

- 4) Press the *Enter* key or click the green check mark on the Formula Bar. The answer appears in the cell you have selected.

### **Caution**

Unlike in Calc, formulas are not updated automatically when inserting or deleting rows or columns of the table, although the results do update when you change a value in a cell. If you plan to use complex formulas, consider embedding a Calc spreadsheet in the Writer document. See Chapter 19, Spreadsheets, Charts, Other Objects.

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## Additional table operations

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### Protecting cells in a table

You can protect the contents of individual cells of a table from changes. When a cell is protected, most of the menu items and toolbar icons are inactivated.

### **Note**

This protection is not intended for secure protection. It protects the cells against accidental changes.

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To turn on cell protection, place the cursor in a cell or select cells, then click the **Protect Cells** icon on the Table toolbar or choose **Table > Protect Cells** on the Menu bar.

To turn off cell protection, place the cursor in the cell or select the cells. Then click the **Unprotect Cells** icon on the Table toolbar or choose **Table > Unprotect Cells** on the Menu bar.

To remove protection for the entire current table or all selected tables, press *Shift+Ctrl+T*.

### **Tip**

If you cannot place the cursor in a protected cell, you need to enable the cursor. Choose **Tools > Options > LibreOffice Writer > Formatting Aids** and in the *Protected Areas* section mark **Enable cursor**.

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### Adding a caption

You can easily add a caption to any table. Writer will keep track of all your captioned tables, automatically number them, and update any links to them. To add a caption to a table:

- 1) Right-click anywhere in the table and select **Insert Caption** from the context menu, or choose **Insert > Caption** from the Menu bar, or click the **Insert Caption** icon on the Table toolbar.
- 2) Under *Properties* on the Caption dialog, make your selections for the Category (it defaults to Table, which is usually what you want), Numbering, and Separator fields. The position of the caption defaults to above a table; you can change this if necessary.
- 3) Type your caption text in the text box at the top of the dialog.
- 4) Click **OK**.

You can also set up Writer to add captions to tables automatically. The procedure is the same as for adding captions automatically to images, described in Chapter 11.