

How to produce a tables square in a spreadsheet application.

12th June 2009

1. Open up open office calc
2. Starting in the first cell enter the following data

X	1	2	3	4	5	6	7	8	9	10	11	12
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												

3. In cell b2 enter $=1xB2$
4. In cell b3 enter $=2xb2$
- 4a. do the same for each cell b2 to b13

You have now set up the formula's for each column you now need to apply this to the rest of the table.

5. highlight cells b2 to b13
6. select edit menu, select fill, select right

This should fill the whole table with the right values for a multiplication square.

All we need to do now is tidy things up a little. Mainly Setting the cells so they are a nice uniform size

7. right click on a cell heading, and select optimal cell width, this re sizes all the cells so everything fits nicely.

You should end up with something like below

X	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

That should be it. In order to just print the table you need to set the print area to do this

8. Highlight the whole table
9. Click the format menu
10. Click print ranges and then select add to check

11. Click file then print preview and you should see just the table in the print preview page

Further optimisation

Lets now make a nicer table by having borders around each cell to make it easier to read.

12. Click Format and select page
13. Click the Sheet tab
14. Check grid
15. Press OK

Again go back to print preview and your tables square should start to look a lot better.

Optional further enhancements could be

Setting both the first column and first row to a different colour, so they stand out

Highlight specific numbers, e.g put the 5 times table both vertical and horizontal in a different colour.

¹

¹Document written by Paul Sutton - zleap@zleap.net

License - released under Creative Commons Attribution-Non-Commercial-Share Alike 2.0 UK: England & Wales Licence.