

# 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+N.	Press Ctrl+N.
Create a new spreadsheet from a template	Press Alt+F for <b>File</b> , press N for <b>New</b> , select a <b>New from template</b> 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 <b>View</b> and press K to select or deselect <b>Task Pane</b> .	Press Alt+V for <b>View</b> , press O for the <b>Properties Sidebar</b> , and press O, F, or C to open, float, or close the sidebar, respectively.
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 <b>Insert</b> and press E, R, or C for <b>Cells</b> , <b>Rows</b> , or <b>Columns</b> , respectively.	Press Ctrl+I and select <b>Shift cells down</b> , <b>Shift cells right</b> , <b>Whole row</b> , or <b>Whole column</b> .
Insert a new sheet	Press Shift+F11.	Press Alt+C for <b>Create</b> , press S for <b>Sheet</b> , 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, 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.
Adjust column or row size	Press Alt+O for <b>Format</b> and press R for <b>Row</b> and E for <b>Height</b> , or press C for <b>Column</b> and W for <b>Width</b> .	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 and press S for <b>Text and Cell Properties</b> .
Sort cell contents	Select the cells, press Alt+D for <b>Data</b> , and press S for <b>Sort</b> .	Select the cells, press Alt+M for <b>Manipulate</b> , press S twice for <b>Sort</b> , and press Enter.
Merge cells	Select the cells, press Ctrl+1, press Ctrl+Tab to go to the <b>Alignment</b> panel, press Tab to go to the <b>Merge cells</b> field and select it.	Select the cells, press Alt+L for <b>Layout</b> , press E for <b>Merge Cells</b> , and press D for <b>Define</b> .

Table 3. Creating and editing charts

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

Table 4. Formulas and functions

Task	Microsoft Excel	Lotus Symphony Spreadsheets
Enter a formula	Type =, type the formula, and press Enter.	Type =, type the formula, and press Enter.

Table 4. Formulas and functions (continued)

Task	Microsoft Excel	Lotus Symphony Spreadsheets
Choose a function	Press Shift+F3.	Press Ctrl+F2.
Format values	Press Ctrl+1 and press Ctrl+Tab to go to the <b>Number</b> panel.	Press Shift+F10, press S for <b>Text and Cell Properties</b> , and press Ctrl+Tab to go to the <b>Numbers</b> 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 with values	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.
Save a spreadsheet with a different name	Press Ctrl+Shift+S.
Export a spreadsheet as a PDF	Press Alt+F for <b>File</b> , press E for <b>Export</b> , and select <b>Portable Document Format (.pdf)</b> in the <b>File format</b> field.
Open print preview	Press Ctrl+Alt+P.
Open style list	Press F11.
Navigate within a spreadsheet	Press F5 to open the navigator.