

- **Tools** – contains functions to help check and customize a spreadsheet, for example **Spelling, Share Spreadsheet, Macros, Options**.
- **Window** – contains two commands; **New Window** and **Close Window**. Also shows all open windows in other LibreOffice applications.
- **Help** – contains links to **LibreOffice Help** (included with the software), **User Guides**, and other miscellaneous functions; for example **Restart in Safe Mode, License Information, Check for Updates, About LibreOffice**.

## Toolbars

The default setting when Calc opens is for the Standard and Formatting toolbars to be docked at the top of the workspace (Figure 3).

Calc toolbars can be either docked (fixed in place), or floating, allowing you to move a toolbar to a more convenient location on your workspace. Docked toolbars can be undocked and moved to a different docked location or become floating toolbars. Likewise, floating toolbars can be docked.

You can choose the single-toolbar alternative to the default double toolbar arrangement. It contains the most-used commands. To activate it, enable **View > Toolbars > Standard (Single Mode)** and disable **View > Toolbars > Standard** and **View > Toolbars > Formatting**.

For additional information on toolbars, see Chapter 1, Introducing LibreOffice, of the *Getting Started Guide*.

The default set of icons (sometimes called buttons) on toolbars provides a wide range of common commands and functions. You can also remove or add icons to toolbars. See Chapter 14, Setting up and Customizing, for more information.

Placing the mouse cursor over an icon, text box, or menu command displays a small box called a tooltip that shows the name of the item's function. To close a tooltip, move away from the underlying component or press the *Esc* key.

To see a more detailed explanation of an icon, text box, or menu command, do one of the following to open extended tips:

- To activate extended tips just once: press *Shift+F1*.
- To activate extended tips from the Menu bar: go to **Help > What's This?** and hover the mouse pointer over an icon.
- To turn extended tips on or off: go to **Tools > Options > LibreOffice > General** on the Menu bar and toggle the **Extended tips** checkbox.



### Note

The What's This? facility and extended tips are being improved but in LibreOffice 7.0 this work is incomplete and so they are not fully functional.

## Formula Bar

The Formula Bar is located at the top of the Calc workspace. It is permanently docked in this position and cannot be used as a floating toolbar. However, it can be hidden or made visible by going to **View > Formula Bar** on the Menu bar.

