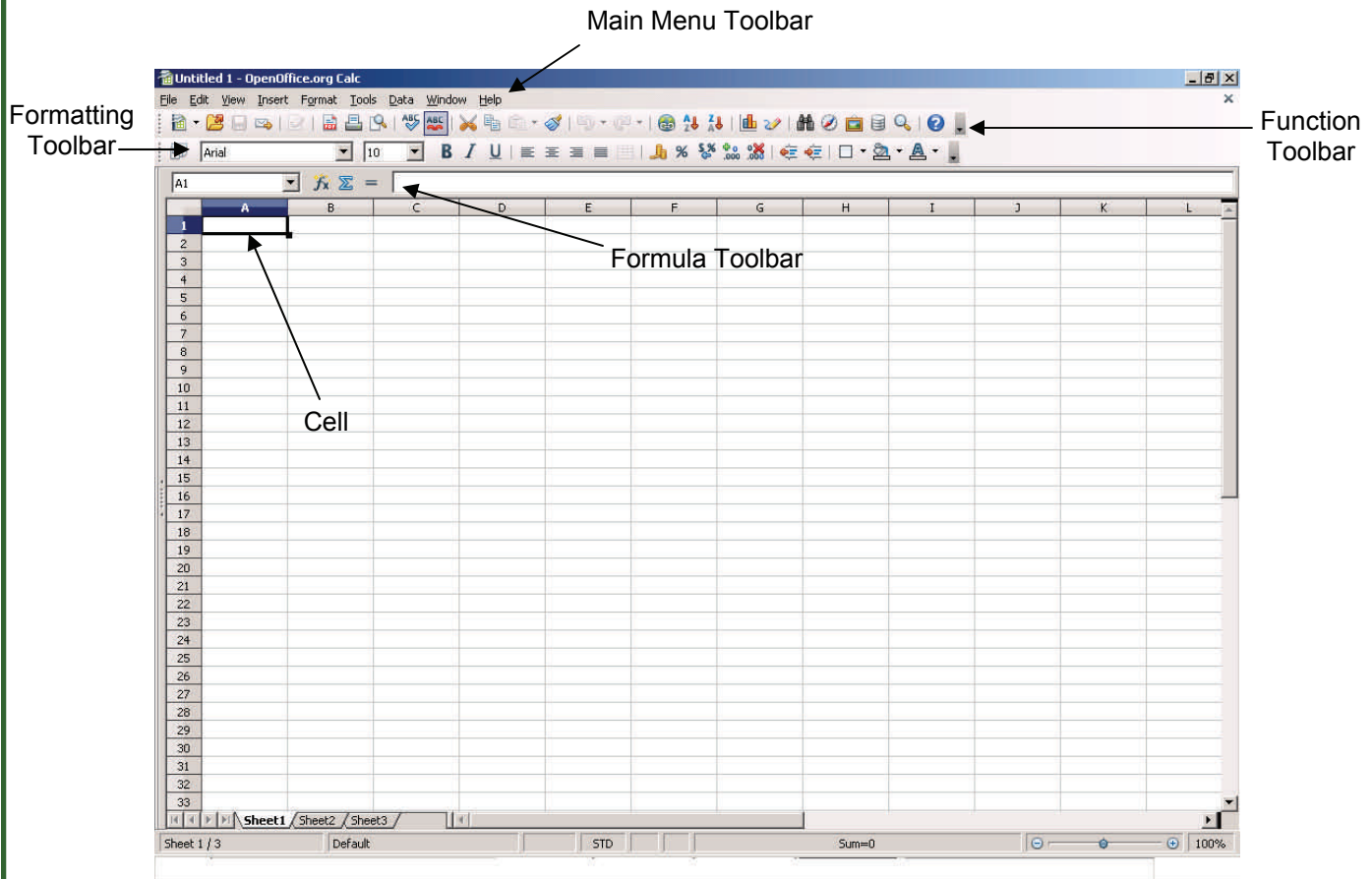
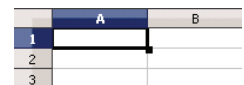


Calc Overview

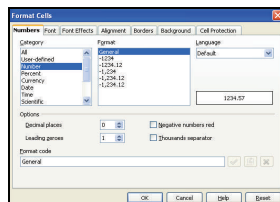


Formatting Data

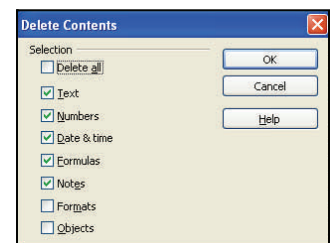
- **Entering Data:** When you click on a cell, you will notice that a black border appears around the cell and that the column and row are both now highlighted. This indicates that the cell is active for data entry.



- **Format Cells:** Select Format > Cells from the Main Menu toolbar. A Format Cells box will pop up which will allow you to specify the type of data being entered, as well as specifics for Font, Alignment, and Background. You can also format cell Borders. With Cell Protection, you can choose to hide cells of your spreadsheet when printing.

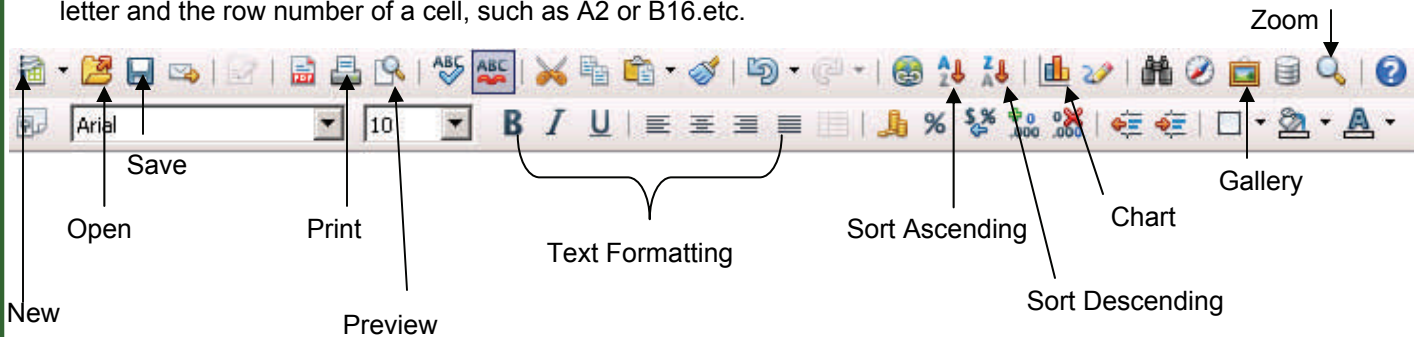


- **Deleting Data:** To delete data, click on the cell from which you wish to delete information. Press the Delete key. A Delete Contents window will appear. Check the Delete all box and the click OK.



The Basics

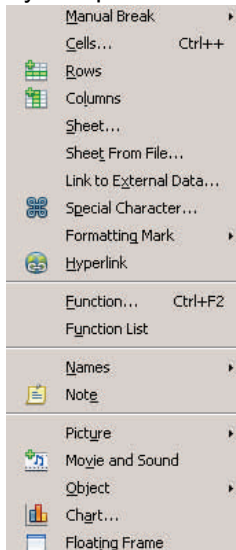
- The Main Menu toolbar gives you access to many of the basic commands used in Calc.
- The Function Toolbar contains icons to provide quick access to commands like New, Open, Print, Copy, Paste, etc.
- The Formatting Toolbar has icons and drop-down menus that allow you to select a font, font color, alignments, number formats, border options and background colors.
- The Formula Toolbar contains the Name Box drop-down menu and a long white box called the Input Line where you can enter the formula and the range of cells that the formula applies to.
- A cell is the fundamental element of a worksheet. This is where data is added and displayed. A cell address in a spreadsheet identifies the location of the cell in the spreadsheet. A cell address is a combination of the column letter and the row number of a cell, such as A2 or B16.etc.



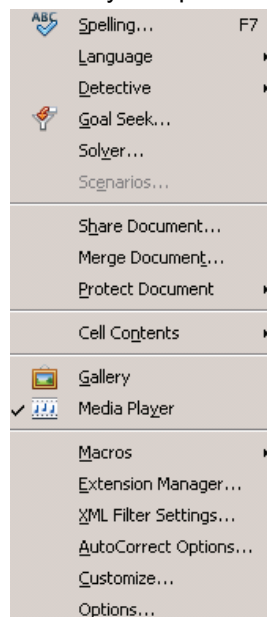
- When you place your mouse cursor over any of the icons on the toolbar, the name of the function associated with that icon appears on your screen.

Toolbars

- **Insert Menu:** From the Insert menu, you can add page breaks, insert cells, columns, rows, and new sheets to your workbook. You can add special characters and insert hyperlinks. You can add functions and/or formulas and names or notes to your data. You can also add multi-media resources and create charts from your spreadsheet data.



- **Tools Menu:** From the Tools menu, you can check Spelling; trace data; as well as Share Documents, Merge Documents, and Protect Documents. You can also set AutoCorrect Options and choose from various backgrounds to customize your spreadsheet.



- **Data Menu:** From the Data menu on your toolbar, you can find numerous functions for managing your data, including those most frequently used: Sort, Filter, Text to Columns, and Consolidate.

