

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

Task	Microsoft Excel	Lotus Symphony Spreadsheets
Open a spreadsheet	Press Ctrl+O.	Press Ctrl+O.
Create a new spreadsheet	Press Ctrl+Alt+B.	Press Ctrl+Alt+B.
Create a new spreadsheet from a template	Press Alt+F for File , press N for New , select a New from template option, and browse for the template.	Press Ctrl+Shift+N and browse for the template.
Open or close the task pane	Press Alt+V for View and press K to select or deselect Task Pane .	Press Alt+V for View , press P for the Properties Panel .
Save a spreadsheet	Press Ctrl+S.	Press Ctrl+S.
Print	Press Ctrl+P.	Press Ctrl+P.
Insert cells, rows, or columns	Press Alt+I for Insert and press E, R, or C for Cells , Rows , or Columns , respectively.	Press Shift+F10, press A for Create Cells , and then press D, R, W or C for Shift cells down , Shift cells right , Entire row , or Entire column respectively.
Insert a new sheet	Press Shift+F11.	Press Alt+C for Create , press S for Sheet , and press Enter.
Check spelling	Press F7.	Press F7.

Table 2. Formatting spreadsheets

Task	Microsoft Excel	Lotus Symphony Spreadsheets
Change text appearance	Press Ctrl+B, Ctrl+I, or Ctrl+U for bold, italics, or underline, respectively.	Press Ctrl+B, Ctrl+I, or Ctrl+U for bold, italics, or underline, respectively.
Change text alignment	Press Ctrl+L, Ctrl+E, Ctrl+R, or Ctrl+J to left-align, center, Press Ctrl+L, Ctrl+E, Ctrl+R, or Ctrl+J for aligning left, center, right or justified.right-align or justify text, respectively.	Press Ctrl+L, Ctrl+H, Ctrl+R, or Ctrl+J to left-align, center, right-align or justify text respectively.
Change bi-directional text layout to right-to-left, right aligned	Press Ctrl+Shift+Right Arrow	Press Ctrl+Shift+Right Arrow Note: You must first enable Complex Text Layout (CTL) in Lotus Symphony Preferences. Choose File → Preferences → IBM Lotus Symphony → Language Settings → Languages , and make sure the Complex text layout(CTL) support checkbox is selected.

Table 2. Formatting spreadsheets (continued)

Task	Microsoft Excel	Lotus Symphony Spreadsheets
Change bi-directional text layout to left-to-right, left-aligned	Press Ctrl+Shift+Left Arrow	Press Ctrl+Shift+Left Arrow Note: You must first enable Complex Text Layout (CTL) in Lotus Symphony Preferences. Choose File → Preferences → IBM Lotus Symphony → Language Settings → Languages , and make sure the Complex text layout(CTL) support checkbox is selected.
Adjust column or row size	Press Alt+O for Format and press R for Row and E for Height , or press C for Column and W for Width .	Press Alt+Down Arrow or Alt+Up Arrow to increase or decrease row height. Press Alt+Right Arrow or Alt+Left Arrow to increase or decrease column width.
Format cells	Press Ctrl+1.	Press Shift+F10, press X for Text and Cell Properties .
Sort cell contents	Select the cells, press Alt+D for Data , and press S for Sort .	Select the cells, press Alt+D for Data , and press T for Sort .
Merge cells	Select the cells, press Ctrl+1, press Ctrl+Tab to go to the Alignment panel, press Tab to go to the Merge cells field and select it.	Select the cells, press Alt+L for Layout , press M for Merge Cells .

Table 3. Creating and editing charts

Task	Microsoft Excel	Lotus Symphony Spreadsheets
Create a chart	Press Alt+I for Insert and press H for Chart .	Press Shift+F10, press R for Chart .

Table 3. Creating and editing charts (continued)

Task	Microsoft Excel	Lotus Symphony Spreadsheets
Change the chart type	Press Shift+F10 and press Y for Chart Type .	Press Shift+F10, press Y for Chart Type .
Change the chart style	Press Shift+F10 and press I for Chart Options .	Press Shift+F10 and press Y for Chart Type .
Format the chart area	Press Shift+F10 and press O for Format Chart Area .	Press Shift+F10 and press H for Chart Area .
Display data by rows or columns	Press Shift+F10, press S for Source Data , press Tab to go to the Series in field, and select Rows or Columns .	Press Shift+F10, press R for Data Ranges .
Turn on horizontal or vertical grids	Press Shift+F10, press I for Chart Options , and press Ctrl+Tab to go to the Gridlines panel.	Press Shift+F10, press G for Grid , and X for X Axis Main Grid , Y for Y Axis Main Grid , or A for All Axis Grids .
Hide or show axis values	Press Shift+F10, press I for Chart Options , press Ctrl+Tab to go to the Axes panel, and select or deselect the axes to display values for.	Press Shift+F10, press X for Axis , then press X for X Axis , Y for Y Axis , or A for All Axes . Press Ctrl+Tab to go to the Label panel, and select or clear Show labels .

Table 4. Formulas and functions

Task	Microsoft Excel	Lotus Symphony Spreadsheets
Enter a formula	Type =, type the formula, and press Enter.	Type "=" and the formula, and then press Enter.
Choose a function	Press Shift+F3.	Press Ctrl+F2.
Format values	Press Ctrl+1 and press Ctrl+Tab to go to the Number panel.	Press Shift+F10, press X for Text and Cell Properties , and press Enter. Press Ctrl+Tab to go to the Numbers panel.

Table 5. Shortcuts

Task	Description
Create cells	Press Ctrl+1.
Select cells	Press Shift+Arrow keys.
Select a row	Press Shift+Spacebar
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.

Table 5. Shortcuts (continued)

Task	Description
Recalculate all formulas	Press F9.
Save a spreadsheet with a different name	Press Ctrl+Shift+S.
Export a spreadsheet as a PDF	Press Alt+F for File , press X for Export as PDF , and press Enter.
Open style list	Press F11.
Navigate within a spreadsheet	Press F5 to open the navigator.