How to use Table Spreadsheet macro

The **Table Spreadsheet** macro allows you to add an Excel-like spreadsheet. You can work with it both in the page view and page edit mode.

Adding the Table Spreadsheet macro

1. Insert the macro on a page:

- Start entering **/Table Spreadsheet** and select the macro
- On the editor pane, click **Insert -> View more** , find the macro and insert it on the page

> The page stores your spreadsheet as an attachment. You can find more information about the attachment or download the file in the page settings.
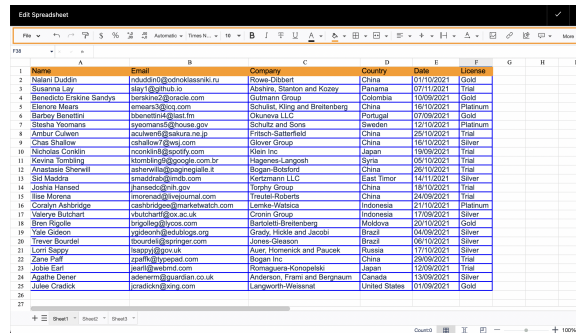>
> The last 10 versions of a spreadsheet are saved by default. You can retain all spreadsheet revisions.

Main functions of the Table Spreadsheet macro

- Cell format
- Text settings (font, size, type, color)
- Cell color
- Border style and color
- Alignment and text placement
- Merging cells
- Freezing rows
- Automatic functions
- Multiple sheets
- Export to CSV
- Export to XLSX
- Import of Excel (xlsx, csv, ods formats)

> The following info regarding the import formats should be noted:
>
> - xlsx format partially supports formatting;
> - charts, pivot tables and conditional formatting are not supported to import from Excel currently.

Filtering the spreadsheet

1. Click the funnel icon on the editor pane
2. To sort the spreadsheet, choose the sorting type
3. To filter the spreadsheet, select a column and click **Create filter**
4. Choose a condition to filter the column by
5. Confirm the settings or clear the filter, if no longer needed

Adding a pivot table

1. Select the pivot table macro on the editor pane
2. On a new sheet, choose the settings

Adding a chart

1. Select the chart macro on the editor pane
2. Choose chart settings

The following chart types are available:

- Line chart
- Area chart
- Column chart
- Bar chart
- Pie chart

Conditional formatting

1. Select a table
2. Choose Conditional formatting on the editor pane
3. Select a suitable formatting preset or set your own rule

	A	B	C	D		
1	Specialist	Resolved	Pending	Added to backlog	Unresolved	
2	Parsifal Bengefield	31	18	1	0	
3	Nichol Wellstead	25	23	3	2	
4	Rivy Skip	42	7	0	4	
5	Mariann Scandrett	36	15	0	1	

Highlight cell rules
Item selection rules
Data bar
Color gradation
Icons

New rule
Delete rule
Management rules

Using AI assistant

1. Start entering **=FORMULA_AI** to ask ChartGPT for help to write the correct formula
2. Start entering **=ASK_AI** to request any info from ChartGPT

ⓘ Find here how to enable /disable the AI assistant feature.

1. Save data in the Table Spreadsheet macro via **File->Save** *(to have a generated name)* or via **File->Save As** *(to name it yourself).*
2. Get to the page you wish for the spreadsheet's new location. Open the page in the edit mode and insert the Table Spreadsheet macro. Open the spreadsheet created earlier via **File->Open->type your spreadsheet's name**.

ⓘ Once any changes on the page are added and saved, it will affect all the spreadsheets, treated as the same spreadsheet. The attachment, however, will be placed only on the source page where the spreadsheet was originally created and saved.

✅ To make an independent copy of the spreadsheet to work with it further on, i.e. add it as an attachment of the selected page and reform it without affecting the original one, save the spreadsheet on the page with another name via **File->Save As->type your name->Save**

Read only mode in Table Spreadsheet

✅ Enable Read only mode if you wish no content of your Table Spreadsheet to be adjusted beyond the page edit mode.

1. Insert the macro on a page or open the existing Table Spreadsheet.
2. Navigate to **File -> Settings**.
3. Check the option **Read only mode.**
4. Save Table Spreadsheet.

ⓘ Enabling the **Read only mode** option *covers the toolbar of a spreadsheet* and *automatically protects its content* to prevent editing in **the view mode**.

Spreadsheet Autosave

1. Navigate to **File -> Settings**
2. Tick **Autosave**

> (i) The **Autosave** option saves your spreadsheet changes automatically. It ensures your recent work is saved effortlessly, but notice that older versions beyond the latest 10 won't be stored

Retain all spreadsheet revisions

1. Navigate to **File -> Settings**
2. Tick **Retain all spreadsheet revisions** in the **Advanced options** section

> (i) Enabling the **Retain all spreadsheet revisions** option will result in higher storage usage. This means that each version or change made to a spreadsheet will be saved and take up storage space.

Nesting Table Spreadsheet inside other Table Filter, Charts & Spreadsheets macros

> (i)

Table Spreadsheet supports nesting inside the following macros within the Table Filter, Charts & Spreadsheets app: Table Filter, Pivot Table, Table Transformer, Chart from Table, Table Excerpt and Table Toolbox.

1. Locate the page with **the Table Spreadsheet macro**.
2. Switch the page to the edit mode.
3. Add one of the Table Filter, Charts & Spreadsheets macros to be further combined with your Table Spreadsheet.
4. Wrap your Table Spreadsheet with the added macro.
5. Configure the macro to fit your needs.
6. Save the macro and the page.

To combine your **Table Spreadsheet** with multiple Table Filter, Charts & Spreadsheets macros in the Cloud version wrap it with **the Table Toolbox macro** .