



OX Spreadsheet Product Guide

Open-Xchange

February 2014



© 2014 Copyright Open-Xchange Inc.

This document is the intellectual property of Open-Xchange Inc.

The document may be copied in whole or in part, provided that each copy contains this copyright notice.

The information contained in this book was compiled with the utmost care. Nevertheless, erroneous statements cannot be excluded altogether. Open-Xchange Inc., the authors and the translators are not liable for possible errors and their consequences.

The names of software and hardware used in this book may be registered trademarks; they are used without warranty of free usability. Open-Xchange Inc. generally follows the spelling conventions of the manufacturers.

The reproduction of brand names, trade names, logos, etc. in this book (even without special marking) does not justify the assumption that such names can be considered free (for the purposes of trademark and brand name regulations).

Table of Contents

1. Introducing OX Spreadsheet.....	5
1.1. What is OX Spreadsheet?.....	5
1.2. Why should I use OX Spreadsheet? What is unique?	5
1.3. What is in scope of this release? What is not in scope?.....	5
2. Key Focus Areas of OX Spreadsheet	6
2.1. Round-trip editing.....	6
2.2. Entering data	6
2.3. Formatting	6
2.4. Calculating	6
2.5. Teamwork.....	6
2.6. Chart Import.....	6
3. Key Features of OX Spreadsheet.....	7
3.1. Smart user interface.....	7
3.2. Keyboard shortcuts, selections and entering data.....	8
3.2.1. Multiple selection	8
3.2.2. Quick edit mode	8
3.2.3. Keyboard shortcuts: Moving in a sheet	9
3.2.4. Keyboard shortcuts: Entering data	9
3.2.5. Keyboard shortcuts: Formatting.....	10
3.2.6. Keyboard shortcuts: Selecting cells, columns, or rows.....	10
3.2.7. Keyboard shortcuts: Working with selections.....	10
3.3. Auto-Features.....	11
3.3.1. AutoFill	11
3.3.2. AutoSum	11
3.3.3. AutoInput.....	12
3.3.4. Autodetection for Hyperlinks.....	12
3.4. Formatting	12
3.4.1. Text and cell format	12
3.4.2. Number Formats	13
3.4.3. Merge cells	13
3.4.4. Cell styles.....	13
3.4.5. Format painter	14
3.5. Calculating	15
3.5.1. Number of cells / rows.....	15

3.5.2.	AutoComplete for formulas	15
3.5.3.	Visualization of formula data	16
3.5.4.	Localized formulas	16
3.5.5.	Number of formulas	16
3.6.	Charting	17
3.7.	Teamwork.....	17
3.8.	Other Features.....	18
3.8.1.	Split and freeze view	18
3.8.2.	AutoFit column width.....	18
3.8.3.	Change column width via numeric field	18
3.8.4.	Undo / Redo	19
3.8.5.	Clipboard	19
3.8.6.	Search and Replace.....	19
3.8.7.	IME Support	19

1. Introducing OX Spreadsheet

1.1. What is OX Spreadsheet?

OX Spreadsheet is a cloud based spreadsheet product that can work with Microsoft Excel documents in a lossless way. You can edit shared spreadsheets on various devices.

1.2. Why should I use OX Spreadsheet? What is unique?

When you need to work with numbers, create tables, and calculate formulas, OX Spreadsheet is for you, especially when you are on the road. And it's compatible with Microsoft Excel 2007 (and above) and OpenOffice 3.x forthcoming.

OX Spreadsheet is the first browser-based spreadsheet application that reads and writes native Microsoft Excel files without loss of format or detail ("Round-trip editing").

The key selling points and benefits of OX Spreadsheets are:

- Round-trip editing – does not damage legacy document
- Greater simplicity, reduced complexity – offering the right things, in the right place, right when you need them
- Improved efficiency – Re-use predefined cell styles for faster and better document layouts, OX Spreadsheet leverages the work you've already done
- Teamwork – Less iterations, no attachment hell, collaborate on same document with exclusive editing

1.3. What is in scope of this release? What is not in scope?

This release of OX Spreadsheet focuses on round-trip editing, entering data, keyboard shortcuts, calculating, formatting, charting and teamwork (see next chapter). Not in scope is filtering, sorting, conditional formatting, advanced formatting, data analyzing and change tracking.

2. Key Focus Areas of OX Spreadsheet

2.1. Round-trip editing

Seamless round-tripping with Microsoft Excel files allows you to open Excel spreadsheets in OX Spreadsheet, give them a makeover, change numbers and formulas and – if needed – download and edit the document again in Excel. Nothing is lost. Even features that you cannot access in OX Spreadsheet like OLE Objects or comments are retained and still available when you edit the document in Microsoft Excel again.

2.2. Entering data

Entering data in a spreadsheet should be as easy as possible. If you are already familiar with Excel, you already know how to use OX Spreadsheet. Many keyboard shortcuts for navigating in sheets and selecting cells are the same as in Excel. Features like "AutoInput" and "AutoFill" take over repeating tasks.

2.3. Formatting

OX Spreadsheet is the first web-based spreadsheet that offers a set of predefined cell-styles. Cell styles are also imported from Excel files. You can continue using these styles without any extra work. A "format painter" helps you to apply formattings to others cells.

2.4. Calculating

OX Spreadsheet supports more than 300 formulas for complex calculations. The most important functions like Sum, Count or Min/Max are displayed right away in the status bar for selected cells.

2.5. Teamwork

OX Spreadsheet allows you to share spreadsheets with other users without worrying anymore about which product or operating system the user has. You can review documents as a group and collaborate in real time with exclusive editing on the same document.

2.6. Chart Import

OX Spreadsheet is able to import charts from Excel and supports a number of different chart types.

3. Key Features of OX Spreadsheet

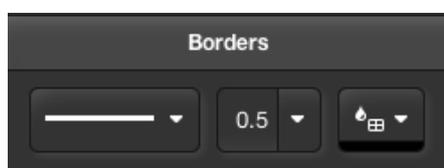
This section describes the main features of OX Spreadsheet.

3.1. Smart user interface

OX Spreadsheet offers you the right features, in the right place, right when you need them. If features are not needed in the context of the user, they are not displayed in the UI. Here are two examples:

Borders:

Only if a cell has a border, the features to manipulate the border style, width and color will be visible in the UI.



Status bar:

The status bar displays the information about the selection in the current document. If nothing is selected, nothing is displayed. By default, the SUM of the contents of the selected cells is displayed. Other options are to display the count, the numerical count, Min, Max and average.

	Bike 1	Bike 2	Bike 4
January	460	480	530
February	430	520	500
March	480	500	500
April	450	800	500
May	470	860	500
June	440	840	500
July	410	680	500
August	400	670	500

Count: 8
Numerical count: 8
Sum: 4510
Min: 430
Max: 860
Average: 563.75

3.2. Keyboard shortcuts, selections and entering data

Keyboard shortcuts help you to navigate and select cells in sheets. OX Spreadsheet supports a number of keyboard shortcuts (see tables below) and also a multiple selection.

3.2.1. Selecting non-adjacent cells

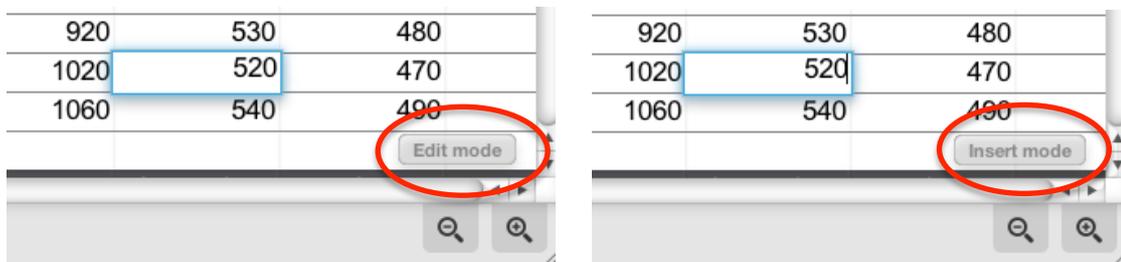
OX Spreadsheet is the only web-based spreadsheet application that supports a multiple selection of cells that aren't adjacent (press ALT + select).

	Bike 1	Bike 2	Bike 4	Bike 4	Super Bike
January	460	480	530	480	620
February	430	520	520	490	570
March	480	500	520	510	560
April	450	800	530	500	580
May	470	860	540	520	570
June	440	840	560	530	590
July	410	680	560	510	620
August	400	670	540	520	640
September	400	650	550	500	630
October	410	920	530	480	580
November	420	1020	520	470	600
December	390	1060	540	490	630

3.2.2. Quick edit mode

The "Quick Edit Mode" is a special mode for entering data. While double clicking (or press F2) on a cell starts the regular edit mode, just entering data without double clicking (or F2) starts the quick edit mode. This special "insert mode" allows a faster way of entering data as all cursor navigation keys including PAGE / HOME / END will leave the edit mode and move the cursor to the next cell.

Pressing F2 during cell edit mode toggles this "Insert mode" on and off. Changing the mode is shown as a label above the bottom bar.



3.2.3. Keyboard shortcuts: Moving in a sheet

Press	To
An arrow key	Move one cell up, down, left or right
CTRL + arrow key	Jump to the edge of the current data area
HOME	Jump to the first cell in row
END	Jump to last cell in data area
CTRL + HOME	Jump to the beginning of the sheet
CTRL + END	Jump to the last cell in use on the sheet (in the lower-right corner)
PAGE DOWN / UP	Jump down / up one screen
ALT + PAGE DOWN / UP	Jump one screen to the right / left
ALT + CTRL + PAGE DOWN / UP	Jump to the next / previous sheet in the workbook

3.2.4. Keyboard shortcuts: Entering data

Press	To
RETURN	Complete a cell entry and move forward in the selection
ALT + RETURN	Start a new line in the same cell
CTRL + RETURN	Fill the selected cell area with the text that you type
SHIFT + RETURN	Complete a cell entry and move back in the selection
TAB	Complete a cell entry and move to the right in the selection
SHIFT + TAB	Complete a cell entry and move to the left in the selection
ESC	Cancel a cell entry
DELETE	Delete the character to the right of the cursor position, or delete the whole selection
BACKSPACE	Delete the character to the left of the cursor position, or delete the selection
CTRL + DELETE	Delete next word right of the cursor position

HOME / END	Jump to the beginning / end of the line
F2	Start edit mode for cell

3.2.5. Keyboard shortcuts: Formatting

Press	To
CTRL + B	Apply or remove bold formatting
CTRL + I	Apply or remove italic formatting
CTRL + U	Apply or remove underscoring

3.2.6. Keyboard shortcuts: Selecting cells, columns, or rows

Press	To
SHIFT + arrow key	Extend the selection by one cell
SHIFT + HOME	Extend the selection to the beginning of the row
SHIFT + CTRL + arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell
SHIFT + CTRL + HOME	Extend the selection to the upper left cell
SHIFT + CTRL + END	Extend the selection to the last used cell (lower-right corner)
CTRL + Spacebar	Select the entire column
SHIFT + Spacebar	Select the entire row
SHIFT + A	Select the entire sheet
SHIFT + PAGE DOWN / UP	Extend the selection down / up one screen
SHIFT + ALT + PAGE DOWN / UP	Extend the selection one screen horizontally

3.2.7. Keyboard shortcuts: Working with selections

Press	To
CTRL + C	Copy the selection
CTRL + X	Cute the selection

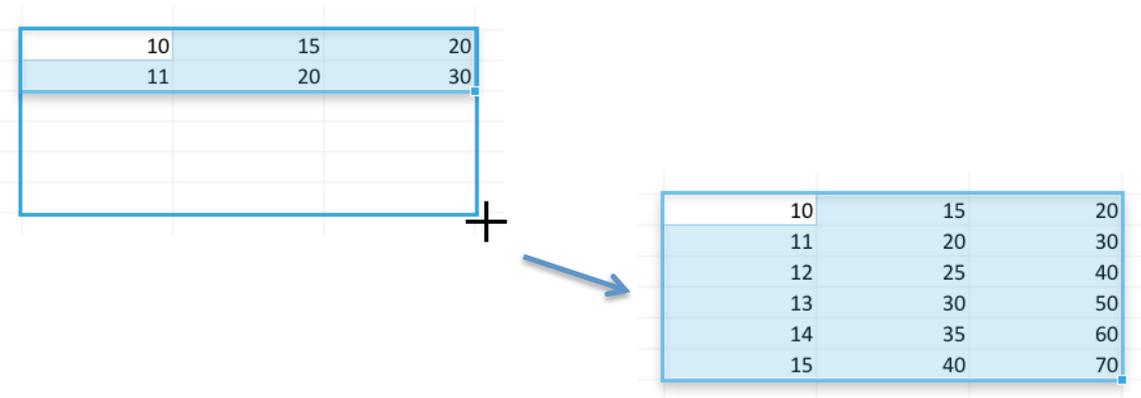
CTRL + V	Paste the selection
DELETE	Clear the contents of the selection
CTRL + Z	Undo the last action
RETURN	Move from top to bottom within selection
SHIFT + RETURN	Move from bottom to top within the selection
TAB	Move from left to right within selection
SHIFT + TAB	Move from right to left within selection

3.3. Auto-Features

OX Spreadsheet offers a number of Auto-Features for repeating tasks:

3.3.1. AutoFill

AutoFill automatically generates a series using the assumed completion rules.



3.3.2. AutoSum

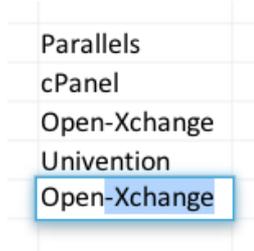
When selecting a cell range and clicking the Sum button, OX Spreadsheet automatically suggests a cell range, provided that the cells around the selection contains data. Here is an example:

	A	B	C
1			
2	5	5	5
3	1		5
4	1	2	5
5	7	7	15
6			

← AutoSum

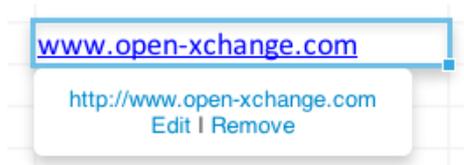
3.3.3. AutoInput

When making an entry in a cell, OX Spreadsheet automatically suggests matching input found in the same column.



3.3.4. Autodetection for Hyperlinks

Hyperlinks are automatically detected and converted into a hyperlink. A hyperlink can be removed or edited.

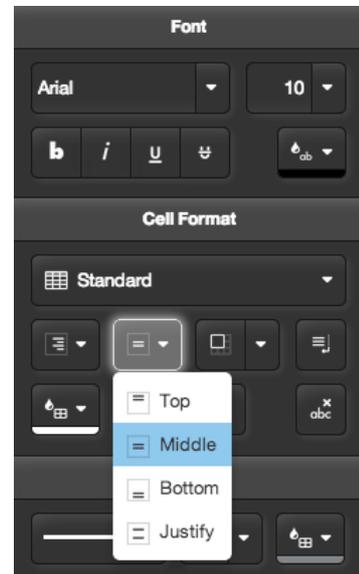


3.4. Formatting

3.4.1. Text and cell format

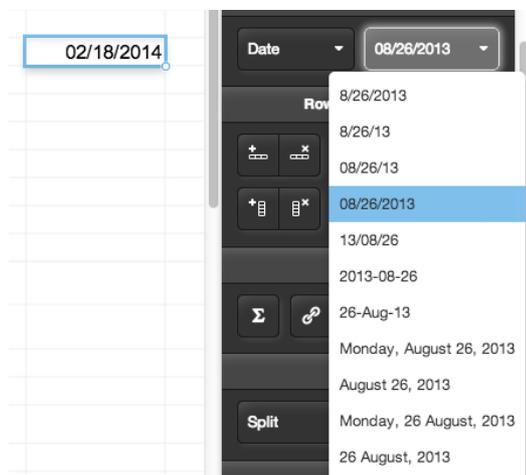
Text formatting includes font family, font size, font color, bold, italic, underline, strike-through.

Cell formatting includes cell fill color, cell borders with border style, width and color, horizontal and vertical alignment including centered and justified and wrap text in cells.



3.4.2. Number Formats

You can apply different number formats to display numbers as percentages, dates, currency, time, fraction, etc.



Note: If OX Spreadsheet displays “#####” in a cell after you apply a number format, the cell is not wide enough to display the data. You can expand the column width by double-clicking the right boundary of the column (see also chapter “AutoFit column width) or drag the right boundary until the column has the size that you want.

3.4.3. Merge cells

Cells can be merged horizontally and vertically. Merged cells can also be unmerged.

MERGED CELLS			
	Vertically (1x2)	Horizontally(2x1)	Vertically & horizontally (2x2)
No borders			
With borders			

3.4.4. Cell styles

OX Spreadsheet offers a number of predefined cell styles which allow to format a table with a few mouse clicks.

If cell styles are used in an Excel document, these styles are imported and can then be selected from the styles menu.

Standard					
Standard	Positive	Neutral	Negative	Note	
Title	Heading 1	Heading 2	Heading 3	Heading 4	Total
20% - Accent 1	20% - Accent 2	20% - Accent 3	20% - Accent 4	20% - Accent 5	20% - Accent 6
40% - Accent 1	40% - Accent 2	40% - Accent 3	40% - Accent 4	40% - Accent 5	40% - Accent 6
60% - Accent 1	60% - Accent 2	60% - Accent 3	60% - Accent 4	60% - Accent 5	60% - Accent 6
Accent 1	Accent 2	Accent 3	Accent 4	Accent 5	Accent 6
Bike Sum	Bike Total	Bike Weekly	← Imported styles		

3.4.5. Format painter

With the Format Painter you can copy formatting from a cell selection and apply the formatting to another cell selection:

Step 1: Select the cell with the formatting you want to copy and press the Format Painter button:

	Bike 1	Bike 2	Bike 3
January	460	480	530
February	430	520	520
March	480	500	520
April	450	800	530
May	470	860	540

Step 2: Click the Format Painter icon



Step 3: Select the cells that should have the same formatting.

	Bike 1	Bike 2	Bike 3
January	460	480	530
February	430	520	520
March	480	500	520
April	450	800	530
May	470	860	540

Result: The formatting is copied to the other cells.

	Bike 1	Bike 2	Bike 3
January	460	480	530
February	430	520	520
March	480	500	520
April	450	800	530
May	470	860	540

3.5. Calculating

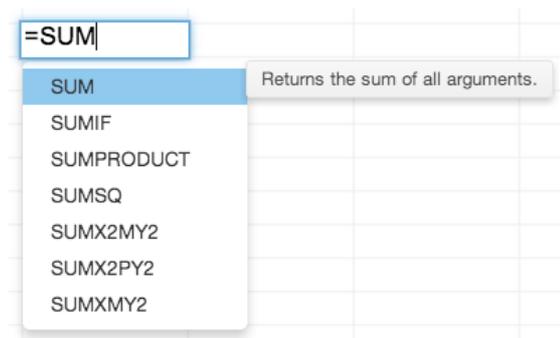
3.5.1. Number of cells / rows

OX Spreadsheet supports 1,048,575 (2^{20}) rows and 16,384 (2^{14}) columns.

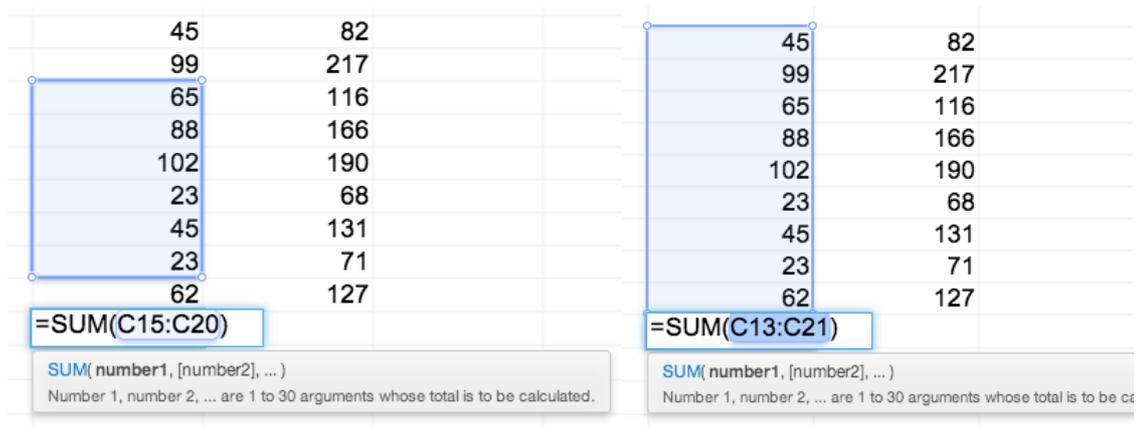
	XFB	XFC	XFD
1048572			
1048573			
1048574			
1048575			
1048576			1048576 x 16384

3.5.2. AutoComplete for formulas

If a user starts to type in a formula, OX Spreadsheet creates a suggestion to automatically complete the formula. All formulas begin with an equal sign (=).



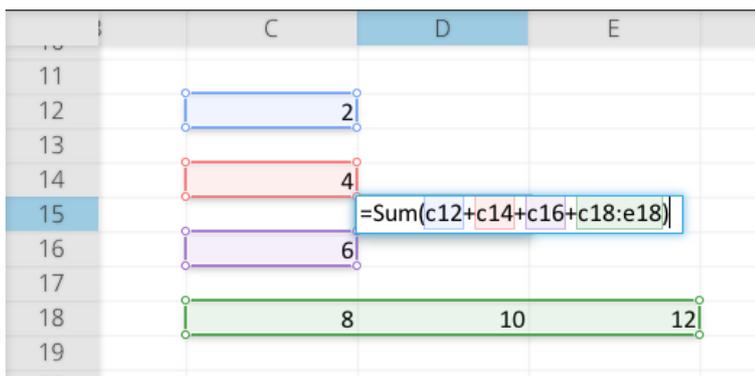
If you select the formula, you get a bubble help with the argument syntax and the selected cell range.



You can select and change the cell range using the mouse.

3.5.3. Visualization of formula data

Cells or cell ranges that are referenced in a formula are visualized in different colors.



3.5.4. Localized formulas

Formulas are available in a number of languages: English, German, Hungarian, French, Spanish, Dutch, Italian, Danish, Czech, Norwegian, Swedish, Finnish, Russian, and Polish. CJK locales always use English. So users in these countries can create formulas in their native language.

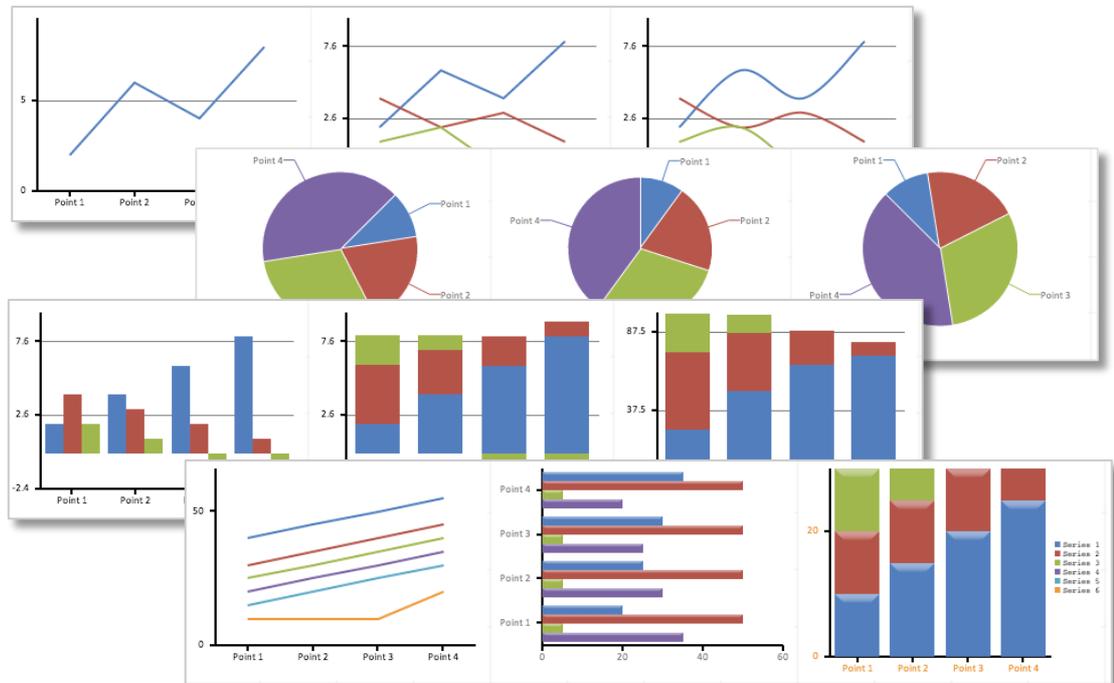
3.5.5. Number of formulas

OX Spreadsheet comes with more than 300 formulas and supports even complex calculations. A list of all formulas can be found here:

https://wiki.openoffice.org/wiki/Documentation/How_Tos/Calc:_Functions_listed_alphabetically

3.6. Charting

Charts in Microsoft Excel documents are also displayed in OX Spreadsheet. OX Spreadsheet supports a number of different chart types like bar charts, line charts, pie charts, bubble charts, doughnut charts, etc.



3.7. Teamwork

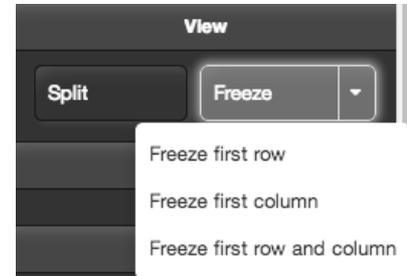
You can collaborate with other users on the same spreadsheet with exclusive editing rights. This allows better teamwork, less iterations of documents and avoids sending documents back and forth via email.



3.8. Other Features

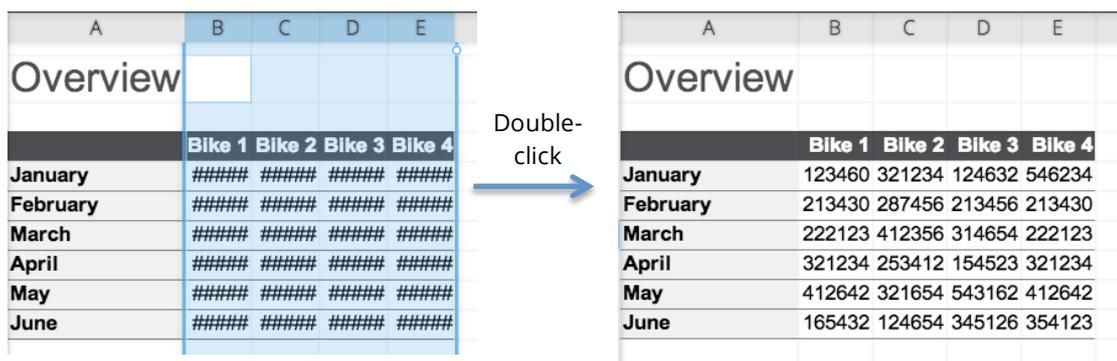
3.8.1. Split and freeze view

Whenever you are working with a spreadsheet that contains lots of data, it can be difficult to compare information. You might want to always view the headers no matter where you scroll through the spreadsheet. Two view options “Split” and “Freeze” allow to see different information in different parts of your spreadsheet.



3.8.2. AutoFit column width

Double-clicking in the column header widens the column to match the longest title. You can also adjust the width of multiple columns at the same time by selecting a block of columns.



AutoFit automatically expands and also contracts columns as needed.

3.8.3. Change column width via numeric field

You can change the row height and columns width manually in this dialog box:



3.8.4. Undo / Redo

With the Undo feature you can quickly correct mistakes that you make in a spreadsheet. You can undo and redo an infinite number of your changes to the active document. The Redo button becomes active whenever you use Undo.



Note: Some actions can't be undone like the deletion of OLE objects, SmartArts or drawings, which also deletes the list of Undo actions. If you unintentionally deleted such an object, you can go back to an older version of your document.

3.8.5. Clipboard

You can cut, copy, and paste content in OX Spreadsheet. Copy and paste also works between Microsoft Excel or Apache OpenOffice and OX Spreadsheet as well as between OX Spreadsheet and Microsoft Excel or Apache OpenOffice. Pasting content from OX Spreadsheet into Apache OpenOffice also includes number formats. Pasting content into Microsoft Excel even includes formulas.

3.8.6. Search and Replace

You can search and replace content in the active spreadsheet.

3.8.7. IME Support

OX Spreadsheet provides IME (input method editor) support, which means that you can write non-ASCII characters in all your graphical user interfaces.