How to backup user names and passwords with Open Office spreadsheet.

- **As I mentioned before in the Introduction, you can download Open Office with Ninite and the Ninite page under Courses in my Website shows you how to download it and other programs.**

- **Once you download it, the Icon is on your Desktop and you have to double click on it to open it and next is a sample.**
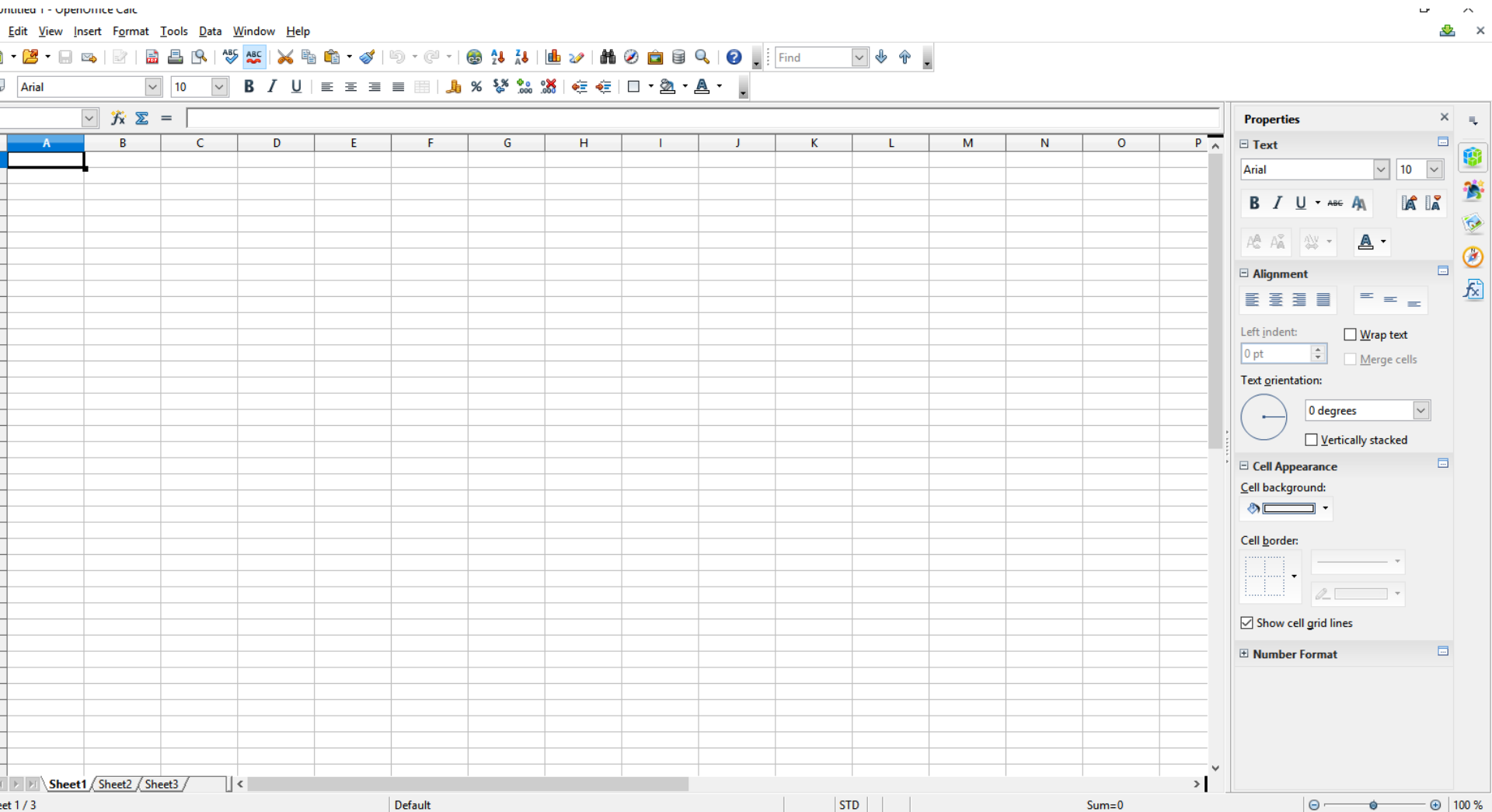
- **This is what it looks like when you open Open Office. You then click on spreadsheet and next is what happens.**
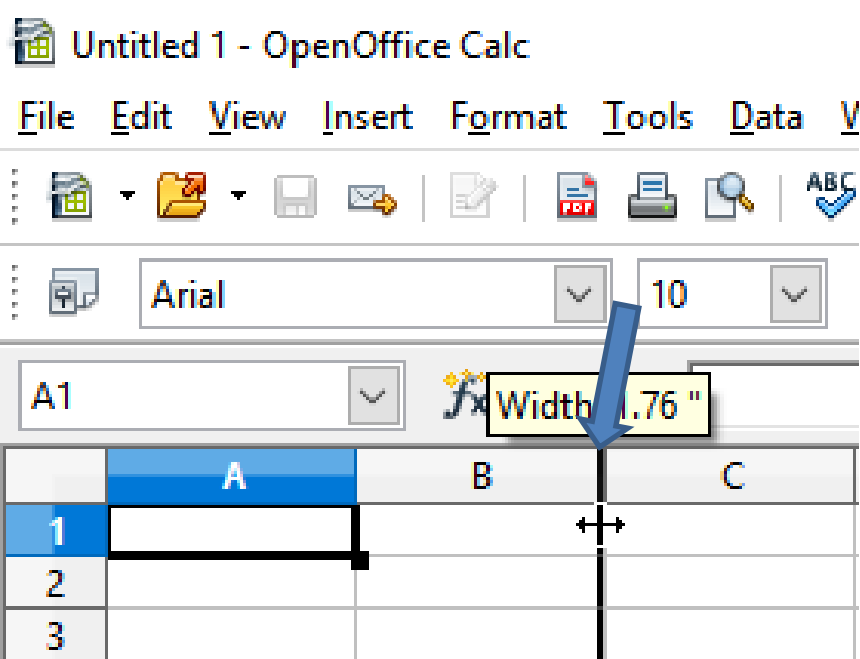
- **It changes to this page. Next is what to do for User Names and Passwords.**

- **You first press and hold on the line next to A and drag it to the right to make it larger. Below is a sample of dragging it and you see the Width. Next is what happens with you let it go.**

- **This is what it looks like when you let it go. You follow the same process with B row, C row, D row and the E row. You can change the width different, like I did. Once complete, type in names, like KeePass. Next is a sample.**
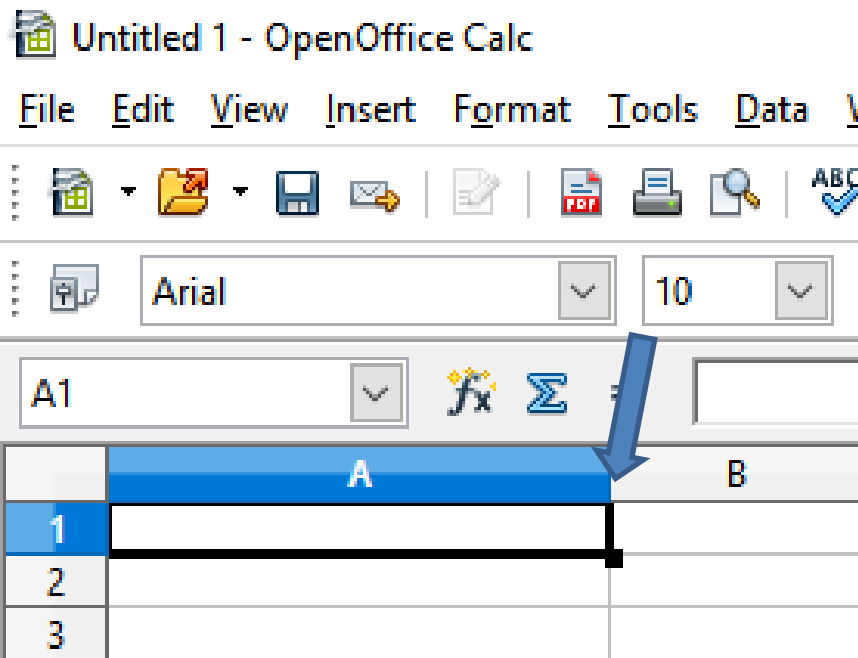
- **Here is a sample of changing the widths and typing in Title, User Name, Password, URL link and Note.**

- **You then start to type in the Title, User Name, etc. in the second row. Next is a sample, like I showed you in Excel.**
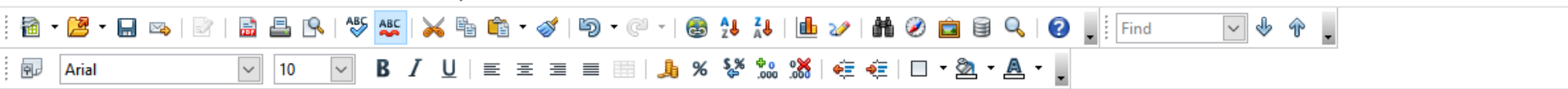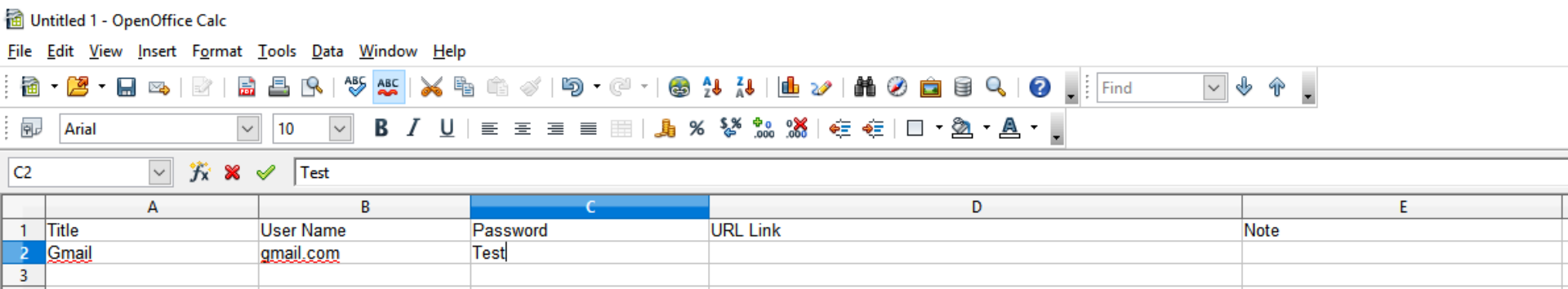
- **Here is a sample of typing in the Title, User Name and Password. Next is how to insert a URL link. You first go to your account and then copy the URL.**
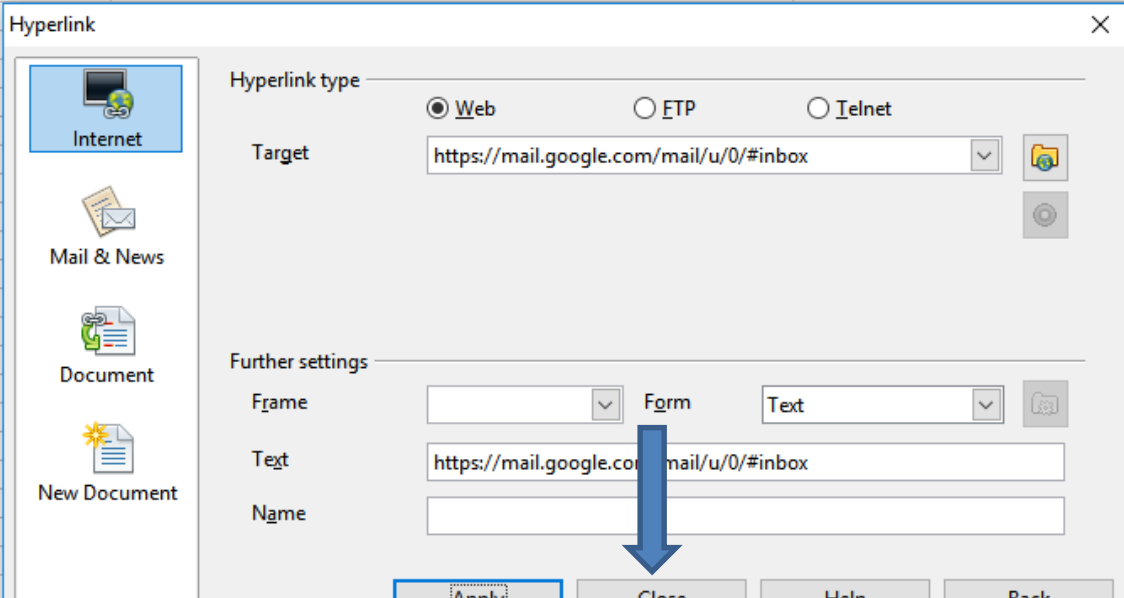
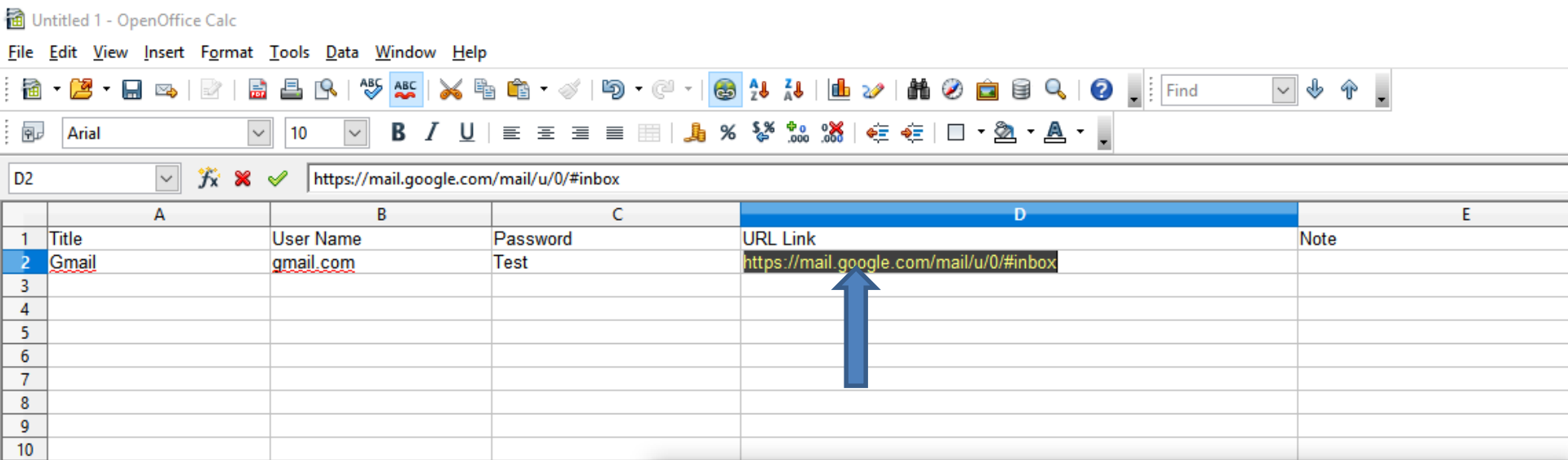- **You click on the row under the URL Link and you see it highlighted and then click on Insert in the upper left and you see a list and click on Hyperlink and next is what happens.**
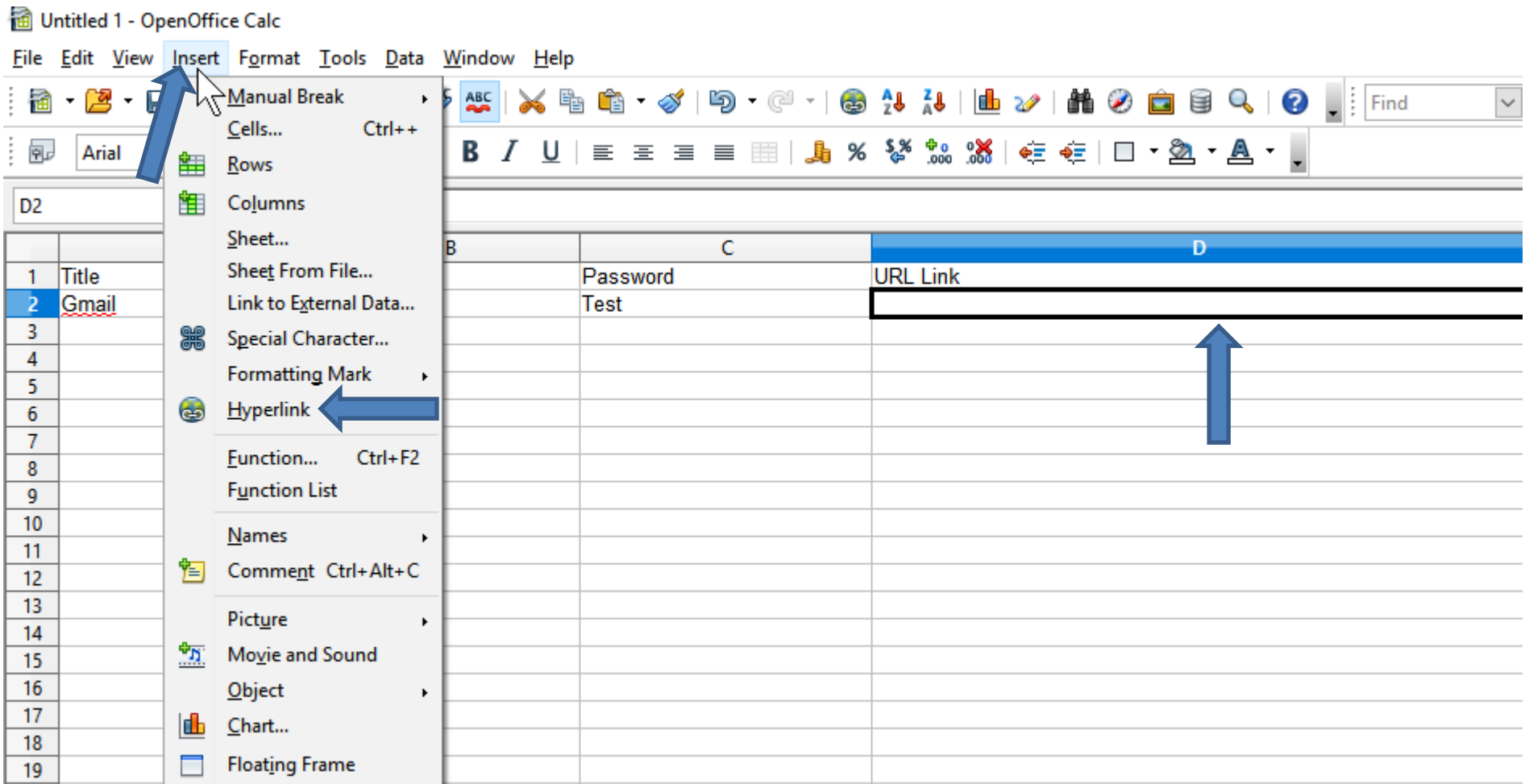
- **A new window opens. You then Paste the URL next to Target and click on Apply and next is what happens.**
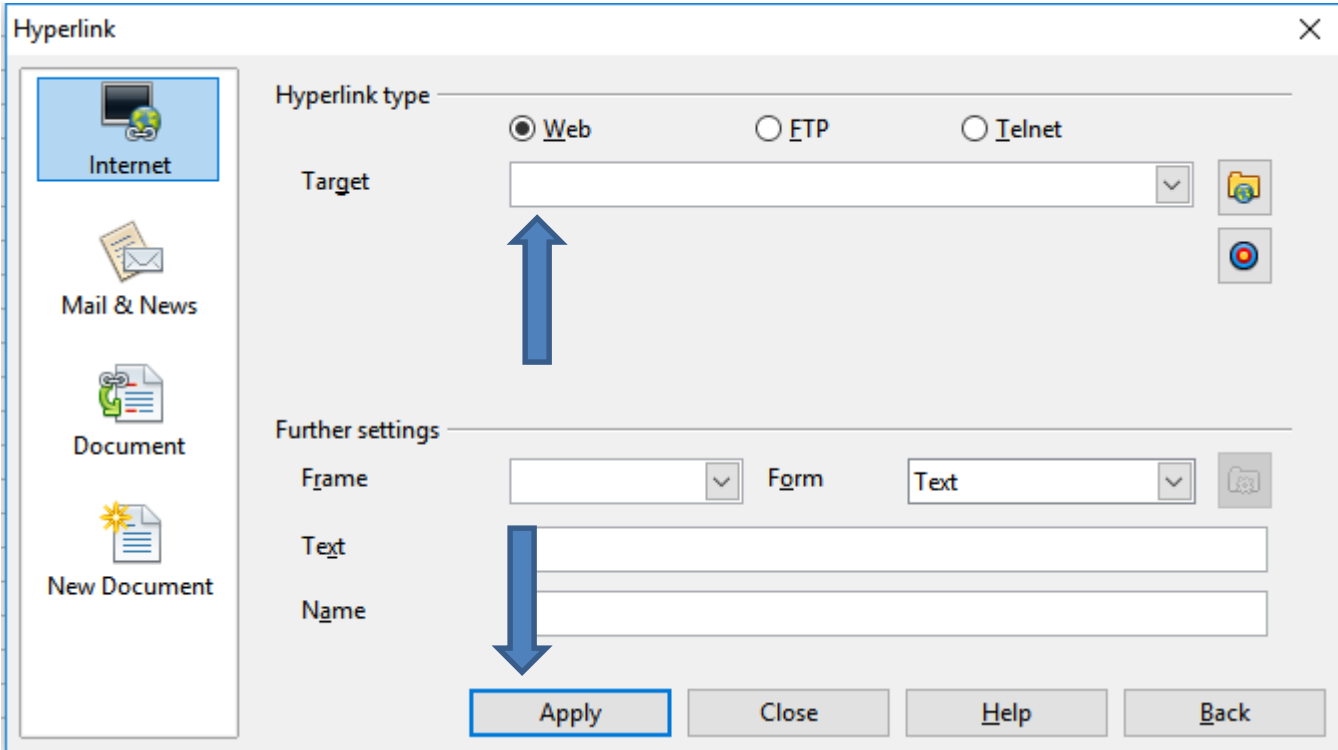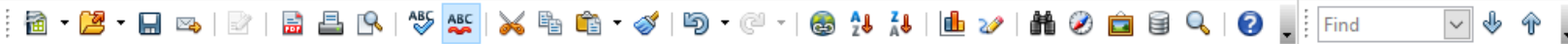
- **It shows the URL under URL Link and then click on Close to close the window and next is a sample.**

- **Window closes and see the URL highlighted. When you click on it, as I mentioned before in the other programs, your Default Browser opens with the link. You follow the same process to add other User Names and Passwords. As I mentioned before in the other programs, if you do a lot of them, you may want to add other sheets, like I did in the other programs. Next is about sheets.**

- **Open Office typically has 3 sheets at the bottom of left and they call them Sheet 1, Sheet 2, Sheet 3. You can change the names and add other sheets. Next is how to change name that is similar as I showed you in the other programs.**

| 38 |
| 39 |

|◄| |◄| |►| |►| Sheet1 / Sheet2 / Sheet3 / | | |<|
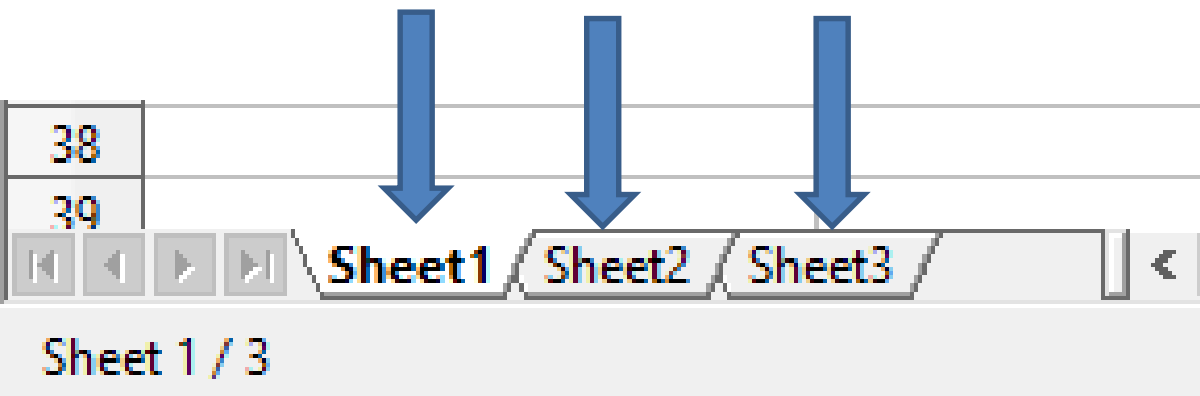
Sheet 1 / 3

- **You right click on the first Sheet 1 and you see a list and then click on Rename Sheet and next is what happens.**
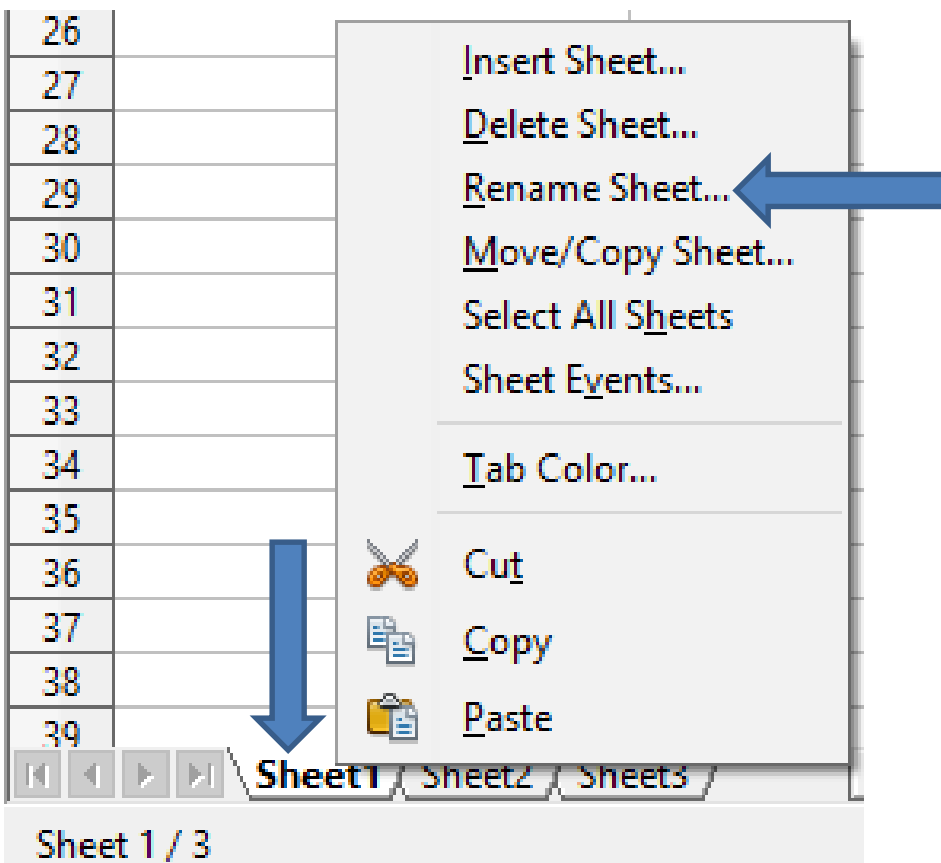
- **The list closes and a new window opens in the middle and you see the name highlighted and type in the new name and next is a sample.**
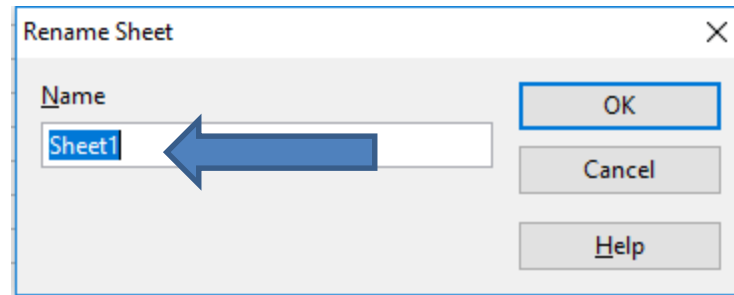
- **Here is a sample and once complete, click on OK and next is what happens.**
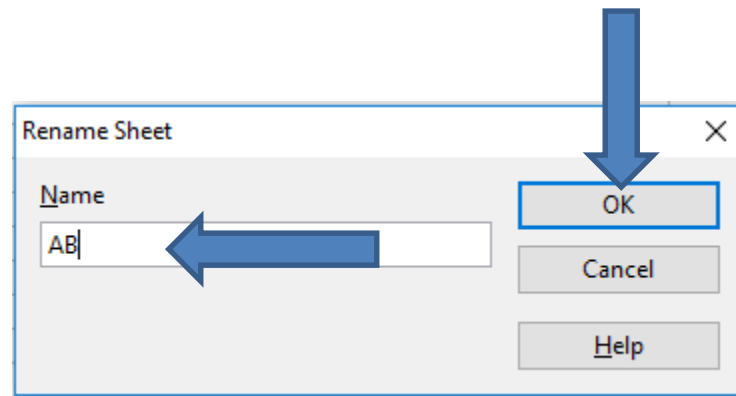
- **Window closes and you see the new name. You follow the same process to change the name on Sheet2 and Sheet3. Next is a sample.**

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| 39 |

AB / Sheet2 / Sheet3 /

Sheet 1 / 3
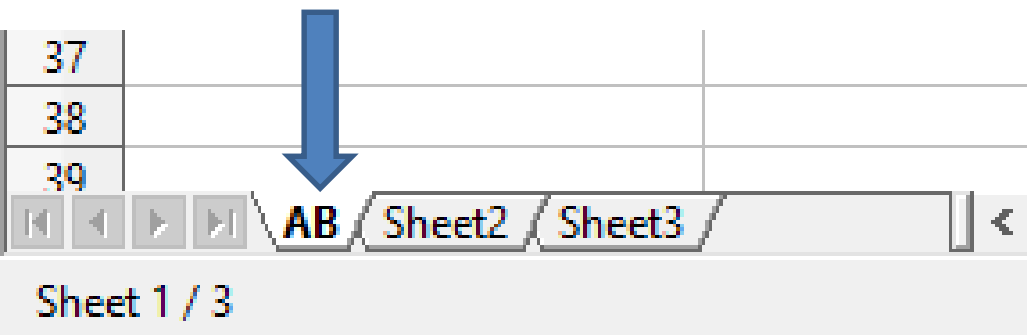
- **Here is a sample of changing them. Next is how to add a new Sheet. You click right of the 3rd Sheet and next is what happens. As I mentioned before, the reason is I did that in Excel was to backup what I did in KeePass.**

- **A new window opens in the middle and I recommend you click on the box left of After current sheet and next is what happens.**

Insert Sheet

Position
- ◉ Before current sheet
- ◯ After current sheet

Sheet
- ◉ New sheet
  - No. of sheets: 1
  - Name: Sheet4
- ◯ From file

Browse...

☐ Link

OK

Cancel

Help
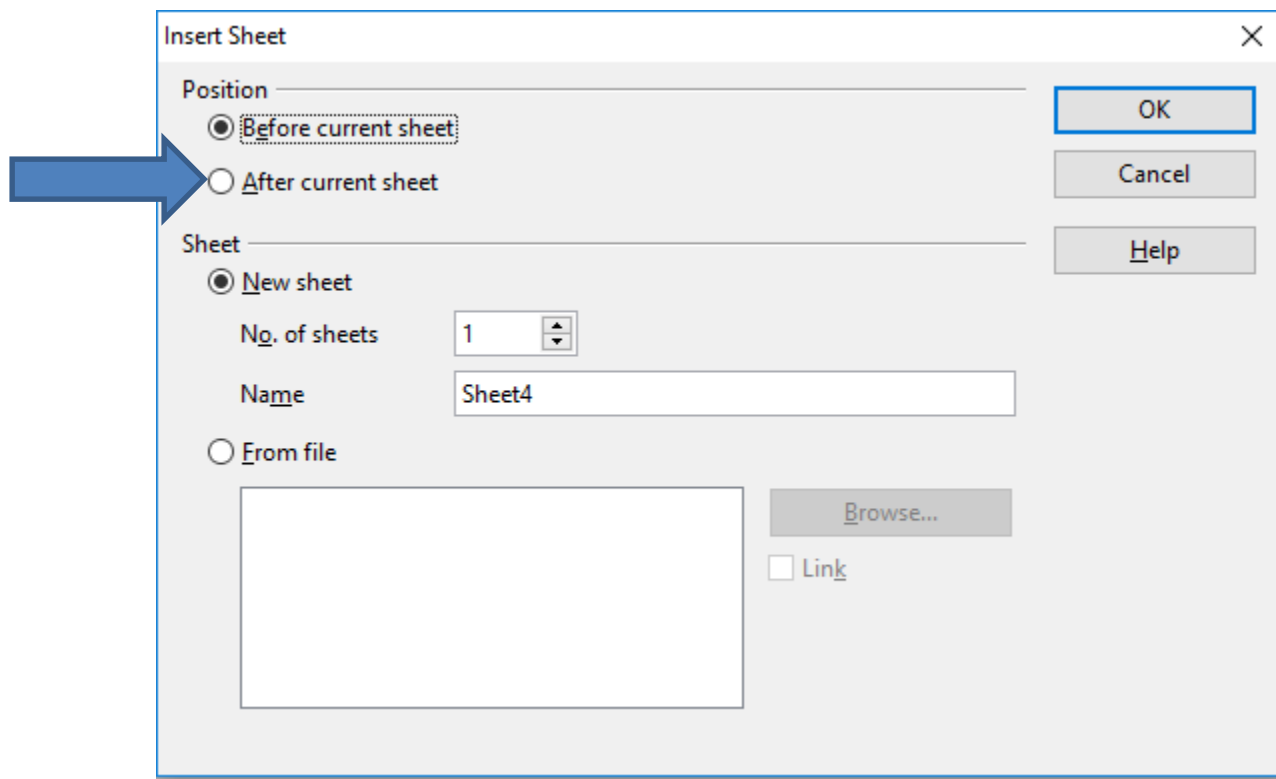
- **You see the box checked. You then highlight the name as I did and then type in a new name and next is a sample.**

Insert Sheet

Position
- ○ Before current sheet
- ◉ After current sheet

Sheet
- ◉ New sheet
  - No. of sheets 1
  - Name Sheet4
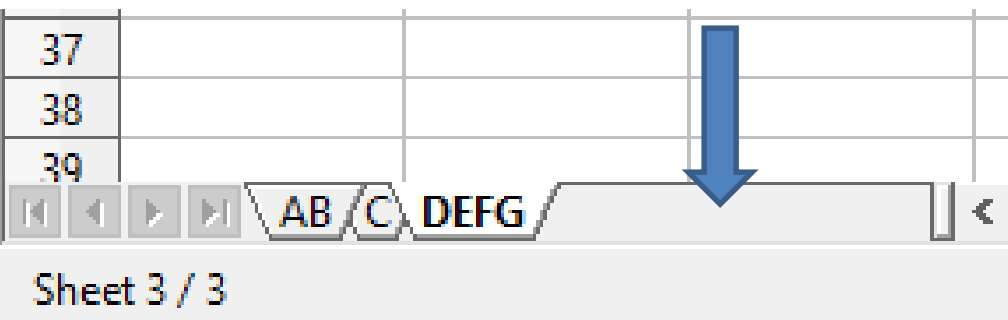- ○ From file

Browse...

☐ Link

OK

Cancel

Help

- **Here is a sample. Once complete, click on OK and next is what happens.**

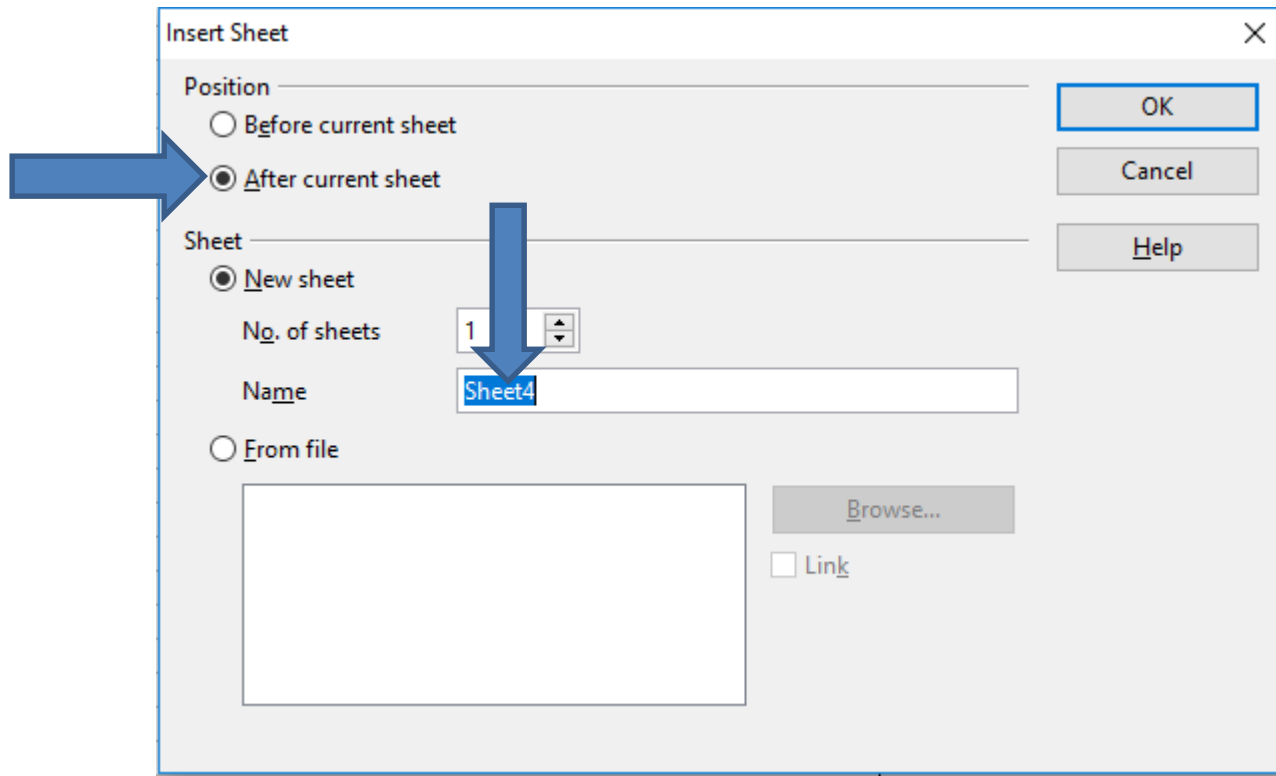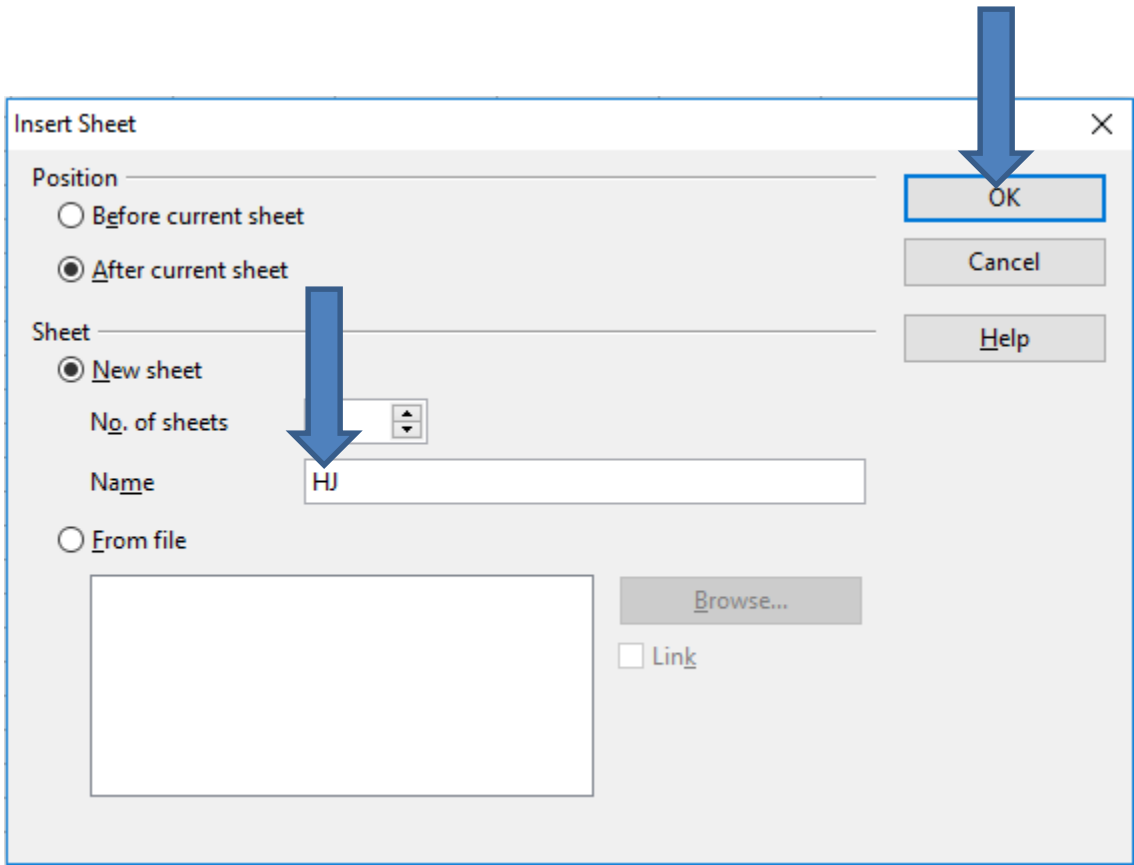- **Window closes and you see the new Sheet. You follow the same process to add other Sheets and next is a sample of adding 5 more of them.**

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AB / C / DEFG \ HJ /

Sheet 4 / 4
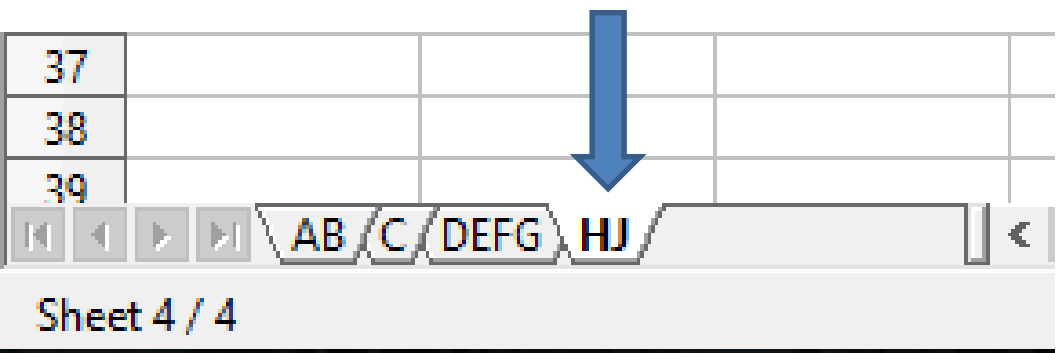
- **Here is a sample of adding 5 more of them and you just see the 5 of them and not the others. Next is how to show all of them. You have to click on the back Icon ◀ a few times and next is a sample.**

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|◀ ◀ ▶ ▶| / KLMN / RS / TUV / OPQ \ WY / | | < |

Sheet 9 / 9
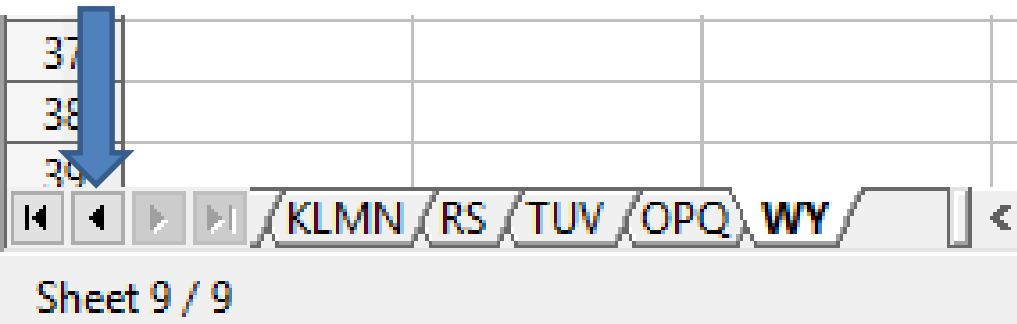
- **Here is a sample of clicking on the back Icon ◀ a few times and you see all of them and you don't see the Icons highlighted.**

- **Once complete, next is how to save as with a password.**

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|◀ ◀ ▶ ▶| \ AB / C / DEFG / HJ / KLMN / RS / TUV / OPQ \ WY /

Sheet 9 / 9
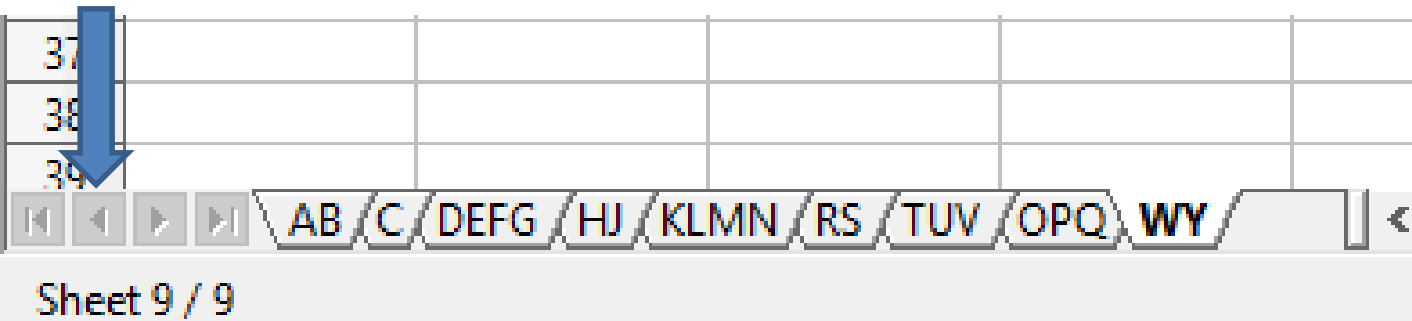
- **To do save as, click on File in the upper left and next is what happens.**
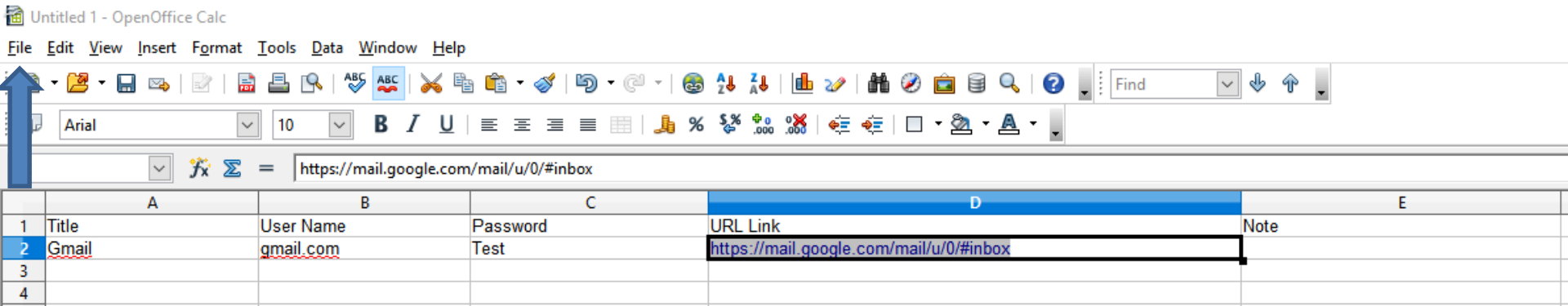
When you click on File, a new window opens with a list and then click on Save as. Next is what happens.
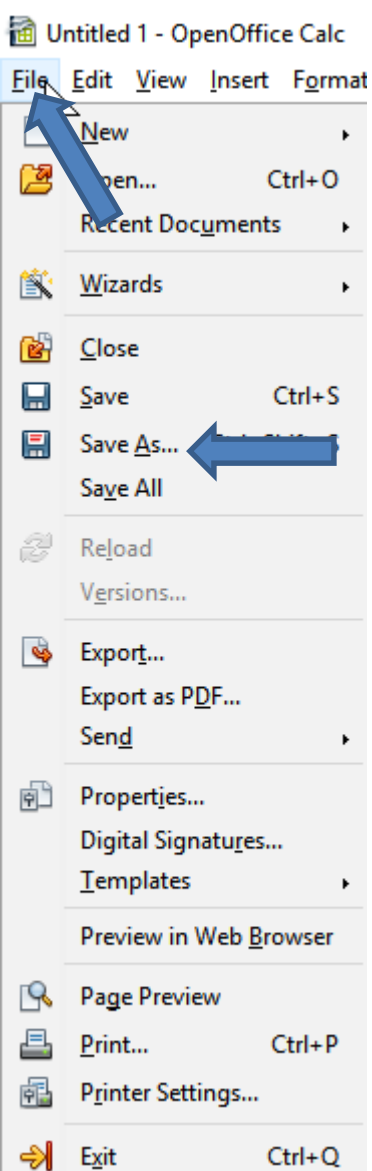
Window closes and a new window opens, like File Explorer. You can change the File name and find a folder or add a New folder. Also check the box left of Save with password. Next is a sample.
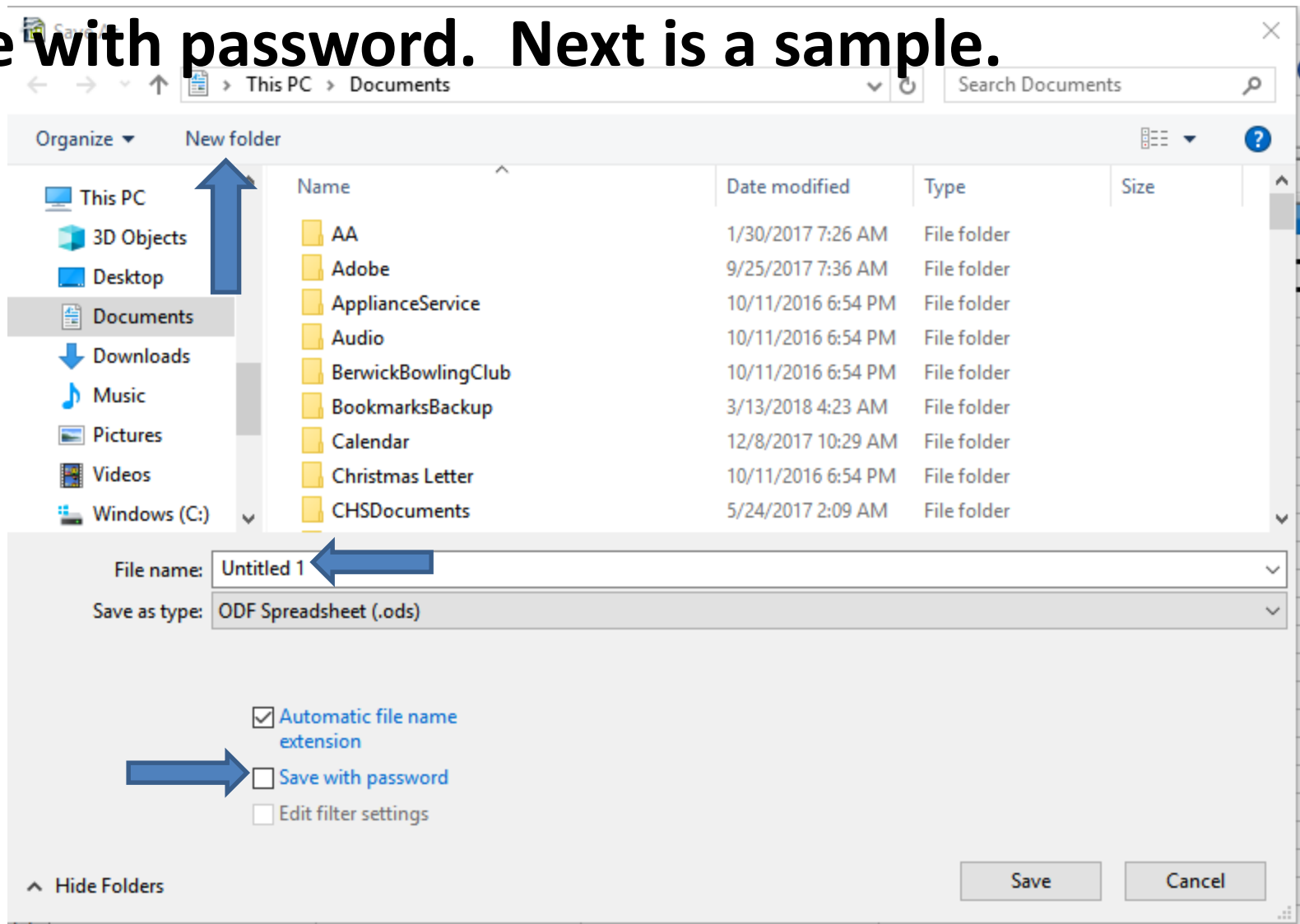
Here is a sample of changing the File name and checking the box and clicking on New Folder and next is a sample of typing in the name on New folder.
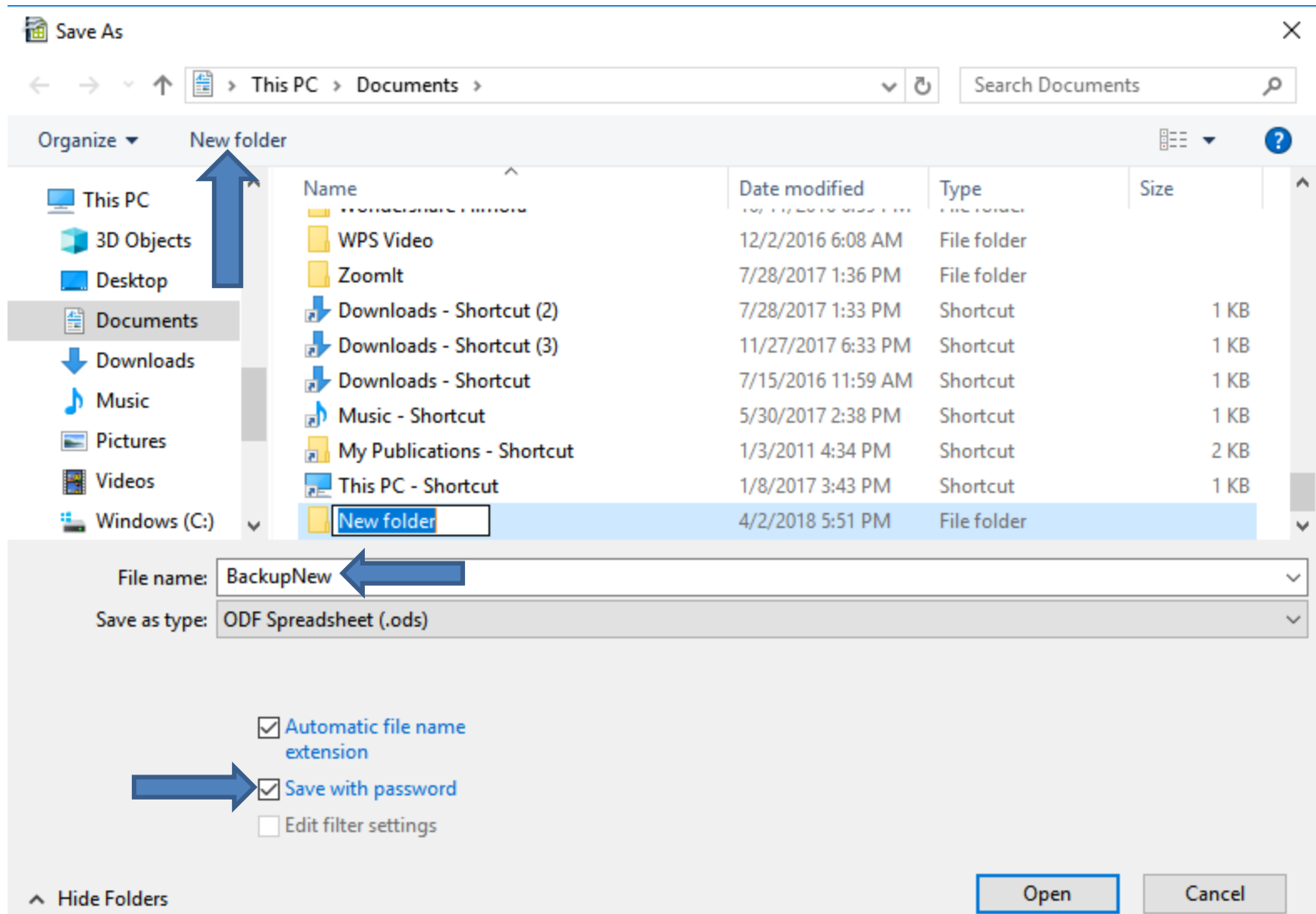
Here is a sample of typing in the name on New folder, like Backup. Once complete, click on Open and next is what happens.
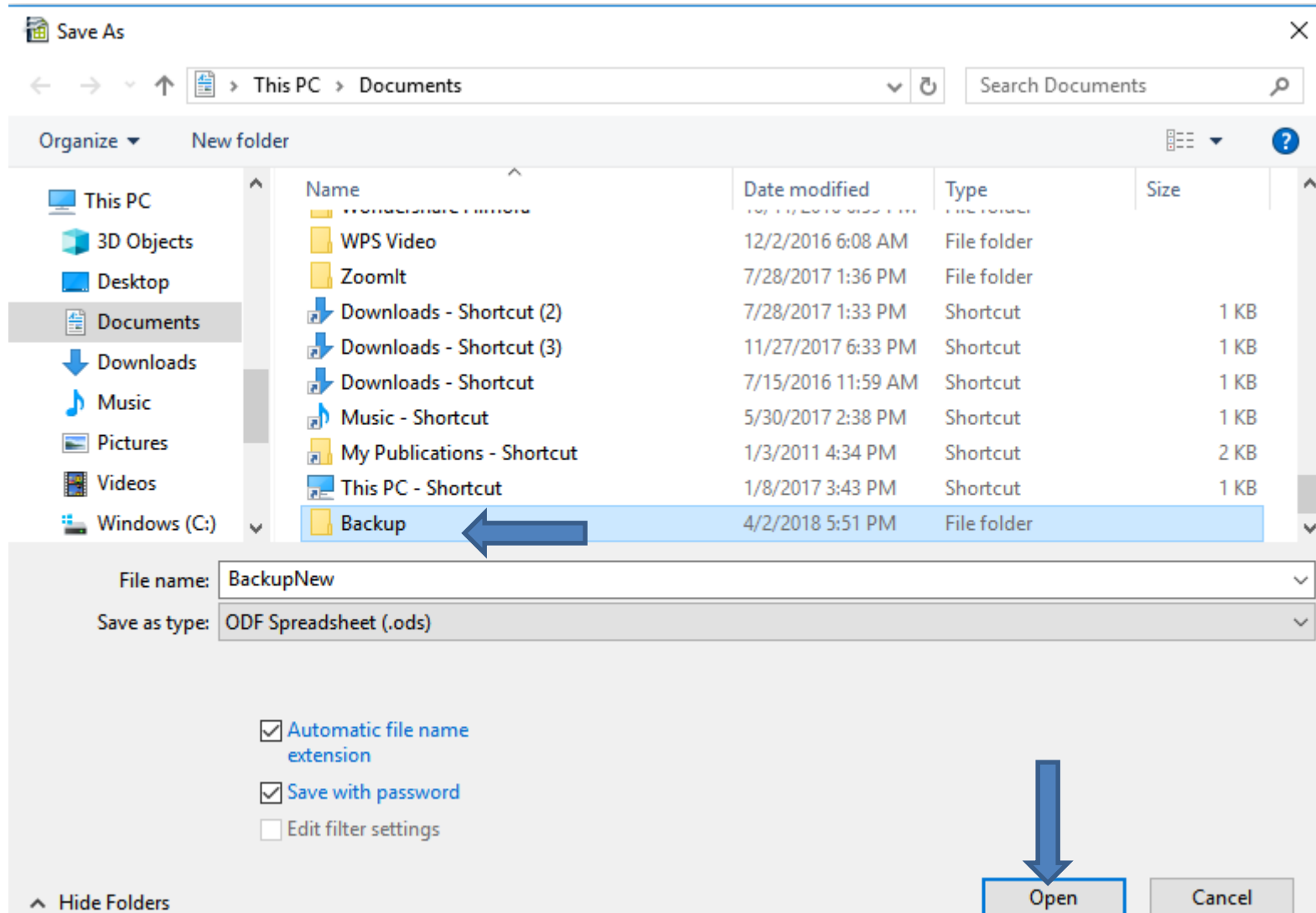
It goes to the Backup folder. Then click on Save and next is what happens.
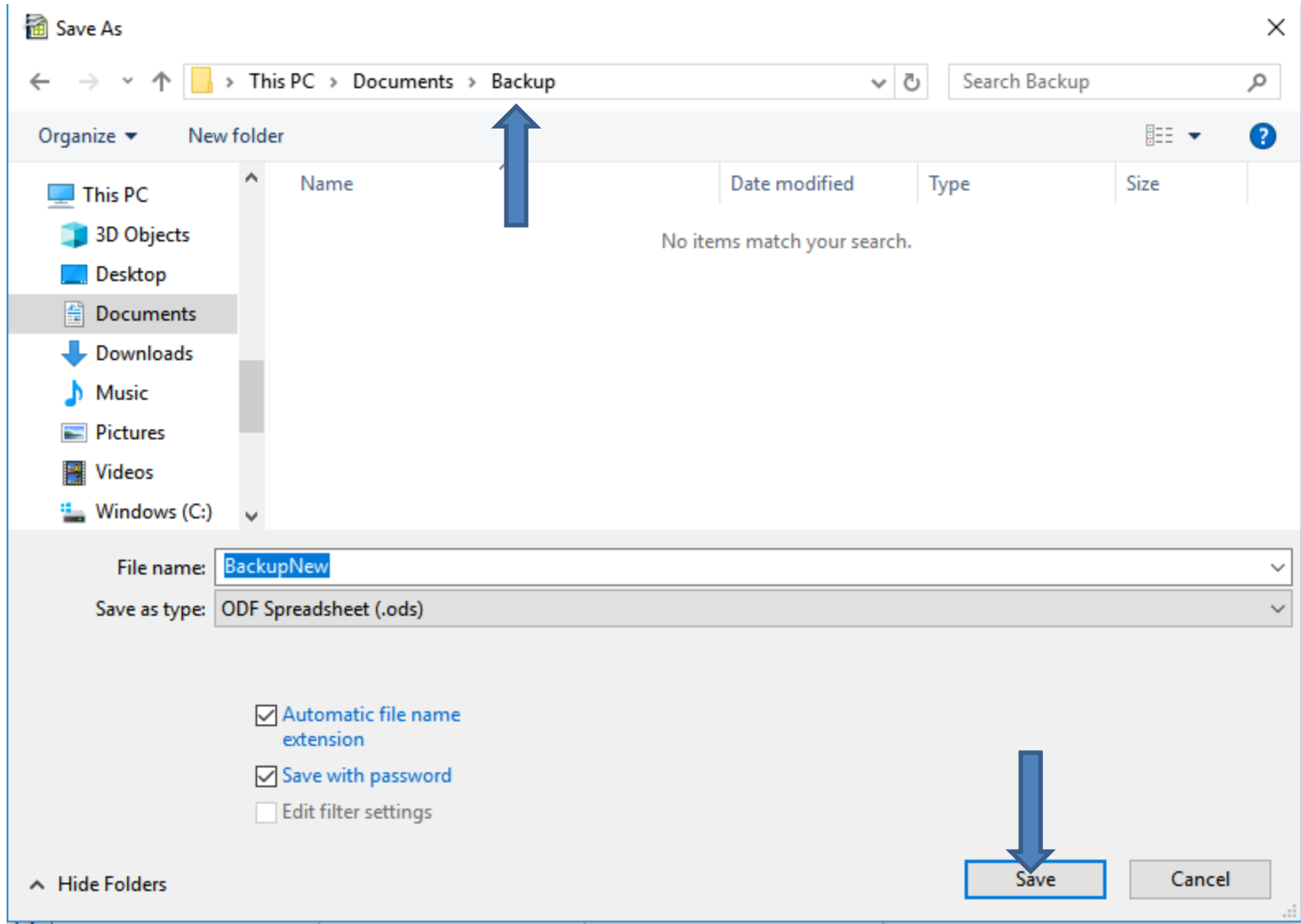
- **The window closes and a new window opens and you type in Password and type it again in Confirm password and then click on OK. As I mentioned in KeePass you have to remember it or write it down and put it safety deposit. Next is what happens when you click on OK.**
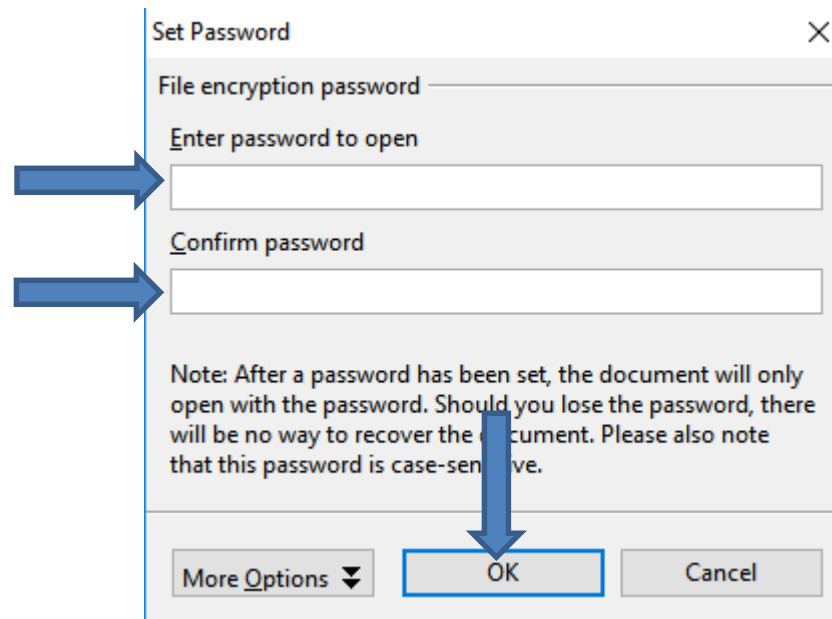
- **The window changes and asks you to Reenter password. Type it in again and click on OK. Next is what happens when you click on OK.**

- **Window closes and you see the name in the upper left. Next is what happens when you click on X in the upper right to close it and open it again.**

BackupNew.ods - OpenOffice Calc

File Edit ~ Insert Format Tools Data Window Help

D2   https://mail.google.com/mail/u/0/#inbox

	A	B	C	D	E	F	G	H	I
1	Title	User Name	Password	URL Link	Note			
2	Gmail	gmail.com	Test	https://mail.google.com/mail/u/0/#inbox				
3								
4								
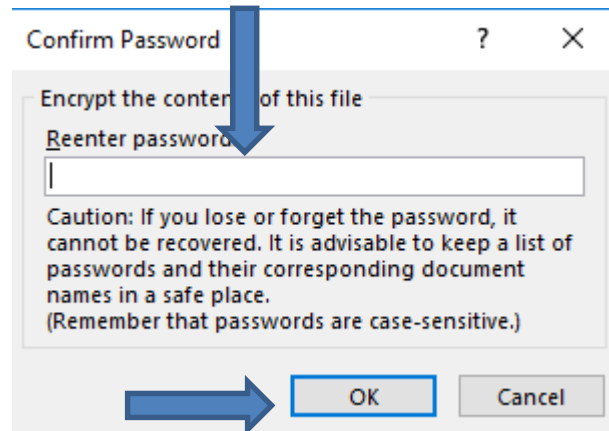
- **When you open it again, click on the drop down Icon next to Open and you see a list of recent ones and click on the one you just saved and next is what happens.**
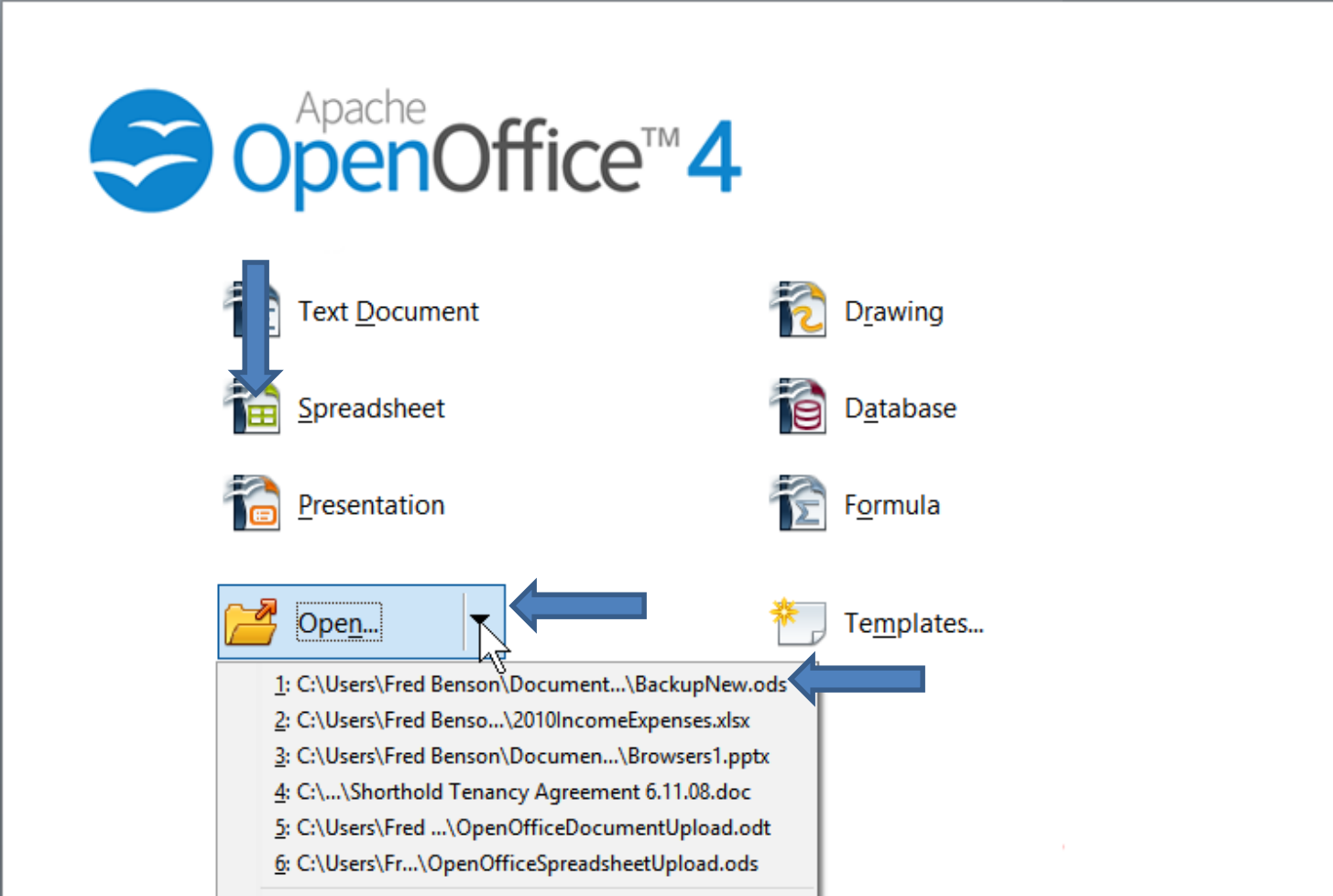
- **A new window opens and you have to type in your password and then click on OK and next is what happens.**

- **It then goes to your spreadsheet. Next is how to copy & paste as I showed before in the other programs.**

- **You right click on a User Name and click on Copy and follow same process with Password. Next is about Paste them.**
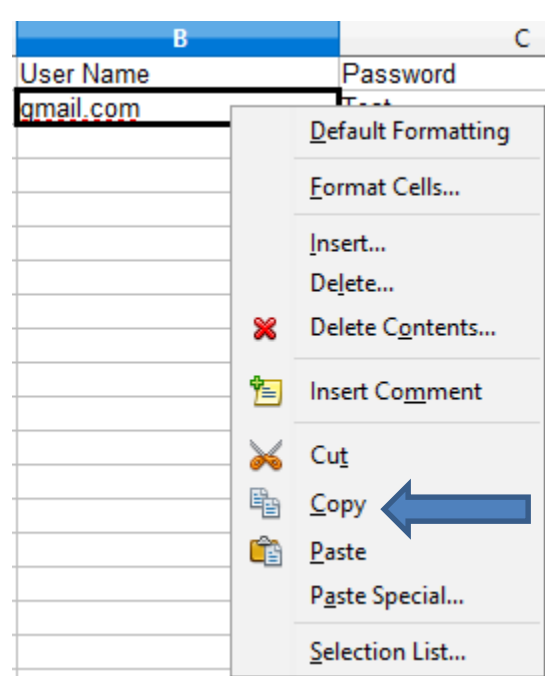
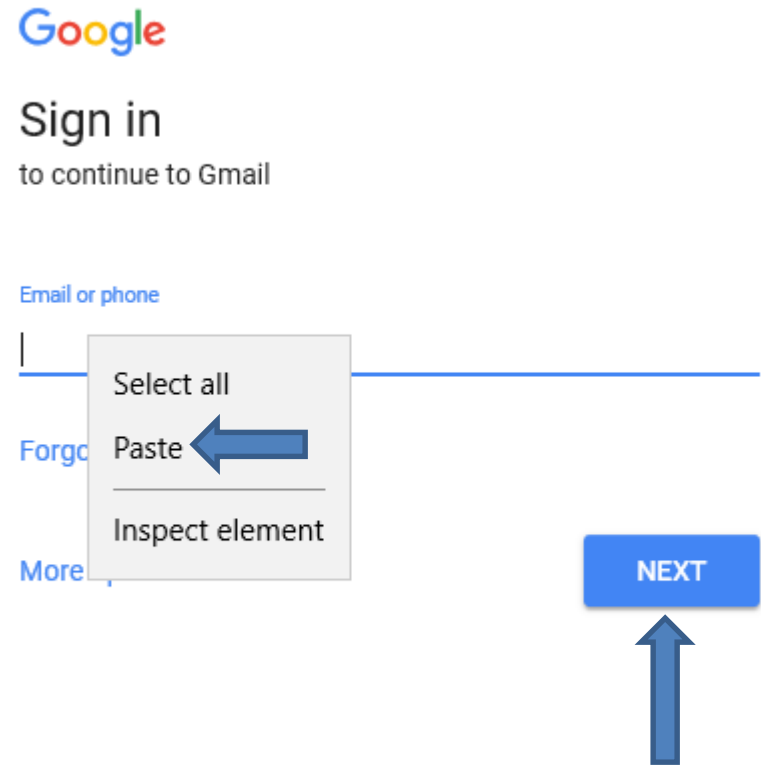- **Here is a sample of Gmail. You right click on Email and click on Paste and it works and you can do the same with Password. Or, you can press and hold the Ctrl Key and click on the V Key to Paste. Once complete, click on Next.**

- **Next is what happens.**

Note – sometimes it already

shows the Email and you just

have to Paste the password,

which is next.

Google

Sign in
to continue to Gmail

Email or phone

|
Select all

Forgo Paste ⬅

Inspect element

More

NEXT

- **You see your email. I blocked it so you can see mine. You go back to Excel and copy the password and then go back to Gmail and right click on Enter and click on Paste. Or you can press and hold the Ctrl Key and click**
  on the V Key to Paste.
- **Once complete, click on**
  Next and it opens your
  email account.

This is the End of Open
Office

Google

Hi Frederick

F   p̱   jmail.com

Enter your password

Select all

Paste

Forgot passw

Inspect element

NEXT