

Mendlesham Computer Club crib sheet



Table of Contents

Introduction.....	4
Introduction	4
Acknowledgements.....	4
The Basics.....	5
The screen	5
Wallpaper.....	5
The Mouse.....	5
Buttons and scrolling.....	5
Selecting with the Mouse.....	6
Track Pad.....	6
Customising the Mouse and Cursor in Windows	6
The Keyboard.....	8
Keyboard Layout	8
Punctuation and special characters	8
Keyboard Shortcuts.....	10
The Display	11
Customising font size for the Windows desktop.....	11
Accessibility options.....	11
Cut and Paste	11
Drag and drop	11
Applications.....	12
Applications Vs Shortcut.	12
The Desktop.....	14
How to tidy the Desktop	14
How to handle Multiple windows	14
The disk drive	15
Where to save information	15
How to create a folder on Windows 10	15
How to create a folder on Mac	15
Essential software	16
Anti-Virus.....	16
Browser	16
Word Processor.....	16
Open Office Text.....	17
Fonts.....	17
Emojis.....	18
Inserting an Emoji on Windows.....	18
Inserting an emoji on Mac.....	18
Styles and templates.....	19
Styles	19

Templates.....	19
Exercise	20
Justification	20
Two Column pages or sections.....	21
Formatting Pictures	22
Page flow	24
Tables	25
Open Office Calc	27
Introduction.....	27
Text and number cells	27
Cell references.....	27
Formulas.....	27
Sorting.....	27
Filtering	28
GIMP	29
How to create a Signature file with a transparent background.	29
Advanced.....	30
Trackpad gestures	30
Keyboard shortcuts.....	31
Wingding fonts	34

Introduction

Introduction

The Mendlesham Computer Club meets weekly to provide internet access and computer tuition for all ages and abilities. Many topics are covered in a very informal atmosphere. This booklet is designed to accompany these sessions.

It covers many of the topics that are essential to setting up and using a personal computer (Laptop or desktop) running Windows 10 or a Mac with OSX. Where there are special instructions for MAC these are added as notes.

It does not cover tablets and phones in this version.

More information about the club can be obtained from our web site
<http://mendleshamcomputer.club>



Acknowledgements

Thanks are due to the many helpers at the club who have contributed to this booklet.

The Basics

The screen

Wallpaper

This is the background you see on your desktop when you switch your computer on.

How to change the wallpaper on Windows

1. Right-click your desktop and choose Personalise.
2. Select Picture from the Background drop-down list.
If you don't like Microsoft's picture offerings, click the Browse button to search your own Pictures folder for potential backgrounds.
3. Decide whether to fill, fit, stretch, tile, or centre the picture.
4. Click the Save Changes button to save your new background.

How to change the wallpaper on Mac

1. Right click on your desktop and select 'Change Desktop Background'
2. Decide how the picture fills the screen from the pull-down list

The Mouse

Buttons and scrolling

By default, the left button is the main mouse button, and is used for common tasks such as selecting objects or tasks and double-clicking.

The right mouse button is often used to open contextual menus, which are pop-up menus that change depending where you click. For example, if you right click on the desktop, you may see a menu pop up that includes "Personalise" (see above)." If you right click on a folder, the menu might include options such as "Open" and "Properties.". The Right click often gives you a menu with choices of features.

Your mouse may have a scroll wheel that allows you to scroll up and down pages.

You can change the direction of scrolling in if you prefer the 'Australian' scrolling by going to Settings>Devices>touchpad and changing the scroll direction in the 'scroll and zoom section'.

GGB Recommendation: Mac users should enable the right button in Apple>System Preferences>Mouse

Selecting with the Mouse

Selecting files

- Left-clicking a single file will select that file and deselect all others.
- **Control** + left-clicking a single file will toggle the selection state of that file, leaving all others unchanged (i.e. **Control**+left-click to select, repeat to deselect).
- **Shift** + left-clicking lets you select a range of files.
Left-click to select the first file in the range, then hold the **Shift** key and click again on the last file in the range. All files between and including those two will be selected.

Selecting text

- Use the mouse to highlight text by left-click and drag the cursor over it.
- To select a word, double-click it.
- To select a single line of text, click in the left margin next to the line.
- To select a sentence, hold down [Ctrl] and then click anywhere in the sentence.
- To select a paragraph, click three times in the paragraph. Alternatively, click twice in the left margin next to the paragraph.
- To select the entire document, click three times in the left margin.

Track Pad

This is the large pad/button in the middle of the computer case, at the bottom of the keyboard.

In addition to the buttons, the track pad allows certain finger gestures, these are the most useful;

- **Tap one finger on the touchpad:** same as left-clicking a mouse.
- **Tap two fingers on the touchpad:** same as right-clicking a mouse.
- **Swipe up or down with two fingers:** Scroll a page up or down.
- **Pinch or stretch out two fingers:** Zoom in or zoom out (magnify or shrink).

For more gestures, please see the Advanced Trackpad gestures

GGB Recommendation: Mac users change the settings for this in Apple>System Preferences>Mouse

Customising the Mouse and Cursor in Windows

1. In Settings select Devices>Mouse & Touchpad
2. In the *Mouse Properties* window that appears, select the *Pointers* tab.
3. Click the *scheme* drop-down menu.
4. Select and apply a scheme.
5. This is also where you can change the button configuration. To increase or decrease the double-click speed and trails etc. you need to select the 'Additional mouse options'

Some PC's do not display all of the options on this page, if that is the case, you can reach these using the following;

1. Click on the windows icon on the bottom left of your screen and enter control panel in the search box to find the Control Panel app.
2. Run the Control Panel app.
3. Select Hardware and sound
4. Under 'devices and printers' you will find a link to 'Mouse' which will take you to where you can change the speed, and cursor settings.

The Keyboard

Keyboard Layout



Figure 1: The windows keyboard



Figure 2: The Mac Keyboard

Punctuation and special characters

%	the per cent sign	^	the caret
£	the pound sign	~	tilde
\$	the dollar sign		the pipe
¢	the cent sign	\	the backslash
+	the plus sign	/	the forward slash or stroke
-	Hyphen, minus or dash	¶	the paragraph mark
=	the equal sign	§	the section mark
*	the asterisk	#	the hash mark
@	the at sign	_	Underscore
&	the ampersand, or and sign	« »	guillemets (French quotation marks)
()	brackets	» «	reversed guillemets (German quotation marks)
{ }	curly brackets		
[]	Square brackets		
< >	angle brackets		
<	the less-than sign		
>	The greater-than sign		

Table 1: Punctuation and special characters

Keyboard Shortcuts

Windows Key

Windows	Mac	Action
 E		Open file explorer
 I		Open Settings
 R		Run a program
 S	 <space>	Search
 <print screen>	  4	Capture a screenshot to the Pictures/Screenshots folder (desktop on Mac)
 <shift>S		Capture a partial screenshot to clipboard

The Alt key

Windows	Mac	Action
 	 +	Switch between open applications

Control Key

Windows	Mac	Action
  <delete>		reboot
 c	 c	Copy selected items to clipboard
 x	 c	Cut selected items
 v	 v	Paste items from clipboard
 a	 a	Select all
 z	 z	Undo an action
 y	 y	Redo an action
 p	 p	Print to a printer
 w	 w	Close the active window
 n	 n	Open new window

The Display

Customising font size for the Windows desktop

1. Right click on the desktop and select Display settings.
2. Select "Change the size of text, apps..." to make text bigger, if you want it even bigger than the options displayed, chose "Advanced scaling settings". This won't apply universally until you reboot or log out and in.

Accessibility options

There are many more options for the display, mouse etc, e.g. make the display have a higher contrast, these are accessed from Control Panel> Appearance and Personalisation>Ease of Access Center.

Cut and Paste

As the name implies this is a technique for moving a file or some text from one place to another.

1. Select the item to move by left click and swipe over the item releasing the mouse button at the end of the selection
2. Press <CTRL>x (<command>x on MAC) and the item will be removed and placed in a special location in memory called the clipboard
3. Move the cursor to where you want the item to end up and press <CTRL>v (<command>v on MAC) and it will be copied out of the clipboard to the location you have selected.

Note you can also use this technique for copy and paste in which case you use <CTRL>c (<command>c on MAC) after you have made your selection.

Drag and drop

Drag and drop is a technique for moving files (or words and sentences form one place to another). Simply select the item(s) you want to move by swiping over it as above, then place your cursor in the middle of the selection and with the left mouse button pressed move the cursor to where you want it/them to end up and release the cursor. It is recommended you only use this after you have practiced it.

Applications

An Application is a computer program that performs an activity for the user, the most popular Applications are;

Application	Example	Activity
Browser	Chrome, Edge, Internet Explorer, Safari	Accessing pages on the Web
Word Processor	Microsoft Word, OpenOffice Writer	Creating and editing documents
Spreadsheet	Microsoft Excel, OpenOffice Calc	Creating tables of information and calculations
Graphics editor	Microsoft Paint, Gimp, Adobe Photoshop	Editing images
Photo editor	Microsoft Photo, Mac Photos, Gimp,	Touching up Photos
PDF reader	Adobe reader	Displaying documents of type PDF
Mail Client	Microsoft Mail, Mac Mail, Thunderbird	Accessing emails

Table 2: Application types

There are several ways of starting (launching) applications;

Launching applications on Windows 10

- Click on the application icon on the bar at the bottom of the screen
- Double click on an application on the desktop
- Click on the windows icon and scroll through the list.
- Click on the windows icon and enter the name in the search box

Launching applications on Mac.

- Click on the application on the bar at the bottom of the screen
- Click on an application on the desktop
- Launch finder and select from the Applications folder
- Click on the search icon (top right) and enter the name of the application.

Applications Vs Shortcut.

You normally only have one copy of an application or document on your computer; however, you may want to access it from different places (see above). This is achieved using shortcuts (alias on Mac), these are simply pointers to where it actually lives.

GGB Recommendation: Do not use desktop shortcuts for frequently used web pages, they simply clutter your desktop, use the browser's bookmarks instead.

Creating a shortcut using Windows 10

e.g. to create a desktop shortcut

1. Click on the Windows Start menu icon.
2. Find the application you want to use by scrolling through the Apps list at the left side of the menu.
3. Once you've found it, drag and drop it from your Start menu to your desktop. You'll see the word "Link" appear when you're hovering over the desktop.
4. Release the mouse button to create the desktop shortcut.

Creating a shortcut using Mac OSX

e.g. to create a desktop shortcut

1. Open the Applications folder using Finder
2. Right click on the application you want to copy and select create Alias this will create a file with the suffix '.app alias'
3. Drag-and-drop or copy/paste this file into the desktop folder

The Desktop

How to tidy the Desktop

1. Delete any unwanted shortcuts or move them to the task bar at bottom of screen
2. Create folders
3. Right click on the background and select appropriate view and sort options
4. Use Chrome's Bookmarks Bar rather than having lots of links on the desktop

How to handle Multiple windows

You can have many applications running at the same time. Whenever you launch an application it opens in a new Window. If these are full size, you cannot see what else you have running as they will be hidden behind the current application.

GGB Recommendation: only have full screen windows when you really need them, e.g. when viewing videos.

Action	Windows 10	Mac OSX
Make window full screen	Click on full screen icon	Click on green icon at top left of window
Make window part screen	Click on part screen icon	Hit <esc>
Minimise window into bottom bar	Click on minimise icon	Hit yellow icon at top left of window
Close window	Click on close icon	<command>w
Quit application	<alt><f4>	<command>x
Switch between applications	<alt><tab>	<command><tab>

Table 3: Keys to control windows

The disk drive

If you power down your computer all of the information in its memory is lost. The disk drive holds all of your permanent information. If you put your computer to sleep it overcomes the loss of memory by saving it to disk before it shuts down and loading it back in again when it wakes up.

Where to save information

Disk drives are organised in folders, just like a filing cabinet. All computers come with some pre-defined folders;

Windows 10	Mac
My Desktop	Desktop
My documents	Documents
My photos	Pictures
My downloads	Downloads
	Movies
	Applications
	Music

Table 4: Standard folders

In order to find folders and files, use explorer on Windows and Finder on Mac. The standard folders are under `c:\users\yourusername\...` on windows and `/Users/yourusername/...` on Mac.

GGB Recommendations: create folders below the pre-defined ones to make it easy to find things.

How to create a folder on Windows 10

1. Navigate to the parent folder where you wish to create your new folder using Explorer
2. Click on New and select New folder from the pull-down menu that appears
3. Rename your new folder

How to create a folder on Mac

1. Navigate to the parent folder where you wish to create your new folder using Finder
2. Click on <Action> and select New folder from the pull-down menu that appears
3. Rename your new folder

Essential software

The following are essential things to install on a new computer;

Application	Example
Anti-virus	AVG anti-virus (FREE)
Browser	Microsoft Edge Apple Safari Google Chrome
Word Processing	Open Office Writer (Free) Microsoft Office Word (Pay)
Spreadsheet	Open Office (Free) Microsoft Excel (Pay)
PDF reader	Adobe reader

Table 5: Essential software

Anti-Virus

Note that many computers come with 'free' antivirus software that needs to be paid for after the first year.

GGB Recommendation: Remove the pre-installed anti-virus and install AVG free.

Browser

Google Chrome is a little faster than Edge and is better if you use both Mac and Windows.

GGB Recommendation: If you use multiple machines use Chrome, if you are MAC and iPhone user use Safari, otherwise if only Windows devices use Edge.

Word Processor

Microsoft Office is the de-facto word processor used by most companies; however, it is not free. It comes in 2 versions a one-off fee or a monthly subscription (called Office365). Beware of one-off copies of Office costing less than £50, many are NOT legitimate.

GGB Recommendation: Unless you really need Microsoft Office, install Open Office.

The instructions in this booklet assume Open Office is installed.

Open Office Text

Fonts



To change the font or size

1. Highlight text you would like to change
2. Go to the top menu toolbar and click on where you see numbers (under where it says FONT)
3. Scroll down until you see the size of font you want, click on it. You will see your highlighted font has changed.

The default font is Times New Roman, and looks like this;

He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town?

Calibri is a popular font that is more readable - He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town?

Courier is a useful font when you want columns to align as it is not a proportional font i.e. every letter is the same width.

You can also use the buttons in the formatting bar to make text **BOLD**, Underlined, or *italic* for added emphasis, and there is also a colour button as well. 

Fancy Fonts

Open Office has a fancy fonts tool called Fontwork, this is accessed via the drawing toolbar; make sure that the drawing toolbar is visible by <View><Toolbars><Drawing>.



Click on the Fontwork Gallery icon to see the various options

Icon fonts

See below for the icon Wingding fonts.

Accents

To insert an accented character, go to <insert><Special Character>

Emojis

The following only work in certain applications, most notably not in Open Office where you need to load a plug-in for Emojis.

Inserting an Emoji on Windows



1. Open the Touch Keyboard in the bottom right corner of your screen, if you don't see it go to Settings>Change PC Settings>PC and Devices>Typing to enable it
2. Move your cursor to where you want the emoji
3. Click on the smiley face emoji icon
4. Choose your emoji

Inserting an emoji on Mac

1. Move cursor to where you want the emoji
2. Press <Command><Control><Space> simultaneously
3. Click on the emoji you want from the display

Styles and templates

Styles

Styles are used to save text formats so it's easy to re-use them over and over again, if you use styles you can ensure that your document has a consistent look and it is easy to completely change the format of a document with just a few keystrokes.

To see the styles and formatting window, select <Format><Styles and Formatting> and a pop-up menu will appear.

By default, when you start typing a document the text has the 'Text body' style. To change this style, right click on the 'Text body' item in the styles and formatting window and select modify. Make the changes you want and see what happens.

At the top of the Styles and formatting window are buttons that allow you to see the different categories of styles, it's here that you can change the default style of bulleted and numbered lists.

You can also create your own styles if you repeatedly have to use a style not already catered for.

Styles can very quickly become very complicated, so use them with caution.

Templates

Templates are pre-formatted documents e.g. letters, that you can use to quickly start documents you regularly use.

To create a document using a template select <File><New><Templates and Documents> and select the template.

You can create templates from scratch or download standard ones from <https://templates.openoffice.org/en> where there are thousands of examples.

If you download a template to your downloads folder, you can import it into OpenOffice by <File><Templates><Organize>, then in the dialog that appears, right click on 'My Templates' and select import to import it.

To create a template from scratch, start by making the changes you want to a new document then choose <File><Templates><Save> to open the Templates dialog, enter a name in the New Template field and select which category to store it under.

To make a template the default, select <File><Templates><Organize>, then double-click the folder containing the template that you want to set as the default, Click the template that you want to set as the default, then select ' Set As Default Template' from the <Commands> button.

To edit a template, select <File><Templates><Organize> then chose my Templates and right click on the template you wish to edit and click <edit>.

Exercise

1. Download the MCC default letter template from <https://godartbrowncom.ipage.com/MCC/index.pl?items=openoffice> to your downloads folder.
2. Import this into Open Office.
3. Edit it to add your address instead of the template.
4. Save it.
5. Create a new letter using your new template.

Justification

This text is 'Ragged Right' Justified. *He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labour? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists?*

And this is 'Right and left justified'. *The steps got louder and louder, he saw the black outline of a figure coming around the corner. Is this the end of the line? he thought pressing himself back against the wall trying to make himself invisible in the dark, was all that planning and energy wasted? He was dripping with sweat now, cold and wet, he could smell the fear coming off his clothes. Suddenly next to him, with a barely noticeable squeak, a door swung quietly to and fro in the night's breeze. Could this be the haven he'd prayed for?*

This text is centred.

Exercise:

Click on the buttons in the formatting bar at the top of the page to experiment with the various word wrapping options .



Two Column pages or sections

This section has 2 columns.

It was created by inserting a new section and choosing the number of columns, but you can also set up the entire document to have 2 columns in <Format><Page><Columns>

By default, it splits the text evenly between both columns, but you can override this in <format><sections><options>, then you can create a column break wherever you want with <Insert><Manual break><column>

Example:

He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labour? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the bin lying in the middle of the pavement.

The steps got louder and louder, he saw the black outline of a figure coming around the corner. Is this the end of the line? he thought pressing himself back against the wall trying to make himself invisible in the dark, was all that planning and energy wasted? He was dripping with sweat now, cold and wet, he could smell the fear coming off his clothes. Suddenly next to him, with a barely noticeable squeak, a door swung quietly to and fro in the night's breeze. Could this be the

haven he'd prayed for? Slowly he slid toward the door, pressing himself more and more into the wall, into the dark, away from his enemy. Would this door save his hide? He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labour? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the bin lying in the middle

Formatting Pictures

Insert a picture into your document using <Insert><Picture><from file>.

After this you will want to make sure that the text flows around the image.

In this example the picture is wrapped AFTER the text. Right click on the image to see its settings. Wrap is set to 'Optimal page wrap' and the <picture><settings><wrap> is 'before'.

He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labour? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists?



This one has the text wrapped after it, so Wrap is set to 'Optimal page wrap' and the <picture><settings><wrap> is 'after'



He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labour? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists? He nervously looked all around. Suddenly he saw the alley. Like lightning he darted off to the left and disappeared between the two warehouses almost falling over the bin lying in the middle of the pavement.

This one has the text wrapped around it, so Wrap is set to 'Optimal page wrap' and the <picture><settings><wrap> is 'around'.

He heard quiet steps behind him. That didn't following him this late at night and in this at this particular moment, just after he pulled making off with the greenbacks. Was there same idea, and was now watching him and the fruit of his labour? Or did the steps behind law officers in town was on to him and just those cuffs on his wrists? He nervously looked all alley. Like lightning he darted off to the left and two warehouses almost falling over the bin lying in the middle of the pavement.



bode well. Who could be deadbeat part of town? And off the big time and was another crook who'd had the waiting for a chance to grab him mean that one of many waiting to pounce and snap around. Suddenly he saw the disappeared between the

Sometimes you want even greater control, in which case use a table with an invisible border. In this case I've left it visible so you can see what's going on. To make the border invisible when you come to print click on <Table><Table Properties><borders> and click on the no-border icon.

	 <p>Here is some text in the second cell.</p> <p>Fig 2. Another Parrot</p>	 <p>Fig 2. A third Parrot</p>
<p>And on this row the 3 columns were merged using <Table><Merge cels> to go across the whole page.</p> <p><i>He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks.</i></p>		

Page flow

To insert a hard page break in your document, move to where you want to make the break and select <Insert><Manual break> and choose 'page'.

Often, especially when creating a document, you want to make sure that text is kept together, like not splitting a page in the middle of a paragraph or keeping a heading with the following paragraph.

It is thus better practice to avoid hard breaks and use other techniques instead.

To stop a paragraph being split by a page break, right click on the paragraph, and select 'Paragraph', then click on 'Text Flow' and select 'Do not split paragraph'.

Similarly, you can keep paragraphs together so they both don't get split. Right click on the first paragraph, and select 'Paragraph', then click on 'Text Flow' and select 'Keep with next paragraph'.

Heading breaks

To force a page break before a heading or a paragraph, right click on the paragraph, and select 'Paragraph', then click on 'Text Flow' and select insert Page break before.

Tables

Insert a table into your document by moving to where you want to place it and select <Table><Insert> then choose how many rows and columns you want, you don't have to be too accurate here as you can add or delete rows and columns later by right-clicking in the cell you wish to delete or insert after and selecting row or column, then insert or delete.

Below is an example table;

Notes;

- The styles 'Table Heading' and 'Table Contents' have been used and edited in this table.
- The heading row is set so that it repeats at the top of each page <Table><Heading rows repeat>
- Other cells have been centred, merged and the borders changed.

Column heading 1	Column heading 1
Row 1. <i>He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks. Was there another crook who'd had the same idea, and was now watching him and waiting for a chance to grab the fruit of his labour? Or did the steps behind him mean that one of many law officers in town was on to him and just waiting to pounce and snap those cuffs on his wrists?</i>	This cell is centred vertically. Right click <Cell><Centre> <i>He heard quiet steps behind him. That didn't bode well.</i>
Row 2. <i>He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks.</i>	This cell is at the top. <i>He heard quiet steps behind him. That didn't bode well.</i>

Column heading 1	Column heading 1
<p>The two cells of this row have been merged, select the cells you want to merge and right click then select <Cell><Merge>.</p> <p>The borders of this new cell have been changed by clicking on the line style in the Table window.</p> <p><i>He heard quiet steps behind him. That didn't bode well. Who could be following him this late at night and in this deadbeat part of town? And at this particular moment, just after he pulled off the big time and was making off with the greenbacks.</i></p>	

Open Office Calc

Introduction

A spreadsheet is a grid of cells, each cell can contain text, numbers or formulas. Spreadsheets can be extremely large and complex, for the purposes of this crib sheet we are only going to describe the simplest scenarios.

Text and number cells

Text and numbers typed into a cell can be formatted in the same way as in the Open Office text editor described above, so we won't duplicate this here. However, there are some additional options that are changed by selecting the cells, rows or columns you want to format and choosing <format><cells> from the top menu bar. This has tabs for number formatting, fonts, alignment, borders and background. The number format has several options for money fields (e.g. include £ sign)

Cell references

Cells are referenced by a column letter followed by a row number, the cell at the top left is A1. If you have a cell that you use in a number of formulas, e.g. a rate of exchange, you can name cells in the box just above the top left cell. You can specify a range of cells using a : e.g. A1:A5 contains A1, A2, A3, A4 and A5.

Formulas

Typing an = sign at the start of a cell tells the spreadsheet that this cell contains a formula. If you wanted the contents in C1 to be A1 added to B1, you would type =A1+B1 into cell C1, then if you change A1 or B1, the contents of C1 will automatically recalculate to reflect the change. Similarly, if A1 was the price per unit and B1 was the number of units, typing =A1*B1 into C1 would make C1 contain the total cost of these items.

Some of the most common formulas are in the table below.

Formula	Result
=A1+B1	A1 is added to B1
=A1-B1	B1 is subtracted from A1
=A1*B1	A1 is multiplied by B1
=A1/B1	A1 is divided by B1
=ROUND(A1/B1;2)	A1 is divided by B1 and rounded to 2 decimal places
=sum(A1:15)	A1+A2+A3+A4+A5

Table 6: Commonly used formulas

Sorting

1. Select the cells or rows you want to sort, by wiping over with the mouse.
2. Select <data><sort> from the top bar
3. Chose the column to sort on and type of sort.

Filtering

If you want to quickly to see the rows that match a particular criterion, e.g. all the rows that contain “Roses”, select the rows you are interested in as above, then select <Data><filter><standard filter> and then fill in the criteria.

GIMP

GIMP is the GNU Image Manipulation Program, it is used for drawing and for editing photographs. It is a huge application, however there are many excellent tutorials on the subject on the internet, for example <https://www.youtube.com/watch?v=x6pXJ7Ijir0>

During our sessions on GIMP, the following came up which are not covered on the tutorial above.

How to create a Signature file with a transparent background.

Method 1 using the mouse to draw your signature;

- Create a new image in GIMP, make sure you have Advanced option Background colour set to Transparent in the New image dialogue
- Make sure the background shows the checkerboard Transparent display
- Chose the pencil tool and a suitable colour and size and draw your signature with the mouse
- Export the resultant image as a .png file

Method 2 from a scan.

- Scan your signature from a piece of paper
- Open the image in GIMP
- Right click on the Background Layer on the RHS of the screen and “Add Alpha Channel”
- Use the Fuzzy select tool to select the white space around your signature and hit the delete key to remove it, the checkerboard should show though.
- Carry on with fuzzy select and other paint tools to refine the image
- Export the resultant image as a .png file

Advanced

Trackpad gestures

- **Swipe up with three fingers:** Show all recent activity and open windows via Windows Timeline.
- **Swipe down with three fingers:** Minimize everything and show the desktop.
- **Swipe left or right with three fingers:** Switch between all windows that are currently open (same as Alt+Tab).
- **Tap three fingers on the touchpad:** Open Cortana/search.
- **Tap four fingers on the touchpad:** Open Action Center.
- **Swipe left or right with four fingers:** Switch between all virtual desktops.

Keyboard shortcuts

Windows Key (Advanced)

Windows	Mac	Action
E		Open file explorer
I		Open Settings
R		Run a program
S	<space>	Search
<print screen>	4	Capture a screenshot to the Screenshots folder (desktop on Mac)
A		Open Action Centre
C	<space>	Open Cortana in listening mode,(hold the keys down for Siri on Mac)
D		Display/hide Desktop
G		Open Game bar when Game is open
H		Open Share charm
K		Open Connect quick action
L	q	Lock PC or switch accounts.
M		Minimise windows
U		Open Game Ease of access center
X		Open Quick link menu
Number		Open the app pinned to the taskbar in the position indicated by the number.
←		Snap app windows left.
→		Snap app windows right.
↑		Maximize app windows.
↓	m	Minimize app windows.
,		Temporarily peek at the desktop.
d		Add a virtual desktop.
← →		Switch between virtual desktops.
F4		Close current virtual desktop.
<enter>		Open Narrator.
<home>		Minimize all but the active desktop window (restores all windows on second stroke).
↑		Stretch the desktop window to the top and bottom of the screen.
		Open Task view.
+		Zoom in using the magnifier.
-		Zoom out using the magnifier.

Control Key (Advanced)

Windows	Mac	Action
  <delete>		reboot
 c	 c	Copy selected items to clipboard
 x	 c	Cut selected items
 v	 v	Paste items from clipboard
 a	 a	Select all
 z	 z	Undo an action
 y	 y	Redo an action
 p	 p	Print to a printer
 w	 w	Close the active window
 n	 n	Open new window
 	 	Delete the selected item and move it to the Recycle Bin.
 	 w	Open the Start Menu.
  		Open Task Manager.
  	 	View open apps

The Alt key (Advanced)

Windows	Mac	Action
Alt Tab	command +	Switch between open applications
Alt Shift Esc		Open Task Manager.
Alt ←		Go Back.
Alt →		Go Forward.
Alt <page up>		Move up one screen
Alt <page down>		Move down one screen

Wingding fonts

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
Webdings	✓	☞	□	♥	♣	♠	■	♣	Ⓢ	✈	✈	✈	Ⓢ	●	◯	◻	◻	◻	?	☞	☞	☞	☞	☞	☞	☞
Wingdings	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings 2	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings 3	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Webdings	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings 2	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings 3	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞

	1	2	3	4	5	6	7	8	9	0	-	=	~	!	@	#	\$	%	^	&	*	()	_	+
Webdings	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings 2	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings 3	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞

	[]	\	;	'	,	.	/	{	}		:	"	<	>	?
Webdings	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings 2	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞
Wingdings 3	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞	☞