Calc Guide

Chapter 10
Using Styles in Calc:

Bringing Uniformity to your Spreadsheet

OpenOffice.org

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Introduction

One of the features of OpenOffice.org (OOo) that received many rave reviews is its ability to use styles to format documents. OOo is not the first office program to allow its users to implement styles in a document, but OOo is one of the first to make it an understandable and easy process.

A *style* is a set of formats that you can apply to selected elements in a document to quickly change their appearance. When you apply a style, you apply a whole group of formats at the same time.

The beauty of stylesis that you can define certain elements of a document to be a certain style, and every element that is defined as the same style will have exactly the same formatting. This can save a lot of headaches in document creation.

Even more powerful is the ability to change the formatting of all instances of an element in your document in one step. If you determine that you want all subtotals in your spreadsheet to be 8 pt. Courier font instead of 10 pt. Times New Roman after you have created a 15 page spreadsheet, you can change all of the subtotals in the document by simply changing the properties for the subtotal style..

This chapter describes the styles OOo Calc has to offer, what they might be used for, and how to apply styles, change existing styles, and create new styles. Finally, this document covers some how to import styles and manage them.

Types of styles in Calc

While some components of OOo offer many style types, Calc only offers two:

- Cell styles include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.

- Page styles include margins, headers and footers, borders and backgrounds, and the sequence for printing sheets.

Accessing styles

Accessing styles in OOo Calc is the same as accessing styles in other OOo components. The main way to access styles is through the Styles and Formatting window (shown in Figure 1). You can open the Styles and Formatting window in several ways.

- Keyboard: Press the *F11* key.

- Menu: Select **Format > Styles and Formatting**.

- Toolbar: Next to the font name drop down box in Calc there is an icon with a finger on it, . Click this to open the window.

This window can be docked at the left or right of the main Calc window. To dock or undock the window, hold down the *Ctrl* key and double-click a gray part of the window next to the icons at the top.

The first button on the top left of the window, 🖺, is for cell styles and the second, 🖺, is for page styles.

New in 2.0 In OOo 2.0, what used to be called the Stylist in OOo1.x is now called the Styles and Formatting window.
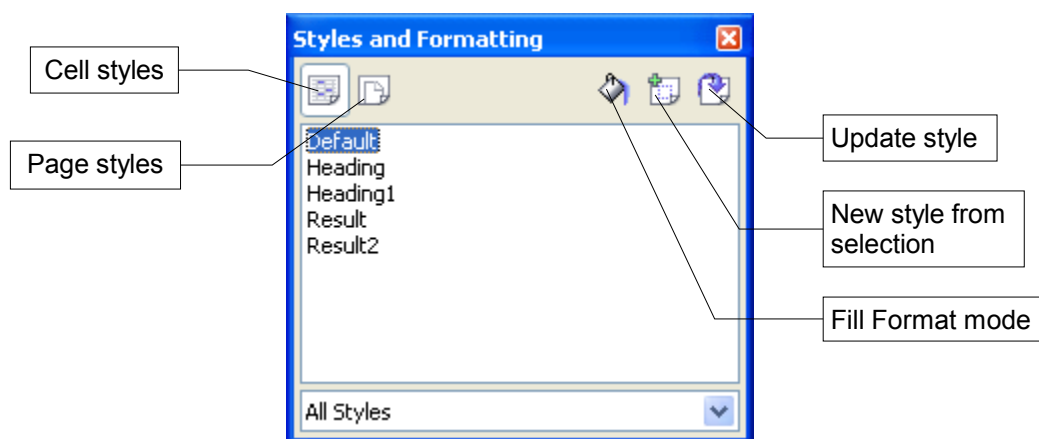
Figure 1: Styles and Formatting window

Applying styles

OOo Calc provides several ways for you to apply cell styles:

- Using the Styles and Formatting window
- Using Fill Format mode
- Using the Apply Style list
- Assigning styles to shortcut keys

Using the Styles and Formatting window

1) Ensure the Styles and Formatting window is open by pressing *F11* or by selecting **Format > Styles and Formatting**.

2) Highlight the cell or group of cells to which the styles should be applied.

3) Double-click on the cell style name.

Using Fill Format mode

This method is quite useful when you need to apply the same style to many scattered cells.

1) Open the Styles and Formatting window and select the style you want to apply.

2) Click the **Fill Format mode** icon . The mouse pointer changes to this icon.

3) Position the moving icon on the cell to be styled and click the mouse button.

4) To quit Fill Format mode, click the **Fill Format mode** icon again or press the *Esc* key.

When this mode is active, a right-click anywhere in the document undoes the last Fill Format action. Be careful not to accidentally right-click and thus undo actions you want to keep.

Using the Apply Style list

You can also add an Apply Style dropdown list to the Formatting toolbar and select a style from the list to apply it to the selected cells.

To add an Apply Style dropdown list to the Formatting toolbar:

Click the down-arrow at the right-hand end of the Formatting toolbar. On the drop-down menu, click **Visible Buttons**. (See Figure 2.)

On the submenu, click **Apply Style**. The menus close and the Apply Style list now appears on the toolbar between the Styles and Formatting icon and the Font Name list.
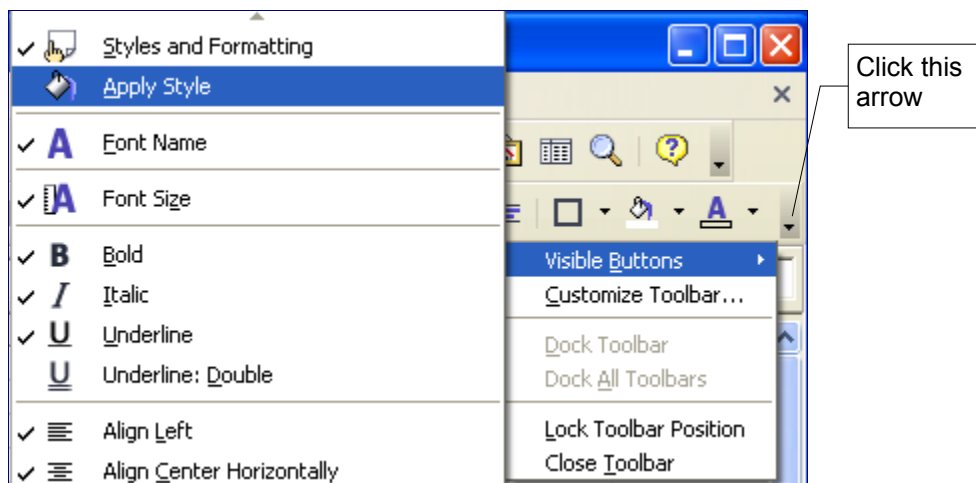

Figure 2: Adding an Apply Style list to the Formatting toolbar

Assigning styles to shortcut keys

OOo provides a set of predefined keyboard shortcuts which allow you to quickly apply styles while typing in a document. You can redefine these shortcuts or define your own.

1) Click **Tools > Customize > Keyboard**.

2) On the Keyboard tab of the Customize dialog (Figure 3), choose the shortcut keys you want to define.

3) In the *Functions* section at the bottom of the dialog, scroll down in the Category list to Styles and click the + sign.

4) Choose the type of style. The *Function* list will display the names of the available styles for the selected type. The example shows OOo's predefined styles.

5) Let's say you want to set *Ctrl+9* to be the shortcut key combination for the Result2 style. To do this, select *Result2* in the *Function* list, and then click **Modify**. *Ctrl+9* now appears in the *Keys* list.

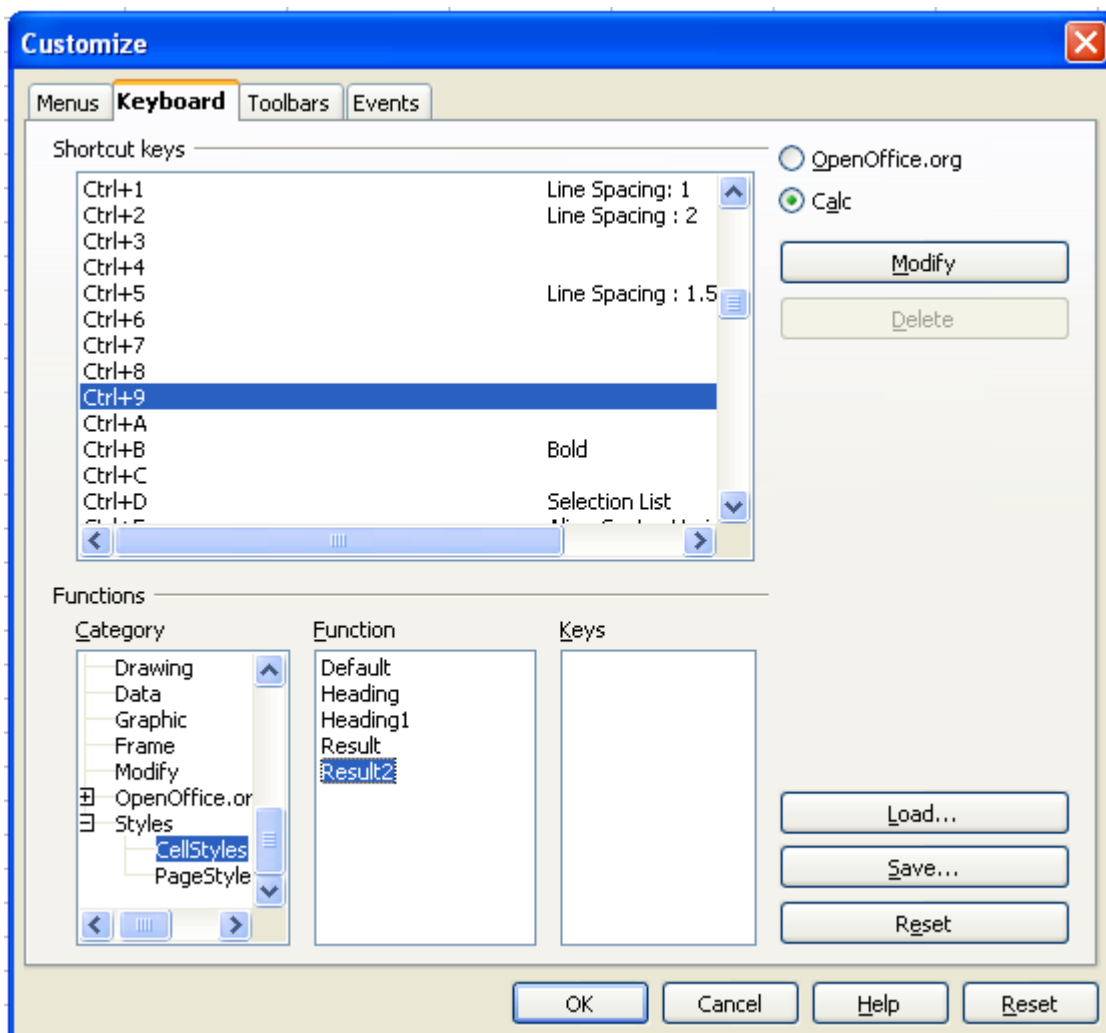6) Make any other required changes and then click **OK** to save these settings and close the dialog.

Figure 3: Assigning a cell style to shortcut keys

Style organizer

When you double-click on the name of a style in the Styles and Formatting window, a Style dialog similar to the one shown in Figure 4 opens.

The Style dialog has several tabs. The Organizer tab, shown in Figure 4, is found in all components of OOo). It provides basic information about the style.
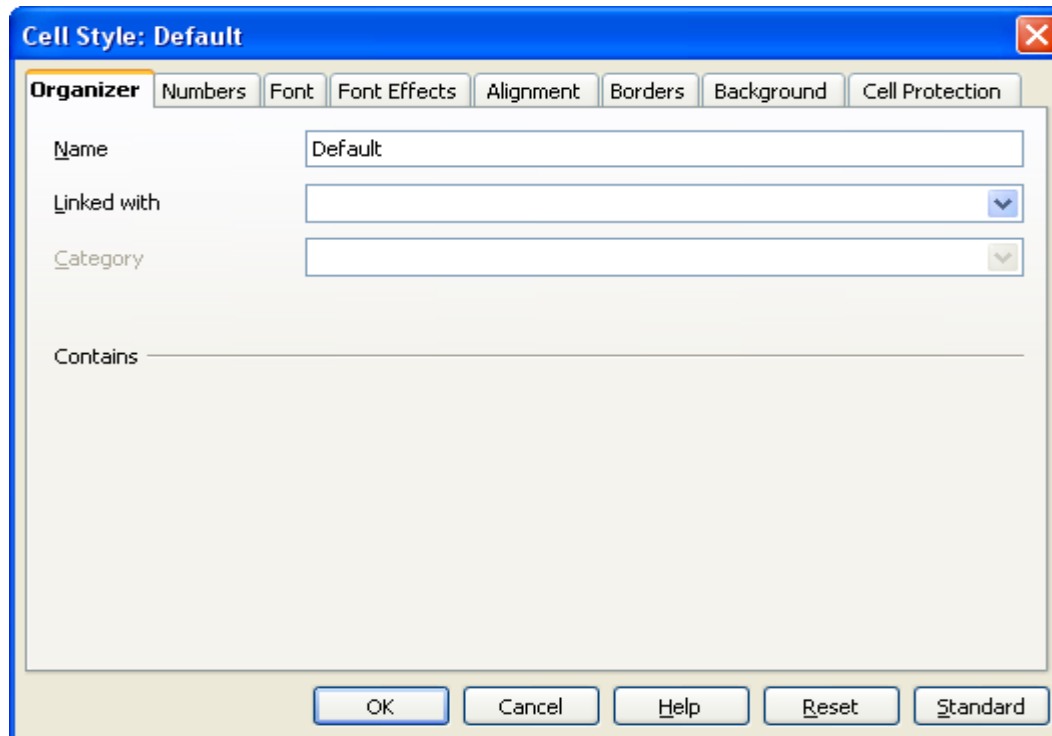

Figure 4: Organizer tab of Cell Style dialog

Name

This is the style's name. You cannot change the name of a built-in style.

Linked with

In Calc this option is only available for cell styles. You can use this option to link styles. If you link styles, then when you change the base style (for example, by changing the font from Times to Helvetica), all the linked styles will change as well. Sometimes this is exactly what you want; other times you do not want the changes to apply to all the linked styles. It pays to plan ahead.

For example, you can make a new style called *red*, in which the only change you want to make is for the cell text to be red. In order to make sure that the rest of the text characteristics are the same as the default style, you can link *red* with *default*. Then, any changes you make to *default* will be automatically applied to *red*.

Category

In Calc, the only option in this drop-down box is Custom styles, but in other OOo components it is used to specify the category of the style.

Cell styles

Similar to paragraph styles in OOo Writer, cell styles are the most basic type of style in Calc. You can apply a cell styles to a cell and that cell will follow the formatting rules of the style. Five cell styles are supplied with OOo: Default, Heading, Heading1,Result, and Result2.

Initially, the styles are configured so that if you change the font family of *Default*, then all of the other styles will change to match. We will discuss how to set this up in "Creating new styles" on page 9. The five standard styles can be seen in use in Figure 5.

Figure 5: Calc cell style types

Cell style options

When editing or creating cell styles, you can set several options, which are similar to those for directly formatting cells. A more detailed coverage of cell formatting is given in Chapter 2, "Entering, Editing, and Formatting Data". A brief summary is provided here.

Numbers

On the *Numbers* tab, you can control the behavior of the data in a cell with this style. This includes specifying the type of data, the number of decimal places, and the language.

Font

On the *Font* tab, you can choose the font for the cell's contents..

Font effects

The *Font Effects* tab offers more font options including underlining, strikethrough, and color.

Alignment

On the *Alignment* tab, you can set the horizontal and vertical alignment for the data in the cells, and rotate the text.

Borders

On the *Borders* tab, you can set the borders for the cells, along with a shadow.

Background

On the *Background* tab, you can choose the background color for a cell.

Cell Protection

The C*ell Protection* options allow you to protect cells against certain types of editing.

Page styles

Page styles in Calc are applied to sheets. In fact, they might be more aptly called sheet styles, but to maintain consistency between components, they are not. Furthermore, only one page style can be applied to all the sheets in a file.

There are two default page styles: Default and Report. The major difference between these two styles is that Report is portrait oriented and Default is landscape oriented. You can adjust many settings using page styles.

Page style options

Page

This is the area were you can edit the overall appearance of the page and its layout. The available options are shown in Figure 6.
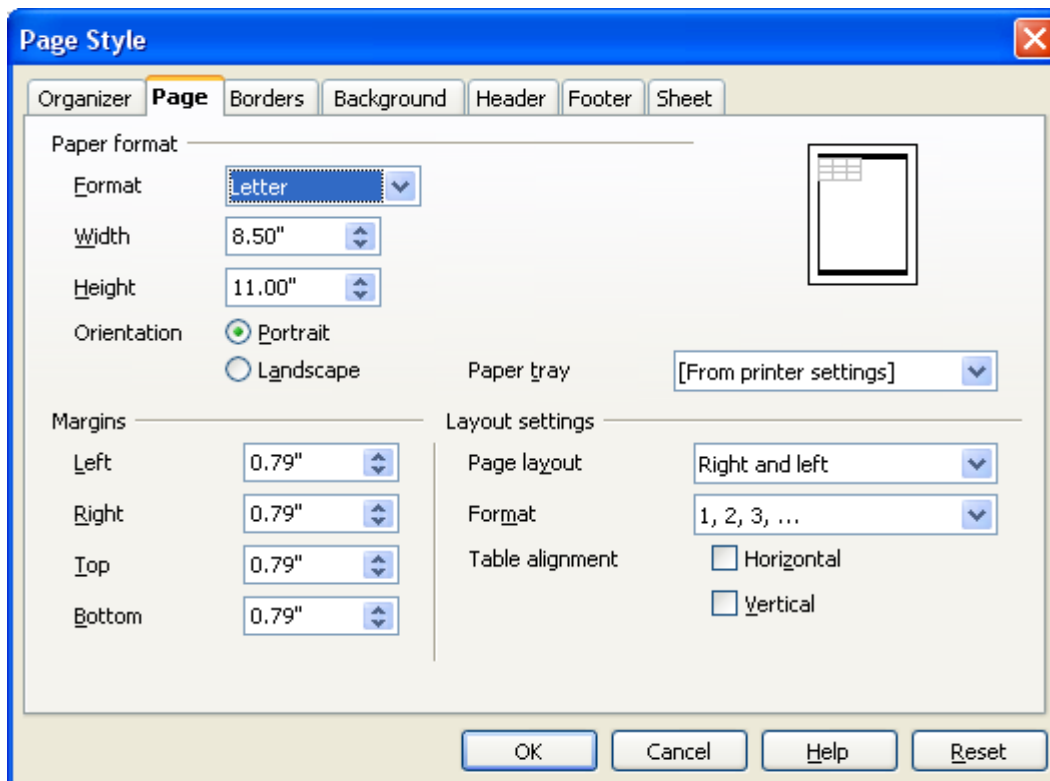

Figure 6: Page Style Tab

Paper Format

Here you can set a generic paper type to be used. Letter or A4 are most common but you can also use legal, tabloid, envelope sizes, or user-defined paper types. You can also define the orientation of the page and which print tray for the paper to come from.

Margins

Here you can set the margins for the page.

Layout Settings

Here you can specify whether to apply the formatting to right (odd) pages only, left (even) pages only, or both right and left pages that use the current page style.

Mirrored formats the pages as if you want to bind the printed pages like a book.

The first page of a document is assumed to be an odd page.

Format

This area specifies the page numbering style for this page style.

Table alignment

This option specifies the alignment options for the cells on a printed page, either horizontal or vertical.

Borders

Similar to formatting a cell style, this tab gives you options about whether or not the page should have borders, how large the borders should be, and how far the text will be from the borders.

Background

This tab allows you to specify how the background for this page style will appear. You can apply either a solid color or a picture as a background.

Header

Here you can to design and apply the header for this page style. For more detailed instructions on how to format the header, please see Chapter 5, "Printing in Calc."

Footer

Here you can design and apply the footer for this page style. For more detailed instructions on how to format the footer, please see Chapter 5, "Printing in Calc."

Sheet

The sheet tab provides several options regarding how the document will be printed. Please see Chapter 5, "Printing in Calc" for more on this tab.

Modifying styles

To modify a style, right-click on its name in the Styles and Formatting window and select **Modify**. Make the changes in the Style dialog and click **OK** to save the changes.

You can also modify a current cell style by selecting an already formatted cell and clicking the **Update Style** button on the top right hand corner of the Styles and Formatting window.

Creating new styles

You can create a new style in one of these ways:

- Link to a current style
- Create an unlinked style
- Create a style from an already formatted object
- Drag and drop a selection

Creating a linked style

In the Styles and Formatting window, *right-click* on the style you want to link to and select **New**.

Creating an unlinked style

Right-click in the white area of the Styles and Formatting window and select **New**.

Creating a style from an already formatted object

Select the object whose properties you wish to copy and the click the New Style from Selection button, ⊞, on the top right of the Styles and Formatting window.

Dragging and dropping a selection to create a style

Select a cell and drag it to the Styles and Formatting window.

Copying and moving styles

Occasionally there is a fantastic style in one spreadsheet that you want to copy over to your current spreadsheet. You can do this using the Template Management window.

1) Select **File > Template > Organize**, The Template Management window (shown in Figure 7) opens.

2) By default, on the left is a list of available templates and on the right is a list of open documents. If you double-click on a template or a document, a *Styles* icon will appear under the name of the template or document.
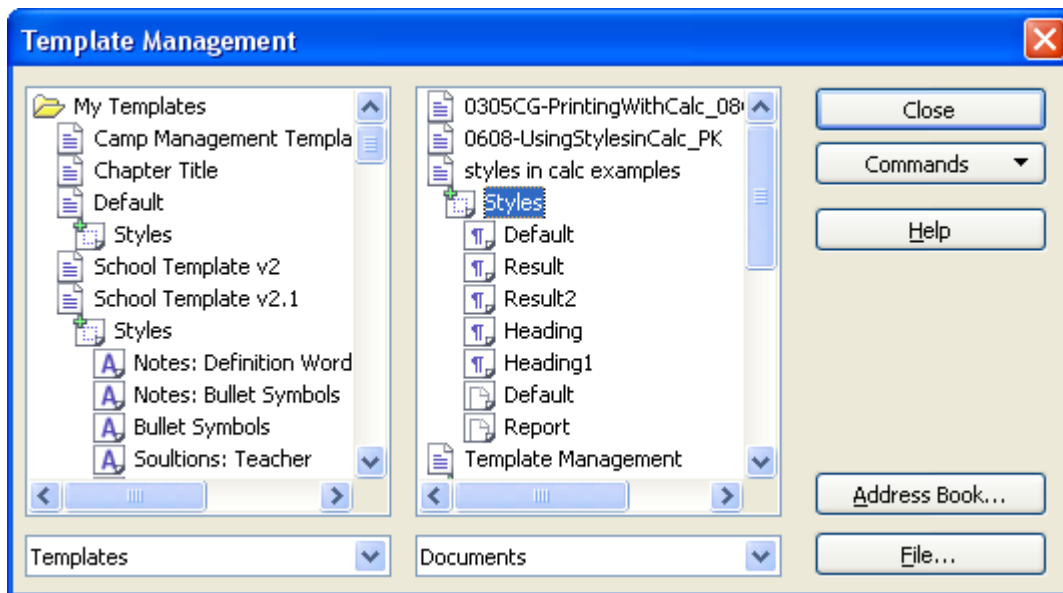
Figure 7: Template Management window

3) Now double-click on the *Styles* icon. to list all of the styles in that document or template . Hold down the *Ctrl* key and click and drag the styles you want from one side to the other, one style at a time.

Caution	If you do not hold down the *Ctrl* key when dragging a style in step 3 above, the style will be *moved* from one place to the other. You must hold down *Ctrl* in oder to *copy* the style.

Deleting styles

You cannot remove (delete) any of OOo's predefined styles, even if you are not using them.

You can remove any user-defined (custom) styles; but before you do, you should make sure the styles are not in use. If an unwanted style is in use, you will want to replace it with a substitute style.

Replacing styles (and then deleting the unwanted ones) can be very useful if you are dealing with a spreadsheet that has been worked on by several people.

To delete unwanted styles, right-click on them (one at a time) in the Styles and Formatting window and click **Delete** on the pop-up menu.