

# Moving from Microsoft Excel to IBM Lotus Symphony Spreadsheets

IBM® Lotus® Symphony™ Spreadsheets is a spreadsheet application that you can use to calculate, analyze, and manage your data. You can also import and modify Microsoft Excel spreadsheets.

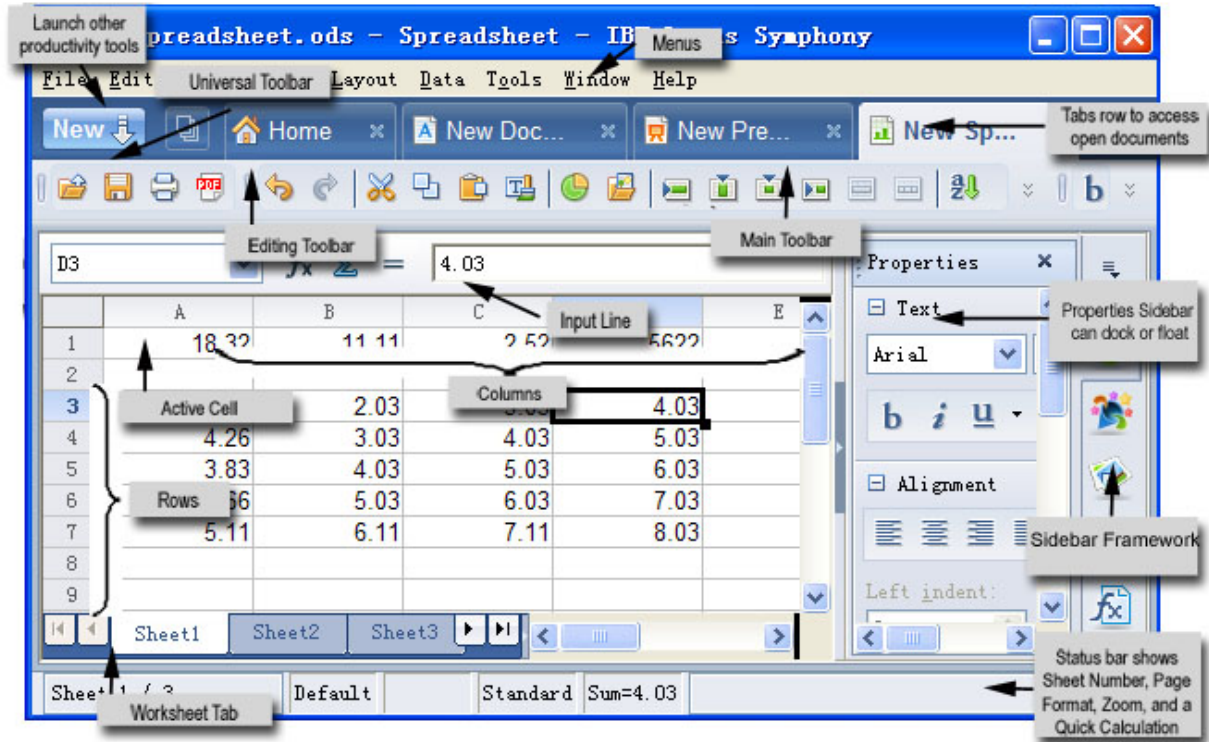


Table 1. Creating and editing spreadsheets

Microsoft Excel	Lotus Symphony Spreadsheets
To open a spreadsheet, click  .	Click  .
To create a new spreadsheet, click  .	Click  .
To create a spreadsheet from a template, click <b>File</b> → <b>New</b> → <b>From Template</b> or press <b>Ctrl+Shift+N</b> .	Click <b>File</b> → <b>New</b> → <b>From Template</b> or press <b>Ctrl+Shift+N</b> .
To save a spreadsheet, click  .	Click  .
To print, click  .	Click  .

Table 1. Creating and editing spreadsheets (continued)

Microsoft Excel	Lotus Symphony Spreadsheets
To insert cells/rows/columns, click <b>Create</b> → <b>Cells</b> , <b>Create</b> → <b>Rows</b> , or <b>Create</b> → <b>Columns</b> .	Click <b>Create</b> → <b>Cells</b> , <b>Create</b> → <b>Rows</b> , or <b>Create</b> → <b>Columns</b> .
To insert a new sheet, click <b>Insert</b> → <b>Worksheet</b> .	Click  .
To spell-check, click  .	Click  .

Table 2. Formatting












Microsoft Excel	Lotus Symphony Spreadsheets
To change font appearance, click <b>B</b> , <b>I</b> , or <b>U</b> .	Click <b>b</b> , <b>i</b> , or <b>u</b> .
To change cell alignment, click  ,  ,  , or  .	Click  ,  ,  , or  .
To copy formatting, click  .	Click  .
To adjust column, row, or cell size, drag borders.	Click <b>Layout</b> → <b>Row/Column</b> .
To change the cell appearance, click <b>Format</b> → <b>Cells</b> , select a tab in <b>Format Cells</b> box, and then change the required elements.	In the properties sidebar, select  <b>Cell Appearance</b> , and then change the required elements.

Table 3. Creating and editing charts












Microsoft Excel	Lotus Symphony Spreadsheets
To create a chart, click  .	Click  .
To edit chart type, click  .	Click  .
To edit chart style, click <b>Chart</b> → <b>Chart Options</b> .	Click  .
To format chart area, click  .	Double-click chart, and then click <b>Layout</b> → <b>Chart Area</b> .
To have data appear by rows or by columns, click  or  .	Right-click the chart and click <b>Data Ranges</b> .
To turn on horizontal or vertical grids, click <b>Chart</b> → <b>Chart Options</b> , select gridlines tab and select or deselect the gridlines to display.	Click  .
To hide/ display axis descriptions, click <b>Chart</b> → <b>Chart Options</b> to select axis tab and select or deselect the axis to display.	Click <b>Layout</b> → <b>Axis</b> → <b>X/Y/Z Axis</b> → <b>Labelstab</b> and select or clear <b>Show Labels</b> .
To display/hide legend, click  .	Click  .

Table 4. Formulas and functions



















Microsoft Excel	Lotus Symphony Spreadsheets
To total a cell range, select the range, and then click  .	Select the range, and then click  .
To enter a formula, type =, enter formula, and press Enter when done.	Click <b>=</b> then enter formula. Clicking a cell enters that cell into the formula.
To choose a function, click  .	Click  then choose a function.
To show the formula list, click <b>Insert</b> → <b>Function</b> .	Click  then choose a formula.
To sort cell contents, select the contents then click  .	Select the contents, and then click  .
To merge cells, click <b>Format</b> → <b>Cells</b> → <b>Alignment Tab</b> then click the box beside <b>Merge Cells</b> , and then click <b>OK</b> .	Click <b>Layout</b> → <b>Merge Cells</b> .
To format values, click any of       .	Click      .




Table 5. Shortcuts

To...	Do this...
Create a PDF	Click <b>File</b> → <b>Export as PDF</b> .
Create cells	Press Shift+F10 and then press A.
Select cells	Press Shift+arrow keys.
Select a row	Press Shift+space bar.
Select a column	Press Ctrl+Shift+C.
Select all	Press Ctrl+A.
Highlight all cells whose values are numbers	Press Ctrl+Shift+X.
Switch to edit mode	Press F2.
Choose a function	Press Ctrl+F2.
Switch to function edit mode	Press Ctrl+Shift+F2.
Recalculate all formulas	Press F9.
Create a new spreadsheet	Press Ctrl+N.
Create a new spreadsheet from template	Press Ctrl+Shift+N.
Save as	Press Ctrl+Shift+S.

Table 5. Shortcuts (continued)

To...	Do this...
Increase row height	Press Alt+Down Arrow.
Decrease row height	Press Alt+Up Arrow.
Increase column width	Press Alt+Right Arrow.
Decrease column width	Press Alt+Left Arrow.
Optimize row and column size	Press Alt+Shift+arrows.
Open Style List	Press F11.
Center cell contents	Press Ctrl+E.
Justify cell contents	Press Ctrl+J.
Left align cell contents	Press Ctrl+L.
Right align cell contents	Press Ctrl+R.

Table 5. Shortcuts (continued)

To...	Do this...
Copy	Press Ctrl+C or click  .
Paste	Press Ctrl+V or click  .
Cut	Press Ctrl+X or click  .
Undo	Press Ctrl+Z.
Copy or move using drag and drop	Select the cells and drag by the borders to move. Hold Ctrl while dragging to copy.
Navigate within the spreadsheet	Press F5 to open the Navigator.