

- 7) When you are satisfied with the formatting changes, click outside the spreadsheet area to save your changes and exit edit mode.

Using formatting styles

When an embedded spreadsheet is in edit mode, Writer displays the available styles for a spreadsheet in the Styles deck in the sidebar.

If a style you want to use is not available, you can create it (see Chapter 8, Introduction to Styles). Styles used in an embedded spreadsheet are similar to paragraph styles used in Writer.

To use styles in your embedded spreadsheet:

- 1) Open the Styles deck in the Sidebar.
- 2) Select data in a cell and double-click a style in the Styles deck to apply it.

Inserting and deleting rows or columns

To insert rows or columns in an embedded spreadsheet:

- 1) Select the column or row where you want the new column or row inserted.
- 2) Go to **Sheet** on the Menu bar and select either **Insert Columns > Columns Before**, or **Insert Columns > Columns After**, or **Insert Rows > Rows Above**, or **Insert Rows > Rows Below**.

Or, right-click the column or row header and select **Insert Columns Before**, **Insert Columns After**, **Insert Rows Above**, or **Insert Rows Below** in the context menu.

To delete rows or columns from an embedded spreadsheet:

- 1) Highlight the rows or columns that you want to delete.
- 2) Go to **Sheet** on the Menu bar and select **Delete Rows** or **Delete Columns**, or right-click and select **Delete Columns** or **Delete Rows** in the context menu.

Deleting cells

- 1) Select the cells you want to delete.
- 2) Go to **Sheet > Delete Cells**, or press **Ctrl+-**. Or, right-click on a cell and select **Delete** in the context menu.
- 3) Select the option you require on the Delete Cells dialog.

Merging and splitting cells

To merge contiguous cells into a single cell:

- 1) Select the cells to be merged.
- 2) Right-click on the selected cells and select **Merge Cells** in the context menu, or go to **Format > Merge Cells > Merge Cells** or **Merge and Center Cells** on the Menu bar, or click on the **Merge and Center Cells** icon on the Formatting toolbar. Using **Merge and Center Cells** will center align any contents in the cells.
- 3) If the cells contain any data, a small dialog opens, showing choices for moving or hiding data in the hidden cells. Make your selection and click **OK**.

To split a group of cells that have been merged into a single cell:

- 1) Select the cell that contains merged cells.
- 2) Go to **Format > Merge Cells > Split Cells** or right-click and select **Split Cells** in the context menu.