MyOffice
Spreadsheet

User Guide

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LIST OF ABBREVIATIONS

The abbreviations used herein are specified in Table 1.

Table 1. Abbreviations and definitions

Abbreviation	Definition
OS	Operating system

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1 ABOUT

1.1 General information

MyOffice Spreadsheet is an editor for creating spreadsheets, running calculations, analyzing data, forming summary reports, and automating data processing using macro commands on Linux, Windows, and macOS operating systems.

MyOffice Spreadsheet is included in the following suites:
– MyOffice Professional 2
– MyOffice Standard 2
– MyOffice Education

For a detailed description of the application features, please refer to your product-specific Feature list.

> (!) The application functionality may vary depending on the product and operating system.

1.2 System requirements

For a list of software and hardware requirements, please refer to your product's Installation Guide.

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1.3 Limitations

1.3.1 Supported file formats

Table 2 contains a list of formats supported by MyOffice Spreadsheet.

Table 2. Supported file formats

If you want to...	Supported file formats
Open or import files	.xls, .xlsx, .ods, .xods, .csv, .scsv, .tsv, .tab, .txt, .xlsm, .xots
Save files	.xlsx, .ods,. xods
Export files	.pdf, .pdf/a-1, .csv, .tab, .scsv, .tsv, .txt, .xots

Opening/importing .xls files is not available on macOS.

1.3.2 Supported interface languages

– English

– French

– Russian

2 BEFORE YOU BEGIN

2.1 Install the application

The installation procedure for MyOffice solutions is described in the document MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation desktop applications. Installation Guide.

If you installed MyOffice solutions on Windows OS according to the procedure described in Section 2.2 of the above-mentioned document and you see the shortcuts shown on Figure 1 and Figure 2 on your desktop and in the main menu of the OS, that means you've successfully installed MyOffice Spreadsheet:
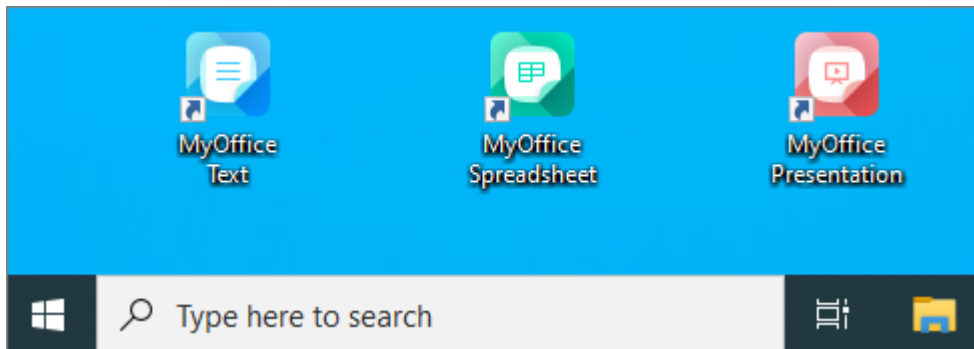
Figure 1. MyOffice desktop shortcuts for Windows OS
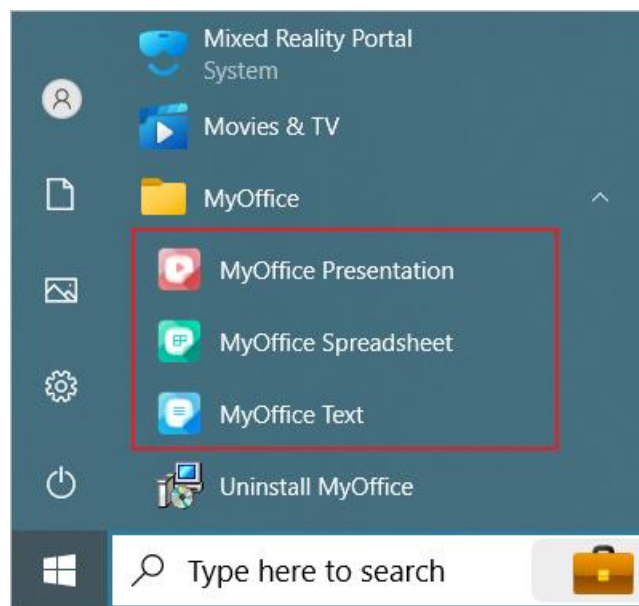
Figure 2. MyOffice Start menu shortcuts for Windows OS

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MyOffice software for Linux is considered installed if, as a result of the actions described in Section 2.3 of the above-mentioned document, the OS applications menu displays the shortcuts shown in Figure 3.
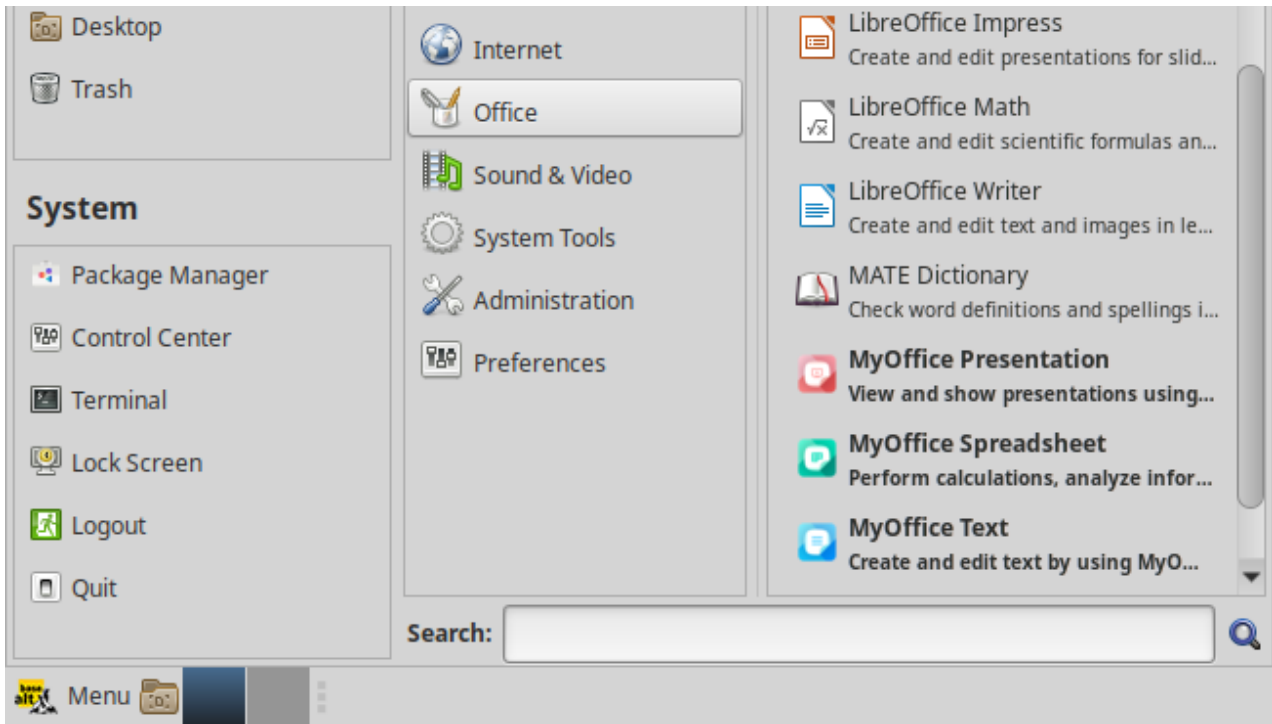
Figure 3. MyOffice desktop shortcuts for Linux OS

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MyOffice for macOS is considered installed is considered installed if, as a result of the actions described in Section 2.4 of the above-mentioned document the Launchpad displays the icons shown in Figure 4:
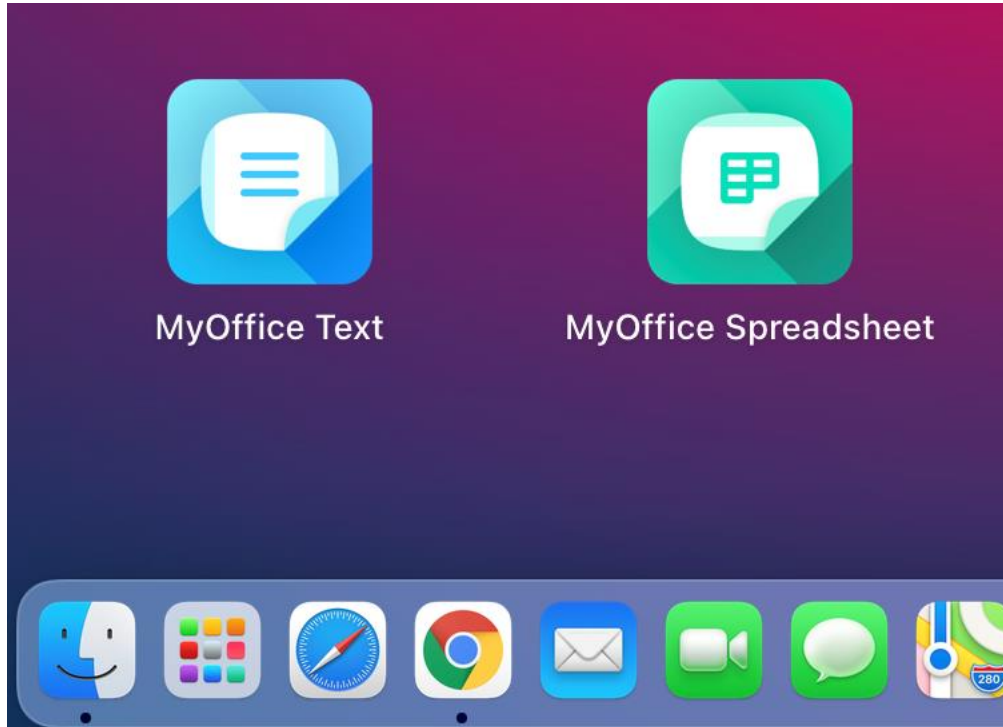
Figure 4. Applications icons in Launchpad

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2.2 Launch the application

To launch MyOffice Spreadsheet, double-click its icon or shortcut.

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2.3 License agreement

When you run MyOffice software for the first time, carefully read the terms of the License Agreement and Privacy Policy (see Figure 5). If you agree with the terms, click **Accept**.
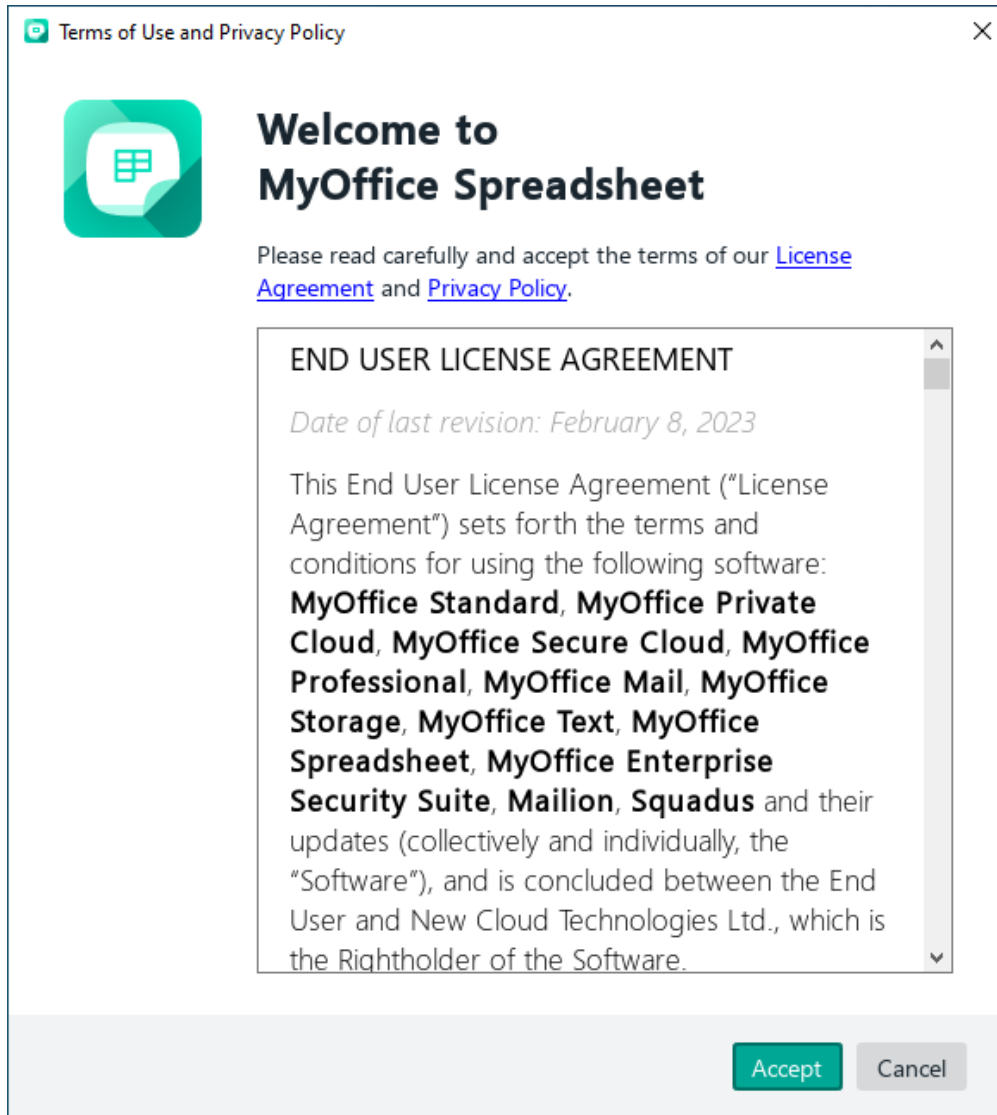
Figure 5. Terms of Use and Privacy Policy window

2.4 MyOffice Education software update

To ensure timely update of MyOffice Education software on Windows, it is recommended to enable automatic checking for new versions.

To automatically check for new versions, do the following:

1. After the first launch of MyOffice Text and/or MyOffice Spreadsheet applications, close them and open any of these applications again.

2. In the **Application Update** window (see Figure 6), click **Check automatically**.
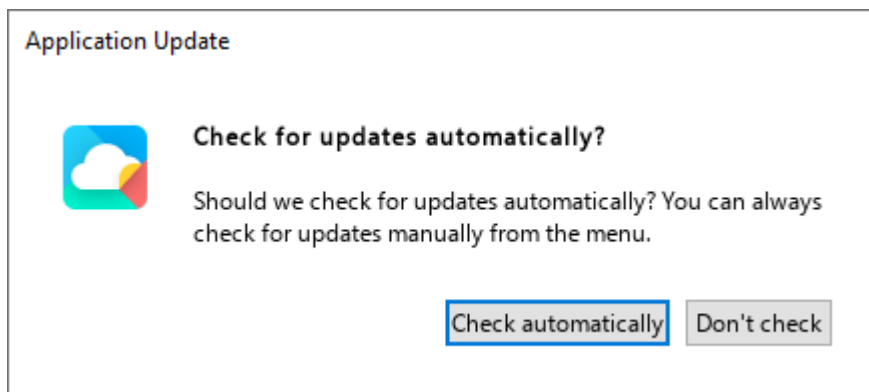
Figure 6. Application Update window

If you want to disable the automatic search for new versions, click **Don't check**.

You can also check for new versions manually. To do this, in the command menu, select **Help** > **Check for Updates** (see Section 3.2.11).

For detailed steps to update the product, please refer to *MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation desktop applications. Installation Guide.*

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3 INTERFACE OVERVIEW

3.1 MyOffice Spreadsheet window

The MyOffice Spreadsheet window consists of the following elements (see Figure 7):

1. Command menu
2. Toolbar
3. Range field
4. Formula bar
5. Workspace
6. Sidebar
7. Sheet tabs
8. Status bar
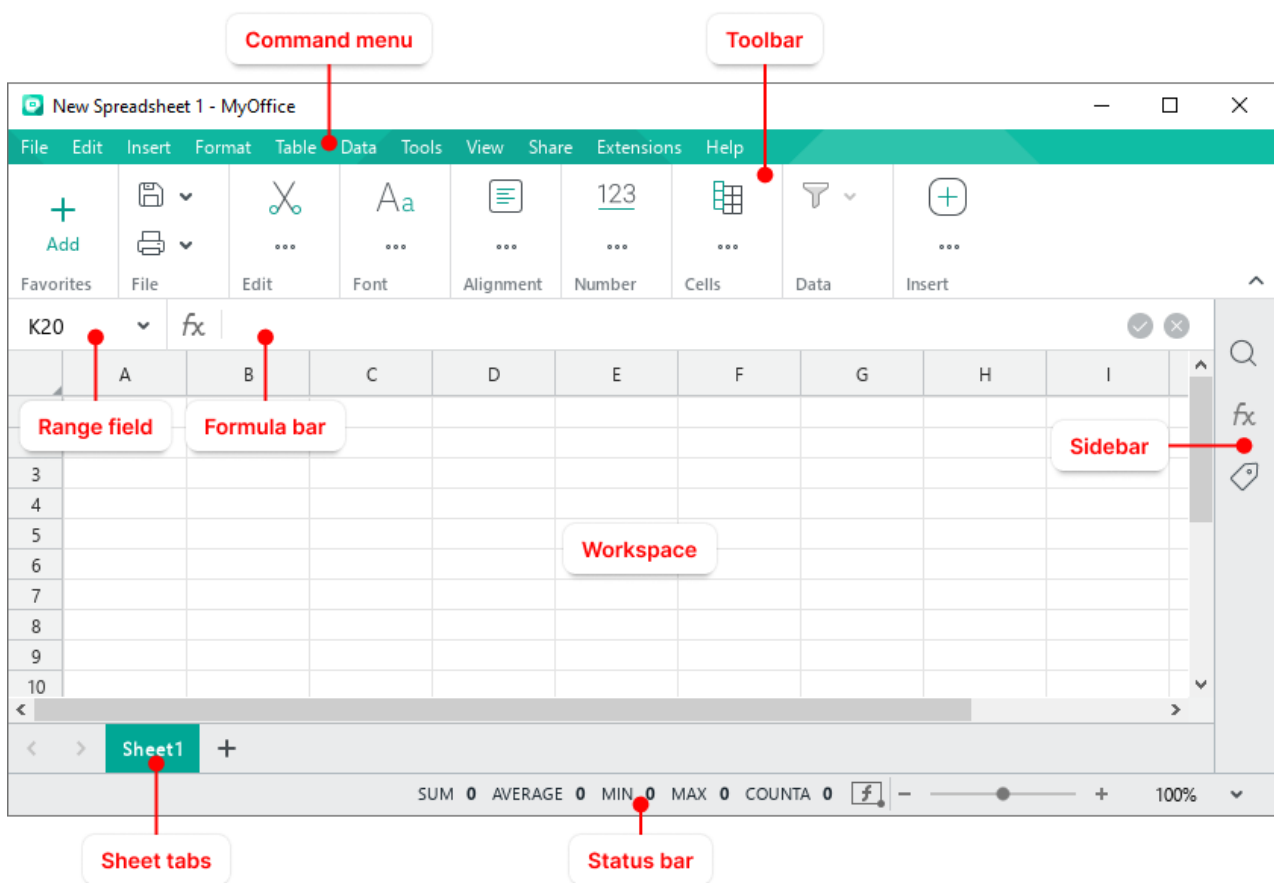
Figure 7. Main window of MyOffice Spreadsheet

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3.2 Command menu

3.2.1 File menu

The **File** menu contains the following commands (see Figure 8):
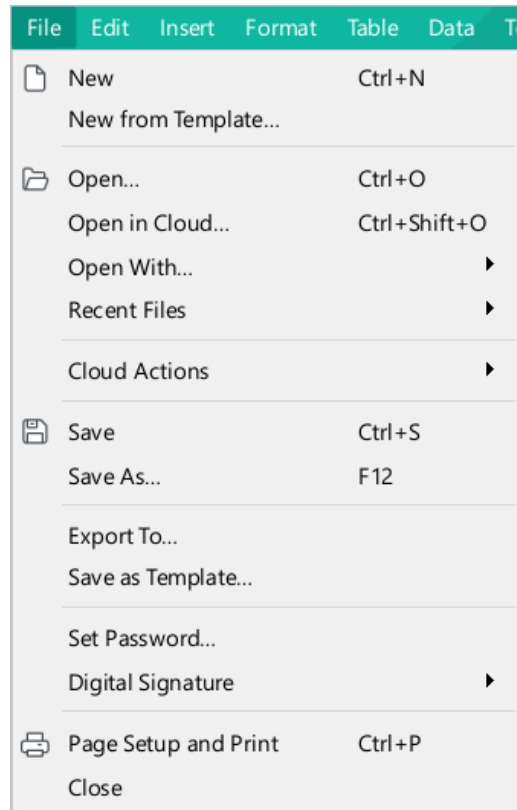
Figure 8. File menu

1. **New:** Create a new file (see Section 4.1.1).
2. **New from Template:** Create a new file using a template file (.xots file) from your computer or removable media connected to your computer (see Section 4.1.3).
3. **Open:** Open an existing file by indicating its location on your computer or removable media connected to your computer (see Section 4.1.4).
4. **Open in Cloud:** Open a document from the Cloud in the collaborative editing mode (see Section 4.13.2).
5. **Open With:** Open the current document in another spreadsheet editor (see Section 4.1.6).
6. **Recent Files:** Open or clear a list of recently opened files (see Section 4.1.5).

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7. **Cloud Actions** (see Figure 9):
   – **Log in:** Log in to the **Cloud** (see Section 4.13.1).
   – **Download:** Save files from the Cloud to the user's computer (see Section 4.13.6).
   – **File Upload:** Upload a file to the Cloud to the user's computer (see Section 4.13.5).
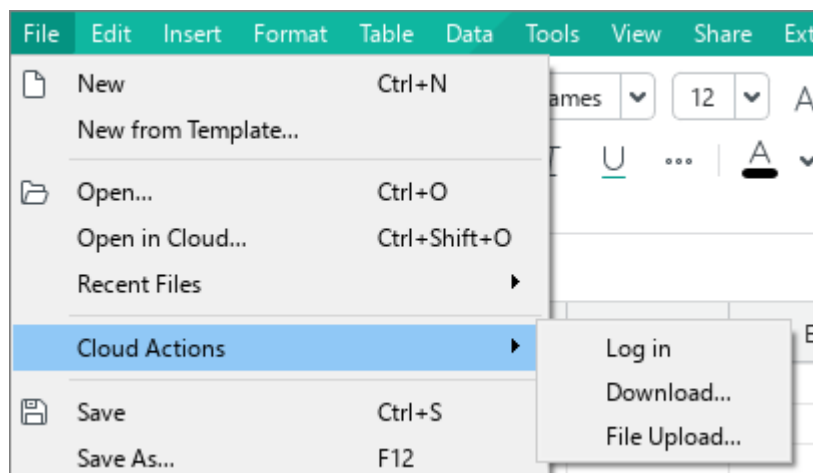
Figure 9. Cloud Actions sub-menu

8. **Save:** Save a file in the default folder without changing its name or location (see Section 4.1.7).
9. **Save As:** Save a file and change its name, extension, or path, if needed (see Section 4.1.7).

> The **Save** and **Save As** commands are not displayed in cloud files, since documents are saved automatically when working in the Cloud.

10. **Create Local Copy:** Create a copy of the file being edited in the Cloud on the user's computer (see Section 4.13.3). When working with local files this command menu item is not displayed.
11. **Export To:** Export a file in a format supported by MyOffice applications (.pdf, .pdf/a-1, .csv, .tsv, .tab, .scsv) and change its name, extension, or path, if needed (see Section 4.1.10).
12. **Save as Template:** Save the current document as a .xots template and use it when you want to create similar documents in the future (see Section 4.1.2).
13. **Set Password:** Set a password to protect a document (see Section 4.1.11.1).

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14. **Digital Signature:** This functionality is intended for use only on the territory of the Russian Federation.

15. **Page Setup and Print:** Set up layout and print options of a page (see Section 4.1.12).

16. **Close:** Close the active application window (see Section 4.1.13).

3.2.2 Edit menu

The **Edit** menu contains the following commands (see Figure 10):
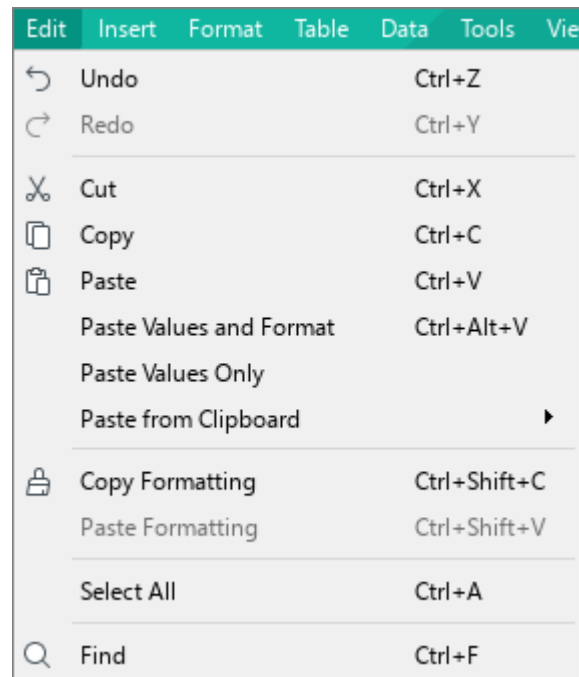
Figure 10. Edit menu

1. **Undo:** Undo the last action performed in the document (see Section 4.12.1.1).
2. **Redo:** Redo the result of the last undone action (see Section 4.12.1.2).
3. **Cut:** Put the selected data to the OS clipboard and remove it from the spreadsheet (see Section 4.4.1.5).
4. **Copy:** Put the selected data to the OS clipboard without removing it from the spreadsheet (see Section 4.4.1.5).
5. **Paste:** Paste the data from the OS clipboard while keeping its original formatting (see Section 4.4.1.6).
6. **Paste Values and Format:** Paste the content of the OS clipboard without saving the original formatting (see Section 4.5.8).
7. **Paste Values Only:** Paste the OS clipboard data without keeping its original formatting (see Section 4.11.12.2).
8. **Paste from Clipboard:** Paste the data from the clipboard (see Section 4.12.2.3).
9. **Copy Formatting:** Copy the formatting of the selected text to the OS clipboard (see Section 4.11.12.2).

10. **Paste Formatting:** Apply the formatting from the OS clipboard to the selected text
    (see Section 4.11.12.2).

11. **Select All:** Select all cells of a spreadsheet (see Section 4.2.2.2).

12. **Find:** Find or replace the specified text throughout the document (see Section 4.4.6).

3.2.3 Insert menu

The **Insert** menu contains the following commands (see Figure 11):

1. **Image:** Insert an image in a spreadsheet (see Section 4.9.1).

2. **Text Box:** Insert a text box in a spreadsheet (see Section 4.10.2)

3. **Shape:** Insert a shape in a spreadsheet (see Section 4.10.1).
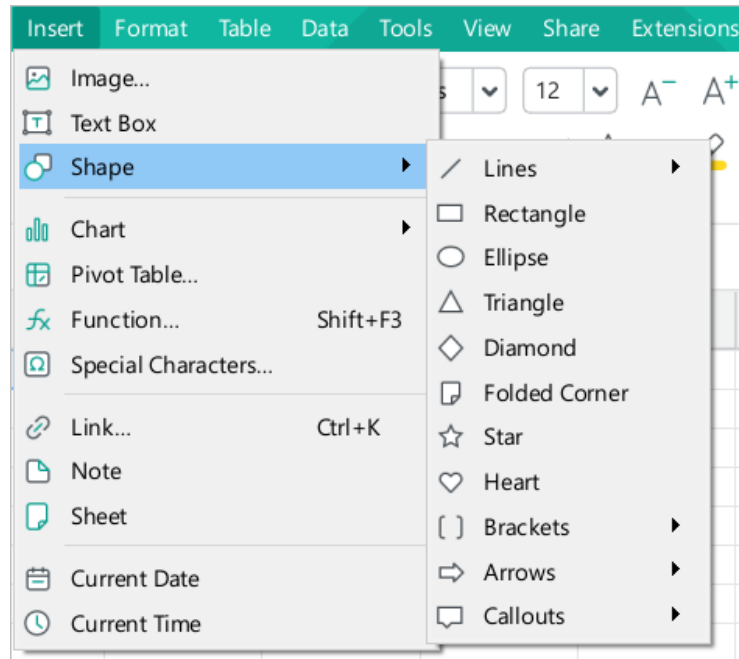
Figure 11. Insert menu

4. **Chart:** Insert a chart in a spreadsheet (see Figure 12 and Section 4.8).
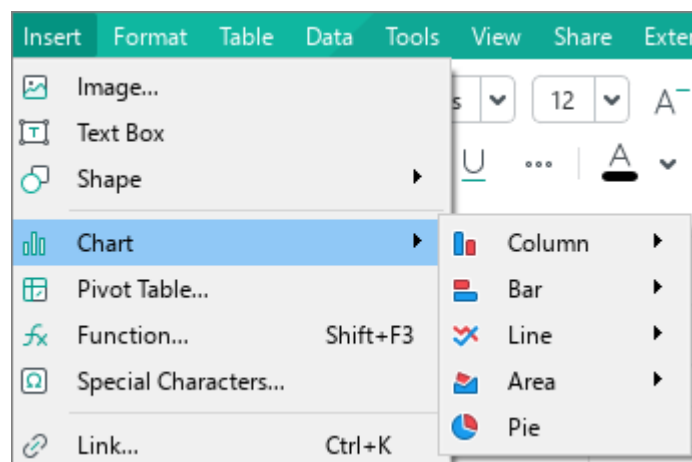
Figure 12. Chart sub-menu

5. **Pivot Table:** Insert a pivot table (see Section 4.7.1).

6. **Function:** Insert a function (see Section 4.5.6).

7. **Special Characters:** Insert a special character (see Section 4.4.7).

8. **Link:** Insert a link (see Section 4.4.6).

9. **Note**: Write a comment and add it to a selected cell (see Section 4.4.7.1).

10. **Sheet:** Insert a new sheet in a spreadsheet (see Section 4.2.1).

11. **Current Date:** Insert the current date in the text (see Section 4.4.9).

12. **Current Time:** Insert the current time in the text (see Section 4.4.9).

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3.2.4 Format menu

The **Format** menu contains the following commands (see Figure 13):
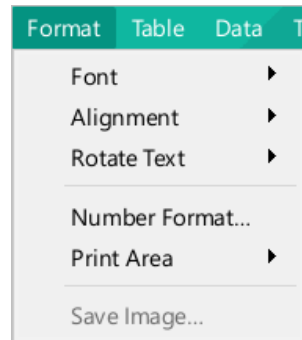
Figure 13. Format menu

1. **Font:** Select the font style and size (see Section 4.11.2 and 4.11.3) and the character spacing (see Section 4.11.9). Selecting the **Font** menu displays a sub-menu with the following items (see Figure 14):
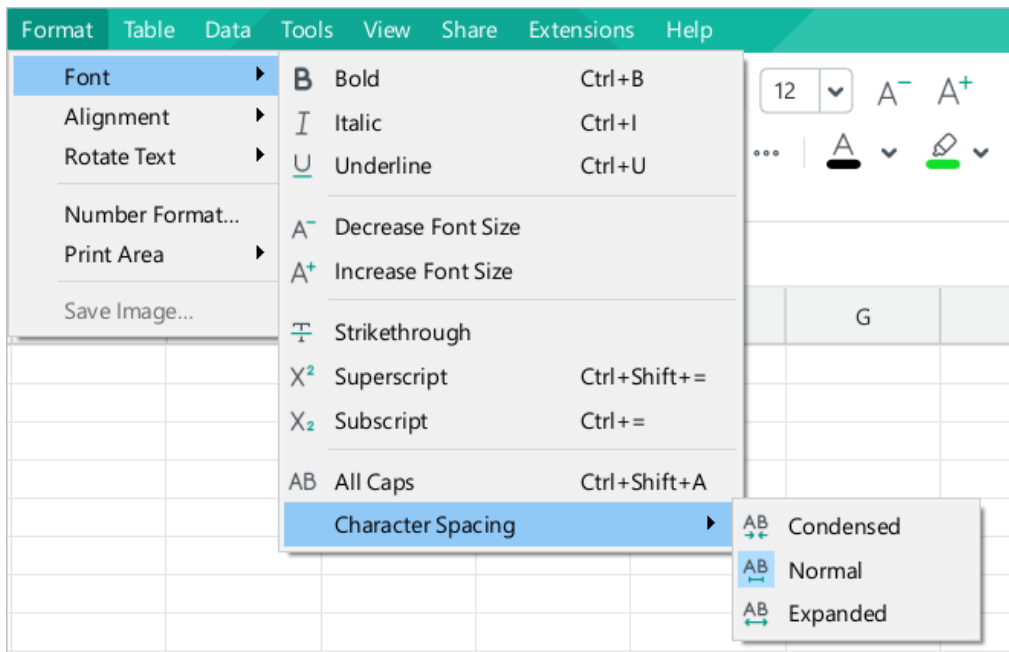
Figure 14. Font sub-menu

– **Bold:** Change the font style in the selected cell for bold.

– **Italic:** Change the font style in the selected cell for italic.

– **Underline:** Change the font style in the selected cell for underline.

– **Decrease Font Size:** Decrease the font size by one point.

- **Increase Font Size:** Increase the font size by one point.
- **Strikethrough:** Change the font style in the selected cell for ~~strikethrough~~.
- **Superscript:** Convert the selected text into $^{superscript.}$
- **Subscript:** Convert the selected text into $_{subscript.}$
- **All Caps:** Capitalize all letters in the selected text.
- **Character Spacing:** Select the character spacing you want to apply to your text (condensed, normal, or expanded).

2. **Alignment:** Align the selected text (see Section 4.11.6). Selecting the **Alignment** menu displays a sub-menu with the following items (see Figure 15):
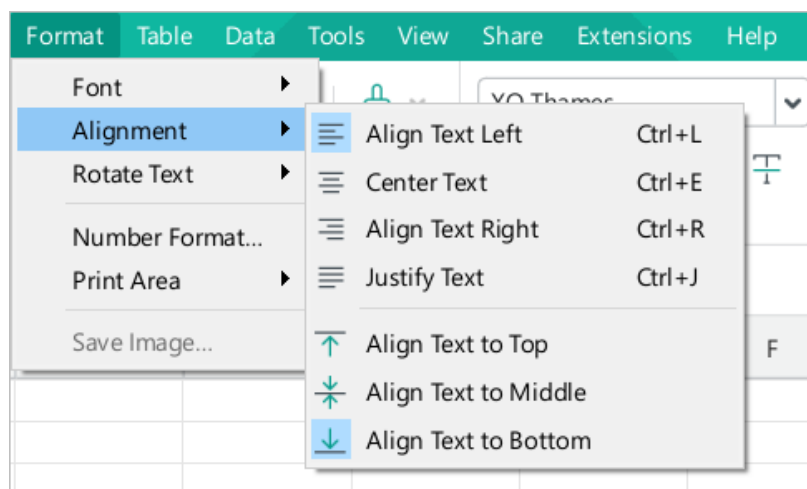
Figure 15. Alignment sub-menu

- **Align Text Left:** Align the content of the selected cell to the left.
- **Center Text:** Align the content of the selected cell to the center.
- **Align Text Right:** Align the content of the selected cell to the right.
- **Justify Text:** Fit the content of the selected cell to the cell's width.
- **Align Text to Top:** Align the content of the selected cell to the top of the cell.
- **Align Text to Middle:** Align the content of the selected cell to the middle of the cell.
- **Align Text to Bottom:** Align the content of the selected cell to the bottom of the cell.

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3. **Rotate Text:** Rotate text in a cell at an angle ranging from -90 to 90 degrees or place it vertically (see Figure 16 and Section 4.11.7).
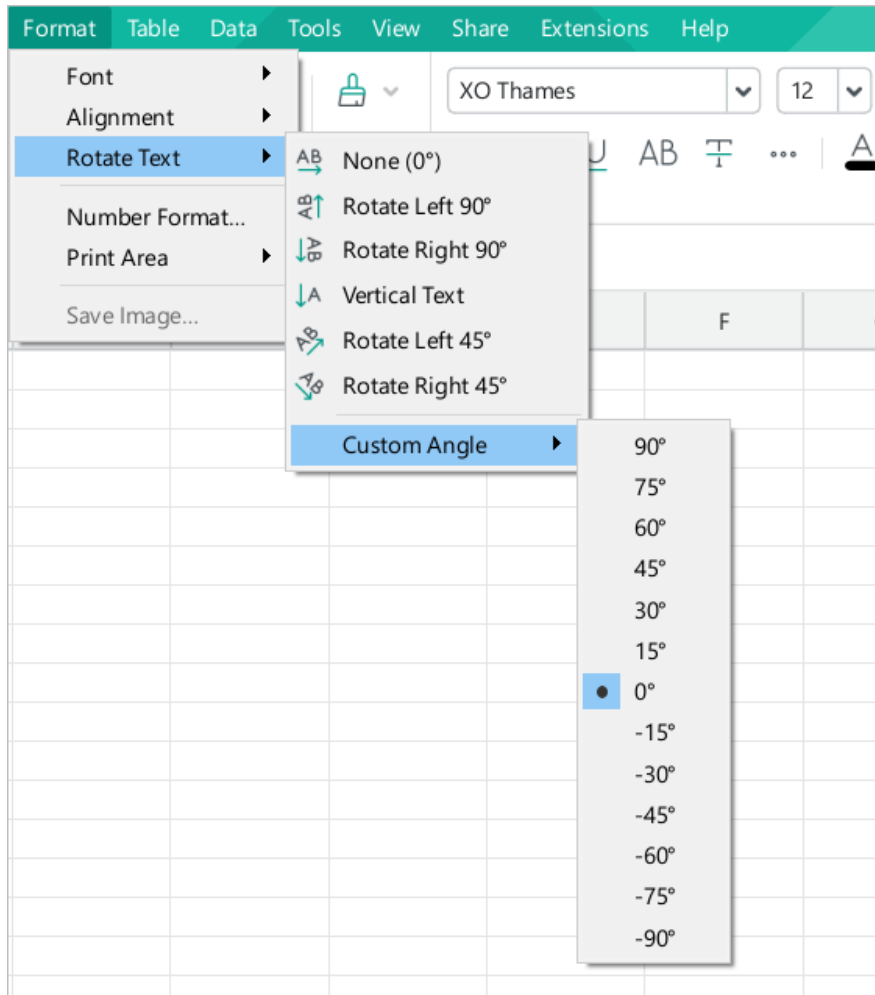
Figure 16. Text rotation sub-menu

4. **Number Format:** Open the number format settings window (see Section 4.4.2.4).

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5. **Print Area:** Specify the sheet area to print (see Section 4.1.12.1.2). Selecting this command opens a sub-menu with the following commands (see Figure 16):
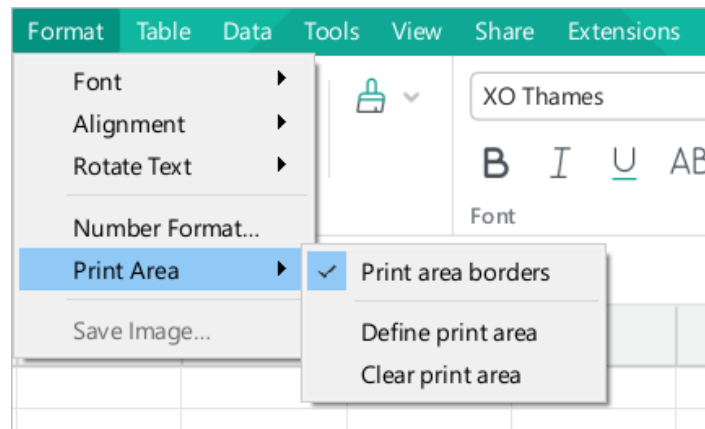
Figure 17. Print area sub-menu

– **Print area borders:** Hide or display the borders of the printable area. The command is active if the current sheet has a defined printable area.
– **Define print area:** Set the area selected on the sheet as the print area.
– **Clear print area:** Cancel the **Define print area** command. The command is active if the print area is set for the current sheet.
6. **Save Image:** Save an image on the computer (see Section 4.9.4).

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3.2.5 Table menu

The **Table** menu contains the following commands (see Figure 18):
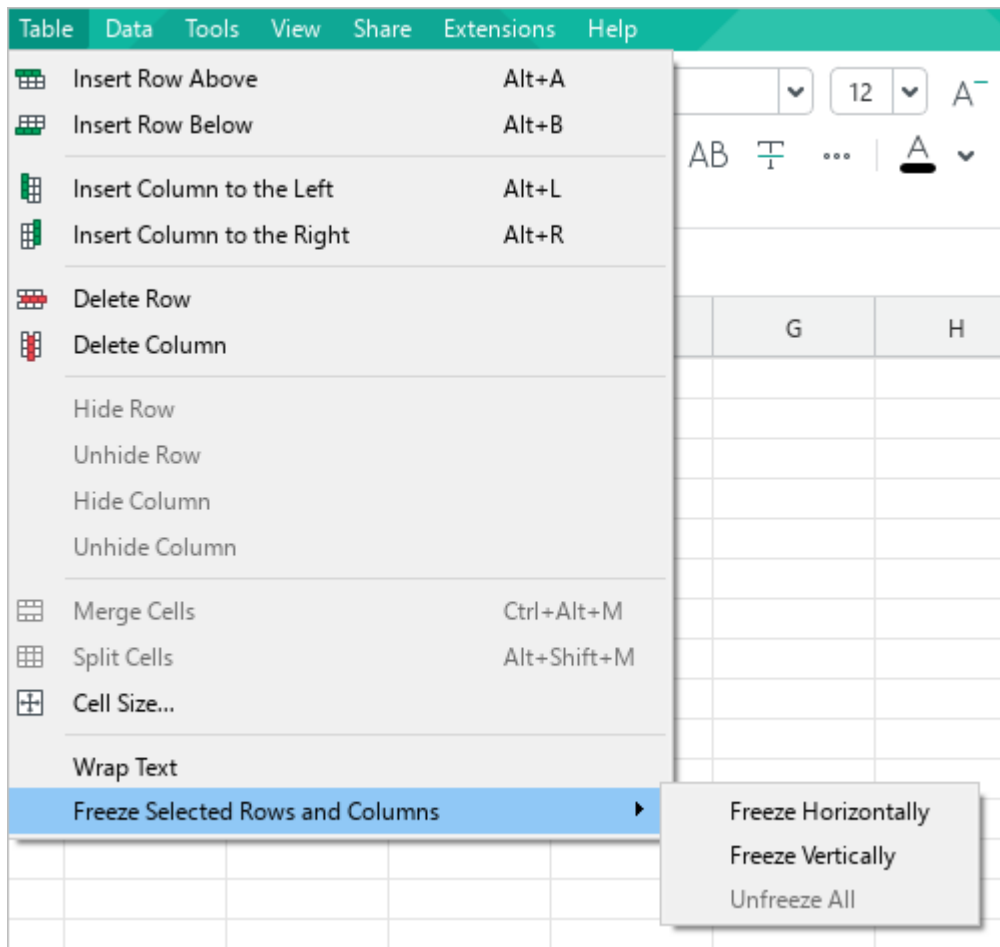
Figure 18. Table menu

1. **Insert Row Above:** Insert a new row above the selected row (see Section 4.2.5.7).
2. **Insert Row Below:** Insert a new row below the selected row (see Section 4.2.5.7).
3. **Insert Column to the Left:** Insert a new column to the left of the selected column (see Section 4.2.5.6).
4. **Insert Column to the Right:** Insert a new column to the right of the selected column (see Section 4.2.5.6).
5. **Delete Row:** Delete the selected row (see Section 4.3.11).
6. **Delete Column:** Delete the selected column (see Section 4.3.11).
7. **Hide Row:** Hide the selected row (see Section 4.3.7.1).
8. **Unhide Row:** Unhide a previously hidden row (see Section 4.3.7.2).

9. **Hide Column:** Hide the selected column (see Section 4.3.7.1).

10. **Unhide Column:** Unhide a previously hidden column (see Section 4.2.5.5).

11. **Merge Cells:** Merge the selected cells into one cell (see Section 4.2.3.1).

12. **Split Cells:** Split previously merged cells to return them to the original layout (see Section 4.2.3.2).

13. **Cell Size:** Change the size of the selected cells (see Section 4.3.3).

14. **Wrap Text:** Enable or disable word wrapping inside the selected cell or cell group (see Section 4.11.7).

15. **Freeze Selected Rows and Columns:** Selecting this menu displays a sub-menu with the following items (see Figure 18):

    – **Freeze Horizontally:** Freeze the selected rows (see Section 4.2.5.8.1).

    – **Freeze Vertically:** Freeze the selected columns (see Section 4.2.5.8.1).

    – **Unfreeze All:** Unfreeze all rows, columns, and areas (see Section 4.2.5.8.4).

3.2.6 Data menu

The **Data** menu contains the following commands (see Figure 19):
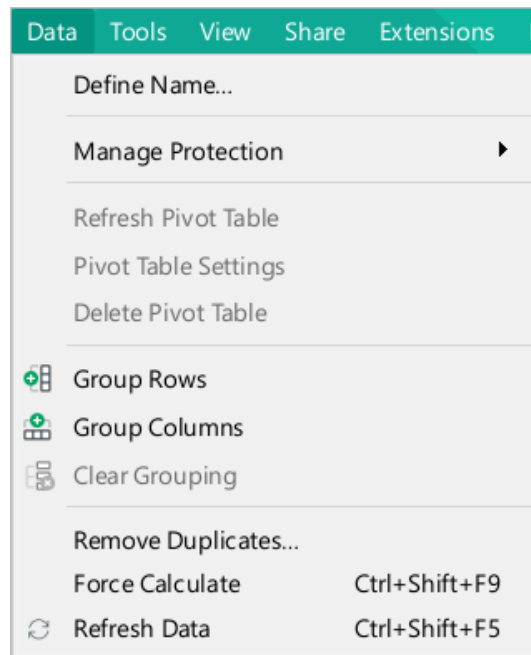
Figure 19. Data menu

1. **Define Name:** Assign a name to a cell, range, constant or formula (see Section 4.5.9.1).
2. **Manage Protection:** Protect or unprotect the selected sheet or document structure from changes (see Section 4.15.2).
3. **Refresh Pivot Table:** Refresh a pivot table (see Section 4.7.3).
4. **Pivot Table Settings:** Open the pivot table settings pane (see Section 4.7.2).
5. **Delete Pivot Table:** Delete a pivot table (see Section 4.7.4).
6. **Group Rows:** Group the selected rows (see Section 4.3.10).
7. **Group Columns:** Group the selected columns (see Section 4.3.10).
8. **Clear Grouping:** Delete the grouping of the selected rows or columns (see Section 4.3.10).
9. **Remove Duplicates:** Delete repetitive data (see Section 4.4.5).
10. **Force Calculate:** Recalculate formulas in .xlsx format document (see Section 4.5.4).
11. **Refresh Data:** Update references to data in external documents (see Section 4.5.10.3).

3.2.7 Tools menu

The **Tools** menu contains the following commands (see Figure 20):
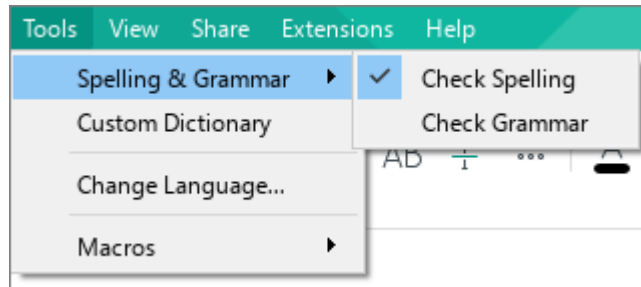
Figure 20. Tools menu

1. **Spelling & Grammar:** Enable spell (see Section 4.4.5.1) or grammar check (see Section 4.4.5.3).
2. **Custom Dictionary:** Open a custom dictionary (see Section 4.4.5.2).
3. **Change Language:** Change the application language (see Section 3.11).
4. **Macros:** Opening this menu will open a sub-menu with the following commands (see Figure 21):
   - **Macro Editor:** Open the macro editor (see Section 4.14.1).
   - **Record Macro (beta):** Record a macro (see Section 4.14.1.1).
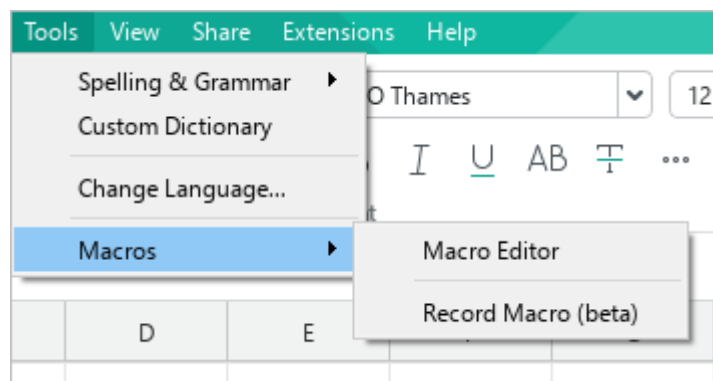
Figure 21. Macros sub-menu

3.2.8 View menu

The **View** menu contains the following commands (see Figure 22):
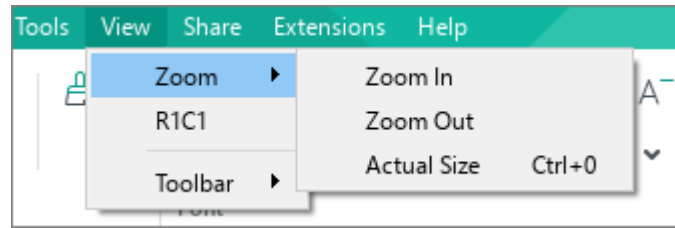
Figure 22. View menu

1. **Zoom:** Adjust page zoom settings (see Section 4.3.6).
2. **R1C1**: Use the **R1C1** reference style (see Section 4.2.4.2).
3. **Toolbar:** Display or hide the names of the Toolbar sections (see Section 3.3). Selecting this menu will open a sub-menu with the following commands (see Figure 23):
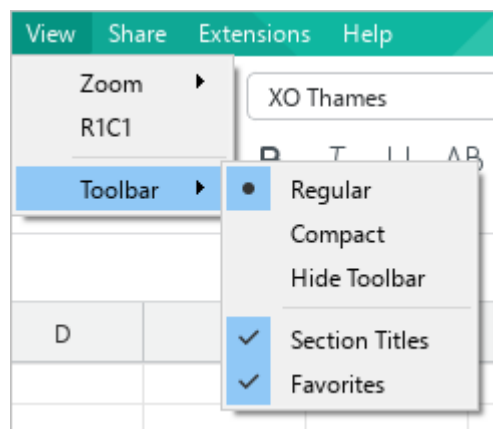
Figure 23. Toolbar sub-menu

– **Regular:** Display the standard Toolbar.
– **Compact:** Display the compact Toolbar.
– **Hide Toolbar:** Hide the Toolbar.
– **Section Titles:** Display or hide the Toolbar section titles.
– **Favorites:** Hide or display the **Favorites** section.

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3.2.9 Share menu

The **Share** menu contains the following commands (see Figure 24):
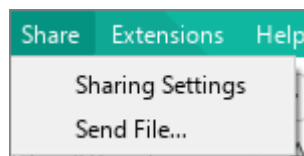
Figure 24. Share menu

1. **Sharing Settings:** Configure the access to the files in the Cloud (see Section 4.13.9).
2. **Send File:** Send the file being edited by email (see Section 4.1.8). This command is not available in macOS.

> The Cloud and collaborative editing functions are available with the MyOffice Professional / MyOffice Private Cloud server part.

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3.2.10 Extensions menu

The **Extensions** menu contains (see Figure 25 and Section 4.13.2):
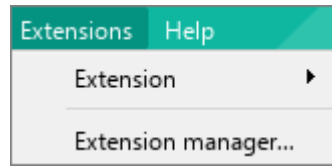
Figure 25. Extensions menu

1. A list of installed extensions.
2. The **Extension manager** sub-menu: Open the **Extension manager** window.

For more details, see Section 4.13.2.

3.2.11 Help menu

The **Help** menu contains the following commands (see Figure 26):
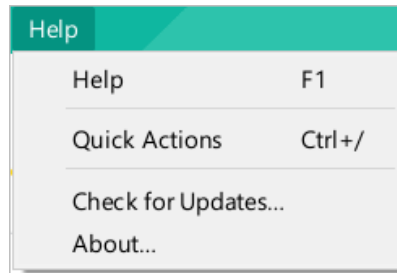
Figure 26. Help menu

1. **Help:** Access help materials on the spreadsheet editor.
2. **Quick Actions:** Open the Quick Actions box (see Section 3.8).
3. **Check for Updates:** Check if any updates are available for MyOffice Education application (for more information, refer to *MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation Desktop Applications. Installation Guide*).
4. **About:** Display information about the program (see Figure 27).

Figure 27. About window

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3.3 Toolbar

In MyOffice Spreadsheet, you can change the way the Toolbar is displayed:

– By hiding or displaying the titles and the content of the Toolbar sections.

– By displaying or hiding the **Favorites** sections.

– By selecting the Toolbar display mode or by hiding the Toolbar.

3.3.1 Hide or display Toolbar sections

In MyOffice Spreadsheet, the Toolbar (see Figure 28) has several sections. Each section (except **Favorites**) consists of various tools to perform the specific task. For example, the **Number** section contains tools to edit cell formats.
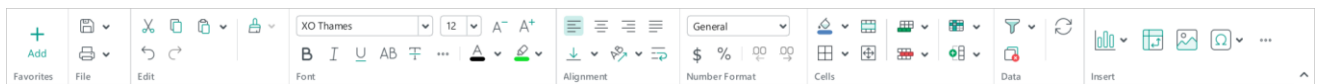
Figure 28. Toolbar

The title of each section is displayed if the Toolbar display type is **Regular** (see Section 3.3.4). Toolbar titles can be hidden to optimize your workspace. To do this, do the following:

1. Select **View** > **Toolbar** (see Figure 29).

2. In the sub-menu that opens, uncheck the **Section Titles** menu.
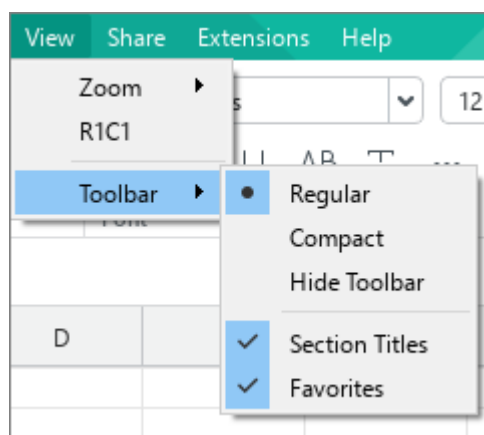
Figure 29. View command menu

To display the section titles, check the menu again.

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> (!) If the Toolbar is hidden or displayed in the compact form, the **Section Titles** menu is disabled.

3.3.2 Hide or display sections content

Toolbar sections can be collapsed automatically (when reducing/increasing the size of the main application window), or manually.

To collapse a Toolbar section manually, hover the cursor over its right border and click the ◄ button (see Figure 30).
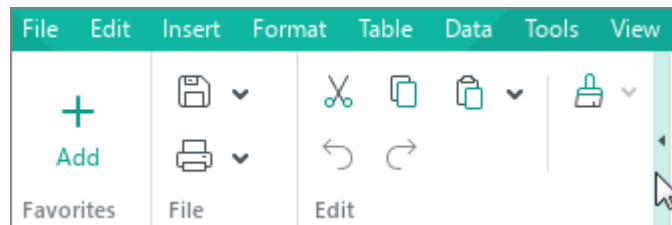
Figure 30. Section collapse button

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To display the tools of a hidden section, click it with the mouse (see Figure 31).
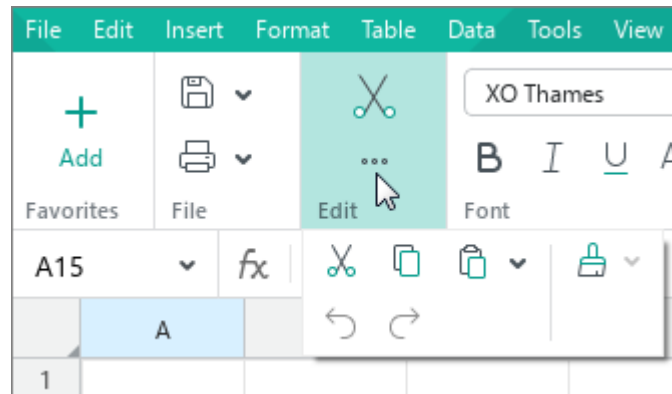
Figure 31. Section tools

To collapse the section, click the ▶ button (see Figure 32).
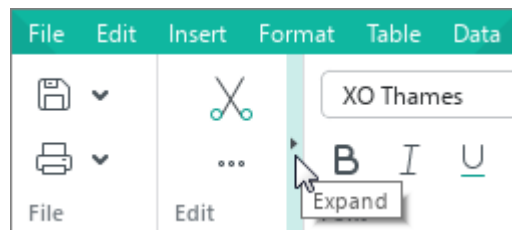
Figure 32. Button to display section tools

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3.3.3 Hide or display the Favorites section

By default, the Toolbar displays the **Favorites** section.

To hide the section, do one of the following:

– In the Command menu, select **View** > **Toolbar** and in the sub-menu that opens uncheck the **Favorites** check box (see Figure 33).
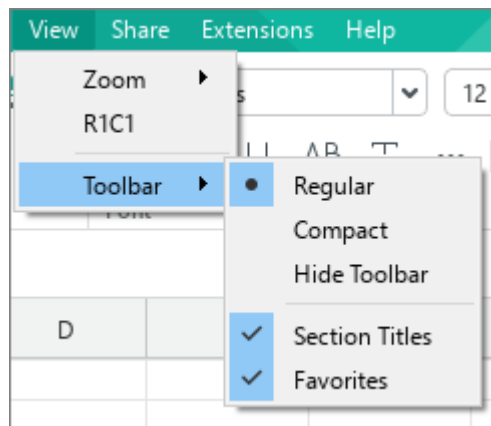
Figure 33. View menu

– If the **Favorites** section is empty, hover your mouse over the ✚ **Add** button and click ✕ in its upper-right corner (see Figure 34).
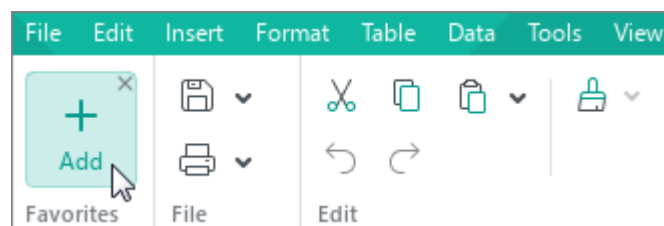
Figure 34. Favorites section

To display the section, re-select the **Favorites** check box in the Command menu.

> The **Favorites** check box is locked if the Toolbar is hidden.

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3.3.4 Change the Toolbar display mode

To change the Toolbar display mode, do the following:

1. In the Command menu, select **View** > **Toolbar**.
2. In the sub-menu that opens, select the desired display mode:

– **Regular:** Tools are arranged in two lines; the section titles are displayed. If necessary, the toolbar section titles can be hidden (see Section 3.3.1).

– **Compact:** Tools are arranged in one line; section titles are not displayed.

– **Hide Toolbar:** The Toolbar is not displayed.

To quickly switch between the **Regular** and the **Compact** mode, use the ⌃ **Collapse Toolbar** (see Figure 35) / ⌄ **Expand Toolbar** (see Figure 36) buttons located in the right part of the Toolbar.
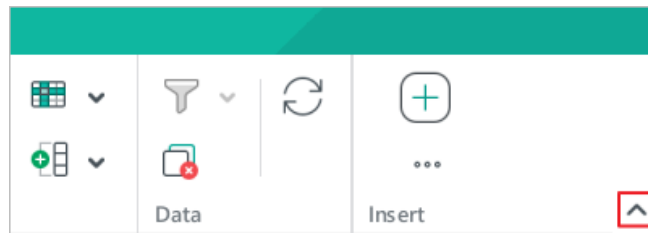
Figure 35. Compact view button
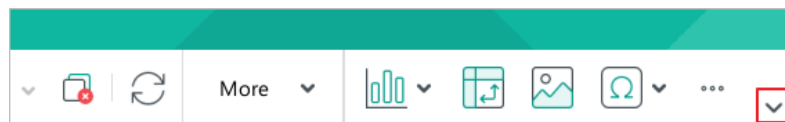
Figure 36. Regular view button

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3.3.5 Toolbar sections

3.3.5.1 The Favorites section

As a rule, when working with an application, certain Command menu items and Toolbar buttons are used more often than others. These items can be added to the **Favorites** section of the Toolbar so that they are always at hand.

3.3.5.1.1 Add an item

You can add from 1 to 14 items to **Favorites**.

To add a Command menu item to **Favorites**, follow these steps:

1. Run the add command in one of the following ways:

   – If the **Favorites** section is empty, click the ╋ **Add** button in it (see Figure 37).
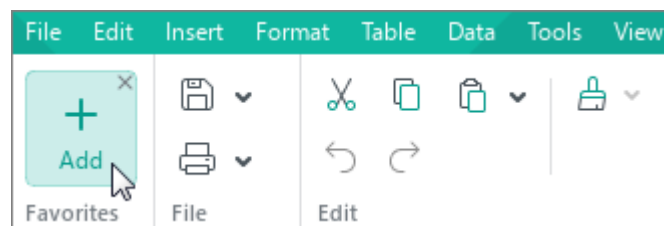
Figure 37. Add button

   – If the **Favorites** section contains the added items, right-click anywhere in the section and run the **Add Action** context menu command (see Figure 38).
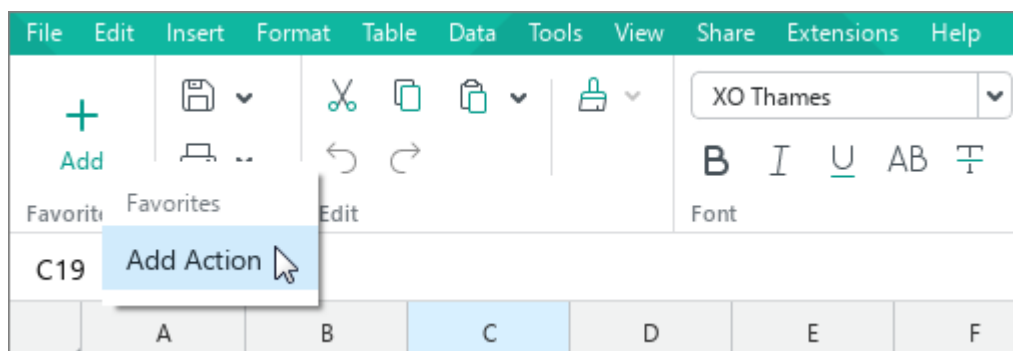
Figure 38. Add Action command

2. In the window that opens (see Figure 39), select the Command menu item that you want to add to **Favorites**.

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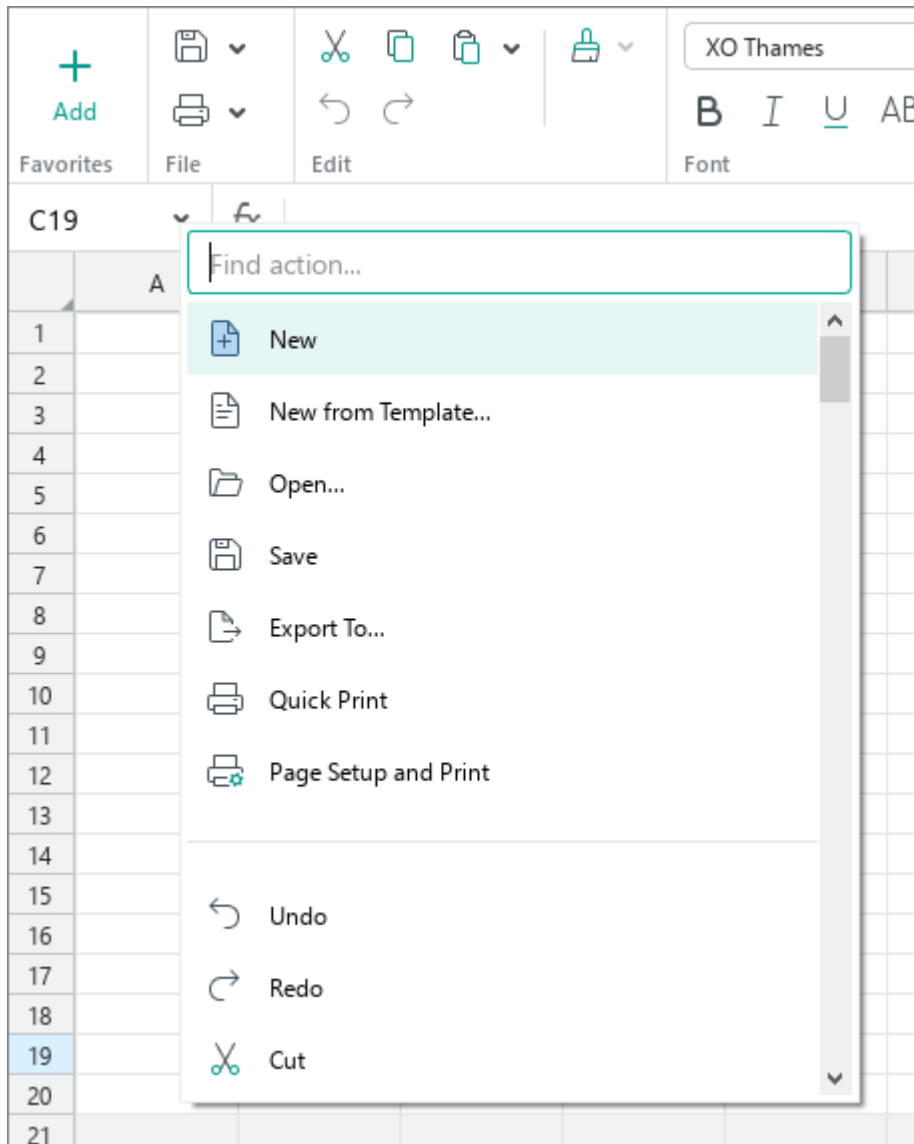
Figure 39. Window for adding Command menu items

To add a button from the Toolbar to **Favorites**, right-click on it and run the **Add to Favorites** command (see Figure 40).

Figure 40. Add to Favorites command

> ⓘ Currently, it is not possible to add Toolbar buttons that are displayed after clicking the ••• button.

When added to **Favorites**, the button is not removed from the Toolbar section in which it is located.

3.3.5.1.2 Move an item

To change the position of an item in the **Favorites** section, follow these steps:

1. Right-click the item to open the context menu (see Figure 41).
2. In the context menu, select the desired command:
   – **Move to Beginning:** Make the selected item the first in the section.
   – **Move Left:** Swap the selected and previous element.
   – **Move Right:** Swap the selected and subsequent element.
   – **Move to End:** Make the selected item the last in the section.
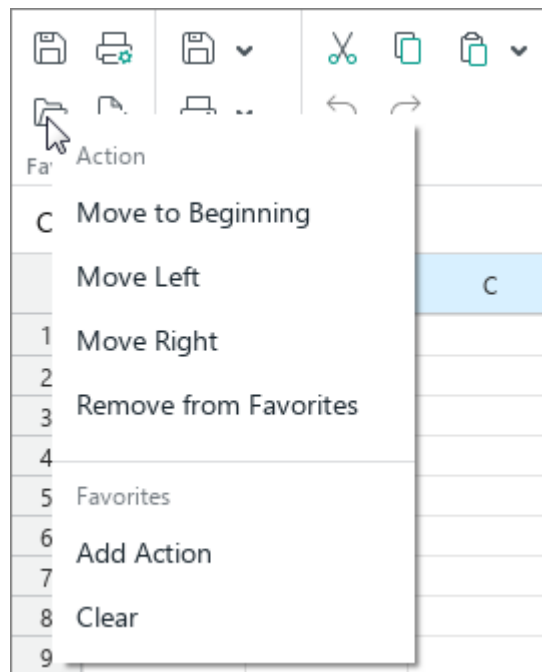
Figure 41. Commands to move an item

3.3.5.1.3 Delete an item

To delete a Command menu item from the **Favorites** section, right-click it and run the **Remove from Favorites** command (see Figure 41).

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To remove a Toolbar button from the **Favorites** section, follow these steps:

1. Right-click it in the **Favorites** section or in the section from which it was added (see Figure 42).

2. Run the **Remove from Favorites** context menu command.
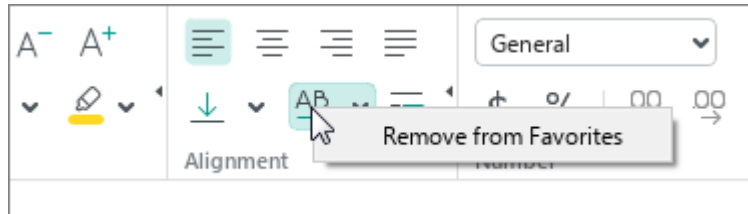
Figure 42. Remove from Favorites command

3.3.5.1.4 Clear the section

To remove all items from the **Favorites** section, right-click anywhere in the section and run the **Clear** context menu command (see Figure 41).

3.3.5.2 File section

The **File** section contains the following buttons (see Figure 43):

Figure 43. File section

1. 🖫 **Save:** Save changes in the current file. Clicking the arrow to the right of the button will open a drop-down list with the following commands (see Figure 44 and Section 4.1.7):
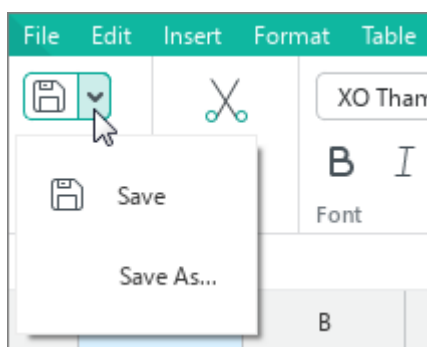
Figure 44. Save commands

- **Save:** Save changes in the current document.
- **Save as:** Save a new file or create a copy of the current file.

2. 🖨 **Quick Print**: Print a document using the default settings. Clicking the button to the right of the button will open a drop-down list with the following commands (see Figure 45):
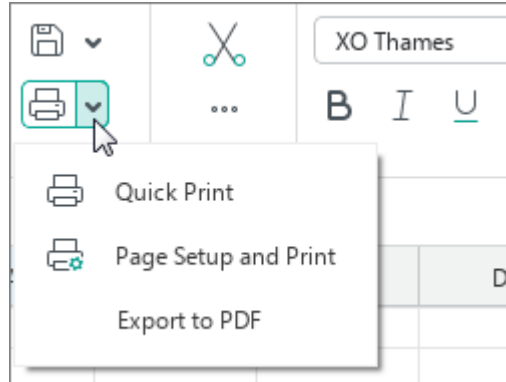
Figure 45. Print command

- **Quick Print:** Print the document using the default settings (see Section 4.1.12.3).
- **Page Setting and Print:** Configure the settings and print the document (see Section 4.1.12.2).
- **Export to PDF:** Save the file in the PDF or PDF/A-1 format (see Section 4.1.10).

3.3.5.3 Edit section

The **Edit** section contains the following buttons (see Figure 46):
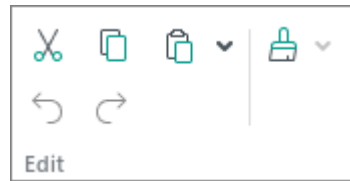
Figure 46. Edit section

1. **Cut:** Place the selected data to the OS clipboard and delete it from the document (see Section 4.4.1.5).
2. **Copy:** Place the selected data to the OS clipboard without deleting it from the document (see Section 4.4.1.5).
3. **Paste:** Paste the data from the OS clipboard while preserving the original formatting. Clicking the arrow to the right of the button opens a drop-down list with the following commands (see Figure 47):
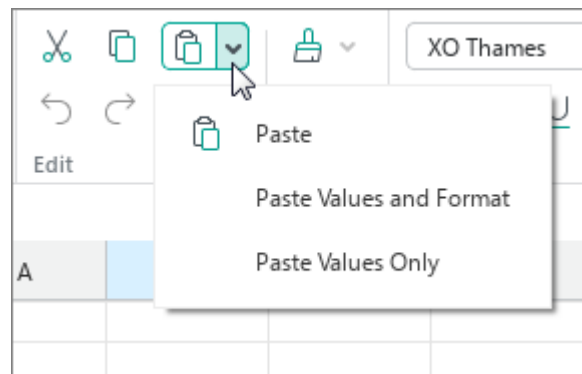
Figure 47. Paste commands

- **Paste:** Paste the OS clipboard data and keep the original formatting (see Section 4.4.1.6).
- **Paste Values and Format:** Insert the result of formula calculation while preserving the original formatting (see Section 4.5.6).
- **Paste Values Only:** Insert data from the OS clipboard without saving the original formatting (see Section 4.4.1.7).

4. ↺ **Undo:** Undo the last action performed in the document (see Section 4.12.1.1).

5. ↻ **Redo:** Redo the result of the last undone action (see Section 4.12.1.2)

6. 🖌 **Copy Formatting:** Copy the formatting of the selected text fragment to the OS clipboard. Clicking the arrow to the right of the button opens a drop-down list with the previously copied formatting (see Figure 48 and Section 4.11.12.3):
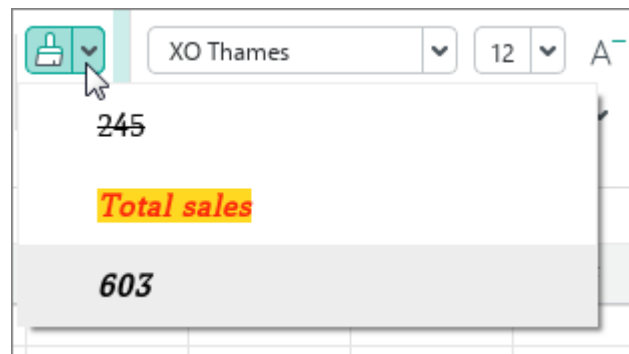
Figure 48. Formatting copied earlier

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3.3.5.4 Font section

The **Font** section contains the following tools (see Figure 49):

Figure 49. Font section

1. XO Thames ⌄ **:** Apply the selected font to the selected text (see Section 4.11.1).

2. 12 ⌄ **:** Change the font size of the selected text according to the new value selected (see Section 4.11.2).

3. A⁻ **Decrease Font Size:** Decrease the font size of the selected text by one point (see Section 4.11.2).

4. A⁺ **Increase Font Size:** Increase the font size of the selected text by one point (see Section 4.11.2).

5. B **Bold:** Change the font style of the selected text for **bold** (see Section 4.11.3).

6. _I_ **Italic:** Change the font style in the selected text for _italic_ (see Section 4.11.3).

7. U **Underline:** Change the font style in the selected text for <u>underline</u> (see Section 4.11.3).

8. AB **All Caps:** CAPITALIZE all letters in the selected text (see Section 4.11.3).

9. ⊤ **Strikethrough:** Change the font style in the selected cell for ~~strikethrough~~ (see Section 4.11.3).

10. ••• **Other Formatting Options:** If selected, this menu displays a sub-menu containing the following options (see Figure 50 and Section 4.11.3):

  – X_2 **Subscript:** Convert the selected text into subscript.

  – X^2 **Superscript:** Convert the selected text into superscript.
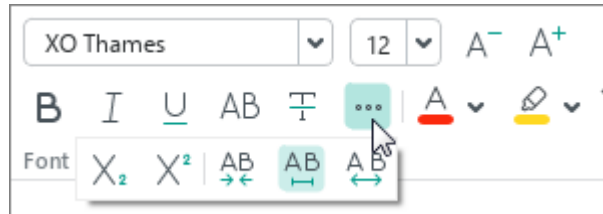
Figure 50. Other Formatting Options button

  – $\overset{AB}{\rightarrow\leftarrow}$ **Condensed:** Set the condensed character spacing for the selected text.

  – $\overset{AB}{\vdash\dashv}$ **Normal:** Set the normal character spacing for the selected text.

  – $\overset{A\,B}{\leftrightarrow}$ **Expanded:** Set the expanded character spacing for the selected text.

11. $\underset{\rule{0.6em}{0.12em}}{A}$ **Font   Color:**   Apply   the selected   font   color   to   the selected   text (see Figure 51 and Section 4.11.4).
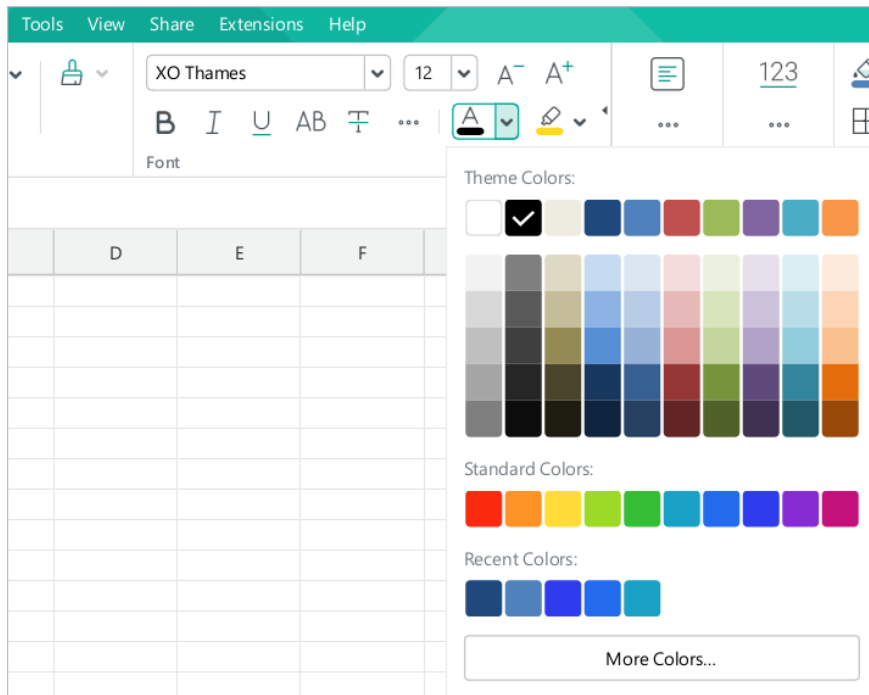
Figure 51. Font color

12. ✏️ **Highlight Color:** Highlight the selected text with the selected color as if you were using a highlighter pen (see Figure 52 and Section 4.11.5).
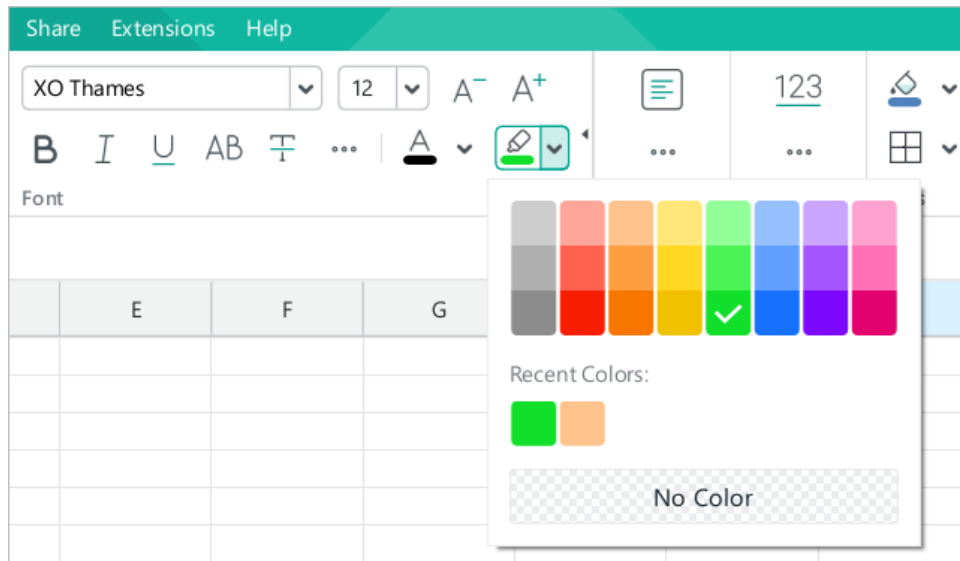
Figure 52. Text highlight color

3.3.5.5 Alignment section

The **Alignment** section contains the following buttons (see Figure 53):
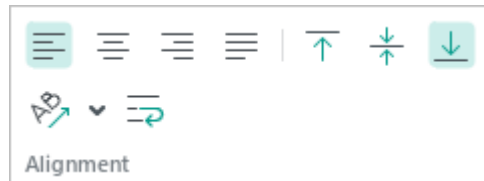
Figure 53. Alignment section

1. ≡ **Align Text Left:** Align the content of the selected cell to the left (see Section 4.11.6).
2. ≡ **Center Text:** Align the content of the selected cell to the center (see Section 4.11.6).
3. ≡ **Align Text Right:** Align the content of the selected cell to the right (see Section 4.11.6).
4. ≡ **Justify Text:** Fit the content of the selected cell to the cell's width (see Section 4.11.6).
5. ↑ **Align Text to Top:** Align the content of the selected cell to the top of the cell (see Section 4.11.6).
6. ↓↑ **Align Text to Middle:** Align the content of the selected cell to the middle of the cell (see Section 4.11.6).
7. ↓ **Align Text to Bottom:** Align the content of the selected cell to the bottom of the cell (see Section 4.11.6).

8. **Rotate text:** Rotate the text in the cell at an angle from -90 to 90 degrees or place it vertically (see Figure 54 and Section 4.11.7).
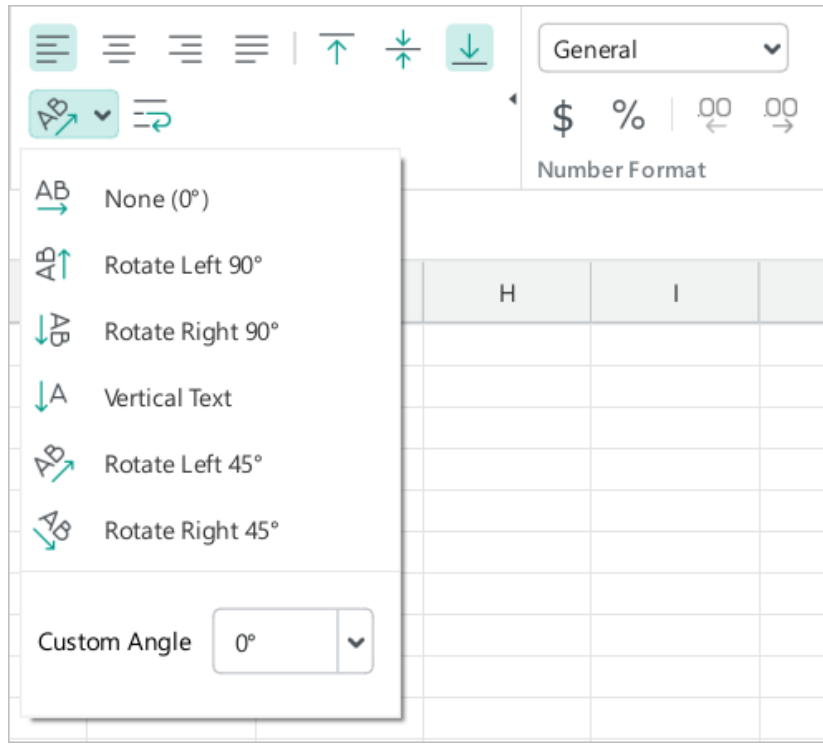
Figure 54. Rotate text button

9. **Wrap Text:** Enable word wrapping inside the selected cell to fit its width (see Section 4.11.8).

3.3.5.6 Number Format section

The **Number Format** section contains the following buttons (see Figure 55):
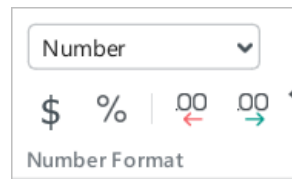
Figure 55. Number Format section

1. **Number Format:** Select the format for the selected cells (see Section 4.4.3.2).

2. **Currency:** Display the content of the selected cells in the **Currency** format (see Section 4.4.3.1.3).

3. % **Percentage:** Display the content of the selected cells in the **Percentage** format (see Section 4.4.3.1.6).

4. **Decrease Decimals:** Decrease the number of characters displayed after the dot (**.**) delimiter in decimal numbers in the selected cells (see Section 4.4.3.4).

5. **Increase Decimals:** Increase the number of characters displayed after the dot (**.**) delimiter in decimal numbers in the selected cells (see Section 4.4.3.4).

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3.3.5.7 Cells section

The **Cells** section contains the following buttons (see Figure 56):
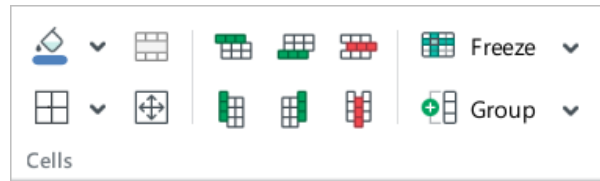
Figure 56. Cells section

1. **Cell Background Color:** Select the color to fill the selected cell (see Figure 57 and Section 4.11.10).
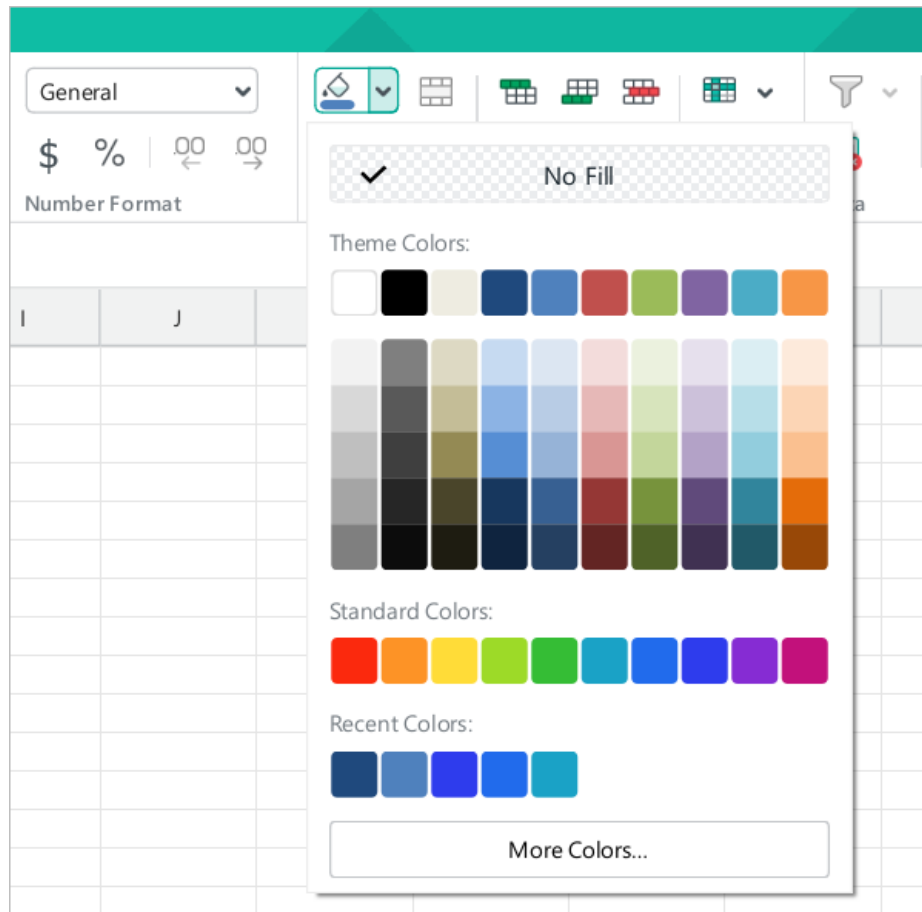
Figure 57. Fill Color button

2. **Merge Cells:** Merge or split the selected cells (see Section 4.3.4).

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3. ⊞**:** Customize cell or range borders (displayed or hidden, line type and color) (see Figure 58 and Section 4.11.11).
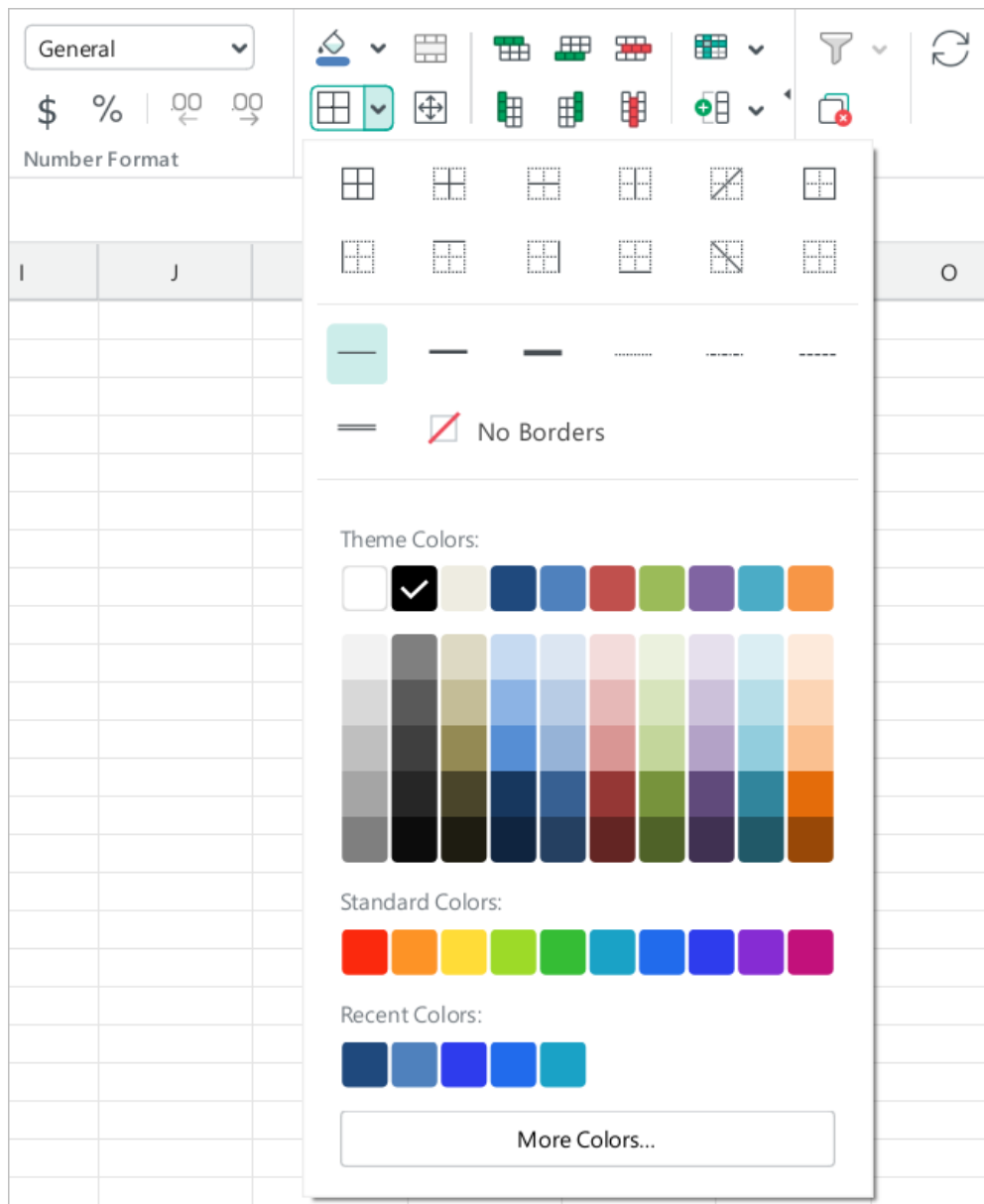
Figure 58. Customizing cell borders

4. ⊕ **Cell Size:** Change the size of the selected cells (see Section 4.3.3).

5. ⊞ **Insert Row Above:** Insert a new row above the selected row (see Section 4.3.5.2).

6. ⊞ **Insert Row Below:** Insert a new row below the selected row (see Section 4.3.5.2).

7. ⊞ **Insert Column to the Left:** Insert a new column to the left of the selected column (see Section 4.3.5.1).

8. ▦ **Insert Column to the Right:** Insert a new column to the right of the selected column (see Section 4.3.5.1).

9. ▦ **Delete Column:** Delete the selected column (see Section 4.3.11).

10. ▦ **Delete Row:** Delete the selected row (see Section 4.3.11).

11. ▦ **Freeze Selected Rows and Columns:** Lock or unlock rows or columns in place. Clicking this button will display a sub-menu containing the following options (see Figure 59 and Section 4.3.9):
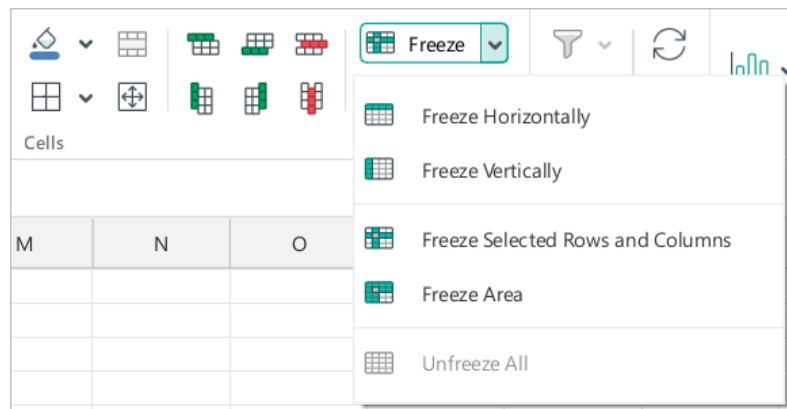
Figure 59. Manage frozen elements

- **Freeze Horizontally:** Freeze the selected rows.
- **Freeze Vertically:** Freeze the selected columns.
- **Freeze Selected Rows and Columns:** Freeze both the selected rows and columns.
- **Freeze Area:** Freeze the area where A1 is the top left cell and the bottom right cell is specified by you.
- **Unfreeze All:** Unfreeze all rows and columns.

12. **Group:** Group the selected rows or columns. Clicking the arrow to the right of this button will display a sub-menu containing the following options (see Figure 60 and Section 4.3.10):
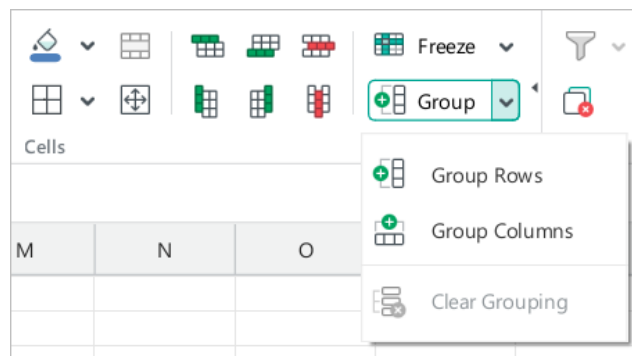
Figure 60. Grouping

- **Group Rows:** Group the selected rows.
- **Group Columns:** Group the selected columns.
- **Clear Grouping:** Cancel grouping of all rows and columns.

3.3.5.8 Data section

The **Data** section contains the following buttons (see Figure 61):
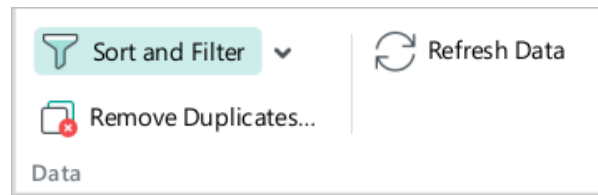
Figure 61. Data section

1. ⛛ **Sort and Filter:** Allows to identify the range of data for sorting and filtering (see Section 4.4.2).
2. **Remove Duplicates:** Delete repetitive data (see Section 4.4.5).
3. **Refresh Data:** Update references to data in external documents (see Section 4.5.10.3).

3.3.5.9 Insert section

The **Insert** section contains the following buttons (see Figure 62):
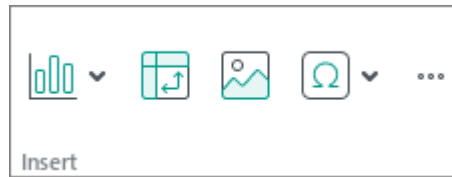
Figure 62. Insert section

1. **Chart**: Insert a chart (see Section 4.8.1).

2. **Pivot Table:** Insert a pivot table (see Section 4.7.1).

3. **Image:** Insert an image (see Section 4.9.1).

4. **Special Characters:** Insert a special character (see Section 4.4.8).

5. ••• **Insert:** Clicking this button opens the insert pane, which contains the following buttons (see Figure 63):
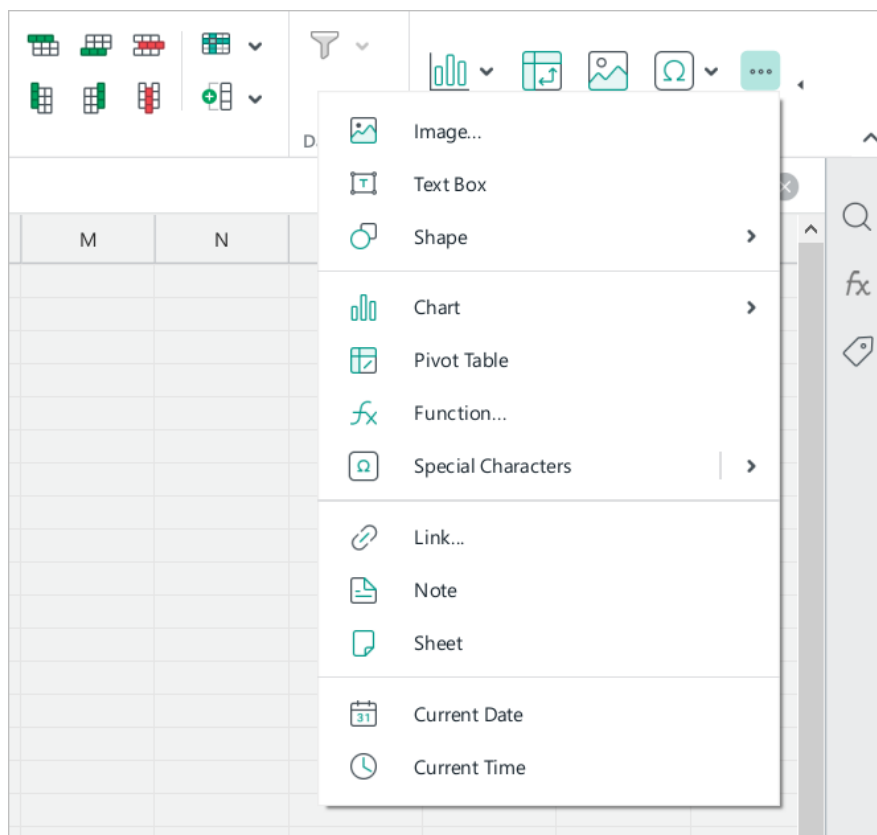
Figure 63. Insert pane

- – **Image:** Insert an image (see Section 4.9.1).
- – **Text Box:** Insert a text box (see Section 4.10.3).
- – **Shape:** Insert a shape (see Section 4.10.2).
- – **Chart:** Insert a chart (see Section 4.8.1).
- – **Pivot Table:** Insert a pivot table (see Section 4.7.1).
- – **Function:** Insert a function (see Section 4.5.6).
- – **Special Characters:** Insert a special character (see Section 4.4.8).
- – **Link:** Insert a link (see Section 4.4.6).
- – **Note:** Insert a written note to the selected cells (see Section 4.4.7.1).
- – **Sheet:** Insert a new sheet into the document (see Section 4.2.1).
- – **Current Date:** Insert the current date (see Section 4.4.9).
- – **Current Time:** Insert the current time (see Section 4.4.9).

3.3.5.10 Pivot Table section

If you select a pivot table or one or multiple cells of the pivot table range in your document (see Section 4.7), the Toolbar will display the **Pivot Table** section with the following buttons (see Figure 64):

Figure 64. Pivot Table section

1. ↻ **Refresh:** Update a pivot table (see Section 4.7.3).
2. ⚙ **Settings:** Open the pivot table settings pane (see Section 4.7.2).
3. ⊞ **Delete Pivot Table:** Delete a pivot table (see Section 4.7.4).

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3.3.5.11 Chart section

If you select a chart in the document, (see Section 4.8), the Toolbar will display the **Chart** section which contains the following buttons (see Figure 65):
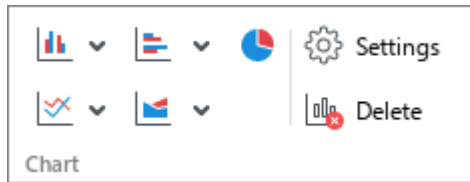
Figure 65. Chart section

1. **Column Chart:** Select your preferred type of the column chart (see Figure 66):
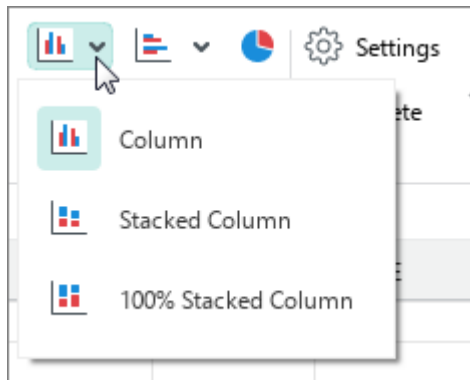
Figure 66. Column chart

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2. ▬ **Bar Chart:** Select your preferred type of the bar chart (see Figure 67):
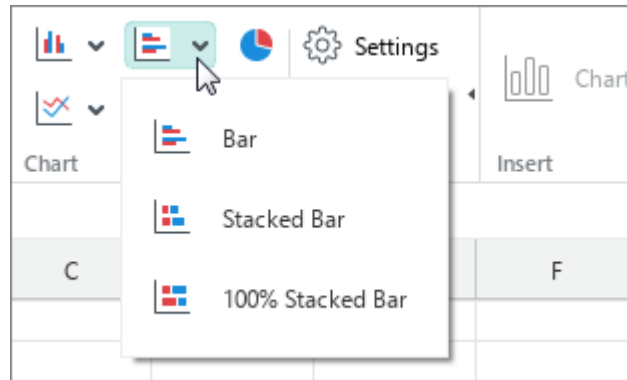
Figure 67. Bar chart

3. ● **Pie Chart:** Create a pie chart.

4. 〰 **Line Chart:** Select your preferred type of the line chart (see Figure 68):
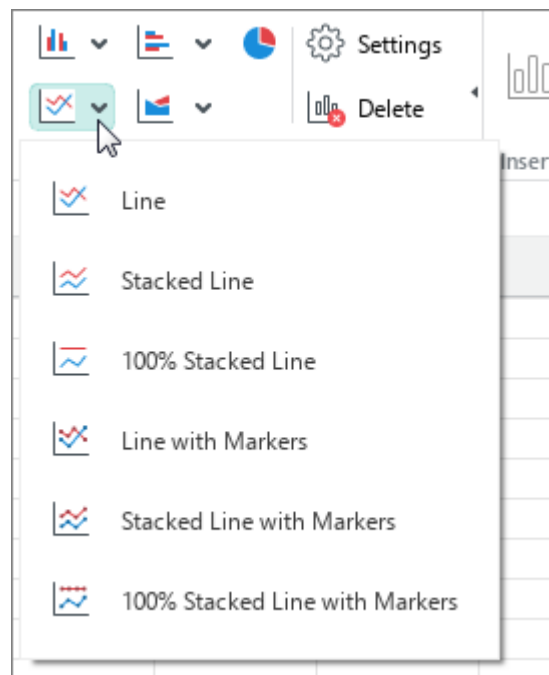
Figure 68. Line chart

5. ![area chart icon] **Area Chart:** Select you preferred type of the area chart (see Figure 69):
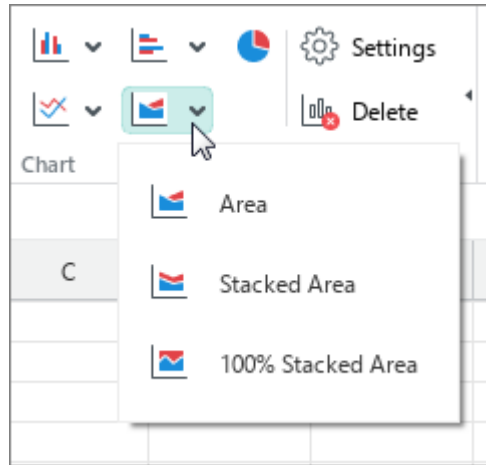
Figure 69. Line chart

1. ![settings icon] **Settings:** Open the **Chart settings** menu for the selected chart type.
2. ![delete icon] **Delete:** Delete the selected chart.

3.3.5.12 Image section

If you select an image in the document, (see Section 4.9), the Toolbar will display the **Image** section (see Figure 70).

The section contains the ⊠ **Delete Image** button (see Section 4.9.5).

Figure 70. Image section

3.3.5.13 Shape section

If you select a shape in the document (see Section 4.10), the Toolbar will display the **Shape** section (see Figure 71).

The **Shape** section contains the following buttons:
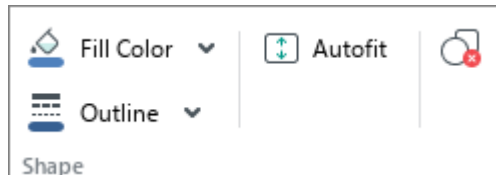
Figure 71. Shape section

1. **Fill Color:** Fill the shape with a color or image (see Figure 72 and Section 4.10.4).
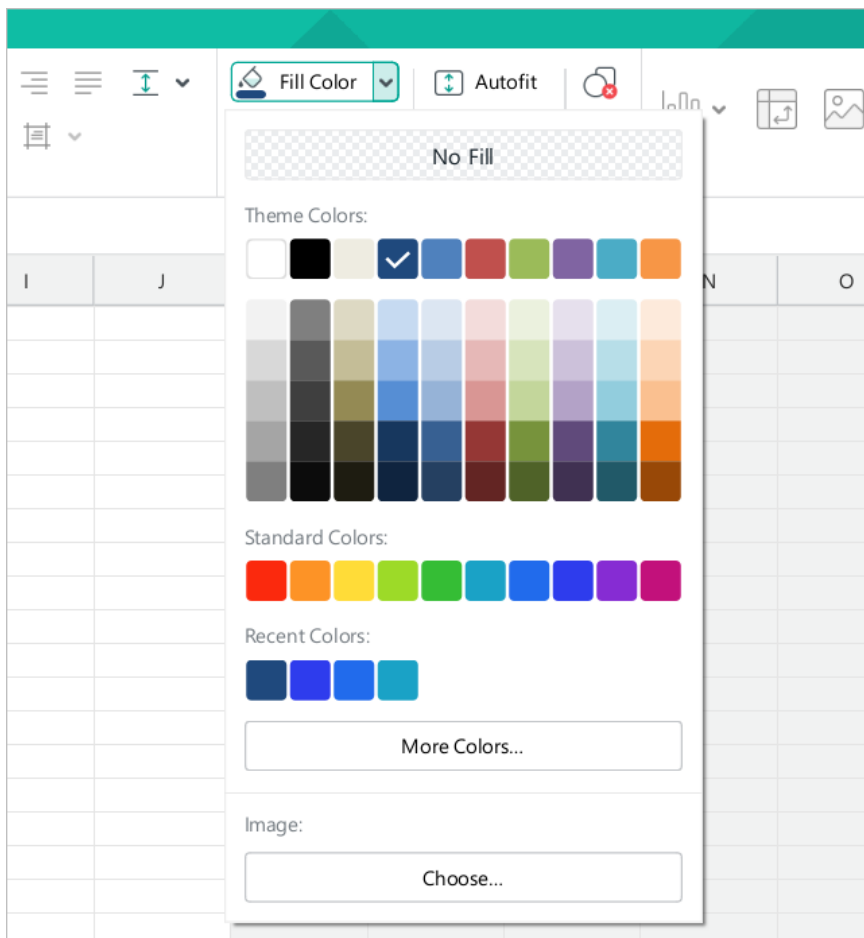
Figure 72. Fill Color button

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2. ▤ **Outline:** Define the color, thickness, and type of the shape outline (see Figure 73 and Section 4.10.5).
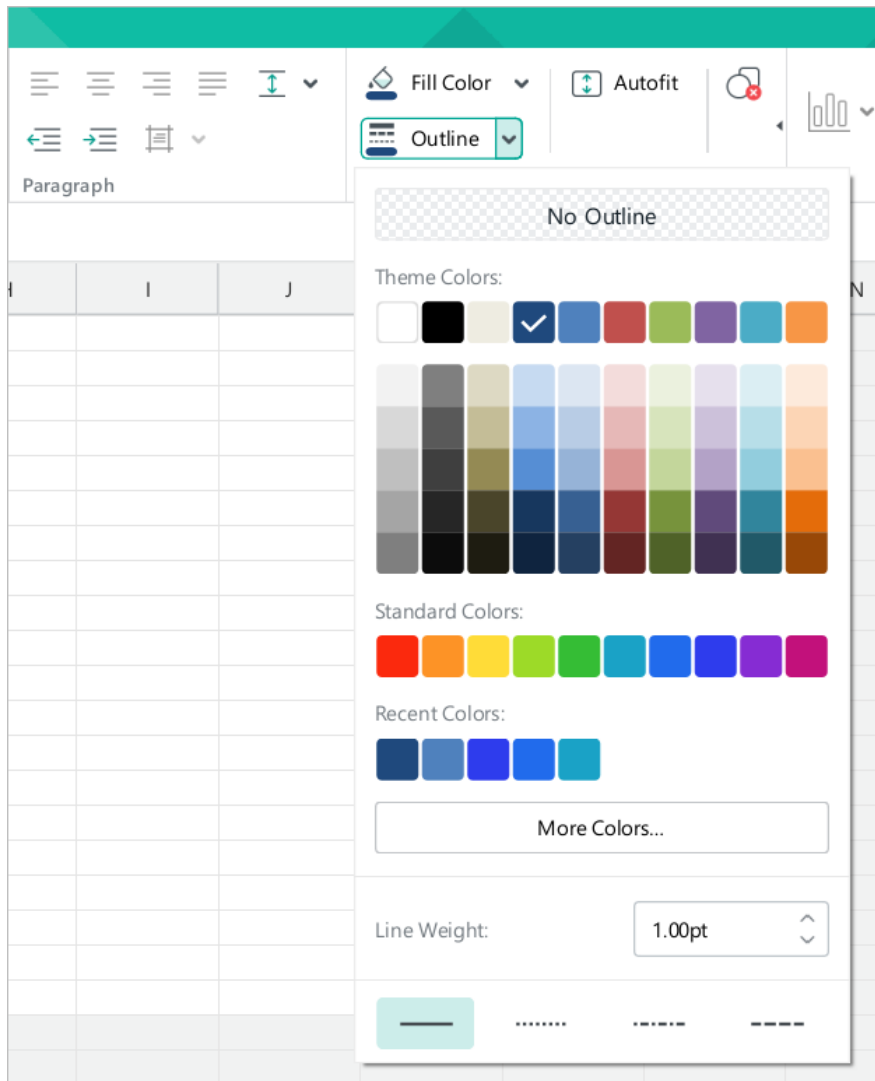
Figure 73. Outline button

3. ⬆ **Autofit**: Fit the shape height to match the text in the shape (see Section 4.10.8).

4. ⊘ **Delete Shape**: Delete the shape (see Section 4.10.12).

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3.3.5.14 Line section

When you insert or select a line, the Toolbar displays the **Line** section, which contains the following tools (see Figure 74):
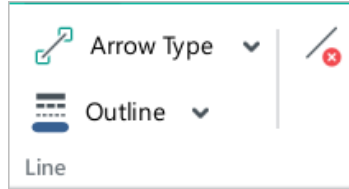
Figure 74. Line section

1. **Arrow Type:** Select the type of line tips (see Figure 75 and Section 4.10.10).

Figure 75. Arrow Type button

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2. ![outline icon]**Outline:** Configure the color, thickness and type of line (see Figure 76 and Section 4.10.6).
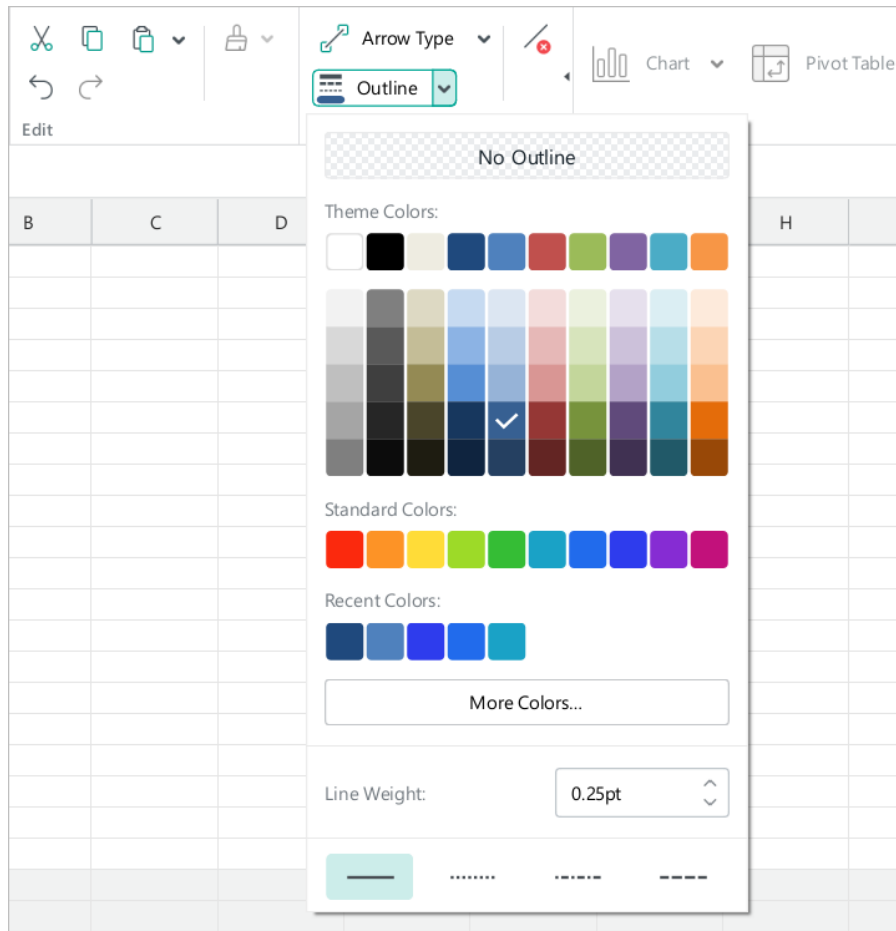
Figure 76. Outline button

3. ![delete line icon]**Delete Line:** delete a line (see Section 4.10.12).

3.3.5.15 Table section

If a smart table element or the whole smart table is selected in the document (see Section 4.5.7), the Toolbar displays the **Table** section (see Figure 77).

This section displays the name of the smart table.
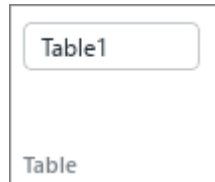
Figure 77. Table section

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3.4 Range field

The range field allows to do the following:

- Display the address (see Figure 78 and Section 4.5.3) or name (see Figure 79 and Section 4.5.9) of the selected cell or cell range.
- Create new names of cells/cell ranges (see Section 4.5.9.1.1).

D2:D5 ⌄	fx =B2*C2				
	A	B	C	D	E	F
1	Name	Per unit price	Qty	Price	Discount	Discount price
2	Item A	20	5	100	0,1	90
3	Item B	36	25	900	0,2	720
4	Item C	48	20	960	0,1	864
5	Item D	50	18	900	0,1	810
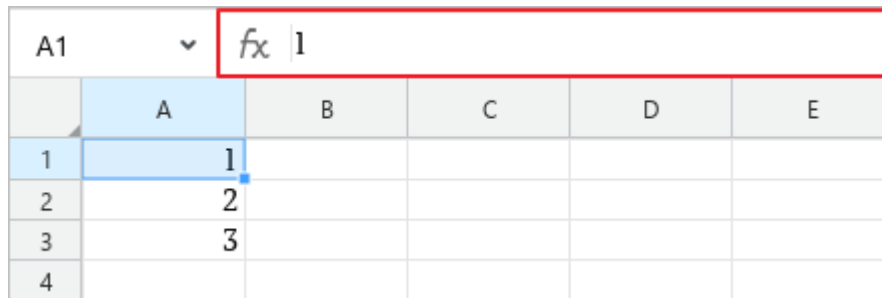
Figure 78. Cell range address

Price ⌄	fx =B2*C2				
	A	B	C	D	E	F
1	Name	Per unit price	Qty	Price	Discount	Discount price
2	Item A	20	5	100	0,1	90
3	Item B	36	25	900	0,2	720
4	Item C	48	20	960	0,1	864
5	Item D	50	18	900	0,1	810

Figure 79. Cell range name

MyOffice
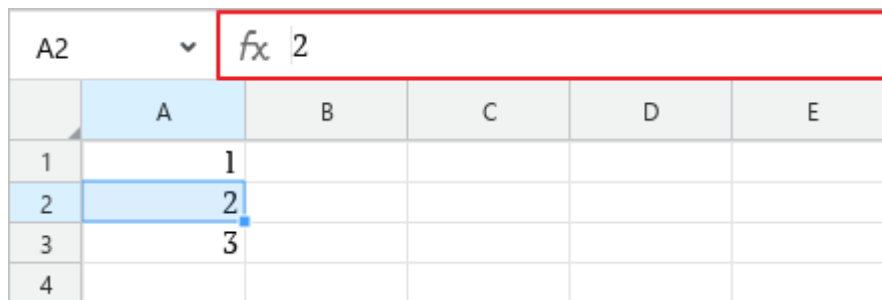
3.5 Formula bar

The Formula bar displays the real contents of the selected cell. For example, A1 cell (see Figure 80) displays and contains number 1. A2 cell displays and contains the number 2. A3 cell displays the number 3 but contains a formula whose result is 3.
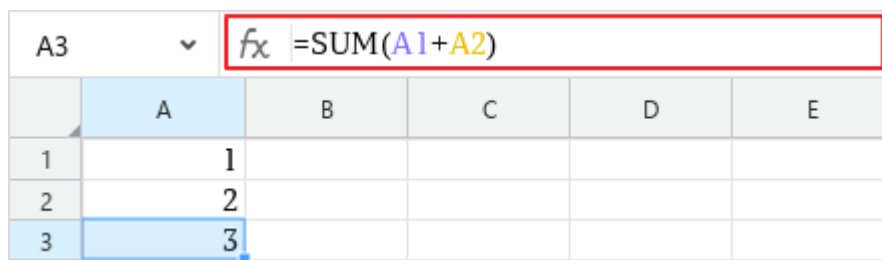
Figure 80. A1 cell content on the Formula bar

Figure 81. A2 cell content on the Formula bar

Figure 82. A3 cell content on the Formula bar

MyOffice

3.6 Workspace

The workspace (see Figure 83) is the active area of the sheet, within which user actions are performed. If necessary, the boundaries of the workspace can be expanded (see Section 4.3.1).
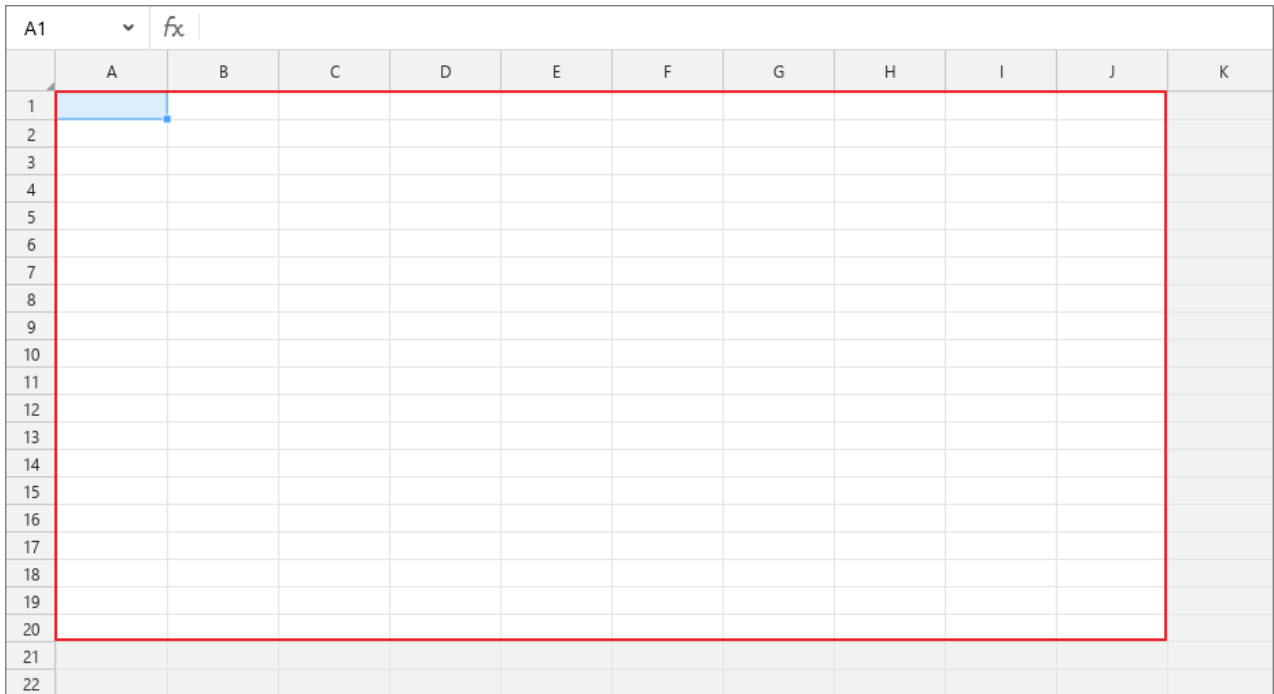
Figure 83. Sidebar

MyOffice

3.7 Sidebar

The Sidebar displays the following buttons (see Figure 84):
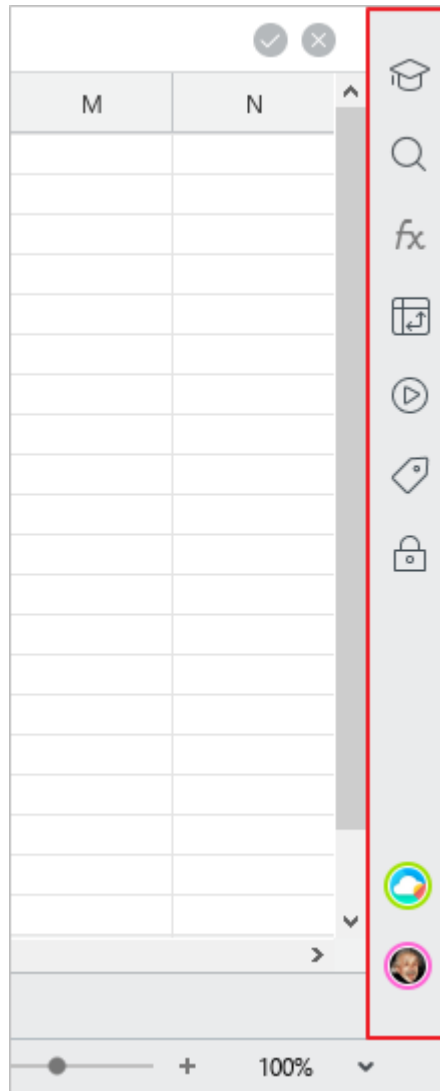
Figure 84. Sidebar

– 🎓 **Education:** Open the educational resource links pane (see Section 4.16). The button is displayed when you work with the MyOffice Spreadsheet application included in MyOffice Education suite.

– 🔍 **Find and Replace:** Open the Find and Replace pane (see Section 4.4.6).

– *fx* **Insert Function:** Open the Insert function pane (see Section 4.5.3).

– ⊞ **Pivot Table:** Open the pivot table settings pane (see Section 4.7). The button is displayed when a pivot table element is selected.

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- – ▷ **Macros:** Open a pane to work with macros (see Section 4.13.1). This button is displayed if the file contains at least one macro.
- – **Name Manager:** Open the **Name Manager** (see Section 4.5.9).
- – **Manage Protection:** Open the file protection management pane (see Section 4.15.2).

Avatars of collaborators are displayed on the Sidebar (see Section 4.12.2) if the document is opened from the Cloud and is being worked on by multiple users simultaneously.

> The Cloud and collaborative editing functions are available with the MyOffice Professional / MyOffice Private Cloud server part.

MyOffice

3.8 Sheet tabs

The Sheet tabs (see Figure 85) allow for quick navigation between spreadsheet sheets.

For more information, see Section 4.2.
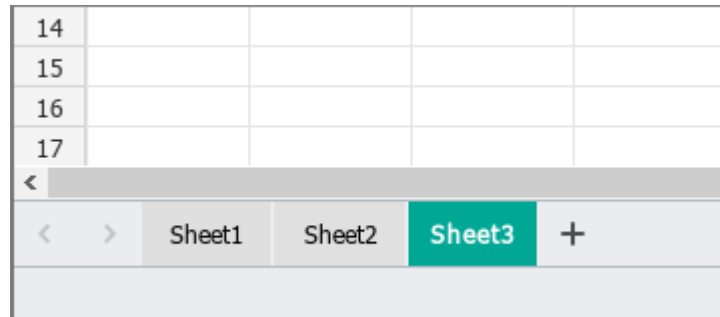
Figure 85. Sheet tabs

3.9 Status bar

The Status bar displays the following data and tools (see Figure 86):

– Server connection status indicator: Displayed if a document located in the Cloud is opened in the application (see Section 4.12.2)

– Document access permission level: Displayed if a document located in the Cloud storage is opened in the application and the user is not the author of this document (see Section 4.13.2)

– Automatic calculation values (see Section 4.5.2).

– Tools to zoom in or out the active sheet (see Section 4.2.6).

Figure 86. Status bar

The Cloud and collaborative editing functions are available with the MyOffice Professional / MyOffice Private Cloud server part.

3.10 Quick Actions box

The Quick Actions box (see Figure 87) allows you to quickly run various commands and perform actions in MyOffice Spreadsheet (see Section 3.2).

To open the Quick Actions box, do one of the following:

– In the Command menu, select **Help** > **Quick Actions**.

– Press **Ctrl**+**/** (OS Windows / OS Linux). In macOS, press ⌘**Cmd**+**/**.
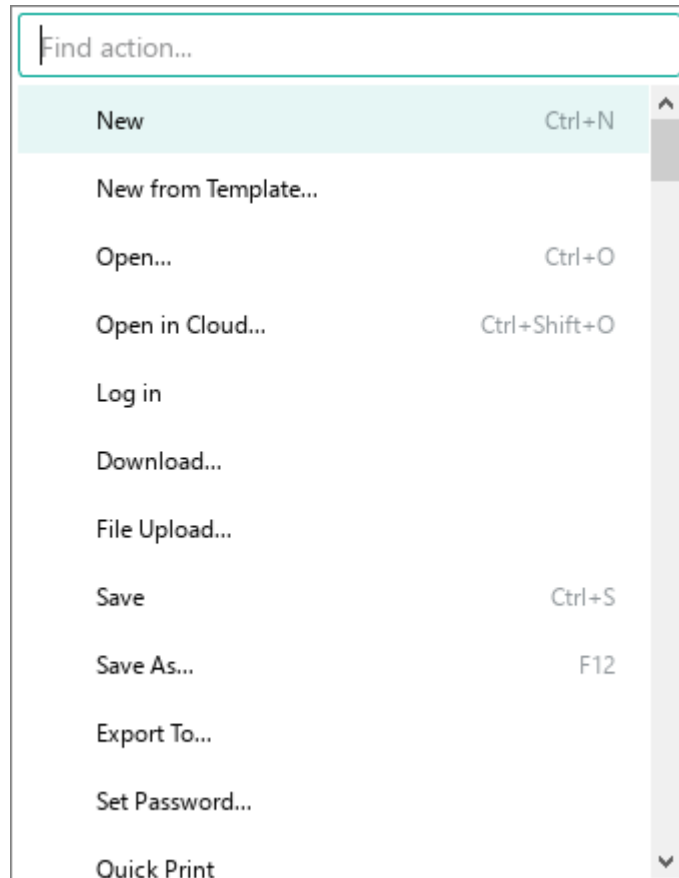
Figure 87. Quick Actions box

MyOffice

Use one of the following methods to select the command from the list:

– Scroll the list to the desired command using the mouse scroll wheel or the right vertical scroll bar. Confirm the command by clicking it or pressing **Enter**.

– Start typing the command name in the search bar. When the desired command appears in the search results, select it using the mouse or keyboard keys:

  – Click the command line with the left mouse button.

  – Select the command line with the ↓ and ↑ keyboard keys and press **Enter**.

Once the selection is made, the action is done, and the box closes automatically. To close the box without selecting an action, click anywhere outside this window and press **Esc**.

3.11 Application language

The default language of the MyOffice Spreadsheet application is determined by the language of your operating system. You can change it manually if necessary.

> When you change the language of MyOffice Spreadsheet, the corresponding language is automatically selected for MyOffice Text and MyOffice Presentation.

To change the application language, follow these steps:

1. In the Command menu, select **Tools** > **Change Language** (see Figure 88).
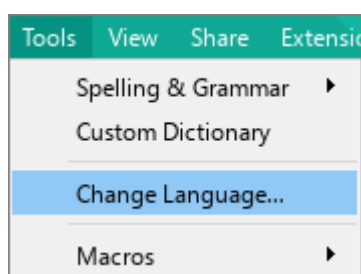
Figure 88. Tools command menu

2. In the window shown in Figure 89, select the desired application language from the drop-down list and click **OK**.
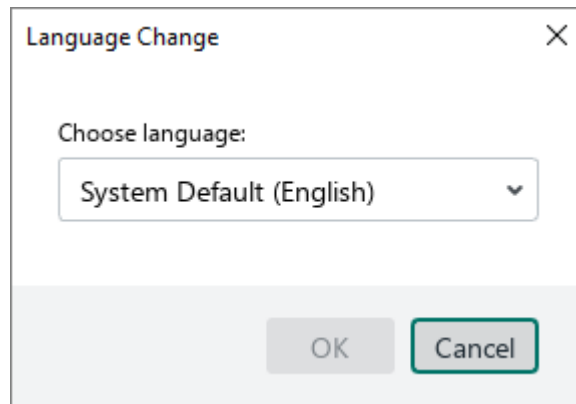
Figure 89. Language selection window

3. In the dialog box shown in Figure 90 click **OK**.
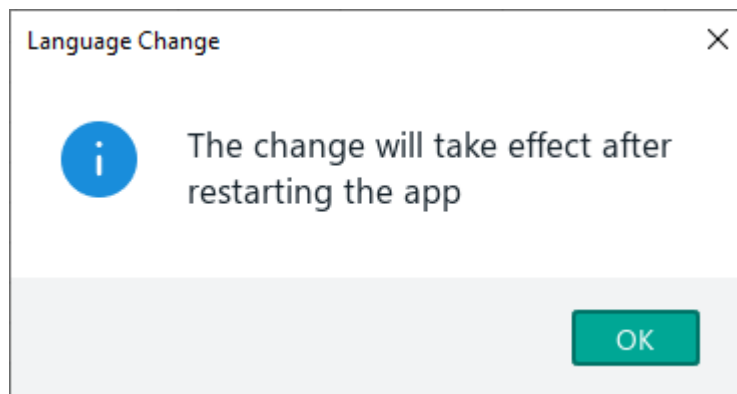
Figure 90. Notification to restart the application

4. Restart the application. To do this, close all the documents currently open in MyOffice Spreadsheet and open them again.

4 WORK WITH MYOFFICE SPREADSHEET

4.1 Actions with files

4.1.1 Create a new file

4.1.1.1 Create a file using File Explorer

To quickly create a file using Windows File Explorer, do the following:

1. Open the context menu by right-clicking on an empty area and click **New** > 🔲 **New MyOffice Spreadsheet**.
2. Specify a name for the file. By default, the file is named **New MyOffice Spreadsheet**.
3. To keep the name, click outside the file or press **Enter**.

4.1.1.2 Create a file when opening the application

A new file is created automatically when you open MyOffice Spreadsheet.

4.1.1.3 Create a file while working in the application

To create a new file while you work in MyOffice Spreadsheet, do one of the following:

− In the Command menu, select **File** > **New** (see Figure 91).
− Press **Ctrl**+**N** / ⌘**Cmd**+**N**.

Figure 91. New menu

MyOffice
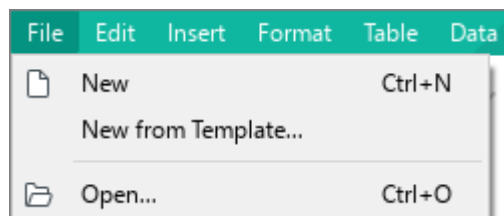
4.1.2 Create a template from a file

A template file fully duplicates the original file and is used as a reference for creating other files. Templates are convenient to use if you need to create several documents which share the same contents or formatting settings.

To create a template, follow the steps below:

1. Open the file that you want to use as a template (see Section 4.1.4).
2. Select **File** > **Save as Template** (see Figure 92).
3. In the file manager window that appears, select the template name and location. Click **Save**.
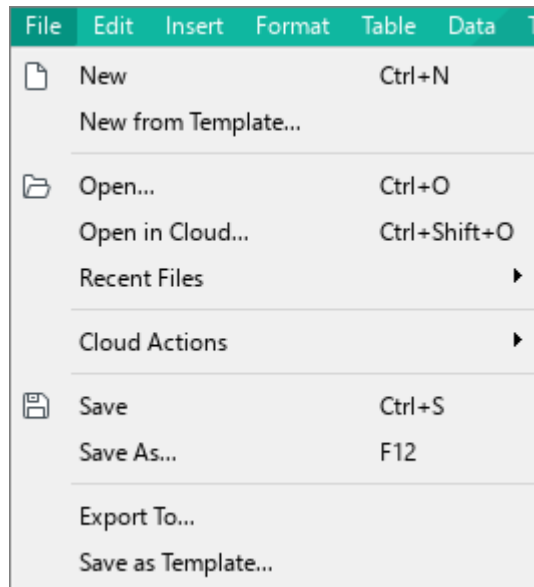
Figure 92. File menu

MyOffice

4.1.3 Create a file from a template

To create a file from a template, follow the steps below:

1. Double-click the template you want to use in the file manager.
2. Select **File** > **New from Template** (see Figure 92). In the file manager, select the template you want to use for your file and click **Open**.

This will create a new document ready for editing.

4.1.4 Open a file

To open a file, do one of the following:

–   Double-click the file using the left mouse button.

–   Open MyOffice Spreadsheet. Do the following:

    1. Select **File** > **Open** (see Figure 92). Or press **Ctrl+O** / ⌘**Cmd+O**.

    2. In the file manager, select the file you want to open and click **Open**.

The document opens on the sheet where data was last saved before closing. If this sheet has been renamed or deleted in another application, the document opens on the first sheet of the spreadsheet.

4.1.4.1 Open a file in .xls format

When you open a file in .xls format, it is automatically converted to .xlsx format. An information bar will be displayed below the Toolbar with an appropriate notification: "Document was automatically converted to a newer format". Click **Close** in this line (see Figure 93).
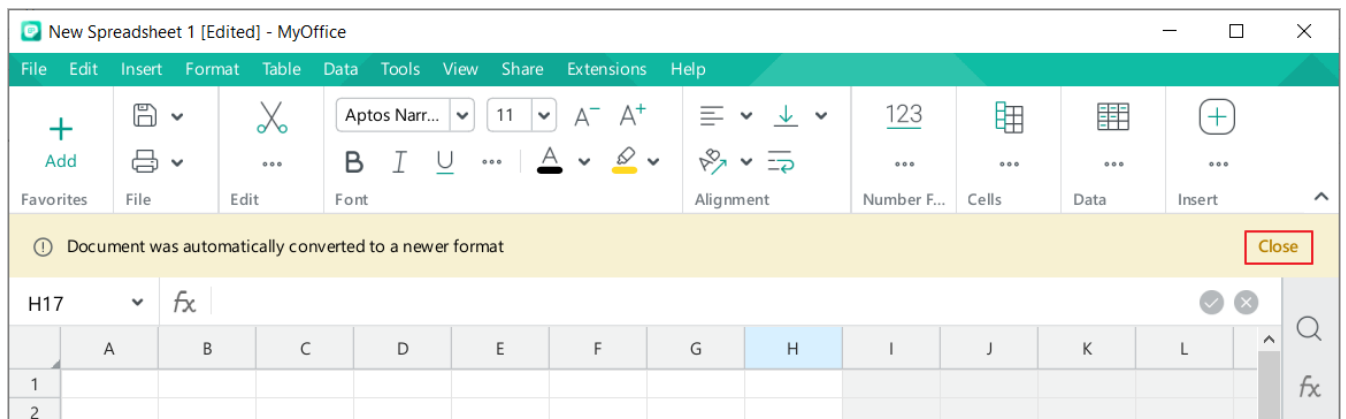
Figure 93. Close button

To save a file in .xlsx format, follow the steps described in Section 4.1.7.

4.1.4.2 Open read-only files

If the Read only property is set for a file by the OS tools, then:

– This file is opened in the **View** mode.

– A notification "You can only view this document" is displayed on the Toolbar (see Figure 94).

> ⓘ If you work with files using the WebDav protocol, read-only files are opened in the Edit mode.

In the **View** mode, you cannot make changes to the document or change its formatting. If necessary, you can create a copy of this document that can be edited. To do this, click **Edit a Copy** on the Toolbar.
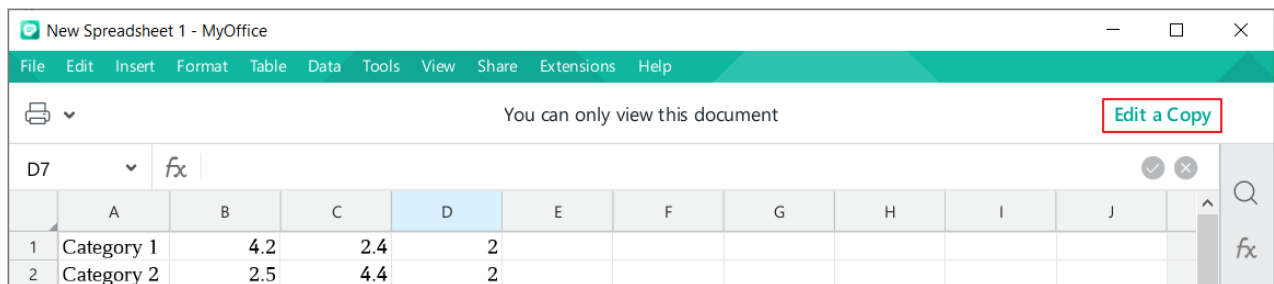
Figure 94. Edit Copy button

A copy of the document will open in a new application window. To save the file copy, follow the steps described in Section 4.1.7.

4.1.4.3 Open files used by another application or user

If a file is opened for editing in another application or by another user:

– This file is opened in the **View** mode.

– A notification "Document is not available for editing because it is in use by another application or user" is displayed on the Toolbar (see Figure 95).
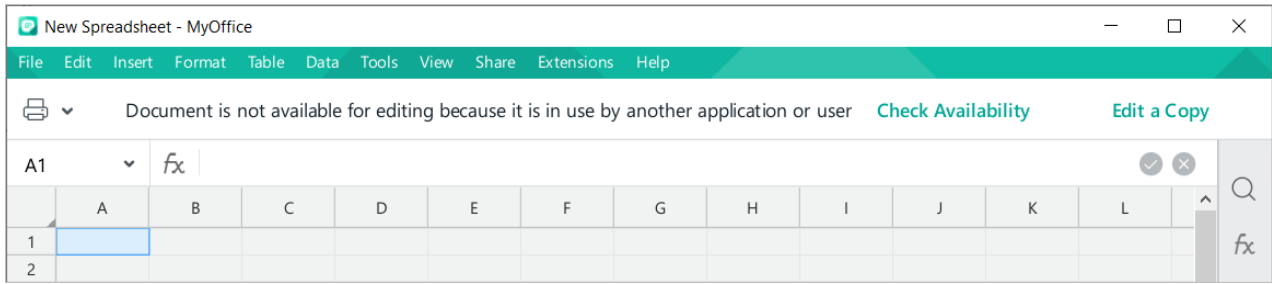
Figure 95. Document is in use by another application or user

> (!) The file is opened in the **Edit** mode if it is opened in another application, but no lock file has been created by that application. For example: a file downloaded from the Internet and opened in Excel in the **Protected View** mode will open in the **Edit** mode.

In the **View** mode, you cannot make changes to the document or change its formatting. To edit a document, make sure the file is not open in another application. If it is open, close it and open it in MyOffice Spreadsheet application.

If the document is opened by another user, wait for the other user to finish working with the document or create an editable copy of the document:

– To check whether another user has finished working with the document or not, click **Check Availability** on the Toolbar. If the work is not completed, the pop-up message "Document is still in use" will be displayed (see Figure 96). If the work is completed, the document will switch to the **Edit** mode.
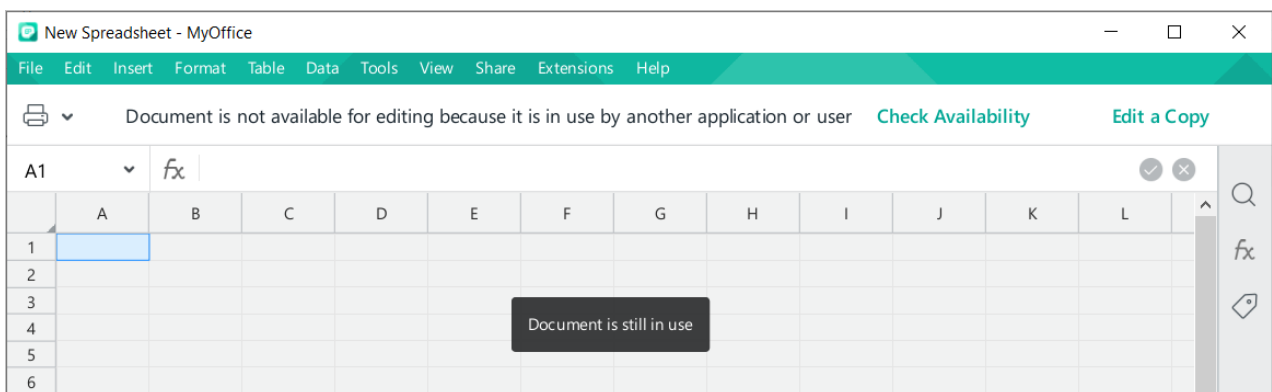
Figure 96. Tooltip message

– To create an editable copy of the document, click **Edit a Copy** on the Toolbar. A copy of the document will open in a new application window. To save the file copy, follow the steps described in Section 4.1.7.

4.1.5 Open a recent file

MyOffice Spreadsheet application saves a list of documents which the user has worked with recently. This list contains both local files and files that were opened from the Cloud storage (see Section 4.14). The latter are marked in the list by the cloud.

> The Cloud and collaborative editing functions are available with the MyOffice Professional / MyOffice Private Cloud server part.

To open a file from the list, do the following:

1. Select **File** > **Recent Files** (see Figure 79).
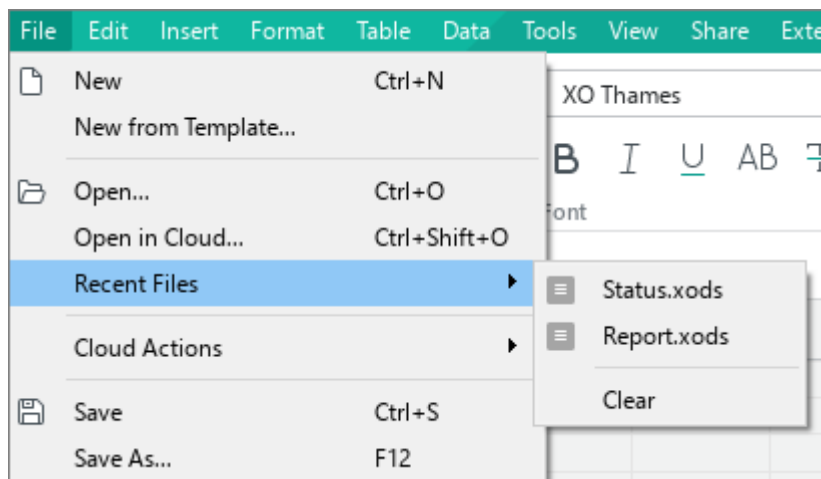
Figure 97. File menu

2. In the sub-menu that appears, select the desired file.

If the list of recent files is out of date, delete it. To do this, in the Command menu, select **File** > **Recent Files** > **Clear**.

4.1.6 Open a file in another application

You can open the files you are working on in another spreadsheet application directly from MyOffice Spreadsheet. To select the application that you want to use, in the **File** menu, select **Open With** (see Figure 98).

> This menu item is not available on macOS.
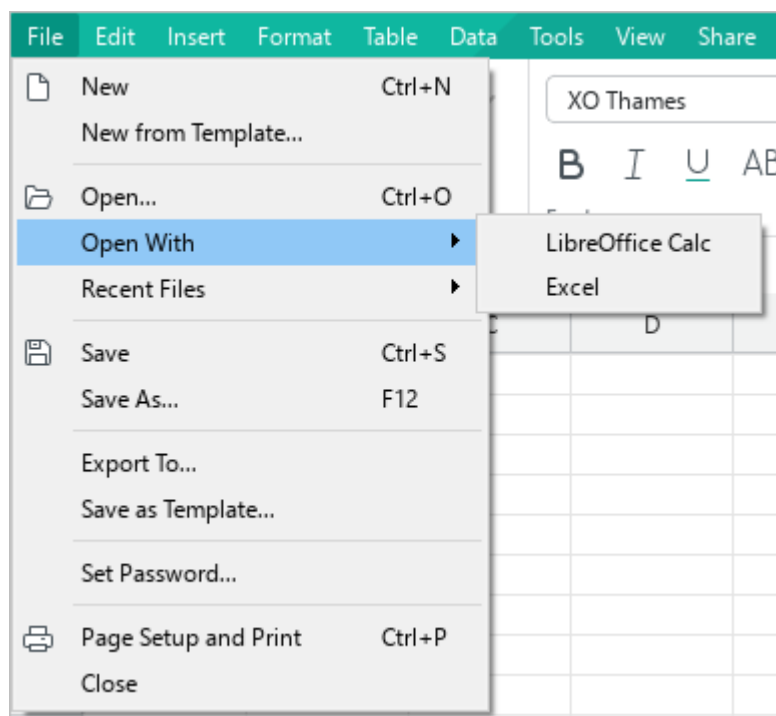
Figure 98. File menu

A list of available applications is created manually using the **OpenWithList.ini** configuration file (for more details, see MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation desktop applications. Installation Guide).

The **Open With** command is not displayed if the configuration file does not contain data or if the data is incorrect.

Clicking the **Open With** command in the **File** menu will close the file in MyOffice Spreadsheet and open it in the application of your choice. If there are any unsaved changes in the file when you close it, MyOffice Spreadsheet will suggest saving them.

MyOffice

4.1.7 Save a file

4.1.7.1 Save as

To save a new file or create a copy of the file you are working on, follow the steps below:

1. Run the saving command in one of the following ways:
   – In the **File** menu, click **Save as** (see Figure 98).
   – On the Toolbar, select the **File** section and click the arrow to the right of the 💾 **Save** button. In the drop-down list, select the **Save As** command (see Figure 99).
   – Press **F12** for Microsoft Windows or **Ctrl+Shift+S** for Linux. In macOS, press ⇧**Shift**+⌘**Cmd**+**S**.

2. In the **Save As** dialog box, pick or browse the folder to save the file. Enter a file name in the **File name** box and select its format in the **Save as type** box. Click **Save**.

When you **Save As** a new file, it becomes the document you are working on.
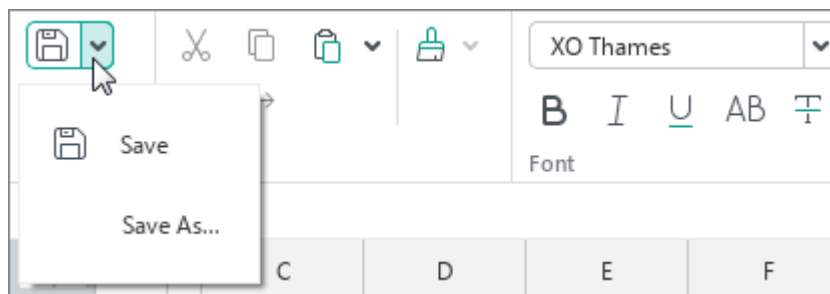
Figure 99. Save button

4.1.7.2 Save

To avoid data loss due to power failure or other system malfunction, it is recommended to save changes regularly.

To save changes in the document you are working on, do one of the following:

– Select **File** > **Save** (see Figure 98).
– On the Toolbar, select the **File** section and click the arrow to the right of the 💾 **Save** button. In the drop-down list, select the **Save As** command (see Figure 99).
– Press **Ctrl+S** / ⌘**Cmd**+**S**.

4.1.7.3 Auto-save and restore a file

Auto-save a document every 5 minutes after it has been saved once manually.

If your device crashes and then the document is open again, the application automatically restores the data that was contained in the document at the time of its last auto-save.

Save the restored file manually. To do this:

1. Click **OK** in the dialog box shown in Figure 100.
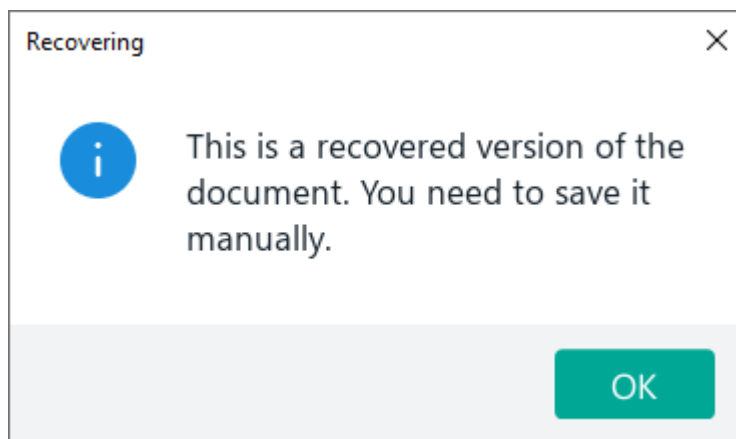
Figure 100. Dialog box

2. Save the recovered document using the **Save As** command (see Section 4.1.7.1).

4.1.8 Send a file via email

The **Send File** command is not available on macOS.

In MyOffice Spreadsheet, you can email the file you are working on using the default desktop email client.

To send a file via email, follow the steps below:

1. Select **Share** > **Send File** (see Figure 101).
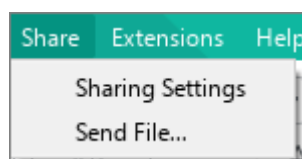
Figure 101. Share menu

2. In the new message window that appears, do the following:
    −   In the **To** field, enter the recipient's email address.
    −   In the **Subject** field, edit the subject (if required).
    −   In the body of the message, type the text.
3. Send the email.

4.1.9 Import a file

MyOffice Spreadsheet allows you to import data from .csv, .scsv, .tsv, .tab, .txt files and display them in a spreadsheet.

Follow these steps:

1. Open the file you want to import (see Section 4.1.4).

2. In the pop-up window that appears (see Figure 102), specify the following parameters:

   – **Character set:** A text encoding format.

   – **Delimiters:** Characters separating the values. Each value is then placed in a separate cell. For example, if you select the semi-colon sign (;), the values like 1;1;1 will be placed into 3 cells. You can use the preset delimiter type from the list or specify it manually in the **Another** field. You can select multiple delimiters to use from the list. Only one character can be specified in the **Another** field.

   > Only one character can be specified in the **Another** field.

   – **String qualifier:** A character that frames individual values so that they are placed in separate cells even if they contain a delimiter. For example, if a comma is specified as a delimiter and double quotes as a string qualifier, the fractional number **"3.14"** is placed into a single cell.

   – **Fit Width to Content:** An option to adjust the width of each column to automatically fit the widest entry in a column. If selected, the width of each column is automatically selected based on the content of the cell that contains the most data.

3. Click **OK**.
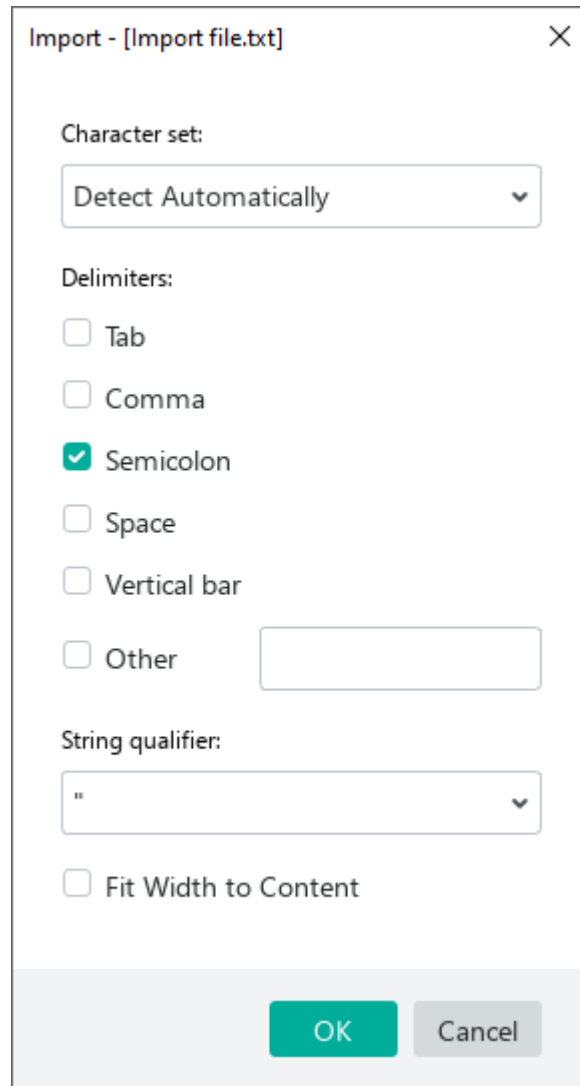
MyOffice

Figure 102. Import settings window

The delimiter-separated data contained in the file will be displayed in a new document in tabular form.

If you didn't select the **Fit Width to Content** option during the file import (see Figure 73), the **"Fit column width to the contents?"** pop-up message will appear briefly on the screen once the new file is opened (see Figure 103).

Click **Fit Width** to fit the width to the content or **Cancel** to keep the default column width.
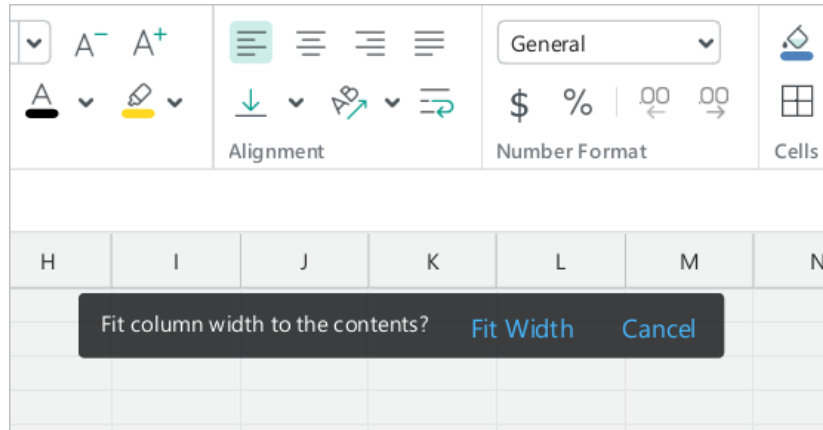
Figure 103. Pop-up message

You can save the resulting file in .xlsx, .xods, or .ods formats in the usual way (see Section 4.1.7).

MyOffice

4.1.10 Export a file

MyOffice Spreadsheet allows you to export files to the following formats:

− .pdf

− .pdf/a-1

− .csv

− .tsv, .tab, .scsv

− .txt

As a result of exporting to .pdf and .pdf/a-1 formats, all sheets of the source file will be included in the saved file.

When exporting files to the .csv, .tsv, .tab, .scsv, and .txt formats:

− The file stores only the current sheet of the source file with text data. Formatting settings, images, links, and other data are not saved.

− The .csv, .tsv, .tab and .scsv files use the semicolon (**;**) character as a value delimiter, and the **Tab** character is used in .txt files.

To export a file to .pdf or .pdf/a-1, do the following steps:

1. Run the export command in one of the following ways:

   – Select **File** > **Export To** (see Figure 104).
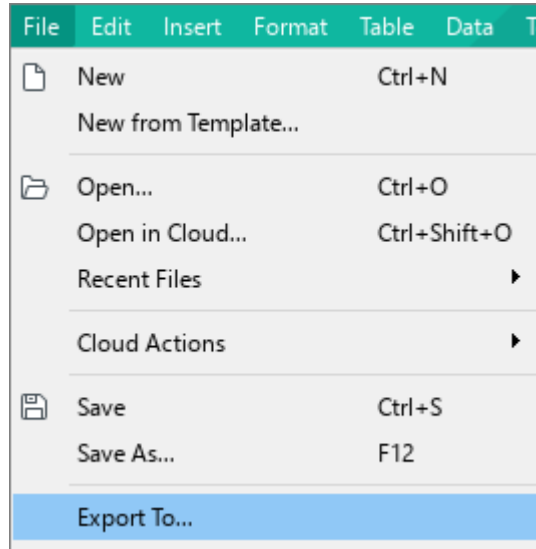
Figure 104. File menu

   – On the Toolbar, select the **File** section and click the arrow to the right of the ⊟ **Quick Print** button. In the drop-down list, select **Export to PDF** (see Figure 105).
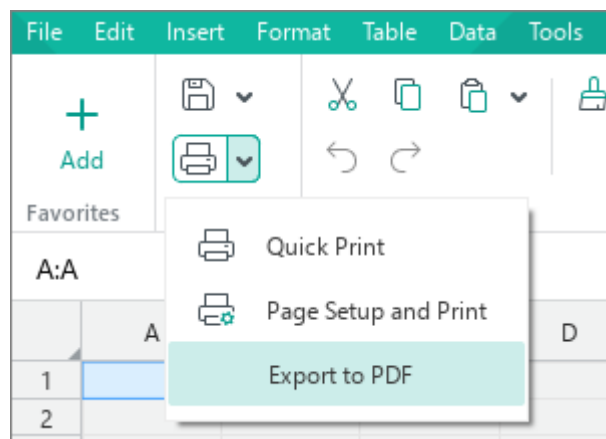
Figure 105. Export to PDF

2. In the file manager window, select the folder where you want to export the file, specify file name, and format and click **Save**.

To save a file in the .csv, .tsv, .tab, .scsv or .txt format:

MyOffice

1. In the **File** menu, select **Export To** (see Figure 105).

2. In the file manager window, select the folder where you want to export the file, specify file name, and format and click **Save**.

MyOffice

4.1.11 Print a file

4.1.11.1 Print a file without entering MyOffice Spreadsheet

When working in Windows, you can print a document/group of documents without first opening it in MyOffice Spreadsheet.

To do this, perform the following steps:

1. Select the desired document/group in Windows Explorer.
2. Open the context menu by right-clicking the mouse and run the **Print** command.

Printing is performed on the last printer used by MyOffice Spreadsheet and MyOffice Text. If no printer was previously selected in those applications, the printer used is the one installed by default in Windows.

During printing the following dialog boxes may be displayed:

– For a large-sized document or group of documents: the print setup window.
– For a password-protected document (see Section 4.15.1): The password input window.
– For a document in which the only sheet has been deleted or all sheets have been hidden: The window with the notification that there is no data to print.
– Notifications of damaged files and files with unsupported formats.

4.1.11.2 Print a document from MyOffice Spreadsheet

4.1.11.2.1 Select the print area

You can print:

– **Selection:** Specified manually,
– **Print area:** Specified manually or selected automatically if a print area is specified for the document in a third-party editor.
– **Sheet:** Selected automatically if no selection or no printable area is specified in the document.

MyOffice

4.1.11.2.1.1 Print a selection

To print a selection, follow these steps:

1. Select the cell, cell range, rows, or columns from which you want to print data.

2. Open the context menu by right-clicking the selected cells or the titles/contents of the selected rows/columns.

3. In the shortcut menu, select **Print Selection**.

The **Page Setup and Print** will open (see Section 4.1.11.2.2).

MyOffice

4.1.11.2.1.2 Print an area

If a print area is selected on a sheet using MyOffice Spreadsheet or a third-party editor, this print area will be automatically selected when printing the document.

In Microsoft Excel, a print area is selected using the following commands: **Page Layout** > **Print Area**. In LibreOffice Calc, use **Format** > **Print Ranges**.

To specify a print area in the MyOffice Spreadsheet application, follow these steps:

1. Select the area you want to print on the sheet.

2. In the **Format** menu, select **Print area** > **Define print area** (see Figure 106).

> The print area is specified separately for each sheet of the document.
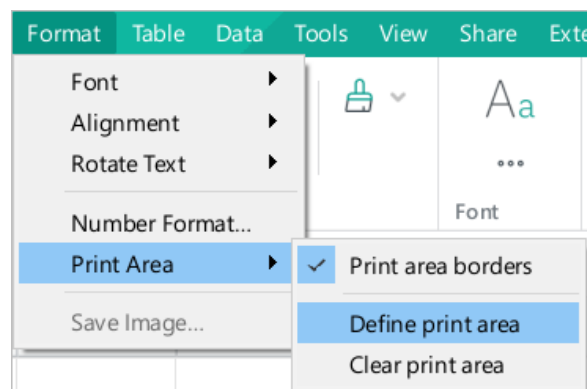
Figure 106. Define print area command

MyOffice

The borders of the selected print area are highlighted in blue (see Figure 107).

Figure 107. Print area borders

If needed, you can hide this frame by doing the following:

1. Click **Format** > **Print area** (see Figure 108).
2. Uncheck the **Print area borders** option.
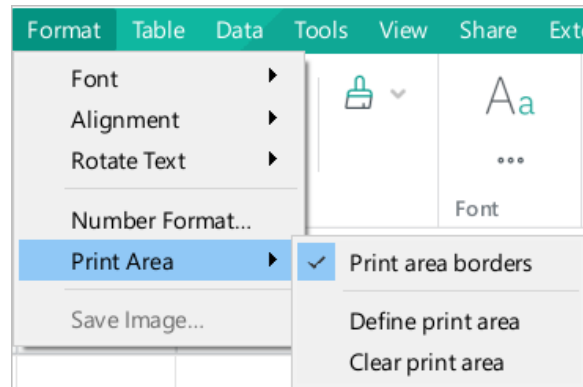
Figure 108. Print area borders menu

To display the frame, select the menu again.

MyOffice

To modify the print area (for example, if the selected area is not correct), follow these steps:

1. In the **Format** menu, select **Print area** and click **Clear print area** (see Figure 108).

2. Select the area once again as described above.

To print the defined area, open the **Page Setup and Print** window in one of the following ways:

– Select **File** > **Page Setup and Print** (see Figure 109).

– Press **Ctrl+P** / ⌘**Cmd+P**.
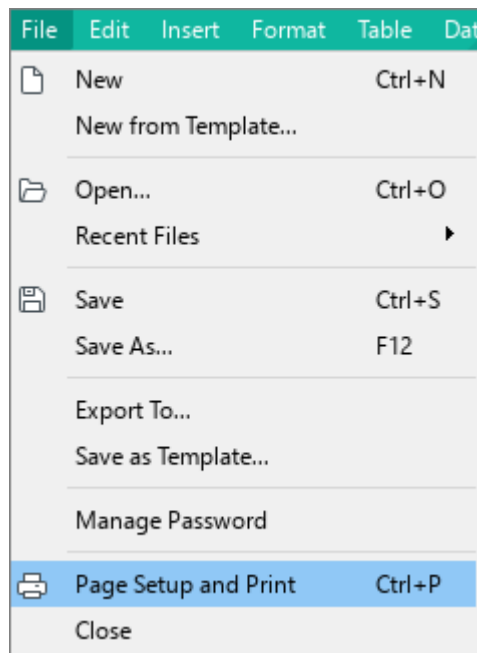
Figure 109. File menu

The **Page Setup and Print** will open (see Section 4.1.12.2).

4.1.11.2.1.3 Print the current sheet

To print the current sheet, follow these steps:

1. Make sure that a print area has not been set for this document (see Section 4.1.11.2.1.2).

2. Open the **Page Setup and Print** window in one of the following ways:

   – In the Command menu, select **File** and then **Page Setup and Print** (see Figure 109).

   – On the Toolbar, select the **File** section and click the arrow to the right of the 🖶 **Quick Print** button. In the drop-down list, select **Page Setup and Print** (see Figure 110).
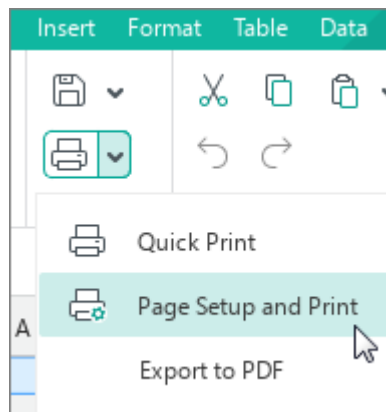
Figure 110. Page Setup and Print command

   – Press **Ctrl+P** / ⌘**Cmd+P**.

The **Page Setup and Print** will open (see Section 4.1.11.2.2).

4.1.11.2.2 Page Setup and Print window

The opened **Page Setup and Print** window (see Figure 111) contains:

–   Print Setup pane

–   Preview pane

> ⊙   If the sheet that you want to print is empty or the data resides in hidden rows or columns, the **Page Setup and Print** dialog box will not open. Instead, the following notification will appear on the screen: "**No data to print. Please make sure you have at least one page with data to print**".

4.1.11.2.2.1 Preview a document

To control the preview, use the following buttons:

– [−] and [+] : Zoom in or out the preview section.

– **Fit:** Set the default page zoom (100%).

– [›] and [‹] : Move to the next or previous sheet.

> Zooming does not affect the print area. The tool is intended for a detailed preview of a document content before printing.

You can resize the **Page Setup and Print** dialog box by dragging its borders.
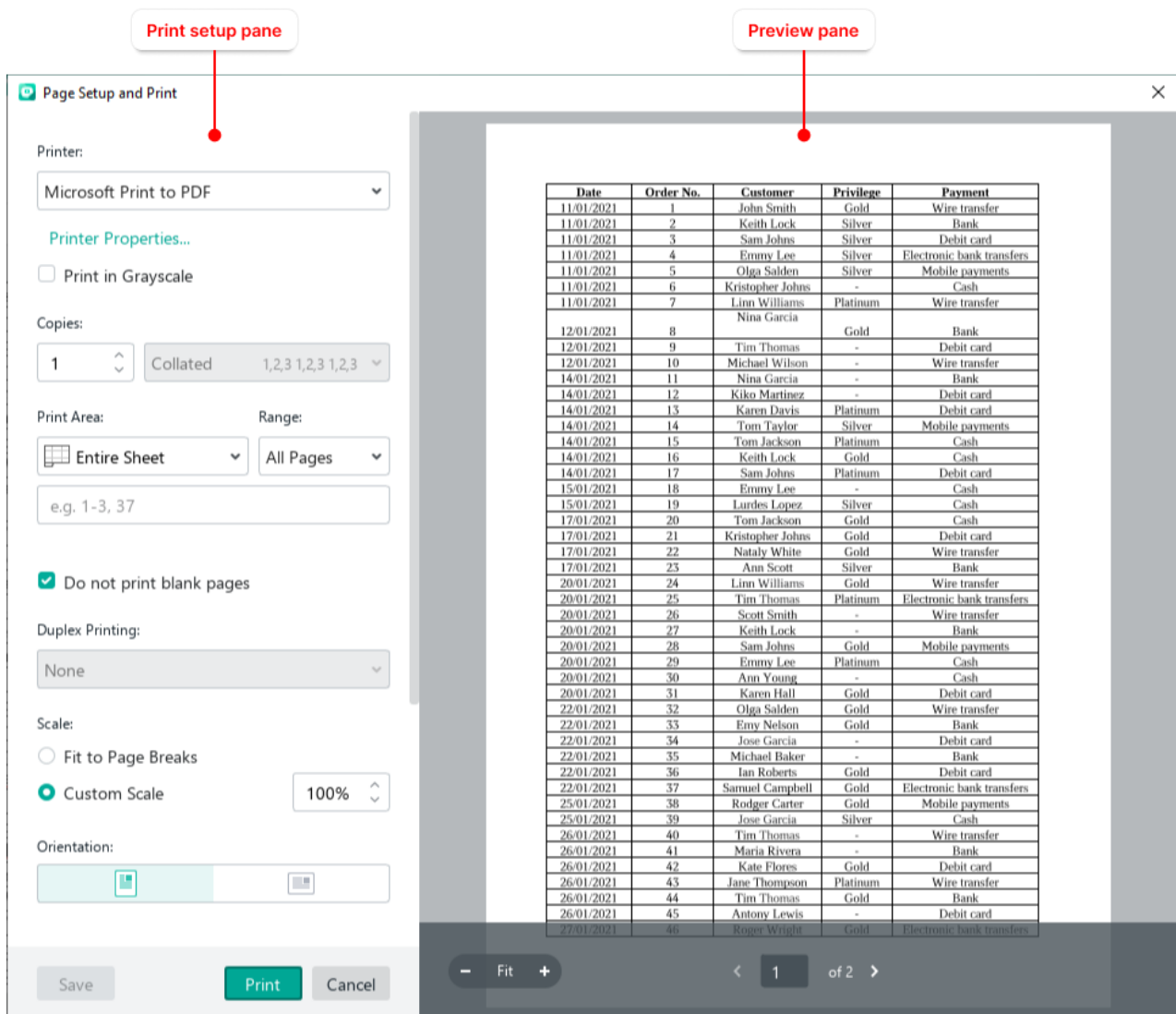
Figure 111. Page Setup and Print dialog box

MyOffice

4.1.11.2.2.2 Customize print settings

In the print settings area, you can specify the parameters listed in Table 3.

Table 3. Print settings

Option	Action
Printer	Select a printer to print the document.
Printer Properties	(Windows OS only). Open the printer settings window. The type and composition of the window parameters depend on the printer model selected in the field above. The settings specified in the printer settings window are automatically transferred to the corresponding fields of the **Page Setup and Print** window.
Print in Grayscale	Print the color text and images contained in the document in grayscale.
Copies	Set the number of copies you want to print.
Collated / Uncollated	Set the order in which pages are grouped during printing. Set the order in which pages are grouped during printing: – **Collated:** Print all pages grouped by copies (1,2,3 1,2,3 1,2,3). – **Uncollated:** Print pages grouped by page numbers (1,1,1 2,2,2 3,3,3).
Print Area	**Print Area** (see Section 4.1.11.2.1): – **Defined Area:** Print the defined area. – **Entire Sheet:** Print the sheet displayed on the screen. – **Selection:** Print the selected area on a sheet.
A field to enter the page numbers or ranges to be printed	This field is used if you want to print individual pages or page ranges of the selected sheet/area/fragment. The pages to print can be specified as: – Individual page numbers. For example, 5, 10, 12. – Page ranges where the range values are denoted using the hyphen. For example, 1-8, 10-11. – Pages from the beginning of the sheet/area/fragment to the specified one are in the **-<No.>** format. For example, if -3 is entered in the field, then pages 1-3 will be printed. – Pages from specified to the end of the sheet/area/fragment - in the **<No.>-** format. For example, if 3- is entered in the field and the sheet/area/fragment contains 6 pages, then pages 3-6 will be printed.

MyOffice

Option	Action
Range	This field is not available when you want to print a selection (see Section 4.1.12.1.1). Select one of the following ranges: – **All Pages:** Print all the pages of the current sheet. – **Odd Pages Only**, **Even Pages Only:** Print the document on a printer that doesn't support automatic double-sided printing. You can print the front sides of all the pages, turn the printed pages over, put them back into the printer, and print on the back sides.
Don't print blank pages	Blank pages are the pages without data, cells, objects (diagrams, images, shapes), cells with borders (see Section 4.11.12) or filling (see Section 4.11.10). This is a default option. Checking/unchecking **Do not print blank pages** in the preview area hides/displays blank pages and the total number of pages is reduced or increased. If you want to print individual pages/range of pages of the selected sheet/area/fragment, make sure that the **Do not print blank pages** check box is selected first, and then specify the pages/range of pages to be printed, referring to the page numbering in the preview area.
Duplex Printing	Print on both sides of the paper: – **None:** Print on one side of the page only. – **Long-Edge Binding:** Print two sides of the page and flip the paper along the long edge. – **Short-Edge Binding:** Print two sides of the page and flip the paper along the short edge.
Scale	The settings under the **Scale** section depend on the option selected in the **Print Area**. Under the **Current Sheet**, the **Scale** contains the following settings: – **Fit to Page Breaks:** If page breaks are inserted into a sheet using Microsoft Excel or LibreOffice Calc spreadsheet editor, the sheet is broken into pages according to these breaks. If the document does not have page breaks, the spreadsheet will be automatically scaled to fit one printed page. ⚠️ If there are no page breaks on the sheet, selecting **Fit to Page Breaks** will print the entire contents on one page at a very small scale – **Custom Scale:** Change the sheet scale on the page by adjusting the percentage value. If there are page breaks on the sheet (see the description of the setting above) and you select the **Custom Scale**, printing will be performed taking these page breaks into account. ⚠️ If there are page breaks on the sheet (see the description of the settings above), then when you select the **Custom Scale**, printing will take these page breaks into account.

Option	Action
	In the **Print Area**, under the **Selection**, the **Scale** contains the following settings: – **Actual Size:** Print the spreadsheet as is. – **Fit to Page:** Fit the selection to a printed page. – **Fit to Width:** Fit all columns of the selection to a printed page. – **Fit to Height:** Fit all rows of the selection to a printed page.

Click **Print** to print the document or **Cancel** to close the window.

4.1.11.2.2.3 Page setup

The **Page Setup and Print** dialog box contains the following page setup options (see Figure 112):

– **Orientation:** Select **Portrait** (vertical) or **Landscape** (horizontal) page orientation.

– **Paper Size:** Select paper size for printing.

– **Top Margin, Bottom margin, Left Margin, Right Margin:** Set the distance between the page edges and the contents.

You can save the current page setup for further printing. To save the setup and close the window, click **Save**. To print the document and save the setup, click **Print**.

When printing a selection (see Section 4.1.11.2.1.1), the page setup is only applied to the selection and cannot be saved for further printing sessions.
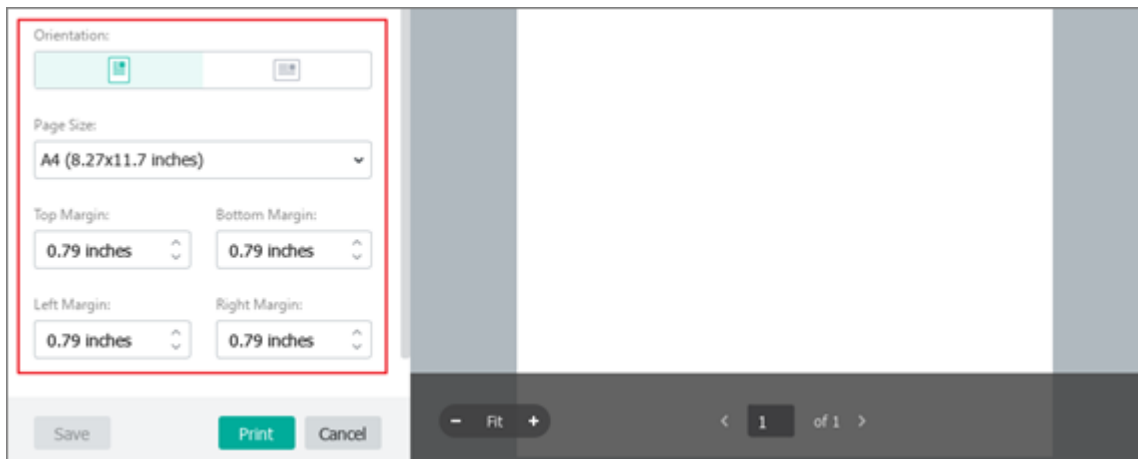
Figure 112. Page setup

MyOffice

4.1.11.2.3 Quick print

MyOffice Spreadsheet allows you to quickly print a document without using the **Page Setup and Print** dialog box.

The Quick Print feature:

− Creates an instant printout and uses the default printing settings.

− Selects the last printer used. The document will be printed using the printer you last used (if any) or the default printer.

To print a document using the Quick Print feature, do one of the following:

− On the Toolbar, select the **File** > 🖶 **Quick Print** (see Figure 113).

− On the Toolbar, select the **File** section and click the arrow to the right of the 🖶 **Quick Print** button. In the drop-down list, select the **Quick Print** command.
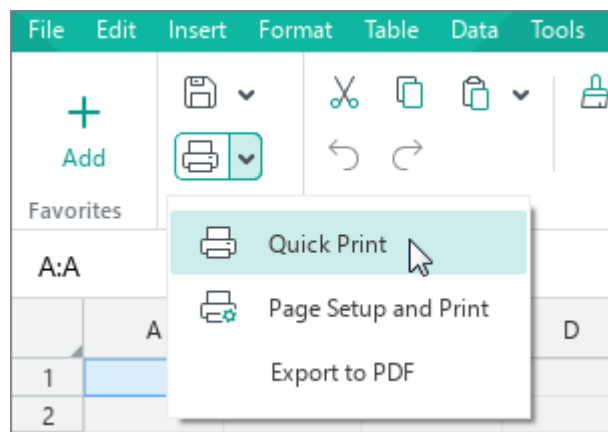
Figure 113. Quick Print button

4.1.12 Close a file

Once you have finished working with a file, save it (see Section 4.1.7) and close the application window using one of the following tips:

– In the **File** menu, click **Close** (see Figure 114).
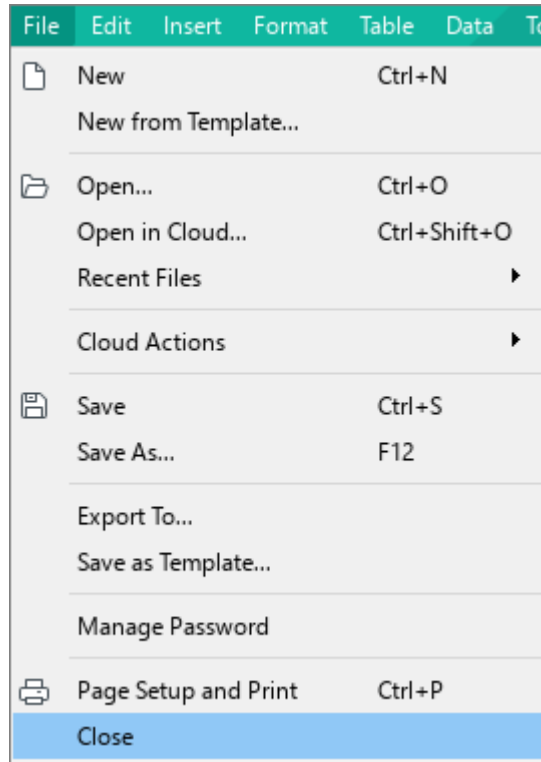
Figure 114. File menu

– Click ✕ **Close** in the application window heading.
– Press **Alt**+**F4** / ⌘**Cmd**+**Q**.

4.2 Sheets

4.2.1 Insert a sheet

By default, a new spreadsheet created in MyOffice Spreadsheet contains one sheet. You can add as many sheets as you need manually.

To insert a sheet, do one of the following:

– In the **Insert** menu, click **Sheet** (see Figure 115).
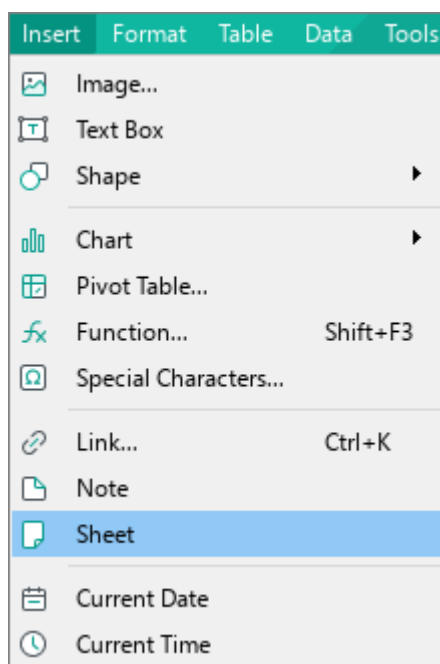
Figure 115. Insert menu

– On the Toolbar, select the **Insert** section and click •••. In the insert pane that appears, click **Sheet** (see Figure 116).

MyOffice
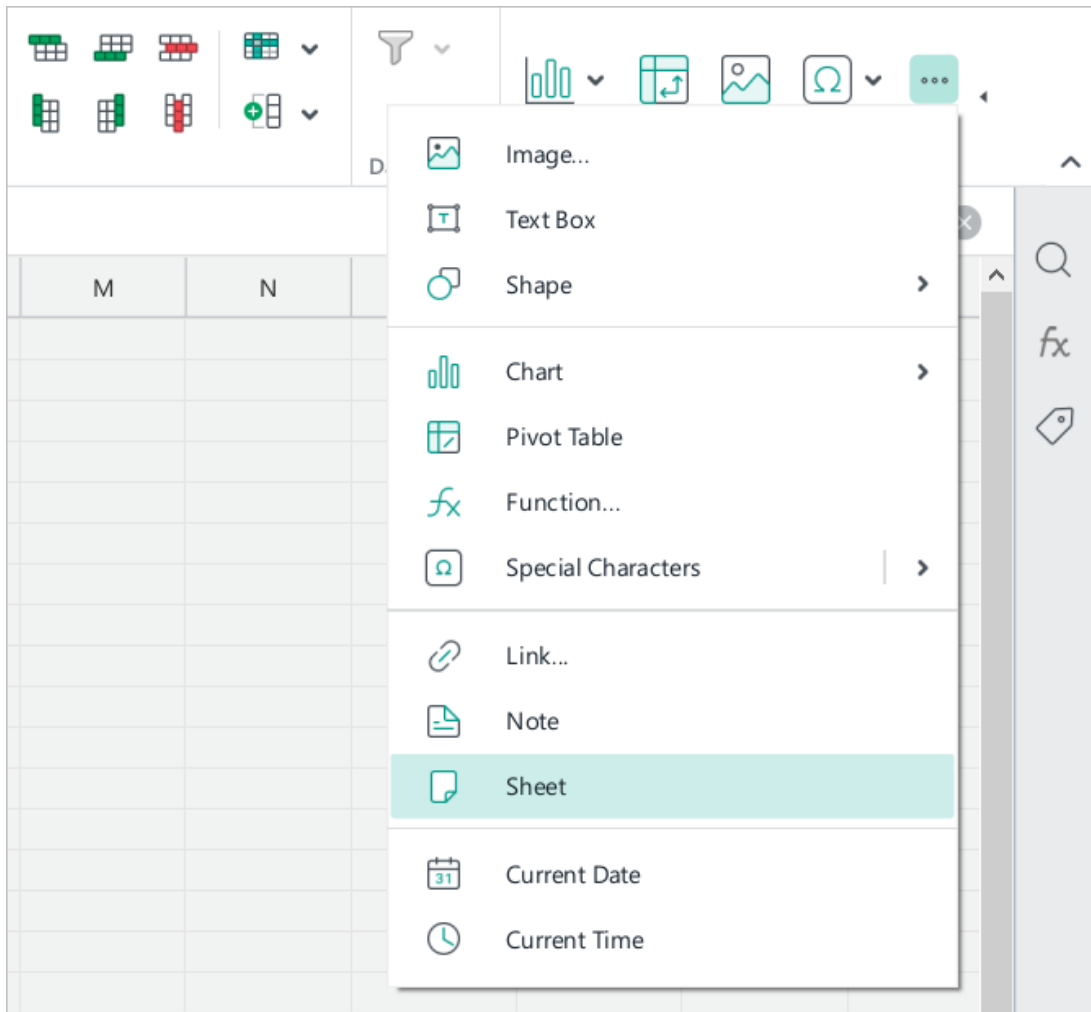
Figure 116. Sheet button

- Click the + button to the right of the sheet tabs (see Figure 117).
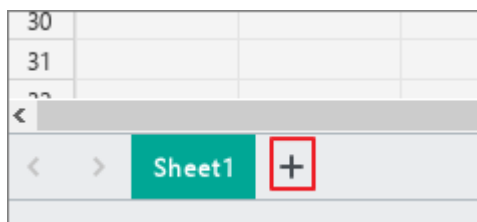
Figure 117. Add sheet button

4.2.2 Rename a sheet

By default, spreadsheet sheets are sequentially named as **Sheet1**, **Sheet2**, **Sheet3**, etc.
To rename a sheet, perform the following actions:

1. Right-click the tab of the sheet you want to rename.

2. In the context menu, select **Rename** (see Figure 118).
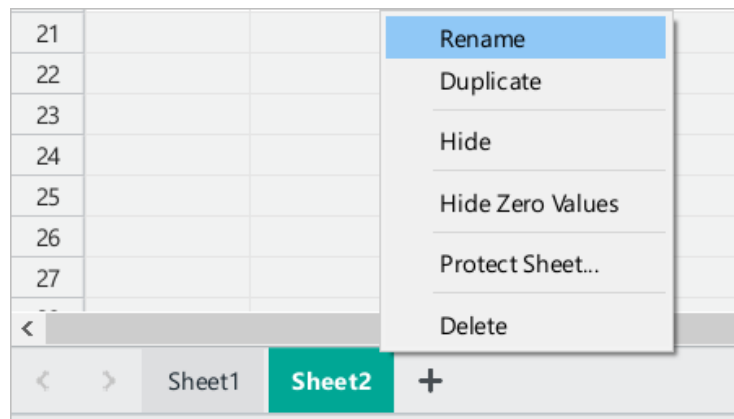
Figure 118. Context menu of a sheet

3. In the opened window (see Figure 119), enter the name of a sheet or and click **OK**.
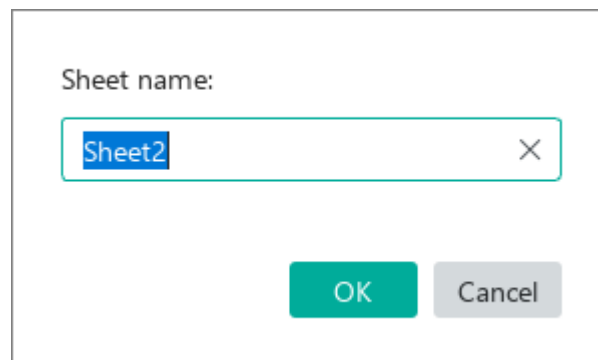
Figure 119. Rename sheet

Sheet name cannot:

– Contain less than 1 and more than 31 characters.

– Contain any of the following characters: (**:**), (****), (**/**), (**?**), (*****), (**[**), (**]**).

– Begin or end with a single quotation mark (**'**).

– Repeat the name of the other sheet.

4.2.3 Hide or unhide a sheet

To hide a sheet, do as follows:

1. Right-click the tab of the sheet you want to hide.
2. In the context menu, select **Hide** (see Figure 118).

To unhide hidden sheets, perform the following actions:

1. Right-click the tab of any displayed sheet.
2. In the context menu, select **Unhide All** (see Figure 120).
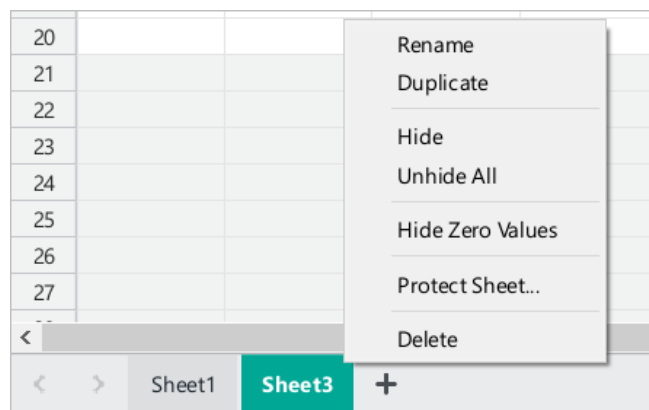
Figure 120. Context menu of a sheet

4.2.4 Duplicate a sheet

MyOffice Spreadsheet allows you to duplicate any sheet of a spreadsheet, that is, to create a copy of a sheet with all its contents.

To duplicate a sheet, perform the following actions:

1. Right-click the tab of the sheet you want to duplicate.
2. In the context menu, select **Duplicate** (see Figure 120).

MyOffice

4.2.5 Change sheets order

In MyOffice Spreadsheet, you can change the order of sheets in the current spreadsheet.

To do this, follow the steps below:

1. Select the sheet that you want to change in order.

2. Click the left mouse button and drag the sheet to a new position on the sheet tabs.

3. Release the left mouse button to fix the selected position of the sheet.

MyOffice

4.2.6 Zoom a sheet

By default, zoom is 100% when creating a spreadsheet. If necessary, you can zoom it in or zoom out using the Command menu or the Status bar.

To change the zoom using the Command menu, do as follows:

1. In the **View** menu, select **Zoom** (see Figure 121).

2. In the opened list, select the desired option:

    − **Zoom In:** Increase the current zoom by 10%.

    − **Zoom Out:** Decrease the current zoom by 10%.

    − **Actual Size:** Set the default zoom (100%).
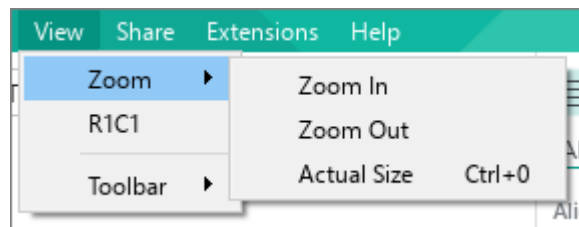
Figure 121. View menu

To change the zoom using the Status bar (see Figure 122), do one of the following:

− With the left mouse button pressed, move the slider to the right or left to zoom in or out, respectively.

− Click ✚to zoom in or ━ to zoom out. In each case, the zoom increment is 10 %.

− Select the current zoom value with the cursor in the lower right corner, modify it and press **Enter** to confirm.

− Press the arrow to the right of the current zoom value and select the zoom from the drop-down list.

Figure 122. Zooming tools

4.2.7 Hide or display zero values

If a spreadsheet contains a lot of zero values, you might want to hide them to make you spreadsheet easier to read. The hidden zero values are not printed.

To hide zero values on the sheet, proceed as follows:

1. Right-click the sheet tab of the sheet containing the zero values that you want to hide.
2. In the context menu of the sheet, select the **Hide Zero Values** check box (see Figure 123).
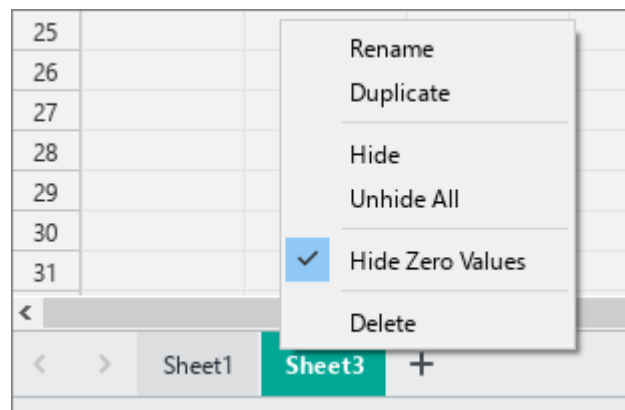
Figure 123. Context menu of a sheet

To display the previously hidden zero values on the sheet, proceed as follows:

1. Right-click the sheet tab of the sheet containing the zero values that you want to display.
2. In the context menu of the sheet, clear the **Hide Zero Values** check box.

4.2.8 Delete a sheet

To delete a sheet, perform the following actions:

1. Right-click the tab of the sheet you want to delete.
2. In the context menu, select **Delete** (see Figure 123).

> ⚠ When you run the command, the sheet is deleted along with the data without warning. If you have deleted a sheet by mistake, undo the action (see Section 4.12.1.1).

MyOffice

4.3 Actions with cells, columns, and rows

4.3.1 Expand the workspace

All actions on the sheet are performed within the workspace (see Section 3.6).

By default, the workspace in a new sheet consists of 10 columns and 20 rows.

Workspace borders expand automatically if you insert more rows or columns than the current workspace has.

To expand the workspace, do one of the following:

– Double-click a cell in a row or column in the inactive area that you want to include in the workspace.

– Right-click the row or column heading outside the workspace in the inactive area and select the **Add rows: N** or **Add columns: N** context menu (see Figure 124).
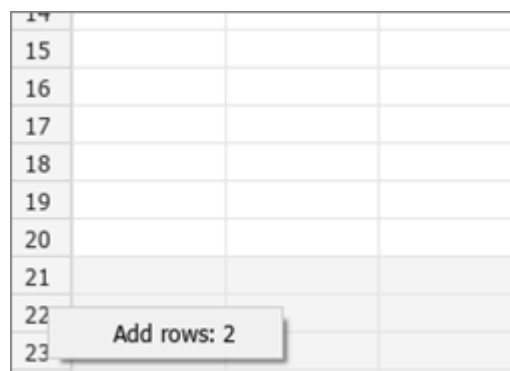
Figure 124. Add rows

– Select any cell in a row or column before the inactive area. To increase the workspace by one or more columns, use **Tab**. To increase the workspace by one or more rows, use **Enter**.

4.3.2 Select a cell range

4.3.2.1 Select a custom cell range

To select a custom range of cells, use one of the following methods:

– Move the cursor to the first cell in the desired range. Hold down the left mouse button and drag the cursor to the last cell of the range. Release the left mouse button.

– Select the first cell of the desired range. Hold **Shift** pressed and select the last cell of the range.

You can select a range in any direction of rows or columns,

Some cell range selection examples are shown on Figure 125–Figure 127.
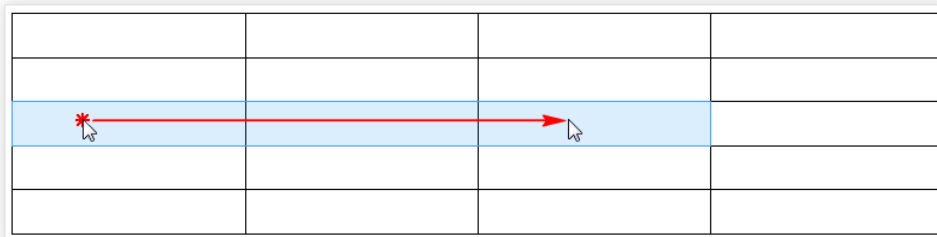
Figure 125. Select a horizontal cell range
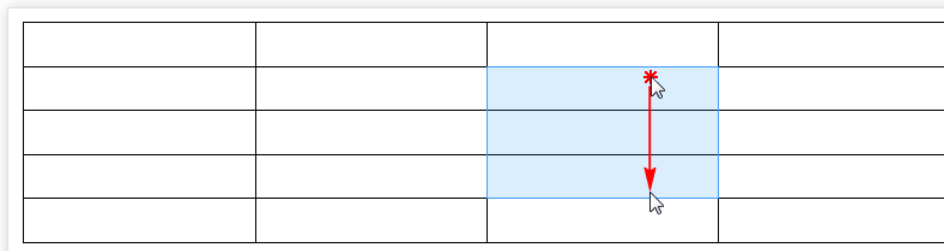
Figure 126. Select a vertical cell range
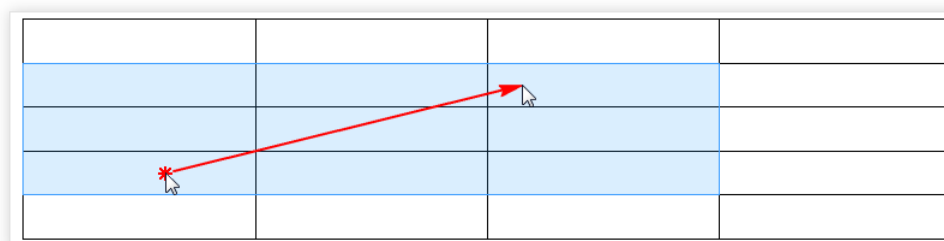
Figure 127. Select a diagonal cell range

4.3.2.2 Select all cells in a spreadsheet

To select all the cells that are in the workspace of the current sheet (see Section 4.2.1), do one of the following:

– Move the mouse cursor to the upper left corner of the workspace so that the cursor looks like ↘ and click the left mouse button.

– In the **Edit** menu, click **Select All** (see Figure 128).
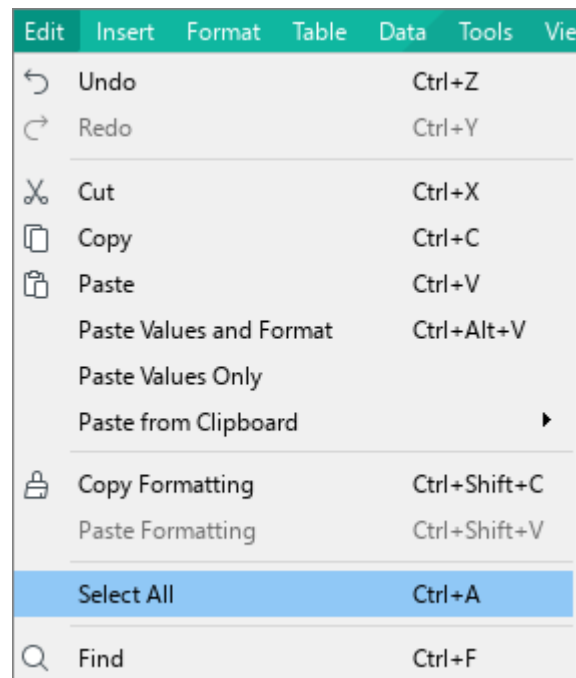
Figure 128. Select a diagonal cell range

– Press **Ctrl+A** / ⌘**Cmd+A**.

> ⓘ If an element (image, shape, or diagram) is selected on the sheet, deselect the element before selecting all cells by using the Command menu or keyboard shortcut.

When using these commands, only the cells on the active sheet are selected. Cells on the other sheets in the spreadsheet are not selected.

When switching to another sheet, the range remains selected.

4.3.2.3 Deselect cells

To deselect a cell range, left-click any cell in a spreadsheet.

4.3.3 Resize cells

It is possible to resize cells in one of the following ways:

- By specifying the exact width and height of cells manually.
- Automatically match the width and height of the cells to the content.

To resize one or multiple cells, do the following:

1. Select the cells.

2. Open the **Cell Size** window in one of the following ways:

   - In the Command menu, select **Table** > **Cell Size** (see Figure 129).
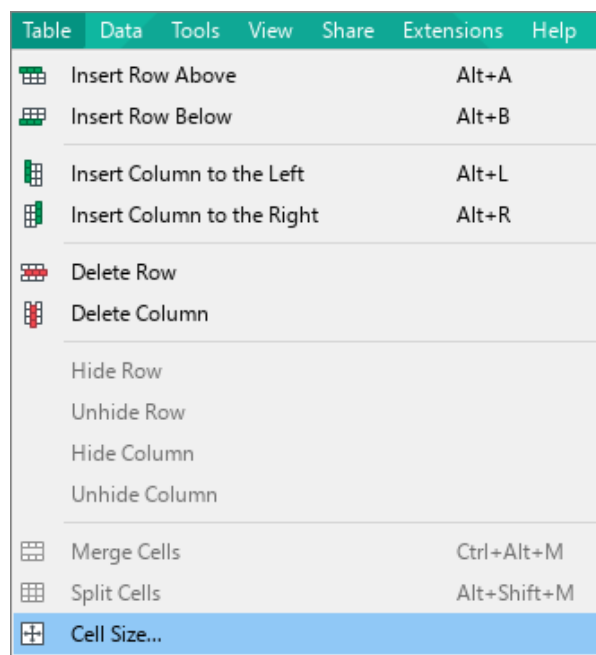
Figure 129. Table command menu

- On the Toolbar, select the **Cells** section and click ⊞ **Cell Size** (see Figure 130**)**.
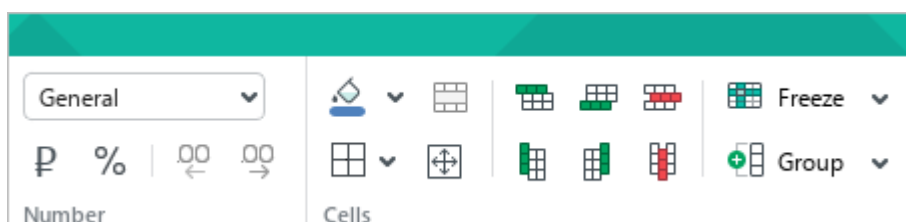
Figure 130. Cells Size button

- Right-click the selected cells and run the context menu command **Cell Size**.

3. In the **Cell Size** window (see Figure 131), do one of the following:

   – To specify the exact cell parameters, enter them in the **Width** and **Height** fields manually.

   – To automatically match the width and height of the cells to the content, select **Adjust automatically**.

4. Click **OK**.
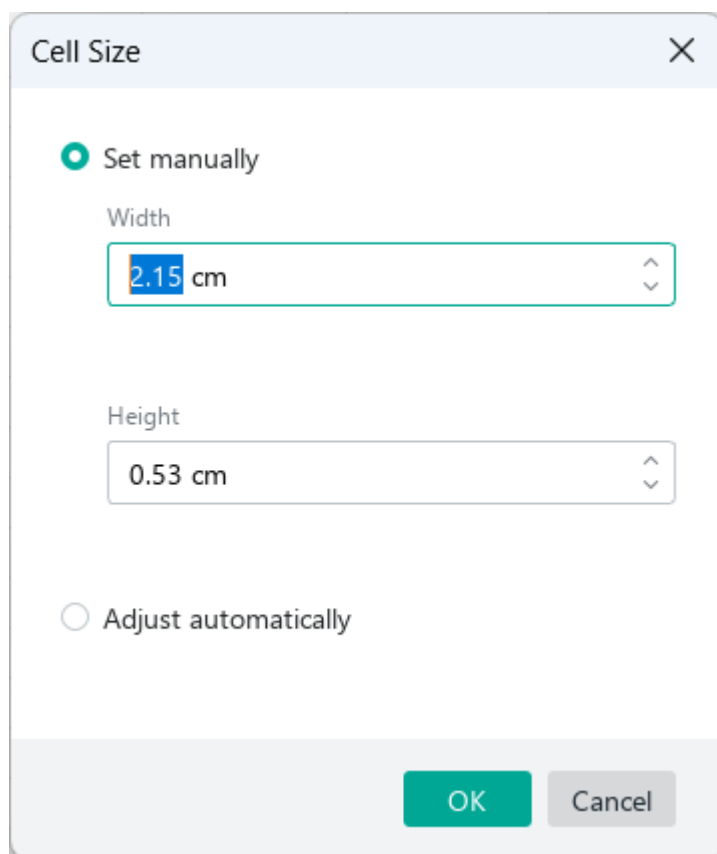
Figure 131. Cell Size window

MyOffice

4.3.4 Merge or split cells

4.3.4.1 Merge cells

You can merge any number of cells in the current spreadsheet.

When merging multiple cells:

– The selected range will merge into a single cell.

– The merged cell will only display the contents of the upper-left cell of the selection.

– When you merge multiple cells, the resulting cell will be formatted like the upper-left cell of the merged range.

To merge cells, select them and do one of the following:

– In the **Table** menu, select **Merge Cells** (see Figure 132).
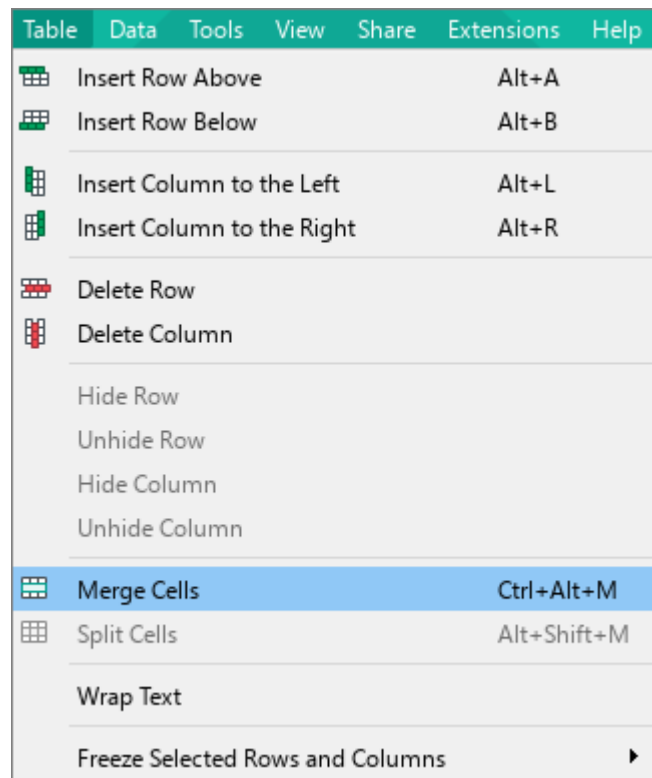
Figure 132. Table menu

MyOffice

– On the Toolbar, select the **Cells** section and click ⊞ **Merge Cells** (see Figure 133).

Figure 133. Merge Cells button

– Right-click the selected range of cells and choose **Merge Cells** context menu.

– Press **Ctrl**+**Alt**+**M** / **⌥Option**+**⌘Cmd**+**M**.

MyOffice

4.3.4.2 Split cells

MyOffice Spreadsheet allows you to split the previously merged cells.

To split the cells, select the merged cell and do one of the following:

– In the **Table** menu, select **Split Cells** (see Figure 134).
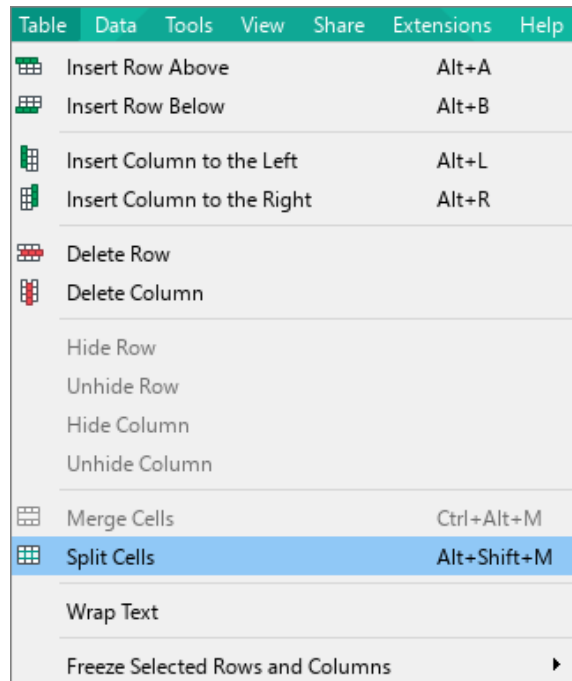
Figure 134. Table command menu

– On the **Toolbar** of the **Cells** section, click ⊞ **Split Cells** (see Figure 135).
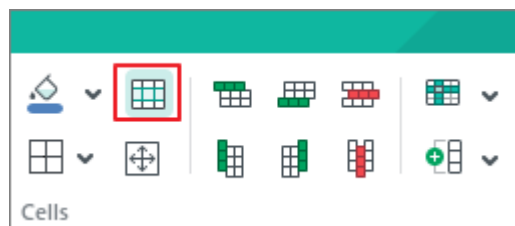
Figure 135. Split Cells button

– Right-click the selected cell and select the **Split Cells** option from the context menu.
– Press **Alt**+**Shift**+**M** / ⌥**Option**+⇧**Shift**+**M**.

The data contained in the merged cell will be placed in the upper-left cell of the resulting range. The resulting cells will be formatted like the merged cell.

4.3.5 Insert rows and columns

4.3.5.1 Insert columns

To quickly add one column, perform the following actions:

1. Select a cell or a column to the left or to the right of which you want to add a new column.

2. Insert a column in one of the following ways:

   – In the **Table** menu, select **Insert Column to the Left** or **Insert Column to the Right** (see Figure 136).
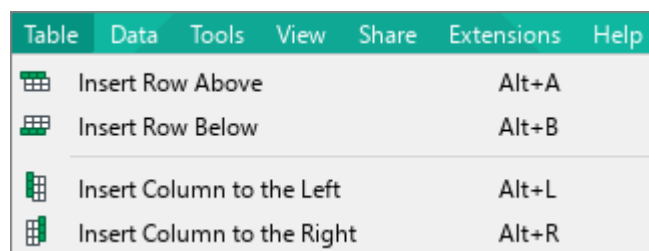
Figure 136. Table menu

   – On the Toolbar, select the **Cells** section and click **Insert Column to the Left** or **Insert Column to the Right** (see Figure 137).
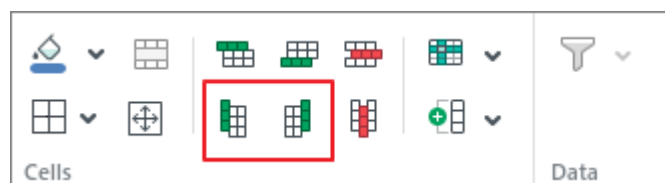
Figure 137. Buttons to insert columns

   – Right-click the selected cell or heading of the selected column and select the **Insert Column to the Left** or **Insert Column to the Right** command from the context menu.

   – To insert column to the left, press **Alt**+**L** / **Option**+**L**. To insert column to the right, press **Alt**+**R** / **Option**+**R**.

MyOffice

To add several columns, perform the following actions:

1. Select the number of columns and cells horizontally equal to the number of columns to be inserted.

2. Insert the columns in one of the following ways:
   - In the **Table** menu, select **Insert Column to the Left** or **Insert Column to the Right** (see Figure 136).
   - On the Toolbar, select the **Cells** section and click **Insert Column to the Left** or **Insert Column to the Right** (see Figure 137).
   - Right-click anywhere the selected range and select the **Insert Column to the Left** or **Insert Column to the Right** command from the context menu.
   - To insert columns to the left, press **Alt**+**L** / ⌥**Option**+**L**. To insert columns to the right, press **Alt**+**R** / ⌥**Option**+**R**.

To double the number of columns on the sheet, perform the following actions:

1. Select any entire row on the sheet (see Section 4.3.5.1).

2. Insert the columns in one of the following ways:
   - Right-click the column heading area and select the **Insert Column to the Left** or **Insert Column to the Right** command from the context menu.
   - To insert columns to the left, press **Alt**+**L** / ⌥**Option**+**L**. To insert columns to the right, press **Alt**+**R** / ⌥**Option**+**R**.

4.3.5.2 Insert rows

To quickly add one row, perform the following actions:

1. Select a cell or a row to the left or to the right of which you want to add a new row.
2. Insert the row in one of the following ways:
   - In the **Table** menu, select **Insert Row Above** or **Insert Row Below** command menu item (see Figure 138).

Figure 138. Table menu

   - On the Toolbar, select the **Cells** section and click the ⊞ **Insert Row Above** or ⊞ **Insert Row Below** button (see Figure 139).
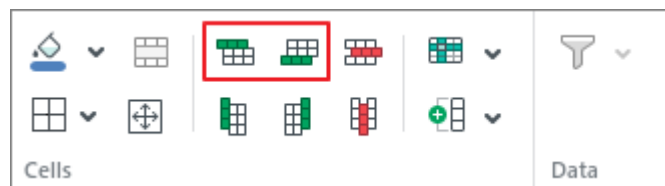
Figure 139. Buttons to insert rows

   - Right-click anywhere on the selected range and select the **Insert Row Above** or **Insert Row Below** command from the context menu.
   - To insert rows above, press **Alt**+**A** / ⌥**Option**+**A**. To insert rows below, press **Alt**+**B** / ⌥**Option**+**B**.

To add several rows, perform the following actions:

1. Select the number of rows and cells vertically equal to the number of rows to be inserted.

2. Insert rows in one of the ways:

   – In the **Table** menu, select **Insert Row Above** or **Insert Row Below** command menu item (see Figure 138).

   – On the Toolbar of the **Cells** section, click ⊞ **Insert Row Above** or ⊞ **Insert Row Below** (see Figure 139).

   – Right-click anywhere on the selected range and select the **Insert Row Above** or **Insert Row Below** command from the context menu.

   – To insert rows above, press **Alt**+**A** / ⌥**Option**+**A**. To insert rows below, press **Alt**+**B** / ⌥**Option**+**B**.

To double the number of rows on the sheet, perform the following actions:

1. Select any entire column on the sheet (see Section 4.2.5.1).

2. Insert rows in one of the ways:

   – Right-click the row heading area and select the **Insert Row Above** or **Insert Row Below** command from the context menu.

   – To insert rows above, press **Alt**+**A** / ⌥**Option**+**A**. To insert rows below, press **Alt**+**B** / ⌥**Option**+**B**.

MyOffice

4.3.6 Select rows and columns

4.3.6.1 Select a row or a column

To select the entire row or column in spreadsheet, do one of the following:

– Hold the cursor over a row or column heading until the cursor changes to an arrow (↓ or →). Left-click the heading.

– Click any cell in the row or column you want to select. To select a row, press **Shift+Space**. To select a column, press **Ctrl+Space** / ⇧**Shift**+⌘**Cmd**+**Space**.

To select all rows containing a merged cell (see Section 4.3.4.1), select the cell and press **Shift+Space**.

To select all columns containing a merged cell (see Section 4.3.4.1), select the cell and press **Ctrl+Space** / ⇧**Shift**+⌘**Cmd**+**Space**.

MyOffice

4.3.6.2 Select a range of rows or columns

To select a range of rows or columns, follow the steps below:

1. Hold the cursor over the heading of the first row or column that you want to select. The cursor will change to an arrow (↓ or →).

2. Press and hold the left mouse button and drag the cursor to the headings of the items to be selected.

3. Release the left mouse button.

To select a range of rows or columns not included in the workspace area, follow the steps below:

1. Hold the cursor over the heading of the first row or column that you want to select. The cursor will change to an arrow (↓ or →).

2. Left-click the heading to select it.

3. Hold the cursor over the heading of the last row or column that you want to select. The cursor will change to an arrow (↓ or →). Click the heading while holding the **Shift** key pressed.

4.3.7 Hide rows and columns

4.3.7.1 Hide a row or a column

To hide rows or columns, perform the following actions:

1. Select the entire row(s) or column(s) (see Section 4.3.5.1).
2. To hide them, do one of the following:
    − In the **Table** menu, select **Hide Column** or **Hide Row** (see Figure 140).
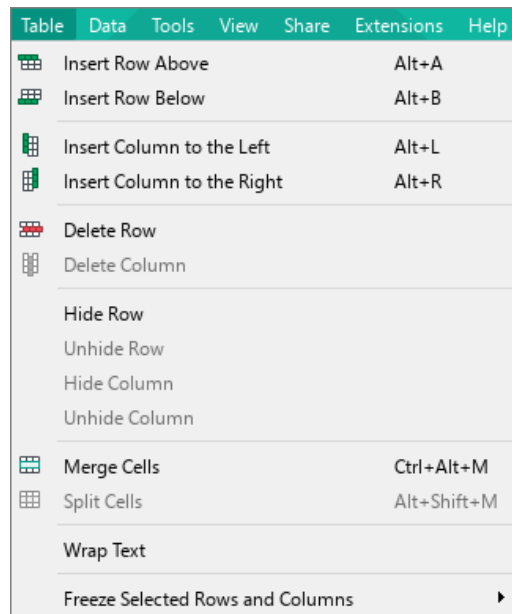
Figure 140. Table menu

    − Right-click the row or column heading and select the **Hide Column** or **Hide Row** command in the context menu.

Hidden rows or columns are marked in the heading as shown (see Figure 141).

Figure 141. Hidden rows

Hidden rows and columns are not printed.

4.3.7.2 Unhide rows and columns

To display a hidden column or row, follow these steps:

1. Select two rows or columns (see Section 4.3.5.1) between which there is a hidden element.

2. Run the item display command in one of the following ways:

   – Select the Command menu item **Table** > **Unhide Column**/**Unhide Row** (see Figure 140).

   – Right-click on the headers of the selected columns/rows and run the **Show Column** or **Show Row** context menu command.

After running the command, all rows/columns hidden under the marker are displayed.

4.3.8 Resize rows and columns

You can modify the size of a row or a column in one of the following ways:

– By moving the border of a cell of a row or column manually.

– By automatically selecting the size of a row or column in accordance with the size of the contents.

– By specifying the exact width of the column or height of the row.

4.3.8.1 Resize a row or a column manually

To change the size of a single column or row, follow these steps:

1. Hover the cursor over the right border of the column header or the lower border of the row header so that the cursor takes the form of a two-sided arrow.

2. Hold down the left mouse button and move the border to the desired position.

3. Release the left mouse button to lock the selected position.

To set the same size for multiple columns/rows, follow these steps:

1. Select the columns/rows.

2. Set the size for one column/row that you want to apply to all selected columns/rows. To do this, proceed as follows:

   – Move the cursor to the right border of the header of any column or to the lower border of the header of any row so that the cursor takes the form of a two-sided arrow.

   – Hold down the left mouse button and move the border to the desired position.

   – Release the mouse button to lock the selected position.

For the selected columns/rows, the size specified for this column/row will be automatically set.

To set the same size for all rows/columns in the workspace (see Section 3.6), select all cells of the sheet (see Section 4.3.2.2) and follow the same steps.

4.3.8.2 Autofit the width

To automatically adjust the column width based on the content of the cell with the largest amount of data, do one of the following:

– Hover the mouse cursor over the right border of the column header so that the cursor takes the form of a two-sided arrow and double-click.

– Right-click the column header and run the context menu command **Fit Width to Content**.

– Right-click the column header and run the **Column Width** context menu command. In the **Column Width** window (see Figure 142), select **Adjust** automatically and click **OK**.
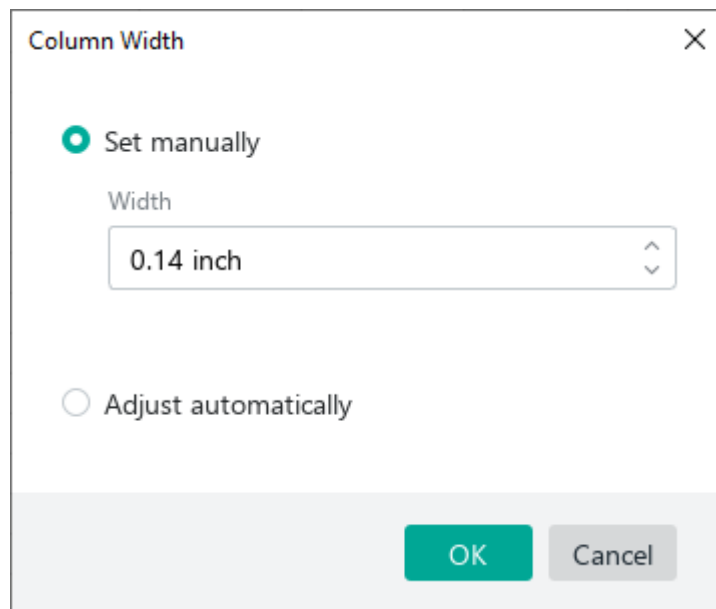
Figure 142. Column Width window

To automatically adjust the row height based on the content of the cell with the largest amount of data, do one of the following:

– Hover the mouse cursor over the lower border of the header so that the cursor takes the form of a two-way arrow and double-click.

– Right-click the line header and run the **Fit Height to Content** context menu command.

– Right-click the row header and run the **Row Height** context menu command. In the **Row Height** window (see Figure 143), select the value **Adjust Automatically** and click **OK**.
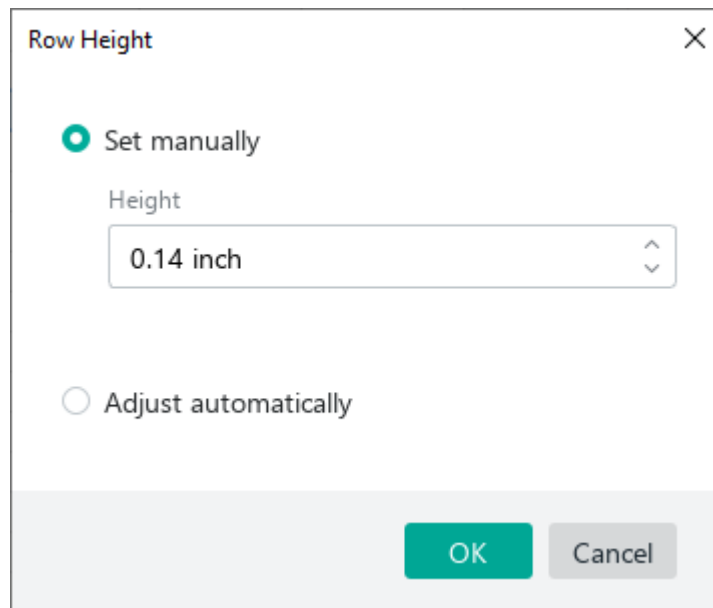
Figure 143. Row Height window

To automatically adjust the width/height of several columns/rows, follow these steps:

1. Select the required columns/rows.

2. Autofit width/height in one of the following ways:

   – Hover the mouse cursor over the border between any two column/row headers in the selected range so that the cursor takes the form of a two-sided arrow. Double-click.

   – Right-click the header of any column/row in the selected range and run the context menu command **Fit Width to Content** or **Fit Height to Content**.

   – Right-click the header of any column/row in the selected range and run the context menu command **Column Width** or **Row Height**. In the window that opens (see Figure 142 and Figure 143), select **Adjust automatically** and click **OK**.

For each column/row in the selected range, the width/height will be selected according to the contents of the cell with the largest amount of data.

4.3.8.3 Specify the exact size

To specify the exact width for one/more columns or height for one/more rows, follow these steps:

1. Select these columns or rows.
2. Right-click the header of any column or row in the selected range and run the context menu command **Column Width** or **Row Height**.
3. In the window that opens (see Figure 142 and Figure 143), specify the required **Column Width** or **Row Height**.
4. Click **OK**.

4.3.9 Freeze rows, columns, or area
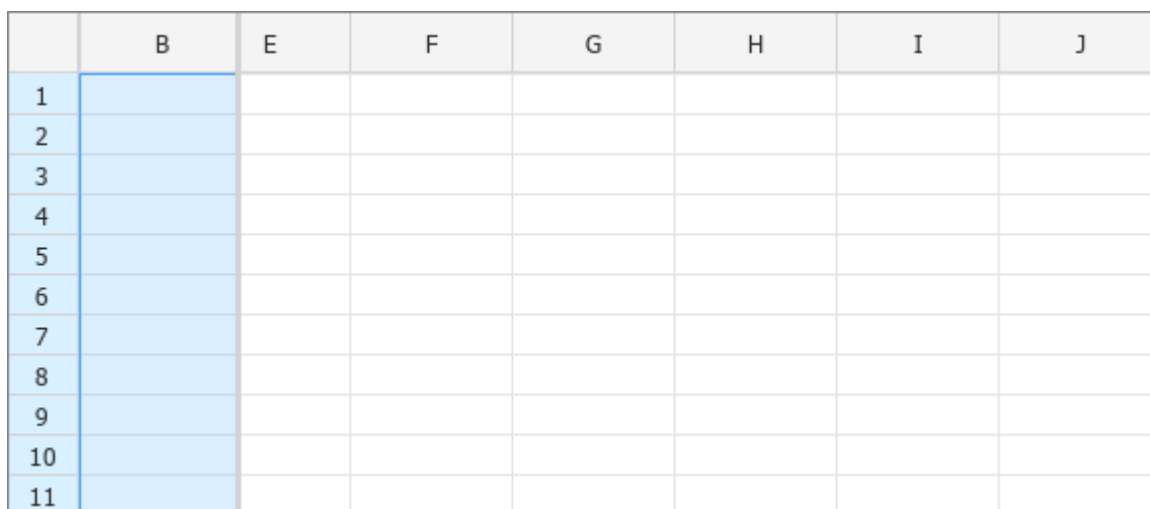
Freezing rows, columns or areas is useful if you are working with large amounts of data and often scroll through the window. You can freeze any range of columns and rows so that they are always visible when you move around the sheet.

The frozen element is separated from other elements in the spreadsheet with a bold line.

If you've already frozen rows or columns and want to freeze the new ones, the previous setting for the same item will be invalidated.

In MyOffice Spreadsheet, you can freeze the following elements:

– One or multiple columns (see Figure 144): As you scroll the sheet to the right, only the frozen columns are displayed. All the columns to the left are not displayed.

Figure 144. Column B is frozen

MyOffice

– One or multiple rows (see Figure 145): As you scroll the sheet down, only the frozen rows are displayed. All the rows above are not displayed.

Figure 145. Row 4 is frozen

– Both rows and columns (see Figure 146): As you scroll the sheet to the right and down, only the frozen rows and columns are displayed. All the columns to the left and rows above are not displayed.

Figure 146. Columns B and C and rows 3 and 4 are frozen

– The area in a spreadsheet where A1 is the top left cell and the bottom right cell is specified by you.

Figure 147. Frozen area

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4.3.9.1 Freeze columns or rows

To freeze one or multiple rows or columns, follow these steps:

1. Entirely select rows or columns you want to freeze or select any cells in these rows or columns.

2. Freeze columns or rows in one of the following ways:

   – In the **Table** menu, select **Freeze Selected Rows and Columns** (see Figure 148). In the opened sub-menu, select **Freeze Horizontally** to freeze rows or **Freeze Vertically** to freeze columns. Or select the Toolbar of the **Table** section and press the arrow to the right of the ⊞ **Freeze Selected Rows and Columns** (see Figure 149).
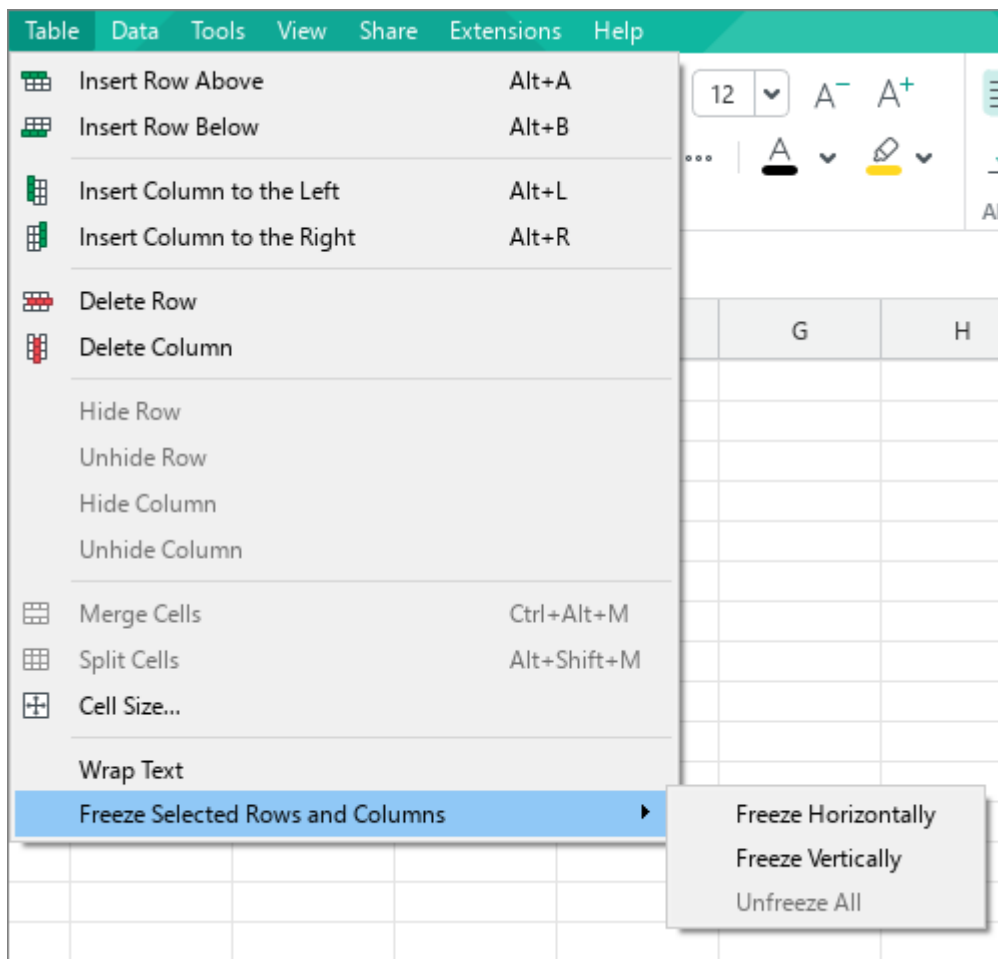
Figure 148. Table menu

MyOffice

- On the Toolbar, select the **Cells** section and click
  the ⊞ **Freeze Selected Rows and Columns** button (see Figure 149).
- On the Toolbar, select the **Cells** section and click the arrow to the right of
  the ⊞ **Freeze Selected Rows and Columns** button (see Figure 149). In the opened
  menu, select **Freeze Horizontally** to freeze rows or **Freeze Vertically** to freeze
  columns.
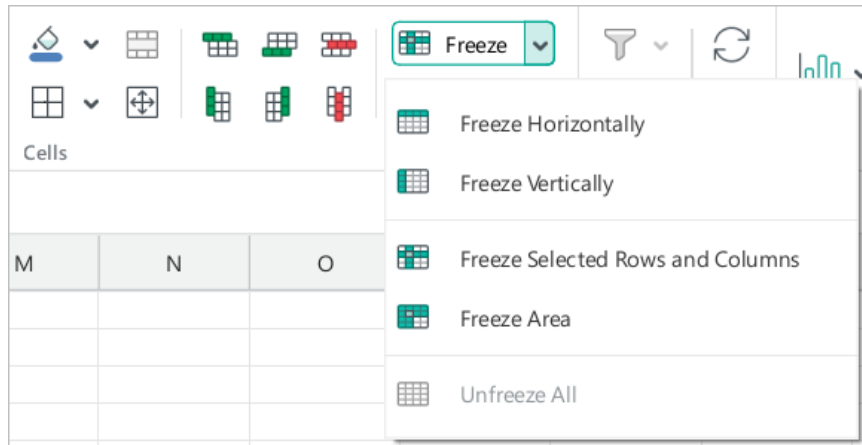
Figure 149. Freeze button

4.3.9.2 Simultaneously freeze rows and columns

To simultaneously freeze rows and columns, follow these steps:

1. Select any number of cells located in rows or columns you want to freeze.

2. Freeze rows and columns in one of the following ways:
   – On the Toolbar, select the **Cells** section and click the ⊞ **Freeze Selected Rows and Columns** button (see Figure 149).
   – On the Toolbar, select the **Cells** section and click the arrow to the right of the ⊞ **Freeze Selected Rows and Columns** button. In the opened window, select **Freeze Selected Rows and Columns** (see Figure 149).
   – Right-click the headings of the selected rows and columns and select **Freeze Selected Rows and Columns** in the context menu.

4.3.9.3 Freeze an area

To freeze an area, follow these steps:

1. Select a cell which will be the bottom right cell of the area.

2. Freeze the area in one of the following ways:

   – On the Toolbar, select the **Cells** section and click the ⊞ **Freeze Selected Rows and Columns** button (see Figure 149).

   – On the Toolbar, select the **Cells** section and click the arrow to the right of the ⊞ **Freeze Selected Rows and Columns** button. In the opened window, select **Freeze Selected Rows and Columns** (see Figure 149).

4.3.9.4 Unfreeze rows and columns

To unfreeze rows and columns, do one of the following:

– In the **Table** menu, select **Freeze Selected Rows and Columns** and then **Unfreeze All** (see Figure 148).

– On the Toolbar, select the **Cells** section, click the arrow next to the ⊞ **Freeze Selected Rows and** Columns button and select the **Unfreeze All** option (see Figure 148) in the drop-down list.

– Right-click the heading of a row or column and select and select the **Unfreeze All** option from the context menu.

MyOffice

4.3.10 Group rows or columns

To group rows or columns of your choice, select them and do one of the following:

1. In the **Data** menu, select **Group Rows** or **Group Columns** (see Figure 150).
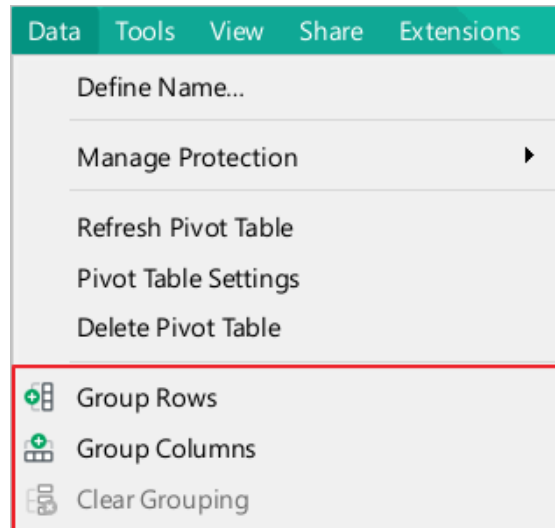
Figure 150. Data menu

2. On the Toolbar, select the **Cells** section and click the ⊕ **Group** button (see Figure 151).

3. On the Toolbar, select the **Cells** section and click the arrow to the right of the ⊕ **Group** button and select **Group Rows** or **Group Columns**.
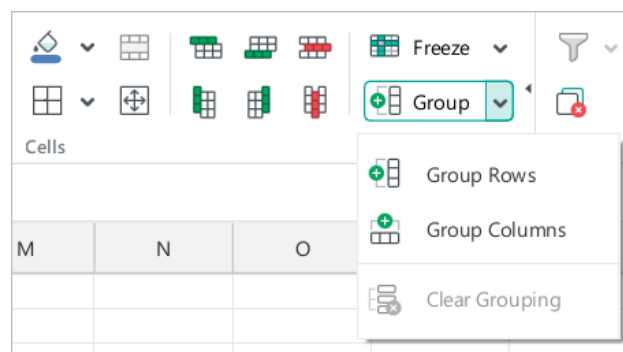
Figure 151. Group button

4. Right-click the heading of the selected rows or columns and select **Group rows** or **Group columns** from the context menu.

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If a range of cells is selected and not just rows or columns, then pressing the ⊞ **Group** button opens the **Group** window (see Figure 152), where you should choose which items you want to group.
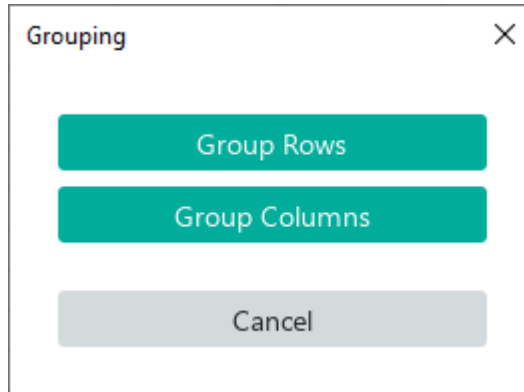
Figure 152. Group window

The final row of each group is at the bottom of the group. The final column of the group is the rightmost column of the group. The heading of the final row and the final column is grayed out. You can create up to 7 levels of groups.

If necessary, you can collapse or expand the data in the groups. Use the ◉ or ◉ outline symbols for this purpose.

To clear the grouping, follow these steps:
1. Select a range of cells for which you want to clear the grouping.
2. Select the **Data** menu > **Clear Grouping** (see Figure 150). Or on the Toolbar, select the **Cells** section and click the arrow to the right of the ⊞ **Group** button and select **Clear Grouping** (see Figure 151).

If you want to print the sheet that contains grouped columns or rows, these grouped elements will be printed as they are displayed on the screen.

MyOffice

4.3.11 Delete columns or rows

To delete one or more rows or columns, use one of the following methods:

1. Select rows or columns you want to delete, or cells located within them. Do one of the following:

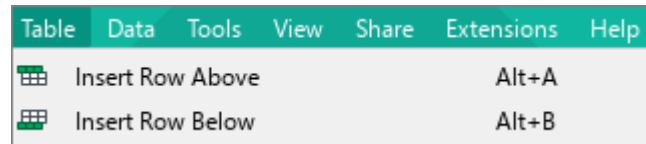   – In the **Table** menu, select **Delete Column** or **Delete Row** (see Figure 153).
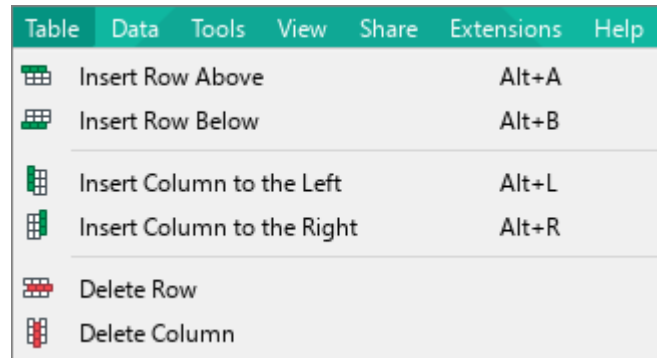
Figure 153. Table menu

   – On the Toolbar, select the **Cells** section and click the **Delete Column** or **Delete Row** button (see Figure 154).
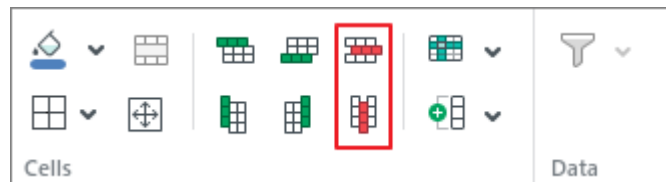

Figure 154. Buttons to delete columns or rows

   – Right-click anywhere in the selected range and use the **Delete Column** or **Delete Row** context menu command.

2. Select these columns/rows as a whole and press **Ctrl+-** / ⌘**Cmd+-**.

4.4 Data

4.4.1 Enter data

4.4.1.1 Enter data in a cell

To enter or change data in a cell, perform the following actions:

1. Activate the edit mode in one of the following ways:
   - Select an empty cell.
   - Double-click the cell you want to edit.
   - Select the cell you want to edit and go to the Formula bar.
2. Enter the necessary data into the cell. Use the comma sign (**,**) as the delimiter for numbers.
3. Save the entered data in one of the following ways:
   - Press **Enter**.
   - Click ✔ in the right side of the Formula bar (see Figure 155).
   - Select another cell on the spreadsheet.

To undo the changes you have made, do one of the following while editing:
   - Click ✖ in the right side of the Formula bar (see Figure 155).
   - Press **Esc**.
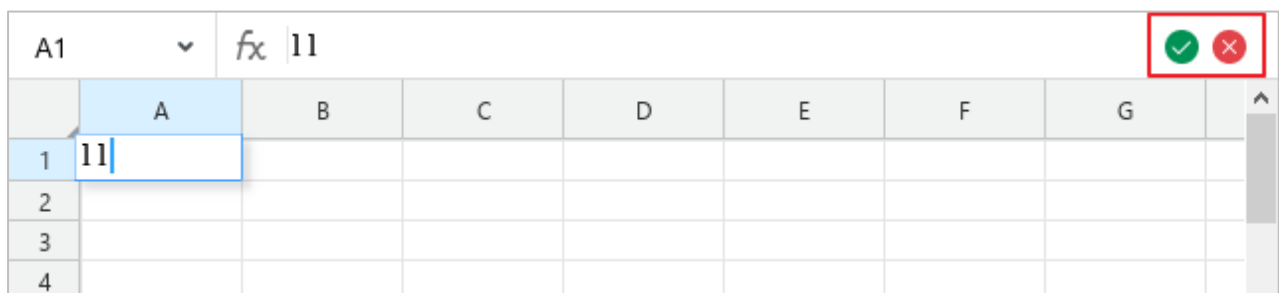
Figure 155. Enter data and Cancel buttons

4.4.1.2 Automatically adjust cell width

When you enter a number in a cell, the width of this cell is automatically adjusted to fit the number.
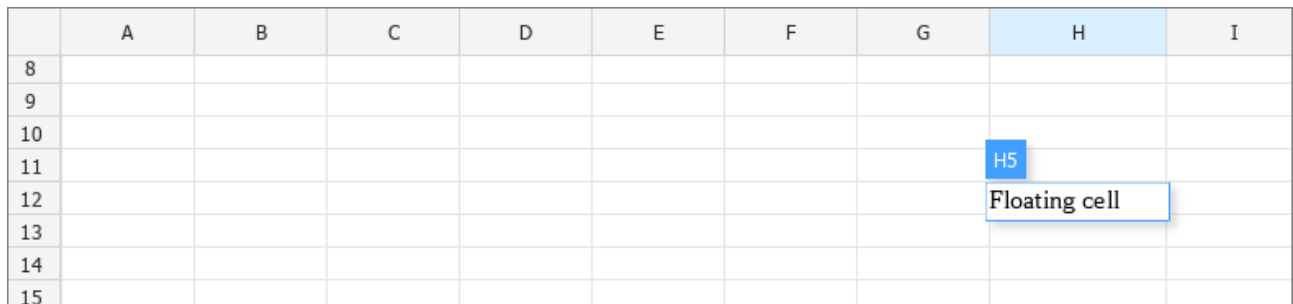
Cells width is not adjusted in the following cases:

– The width of the column containing the cell has been previously changed in the manual mode (see Section 4.3.8.1).

– The cell format is **Text** (see Section 4.4.3.1.9).

– The cell is filled with text.

4.4.1.3 Floating cell

The floating cell (see Figure 156) appears when you edit a cell and move through the current sheet of the spreadsheet.

The cell displays the current data in the cell you were editing, so it is convenient to use when navigating through a large amount of data in the document.

Figure 156. Floating cell

MyOffice

4.4.1.4 Fill cells automatically

MyOffice Spreadsheet allows you to automatically fill the adjacent cells. A single cell as well as a range of cells can be selected as a sample for filling.

If a single cell with a text or numeric value is selected as a reference, its content is copied to subsequent cells when it is autofilled.

If a cell with a formula is selected as a reference, the subsequent cells will be filled in with data sequences calculated using the formula specified in the cell. The values are automatically recalculated if the data in the formula cells change.

If a cell range is selected as a sample range, the subsequent cells are filled in according to the rules described below.

The filled cells will have the same format as the sample range (see Section 4.4.3).

To automatically fill the data, follow the steps below:

1. Enter the desired data in one or more adjacent cells.
2. Select the cells.
3. Move the mouse cursor over the corner handle of the selected cell so that the cursor looks like ⍟.
4. Drag the corner autofill handle over the range of cells that you want to fill in. You can drag the corner autofill handle either vertically or horizontally.

If the range of cells to be filled exceeds the workspace boundaries (see Section 4.3.1), the workspace expands automatically.

MyOffice

4.4.1.4.1 Fill cells automatically with arithmetic sequences

In MyOffice Spreadsheet, you can fill cells with arithmetic sequences. This type of sequence adds the difference between the previous two to each of the subsequent values. For example, 1, 2, 3, 4...

To autofill cells with a geometric sequence, follow the steps below:

1. Enter the first 2 range values in the adjacent cells to set the reference.
2. Select the resulting range containing the 2 cells.
3. Move the mouse cursor over the corner handle of the selected cell so that the cursor looks like .
4. Drag the corner autofill handle over the range of cells that you want to fill in. You can drag the corner autofill handle either vertically or horizontally.

4.4.1.4.2 Fill cells automatically with geometric sequences

In MyOffice Spreadsheet, you can fill cells with geometric sequences. In this sequence view, each of the following values is multiplied by the specified progression denominator. For example, 0.25, 0.5, 1, 2...

To autofill cells with a geometric sequence, follow the steps below:

1. Enter the first 3 range values in the adjacent cells to set the reference.
2. Select the resulting range.
3. Move the mouse cursor over the corner handle of the selected cell so that the cursor looks like .
4. Drag the corner autofill handle over the range of cells that you want to fill in. You can drag the corner autofill handle either vertically or horizontally.

4.4.1.4.3 Reduce the data range

If necessary, you can quickly reduce the range of data resulting from autofill. When the range is reduced, the data in the columns on the right or the rows on the bottom is deleted.

To reduce the range, follow the steps below:

1. Select the range of cells with the data resulting from the autofill.
2. Move the mouse cursor over the corner handle of the selected cell so that the cursor looks like ✋.
3. If you want to delete data in the columns on the right side of the autofill range, drag the corner handle to the left. If you want to delete data in the rows at the bottom, drag the corner handle upwards.
4. Release the left mouse button. All data will be deleted from the columns or rows excluded from the range.

4.4.1.4.4 Autofill cells: basics

Cells can be filled automatically if two or more cells from the sample range contain the following data:

- A series of integers, fractions, or negative numbers.
- Dates or time.
- Text and a number (with or without the delimiter). For example, **Text 1**, **Text 2** or **Text1**, **Text3**, **Text5**.
- Abbreviated (**Jan-Dec**) or full month names (**January-December**).
- Abbreviated (**Mon-Sun**) or full weekdays names (**Monday-Sunday**).
- If the sample range contains cells of different formats, then, when autofilling a series, the cells repeat the formats and follow the sequences in the order corresponding to the sample range.
- If there is a cell with text in the sample range, it will be copied when the series is autofilled, and the other cells will follow the specified sequence.
- If a cell with text is located between cells in a series that have different formats, the text will be copied when autofilling, and cells of different formats will follow different sequences.
- If the sample range contains a merged cell, an identical merged cell is automatically created in the autofill range that continues the specified data sequence.
- If a merged cell partially falls into the autofill range (also due to partial hiding), the merged cell will be split.

- Cells of **General** and **Number** formats (**Number**, **Currency**, **Accounting**, **Fraction**, **Percentage**, **Exponent**) are considered as one sequence.
- **Date** and **Time** are unrelated formats and are considered as separate sequences.
- When autofilling dates, the sequence is calculated based on the actual calendar difference.

MyOffice

4.4.1.5 Text formatting of formulas and numbers

In some cases, a formula or number that is entered into a cell needs to be retained in its original form. For example, display zero characters when entering the number **00056** or specify a formula without its further use. To do this, text formatting should be applied to the cell in which the number or formula is entered.

The formatting is applied by using a single quotation mark (').
The single quotation mark should be entered in a cell immediately before the formula or number to be recognized as text. For example: **'=SUM(B1;C1)** or **'00056**.

The quotation mark is displayed:

- On the formula bar, when you select a cell.
- In the cell and on the formula bar, when you edit a cell.

If you want to cancel text formatting, delete the quotation mark in the cell.

.

4.4.2 Sort and filter

With MyOffice Spreadsheet, you can sort and filter data on the spreadsheet sheet you are working on.

4.4.2.1 Define the Sort and Filter range

To define the **Sort and Filter** range, follow these steps:

1. Select the range of cells that will contain all the data to be sorted and filtered.

> The top line of the range, marked ▾, is not involved in the filtering and sorting process. The range cannot consist of one line.

2. On the **Toolbar**, select the **Data** section and click the ▽ **Sort and Filter** button (see Figure 157).
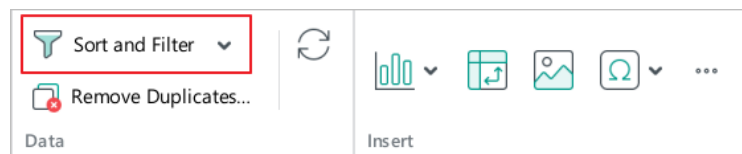
Figure 157. Sort and Filter button

The active **Sort and Filter** range on the sheet is as follows (see Figure 158):

- Headings of rows and columns are highlighted in green.
- A green frame appears around the range.

MyOffice

4.4.2.2 Automatic detection of the Sort and Filter range

MyOffice Spreadsheet can detect the **Sort and Filter** range automatically if the cells adjacent to the selected one contain data. Data in adjacent cells can be of any format.

To automatically detect the range, follow these steps:
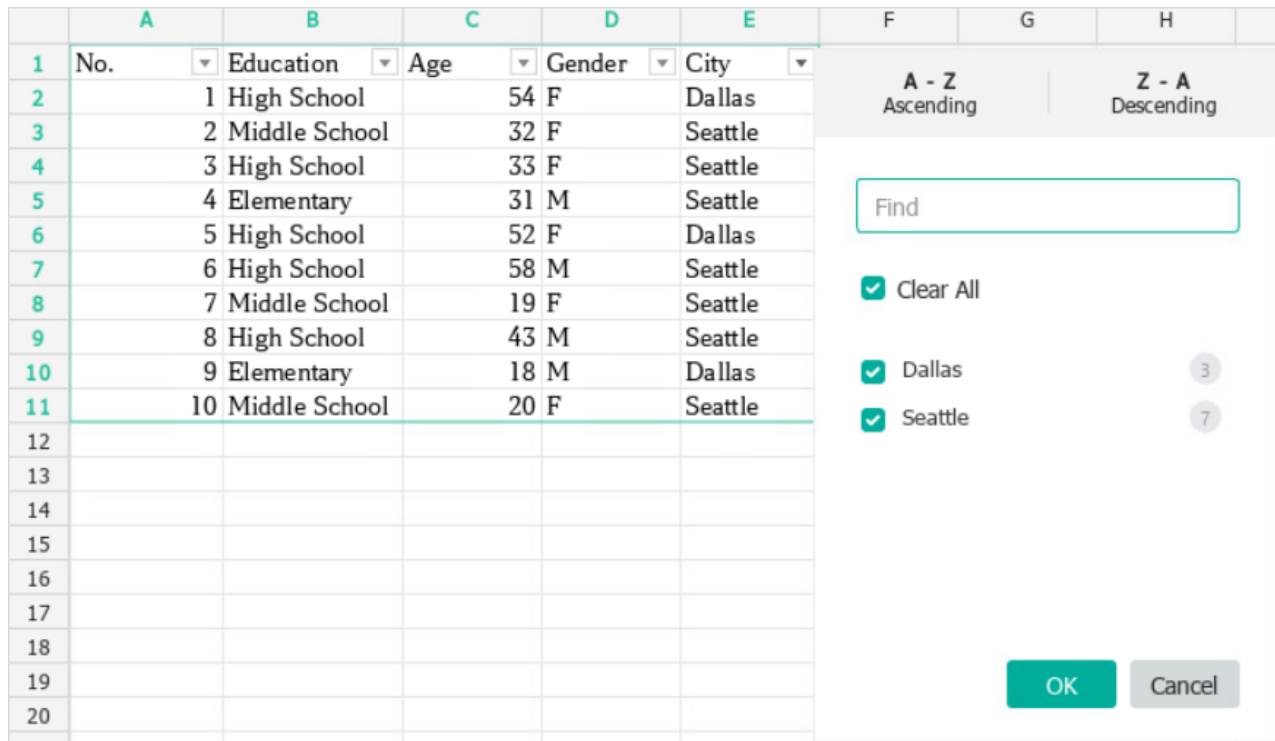
1. Select an empty cell bordering the range.

2. On the **Toolbar**, select the **Data** section and click ▼ **Sort and Filter** (see Figure 157).

4.4.2.3 Sort

When sorting, the selected values in the column are arranged in the ascending (from A to Z) or descending (from Z to A) order.

To sort data in a column, follow these steps:

1. Click the ▼ button in the upper cell of the column (see Figure 158).

2. In the opened sort and filter settings window, select the sorting mode:

   – **Ascending:** Sort the data in ascending order.

   – **Descending:** Sort the data in descending order.

Figure 158. Sort and Filter settings dialog box

4.4.2.4 Filter

Using filtering, you can hide or unhide the selected values in the column.

To filter data, follow these steps:

1. Click the ▾ button in the upper cell of the column to be filtered (see Figure 158).

2. In the opened sort and filter window, uncheck the **Clear All** box.

3. If necessary, adjust the width and/or height of the window:

    – To increase/decrease the window width, move its right border to the right/left.

    – To increase/decrease the window height, move its lower border down/up.

    – To adjust the window width and height simultaneously, move its bottom right corner in the desired direction.

4. Check the boxes with values to be displayed in the column.

5. If there are too many values on the list, use the search field:

    – Enter the value you want to find (in full or partially). For example, to find the number 123, you can enter the numbers 12, 23 or 123 in the search field.

    – Check the values to be displayed in the column in the search results.

    – To find and check other values, repeat the procedure.

6. Click **OK**.

To display all the data in the column, open the **Sort and Filter** window once again and check the **Select All** box.

4.4.2.5 Copy and insert filtered data

After filtering, only visible data is copied from the table. Hidden data is not copied.

Copying and pasting data can be done using standard methods (see Section 4.12.2.1 and 4.12.2.2). The copied data can be pasted in any place of the current or other MyOffice Spreadsheet document.

4.4.2.6 Refresh the filter

If the values in the selected range have changed, you can reapply a filter to the data without reconfiguring the filter itself. Simply follow these steps:

1. On the Toolbar, select the **Data** section and click the arrow to the right of the ▽ **Sort and Filter** button (see Figure 159).
2. Select the **Refresh** option from the drop-down menu.
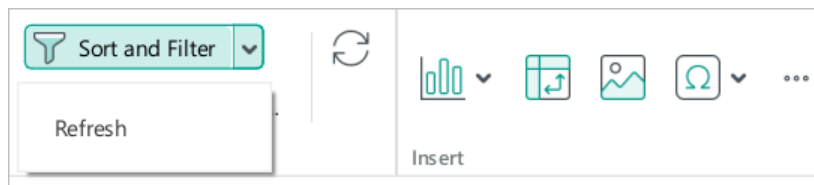
Figure 159. Refresh command

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MyOffice

4.4.2.7 Finishing work with sorting and filtering range

To finish working with the current sorting and filtering range, on the Toolbar, in the **Data** section, click ⊤ **Sort and Filter** (see Figure 160).
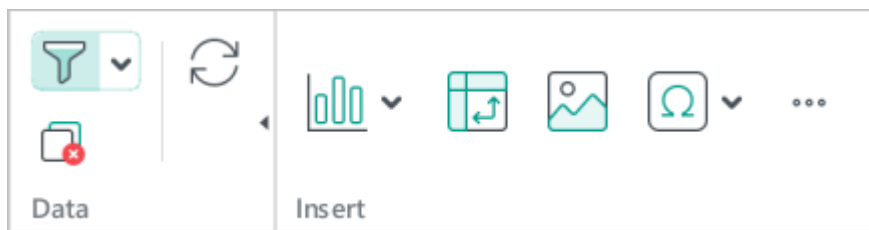
Figure 160. Sort and Filter button

> When you finish working with a range, only the sorting results will be displayed in the spreadsheet. Filtering results will not be displayed.

4.4.3 Number formats

Different formats can be applied to the numbers that are contained in the cells. The formats affect how the numbers are displayed. For example, numbers can be represented as units of money, percentages or fractions, time, or date. Also, some formats allow you to customize the type of representation of negative numbers, divide groups of digits in numbers, and select the number of digits displayed after the decimal point.

Numeric formats are important for correctly interpreting data in application operations, such as calculations in formulas.

4.4.3.1 Types of number formats

4.4.3.1.1 General

The **General** format is assigned to all cells by default when the sheet is created. The **General** format is universal, that is it can be used in all formulas and functions.

The following numbers in the **General** format are automatically displayed in scientific notation:

- − Prime numbers consisting of more than 11 characters.
- − Fractional numbers in which the integer part consists of more than 11 characters.

Once these numbers are entered in the cell, they are displayed in scientific notation.

For fractional numbers in the **General** format, non-significant zeros in the fractional part are not displayed.

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4.4.3.1.2 Number

The main entry format for numbers.

The following parameters can be set for the **Number** format:
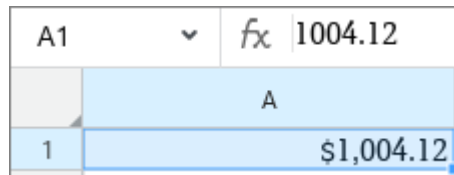
– Displaying numbers with a thousand separator.

– The number of characters displayed after the dot (**.**) delimiter.

– Negative number presentation type.

These parameters can be set using the number format setting window (see Section 4.4.3.3). You can also set the number of characters displayed after the dot (**.**) delimiter using the buttons on the Toolbar (see Section 4.4.3.4).

MyOffice

4.4.3.1.3 Currency

The **Currency** format is used to display monetary values which are supplemented by default with a currency sign or code corresponding to the system settings of your computer (see Figure 161). The currency sign used by default can be modified.

Figure 161. Example of a number in the Currency format

To quickly convert a cell into the **Currency** format, perform the following actions:

1. Select a cell or a range the format of which you want to change.

2. On the **Toolbar**, select the **Number Format** section and click $ **Currency** (see Figure 162).
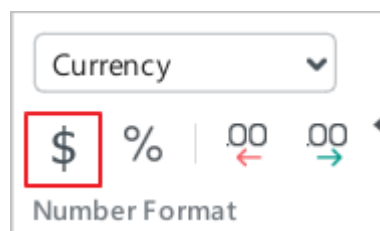
Figure 162. Currency button

A cell is automatically formatted as **Currency** if you specify the currency code next to the number. For example, 23.00 USD or USD 23.00. For the full list of supported currencies and their codes, see Appendix 2. List of supported currencies.

If a cell is formatted as **Text**, entering the currency code will not affect the cell format.

> If you select **Text** format for a cell, when you enter a currency code, the format of the cell does not change.

The following parameters can be set for the number in the **Currency** format:

– Currency code and symbol to be entered next to the number.

– The number of characters displayed after the dot (**.**) delimiter.

– Negative number presentation type.

These parameters can be set using the number format setting window (see Section 4.4.3.3). You can also set the number of characters displayed after the dot (**.**) delimiter using the buttons on the Toolbar (see Section 4.4.2.4).

4.4.3.1.4 Accounting

The **Accounting** cell format is applied to numbers used in accounting documents. In the **Accounting** format, the entered number is supplemented automatically with the currency name which corresponds to the system settings of your computer.

When you enter numbers in the **Accounting** format:

1. 0 (zero) in cells is automatically replaced with a hyphen (**-**).

2. Negative numbers in cells are put in parentheses.

On the Formula bar and in the editing mode, zeros and negative numbers are displayed the way they were entered (see Figure 163).
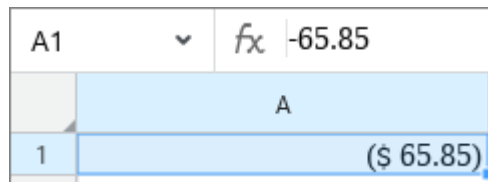
Figure 163. Negative number formatted as Accounting

For the number in the **Accounting** format, you can the currency code or symbol displayed next to the number and specify the number of decimal places displayed after the dot (**.**) delimiter.

These parameters can be set using the number format setting window (see Section 4.4.3.3). You can also set the number of characters displayed after the dot (**.**) delimiter using the buttons on the Toolbar (see Section 4.4.2.4).

4.4.3.1.5 Date, Time or Date and Time

If you enter a number in the **Date**, **Time** or **Date and Time** format in a cell, the cell is automatically assigned the **Date**, **Time** or **Date and Time** format, respectively (see Figure 161-Figure 166).

If necessary, date and/or time display format can be changed using the number format setting window (see Section 4.4.3.3).

Figure 164. Number formatted as Date

Figure 165. Number formatted as Time

Figure 166. Number formatted as Date and Time

The original number corresponds to all data in the **Date** and **Time** formats. Its starting point for all dates is December 30, 1899, whose original number is 0. For example, the original number for the date of January 1, 1990 is 2.

The original number for data in the **Date** format will always be integer. To see this number, change the cell format to **General** or **Number**.

The original number for data in the **Time** format will always be integer from the range of from 0.0 to 0.999988426. To see this number, change the cell format to **Number**.

The original number is required in calculations. Otherwise, cells with dates and time would be considered as text cells and could not act as arguments in formulas and functions.

4.4.3.1.6 Percentage

This format is used to display numbers as percentages. When applying the **Percentage** format, the entered number is multiplied by 100 and designated with a percent sign (%). The initial value is displayed in the cell and supplemented with a % sign.
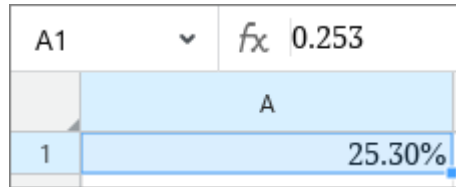
Figure 167. Number formatted as Percentage

To quickly convert a cell into the **Percentage** format, perform the following actions:

1. Select a cell or a range the format of which you want to change.
2. On the **Toolbar,** select the **Number Format** section and click **%** **Percentage** (see Figure 168).
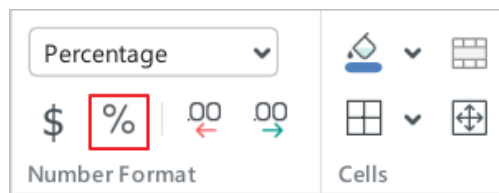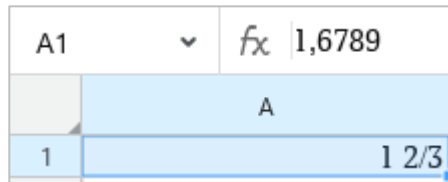
Figure 168. Percentage button

For the numbers in the **Percentage** format, you can set the number of characters displayed after the dot (**.**) delimiter using the number format setting window (see Section 4.4.3.3) or the buttons on the Toolbar (see Section 4.4.2.4).

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4.4.3.1.7 Fraction

This format is used to display fractional numbers as ordinary fractions, that is the fractional part is replaced by a numerator and denominator (see Figure 169).

Figure 169. Number formatted as Fraction

In the **Fraction** format, the numerator and denominator are calculated in two ways:

– Exact (for example, 0.5 = 1/2)

– Approximately (for example, 1.6789 = 1 2/3)

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4.4.3.1.8 Scientific
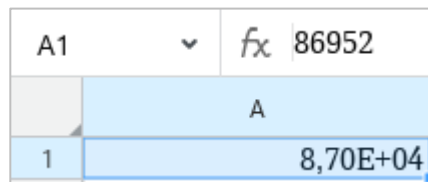
The **Scientific** format is used to display large numbers in a short form.

In the **Scientific** format, part of the entered number is replaced by **E + n**, where **E** denotes the scientific notation (the preceding number is multiplied by 10 to the power of n). For example, in the **Scientific** format the mass of the planet Earth (5,980,000,000,000,000,000,000,000 kg) is represented as **5.98E+24**, which means 5.98 multiplied by 10 to the power of twenty-four.

If the **Scientific** format is applied to a cell, the number in the cell is displayed in the scientific notation regardless of how many characters it contains. At the same time, numbers that contain up to and including 15 characters are displayed in their original form in the edit mode and on the Formula bar.

A number in the **Scientific** format is displayed in a cell as follows (see Figure 170):
– The integer part, always consisting of one number.
– Delimiter of the integer and fractional parts.
– Fractional part, consisting of two digits by default. If necessary, the number of characters after the delimiter can be increased or decreased (see Section 4.4.2.5).
– Powers of 10 expressed as E<index of power sign><index of power>.

Figure 170. Number formatted as Scientific

MyOffice

4.4.3.1.9 Text

In the **Text** format, the entered data is not transformed and is displayed in the same way in a cell and on the Formula bar.

Compared to the **General** format, data in the **Text** format is not considered in the calculation process, even if there is a number inside the cell. This format is useful when you want to exclude some numbers from an argument array.

4.4.3.2 Identify cell format

By default, all cells are assigned the **General** format when documents are created.

To modify the format, do as follows:

1. Select a cell/range or rows/columns you want to modify the format of.

2. On the Toolbar, select the **Number** section and click the field displaying the current format. Select the desired format from the drop-down list (see Figure 171).
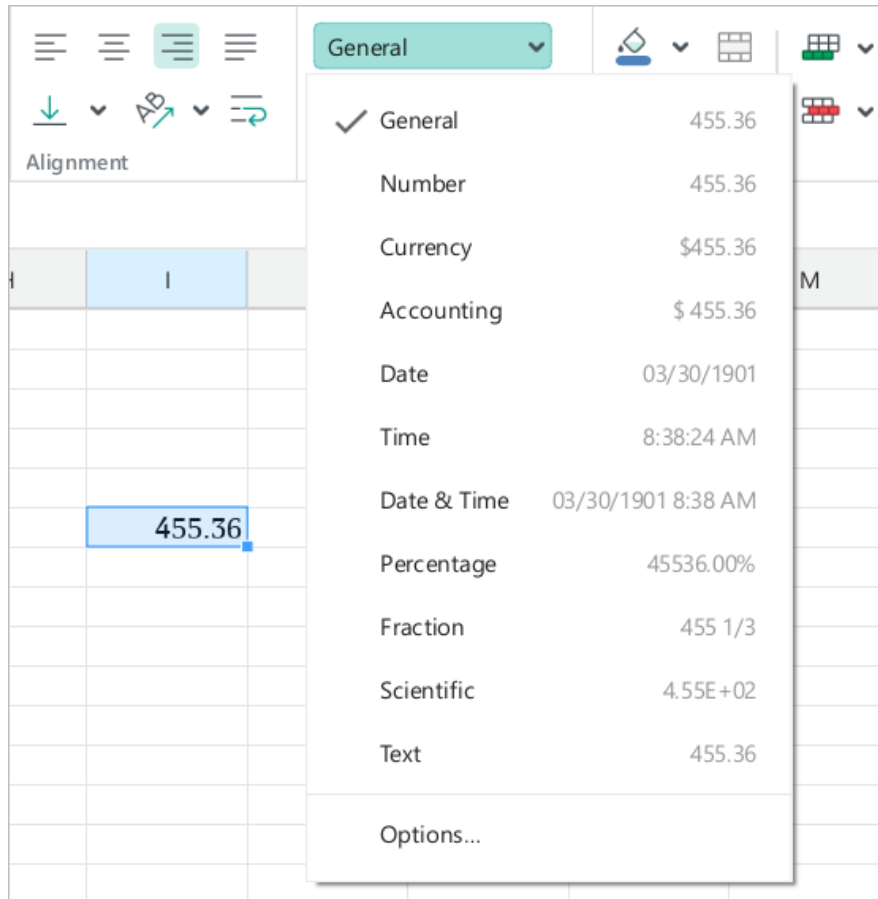
Figure 171. Identifying cell format

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4.4.3.3 Number format settings

If necessary, you can set the way the data in the cells formatted as **Number**, **Currency**, **Accounting**, **Date** and/or **Time**, and **Percentage** are displayed.

To customize the formats, follow these steps:

1. Select the cell/range or rows/columns in which you want to adjust the data display.
2. Open the number format settings window in one of the following ways:
   − In the **Format** menu, select **Number format** (see Figure 172).
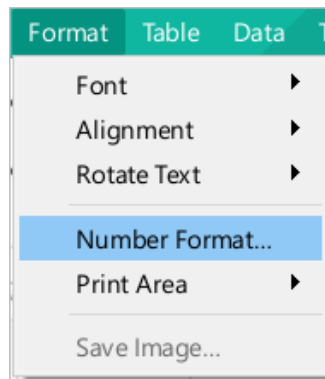
Figure 172. Number Format Command menu option

   − On the Toolbar, select the **Number Format** section and display the list of available formats and select **Advanced settings** (see Figure 171).
   − Open the context menu by right-clicking the selected cells or the titles/content of the selected rows/columns. Run the **Number Format** context menu command.
3. In the **Number format** window, select the format you want to customize from the list to the left (see Figure 173).
4. Specify the parameters for the format (see the description below).
5. Click **OK**.

To navigate through the **Number format** window, use **Tab** (to move from left to right) or **Shift+Tab** (to move from right to left). If a list is selected, use the ↓ and ↑ buttons to navigate through it.

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4.4.3.3.1 Number format settings

You can set the following parameters for the **Number** format (see Figure 173):

– **Use thousands separator:** If this box is checked, groups of digits in numbers are separated by a comma. For example, the number 123456.00 is displayed as 123,456.00.

– **Decimal places:** With this option you can increase or decrease the number of decimal places displayed after the dot (**.**) delimiter. You can also set the number of characters displayed after the dot (**.**) delimiter using the buttons on the Toolbar (see Section 4.4.2.5).

– **Negative numbers:** Select the way negative numbers formatted as **Number** are displayed.
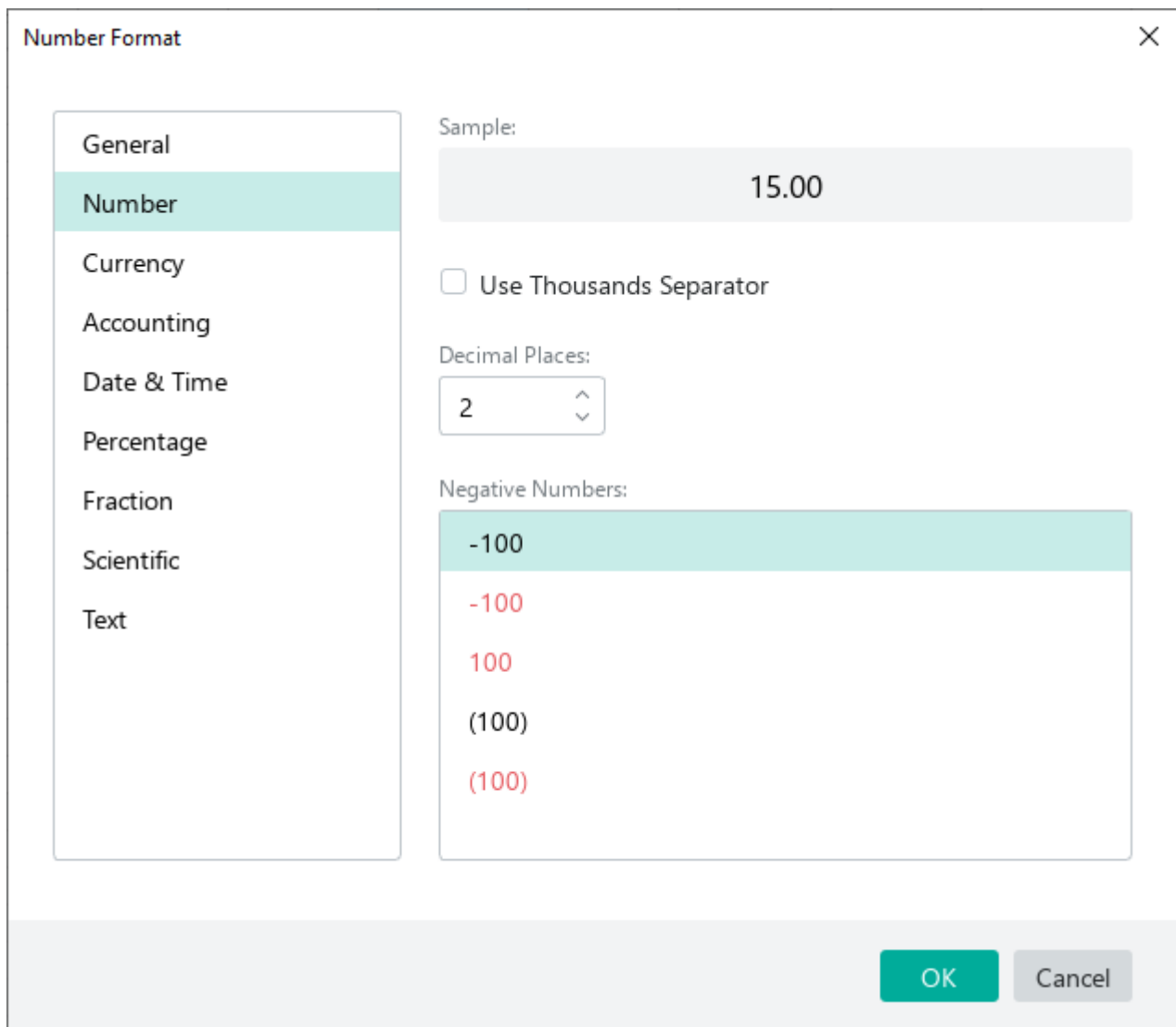
Figure 173. Number format window

4.4.3.3.2 Currency format settings

You can set the following parameters for the **Currency** format (see Figure 174):

– **Symbol:** Currency code or symbol used next to the numbers formatted as **Currency**.

– **Decimal places:** With this option you can increase or decrease the number of decimal places displayed after the dot (**.**) delimiter. You can also set the number of characters displayed after the dot (**.**) delimiter using the buttons on the Toolbar (see Section 4.4.2.5).

– **Negative numbers:** Select the way negative numbers formatted as **Currency** are displayed.
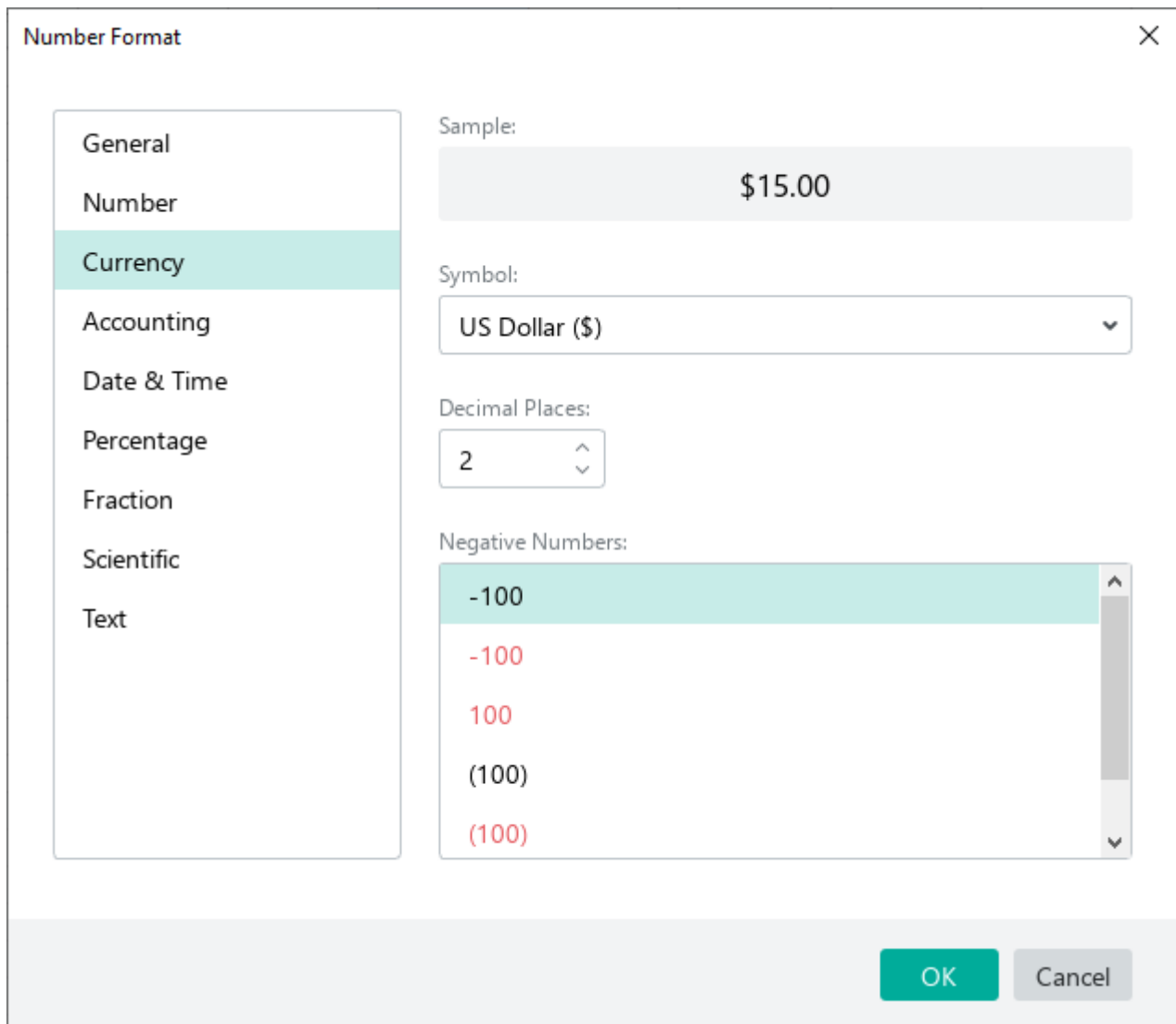
Figure 174. Currency format settings

4.4.3.3.3 Accounting format settings

You can set the following parameters for the **Accounting** format (see Figure 175):

– **Symbol:** Currency code or symbol used next to the numbers formatted as **Accounting**.

– **Decimal places:** With this option you can increase or decrease the number of decimal places displayed after the dot **(.)** delimiter. You can also set the number of characters displayed after the dot **(.)** delimiter using the buttons on the Toolbar (see Section 4.4.2.5).
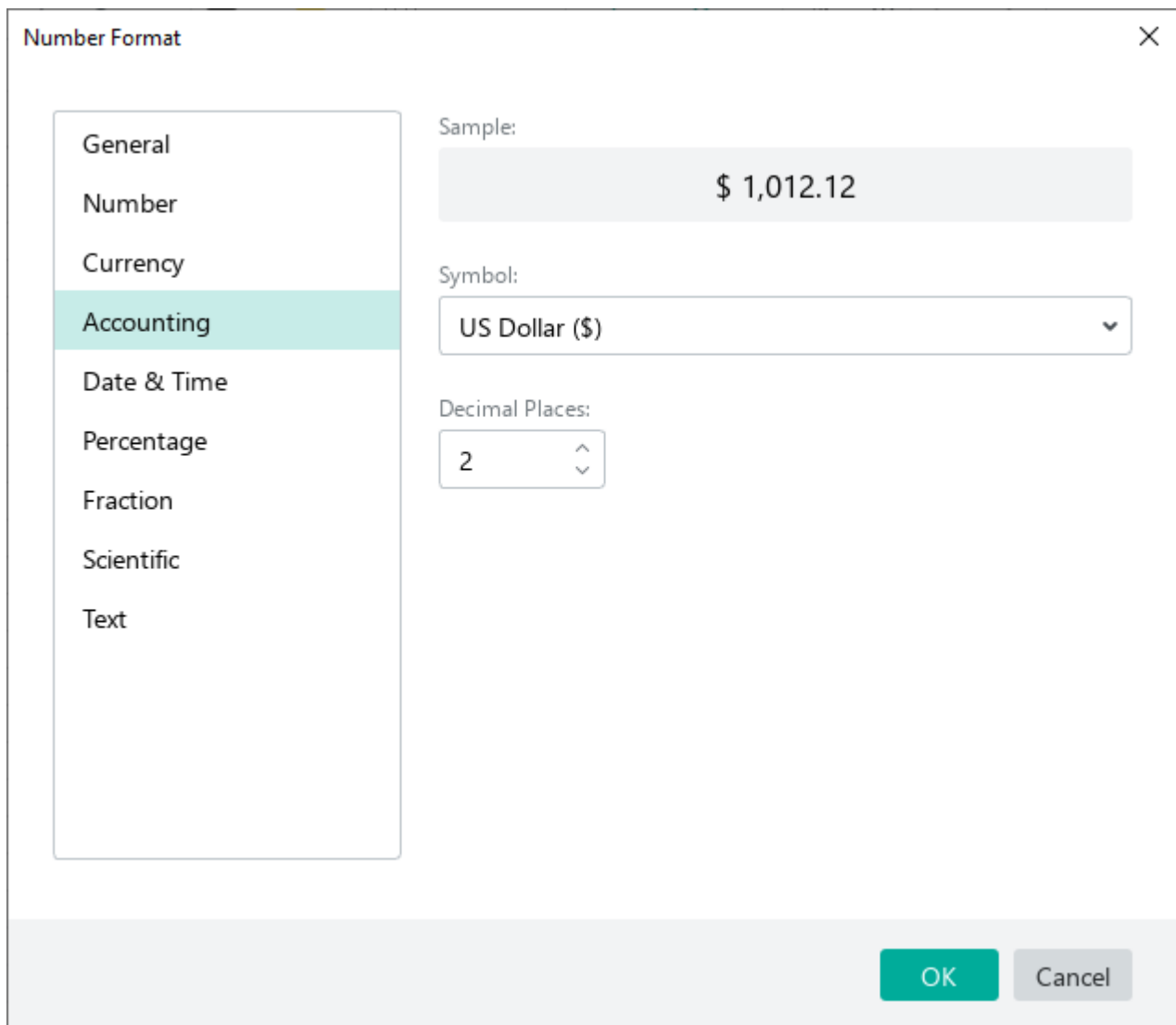
Figure 175. Accounting format settings

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4.4.3.3.4 Date, Time or Date and Time format settings

You can set the following parameters for the cells formatted as **Date**, **Time**, and **Date and Time** (see Figure 176):

– To display the **Date**, select the format from the **Date** list. In the **Time** list, select **None**.

– To display the **Time**, in the **Date** list select **None**. In the **Time** list, select the format you want to apply.

– To display **Date and Time**, select the formats you want to use both in the **Date** and **Time** lists.
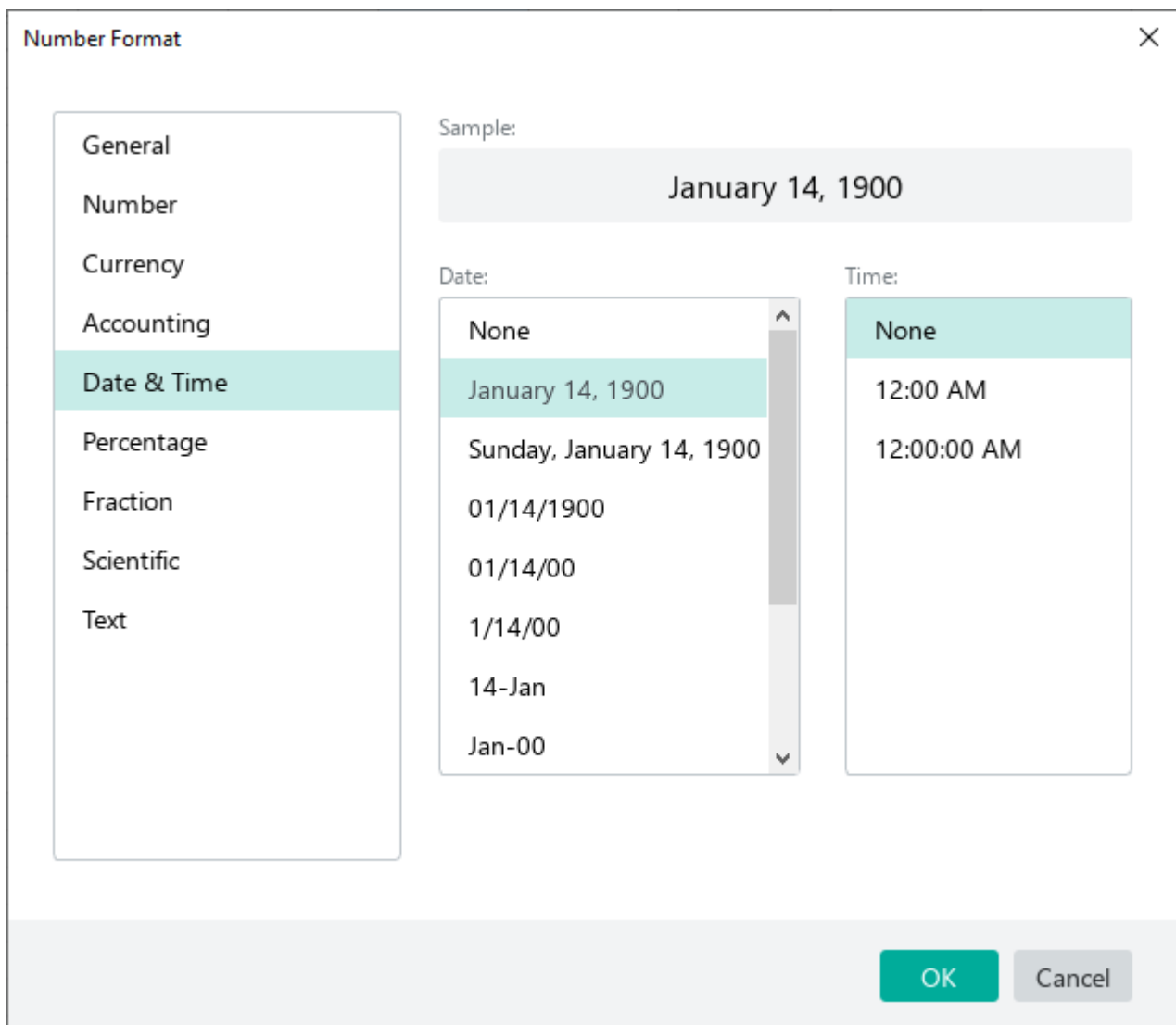
Figure 176. Date, Time or Date and Time format settings

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4.4.3.3.5 Percentage format settings

You can set the following parameters for the cells formatted as **Percentage**:

Decimal places: With this option (see Figure 177), you can increase or decrease the number of decimal places displayed after the dot (**.**) delimiter.

You can also set the number of characters displayed after the dot (**.**) delimiter using the buttons on the Toolbar (see Section 4.4.3.4).
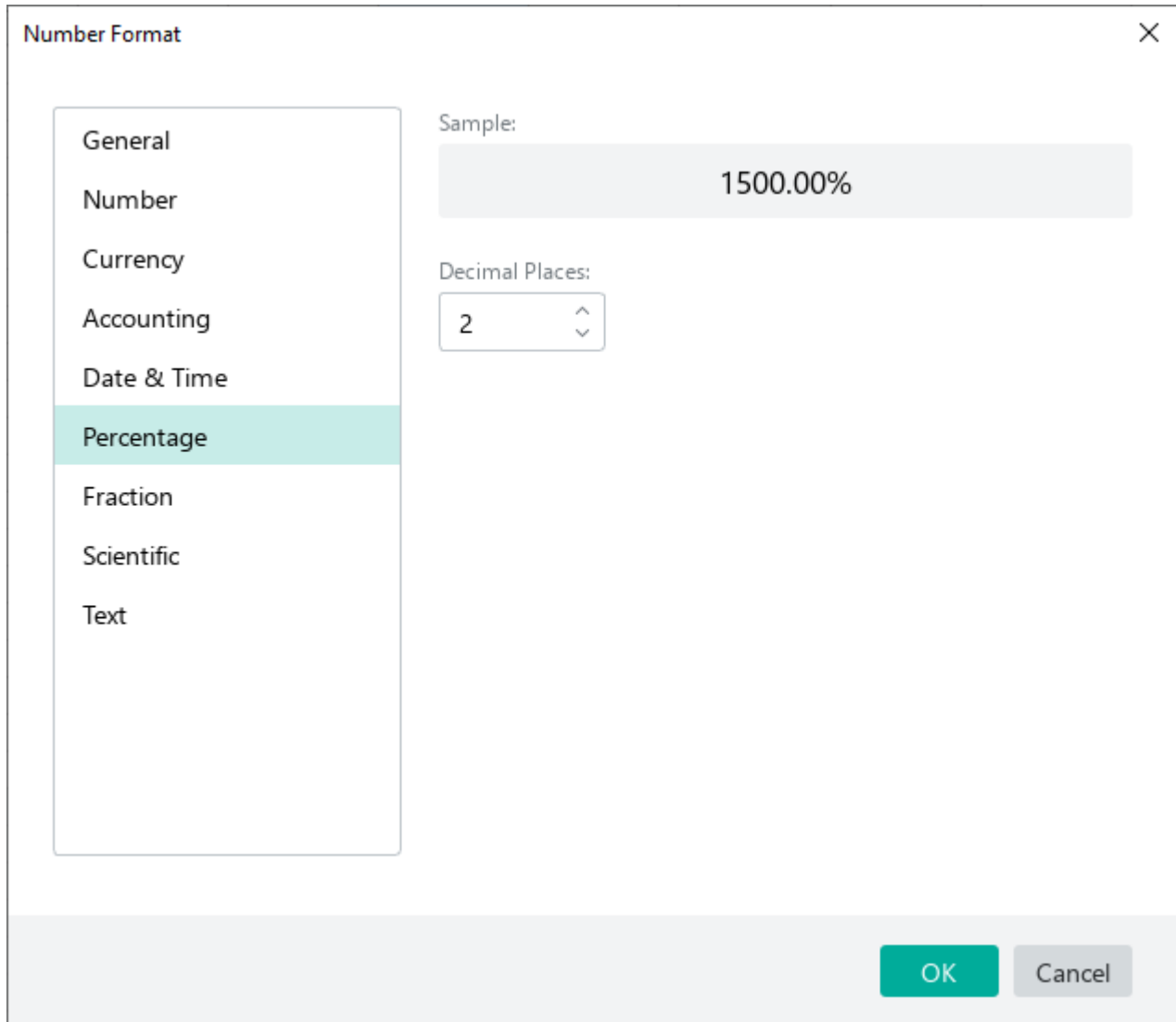
Figure 177. Percentage format settings

4.4.3.4 Increase and decrease decimals

For the numbers in the **Number**, **Currency**, **Accounting**, **Percentage**, and **Scientific** format it is possible to increase or decrease the number of characters displayed after the delimiter.

When decreasing the decimals, the last visible decimal is automatically rounded up or down depending on the nearest value. Standard number rounding rules are applied.

You can adjust the number of decimals displayed after the dot (**.**) delimiter using the following tools:

– Number format settings window (not available for the **Scientific** format) (see 4.4.3.3).
– Toolbar buttons.

To increase or decrease the number of characters after the delimiter using the Toolbar, follow the steps below:

1. Select a cell or a cell range containing the numbers you want to modify.

2. To increase the number of characters after the delimiter, on the Toolbar, select the **Number Format** section and click ⊕ **Increase Decimals** (see Figure 178). To decrease the number of characters after the delimiter click ⊕ **Decrease Decimals**.
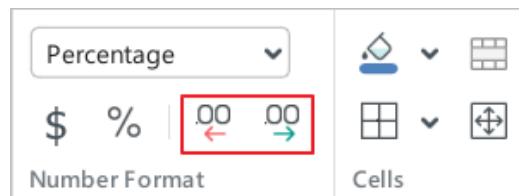
Figure 178. Increase Decimals and Decrease Decimals buttons

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4.4.4 Check data

MyOffice Spreadsheet application supports working with cells for which input date validation or selection of an acceptable value from a drop-down list is configured in third-party editors.

The following limitations currently apply:

– The data source for the drop-down list or the validation conditions for the date cannot be changed.

– The prompt specified in a third-party editor cannot be changed.

– Error messages created in third-party editors are not supported.

– Drop-down lists inserted as a control or ActiveX are not supported.

– When you merge cells (see Section 4.3.4.1), the data validation conditions are saved only from the upper-left cell of the range. When cells are split (see Section 4.3.4.2), the data validation conditions are saved in the upper-left cell of the range if they were set for that cell before the cells were merged.

4.4.4.1 Information about working with drop-down lists

The data source for the drop-down list can be edited in the following ways:

– Edit values.

– Add values within a range: When adding values to a range, a named range, a smart table, the values are added to the drop-down list according to their place in the range.

– Delete values partially or completely: If one or more values are deleted, values are displayed in their place in the drop-down list **(an empty cell)**, if all values are deleted, the drop-down list becomes empty.

The values of the drop-down list are always up-to-date. For example, if there is a function result in the source and the function's arguments change, the corresponding value in the list is updated.

The drop-down list displays the values as they appear in the source. In a cell, the display of the selected value is determined by the format of this cell (see Section 4.4.3). For example, if the drop-down list contains dates, and the **General** or **Text** format is selected for the cell, then the selected date in the cell will be converted according to the format: the date **02.02.2020** will be displayed as the value **43863**.

4.4.4.2 Enter a date

If a cell is configured to validate the specified date, in such a cell, you can enter:
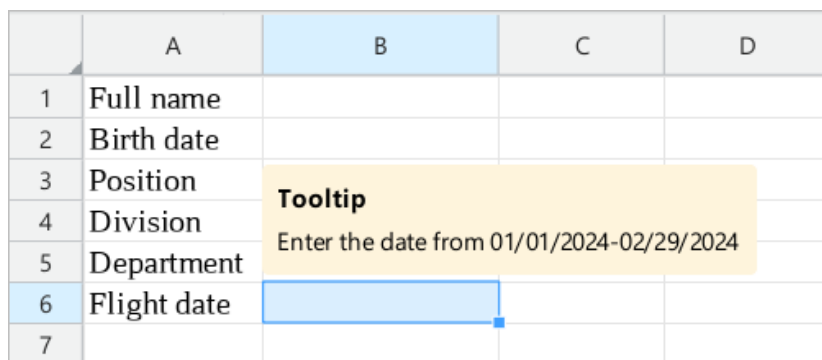
– Number. The application will automatically convert it to the appropriate date (see Section 4.4.3.1.5). For example, the number **1** will be converted to the date **12/31/1899**.

– The date in any supported data display format (see Section 4.4.3.3), including time indication. For example, **07/12/2023 10:30 AM**.

– Cell reference (for example, **=B1**). The date in a cell can be specified directly, using a function or a reference to another cell.

– Function (for example, **=TODAY()+6**). The function can be of any kind.

An error message (see Figure 180) is displayed if:

– You enter a date, a cell reference, or a function that does not comply with the validation.

– You enter text into the cell or **Text** format is selected for the cell (see Section 4.4.3.1.9).

To enter a date in a cell, follow the steps below:

1. Select the cell. A prompt for entering a date will be displayed above the cell, if it was created in a third-party editor (see Figure 179).

Figure 179. Tooltip for entering a value

2. Enter the date in one of the ways described above.

3. Press **Enter** or ✅ button on the Formula bar. If the date is not entered as a reference or function, you can also click any other cell in the sheet or any column/row header.

If the date satisfies the validation conditions, you will quit the cell editing mode. The **Date** format is applied to a cell if another format was selected for the cell before entering the value (with the exception of the **Text** format).

If the date does not meet the validation conditions, then (see Figure 180):

– The date is highlighted.

– The cell remains in editing mode.

– An error message is displayed.

Figure 180. Error message
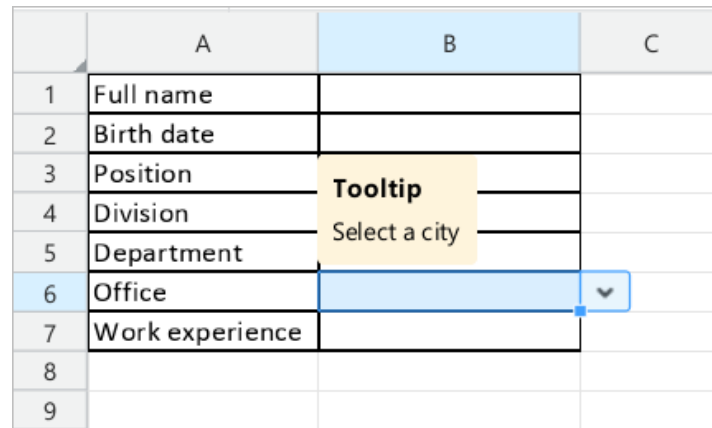
To close the error message and enter the correct date, do one of the following:

– Start entering the date. The error message will close automatically.

– Close the error message by clicking the ✕ button at the top of the message or by pressing **Esc**. Enter the date.

4.4.4.3 Enter a value in a cell with a drop-down list

To enter a value in a cell with a drop-down list, follow these steps:

1. Select the cell. A prompt for entering a value will be displayed above the cell if it was created in a third-party editor (see Figure 181).
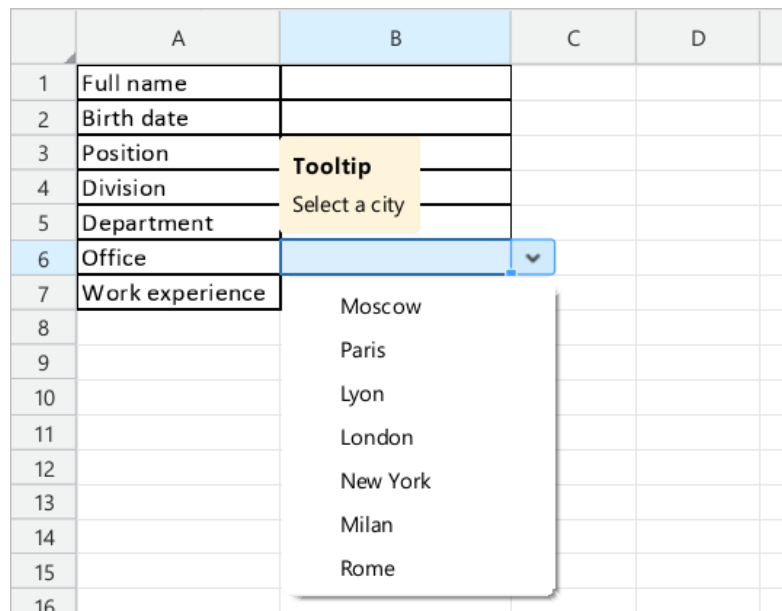
Figure 181. Tooltip for entering a value

2. Do one of the following:
   - Expand the drop-down list (see Figure 182) and select the desired value. To work with the drop-down list, you can use the mouse or keyboard keys (see Table 4).

Figure 182. Drop-down list

– Enter the value manually. The entered value must match character by character with the required value in the drop-down list. The case of characters is not taken into account when entering a value. Press **Enter** or click the ✅ button on the Formula bar or click any other cell in the sheet/header of any column/row.

If the value entered manually is incorrect, the drop-down list is automatically expanded. The "Invalid value" error is displayed at the top of the list (see Figure 183).
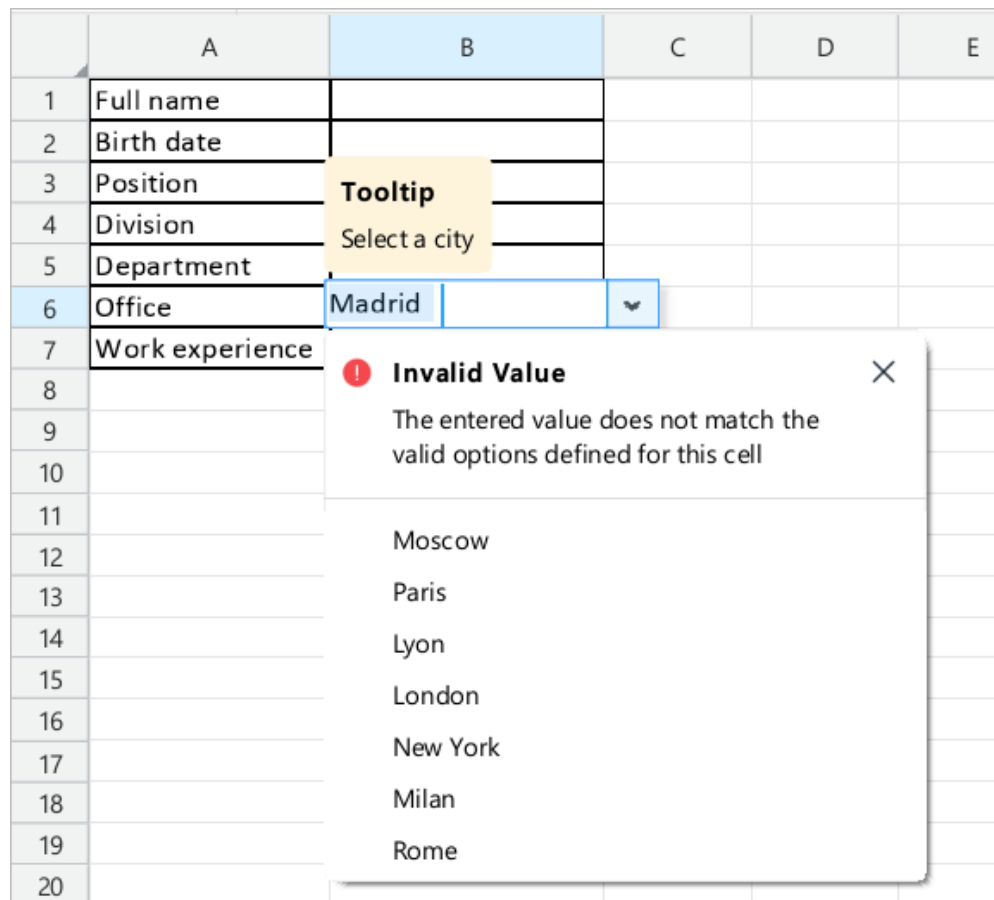
Figure 183. Error message

To edit the entered value, do one of the following:

– Select the correct value from the drop-down list.

– Start entering the correct value manually. The drop-down list will automatically close.

– Close the drop-down list by clicking the ✕ button at the top of it or press **Esc**. Enter the correct value manually.

If the field is intended only for entering the value manually, the error message is displayed without a drop-down list.

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The Table 4 lists the keyboard shortcuts that are used when working with the drop-down list.

Table 4. Keyboard shortcuts

Action	Windows / Linux keyboard shortcuts	macOS keyboard shortcuts
Open the list	Alt + ↓	⌥Option + ↓
Select a value	↓ and ↑	↓ and ↑
Apply value	Enter	Enter
Select the first value of the list	Home	Fn + ←
Select the last value of the list	End	Fn + →
One screen down	Page Down	Fn + ↓
One screen up	Page Up	Fn + ↑
Close the list	Esc	Esc

The commands **One screen down** and **One screen up** are used to quickly view long drop-down lists. When running commands, the list scrolls to the next or previous items.

4.4.5 Remove duplicates

If several users worked on one spreadsheet, or if it was created from several spreadsheets, it is very likely to contain repetitive data. These data can be removed from the table automatically using the **Remove Duplicates** command.

The search for duplicates in a spreadsheet or a specified range is carried out line by line. An example is shown in the Figure 184: the rows that will be deleted if one column (left) or two columns (right) are selected for the search are highlighted in red.

	A	B
1	**Day of the week**	**Employment**
2	Monday	Working
3	Tuesday	Working
4	Wednesday	Working
5	Thursday	Working
6	Friday	Working
7	Saturday	Non-working
8	Sunday	Non-working
9	Monday	Non-working
10	Tuesday	Working
11	Wednesday	Non-working
12	Thursday	Working
13	Friday	Working
14	Saturday	Working
15	Sunday	Non-working

	A	B
1	**Day of the week**	**Employment**
2	Monday	Working
3	Tuesday	Working
4	Wednesday	Working
5	Thursday	Working
6	Friday	Working
7	Saturday	Non-working
8	Sunday	Non-working
9	Monday	Non-working
10	Tuesday	Working
11	Wednesday	Non-working
12	Thursday	Working
13	Friday	Working
14	Saturday	Working
15	Sunday	Non-working

Figure 184. Example of selecting rows to delete

When removing duplicates, only the first variant of the found matches is saved, the rest are deleted.

Searching for and deleting duplicates is not carried out if:
- The selected range contains:
  - An array formula.
  - Cells of the pivot table (see Section 4.7).
  - A smart table or a part of it. If the range contains only smart table cells, duplicates are searched and replaced.
  - Grouped columns or rows (see Section 4.3.10): to find duplicates, you need to clear the grouping.
  - Merged cells (see Section 4.3.4): to find duplicates, each cell in the range needs to occupy the same number of rows and columns.

- There is a "break" between the selected cells/rows/columns/ranges. For example, columns A and C are selected, but column B is not selected.
- The document sheet is protected (see Section 4.15.2).

If the selected range contains hidden (see Section 4.3.7.1) or filtered (see Section 4.4.2) rows or columns, the values in them are ignored when removing duplicates. After removing duplicates, hidden rows and columns remain hidden. In the cells of hidden rows, the values may change because the cell data is shifted upward after the duplicates are removed.

To remove duplicates, follow the steps below:

1. Select a range to search for and remove duplicates.

> If one cell is selected, but adjacent cells contain data that meet the duplicate search and removal conditions (see restrictions above), the application automatically expands the range to include the adjacent cells.

2. Open the **Remove Duplicates** window using one of the following methods:
   - In the Command menu, select **Data** > **Remove Duplicates** (see Figure 185).
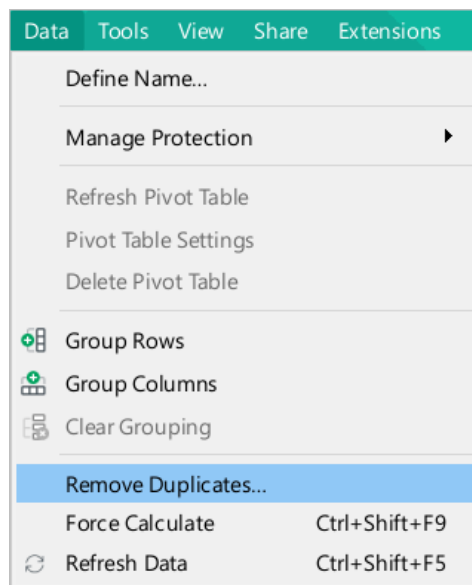
Figure 185. Remove Duplicates Command menu option

– On the Toolbar, in the **Data** section, click ⬜ **Remove Duplicates** button (see Figure 186).
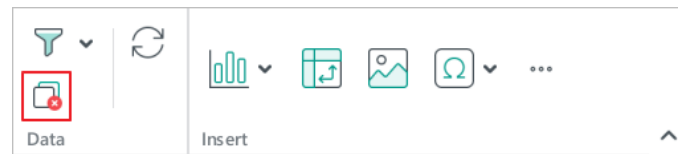
Figure 186. Remove Duplicates button

3. In the **Remove Duplicates** window (see Figure 187), check the **With header row** box, if the selected range contains a row with column names. This line will be excluded from the selected range.
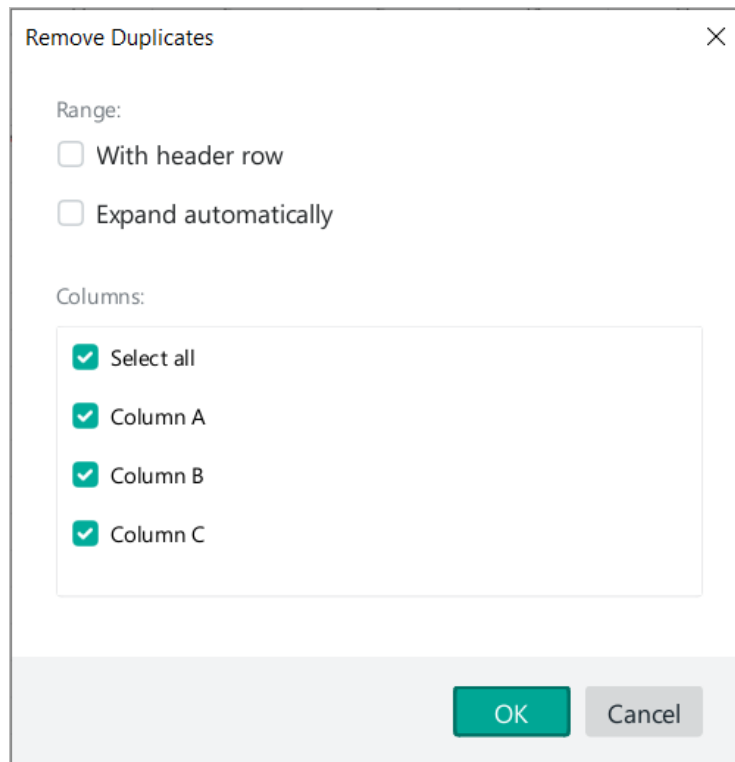
Figure 187. Remove Duplicates window

4. Check the **Expand automatically** box if you want to include data adjacent to the selected range in the search range that meets the duplicate search and removal conditions (see the restrictions above).

5. In the **Columns** area, if necessary, uncheck the columns that you want to exclude from the selected range.

6. Click **OK**.

MyOffice

When duplicates are successfully deleted, a pop-up message will be displayed: "N duplicate values found and removed. M unique values remain."

If there are no duplicates in the selected range, a pop-up message "No duplicates found" will be displayed.

MyOffice

4.4.6 Links

You can add a link to a web page, an email address, a sheet of the current document, or another file to your document.

4.4.6.1 Insert a link to a web page or email address

MyOffice Spreadsheet recognizes and makes active links that start with www, http, https, ftp, and email addresses.

Examples of the links:
– www.website.ru
– https://website.com
– http://website.ru
– ftp://192.100.0.0
– mailto:user@domain.ru
– user.name@domain.com

A link such as **mailto:user@domain.ru** may also contain a subject line, the text of the email, and email addresses for sending copy and blind copy. For example:

mailto:user@domain.ru?subject=This%20is%20the%20subject&cc=user2@domain.ru&body=This%20is%20the%20body.

> To avoid errors when you click links, it is recommended to specify the protocol in the URL. For example, http://website.ru.

The link can be displayed in the document as follows:
– URL: For example, http://www.website.ru.
– Text: For example, link.

To add a link to your document as a URL, follow these steps:
1. Copy the link from the source.
2. Switch to the edit mode of the cell where you want to insert the link.
3. Insert the link and press **Space** or **Enter**.

MyOffice

To add a text link to a document, follow these steps:

1. Copy the link from the source.

2. Specify the place to insert the link in one of the following ways:
   - To link the entire text in a cell, select this cell.
   - To format a single word in the cell text as a link, place the cursor in the word or select the entire word.
   - To format a part of the text in a cell as a link, select the entire text part.
   - To insert a word or text with a link to an empty cell, select the cell or place the cursor in it.

3. Insert the link in one of the following ways:
   - In the Command menu, select **Insert** > **Link** (see Figure 188).
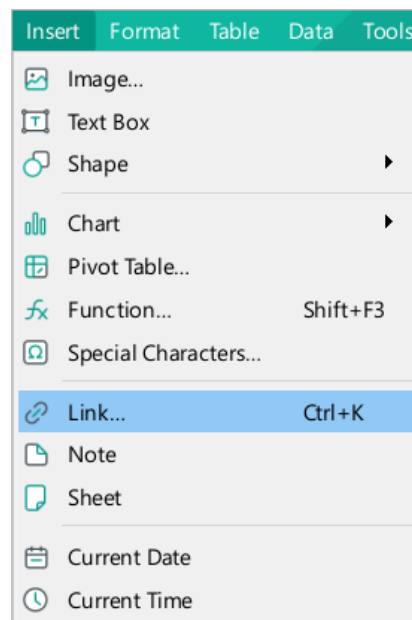
Figure 188. Insert menu

   - On the Toolbar, in the **Insert** section, click ••• (see Figure 189). In the insert pane that appears, click ⌀ **Link**.
   - Right-click to open the context menu and run the **Insert Link** command.
   - Press **Ctrl+K** / ⌘ **Cmd+K.**

MyOffice
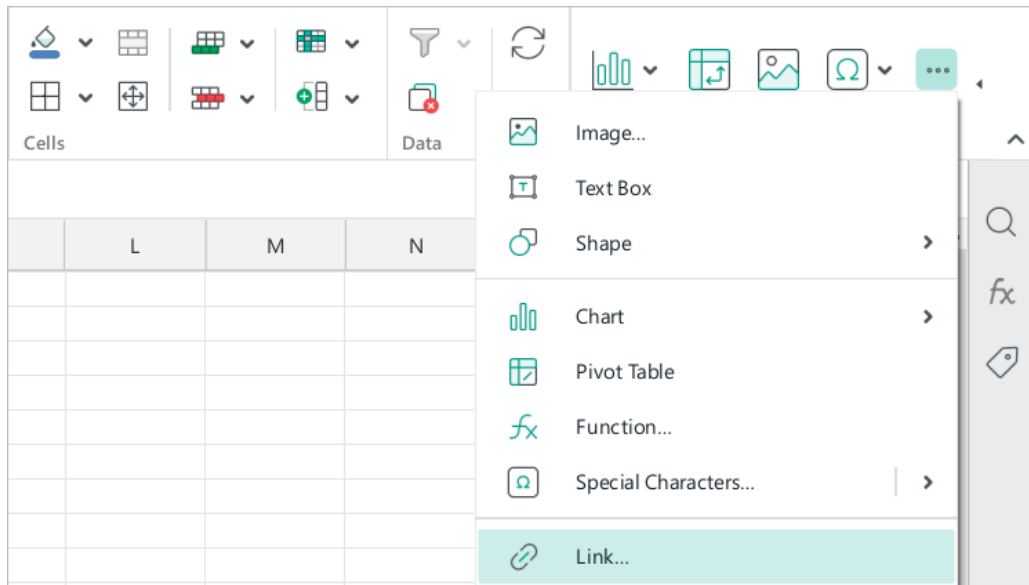
Figure 189. Insert pane

4. In the **Insert Link** window, on the **Web Page or File** tab (see Figure 190):
   − If the **URL** field is not filled in, insert a link into it. By default, the link copied from the source during the first step is automatically inserted in the **URL** field.
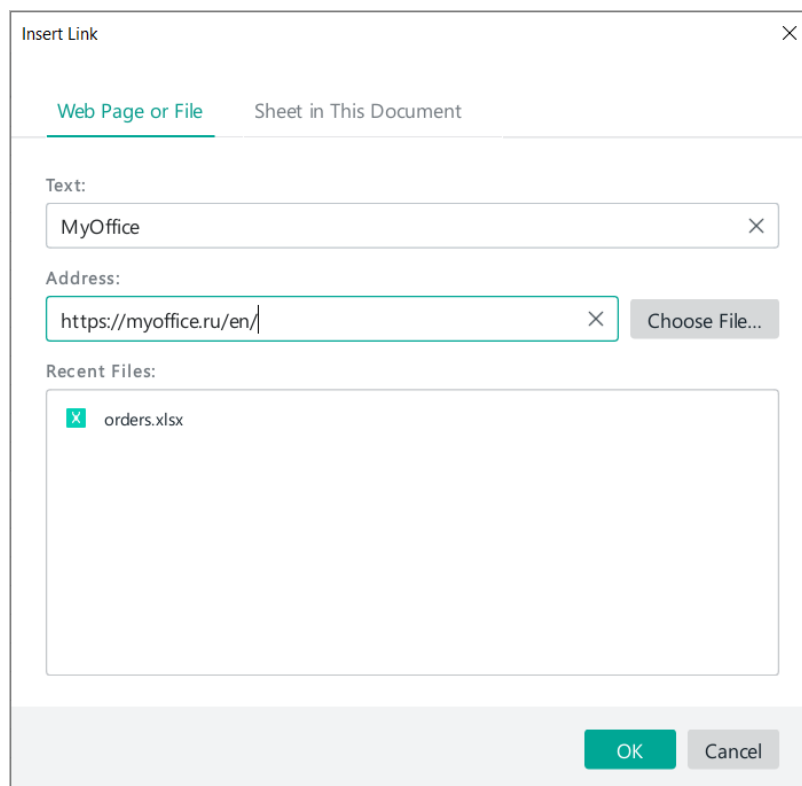
Figure 190. Insert Link window

– If the **Text** field is not filled in, enter the text that will be displayed instead of the link. By default, text from the selected cell or the text selected in the cell or the word on which the cursor is placed is automatically inserted into the **Text** field.

– Click **OK**.

> ⚠️ When you save an .ods document in .xlsx format in a cell that contains multiple links at the same time, only the first link remains functional.

4.4.6.2 Insert a link to a sheet of the current document

You can create links to other sheets to make it easier to navigate through the document. For example, you can create a list on the first sheet with links to the other sheets of the document.

A link to a sheet may contain:

– Sheet name. For example, Sheet 2.

– Any other text. For example, see on this sheet.

To create a link to another sheet, follow the steps below:

1. Specify the place to insert the link in one of the following ways:

   – To create a link with the sheet name, select an empty cell or, if the cell is not empty, place the cursor in the desired cell position.

   – To add a word or text with a link to an empty cell, select the cell or place the cursor in it.

   – To format all text contained in a cell as a link, select the cell.

   – To format a single word in the cell text as a link, place the cursor in the word or select the entire word.

   – To format a part of the text in a cell as a link, select the entire text part.

2. Insert the link in one of the following ways:

   – In the Command menu, select **Insert** > **Link** (see Figure 188).

   – On the Toolbar, in the **Insert** section, click ••• (see Figure 189). In the insert pane that appears, click 🔗 **Link**.

   – Right-click to open the context menu and run the **Insert Link** command.

   – Press **Ctrl**+**K** / ⌘**Cmd**+**K.**

3. In the **Insert Link** window (see Figure 191), select the **Sheet in This Document** tab.

4. In the **Sheets** list, select the sheet to which you want to create a link.

5. In the **Text** field:

   – If the field displays the sheet name and you want to create a link with the sheet name, leave the contents of the field unchanged.

   – If the field displays the sheet name but you want to specify the link text, enter the required text manually.

   – If the field is filled with text from the selected cell or text selected in the cell, or a word on which the cursor is positioned, edit this text if necessary or leave it unchanged.

6. Click **OK**.
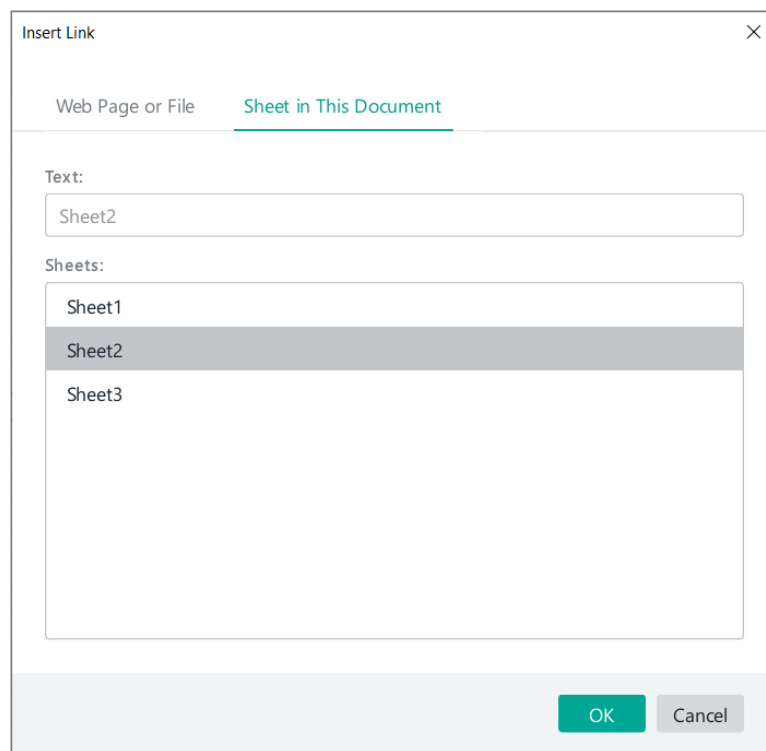
Figure 191. Insert Link window

When you save an .ods document in .xlsx format in a cell that contains multiple links at the same time, only the first link remains functional.

4.4.6.3 Insert a link to a file

You can insert a link to a file that is located on the current computer or in a network folder into your document. The link can reference a file of any format.

The link can be displayed in the document as follows:

- Paths to the file. For example, C:\Users\User\Documents\File.xlsx (Windows) or /Users/User/Downloads/File.xlsx (Linux and macOS).
- Text: For example, link to the file. You can specify the text of the link either in the cell or in the link insertion window.

To add a link to a file in your document, follow these steps:

1. Specify the place to insert the link in one of the following ways:
   - To link the entire text in a cell, select this cell.
   - To format a single word in the cell text as a link, place the cursor in the word or select the entire word.
   - To format a part of the text in a cell as a link, select the entire text part.
   - To insert a word or text with a link to an empty cell, select the cell or place the cursor in it.
2. Insert the link in one of the following ways:
   - In the Command menu, select **Insert** > **Link** (see Figure 192).
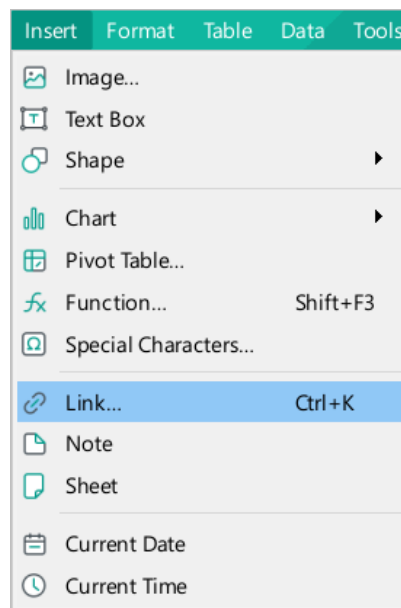
Figure 192. Insert menu

- On the Toolbar, in the **Insert** section, click ••• (see Figure 193). In the insert pane that appears, click the ⊘**Link** button.

MyOffice
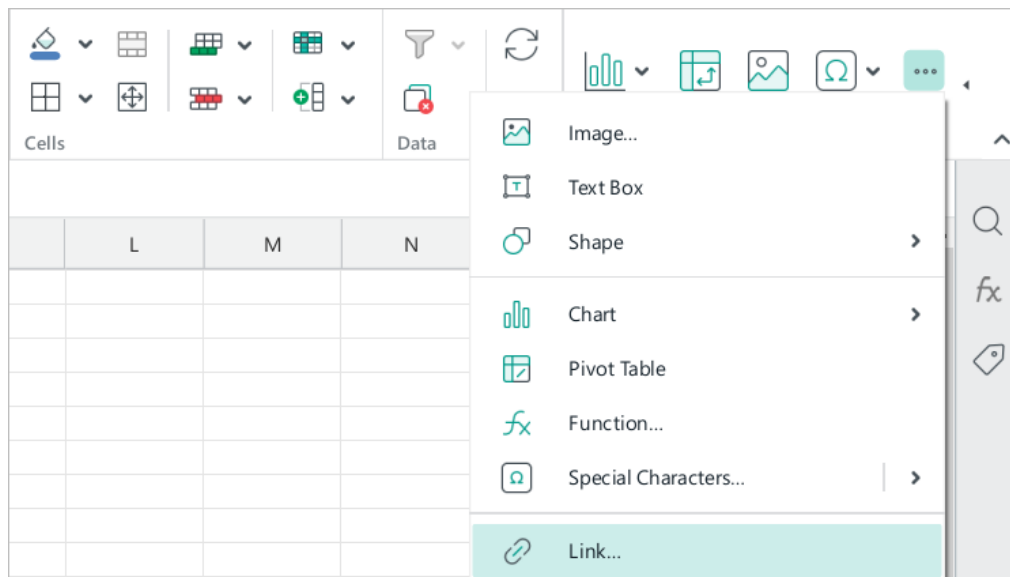
Figure 193. Insert pane

- Right-click to open the context menu and run the **Insert Link** command.
- Press **Ctrl+K** / ⌘**Cmd+K.**

3. In the **Insert Link** window, on the **Web Page or File** tab, (see Figure 194) select the file to which you want to insert a link using one of the following methods:

- Select a file from the **Recent Files** list. This list displays the 50 most recent files that were opened in the MyOffice Spreadsheet, MyOffice Text, and MyOffice Presentation applications.

The **Recent Files** list does not include files that have been opened from the Cloud (see Section 4.13.2). To insert a link to a file from the Cloud, copy the link address of the file in your browser and paste it into your document as a link to a web page (see Section 4.4.6.1).

- Select the file using the File manager. To do this, click **Choose File**.
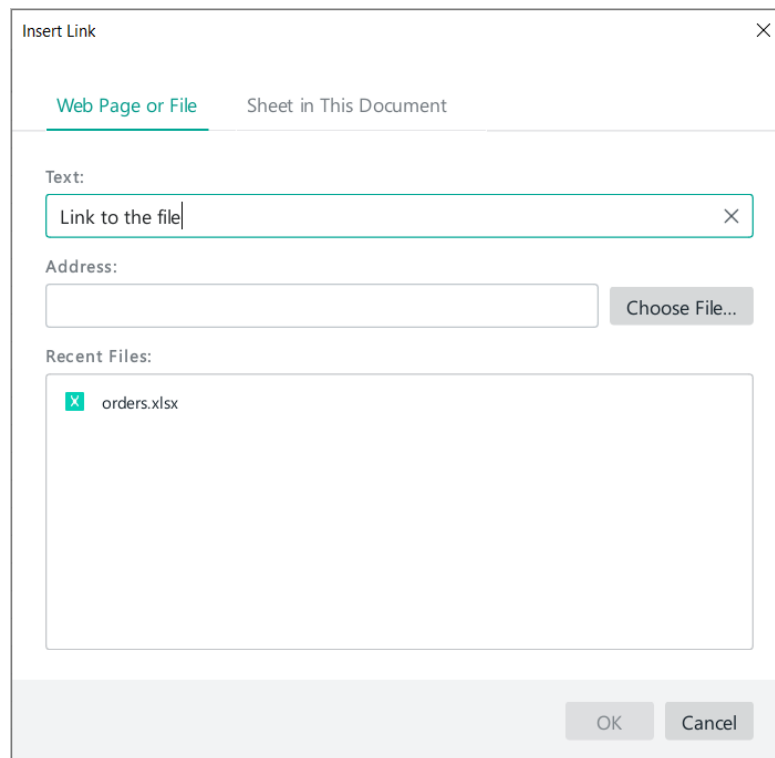
Figure 194. Insert Link window

4. If you want the link to be displayed as text and the **Text** field is not filled in, enter the required text. By default, text from the selected cell or the text selected in the cell or the word on which the cursor is placed is automatically inserted into the **Text** field.

5. Click **OK**.

> When you save an .ods document in .xlsx format in a cell that contains multiple links at the same time, only the first link remains functional.

4.4.6.4 Go to the link

To follow the link, click it while holding down the **Ctrl** / ⌘**Cmd** pressed.

Web links are opened in the default browser used in the OS.

Files are opened in MyOffice Spreadsheet, MyOffice Text and MyOffice Presentation applications. If the file format is not supported, the file is opened in the application that is used by default in the OS to work with files of the corresponding format.

When you click the link to an email address, it opens the default email client in your OS. This software automatically creates a new email, into which the data specified in the link is copied.

When you click a link to a sheet, the corresponding sheet of the current document is opened.

MyOffice

4.4.6.5 Copy a link

To copy a link, right-click it and in the Context menu, select **Copy Link URL**.

4.4.6.6 Edit a link

To edit a link, follow the steps below:

1. Specify a link to edit:
   – If a cell contains only a link, select that cell or place the cursor on the link, or select part of the link/the entire link.
   – If the cell contains more than just a link, place the cursor on the link or select part of the link/the entire link.

2. Open the link editing window in one of the following ways:
   – In the Command menu, select **Insert** > **Link** (see Figure 192).
   – On the Toolbar, in the **Insert** section, click ••• (see Figure 193). In the insert pane that appears, click the 🔗**Link** button.
   – Right-click to open the context menu and run the **Edit Link** command.
   – Press **Ctrl+K** / ⌘**Cmd+K.**

3. In the **Edit Link** (see Figure 195) window, make the desired changes.

4. Click **OK**.
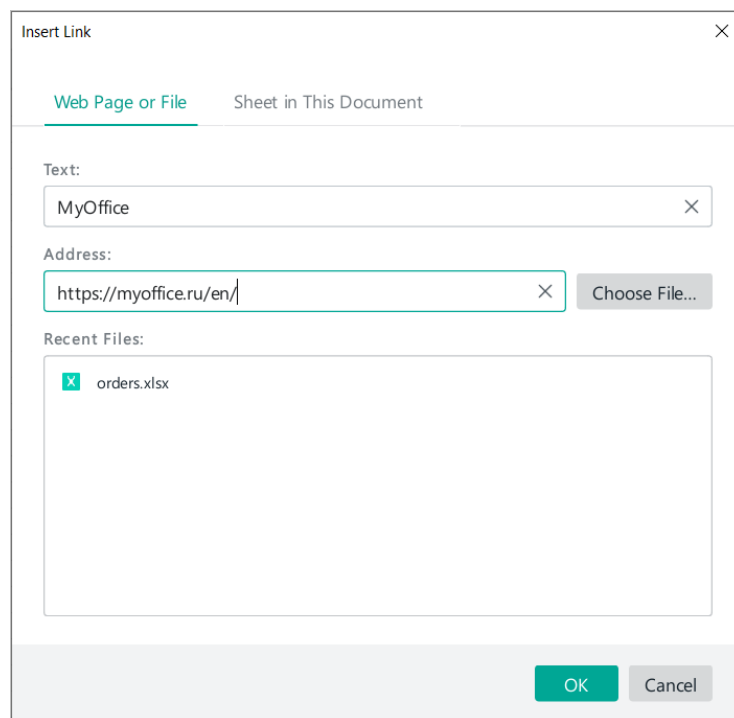
Figure 195. Edit Link window

4.4.6.7 Delete a link

The link can be deleted using the edit window or the context menu. The link is deleted without the text that contains it.

To delete a link using the edit window, follow these steps:

1. Specify the link to delete:
   – If a cell contains only a link, select that cell or place the cursor on the link, or select part of the link/the entire link.
   – If the cell contains more than just a link, place the cursor on the link or select part of the link/the entire link.
2. Open the link editing window in one of the following ways:
   – In the Command menu, select **Insert** > **Link** (see Figure 192).
   – On the Toolbar, in the **Insert** section, click ••• (see Figure 193). In the insert pane that appears, click 🔗 **Link**.
   – Right-click to open the context menu and run the **Edit Link** command.
   – Press **Ctrl**+**K** / ⌘**Cmd**+**K.**
3. In the **Edit Link** window (see Figure 195), click the **Remove Link** button.

To delete a link using the context menu, follow these steps:

1. Specify the link to delete as described above.
2. Right-click to open the context menu and run the **Delete Link** command.

To delete multiple links at the same time, follow these steps:

1. Select the cells that contain the link data.
2. Right-click to open the context menu and run the **Delete Links** command.

If you want to delete the link along with the text that contains it, follow these steps:

1. Specify the link to delete:
   – If a cell contains only a link, select that cell or switch to cell editing mode and select the entire link.
   – If the cell contains more than just a link, switch to the cell editing mode and select the entire link.
2. Press **Delete** or **Backspace**.

MyOffice

4.4.6.8 Keyboard shortcuts for moving between window elements

The Table 5 below shows the keyboard shortcuts you can use to quickly move between elements in the Insert/Edit Link window.

<div align="right">**Table 5. Keyboard shortcuts**</div>

Action	Windows / Linux keyboard shortcuts	macOS keyboard shortcuts
Open the window	Ctrl+K	⌘ Cmd+K
Go to the next pane element	Tab	Tab
Go to the previous pane element	Shift+Tab	⇧ Shift+Tab
Open the selected tab	Space	Space
Click **Select File** or **OK**	Space	Space
Click **OK** regardless of which window element is currently selected	Enter	⏎ Enter
Go to the next/previous file in the **Recent Files** list	↓ and ↑	↓ and ↑
Go to the first file in the **Recent files** list	Home	Fn + ←
Go to the last file in the **Recent files** list	End	Fn + →
Select a file in the **Recent files** list	Space	Space
Close the window	Esc	Esc

4.4.7 Notes

You can add notes to the cells of a spreadsheet. When you edit a document in collaboration (see Section 4.12.2), you can share comments with colleagues using notes without affecting the content of the document. Cells with notes are marked with a triangle in the top right corner of a cell (see Figure 196).

Figure 196. Cell with a note

4.4.7.1 Add a note

Each note is attached to one cell. The name of the user who created the note is automatically added to the note.

To create a note, follow the steps below:

1. Add a note using one of the following methods:

    – Left-click a cell to select it. In the **Insert** menu, select **Note** (see Figure 197).
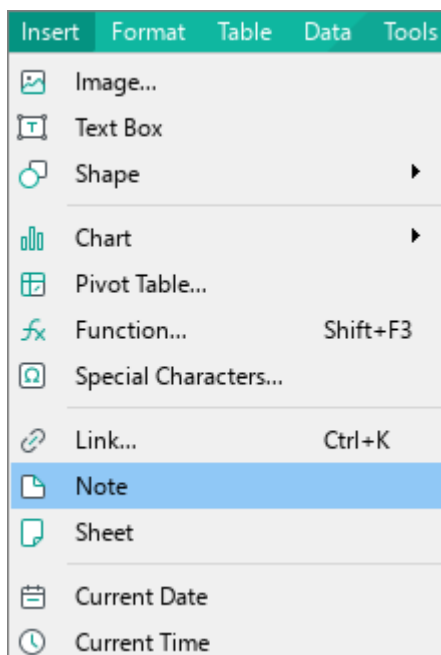
Figure 197. Insert menu

MyOffice

– Select the cell. On the Toolbar, select the **Insert** section and click ⋯. In the opened insert pane, select 📄 **Note** (see Figure 198).
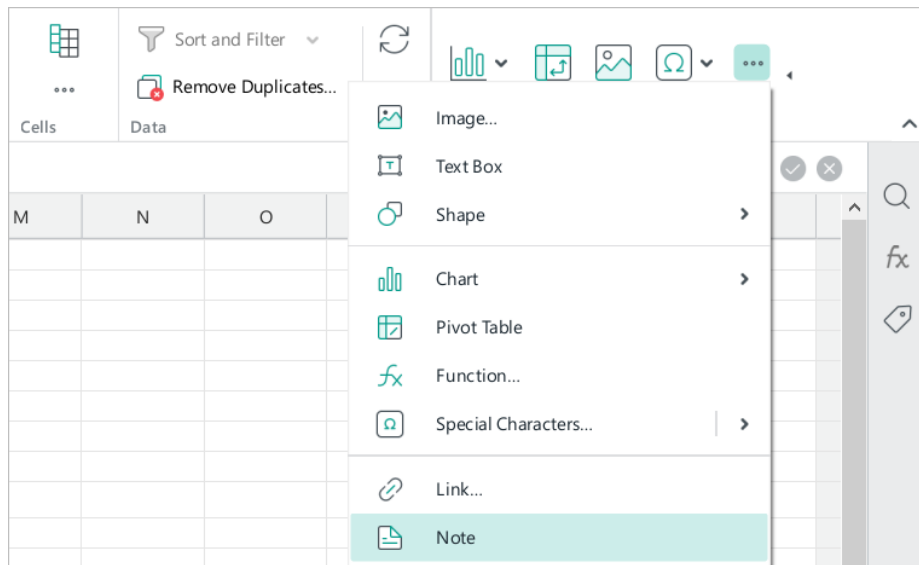
Figure 198. Insert pane

– Right-click a cell to select it and select **Add Note** in the context menu.

2. In the note window (see Figure 199):

    – Edit and format the username as needed.

    – Enter the note text.
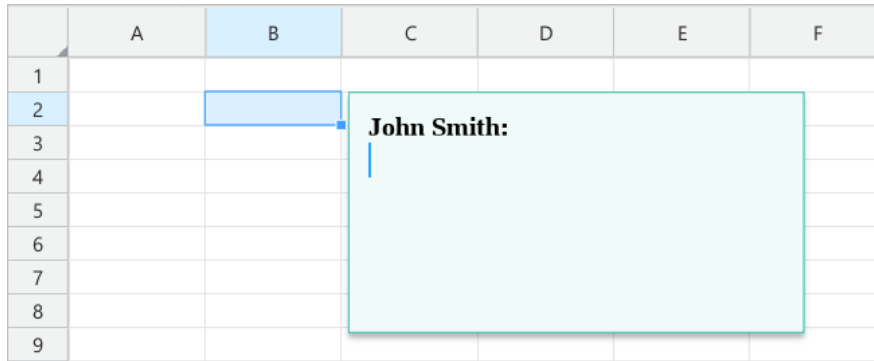
Figure 199. Notes window

3. Press **Esc** or click outside the cell to finish and close the note.

4.4.7.2 Edit or delete a note

You can edit and delete both your own notes and those of other users in the document.

To edit a note, use the following guidelines:

1. Click the cell to open the note.

2. Activate the edit mode in one of the following ways:

    – Right-click a cell and select **Edit Note**. The cursor will be set on the first paragraph of the note.

    – Place the cursor in the desired position manually.

3. Edit the text of the note and, if necessary, the username.

4. Press **Esc** or click outside the cell to finish and close the **Note**.

To delete a note, right-click the cell containing the note and select **Delete Note** in the command menu.

4.4.8 Special characters

Special characters are characters that are not present on the keyboard. This includes mathematical operators, dingbats, arrows, currency signs. Such symbols can be inserted using the special characters quick insert pane or the **Special Characters** window.

4.4.8.1 Special characters quick insert pane

To open the Special Characters quick insert pane, do one of the following:

– On the Toolbar, in the **Insert** section (see Figure 200), click Ω **Special Characters**.
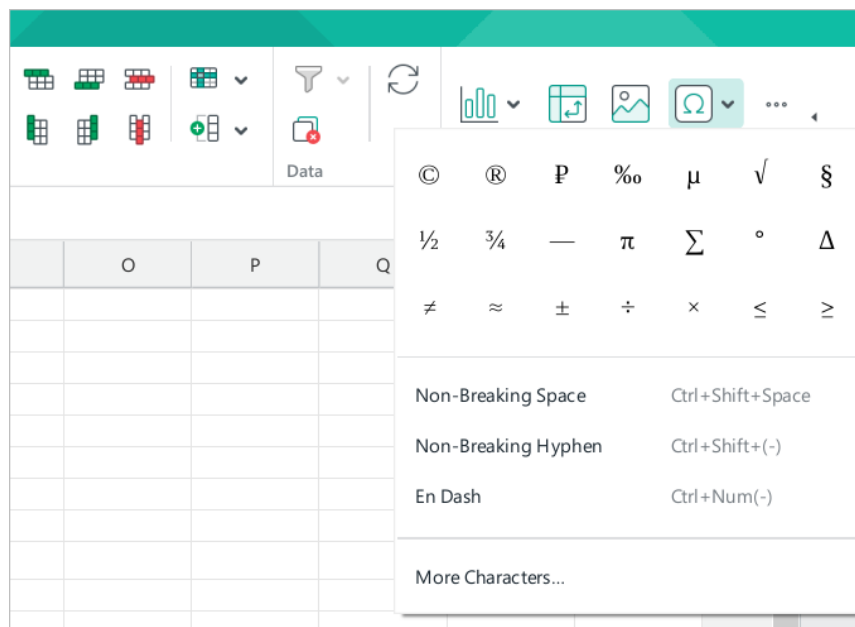
Figure 200. Special Characters button

– On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, hover the mouse cursor over the Ω **Special Characters** button (see Figure 201).

MyOffice
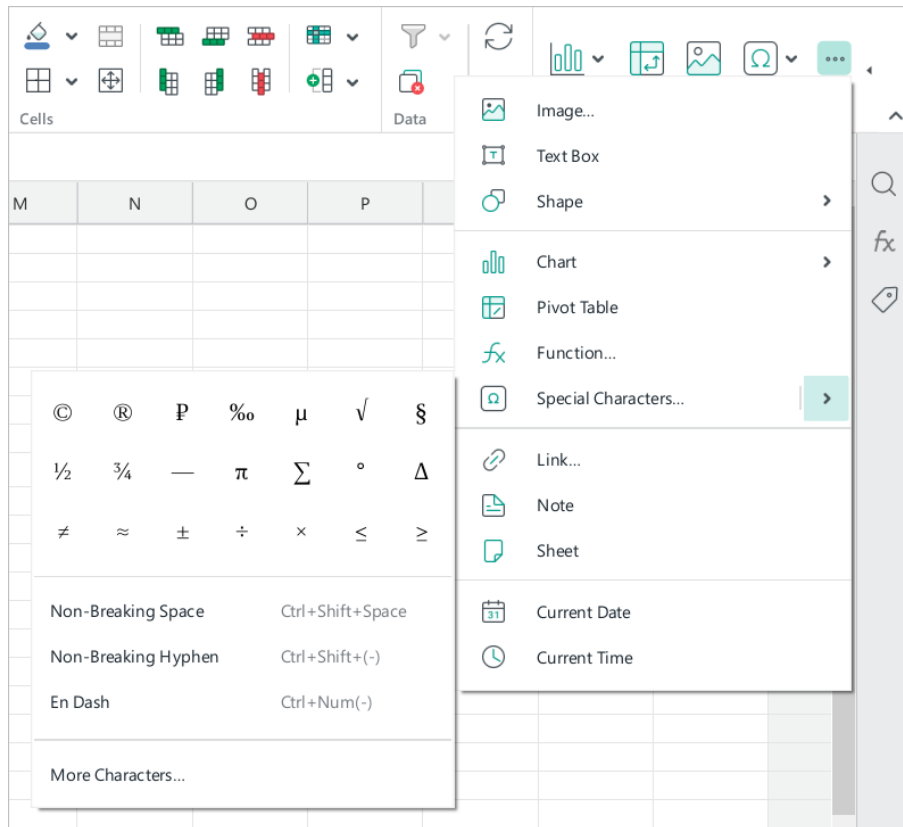
Figure 201. Insert pane

MyOffice

To insert a special character, do one of the following:

– Select a character from a set of preset characters. As you work with the application, the preset characters change to characters added to the document by the user using the **Special Characters** window (see Section 4.5.2). When the mouse cursor hovers over a character, the name of the font selected for it is displayed.

> When inserting, the font of the document text is applied to the character. However, if the font of the text does not support this character, then the font selected by the user is used.

– Select **Non-Breaking Space**, **Non-Breaking Hyphen**, or **En Dash** if you want to insert the appropriate character.

4.4.8.2 Special characters window

To open the **Special Characters** window, do one of the following:

1. In the command menu, select **Insert** > **Special Characters** (see Figure 202).
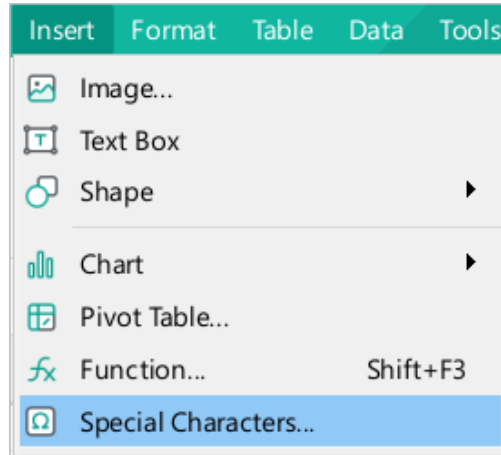
Figure 202. Special characters menu

– On the Toolbar, in the **Insert** section, click Ω **Special Characters** button (see Figure 203). In the quick insert special characters pane, select **More Characters**.
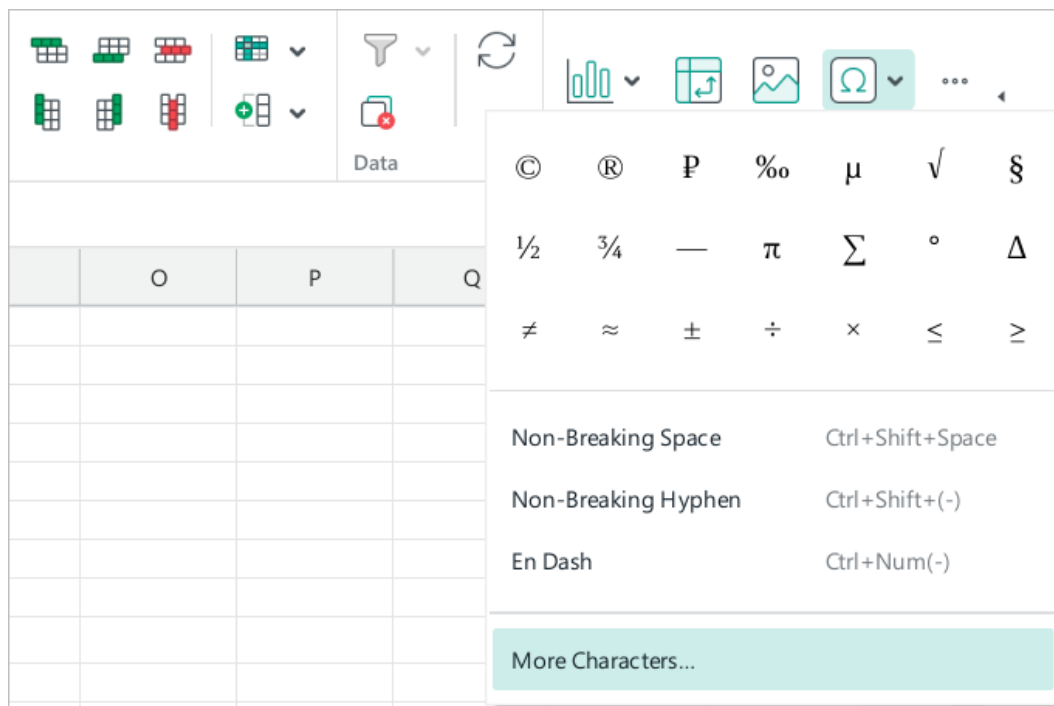
Figure 203. More Characters option

– On the Toolbar, in the **Insert** section, click ••• (see Figure 204). In the pane that appears, click the Ω **Special Characters** button.

MyOffice
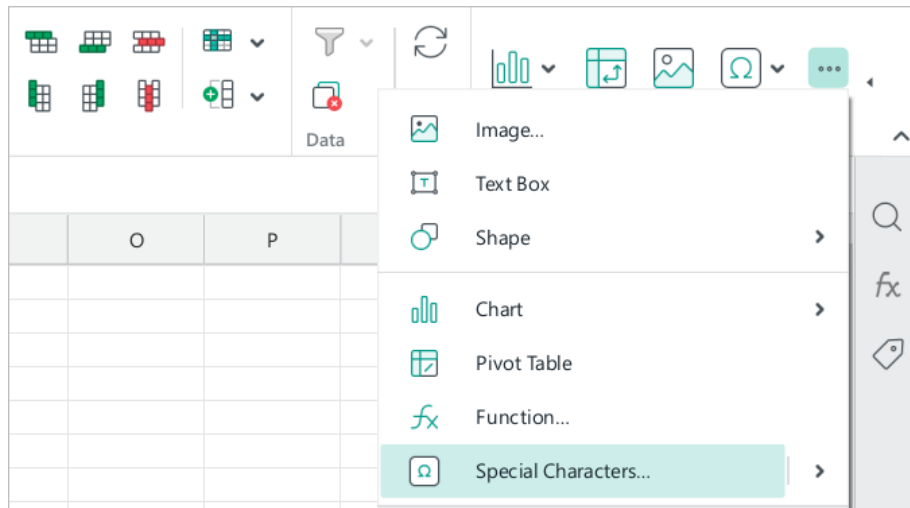
Figure 204. Special Characters button

– On the Toolbar, in the **Insert** section, click ••• (see Figure 205). In the pane that appears, hover the mouse over the arrow to the right of the Ω **Special Characters** button. In the quick insert special characters pane, select **More Characters**.
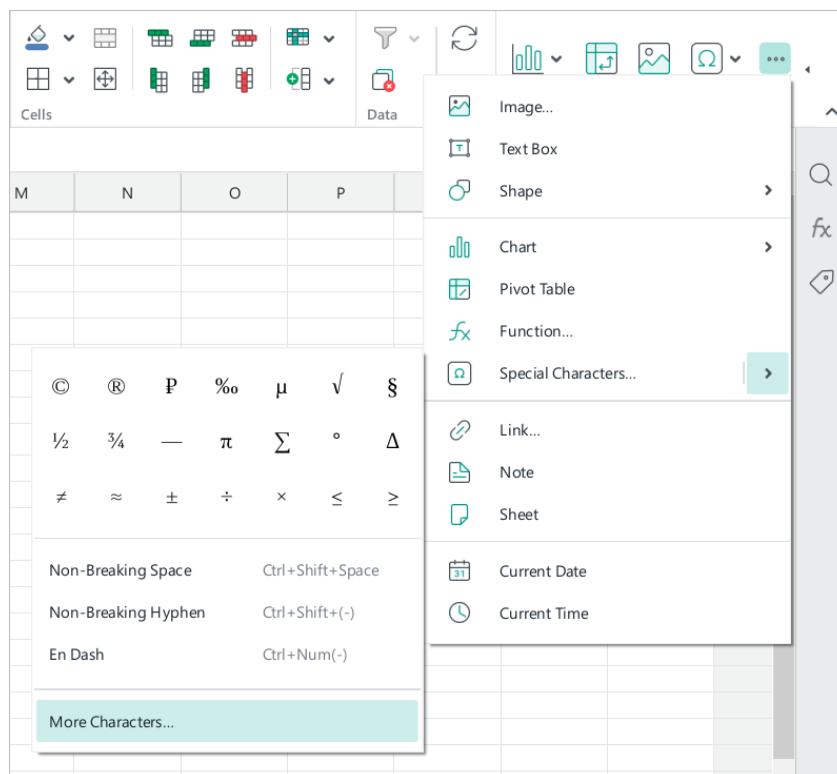
Figure 205. More Characters option

The **Special Characters** window (see Figure 206) contains the following tools:

MyOffice
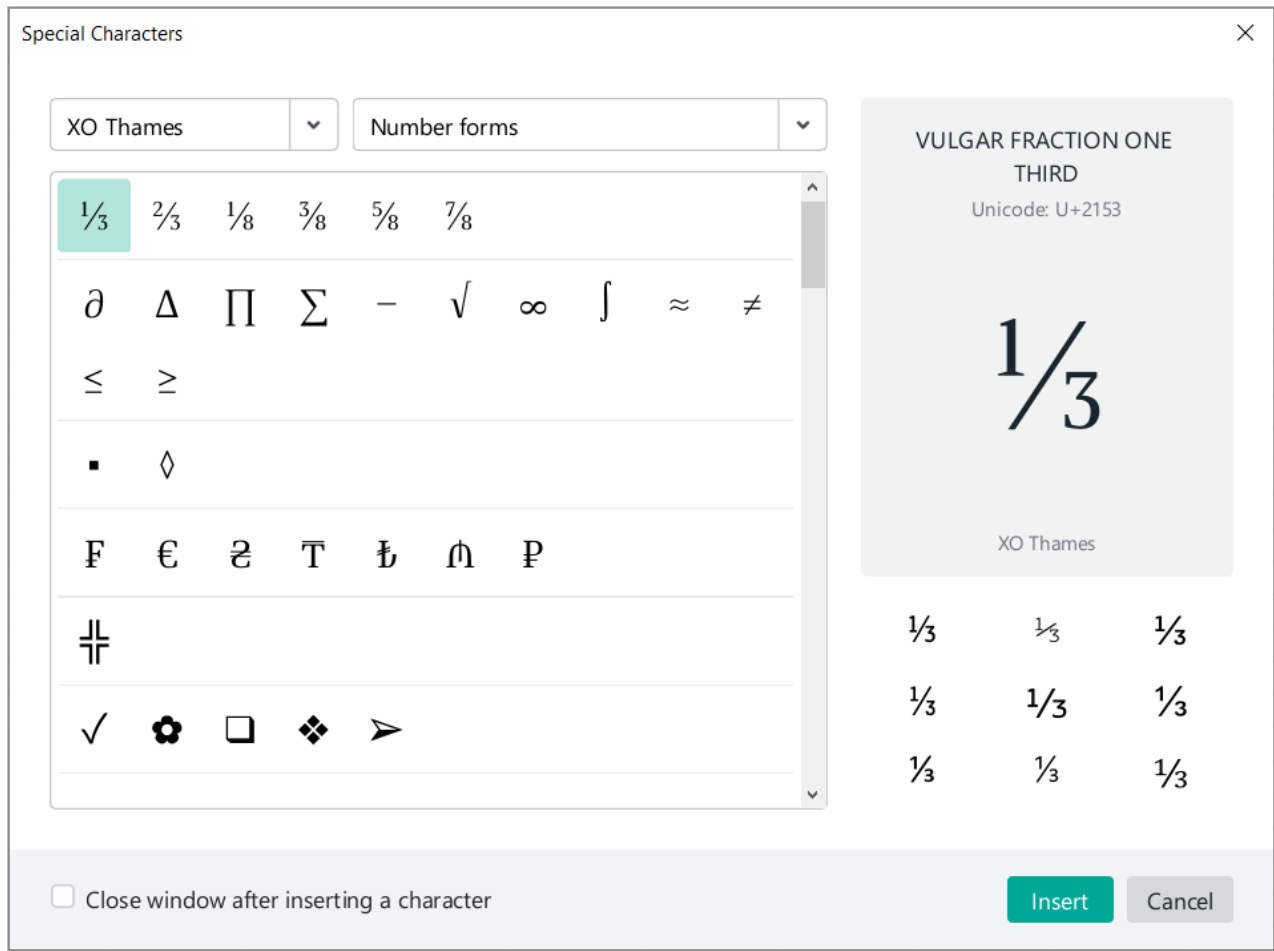
Figure 206. Special Characters window

- Drop-down list for selecting the font of the special character.
- Drop-down list for selecting the group and category of the character. If the font does not support the characters of a category group or category, it is not displayed in the list.
- Characters. By default, the first character of the selected category is highlighted. Categories are separated from each other by a line.
- The name of the highlighted character.
- The code of the selected character in the Unicode system.
- The typeface of the selected character.
- The font of the selected character.
- Other typefaces of the selected character.

To insert a special character using the **Special Characters** window, follow these steps:

1. Select the font of the special character. You can select it in the same way as you would select a font in the main application window (see Section 4.11.1).

2. Select a character category. You can select it in the same way as selecting a special character font.

3. Place the cursor in the position of the document where you want to insert the character.

4. Insert the character in one of the following ways:

   – Select the character by double-clicking.

   – Select the character with one click and click **Insert**.

   – Select the character with one click and press **Enter** or **Space**.

If you want the window to close automatically, check the **Close window after inserting a character** box.

To close the **Special Characters** window manually, click **Cancel** or the ✕ button in the window header.

To insert a character from the **Special Characters** window, follow these steps:

1. Place the cursor in the place of the document where you want to insert the character.

2. Insert the character in one of the following ways:

   – Select the character by double-clicking.

   – Select the character with one click and click **Insert**.

   – Select a character with one mouse click and press **Enter** or **Space**.

4.4.9 Current date or time

You can quickly insert the current date or time anywhere in a document. To insert the current date, follow these steps:

1. Select the place where you want to insert the date.
2. Run the insert command in one of the following ways:
   − In the **Insert** menu, select **Current Date** (see Figure 207).
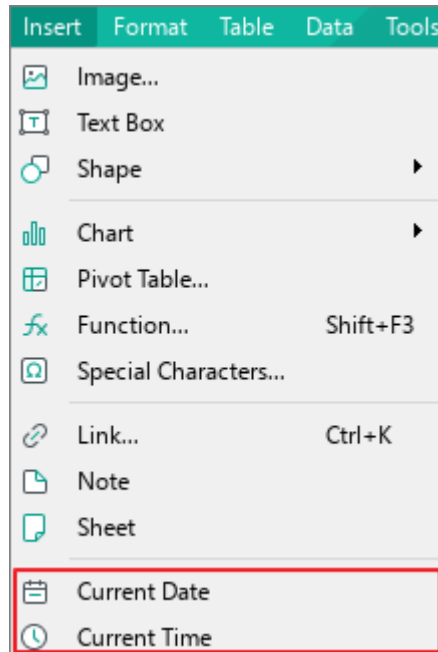
Figure 207. Insert menu

   − On the Toolbar, select the **Insert** section and click ⋯ (see Figure 208). In the displayed insert pane, click 🗓 **Current Date**.

MyOffice
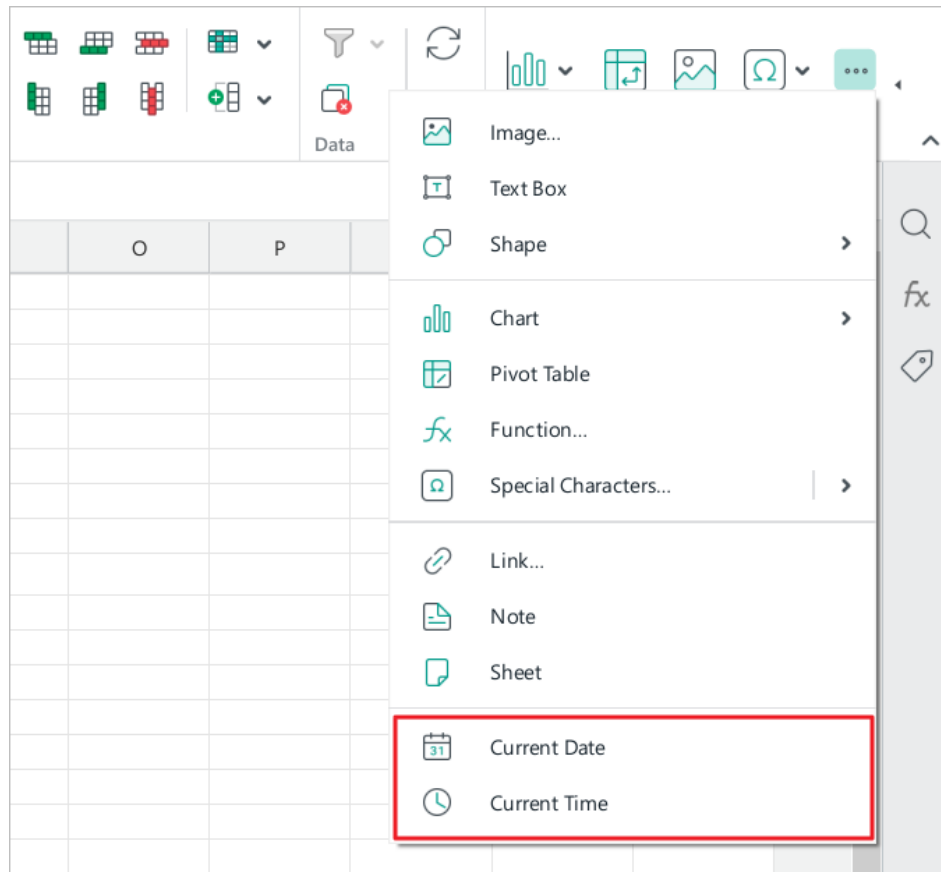
Figure 208. Insert pane

To insert the current time in the document:

1. Place the cursor where you want to insert the current time.

2. Run the insert command in one of the following ways:

    – In the **Insert** menu, select **Current Time** (see Figure 207).

    – On the Toolbar, select the **Insert** section and click ••• (see Figure 208). In the displayed insert pane, click 🕒 **Current Time**.

The data inserted is static, that is will not be updated when the actual date and time change.

4.4.10 Check grammar and spelling

MyOffice Spreadsheet can automatically check texts in English and in Russian for grammar and spelling mistakes.

4.4.10.1 Check spelling

To enable and disable and enable **Check Spelling**, in the **Tools** menu, select **Spelling and Grammar** and then **Check Spelling** (see Figure 209).

Enabling or disabling **Check Spelling** is only applied to the current document and does not affect other opened documents.
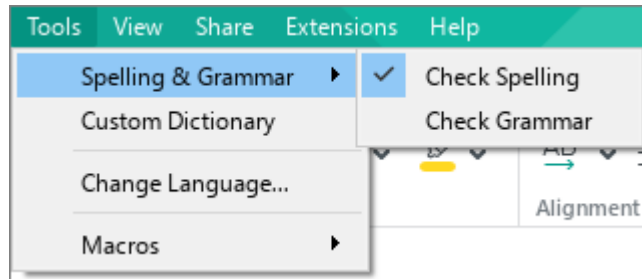
Figure 209. Tools menu

Check spelling basics:
- The spell-checking dictionary is automatically selected based on the language of the first character in the cell.
- Words missing in the selected dictionary or misspelled words are underlined with a red wavy line.
- Changing the contents of a document restarts spell-checking.

4.4.10.1.1 Correct errors

If an error is found in a word, correct it. To do this, follow the steps below:

1. Place the mouse cursor on the word or select the word that is underlined with a red wavy line (see Figure 210).
2. Right-click the word directly in the cell or in the formula line.
3. From the context menu, choose the correct spelling of the word.

If there are no correct spellings for the selected word, the context menu displays **No suggestions**.
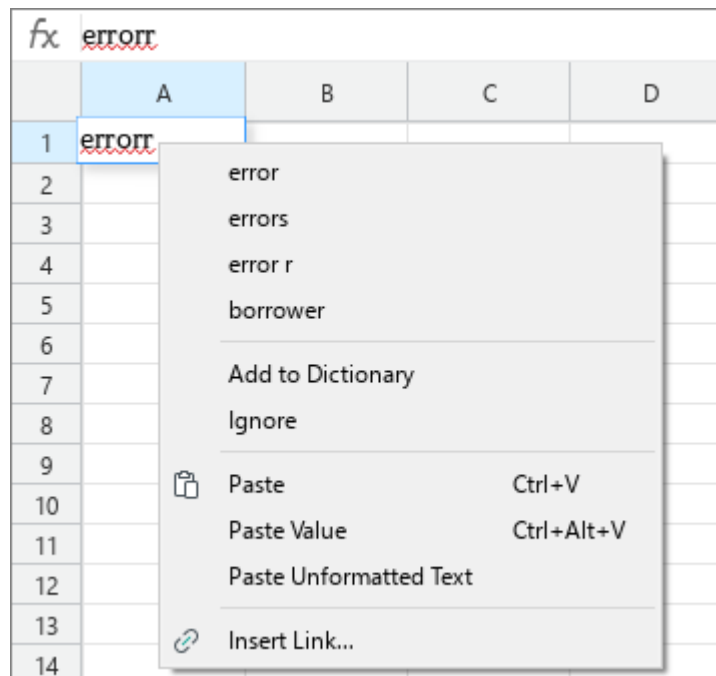
Figure 210. Correct an error

MyOffice

4.4.10.1.2 Turn off the underline for spelling errors

A word recognized as misspelled by the application is underlined with a red wavy line. To turn this option off for a particular word, add it in the **Custom dictionary** (see Section 4.4.5.2) or in the ignore list.

To add a word in the ignore list, follow the steps below:

1. Move the cursor over the misspelled word underlined with a red wavy line or select it.
2. Right-click the word directly in the cell or on the Formula bar.
3. In the context menu, select **Ignore** (see Figure 210).

Once finished, the red wavy underline disappears. If a word appears several times in the document, the changes are applied to all repetitions taking into account the case. Such changes are saved within one session. When the document is opened again, the **Check Spelling** is launched again.

If you have added a word into the ignore list by mistake, you can get back to the previous step by selecting the **Check Spelling** option. Follow these steps:

1. Move the cursor over the word or select the word.
2. Right-click the word directly in the cell or on the Formula bar.
3. In the context menu, select **Check Spelling**.

4.4.10.2 Custom dictionary

To exclude words such as proper names, abbreviations, or technical terms in a text from being considered misspelled, you can add them to the **Custom Dictionary**.

Before you start, make sure that the **Check Spelling** is on (see Section 4.4.10.1).

4.4.10.2.1 Adding words to the dictionary

The **Custom Dictionary** allows you to add only individual words. You cannot add word combinations to the **Custom Dictionary**.

Adding words is case-sensitive. If a word can start with a capital letter and with a lowercase letter, add the two spellings into the dictionary.

To add a word to the **Custom Dictionary** directly from the text, follow the steps below:

1. Move the cursor over the word that you want to add to the dictionary or select the word.

2. Right-click the word directly in the cell or on the Formula bar.

3. In the context menu, select **Add to Dictionary** (see Figure 210).

To add a new word directly to the **Custom Dictionary**, follow the steps below:

1. In the **Tools** menu, select **Custom Dictionary** (see Figure 211).
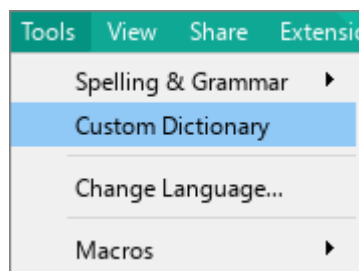
Figure 211. Tools menu

2. In the **Custom Dictionary** dialog menu (see Figure 212), enter the word you want to add.
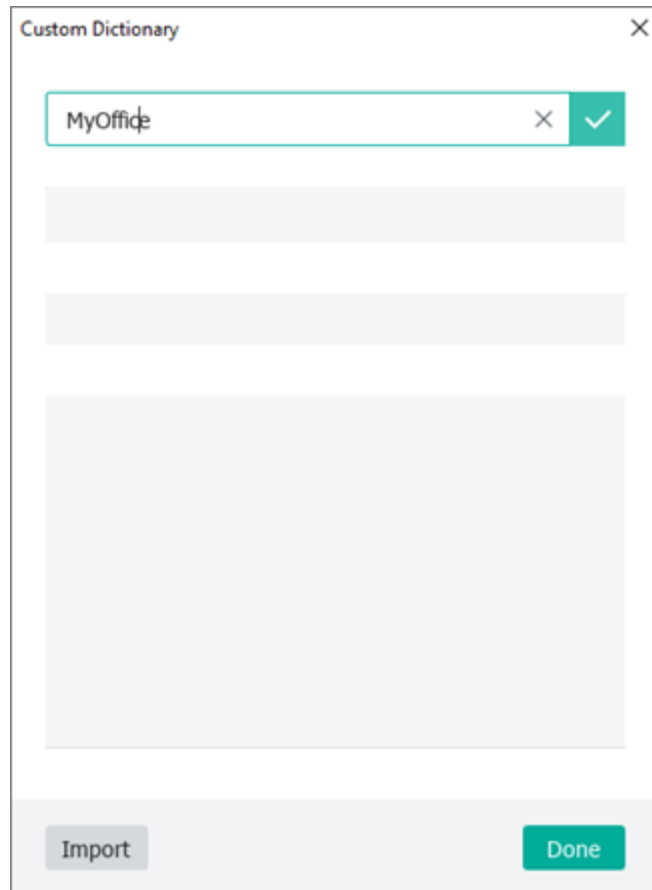
MyOffice

Figure 212. Custom Dictionary window

3. Click or press **Enter**.

4. Click **Done** to finish and close the window.

4.4.10.2.2 Using third-party dictionaries

To extend the vocabulary available in MyOffice Spreadsheet, you can use third-party dictionaries in .dic format. Simply follow these steps:

1. In the **Custom Dictionary** dialog box, click **Import** (see Figure 212).
2. In the opened file manager window, select a .dic file and click **Open**.

When finished, the contents of the dictionary will appear in your dictionary.

4.4.10.2.3 Delete words from the dictionary

If necessary, you can remove words previously added in the **Custom Dictionary**.

To remove a word using the **Custom Dictionary** menu, follow the steps below:

1. In the **Tools** menu, select **Custom Dictionary** (see Figure 187).

2. In the **Custom Dictionary** dialog box (see Figure 213) place the cursor on the word you want to remove from the dictionary and click **Remove**.
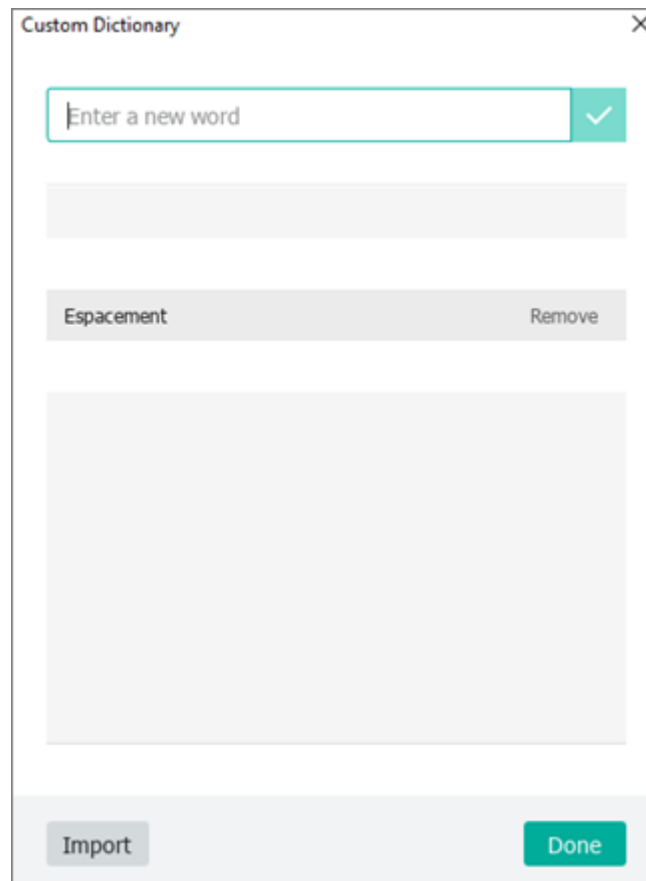
Figure 213. Custom Dictionary window

3. Click **Done** to finish.

To remove a word without using the **Custom Dictionary** window, follow the steps below:

1. Place the cursor over the word you want to remove or select this word.

2. Right-click the word directly in the cell or on the Formula bar.

3. In the context menu, select **Remove from Dictionary**.

4.4.10.3 Grammar checking

To enable or disable grammar checking, in the **Tools** menu, select **Spelling and Grammar** and then **Check grammar** (see Figure 214).

Enabling or disabling grammar checking applies to the current document and does not affect other opened documents.
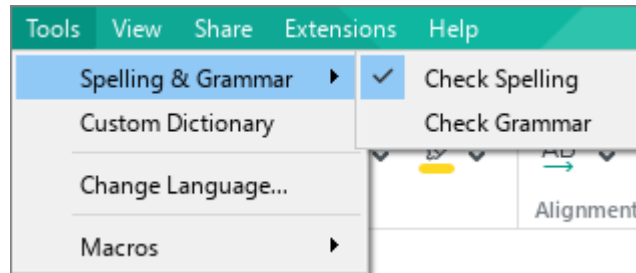
Figure 214. Tools menu

Grammar checking basics:

– The grammar checking language is selected automatically depending on the first letter of the cell.
– The grammar checking is launched when the **Space** bar is pressed, or the **Enter** key is pressed, provided that the sentence is completed.
– A sentence with a grammar mistake is underlined with a blue wavy line both in the cell and on the Formula bar.
– Formulas and values are not checked.

4.4.11 Find and replace data

> If the document is opened in the View mode, only data search (without replacement) is available.

To open the pane to find and replace data in a document, do one of the following:

– In the Command menu, select **Edit** > **Find** (see Figure 215).
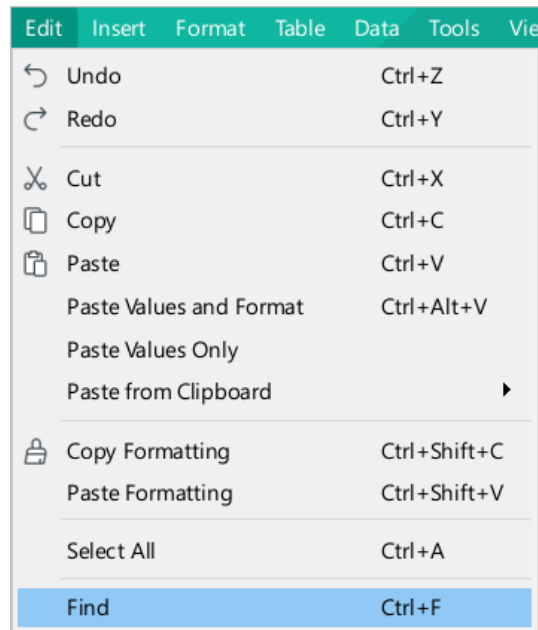
Figure 215. Edit menu

– On the Sidebar, click Q **Find and Replace** (see Figure 216).
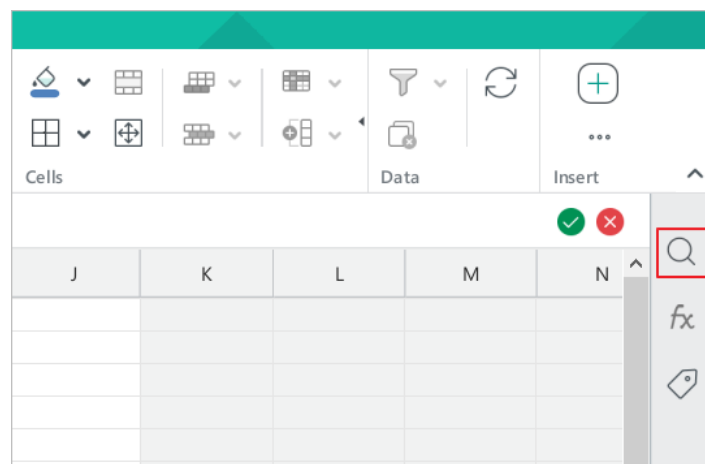
Figure 216. Find and Replace button

– Press **Ctrl+F** or **Ctrl+H** / ⌘**Cmd+F**.

In the **Find and Replace** pane (see Figure 217), specify the parameters for searching and replacing data:

1. Specify the data **Search area**:
   – **Current sheet:** Perform a search on the currently open sheet.
   – **All Sheets:** Perform a search through all sheets of the document.
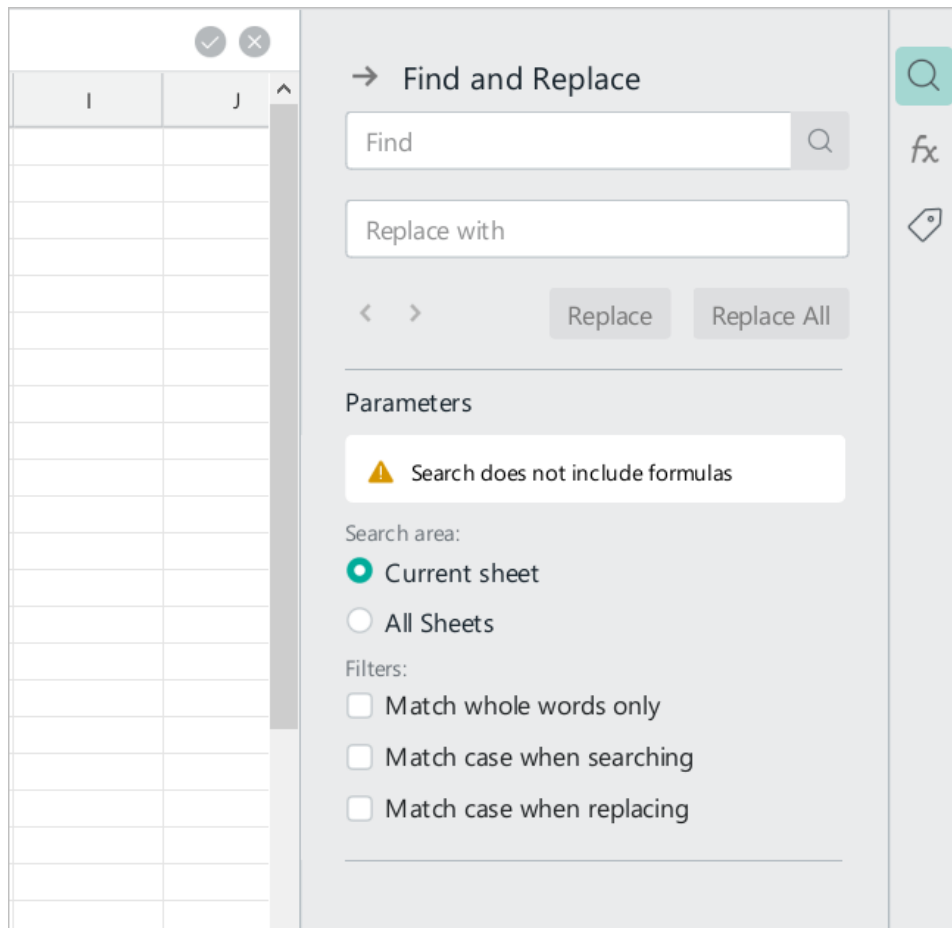
Figure 217. Search parameters

2. If necessary, check the required **Filters**:
   – **Match whole words only:** Find only whole words/values, not data that is part of other words/values.
   – **Match case when searching:** Perform the search taking into account uppercase and lowercase letters in the text you are looking for.
   – **Match case when replacing:** Perform the replacement taking into account the uppercase and lowercase letters in the found text. Example: You need to replace the word *agreement* with the word *contract* in the text of the document. In this case, the word *agreement* can be written with both lowercase and uppercase letters

(for example, at the beginning of a sentence). Check the box **Match case when replacing** so that the word *agreement* with a lowercase letter is replaced by the word *contract* with a lowercase letter, and the word *Agreement* with a capital letter is replaced by the word *Contract* with a capital letter.

> Case is taken into account only for the first character in the found word.

To find the data in the document, follow these steps:

1. In the **Find** field, enter the data to search for (see Figure 218).

2. Click the button or press **Enter**.
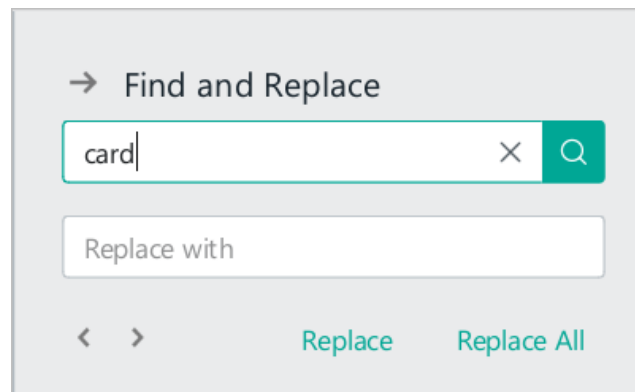
Figure 218. Data for search

The matches found will be highlighted in the document (see Figure 219).

Use the ‹ › buttons below the search and replace bars (see Figure 218) to navigate through the cells with matches found. The selected match will be highlighted in the document with a contrasting yellow color (see Figure 219).

Search parameters (see Figure 217) can be changed while you are working with matches. The search results are updated automatically.

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Figure 219. Matches found

To replace matches found in the document, follow the steps below:

1. In the **Replace with** bar (see Figure 218), enter the data to replace or leave the field blank if you want to delete the found match.

2. Replace the matches with one of the following methods:
   - Click **Replace** to replace the highlighted match.
   - Click **Replace All** to replace all matches found simultaneously.

> ⚠ You cannot replace a part of the found value or a part of the found result of a formula calculation. The value or the result of a formula calculation can only be replaced in its entirety.

To close the Find and Replace pane, do one of the following:
- At the top of the pane, click →.
- On the Sidebar, click 🔍 **Find and Replace**.
- Press **Esc**.

MyOffice

4.4.12 Delete data

To delete one or more characters in a cell, use one of the following methods:

– Place the cursor after the characters you want to delete. If you are working in Windows / Linux, delete characters by pressing **Backspace** as many times as needed, if you are working in macOS, delete them by pressing **Delete**.

– Place the cursor before the characters you want to delete. If you are working in Windows / Linux, delete characters by pressing **Delete** as many times as needed, if you are working in macOS, delete them by successively using **Fn**+**Delete** shortcut.

To delete a word or its part in a cell, do one of the following:

– Place the cursor after a word or word part that you want to delete. When working in Windows / Linux, press **Ctrl**+**Backspace**, when working in macOS, use ⌘**Cmd**+**Delete** or ⌥**Option**+**Delete** shortcut.

– Place the cursor before a word or word part that you want to delete. When working in Windows / Linux, press **Ctrl**+**Delete**, when working in macOS, use ⌘**Cmd**+**Fn**+**Delete** or ⌥**Option**+**Fn**+**Delete** shortcut.

To delete some text in a cell, do the following:

1. Select the desired text.
1. When working in Windows / Linux OS, press **Delete** or **Backspace**, when working in macOS, press **Delete** or use **Fn**+**Delete** shortcut.

To clear the content of the cell, do the following:

1. Select the cell or range to be cleared of data.
2. When working in Windows / Linux OS, press **Delete** or **Backspace**, when working in macOS, press **Delete**.

MyOffice

4.5 Formulas and functions

Formula: Any expression in a cell that starts with an equal sign (**=**). Formulas can contain functions, values, cell names, and operators.

Function: A predefined formula in MyOffice Spreadsheet that needs arguments to calculate correctly. For a complete list of functions, see Appendix 1. Functions and their description.

4.5.1 Formulas and functions basics

– Formulas always begin with an equal sign (**=**).
– The equal sign can be followed by functions, constants, cell references, operators, and other elements.
– All opening and closing brackets must be in sync.
– The mandatory arguments of functions must be specified.
– The constants should not contain a dollar sign (**$**).

> In Microsoft Windows, if "." is selected in the **Customize Format** window, in **Decimal symbol** field, use "," instead of ";" as the separator of values in functions in MyOffice Spreadsheet application.

For **CELL** and **INFO** functions enter text parameters in English, enclosing them in double quotation marks and using the semicolon **";"** delimiter. For example, **=CELL("contents";A2), =INFO("system")**.

4.5.2 Order of operations in a formula

If a formula contains several operations, MyOffice Spreadsheet will perform calculations based on the following order of operations:

– Operations enclosed in parentheses are performed first:

  – The order of operations depends on their priority (see Table 6).

  – Operations in the nested parentheses are performed first.

– If a formula contains parentheses that are not essential in the calculation, they will be deleted automatically. For example, the formula **=SUM(1+(2*5)+1)** will be automatically transformed into **=SUM(1+2*5+1)**.

– Operations outside the parentheses are performed according to their precedence.

– Operations with the same precedence are performed from left to right, except for the exponentiation (^), which is performed from right to left. Example: = **2^4^2** =**2^16 = 65,536**

MyOffice

If you combine several operators in a single formula, MyOffice Spreadsheet performs the operations in the order shown in Table 6.

Table 6. Operator precedence

Priority	Operator	Meaning
1	:	Range
2		Space
3	%	Percentage
4	+ - 	Unary plus Unary minus Unary space
5	^	Exponentiation
6	* /	Multiplication Division
7	+ -	Addition Subtraction
8	&	Concatenation
9	 = > < >= <= <>	Comparison operators: Equal to Greater than Less than Greater than or equal to Less than or equal to Not equal to

4.5.3 Referencing cells and cell ranges

Referencing is linking to cells or ranges for further use in calculations.

There are three types of references:

– **Relative:** This type of references changes when copying or auto-filling. By default, all references in the editor are relative.

– **Absolute:** This type of reference does not change when copying or auto-filling. Therefore, they should be used for formulas that have constant values, such as interest rates.

– **Mixed:** This type of reference allows you to combine both absolute and relative references. For example, the **B$5, D$12** reference the row number remains the same, but the column name may change.

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4.5.3.1 A1 cell reference style

The **A1** reference style (see Table 7) is used in MyOffice Spreadsheet by default.

In the **A1** reference style, the cell address consists of a column letter name and a numeric row name. For example: **A1**, **C12**, **G37**, **ND185** etc.

When creating a sheet, the workspace contains:

– 20 rows numbered from 1 to 20

– 10 columns named from A to J

When you expand the workspace, new columns continue single-letter naming followed by two-letter naming: **AA**, **AB**, **AC**, then **BA**, **BB**, **BC**, etc.

If the two-letter combinations end, the columns will be given three-letter names.

When you add rows to a table, the new items continue to be numbered.

Table 7. Absolute and relative references in the A1 reference style

Relative reference	**A1**
Absolute reference	**A1** (the column and row are not changed during copying)
Mixed references	**$A1** (the column is not changed during copying) **A$1** (the row is not changed during copying)

4.5.3.2 R1C1 cell reference style

To enable the **R1C1** reference style, in the **View** command menu, select **R1C1** (see Figure 220).
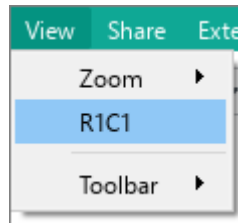
Figure 220. View menu

In the **R1C1** style, both columns and rows are denoted by numbers (see Table 4). The address of a cell is determined using the formula **RnCm**, where:

– **R** – row character, and **n** – row number.
– **C** – column character, and **m** – column number.

For example, the name of **D5** cell in the **R1C1** style is **R5C4**.

Table 8. Absolute and relative references in the R1C1 reference style

Absolute reference	**R3C2** (an absolute reference to a cell at the intersection of row 3 and column 2)
	R3 (an absolute reference to row 3)
	C2 (an absolute reference to column 2)
Relative reference	**RC** (a relative reference to the current cell)
	R[-2] (a relative reference to the row located 2 rows above the current row)
	C[3] (a relative reference to the column located 3 columns to the right of the current column)
Mixed references	**RC5** (a reference to a cell in the current row in column 5)
	RC[-5] (a reference to a cell located in the current row 5 columns to the left of the current cell)
	R3C[2] (a reference to a cell located in row 3, 2 columns to the right of the current cell)
	R[3]C[-2] (a reference to a cell located 3 rows below and 2 columns to the left of the current cell)
	R[-3]C[2] (a reference to a cell located 3 rows above and 2 columns to the right of the current cell)

If a spreadsheet contains absolute references when switching from the **A1** to **R1C1** reference style, they will remain absolute afterwards.

4.5.3.3 Cell range reference

The reference to a cell range is defined by referencing its two corner cells:

– **Starting cell:** The upper-left cell of the range.

– **End cell:** The lower-right cell of the range.

The starting and end cells are separated by the colon (**:**) sign. For example: **B4:D6** (see Section 4.6.4).

If the **R1C1** style is selected for cells referencing, in some cases you do not need to use the (**:**) range operator. For instance, if you want to reference the range of all cells of one row, you can only specify a reference to this row (that is the **R1** reference refers to the range of all cells of the first row).

4.5.4 Recalculation of formulas

When you open a document in .xlsx format, the values of cells with formulas are not automatically recalculated by default. The cells contain already existing formula calculation results from the file cache.

If you want to force a formula recalculation, follow one of the steps below:

−   In the Command menu, select **Data** > **Force Calculate** (see Figure 221).
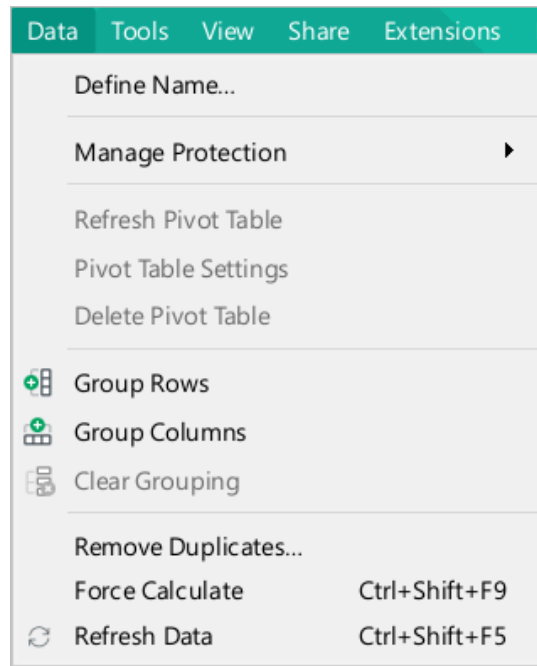
Figure 221. Force Calculate Command menu option

−   Press **Ctrl**+**Shift**+**F9** / ⇧ **Shift**+⌘ **Cmd**+**F9**.

4.5.5 Automatic calculation

If you select a range of cells, MyOffice Spreadsheet automatically calculates 5 of the most used functions and displays the results in the Status bar (see Figure 222):

- **SUMM:** Calculates the sum of all numbers in the selected range.
- **AVERAGE:** Calculates the average value of all numbers in the selected range.
- **MIN:** Displays the smallest value among all the numbers in the selected range.
- **MAX:** Displays the highest value among all the numbers in the selected range.
- **COUNTA:** Displays the number of values in the selected range. Numerical and text values are considered.

To configure the list of available functions, follow these steps:

1. In the Status bar, press the ![f] button.
2. In the opened list, check the boxes of the functions that will be displayed in the Status bar.
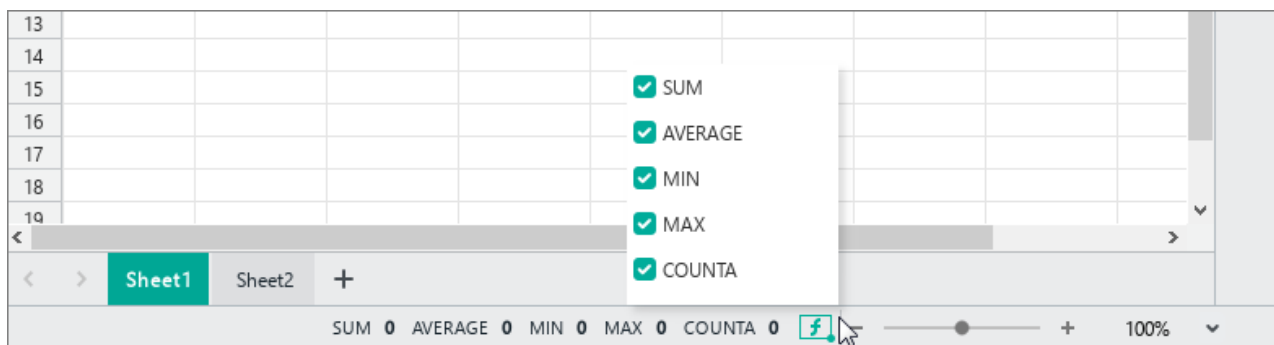
Figure 222. Selecting the displayed functions

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4.5.6 Enter functions

For a complete list of functions in MyOffice Spreadsheet, see Appendix 1. Functions and their description.

You can enter a function directly into a cell, on the Formula bar, or using the Insert function pane.

To enter a function in a cell or using the Formula bar, follow these steps:

1. Select the cell in which you want to enter a function.

2. On the Formula bar or in the cell, type an equal sign (=).

3. Start typing the name of the function to display a list of available functions (see Figure 223).

4. Select the desired function from the list provided using the mouse or keyboard keys:

   – Select the function in the list by clicking it.

   – Select the function using the ↓ and ↑ buttons and press **Enter**.
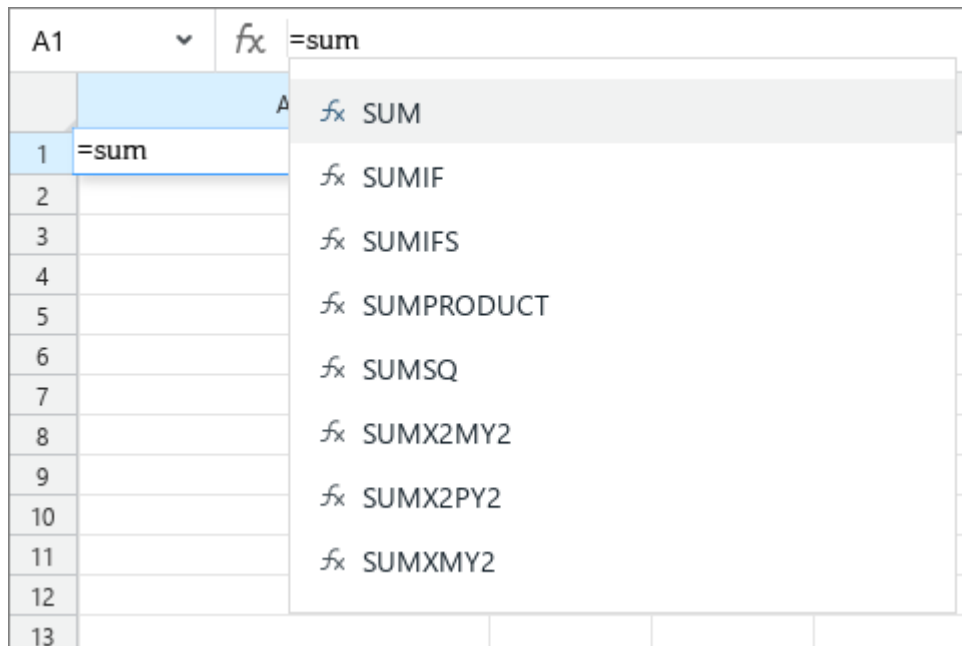
Figure 223. List of functions

5. Detailed information about the function is available. To display it, click the ⌄ button to the right of the function's name in the tooltip box (see Figure 224).

Move the tooltip box with the description with the left mouse button pressed.
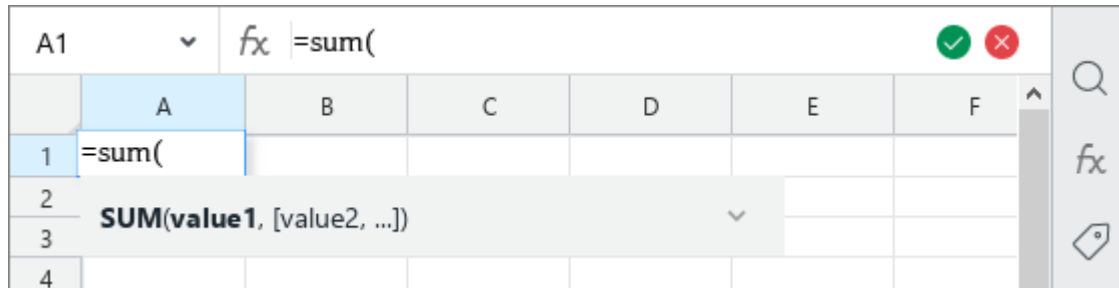
Figure 224. Description of a function

6. Enter function arguments.

⚠ In Microsoft Windows, if "." is selected in the **Customize Format** window, in **Decimal symbol** field, use "," instead of ";" as the separator of values in functions in MyOffice Spreadsheet application.

7. To finish, click the ✓ button on the Formula bar or press **Enter**. To cancel, click the ✕ button on the Formula bar or press **Esc**.

To enter a function using the Insert function pane, follow these steps:

1. Select the cell in which you want to enter a function.

2. Expand the Insert function pane in one of the following ways:

   – In the **Insert** menu, select **Function** (see Figure 225).
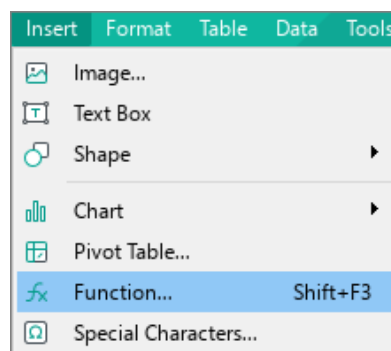
Figure 225. Insert menu

– On the Formula bar, click fx (see Figure 226).
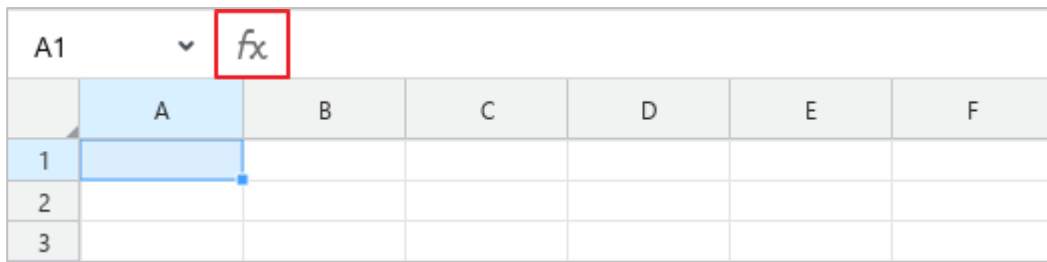
Figure 226. fx button

– On the Toolbar, select the **Insert** section and click •••. In the displayed insert pane, select fx **Function** (see Figure 227).
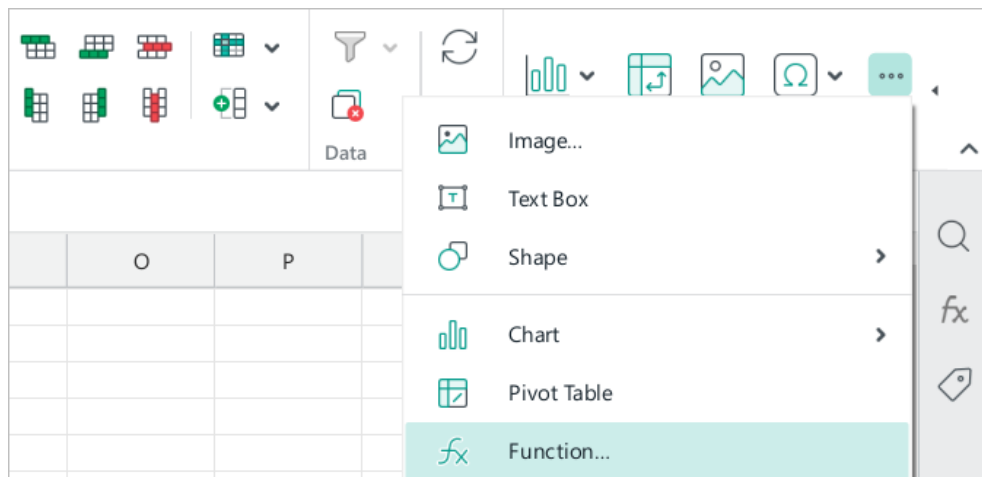
Figure 227. Insert menu

– On the Sidebar, click the fx **Insert Function** button (see Figure 227).
– Press **Shift+F3**.

3. Find the required function in one of the following ways:

– Enter part of the function name/the whole name in the search field. Below is a list of functions that meet the search conditions.
– Select the group that the function belongs to. For example, the **SUM** function is included in the **Math & Trig** group.
– Find the function in one of the following groups:

• **All**: Contains all the functions supported by MyOffice Spreadsheet.
• **Recent**: Contains the last 10 functions entered by the user.

- **Most popular**: Contains a fixed list of 10 frequently used functions.
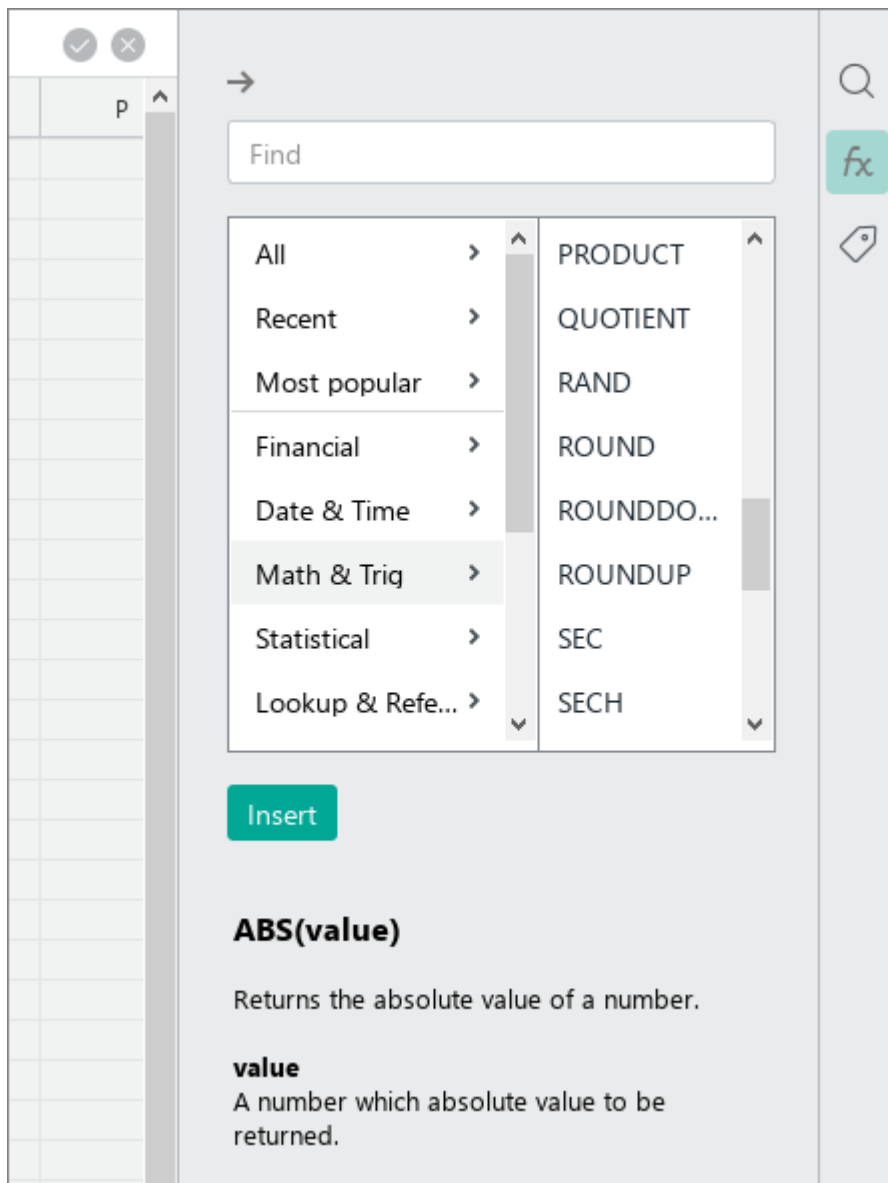
Figure 228. Insert function pane

4. Select the required function.

5. If necessary, check out the function summary at the bottom of the Insert function pane.

6. To insert a function into a cell, do one of the following:

   – Click **Insert**.

   – Select the function by double-clicking.

   – Press **Enter**.

7. Enter the arguments of the function.

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> ⚠️ In Microsoft Windows, if "." is selected in the **Customize Format** window, in **Decimal symbol** field, use "," instead of ";" as the separator of values in functions in MyOffice Spreadsheet application.

8. To finish entering the function, press the button ✅ on the Formula bar or press **Enter**. To cancel entering a function, press the button ❌ on the Formula bar or press **Esc**.

9. To close the Insert function pane, do one of the following:
   – In the Command menu, select **Insert** > **Function** (see Figure 225).
   – On the Formula bar, click *fx* (see Figure 226).
   – On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, click the *fx* **Function** button (see Figure 227).
   – On the Sidebar, click *fx* **Insert Function** (see Figure 228).
   – Click the button → at the top of the Insert function pane (see Figure 228).
   – Press **Shift**+**F3**.

4.5.7 Replace a formula with its result

For your convenience you can replace a formula or a part of a formula in a cell with its result. Simply follow these steps:

1. Select the formula or a part of the formula directly in the cell or on the Formula bar. A tooltip appears above the selected part of the formula or above the formula itself, which contains the calculated value.

2. Press the **F9** key to replace formula, fully or partially, with the calculated value.

4.5.8 Copy and insert formulas

If necessary, you can cut or copy formulas from one cell/row/column and paste the final value of these formulas into another cell/row/column without the formulas themselves.

To cut or copy a formula, do the following:

1. Select the cell, cell range, rows, or columns from which you want to cut or copy formulas.

2. Copy a formula in the usual way (see Section 4.12.2.1).

To insert the result of formula calculation without the original formatting:

1. Select where you want to enter the resulting value of the formula.
   - If the clipboard contains data from a single cell/row/column, select the cell/row/column where you want to paste the data.
   - If the clipboard contains a range of cells/rows/columns, select the appropriate size range, or select the cell/row/column where you want to paste the contents of the first cell/row/column in the range.

2. To insert the result of a formula calculation without the original formatting, do one of the following:
   - In the **Edit** menu, select **Paste Values Only** (see Figure 229).

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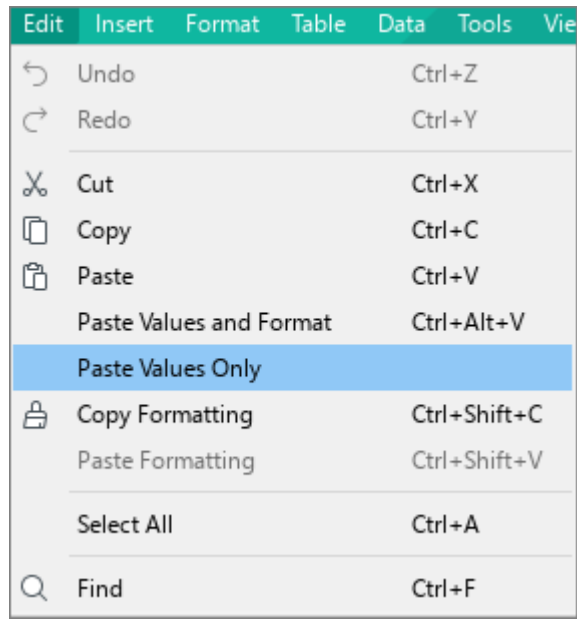
Figure 229. Edit menu

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- On the Toolbar, select the **Edit** section and click the arrow to the right of the ⧉ **Paste** button. In the drop-down list, select **Paste Values Only** (see Figure 230).
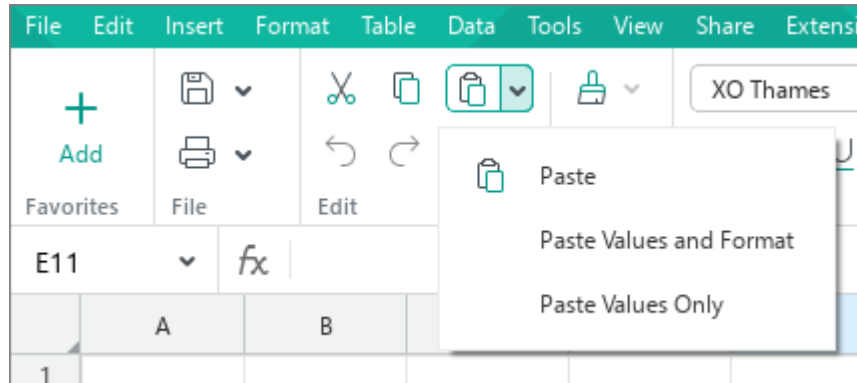
Figure 230. Paste Values Only command

- Open the context menu of the cell by right-clicking and run the **Paste Values Only** command.

To paste the result of a formula calculation while preserving the original formatting, do one of the following:

- Select the **Edit** > **Paste Values and Format** Command menu item (see Figure 229).
- On the Toolbar, under **Edit**, click the arrow to the right of the ⧉ **Paste** button and choose **Paste Values and Format** from the drop-down list (see Figure 205).
- Open the context menu of the cell by right-clicking and run the **Paste Values and Format** command.
- Press **Ctrl+Alt+V / ⌥Option+⌘Cmd+V**.

4.5.9 Names in formulas and functions

When you work with large data sets, you can give names to frequently used cells, cell ranges, constants, and formulas. Names are used in formulas and functions and make them easier to write and understand.

For example, the function **=SUM(Sales)** is entered and understood more easily than the function **=SUM(D2; D20)**.

Names are divided into two types:
– **Defined:** Names that the user manually assigned to cells, ranges, constants, and formulas.
– **Table:** The names of tables that have tabular formatting style applied in Microsoft Excel (also called "*smart*" tables). Smart table names are automatically created in Microsoft Excel.

In addition, names are varied by their area of application:
– **Global:** Can be used on any spreadsheet sheet.
– **Local:** Can be used only on the sheet on which they were set.

The following interface elements are used to work with names:
– **Range field:** The field is located to the left of the Formula bar (see Figure 231). You can expand the range field if necessary. To do this, move the cursor to the right border of the field so that it looks like a bidirectional arrow, and while keeping the left mouse button pressed, move the field boundary to the right.
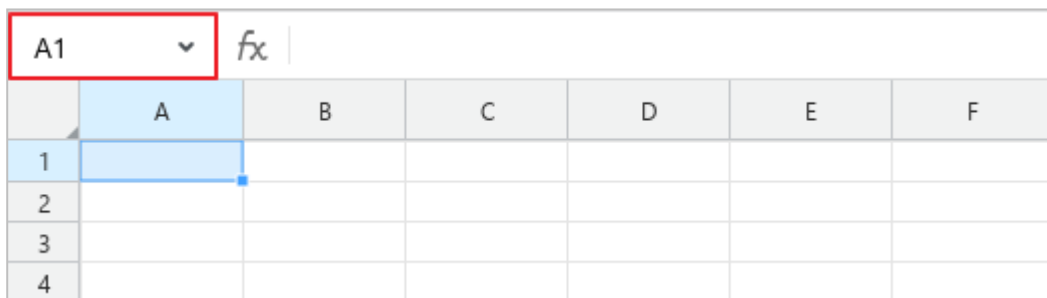
Figure 231. Range field

–   **Name Manager:** It opens when you click the ⬨ **Name Manager** button on the Sidebar (see Figure 232).
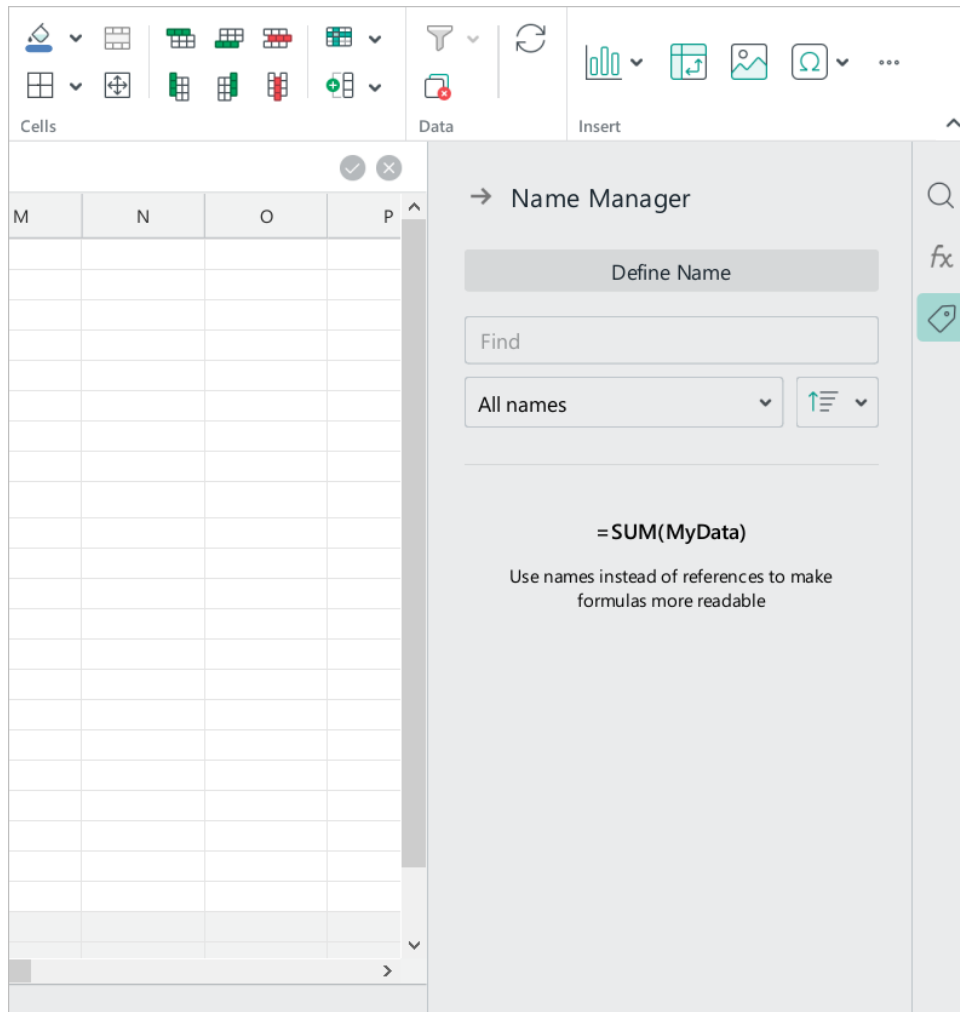
Figure 232. Name Manager

MyOffice

4.5.9.1 Define name

The name may contain the following elements:

- Letters
- Digits (cannot be used at the beginning of the name)
- Symbols
- _ (underscore)
- \ (backslash)
- . (dot) (cannot be used at the beginning of the name)
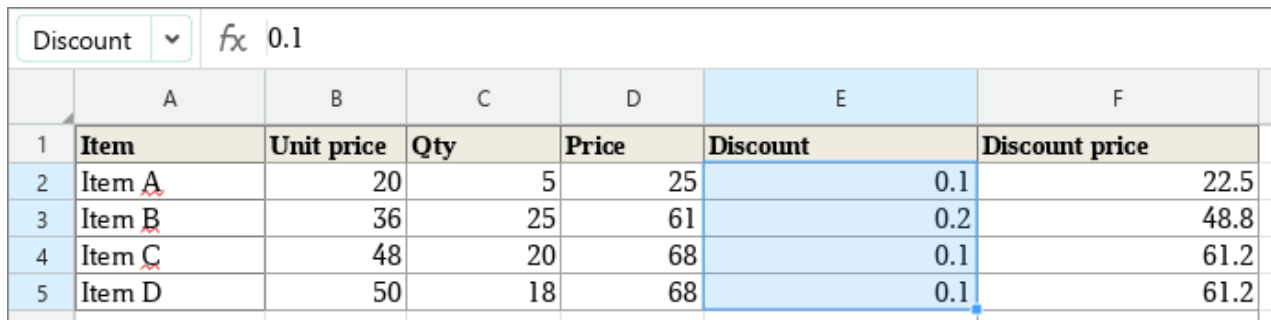
The name can be set using the range field (quick way) or using the **Name Manager**.

4.5.9.1.1 Define name with range field

You can use a range field to name a cell or a range of cells. The name specified using the range field is global.

To specify a name using a range field, do the following:

1. Select the cell or range of cells to specify a name.
2. Enter a name in the range field.

	A	B	C	D	E	F
1	Item	Unit price	Qty	Price	Discount	Discount price
2	Item A	20	5	25	0.1	22.5
3	Item B	36	25	61	0.2	48.8
4	Item C	48	20	68	0.1	61.2
5	Item D	50	18	68	0.1	61.2

Discount ∨ fx 0.1

Figure 233. Create a name using the range field

3. To save the name, press **Enter**. If you want to delete the data you entered when creating the name, press **Esc**.

4.5.9.1.2 Define name using Name Manager

You can use the **Name Manager** to name a cell, a range of cells, a constant, or a formula.

To define a name using the **Name Manager**, do the following:

1. If you want to name a cell or a range of cells, select them on the sheet. If you want to name a constant or formula, skip this step.

2. Open the **Name Manager** in one of the following ways:

   – In the Command menu, select **Data** > **Define Name** (see Figure 234).
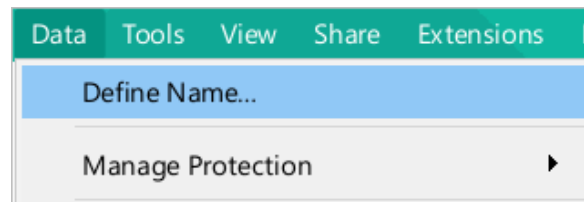
Figure 234. Define Name command menu command

   – Right-click the selected cell or cell range to open the context menu and run the **Define Name** command.

   – On the Sidebar, click the ⬙ **Name Manager** button. In the **Name Manager**, click **Define Name** (see Figure 235).
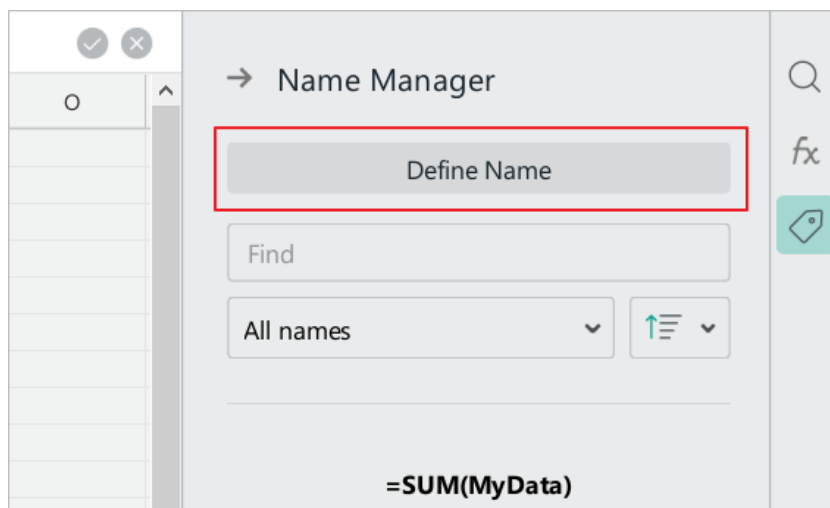
Figure 235. Define Name button

3. In the **Name Manager**, specify the data to create the name (see Figure 236):

    – In the **Name** field, specify the name of the cell/range/constant/formula or leave the default name. The default name is [**Name_n**], where **n** is the ordinal number of the named item.
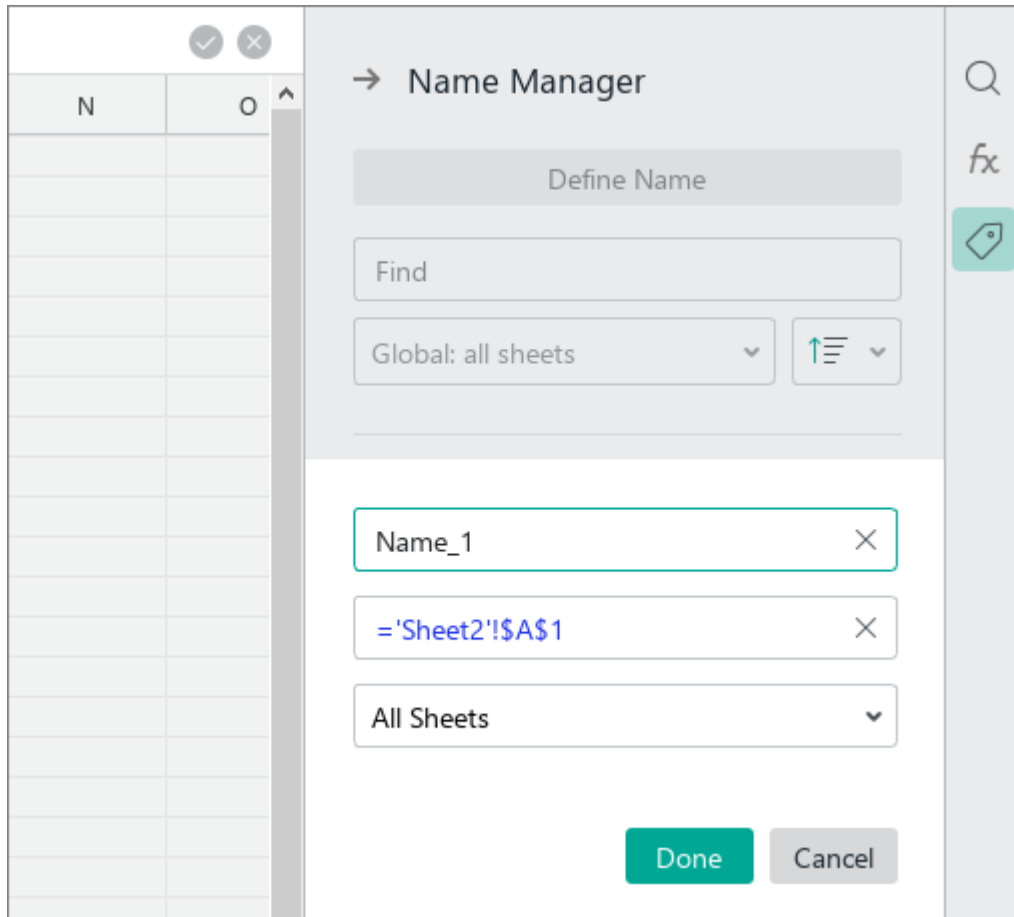
Figure 236. Create a name using the Name Manger

    – If a name is created for a cell/range, a reference to the cell/range selected in the first step is automatically generated in the **Reference** field. If necessary, the reference can be edited manually, or you can select another cell/range on the sheet with the mouse so that the reference will be edited automatically. If a name is created for a constant or formula, enter the desired constant/formula manually in the **Reference** field.

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> ⓘ References to cells and cell ranges are displayed as absolute by default. You can convert them to relative ones manually.

- In the drop-down list specify where the name will be used: on all sheets of the spreadsheet or on a specific sheet.

4. Click the **Done** button or press **Enter**.

The created name appears in the **Name Manager** list (see Figure 237).
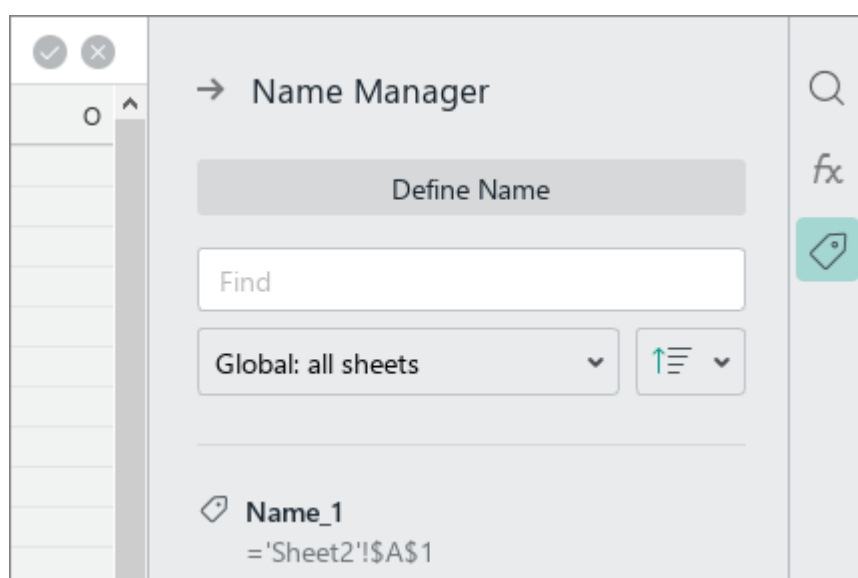
Figure 237. Name created in the Name Manager

4.5.9.2 Find a name

The name can be found using the range field or the **Name Manager**.

The search is not case-sensitive.

4.5.9.2.1 Find using the range field

To quickly find a name, do the following:

1. Click the range field.
2. Start typing the desired name. The names that match the search conditions will appear in the drop-down list (see Figure 238).
3. Select the desired name using the mouse or the keyboard keys:
   - Left-click the name with the mouse.
   - Select the name using the ↓ and ↑ keys and press **Enter**.
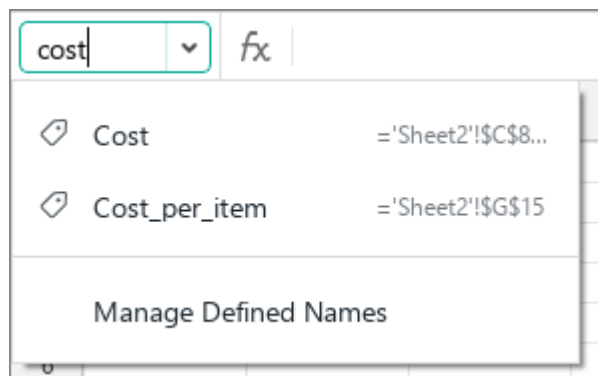
Figure 238. Quick name search

To view the entire list of names and select the desired name from it, follow these steps:

1. Expand the entire list of names. To do this, in the range field, click the ⌄ button (see Figure 239).
2. Select the desired name in the list using the mouse or the keyboard keys:
   - Left-click the name with the mouse.
   - Select the name using the ↓ and ↑ keys and press **Enter**.

MyOffice
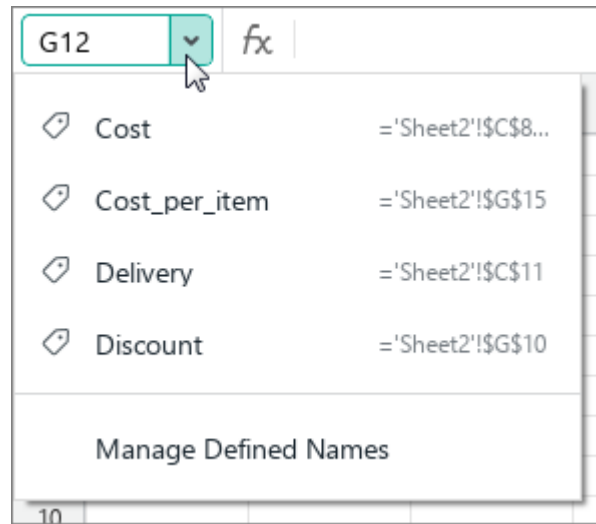
Figure 239. Name list

If the selected name belongs to a cell/range, that cell/range is highlighted in the spreadsheet.

If the selected name belongs to a constant or formula, the **Name Manager** opens and automatically selects a line for that name.

If the name of a cell/cell range/constant/formula is selected in the cell editing mode, it is entered in the cell as the value of the formula/function (see Section below).

4.5.9.2.2 Find using the Name Manager

Open the **Name Manager** in one of the following ways:

–   On the Sidebar, click ⃠ **Name Manager** button (see Figure 240).
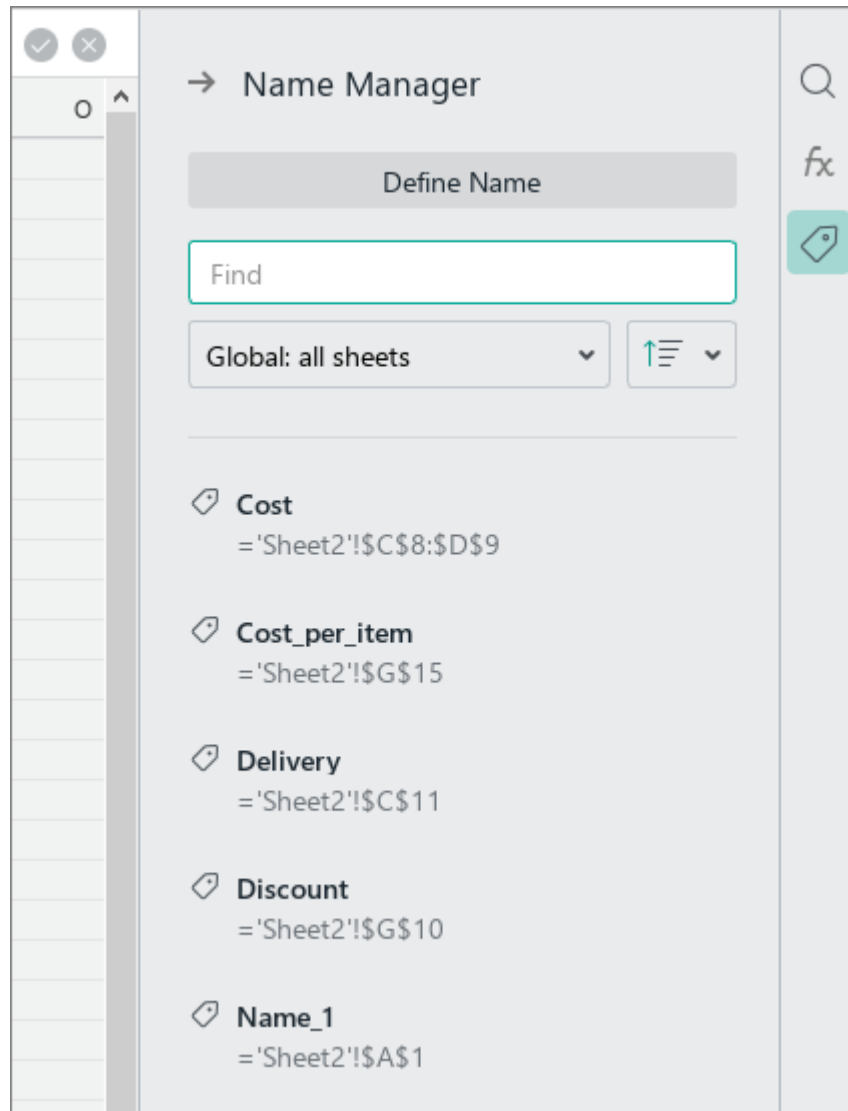
Figure 240. Name Manager

–   In the range field, click ⌄ and select **Manage Defined Names** (see Figure 241).

MyOffice
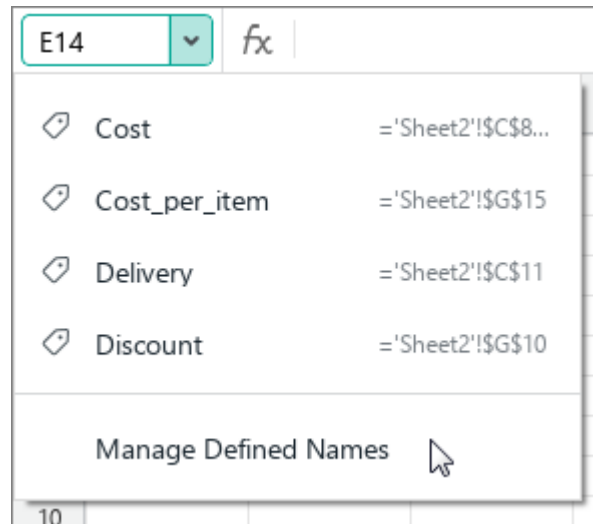
Figure 241. Manage Defined Names

The **Name Manager** displays a complete list of names that the current spreadsheet contains (see Figure 240). Use the search bar and filter/sorting tools to quickly search through the list.

To search a name using the search bar, do the following:

1. Set the cursor in the search bar.
2. Start entering the desired name or a link/constant/formula to which the name has been assigned (see Figure 242).
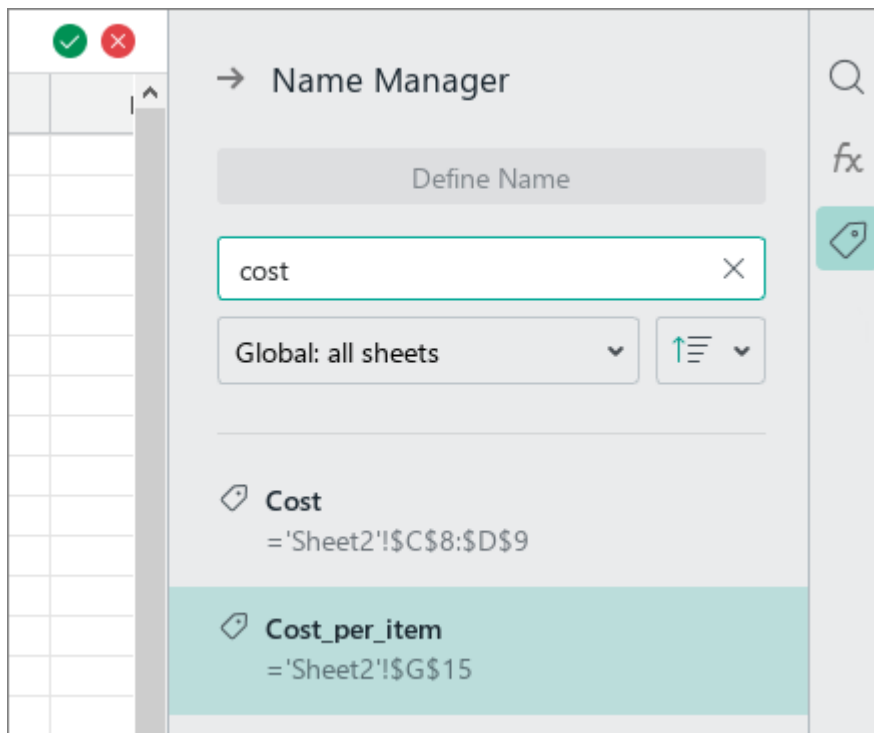
Figure 242. Search bar

As you enter data for the search, the list of names will be reduced to values that match the search conditions.

To filter the list, do the following:

1. Click the **All names** field (see Figure 243).
2. In the drop-down list, specify which name group should be displayed in the list:
   - **Defined names:** Names created manually by the user.
   - **Table names:** Smart table names.
   - **Local: current sheet:** The names which can be used on the currently opened sheet.
   - **Global: all sheets:** Names that can be used on any spreadsheet sheet.
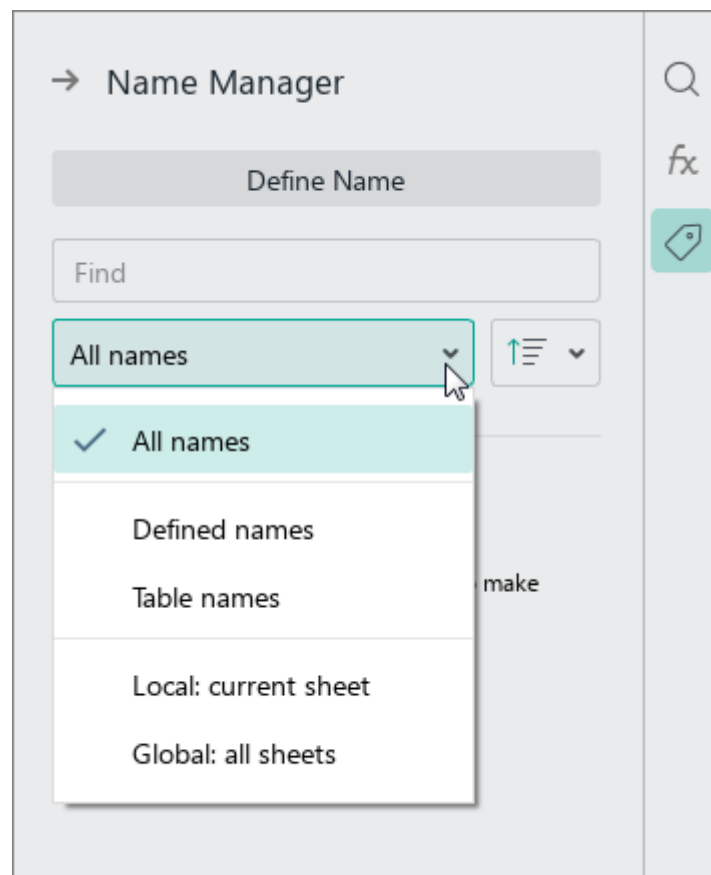
Figure 243. All names field

MyOffice

To select the list sorting type, do the following:

1. Click ↑☰ (see Figure 244).
2. Select the sorting type:
   - **Name (A-Z):** Sorting by the value specified in the **Name** field (in ascending order).
   - **Name (Z-A):** Sorting by the value specified in the **Name** field (in descending order).
   - **Reference (A-Z):** Sorting by the value specified in the **Reference** field (in ascending order).
   - **Reference (Z-A):** Sorting by the value specified in the **Reference** field (in descending order).
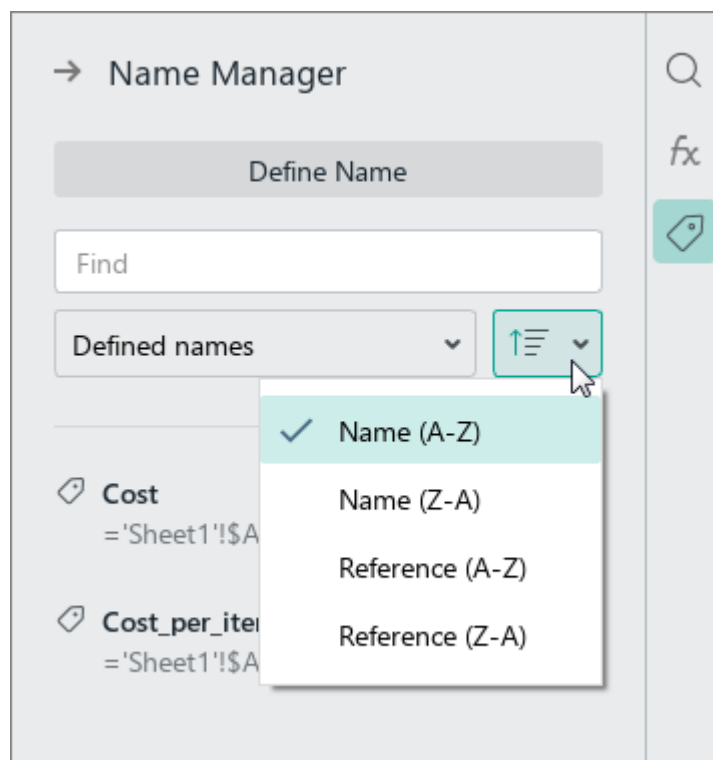
Figure 244. Selecting the sorting type

To see which cell/range corresponds to which name, select that name in the list. The cell/range will be highlighted in the spreadsheet.

If the name of a cell/cell range/constant/formula is selected in the cell editing mode, it is entered in the cell as the value of the formula/function (see Section below).

4.5.9.3 Enter the name in a formula or function

Formulas and functions that contain names of cells/cell ranges/constants/formulas are entered as usual.

Names in formulas or functions can be entered as follows:

– Manually

– Using the range field

– Using the **Name Manager**

To enter the name manually, do the following:

1. Start typing the name (see Figure 245). The drop-down list will display the names which correspond to the search parameters.

2. Select the name using the mouse or the keyboard keys:

   – Left-click the name with the mouse.

   – Select the name using the ↓ and ↑ keys and press **Enter**.

Figure 245. Enter names manually

To enter a name using a range field, search for it as described in Section 4.5.9.2.1 (see the example in Figure 246).

MyOffice
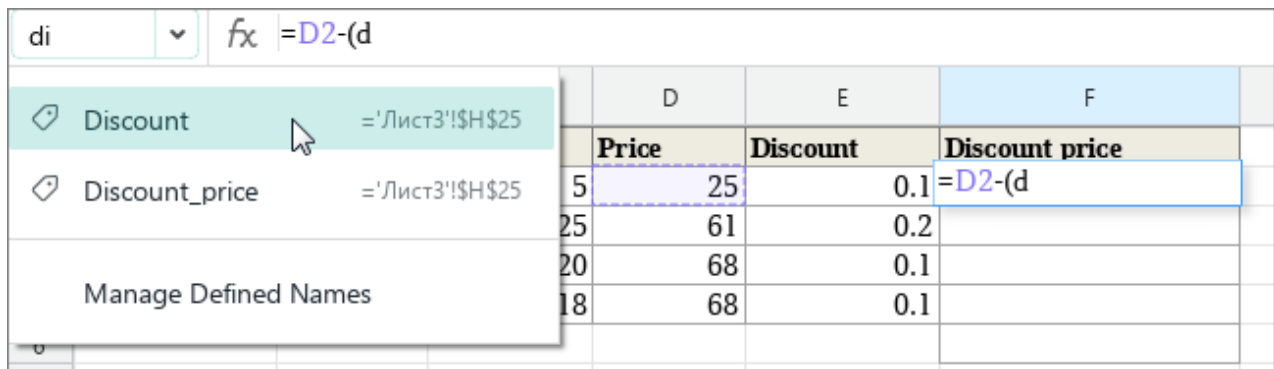
Figure 246. Entering name using the range field

To enter the name using the **Name Manager**, do the following:

1. Perform the name search as described in Section 4.5.9.2.2.
2. Select a name with the mouse or keyboard keys (see Figure 247):
   - Select the name with a double-click.
   - Select the name with the ↓ and ↑ keys and press **Enter**.
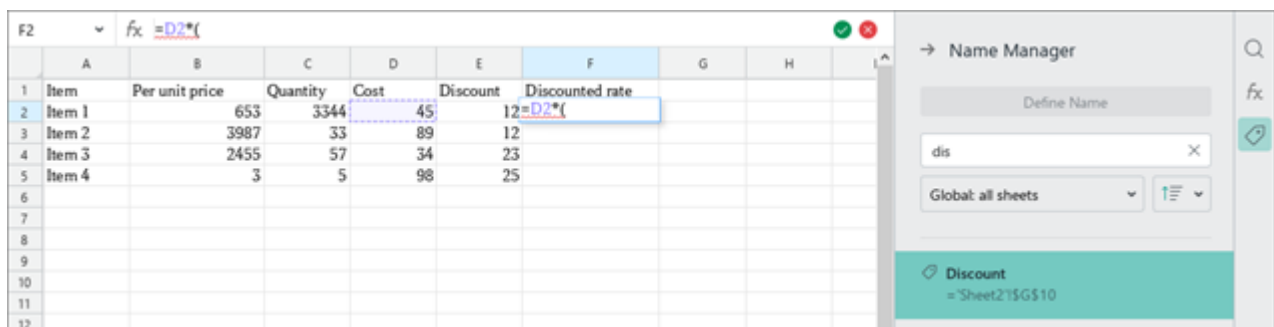
Figure 247. Enter name using Name Manager

The selected name will be substituted in the formula/function. If the name belongs to a cell/range, the cell/range will be highlighted in the spreadsheet.

> If necessary, you can enter a local name from another sheet into a formula/function. To do this, select it in the range field or in the **Name Manager** or manually enter a reference like **'Sheet Name'!MyName**. For example: **'Sheet2'!Name_8**.

4.5.9.4 View name properties

To view the name properties, do the following:

1. Open the **Name Manager** in one of the following ways:

    – On the Sidebar, click ⬦ **Name Manager** button (see Figure 248).

    – In the range field, click ⌄ and run the **Manage Defined Range** command (see Figure 248).
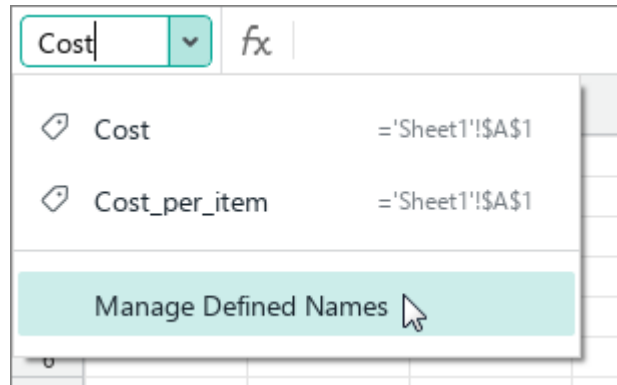
Figure 248. Manage Defined Names command

2. In the **Name Manager**, place the cursor on the desired name and click the ⌄ **Expand** button (see Figure 249).
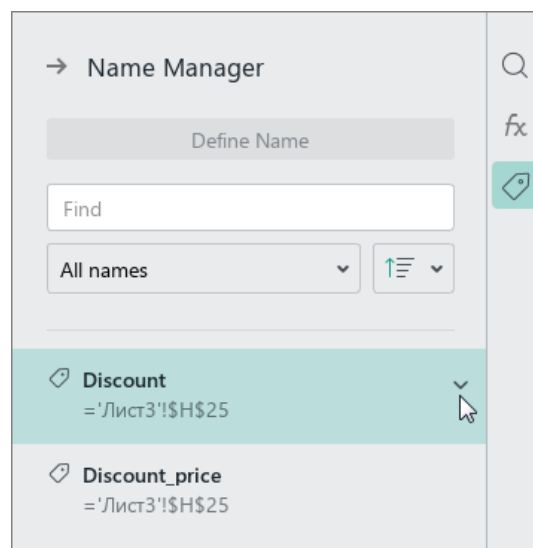
Figure 249. Expand button

If the name belongs to a cell/range, the cell/range will be highlighted in the spreadsheet.

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The **Name Manager** displays the properties of the selected name (see Figure 250). The text in the **Name** and **Reference** fields can be copied if necessary.

To hide the name properties, click **Collapse**.
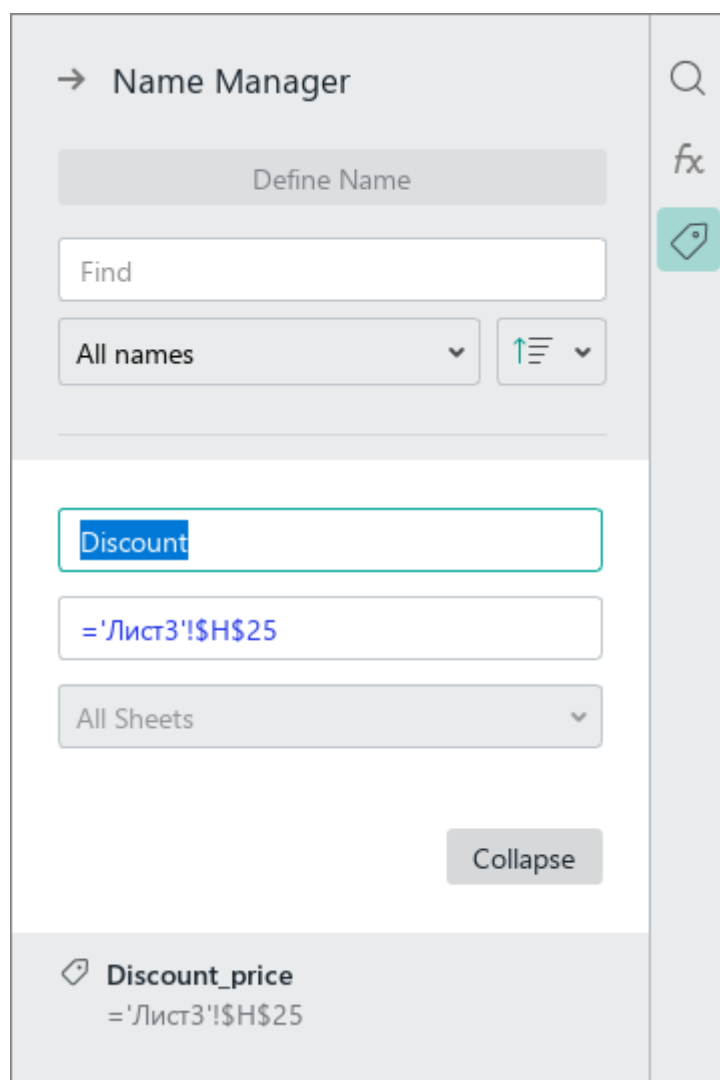
Figure 250. Name properties

4.5.9.5 Delete a name

You can delete names created manually. Deleting names of smart tables is not possible.

To delete a name, do the following:

1. Open the **Name Manager** in one of the following ways:

    – On the Sidebar, click **Name Manager** button (see Figure 249).

    – In the **range** field, click the ⌄ button and run the **Manage Defined Names** command (see Figure 248).

2. In the **Name Manager**, place the cursor on the desired name and click the ⌄ **Expand** button (see Figure 249).

3. Click **Delete** (see Figure 250).

MyOffice

4.5.10 Reference to data in another document

In the formulas and functions of the current document, you can refer to data from one or more external documents.

The following restrictions apply in this version of the application:

– The current and external documents must be saved in .xlsx, .ods or .xods format.

– The current and external documents must be local, that is, they must be stored directly on your computer.

– The creation of references to cells and cell ranges of an external document is supported. The use of structured references (see Section 4.5.11), as well as references to cell names and ranges, is not allowed (see Section 4.5.9).

– The reference that is entered manually into the cell with the name (see Section 4.5.9) must be absolute.

You can create a reference to data from an external document in one of the following ways:

– Open an external document and select the desired cell or range of cells with a mouse click.

– Enter the reference manually without opening an external document.

4.5.10.1 Create a reference with a mouse click

To create a reference to data from an external document in a formula or function of the current document by clicking the mouse, follow these steps:

1. Open a document that will contain a formula or function with a reference, and an external document to which data you want to create a reference. If the external document was opened earlier, make sure that all the changes you made are saved in it (see Section 4.1.7).

2. In the current document, select the cell where you want to enter a formula or function.

3. On the Formula bar or directly in the cell, enter the = sign and start typing the formula or function.

4. Navigate to the external document and select the sheet whose cell or range of cells you want to refer to.

5. Select the desired cell or range of cells on the sheet. The Formula bar of the external and current document displays the entered formula or function from the current document. If necessary, the formula/function can be edited both in the current and in an external document.

6. Go to the current document, finish entering the function or formula and click the ✓ button on the Formula bar or press **Enter**.

4.5.10.2 Enter the reference manually

To manually create a reference to data from an external document in a formula or function of the current document, enter a string of the following type: **'path[name.extension]Sheet'!Cell** where:

- **path:** the path to the external document, which can be specified as:
  - Relative path: The path to the external document described relative to the base directory of the source document. Example: **../Subfolder/External document.xlsx**.
  - Absolute path: The path to the document described from the root of the logical disk (the root of the installed operating system). Example: **C:/Users/Username/Downloads/Subfolder/External document.xlsx**.
  - The absolute path to the external document using the file scheme (URI scheme). Example: **file:///C:/Users/Username/Downloads/Subfolder/External document.xlsx**.
- **name.extension:** The name and extension of the external file. For example: **External document.xlsx**.
- **Sheet:** The name of the sheet in the external document. Example: **Sheet1**.
- **Cell:** The address of a cell or range of cells in an external document. For example: **A1** or **A1:A10**.

Examples for Microsoft Windows OS

In example below, the document **document.xlsx** located in the base directory **C:/Users/Username/Downloads/** refers to data from an external document **external.xlsx** located in the same directory.

Relative path to external document	../external.xlsx
Absolute path to external document	C:/Users/Username/Downloads/external.xlsx
The absolute path to the external document using the file scheme (URI scheme)	file:///C:/Users/Username/Downloads/external.xlsx
Formula with relative reference	='[external.xlsx]Sheet 1'!A1+A1
Function with absolute reference	=SUM('file:///C:/Users/Username/Downloads/[external.xlsx]Sheet1'!A1:A10)

MyOffice

In example below, the document **document.xlsx** located in the base directory **C:/Users/Username/Downloads/** refers to data from an external document **external.xlsx** located in a nested directory **C:/Users/Username/Downloads/Subfolder/**.

Relative path to external document	../Subfolder/external.xlsx
Absolute path to external document	C:/Users/Username/Downloads/Subfolder/external.xlsx
The absolute path to the external document using the file scheme (URI scheme)	file:///C:/Users/Username/Downloads/Subfolder/external.xlsx
Formula with relative reference	='Subfolder/[external.xlsx]Sheet1'!A1+A1
Function with absolute reference	=SUM('file:///C:/Users/Username/Downloads/Subfolder/[external.xlsx]Sheet1'!A1:A10)

In example below, the document **document.xlsx** located in the base directory **C:/Users/Username/Downloads/** refers to data from an external document **external.xlsx** located in another directory – **D:/Documents/SomeFolder/**.

Relative path to external document	D:/Documents/SomeFolder/external.xlsx
Absolute path to external document	D:/Documents/SomeFolder/external.xlsx
The absolute path to the external document using the file scheme (URI scheme)	file:///D:/Documents/SomeFolder/external.xlsx
Formula with relative reference	='D:/Documents/SomeFolder/[external.xlsx]Sheet1'!A1+A1
Function with absolute reference	=SUM('file:///D:/Documents/SomeFolder/[external.xlsx]Sheet1'!A1:A10)

MyOffice

Examples for Linux and macOS

In example below, the document **document.xlsx** located in the base directory **/Users/Username/Downloads/** refers to data from an external document **external.xlsx** located in the same directory.

Relative path to external document	../external.xlsx
Absolute path to external document	/Users/Username/Downloads/external.xlsx
The absolute path to the external document using the file scheme (URI scheme)	file:///Users/Username/Downloads/external.xlsx
Formula with relative reference	='[external.xlsx]Sheet 1'!A1+A1
Function with absolute reference	=SUM('file:///Users/Username/Downloads/[external.xlsx]Sheet1'!A1:A10)

In example below, the document **document.xlsx** located in the base directory **/Users/Username/Downloads/** refers to data from an external document **external.xlsx** located in a nested directory **/Users/Username/Downloads/Subfolder/**.

Relative path to external document	../Subfolder/external.xlsx
Absolute path to external document	/Users/Username/Downloads/Subfolder/external.xlsx
The absolute path to the external document using the file scheme (URI scheme)	file:///Users/Username/Downloads/Subfolder/external.xlsx
Formula with relative reference	='Subfolder/[external.xlsx]Sheet1'!A1+A1
Function with absolute reference	=SUM('file:////Users/Username/Downloads/Subfolder/[external.xlsx]Sheet1'!A1:A10)

In example below, the document **document.xlsx** located in the base directory **/Users/Username/Downloads/** refers to data from an external document **external.xlsx** located in another directory, **/Volumes/USB_flash/SomeFolder/**.

Relative path to external document	/Volumes/USB_flash/SomeFolder/external.xlsx
Absolute path to external document	/Volumes/USB_flash/SomeFolder/external.xlsx
The absolute path to the external document using the file scheme (URI scheme)	file:///Volumes/USB_flash/SomeFolder/external.xlsx
Formula with relative reference	='../Volumes/USB_flash/SomeFolder/[external.xlsx]Sheet1'!A1+A1
Function with absolute reference	='file:///Volumes/USB_flash/SomeFolder/[external.xlsx]Sheet1'!A1:A10)

MyOffice

4.5.10.3 Update data

Since the data in the external document may change, it is recommended to periodically update the reference to this data in the current document.

To update the references after opening the current document, click the **Refresh Data** button in the notification line "Linked documents might have changed. Refresh this document to get the latest data" (see Figure 251). This line is displayed under the Toolbar.

The application will recalculate formulas and functions taking into account new values from an external document.
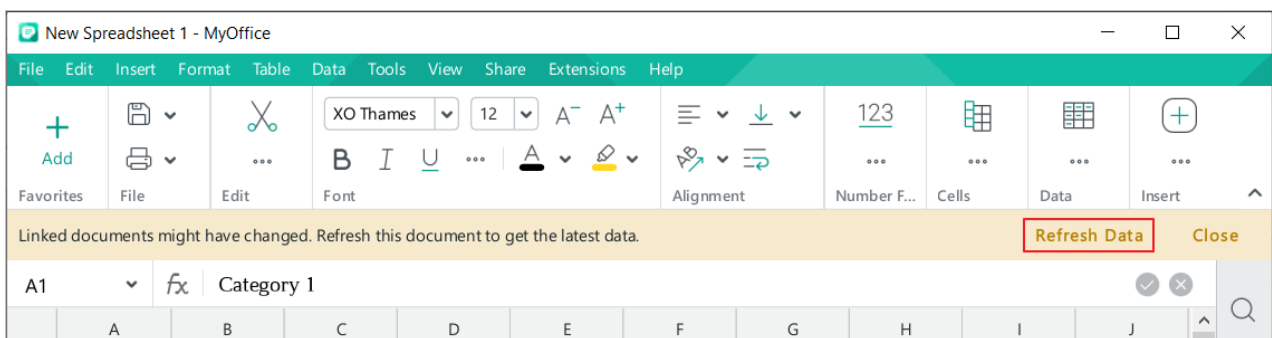
Figure 251. Refresh Data button

If the document is not available, the notification line "Linked documents are unavailable. The spreadsheet uses the last saved data." Click **Close** in this line (see Figure 252).
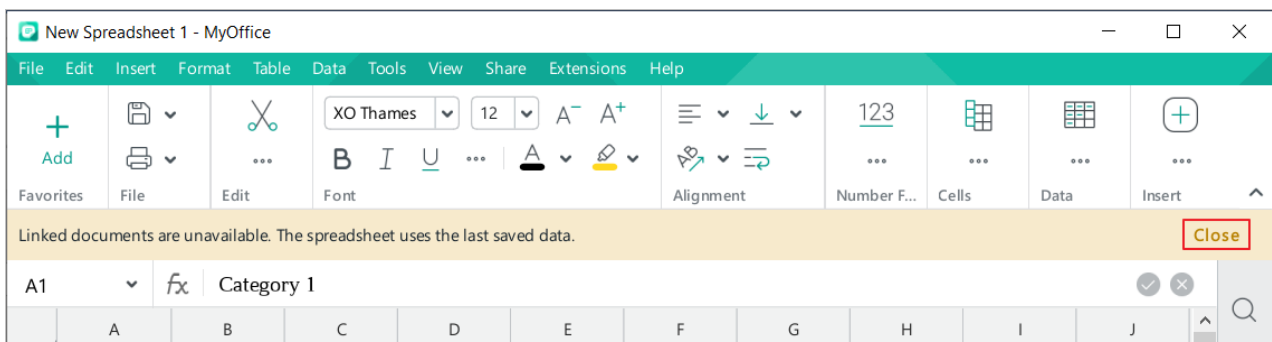
Figure 252. Close button

To update the data when working with a document, do one of the following:
– In the Command menu, select **Data** > **Refresh Data** (see Figure 253).

MyOffice
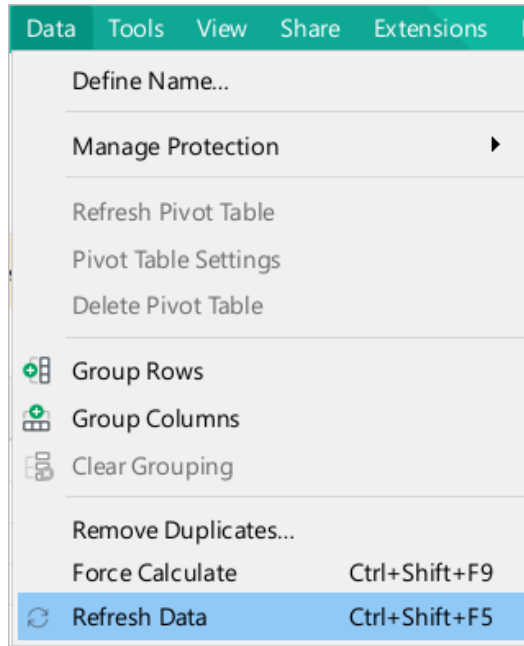
Figure 253. Data menu

– On the Toolbar, in the **Data** section, click ⟳ **Refresh Data** button (see Figure 254).
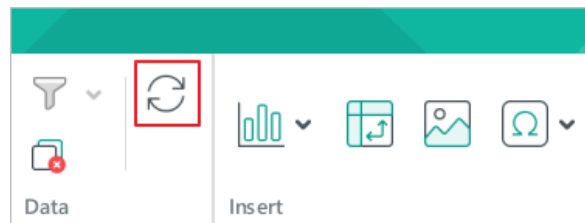
Figure 254. Refresh Data button

– Press **Ctrl**+**Shift**+**F5** / ⇧**Shift**+⌘**Cmd**+**F5**.

Error **#REF!** displayed in cells if:

– When creating a reference, the external document specified in the reference is unavailable (or the specified sheet does not exist in it), and there are no previously saved values for it.

– When uploading a document, there are no saved values for the external document specified in the reference (the data was not received when creating the reference).

4.5.11 Structured references

You can use structured references with the so-called "smart" tables. These are Microsoft Excel spreadsheets to which the table formatting is applied.

By default, "smart" tables are named as Table 1, Table 2 etc., and consist of the following elements:

  – Heading line

  – Data area

  – Result line

4.5.11.1 Use structured references

Formulas with structured references do not operate with cells or range references, but with the names of the table and columns of the table, as well as the names of table areas.

Below are examples of common and structured references.

Table 9. Reference examples

Description	Regular reference	Structured reference
Reference to cell range of the **Sales** column in **Table 1**	=SUM(**B2:B8**)	=SUM(**Table1[Sales]**)
Reference to the data area in **Table 2**	=SUM(**A2:C8**)	=SUM(**Table2[#Data]**)

Figure 255. Structured reference

Structured references can be used both in the table and outside of it.

If the formula with the structured reference is located directly in the table, you do not need to specify the name of the table in this reference. If the table name is specified in the link for any reason, it is automatically deleted when you enter the formula. For example, the formula **=SUM(Table1[Sales])** will be automatically replaced with **=SUM([Sales])**.

If a formula with a structured reference is located outside the table, the name of the table must be specified.

To find out the name of a table, select any cell in it. The table name will appear on the Toolbar, under the **Table** section (see Figure 256).

To copy a table name, select it by clicking it.
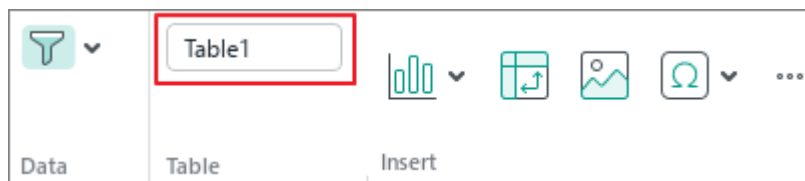
Figure 256. Table name

4.5.11.2 Structured reference syntax

Structured references can refer to the following table data:

Table 10. References

Reference	Description
#All	The whole table, including the heading line and the result line (if any)
#Headings	The heading line only
#Data	Data lines only
#Totals	Result line only
@Column name OR @ OR #This row	Cell at the intersection of the current row and the specified column (implicit intersection). The **#This row** reference will automatically change to @.

Examples of structured references can be found below.

Table 11. Structural reference examples

	Entire table	Data only	Headings only	Results only
Table Table1	Table1[#All]	Table1 Table1[#Data]	Table1[#Headings]	Table1[#Totals]
Column N	Table1[[#All],[N]]	Table1[N] Table1[[#Data],[N]]	Table1[[#Headings],[N]]	Table1[[#Totals],[N]]
Columns from N to M	Table1[[#All],[N]:[M]]	Table1[[N]:[M]] Table1[[#Data],[N]:[M]]	Table1[[#Headings],[N]:[M]]	Table1[[#Totals],[N]:[M]]

4.5.11.3 Enter a structural reference in a formula

Formulas that contain structured references are entered in standard ways.

To specify the name of a "smart table" in a formula, follow these steps:

1. Start typing the table title. A drop-down list will show the names of all "smart" tables that are contained in the document.
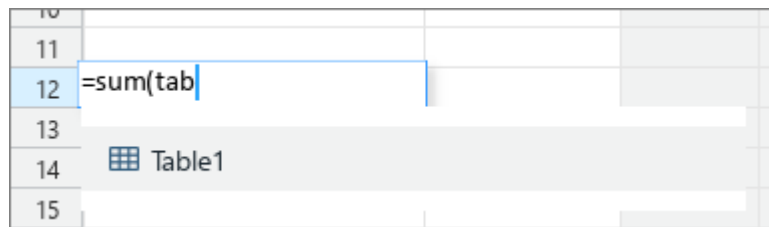
Figure 257. List of "smart" tables

2. Select the name of the desired table using the mouse or the keyboard:
   – Click the table title with the left mouse button.
   – Select the table title using the ↓ and ↑ keys and press **Enter**.

The name of the table will be entered in the formula.

To enter the column name or a reference to the table area (for example, **#Totals** or **@**), do the following:

1. Enter the **[** (left square bracket) symbol. The drop-down list will display the column names and the references to the table areas.

2. Select the desired element from the list using the mouse or the keyboard:

   – Left-click the element name with the mouse.

   – Select the element line using the ↓ and ↑ keys and press **Enter**.

The selected element will be added to the formula.
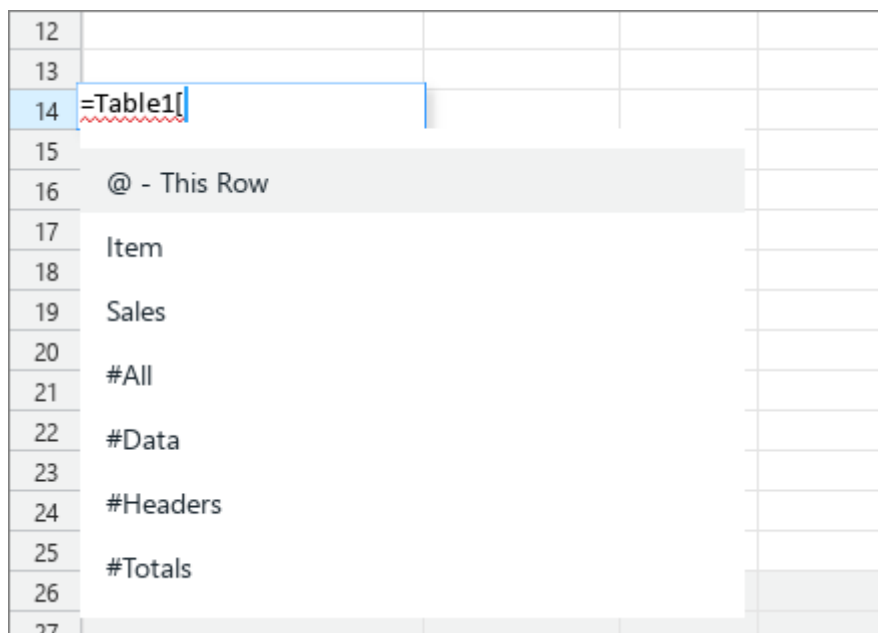
Figure 258. List of column names and data references

If an argument (e.g., [**#Headings**]) is entered correctly into a formula, it is highlighted in color, and the table highlights the range to which it refers (for example, the heading line).

MyOffice

4.5.11.4 Work with "smart" tables

"Smart" tables are displayed in the MyOffice Spreadsheet app the same way they were saved in Microsoft Excel. For example, if the result line was disabled in Microsoft Excel, MyOffice Spreadsheet displays the table without the result line. Enabling or disabling table areas and filtering using the headings is not supported in MyOffice Spreadsheet.

When working with a smart table, you can perform the following operations:

– Edit column names. Column names are automatically updated in the structured references of the table.

– Insert rows and columns between existing rows and columns (but not at the end of the table).

– Copy smart tables and paste them into the same document. Copied tables are automatically given a unique name. In all structured references, the name of the original table is automatically replaced by the name of the copied table.

MyOffice

4.5.11.5 Calculated columns

If you want to add a column where all cells contain the same formula to a table, create a calculated column. You can use any column in the table that does not contain data to create a calculated column.

To make a column calculated, type the desired formula in any cell of that column and press **Enter**.

All cells in the column will automatically be filled with the formula you entered.

The following rules apply to the calculated columns:

– If you edit a formula in any cell of a calculated column, the same formula editing is automatically performed in the remaining cells of that column.

– If the data in a column is partially deleted or regular data is entered instead of a formula, the column ceases to be calculated (formula changes cease to apply to the whole column).

– If the column consistency is restored manually (all cells contain the same formula again), the column becomes calculated again.

MyOffice

4.5.11.6 Automatic expansion of "smart" tables

"Smart" tables are automatically expanded when you enter data in adjacent cells located in the column to the right of the "smart" table. If there is no result line in the table, auto-expansion is also performed when you enter data in the adjacent cells located in the row following the last table row.

Data can be entered:

– Manually. If a formula is entered in an adjacent column, that column becomes calculated (see Section 4.5.11.5).
– From the clipboard. The automatic expansion is performed when data is inserted to the left/bottom of the table or when data is inserted simultaneously in both the table and adjacent cells.
– By means of automatic filling of the cells (see Section 4.4.1.4) where the reference cell is one or multiple cells of the "smart table".

The automatic expansion of "smart" tables has the following limitations:

– The automatic expansion area should not contain any data.
– The data inserted does not overlap with another "smart" table.

The current version of the application does not support the automatic expansion of smart tables when autofilling cells (see Section 4.4.1.4):

– If a table cell with a structured reference is selected as a reference cell.
– If a cell in the table heading line is selected as a reference cell.

MyOffice

4.6 Calculation operators

4.6.1 Arithmetic operators

Arithmetic operators (see Table 12) perform basic operations with numbers in the **Number**, **Date**, and **Time** formats.

If the value cannot be converted to a number, the operation will result in an error **#VALUE!**.

Table 12. Arithmetic operators

Operator	Meaning	Example
+	Addition	=6+7
-	Subtraction Negation	=B12-B3 -45
*	Multiplication	=86*34
/	Division	=36/3
^	Exponentiation	=D8^2
%	Percentage	76%

To calculate the root of a number, use the following formula:

=M^(1/N)

where **M** is the number you want to find the root of, and **N** is the root index.

For example, this formula **=36^(1/2)** extracts the square root of 36.

MyOffice

4.6.2 Comparison operators

Comparison operators (see Table 13) compare two values. You can compare any type of data, including numbers, dates, and character strings.

The comparison result can either be:

– TRUE: The expression is true.

– FALSE: The expression is false.

<p align="right">**Table 13. Comparison operators**</p>

Operator	Meaning	Example
=	Equal to	=6=6
>	Greater than	=9>17
<	Less than	=A2<C3
>=	Greater than or equal to	=0>=6
<=	Less than or equal to	=P12<=7
<>	Not equal to	=3<>4

4.6.3 Text concatenation operator

The Text concatenation operator (see Table 14) combines data from text cells into one string.

Table 14. Text concatenation operator

Operator	Description	Example
&	Connects strings from two or more than two cells to produce one continuous sequence of characters	Cells: A2 (My) and A3 (Office) Formula: =A2&A3 Result: MyOffice

To combine data from 3 or more cells, use a text operator before each new cell address.

MyOffice

4.6.4 Reference operators

Reference operators (see Table 15) describe references to cell ranges. Use these operators to refer to both the cells in the current sheet and cells in other sheets in the same spreadsheet.

Table 15. Reference operators

Operator	Description	Example
:	A range operator. Creates a reference to a range of cells. The operator is placed between the first and the last cell of the range. The operator can be used to combine cell ranges. In this case it returns the range between the upper left and lower right cells, including these cells.	**=SUM(B2:C4)** (see Figure 203) **=SUM(A1:B1:C4:D4)** – in this example, the sum of all cells between and including A1 and D4 is calculated. (see Figure 204)
Space	Intersection operator. Creates a reference to the cells located at the intersection of the specified ranges.	**=SUM(A2:C4 B2:D4)** (see Figure 205)
'sheetname'!	Creates a reference to a cell or range of cells in another sheet of the current document.	**=SUM(B2+'Sheet2'!B2)** **=SUM(B2:C4+'Sheet2'!B2:C4)** (see Figure 206)
'sheetname n:sheetname m'!	Creates a reference to the same cell on several sheets of the current document (a 3D reference).	**=SUM('January_2019: December_2019'!A1)** – in this example, the sum of all A1 cells on all sheets within the specified range is calculated.

When entering formulas, select the desired cell range (see Section 4.2.1) to avoid entering it manually.

MyOffice

Figure 259. Range operator

Figure 260. Intersection operator

Figure 261. Operator referencing cells on another sheet

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MyOffice

4.7 Pivot tables

4.7.1 Create a pivot table

A pivot table is a tool that allows you to present data from an ordinary flat table in a form that is easy to analyze.

Pivot tables allow you:

– To quickly place data from the source table columns into the pivot table columns and rows and swap them around.

– To perform calculations.

– To filter data.

To create a pivot table, create a source table first, which is a flat table with the required data. When preparing the source table, it is recommended to consider the following requirements:

– The columns in the source table must have headings.

– It is recommended to use data in one format within one column of the table (see Section 4.4.3). For example, only in **General** format or only in **Date** format.

You can create a pivot table on a new sheet or on the sheet you are working on.

To create a pivot table:

1. Select one of the following elements required to create a pivot table:

   – A range of data in the source table which will be used as the basis of the future pivot table. The range of data should be selected with the column headings.

   The range cannot consist of one line. The first range line cannot contain empty cells.

– A cell on the sheet you are working on which should be inserted in the pivot table. This cell will become the upper left cell of the table. The selected cell should not contain any data.

> ⚠ It is highly recommended to leave at least two blank lines above the pivot table for filters (see Section 4.7.2.2).

2. Open the pivot table creating window in one of the following ways:
   – In the Command menu, select **Insert** > **Pivot Table** (see Figure 262).
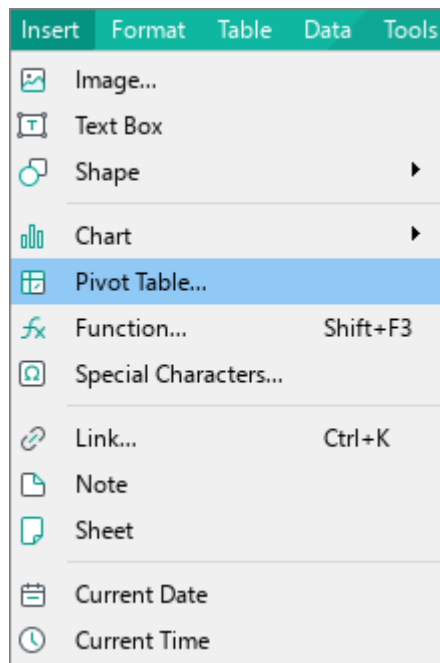
Figure 262. Pivot table command menu

– On the Toolbar, in the **Insert** section (see Figure 263), click the **Pivot Table**.
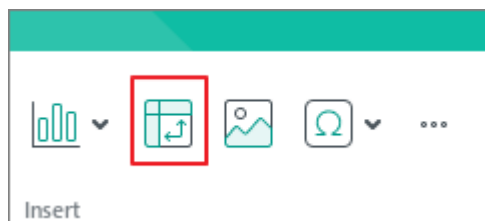
Figure 263. Pivot table button

- On the Toolbar, in the **Insert** section, click ••• (see Figure 265). In the displayed insert pane, click the ⊞ **Pivot Table**.
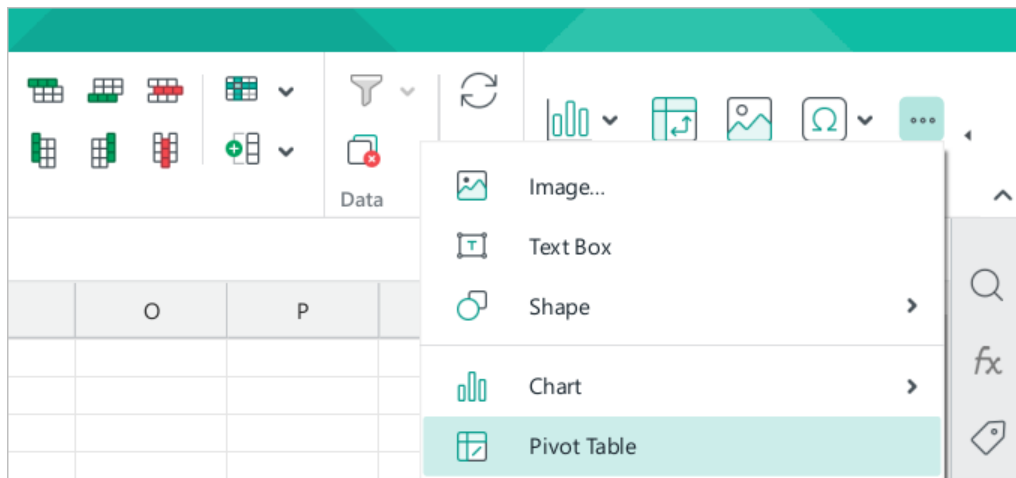
Figure 264. Insert pane

3. In the **Create Pivot Table** window (see Figure 265), do the following:
   - If you selected a cell to insert the pivot table in the first step, specify the range of source table data from which to create the pivot table in the **Data Source** field.
   - If a data range was selected in the first step, specify where the table will be inserted:
     - **New sheet:** Insert the table in a new sheet. The new sheet will be created automatically. By default, the new sheet will be named **Pivot table <No.>**, where **No.** is the number of the pivot table in the document you are working on. If needed, you can edit the sheet name.
     - **Existing sheet:** Insert the table on the sheet that is currently displayed on the screen. In the **Specify a destination cell** box, enter the address of the cell where you want the top left cell of the pivot table to be located. There must be at least two blank lines above the initial cell to place filters (see Section 4.7.2.2).
4. Click **OK**.

MyOffice
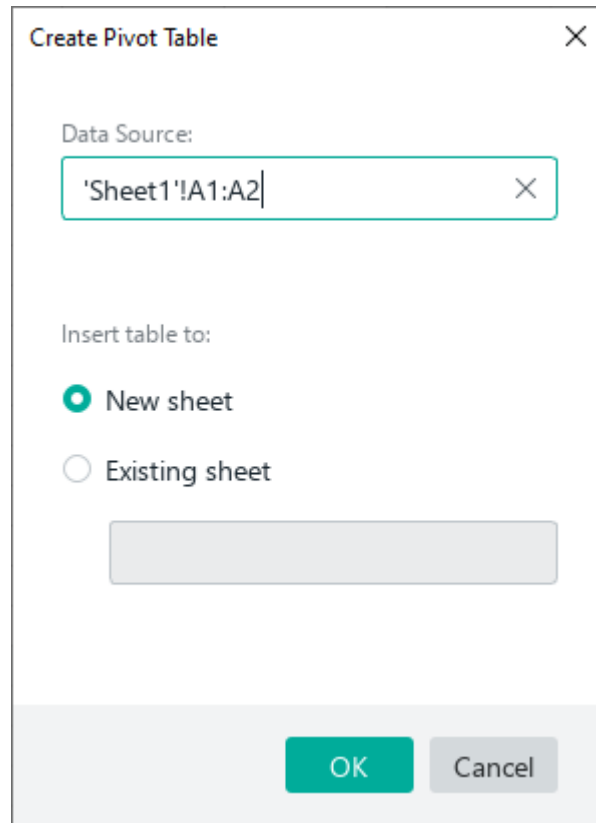
Figure 265. Create Pivot Table window

4.7.2 Customize a pivot table

You can customize your pivot table using the pivot table configuration pane (see Figure 266). This pane includes the following tabs:

– **Constructor:** Use this tab to select the structure (visual aspect) of the pivot table.

– **Options:** This tab contains the pivot table parameters. In this version of the application, this tab is view only.
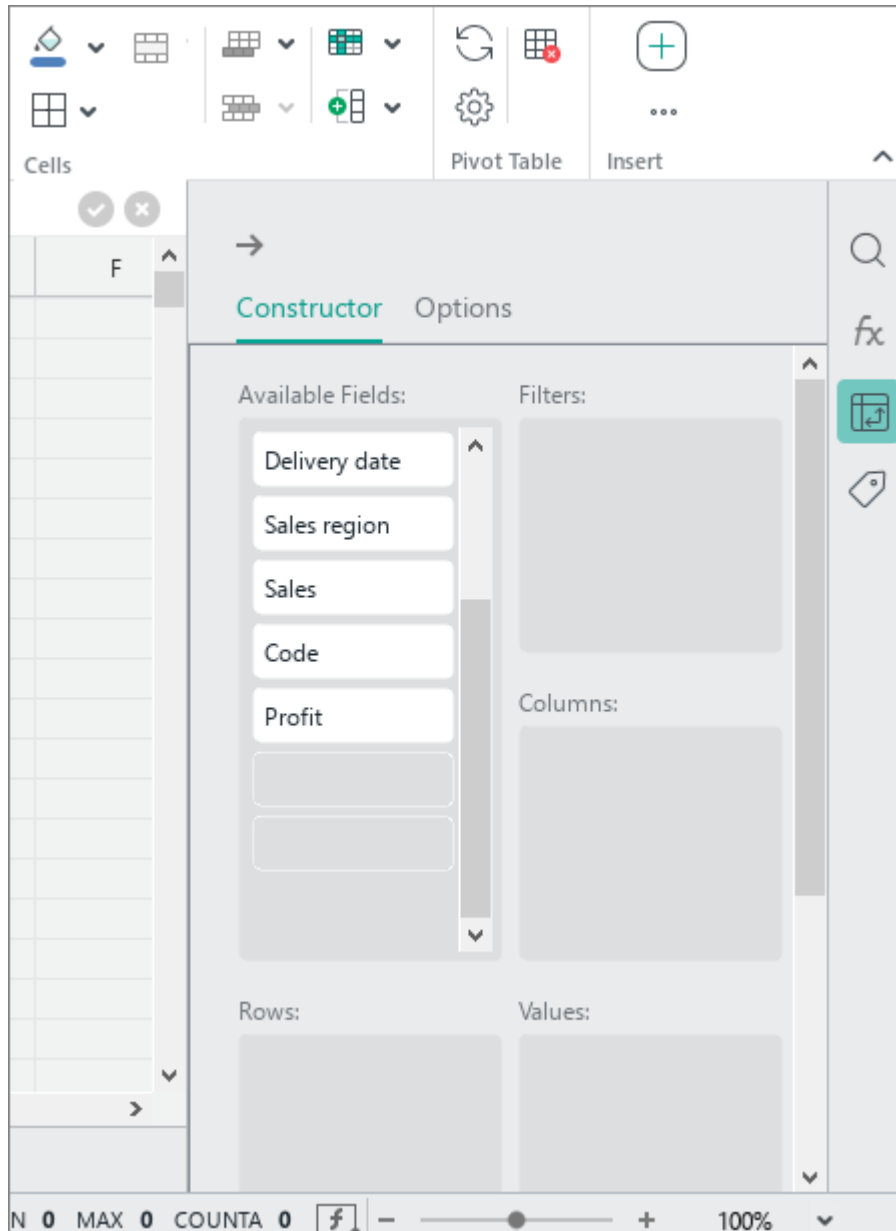
Figure 266. Pivot table configuration pane

4.7.2.1 Open the pivot table settings pane

The pivot table settings pane opens automatically when you select any cell in the pivot table and collapses automatically when you select any cell outside of the pivot table.

You can also open and collapse the pivot table settings pane manually.

If you close the settings pane manually, the pane will not open or close automatically until the next time you open the application.

To collapse the pane manually, do one of the following:

− In the upper part of the pane, click ➜ (see Figure 266).

− On the Sidebar, click ⊞ **Pivot Table** (see Figure 266).

To open the pane manually, do the following:

1. Select the entire range or one or multiple cells of the pivot table range.

2. Open the pane in one of the following ways:

   − In the Command menu, select **Data** > **Pivot Table Settings** (see Figure 266).
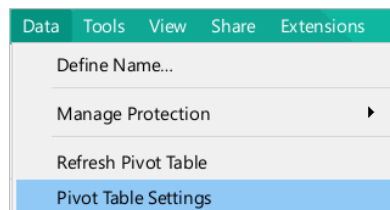
Figure 267. Data command menu

   − On the Toolbar, select the **Pivot Table** section and click ⚙ **Setting** (see Figure 268).
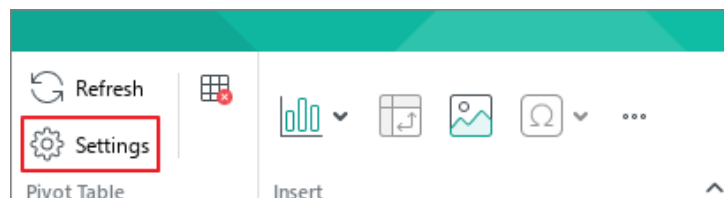
Figure 268. Settings button

   − On the Sidebar, click the ⊞ **Pivot Table** button (see Figure 267).

   − Right-click the context menu and select **Pivot Table Settings**.

MyOffice

4.7.2.2 Configure a pivot table

By default, a pivot table does not contain data because its structure is not defined To define the pivot table structure, use the **Constructor** on the pivot table configuration pane (see Figure 269).
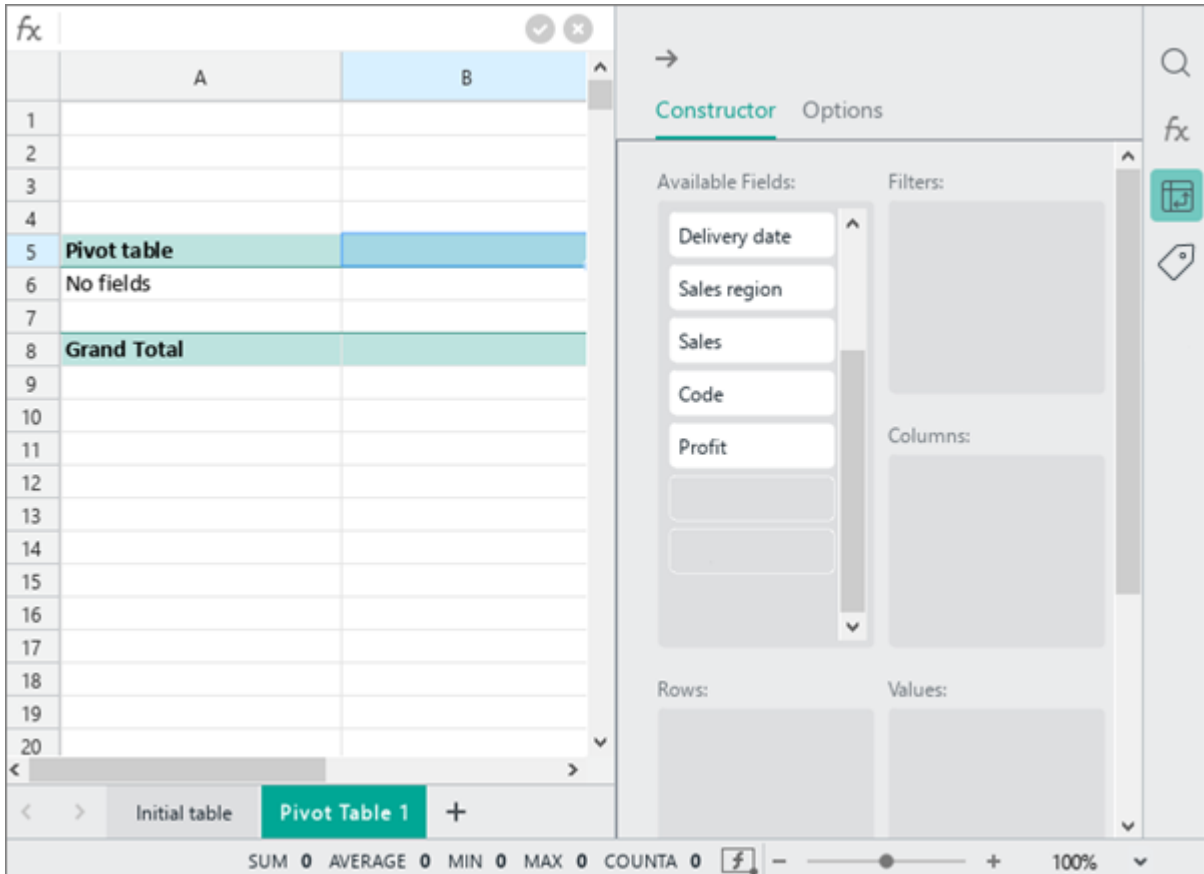
Figure 269. Pivot table

MyOffice

The **Constructor** tab includes the following sections:

– **Available Fields:** This section includes the list of all selected columns of the initial table (hereinafter, the fields). To set the structure of the pivot table, add the fields from the **Available Fields** section to the **Rows**, **Columns**, **Values**, and **Filters** sections (see the example on Figure 270).

Figure 270. Pivot table example

– **Rows:** Add the fields which will become the headings of the pivot table rows to this section (see Figure 271).

Figure 271. Row labels

– **Columns:** Add the fields which will become the headings of the pivot table columns to this section (see Figure 272).

Figure 272. Column names

– **Values:** Add the fields whose values will be used for calculations to this section (see Figure 273).

3	Group	Pasta ▼				
4						
5	Sum of Sales	Column name ▼				
6	Row Labels ▼	Fuzilli	Noodles	Pasta	Spagetti	Grand Total
7	Jakarta			32535		32535
8	London		49712		58094	107806
9	New Delhi	1155		39483		40638
10	New York	2990		80990	20755	104735
11	Seoul	40920	4884			45804
12	Tokyo				21667	21667
13	**Grand Total**	**45065**	**54596**	**153008**	**100516**	**353185**

Figure 273. Values

– **Filters:** If necessary, add the fields that will be used to filter data in the pivot table to this section. Filters allows you to set the specific level of data display and change the appearance of the table.

Figure 274. Filter

4.7.2.2.1 Add fields

Fields from the **Available Fields** section can be added to the **Rows** and **Values** sections manually or automatically. If fields are added automatically, they are allocated between the **Rows** and **Values** areas according to the data type:

- If the field contains text values, it will be moved to the **Rows** section.
- If the field contains numeric values, it will be moved to the **Values** section.

To automatically distribute fields between the **Rows** and **Values** sections, perform the following steps for each of these fields:

1. In the **Available Fields** section, hover the cursor over the title of the field which needs to be moved to the **Rows** or **Values** sections (see Figure 275)
2. Click $+$ **Add**.
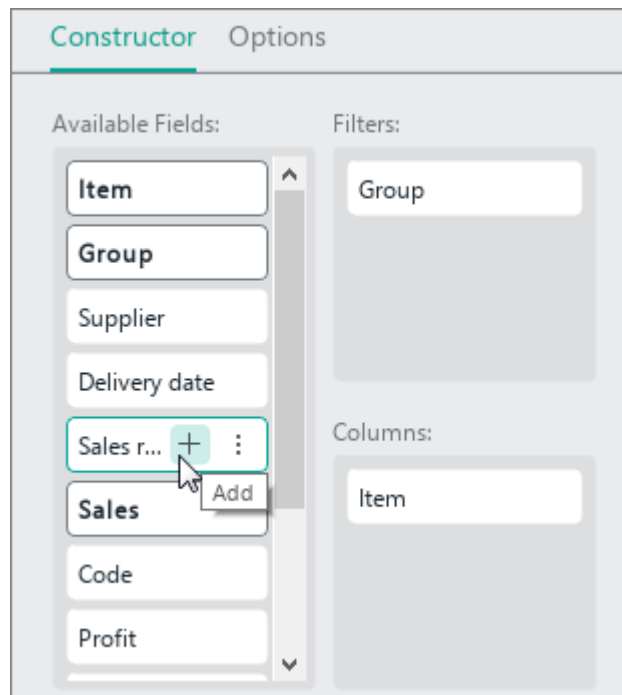
Figure 275. Add button

MyOffice

To add fields to the **Rows** and **Values** sections manually, drag and drop them into the appropriate sections while holding down the left mouse button, or do the following for each field:

1. In the **Available Fields** section, hover the cursor over the field which needs to be moved to the **Rows** or **Values** sections (see Figure 276).

2. Click ⋮ **More**.

3. In the menu that appears, select the section in which you want to add the field.
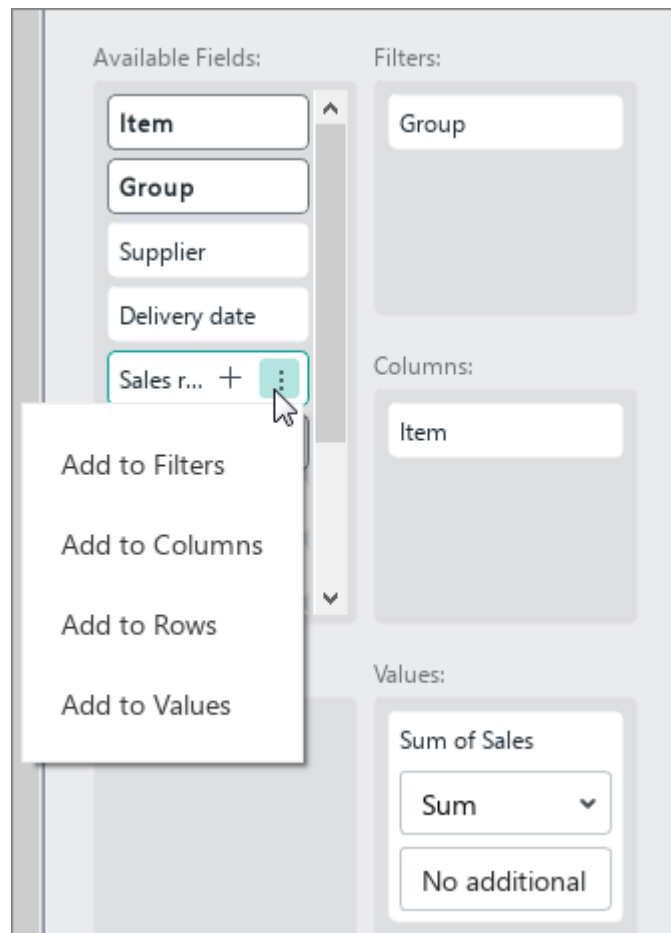
Figure 276. More button

> ⓘ Calculated fields created in a third-party application can only be moved to the **Values** area.

Adding fields from the **Available Fields** section to other sections is done manually, similar to adding fields to the **Rows** and **Values** sections.

MyOffice

4.7.2.2.2 Move a field from one section to another

Moving fields from one section to another is done manually, similar to adding fields from the **Available Fields** section to the other section in the **Constructor** (see Section 4.7.2.2.1).

4.7.2.2.3 Change the field order in a section

In any section other than the **Available Fields** section, you can change the order of the fields in the list. The position of the field in the list determines the position of the corresponding field in the pivot table.

To change the position of a field relative to other fields in the list, drag it to the desired location in the list while holding down the left mouse button, or perform the following steps:

1. Hover the mouse cursor on the field and click ⋮ **More** (see Figure 277).
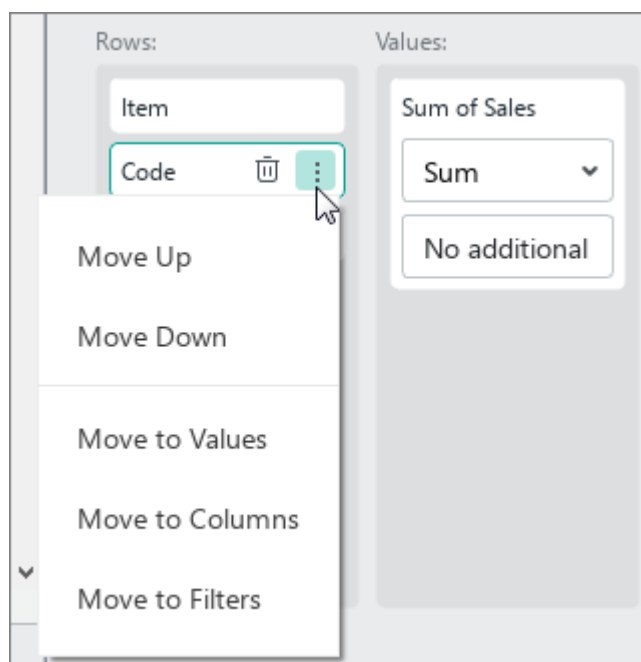
Figure 277. More button

2. In the drop-down menu, select the desired command:
   - **Move to Beginning:** Move the field to the beginning of the list.
   - **Move Up:** Swap the selected and previous field.
   - **Move Down:** Swap the selected and next field.
   - **Move to End:** Move the field to the end of the list.

The drop-down menu commands depend on the position of the selected field in the list.

MyOffice

4.7.2.2.4 Edit the function in the Values section

The function for data calculation for a field added to the **Values** section is selected automatically.

– If the field contains numeric data, the **Sum** function is selected.

– If the field contains text data, the **Count** function is selected.

To use another function for the data in this field:

1. In the **Values** section, expand the drop-down list of functions available for this field (see Figure 278).

2. Select the desired function from the drop-down list.
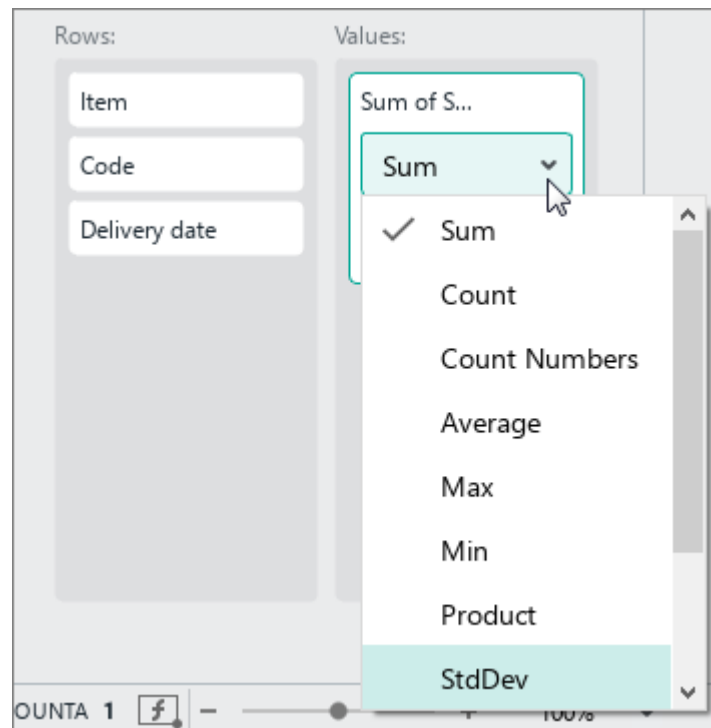
Figure 278. List of functions

For calculated fields created in a third-party application, the **Sum** function is automatically selected. Selecting another data calculation function is not available.

4.7.2.2.5 Delete a pivot table field

To delete a field from any section of the pivot table, do one of the following:

- Hover the mouse cursor over the title of this field and click 🗑 **Remove** (see Figure 279).
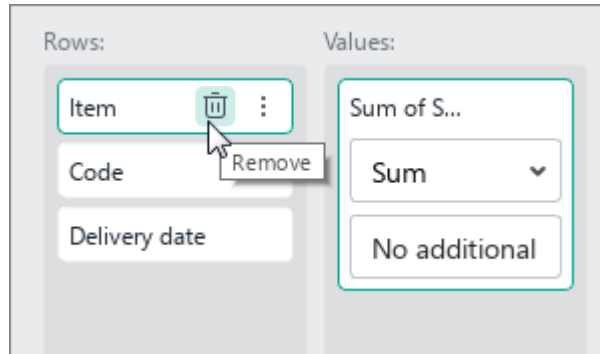
Figure 279. Remove button

- Hold down the left mouse button and drag the field from the current area to the **Available Fields** section.

To remove a field from all areas of the pivot table to which it is added:

1. In the **Available Fields** section, hover the cursor over the title of the field (see Figure 280).
2. Click − **Remove from Pivot Table**.
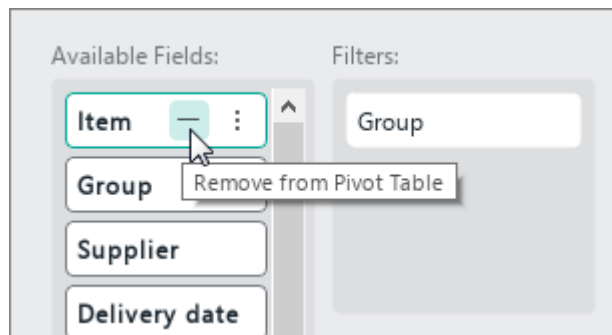
Figure 280. Remove from Pivot Table button

MyOffice

4.7.2.2.6 Edit data source

If you need to edit the pivot table data source, do the following:

1. In the pivot table settings pane, select the **Options** tab (see Figure 281).
2. Place the cursor on the **Data Source** field. The tab containing the initial table will open. The value in the **Data Source** box will become available for editing. The specified data range will be highlighted in color in the initial table.
3. Edit the value in the **Data Source** box and click the ✓ button or press **Enter**.
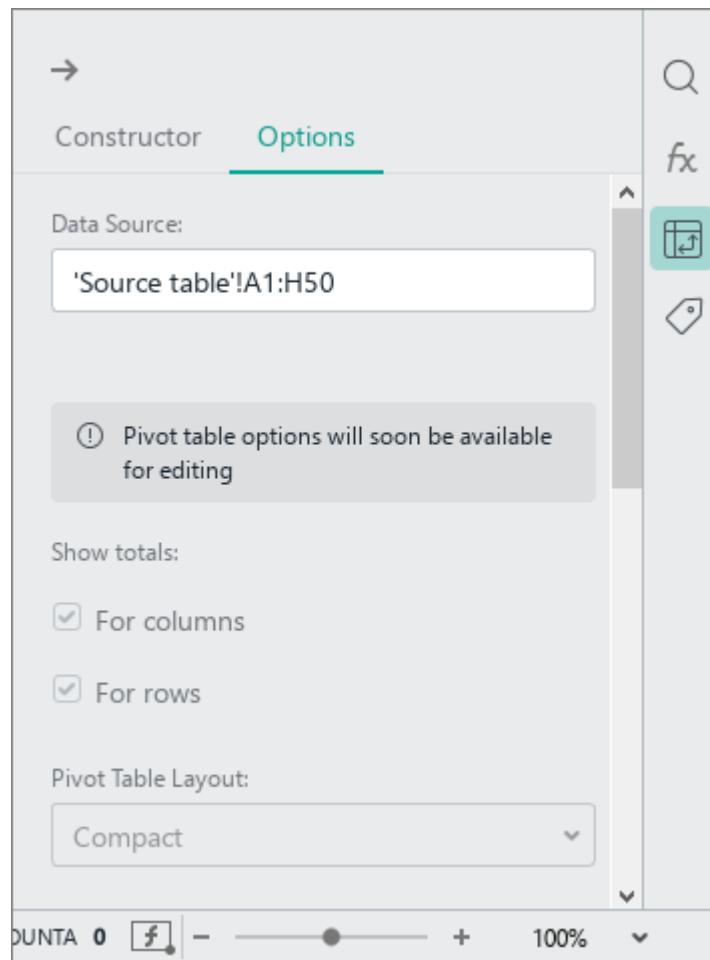
Figure 281. Options tab

4.7.3 Refresh a pivot table

A pivot table needs to be updated in the following cases:

– When working with the document in the source table and the data based on which the pivot table was created has changed.

– When you open a document created using third-party editors which contains a pivot table in MyOffice Spreadsheet.

This version of the application does not retain the formatting of pivot tables created in third-party editors.

To update a pivot table:

1. Select the entire range or one or multiple cells of the pivot table range.

2. Update the pivot table in one of the following ways:

– In the Command menu, select **Data** > **Refresh Pivot Table** (see Figure 282**)**.
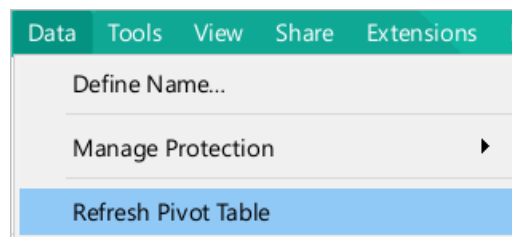
Figure 282. Refresh button

– On the Toolbar, select the **Pivot Table** section and click ↻ **Refresh** (see Figure 283).
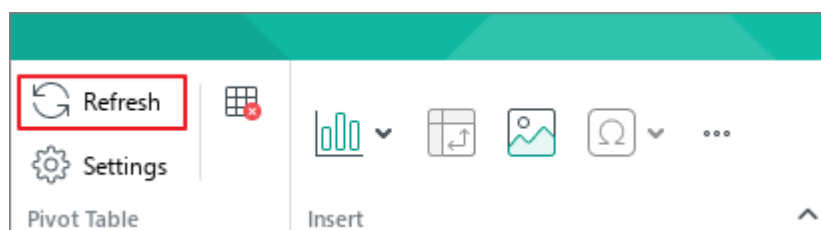
Figure 283. Refresh button

– Right-click the context menu and select **Refresh Pivot Table**.

– If the pivot table was created in a third-party application, in the pivot table configuration pane, (see Figure 284).
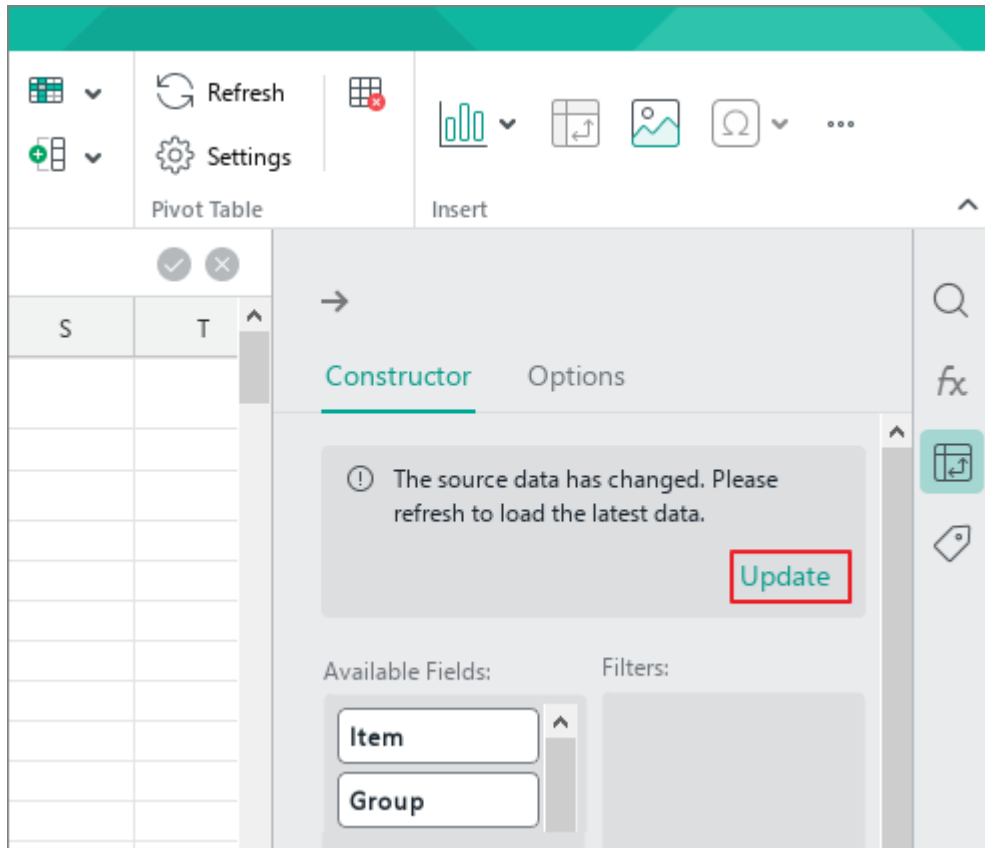
Figure 284. Update button

This version of the application has the following limitations when updating pivot tables created in third-party editors:

– Collapsing and expanding the pivot table levels is not supported. When you update a table, all collapsed levels are automatically expanded.

– The use of calculated elements is not supported.

4.7.4 Delete a pivot table

To delete a pivot table, do the following:

1. Select all the entire range or one or multiple cells from the pivot table range.

2. Run the delete command in one of the following ways:

    –   In the Command menu, select **Data** > **Delete Pivot Table** (see Figure 285).
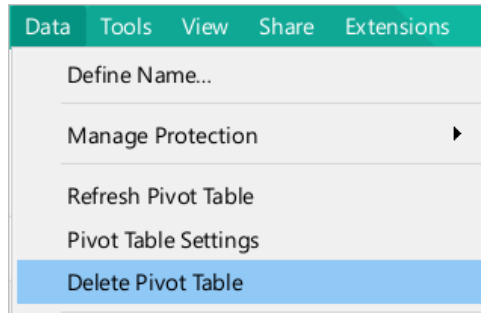
Figure 285. Data menu

    –   On the Toolbar, in the **Pivot Table** section, click **Delete Pivot Table** (see Figure 286).
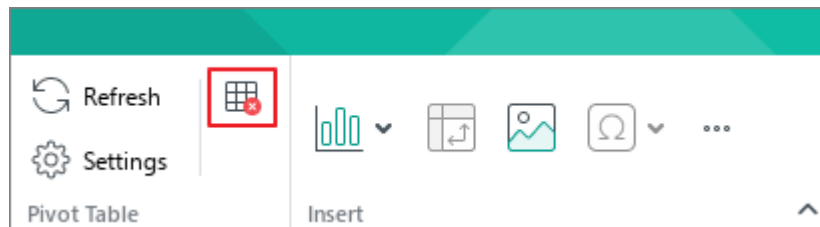
Figure 286. Delete Pivot Table button

    –   Right-click the context menu and run the **Delete Pivot Table** command.

    –   Press **Delete**.

4.8 Charts

4.8.1 Insert a chart

MyOffice Spreadsheet allows you to create and edit various charts.

To create a chart, do the following:

1. Select a range to be used to create a chart.

2. Insert a chart in one of the following ways:

   – In the **Insert** menu, select **Chart** (see Figure 287).
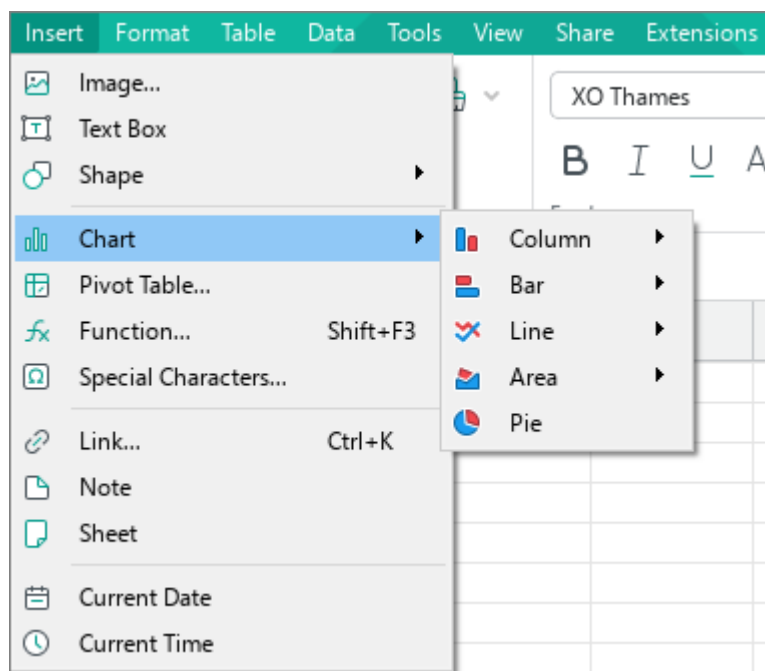
Figure 287. Insert menu

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MyOffice

– On the Toolbar, select the **Insert** section and click **Chart** (see Figure 288).
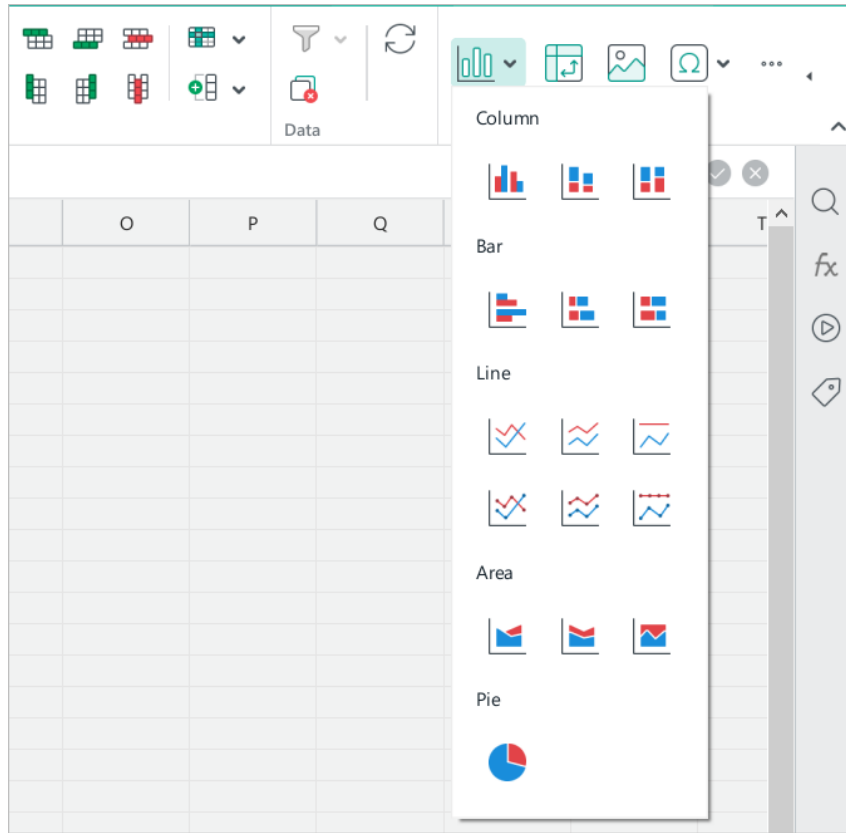
Figure 288. Chart button

- – On the Toolbar (see Figure 289), select the **Insert** section and click ⋯. In the displayed insert pane, click ▯▯ **Chart**.
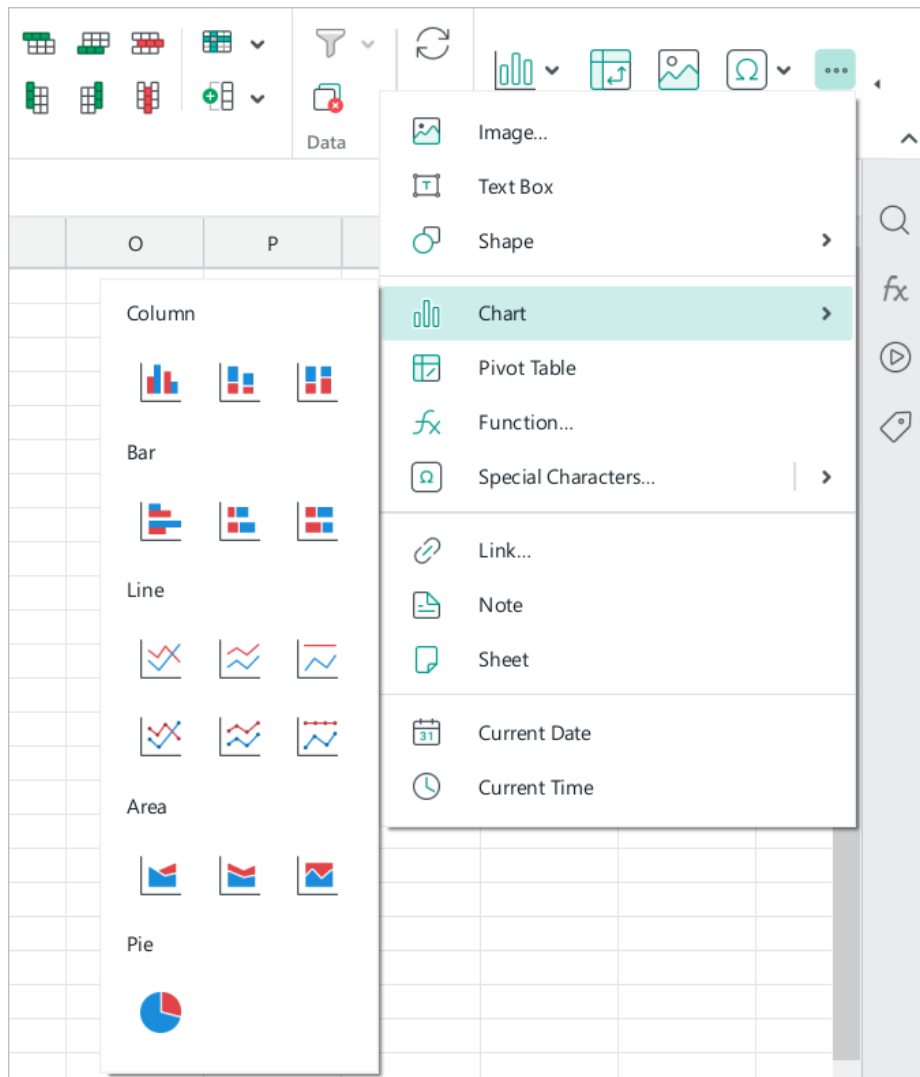
Figure 289. Insert menu

3. In the opened menu, select the desired chart type.

MyOffice

The new chart is placed in the middle of the visible area of a spreadsheet.

The data used to create the chart are highlighted on the spreadsheet with the colors of the chart series (see Figure 290).

Figure 290. Chart

MyOffice

4.8.2 Change chart type

If you want to modify the type of the chart, select it first. On the Toolbar, select the **Chart** section and click the button which corresponds to the desired type of chart:

– **Column:** Click this button to transform your chart into the **Column** chart or change the current type of the **Column** chart (see Figure 291).
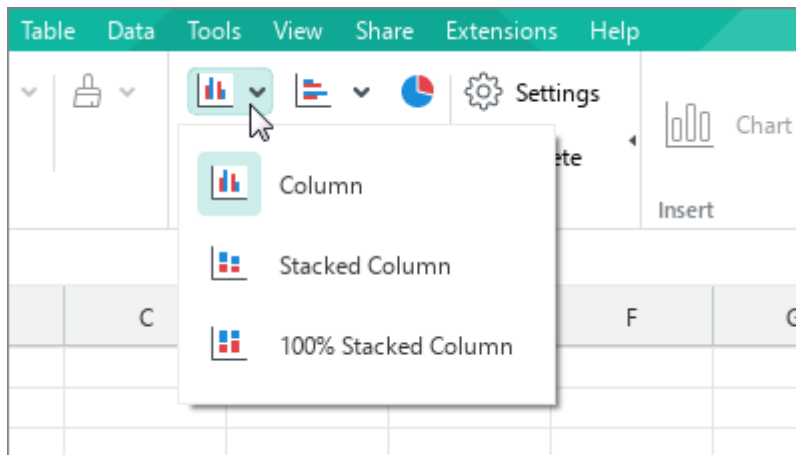
Figure 291. Column chart

– **Bar:** Click this button to transform your chart into the **Bar** chart or change the current type of the **Bar** chart (see Figure 292).
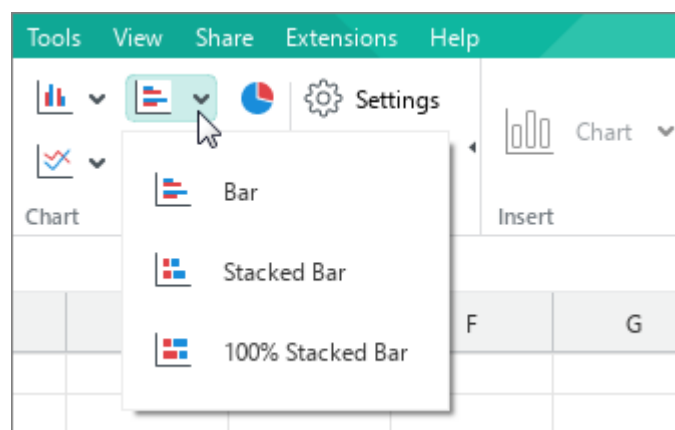
Figure 292. Bar chart

- **Pie Chart:** Click this button to transform your chart into the **Pie Chart**.
- **Area:** Click this button to transform your chart into the **Area** chart or change the current type of the **Area** chart (see Figure 293).
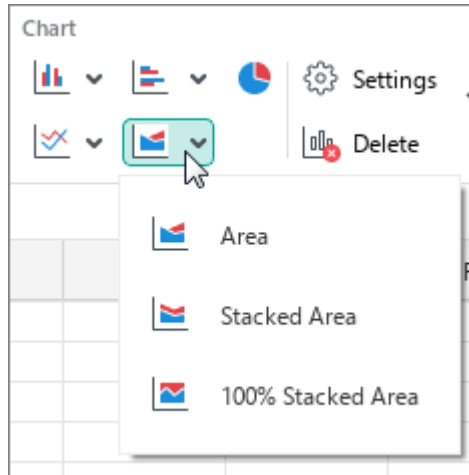
Figure 293. Area chart

MyOffice

To transform the current chart type to the **Line** chart or change the current **Line** chart type, click the ⊠ **Line** button and select the desired **Line** chart type from the drop-down list (see Figure 294).
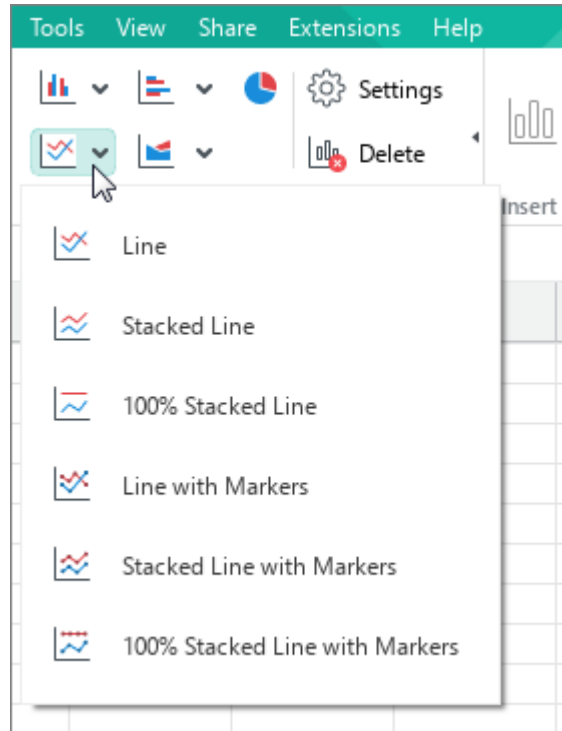
Figure 294. Line chart

MyOffice

4.8.3 Change data range

You can change the data range used as the source data for your chart. The chart will be updated accordingly based on the new data range.

To change a range, perform the following actions:

1. Select the chart you want to edit.
2. By holding down the left mouse button, move the corner marker of the data range that was used to build the chart. The range corner marker can be moved in any direction: right, left, up, down.
3. Release the left mouse button to fix the new range.

You can also modify values in the cells used as the source data for your chart. The chart will be updated accordingly based on the new data in the chart legend.

4.8.4 Change chart size

To resize a chart, left-click it and drag the sizing handle as needed (see Figure 295):

– To change the height, use the top and bottom sizing handles.
– To change the width, use the right and left sizing handles.
– To change the height and width proportionally, use the corner sizing handles.
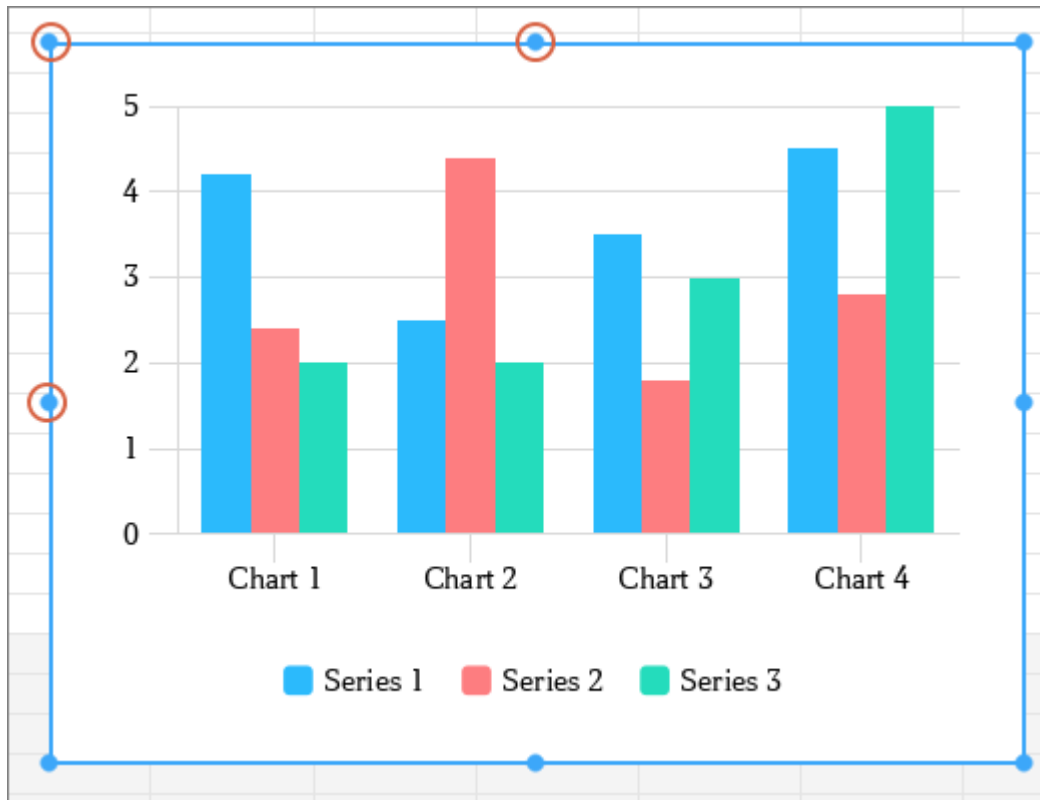
Figure 295. Resize a chart

4.8.5 Move a chart

The chart can be moved in the following ways:

–   Drag and drop by holding the left mouse button.

–   Move strictly vertically or horizontally with the ←, ↑, ↓, → keys on the keyboard.

When you move the chart with ←, ↑, ↓, → keys, the chart movement step depends on the document scale:

–   If the scale is ≤ 200%, the step = 4 mm.

–   If the scale is > 200%, the step = 1 mm.

To increase the step, move the chart using the ←, ↑, ↓ key while holding the **Shift** key pressed. In this case the movement step will be equal:

–   If the scale ≤ 200%, the step = 4 cm.

–   If the scale > 200%, the step = 1 cm.

MyOffice

4.8.6 Customize a chart

To customize your chart, use the following guidelines:

1. Select the chart you want to customize.

2. Open the **Chart Settings** window in one of the following ways:

   – On the Toolbar, select the **Chart** section and click ⚙️ **Settings** (see Figure 296).

   – Right-click the chart and select **Chart Settings** in the context menu.
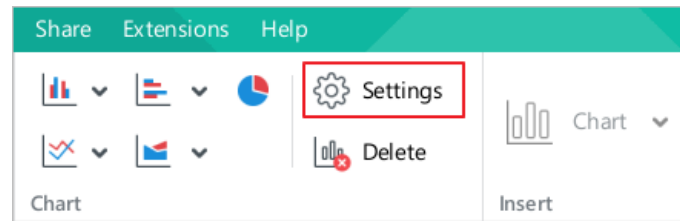
Figure 296. Settings button

The opened **Chart Settings** displays the following menus (see Figure 297):
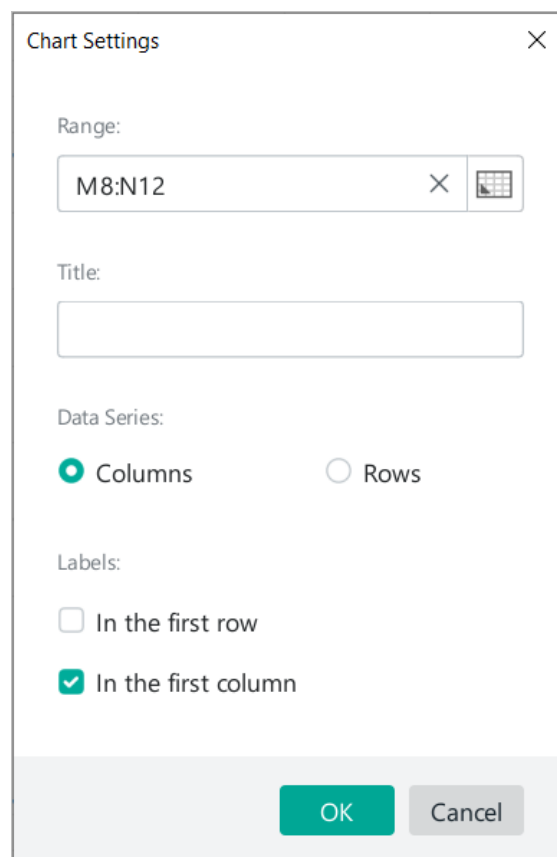
Figure 297. Chart Settings window

- **Range:** Change the chart data range.
- **Title:** Specify the chart title.
- **Data Series:** Specify the way the initial data is plotted in a chart (by columns or rows).
- **Labels:** Specify the position of chart labels (first column and/or first row).

4.8.7 Copy, cut or insert a chart

You can copy or cut and paste a chart:

– Within one MyOffice Spreadsheet document.

– Into another MyOffice Spreadsheet document: the chart is inserted without the data it is based on.

– Into MyOffice Text document or MyOffice Presentation: the chart is inserted as an image.

You can cut, copy and paste using standard methods.

4.8.8 Delete a chart

To delete a chart, do the following:

1. Select the chart.

2. Delete a chart in one of the following ways:

– On the Toolbar, select the **Chart** section and click ▦ **Delete** (see Figure 298).
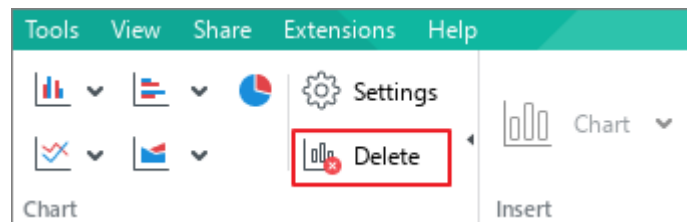
Figure 298. Delete button

– Right-click the chart and click **Delete Chart** (see Figure 296).

– Press **Delete** or **Backspace**.

MyOffice

4.9 Images

You can insert the following images to a document:

– From your computer.

– From Google Chrome, Firefox, Internet Explorer, and Microsoft Edge browser.

– From the text and spreadsheet editors that are a part of the Microsoft Office and LibreOffice suites.

The supported image formats include .png, .bmp, .jpg, .jpeg, .jpe, .gif, .tiff, and .tif.

4.9.1 Insert an image

4.9.1.1 Insert an image from your computer

To insert an image from a computer, follow the steps below:

1. Place your cursor where you want to insert the image.

2. Insert an image in one of the following ways:

   – In the **Insert** menu, select **Image** (see Figure 299).
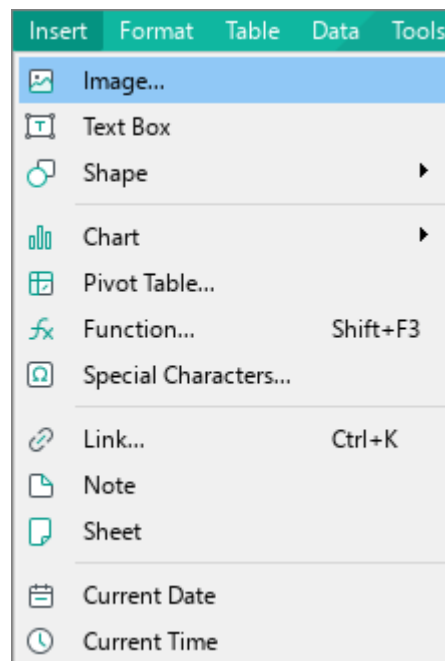
Figure 299. Insert menu

   – On the Toolbar, select the **Insert** section (see Figure 300) and click the **Image** button.
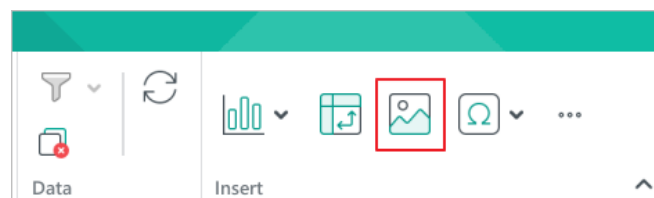
Figure 300. Insert menu

MyOffice

    – On the Toolbar, select the **Insert** section and click •••. In the displayed pane, click ⊠ **Image** (see Figure 301).
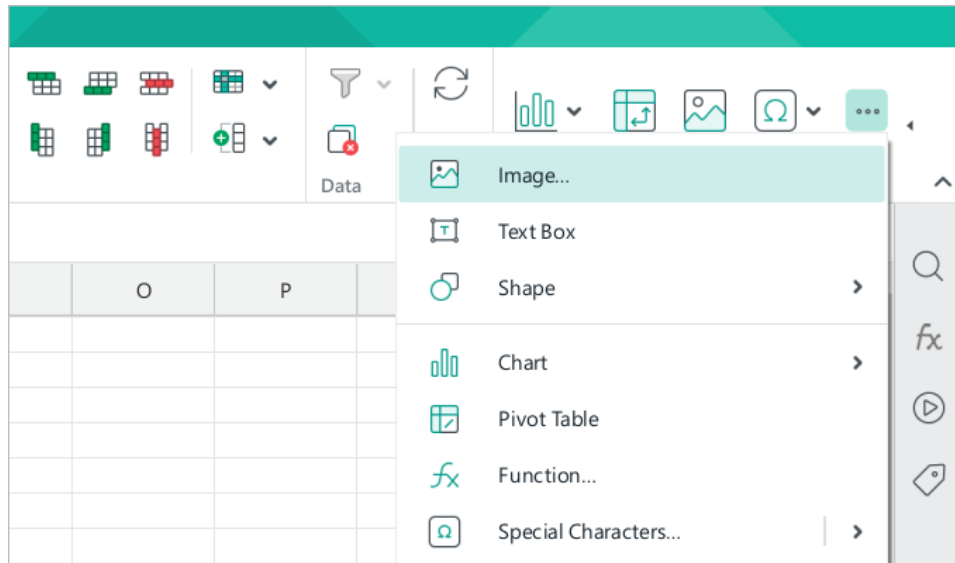
Figure 301. Insert pane

3. In the file manager window, select the image you want to insert and click **Open**.

4.9.1.2 Insert an image from the browser or another application

To insert an image from the browser or another application, follow the steps below:

1. Copy the image from the source.

2. Place your cursor where you want to insert the image.

3. Insert the image in one of the following ways:

    – In the **Edit** menu, select **Paste** (see Figure 302).
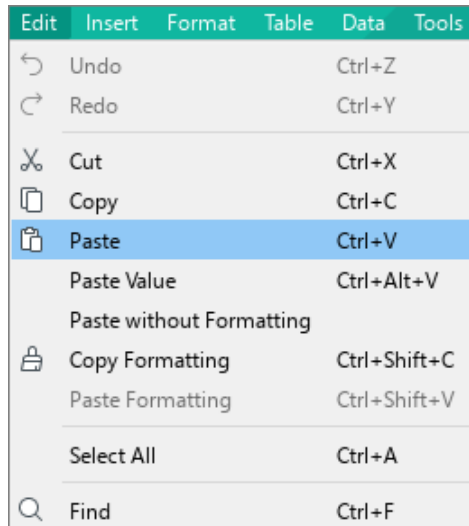
Figure 302. Edit menu

    – On the Toolbar, select the **Edit** section and click **Paste**. In the drop-down list, select **Paste** (see Figure 303).
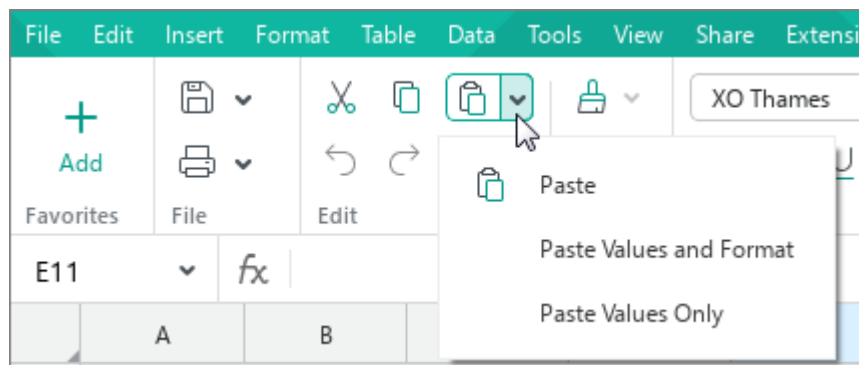
Figure 303. Paste button

    – Right-click and select **Paste** from the context menu.

    – Press **Ctrl+V** / ⌘**Cmd+V**.

4.9.2 Resize an image

You can resize the image proportionally or according to your preferences.

To resize an image proportionally, follow the steps below:

1. Select the image you want to resize.
2. Drag a corner handle while keeping the left mouse button pressed until the image is the size you want (see Figure 304).
3. Release the left mouse button to fix the selected size.
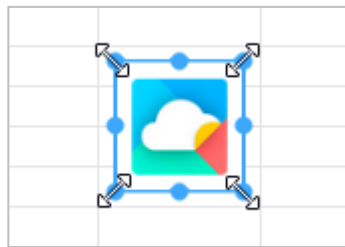
Figure 304. Resize an image proportionally

To resize an image without keeping its proportions, follow the steps below:

1. Select the image you want to resize.
2. Drag a side handle while keeping the left mouse button pressed:
   – To change the height of the image, move the top or bottom handle.
   – To change the width of the image, move the left or right handle.
3. Release the left mouse button to fix the selected size.
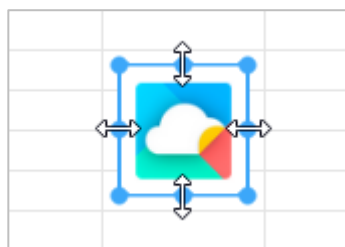
Figure 305. Resize an image without keeping its proportions

MyOffice

4.9.3 Move an image

The image can be moved in the following ways:

– Drag it by holding the left mouse button.

– Move strictly vertically or horizontally with the ←, ↑, ↓, → keys.

When you move the image with ←, ↑, ↓, → keys, the movement step depends on the document scale:

– If the scale is ≤ 200%, the step = 4 mm.

– If zoom is > 200%, the step = 1 mm.

To increase a step, move the image with keys ←, ↑, ↓, →, holding the Shift key pressed. In this case the movement step will be equal to the following:

– If scale is ≤ 200%, the step = 4 cm.

– If scale > 200%, the step = 1 cm.

4.9.4 Save an image

The image from the document can be saved on your computer.

Follow these steps:

1. Select an image.

2. Run the save command in one of the following ways:

    –   Select **Format** > **Save Image** (see Figure 306).
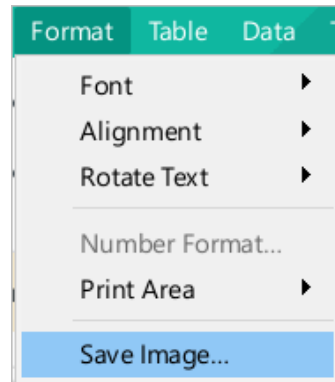
Figure 306. Save Image Command menu option

    –   Open the context menu by right-clicking and run the **Save Image** command.

3. In the file manager window, select the folder to save the file to, specify the file name and click **Save**.

The image is saved in the original size.

> ⓘ If an image has been cropped in a document using a third-party application, it is saved in its original (pre-crop) form.

4.9.5 Delete an image

To delete an image, do the following:

1. Select the image that you want to delete.

2. Select a command to delete an image in one of the following ways:

   – On the Toolbar, under the **Image** section (see Figure 307), click ![icon] **Delete Image**.
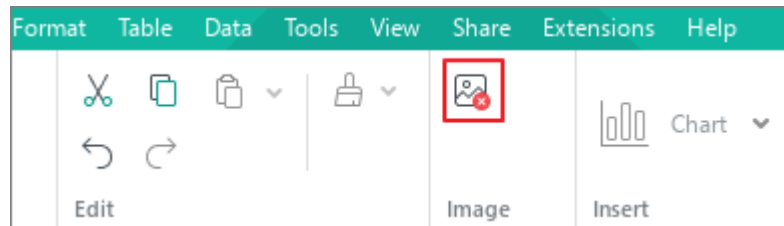
Figure 307. Delete Image button

   – Right-click the image and select **Delete Image** from the context menu.

   – Press **Delete** or **Backspace**.

MyOffice

4.10 Shapes

You can add the following types of shapes to your documents: line, rectangle, ellipse, triangle, diamond, folded corner, star, heart, brackets, arrows, callouts, or text field.

4.10.1 Insert a line

To insert a line into a document, do the following:

1. Open the Insert sub-menu using one of the following methods:

   – In the Command menu, select **Insert** > **Shape** > **Lines** (see Figure 308).
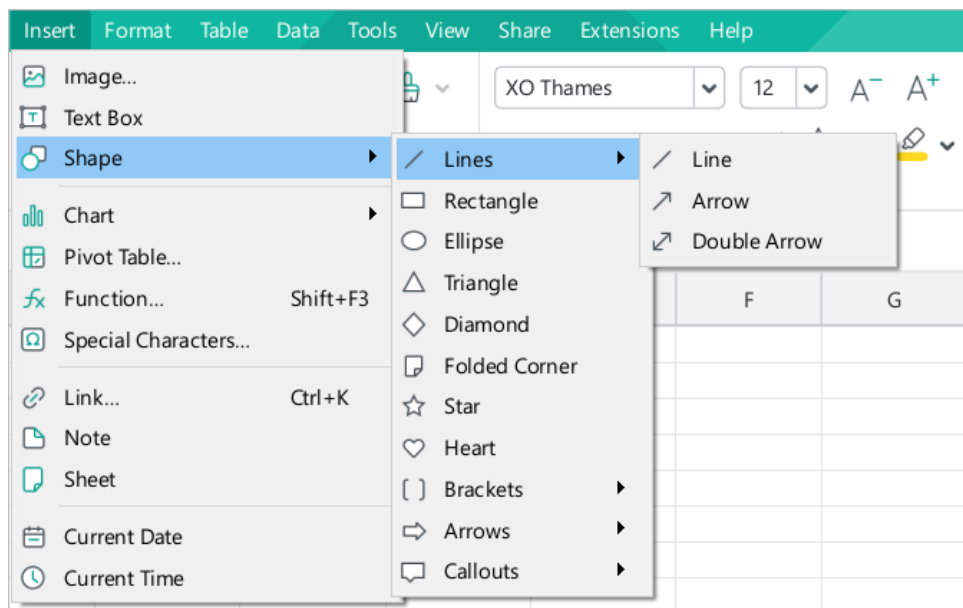
Figure 308. Insert menu

   – On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, hover the mouse cursor over the ⬭ **Shape** button (see Figure 309).

MyOffice
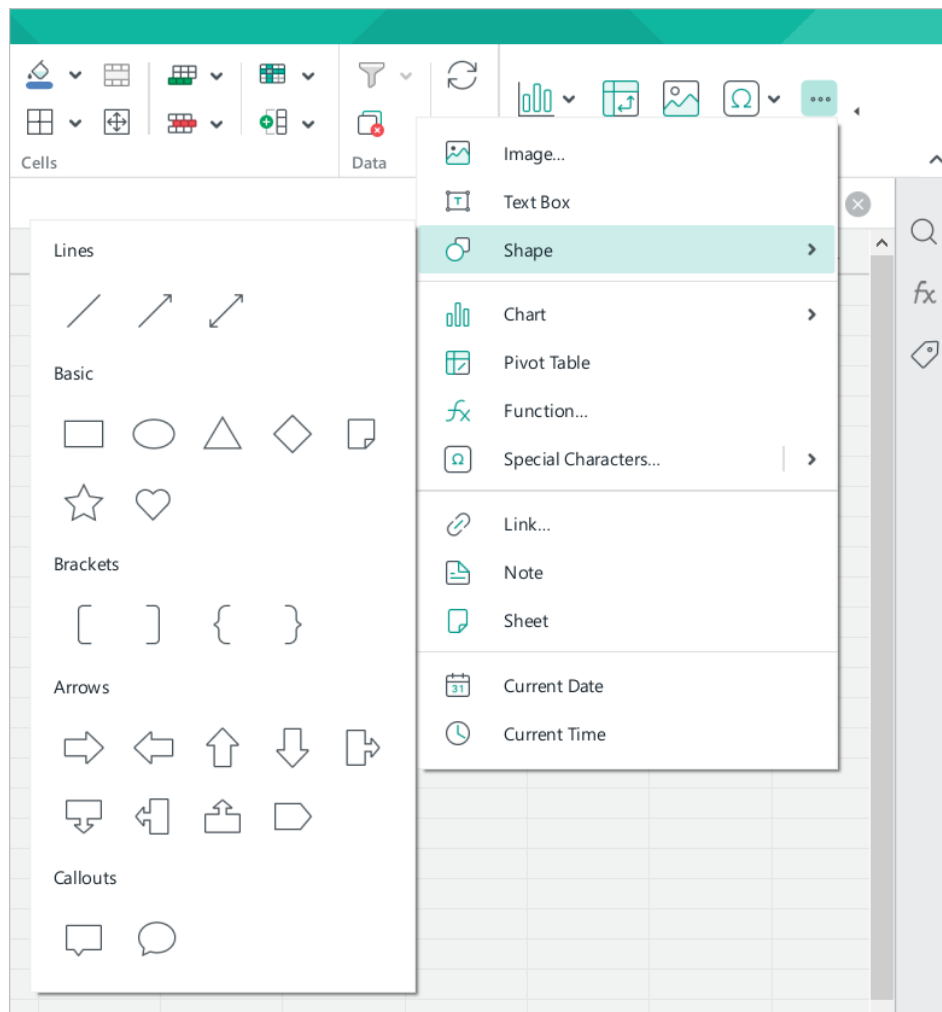
Figure 309. Insert pane

2. In the sub-menu that opens, select the type of line to insert: line, arrow, double-sided arrow. The cursor will look like a crosshair $+$.

3. If needed, select the arrow type (see Section 4.10.10).

4. Add a line in one of the following ways:
   – Click the left mouse button on the place where the line start point should be located. A line with a length of 4.24 cm and an angle of 45° will be added to the document.
   – Hold down the left mouse button and draw a line in the desired location of the document. To finish drawing, release the left mouse button.

5. If needed, edit the length and the angle of the line (see Section 4.10.9).

4.10.2 Insert a shape

To insert a shape, do the following:

1. Select the position on the sheet where you want to insert a shape.

2. Display the list of shapes in one of the following ways:

    –   In the **Insert** menu, select **Shape** (see Figure 308).

    –   On the Toolbar, select the **Insert** section and click •••. In the displayed pane, click ⬭ **Shape** (see Figure 309).

3. In the opened sub-menu, select the desired shape.

You can add text or a link to a shape.

Follow these steps:

1. Double-click the shape to enter the editing mode.

2. Add text or a link to the shape:

    –   Enter the text manually. The text can be formatted in the same manner as you would format the main text in the document.
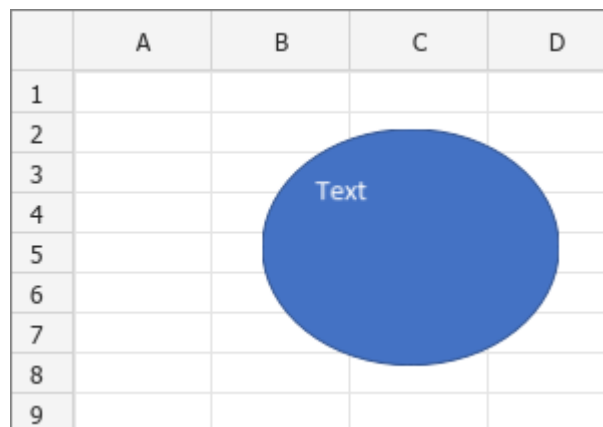
Figure 310. Entering text

    –   Add a link to the shape as described in Section 4.4.6.1.

3. Click anywhere outside the shape to leave the editing mode.

> ⊘ Editing mode is not currently supported for shapes turned at a custom angle in third-party spreadsheet editors.

MyOffice

4.10.3 Insert a text box

A text box is framed text that can be moved and placed anywhere on the current sheet.

To insert a text box, do the following:

1. Select the place on the sheet where you want to insert a text box.
2. Select the insert command in one of the following ways:
    - In the **Insert** menu, select **Text Box** (see Figure 311).
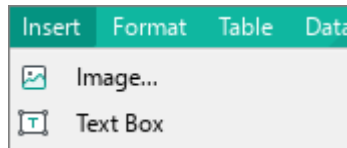
Figure 311. Insert command menu

    - On the Toolbar, select the **Insert** section and click ••• (see Figure 312). In the displayed pane, click ⊡ **Text Box**.
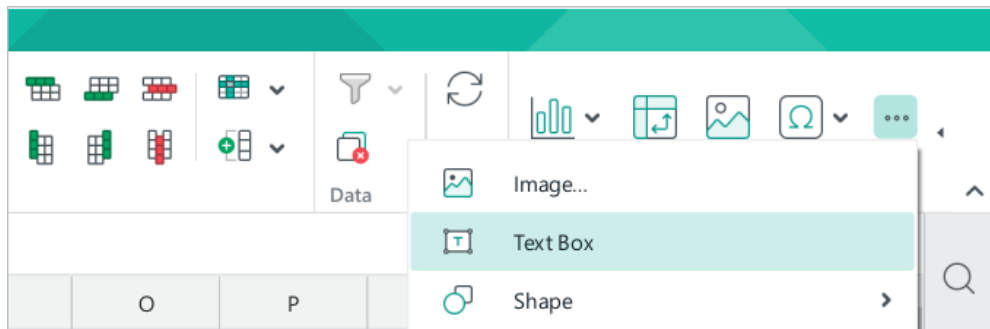
Figure 312. Text Box button

3. Enter the desired text in the text box. If necessary, you can add a link to the text (see Section 4.4.3.1). Formatting the text in the text field is similar to formatting the main text of the document.
4. To deselect a text box, click anywhere on the sheet outside the text box.

4.10.4 Fill a shape

You can fill the inner area of any shape, except lines, with colors or images.

4.10.4.1 Fill a shape with color

To fill a shape with color, do the following:

1. Select the shape with a single mouse click or double-click the shape to switch to edit mode.

2. To fill the shape with the last color that was used for the fill earlier, on the Toolbar, in the **Shape** section, click the **Fill Color** button (see Figure 313).

3. To fill the shape with another color, click the arrow to the right of the ⬦ **Fill Color** button.

Figure 313. Fill Color button

4. Select the desired color in one of the following ways:

  – **Theme Colors:** This block contains the color palette of the current document's theme.

  – **Standard Colors:** This block contains the colors that users most often choose when formatting a document.

  – **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The block is displayed if you have selected at least one color.

5. If there is no matching color in the blocks listed above, you can define it manually. To do this, click **More Colors** button. In the **Select Color** window (see Figure 314) that appears, specify the desired color as a HEX code or in RGB format and click **OK**.
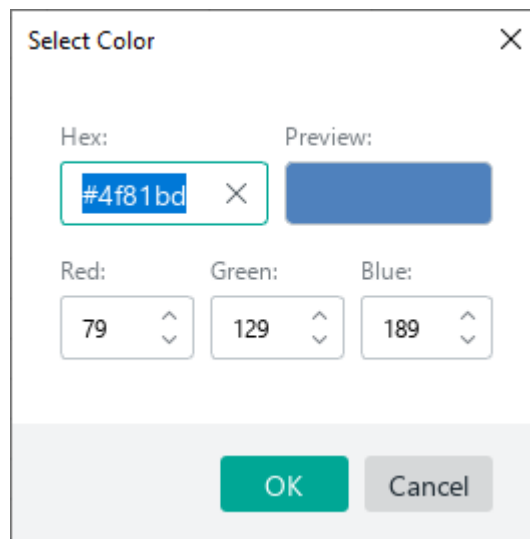
Figure 314. Select Color window

The selected color will be checked, and the shape will be filled with this color.

4.10.4.2 Fill a shape with image

To fill a shape with an image, do the following:

1. Select the shape with a single mouse click or double-click the shape to switch to edit mode.

2. On the Toolbar, in the **Shape** section, click the arrow to the right of the ⬦ **Fill Color** button (see Figure 313).

3. In the opened window, in the **Image** section, click the **Choose** button.

4. Select the desired image in the file manager window and click **Open**.

4.10.4.3 Remove the fill

To remove a shape fill, do the following:

1. Select the shape with a single mouse click or double-click the shape to switch to edit mode.

2. On the Toolbar, in the **Shape** section, click the arrow to the right of the ⬦ **Fill Color** button (see Figure 315).

3. In the opened window, click the **No Fill** button.
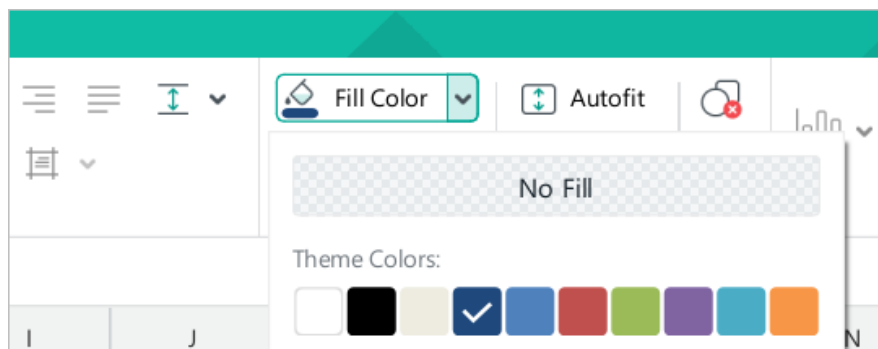
Figure 315. No Fill button

4.10.5 Shape outline

4.10.5.1 Set shape outline

You can define the color, thickness, and outline type for the shape.

To set the outline color of a shape, follow the steps below:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.

2. On the Toolbar, select the **Shape** section and click the arrow to the right of the ☰ **Outline** button (see Figure 316).

3. Select the desired color in one of the following blocks:

   – **Theme Colors:** This block contains the color palette of the current document's theme.

   – **Standard Colors:** This block contains the colors that users most often choose when formatting a document.

– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The block is displayed if you have selected at least one color.
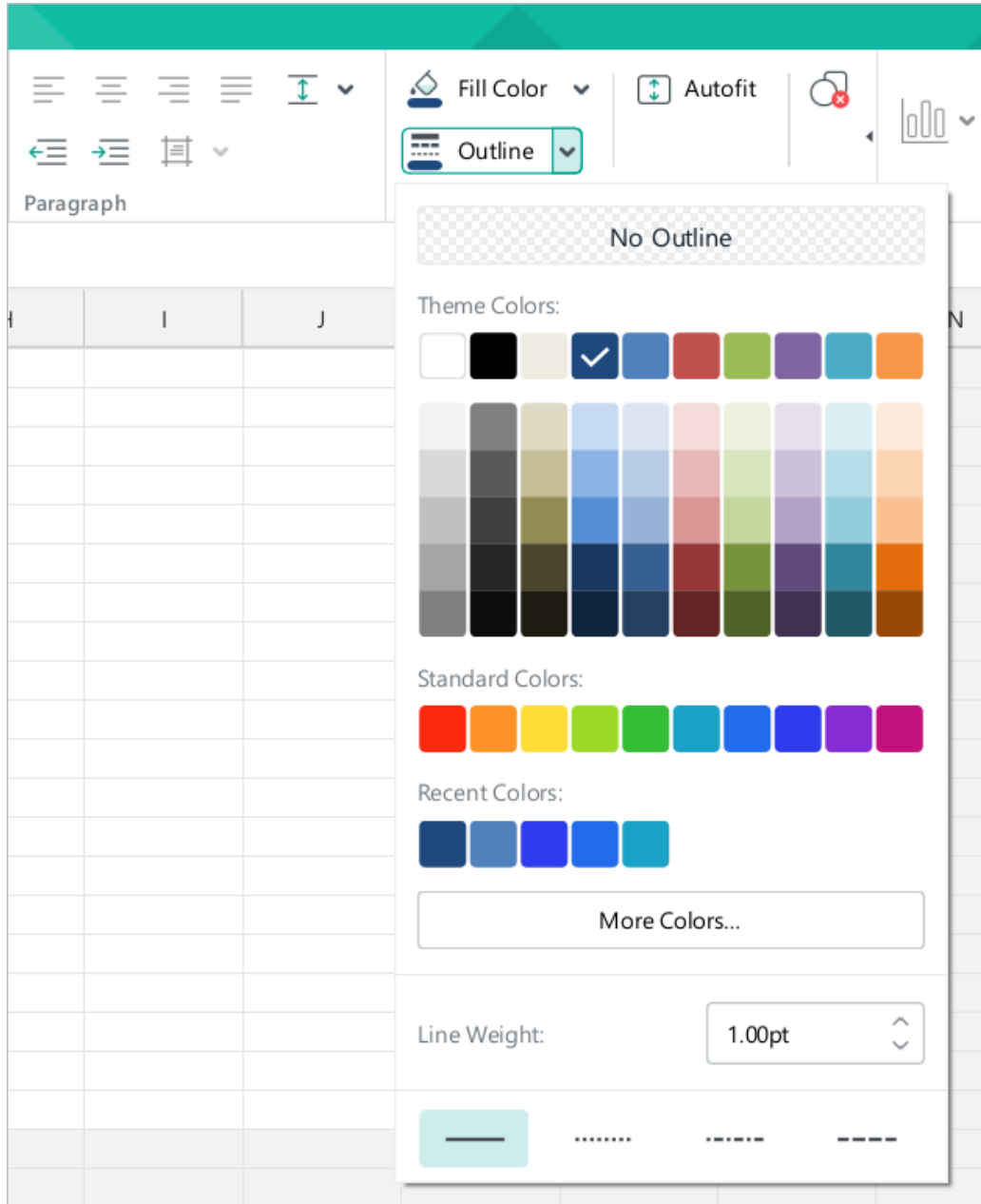
Figure 316. Outline button

4. If there is no matching color in the blocks listed above, you can define it manually. To do this, click **More Colors** button. In the **Select Color** window that appears (see Figure 317), specify the desired color as a HEX code or in RGB format and click **OK**.
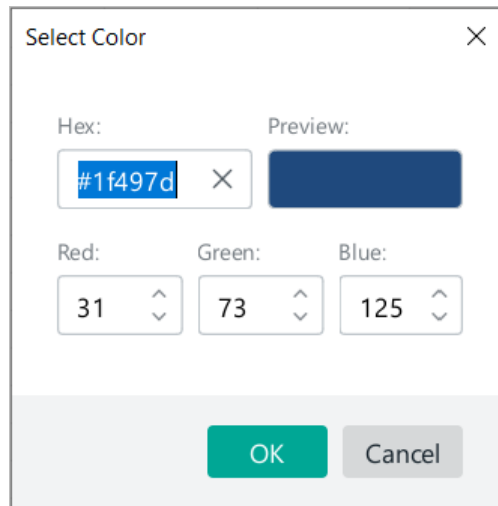
Figure 317. Select Color window

The selected color will be checked, and the outline of the shape will be filled with that color.

To specify the thickness and type of a line for a shape outline, follow the steps below:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.

2. On the Toolbar, select the **Shape** section and click the arrow to the right of the ▦ **Outline** button (see Figure 316).

3. In the **Line Weight** field, select the desired outline thickness manually or using the buttons.

4. Select the outline line type from the preset values.

To quickly apply the previous shape's outline settings to a shape, follow these steps:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.

2. On the Toolbar, in the **Shape** section, click ▦ **Outline** (see Figure 316).

4.10.5.2 Remove shape outline

To remove the shape outline, do the following:

1. Select the shape with a single mouse click or double-click the shape to switch to edit mode.

2. On the Toolbar, in the **Shape** section, click the arrow to the right of the ▦ **Outline** button (see Figure 318).

3. In the opened window, click the **No Outline** button.
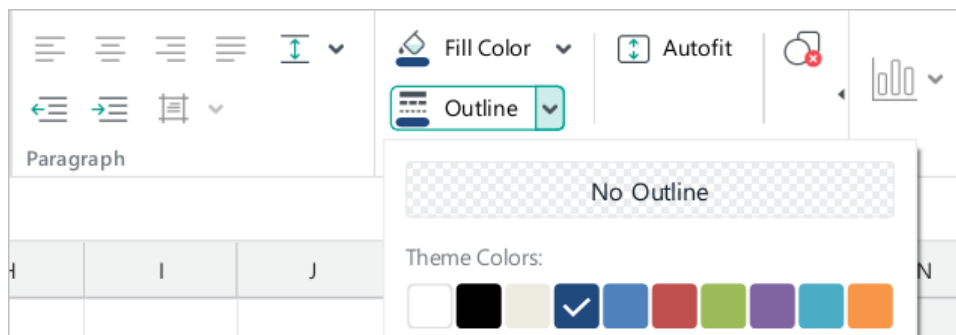
Figure 318. No Outline button

4.10.6 Line style

4.10.6.1 Set the line style

You can define the color, thickness, and outline type for the line.

To specify the line color, follow the steps below:

1. Select the line.

2. On the Toolbar, select the **Line** section and click the arrow to the right of the ▦ **Outline** button (see Figure 319).
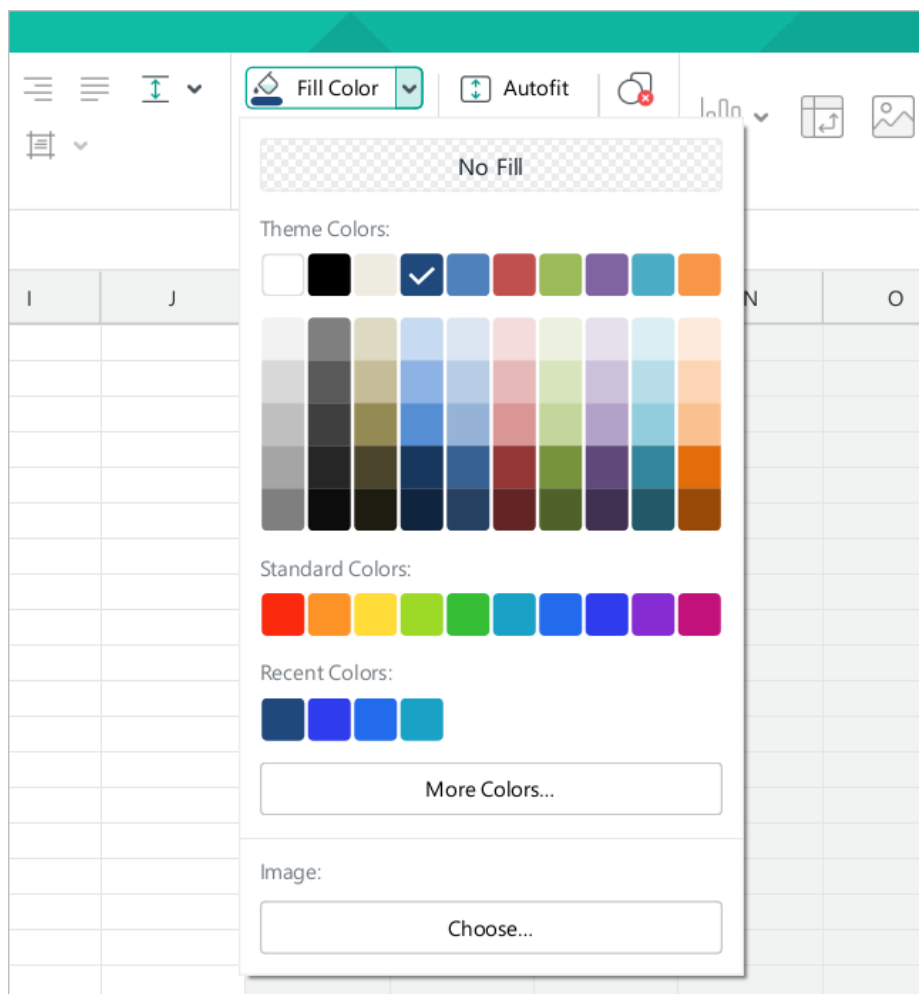
3. Select the desired color in one of the following blocks:

   – **Theme Colors:** This block contains the color palette of the current document's theme.

   – **Standard Colors:** This block contains the colors that users most often choose when formatting a document.

– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The block is displayed if you have selected at least one color.
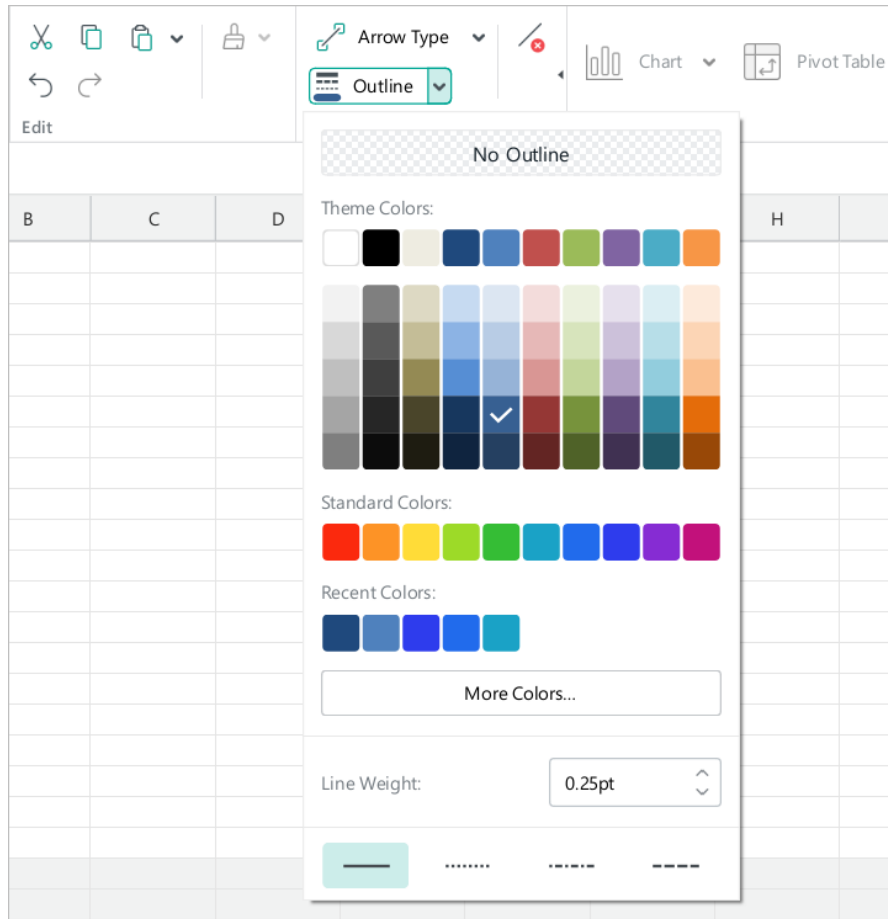
Figure 319. Outline button

4. If there is no matching color in the blocks listed above, you can define it manually. To do this, **More Colors**. In the **Select Color** window that appears (see Figure 320), specify the desired color as a HEX code or in RGB format and click **OK**.

MyOffice
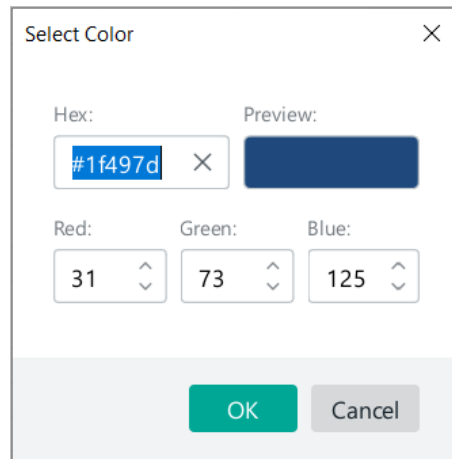
Figure 320. Select Color window

The selected color will be checked, and the line will be filled with that color.

To specify the line thickness and type, follow these steps:

1. Select the line.

2. On the Toolbar, select the **Line** section and click the arrow to the right of the ▦ **Outline** button (see Figure 319).

3. In the **Line Weight** section, select the desired line thickness manually or using the buttons.

4. Select the line type from the preset values.

To quickly apply a previous line style to a line, follow these steps:

1. Select the line.

2. On the Toolbar, in the **Line** section, click ▦ **Outline** (see Figure 319).

4.10.6.2 Delete the line style

If necessary, you can delete the line style settings. To do this, follow these steps:

1. Select the line.

2. On the Toolbar, select the **Line** section and click the arrow to the right of the ▦ **Outline** button (see Figure 321).

3. In the window that appears, click **No Outline**.

MyOffice
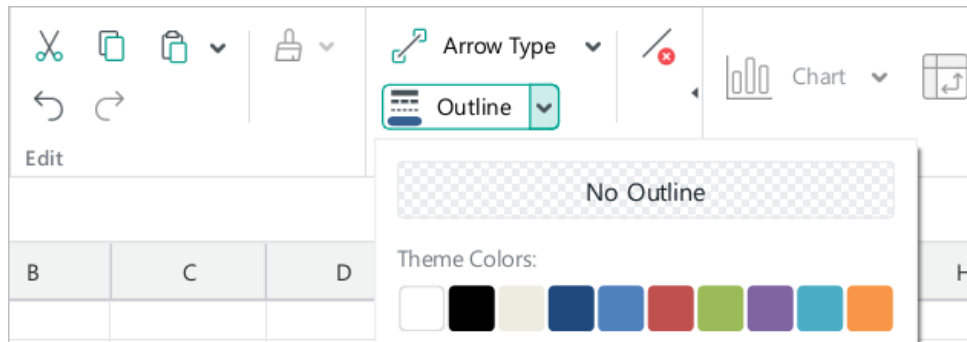
Figure 321. No Outline button

4.10.7 Resize a shape

You can resize the height and the width of a shape proportionally or according to your preferences.

To resize a shape proportionally, follow the steps below:

1. Select the shape you want to resize.
2. Drag a corner handle while keeping the left mouse button pressed until the shape is the size you want (see Figure 322).
3. Release the left mouse button to fix the selected size.
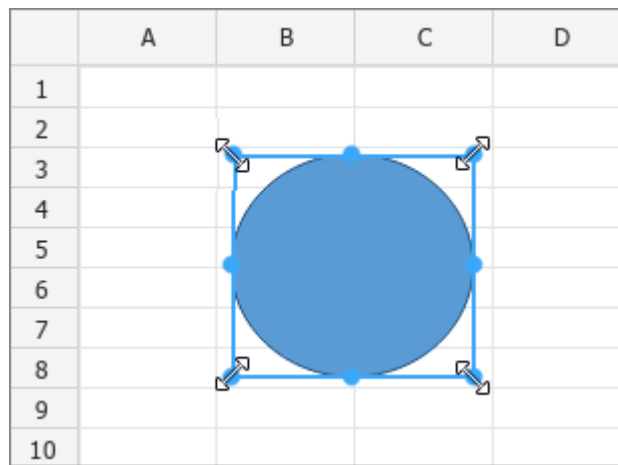
Figure 322. Resize a shape proportionally

MyOffice

To resize a shape without keeping its proportions, follow the steps below:

1. Select the shape you want to resize.
2. Drag a side handle while keeping the left mouse button (see Figure 323):
   – To change the height of the shape, move the top or bottom handle.
   – To change the width of the shape, move the left or right handle.
3. Release the left mouse button to fix the selected size.
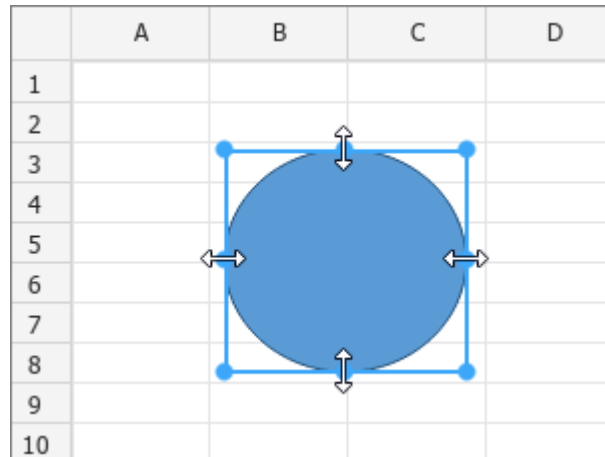
Figure 323. Resize a shape without keeping its proportions

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4.10.8 Fit shape size to text

You can fit the shape height to match the text inside this shape.

To do this:

1. Select the shape.

2. On the Toolbar, select the **Shape** section (see Figure 324) and click ⬍ **Autofit**.
    The button will change to ⬍ .
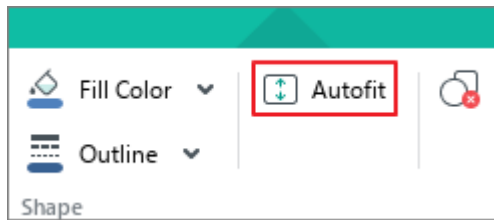
Figure 324. Autofit button

To cancel the autofit, perform the same procedure once again.

4.10.9 Change line length and angle

To change the length or angle of a line, follow these steps:

1. Select the line.
2. Move the cursor over a line start or end marker so that the cursor appears as follows ✥.
3. Hold down the left mouse button and drag the marker to the desired location.
4. Release the left mouse button.

If necessary, you can stop moving the marker by pressing **Esc**. The marker will return to its original position.

4.10.10 Select arrow type

You can select the tip type for the beginning and end of the line. The selection can be made either before drawing the line (see Section 4.10.1) or when editing the drawn line.

To select the arrow type, do the following:

1. On the Toolbar, in the **Line** section, click ✐ **Arrow Type** (see Figure 325).
2. Select the left and/or right tip type from the drop-down list. If you want to remove previously selected tips, select the left and/or right tip type — **None** in the first line of the drop-down list.
3. Click the ✐ **Arrow Type** button once again to close the drop-down list.
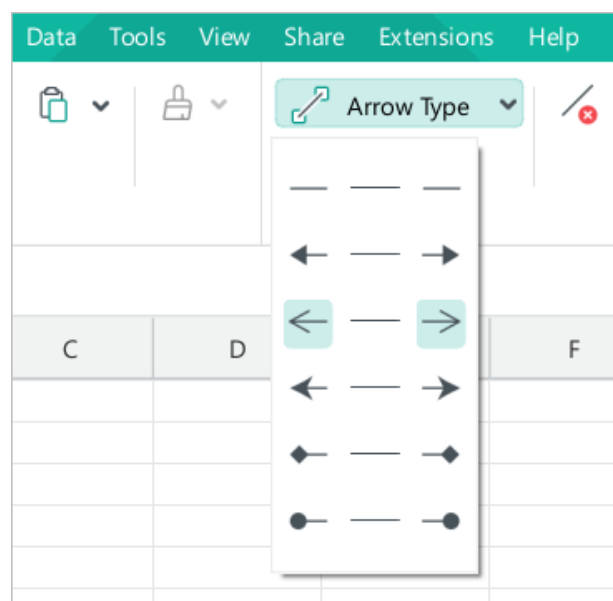
Figure 325. Arrow Type button

MyOffice

4.10.11 Move a shape

The shape can be moved in the following ways:

– Drag the shape by holding the left mouse button.
– Move the shape strictly vertically or horizontally with the ←, ↑, ↓, → keys on the keyboard.

When you move a shape with ←, ↑, ↓, → keys, the movement step depends on the document scale:

– If the scale is ≤ 200%, the step = **4** mm.
– If the scale is > 200%, the step = 1 mm.

To increase a step, move the figure with keys ←, ↑, ↓, →, holding the **Shift** key pressed. In this case the movement step will be as follows:

– If the scale is ≤ 200%, the step = **4** cm.
– If the scale is > 200%, the step = 1 cm.

4.10.12 Delete a shape

To delete a shape, follow these steps:

1. Select the shape you want to delete.

2. Delete the shape using one of the following methods:

    – If you selected a line, on the Toolbar, select the **Line** section and click ⟋⊗ **Delete Line** (see Figure 326). If you want to delete a shape other than the line, on the Toolbar, select the **Shape** section, click ⬭⊗ **Delete Shape** (see Figure 327).
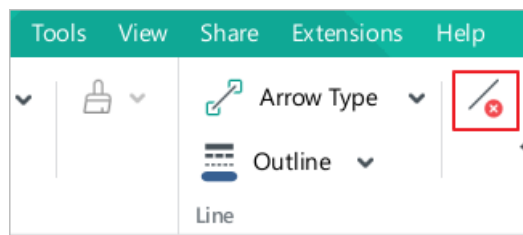
Figure 326. Delete Line button
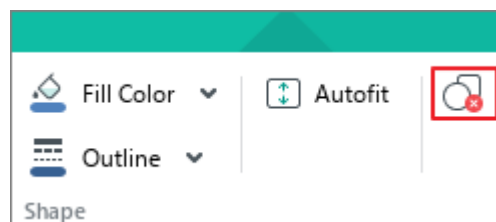
Figure 327. Delete Shape button

    – Right-click the shape and select **Delete Line**/**Delete Shape** in the context menu.
    – Press **Delete** or **Backspace**.

4.11 Format spreadsheets

When files are created, the standard formatting is applied to their elements. To change the default formatting, select the respective commands and run them. If you want to modify the existing file, you need to select the fragment you want to apply the new formatting to first.

4.11.1 Font

By default, when creating a document in MyOffice Spreadsheet, the XO Thames font is used. To quickly change the font, follow these steps:

1. Specify the text for which you want to change the font:
    - To change the font for all the text located in a cell, select this cell.
    - To change the font for a text fragment located in a cell, switch to the cell editing mode and select this fragment.
    - To change the font in one word, switch to the cell editing mode and place the cursor on this word or select it entirely.
2. On the Toolbar, in the **Font** section (see Figure 328), click on the field with the name of the current font.
3. Start typing the name of the desired font. The drop-down list will display a list of fonts that match the search criteria.
4. Select the desired font using the mouse or keyboard keys:
    - Left-click the font name.
    - Select the font name using the keyboard keys ↓ and ↑ and press **Enter**.
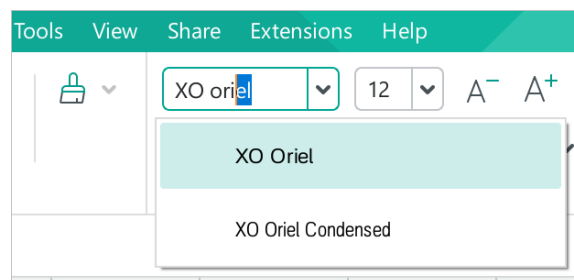
Figure 328. Font search

To select a font from the full list of fonts, follow these steps:

1. Specify the text for which you want to change the font as described above.
2. On the Toolbar, in the **Font** section, click the arrow ⌄ to the right of the name of the current font (see Figure 329).

MyOffice

3. In the drop-down list, select the desired font using the mouse or keyboard keys:

    –   Left-click the font name.

    –   Select the font name using the keyboard keys ↓ and ↑ and press **Enter**.
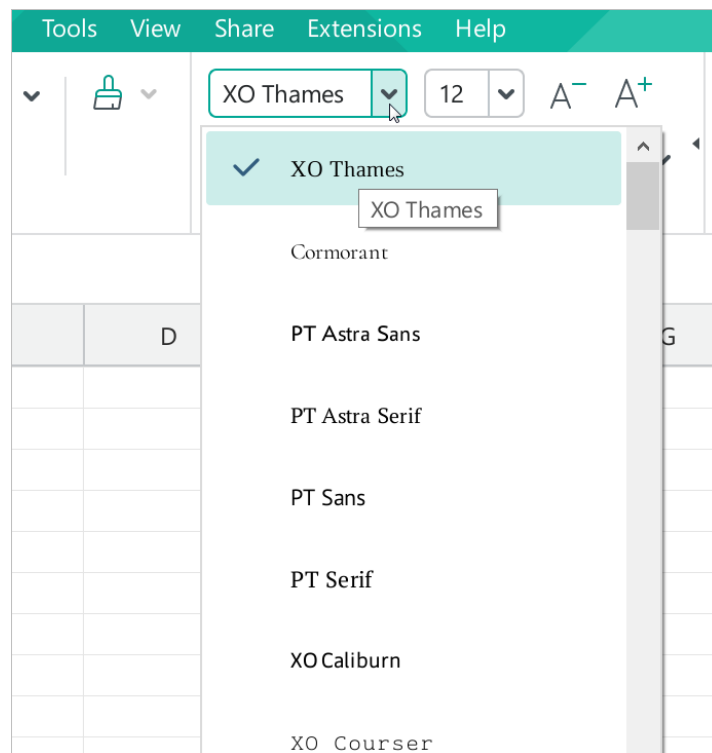
Figure 329. Full list of fonts

> It is recommended to use the fonts of the XO family in order to preserve the formatting of the document when it is opened in other operating systems.

4.11.2 Font size

To change the font size, do as follows:

1. On the Toolbar, select the **Font** section and click the arrow ⌄ to the right of the current font name (see Figure 330).

2. In the opened list, select the desired font size.
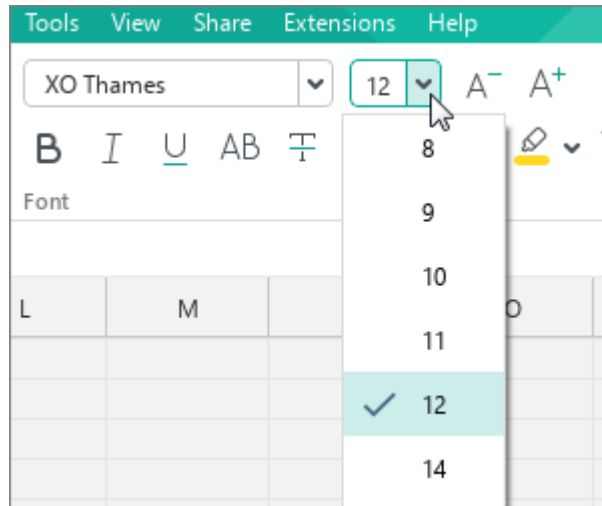
Figure 330. Selecting the font size

You can also type in any size you want. Simply follow these steps:

1. On the Toolbar, select the **Font** section and select the current font size.

2. Enter the desired size. Use a dot (**.**) as the delimiter for fractional value. For example, 21.5

3. Press **Enter**.

MyOffice

To increase the font size by one point, follow the steps below:

−   In the **Format** menu, select **Font** and then select **Increase Font Size** (see Figure 331).
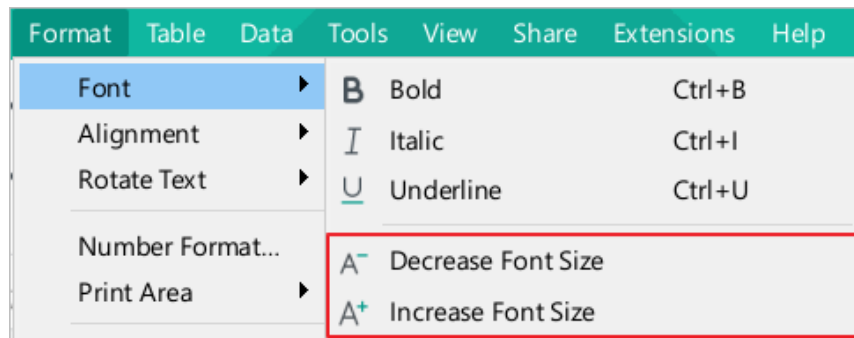
Figure 331. Increase and Decrease Font Size options

−   On   the Toolbar,   select   the **Font**   section   (see Figure   332)   and   click
    A⁺ **Increase Font Size**.
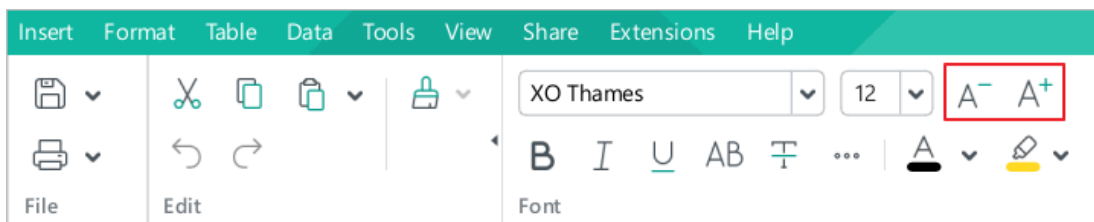
Figure 332. Buttons to increase and decrease the font size

To decrease the font size by one point, follow the steps below:

−   In the **Format** menu, select **Font** and then select **Decrease Font Size** (see Figure 331).

−   On   the Toolbar,   select   the **Font**   section   and   click   A⁻ **Decrease   Font   Size**
    (see Figure 332).

4.11.3 Text formatting

Text formatting within a cell in MyOffice Spreadsheet allows you to distinguish different parts of your text and make the data on your spreadsheets more visible.

The table below shows the text formatting options with the corresponding commands and toolbar buttons.

Table 16. Text formatting

Text formatting	Command menu	Toolbar button, Font section	Keyboard shortcut (Windows/Linux)	Keyboard shortcut (macOS)
Bold	**Format** > **Font** > **Bold**	B	Ctrl+B	⌘Ctrl+B
Italic	**Format** > **Font** > **Italic**	I	Ctrl+I	⌘Ctrl+I
Underline	**Format** > **Font** > **Underline**	U	Ctrl+U	⌘Ctrl+U
ALL CAPS	**Format** > **Font** > **All Caps**	AB	Ctrl+Shift+A	⇧Shift+⌘Cmd+A
~~Strikethrough~~	**Format** > **Font** > **Strikethrough**	$\overline{\underline{\mathrm{T}}}$	–	–
Subscript sign	**Format** > **Font** > **Subscript**	••• > X_2	Ctrl+=	⌘Cmd+=
Superscript sign	**Format** > **Font** > **Superscript**	••• > X^2	Ctrl+Shift+=	⇧Shift+⌘Cmd+=

4.11.4 Font color

To change the color of the font in the text, follow these steps:

1. Specify the text for which you want to change the color:
   - To change the font color for all text in a cell, select the cell.
   - To change the font color for a piece of text located in a cell, switch to the cell edit mode and select that piece of text.
   - To change the font color in a word, switch to the cell editing mode and place the cursor on that word or select it in its entirety.
2. To select the last color applied to the font before, on the Toolbar, select the **Font** section and click ⬛ **Font Color** (see Figure 333).
3. To select a different color for the font, click the arrow to the right of the ⬛ **Font Color** button.
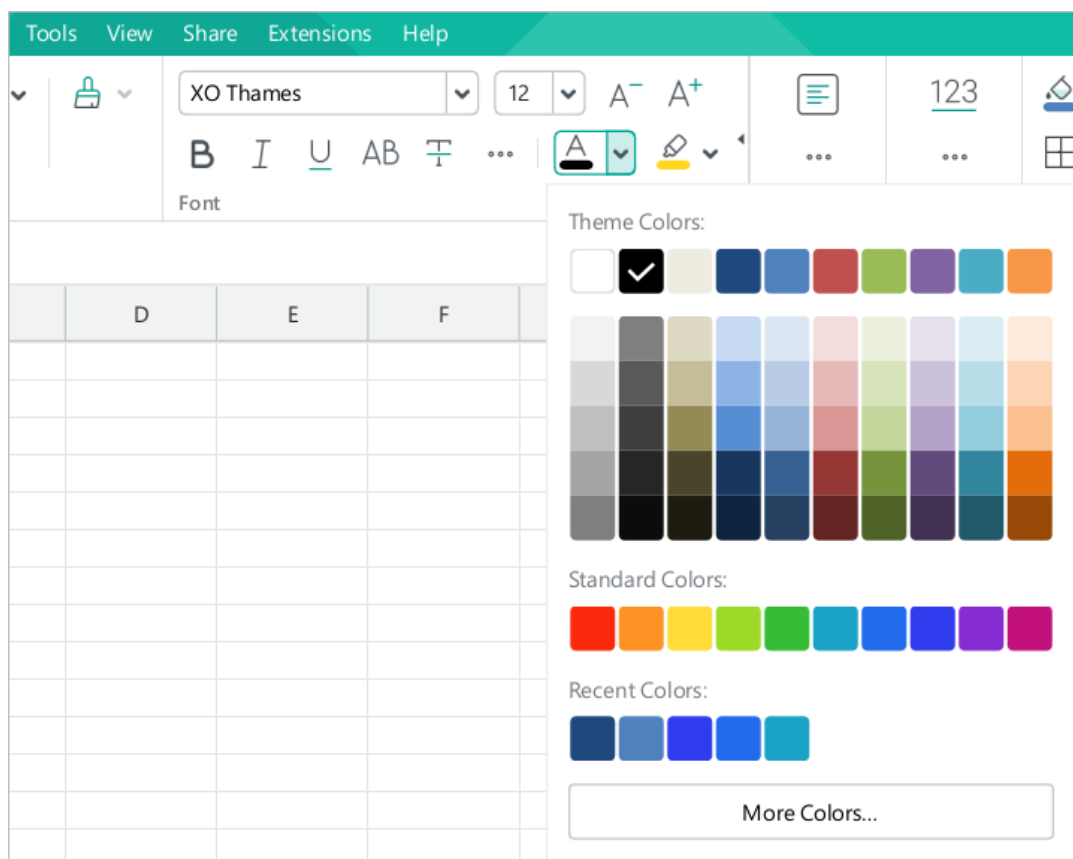
Figure 333. Text Color button

4. Select the desired color in one of the following blocks:
   – **Theme Colors:** This block contains the color palette of the current document's theme.
   – **Standard Colors:** This block contains the colors that users most often choose when formatting a document.
   – **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The block is displayed if you have selected at least one color.
5. If there is no matching color in the blocks listed above, you can define it manually. To do this, click **More Colors** button. In the **Select Color** window that opens, specify the desired color as a HEX code or in RGB format and click **OK** (see Figure 334).
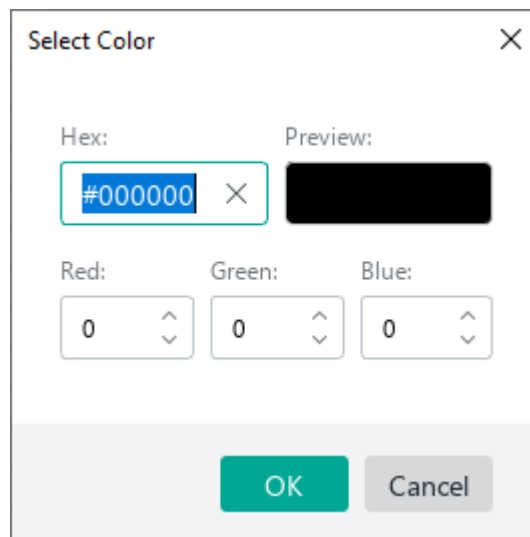
Figure 334. Select Color window

To quickly apply the last used color to the text, follow these steps:

1. Select the desired text as described above.

2. On the Toolbar, select the **Font** section and click ☐ **Text Color** (see Figure 333).

4.11.5 Highlight color

When you are working on a document, you can highlight certain portions of text in different colors (as if they were highlighted with a marker) to make them more prominent against the rest of the document.

To highlight text in color, do the following

1. Specify the desired text:
   - To color the entire text in a cell, select the cell.
   - To color a piece of text located in a cell, switch to the cell editing mode and select that piece of text.
   - To color a single word, switch to cell editing mode and place the cursor on that word or select the entire word.
2. To select the last color you used to highlight text earlier, on the Toolbar, in the **Font** section, click ✎ **Highlight Color** (see Figure 335).
3. To select a different color for text highlighting, on the Toolbar, in the **Font** section, click the arrow to the right of ✎ **Highlight Color**.
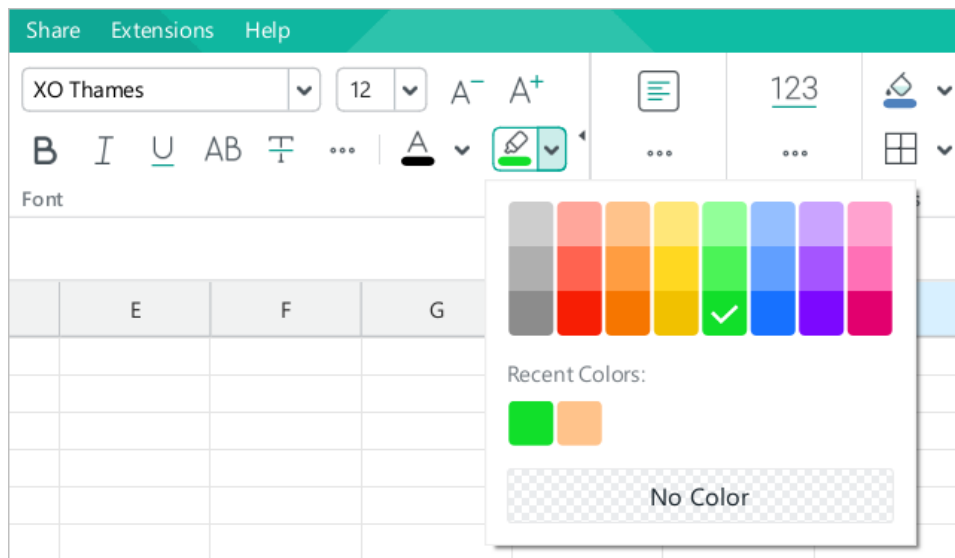
Figure 335. Highlight color selection

4. Select the desired color in the provided palette or in the **Recent Colors** section. This block is displayed if at least one color from the palette was previously used to highlight text. The block can display a total of one to eight of the most recently used colors.

The selected color will be checked, and the text will be highlighted in this color.

To remove the highlighting of the text, perform the following actions:

1. Select the text that you want to remove highlighting from.

2. On the Toolbar, select the **Font** section and click the arrow to the right of the **Highlight Color** button (see Figure 335).

3. In the window that opens, select **No Color**.

4.11.6 Alignment

Data in cells can be aligned horizontally and vertically.

To align data horizontally, use one of the commands described in the table below.

Table 17. Horizontal alignment

Position in cell	Command menu	Toolbar button, Alignment section	Keyboard shortcut (Windows/Linux)	Keyboard shortcut (macOS)
Align left	**Format** > **Alignment** > **Align Text Left**	≡	**Ctrl+L**	⌘**Ctrl+L**
Center	**Format** > **Alignment** > **Center Text**	≡	**Ctrl+E**	⌘**Ctrl+E**
Align right	**Format** > **Alignment** > **Align Text Right**	≡	**Ctrl+R**	⌘**Ctrl+R**
Justify	**Format** > **Alignment** > **Justify Text**	≡	**Ctrl+J**	⌘**Ctrl+J**

To align data vertically, use one of the commands described in the table below:

Table 18. Vertical alignment

Position in cell	Command menu	Toolbar button in the Alignment section
Top align	**Format** > **Alignment** > **Align Text To Top**	↑
Center	**Format** > **Alignment** > **Align Text To Middle**	↕
Bottom align	**Format** > **Alignment** > **Align Text To Bottom**	↓

MyOffice

4.11.7 Rotate text

Text in cells can be rotated by any angle ranging from –90 to 90 degrees.

You can specify the rotation angle using the Command menu or the Toolbar.

To specify the rotation angle using the Command menu, do as follows:

1. Select the row/column or the cell/cell range you want to rotate the text in.
2. In the Command menu, select **Format** and then **Text rotation** (see Figure 336).
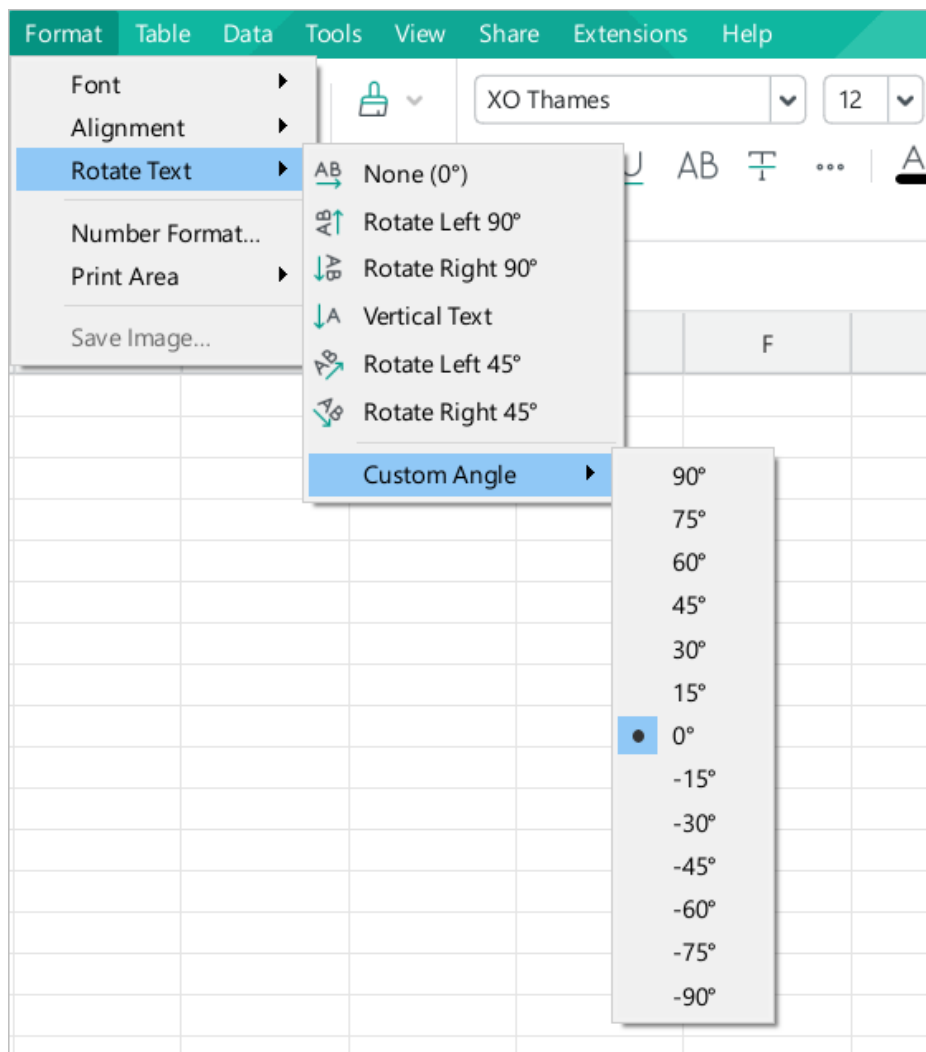
Figure 336. Format menu

3. In the opened sub-menu, do the following:

- To rotate the text, select the desired rotation angle from the list of preset values.

- To position the text vertically, run the **Vertical Text** command.

To rotate text or change the orientation of text using the Toolbar, follow these steps:

1. Select the row/column, cell range, or cell in which the desired text is located.

2. On the Toolbar, in the **Alignment** section, click ✏ **Rotate Text** (see Figure 337).
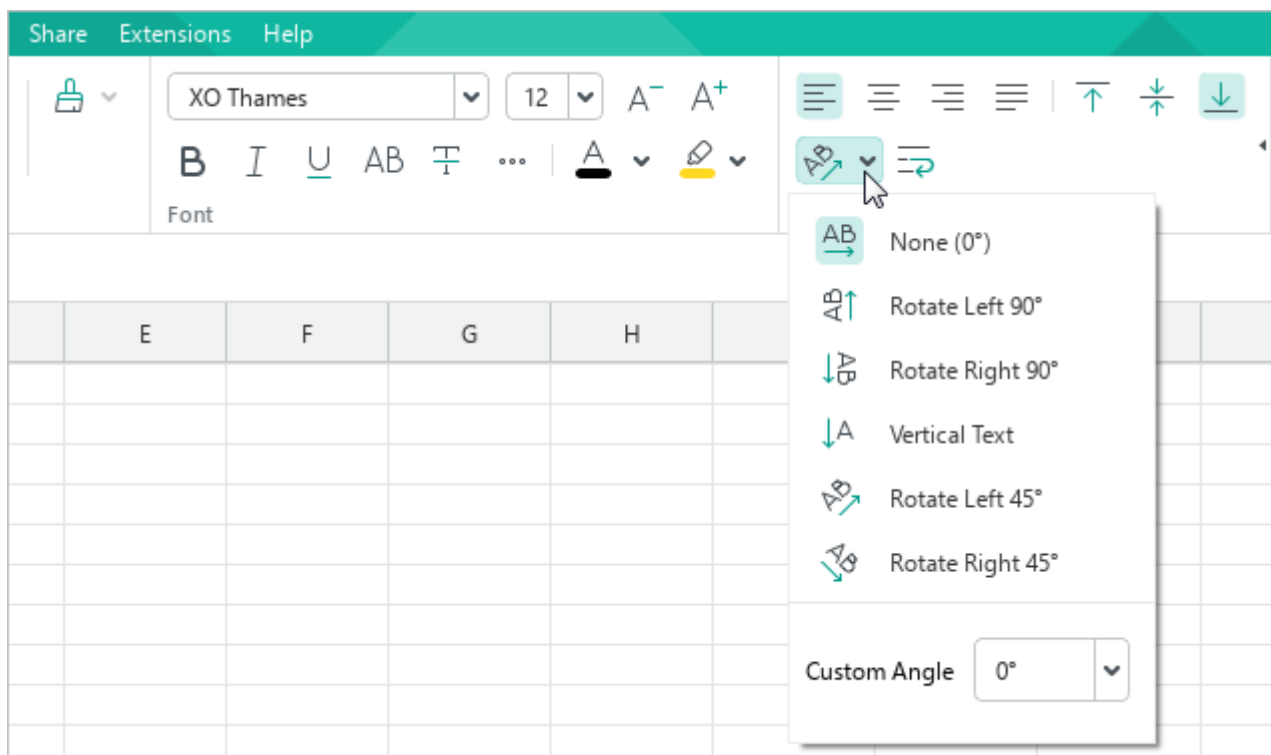
Figure 337. Rotate Text button

1. In the opened sub-menu, do the following:

- To rotate the text by 45° or 90° to the left or right, run the corresponding command.

- To specify a different angle of rotation, enter the desired value manually in the **Custom Angle** field or click the ⌄ button and select a value from the drop-down list.

- To position the text vertically, select **Vertical Text**.

> The rotation or orientation applies to all text in a cell. You cannot have multiple pieces of text with different rotation angles or orientations in the same cell.

MyOffice

To return to the default text display (horizontal position, 0° angle), follow these steps:

1. Select the row/column, cell range, or cell in which the desired text is located.

2. Run the command in one of the following ways:

    – In the Command menu, select **Format** > **Rotate Text** > **None (0°)** (see Figure 336).

    – On the Toolbar, in the **Alignment** section, click **Rotate Text**. In the opened sub-menu, select **None (0°)** (see Figure 337).

MyOffice

4.11.8 Wrap text

In MyOffice Spreadsheet, you can wrap text within cells to make it easier to view and edit.

By default, the text in a cell is on one line. If the cell contains a large piece of text, specify that the text in that cell should be word-for-word. The application will place the text on multiple lines, taking into account the width of the column in which the cell is located. If you change the width of the column, the text in the cell will be moved again.

To wrap text, do the following:

1. Select the row/column, cell range, or cell in which you want to wrap text.

2. Run the **Wrap Text** command in one of the following ways:

   – In the **Table** menu, select **Wrap Text** (see Figure 338).
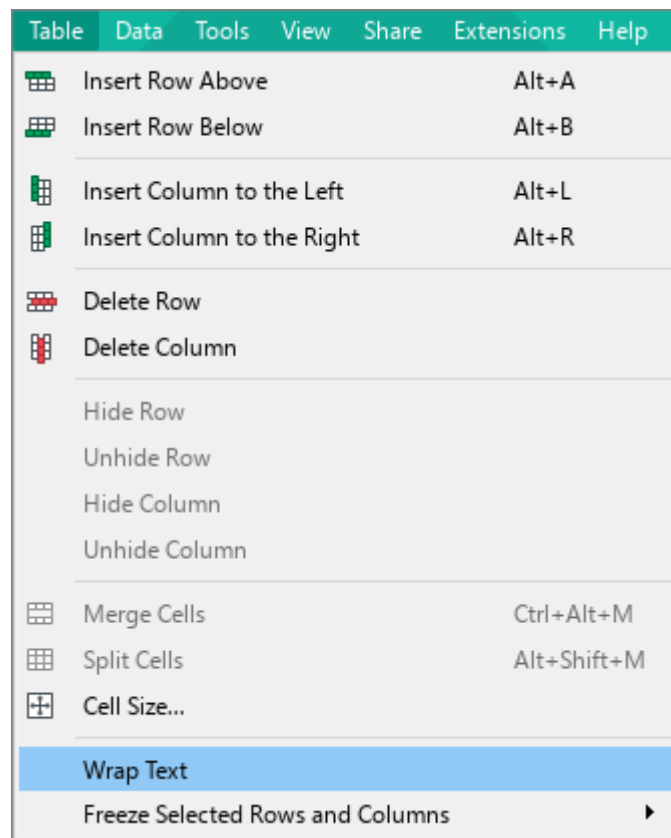
Figure 338. Table menu

- On the Toolbar, select the **Alignment** section and click ⥲ **Wrap Text** (see Figure 339).
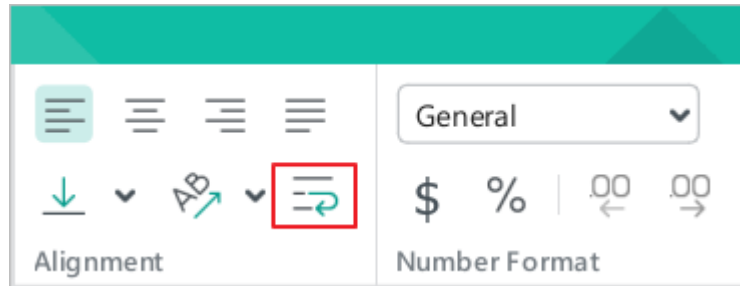
Figure 339. Alignment section

To unwrap the text, run one of above commands again.

MyOffice

4.11.9 Character spacing

The character spacing is a distance between the characters in the text. You can choose between **Condensed**, **Normal** and **Expanded** character spacing.

The examples of various character spacings are shown in Figure 340.

F	G	H	I	J	K	
	Condensed character spacing				1234567890	
	Normal character spacing				1234567890	
	Expanded character spacing				1234567890	

Figure 340. Character spacing examples

The type of character spacing can be selected using the Command menu or the Toolbar.

To change the character spacing using the Command menu, follow these steps:
1. Select the text or cell in which you want to change the character spacing:
   – If you want to change the character spacing for a single word, select or place the cursor in the word.
   – If you want to change the character spacing for part of the text in a cell, select the text.
   – If you want to change the character spacing for text located in one or more cells, select those cells.
   – If the character spacing needs to be changed for text located in one or more rows/columns, select the rows/columns.
2. In the **Format** menu, select **Font** > **Character Spacing** (see Figure 341).
3. In the opened sub-menu, select the desired character spacing type.

MyOffice
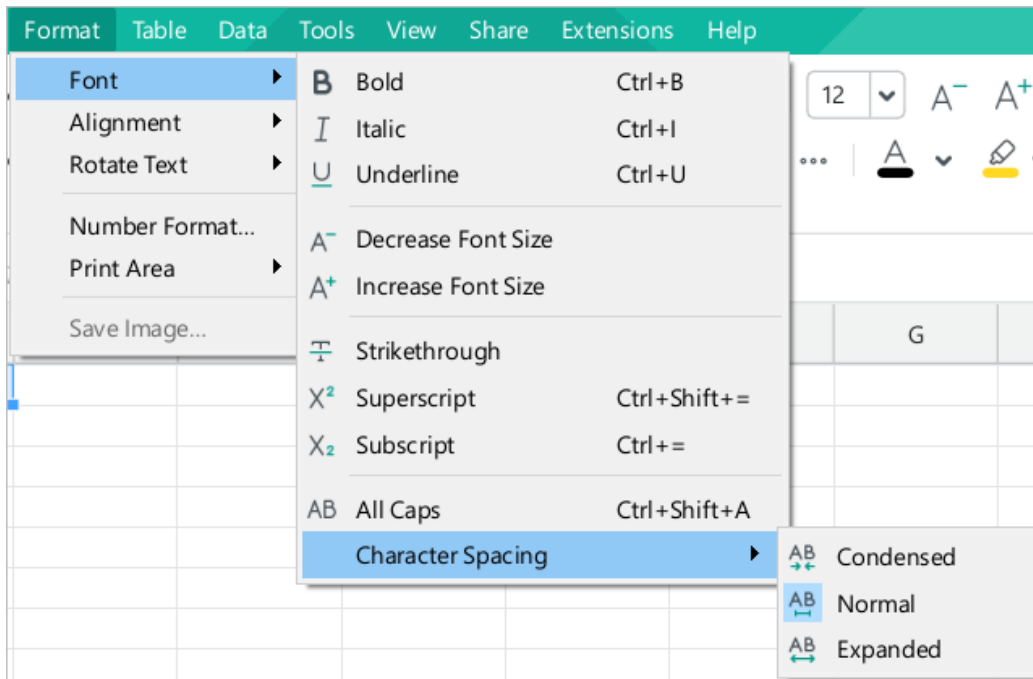
Figure 341. Format menu

To change the character spacing using the Toolbar, do the following:

1. Select the text or cells where you want to change the character spacing as described above.

2. In the Toolbar, select the **Font** section and click the ••• button (see Figure 342).

3. Select the desired character spacing type:

$\overset{AB}{\rightarrow\leftarrow}$: Condensed

$\overset{AB}{\longmapsto}$: Normal

$\overset{A\ B}{\longleftrightarrow}$: Expanded
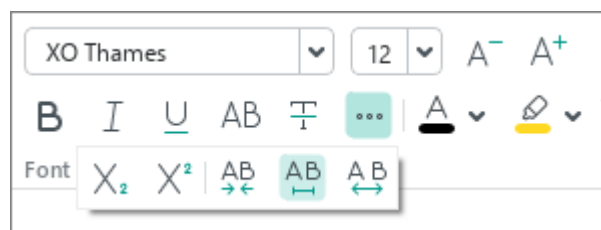
Figure 342. Select the character spacing

MyOffice

4.11.10 Cell background color

4.11.10.1 Cell fill color

To fill cells with color, follow these steps:

1. Select the cell or range of cells whose color you want to change.

2. To color the cells in the last color that was used for filling earlier, on the Toolbar, in the **Cells** section, click 🎨 **Cell Background Color** (see Figure 343).

3. To color the cells in a different color, click the arrow to the right of the button 🎨 **Cell Background Color**.
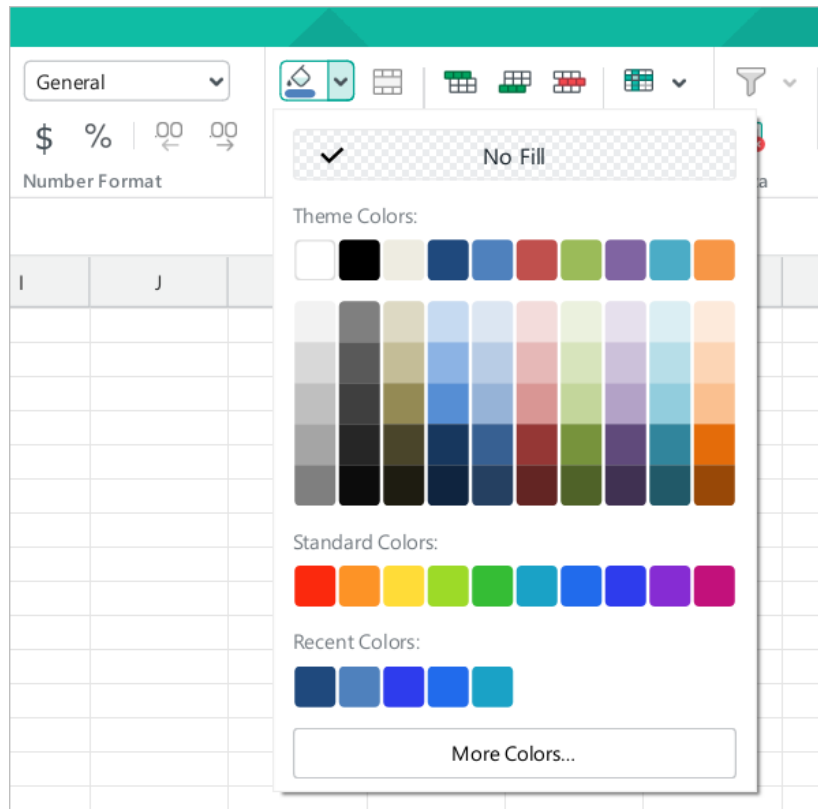
Figure 343. Cell Background Color button

4. Select the desired color in one of the following blocks:
   – **Theme Colors:** This block contains the color palette of the current document's theme.
   – **Standard Colors:** This block contains the colors that users most often choose when formatting a document.

360

– **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier. The block is displayed if you have selected at least one color.

5. If there is no matching color in the blocks listed above, you can define it manually. To do this, **More Colors**. In the **Select Color** window that appears (see Figure 344), specify the desired color as a HEX code or in RGB format and click **OK**.
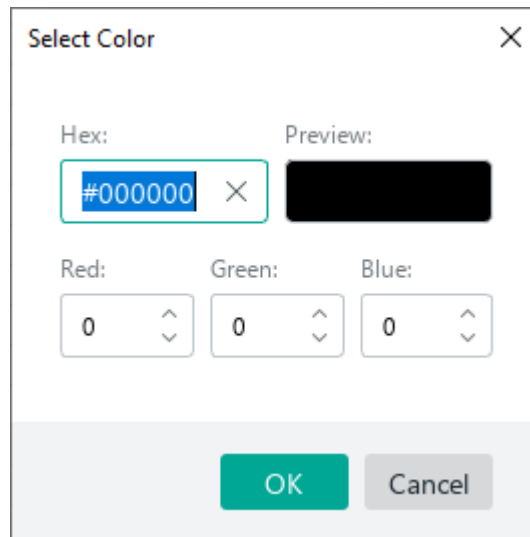
Figure 344. Select Color window

The selected color will be checked, and the selected cells will be filled with that color.

4.11.10.2 Remove cell background

To remove the background of the cells, do the following:

1. Select the cells you want to remove the background of.
2. On the Toolbar, in the **Cells** section, click the arrow to the right of the ⬦ **Cell Background Color** button.
3. Under the palette that expands, click **No Color**.

4.11.11 Cell borders

4.11.11.1 Cell border parameters

By default, when you create a document, there are no borders between cells. The grid, visible on the sheet, conditionally separates cells from each other to make working with data easier and is not displayed when printing.

To add borders to cells, or to change settings previously applied to borders, follow these steps:

1. Select the cell or range of cells whose borders need to be changed.
2. On the Toolbar, in the **Cells** section, click the arrow to the right of the ⊞ button.
3. In the window that opens, in the first block of settings, specify the position of the borders you need to change the parameters of.
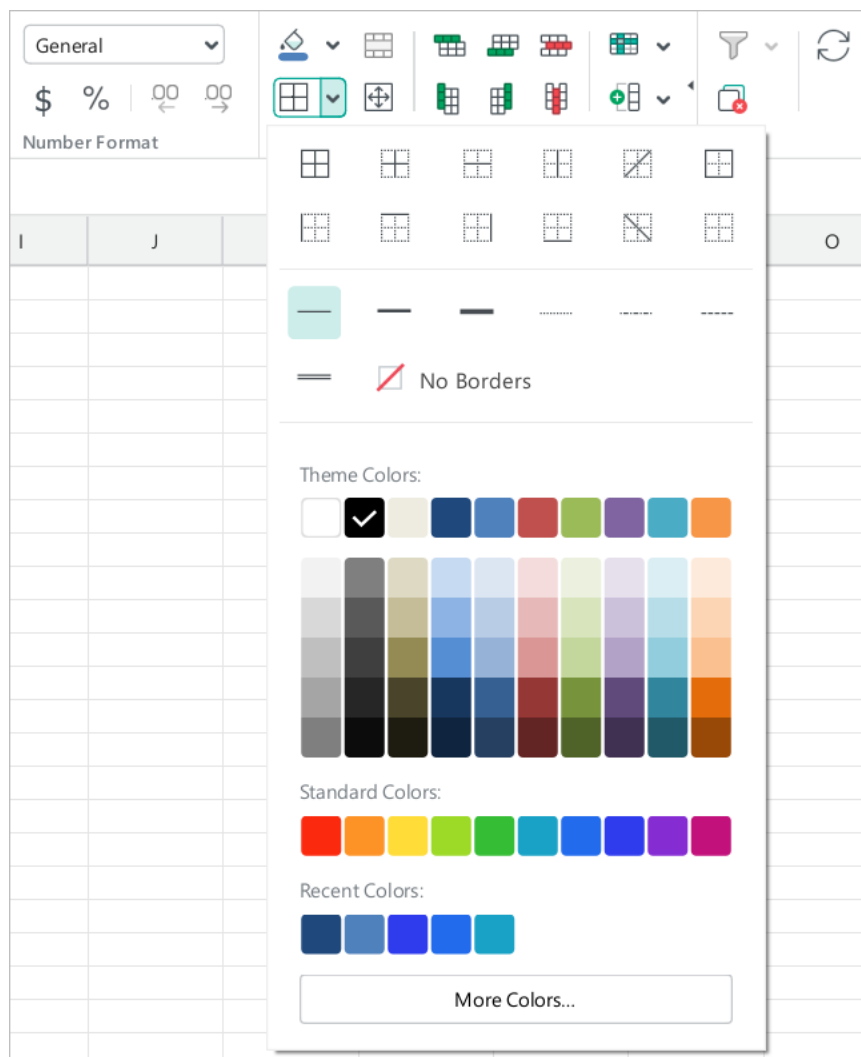
Figure 345. Border settings window

4. In the second block of settings, select the type of line to be applied to the specified borders.

5. In the third block of settings, select a line color from one of the following groups:

   – **Theme Colors:** This block contains the color palette of the current document's theme.

   – **Standard Colors:** This block contains the colors that users most often choose when formatting a document.

   – **Recent Colors:** This block contains up to the last ten colors that you selected when formatting the document earlier.

6. If there is no matching color in the sections listed above, you can define it manually. To do this, click **More Colors** button. In the **Select Color** window (see Figure 346) that appears, specify the desired color as a HEX code or in RGB format and click **OK**.
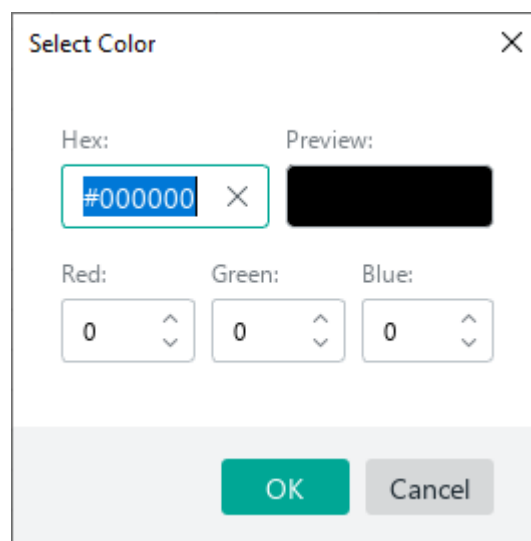
Figure 346. Select Color window

7. To close the border parameters window, do one of the following:

   – On the Toolbar, in the **Table** section, click the arrow to the right of the ⊞ button (see Figure 345).

   – Click a blank area of the document outside the window.

To quickly apply the last selected border style to a cell or range of cells, follow these steps:

1. Select the desired cell or range of cells.

2. On the Toolbar, in the **Cells** section, click the ⊞ button (see Figure 345).

MyOffice

4.11.11.2 Remove cell borders

To remove borders around a cell or range of cells, follow these steps:

1. Select the cell or range of cells.

2. On the Toolbar, select the **Cells** section and click the arrow to the right of the ⊞ **All Borders** button (see Figure 345).

3. In the opened menu, set the necessary parameters:

   – In the first settings section, specify which borders should be removed.

   – In the second settings section, select **No borders**.

4. To close the border parameters window, do one of the following:

   – On the Toolbar, in the **Table** section, click the arrow to the right of the ⊞ button (see Figure 345).

   – Click a blank area of the document outside the window.

MyOffice

4.11.12 Copy and insert formatting

In MyOffice Spreadsheet, you can copy the formatting from one part of a document to another. The formatting copied can be applied:

– Once (to one text fragment)

– Multiple time (to multiple text fragment one by one)

The formatting copied to the clipboard can also be used in MyOffice Text.

4.11.12.1 Formatting basics

Depending on the selected item, you can format:

– Paragraph

– Text

– Paragraph and text

– Cell

Table 19 specifies how the formatting is copied and applied.

MyOffice

Table 19. Formatting basics

When you copy	When you insert	Result
The cursor is positioned, or the entire paragraph (paragraphs) is selected	The cursor is positioned	Formats the paragraph or the first selected paragraph
	A paragraph is partially selected	Formats the text
	The entire paragraph (paragraphs) is selected	Formats the paragraph and text
	Several paragraphs are partially selected	Formats the paragraph
A paragraph is partially selected	The cursor is positioned	No formatting
	A paragraph is partially selected	Formats the text from the first selected character
	The entire paragraph (paragraphs) is selected	
	Several paragraphs are partially selected	
The cursor is positioned	A spreadsheet cell is selected	Formats the paragraph and text in the selected cell
A paragraph is partially selected		Formats the text in the selected cell
The entire paragraph (paragraphs) is selected (up to the paragraph sign)		Formats the paragraph and text
A spreadsheet cell is selected	A spreadsheet cell is selected	Formats the cell, paragraph, and text
	The cursor is positioned	Formats the paragraph
	A paragraph is partially selected	Formats the text
	The entire paragraph (paragraphs) is selected	Formats the paragraph and text
	Several paragraphs are partially selected	Formats the paragraph
	A row or column is selected	Formats the cell, paragraph, and text
A row or column is selected	A row or column is selected	Formats the cell, paragraph, and text from the upper left cell in the copied row or column. Formats the row or column

MyOffice

4.11.12.2 Copy and insert formatting

You can copy the formatting using:

–   Command menu

–   Keyboard shortcut

–   The 🖌 button on the Toolbar.

To copy the formatting using the command menu or a keyboard shortcut, perform the following actions:

1. Select the part of the document you want to copy the formatting from (see the Table above).

2. Copy the formatting using one of the following methods:

    –   In the **Edit** menu, select **Copy Formatting** (see Figure 347).
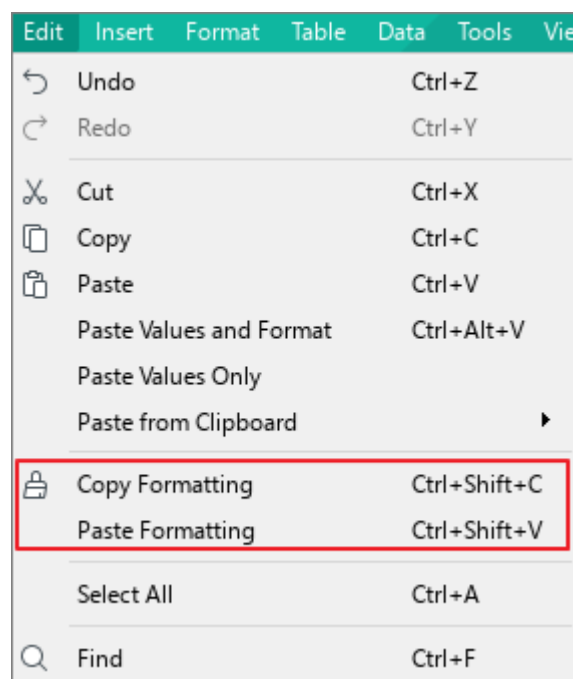
Figure 347. Edit menu

    –   Press **Ctrl+Shift+C** / ⇧**Shift+⌘Cmd+C**.

3. To apply the formatting to one part of the document, do the following:

    –   Select the part of the document you want to copy the formatting to (see the Table above).

    –   In the **Edit** menu, select **Paste Formatting** (see Figure 347) or press **Ctrl**+**Shift**+**V** / ⇧**Shift**+⌘**Cmd**+**V**.

4. To apply the formatting to multiple elements in the document, select these elements one by one and apply the formatting as described above.

To format one element of a document using the ⬡ **Copy Formatting** button, follow these steps:

1. Select the part of the document you want to copy the formatting from (see the Table above).

2. On the Toolbar, select the **Edit** section and double-click the ⬡ **Copy Formatting** button (see Figure 348).

3. Select the part of the document you want to copy the formatting to (see the Table above).
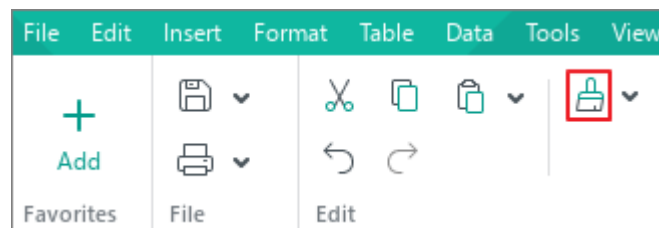
Figure 348. Edit menu

To format multiple elements of a document using the ⬡ **Copy Formatting** button, follow these steps:

1. Select the part of the document you want to copy the formatting from (see the table above).

2. On the Toolbar, select the **Edit** section and double-click the ⬡ **Copy Formatting** button. The button will change to ⬡.

3. Select the parts of the document you want to copy the formatting to one by one (see the Table above) and apply the formatting.

To exit the multiple elements formatting mode, follow these steps:

1. On the Toolbar, select the **Edit** section and click the ⬡ button. The button will change to ⬡.

2. Press **Esc**.

4.11.12.3 Formatting history

Formatting copied to the clipboard history is saved and can be applied later.

To open the formatting history, follow these steps:

1. On the Toolbar, select the **Edit** section and click the arrow to the right of the ⬚ **Copy Formatting** button.

2. In the opened drop-down list, select the format you want (see Figure 349). The most recent formatting is on the top of the list.

3. Select the part of the document you want to copy the formatting to as described in Section 4.11.12.1.
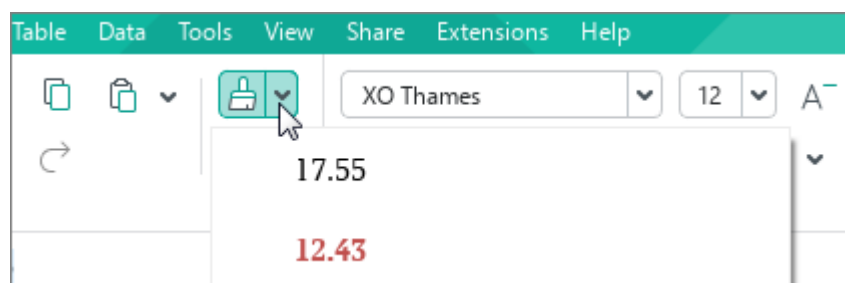
Figure 349. Recent formatting

4.12 Edit content

4.12.1 Undo and redo actions

4.12.1.1 Undo the last action

You can undo the last action performed on the content of a document.

To do this, use one of the following methods:

– In the Command menu, select **Edit** > **Undo** (see Figure 350).
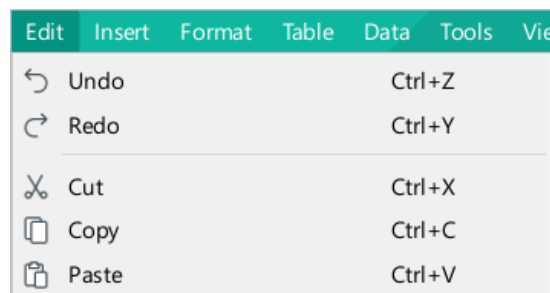
Figure 350. Edit menu

– On the Toolbar, in the **Edit** section, click ↶ **Undo** (see Figure 351).
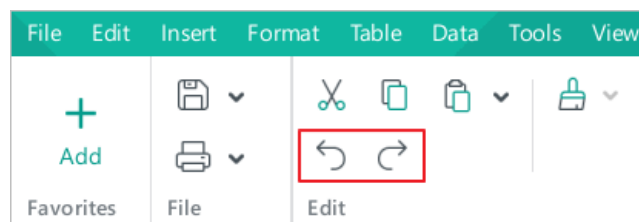
Figure 351. Undo and Redo buttons

– When working on Windows / Linux, press **Ctrl**+**Z** or **Alt**+**Backspace**, when working on macOS, press ⌘**Cmd**+**Z**.

To undo several recent actions, run the undo command several times.

4.12.1.2 Redo the result of the undone action

The undone action can be redone if necessary.

To do this, use one of the following methods:

– In the Command menu, select **Edit** > **Redo** (see Figure 350).

– On the Toolbar, in the **Edit** section, click ↻ **Redo** (see Figure 352).

– When working on Windows/Linux, press **Ctrl**+**Y** / **Ctrl**+**Shift**+**Z** / **Shift**+**Alt**+**Backspace**. When working on macOS, press ⌘**Cmd**+**Y.**

To redo the last few undone actions, run the redo command several times.

4.12.2 Clipboard

4.12.2.1 Cut or copy data

When you use the **Cut** command, the selected content is removed from the document and placed to the clipboard. When copying, the selected contents of the document do not change, and their copies are placed to the clipboard.

The content copied or cut retains its formatting.

You can insert the data copied or cut into MyOffice Spreadsheet, as well as into other applications, such as MyOffice Text.

> ⚠️ If you want to cut or copy data that contains an object (such as a shape or image), cut, or copy the data and the object separately.

To cut data, follow these steps:

1. Select the object you want to cut, or the cell, cell range, rows, or columns you want to cut the content from.
2. Run the cutting command in one of the following ways:
   - In the **Edit** menu, select **Cut** (see Figure 350).
   - On the Toolbar, select the **Edit** section and click ✄ **Cut** (see Figure 352).
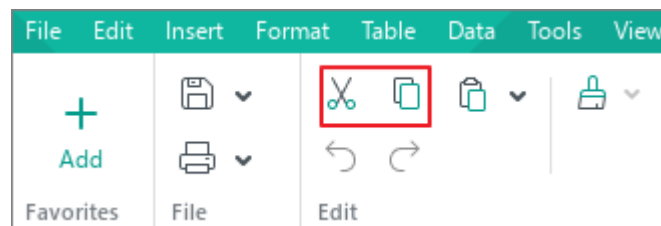
Figure 352. Cut and Copy buttons

   - Right-click the selected object, cells, or the titles/contents of the selected rows/columns to open the context menu. Run the **Cut** context menu command.
   - Press **Ctrl+X** or **Shift+Delete** (Windows OS). In macOS, press ⌘**Cmd**+**X**.

To copy data, follow these steps:

1. Select the object you want to copy, or the cell, cell range, rows, or columns you want to copy the content from.

MyOffice

2. Select the copy command in one of the following ways:
   – In the **Edit** menu, select **Copy** (see Figure 350).
   – On the Toolbar, select the **Edit** section and click the ⧉ **Copy** (see Figure 352).
   – Right-click the selected object, cells, or the titles/contents of the selected rows/columns to open the context menu. Run the **Copy** context menu command.
   – Press **Ctrl**+**C** or **Ctrl**+**Insert** (Windows OS or Linux). In macOS, press ⌘**Cmd**+**C**.

The copied cells, rows, or columns are highlighted by a dashed line frame. The frame automatically disappears when the copied data is pasted again.

If you want to remove the dotted frame manually, press the **Esc** key.

4.12.2.2 Paste the last cut or copied data

Pre-copied or cut out data in the clipboard is available for inserting. If you have copied or cut a range of cells/rows or columns, the inserted data will be of the same size.

⚠️ Inserting data into non-empty cells or ranges deletes the previous data without warning.

You can paste data from the clipboard with or without saving the original formatting.

To insert the content while keeping its original formatting:

1. Place the cursor where you want to insert the data:
   - If the clipboard contains data from a single cell/row/column, select the cell/row/column where you want to paste the data.
   - If the clipboard contains a range of cells/rows/columns, select the appropriate size range, or select the cell/row/column where you want to paste the contents of the first cell/row/column in the range.
   - If the clipboard contains an object, select the cell to align the upper left corner of the object to.

2. Paste the content in one of the following ways:
   - Select **Edit** > **Paste** (see Figure 350).
   - On the Toolbar, select the **Edit** section and click 📋 **Paste** (see Figure 353).
   - On the Toolbar, select the **Edit** section and click the arrow to the right of the 📋 **Paste** button. In the drop-down list, select the **Paste** command (see Figure 353).
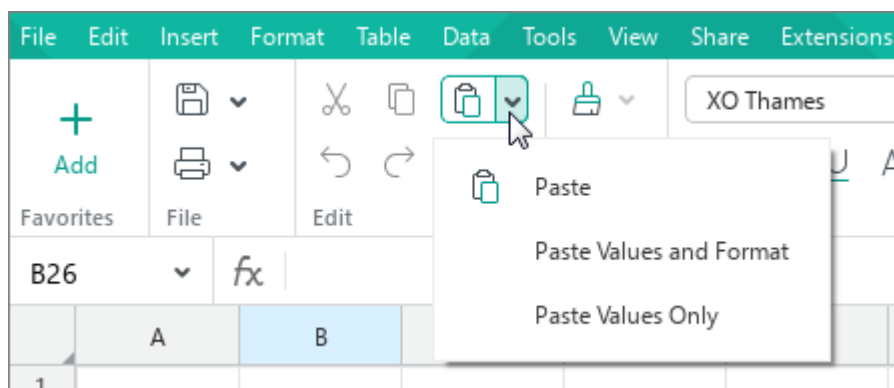
Figure 353. Paste button

–   Open the context menu by right-clicking the selected cells or the titles/content of the selected rows/columns. Run the **Paste** context menu command.

–   Press **Ctrl**+**V** or **Shift**+**Insert** (Windows OS or Linux). In macOS, press ⌘**Cmd**+**V**.

The following rules apply when pasting data without preserving the original formatting:

–   Only the text is pasted from the clipboard. For example, when you paste a shape with text or a link, only the text that these objects contain is pasted into the document.

–   If the clipboard contains a formula, only the result of the formula is pasted (see Section 4.5.8).

To insert the data without the original formatting, follow these steps:

1.   Specify where you want to paste the data:

–   If the clipboard contains data from a single cell/row/column, select the cell/row/column where you want to paste the data.

–   If the clipboard contains a range of cells/rows/columns, select the appropriate size range, or select the cell/row/column where you want to paste the contents of the first cell/row/column in the range.

–   If the clipboard contains a text object, select the cell into which you want to paste the text.

2.   Run the paste command in one of the following ways:

–   Select **Edit** > **Paste Values Only** (see Figure 354).
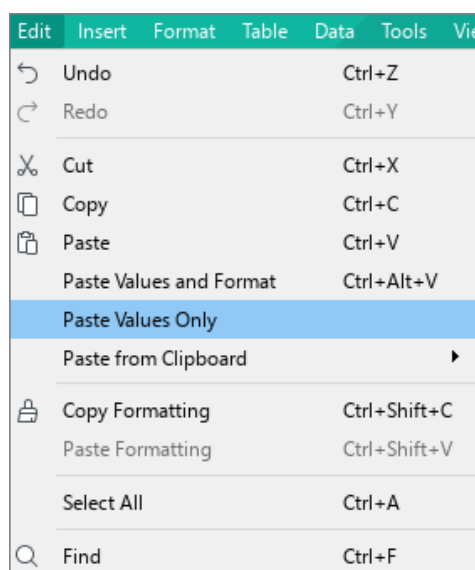
Figure 354. Edit menu

– On the Toolbar, select the **Edit** section and click the arrow to the right of the ⧉ **Paste** button. In the drop-down list, select the **Paste Values Only** command (see Figure 353).

– Right-click the selected cells or the content of the selected rows or columns to open the context menu. In the context menu, select **Paste Values Only**.

4.12.2.3 Insert data from the clipboard history

The clipboard history is available in MyOffice Spreadsheet. It can simultaneously store up to ten copied or cut entries. Each next entry will take the place of the oldest one in the history.

The clipboard history works between MyOffice Spreadsheet and MyOffice Text and vice versa.

Data from the expanded clipboard is pasted with the original formatting intact.

4.12.2.3.1 Insert data

To insert data from the clipboard history, do the following:

1. Specify where you want to insert the data:

    −   If the clipboard contains data from the same cell/row/column, select the cell/row/column where you want to paste the data.

    −   If the clipboard contains a range of cells/rows/columns, select the appropriate size range, or select the cell/row/column in which to paste the contents of the first cell/row/column in the range.

    −   If the clipboard contains an object, select the cell to align the upper left corner of the object to.

2. Open the clipboard history in one of the following ways:

    −   In the Command menu, select **Edit** > **Paste from Clipboard** (see Figure 355).
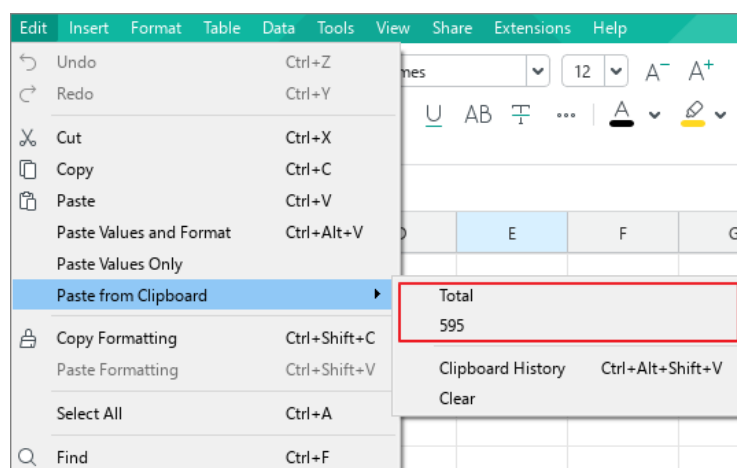
Figure 355. Data in the clipboard history

–   Open the context menu by right-clicking the selected cells or the titles/content of the selected rows/columns. Select the **Paste from Clipboard** context menu command.

3. In the opened sub-menu, select the data you want to paste.

For convenience, the contents of the clipboard can be opened in a separate window. To do this, perform one of the following actions:

–   In the Command menu, select **Edit** > **Paste from Clipboard** > **Clipboard History** (see Figure 356).

–   Open the context menu by right-clicking any cell or any row/column headers/contents. Run the context menu command **Paste from Clipboard** > **Clipboard History**.

–   Press **Ctrl**+**Alt**+**Shift**+**V** / ⌥**Option**+⇧**Shift**+⌘**Cmd**+**V**.
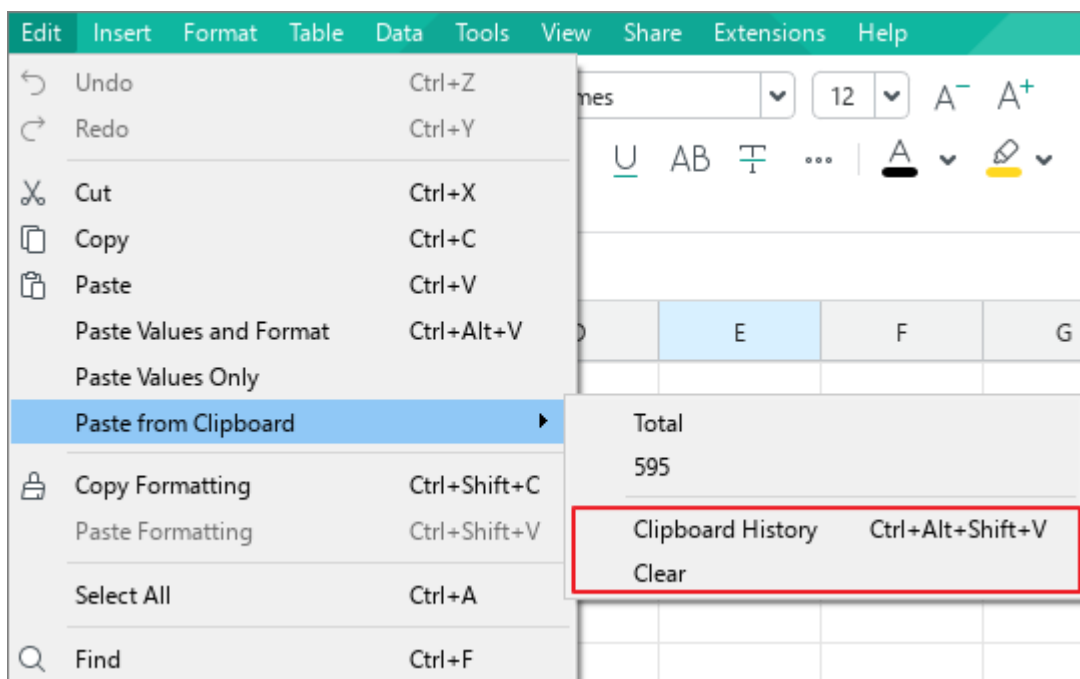
Figure 356. Clipboard history commands

By default, the clipboard history window (see Figure 357) is positioned next to the highlighted or last highlighted cell (for example, if a column is highlighted). To change the window's position, drag it by the title bar while holding down the left mouse button.
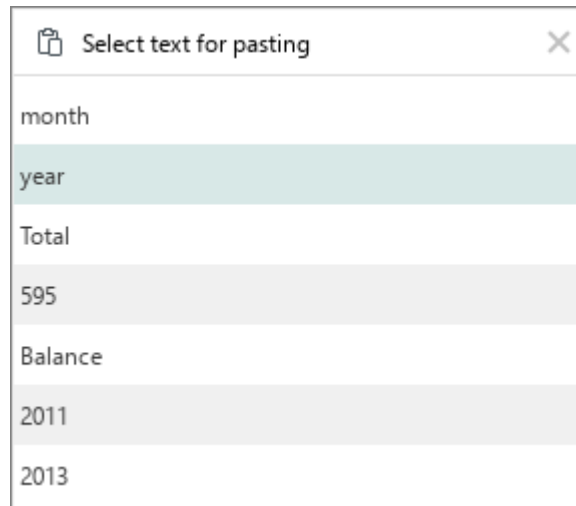
Figure 357. Clipboard history

How to navigate the clipboard history:

- To move through the clipboard entries, use the ↓ and ↑ keys.
- To paste the selected entry from the clipboard to the specified place of the document, click the left mouse button or press the **Enter** key.
- To switch between the document and the clipboard history, use the **Tab** key.
- To close the clipboard history window, click the ╳ button in its header.

4.12.2.3.2 Clear clipboard history

To clear the history of the clipboard history, follow these steps:

1. Open the clipboard history sub-menu in one of the following ways:
   - In the Command menu, select **Edit** > **Paste from Clipboard** (see Figure 354).
   - Open the context menu by right-clicking any cell or any row/column headers/contents. Select the **Paste from Clipboard** context menu command.
2. In the opened sub-menu, click **Clear**.

MyOffice

4.13 Cloud actions

(!) The Cloud and collaborative editing functions are available with the MyOffice Professional / MyOffice Private Cloud server part.

In MyOffice Spreadsheet, you can work in the **Cloud** and take advantage of the following features:

- Collaborate on .xods files and track changes in real time.
- Download, upload, and save the following file types:
    - Archives
    - Texts
    - Spreadsheets
    - PDF files
    - Presentations
    - Templates
    - Images
    - Audio and video files

To start working in the Cloud, you need to log in (see Section 4.12.1).

In the Cloud, you can access the following folders (see Figure 358):
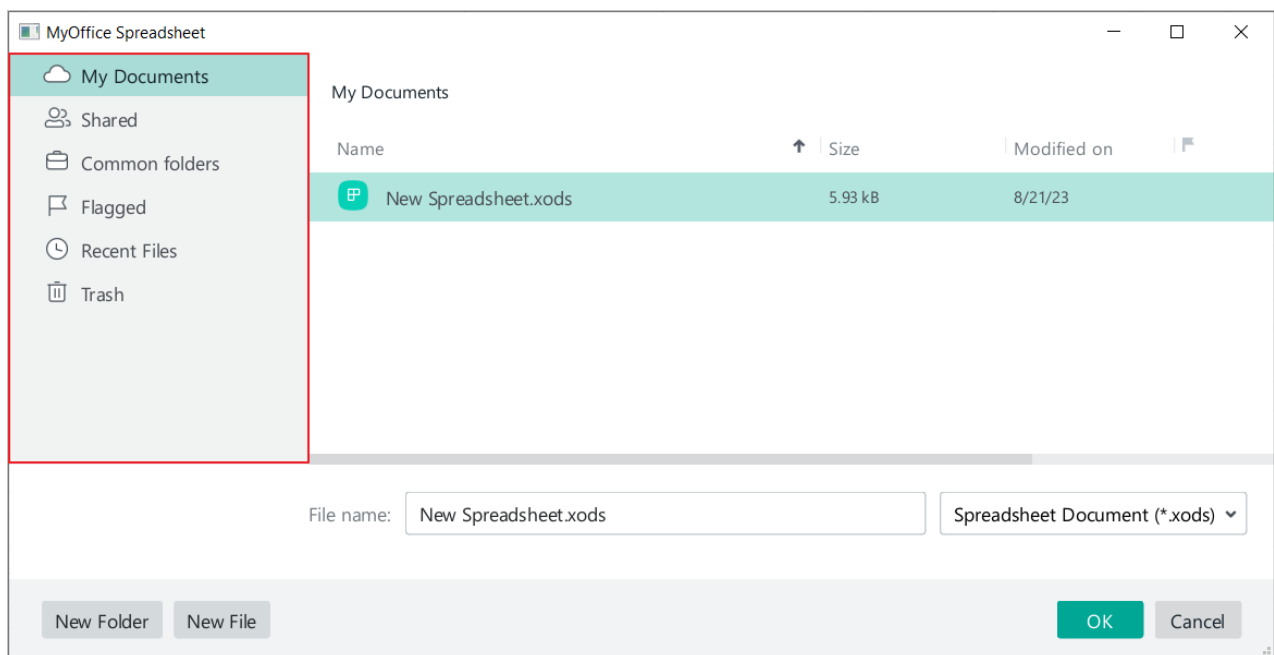
Figure 358. The Cloud

– **My Documents:** The folders and files created (see Section 4.12.4) or uploaded (see Section 4.12.5) by the user.

– **Shared:** The folders and the files created by other users and shared with you (see Section 4.13.9.1).

– **Common folders:** The folders and files shared by one or several groups or all employees of the company.

– **Flagged:** The folders and files flagged as important by the user.

> You can only flag the folder or file as important by using the MyOffice Documents web application.

– **Recent Files:** List of recent documents that the user has opened from the Cloud (see Section 4.13.2).

– **Trash:** The files deleted by the user (see Section 4.13.7).

If several users simultaneously collaborate on a .xods file in the **Cloud**, the avatars of collaborators will be displayed on the Sidebar (see Figure 359). You can display a tooltip with user's name by mousing over the user's avatar.

Changes made to the document are displayed in real time.
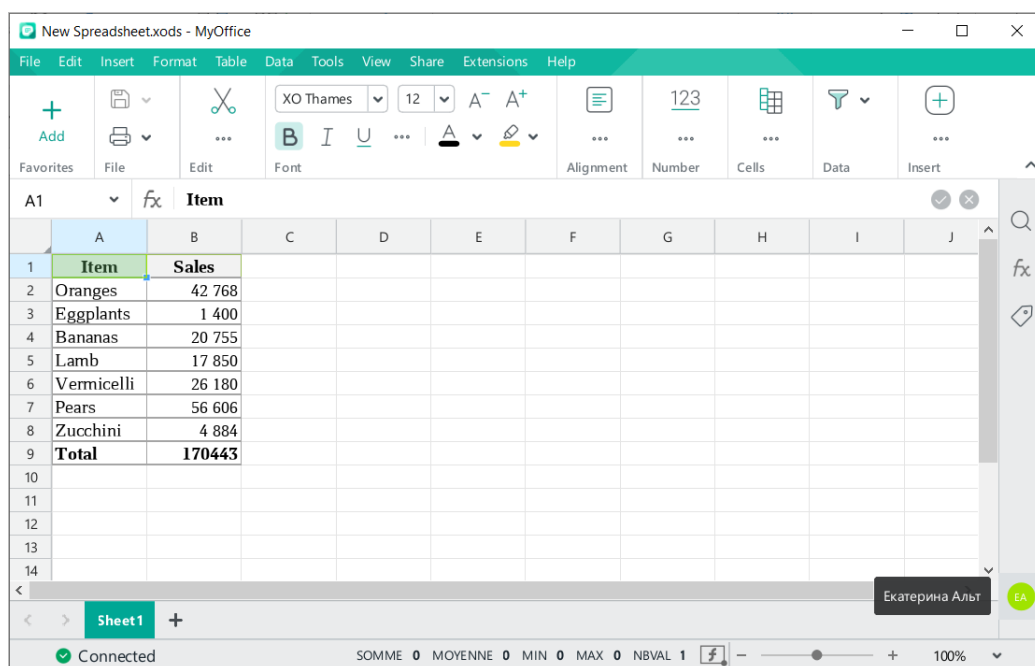
Figure 359. Collaboration

MyOffice

4.13.1 Enter the Cloud

To log in to your **Cloud** account, follow the steps below:

1. In the **File** menu, select **Cloud Actions** and then **Log In to Cloud** (see Figure 360).
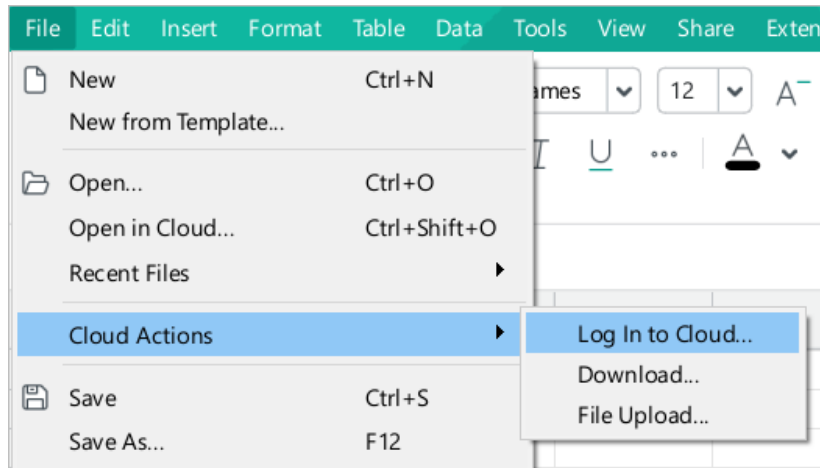
Figure 360. File menu

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2. In the opened **Log In to Cloud** window (see Figure 361), enter your login credentials:
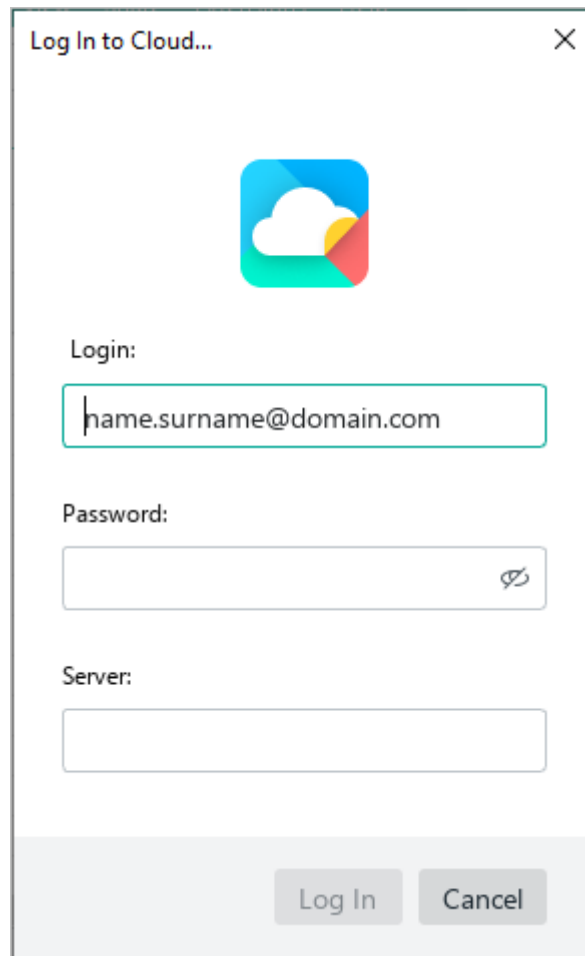
Figure 361. Log In to Cloud window

- In the **Login** box, enter the email address that you used when registering with MyOffice.
- In the **Password** box, enter the password that you used when registering with MyOffice.
- The **Server** box will be filled in automatically with your company's server parameters.

3. Click **Log In** to enter your account.

When you reopen the application, you will be logged in automatically if your login credentials are valid and the authentication server is reachable.

MyOffice

4.13.2 Open a file

Once logged in, you can open and edit .xods files from your company's **Cloud**.

To open a file from the **Cloud**, proceed with the following:

1. In the **File** menu, select **Open in Cloud** (see Figure 362) or press **Ctrl**+**Shift**+**O** /
   ⇧**Shift**+⌘**Cmd**+**O**.
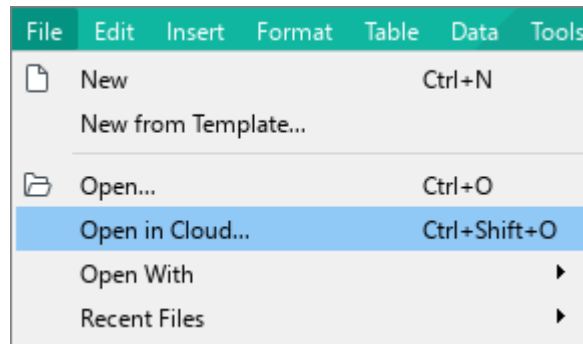
Figure 362. File menu

2. In the opened file manager window (see Figure 363), select the section on the left
   containing the file you want to open.
3. Select the file.

> If the **Author** or **Owner** of the selected file is deleted from the system by
> the administrator, a mark **(inactive)** is displayed to the right of his/her name.
> Deleting a user does not affect the levels of access to the document that he/she
> has previously granted to other users (see Section 4.13.9.1).

4. Click **OK** to open it.
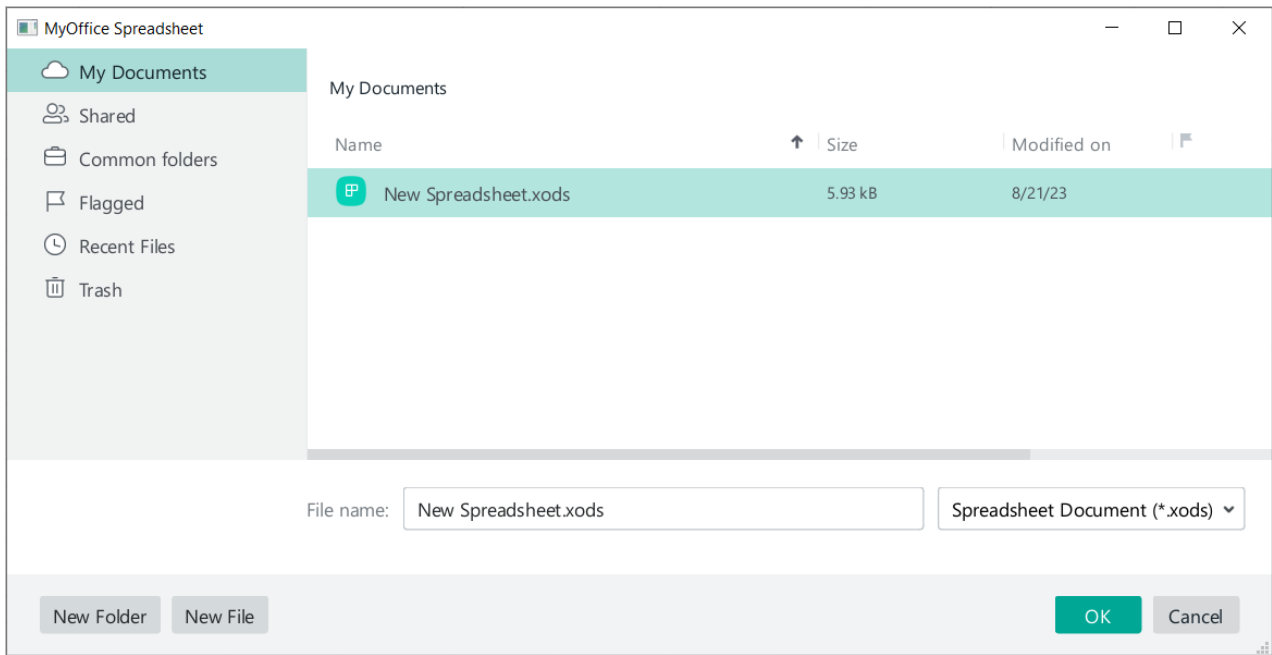
Figure 363. File manager of the Cloud

The file will open in a new window.

If a file created by another user is selected, the Status bar displays the access level granted by the author of the document: **View**, **Edit** or **Manage** (see Section 4.12.9). An example is shown in Figure 364.
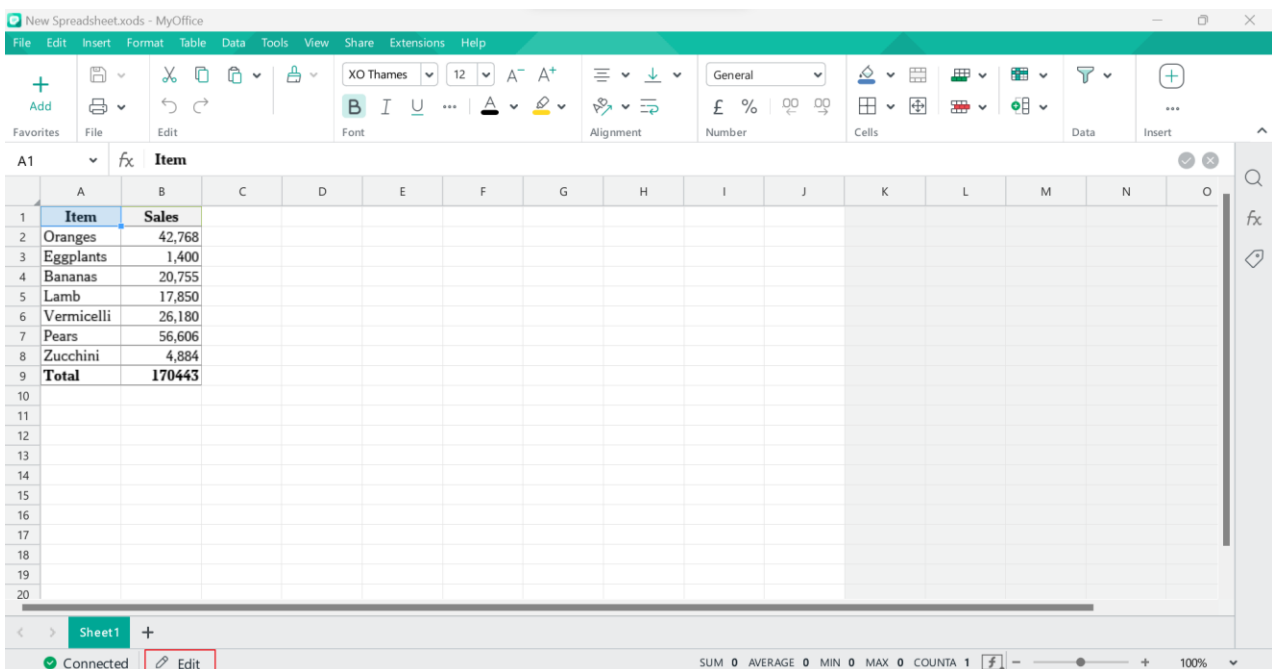
Figure 364. File access level

In the **View** mode, you cannot make changes to the document or change its formatting. If necessary, you can create an editable copy of this document. To do this, click the **Edit a Cloud Copy** button on the Toolbar (see Figure 365).
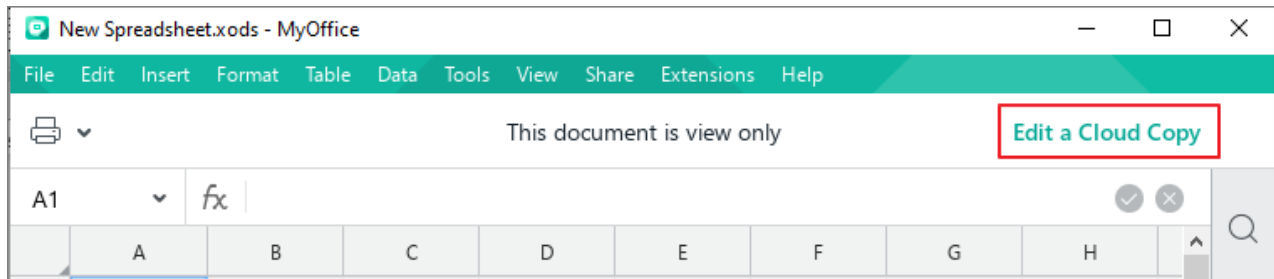
Figure 365. Edit a Cloud Copy button

A copy of the document is created in the root folder of the Cloud storage (see Figure 363). It is automatically assigned the name **Copy <original name (n)>**, where (**n**) is the copy number. When a copy is created, the original document is automatically closed, and a copy of the document is opened.

In the **View** and **Manage** mode, you can access the document without restrictions. All changes will be automatically saved into the Cloud.

If you do not perform any actions on a document for a long time, the session is automatically terminated. A dialog box appears on the screen (see Figure 366), which you can use to start a new session with this document or select another document to work with. If you want to close the document, click the ✕ button in the dialog box.
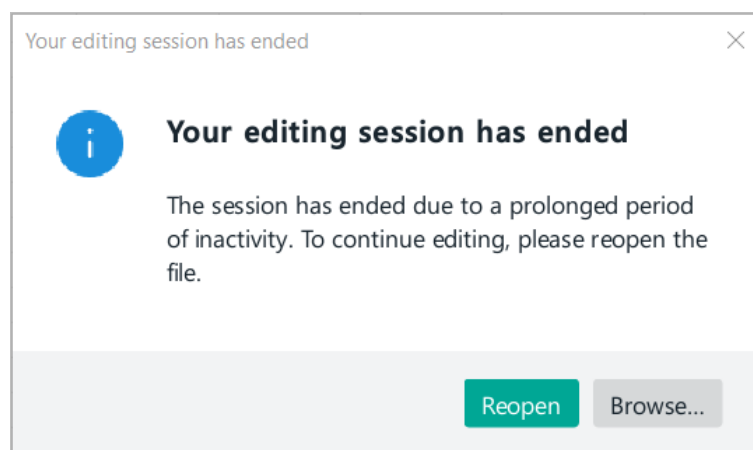
Figure 366. Dialog box

4.13.3 Create a local copy

To avoid losing data when working in the Cloud in MyOffice Spreadsheet, you can create a local copy of your file.

If an error occurs while working with a file located in the Cloud (for example, the connection to the server is interrupted), a dialog box is displayed, which allows you to save a local copy of the file (for an example, see Figure 367).

Click the **Create Local Copy** button in this dialog box.

In the file manager window that opens, specify the folder in which to save the file, file name and type, and click **Save**.
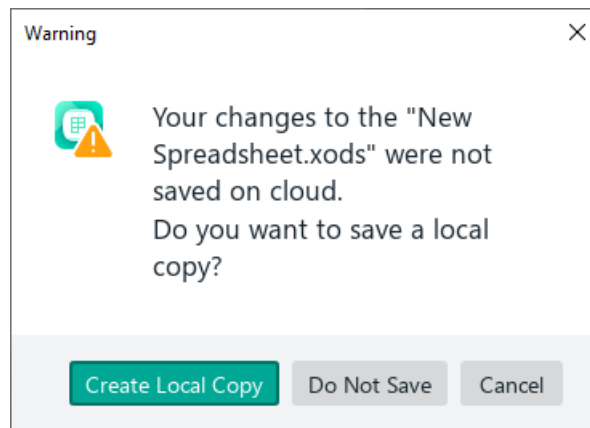
Figure 367. Dialog box

A local copy of the file can also be created manually at any time.

1. In the **File** menu, select **Create Local Copy** (see Figure 368).
2. In the opened file manager window, specify the folder where you want to save the file, file name, and type.
3. Click **Save**.
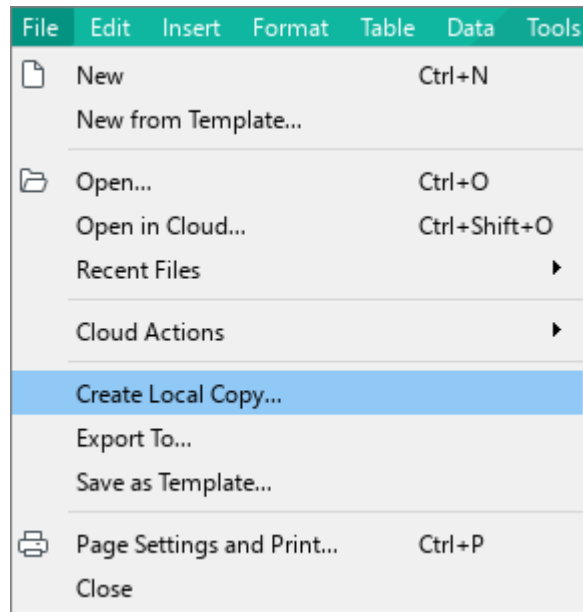
MyOffice

Figure 368. File menu

4.13.4 Create a file or folder

You can create files or folders directly from MyOffice Spreadsheet.

To create a file or folder, follow these steps:

1. In the **File** menu, select **Open in Cloud** (see Figure 368) or press **Ctrl**+**Shift**+**O** / ⇧**Shift**+⌘**Cmd**+**O**.

2. In the file manager of the Cloud (see Figure 363), select the section where you want to create a file or folder.

> You can create folders and files in **My Documents** and public folders that you can edit.

3. To create a folder, click **New Folder**. To create a file, click **New File**.
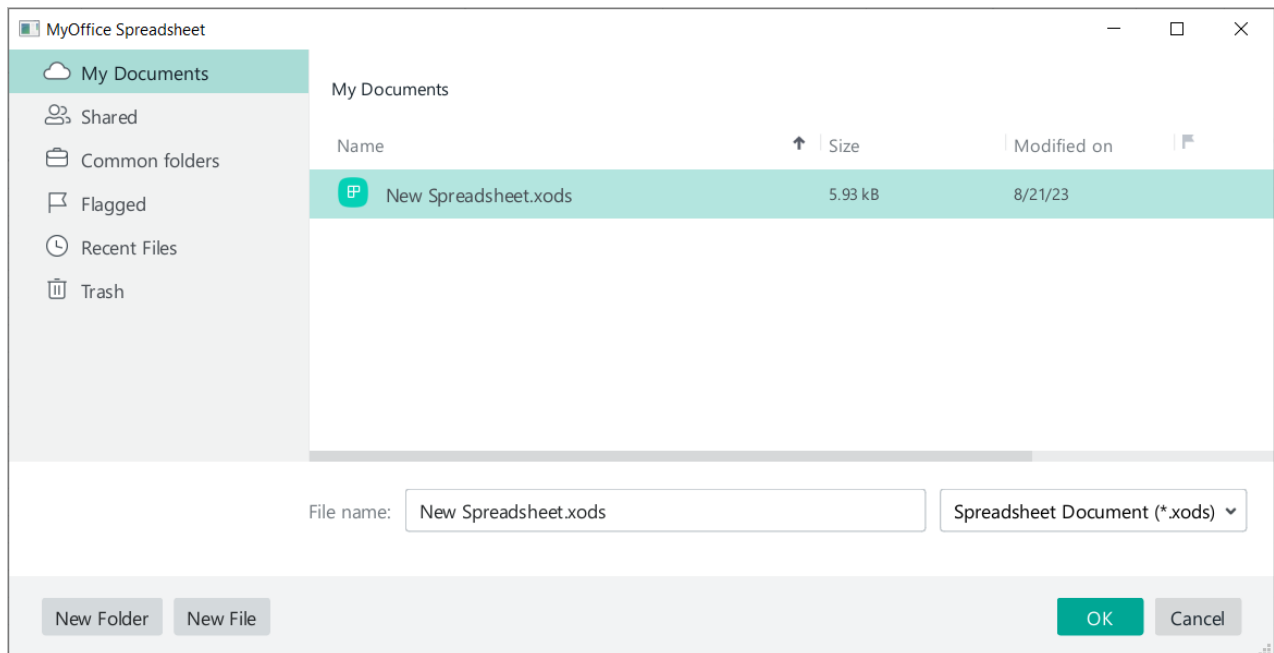
Figure 369. File manager of the Cloud

4. In the opened window (see Figure 370), enter the name of a file or folder and click **OK**.

MyOffice
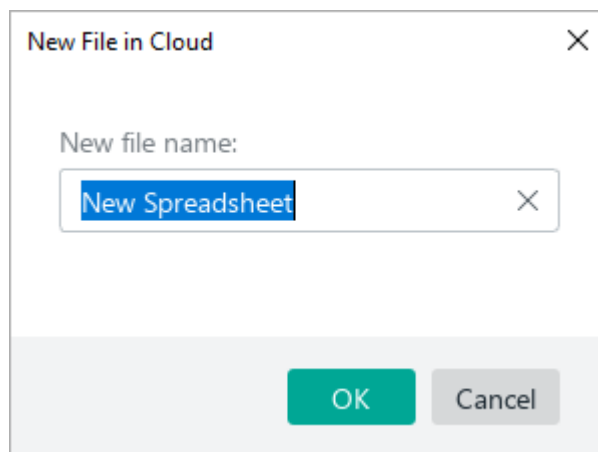
Figure 370. New File in Cloud window

File or folder name should meet the following requirements:

– Can contain up to 255 characters

– Can contain (~), (`), (!), (@), (#), ($), (%), (^), (&), (,), (_), (+), (-), (=), ({ }), ([]), (;), ('), (,), (.)

– Cannot begin with a dot (.)

The new file or folder will be displayed in the selected folder. The new files are always created in the .xods format.

To exit the file manager (see Figure 369), click **OK**.

MyOffice

4.13.5 Upload a file

You can upload individual text, audio, video, and other files, or multiple files to the Cloud. Folder upload is not supported.

> The maximum allowable file download size is configured on the server. If an error occurs due to the file size exceeding the limitation, contact your system administrator.

To upload a file or a group of files to the Cloud, do the following:

1. In the **File** menu, select **Cloud Actions** and then **File Upload** (see Figure 371).
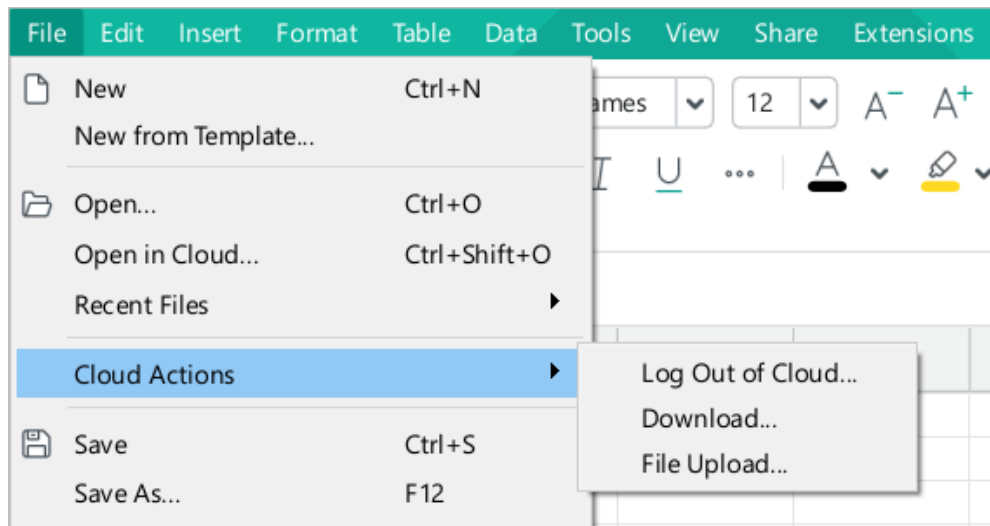
Figure 371. File menu

2. In the opened file manager window, select the files you want to add to the Cloud.

3. Click **Upload**.

You can continue working in the Cloud while uploading the files and minimize the upload window, if needed (see Figure 372).

MyOffice
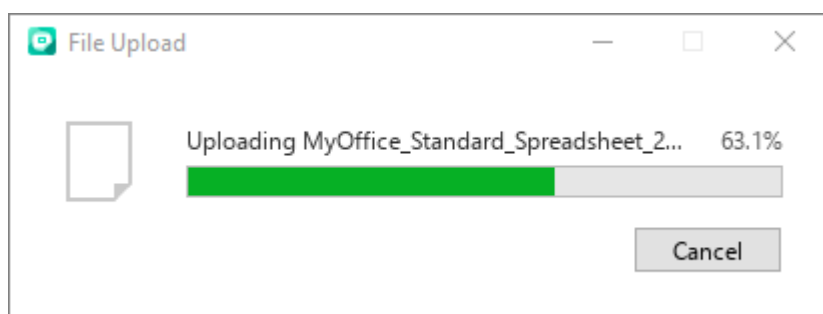
Figure 372. File upload

By default, the files are uploaded to the root folder of **My documents** cloud storage.

To see all files stored in the Cloud, use the download function. For more details, see Section 4.12.6.

4.13.6 Download a file or folder

You can download files and folders from the Cloud to your computer.

Follow these steps:

1. In the **File** menu, select **Cloud Actions** and then **Download** (see Figure 371).
2. In the file manager window (see Figure 373), select the section to the left containing the file or folder you want to download. The contents of the section will be displayed on the right side.

MyOffice
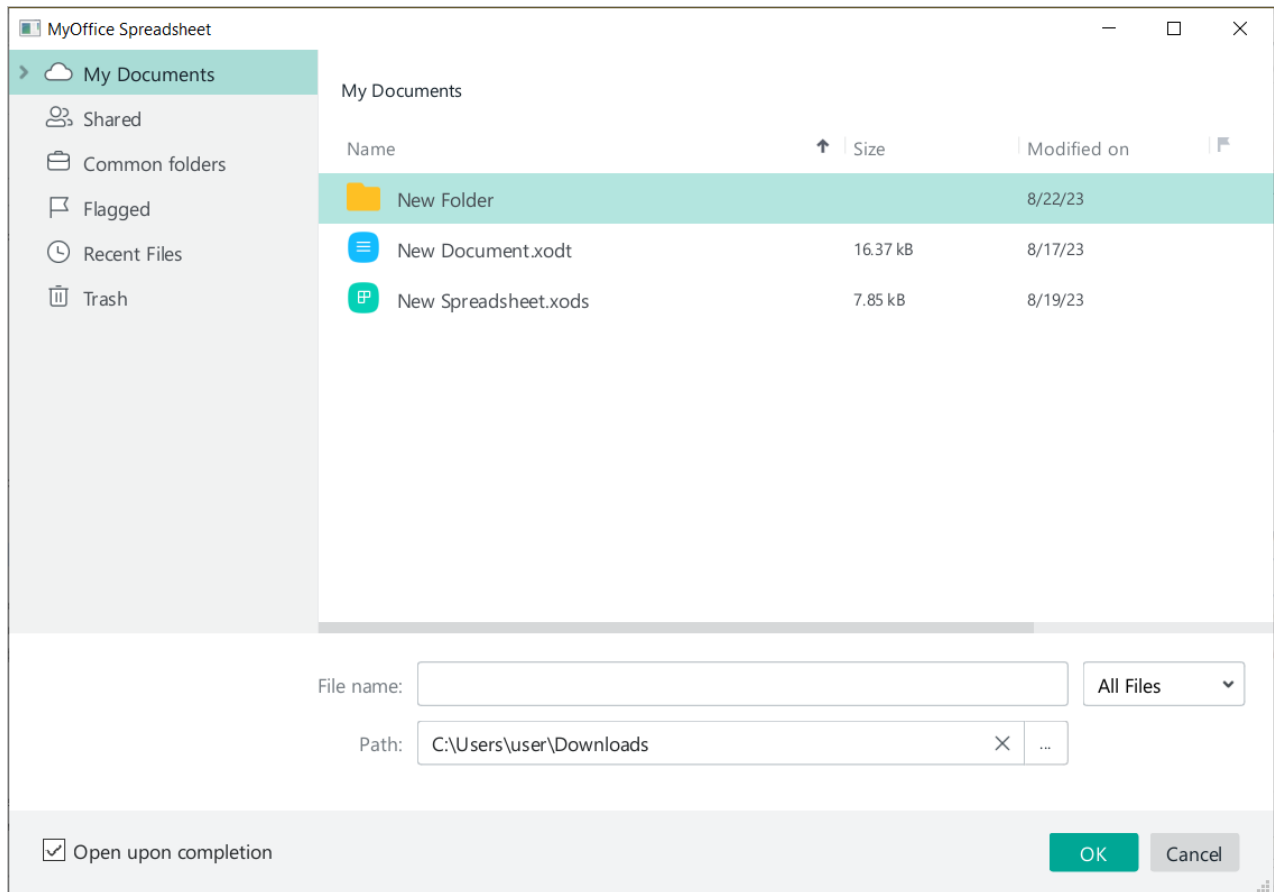
Figure 373. File manager

3. You can filter file types. Expand the **All Files** drop-down list and select the file type you want to display in the section.

4. Select a file or folder that you want to download from the **Cloud**.

5. In the **Path** box, specify the folder in which you want to save the selected file or folder.

6. If you want to open the file upon download, check the **Open upon completion** box.

7. Click **OK**.

If the folder path entered in the **Path** box is incorrect, the **OK** button will be inactive.

If you select a folder, it will be downloaded as a ZIP archive. Unpack it using file archiving software.

4.13.7 Delete a file

Files in the Cloud can be deleted by their authors or owners.

Author: The user who created the file.

Owner: The author of the folder containing the file.

If you as the author of a file created it in your folder, you are also the owner of this file. But if you have created a file in a folder created by another user, this user becomes the owner of the file.

To delete a file from the Cloud, do the following:

1. In the **File** menu, select **Open in Cloud** and then **Download**. Alternatively, in the **File** menu, select **Cloud Actions** and then **Download** (see Figure 371).

2. In the file manager of the Cloud, right-click the file and select **Delete** (see Figure 374).
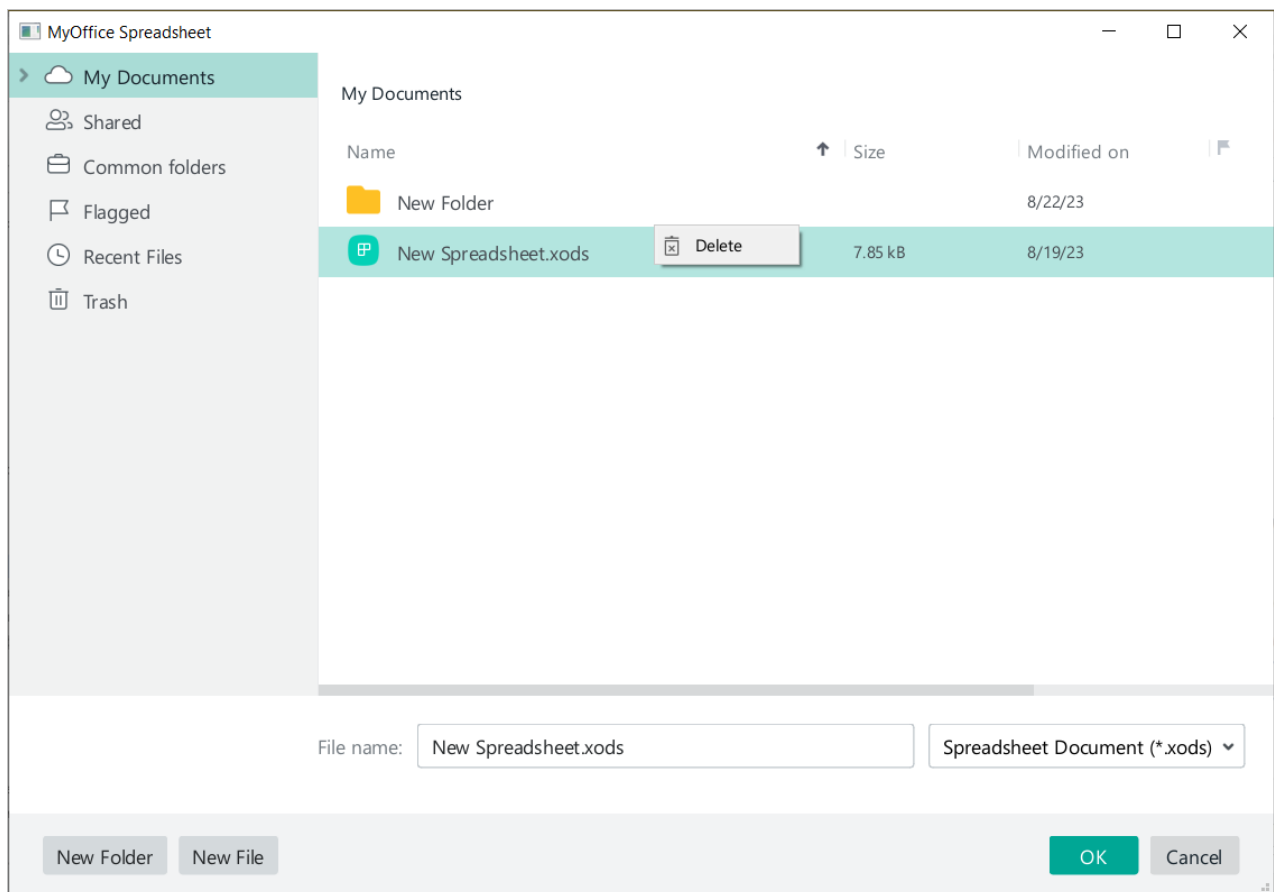
Figure 374. Delete command

If the file is stored in a folder created by another user, it will be moved to the **Trash** folder of the folder's owner and will not be displayed in the **Trash** folder of the file author.

If needed, you can restore files from the **Trash** folder (see Section 4.12.8) or delete them permanently.

To permanently delete a file from the Cloud, do the following:

1. In the file manager of the Cloud, select the **Trash** folder (see Figure 375).
2. In the list of files, right-click the file you want to delete and select **Delete Permanently**.
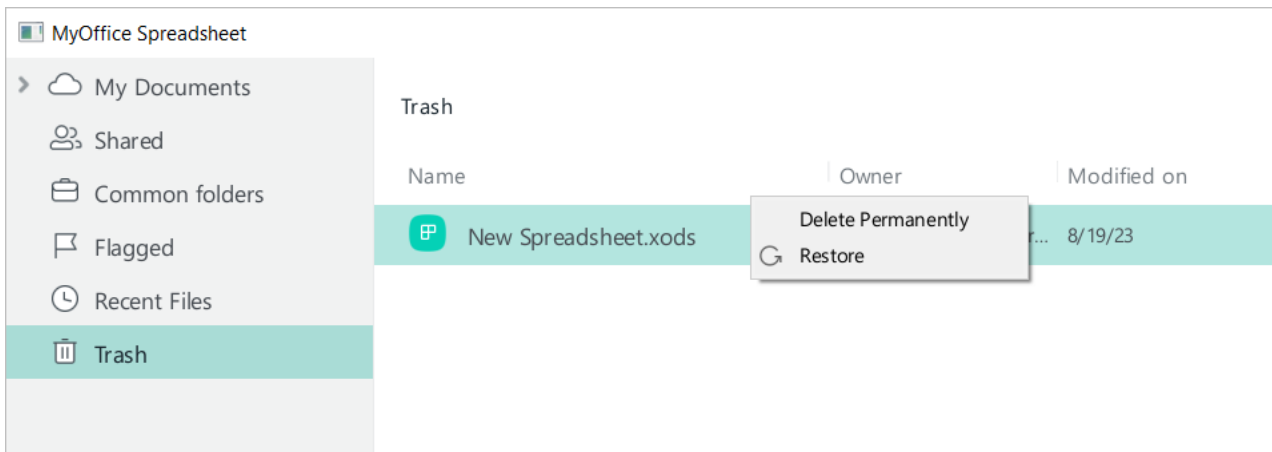
Figure 375. Delete a file from the Trash

MyOffice

4.13.8 Restore a file or folder

To restore a file or folder from the **Trash** folder, do the following:

1. Open the **Trash** folder (see Figure 375).
2. Right-click the folder or file and select **Restore**.

If the **Trash** folder contains a folder, you can restore it entirely or select individual files from this folder. In either case files will be restored to their original location.

MyOffice

4.13.9 Shared access to files

4.13.9.1 Share a file

You can collaborate on .xods files created in the Cloud. Access is provided for sharing, editing and/or managing file permissions.

To share access to a file, proceed with the following:

1. Open the file in the Cloud (see Section 4.12.2).
2. In the **Share** menu, select **Sharing Settings** (see Figure 376).
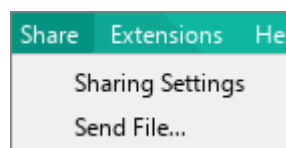
Figure 376. Share menu

3. In the opened window (see Figure 367), specify the users you want to share the file with in one of the following methods:
   - Enter the name and email address of each user manually.
   - Click the **Choose contacts** button and select the users one by one.
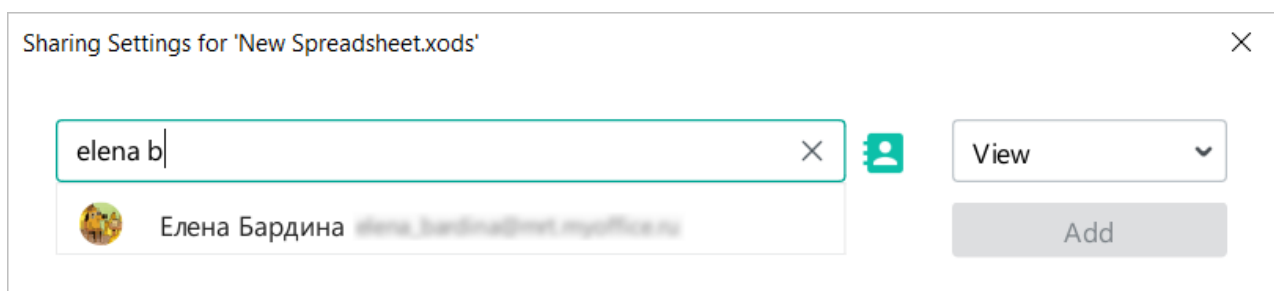
Figure 377. Share menu

4. Specify the access level for the selected users on the right side of the address book (see Figure 378):

– **View:** Users can view the document, the comments to the document, and download the document.

– **Edit:** Users are entitled to **View** the document and have the possibility to edit the document.

– **Manage:** Users are entitled to **View** and **Edit** the document and to manage the access right settings, such as providing the access rights to the new users and change the access rights of the existing users.

– **Access Denied:** Block the user access to the document.
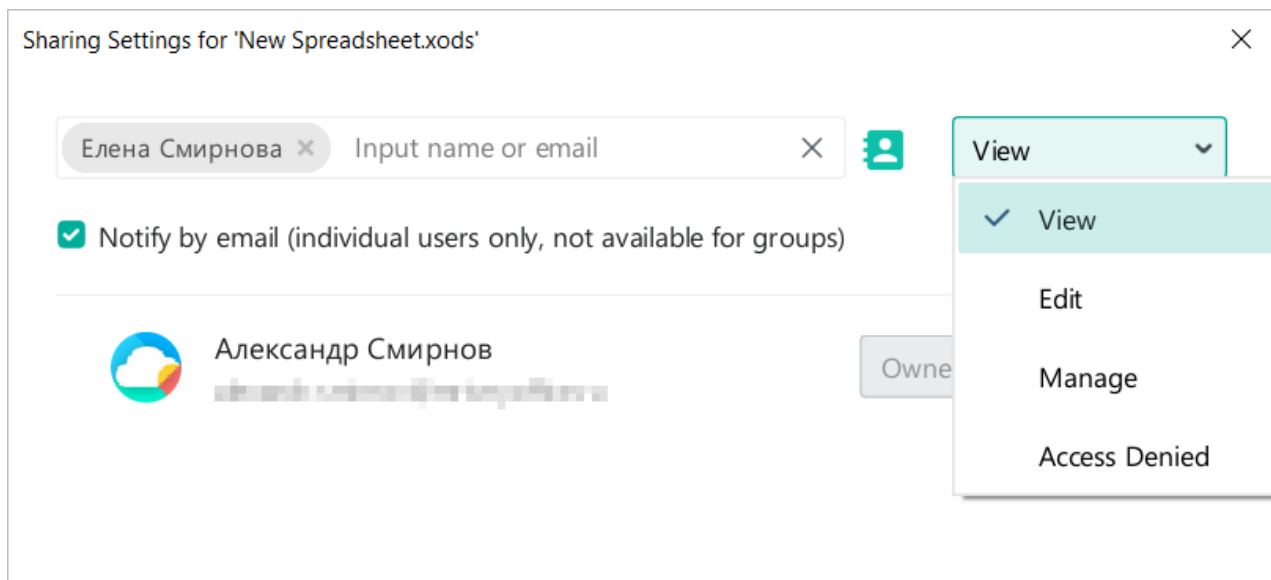
Figure 378. Selecting the access level

5. If you want to notify all users about changes in the file sharing settings, check the **Notify by email** box.

> You cannot use the **Notify by email** option if:
>
> – The email address is invalid.
>
> – File sharing settings have been changed.
>
> – Access to file is denied.
>
> – Access rights are provided to a group but not to individual users.

6. Click the **Add** button (see Figure 379) to add the selected users to the list of users with access to the file (see Figure 380).
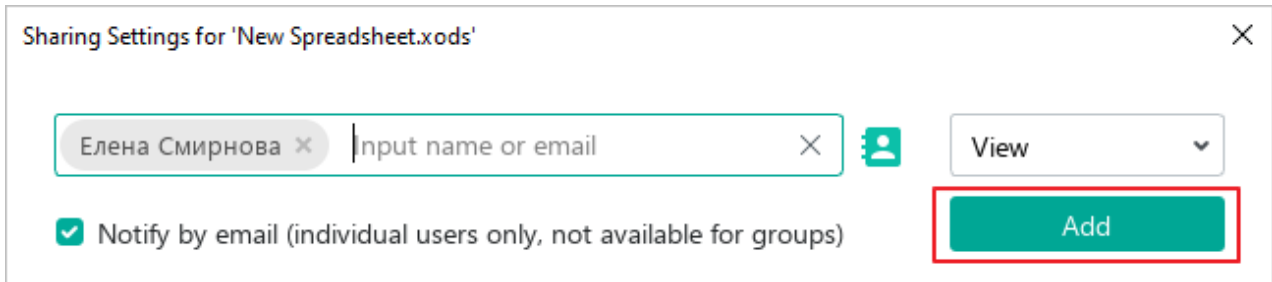
Figure 379. Add button

7. Click **Close** button to close the **Sharing Settings** window.
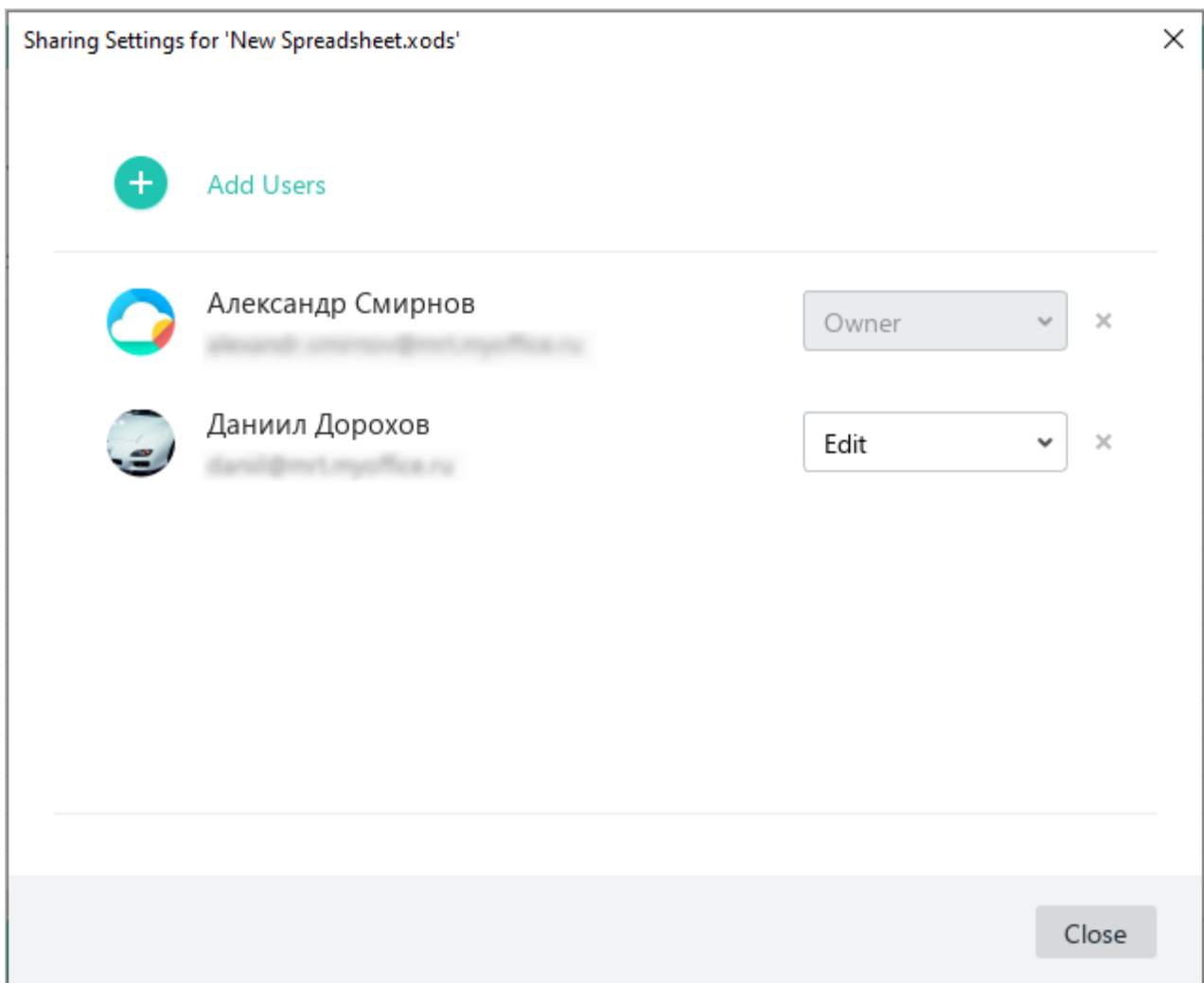
Figure 380. List of users

MyOffice

4.13.9.2 Change sharing settings

A user with the **Manage** access level can change share settings for other users except the **Owner** of the file.

> ⓘ If the **Owner** of the file is deleted from the system by the administrator, a mark **(inactive)** is displayed to the right of his/her name.

To do this, follow the steps below:

1. Open the file in the Cloud (see Section 4.13.2).
2. In the **Share** menu, select **Sharing Settings** (see Figure 381).
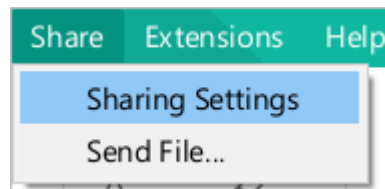
Figure 381. Share menu

3. In the opened window (see Figure 382), specify the sharing settings for the individual users using the drop-down lists next to their names.
4. Click the **Close** button.
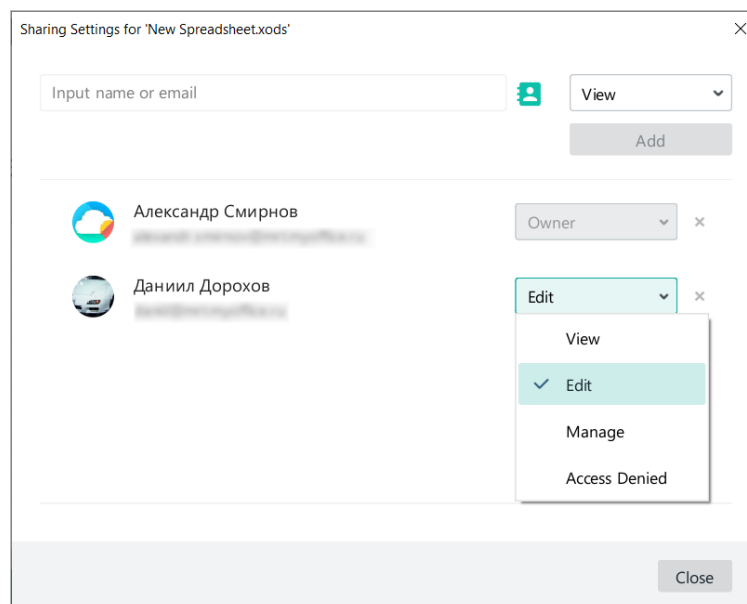
Figure 382. Change access level

MyOffice

4.13.9.3 Revoke access to files

A user with the **Manage** access level can revoke access rights from other users except the **Owner** of the file.

> If the **Owner** of the file is deleted from the system by the administrator, a mark **(inactive)** is displayed to the right of his/her name.

To do this, follow the steps below:

1. Open the file in the Cloud (see Section 4.12.2).
2. In the **Share** menu, select **Sharing Settings** (see Figure 381).
3. In the opened window (see Figure 382), click ✕ **Revoke permission** next to the names of the users you want to revoke the permission from.
4. Click the **Close** button.

4.13.10 Revoke access to files

Users of the Cloud can share files with other users (see Section 4.12.9).

Once the access to a file is provided, it will be displayed under the **Shared** section of the Cloud. If you do not want to have access to a file, the file will be deleted from the list.

To revoke your own access to a file, follow these steps:

1. In the **File** menu, select **Open in Cloud** (see Figure 383).
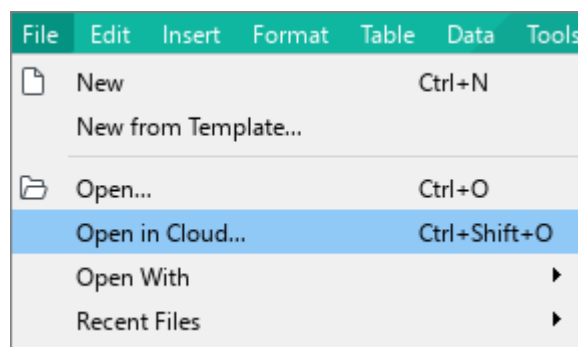
Figure 383. File menu

2. In the file manager of the **Cloud**, select **Shared** (see Figure 384).
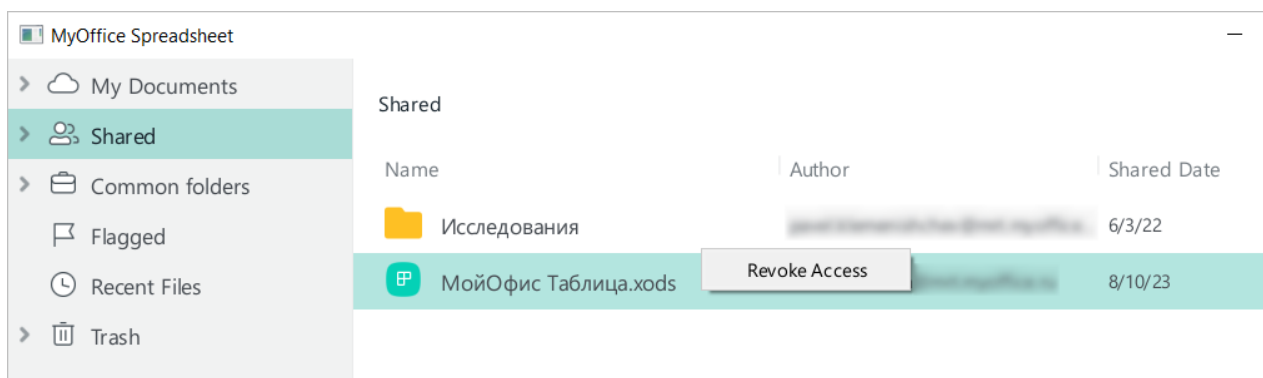
Figure 384. Revoke access

3. Revoke your own access by using one of the following methods:
   – Right-click the file to select it and choose **Revoke Access**.
   – Left-click the file and press the **Delete** key.
4. In the **Revoke Access** pop-up window, click **OK** (see Figure 297).
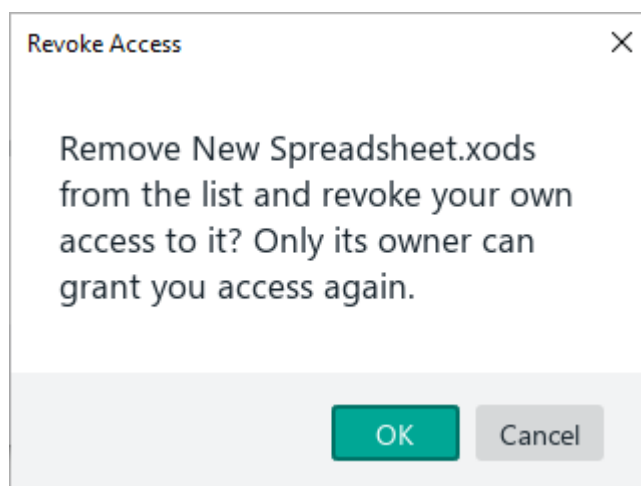
Figure 385. Revoke Access window

4.13.11 Exit the Cloud

Don't forget to close all the files opened in the Cloud before leaving the Cloud.

To leave the Cloud, do the following:

1. In the **File** menu, select **Cloud Actions** > **Log Out of Cloud** (see Figure 386).
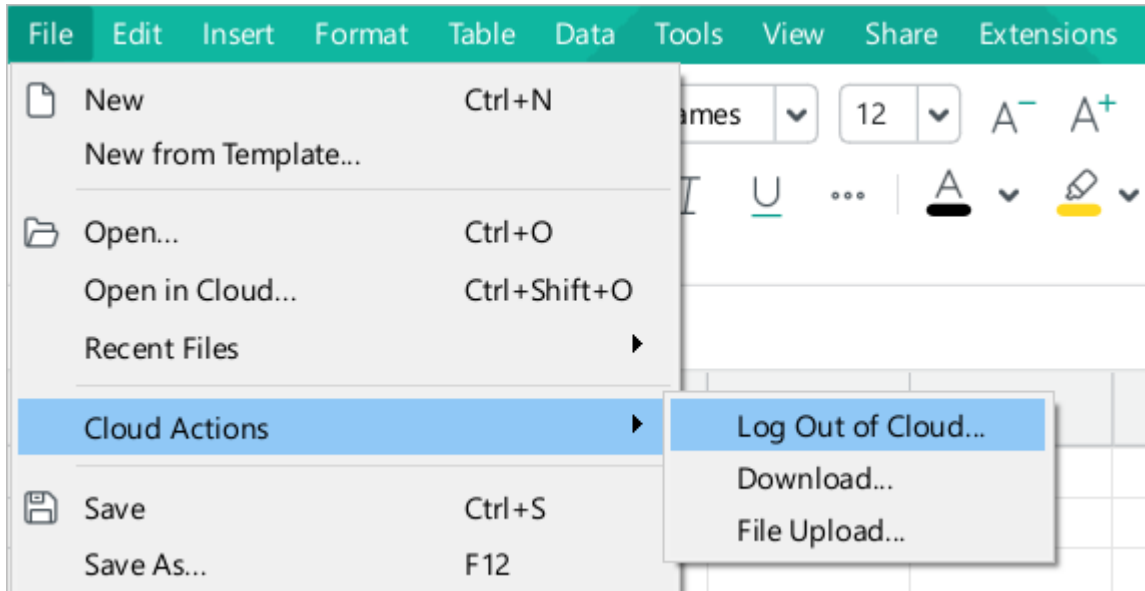
Figure 386. Log out window

2. In the **Log Out of Cloud** window (see Figure 387), click **Log out**.
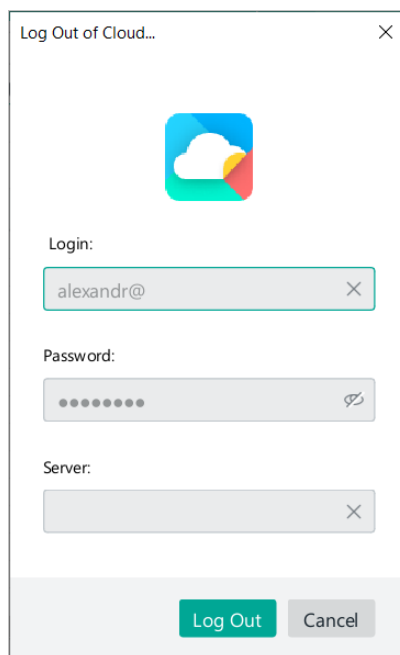
Figure 387. Log Out of Cloud window

MyOffice

4.14 Automation tools

4.14.1 Macros

A macro is a set of actions that automate repeated or time-consuming tasks in a text document.

MyOffice Spreadsheet macros are written in Lua programming language.

Macros are most used for the following purposes:

– Adding a formula to a cell.

– Adding text to a cell.

– Find and replace items throughout the text.

– Delete text.

Macro commands can only be saved within the current document. If you want to use similar macro commands in another document, create them directly in the other document.

4.14.1.1 Create a macro

You can create a macro in one of the following ways:

1. Record a sequence of actions that a macro command should consist of.

2. Enter the macro text manually.

To record a macro, do the following:

1. In the Tools command menu, select **Macros** > **Record Macro (beta)** (see Figure 388).

2. Run the sequence of actions that a macro command should consist of.

> In the current version of the application, not all user actions are available for recording. When you perform an action that cannot be recorded, the **"Action cannot be recorded"** message pops up on the screen.
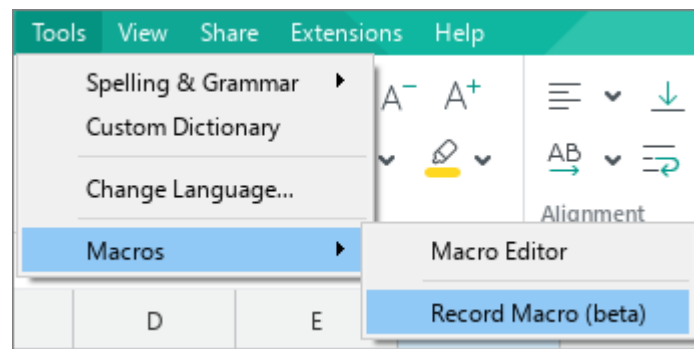
Figure 388. Record Macro command (beta)

3. Finish the recording process in one of the following ways:
    – In the Tools command menu, select **Macros** > **Stop Recording (beta)** (see Figure 389).
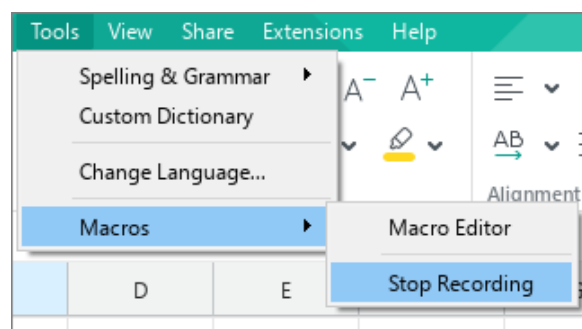
Figure 389. Stop Recording command

– On the Status bar, click the ■ **Stop Recording** button (see Figure 390).
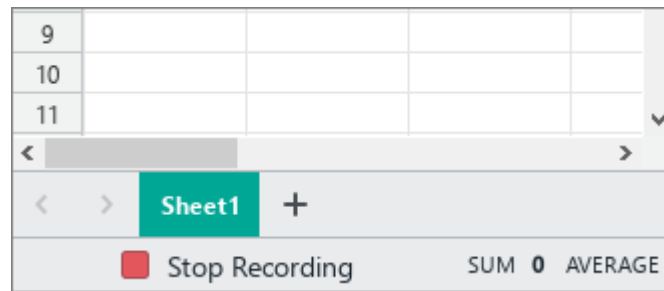
Figure 390. Stop Recording button

4. In the opened dialog box (see Figure 391), specify the macro name and click the **OK** button.
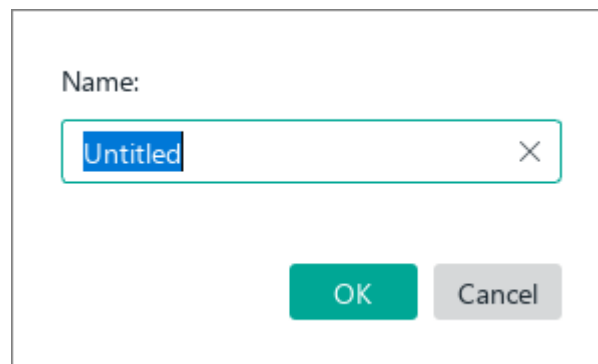
Figure 391. Dialog box

If the macro has been successfully saved, the following pop-up message will be displayed on the screen: "**"Macro_name" macro saved.**"

To enter the macro text manually, do the following:

1. In the **Tools** command menu, select **Macros** > **Macro Editor (beta)** (see Figure 388).

2. In the **Macro Editor** window, click the + button (see Figure 396).
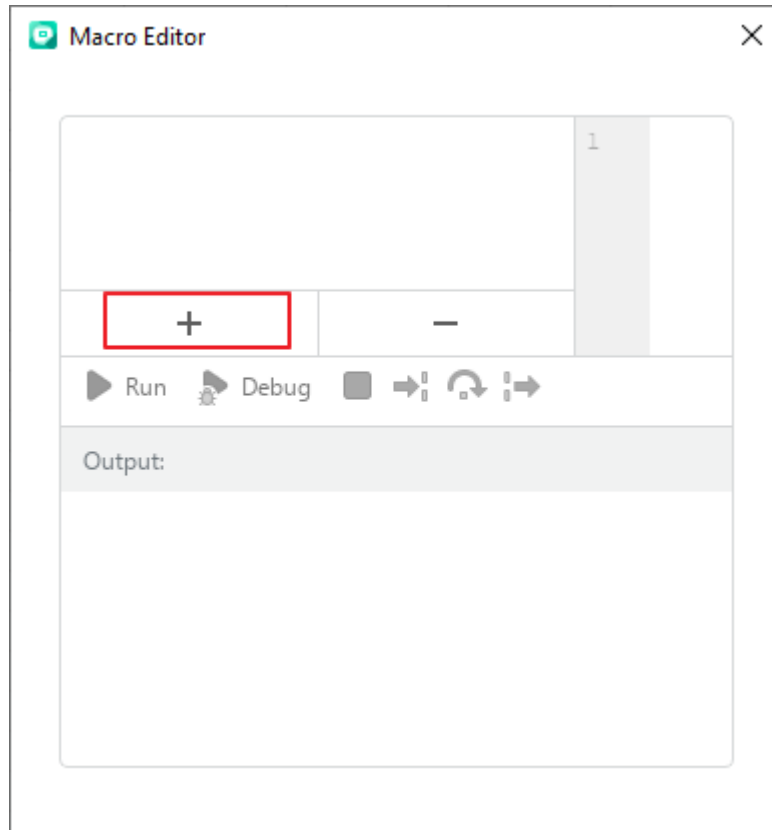
Figure 392. Macro Editor command

3. Enter the macro name or keep the default name (see Figure 397). To keep the name, press the **Enter** key or click anywhere on the macro editor area with the mouse.
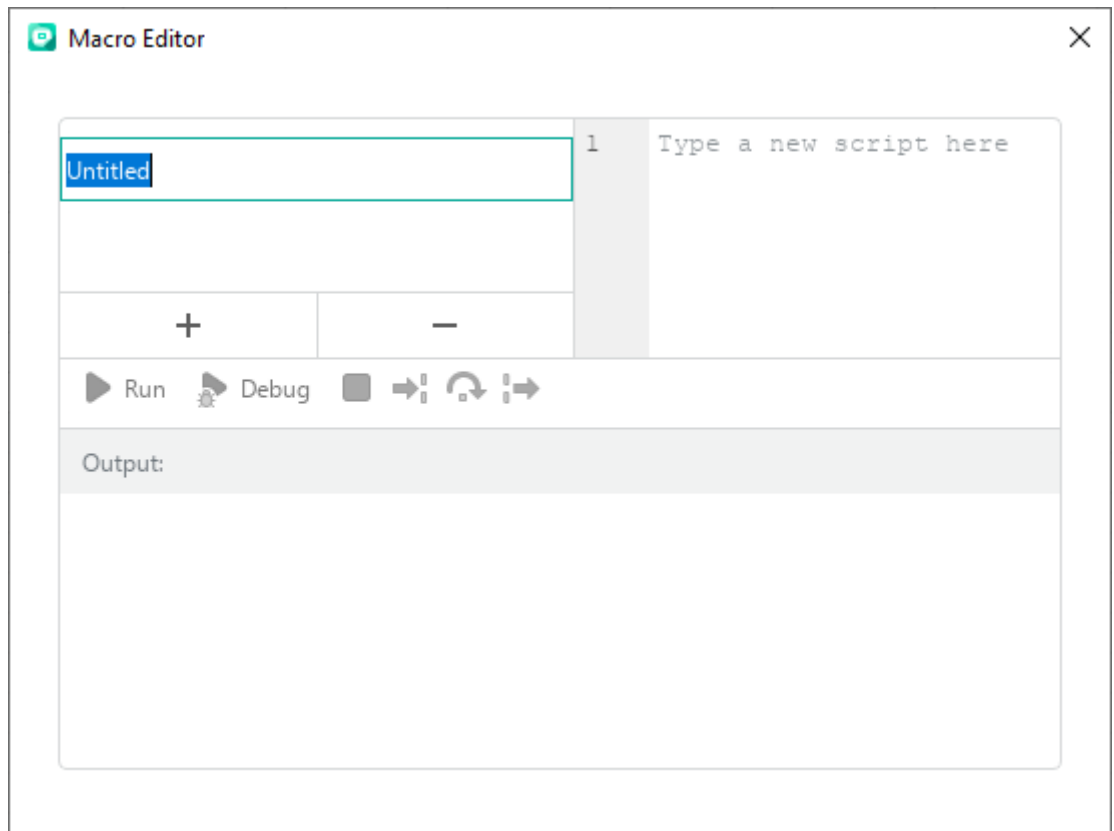
Figure 393. Entering the macro name

4. Enter the macro script (see Figure 394).

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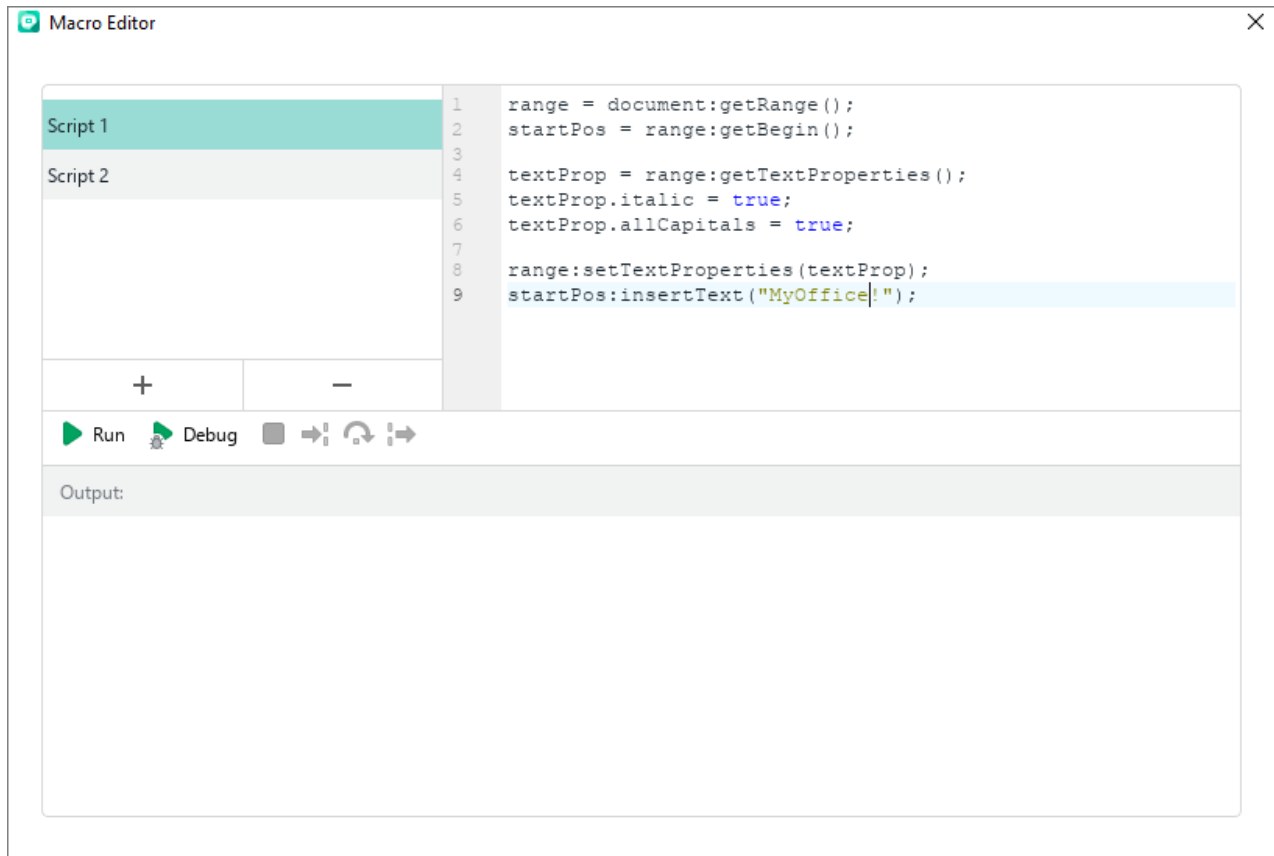
Figure 394. Entering the macro script

The script will be saved automatically.

MyOffice

When a macro has been added to a document, the Sidebar will display the ⊳ **Macros** button (see Figure 399). Clicking this button opens the Macro pane where you can perform the following actions:

- – Find a macro (see Section 4.14.1.2)
- – Run a macro (see Section 4.14.1.3)
- – Open the **Macro Editor** (see Section 4.14.1.1).
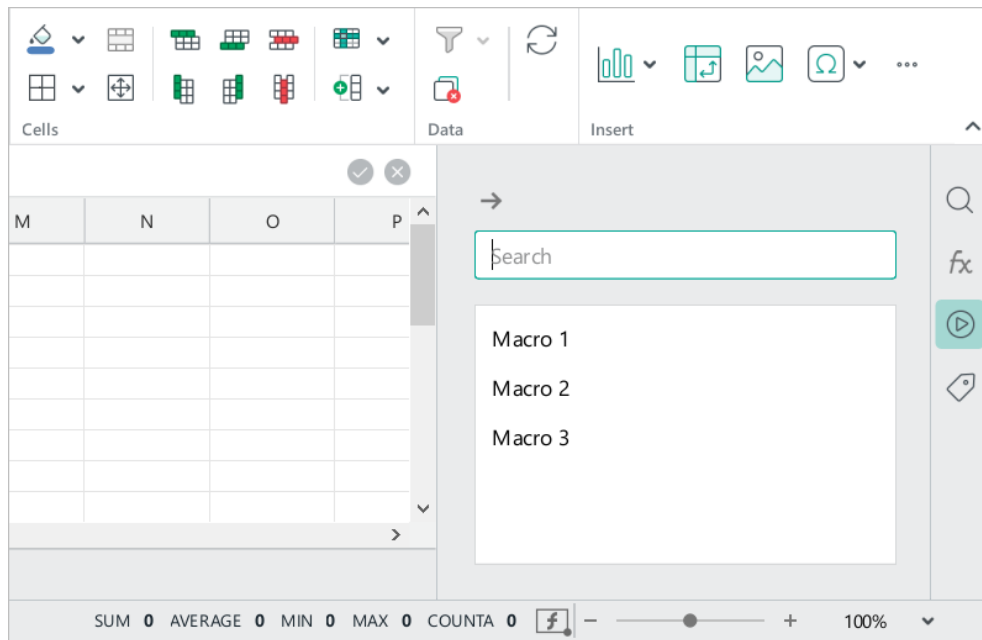
Figure 395. Macro pane

To close the **Macro Editor** pane, click the → button above the search line, or click the ⊳ **Macros** button on the Sidebar once again.

The ⊳ **Macros** button is displayed on the Sidebar if the document contains at least one macro.

MyOffice

4.14.1.2 Find a macro

If a file contains multiple macros and that you need to find a specific macro, do the following:

1. On the Sidebar, click ⊳ **Macros** (see Figure 396).

2. In the macros pane, specify the macro title in full or partially.

The list of macros will display the macros matching the search request.
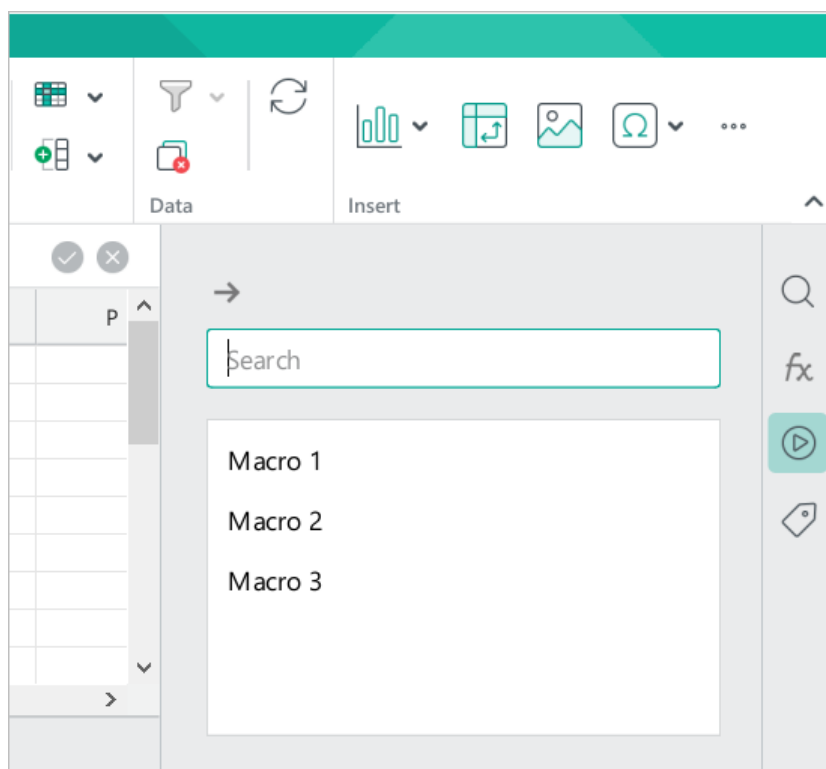
Figure 396. Search the macro

4.14.1.3 Run a macro

You can run a macro command using the macro editor or the Macro pane.

To run a macro command using the macro editor, follow these steps:

1. In the Command menu, click **Tools** > **Macros** > **Edit Macros** (see Figure 397).
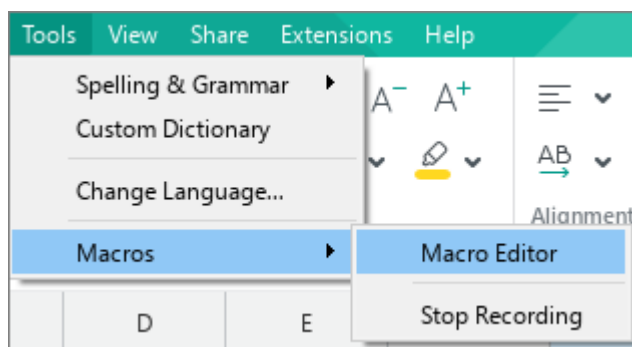
Figure 397. Macro Editor menu

2. In the **Edit Macros** window that appears, select the macro from the list (see Figure 398).
3. Click ▶ **Run**.

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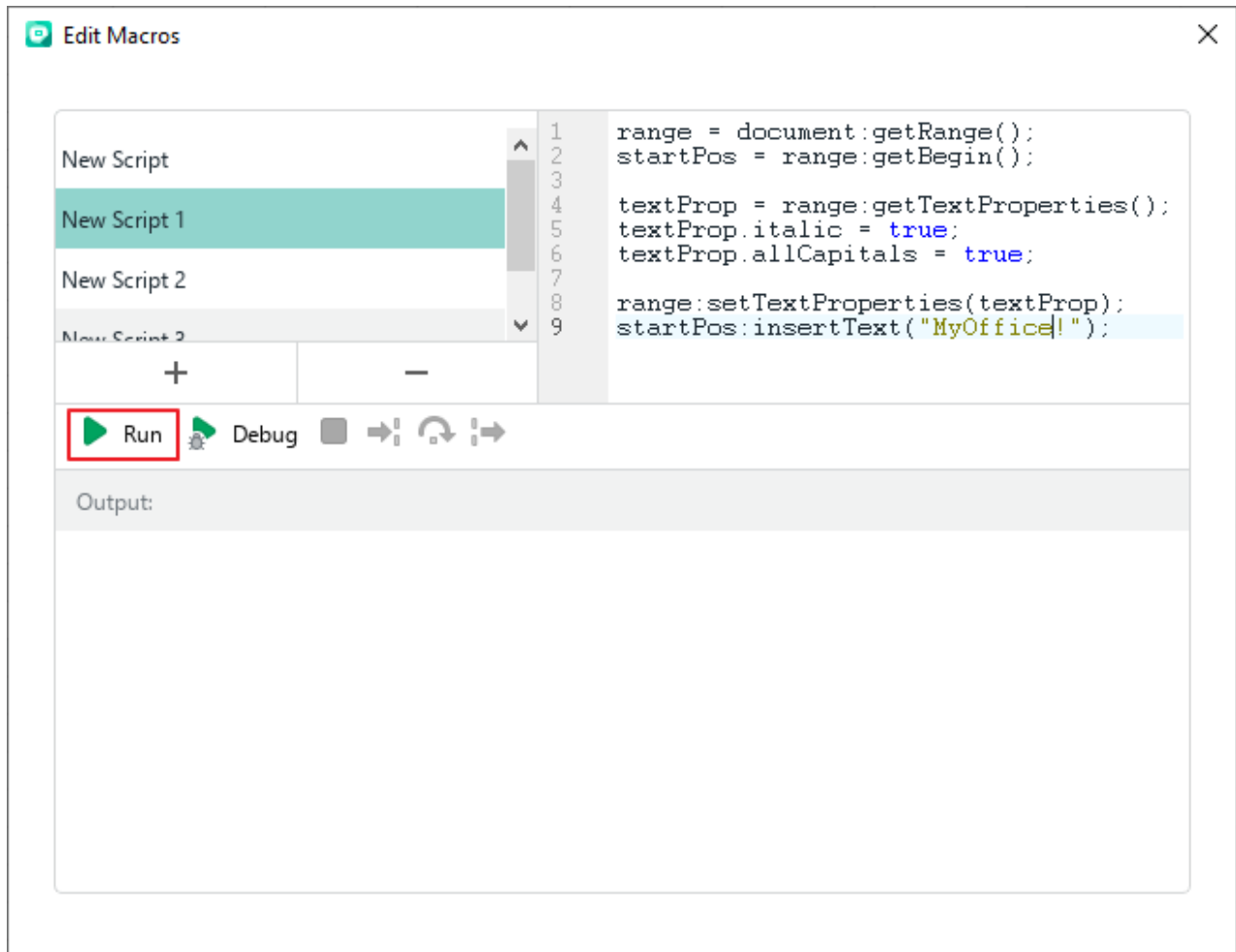
Figure 398. Run button

The results are displayed in the **Output** pane (see Figure 399).

MyOffice
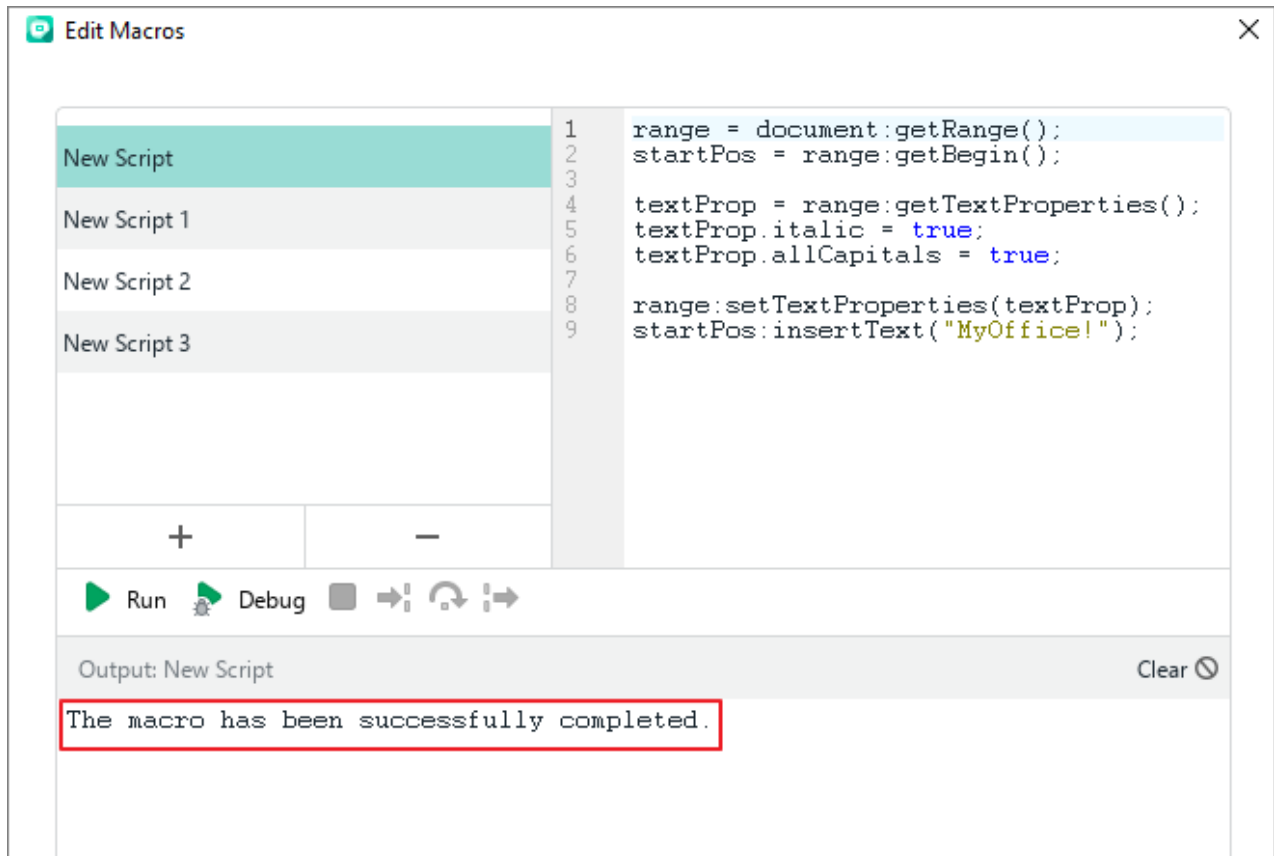
Figure 399. Macro results

MyOffice

To run a macro using the Macro pane:

1. On the Sidebar, click ⊳ **Macros** (see Figure 400).
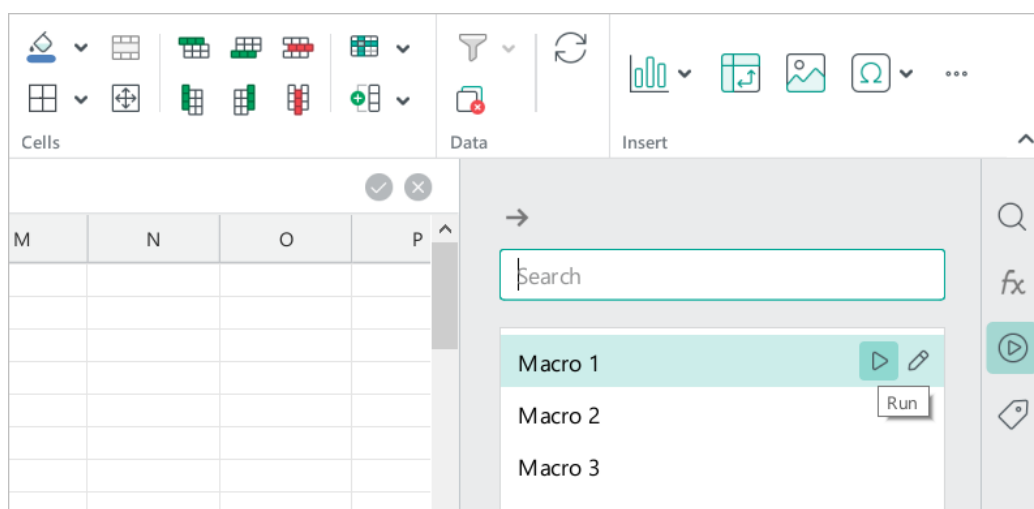
Figure 400. Macro pane

2. Run the macro in one of the following ways:
   - In the Macro pane, place the cursor over the macro title and click ▷ **Run** (see Figure 400).
   - Select the line of the macro by double-clicking it.

4.14.1.4 Edit a macro

To edit a macro, do the following:

1. Open the window where you can edit a macro in one of the following ways:
    – In the Command menu, click **Tools** > **Macros** > **Macro Editor** (see Figure 401).
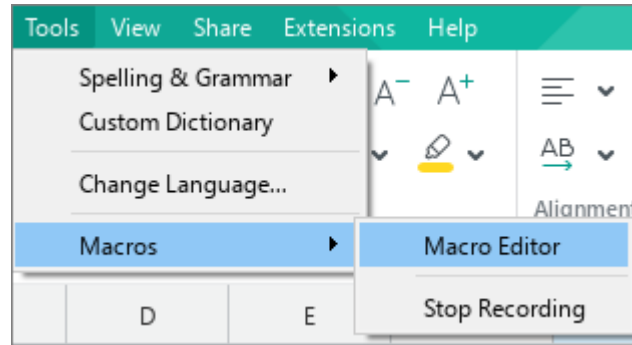
Figure 401. Tools command menu

   – On the Sidebar, click ⊳ **Macros** (see Figure 402). In the macro pane, place the cursor over the title of the macro that you want to edit and click ✎ **Edit**.
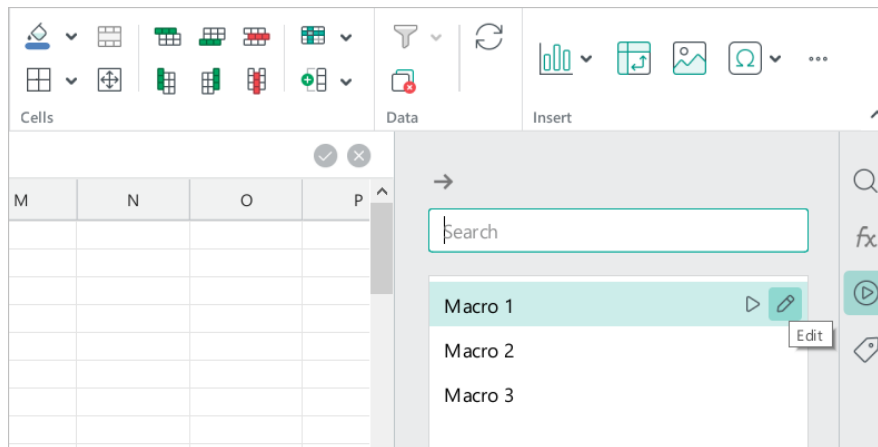
Figure 402. Macro pane

2. In the **Edit Macros** window, select the desired macros from the list (see Figure 398).

3. Make the changes to the script.

All changes made to the script are saved automatically.

MyOffice

4.14.1.5 Debug a macro

Before you start the macro debugger, set the debugger breakpoints in the macro text. To do this:

1. Open the macro editing window in one of the following ways:
   – In the Command menu, click **Tools** > **Edit Macros** (see Figure 401).
   – On the Sidebar, click ▷ **Macros** (see Figure 402).
2. In the **Macros Editor** window, select the desired macro from the list (see Figure 403). In the Macro pane, hover your mouse over the name of the macro command you want to edit and click ✎ **Edit**.
3. Set the first debugger breakpoint. To do this, click to the right of the line number where you want to create a breakpoint. The breakpoint will be marked with the ● icon.
4. Set other breakpoints by repeating these actions.

To delete a breakpoint, click it with the mouse.

MyOffice
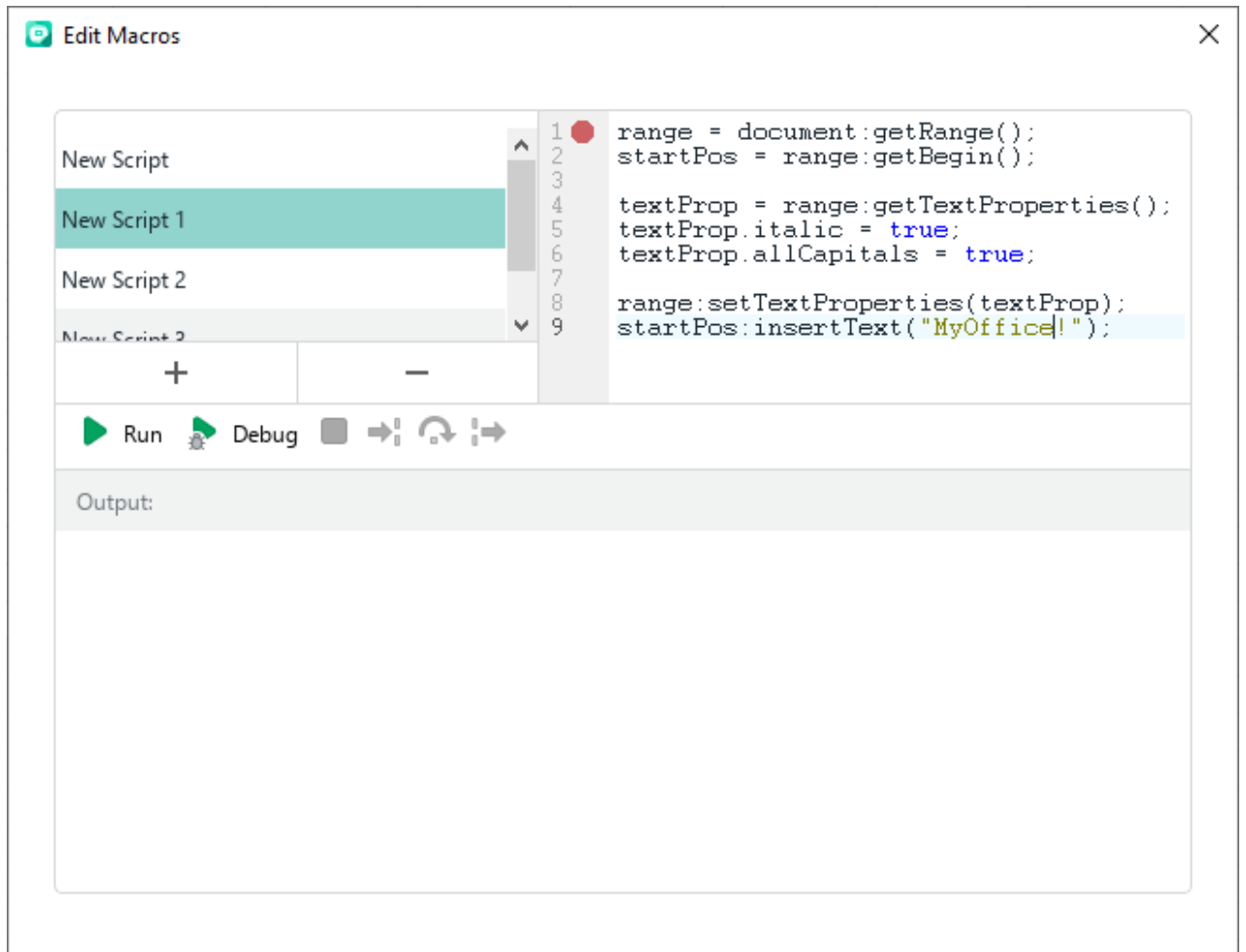
Figure 403. Breakpoint

To debug a macro, do the following:

1. Click ![Debug icon] **Debug** (see Figure 404). The macro debugging process will begin. If the text of a macro contains breakpoints, the debugging process will stop on the line that contains the first breakpoint. If there are no breakpoints, the debugging process will stop at the first line of the macro.
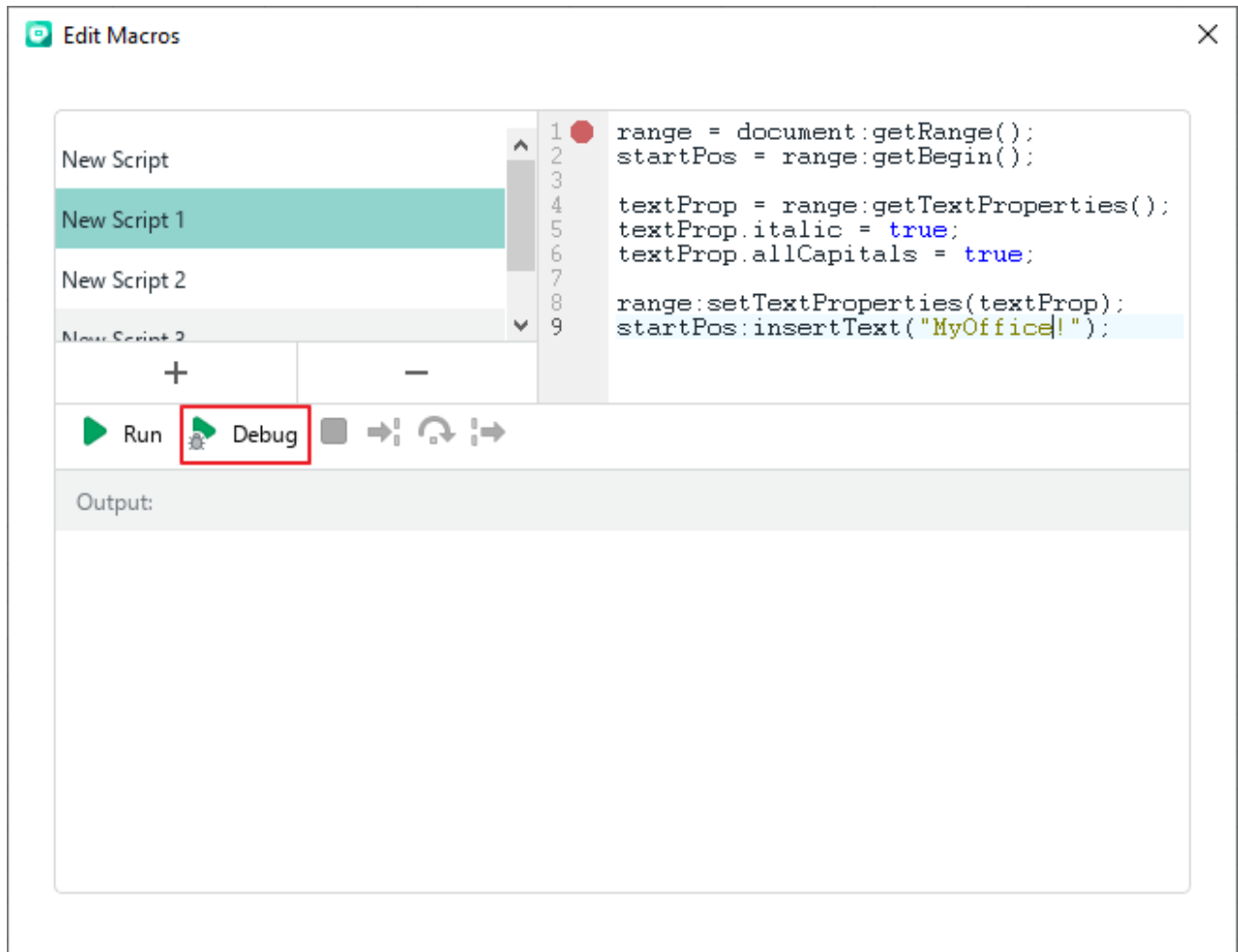
Figure 404. Debug button

To manage the debugging steps, use the following buttons (see Figure 405):

➡️ : Perform one debugging step or step into the body of the function if there is one in the current debugging position.

➡️ : Perform one debugging step without stepping into the body of the function.

➡️ : Continue executing the macro until leaving the function where the debugger is at the current position.

While debugging, the **Macros Editor** window displays the following areas:

– **In progress:** This window will display messages while debugging.

– **Calls Stack:** The calls stack window.

– **Variables:** This window displays the values of local and global variables available at the current macro step. If the displayed variable is a table or an array, you can view its detailed contents by clicking the button to the left of the variable name.

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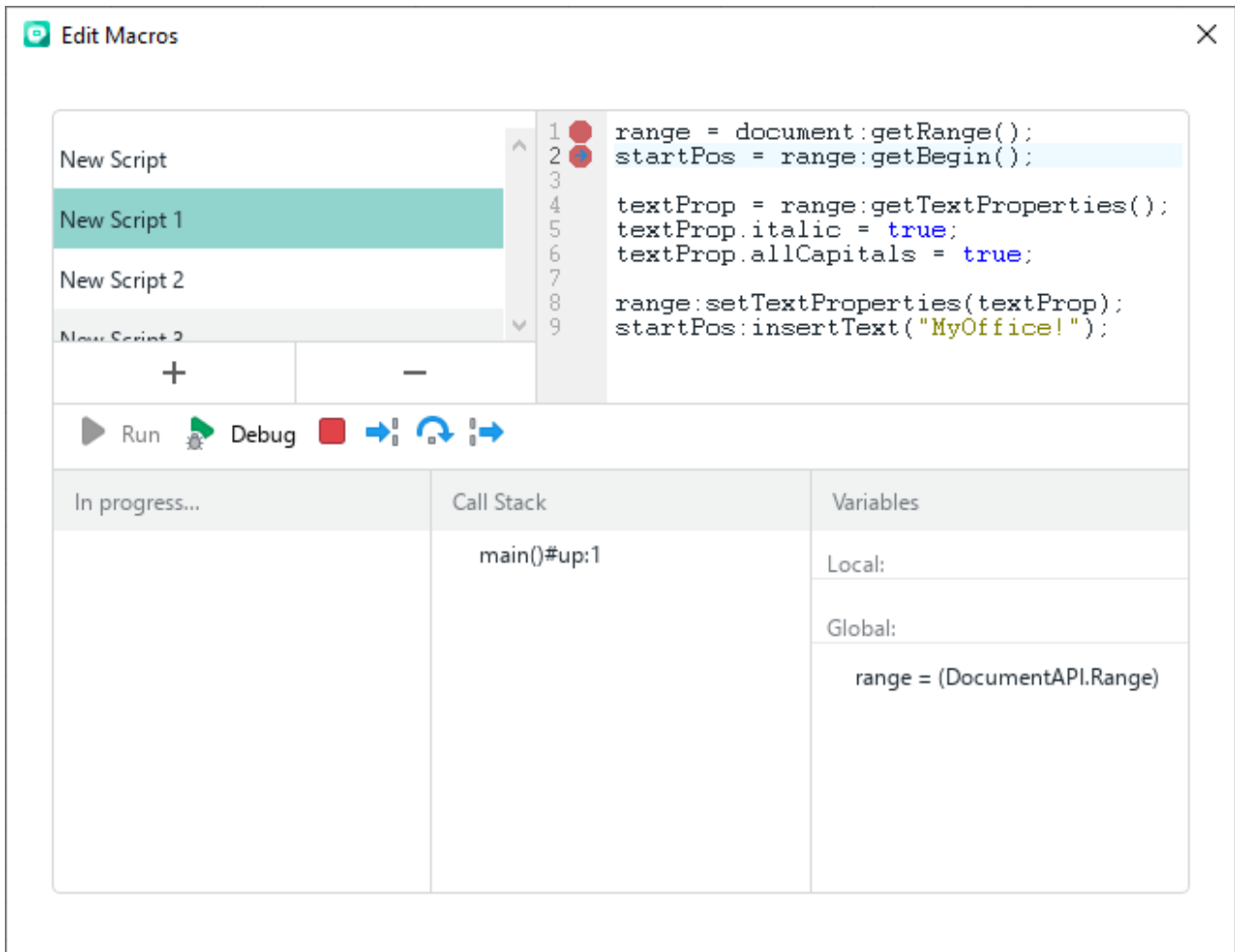
Figure 405. Debug a macro

The debugging process ends once the end of the macro has been reached.

To interrupt the debugging process, click the ■ **Break script** button.

4.14.1.6 Delete a macro

To delete a macro:

1. Open the macro editing window in one of the following ways:

    –   In the Command menu, click **Tools** > **Edit Macros** (see Figure 406).
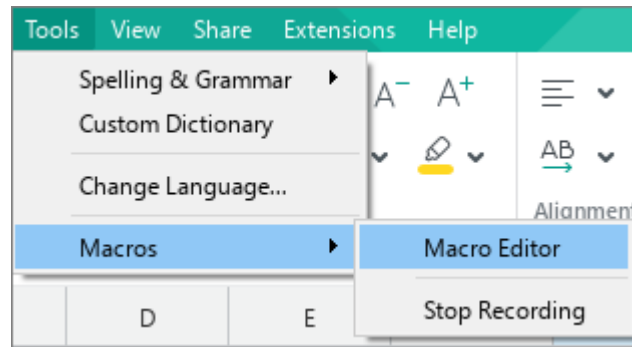
Figure 406. Tools menu

    –   On the Sidebar, click ▷ **Macros** (see Figure 407). In the macro pane, place the cursor over the title of the macro that you want to delete and click ✎ **Edit**.
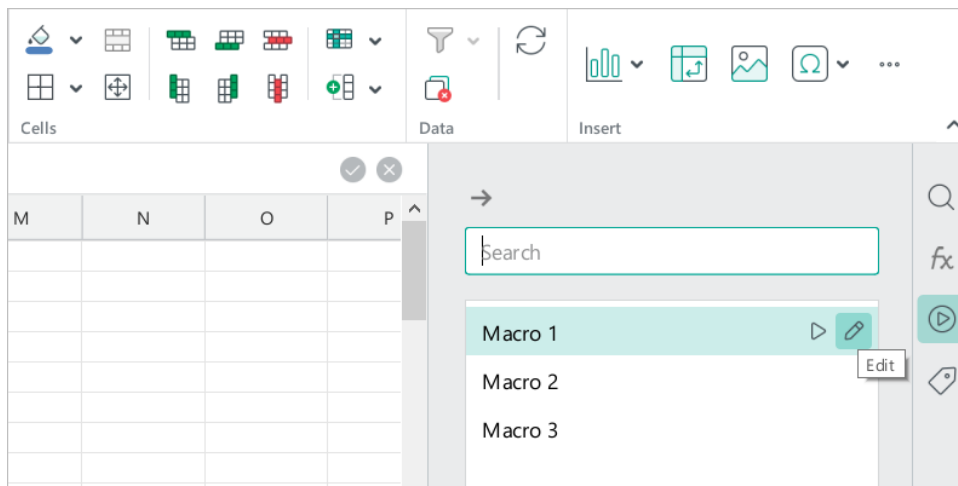
Figure 407. Macro pane

2. In the **Macros Editor** window, select the desired macro from the list (see Figure 408).

3. Click the ━ button.
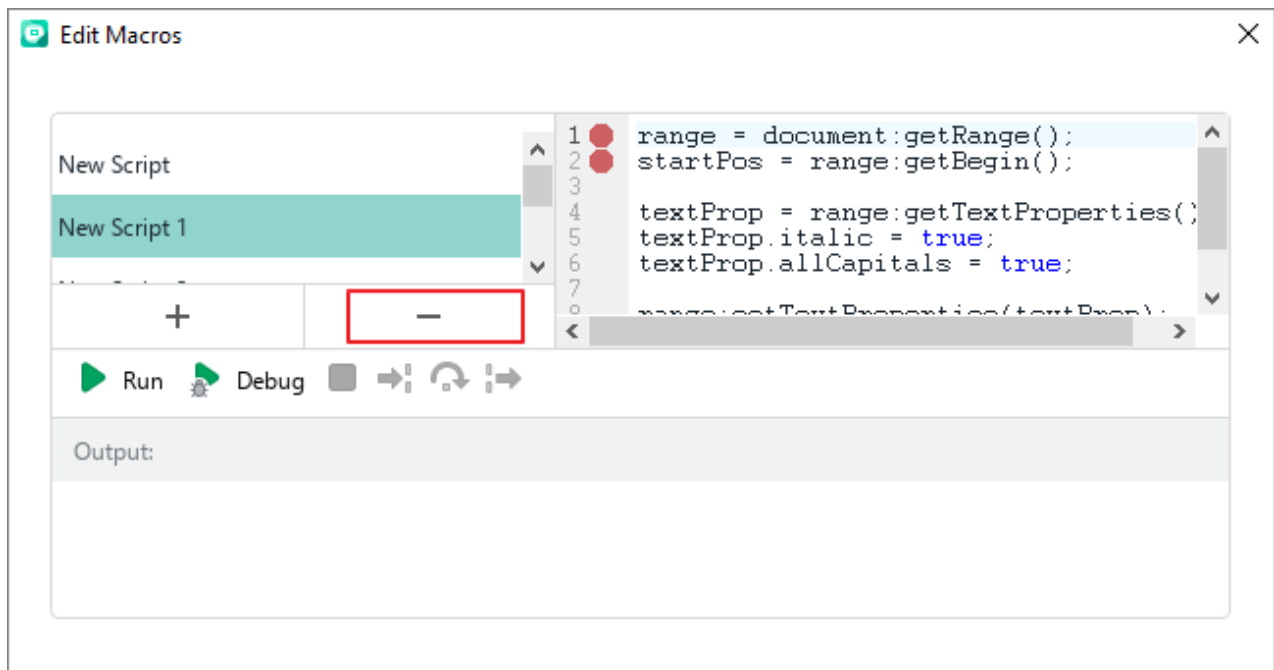
Figure 408. Delete a macro

4. In the opened window, confirm that you want to delete the macro.

4.14.1.7 View VBA macro code

In MyOffice Spreadsheet application, you cannot run VBA macros created in Microsoft Excel. However, you can view the code of VBA macros contained in the document and rewrite them in Lua.

> You can only view VBA macros saved in This spreadsheet.

To view and rewrite the VBA macro code, follow these steps:

1. Open the .xlsm file.
2. Select the Lua macro with the name of the VBA module that contains the desired VBA macro. For example, if VBA macro **Macro1** is contained in VBA module **Module1**, select Lua macro **Module1**. To select the Lua macro, do one of the following:
   – In the Command menu, select **Tools** > **Macros** > **Macro Editor** (see Figure 406). In the **Edit Macros** window (see Figure 411), select the desired Lua macros.
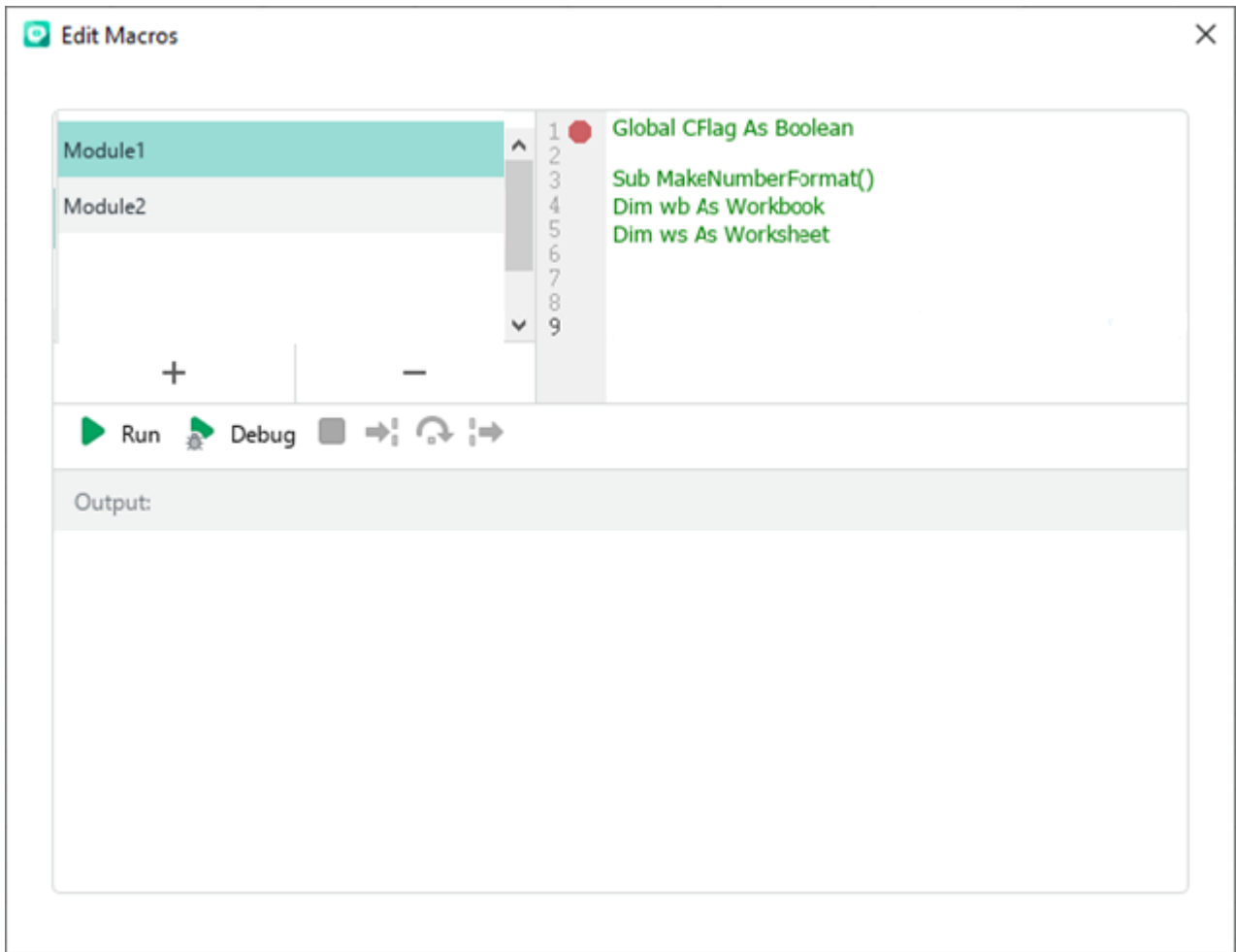
Figure 409. Edit Macros window

– On the Sidebar, click ▷ **Macros** (see Figure 410). In the Macro pane, place the cursor on the desired Lua macro and click ✎ **Edit**.
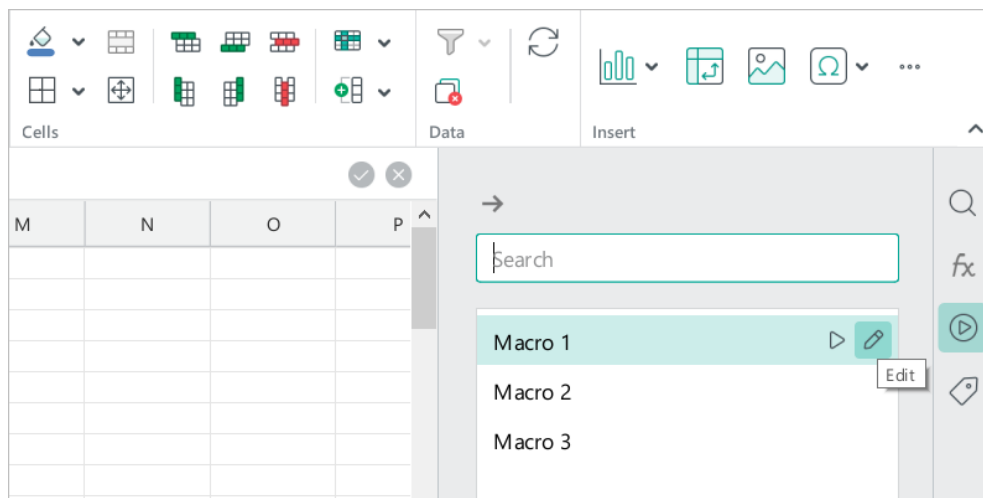
Figure 410. Macro pane

The **Edit Macros** pane will display the VBA macros code in the respective VBA module (see Figure 409).

3. Rewrite the code of the desired VBA macros in Lua language.

4. Close the macro editor window.

5. Save the file in the .xlsx format using the **Save as** command (see Section 4.1.7.1)

The changes made will not be saved in the initial .xlsm file.

MyOffice

4.14.2 Extensions

Extension modules are typically created by third-party developers and extend the functionality of the spreadsheet editor.

To use an extension, do the following:

1. Get the .mox extension file from the developer.
2. Install the extension.
3. Run the extension using the MyOffice Spreadsheet command menu.

> When you update editors, all extensions from untrusted developers and extensions with invalid certificates are automatically disabled. If you trust the source from which you obtained these extensions, enable them manually as described below.

4.14.2.1 Install an extension

The extension files can be stored at any location on your computer.

To install an extension, perform the following actions:

1. In the **Extensions** menu, select **Extension manager** (see Figure 411).
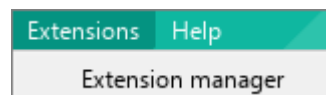
Figure 411. Extensions menu

2. In the **Extension manager** window, click the **Install** button (see Figure 412).

MyOffice
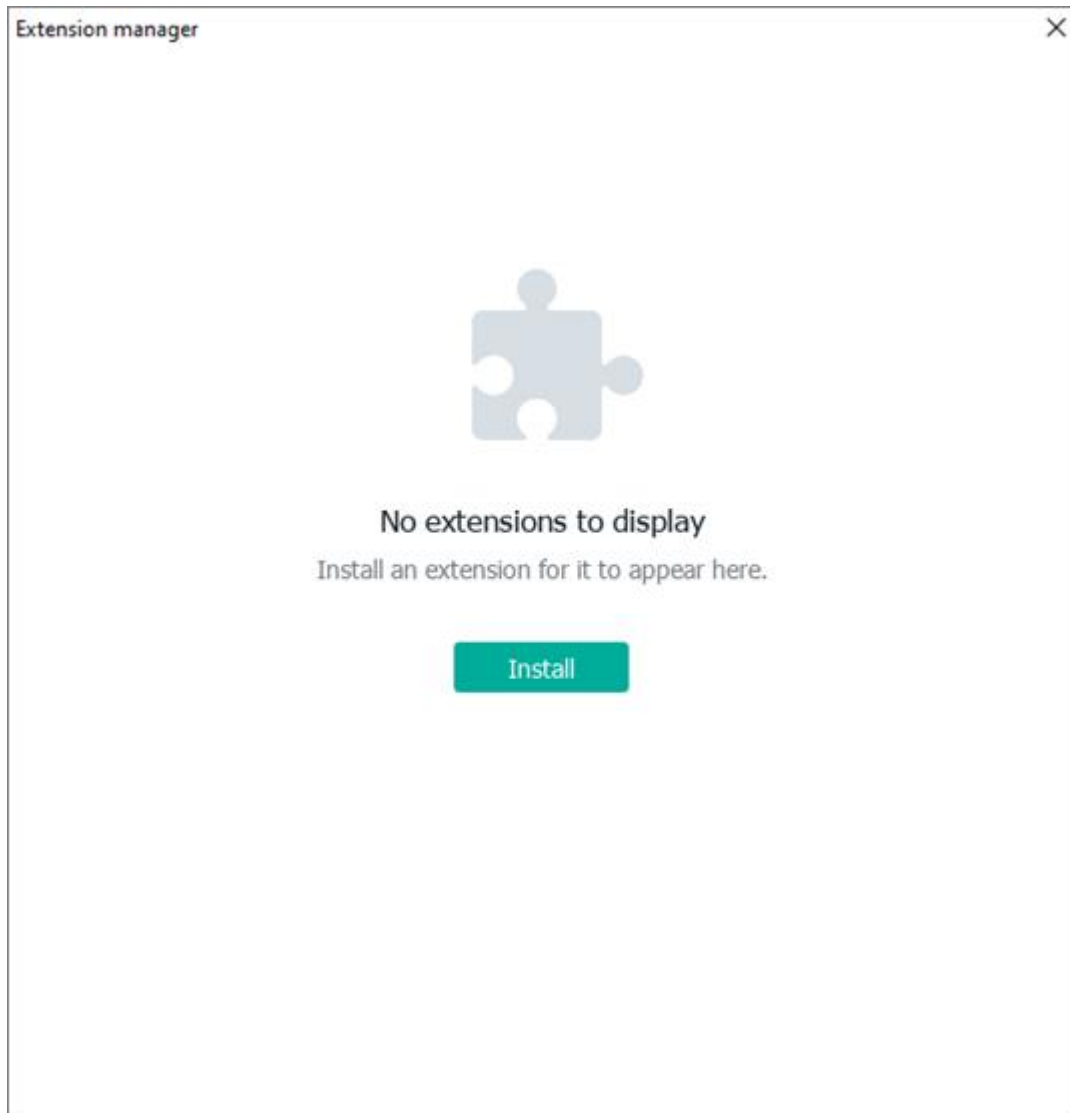
Figure 412. Extension manager window

3. In the file manager window, select the extension file.

4. Read the text in the **Install Extension** window (see Figure 413). If the window displays the message, which reads **"This e**xtension **is ready to be installed. Do you want to continue**?", it means that the author of the extension is a verified developer, and the extension is signed by a valid certificate. To see information about the developer's certificate, click **Show details**. To continue installing the add-in, click the **Continue** button.

> ⚠️ We strongly recommend that you should not install extensions received from unverified developers or extensions with an invalid certificate. Installing such extensions can harm your computer.
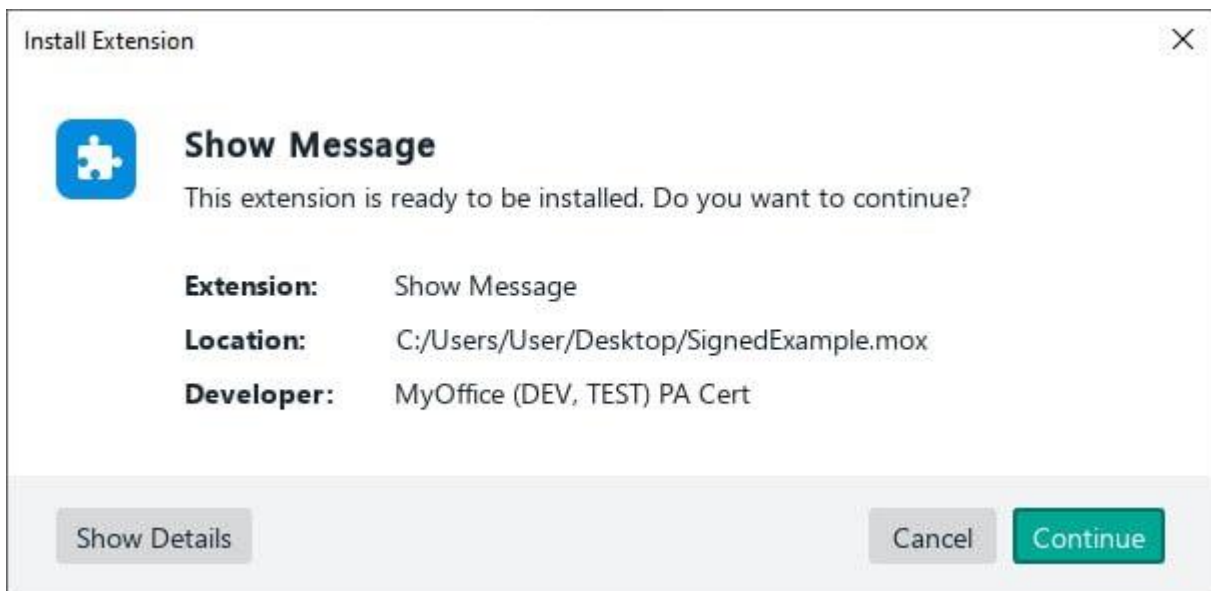
Figure 413. Install Extension window

5. In the **End User License Agreement** window (see Figure 414), read the License Agreement. If you agree to the terms of use of the software set forth in this document, click the **Accept** button.

MyOffice
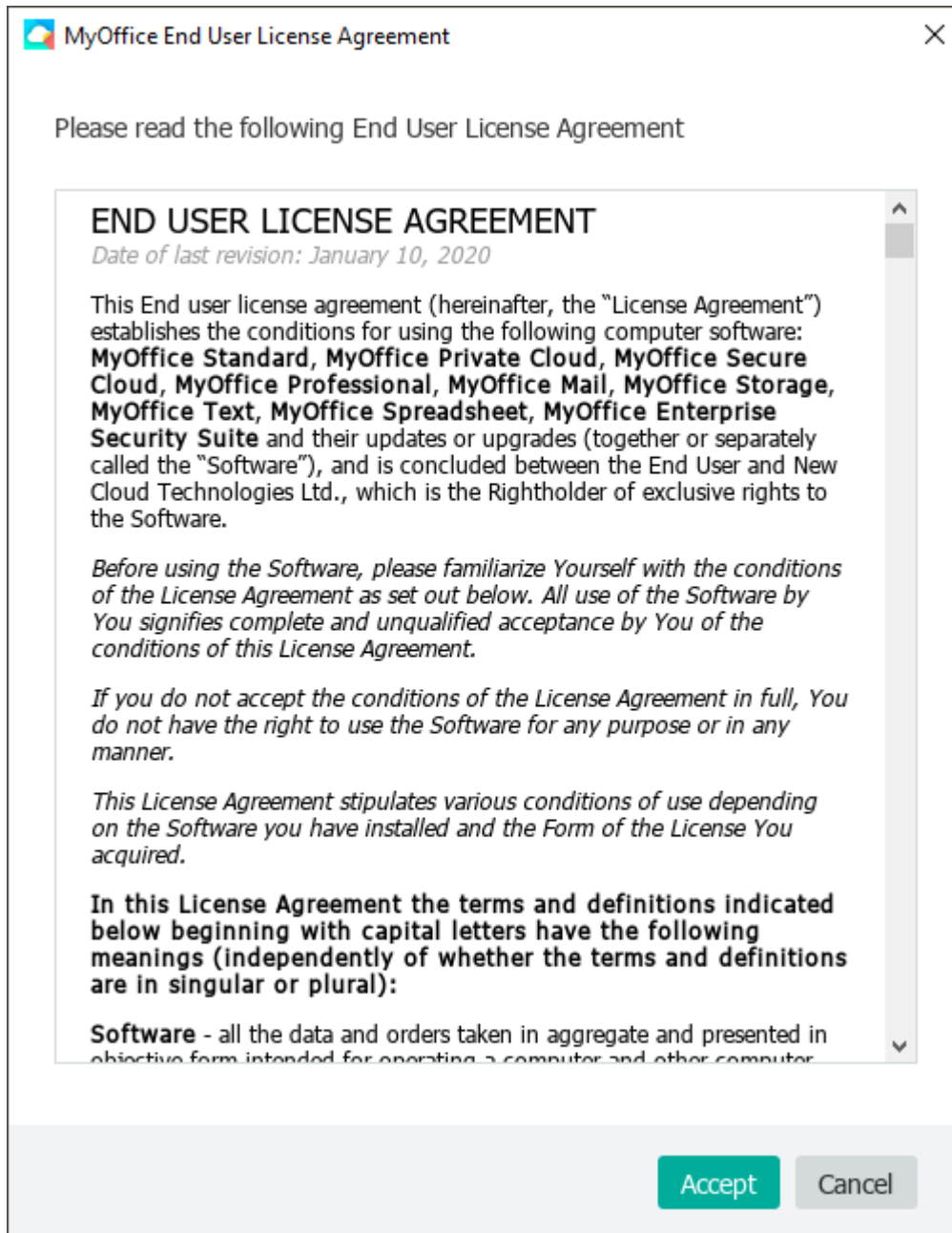
Figure 414. End User License Agreement window

MyOffice

The **Extension manager** window will display the extension (see Figure 415). To see the detailed information on the installed extension, click **About** next to the extension.
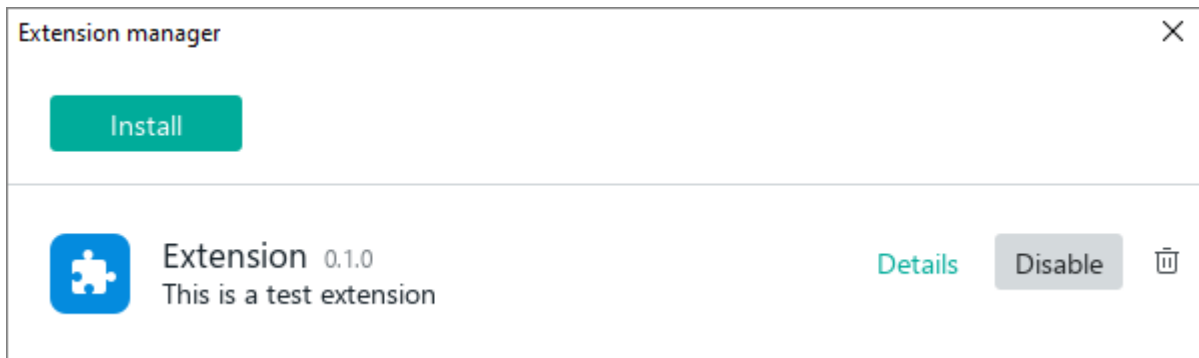
Figure 415. Extension information

If the installation is successful, the **Installed** status is displayed next to the Extension. To enable an extension, follow the steps described in Section 4.13.2.2.

If the version of the extension is incompatible with the version of the spreadsheet editor, the "⚠ **Incompatible version**" message will be displayed in the extension string.

If the extension files contain errors, the following message will appear next to the extension: "🔴 **Corrupt extension**".

To find out more about the error, proceed as follows:

− Click the **Details** button in the extension string.

− Click the extension string. In the opened dialog box, click the **Details** button.

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4.14.2.2 Run an extension

After the successful installation of the extension, it will appear in the **Extensions** menu (see Figure 416).

To run the extension, in the **Extensions** menu, select the extension folder name and then the extension name.
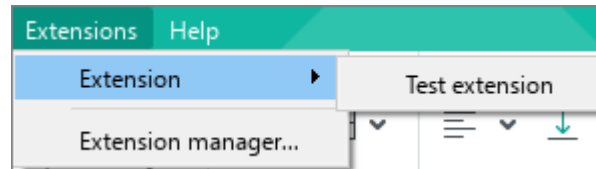
Figure 416. Extensions command

MyOffice

4.14.2.3 Enable or disable an extension

Once installed, all the extensions are enabled by default.

If an extension is enabled, it will appear in the **Extensions** menu (see Figure 416). If an extension is disabled, it will not appear in the **Extensions** menu.

To disable an extension, perform the following actions:

1. In the **Extensions** menu, select **Extension manager** (see Figure 417).
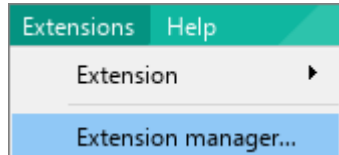
Figure 417. Extensions menu

2. In the **Extension manager** window, select **Disable** next to the extension name (see Figure 418).
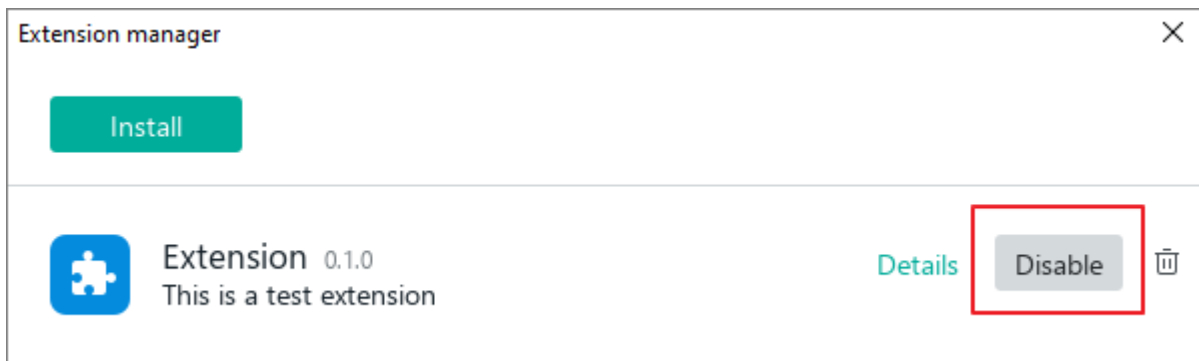
Figure 418. Disable an extension

3. Close the **Extension manager** window.

The extension will no longer be displayed in the **Extensions** menu.

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To re-enable a disabled extension, follow the steps below:

1. In the **Extensions** menu, select **Extension manager** (see Figure 417).

2. In the **Extension manager** window, select **Enable** next to the extension name (see Figure 419).
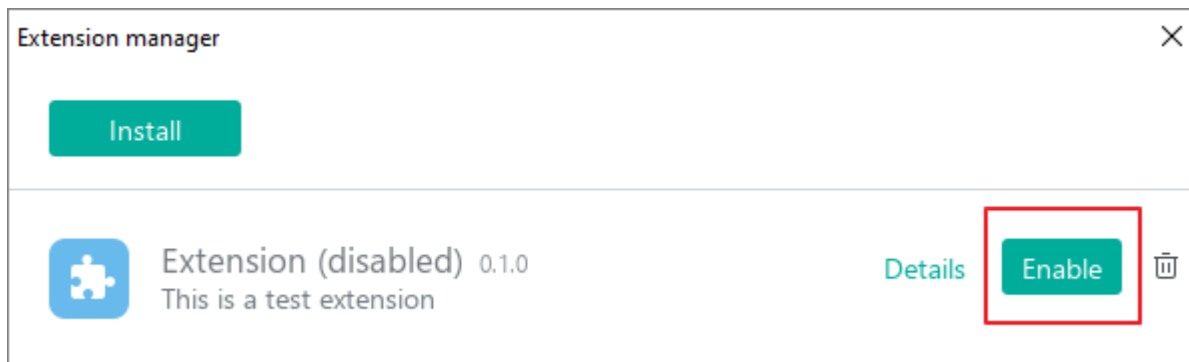
Figure 419. Enable an extension

3. Close the **Extension manager** window.

The extension will be displayed in the **Extensions** menu.

MyOffice

4.14.2.4 Update an extension

The extension files can be stored in any folder on your computer.

To update an extension, perform the following actions:

1. In the **Extensions** menu, select **Extension manager** (see Figure 420).
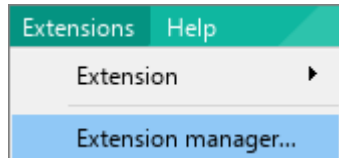
Figure 420. Extensions menu

2. In the **Extension manager** window, click the **Install** button (see Figure 421).
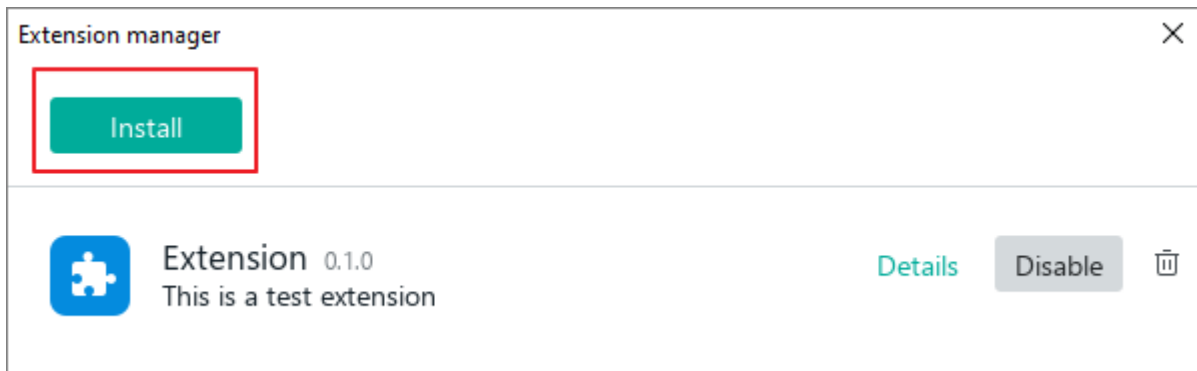
Figure 421. Install button

3. In the file manager window, select the file of the new extension version.

4. Read the text in the **Install Extension** window (see Figure 371). If the window displays the message, which reads ""**This** e**xtension is ready to be installed. Do you want to continue**?", it means that the author of the extension is a verified developer, and the extension is signed by a valid certificate. To see information about the developer's certificate, click **Show details**. To continue installing the add-in, click the **Continue** button.

> ⚠ We strongly recommend that you should not install extensions received from unverified developers or extensions with an invalid certificate. Installing such extensions can harm your computer.
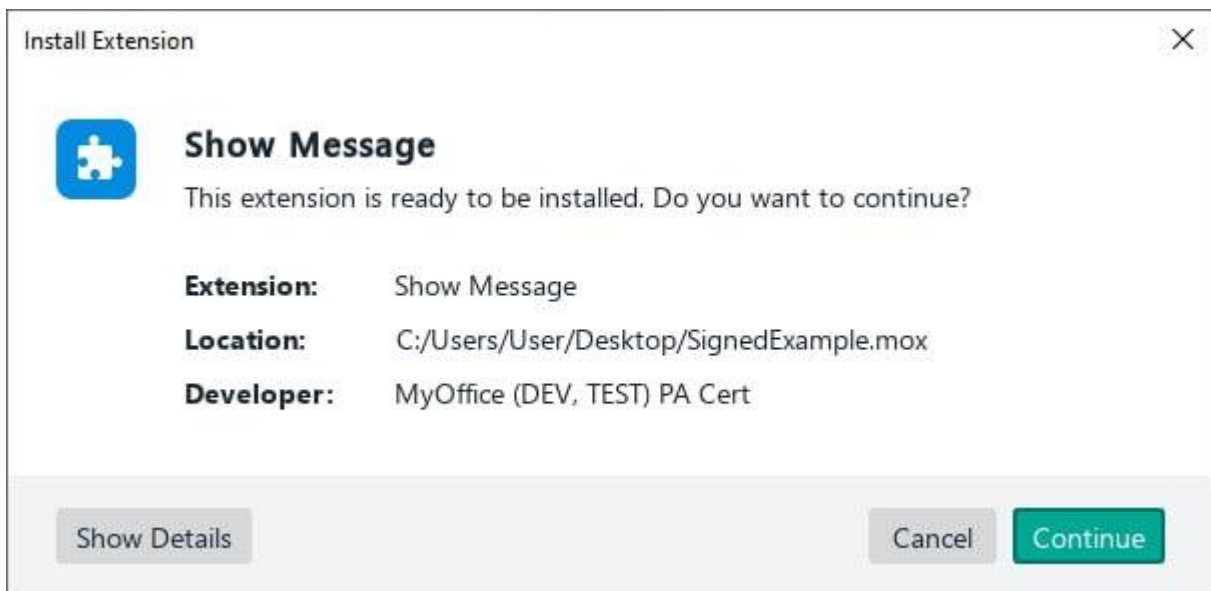
Figure 422. Install Extension window

5. In the **End User License Agreement** window (see Figure 423), read the License Agreement. If you agree to the terms of use of the software set forth in this document, click the **Accept** button.
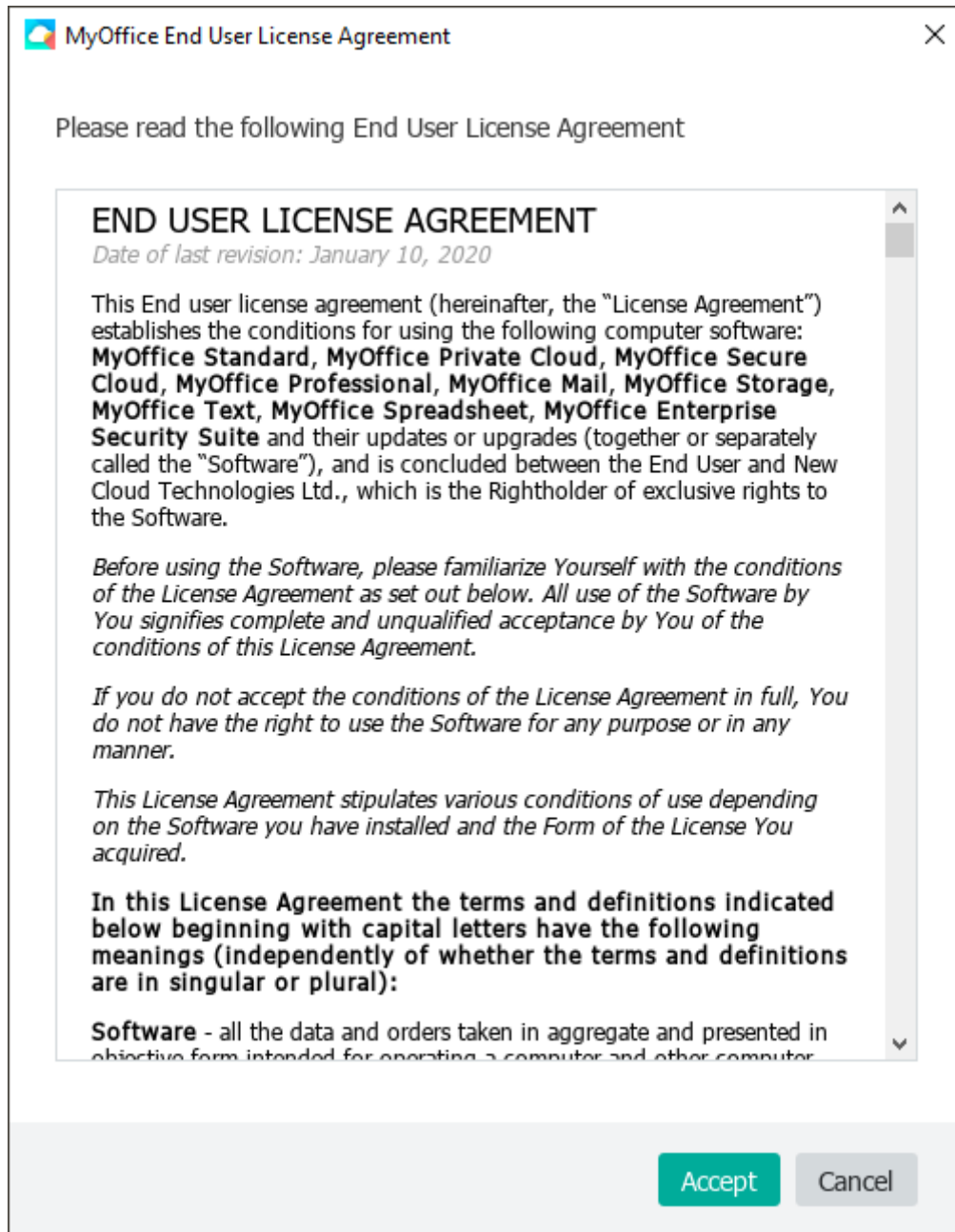
MyOffice

Figure 423. End User License Agreement window

MyOffice

If the update is successful, the **Updated** status is displayed next to the extension (see Figure 424).
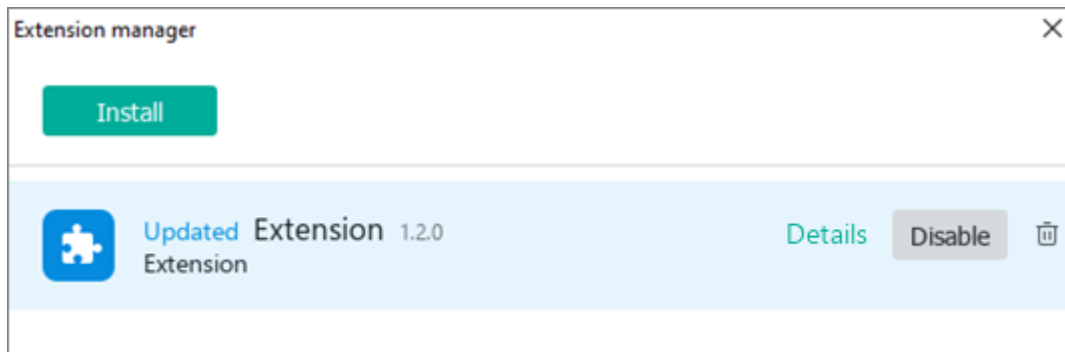
Figure 424. Updated extension

4.14.2.5 Remove an extension

To remove an extension, perform the following actions:

1. In the **Extensions** menu, select **Extension manager** (see Figure 420).

2. In the **Extensions manager** menu, click the 🗑 button next to the extension you want to remove (see Figure 425).
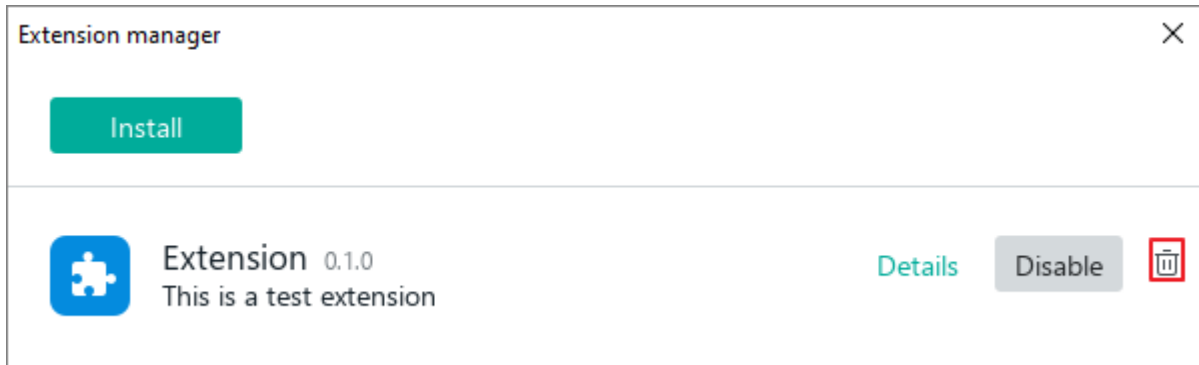
Figure 425. Remove an extension

3. In the dialog box with the message **"Are you sure you want to remove this extension**?",
    click **OK** (see Figure 426).
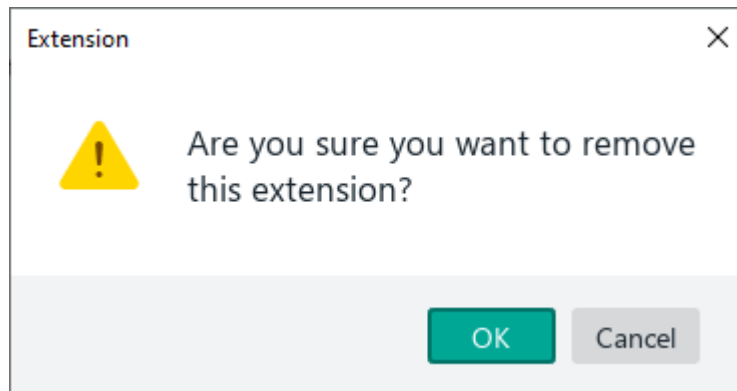
Figure 426. Dialog box

4. Close the **Extension manager** window.

The extension will no longer be displayed in the **Extensions** menu.

MyOffice

4.15 Protect a file

4.15.1 Protect a file with a password

If you want to restrict user access to a document, you can protect it with a password. The password is requested when opening the document.

> The current version of the application has the following limitations:
> – When exporting a file (see Section 4.1.10), the password is automatically deleted.
> – Working in password-protected files in the Cloud is not supported (see Section 4.12.2).
> – XOR-encrypted files created in third-party editors are currently not supported.

If a document is password protected in a third-party application, you can work with it in the same way you would work with a document protected with a password in MyOffice Spreadsheet.

MyOffice

4.15.1.1 Set a password

To protect a document with a password, do the following steps:

1. Open the document you want to protect with a password.
2. In the **File** menu, click **Set Password** (see Figure 427).
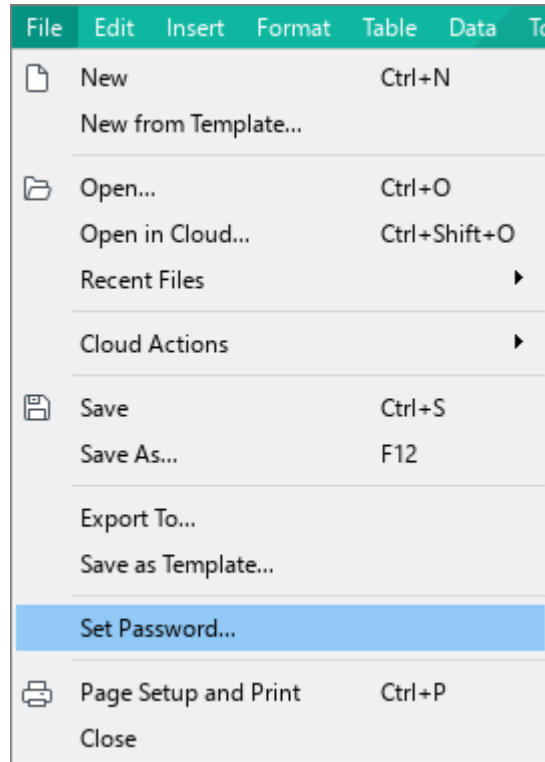
Figure 427. File menu

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3. In the **Set Password** window that appears (see Figure 428), enter the password and confirm it.

   For security reasons, the password entered is displayed as markers. To display password characters, click the ⌀ button in the right end of the input box.

4. Click **OK**.
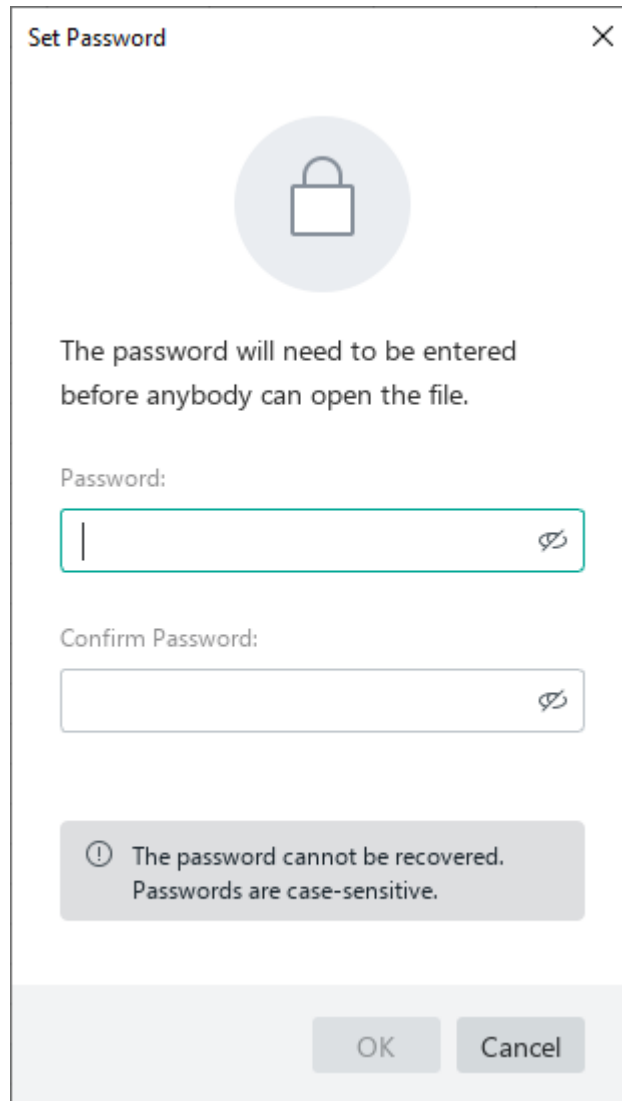
Figure 428. Set Password window

Once the data entered has been successfully verified, you will be notified correspondingly. Save the document to apply changes.

The next time the document is opened, you will be asked to enter the password.

MyOffice

4.15.1.2 Change the password

To change the password, follow the steps below:

1. Open the document that you want to change the password for.
2. In the **File** menu, click **Manage Password** (see Figure 429).
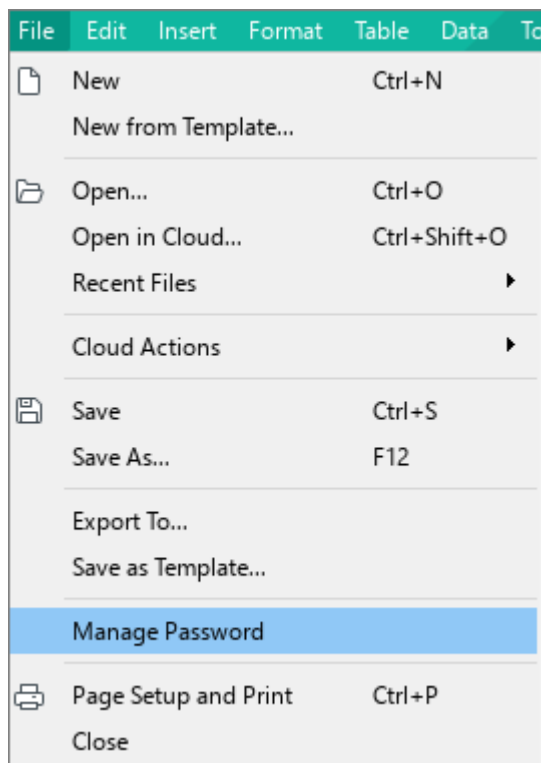
Figure 429. File menu

3. In the **Manage Password** pop-up window that appears (see Figure 430), click **Change Password**.
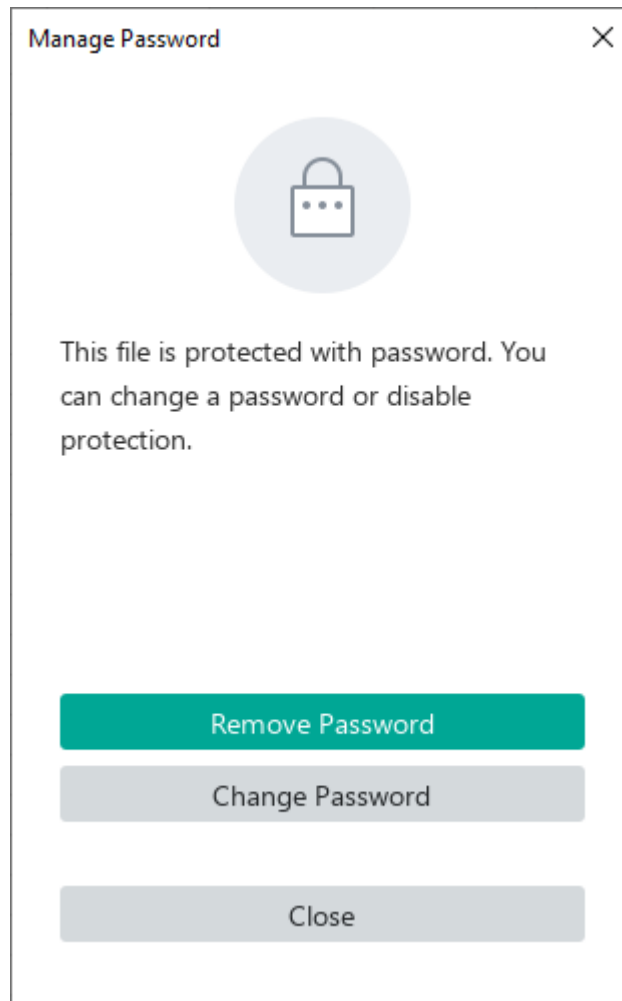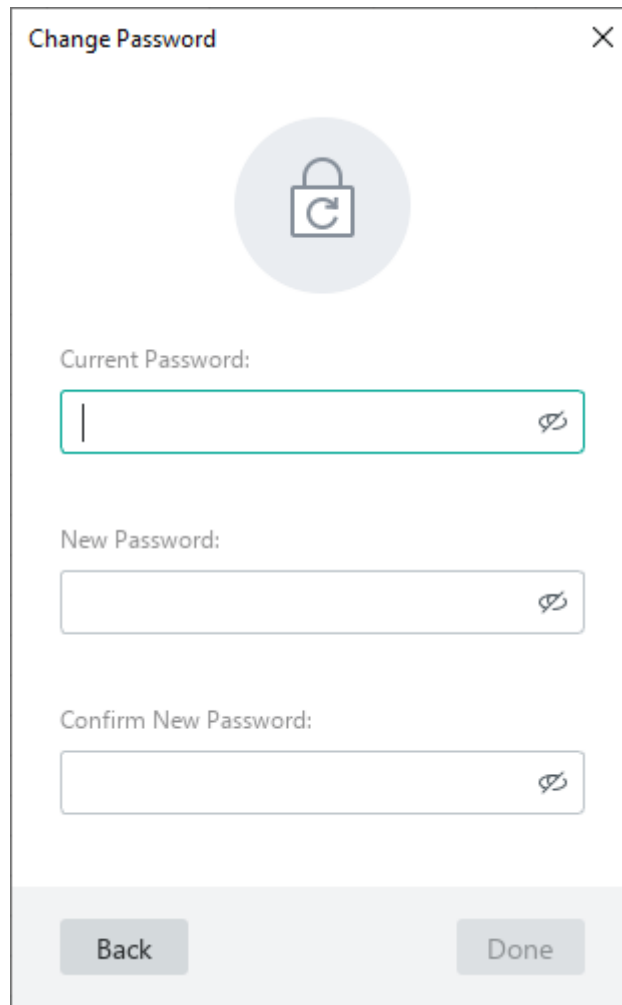
Figure 430. Manage Password window

4. In the **Change Password** pop-up window that appears (see Figure 431), enter the current password, a new password, and confirm the new password.

For security reasons, the password entered is displayed as markers. To display password characters, click the ⌀ button in the right end of the input box.

5. Click **Done**.

Figure 431. Change Password window

Once the data entered has been successfully verified, you will be notified correspondingly. Save the document to apply the changes.

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4.15.1.3 Remove the password

To remove the password, follow the steps below:

1. Open the document that you want to remove the password from.
2. In the **File** menu, click **Manage Password** (see Figure 429).
3. In the **Manage Password** pop-up window that appears, click **Remove Password** (see Figure 430).
4. In the **Remove Password** pop-up window that appears (see Figure 432), enter the current password and click **Done**.
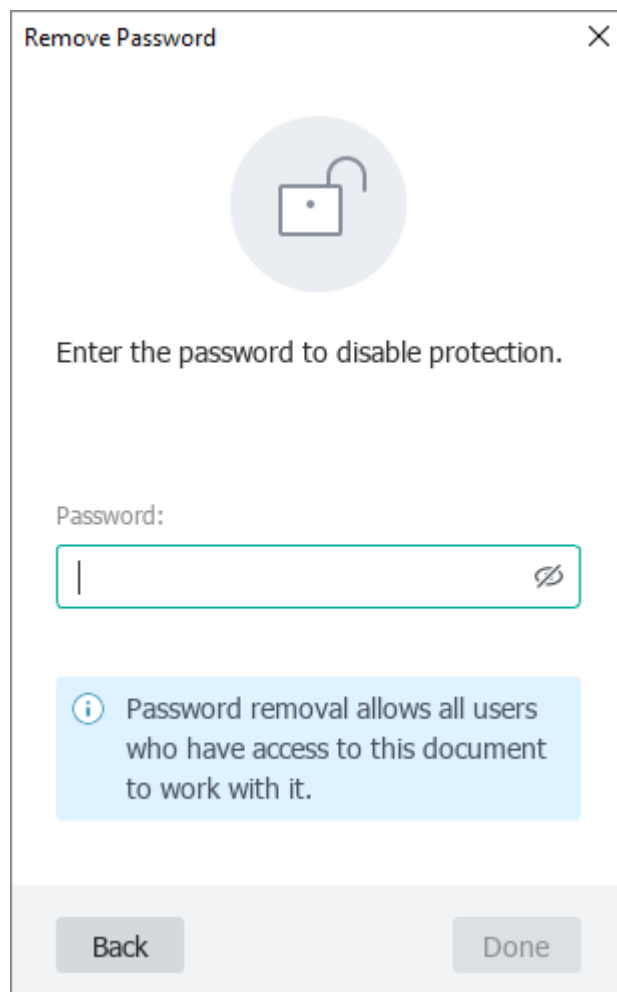
Figure 432. Remove Password window

4.15.1.4 Open a password-protected document

When you open a password-protected document, a window for entering the password will appear on the screen (see Figure 433). Enter the password and click **OK**.

If the password is correct, the document will open in MyOffice Spreadsheet.

If you enter a wrong password, you will get a **"The password is incorrect**" notification. Click the ⌀ button to display the password you have entered and check it carefully. Try again.

The number of attempts to enter a password for opening a document is not limited.
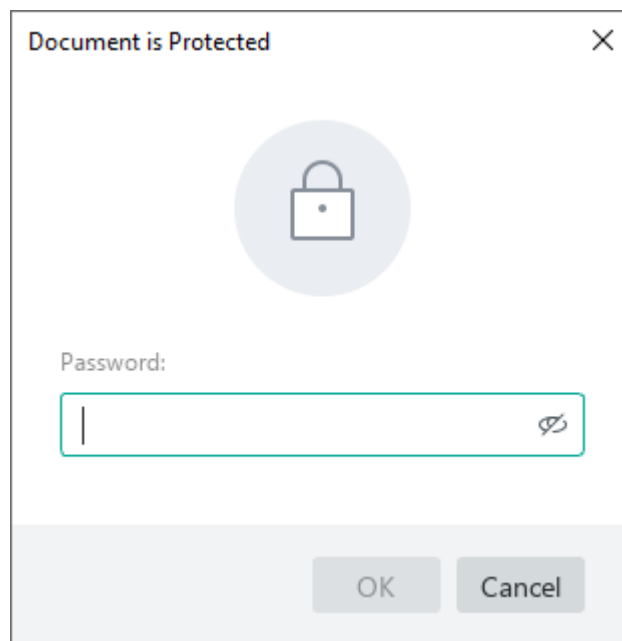
Figure 433. Document is Protected window

4.15.2 Protect content from changes

MyOffice Spreadsheet allows to protect the following elements:

–   Sheet: Users will not be able to edit all or protected sheet cells.

–   Document structure: Users will not be able to add, delete, move, rename, duplicate, hide sheets or display hidden sheets.

4.15.2.1 Protect a sheet

You can protect all or selected cells on the sheet from changes in the workspace (see Section 3.6). By default, MyOffice Spreadsheet protects all cells.

To protect the contents of a sheet, follow these steps:

1. Click the sheet tab with the mouse.

2. Open the **Manage Protection** pane in one of the following ways:

   –   In the Command menu, select **Data** > **Manage Protection** > **Protect Sheet** (see Figure 434).
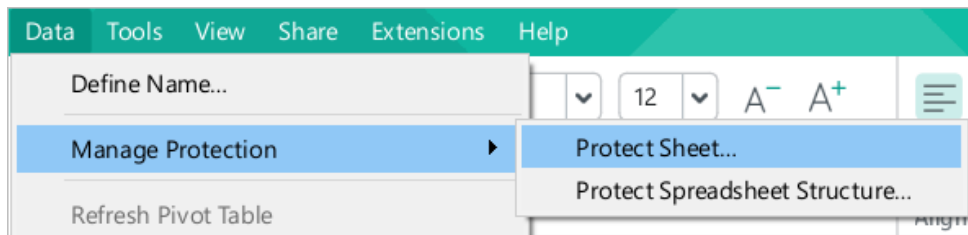
Figure 434. Protect Sheet menu

–   Right-click the sheet tab and run the **Protect Sheet** context menu command (see Figure 435).
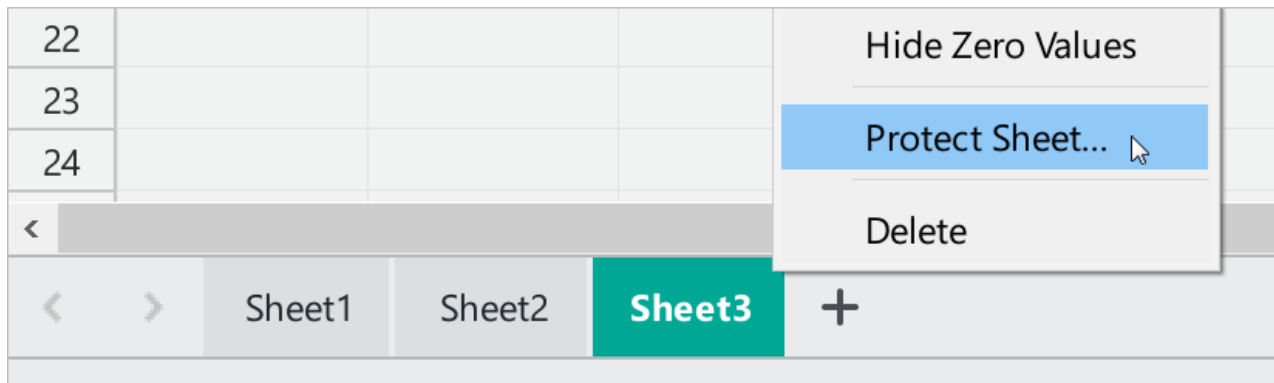
Figure 435. Context menu of a sheet

3. If you want to protect all cells of the workspace, do not uncheck the Locked for changes box on the **Sheet** tab (see Figure 436).

4. If you need to specify the cells that users will be able to edit after installing protecting the sheet:

    –   Select these cells.

    –   Uncheck the **Locked for changes** box.

5. If you want users to see only the result of the formula calculation in the protected cells and on the Formula bar:

    –   Select these cells.

    –   Check the **Formulas not displayed** box.

MyOffice
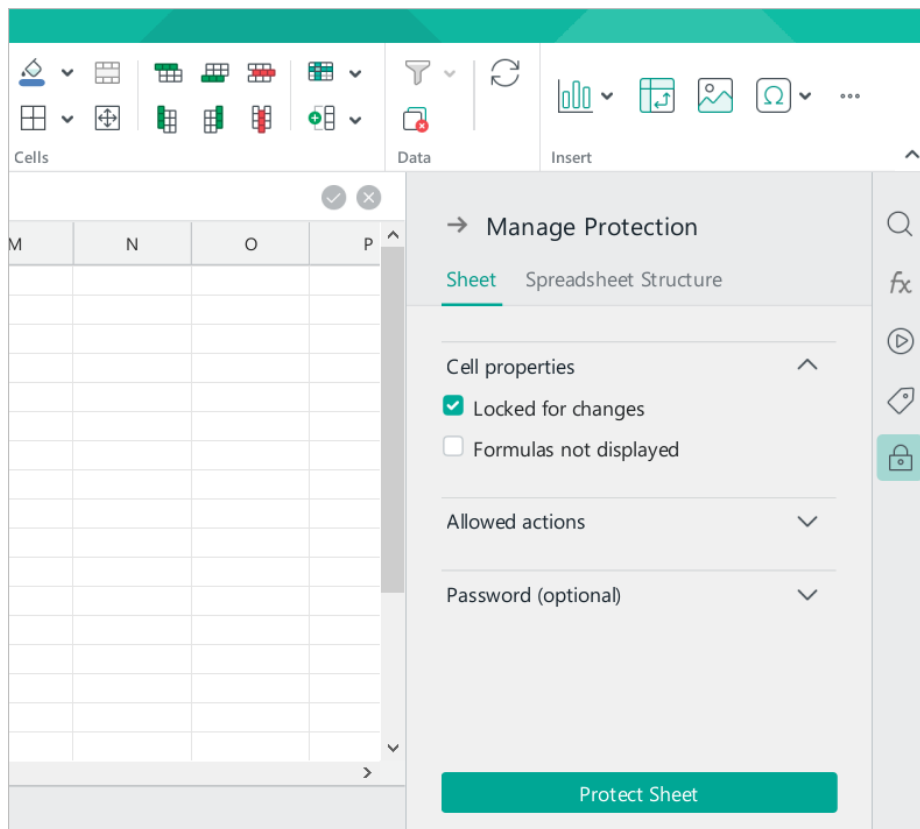
Figure 436. Manage Protection pane

6. Expand the **Allowed actions** section (see Figure 437) and specify what actions users are allowed to perform with protected cells.

MyOffice
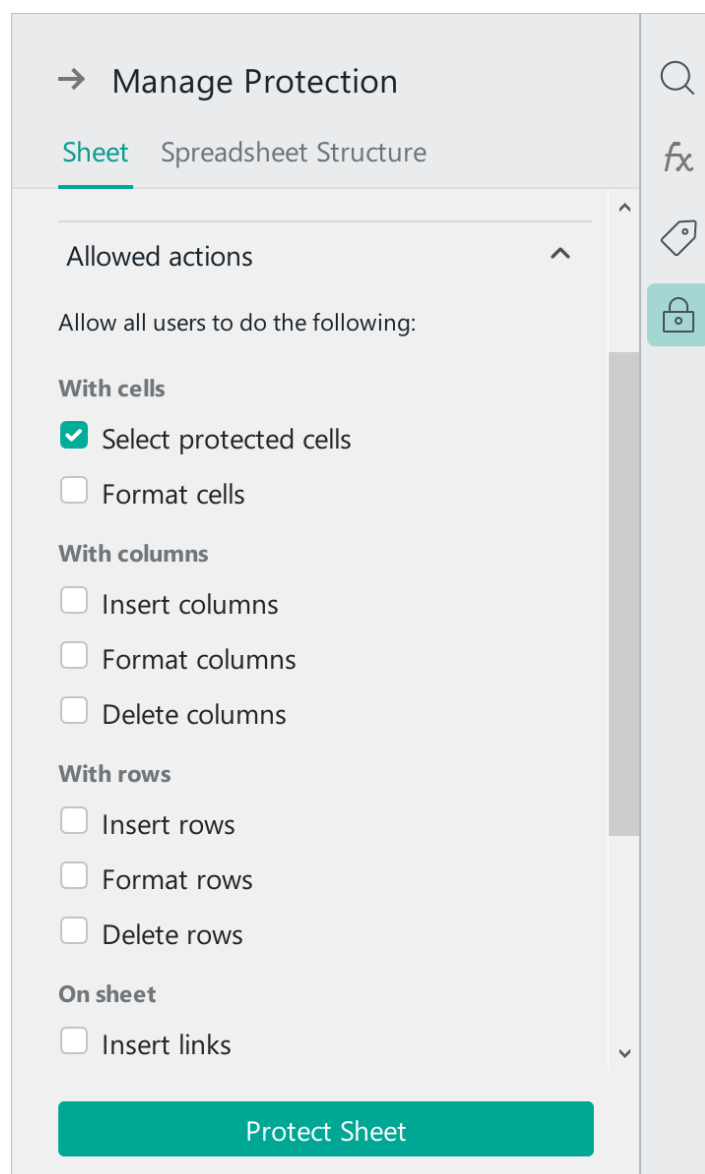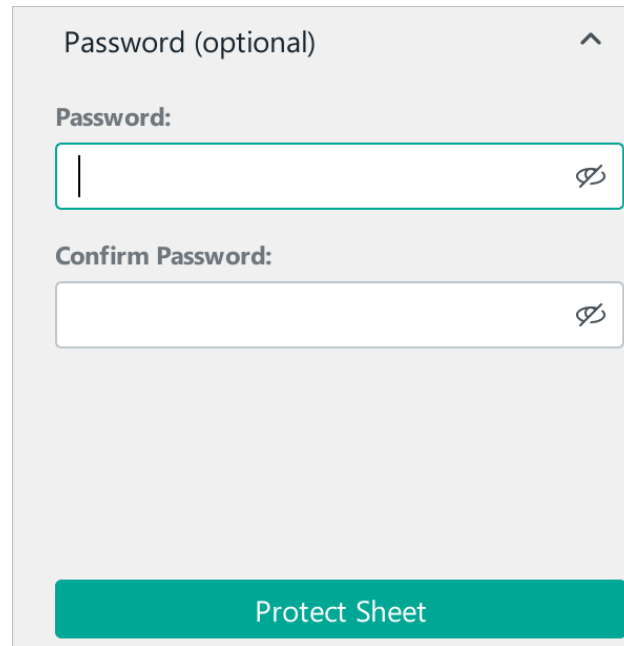
Figure 437. Allowed action section

7. If you need to set a password to remove protection from the sheet, expand the section **Password (optional)** (see Figure 438), enter the password and confirm it.

8. Click **Protect Sheet**.

Figure 438. Password (optional) section

9. Close the **Manage Protection** pane in one of the following ways:

   – At the top of the pane, click → (see Figure 440).

   – On the Sidebar, click 🔒 **Manage Protection** (see Figure 440).

> ⓘ When working with a file in Microsoft Excel and LibreOffice Calc applications, sheet protection settings are not applied to cells located outside the workspace (see Section 3.6).

4.15.2.2 Protect the document structure

To protect the document structure, follow these steps:

1. Open the **Manage Protection** pane. To do this, in the Command menu, select **Data** > **Manage Protection** > **Protect the document structure** (see Figure 439).
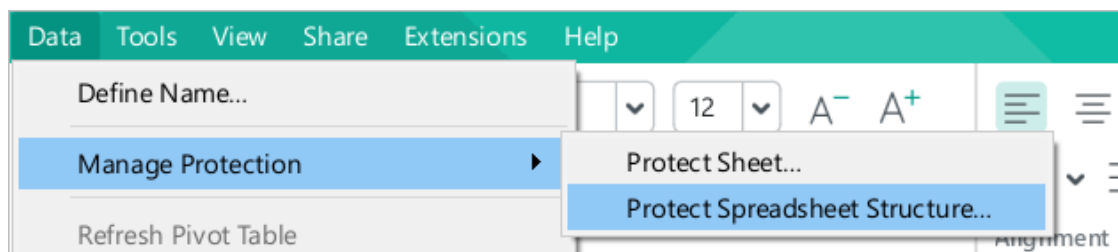
Figure 439. Protect Sheet menu

2. In the **Manage Protection** pane, select the **Spreadsheet Structure** tab (see Figure 440):

   – If necessary, set a password to unprotect the document structure.

   – Click **Protect Structure**.

3. Close the **Manage Protection** pane in one of the following ways:

   – In the upper part of the pane, click →.

   – On the Sidebar, click 🔒 **Manage Protection**.
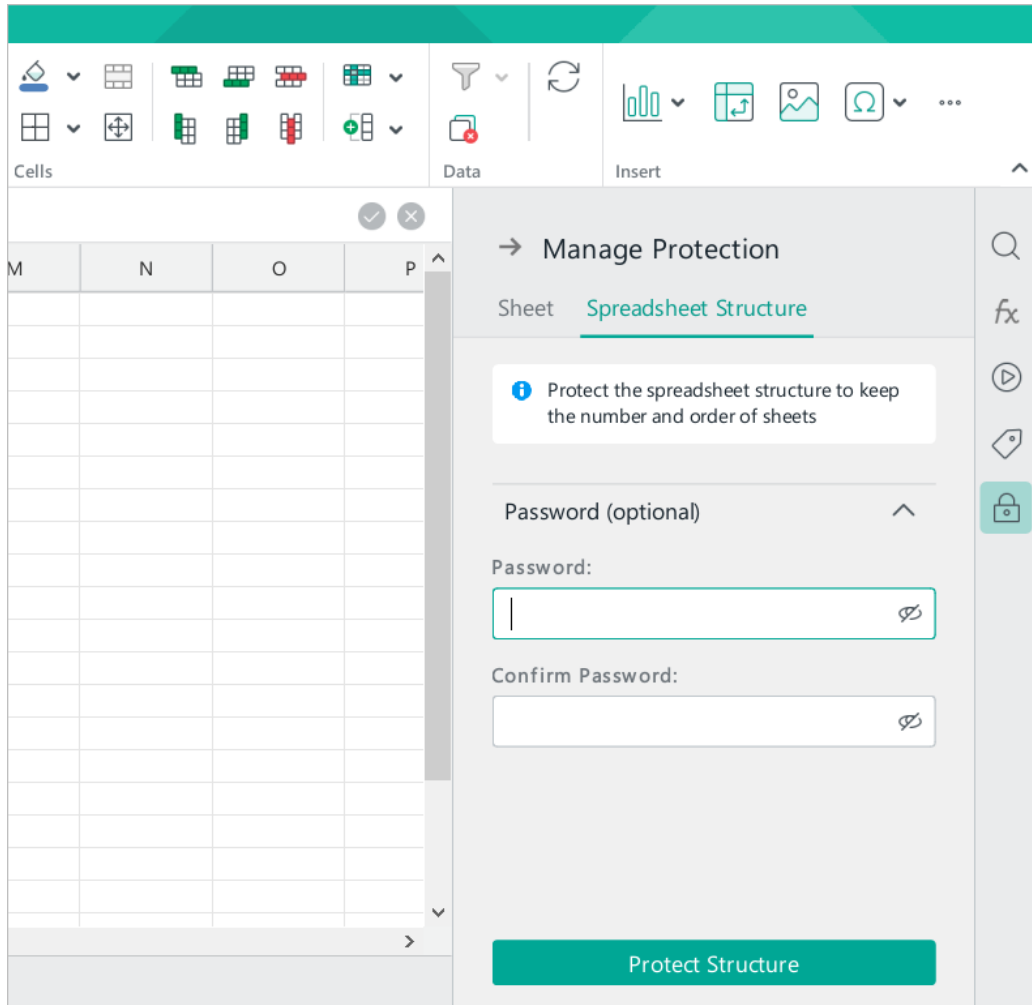
Figure 440. Manage Protection pane

4.15.2.3 Unprotect a sheet

If the sheet is protected from editing, the sheet tab displays the 🔒 icon (see Figure 441) is displayed on the sheet tab. You may need to enter a password to unprotect the sheet.
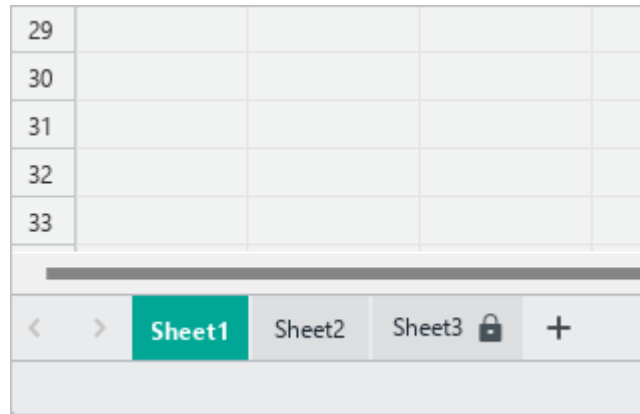
Figure 441. Sheet protected from editing

To remove protection from a sheet, do the following:

1. Click the sheet tab.

2. Open the **Manage Protection** pane in of the following ways:

   – In the Command menu, select **Data** > **Manage Protection** > **Unprotect Sheet** (see Figure 442).
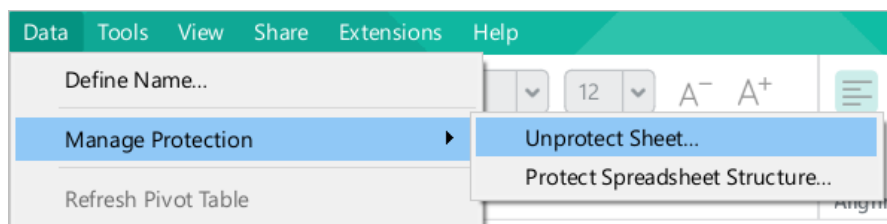
Figure 442. Unprotect Spreadsheet menu

– Right-click the sheet tab and use the **Unprotect Sheet** context menu command (see Figure 443).
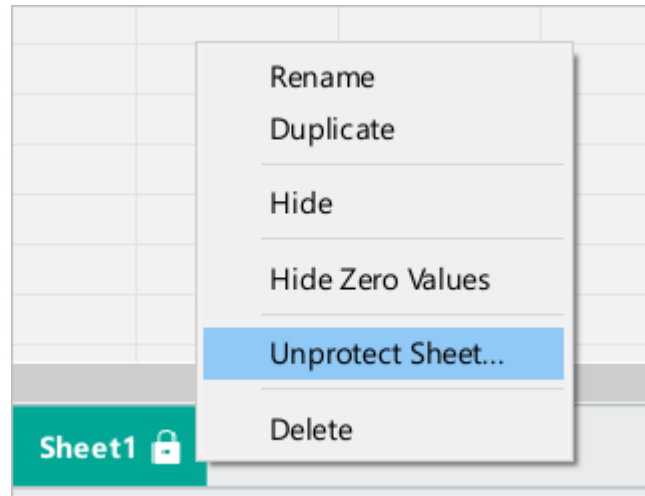
Figure 443. Context menu of the sheet

3. In the **Manage Protection** pane, select the **Sheet** tab and do the following:

– If the sheet is password-protected, enter the password, and click **Unprotect** (see Figure 444).
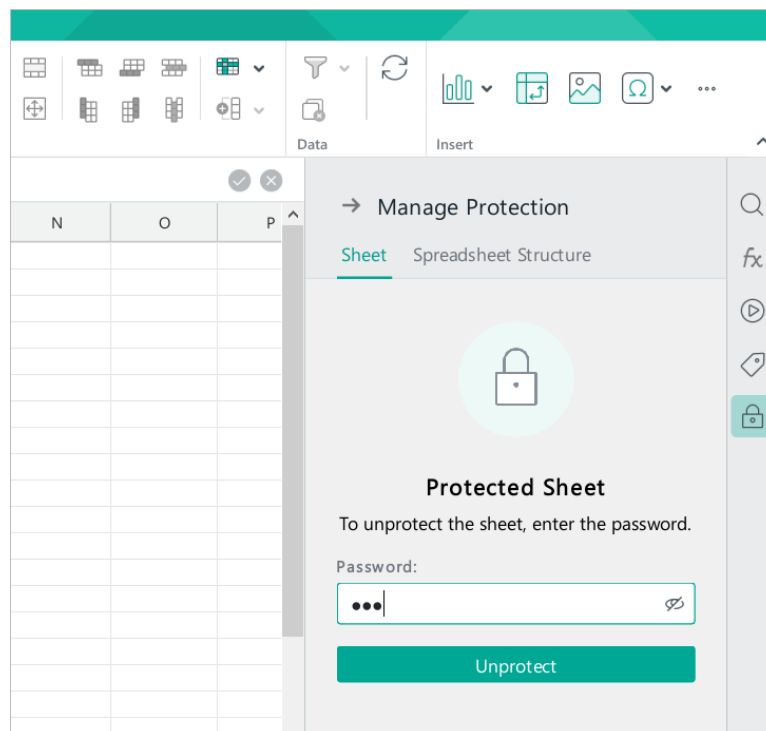
Figure 444. Manage Protection pane

– If the sheet is not password-protected, click the **Unprotect** button (see Figure 445).

4. To close the **Manage Protection** pane, do one of the following:

– In the upper part of the pane, click →.

– On the Sidebar, click 🔒 **Manage Protection**.
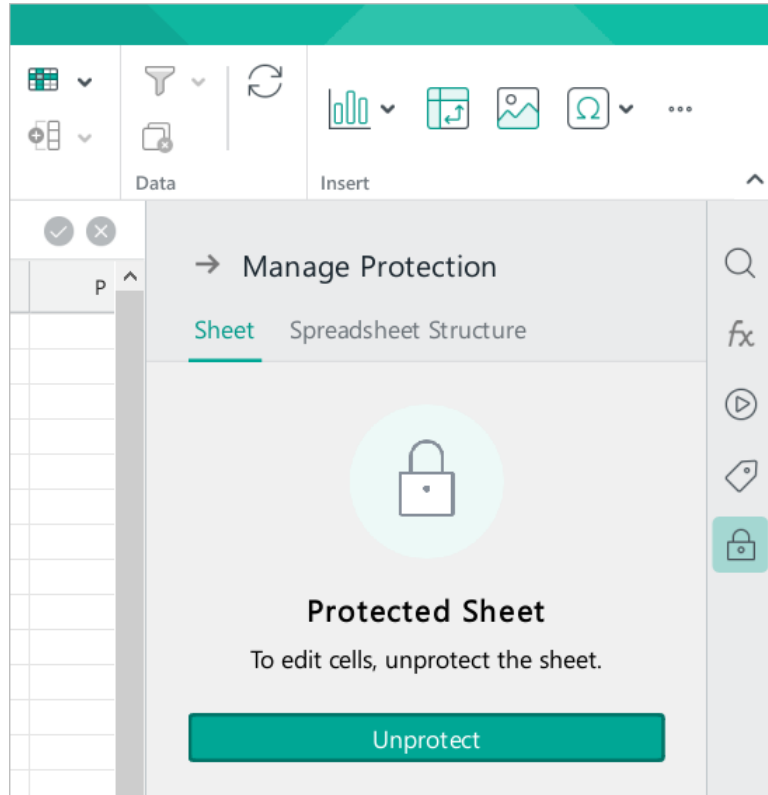
Figure 445. Unprotected sheet

4.15.2.4 Unprotect file structure

If the document structure is protected from editing, an icon 🔒 is displayed to the right of the sheet tabs (see Figure 446). You may be required to enter a password to remove the protection.
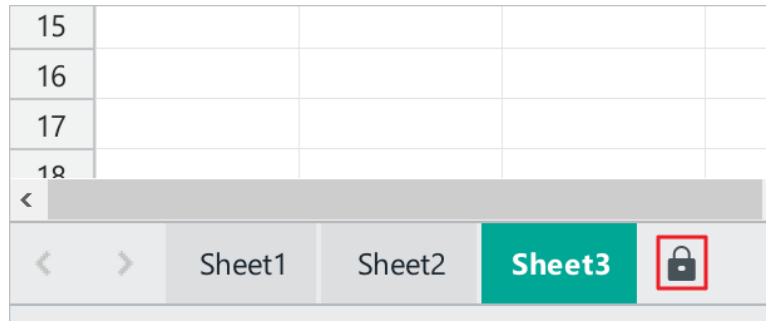
Figure 446. Data command menu

To remove protection from the document structure, do the following:

1. Open the **Manage Protection** pane. To do this, in the Command menu, select **Data** > **Manage Protection** > **Unprotect Sheet** (see Figure 446).
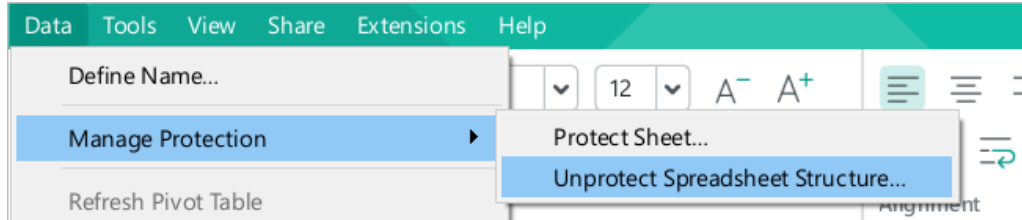
Figure 447. Sheet command menu

2. In the **Manage Protection** pane, select the **Spreadsheet Structure** pane and do the following:

   – If the document structure is password-protected, enter the password, and click the **Unprotect** button (see Figure 448).

MyOffice
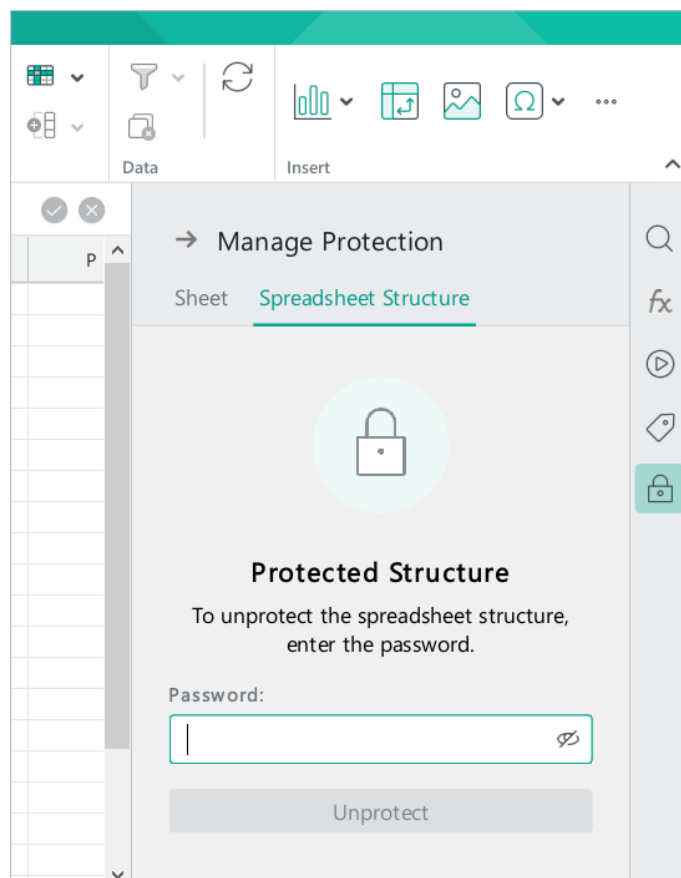
Figure 448. Manage Protection pane

– If the document structure is not password-protected, click the **Unprotect** button (see Figure 449).

3. To close the **Manage Protection** pane, do one of the following:

– In the upper part of the pane, click →.

– On the Sidebar, click 🔒 **Manage Protection**.
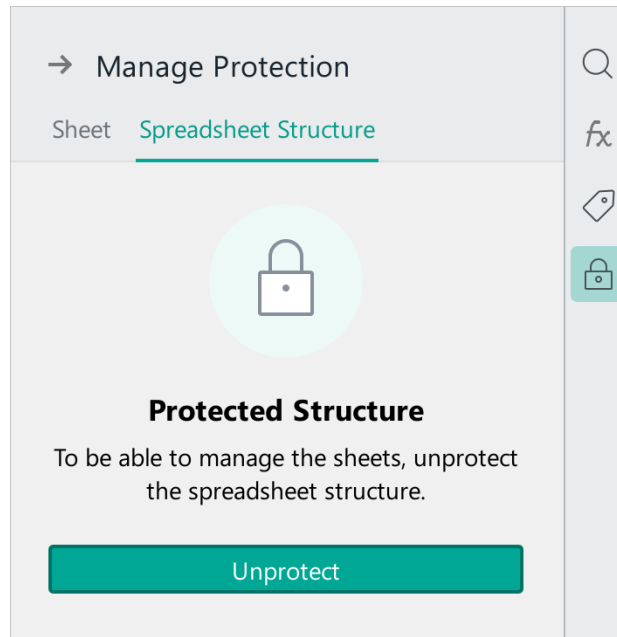
MyOffice

Figure 449. Unprotected spreadsheet structure

MyOffice

4.16 Links to educational resources

The MyOffice Spreadsheet application as part of the MyOffice Education package contains a link pane for quickly navigating to various educational resources (see Figure 450). The list of links in the Education pane is editable and configurable by the system administrator.

To open the Education pane, click the 🎓 **Education** button on the Sidebar. To click a link from the list, click it with your mouse. The link will open in the default OS browser.
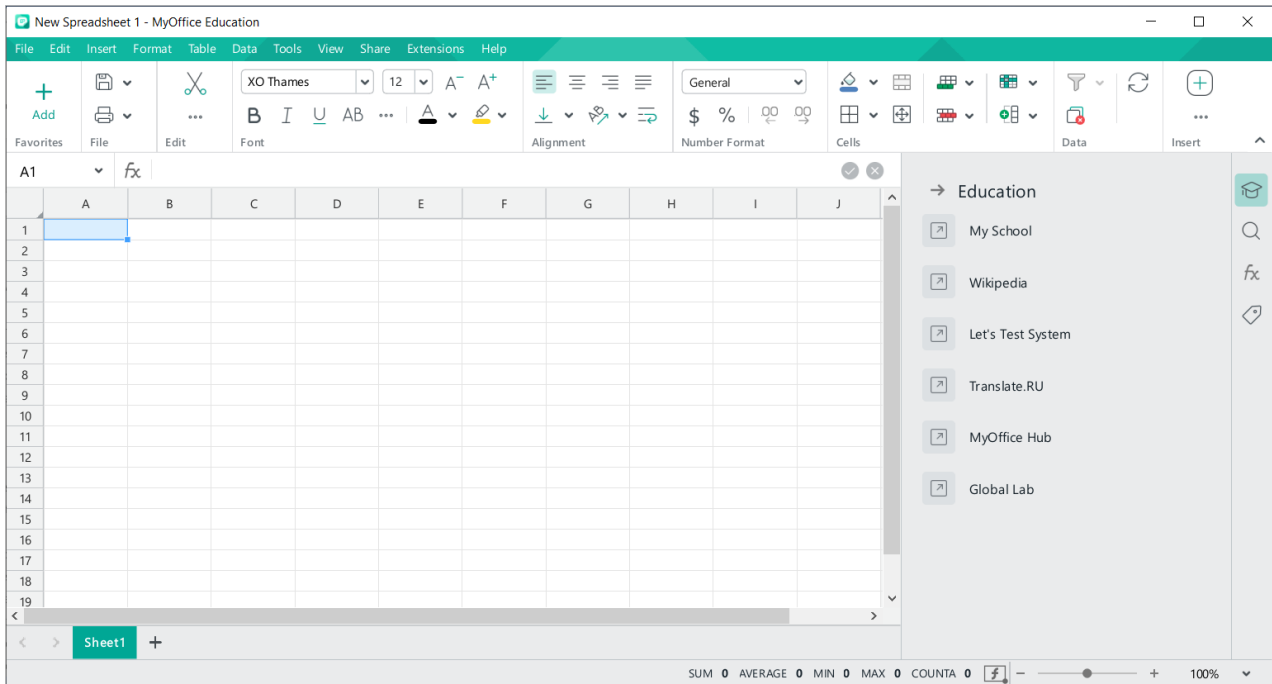
Figure 450. Education pane

MyOffice

APPENDIX 1. FUNCTIONS AND THEIR DESCRIPTION

Function	Description
Financial	
COUPPCD(settlement, maturity, frequency, [day_count_convention])	Returns the numeric date value of the last coupon date before the settlement date of a security.
DOLLARDE(fractional_price, unit)	Converts a dollar value expressed as a fraction into a decimal number.
DOLLARFR(decimal_price, unit)	Converts a dollar value expressed as a decimal number into a fractional number.
IRR(cashflow_amounts, [rate_guess])	Calculates the internal rate of return on an investment based on regular cash flows which include both payments and incomes.
NPV(discount, cashflow1, [cashflow2, ...])	Returns the numeric value which is the net present value of an investment depending on a series of periodic cash flows and a discount rate.
PMT(rate, number_of_payments, present_value, [future_value], [end_or_beginning])	Returns the periodic payment for an annuity based on constant periodic payments and a constant interest rate.
PV(rate, number_of_periods, payment_per_period, [future_value], [end_or_beginning])	Returns the present value of an investment based on periodic payments and a constant interest rate.
Time and date	
DATE(year, month, day)	Creates a date from the specified year, month, and day.
DATEVALUE(date_string)	Transforms the provided date string in a known format to a numeric date value.
DAY(date)	Returns the day of the month that a specific date falls on, in numeric format.
EDATE(start_date; months)	Returns the numeric value of a date which falls a specified number of months before or after another date.
EDATE(start_date; months)	Returns the date representing the last day of the month which falls a specified number of months before or after another date.
HOUR(time)	Extracts the hour component from a given time value.
ISOWEEKNUM(date)	Returns the ISO week number (from 1 to 54) for a given date.
MINUTE(time)	Extracts the minute component from a given time value.
MONTH(date)	Returns the month of the year the specific date falls in, in numeric format.
NOW()	Returns the current date and time as a timestamp value.
TODAY()	Returns the current date in number format.
YEAR(date)	Returns the year specified by a given date.
Math and trigonometry	
ABS(value)	Returns the absolute value of a number. The result of calculation is always a positive number.

MyOffice

Function	Description
ACOS(value)	Calculates the arccosine, that is the inverse cosine of a given number, and returns an angle expressed in radians.
ACOSH(value)	Calculates the inverse hyperbolic cosine for a number.
ACOT(value)	Calculates the arccotangent, that is the inverse cotangent of a given number, and returns an angle, in radians, between 0 (zero) and π.
ASIN(value)	Calculates the arcsine, that is the inverse sine of a given number, and returns an angle expressed in radians.
ATAN(value)	Calculates the arctangent, that is the inverse tangent of a given number, and returns an angle, in radians, between -Pi/2 and Pi/2.
ATAN2(x, y)	Returns the arctangent of an angle between the x-axis and a segment starting from the origin (0,0) and ending at a specific point defined by the coordinate pair (x,y). The resulted value is expressed in radians.
ATANH(value)	Calculates the inverse hyperbolic tangent for a number.
COSH(value)	Calculates the hyperbolic cosine for a real number.
COTH(angle)	Calculates the hyperbolic cotangent of a number.
CSC(angle)	Calculates the cosecant of a number and returns the result in radians.
CSCH(angle)	Calculates the hyperbolic cosecant of a number and returns the result in radians.
DEGREES(angle)	Converts an angle value in radians to the equivalent value in degrees.
EXP(exponent)	Returns the e number (~2.718) raised to a supplied power.
FACTDOUBLE(value)	Returns the double factorial of a number.
INT(value)	Rounds a number down to the nearest integer.
LN(value)	Returns the logarithm of a number to base e (~2.718) which is known as the natural logarithm.
LOG(value, [base])	Returns the logarithm of a number with respect to a given base.
LOG10(value)	Returns the base-10 logarithm of a given number.
PI()	Returns the pi value rounded to 14 decimal places.
POWER(base, exponent)	Returns the result of raising a number to a power.
PRODUCT(factor1, [factor2, ...])	Returns the product of supplied arguments.
QUOTIENT(dividend, divisor)	Divides a number by another one and returns a value without a reminder.
RAND()	Returns a random decimal number between 0 and 1, excluding the boundary values.
ROUND(value, places)	Rounds a number to a certain number of digits according to standard rounding rules.
ROUNDDOWN(value, places)	Rounds a number down to a certain number of decimal places.
ROUNDUP(value, places)	Rounds a number up to a certain number of digits.

MyOffice

Function	Description
SEC(angle)	Returns the secant of an angle, in radians.
SECH(angle)	Returns the hyperbolic secant of an angle.
SINH(value)	Returns the hyperbolic sine of a number.
SQRT(value)	Returns the positive square root of a number.
SQRTPI(value)	Returns the square root of the pi constant (3.14159265358979) multiplied by a given number.
SUBTOTAL(function_code, range1, [range2, ...])	Uses another function (SUMM, PRODUCT, etc.) to calculate the subtotal for a set of numbers. For more details, see Section SUBTOTAL function.
SUBTOTAL(function_code, range1, [range2, ...])	Uses another function to calculate a subtotal for a vertical range of cells.
SUM(value 1, [value 2; ...])	Returns the result of adding series of numbers, and/or cells.
SUMIF(range, criterion, [sum_range])	Returns the sum of a range of values matching a certain criterion.
SUMIFS(sum_range, criteria_range1, criterion1, [criteria_range2, criterion2, ...])	Returns the sum of a range of values matching multiple criteria.
SUMPRODUCT(array1, [array2, ...])	Multiplies ranges or arrays together and returns the sum of products.
SUMSQ(value1, [value2, ...])	Returns the sum of the squares of numbers.
TANH(value)	Returns the hyperbolic tangent of a number.
Statistical	
AVERAGE(value1, [value2, ...])	Returns the average of numbers in a dataset, ignoring text.
COUNT(value1, [value2, ...])	Returns the count of numeric values in a supplied dataset.
COUNTA(value1, [value2, ...])	Looks through a given dataset and returns the number of cells containing any type of information.
COUNTBLANK(range)	Returns the count of empty and blank cells in a given range or array.
COUNTIF(range, criterion)	Returns the number of times cell values meet a certain criterion.
COUNTIFS(criteria_range1, criterion1, [criteria_range2, criterion2, ...])	Returns the number of cells that meet multiple criteria.
F.DIST(x, freedom_degrees1, freedom_degrees2, cumulative)	Calculates the left-tailed F probability distribution (degree of diversity) for two data sets with a given x.
F.DIST.RT(x, freedom_degrees1, freedom_degrees2)	Calculates the right-tailed F probability distribution (degree of diversity) for two data sets with a given x.
FISHER(value)	Returns the Fisher transformation for a given value.
LARGE(data, n)	Arranges a given numeric dataset in descending order and returns a value depending on its relative position where the largest value takes the first position.
LINEST(known_data_y, [known_data_x], [calculate_b], [stats])	Calculates parameters of the linear trend based on the least-squares method.
MAX(value1, [value2, ...])	Retrieves the maximum number from a numeric dataset.

MyOffice

Function	Description
MIN(value1, [value2, ...])	Retrieves the minimum number from a numeric dataset.
NORM.DIST(x, mean, standard_deviation, cumulative)	Returns the normal distribution function for the specified values of the arithmetic mean and the standard deviation.
RANK.EQ(value, data, [is_ascending])	Arranges numeric values in ascending or descending order and determines the rank position of a specified value in a dataset. For duplicate values, a rank of the first value is assigned.
SMALL(data, n)	Arranges a given numeric dataset in ascending order and returns a value based on its relative position where the smallest value takes the first position.
STDEV.S(value1, [value2, ...])	Calculates the standard deviation based on a sample.
VAR(value1, [value2, ...])	Calculates the variance based on a given sample.
VARA(value1, [value2, ...])	Calculates the variance based on a sample, treating text values as 0 (zero).
VARPA(value1, [value2, ...])	Analyzes data in a range and returns the variance of that data range. Text and logical values are considered.
Lookup and reference	
ADDRESS(row, column, [absolute_relative_mode], [use_a1_notation], [sheet])	Returns the cell location in a spreadsheet based on specified row and column numbers.
AREAS(reference)	Returns the number of areas in a reference or a range. An area is considered as a separate cell reference or a range of cells.
CHOOSE(index, choice1, [choice2, ...])	Retrieves the value from a dataset based on its position number.
COLUMN([cell_reference])	Returns the column number of a specified cell.
COLUMNS(range)	Returns the count of columns in a range or an array.
HLOOKUP(search_key, range, index, [match_type])	Evaluates the first row of a range for a search value and returns a value which is located in a different row but in the same column.
HYPERLINK(url, [link_label])	Creates a link in a cell of a spreadsheet.
INDEX(reference, [row], [column])	Returns the element of an array or range, specified by its row and column position.
INDIRECT(cell_reference_as_string, [is_A1_notation])	Returns the content of the reference which can be a cell or a string.
LOOKUP(search_key, search_range, [result_range]) (1) LOOKUP(search_key, search_result_array) (2)	Looks through a row or a column for a key and returns the cell value in a result range located in the same position as a search row or column. Looks through multiple rows or columns for a key and returns a value of the cell located in the correspondent position of the same search rows or columns. To search for a key across a single row or column, specify the result_range value as the third argument.
MATCH(search_key, range, [search_type])	Allows finding a specified item in the defined range of cells by a desired search type. The function returns the item index (that is a position number of the item in an array), not the item itself.

MyOffice

Function	Description
OFFSET(cell_reference, offset_rows, offset_columns, [height], [width])	Returns a cell or a range of cells shifted by a specified number of rows and columns from the initial cell reference.
ROW([cell_reference])	Returns the number of the row where a cell is specified.
ROWS(range)	Returns the count of rows in a range or an array.
VLOOKUP(search_key, range, index, [match_type])	Searches down the first column of a range for the first matching key and returns the corresponding value from another column.
Database	
DSUM(database, field, criteria)	Calculates the sum of database values matching the specified criteria.
Text	
ASC (string)	Converts a text encoded in a double byte character set (DBCS) to a text in a single byte character set (SBCS). In the spreadsheet editor, the function is only used for the backward compatibility with documents containing text encoded in DBCS.
CLEAN(text)	Removes non-printable characters from a given string.
CODE(string)	Returns the Unicode numeric value of the first character in a given string.
CONCATENATE(string1, [string2, ...])	Joins separate entries into a single string.
DBCS(string)	Converts a text from ASCII to DBCS and backwards. In the spreadsheet editor, the function is only used for the backward compatibility with documents containing text encoded in either ASCII or DBCS.
EXACT(string1, string2)	Checks whether two strings are identical and, if so, returns TRUE.
FIND(search_for, text_to_search, [starting_at])	Returns the position at which a string is first found within text (case sensitive).
FINDB(search_for, text_to_search, [starting_at])	Returns the position at which a string is first found within text counting double letters as two characters.
JIS(string)	Converts a text from ASCII to DBCS and backwards. In the spreadsheet editor, the function is only used for the backward compatibility with documents containing text encoded in either ASCII or DBCS.
LEFT(string, [number_of_characters])	Returns a substring from the beginning of a specified string.
LEFTB(string, [number_of_characters])	Returns a substring from the beginning of a specified string based on the supplied number of characters.
LEN(text)	Returns the length of the specified string.
LENB(text)	Returns the count of characters in the supplied string.
LOWER(text)	Finds uppercase letters in a given string to convert them to lowercase.
MID(string, starting_at, extract_length)	Returns a segment of a string.
MIDB(string, starting_at, extract_length)	Returns a segment of a string based on the specified number of bites.

MyOffice

Function	Description
PROPER(text_to_capitalize)	Capitalizes the first letter of every word in a specified string.
RIGHT(string, [number_of_characters])	Returns the rightmost character or characters of a given string.
RIGHTB(string, [number_of_characters])	Returns the rightmost character or characters of a given string based on the specified number of bites.
SEARCH(search_for, text_to_search, [starting_at])	Returns the starting position of a string within a text.
SEARCHB(search_for, text_to_search, [starting_at])	Returns the position at which a string is first found within text counting double letters as two characters.
SUBSTITUTE(text_to_search, search_for, replace_with, [occurrence_number])	Replaces a specific string with another one in a text.
TEXT(value, format)	Converts a numeric value into a text value according to a specified format.
TRIM(text)	Removes all spaces in the specified string, except the single spaces between words.
UNICODE(string)	Returns the Unicode numeric value of the first character in a given string.
UPPER(text)	Converts all lowercase letters in a specified string to uppercase.
Logic	
AND(logical_expression1, [logical_expression2, ...])	Returns TRUE if all the supplied tests are successful, and FALSE if at least one fails.
FALSE()	Returns the FALSE logical value.
IF(logical_expression, value_if_true, [value_if_false])	Returns one value if the result of a logical test is TRUE and another if it is FALSE.
IFERROR(value, value_if_error)	Returns the first argument if it is not an error value, and the second argument if a given value is an error.
IFNA(value, value_if_na)	Returns the first argument if it is not #N/A, otherwise, returns the second argument.
OR(logical_expression1, [logical_expression2, ...])	Returns TRUE if any of the specified logical tests is successful, and FALSE if all logical tests fail.
SWITCH(expression, value1, result1, [value2, result2, ...], [default])	Evaluates a list of expressions and returns the value corresponding to the first expression in the list.
TRUE()	Returns the TRUE logical value.
Information	
CELL(info_type, [reference])	Returns the requested data about a particular cell.
INFO(info_type)	Returns the requested information relating to the user's operating system and the data processing environment.
ISBLANK(value)	Checks whether a referenced cell is empty, and if so, returns the TRUE logical value.
ISERR(value)	Returns TRUE if a given value is an error other than #N/A.
ISERROR(value)	Returns TRUE if a given value is an error.

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Function	Description
ISEVEN(value)	Checks whether a value is an even number and, if so, returns TRUE.
ISLOGICAL(value)	Checks whether a value is either FALSE or TRUE and returns TRUE on any of them.
ISNA(value)	Checks whether a value is the #N/A error and, if so, returns TRUE.
ISNUMBER(value)	Checks whether a given value is a number.
ISODD(value)	Checks whether a value is an odd number and, if so, returns TRUE.
ISREF(value)	Returns TRUE if a supplied value is a valid cell reference.
ISTEXT(value)	Checks whether a given value is textual.
NA()	Returns the #N/A error which stands for "value is not available".
Engineering	
COMPLEX(real_number, imaginary_number, [suffix])	Creates a complex number based on specified real and imaginary components.
IMABS(complex_number)	Returns the absolute value of a complex number.

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SUBTOTAL function

Syntax

SUBTOTAL(function_code, range1, [range2, ...])

Description

Uses another function (SUMM, PRODUCT, etc.) to calculate the subtotal for a set of numbers.

Function_code: The numeric code of the function to be used to calculate the subtotal (see Table 20). Use codes 1-11 to include manually hidden cells in the count, or 101-111 to exclude them. Cells hidden using a filter are always excluded.

Table 20. Numeric codes

Function_code (Include hidden values)	Function_code (Exclude hidden values)	Function
1	101	AVERAGE
2	102	COUNT
3	103	COUNTA
4	104	MAX
5	105	MIN
6	106	PRODUCT
7	107	STDEV
8	108	STDEVP
9	109	SUM
10	110	VAR
11	111	VARP

range1: The first range or array over which to calculate a subtotal.

[range2; …]: Additional ranges or arrays over which to calculate subtotals. This parameter is optional.

Example:

=SUBTOTAL(9, B2:B5): Calculate the sum of values in cells B2:B5, considering the values in the cells hidden manually.

=SUBTOTAL(109, B2:B5): Calculate the sum of values in cells B2:B5, without considering the values in the cells hidden manually.

Figure 451. Function use examples

Figure 452. Function use examples

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APPENDIX 2. LIST OF SUPPORTED CURRENCIES

Currency name	Currency code
Azerbaijani manat	AZN
Armenian dram	AMD
Belarusian ruble	BYN
Bulgarian lev	BGN
Brazilian real	BRL
Won	KRW
Hryvnia	UAH
Danish krone	DKK
US dollar	USD
Euro	EUR
Zloty	PLN
Yen	JPY
Indian rupee	INR
Moldovan leu	MDL
Turkmenistan new manat	TMT
Norwegian krone	NOK
Russian ruble	RUB
Romanian leu	RON
Rand	ZAR
Som	KGS
Somoni	TJS
Tenge	KZT
Turkish lira	TRY
Uzbekistani som	UZS
Forint	HUF
Pound sterling	GBP
Czech koruna	CZK
Swedish krona	SEK
Swiss franc	CHF
Yuan Renminbi	CNY

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APPENDIX 3. KEYBOARD SHORTCUTS

This appendix contains the keyboard shortcuts used in Windows OS, Linux OS (see Table 21) and macOS (see Table 22).

> On laptops, some keys are multifunctional. For example: **F1–F12**, **Home**, **End**, **PgUp**, **PgDn**. When pressing these keys in MyOffice Spreadsheet, you need to hold **Fn** down at the same time.

Table 21. OS Windows and OS Linux shortcuts

Keyboard shortcuts	Command or action
Edit the content	
Ctrl+X Shift+Delete	Cut
Ctrl+C Ctrl+Insert	Copy
Ctrl+V Shift+Insert	Insert
Ctrl+Alt+V	Insert values and format
Ctrl+S	Save
F12 (*Microsoft Windows*) Ctrl+Shift+S (*Linux*)	Save as
Ctrl+Z	Cancel the last action
Ctrl+Y	Repeat the result of the canceled action
Ctrl+Alt+Shift+Z	Open the clipboard history
Backspace	Delete one character to the left of the cursor
Delete	Delete one character to the right of the cursor
Ctrl+Backspace	Delete part of a word or the entire word to the left of the cursor
Ctrl+Delete	Delete part of a word or the entire word to the right of the cursor
Alt+Enter	Begin a new paragraph
Ctrl+Shift+Space	Insert a non-breaking space
Ctrl+Shift+ –	Insert a non-breaking hyphen
Ctrl+Num –	Insert an en dash
Ctrl+Alt+Num –	Insert an em dash

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Keyboard shortcuts	Command or action
F9	Replace a part of a formula/formula itself with the calculated value
Ctrl+Shift+F9	Recalculate formulas
Content formatting	
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+Shift+=	Superscript
Ctrl+=	Subscript
Ctrl+Shift+A	All caps
Ctrl+Shift+C	Copy formatting
Ctrl+Shift+V	Apply formatting
Ctrl+L	Align text to the left
Ctrl+E	Center the text
Ctrl+R	Align text to the right
Ctrl+J	Justify the text
Move throughout the workspace	
Page Up	One screen up
Page Down	One screen down
Ctrl+Home	Go to the first workspace cell (A1 cell)
Ctrl+End	Go to the last workspace cell
Actions with cells, rows, and columns	
F2	Switch to cell editing mode
Alt+A	Select a row upwards
Alt+B	Select a row downwards
Alt+L	Insert a column to the left
Alt+R	Insert a column to the right
Ctrl+Alt+M	Merge cells
Alt+Shift+M	Split cells
Ctrl+−	Delete a row or a column
Select cells, rows, and columns	
Arrow Up	Select the cell upwards
Arrow Down	Select the cell downwards
Tab or Right Arrow	Select the next cell
Left Arrow	Select the previous cell
Home	Select the cell at the beginning of the row

MyOffice

Keyboard shortcuts	Command or action
End	Select the cell at the end of the row
Shift+Space	Select a row
Ctrl+Space	Select a column
Ctrl+Shift+Home	Create a selection area from the selected cell to the first cell of the workspace (cell A1)
Ctrl+Shift+ End	Create a selection area from the selected cell to the last cell of the workspace
Ctrl+A	Select all cells in the sheet workspace
Shift+Arrow Up	Expand the selection by one cell upwards
Shift+Arrow Down	Expand the selection by one cell downwards
Select text in the edited cell*	
Shift+Left Arrow	Select one character to the left of the cursor
Shift+Right Arrow	Select one character to the right of the cursor
Ctrl+ Shift+Left Arrow	Select one word to the left of the cursor
Ctrl+ Shift+Right Arrow	Select one word to the right of the cursor
Shift+Home	Select the content from the cursor to the beginning of the line
Shift+End	Select the content from the cursor to the end of the line
Ctrl+ Shift+Arrow Up	Extend the selection to the beginning of the paragraph
Ctrl+ Shift+Arrow Down	Extend the selection to the end of the paragraph
Shift+Arrow Up	Expand the selection by one row/cell upwards
Shift+Arrow Down	Expand the selection by one row/cell downwards
Double-click the left mouse button	Select a word
Triple-click the left mouse button	Select a paragraph
Click the left mouse button and move the cursor upwards	Select the text upwards
Click the left mouse button and move the cursor downwards	Select the text downwards
* These keyboard shortcuts are used when editing data in a table cell. To switch to edit mode, select the cell by double-clicking or pressing F2.	
Move within the text in the edited cell*	
Left Arrow	Move one character to the left
Right Arrow	Move one character to the right
Ctrl+Left Arrow	Move one word to the left
Ctrl+Right Arrow	Move one word to the right
Arrow Up	Move one line up
Arrow Down	Move one line down
Ctrl+Arrow Up	Go to the beginning of the previous paragraph

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Keyboard shortcuts	Command or action
Ctrl+Arrow Down	Go to the beginning of the next paragraph
* These keyboard shortcuts are used when editing data in a table cell. To switch to edit mode, select the cell by double-clicking or pressing F2.	
Other keyboard shortcuts	
Ctrl+N	Create a file
Ctrl+O	Open a file
Ctrl+Shift+O	Open a file in the Cloud
Ctrl+P	Open the window for previewing and setting page and printing parameters of the document
Ctrl+0 (zero)	Set the actual page scale (100%)
Ctrl+Shift+F5	Update references to data in external documents
Ctrl+K	Insert a link
Ctrl+F Ctrl+H	Open the search pane
Shift+F3	Open the Inset function pane
Ctrl+/	Open the Quick action box
F1	Open the Help
Click the right mouse button	Open the context menu of the selected element
Alt+Space	Open the context menu of the active application window
Alt+F4	Close the active application window

Table 22. Keyboard shortcuts in macOS

Keyboard shortcuts	Command or action
Edit the content	
⌘ Cmd + X	Cut
⌘ Cmd + C	Copy
⌘ Cmd + V	Insert
⌥ Option + ⌘ Cmd + V	Insert values and format
⌘ Cmd + S	Save
⇧ Shift + ⌘ Cmd + S	Save as
⌘ Cmd + Z	Cancel the last action
⌘ Cmd + Y	Repeat the result of the canceled action
⌥ Option + ⇧ Shift + ⌘ Cmd + Z	Open the clipboard history
Delete	Delete one character to the left of the cursor
Fn + Delete	Delete one character to the right of the cursor
⌘ Cmd + Delete ⌥ Option + Delete	Delete part of a word or the entire word to the left of the cursor
⌘ Cmd + Fn + Delete ⌥ Option + Fn + Delete	Delete part of a word or the entire word to the right of the cursor
⌥ Option + ↵ Enter	Begin a new paragraph
⌥ Option + ⇧ Shift + Space	Insert a non-breaking space
⌘ Cmd + ⇧ Shift + −	Insert a non-breaking hyphen
⌥ Option + −	Insert an en dash
⌥ Option + ⇧ Shift + −	Insert an em dash
F9	Replace a part of a formula/formula itself with the calculated value
⇧ Shift+⌘ Cmd+F9	Recalculate formulas
Content formatting	
⌘ Cmd + B	Bold
⌘ Cmd + I	Italic
⌘ Cmd + U	Underline
⇧ Shift + ⌘ Cmd + =	Superscript
⌘ Cmd + =	Subscript
⇧ Shift + ⌘ Cmd + A	All caps
⇧ Shift + ⌘ Cmd + C	Copy formatting
⇧ Shift + ⌘ Cmd + V	Apply formatting
⌘ Cmd + L	Align text to the left
⌘ Cmd + E	Center the text

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Keyboard shortcuts	Command or action
⌘ Cmd + R	Align text to the right
⌘ Cmd + J	Justify the text
Move within the workspace	
Fn + Arrow Up	One screen up
Fn + Arrow Down	One screen down
Fn + ⌘ Cmd + Left Arrow	Go to the first workspace cell (A1 cell)
Fn + ⌘ Cmd + Right Arrow	Go to the last workspace cell
Actions with cells, rows, and columns	
Fn + F2	Switch to cell editing mode
⌥ Option + A	Select a row upwards
⌥ Option + B	Select a row downwards
⌥ Option + L	Insert a column to the left
⌥ Option + R	Insert a column to the right
⌥ Option + ⌘ Cmd + M	Merge cells
⌥ Option + ⇧ Shift + M	Split cells
⌘ Cmd + –	Delete a row or a column
Select cells, rows, and columns	
Arrow Up	Select the cell upwards
Arrow Down	Select the cell downwards
Tab or Right Arrow	Select the next cell
Left Arrow	Select the previous cell
Fn + Left Arrow	Select the cell at the beginning of the row
Fn + Right Arrow	Select the cell at the end of the row
⇧ Shift +Space	Select a row
⇧ Shift + ⌘ Cmd + Space	Select a column
⇧ Shift + Fn + ⌘ Cmd + Left Arrow	Create a selection area from the selected cell to the first cell of the workspace (cell A1)
⇧ Shift + Fn + ⌘ Cmd + Left Arrow	Create a selection area from the selected cell to the last cell of the workspace
⌘ Cmd + A	Select all cells in the sheet workspace
⇧ Shift + Arrow Up	Expand the selection by one cell upwards
⇧ Shift + Arrow Down	Expand the selection by one cell downwards
Select text in the edited cell*	
⇧ Shift + Left Arrow	Select one character to the left of the cursor
⇧ Shift + Right Arrow	Select one character to the right of the cursor
⇧ Shift + ⌘ Cmd + Left Arrow	Select one word to the left of the cursor

MyOffice

Keyboard shortcuts	Command or action
⇧ Shift + ⌘ Cmd + Right Arrow	Select one word to the right of the cursor
Fn +⇧ Shift + Left Arrow	Select the content from the cursor to the beginning of the line
Fn +⇧ Shift + Right Arrow	Select the content from the cursor to the end of the line
⇧ Shift + ^ Ctrl + ⌘ Cmd + Arrow Up	Extend the selection to the beginning of the paragraph
⇧ Shift + ^ Ctrl + ⌘ Cmd + Arrow Down	Extend the selection to the end of the paragraph
⇧ Shift + Arrow Up	Expand the selection by one table row/cell upwards
⇧ Shift + Arrow Down	Expand the selection by one row/cell downwards
Double-click the left mouse button	Select a word
Triple-click the left mouse button	Select a paragraph
Click the left mouse button and move the cursor upwards	Select the text upwards
Click the left mouse button and move the cursor downwards	Select the text downwards
These keyboard shortcuts are used when editing data in a table cell. To switch to edit mode, select the cell by double-clicking or pressing F2.	
Move within the text in the edited cell*	
Left Arrow	Move one character to the left
Right Arrow	Move one character to the right
⌘ Cmd + Left Arrow	Move one word to the left
⌘ Cmd + Right Arrow	Move one word to the right
Arrow Up	Move one line up
Arrow Down	Move one line down
⌘ Cmd + Arrow Up	Go to the beginning of the previous paragraph
⌘ Cmd + Arrow Down	Go to the beginning of the next paragraph
These keyboard shortcuts are used when editing data in a table cell. To switch to edit mode, select the cell by double-clicking or pressing F2.	
Other keyboard shortcuts	
⌘ Cmd + N	Create a file
⌘ Cmd + O	Open a file
⇧ Shift + ⌘ Cmd + O	Open a file in the Cloud
⌘ Cmd + P	Open the window for previewing and setting page and printing parameters of the document
⌘ Cmd + 0 (zero)	Set the actual page scale (100%)
⇧ Shift + ⌘ Cmd + F5	Update references to data in external documents
⌘ Cmd + K	Insert a link
⌘ Cmd + F	Open the search pane
⌘ Cmd + /	Open the Quick action box

MyOffice

Keyboard shortcuts	Command or action
Fn + F1	Open the Help
Click the right mouse button	Open the context menu of the selected element
⌘ Cmd + Q	Close the active application window