

# *LibreOffice*

TheFrugalComputerGuy:

<http://www.youtube.com/user/TheFrugalComputerGuy#p/c/B6667216F5948B34>

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## ***LibreOffice - CH1***

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### Navigation:

- <enter> - one cell down
- <shift>+<enter> - one cell up
- <tab> - one cell left
- <shift>+<tab> - one cell right
- Use arrow keys  
long press for quick moving
- <ctr> + right\left arrow  
Jump to right\left end
- <ctr> + up\down arrow  
Jump to line 1\end of sheet
- page up\down  
one page up\down

- alt + page up\down  
one page to right\left
- ctrl + page up\down  
next\before sheet
- ctrl + home  
goto A1

## ***LibreOffice - CH2***

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- To sum cells just click  $\Sigma$  icon
- The function toolbar allow us to
  - cancel changes to formula (x)
  - to accept changes (v)
  - get list of functions (f(x))

## ***LibreOffice - CH3***

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- In function toolbar there is an icon that handle the cells border
- The '\$' icon allow to add \$\'ils to cell
- Automatic cell size adjustment:
  - Go to the edge
  - Get bi-directional arrow
  - Double click
  - Use this technique to adjust several cells at once
- Merge And Center icon:  
Unify several cells to one cell and center the content
- Nice English font: "Cooper Black", "kristual ITC" (?)

## ***LibreOffice - CH5***

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- 'Print Preview' icon allow use to make zoom on the printed page
- Cancel \ Edit the header/footer:
  - format->page->header->footer\header
- Change page orientation via format->page->page
- Change the print order: format->page->sheet
- Press 'Toggle Grid' icon to cancel the grid lines on sheet

## ***LibreOffice - CH7***

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- You can auto fill cells by dragging:
  - drag Sunday → Monday, Tuesday...
  - drag '1' → 2,3,4
- Use \$ sign to anchor address (important on formula)

## ***LibreOffice - CH8***

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- In formula, instead using \$ sign to anchor cells, you can give a name to any cell and it will related to the right cell address
- This cell name will be relevant to all sheets in the spreadsheet document
- To cancel the name of cell:  
insert->names->define



## ***LibreOffice - CH9***

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- When a text pass the cell size you can split it to two lines:
  - right click->format cell->alignment->wrap text automatically OR
  - Be on the right place in the text and press ctrl+enter (alt+enter in excel. Remark: in excel you can do it from the formula toolbar)
- When you select several cells you can see in the button tool bar the sum, average, min, max...
- To calculate average:
  - =average(from\_cell:to\_cell) OR

- choose average from  $f(x)$  formula
- You can select several cells, right click->format cell->alignment make slope as you want
- You can select several cells and drag them to other place in the worksheet

## ***LibreOffice - CH10***

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- Change format to telephone number:
  - Mark the column\cell → Format cells → user defined  
(####) #### - #####  
You can give a name to this format  
The phone numbers will be in this format: (727) 123 - 4567
- Change format to Zip code:
  - Mark the column\cell → Format cells → define "Leading Zero " as 5 and now all the zip code will have 5 digits

- ctrl + arrow take you to the end of data in this direction. another press take you to the end of worksheet
- To sort column:
  - Place the cursor in any cell in the column and press the sort icon.

Remark: be sure that there isn't a blank line in the block data

## ***LibreOffice – CH11***

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- Sort several columns:
  - Data → Sort
  - notice the check-box: 'Range contain column label'
- Randomize sorting:
  - Give a cell the value of: =rand()
  - Copy the formula to other cells
  - Sort by this columns

## ***LibreOffice – CH12***

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- Filtering:  
Data → Filter → Auto Filter  
When doing automatic filter a square sign appear in the field column
- Freezing:  
Mark the row under the row you want to freeze:  
Window → Freeze  
The same way for column freezing
- Splitting:  
Mark the row you want to split:  
Window → Split  
You can also split a row by dragging the black sign in the top of the scroll bar to your preferred row

## ***LibreOffice – CH13***

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- View → Page Break  
Show you preview of the printed sheet. You can change the amount of pages that be used
- Be in one cell:  
Data → Form  
Will show form for viewing and editing data.  
To enter new line be in the last row and press new

## ***LibreOffice – CH14***

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### Validation:

- prepare several list values  
(anywhere in the sheet)
- Give a name to this range
- Be in the Cell\Field:  
data → Validity  
In criteria choose field range
- In error alert choose action=stop



## ***LibreOffice – CH15***

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- You can define a tool-tip for the required value
- You can force Entering numbers, lists of values, dates and times
- To copy the validity format to other cells copy and paste the styling with the paint brush
- Regular copy & paste will override the validity format

## ***LibreOffice – CH16***

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- =today()

Enter the date of today.

If we format the cell to number w'll get a number that represent the date

- The number is to total number passed from 31/12/99

## ***LibreOffice – CH17***

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- We can make calculation on dates:  
A1= TODAY()  
A2= A1 + ((12\*365) + 5)
- =RANDBETWEEN(12000,12100)  
Give randomize numbers, that we can format them later to date
- When you copy cells with formula we can make 'Spacial Paste' and paste only the values (and not the formula)

## ***LibreOffice – CH18***

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- Data → Sub Total → Group By = ...  
Use Function = ... (sum, max...)
- You can do up to 4 'group by' and on each choose between sum, count, average, max, min etc...
- You can see that LibreOffice has created several level of viewings: 1, 2, 3...

## ***LibreOffice – CH19***

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- Concatenate
  - A1=Shavit
  - A2=Ilan
  - A3=CONCATENATE(A1, ", ", A2)  
→ Shavit, Ilan

Remark: after concatenating  
copy the cells and make 'paste  
special' (choose text only)

- LEFT()
  - A1 = Shavit, Ilan
  - A2=LEFT(A1,6) → Shavit
  - A2=LEFT(A1,SEARCH(", ",A1,1)-1)  
→ Shavit

- RIGHT
  - $A3=RIGHT(A1,4)$   
→ llan
  - $A3=RIGHT(A1, LEN(A1) -$   
FIND(",",A1,1))  
→ llan

## ***LibreOffice – CH20***

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### COUNTIF

- =COUNTIF(A1:A6,"<>")  
Number of cells not equal to blank
- =COUNTIF(A1:A7,">300")  
Number of cells greater than 300
- =COUNTBLANK(A1:A7)  
Number of blank cells
- =COUNTIF(B1:B6,"Holon")  
Number of cells equal to Holon

## ***LibreOffice – CH21***

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- =IF(A2="Holon","Yes","Not Holon")
- =IF(A2<8,"Yes",IF(A2=8,"8","NO"))
- =IF(AND(A1=1,A2=8),"YES","NO")
- =IF(OR(A1=1,A2=8),"YES","NO")



## ***LibreOffice – CH22***

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### Styles and Formating

- Be in a cell
- Click on Styles and Formating btn
- Choose predefine options:
  - Default
  - Heading
  - Heading1
  - Result
  - Result1
- You can click on 'NEW' and define a new style and format
- Press Modify to modify the style and format

## ***LibreOffice – CH23***

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### Conditional Styles and Formating

- Be in a cell
- Format → Conditional Formatting
- In a Gui you can define what will be the formatting depends on a cell value or a Cell formula

## ***LibreOffice – CH24***

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- B5=10/9/2011
- B6=WEEKDAY(B5,1) → 1  
The first 1 is the type, and it means that the weekday is starting from Sunday
- B6=WEEKDAY(B5,2) → 7  
The 2 means that the weekday is starting from Monday
- =FORMULA(B6) →  
WEEKDAY(B5,2)

## LibreOffice – CH25,26

### VLOOKUP

vlookup(search criteria, array, column index, mode)

In this example I mark E1:F10 range as translation. 2 means column 2 in the range, 1 means order list. 0 means unordered list.

B2		$f(x)$	$\Sigma$	=	=VLOOKUP(A2,Translation,2,1)		
	A	B	C	D	E	F	G
1	Mark	תרגום ציון			10	בלתי מספיק	
2	30	בלתי מספיק			20	בלתי מספיק	
3	22	בלתי מספיק			30	בלתי מספיק	
4	75	כמעט טוב			40	בלתי מספיק	
5	84	טוב			50	כמעט מספיק	
6	86	טוב			60	מספיק	
7					70	כמעט טוב	
8					80	טוב	
9					90	טוב מאוד	
10					100	מעולה	
11							

## ***LibreOffice – CH27***

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Protect file with password:

- file → save as → give a name
- mark 'v' on 'save with password'
- give password for read\write access
- for 'read only' access press 'more option' and give password for this mode
- If you open a file in 'Read Only' mode, press 'edit file' button and give the right password

## ***LibreOffice – CH28+CH29***

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Protect sheet with password:

- tools → protect document → sheet
- give a password  
If you won't give a password you'll get a warning message that this cells are protected

Protect cells from being selected:

- tools → protect document → sheet
- unmark ' v' on:  
select locked cell  
select unlocked cell

You can protect\un-protect specific cells:

- Right click → format cell → Cell protection

## ***LibreOffice – CH30***

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- Copy\Paste between several sheets:
  - copy → special paste, mark 'v' on Links (regular paste copy the content and not the formula)

## ***LibreOffice – CH31***

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- Changing color to tabs:
  - right click on tab
  - tab color
- You can choose several tabs by using ctrl or shift
- If you mark several tabs, whatever you write in the cells appear in these tabs



## ***LibreOffice – CH33***

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- Copy Tab:
  - right click on tab
  - move\copy sheet
  - you can copy to other sheet or other document
- You can use formula between tabs.  
It will appear as  
'=sum(sheet5.a1:a3)'

## ***LibreOffice – CH34***

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Links to other sheets:

- Be in the cell
- click on 'Links'
- documents → target → sheet

## ***LibreOffice – CH35, 36***

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Creating a 'Pie' chart:

- Be in one of the cells
- Click on 'Chart' button
- The range will automatically selected
- A column chart will display
- Choose 'Pie' chart

You can change the pie color slices, The title of the chart, the fonts etc...

The data can not be continious (select the range by pressing the ctrl key)

## ***LibreOffice – CH37, 38***

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Pivot Table (Its works similar to filters and subtotal):

- Be in one of the cells
- Data → data pilot → start
- Choose the fields that you want to use in the data pilot
- The data pilot data created in separate sheet

Remark:

Version of LibreOffice (Always choose to work with 'Rock Solid' version) appears in this link:

<http://en.wikipedia.org/wiki/File:Libreoffice-versions.png>

## LibreOffice Releases

By using a time-based release schedule and maintaining two parallel branches, LibreOffice will always be available both for early adopters and conservative users, with the most appropriate version for each group's specific needs and habits.

<b>3.3 Family</b>	<b>3.3.2</b>		<b>3.3.3</b>			<b>3.3.4</b>					
<b>3.4 Family</b>		<b>3.4.0</b>		<b>3.4.1</b>	<b>3.4.2</b>		<b>3.4.3</b>		<b>3.4.4</b>		
<b>3.5 Family</b>								<b>3.5.0</b>		<b>3.5.1</b>	<b>3.5.2</b>
<b>Developers</b>	daily snapshots of master / self-built versions										
<b>Bleeding Edge</b>	<b>3.3.2</b>		<b>3.4.0</b>		<b>3.4.1</b>		<b>3.4.3</b>		<b>3.5.0</b>		<b>3.5.1</b>
<b>Stable</b>			<b>3.3.3</b>		<b>3.4.2</b>				<b>3.4.4</b>		<b>3.5.2</b>
<b>Very Stable</b>	<b>3.3.2</b>		<b>3.3.3</b>				<b>3.4.3</b>		<b>3.4.4</b>		
<b>Rock Solid</b>					<b>3.3.3</b>	<b>3.3.4</b>					<b>3.4.4</b>