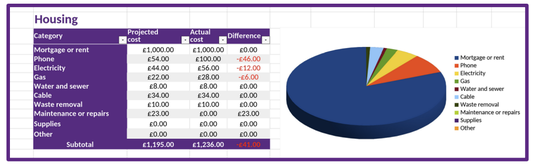
Charts, Graphs and more

Calc enables you to visualise your data in various approachable ways including bar charts, line charts, pie charts, and scatter plots. Select your data and click the **Insert tab > Chart** to open the Chart Wizard. It'll preview your selected type of chart with its best guess at formatting the selected data. Use Next to adjust data ranges, axis labels and colours. Once created, double-click elements – axis, legends, bars/lines, background – of the chart to adjust their appearance.



Statistical Analysis

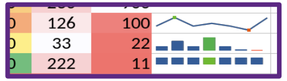
More than a dozen statistical tools are available under **Calc's Data tab > Statistics menu**. You'll find advanced data analysis tools such as Fourier analysis, descriptive statistics, regression analysis, correlation and calculations.

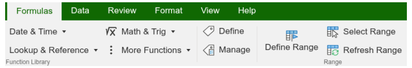
Named Ranges

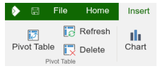
Define areas with easy-to-read names ensuring your formulas and complex sheets are easier to understand using the **Formulas tab > Define Range**.

Sparklines

These provide cell-sized mini graphs to show trends at a glance. Select the **Insert tab > Sparklines**, choose Line, Column, or Stacked. You can adjust the colour, thickness, and highlight key points like high/low values. They are perfect for visualising sales trends, temperature data, or any numerical patterns in-line within your spreadsheet data.







Pivot Tables and Pivot Charts

Analyse large tables of mixed data sets with **Pivot Tables** and **Pivot Charts**. To create one, select the source data and click the **Insert tab > Pivot Table**. Choose to use the Current selection and use the **Pivot Table Layout** wizard to create the desired table. Pivot Charts can be created from existing pivot tables, simply click inside the pivot table, choose **Insert tab** and re-select the **Pivot Table** button to open the chart wizard, or select **Refresh** or **Delete**.

Calc Keyboard Shortcuts

General Keyboard Shortcuts	
Undo	Ctrl + Z
Redo	Ctrl + Y
Cut	Ctrl + X
Copy	Ctrl + C, Ctrl + Insert
Paste without formating	Ctrl + Shift + V
Paste special	Ctrl + Alt + Shift + V
Print (or download PDF)	Shift + P
Display shortcuts help	Ctrl + Shift + ?
Focus to menu	Alt + Shift + F1
Focus to document	ESC
Focus to comment	Alt + C

Function Keys in Calc	
Opens help	F1
Opens the cell content for editing.	F2
Opens the Function Wizard.	Ctrl + F2
Moves the cursor the input line to enter data.	Ctrl + Shift + F2
Opens Manage Names.	Ctrl + F3
Toggles Database explorer.	Ctrl + Shift + F4
Rearranges relative or absolute references.	F4
Toggles cell highlights.	F8
Recalculate all the formulae in the current sheet.	F9
Recalculate all the formulae in all sheets..	Ctrl + Shift + F9
Update the current chart.	Ctrl + F9
Increase width of the current column.	Alt + Right Arrow
Decrease width of the current column.	Alt + Left Arrow
Optimise the current cell.	Ctrl + Shift + Arrow

Cell Formatting	
Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U
Double Underline	Ctrl + D
Strikethrough	Ctrl + Alt + 5
Superscript	Ctrl + Shift + P
Subscript	Ctrl + Shift + B
Remove direct formatting	Ctrl + M
Display comment	Ctrl + F1
Fill down	Ctrl + D
Select all	Ctrl + A
Align centre	Ctrl + E
Align left	Ctrl + L
Align right	Ctrl + R
Justify	Ctrl + J
Optimal column width	Ctrl + 3
Two decimal places	Ctrl + Shift + 1
Standard exponential format	Ctrl + Shift + 2
Standard date format	Ctrl + Shift + 3
Standard currency format	Ctrl + Shift + 4
Standard percentage format	Ctrl + Shift + 5
Standard format	Ctrl + Shift + 6

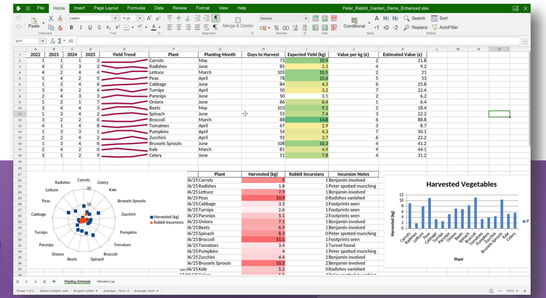
Calc Keyboard Shortcuts

Navigation in Spreadsheets	
Go to the next sheet.	Ctrl + Alt + Page Down
Go to the previous sheet.	Ctrl + Alt + Page Up
Moves one sheet to the left.	Alt + Page Up
Moves one sheet to the right.	Alt + Page Down
Selects all cells containing data from the current cell to the end of the continuous range of data cells, in the direction of the arrow pressed. If used to select rows and columns together, a rectangular cell range is selected.	Ctrl + Shift + Arrow
Adds the previous sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this shortcut key combination only selects shortcut key combination only selects the previous sheet. Makes the previous sheet the current sheet.	Shift + Ctrl + Page Up
Adds the next sheet to the current selection of sheets. If all the sheets in a spreadsheet are selected, this shortcut key combination only selects the next sheet. Makes the next sheet the current sheet.	Shift + Ctrl + Page Up
Selects the data range that contains the cursor. A range is a contiguous cell range that contains data and is bounded by empty rows and columns. Where (*) is the multiplication sign on the numeric key pad.	Ctrl + *
Selects the matrix formula range that contains the cursor. Where (/) is the division sign on the numeric key pad.	Ctrl + /
Insert cells (as in menu Insert – Cells)	Ctrl + Plus Key
Delete cells (as in menu Edit – Delete Cells)	Ctrl + Minus Key

Navigation in Spreadsheets	
Moves the cursor to the first cell in the sheet (A1).	Ctrl + Home
Moves the cursor to the last cell in the sheet that contains data.	Ctrl + End
Moves the cursor to the first cell of the current row.	Home
Moves the cursor to the last cell of the current row.	End
Selects cells from the current cell to the first cell of the current row.	Shift + Home
Selects cells from the current cell to the last cell of the current row.	Shift + End
Selects cells from the current cell up to one page in the current column or extends the existing selection one page up.	Shift + Page Up
Selects cells from the current cell down to one page in the current column or extends the existing selection one page down.	Shift + Page Down
Moves the cursor to the left edge of the current data range. If the column to the left of the cell that contains the cursor is empty, the cursor moves to the next column to the left that contains data.	Ctrl + Left Arrow
Moves the cursor to the right edge of the current data range. If the column to the right of the cell that contains the cursor is empty, the cursor moves to the next column to the right that contains Data.	Ctrl + Right Arrow
Moves the cursor to the top edge of the current data range. If the row above the cell that contains the cursor is empty, the cursor moves up to the next row that contains data.	Ctrl + Up Arrow
Moves the cursor to the bottom edge of the current data range. If the row below the cell that contains the cursor is empty, the cursor moves down to the next row that contains data.	Ctrl + Down Arrow

QUICK START

Calc



Collabora Online

www.collaboraonline.com/tutorials

Welcome to **Calc**

Spreadsheets are essential tools for a host of reasons, from keeping essential financial records and budget planning, to less obvious uses such as creating structured forms and offering basic database features. The sheer design versatility of a spreadsheet combined with powerful functions and flexible charting of **Calc** means you can easily and quickly create a spreadsheet for a huge range of tasks. To get you started let's take a look at those essential features in **Collabora Online Calc**.

Calc offers a number of fundamental advantages, at its heart as with all Collabora Online tools, it's designed to be collaborative. You can share, edit and watch live editing of your spreadsheets. Its powerful spreadsheets can contain up to 16,384 columns and one million rows, which is huge! It's packed with functions that means it's highly compatible with other leading spreadsheet formats, so you can import your existing files without worry.

Collabora Online **Calc** works with all modern browsers, it's also cross platform and offers mobile apps for iOS, Android and ChromeOS. To help you start filling cells and creating formulas, we've outlined the key features you'll want and powerful tools you need to get started.

File Formats

Import and export the most widely used spreadsheet formats such as modern .xlsx, older .xls, open .ods formats, compatible .csv or .tsv and many more legacy formats.

Cut, Copy, Paste and Format

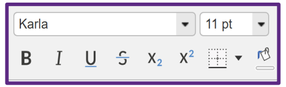
The standard cut, copy and paste controls live under the **Clipboard** grouping. The paintbrush enables you to clone formatting, really useful for cell outlines and conditional formatting. The "A" icon clears cell formatting, which is very useful when cleaning up imported spreadsheets.

Borders

The drop-down **Border menu** enables you to quickly style the borders of any single or group of selected cells. Just click the style you want and it'll be applied for a complete selection of settings including border weight and colours use the **More...** button.

Basic Formatting

To control your spreadsheet's text formatting, you can find basic font and size controls in the **Font** grouping alongside bold, italic, underline and colour controls. For faster formatting see the quick-style panel or consider using the **Format tab > Style list** button that enables you to define your own and quickly select them.

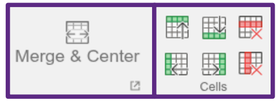


Cell Alignment

If you like super organised, cleanly set columns of text and numbers this section is for you! It provides tools to align the text of any single or group of selected cells with one click. The first top three provide vertical alignment, the three below adjust horizontal alignment. Control indents, justification to fill a cell and then wrap larger bodies of text, along with resizing the cell to fit the body of text inside.

Cell Control

Even with the most basic spreadsheets you'll want to add, remove and merge cells. To combine a selection of cells into one, use the **Merge & Centre** button and click it again to release them. Use the four buttons with green marks to add entire rows or columns, to the left and right or above and below the currently selected cell. The red button will remove the current entire row or column, there is no confirmation warning for this.



Cell Formatting

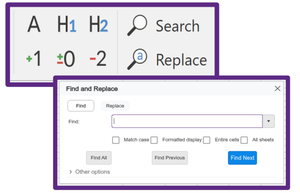
Take control of how cells display their values from currencies to decimal places, percentages, booleans, plain text and more. The pull-down menu offers all the base options. Below this are quick-selects for currencies, percentages, decimal number and decimal-point control.

Quick Styles

Single-click access to your most used styles, Default text and Heading styles one and two. The three below offer Good, Neutral and Bad highlighting.

Search and Replace

Click **Search** to activate the search dialog. **Replace** opens a dialog with powerful search options including wildcards, regular expressions, similarity search, and cell style. Confine search to columns, rows, formulae, values and comments.



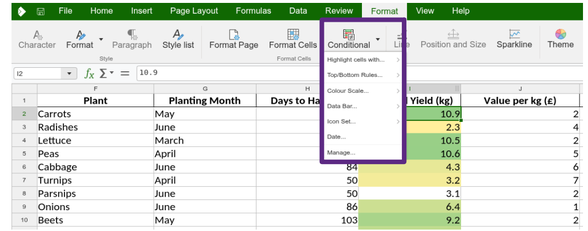
Sort

Enables you to sort a selection of values by criteria. This can be on a row or column basis selecting up to three keys to sort by.

Conditional Formatting

Easily add visual highlights to a spreadsheet, commonly to turn cells red to indicate negative, or green to indicate positive. The **Conditional Formatting** button is found in the **Format tab** and provides a large range of not just standard formatting styles (colours and text styles) but also gradients (the colour shade is based on value range) mini built-in bar graphs and icon indicators, alongside more complex formulas called Top/Bottom rules.

To apply **Conditional Formatting**, select the cells you would like to apply it to and choose the type of formatting from the drop-down selection. Select the Manage entry to see what conditional formatting is currently applied across the document and choose to add, edit or remove it.



Sidebar Panel

Provides quick access to a wide selection of cell styling options from a handy pop-out side panel. Adjust cell formatting, borders and numeric styles. Click the little top-right arrow button in each section to access the complete array of controls.

Comments

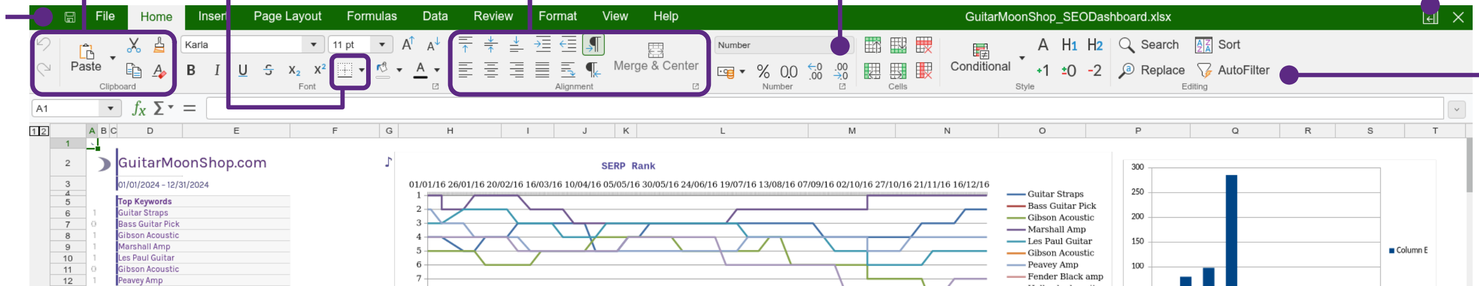
Collaborative comments can be left on any cell. Right-click and select **Insert Comment**. Use @user to loop in colleagues to get their attention. A small red triangle indicates a cell has a comment and its contents will pop up when you move the cursor over it.

The Notebookbar

The main **Calc** interface is organised around the familiar feeling tabbed menu. This provides single-click access to all the most common features you need and it's worthwhile taking the time to familiarise yourself with the sections it offers.

Easy Access

Jump to any menu section quickly by pressing the Alt + Shift keys and then the easy-to-read pop-up shortcut key!



AutoFilter

This is a popular filtering option as it's quick to use and delivers powerful clear results, displaying entries with common values. Select a data range – ideally including headers – and click **AutoFilter**. Drop-down arrows appear in each column header – click one to see the filter options: select specific values, text filters, number filters or even conditional formatting colours. Select the **Reset Filter** option to remove it.