Calc

LibreOffice

PRINTING, EXPORTING AND EMAILING

Quick printing

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

Note	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 select the **Load printer settings with the document** option.

Controlling printing

For more control over printing, use the Print dialog (**File > Print** or *Ctrl+P*).

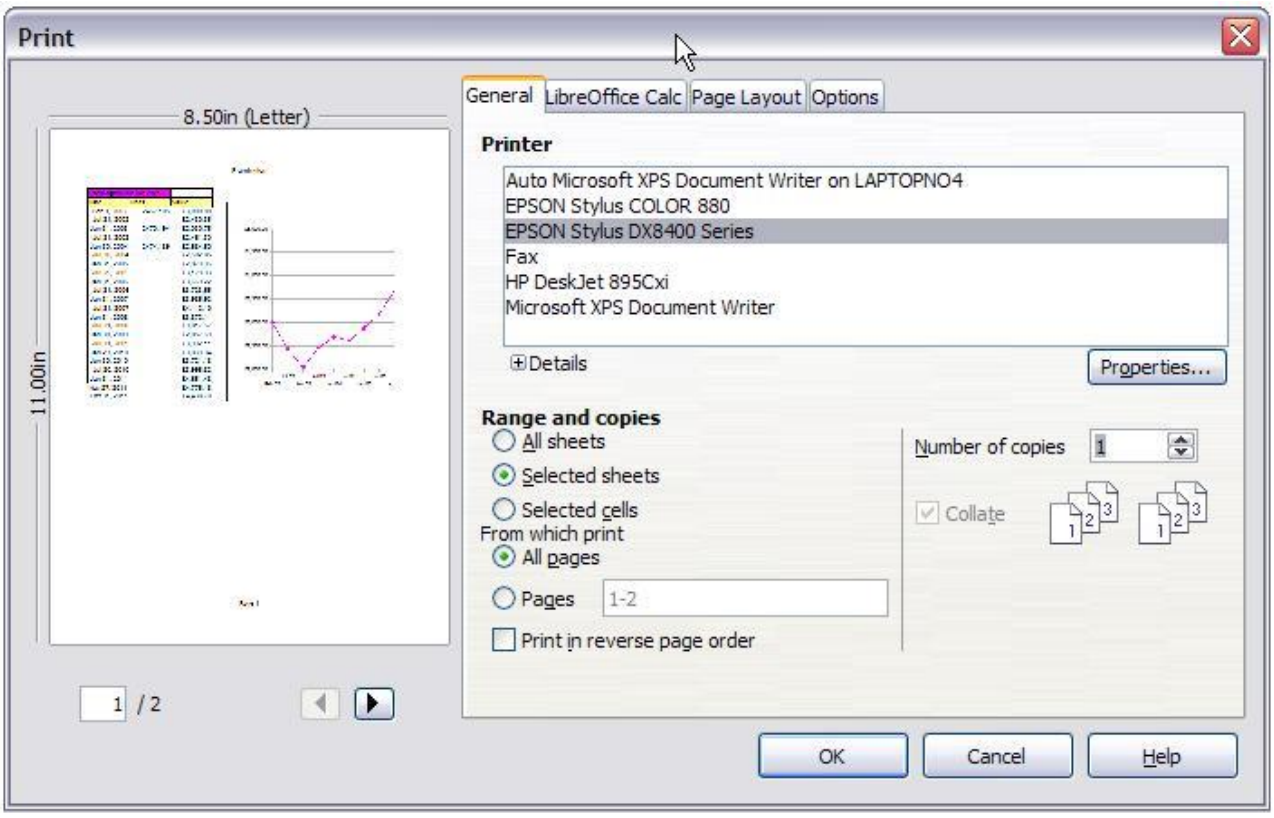


Figure 124. The Print dialog

The Print dialog has four tabs, from which you can choose a range of options, as described in the following sections.

Note	The options selected on the Print dialog apply to this printing of this document only. To specify default printing settings for LibreOffice, go to **Tools > Options > LibreOffice – Print** and **Tools > Options > LibreOffice Calc – Print**. For details, see *Chapter 14 Setting Up and Customizing Calc*.

Selecting general printing options

On the *General* tab of the Print dialog (Figure 124), you can choose:

The **printer** (from the printers available)

Which **sheets** and **pages** to print, the number of copies to print, whether to print in reverse page order and whether to collate multiple copies (*Range and copies* section)

Click the **Properties** button to display a printer- specific dialog where you can choose portrait or landscape orientation, which paper tray to use, and the paper size to print on.

To print a range of pages, separate the range with a hyphen; for example, enter **3-6** to print pages 3 to 6. To print single pages, use a semi-colon to separate the pages; for example, enter **7;9;11** to print pages 7, 9, and 11. You can also print a combination of page ranges and single pages by combining these methods; for example, enter **3-6;8;10;12** to print pages 3, 4, 5, 6, 8, 10, and 12.

On the *Options* tab of the Print dialog (Figure 125), you can choose to print to a file (instead of to a printer) and to create a single print job containing several copies of the document (instead of a separate print job for each copy).

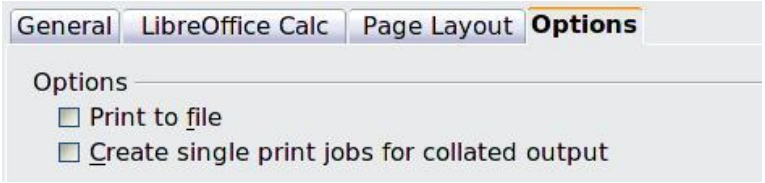


Figure 125: General print options

Printing multiple pages on a single sheet of paper

You can print multiple pages of a document on one sheet of paper. To do this:

1) In the Print dialog, select the *Page Layout* tab (Figure 126).

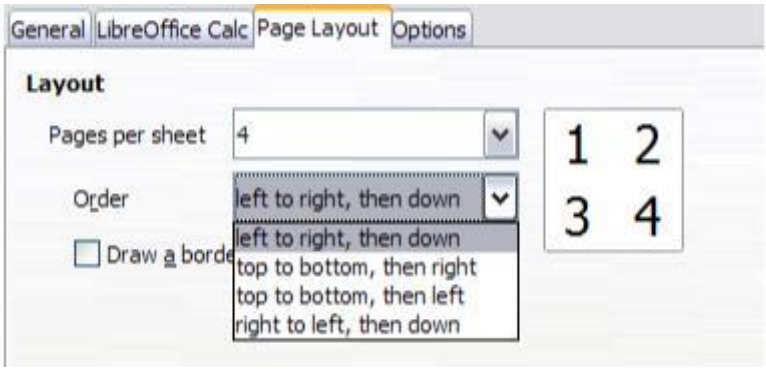
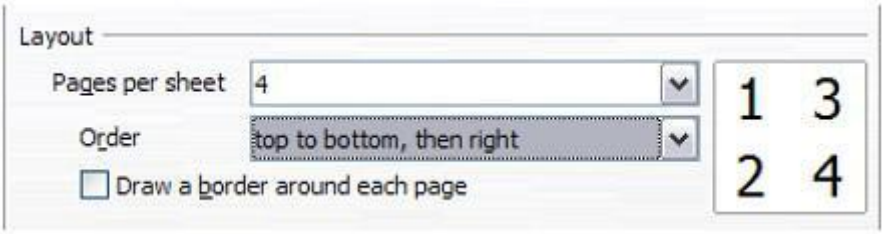


Figure 126: Printing multiple page per sheet of paper

In the *Layout* section, select the number of pages to print per sheet. The preview panel on the left of the Print dialog shows how the printed document will look.

When printing more than 2 pages per sheet, you can choose the order in which they are printed across and down the paper. The pictures above and below show the difference.



You can choose to draw a border around each page.

In the *From which print* choices on the *General* tab (Figure 127), select whether to print all pages or only some pages.

Click the **OK** button to print.

Selecting sheets to print

In addition to printing a full document, you can choose to print individual sheets, ranges of sheets, or a selection of cells in a document.

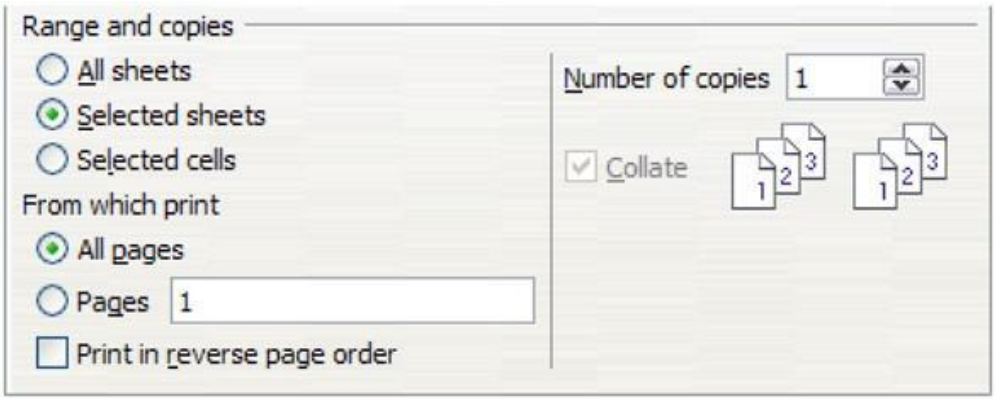


Figure 127: Choosing what to print in

Calc Printing an individual sheet:

In the spreadsheet, click on the sheet tab to select the sheet you want to print.

Choose **File > Print** from the menu bar.

In the *Ranges and copies* section of the Print dialog, choose the *Selected sheets* option.

Click the **OK** button.

Printing a range of sheets:

In the spreadsheet, select the sheets to print.

Select the first sheet.

Hold down the *Ctrl* key.

Click on the additional sheet tabs.

Release the *Ctrl* key when all required sheets are selected.

Choose **File > Print** from the menu bar.

In the *Ranges and copies* section of the Print dialog, choose the *Selected sheets* option.

Click the **OK** button.

Printing a selection of cells:

In the document, select the section of cells to print.

Choose **File > Print** from the menu.

In the *Ranges and copies* section of the Print dialog, select the *Selected cells* option.

Click the **OK** button.

The **Print in reverse page order** option can be selected with any of the above options.

Caution

After printing, be sure to deselect the extra sheets. If you keep them selected, the next time you enter data on one sheet, you enter data on all the selected sheets. This might not be what you want.

Using print ranges

Print ranges have several uses, including printing only a specific part of the data or printing selected rows or columns on every page.

Defining a print range

To set a user-defined print range, which will replace any existing defined print range:

Highlight the range of cells that are to comprise the print range.

Choose **Format > Print Ranges > Define** from the menu bar.

The automatic page break lines are then displayed on the screen.

Tip	You can check the print range by using **File > Page Preview** in the menu bar, or by clicking the **Page Preview** icon in the Standard toolbar. Calc will only display the cells in the print range. You can also use the **View > Page break preview** mode to see the print range without going to the page preview. See "Viewing print ranges" on page 176.

Adding to the print range

After defining a print range, you can add more cells to it. This allows multiple, separate areas of the same sheet to be printed, while not printing the whole sheet. After you have defined a print range:

Highlight the range of cells to be added to the print range.

Choose **Format > Print Ranges > Add** from the menu bar. This adds the extra cells to the print range.

The page break lines display on the screen around this new addition.

Note	The additional print range will print as a separate page, even if both ranges are on the same sheet.

Removing print ranges

It may become necessary to remove a user-defined print range, for example if the whole sheet needs to be printed later, or you no longer wish to print some of the added ranges.

Choose **Format > Print Ranges > Remove** from the menu bar. This removes **all** defined print ranges on the sheet, except those in named ranges. After the print range is removed, the default page break lines will appear on the screen.

To remove only certain print ranges, see "Editing a print range" below.

Editing a print range

At any time, you can directly edit the print range, for example to add to, remove, or resize part of the print range. Choose **Format > Print Ranges > Edit** from the menu bar. If you have already selected a print range, the Edit Print Ranges dialog looks something like Figure 128.

In this example, three rectangles are selected, each separated by a comma. The first is bounded by cell A3 (A3) in the top left and cell C9 (C9) in the bottom right corner. The others being D12:F23 and H24:I25.

If only a single range is defined, then clicking anywhere in the text entry box shows the selected print range on the screen, bounded in blue, as shown in Figure 129.

To directly add new cells to the print range:

Type a comma in the text box as the separator for the ranges.

Select the cell range using the mouse cursor, or directly type in the cell references using the format of the selection already in the text box. Remember to separate the cell references with a colon.

To remove a print range, select the range in the text box and delete it. Make sure the remaining ranges only have a single comma as a separator and that there is not a comma at the end of the sequence.

To resize a print range, edit the data in the text box for the range.

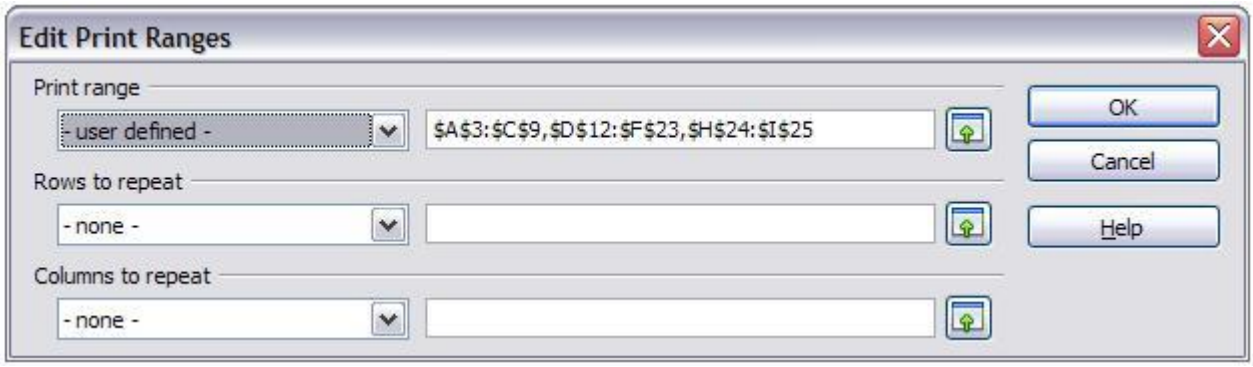


Figure 128: Edit a print range

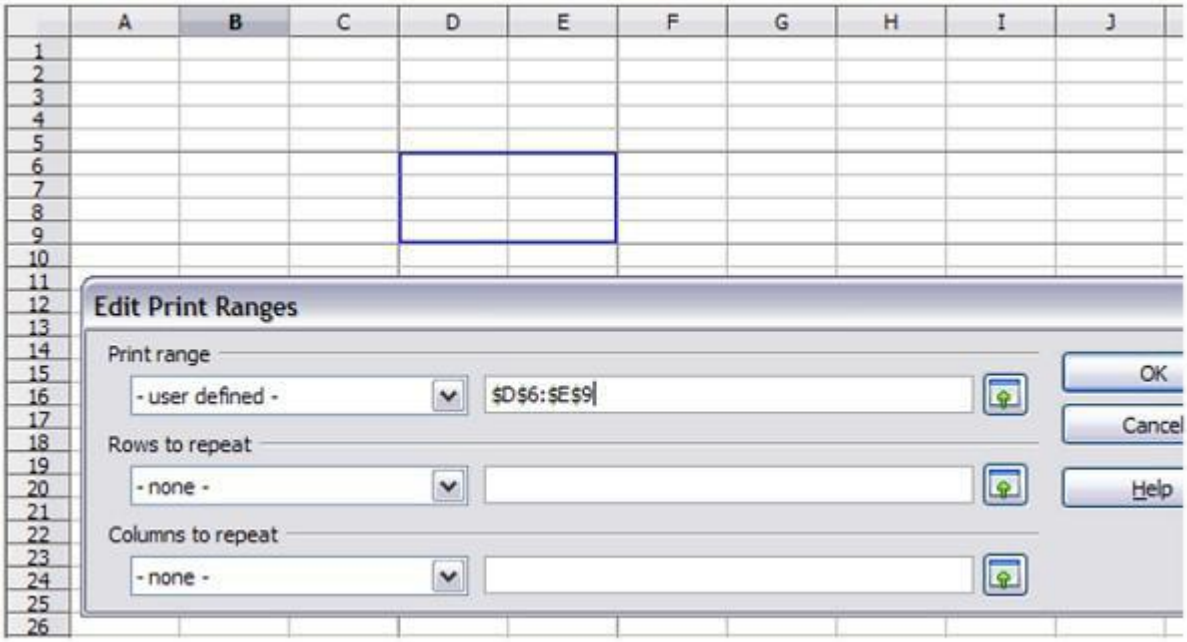
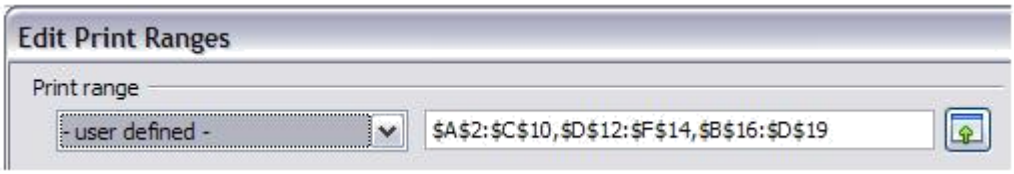


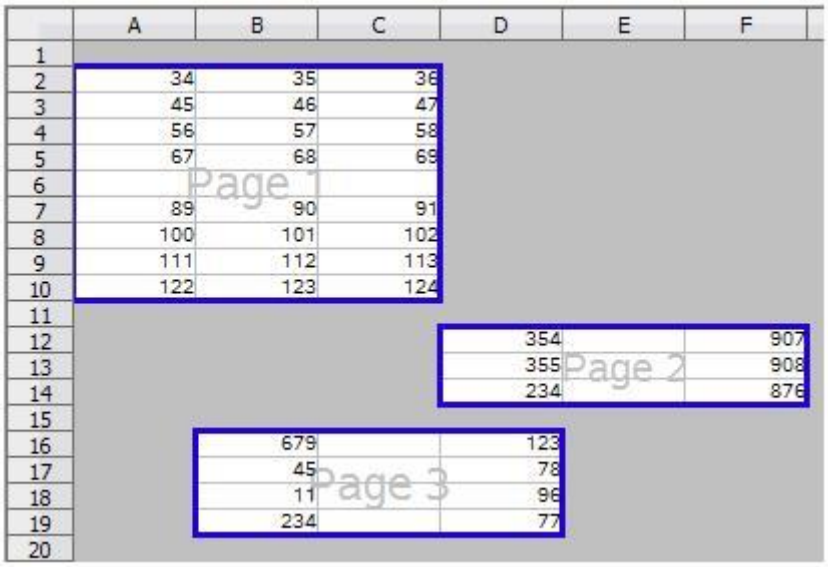
Figure 129: Print range marked by colored box; page break lines visible around the selection

Viewing print ranges

Because defined print ranges are formatted with automatic page breaks, they can be viewed by using the Page Break Preview screen, select **View > Page Break Preview** from the menu bar.



igure 130: The defined print range



igure 131: The preview screen for the defined print range.

The print ranges are outlined by default with a blue border, and contain a centered page number in gray. The nonprinting area has a gray background.

To exit the Page Break Preview screen, select **View > Normal** from the menu bar.

Printing rows or columns on every page

If a sheet is printed on multiple pages, you can set up certain rows or columns to repeat on each printed page.

For example, if the top two rows of the sheet as well as column A need to be printed on all pages, do the following:

Choose **Format > Print Ranges > Edit** from the menu bar. On the Edit Print Ranges dialog, type the rows in the text entry box under *Rows to repeat*. For example, to repeat rows 1, 2 and 3, type **$1:$3**. This automatically changes *Rows to repeat* from **- none -** to **user defined -**.

To repeat columns, type the columns in the text entry box under *Columns to repeat*. For example, to repeat column A, type **$A**. This automatically changes *Columns to repeat* from **none -** to **- user defined -**.

Click **OK**.

Note	You can also use the mouse to select the rows or columns to repeat. To do this, click the corresponding text entry box and select the desired cell range in the sheet. You do not need to select the entire range of the rows to be repeated; simply select one cell in each row.

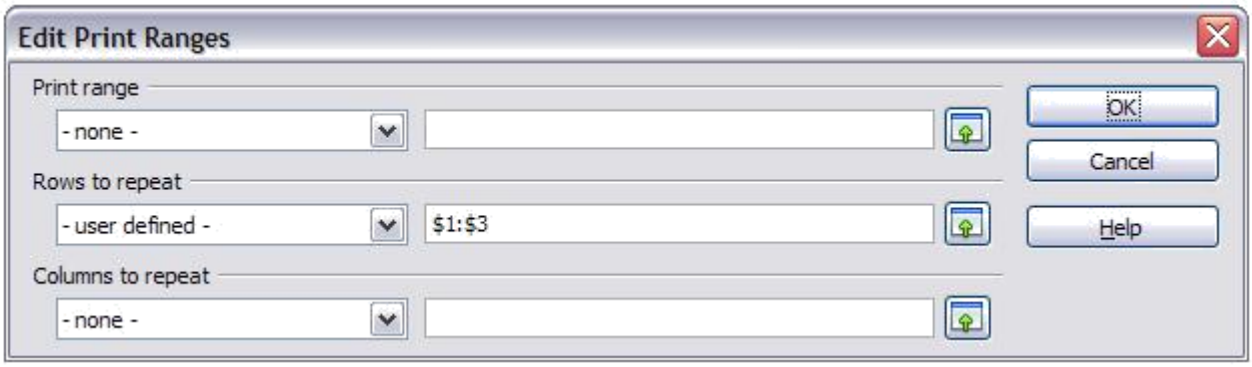


Figure 132: Specifying repeating rows

Rows to repeat and Columns to repeat can also be defined as named ranges using the method described below, but by selecting **Repeat column** or **Repeat row**, instead of selecting **Print range** (see Figure 133). These may then be selected from the list box entries in the Edit Print Ranges dialog shown in Figure 132.

Defining a named print range

In addition to highlighting a print range for each print job, you can define a range of cells to be used repeatedly. This may be useful if different areas of a large spreadsheet need to be printed for different reports. Several named print ranges can be defined to meet this need.

To define a named print range, highlight the cells you want to define as a print range and select **Insert > Names > Define** from the menu bar, to open the Define Names dialog (Figure 133). Alternatively the cells can be highlighted after opening the Define Names dialog.

Type a name for the range in the **Name** box. **The name of the range cannot contain any spaces.**

Edit or set the cell selection range for the print range in the **Range** box if needed.

Ensure **Document (Global)** is selected in the Scope box.

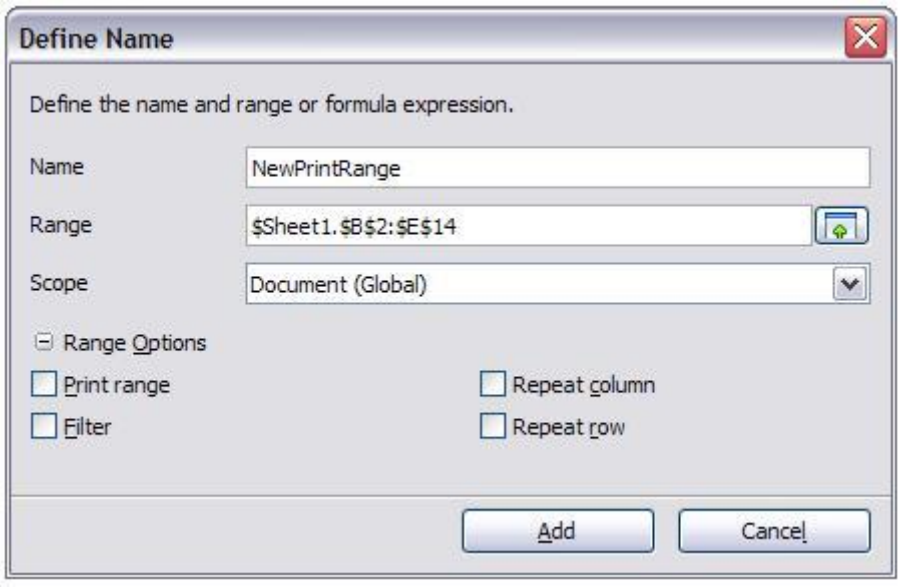


Figure 133: Define Names dialog

Click the plus symbol by **Range Options** to show more choices. Select the **Print range** option to define the settings as a print range. Click the **Add** button to accept the data and close the dialog.

To select this range to print:

Choose **Format > Print Ranges > Edit** from the menu bar (Figure 128). The previously defined name now appears in the **Print range** list box.

Select the defined print range and click **OK**.

This method can be useful to quickly change the print range without highlighting a large area of cells every time.

Deleting a named print range

To delete a named print range if it is no longer required:

Select **Insert > Names > Manage** from the menu bar or use *Ctrl+F3*.

In the Manage Names dialog which opens, select the named range you want to delete.

Click the **Delete** button.

Click **OK** to close the dialog.

You can click the **Range Options** button in the Manage Names dialog to confirm that the selected name is a print range before clicking **Delete**.

Page breaks

While defining a print range can be a powerful tool, it may sometimes be necessary to manually adjust Calc's printout. To do this, you can use a *manual break*. A manual break helps to ensure that your data prints properly.

You can insert a horizontal page break above, or a vertical page break to the left of, the active cell.

Inserting a page break

To insert a page break:

Navigate to the cell where the page break will begin.

Select **Insert > Page Break** from the menu bar.

Select **Row Break** or **Column Break** depending on your need.

The break is now set.

Row break

Selecting *Row Break* creates a page break above the selected cell. For example, if the active cell is H15, then the break is created between rows 14 and 15.

Column break

Selecting *Column Break* creates a page break to the left of the selected cell. For example, if the active cell is H15, then the break is created between columns G and H.

Tip	To see page break lines more easily on screen, you can change their color. Choose **Tools > Options > LibreOffice > Appearance** and scroll down to the Spreadsheet section.

Deleting a page break

To remove a page break:

Navigate to a cell that is next to the break you want to remove.

Select **Edit > Delete Manual Break**.

Select **Row Break** or **Column Break** depending on your need.

The break is removed.

Removing multiple page breaks

Multiple manual row and column breaks can exist on the same page. When you want to remove all of them, do as follows:

On the menu bar, select **View > Page Break Preview**.

Right-click in the document and select **Delete All Manual Breaks** from the context menu. All manual breaks are removed.

Select **View > Normal** to return to the standard document view.

Printing options setup in page styles

Several printing options are set in the page style for sheets. These include the page order, details, and scale to be printed, Because these options are set in the page style, different page styles can be set up to quickly change the print properties of the sheets in the spreadsheet. See *Chapter 4 Using Styles and Templates in Calc* for more about page styles.

The *Sheet* tab of the Page Style dialog (Figure 134) provides the following options.

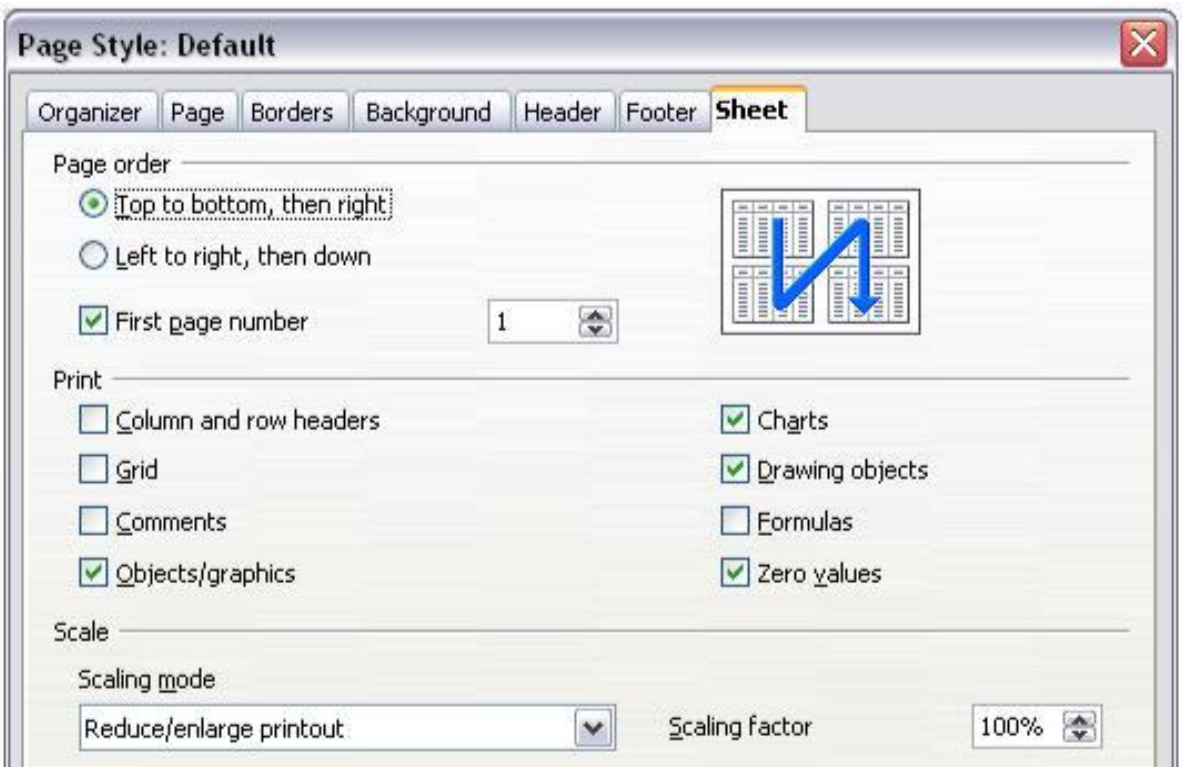


Figure 134. The Sheet tab of the Page Style dialog

Page Order

You can set the order in which pages print. This is especially useful in a large document; for example, controlling the print order can save time if you have to collate the document a certain way.

Where a sheet prints to more than one piece of paper, it can be printed either by column, where the first column of pages prints, and then the second column and so on, or by row as shown in the graphic on the top right of the dialog in Figure 134.

Print

You can specify which details to print. These details include:

Row and column headers
Sheet grid—prints the borders of the cells as a grid
Comments—prints the comments defined in your spreadsheet on a separate page, along with the corresponding cell reference
Objects and graphics
Charts
Drawing objects
Formulas—prints the formulas contained in the cells, instead of the results
Zero values—prints cells with a zero value

Scale

Use the scale features to control the number of pages the data will print on.

Reduce/Enlarge printout—scales the data in the printout either larger or smaller. For example, if a sheet would normally print out as four pages (two high and two wide), a scaling of 50% would print as one page (both width and height are halved).

Fit print range(s) on number of pages—defines exactly how many pages the printout will take up. This option will only reduce a printout; it will not enlarge it. To enlarge a printout, the reduce/enlarge option must be used.

Fit print range(s) to width/height—defines how high and wide the printout will be, in number of pages.

Headers and footers

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

You can choose to have different content on left and right pages of the same page style.

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. For more about page styles, see Chapter 4.

Setting a header or a footer

To set a header or footer:

Navigate to the sheet for which you want to set the header or footer. Select **Format > Page** from the menu bar.
Select the Header (or Footer) tab.
Select the **Header on** option.
Make other selections according to your requirements, using the **More** button to reveal other options. Click **OK**.

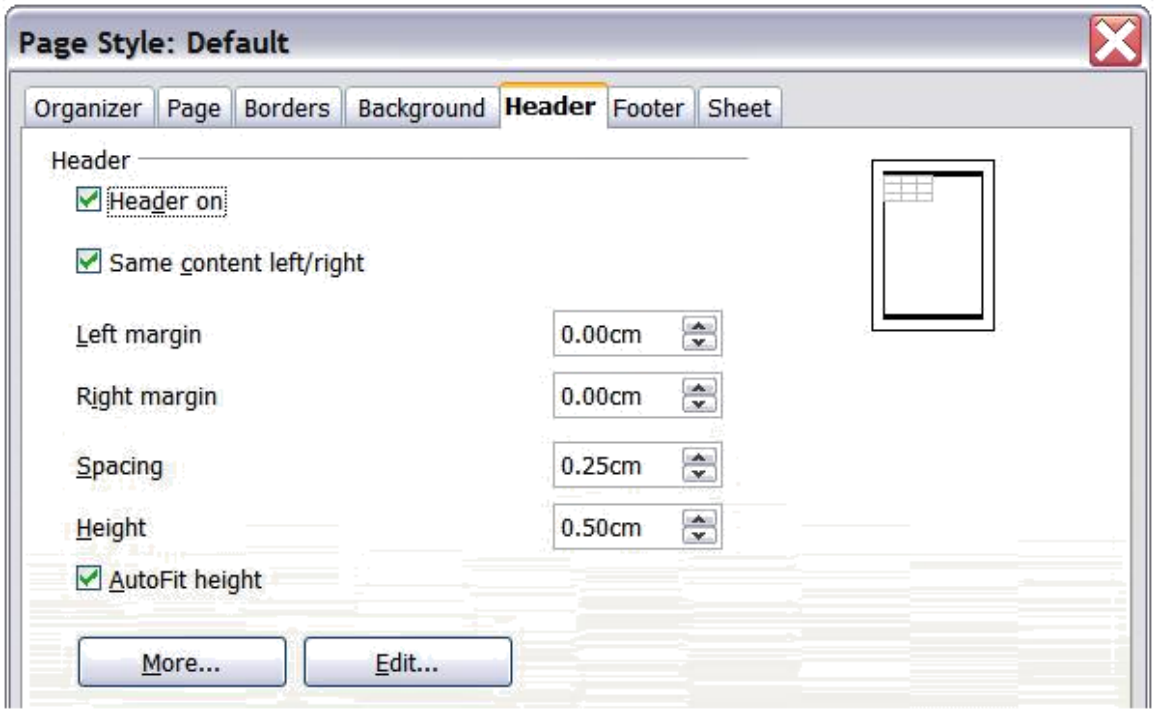


Figure 135: Header dialog

You can set the margins, the spacing, and height for the header or footer. To automatically adjust the height of the header or footer, select the **AutoFit height** box. You can also select to have different content for left and right pages.

Margin

Changing the size of the left or right margin adjusts how far the header or footer is from that 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 *Chapter 4 Using Styles and Templates in Calc* for more information.

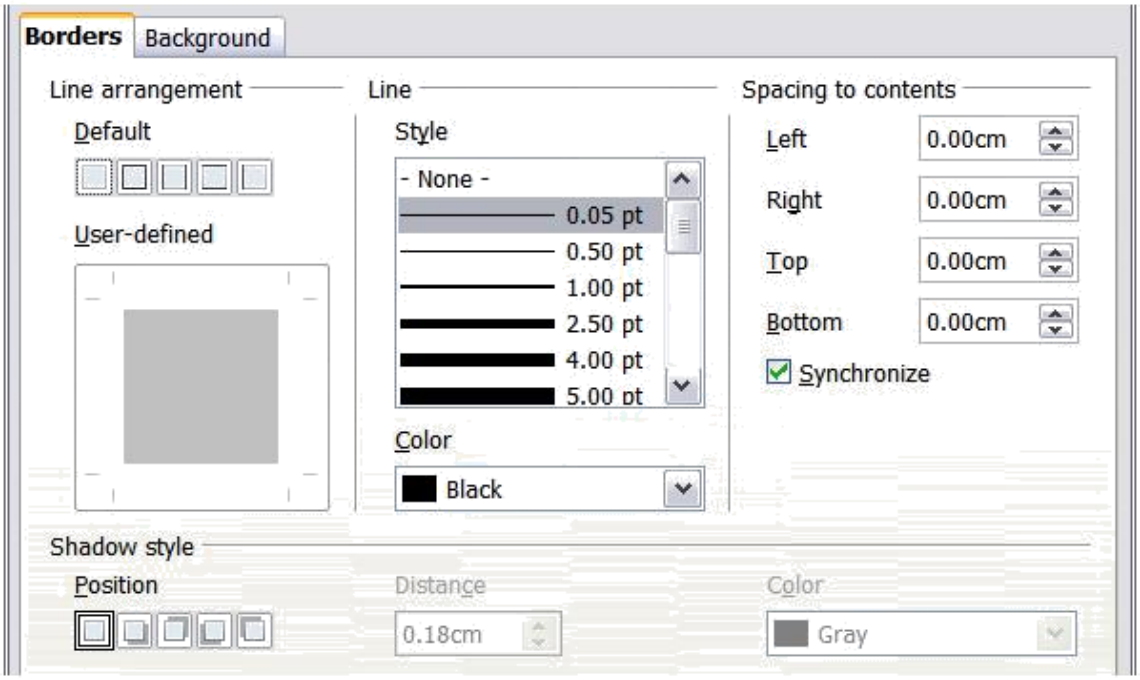


Figure 136: Header/Footer Border/Background dialog

Setting the contents of the header or footer

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

To set the contents of the header or footer, click the **Edit** button in the header or footer dialog shown in Figure 135 to display the dialog shown in Figure 137.

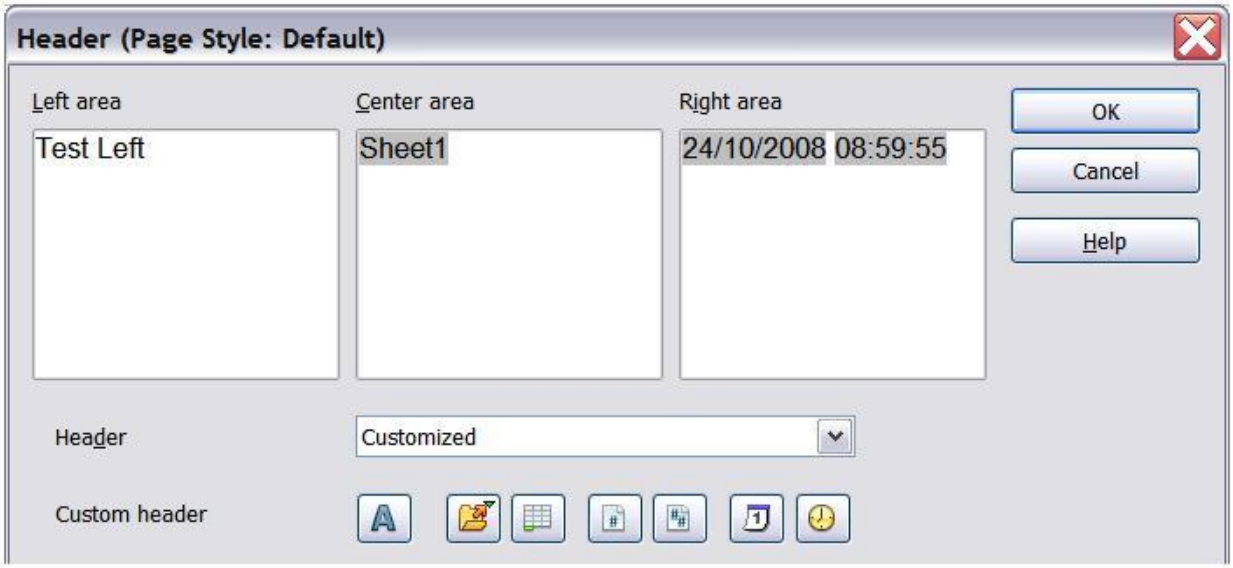


Figure 137: Edit contents of header or footer

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 the area boxes. (To format 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 File Name field.

 Inserts the Sheet Name field.

 Inserts the current page number.

 Inserts the total number of pages.

 Inserts the Date field.

 Inserts the Time field.

Exporting to PDF

Calc can export documents to PDF (Portable Document Format). This industry-standard file format is ideal for sending the file to someone else to view using Adobe Reader or other PDF viewers.

Quick export to PDF

Click the **Export Directly as PDF** icon  to export the entire document using your default PDF settings. You are asked to enter the file name and location for the PDF file, but you do not get a chance to choose a page range, the image compression, or other options.

Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use **File > Export as PDF** from the menu bar. The PDF Options dialog opens. This dialog has five pages (General, Initial View, User Interface, Links, and Security). Select the appropriate settings on each page, and then click **Export**. You are then asked to enter the location and file name of the PDF to be created. Click **Save** to export the file.

General page of PDF Options dialog

On the *General* page, you can choose which pages to include in the PDF, the type of compression to use for images (which affects the quality of images in the PDF), and other options.

Range section

All: Exports the entire document if no print range has been defined or otherwise the print range content.

Pages: To export a range of pages, use the format **3-6** (pages 3 to 6). To export single pages, use the format **7;9;11** (pages 7, 9, and 11). You can also export a combination of page ranges and single pages, by using a format like **3-6;8;10;12**.

Caution 	The numbers used above are related to the page numbers and not the sheet numbers in your spreadsheet. To find these page numbers, select all the sheets in your spreadsheet and click the **Preview** button.

Selection: Exports whatever content is selected.

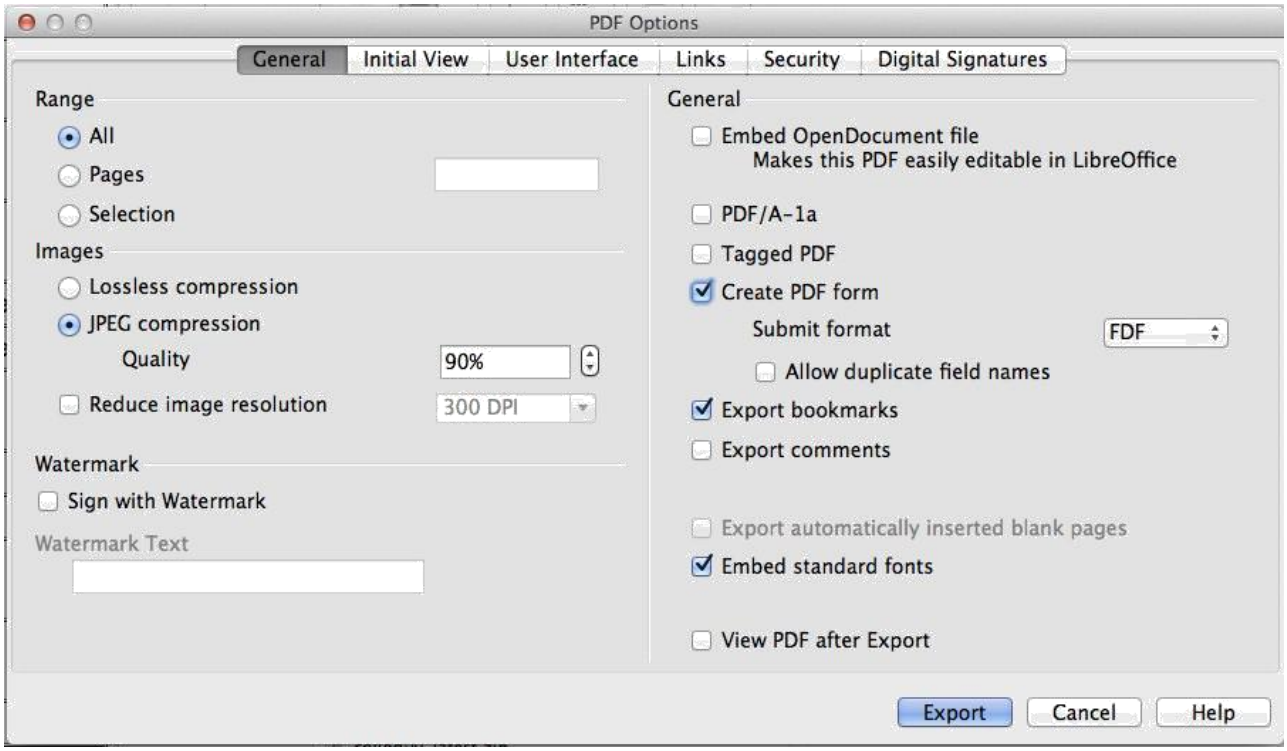


Figure 138: General page of PDF Options dialog

Images section

Lossless compression: Images are stored without any loss of quality. Tends to make large files when used with photographs.

JPEG compression: Allows for varying degrees of quality. A setting of 90% works well with photographs (small file size, little perceptible loss).

Reduce image resolution: Lower DPI (dots per inch) images have lower quality. Higher DPI settings greatly increase the size of the exported file. The end-purpose of the file will dictate the resolution you find acceptable.

Note	EPS (Encapsulated PostScript) images with embedded previews are exported only as previews. EPS images without embedded previews are exported as empty placeholders.

Watermark section

Sign with Watermark: When this option is selected, a transparent overlay of the text you enter into the **Watermark Text** box will appear on each page of the PDF file.

General section

Embed OpenDocument file: This setting enables you to export the document as a PDF file containing two file formats: .pdf and .odf. In PDF viewers it behaves like a normal .pdf file and it remains fully editable in LibreOffice. Selecting this option inhibits the use of the **Range** options and grays them out.

PDF/A-1a: PDF/A is an ISO standard for long-term preservation of documents, by embedding all the information necessary for faithful reproduction (such as fonts) while forbidding other elements (including forms, security, and encryption). PDF tags are written. If you select PDF/A-1a, the forbidden elements are grayed-out (not available).

Tagged PDF: Tagged PDF contains information about the structure of the document's contents. This can help to display the document on devices with different screens, and

when using screen reader software. Some tags that are exported are table of contents, hyperlinks, and controls. This option can increase file sizes significantly.

Create PDF form - Submit format: Choose the format for submitting forms from within the PDF file. This setting overrides the control's URL property that you set in the document. There is only one common setting valid for the whole PDF document: PDF (sends the whole document), FDF (sends the control contents), HTML, and XML. Most often you will choose the PDF format.

Export bookmarks: Exports sheet names in Calc documents as "bookmarks" (a table of contents list displayed by most PDF readers, including Adobe Reader).

Export comments: Exports comments in Calc documents as PDF notes. You may not want this.

Export automatically inserted blank pages: Not available in Calc.

Embed standard fonts: Enable this option to embed the standard fonts that are installed on your system and that are used in the document. Use this option if you expect to have a better looking or more useful standard font than the font that is available in the recipients' PDF reader software.

View PDF after Export: When this option is selected, the exported PDF document will be opened in a PDF viewer.

Initial View page of PDF Options dialog

On the *Initial View* page (Figure 139), you can choose how the PDF opens by default in a PDF viewer. The selections are self-explanatory.

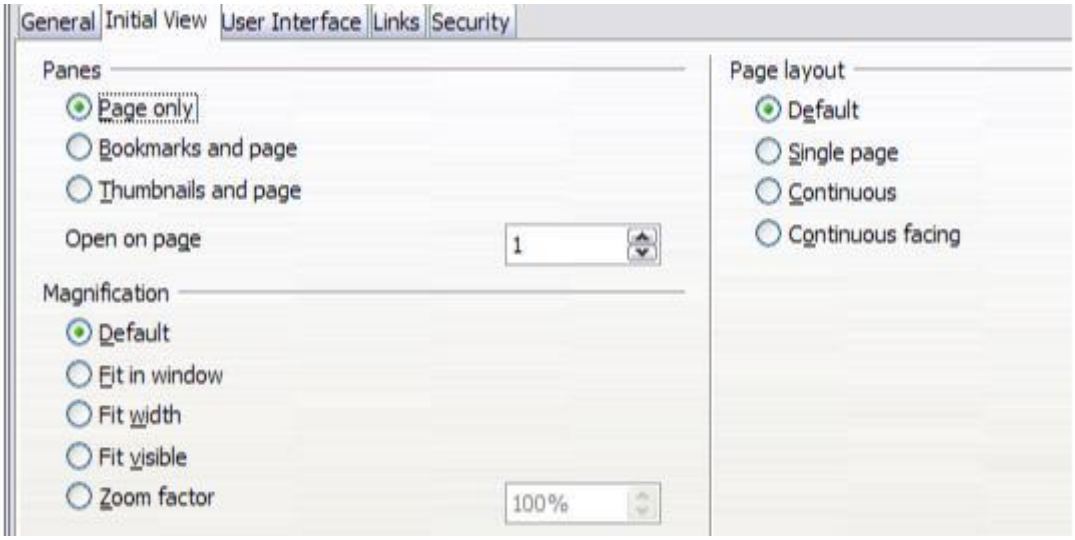


Figure 139: Initial View page of PDF Options dialog

User Interface page of PDF Options dialog

On the *User Interface* page (Figure 140), you can choose more settings to control how a PDF viewer displays the file. Some of these choices are particularly useful when you are creating a PDF to be used as a presentation or a kiosk-type display.

Window options section

Resize window to initial page: Causes the PDF viewer window to resize to fit the first page of the PDF.

Center window on screen: Causes the PDF viewer window to be centered on the computer screen.

Open in full screen mode: Causes the PDF viewer to open full-screen instead of in a smaller window.

Display document title: Causes the PDF viewer to display the document's title in the title bar.

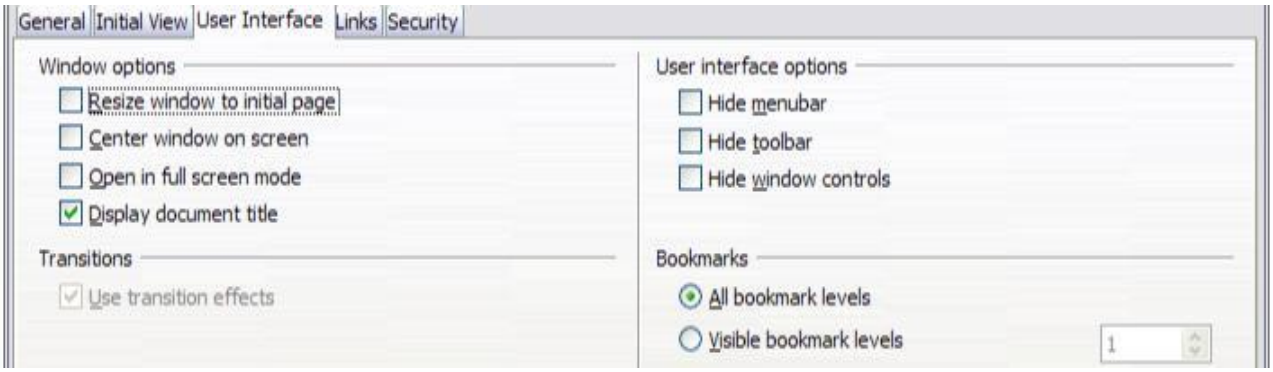


Figure 140: User Interface page of PDF Options

dialog **User interface options section**

Hide menubar: Causes the PDF viewer to hide the menu bar.

Hide toolbar: Causes the PDF viewer to hide the toolbar.

Hide window controls: Causes the PDF viewer to hide other window controls.

Transitions

Not available in Calc.

Bookmarks

Only one bookmark level (sheet names) is available in Calc, regardless of the setting selected here.

Links page of PDF Options dialog

On this page you can choose how links are exported to PDF.

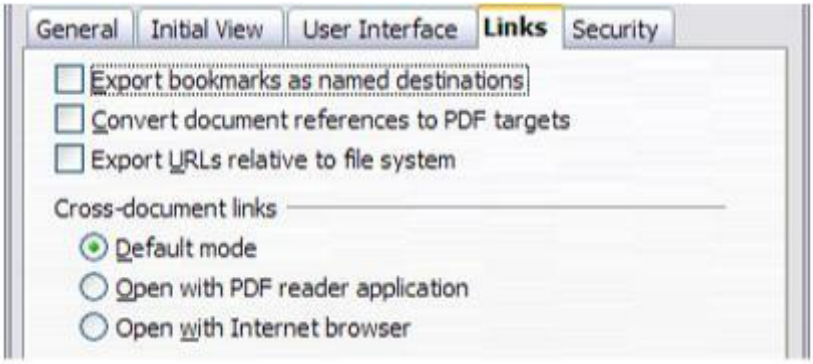


Figure 141: Links page of PDF Options

dialog **Export bookmarks as named destinations**

If you have defined Writer bookmarks, Impress or Draw slide names, or Calc sheet names, this option exports them as "named destinations" to which Web pages and PDF documents can link.

Convert document references to PDF targets

If you have defined links to other documents with OpenDocument extensions (for example, .odt, .ods, and .odp), this option converts the extensions of file names to .pdf in the exported PDF document.

Export URLs relative to file system

If you have defined relative links in a document, this option exports those links to the PDF.

Cross-document links

Defines the behavior of links clicked in PDF files.

Security page of PDF Options dialog

PDF export includes options to encrypt the PDF (so it cannot be opened without a password) and apply some digital rights management (DRM) features.

With an *open password* set, the PDF can only be opened with the password. Once opened, there are no restrictions on what the user can do with the document (for example, print, copy, or change it).

With a *permissions password set*, the PDF can be opened by anyone, but its permissions can be restricted. See Figure 142. After you set a password for permissions, the other choices on the Security page become available.

With *both* the *open password* and *permission password* set, the PDF can only be opened with the correct password, and its permissions can be restricted.

Note	Permissions settings are effective only if the user's PDF viewer respects the settings.

Figure 143 shows the dialog displayed when you click the **Set passwords** button on the Security page of the PDF Options dialog.

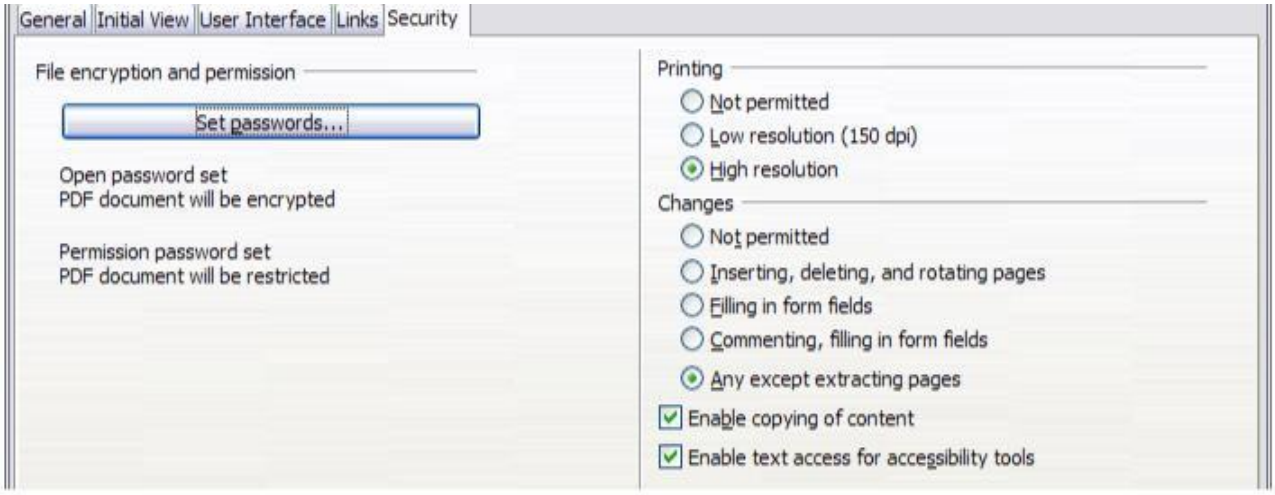


Figure 142: Security page of PDF Options dialog

Figure 143: Setting a password to encrypt a PDF

Exporting to other formats

LibreOffice uses the term “export” for some file operations involving a change of file type. Select **File > Save As** from the menu bar, look in the *File type* list box in the Save As dialog for a wide range of file types.

Exporting to XHTML

Calc can export spreadsheets to XHTML. Choose **File > Export** from the menu bar. On the Export dialog, specify a file name for the exported document, then select the XHTML in the *File format* list and click the **Export** button.

E-mailing spreadsheets

LibreOffice provides several quick and easy ways to send spreadsheets as an e- mail attachment in one of three formats: OpenDocument Spreadsheet (LibreOffice’s default format), Microsoft Excel, or PDF.

To send the current document in OpenDocument format:

Choose **File > Send > Document as E-mail** from the menu bar. LibreOffice opens your default e-mail program with the spreadsheet (*.ods) document attached.
In your e-mail program, enter the recipient, subject, and any text you want to add, then send the e-mail.

File > Send > E-mail as OpenDocument Spreadsheet has the same result.

If you choose **E-mail as Microsoft Excel**, LibreOffice first creates a file in Excel format and then opens your e-mail program with the (*.xls) file attached.

If you choose **E-mail as PDF,** LibreOffice opens the PDF Options dialog for you to select the parameters you want, as previously described for exporting to PDF, clicking **Send** on the dialog then opens your email program with the PDF file attached.

E-mailing a spreadsheet to several recipients

To e-mail a document to several recipients, you can use the features in your e-mail program or you can use LibreOffice Writer’s mail merge facilities to extract email addresses from an address book.

For details, see *Chapter 10 Printing, Exporting, and E-mailing* in the *Getting Started* guide.

Digital signing of documents

To sign a document digitally, you need a personal key, also known as a *certificate* . A personal key is stored on your computer as a combination of a private key, which must be kept secret, and a public key, which you add to your documents when you sign them. You can get a certificate from a certification authority, which may be a private company or a governmental institution.

When you apply a digital signature to a document, a checksum is computed from the document's content plus your personal key. The checksum and your public key are stored together with the document.

When someone later opens the document on any computer with a recent version of LibreOffice, the program will compute the checksum again and compare it with the stored checksum. If both are the same, the program will signal that you see the original, unchanged document. In addition, the program can show you the public key information from the certificate. You can compare this key with the public key that is published on the web site of the certificate authority.

Whenever someone changes something in the document, this change breaks the digital signature.

On Windows operating systems, the Windows features of validating a signature are used. On Linux systems, files that are supplied by Mozilla Thunderbird or Firefox are used. For a more detailed description of how to get and manage a certificate, and signature validation, see "Using Digital Signatures" in the LibreOffice Help.

To sign a document:

Choose **File > Digital Signatures**.

If the document contains comments, a warning dialog appears stating this and asking if you wish to continue. Click **Yes** if you wish to continue, or click **No** to exit and take appropriate action to remove them and restart this procedure from step 1.

If you have not saved the document since the last change, a message box appears. Click **Yes** to save the file. If you click **No**, the procedure exits.

After saving, you see the Digital Signatures dialog. Click **Add** to add a public key to the document.

In the Select Certificate dialog, select your certificate and click **OK**.

You see again the Digital Signatures dialog, where you can add more certificates if you want. Click **OK** to add the public key to the saved file.

A signed document shows an icon  in the status bar. You can double-click the icon to view the certificate.

Removing personal data

You may wish to ensure that personal data, versions, notes, hidden information, or recorded changes are removed from files before you send them to other people or create PDFs from them.

In **Tools > Options > LibreOffice > Security > Options**, you can set Calc to remind (warn) you when files contain certain information and remove personal information automatically on saving.

To remove personal and some other data from a file, go to **File > Properties**. On the *General* tab, uncheck **Apply user data** and then click the **Reset** button. This removes any names in the created and modified fields, deletes the modification and printing dates, and resets the editing time to zero, the creation date to the current date and time, and the version number to 1.

To remove version information, either go to **File > Versions**, select the versions from the list and click **Delete**, or use **Save As** and save the file with a different name.

Source: - Libre Office Calc Guide: Version 4.1
https://documentation.libreoffice.org/assets/Uploads/Documentation/en/CG4.1/CG41CalcGuideLO.pdf