

Step 7

LibreOffice Calc

Mac OS X

Sept -18
Liljedalsdata.se

Beginning

Operating system High Sierra 10.13.6

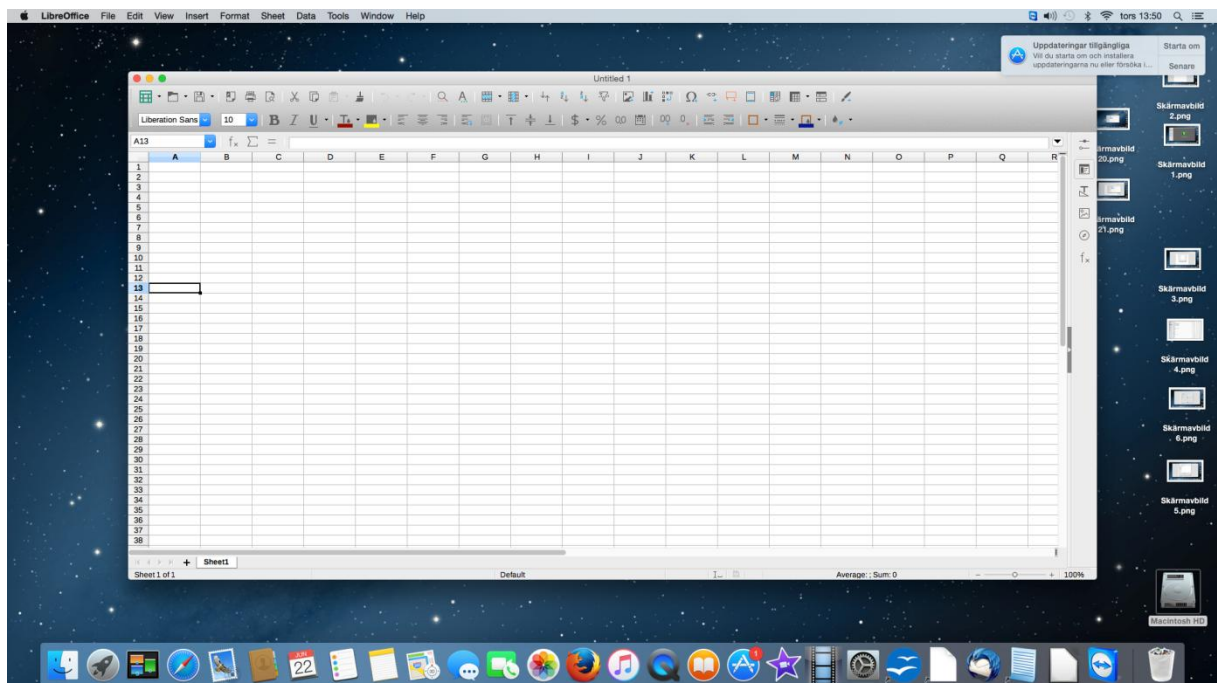
You must know Step 1, 2.

LibreOffice Calc/Spread sheet is a program which is very useable for administration work. This booklet give an introduction about how to use LibreOffice Calc.

Start by creating folder \Document\Calc

A small budget

Start LibreOffice Calc.



As you can see screen is divided in a great number of squares or cells. These are marked with names of columns A, B, C and so on. Rows are named from 1 and up .

This is upper left part of a huge sheet showed on screen. Check you can move over the sheet by rolling bars.

If you should examine the sheet carefully you should find hundreds of columns and thousand of rows.

Using names of column and number of rows you can give each cell a name. The cell on top to the left will be named A1. You have always at least one cell marked and you can move marked cell with arrow bottoms up, down, left, right.

Place now cell marked on B2.

In every cell you can write number, text or formula. Now write Januari in square B2.

Notice the text is both in cell and in field above sheet with cells the so called edit row.

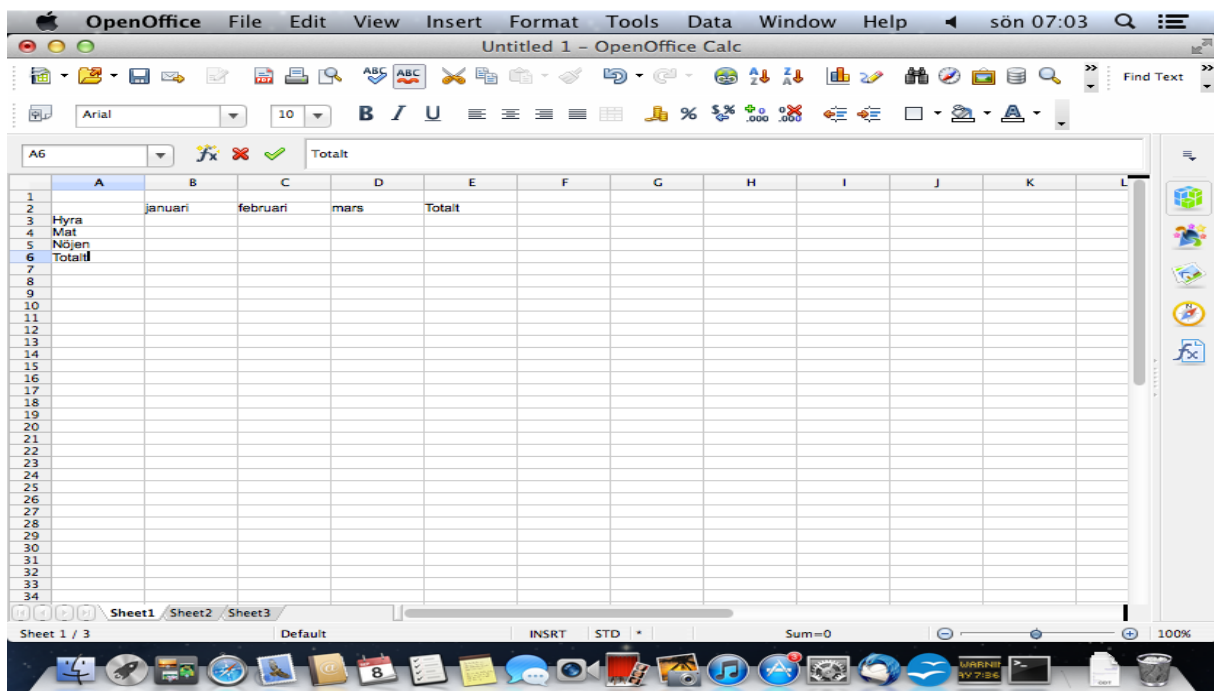
To create text in cell you can press <Enter> or move cell mark.

Text now i written to the left.

If you later will change text you can mark the cell and click in cursor somewhere somewhere in editing row where you want to change. When you are ready you have to press <Enter> before you can go on.

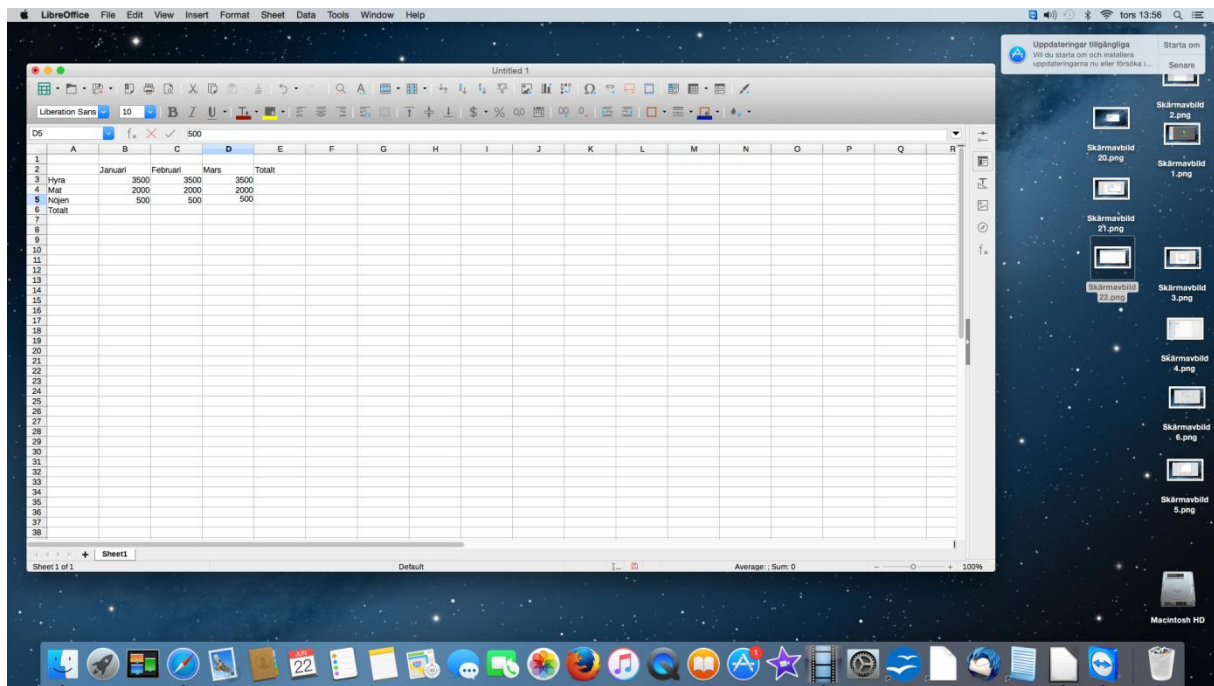
Now go on and write Februari in C2, March in D2 and Total in E2.

Do in the same way and write Rent, Food, Pleasure and Total i A3, A4, A5 och A6.



Now you have taken the first step to a small budget.

Now you decide rent in january is 3500 SEK and that you think these costs will be. Don't write totals yet.



Notice blanks are not allowed in numbers.

Notice all numbers are written to the right and texts to the left.

When you now shall write total rent for quarter you could count this to 10500 SEK. Though there are many advantages with leaving this to the program. Therefore don't write 10500 but $=B3+C3+D3$ (You add what is in these cells.) A formula always starts with $=$.

When you press <Enter> or move marked cell formula will disappear and sum 10500 will be in E3. Notice that if you move back formula is shown in field above sheet. In this way you may check if a cell has number or formula.

Now you want corresponding formula in E4 och E5. These you don't have to write.

Click right on E3 and choose Copy.

Mark E4 and E5 by dragging over the area or mark E4 and press <Shift> when you mark E5.

Click right in area and choose Paste.

Formula now will be copied and change to suite where it is.

Check there is a formula fitting on edit row concerning E4 and E5.

In the same way you write $=B3+B4+B5$ in cell B6 and copy to C6 and D6.

Check formula in C6, D6 and E6.

Format budget

Now you want to write a head line to budget.

Place cellmark on A1.

Write Mainbudget and press <Enter>.

Mark row number 2 so whole row is marked.

Click right in marked area and click Insert.

Now you will have an empty row.

Mark A1 again and click B bottom for bold.

Click arrow down to the right of size 10.

Mark 20.

Text now has size 20 and is in bld.

Notice text in A1 continue in B1 and C1. This is quite OK.

Mark row 7 so whole row is marked.

Click right in marked area and choose Insert.

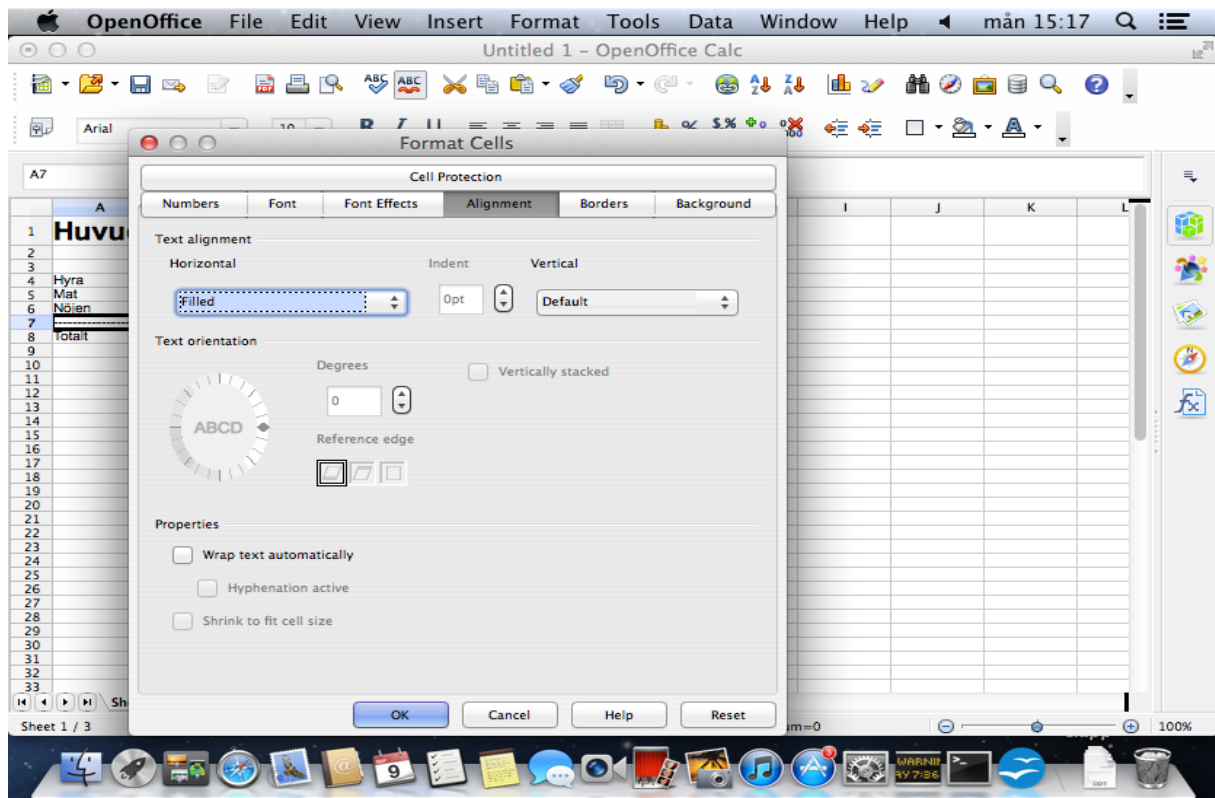
Now you have got an empty row.

Mark A7.

Write a hyphen and press <Enter>.

Mark A7.

Click right and choose Format/Cells.



Mark flap Alignment.

Find alternative Filled in field Horizontal and click OK.

Now you will have hyphens in whole cell A7.

Mark A7, click right and choose Copy.

Mark B7, C7, D7 and click Paste.

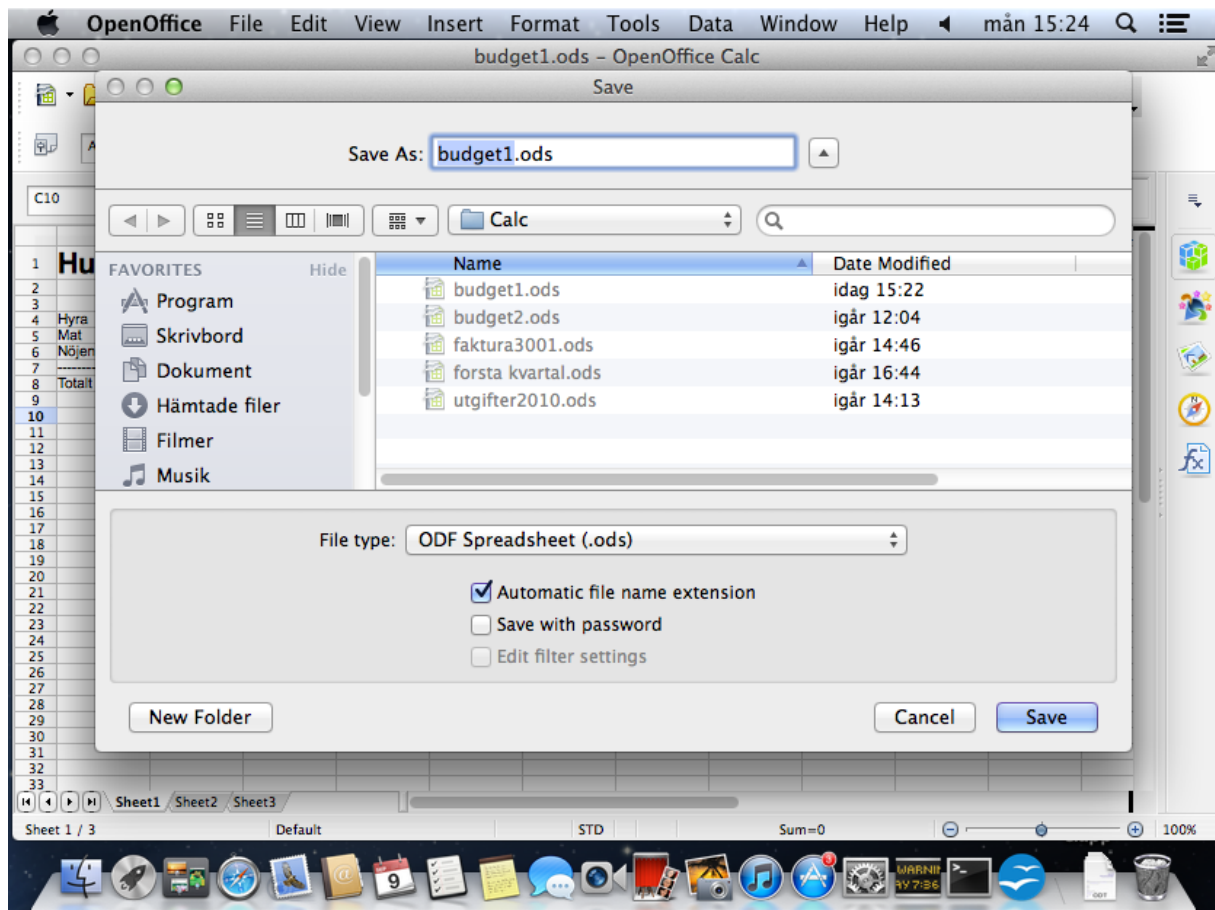
To make budget more proper move headlines to the right.

Mark B3, C3, D3, E3 and click bottom right and B for bold.

Change the budget cost for food 2000 SEK for Januari to 2500 SEK.

If you have done everything correct all figures depending on cost for food change automaticly

Save your budget in \Document\Calc as budget1.



Skriv ut budgeten

Click File/Print preview and check printed page.

Click away mark for Print Preview.

Print budget by clicking File/Print, choose printer and click OK.

Huvudbudget

	Januari	Februari	Mars	Totalt
Hyra	3500	3500	3500	10500
Mat	2000	2000	2000	6000
Nöjen	500	500	500	1500
<hr/>				
Totalt	6000	6000	6000	

Two calculations on same page

Suppose you want to add a calcyl with costs of food for January.

The complete budget which consists of main budget and calcl of food we will name budget2.

Click File/Save as.

Name it budget2 and save in \Document\Calc.

This means you save your budget also as budget2.

The first budget1 still is unchanged.

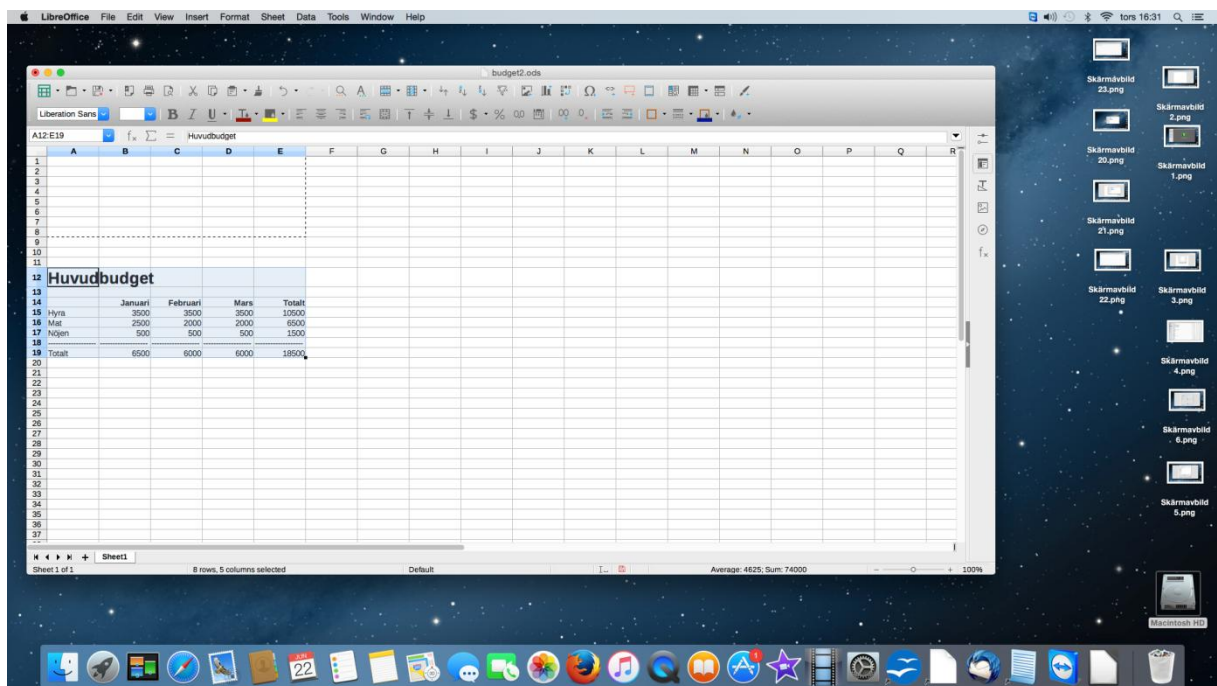
Now you will here in budget 2 add with a calculation of food with will be in upper part of calculation.

Mark whole budget by placing mark on A1, pressbottom and drag to E8. You also may mark A1 and press <Shift> while marking E8.

Click right in marked area and chose Cut.

Mark A12. Click right and choose Paste.

Now you have got space creating calcl for januari over mean budget.



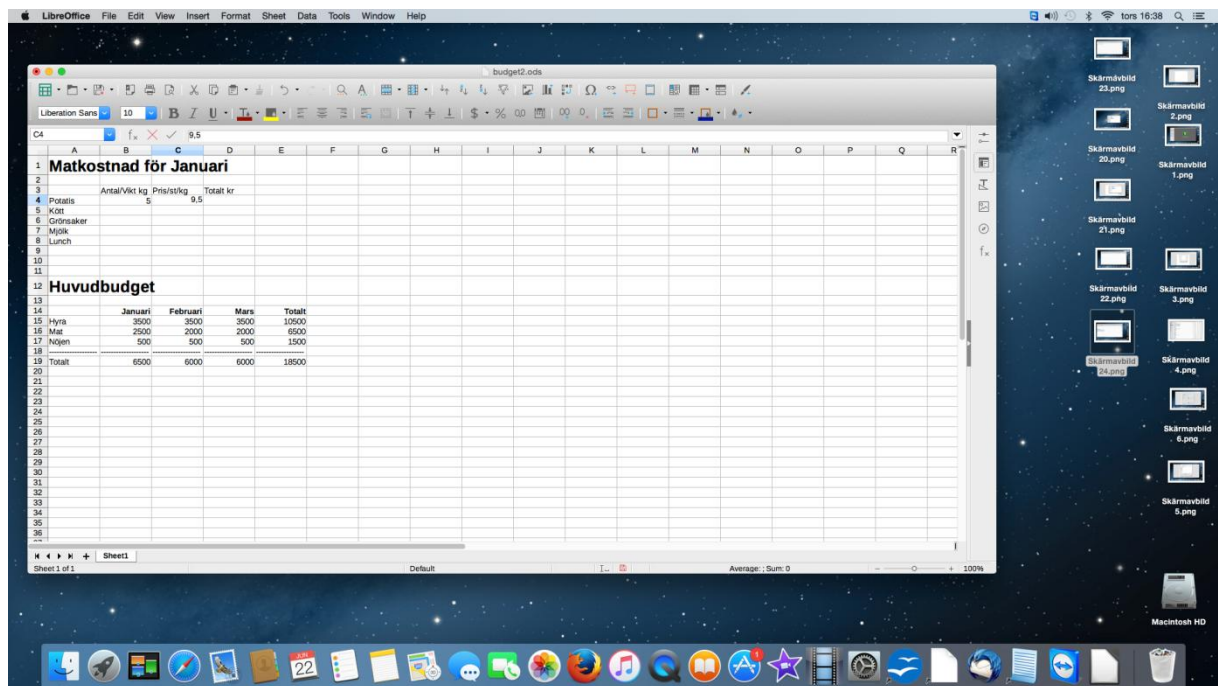
Mark A1.

Write cost of food for Januari in A1 and press <ENTER>..

Mark A1.

Click B bottom for bold.

Click down arrow to the right of size 10 and change to 20.



Mark A4.

Write : Potatis

Go on with other headlines Meat, Vegetables, Milk, Lunch, Antal/vikt kg, Pris/st/kg, Totalt kr.

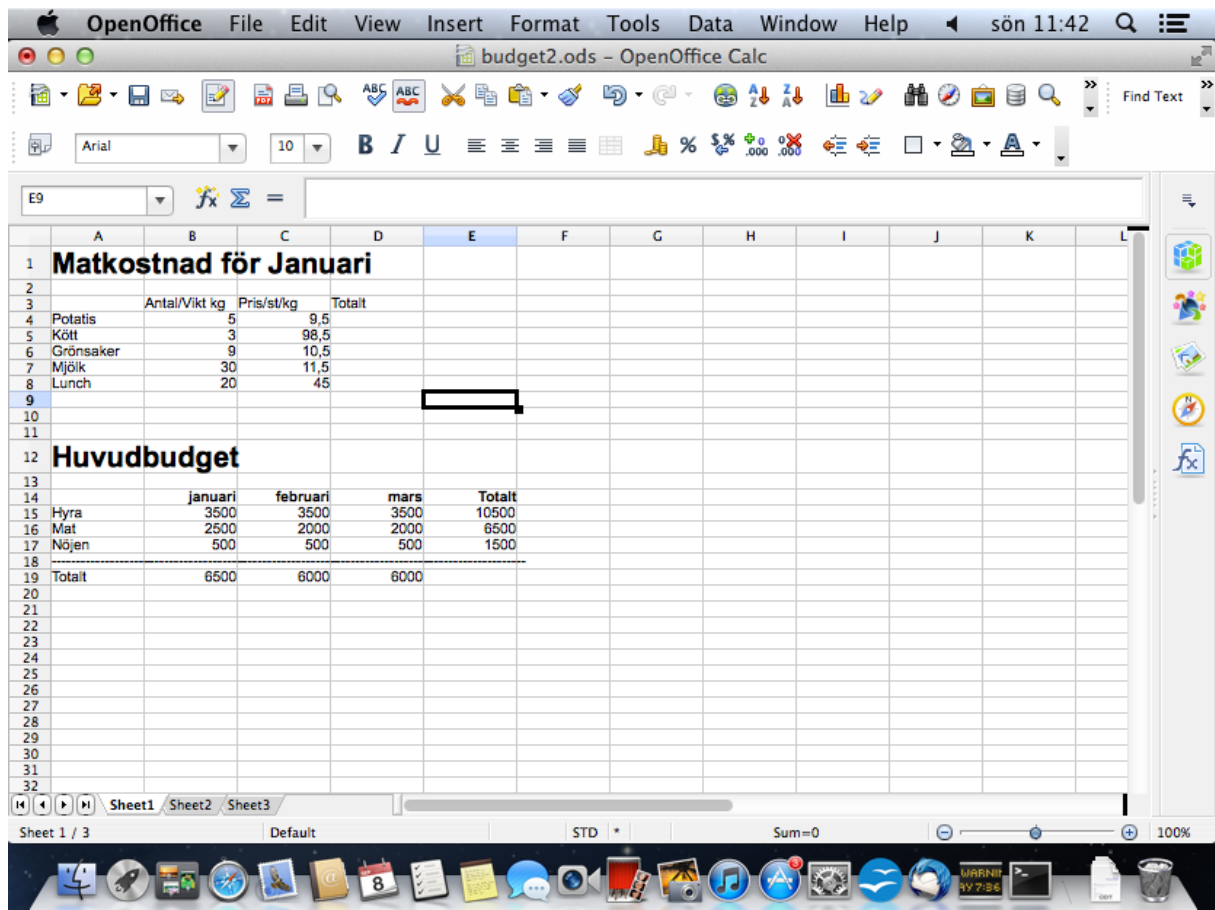
Don't bother if it is too little space for some headline.

Mark B4.

Write 5.

Mark C4.

Write 9,5



Write figures in table except totals.

Write formula in D4 = B4*C4. Click right in D4 and choose Copy.

Mark D5, D6, D7 and D8, click right and choose Paste .

Mark D9.

To get sum in D9 you can click sign of sum above vertical line between column B och C.

Now you get proposal to add D4 to D8. (=SUM D4:D8)

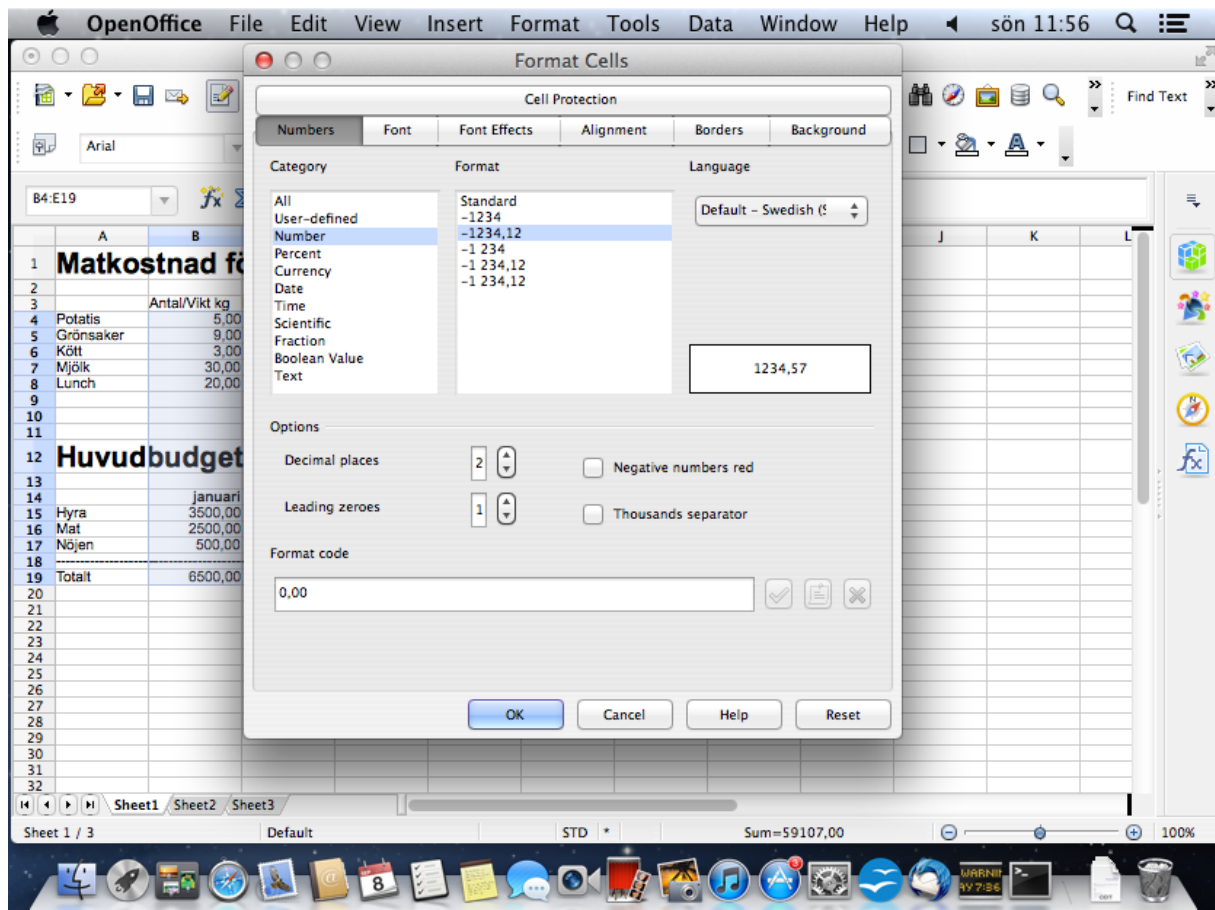
This is OK so press <Enter>

Check sum and formula. You can write formula for to add in different ways.

Now you shall change to two decimals everywhere.

Mark all cells where you have figures d.v.s.B4 to E19.

Click right and choose Format cells.

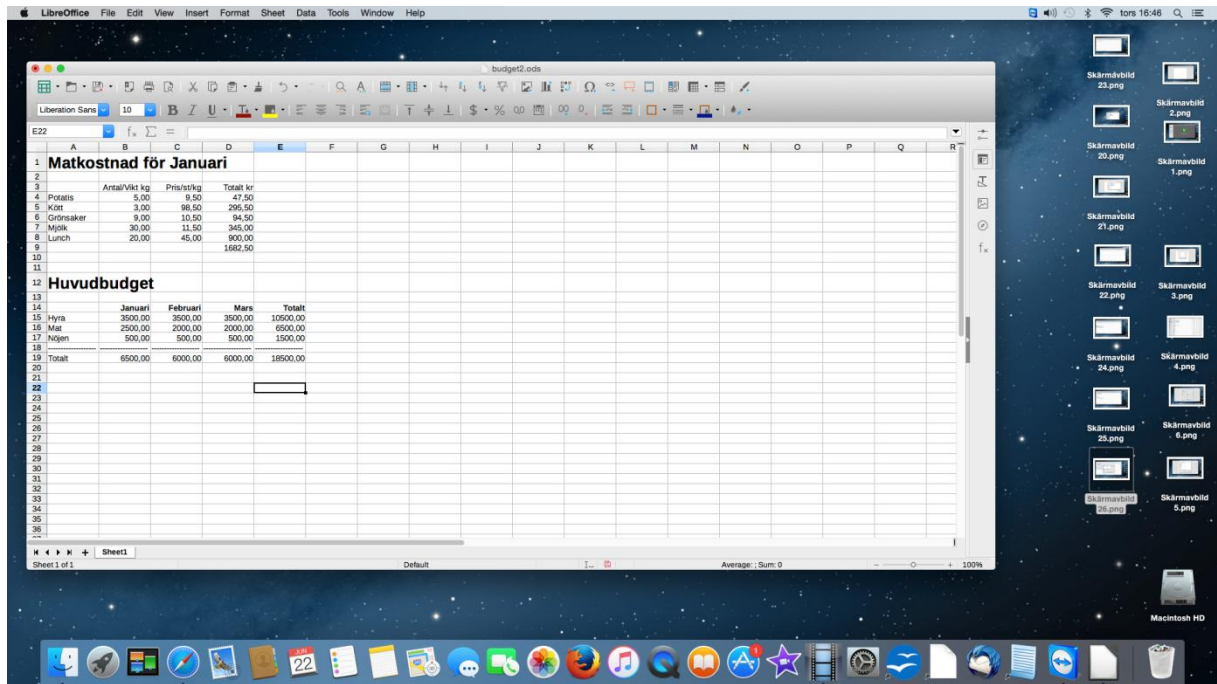


Check flap Number is marked and change Decimal places to 2.

Click OK.

All numbers in calculation now will be written with 2 decimals.

Move all headlines to the right by marking row 3, 14 and click bottom for right placed text.



Test now by changing amount of meat from 3 kg to 5 kg.

Press <Enter>.

Sum now will be 1879,50 SEK instead of 1682,50 SEK.

Change to 3 kg meat again.

Change number 2500 in B16 to formula =D9.

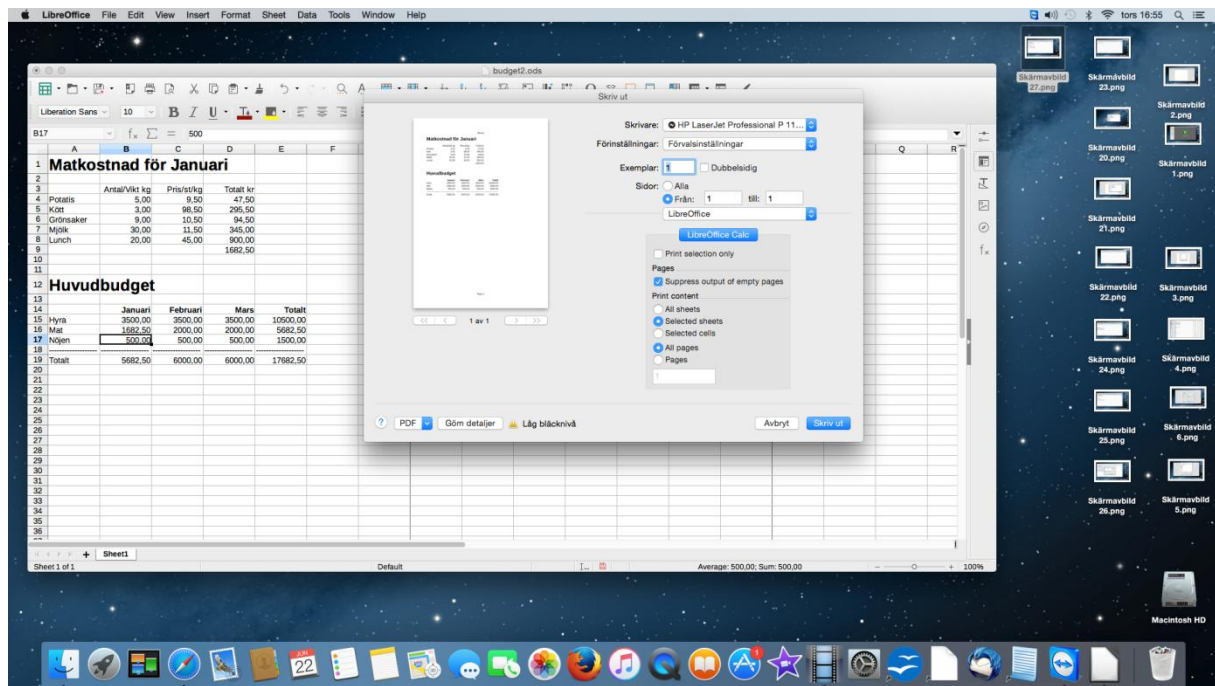
Press <Enter>.

Now you will have sum 1682,50 SEK both in D9 and B16 and all calculation depending on cost of food in B16 has been changed.

Click File/Print preview.

Here you can see your result.

Click fifth bottom in top row of bottoms.



Here you can choose number of copies and if you only want to print some pages from a document with a big number of pages.

Press <Enter> or click Print.

Matkostnad för Januari

	Antal/vikt kg	Pris/st/kg	Totalt kr
Potatis	5,00	9,50	47,50
Kött	3,00	98,50	295,50
Grönsaker	9,00	10,50	94,50
Mjök	30,00	11,50	345,00
Lunch	20,00	45,00	900,00
			1682,50

Huvudbudget

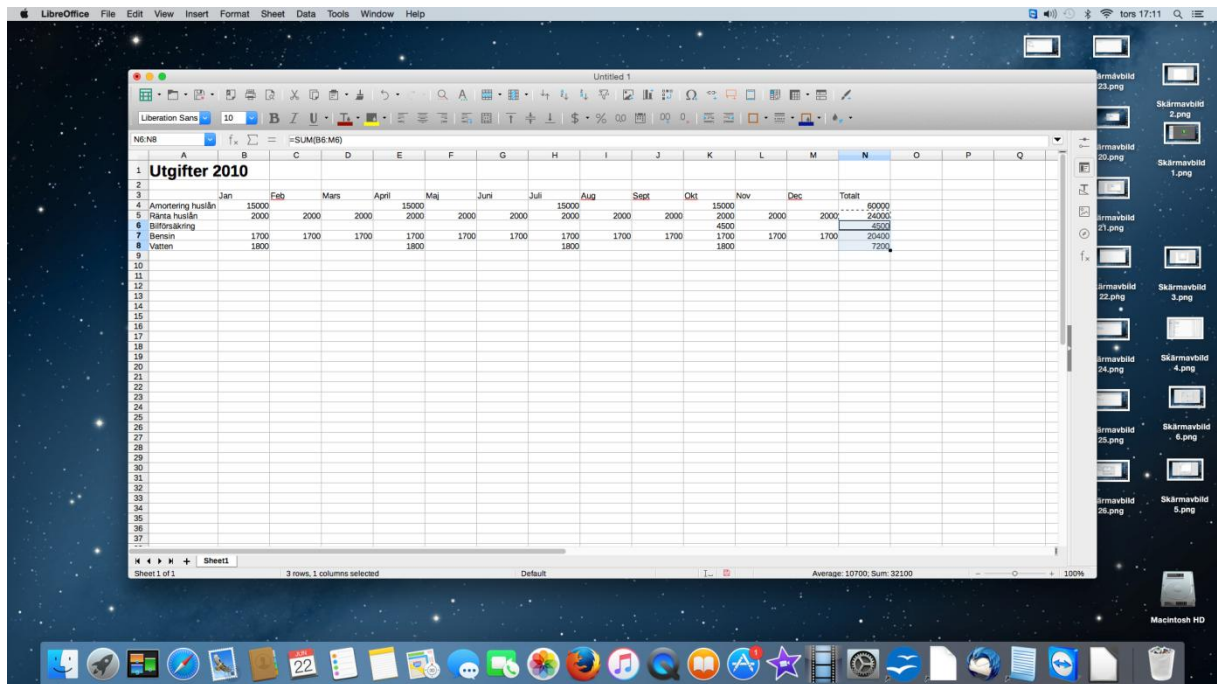
	Januari	Februari	Mars	Totalt
Hyra	3500,00	3500,00	3500,00	10500,00
Mat	1682,50	2000,00	2000,00	5682,50
Nöjen	500,00	500,00	500,00	1500,00
Totalt	5682,50	6000,00	6000,00	

Close calculation budget2 with red cross.

Repeat this exercise if you didn't think it was simple.

Overview costs 2010

Klicka File/New.



Create this calculation but don't write totals to the right.

On row 5 and 7 you can copy costs to save time.

Mark B5 with cost, click right and choose Copy.

Mark C5 to M5, click right and choose Paste.

Do in the same way with row 7.

Start with formula in N5 as it is easy to create.

Mark N5 and click sign of sum.

Formula is =SUM(B5:M5) and accept by <Enter>.

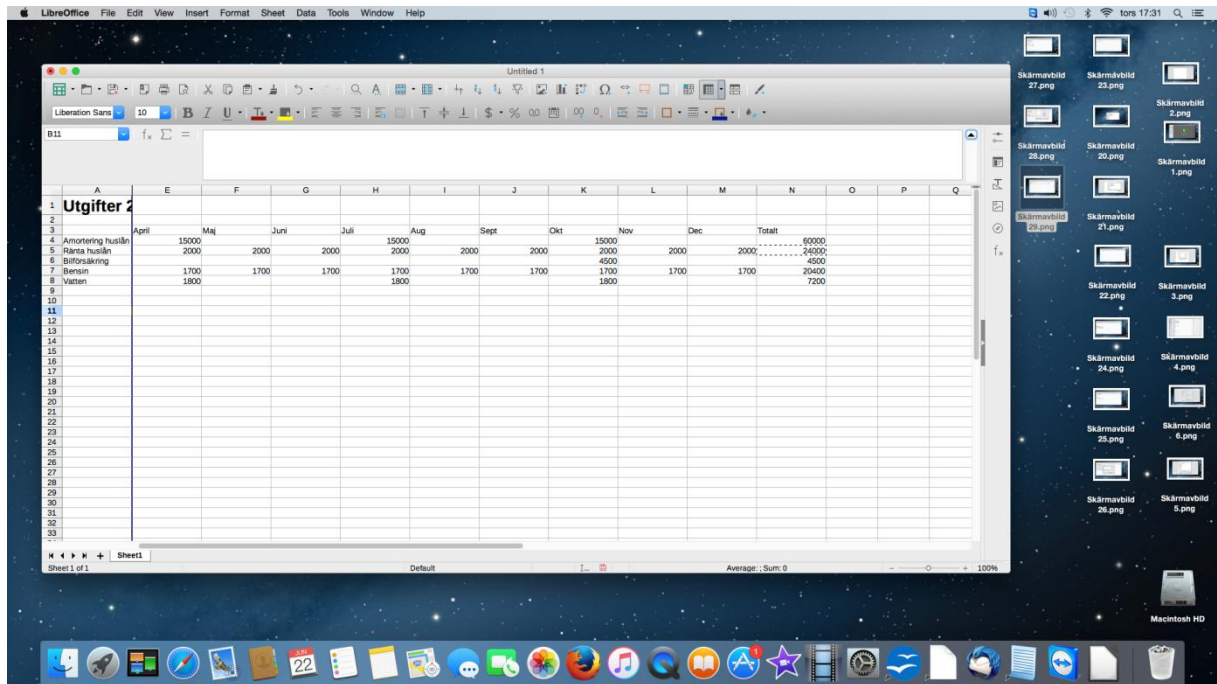
Copy formula up to N4 and down to N6, N7, N8.

Mark all columns, click Format /Column/With, write broad of column 3,00 and click OK.

Handeling big calculations

If you want to see column total headlines to the left will disappear.

Mark B4 and click bottom Column/Frees first column in first row.



Now you can move calculation to the left and head lines to the left will remain.

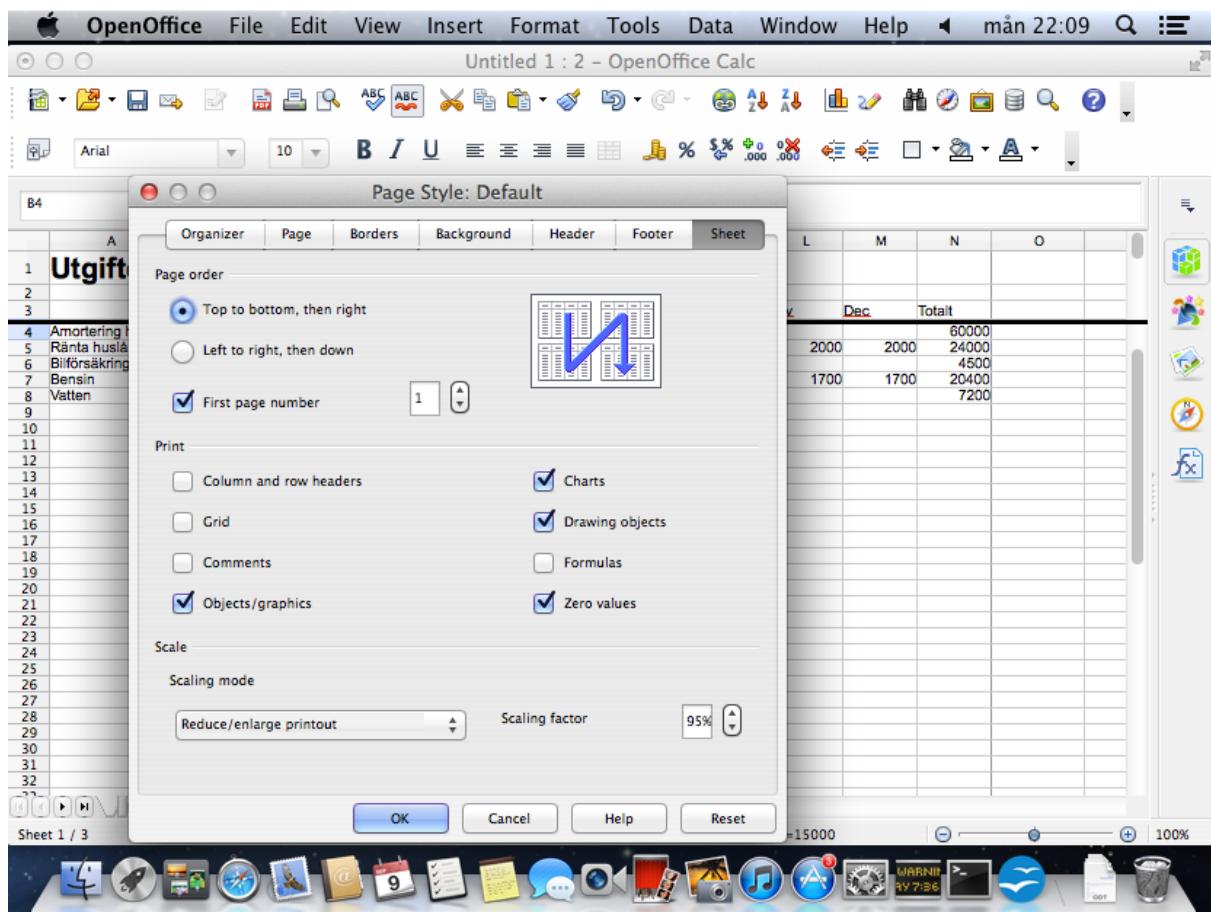
In the same way headlines will remain if you have too many rows to be shown on screen. Use bottom Row/Frees first row

Click File/PrintPreview.

As you see the calculation is printed on two pages.

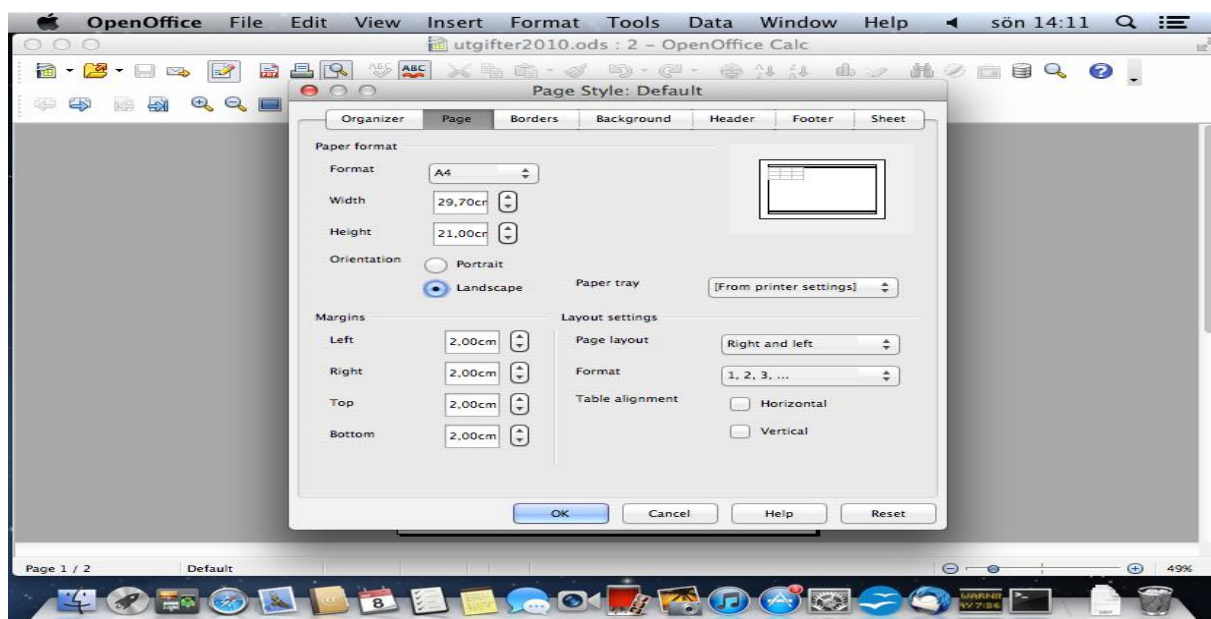
Click away mark in front of Print Preview.

Click Format/Page



Mark flap Sheet and click Scaling factor to 95%.

Clicka flap Page



Mark Landscape and press <Enter>..

Click File/Page Preview

Your cacuation now will suit on a laying A4.

Click away mark in front of Print Preview.

Save overview as costs2010 in /Document\Calc

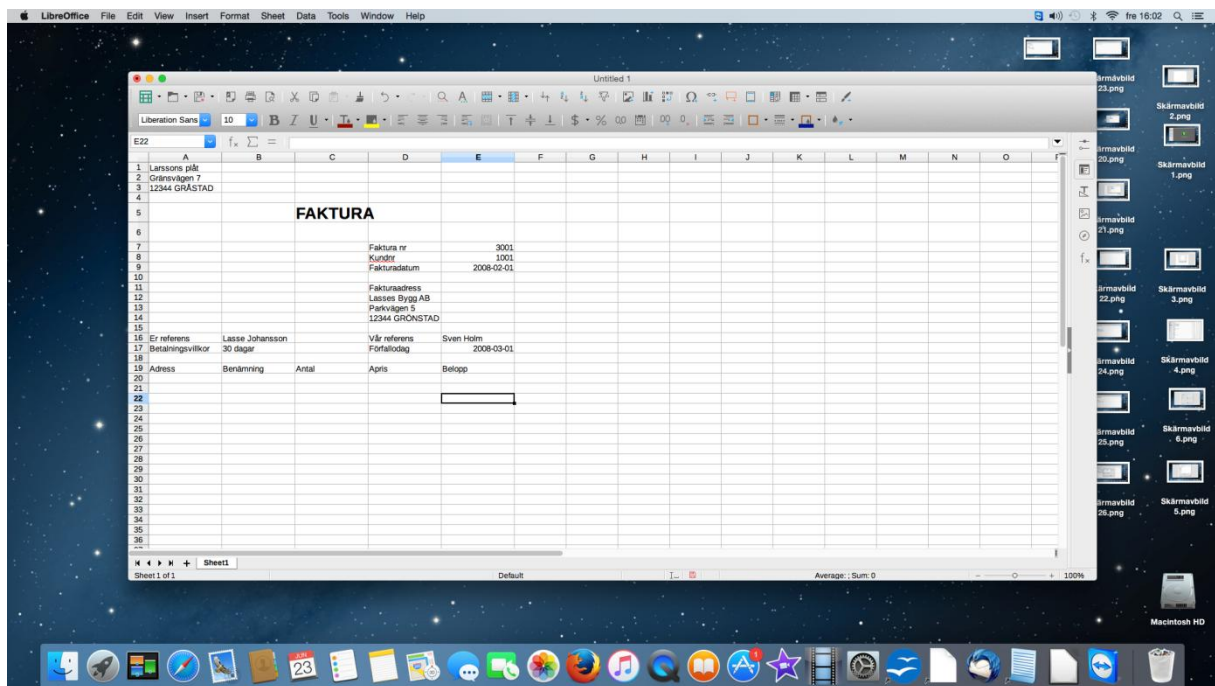
Close calc with red cross and click OK.

Repeat exercise if you didn't think this was easy.

Writing an invoice in Calc

Click File/New.

If you don't have too many invoices you maybe can write these in LibreOffice Calc. Advantages are you can create your own invoice and you can write many articles in the same invoice.



Start with sender in A1, A2 and A3.

As usual you don't need to care if something is too long.

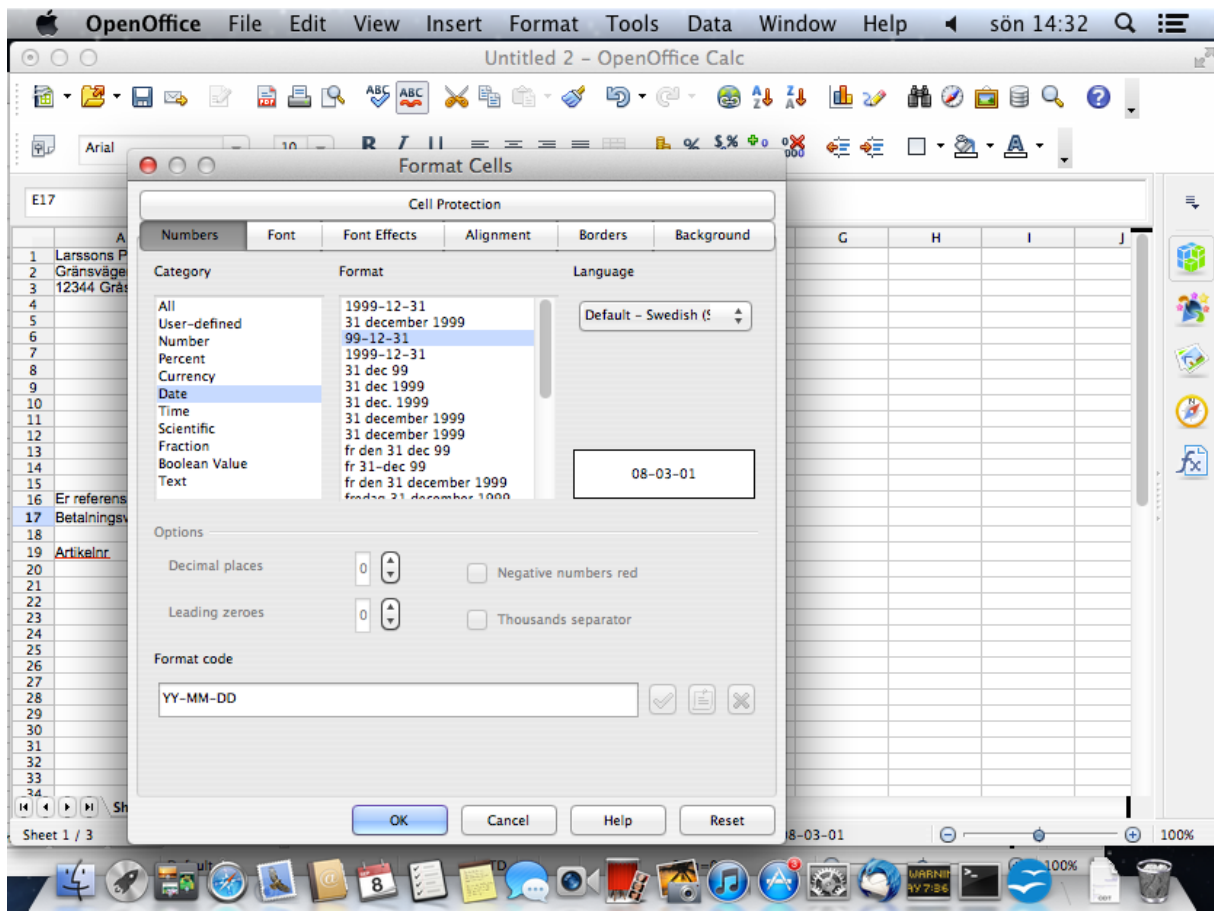
Write INVOICE in C5.

Mark C5 and write text in size 20 and bold.

To write a date in a cell you can format date in different ways.

Mark cell where you are going to write date.

Click Format cells and make flap Numbers marked.



Mark Date to the left.

Mark a suitable form of date f.ex. 1999-12-31 and click OK.

Write Invoice nr. 3001, Customer nr. 1001, Date of Invoice 2008-02-01, Address of invoice, Lasses Bygg AB, Bakvägen 9, 133 44 GRÖNSTAD as in picture.

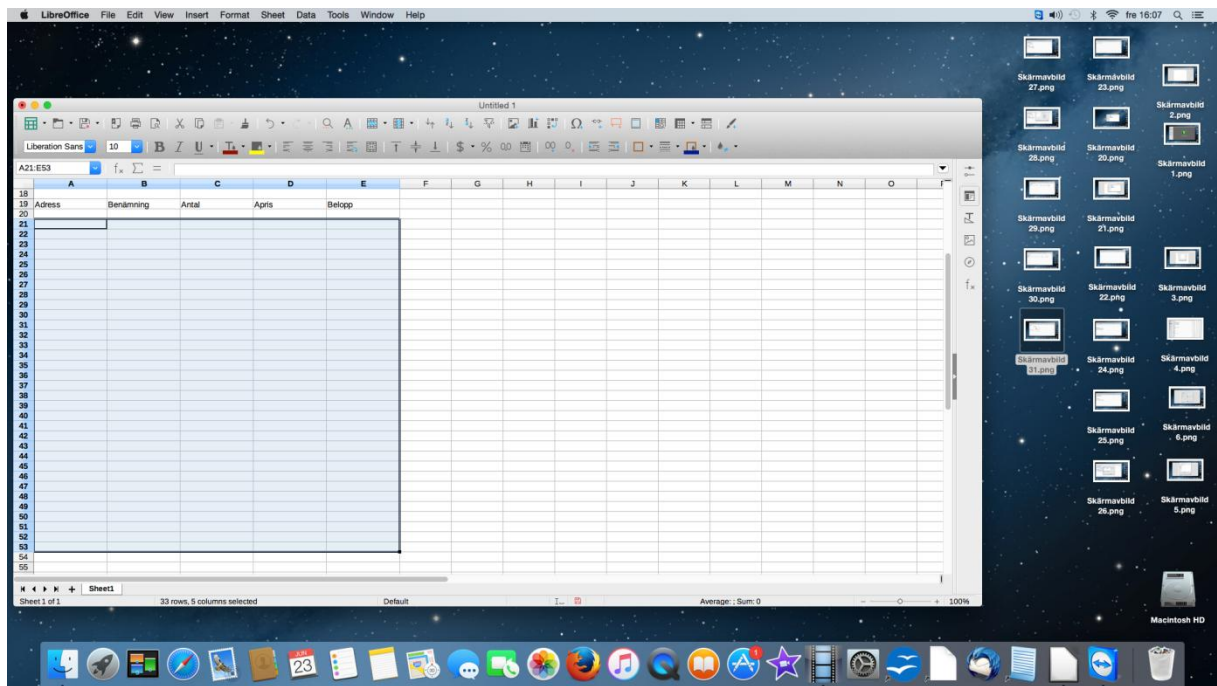
Write Your referens in A16 and the rest as in picture.

Here 133 44 GRÖNSTAD seems to need most room.

Check by marking column D, clicking Format/Kolumn/With and och öka bredden till 3,17 so 133 44 GRÖNSTAD has room enough.

Mark all column increase broad to 3,17.

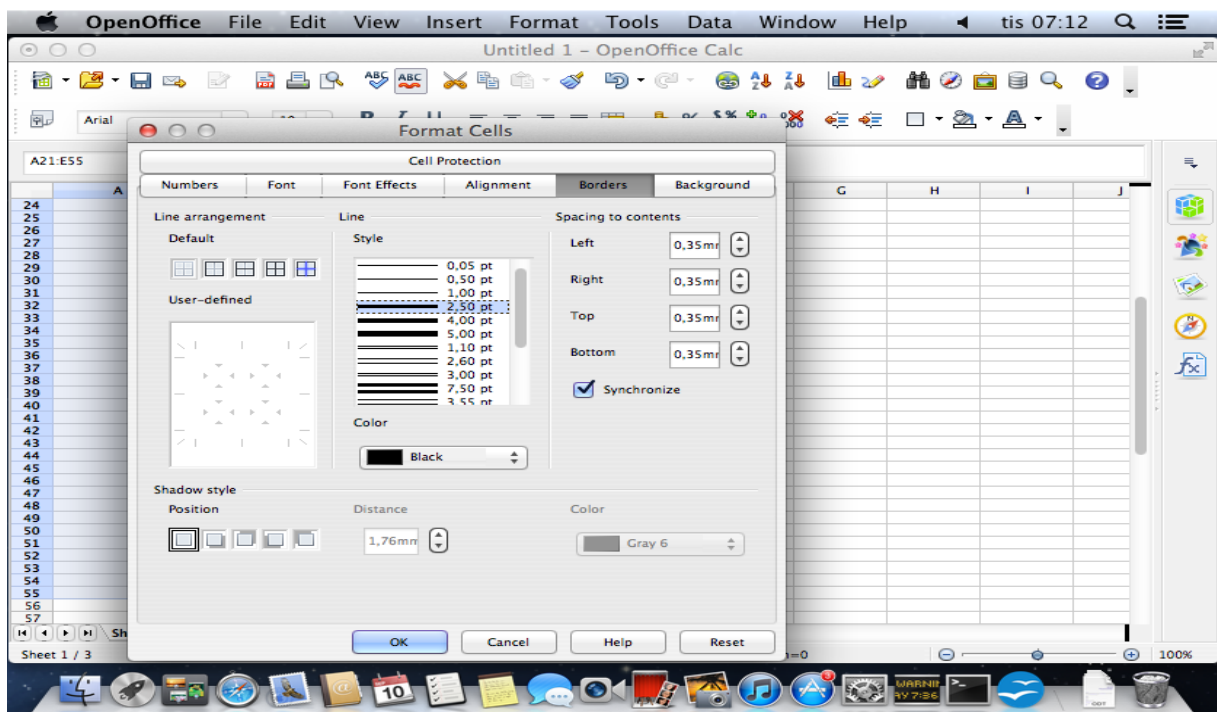
Place content in E7, E8, E9, E16, E17 to the left.



Mark an area by dragging from A21 to E53 or mark A21, press < Shift> and mark E53.

Click right in the marked area

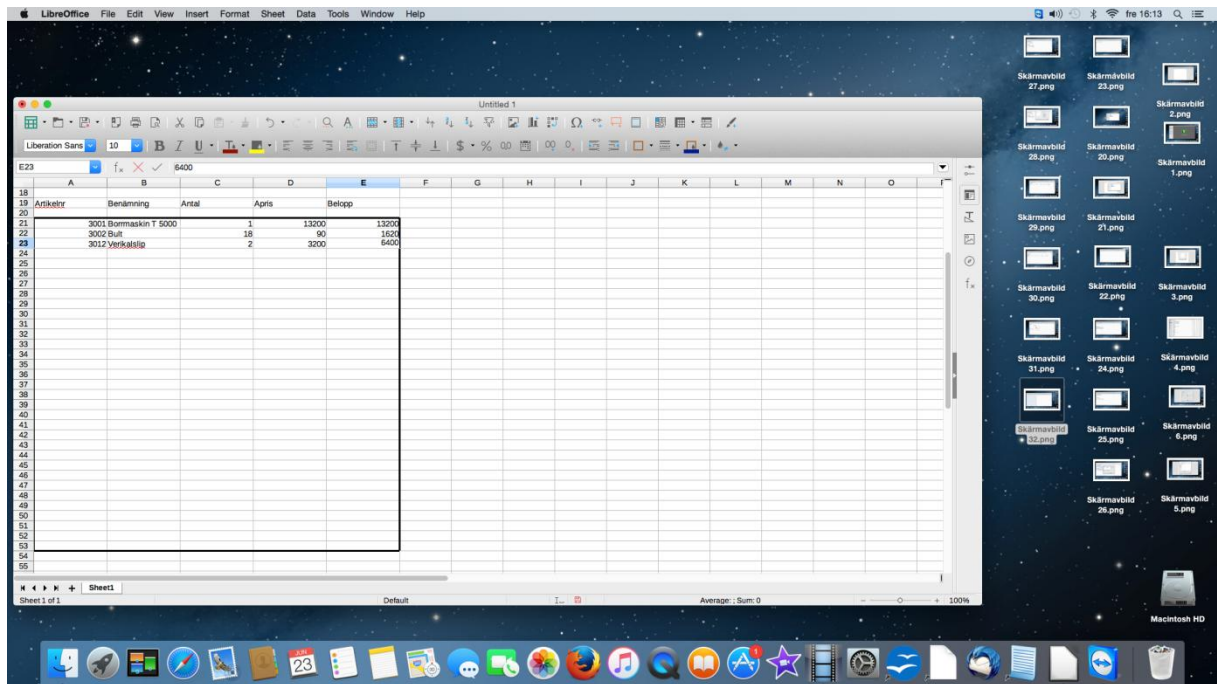
Mark flap Borders.



Choose second bottom which gives a frame around marked area.

Choose f.ex. line 2,50.

As you see there are many alternatives for line. By choosing first bottom you can delete line.



Write some articles as in picture.

In E21 you write formula $=C21*D21$ and copy it to E22 and E23.

Move to end of invoice and write f.ex. adress of visit in A54, Tranvägen 9 in A55 and 122 44 OXSTAD in A56.

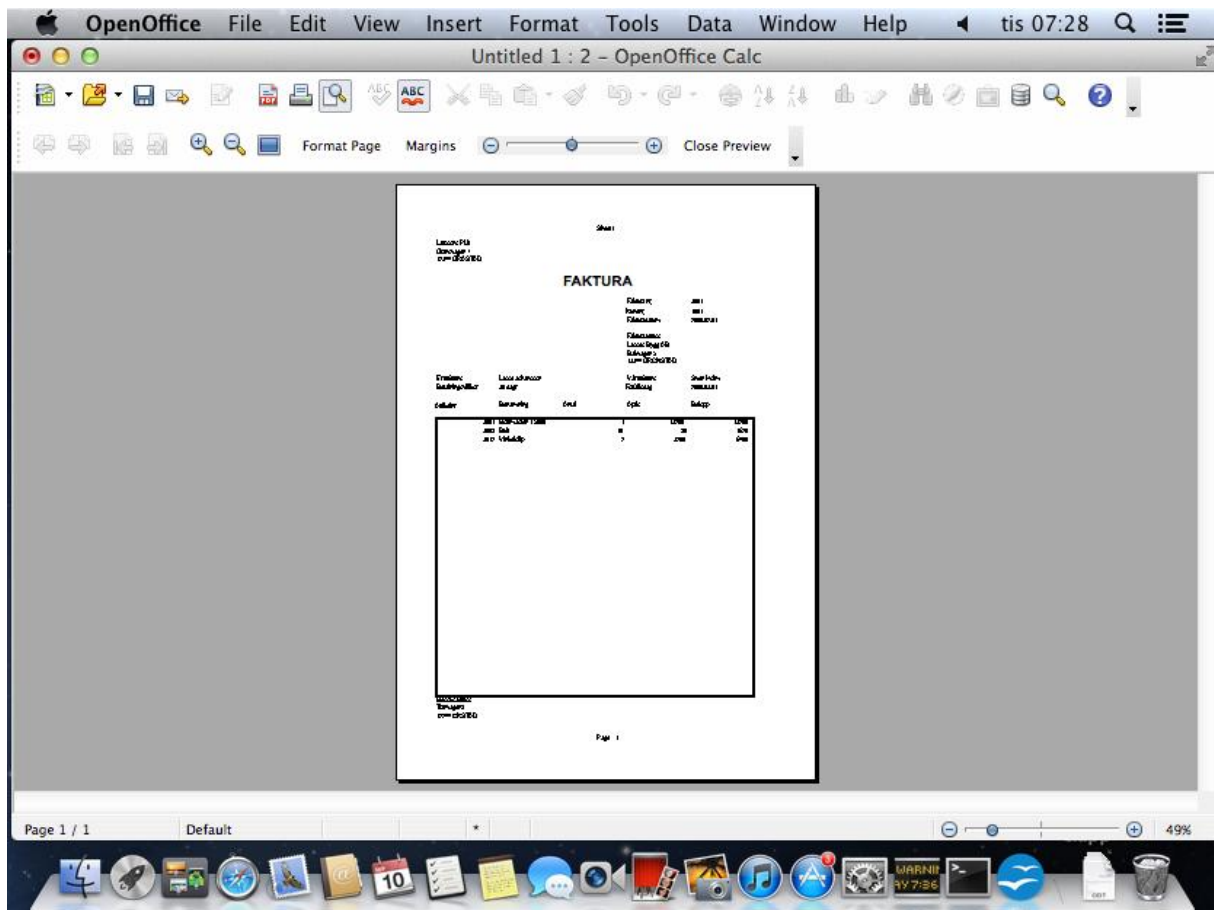
You probably want more information in lower part of invoice but you may test the printed invoice on paper.

Click File/Page preview and check.

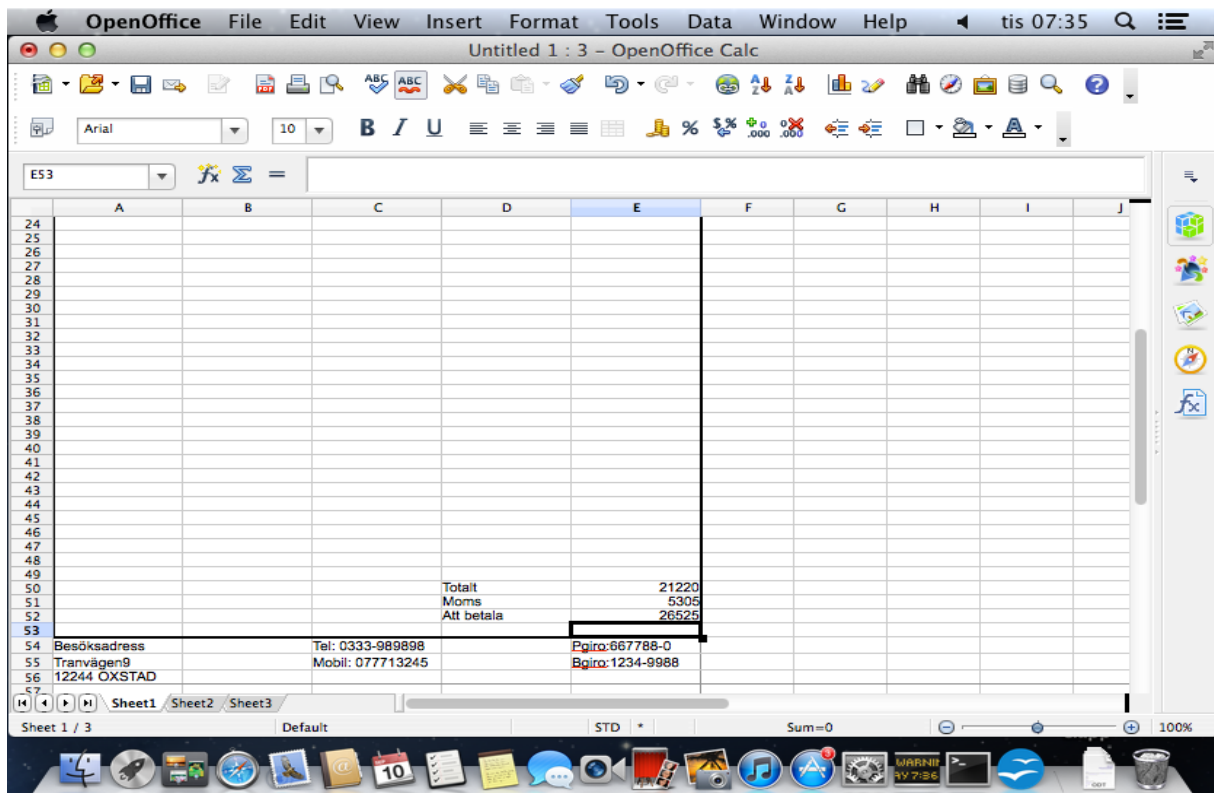
Click OK.

Print invoice

Click Close preview.



Add text and formula in E50 =SUM(E21:E49), E51 =0,25*E50, E52=SUMMA(E50:E51) and other information you want in invoice.



Print another invoice and save as invoice3001 in
Harddisc\User\Jan\Document\Calc.

When you are going to write invoice3002 you open invoice3001, click
File/Save as and save faktura3001 also as invoice3002.

Now you can safely change number of invoice, adress of invoice, articles and
so on.

Check the new invoice by printing it and save it.

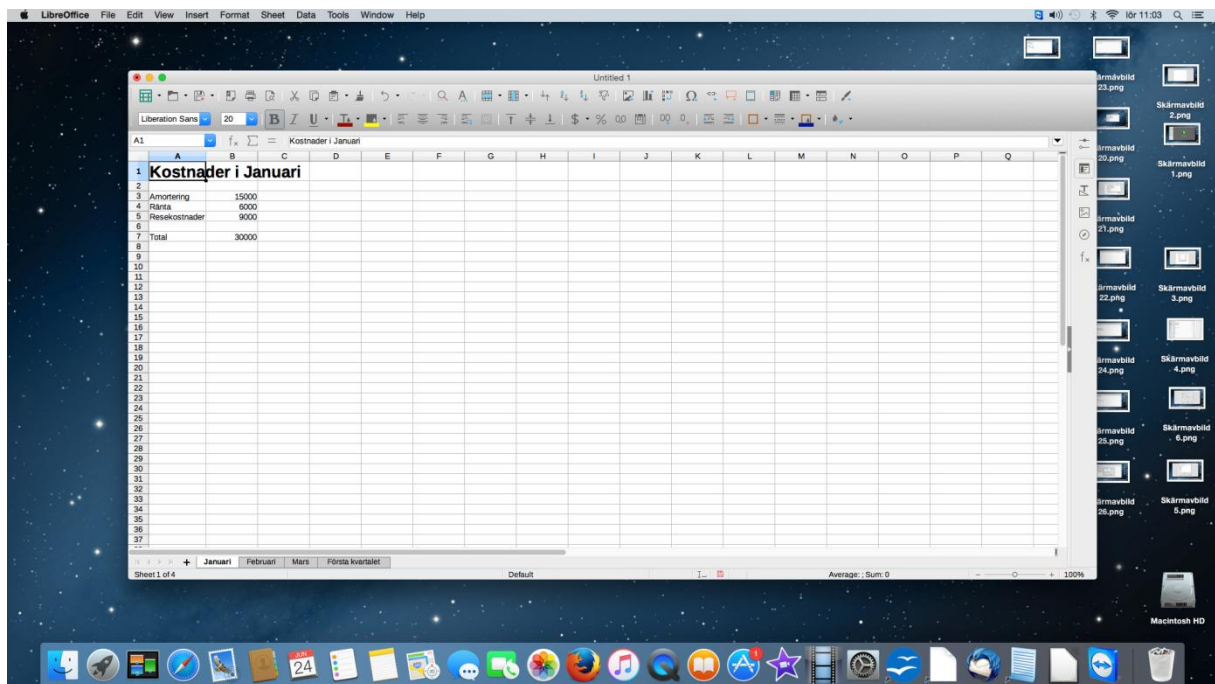
Repeat this exercise if you did not think it was easy.

Calculation of costs per month and composing report of quarter.

This exercise is a training for macro which is not working in Libre Office in
this moment.

Costs first quarter

Click File/New.



In lower part of screen is flap Sheet 1.

Click Sheet/Insert Sheet and create four Sheets.

Click Sheet/Rename sheet to the sheets as in picture Janary, February,
March, First quarter.

Click flap Jan.

Write headline and costs of repayment by instalments, interest, travelling expenses as in picture.

Increase with of column A.

Count total in B7 as usual with sign of sum.

Mark A1 t.o.m. B7.

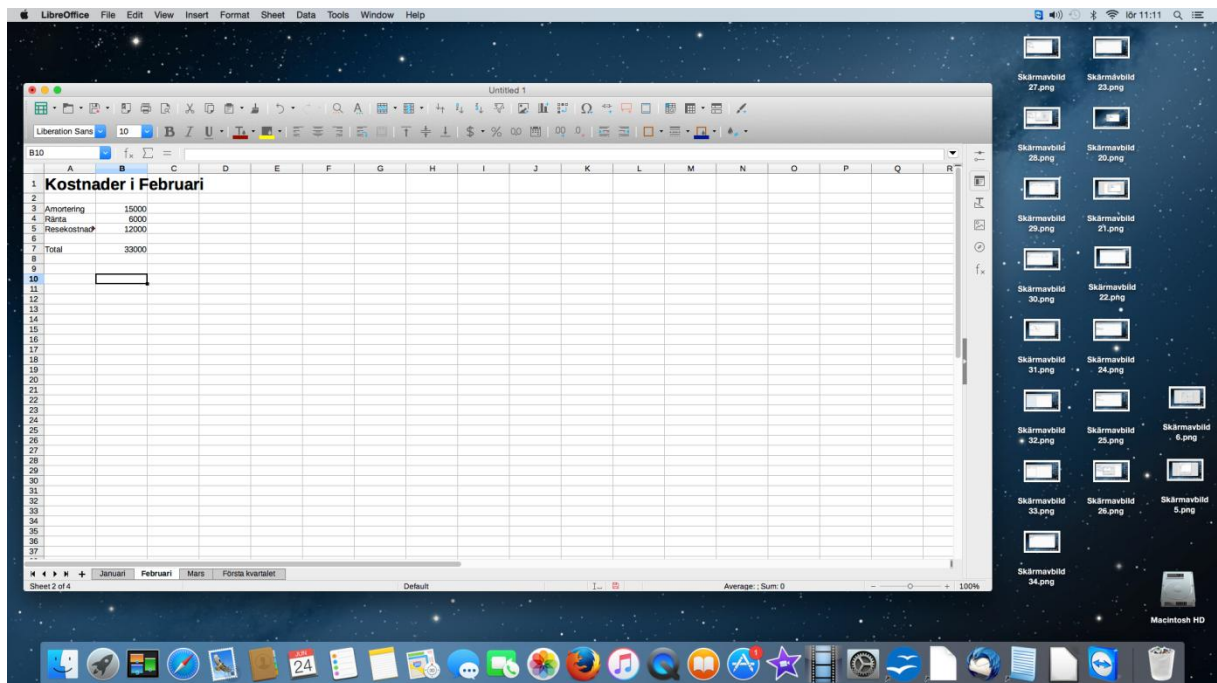
Click right in marked area and choose Copy.

Click Feb in lower part of screen.

Mark A1.

Click right and choose Paste.

Change text in A1.



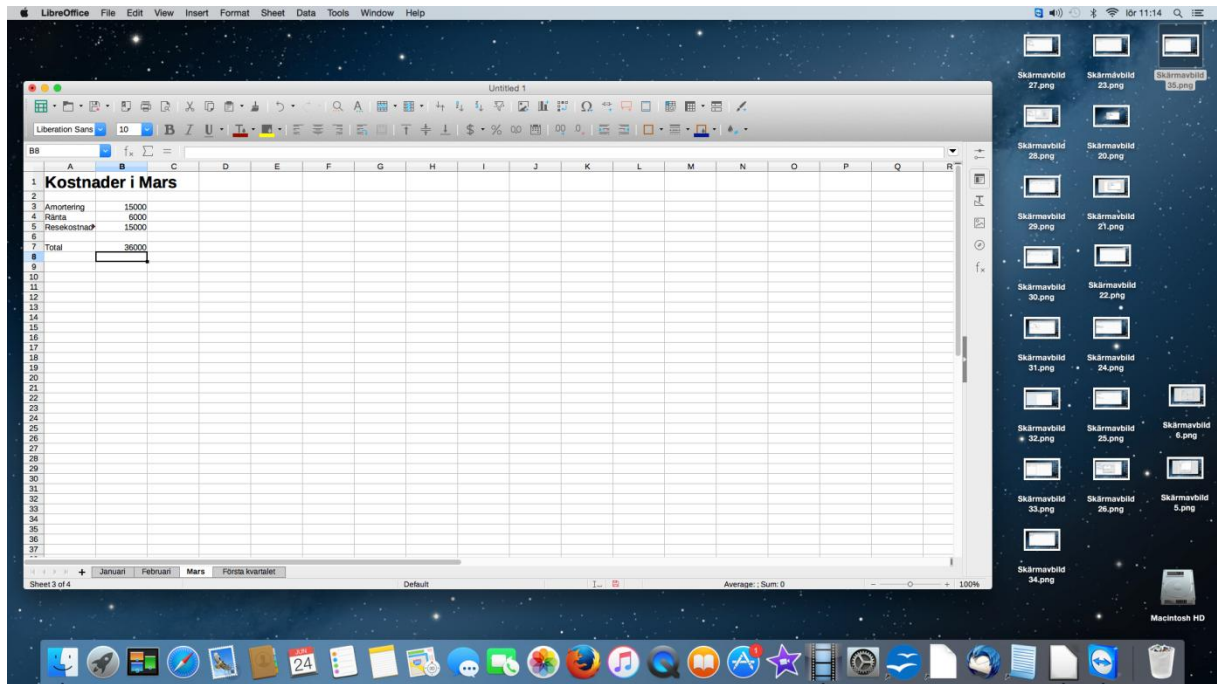
Write headline and costs as in picture.

Increase with of column A.

Notice formula in B7 works if you change some costs

Mark A1 to B7,click right and choose Copy.

Click March.



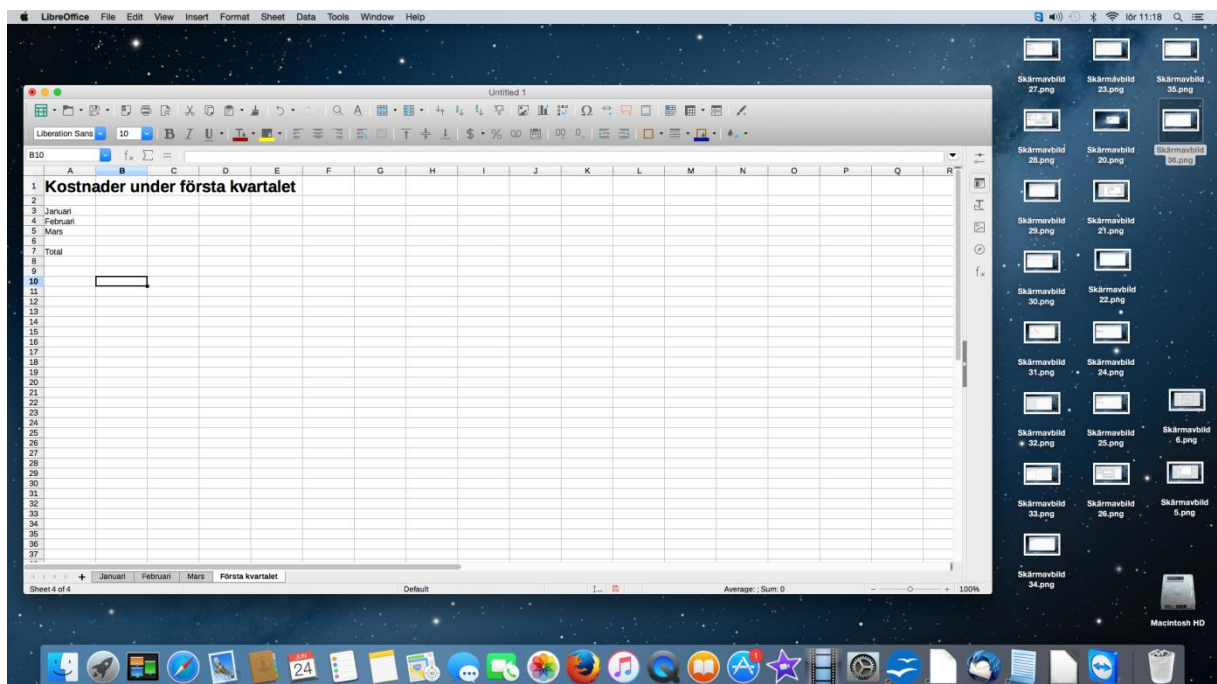
Click right on A1 and choose Paste.

Write head line and costs as in picture. Formula gives sum automatically.

Increase with coulumn A.

Mark A1 to B7 and choose Copy.

Click flap First quarter. Click right on A1 and choose Paste.



Change head line and write name of the month.

Open sheet Jan, click right on total sum and choose Cut.

Click First quarter and click right where sum of Jan will be and click Paste.

Now you will have sum 30000 for januari.

Open sheet Feb.

Move total to right cell in first quarter.

Open sheet March.

Move total sum to the right cell in first quarter.

Count total with bottom Total.

Save conclusion in Harddisc\User\Jan\Document\Calc as costs first quarter.

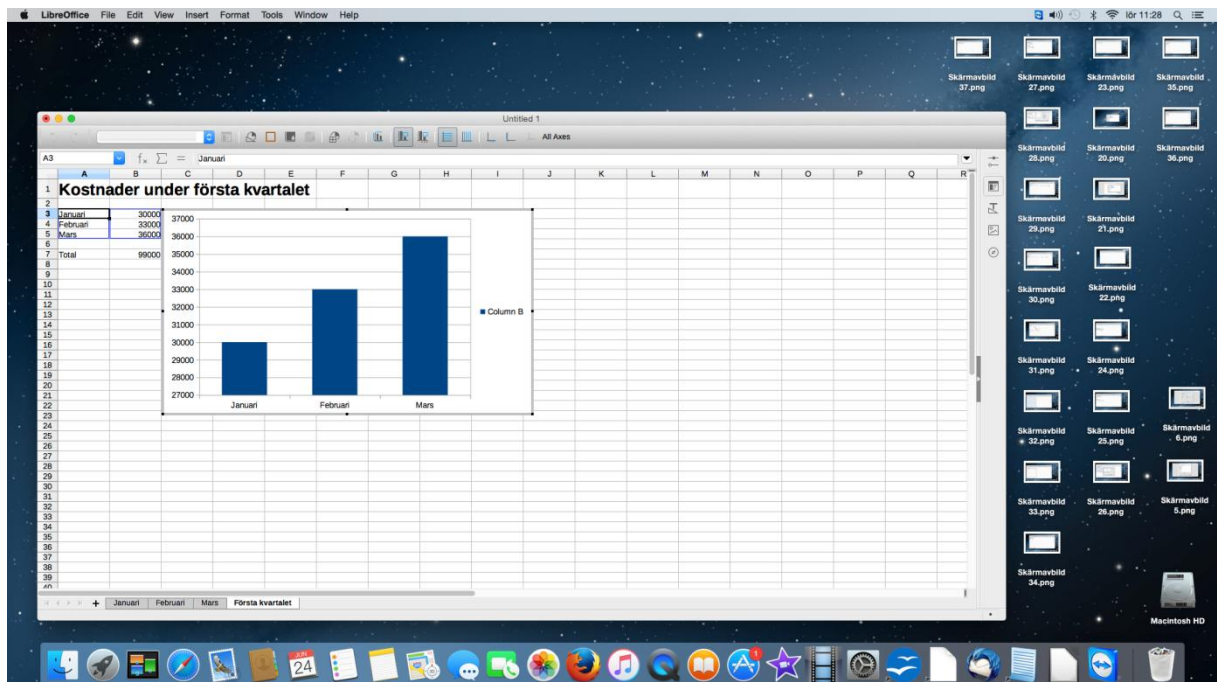
Diagram

Suppose you want a graphic picture to show increase of costs in first quarter.

Mark A3 to B5.

Click Chart bottom in row of bottoms.

Click Finish in lower square



Now you will have a chart showing development of costs in first quarter.

If you want to move chart you move cursor over frame of chart and when cursor is a hand you can drag chart.

You can change size of chart by dragging in the middle of a side when cursor is an arrow.

You can mark chart by clicking on it.

You can delete it when it is marked.

.
Watch chart is not marked.

Click File/Print Preview.

Click away mark of Print Preview.

Click Format Page and check flap Page is marked.

Change to Landscape to get whole chart.

Click OK

Save view of costs as first quarter in \Dokument\Calc.

Macros

Using macros does not seem to work at the moment.

Makros may be used in many different programs.

One macro is a recording of many pressing bottoms on keyboard.

To create conclusion first quarter about 15 pressing bottoms was needed.

Now you shall create a macro performing this. We will do this carefully.

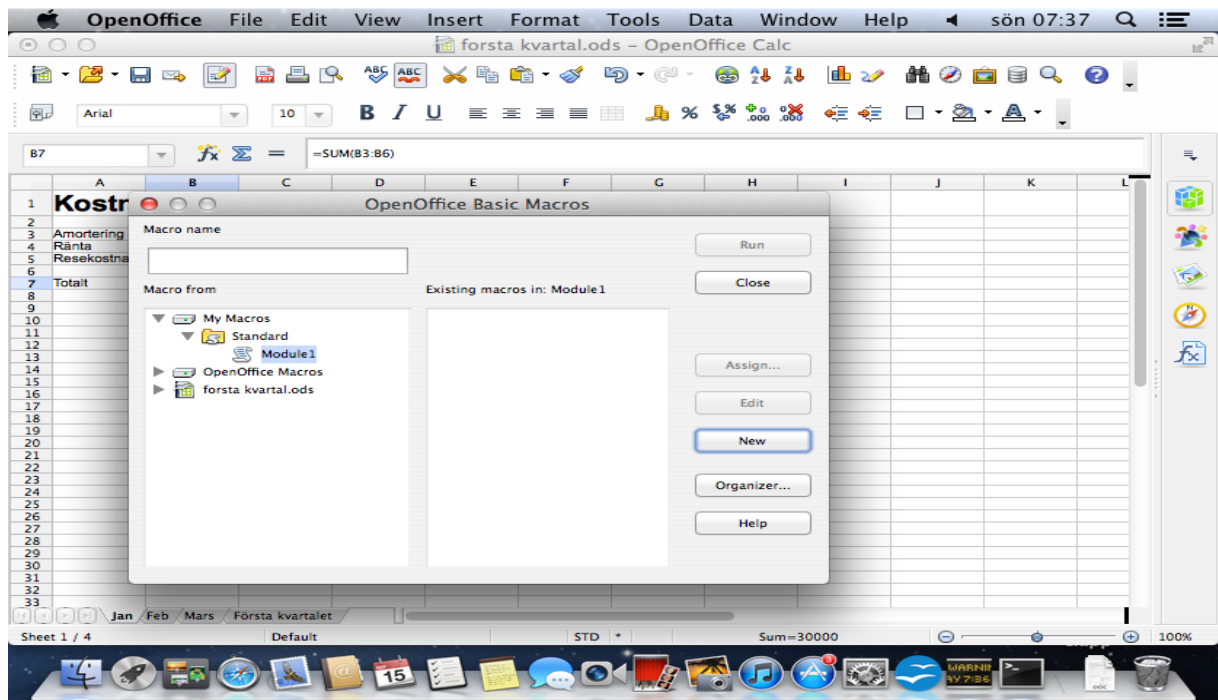
Click flap first quarter.

Delete totals of Januari, Februari, March and Total.

Check no cell is marked.

To name files, folders, passwords and so on may sometimes be tricky. If you use small letters and figures but not space and other signs there are chances everything works. If you for instance give a macro a name with blanks it won't work.

Click Tools/Macros/Organize Macros/LibreOffice Basic



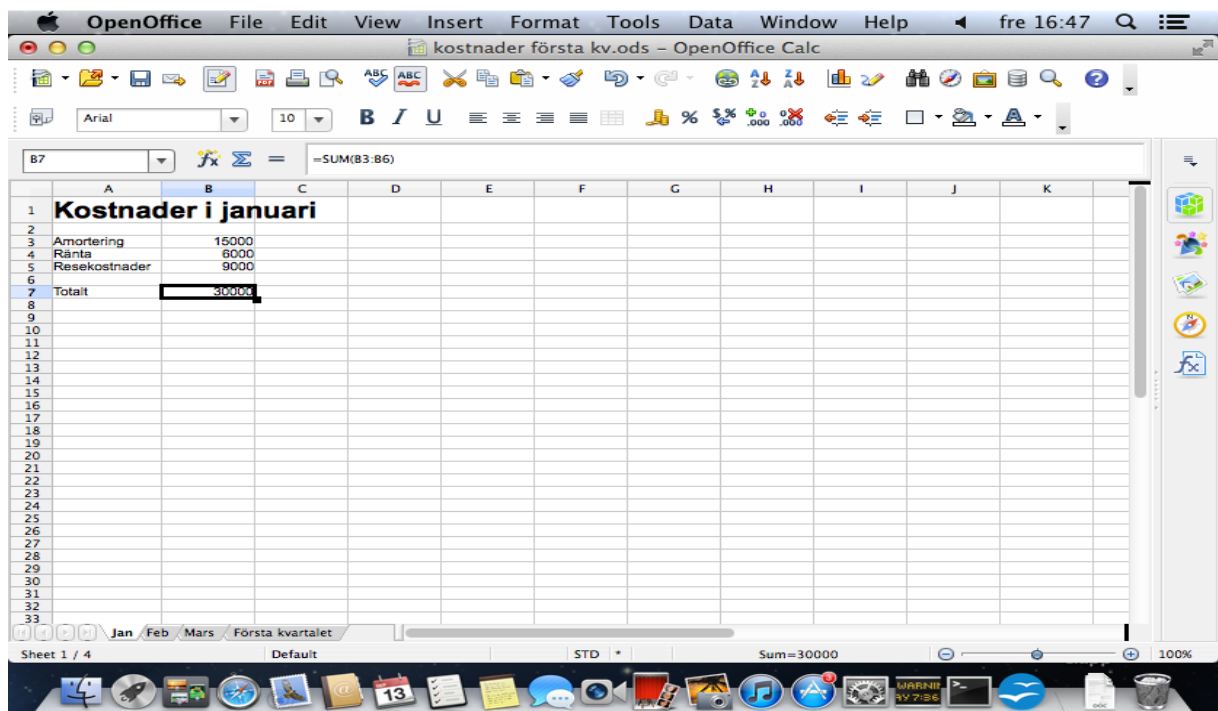
Click arrows in front of My Macros, Standard, mark Module 1. If there are old macros you can delete these with bottom <Delete> on screen if you mark at first.

Close dialogsquare.

Macro jantofirst

Open flap Jan.

Put sum back with sign of sum and mark cell.



Record macro

Click Tools/Macros Record Macro.

Now you will have a small window above column B with text Stop recording.

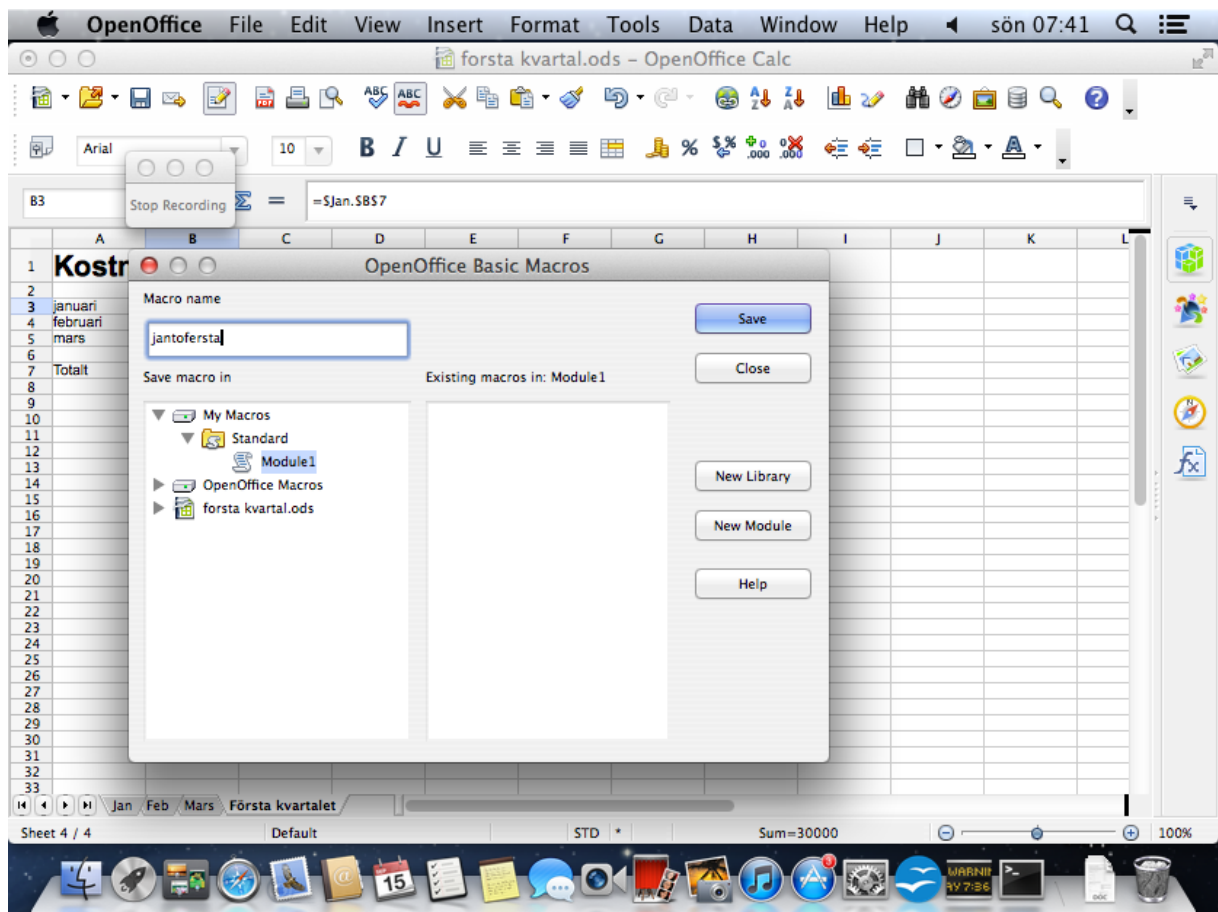
Click right on B7 and choose Cut.

Click first quarter, click right on B3 and choose Paste.

Now sum of januari will be in fierst quarter.

Click Stop recording.

Save macro



Save macro as jantoførsta.

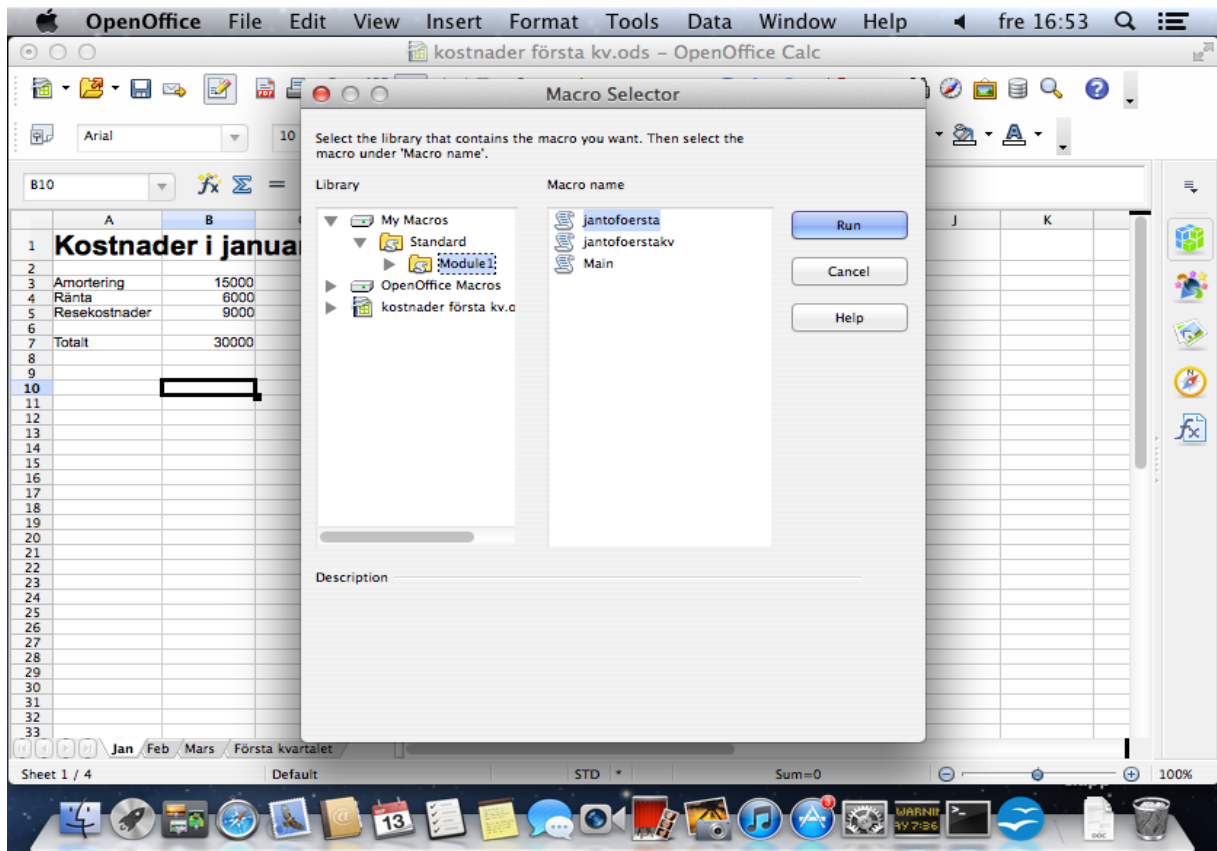
Click <Save>

Delete sum in B3 and click flap jan.

Restore sum by bottom Sum and mark cell.

Run macro

Click Tools/Macro/Run Macro



Click arrows in front of My Macros, Standard, markera Module 1 and make jantfoersta marked.

Click <Run>

Now sum from Jan will be moved to first quater.

Macro febtofoersta

Click flap Feb.

Restore sum in B7 and mark cell.

Record macro

Click Tools/Macro Record Macro.

Now you will have a small window above column B where Stop recording is written.

Click right on B7 and choose Cut.

Click first quarter, click right on B4 and choose Paste.

Now you shall have sum in februari to first quarter.

Click Stop recording.

Save macro

Save makro as febtfoersta.

Now you get suggestion of name. Change this to febtfirst.

Click <Save>.

Run macro

Delete sum in B4 and click flap feb.

Restore sum with bottom Sum and mark cell

Click Tools/macros/Run macro

Click arrows in front of My Macros, Standard and mark Module 1.

Click Febtfirst.

Click <Run>

Check macro works.

Makro marstofirst

Open flap march

Restore sum and mark the cell

Record macro

Click Tools/Macro Record Macro.

Now you have got a small window above column B where Stop recording is written.

Click right on B7 and choose Cut.

Click first quarter, click right on B5 and choose Paste.

Now you shall have sum for march to first quarter.

Click Stop recording.

Save macro

Save macro as marchtofirst.

Now you get suggestion of name of macro. Change this to marchtofirst.

Click <Save>

Run macro

Delete sum in B5.

Click flap March

Click Tools/macro/Run macro

Check macro is working.

Macro alltofirst

Open flap first quarter

Delete B3, B4 and B5.

Make sure no cell in calculation is marked.

Record macro

Click flap Jan

Restore sum and mark the cell.

Click Tools/Macro Record Macro.

Now you will have a small window above column B where Stop recording is written.

Click right on B7 and choose Cut.

Click first quarter, click right on B3 and chose Paste.

Click flap Feb

Click right on B7 and click Cut.

Click on first quarter, click right on B4 and choose Paste.

Click flap March.

Click right on B7 and choose Cut.

Click first quarter, click right on B5 and choose Paste.

Click Stop record

Save macro

Save macro as alltofirst.

Now you get suggestion of name. Change this to alltofirst.

Click Save

Run macro

Click first quarter.

Delete all sums.

Restore sums in Jan, Feb, March

Click flap Jan

Click Tools/macro/Run macro

Make sure macro alltofirst is marked and click <Run>.

Check all sums are Ok.

Save as costs first quarter.

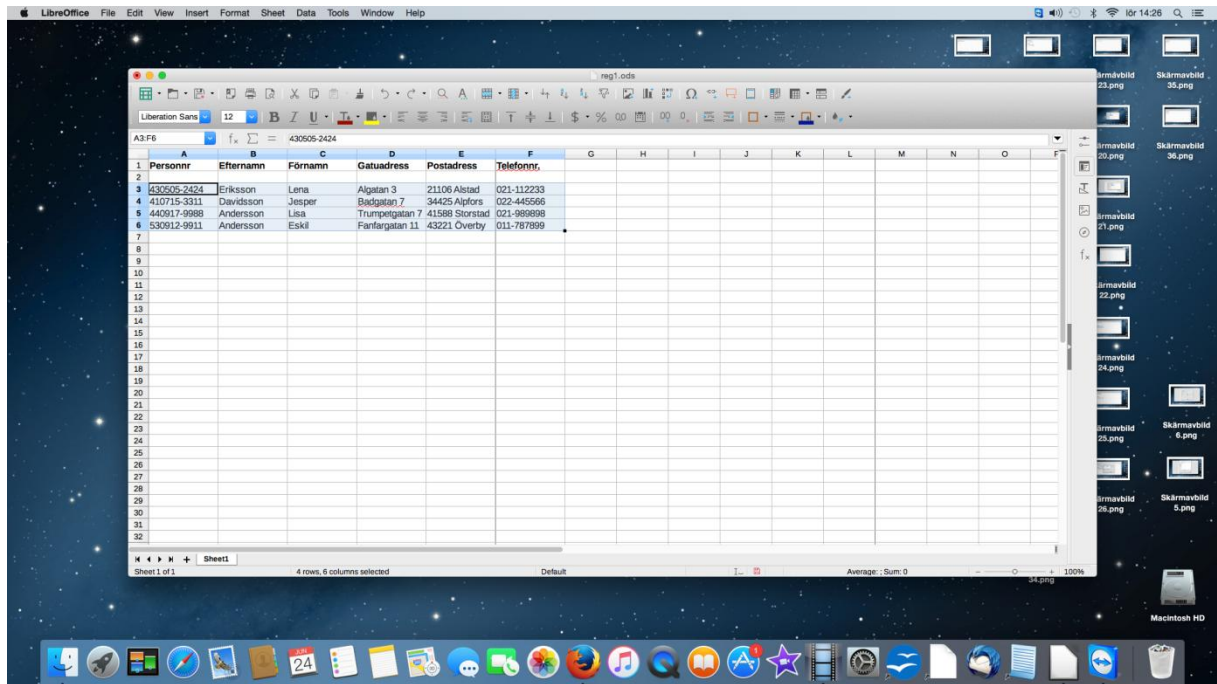
Repeat exercise if you don't think this was easy.

Handeling tables in Calc

Tabell, register are different names on same thing. A placeing of f.ex. persons, articles, cars, customers, suppliers and information about these.

If you need advanced handeling of registers this is in Windows Step 9 and 10.

Click File/New and write this table.



Don't care if columns are too narrow.

You can see column Postadress is the column needing most space.

Mark column Postadress

Place cursor on border between column E and F so it change to a double arrow.

Drag border to the right til column Postadress is enough.

Click right in marked area and choose Format/Column/Width.

Suppose with of column is 3,07 cm.

Mark all columns in register.

Click right in marked area and change with of column to 3,07 cm. Clicka OK.

Mark row with headlines and click B-bottom for bold.

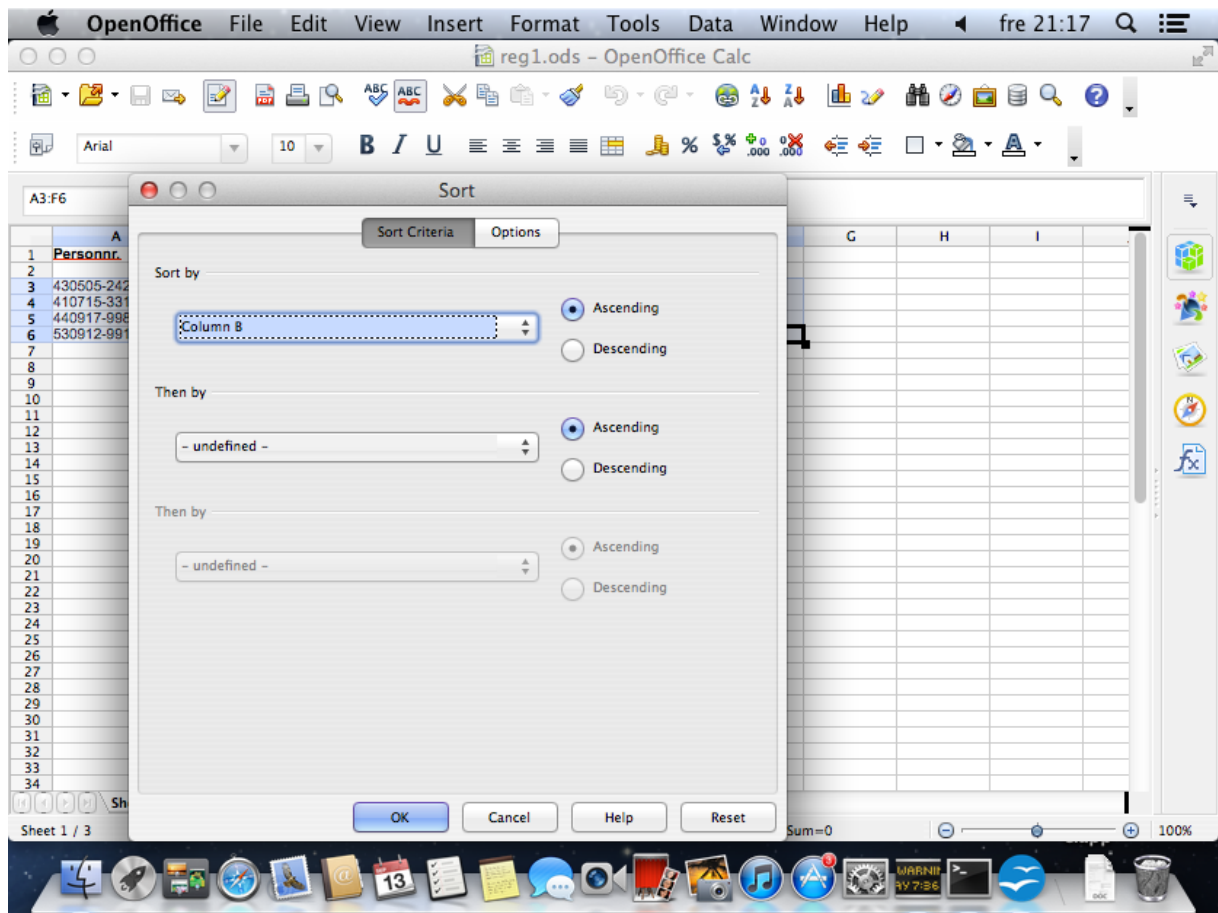
Save register in \Document\Calc som reg1.

Mark A3 to F6.

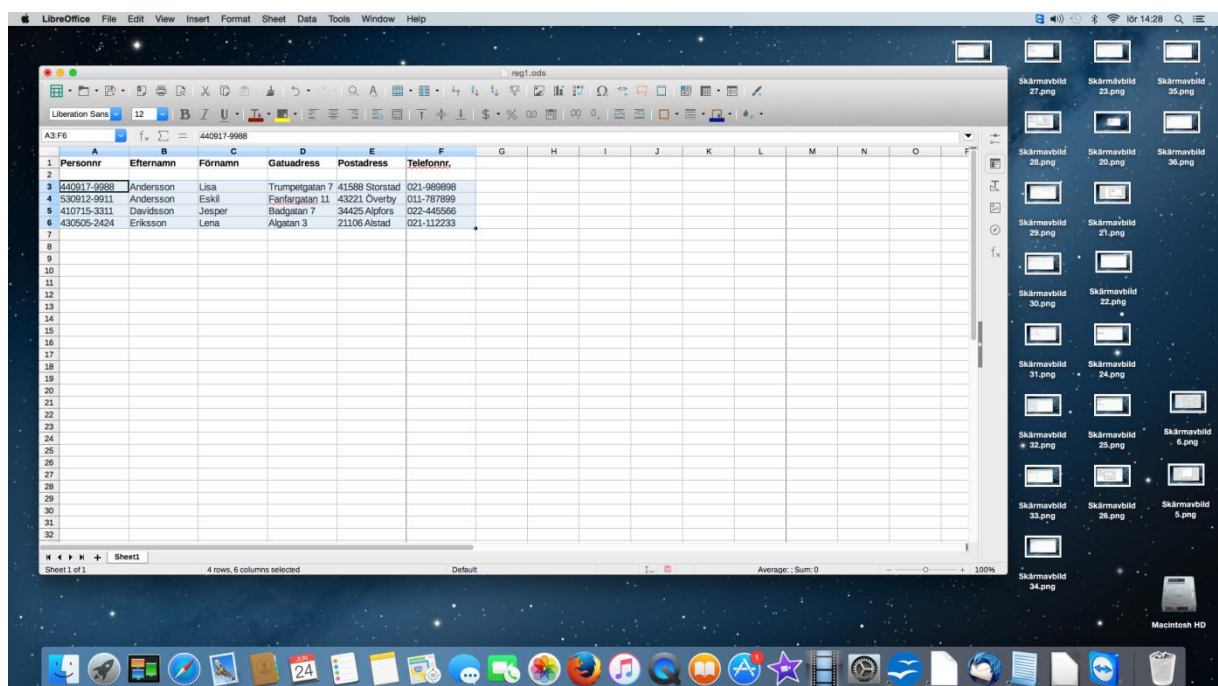
Clicka Data/Sort/flap Options.

Make sure Range contains column labels is not marked

Click Data/flap Sort criteria

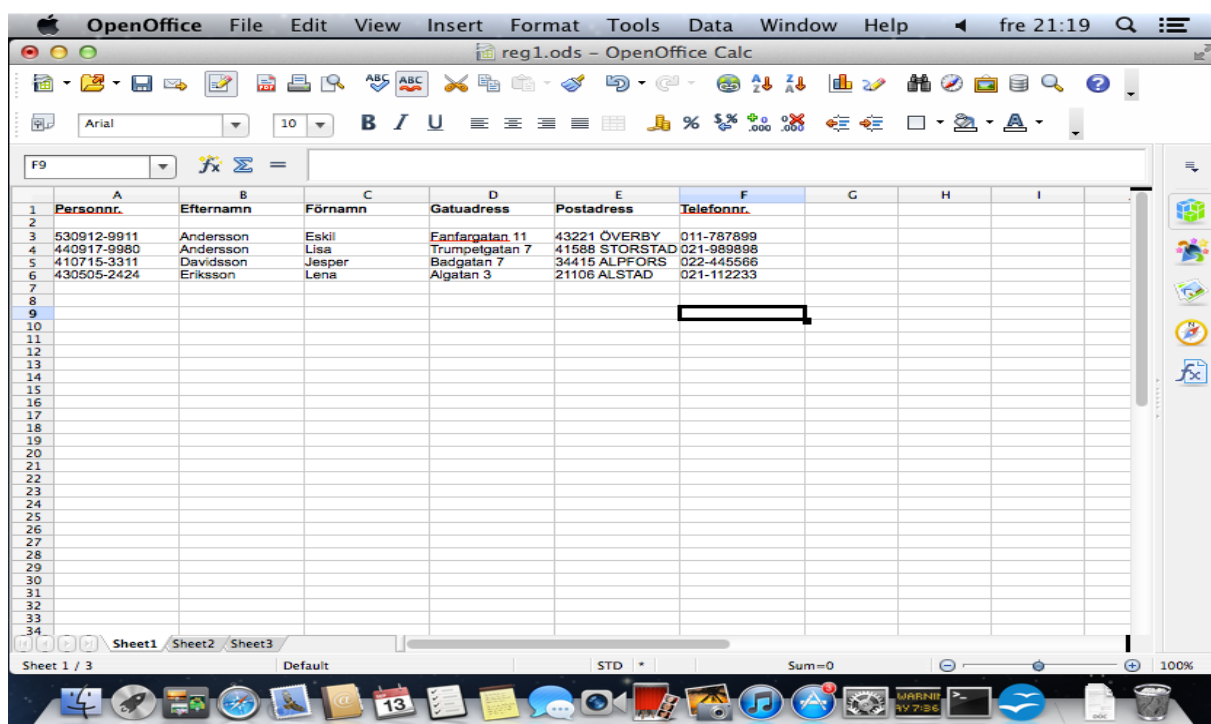


Now you shall sort register by surname. Make sure Column B in rectangle on top. Press <Enter>

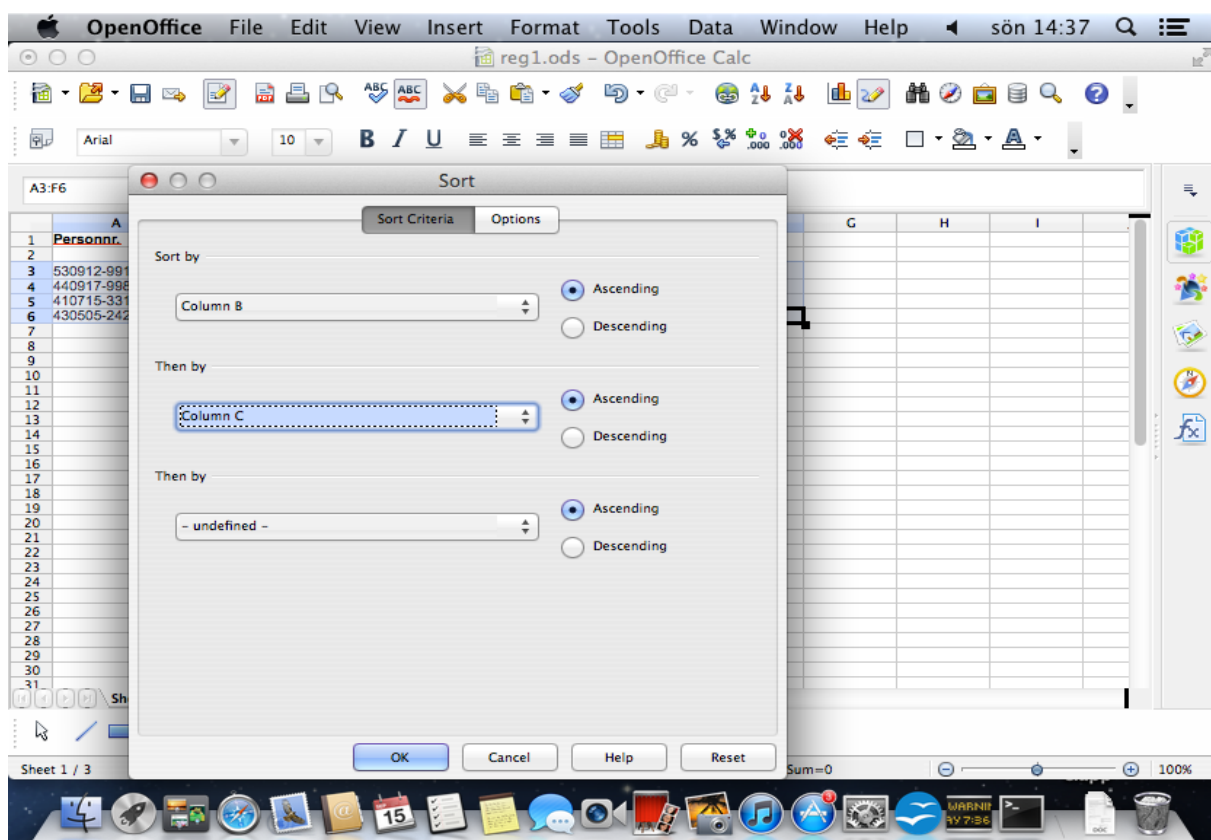


Sorting only by surname you can see as Andersson Lisa still is before Andersson Eskil.

Click Data/Sort Criteria.



Make sure register is still marked.



Sort register first by surname and second by first name.

Make sure adjustments are as in picture and click OK.

Now check Andersson Eskil is before Andersson Lisa.

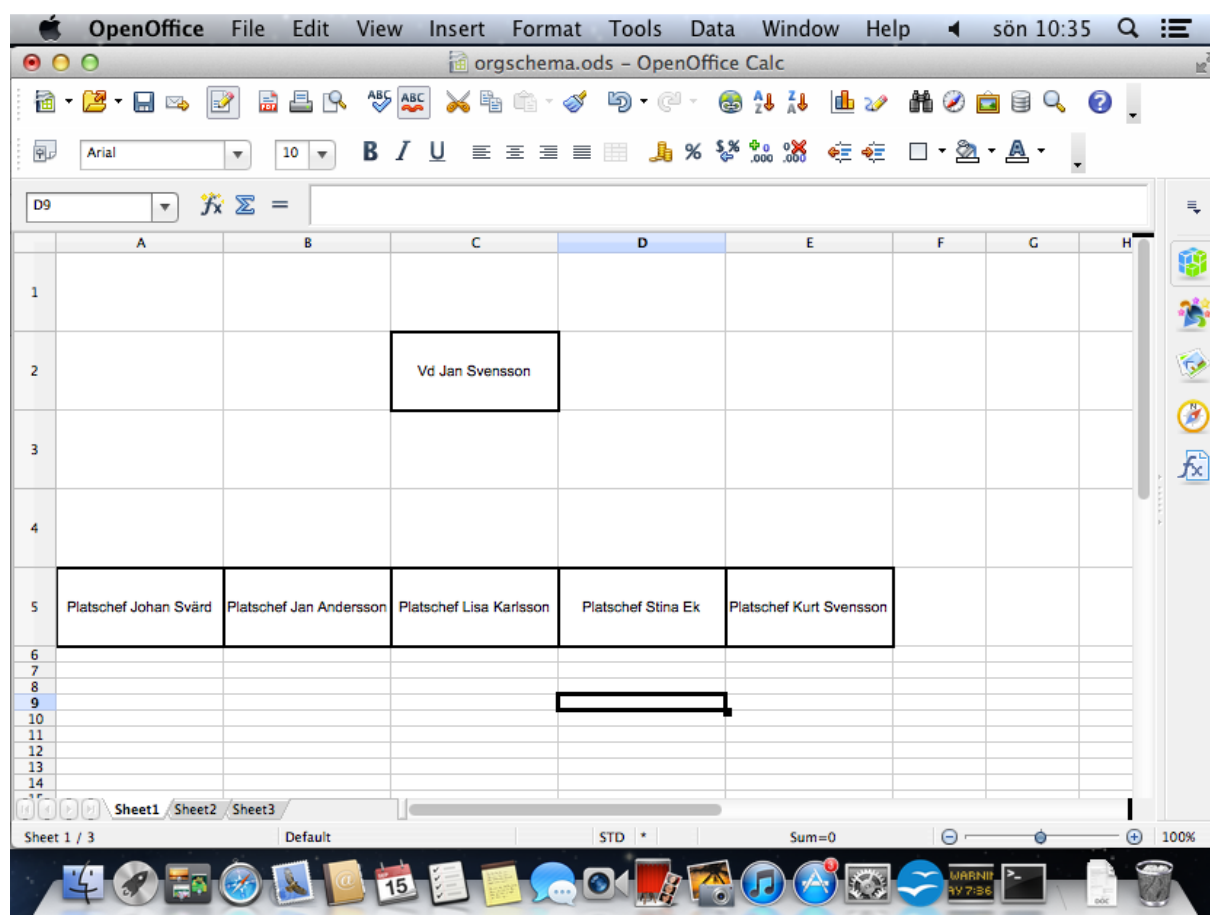
Close register with cross without saving.

Repeat exercise if you didn't think it was easy.

Schedule with Calc

Calc is a good alternative to produce schedules of different kinds. Here we create schedule of an organization but schedules for work and booking are often similar.

Click File/New.



Suppose you want to create a schedule as above.

Schedule has $5 \times 5 = 25$ cells.

Mark 5 rows.

Click in marked area and choose Format/Row height.

Write a guess of height f.ex.1,92 cm and click OK.

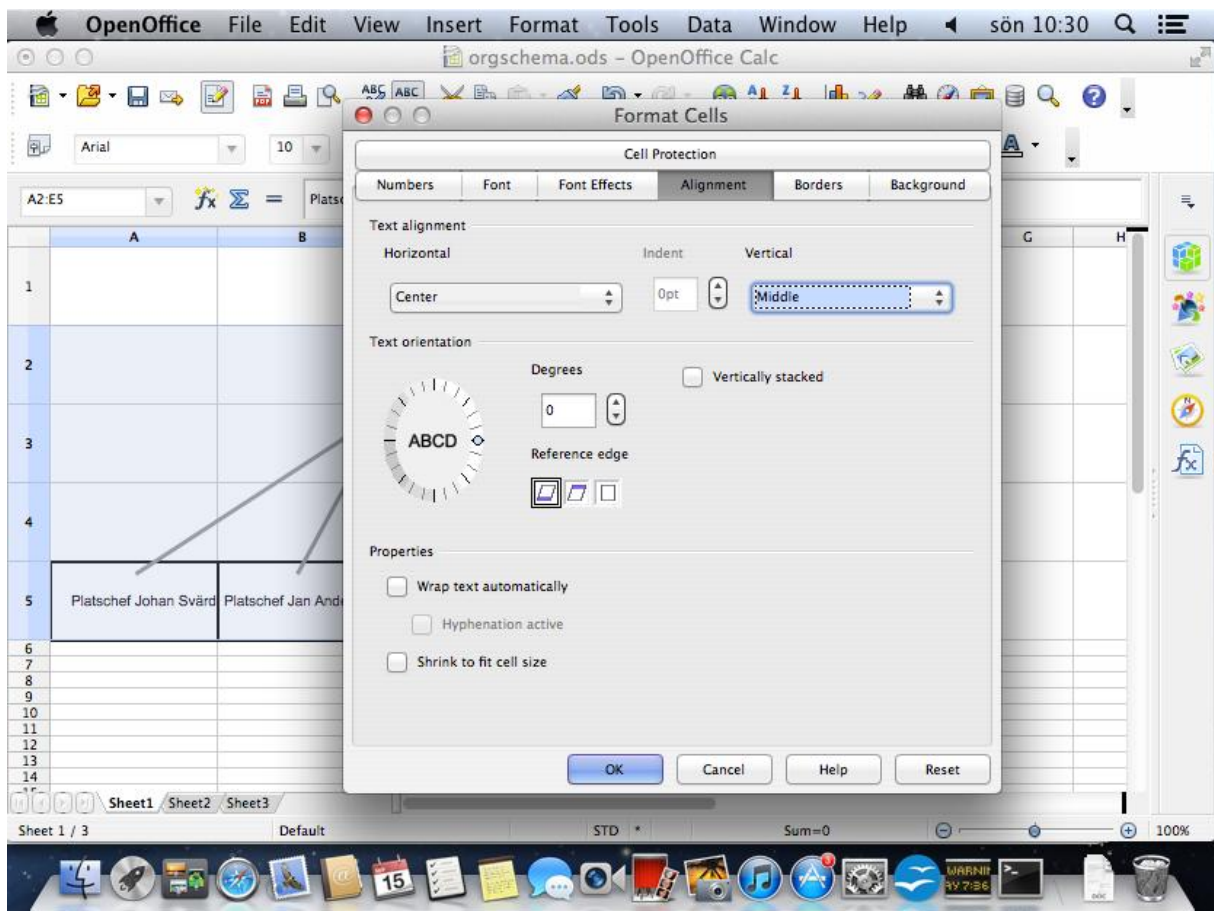
Mark 5 columns.

Click right in marked area and choose Column With 4,07 cm.

Write names in suitable cells.

Mark names in all cells by marking A2 to E5 and click Format cells

Choose flap/Alignment.

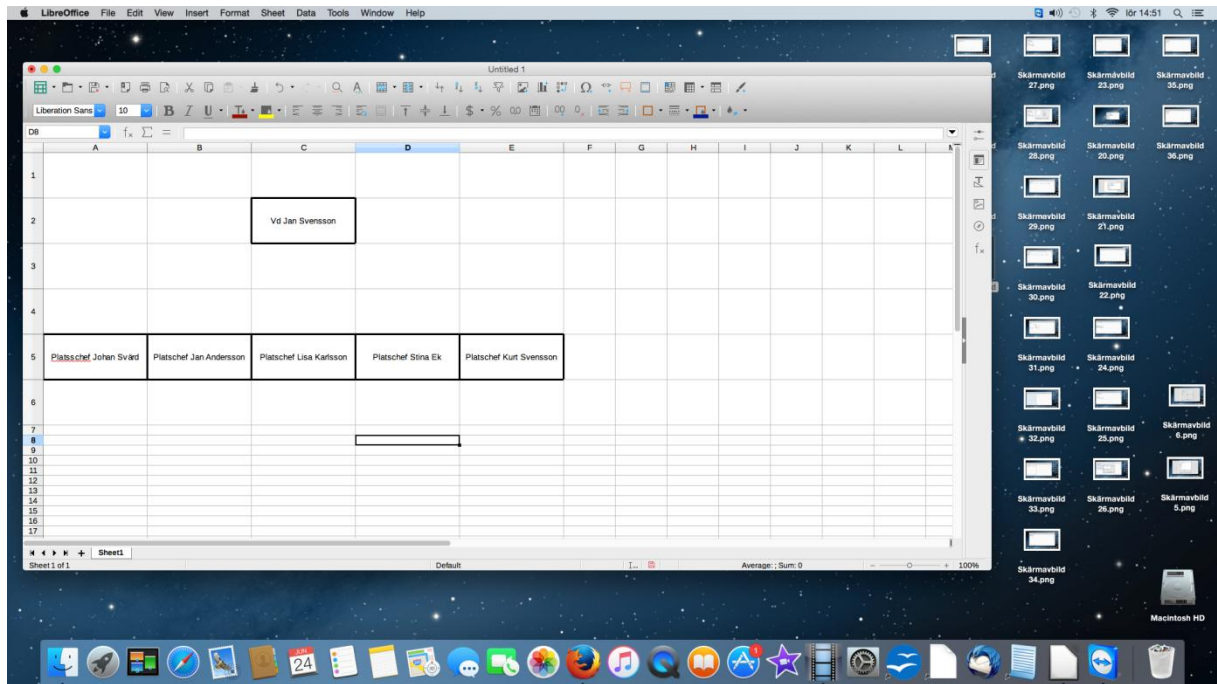


Click arrow in field Horizontal.

Mark center.

Click arrow down in field Vertical.

Mark Middle and click OK.

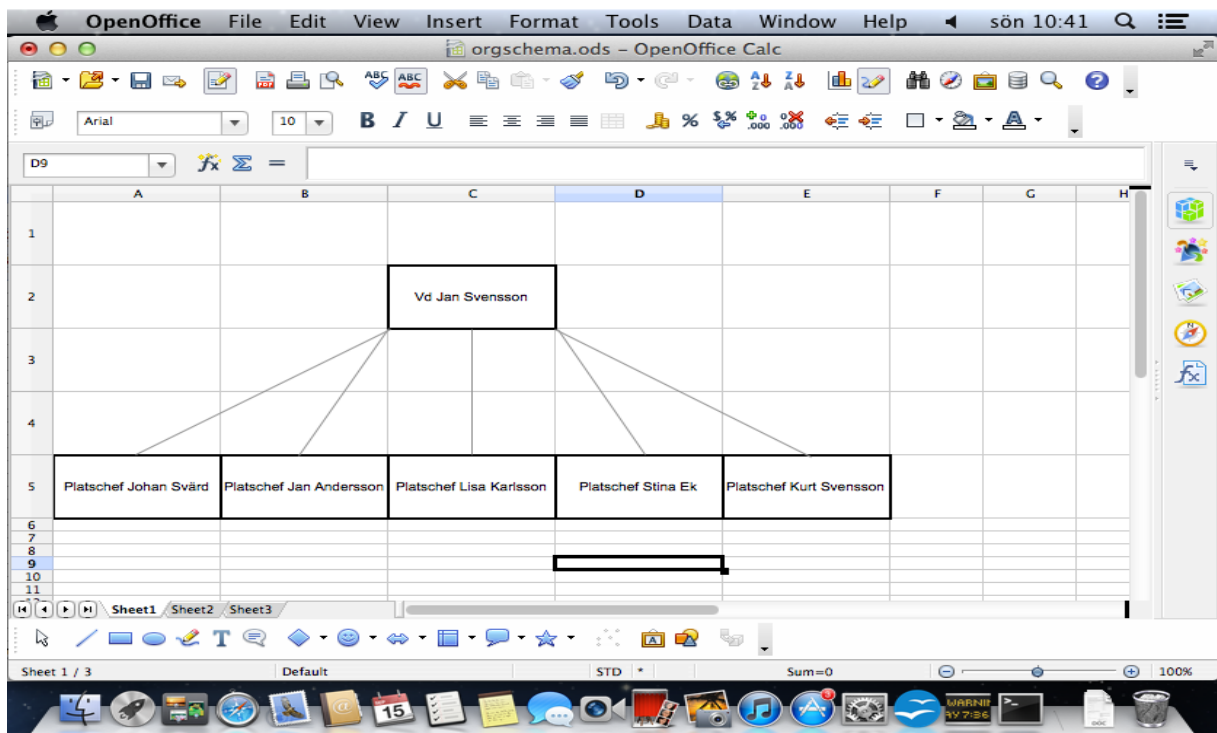


Mark the 6 rectangles one by one.

Choose Format/Cells/Border, second bottom andra knappen for line and 2,50 for thickness.

Click OK.

Klicka knappen med penna.



Click line below to the left and draw the 5 lines.

You can decide design and thickness of a marked line in second row of bottoms to the left.

Save your schedule as orgschedule in \ Document\Calc.