

- 1) Select the cell to make it active and start typing. The data input is also displayed in the **Input line** on the Formula toolbar, making the data entry easier to read.
- 2) Use the **Function Wizard**, **Select Function**, and **Formula** icons to enter data, formulas, or functions into a cell. If the input is not a formula (for example, a text or date entry), the **Select Function** and **Formula** icons change into the **Cancel** and **Accept** icons.
- 3) To confirm data input into a cell, either select a different cell, or press the *Enter* key, or click the **Accept** icon on the Formula bar.

Formatting cell data

Writer normally recognizes the type of contents (text, number, date, time, and so on) entered into a cell and applies default formatting to it. However, if Writer wrongly recognizes the type of data you have entered into a cell:

- 1) Select the cell, then right-click it and select **Format Cells** in the context menu, or go to **Format > Cells** on the Menu bar, or use the keyboard shortcut *Ctrl+1*.
- 2) In the Format Cells dialog, click the appropriate tab to open the correct page and use the options on that page to format the cell data.
- 3) Click **OK** to close the dialog and save your changes.



Tip

To force Writer to treat numbers as text (for example, telephone numbers) and to prevent Writer from removing the leading zeros or right-align them in a cell, type a single quotation mark (') before entering the number.

Formatting spreadsheets

It may be necessary to change the formatting of a spreadsheet to match the style used in the document.

When working on an embedded spreadsheet, you can also access any cell styles created in Calc and use them. However, if you are going to use styles, it is recommended to create specific cell styles for embedded spreadsheets, as Calc cell styles may be unsuitable when working within Writer.

Manual formatting

To manually format an embedded spreadsheet:

- 1) Select a cell or a range of cells. See Chapter 5, *Getting Started with Calc*, in the *Getting Started Guide* for more information on selecting ranges of cells.
- 2) Right-click the selection and go to **Format Cells** in the context menu, or go to **Format > Cells** on the Menu bar, or use the keyboard shortcut *Ctrl+1* to open the Format Cells dialog.
- 3) Use the various dialog pages to format the embedded spreadsheet so that it matches the style of your document.
- 4) Click **OK** to close the dialog and save your changes.
- 5) If necessary, adjust the column width by hovering the mouse over the line separating two columns in the header row until the mouse cursor changes to a double-headed arrow; then click the left button and drag the separating line to the new position.
- 6) If necessary, adjust the row height by hovering the mouse over the line separating two rows in the row header until the mouse cursor changes to a double-headed arrow; then click the left button and drag the separating line to the new position.