

**LibreOffice**  
The Document Foundation

## Calc Guide

# *Chapter 14*

## *Setting up and Customizing Calc*

## Copyright

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## Note for Mac users

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Some keystrokes and menu items are different on a Mac from those used in Windows and Linux. The table below gives some common substitutions for the instructions in this chapter. For a more detailed list, see the application Help.

<i>Windows or Linux</i>	<i>Mac equivalent</i>	<i>Effect</i>
<b>Tools &gt; Options</b> menu selection	<b>LibreOffice &gt; Preferences</b>	Access setup options
<i>Right-click</i>	<i>Control+click</i>	Opens a context menu
<i>Ctrl (Control)</i>	⌘ ( <i>Command</i> )	Used with other keys
<i>F5</i>	<i>Shift+⌘+F5</i>	Opens the Navigator
<i>F11</i>	⌘+T	Opens the Styles and Formatting window

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## Introduction

This chapter describes some common customizations that you may wish to do. In addition to selecting options from those provided, you can customize menus, toolbars, and keyboard shortcuts, add new menus and toolbars, and assign macros to events. However, you cannot customize context (right-click) menus.

Other customizations are made easy by extensions that you can install from the LibreOffice website or from other providers.

### Note

Changes to menus and toolbars can be saved in a template. First, save the document that was open when these changes were made. Then, save that document as a template, as described in Chapter 4, Using Styles and Templates in Calc.

## LibreOffice options

This section covers some of the settings that apply to all the components of LibreOffice and are of particular interest to users of Calc. Other general options are discussed in Chapter 2, Setting Up LibreOffice, in the *Getting Started* guide.

- 1) Choose **Tools > Options (LibreOffice > Preferences** on a Mac) to open the Options dialog. The list on the left-hand side of the Options dialog varies depending on which LibreOffice component is open. The illustrations in this chapter show the list as it appears when Calc is open.
- 2) Click the expansion symbol (+ or triangle) by *LibreOffice* on the left-hand side. A list of subsections drops down.

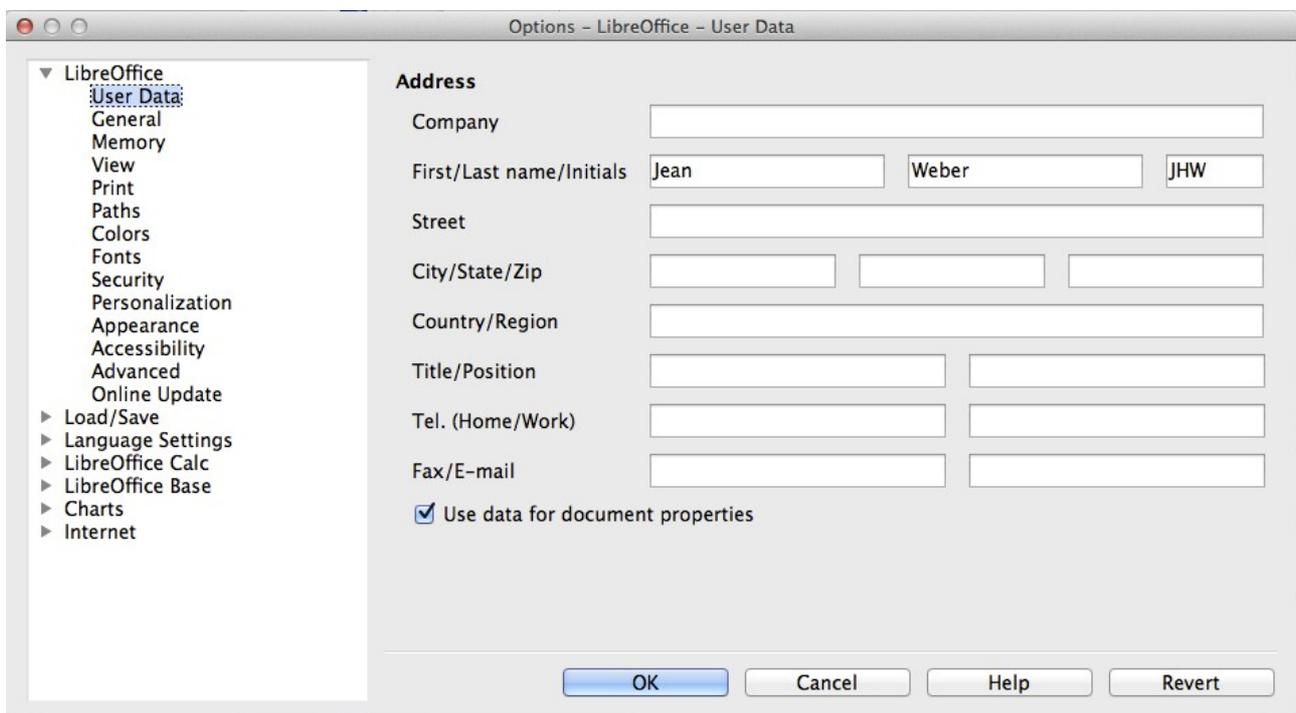


Figure 1: Options – LibreOffice – User Data page

### Note

The **Revert** button has the same effect on all pages of the Options dialog. It resets the options to the values that were in place when you opened LibreOffice.

## User Data options

User data is used by templates and Wizards in LibreOffice. For example, Calc uses the first and last name stored here to fill in the *Created* and *Modified* fields in the document properties, the optional *Author* field often used in the footer of a printed spreadsheet, and the name associated with comments. If you want your name to appear, then fill in the form on the *LibreOffice – User Data* page (Figure 1). If you are using a version of LibreOffice other than US English, some field labels may be different from those shown in the illustration.

Some of the user data is included automatically in an internal dictionary so that it is recognized by the spelling checker. If typing errors are made, the program can use this data to suggest replacements. Note that changes to data take effect only after LibreOffice is restarted.

## Print options

On the *LibreOffice – Colors* page, you can set the print options to suit your default printer and your most common printing method. You can change these settings at any time, either through this dialog or during the printing process (by clicking the **Options** button on the Print dialog).

See Chapter 6, Printing, Exporting, and E-mailing, in this guide for more about these options.

## Color options

On the *LibreOffice – Colors* page, you can specify colors to use in LibreOffice documents. You can select a color from a color table, edit an existing color, and define new colors. These colors are stored in your color selection palette and are then available in all components of LibreOffice.

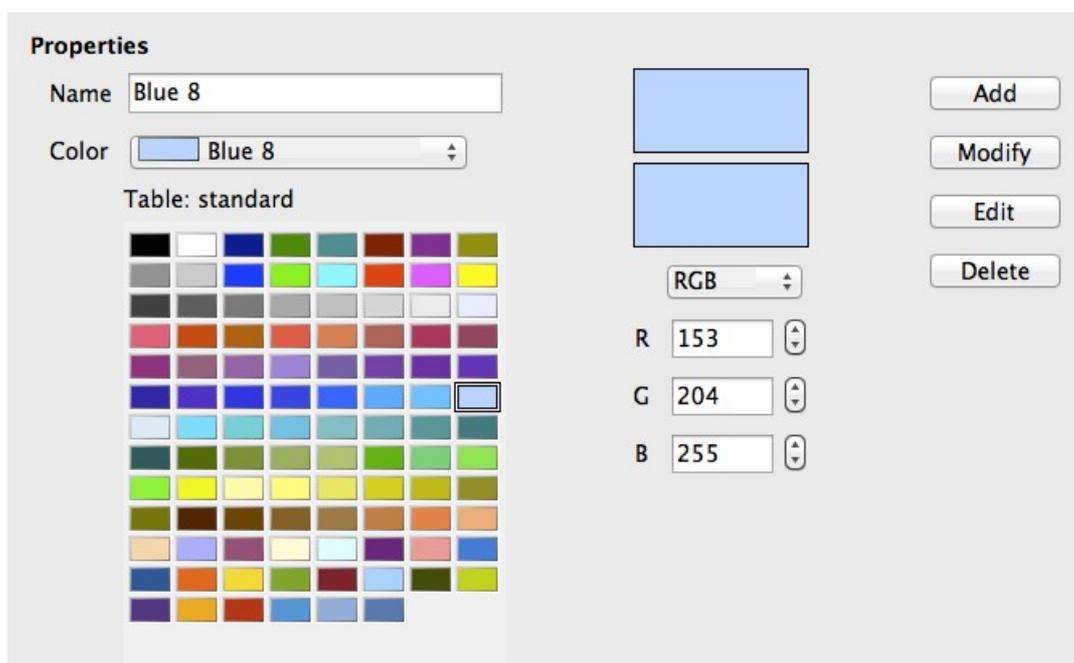


Figure 2: Defining colors to use in color palettes in LibreOffice

To modify a color:

- 1) Select the color to modify from the list or the color table.
- 2) Enter the new values that define the color. If necessary, change the settings from RGB (Red, Green, Blue) to CMYK (Cyan, Magenta, Yellow, Black) or vice versa. The changed color appears in the lower of the two color preview boxes at the top.
- 3) Modify the *Name* as required.
- 4) Click the **Modify** button. The newly defined color is now listed in the Color table.

Alternatively, click the **Edit** button to open the Color Picker dialog, shown in Figure 3. Here you can select a color from the window on the left, or you can enter values on the right using your choice of RGB, CMYK, or HSB (Hue, Saturation and Brightness) values.

The color window on the left is linked directly with the color input fields on the right; as you choose a color in the window, the numbers change accordingly. The color field at the lower left shows the value of the selected color on the left and the currently set value from the color value fields on the right.

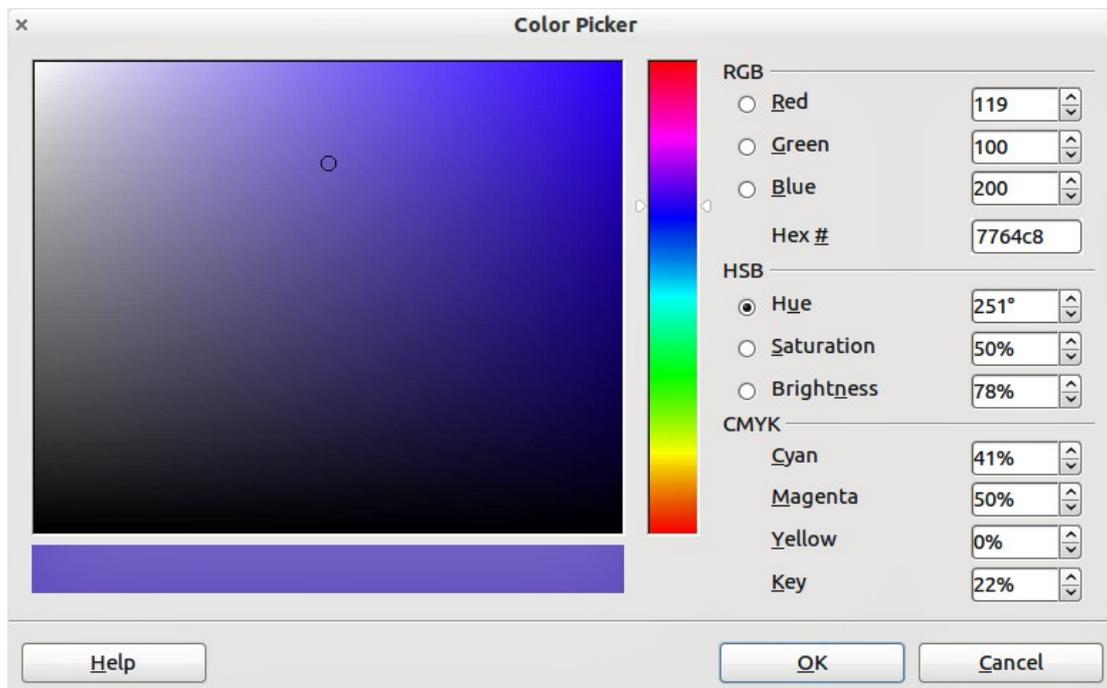


Figure 3: Editing colors

Modify the color components as required and click **OK** to exit the dialog. The newly defined color now appears in the lower of the color preview boxes shown in Figure 10. Type a name for this color in the *Name* box, then click the **Add** button. A small box showing the new color is added to the Color table.

Another way to define or alter colors is through the Colors page of the Area dialog, where you can also save and load palettes, a feature that is not possible here. In Calc, draw a temporary draw object and use the context menu of this object to open the Area dialog. If you load a palette in one component of LibreOffice, it is only active in that component; the other components keep their own palettes.

## Security options

Use the *LibreOffice – Security* page to choose security options for saving documents and for opening documents that contain macros.

### Security options and warnings

If you record changes, save multiple versions, or include hidden information or notes in your documents, and you do not want some of the recipients to see that information, you can set warnings to remind you to remove this information, or you can have LibreOffice remove some information automatically. Note that (unless removed) much of this information is retained in a file whether the file is in LibreOffice's default OpenDocument format, or has been saved to other formats, including PDF.

Click the **Options** button to open a separate dialog with specific choices (Figure 5).

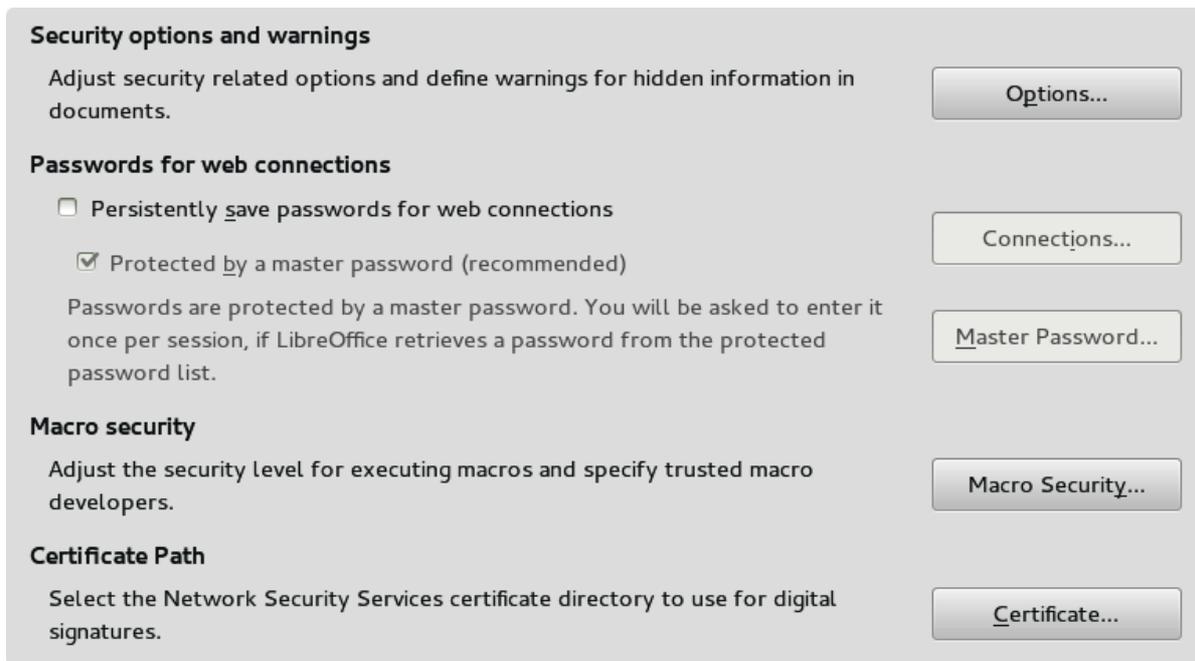


Figure 4: Choosing security options for opening and saving documents

### Passwords for web connections

LibreOffice can save any passwords associated with websites opened by clicking on a hyperlink. If you choose **Persistently save passwords for web connections**, LibreOffice will securely store all passwords that you use to access files from web servers.

If you also set a master password, individual passwords can be accessed only after the master password has been entered. To set a master password, select the **Protected by a master password** option and click the **Master Password** button.

### Macro security

Click the **Macro Security** button to open the Macro Security dialog (not shown here), where you can adjust the security level for executing macros and specify trusted sources.

### Certificate Path

#### Note

This option appears only on Linux and Mac systems. On Windows, LibreOffice uses the default Windows location for storing and retrieving certificates.

Users can digitally sign documents using LibreOffice. A digital signature requires a personal signing certificate. Most operating systems can generate a self-signed certificate. However, a personal certificate issued by an outside agency (after verifying an individual's identity) has a higher degree of trust associated with it than does a self-signed certificate. LibreOffice does not provide a secure method of storing these certificates, but it can access certificates that have been saved using other programs. Click **Certificate** and select which certificate store to use.

### Security options and warnings

The following options are on the Security options and warnings dialog (Figure 18).

#### Remove personal information on saving

Select this option to always remove user data from the file properties when saving the file. To manually remove personal information from specific documents, deselect this option and then use the **Delete** button under **File > Properties > General**.

## Ctrl-click required to follow hyperlinks

The default behavior in most components of LibreOffice is to *Ctrl+click* on a hyperlink to open the linked document, but you can choose to open hyperlinks using a single click. However, Calc opens hyperlinks using a single click, regardless of the selection for this option.

The other options on this dialog should be self-explanatory.

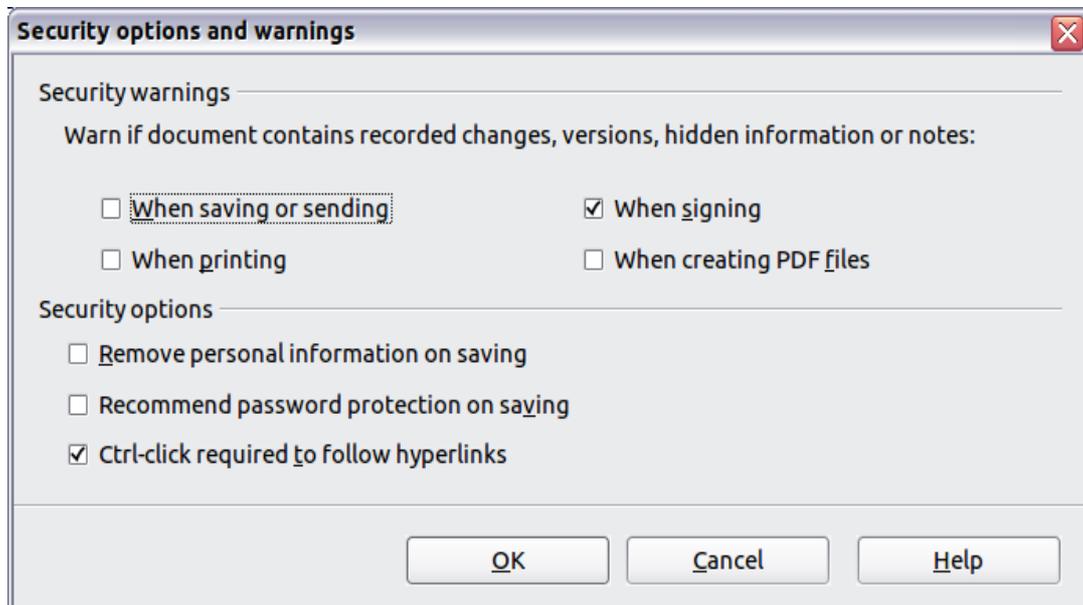


Figure 5: Security options and warnings dialog

## Appearance options

On the *LibreOffice – Appearance* page, you can specify which items are visible and the colors used to display various elements of the user interface. These colors are **not** printed when you print a spreadsheet.

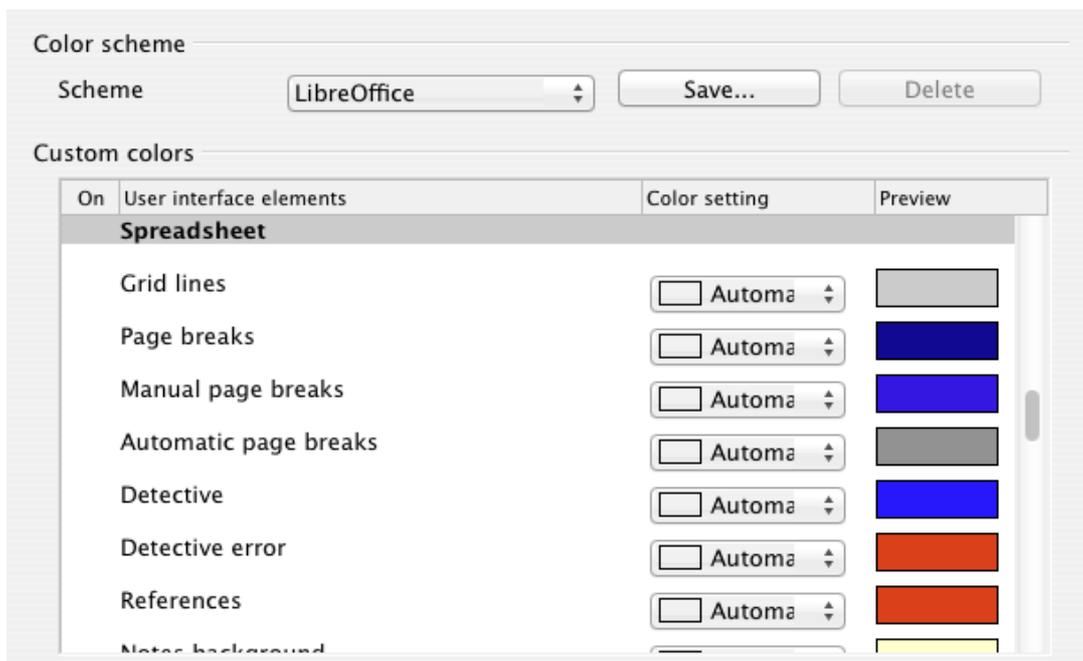


Figure 6: Changing the color of grid points in Calc

Scroll down the list until you find the section headed **Spreadsheet**. To change the default color for grid lines or other on-screen indicators, click the down-arrow by the color and select a new color from the drop-down list.

If you wish to save your color changes as a color scheme, click **Save**, type a name in the *Name of color scheme* box in the pop-up dialog, and then click **OK**.

## Loading and saving documents

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You can set the Load/Save options to suit the way you work. This chapter describes only a few of the options, those most relevant to working with Calc. See Chapter 2, Setting Up LibreOffice, in the *Getting Started* guide for a description of the other options.

If the Options dialog is not already open, click **Tools > Options**. Click the expansion symbol (+ or triangle) by **Load/Save** on the left-hand side to display the list of load/save options pages.

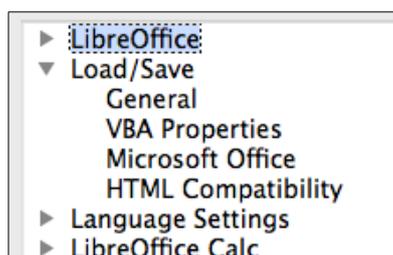


Figure 7: Load/Save options

### General

Many of the choices on the *Load/Save – General* page (Figure 8) are familiar to users of other office suites. Those of most interest to Calc users are in the *Default file format and ODF settings* section. See Chapter 2, Setting Up LibreOffice, in the *Getting Started* guide for information about other options.

#### ODF format version

LibreOffice by default saves documents in OpenDocument Format (ODF) version 1.2 Extended. While this allows for improved functionality, there may be backwards compatibility issues. When a file saved in ODF 1.2 Extended is opened in an editor that uses an earlier version of ODF (1.0/1.1), some of the advanced features may be lost. Two notable examples are cross-references to headings and the formatting of numbered lists. If you plan to share documents with people who use editors that use older versions of ODF, you may wish to save the document using ODF version 1.0/1.1.

#### Size optimization for ODF format

LibreOffice documents are XML files. When you select this option, LibreOffice writes the XML data without indents and line breaks. If you want to be able to read the XML files in a text editor in a structured form, deselect this option.

#### Document type

If you routinely share documents with users of Microsoft Excel, you might want to change the **Always save as** attribute for spreadsheets to one of the Excel formats.

However, we recommend that you always save a working copy in ODS format and only create an Excel version if necessary for sharing. Also, note that recent and current versions of Microsoft Excel can open ODS files, so this may no longer be needed.

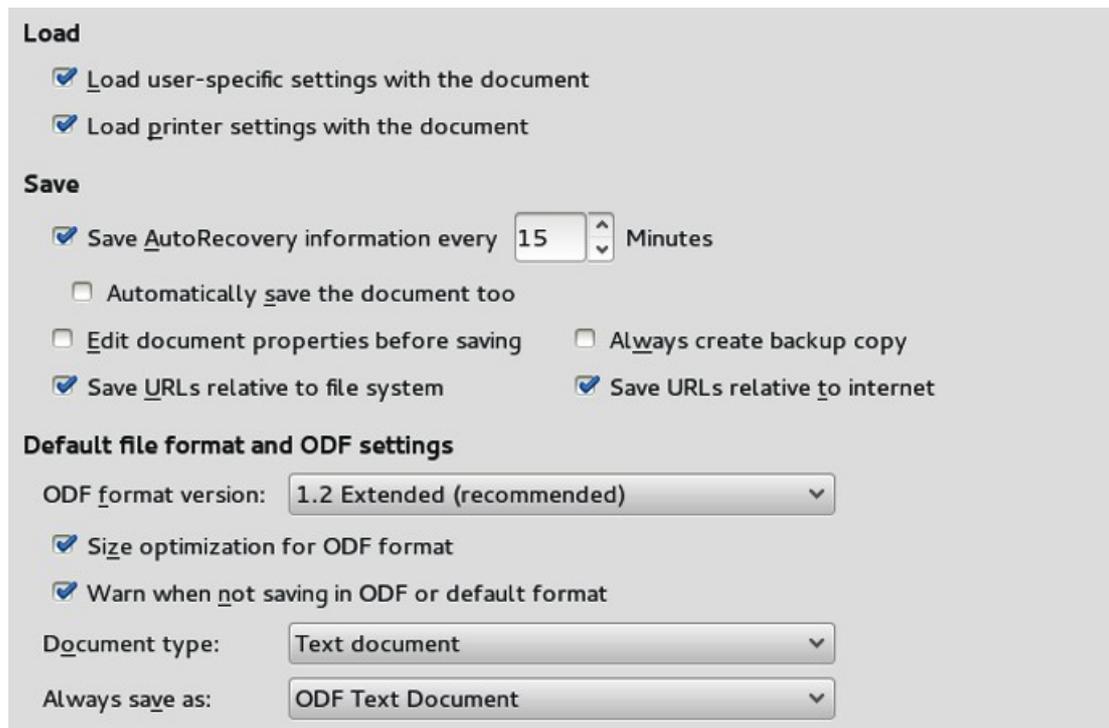


Figure 8: Choosing Load and Save options

## Note

LibreOffice can open and save files in the .xlsx format produced by Microsoft Office 2007, 2010, and later.

## VBA Properties

On the *Load/Save – VBA Properties* page, you can choose whether to keep any VBA (Visual Basic for Applications) macros in Microsoft Office documents that are opened in LibreOffice.

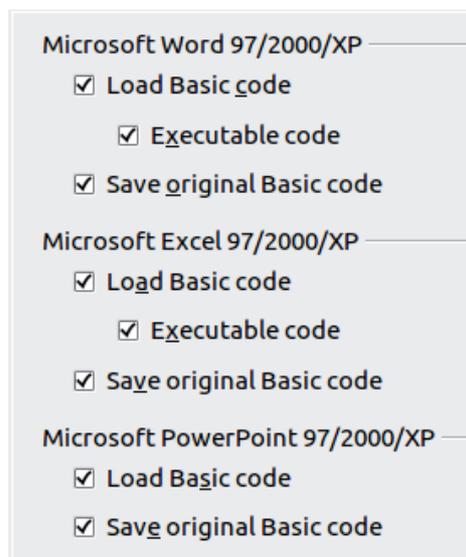


Figure 9: Choosing Load/Save VBA Properties

## Load Basic code

The original VBA code will be loaded as a disabled LibreOffice Basic module. You can edit the code. When saving the document in LibreOffice format, the Basic code is saved as well. When the document is saved in another format, the LibreOffice Basic code is not saved.

## Executable code

The VBA code will be loaded ready to be executed. If this option is not selected, the VBA code will be commented out so it can be inspected, but will not run. As a safety precaution against viruses and other malicious code, you may wish to disable the executable code option.

## Save original Basic code

A backup copy of the original code, written in Basic, is saved with the document.

*Save original Basic code* takes precedence over *Load Basic code*. If both options are selected and you edit the disabled code in LibreOffice, the original Microsoft Basic code will be saved when saving in a Microsoft Office format.

To remove any possible macro viruses from the Microsoft Office document, deselect *Save original Basic code*. The document will be saved without the Microsoft Basic code.

## Microsoft Office

On the *Load/Save – Microsoft Office* page, you can choose what to do when importing and exporting Microsoft Office OLE objects (linked or embedded objects or documents such as spreadsheets or equations).

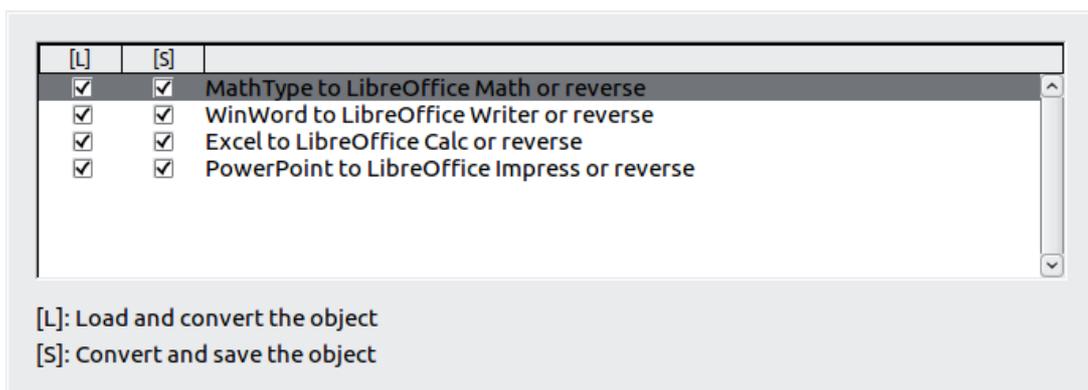


Figure 10: Choosing Load/Save Microsoft Office options

Select the [L] options to convert Microsoft OLE objects into the corresponding LibreOffice OLE objects when a Microsoft document is loaded into LibreOffice (mnemonic: “L” for “load”).

Select the [S] options to convert LibreOffice OLE objects into the corresponding Microsoft OLE objects when a document is saved in a Microsoft format (mnemonic: “S” for “save”).

## HTML compatibility

Choices made on the *Load/Save – HTML Compatibility* page (Figure 11) affect HTML pages imported into LibreOffice and those exported from LibreOffice. See Chapter 2, *Setting up LibreOffice*, in the *Getting Started* guide, and *HTML documents; importing/exporting* in the Help, for more information.

The main items of interest for Calc users are in the *Export* section: *LibreOffice Basic* and *Display warning*.

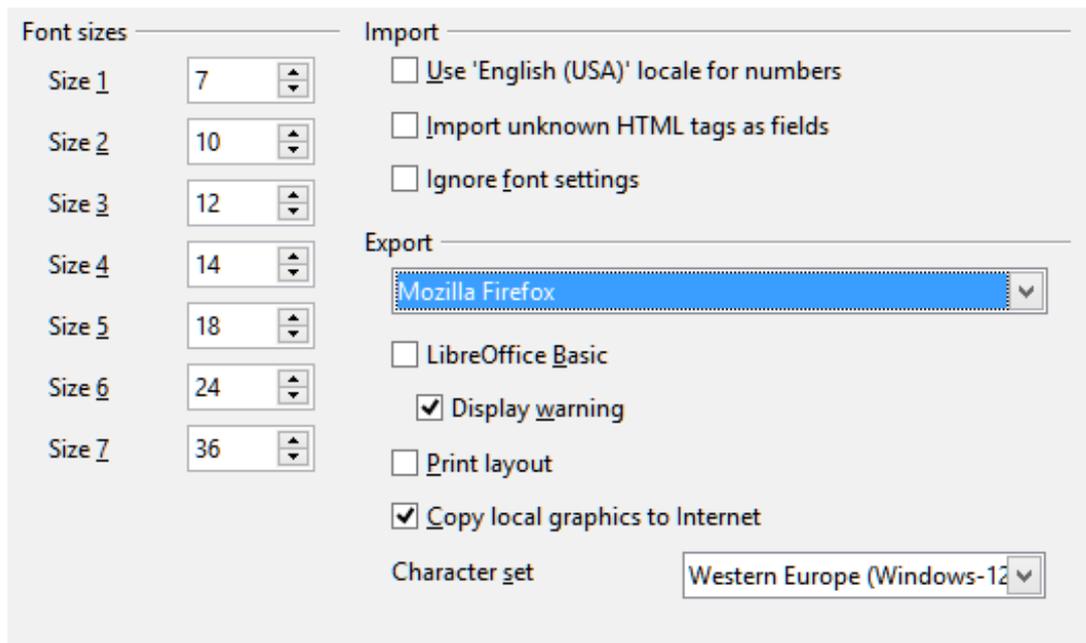


Figure 11: Choosing HTML compatibility options

### Export - LibreOffice Basic

Select this option to include LibreOffice Basic macros (scripts) when exporting to HTML format. You must activate this option *before* you create the LibreOffice Basic macro; otherwise the script will not be inserted. LibreOffice Basic macros must be located in the header of the HTML document. Once you have created the macro in the LibreOffice Basic IDE, it appears in the source text of the HTML document in the header.

If you want the macro to run automatically when the HTML document is opened, choose **Tools > Customize > Events**. See Chapter 12, Calc Macros, for more information.

### Export - Display warning

When the **LibreOffice Basic** option (see above) is *not* selected, the **Display warning** option becomes available. If the **Display warning** option is selected, then when exporting to HTML a warning is shown that LibreOffice Basic macros will be lost.

## Calc options

Calc must be open in order for the LibreOffice Calc options to be displayed in the Options dialog. Click the expansion symbol (+ or triangle) by *LibreOffice Calc* on the left-hand side. A list of subsections drops down.

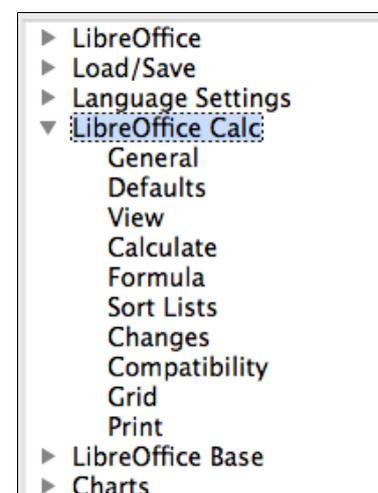


Figure 12: Calc options

## General options

In the Options dialog, choose **LibreOffice Calc > General**.

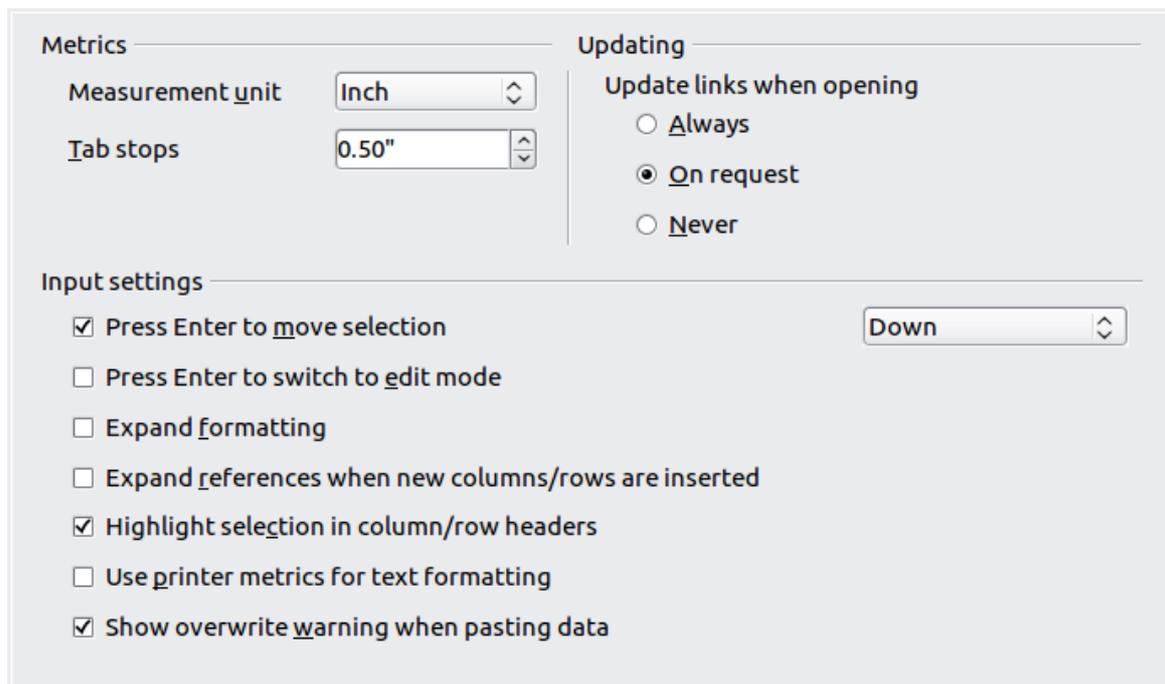


Figure 13: Selecting general options for Calc

### Metrics

Choose the unit of measurement used in spreadsheets and the default tab stops distance.

### Updating

Choose whether to update links when opening a document always, only on request, or never. Regardless of this setting, you can manually update links at any time by selecting **Tools > Update > Links** or pressing *F9*. Spreadsheets that include many or large charts or graphics may load slowly if this option is set to *always*.

### Input settings section

#### Press Enter to move selection

Specifies that pressing *Enter* moves the cursor to another cell. If this option is selected, you can also choose the direction the cursor moves: up, down, left, or right. If this option is **not** selected, pressing *Enter* places the data into the cell but does not move the cursor.

#### Press Enter to switch to edit mode

Specifies that pressing *Enter* puts the selected cell into edit mode. To end Edit mode and move the cursor in the desired direction, press *Enter* again.

#### Expand formatting

Specifies whether to automatically apply the formatting attributes of an inserted cell to empty adjacent cells. If, for example, an inserted cell has the bold attribute, this attribute will also apply to empty adjacent cells. However, cells that already have a special format will not be modified by this function. To see the affected range, press *Ctrl+\** (multiplication sign on the number pad). The format will also apply to all new values inserted within this range.

### Expand references when new columns/rows are inserted

Specifies whether to expand references when inserting columns or rows adjacent to the reference range. This is only possible if the reference range, where the column or row is inserted, originally spanned at least two cells in the desired direction.

Example: If the range A1:B1 is referenced in a formula and you insert a new column after column B, the reference is expanded to A1:C1. If the range A1:B1 is referenced and a new row is inserted under row 1, the reference is not expanded, since there is only a single cell in the vertical direction.

If you insert rows or columns in the middle of a reference area, the reference is always expanded.

### Highlight selection in column/row headings

Specifies whether to highlight column and row headers in the selected columns or rows.

### Use printer metrics for text formatting

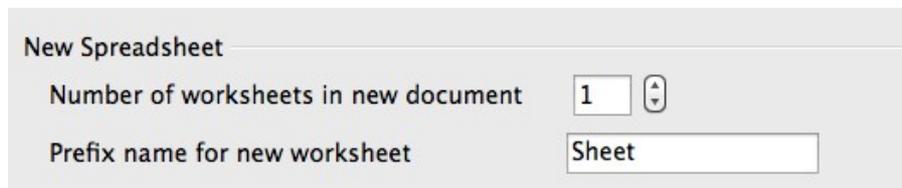
Select this option to use the properties of the default printer to format the display of a spreadsheet. Those properties can be found by choosing **File > Printer Settings** and then select the *Properties* button for the default printer. If the printer has options for page setup, those settings will be applied to Calc documents. If this option is not selected, pages will be configured for a generic printer.

### Show overwrite warning when pasting data

Pasting contents of the clipboard into a cell will replace the contents of that cell with what is in the clipboard. Select this option to be alerted to a possible loss of data when pasting.

## Defaults

Enter the number of worksheets to be opened by default when you start a new spreadsheet and either accept the default sheet prefix or type a new one. After a spreadsheet has been created, you can add new sheets and change the label of any tab; see Chapter 1, *Introducing Calc*, for more information.



The image shows a dialog box titled "New Spreadsheet". It contains two settings:

- "Number of worksheets in new document" with a numeric input field containing "1" and a spinner control.
- "Prefix name for new worksheet" with a text input field containing "Sheet".

## View options

The options on the *LibreOffice Calc – View* page (Figure 14) affect the way the document window looks and behaves when viewed onscreen.

### Visual aids section

#### Grid lines

Grid lines are the borders around the cells of a spreadsheet when viewed onscreen. The options are: **Show**, **Show on colored cells**, or **Hide**. If grid lines are hidden, tables will be displayed on a solid background with no grid around cells. The color choice overrides the selection made in **Tools > Options > LibreOffice > Appearance > Spreadsheet > Grid lines**.

#### Note

To *print* grid lines, choose **Format > Page > Sheet > Print > Grid**.

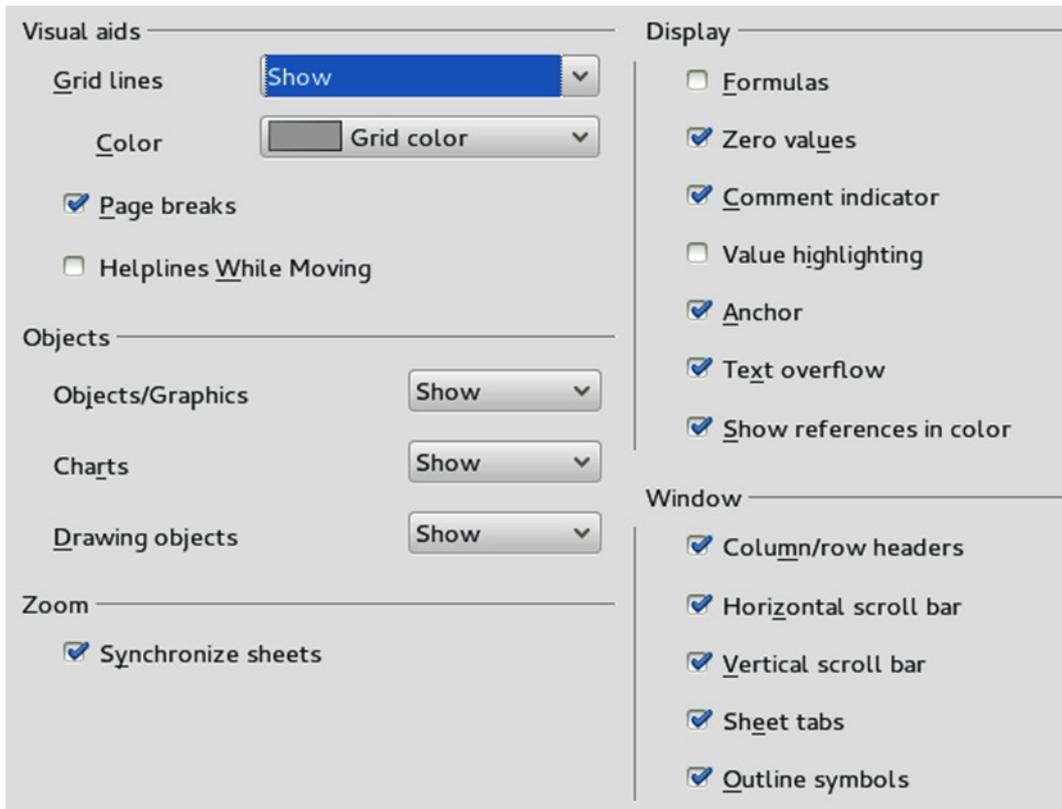


Figure 14: Selecting view options for Calc

### Page breaks

Specifies whether to view the page breaks within a defined print area.

### Helplines While Moving

Specifies whether to view helplines when moving drawings, frames, graphics, and other objects. These lines help you align objects.

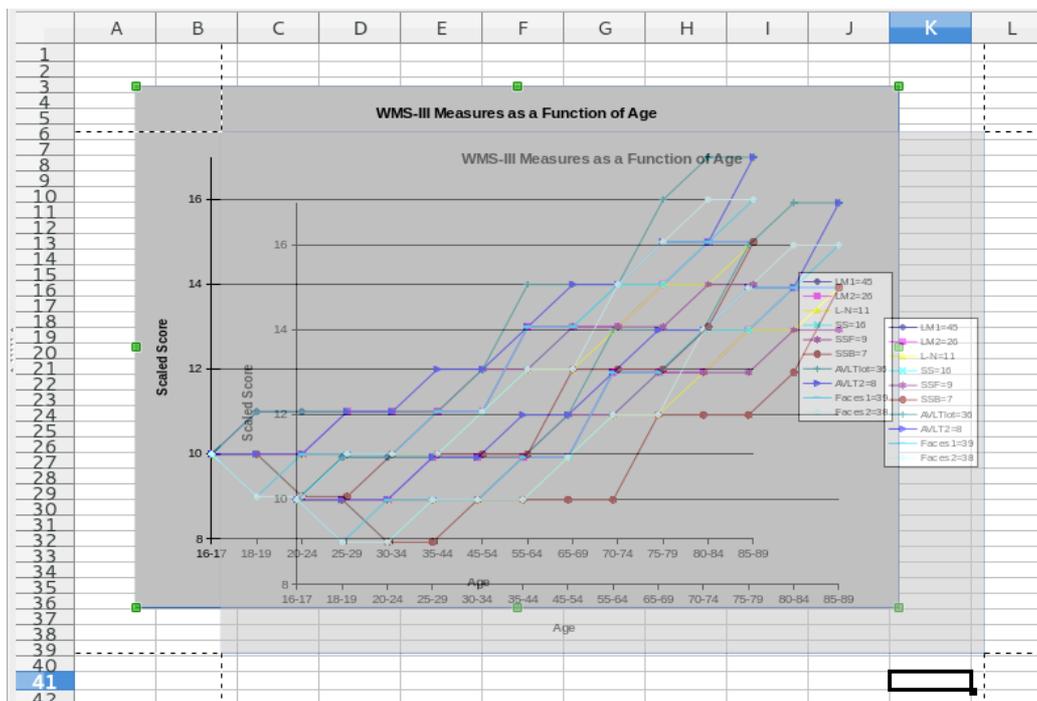


Figure 15: Helplines visible when moving a graphic

In Figure 15, the graph with the dark background represents the image in its original location. The lighter area represents the position of the image as it is being moved. Helplines are the horizontal and vertical dotted lines at the corners of the lighter object.

### Objects section

Choose whether to show or hide graphics, charts, and drawing objects.

### Zoom section

Select the **Synchronize sheets** option to apply any selected zoom (magnification) factor to all sheets in the spreadsheet. If this option is not selected, separate zoom factors can be applied to individual sheets.

### Display section

Select various options for the onscreen display.

### Formulas

Display the content of a cell as a formula or as the results of that formula.

### Zero values

Display a zero in a cell when the cell has a value of zero, or display an empty cell.

### Comment indicator

Select this option to show a small triangle in the top right corner of a cell that contains a comment. If tips are enabled in **Tools > Options > LibreOffice > General**, the comment will become visible when the mouse pointer hovers over the cell. Tips will appear regardless of the setting of this option.

To always display a comment, right-click on the cell and select **Show comment** from the context menu.

### Value highlighting

Select this option to highlight all values, or results of formulas, in the sheet. Text is highlighted in black; numbers in blue; and formulas, logical values, dates, and so on, in green.

When this command is active, any colors assigned in the document are not displayed.

### Anchor

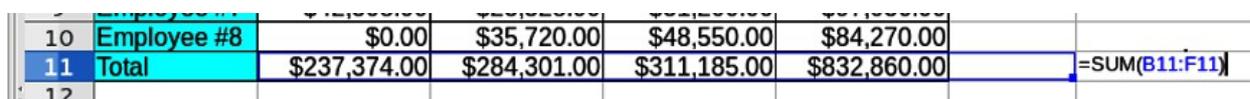
If an inserted object, such as a picture, is anchored to a cell, an image of an anchor will appear in the cell to which the object is anchored.

### Text overflow

If a cell contains text that is wider than the width of the cell, the text is displayed over empty neighboring cells in the same row. If there is no empty neighboring cell, a small triangle at the cell border indicates that the text continues. If this option is selected, text will wrap inside the cell and the height of the row will expand to accommodate the height of the expanded cell.

### Show references in color

Select this option to provide a visual aid to assist the editing of a formula. Each reference is then highlighted in color in the formula, and the referenced cell range is enclosed by a colored border as soon as the cell containing the reference is selected for editing.



10	Employee #8	\$0.00	\$35,720.00	\$48,550.00	\$84,270.00	
11	Total	\$237,374.00	\$284,301.00	\$311,185.00	\$832,860.00	=SUM(B11:F11)
12						

Figure 16: Formula references – visual aids

## Window section

The following elements of the spreadsheet window can be made visible or invisible: column and row headers, horizontal and vertical scroll bars, sheet tabs, and, if an outline has been defined, outline symbols.

If the **Sheet tabs** option is not selected, you can only switch between the sheets by using the Navigator.

Note that there is a slider between the horizontal scrollbar and the sheet tabs that may be set to one end.

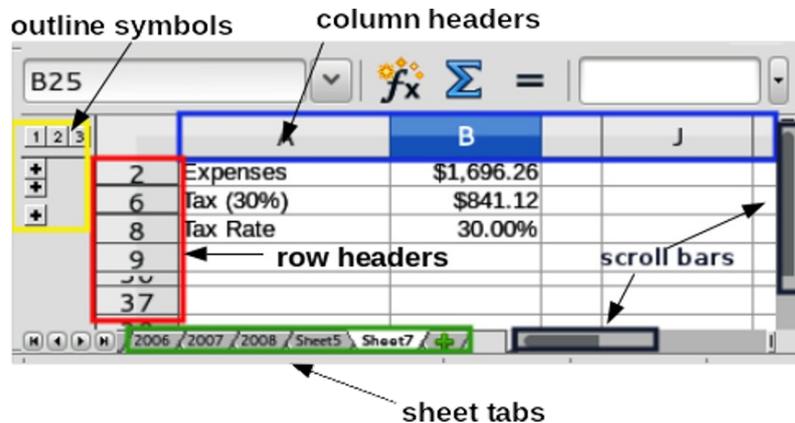


Figure 17: Window options

## Calculate options

Use the *LibreOffice Calc – Calculate* page to define the calculation settings for spreadsheets.

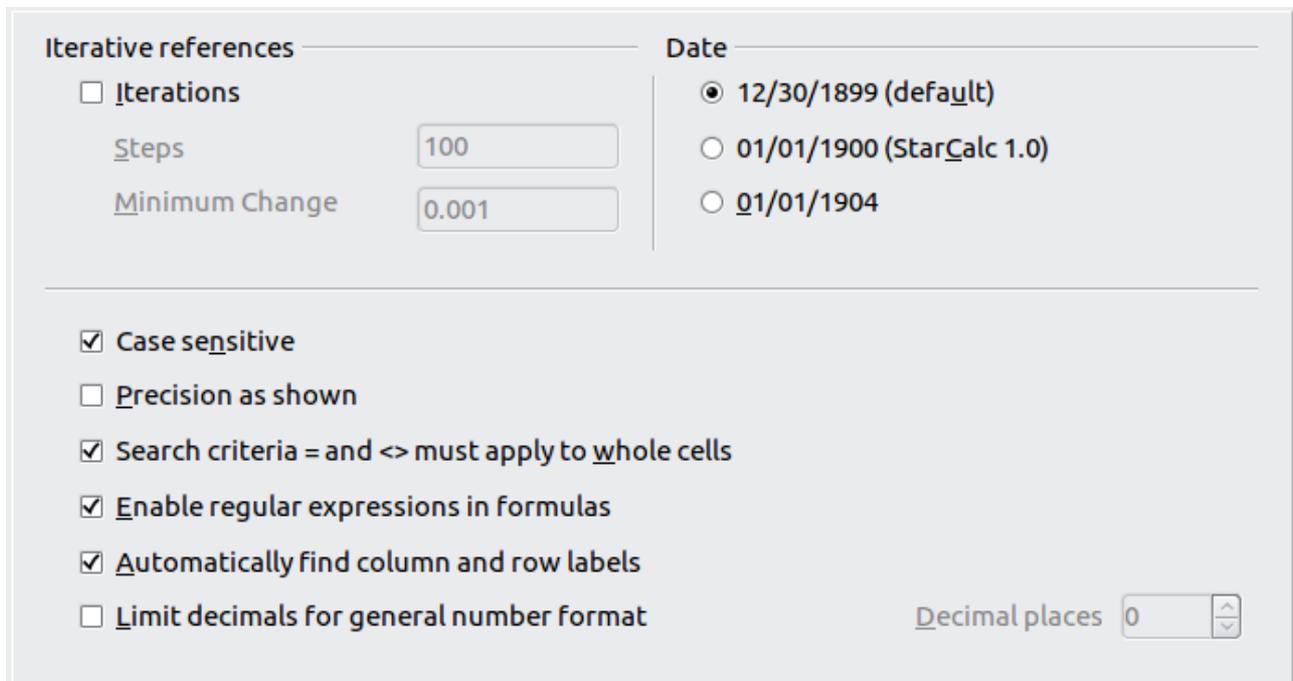


Figure 18: Calc calculation options

## Iterative references section

Iterative references are formulas that are continuously repeated until the problem is solved. In this section you can choose the number of approximation steps carried out during iterative calculations and the degree of precision of the answer.

### Iterations

Select this option to enable iterations. If this options is not selected, an iterative reference causes an error message.

### Steps

Sets the maximum number of iteration steps.

### Minimum Change

Specifies the difference between two consecutive iteration step results. If the result of the iteration is lower than the minimum change value, then the iteration will stop.

## Date section

Select the start date for the internal conversion from days to numbers.

**12/30/1899** (default) – Sets December 30, 1899 as day zero. In calculations, January 1, 1900 is used as day one.

**01/01/1900** (StarCalc 1.0) – Sets January 1, 1900 as day zero. Use this setting for StarCalc 1.0 spreadsheets containing date entries.

**01/01/1904** – Sets January 1, 1904 as day zero. Use this setting for spreadsheets that are imported from foreign formats.

## Other options

Specify a variety of options relevant to spreadsheet calculation.

### Case sensitive

Specifies whether to distinguish between upper and lower case in texts when comparing cell contents. For example: type 'Test' in cell A1; and 'test' in B1. Then type the formula "`=A1=B1`" in cell C1. If the **Case sensitive** option is checked, *FALSE* will appear in the cell; if the analysis was case insensitive, *TRUE* will appear in the cell. This option is not applied to the EXACT text function, which is always case-sensitive.

### Decimal places

Limits the number of decimals to be displayed for numbers with the general number format. This overrides the setting applied in **Format > Cells > Numbers > Number > General**. This setting refers to how numbers are *displayed*. When decimal places are limited, calculations are not affected because of rounding.

### Precision as shown

The value entered into this field defines the precision used to perform calculations. All numbers will be rounded to the desired decimal places. Numbers will be displayed according to the previous setting but calculations will be less precise because rounded numbers are used in the calculations.

### Search criteria = and <> must apply to whole cells

The default search method in Calc is to search for any instance of the target regardless of the position of the target within a word. For example, when searching for day, Calc will match Friday, Sunday, and days. Select this option to search an exact occurrence of the target. Wild card symbols can be used to expand the search to match the default condition. That is, searching for `*day*` will match Friday, Sunday, and days.

## Enable regular expressions in formulas

Specifies that regular expressions (an extended set of wild cards) are enabled when searching and also for character string comparisons. This relates to the database functions, and to VLOOKUP, HLOOKUP and SEARCH.

## Automatically find column and row labels

Calc will name the range of data, under a column heading or to the right of a row heading, using the text in those headings.

Example: Cell E5 contains the text *Europe*. Below, in cell E6, is the value 100 and in cell E7 the value 200. If the **Automatically find column and row labels** option is selected, you can write the following formula in cell A1: =SUM(Europe).

### Caution



When calculations involve a range that includes an empty cell, take note of the setting for **Display Zero values** in the **LibreOffice Calc > View** options. If this option is not selected, a value of zero will display as an empty cell. Empty cells and the value zero are treated differently by many functions. For example, **Count** would not include an empty cell as an item to be counted. The average of eight cells, one of which contains the value **zero**, is not the same as the average of seven cells (an empty cell is not included in determining the average).

## Formula options

Use the **LibreOffice Calc – Formula options** page to specify whether to use Calc or Excel syntax, as well as choosing which separators you prefer to use in formulas. The separators choices override the defaults in Calc and Excel syntax.

The screenshot shows the 'Formula options' dialog box. It is divided into several sections:

- Formula syntax:** A dropdown menu set to 'Calc A1'.
- Use English function names:** An unchecked checkbox.
- Detailed calculation settings:** Two radio buttons, 'Default' (selected) and 'Custom'. A 'Details...' button is next to the 'Custom' option.
- Separators:** Three rows with checkboxes and input fields:
  - Function:** checkbox checked, input field contains a comma (,).
  - Array column:** checkbox checked, input field contains a comma (,).
  - Array row:** checkbox checked, input field contains a semicolon (;).A 'Reset' button is located below these settings.
- Recalculation on file load:** Two rows with dropdown menus:
  - Excel 2007 and newer:** dropdown set to 'Never recalculate'.
  - ODF Spreadsheet (not saved by LibreOffice):** dropdown set to 'Never recalculate'.

Figure 19: Formula options

## Formula options

### Formula syntax

Syntax is the format in which formulas are written. Choose the syntax most appropriate for your work. If you regularly open or save to Microsoft Excel formats, you may wish to use one of the Excel syntaxes.

To illustrate the differences between syntaxes, assume a spreadsheet contains two sheets. The cell C4 can be referenced in three ways:

- **Calc A1** =`$Sheet2.C4` – the default syntax for Calc.
- **Excel A1** =`Sheet2!C4` – the default of Microsoft Excel.
- **Excel R1C1** =`Sheet2!R[3]C[2]` – the relative row and column addressing used in Excel.

### Use English function names

The default names for functions in Calc are those for the user's locale. For English users, the localized names are the same as the English names. When the language set by locale is not English, you may wish to express functions in English; if so, select this option to change formula input and display, function wizard, and formula tips.

## Detailed calculation settings

Most users will not need to change the default setting. For custom settings, select **Custom** and click **Details** to choose reference syntax and whether to treat empty strings as zero.

## Separators

Separators are used in functions to distinguish points in the range used in the function: the symbols used between elements. Enter the separator character to be used for functions, row arrays, and column arrays. For example, a comma can be used as a separator in functions and instead of writing =SUM(A1;B1;C1) the function would be expressed as =SUM(A1,B1,C1).

## Sort Lists

Sort lists are used for more than sorting, for example filling a series of cells during data entry. They are lists that are sorted in a particular order but not alphabetically or numerically; for example, days of the week. In addition to the supplied lists, you can define and edit your own lists, as described in "Defining a fill series" in Chapter 2, Entering, Editing, and Formatting Data.

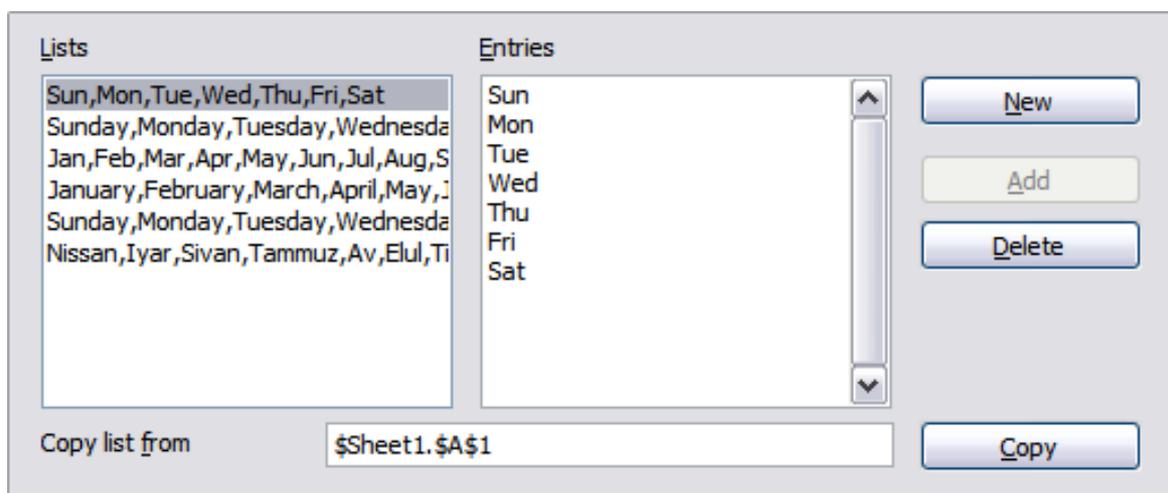


Figure 20: Defining sorting lists in Calc

## Change options

In the Options dialog, choose **LibreOffice Calc > Changes**.



Figure 21: Calc options for highlighting changes

On this page you can specify options for highlighting recorded changes in spreadsheets. You can assign specific colors for insertions, deletions, and other changes, or you can let Calc assign colors based on the author of the change; in the latter case, one color will apply to all changes made by that author.

The selections made here are applied when change recording is enabled under **File > Changes > Record**.

## Compatibility options

In the Options dialog, choose **LibreOffice Calc > Compatibility**. This page provides a quick way to switch between LibreOffice's default key bindings and OpenOffice.org's legacy default key bindings for Calc. Most of the defaults are identical, but there are some differences.

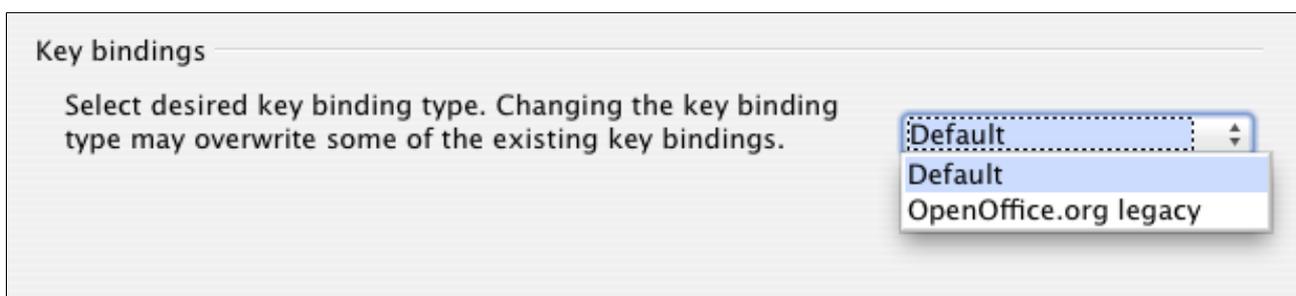


Figure 22: Compatibility options for Calc key bindings

The actions associated with the two key binding choices are shown in the table below.

Key Binding	Default	OpenOffice.org legacy
Backspace	Opens Delete Contents dialog	Immediately deletes contents
Delete	Immediately deletes contents	Opens Delete Contents dialog

Key Binding	Default	OpenOffice.org legacy
Control+D (Command+D on Mac)	Fills cell content down within selection	Opens the Selection List dialog
Alt+DownArrow (Option+DownArrow on Mac)	select header of range no action in empty cell	Increases row height

## Grid options

The Grid page defines the grid settings for spreadsheets. Using a grid helps you determine the exact position of any charts or other objects you may add to a spreadsheet. You can also set this grid in line with the snap grid.

If you have activated the snap grid but wish to move or create individual objects without snap positions, you can press the *Ctrl* key to deactivate the snap grid for as long as needed.

In the Options dialog, choose **LibreOffice Calc > Grid**.

### Grid section

*Snap to grid* activates the snap function.

*Visible grid* displays grid points on the screen. These points are not printed.

### Resolution section

Here you can set the unit of distance for the spacing between horizontal and vertical grid points and subdivisions (intermediate points) of the grid.

*Synchronize axes* changes the current grid settings symmetrically.

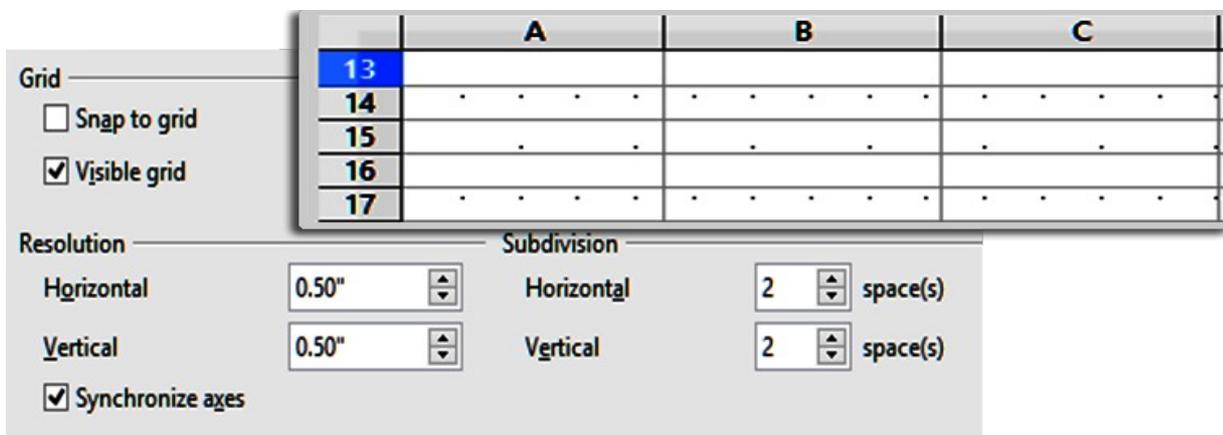


Figure 23: Calc grid options

## Print options

In the Options dialog, choose **LibreOffice Calc > Print**. See Chapter 6, Printing, Exporting, and E-mailing, for more about the options on this page.

## Default colors for charts

---

Use **Tools > Options > Charts > Default Colors** to change the default colors used for charts or to add new data series to the list provided.

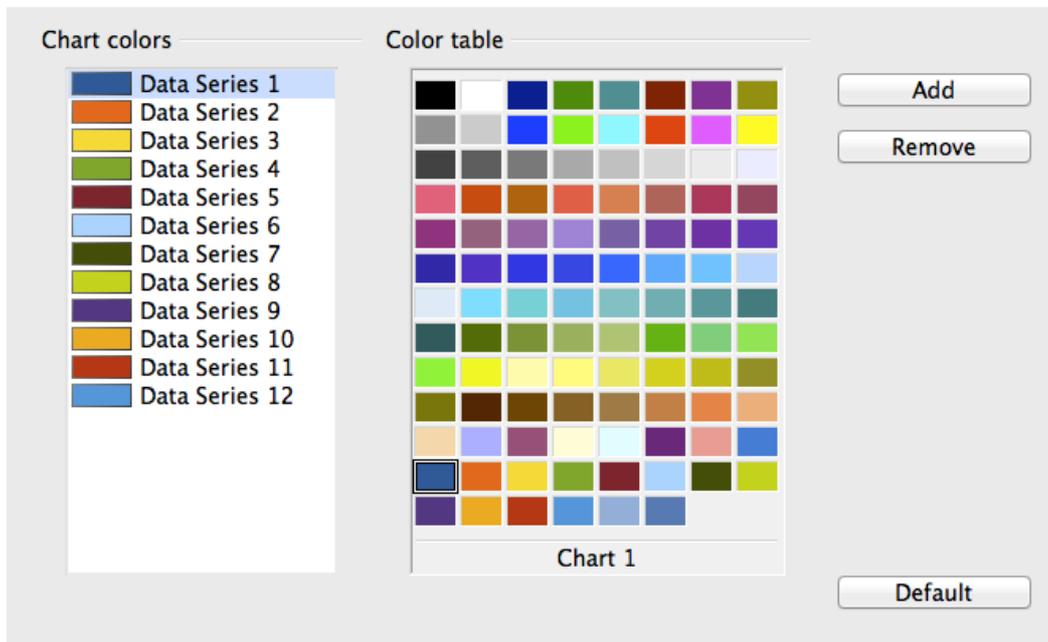


Figure 24: Defining chart colors

To change the default color for a data series, select it in the left-hand column and then click on the required color in the color table.

To add another data series, click **Add**, then select the new series and click on the required color.

To add new colors to the color table, see “Color options” on page 5.

## AutoCorrect functions

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Some people find some or all of the items in LibreOffice’s AutoCorrect function annoying because they change what you type when you do not want it changed. Many people find some of the AutoCorrect functions quite helpful; if you do, then select the relevant options. But if you find unexplained changes appearing in your document, this is a good place to look to find the cause.

To open the AutoCorrect dialog, click **Tools > AutoCorrect Options**. You need to have a document open for this menu item to appear.

In Calc, this dialog has four tabs, as shown in Figure 25. Options are described in the Help; many will be familiar to users of other office suites.

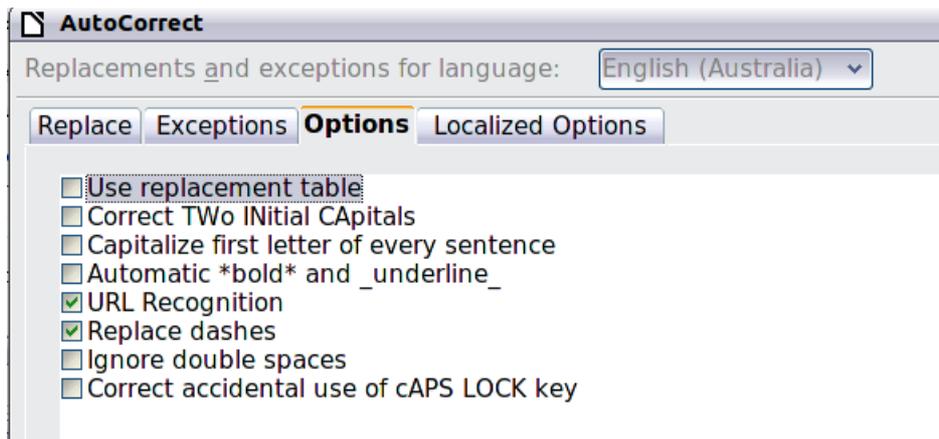


Figure 25: The AutoCorrect dialog in Calc

## Customizing the user interface

### Menu font

If you want to change the menu font from that supplied by LibreOffice to the system font for your operating system, do this:

- 1) Choose **Tools > Options > LibreOffice > View**.
- 2) Check **Use system font for user interface** and click **OK**.

### Menu content

In addition to changing the menu font, you can add and rearrange items on the menu bar, add items to menus, and make other changes.

To customize menus:

- 1) Choose **Tools > Customize**. On the Customize dialog, go to the **Menus** page (Figure 26).

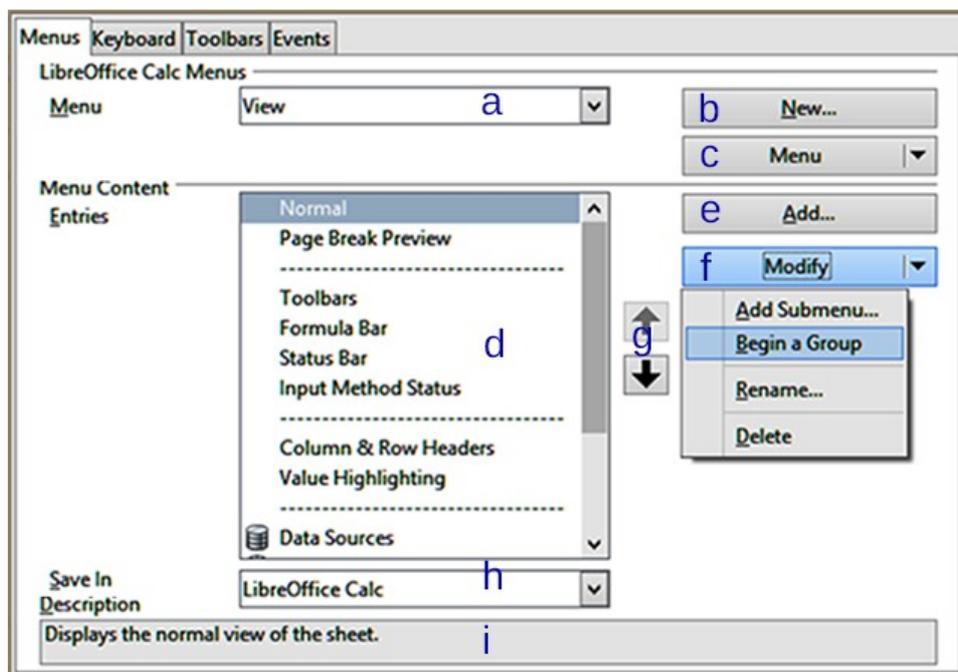


Figure 26: Customize menus

- 2) In the **Save In** drop-down list (**h**), choose whether to save this changed menu for Calc or for a selected document.
- 3) In the section **LibreOffice Calc Menus**, select from the **Menu** drop-down list (**b**) the menu that you want to customize. The list includes all the main menus as well as sub-menus, which are menus that are contained under another menu. For example, in addition to *File*, *Edit*, *View*, and so on, there is *File | Send* and *File | Templates*. The commands available for the selected menu are shown in the central part of the dialog.
- 4) To customize the selected menu, click on the **Menu** (**c**) or **Modify** (**f**) buttons. You can also add commands to a menu by clicking on the **Add** button (**e**). These actions are described in the following sections.
- 5) Use the up and down arrows (**g**) next to the Entries list (**d**) to move the selected menu item to a different position.
- 6) When you have finished making all your changes, click **OK** (not shown in picture) to save them.

### Creating a new menu

In the *Menus* page of the Customize dialog, click **New** (**b**) to display the dialog shown in Figure 27.

- 1) Type a name for your new menu in the **Menu name** box.
- 2) Use the up and down arrow buttons to move the new menu into the required position in the list of menu items. Click **OK** to save and return to the Customize dialog.

The new menu now appears on the list of menus in the Customize dialog. (It will appear on the menu bar itself after you save your customizations.)

After creating a new menu, you need to add some commands to it, as described in “Adding a command to a menu” on page 26.

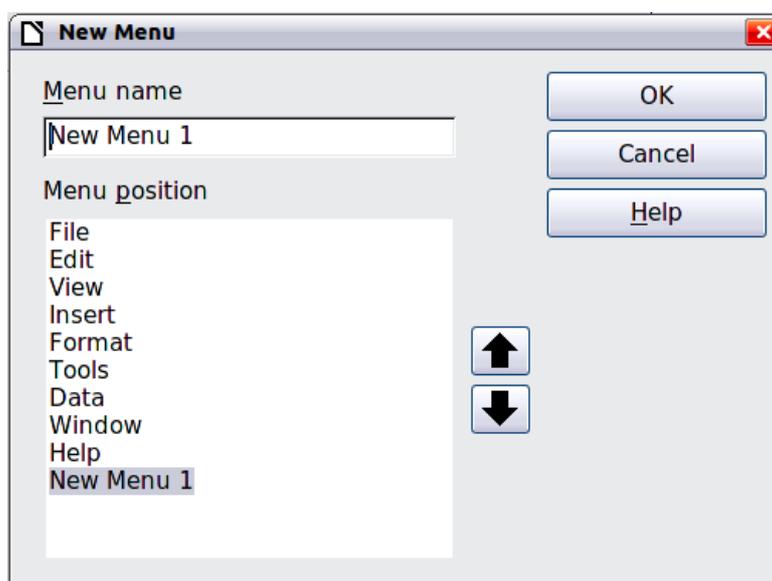


Figure 27: Adding a new menu

### Modifying existing menus

To modify an existing menu, select it in the Menu list and click the **Menu** button (**c**) to drop down a list of modifications: **Move**, **Rename**, **Delete**. Not all of these modifications can be applied to all the entries in the Menu list. For example, **Rename** and **Delete** are not available for the supplied menus.

To move a menu (such as *File*), choose **Menu > Move**. A dialog similar to the one shown in Figure 27 (but without the **Menu name** box) opens. Use the up and down arrow buttons to move the menu into the required position.

To move submenus (such as *File | Send*), select the main menu (File) in the Menu list and then, in the Menu Content section of the dialog, select the submenu (Send) in the Entries list and use the arrow keys to move it up or down in the sequence. Submenus are easily identified in the Entries list by a small black triangle on the right hand side of the name.

### Adding a command to a menu

You can add commands to the supplied menus and to menus you have created. On the Customize dialog, select the menu in the Menu list and click the **Add** button in the Menu Content section of the dialog.

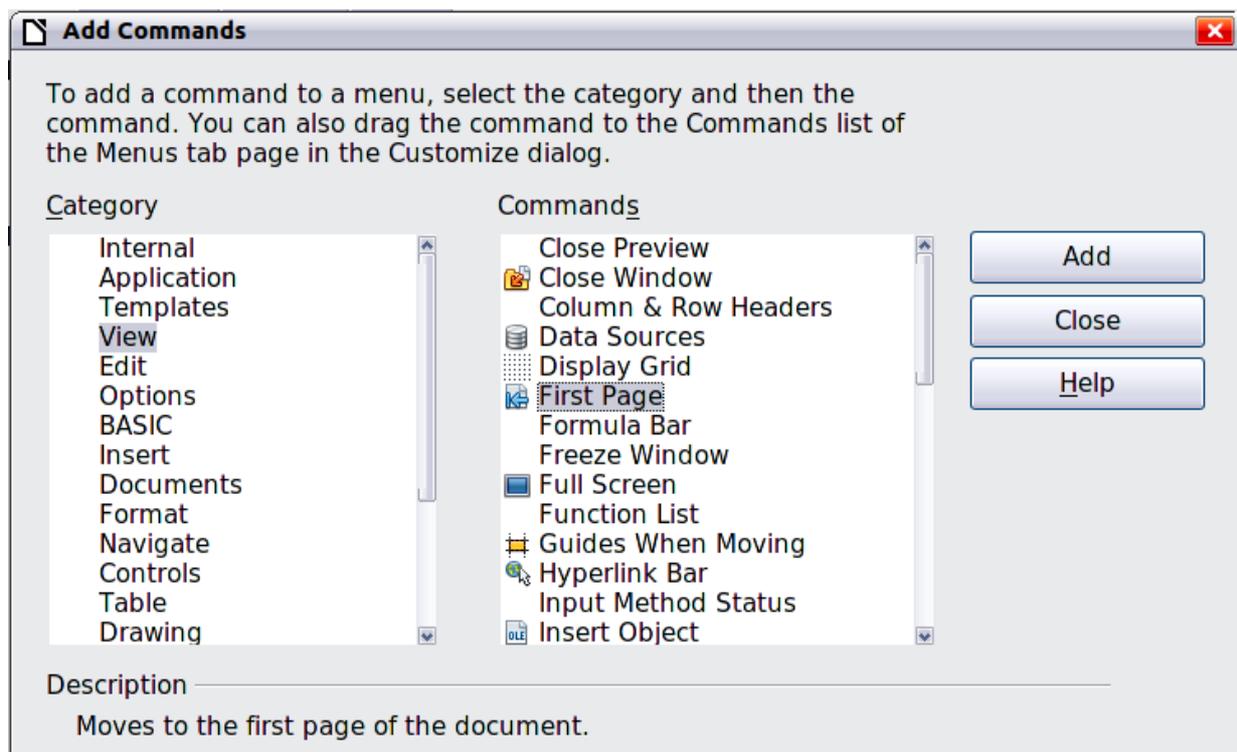


Figure 28: Adding a command to a menu

On the Add Commands dialog, select a category and then the command, and click **Add**. The dialog remains open, so you can select several commands. When you have finished adding commands, click **Close**. Back on the Customize dialog, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.

### Modifying menu entries

In addition to changing the sequence of entries on a menu or submenu, you can add submenus, rename or delete the entries, and add group separators.

To begin, select the menu or submenu in the Menu list near the top of the Customize page, then select the entry in the Entries list under Menu Content. Click the **Modify** button and choose the required action from the drop-down list of actions.

Most of the actions should be self-explanatory. **Begin a group** adds a separator line after the highlighted entry.

## Creating an accelerator

You can allocate a letter in a custom menu's name to be used as a keyboard shortcut. (That letter will become underlined.) When you press *Alt+* that letter, that menu or command will be invoked. Existing submenus can also be edited to change the letter which is used to select them using the keyboard when the menu is open.

To create an accelerator:

- 1) Select a menu item from **Menu** or **Entry** from the **Menu Content**.
- 2) Click the **Menu** button if **Menu** was selected or the **Modify** button if an Entry was selected.
- 3) Select **Rename**.
- 4) Add a tilde (~) in front of the letter to use as an accelerator. For example, if you had created a new menu named **Art**, you would do this:
  - a) Select **Art** from **Menu**.
  - b) Select **Menu** and then **Rename**.
  - c) Insert a tilde before the letter *A* in *Art*.
  - d) Click **OK** to close the Rename and Customize dialogs.

The *A* in the menu item *Art* is now underlined. Press *Alt+A* and the **Art** menu will open.

### Caution



When assigning an accelerator, be careful not to use a letter that is already assigned to a menu or command associated with a menu item. The same letter-key combinations can be used for commands associated with different menu items but not for those associated with the same menu or menu item.

## Toolbars

You can customize toolbars in several ways, including choosing which icons are visible and locking the position of a docked toolbar, as described in Chapter 1, *Introducing LibreOffice*, of the *Getting Started* guide. This section describes how to create new toolbars and add other icons (commands) to the list of those available on a toolbar.

To get to the toolbar customization dialog, do any of the following:

- On the toolbar, click the arrow at the end of the toolbar and choose **Customize Toolbar**.
- Choose **View > Toolbars > Customize** from the menu bar.
- Choose **Tools > Customize** from the menu bar and pick the **Toolbars** page (Figure 29).

To customize a toolbar:

- 1) In the **Save In** drop-down list, choose whether to save this changed toolbar for Calc or for a selected document.
- 2) In the section **LibreOffice Calc Toolbars**, select from the **Toolbar** drop-down list the toolbar that you want to customize.
- 3) You can create a new toolbar by clicking on the **New** button, or customize existing toolbars by clicking on the **Toolbar** or **Modify** buttons, and add commands to a toolbar by clicking on the **Add** button. These actions are described below.
- 4) When you have finished making all your changes, click **OK** to save them.

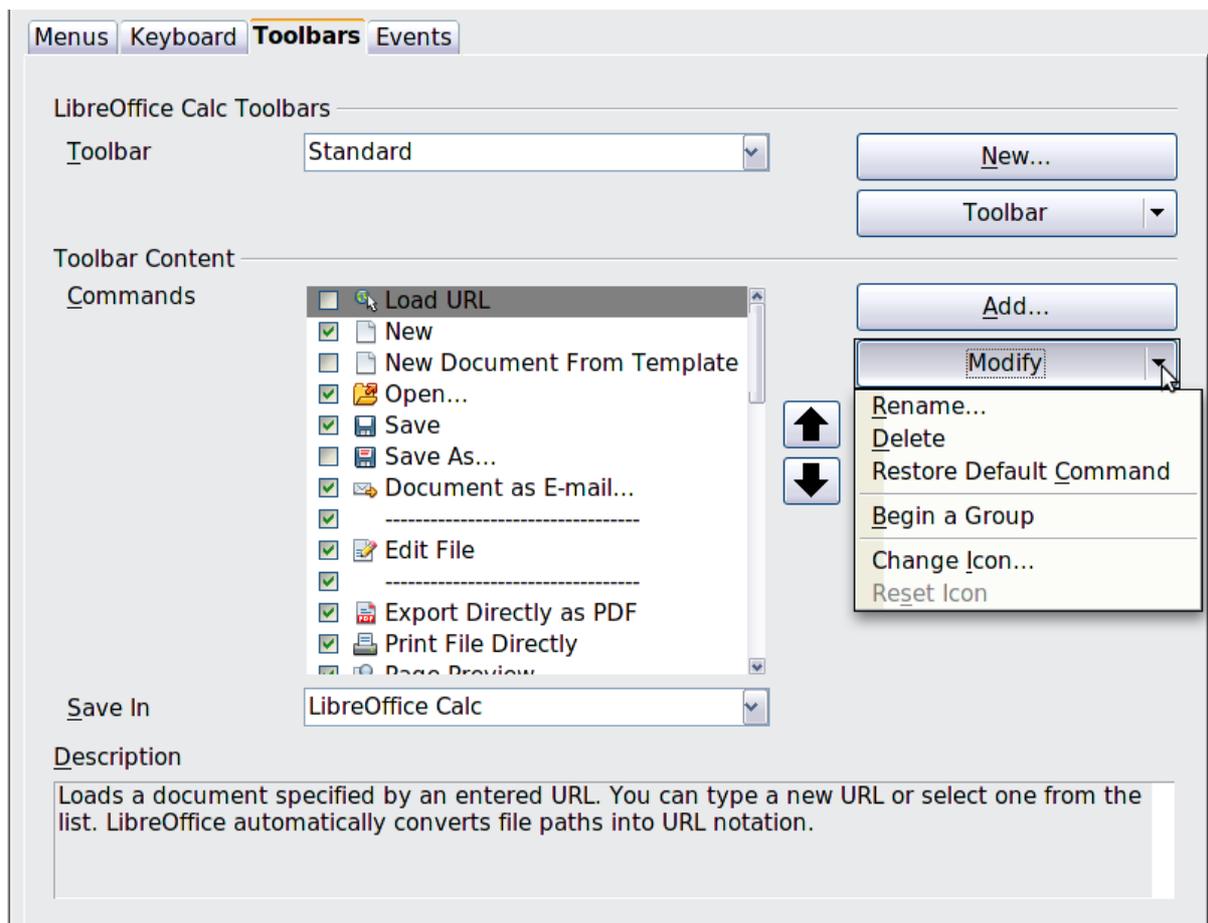


Figure 29: The Toolbars page of the Customize dialog

### Creating a new toolbar

To create a new toolbar:

- 1) Choose **Tools > Customize > Toolbars** from the menu bar.
- 2) Click **New**. On the Name dialog, type the new toolbar's name and choose from the **Save In** drop-down list where to save this new toolbar: for **Calc** or for a selected document.

The new toolbar now appears on the list of toolbars in the Customize dialog. After creating a new toolbar, you need to add some commands to it, as described below.



### Adding a command to a toolbar

If the list of available buttons for a toolbar does not include all the commands you want on that toolbar, you can add commands. When you create a new toolbar, you need to add commands to it.

- 1) On the Toolbars page of the Customize dialog, select the toolbar in the Toolbar list and click the **Add** button in the Toolbar Content section of the dialog.

- 2) The Add Commands dialog is the same as for adding commands to menus (Figure 28). Select a category and then the command, and click **Add**. The dialog remains open, so you can select several commands. When you have finished adding commands, click **Close**. If you insert an item which does not have an associated icon, the toolbar will display the full name of the item: the next section describes how to choose an icon for a toolbar command.
- 3) Back on the Customize dialog, you can use the up and down arrow buttons to arrange the commands in your preferred sequence.
- 4) When you are done making changes, click **OK** to save.

### Choosing icons for toolbar commands

Toolbar buttons usually have icons, not words, on them, but not all of the commands have associated icons.

To choose an icon for a command, select the command and click **Modify > Change icon**. On the Change Icon dialog (Figure 30), scroll through the available icons, select one, and click **OK** to assign it to the command.

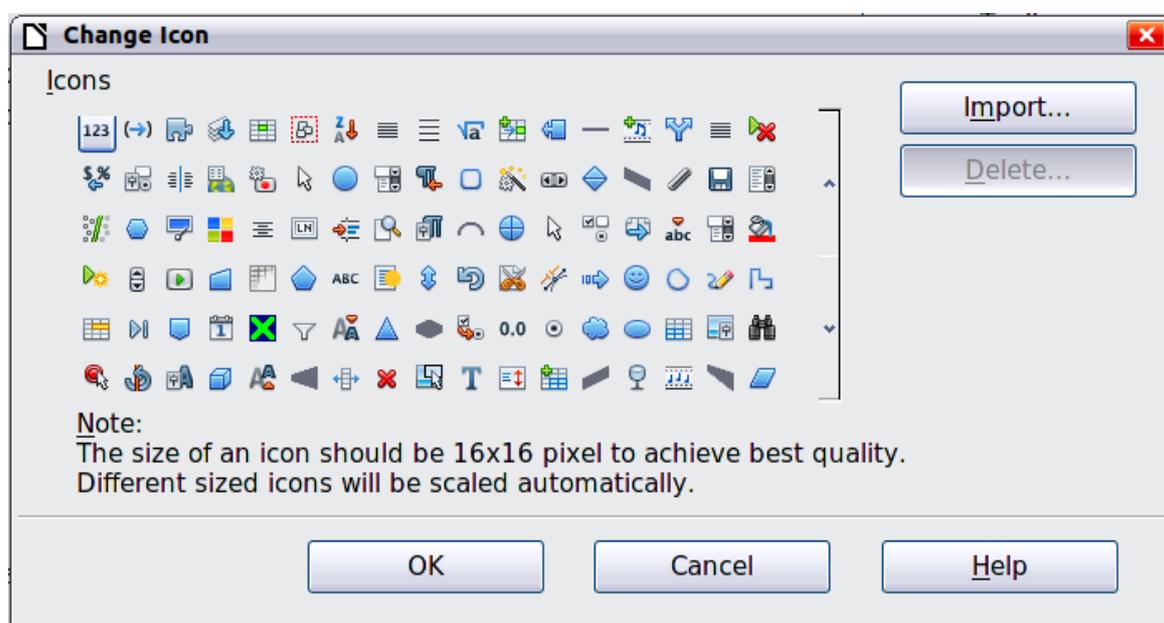


Figure 30: Change Icon dialog

To use a custom icon, create it in a graphics program and import it into LibreOffice by clicking the **Import** button on the Change Icon dialog. Custom icons must be 16 x 16 or 26 x 26 pixels in size and cannot contain more than 256 colors.

### Keyboard shortcuts

In addition to using the built-in keyboard shortcuts (listed in Appendix A), you can define your own. You can assign shortcuts to standard LibreOffice functions or your own macros and save them for use with the entire LibreOffice suite or only for Calc.

#### Caution



Be careful when reassigning your operating system's or LibreOffice's predefined shortcut keys. Many key assignments are universally understood shortcuts, such as *F1* for Help, and are always expected to provide certain results. Although you can easily reset the shortcut key assignments to the LibreOffice defaults, changing some common shortcut keys can cause confusion, frustration and possible data loss or corruption, especially if other users share your computer.

## Note

Shortcut keys that are grayed out in the listing on the Customize dialog, such as *F1* and *F10*, are not available for reassignment.

To adapt shortcut keys to your needs, use the Customize dialog, as described below.

- 1) Select **Tools > Customize > Keyboard**. The *Keyboard* page of the Customize dialog opens.
- 2) To have the shortcut key assignment available only with Calc, select **Calc** in the upper right corner of the page; otherwise select **LibreOffice** to make it available to every component.
- 3) Next select the required function from the *Category* and *Function* lists.
- 4) Now select the desired shortcut keys in the *Shortcut keys* list and click the **Modify** button at the upper right.
- 5) Click **OK** to accept the change. Now the chosen shortcut keys will execute the function chosen in step 3 above whenever they are pressed.

## Note

All existing shortcut keys for the currently selected *Function* are listed in the *Keys* selection box. If the *Keys* list is empty, it indicates that the chosen key combination is free for use. If it were not, and you wanted to reassign a shortcut key combination that is already in use, you must first delete the existing key.

### Example: Assigning styles to shortcut keys

You can configure shortcut keys to quickly assign styles in your document.

- 1) On the *Keyboard* page of the Customize dialog, choose the shortcut keys you want to assign a style to. In this example, we have chosen *Ctrl+3*.
- 2) In the *Functions* section at the bottom of the dialog, scroll down in the *Category* list to *Styles*. Click the + sign to expand the list of styles.
- 3) Choose the category of style. (This example uses a cell style, but you can also choose page styles.) The *Function* list now displays the names of the available styles for the selected category. The example shows LibreOffice's predefined cell styles.
- 4) To assign *Ctrl+3* to be the shortcut key combination for the *Heading* style, select *Heading* in the *Function* list, and then click **Modify**. *Ctrl+3* now appears in the *Keys* list on the right, and *Heading* appears next to *Ctrl+3* in the *Shortcut keys* box at the top.
- 5) Make any other required changes, and then click **OK** to save these settings and close the dialog.

### Saving changes to a file

Changes to the shortcut key assignments can be saved in a keyboard configuration file for use at a later time, thus permitting you to create and apply different configurations as the need arises. To save keyboard shortcuts to a file:

- 1) After making your keyboard shortcut assignments, click the **Save** button on the Customize dialog.
- 2) In the Save Keyboard Configuration dialog, select *All files* from the **Save as Type** list.
- 3) Next enter a name for the keyboard configuration file in the **File name** box, or select an existing file from the list. If you need to, browse to find a file from another location.
- 4) Click **Save**. A confirmation dialog appears if you are about to overwrite an existing file, otherwise there will be no feedback and the file will be saved.

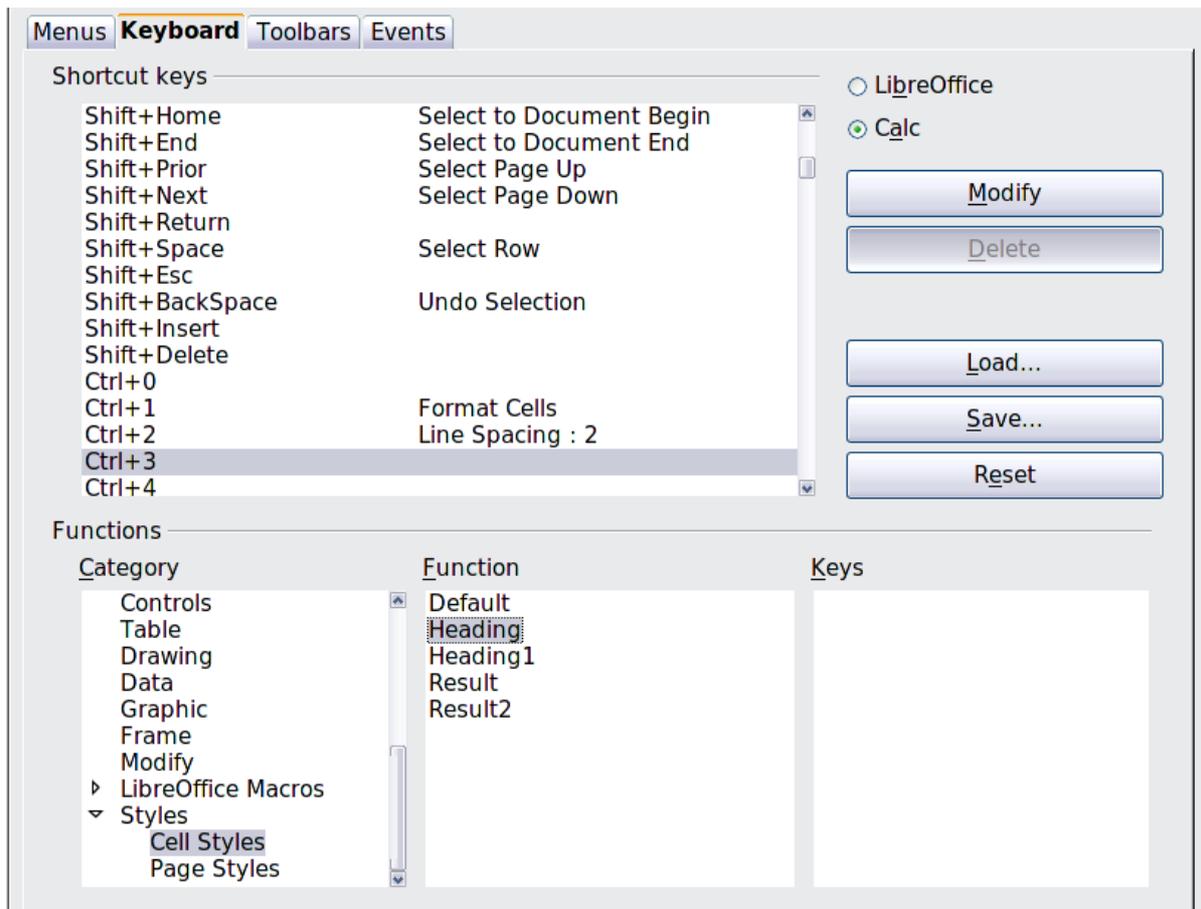


Figure 31: Assigning a cell style to a key combination

### Loading a saved keyboard configuration

To load a saved keyboard configuration file and replace your existing configuration, click the **Load** button near the bottom right of the Customize dialog, and then select the configuration file from the Load Keyboard Configuration dialog.

### Resetting the shortcut keys

To reset all of the keyboard shortcuts to their default values, click the **Reset** button near the bottom right of the Customize dialog. Use this feature with care as no confirmation dialog will be displayed; the defaults will be set without any further notice or user input.

### Running macros from key combinations

You can also define shortcut key combinations that will run macros. These shortcut keys are strictly user-defined; none are built in. For more information on macros, see Chapter 12, Calc Macros.

## Adding functionality with extensions

An extension is a package that can be installed into LibreOffice to add new functionality.

Although individual extensions can be found in different places, the official LibreOffice extension repository is at <http://extensions.libreoffice.org/>. Some extensions are free of charge; others are available for a fee. Check the descriptions to see what licenses and fees apply to the ones that interest you.

## Installing extensions

To install an extension that is listed in the repository, follow these steps:

- 1) In LibreOffice, select **Tools > Extension Manager** from the menu bar. In the Extension Manager dialog, click the **Get more extensions online** link.
- 2) A browser window will open. Find the extension you want and click the **Get [extension name]** link.
- 3) Depending on your operating system and browser settings, you may be able to select **Open with LibreOffice** from the download options and install the extension automatically.
- 4) If the extension is downloaded and saved, return to the Extension Manager dialog and click **Add**. Find and select the extension you want to install and click **Open**. The extension begins installing. You may be asked to accept a license agreement.
- 5) When the installation is complete, the extension is listed in the Extension Manager dialog.

To install an extension that is not listed in the repository, download the extension, then continue with step 3 above.

### Note

To install a *shared* extension, you need write access to the LibreOffice installation directory.

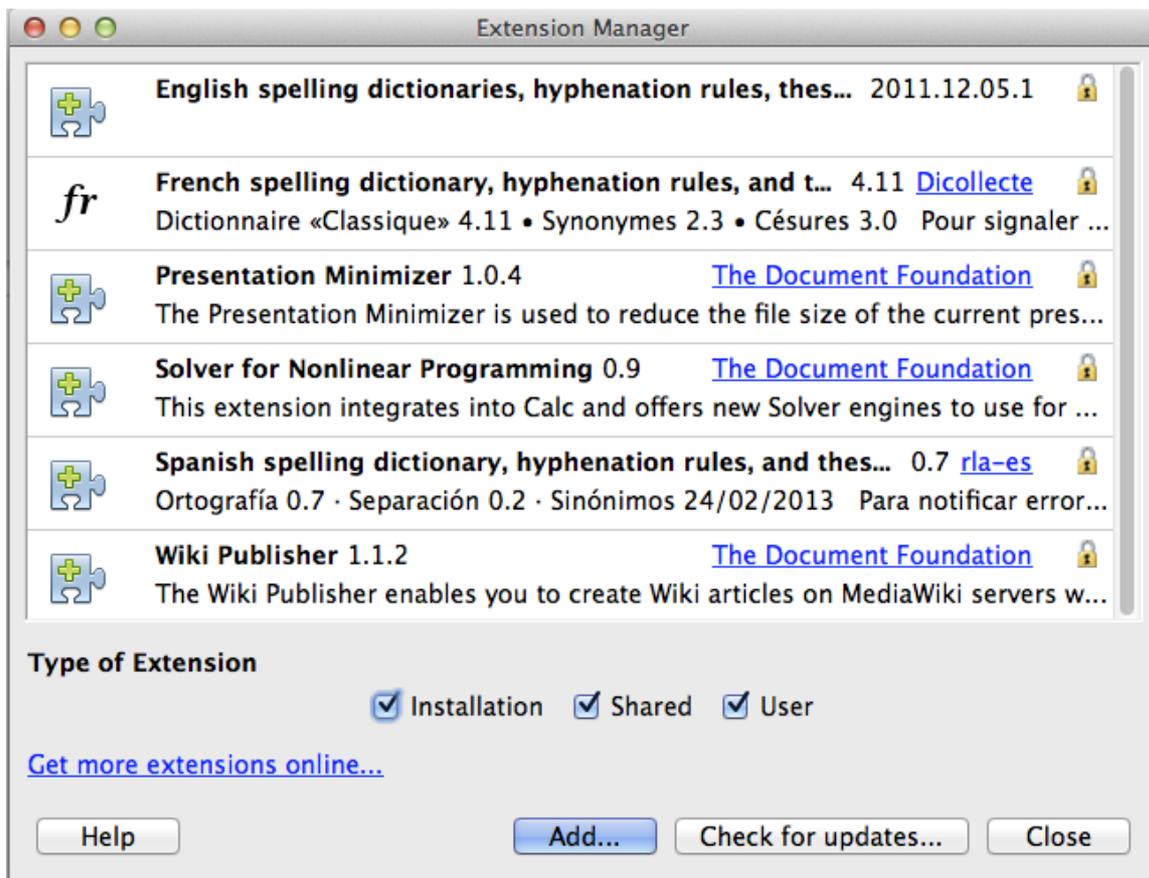


Figure 32: The Extension Manager dialog