

When an entire spreadsheet is inserted into a document, if it contains more than one sheet and the one you want is not visible, double-click the spreadsheet, and then select a different sheet from the row of sheet tabs at the bottom.

Resizing and moving spreadsheet objects

When selected, a spreadsheet object is treated like any other object.

Resizing

To resize the area occupied by the spreadsheet:

- 1) Click on the object to show the selection handles in the border.
- 2) Move the mouse pointer over one of the handles. The pointer changes shape to give a visual representation of the effects applied to the area.
- 3) Click and hold the left mouse button and drag the handle. The corner handles move the two adjacent sides simultaneously, while the handles at the midpoint of the sides modify one dimension at a time.

Moving

Moving a spreadsheet object to change its position within the document is the same as moving any other object in Writer:

- 1) Click on the object to show the selection handles in the border.
- 2) Move the cursor over the object until the cursor changes shape (normally a hand, but this depends on your computer setup). Be careful not to double-click the spreadsheet object and activate object editing mode.
- 3) Click and drag the object to the desired position. Release the mouse button.

Editing a spreadsheet object

To edit a spreadsheet object, double-click it, or select it and choose **Edit > Object > Edit** on the Menu bar, or right-click and choose **Edit** in the context menu.

You edit the object in its own frame within the Writer document, but some of the toolbars change in Writer. One of the most important changes is the presence of the Formula bar, which contains (from left to right):

- The **Name Box**, that shows the active cell reference or the name of a selected range of cells.
- The **Function Wizard** icon.
- The **Select Function** and **Formula** icons or the **Cancel** and **Accept** icons, depending on the editing actions taken in the spreadsheet.
- A long **Input Line** to enter or review the contents of the active cell.

If you are familiar with Calc, you will immediately recognize the tools and the menu items. See Chapter 5, Getting Started with Calc, in the *Getting Started Guide* for more information.

Spreadsheet organization

A spreadsheet consists of pages called sheets. However, in Writer, only one sheet can be shown at a time when a spreadsheet with multiple sheets is embedded into a Writer document.

Each sheet is organized into cells, which are the elementary units of the spreadsheet. They are identified by a row number (shown on the left-hand side) and a column letter (shown in the top row). For example, the top left cell is identified as A1, while the third cell in the second row is C2. All data elements, whether text, numbers, or formulas, are entered into a cell.