How to Use Open Office Calc on Internet Express Computers

The Library's Internet Express Computers can be used for 15 minutes on a first come, first served basis. At some locations you must wait in a designated area or sign up to use these computers.

Starting April 1, 2009 Open Office – an open source software – will be installed on all Internet Express Computers. There is both a word processing program and a spreadsheet program. Here is what you can do with the spreadsheet program, Calc.

Open a spreadsheet:

- Click on the icon for Open Office – Calc.
- A new untitled spreadsheet should open on the screen.
- Pull down the "File" menu and choose "Open"
- Select your USB device
- Select the spreadsheet you want to open and double click to open it.

NOTE: Sometimes the spreadsheet may look different in Open Office if you created it with another spreadsheet program. If you cannot open your spreadsheet please ask a librarian for assistance.

Edit a spreadsheet:

- Editing is very similar in Open Office Calc to what it is in Microsoft Excel.
- You can add cells, rows and columns, and perform other editing features using similar methods to those used in Microsoft Excel. Here are some editing differences:
  - To sort data – select the rows or columns, pull down the "Data" menu, and choose "Sort" Under the "Sort by" line select the first column you want to sort by and click the "Ascending" or "Descending" button. Follow the same directions for the "Then by" line and for the next "Then by" line. Click "OK."
- To create a graph of your data, select the data you want to display as a chart and click on the chart icon. The chart wizard opens up with 4 steps to complete. 1. Choose the chart type. 2. Choose the data range. 3. Choose the data series. 4. Choose the chart elements – add a title and subtitle. Click "Finish."

Print a spreadsheet:

- Pull down the "File" menu.
- Select "Page Preview" to see how your spreadsheet will look when it is printed and to see how many pages will print. You can print from the preview or you can close the preview by clicking on the button, "Close Preview" on the menu bar.
- Click on the printer icon on the menu bar or pull down the "File" menu and select "Print." You can print all the pages or you can select a range of pages to print.
- Click "OK". In the popup window, give your print job a name. The Library recommends skipping the password option. Click "OK" again.
- Your print job will be available at the public print release station.
- You need to have a copy card with enough money on it to print your spreadsheet.

Save a spreadsheet:

- Remember
  - This computer only has 15 minute sessions.
  - You must have a USB device to save your work.
  - If you do not save your document by the 2 minute warning you may not have enough time to save and your work will be lost when the computer automatically logs off at the end of your session.
- Pull down the "File" menu.
- Select "Save As"
- Choose the "Save as type" that is the closest to the program you used to create the original document.
- If you are unsure you can save the document as "Text CVS" although you may lose some of the functionality of your spreadsheet.