

Calc Online Tips & Tricks ..

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Collabora
Online



Technical Day
COOL
days





Manage Quantity

View

- Freeze First Row / Column
- Freeze Rows and Columns

Column / Row markers

- Context menu
 - > Hide

Group / Ungroup

- Rows / columns

The screenshot displays the Microsoft Excel interface. The 'View' tab is active in the ribbon, showing options like 'Freeze First Column', 'Freeze First Row', 'Full Screen', 'Reset zoom', 'Zoom Out', and 'Zoom In'. A context menu is open over the column markers, with the 'Hide Columns' option highlighted. The spreadsheet data includes columns for 'Guitar Straps', 'Bass Guitar Pick', and 'Gibson Acoustic'. The formula bar shows a formula: `=IFERROR(($'Inventory List'!$G4<=$'Inventory`. The spreadsheet content includes a header 'GuitarMoonShop.com Inventory' and a table with columns: 'For Reorder', 'Item ID', 'Name', 'Description', 'Unit Price', and 'Quantity'.

	B	C	D	E
16	Guitar Straps	4	Bass Guitar Pick	4
16		4		2
16		4		2
16		4		2
16		5		5
16		5		5
16		4		4
16		4		4



Get through Quantity

Keyboard

- Ctrl+Home
- Ctrl+End

xxx-Trick

- xxx in cell
- Ctrl + arrow to return the cell

Select

- Ctrl + Shift + ...

=IF(\$Dashboard.A\$8,D31,NA())							
A	R	S	T	U	V	W	X
Top Keywords							
Date	es Paul Gui	Gibson Acor	Peavey Amp	Fender Black	Hollowbody	Mesa Boogie amp	
23/04/16	3	#N/A	5	7	#N/A	5	
02/05/16	3	#N/A	5	10	#N/A	4	
09/05/16	3	#N/A	5	10	#N/A	4	
16/05/16	3	#N/A	5	10	#N/A	4	
23/05/16	3	#N/A	5	10	#N/A	4	
30/05/16	3	#N/A	5	10	#N/A	4	
06/06/16	3	#N/A	5	10	#N/A	4	
13/06/16	3	#N/A	5	10	#N/A	4	
20/06/16	3	#N/A	5	10	#N/A	4	
27/06/16	3	#N/A	5	10	#N/A	4	xxx
04/07/16	3	#N/A	5	10	#N/A	4	
11/07/16	3	#N/A	5	10	#N/A	4	



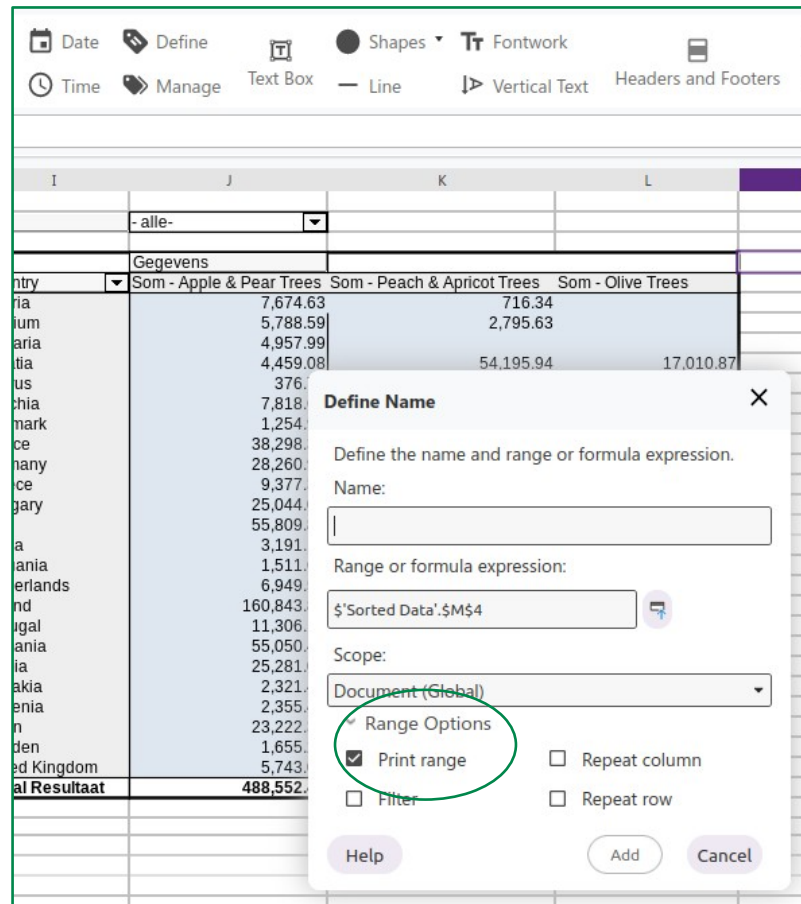
Limit Quantity Export

PDF-sharing...

- Easy
- File > Export as PDF

But limit quantity

- Insert > Define
... Print range





Communicate.. Comments

[illegible]



Formatting – Cell Styles

- Format
- Create Style

The screenshot shows the Microsoft Excel interface with the 'New Style from Selection' dialog box open. The dialog box has a title bar 'New Style from Selection' and a close button. It contains a text input field 'Enter new style name:' with the text '_MyHeading' entered. Below this is a section 'Custom styles for current document' with a large empty text area. In the background, the Excel ribbon is visible with the 'Format' tab selected. The 'Format Cells' task pane is open on the right side of the worksheet. The task pane has a 'Style' section with a dropdown menu showing 'Default' and a 'Character' section. A 'New' button is circled in the bottom right corner of the task pane. The worksheet itself shows a table with the following data:

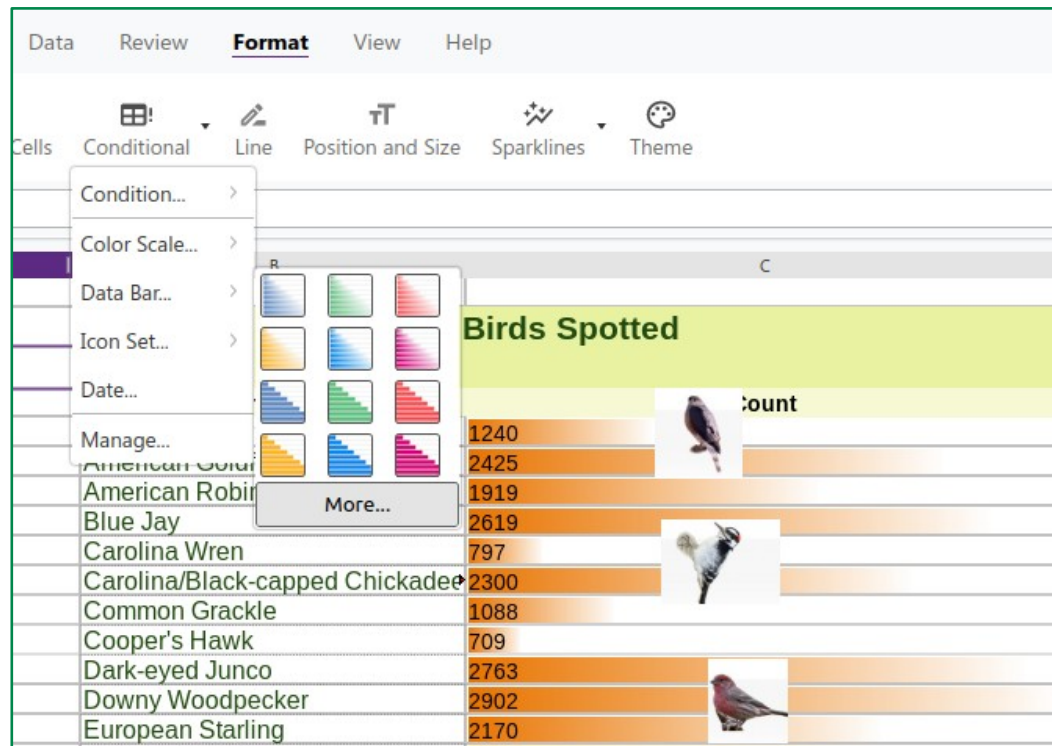
Birds Spotted	
Common Name	Count
Crow	1240
Goldfinch	2425
Robin	1919
	2619



Conditional

Formatting

- Pick common choices quick
- Additional under > More..
- Recently improved:
 - *Presentation 4.18*
Tomaž (Quikee) Vajngerl,
'Conditional formatting improvements'





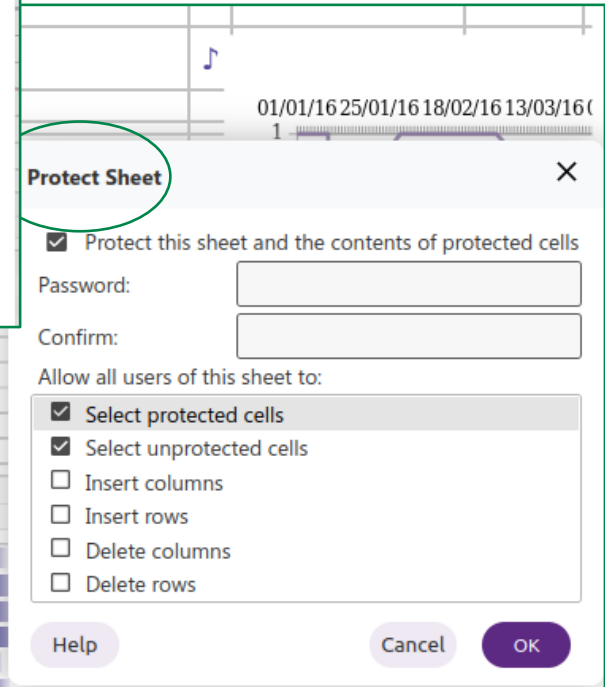
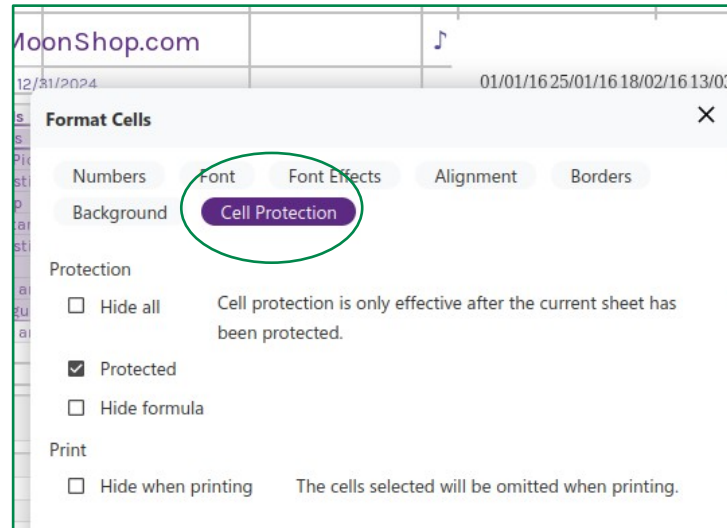
Protecting – Cells & Sheets

Format > Cells

- Tab context menu
- Review > Protect sheet
- Improved:

- *Presentation 2.4*

Hubert Figuière, 'Calc cell protection - protect sheets and cell ranges'

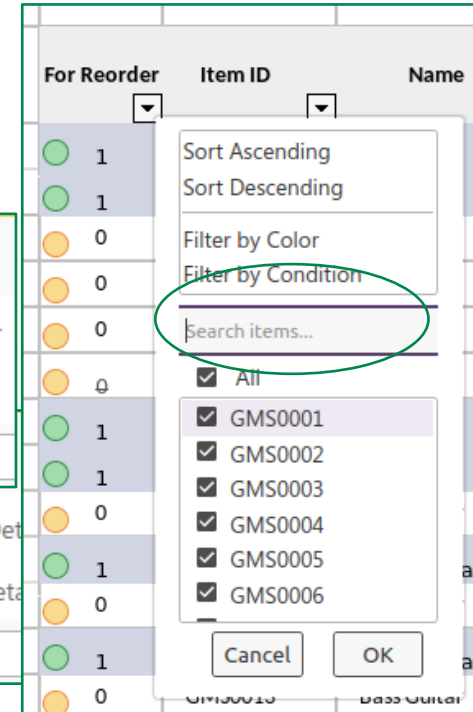
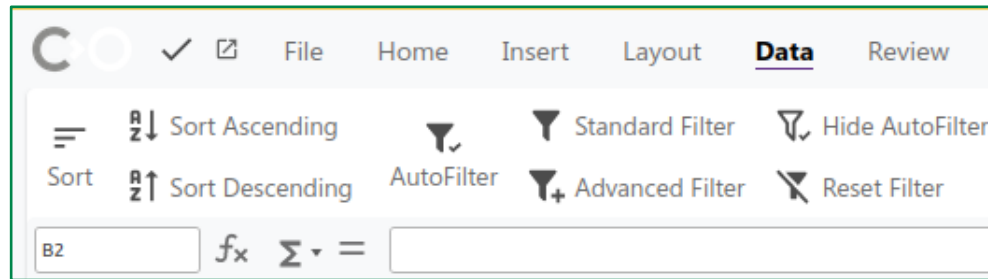




Sorting & Filtering Data

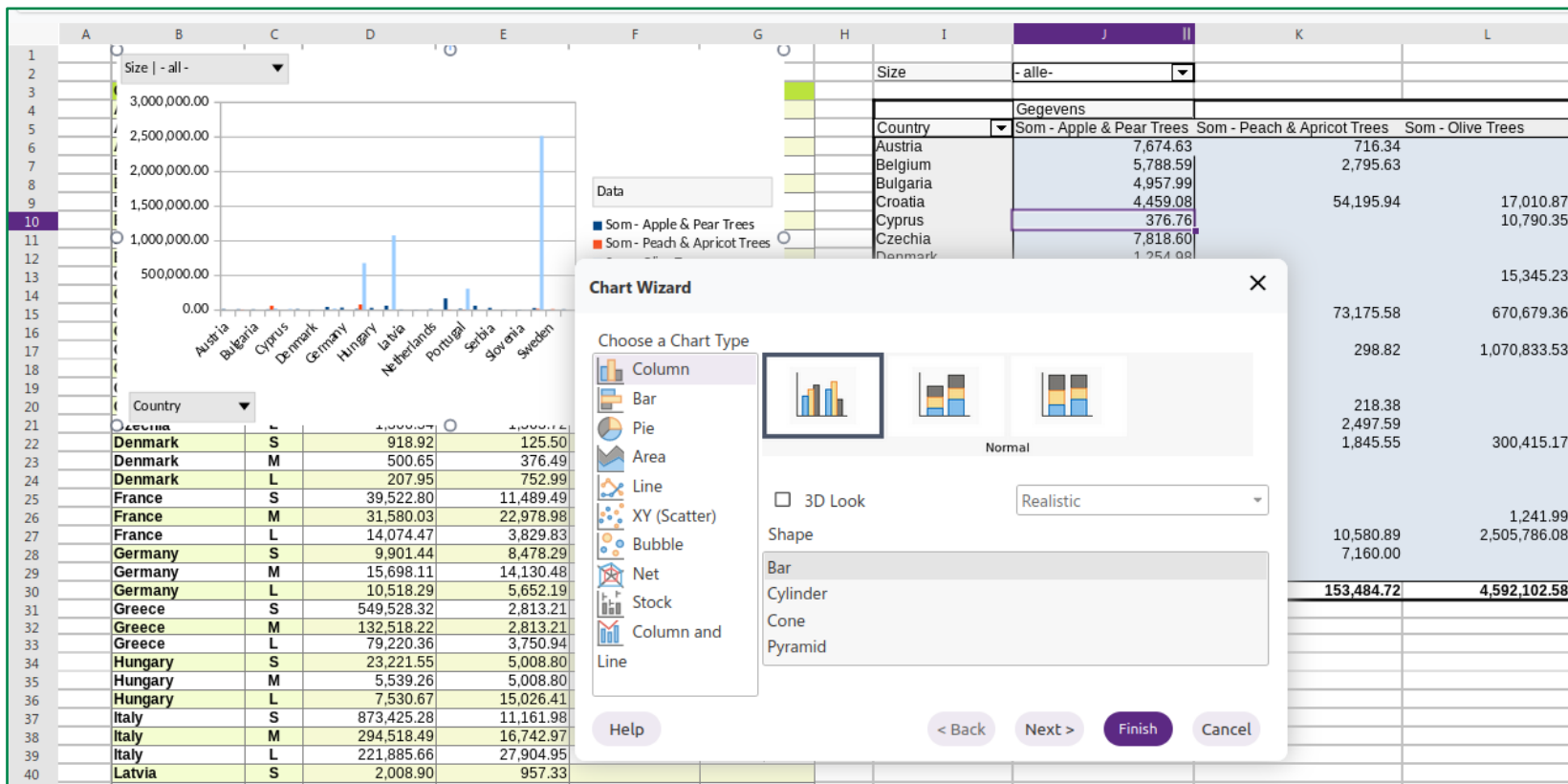
AutoFilter

- Search!





Pivot Tables & Charts





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Thank you!

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