

Kingsoft Spreadsheet 2012

Kingsoft Spreadsheet is a flexible and efficient commercial spreadsheet application. It is widely used by professionals in many fields such as: Business, Finance, Economics and so on. It features calculation, graphing tools, and many other tools for complex data analysis. Kingsoft Spreadsheet supports more than 100 commonly used formulas and has a battery of supplied functions (conditional expressions, sorting, filtering and consolidating for example) to make it much more convenient to analyze data.

Kingsoft Spreadsheet has a variety of spreadsheet templates that make creating all kinds of spreadsheets quick and easy. Kingsoft Spreadsheet is completely compatible with all Microsoft Excel files and is also capable of outputting other file formats such as .txt, .csv, .dbf and more.

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Kingsoft Spreadsheet Basic Operation

1.1 Kingsoft Spreadsheet Brief Introduction

Kingsoft Spreadsheet is an independent and powerful spreadsheet application that is a component of Kingsoft Office 2012. Kingsoft Spreadsheet does not only fulfill your daily needs of analyzing data, but can also help you to perform more professional data processing tasks.

1.2 Kingsoft Spreadsheet Interface

If you have worked with any Windows programs or Microsoft Excel before, you are already familiar with the Kingsoft Spreadsheet user interface. It has all of the standard window components, such as the title bar, menu bar, status bar and so on.

- **Title Bar:** The title bar displays the name of the workbook. When you create new workbooks, the system will automatically name your workbooks as Book1, Book2 and so on.
- **Menu Bar:** The menu bar contains different commands that you can use to edit the worksheet.
- **Name Box:** The name box displays the selected cell address. If you select more than one cell, it will display the selected range address.
- **Edit Bar:** You can use the edit bar to edit the data in the cell. The edit bar will display the content you are editing in the cell.
- **Rows:** The rows are labeled with the numbers 1 to 65536.
- **Document tab:** You can easily switch between multiple documents by clicking the document tab.
- **Columns:** The columns are labeled with letters in the following pattern: A, B, C, ... Z, AA, AB, AC, ... AZ, BA, BB, BC, ... BZ, CA, ... IA, IB, ... IV, which is the last possible column.
- **Active Cell:** The active cell has a dark border around it and the row and column headers are either raised or like buttons. This is the cell that receives your keystrokes and commands.

1.3 Basic Operation

1.3.1 Operate Cells

A cell is the basic unit for storing data in the spreadsheet. You can select, copy, cut, paste, edit, clear, move or join cells.

1.3.2 Edit Spreadsheet

1.3.2.1 Input Text or Numbers

There are two types of data in Kingsoft Spreadsheet: Text type data (characters, or the combination of characters and numbers) and numeric type data. All numeric values can be used to make calculations.

In Kingsoft Spreadsheet, the data in text format will be aligned to the left, and the data in number format will be aligned to the right by default.

1.3.2.2 Input Text

In Kingsoft Spreadsheet, text refers to the characters or the combination of numbers and characters.

To input data in text format, enter ''' before you enter the text data.

1.3.2.3 Input Numbers

Numbers are composed of the digits 0-9 and some special characters such as: +, -, \$, %, etc. There are several tips to consider when inputting numbers:

- When you enter a positive number, you do not have to add a '+' before the number. Even if you add it, it will automatically be omitted.
- When you enclose a number in "()", or parentheses, it means you have input a negative number. For example: (123) refers to -123.
- If you want to enter a fraction, you should add a '0' before it, otherwise the system will display it as date. For example, if you want to input 1/2, you should input 0 1/2. There should be a blank space between 0 and 1/2. Otherwise it displays 2-Jan.
- When the input number is longer than the cell width or more than 11 digits, it automatically displays in scientific notation.

1.3.2.4 Input Date and Time

When you input data, you can use '/' or '-' to separate the year, month and day. For example, '11/4/19' or '11-4-19'. To input time, you can use ':' to separate hours, minutes and seconds. For example, '9:30' and '10:30 AM'.

There are several tips you should pay attention to:

- In Kingsoft Spreadsheet, the date and time are treated as numbers, which means you can perform calculations with them.
- If you want to enter a 12-hour time, you should add 'AM' or 'PM' after the time. Otherwise it will be treated as a 24-hour time.
- If you want to enter the time and date in to the same cell, you should use a blank space to separate them. For example, '2011-4-19 8:30'.

1.3.2.5 Enter the same data in to a discrete area

To enter the same data in to a discrete area, follow the steps below:

- (1) Hold down CTRL and click the cells you wish to enter the same data in to.
- (2) Enter the data in to the active cells.
- (3) Press Ctrl+Enter.

1.3.3 Multiple summary results in the status bar

In Kingsoft Spreadsheet, multiple summary results appear in the status bar if you select several numbers at a time. Some of these summary results include: Sum, Count, Min and Max.

	A	B	C	D	E	F	G	H	I
1	2009	Name	employer review score	student score	citations	staff score	students score	overall score	
2	1	NB001	100	98	100	85	78	100	
3	2	NB002	100	100	89	98	96	99.6	
4	3	NB003	99	100	94	85	77	99.1	
5	4	NB004	99	100	90	96	99	99	
6	5	NB005	100	100	80	98	100	97.8	
7	5	NB006	100	100	80	96	97	97.8	
8	7	NB007	99	97	88	77	83	96.8	
9	8	NB008	96	82	100	89	81	96.6	
10	9	NB009	100	89	100	31	95	96.1	
11	10	NB010	72	87	100	100	89	95.9	
12	11			97	92	28	89	95.6	
13	12			85	98	82	60	94.2	
14	13			100	99	28	71	94.1	
15									
16									
17									
18									
19									

- None
- Average
- Count
- Count Nums
- Min
- Max
- Sum

Figure 1.3—1 multiple summary results

The four summary results mentioned above are defaults in Kingsoft Spreadsheet. To adjust any of them, you can right-click the status bar. The option list appears and you can add or delete the summary results according to your needs.

1.3.4 Smart Contraction

Sometimes we have to enter too much information in a cell, and that makes it inconvenient to check information in other cells. Kingsoft Spreadsheet provides a smart contraction feature to make the aforementioned situation much easier to deal with.

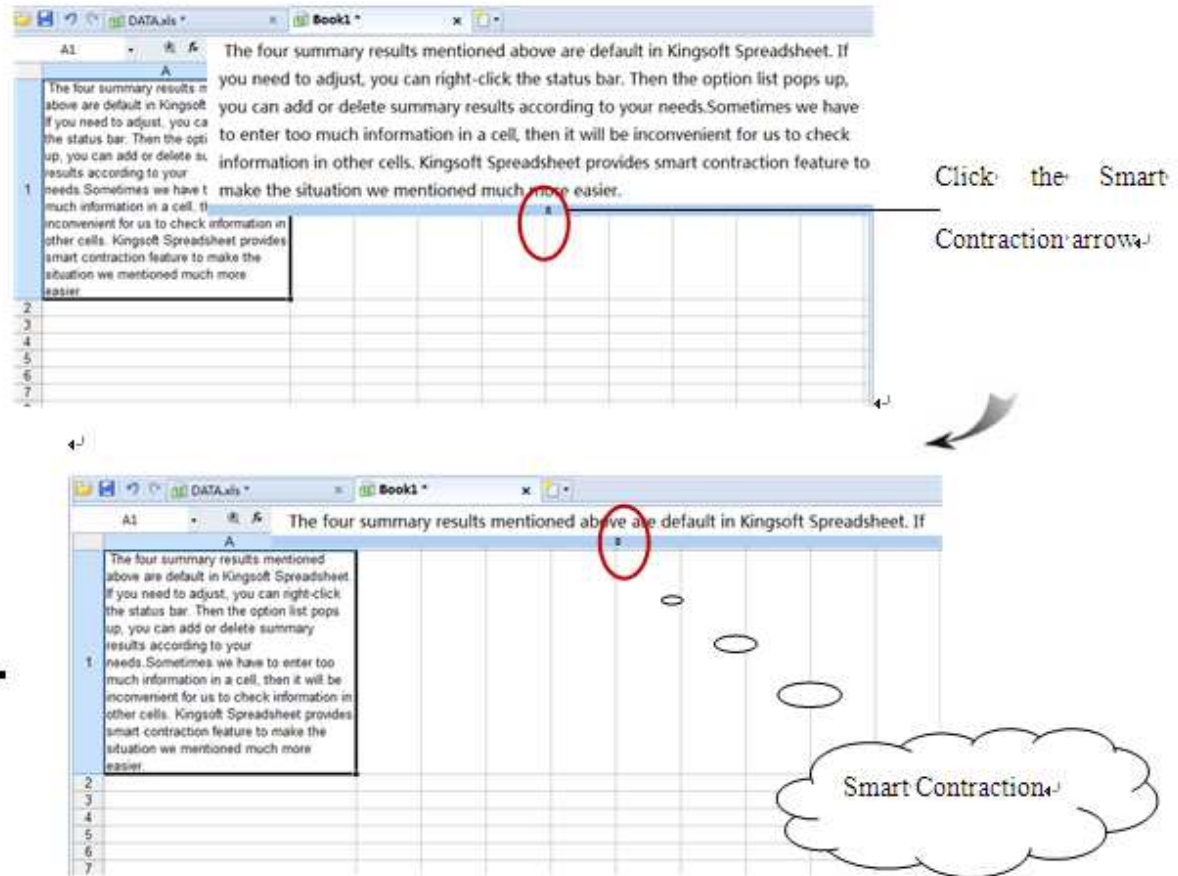



Figure 1.3—2 Smart Contraction

1.3.5 AutoComplete Function

The **AutoComplete** Function makes it easier to enter the same or similar data into different cells. This can improve the speed and efficiency of data entry. Operation steps are shown as follows:

- (1) Find the **Application**  **Spreadsheets 2012** menu and click Options in the lower right corner.
- (2) Select the **Edit** tab from the **Options** dialog box and click the **Enable AutoComplete for cell values** check box. This process is shown as follows:

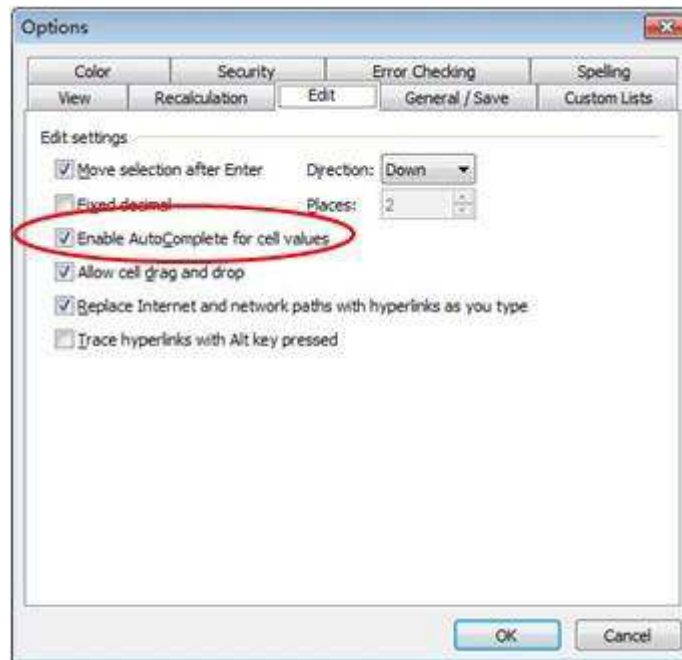


Figure 1.3—3 Select **Enable AutoComplete for cell values** check box

- (3) When you enter the first character of similar content, the system will automatically provide a drop-down list for you to choose from.

1 Home tab

1.1 Clipboard

After selecting the text or object, you can move, copy, delete and carry out various other commands on the selected content. You can complete all of these operations through the control command, the shortcut keys or the mouse.

1.1.1 Paste

Paste refers to moving the contents from the system clipboard to the file at the designated insertion point. The paste operation can only be performed if the clipboard is not empty. To paste contents, follow these steps:

- (1) Look under the **Home** tab for the **Clipboard** group and click the **Paste**  drop-down

arrow.



Figure 1.1—1Paste

(2) Kingsoft Spreadsheet provides five different methods of pasting content.

- **Formulas:** Paste the formulas contained in a data set rather than the data itself.
- **No Borders:** Paste the cell contents only, not with the cell borders.
- **Values:** Copy the selected cells containing formats and formulas and select the **values** button in the paste menu. By doing this, you can paste the values in the cells without altering the formats and formulas.
- **Transpose:** To rearrange row data to be displayed in columns, you should choose the **Transpose** option in the paste menu. Copy the selected row data and choose Transpose in the desired position to complete the action.
- **Paste special** includes the options mentioned above. However, you can also choose **paste special** from the paste menu directly, which allows for even more options to become available. Just right-click and choose **paste special** in the shortcut menu and the following **paste special** dialog box will pop up:

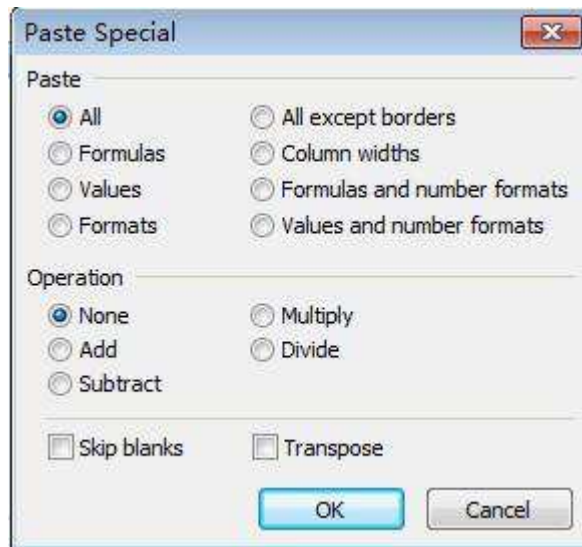


Figure 1.1—2 ste Special Dialog box

- (3) You can press Ctrl+V to paste. This paste method pastes all copied content to the designated area.
- (4) Right-click on the document to open up the shortcut menu, you can then select **paste**.

1.1.2 Cut

Cut refers to removing the currently selected contents within the file, and moving them to the system clipboard. From here, you can paste these contents to other places. To use the cut function, follow these steps:

- (1) Look under the **Home** tab for the **Clipboard** group and click **Cut**.
- (2) Use the keyboard shortcut Ctrl+X .
- (3) Right-click the selection and select **Cut** from the shortcut menu.

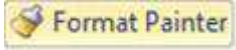

1.1.3 Copy


Copy refers to duplicating the currently selected contents to the system clipboard, so that you can paste these contents to other places. However, the selected contents are still retained in the file. Using any of the following methods performs the copy function:

- (1) Click the **Copy** Button in the **Clipboard** group under the **Home** tab.
- (2) Use the keyboard shortcut Ctrl+C to copy the selection.
- (3) Select **Copy** in the shortcut menu by right-clicking the selection.

1.1.4 Format Painter

Format Painter is a commonly used tool to replicate formats. It can replicate the format of selected objects, text or cells, and apply it to the corresponding content you select.

- (1) Put the cursor on the cells or objects that will have their format replicated.
- (2) Click the **Format Painter**  button in the **Clipboard** group under the **Home** tab.
- (3) The mouse pointer will become the shape of the Format Painter .
- (4) Move the mouse to the object or cells to be formatted; select them and the operation can then be completed.

Tips: If you want to use format painter continuously, you can double-click the 'Format Painter' button so it becomes highlighted as shown .

1.2 Font

The content of different cells can be set in different font formats, borders, fill colors, etc., according to the users needs. All of these things make it easy to recognize the content you want to highlight or emphasize.

1.2.1 Font Format

The font format setting refers to set the font, size, style, color and so on.

1.2.1.1 Font

Kingsoft Spreadsheet provides a variety of fonts to choose from. There is an appropriate font for different tastes, situations and requirements. To set the font, do the following:


- (1) Select the cell or text, which you want to set the font for.
- (2) Click the **Font**  drop-down list in the **Font** group under the **Home** tab and select an appropriate font. The list is shown in the following figure:





Figure 1.2—1 Set Font

1.2.1.2 Font Size




Different font sizes can be used within a single document. To set the font size, take the following steps:

- (1) Select the cell or text.
- (2) Click the **Size** drop-down list in the **Font** group under the **Home** tab and select the appropriate font size. You can also input numbers between 1 and 1638 in the drop-down list box and press **Enter**.




It is also possible to quickly Increase  and Decrease  the font size. These buttons can be found under the **Home** tab and in the **Font** group.

1.2.1.3 Font Style

Font style represents the format of the characters within the text. There are several commonly used control buttons in the **Font** group. These buttons are used to set the font style of the selected text. The functions of these buttons are as follows:


-  **B** Bold: Sets the selected text in bold or cancels the setting if the text is already in bold.
-  **I** Italic: Sets the selected text in italic or cancels the setting if the text is already in italic.
-  **U** Underline: Sets an underline for the selected text or cancels the setting if the text is already

underlined.

 Font color: Set an appropriate color for the selected text. Click the  button on  and open the drop-down list to make a selection.

1.2.2 Border

The color of the grid lines on the worksheet is gray by default. Grid lines are not displayed when you print, but if you need to print the grid lines, you should set borders for them. Take the following steps to set borders:

- (1) Select cells you want to set borders for.
- (2) Click the **border**  drop-down list in the **Font** group of the **Home** tab and select different borders from the list. This list is shown in the following figure:

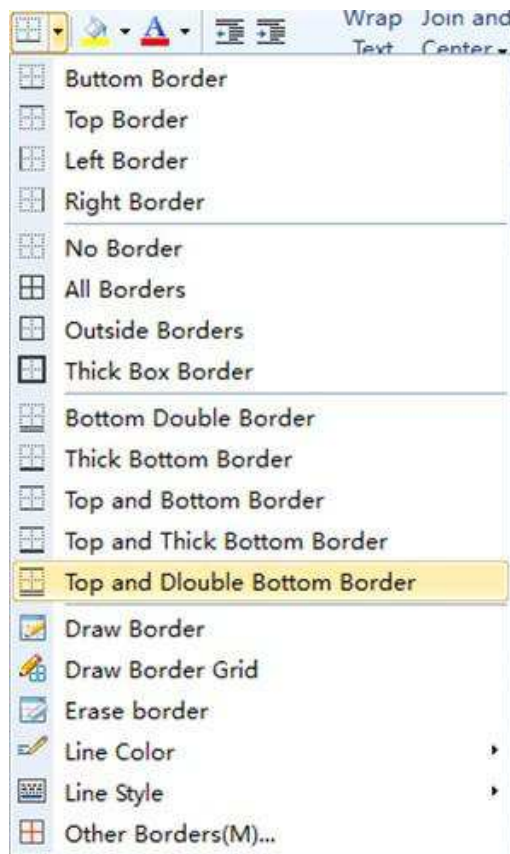



Figure 1.2—2 Border drop-down list

- Draw Border: Select **Draw Border** from the drop-down list and a pen tool will show up. This tool will allow you to draw an outside border for the selected cell ranges.
- Draw Border Grid: Select **Draw Border Grid** from the drop-down list and a pen tool

will show up which will allow you to draw a border grid for the selected cell ranges.

- Erase Border: Select **Erase Border** and an eraser tool will show up. You can then erase the border of selected cell ranges.
- Line Color: Set different colors for the border line.
- Line Style: Set different styles for the border line.
- Other Borders: Select **Other Borders** and the **Cell Format** dialog box will appear. Choose the **Border** tab. You can set the border line and choose the border style manually according to your requirement.

An alternative to the method mentioned above is to set cell borders through the **Format Cells** dialog box:

- (1) Select cell ranges. Click the **border**  drop-down list in the **Font** group under the **Home** tab. Choose the **Border** tab in the **Format Cells** dialogue box.
- (2) You can set the print display of the outside border and inside border from the **Preset** group.
- (3) Select the style of border lines from the **Style** drop-down list.
- (4) Select the color of border lines from the **Color** drop-down list.
- (5) You can complete all these setting by pressing the **OK** button.

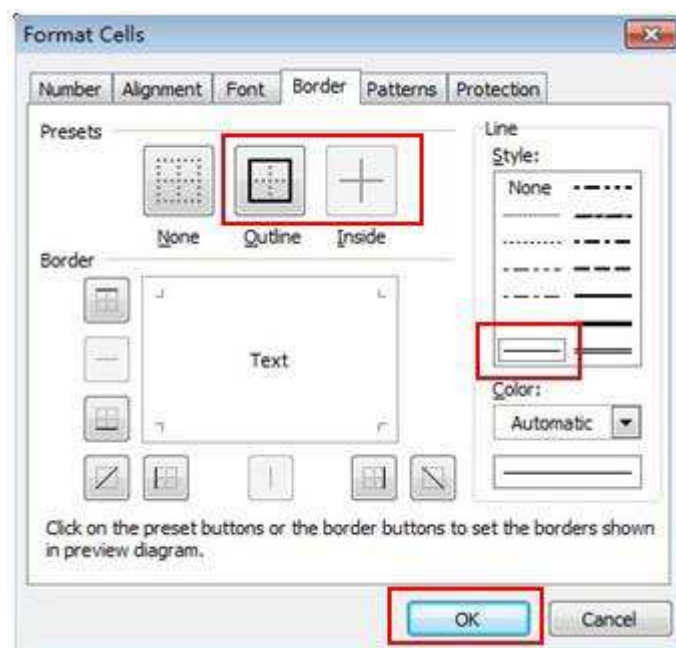


Figure 1.2—3 Set the border in the Format Cells dialog box

1.2.3 Patterns

You can set shading for selected cells. Click the drop-down arrow near the **Patterns** button and select the fill color you desire from the **Patterns** list box.

You can also complete the cell shading setting mentioned above by following these steps:

- (1) Select the cell or cell range that you want to apply shading to. On the **Home** tab, in the **Font** group, click the **Old Tools** button on the lower right corner. The **Format Cells** dialog box will appear as shown in the following:

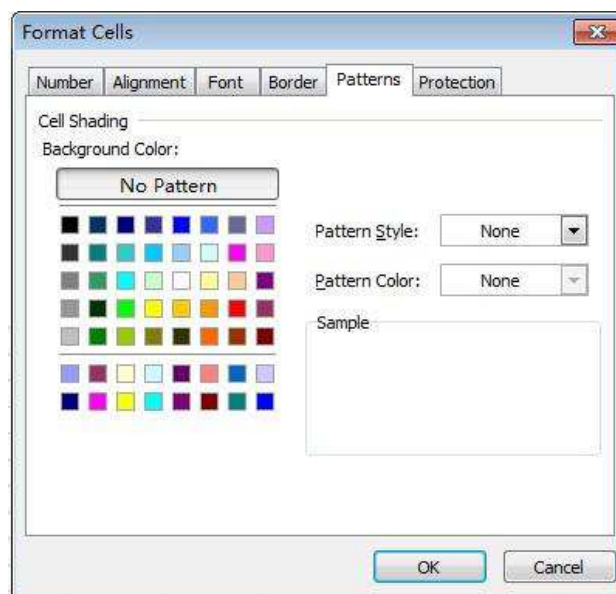


Figure 1.2—4 Patterns Tab

- (2) Choose the **Patterns** tab in the **Format Cells** dialog box and several options will become available. **Background Color** controls cell shading color; **Pattern Style** controls the style of patterns and **Pattern Color** controls the color of patterns.
- (3) Press the **OK** button.

You can select the cell or cell range and right-click, then open the short-cut menu and select **Cells** and the **Format Cells** dialog box will pop up.

1.3 Alignment

1.3.1 Text alignment

Select a cell or a cell range, go to the **Home** tab, find the **Alignment** group and click **Alignment**.

Kingsoft Spreadsheet provides three kinds of alignment: **Align Left**, **Center** and **Align Right**. You can also set the border of cells by using the **Format Cells** dialog box.

Steps are shown as follows:

- (1) Select the cells you want to align.
- (2) On the **Home** tab, in the **Alignment** group, click **Old Tools** in the lower right corner.
- (3) In the **Format Cells** dialog box, under **Alignment**, in the **Text alignment** group, select an appropriate Horizontal and Vertical alignment.

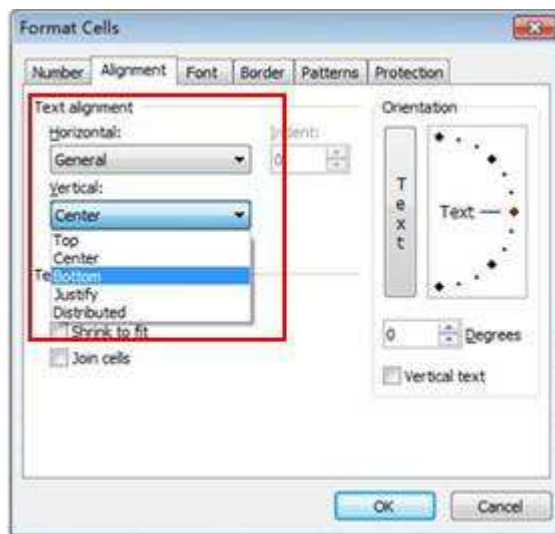



Figure 1.3—1 Set Alignment in the Format Cells dialog box

- (4) Press **OK**.

1.3.2 Wrap Text

If you need to input more than one line of data into a cell, take the following steps:

- (1) Select the cell with data you want to wrap.
- (2) On the **Home** tab, in the **Alignment** group, click **Wrap Text** , and set the content.

Aside from the way mentioned above, you can wrap data through the **Format Cells** dialog box.

Operation are shown as follows:

- (1) Select the cell with data to be wrapped.
- (2) On the **Home** tab, in the **Alignment** group, click **Old Tools** in the lower right corner.
- (3) The **Format Cells** dialog box pops up. Under **Alignment**, click the check box labeled as: **Wrap text** in the **Text control** group.

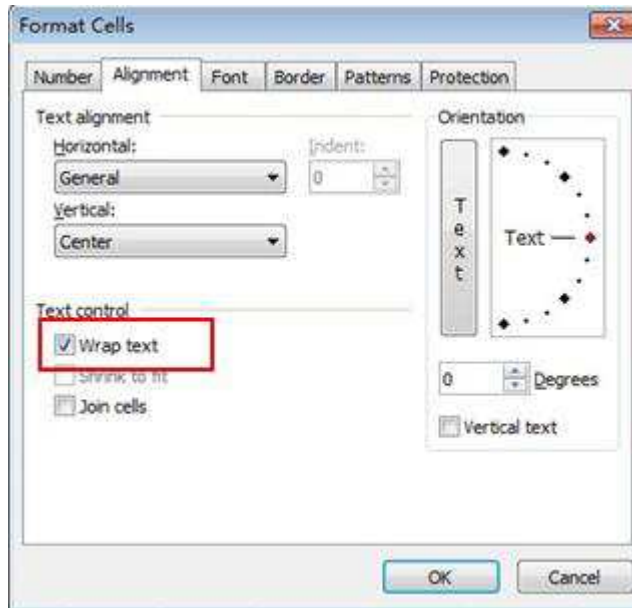


Figure 1.3—2 Wrap Text

- (4) Click **OK**.

The keyboard shortcut, **Alt+Enter** also performs this function.

1.3.3 Join Cells

There are four options in the **Join and Center** drop-down list: **Join and Center**, **Merge Columns**, **Join Cells** and **Columns Center**.


On the **Home** tab, in the **Alignment** group, select options in the **Join and Center**  drop-down list. These options make the process of merging cells much quicker and easier. Figure 1.3-3 displays this.



Figure 1.3—3 Join and Center

- **Join and Center:** Selected cells will be joined and the content they include will be aligned to the center.
- **Merge Columns:** Selected columns and rows will be merged, but the number of rows will

not change in this case.

- **Join Cells:** Joins the selected cells.
- **Columns Center:** The content in every cell will be aligned to the center, but cells will not be joined. The alignment standard is based on the longest cell selected.

You can join or disjoin cells in the following way: select the cell or cells; click **Join and Center**



under the **Home** tab, in the **Alignment** group.

You can also join or disjoin cells in the **Format Cells** dialog box. This is explained in the following steps:

- (1) Select the cells that need to be joined or disjoined.
- (2) On the **Home** tab, in the **Alignment** group, click **Old Tools** in the lower right corner.
- (3) Choose the **Alignment** tab in the **Format Cells** dialog box and check or uncheck **Join cells** in

the **Text control** group.

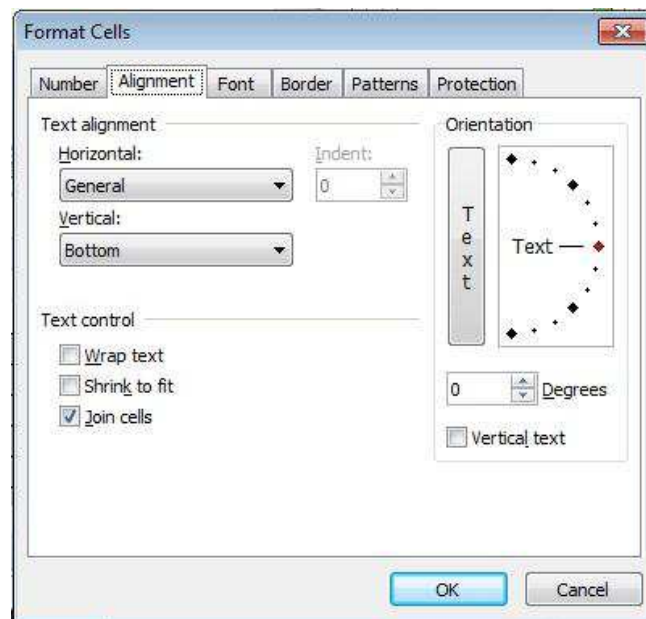


Figure 1.3—4 Join cells in the Format Cells dialog box

- (5) Press **Ok**.

1.3.4 Adjust Indent

To change the indent of the cell content, you can use the **Decrease Indent** and **Increase Indent**




functions in Kingsoft Spreadsheet. (Indent refers to the margins between the border and text)

- Look under the **Home** tab for the **Alignment** group and select **Decrease Indent**. This reduces the distance or margin between the cell border and the content.
- Look under the **Home** tab for the **Alignment** group and select **Increase Indent**. This increases the distance between the cell border and the content.

1.4 Number

1.4.1 Quick Set Format

You can easily set the format of selected cells in the **Number** group. There are several control buttons in the **Number** group, such as: **Currency**, **Percent Style**, **Comma Style**, **Increase Decimal** and **Decrease Decimal**.

-  **Currency**: Add a currency format for the selected cell(s).
-  **Percent Style**: Display the values in the selected cell(s) as percentages.
-  **Comma Style**: Add commas to the data in the selected cell(s).
- **Increase Decimal**: Display the data in higher accuracy by increasing the decimal digits.
- **Decrease Decimal**: Display the data in lower accuracy by decreasing the decimal digits.

1.4.2 Cell Format

There are 12 categories for cell format properties. These categories are: **General**, **Number**, **Currency**, **Accounting**, **Date**, **Time**, **Percentage**, **Fraction**, **Scientific**, **Text**, **Special** and **Custom**.

There are several ways to bring up the Format Cells dialog box in order to set the format properties of each cell.

- Look under the **Home** tab for the **Number** group and select **Cells**. The **Format Cells** dialog box will appear and the **Number** tab will become available.
- Look in the **Home** tab for the **Number** group and click **Old Tools** in the lower right corner. The **Format Cells** dialog box pops up and the **Number** tab will be available.
- Press **Ctrl+I** to make the **Format Cells** dialog box appear and select the **Number** tab.

You can choose a format type from the **Category** list found in the **Number** tab. When you choose a

different format type, there will be different information references displayed on the right side of the window. You can adjust according to the references in order to achieve a custom effect.

- **General**

The General format is the default number format when you type a number into a cell. The general format does not include any special format for numerical values.

- **Number**

Select **Number** from the **Category** list and a sample box on the right side of the window will appear. This sample box previews the changes in decimal, comma, and negative value usage made to the number format. This is displayed in Figure 1.4-1.

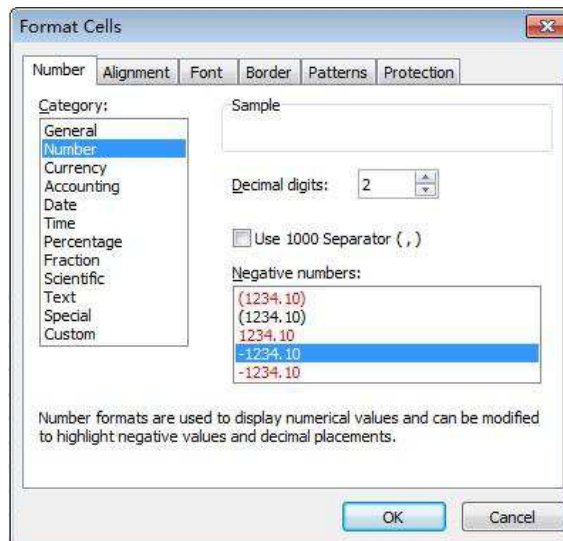


Figure 1.4—1 Number format and options

After selecting the **Number** Category, you can adjust the following settings in the dialog box:

- Decimals can be added to the number format as well as 1000 separators.
- You can set the negative number formats in the **Negative numbers** list box.

- **Currency**

Select **Currency** from the **Category** list and a sample box on the right side of the window will appear. This sample box previews the changes in decimal, currency symbol and negative value usage. This is displayed in Figure 1.4-2.

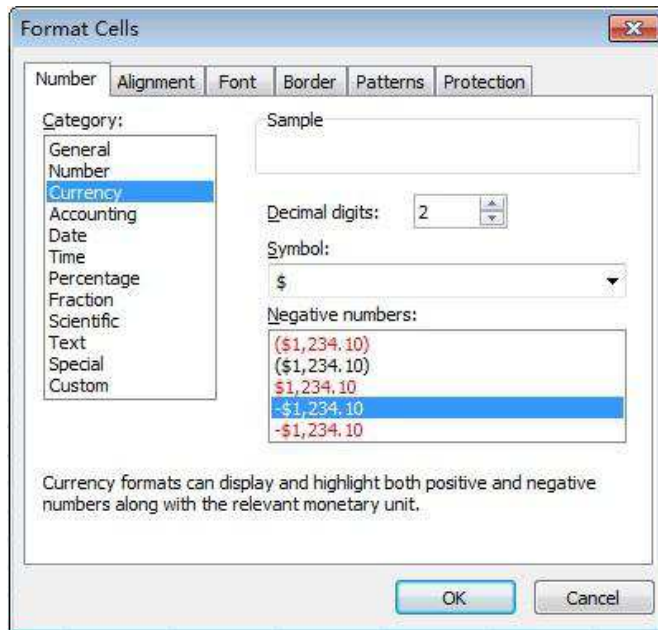


Figure 1.4—2 Currency format and options

After choosing **Currency**, you can set the basic display style for currency in the dialog box. These display settings allow you to customize **Decimal digits**, the **Currency Symbol** and the display format of **Negative numbers**.

- **Accounting**

Choose **Accounting** in the **Category** list box. The sample box on the right displays the format setting options. You can define the basic accounting display format by customizing the **Decimal digits**, **Symbol**, etc. Figure 1.4-3 displays the Accounting format and options.

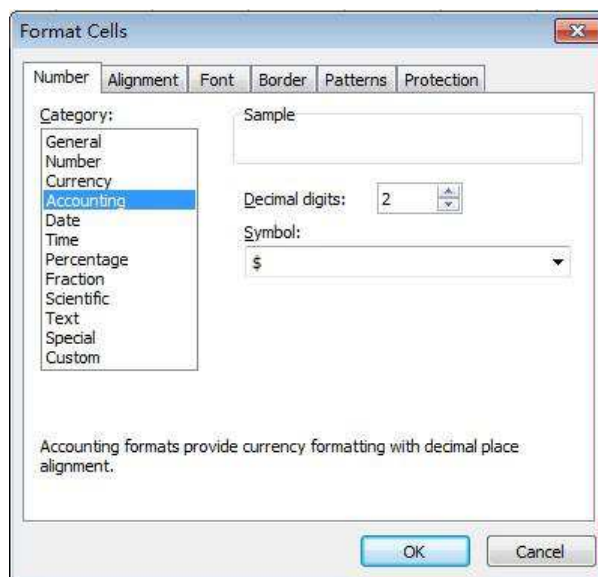


Figure 1.4—3 Accounting format and options

- **Date**

Select **Date** in the **Category** list and you will be able to preview the type of date in the sample box on the right. This is displayed in Figure 1.4-4.

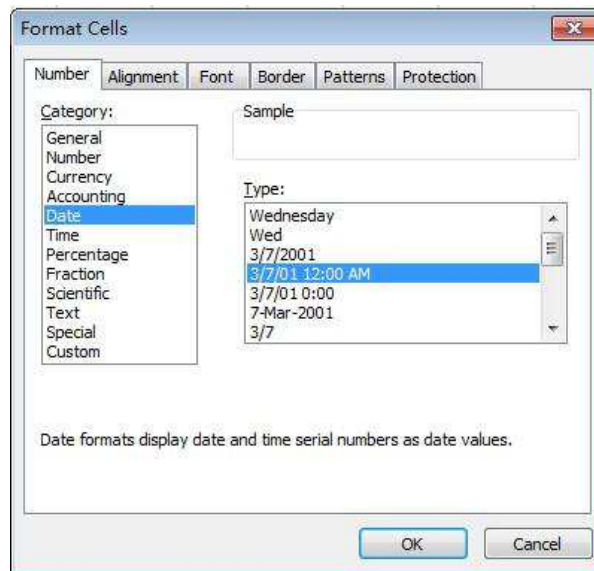


Figure 1.4—4 Date format and options

- **Time**

Select **Time** in the **Category** list. The sample box on the right displays the format setting options. This is shown in Figure 1.4-5.

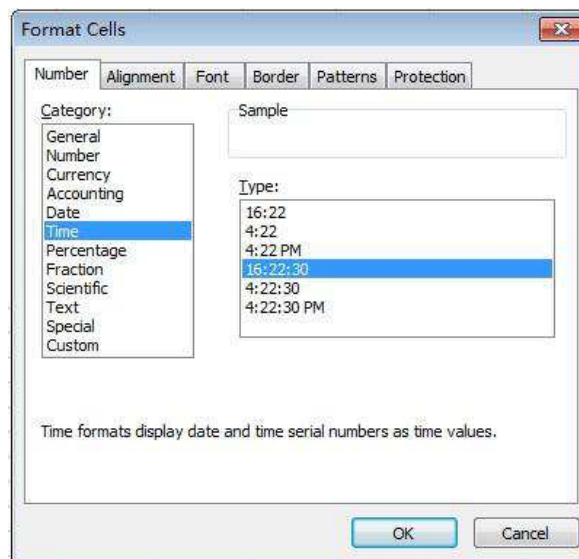


Figure 1.4—5 Time format and options

- **Percentage**

Select **Percentage** in the **Category** list. The sample box on the right displays the format setting options. This is shown in Figure 1.4-6.

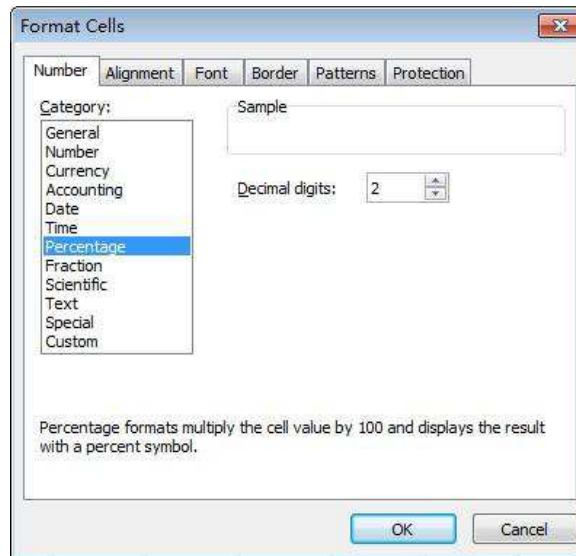


Figure 1.4—6 Percentage

- **Fraction**

Select **Fraction** in the **Category** list. The sample box on the right displays the format setting options. This is shown in Figure 1.4-7.

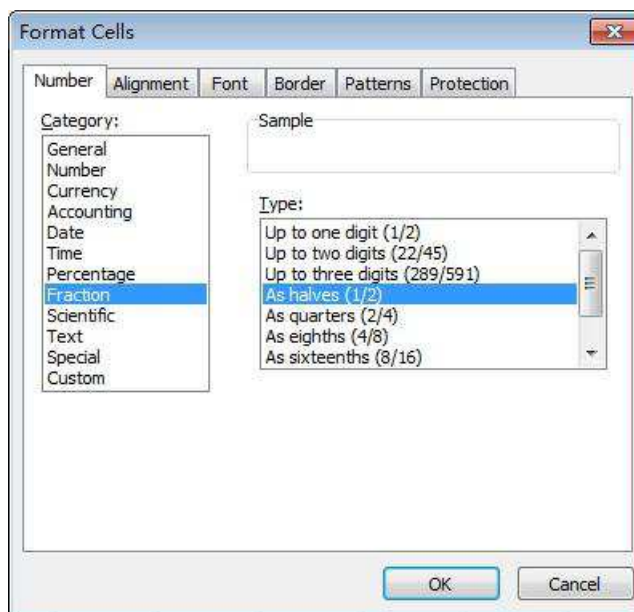


Figure 1.4—7 Fraction format and options

- **Scientific**

Select **Scientific** in the **Category** list. The sample box on the right displays the format setting options.

This is shown in Figure 1.4-8.

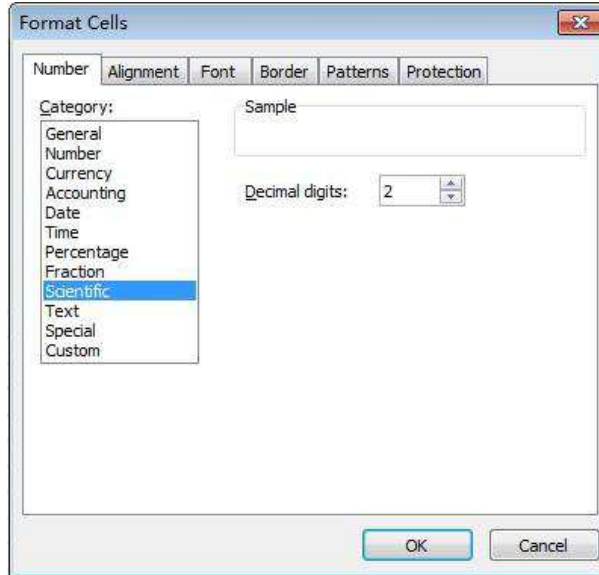


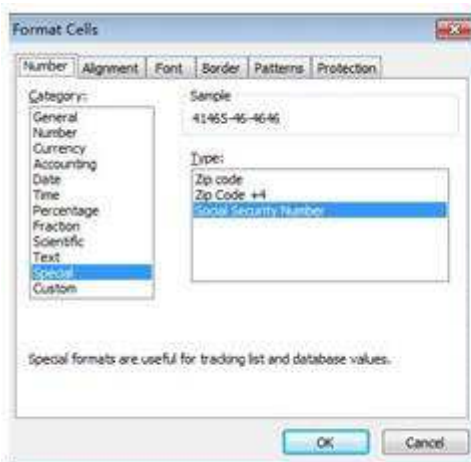
Figure 1.4—8 Scientific format and options

- **Text**

Select **Text** in the **Category** list. You can convert decimal numbers into text.

- **Special**

Select **Special** in the **Category** list. There are three types of special formats, such as: Zip code, Zip Code + 4 and Social Security Number.



	A	B
1	Number	Social security number
2	13464555559	13464-55-5559
3	13464705645	13464-70-5645
4	13465468471	13465-46-8471
5	13465646256	13465-64-6256
6	13465468466	13465-46-8466
7	13465468474	13465-46-8474
8	13465468475	13465-46-8475
9	13465468476	13465-46-8476

Figure 1.4—9 Special Format

- **Custom**

Select **Custom** in the **Category** list. You can set various kinds of customized data formats in the **Type** list box.

1.5 Style

1.5.1 Conditional Formatting

You can set conditions for cells. When cells meet these conditions, the program will automatically apply some type of formatting to them.

You can set three conditions at a time and can choose to use formulas or cell values as the conditions. For example: Change the color of the cell to yellow when the date in the cell matches the current date. This function can be used to remember the birthday of friends or employees. To set a condition, do the following:

- (1) Select the data.
- (2) On the **Home** tab, in the **Style** group, click **Conditional Formatting**. The **Conditional Formatting** dialog box pops up.
- (3) Select **Cell Value Is** in the **Condition** drop-down list. Select equal to. Input '=today()' in the edit box as shown in the following figure:

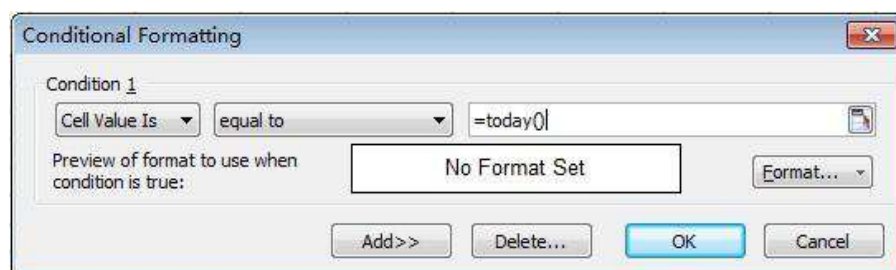


Figure 1.5—1 Conditional Formatting dialog box

- (4) Click **Format** and the **Format Cells** dialog box pops up. You can set the display format for the cells.
- (5) Press **OK**.

1.5.2 Style

In Kingsoft Spreadsheet, you can use the directly built-in styles. To use these styles, follow these steps:

- (1) Select cells you want to apply a style to.
- (2) On the **Home** tab, in the **Style** group, click **Style**. The **Style** dialog box will pop up:

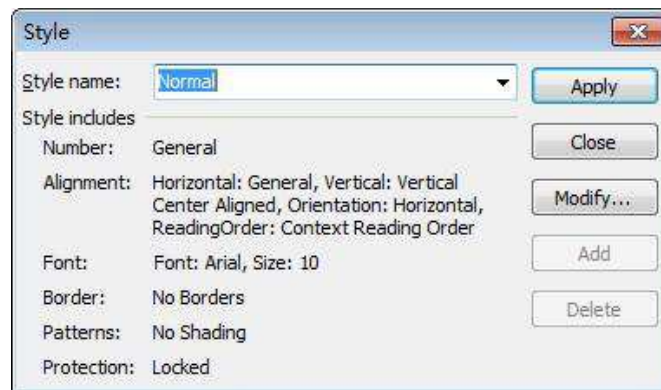


Figure 1.5—2 Style dialog box

- (3) There are six styles in the **Style name** drop-down list: **Comma**, **Comma[0]**, **Currency**, **Currency[0]**, **Normal**, **Percent**.
- (4) The **Style includes** group lists all the styles included. If you need to modify any specified format, click **Modify** and the **Format Cells** dialog pops up. You can then reset the format.
- (5) Press **OK**.

1.6 Cells

1.6.1 Rows or Columns Operation

You can change the structure of the worksheet by performing operations on it. The main operations include: Select, Display, Hide, Insert, Delete, Move columns or rows.

1.6.1.1 Select Rows or Columns

If you want to delete or move rows or columns, you should select them first. Click the row number or column label to select one row or one column. You can select one row or column first, then press **SHIFT**

and click another row number or column label at the same time. By doing that, you can select two rows (or columns) or more which are adjacent. An alternative is to press **CTRL** and click different row numbers or column labels at the same time. By doing that, you can select more than one row (or column) which are non-adjacent.

1.6.1.2 Hide or Unhide Columns or Rows

If you don't want other people to see some particular content in your worksheet, you can hide the rows or columns that contain the content. The steps to hide rows or columns are as follows:

- (1) Select rows or columns.
- (2) On the **Home** tab, in the **Cells** group, click **Hide/Unhide** in the **Format** drop-down list. Point to **Hide Rows** or **Hide Columns**. Shown as follows:

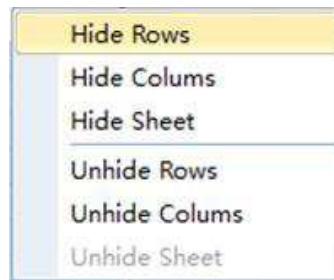


Figure 1.6—1 Hide and Unhide list

If you want to unhide rows or columns, you can follow the same steps mentioned above. Choose **Unhide Rows** or **Unhide Columns**.

Select rows or columns. Right-click. Select **Hide** or **Unhide** in the shortcut menu. Then you can perform the hide or unhide function.

1.6.1.3 Move Rows or Columns

If you want to adjust the display order of rows or columns, you can move their positions. To do so, follow these steps:

- (1) Select the rows or columns you want to move.
- (2) Move the mouse to the border of the selected rows or columns. When the shape of the mouse changes from an arrow to a cross, you can drag the mouse to the specified place.
- (3) Release the mouse and then you can move the position of the rows or columns.

1.6.1.4 Insert Rows or Columns

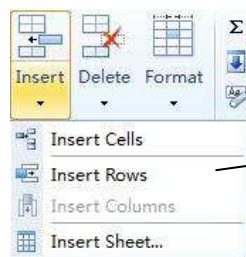
On the **Home** tab, in the **Cells** group, there are four options in the **Insert** drop-down list: **Insert Cells**, **Insert Rows**, **Insert Columns** and **Insert Sheet**.

Insert Rows will be used as an example to introduce the necessary steps to insert these options.

- (1) Select the location to insert rows.
- (2) Choose **Insert Rows** from the **Insert** drop-down list in the **Cells** group. You can then insert a row in the worksheet. This is shown in the following picture:

	A	B	C	D	E	F
1			employer			staff
	2009	Name	review score	student score	citations	score
2	1	NB001	100	98	100	85
3	2	NB002	100	100	89	98
4	3	NB003	99	100	94	85
5	4	NB004	99	100	90	96
6	5	NB005	100	100	80	98
7	5	NB006	100	100	80	96
8	7	NB007	99	97	88	77
9	8	NB008	96	82	100	89
10	9	NB009	100	89	100	31
11	10	NB010	72	87	100	100
12	11	NB011	99	97	92	28

1. Select the position you want to insert the row



2. In the **Cells** group, click **Insert**, and select **Insert Rows**.



	A	B	C	D	E	F
1	2009	Name	employer review score	student score	citations	staff score
2	1	NB001	100	98	100	85
3	2	NB002	100	100	89	98
4	3	NB003	99	100	94	85
5	4	NB004	99	100	90	96
6	5	NB005	100	100	80	98
7						
8	5	NB006	100	100	80	96
9	7	NB007	99	97	88	77
10	8	NB008	96	82	100	89
11	9	NB009	100	89	100	31
12	10	NB010	72	87	100	100

Figure 1.6—2 Insert Rows

Insert columns works the same way as insert rows.

1.6.1.5 Delete Rows or Columns

You can delete any unwanted rows or columns in the following two ways:

- Select the unwanted rows or columns. On the **Home** tab, in the **Cells** group, select **Delete Rows** or **Delete Columns** from the **Delete** drop-down list. Then you can delete selected rows or columns. This is shown in Figure 1.6-3.

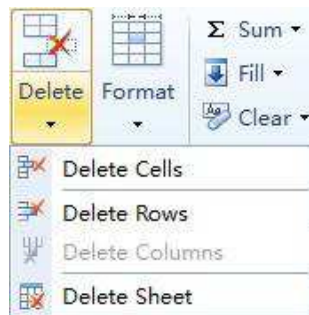


Figure 1.6—3 Delete list

- Select the unwanted rows or columns. Right-click. Choose **Delete** in the shortcut menu.

1.6.1.6 Row Height and Column Width Setting

You can adjust the height of the rows and width of the columns if you feel they are not suitable at the default size. Follow these steps to set the row height and column width.

- (1) Select the rows or columns.
- (2) On the **Home** tab, in the **Cells** group, select **Height** or **Width** from the **Format** drop-down list. This is displayed in Figure 1.6-4.

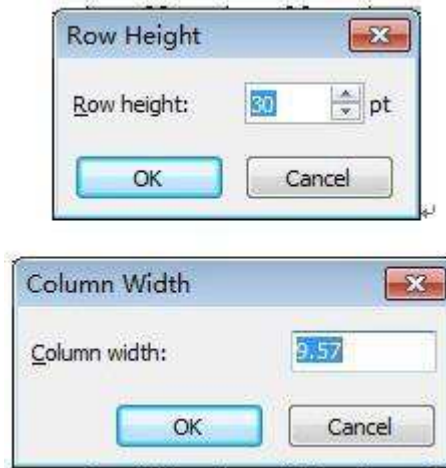


Figure 1.6—4 Set the Row Height and Column Width

- (3) You can set row height or column width in the **Row Height** or **Column Width** dialog boxes.
- (4) Press **OK**.

You can also accomplish this by doing the following: Select the rows or columns. Right-click. Choose **Height** or **Width** in the shortcut menu.

1.7 Cell Editing

You can insert, delete, copy and modify worksheets.

1.7.1 Worksheet Operation

There can be multiple worksheets in the workbook and new worksheets can be inserted at any time. You can also copy, paste, move, rename or delete worksheets.

1.7.1.1 Select the Worksheet

If you want to move, copy, cut or delete the worksheets, you have to select them first. If you want to select a single worksheet, click the worksheet label.

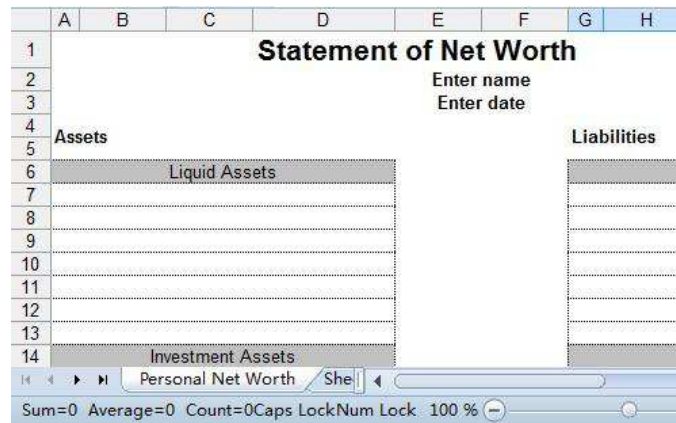


Figure 1.7—1 Select a single Worksheet

When you hold down **SHIFT** and try to select worksheets, you can select multiple worksheets that are adjacent to one another. However, when you hold down **CTRL** and try to select worksheets, you can select multiple worksheets that are non-adjacent to each other.

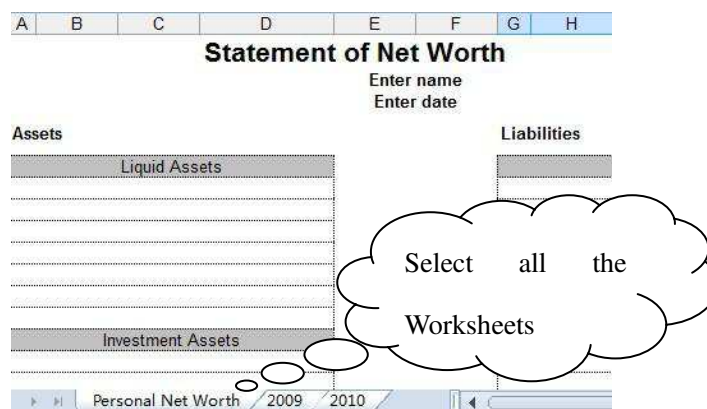


Figure 1.7—2 Select all the Worksheets

1.7.1.2 Move and Copy Worksheet

There are two ways to move and copy worksheets: Move/Copy Sheet in the Format drop-down list or you can use your mouse.

- Move or copy worksheets by using the **Edit** menu.
 - (1) Open and select a worksheet.
 - (2) On the **Home** tab, in the **Cells** group, select **Move/Copy Sheet** in the **Format** drop-down list.

Then the **Move/Copy** dialog box as shown in Figure 1.7-3 appears.

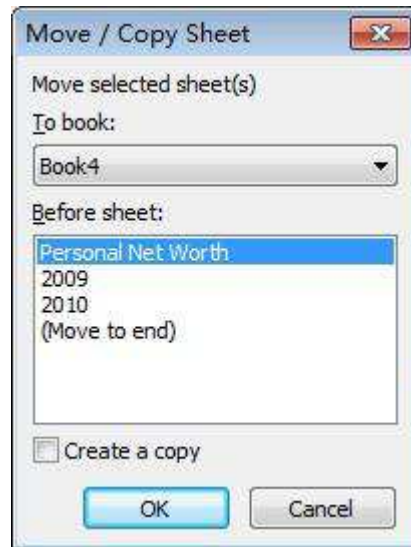


Figure 1.7—3 Move/Copy Sheet

- (3) In the **To book** drop-down box, select the workbook you want to put your worksheet in. If you want to move or copy the selected worksheet into the new workbook, select **New book**.
 - (4) Select the worksheet that you want to insert or copy in the **Before Sheet** list box.
 - (5) If you want to copy rather than move the worksheet, click the **Create a copy** check box.
 - (6) Click **OK** to finish all of the copying or moving operations.
- Move or copy worksheets by using the mouse.

This method is suitable for copying or moving worksheets that are in the same workbook. Steps to doing so are as follows:

- (1) Select the worksheets that you want to move. To move the sheets in the current workbook, you can drag the selected sheets along the row of sheet tabs. When you drag the selected sheets there will be a little dark triangle on the top left of the first tab. The little dark triangle indicates the location of the worksheet.
- (2) Select the worksheets that you want to copy. To copy the sheets, hold down CTRL, and then drag the sheets to the position you want them be.
- (3) When the little dark triangle moves to the correct position, you can release the mouse button before you release the CTRL key. You can also release the mouse button and CTRL key at the same time.
- (4) Figures 1.7-4 and 1.7-5 depict the process of moving a worksheet.

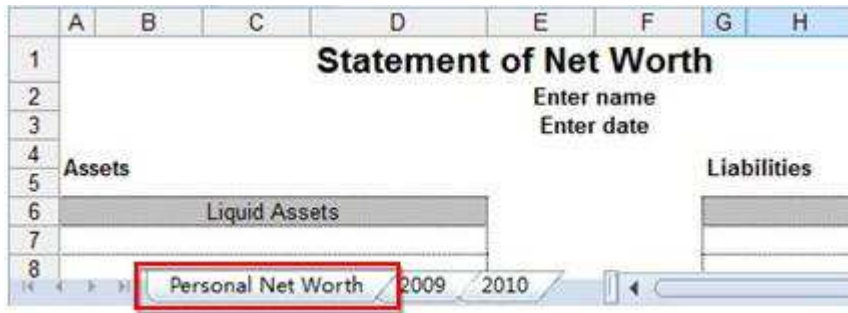


Figure 1.7—4 Before moving



Figure 1.7—5 After Moving

Figure 1.7-6 indicates how a worksheet is copied.

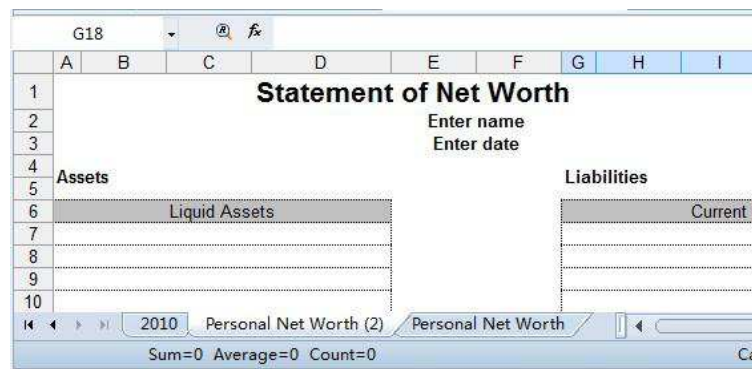


Figure 1.7—6 Copy the worksheet

1.7.1.3 Insert and Delete Worksheet

When using Kingsoft Spreadsheet, you will probably have to insert new worksheets or delete spare worksheets.

(1) Insert Worksheet

If you want to insert one or more worksheets, take the following steps:

- (1) Select the current worksheet.

- (2) There are two ways to insert a worksheet:
 - I: On the **Home** tab, in the **Cells** group, select **Insert Sheet** from the **Insert** drop-down list.
 - II: Right-click the worksheet label, and select **Insert**.
- (3) The **Insert Sheet** dialog box appears. Enter the number of worksheets you want to create. Under the **Insert** group, select the location you want to insert the new worksheet, there are two options: **After current sheet** and **Before current sheet**.

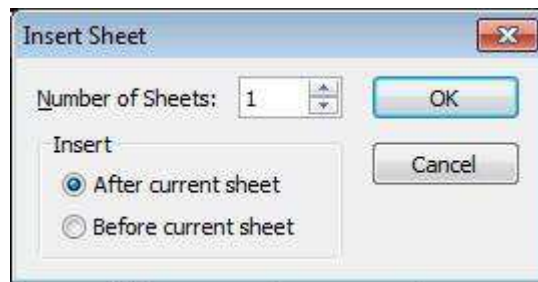


Figure 1.7—7 Insert Sheet dialog box

- (4) Press **OK**.

(2) Delete Worksheet

If some worksheets are unnecessary, you can delete them. To do so, follow these steps:

- (1) Select the worksheet you want to delete.
- (2) There are two ways to delete worksheet:
 - I: On the **Home** tab, in the **Cells** group, select **Delete Sheet** from the **Delete** drop-down list.
 - II: Select the worksheet label, right-click, and select **Delete Worksheet** from the shortcut menu.

If there is data in the current worksheet, the following dialog box will be promoted.

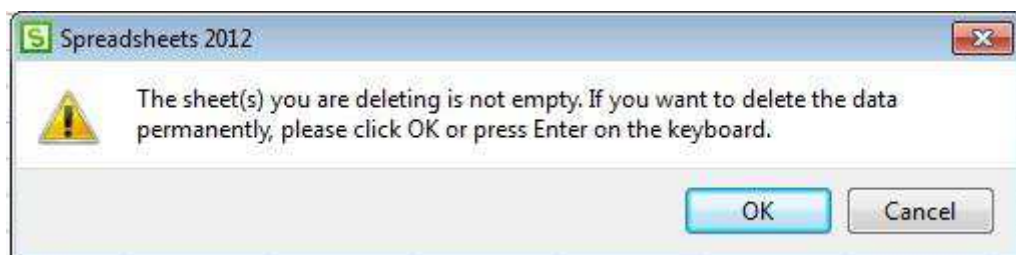


Figure 1.7—8 Delete data in sheet

- (3) If you've made up your mind to delete the worksheet, you can press **OK**.

1.7.1.4 Rename Worksheet

By default, Kingsoft Spreadsheet names worksheets after the model of 'Sheet + serial number'. In most cases, you would want to rename the worksheet. There are many ways to rename worksheets. The following are methods to rename worksheets.

- Double-click the worksheet label; enter the new name when the label is in the selected status. Press **Enter** or click any place except the worksheet label to finish the renaming process.
- Right-click the worksheet label that you want to rename. Select **Rename** in the short-cut menu and enter the new name. Press **Enter** or click any area except the worksheet label to finish renaming the worksheet.
- Select the worksheet label, go to the **Home** tab, in the **Cells** group and select **Rename** from the **Format** drop-down list.

1.7.1.5 Hide Worksheet

There are two methods to hide a worksheet. They are the following:

- Select the worksheet. Go to the **Home** tab, in the **Cells** group, click **HideUnhide** from the **Format** drop-down list and select **Hide Sheet**.
- Select the worksheet. Right-click and select **Hide** from the short-cut menu.

1.7.2 Convert Text to Numbers and Convert to Hyperlink

Kingsoft Spreadsheet supports the mutual conversion between text and numbers. You can also **Convert Text to Number** and **Convert Text to Hyperlink**.

- When there is large amounts of data in text format, and you want convert them to numeric format, you can do the following: On the **Home** tab, in the **Cells** group, select **Convert Text to Data** from the **Format** drop-down list.
- When a large number of hyperlinks are not active, you can activate them by group. Select the contents you want to change to hyperlinks. Choose **Convert to Hyperlink** in the **Format** drop-down list.

1.8 Editing

1.8.1 Fill

To avoid entering large amounts of repetitive data manually, you can use the **Auto Fill** feature to fill cells in a more efficient manner.

1.8.1.1 Auto Fill

There are two types of data series commonly used to fill cells in Kingsoft Spreadsheet.

The first type includes: years, months, weeks, quarters and other text-type sequences. For text-type sequences, you just need to enter values in the first cell, then drag the fill handle to accomplish the filling.

Operation steps are:

- (1) Select the cell range.
- (2) Move the mouse to the lower right corner of the data field and the pointer changes to a cross.
- (3) Drag the cross down to the last cell in the cell range. Then release the mouse button.

The Auto Fill result is shown as follows:

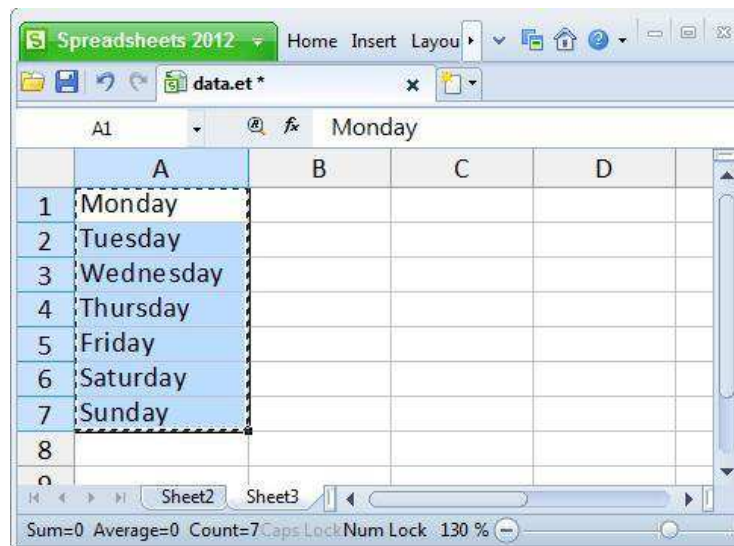


Figure 1.8—1 Auto Fill

The second type includes: 1,2,3; 2,4,6 and other numeric sequences. For numeric sequences, you need to enter the first two numbers that display the change pattern, and then drag the fill handle to fill in the specified pattern.

For non-sequence text (such as 'Office') and numeric sequences that don't specify the change pattern (such as 200), drag the fill handle to duplicate data.

On the **Home** tab, in the **Editing** group, click **Fill**, and then click **Down**, **Right**, **Up**, or **Left**. This is shown as follows:

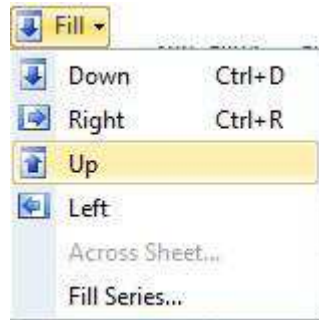


Figure 1.8—2 Fill list

The difference between filling with duplicated data and filling with sequence data is: if you want to fill the cells with duplicated data, you have to press CTRL and drag the fill handle at the same time. If you only drag the fill handle, the system will automatically fill the cells with sequence data.

1.8.1.2 Fill data in worksheets of the same workbook

Operation steps are as follows:

- (1) Select the data you want to fill into other worksheets within the same workbook.

statistics						
NO.	NAME	Score 1	Score 2	Score 3	Score 4	Score 5
1	NB001	100	98	100	85	78
2	NB002	100	100	89	98	96
3	NB003	99	100	94	85	77
4	NB004	99	100	90	96	99
5	NB005	100	100	80	98	100
6	NB006	100	100	80	96	97
7	NB007	99	97	88	77	83

Figure 1.8—3 Select the data you want to fill

- (2) Press SHIFT and CTRL at the same time. Select the worksheet you want to fill with data.
- (3) On the **Home** tab, in the **Editing** group, select **Fill Across** in the **Fill** drop-down list.

There are three options in the **Fill Across** dialog box:

- All: The same contents and formats will be filled and nothing will be changed.
- Contents: Only fill with the same contents while the existing formats remain.
- Formats: Only fill with the same formats while the existing data remains.

(4) Select **All** and press **OK**.


You can see all the contents in the worksheet. Figure 1.8-4 displays this.

	A	B	C	D	E	F	G	H
4								
5	1	NB001	100	98	100	85	78	
6	2	NB002	100	100	89	98	96	
7	3	NB003	99	100	94	85	77	
8	4	NB004	99	100	90	96	99	
9	5	NB005	100	100	80	98	100	
10	5	NB006	100	100	80	96	97	
11	7	NB007	99	97	88	77	83	
12								
13								

Figure 1.8—4 Fill effect

1.8.1.3 Fill data by using a custom fill series

To make entering a particular sequence of data such as a department name or an employee name easier, you can create a custom fill series. A custom fill series can be based on a list of existing items on a worksheet, or you can type the list from scratch. Operation steps are as follows:

- (4) Click **Options** in the **Application** menu .
- (5) In the **Options** dialog box, select **Custom Lists** tab. Shown as follows:

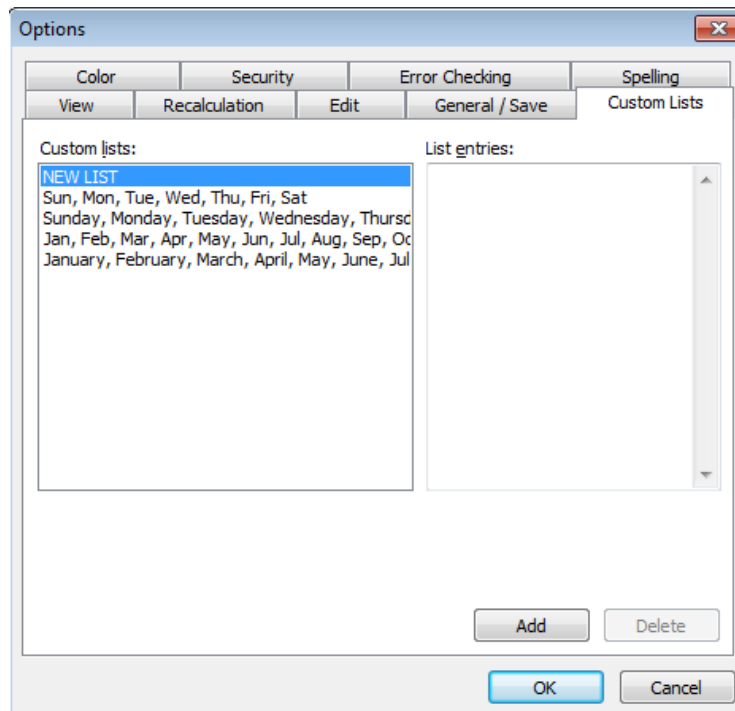


Figure 1.8—5 Custom Lists

- (6) Select **New List** in the **Custom Lists** list box.
- (7) You can type the new list in the **List Entries** box on the right. You have to interlace every item in the list.
- (8) Click **Add**, then the new list will appear in the **Custom lists** box on the left.
- (9) Press **OK**.

When you create a custom list, you can only input an item from the list into a cell. You then drag the fill handle and the remaining items will show up.

1.8.2 Clear

Kingsoft Spreadsheet provides four types of clear options.

- **All:** Select the cells that you want to clear. Choose All from the Clear drop-down list. You can then clear all the contents in the cells.
- **Formats:** Select the cells that have formatting you want to clear. Choose Formats in the Clear drop-down list. Then you can clear the format, but the content will remain.
- **Contents:** Select cells that have content to be cleared. Choose Contents in the Clear drop-down list. All the contents are cleared, but the formats will remain.
- **Comments:** Select cells that have comments to be cleared. Choose Comments in the Clear

drop-down list. When the little red triangle disappears, this means cell comments have already been cleared.

In Kingsoft Spreadsheet, you can clear comments in a cell as well as all of the comments in the spreadsheet.

1.8.3 Sort and Filter

1.8.3.1 Sort

At times, it is better to have the worksheets in your workbook arranged in a specific order. Doing so makes it easier to navigate through your document. The sorting feature makes this possible and allows you to arrange the data in your rows and columns in descending and ascending order. The sorting operation steps are as follows:

- (1) Click any cell or cells in the worksheet you want to sort.
- (2) On the **Home** tab, in the **Editing** group, select **Sort** in the **Sort and Filter** drop-down list.

The **Sort** dialog box will appear.

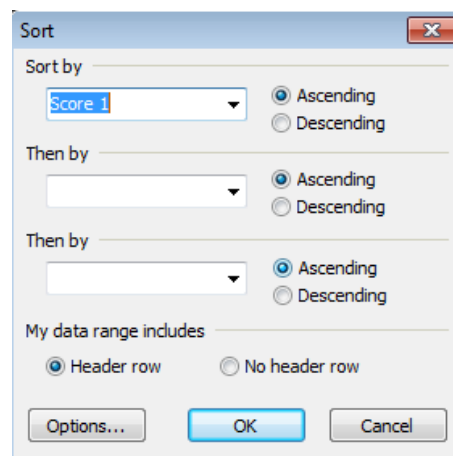


Figure 1.8—6 Sort dialog box

- (3) Select the corresponding keyword and field in the **Sort** drop-down list.
- (4) Press **OK**. The records in the worksheet will be sorted by the keyword you set. This is displayed in Figure 1.8-7.

	A	B	C	D	E	F	G
1	NO.	NAME	Score 1	Score 2	Score 3	Score 4	Score 5
2	10	NB010	72	87	100	100	89
3	13	NB013	79	100	99	28	71
4	8	NB008	96	82	100	89	81
5	14	NB014	97	100	93	29	62
6	3	NB003	99	100	94	85	77
7	4	NB004	99	100	90	96	99
8	7	NB007	99	97	88	77	83
9	11	NB011	99	97	92	28	89

Figure 1.8—7 Sort by Keywords

1.8.3.2 Filter

Filtering data is a quick and easy way to find and work with a subset of data in a range of cells or in a table. Filtered data displays only the rows that meet the criteria you specify and hides rows that you do not want to display.

1.8.3.2.1 Automatic Filter

Automatic Filter makes it easy to find and process subsets of data in the spreadsheet. You can create criteria to filter data. Only rows that meet the criteria you specify will be displayed. Filtering doesn't rearrange rows; it is different from sorting. Filtering just hides the rows you don't want to display.

Automatic filter includes: Simple Filter, Top 10 Automatic Filter and Custom Automatic Filter. In this chapter we'll introduce these three features.

1. Simple Filter

Operation steps for simple filter are shown as follows:

- (1) Select the column(s) you want to filter. In the **Editing** group, select **Automatic Filter** in the **Sort and Filter** drop-down list.
- (2) Then a drop-down button shows in the first row of the column you select.
- (3) Click the drop-down list and you can set the filter. For example, click **NB003** in the **Name** drop-down list. Shown as follows:

	A	B	C	D	E	F	G
1	NO	NAME	Score 1	Score	Score 3	Score 4	Score 5
2	10	Sort Ascending	72	87	100	100	89
3	13	Sort Descending	79	100	99	28	71
4	8		96	82	100	89	81
5	14		97	100	93	29	62
6	3	(All)	99	100	94	85	77
7	4	(Top 10...)	99	100	90	96	99
8	7	(Custom...)	99	97	88	77	83
9	11	NB001	99	97	92	28	89
10	12	NB002	99	85	98	82	60
11	1	NB003	100	98	100	85	78
12	2	NB004	100	100	89	98	96
13	5	NB005	100	100	80	98	100
14	5	NB006	100	100	80	96	97
15	9	NB007	100	89	100	31	95
16							

Figure 1.8—8 Simple Filter

- Then the column will be filtered by the keyword you selected. And all the rows that meet the criteria will be displayed. Shown as follows:

	A	B	C	D	E	F	G
1	NO	NAME	Score 1	Score	Score 3	Score 4	Score 5
6	3	NB003	99	100	94	85	77

Figure 1.8—9 Filter effect

2. Top 10 Automatic Filter

Operation steps for top 10 automatic filter are shown as follows:

- Select data columns. In the **Editing** group, select **Automatic Filter** in the **Sort and Filter** drop-down list
- In the **Filter** drop-down list, select Top 10. Shown as follows:

	A	B	C	D	E	F	G
1	NO	NAME	Score 1	Score	Score 3	Score 4	Score 5
2	10	Sort Ascending	72	87	100	100	89
3	13	Sort Descending	79	100	99	28	71
4	8		96	82	100	89	81
5	14		97	100	93	29	62
6	3	(All)	99	100	94	85	77
7	4	(Top 10...)	99	100	90	96	99
8	7	(Custom...)	99	97	88	77	83
9	11	NB001	99	97	92	28	89
10	12	NB002	99	85	98	82	60
11	1	NB003	100	98	100	85	78
12	2	NB004	100	100	89	98	96
13	5	NB005	100	100	80	98	100
14	5	NB006	100	100	80	96	97
15	9	NB007	100	89	100	31	95
16							

-

Figure 1.8—10 Top 10 Automatic Filter

- Then the **Top 10 AutoFilter** dialog box will pop up. Shown as follows:



Figure 1.8—11 Top 10 AutoFilter

- (5) Enter the **Show** record, and click **OK** to finish.

3. Custom Automatic Filter

If you want to create a criteria to filter by a data range, or filter by some comparison operators more complex than 'Equal to', you can customize the filtering. Operation steps are shown as follows:

- (1) Select data columns. In the **Editing** group, select **Automatic Filter** in the **Sort and Filter**

drop-down list

- (2) In the **Filter** drop-down list, select Custom. Shown as follows:

	A	B	C	D	E	F	G
1	NO	NAME	Score 1	Score 2	Score 3	Score 4	Score 5
2	10	NR010	Sort Ascending	87	100	100	89
3	13	NR013	Sort Descending	100	89	28	71
4	8	NR008		82	100	89	81
5	14	NR014	(All)	100	93	29	62
6	3	NR003	(Top 10...)	100	94	85	77
7	4	NR004	(Custom...)	100	90	96	99
8	7	NR007		80	88	77	83
9	11	NR011	72	97	82	28	89
10	12	NR012	79	85	98	82	60
11	1	NR001	96	98	100	85	78
12	2	NR002	97	100	89	98	96
13	5	NR005		100	80	98	100
14	5	NR006	99	100	80	96	97

Figure 1.8—12 Custom Automatic Filter

- (3) In the **Custom Automatic Filter** dialog box. Select the operation conditions and upper and lower limit values. Click **OK**.

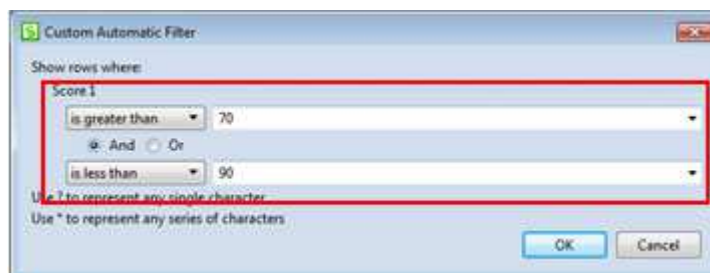


Figure 1.8—13 Custom Automatic Filter

(4) The filter result is the wanted result. Shown as follows:

	A	B	C	D	E	F	G
1							
	NO	NAME	Score 1	Score 2	Score 3	Score 4	Score 5
2	10	NB010	72	87	100	100	89
3	13	NB013	79	100	99	28	71
16							
17							

Figure 1.8—14 Filtering result

If you want to restore the filtered data, you can select **Show All** in the **Sort and Filter** drop-down list. Then all the data will be displayed.

1.8.3.2.2 Advanced Filter

The Advanced filter lets you use complex criteria to filter a range. And the filter result can be displayed in the original worksheet. The rows that don't meet the criteria will be hidden. The filter result can also be displayed in a new location.

Operation steps are shown as follows:

- (1) In the **Editing** group, select **Advanced Filter** in the **Sort and Filter** drop-down list. The **Advanced Filter** dialog box pops up:

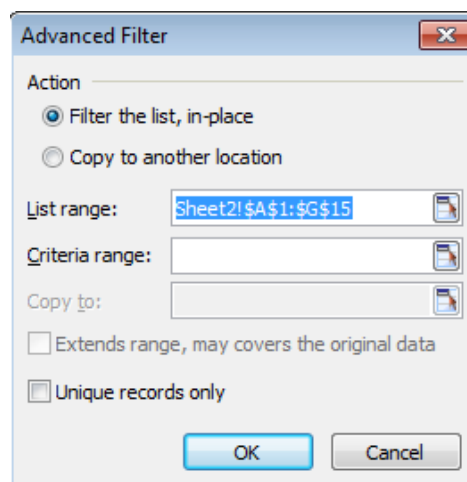


Figure 1.8—15 Advanced Filter dialog box

- **Filter the list, in-place:** hide data rows that don't fit the filter condition. And display the filter result in the original worksheet.
 - **Copy to another location:** copy the data rows that fit the filter condition to another location. But the data rows that don't fit the filter condition will remain in the original worksheet and won't be hidden. By doing that, it's very convenient to compare the data.
- (2) Click **Copy to another location**, and check **Unique records only**. Shown as follows:

(3)

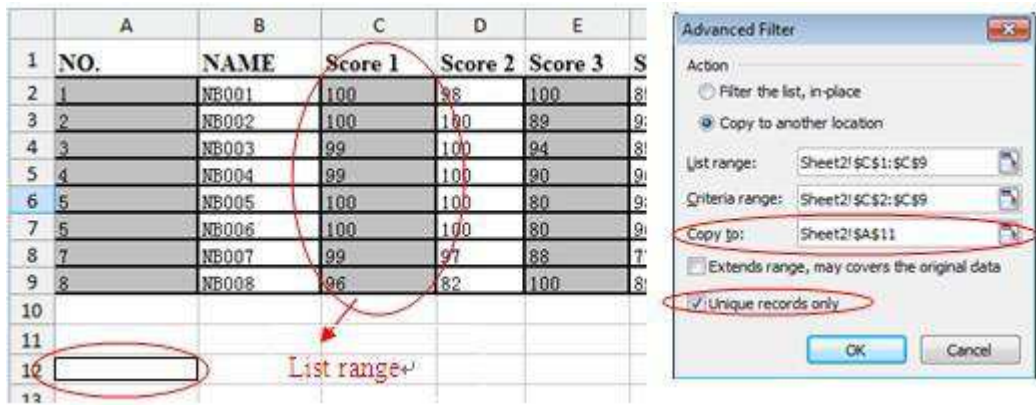


Figure 1.8—16 Before filtering

	A	B	C	D	E	F	G
1	NO.	NAME	Score 1	Score 2	Score 3	Score 4	
2	1	NB001	100	98	100	85	
3	2	NB002	100	100	89	98	
4	3	NB003	99	100	94	85	
5	4	NB004	99	100	90	96	
6	5	NB005	100	100	80	98	
7	5	NB006	100	100	80	96	
8	7	NB007	99	97	88	77	
9	8	NB008	96	82	100	89	
10							
11	Score 1						
12			100				
13			99				
14			96				
15							

Figure 1.8—17 After filtering

1.8.3.2.3 Reapply

	A	B	C	D	E	F	G
1	NO.	NAME	Score 1	Score 2	Score 3	Score 4	Score 5
11	10	NB010	72	87	100	100	89
14	13	NB013	95	100	99	28	71
16							

Figure 1.8—18 Modify the data

In the **Editing** group, select **Reapply**, in the **Sort and Filter** drop-down list. Shown as follows:

	A	B	C	D	E	F	G
1	NO.	NAME	Score 1	Score 2	Score 3	Score 4	Score 5
11	10	NB010	72	87	100	100	89
16							

Figure 1.8—19 Filtering result

1.8.4 Find and Replace Text

1.8.4.1 Find Text

Operation steps are shown as follows:

- (1) On the **Home** tab, in the **Editing** group, select **Find** in the **FindSelect** drop-down list. The **Find** dialog box pops up.

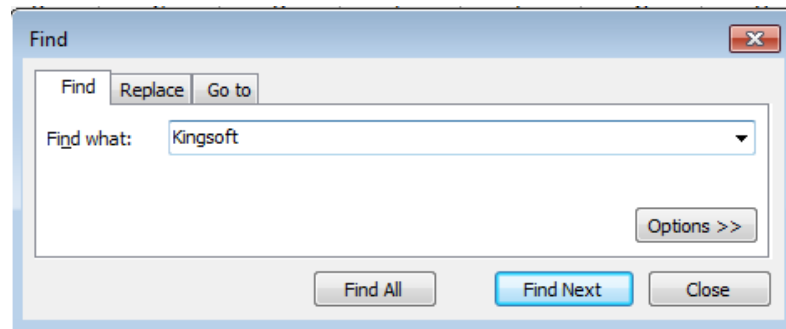


Figure 1.8—20 Find Tab

- (2) Input the text you want to find, in the **Find What** box.
 - Click **Options**, unfold the dialog box.
 - Click **Find Next**, you can locate the cell.
 - Click **Find All**, all the data which meet your requirement will be listed.

1.8.4.2 Replace Text

Operation steps are shown as follows:

- (1) On the **Home** tab, in the **Editing** group, click **Replace** in the **Find and Select** drop-down list. Then the **Replace** dialog box will pop up. Click **Replace** tab.

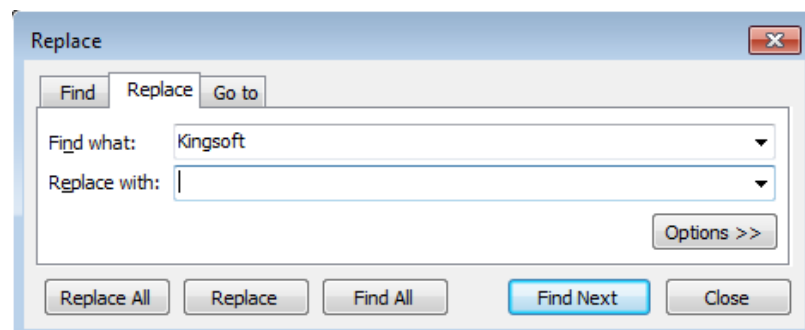


Figure 1.8—21 Replace Tab

- (2) Enter contents you want to find, in the **Find What** input box; enter contents you want to replace with, in the **Replace With** input box.

(3) Click the **Replace All** button and replace all the content.

Tips: You can enter nothing in the Replace With input box, and then you can delete all the contents which you are finding.

1.8.4.3 Go To

You can quickly locate data in the cell by using the **Go To** feature which Kingsoft Spreadsheet provides. You can check options in the **Go To** dialog box, according to your need. On the **Home** tab, in the **Editing** group, select **Go To** in the **Find and Replace** drop-down list. Then the **Go To** dialog box will pop up. Shown as follows:

1.8.4.4 Go To

You can quickly locate data in the cell by using the **Go To** feature that Kingsoft Spreadsheet provides. You can check options in the **Go To** dialog box, according to your need. On the **Home** tab, in the **Editing** group, select **Go To** in the **Find and Replace** drop-down list. Then the **Go To** dialog box will pop up. Shown as follows:

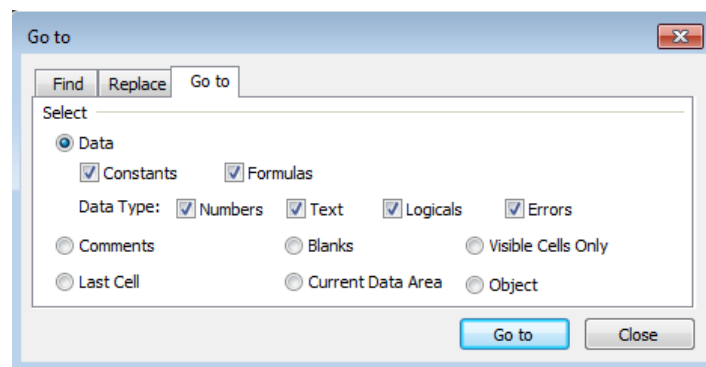


Figure 1.8—22 Go to Tab

2 Insert Tab

2.1 Tables

2.1.1 PivotTable

PivotTables are dynamic tabulations that allow you to quickly combine and compare data to produce information tailored to suit your needs. In pivot tables, users can rotate rows and columns to view details from different perspectives. In brief, use pivot tables to simplify complicated data and discover an internal model that would otherwise be difficult to find in a disordered list. However, it is recommended to use pivot tables only when you have a long list of complicated data and want to analyze the related details. Otherwise it is not necessary to use this function.

Operation Steps:

- (1) On the **Insert** Tab, in the **Tables** group, click **PivotTable**



Figure 2.1—1 Insert PivotTable

- (2) In the **Create Pivot Table** dialog box, choose the data range that you want to base your pivot table (If you already activated a cell in that source data range before performing the first step, Kingsoft Spreadsheets will automatically select that range for you) and the data range will be enclosed by dotted borders. You can also modify a Pivot Table that already exists in the spreadsheet. Choose where you want the Pivot Table to be placed; there are two options: **New Worksheet** and **Existing Worksheet**.

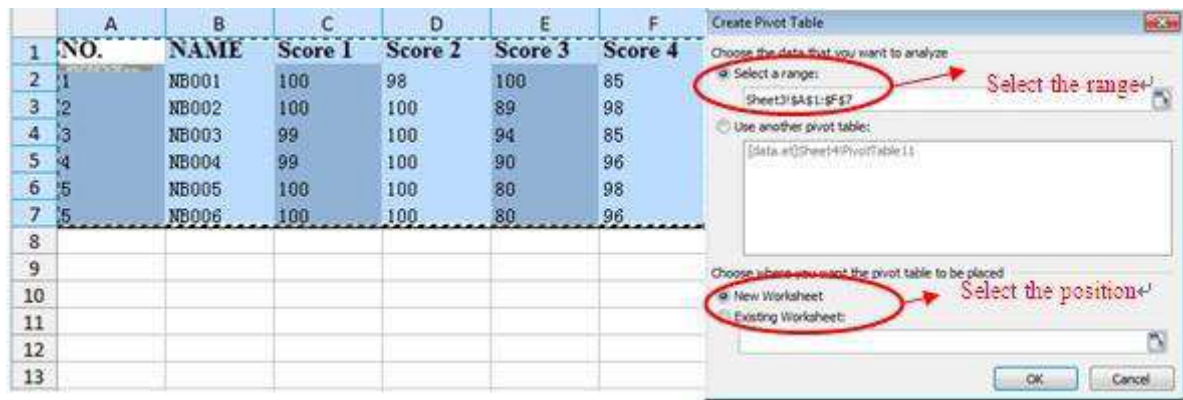


Figure 2.1—2 Create Pivot Table

- (3) After clicking **OK** in the **Create Pivot Table** dialog box, an empty pivot table appears in the specified sheet. If you want to put contents into it, please look to the Pivot Table task window on the right, which pops up automatically. Items in the **Field List** can be dragged to **Page Area**, **Column Area**, **Row Area** and **Data Area** in the **Pivot Table Areas** as you go. Moving to different areas means changing to a different viewing perspective, while moving out of any area deletes it from this area. Then you can analyze the detailed information contained in the data.

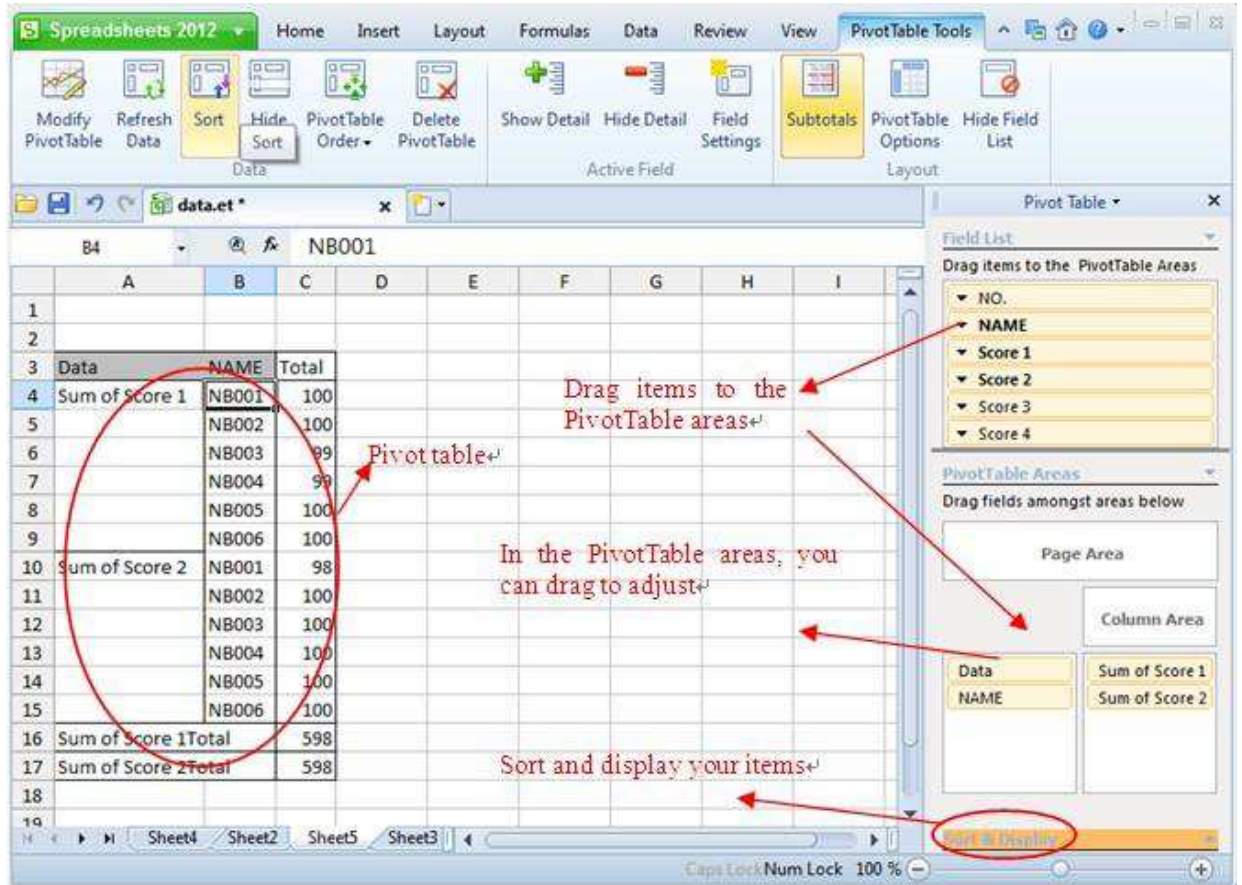


Figure 2.1—3 Set for the Pivot Table

- (1) Right-click the fields in the task pane, and select **Field Settings** on the shortcut menu. You can then change the names or the ways of sorting the fields in the **PivotTable Field**.

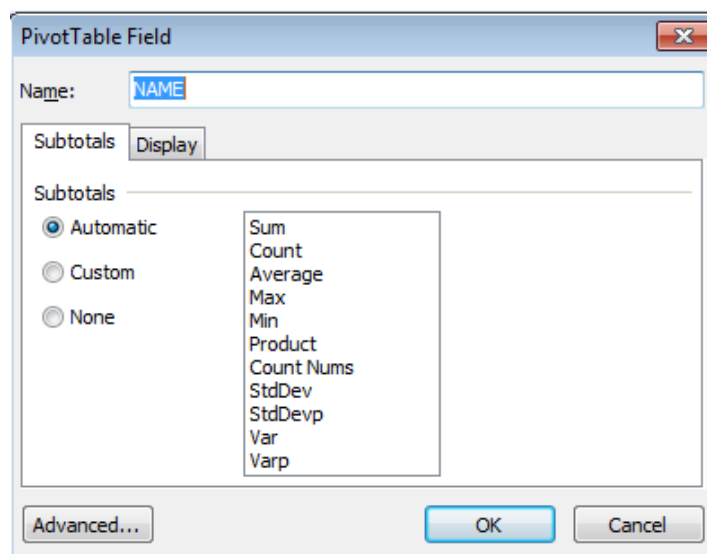


Figure 2.1—4 Set the Pivot Table Field

- (1) You can drag fields outside the **PivotTable Areas** to remove. And you can also drag fields up

and down to adjust their position in the same data range.

- (2) On the **PivotTable Tools** Tab, in the **Data** group, click **Delete PivotTable**

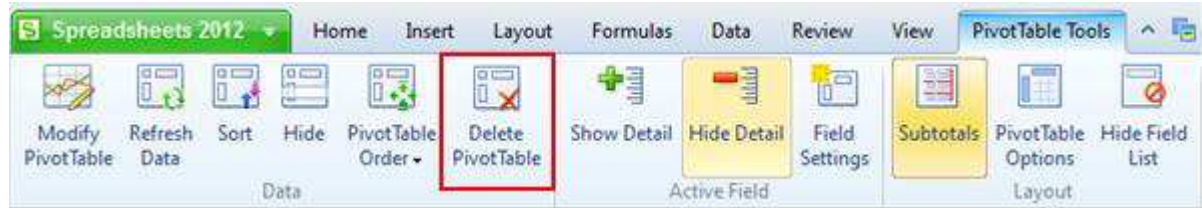


Figure 2.1—5 Delete PivotTable

2.2 Chart Options

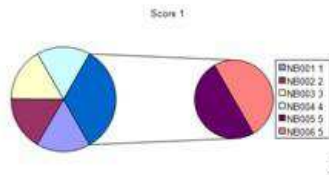
In order to enhance the explanatory power of the data and make the data vivid for the reader, you can use the 'charts' to display data. Chart is the most intuitive way to analyze the data. Kingsoft Spreadsheet can automatically generate various kinds of charts according to the data in the cells, such as: Column chart, Bar chart, Line chart, Pie chart, Area chart and so on. All these types of charts can easily convert between one another. In the following section we'll introduce the structure of charts, how to create charts, how to set the advanced properties of tables and how to output charts.

2.2.1 Chart

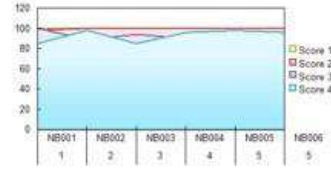
Charts provide a visual benefit by displaying comparisons, patterns, and trends in data, and help the user to analyze and compare data in an easy way. To see the comparison or trend, you do not need to analyze individually large quantities of data in the worksheet.

2.2.2 Chart Type

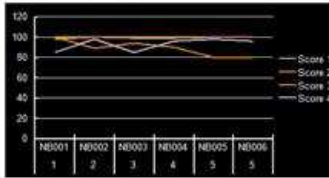
Kingsoft Spreadsheets offers 11 types of charts, and you can choose the appropriate one to best convey what you want to express effectively. They include: Column chart, Bar chart, Line chart, Pie chart, XY(Scatter) chart, Area chart, Doughnut chart, Radar chart, Bubble chart, Stock chart, and Custom. And you can choose different styles and colors with each type of chart.



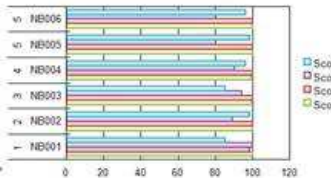
Pie Chart



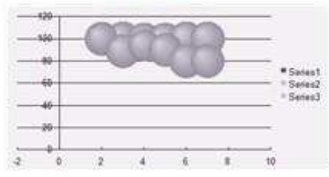
Area Chart



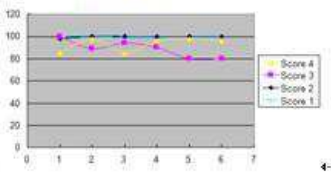
Line Chart



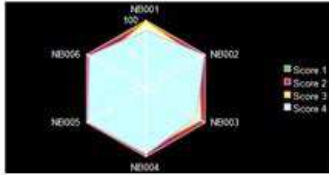
Bar Chart



Bubble Chart



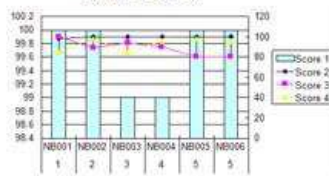
XY Chart



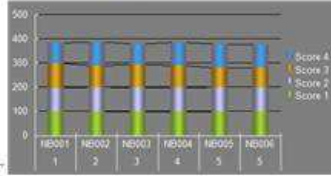
Radar Chart



Doughnut Chart



Stock Chart



Column Chart

Chart Type ✕

Chart types Expand all types

- Pie
- XY(Scatter)
- Area
- Doughnut
- Radar
- Bubble
- Stock
- Custom

Score 1

NB001	1
NB002	2
NB003	3
NB004	4
NB005	5
NB006	5

History

Score 1

Score 1

Score 1

Add to custom type...
Set as default chart
Cancel
< Back
Next >
Finish

Figure 2.2—1 Chart Type dialog box

2.2.3 Chart Structure

A chart is composed of the chart area and other elements in the area, such as the: chart title, legend, axes and so on. Some elements shown in the group such as the legend and data series for example, can be subdivided into separate elements. This is shown as follows:

Elements of the chart:

- **Data Source:** Refers to the data range you select to create charts
- **Data Series:** Data series are automatically generated by the group of data that is going to be on the chart if you use the **Chart Wizard**. You can choose line data or column data to generate the series.
- **Data Labels:** To quickly identify a data series in a chart, you can add labels to the data point of the chart. By default, the data labels are linked to values on the worksheet; it can be values in the spreadsheet, or percentage and labels, etc. You can set the properties of data labels via the **Data Labels** tab of the **Chart Settings** dialog box.
- **Axes:** Axes are lines on the edge of the charts used to measure and compare data. Charts usually have two axes: a vertical value (y) axis, and a horizontal (x) axis.
- **Chart Title:** Chart titles are usually a short description of the chart, and it is usually found at the top center of the chart or aligns with the axes automatically.
- **Legend:** Displays the names of the data series and corresponding patterns and colors.

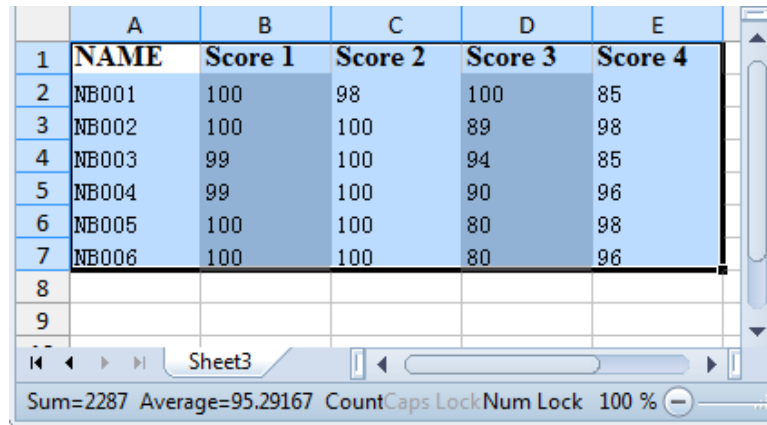


Figure 2.2—2 Structure of the chart

2.2.4 Create Chart

The following steps show how to create a chart:

- (1) Select the cells that contain the data you want to plot in a chart. For example, select cell range A2: E6 in the worksheet below.



	A	B	C	D	E
1	NAME	Score 1	Score 2	Score 3	Score 4
2	NB001	100	98	100	85
3	NB002	100	100	89	98
4	NB003	99	100	94	85
5	NB004	99	100	90	96
6	NB005	100	100	80	98
7	NB006	100	100	80	96
8					
9					

Sheet3
Sum=2287 Average=95.29167 CountCaps LockNum Lock 100 %

Figure 2.2—3 Select the data area

- (2) On the **Insert** Tab, in the **Chart** group, click **Chart**. The **Chart Type** dialog box will pop up.
- (3) Click the suitable chart type in **Chart Types**. In the following example we choose **Clustered Column** from the **Column chart**
- (4) Click the **Next** button, and the **Source Data** dialog box will pop up. There are two tabs in the dialog box: **Data Range** and **Series**. The **Data Range** tab is used to modify the data range of the chart. The **Series** tab is used to change the name, value and category (x) axis labels of the data range.

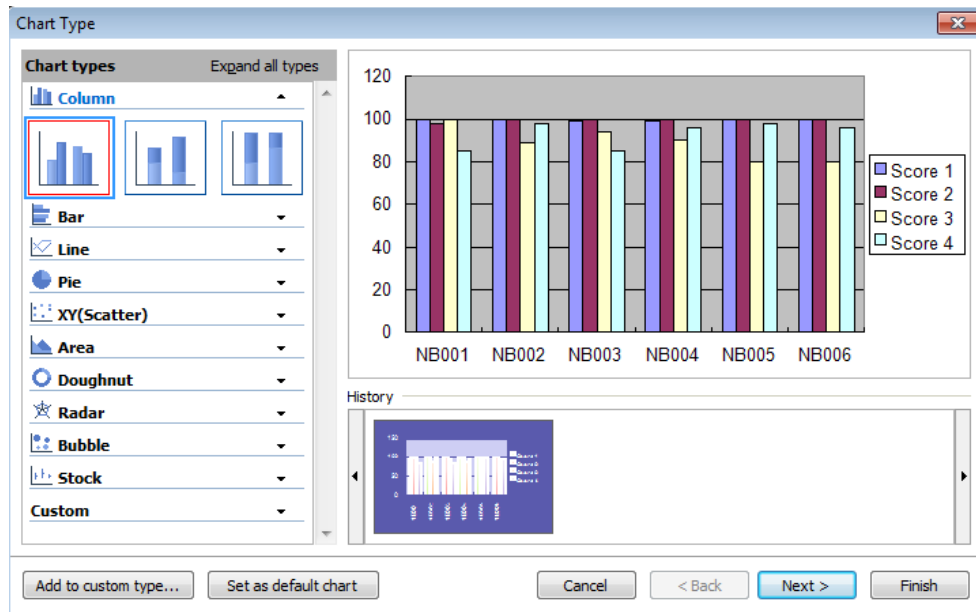


Figure 2.2—4 Select the chart type

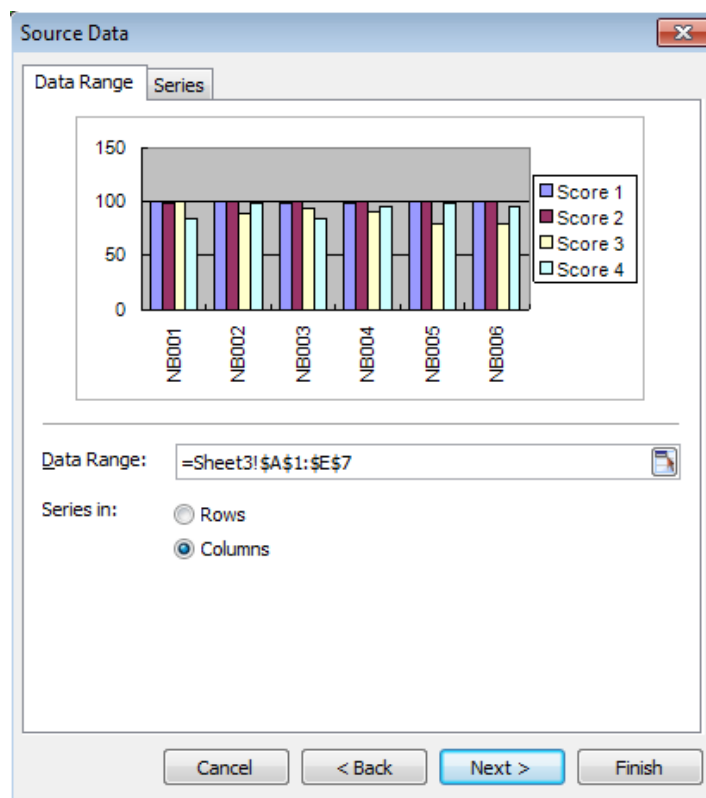


Figure 2.2—5 Set the data area

- (1) Click **Next**, then the **Chart Settings** dialog box pops up. There are 6 tabs: **Titles**, **Axes**, **Gridlines**, **Legend**, **Data Labels** and **Data Table** in the dialog box. Enter the corresponding titles in the boxes like Chart title, Category (X) axis, Value (Y) axis respectively. Click the

other tabs and choose the relative settings according to your needs. (For example, in the "Title" tab in the "Chart Title" text box, enter "2011 sales statistics" and in the "Value (Y) axis" text box, enter the units as "million". See examples of English screenshots)

- (2) Click **Finish**. You can then get the chart you want in the current worksheet. Shown as follows:

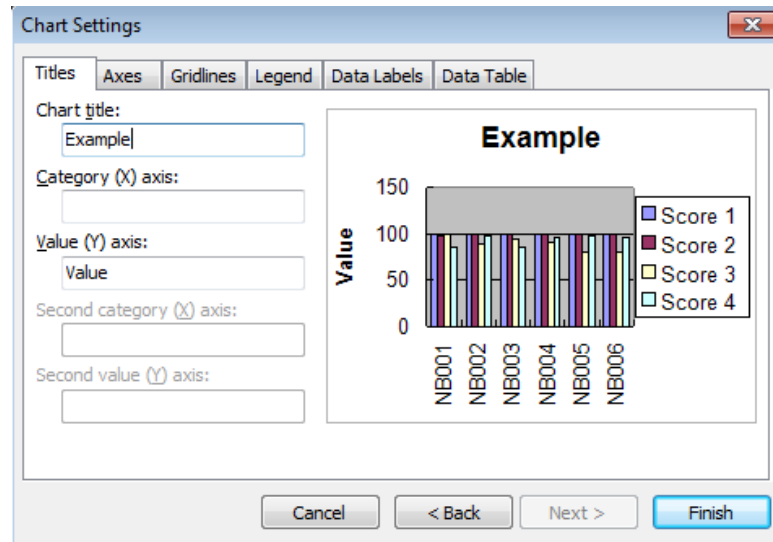


Figure 2.2—6 Chart Settings

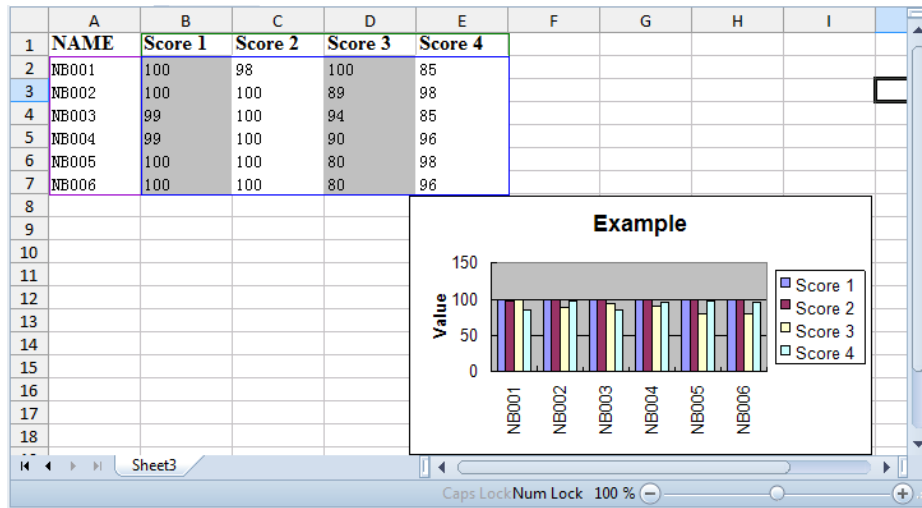


Figure 2.2—7 Chart

2.2.5 Custom

Kingsoft Spreadsheet contains rich chart styles and a vibrant color scheme. Kingsoft also provides a custom chart option. When creating your own chart, you have the option to save them, so for future use

you can easily access your previously designed charts. When creating your own chart, you have the option to save them for future use.

The following steps show how to create a customized chart:

- (1) Create a chart in the current worksheet. You can follow the steps we mentioned in chapter 2.2.4
- (2) On the **Chart Tools** tab, click **Change Chart Type**. Then the **Chart Type** dialog box pops up.

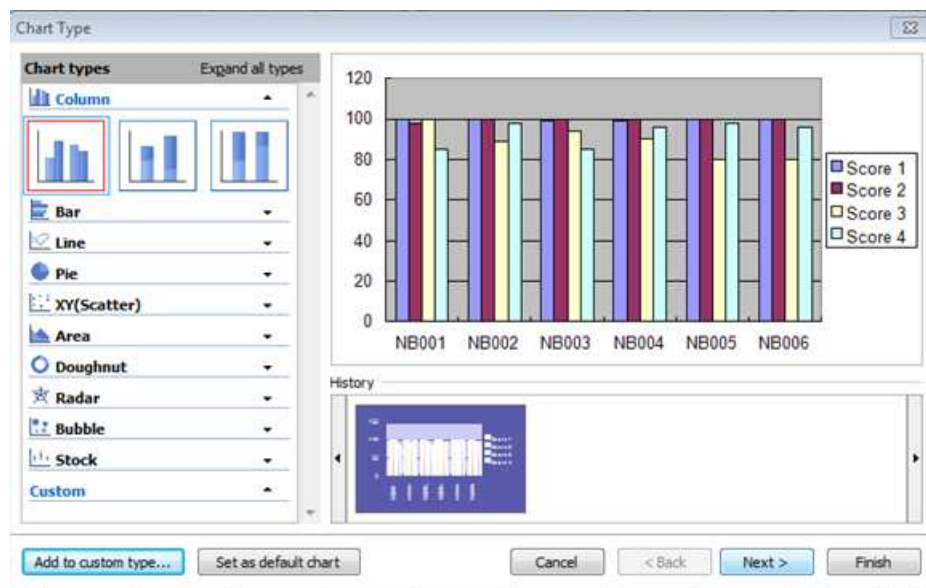


Figure 2.2—8 Chart Type dialog box

- (1) Click the button **Add to custom type** in the bottom to save your customized chart style. Shown as follows:
- (2) Add the name and description in the **Add User-Defined Type** dialog box. Shown as follows:

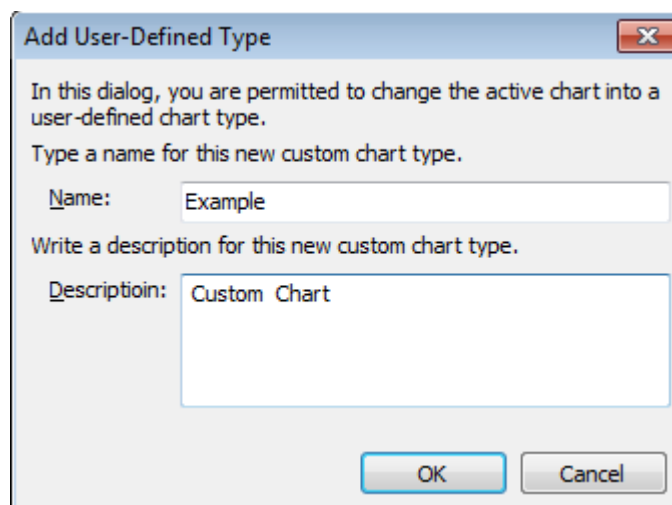


Figure 2.2—9 Add User-Defined Type

(3) Press **Ok** and finish the setting.

After adding the customized chart type, you can see it in **Custom** within the **Chart Type** dialog box.

Shown as follows:

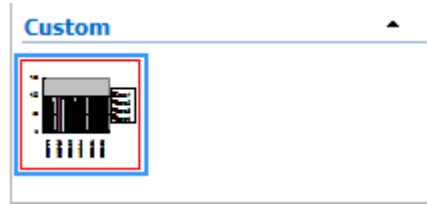


Figure 2.2—10 Add to the Custom Type

You can delete the customized chart type by selecting it in the **Custom** option within the **Chart Type** dialog box. Then click **Delete** to remove it from the **Custom** option.

2.3 Illustrations

2.3.1 Insert Pictures

If the table only contains raw data and text, there is a possibility for the data to appear monotonous and unimportant. Images can be used as an incredibly useful tool to display the data, allowing users to visually become aware of the contents of the data.

2.3.1.1 Insert from File

If you have pictures on your computer which you feel would enhance the expression of the data, then you can insert these pictures into the worksheet.

On the **Insert** Tab, in the **Illustrations** group, click **Picture**. Then the Insert **Picture** dialog box will pop up. Shown as follows:

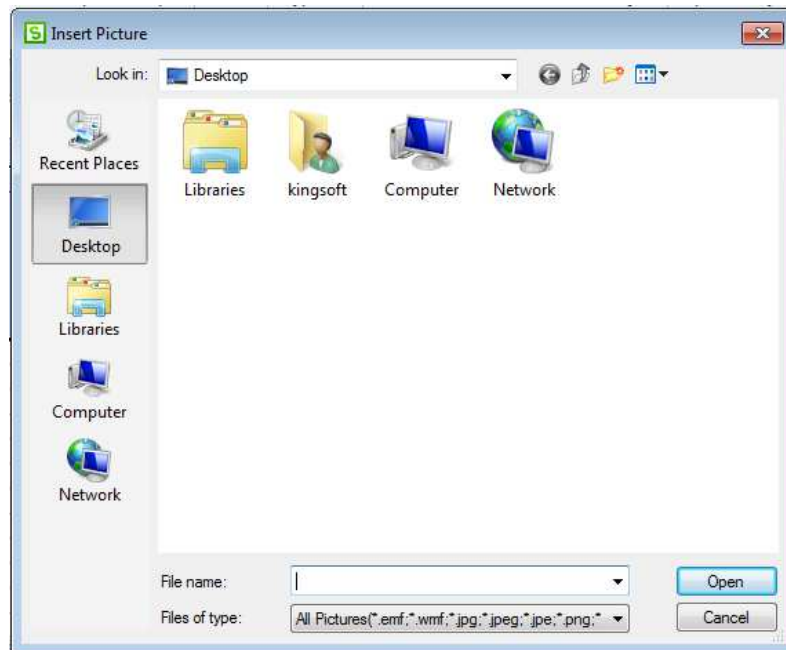


Figure 2.3—1 Insert the picture from File

Find the path for the pictures in the "File Name" search box. Then click **open**; the pictures will be inserted in the current worksheet.

2.3.1.2 Insert from Clip Art

If you can't find suitable pictures on your computer, you can select some from the built-in clip art. Kingsoft Spreadsheet provides abundant clip art resources for you to choose.

On the **Insert** Tab, in the **Illustrations** group, click **Clip Art**. Then the **Clip Art** task window will appear on the right side of the spreadsheet. All you have to do is double-click the one you would like and the clip art will be added into the current workbook. Shown as follows:

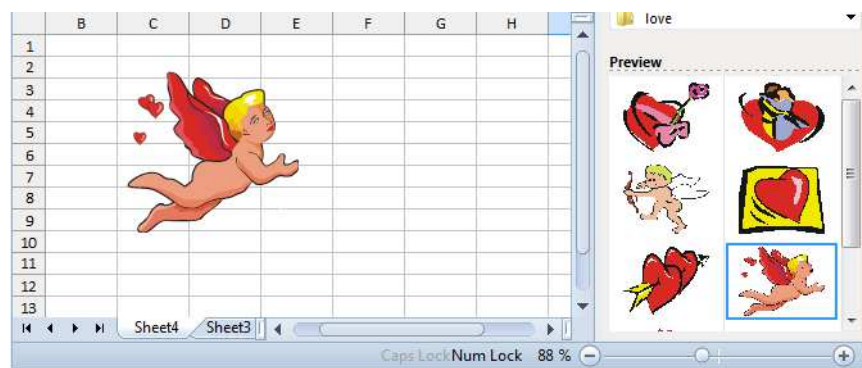


Figure 2.3—2 Insert the Clip Art

After inserting the pictures or clip art, the **Picture Tools** tab will appear after the **Developer** tab.

2.3.1.3 Insert from Shapes

If pictures and clip art are not enough for you to express the meaning, you can use shapes. Kingsoft Spreadsheet provides all kinds of shapes. The shapes will enrich the data.

On the **Insert** tab, in the **Illustration** group, click **Shapes**. Then the **Shapes** drop-down list will appear.

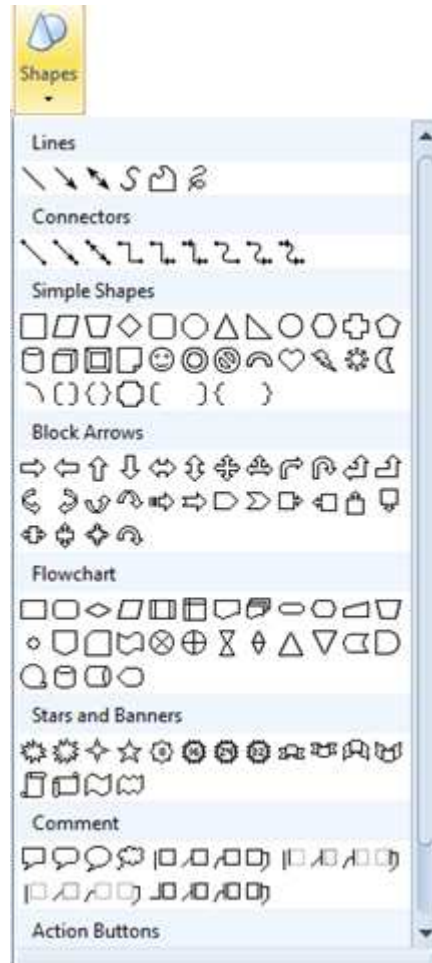


Figure 2.3—3 Shape list box

After inserting the shape you picked, the **Drawing Tools** tab shows up. You can perform all kinds of operations to the shape such as; modify and many more.

2.4 Hyperlink

2.4.1 Create hyperlink in WPS spreadsheet

A link can be established with the cell. The cell can be associated other cells, files, web pages or even

a link between an e-mail account. Specific steps are as follows:

- (1) Select the cell you want to add a hyperlink to.
- (2) On the **Insert** tab, in the **Links** group, click **Hyperlink**. The **Insert Hyperlink** dialog box pops up:

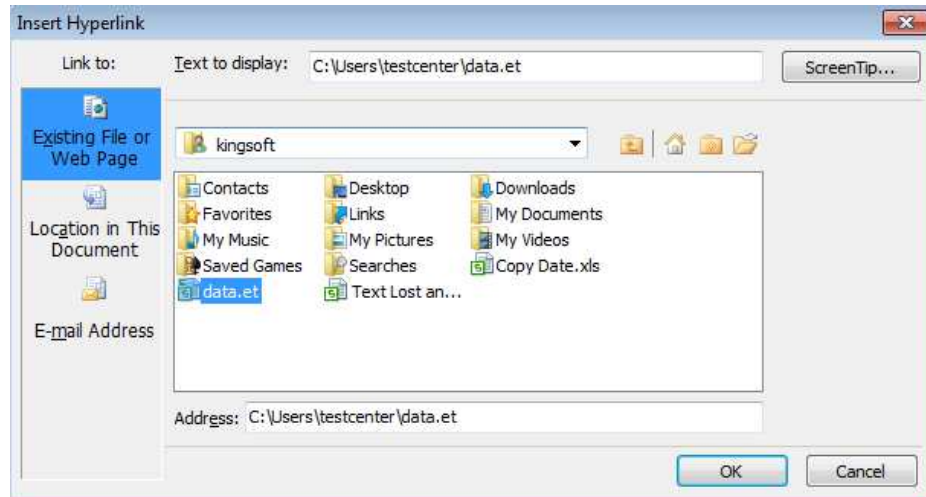



Figure 2.4—1 Insert Hyperlink dialog box

- (3) In the **Link to** group, select the target file.
- (4) Press **Ok**.
- (5) Click on the cell you've already added a hyperlink to; you can link this to the target file immediately.

	A	B	C	D	E	F	G
1	NAME	Score 1	Score 2	Score 3	Score 4		
2	NB001	100	98	100	85		
3	NB002	100	100	89	98		
4	NB003	99	100	94	85		
5	NB004	99	100	90	96		
6	NB005	100	100	80	98		
7	NB006	100	100	80	96		
8							

Figure 2.4—2 Cell with hyperlink

To meet the different requirements of customers, Kingsoft Spreadsheet provides a hyperlink control tab. This means you can input information about the Internet or network path. You can decide whether the settings automatically set links to be changed into a hyperlink. The operation steps are shown as follows:

- (1) Open the **Application** menu  on the top left corner. Click **Options** in the lower right corner.

- (2) In the **Options** dialog box, select **Edit** tab. Shown as follows:

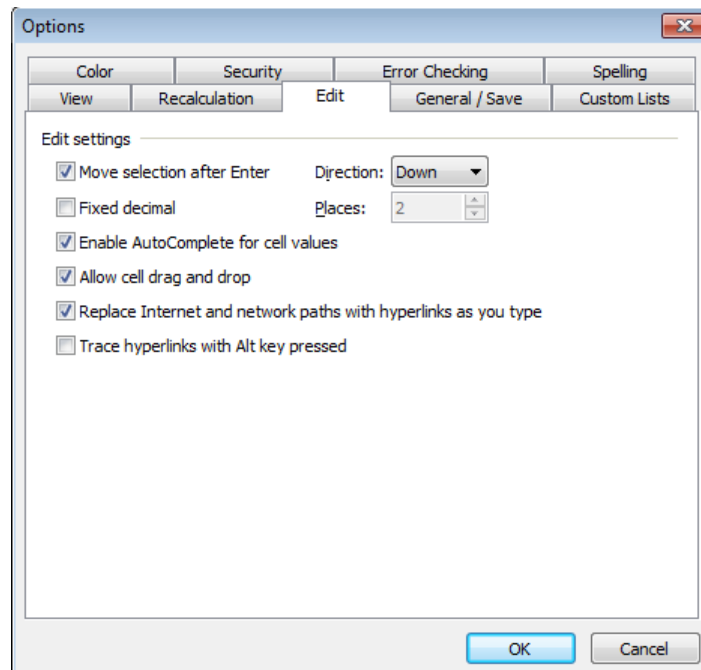


Figure 2.4—3 Edit Tab

- (3) In the **Edit Settings** group, set **Replace Internet and network paths with hyperlinks** as you type. If you click the check box, it will determine that the hyperlinks will be activated by default.

2.4.2 Group Create and Cancel Hyperlinks

If on a document, Web or e-mail addresses are not hyperlinked, it is possible to group convert a hyperlink. You must use the Kingsoft volume conversion tool which will allow you to perform this function to facilitate your document or e-mail needs. Steps are as follows:

- (1) Only the URL or Email addresses can be a Hyperlink. So select the cell range which needs to be converted to a hyperlink.
- (2) On the Home tab, in the Cells group, click the Format drop-down list. Choose "Convert to Hyperlink" and finish setting.

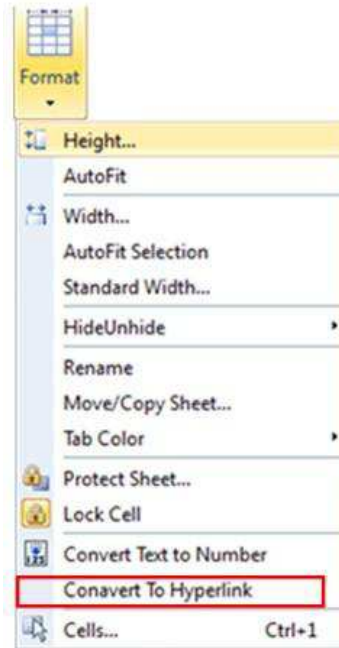


Figure 2.4—4 Then we can group convert Web URLs into hyperlinks

If you want to remove the hyperlink, you can select the target cell range, right-click, then choose **Remove Hyperlink** in the short-cut menu. Shown as follows:

Figure 2.4—5 Remove Hyperlink

2.5 Text

2.5.1 Text Box

Kingsoft Spreadsheet provides two types of text: Horizontal Text Box and Vertical Text Box.

On the **Insert** tab, in the **Text** group, you can select **Horizontal Text Box** or **Vertical Text Box** in the **Text Box** drop-down list. After selecting, you can drag your mouse to insert the text.

In the text box, right-click, select the **Format Text Box** in the short-cut menu, then the **Set Text box Format** dialog box will pop up. You can set the format of current font. Shown as follows:

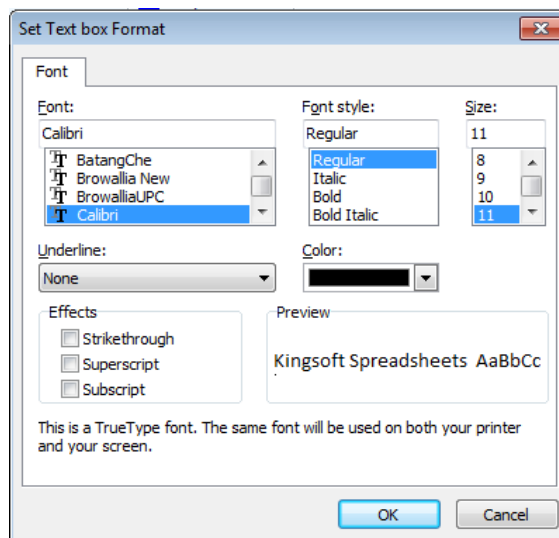


Figure 2.5—1 Set Text box Format

2.5.2 Header & Footer

On the **Insert** tab, in the **Text** group, click **Header & Footer**. The **Page Setup** dialog box will pop up. Choose the **Header/Footer** tab. You can set the customized header and footer.

Figure 2.5—2 Header/Footer Tab

You can set the format of the header or footer by selecting **Custom Header** or **Custom Footer**. And you can preview the resulting effect.

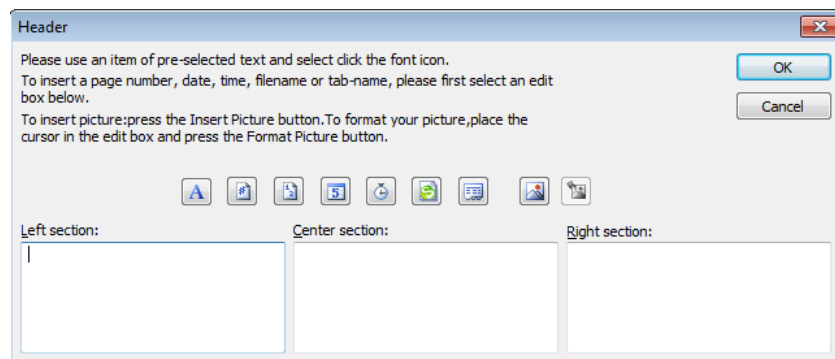











Figure 2.5—3 Header dialog box

- If you need to set the format of the text, put the cursor in the edit box, then click the **Font**  button.
- If you need to insert  Page,  Pages,  Date,  Time,  File,  Tab, put the cursor in the edit box and press corresponding button.
- If you need to insert pictures, click  the **Insert Picture** button. If you need to set the

format of pictures, put the cursor in the edit box, and click  the **Reset Picture** button.

After you have finished all the settings, press **OK** and exit. You can see the real effect, when back in the header/footer tab.

2.5.3 Insert Object

The steps to insert an object is shown as follows:

- (1) On the **Insert** tab, in the **Text** group, click **Object**. The **Insert Object** dialog box pops up.

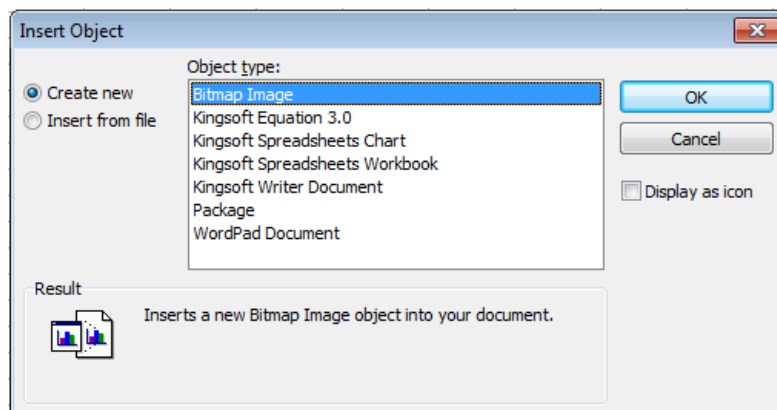


Figure 2.5—4 Insert Object dialog box

There are two ways to insert objects:


- **New:** insert object directly. Select the object type in the Object Type drop-down list. Kingsoft Spreadsheet supports a variety of object types. Such as: Kingsoft Spreadsheet Workbook, WordPad document, Microsoft Excel among others.
 - **From file:** Insert objects which already exist on the system.
- (2) Click the **Display as icon** check box. Then the insert object will be displayed as an icon.
 - (3) Press **OK** and finish.

3 Layout Tab

3.1 Page Setup

You can use the **Page Setup** dialogue box to set the Pages, Margins, Headers & Footers, worksheets and so on to meet your requirements.

3.1.1 Margins

On the **Layout** tab, in the **Page Setup** group, click **Margins** . The **Page Setup** pane, under **Margins** is shown as follows:

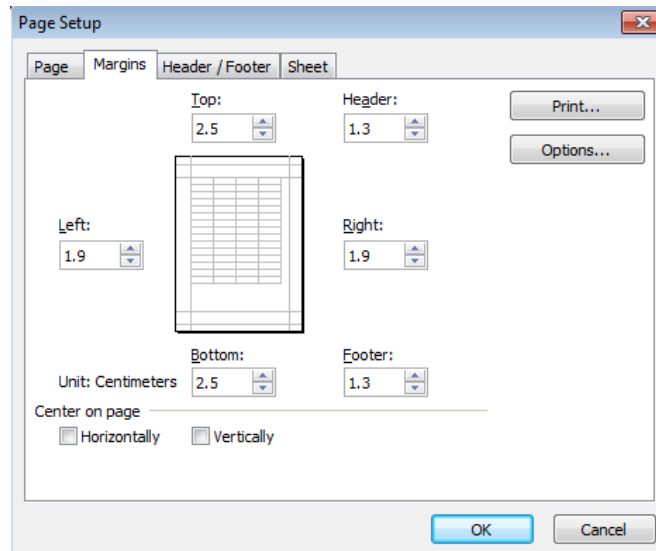


Figure 3.1—1 Margins Tab

Under **Margins** you can:

- Control the spacing of margins by editing the **Top**, **Bottom**, **Left** and **Right** options.
- Control the margins between the header and the top of the page, or the footer and the bottom of the page, by inputting numbers in the **Header** and **Footer** options.
- In the **Center on page** group, set the way you want your table to be centered. You can select **Horizontally** or **Vertically** options according to your requirements.

3.1.2 Paper Orientation

If you want to set the orientation of the paper you printed, follow the steps below:



- On the **Layout** tab, in the **Page Setup** group, click **Landscape**  or **Portrait**  to set the orientation of the paper.
- On the **Layout** tab, in the **Page Setup** group, click **Size**. The Page Setup dialog box pops up and select **Page** tab shown as follows:




Figure 3.1—2 Page Orientation Setting

In the **Orientation** group, select **Portrait** or **Landscape**.

3.1.3 Paper Size

If you want to set the size of paper, follow the steps below:

- (1) On the **Layout** tab, in the **Page Setup** group, click **Size** , **Page Setup** dialog box pops up.
- (2) Select **Page** tab, in the **Page Setup** dialog box. Shown as follows:

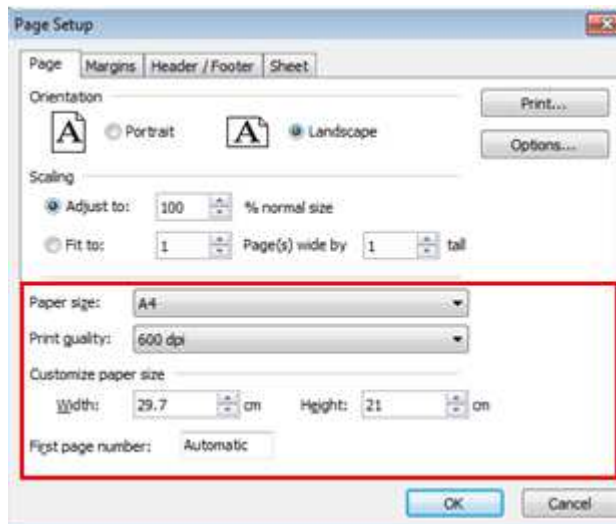



Figure 3.1—3 Page Tab

- (3) Select the size of the paper in the **Paper Size** drop-down list. If you have some specific requirement about paper size, you can input value in the **Width and Height** text box.
- (4) When finished setting, press **OK**.

3.1.4 Print Area


Select the print area. Operation steps are shown as follows:

- (1) You can drag your mouse to select the area needed to be printed.
- (2) On the **Layout** tab, in the **Page Setup** group, select **Set Print Region** in the **Print Area** drop-down list.
- (3) Click **Application**  menu in the top left corner. Choose **Print Preview** in the drop-down list. Then you can see the effect of printed area.

3.1.5 Breaks

If you want to print your worksheet in several pages, you can insert breaks in the worksheet.

Operation steps:


- (1) Select the row you want to insert the break.
- (2) On the **Layout** tab, in the **Page Setup** group, select **Insert Page Break** in the **Breaks** drop-down list. Then you can see there is a dotted line above the row you selected.
- (4) Click **Application**  menu in the top left corner. Choose **Print**

Preview in the drop-down list. Then you can see the effect of the breaks.

If you want to cancel inserting breaks, you can select the same line you inserted the breaks, and select **Delete Page Break** in the **Breaks** drop-down list.

3.1.6 Print Title

In order to answer the need to print the title of spreadsheet, Kingsoft provides the title printing feature. The steps are as follows:

- (1) On the **Layout** tab, in the **Page Setup** group, click **Print Title** . Then the **Page Setup** dialog box pops up, click **Sheet** tab:

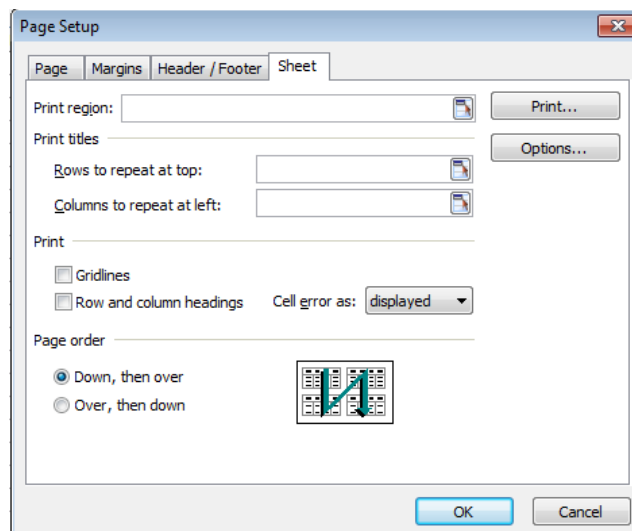


Figure 3.1—4 Print titles

Under **Sheet**, there are five functions. Shown as follows:

- **Rows to repeat at top:** If you want to print the column label on every page, you have to input the row number in which your column label is located in the **Rows to repeat at top** option.
- **Columns to repeat at top:** If you want to print the row label on every page, you have to input the column number in which your row label is located in the **Columns to repeat at top** option.
- **Print Gridlines:** You can choose whether or not to print grid lines, and you can also choose to print only the horizontal grid lines or only the vertical grid lines. When you choose not to

print gridlines, you can print the spreadsheet much faster.

- **Print Row and column headings:** Click the Row and Column headings check box, you can print the row number and column labels
- **Page order:** You can choose the print order of pages: **Down, then over** or **Over, then down**.

(2) Press **OK** and finish.

3.1.7 Page Zoom

You can set the zoom scaling when you print the sheet. If the sheet is much smaller, you can increase its percentage. If the sheet is much larger, you can decrease its percentage to make it fit on one page.

On the **Layout** tab, in the **Page Setup** group, click **Page Zoom**. Then the **Page Setup** dialog box pops up, select **Page** tab.

- **Scaling:** You can adjust the print scaling, when you print a worksheet. For example, if the worksheet contains too much information to fit on one page, but you want it to be printed on one page; you can reduce the display proportion. Kingsoft Spreadsheet supports worksheet zoom from 10% to 400%.
- **Customize paper size:** If you want the worksheet to be printed to fit on the paper, you can input data in the **Width** and **Height** options in the **Customize paper size** group.
- When you select **Adjust to**, the system will automatically ignore the manual setting of breaks. Change the values in **Adjust to** option, the spreadsheet will then be printed according to your needs.

3.2 Arrange

3.2.1 Object Hierarchy

Click pictures you want to edit. On the **Layout** tab, in the **Arrange** group, click the **Bring Forward** drop-down list and **Send Backward** drop-down list.

Introduction of options:

- **Bring to Front:** Bring an object to the front of the stack.
- **Send to Back:** Send an object to the back of the stack
- **Bring Forward:** Bring an object one step closer to the front.

- Send Backward: Send an object one step toward the back.

Tips: select the object you want to move. If the object is hidden, select any object, and then press TAB or SHIFT+TAB until the object you want is selected.

3.2.2 Align

3.2.2.1 Align Objects

Kingsoft Spreadsheet provides 6 align options: Align left, Align right, Align center, Align Top, Align Middle and Align Bottom. Operation steps:

- (1) Select the objects you want to align.
- (2) On the **Layout** tab, in the **Arrange** group, select **Options** in the **Align** drop-down list.

3.2.2.2 Distribution

Kingsoft Spreadsheet provides two distribution methods: Distribute Horizontally and Distribute Vertically. If objects are arranged in equal distance, you can use the horizontal and vertical distribution methods. Operation steps:

- (1) You have to select three or more objects. You can hold down CTRL to select multiple objects.
- (2) On the **Layout** tab, in the **Arrange** group, select **Distribute Horizontally** or **Distribute Vertically** in the **Align** drop-down list.

3.2.2.3 Object Size Adjustment

If you want to adjust the size of the inserted objects, you can do the following:

- Equal Height: Select the desired objects. On the **Layout** tab, in the **Arrange** group, select **Equal Height** in the **Align** drop-down list. The selected objects will be adjusted to the same height.
- Equal Width: Select the desired objects. On the **Layout** tab, in the **Arrange** group, select **Equal Width** in the **Align** drop-down list. The selected objects will be adjusted to the same width.
- Equal Size: Select the desired objects. On the **Layout** tab, in the **Arrange** group, select **Equal Size** in the **Align** drop-down list. The selected objects will be adjusted to the same

size.

3.2.2.4 Snap to Grid

If you want the object you inserted to snap to the grid, you can do as follows:

- On the **Layout** tab, in the **Arrange** group, click **Align** drop-down list, select **Snap to Grid**.

Shown as follows:

Figure 3.2—1 **Align** list

- You can use mouse to drag the object, so you can align to the grid.

If you want to cancel snapping to grid, you can follow the first step, and then select the **Snap to Grid** option one more time in the **Align** drop-down list.

3.2.2.5 Show Grid

In Kingsoft Spreadsheet, you can set whether or not to show grid. All you have to do is click **Show Grid** in the **Align** drop-down list on the **Layout** tab, in the **Arrange** group.

If you don't want to show grid, you can follow the first step, then select **Show Grid** one more time in the **Align** drop-down list.

3.2.3 Group

You can group shapes, pictures, or other objects. Grouping lets you rotate, flip, move, or resize all shapes or objects at the same time as though they were a single shape or object. Operation steps:

- (1) You can hold CTRL when clicking to select several objects.
- (2) On the **Layout** tab, in the **Arrange** group, select **Group** in the **Group** drop-down list.

You can also ungroup a group of shapes at any time. Follow the step 2, and then select **Ungroup** in the **Group** drop-down list.

3.2.4 Rotate

In order to allow you to freely edit pictures, Kingsoft Spreadsheet provides Free Rotate, Rotate Left 90°, Rotate Right 90°, Flip Horizontally, and Flip Vertically. The operation steps are shown as follows:

- (1) Select the pictures you want to edit.
- (2) On the **Layout** tab, in the **Arrange** group, click **Rotate** drop-down list. Kingsoft spreadsheet provides kinds of rotate style, you can choose according to your need.

3.2.5 Shift

Sometimes we need to shift object we inserted. Operation steps:

- (1) Select objects you want to shift.
- (2) On the **Layout** tab, in the **Arrange** group, select options in the **Shift** drop-down list. There are four options: **up**, **down**, **right** and **left**. You can select options according to your needs.

4 Formulas Tab

Formulas are equations that are used to perform analysis and calculations on the numeric values. You can use a formula, which usually begins with an equal mark (=), to perform some simple calculations such as addition, subtraction, multiplication and division.. Meanwhile, formulas can include any of the following elements: Operators, the location of cell references, value, worksheet functions and worksheet names. If you want to input formula in a cell of a worksheet, you can input a combination of these elements

4.1 Formulas Grammar

In Kingsoft Spreadsheet, the way we determine whether a cell is a formula the cell started with '='. Specifically, a formula is usually composed by the following elements:

- = equality sign.
- Numbers: 0~9 or cell addresses(numbers are contained in the cells).
- Other arguments: that can be referred to by formulas or functions.
- (): to set the priorities.
- Operators: to connect data. There are three different types of operators in Kingsoft Spreadsheet: arithmetic, comparison, text and Reference. Shown in table 3.1.

Category	Operator	Feature	Remark
Arithmetic	+ (plus sign)	Addition	The calculate orders are: the data in () has higher calculation priorities; first multiplication and division, then addition and subtraction; the same level of operations, calculate from left to right.
	- (minus sign)	Subtraction	
	* (asterisk)	Multiplication	
	/ (forward slash)	Division	
	%(percent sign)	Percent	
	^ (caret)	Exponentiation	
Comparison	=	Equal to	You can compare two values with the operators on the
	>	Greater than	

Category	Operator	Feature	Remark
	<	Less than	left. When two values are compared by using operators, the result is a logical value either TRUE or FALSE.
	>=	Greater than or equal to	
	<=	Less than or equal to	
	<>	Not equal to	
Text	&	Text concatenation operator	Use the ampersand (&) to join, or concatenate, one or more text strings to produce a single piece of text.
Reference	:(colon)	Range Operator	Produces one reference to all the cells between two references, including the two references.(For example, A1:A3)
	,(comma)	Union Operator	Combines multiple references, into one reference.(For example, SUM(A1:A3, B1:B5)
	(space)	Intersection operator	Produces on reference to cells common to the two references.(For example: A1:A3 A2:B5)

Figure 4.1—1 Operator supported in Kingsoft Spreadsheets

4.1.1 Create Fomulas

Formulas are equations that perform calculations on values in your worksheet. You can create formulas by using constants, calculations operators, cell references, or names you have defined. Operation steps:

- (1) Click the cell you want to create a formula in.
- (2) Input constants, functions, operators or cell references and so on.
- (3) Press ENTER when you finish creating a formula.

4.1.2 Input Formulas

Select a cell in which you'll input a formula. Operation steps:

- (1) Click a cell.
- (2) In the edit bar, input '=' and the specified content of a formula.
- (3) Press Enter or click in the edit bar.
- (4) If you want to cancel the content, you can click .

4.1.3 Copy a Formula

Operation steps:

- (1) Click the cell you want to copy.
- (2) Right-click the cell, select **Copy** in the short-cut menu.
- (3) Right-click the cell to copy the formula to, select **Paste Special** in the short-cut menu. Then the **Paste Special** dialog box pops up.

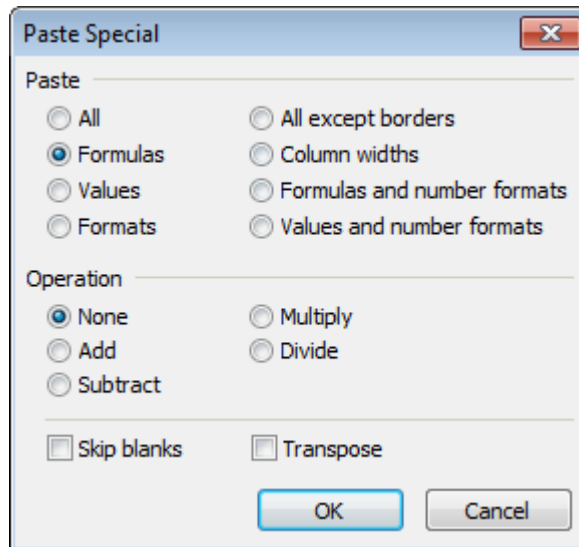


Figure 4.1—2Pater Special dialog box

- (4) In the **Paste** group, select **Formulas**.
- (5) Press **Ok** and finish

4.2 Function Library

Kingsoft spreadsheet provides a number of functions for you. You can create formulas by using these functions, so that you can calculate data in the spreadsheet very conveniently and quickly. In the spreadsheet there are nine kinds of functions including: Date and Time, Math and Trig, Statistical, Lookup and Reference, Text, and Logical and Information.

4.2.1 Insert Function

If you insert a function in Kingsoft Spreadsheet, it will be saved automatically in the **Insert Function** dialog box. Next time when you open the **Insert Function** dialog box, the function you used will be listed in the top of commonly used functions. For example, if you insert AVERAGE in the spreadsheet, then when you open the dialog box next time, it will be listed in the commonly used functions category, shown as follows:

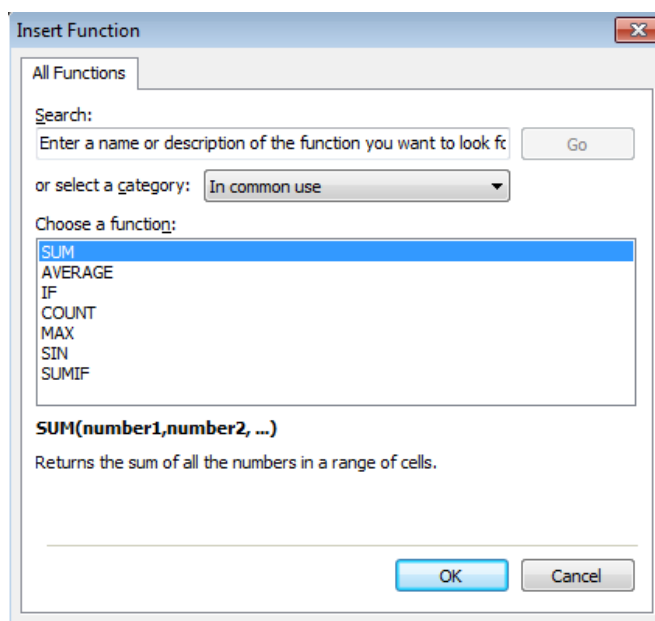


Figure 4.2—1 Insert Function dialog box

Tips: In Kingsoft Spreadsheet, there are only seven functions kept by default in the Insert Function dialog box. If there are more, the system will automatically delete them. But the most recently used one will always be listed in the front.

4.2.2 Use Functions in the Table

The syntax to call a function is the same. The basic format is: = function name(argument 1,argument

2, argument 3,...). We will give you some examples in the following:

- (1) Click the cell you want to input a function. Cell B8 is shown in the following illustration.

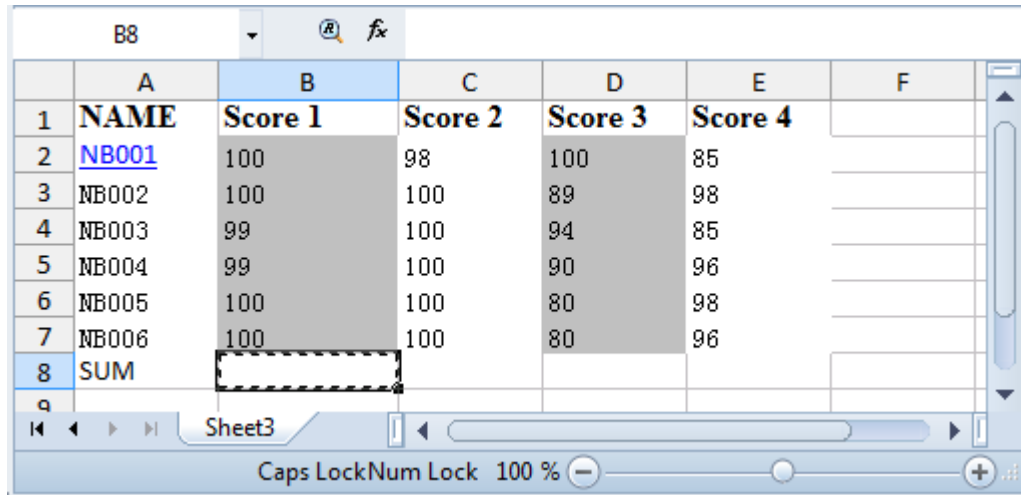


Figure 4.2—2 Select the cell

- (2) On the **Formulas** tab, in the **Function Library** group, click **Insert Function**. The **Insert Function** dialog box pops up.

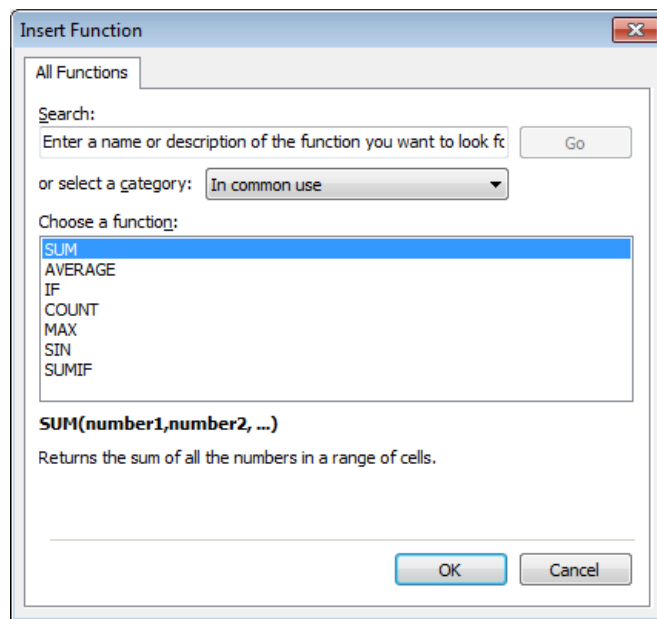


Figure 4.2—3 Insert Function dialog box

- (3) Select **SUM**, in the **Choose a function** list box and press **OK**.
- (4) Open the **Function Arguments** dialog box, input or select the desired cells in the **Number1** input box. Press **Ok**. Shown as follows is cells B2 to B7:

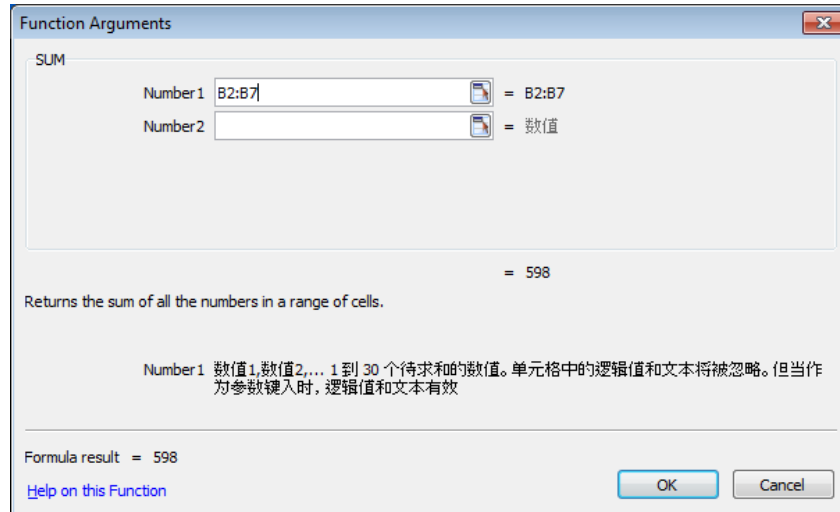


Figure 4.2—4 Function Arguments dialog box

(5) Then the function is inserted successfully and the result is displayed. Shown as follows:

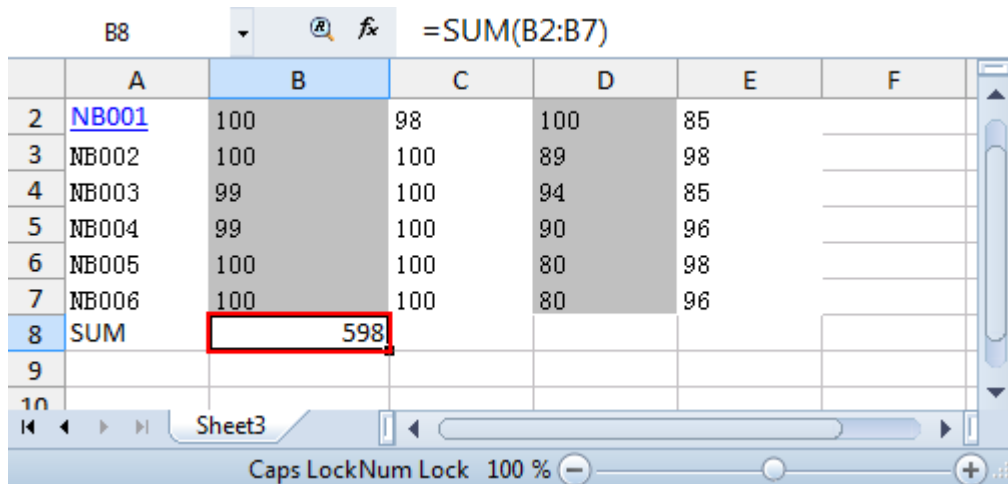


Figure 4.2—5 Show the calculated result

4.2.3 Function Category

4.2.3.1 Date and Time

Kingsoft Spreadsheet provides 15 functions in Date and Time category

Name	Description
DATE(year, month, day)	The DATE function requires three values (also referred to as arguments): year, month and day, and results in a system date.
DATEVALUE(date_text)	The required data_text argument is normally a string

Name	Description
	expression and the DATEVALUE function will convert the string into a serial date.
DAY(serial_number)	serial_number is the date of the day you are trying to find.
HOUR(serial_number)	Serial_number is the time that contains the hour you want to find. Times may be entered as text strings within quotation marks (for example, "6:45 PM"), as decimal numbers (for example, 0.78125, which represents 6:45 PM), or as results of other formulas or functions (for example, TIMEVALUE("6:45 PM")). The valid range of decimal numbers is 0(12:00A.M)~23(11:00P.M)
MINUTE(serial_number)	By using this function, you can obtain the minute of the hour from a specified time. The required serial_number argument is any Variant, numeric expression, string expression, or any combination of these that can represent a time.
MONTH(serial_number)	Serial_number is the date of the month you are trying to find
NETWORKDAYS(start_date,end_date,holidays)	The NETWORKDAYS function returns the number of whole working days between start_date and end_date. Working days exclude weekends and any dates identified in holidays.
NOW()	The NOW function returns a Variant (Date) specifying the current date and time according your computer's system date and time
SECOND(serial_number)	The required serial_number argument is any Variant, numeric expression, string expression, or

Name	Description
	any combination of these that can represent a time. The SECOND function returns a Variant (Integer) specifying a whole number between 0 and 59, inclusive, representing the second of the minute.
TIME(hour, minute, second)	The TIME function returns the decimal number for a particular time.
TIMEVALUE(time_text)	The TIMEVALUE function returns the decimal number of the time represented by a text string.
TODAY()	The TODAY function returns the serial number of the current date
WEEKDAY(serial_number, return_type)	The WEEKDAY function returns the day of the week corresponding to a date
WEEKNUM(serial_number, return_type)	The WEEKNUM function returns a number that indicates where the week falls numerically within a year.
YEAR(serial_number)	The YEAR function returns the year corresponding to a date. The year is returned as an integer in the range 1900-9999.

Table 4.2-1 Date and Time Functions

4.2.3.2 Math and Trigonometry Functions

There are 38 math and trigonometry functions in Kingsoft Spreadsheet

Function Name	Explanations
ABS(number)	By using the ABS function, you'll get the absolute value of the same type.
ACOS(number)	By using the ACOS function, you'll get the arccosine, or inverse cosine, of a number.
ASIN(number)	By using the ASIN function, you'll get the

Function Name	Explanations
	arcsine, or inverse sine , of a number.
ATAN(number)	By using the ATAN function, you'll get the arctangent, or inverse tangent, of a number.
ATAN2(x_num, y_num)	The ATAN2 function returns the arctangent, or inverse tangent, of the specified x_num and y_num.
CEILING(number, significance)	The CEILING function returns number rounded up, away from zero, to the nearest multiple of significance.
COS(number)	By using the COS function, you'll get the cosine of the given number.
COSH(number)	By using the COSH function, you'll get the hyperbolic cosine of a number.
DEGREES(angle)	The DEGREES function converts radians into degrees.
EVEN(number)	By using the EVEN function, you'll get number rounded up to the nearest even integer.
EXP(number)	The EXP function returns a Double specifying e (the base of natural logarithms) raised to a power
FACT(number)	The FACT function returns the factorial of a number. The factorial of a number is equal to 1*2*3*...* number.
FLOOR(number, significance)	The FLOOR function rounds number down, toward zero, to the nearest multiple of significance
INT (number)	The INT function rounds a number down to

Function Name	Explanations
	the nearest integer.
LN(number)	The LN function returns the natural logarithm of a number.
LOG(number, base)	The LOG function returns the logarithm of a number to the base you specify.
LOG10(number)	The LOG10 function returns the base-10 logarithm of a number.
MOD(number, divisor)	The MOD function returns the remainder after number is divided by divisor.
ODD (number)	The ODD function returns number rounded up to the nearest odd integer.
PI()	The PI function returns the number 3.14159265358979, the mathematical constant pi, accurate to 15 digits.
POWER(number, power)	The POWER function returns the result of a number raised to a power.
PRODUCT(number1,...)	The PRODUCT function multiplies all the numbers given as arguments and returns the result.
RADIANS(angle)	The RADIANS function converts degrees to radians
RAND()	The RAND function returns an evenly distributed random real number greater than or equal to 0 and less than 1.
RANDBETWEEN(bottom, top)	Returns a random integer number between the numbers you specify.
ROUND(number, num_digits)	Rounds a number to a specified number of digits.

Function Name	Explanations
SIGN(number)	Determines the sign of a number. Returns 1 if the number is positive, zero (0) if the number is 0, and -1 if the number is negative.
SIN(number)	Returns the sine of the given angle
SINH(number)	Returns the hyperbolic sine of a number
SQRT(number)	Returns a positive square root
SQRTPI(number)	Returns the square root of (number * pi)
SUBTOTAL(function_number,ref1,ref2, .. .)	Returns a subtotal in a list or database.
SUM(number1, number2 ...)	The SUM function adds all the numbers that you specify as arguments.
SUMIF(range, criteria, sum_range)	Sum the values in a range that meet criteria that you specify.
SUMPRODUCT(array1,array2,array3, ...)	Multiplies corresponding components in the given arrays, and returns the sum of those products.
TAN(number)	Returns the tangent of the given angle
TANH(number)	Returns the hyperbolic tangent of a number
TRUNC(number, num_digits)	Truncates a number to an integer by removing the fractional part of the number.

Table 4.2-2 Math and Trigonometry Functions

4.2.3.3 Statistical Functions

There are 19 statistical functions in Kingsoft Spreadsheet

Function Name	Explanations
AVERAGE(number1,number2, ...)	Returns the average of the arguments
AVERAGEA(number1,number2, ...)	Calculate the arithmetic mean of all the arguments, String and FALSE evaluate as 0;

Function Name	Explanations
	TRUE evaluates as 1
COUNT(value1,value2,...)	Calculates the number of references or cell range
COUNTA(value1, value2, ...)	The COUNTA function counts the number of cells that are not empty in a range
COUNTBLANK(range)	Counts empty cells in a specified range of cells.
COUNTIF(range, criteria)	The COUNTIF function counts the number of cells within a range that meet a single criterion that you specify.
LARGE(array, k)	Returns the k-th largest value in a data set.
LINEST(known_y's, known_x's, const, stats)	Returns numeric array
MAX(number1,number2, ...)	Returns the largest value in a set of values (ignore text values and logical values)
MAXA(number1,number2, ...)	Returns the largest value in a list of arguments. (ignore text values and logical values)
MIN(number1,number2, ...)	Returns the smallest number in a set of values. (ignore text values and logical values)
MINA(number1,number2, ...)	Returns the smallest value in a list of arguments. (ignore text values and logical values)
MODE(number1,number2, ...)	Returns the most frequently occurring, or repetitive, value in an array or range of data.
RANK(number, ref, order)	Returns the rank of a number in a list of numbers.
SMALL(array, k)	Returns the k-th smallest value in a data set.
STDEV(number1,number2, ...)	Estimates standard deviation based on a sample. (ignore text values and logical values)
STDEVP(number1,number2, ...)	Calculates standard deviation based on the entire population given as arguments. (ignore text

Function Name	Explanations
	values and logical values)
VAR(number1,number2, ...)	Estimates variance based on a sample (ignore text values and logical values)
VARP(number1,number2, ...)	Calculates variance based on the entire population (ignore text values and logical values)

Table 4.2-3 Statistic functions

4.2.3.4 Lookup and Reference Functions

There are 14 lookup reference functions in Kingsoft Spreadsheet

Function Name	Explanations
ADDRESS(row_num, column_num, abs_num, a1, sheet_text)	Creates a cell address as text, given specified row and column numbers.
AREAS(reference)	Returns the number of areas in a reference.
CHOOSE(index_num, value1, value2, ...)	Uses index_num to return a value from the list of value arguments.
COLUMN(reference)	Returns the column number of the given reference
COLUMNS(array)	Returns the number of columns in an array or reference
HLOOKUP(lookup_value, table_array, row_index_num, range_lookup)	Searches for a value in the top row of a table or an array of values, and then returns a value in the same column from a row you specify in the table or array.
INDEX(array, row_num, column_num)	Returns a value or the reference to a value from within a table or range.
INDIRECT(ref_text,a1)	Returns the reference specified by a text string
LOOKUP(lookup_value, lookup_vector, result_vector)	Returns a value either from a one-row or one-column range or from an array.

Function Name	Explanations
MATCH(lookup_value, lookup_array, match_type)	Searches for a specified item in a range of cells, and then returns the relative position of that item in the range.
OFFSET(reference, rows, cols, height, width)	Returns a reference to a range that is a specified number of rows and columns from a cell or range of cells.
ROW(reference)	Returns the row number of a reference
ROWS(array)	Returns the number of rows in a reference or array.
VLOOKUP(lookup_value, table_array, col_index_num, range_lookup)	You can use the VLOOKUP function to search the first column of a range of cells, and then return a value from any cell on the same row of the range.

Table 4.2-4 Lookup and Reference Functions

4.2.3.5 Text Functions

There are 19 text functions in Kingsoft Spreadsheet.

Function Name	Explanations
ASC(text)	Changes full-width characters to half-width characters.
CHAR(number)	Returns the character specified by ASCII code.
CODE(text)	Returns an ASCII code for the first character in a text string.
CONCATENATE(text1, text1,...)	Joins several text strings into one text string
EXACT(text1,text2)	Compares two text strings and returns TRUE if they are exactly the same, FALSE otherwise.
FIND(find_text, start_num, within_text)	Finds one text string within another text string and returns the number of the starting position.

Function Name	Explanations
LEFT(text, num_chars)	Returns the first character or characters in a text string, based on the number of characters you specify.
LEN(text)	LEN returns the number of characters in a text string.
LOWER(text)	Converts all uppercase letters in a text string to lowercase
MID(text, start_num, num_chars)	Returns a specific number of characters from a text string, starting at the position you specify, based on the number of characters you specify
REPLACE(old_text, start_num, num_chars, new_start)	Replaces part of a text string, based on the number of characters you specify, with a different text string.
REPT(text, num_times)	Repeats text a given number of times.
RIGHT(text, num_chars)	Returns the last characters in a text string, based on the number of characters you specify.
SEARCH(find_text, within_text, start_num)	Returns the number of the character at which a specific character or text string is first found.
SUBSTITUTE(text, old_text, new_text, ins_num)	Substitutes part of the text in the string into new string.
TEXT(value, format_text)	Converts a value to text in a specific number format
TRIM(text)	Removes all spaces from text except for single spaces between words.
UPPER(text)	Converts text to uppercase
VALUE(text)	Converts a text string that represents a number to a number.

Table 4.2-5 Text Functions

4.2.3.6 Logical Functions

There are 6 logical functions in Kingsoft Spreadsheet

Function Name	Explanations
AND(logical1, logical2,...)	Returns TRUE if all its arguments are TRUE; returns FALSE if one or more argument is FALSE.
FALSE()	Returns the logical value FALSE
IF(logical_test, value_if_true, value_if_false)	The IF function returns one value if a condition you specify evaluates to TRUE, and another value if that condition evaluates to FALSE.
NOT(logical)	Reverses the value of its argument.
OR(logical1,logical2,...)	Returns TRUE if any argument is TRUE; returns FALSE if all arguments are FALSE
TRUE()	Returns the logical value TRUE.

Table 4.2-6 Logical Functions

4.2.3.7 Information Functions

There are 15 information functions in Kingsoft Spreadsheet

Function Name	Explanations
ERROR.TYPE(error_val)	Returns a number corresponding to one of the error values in ET, or returns the #N/A if no error exists.
ISBLANK(value)	ISBLANK function used to test the type of a value and returns TRUE or FALSE according to the outcome.
ISERR(value)	ISERR function used to test the type of a value and returns TRUE or FALSE according to the outcome.
ISERROR(value)	ISERROR function used to test the type of a value and returns TRUE or FALSE according to the outcome.
ISEVEN(number)	ISEVEN function used to test the type of a value and

Function Name	Explanations
	returns TRUE or FALSE according to the outcome.
ISLOGICAL(value)	ISLOGICAL function used to test the type of a value and returns TRUE or FALSE according to the outcome.
ISNA(value)	ISNA function used to test the type of a value and returns TRUE or FALSE according to the outcome.
ISNONTEXT(value)	ISNONTEXT function used to test the type of a value and returns TRUE or FALSE according to the outcome.
ISNUMBER(value)	ISNUMBER function used to test the type of a value and returns TRUE or FALSE according to the outcome.
ISODD(number)	ISODD function used to test the type of a value and returns TRUE or FALSE according to the outcome.
ISREF(value)	ISREF function used to test the type of a value and returns TRUE or FALSE according to the outcome.
ISTEXT(value)	ISTEXT function used to test the type of a value and returns TRUE or FALSE according to the outcome.
N(value)	Return a number representing a value. Converts digital values into numbers, converts dates into serial numbers, and converts TRUE into 1, FALSE into 0.
NA()	Returns the error #N/A
TYPE(Value)	Returns the type of value. Type returns representing: 1 Number, 2 text, 4 Logical value, 16 Error value, 64 Array.

Table 4.2-7 Information Functions

4.2.3.8 Financial Functions

There are 16 financial functions in Kingsoft Spreadsheet

Function Name	Explanations
DB(cost, salvage, life, period,	Returns the depreciation of an asset for a specified period

Function Name	Explanations
month)	using the fixed-declining balance method.
DDB(cost, salvage, life, period, factor)	Returns the depreciation of an asset for a specified period using the double-declining balance method or some other method you specify.
FV(rate, nper, pmt, pv, type)	Returns the future value of an investment.
IPMT(rate, per, nper, pv, fv, type)	Returns the interest payment for a given period for an investment.
IRR(values, guess)	Returns a specifying the internal rate of return for a series of periodic cash flows
IISPMT(rate, per, nper, pv)	Returns the interest payment for a given period for an investment.
MIRR(values, finance_rate, reinvest_rate)	Returns a Double specifying the modified internal rate of return for a series of periodic cash flows (payments and receipts).
NPER(rate, pmt, pv, fv, type)	Returns the number of periods for an investment.
NPV(rate,value1,value2, ...)	Calculates the net present value of an investment by using a discount rate and a series of future payments.
PMT(rate, nper, pv, fv, type)	Returns the payment for a given period for a loan
PPMT(rate, per, nper, pv, fv, type)	Returns the payment on the principal for a given period for an investment.
PV(rate, nper, pmt, fv, type)	Returns the present value of an investment.
RATE(nper, pmt, pv, fv, type, guess)	Returns the interest rate per period of an annuity.
SLN(cost, salvage, life)	Returns the straight-line depreciation of an asset for one period.
SYD(cost, salvage, life, per)	Returns the sum-of-years' digits depreciation of an asset for a specified period.

Function Name	Explanations
VDB(cost, salvage, life, start_period, end_period, factor, no_switch)	Returns the depreciation of an asset for any period you specify.

Table 4.2-8 Financial Functions

4.2.3.9 Engineering Functions

There are 7 engineering functions in Kingsoft Spreadsheet

Function Name	Explanations
BIN2DEC(number)	Converts a binary number to decimal
BIN2HEX(number, places)	Converts a binary number to hexadecimal
CONVERT(number, from_unit, to_unit)	Converts a number from one measurement system to another
DEC2BIN(number, places)	Converts a decimal number to binary
DEC2HEX(number, places)	Converts a decimal number to hexadecimal
HEX2BIN(number, places)	Converts a hexadecimal number to binary
HEX2DEC(number)	Converts a hexadecimal number to decimal

Table 4.2-9 Engineering Functions

4.2.4 AutoSum

Kingsoft Spreadsheet provides **AutoSum** (automatic summary) feature. This makes it more convenient and easy to calculate data in rows or columns. You can select calculation options in the AutoSum drop-down list.

4.2.4.1 Sum of row(s)

Operation steps:

- (1) Select rows you want to add. Show as follows:

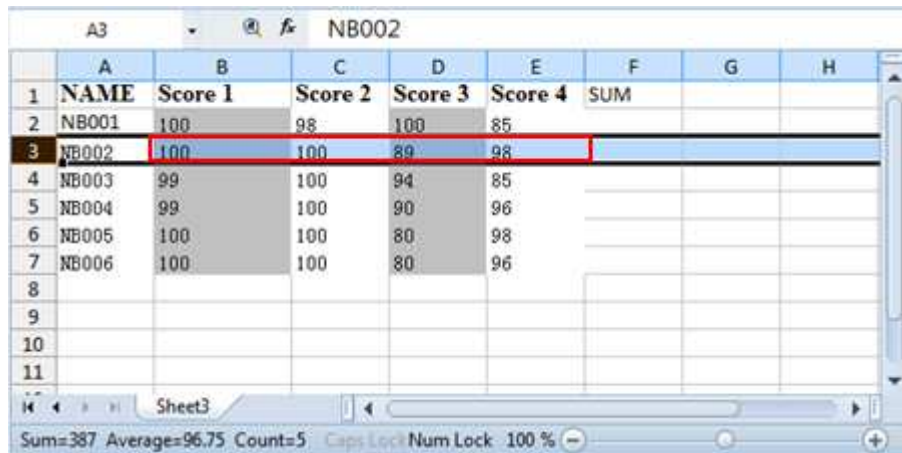


Figure 4.2—6 Sum of a row

- (2) On the **Formulas** tab, in the **Function Library** group, select **Sum** in the **AutoSum** drop-down list.

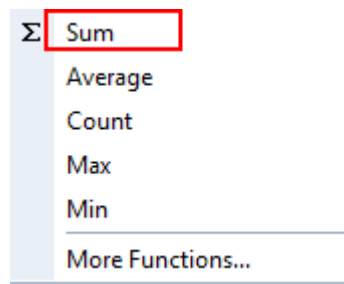


Figure 4.2—7 AutoSum list

- (3) Display the result of AutoSum, in the cell to the right of the selected row. Shown as follows:

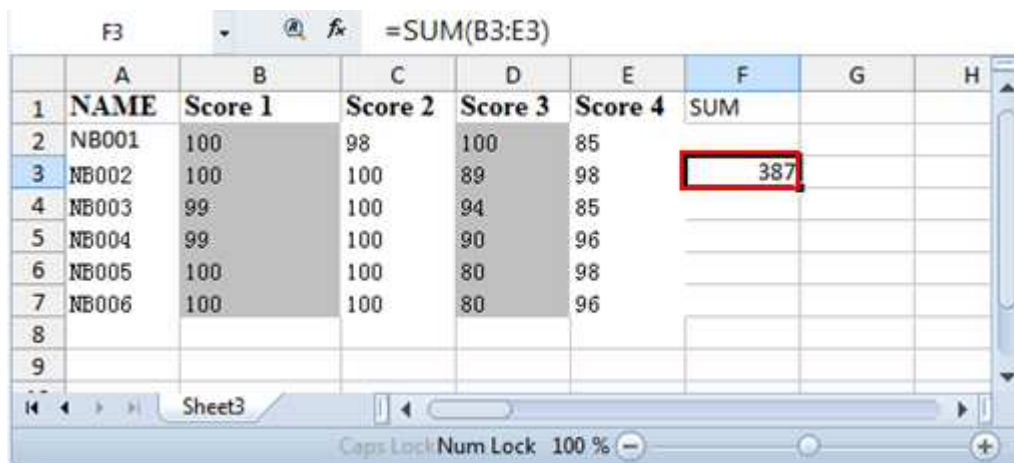
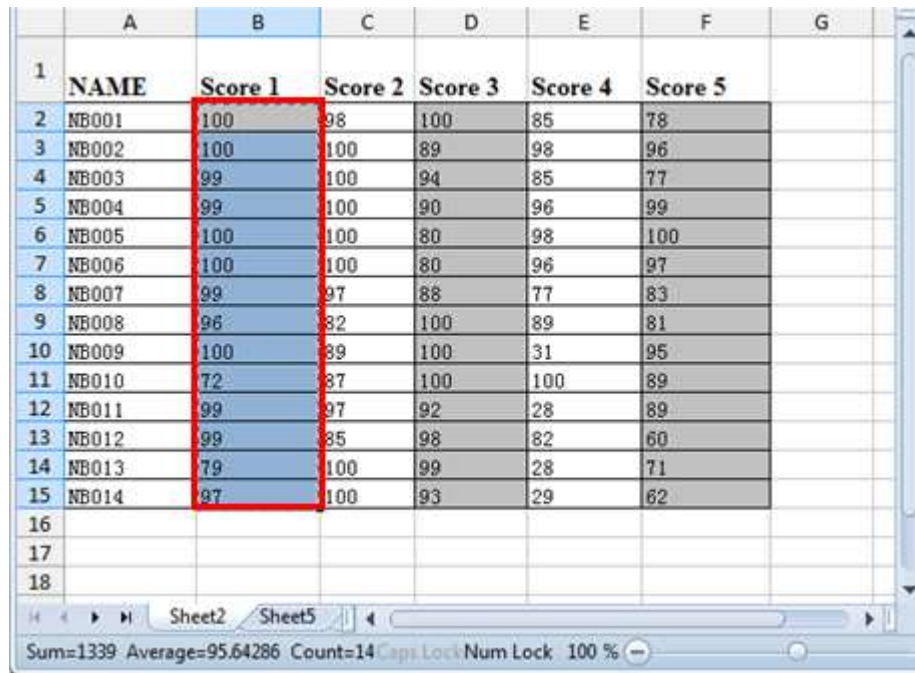


Figure 4.2—8 Display the result of AutoSum

4.2.4.1.1 Sum of Column(s)

Operation steps:

- (1) Select columns you want to add. Shown as follows:



The screenshot shows a spreadsheet with columns A through G and rows 1 through 18. Column A is labeled 'NAME' and contains IDs from NB001 to NB014. Columns B through F are labeled 'Score 1' through 'Score 5' and contain numerical values. Column G is empty. The 'Score 1' column (B) is highlighted in blue, and a red box is drawn around it, indicating it is the selected column for the sum operation. The status bar at the bottom shows 'Sum=1339 Average=95.64286 Count=14 Caps Lock Num Lock 100 %'.

	A	B	C	D	E	F	G
1	NAME	Score 1	Score 2	Score 3	Score 4	Score 5	
2	NB001	100	98	100	85	78	
3	NB002	100	100	89	98	96	
4	NB003	99	100	94	85	77	
5	NB004	99	100	90	96	99	
6	NB005	100	100	80	98	100	
7	NB006	100	100	80	96	97	
8	NB007	99	97	88	77	83	
9	NB008	96	82	100	89	81	
10	NB009	100	89	100	31	95	
11	NB010	72	87	100	100	89	
12	NB011	99	97	92	28	89	
13	NB012	99	85	98	82	60	
14	NB013	79	100	99	28	71	
15	NB014	97	100	93	29	62	
16							
17							
18							

Figure 4.2—9 Sum of a column

- (2) On the **Formulas** tab, in the **Function Library** group, select **Sum** in the **AutoSum** drop-down list

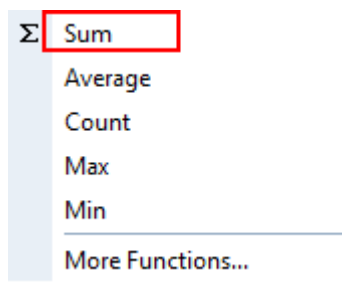


Figure 4.2—10 AutoSum list

- (3) Display the result of AutoSum, in the cell at the bottom of the selected row. Shown as follows

	A	B	C	D	E	F	G
1	NAME	Score 1	Score 2	Score 3	Score 4	Score 5	
2	NB001	100	98	100	85	78	
3	NB002	100	100	89	98	96	
4	NB003	99	100	94	85	77	
5	NB004	99	100	90	96	99	
6	NB005	100	100	80	98	100	
7	NB006	100	100	80	96	97	
8	NB007	99	97	88	77	83	
9	NB008	96	82	100	89	81	
10	NB009	100	89	100	31	95	
11	NB010	72	87	100	100	89	
12	NB011	99	97	92	28	89	
13	NB012	99	85	98	82	60	
14	NB013	79	100	99	28	71	
15	NB014	97	100	93	29	62	
16		1339					

Figure 4.2—11 Display the result of AutoSum

4.3 Define Names

In the Kingsoft Spreadsheet, you can name a cell range. You can also name a formula or constant. A name is a meaningful shorthand that makes it easier to understand the purpose of a cell range, formula or constant, each of which may be difficult to comprehend at first glance.

The following is a list of syntax rules that you need to be aware of when you create and edit names.

- The first character of a name must be a letter or an underscore(_). Remaining characters in the name can be letters, numbers, periods, or underscore characters.
- Names cannot be the same as a cell reference.
- Spaces are not allowed as part of a name. Use the underscore character(_) and period(.) as word separators.
- A name can contain uppercase and lowercase letters. However, Kingsoft Spreadsheet does not distinguish between uppercase and lowercase letters.

For example, if you created the name ABC, and then create another name called abc in the same workbook, Kingsoft Spreadsheet prompts you to choose a unique name.

4.3.1 Define Cell Name

Defining a cell name for selected cells will make it easier to refer to the contents in the cell. Shown as follows:

- (1) Select cells you want to define.
- (2) On the **Formulas** tab, in the **Define Names** group. Click **Define**, then the **Define Name** dialog box will pop up.

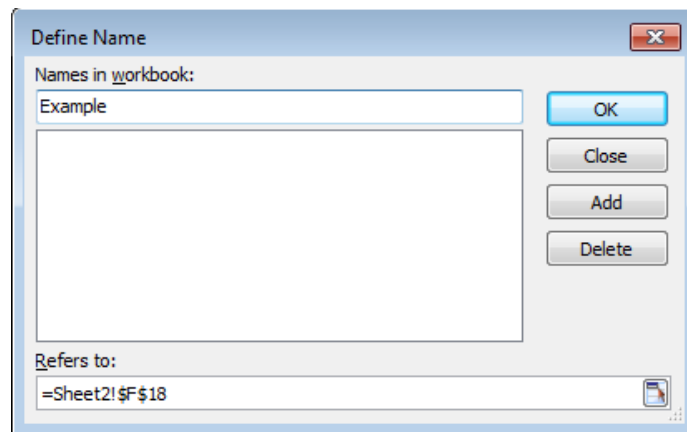


Figure 4.3—1 Define Name

- (3) Input the name of the cells in the **Names in workbook** text box, then click **Add**.
- (4) Click **OK** and finish.

4.3.2 Define Cell Range Name

Cell range can be just a cell or multiple cells. These cells can be adjacent or non-adjacent. If you want to define a cell range name, you can follow any of the operations below:

- On the **Formula** tab, in the **Define Names** group, click **Create**, then the **Create Names** dialog box pops up. You can create names in **Top row**, **Left column**, **Bottom row** and **Right column**. Shown as follows:

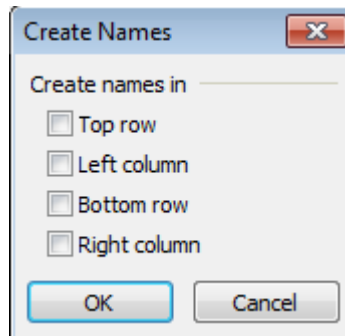


Figure 4.3—2 Create Names dialog box

Tips: In this way, you can only name a single row or column separately.

- Click **Define**, in the **Define Names** group. Input the names in the **Define Name** dialog box.

4.3.3 Define Formula Name

Operation Steps:

- (1) On the **Formulas** tab, in the **Define Names** group, click **Define**, then the **Define Name** dialog box will pop up.
- (2) Input the name of formulas in the **Names in workbook** text box, then click add, and input the corresponding formulas in the **Refers to** box.
- (3) Press **OK** and finish.
- (4) If you want to delete the cell, cell range or formula name, you can select the corresponding name in the **Define Name** list box and click **Delete**.

4.4 Calculation

Calculation is the process of computing formulas in the worksheet and then displaying the results as values in the cells that contain the formulas. By default, the spreadsheet will automatically compute formulas in the workbook when you open it.

In the Kingsoft Spreadsheet, there are plenty of ways to compute data such as: **Auto Recalculate**, **Iteration** and **Manual Recalculation**.


To avoid unnecessary calculations, Kingsoft Spreadsheet automatically recalculates formulas only when the cells that the formula depends on have changed, or the structure of the spreadsheet has changed.

4.4.1 Recalculate Active Book

If you set it to manual recalculation, when the cells that the formula depends on have changed, Kingsoft spreadsheet won't recalculate formulas automatically. If you need to recalculate, on the **Formula** tab, in the **Calculation** group, click **Recalculate Active Book**. The all the formulas in the workbook are recalculated.

4.4.2 Manual Recalculation

When there are complex circular references in a formula, you can disable the auto recalculation feature and recalculate manually. The operation steps are shown as follows:

- (1) In the **Application** menu  in the top left corner of the window, click **Options** on the lower left.
- (2) In the **Options** dialog box, choose **Recalculation** tab. Shown as follows:

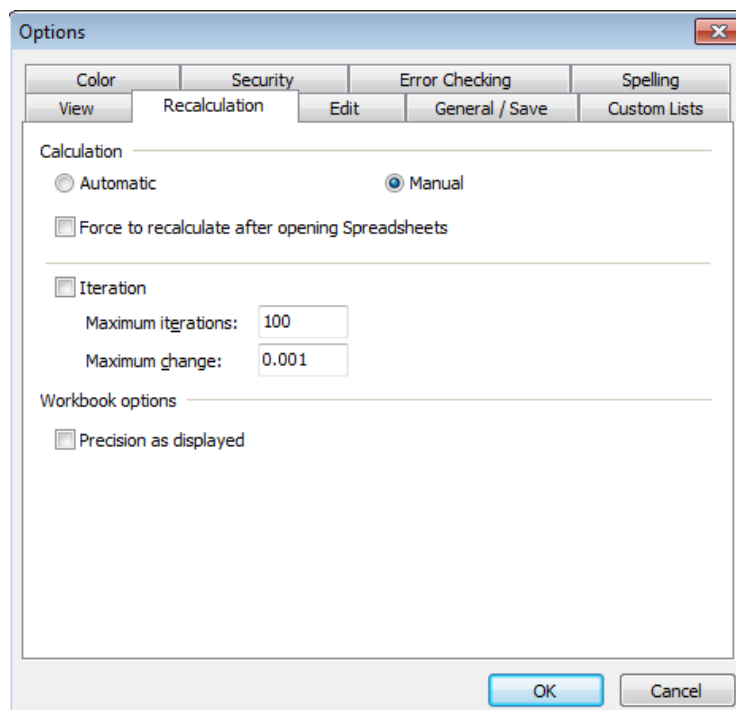



Figure 4.4—1 Manual Calculation

- (3) In the **Calculation** group, click **Manual**.
- (4) Press **OK** and finish the **Manual Recalculation** setting.

4.4.3 Iteration

Kingsoft Spreadsheet provides an iteration feature. Iteration refers to repeated recalculation of a

worksheet until a specific numeric condition is met. When the number from recalculating is more than the required number, or the results of two calculations meet some specified limit, the calculation will end. The steps about how to set the number of iteration are shown as follows:

- (1) In the **Application** menu  in the top left corner of the window, click Options on the lower left.
- (2) In the **Options** dialog box, choose **Recalculation** tab. Shown as follows:

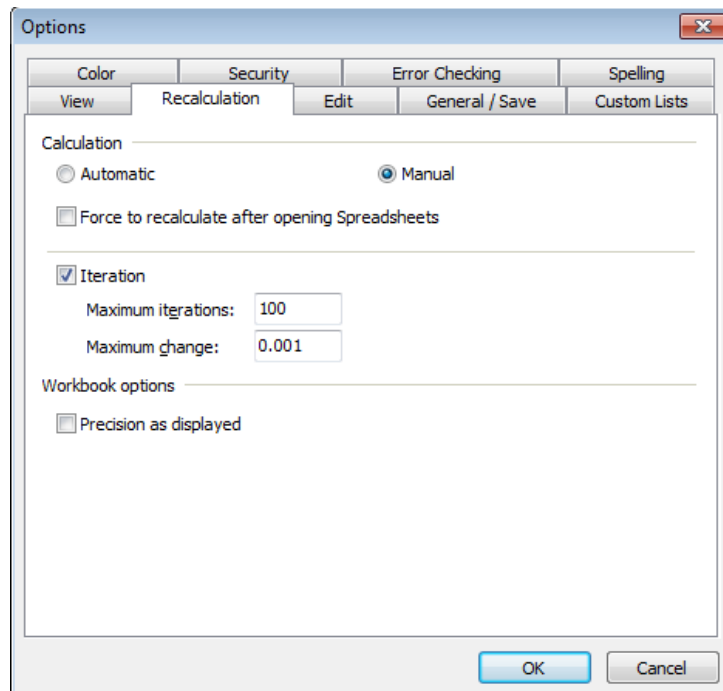


Figure 4.4—2 Iteration

- (3) Click the **Iteration** check box.
 - Enter the number of iteration, in the **Maximum iterations** spinner.
 - Enter the number of change, in the **Maximum change** spinner.
- (4) Press **OK** and finish.

5 Data Tab

5.1 Get External Data

External data refers to data stored outside of Kingsoft Spreadsheet such as: Access, dBASE, SQLServer, or databases created on the Web service.

5.1.1 Import Data

You can click the **Import Data** button to import data from a majority of data sources into Kingsoft Spreadsheet. The **Import Data** button is located in the **Get External Data** group, on the **Data** tab. There are two ways to get external data. We'll show you the detail in the following steps.

5.1.1.1 Open data file directly

It's very easy to get external data by opening data files

directly. Operation steps are shown below:

- (1) On the **Data** tab, in the **Get External Data** group, click **Import Data**, then the **Select Data Source** dialog box pops up.



Figure 5.1—1 Select Data Source

- (2) Select **Open Data File Directly**, click **Select Data Source** button, and the **Open** dialog box

will pop up. You can select the source data path from it. Click the **Open** button to get back to **Select Data Source** dialog box.

- (3) Click **Next**, then **The second step: select table and fields** dialog box pops up:

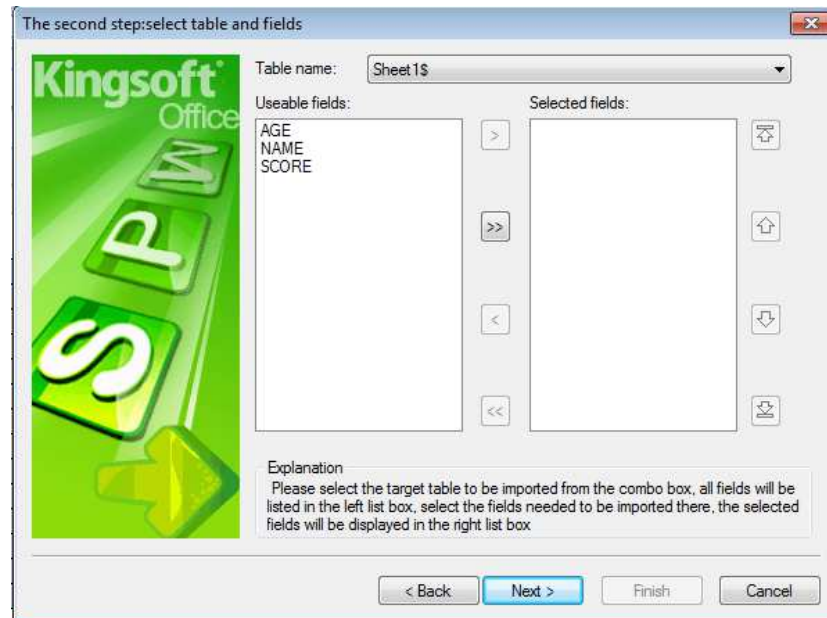


Figure 5.1—2 Display the result of AutoSum

- (4) The useable fields will be listed in the **Useable Fields** list box. You can use the control button in the middle to add fields into the **Selected Fields** list box.
- (5) Click **Next**, **The third step: data filtering and sorting** dialog box pops up:

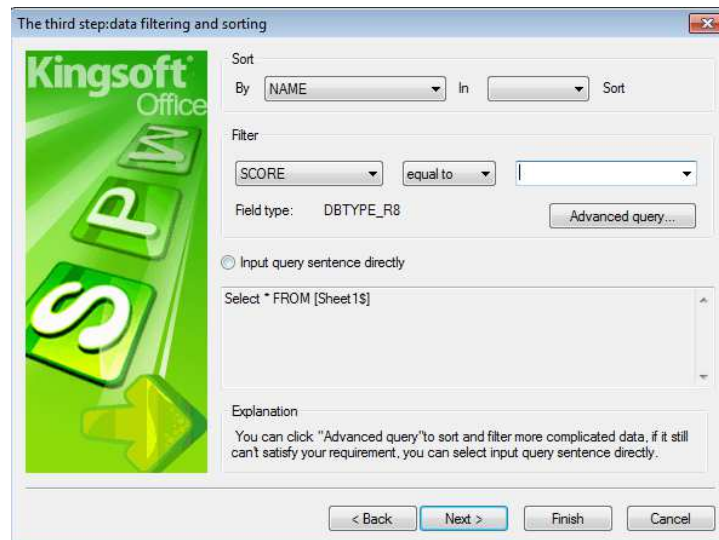


Figure 5.1—3 The third step:data filtering and sorting

- (6) You can choose sorting by field or in order. You can also set the filtering field, filtering condition and filtering range in the **filtering and sorting** dialog box. You can enter the inquiry sentence directly as well. If you want to perform a more complicated sorting and

filtering operation, you can click **Advanced Query**.

- (7) Click **Next**, **The fourth step: preview dialog box** pops up:

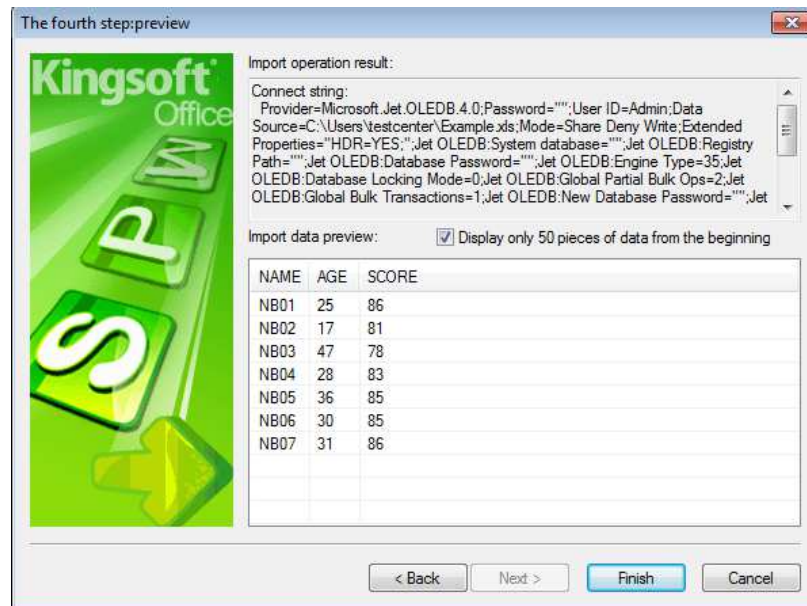


Figure 5.1—4 The fourth step: preview dialog box

图 5.1.1-1 导入数据源向导的第四步

You can preview the worksheet into which you've inserted external data in this dialog box. If you are not satisfied with it, you can click **Back** to reset until satisfied. Click **OK** to finish.

5.1.1.2 Use ODBC data source connection guide

The second way is to use the ODBC data source connection guide. Operation steps are shown as follows:

- (1) On the **Data** tab, in the **Get External Data** group, click **Import Data**, then the **Select data source** dialog box pops up:



Figure 5.1—5 Import Data

- (2) Select **Use ODBC data source connection guide**, the **Data Link Properties** dialog box pops up:

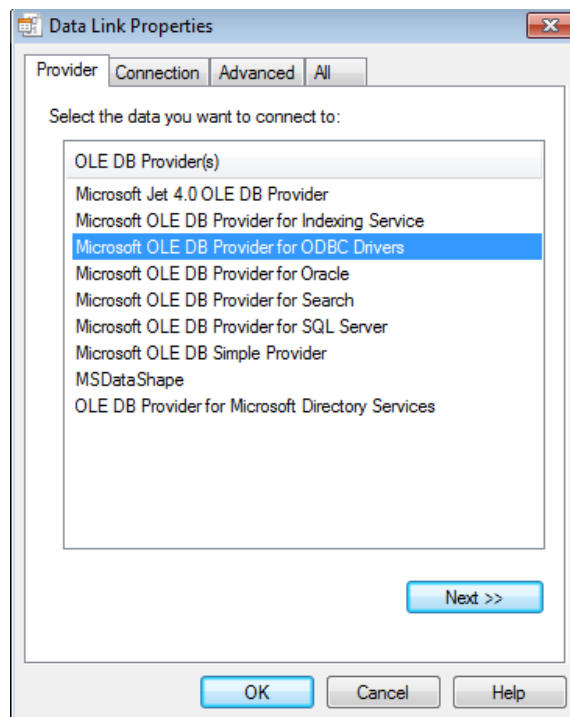


Figure 5.1—6 Data Link Properties

- (3) In the **Data you want to link to** list box, select the data, click **Next**, then the **Data link properties** dialog box pops up. Under **Connection** tab:

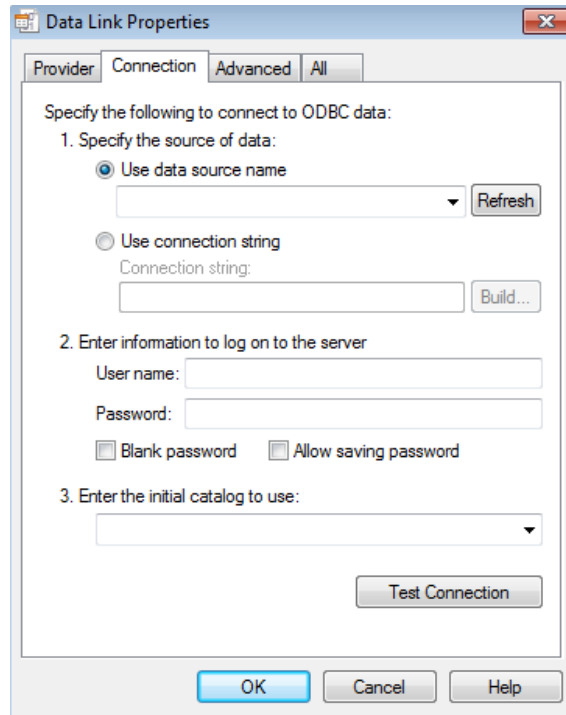


Figure 5.1—7 Data link properties

- (4) Under **1.Specify the source of data**, select **Use data source name**, you can click the data source name you want. Then type the location of the data under **3.Enter the initial catalog to use**.
- (5) Press **Ok** and finish. Exit the **ODBC Data Source Connection Guide** wizard.

5.1.2 Edit OLE DB Query

When you import external data into Kingsoft Spreadsheet, you can perform a simply query by using SQL language. You can achieve that by clicking **Edit OLE DB Query**.

5.1.3 External Data Range Properties

You can define the **Name**, **Data formatting and layout** and **If the number of rows in the data range changes upon refresh** of external data source. You can do that by clicking **External Data Range Properties**.

5.1.4 Refresh Data and Refresh All

Refresh Data and **Refresh All** are designed to refresh data imported from external data source.

Refresh Data: refresh data that you select; **Refresh All**: refresh all the data you imported.

5.2 Data Tools

5.2.1 Text to Columns

Kingsoft Spreadsheet provides a Text to Columns function. It plays an import role when you import text data and perform data storage format conversion (for example: importing long digital data or fast data format conversion). Shown as follows:

- (1) Import text data: create a blank worksheet. Copy text data from files(such as: *.txt、*.csv). Paste in the A1 cell. Shown as follow:

Figure 5.2—1 Paste the text data

- (2) Select column A on the **Data** tab in the **Data Tools** group, then click **Text to Columns**.
- (3) In the **Convert Text to Columns Wizard - Step 1 of 3** dialog box, you can select a suitable file type according to the basic characteristics of the file. In this example we select **Delimited**.
Shown as follows:

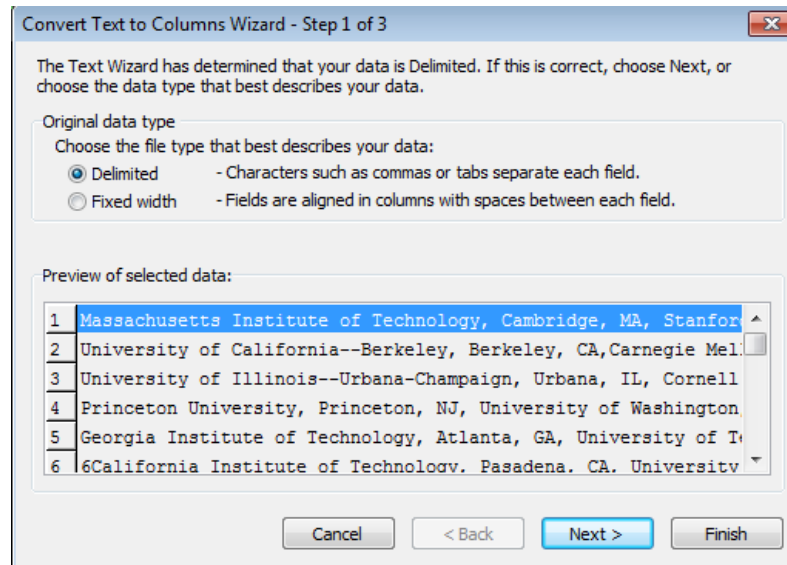


Figure 5.2—2 Open Convert Text to Columns Wizard dialog box

- (4) Click **Next**.
- (5) You will see the **Convert Text to Columns Wizard - Step 2 of 3** dialog box, where you can choose further options. Click the check box in front of Comma, in the Delimiters group. Other settings are all by default.
- (6) Click **Next**. In the **Convert Text to Columns Wizard - Step 3 of 3** dialog box, you can set the data format of every column. For example, you can set the data format of column 2 and 3 into **Text**, otherwise the '0' in front of data will be deleted automatically after 'text to columns'.

Figure 5.2—3 Convert Text to Columns Wizard

(7) Click **Finish**.

	A	B	C	D	E	F
1	Massachusetts Institute of Technology	Cambridge	MA	Stanford	Stanford	CA
2	University of California--Berkeley	Berkeley	CA	Carnegie	Pittsbur	PA
3	University of Illinois--Urbana-Champaign	Urbana	IL	Cornell	Ithaca	NY
4	Princeton University	Princeton	NJ	Universi	Seattle	WA
5	Georgia Institute of Technology	Atlanta	GA	Universi	Austin	TX
6	6California Institute of Technology	Pasadena	CA	Universi	Madison	WI
7	Columbia University	New York	NY	Harvard	Cambridg	MA
8						
9						
10						

Figure 5.2—4 the effect of Convert Text to Columns

5.2.2 Duplicates

The **Duplicates** function in Kingsoft Spreadsheet will help you display data that is duplicated in a single row or single column. It can also display a warning when you input duplicated data in a single row or column. In addition, it can delete the unwanted duplicated data directly and keep the original data. Operations are shown as follows:

On the **Data** tab in the **Data Tools** group, located in the **Duplicates** drop-down list, there are three

options: **Highlight Duplicates**, **Reject Insert Duplicates** and **Remove Duplicates**.

- **Highlight Duplicates:** Select one row or one column, in the **Data Tools** group, click **Highlight Duplicates** in the **Duplicates** drop-down list. If there is duplicated data in the row or column, the corresponding cells will be shaded in.
- **Reject Insert Duplicates:** Select one row or one column, in the **Data Tools** group, click **Reject Insert Duplicates** in the **Duplicates** drop-down list. After selecting it, whenever you insert duplicate data into the row or column, Kingsoft Spreadsheet will display warning information automatically to remind you that the row or column already contains this data. Then you can choose whether or not to insert the data.
- **Remove Duplicates:** Select one row or one column, in the **Data Tools** group, click **Remove Duplicates** in the **Duplicates** drop-down list. The Duplicate data in the row or column will be removed and only one will be kept.

5.2.3 Validation

In order to ensure the accuracy and normative of input data, Kingsoft Spreadsheet provides a Validation function to check data and prevent input error. This function can make your work more efficient.

Operation steps are shown as follows:

- (1) Select cell or cell range you want to validate.
- (2) On the **Data** tab, in the **Data Tools** group, click **Validation**. Then the **Data Validation** dialog box will pop up.

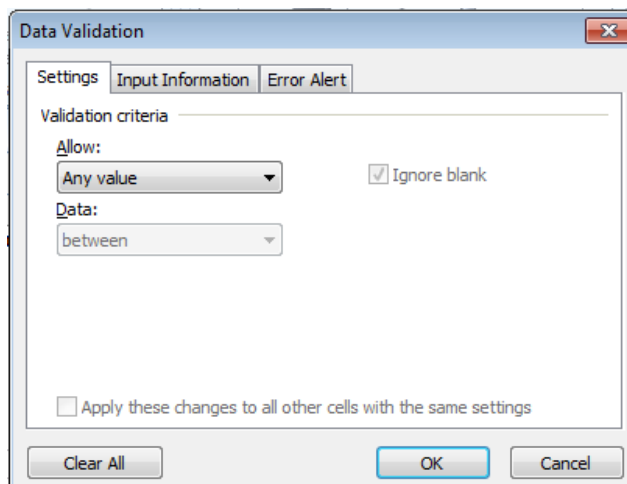


Figure 5.2—5Set the Data Validation

- You can set the **Validation criteria** under **Settings**.

- You can set the display information when you select the cell under **Input Information**.

Shown as follows:

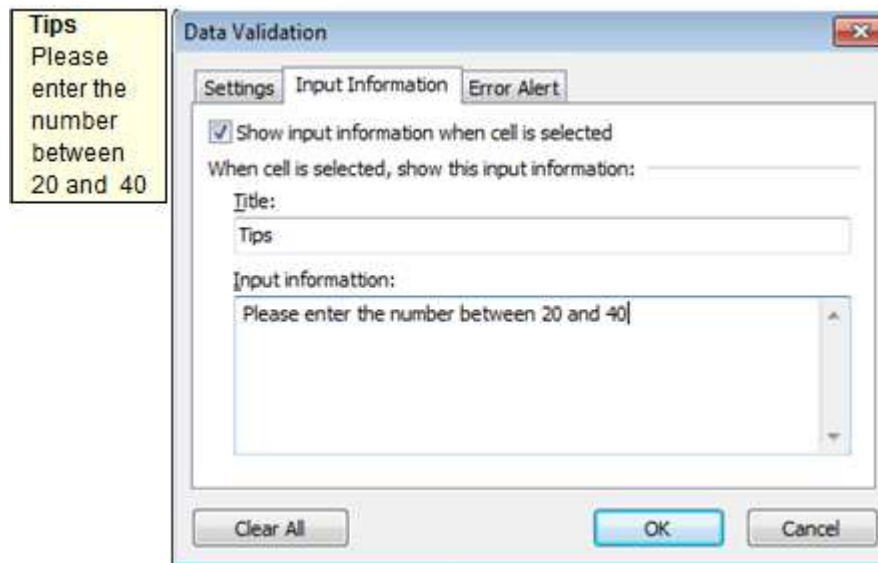


Figure 5.2—6 Set the Input Information

- You can set the warning information when you input invalid data under Error Alert.

(3) Press **OK** and finish. Shown as follows:

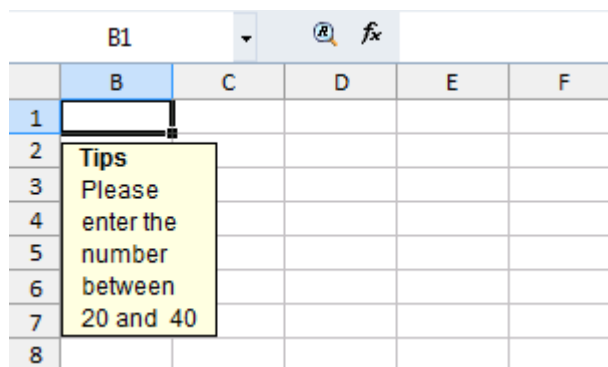


Figure 5.2—7 the effect after setting

5.2.4 Consolidate

With consolidation, data in the cells stored in several worksheets will be combined in one place, helping the users to analyze and manage them more conveniently. For example, when a company makes a census about the total sales in 2010 and 2011, they create a statistics forecast of sales for each year separately—and now you want to get them together in one worksheet. The Consolidation function can help you do this.

In consolidate, the sheet which stores the consolidated result is called **Goal Sheet**; the range which

receives consolidated data is called **Goal Range**; the sheets which have been consolidated are called **Original Sheets**; the ranges which have been consolidated are called **Original Ranges**. Kingsoft Spreadsheet provides two methods to consolidate: by position and by category.

5.2.4.1 Consolidate by Position

When you want to consolidate data by position, make sure that each range of data has the same layout. That means each range of data to be consolidated must be in the corresponding position on each separate worksheet. For example, in the **Data Example** workbook, the first two worksheets are **2011Data** and **2010 Data**. We want to consolidate data in the first two worksheets and put the result in the 'Total Sales' worksheet. Operation steps are as follows:

- (1) Click the **2011 Data** worksheet tab, and input the data. Shown as follows:

	A	B	C	D	E
1	2011Data				
2	NAME	Score 1	Score 2	Score 3	Score 4
3	NB001	96	98	99	100
4	NB002	87	88	89	84
5	NB003	98	93	94	85
6	NB004	99	90	90	96
7	NB005	100	91	80	98
8	NB006	100	100	80	96
9					

Figure 5.2—8 2011 Data worksheet

- (2) Click the **2010 Data** worksheet tab, and input the data. Shown as follows:

	A	B	C	D	E
1	2010Data				
2	NAME	Score 1	Score 2	Score 3	Score 4
3	NB001	100	98	100	85
4	NB002	100	100	89	98
5	NB003	99	100	94	85
6	NB004	99	100	90	96
7	NB005	100	100	80	98
8	NB006	100	100	80	96
9					

Figure 5.2—9 2010 Data worksheet

- (3) Click the **Total** worksheet tab, and input row and column labels. Shown as follows:

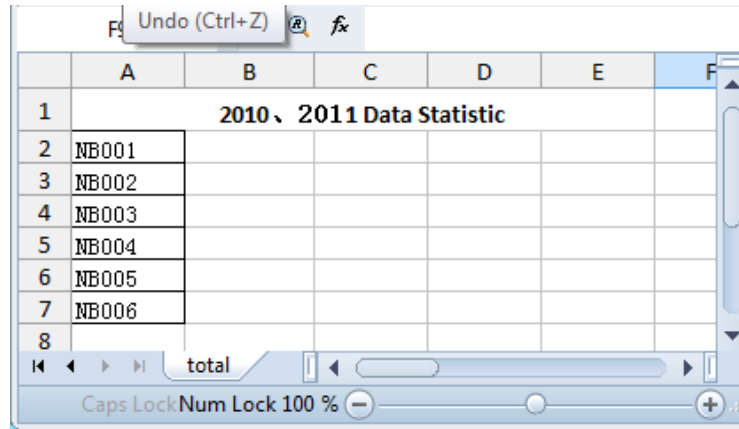


Figure 5.2—10 Total worksheet

- (4) We choose the **Total** worksheet as the target worksheet. And select B2:E8 as the target range of data.
- (5) On the **Data** tab, in the **Data Tools** group, click **Consolidate**. The **Consolidate** dialog pops up:

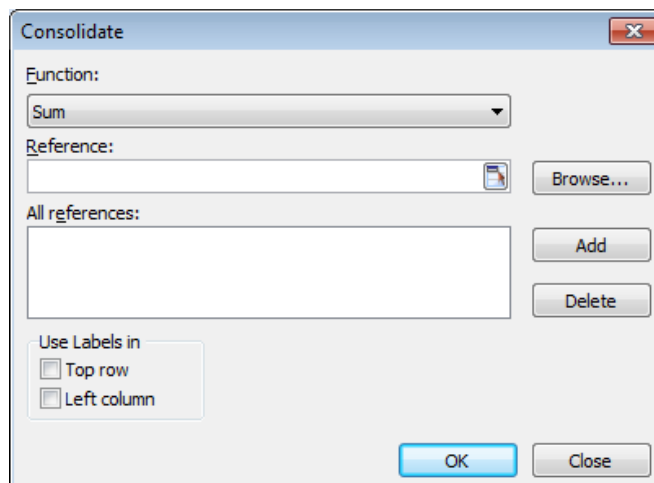


Figure 5.2—11 Consolidate dialog box

- In the **Function** box, click **SUM** or the function that you want Kingsoft Spreadsheet to use to consolidate the data.
- Enter the range path in the **Reference** box. Or click the source worksheet, and select the range of data to be consolidated. Then the range path of the original data will be displayed automatically in the **Reference** box. Click 'Sales in 2011', and select B2:E8 as the source range. Shown as follows:

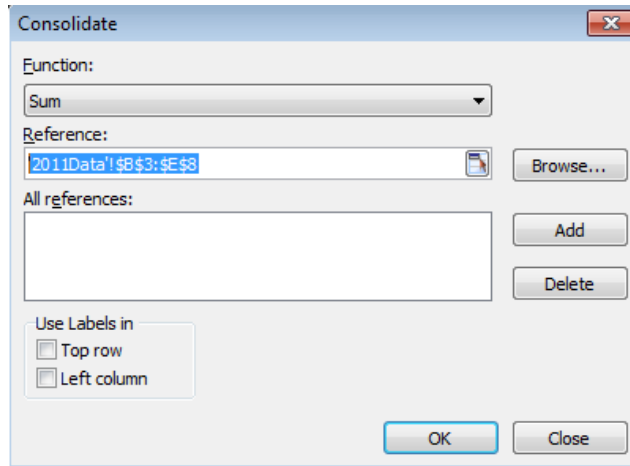


Figure 5.2—12 Add the 2011Data cells area

- (6) Click **Add**. Then the range will be added in the **All References** box.
- (7) Repeat the steps mentioned above. Add the range of B2:E8 in **2010 Data** in the **All References** box. Shown as follows:

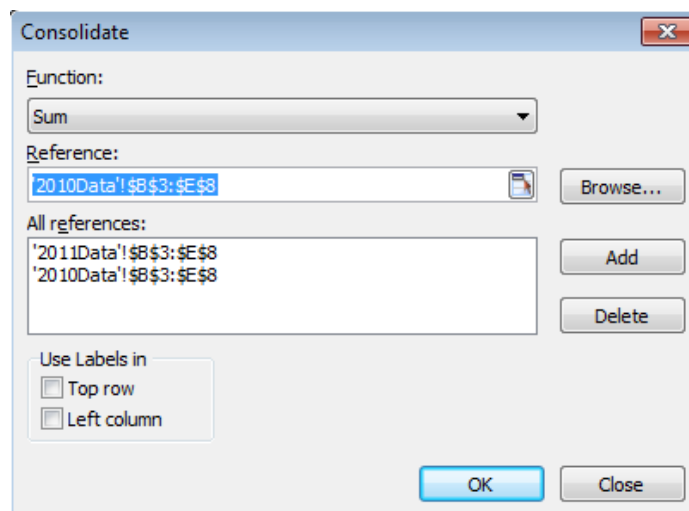


Figure 5.2—13 Add the 2010Data cells area

- (8) Press **OK**. Then the result of consolidation will be displayed in the target worksheet. Shown as follows:

	A	B	C	D	E	F
1	2010、2011 Data Statistic					
2	NAME	Score 1	Score 2	Score 3	Score 4	
3	NB001	196	196	199	185	
4	NB002	187	188	178	182	
5	NB003	197	193	188	170	
6	NB004	198	190	180	192	
7	NB005	200	191	160	196	
8	NB006	200	200	160	192	
9						

Figure 5.2—14 the result of Consolidation

5.2.4.2 Consolidate by Category

If the ranges of data to be consolidated don't have the same layout, you can use the consolidation by category feature instead of consolidation by position. For example, as you can see in the following pictures, the score are different in 2011 and 2010.

	A	B	C	D	E
1	2010Data				
2	NAME	Score 1	Score 2	Score 3	Score 4
3	NB001	100	98	100	85
4	NB002	100	100	89	98
5	NB003	99	100	94	85
6	NB004	99	100	90	96
7	NB005	100	100	80	98
8	NB006	100	100	80	96
9					

	A	B	C	D	E
1	2011Data				
2	NAME	Score 1	Score 2	Score 3	Score 4
3	NB001	96	98	99	100
4	NB002	87	88	89	84
5	NB003	98	93	94	85
6	NB004	99	90	90	96
7	NB005	100	91	80	98
8	NB006	100	100	80	96
9					

Figure 5.2—15 2010Data and 2011Data Worksheets

We'll consolidate these two worksheets by category. Shown as follows:

- (1) Click the **total** worksheet tab. Join cell range A1:E1, and enter the title. Shown as

follows:

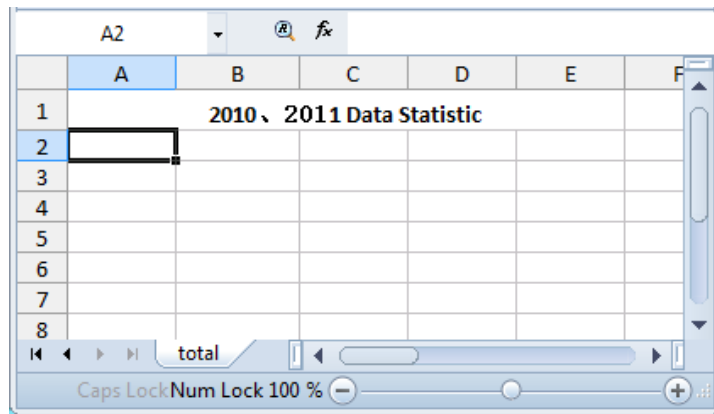


Figure 5.2—16 total worksheet

(2) Click cell A2. On the **Data** tab, in the **Data Tools** group, click **Consolidate**. Then the **Consolidate** dialog box pops up:

(3) In the **Function** box, click **SUM** or the function that you want Kingsoft Spreadsheet to use to

consolidate the data.

Select cell ranges as we mentioned above. In the 2011Data worksheet, the selected source range is A2: E8; in the 2010Data worksheet, the selected source range is A2: E8. Select **Top row** and **Left column** check boxes in the **Use Labels** group. Shown as follows:

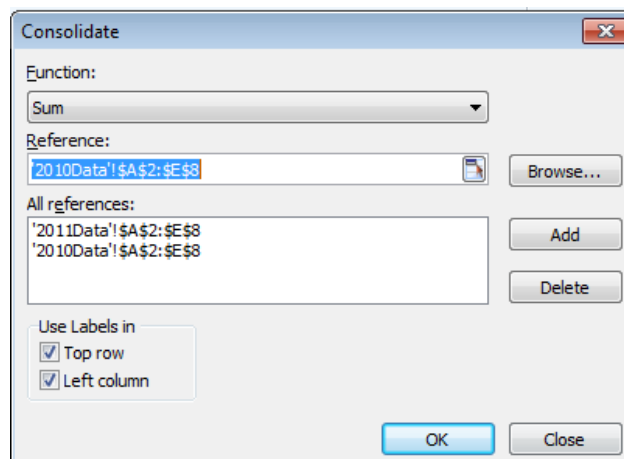


Figure 5.2—17 Consolidate dialog box

Press **Ok**. Then the result of consolidation will be displayed in the target worksheet. Shown as follows:

	A	B	C	D	E
1	2010、2011 Data Statistic				
2		Score 1	Score 2	Score 3	Score 4
3	NB001	196	196	199	185
4	NB002	187	188	178	182
5	NB003	197	193	188	170
6	NB004	198	190	180	192
7	NB005	200	191	160	196
8	NB006	200	200	160	192
9					

Figure 5.2—18 Result of consolidation

5.2.5 Outline

5.2.5.1 Create Group

- (1) Select the range of data you want to create a group with.
- (2) On the **Data** tab, in the **Outline** group, click **Group**. Then the **Group** dialog box pops up:

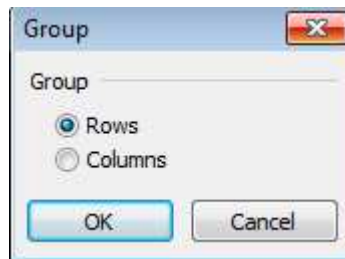


Figure 5.2—19 Group dialog box

- (3) Select **Rows** or **Columns**, whichever you want to group by, click **OK** and finish.

If you want to ungroup the range, do as follows: On the **Data** tab, in the **Outline** group, point to the **Ungroup** drop-down list and select **Clear Outline**.

5.2.5.2 Subtotal

- (1) You need to sort the fields that you want to subtotal first so that the fields with same keyword will gather together. Shown as follows:

	A	B	C	D	E
1	NO	GOODS	PRICE	AMOUNT	
2	A001	Toy	12	3	
3	A002	Toy	11	4	
4	A003	Toy	12	2	
5	A004	Pen	4	4	
6	A005	Pen	2	5	
7	A006	Pen	4	4	
8	A007	Box	4	7	
9	A008	Box	7	5	
10	A009	Box	5	7	
11					
12					
13					

Figure 5.2—20 Sort by the GOODS

- (2) On the **Data** tab, in the **Outline** group, click **Subtotal**, the **Subtotal** dialog box will pop up.
- (3) In the **At each change in** dialog box, select the field you want to subtotal
- (4) Select the function you need in the **Use Function** drop-down list in the **Subtotal** dialog box.

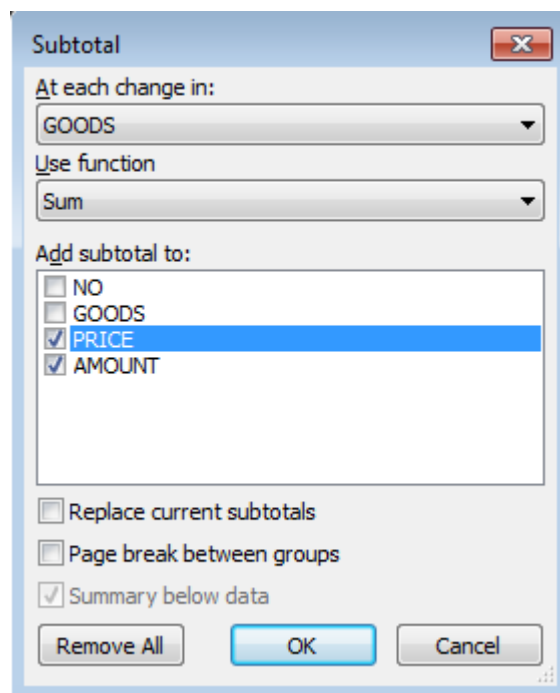


Figure 5.2—21 Subtotal dialog box

- (5) In the **Add subtotal to** dialog box, select the field you want to subtotal.
- (6) Select corresponding check box according to your needs. Then, specify the position you want to put your subtotal result in.
 - **Replace current subtotals:** subtotal according to current sorting.
 - **Page break between groups:** each group should be displayed on separate page.

- Summary below data: Put the subtotal result at the end of each group. .

(7) Press **OK**, then you can get the subtotal result. Shown as follows:

	NO	GOODS	PRICE	AMOUNT
2	A001	Toy	12	3
3	A002	Toy	11	4
4	A003	Toy	12	2
5		Toy Total	35	9
6	A004	Pen	4	4
7	A005	Pen	2	5
8	A006	Pen	4	4
9		Pen Total	10	13
10	A007	Box	4	7
11	A008	Box	7	5
12	A009	Box	5	7
13		Box Total	16	19
14		Grand Tot	61	41

Figure 5.2—22 Result of Subtotal

5.2.5.3 Show Detail and Hide Detail

If you don't see outline symbols in Kingsoft Spreadsheet, you can click Group, on the **Data** tab, in the **Outline** group. After creating group, you can perform operations in follows:

- If you want to show detail in a group, select Show Detail in the **Outline** group.
- If you want to hide detail in a group, select Hide Detail in the **Outline** group, then you can restore the rows in that group to the worksheet

6 Review

6.1 Comments

Just like Kingsoft Writer, Kingsoft Spreadsheet allows you to insert comments as well. This function makes it very convenient for you to do business without the need for papers.

In Kingsoft Spreadsheet, you can insert comments when you want to illustrate the cell(s). After adding a comment, there will be a little red triangle shown at the top right corner of the cell. The content will appear automatically when you move mouse to the cell.

6.1.1 Create Comment

If you want to set up a reminder for a cell or cell range, you can add comments. The steps are shown as follows:

- (1) Select cell or cell range you want to add comment to.
- (2) On the **Review** tab, in the **Comments** group, click **Comment**. Or right-click and select **Insert Comment** in the short-cut menu.
- (3) Input the content of comment in the Comment dialog box.
- (4) After you finish inputting the comment, press OK to complete.

6.1.2 Edit Comment

You can edit comments that you have already created in the Kingsoft Spreadsheet. Operation steps are shown as following:

- (1) Select the cell or cell range you want to insert comment.
- (2) On the **Review** tab, in the **Comments** group, click **Edit Comment**. Or right-click, and choose **Edit Comment** in the short-cut menu.
- (3) Then the **Comment** dialog box pops up and you can edit the comment.
- (4) After you finish inputting, press OK to complete.

6.1.3 Delete Comment

In the Kingsoft Spreadsheet, you can delete comments of a single cell, and you can also delete all the

comments in the worksheet simultaneously. Operation steps are shown as following:

- (1) If you want to delete the comments, you need to select the comments first.
- (2) On the **Review** tab, in the **Comments** group, click **Delete Comment**. When the little red triangle disappears, it means the comment has been deleted.

If you want to delete all the comments in the worksheet, follow the instructions below:

Press <Ctrl+A> to select all the comments. Choose **Comments** in the **Clear** drop-down list which is on the **Home** tab and in the **Editing** group. Then you can delete all the comments

6.2 Changes

6.2.1 Lock Cell

If you want to set a specified cell to be protected, there are two ways to do this:

- Press Ctrl+A, and select the whole worksheet. On the **Home** tab, in the **Cells** group, click **Lock Cell** in the **Format** drop-down list.
- Select the whole worksheet, right-click cells, select **Cells** in the shortcut menu. In the **Format Cells** dialog box, under **Protection**, check or uncheck **Locked**. Then you can lock the cells or unlock the cells

Tips: worksheet protection only work on lock cell.

6.2.2 Protect sheet

In order to protect your data, Kingsoft Spreadsheet allows you to set a password for the worksheet or workbook. By doing that, you prevent your workbook or worksheet from being modified by unauthorized users.

You can design a worksheet with protection by using **Protect Sheet** function in Kingsoft Spreadsheet. If you want to protect cell range, and decide which ranges can be filled or not, you can do that by using Kingsoft Spreadsheet. You can also use this function to lock the corresponding content. Avoid covering important data when filling.

This function can be used to make tables which need to be filled, or protect important data from being modified. Operation steps are shown as follows:

- (1) On the **Review** tab, in the **Changes** group, click **Protect Sheet**. The **Protect Sheet** dialog

box pops up:

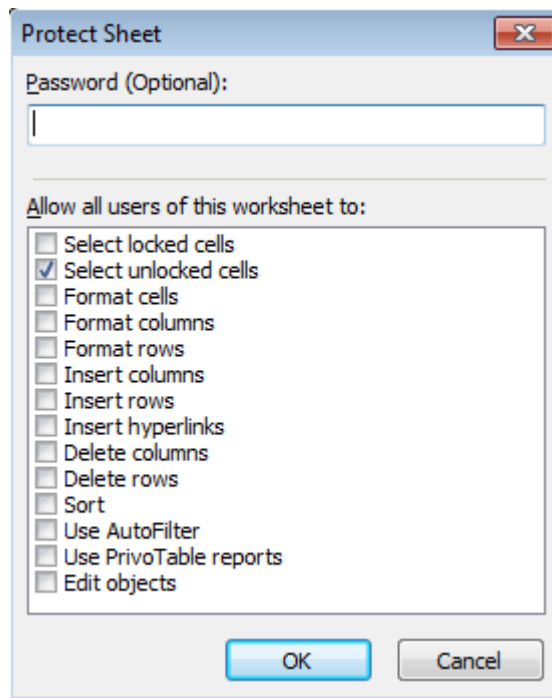


Figure 6.2—1 Protect Sheet dialog box

By default, only **Select locked cells** and **Select unlocked cells** are checked. If you want some other protection, such as **Format cells**, you can click the box next to it and make them active. At the end, enter the password in the **Password** input box, and click OK to finish.

Tips: This protection for worksheet only works on locked cells. After setting the protection, you can just save the file and the setting will go into effect.

If you want to cancel the worksheet protection, click **Unprotect Sheet**, on the **Review** tab, in the **Changes** group. Or you can try the other way: Click **Unprotect Sheet** in the **Format** drop-down list, on the **Home** tab, in the **Cells** group. Enter the password you set when you locked the worksheet; the entire worksheet will be as it was before you locked it.

6.2.3 Protect Workbook

Workbook protection can prevent altering the structure of the workbook. This includes: deleting, moving, hiding, unhiding, or renaming the worksheet, and you cannot insert a new worksheet as well. This can also prevent the window from been moved or adjusted. Operations are shown as follows:

Select the workbook you want to protect.

(1) On the **Review** tab, in the **Changes** group, click **Book**. Then the **Protect Book** dialog box

pops up:

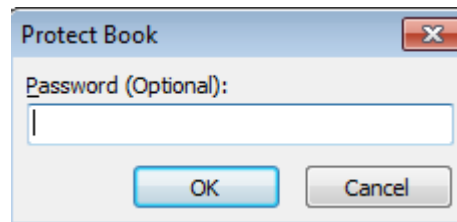


Figure 6.2—2 Protect Book dialog box

- (2) Input password, then press **OK**.
- (3) If you want to remove the protection on a workbook, in the **Changes** group, click **Unprotect Workbook** then input the password to cancel.

6.2.4 Share Workbook

If you want multiple users to edit a workbook at the same time, you can share your workbook. That means you put the workbook under a shared directory—a web server for example. Then others can access the shared workbook through the Internet. This feature makes it more effective and easier for multiple users to edit a workbook simultaneously. Operation steps:

- (1) Select the workbook you want to share.
- (2) On the **Review** tab, in the **Changes** group, click **Share Workbook**. The **Share Workbook** dialog box pops up.

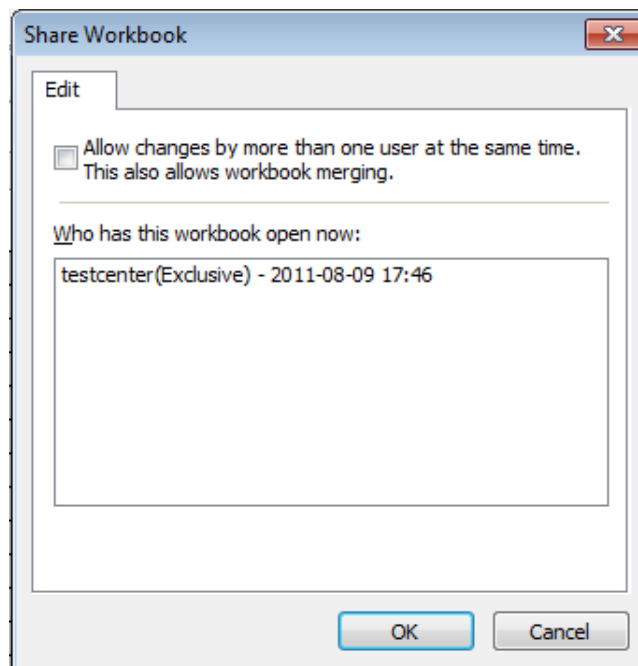


Figure 6.2—3 Set for sharing workbook

(3) Click the check box in front of **Allow changes by more than one user at the same time.**

This also allows workbook merging.

(4) The **Save As** dialog box pops up. Choose **Kingsoft Spreadsheets Files(*.et)** as the **Save Type**. Input the **File Name** and press **Save** to finish.

(5) After sharing the workbook, the file name on the title bar will change.

Tips: If you created a new file, before you can confirm to share it, the system will warn you to save. After you save the file, it will be shared automatically.

6.2.5 Protect Shared Workbook

If the workbook has already been shared, and you wish to protect the workbook by entering a password, the steps are shown as follows:

- (1) Select the shared workbook you want to protect.
- (2) On the **Review** tab, in the **Changes** group, click **Share Workbook**. Then the **Protect Sheet** dialog box pops up.

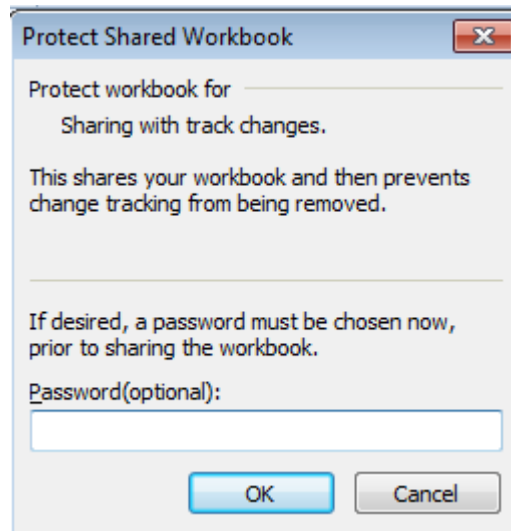


Figure 6.2—4 Protect Shared Workbook dialog box

- (3) Enter the **Password** and press **OK**.

6.2.6 Allow Users to Edit Ranges

Sometimes you may want others to change only part of the data in the worksheet, while keeping the rest of it locked. The steps are:

- (1) On the **Review** tab, in the **Changes** group, click **Allow Users to Edit Ranges**, the **Allow**

Users to Edit Ranges dialog box pops up. Shown as follows:

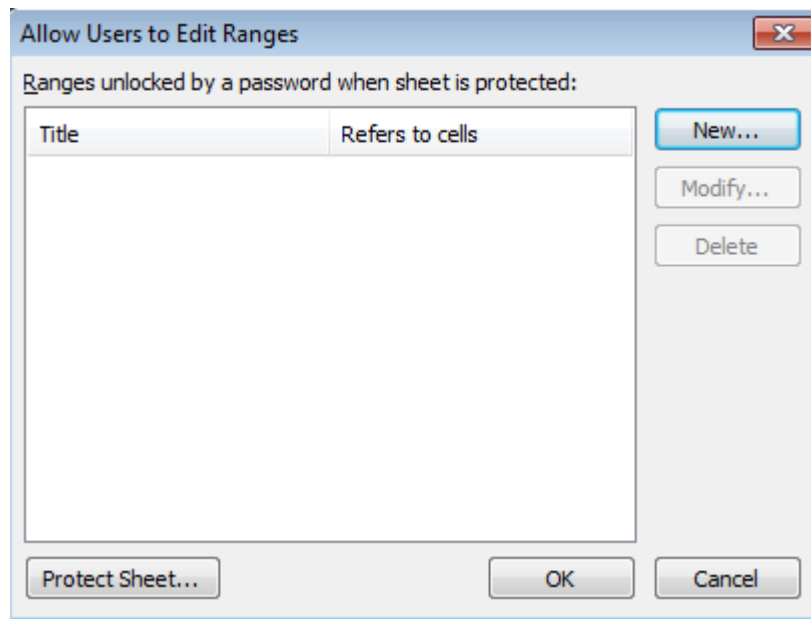


Figure 6.2—5 Allow Users to Edit Ranges

- (1) Press **New**.
- (2) In the **New Range** dialog box, click the collapse button below **Refers to cells**. Select the cell range you wish to allow others to edit. You can set the title in the **Title** box. Set the range password in the **Range Password** box.

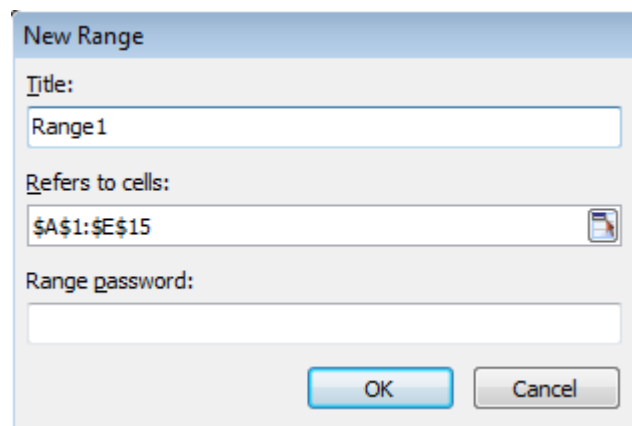


Figure 6.2—6 New Range dialog box

- (4) In the **Changes** group, click **Protect Sheet**. Or you can click the **Protect Sheet** button in the lower left corner in the **Allow Users to Edit Ranges** dialog box.

6.2.7 Track Changes

You can use the **Track Changes** feature if you want to track the changes made in your worksheet.

Each reviewer who inserts or deletes data will be recorded when **Track Changes** feature is active. Kingsoft Spreadsheet provides the **Highlight Changes** feature in order to distinguish different user. So when you open the worksheet, you can see all of the changes at once. Operation steps:

- (1) In the shared worksheet. On the **Review** tab, in the **Changes** group, point to **Track Changes** drop-down list, and select **Highlight Changes**. The **Highlight Changes** dialog box will pop up:

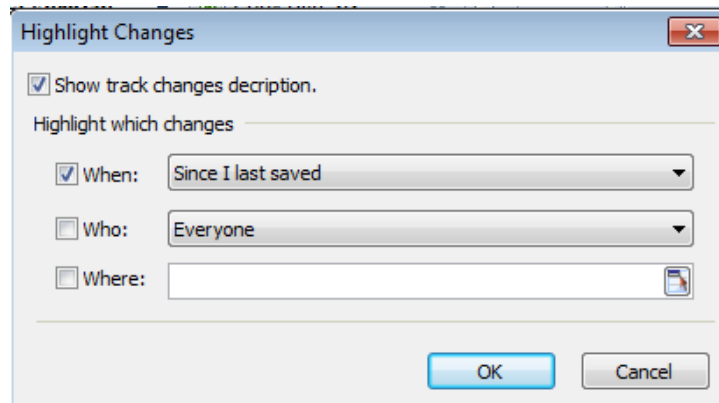


Figure 6.2—7 Highlight Changes dialog box

- (2) Press **Ok**.
- (3) Then you can make changes in the worksheet, and press **Enter** to finish. You will notice that the data that has been changed has been marked up.

Tips: The **Track Changes** feature can only be used in the shared workbook.

7 View

7.1 Workbook View

Kingsoft Spreadsheet provides four different workbook views: Normal, Print Layout, Page Break Preview and Reading Layout. You can select different views to suit your need.

7.1.1 Normal


Normal view is the default view of Kingsoft Spreadsheet. You can edit the content, format, and layout directly in the normal view. If you are not currently in the normal view, you can return to it by selecting the **Workbook View** group, navigating to the **View** tab, and clicking on **Normal**.

Print Layout

In the **Print Layout** mode, you can check the appearance of printed tables. You can check the start position and end position of the documents, and you can also check the header and footer on the page. Click **Page**, in the **Workbook View** you can enter the **Print Preview**, and you can see the real print effect.

7.1.2 Print Preview

Click **Print Layout**, you will enter the **Print Preview** window. From there you can preview files before printing. The preview window shows you what it will look like when printed.

You can also click **Print Preview** on the **Application** menu  in the top left corner, to enter the **Print Preview** interface. Shown as follows:

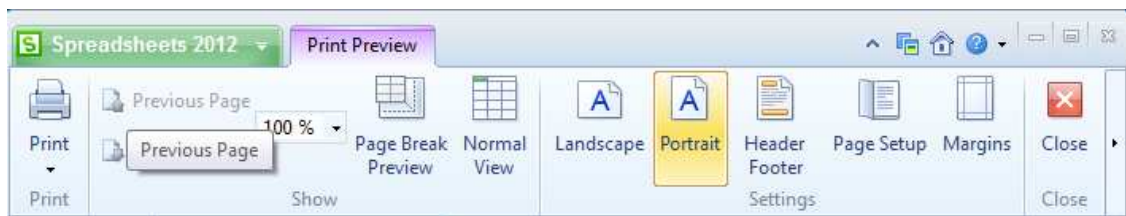


Figure 7.1—1 Print Preview Tab

You can perform the following operations in the **Print Preview** window.

- If you are satisfied with the preview of the table, you can click **Print** in the **Print** group. Then can set the print properties and get the file(s) printed.
- If there is more than one worksheet, or if a worksheet contains more than one page of data, you can click **Next Page** or **Previous Page** in the **Show** group. This will let you preview the next or previous worksheet.
- If you are not satisfied with preview effect, you can continue to edit the worksheet. Click **Exit** to close the **Print Preview** window, and you can return to your workbook.
- If you want to switch to sheet page to edit, click **Normal**. Then you can return to edit status of Kingsoft Spreadsheet.

7.1.3 Page Break

If you are working in a long document and want to break it into many pages, you can insert a page

break in the worksheet. There are two ways to insert a page break: (1) manually insert a page break and (2) automatically insert a page break.

7.1.3.1 Automatic Page Break

In the **Page Setup** dialog box, click the **Page** tab to choose suitable paper size for printing. You can input the required numbers in the **Width** and **Height** spinners. In addition, if you choose **Adjust to**, the system will ignore all the break pages you set manually. So, after you select **Adjust to**, click **Page Break Preview** in the **Workbook View** group; the worksheet will have automatically been separated into pages you set.

For example, under **Click**, you set **Width** and **Height** in two-page width and one-page height, then click **Page Break Preview** in the **Workbook View** group, the worksheet will be separated into two pages automatically. Shown as follows:

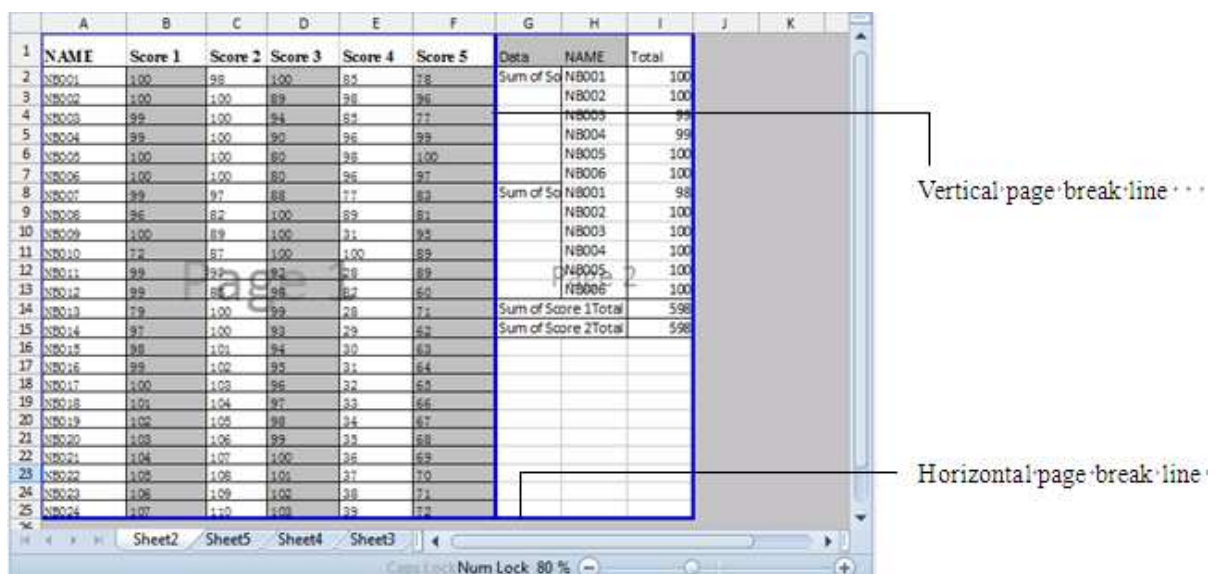


Figure 7.1—2 workbook divided into two pages

You can drag the horizontal page break line or vertical page break line to adjust the size of the entire page.

7.1.3.2 Manual Page Break

If you don't choose **Adjust to**, on the **Page** tab, the worksheet will be separated into several pages according to your specified width when you click **Page Break Preview** in the **Workbook View** group. At this moment, you can put the pointer on the horizontal or vertical page break line. Shown as follows:

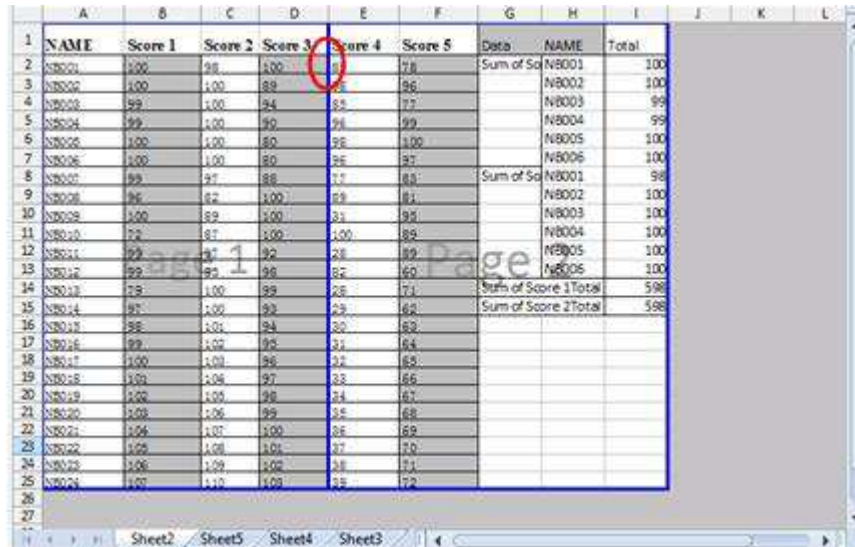


Figure 7.1—3 point to the vertical page break line

By dragging the mouse, you can move the horizontal or vertical page break line freely, and you can enlarge the width of separated pages and increase the number of separated pages by doing that.

7.1.4 Reading Layout

We often have to deal with spreadsheets with a large number of rows and columns. It is inevitable that lines or columns will be misread when we check for formulas or data. Kingsoft Spreadsheet provides **Reading Layout**, which makes it easier to check for data.

On the **View** tab, in the **Workbook View** group, click **Reading Layout** then you can enter into **Reading Layout**.

	A	B	C	D	E	F	G	H	I	J	K
1	NAME	Score 1	Score 2	Score 3	Score 4	Score 5	Data	NAME	Total		
2	NB001	100	98	100	85	78	Sum of Sc	NB001	100		
3	NB002	100	100	89	98	96		NB002	100		
4	NB003	99	100	94	85	77		NB003	99		
5	NB004	99	100	90	96	99		NB004	99		
6	NB005	100	100	80	98	100		NB005	100		
7	NB006	100	100	80	96	97		NB006	100		
8	NB007	99	97	88	77	83	Sum of Sc	NB001	98		
9	NB008	96	82	100	89	81		NB002	100		
10	NB009	100	89	100	91	95		NB003	100		
11	NB010	72	87	100	100	89		NB004	100		
12	NB011	99	97	92	28	89			100		
13	NB012	99	85	98	82	80			100		
14	NB013	79	100	99	28	71			598		
15	NB014	97	100	93	29	62	Sum of Score 2Total		598		
16	NB015	98	101	94	30	63					
17	NB016	99	102	85	31	64					
18	NB017	100	103	96	32	65					
19	NB018	101	104	97	33	66					
20	NB019	102	105	98	34	67					
21	NB020	103	106	99	35	68					
22	NB021	104	107	100	36	69					
23	NB022	105	108	101	37	70					
24	NB023	106	109	102	38	71					
25	NB024	107	110	103	39	72					
26											
27											
28											
29											

Figure 7.1—4 View the data in Reading Layout

Click a cell(or cell range), in the reading layout; Kingsoft Spreadsheet will highlight the line and

column of current cell. It is very intuitive as shown in the figure above.

If you want to cancel the reading layout, all you have to do is double-click **Reading Layout**, in the **Workbook View** group. Then you can get back to the normal view.

In addition, reading layout belongs to documents level. If you open a number of documents at the same time, all the documents need to enter in the reading layout to set or cancel setting.

7.1.5 Freeze

We often edit spreadsheets with a large number of rows and columns. But when scrolling, it is inconvenient to keep the line or column label shown all the time. Sometimes, we just need to check the bottom or left part of the data of some row or column. We don't want the row or column to move, so it is very helpful to freeze the window. The steps to freeze the window are shown as follows:

- (1) In the worksheet, select the leftmost cell of the cell range you want to freeze. Figure 7.1.6

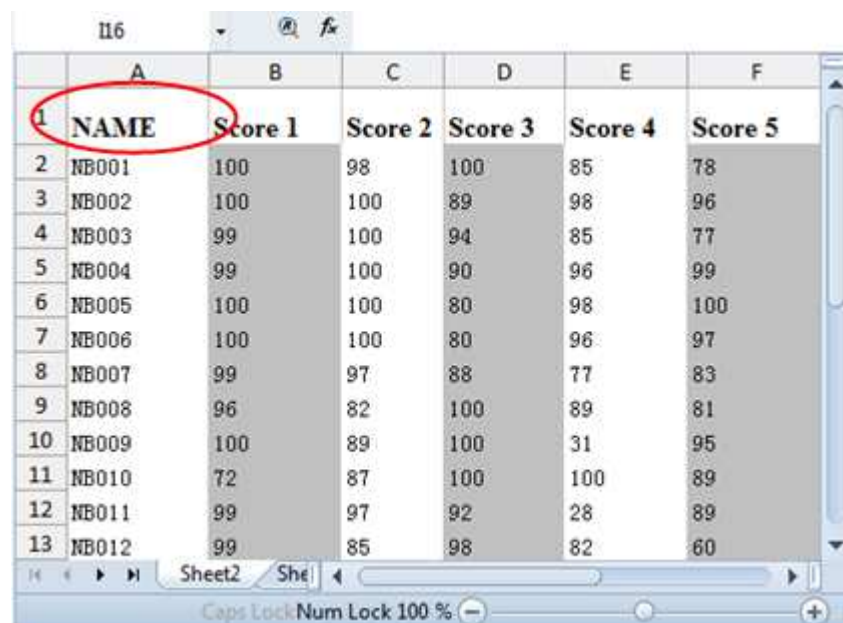


Figure 7.1—5 Select the cell

Click **Freeze** in the **Window** group.

- (2) Drag the scroll bar; the rows and columns in the frozen region won't scroll. The region is always in the top and the left-most position.

	A	B	C	D	E	F
1	NAME	Score 1	Score 2	Score 3	Score 4	Score 5
10	NB009	100	89	100	31	95
11	NB010	72	87	100	100	89
12	NB011	99	97	92	28	89
13	NB012	99	85	98	82	60
14	NB013	79	100	99	28	71
15	NB014	97	100	93	29	62
16	NB015	98	101	94	30	63
17	NB016	99	102	95	31	64
18	NB017	100	103	96	32	65
19						
20						
21						

Figure 7.1—6 Effect after freezing the window

Click **Unfreeze** in the **Window** group and you can unfreeze the window.