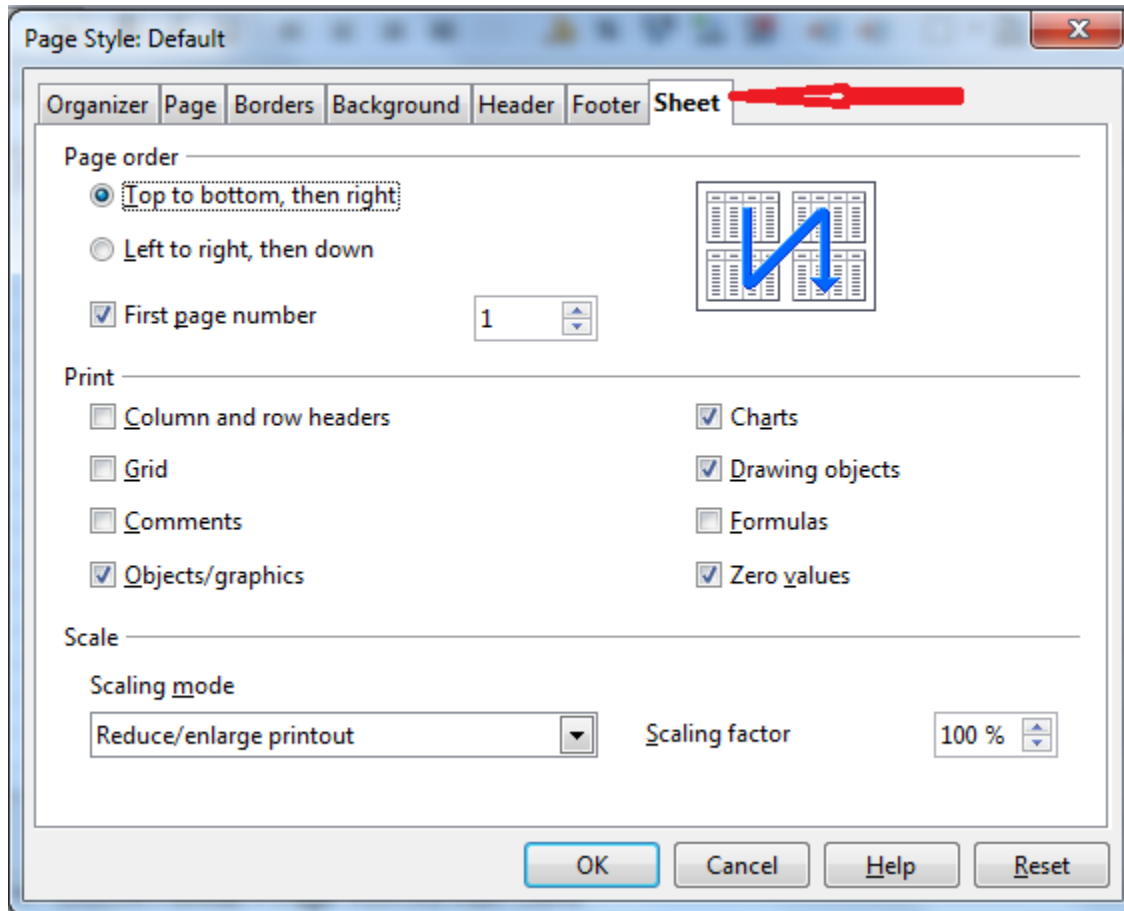
Select Format - Page... from the main menu

Select the Sheet tab in the dialog that appears

Select the Scaling Mode and a scale

Click OK

Use Page Preview (instructions above) to see a preview of what will print. Re-adjust if necessary.



Editing the print range

Select Format - Print Ranges - Edit from the main menu

In the print dialog that appears, look at the Print range setting.

Adjust the cell definition in the range of cells, or select None to clear the print range.

Click OK.

Printing a spreadsheet in the center of the page

Select Format - Page... from the main menu

Select the Page tab

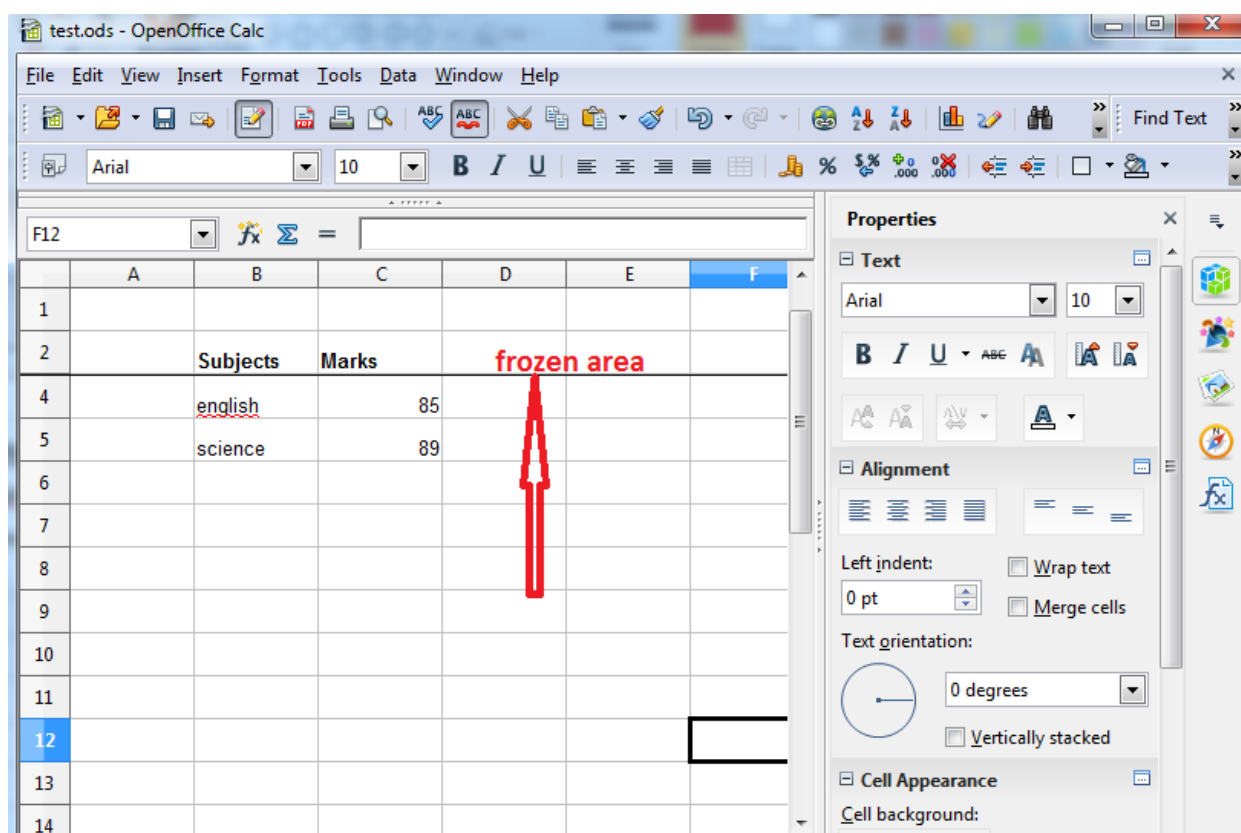
In the Table alignment section, select (or deselect as desired) the boxes next to Horizontal and Vertical. A visual of the table alignment settings will show in the small graphic on the same page as these parameters.

Split, Hide and Freeze panes in worksheet:-

Freezing rows and columns

Freezing locks a number of rows at the top of a spreadsheet or a number of columns on the left of a spreadsheet or both. Then when scrolling around within the sheet, any frozen columns and rows remain in view.

Figure below shows some frozen rows. The heavier horizontal line between rows 2 and 4 denote the frozen area. Rows 2 through 4 have been scrolled off the page. Because the first two rows are frozen into place, they remained.



You can set the freeze point at one row, one column, or both a row and a column.

Freezing single rows or columns

Click on the header for the row below where you want the freeze or for the column to the right of where you want the freeze.

Select Window > Freeze.

A dark line appears, indicating where the freeze is put.

Freezing a row and a column

Click into the cell that is immediately below the row you want frozen and immediately to the right of the column you want frozen.

Select Window > Freeze.

Two lines appear on the screen, a horizontal line above this cell and a vertical line to the left of this cell. Now as you scroll around the screen, everything above and to the left of these lines will remain in view.

Unfreezing

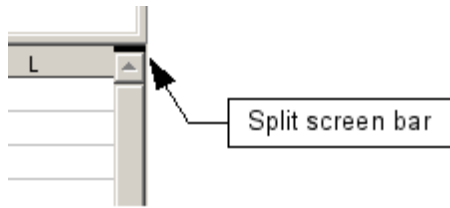
To unfreeze rows or columns, select Window > Freeze. The check mark by Freeze will vanish.

Splitting the window

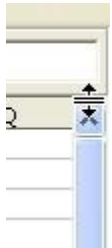
Another way to change the view is by splitting the window—also known as splitting the screen. The screen can be split either horizontally or vertically or both. This allows you to have up to four portions of the spreadsheet in view at any one time.

Splitting the screen horizontally

Move the mouse pointer into the vertical scroll bar, on the right-hand side of the screen, and place it over the small button at the top with the black triangle.



Immediately above this button you will see a thick black line (see above). Move the mouse pointer over this line and it turns into a line with two arrows (see below).

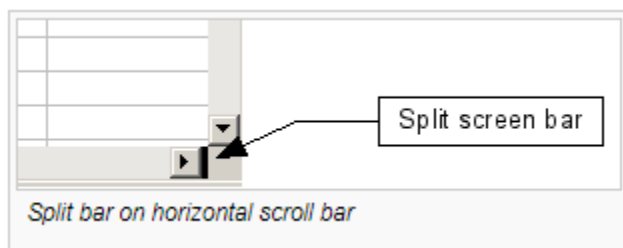


Hold down the left mouse button and a gray line appears, running across the page. Drag the mouse downwards and this line follows.

Release the mouse button and the screen splits into two views, each with its own vertical scroll bar.

Splitting the screen vertically

Move the mouse pointer into the horizontal scroll bar at the bottom of the screen and place it over the small button on the right with the black triangle.



Immediately to the right of this button is a thick black line. Move the mouse pointer over this line and it turns into a line with two arrows.

Hold down the left mouse button and a gray line appears, running up the page. Drag the mouse to the left and this line follows.

Release the mouse button and the screen is split into two views, each with its own horizontal scroll bar.

Removing split views

Double-click on each split line, or

Click on and drag the split lines back to their places at the ends of the scroll bars, or

Select Window > Split. This will remove all split lines at the same time.

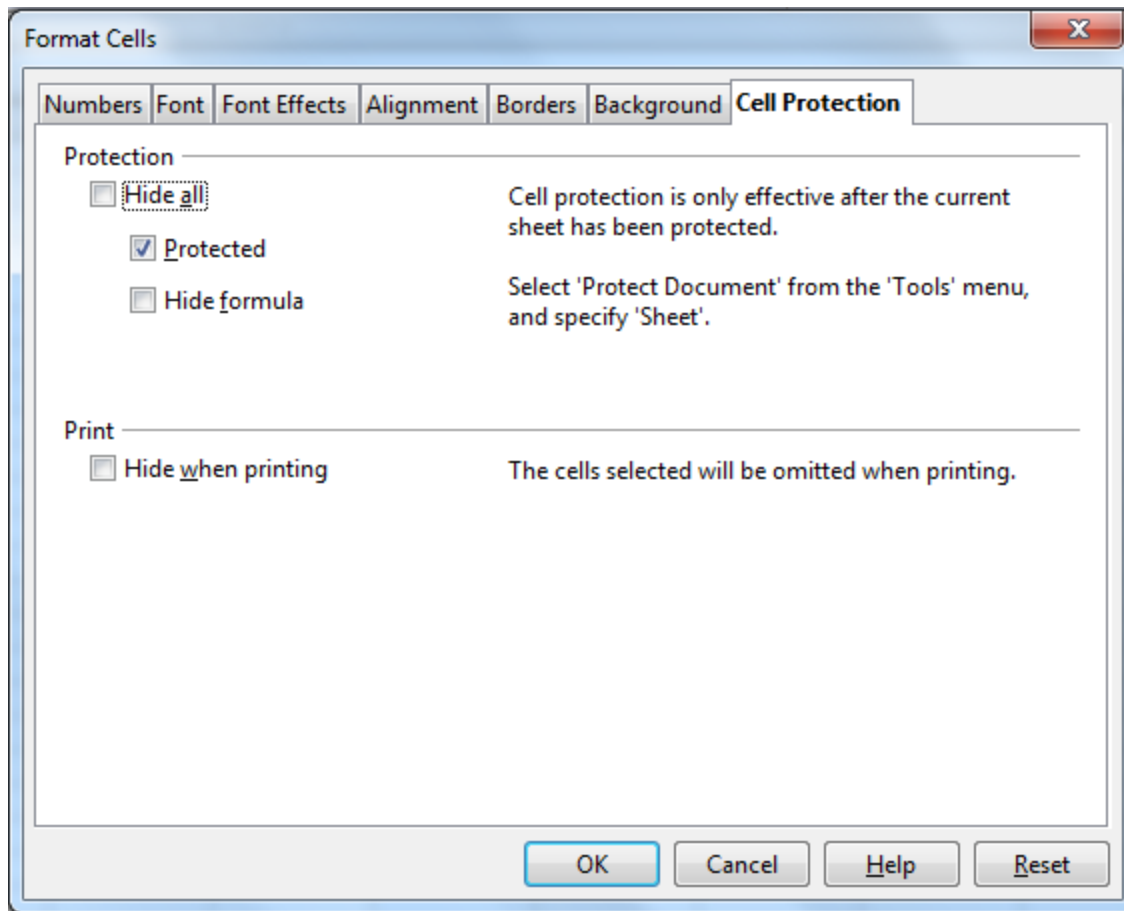
Note:-You can also split the screen using a menu command. Click in a cell that is immediately below and immediately to the right of where you wish the screen to be split, and choose Window > Split.

Hidding and Showing Data:-

When elements are hidden, they are neither visible nor printed, but can still be selected for copying if you select the elements around them. For example, if column B is hidden, it is copied when you select columns A and C. When you need a hidden element again, you can reverse the process, and show the element.

To hide or show sheets, rows, and columns, use the options on the Format menu or the right-click (context) menu. For example, to hide a row, first select the row, and then choose Format > Row > Hide (or right-click and choose Hide).

To hide or show selected cells, choose Format > Cells from the menu bar (or right-click and choose Format Cells). On the Format Cells dialog, go to the Cell Protection tab.



Outline group groups:-

If you are continually hiding and showing the same cells, you can simplify the process by creating outline groups, which add a set of controls for hiding and showing the cells in the group that are quick to use and always available.

If the contents of cells falls into a regular pattern, such as four cells followed by a total, then you can use Data > Group and Outline > AutoOutline to have Calc add outline controls based on the pattern. Otherwise, you can set outline groups manually by selecting the cells for grouping, then choosing Data > Group and Outline > Group. On the Group dialog, you can choose whether to group the selected cells by rows or columns.

When you close the dialog, the outline group controls are visible between either the row or column headers and the edges of the editing window. The controls

resemble the tree-structure of a file-manager in appearance, and can be hidden by selecting Data > Outline > Hide Details. They are strictly for online use, and do not print.

The basic outline controls have plus or minus signs at the start of the group to show or hide hidden cells. However, if one or more outline group is nested in another, the controls have numbered buttons for hiding different levels of group.

If you no longer need a group, place the mouse cursor in any cell in it and select Data > Group and Outline > Ungroup. To remove all groups on a sheet, select Data > Group and Outline > Remove.

