LibreOffice
The Document Foundation

Calc Guide

Chapter 4
Using Styles and Templates in Calc

Bringing uniformity to your spreadsheets

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Note for Mac users

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.

Windows or Linux	Mac equivalent	Effect
Tools > Options menu selection	**LibreOffice > Preferences**	Access setup options
Right-click	*Control+click* or *right-click* depending on computer setup	Opens a context menu
Ctrl (Control)	⌘ (*Command*)	Used with other keys
F5	*Shift+⌘+F5*	Opens the Navigator
F11	*⌘+T*	Opens the Styles and Formatting window

Contents

What is a template?

A *template* is a model that you use to create other documents in a standard format. For example, you can create a template for invoices that has your company logo and address at the top of the page. This means that any new spreadsheets (invoices) created from this template will then have your company logo and address on the first page of the spreadsheet.

Templates can contain anything that regular documents can contain, such as text, graphics, styles, and user-specific setup information such as measurement units, language, default printer, and toolbar and menu customization.

All documents in LibreOffice are based on templates. You can create, or download and install, as many templates as you wish. If you do not specify a template when you start a new spreadsheet, any new spreadsheet is then based on the default template for spreadsheets that is included with LibreOffice Calc. This default template consists of a blank spreadsheet which you can customize to your needs and then, if you wish, use as a basis to create a custom default template. See "Setting default template" on page 21.

What are styles?

A *style* is a set or group of formats that you can apply to selected elements in a document to quickly change their appearance. When you apply a style, you apply a whole group of formats at the same time.

Many people manually format spreadsheet cells and pages without paying any attention to styles and are used to formatting documents according to *physical* attributes. For example, for the contents of a cell you might specify the font family, font size, and any character formatting such as **bold** or *italic*.

Styles are *logical* attributes. Using styles means that you stop applying attributes and characteristics individually (for example, font size 14pt, Times New Roman, bold, centered) and start using a style, for example Title. Applying attributes and characteristics is time consuming and prone to errors. In contrast, using a style, which has been defined to include the attributes and characteristics you want to use, will save you time and give greater consistency in formatting.

Styles also make major formatting changes easy. For example, you may decide to change the appearance of all subtotals in your spreadsheet to be 10 pt Arial instead of 8 pt Times New Roman after you have created a 15-page spreadsheet. You can change all of the subtotals in the document by simply changing the properties for the subtotal style.

Another type of style is a page style. Page styles allow you to define page margins, headers and footers, and other printing attributes giving you consistency each time you print a spreadsheet.

Styles

Calc style types

While some components of LibreOffice offer many style types, Calc offers only two: cell styles and page styles. These style types are explained in the following sections.

Cell styles

Cell styles are similar to paragraph styles used in LibreOffice Writer and are the most basic type of style in Calc. Cell styles are used for applying fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection to format the data contained within the cells.

A basic range of cell styles is supplied with LibreOffice. These styles are shown in Figure 1.

Initially, the basic styles are configured so that if you change the font family of *Default*, then all of the other styles will change to match. Creating, modifying, and accessing styles is explained in the following sections.
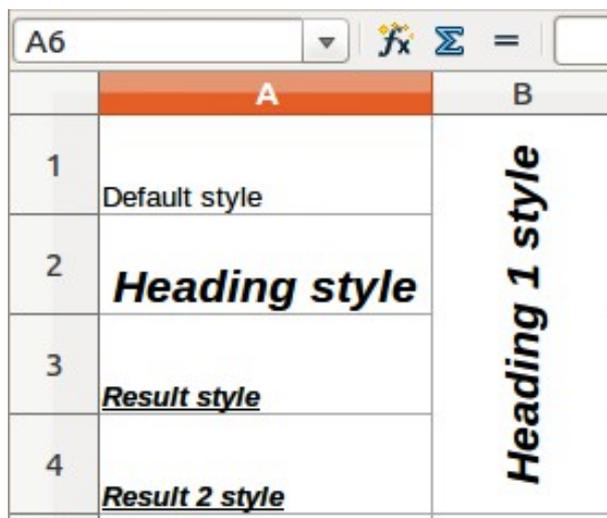
Figure 1: Examples of basic cell styles

Page styles

Page styles in Calc are applied to sheets. Although one sheet may print on several pages, only one page style can be applied to a sheet. If a spreadsheet file contains more than one sheet, then a different page style can be applied to each sheet. For example, a spreadsheet might contain one sheet to be printed in landscape orientation and the other sheets in the spreadsheet are printed in portrait orientation.

Two page styles are supplied with Calc: Default and Report. You can adjust many settings using page styles and you can also define as many page styles as you require.

Spreadsheets are primarily used onscreen and not printed, therefore Calc does not display the page style on the screen. If you want a spreadsheet to fit on a certain page size, you have to carefully control the column width and row height using **File > Page Preview** and **View > Page breaks preview** on the main menu bar to guide you.

Despite this limitation, it is recommended to define page styles for any spreadsheets that you are likely to print. This will help prevent any lost time or paper wastage due to trial and error.

Page styles allow you to set page size and orientation, page margins, headers and footers, borders and backgrounds, and the sequence for printing sheets.

Applying cell styles

To apply cell styles in Calc, you can use the Styles and Formatting dialog, Fill Format mode, the Apply Style list, or assign styles to shortcut keys.

Styles and Formatting dialog

1) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or

   click the **Styles and Formatting** icon on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).

Figure 2: Styles and Formatting dialog

2) Click on the **Cell Styles** icon in the Styles and Formatting dialog to open the list of cell styles.

3) Highlight the cell or group of cells where you want to apply a cell style.

4) Double-click on the cell style name in the Styles and Formatting dialog and the formatting attributes for that style are applied to the data contained in the cell or group of cells.

Note	The Styles and Formatting dialog can be docked into the main Calc workspace. To dock or undock the window, hold down the *Ctrl* key and double-click on the icon bar at the top of the dialog, or click anywhere in the dialog and use the keyboard combination *Ctrl+Shift+F10*.

Fill Format mode

The Fill Format mode is useful when you want to apply the same style to many scattered cells.

1) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or click the **Styles and Formatting** icon on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).

2) Select the style you want to apply.

3) Click on the **Fill Format mode** icon in the Styles and Formatting dialog and the cursor changes to a similar shape as the Fill Format Mode icon.

4) Click in each cell where you want to apply the formatting attributes.

5) When you have finished formatting cells, click the Fill Format Mode icon again or close the Styles and Formatting dialog.

Note	When this mode is active, a right-click anywhere in the document cancels the last Fill Format action. Be careful not to accidentally right-click and thus cancel any formatting actions you want to keep.

Apply Style list

The **Apply Style** drop-down list used to select a style for selected cells is not normally included on the Formatting toolbar in Calc and has to be added as follows:

1) Right-click in a blank space on the Formatting toolbar and select **Visible Buttons** from the context menu (Figure 3).

2) Click on **Apply Style** and the context menus close. The Apply Style list now appears at the left end of the Formatting toolbar.
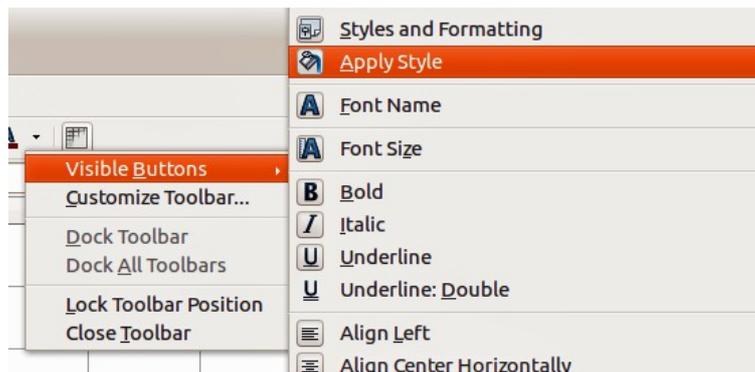
Figure 3: Adding an Apply Style list to the Formatting toolbar

Apply a style using the Apply Styles drop-down list as follows:

1) Select a cell or a group of cells in your spreadsheet.
2) Click the small triangle to open the drop-down list for Apply Styles.
3) Select the style you require and the formatting attributes of the selected style are applied to the selected cells.
4) Each style in the drop-down menu is displayed with its preview, but only few styles are available. Click on **More** to go to the Styles and Formatting dialog where all cell styles are available.

Assigning shortcut keys

You can create keyboard shortcuts to apply commonly-used cell or page styles, including any custom styles that you have created. See *Chapter 14 Setting up and Customizing Calc* for more information.

Applying page styles

When a page style has been applied to a sheet within a spreadsheet, the page style being used is indicated on the Status Bar as shown in Figure 4.
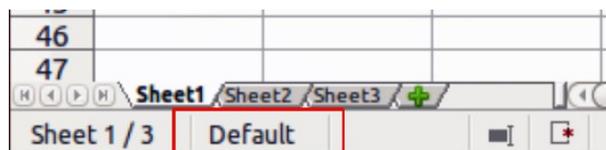
Figure 4: Page style indicated on Status Bar

1) Select the sheet to be styled by clicking on its sheet tab at the bottom of the displayed spreadsheet.
2) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or click the **Styles and Formatting** icon on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).
3) In the Styles and Formatting dialog, click on the **Page Styles** icon .
4) Double-click on the required page style.

Creating new or custom styles

You can create new or custom styles using the Styles and Formatting dialog or creating a new style from a selection.

Note	Any new or custom styles apply only to your spreadsheet and are not saved in the template. To save new styles in a template, see "Templates" on page 20 for more information.

New style from styles and Formatting dialog

1) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or click the **Styles and Formatting** icon on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).

2) To create a new cell style, click on the **Cell Styles** icon in the Styles and Formatting dialog to open the list of cell styles.

3) To create a new page style, click on the **Page Styles** icon in the Styles and Formatting dialog to open the list of page styles.

4) Right-click in the Styles and Formatting dialog and select **New** from the context menu to open either the Cell Style dialog (Figure 5) or the Page Style dialog (Figure 6).

5) Use the various tabbed pages in the dialogs to set the attributes for your new style. See "Cell style attributes" on page 10 and "Page style attributes" on page 14 for more information.

6) Click **OK** to close the dialog and save your new style.
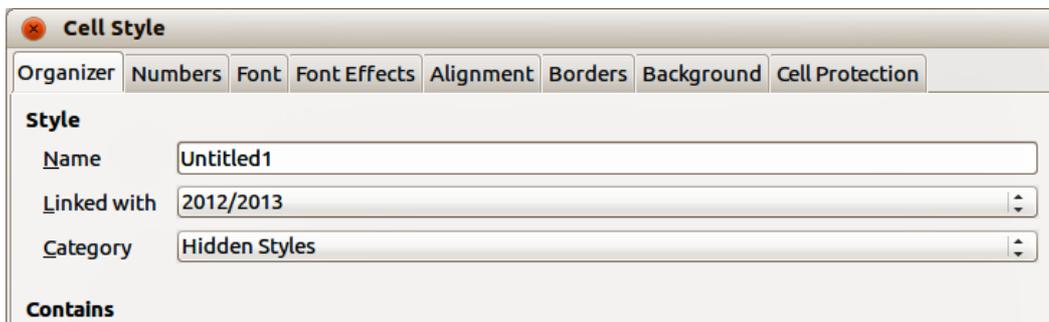

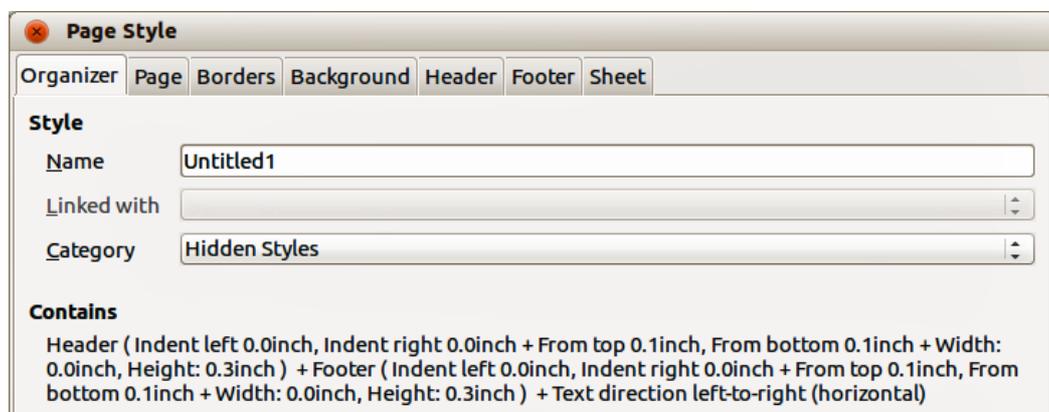
Figure 5: Cell Style dialog – Organizer page

Figure 6: Page Style dialog – Organizer page

New style from a selection

1) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or click the **Styles and Formatting** icon on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).

2) To create a new cell style, click on the **Cell Styles** icon in the Styles and Formatting dialog to open the list of cell styles.

3) To create a new page style, click on the **Page Styles** icon in the Styles and Formatting dialog to open the list of page styles.

4) Select the style you want to use as a base for your new style.

5) Click the **New Style from Selection** icon to open the Create Style dialog (Figure 7).

6) Type a name for the new style. The list box displays the names of any existing custom styles used in the spreadsheet.

7) Click **OK** to save the new style.

8) Right-click on the new style and select **Modify** from the context menu to open a dialog where you can change the style attributes. See "Cell style attributes" on page 10 and "Page style attributes" on page 14 for more information.
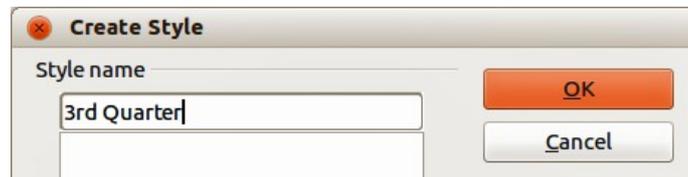
Figure 7: Create Style dialog

Note	Style names are case sensitive. You can define, for example, a style called *red* and another style called *Red*. Make sure all style names are sufficiently different to prevent any confusion.

Cell style attributes

The following attributes are available on the tabbed pages of the Cell Style dialog (Figure 5).

Organizer

- **Name** – displays the name of the selected style. If you are creating or modifying a custom style, enter a name for the style. You cannot change the name of a predefined style.
- **Linked with** – select an existing style that you want to base the new style on, or select none to define your own style.
- **Category** – displays the category for the current style. If you are creating or modifying a new style, select *Custom Style* from the list. You cannot change the category for a predefined style.
- **Contains** – describes the relevant formatting used in the current style.

Numbers

- **Category** – select a category from the list and then select a formatting style in the Format box.
- **Format** – select how you want the contents of the selected cell(s) to be displayed. The code for the selected option is displayed in the **Format Code** box.

When you select *Currency* as a category, you have to select a currency from the drop-down list and then select the format to use from the available options for that currency.

The format code for currencies uses the form [$xxx-nnn], where xxx is the currency symbol, and nnn the country code. Special banking symbols, such as EUR (for Euro), do not require the country code. The currency format is not dependent on the language that you select in the **Language** box.

The default currency format for a cell is determined by the regional settings of your operating system.

- **Language** – specifies the language setting for the selected cells. With the language set to Automatic, LibreOffice automatically applies the number formats associated with the system default language. Select any language to fix the settings for the selected cells. The language setting ensures that date and currency formats are preserved even when the document is opened in an operating system that uses a different default language setting.

- **Options** – specify the options for the selected format.
  - *Decimal places* – enter the number of decimal places that you want to display.
  - *Leading zeroes* – enter the maximum number of zeroes to display in front of the decimal point.
  - *Negative numbers in red* – changes the font color of negative numbers to red.
  - *Use thousands separator* – inserts a separator between thousands. The type of separator that is used depends on your language settings.

- **Format code** – displays the number format code for the selected format. You can also enter a custom format. The following options are only available for user-defined number formats.

- **Preview Field** – displays a preview of the current selection.

Font

The changes are applied to the current selection, to the entire word that contains the cursor, or to the new text that you type. Depending on your language settings, you can change the formatting for the following font types:

- Western text font – Latin character sets
- Asian text font – Chinese, Japanese, or Korean character sets
- Complex text layout font – right-to-left text direction

Note	To enable support for complex text layout and Asian character sets, go to **Tools > Options > Language Settings > Languages** and select **Enabled**.

- **Font** – enter the name of an installed font family that you want to use, or select a font from the list.
- **Style** – select the formatting you want to apply: **Bold** or *Italic*.
- **Size** – enter or select the font size that you want to apply. For scalable fonts, you can also enter decimal values. If you are creating a style that is based on another style, you can enter a percentage value or a point value (for example, –2pt or +5pt).
- **Language** – sets the language that the spelling checker uses for the selected text or the text that you type. The spelling checker for the selected language only functions when you have installed the corresponding language module. A language entry has a check mark in front of it if the spelling checker is activated for that language.
- **Preview** – displays a preview of the current selection.

Font Effects

The changes are applied to the current selection, to the entire word that contains the cursor, or to the new text that you type.

- **Font Color** – sets the color for the selected text. If you select *Automatic*, the text color is set to black for light backgrounds and to white for dark backgrounds.
- **Relief** – select a relief effect to apply to the selected text. The *Embossed* relief makes the characters appear as if they are raised above the page. The *Engraved* relief makes the characters appear as if they are pressed into the page.
- **Outline** – displays the outline of the selected characters. This effect does not work with every font.
- **Shadow** – adds a shadow that casts below and to the right of the selected characters.
- **Overlining** – select the overlining style that you want to apply. To apply the overlining to words only, select **Individual words**.
- **Overline color** – select the color for the overlining.
- **Strikethrough** – select a strikethrough style for the selected text.

Note	If you save your document in MS Word format, all of the strikethrough styles are converted to the single line style.

- **Underlining** – select the underlining style that you want to apply. To apply the underlining to words only, select **Individual words**.

  If you apply underlining to a superscript text, the underlining is raised to the level of the superscript. If the superscript is contained in a word with normal text, the underlining is not raised.
- **Underline color** – select the color for the underlining.
- **Individual words** – applies the selected effect only to words and ignores spaces.
- **Preview** – displays a preview of the current selection.

Alignment

- **Text alignment** – sets the alignment options for the contents of the current cell, or the selected cells.
  - *Horizontal* – select the horizontal alignment option that you want to apply to the cell contents.
  - *Default* – aligns numbers to the right and text to the left.
  - *Left* – aligns the contents of the cell to the left.
  - *Right* – aligns the contents of the cell to the right.
  - *Center* – horizontally centers the contents of the cell.
  - *Justified* – aligns the contents of the cell to the left and to the right cell borders.
  - *Filled* – repeats the cell contents (number and text) until the visible area of the cell is filled. This feature does not work on text that contains line breaks.
  - *Distributed* – aligns contents evenly across the whole cell. Unlike *Justified*, it also justifies the very last line of text.
  - *Indent* – indents from the left edge of the cell by the amount that you enter.
  - *Vertical* – select the vertical alignment option that you want to apply to the cell contents.
  - *Default* – aligns the cell contents to the bottom of the cell.

- *Top* – aligns the contents of the cell to the upper edge of the cell.
- *Bottom* – aligns the contents of the cell to the lower edge of the cell.
- *Middle* – vertically centers the contents of the cell.
- *Justified* – aligns the contents of the cell to the top and to the bottom cell borders.
- *Distributed* – aligns contents evenly across the whole cell. Unlike *Justified*, it also justifies the very last line of text.
- **Text orientation** – defines the text direction of cell contents.
  - *ABCD wheel* – click anywhere in the wheel to define the text orientation. The characters "ABCD" on the wheel correspond to the new setting.
  - *Vertically stacked* – assigns vertical text orientation for cell contents.
  - *Degrees* – allows you to manually enter the orientation angle. A positive number rotates the text to the left and a negative number rotates the text to the right.
  - *Reference edge* – specify the cell edge from which to write the rotated text.
    Text Extension From Lower Cell Border – writes the rotated text from the bottom cell edge outwards.
    Text Extension From Upper Cell Border – writes the rotated text from the top cell edge outwards.
    Text Extension Inside Cells – writes the rotated text only within the cell.
- **Properties** – determine the text flow in a cell.
  - *Wrap text automatically* – wraps text onto another line at the cell border. The number of lines depends on the width of the cell. To enter a manual line break, press *Ctrl+Enter* in the cell.
  - *Hyphenation active* – enables word hyphenation for text wrapping to the next line.
  - *Shrink to fit cell size* – reduces the apparent size of the font so that the contents of the cell fit into the current cell width. You cannot apply this command to a cell that contains line breaks.

Borders

Sets the border attributes for the selected cells.

- **Line arrangement** – select a predefined border style to apply. In a spreadsheet, you can also add or remove predefined borders with the **Borders** icon on the Table toolbar.
- **Line** – select the border style, width, and color that you want to apply. The style is applied to the borders selected in the preview.
- **Spacing to contents** – specify the amount of space that you want to leave between the border and the contents of the selection.
  - *Left* – enter the distance between the left border and the contents of the selection.
  - *Right* – enter the distance between the right border and the contents of the selection.
  - *Top* – enter the distance between the top border and the contents of the selection.
  - *Bottom* – enter the distance that between the bottom border and the contents of the selection.
  - *Synchronize* – applies the same spacing to contents setting to all four borders when you enter a new distance.
- **Shadow style** – applies a shadow effect to borders. For the best results, only apply this effect when all four borders are visible. Graphics or objects that are anchored to a frame in

the document cannot exceed the size of the frame. If you apply a shadow to the borders of an object that fills an entire frame, the size of the object is reduced to display the shadows.

– *Position* – select a shadow style for the selected borders.

– *Distance* – enter the distance the shadow extends from the object.

– *Color* – select a color for the shadow.

Background

Select a color that you want to use as a background for your selected cells. To remove a background color, select *No Fill*.

Cell protection

- **Hide all** – hides formulas and contents of the selected cells.
- **Protected** – prevents the selected cells from being modified. This cell protection only takes effect if you also protect the sheet.
- **Hide formula** – hides formulas in the selected cells.
- **Hide when printing** – prevents the selected cells from being printed.

Page style attributes

The following attributes are available on the various tabbed pages of the Pages Style dialog (Figure 6).

Organizer

- **Name** – displays the name of the selected style. If you are creating or modifying a custom style, enter a name for the style. You cannot change the name of a predefined style.
- **Linked with** – select an existing style that you want to base the new style on, or select none to define your own style.
- **Category** – displays the category for the current style. If you are creating or modifying a new style, select *Custom Style* from the list. You cannot change the category for a predefined style.
- **Contains** – describes the relevant formatting used in the current style.

Page

You can define page layouts for single and multiple-page documents, as well as page numbering and paper formats.

- **Paper format** – select from a list of predefined paper sizes, or define a custom paper format.
  - *Format* – select a predefined paper size, or create a custom format by entering the dimensions for the paper in the *Height* and *Width* boxes.
  - *Width* – displays the width of the selected paper format. To define a custom format, enter a width here.
  - *Height* – displays the height of the selected paper format. To define a custom format, enter a height here.
  - *Orientation: Portrait* – displays and prints the current document with the paper oriented vertically.
  - *Orientation: Landscape* – displays and prints the current document with the paper oriented horizontally.

- *Paper tray* – select the paper source for your printer. If you want, you can assign different paper trays to different page styles. For example, you can assign a different tray for the first page style in your spreadsheet and load the tray with your company letterhead paper.
- **Margins** – specify the amount of space to leave between the edges of the page and the document text.
  - *Left/Inner* – enter the amount of space to leave between the left edge of the page and the document text. If you are using *Mirrored* page layout, enter the amount of space to leave between the inner text margin and the inner edge of the page.
  - *Right/Outer* – enter the amount of space to leave between the right edge of the page and the document text. If you are using *Mirrored* page layout, enter the amount of space to leave between the outer text margin and the outer edge of the page.
  - *Top* – enter the amount of space to leave between the upper edge of the page and the document text.
  - *Bottom* – enter the amount of space to leave between the lower edge of the page and the document text.
- **Layout settings** – select the page layout style to use in the current document.
  - *Page layout: Right and left* – shows both odd and even pages with left and right margins as specified.
  - *Page layout: Mirrored* – shows both odd and even pages with inner and outer margins as specified. Use this layout if you want to bind the printed pages like a book. Enter the binding space as the *Inner* margin.
  - *Page layout: Only right* – shows only odd (right) pages. Even pages are shown as blank pages.
  - *Page layout: Only left* – shows only even (left) pages. Odd pages are shown as blank pages.
  - *Format* – select the page numbering format to use for the page style.
  - *Table alignment: Horizontal* – centers the cells horizontally on the printed page.
  - *Table alignment: Vertical* – centers the cells vertically on the printed page.

Borders and Background

See "Borders" and "Background" in "Cell style attributes" above for information on how to set the borders and background for page styles.

Header

Adds a header to the page style. A header is an area in the top page margin where you can add text or graphics.

- **Header on** – adds a header to the page style.
- **Same content left/right** – even and odd pages share the same content. To assign a different header to even and odd pages, deselect this option and then select **Edit**.
- **Left margin** – enter the amount of space to leave between the left edge of the page and the left edge of the header.
- **Right margin** – enter the amount of space to leave between the right edge of the page and the right edge of the header.
- **Spacing** – enter the amount of space to maintain between the bottom edge of the header and the top edge of the document text.

- **Height** – enter the height that you want for the header.
- **AutoFit height** – automatically adjusts the height of the header to fit the content.
- **Preview** – displays a preview of the current selection.
- **More** – defines a border, background color, or background pattern for the header.
- **Edit** – allows you to add or edit header text.

Footer

Adds a footer to the page style. A footer is an area in the bottom page margin where you can add text or graphics. See "Header" above for information on the available options you can use for a footer.

Sheet

Specifies the elements to be included in the printout of all sheets with the page style. Additionally, you can set the print order, the first page number, and the page scale.

- **Page Order** – defines the order in which data in a sheet is numbered and printed when it does not fit on one printed page.
  - *Top to bottom, then right* – prints vertically from the left column to the bottom of the sheet.
  - *Left to right, then down* – prints horizontally from the top row of the sheet to the right column.
  - *First page number* – select this option if you want the first page to start with a number other than 1.
- **Print** – defines which elements of the spreadsheet are to be printed.
  - *Column and row headers* – specifies whether you want the column and row headers to be printed.
  - *Grid* – prints the borders of the individual cells as a grid. For the view on screen, make your selection in **Tools > Options ->LibreOffice Calc ->View > Grid lines**.
  - *Comments* – prints the comments defined in your spreadsheet. They will be printed on a separate page along with the corresponding cell reference.
  - *Objects/graphics* – includes all inserted objects (if printable) and graphics with the printed document.
  - *Charts* – prints the charts that have been inserted into your spreadsheet.
  - *Drawing objects* – includes all drawing objects in the printed document.
  - *Formulas* – prints the formulas contained in the cells, instead of the results.
  - *Zero values* – specifies that cells with a zero value are printed.
- **Scale** – defines a page scale for the printed spreadsheet.
  - *Scaling mode* – select a scaling mode from the drop-down list. Appropriate controls will be shown below this option.
  - *Reduce/enlarge printout* – specifies a scaling factor to scale all printed pages.
  - *Scaling factor* – enter a percentage figure for scaling your spreadsheet for printing. The default setting is 100%.
  - *Fit print range(s) to width/height* – specifies the maximum number of pages horizontally (width) and vertically (height) on which every sheet with the same page style is to be printed.

The print ranges are always scaled proportionally, so the resulting number of pages may be less than specified.

You may deselect one of the options, then the unspecified dimension will use as many pages as necessary.

If you deselect both options, this will result in a scaling factor of 100%.

– *Width in pages* – enter the maximum number of pages to be printed horizontally across.

– *Height in pages* – enter the maximum number of pages to be printed vertically stacked.

– *Fit print range(s) on number of pages* – specifies the maximum number of pages on which every sheet with the same page style is to be printed. The scale will be reduced as necessary to fit the defined number of pages.

– *Number of pages* – enter the maximum number of pages to be printed.

Modifying and updating styles

Modifying styles

1) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or click the **Styles and Formatting** icon 📑 on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).

2) To modify a cell style, click on the **Cell Styles** icon 🔲 in the Styles and Formatting dialog to open the list of cell styles.

3) To modify a page style, click on the **Page Styles** icon 🗋 in the Styles and Formatting dialog to open the list of page styles.

4) Right-click on the style name you want to modify and select **Modify** from the context menu to open either the Cell Style dialog (Figure 5) or the Page Style dialog (Figure 6).

5) Make the necessary changes to the style attributes. For more information on style attributes, see "Cell style attributes" on page 10 and "Page style attributes" on page 14.

6) Click **OK** to save the changes and close the dialog.

Note	The **Modify** command is unavailable if one or more sheets are protected, even if the style to be modified is being used in an unprotected sheet.

Updating styles

Updating styles can only be carried out on cell styles as follows:

1) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or click the **Styles and Formatting** icon 📑 on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).

2) Click on the **Cell Styles** icon 🔲 in the Styles and Formatting dialog to open the list of cell styles.

3) Select a cell on the spreadsheet that is using the cell style you want to update and highlight the data in the cell. The cell style name will be highlighted in the Styles and Formatting dialog.

4) Make the necessary format changes to the data.

5) Click on the **Update Style** icon and the cell style attributes will be updated with your changes. Any other cells using the same cell style will also be updated to with your changes.

Hiding, showing and displaying styles

Hiding styles

Hiding styles can only be carried out on cell styles as follows. Only styles that are not being used in the spreadsheet can be hidden.

1) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or click the **Styles and Formatting** icon on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).

2) Click on the **Cell Styles** icon in the Styles and Formatting dialog to open the list of cell styles.

3) Right click on an unused cell style and select **Hide** from the context menu. The style is then moved to the *Hidden Styles* category in the Styles and Formatting dialog.

Showing styles

1) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or click the **Styles and Formatting** icon on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).

2) Click on the drop-down list at the bottom of the Styles and Formatting dialog and select *Hidden Styles* from the list.

3) Right click on the hidden style you want to show and select **Show** from the context menu. The style will then be displayed in the Styles and Formatting dialog.

Displaying styles

The Styles and Formatting dialog can display different categories of styles as follows:

1) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or click the **Styles and Formatting** icon on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).

2) Click on the drop-down list at the bottom of the Styles and Formatting dialog.

3) Select the style category you want displayed in the Styles and Formatting dialog. The categories are as follows:

– *Hierarchical* – lists the styles used in an outline and normally only applies to documents that use a hierarchical outline.

– *All Styles* – lists all the styles that are available in Calc and in your spreadsheet, except for *Hidden Styles*.

– *Hidden Styles* – lists all the styles that have been hidden in a spreadsheet.

– *Applied Styles* – lists only the styles that have been applied to the spreadsheet.

– *Custom Styles* – lists only the styles that you have created for use in a spreadsheet or a template.

Copying cell styles

To copy a cell style already in use to another cell in your spreadsheet or into a cell in another spreadsheet:

1) Click one of the cells that has been assigned the style you want to copy, and then copy the cell to the clipboard.

2) Select the cells that are to receive the same formatting as the copied cell.

3) Go to **Edit > Paste Special** on the menu bar to open the Paste Special dialog (Figure 8).

4) Make sure that only **Formats** is selected and click **OK** to paste the style formatting attributes into the cell.
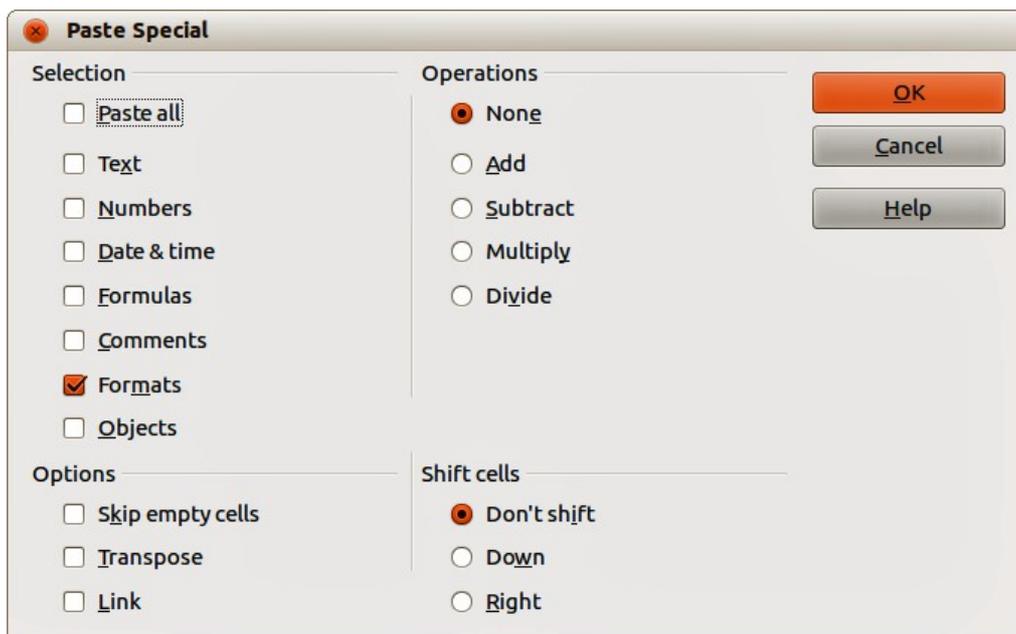

Figure 8: Paste Special dialog

Deleting styles

You can only delete styles that you have created. The styles that are included with LibreOffice as part of the software installation cannot be deleted.

1) Go to **Format > Styles and Formatting** on the main menu bar, or press the *F11* key, or click the **Styles and Formatting** icon on the Formatting toolbar to open the Styles and Formatting dialog (Figure 2).

2) To delete a cell style, click on the **Cell Styles** icon in the Styles and Formatting dialog to open the list of cell styles.

3) To delete a page style, click on the **Page Styles** icon in the Styles and Formatting dialog to open the list of page styles.

4) Right-click on the style you want to delete and select **Delete** from the context menu.

5) Select **Yes** on the warning message that opens to delete the style. Any data in a cell or a sheet in the spreadsheet that used the deleted style will revert to the Default style included with Calc.

Templates

Creating templates

Templates are created from a new or existing spreadsheet as follows:

1) Open a new or existing spreadsheet that you want to use as a base for a template.

2) Add any necessary pre-defined content that you want to appear in a spreadsheet each time you use the new template. For example, company logo and name, company information, page numbers, and so on.

3) Create all the cell and page styles that you want to use in your new template.

4) Go to **File > Save as Template** on the main menu bar, or use the keyboard combination *Shift+F11* to open the Template Manager dialog (Figure 9).

5) Double-click to open the folder where you want to save your template or create a new folder for spreadsheet templates. It is recommended to use the My Templates folder for all your LibreOffice templates.

6) Click the **Save** icon and type a memorable name for your template.
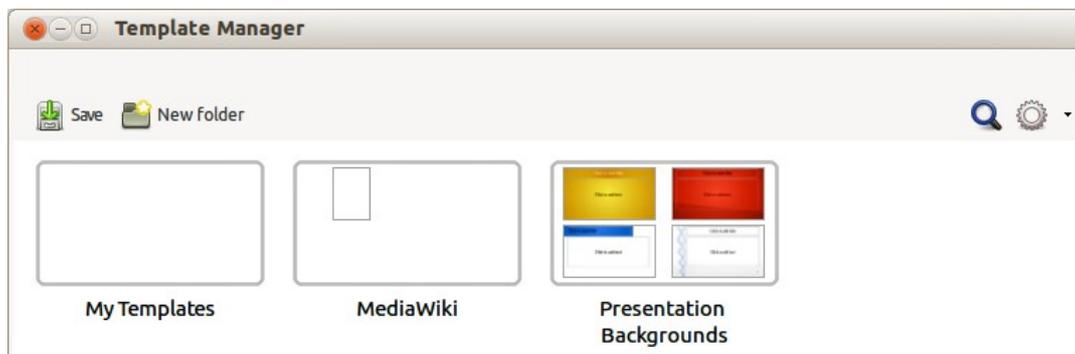
7) Click **OK** to save the new template.

Figure 9: Template Manager dialog

Note	When you create and save a spreadsheet template, it will be automatically saved in the Spreadsheets section in the Template Manager.

Editing templates

1) Go to **File > New > Templates** on the main menu bar, or click on the **Templates** button on the LibreOffice opening dialog to open the Template Manager dialog. By default, the Template Manager opens in the My Templates folder.

2) Click on the Spreadsheets tab or navigate to the folder where you have saved your spreadsheet templates.

3) Select the template that you want to edit. When you do this, a row of icons appears above the templates (see Figure 10).

4) Click the **Edit** icon and the spreadsheet template opens in Calc.

5) Make all necessary to the template content, cell styles, and page styles just as you would with a spreadsheet.

6) Go to **File > Save** on the menu bar to save your changes, or go to **File > Save As Template** on the main menu bar to save the edited template as a new template.
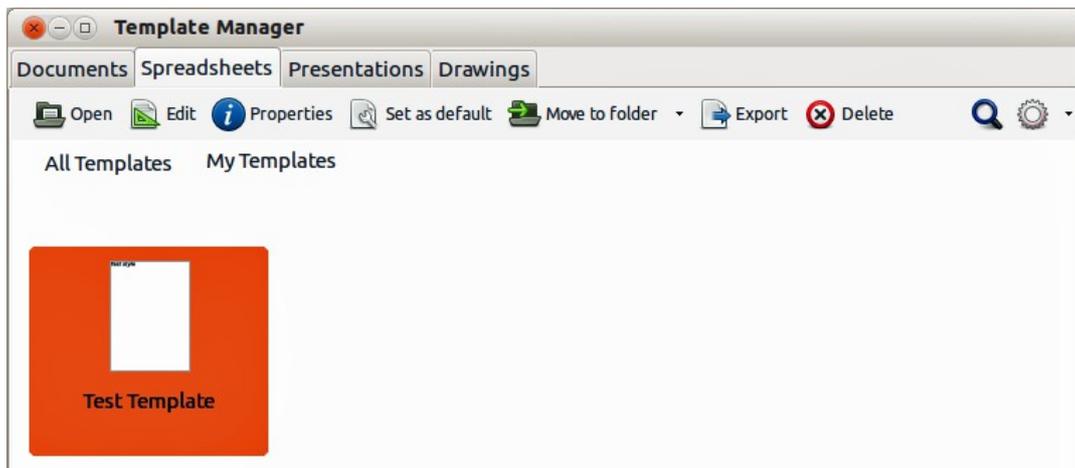
Figure 10: Template Manager dialog – Editing templates

Creating spreadsheets from templates

To create a spreadsheet from a template:

1) Go to **File > New > Templates** on the main menu bar to open the Template Manager dialog (Figure 10).

2) Select the Spreadsheets tab and navigate to the folder where the template is located. The default folder for templates is My Templates.

3) Select the template you want to use and click on the **Open** icon , or double-click on the template to open it. The Template Manager closes and a new spreadsheet opens in Calc.

4) Go to **File > Save As** on the main menu bar, or use the keyboard combination *Ctrl+Shift+S* and save your new spreadsheet with the filename you want to use.

Updating styles from a changed template

If you make any changes to a template and its styles, the next time you open a spreadsheet that was created before you changed the template, a confirmation message is displayed.

1) Click **Update Styles** to apply the changed styles in the template to the spreadsheet.

2) Click **Keep Old Styles** if you do not want to apply the changed styles in the template to the spreadsheet.

Note	If you select **Keep Old Styles**, the confirmation message will not appear again the next time you open the spreadsheet using the same changed template.

Setting default template

If you create a new spreadsheet using **File > New > Spreadsheet** on the main menu bar, Calc creates the document from the default template for spreadsheets. You can, however, set any template as the default template. You can also reset the default template to the Calc default template at a later date if you want to.

Setting a template as default

You can set any template to be the default, but the template must be located in one of the folders displayed in the Template Manager dialog.

1) Go to **File > New > Templates** on the main menu bar to open the Template Manager dialog (Figure 10).

2) Navigate to the folder containing the template that you want to set as the default.

3) Select the template.

4) Click on the **Set As Default** icon . The next time that you create a new spreadsheet, it will be created from this template.

Resetting default template

To set the default spreadsheet template back to the default template supplied with Calc:

1) Go to **File > New > Templates** on the main menu bar to open the Template Manager dialog (Figure 10).

2) Click on the **Action Menu** icon.

3) Select **Reset Default Template > Spreadsheet** from the context menu. The next time that you create a new spreadsheet, it will be created using the Calc default template.

Note	Resetting the default template back to the Calc default template is only available if the default has been changed previously.

Associating spreadsheets with a different template

At times you might want to use or associate a spreadsheet with a different template. The main advantage of associating a spreadsheet with a different template is that it makes it easier to update the styles if the requirement arises.

For best results when associating spreadsheets with another template is to make sure that the style names in the spreadsheet and in the template are the same. If the names are not the same, you will need to use Search and Replace function in Calc to replace the old styles with new ones. See *Chapter 2 Entering, Editing, and Formatting Data* for more information about finding and replacing styles.

1) Go to **File > New > Templates** on the main menu bar to open the Template Manager dialog (Figure 10).

2) Navigate to the folder containing the template that you want to use.

3) Double click on the template and a new blank spreadsheet is created.

4) Open the spreadsheet you want to associate with the template.

5) Go to **Edit > Select All** on the main menu bar, or use the keyboard combination *Ctrl+A* to select everything in the spreadsheet you want to change.

6) Go to **Edit > Copy** on the main menu bar, or use the keyboard combination *Ctrl+C* to copy the spreadsheet data to the clipboard.

7) Close the old spreadsheet without saving.

8) In the new blank spreadsheet, go to **Edit > Paste** on the main menu bar, or use the keyboard combination *Ctrl+V* to paste the data into the spreadsheet.

9) Go to **File > Save As** on the main menu bar, or use the keyboard combination *Ctrl+Shift+S* to save this new spreadsheet with the filename as the old spreadsheet.

10) When asked, confirm that you want to overwrite the old file.

Organizing templates

LibreOffice can only use templates that are in its template folders. You can create new template folders and use them to organize your templates and import templates into these folders. For example, you might have one template folder for sales templates and another for invoice templates. You can also export templates.

Tip	The location of template folders in LibreOffice depends on the operating system of your computer. If you want to know where the template folders are located, go to **Tools > Options > LibreOffice > Paths**.

Creating template folders

1) Go to **File > New > Templates** on the main menu bar to open the Template Manager dialog. If necessary, click on *All Templates* to display the view shown in Figure 9.

2) Click the **New Folder** icon .
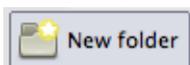
3) In the pop-up dialog, type a name for the new folder and click **OK**. The new folder now appears in the list of folders.

Deleting template folders

You cannot delete template folders supplied with LibreOffice. You can only delete template folders that you have created.

1) Go to **File > New > Templates** on the main menu bar to open the Template Manager dialog (Figure 10).

2) Select the folder that you want to delete.

3) Click the **Delete** icon .

4) Click **Yes** to confirm the deletion and the folder and templates inside the folder are deleted.

Moving templates

To move a template from one template folder to another template folder:

1) Go to **File > New > Templates** on the main menu bar to open the Template Manager dialog (Figure 10).

2) Navigate to the folder containing the template that you want to move to another folder.

3) Select the template you want to move.

4) Click the **Move to folder** icon and select the folder you want to use from the context menu. The selected template is moved to the folder.

Deleting templates

You cannot delete templates supplied with LibreOffice. You can only delete templates that you have created or imported.

1) Go to **File > New > Templates** on the main menu bar to open the Template Manager dialog (Figure 10).

2) Select the folder that you want to delete.

3) Click the **Delete** icon .

4) Click **Yes** to confirm the deletion and the folder and templates inside the folder are deleted.

Importing templates

You can import and add templates to your collection as follows:

1) Open your browser software and locate the web page where the template is located. It is recommended to use the link http://templates.libreoffice.org/template-center which will take you to the LibreOffice Template Center where you will find several templates that are fully compatible with LibreOffice.

2) Download the template you want to use.

3) In Calc, go to **File > New > Templates** to open the Template Manager dialog (Figure 11).

4) Click on the **Import** icon and navigate to the folder where the downloaded template is located on your computer.

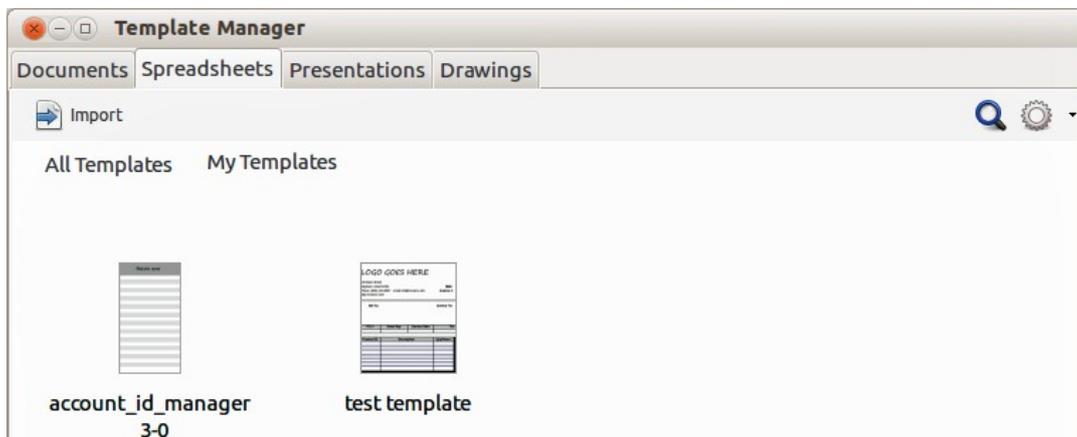5) Select the template and click **Open**. After import, the template becomes available in the Template Manager.

Figure 11: Template Manager dialog – Importing templates

Note	It is recommended to import templates using the above procedure as this places the templates into the correct location for LibreOffice to locate the templates.

Exporting templates

To export a template from a template folder to another location:

1) Go to **File > New > Templates** on the main menu bar to open the Template Manager dialog (Figure 10).

2) Navigate to the folder containing the template that you want to export.

3) Select the template that you want to export.

4) Click the **Export** icon and the Save As dialog opens.

5) Navigate to the location where you want to export the template and click **Save**. If necessary, you can also rename the template.