

Introduction to Spreadsheets

Wk9

This week a statement is acquired in CSV format via internet banking and added to an existing spreadsheet. We also look at linking and referencing cells across sheets.

Resources

Press F1 for offline help within Calc.

Search for “csv files; importing”.

Search for “moving; spreadsheets”.

Contents > Spreadsheets > References

GS52-GettingStartedLO.pdf - page 117, Opening a CSV file

CG41-CalcGuideLO.pdf - page 21, opening csv files

CG41-CalcGuideLO.pdf - page 32, Moving and copying sheets

CG41-CalcGuideLO.pdf - Chapter 10, page 270, Linking Calc data

CG41-CalcGuideLO.pdf - page 273, Referencing other sheets

Task

Assumptions are you have been maintaining a yearly workbook with a sheet for every month. At end of each month you download an electronic statement to add to the workbook.

1. Create a directory on your desktop called Banking. Download to this directory the bank statement example .csv file from Week 9 resources, on Bill's website. Download to this directory the example yearly workbook financesexample.ods from the same webpage.
2. Click on financesexample.ods file to open it first, then the .csv file. The csv file will open to the “Text Import” dialogue. Since the file has “date” format numbers make sure the “Detect special numbers” check box is ticked, then press OK to open. You should now have both files open.
3. Next task is to add the downloaded bank statement to the end of the yearly workbook, financesexample.ods. Number of ways to do this, but simple way is to copy the sheet from one file to the other, within Calc. To do this, within the csv file, right click on the sheet tab, select “Move or Copy sheet..”. The Move/Copy dialogue will open. Select “copy”, then in the “Location” box select destination document “financesexample.ods”. The “Insert before” box should now show existing sheets in the destination document, so you can choose where you would like to position it. In this case we will select “move to end position”. Block below gives option to rename the sheet in the process. In this case rename to “New Month”, or such like. In practice, you would name it for the month it contains. With these steps done, click OK. The new sheet should now be added to the yearly workbook.