**NEW CLOUD TECHNOLOGIES LTD.**

# MYOFFICE SPREADSHEET DESKTOP APPLICATION

**3.2H**

# USER GUIDE

**Version 1**

**On 459 sheets**

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# TABLE OF CONTENTS



## LIST OF ABBREVIATIONS

The abbreviations used herein are specified in Table 1.

**Table 1. Abbreviations and definitions**

| Abbreviation | Definition |
|---|---|
| OS | Operating system |
| MyOffice Text | MyOffice Text. Home Edition desktop application |
| MyOffice Spreadsheet | MyOffice Spreadsheet. Home Edition desktop application |
| MyOffice Presentation | MyOffice Presentation. Home Edition desktop application |
| MyOffice software | MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation desktop applications |

# 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 Standard 3. Home Edition

MyOffice for home

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.

## 1.3 Limitations

### 1.3.1 Supported file formats

Table 2 and Table 3 contains a list of formats supported by MyOffice Spreadsheet.

**Table 2. Supported file formats in Windows/Linux**

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

**Table 3. Supported file formats in macOS**

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

### 1.3.2 Supported interface languages

- English
- French
- Russian

# 2 BEFORE YOU BEGIN

## 2.1 Install the application

For detailed description of installation of MyOffice Standard software, please refer to *MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation. Installation Guide*.

## 2.2 Open the application

### 2.2.1 Open the application in Windows OS

To open MyOffice Spreadsheet application installed from the Microsoft Store, click its shortcut in the OS main menu (see Figure 1).


Figure 1. MyOffice icon in the main menu of Windows OS

To open MyOffice Spreadsheet application installed from https://myoffice.ru/products/ofis-dlya-doma/, click its shortcut on the desktop (see Figure 2) or in the OS main menu (see Figure 3).

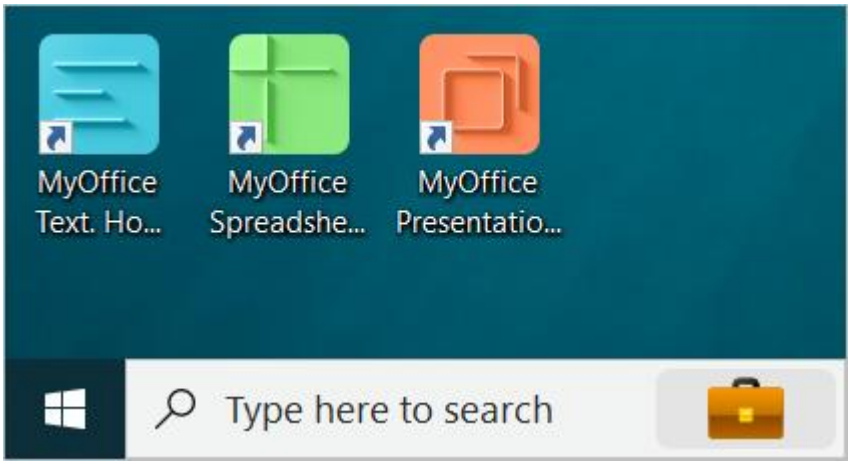



Figure 2. MyOffice icon on Windows OS desktop

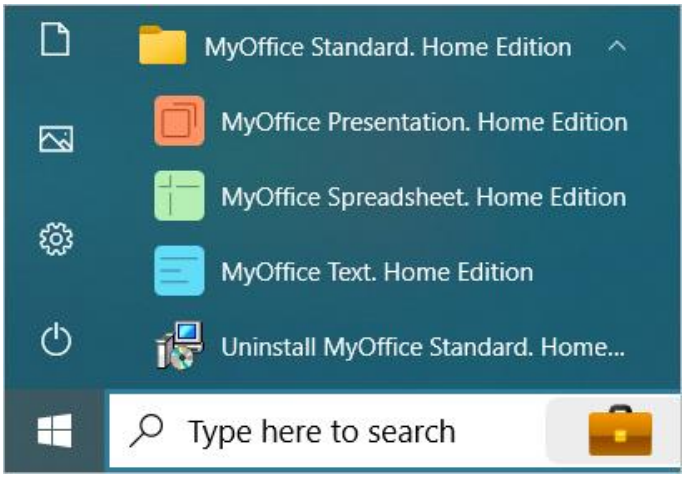



Figure 3. MyOffice icon in the main menu of Windows OS

### 2.2.2 Open the application in Linux OS

To open MyOffice Spreadsheet in Linux, click its shortcut in the OS application menu (see Figure 4).

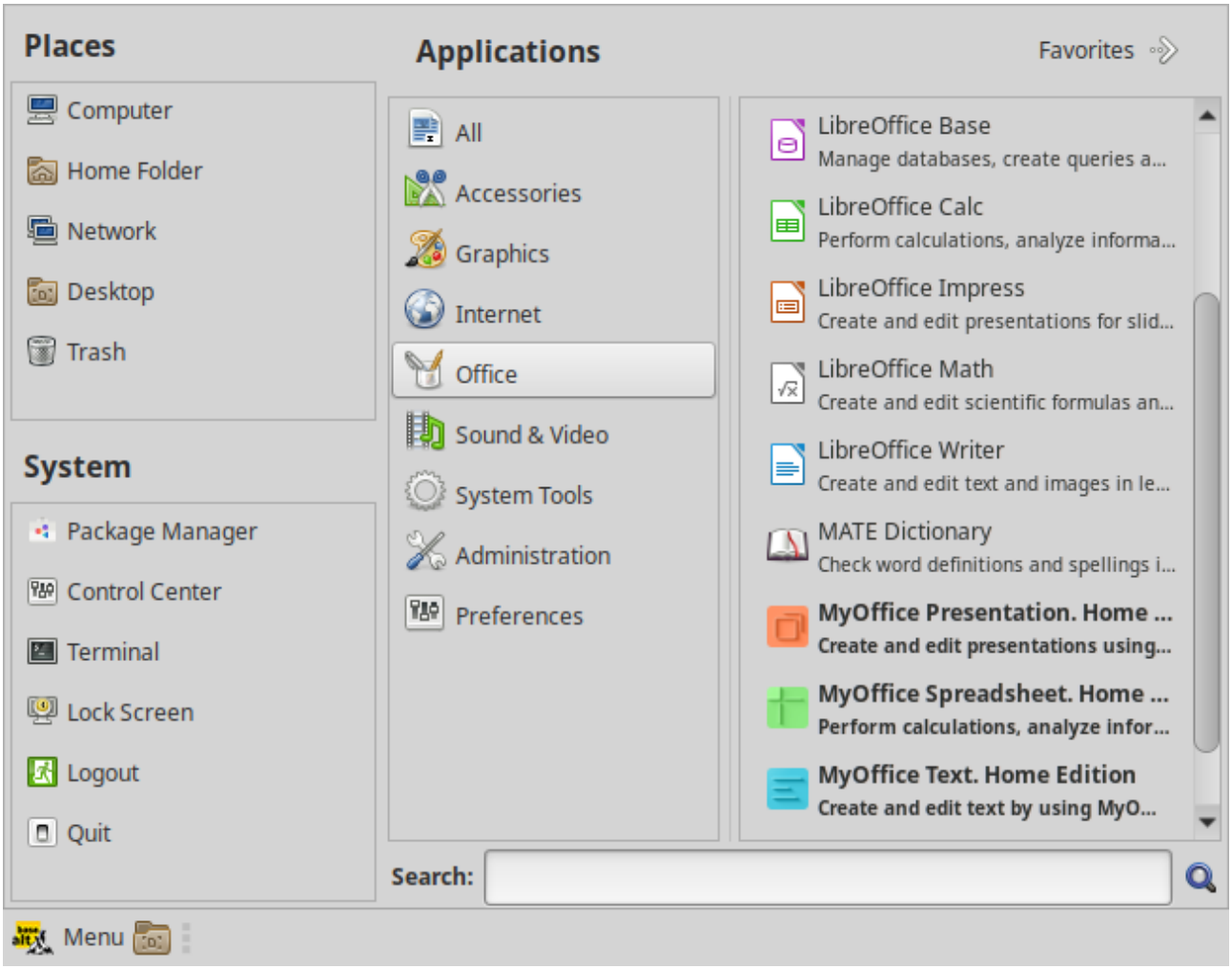



Figure 4. MyOffice software desktop shortcuts for Linux OS

### 2.2.3 Open the application in macOS

To open MyOffice Spreadsheet in macOS, click its icon in Launchpad (see Figure 5).


Figure 5. MyOffice Spreadsheet icon in Launchpad

The first time you launch MyOffice Spreadsheet, the application shortcut is automatically added to the Dock.

### 2.3 License agreement

The first time you launch MyOffice software, do the following:

1. Make sure that in the **Terms of Use and Privacy Policy** window (see Figure 6), in the **Region** drop-down list, your region of residence is correctly selected. If necessary, select it manually from the drop-down list.
2. Please carefully read the terms and conditions of the License Agreement and Privacy Policy.
3. If you agree to the terms and conditions specified, please select the **I accept the Terms of Use and Privacy Policy** checkbox.
4. If you agree with clauses 5–7 of the Privacy Policy, select the **Allow to collect anonymous statistics on app usage to improve product quality** checkbox. This checkbox is not displayed if **Other** is selected in the **Region** drop-down list.
5. Click **Get started**.

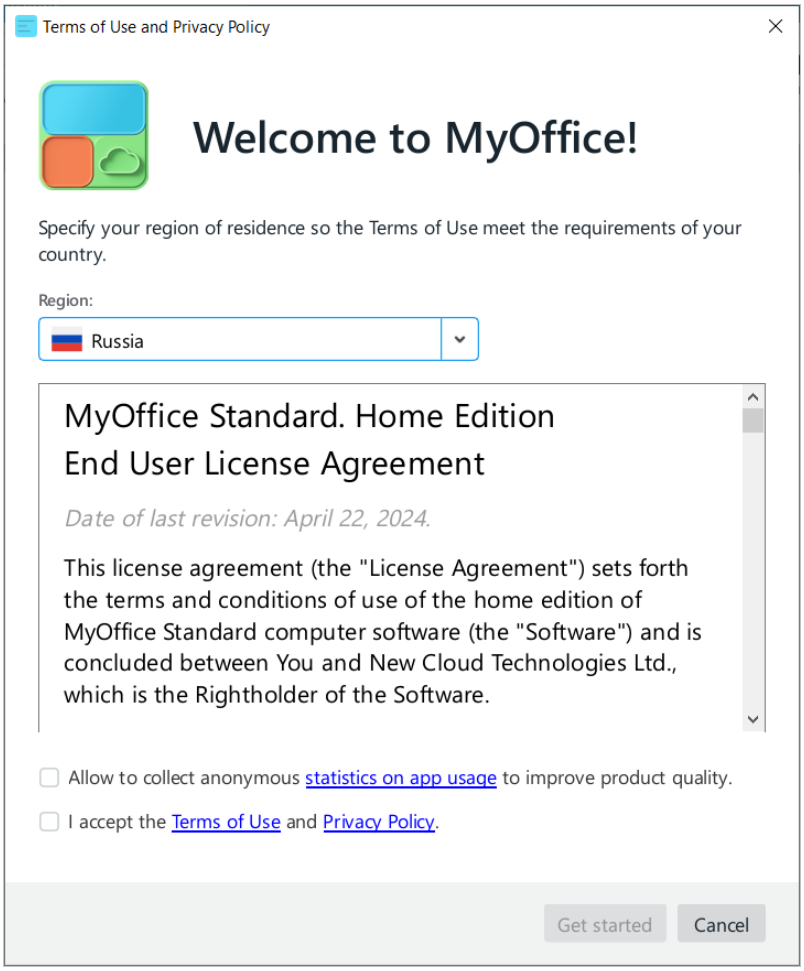



Figure 6. Terms of Use and Privacy Policy window

You can disable the collection of anonymous statistics in further work with the application if necessary. To do this, follow these steps:

1. In the **Help** menu, click **About** (see Figure 7).

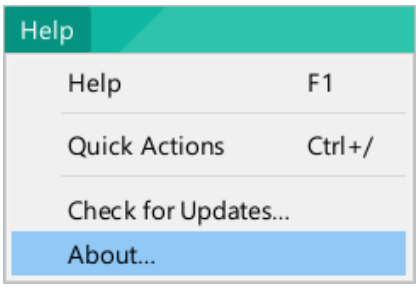



Figure 7. About command menu option

2. In the **About** window (see Figure 8), clear the **Send anonymous statistics on app usage to improve product quality** checkbox.
3. Click **Close**.


Figure 8. About window

### 2.4 Subscription activation

If the license agreement is accepted (see the section above), the first time you launch MyOffice software, the subscription management window opens (see Figure 9), where you can:

– Subscribe to use the product with a free 21-day period.
– If the subscription was obtained via MyOffice partners, enter the code to activate the subscription on the current device.
– If you subscribed at https://myoffice.ru/products/ofis-dlya-doma/, log in to your MyOffice account to activate the subscription on your current device.

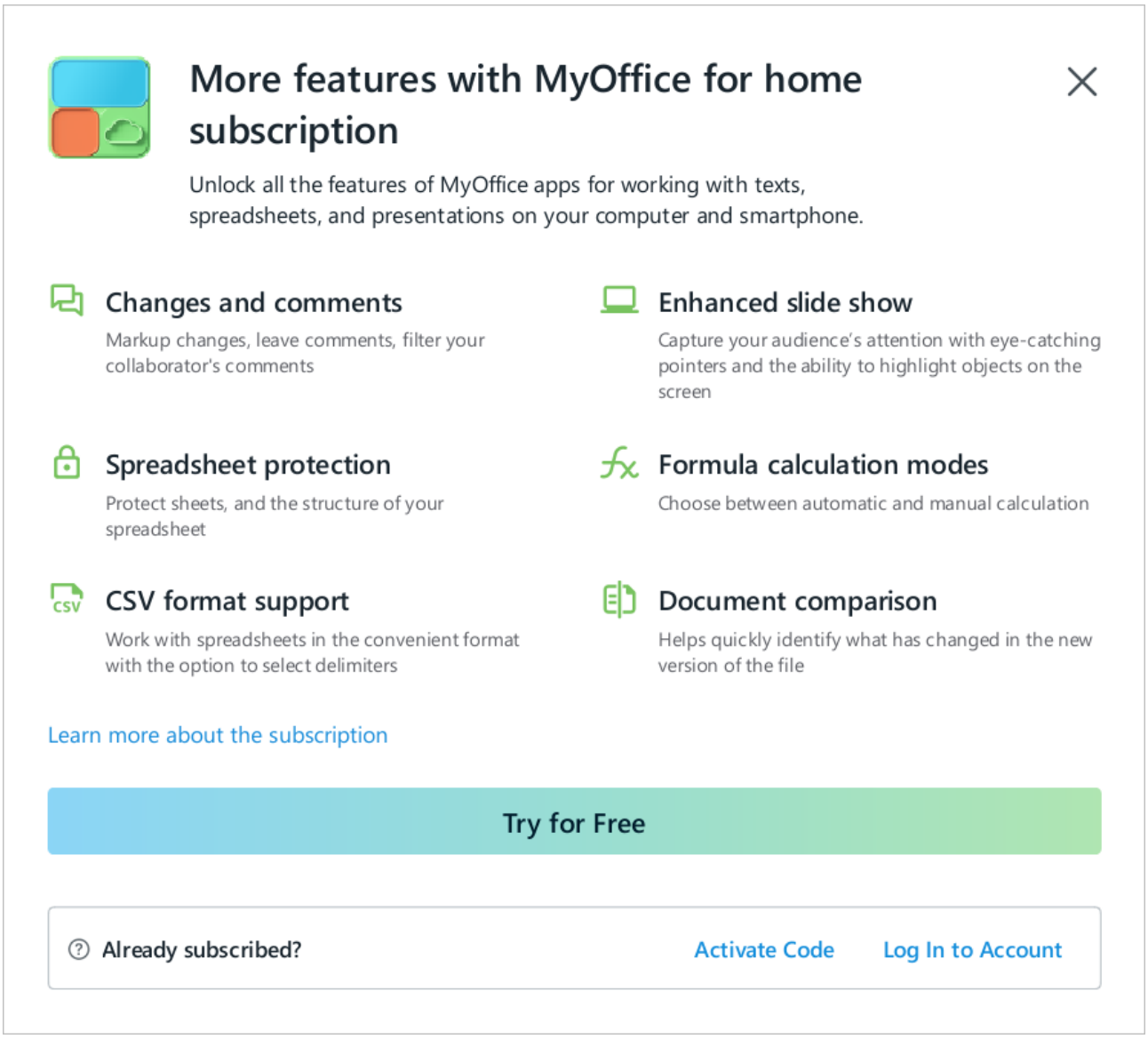



Figure 9. Subscription management window

You must have access to the Internet to subscribe and activate your subscription.

Without activation, some functions in applications are not available and are labeled with markers (see Figure 10) or icons.

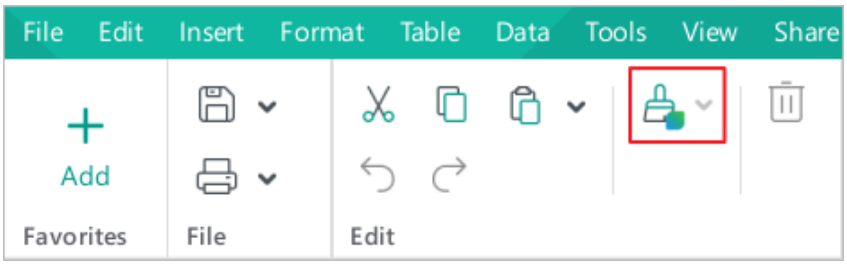



Figure 10. Function is not available

### 2.4.1 Subscribe

To subscribe with a free 21-day period, in the **Subscription Management** window (see Figure 9), click **Try for Free**.

If this window has been closed, in the **Subscription** menu, click **Try for Free** (see Figure 11).

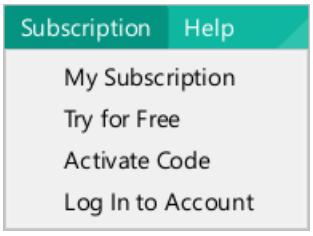



Figure 11. Subscription menu

To subscribe, please follow the instructions on the website.

To add the current device to a subscription, in the **Subscription** menu, select **Log In to Account** (see Figure 11).

In the **Log In** window (see Figure 12), enter your account details and click **Log In**.

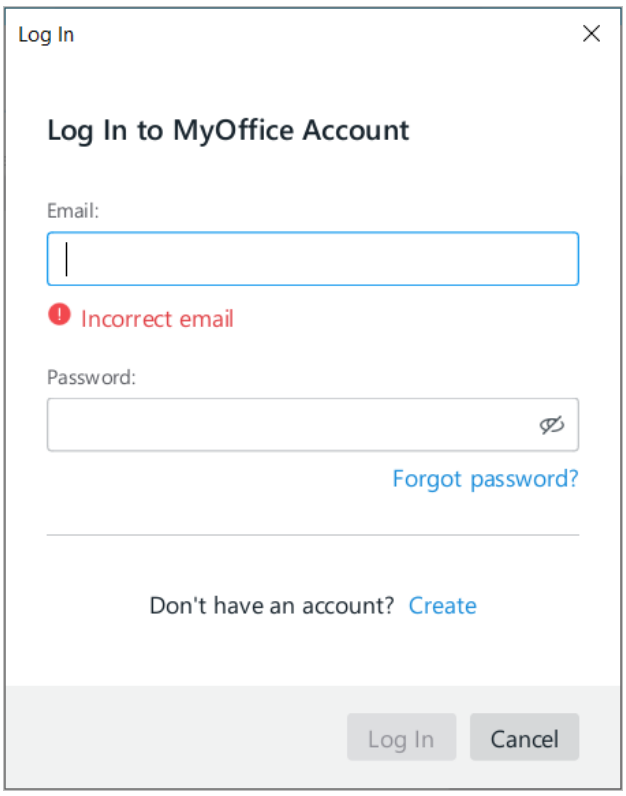



Figure 12. Log In window

In the **Choose a Subscription** window (see Figure 13), select the subscription for the current device and click **Continue with Subscription**.

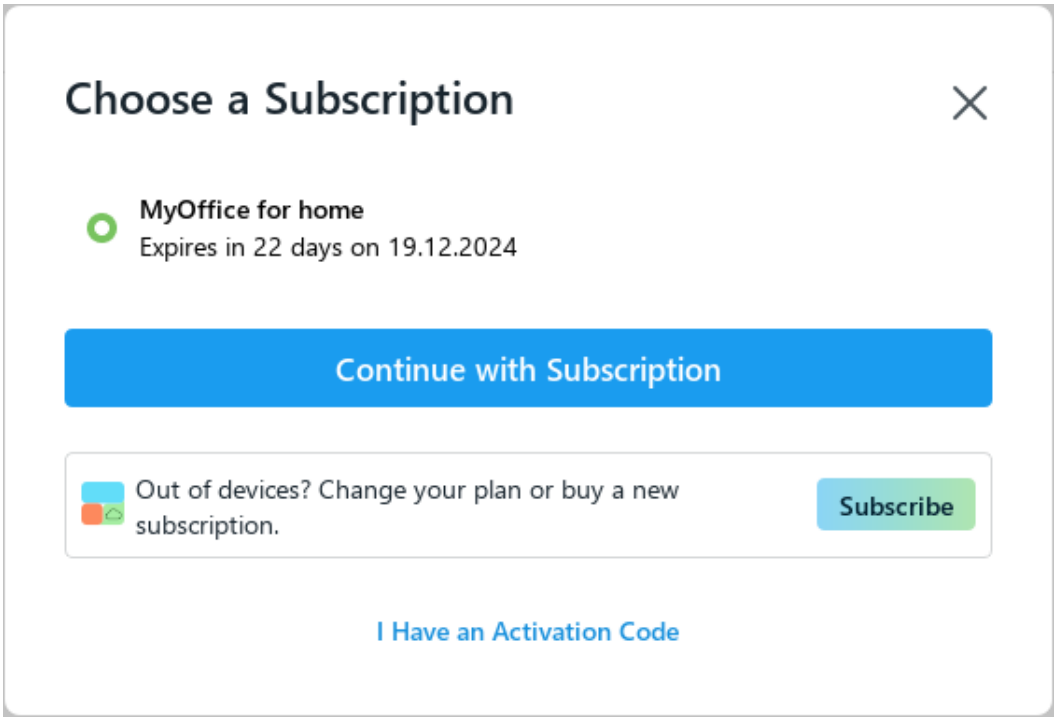



Figure 13. Choose a Subscription

In the **Trial period activated** window (see Figure 14), click **OK**.

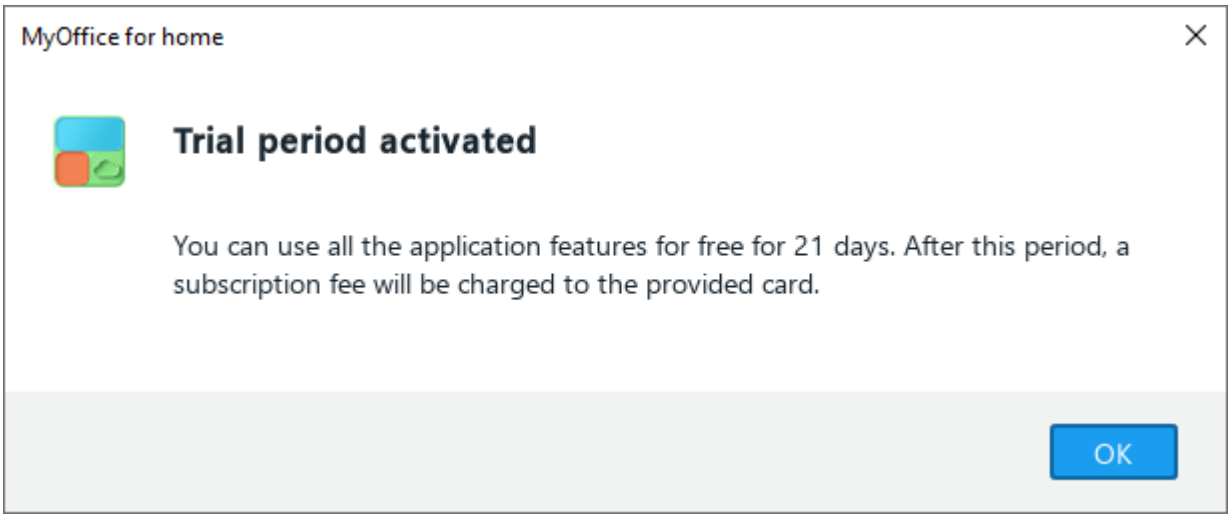



Figure 14. Trial period activated window

### 2.4.2 Enter activation code

If you subscribed via MyOffice partners, add your current device to the subscription using an activation code. To do this, in the subscription management window (see Figure 9), click **Activate Code**.

If this window has been closed, in the **Subscription** menu, click **Activate Code** (see Figure 11).

In the **Code Activation** window (see Figure 15), enter the activation code and click **Activate**.

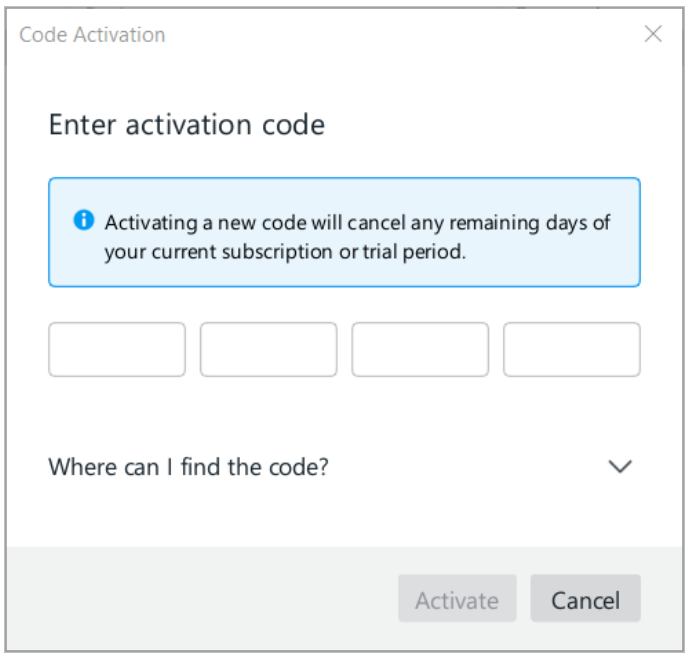



Figure 15. Code Activation window

### 2.4.3 Log in to your account

If you purchased a subscription at https://myoffice.ru/products/ofis-dlya-doma/, log in to your MyOffice account to activate the subscription on your current device. To do this, in the subscription management window (see Figure 9), click **Activate Code**.

If this window has been closed, in the **Subscription** menu, click **Log In to Account** (see Figure 11).

In the **Log In** window (see Figure 12), enter your account details and click **Log In**.

In the **Choose a Subscription** window (see Figure 13), select the subscription for the current device and click **Continue with Subscription**.

### 2.4.4 Subscription details

To view subscription details, in the **Subscription** window, select **My Subscription** (see Figure 11).

**My Subscription** window will open (see Figure 16).

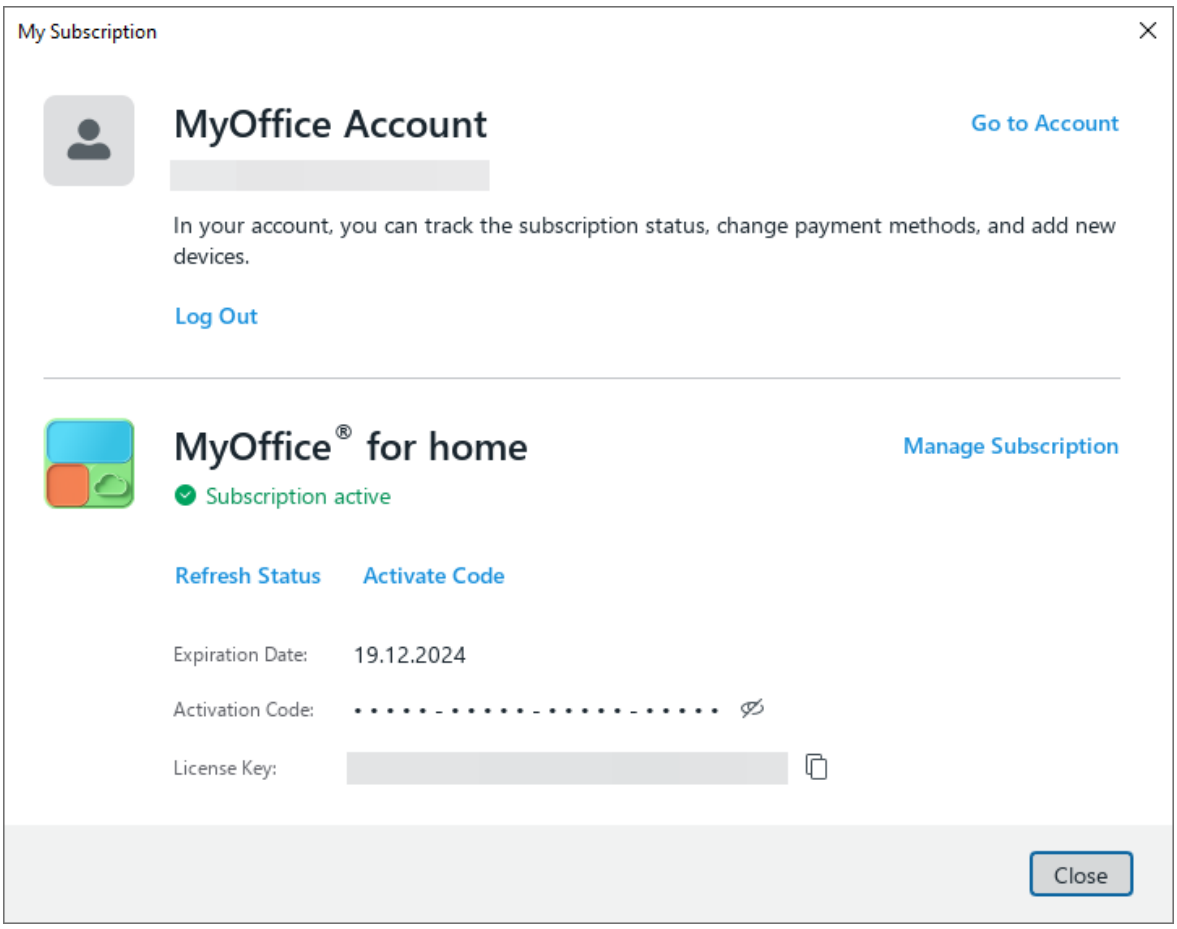



Figure 16. My Subscription window

### 2.5 Application update

You can enable automatic checking for new software versions under the following conditions:

- You installed MyOffice software from https://myoffice.ru.
- You use the software on Windows or macOS.

To automatically check for new versions, do the following:

1. After the first launch of the MyOffice Text, MyOffice Spreadsheet and MyOffice Presentation applications, close them and reopen either of these applications.
2. In the Application Update window (see Figure 17), click **Check automatically**.

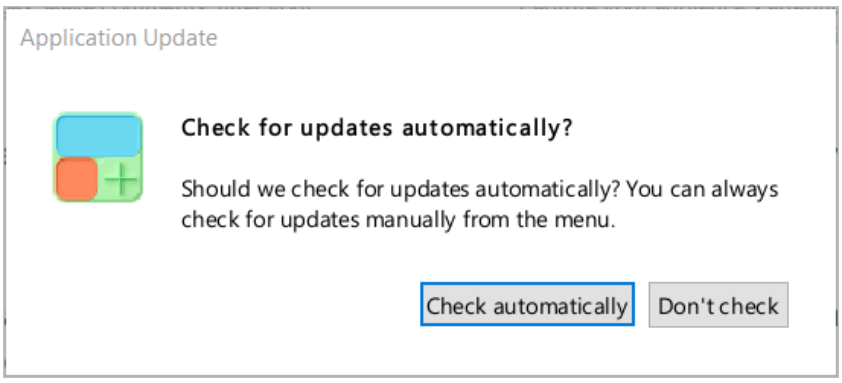



Figure 17. Application Update window

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

You can also check for new versions manually. To do this, select **Help** > **Check for Updates** in the Command menu (see Figure 18).

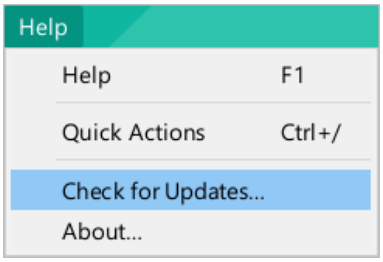



Figure 18. Check for Updates command menu option

The steps to update the application are described in detail in *MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation desktop applications. Installation Guide*.

# 3 INTERFACE OVERVIEW

## 3.1 MyOffice Spreadsheet window

The MyOffice Spreadsheet window consists of the following elements (see Figure 19):

1. Command menu
2. Toolbar
3. Range field
4. Formula bar
5. Workspace
6. Sidebar
7. Sheet tabs
8. Status bar

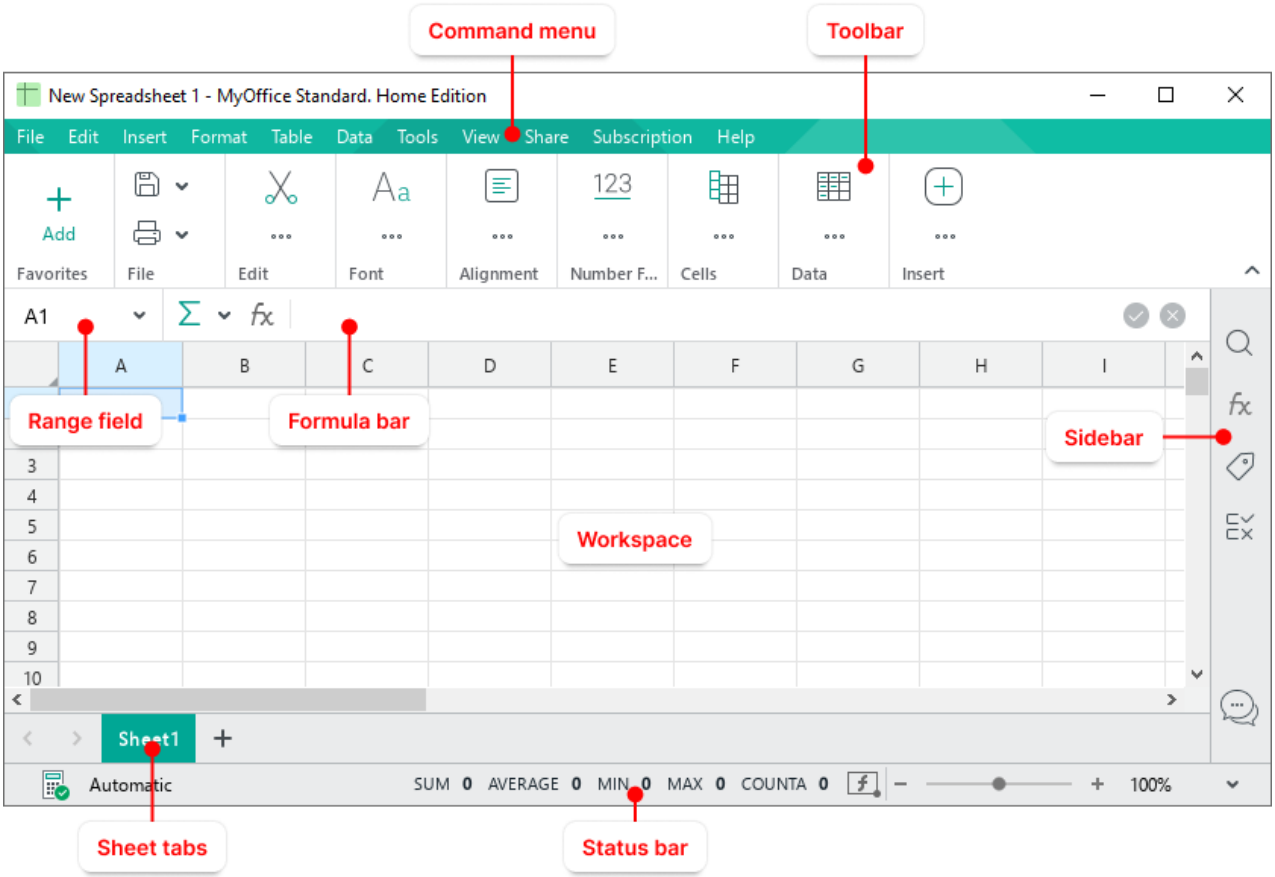



Figure 19. Main window of MyOffice Spreadsheet

### 3.2 Command menu

The Command menu (see Figure 20) contains the main commands for working with the application.

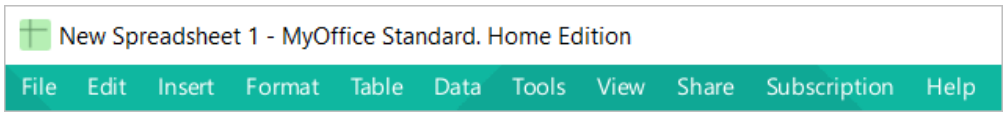



Figure 20. Command menu

To quickly run these commands, you can use:

– Keyboard shortcuts (see Table 27 and Table 28) which are specified next to the commands in the Command menu.
– Quick Actions box (see Section 3.10).

### 3.3 Toolbar

The Toolbar (see Figure 21) contains tools for working with the content of the spreadsheet.

Figure 21. Toolbar

You can change the way the Toolbar is displayed as follows:

– Select the Toolbar display mode or hide the Toolbar.
– Hide or display the Toolbar titles section titles.
– Customize the **Favorites** section.
– Hide and display the **Favorites** section.

#### 3.3.1 Change the Toolbar display mode

To change the Toolbar display mode, do the following:

1. In the Command menu, select **View** > **Toolbar** (see Figure 22).

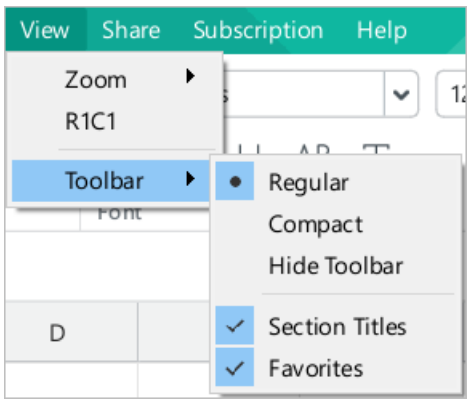



Figure 22. View command menu

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 3.3.2).
– **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 23) / **Expand Toolbar** (see Figure 24) buttons located in the right part of the Toolbar.

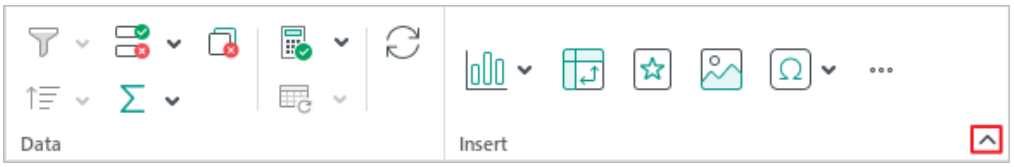



Figure 23. Compact view button


Figure 24. Regular view button

### 3.3.2 Hide or display section titles

In MyOffice Spreadsheet, the Toolbar (see Figure 21) has several sections. Each section (except for the **Favorites** section) consists of various tools to perform the specific task. For example, the **Number Format** section contains tools to edit cell formats.

The title of each section is displayed if the Toolbar display type is **Regular** (see Section 3.3.1). Toolbar titles can be hidden to optimize your workspace. To do this, do the following:

1. In the **View** menu, select **Toolbar** (see Figure 22).
2. In the sub-menu that opens, uncheck the **Section Titles** menu.

To display the section titles, check the menu again.

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

### 3.3.3 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 25).

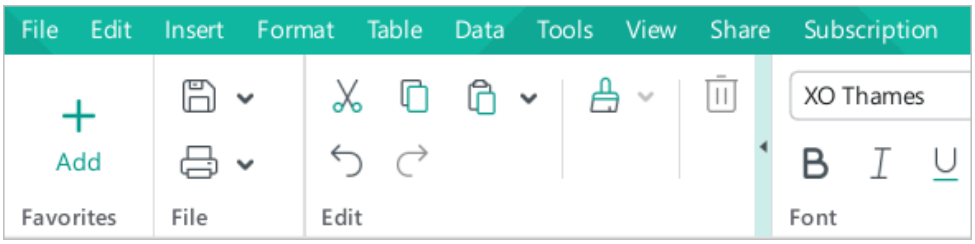



Figure 25. Section collapse button

To display the tools of a hidden section, click it with the mouse (see Figure 26).

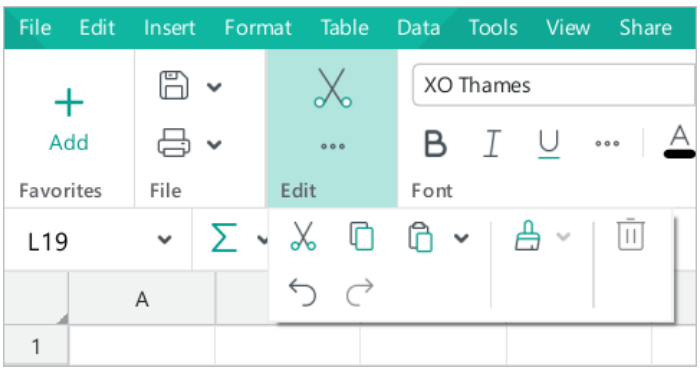



Figure 26. Section tools

To collapse the section, click the button (see Figure 27).

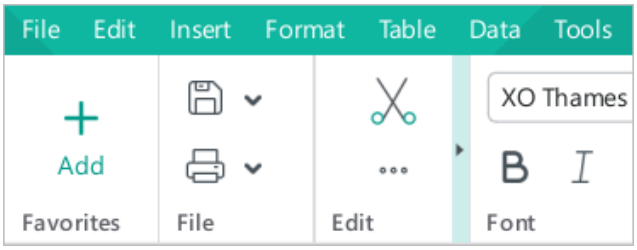



Figure 27. Button to display section tools

### 3.3.4 Customize the Favorites

You can add to the **Favorites** section of the Toolbar:

– Frequently used toolbar buttons.

– Buttons to run frequently used command menu options.

– Buttons to run frequently used macros (see Section 4.15).

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

The content of the **Favorites** section is stored in the application settings on the current computer and is not transferred in the documents created on it.

#### 3.3.4.1 Add an item

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 28).

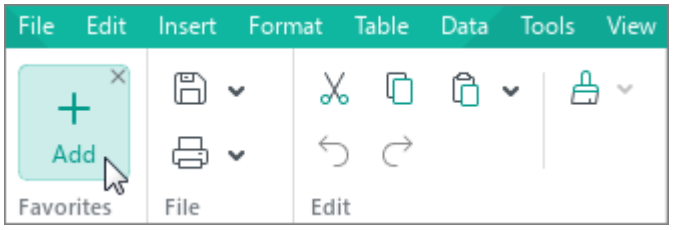



Figure 28. Add button

   – If the **Favorites** section contains the added items, right-click anywhere in the section and run the **Add Action** context menu command (see Figure 29).

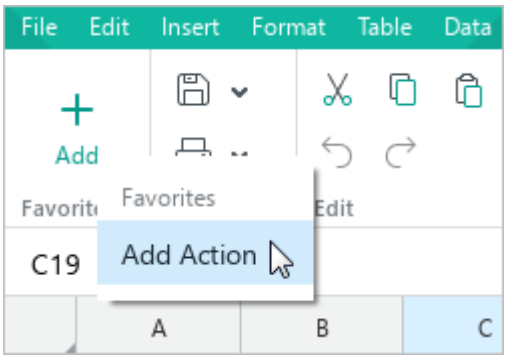



Figure 29. Add Action command

2. In the window that opens (see Figure 30), select the Command menu item that you want to add to **Favorites**.

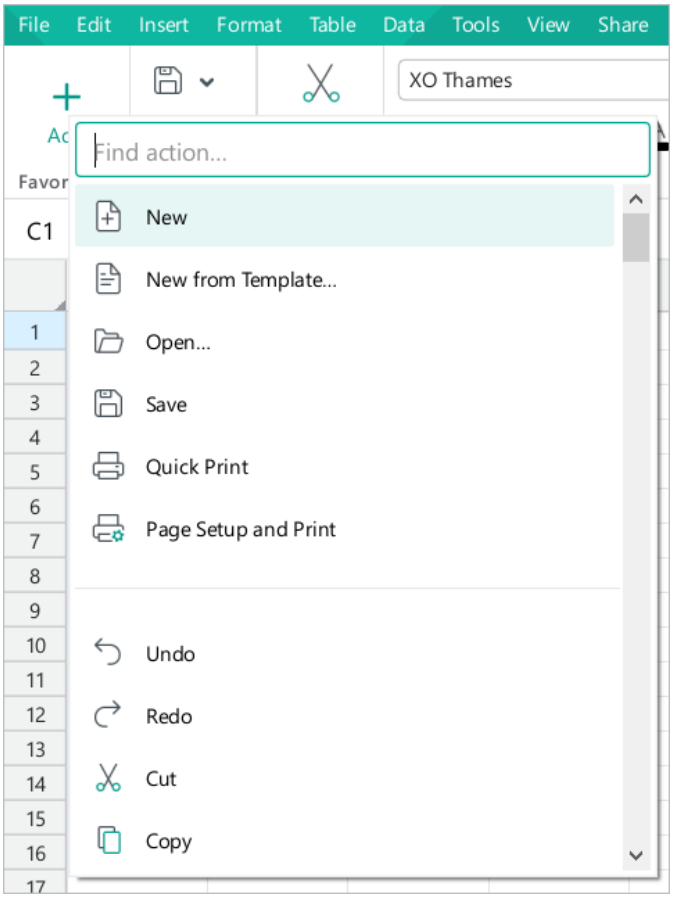



Figure 30. Window for adding Command menu items

To add a button from the Toolbar to **Favorites**, right-click on it and run the **Add to Favorites** command (see Figure 31).

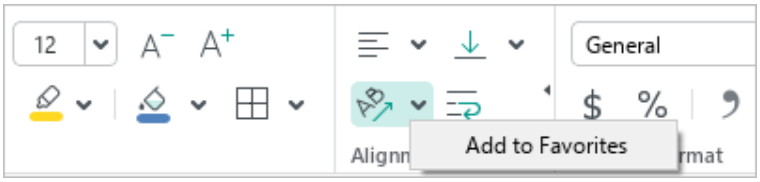



Figure 31. Add to Favorites command

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.

### 3.3.4.2 Add a button to run a macro command

To add a button to the **Favorites** to run a macro, follow the steps below:

1. On the Sidebar, click **Macros** (see Figure 32).
2. Hover the mouse cursor over the name of the desired macro and click **More**.
3. In the drop-down list, hover your mouse over the **Add to Favorites** option.
4. In the pane that appears, choose the icon for the button to run the macro.

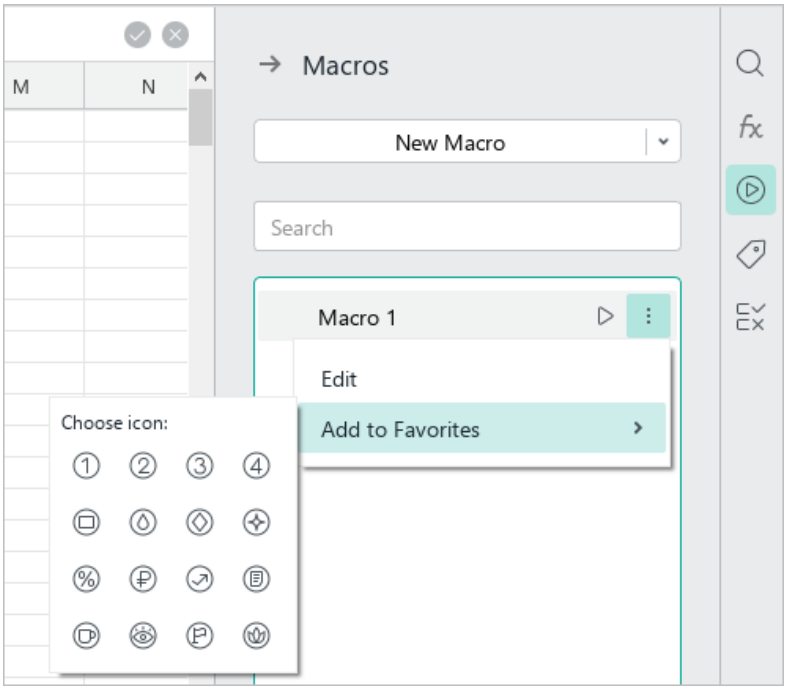



Figure 32. Add to Favorites command

The chosen button will be added to the **Favorites** section.

When you hover the mouse cursor over the button, a tooltip will be displayed in the following format: **Macro: <macro name>**. When you click the button, the corresponding macro command will be run.

The button to run the macro is displayed in all text documents on the current computer. If there is no corresponding macro in the document, the button is inactive and when you hover the mouse cursor over it, a tooltip will be displayed in the following format: **Macro from another document: <macro name>**.

### 3.3.4.3 Change the button to run a macro

To change the button to run a macro, follow the steps below:

1. On the Sidebar, click **Macros** (see Figure 32).
2. Hover the mouse cursor over the name of the desired macro and click **More**.
3. In the drop-down list, hover your mouse over the **Change Icon** option (see Figure 33).
4. In the pane that appears, choose the new icon for the button to run the macro.

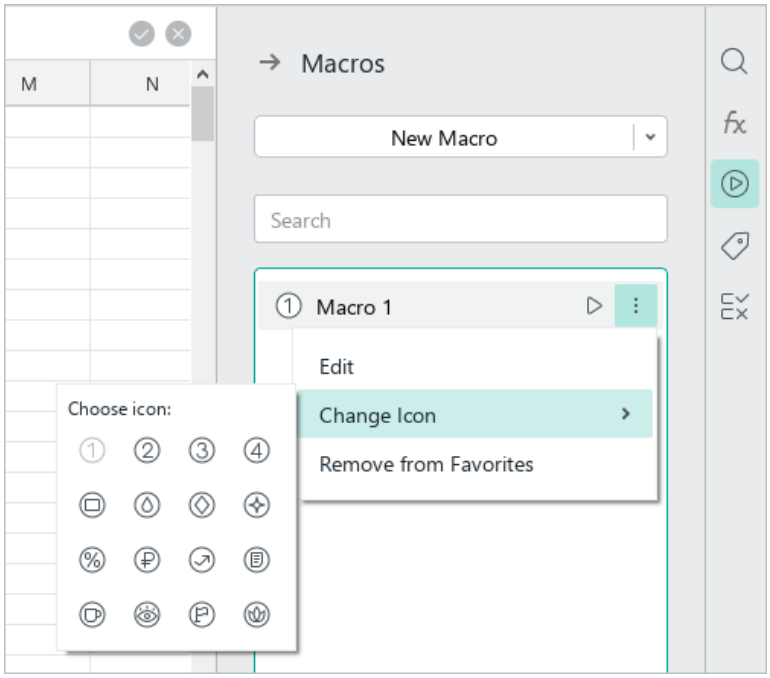



Figure 33. Change Icon option

### 3.3.4.4 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 34).
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.

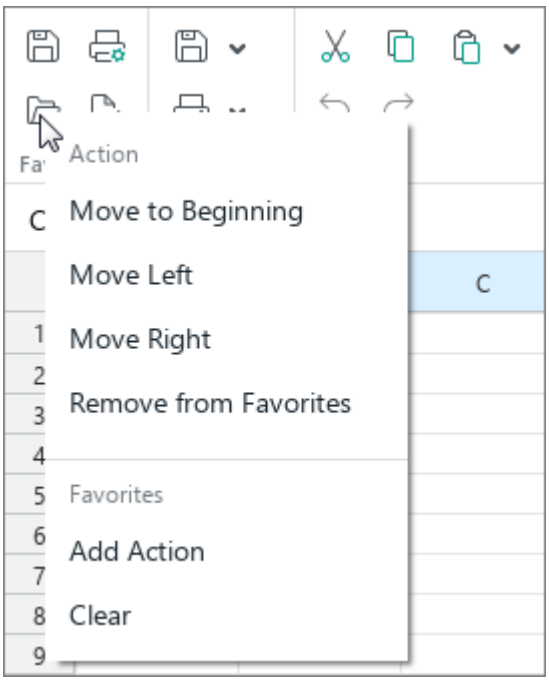



Figure 34. Commands to move an item

#### 3.3.4.5 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 34).

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 35).
2. Run the **Remove from Favorites** context menu command.

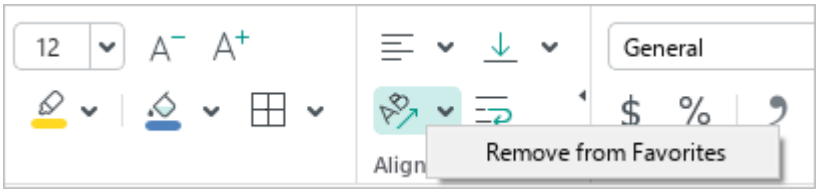



Figure 35. Remove from Favorites command

To remove a button for a command menu option from the **Favorites** section, right-click it and run the **Remove from Favorites** option (see Figure 35).

A button to run a macro can be removed from the **Favorites** section whether or not the macro is contained in the current document. Removal is carried out in the same way as removing a button to run a command menu option.

If the macro is contained in the current document, the button can also be removed using the macro pane:

1. On the Sidebar, click **Macros**.
2. Hover the mouse cursor over the name of the desired macro and click **More**.
3. In the drop-down list, select the **Remove from Favorites** option (see Figure 36).

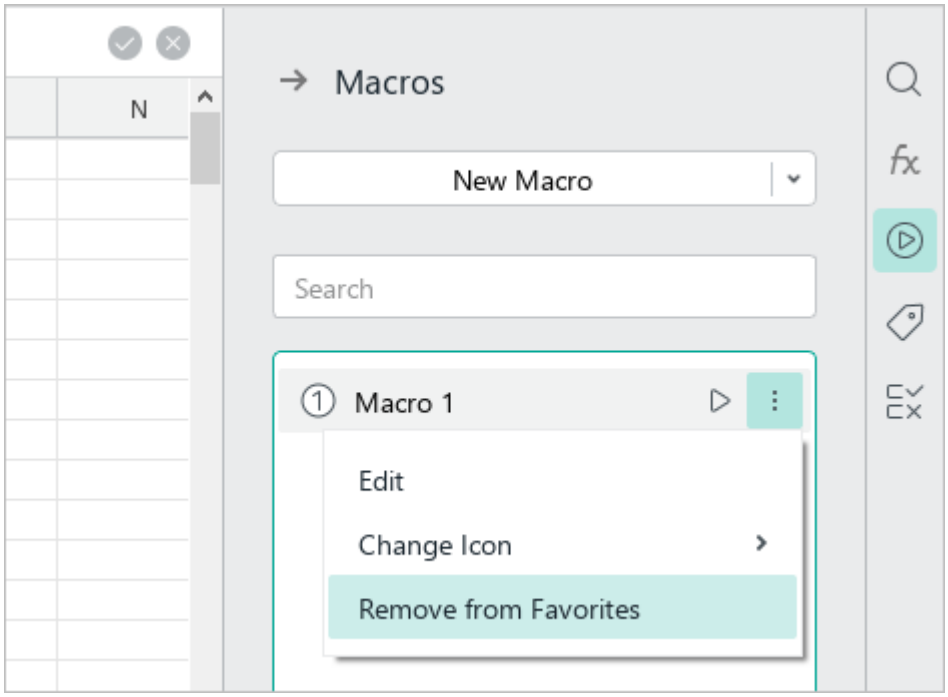



Figure 36. Remove from Favorites option

In addition, the button is removed from the **Favorites** section if the macro command corresponding to it is deleted from the document.

#### 3.3.4.6 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 34).

### 3.3.5 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 **View** menu, select **Toolbar** and in the sub-menu that opens uncheck the **Favorites** check box (see Figure 37).

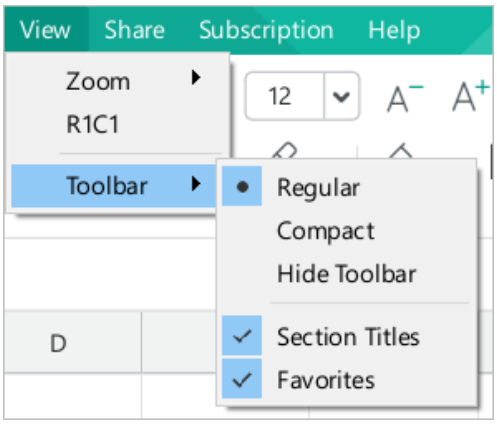



Figure 37. View menu

– If the **Favorites** section is empty, hover your mouse over the + **Add** button and click × in its upper-right corner (see Figure 38).

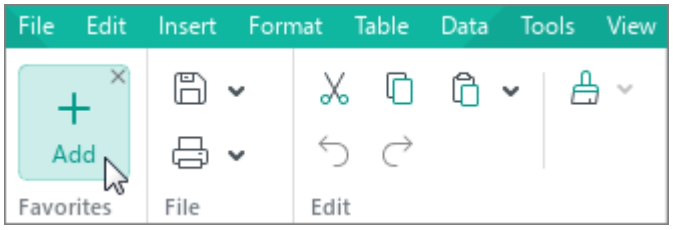



Figure 38. Favorites section

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.

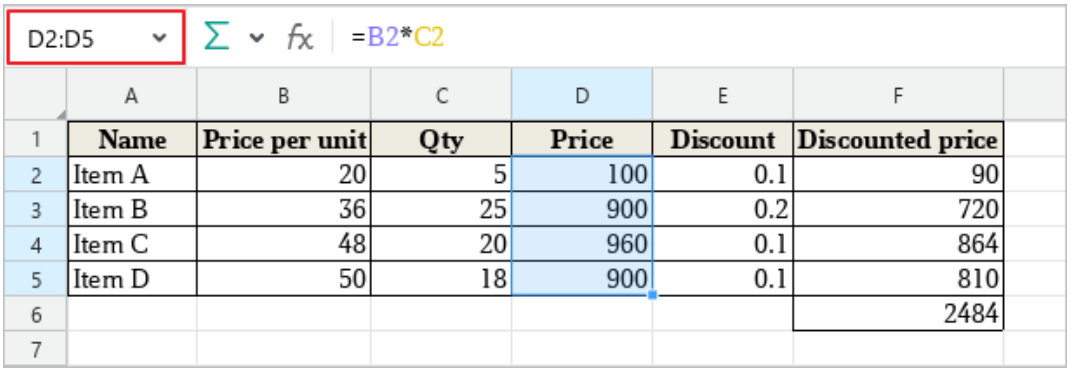
 

### 3.4 Range field

The range field allows to do the following:

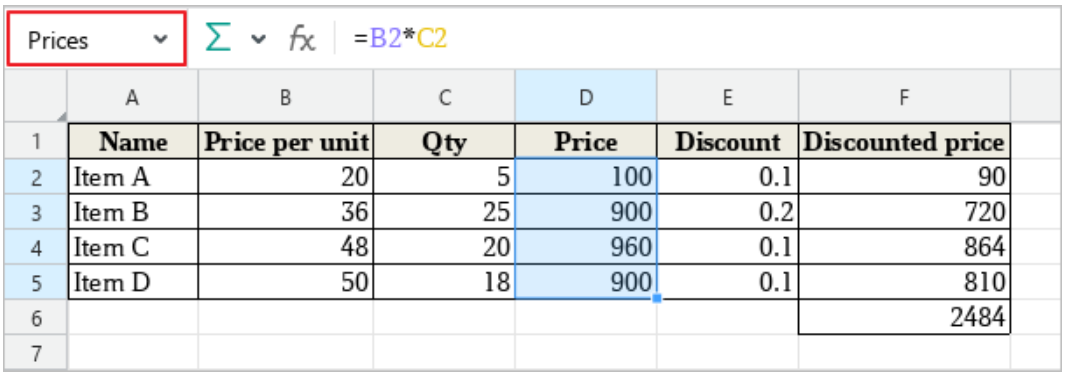
– Display the address (see Figure 39 and Section 4.6.3) or name (see Figure 40 and Section 4.6.9) of the selected cell or cell range.

– Create new names of cells/cell ranges (see Section 4.6.9.1.1).




| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | **Name** | **Price per unit** | **Qty** | **Price** | **Discount** | **Discounted 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 |
| 6 | | | | | | 2484 |
| 7 | | | | | | |

Figure 39. Cell range address




| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | **Name** | **Price per unit** | **Qty** | **Price** | **Discount** | **Discounted 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 |
| 6 | | | | | | 2484 |
| 7 | | | | | | |

Figure 40. Cell range name

### 3.5 Formula bar

The Formula bar displays the real contents of the selected cell. For example, A1 cell (see Figure 41) 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.

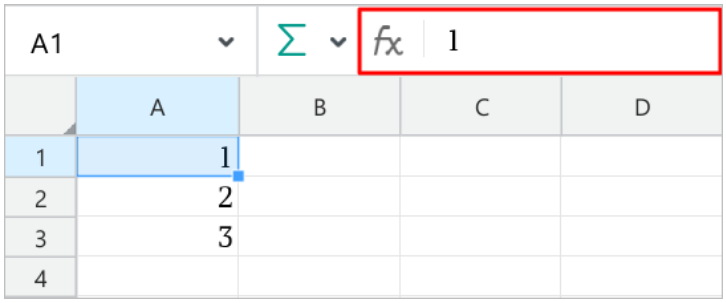



Figure 41. A1 cell content on the Formula bar

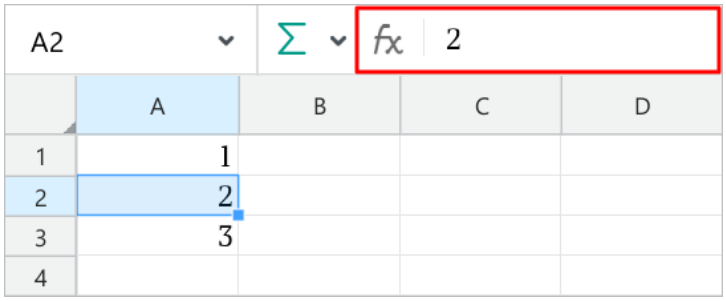



Figure 42. A2 cell content on the Formula bar

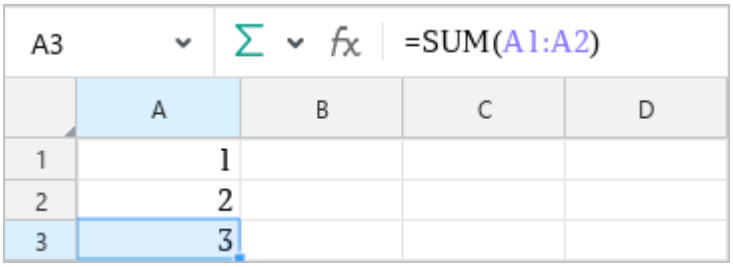



Figure 43. A3 cell content on the Formula bar

### 3.6 Workspace

The workspace (see Figure 44) 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).

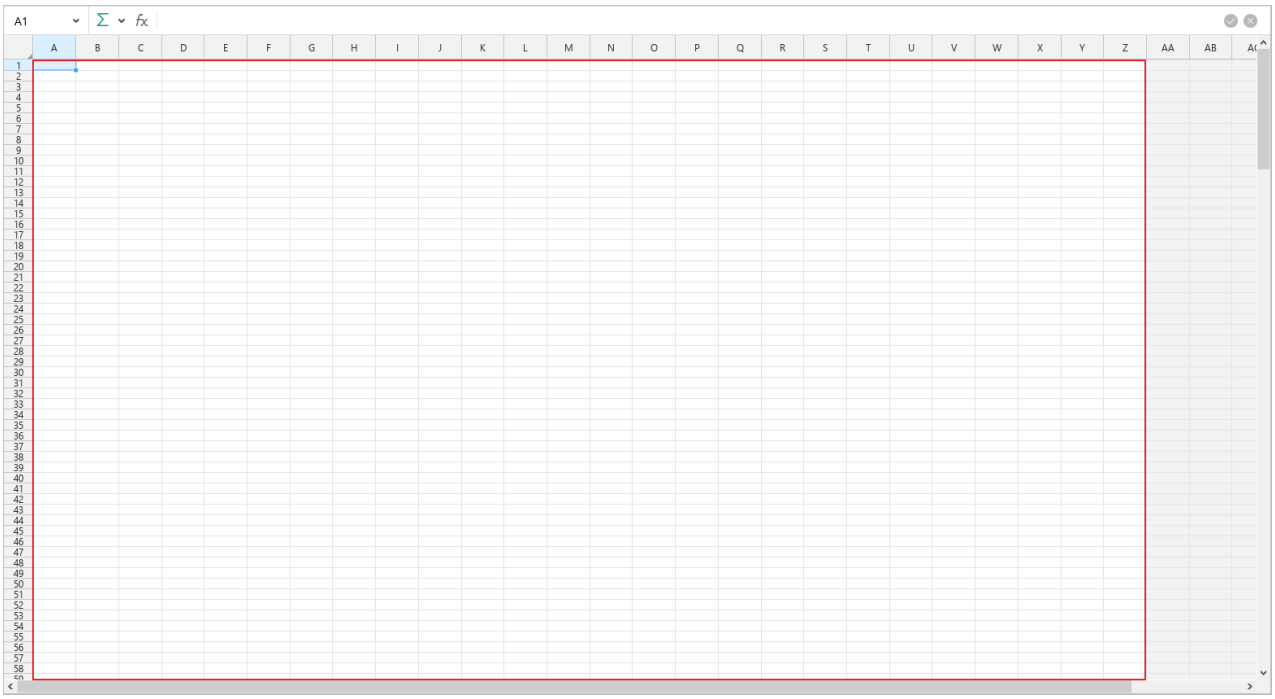



Figure 44. Workspace

### 3.7 Sidebar

The Sidebar displays the following buttons (see Figure 45):

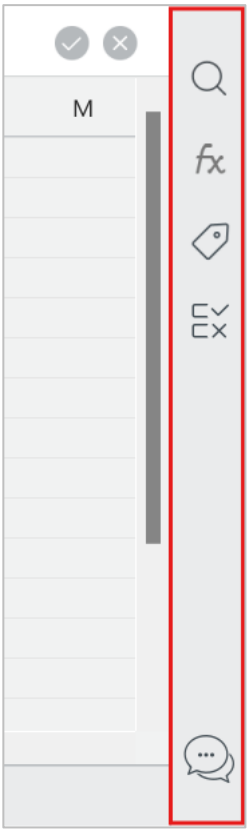



Figure 45. Sidebar

– **Find and Replace:** Open the Find and Replace pane (see Section 4.4.6).
– **Insert Function:** Open the Insert function pane (see Section 4.5.3).
– **Pivot Table:** Open the pivot table settings pane (see Section 4.9). The button is displayed when a pivot table element is selected.
– **Macros:** Open a pane to work with macros (see Section 4.15). This button is displayed if the file contains at least one macro.
– **Name Manager:** Open the **Name Manager** (see Section 4.6.9).
– **Smart Table:** Open the smart table customization pane (see Section 4.8). The button is displayed if a smart table element or the entire smart table is selected in the document.
– **All Validations:** Open the pane for working with cells containing data validation (see Section 4.4.3).

-  **Recovered Files:** Open the document backups pane (see Section 4.1.11). The button is displayed if there is at least one unsaved copy.
-  **Manage Protection:** Open the file protection management pane (see Section 4.16).
-  **Feedback:** Send feedback on the application.

### 3.8 Sheet tabs

The Sheet tabs (see Figure 46 and Section 4.2) are provided for navigating through the spreadsheet sheets.

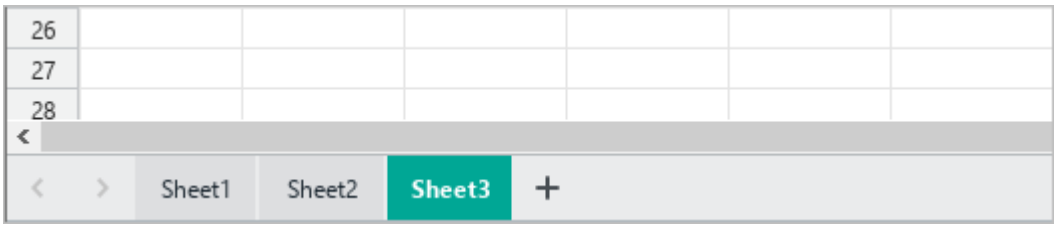



Figure 46. Sheet tabs

### 3.9 Status bar

The Status bar displays the following data and tools:

– Icon of the selected formula recalculation mode (see Figure 47 and Section 4.6.4).
– Automatic calculation values (see Section 4.5.2).
– Tools to zoom in or out the active sheet (see Section 4.2.6).


Figure 47. Status bar when working with local files

### 3.10 Quick Actions box

The Quick Actions box (see Figure 48) 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**+/.

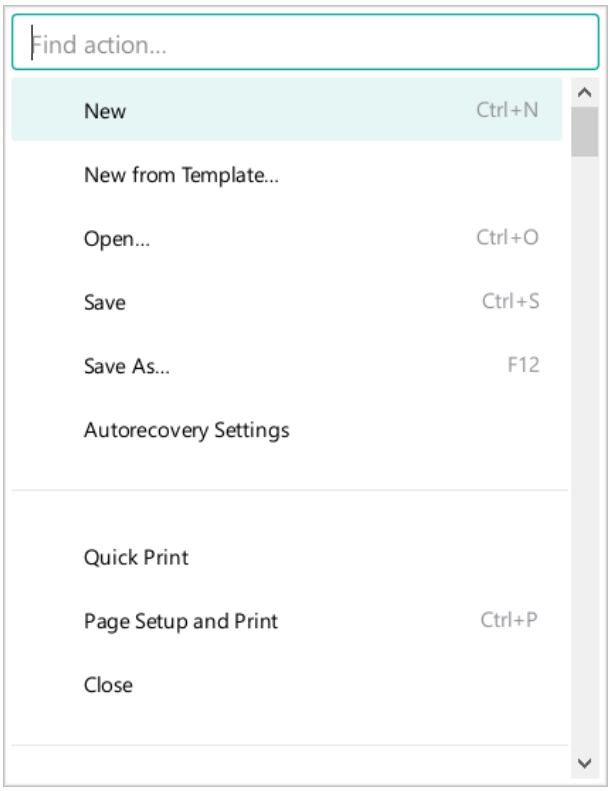



Figure 48. Quick Actions box

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 49).

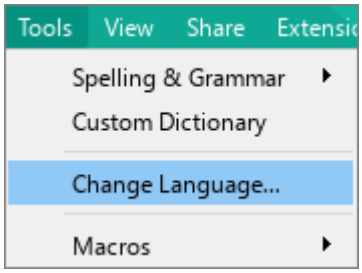



Figure 49. Tools command menu

2. In the window shown in Figure 50, select the desired application language from the drop-down list and click **OK**.

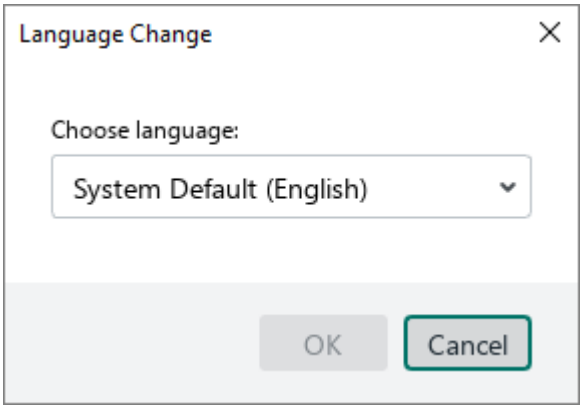



Figure 50. Language selection window

3. In the dialog box shown in Figure 51 click **OK**.

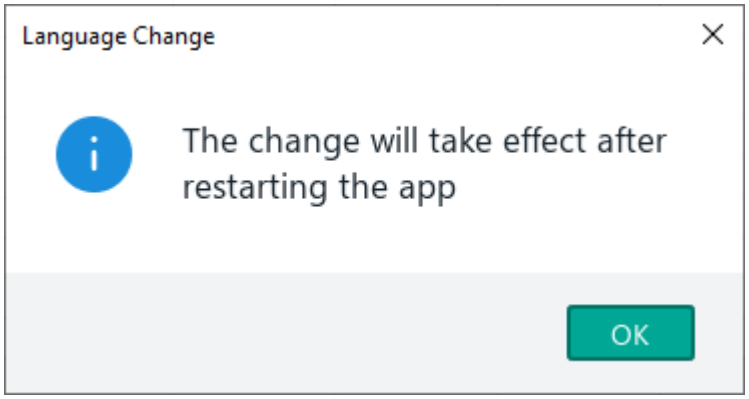



Figure 51. Notification to restart the application

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 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 52).
– Press **Ctrl**+**N** / ⌘**Cmd**+**N**.

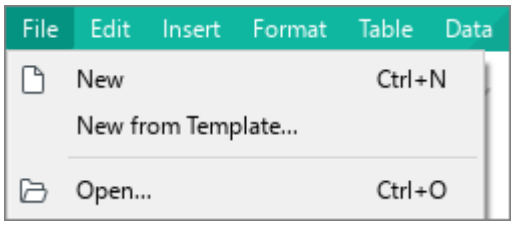



Figure 52. New menu

### 4.1.2 Save as template

MyOffice Spreadsheet allows you to create templates in .xots format. These templates are convenient to use when preparing documents with the same content 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. In the **File** menu, select **Save as Template** (see Figure 53).
3. In the file manager window that appears, select the template name and location. Click **Save**.

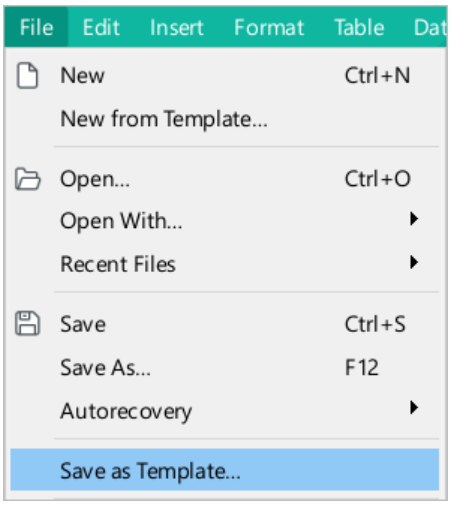



Figure 53. File menu

### 4.1.3 New from template

MyOffice Spreadsheet allows you to work with templates in .xots, .ots and .xltx formats.

When working in Windows and Linux, you can use templates in the following ways:

- Configure automatic selection of a single template for all documents created in MyOffice Spreadsheet. To do this, the template needs to be placed in the MyOffice Standard. Home Edition installation folder.
- Select templates when creating documents manually. In this case, you can use an unlimited number of templates located in any folders on the current computer.

Configuring automatic template selection does not preclude you from manually selecting a template.

Templates in .ots and .xltx format are only supported in automatic mode.

#### 4.1.3.1 Select a template manually

To manually create a template-based file in .xots format, use one of the following methods:

- In the file manager, double-click the template with the left mouse button. Some Linux operating systems require a single left-click.
- Open MyOffice Spreadsheet and, in the **File** menu, select **New from Template** (see Figure 53). In the file manager window that opens, select the template on the basis of which you want to create a file and click **Open**.
- Open MyOffice Spreadsheet and drag the template or its shortcut from the operating system file manager window to the open application window.

The document created on the basis of the selected template will open.

#### 4.1.3.2 Configure automatic template selection

Configuration requires OS administrator rights.

To configure automatic template selection, follow the steps below:

1. Go to the MyOffice software installation folder.
2. Place the template based on which you want to create documents in the **Default Template** folder.

You can save several different templates in the **Default Template** folder. In this case, only one template of a suitable format will be used for MyOffice Spreadsheet and MyOffice Text applications, which comes first in the list.

If the application cannot open the template, a new document is created with the standard default settings. The reasons may be as follows:

- The template is not saved in the folder or is corrupted.
- The template file format is not supported.
- The “Hidden” attribute is set for the template in Windows.
- The template is password protected in Linux.

If a template file is corrupted, a banner with a corresponding notification is displayed in the document created on its basis.

Please note the following specifics when working with templates:

- If MyOffice software is installed in a user's private folder, other users can only manage templates if they have permissions to run or read files in that folder.
- Templates that are large in size with many links can affect the application's performance.
- When you update or recover MyOffice software, manually created templates are not deleted from the system. When MyOffice software is deleted, all downloaded templates are removed from the system.

The access to manually created templates is blocked by default for other system users in the Alt Workstation 10 OS. If necessary, you can add additional access rights for other users to all templates or for a specific template using the following command:

```
chmod a+r <template file>
```

Example:

1. Go to the **Default Template** directory and run the command:

```
chmod +x ./<TEMPLATE_NAME>.sh
```

2. To verify that the permissions have changed, run the command:

```
ls -lah
```

All the other Linux systems set full permissions by default but can also be manually configured.

#### 4.1.4 Open a file

To open a file, use one of the following methods:

- If MyOffice Spreadsheet is selected as the default application to open files of the appropriate format, double-click the file with the left mouse button. Some Linux operating systems require a single left-click to open a file.
- Right-click the file. When working in Windows, run **Open with** context menu option and select MyOffice Spreadsheet in the opened list of applications. When working in macOS, run **Open with** context menu option and in the opened list of applications select the MyOffice Spreadsheet. When working in Linux, run **Open in MyOffice Spreadsheet** / **Open with MyOffice Spreadsheet** context menu option.
- Open MyOffice Spreadsheet and follow the steps below:
  1. In the **File** menu, click **Open** (see Figure 53) or press **Ctrl**+**O** / ⌘ **Cmd**+**O**.
  2. In the File manager window that appears, select the desired file and click **Open**.
- Open MyOffice Spreadsheet and drag the document or its shortcut from the operating system file manager window to the open application window. You can open up to 32 files at a time by dragging and dropping them into the application window.

The document will open on the sheet on which the last data save before closing was made. If this sheet has been renamed or deleted in another application, the document opens on the first sheet.

##### 4.1.4.1 File in .xls format

Files in .xls format are not supported on macOS.

When you open a file in .xls format, it is automatically converted to .xlsx format (see Figure 54).

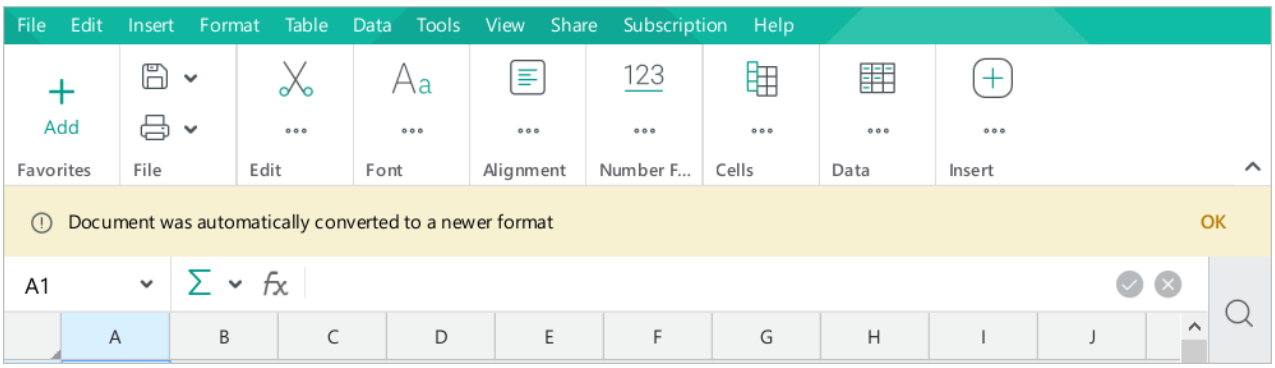



Figure 54. Document was converted

To save a file in .xlsx format, follow the steps described in Section 4.1.8.

#### 4.1.4.2 File in .xlsb format

Files in .xlsb format are not supported on macOS.

When you open a file in .xlsb format, a copy of that file in a different format is opened (see Figure 55).

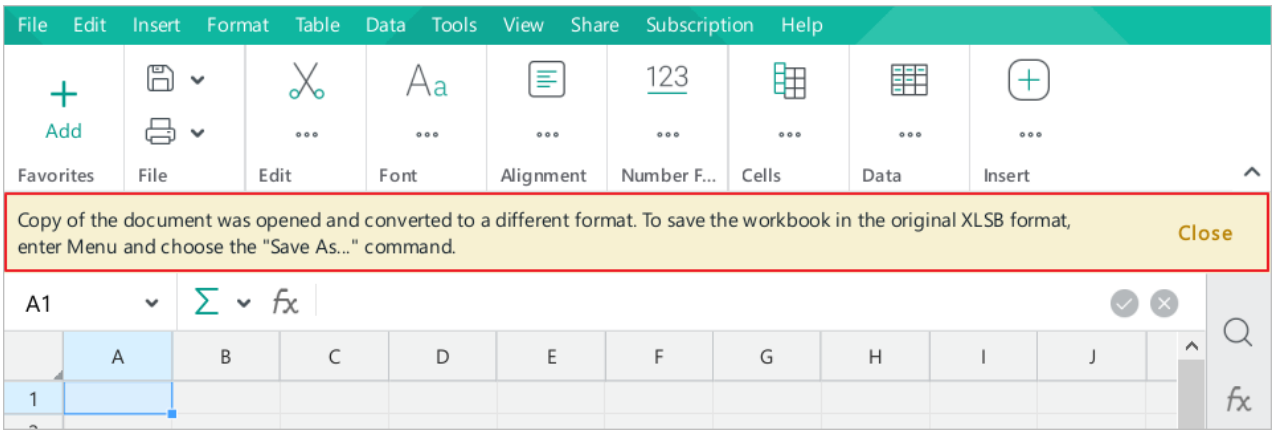



Figure 55. File copy

To save a copy of the file or replace the original .xlsb file with a copy, follow the steps described in Section 4.1.10.

#### 4.1.4.3 View-only file

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 “The document is view-only” is displayed on the Toolbar (see Figure 56).

The file is opened in the edit mode if you work with it using the WebDAV protocol or if it has the .xlsm, .xls, or .xlsb extension.

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.

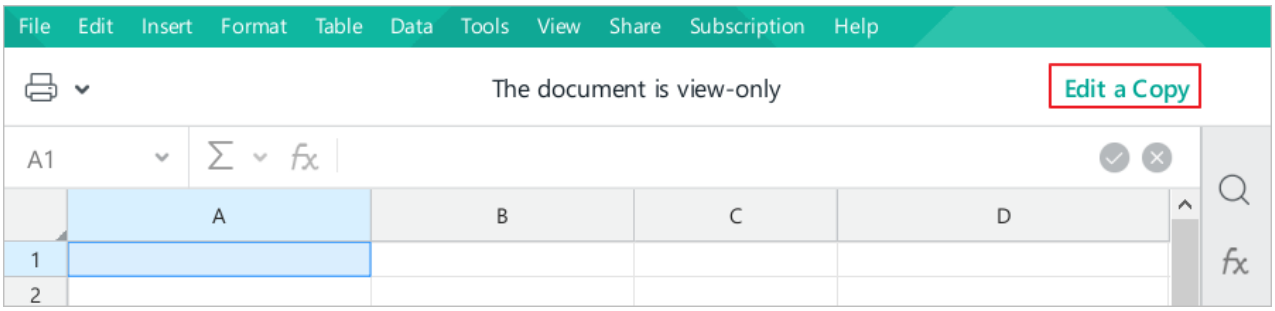



Figure 56. Edit a Copy button

A copy of the document will open in a new application window. To save the file copy, follow the steps described in Section 4.1.10.

#### 4.1.4.4 File being used by another application

If a file is opened for editing in another application, then:

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

– The Toolbar displays a notification that the document is opened in another application (see Figure 57).

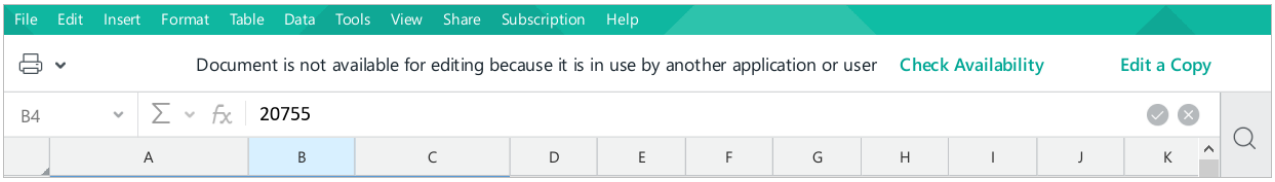



Figure 57. Document is in use by another application

The file is opened in the **Edit** mode if it has an .xlsm, .xls, or .xlsb extension or is opened in another application, but that application has not created a lock file. For example, a file downloaded from the Internet and opened in Microsoft 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, do one of the following:

– Finish working with the document in another application. Then, in MyOffice Spreadsheet, click **Check Availability** on the Toolbar. If working with a document in another application is not completed, the pop-up message “Document still in use” will be displayed (see Figure 58). If the work is completed, the document will switch to the **Edit** mode.

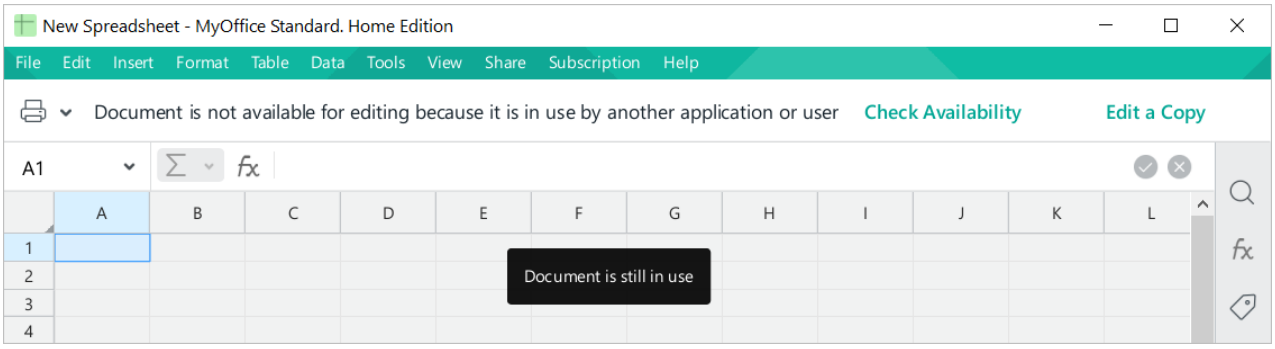



Figure 58. Tooltip message

– Create an editable copy of the document. To do this, in MyOffice Spreadsheet, on the Toolbar, click **Edit a Copy**. A copy of the document will open in a new application window. To save the file copy, follow the steps described in Section 4.1.10.

#### 4.1.4.5 File opened by another user

When you try to open a local document opened by another user on the same computer, a dialog box is displayed (see Figure 59) that contains:

– Information about the user who is currently working with this document.
– **Open a Copy** button to create an editable copy of the document.
– **Close** button to finish working with the document.

A file is opened in **Edit** mode if it has the extension .xlsm, .xls, .xlsb. In **View** mode, only .xlsb files are opened, the work with which is performed via WebDAV protocol.

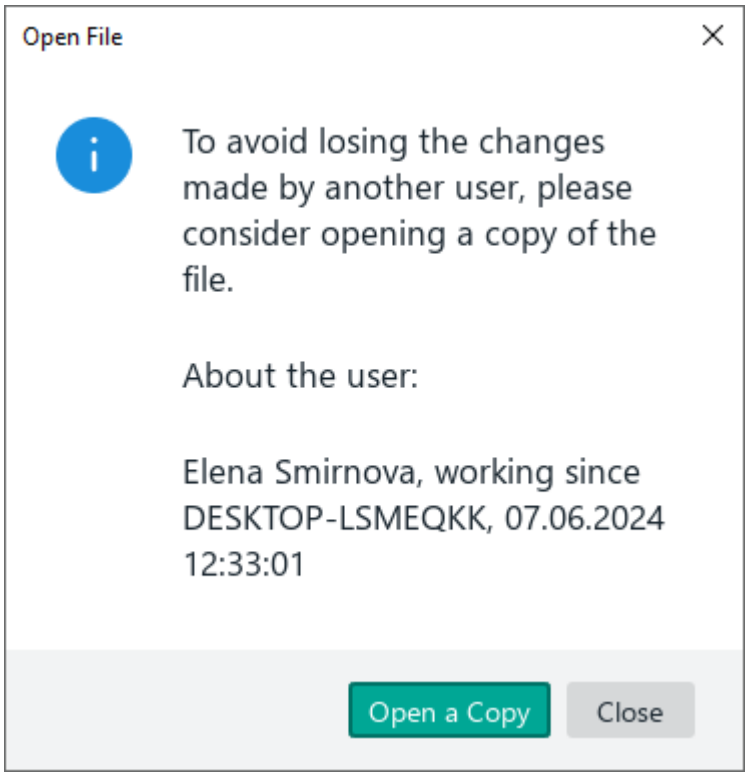



Figure 59. Dialog box

### 4.1.5 Convert 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 **Convert** window that appears (see Figure 60), 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.

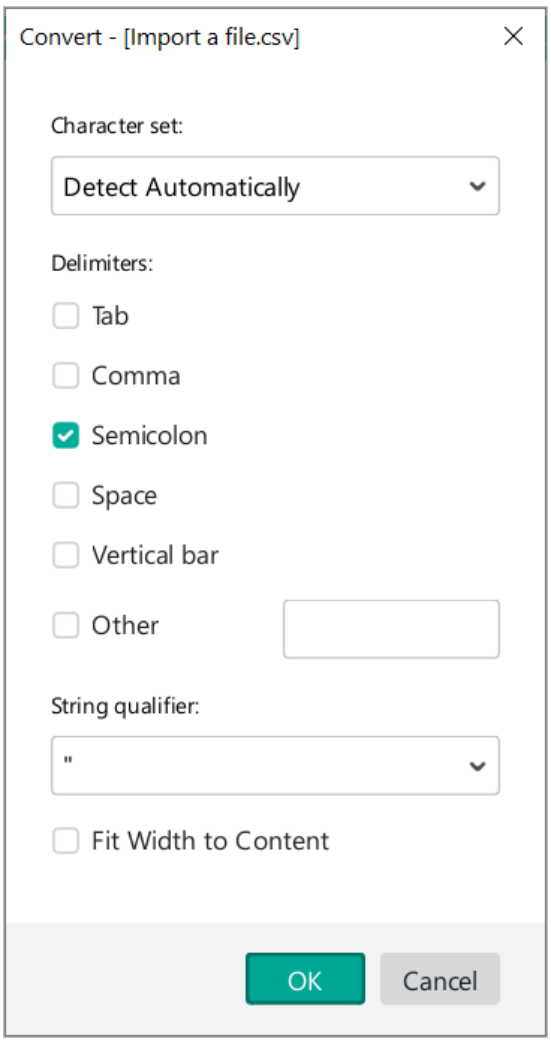



Figure 60. Import settings window

3. Click **OK**.

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 60), the "**Fit column width to the contents?**" pop-up message will appear briefly on the screen once the new file is opened (see Figure 61).

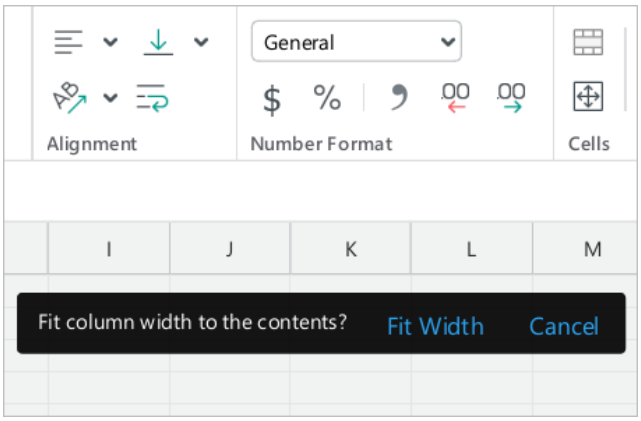



Figure 61. Pop-up message

Click **Fit Width** to fit the width to the content or **Cancel** to keep the default column width.

### 4.1.6 Recent files

MyOffice Spreadsheet application saves a list of documents which the user has worked with recently.

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

1. In the **File** menu, **Recent Files** (see Figure 79).

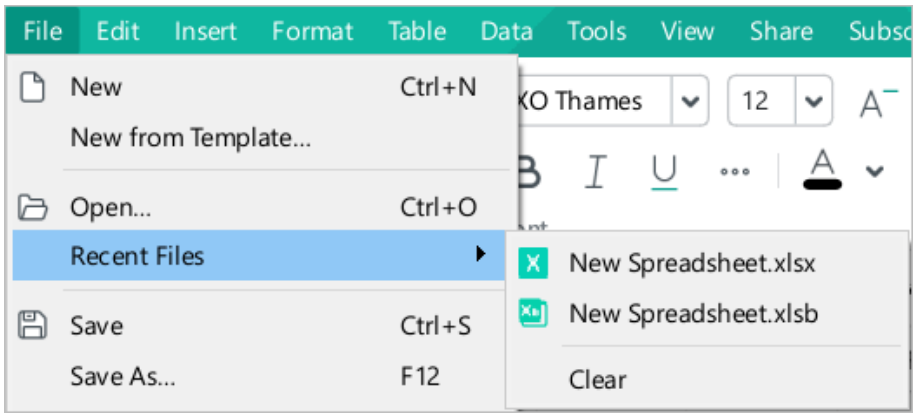



Figure 62. File menu

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 **File** menu, select **Recent Files** > **Clear**.

### 4.1.7 Open with

To configure the option in Windows and Linux, OS administrator rights are required.

In Windows and Linux, you can open the edited file in another text editor directly from MyOffice Spreadsheet. In the **File** menu, select **Open With** to choose an editor for further work (see Figure 63).

The list of programs available for selection is configured using the **OpenWithList.ini** config file. If this file contains no data or incorrect data, the **File** > **Open with** command is not displayed in the Command menu.

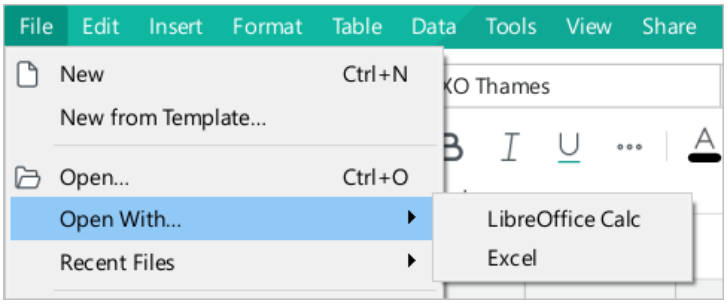



Figure 63. File menu

To add, change or delete a program from the list, follow these steps:

1. Run the text editor installed in the operating system (for example Notepad in Windows) as an administrator.
2. In a text editor, open the **OpenWithList.ini** file located in the **<installation folder>** > **Resources** directory, where **<installation folder>** is the software installation folder.
3. Change the file as needed.
4. Save the file in UTF-8 encoding and restart the application to see the changes made.

Keep the following data structure in the file (see the example below):

- **[section name]** is the application from the MyOffice software bundle for which the list of applications is created:
  - **[MyOffice Text Home Edition]**: MyOffice Text
  - **[MyOffice Spreadsheet Home Edition]**: MyOffice Spreadsheet.
- **[ordinal number\appPath]**, where:
  - **Ordinal number** is the application sequence number in the list.

  - **appPath** is the full path to the program executable file. The path should appear in quotation marks. In Windows, directory names should be separated using a slash (/) or a double backslash (\\) when specifying the path to a file.
- **[ordinal number\appTitle]**, where:
  - **Ordinal number** is the application sequence number in the list.
  - **appTitle** is the short name under which the program will be displayed in the list. The name should appear in quotation marks. If the name of the application is not specified in the configuration file, the list will display the title of its executable file without extension.

An example of **OpenWithList.ini file**:

```
[MyOffice Text Home Edition]
1\appPath="C:/Program Files/LibreOffice/program/swriter.exe"
1\appTitle="LibreOffice Writer"
2\appPath="C:\\Program Files\\Microsoft Office
15\\root\\Office15\\WINWORD.EXE"
2\appTitle="Word"


[MyOffice Spreadsheet Home Edition]
1\appPath="C:/Program Files/LibreOffice/program/scalc.exe"
1\appTitle="LibreOffice Calc"
2\appPath="C:\\Program Files\\Microsoft Office
15\\root\\Office15\\EXCEL.EXE"
2\appTitle="Excel"
```

### 4.1.8 Send a file

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 64).


Figure 64. 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 Print a file

#### 4.1.9.1 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 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.

#### 4.1.9.2 Print a document from MyOffice Spreadsheet

##### 4.1.9.2.1 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.

#### 4.1.9.2.1.1 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 4.1.9.2.2).

#### 4.1.9.2.1.2 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 65).

The print area is specified separately for each sheet of the document.

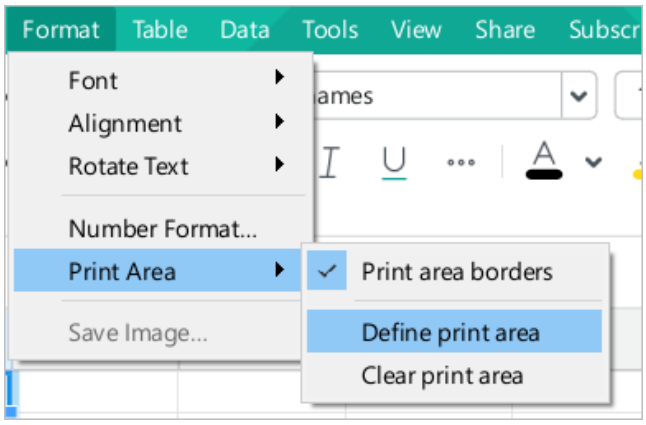



Figure 65. Define print area command menu option

The borders of the selected print area are highlighted in blue (see Figure 66).

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Date | Year | Month | Year-Month | Item | Sales, USD |
| 2 | 01.02.2010 | 2010 | 2 | 2020 2 | Item 1 | 422656 |
| 3 | 01.02.2010 | 2010 | 2 | 2020.2 | Item 2 | 81343 |
| 4 | 01.02.2010 | 2010 | 2 | 2020.2 | Item 3 | 8853 |
| 5 | 01.02.2011 | 2011 | 2 | 2020.2 | Item 4 | 868818 |
| 6 | 01.02.2011 | 2011 | 2 | | Item 5 | 271237 |
| 7 | 01.02.2011 | 2011 | 2 | | Item 6 | |
| 8 | 01.02.2012 | 2012 | 2 | | Item 7 | |

Figure 66. Print area borders

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

1. In the **Format** menu, select **Print area** (see Figure 67).
2. Clear the **Print area borders** checkbox.

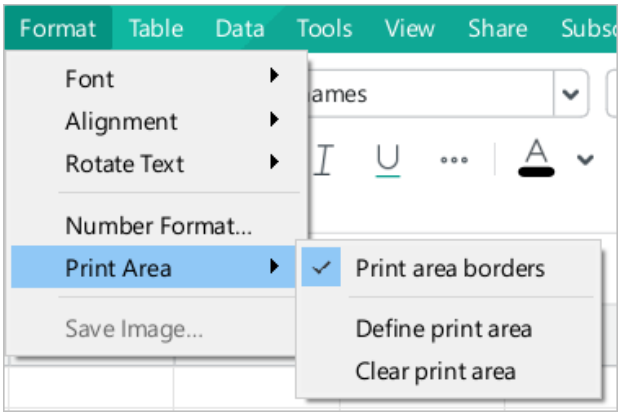



Figure 67. Print area borders menu

To display the frame, select the menu again.

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 67).
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:

– In the **File** menu, **Page Setup and Print** (see Figure 68).
– Press **Ctrl**+**P** / ⌘**Cmd**+**P**.

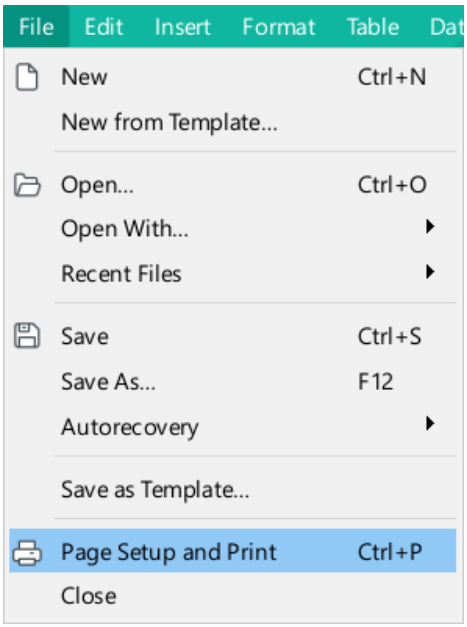



Figure 68. Page Setup and Print command menu option

The **Page Setup and Print** will open (see Section 4.1.9.2.2).

#### 4.1.9.2.1.3 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 4.1.9.2.1.2).
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 68).
   - 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 69).

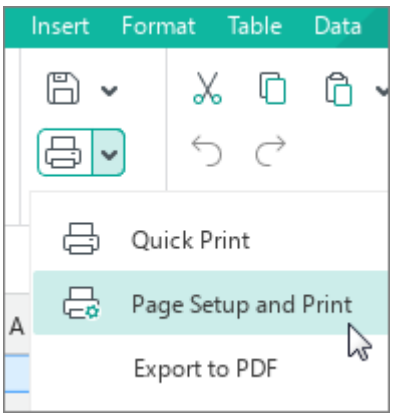



Figure 69. Page Setup and Print command

   - Press **Ctrl**+**P** / ⌘**Cmd**+**P**.

The **Page Setup and Print** will open (see Section 4.1.9.2.2).

#### 4.1.9.2.2 Page Setup and Print window

The opened **Page Setup and Print** window (see Figure 70) 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**".

#### 4.1.9.2.2.1 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.

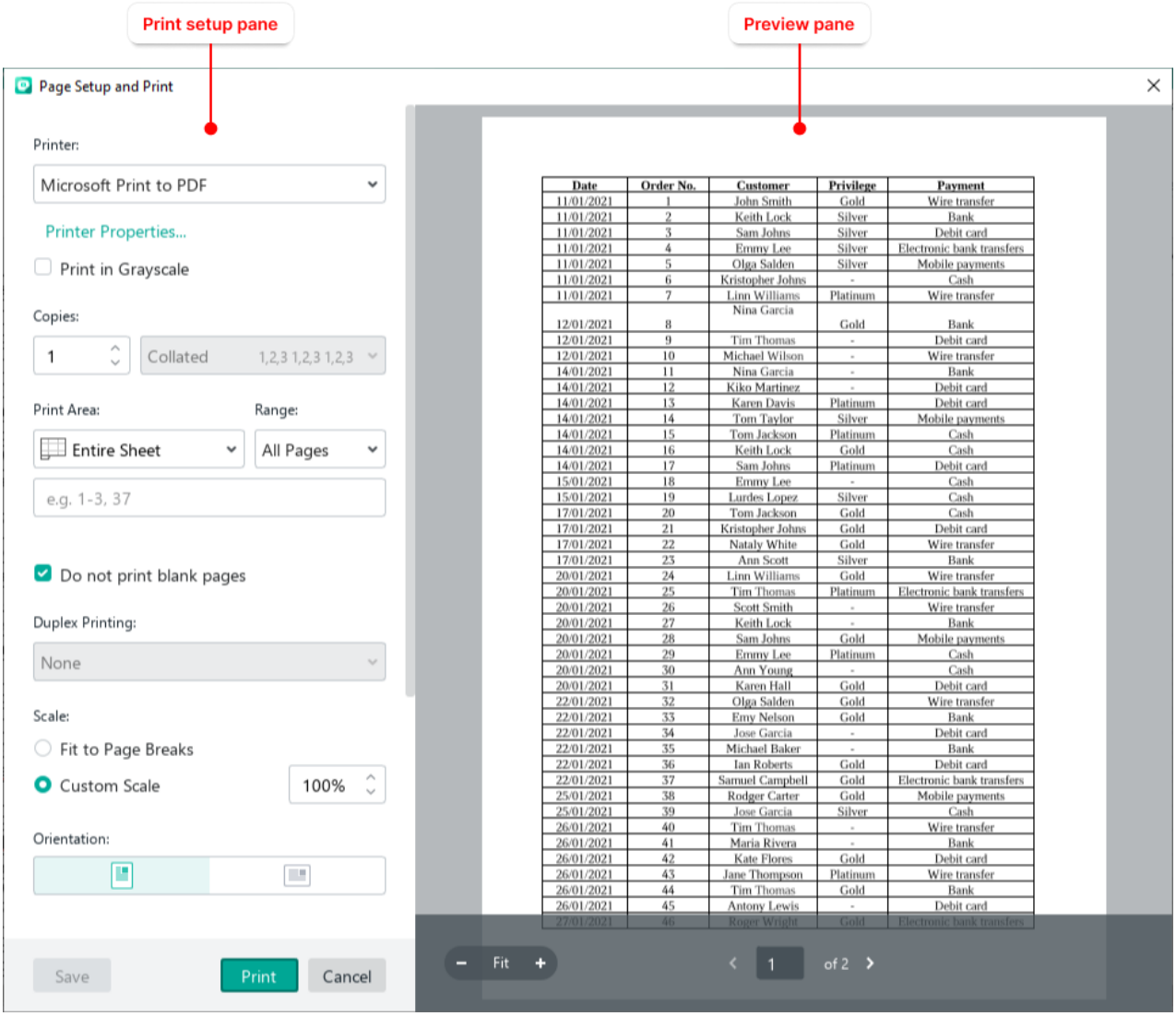



Figure 70. Page Setup and Print dialog box

#### 4.1.9.2.2.2 Customize print settings

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

**Table 4. 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.<br>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:<br>– **Collated:** Print all pages grouped by copies (1,2,3 1,2,3 1,2,3).<br>– **Uncollated:** Print pages grouped by page numbers (1,1,1 2,2,2 3,3,3). |
| Print Area | **Print Area** (see Section 4.1.9.2.1):<br>– **Defined Area:** Print the defined area.<br>– **Entire Sheet:** Print the sheet displayed on the screen.<br>– **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:<br>– Individual page numbers. For example, 5, 10, 12.<br>– Page ranges where the range values are denoted using the hyphen. For example, 1-8, 10-11.<br>– 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.<br>– 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. |

| 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:<br>– **All Pages:** Print all the pages of the current sheet.<br>– **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.<br>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.<br>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:<br>– **None:** Print on one side of the page only.<br>– **Long-Edge Binding:** Print two sides of the page and flip the paper along the long edge.<br>– **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**.<br>Under the **Current Sheet**, the **Scale** contains the following settings:<br>– **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.<br>  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<br>– **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.<br>  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:<br>– **Actual Size:** Print the spreadsheet as is.<br>– **Fit to Page:** Fit the selection to a printed page.<br>– **Fit to Width:** Fit all columns of the selection to a printed page.<br>– **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.

#### 4.1.9.2.2.3 Page setup

The **Page Setup and Print** dialog box contains the following page setup options (see Figure 71):

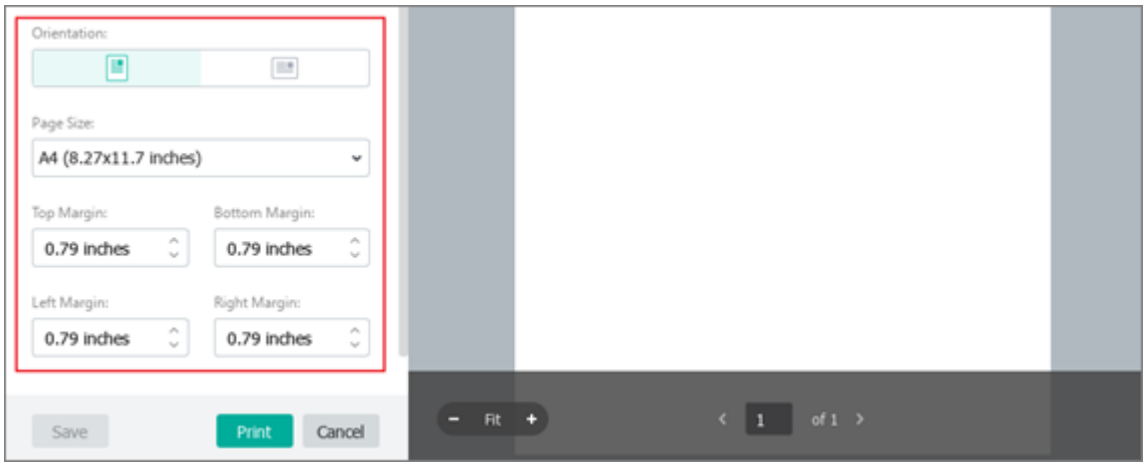



Figure 71. Page setup

- **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 4.1.9.2.1.1), the page setup is only applied to the selection and cannot be saved for further printing sessions.

#### 4.1.9.2.3 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 72).

– 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.

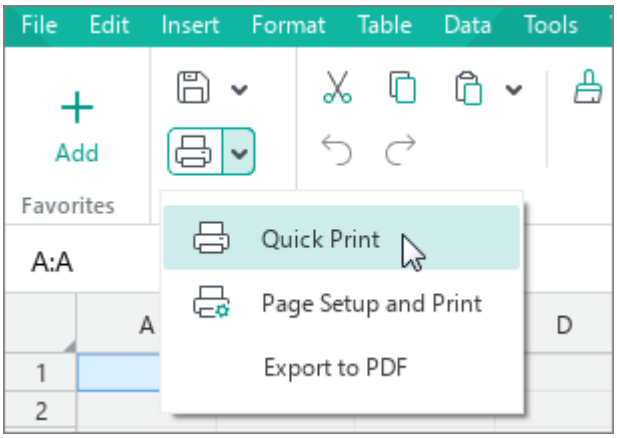



Figure 72. Quick Print button

### 4.1.10 Save a file

#### 4.1.10.1 Save as

Use the **Save As** command to save a new file or create a copy of the current file.

When saving files in .csv, .tsv, .tab, .scsv and .txt formats:

- Only the current sheet of the source file with text data is saved in the file. Formatting settings, images, links and other data are not saved.
- The **;** (semicolon) character is used as a value separator in .csv, .tsv, .tab, and .csv files, and the tab character (Tab) is used in .txt files.

When saving in .xlsb format:

- Macros (see Section 4.15) are not saved in the file.
- Empty cells are excluded from the sheets workspace (see Section 3.6).

When saving in .pdf and .pdf/a-1 formats:

- Links to websites remain functional.
- Links to files and email addresses, links to location in the document (sheets, cells, cell ranges, named ranges) are not saved.

To save a new file or create a copy of the current file, follow these steps:

1. Run the save command in one of the following ways:
   – In the **File** menu, click **Save As** (see Figure 73).

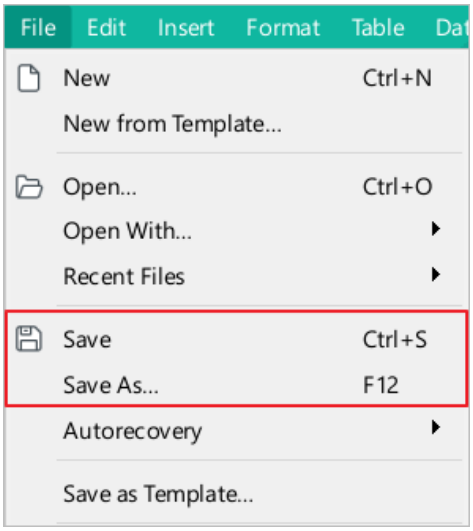



Figure 73. Save and Save As command menu options

   – On the Toolbar, select the **File** section and click the arrow to the right of the **Save** button. In the drop-down list, select **Save As** (see Figure 74).

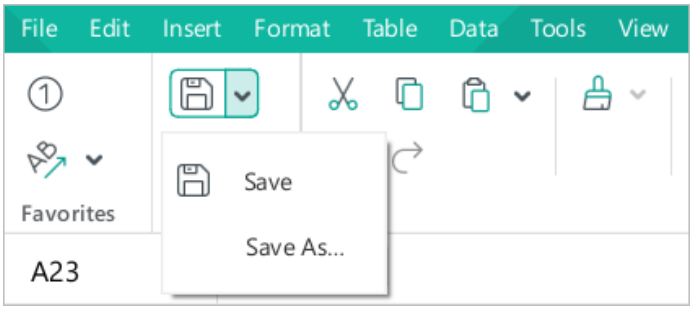



Figure 74. Save button

   – When working in Windows, press **F12**. When working in Linux, press **Ctrl**+**Shift**+**S**. In macOS, press ⇧ **Shift**+⌘ **Cmd**+**S**.

2. In the **Save As** window, select a folder to save the file to, specify the name and file format, and click **Save**.

To save a file in .pdf or .pdf/a-1 format, you can also follow these steps:

1. 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 75).

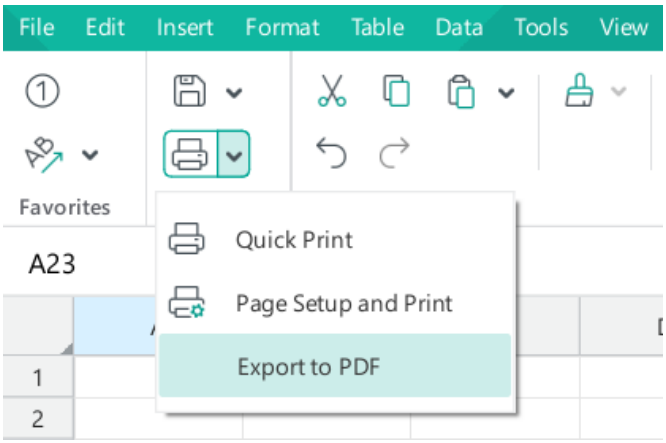



Figure 75. Export to PDF command

2. In the file manager window, select the folder for export, specify the file name and format, and click **Save**.

When you create a copy, the copy of the file becomes the document that you will be working on.

#### 4.1.10.2 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:

– In the **File** menu, select **Save** (see Figure 73).
– On the Toolbar, select the **File** section and click **Save** (see Figure 74).
– 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 74).
– Press **Ctrl**+**S** / ⌘**Cmd**+**S**.

### 4.1.11 Autorecovery of documents

*Autorecovery* is a feature that allows the user to recover documents working with which was completed incorrectly (for example, in case of power failure).

To enable recovery, MyOffice Spreadsheet periodically saves *backups* of the documents being edited, including those that have never been saved by the user. If the application crashes, when the application is reopened, the user can save copies of documents as separate files or replace the original documents with copies.

Backup copies of documents are saved for one month and then automatically deleted.

#### 4.1.11.1 Configure autorecovery of documents

By default, MyOffice Spreadsheet backs up all documents you edit every 5 minutes.

To change the settings, follow these steps:

1. In the **File** menu, select **Autorecovery** > **Autorecovery Settings** (see Figure 76).

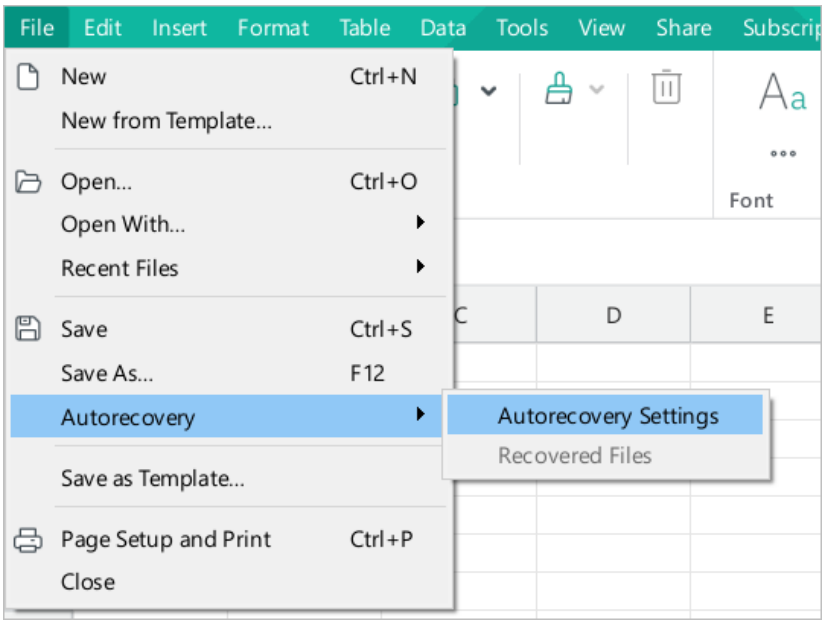



Figure 76. Autorecovery Settings command menu option

2. In the **Autorecovery Settings** window (see Figure 77):
   - To disable or enable saving document backups, clear or select the **Save backup copies every** checkbox.
   - To change the interval for saving document backups, specify it manually, using the switch, the ↓ and ↑ keyboard keys or the mouse wheel. The switching step is 1 minute.

- If you want to disable saving backups for one or more documents currently open, check the boxes in the **Don't save for following files** list. This list does not show documents that have never been manually saved.
- If you want to copy the path to the folder where the backed up copies of documents are stored, click the button.

3. Click **Apply**.

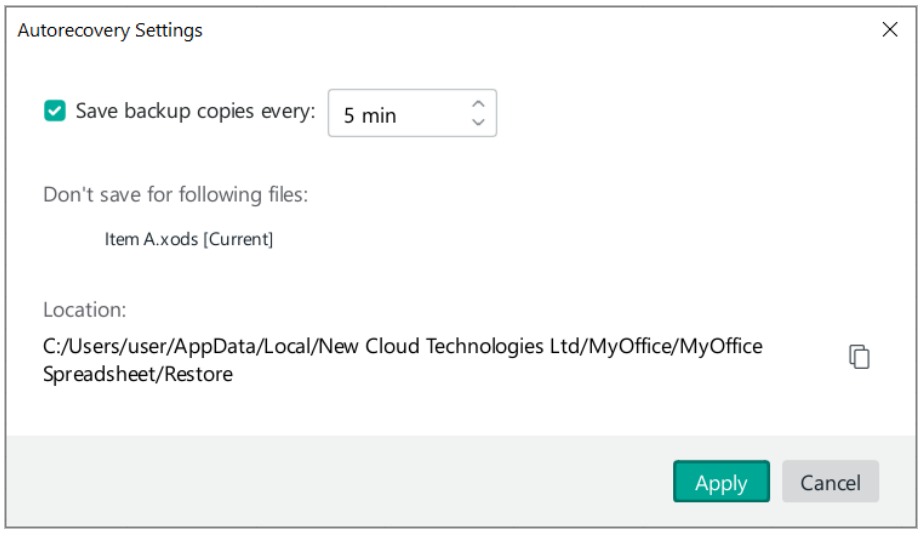



Figure 77. Autorecovery Settings dialog box

#### 4.1.11.2 Document recovery

If the work with documents was finished incorrectly, then when you re-enter the application, the dialog box shown in Figure 78 appears. Click **Open** in this dialog box.

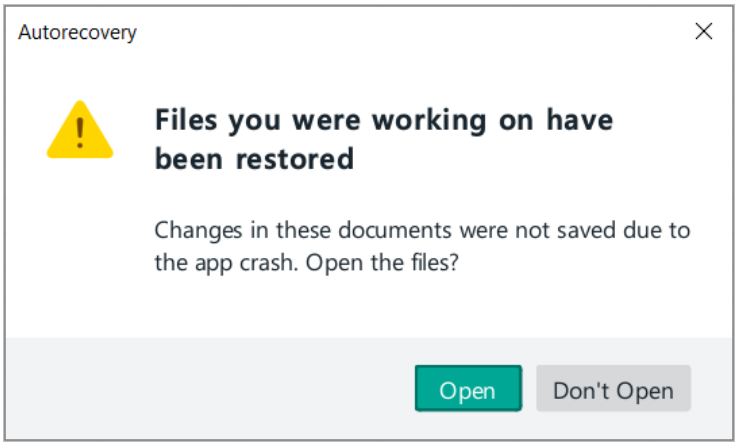



Figure 78. Dialog box

Backed up copies of documents will open in new application windows.

To save copies, follow the steps below for each copy:

1. Run the **Save As** command in one of the following ways:
   – In the notification bar that appears below the Toolbar, click **Save As** (see Figure 79).

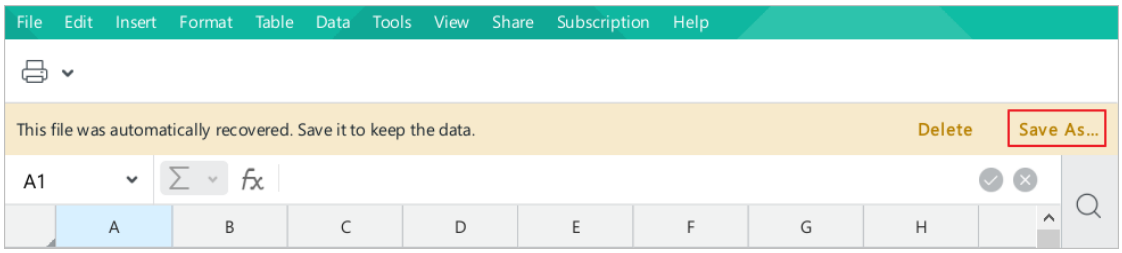



Figure 79. Save As button

   – In the **File** menu, click **Save As** (see Figure 80).

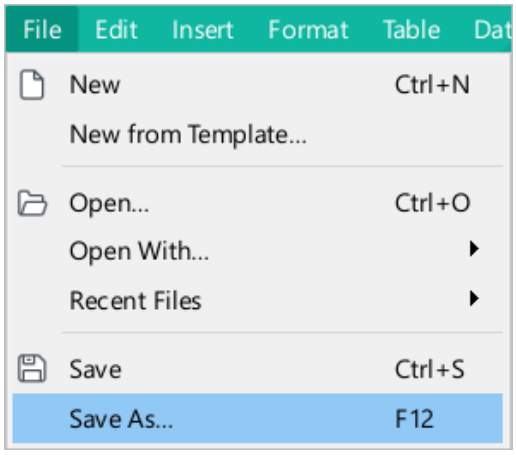



Figure 80. Save As command menu option

2. In the **Save As** window:
   – If you want to save the copy as a separate file, select the folder where you want to save it, specify the file type and name, and click **Save**.
   – If you want to replace the original file with a copy, select the file and click **Save**.

If you want to delete a copy, click **Delete** in the notification bar below the Toolbar (see Figure 81).

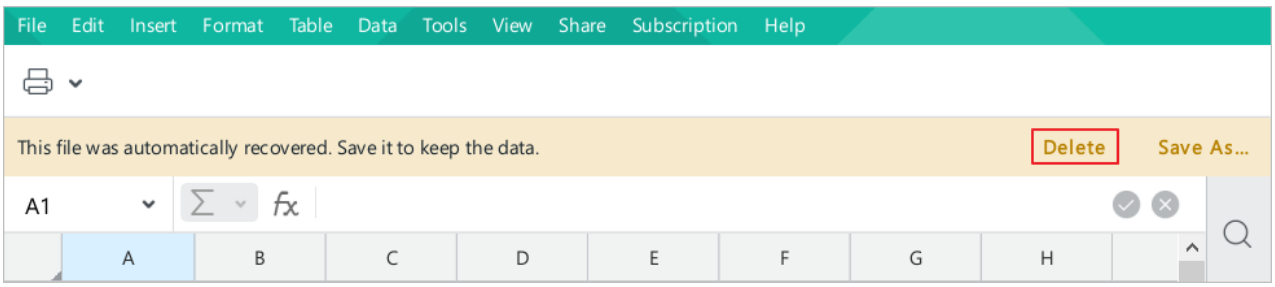



Figure 81. Delete button

#### 4.1.11.3 Recovered Files pane

If any backed up documents were not saved or deleted as described above, open the **Recovered Files** pane.

To do this, proceed with one of the following:

– In the **File** menu, select **Autorecovery** > **Recovered Files** (see Figure 82).

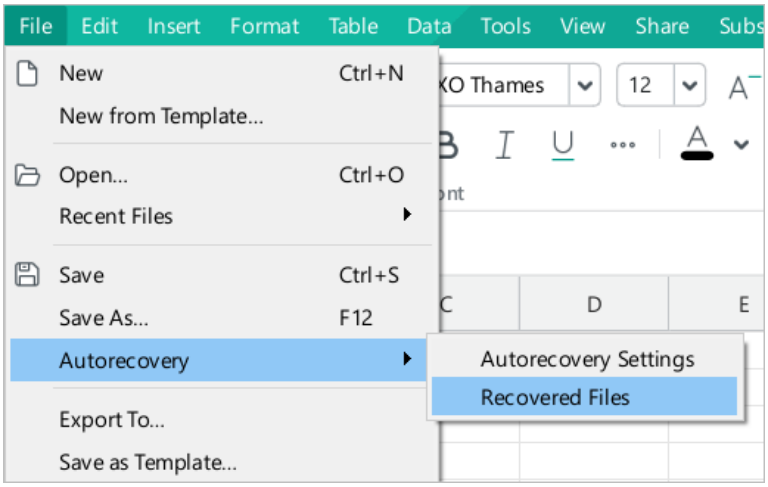



Figure 82. Recovered Files command menu option

– On the Sidebar, click **Recovered Files** (see Figure 83).

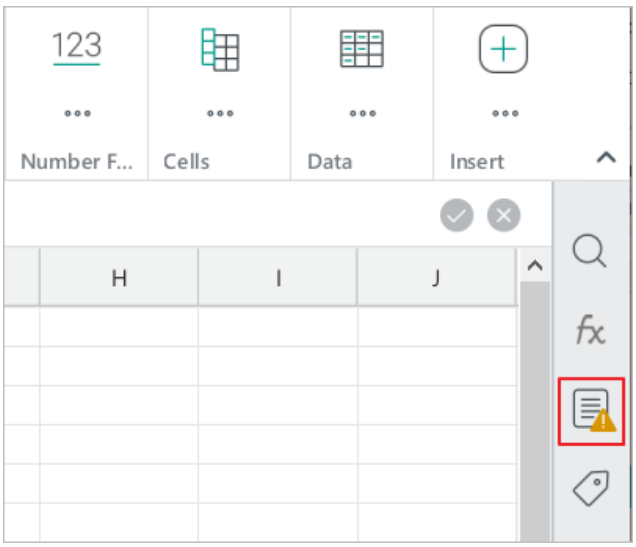



Figure 83. Recovered Files button

To open, save, or delete a document backup copy, follow the steps below:

1. Hover the cursor over the name of the copy (see Figure 84) and click the ⋮ button.
2. In the drop-down list, select the desired command.

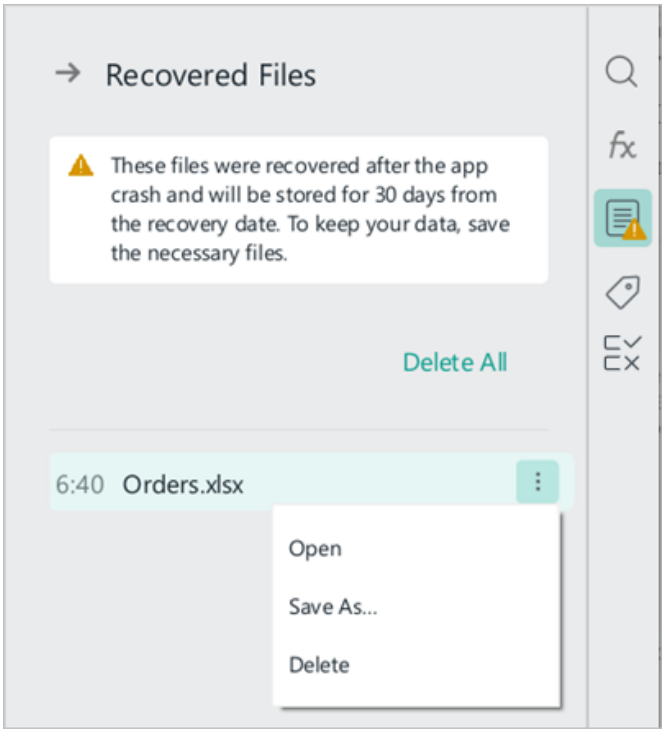



Figure 84. Copy Management Commands

You can also open a document backup copy by double-clicking its name in the list.

If you want to delete all copies of the documents, click **Delete All** (see Figure 85).

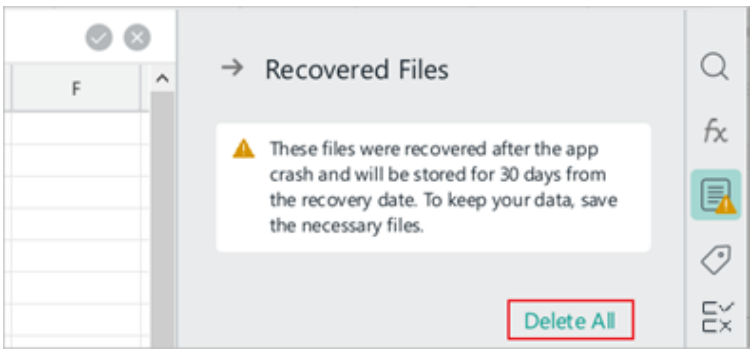



Figure 85. Delete All button

### 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 86).

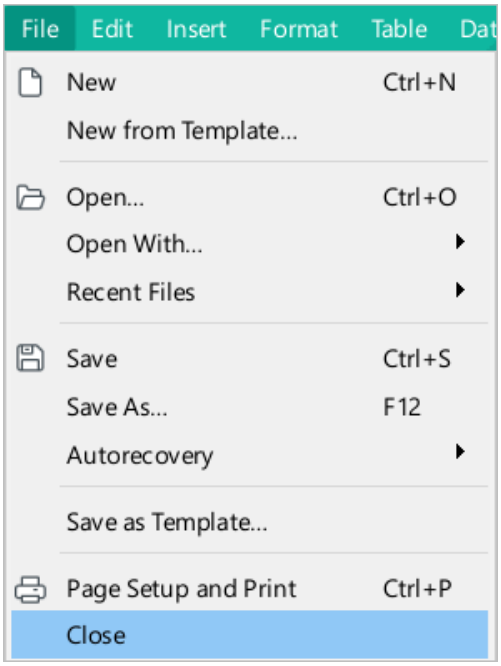



Figure 86. Close command menu option

– 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 87).

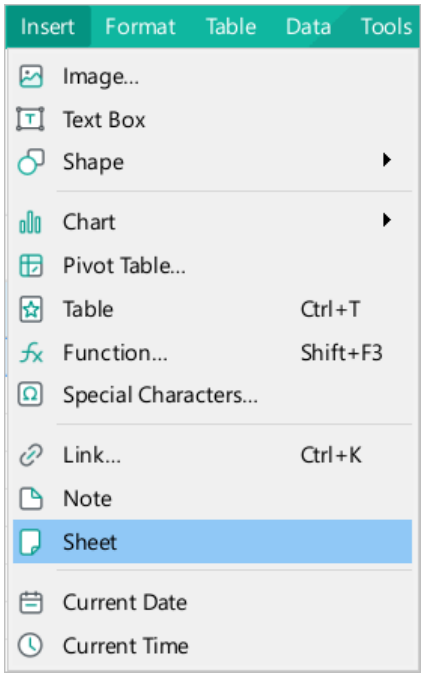



Figure 87. Insert menu

– On the Toolbar, select the **Insert** section and click ⋯. In the insert pane that appears, click **Sheet** (see Figure 88).

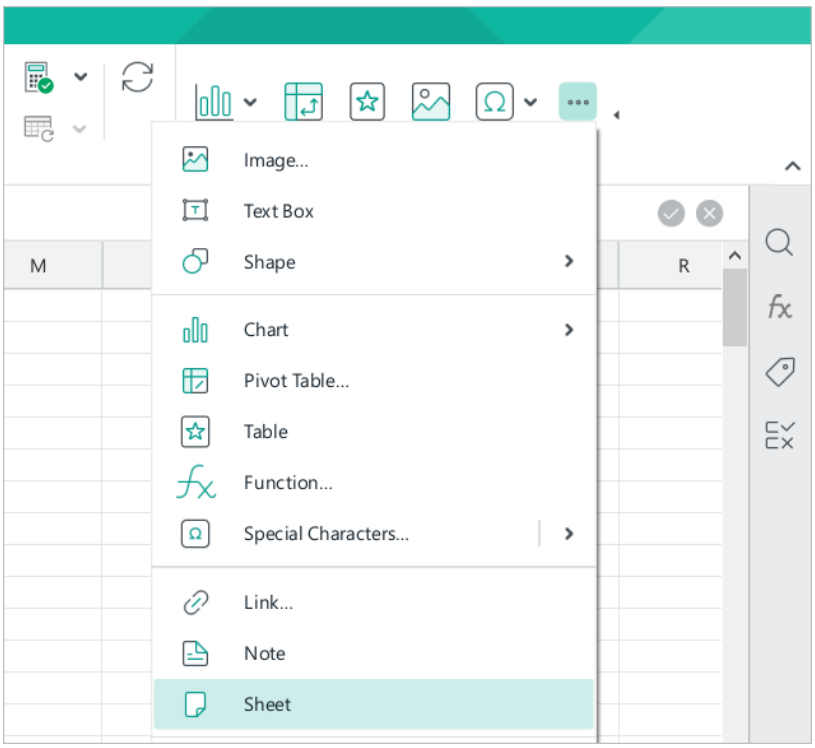



Figure 88. Sheet button

– Click + button to the right of the sheet tabs (see Figure 89).

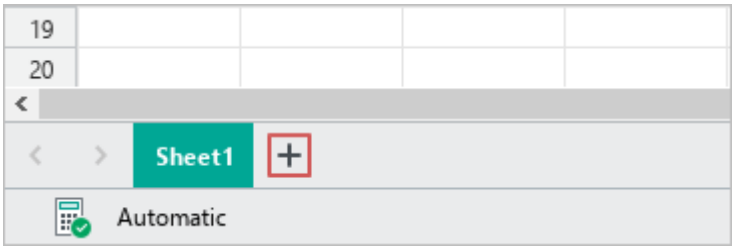



Figure 89. Add sheet button

### 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 90).

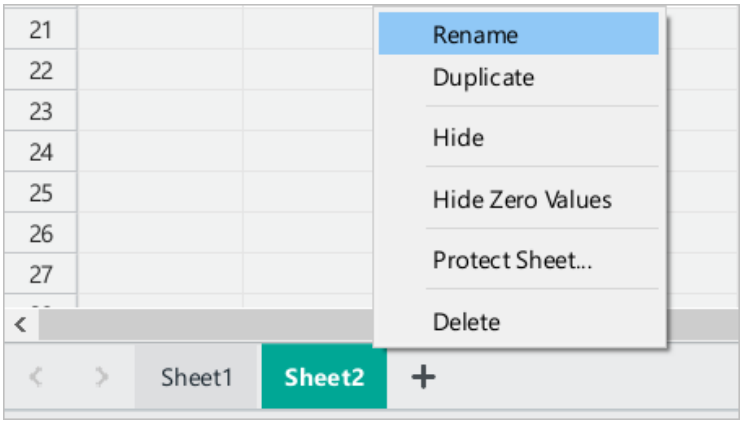



Figure 90. Context menu of a sheet

3. In the opened window (see Figure 91), enter the name of a sheet or and click **OK**.

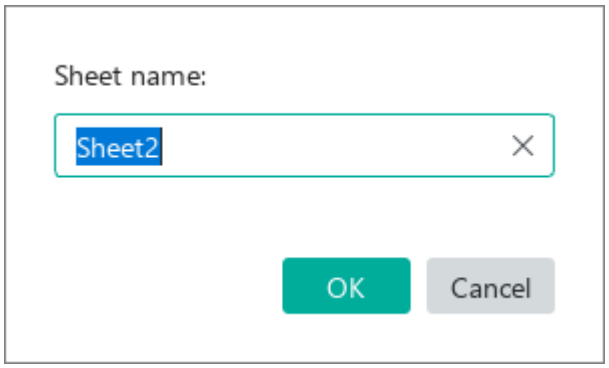



Figure 91. Rename sheet

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 90).

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 92).

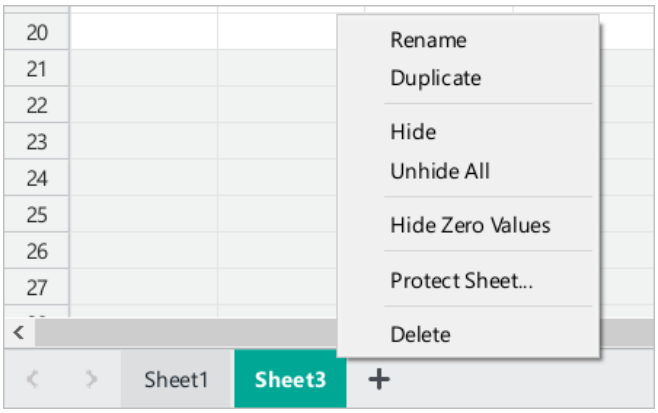



Figure 92. Context menu of a sheet

### 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 92).

### 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.

### 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 93).
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%).

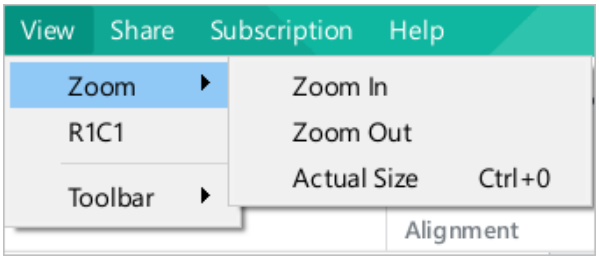



Figure 93. View menu

To change the zoom using the Status bar (see Figure 94), 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 94. 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 95).

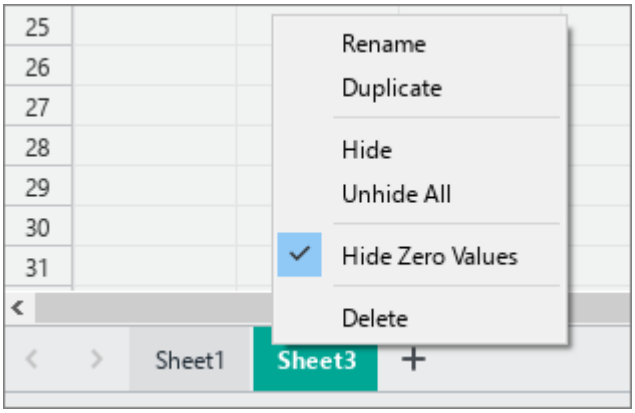



Figure 95. Context menu of a sheet

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 95).

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 4.14.1.1).

### 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). Documents created in MyOffice Spreadsheet have a default workspace of 26 columns and 300 rows.

Documents created in MyOffice Spreadsheet application versions older than 3.2 have a default workspace of 10 columns and 20 rows on existing sheets.

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 96).

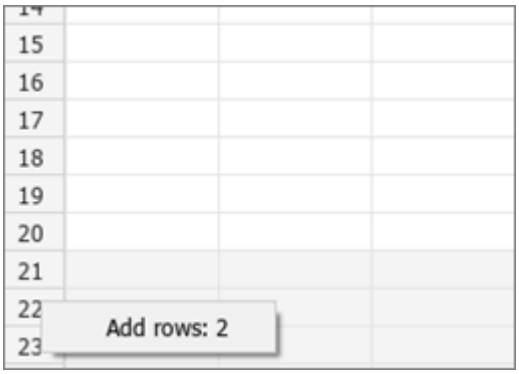



Figure 96. Add rows

- 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 97–Figure 99.

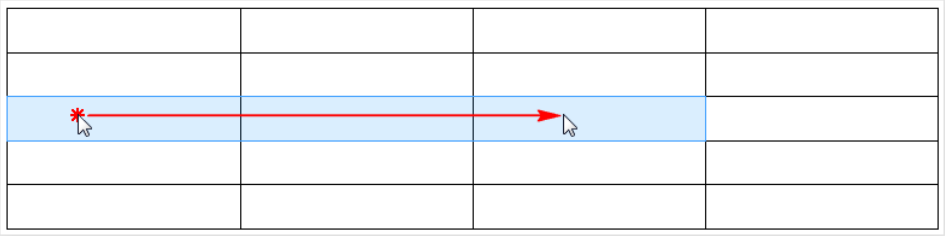


Figure 97. Select a horizontal cell range

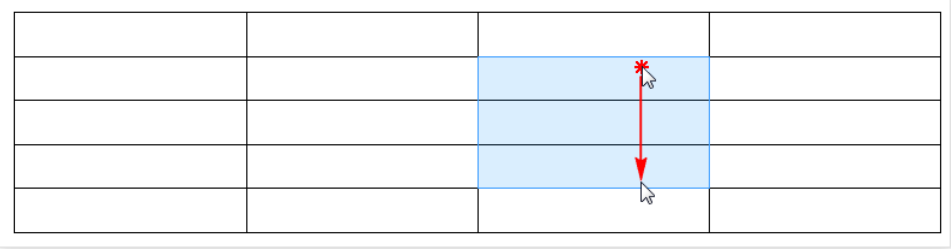


Figure 98. Select a vertical cell range

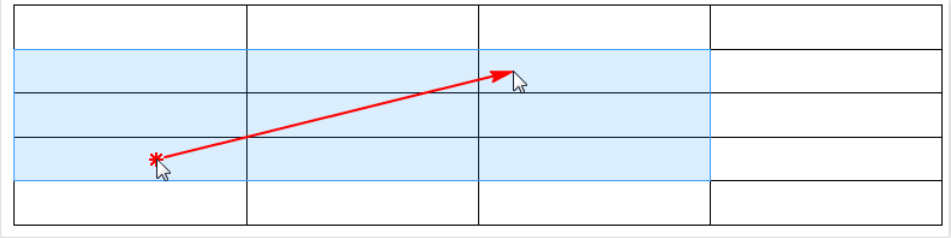


Figure 99. Select a diagonal cell range

#### 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 100).

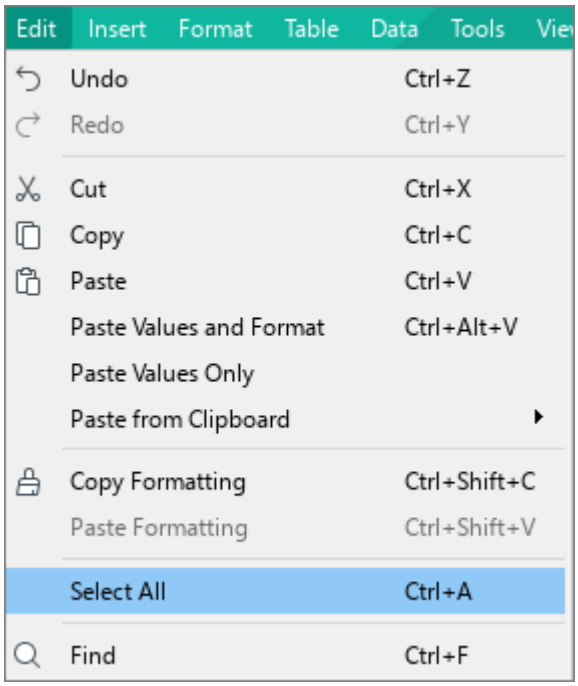



Figure 100. Select a diagonal cell range

– 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 **Table** menu, select **Cell Size** (see Figure 101).

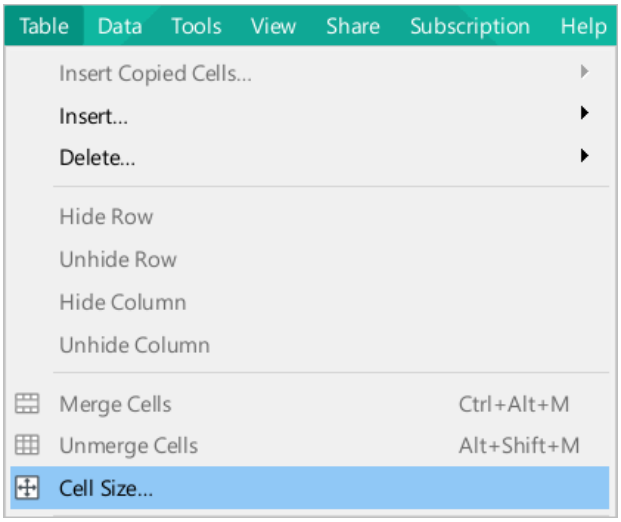



Figure 101. Cell size command menu option

   – On the Toolbar, select the **Cells** section and click **Cell Size** (see Figure 102).

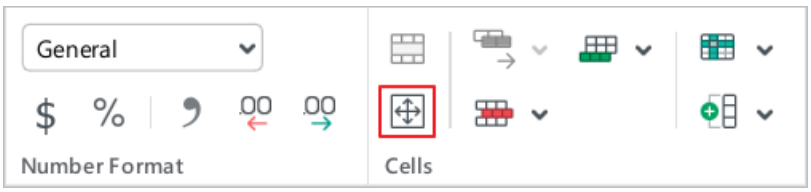



Figure 102. Cell Size button

   – Right-click the selected cells and run the context menu command **Cell Size**.
3. In the **Cell Size** window (see Figure 103), 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**.

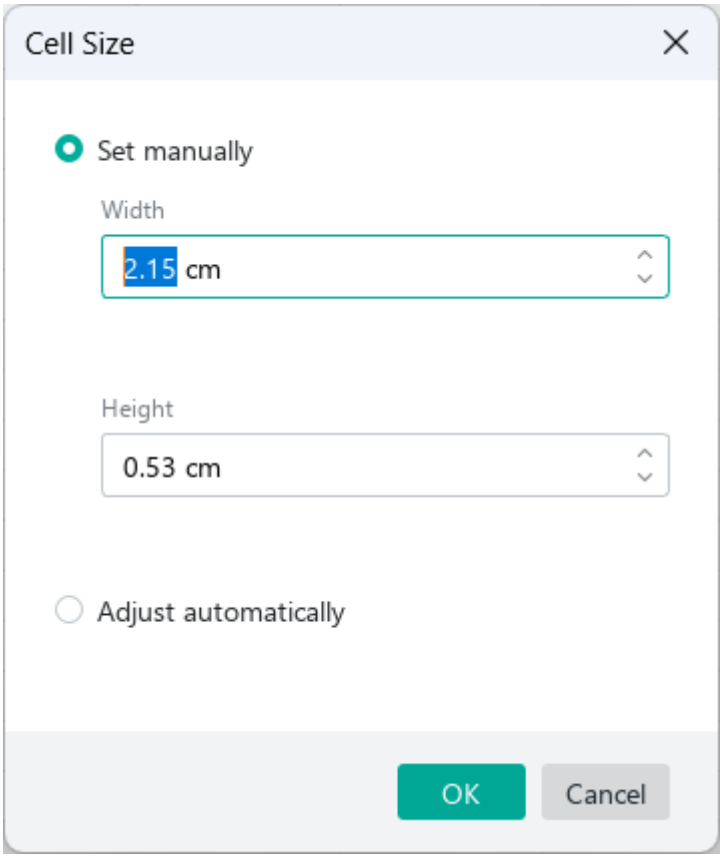



Figure 103. Cell Size window

### 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 104).

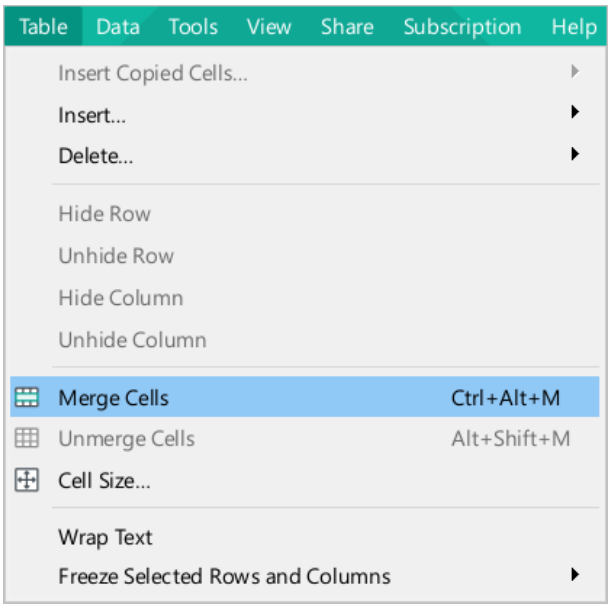



Figure 104. Merge Cells command menu option

– On the Toolbar, select the **Cells** section and click **Merge Cells** (see Figure 105).

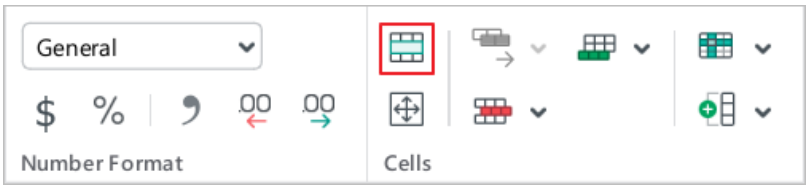



Figure 105. Merge Cells button

– Right-click the selected range of cells and choose **Merge Cells** context menu.
– Press **Ctrl**+**Alt**+**M** / **⌥Option**+**⌘Cmd**+**M**.

#### 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 **Unmerge Cells** (see Figure 106).

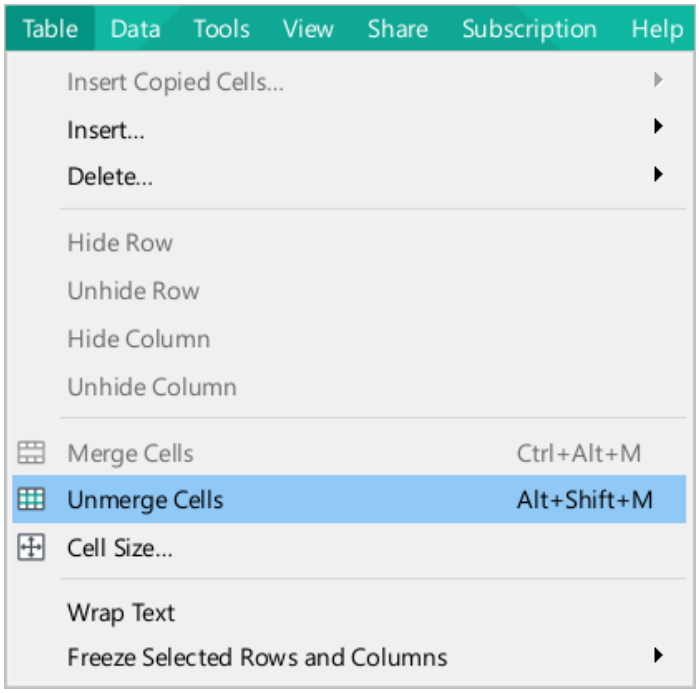



Figure 106. Split Cells command menu option

– On the **Toolbar** of the **Cells** section, click **Unmerge Cells** (see Figure 107).


Figure 107. Split Cells button

– Right-click the selected cell and select the **Unmerge 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 columns, rows or cells

#### 4.3.5.1 Insert columns

To quickly insert one column, follow these steps:

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** / **Column to the Right** (see Figure 108).

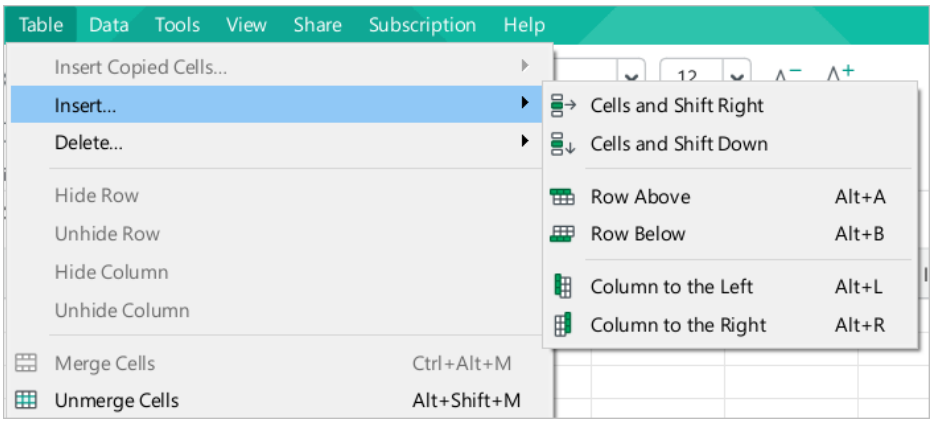



Figure 108. Column, row and cell insertion commands

   – On the Toolbar, in the **Cells** section (see Figure 109), click the arrow to the right of **Insert Cell, Column, or Row** button and select **Insert Column to the Left** or **Insert Column to the Right**.

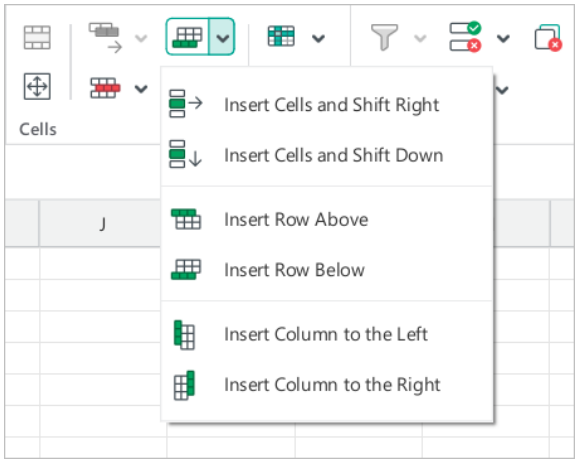



Figure 109. Column, row and cell insertion buttons

- Right-click the selected cell or the selected column header and choose **Insert** > **Column to the Left** / **Column to the Right** 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**.

To add several columns, follow these steps:

1. Select the number of columns and cells horizontally equal to the number of columns to be inserted.
2. Insert columns in one of the following ways:
   - In the **Table** menu, select **Insert > Column to the Left** / **Column to the Right** (see Figure 108).
   - On the Toolbar, in the Cells section (see Figure 109), click the arrow to the right of **Insert Cell, Column, or Row** button and select **Insert Column to the Left** or **Insert Column to the Right**.
   - Right-click anywhere in the selected range and run **Insert > Column to the Left or 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, do the following:

1. Select any entire row on the sheet (see Section 4.3.6.1).
2. Insert the columns in one of the ways described above.

#### 4.3.5.2 Insert rows

To quickly insert one row, follow these steps:

1. Select a cell or row to the left or right of which you want to add a new row.
2. Insert a row in one of the following ways:
   - In the **Table** menu, select **Insert** > **Row Above** or **Row Below** (see Figure 108).
   - On the Toolbar, in the **Cells** section (see Figure 109), click the arrow to the right of **Insert Cell, Column, or Row** button and select **Insert Row Above** or **Insert Row Below**.
   - Right-click the selected cell or the selected row header and choose **Insert** > **Row Above** / **Row Below** from the context menu.
   - To insert a row above, press **Alt**+**A** / ⌥ **Option**+**A**. To insert a row below, press **Alt**+**B** / ⌥ **Option**+**B**.

To add several rows, follow these steps:

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 following ways:
   - In the **Table** menu, select **Insert** > **Row Above** or **Row Below** (see Figure 108).
   - On the Toolbar, in the **Cells** section (see Figure 109), click the arrow to the right of **Insert Cell, Column, or Row** button and select **Insert Row Above** or **Insert Row Below**.
   - Right-click anywhere in the selected range and run **Insert** > **Row Above** or **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, do the following:

1. Select any entire column on the sheet (see Section 4.3.6.1).
2. Insert the rows in one of the ways described above.

#### 4.3.5.3 Insert cells with shift

To insert cells without replacing existing data, the shift cell insertion functions are used. The existing data is automatically shifted to the right or down, depending on the selected insertion option, by the number of cells to be inserted. All links and formulas that use the cells shifted as a result of the insertion are automatically updated.

To add a single blank cell or a range of blank cells, follow these steps:

1. Select the single cell or range above or to the left of which you want to add blank cells. The inserted range will be the same size as the selected range, and the cells will be inserted relative to the upper-left cell of the selected range.
2. Insert cells in one of the following ways:
   - In the **Table** menu, select **Insert** > **Cells and Shift Right** / **Cells and Shift Down** (see Figure 108).
   - On the Toolbar, in the **Cells** section (see Figure 109), click the arrow to the right of **Insert Cell, Column, or Row** and select **Insert Cells and Shift Right** or **Insert Cells and Shift Down** from the drop-down menu.
   - Right-click the selected cell or range and choose **Insert** > **Cells and Shift Right** / **Cells and Shift Down** from the context menu.

To insert the copied cells with shift, follow the steps below:

1. Copy the desired cells (see Section 4.14.2.1).
2. Select the single cell or range above or to the left of which you want to insert the copied cells. When a range is selected, cells will be inserted relative to the upper-left cell of the range.
3. Insert the copied cells in one of the following ways:
   - In the **Table** menu, select **Insert Copied Cells** > **Shift Cells Right** / **Shift Cells Down** (see Figure 110).

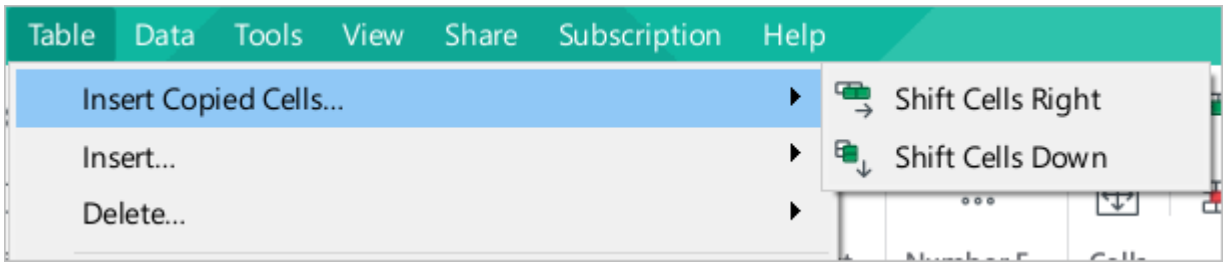



Figure 110. Commands to insert copied cells

– On the Toolbar, in the **Cells** section (see Figure 111), click **Insert Copied Cells** and select **Insert Copied Cells and Shift Right** or **Insert Copied Cells and Shift Down** from the drop-down menu.

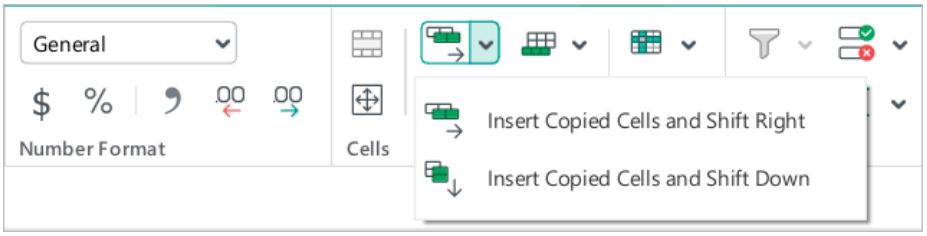



Figure 111. Buttons to insert copied cells

– Right-click the selected cell or range and choose **Insert Copied Cells** > **Shift Cells Right / Shift Cells Down** from the context menu.

The copied cells will be pasted with the original formatting intact.

In the current version of MyOffice Spreadsheet, shift insertion is not available when working with a document in the View and Collaboration modes.

### 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**.

#### 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 112).

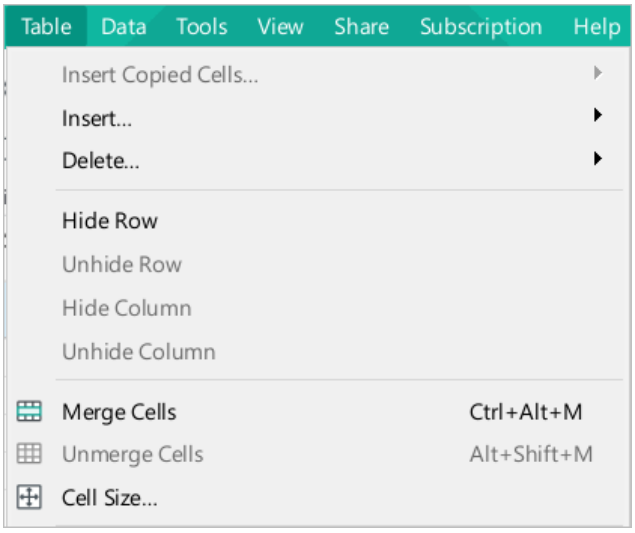



Figure 112. Table menu

   – 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 113).

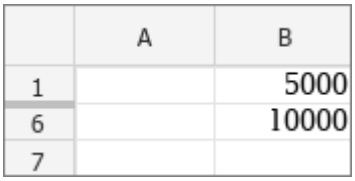



Figure 113. Hidden rows

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:
   - In the **Table** menu, select **Unhide Column**/**Unhide Row** (see Figure 112).
   - 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 114), select **Adjust** automatically and click **OK**.

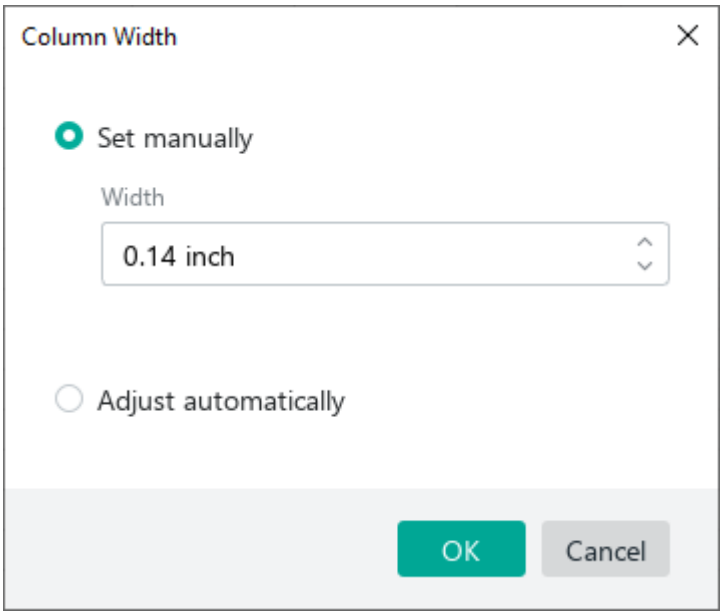



Figure 114. Column Width window

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 115), select the value **Adjust Automatically** and click **OK**.

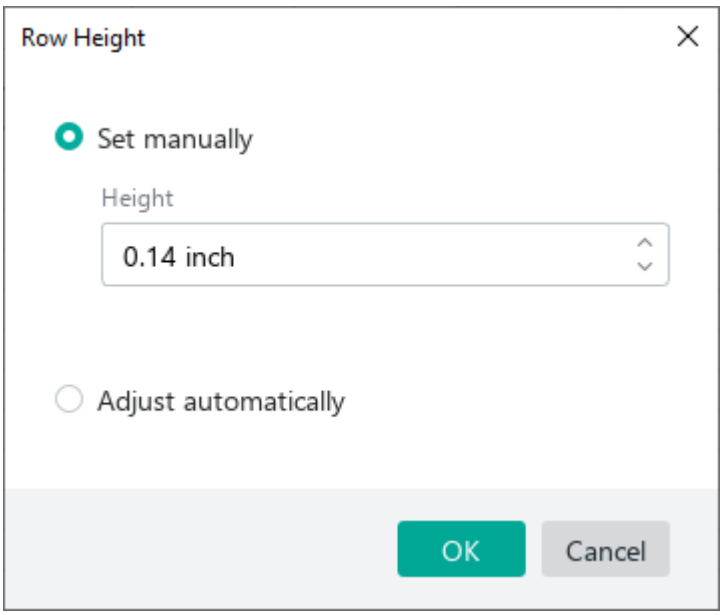



Figure 115. Row Height window

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 114 and Figure 115), 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 114 and Figure 115), 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 116): As you scroll the sheet to the right, only the frozen columns are displayed. All the columns to the left are not displayed.

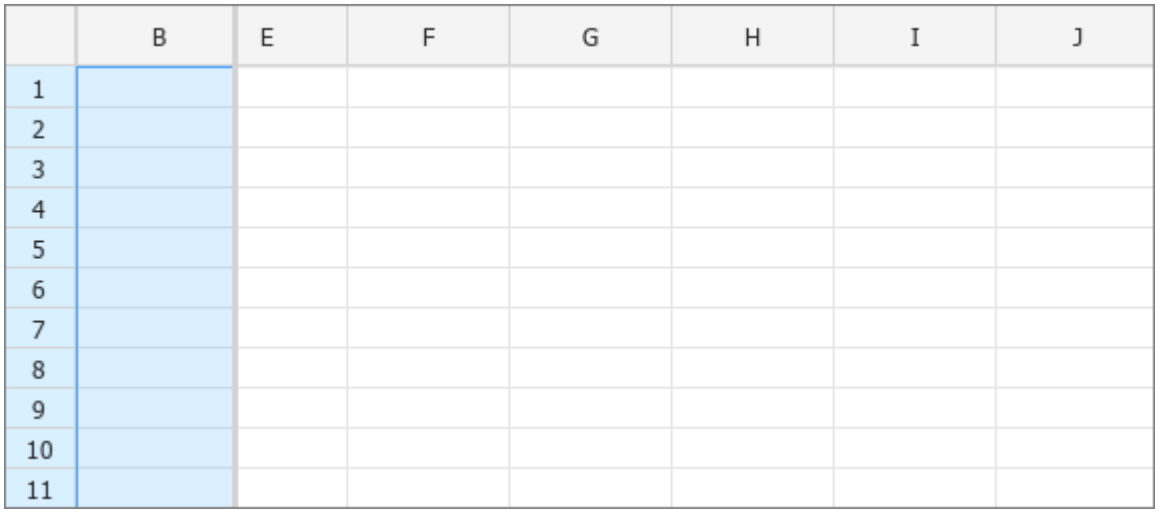



Figure 116. Column B is frozen

– One or multiple rows (see Figure 117): As you scroll the sheet down, only the frozen rows are displayed. All the rows above are not displayed.

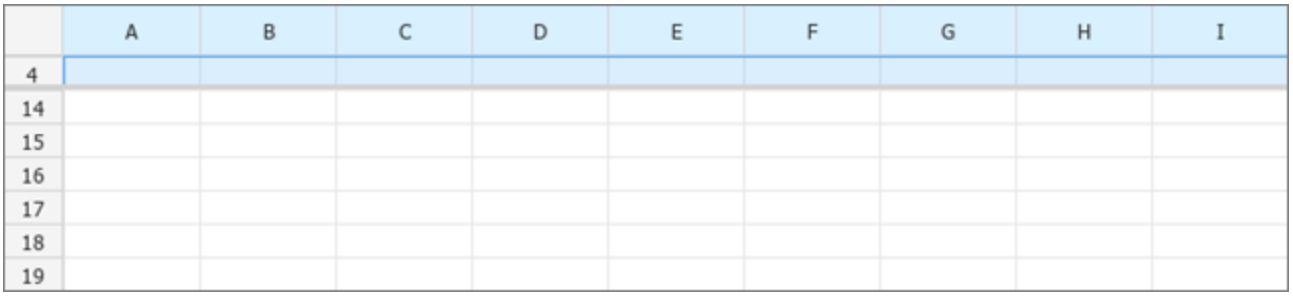



Figure 117. Row 4 is frozen

– Both rows and columns (see Figure 118): 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.

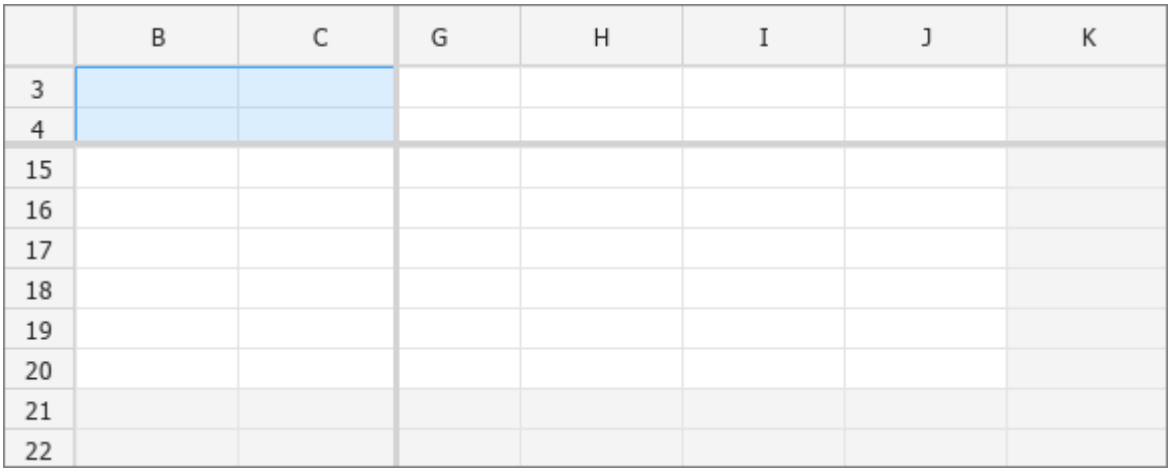



Figure 118. Columns B and C and rows 3 and 4 are frozen

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

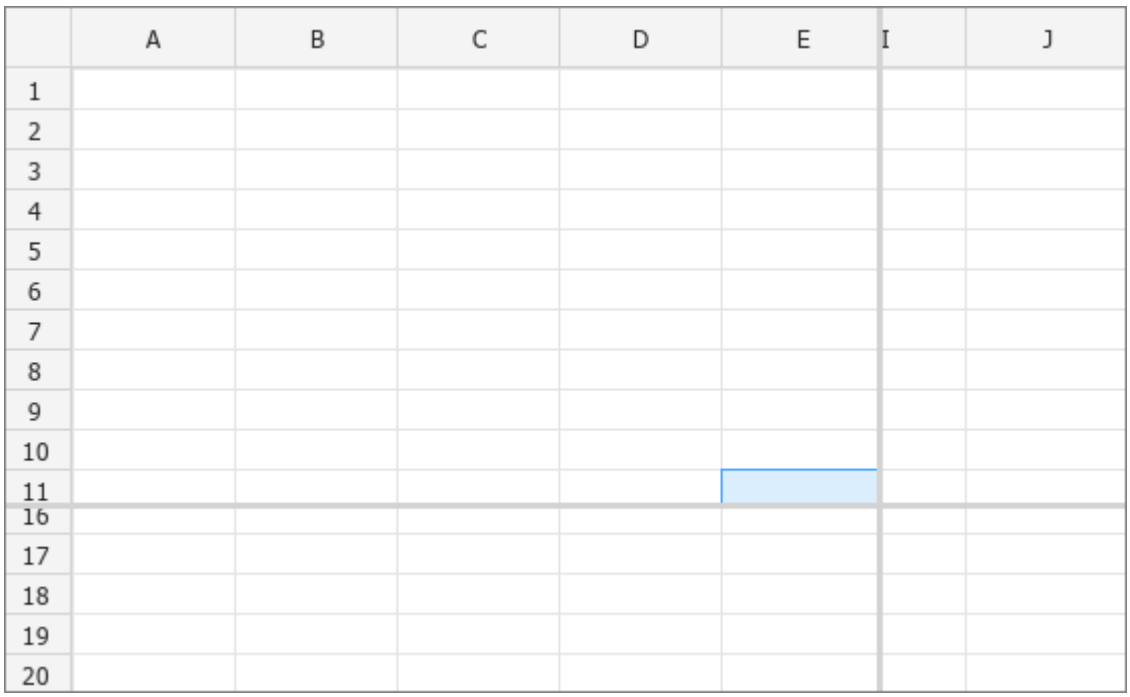



Figure 119. Frozen area

#### 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 120). 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 121).

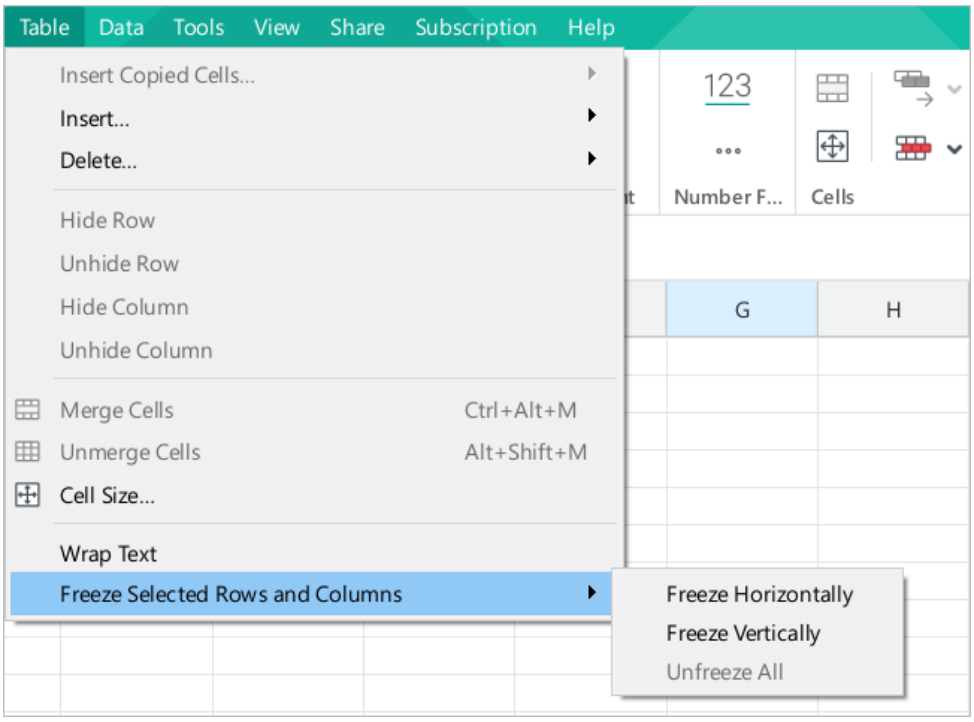



Figure 120. Freeze Selected Rows and Columns sub-menu

- On the Toolbar, select the **Cells** section and click the **Freeze Selected Rows and Columns** button (see Figure 121).
- On the Toolbar, select the **Cells** section and click the arrow to the right of the **Freeze Selected Rows and Columns** button (see Figure 121). In the opened menu, select **Freeze Horizontally** to freeze rows or **Freeze Vertically** to freeze columns.

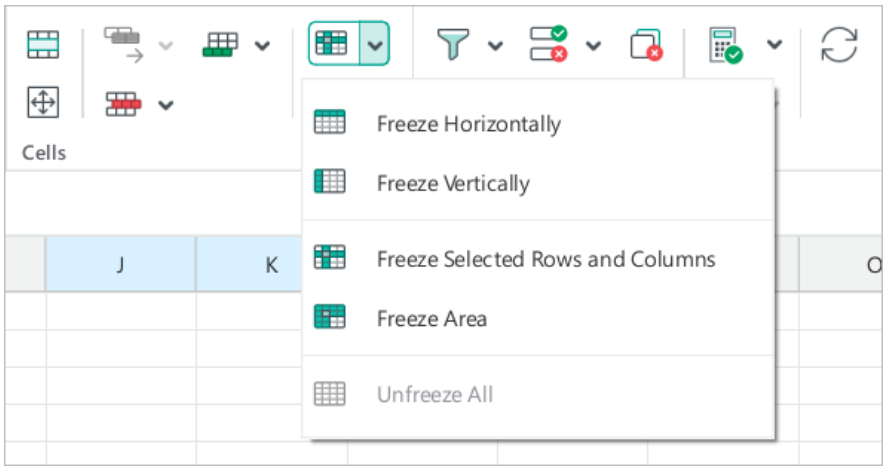



Figure 121. Freeze button

#### 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 121).
   - 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 121).
   - 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 121).
   - 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 121).

#### 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 120).
- 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 120) 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.

### 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 122).

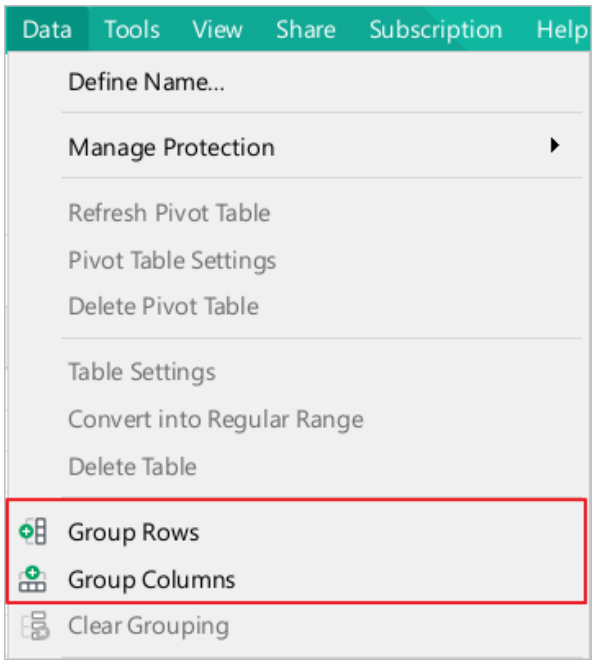



Figure 122. Data menu

2. On the Toolbar, select the **Cells** section and click the **Group** button (see Figure 123).
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**.

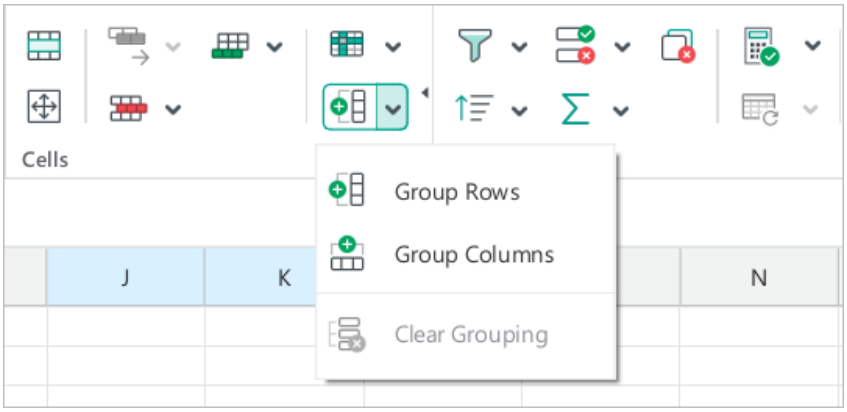



Figure 123. Group button

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

If a range of cells is selected and not just rows or columns, then pressing the **Group** button opens the **Group** window (see Figure 124), where you should choose which items you want to group.

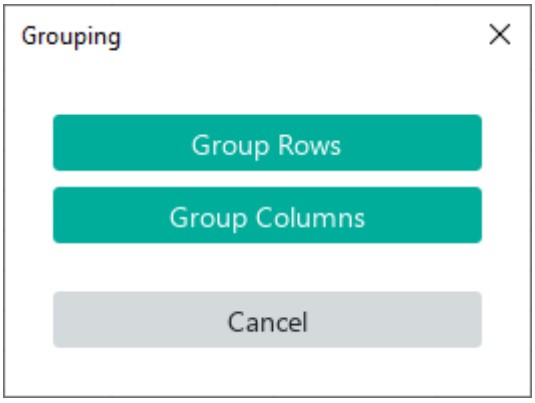



Figure 124. Group window

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 122). 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 123).

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.

### 4.3.11 Delete columns or rows

#### 4.3.11.1 Delete columns or rows

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

1. Select the rows or columns or cells located in them. Then do one of the following:
   – In the **Table** menu, select **Delete** > **Column** / **Row** (see Figure 125).

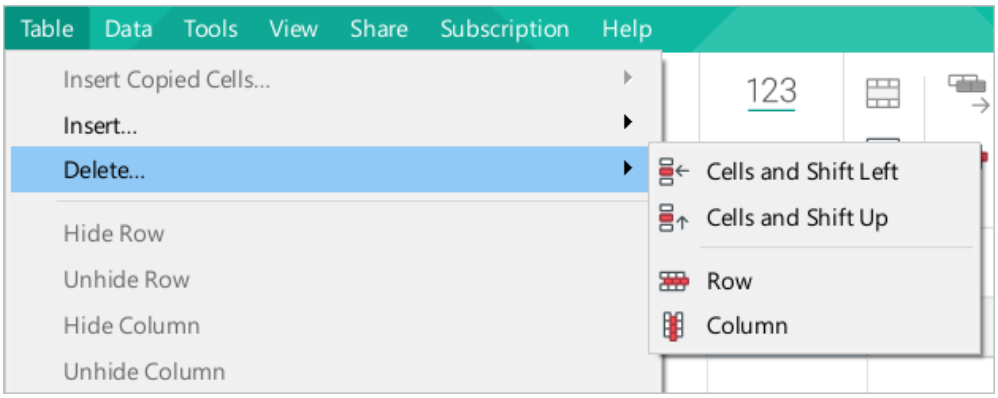



Figure 125. Commands to delete rows, columns and cells

   – On the Toolbar, in the **Cells** section (see Figure 126), click the arrow to the right of **Delete Cell, Column, or Row** button and select **Delete Column** or **Delete Row**.

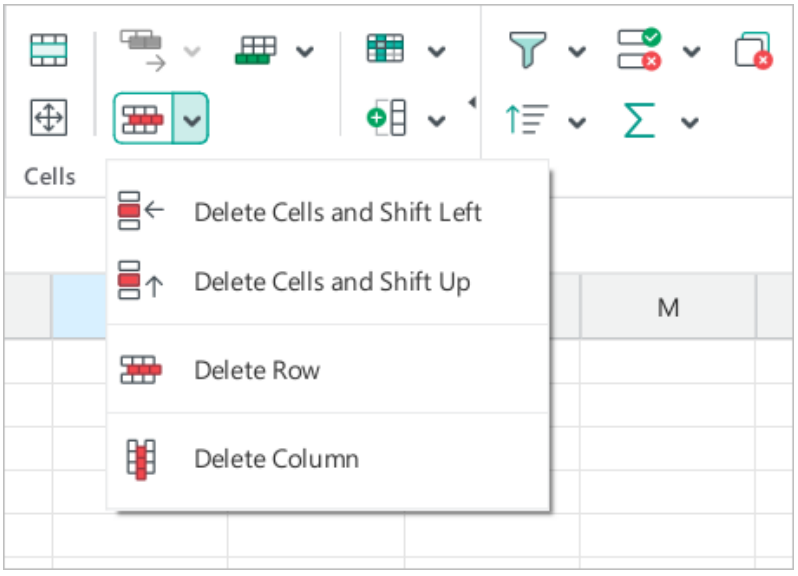



Figure 126. Buttons to delete rows, columns and cells

- Right-click anywhere in the selected range and run **Delete** > **Row / Column** command from the context menu.

2. Select these columns/rows in their entirety and press **Ctrl**+**—** / ⌘**Cmd**+**—**.

If there is filtered data or manually hidden columns or rows, only visible columns or rows will be deleted with the following exceptions:

- If you delete a column in its entirety, the cells from the hidden rows will be deleted along with it.
- If you delete a row in its entirety, the cells from the hidden columns will be deleted along with it.

#### 4.3.11.2 Delete cells with shift

When deleting cells with a shift, adjacent cells are automatically shifted left or up, depending on the selected delete option, by the number of cells to be deleted. All links and formulas that use the cells shifted as a result of the deletion are automatically updated.

To delete a cell or range of cells with a shift, follow these steps:

1. Select a single cell or a range.
2. Do one of the following:
   - In the **Table** menu, select **Delete** > **Cells and Shift Left** / **Cells and Shift Up** (see Figure 125).
   - On the Toolbar, in the **Cells** section, click the arrow to the right of **Delete Cell, Column, or Row** and select **Delete Cells and Shift Left** or **Delete Cells and Shift Up from the drop-down menu** (see Figure 126).
   - Right-click anywhere in the selected range and run the **Delete** > **Cells and Shift Left** / **Cells and Shift Up** command from the context menu.

In the current version of MyOffice Spreadsheet, shift deletion is not available when working with a document in the View and Collaboration modes.

## 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 127).
   – 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 127).
– Press **Esc**.

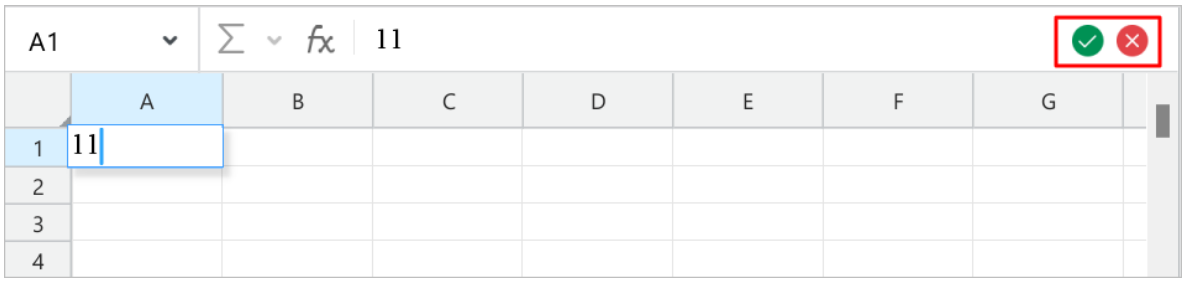



Figure 127. Enter data and Cancel buttons

#### 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 4.5.11).
– The cell is filled with text.

#### 4.4.1.3 Floating cell

The floating cell (see Figure 128) 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.

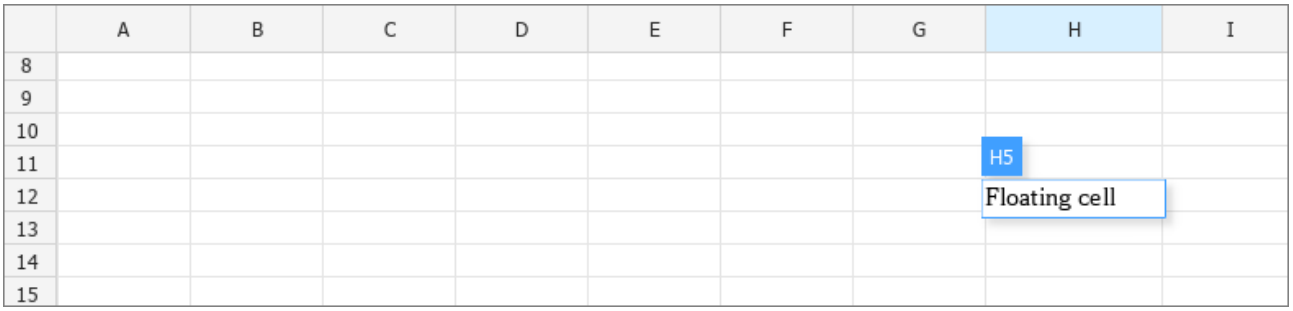



Figure 128. Floating cell

#### 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 4.5).

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.

#### 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**).
- Data validation conditions (see Section 4.4.3).

- 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.

#### 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 cells 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 range cannot consist of one line.

2. On the **Toolbar**, select the **Data** section and click **Sort and Filter** (see Figure 129).

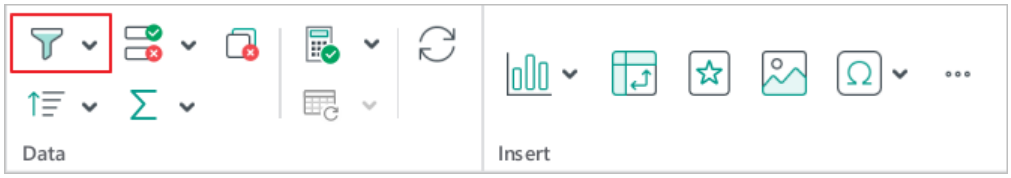



Figure 129. Sort and Filter button

The active **Sort and Filter** range on the sheet is as follows (see Figure 131):

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

The top line of the range marked with is not included in the sorting and filtering process.

#### 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 129).

#### 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.

If a sorting and filtering range is defined on the sheet and the user selects in the table:

- A column or a cell: The entire sorting and filtering range is sorted by that column.
- A range of cells in different columns: The sorting of the whole sorting and filtering range is performed by the leftmost column of the selected range.

If the user selects a range of cells both inside and outside the sort and filter range, the data is sorted only in the sort and filter range according to the rule described above.

If no sort and filter range is defined on the sheet and the user selects a range of cells, filtering is automatically enabled for that range and sorting is performed on the leftmost column of the range.

To sort the data, follow these steps:

1. Select the column or cell of the column you want to sort by. If a range is selected in the table, the data will be sorted by the leftmost column of the range.
2. On the Toolbar, in the **Data** section, click the arrow to the right of the button and select the **Sort ascending** / **Sort descending** command from the drop-down list (see Figure 130).

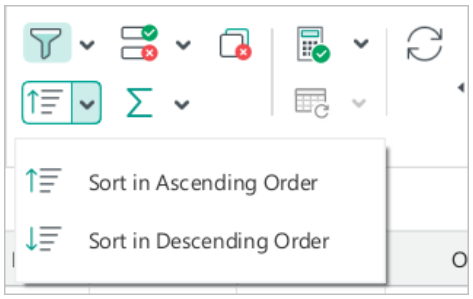



Figure 130. Sort commands on the Toolbar

Or do the following:

1. Click ▾ in the upper cell of this column (see Figure 131).
2. In the **Sort and Filter** window that opens, select a sorting method:
   - **In Ascending Order:** Sort the data in ascending order.
   - **In Descending Order:** Sort the data in descending order.

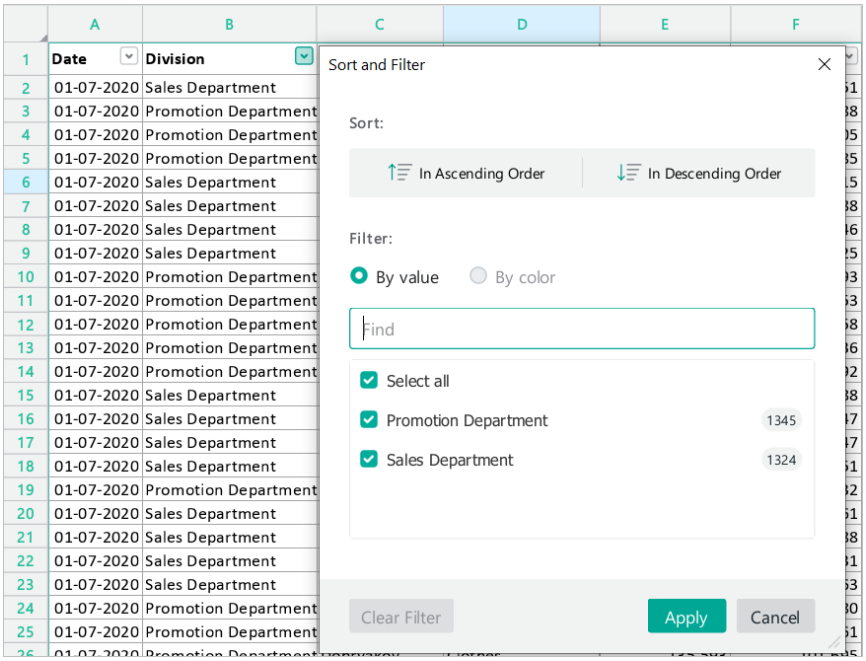



Figure 131. Sort and Filter settings window

#### 4.4.2.4 Filter

Using filtering, you can hide or display cells with selected values or with selected fill color in a column.

To filter the data, follow these steps:

1. Click the button in the upper cell of the column where you want to filter the data (see Figure 131).
2. In the window that opens, clear the **Select All** checkbox.
3. If necessary, you can adjust the width and/or height of the window:
   - To increase or decrease the window width, move its right border to the left or right.
   - To increase or decrease the window height, move its bottom border up or down.
   - To adjust the window width and height simultaneously, move its bottom right corner in the desired direction.
4. Select the checkboxes next to the values you want to display in the column.
5. If the list contains a large number of values, use the search bar:
   - 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 bar.
   - In the search results, select the checkboxes next to the values you want to display in the column.
   - If necessary, repeat the steps to find and select other values.
6. Click **Apply**.

To display all cells in a column again, reopen the Sort and Filter window and select the **Select all** checkbox. Or click **Clear Filter**.

To filter cells by fill color, follow these steps:

1. Click the button in the upper cell of the column where you want to filter the data.
2. In the window that opens, select “By color” filtering method (see Figure 132). Filtering by color is available only if there are cells with fill in the range.
3. In the palette of colors available for filtering, select a fill color.
4. Click **Apply**.

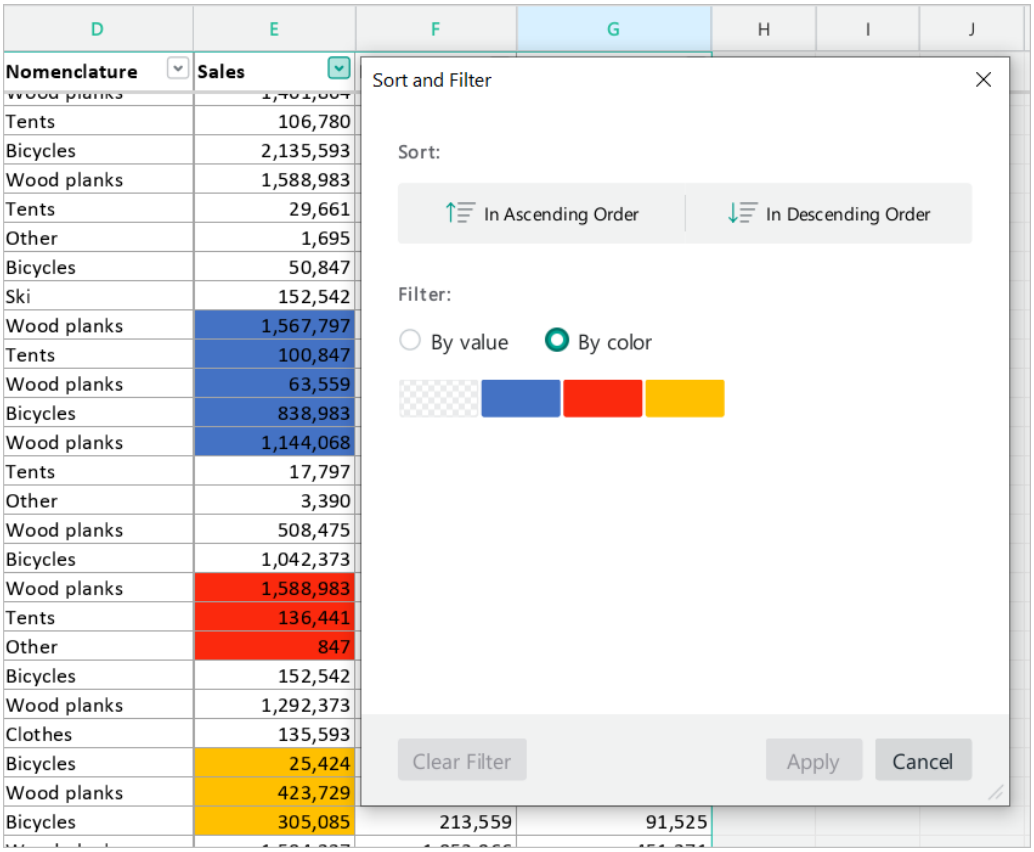



Figure 132. Filtering by cell fill color

To display all cells in a column again, reopen the Sort and Filter window and click **Clear Filter**.

Only one filter type can be set for a column at a time. Also, if a multi-color filter has been applied in a third-party editor, such a filter will be ignored.

#### 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 4.14.2.1 and 4.14.2.2). 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 133).
2. Select the **Refresh** option from the drop-down menu.

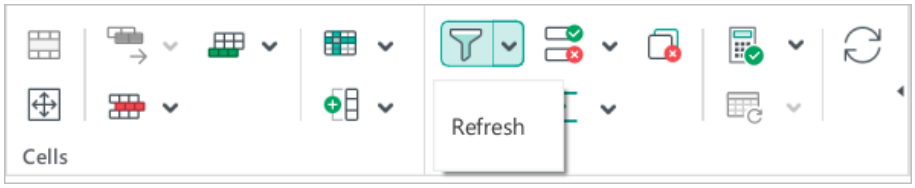



Figure 133. Refresh command

#### 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 129).

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 Data validation

When creating documents such as fill-in forms, it is important to make the document easy to work with, ensure a consistent format and eliminate errors when entering information. For this purpose, MyOffice Spreadsheet application can be configured to validate the input data for selected cells. In such cells, the user can select a valid value from a drop-down list or enter a value directly into the cell.

#### 4.4.3.1 Add data validation

Before creating the validation, you can create a list of valid values in advance, or you can enter these values in the **Value Source** field (see below) while creating the validation.

To create a drop-down list with valid values, follow these steps:

3. Select the cell or range of cells.
4. Open the **Data Validation** dialog box in one of the following ways:
   – In the **Data** menu, select **Data Validation** (see Figure 134).

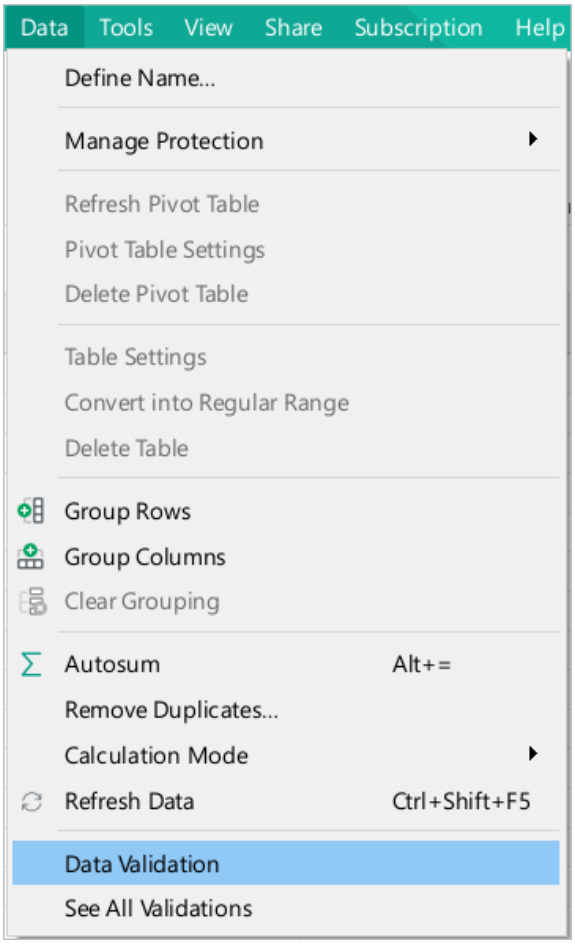



Figure 134. Data Validation command menu option

– On the Toolbar, in the **Data** section, click **Data validation** button (see Figure 135).

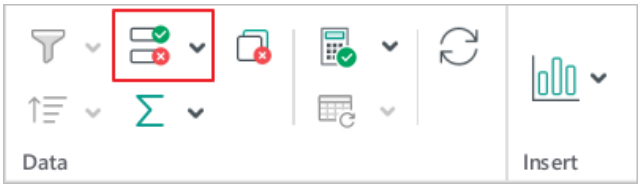



Figure 135. Data Validation button on the Toolbar

– On the Sidebar, click **All Validations** and in the pane that appears, click **Add Validation** (see Figure 136).

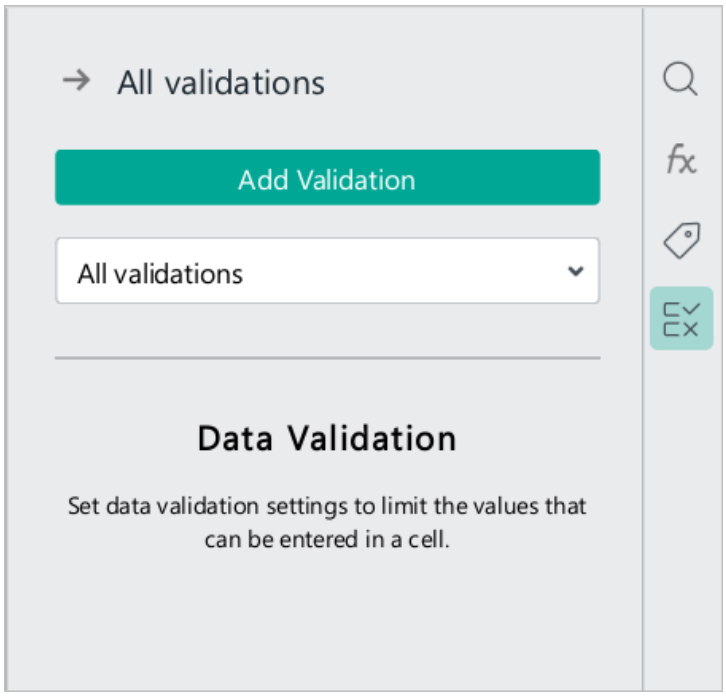



Figure 136. All Validations pane

5. On the **Options** tab, in the **Type of Data** drop-down list, select **List** (see Figure 137).

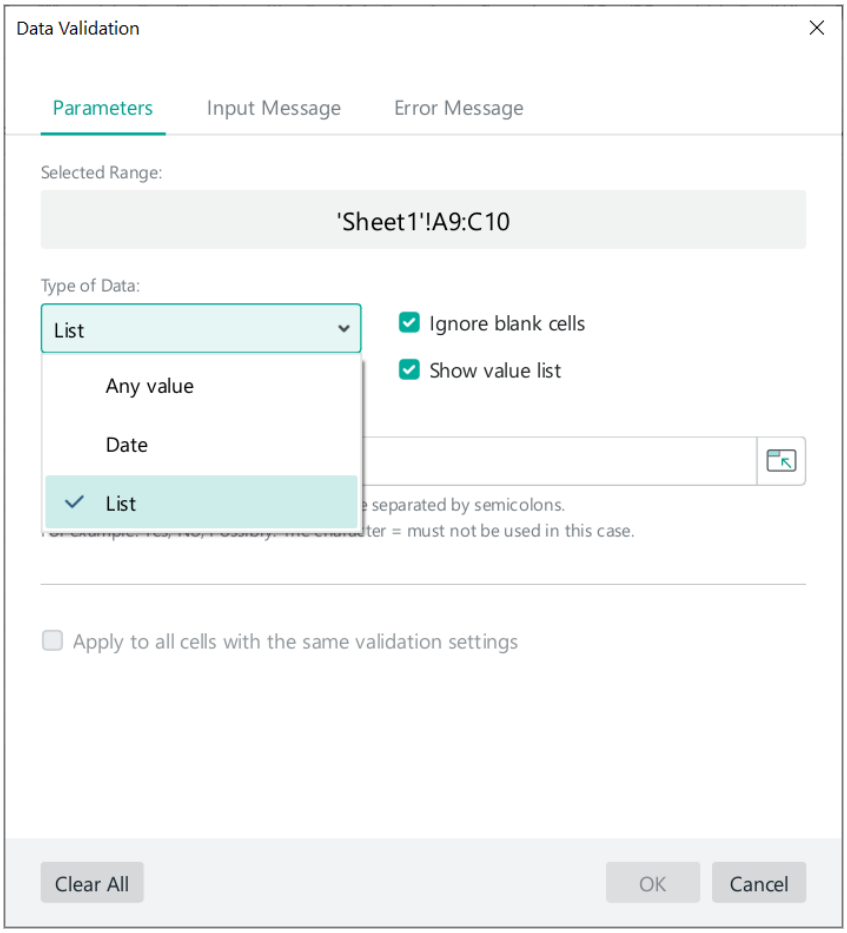



Figure 137. Selection of a drop-down list

6. If you want the cell to be required to be filled in on entry, uncheck the **Ignore blank cells** box. If the cell is not filled in, an error will be displayed.
7. If you do not want to use the drop-down list, uncheck the **Show value list** box. In this case, the validation will be carried out after you enter a value directly into the cell, as described in the Section 4.4.3.6.
8. In the **Value Source** field (see Figure 138), specify the values to create the list in one of the following ways:
   - Enter the values directly into the field, separating them with a semicolon.
   - Specify the cell range manually.
   - Click **Select Values**, select the desired cells in the document, and click **Finish Selection**.
   - Enter the name of the named range or a formula that results in a cell range.

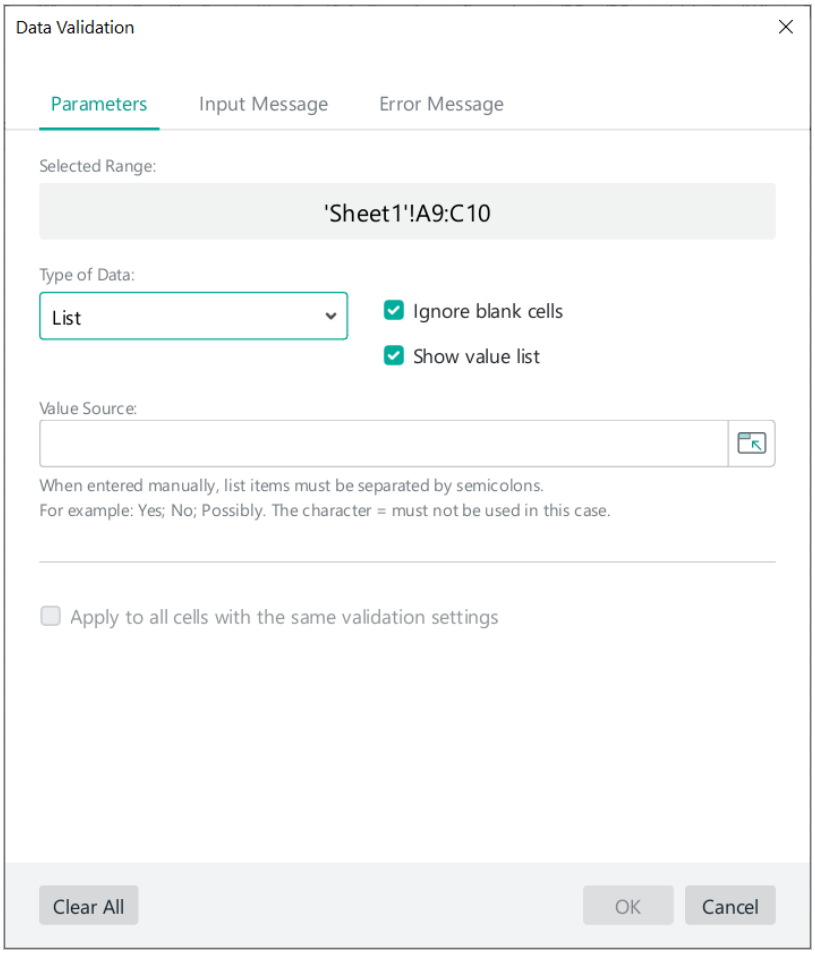



Figure 138. Selection of the value source

If you make an error when entering, follow the on-screen prompts. To clear all fields in the window and return the window to its default view, click **Clear All** at the bottom of the window (see Figure 138).

The range of the data source is to belong to a single column or row.

9. On the **Input Message** tab, you can enter the title and text of the tooltip with information about the rules of working with the field (see Figure 139). If you uncheck the **Show when cell is selected** box, the tooltip will not be displayed, but the title and text of the tooltip will be retained.

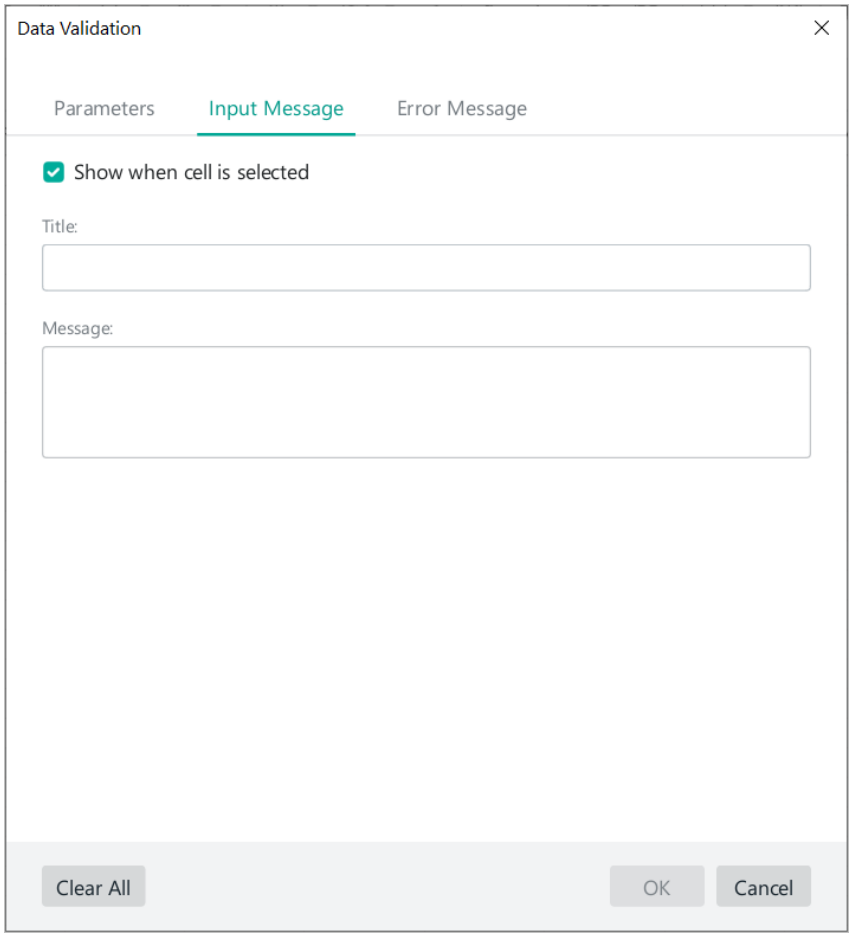



Figure 139. Input Message tab

10. On the **Error Message** tab (see Figure 140), you can configure the behavior when invalid values are entered and the error text that explains to the user the cause of the error:
    - The **Message Effect** section is used to set the behavior when an invalid value is entered: **Input prohibition** option will not allow entering an invalid value into the cell, **Warning** option will display an error message but will allow entering a value.
    - You can enter your own title and description of the error in the **Title** and **Message** fields. If you leave the fields blank, the default text will be displayed.

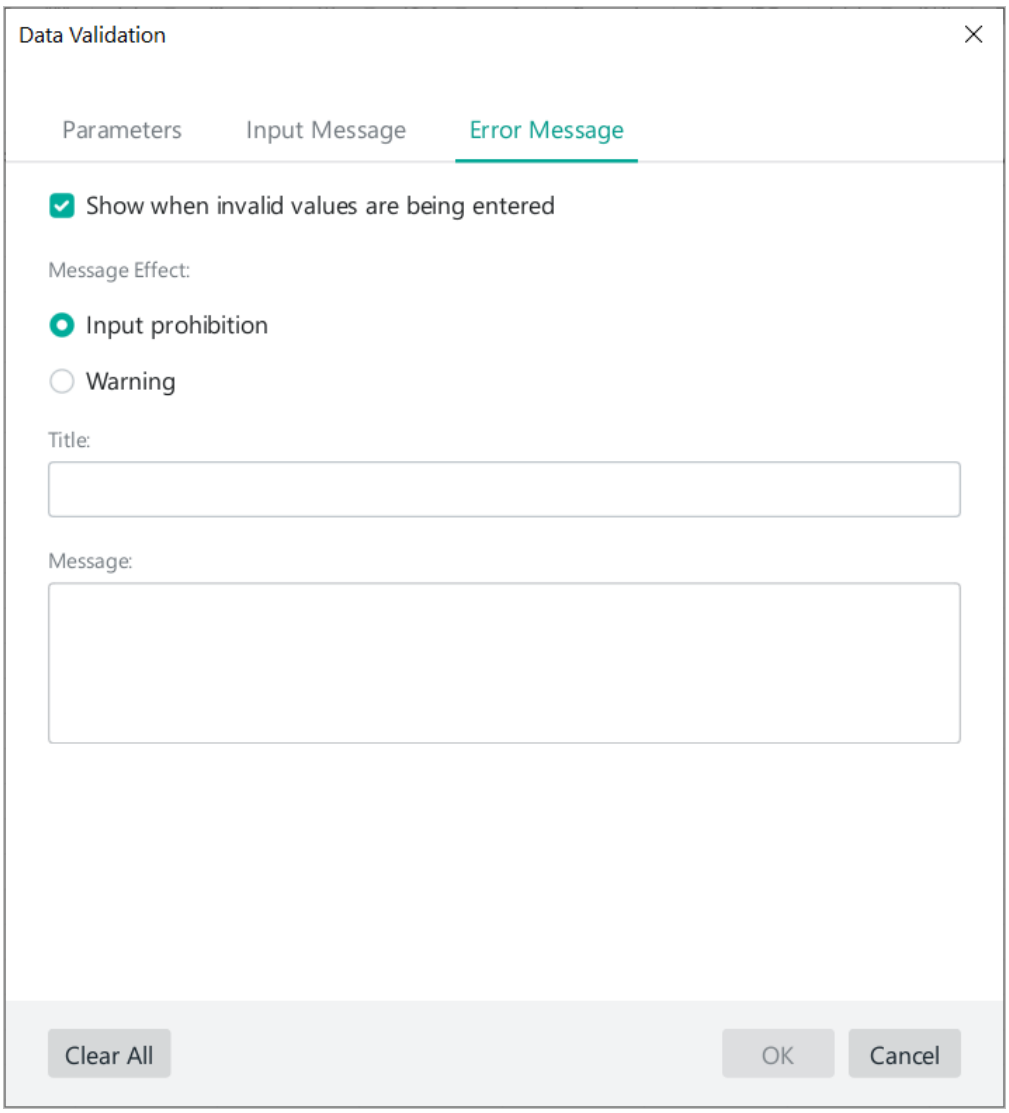



Figure 140. Error message tab

11. To complete adding the validation, click **OK** or press **Enter**. To cancel creating the condition, click **Cancel** button or press **Esc**.

The values in 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 4.5). 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**.

To validate data in **Date** format, a separate validation type is available. To create an input date validation for a cell, follow these steps:

1. Select the cell or cell range for which the validation will be performed.
2. Open the **Data Validation** dialog box in one of the following ways:
   - In the **Data** menu, select **Data Validation** (see Figure 134).
   - On the Toolbar, in the **Data** section, click **Data validation** (see Figure 135).
   - On the Sidebar, click **All Validations** and in the pane that appears, click **Add Validation** (see Figure 136).
3. On the **Options** tab, in the **Type of Data** drop-down list, select **Date** (see Figure 141).

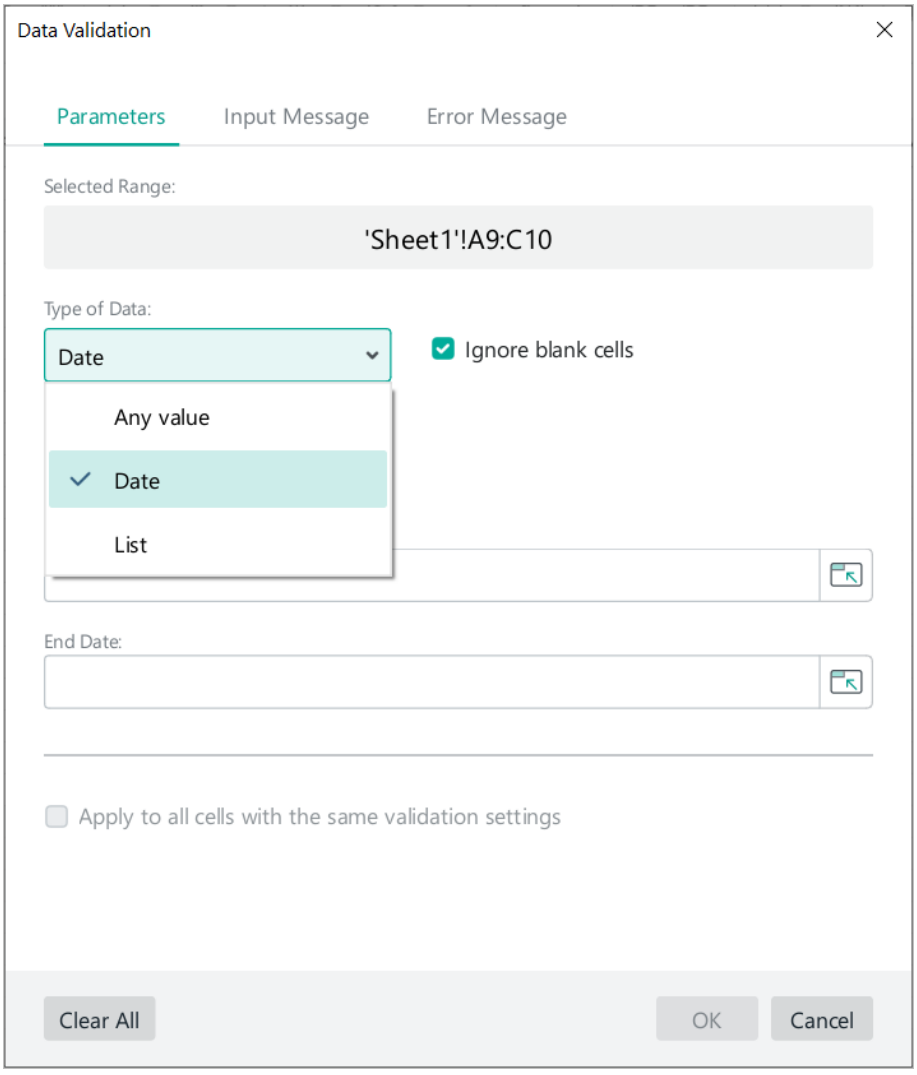



Figure 141. Selection of validation by date

4. Check the **Ignore blank cells** box if you want the data validation cell to be left blank. With this option checked, the following input situations are possible depending on the selected **Validation Criteria** if the date fields refer to empty cells (see Table 5):

**Table 5. Errors when ignoring empty cells is enabled**

| Criterion | Start date | End date | Result |
|---|---|---|---|
| Between | Blank | Filled in | Error if the value is greater than the end date. |
| | Filled in | Blank | Error if the value is less than the start date. |
| Not between | Blank | Filled in | Error if the value is less than or equal to the end date. |
| | Filled in | Blank | Error if the value is greater than or equal to the start date. |

With this checkbox cleared, the following input situations are possible if date fields refer to empty cells (see Table 6).

**Table 6. Errors when ignoring empty cells is disabled**

| Criterion | Start date | End date | Result |
|---|---|---|---|
| Between | Blank | Filled in | Error if the value is greater than the end date.<br>The cell being edited may be blank. |
| | Filled in | Blank | Error if the value is less than the start date.<br>The cell being edited may be blank. |
| | Blank | Blank | Error.<br>The cell being edited may be blank. |
| Not between | Blank | Filled in | Error if the value is less than the end date.<br>The cell being edited may be blank. |
| | Filled in | Blank | Error if the value is greater than the start date.<br>The cell being edited may be blank. |
| | Blank | Blank | No error.<br>The cell being edited may be blank. |

| Criterion | Start date | End date | Result |
|---|---|---|---|
| Equal to | Blank | | Error.<br>The cell being edited may be blank. |
| Not equal to | Blank | | No error.<br>The cell being edited may be blank. |
| Greater than | Blank | | No error.<br>The cell being edited may be blank. |
| Less that | Blank | | Error.<br>The cell being edited may be blank. |
| Greater than or equal to | Blank | | No error.<br>The cell being edited may be blank. |
| Less than or equal to | Blank | | Error.<br>The cell being edited may be blank. |

5. In the **Validation Criteria** drop-down list, select a validation condition (see Table 7).

**Table 7. Conditions for successful validation**

| Criterion | Prerequisite for successful validation |
|---|---|
| Between | The date shall be within the interval between the start date and the end date inclusive. |
| Not between | The date shall be beyond the interval between the start and end dates. |
| Equal to | The date shall coincide with the value in the Date field. |
| Not equal to | The date shall not coincide with the value in the Date field. |
| Greater than | The date shall be later than the date specified in the Date field. |
| Less that | The date shall be earlier than the date specified in the Date field. |
| Greater than or equal to | The date shall be later than or the same as the date specified in the Date field. |
| Less than or equal to | The date shall be earlier than or the same as the date specified in the Date field. |

6. In the **Start Date** and **End Date** or **Date** fields, enter:
   - Date in any supported data display format.
   - Reference a cell or range, or select cells using the **Select Values** button. The date in a cell can be specified directly, using a function or a reference to another cell.
   - Function (for example, **=TODAY()+6**).
7. On the **Input Message** tab, you can enter the title and text of the tooltip with information about the rules of working with the field (see Figure 139). If you uncheck the **Show when cell is selected** box, the tooltip will not be displayed, but the title and text of the tooltip will be retained.
8. On the **Error Message** tab (see Figure 140), you can configure the behavior when invalid values are entered and the error text that explains to the user the cause of the error:
   - The **Message Effect** section is used to set the behavior when an invalid value is entered: **Input prohibition** option will not allow entering an invalid value into the cell, **Warning** option will display an error message but will allow entering a value.
   - You can enter your own title and description of the error in the **Title** and **Message** fields. If you leave the fields blank, the default text will be displayed.
9. To complete adding the validation, click **OK** or press **Enter**. To cancel creating the condition, click **Cancel** button or press **Esc**.

When creating validation conditions, the following restrictions apply:

- You cannot configure data validation for the header and total row of smart tables, pivot table cells, and cells that already contain other validations.
- Data validation can only be configured for visible cells.

MyOffice Spreadsheet also supports working with cells for which data validation is configured in third-party editors.

Drop-down lists inserted as ActiveX are not supported.

#### 4.4.3.2 Edit data validation

You can edit data validation using the **Data Validation** dialog box or **All Validations** pane.

To edit data validation using the **Data Validation** dialog box, follow these steps:

1. Select the cells that contain the validations.
2. Open the **Data Validation** dialog box in one of the following ways:
   - In the **Data** menu, select **Data Validation** (see Figure 134).
   - On the Toolbar, in the **Data** section, click **Data validation** button (see Figure 135).
   - On the Sidebar, click **All Validations** and in the pane that appears, click **Add Validation** (see Figure 136).
3. Change the validation parameters in the dialog box. If the **Apply to all cells with the same validation setting** box is checked, the changes will be applied to all validations with the same condition. If the box is unchecked, a validation with new conditions will be created after editing.
4. Click **OK**.

To edit data validation using the **All Validations** pane, follow these steps:

1. On the Sidebar, click **All Validations**.
2. In the opened list in the pane, find the validation. The cell with the selected validation will be highlighted on the sheet.
3. Click **Edit** in the line with the validation.
4. Change the validation settings in the dialog box and click **OK**.

#### 4.4.3.3 Delete data validation

You can delete data validation in one of the following ways:

- Using the **Data Validation** dialog box.
- Using the **All validations** pane.
- Delete columns or rows with cells with validation (see Section 4.3.11).
- Delete the sheet containing the cells with validation (see Section 4.2.8).
- Apply autofill for cells without validation to cells with validation (see Section 4.4.1.4).

To delete data validation using the **Data Validation** dialog box, follow these steps:

1. Select the cell or range of cells containing the validation.
2. Open the **Data Validation** dialog box in one of the following ways:
   - In the **Data** menu, select **Data Validation** (see Figure 134).
   - On the Toolbar, in the **Data** section, click **Data validation** button (see Figure 135).
   - On the Sidebar, click **All Validations** and in the pane that appears, click **Add Validation** (see Figure 136).
3. Click **Clear All** in the bottom of the dialog box. If you want to delete such validation from all cells, check the **Apply to all cells with the same validation settings** box.
4. Click **Save**.

To delete data validation using the **All Validations** pane, follow these steps:

1. On the Sidebar, click **All Validations**.
2. In the opened list in the pane, find the validation. The cell with the selected validation will be highlighted on the sheet.
3. Click **Delete** in the line with the validation and confirm the deletion in the dialog box that appears.

#### 4.4.3.4 Actions with cells containing data validation

You can drag one or more cells with data validation to autofill cells (see Section 4.4.1.4) on the left, right, bottom, or top.

You can cut, copy and paste cells with data validation (see Section 4.14.2).

When you merge cells (see Section 4.3.4.1), the data validation condition is saved only from the upper-left cell of the range.

When you split cells (see Section 4.3.4.2):

- The data validation condition is retained in the upper-left cell of the range if it was defined for that cell before the cells were merged.
- The data validation condition is retained in each cell of the range if it has been defined for the merged cell. If the merged cell contained a drop-down list and a value was selected in it, it will only be retained in the upper-left cell of the range.

If a column or row that contains cells with data validation is selected on the sheet, the cells with data validation are copied to the new columns/rows when new columns or rows are pasted (see Section 4.3.5).

#### 4.4.3.5 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 4.5.4). For example, the number **1** will be converted to the date **12/31/1899**.
- The date in any supported data display format (see Section 4.5.7), 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 143) 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 4.5.11).

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 142).

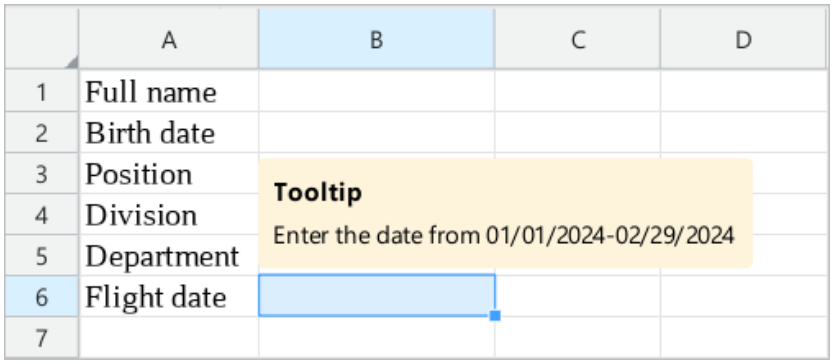



Figure 142. Tooltip for entering a value

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 143):

– The date is highlighted.
– The cell remains in editing mode.
– An error message is displayed.

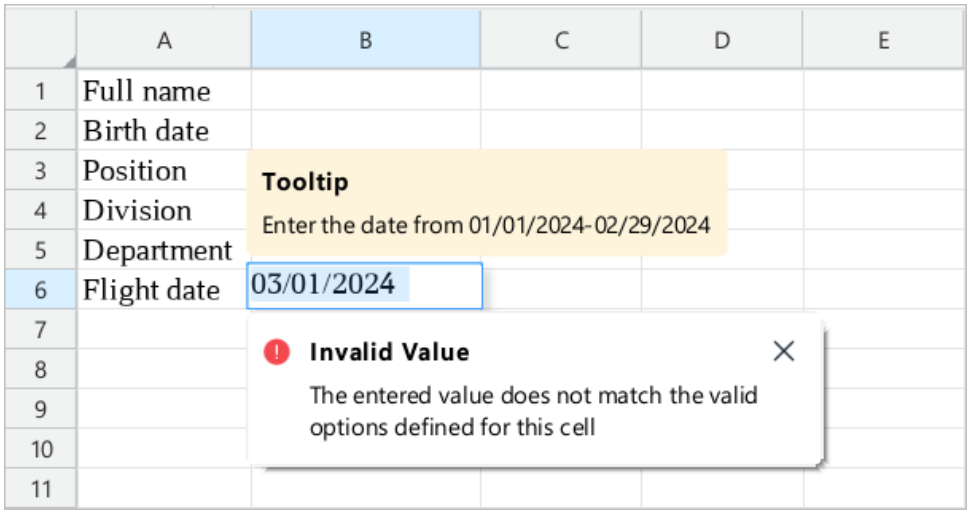



Figure 143. Error message

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.

#### 4.4.3.6 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 144).

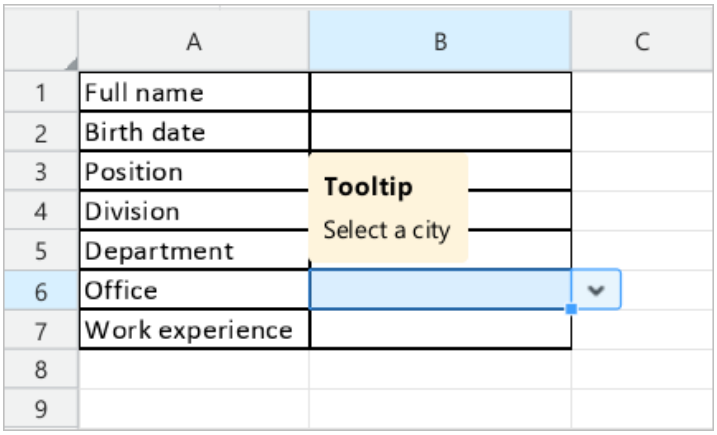



Figure 144. Tooltip for entering a value

2. Do one of the following:
   - Expand the drop-down list (see Figure 145) and select the desired value. To work with the drop-down list, you can use the mouse or keyboard keys (see Table 8).

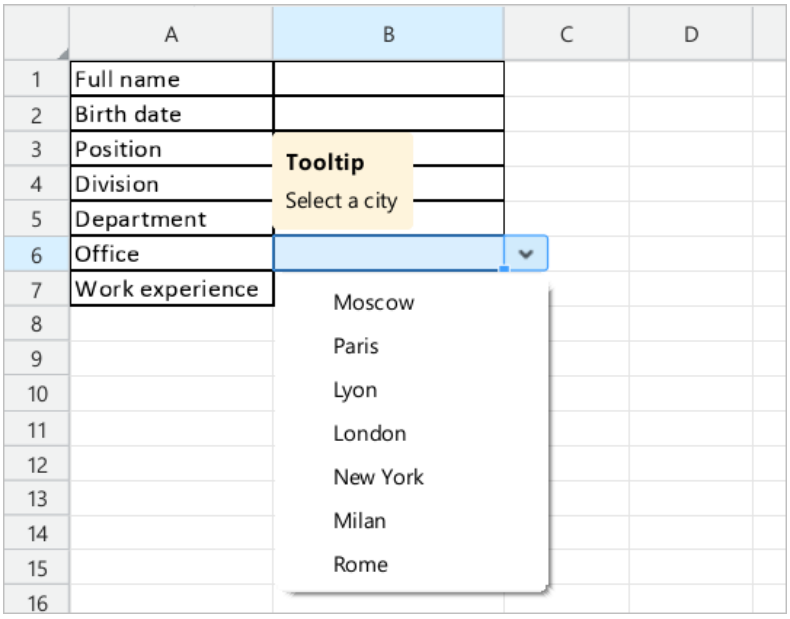



Figure 145. Drop-down list

– 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 146).

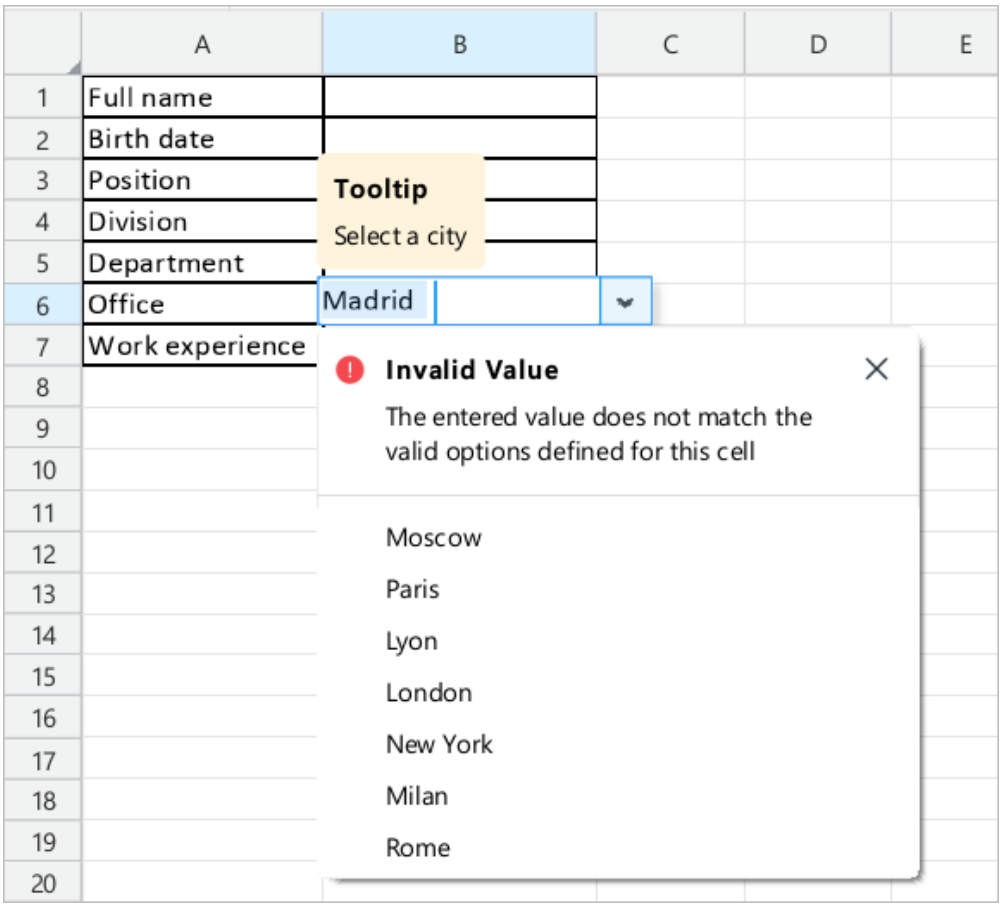



Figure 146. Error message

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.

The Table 8 lists the keyboard shortcuts that are used when working with the drop-down list.

**Table 8. Keyboard shortcuts**

| Action | Windows 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.

### 4.4.4 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 147: 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 147. 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 4.9).
  - 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 4.16).

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.

If the selected range contains cells with data validation conditions (see Section 4.4.3) and the values in those cells are duplicates, not only the values but also the data validation conditions are deleted.

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 148).

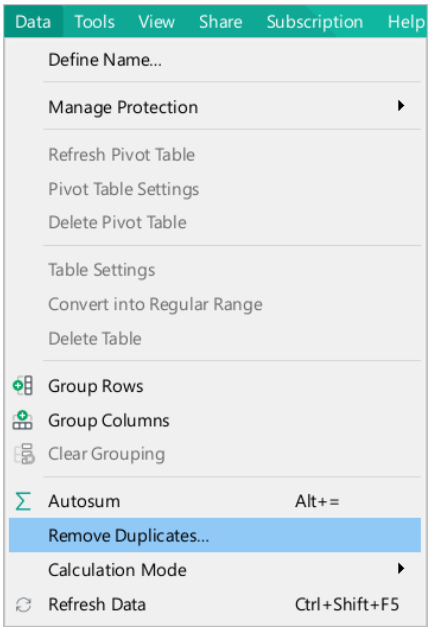



Figure 148. Remove Duplicates Command menu option

– On the Toolbar, in the **Data** section, click **Remove Duplicates** button (see Figure 149).

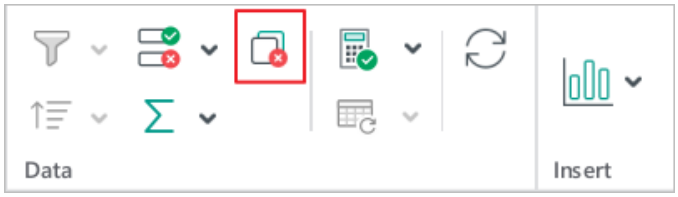



Figure 149. Remove Duplicates button

3. In the **Remove Duplicates** window (see Figure 150), 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.

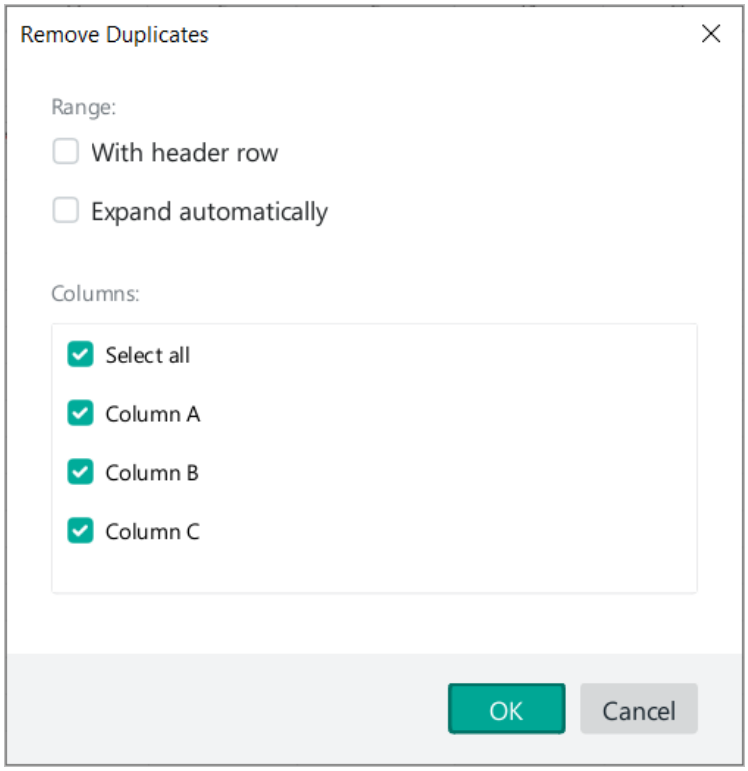



Figure 150. Remove Duplicates window

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, select the columns that constitute the search key. In the example in the figure above, if you select one column, all repeating names of days of the week from

column “**A**” will be considered duplicates. If you select two columns, the duplicates will be the repeated combinations of “**Day of the week**” - “**Employment**” from columns “**A**” and “**B**”.

6. Click **OK**.

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.

### 4.4.5 Links

You can add a link to a web page, an email address, a place in the current document, or other file to a document.

#### 4.4.5.1 Insert a link to a web page or email address

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

Examples of the links:

- www.website.ru
- https://website.com
- http://website.ru
- 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, do one of the following:

- Enter the link manually and press **Space** or **Enter**.
- Copy the link from the source. Switch to the cell edit mode, insert the link and press **Space** or **Enter**.
- Copy the link from the source. Switch to the cell edit mode and press **Ctrl**+**Shift**+ **V** / ⌘ **Cmd**+⇧ **Shift**+**V**.

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 **Insert** menu, select **Link** (see Figure 151).

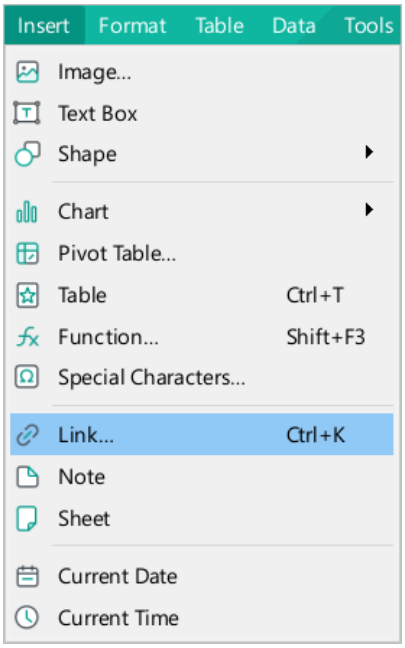



Figure 151. Insert menu

   - On the Toolbar, in the **Insert** section, click ••• (see Figure 152). 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.**

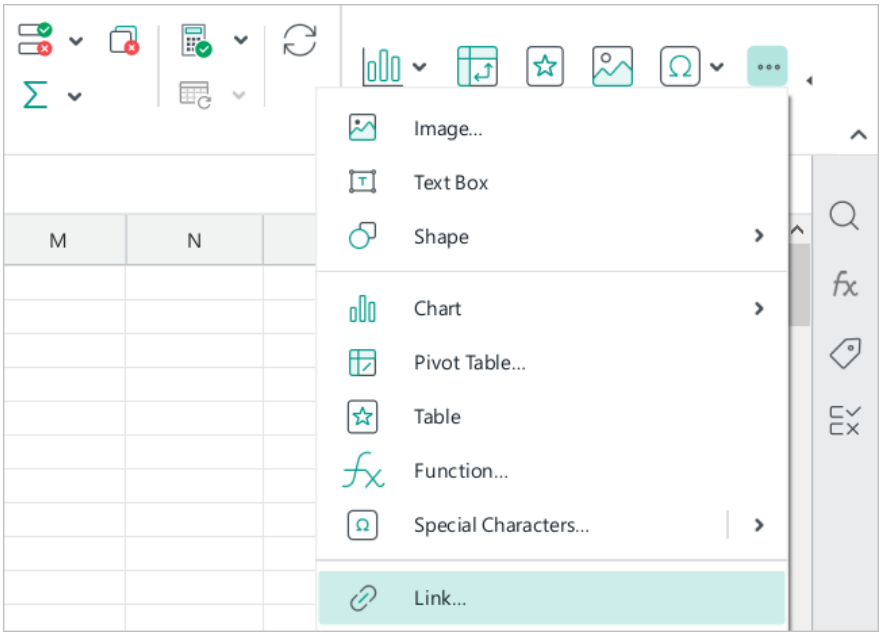



Figure 152. Insert pane

4. In the **Insert Link** window, on the **Web Page or File** tab (see Figure 153):
   – 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.

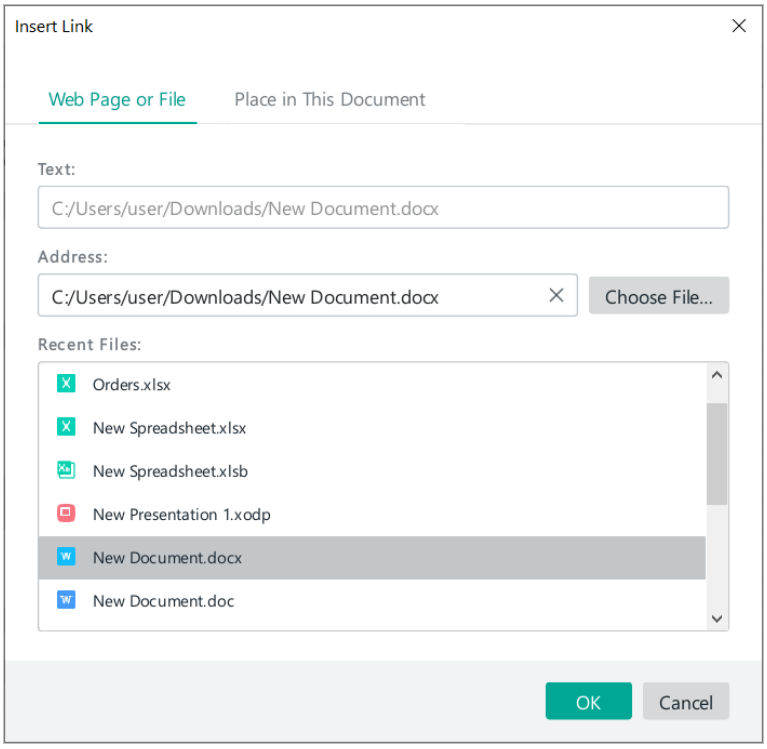



Figure 153. Insert Link window

- 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.

#### 4.4.5.2 Insert a link to a place in the document

To help you navigate through particularly long documents, you can also create links to a specific place in the document, for example, to a cell, a range of cells, or a named range.

A link to a place in a document may contain the following elements:

- Sheet name. For example, Sheet 2.
- Name of the sheet with the cell or range address. For example, 'Sheet 2'!A3:A6.
- Name of the named range. For example, Range 1.
- Any other text. For example, see here.

To create a link to a place in the document, 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 and cell address / range, 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 151).
   - On the Toolbar, in the **Insert** section, click ⋯. In the insertion pane that appears, click the **Link** button (see Figure 152).
   - Right-click to open the context menu and execute the **Insert Link** command.

– Press **Ctrl+K** / ⌘ **Cmd + K**.

3. In the **Insert Link** window, select the **Place in This Document tab** (see Figure 154).

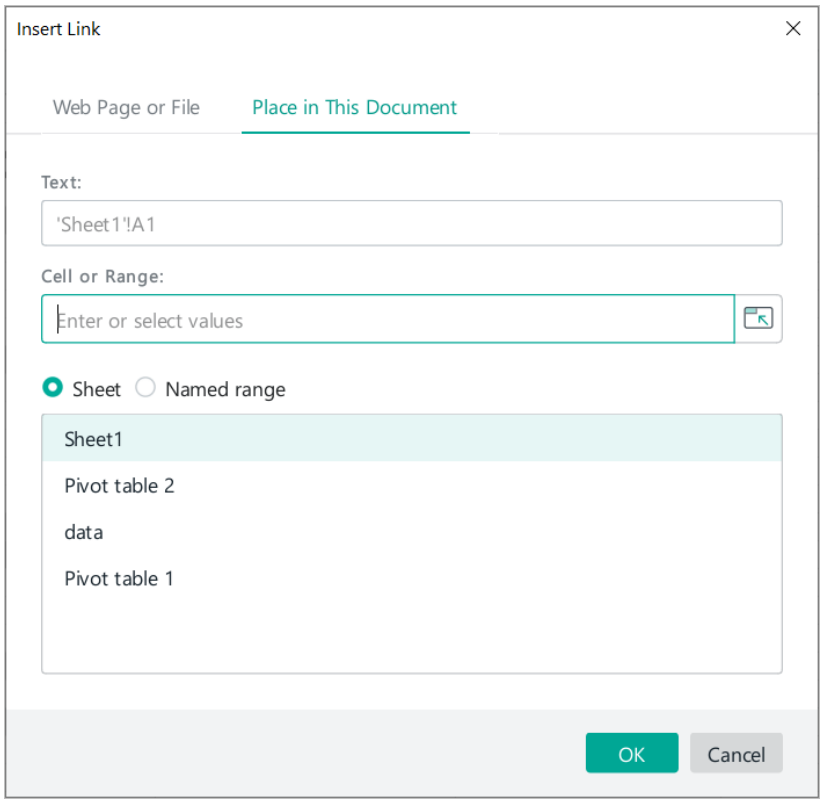



Figure 154. Insert Link window. Place in This Document tab

4. To insert a link to a sheet, make sure the **Sheet** radio button is selected (see ) and choose the desired sheet from the list.
5. To insert a link to a cell or range in the **Cell or Range** field, enter the cell/range address manually. Or click to select the required cells in the document itself, then click again to insert the address into the field.
6. To insert a named range reference, click the **Named range** radio button and select the desired range from the list below (see Figure 155).

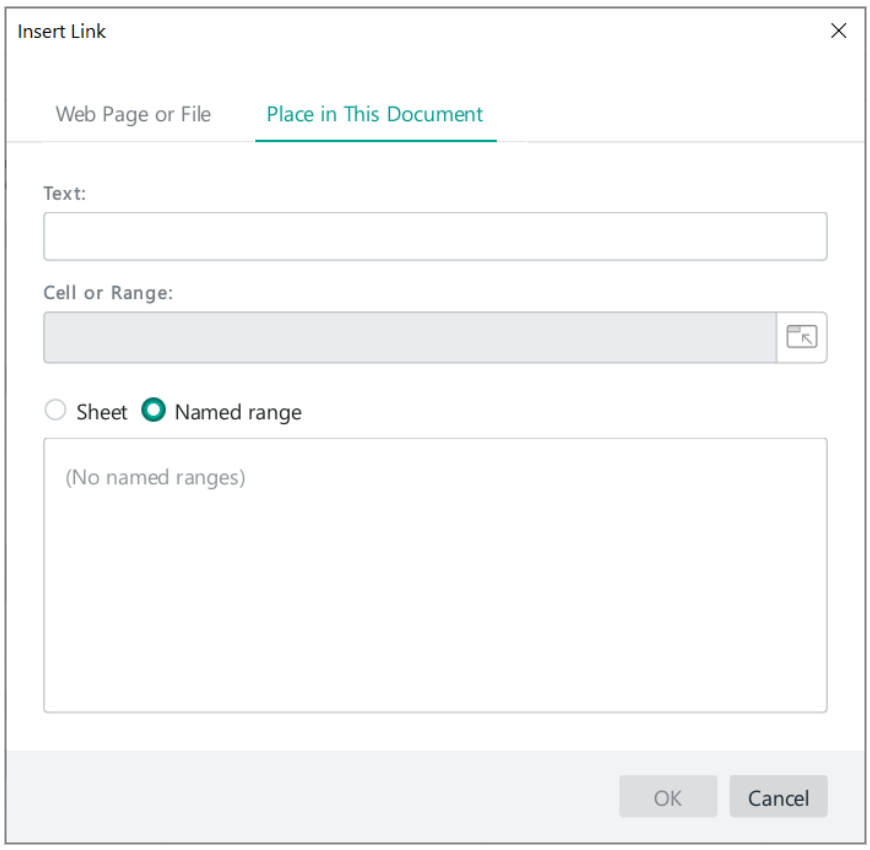



Figure 155. Insert a link to Named range

7. In the **Text** field:
   - If the field displays the sheet name and the selected range and you want to create a link with the sheet name, leave the content of the field unchanged.
   - If the field displays the sheet name and the selected range 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.
8. 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.

#### 4.4.5.3 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 **Insert** menu, select **Link** (see Figure 156).

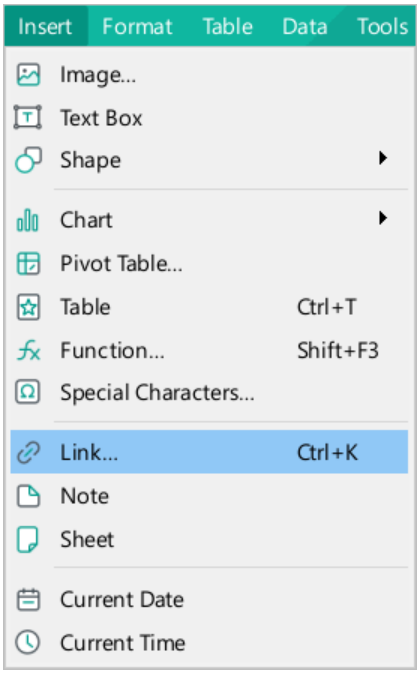



Figure 156. Insert menu

– On the Toolbar, in the **Insert** section, click ••• (see Figure 157). In the insert pane that appears, click the **Link** button.

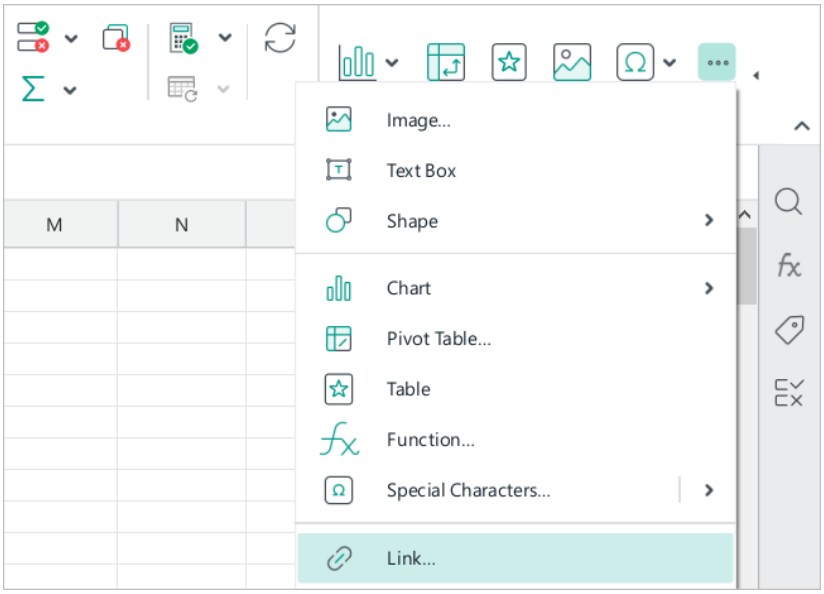



Figure 157. Insert pane

– 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 158) 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.
   – Select the file using the File manager. To do this, click **Choose File**.

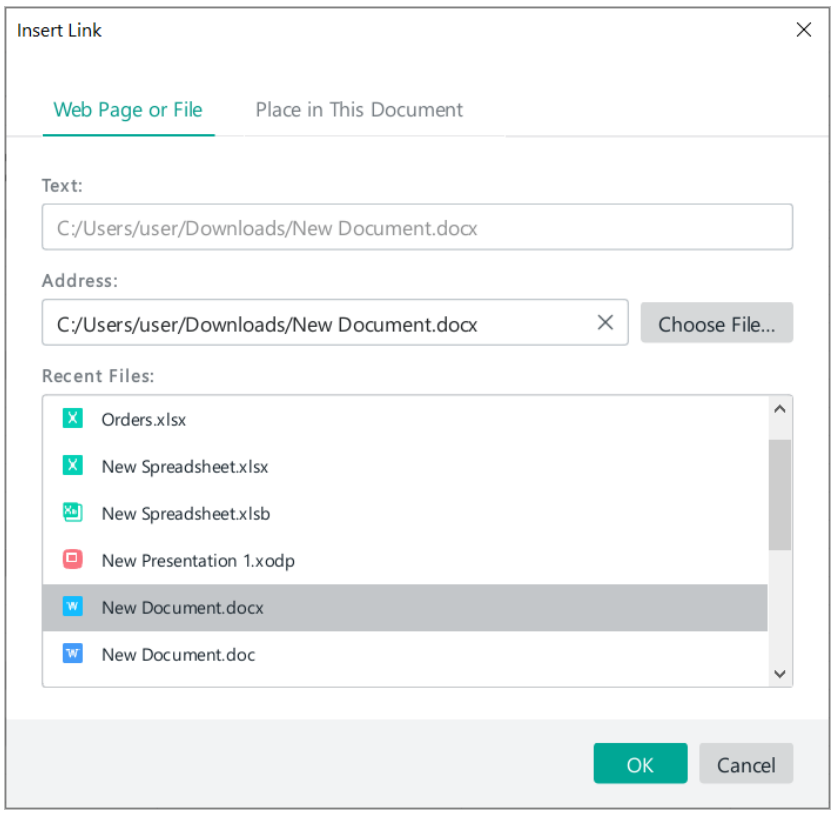



Figure 158. Insert Link window

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.

#### 4.4.5.4 Quick link insertion

You can quickly add a link to a web page, email address, or file to the typed text.

For quick insertion, the following types of links to local and network files are supported:

– file:///C:\Users\User\Documents\File.xlsx
– smb://192.168.1.1/Files/File.xlsx
– ftp://Guest@127.0.0.1/share/FTP/File.xlsx
– sftp://Guest@127.0.0.1/share/FTP/File.xlsx

The supported types of web page links and email addresses are described in the section above.

To quickly add a link to typed text, follow these steps:

1. Copy the link.
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.
3. Press **Ctrl+Shift+V** / ⌘ **Cmd+⇧ Shift+V**.

#### 4.4.5.5 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.

#### 4.4.5.6 Copy a link

To copy a link, right-click it and in the Context menu, select **Copy Link URL**.

#### 4.4.5.7 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 156).

– On the Toolbar, in the **Insert** section, click ••• (see Figure 157). 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** (see Figure 159) window, make the desired changes.
4. Click **OK**.

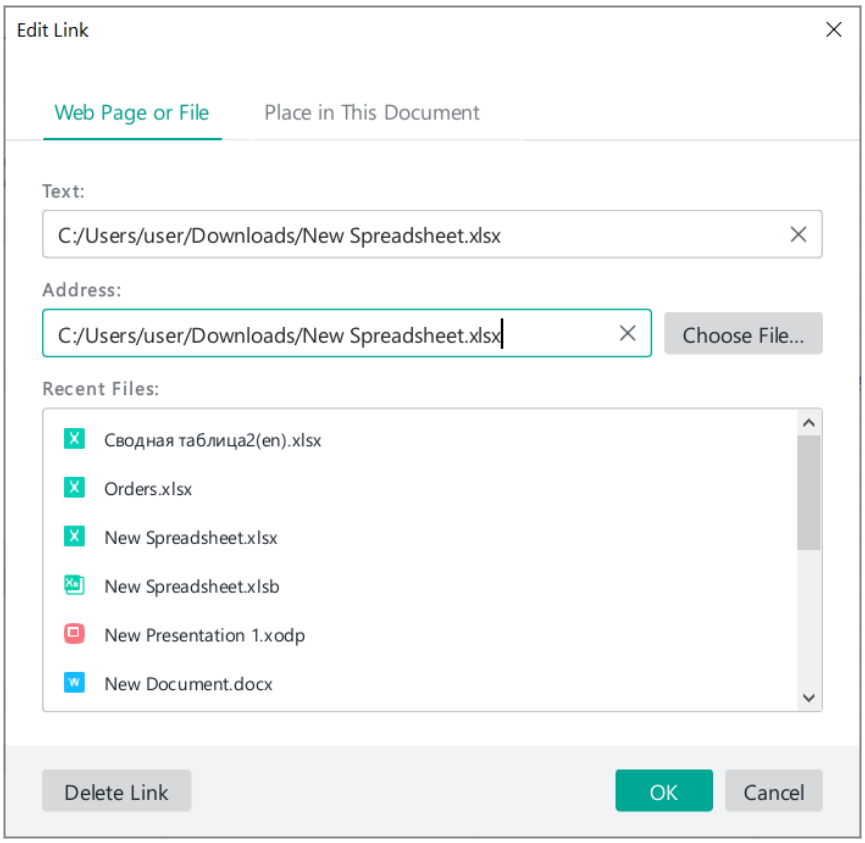



Figure 159. Edit Link window

#### 4.4.5.8 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 156).
   - On the Toolbar, in the **Insert** section, click ••• (see Figure 157). 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 159), 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**.

#### 4.4.5.9 Keyboard shortcuts for moving between window elements

The Table 9 below shows the keyboard shortcuts you can use to quickly move between elements in the Insert/Edit Link window.

**Table 9. Keyboard shortcuts**

| Action | Windows / Linux keyboard shortcuts | macOS keyboard shortcuts |
|---|---|---|
| Open the window | Ctrl+K | ⌘ Cmd+K |
| Go to the next window element | Tab | Tab |
| Go to the previous window 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 |

### 4.4.6 Notes

You can add notes to the cells of a spreadsheet. Cells with notes are marked with a triangle in the top right corner of a cell (see Figure 160).



Figure 160. Cell with a note

#### 4.4.6.1 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 161).

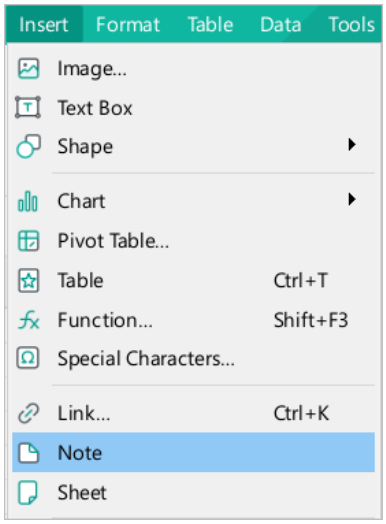



Figure 161. Insert menu

– Select the cell. On the Toolbar, select the **Insert** section and click ···. In the opened insert pane, select **Note** (see Figure 162).

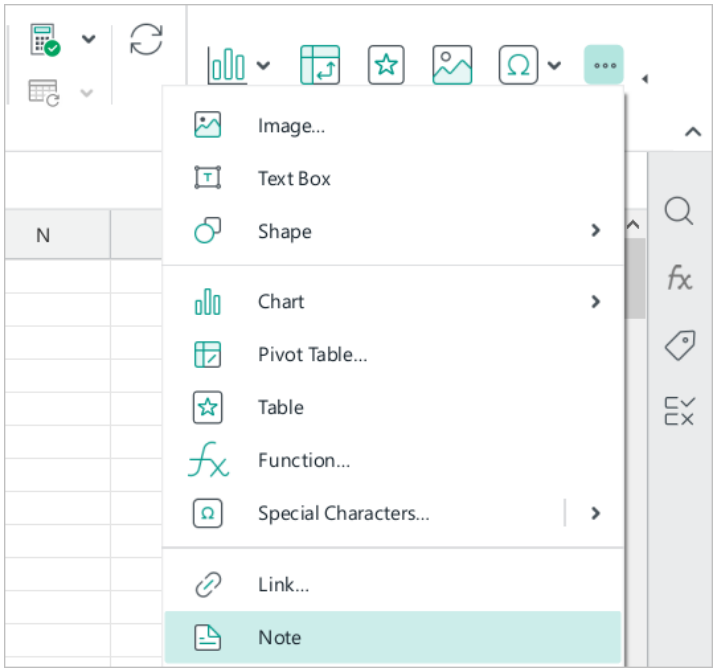



Figure 162. Insert pane

– Right-click a cell to select it and select **Add Note** in the context menu.

2. In the note window (see Figure 163):
   – Edit and format the username as needed.
   – Enter the note text.

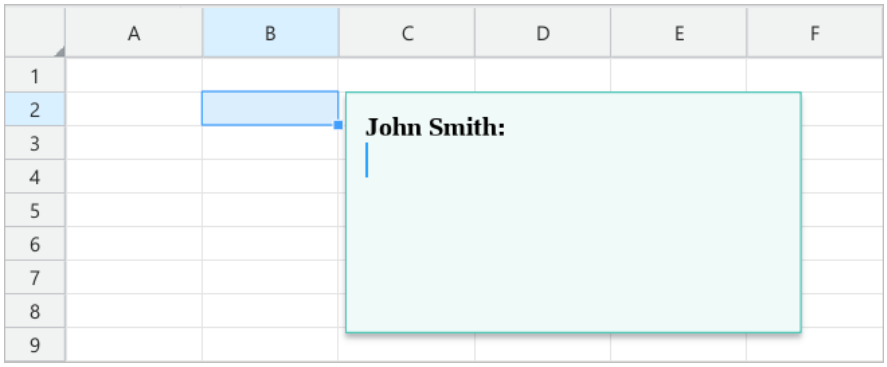



Figure 163. Notes window

3. Press **Esc** or click outside the cell to finish and close the note.

#### 4.4.6.2 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.

### 4.4.7 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.

#### 4.4.7.1 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 164), click **Special Characters**.

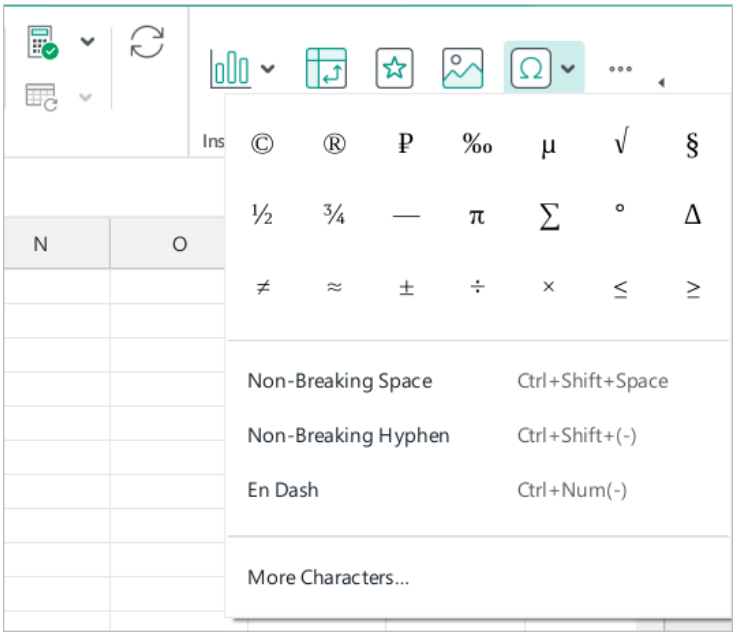



Figure 164. Special Characters button

– On the Toolbar, in the **Insert** section, click •••. In the insert pane that appears, hover the mouse cursor over the **Special Characters** button (see Figure 165).

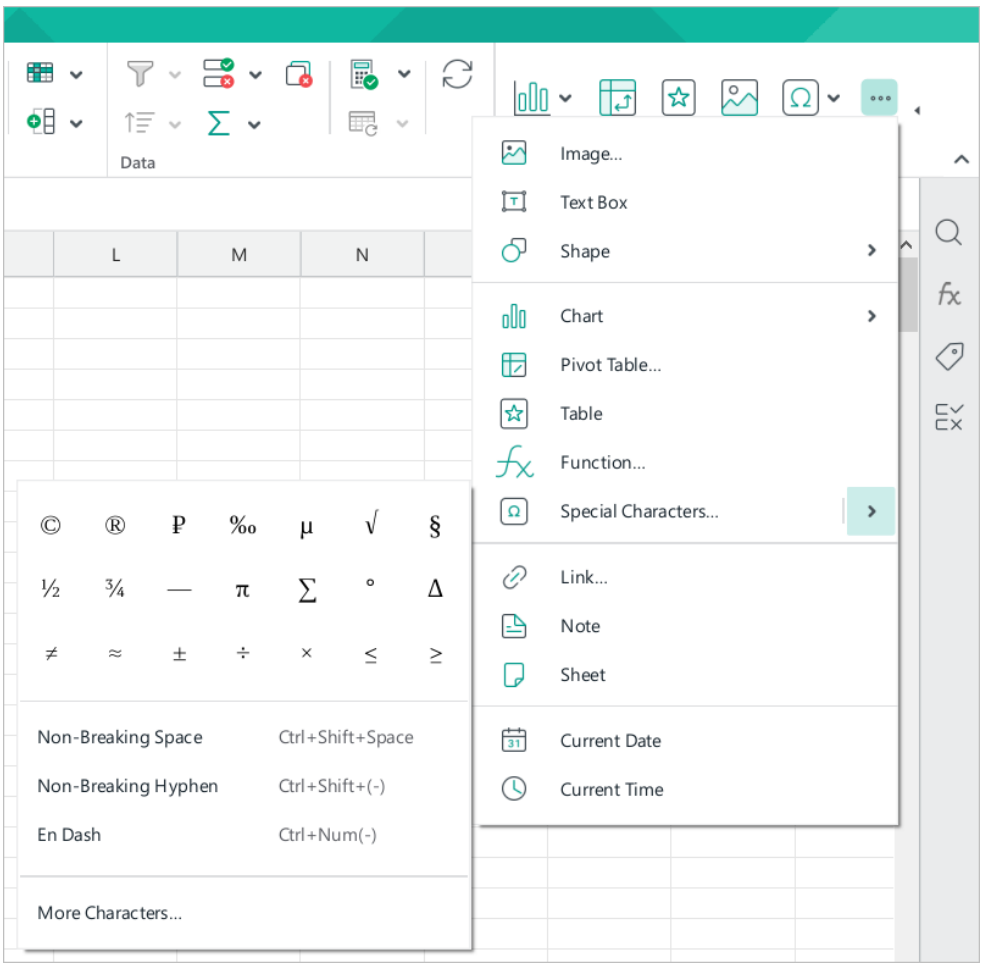



Figure 165. Insert pane

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 4.4.7.2). 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.

#### 4.4.7.2 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 166).

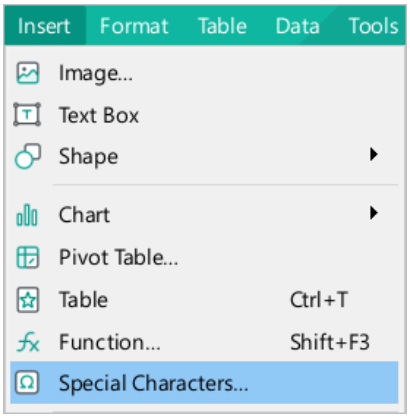



Figure 166. Special characters menu

– On the Toolbar, in the **Insert** section, click **Special Characters** button (see Figure 167). In the quick insert special characters pane, select **More Characters**.

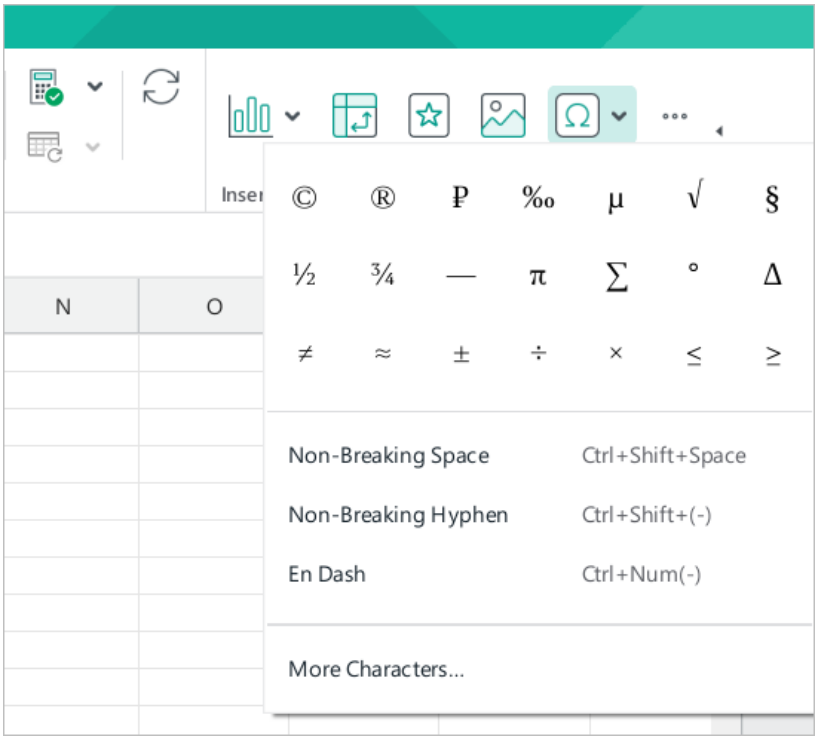



Figure 167. More Characters option

– On the Toolbar, in the **Insert** section, click ••• (see Figure 168). In the pane that appears, click the **Special Characters** button.

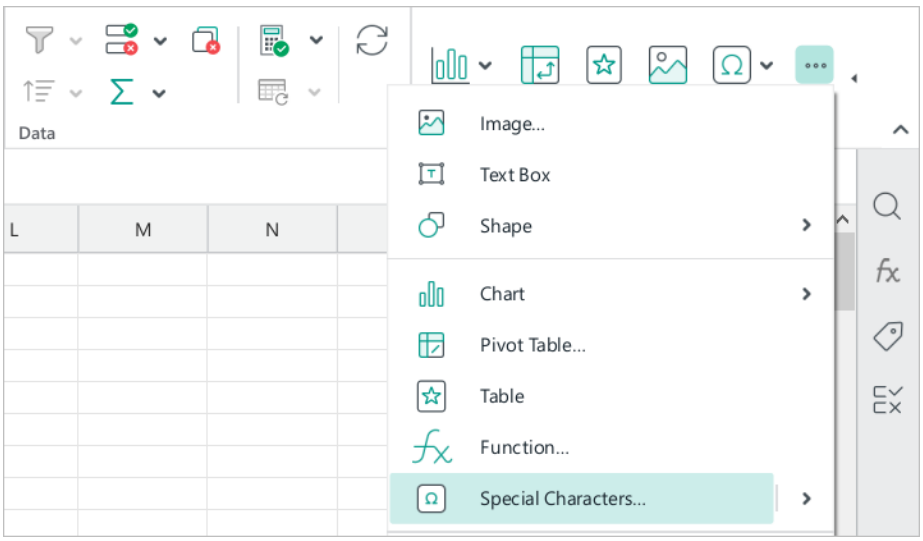



Figure 168. Special Characters button

– On the Toolbar, in the **Insert** section, click ••• (see Figure 169). In the pane that appears, hover the mouse over the arrow to the right of the **Special Characters** button. In the quick insert special characters pane, select **More Characters**.

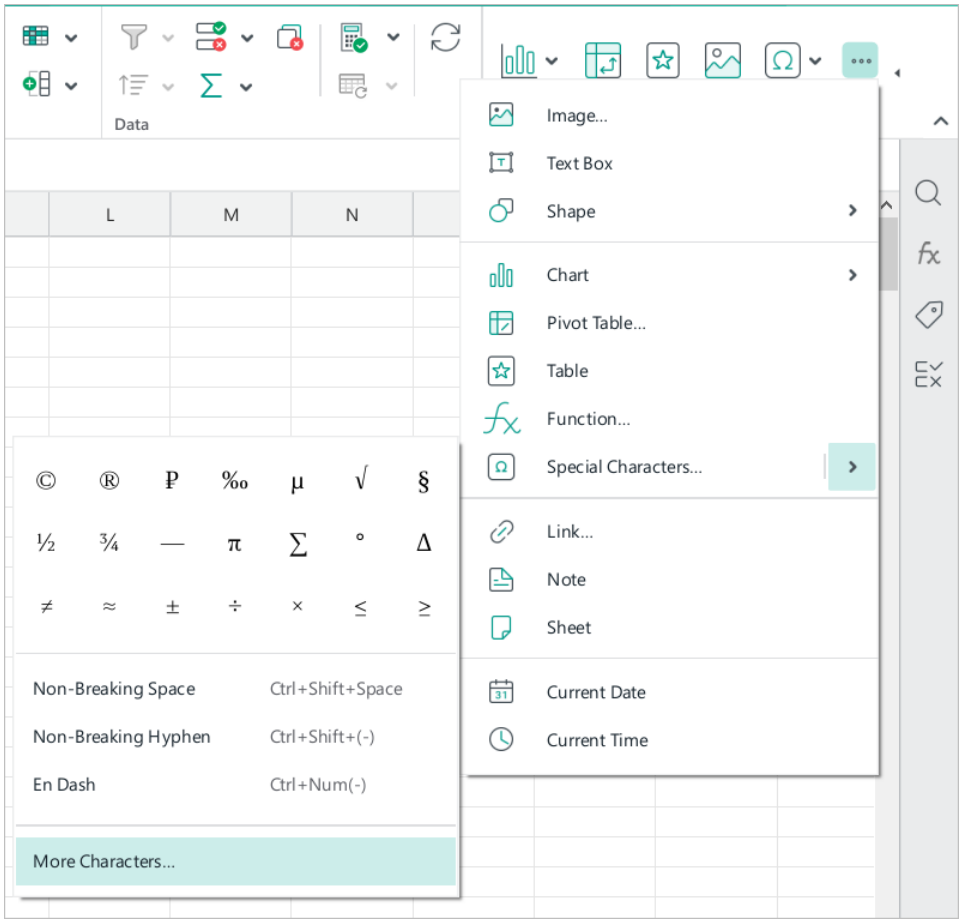



Figure 169. More Characters option

The **Special Characters** window (see Figure 170) contains the following tools:

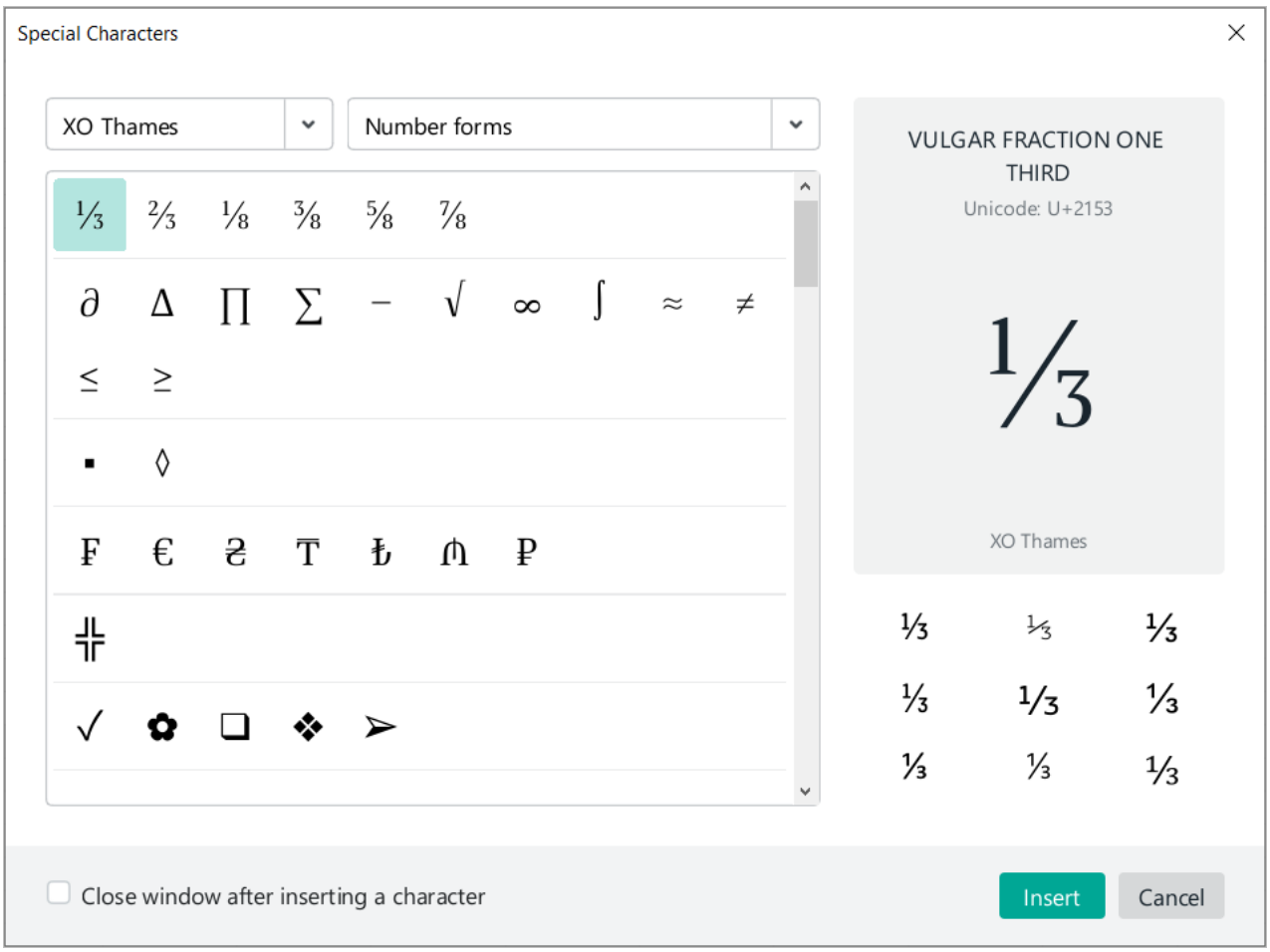



Figure 170. Special Characters window

- 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 4.13.1).
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.

### 4.4.8 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 171).

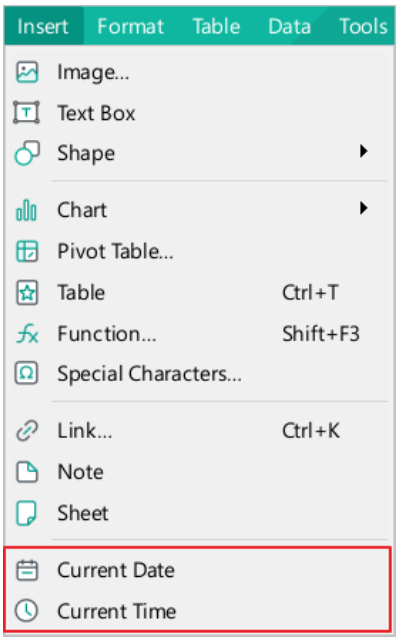



Figure 171. Insert menu

   – On the Toolbar, select the **Insert** section and click ••• (see Figure 172). In the displayed insert pane, click **Current Date**.

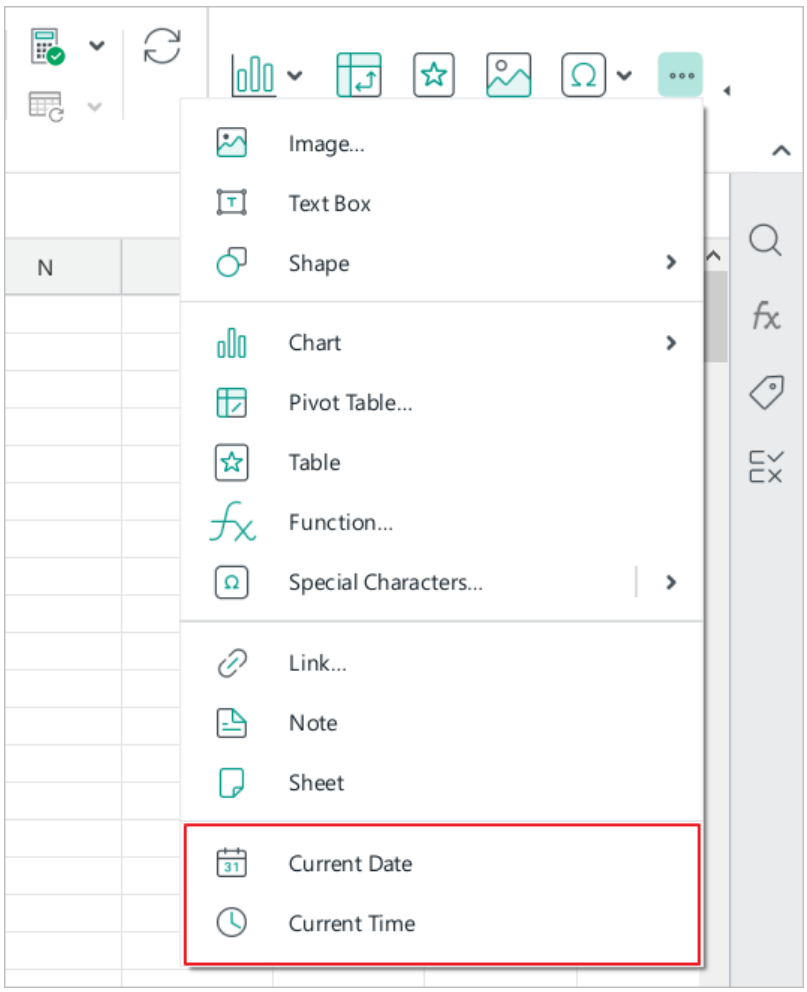



Figure 172. Insert pane

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 171).
   - On the Toolbar, select the **Insert** section and click ••• (see Figure 172). 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.

### 4.4.9 Check grammar and spelling

MyOffice Spreadsheet can automatically check texts in English and in Russian for grammar and spelling mistakes.

#### 4.4.9.1 Check spelling

To enable and disable and enable **Check Spelling**, in the **Tools** menu, select **Spelling and Grammar** and then **Check Spelling** (see Figure 173).

Enabling or disabling **Check Spelling** is only applied to the current document and does not affect other opened documents.

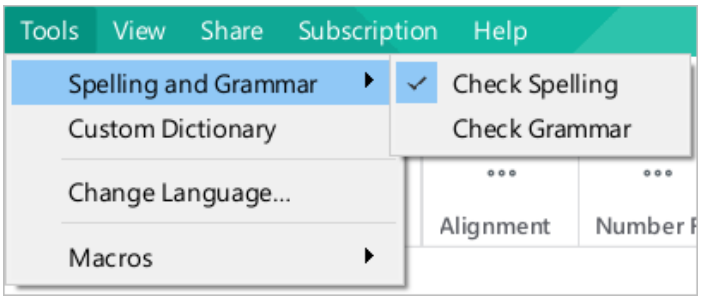



Figure 173. Tools menu

**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.

#### 4.4.9.1.1 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 174).
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**.

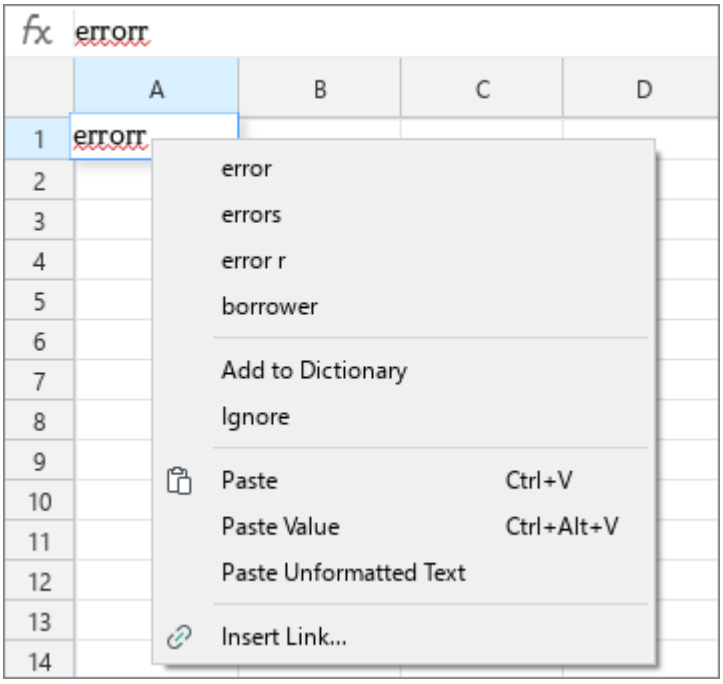



Figure 174. Correct an error

#### 4.4.9.1.2 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 174).

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**.

#### 4.4.9.2 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 4.4.9.1).

##### 4.4.9.2.1 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 174).

To add a new word directly to the **Custom Dictionary**, follow the steps below:

1. In the **Tools** menu, select **Custom Dictionary** (see Figure 175).

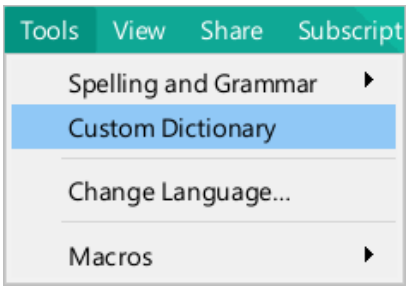



Figure 175. Tools menu

2. In the **Custom Dictionary** dialog menu (see Figure 176), enter the word you want to add.

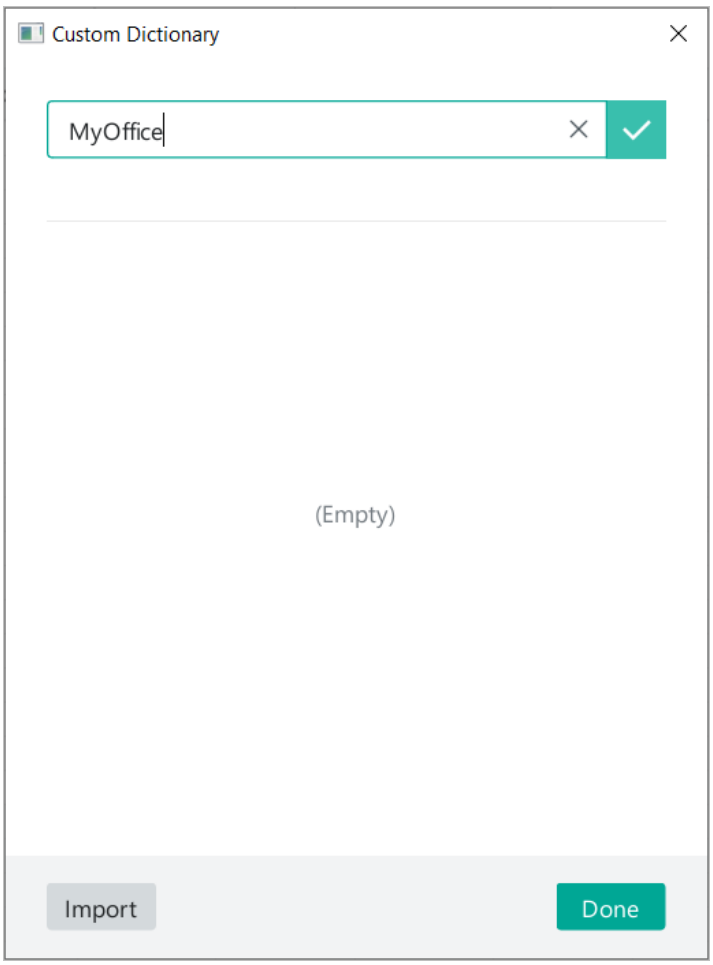



Figure 176. Custom Dictionary window

3. Click  or press **Enter**.
4. Click **Done** to finish and close the window.

#### 4.4.9.2.2 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 176).
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.

#### 4.4.9.2.3 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 177) place the cursor on the word you want to remove from the dictionary and click **Remove**.

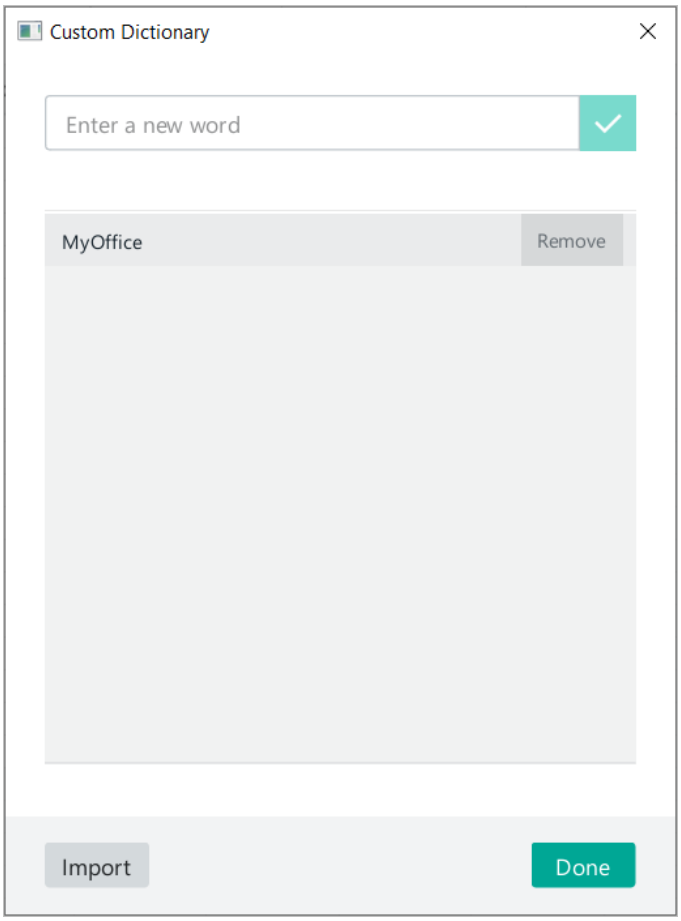



Figure 177. Custom Dictionary window

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**.

#### 4.4.9.3 Grammar checking

To enable or disable grammar checking, in the **Tools** menu, select **Spelling and Grammar** and then **Check grammar** (see Figure 178).

Enabling or disabling grammar checking applies to the current document and does not affect other opened documents.

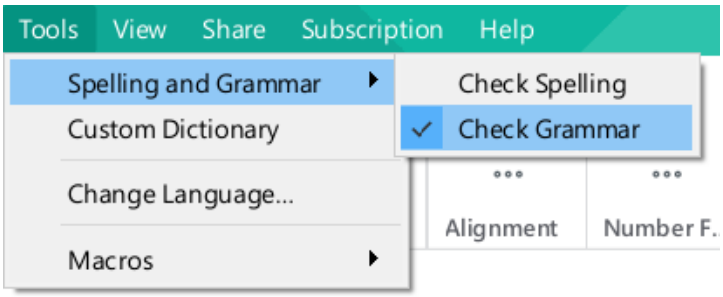



Figure 178. Tools menu

**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.

### 4.4.10 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 **Edit** menu, select **Find** (see Figure 179).

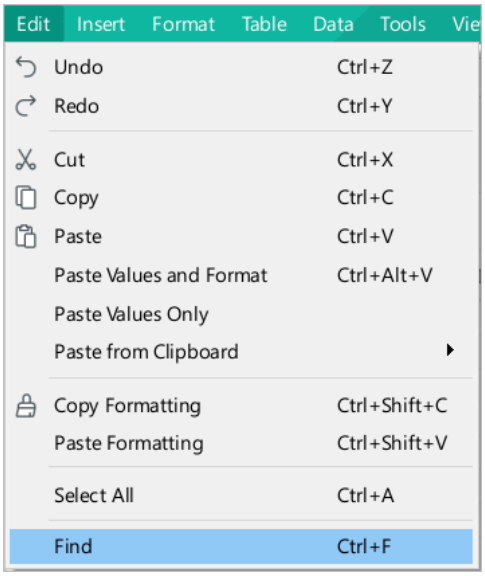



Figure 179. Edit menu

– On the Sidebar, click **Find and Replace** (see Figure 180).

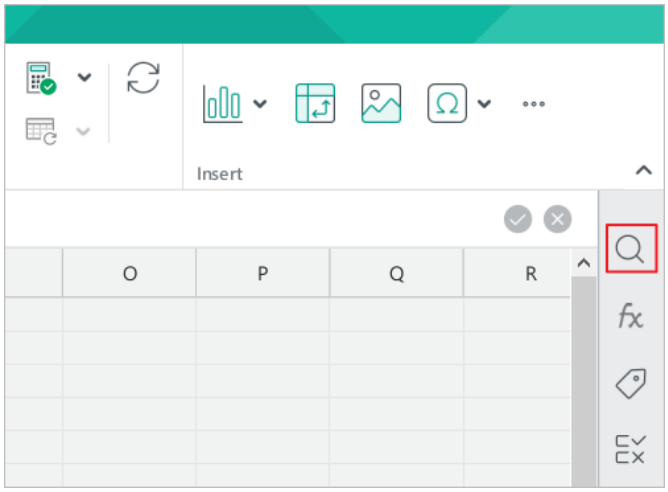



Figure 180. Find and Replace button

– Press **Ctrl**+**F** or **Ctrl**+**H** / ⌘**Cmd**+**F**.

In the **Find and Replace** pane (see Figure 181), 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.

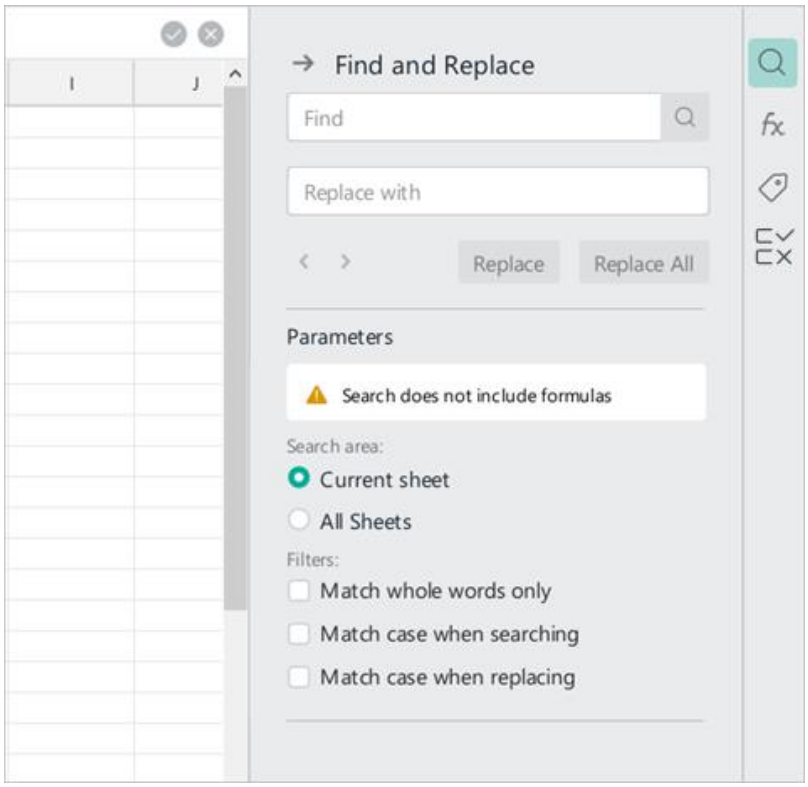



Figure 181. Search parameters

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 182).
2. Click the button or press **Enter**.

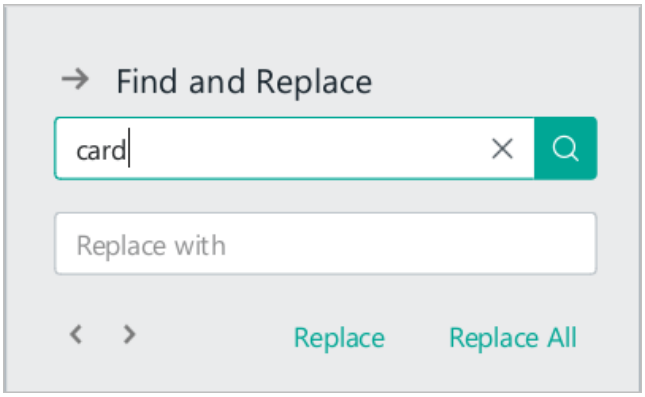



Figure 182. Data for search

The matches found will be highlighted in the document (see Figure 183).

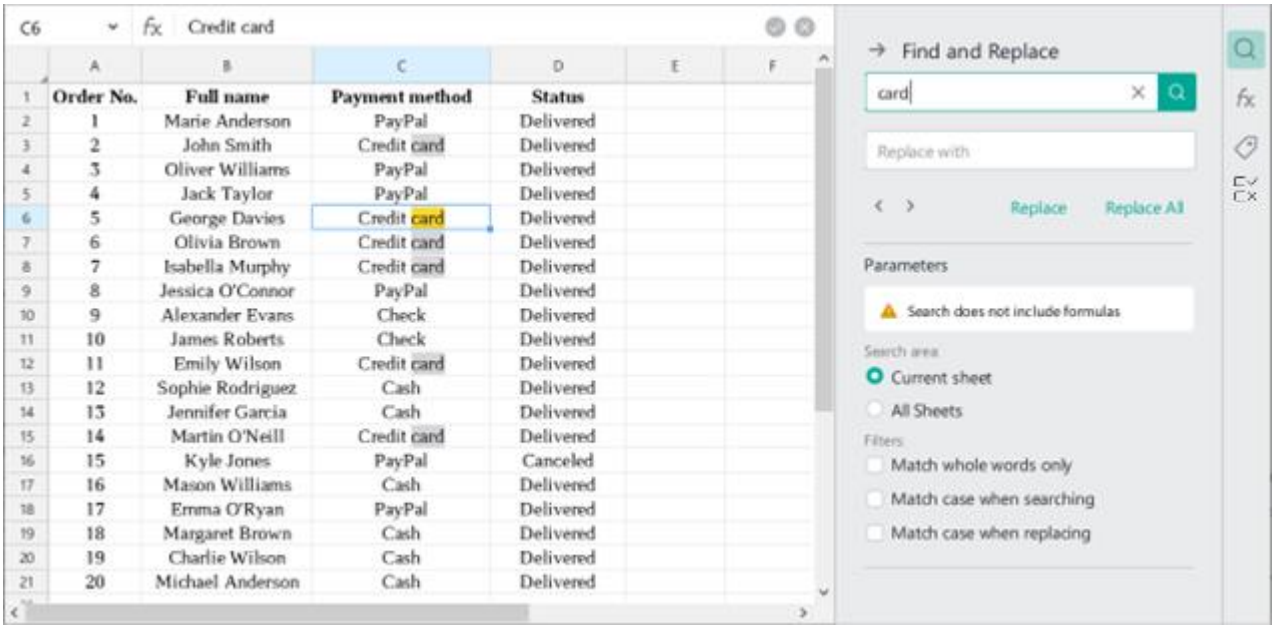
Use the buttons below the search and replace bars (see Figure 182) to navigate through the cells with matches found. The selected match will be highlighted in the document with a contrasting yellow color (see Figure 183).

You can also navigate the **Find and Replace** pane using the keyboard as follows:

- Press **Tab** to move to the next item in the pane.
- To return to the previous pane item, press **Shift**+**Tab**.
- To activate a control (click a button, select a checkbox), press **Space**.

Search parameters (see Figure 181) can be changed while you are working with matches. The search results are updated automatically.




| Order No. | Full name | Payment method | Status |
|---|---|---|---|
| 1 | Marie Anderson | PayPal | Delivered |
| 2 | John Smith | Credit card | Delivered |
| 3 | Oliver Williams | PayPal | Delivered |
| 4 | Jack Taylor | PayPal | Delivered |
| 5 | George Davies | Credit card | Delivered |
| 6 | Olivia Brown | Credit card | Delivered |
| 7 | Isabella Murphy | Credit card | Delivered |
| 8 | Jessica O'Connor | PayPal | Delivered |
| 9 | Alexander Evans | Check | Delivered |
| 10 | James Roberts | Check | Delivered |
| 11 | Emily Wilson | Credit card | Delivered |
| 12 | Sophie Rodriguez | Cash | Delivered |
| 13 | Jennifer Garcia | Cash | Delivered |
| 14 | Martin O'Neill | Credit card | Delivered |
| 15 | Kyle Jones | PayPal | Canceled |
| 16 | Mason Williams | Cash | Delivered |
| 17 | Emma O'Ryan | PayPal | Delivered |
| 18 | Margaret Brown | Cash | Delivered |
| 19 | Charlie Wilson | Cash | Delivered |
| 20 | Michael Anderson | Cash | Delivered |

Figure 183. Matches found

To replace matches found in the document, follow the steps below:

1. In the **Replace with** bar (see Figure 182), 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**.

### 4.4.11 Delete data

#### 4.4.11.1 Delete data using the command

To delete the data, follow these steps:

1. Specify the data to delete:
   - To delete a part of the data in a cell, switch to edit mode and select the required data.
   - To clear the content of one or more cells, select these cells.
2. On the Toolbar, in the **Edit** section, click **Delete** (see Figure 184).

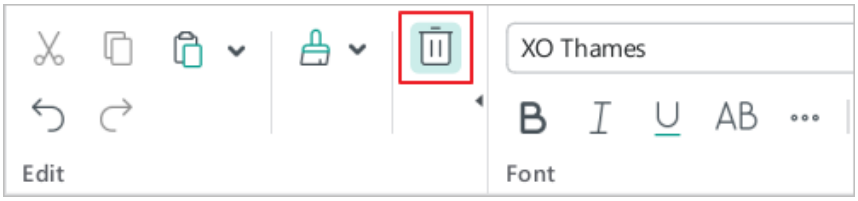



Figure 184. Delete button on the Toolbar

In the case of filters applied or manually hidden columns or rows, only the content of visible cells is cleared.

#### 4.4.11.2 Delete data using the keyboard keys

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.
2. 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**.

In case filters are applied or columns or rows are manually hidden, only the contents of visible cells are cleared.

### 4.5 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 currency, percentages, fractions, time, or date. Some formats allow to configure how negative numbers are represented, divide groups of digits in numbers, and select the number of digits displayed after the decimal point.

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

#### 4.5.1 Define cell format

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

To change the format, do as follows:

1. Select the required cell/range of cells or rows/columns you want to change the format of.
2. Select the desired format from the drop-down list. On the Toolbar, in the **Number Format** section, click on the field that displays the name of the current format, and select the desired format from the drop-down list (see Figure 185).

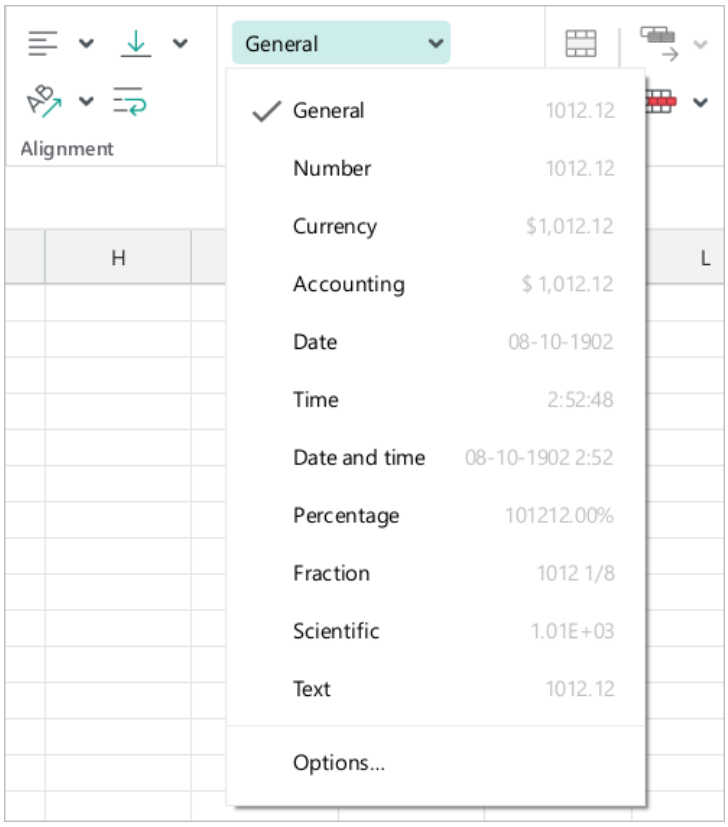



Figure 185. Define cell format

### 4.5.2 Open number format settings window

Use the **Number Format** window to customize the display of data in cells for which the format **Number**, **Currency**, **Accounting**, **Date** and/or **Time**, and **Percentage** is selected.

To customize the formats, follow these steps:

1. Select the cell/range or rows/columns where you want to customize 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 186).

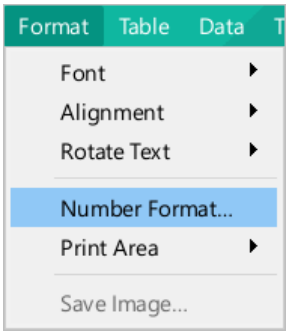



Figure 186. Number Format command menu option

   - On the Toolbar, select the **Number Format** section, display the list of available formats and select **Options** (see Figure 185).
   - Right-click the selected cells or the titles/contents of the selected rows/columns to open the context menu. Select **Number Format** from the context menu.
3. In the **Number Format** window, select the format you want to customize from the list to the left (see Figure 187).

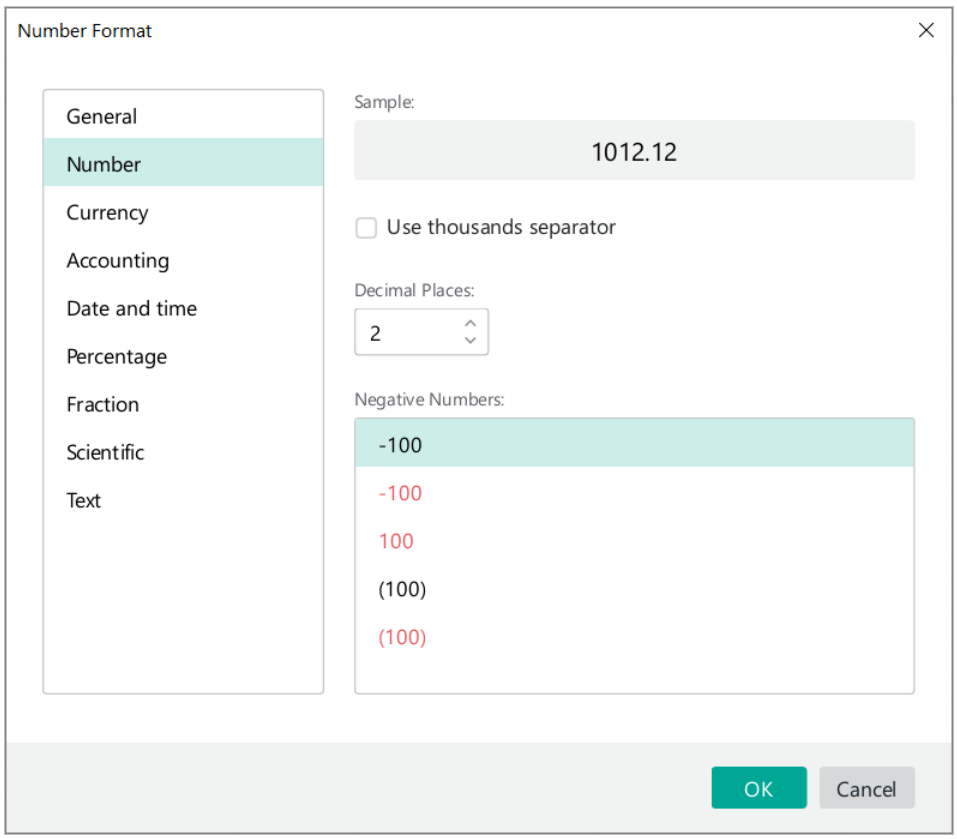



Figure 187. Number Format window

4. Specify the parameters for the format (see the description in the sections below).
5. Click **OK**.

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

### 4.5.3 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 this numbers are entered in the cell, they are displayed in the scientific notation.

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

### 4.5.4 Number

The **Number** format is the main format for displaying numbers.

The following parameters can be configured for the **Number** format:

- Digit grouping separator display
- Number of characters displayed after the dot (.) delimiter
- Negative number presentation type

#### 4.5.4.1 Split the number into digit groups

To make it easier to read large numbers, enable the display of the digit group separator. A comma is used as the separator character. For example, the number 123456.00 with a separator is displayed as 123,456.00.

To separate groups of digits in numbers, follow these steps:

1. Select the cell or range of cells that contain the required numbers.
2. Run the command in one of the following ways:
   - On the Toolbar, in the **Number Format** section, click **Use Thousands Separator** (see Figure 188).

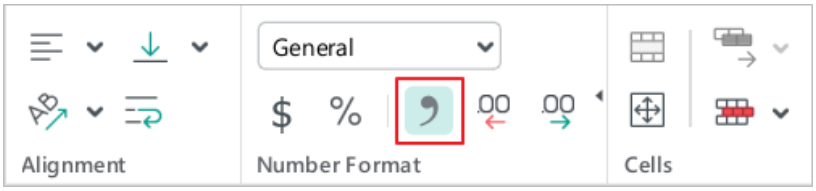



Figure 188. Use Thousands Separator button

– Open the number format settings window, select the **Number** format and select **Use thousands separator** (see Figure 190).
– Press **Ctrl**+**Shift**+**1**.

If a format other than **Number** is applied to the selected cell, the following happens when the **Use Thousands Separator** option is selected:

– Cell format changes to **Number**.
– Digit groups are separated.
– Number of decimal places increases/decreases to two (default value).

**Use Thousands Separator** button is always active. That means that before entering data into a cell, you can quickly apply the Number format to the cell and configure the display of the digit group separator.

#### 4.5.4.2 Change the number of decimal places

The number of characters displayed in numbers after the decimal point can be reduced or increased. By default, two characters are displayed after the decimal point.

To do this, follow these steps:

1. Select the cell or range of cells that contain the required numbers.
2. Configure the display in one of the following ways:
   – On the Toolbar, in the **Number Format** section, click **Decrease Decimals** or **Increase Decimals** (see Figure 189).

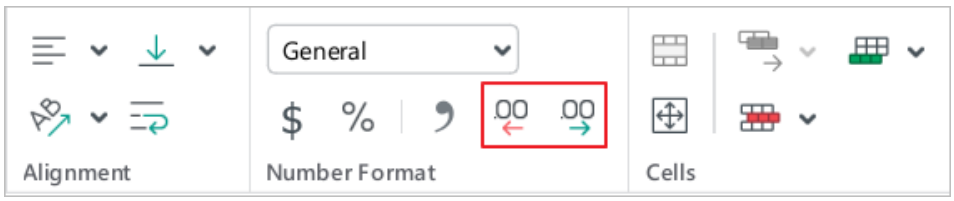



Figure 189. Decrease Decimals or Increase Decimals buttons

– Open the number format settings window, select the **Number** format and specify the required **Decimal Places** using the counter (see Figure 190).

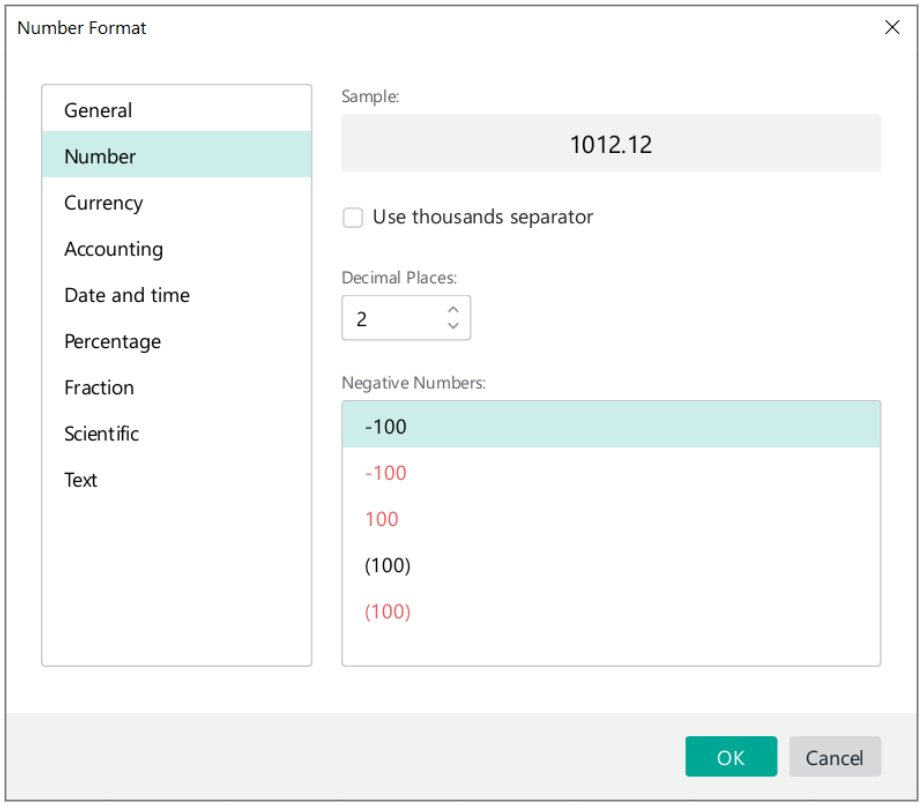



Figure 190. Number format parameters

When the number of characters decreases, the last visible digit is automatically rounded depending on the character to be hidden. Rounding is performed according to standard rules.

If the General, Date, Time, Date and time, Fraction or Text format, clicking **Increase Decimals** or **Decrease Decimals** will result in the following:

– Number format is applied to the cell.

– Number of decimal places increases/decreases relatively to the default value of two decimal places.

The **Increase Decimals** and **Decrease Decimals** buttons are always active. That means that before entering data into a cell, you can quickly apply the **Number** format to the cell and adjust the number of characters that will be displayed in numbers after the decimal point.

#### 4.5.4.3 Customize negative number display style

To customize negative number display style, follow these steps:

1. Select the cell or range of cells that contain the required numbers.
2. Open the number format settings window, select the **Number** format. In the **Negative Numbers** area, select the desired display format (see Figure 190).

### 4.5.5 Currency

The Currency format is used to display numbers with a currency sign or code, which corresponds to the system settings of your computer (see Figure 191).

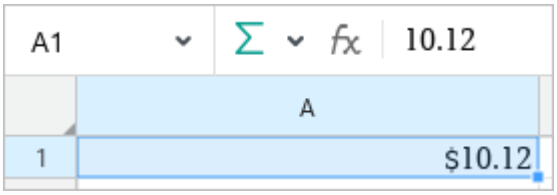



Figure 191. A number formatted as Currency

To quickly convert a cell into the **Currency** format once the data is entered, 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 192).

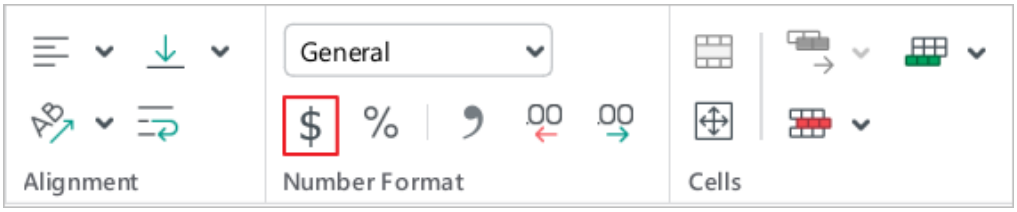



Figure 192. Currency button

**Currency** format is automatically assigned to a cell if you specify the currency code next to the number. For example, 23.00 USD or USD 23.00. A full list of supported currencies and their codes can be found in the **Appendix 2. List of supported currencies** section.

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

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

#### 4.5.5.1 Select a currency code or symbol

The default currency code or symbol can be changed. To do this, follow these steps:

1. Select the cell or range of cells in which you want to change the currency code or symbol.
2. Open the numeric format settings window, select the **Currency** format and select the required code or symbol from the **Symbol** drop-down list (see Figure 193).

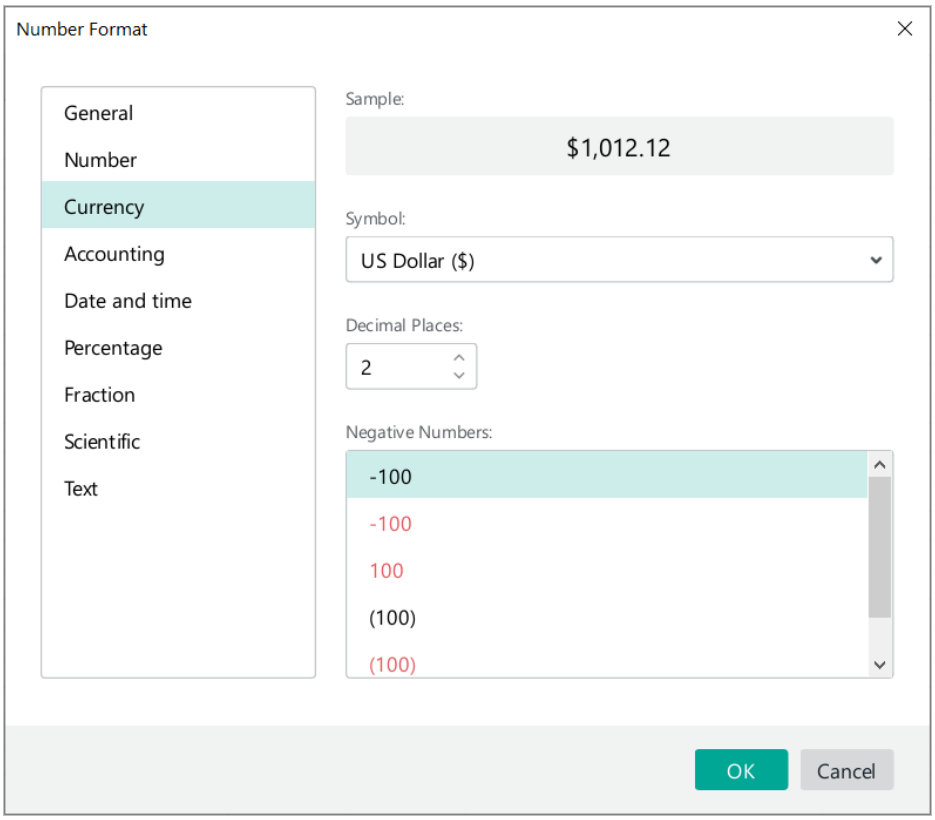



Figure 193. Currency format parameters

#### 4.5.5.2 Change the number of decimal places

The number of characters displayed in numbers after the decimal point can be reduced or increased. By default, two characters are displayed after the decimal point.

To do this, follow these steps:

1. Select the cell or range of cells that contain the required numbers.
2. Configure the display in one of the following ways:
   - On the Toolbar, in the **Number Format** section, click **Decrease Decimals** or **Increase Decimals** (see Figure 189).
   - Open the number format settings window, select the **Currency** format and specify the required **Decimal Places** using the counter (see Figure 193).

When the number of characters decreases, the last visible digit is automatically rounded depending on the character to be hidden. Rounding is performed according to standard rules.

#### 4.5.5.3 Customize negative number display style

To customize negative number display style, follow these steps:

1. Select the cell or range of cells that contain the required numbers.
2. Open the number format settings window, select the **Currency** format. In the **Negative Numbers** area, select the desired display format (see Figure 193).

### 4.5.6 Accounting

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

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

- 0 (zero) in cells is automatically replaced with a hyphen (-).
- Negative numbers in cells are put in parentheses.

In the Formula bar and in the editing mode, zeros and negative numbers are displayed the way they were entered (see Figure 194).

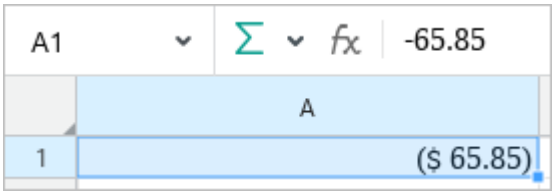



Figure 194. A negative number formatted as Accounting

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

#### 4.5.6.1 Select a currency code or symbol

The default currency code or symbol can be changed. To do this, follow these steps:

1. Select the cell or range of cells in which you want to change the currency code or symbol.
2. Open the numeric format settings window, select the **Accounting** format and select the required code or symbol from the **Symbol** drop-down list (see Figure 195).

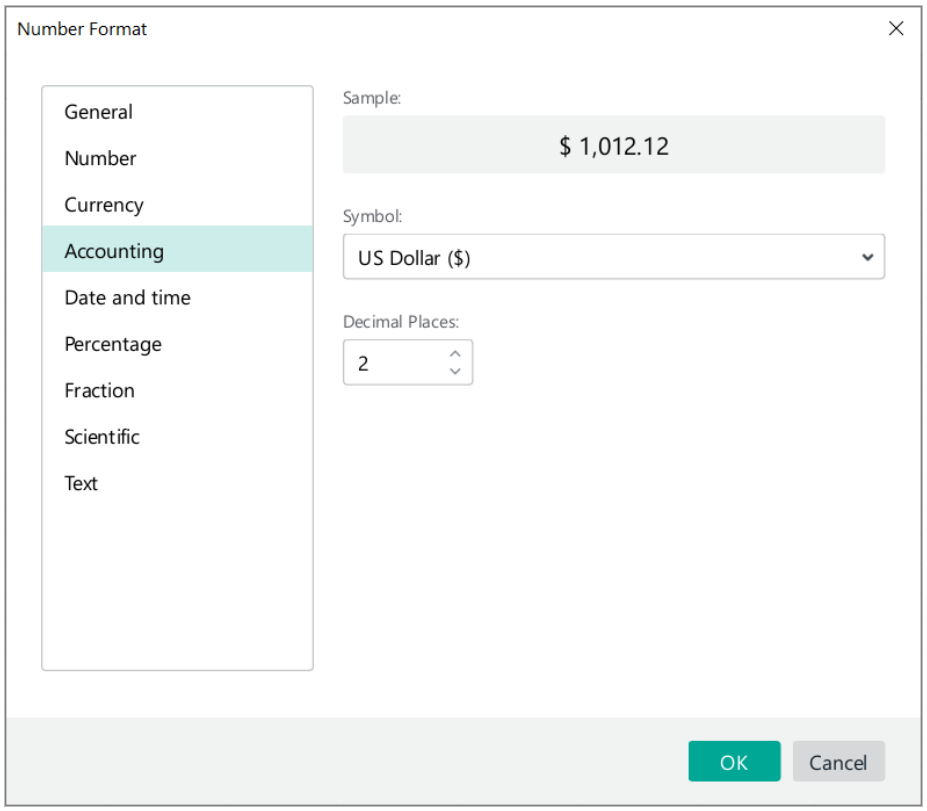



Figure 195. Accounting format parameters

#### 4.5.6.2 Change the number of decimal places

The number of characters displayed in numbers after the decimal point can be reduced or increased. By default, two characters are displayed after the decimal point.

To do this, follow these steps:

1. Select the cell or range of cells that contain the required numbers.
2. Configure the display in one of the following ways:
   - On the Toolbar, in the **Number Format** section, click **Decrease Decimals** or **Increase Decimals** (see Figure 189).
   - Open the number format settings window, select the **Accounting** format and specify the required **Decimal Places** using the counter (see Figure 195).

When the number of characters decreases, the last visible digit is automatically rounded depending on the character to be hidden. Rounding is performed according to standard rules.

### 4.5.7 Date, Time, and 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 196 – Figure 198).

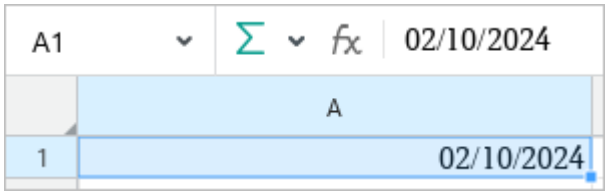



Figure 196. A number formatted as Date

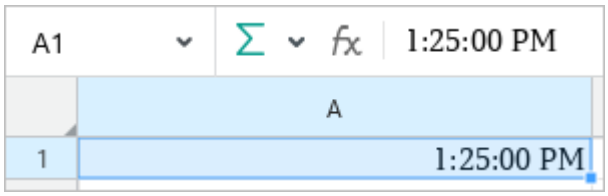



Figure 197. A number formatted as Time

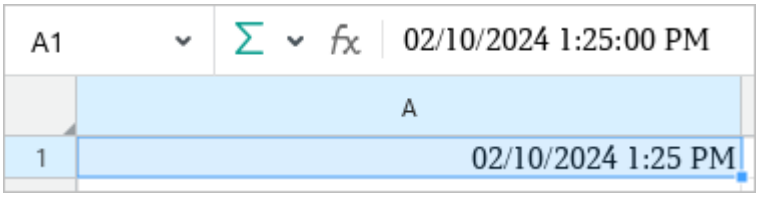



Figure 198. A number formatted as Date and Time

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, 1900 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 a number from the 0.0 to 0.999988426 range. To see this number, change the cell format to **Number**.

The original numbers are required in calculations. Otherwise cells with dates would be considered as text cells and could not act as arguments in formulas and functions.

#### 4.5.7.1 Change the date and/or time display format

To change the date and/or time display format, follow the steps below:

1. Select the desired cell or range of cells.
2. Open the Number Format window, select the **Date and Time** format.
3. Select the desired data display format (see Figure 199):
   - If the **Date** format is selected for the cell, select the date display format from the **Date** list and **None** from the **Time** list.
   - If the **Time** format is selected for the cell, select **None** in the **Date** list, and select the time display format in the **Time** list.
   - If you selected the **Date and Time** format for the cell, select the date display format from the **Date** list and the time display format from the **Time** list.

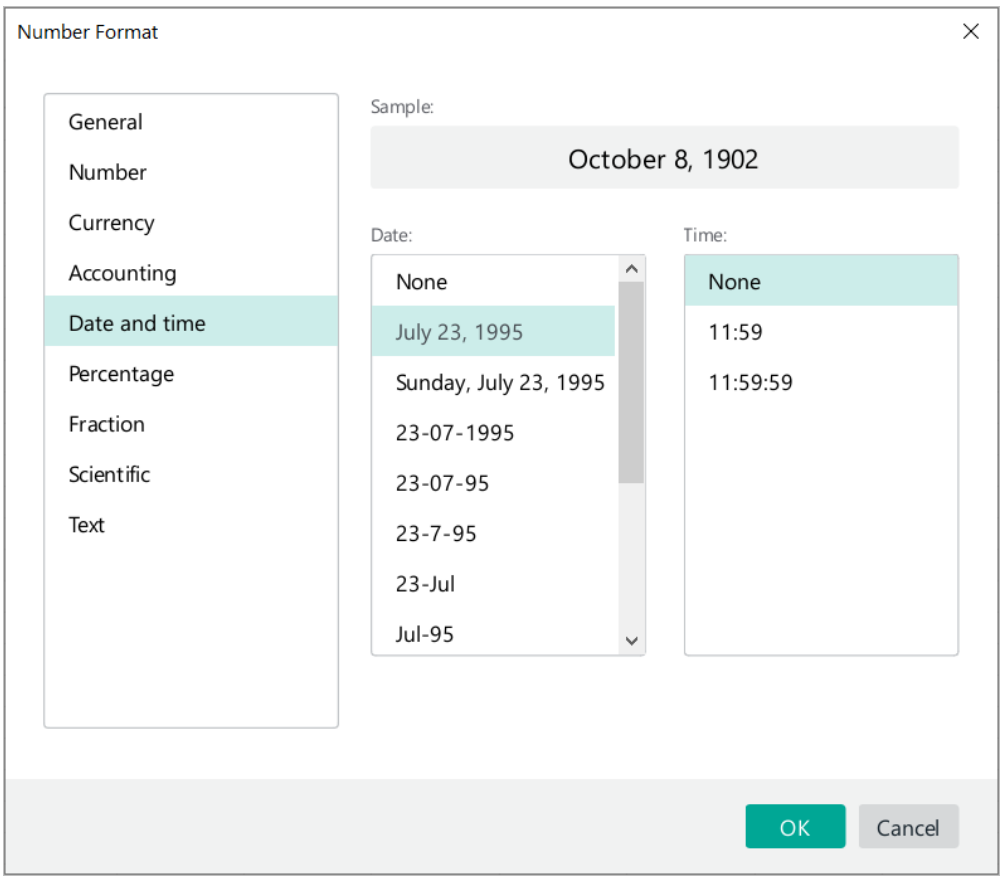



Figure 199. Parameters of **Date**, **Time**, **Date and Time** formats

### 4.5.8 Percentage

The Percentage 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 Formula bar (see Figure 200).

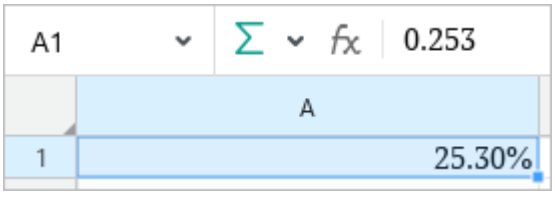



Figure 200. A number formatted as Percentage

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

1. Select a cell or a range the format of which you want to change.
2. On the Toolbar, select the **Number Format** section (see Figure 201) and click % **Percentage**.

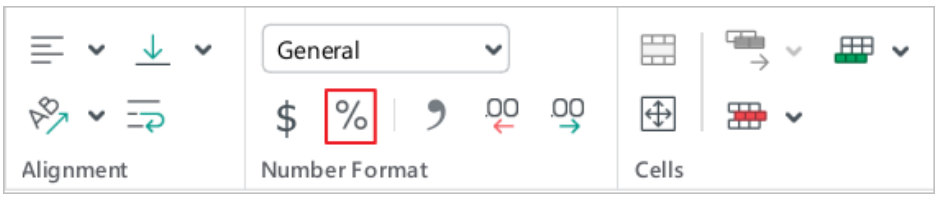



Figure 201. Percentage button

#### 4.5.8.1 Change the number of decimal places

The number of characters displayed in numbers after the decimal point can be reduced or increased. By default, two characters are displayed after the decimal point.

To do this, follow these steps:

1. Select the cell or range of cells that contain the required numbers.
2. Configure the display in one of the following ways:
   – On the Toolbar, in the **Number Format** section, click **Decrease Decimals** or **Increase Decimals** (see Figure 189).
   – Open the number format settings window, select the **Percentage** format and specify the required **Decimal Places** using the counter (see Figure 202).

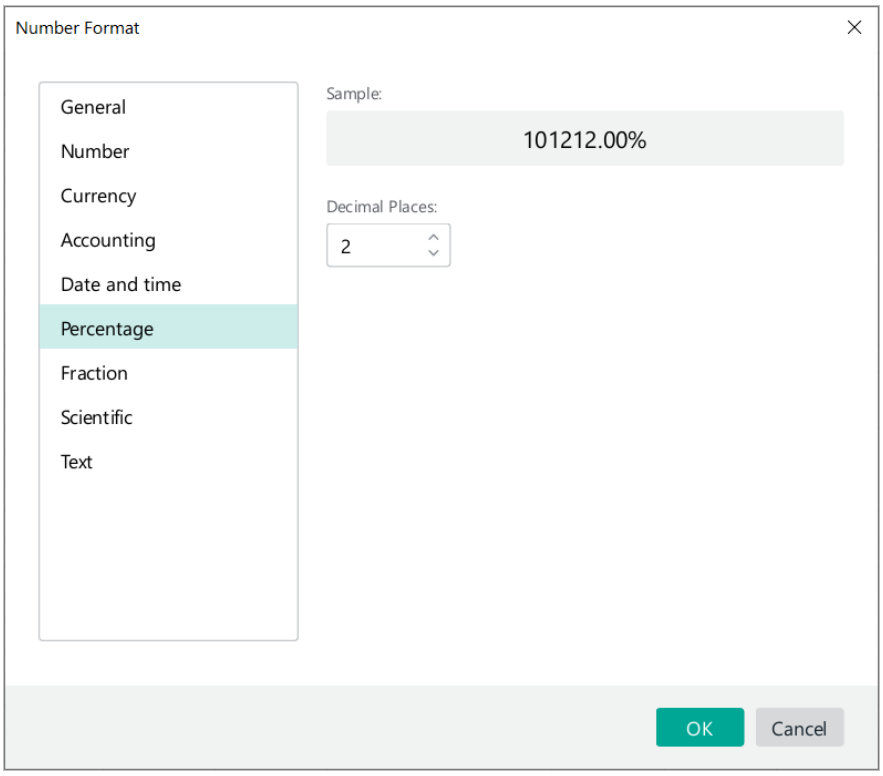



Figure 202. Percentage format parameters

When the number of characters decreases, the last visible digit is automatically rounded depending on the character to be hidden. Rounding is performed according to standard rules.

### 4.5.9 Fraction

The Fraction format is used to display fractional numbers as ordinary fractions, that is, the fractional part is replaced by a numerator and denominator (see Figure 203).

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)

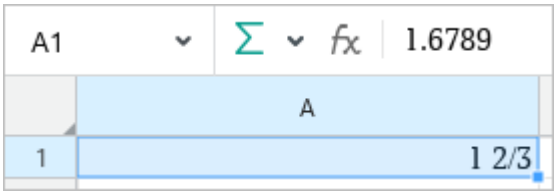



Figure 203. A number formatted as Fraction

### 4.5.10 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 in the Formula bar.

A number in the **Scientific** format is displayed in a cell as follows (see Figure 204):

- The integer part, always consisting of one digit.
- The delimiter separating the integer and the fractional parts.
- The fractional part, which by default consists of two digits. The number of digits in the fractional part can be decreased or increased as needed.
- The power of 10 specified as **E<exponent symbol><power>**.

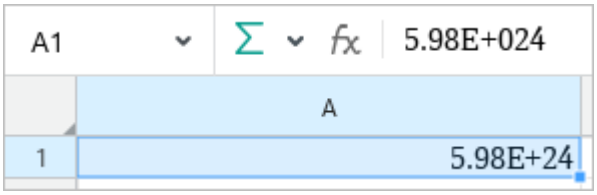



Figure 204. A number formatted as Scientific

To decrease or increase the number of digits in the fractional part of a number, do the following:

1. Select the cell or range of cells that contain the required numbers.
2. On the Toolbar, in the **Number Format** section, click **Decrease Decimals** or **Increase Decimals** (see Figure 189).

When the number of characters decreases, the last visible digit is automatically rounded depending on the character to be hidden. Rounding is performed according to standard rules.

#### 4.5.11 Text

To make some numbers in MyOffice Spreadsheet look like text, use **Text** format instead of **Number** or **General** ones.

Text format is designed to display and save data in a cell as it is entered. For example, credit card numbers or other numeric codes that contain 16 digits or more.

In **Text** format, the data in the cell is aligned to the left.

### 4.6 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.

#### 4.6.1 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 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")**.

### 4.6.2 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 10).
  - 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**

If you combine several operators in a single formula, MyOffice Spreadsheet performs the operations in the order shown in Table 10.

**Table 10. Operator precedence**

| Priority | Operator | Meaning |
|---|---|---|
| 1 | : | Range |
| 2 | | Space |
| 3 | % | Percentage |
| 4 | +<br>- | Unary plus<br>Unary minus<br>Unary space |
| 5 | ^ | Exponentiation |
| 6 | *<br>/ | Multiplication<br>Division |
| 7 | +<br>- | Addition<br>Subtraction |
| 8 | & | Concatenation |
| 9 | <br>=<br>><br><<br>>=<br><=<br><> | Comparison operators:<br>Equal to<br>Greater than<br>Less than<br>Greater than or equal to<br>Less than or equal to<br>Not equal to |

### 4.6.3 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.

#### 4.6.3.1 A1 cell reference style

The **A1** reference style (see Table 11) 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 11. Absolute and relative references in the A1 reference style**

| | |
|---|---|
| **Relative reference** | **A1** |
| **Absolute reference** | **$A$1** (the column and row are not changed during copying) |
| **Mixed references** | **$A1** (the column is not changed during copying)<br>**A$1** (the row is not changed during copying) |

#### 4.6.3.2 R1C1 cell reference style

To enable the **R1C1** reference style, in the **View** command menu, select **R1C1** (see Figure 205).

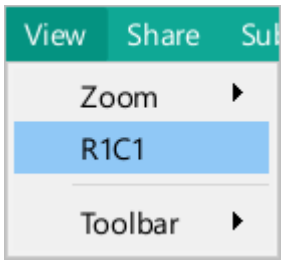



Figure 205. View menu

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** is a row character, and **n** is a row number.
- **C** is a column character, and **m** is a column number.

For example, the name of **D5** cell in the **R1C1** style is **R5C4**.

**Table 12. 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)<br>**R3** (an absolute reference to row 3)<br>**C2** (an absolute reference to column 2) |
| **Relative reference** | **RC** (a relative reference to the current cell)<br>**R[-2]** (a relative reference to the row located 2 rows above the current row)<br>**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)<br>**RC[-5]** (a reference to a cell located in the current row 5 columns to the left of the current cell)<br>**R3C[2]** (a reference to a cell located in row 3, 2 columns to the right of the current cell)<br>**R[3]C[-2]** (a reference to a cell located 3 rows below and 2 columns to the left of the current cell)<br>**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.

#### 4.6.3.3 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).

### 4.6.4 Recalculation of formulas

*Calculation* is the process of calculating formulas and then displaying the values of the results in cells. Formulas are usually recalculated automatically when the values in the cells on which they depend change. This is a standard procedure when opening/closing a file and editing it.

If there are many formulas in a document, their automatic recalculation can make opening and working with the document difficult. To speed up work with such documents, MyOffice Spreadsheet provides a mode in which formula recalculation is done upon user request.

**Table 13. Recalculation modes**

| Automatic recalculation mode | Manual recalculation mode |
|---|---|
| – When a user opens and saves a document, only the outdated formula values are recalculated.<br>– When you work with a document, formulas are recalculated if the associated cells have been changed. | – When you open a document and change the associated cells, no formulas are automatically recalculated.<br>– When you work with a document, formulas are recalculated only when you carry out manual operations on the cells that contain them.<br>– Manual recalculation of outdated formula values is available in the entire document, on the sheet, and in selected cells.<br>– When saving a document, recalculation of outdated formula values is performed only if the **Before Saving** box is checked. |

*Outdated values in formulas* are irrelevant data that were calculated in the past but are no longer relevant. They may occur as a result of data entry errors, errors in formulas and functions, data type mismatches, changes in table structure, errors in macros, or synchronization problems. MyOffice Spreadsheet stores information about the presence of such cells within the file itself.

When formulas are recalculated, references to data from external documents are not updated. To update them, follow the steps described in Section 4.6.10.3.

#### 4.6.4.1 Select formula recalculation mode

By default, the automatic mode of formula recalculation is selected in the document.

To switch the mode, do one of the following:

1. Open the mode selection sub-menu in one of the following ways:
   – In the Command menu, select **Data** > **Calculation Mode** (see Figure 206).

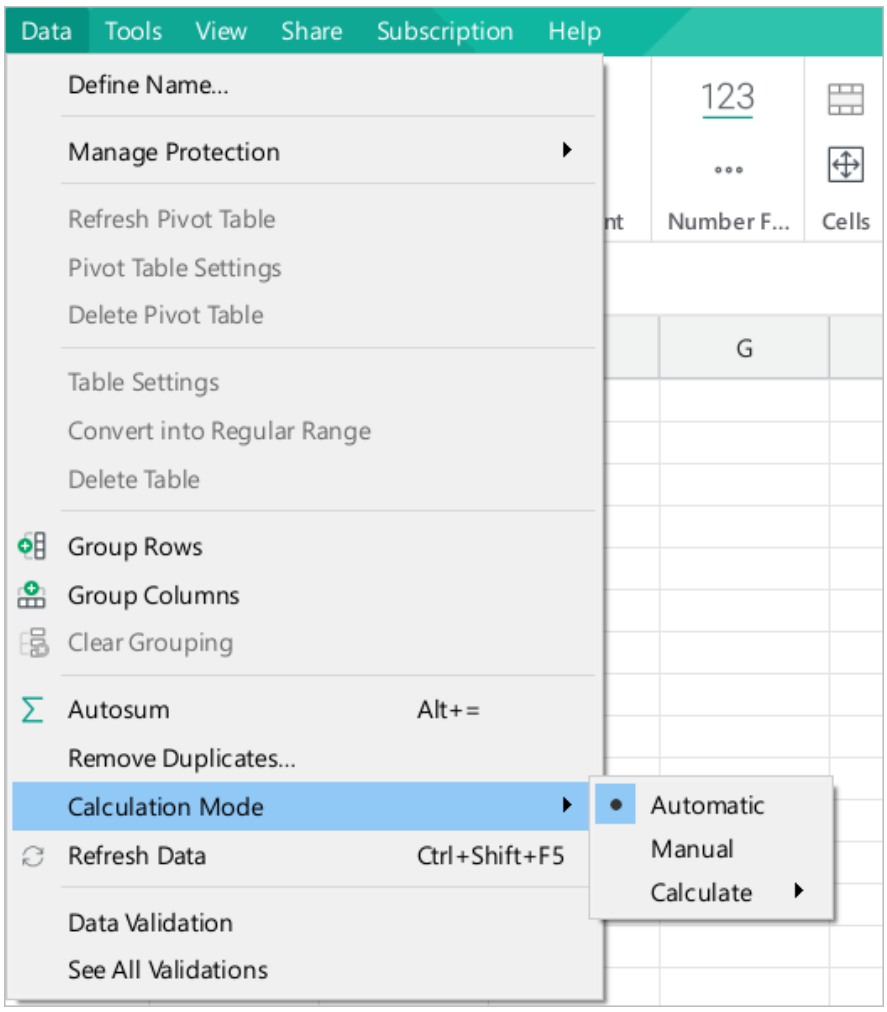



Figure 206. Calculation mode sub-menu

– On the Toolbar, in the **Data** section, click the button depicting the current recalculation mode. For example,  (see Figure 207).

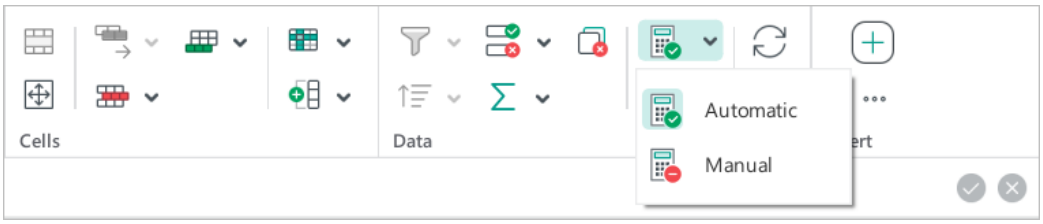



Figure 207. Recalculation modes

2. In the sub-menu that opens, select the desired formula recalculation mode: **Automatic** or **Manual**.

The icon of the selected mode is displayed in the Status bar (see Figure 208).

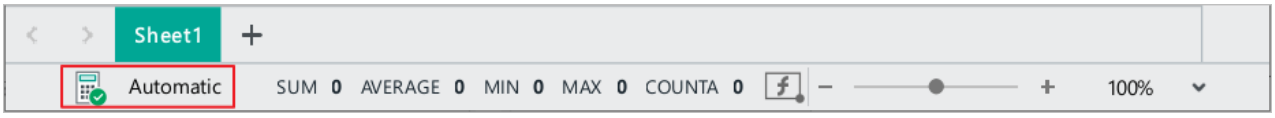



Figure 208. Status bar

#### 4.6.4.2 Recalculation of formulas in automatic mode

In automatic mode, only outdated formula values are recalculated when opening a document. If you want to force recalculate all formulas in the document, press **Ctrl**+**Shift**+**F9** / ⇧ **Shift**+⌘ **Cmd**+**F9**.

#### 4.6.4.3 Recalculate formulas manually

You can manually recalculate outdated formula values in the entire document, on an open sheet, or in selected cells.

To recalculate outdated formula values in the entire document, do one of the following:

– In the Command menu, select **Data** > **Calculation Mode** > **Calculate** > **Whole Document** (see Figure 209).

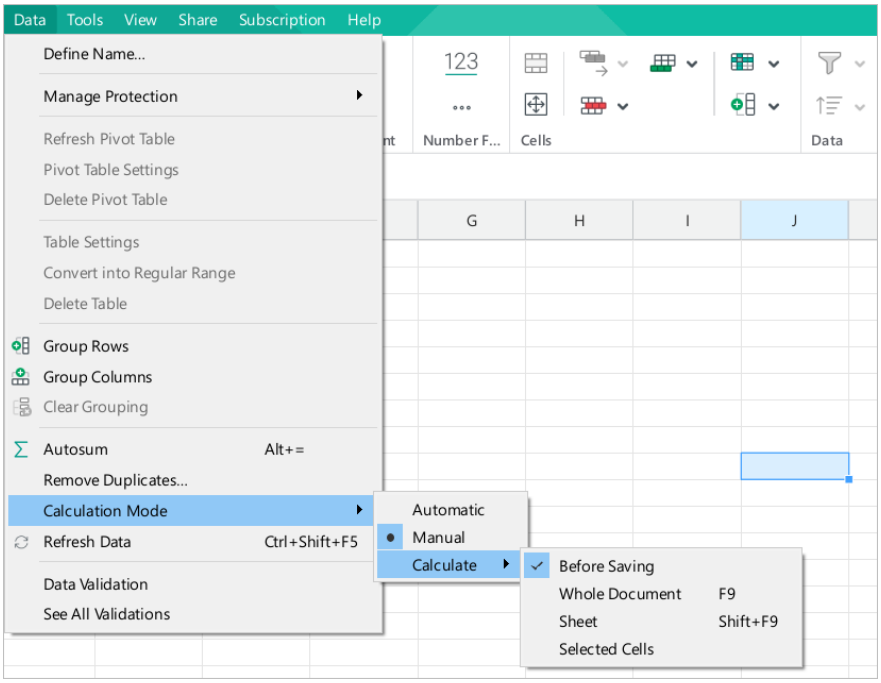



Figure 209. Commands to recalculate outdated formula values manually

– On the Toolbar, in the **Data** section, click the recalculation area selection button and select **Whole Document** from the drop-down list (see Figure 210).

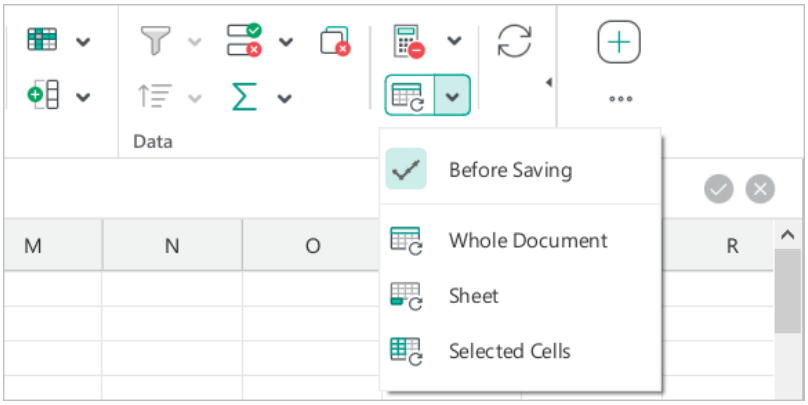



Figure 210. Commands to recalculate outdated formula values manually

– Press **F9**.

To recalculate outdated formula values on a sheet currently open, do one of the following:

– In the Command menu, select **Data** > **Calculation Mode** > **Calculate** > **Calculate Sheet** (see Figure 209).
– On the Toolbar, in the **Data** section, click the recalculation area selection button and select **Calculate Sheet** from the drop-down list (see Figure 210).
– Right-click the sheet tab and run the **Calculate Sheet** command from the context menu (see Figure 211).

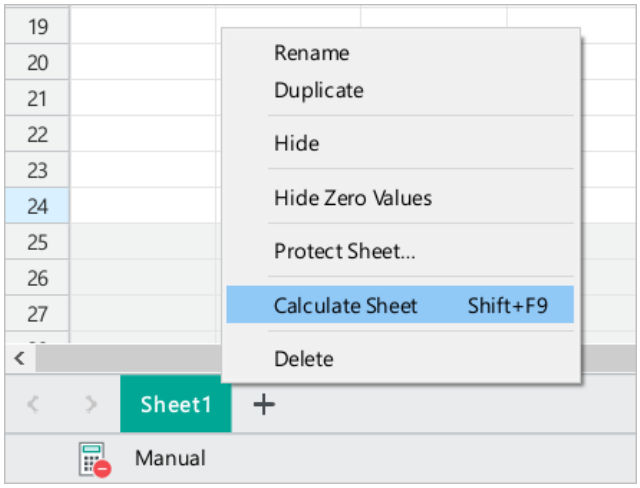



Figure 211. Calculate Sheet command

– Press **Shift**+**F9** / ⇧ **Shift**+**F9**.

To recalculate outdated formula values in one or more selected cells, do one of the following:

– In the Command menu, select **Data** > **Calculation Mode** > **Calculate** > **Calculate Selected Cells** (see Figure 209).
– On the Toolbar, in the **Data** section, click the recalculation area selection button and select **Calculate Selected Cells** from the drop-down list (see Figure 210).
– Right-click the selected cells and choose **Calculate Selected Cells** command from the context menu.

#### 4.6.4.4 Recalculate formulas when saving a document

When the user saves the document, recalculation of outdated formula values is carried out if the **Before Saving** box is checked.

In **Automatic** mode, the **Before Saving** box is always checked and locked.

In **Manual** mode, the **Before Saving** box is checked by default. If you want to uncheck the box, do one of the following:

– In the Command menu, select **Data** > **Calculation Mode** > **Calculate** and uncheck the **Before Saving** box (see Figure 212).

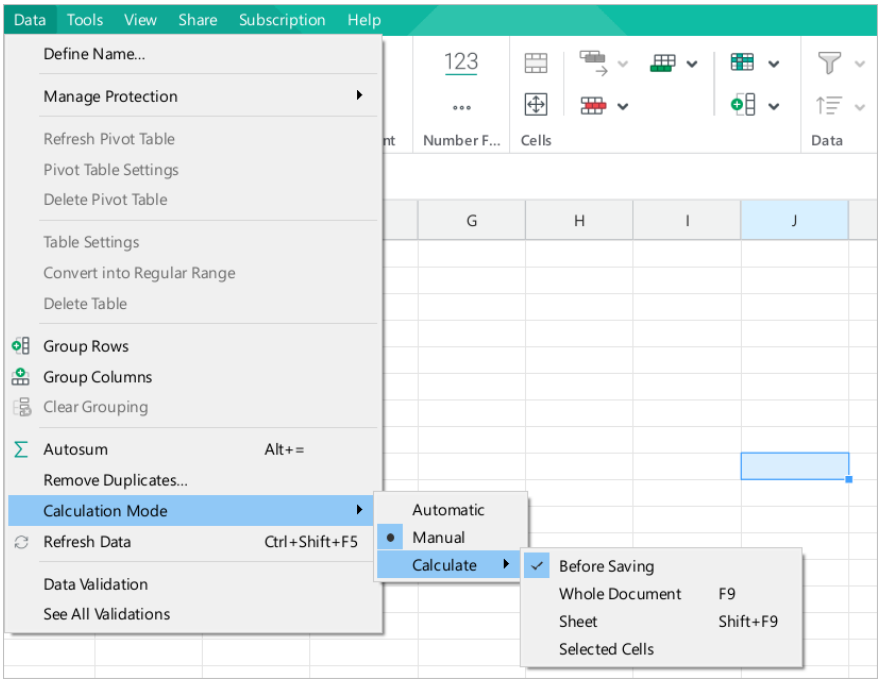



Figure 212. Before Saving checkbox

– On the Toolbar, in the **Data** section, click the recalculation area selection button and uncheck the **Before Saving** box (see Figure 213).

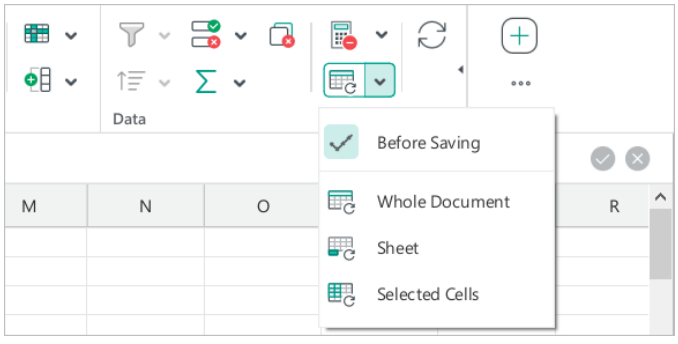



Figure 213. Before Saving checkbox

### 4.6.5 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 214):

- **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, click the button.
2. In the opened list, check the boxes of the functions that will be displayed in the Status bar.

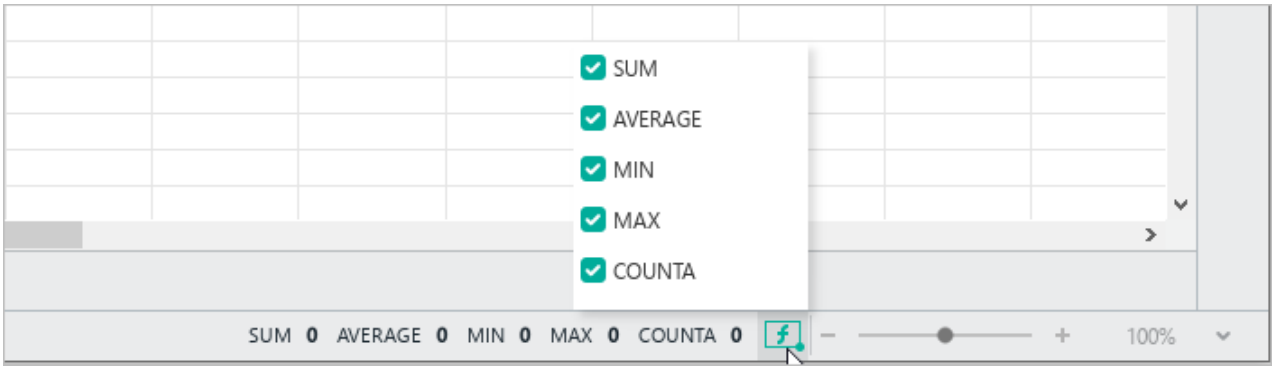



Figure 214. Selecting the displayed functions

### 4.6.6 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 215).

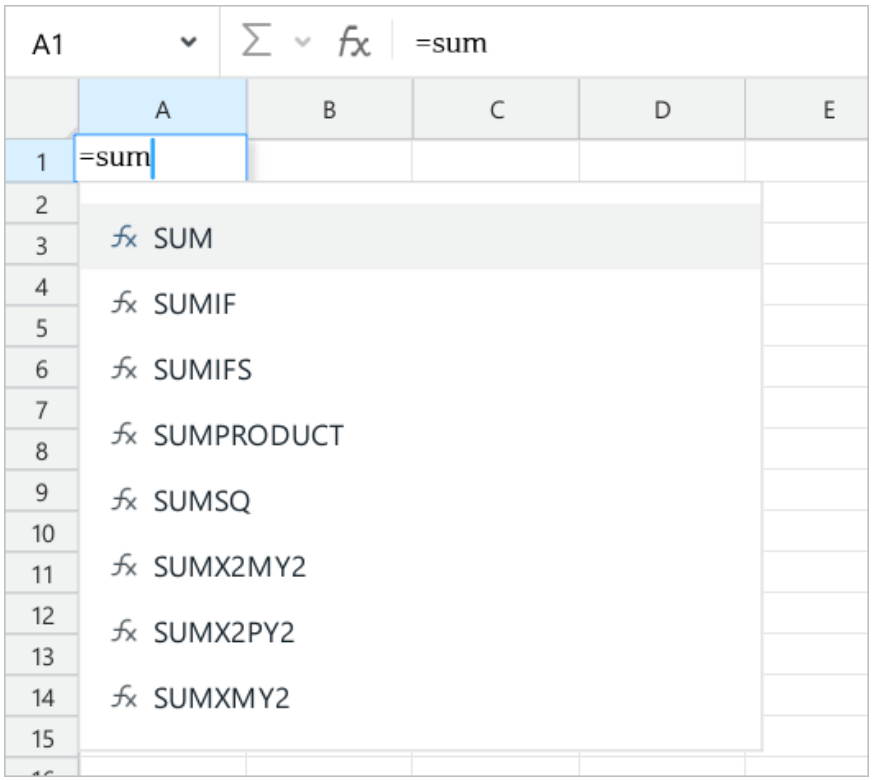



Figure 215. List of functions

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**.

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 216).
   Move the tooltip box with the description with the left mouse button pressed.

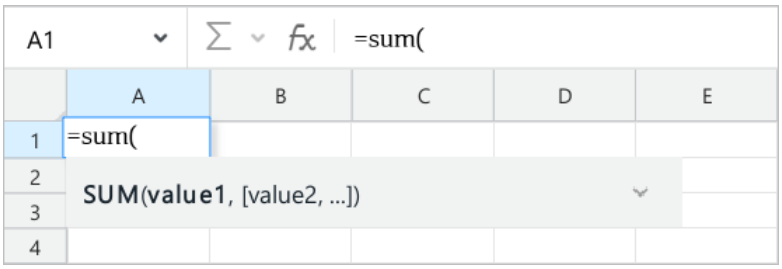



Figure 216. Description of a function

6. Enter function arguments.

> MyOffice Spreadsheet allows you to define an entire column, a range of columns, an entire row, or a range of rows as an argument by selecting their headers as you enter the function.

> In 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 217).

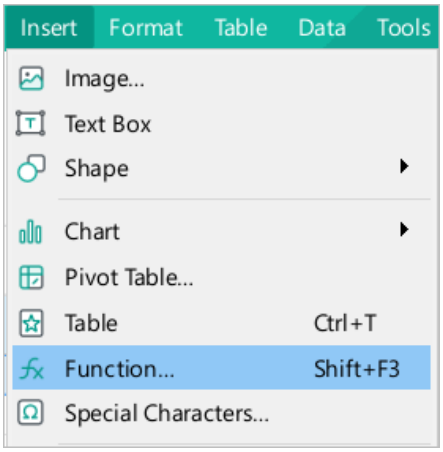



Figure 217. Insert menu

   – On the Formula bar, click fx (see Figure 218).

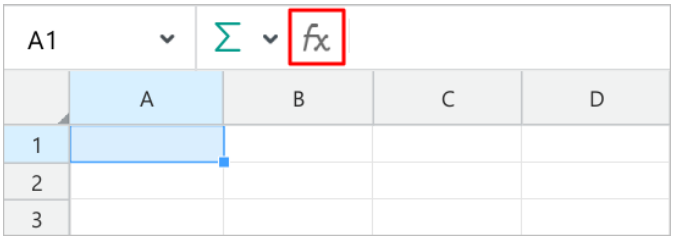



Figure 218. fx button

   – On the Toolbar, select the **Insert** section and click ···. In the displayed insert pane, select fx **Function** (see Figure 219).

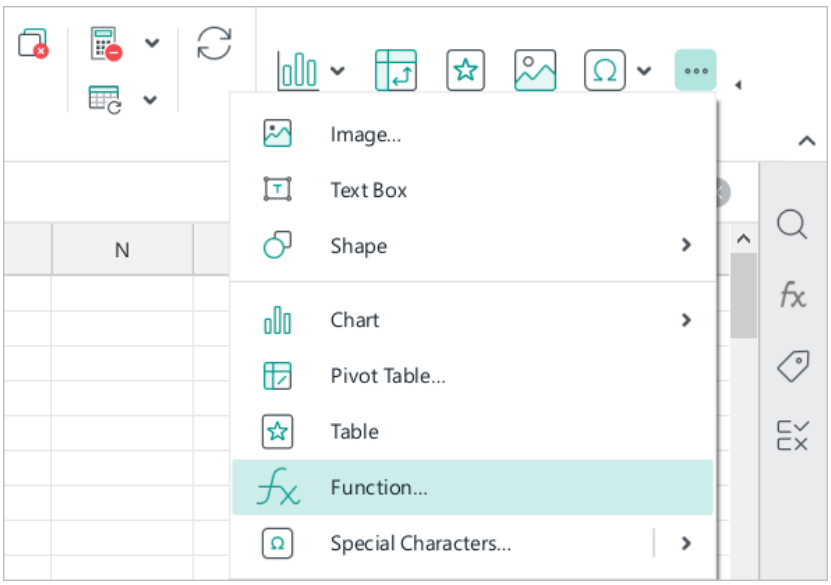



Figure 219. Insert menu

- On the Sidebar, click the **Insert Function** button (see Figure 219).
- 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.

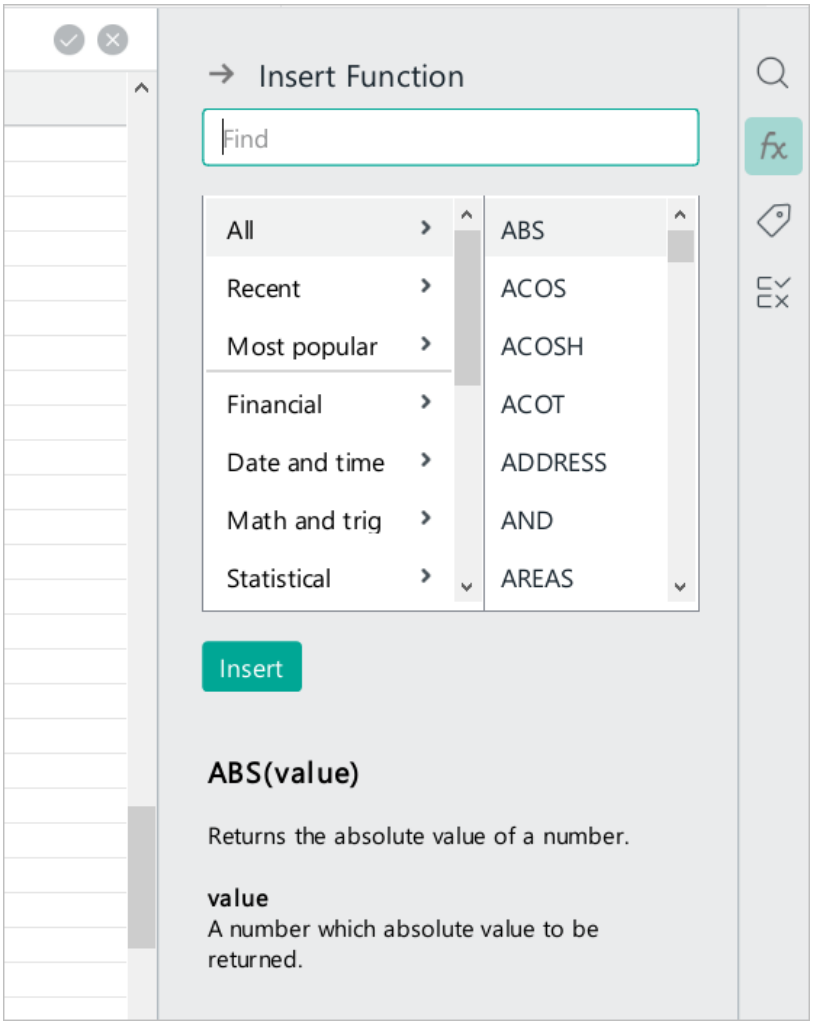



Figure 220. Insert function pane

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.

In 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, click the button on the Formula bar or press **Enter**. To cancel entering a function, click 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 217).
   - On the Formula bar, click fx (see Figure 218).
   - On the Toolbar, in the **Insert** section, click ···. In the insert pane that appears, click the fx **Function** button (see Figure 219).
   - On the Sidebar, click fx **Insert Function** (see Figure 220).
   - Click the button → at the top of the Insert function pane (see Figure 220).
   - Press **Shift**+**F3**.

When working with numeric data, you often need to carry out typical operations on it and output the result in a separate cell, for example, to calculate the sum or display the average value for selected columns or rows. For this purpose, it is convenient to use the **Autosum** operation. The operation allows you to use five popular data processing functions: SUM, MIN, MAX, AVERAGE, COUNT.

**Autosum** recognizes the cell range with numeric data and substitutes it into the function. The cells selected before the operation will determine where the result of the calculation will be output and what range of data will be used. For example, to calculate the sum for a column, you can:

- Select an empty cell below the column. The result will be inserted into this cell.
- Select the entire column. The result will be inserted into the empty cell under the column closest to the range.
- Select a cell range if you want to use only part of the cells in the calculation. The result will be inserted into the empty cell under the column closest to the range.

It is important to take into account the following:

- If the range contains several cells with the results of the same function, only such cells will be automatically included in the range. This is convenient when any subtotals have already been calculated in the column, and the final total will be their sum.
- If an empty cell next to an area with numbers is selected, all numbers after the nearest cell with text, an empty cell, or a cell with the same function will automatically be included in the range (see Figure 221).

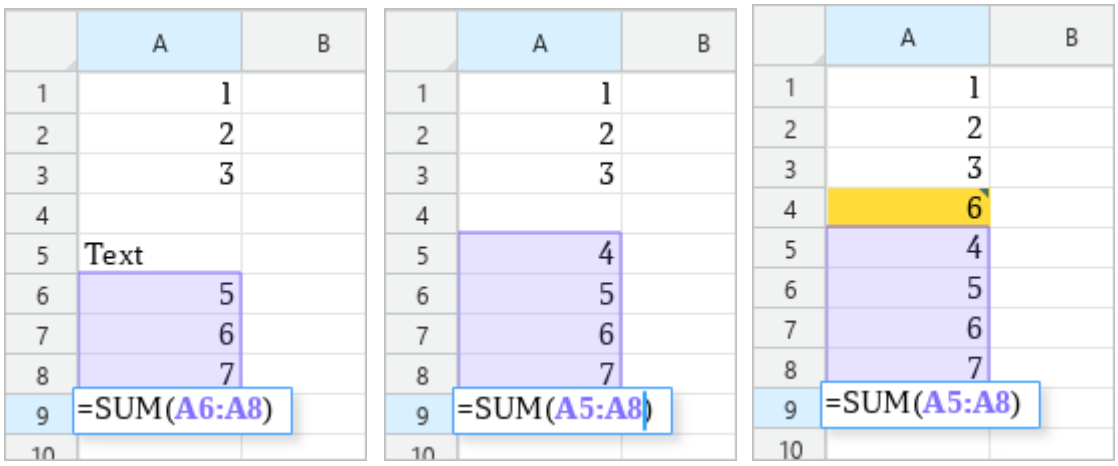



Figure 221. Examples of automatic range detection when selecting a single cell

– If a cell range, column or row is selected, the function will include all data after the cell with the same function (see Figure 222).

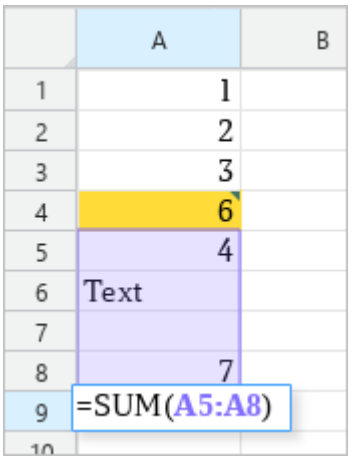



Figure 222. Example of automatic range detection when selecting a cell range

To enter a function using the **Autosum** operation, follow the steps below:

1. Select an empty cell next to the data, a column, row, or cell range.
2. Run the **Autosum** operation in one of the following ways:
   – Click Σ **Autosum** in the Formula bar or in the **Data** section of the Toolbar (see Figure 223 and Figure 224). The SUM function will be used. If you want to use another function, click the arrow to the right of the button and select the desired function from the drop-down list.

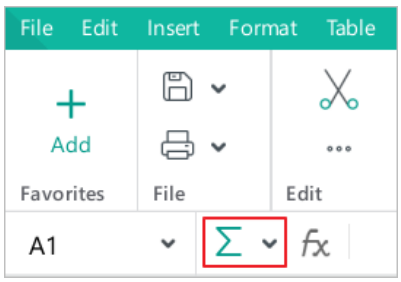



Figure 223. Autosum on the Formula bar

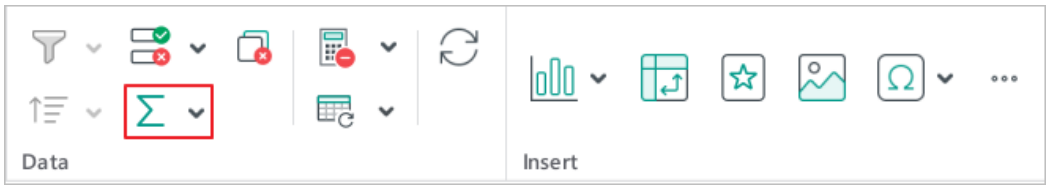



Figure 224. Autosum on the Toolbar

– In the **Data** menu, select **Autosum** (see Figure 225).

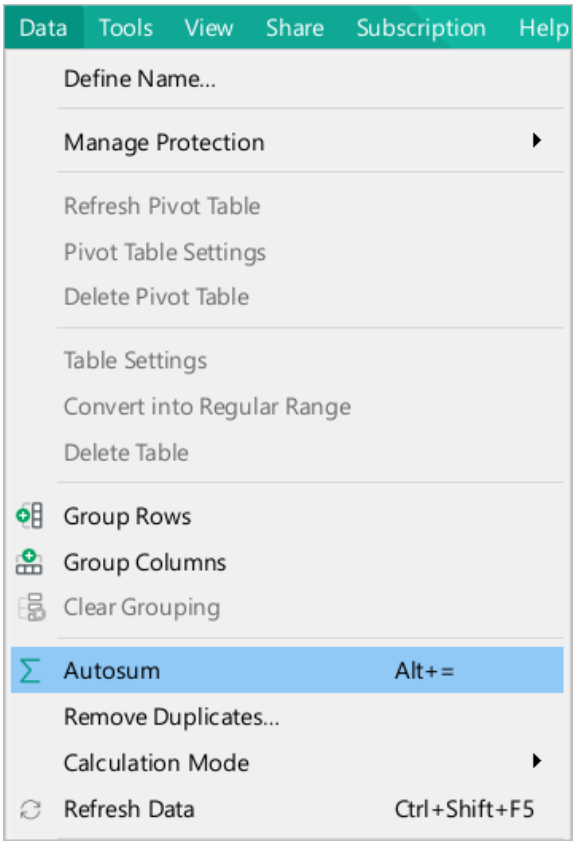



Figure 225. Autosum in the Command menu

– Press **Alt+=** / **⌥ Option+=**.

When you select an operation from the Command menu, Quick Actions box, or by using a keyboard shortcut, only the SUM function can be used.

3. If necessary, edit the function arguments or add additional ones to them.
4. To finish entering the function, click the button in the Formula bar or press **Enter**. To cancel entering a function, click the button in the Formula bar or press **Esc**.

Only visible cells of the range are included in the calculation. The maximum possible number of arguments when using **Autosum** is 255.

### 4.6.7 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 **Alt**+**F9** / ⌥**Option**+**F9** to replace formula, fully or partially, with the calculated value.

### 4.6.8 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 4.14.2.1).

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 226).

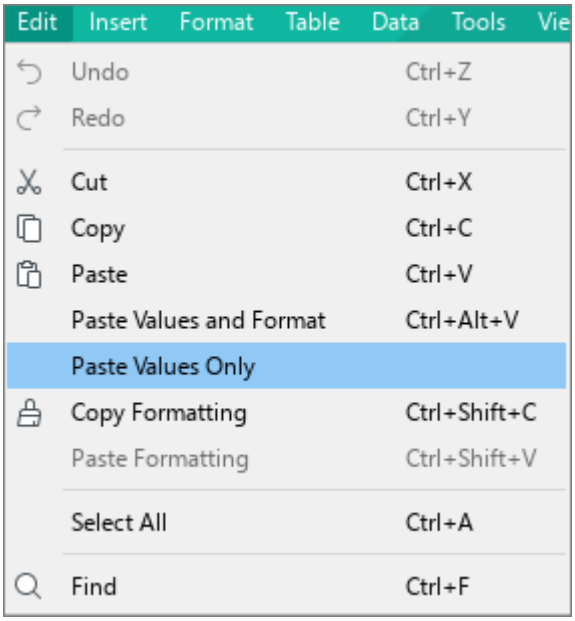



Figure 226. Edit menu

– On the Toolbar, select the **Edit** section and click the arrow to the right of the **Paste** button. In the drop-down list, select **Paste Values Only** (see Figure 227).

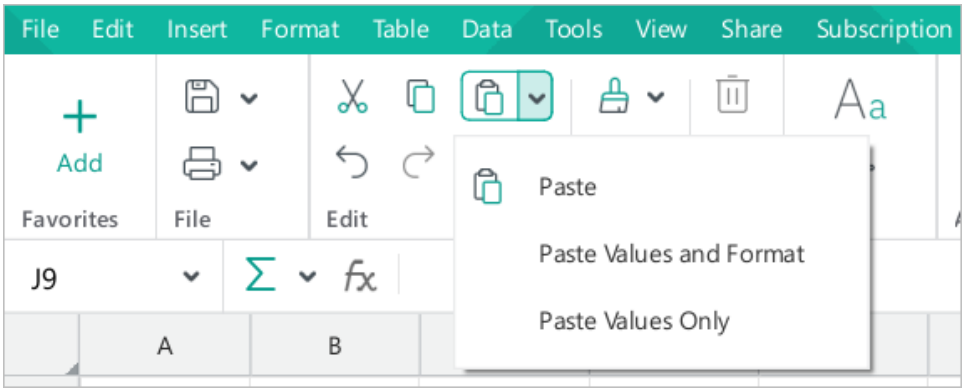



Figure 227. Paste Values Only command

– Open the context menu of the cell by right-clicking and run the **Paste Values Only** command.

To insert the result of formulas calculation with the original formatting intact, do the following:

1. Select the place 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.
2. Paste the content in one of the following ways:
   – In the **Edit** menu, select **Paste Values and Format** (see Figure 226).
   – 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 and Format** command (see Figure 227).
   – Right-click the selected cells or the contents of the selected rows/columns to open the context menu and click **Paste Values and Format**.
   – Press **Ctrl+Alt+V / ⌥Option+⌘Cmd+V**.

### 4.6.9 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 228). 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.

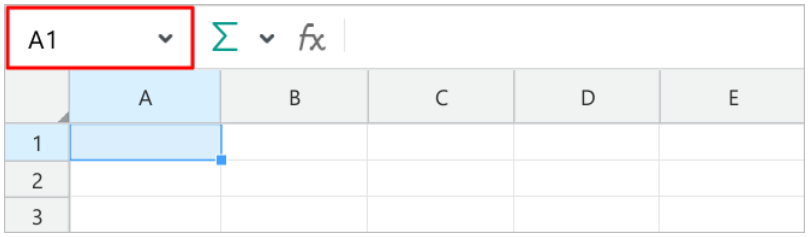



Figure 228. Range field

– **Name Manager:** It opens when you click the **Name Manager** button on the Sidebar (see Figure 229).

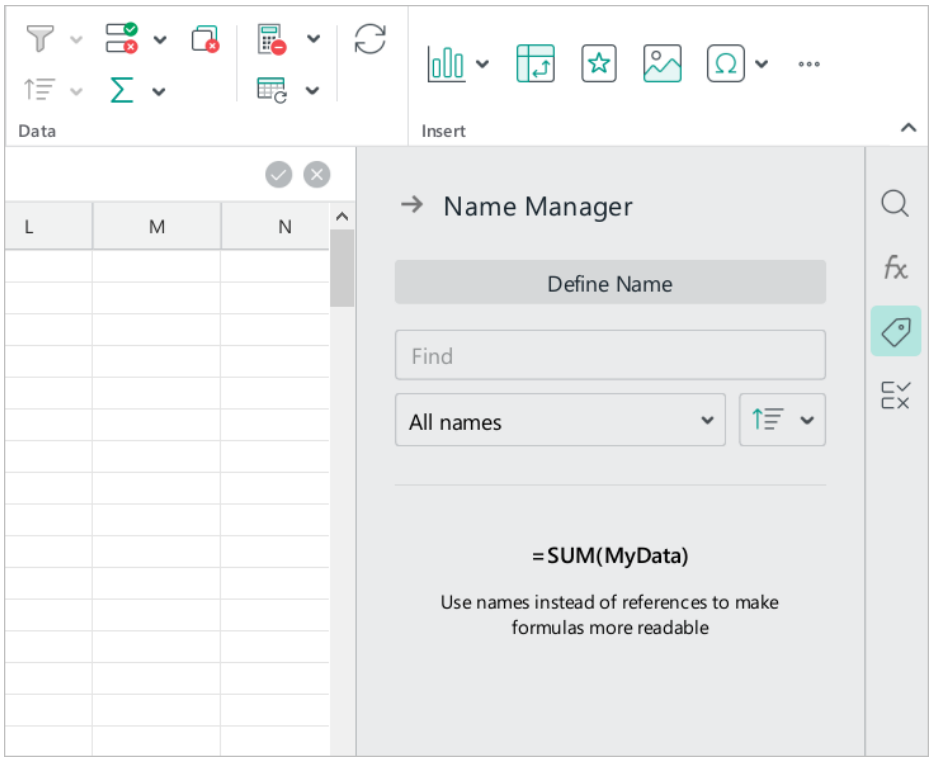



Figure 229. Name Manager

#### 4.6.9.1 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)

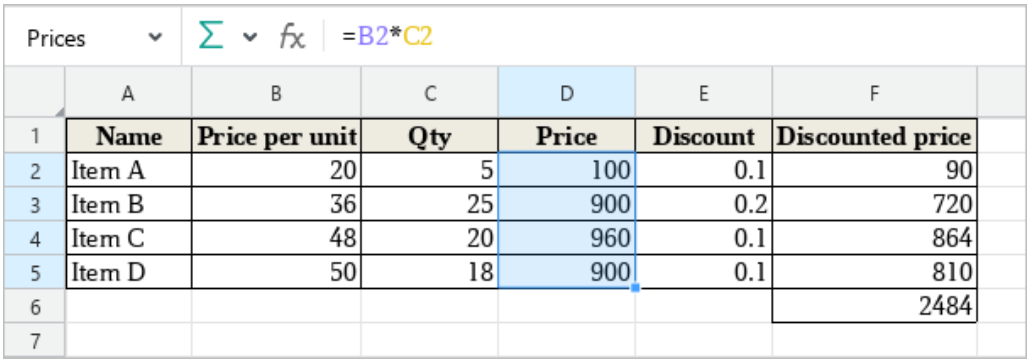
The name can be set using the range field (quick way) or using the **Name Manager**.

##### 4.6.9.1.1 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 | **Name** | **Price per unit** | **Qty** | **Price** | **Discount** | **Discounted 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 |
| 6 | | | | | | 2484 |
| 7 | | | | | | |

Figure 230. 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**.

#### 4.6.9.1.2 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 **Data** menu, select **Define Name** (see Figure 231).

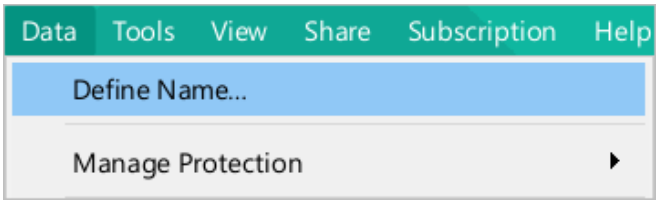



Figure 231. Define Name command menu command

   – 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 232).

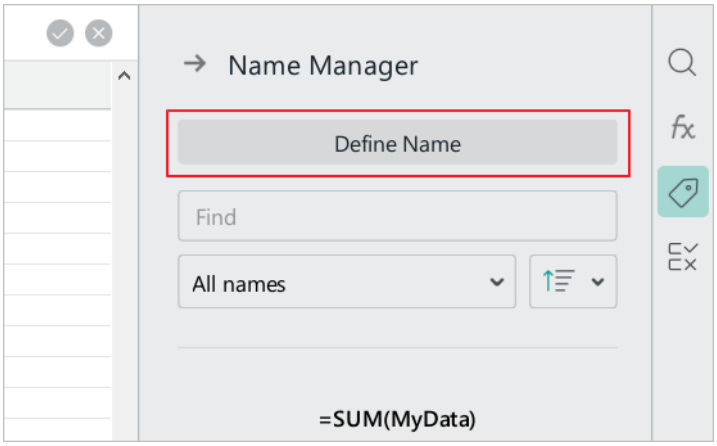



Figure 232. Define Name button

3. In the **Name Manager**, specify the data to create the name (see Figure 233):
   – 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.

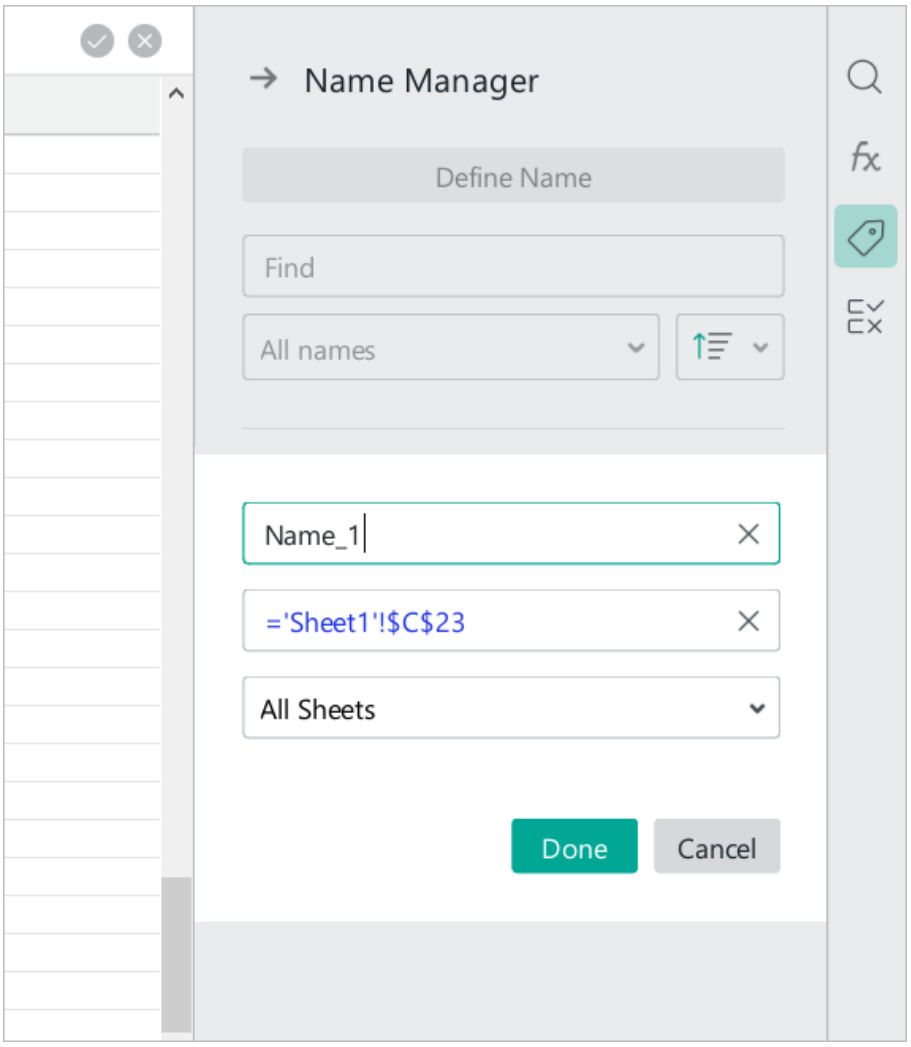



Figure 233. Create a name using the Name Manger

   – 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.

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 234).

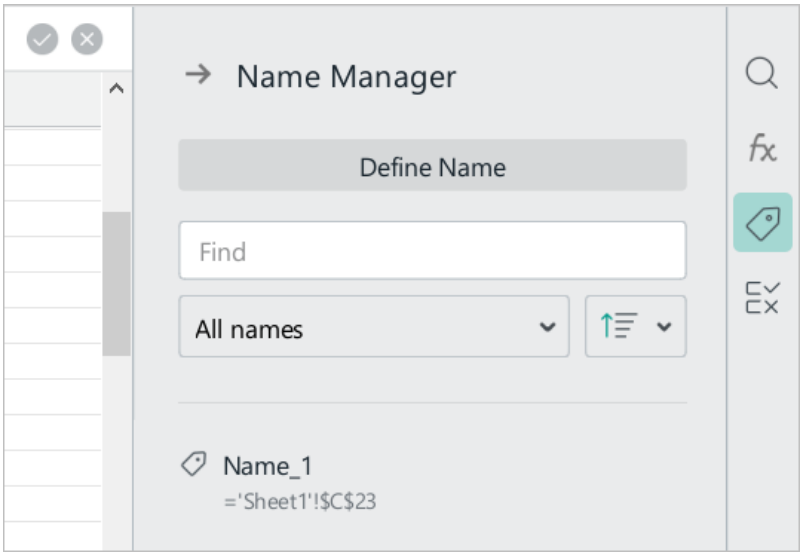



Figure 234. Name created in the Name Manager

#### 4.6.9.2 Find a name

The name can be found using the range field or the **Name Manager**.

The search is not case-sensitive.

##### 4.6.9.2.1 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 235).
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**.

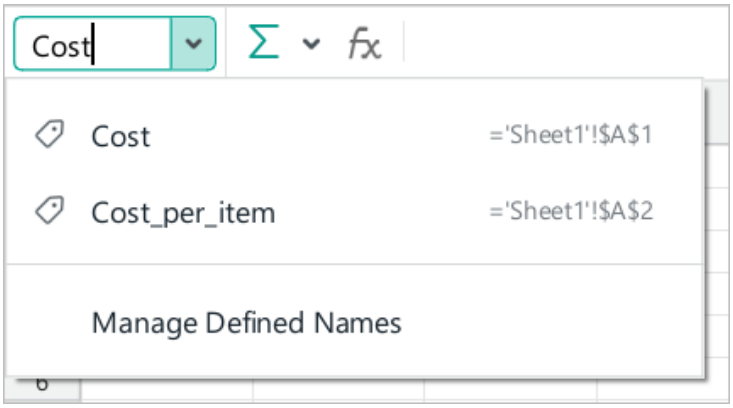



Figure 235. Quick name search

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 236).
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**.

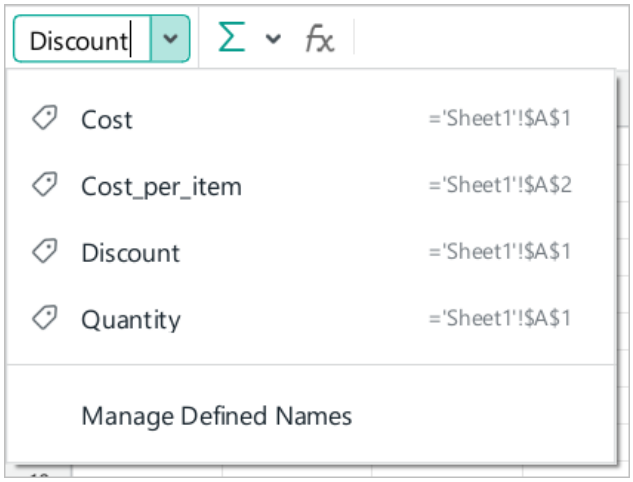



Figure 236. Name list

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).

#### 4.6.9.2.2 Find using the Name Manager

Open the **Name Manager** in one of the following ways:

– On the Sidebar, click **Name Manager** button (see Figure 237).

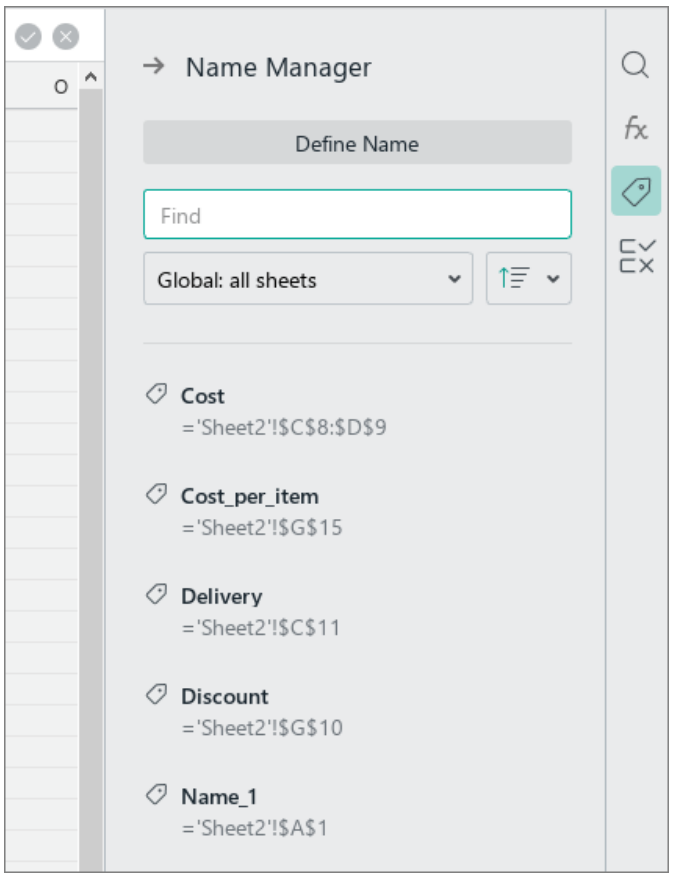



Figure 237. Name Manager

– In the range field, click and select **Manage Defined Names** (see Figure 238).

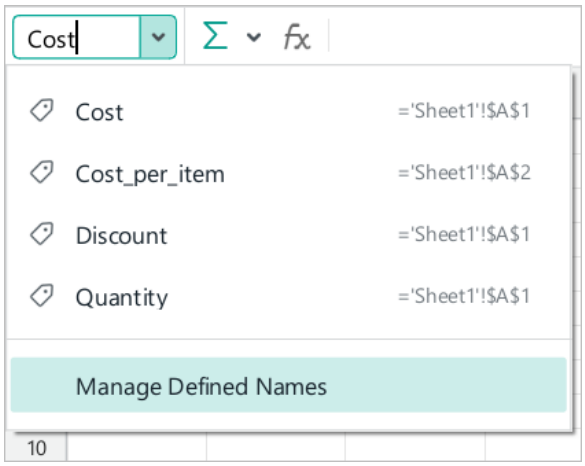



Figure 238. Manage Defined Names

The **Name Manager** displays a complete list of names that the current spreadsheet contains (see Figure 237). 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 239).

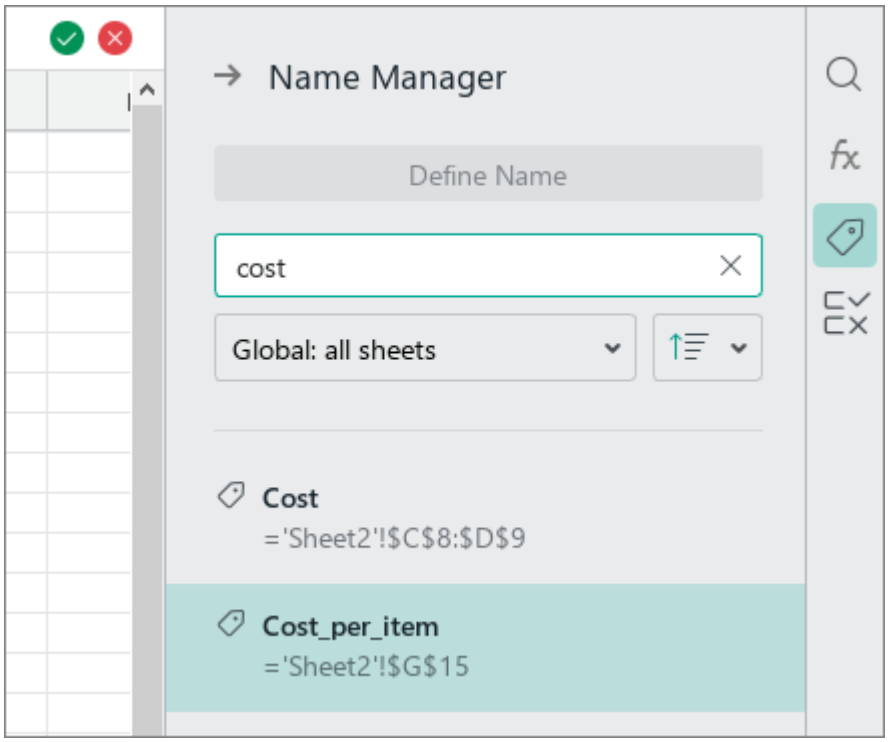



Figure 239. Search bar

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 240).
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.

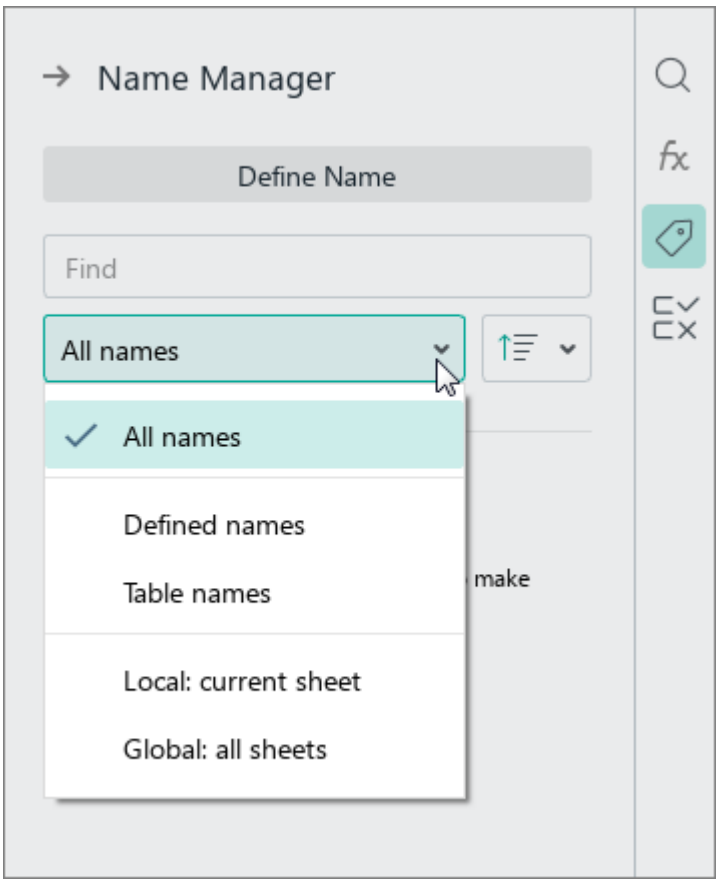



Figure 240. All names field

To select the list sorting type, do the following:

1. Click ↑≡ (see Figure 241).
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).

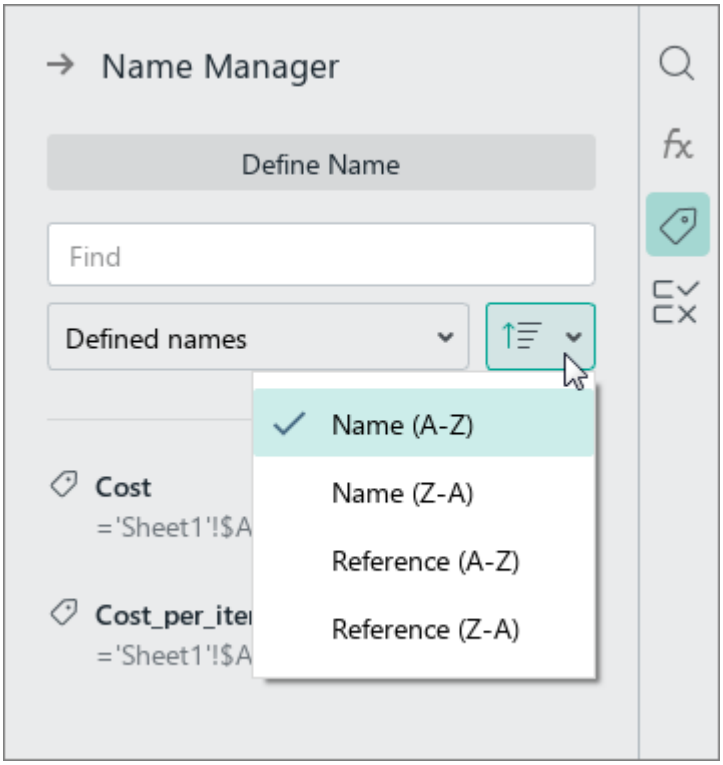



Figure 241. Selecting the sorting type

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).

#### 4.6.9.3 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 242). 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**.

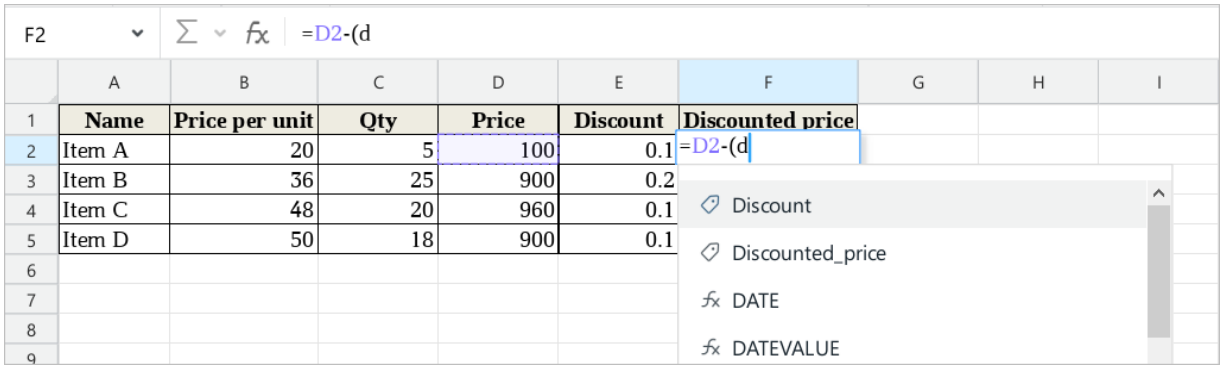



Figure 242. Enter names manually

To enter a name using a range field, search for it as described in Section 4.6.9.2.1 (see the example in Figure 243).

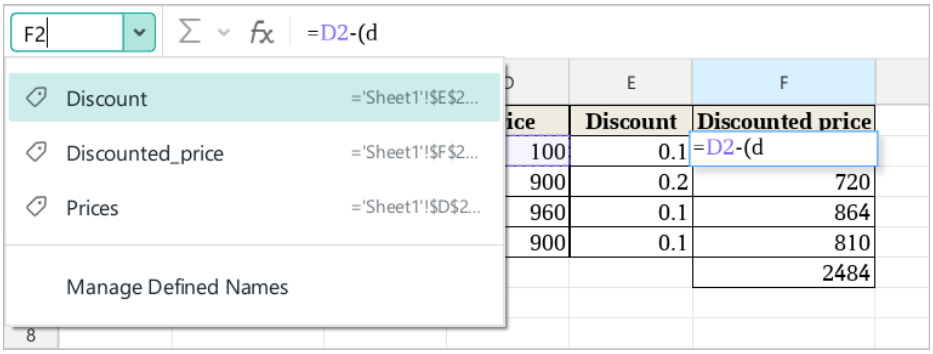



Figure 243. Entering name using the range field

To enter the name using the **Name Manager**, do the following:

1. Perform the name search as described in Section 4.6.9.2.2.
2. Select a name with the mouse or keyboard keys (see Figure 244):
   - Select the name with a double-click.
   - Select the name with the ↓ and ↑ keys and press **Enter**.

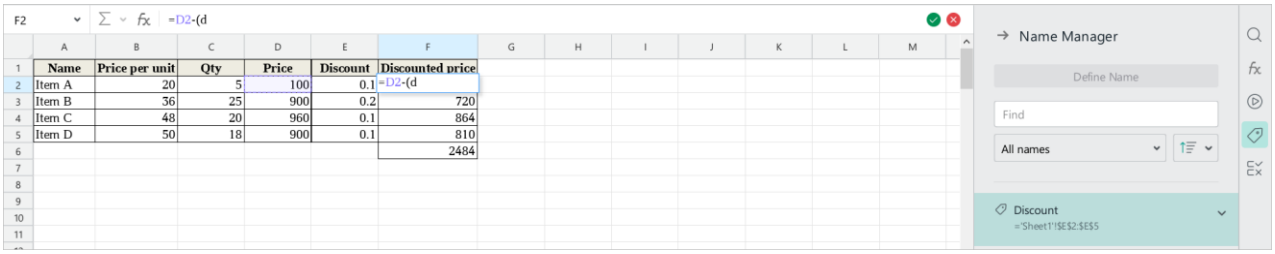



Figure 244. Enter name using Name Manager

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**.

#### 4.6.9.4 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 237).
   – In the range field, click and run the **Manage Defined Range** command (see Figure 238).
2. In the **Name Manager**, place the cursor on the desired name and click the **Expand** button (see Figure 245).

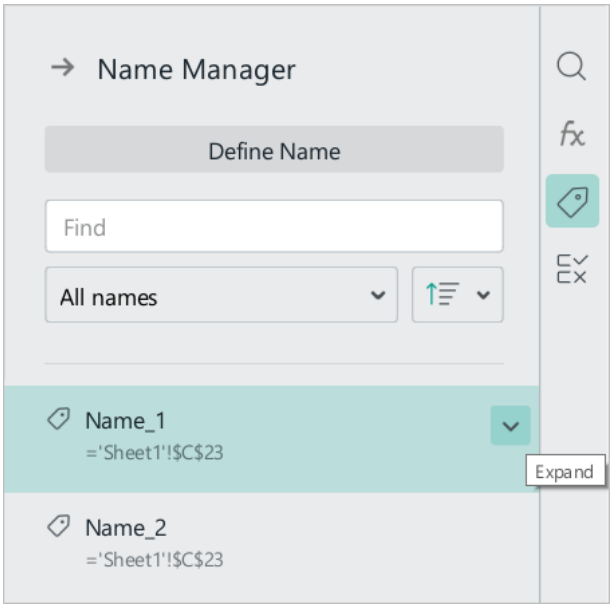



Figure 245. Expand button

If the name belongs to a cell/range, the cell/range will be highlighted in the spreadsheet.

The **Name Manager** displays the properties of the selected name (see Figure 246). The text in the **Name** and **Reference** fields can be copied if necessary.

To hide the name properties, click **Collapse**.

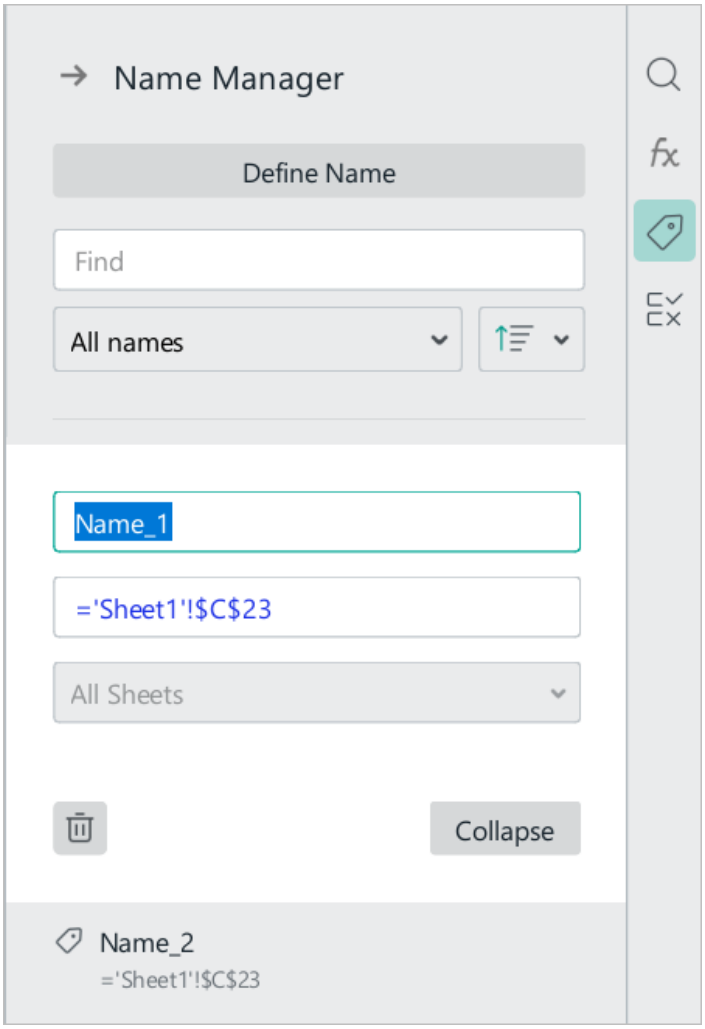



Figure 246. Name properties

#### 4.6.9.5 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 245).
   - In the **range** field, click the button and run the **Manage Defined Names** command (see Figure 238).
2. In the **Name Manager**, place the cursor on the desired name and click the **Expand** button (see Figure 245).
3. Click **Delete** (see Figure 246).

### 4.6.10 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 4.6.11), as well as references to cell names and ranges, is not allowed (see Section 4.6.9).
- The reference that is entered manually into the cell with the name (see Section 4.6.9) 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.

#### 4.6.10.1 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 4.1.8).
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**.

#### 4.6.10.2 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 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) |

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) |

***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) |

#### 4.6.10.3 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 247). This line is displayed under the Toolbar.

The application will recalculate formulas and functions taking into account new values from an external document.

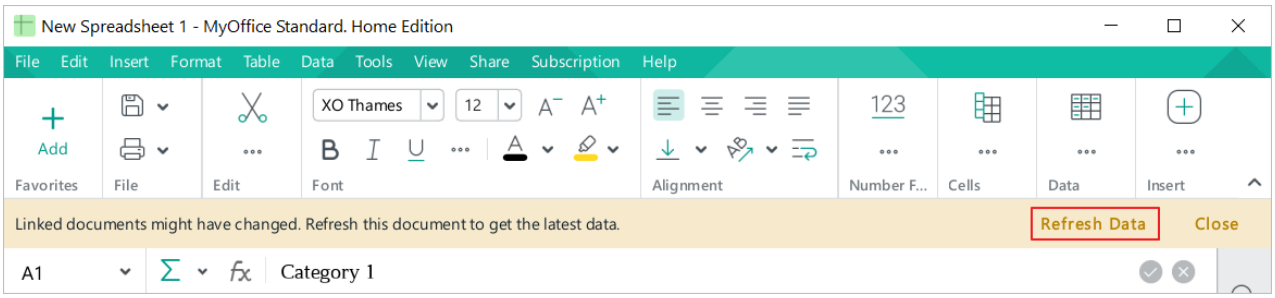



Figure 247. Refresh Data button

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 248).

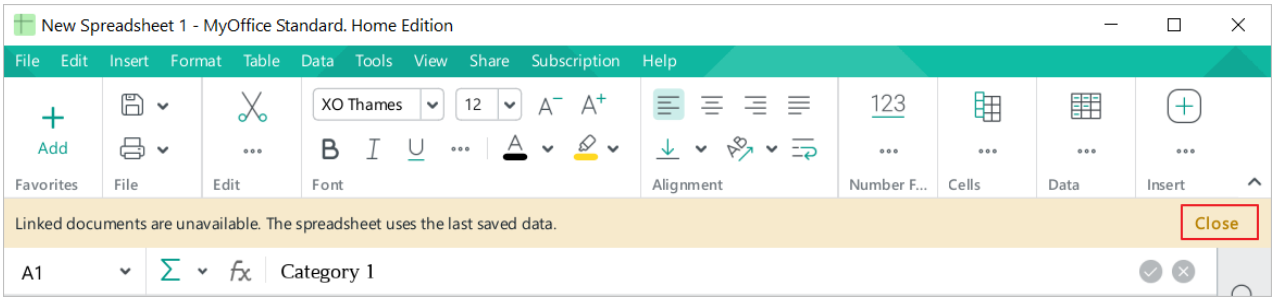



Figure 248. Close button

To update the data when working with a document, do one of the following:

– In the **Data** menu, select **Refresh Data** (see Figure 249).

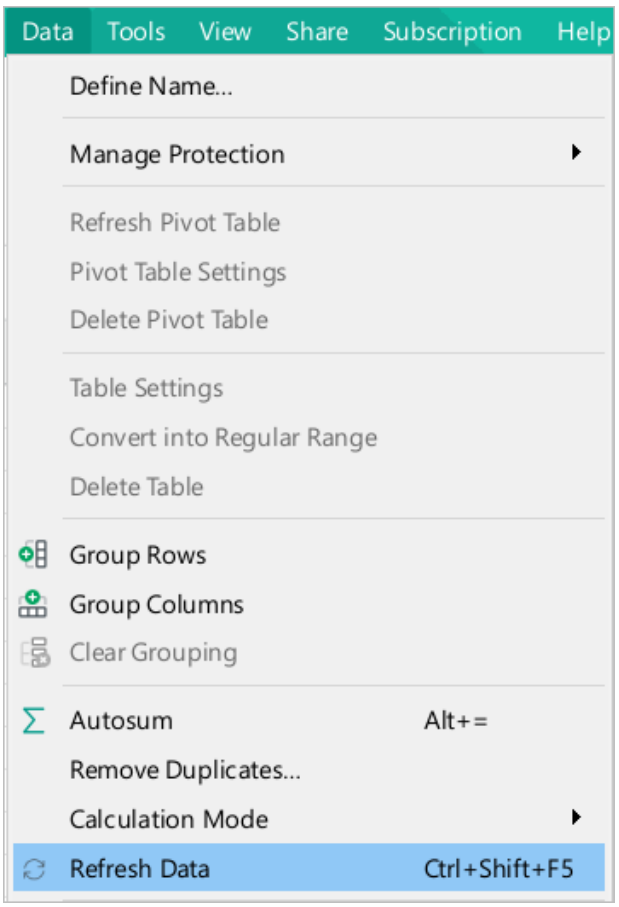



Figure 249. Refresh Data command menu option

– On the Toolbar, in the **Data** section, click **Refresh Data** (see Figure 250).

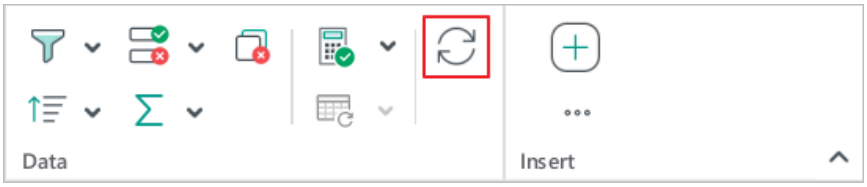



Figure 250. Refresh Data button

– Press **Ctrl**+**Shift**+**F5** / ⇧**Shift**+⌘**Cmd**+**F5**.

Data on external references are updated automatically when a new document reference is created or when an existing one is edited. In this case, the data is updated only for those documents that are specified in the created or edited formula.

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).

### 4.6.11 Structured references

You can use structured references with tables (see Section 4.8). 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

#### 4.6.11.1 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 (see Figure 251).

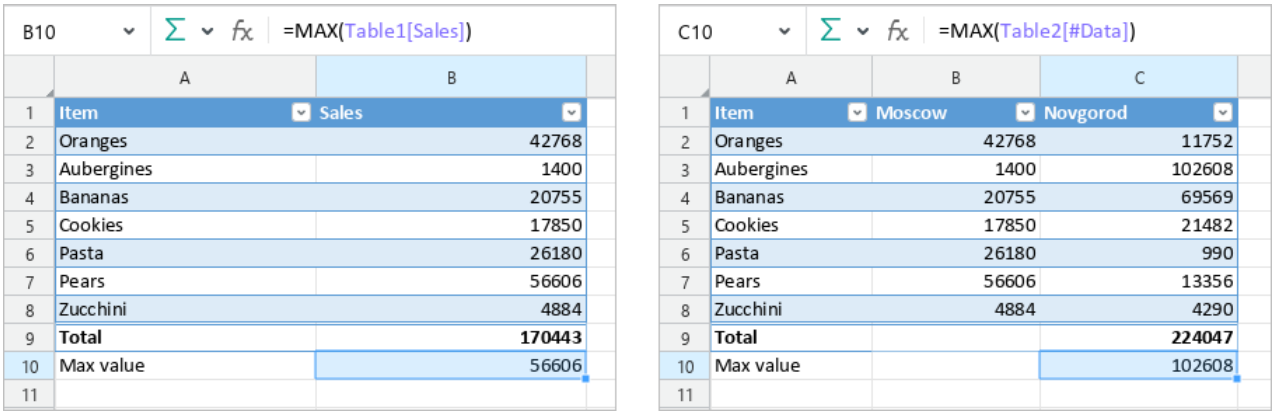



Figure 251. Structured reference

Examples of common and structured references can be found below.

**Table 14. Reference examples**

| Description | Regular reference | Structured reference |
|---|---|---|
| Reference to cell range of the **Sales** column in **Table 1** | =MAX(**B2:B8**) | =MAX(**Table1[Sales]**) |
| Reference to the data area in **Table 2** | =MAX(**A2:C8**) | =MAX(**Table2[#Data]**) |

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 **=MAX(Table1[Sales])** will be automatically replaced with **=MAX([Sales])**.

If a formula with a structured reference is located outside the table, the name of the table must be specified.

#### 4.6.11.2 Structured reference syntax

Structured references can refer to the following table data:

**Table 15. 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<br>OR<br>@<br>OR<br>#This row | Cell at the intersection of the current row and the specified column (implicit intersection).<br><br>The **#This row** reference will automatically change to @. |

Examples of structured references can be found below.

**Table 16. Structural reference examples**

| | Entire table | Data only | Headings only | Results only |
|---|---|---|---|---|
| Table<br>Table1 | Table1[#All] | Table1<br><br>Table1[#Data] | Table1[#Headings] | Table1[#Totals] |
| Column N | Table1[[#All],[N]] | Table1[N]<br><br>Table1[[#Data],[N]] | Table1[[#Headings],[N]] | Table1[[#Totals],[N]] |
| Columns from<br>N to M | Table1[[#All],[N]:[M]] | Table1[[N]:[M]]<br><br>Table1[[#Data],[N]:[M]] | Table1[[#Headings],[N]:[M]] | Table1[[#Totals],[N]:[M]] |

#### 4.6.11.3 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.

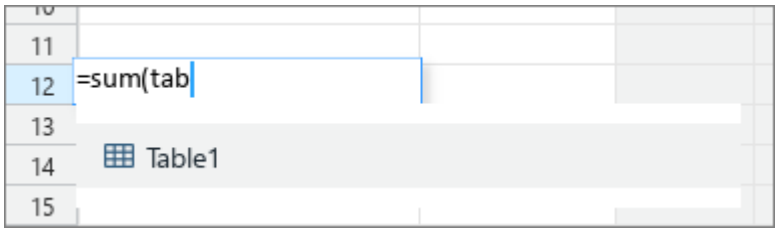



Figure 252. List of “smart” tables

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.

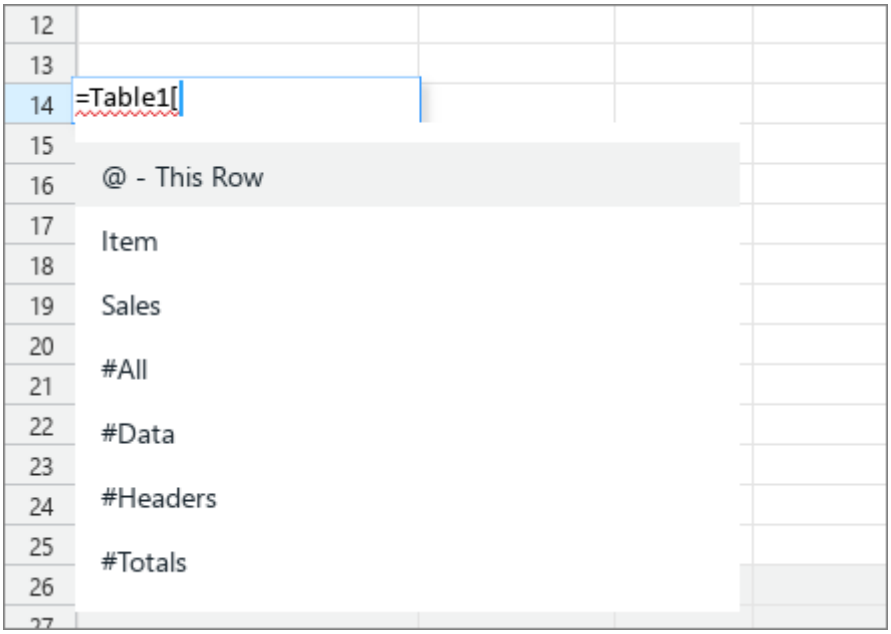



Figure 253. List of column names and data references

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).

### 4.7 Calculation operators

#### 4.7.1 Arithmetic operators

Arithmetic operators (see Table 17) 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 17. Arithmetic operators**

| Operator | Meaning | Example |
|---|---|---|
| + | Addition | =6+7 |
| - | Subtraction<br>Negation | =B12-B3<br>-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.

### 4.7.2 Comparison operators

Comparison operators (see Table 18) 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.

**Table 18. Comparison operators**

| 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 |

### 4.7.3 Text concatenation operator

The Text concatenation operator (see Table 19) combines data from text cells into one string.

**Table 19. 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)<br>Formula: =A2&A3<br>Result: MyOffice |

To combine data from 3 or more cells, use a text operator before each new cell address.

### 4.7.4 Reference operators

Reference operators (see Table 20) 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 20. Reference operators**

| Operator | Description | Example |
|---|---|---|
| : | A range operator.<br>Creates a reference to a range of cells. The operator is placed between the first and the last cell of the range.<br><br>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)**<br>(see Figure 203)<br><br>**=SUM(A1:B1:C4:D4)** – in this example, the sum of all cells between and including A1 and D4 is calculated.<br>(see Figure 204) |
| Space | Intersection operator.<br>Creates a reference to the cells located at the intersection of the specified ranges. | **=SUM(A2:C4 B2:D4)**<br>(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)**<br><br>**=SUM(B2:C4+'Sheet2'!B2:C4)**<br>(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.

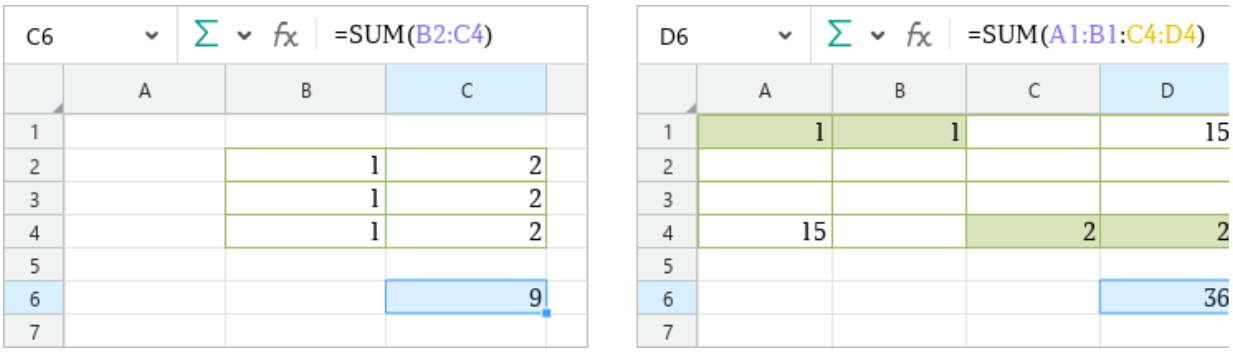



Figure 254. Range operator

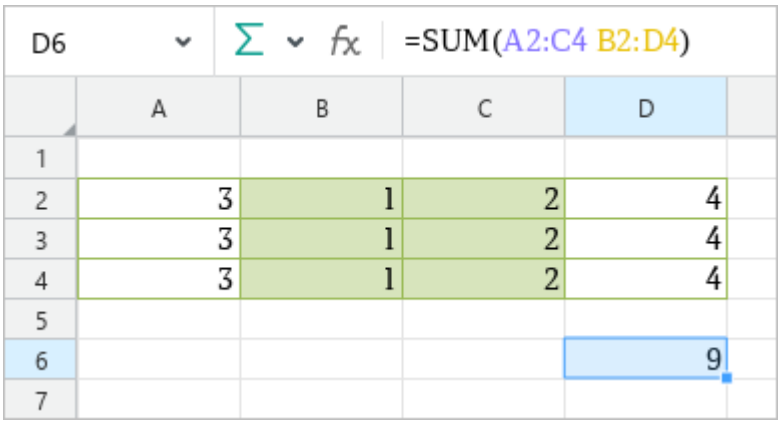



Figure 255. Intersection operator

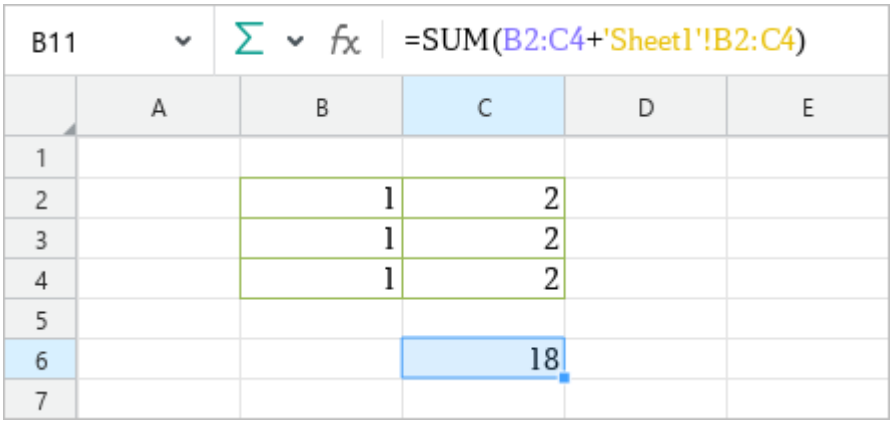



Figure 256. Operator referencing cells on another sheet

## 4.8 Tables

### 4.8.1 Create a table

Tables are a range of cells that constitute a single object with its own name, internal structure (areas) and formatting style.

Tables have a unique name within the document (by default, *Table1*, *Table2*, and so forth) and consist of the following areas:

- Header row
- Data area
- Total row

The table name, column and area names are used in structured references (see Section 4.6.11).

When working with a table, you can perform the following operations:

- Edit column names. Column names are automatically updated in the structured references of the table. If the name you enter already exists in the table, a sequence number will be automatically added to it, for example, the name “Date” will become “Date1”.
- Insert rows and columns between the existing rows and columns (but not at the end of the table).
- Copy tables within one document or from document to document, provided that both documents are open in MyOffice Spreadsheet. The copied table is automatically assigned a unique name. In all structured references, the name of the original table is automatically replaced with the name of the copied table.
- Quickly customize the order of sorting and filtering of values in columns using automatically created filters in column headers.
- Customize the table: Choose a design style from those available in the collection, include or exclude table areas (see Section 4.8.3).
- Expand the range of the table by adding new data to adjacent cells (see Section 4.8.4).
- Select the type of calculation in the total row (see Section 4.8.6).
- Convert the table to a regular range of data (see Section 4.8.7).

You can create a table only on the current sheet of the document if the sheet is not protected from changes and in **Edit** mode only.

When you select a cell range for a table, it is recommended that you consider the following constraints:

- The selected range cannot overlap with another table or pivot table.
- There should be at least one empty row between the selected range and the closest table, pivot table, merged cell, or other range containing filters.
- The selected range should not contain any cells with filters, unless they are cells in the first row of the range.
- If the first row of a range has filters, that range should not intersect or be part of another range with filters.

To create a table, follow these steps:

1. Select the cell or range of cells you want to convert to a table.
2. Open the Create Table dialog box in one of the following ways:
   - In the **Insert** menu, select **Table** (see Figure 257).

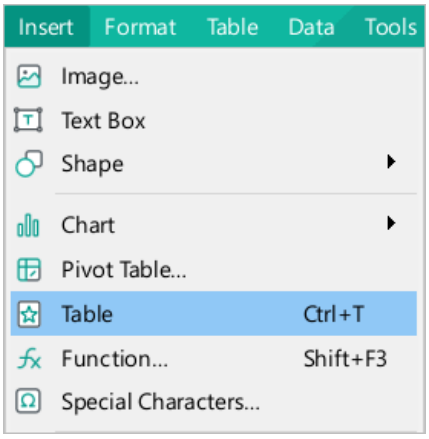



Figure 257. Table command menu option

   - On the Toolbar, in the **Insert** section, click  **Table** (see Figure 258).

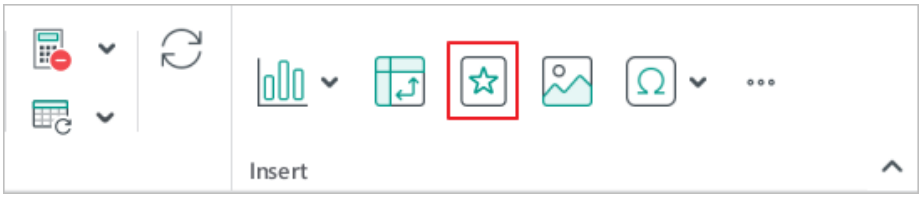



Figure 258. Table button on the Toolbar

– On the Toolbar, in the **Insert** section, click ···. In the insertion pane that appears, click **Table** (see Figure 259).

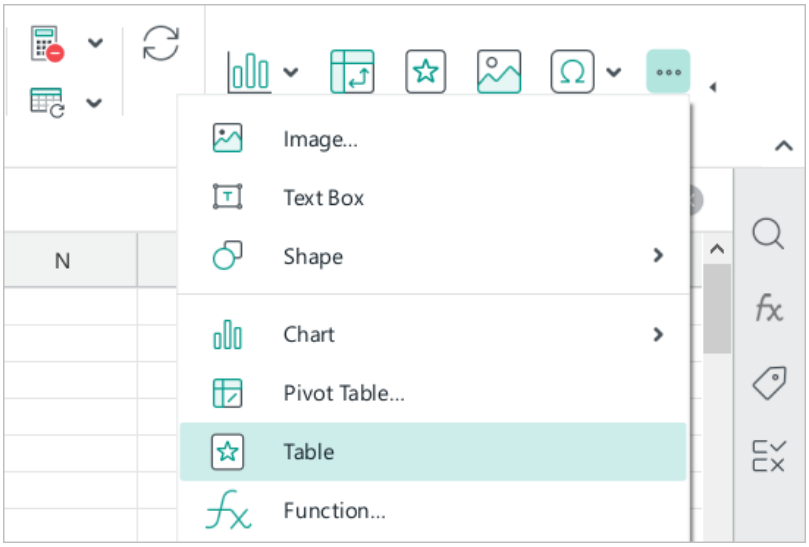



Figure 259. Table option in the insert pane

– Press **Ctrl+T** / **⌘Cmd+T**.

– Select **Table** in Quick Actions box (see Section 3.10).

3. If necessary, edit the range in the **Value Source** field. To do this, enter the address in the field directly or, by clicking **Select Values**, select the desired cells in the document (see Figure 260). If you make an error when entering, follow the on-screen prompts.
4. If necessary, edit the table name in the **Name** field (see Figure 260).

> The table name should be unique to the document, contain no spaces, and begin only with the letter or characters "_" or "\". You cannot change the name once the table has been created.

5. Clear the **Include headers in the table** checkbox if you do not want the cells in the first row of the selected range to be converted to table headers (see Figure 260). If you clear the check box, a new row will be created with automatically generated header names.

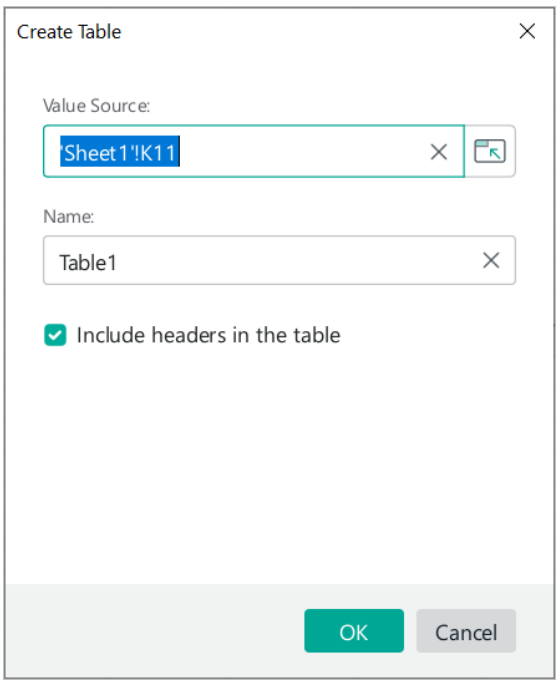



Figure 260. Create Table window

6. Click **OK**.

### 4.8.2 Open the table settings pane

MyOffice Spreadsheet allows you to customize the parameters of the table using the settings pane.

The pane automatically opens when you select any cell in the table and automatically closes when you select any cell outside the table (see Figure 261).

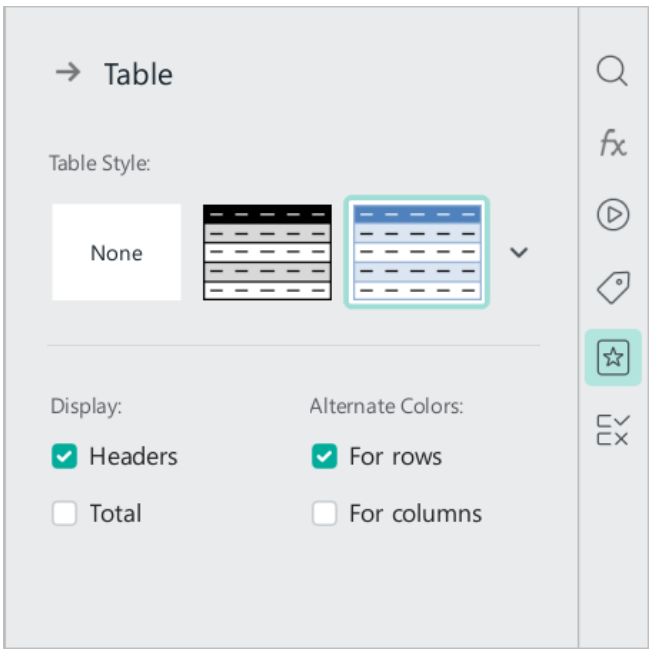



Figure 261. Smart Table pane

You can also open and collapse the **Table** pane manually.

To collapse the settings pane manually, do one of the following:

– At the top of the pane, click → (see Figure 261).

– On the Sidebar, click **Table** (see Figure 261).

– In the **Data** menu, click **Table Settings** (see Figure 262).

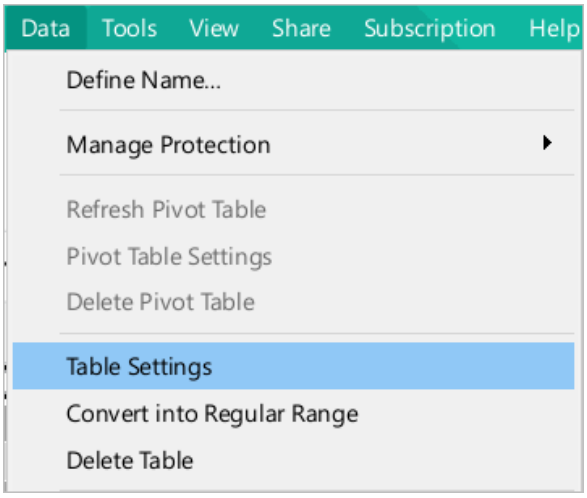



Figure 262. Open the pane from the command menu

– On the Toolbar, in the **Table** section, click **Table Settings** (see Figure 263).

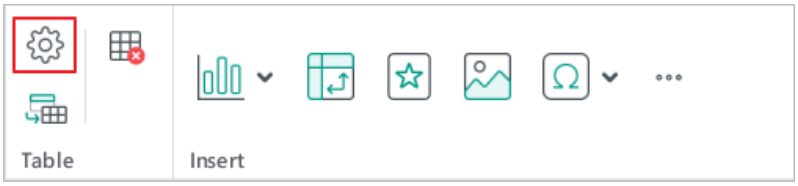



Figure 263. Open the pane from the Toolbar

– Right-click any cell of the table and run the **Table Settings** command from the context menu (see Figure 264).

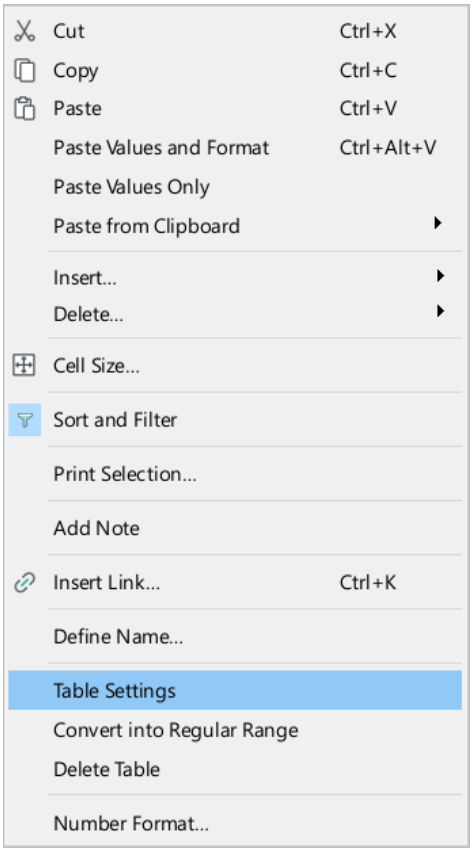



Figure 264. Open the pane from the context menu

You can open the settings pane manually using similar methods.

### 4.8.3 Table customization

When working with several smart tables on the same sheet, you can distinguish them by applying different styles and formatting. Changing the style of a table is only possible for the entire table.

To customize the appearance of the table, follow the steps below:

1. In the **Table** pane, in the **Table Style** field, select one of the most recently used styles or click ⌄ to view all available styles in the collection (see Figure 261). The collection contains 60 styles and 1 additional style which is intended to reset the formatting.
2. In the **Display** field, enable or disable the display of the header and total (see Figure 261).
3. In the **Alternate Colors** field, enable or disable alternating dark and light shades for column and row colors (see Figure 261).

> Display and color alternation options affect both the appearance of the table and the styles in the collection.

You can reset a style applied to a table in several ways (see Figure 265):

– By selecting the style intended for formatting reset. This style is labeled with the word None in the **Table Style** field.
– From the style collection window by clicking **Clear** at the bottom of this window.

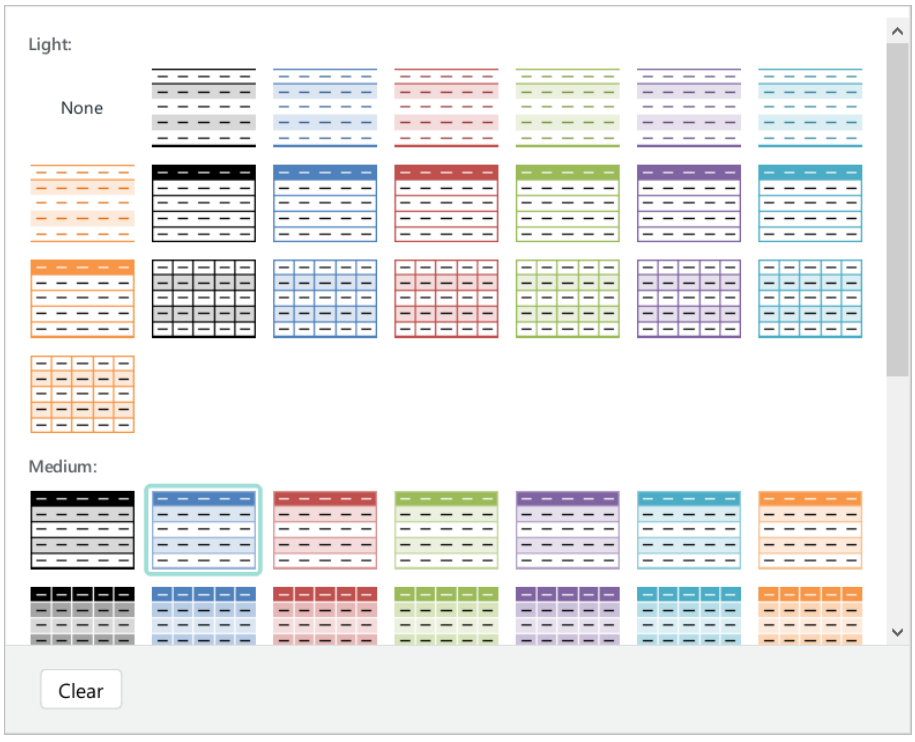



Figure 265. Clear button in the style collection

### 4.8.4 Automatic table expansion

A table is automatically expanded when you enter data into adjacent cells in the column to the right of the table. If the table does not have a row of totals, auto-expansion is also performed when entering data into adjacent cells located in the row following the last row of the table.

You can enter data in the following ways:

– Manually.

> If you enter a formula in an adjacent column, that column becomes a calculated one (see Section 4.8.5).

– From the clipboard. The automatic expansion is performed if data is inserted into adjacent cells to the right/bottom of the table or inserted into both the table and adjacent cells at the same time.
– By means of cell autofill (see Section 4.4.1.4), when one or more cells of the table are selected as a reference cell.

Automatic expansion is performed if:

– The auto-expansion area does not contain any data.
– The inserted data does not overlap with another table.

> The current version of the application does not support the automatic expansion of tables when autofilling cells (see Section 4.4.1.4) if a table cell with a structured reference is selected as a reference cell.

### 4.8.5 Add a calculated column

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 convert a column to a calculated one, enter the desired formula in any cell in 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.

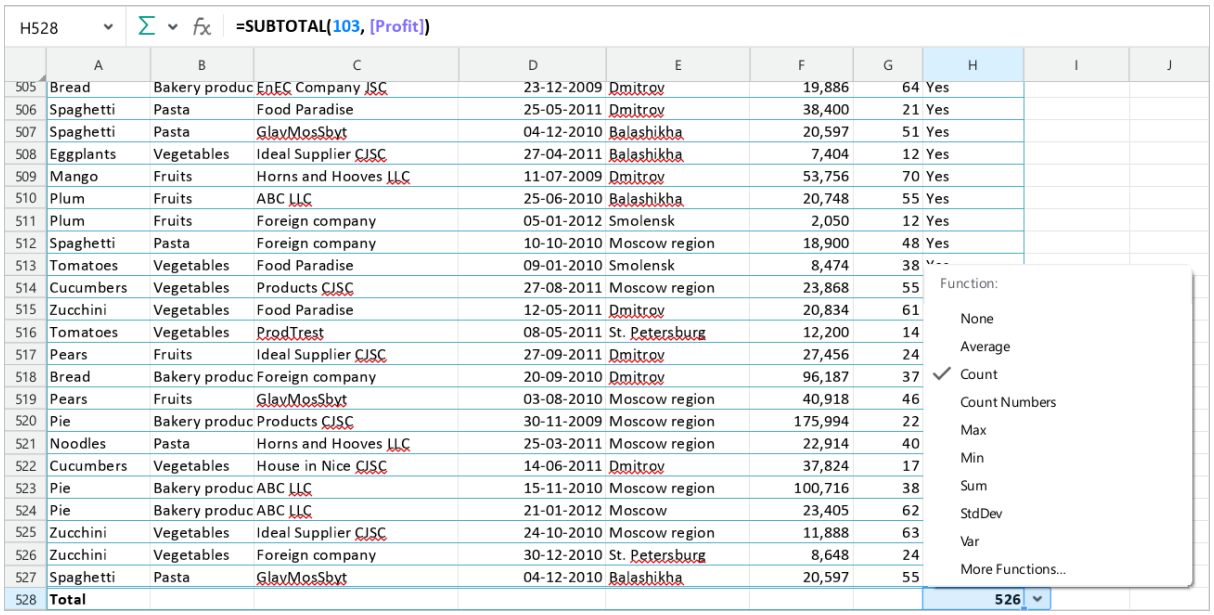
 

– If the data in a column is partially deleted or regular data is entered instead of a formula, the column ceases to be calculated (formula changes cease to apply to the whole column).
– If the column consistency is restored manually (all cells contain the same formula again), the column becomes calculated again.

### 4.8.6 Select the type of calculation in the total row

In the total row of the table, you can select a different type of calculation for each column. To do this, follow these steps (see Figure 266):

1. Select the cell in the total row under the desired column.
2. Click the button next to the selected cell.
3. In the drop-down menu, select the desired function. The selected function together with the column are automatically substituted into the **SUBTOTAL** function, and the calculation result is displayed in the selected cell.
4. If the required function is not in the list, select **More functions** and insert the required function in the standard way using the Insert Function pane.




| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 505 | Bread | Bakery produc | EnEC Company JSC | 23-12-2009 | Dmitrov | 19,886 | 64 | Yes |
| 506 | Spaghetti | Pasta | Food Paradise | 25-05-2011 | Dmitrov | 38,400 | 21 | Yes |
| 507 | Spaghetti | Pasta | GlavMosSbyt | 04-12-2010 | Balashikha | 20,597 | 51 | Yes |
| 508 | Eggplants | Vegetables | Ideal Supplier CJSC | 27-04-2011 | Balashikha | 7,404 | 12 | Yes |
| 509 | Mango | Fruits | Horns and Hooves LLC | 11-07-2009 | Dmitrov | 53,756 | 70 | Yes |
| 510 | Plum | Fruits | ABC LLC | 25-06-2010 | Balashikha | 20,748 | 55 | Yes |
| 511 | Plum | Fruits | Foreign company | 05-01-2012 | Smolensk | 2,050 | 12 | Yes |
| 512 | Spaghetti | Pasta | Foreign company | 10-10-2010 | Moscow region | 18,900 | 48 | Yes |
| 513 | Tomatoes | Vegetables | Food Paradise | 09-01-2010 | Smolensk | 8,474 | 38 | Yes |
| 514 | Cucumbers | Vegetables | Products CJSC | 27-08-2011 | Moscow region | 23,868 | 55 | |
| 515 | Zucchini | Vegetables | Food Paradise | 12-05-2011 | Dmitrov | 20,834 | 61 | |
| 516 | Tomatoes | Vegetables | ProdTrest | 08-05-2011 | St. Petersburg | 12,200 | 14 | |
| 517 | Pears | Fruits | Ideal Supplier CJSC | 27-09-2011 | Dmitrov | 27,456 | 24 | |
| 518 | Bread | Bakery produc | Foreign company | 20-09-2010 | Dmitrov | 96,187 | 37 | |
| 519 | Pears | Fruits | GlavMosSbyt | 03-08-2010 | Moscow region | 40,918 | 46 | |
| 520 | Pie | Bakery produc | Products CJSC | 30-11-2009 | Moscow region | 175,994 | 22 | |
| 521 | Noodles | Pasta | Horns and Hooves LLC | 25-03-2011 | Moscow region | 22,914 | 40 | |
| 522 | Cucumbers | Vegetables | House in Nice CJSC | 14-06-2011 | Dmitrov | 37,824 | 17 | |
| 523 | Pie | Bakery produc | ABC LLC | 15-11-2010 | Moscow region | 100,716 | 38 | |
| 524 | Pie | Bakery produc | ABC LLC | 21-01-2012 | Moscow | 23,405 | 62 | |
| 525 | Zucchini | Vegetables | Ideal Supplier CJSC | 24-10-2010 | Moscow region | 11,888 | 63 | |
| 526 | Zucchini | Vegetables | Foreign company | 30-12-2010 | St. Petersburg | 8,648 | 24 | |
| 527 | Spaghetti | Pasta | GlavMosSbyt | 04-12-2010 | Balashikha | 20,597 | 55 | |
| 528 | **Total** | | | | | | | 526 |

Figure 266. Select the calculation type in the totals

To clear a calculation from a cell in the total row, select the desired cell and do one of the following:

1. Press **Delete**.
2. Click the button next to the selected cell and choose the **None** option from the drop-down menu (see Figure 266).

### 4.8.7 Convert a table to a regular range

To convert a table to a regular range with data, follow these steps:

1. Select the table cell or range of cells.
2. Run the conversion command in one of the following ways:
   – In the **Data** menu, select **Convert into Regular Range** (see Figure 267).

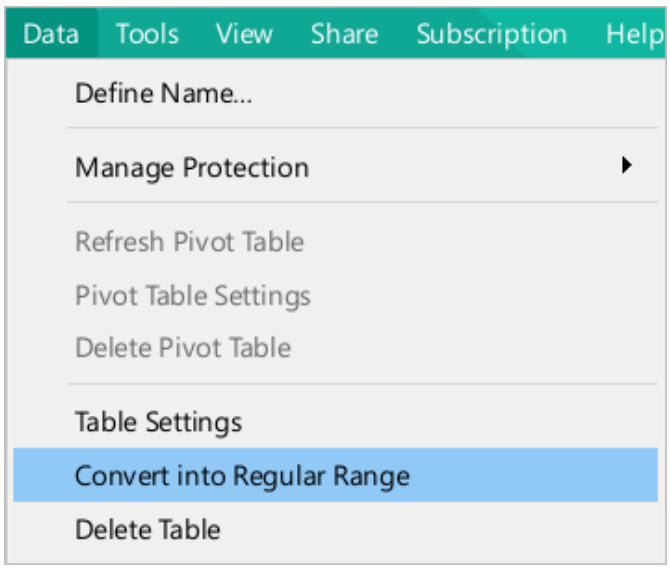



Figure 267. Convert Table into Regular Range option in the command menu

   – On the Toolbar, in the **Table** section, click **Convert Table into Regular Range** (see Figure 268).


Figure 268. Convert Table into Regular Range option in the Toolbar

- Open the context menu by right-clicking and run the **Convert Table into Regular Range** command.
- Select **Convert Table into Regular Range** in Quick Actions box (see Section 3.10).

3. In the **Table** window that opens, click **Convert**.

When converting a table to a regular range, the autofilters in the table headers will be removed and any rows/columns hidden by grouping will be displayed.

### 4.8.8 Delete a table

To delete a table, follow these steps:

1. Select the entire range or one/several cells from the range of the table.
2. Delete it in one of the following ways:
   - In the **Data** menu, click **Delete Table** (see Figure 269).

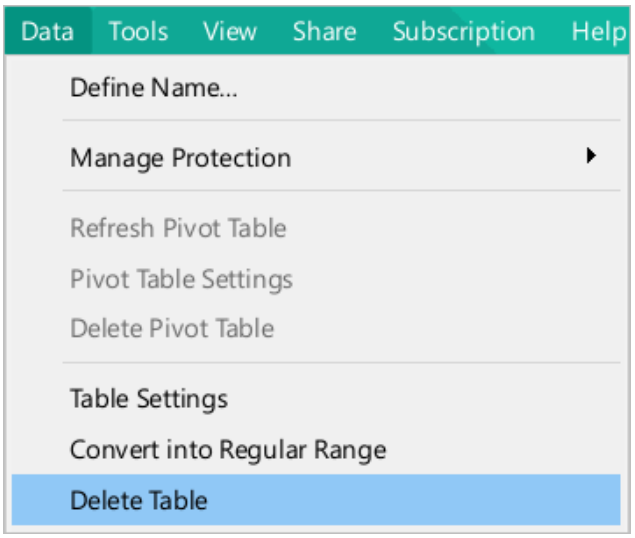



Figure 269. Delete a table via the command menu

   - On the Toolbar, in the **Table** section, click **Delete Table** (see Figure 270).

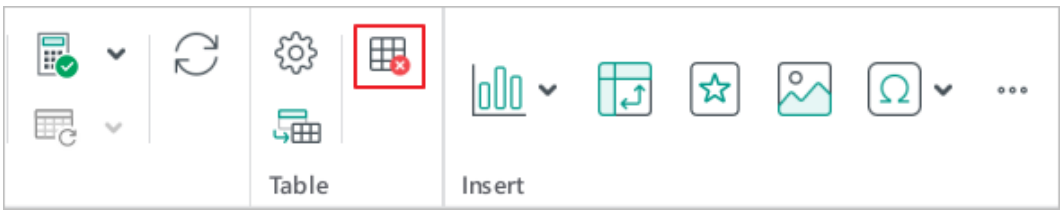



Figure 270. Delete a table via the Toolbar

– Right-click the selected cells to open the context menu and run the **Delete Table** command.

– Select **Delete Table** in Quick Actions box (see Section 3.10).

– If a range of cells is selected that includes cells of the table, press **Delete**.

## 4.9 Pivot tables

### 4.9.1 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 4.5). 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.
   - A single cell within the data range, or an empty cell adjacent to the range if you want to use the entire range.

The range cannot consist of one line. The first range line cannot contain empty or merged 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 4.9.3).

2. Open the pivot table creating window in one of the following ways:
   – In the Command menu, select **Insert** > **Pivot Table** (see Figure 271).

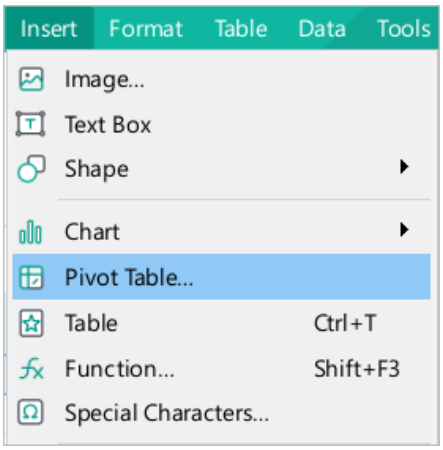



Figure 271. Pivot table command menu

   – On the Toolbar, in the **Insert** section (see Figure 272), click  **Pivot Table**.

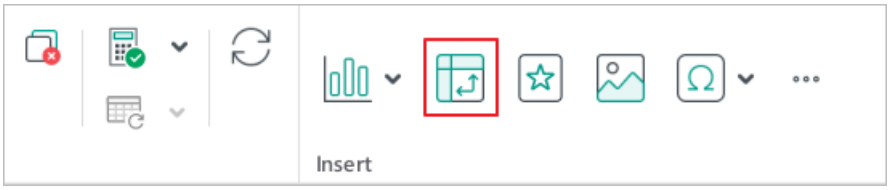



Figure 272. Pivot table button

   – On the Toolbar, in the **Insert** section, click ••• (see Figure 273). In the displayed insert pane, click  **Pivot Table**.

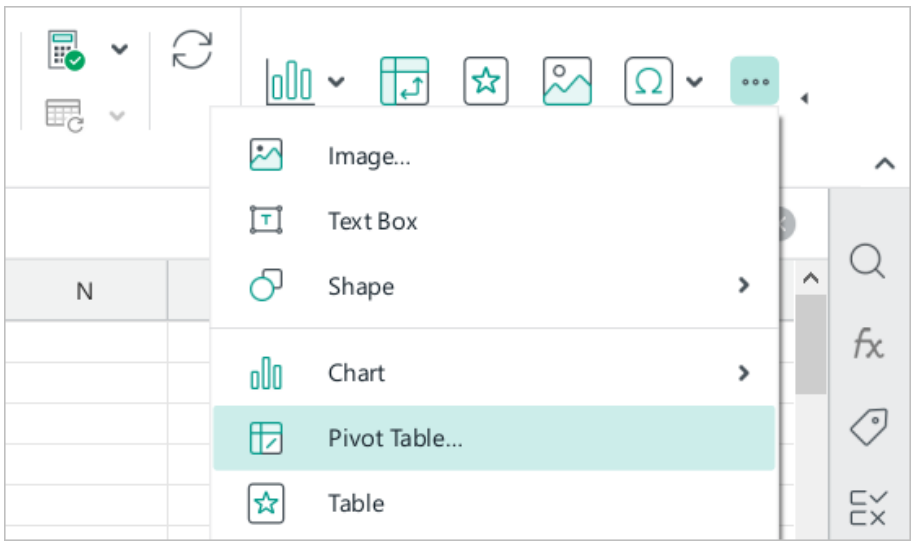



Figure 273. Insert pane

3. In the **Create Pivot Table** window (see Figure 274), 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 you selected a data range, a single cell within a range, or an adjacent blank cell 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** enter the cell address manually or click to select an empty cell in the workspace where you want the upper-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 4.9.3).
4. Click **OK**.

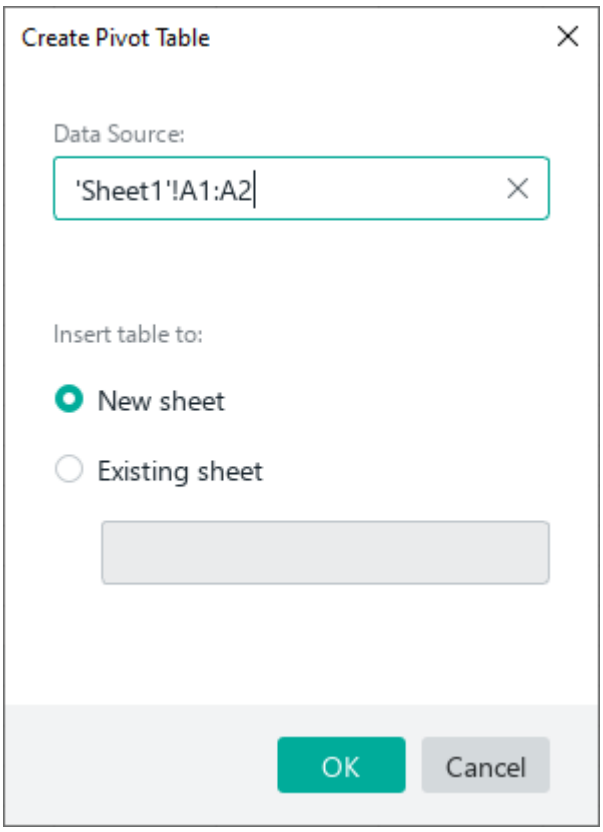



Figure 274. Create Pivot Table window

### 4.9.2 Open the pivot table settings pane

You can configure the pivot table by using the pane that contains the following tabs:

- **Constructor:** Use this tab to select the structure (layout) of the pivot table.
- **Options:** This tab contains the pivot table parameters.

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 the pivot table.

> The pivot table settings pane is unavailable if the sheet with the pivot table is protected from changes and the **Work with pivot tables** option is disabled in the **Allowed actions** list.

You can also open and collapse the pivot table settings pane manually.

To collapse the pane manually, do one of the following:

- At the top of the pane, click →.
- On the Sidebar, click **Pivot Table**.

To open the pane manually, do the following:

1. Select the entire range or one/several cells from the range of the pivot table.
2. Open the pane in one of the following ways:
   - In the **Data** menu, click **Pivot Table Settings** (see Figure 275).

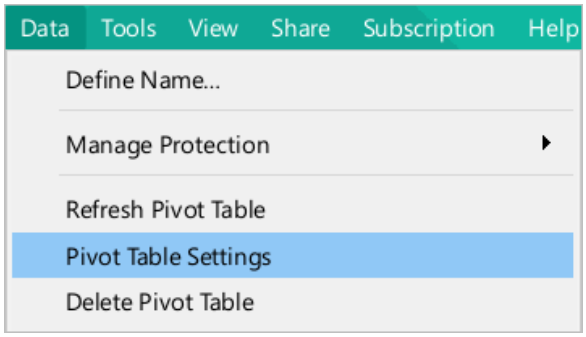



Figure 275. Data menu

   - On the Toolbar, in the **Pivot Table** section, click **Pivot Table Settings** (see Figure 276).

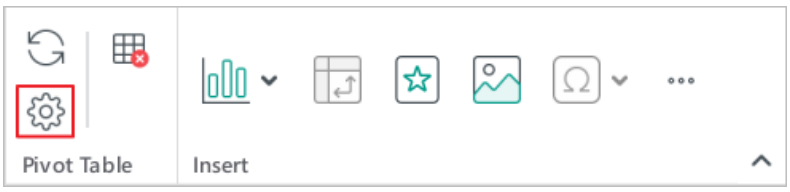



Figure 276. Settings button

– On the Sidebar, click **Pivot Table** (see Figure 277).

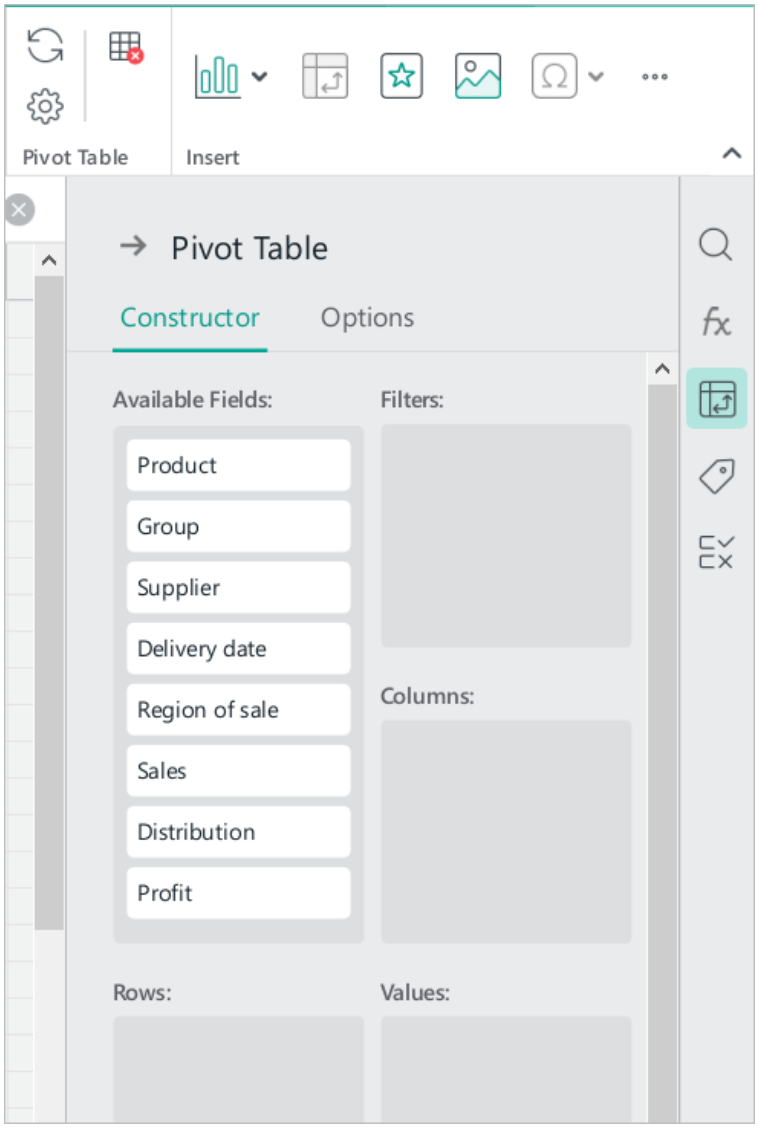



Figure 277. Pivot table configuration pane

– Right-click to open the context menu and run the **Pivot Table Settings** command.

### 4.9.3 Define the structure of the pivot table

By default, a pivot table does not contain data because its structure is not defined (see Figure 278). To define the structure, use the **Constructor** tab in the pivot table settings pane (see Section 4.9.2).

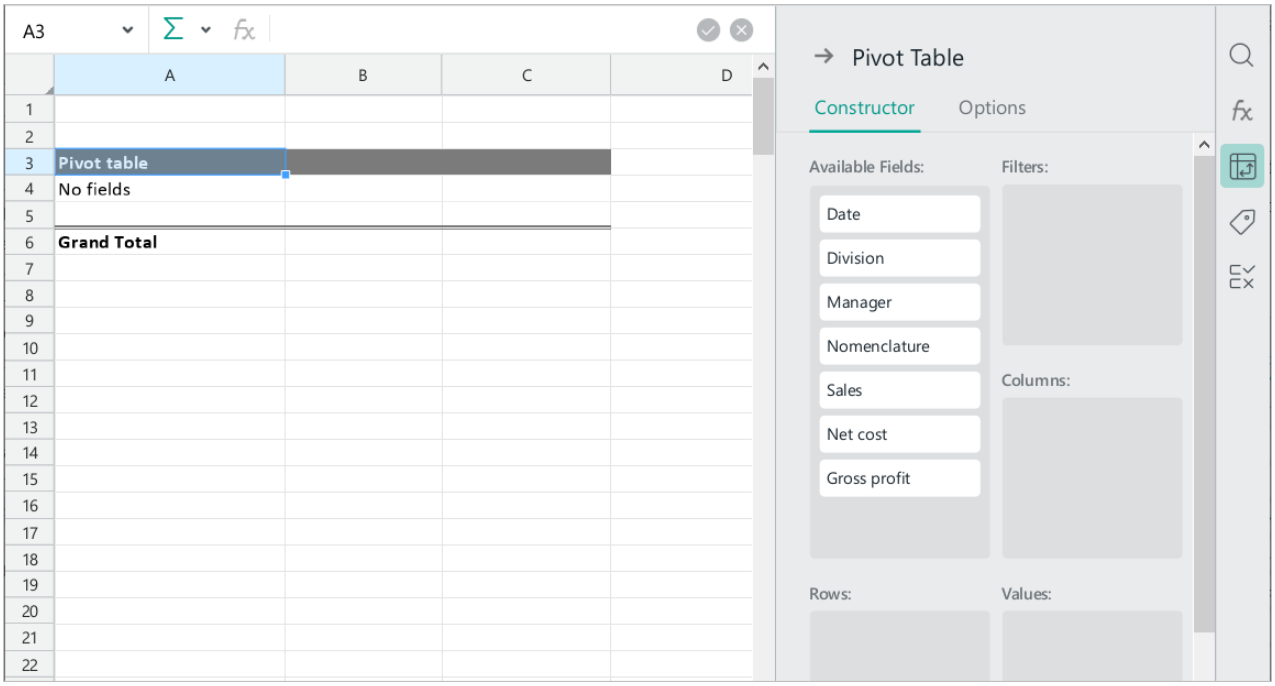



Figure 278. Pivot Table

The **Constructor** tab includes the following sections:

– **Available Fields:** This section includes the list of all selected columns of the initial table (*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 an example in the Figure 279).

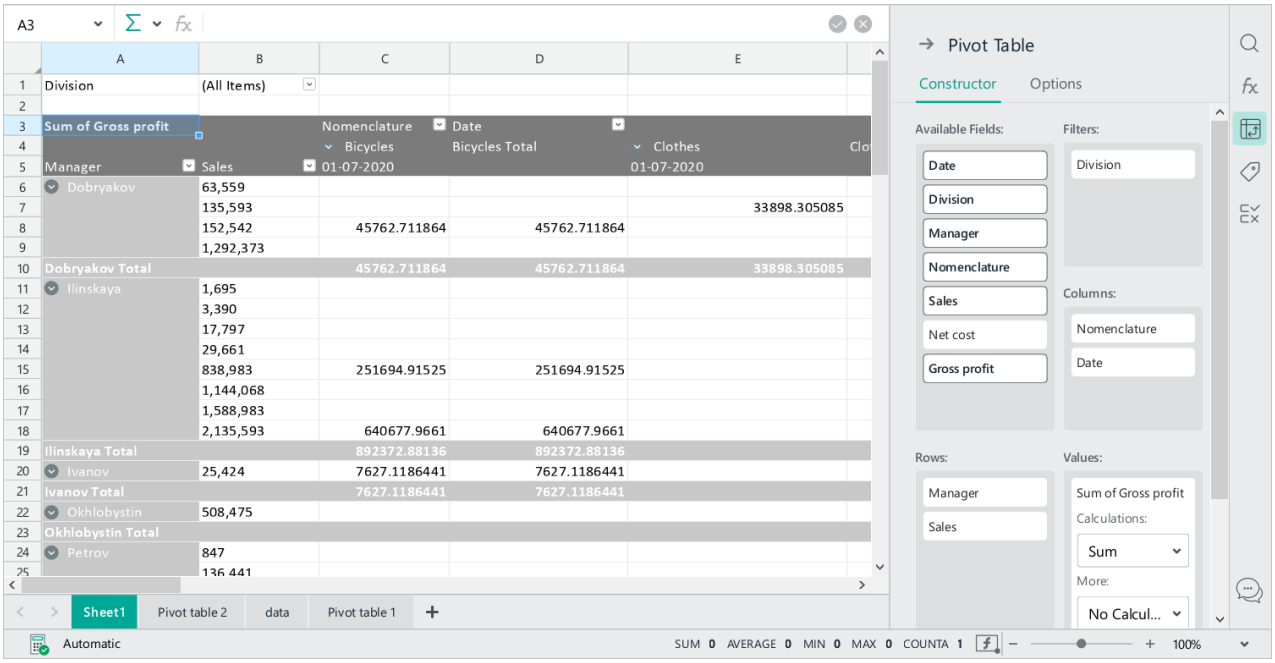



Figure 279. Pivot table example

– **Rows:** Add the fields which will become the headings of the pivot table rows to this section (see Figure 280).

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Division | Promotion Depa ment | | |
| 2 | | | | |
| 3 | | Column Labels | | |
| 4 | | Bicycles | | |
| 5 | Row Labels | Sum of Gross profi | Sum of Sales | Sum of Net cost |
| 6 | Dobryakov | 45762.711864 | 152542.37288 | 106779.66102 |
| 7 | Okhlobystin | | | |
| 8 | Sidorov | 716949.15254 | 2389830.5085 | 1672881.3559 |
| 9 | **Grand Total** | **762711.86441** | **2542372.8814** | **1779661.0169** |

Figure 280. Row names

– **Columns:** Add the fields which will become the headings of the pivot table columns to this section (see Figure 281).

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Division | Promotion Depa ment | | |
| 2 | | | | |
| 3 | | Column Labels | | |
| 4 | | Bicycles | | |
| 5 | Row Labels | Sum of Sales | Sum of Net cost | Sum of Gross profit |
| 6 | Dobryakov | 152542.37288 | 106779.66102 | 45762.711864 |
| 7 | Okhlobystin | | | |
| 8 | Sidorov | 2389830.5085 | 1672881.3559 | 716949.15254 |
| 9 | **Grand Total** | **2542372.8814** | **1779661.0169** | **762711.86441** |
| 10 | | | | |

Figure 281. Column names

– **Values:** Add the fields whose values will be used for calculations to this section (see Figure 282).

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Division | Promotion Depa ment | | |
| 2 | | | | |
| 3 | | Column Labels | | |
| 4 | | Bicycles | | |
| 5 | Row Labels | Sum of Sales | Sum of Net cost | Sum of Gross profit |
| 6 | Dobryakov | 152542.37288 | 106779.66102 | 45762.711864 |
| 7 | Okhlobystin | | | |
| 8 | Sidorov | 2389830.5085 | 1672881.3559 | 716949.15254 |
| 9 | **Grand Total** | **2542372.8814** | **1779661.0169** | **762711.86441** |

Figure 282. Values

– **Filters:** If necessary, add the fields that will be used to filter data in the pivot table to this section (see Figure 283). Filters allow you to set the level of detail of the data and change the way the table looks.

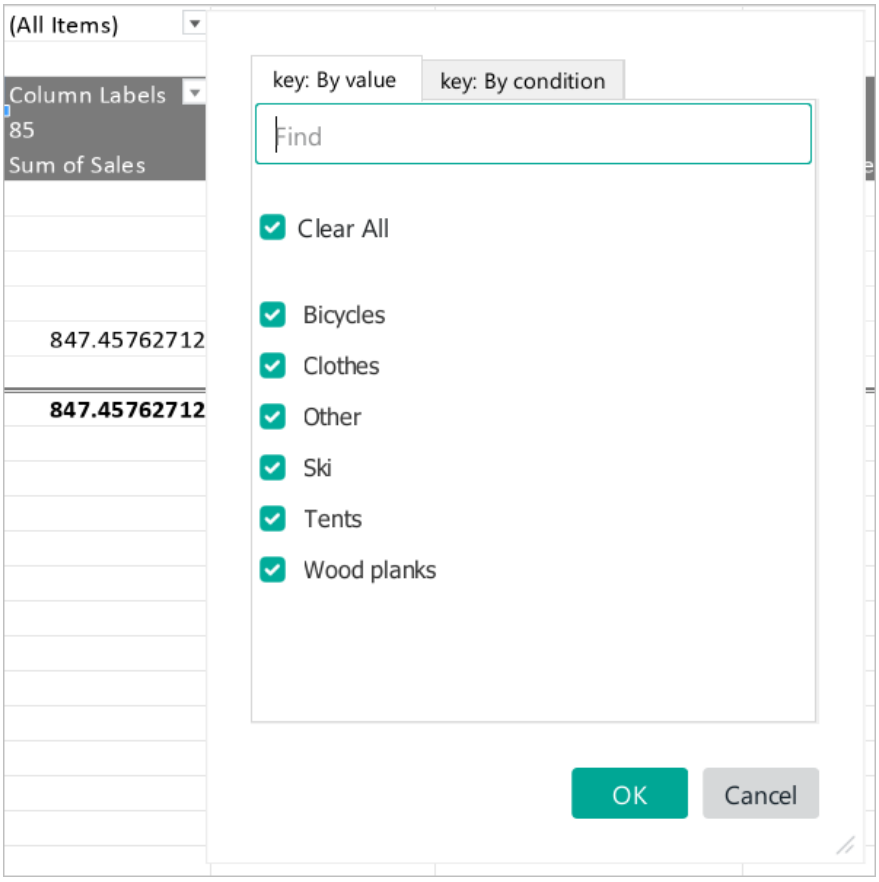



Figure 283. Filter

#### 4.9.3.1 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 a field contains text values, it will be moved to the **Rows** section.
- If a field contains numeric values, it will be moved to the **Values** section.

To automatically distribute fields between the **Rows** and **Values** sections, follow these 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 284).
2. Click ＋ **Add**.

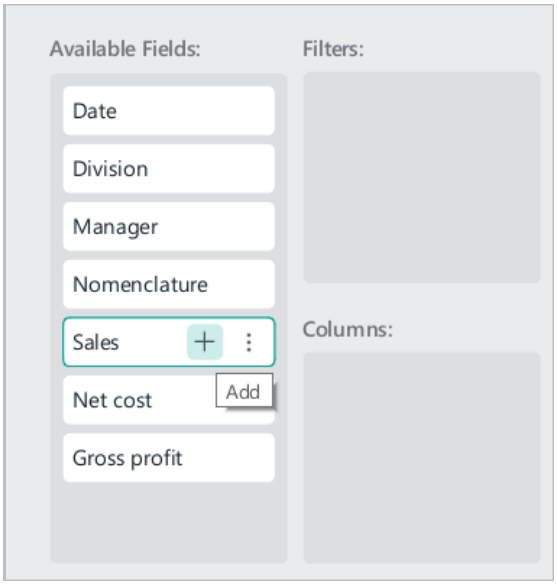



Figure 284. Add Button

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 285).
2. Click ⋮ **More**.
3. In the menu that appears, select the section in which you want to add the field.

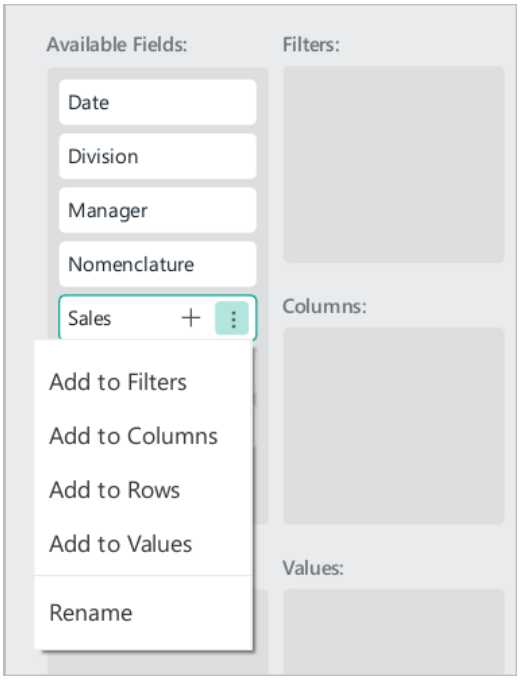



Figure 285. More button

Calculated fields created in a third-party application can only be moved to the **Values** section.

Adding fields from the **Available Fields** section to other sections is done manually, similar to adding fields to the **Rows** and **Values** sections.

#### 4.9.3.2 Moving 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 4.9.3.1).

#### 4.9.3.3 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. The arrangement of fields in the **Columns** and **Rows** areas also determines the parent-child hierarchy of fields in the table: a field lower in the list is a child of the parent field above it. The hierarchy determines how fields are grouped in the 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 do the following:

1. Hover the mouse cursor on the field and click ⋮ **More** (see Figure 286).

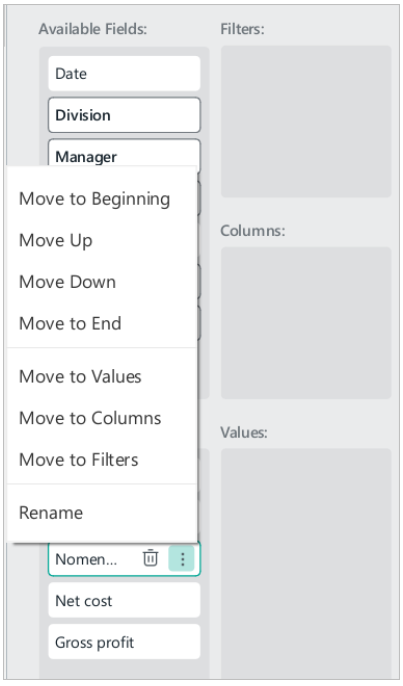



Figure 286. More button

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 field and the previous field.
   - **Move Down:** Swap the selected filed and the 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.

#### 4.9.3.4 Rename a field

You can rename any field in the pivot table if needed.

You may not use formulas or functions as names or repeat existing field names in the pivot table.

To rename a field, follow the steps below:

1. Hover the mouse cursor on the field and click ⋮ **More**.
2. From the drop-down menu, select **Rename**.
3. In the **Rename** dialog box, specify the name of the field and click **OK**.

The name of the field in the **Constructor** tab will change. When you hover the mouse cursor over a field, a tooltip with its current and original name will be displayed.

#### 4.9.3.5 Select value calculation functions

For a field that is added to the **Values** area, you can select a function for the main calculation and a function for an additional calculation.

The functions for the main calculation use data from the source table. Aggregating functions (summary functions in Excel) are used as such functions. Aggregating functions are used in statistics and data analytics to analyze and summarize information. Such functions include, for example, the sum, average, minimum and maximum values, and the number of elements for the selected data group.

When adding a field to the **Values** area, the function for the main calculation is selected automatically as follows:

- If a field contains numeric data, the **Sum** function is selected.
- If a field contains text data, the Count function is selected.

For calculated fields created in a third-party application, the **Sum** function is automatically selected. No other data calculation function is available.

The additional calculation functions use data from the value area of the pivot table. These functions allow to reduce time and effort when analyzing data and building reports, without the need for the third-party spreadsheet editors or manual methods for applying additional calculations.

When adding a field to the **Values** area, the function for additional calculation is not used by default. It can be selected manually as described below.

There are several ways to select the calculation function:

– Using the settings pane of the pivot table.

– Using the context menu of the pivot table cells.

To select a function for the main calculation via the settings pane, follow these steps:

1. Open the **Constructor** tab of the pivot table settings pane.
2. In the **Values** area, in the **Calculations** field, expand the drop-down list of functions corresponding to this field (see Figure 287).
3. Select the desired function from the drop-down list.

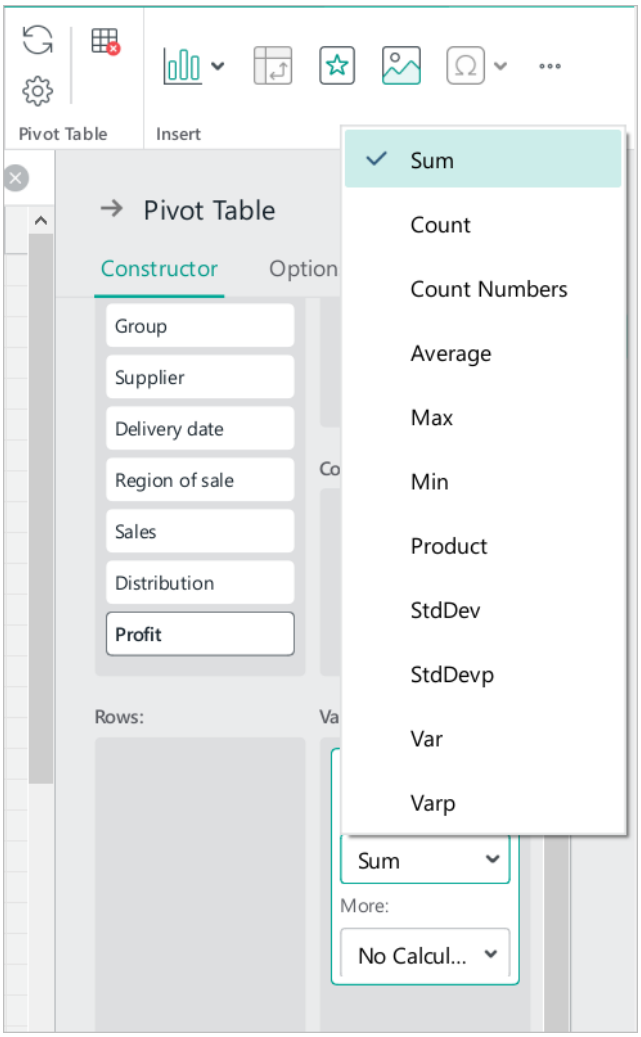



Figure 287. Select the main calculation function on the Pivot Table pane

To select a function for the main calculation via the context menu, follow these steps:

1. Select a cell or range of cells with calculated values in the pivot table.
2. Open the context menu by right-clicking, point to the **Calculations** option and select desired function (see Figure 288).

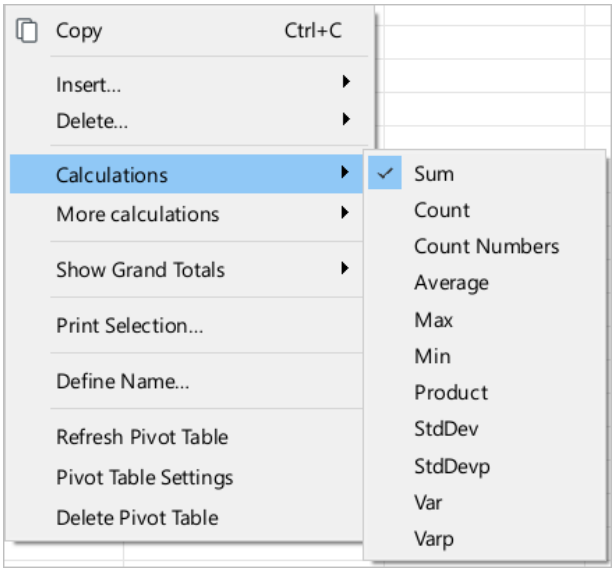



Figure 288. Selecting the main calculation function from the context menu

To select a function for additional calculation via the settings pane, follow these steps:

1. Open the **Constructor** tab of the pivot table settings pane.
2. In the **Values** area, in the **More** field, expand the drop-down list of functions corresponding to this field (see Figure 289).
3. Select the desired function from the drop-down list.

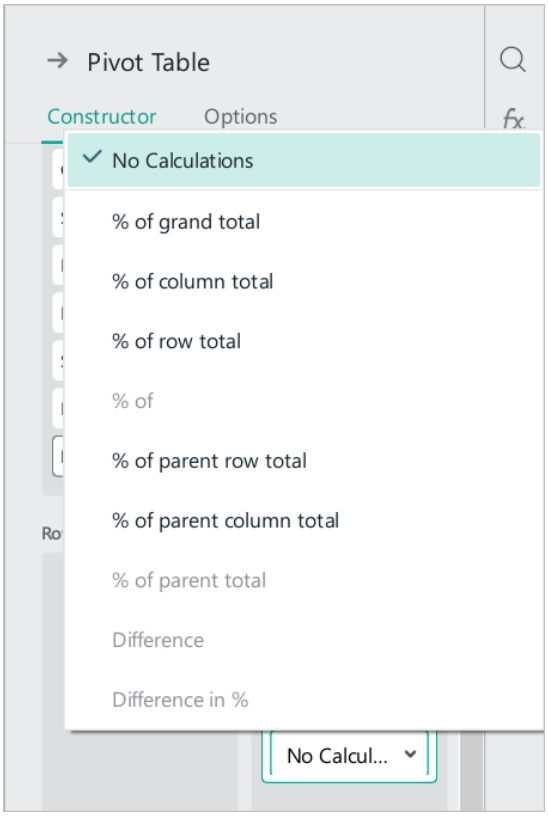



Figure 289. Select the additional calculation function on the Pivot Table pane

To select a function for the additional calculation via the context menu, follow these steps:

1. Select a cell or range of cells with calculated values in the pivot table.
2. Open the context menu by right-clicking, point to the **More calculations** option and select desired function (see Figure 290).

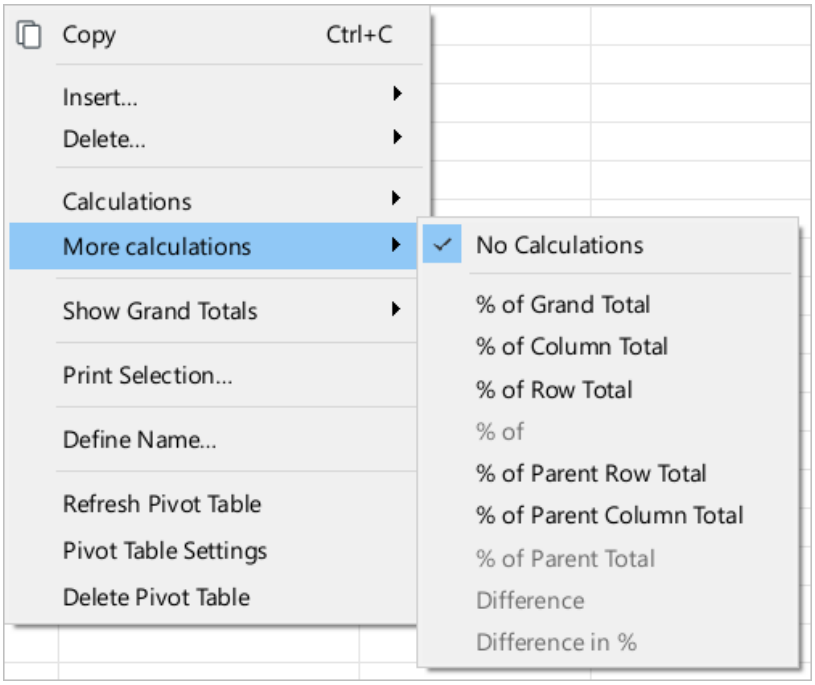



Figure 290. Selecting the additional calculation function from the context menu

If the function selected for additional calculation requires additional parameters, the **More calculations** window opens (see Figure 291), in which:

- The **Type** field will indicate the function selected in the previous step. You can change it by selecting another function from the drop-down list. At the same time, if no additional parameters are required for the selected function, the **Base field** and **Base value** fields will become inactive.
- The **Base field** field specifies a field (column) in the table that contains the initial values used for grouping and analyzing data and relative to which the calculation will be performed. Any field that is located in the **Rows** or **Columns** area on the **Constructor** tab of the pivot table settings pane can be selected as the base field.
- In the **Base value** field, select the value that contains the Base field and relative to which the calculation will be performed. When selecting **Next value** or **Previous value**, each value is compared with the one following it or preceding it, respectively.

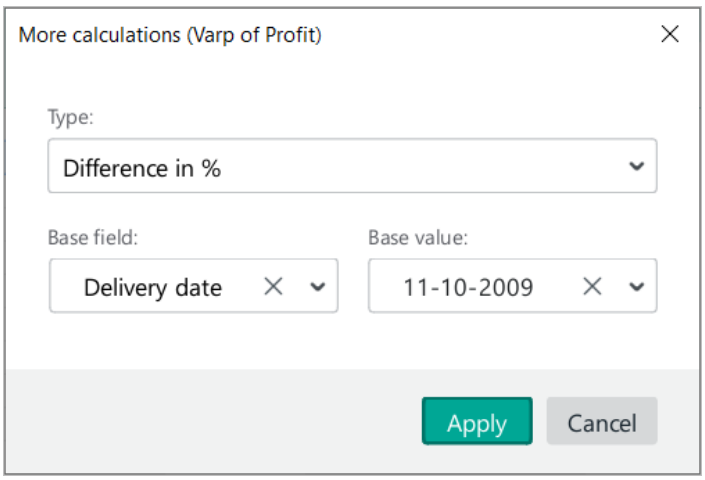



Figure 291. More calculations window

If the structure of the pivot table includes only fields in the **Values** area, then functions that require additional parameters are not available.

**Table 21. Functions for additional calculation**

| Additional calculation | Description |
|---|---|
| % of Grand Total | Calculates the value in the cell as a percentage of the total of all values in the pivot table. |
| % of Column Total | Calculates the value in the cell as a percentage of the total for the corresponding column. |
| % of Row Total | Calculates the value in the cell as a percentage of the total for the corresponding row. |
| % of | Calculates the value in the cell as a percentage of the selected base value in the corresponding base field. |
| % of Parent Row Total | Calculates the value in the child cell as a percentage of the value in the parent cell in the same column.<br>This can be useful if more than one field is added to the row area of the pivot table to create a parent-child hierarchy. |
| % of Parent Column Total | Calculates the value in the child cell as a percentage of the value in the parent cell in the same row.<br>This can be useful if more than one field has been added to the column area of the pivot table to create a parent-child hierarchy. |
| % of Parent Total | Calculates the value in the child cell as a percentage of the value in the parent cell in the corresponding base field. |

| Additional calculation | Description |
|---|---|
| Difference | Calculates the difference between the value in the cell and the selected base value in the corresponding base field. |
| Difference in % | Calculates the percentage difference between the value in the cell and the selected base value in the corresponding base field |

To edit additional parameters of the function being used, open the **More calculations** window by clicking on the green text highlighted under the **More calculations** field drop-down list in the **Values** area of the pivot table constructor (see Figure 292).

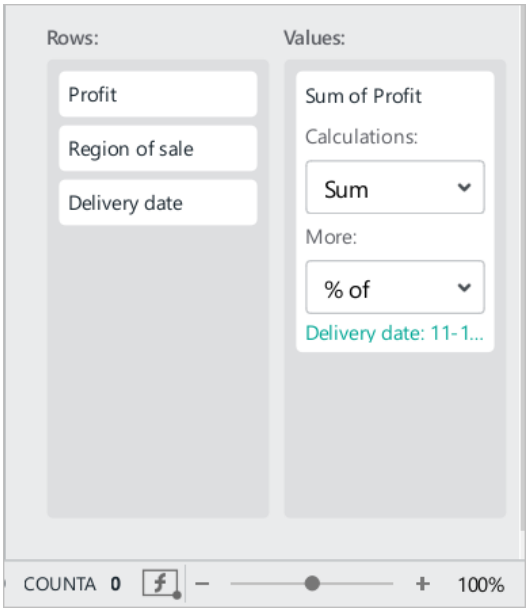



Figure 292. More calculations window opening

To disable the function that is used for additional calculation, select the **No calculations** option when selecting a function, as described above.

When working with pivot tables created in third-party editors, the following additional calculations are view only:

- Index
- Rank Largest to Smallest
- Rank Smallest to Largest
- Running Total in %
- Running total

When updating the pivot table, such additional calculations will be reset.

#### 4.9.3.6 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 293).

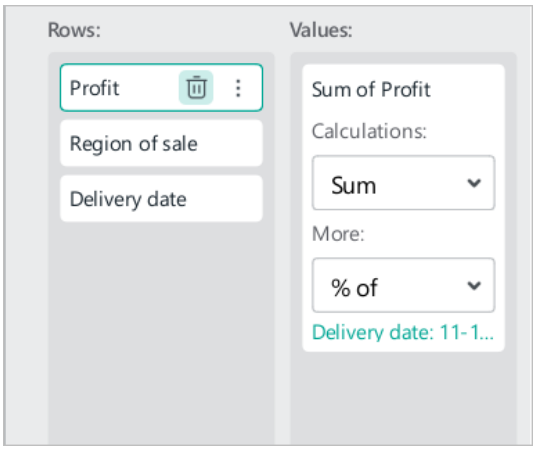



Figure 293. Remove button

– Hold down the left mouse button and drag the field from the current area to the **Available Fields** section.

To delete a field from all areas of the pivot table to which it is added, do the following:

1. In the **Available Fields** section, hover the cursor over the title of the field (see Figure 294).
2. Click ─ **Remove from Pivot Table**.

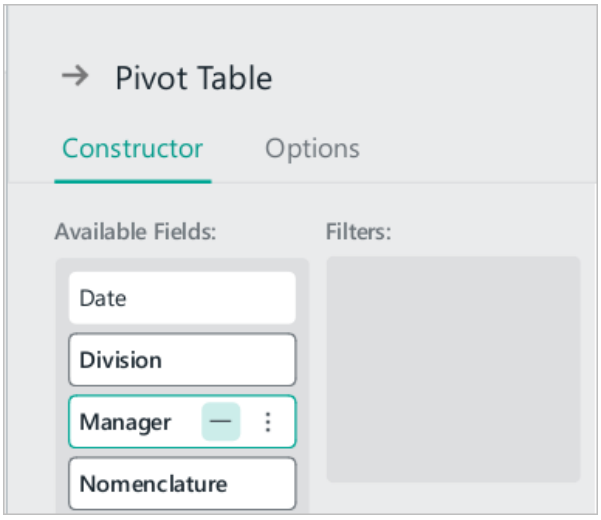



Figure 294. Remove from Pivot Table button

### 4.9.4 Customize the pivot table parameters

To configure the pivot table parameters, use the **Options** tab in the Pivot Table Settings pane (see Figure 295).

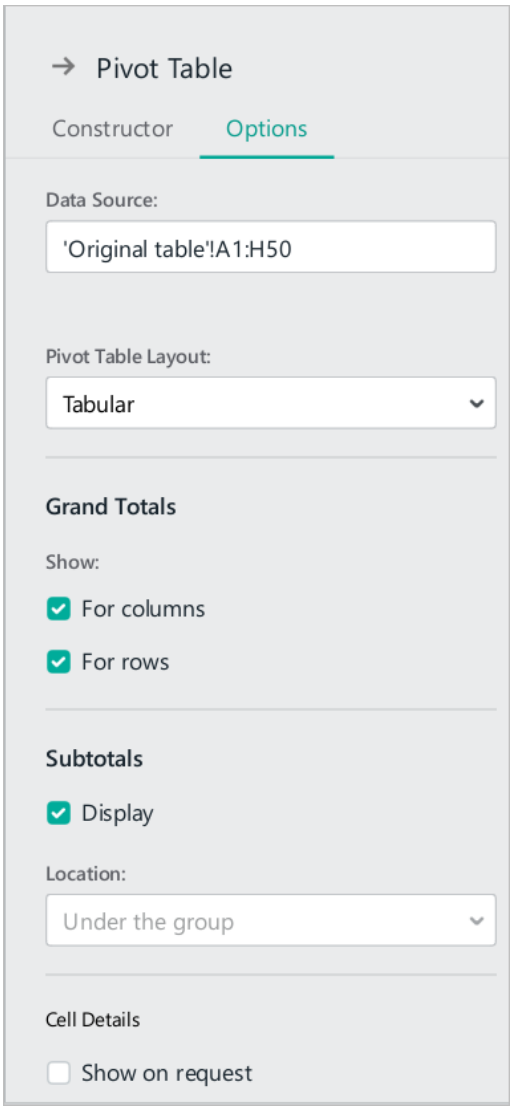



Figure 295. Options tab

#### 4.9.4.1 Edit data source

If you want to edit the data source of the pivot table, follow these steps:

1. Place the cursor in the **Data Source** box. The source table tab will open in the document and the value in the **Data Source** box will be available for editing (see Figure 296). The specified data range will be highlighted in the source table in color.

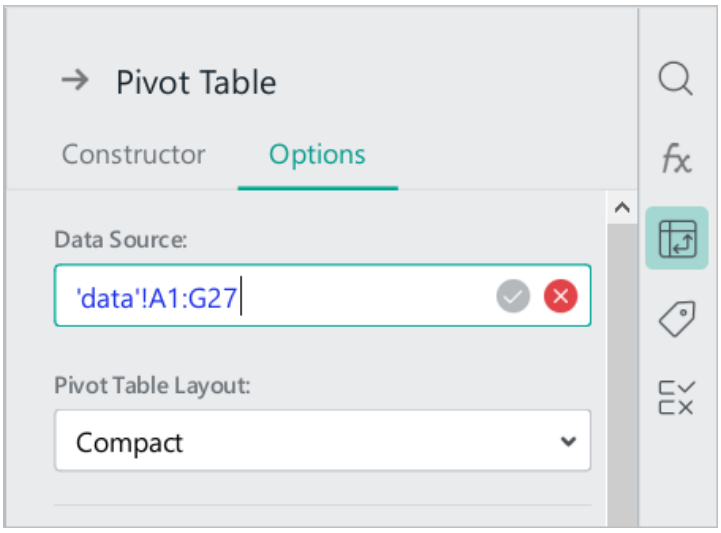



Figure 296. Edit data source

2. Edit the value in the **Data Source** field and click the button or press **Enter**.

#### 4.9.4.2 Select the pivot table layout

From the **Pivot Table Layout** drop-down list, you can select one of the following layouts:

– **Compact:** Data for all fields in the **Rows** area is displayed in the first column of the pivot table in a hierarchical manner (see Figure 297). The greater the nesting level of a field in the **Rows** area, the greater the indentation of its data in the first column of the table. The **Compact** layout is used for pivot tables by default.

| Line names | Sum by Sales field |
|---|---|
| **Sales Department** | |
| **Ivanov** | |
| Bicycles | 25423.728814 |
| **Ivanov Total** | **25423.728814** |
| **Ilinskaya** | |
| Bicycles | 2974576.2712 |
| Wood planks | 2733050.8475 |
| Tents | 47457.627119 |
| Other | 5084.7457627 |
| **Ilinskaya Total** | **5760169.4915** |
| **Petrov** | |
| Bicycles | 1042372.8814 |
| Wood planks | 1588983.0508 |
| Ski | 1250847.4576 |
| Tents | 136440.67797 |
| Other | 847.45762712 |
| **Petrov Total** | **4019491.5254** |
| **Sales Department Total** | **9805084.7458** |

Figure 297. Compact layout

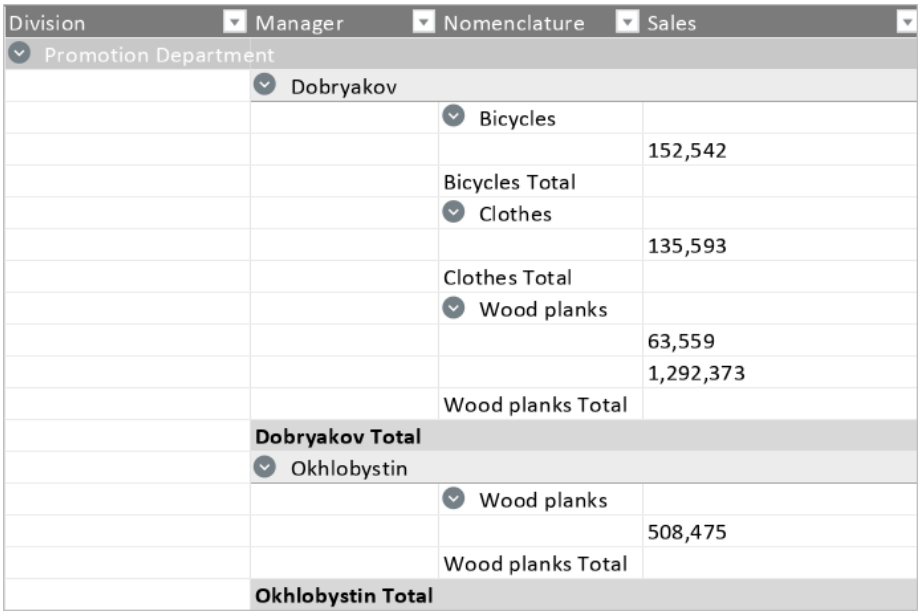
– **Tabular:** Data of each field from the **Rows** area is displayed in a separate column. The column names correspond to the field names (see Figure 298). The column names correspond to the field names.

| Sum of Gross profit | | | |
|---|---|---|---|
| Division | Manager | Nomenclature | Sales |
| Promotion Department | Dobryakov | Bicycles | 152,542 |
| | | Bicycles Total | |
| | | Clothes | 135,593 |
| | | Clothes Total | |
| | | Wood planks | 63,559 |
| | | | 1,292,373 |
| | | Wood planks Total | |
| | **Dobryakov Total** | | |
| | Okhlobystin | Wood planks | 508,475 |
| | | Wood planks Total | |
| | **Okhlobystin Total** | | |
| | Sidorov | Bicycles | 50,847 |
| | | | 2,338,983 |
| | | Bicycles Total | |
| | | Ski | 152,542 |
| | | Ski Total | |
| | | Tents | 100,847 |
| | | | 106,780 |
| | | Tents Total | |
| | | Wood planks | 1,461,864 |
| | | | 1,567,797 |
| | | Wood planks Total | |
| | **Sidorov Total** | | |

Figure 298. Tabular layout

– **Outline:** Data of fields are arranged as in the **Tabular** layout, with each column displaying data one row lower than the previous one (see Figure 299).



| Division | Manager | Nomenclature | Sales |
|---|---|---|---|
| Promotion Department | | | |
| | Dobryakov | | |
| | | Bicycles | |
| | | | 152,542 |
| | | Bicycles Total | |
| | | Clothes | |
| | | | 135,593 |
| | | Clothes Total | |
| | | Wood planks | |
| | | | 63,559 |
| | | | 1,292,373 |
| | | Wood planks Total | |
| | **Dobryakov Total** | | |
| | Okhlobystin | | |
| | | Wood planks | |
| | | | 508,475 |
| | | Wood planks Total | |
| | **Okhlobystin Total** | | |

Figure 299. Outline layout

#### 4.9.4.3 Customize the display of grand totals

By default, the last row of the pivot table displays column totals, and the last column displays row totals.

To hide or redisplay column grand totals, use one of the following methods:

– On the **Options** tab, in the **Grand Totals** section, uncheck or check the **For columns** box (see Figure 300).

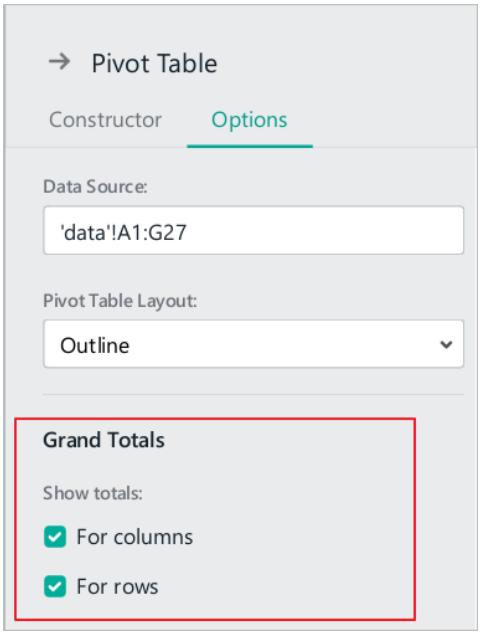



Figure 300. Totals in table options

– Right-click any cell in the pivot table to open the context menu and select **Show Grand Totals** (see Figure 301). In the sub-menu that opens, uncheck or check the **For columns** box.

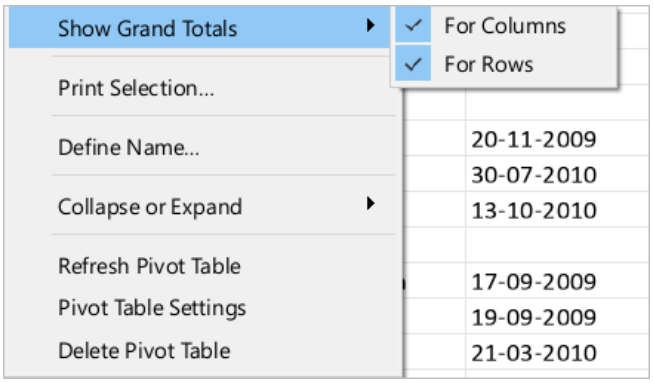



Figure 301. Enable/disable grand totals using the context menu

To hide or redisplay row totals, use one of the following methods:

– On the **Options** tab, in the **Grand Totals** section, uncheck or check the **For rows** box (see Figure 300).
– Right-click any cell in the pivot table to open the context menu and select **Show Grand Totals** (see Figure 301). In the sub-menu that opens, uncheck or check the **For rows** box.

#### 4.9.4.4 Customize the display of subtotals

In the pivot table, you can:

– Display/hide subtotals for each data group.

– Change where subtotals are displayed if you selected **Compact** or **Outline** layout for the pivot table. In a table with the **Tabular** layout, subtotals are always displayed under the data group.

To hide or display subtotals, in the **Subtotals** section, uncheck or check the **Display** box (see Figure 302).

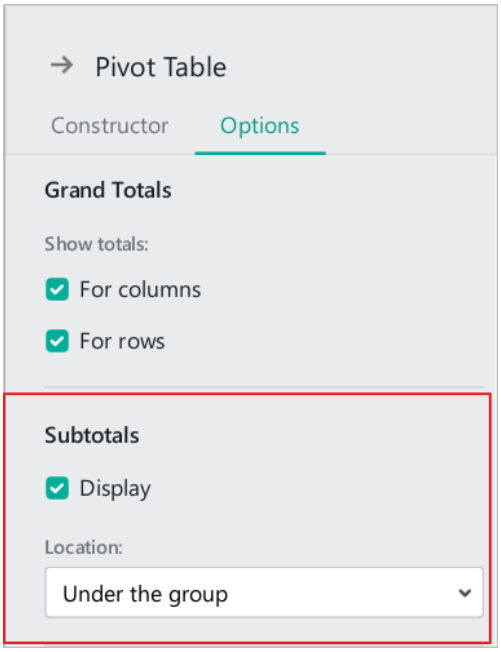



Figure 302. Subtotals section

In the **Location** drop-down list (see Figure 302), select a location to display subtotals:

– **Under the group:** A line of **Header_group** Total type is displayed under each data group (see Figure 303).

| Manager | Nomenclature | Gross profit |
|---|---|---|
| Dobryakov | | |
| | Bicycles | |
| | | 45,763 |
| | Bicycles Total | |
| | Clothes | |
| | | 33,898 |
| | Clothes Total | |
| | Wood planks | |
| | | 19,068 |
| | | 387,712 |
| | Wood planks Total | |
| Dobryakov Total | | |

Figure 303. Subtotals under the group

– **In the group title:** Subtotals are displayed in rows with data group titles (see Figure 304).

| Manager | Nomenclature | Sum of Net cost |
|---|---|---|
| Dobryakov | | |
| | Bicycles | |
| | Clothes | |
| | Wood planks | |
| Ilinskaya | | |
| | Bicycles | |
| | Other | |
| | Tents | |
| | Wood planks | |
| Ivanov | | |
| | Bicycles | |
| Okhlobystin | | |
| | Wood planks | |
| Petrov | | 762.71186441 |
| | Bicycles | |
| | Other | 762.71186441 |
| | Ski | |
| | Tents | |
| | Wood planks | |

Figure 304. Subtotals in the group title

#### 4.9.4.5 Enable showing of cell details

You can enable the display of cell details with values in the Cell Details section by selecting the **Show on request** checkbox (see Figure 305).

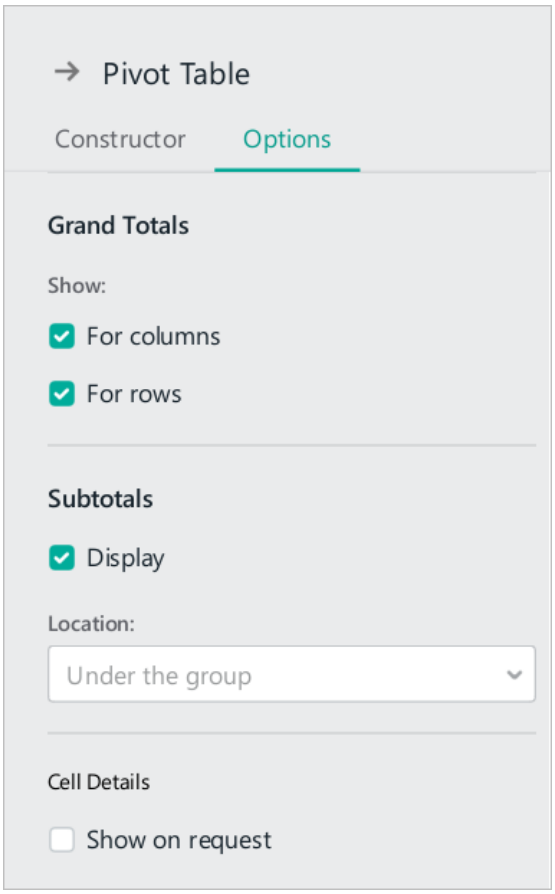



Figure 305. Enable showing cell details on request

#### 4.9.4.6 Edit captions

In the **Captions** section, you can edit the names of some columns and rows of the pivot table, as well as specify the text that appears in empty cells or cells with errors.

No formula or function may be used as a caption.

The **Captions** section contains the following boxes:

- **Empty Cells:** Text to display in empty cells of the pivot table.
- **Errors:** Text to display in cells that contain errors in calculations.
- **Grand Total:** The name of the row and column with the grand totals.
- **Values:** This field is not used in the current version of the application.
- **Rows:** The name of rows in the pivot table with a compact layout.
- **Columns:** The name of columns in the pivot table with a compact layout.

If there is no value in the field, enter a value manually and press **Enter**.

If there is a value in the field, delete it manually or by clicking the ✕ button. Then enter the desired value and press **Enter**.

### 4.9.5 Collapse or expand the elements of pivot table

You can change the level of detail in the pivot table by collapsing and expanding the content of grouped rows and columns. For example, in the table, you can collapse rows grouped by region of sale or by product group (see Figure 306).

| Manager | Net cost | Sum of Net cost |
|---|---|---|
| Dobryakov | 44,492 | |
| | 101,695 | |
| | 106,780 | 106779.66102 |
| | 904,661 | |
| Dobryakov Total | | 106779.66102 |
| Ilinskaya | 1,525 | |
| | 3,051 | |
| | 13,347 | |
| | 22,246 | |
| | 587,288 | 587288.13559 |
| | 800,847 | |
| | 1,112,288 | |
| | 1,494,915 | 1494915.2542 |
| Ilinskaya Total | | 2082203.3898 |

Figure 306. Example of grouping in the pivot table

In pivot tables created or edited in LibreOffice Calc, the row/column collapse/expand buttons and commands may be missing or may not work properly.

To collapse or expand all grouped rows or columns in the pivot table, follow these steps:

1. Open the context menu by right-clicking any cell in the pivot table and select **Collapse or Expand**.
2. In the sub-menu that opens, select the desired command.

To collapse or expand a single group of rows or columns in the pivot table, do one of the following:

- To collapse a single row/column group, click the button to the left of its header, to expand it, click the button.
- Open the context menu by right-clicking the cell with the row/column group header and select **Collapse** or **Expand**.

### 4.9.6 View cell details

If you want to understand what data was used to derive a value in a cell in the pivot table, you can view the cell details. You can view cells from the values area of the pivot table, including cells with totals and subtotals.

You can view cell details in a pivot table in one of the following ways:

- Double-click the cell with the value.
- Right-click the cell with the value to open the context menu and select **Show Details** (see Figure 307).

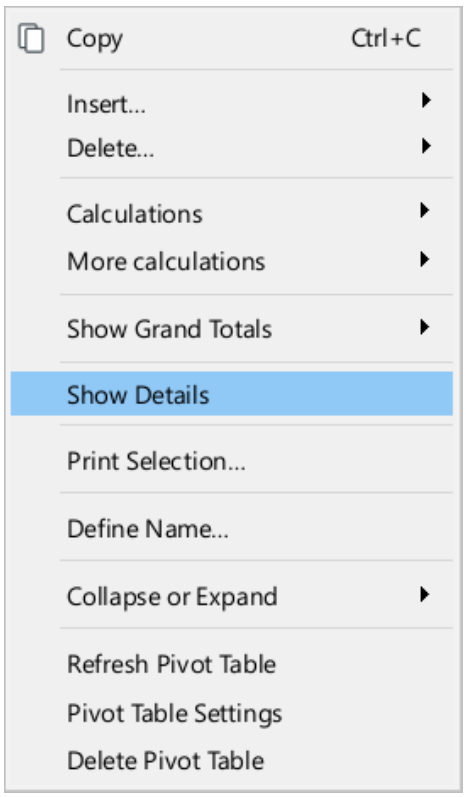



Figure 307. Show Details command from the context menu

As a result, a new sheet will be created. This sheet will generate a table with the data used to calculate the value in the cell of interest. Even though the data on the sheet can be edited, changing it will not affect the source data or the pivot table.

The table on the new sheet inherits the style of the pivot table from which it was generated. You can change the style and areas of the table in the settings on the Sidebar.

You cannot view cell details in the following cases:

- For the pivot table, the details display setting in the **Options** tab of the **Pivot Table Settings** pane is disabled (see Section 4.9.4).
- The pivot table data has not been refreshed since the document was opened (see Section 4.9.7).
- The structure of the document is protected from changes (see Section 4.16).
- The sheet with the pivot table is protected from changes, and the option **Work with pivot tables** is disabled in the **Allowed actions** list (see Section 4.16.1).

### 4.9.7 Refresh a pivot table

A pivot table needs to be refreshed in the following cases:

- When you work with the document, the data on which the pivot table was created has changed in the source table.
- MyOffice Spreadsheet opens a document with a pivot table created in a third-party editor.
- MyOffice Spreadsheet opens a document with a pivot table that contains irrelevant data.
- You need to view the cell details (see Section 4.9.6).

To refresh a pivot table, follow these steps:

1. Select the entire range or one/several cells from the range of the pivot table.
2. Refresh the table in one of the following ways:
   - In the **Data** menu, click **Refresh Pivot Table** (see Figure 308).

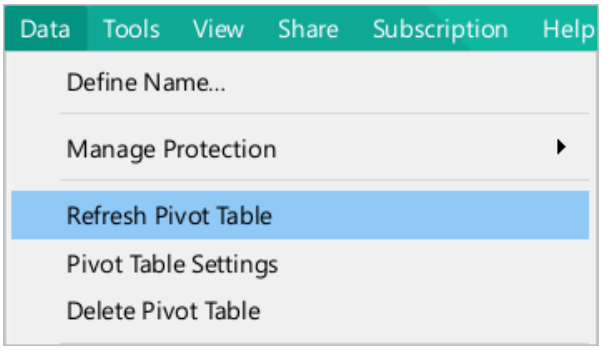



Figure 308. Data menu

   - On the Toolbar, in the **Pivot Table** section, click **Refresh** (see Figure 309).

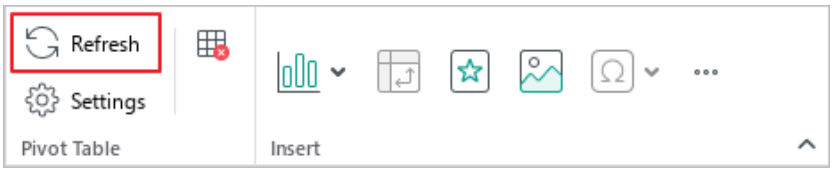



Figure 309. Update button

   - Right-click to open the context menu and run the **Refresh Pivot Table** command.

– If you created the pivot table in a third-party application, in the Pivot Table settings pane, on the **Constructor** tab, click the **Update** button, which is displayed below the message: "**The source data has changed. Please update to load the latest data.**".

– If the pivot table contains irrelevant data, in the Pivot Table settings pane, on the **Constructor** tab, click the **Refresh** button, which is displayed below the message: "**Data may be outdated. Please refresh the pivot table.**" (see Figure 310).

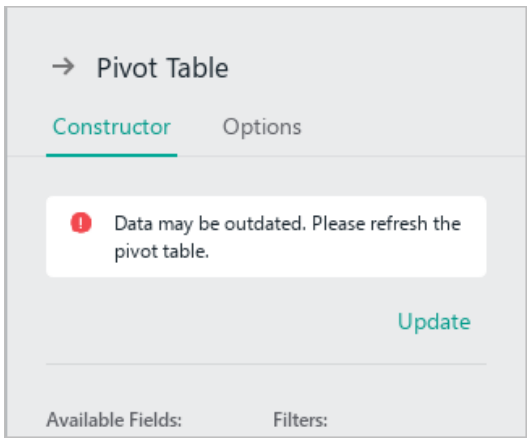



Figure 310. Update button

### 4.9.8 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 311).

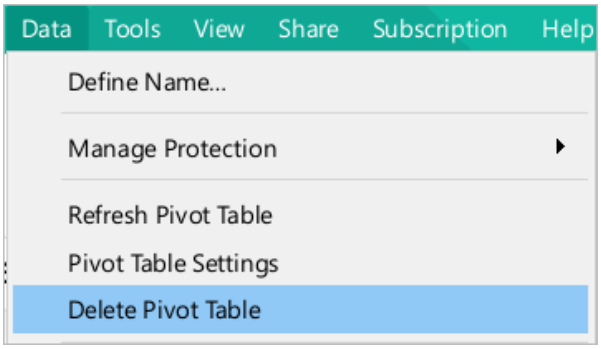



Figure 311. Data menu

   – On the Toolbar, in the **Pivot Table** section, click **Delete Pivot Table** (see Figure 312).

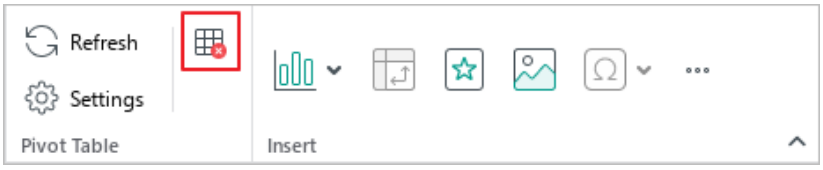



Figure 312. Delete Pivot Table button

   – Right-click the context menu and run the **Delete Pivot Table** command.
   – Press **Delete**.

## 4.10 Charts

### 4.10.1 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 313).

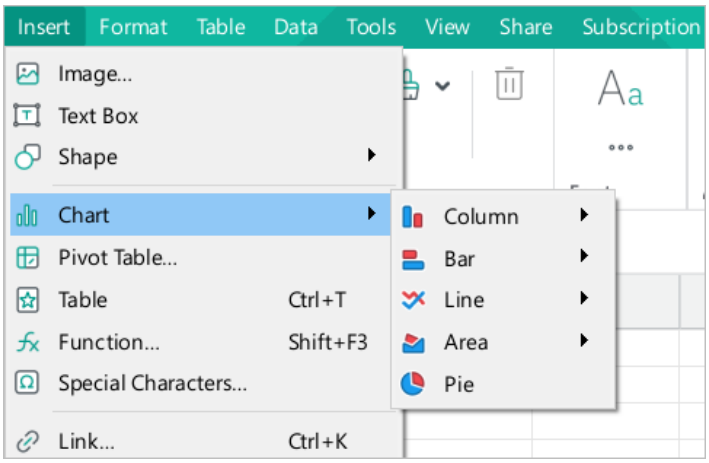



Figure 313. Insert menu

– On the Toolbar, select the **Insert** section and click **Chart** (see Figure 314).

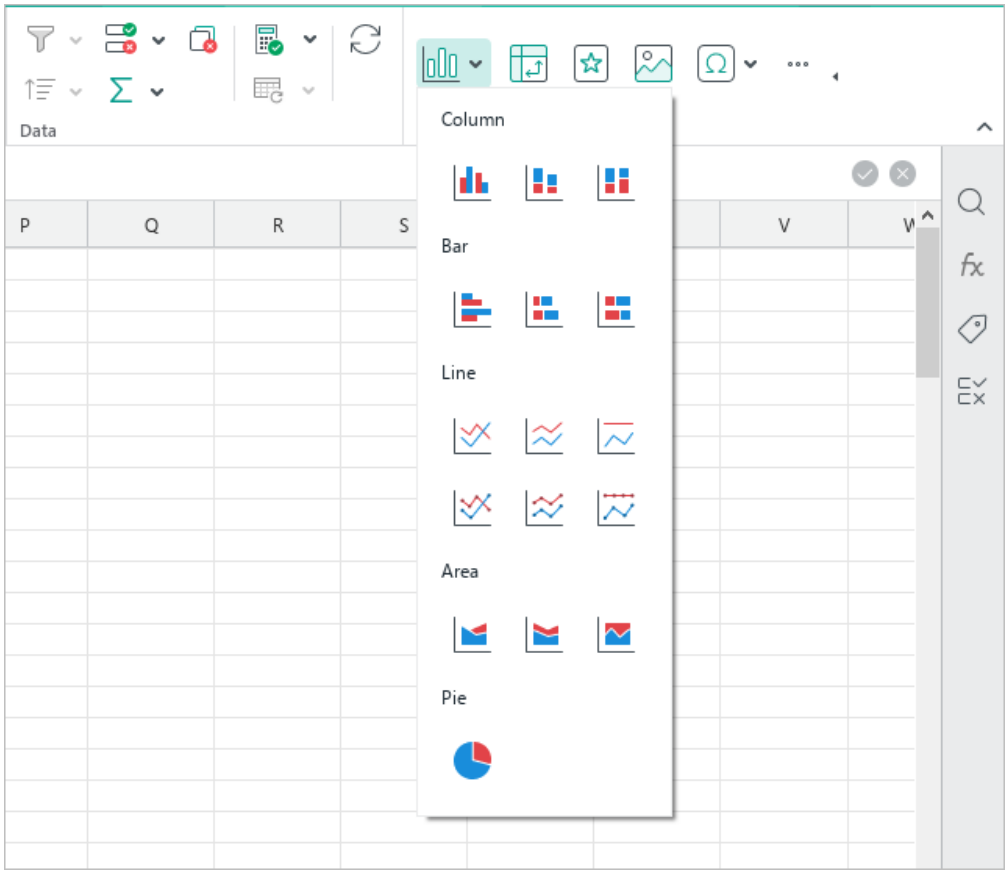



Figure 314. Chart button

– On the Toolbar (see Figure 315), select the **Insert** section and click ⋯. In the displayed insert pane, click **Chart**.

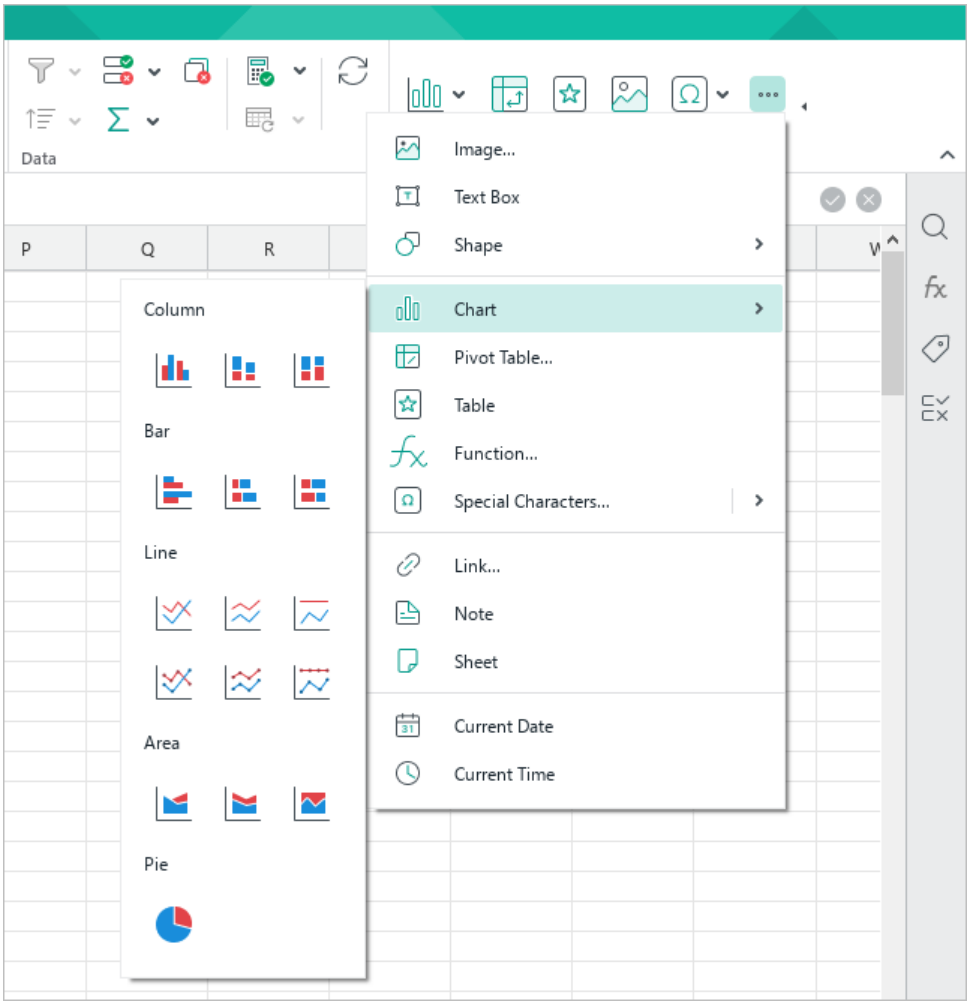



Figure 315. Insert menu

3. In the opened menu, select the desired chart type.

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 316).


Figure 316. Chart

### 4.10.2 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 317).

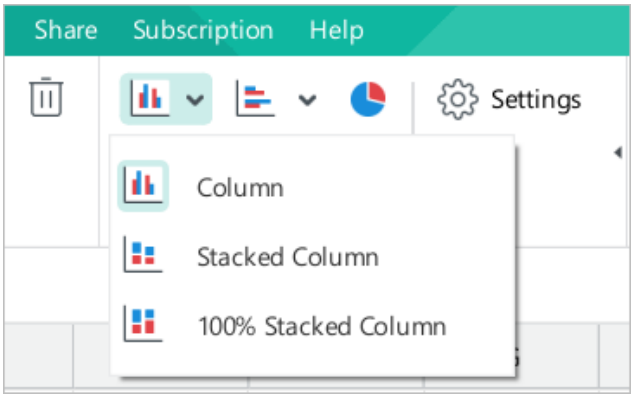



Figure 317. Column chart

– **Bar:** Click this button to transform your chart into the **Bar** chart or change the current type of the **Bar** chart (see Figure 318).

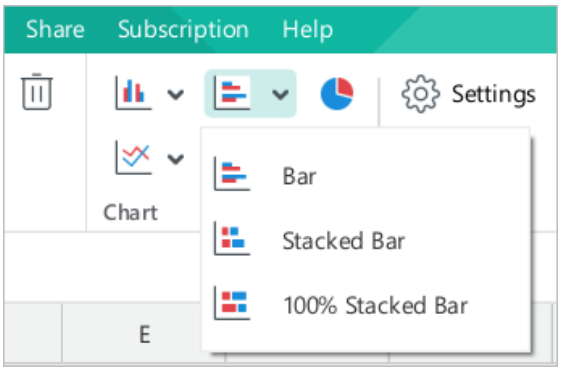



Figure 318. Bar chart

– **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 319).

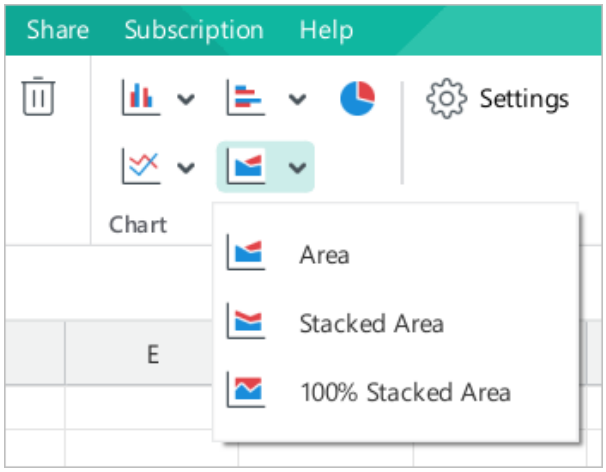



Figure 319. Area chart

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 320).

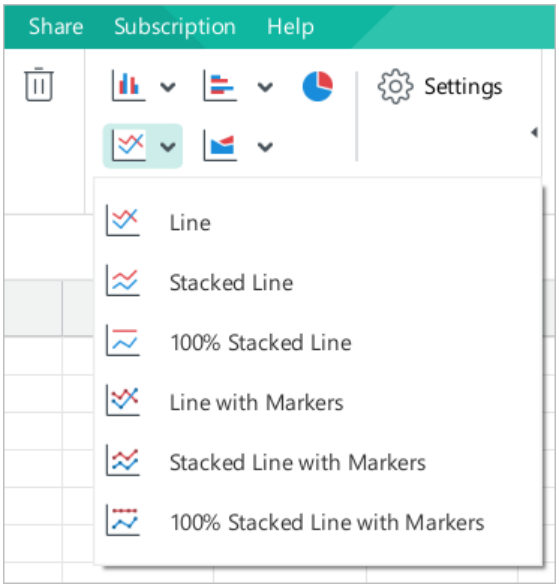



Figure 320. Line chart

### 4.10.3 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.

### 4.10.4 Change chart size

To resize a chart, left-click it and drag the sizing handle as needed (see Figure 321):

- 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.

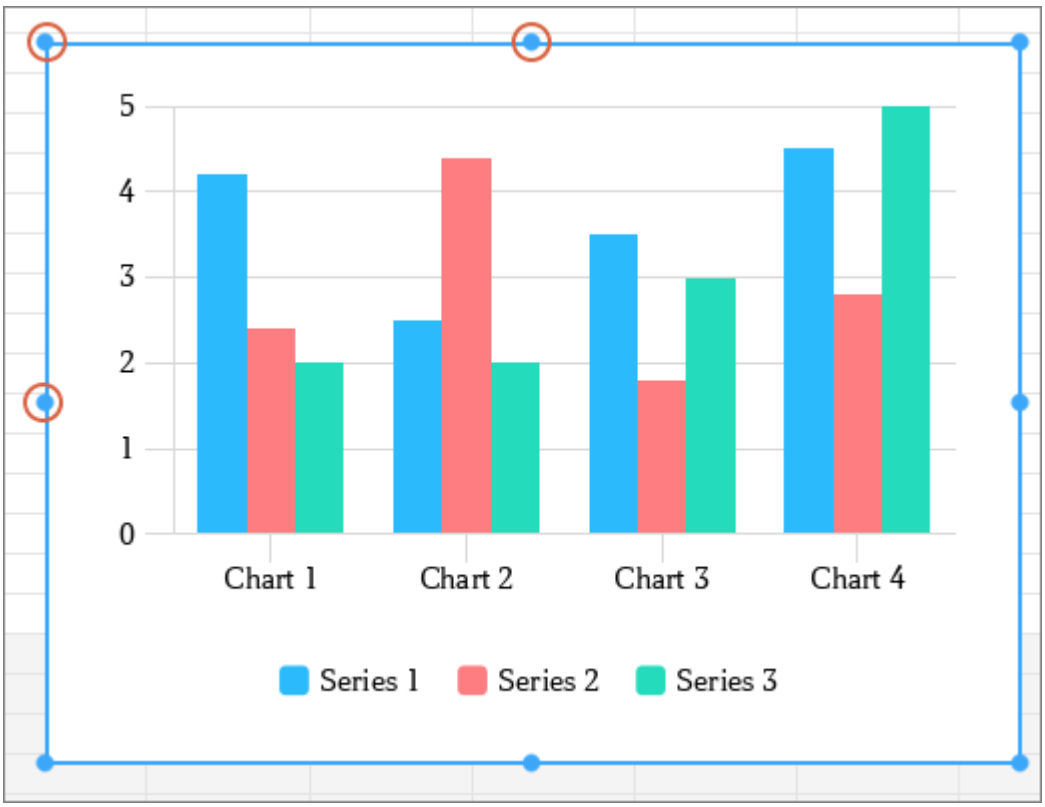



Figure 321. Resize a chart

### 4.10.5 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.

### 4.10.6 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 322).
   - Right-click the chart and select **Chart Settings** in the context menu.

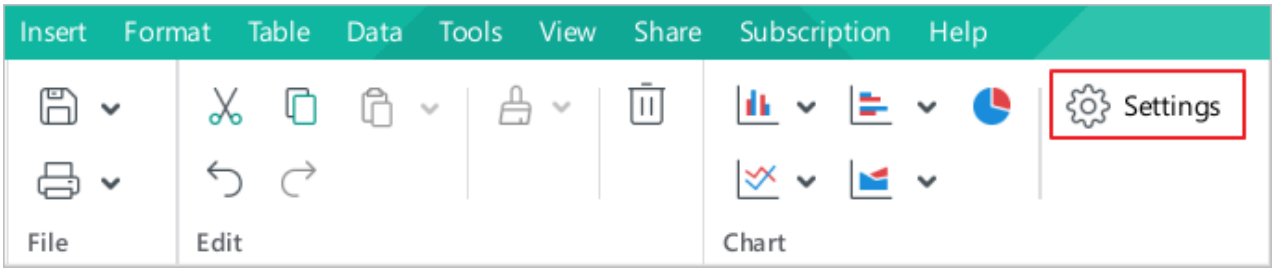



Figure 322. Settings button

The opened **Chart Settings** displays the following menus (see Figure 323):

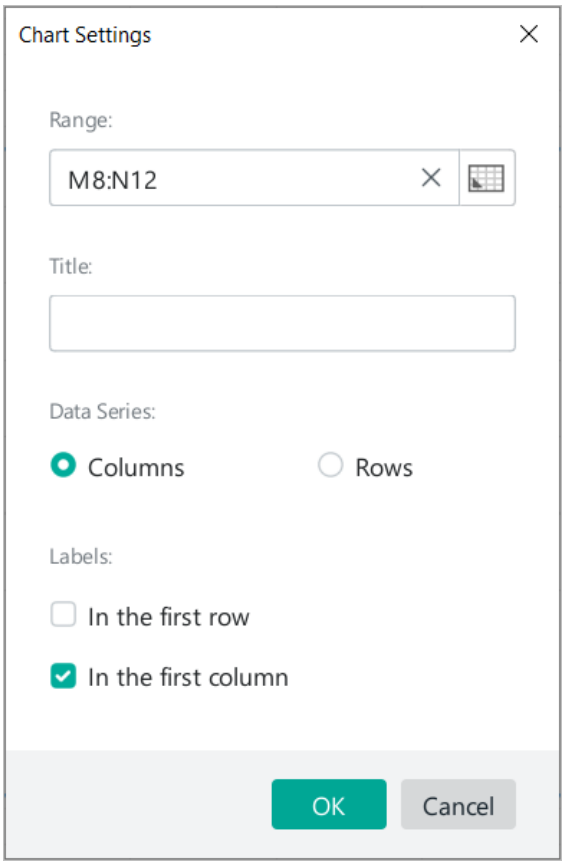



Figure 323. Chart Settings window

- **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).

### 4.10.7 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.

### 4.10.8 Delete a chart

To delete a chart, do the following:

1. Select the chart.
2. Run the delete command in one of the following ways:
   – On the Toolbar, in the **Edit** section, click **Delete** (see Figure 324).

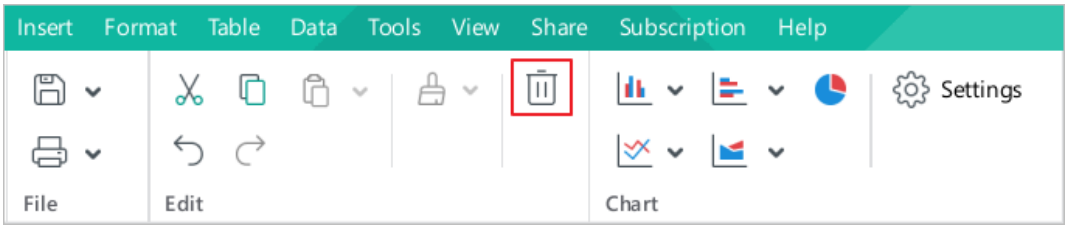



Figure 324. Delete button

   – Right-click the chart and click **Delete** (see Figure 322).
   – Press **Delete** or **Backspace**.

### 4.11 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.

### 4.11.1 Insert an image

#### 4.11.1.1 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 325).

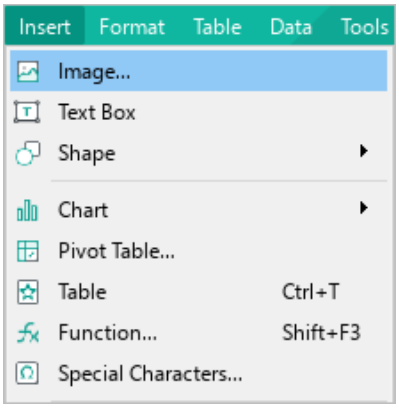



Figure 325. Insert menu

– On the Toolbar, select the **Insert** section (see Figure 326) and click **Image**.

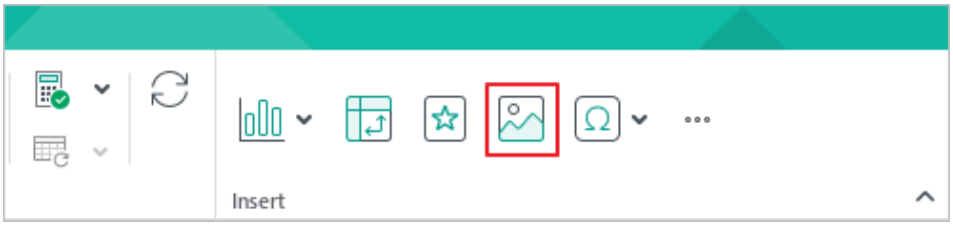



Figure 326. Insert menu

– On the Toolbar, select the **Insert** section and click ···. In the displayed pane, click **Image** (see Figure 327).

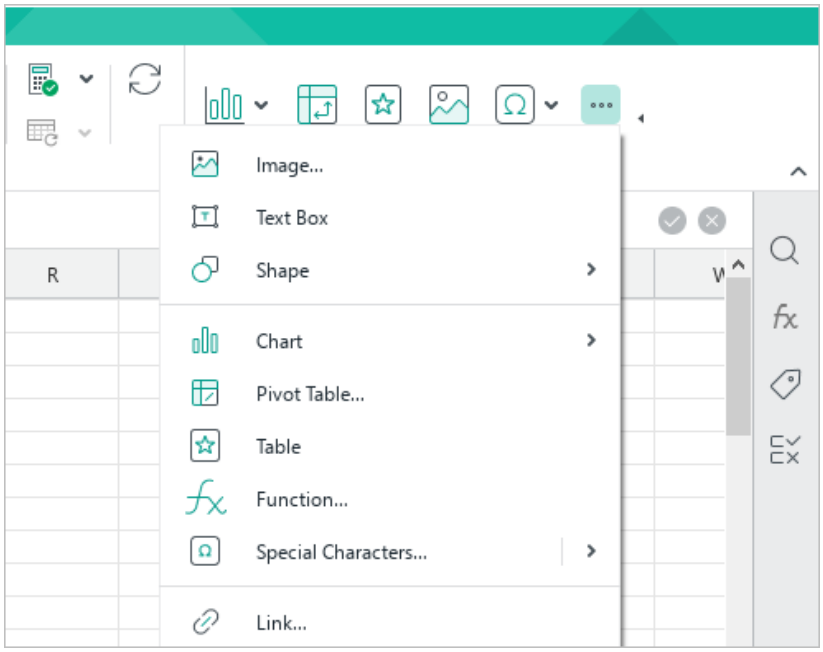



Figure 327. Insert pane

3. In the file manager window, select the image you want to insert and click **Open**.

#### 4.11.1.2 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 328).

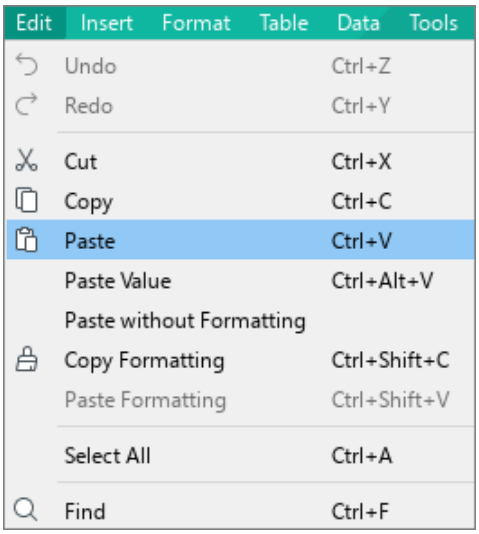



Figure 328. Edit menu

   – On the Toolbar, select the **Edit** section and click **Paste**. In the drop-down list, select **Paste** (see Figure 329).

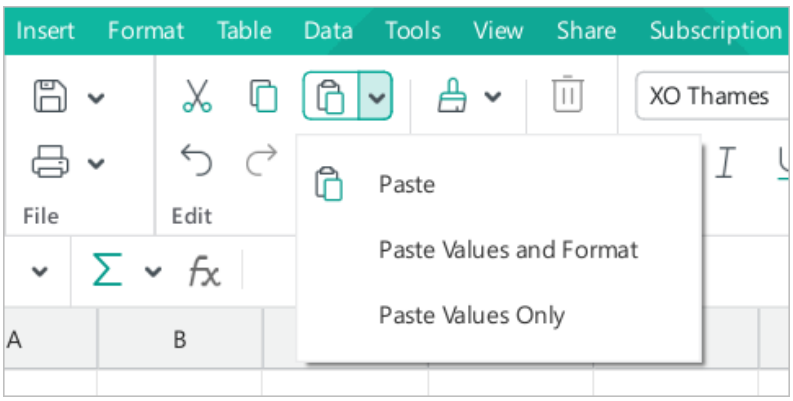



Figure 329. Paste button

   – Right-click and select **Paste** from the context menu.
   – Press **Ctrl+V** / **⌘Cmd+V**.

### 4.11.2 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 330).
3. Release the left mouse button to fix the selected size.

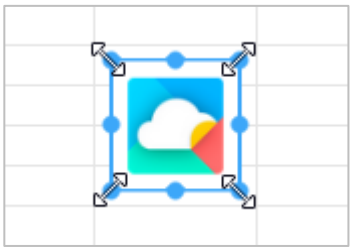


Figure 330. Resize an image proportionally

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 (see Figure 331):
   - 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.

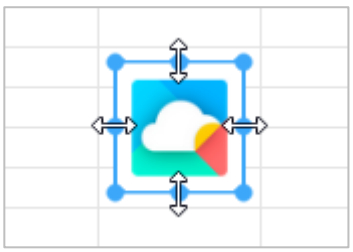


Figure 331. Resize an image without keeping its proportions

### 4.11.3 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 **Shift** 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.

### 4.11.4 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 332).

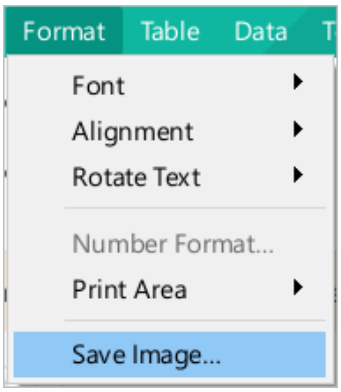



Figure 332. Save Image Command menu option

   – 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.

### 4.11.5 Delete an image

To delete an image, do the following:

1. Select the image that you want to delete.
2. Delete the image in one of the following ways:
   – On the Toolbar, in the **Edit** section, click **Delete** (see Figure 333).

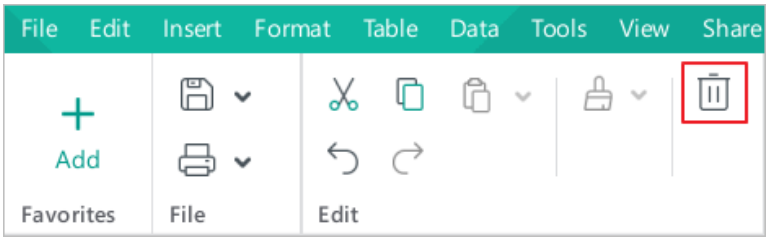



Figure 333. Delete Image button

   – Right-click the image and select **Delete** from the context menu.
   – Press **Delete** or **Backspace**.

### 4.12 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.

#### 4.12.1 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 **Insert** menu, select **Shape** > **Lines** (see Figure 334).

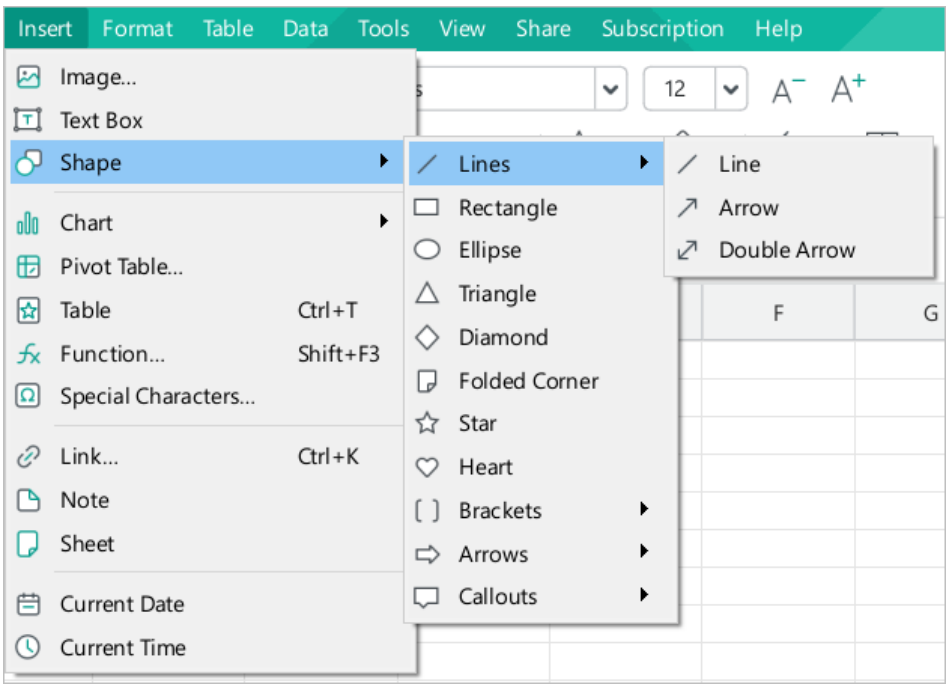



Figure 334. Insert menu

   – On the Toolbar, in the **Insert** section, click ⋯. In the insert pane that appears, hover the mouse cursor over the **Shape** button (see Figure 335).

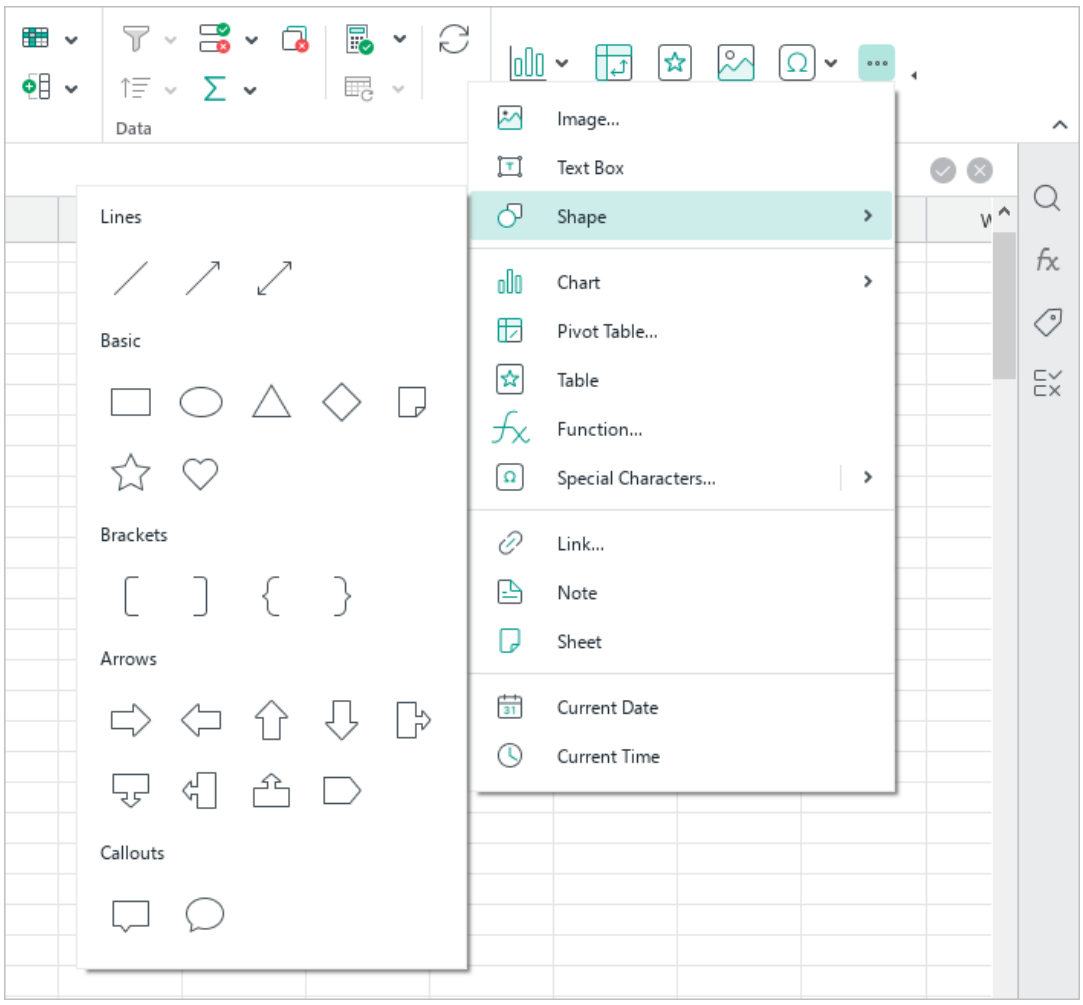



Figure 335. Insert pane

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 4.12.10).
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 4.12.9).

### 4.12.2 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 334).
   - On the Toolbar, select the **Insert** section and click ···. In the displayed pane, click **Shape** (see Figure 335).
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 (see Figure 336):
   - Enter the text manually. The text can be formatted in the same manner as you would format the main text in the document.

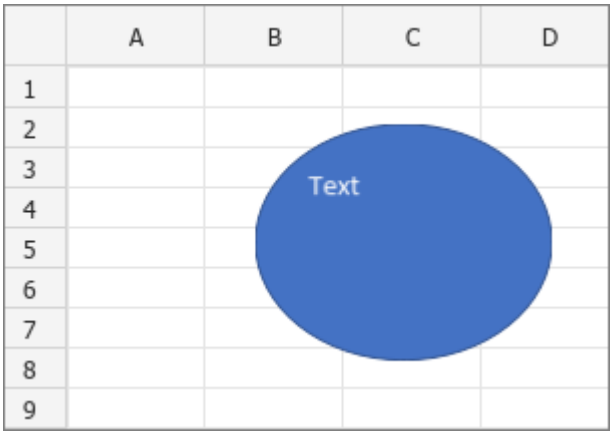



Figure 336. Entering text

   - Add a link to the shape as described in Section 4.4.5.1.
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.

### 4.12.3 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 337).

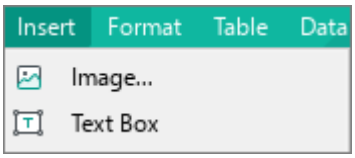



Figure 337. Insert command menu

   – On the Toolbar, select the **Insert** section and click ••• (see Figure 338). In the displayed pane, click **Text Box**.

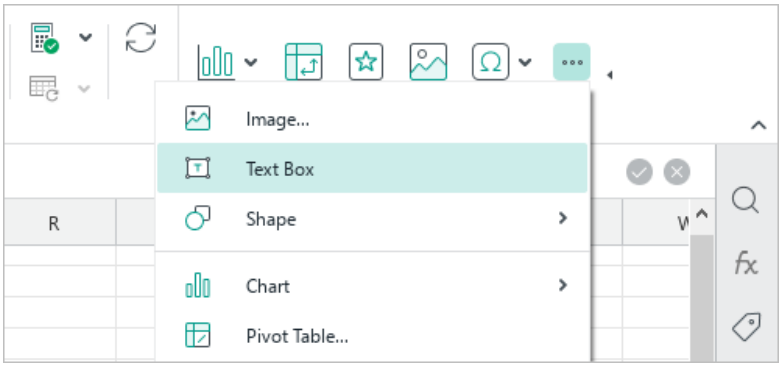



Figure 338. Text Box button

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.

### 4.12.4 Fill a shape

You can fill the inner area of a shape, except lines, with colors or images.

#### 4.12.4.1 Fill a shape with color

To fill a shape with color, follow these steps:

1. Single-click to select a shape or double-click to select a shape to enter its editing mode.
2. To fill the shape with the last color used to fill it earlier, on the Toolbar, in the **Shape** section, click the **Fill Color** button (see Figure 339).

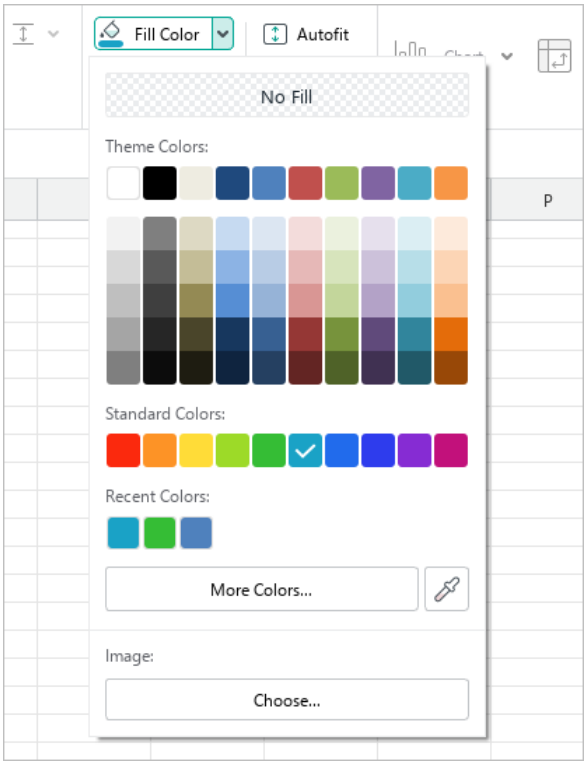



Figure 339. Fill Color button and color selection pane

3. To fill the shape with a different color, click the arrow to the right of the **Fill Color** button.
4. In the color selection pane that opens, specify the fill color of the shape in one of the following ways:
   - Choose a color from one of the color sets provided.
   - Specify the color code manually.
   - Copy the color with an eyedropper.

#### 4.12.4.1.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 339):

- **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 **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The shape will be filled with the selected color.

#### 4.12.4.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 339).
2. In the **Select Color** window (see Figure 340) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

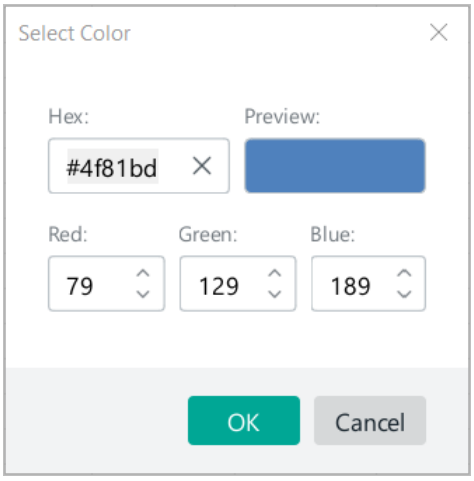



Figure 340. Select Color window

The manually specified color will be added to the **Recent Colors** set (see Figure 339) and checked. The color selection pane will close. The shape will be filled with the selected color.

#### 4.12.4.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace (see Section 3.6) and filling the shape with this color.

To copy a color using the eyedropper, follow these steps:

1. Click  **Eyedropper** (see Figure 339). The color selection pane will close, and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color you want to fill the shape with. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The shape will be filled with the specified color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 339) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

#### 4.12.4.2 Filling a shape with image

To fill a shape with an image, 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, select the **Shape** section and click the arrow to the right of the **Fill Color** button (see Figure 341).
3. In the color selection pane, in the **Image** block, click **Choose**.

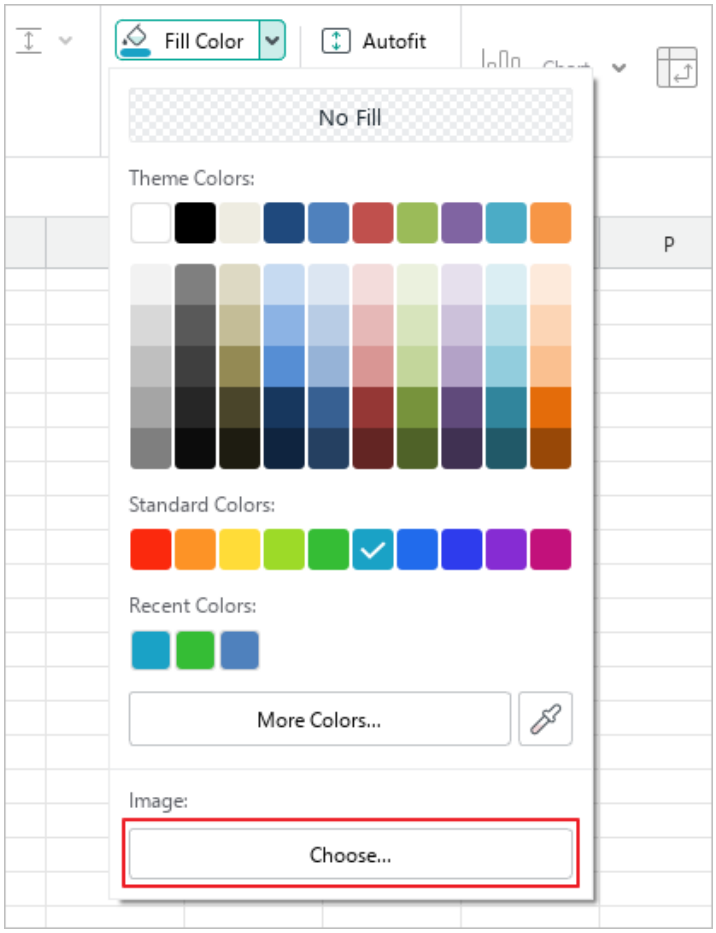



Figure 341. Choose button

4. In the File manager window, select the desired image and click **Open**.

#### 4.12.4.3 Remove the fill color

To remove the shape fill, 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 **Fill Color** button (see Figure 342).
3. In the color selection pane, click **No Fill**.

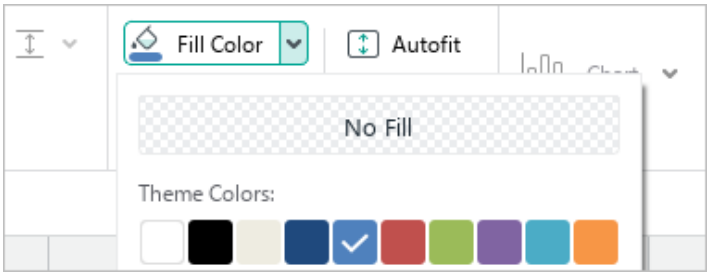



Figure 342. No Fill button

### 4.12.5 Shape outline

You can define the color, thickness, and outline type for the shape.

#### 4.12.5.1 Set shape outline

To select the color of the 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 343).
3. In the color selection pane that opens, specify the color of the shape outline in one of the following ways:
   - Choose a color from one of the color sets provided.
   - Specify the color code manually.
   - Copy the color with an eyedropper.

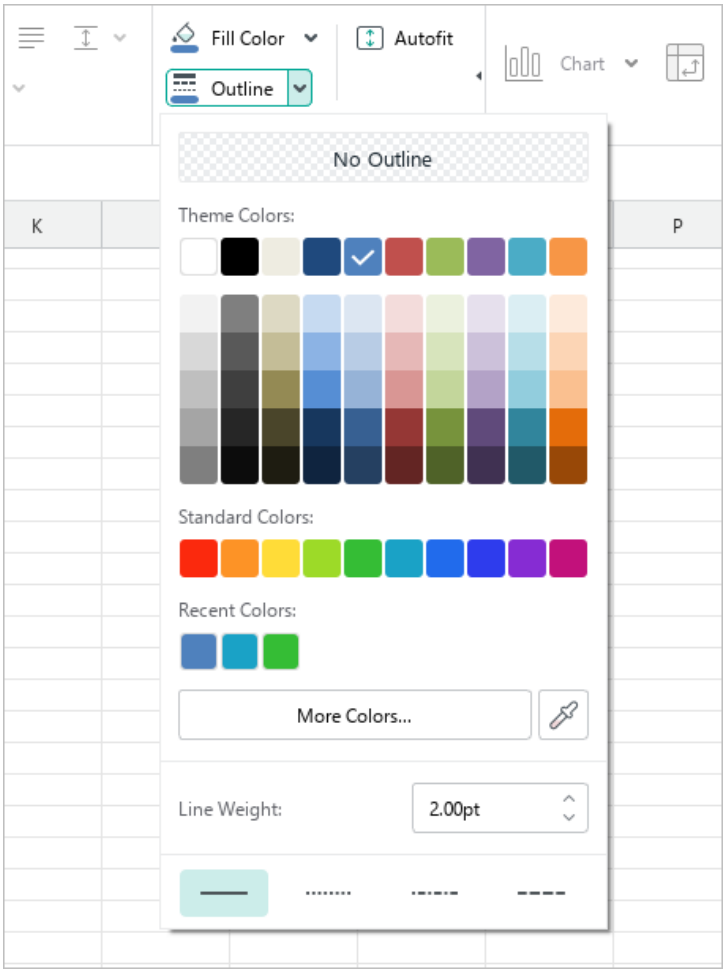



Figure 343. Outline button and color selection pane

#### 4.12.5.1.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 343):

- **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 **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The shape outline will be colored in the selected color.

#### 4.12.5.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 343).
2. In the **Select Color** window (see Figure 344) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

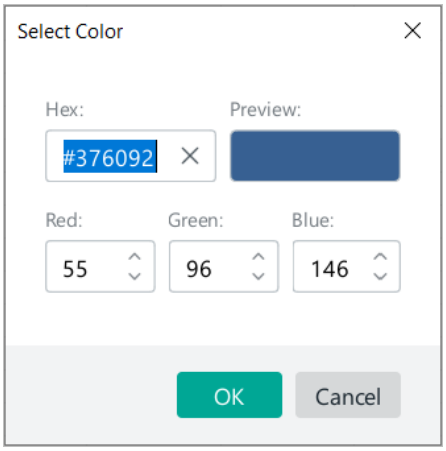



Figure 344. Select Color window

The manually specified color will be added to the **Recent Colors** set (see Figure 343) and checked. The color selection pane will close. The shape outline will be colored in the selected color.

#### 4.12.5.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace (see Section 3.6) and apply that color to the shape outline.

To copy a color using the eyedropper, follow these steps:

1. Click  **Eyedropper** (see Figure 343). The color selection pane will close, and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color you want to color the shape outline. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The shape outline is colored in the selected color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** (see Figure 343) set and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

### 4.12.5.2 Select the thickness and line type of the shape outline

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 343).
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.

#### 4.12.5.3 Apply outline settings of the previous shape

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 345).

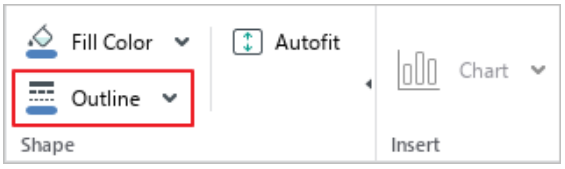



Figure 345. Outline button

#### 4.12.5.4 Delete shape outline

To delete the outline 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 346).
3. In the color selection pane, click **No Outline**.

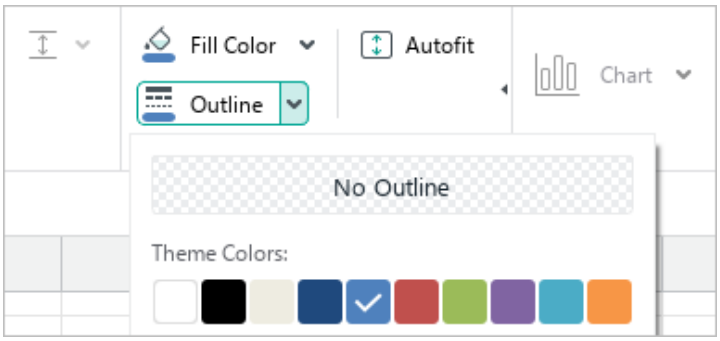



Figure 346. No Outline button

### 4.12.6 Line style

You can define the color, thickness, and outline type for the line.

#### 4.12.6.1 Select a line color

To select a line color, follow these steps:

1. Select the line.
2. On the Toolbar, select the **Line** section and click the arrow to the right of the **Line Style** button (see Figure 347).
3. In the color selection pane that opens, specify the line color in one of the following ways:
   - Choose a color from one of the color sets provided.
   - Specify the color code manually.
   - Copy the color with an eyedropper.

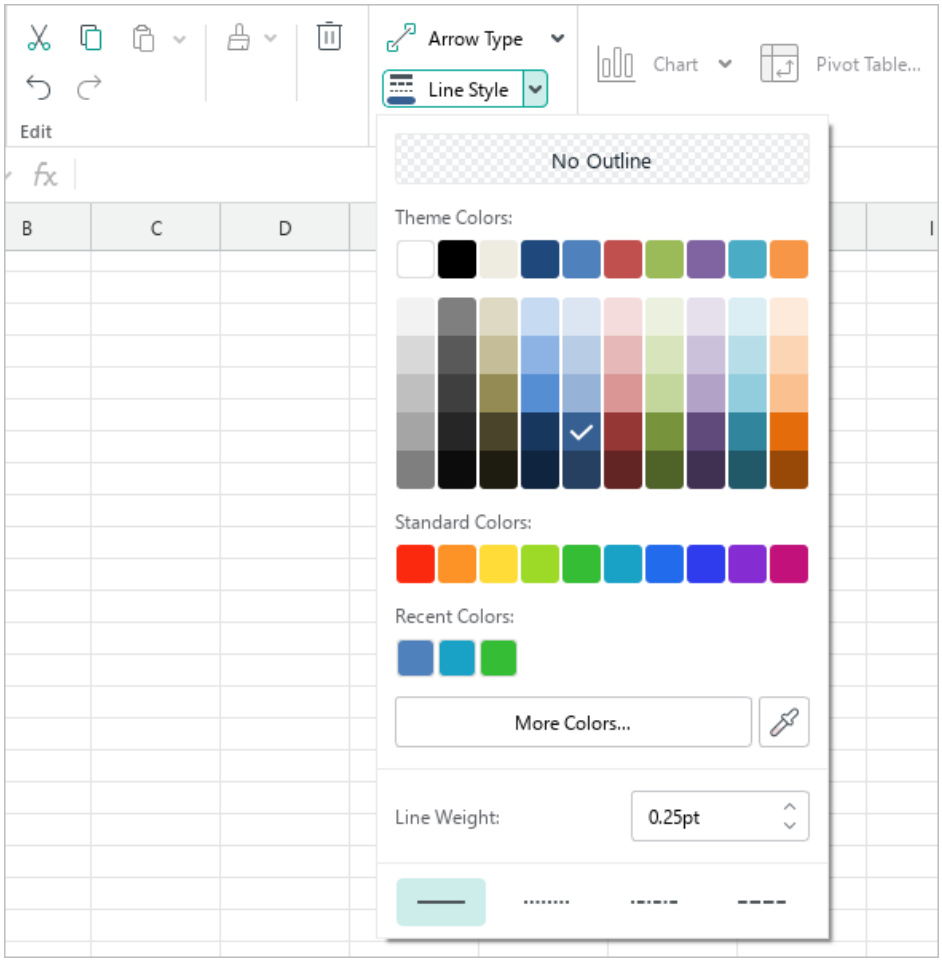



Figure 347. Line Style button and color selection pane

#### 4.12.6.1.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 347):

- **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 **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The line will be colored in the selected color.

#### 4.12.6.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 347).
2. In the **Select Color** window (see Figure 348) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

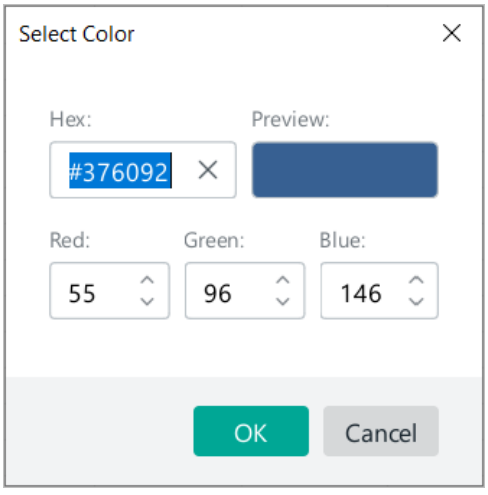



Figure 348. Select Color window

The manually specified color will be added to the **Recent Colors** set (see Figure 347) and checked. The color selection pane will close. The line will be colored in the selected color.

#### 4.12.6.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace (see Section 3.6) and apply that color to the line outline.

To copy a color using the eyedropper, follow these steps:

1. Click  **Eyedropper** (see Figure 347). The color selection pane will close, and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color you want to color the line. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The line is colored in the selected color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 347) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

#### 4.12.6.2 Select the thickness and line type

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  **Line Style** button (see Figure 347).
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.

#### 4.12.6.3 Apply the style of the previous line

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 **Line Style** (see Figure 349).

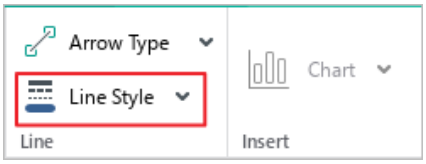



Figure 349. Line Style button

#### 4.12.6.4 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 **Line Style** button (see Figure 347).
3. In the color selection pane, click **No Outline**.

### 4.12.7 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 350).
3. Release the left mouse button to fix the selected size.

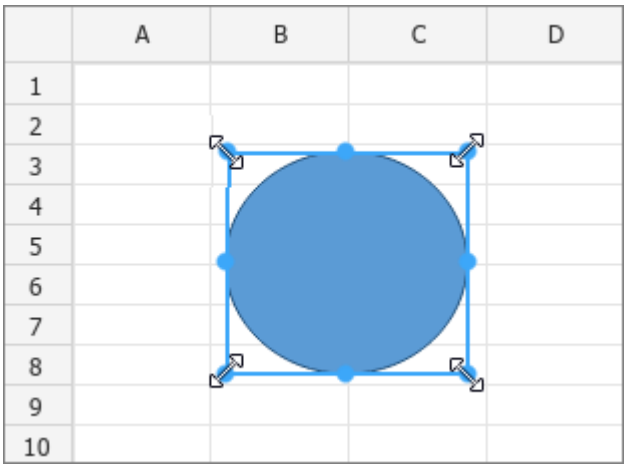



Figure 350. Resize a shape proportionally

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 351):
   - 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.

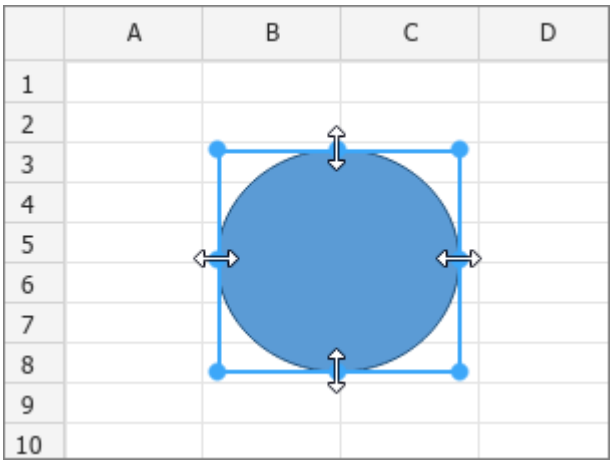



Figure 351. Resize a shape without keeping its proportions

### 4.12.8 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 352) and click **Autofit**. The button will change to .

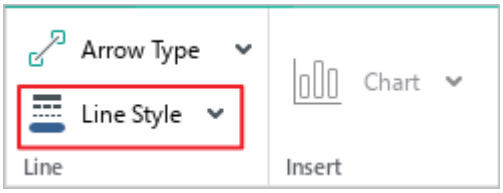



Figure 352. Autofit button

To cancel the autofit, perform the same procedure once again.

### 4.12.9 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.

### 4.12.10 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 4.12.1) 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 353).

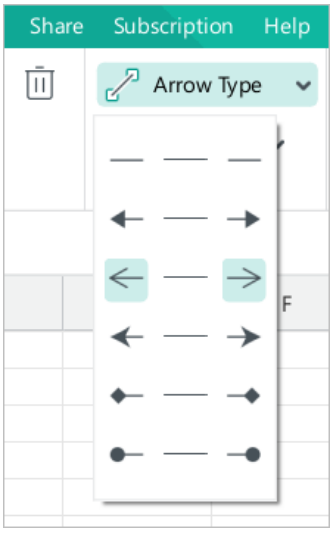



Figure 353. Arrow Type button

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.

### 4.12.11 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.

### 4.12.12 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:
   - On the Toolbar, select the **Edit** section and click **Delete** (see Figure 354).

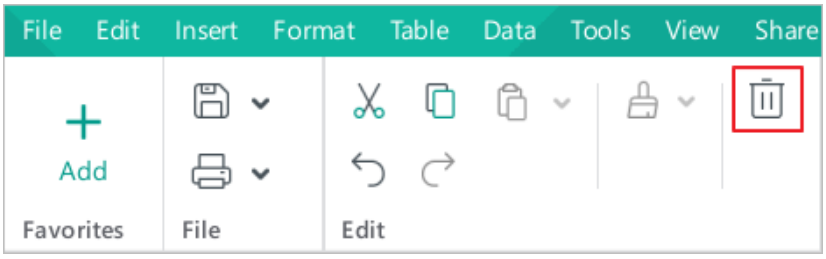



Figure 354. Delete button

   - Right-click the shape and select **Delete** from the context menu.
   - Press **Delete** or **Backspace**.

### 4.13 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.

#### 4.13.1 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 355), 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**.

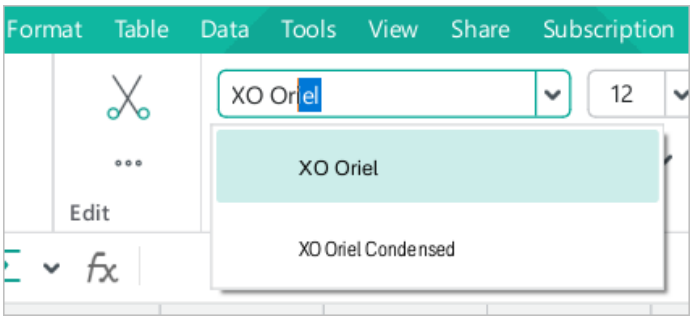



Figure 355. Font search

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 356).
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**.

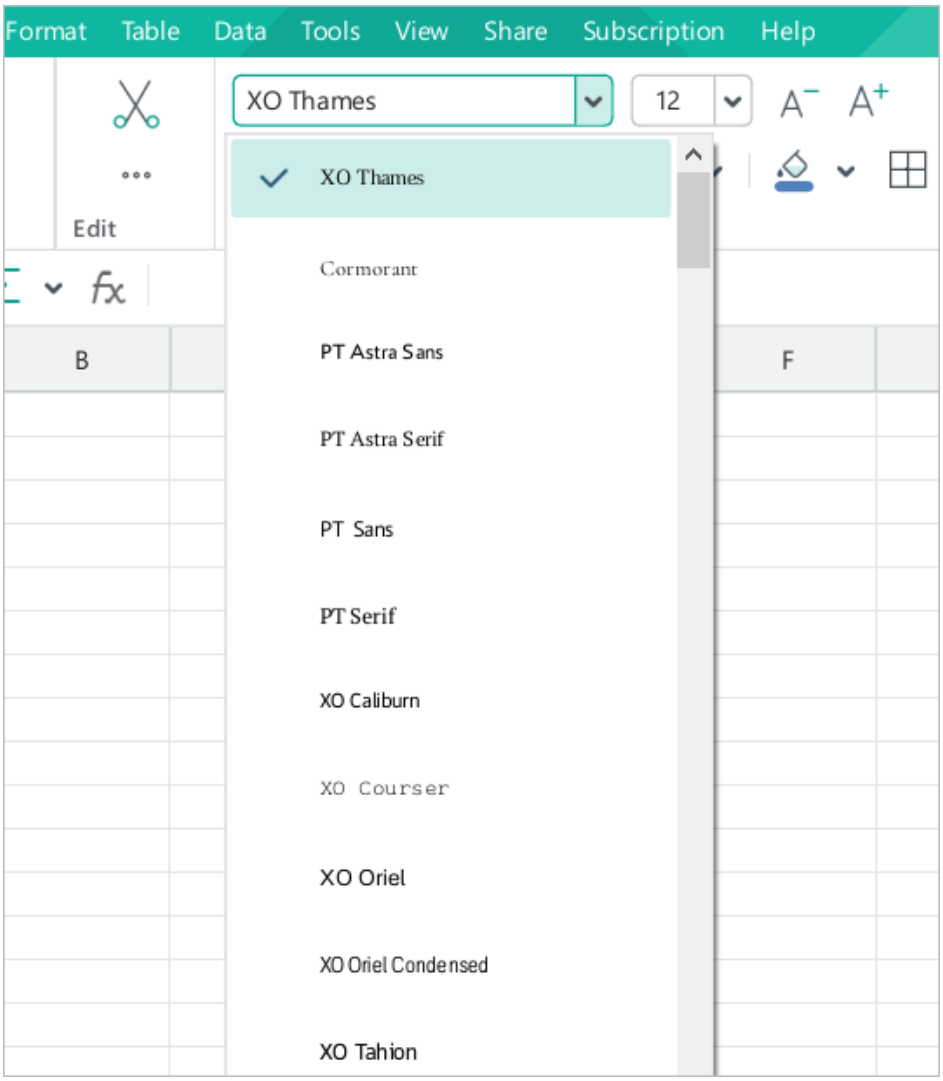



Figure 356. Full list of fonts

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.

### 4.13.2 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 357).
2. In the opened list, select the desired font size.

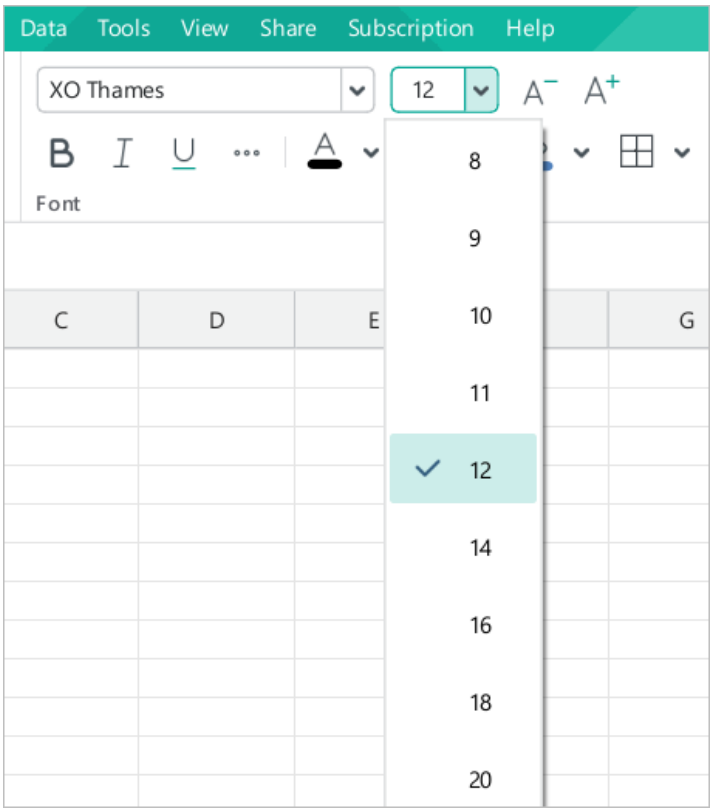



Figure 357. Selecting the font size

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**.

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 358).

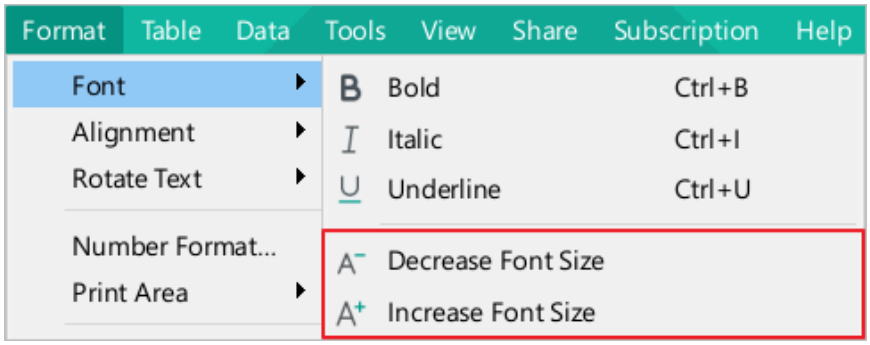



Figure 358. Increase and Decrease Font Size options

– On the Toolbar, select the **Font** section (see Figure 359) and click **Increase Font Size**.

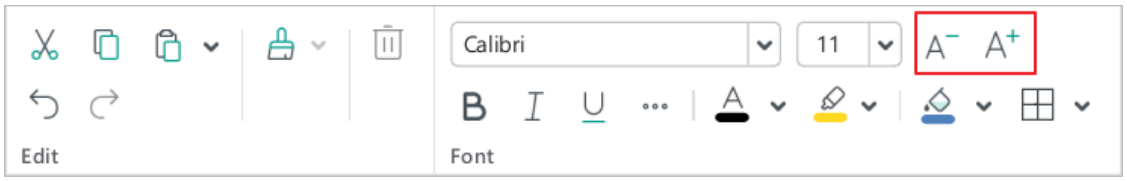



Figure 359. Buttons to increase and decrease the font size

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 358).

– On the Toolbar, select the **Font** section and click **Decrease Font Size** (see Figure 359).

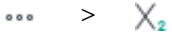
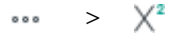
 

### 4.13.3 Text formatting

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 22. Text formatting**

| Text formatting | Command menu | Toolbar button, Font section | Keyboard shortcut (Windows/Linux) | Keyboard shortcut (macOS) |
|---|---|---|---|---|
| Bold | **Format** > **Font** > **Bold** |  | Ctrl+B | ⌘Ctrl+B |
| *Italic* | **Format** > **Font** > **Italic** |  | Ctrl+I | ⌘Ctrl+I |
| Underline | **Format** > **Font** > **Underline** |  | Ctrl+U | ⌘Ctrl+U |
| ALL CAPS | **Format** > **Font** > **All Caps** |  | Ctrl+Shift+A | ⇧Shift+⌘Cmd+A |
| ~~Strikethrough~~ | **Format** > **Font** > **Strikethrough** |  | – | – |
| Subscript sign | **Format** > **Font** > **Subscript** |  | Ctrl+= | ⌘Cmd+= |
| Superscript sign | **Format** > **Font** > **Superscript** |  | Ctrl+Shift+= | ⇧Shift+⌘Cmd+= |

### 4.13.4 Font color

To change the font color of text, follow these steps:

1. Specify the text for which you want to change the font color:
   - To change the font color for all the text located in a cell, select that cell or select all text in that cell.
   - To change the font color for a text fragment located in a cell, switch to the cell editing mode and select this fragment.
   - To change the font color in one word, switch to the cell editing mode and place the cursor on this word or select it entirely.
2. To select the last color that was applied to the font, on the Toolbar, select the **Font** section and click **Text Color** (see Figure 360).
3. To select a different font color, click the arrow to the right of the **Text Color** button.

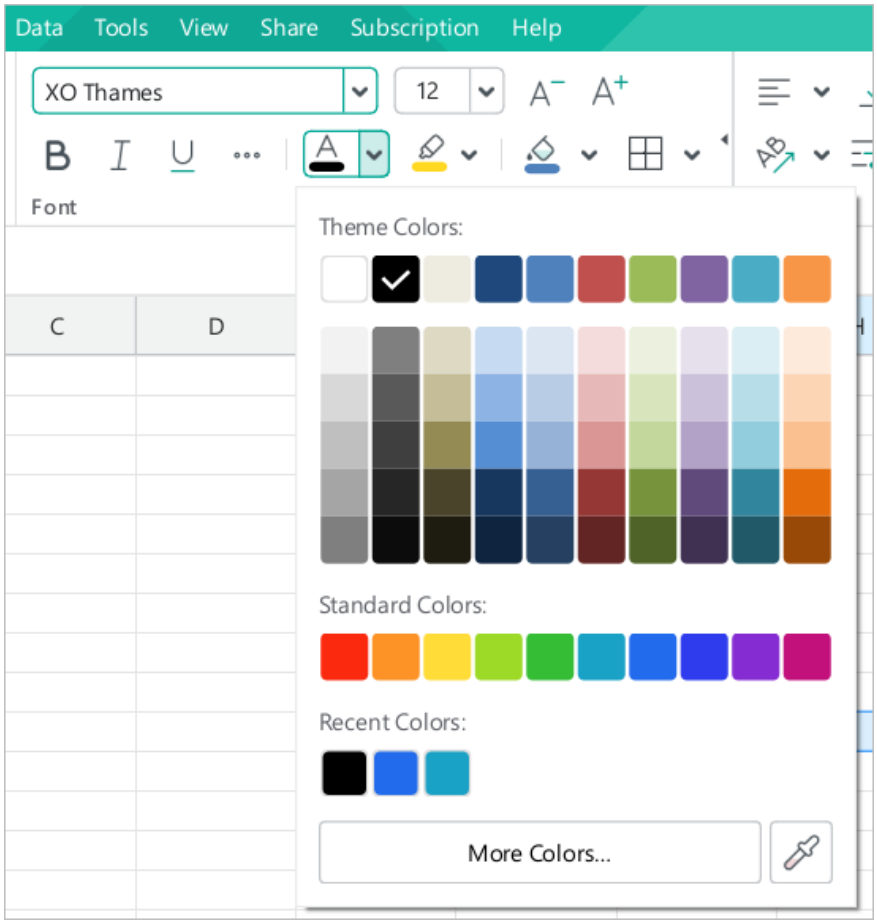



Figure 360. Text Color button and color selection pane

4. In the color selection pane that opens, specify the font color in one of the following ways:
   - Choose a color from one of the color sets provided.
   - Specify the color code manually.
   - Copy the color with an eyedropper.

#### 4.13.4.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 360):

- **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 **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The font of the text will be colored in the selected color.

#### 4.13.4.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 360).
2. In the **Select Color** window (see Figure 361) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

The manually specified color will be added to the **Recent Colors** set (see Figure 360) and checked. The color selection pane will close. The font of the text will be colored in the selected color.

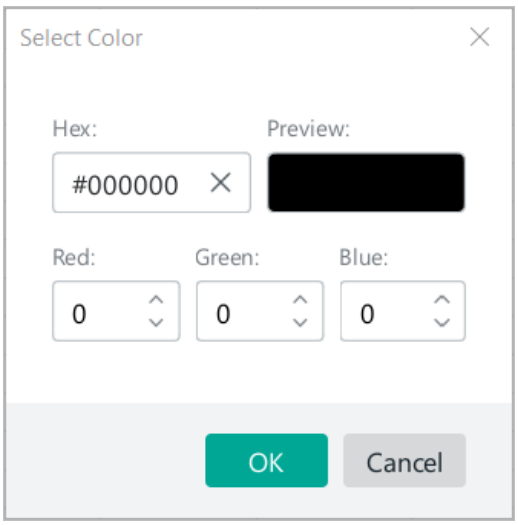



Figure 361. Select Color window

#### 4.13.4.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace (see Section 3.6) and apply that color to the font of the selected text.

The eyedropper is disabled when working with notes (see Section 4.4.6).

To copy a color using the eyedropper, follow these steps:

1. Click **Eyedropper** (see Figure 360). The color selection pane will close, and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color you want to apply to the selected text. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The font of the selected text is colored in the specified color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 360) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

### 4.13.5 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 362).
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**.

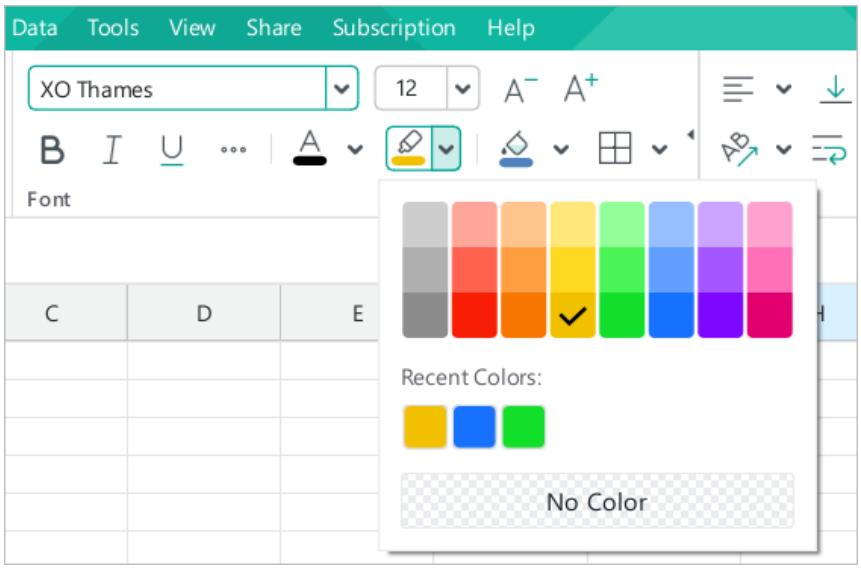



Figure 362. Highlight color selection

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 362).
3. In the window that opens, select **No Color**.

### 4.13.6 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 23. Horizontal alignment**

| Position in cell | Command menu | Toolbar button, Alignment section | Keyboard shortcut (Windows/Linux) | Keyboard shortcut (macOS) |
|---|---|---|---|---|
| Align left | **Format** > **Alignment** > **Left** |  | **Ctrl**+**L** | ⌘**Ctrl**+**L** |
| Center | **Format** > **Alignment** > **Center** |  | **Ctrl**+**E** | ⌘**Ctrl**+**E** |
| Align right | **Format** > **Alignment** > **Right** |  | **Ctrl**+**R** | ⌘**Ctrl**+**R** |
| Justify | **Format** > **Alignment** > **Justify** |  | **Ctrl**+**J** | ⌘**Ctrl**+**J** |

To align data vertically, use one of the commands described in the table below:

**Table 24. Vertical alignment**

| Position in cell | Command menu | Toolbar button in the Alignment section |
|---|---|---|
| Align to Top | **Format** > **Alignment** > **Top** |  |
| Align to Middle | **Format** > **Alignment** > **Middle** |  |
| Align to Bottom | **Format** > **Alignment** > **Bottom** |  |

### 4.13.7 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 363).

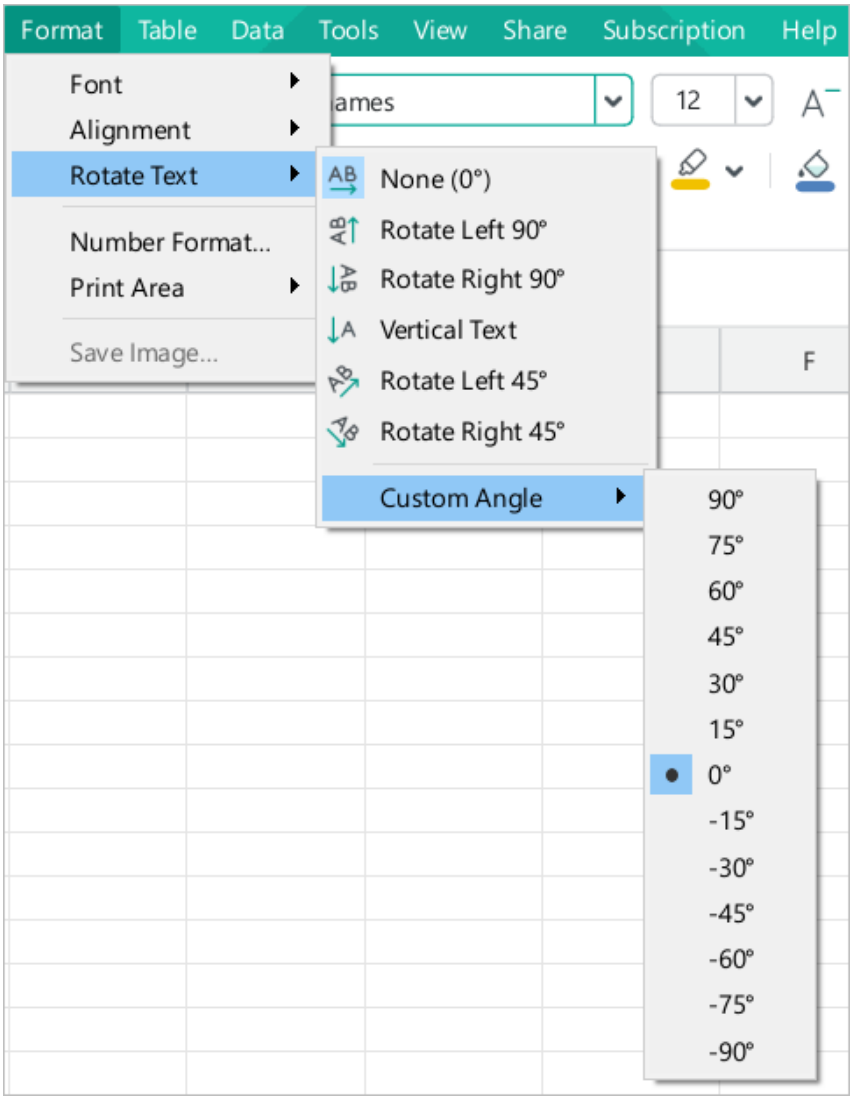



Figure 363. Format menu

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 364).

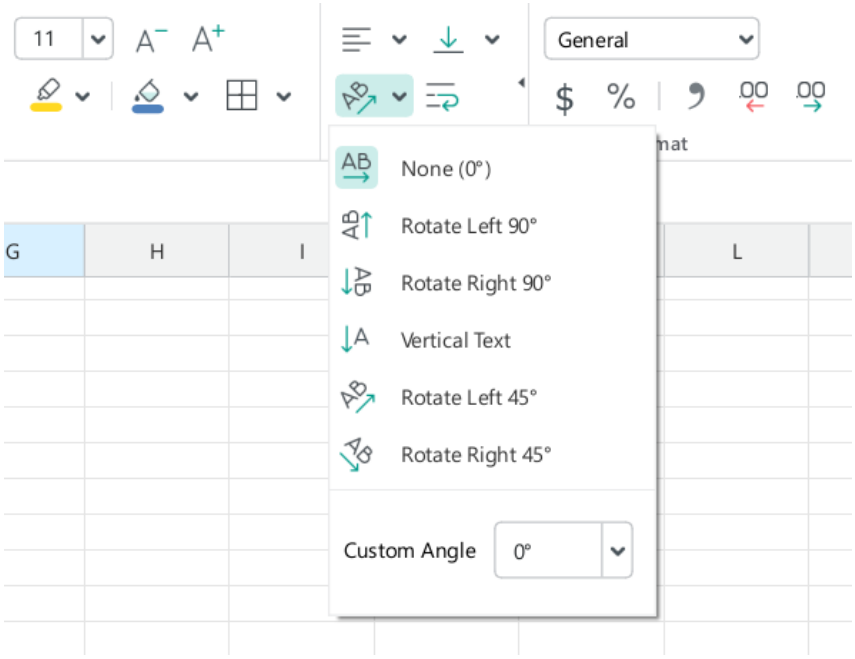



Figure 364. Rotate Text button

3. 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.

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 **Format** menu, select **Rotate Text** > **None (0°)** (see Figure 363).
   - On the Toolbar, in the **Alignment** section, click  **Rotate Text**. In the opened sub-menu, select **None (0°)** (see Figure 364).

### 4.13.8 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 365).

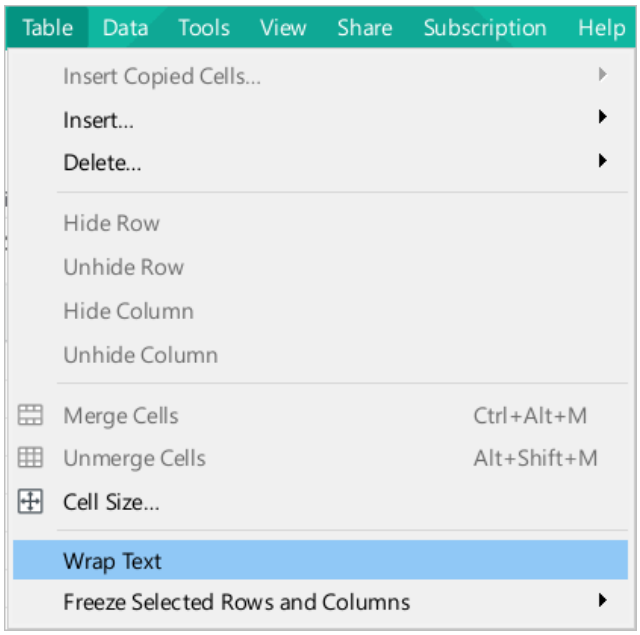



Figure 365. Wrap Text command menu option

– On the Toolbar, select the **Alignment** section and click **Wrap Text** (see Figure 366).

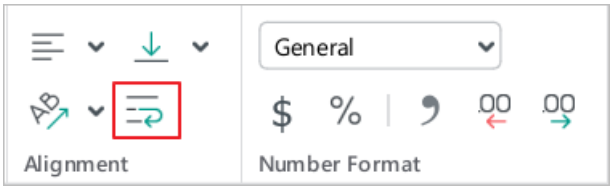



Figure 366. Alignment section

To unwrap the text, run one of above commands again.

### 4.13.9 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 367.

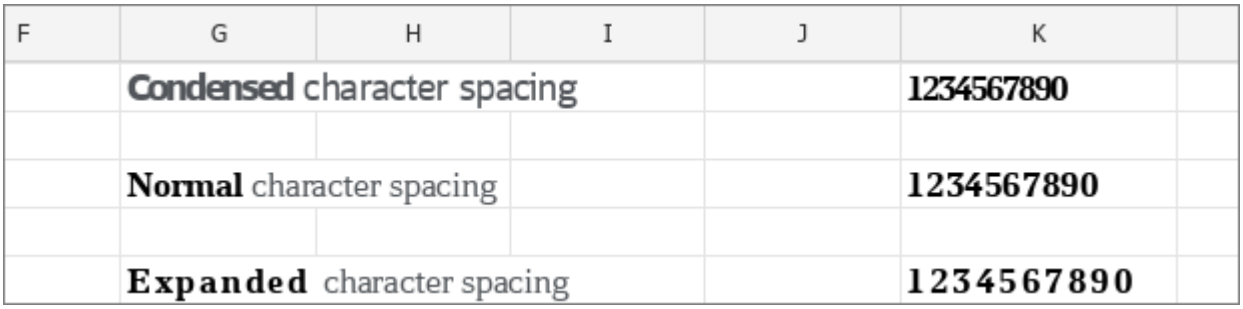



Figure 367. Character spacing examples

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 368).
3. In the opened sub-menu, select the desired character spacing type.

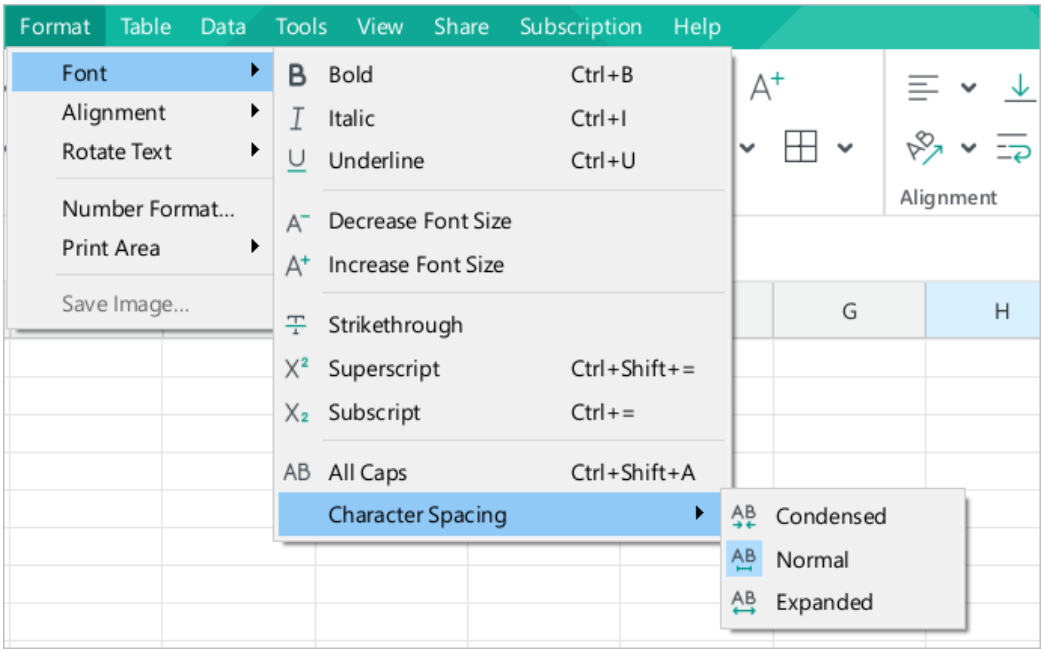



Figure 368. Format menu

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 369).
3. Select the desired character spacing type:

   : Condensed

   : Normal

   : Expanded

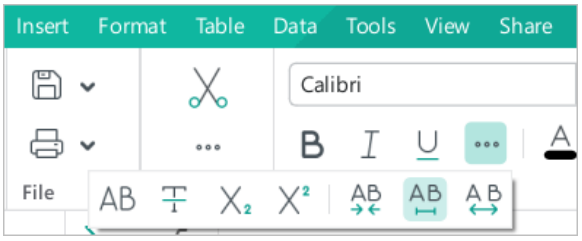



Figure 369. Select the character spacing

### 4.13.10 Cell fill color

#### 4.13.10.1 Add the fill color to table cells

To fill cells with color, follow these steps:

1. Select the cell or range of cells whose fill color you want to change.
2. To color cells with the last color used for the cells fill earlier, on the Toolbar, in the **Font** section, click **Fill Color** (see Figure 370).
3. To fill the cells with a different color, click the arrow to the right of the **Fill Color** button.
4. In the color selection pane that opens, specify the cells fill color in one of the following ways:
   - Choose a color from one of the color sets provided.
   - Specify the color code manually.
   - Copy the color with an eyedropper.

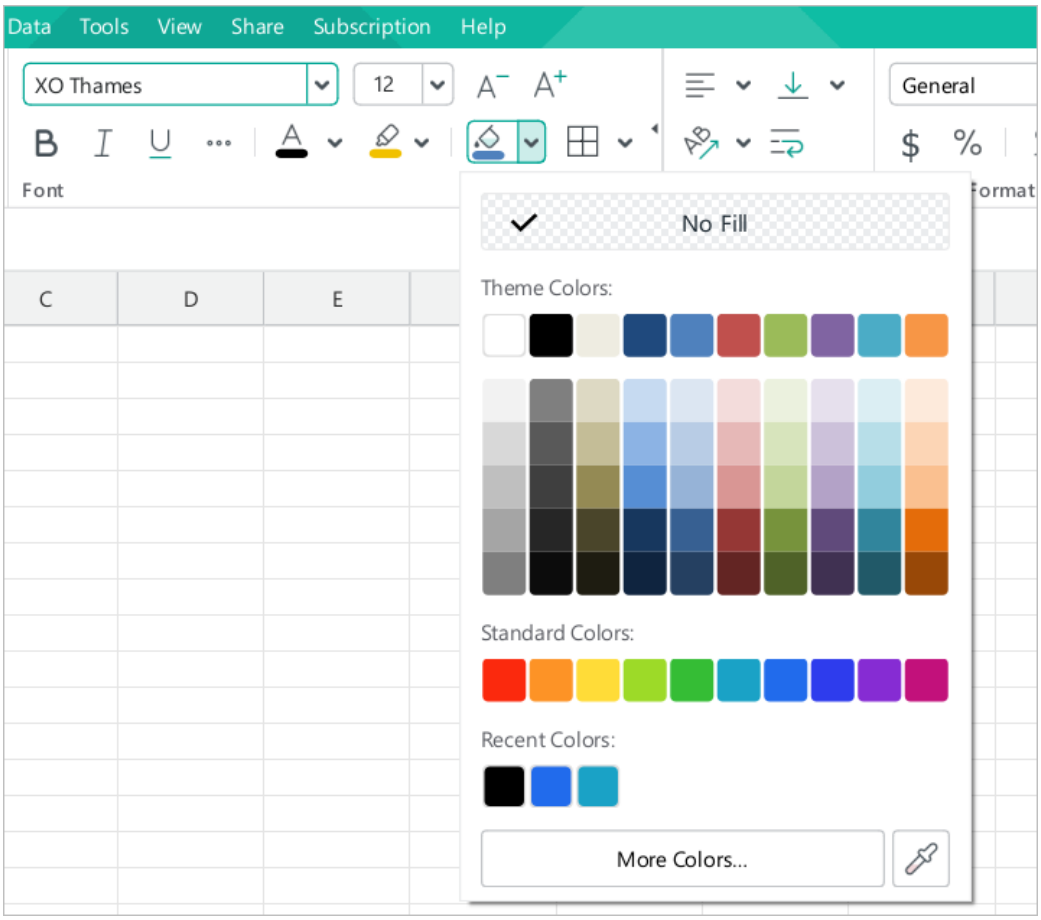



Figure 370. Fill Color button and color selection pane

#### 4.13.10.1.1 Choose a color from the color sets provided

The following colors sets are available in the color selection pane (see Figure 370):

- **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 **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The color selection pane will close. The cells will be colored in the selected color.

#### 4.13.10.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 370).
2. In the **Select Color** window (see Figure 371) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

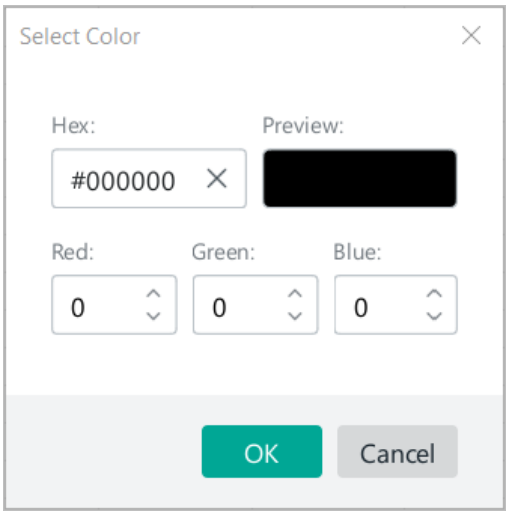



Figure 371. Select Color window

The manually specified color will be added to the **Recent Colors** set (see Figure 370) and checked. The color selection pane will close. The cells will be colored in the selected color.

#### 4.13.10.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace (see Section 3.6) and filling the cells with this color.

To copy a color using the eyedropper, follow these steps:

1. Click  **Eyedropper** (see Figure 370). The color selection pane will close, and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color in which you want to color the cells. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The cells are colored in the selected color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 370) and checked in the color selection pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

#### 4.13.10.2 Remove the fill color

To remove the cell fill, follow the steps below:

1. Select the cell or cell range you want to cancel the fill.
2. On the Toolbar, in the **Font** section, click the arrow to the right of the  **Fill Color** button (see Figure 370).
3. In the window that appears, click **No Fill**.

### 4.13.11 Cell borders

#### 4.13.11.1 Change border parameters

By default, when you create a document, there are no borders between cells. The grid visible on the sheet conventionally separates cells one from another to make working with data easier and is not displayed when printing.

To add borders to cells or change settings previously applied to borders, follow these steps:

1. Select the desired cell or range of cells.
2. On the Toolbar, select the **Font** section and click the arrow to the right of the **Cell Borders** button (see Figure 372).

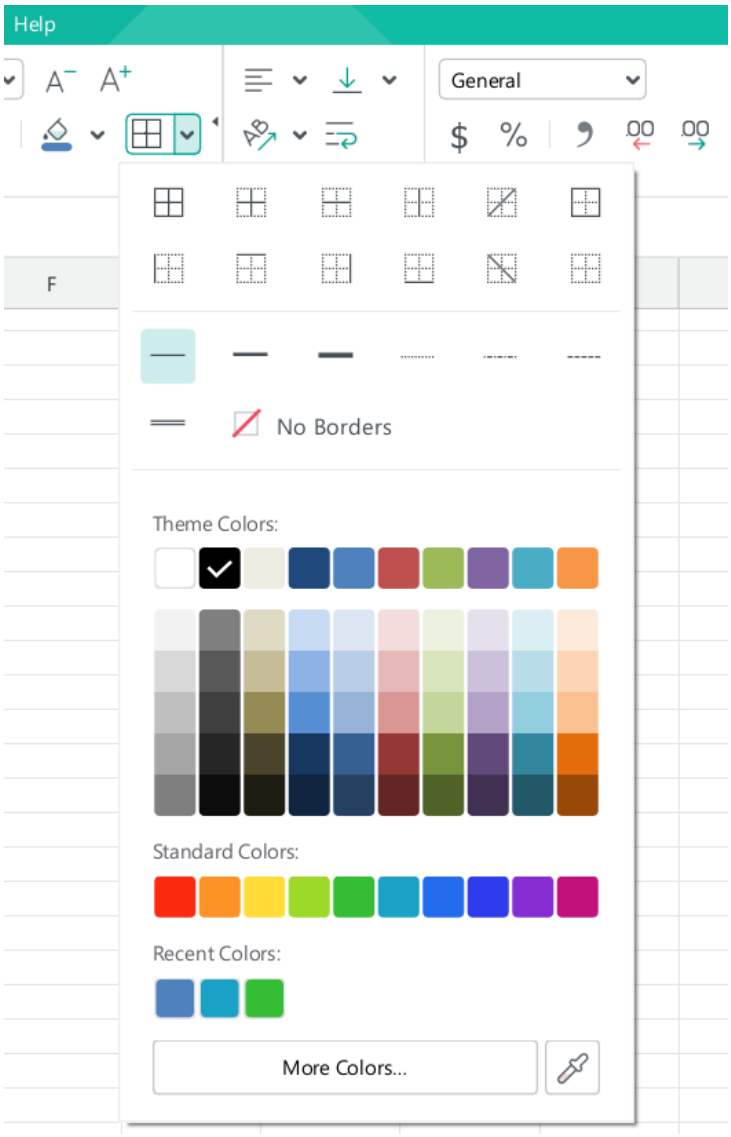



Figure 372. Border settings pane

3. In the border settings pane that opens, in the first settings block, specify the position of the borders for which you want to change the parameters.
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, specify the line color using one of the following methods:
   - Choose a color from one of the color sets provided.
   - Specify the color code manually.
   - Copy the color with an eyedropper.

#### 4.13.11.1.1 Choose a color from the color sets provided

The following colors sets are available in the border settings pane (see Figure 372):

- **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 **Recent Colors** set is displayed if you have selected at least one color.

Hovering the mouse cursor over any color displays the value of that color in the RGB color model. For example, **RGB 192,80,77**.

Left-click a color to select it.

The color will be added to the **Recent Colors** set and checked. The cell borders will be colored in the selected color.

To close the border parameters pane, do one of the following:

- On the Toolbar, select the **Font** section and click the arrow to the right of the **Cell Borders** button (see Figure 372).
- Click a blank area of the document outside the border settings pane.

#### 4.13.11.1.2 Specify the color code manually

If you do not find the appropriate color in the listed color sets, specify the color code manually:

1. Click **More Colors** (see Figure 372).
2. In the **Select Color** window (see Figure 373) that appears, specify the desired color as a HEX code or in RGB format.
3. Click **OK**.

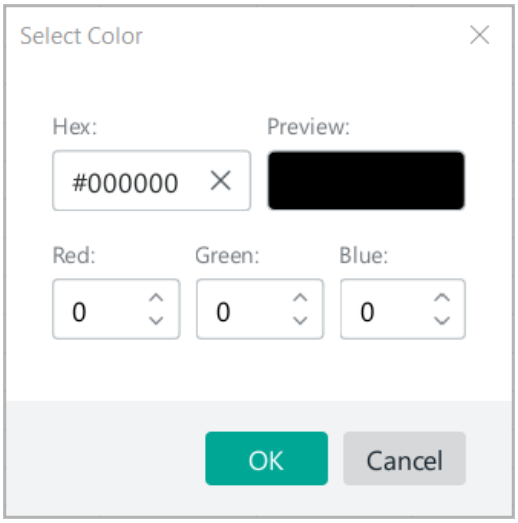



Figure 373. Select Color window

The manually specified color will be added to the **Recent Colors** set (see Figure 372) and checked. The border settings pane will close. The cell borders will be colored in the selected color.

#### 4.13.11.1.3 Copy the color with an eyedropper

You can use the eyedropper to simultaneously copy a color from a text or object located in the main window's workspace (see Section 3.6) and apply that color to the cell borders.

To copy a color using the eyedropper, follow these steps:

1. Click  **Eyedropper** (see Figure 372). The border settings pane will close, and the cursor will look like a crosshair for color selection.
2. Hover the cursor over the color in which you want to color the cell borders. For more accurate color selection, refer to the area to the right of the cursor. It displays the color of the pixel that the cursor is currently hovering over.
3. Left-click the color.

The cell borders are colored in the selected color, and the cursor returns to its standard appearance. The specified color is added to the **Recent Colors** set (see Figure 372) and checked in the border settings pane.

If you want to disable the eyedropper without selecting a color, press **Esc**.

#### 4.13.11.2 Apply the last selected border style

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 **Font** section, click **Cell Borders** (see Figure 374).

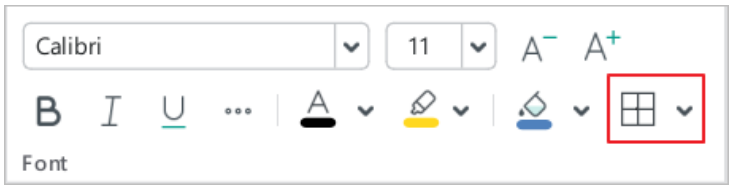



Figure 374. Button to apply previous table border style

#### 4.13.11.3 Delete borders

To delete specified cell or cell range borders, follow the steps below:

1. Select the desired cell or range of cells.
2. On the Toolbar, select the **Font** section and click the arrow to the right of the **Cell Borders** button (see Figure 375).
3. In the border settings pane that opens:
   - In the first block of settings, specify where you want the borders to be deleted.
   - In the second block of settings, select **No Borders**.
4. To close the border parameters pane, do one of the following:
   - On the Toolbar, select the **Font** section and click the arrow to the right of the **Cell Borders** button.
   - Click a blank area of the sheet outside the border settings pane.

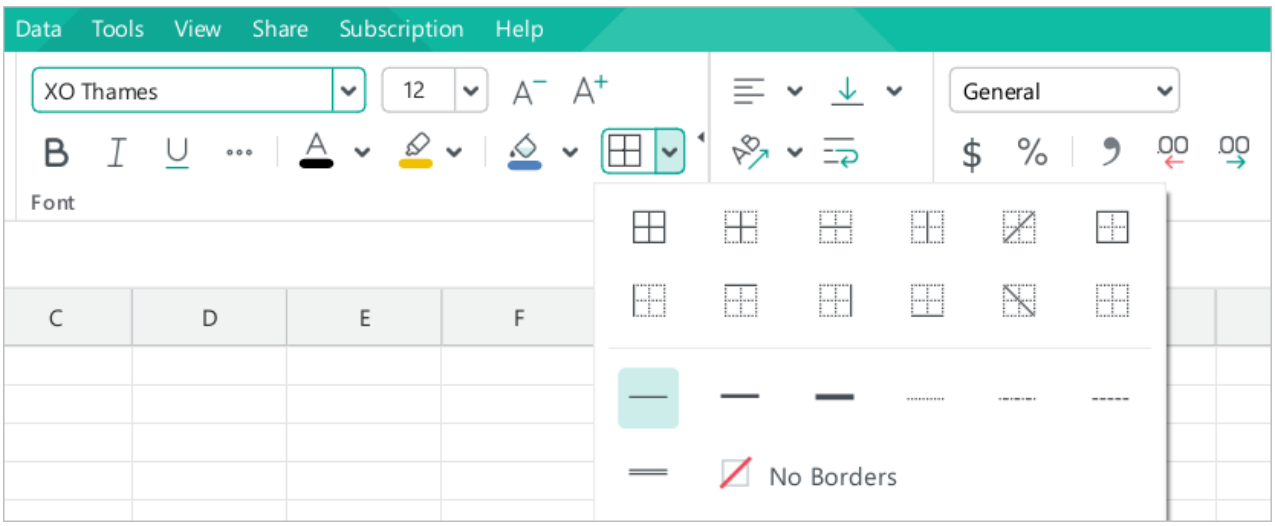



Figure 375. Remove borders

### 4.13.12 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.

#### 4.13.12.1 Formatting basics

Depending on the selected item, you can format:

– Paragraph

– Text

– Paragraph and text

– Cell

Table 25 specifies how the formatting is copied and applied.

**Table 25. 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.<br>Formats the row or column |

#### 4.13.12.2 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 376).

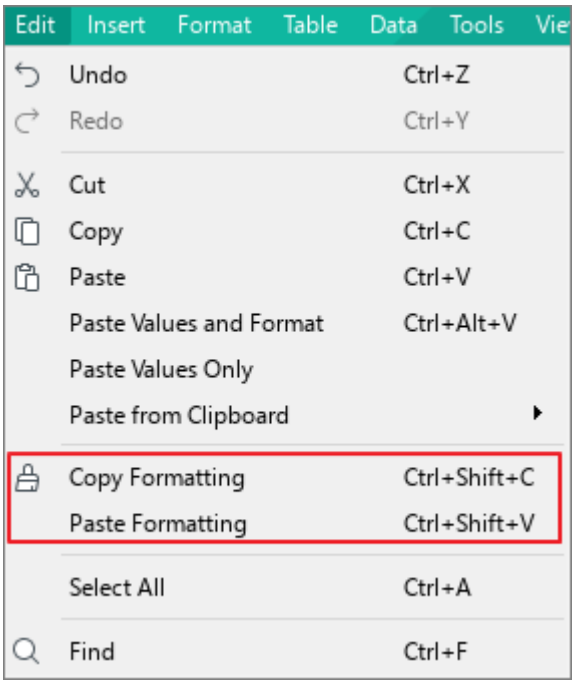



Figure 376. Edit menu

   – 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 376) 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 377).
3. Select the part of the document you want to copy the formatting to (see the Table above).

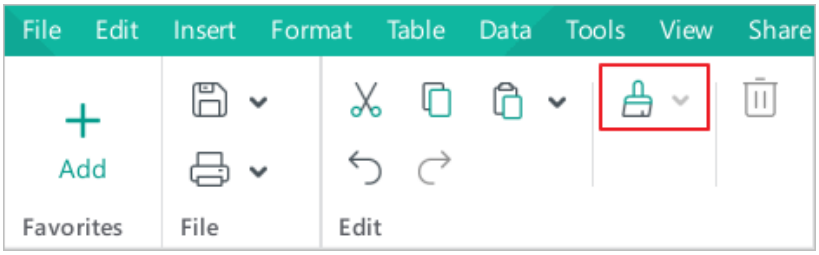



Figure 377. Edit menu

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, do one of the following:

– On the Toolbar, select the **Edit** section and click the button. The button will change to .
– Press **Esc**.

#### 4.13.12.3 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 378). 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.

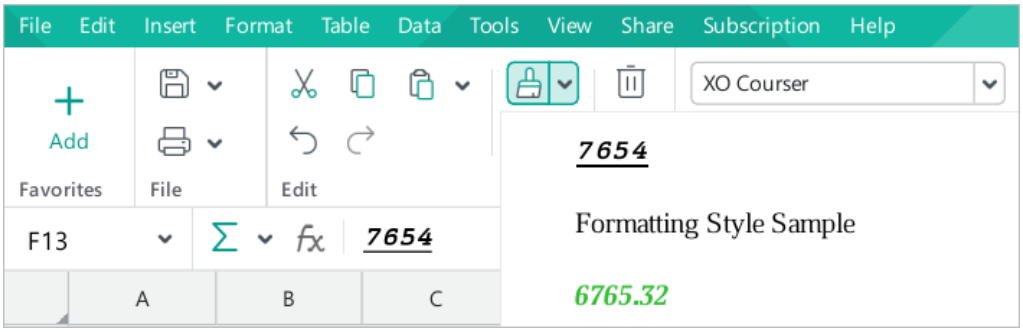



Figure 378. Recent formatting

## 4.14 Edit content

### 4.14.1 Undo and redo

#### 4.14.1.1 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 **Edit** menu, select **Undo** (see Figure 379).

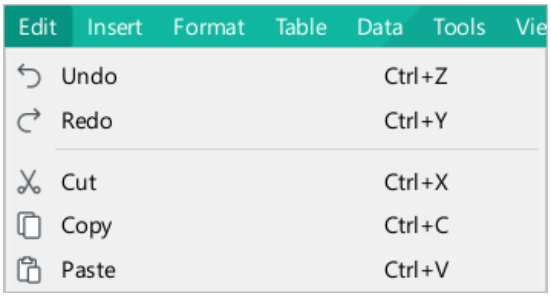



Figure 379. Edit menu

– On the Toolbar, in the **Edit** section, click **Undo** (see Figure 380).

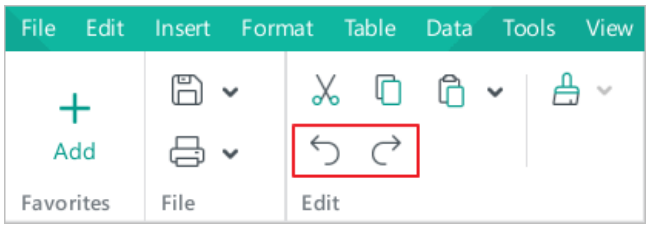



Figure 380. Undo and Redo buttons

– 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.

#### 4.14.1.2 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 379).
- On the Toolbar, in the **Edit** section, click **Redo** (see Figure 381).
- 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.

### 4.14.2 Clipboard

#### 4.14.2.1 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 retain existing data, use shift cell insertion (see Section 4.3.5.3).

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 379).
   - On the Toolbar, select the **Edit** section and click **Cut** (see Figure 381).

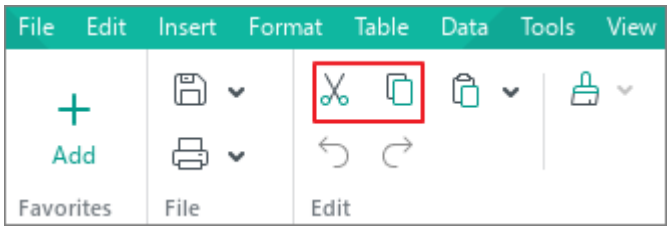



Figure 381. Cut and Copy buttons

   - 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**.

The first cell for rows is the leftmost cell, for columns is the top cell, and for ranges is the leftmost top cell.

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.
2. Select the copy command in one of the following ways:
   - In the **Edit** menu, select **Copy** (see Figure 379).
   - On the Toolbar, select the **Edit** section and click the **Copy** (see Figure 381).
   - 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 **Esc**.

#### 4.14.2.2 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 379).
   - On the Toolbar, select the **Edit** section and click **Paste** (see Figure 382).
   - 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 382).

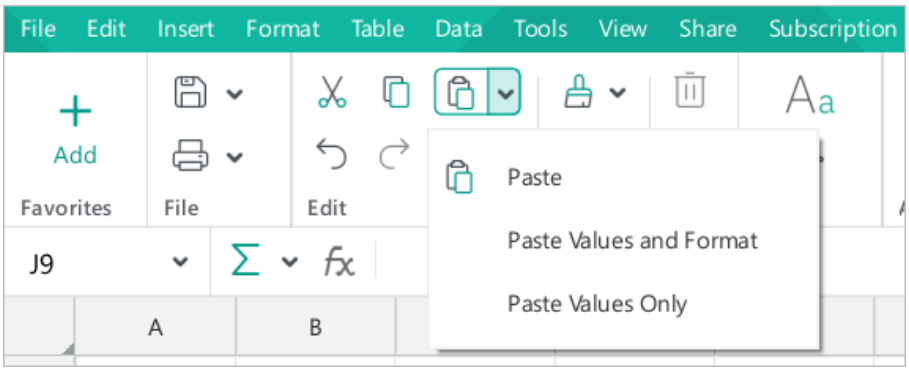



Figure 382. Paste button

- 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 4.6.8).

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.

     The first cell for rows is the leftmost cell, for columns is the top cell, and for ranges is the leftmost top cell.

   - 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:
   - In the **Edit** menu, select **Paste Values Only** (see Figure 383).

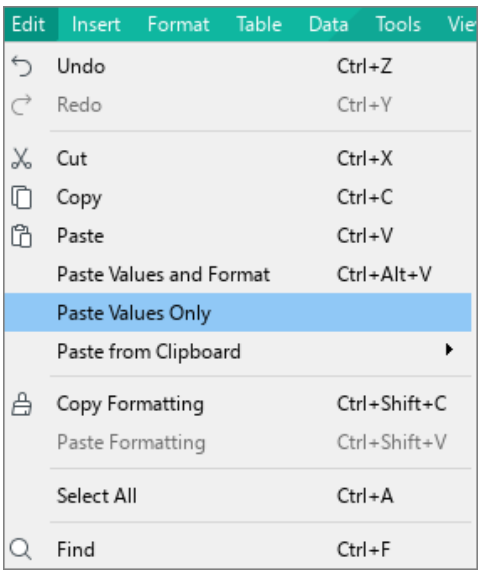



Figure 383. Edit menu

– 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 382).
– 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**.

#### 4.14.2.3 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.

##### 4.14.2.3.1 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.

> The first cell for rows is the leftmost cell, for columns is the top cell, and for ranges is the leftmost top cell.

   - 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 **Edit** menu, select **Paste from Clipboard** (see Figure 384).

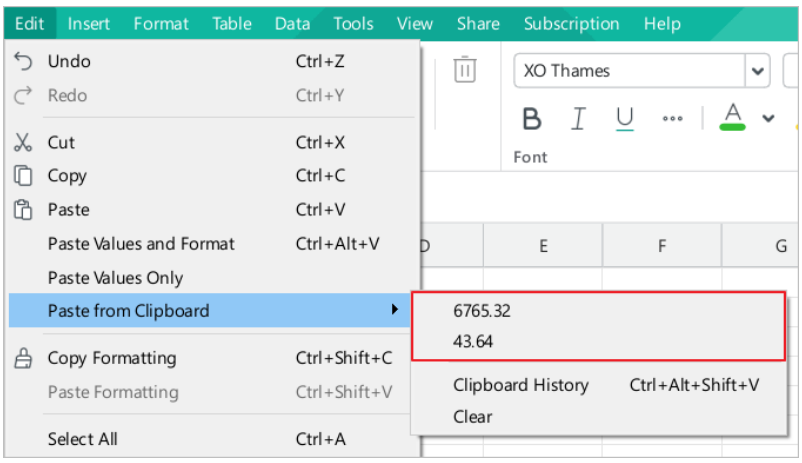



Figure 384. Data in the clipboard history

– 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 385).

– 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** (Windows) or **Win+V** (Linux). When working in macOS, press **⌥Option**+**⇧Shift**+**⌘Cmd**+**V**.

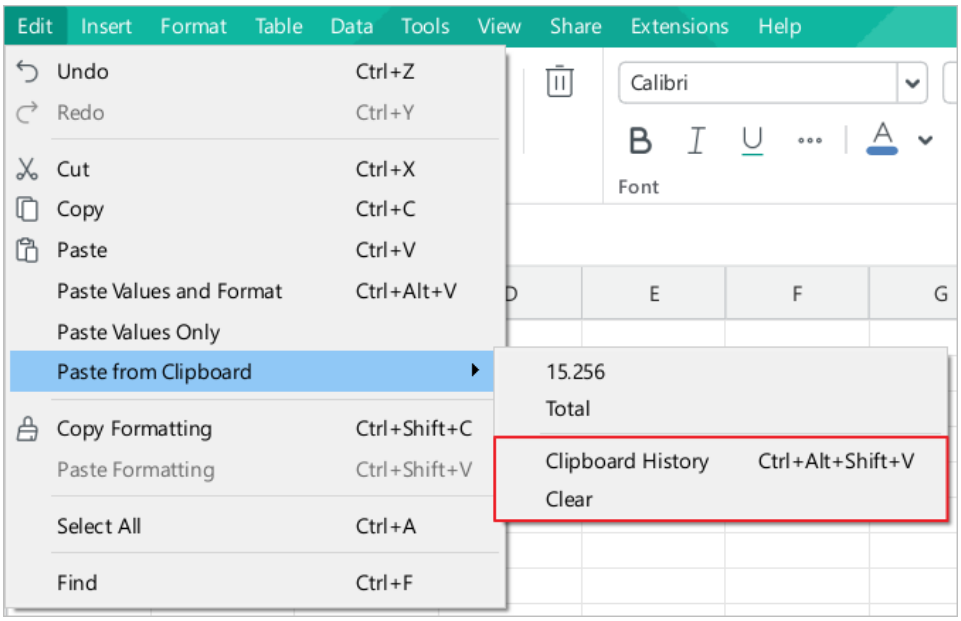



Figure 385. Clipboard history commands

By default, the clipboard history window (see Figure 386) 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.

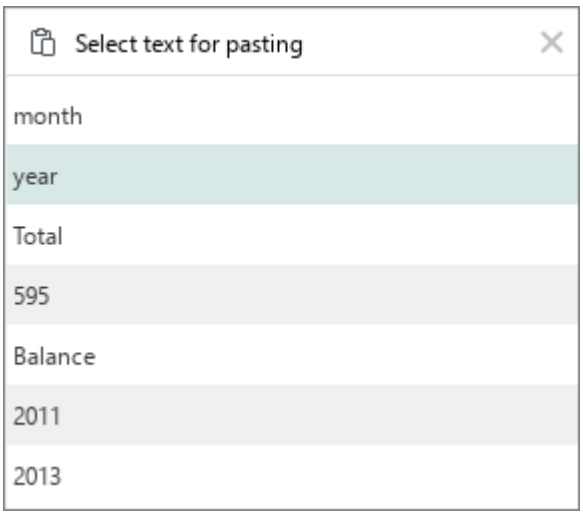



Figure 386. Clipboard history

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.

#### 4.14.2.3.2 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 **Edit** menu, select **Paste from Clipboard** (see Figure 383).
   - 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**.

### 4.15 Macros

Macros are small programs that help to automate lengthy or frequently repeated operations in a document. MyOffice Spreadsheet macros are written in Lua programming language.

Saving macros is only available within the current document. If you want to use similar macros in another document, create them directly in the other document.

#### 4.15.1 Create a macro

You can create a macro in one of the following ways:

– Record a sequence of actions that a macro should consist of.
– Enter the macro code manually.

To record a macro, do the following:

1. Start recording in one of the following ways:
   – In the **Tools** menu, select **Macros** > **Record Macro (Beta)** (see Figure 387).

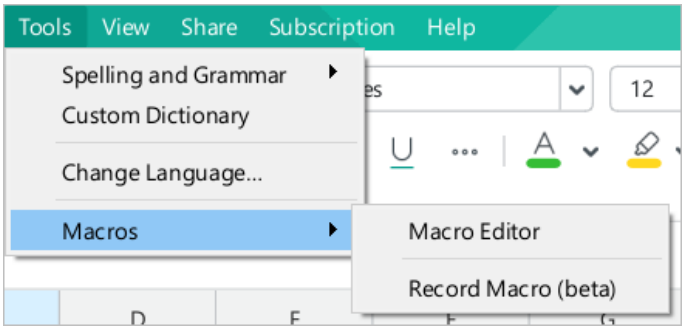



Figure 387. Tools menu

   – If there is at least one macro in the document, click **Macros** on the Sidebar. In the **Macro** pane, click the button to the right of the **New Macro** button. In the drop-down list, select **Record Macro (beta)** (see Figure 388).

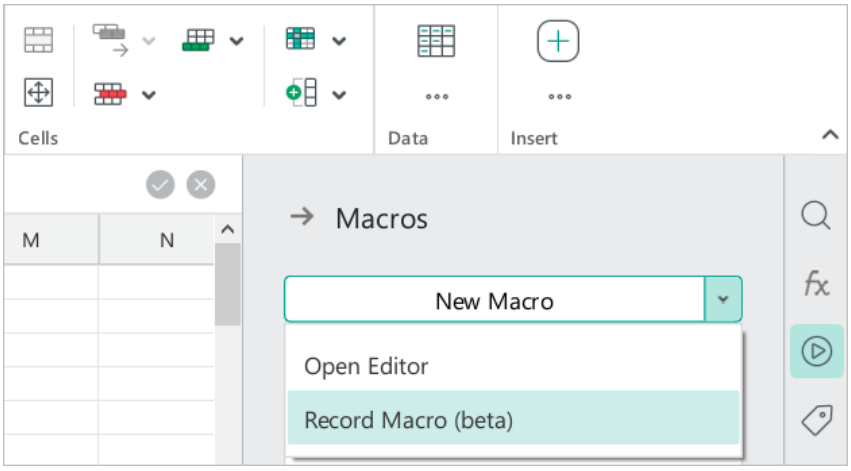



Figure 388. Start recording in the Macro pane

2. Perform a sequence of actions that a macro 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 message "**Action cannot be recorded**" pops up on the screen.

3. Complete the recording in one of the following ways:
   – In the **Tools** menu, select **Macros** > **Stop Recording** (see Figure 389).

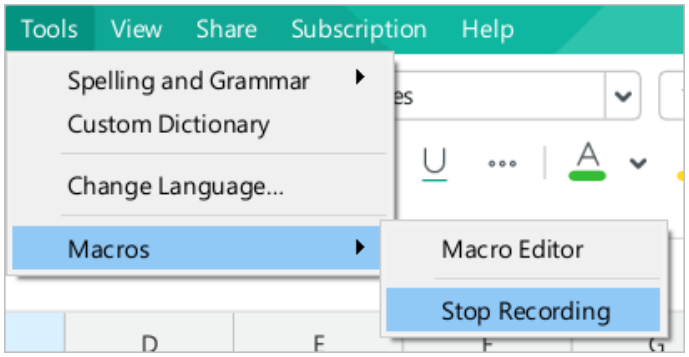



Figure 389. Stop Recording command menu option

   – If there is at least one macro in the document, click **Macros** on the Sidebar. In the **Macro** pane, click the button to the right of the **New Macro** button. In the drop-down list, select **Stop Recording** (see Figure 390).

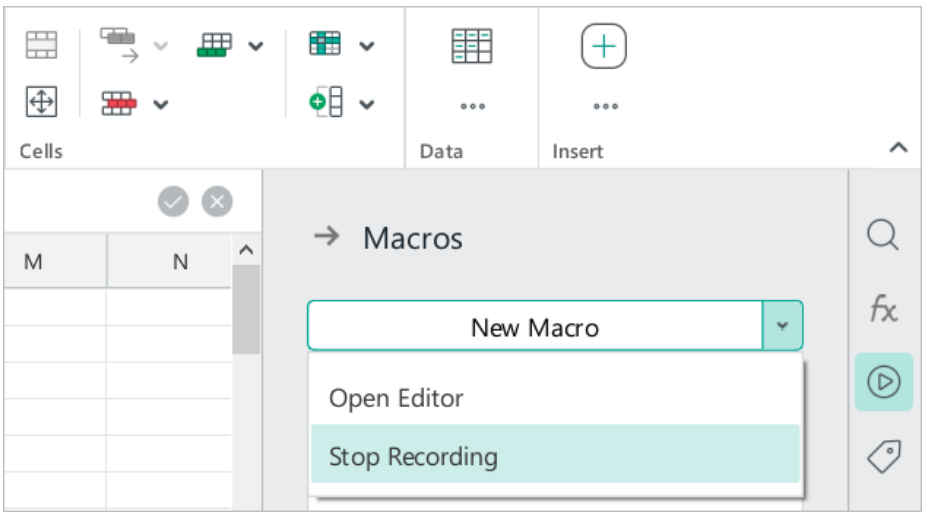



Figure 390. Stop recording command in the Macro pane

– In the Status bar, click **Stop Recording** (see Figure 391).

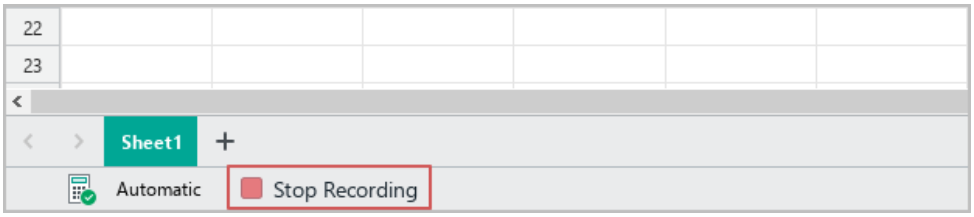



Figure 391. Stop Recording button

4. In the opened dialog box (see Figure 392), specify the macro name and click **OK**.

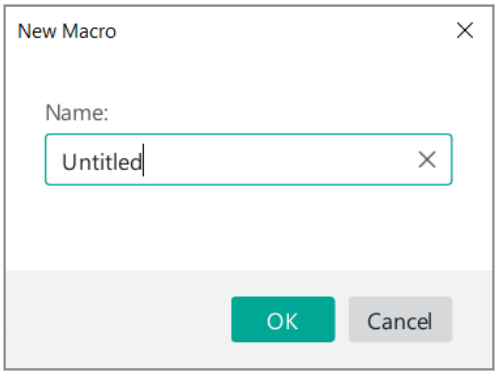



Figure 392. New Macro dialog box

If the macros has been successfully saved, the following pop-up message will be displayed on the screen: “**"Macro_name" macro saved**”.

To enter the code of a macro manually:

1. Create a new macro using one of the following methods:
   – In the **Tools** menu, select **Macros** > **Macro Editor** (see Figure 387). In the **Macro Editor** window, click + (see Figure 393).

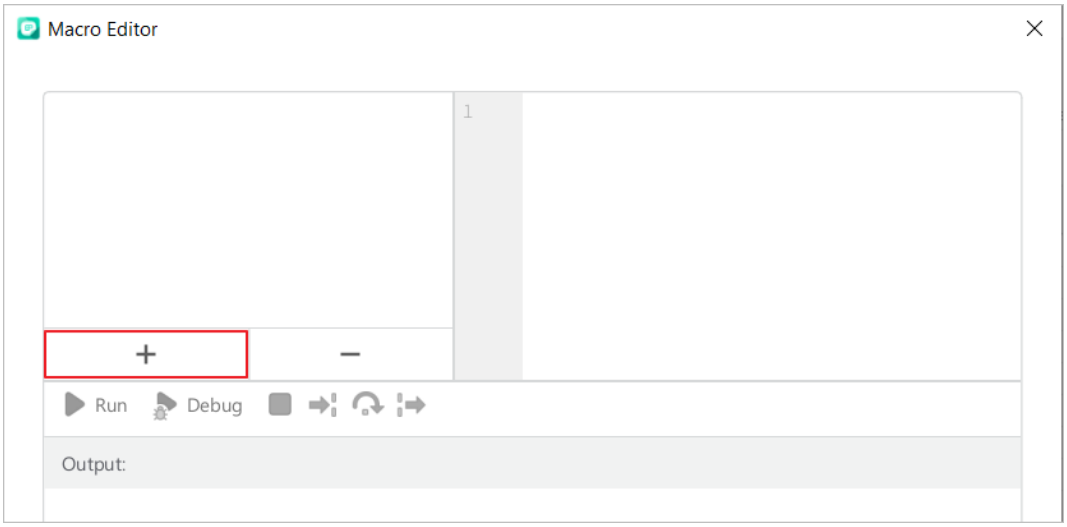



Figure 393. Button for creating a  macro in the Editor

   – If there is at least one macro in the document, click **Macros** on the Sidebar. In the Macros pane, click **New Macro** (see Figure 394).

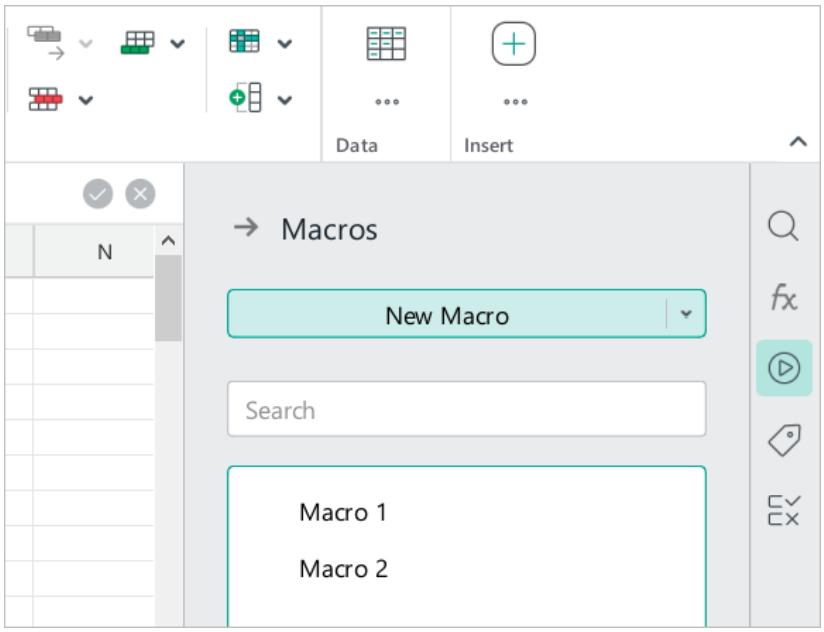



Figure 394. Macro creation button in the Macros pane

2. Enter a name for the macro or leave the default name (see Figure 395). To save the name, press **Enter** or click anywhere in the Macro Editor.

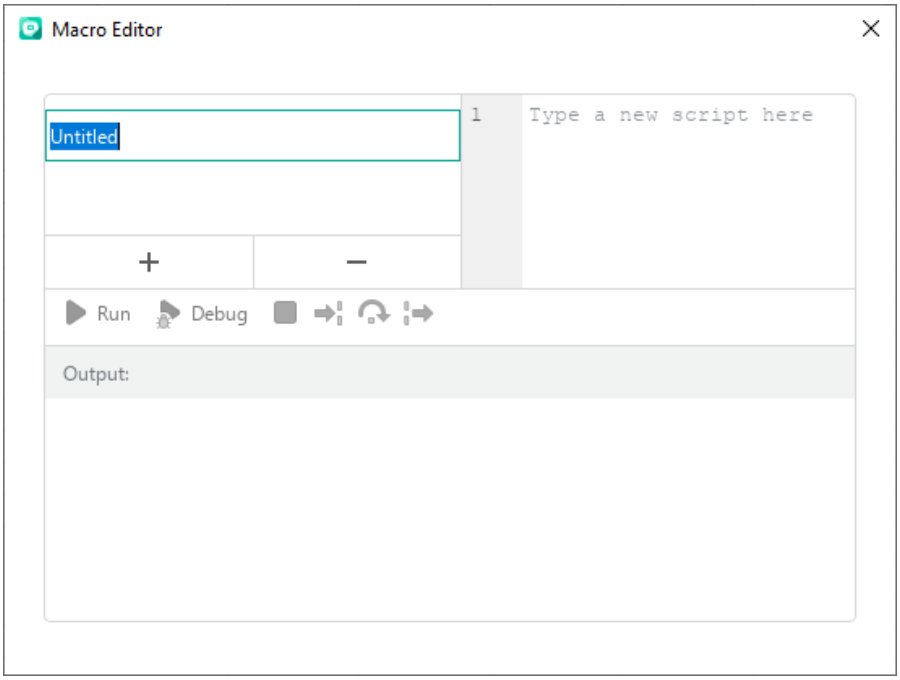



Figure 395. Entering macro name

3. Enter the code of the macro (see Figure 396).

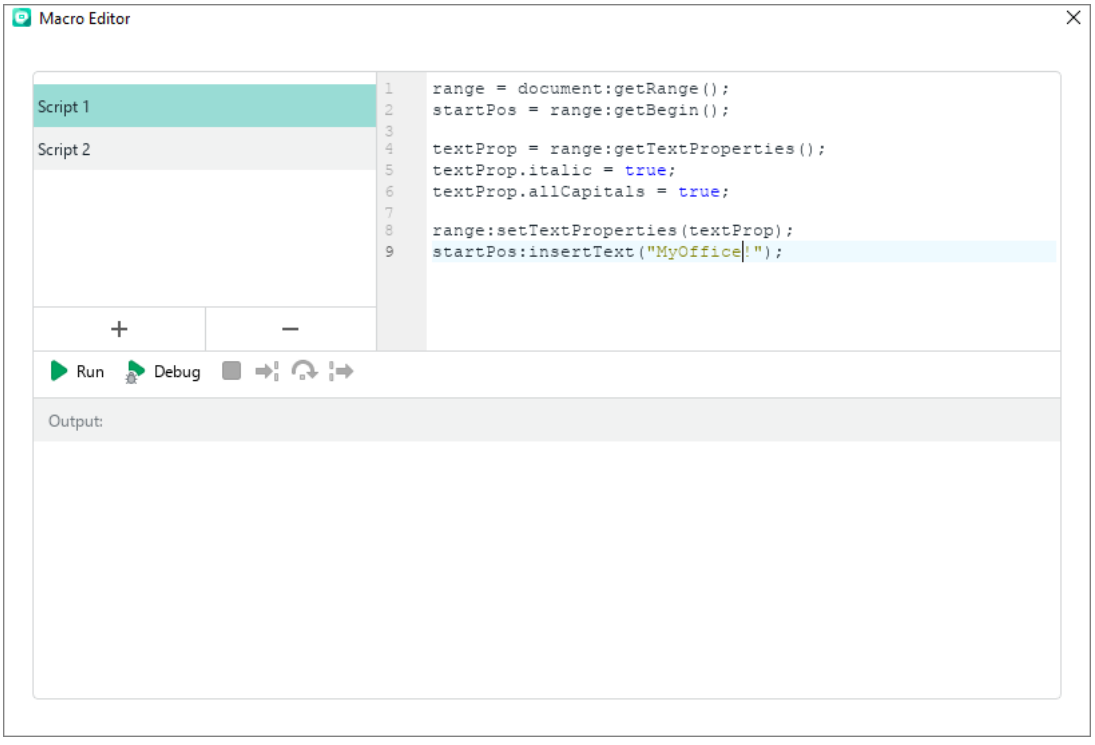



Figure 396. Entering macro code

The code of the macro will be saved automatically.

When you add the first macro to your document, the **Macros** button appears on the Sidebar (see Figure 397). This button is displayed as long as there is at least one macro in the document.

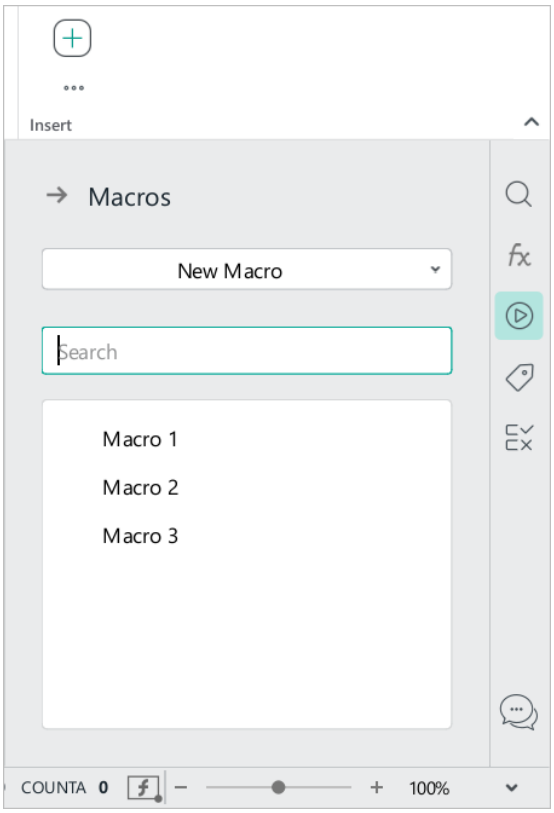



Figure 397. Macro pane

Click **Macros** to open Macros pane.

To close the Macros pane, click the → button at the top of the pane, or click **Macros** button on the Sidebar again.

#### 4.15.1.1 Find a macro

If your document contains a large number of macros, follow the steps below to quickly find the required macro:

1. On the Sidebar, click **Macros** (see Figure 397).
2. In the **Macros** pane, enter a part of the name or the whole name of the required macro in the search bar (see Figure 398).

The list of macros will display macros whose names match the specified search results.

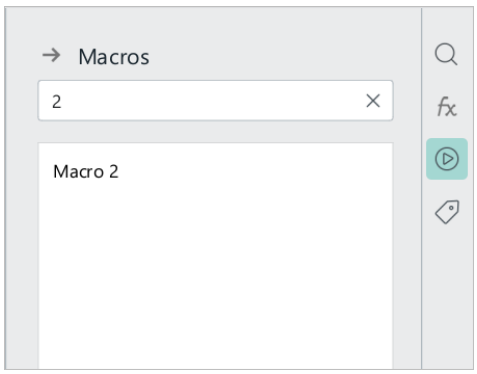



Figure 398. Macro search

### 4.15.2 Run a macro

You can run a macro using the Macro Editor or the Macro pane. You can also create buttons in the **Favorites** section of the Toolbar to quickly run frequently used macros (see Section 3.3.4.1).

To run a macro using the Macro Editor, follow the steps below:

1. Open the Macro Editor in one of the following ways:
   - In the **Tools** menu, select **Macro** > **Macro Editor** (see Figure 387).
   - On the Sidebar, click **Macros**. In the Macro pane, click the button to the right of the **New Macro** button. In the drop-down list, select **Open Editor** (see Figure 399).

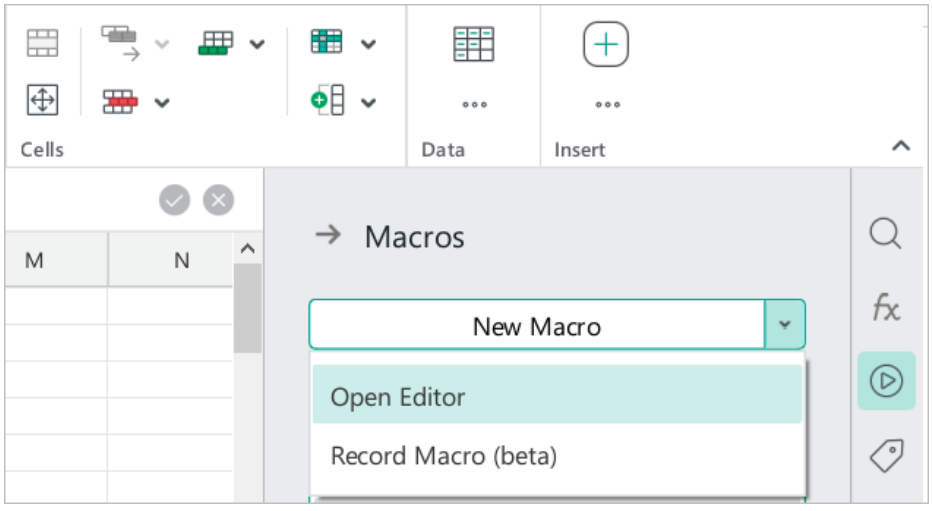



Figure 399. Open Editor command in the pane

2. In the **Macro Editor** window, select the desired macro from the list (see Figure 400).
3. Click **Run**.

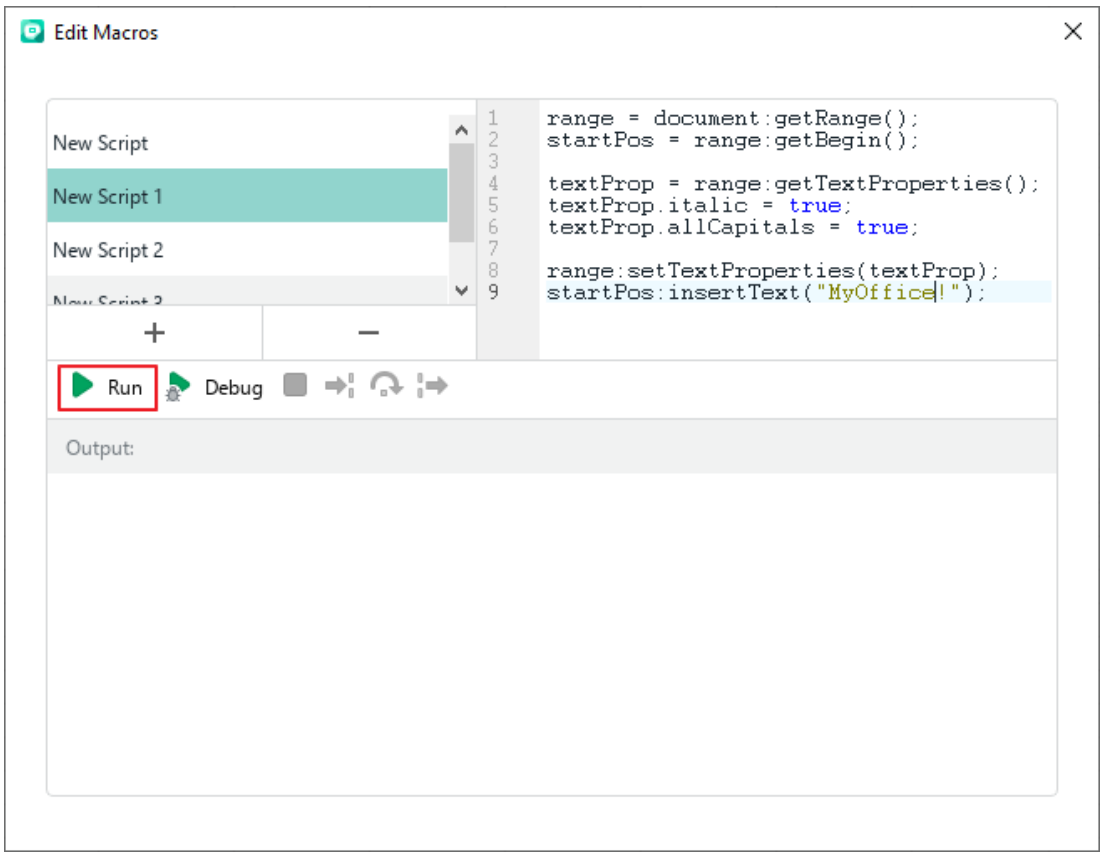



Figure 400. Run button

Information about the macro run result will be displayed in the **Output** area (see Figure 401).

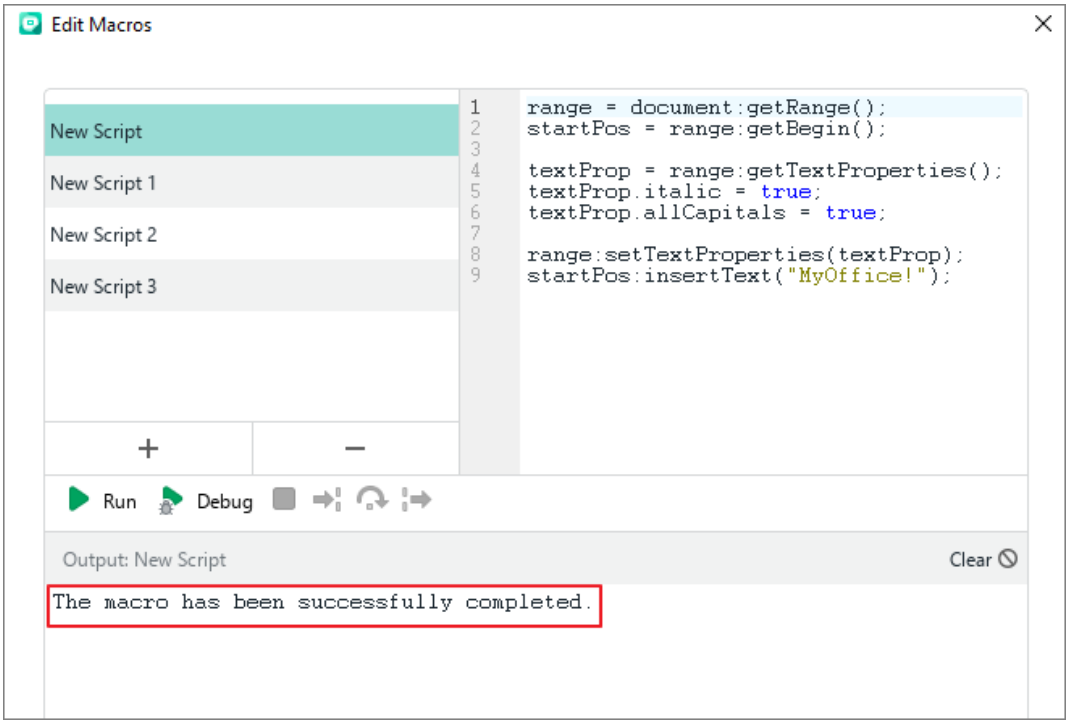



Figure 401. Macro run result

To run a macro using the **Macros** pane, follow the steps below:

1. On the Sidebar, click **Macros** (see Figure 402).

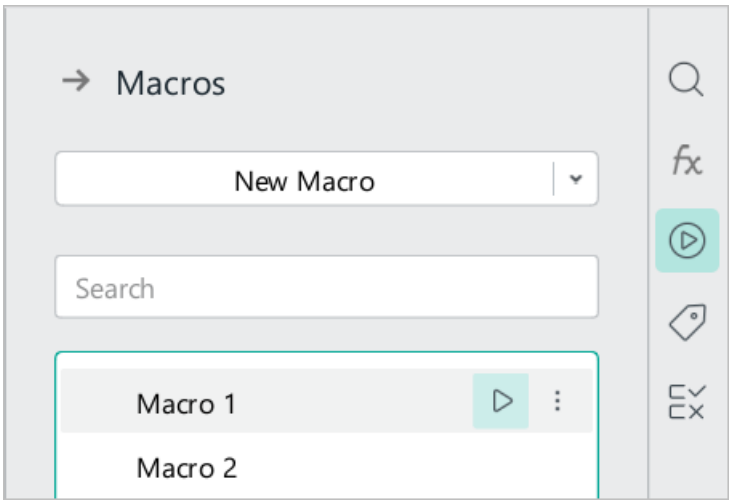



Figure 402. Run button

2. Run a macro in one of the following ways:
   - In the Macros pane, hover the mouse cursor over the name of the macro and click **Run** (see Figure 402).
   - Double-click to select the macro line.

### 4.15.3 Edit a macro

To edit a macro, follow these steps:

1. Select a macro in one of the following ways:
   - In the **Tools** menu, select **Macro** > **Macro Editor** (see Figure 387). In the **Macro Editor** window, select the desired macro in the list.
   - On the Sidebar, click **Macros** (see Figure 403). In the **Macros** pane, hover the mouse cursor over the name of the required macro and click **More**. In the drop-down list, select **Edit**.

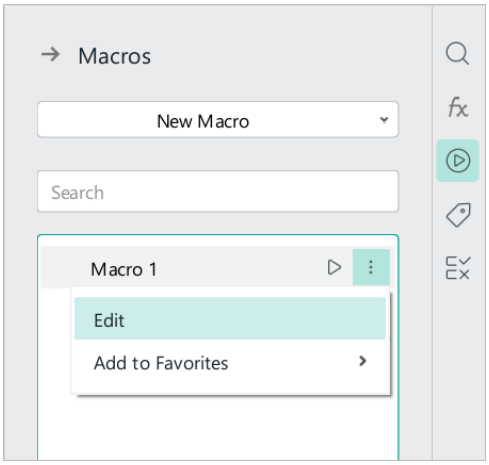



Figure 403. Open the editor window from the pane

2. In the **Macro Editor** window, make the necessary changes to the macro code.

Changes to the macro code are saved automatically.

### 4.15.4 Debug a macro

Before you run the macro debugger, set the debugger breakpoints in the macro code. To do this, proceed as follows:

1. Select the required macro in one of the following ways:
   - In the **Tools** menu, select **Macro** > **Macro Editor** (see Figure 387). In the **Macro Editor** window, select the desired macro in the list.
   - On the Sidebar, click **Macros**. In the Macro pane, click the button to the right of the **New Macro** button. In the drop-down list, select **Open Editor** (see Figure 399). In the **Macro Editor** window, select the desired macro in the list.
   - On the Sidebar, click **Macros** (see Figure 403). In the **Macros** pane, hover the mouse cursor over the name of the required macro and click **More**. In the drop-down list, select **Edit**.
2. In the **Macro Editor** window, select the desired macro from the list (see Figure 404).
3. Set the first debugger breakpoint. To do this, click to the right of the line number where you want to toggle a breakpoint. The breakpoint will be marked with the icon.
4. Toggle other breakpoints by repeating these actions.

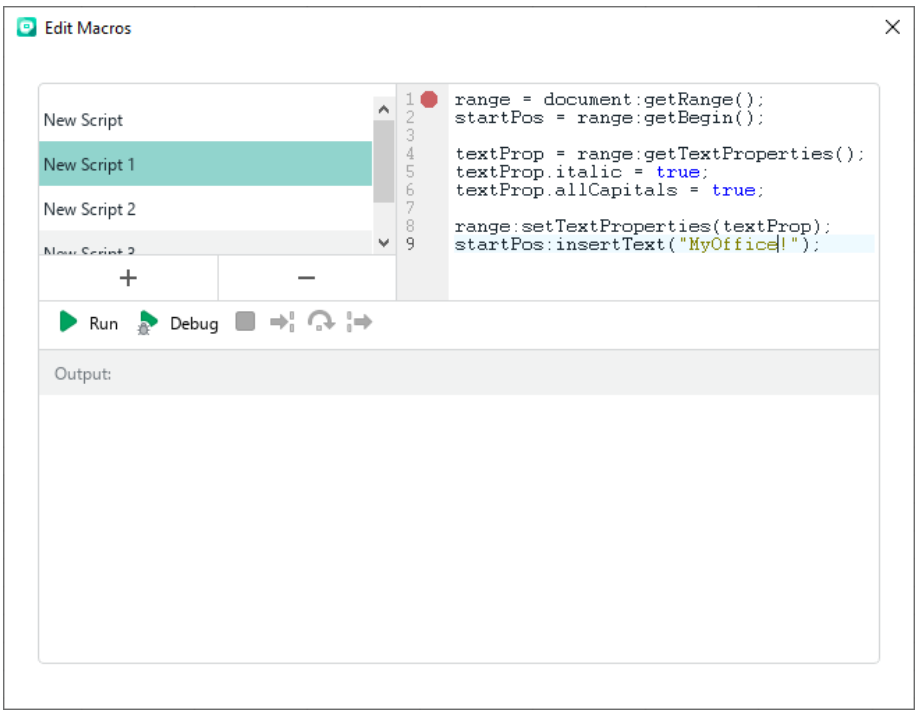



Figure 404. Breakpoint

To delete a breakpoint, click it with the mouse.

To debug a macro, follow the steps below:

1. Click **Eyedropper** (see Figure 405). The macro debugging process will start. If the macro code contains breakpoints, the debugging process will stop at the line that contains the first breakpoint. If there are no breakpoints, the debugging process will stop at the first line of the macro.

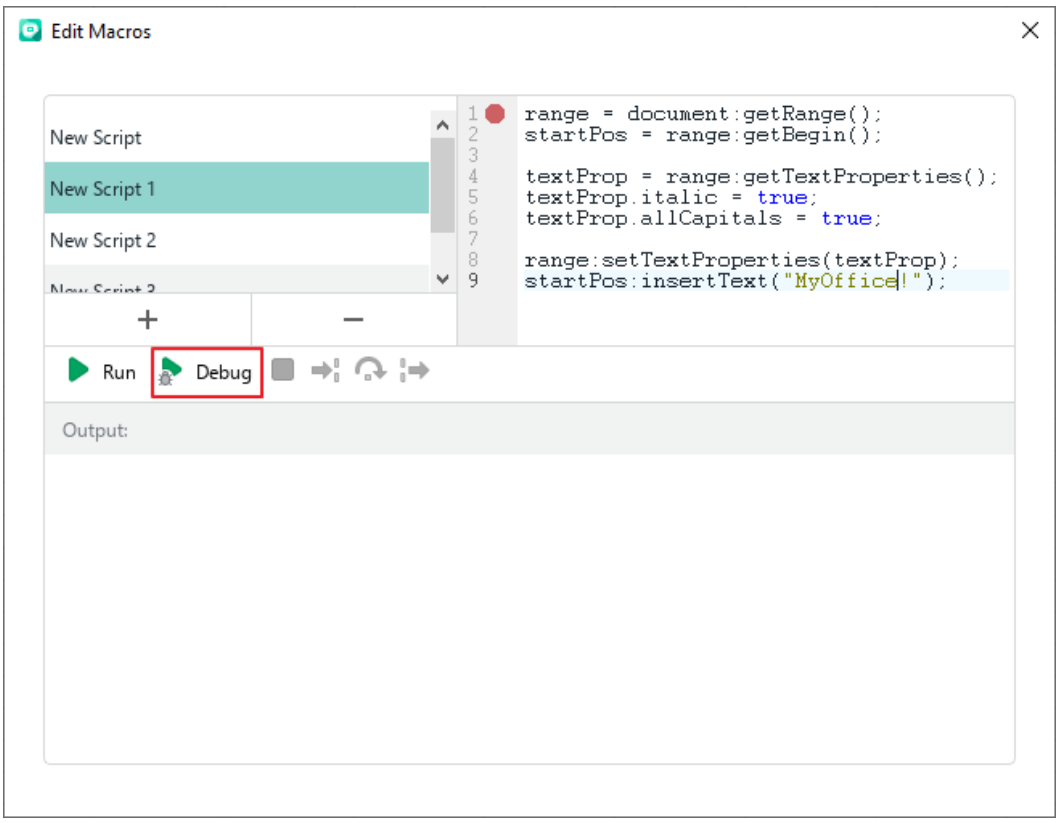



Figure 405. Debug button

2. To control the debugging steps, use the following buttons (see Figure 406):

   **Step Into:** Perform one debugging step or step into the body of the function, if there is one in the current debugging position.

   **Step Over:** Perform one debugging step without stepping into the body of the function.

   **Step Out:** Continue running the macro until leaving the function where the debugger is at the current position.

During debugging, the following areas are displayed in the Macro Editor window:

- **In progress:** This area will display messages while debugging.
- **Calls Stack:** The calls stack area.
- **Variables:** This area displays the values of local and global variables available at the current step of macro running. If the displayed variable is a table or an array, you can view its detailed contents by clicking ▶ to the left of the variable name.

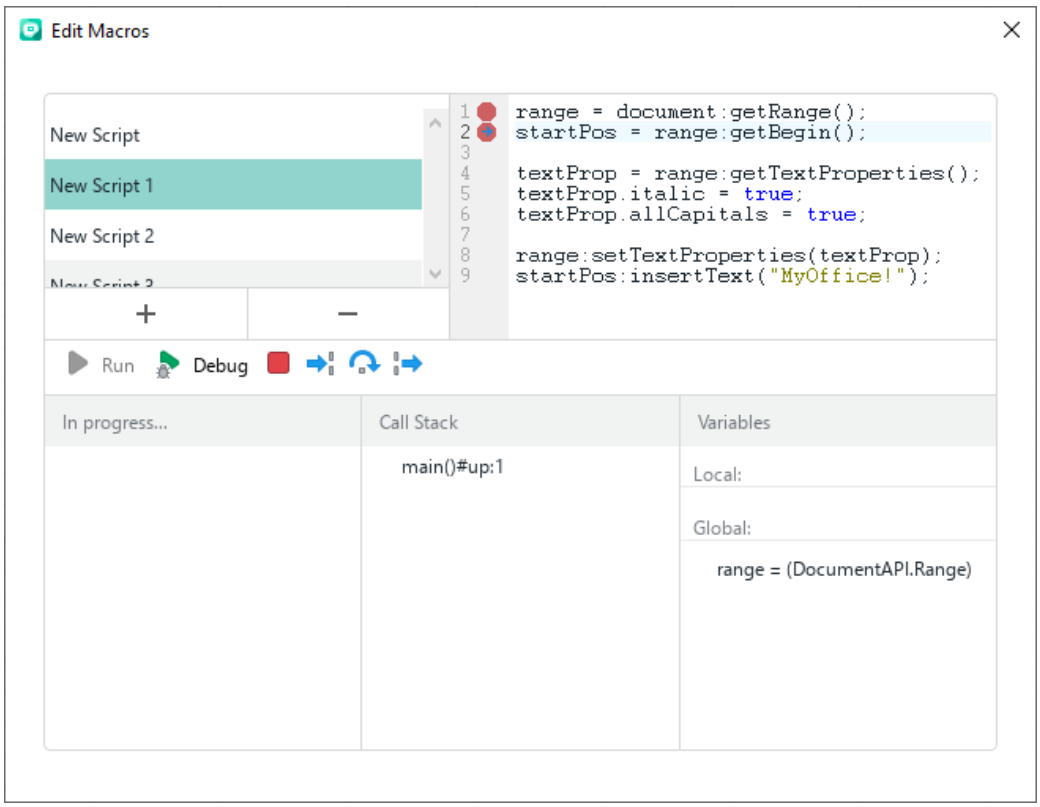



Figure 406. Debug a macro

Debugging is terminated when the end of the macro is reached.

To interrupt the debugging process, click **Stop Macro**.

### 4.15.5 Delete a macro

To delete a macro, follow these steps:

1. Select a macro in one of the following ways:
   - In the **Tools** menu, select **Macro** > **Macro Editor** (see Figure 387). In the **Macro Editor** window, select the desired macro in the list.
   - On the Sidebar, click **Macros**. In the Macro pane, click the button to the right of the **New Macro** button. In the drop-down list, select **Open Editor** (see Figure 399). In the **Macro Editor** window, select the desired macro in the list.
   - On the Sidebar, click **Macros** (see Figure 403). In the **Macros** pane, hover the mouse cursor over the name of the required macro and click **More**. In the drop-down list, select **Edit**.
2. In the **Macro Editor** window, click —.

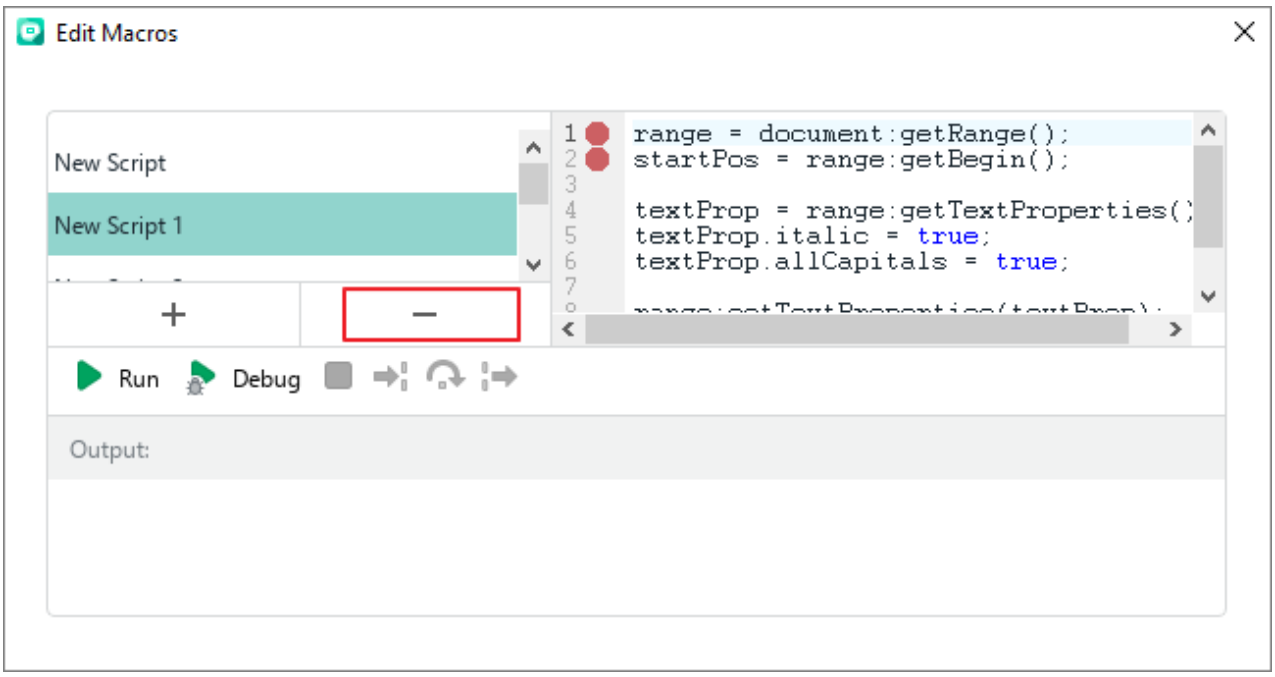



Figure 407. Button to delete a macro

3. In the window that opens, confirm the deletion of the macro.

### 4.15.6 View VBA macro code

In MyOffice Text, you cannot run VBA macros created in Excel. But you can view the code of the VBA macros contained in the document and rewrite them in Lua language.

VBA macros saved in “This spreadsheet” are available for viewing.

To view and rewrite the VBA macro code, follow these steps:

1. Open an .xlsm or .xlsb document.
2. Select the Lua macro with the name of the VBA module that contains the required VBA macro. For example, if the VBA macro **Macro1** is contained in the VBA module **Module1**, select the Lua macro **Module1**. To select a Lua macro, do one of the following:
   – In the **Tools** menu, select **Macro** > **Macro Editor** (see Figure 387). In the **Macro Editor** window (see Figure 408), select the required Lua macro.

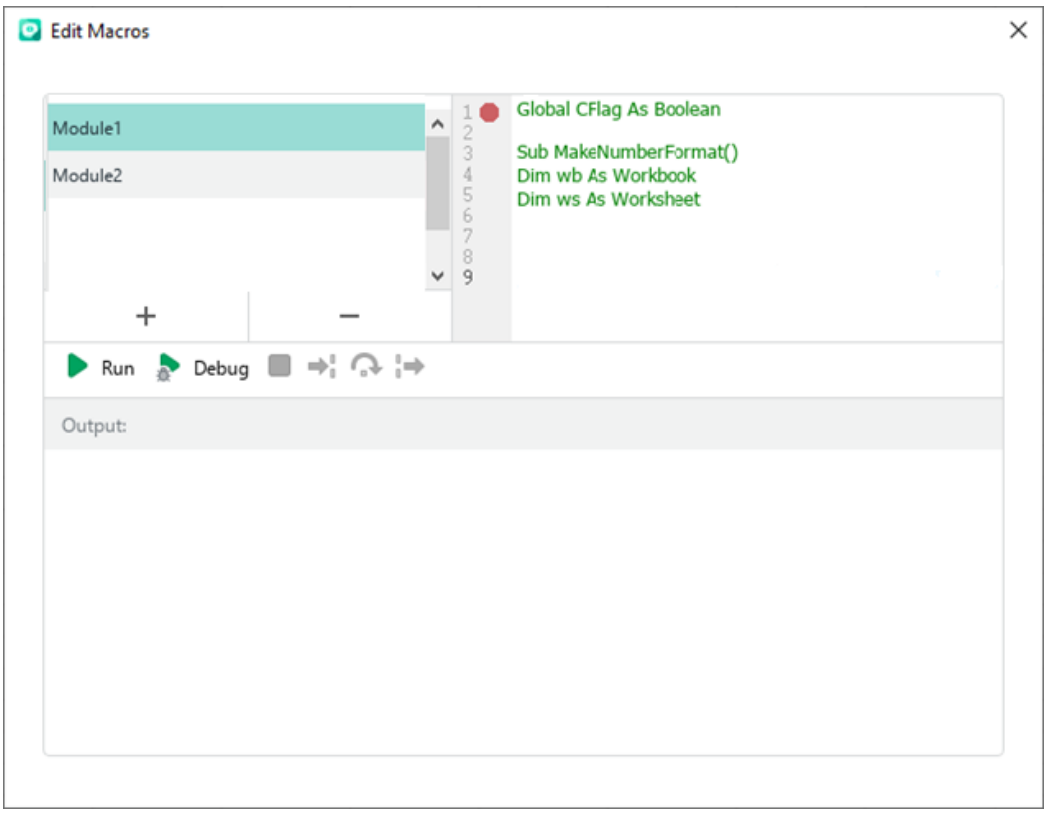



Figure 408. Macro Editor

– On the Sidebar, click **Macros**. In the Macro pane, click the button to the right of the **New Macro** button. In the drop-down list, select **Open Editor** (see Figure 399). In the **Macro Editor** window, select the required Lua macro.
– On the Sidebar, click **Macros** (see Figure 403). In the **Macros** pane, hover the mouse cursor over the name of the required Lua macro and click **More**. In the drop-down list, select **Edit**. The Macro Editor window will display the code of the VBA macros that are contained in the corresponding VBA module (see Figure 408).

3. Rewrite the code of the required VBA macro in the Lua language.
4. Close the Macro Editor window.
5. Save the document in .xlsx format using the **Save As** command (see Section 4.1.10.1).

Changes made are not saved in the original .xlsm or .xlsb document.

### 4.16 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.

#### 4.16.1 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 **Data** menu, select **Manage Protection** > **Protect Sheet** (see Figure 409).

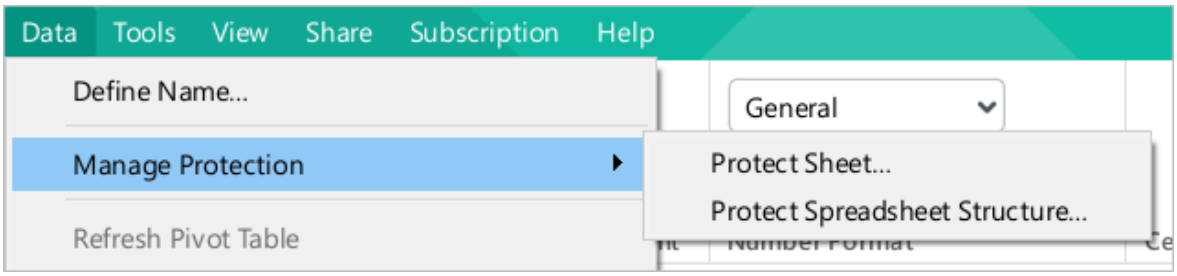



Figure 409. Protect Sheet menu

– Right-click the sheet tab and run the **Protect Sheet** context menu command (see Figure 410).

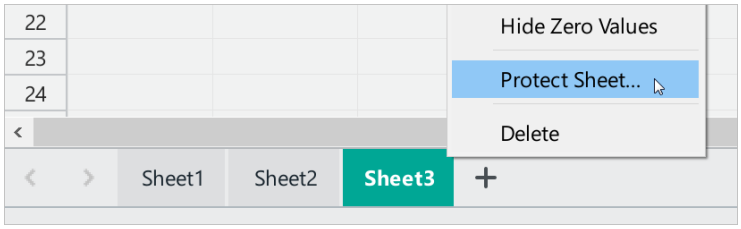



Figure 410. Context menu of a sheet

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 411).
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.

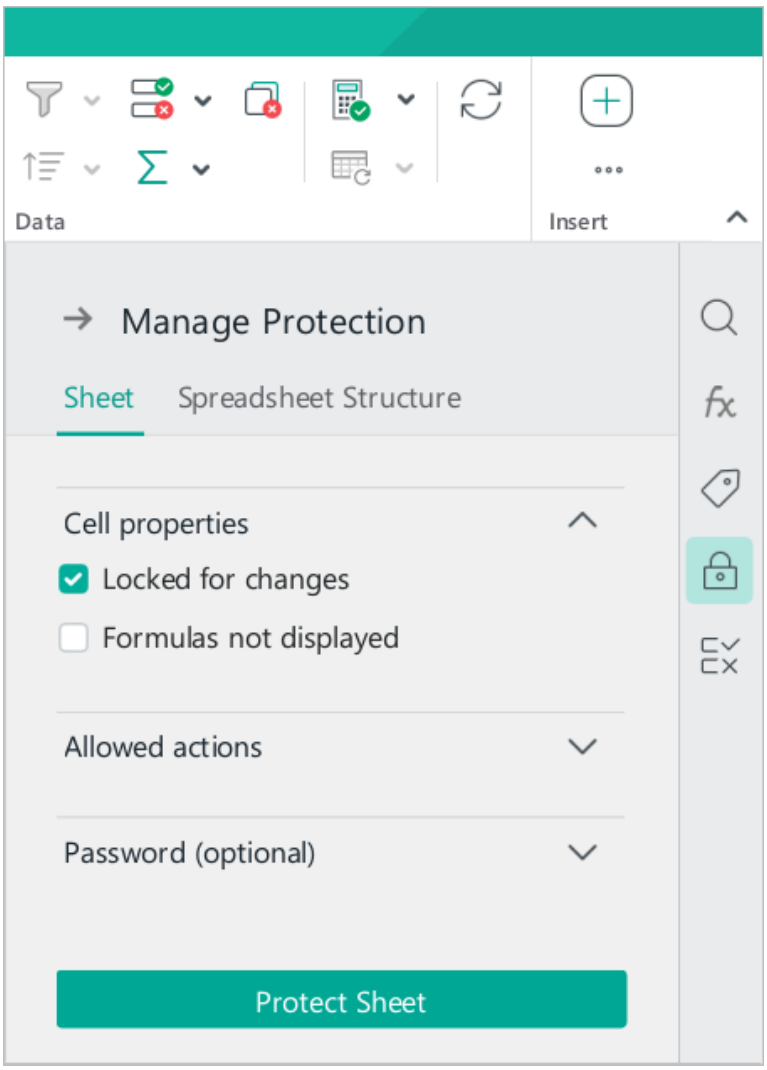



Figure 411. Manage Protection pane

6. Expand the **Allowed actions** section (see Figure 412) and specify what actions users are allowed to perform with protected cells.

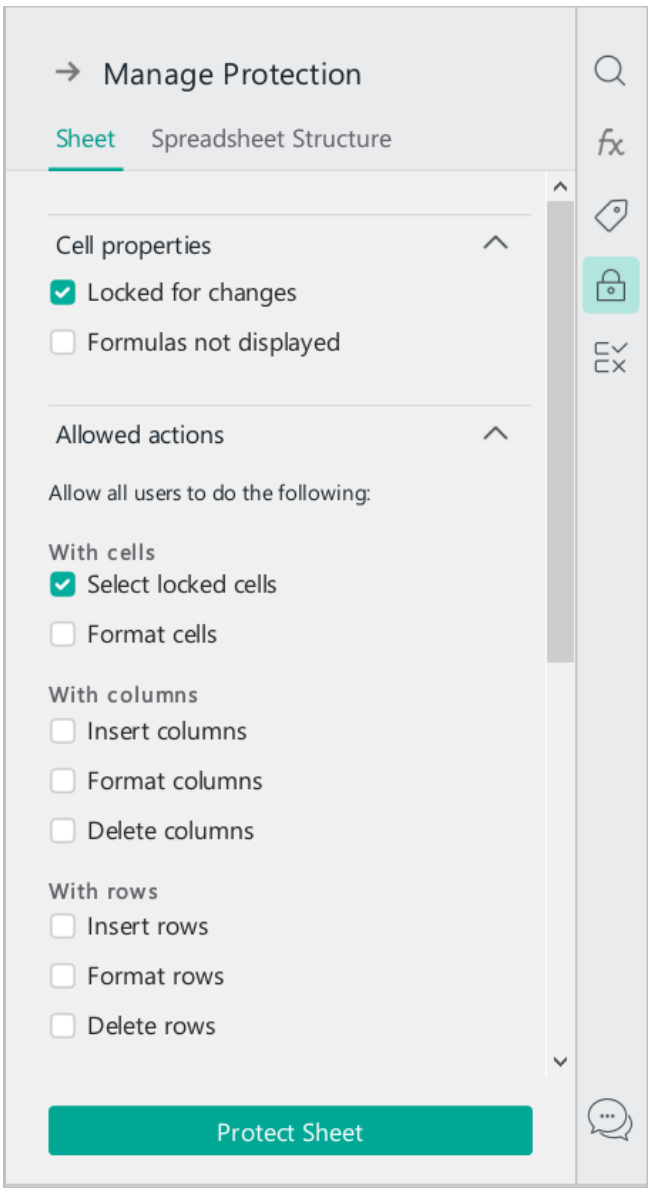



Figure 412. Allowed action section

7. If you need to set a password to remove protection from the sheet, expand the section **Password (optional)** (see Figure 413), enter the password and confirm it.
8. Click **Protect Sheet**.

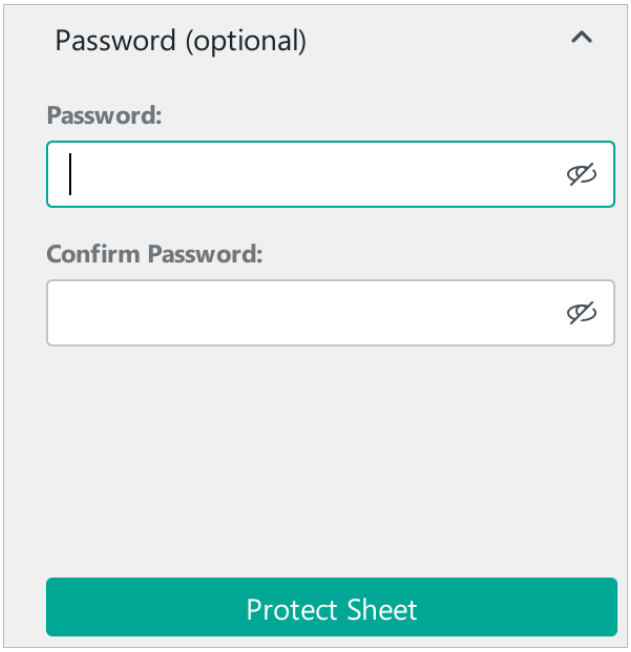



Figure 413. Password (optional) section

9. Close the **Manage Protection** pane in one of the following ways:
   – At the top of the pane, click → (see Figure 415).
   – On the Sidebar, click **Manage Protection** (see Figure 415).

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).

### 4.16.2 Protect the document structure

To protect the document structure, follow these steps:

1. Open the **Manage Protection** pane. To do this, in the **Data** menu, select **Manage Protection** > **Protect the document structure** (see Figure 414).

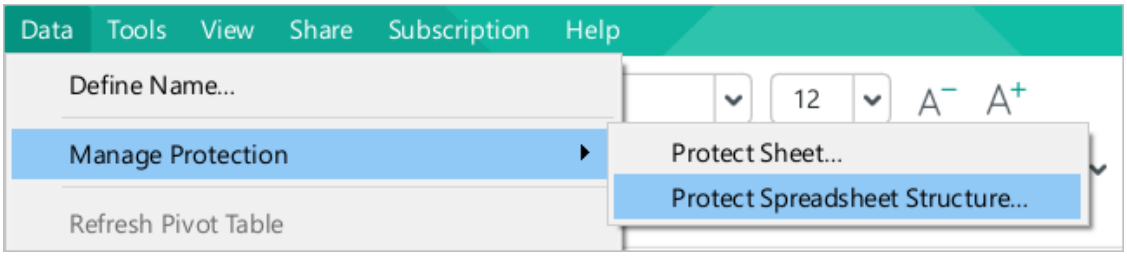



Figure 414. Protect Sheet menu

2. In the **Manage Protection** pane, select the **Spreadsheet Structure** tab (see Figure 415):
   – 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**.

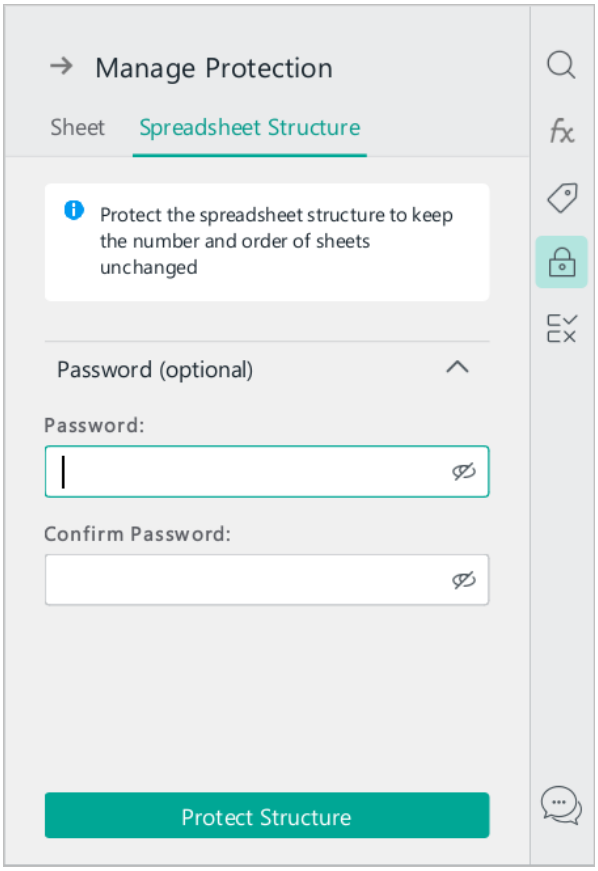



Figure 415. Manage Protection pane

### 4.16.3 Unprotect a sheet

If the sheet is protected from editing, the sheet tab displays the icon (see Figure 416) is displayed on the sheet tab. You may need to enter a password to unprotect the sheet.

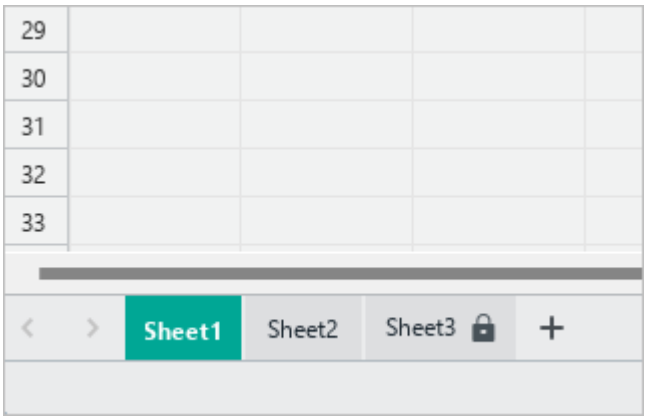



Figure 416. Sheet protected from editing

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 **Data** menu, select **Manage Protection** > **Unprotect Sheet** (see Figure 417).


Figure 417. Unprotect Spreadsheet menu

– Right-click the sheet tab and use the **Unprotect Sheet** context menu command (see Figure 418).

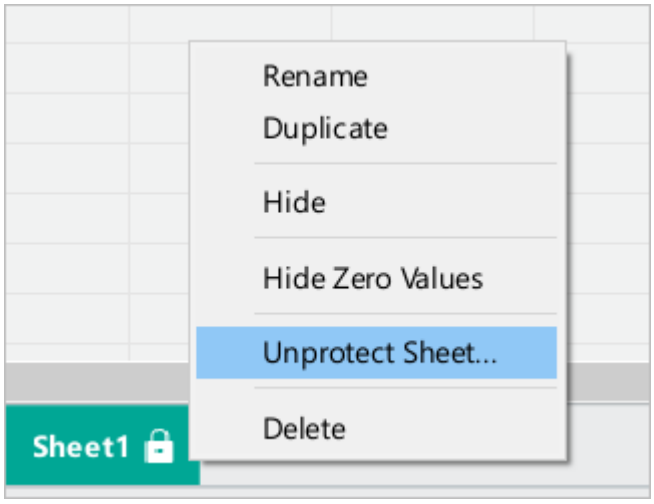



Figure 418. Context menu of the sheet

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 419).

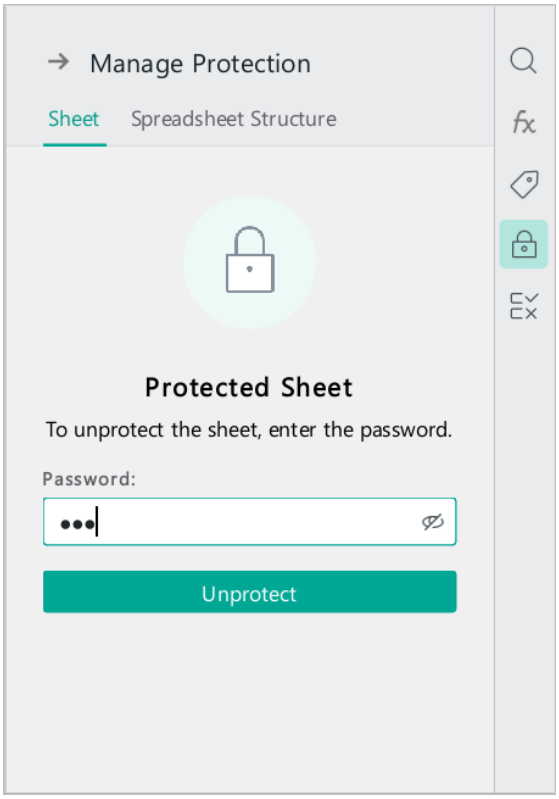



Figure 419. Manage Protection pane

– If the sheet is not password-protected, click the **Unprotect** button (see Figure 420).

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**.

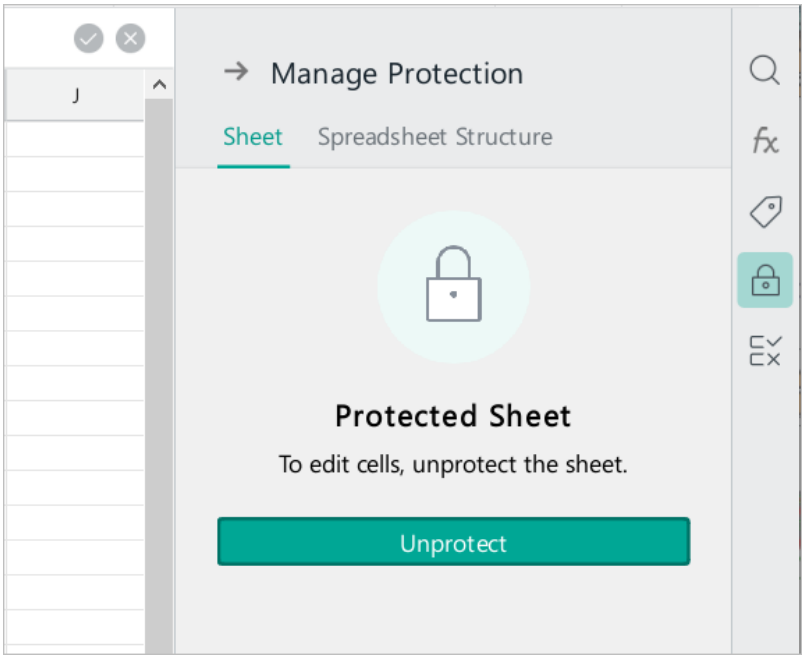



Figure 420. Unprotect sheet

### 4.16.4 Unprotect file structure

If the document structure is protected from editing, an icon is displayed to the right of the sheet tabs (see Figure 421). You may be required to enter a password to remove the protection.

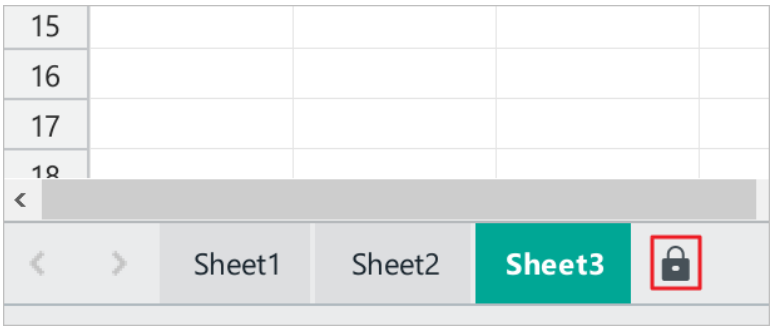



Figure 421. Data command menu

To remove protection from the document structure, do the following:

1. Open the **Manage Protection** pane. To do this, in the **Data** menu, select **Manage Protection** > **Unprotect Sheet** (see Figure 421).

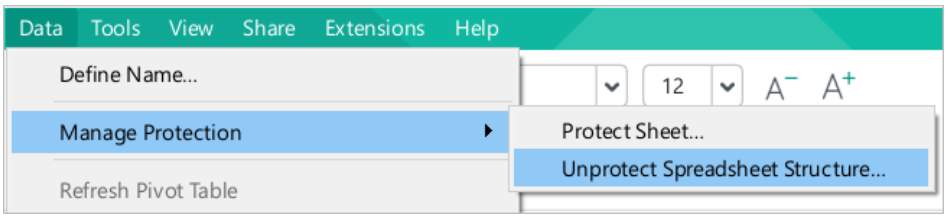



Figure 422. Sheet command menu

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 **Unprotect** (see Figure 423).

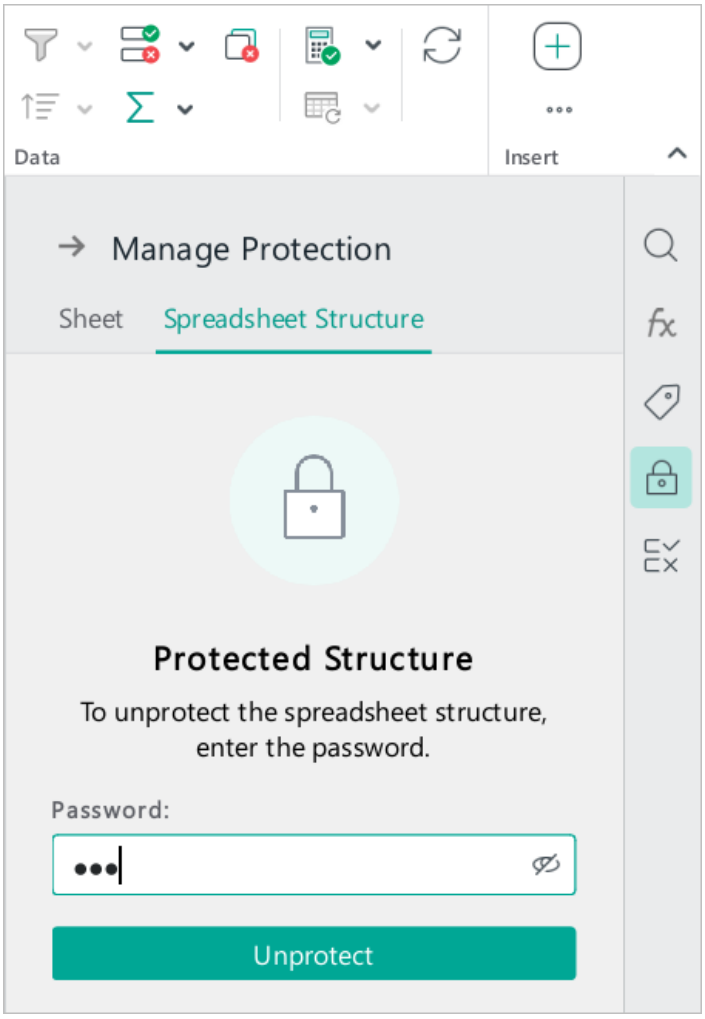



Figure 423. Manage Protection pane

– If the document structure is not password-protected, click **Unprotect** (see Figure 424).

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**.

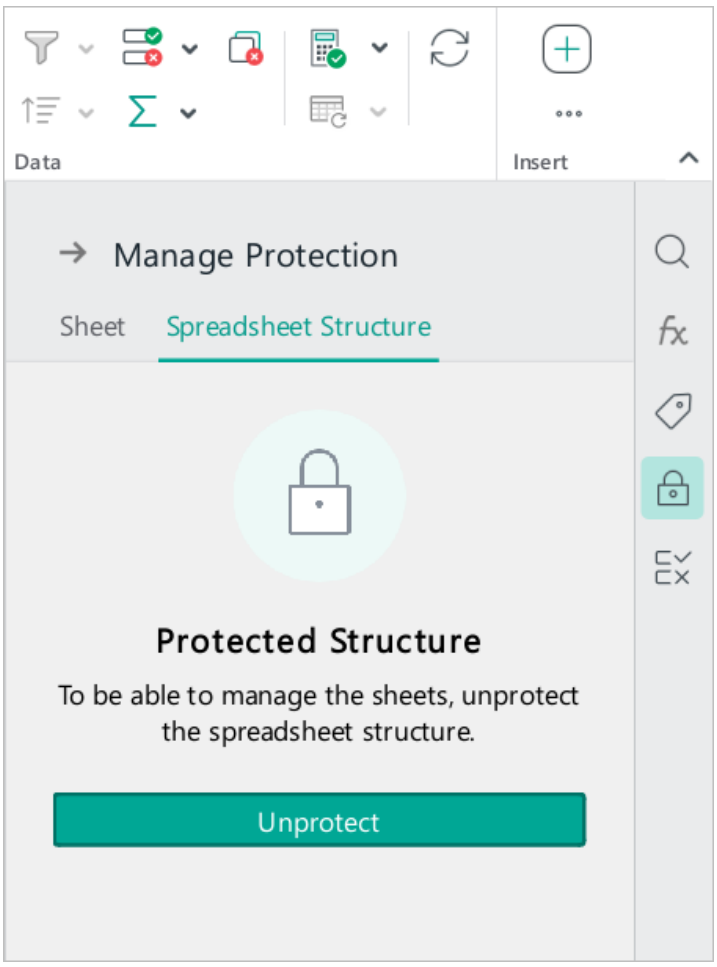



Figure 424. Unprotect spreadsheet structure

## 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. |

| 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. |

| 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.<br>For more details, see Section<br>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. |

| 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)<br><br>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.<br><br>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. |

| 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. |

| 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. |

| 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. |

**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 26). 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 26. 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.

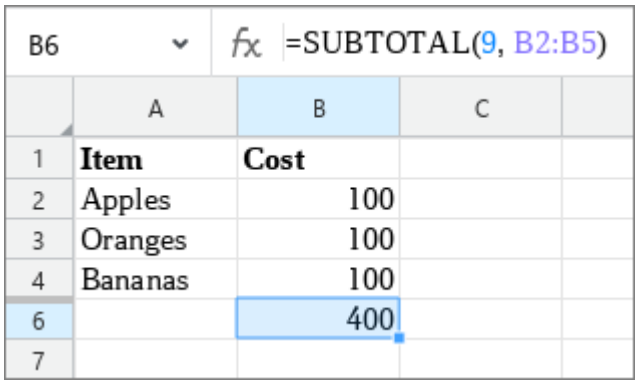



Figure 425. Function use examples

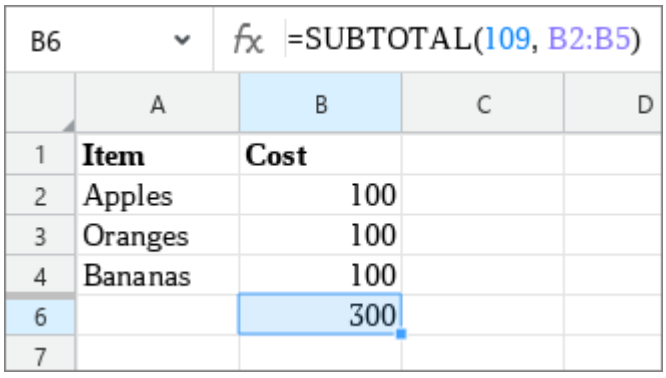



Figure 426. Function use examples

## 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 |

## APPENDIX 3. KEYBOARD SHORTCUTS

This appendix contains the keyboard shortcuts used in Windows OS, Linux OS (see Table 27) and macOS (see Table 28).

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 27. OS Windows and OS Linux shortcuts**

| Keyboard shortcuts | Command or action |
|---|---|
| ***Edit the content*** | |
| Ctrl+X<br>Shift+Delete | Cut |
| Ctrl+C<br>Ctrl+Insert | Copy |
| Ctrl+V<br>Shift+Insert | Insert |
| Ctrl+Alt+V | Insert values and format |
| Ctrl+S | Save |
| F12 (*Windows)*<br>Ctrl+Shift+S (*Linux)* | Save as |
| Ctrl+Z | Cancel the last action |
| Ctrl+Y<br>Ctrl+Shift+Z<br>Shift+Alt+Backspace | Repeat the result of the canceled action |
| Ctrl+Alt+Shift+V *(Windows)*<br>Win+V *(Linux)* | 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 |

| Keyboard shortcuts | Command or action |
|---|---|
| Ctrl+Alt+Num – | Insert an em dash |
| ***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 the cell content to the left |
| Ctrl+E | Center the cell content |
| Ctrl+R | Align the cell content to the right |
| Ctrl+J | Justify the cell content |
| ***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 |
| Ctrl+Up Arrow | Go to the first cell of the column |
| Ctrl+Down Arrow | Go to the last cell of the column in the workspace |
| Ctrl+Left Arrow | Go to the first cell of the row |
| Ctrl+Right Arrow | Go to the last cell of the column in the workspace |
| ***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 |

| Keyboard shortcuts | Command or action |
|---|---|
| Left Arrow | Select the previous cell |
| Home | Select the cell at the beginning of the row |
| 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+Shift+End | Select an area from the selected cell to the last cell in the workspace |
| Ctrl+Shift+Up Arrow | Select an area from the selected cell to the first cell in the column |
| Ctrl+Shift+Down Arrow | Select an area from the selected cell to the last cell of the column in the workspace |
| Ctrl+Shift+Left Arrow | Select an area from the selected cell to the first cell in the row |
| 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. | |

| Keyboard shortcuts | Command or action |
|---|---|
| ***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 |
| 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. | |
| ***Work with formulas and functions*** | |
| Alt+F9 | Replace the formula (entirely or partially) with its calculated value |
| Alt+= | Quick insertion of the SUM function with automatic definition of arguments |
| F9 | Recalculate formulas in the entire document |
| Shift+F9 | Recalculate formulas on the sheet |
| Ctrl+Shift+F9 | Force recalculate formulas |
| Ctrl+Shift+F5 | Update references to data in external documents |
| ***Other keyboard shortcuts*** | |
| Ctrl+N | Create a file |
| Ctrl+O | Open a file |
| 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+K | Insert a link |
| Ctrl+Shift+V | Insert a link from the clipboard |
| Ctrl+Shift+1 | Split the number into digit groups |
| Ctrl+F<br>Ctrl+H | Open the search pane |
| Ctrl+T | Open the window to create a table |
| 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 |

| Keyboard shortcuts | Command or action |
|---|---|
| Alt+F4 | Close the active application window |

**Table 28. 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<br>⌥ Option + Delete | Delete part of a word or the entire word to the left of the cursor |
| ⌘ Cmd + Fn + Delete<br>⌥ 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 |
| ***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 the cell content to the left |
| ⌘ Cmd + E | Center the cell content |
| ⌘ Cmd + R | Align the cell content to the right |
| ⌘ Cmd + J | Justify the cell content |

| Keyboard shortcuts | Command or action |
|---|---|
| ***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 |
| ⌘ Cmd+Up Arrow | Go to the first cell of the column |
| ⌘ Cmd+Down Arrow | Go to the last cell of the column in the workspace |
| ⌘ Cmd+Left Arrow | Go to the first cell of the row |
| ⌘ Cmd+Right Arrow | Go to the last cell of the column in the workspace |
| ***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 + Right Arrow | Create a selection area from the selected cell to the last cell of the workspace |
| ⇧ Shift+⌘ Cmd+Up Arrow | Select an area from the selected cell to the first cell in the column |
| ⇧ Shift+⌘ Cmd+Down Arrow | Select an area from the selected cell to the last cell of the column in the workspace |
| ⇧ Shift+⌘ Cmd+Left Arrow | Select an area from the selected cell to the first cell in the row |

| Keyboard shortcuts | Command or action |
|---|---|
| ⇧ Shift+⌘ Cmd+Right Arrow | Select an area from the selected cell to the last cell of the row in 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 |
| ⇧ 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.* | |
| ***Work with formulas and functions**** | |
| ⌥ Option + F9 | Replace the formula (entirely or partially) with its calculated value |

| Keyboard shortcuts | Command or action |
|---|---|
| ⌥ Option + = | Quick insertion of the SUM function with automatic definition of arguments |
| F9 | Recalculate formulas in the entire document |
| ⇧ Shift + F9 | Recalculate formulas on the sheet |
| ⇧ Shift + ⌘ Cmd + F9 | Force recalculate formulas |
| ⇧ Shift + ⌘ Cmd + F5 | Update references to data in external documents |
| ***Other keyboard shortcuts*** | |
| ⌘ Cmd + N | Create a file |
| ⌘ Cmd + O | Open a file |
| ⌘ 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%) |
| ⌘ Cmd + K | Insert a link |
| ⌘ Cmd + ⇧ Shift + V | Insert a link from the clipboard |
| ⌘ Cmd + ⇧ Shift + 1 | Split the number into digit groups |
| ⌘ Cmd + F | Open the search pane |
| ⌘ Cmd + T | Open the window to create a table |
| ⌘ Cmd + / | Open the Quick action box |
| 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 |