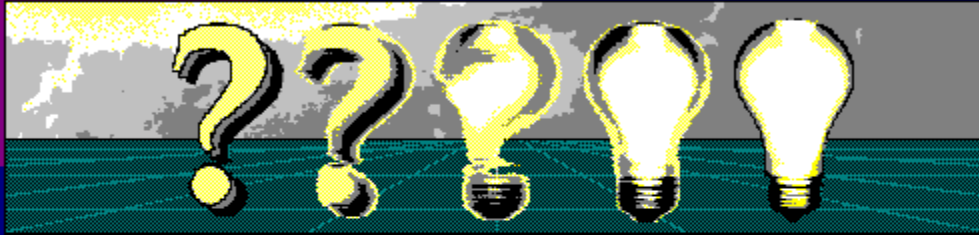1-2-3 Release 4 Tutorial

Lotus
1-2-3 Release 4

Tutorial

Click to start a lesson, or press ESC to exit if you are not using a mouse

Using This Tutorial	**5** Printing Data
1 Building a Simple Spreadsheet	**6** Using Multiple Worksheets
2 Working with Ranges	**7** Using a Database
3 Enhancing a Worksheet	**8** Using Version Manager
4 Creating a Chart	Exit

In the Tutorial, use the buttons at the top of the Tutorial window to move through the Tutorial, get help, or display the Tutorial navigation menu. Descriptions of what each button does appear below.

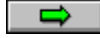Displays the Tutorial navigation menu (see below).

Displays these instructions.

Goes to the previous task and restores 1-2-3 to its state at the beginning of that task.

Automatically performs the current task for you and goes to the next task or lesson.

Goes to the next topic or lesson without automatically performing the current task for you.

Use the Tutorial navigation menu to display the Tutorial main menu, move to the lesson introduction or summary, or exit the Tutorial. Descriptions of what each button does appear below.

Displays the Tutorial main menu.

Goes to the introduction of the lesson.

Goes to the summary of the lesson.

Prints the summary of the lesson (you must be at the summary).

Exits the Tutorial.

Using This Tutorial shows you how to:

- Use a mouse
- View definitions of new terms
- Use the Tutorial button bar
- Practice tasks in 1-2-3

If you have never used the mouse

▶ Press

→ on the keyboard to move to instructions for using the mouse.

If you have used the mouse

You can skip the mouse instructions.

▶ Click

in the button bar at the top of the window to move to the instructions for using the Tutorial.

You use the mouse to point to different parts of the screen and perform actions. When you move the mouse, the mouse pointer on the screen moves.

Pointing

To point to an item on the screen, move the mouse until the tip of the mouse pointer is positioned on the item.

▶ Move the mouse and point to the picture of the hat.

Clicking

You can perform actions with the mouse by clicking items on the screen. To click an item, point to it and then quickly press and release the left mouse button.

▶ Click the picture of the lightbulb.

Moving Through the Tutorial

You move through the Tutorial by clicking the buttons in the button bar at the top of the Tutorial window. The mouse pointer changes to a hand when you point to a button in the button bar.

▶ Click

in the button bar to move to the next topic.

Besides pointing and clicking, other mouse actions that you will use in the Tutorial are double-clicking and dragging.

Double-clicking

Double-clicking an item sometimes performs a different action from clicking the item. For example, in 1-2-3 you click a cell to select it, but you double-click a cell to edit it.

To double-click an item, point to the item and then click twice rapidly.

Dragging

Dragging lets you move an item or change its size. In 1-2-3, dragging has different effects depending on the item you drag and the appearance of the mouse pointer when you begin dragging.

For example, dragging the selected cell when the mouse pointer is a hand moves the cell, and dragging the selected cell when the mouse pointer is an arrow expands the selection to include more cells.

To drag an item, point to the item and then hold down the left mouse button. Move the mouse pointer to another location, and then release the mouse button.
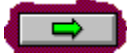
▶   Click

in the button bar to move to the next topic.

Some topics in the Tutorial contain text that is green and underlined with a dotted line. When you point to this text, the mouse pointer changes to a hand. Then you can click this text to see a definition of the term.

▶ Click the term green text in this sentence.
▶ Click

in the button bar to move to the next topic.

Sometimes the information in the Tutorial window extends beyond the bottom of the screen.
When this happens, a vertical scroll bar appears at the right edge of the Tutorial window.

▶   For example, to see the rest of the information contained in this topic, click the down arrow at the bottom of the scroll bar or drag the scroll box to the bottom of the bar.

▶   To return to the top of the window, click the up arrow at the top of the scroll bar or drag the scroll box to the top of the bar.

▶   Click
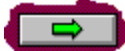
in the button bar to move to the next topic.

Each lesson in the Tutorial includes three sections: an introduction, a practice session, and a summary.

●   The introduction provides an overview of the lesson.
●   The practice session lets you work in 1-2-3 to perform the tasks that make up the lesson.
●   The summary reviews what the lesson was about and tells you where to find more information about what was covered in the lesson.
▶   Click

in the button bar to move to the next topic.

In the Tutorial, use the buttons at the top of the Tutorial window to move through the Tutorial, get help, or display the Tutorial navigation menu. Descriptions of what each button does appear below.

Displays the Tutorial navigation menu (see the next topic).

Displays descriptions of what each button does.

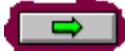Goes to the previous task and restores 1-2-3 to its state at the beginning of that task.

Automatically performs the current task for you and goes to the next task or lesson.

Goes to the next task or lesson without automatically performing the current task for you.

▶ Click

in the button bar to move to the next topic.

Use the Tutorial navigation menu to display the Tutorial main menu, move to the lesson introduction or summary, or exit the Tutorial.

To display the Tutorial navigation menu, click ▣ in the button bar at the top of the Tutorial window.

To remove the Tutorial navigation menu without choosing a button, press a key or click anywhere except on a button.

Descriptions of what each button does appear below.

▣ Displays the Tutorial main menu.

◄ Goes to the introduction of the lesson.
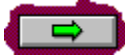
►◄ Goes to the summary of the lesson.

▤ Prints the summary of the lesson (you must be at the summary).

■ Exits the Tutorial. **Note** If you use another method to exit the Tutorial, 1-2-3 may leave the Tutorial worksheet files open. To close a worksheet file, choose File from the 1-2-3 menu and then choose Close.

▶ Click

⮕ in the button bar to move to the next topic.

In the practice session, the Tutorial appears in a small window on the right, and 1-2-3 for Windows appears in the larger window on the left.

The instructions for completing each task appear in the Tutorial window. You work in the 1-2-3 window to complete the task.
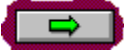
To work in 1-2-3, you must first click anywhere in the 1-2-3 window to make it active. After you make the 1-2-3 window active, you can begin to complete the steps in the task. To make the Tutorial active, click anywhere in the Tutorial window.

Completing a task yourself

If you want to complete the task, follow the steps listed in the Tutorial window. When you've

completed all the steps, click in the button bar to move to the next task.

Letting 1-2-3 complete a task

If you don't feel you need to practice a task, click , and 1-2-3 automatically performs that task and then moves to the next task.

▸   To start a sample practice session, click

 now.

You're going to enter text in a cell.

To enter the text yourself, follow the steps below and click ⬜➡ when you're done.

To have 1-2-3 do the task for you and then move to the next topic, click ➡.

▶ **Reminder:** Click green text for definitions of terms.

Steps

1. Click cell A2.

   Remember, click anywhere in the 1-2-3 window first to make it active.

2. Type a title: **A Practice Worksheet**

3. Click ✅ or press ENTER to accept the entry.

If you've made a mistake or just want to practice a task again, you can click [←] in the button bar.

When you click [←], the Tutorial returns to the previous task and restores the 1-2-3 worksheet to the state it was in before you performed that task.

▶ To move back a task and restore the worksheet, click

[←].

▶ To move to the next topic, click

[→].

When you work in 1-2-3 during a practice session, you are using 1-2-3 for Windows. You can use 1-2-3 menu commands and do anything else you would do in 1-2-3.

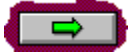You can also make mistakes. The Tutorial will not prevent you from making mistakes or not following the instructions.

To reduce the possibility of making mistakes, menu commands that you do not need in a lesson are disabled during that lesson. For example, in this lesson, all menu commands are disabled.

Remember, if you make mistakes or enter data incorrectly, you can click ⬅ in the button bar. The Tutorial will return to the previous topic, and 1-2-3 will attempt to restore the worksheet to its previous state.

While you're using the Tutorial, don't press F1 to access the 1-2-3 online Help system.

▶ You have completed **Using This Tutorial**. To move to the summary, click
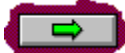
➡ in the button bar.

The introduction showed you how to

- Use the mouse to point, click, double-click, and drag
- Use the button bar to move through the Tutorial lessons
- Work in the Tutorial and 1-2-3 windows during a lesson

For more information on using the mouse, see this chapter in the *User's Guide*:

Chapter 3, "Managing the 1-2-3 Windows"

▶   To display the Tutorial navigation menu, click

.

To print this summary, click

and then click

.

To begin Lesson 1, **Building a Simple Spreadsheet**, click

.

Go to the main menu

Go to the lesson introduction

Go to the lesson summary

Exit the Tutorial

[←] Go to the main menu

[←] Go to the lesson introduction

[←] Go to the lesson summary

[←] Exit the Tutorial

Go to the main menu

Go to the lesson introduction

Print the lesson summary

Exit the Tutorial

1

In this lesson, you'll build a simple spreadsheet that contains first-quarter results for a small company. The lesson shows you how to

Open and save a file

Enter text and numbers

Write a formula to calculate with data

Copy the formula to use it with other ranges of data

Use formulas built into 1-2-3, called @functions ("at-functions")

Click

to begin the hands-on part of the lesson.

1

You're going to open a file.

The file you open contains data from which you'll produce the first quarter financial results for a small company named Bell Audio.

The data shows operating expenses arranged by month.

Reminder: After completing the steps below, click
to move to the next task.

Steps

1. Click .

2. Double-click LESSON1.WK4 in the Files list box.

You're going to enter text in a cell.

The characters you type appear in both the cell and the edit line. Watch for this as you type.

A cell containing text is called a label. 1-2-3 recognizes a label by its prefix. The apostrophe (') you'll see in front of B is the prefix.

Reminder: Click green text to see definitions of unfamiliar terms.

Steps

1. Click cell B2.

2. Type the company name: **Bell Audio**

3. Click or press ENTER.

1

You're going to enter numbers in three cells.

A cell containing numbers is called a value. 1-2-3 lets you use values in formulas.

Steps

1. Click cell B5.

2. Type the net sales number for January: **12000**

3. Click cell C5   or press [←] on your keyboard and type **19000**

    4.   Click cell D5 or press [←] and type **16000**

    5.   Click [←] or press ENTER.

You're going to write a formula to calculate net income for January.

To find net income, subtract total expenses from net sales.

Formulas are values. They begin with a + (plus sign) so that 1-2-3 can recognize them as values.

Steps

1. Click cell B16.

2. Type **+**

3. Click cell B5.

4. Type **-** (minus sign) and click cell B14.

5. Click [arrow] or press ENTER.

1-2-3 displays the result of the formula (3300) in cell B16, and the formula itself in the edit line.

You're going to copy the formula for January net income to get the net income for February and March.

Steps

1. Point to cell B16 and, making sure the mouse pointer is an arrow, <u>drag</u> to cell D16.

2. With the right mouse button, click the selected range.

   The quick menu displays commands you can use on the range.

3. Choose Copy Right.

   1-2-3 copies the formula in cell B16 to cells C16 and D16.

4. Click cell C16 and look in the contents box.

1-2-3 adjusted the new copy of the formula to refer to cells in column C.

You're going to use an @function to add Total revenues.

An @function is a formula built in to 1-2-3 that performs a calculation automatically. There are over 200 @functions in 1-2-3.

Steps

1. Click cell E5.

2. Click and choose SUM.

   3.   Point to cell B5 and, making sure the mouse pointer is an arrow, drag to cell D5.
   4.   Click or press ENTER.

1-2-3 displays the result of the formula (47000) in cell E5.

Instead of using @SUM, you're going to use the SmartSum icon from the set of SmartIcons to sum values in a range.

SmartSum automatically sums the nearest range.

Steps

1. Point to cell E8 and, making sure the mouse pointer is an arrow, drag to cell E12.

2. Click

1-2-3 creates @SUM formulas in cells E8, E9, E10, E11, and E12 that calculate the sum of values across each row of the income statement.

1

You've completed Lesson 1. You're going to save your work (if you want to keep it).

To save a file with its original name, use File Save. To save a file with a new name, use File Save As.

In this case, it's important to save the file with a new name so that you don't change the original file.

Steps

1. Choose File and then choose Save As.

2. Type a new name for the file in the File Name <u>text box</u>: **myfile1**

3. Click OK or press ENTER.

1

This lesson showed you how to

Open and save a file

Enter text and numbers

Write a formula

Copy the formula

Use @functions

You were also introduced to

For more information on topics covered in this lesson, see these chapters in the *User's Guide*:

Chapter 2, "Starting and Ending 1-2-3"
Chapter 4, "Using 1-2-3 Commands"
Chapter 5, "Worksheet Basics"
Chapter 6, "Selecting Worksheet Areas"
Chapter 7, "Entering and Editing Data"

SmartIcons: 1-2-3 gives you over a hundred SmartIcons, which let you choose commonly used commands by clicking a button. Choose Tools SmartIcons to work with SmartIcons. To learn about them, see the SmartIcons Reference in Help.

Formulas: To find out about relative and absolute references and other aspects of formulas, see the *User's Guide,* Chapter 9, "Calculating with Formulas." Also, in Help, under Basics, select Writing a Formula.

@Function selector: 1-2-3 gives you over two hundred @functions, and the @function selector gives you access to all of them. For background information on @functions, see the *User's Guide,* Chapter 10, "Calculating with @Functions." For detailed descriptions of each @function, in Help, select @Functions.

← Go to the main menu

← Go to the lesson introduction

← Go to the lesson summary

← Exit the Tutorial

[←] Go to the main menu

[←] Go to the lesson introduction

[←] Go to the lesson summary

[←] Exit the Tutorial

[←]
Go to the main menu

[←]
Go to the lesson introduction

[←]
Go to the lesson summary

[←]
Exit the Tutorial

Go to the main menu

Go to the lesson introduction

Print the lesson summary

Exit the Tutorial

2

In this lesson, you'll continue to work with the data for Bell Audio's first quarter, and you'll begin to enhance the appearance of the spreadsheet.

To do these tasks, you'll use ranges. A range is a block of adjoining cells.

The lesson shows you how to

Format values in a range

Move a range by dragging

Name a range

Use a named range in a formula

Copy a range by dragging

Click

to begin the hands-on part of the lesson.

You're going to format all the values in the spreadsheet with currency symbols and decimal places.

You could do this one cell at a time, but it is much easier to work with all the cells at once, as a range. After you select a range, 1-2-3 applies your next action to every cell in the range.

Reminder: After completing the steps below, click
 to move to the next task.

Steps

1. Point to cell B5 and drag to cell E16.

2. Click Automatic in the status bar.

3. Click Currency.

You're going to move the range that contains the worksheet title and the company name.

One way to move data is to drag a selected range to a new location.

Reminder: Click green text to see definitions of unfamiliar terms.

Steps

1. Point to cell B1 and drag down to cell B2.

2. Point to the edge of the selected range so that the mouse pointer changes to a hand.

3. Drag the range to the left, to cells A1 and A2.

    When you press the left mouse button to begin dragging, the mouse pointer changes to a closed hand.

You're going to assign the range name EXPENSES to the monthly expense totals.

A range always has a range address. But a range name is easier to recognize, so 1-2-3 lets you name a range and use the name in formulas and commands.

Steps

1. Point to cell B14 and drag to the right, to cell D14.

2. With the right mouse button, click the selected range.

3. Choose Name.

4. Type **expenses** in the Name text box.

5. Click OK or press ENTER.

2

You're going to use the <u>range name</u> you just created as the <u>argument</u> of the @SUM formula to calculate the total expense for the first quarter.

Steps

1. Click cell E14.

2. Click [@] in the <u>edit line</u>.

   3. Choose SUM.
   1-2-3 enters the @function for you in the edit line and highlights the argument you need to supply.

4. Press F3.

5. Double-click EXPENSES.

6. Click [←] or press ENTER.

1-2-3 displays the result of the formula (32,100) in cell E14.

2

You're going to copy @SUM in cell E14 to cell E16 to calculate total net income for the first quarter.

One way to copy data is to drag a copy of a selected range to a new location.

Steps

1. Leave the cell pointer in cell E14.

2. Hold down CTRL; then point to the edge of cell E14 so that the mouse pointer changes to a hand.

3. Continue to hold down CTRL while you drag a copy of cell E14 down to cell E16.

   This time the closed hand displays a + (plus sign) to indicate that you are copying, not moving.

2

This lesson showed you how to

Format values in a range

Move a range by dragging

Name a range

Use a named range in a formula

Copy a range by dragging

You were also introduced to

Copying data: 1-2-3 often gives you several ways to perform a task. For example, besides using the mouse to drag a selection and copy it elsewhere, you can also use SmartIcons, key combinations, or commands to do the same thing. In Help, under Basics, select Copying, Moving, and Pasting Data to learn more about copying data.

Quick menus: No matter whether your current selection is a cell, range, chart, chart element, drawn object, or query table, if you want quick access to the commands that are available for that selection, click the right mouse button--the list of commands appears in the worksheet, ready to use.

Range names: Get into the habit of naming ranges, and get into the habit of using the F3 (NAME) function key or the navigator to insert a range name into a formula or the Range text box of a dialog box. For information on F3 (NAME): In Help, choose Search, and then type **function keys**. Type **navigator** in Search for Help on the navigator.

For more information on topics covered in this lesson, see these chapters in the *User's Guide***:**

Chapter 5, "Worksheet Basics"
Chapter 6, "Selecting Worksheet Areas"
Chapter 7, "Entering and Editing Data"

[←] Go to the main menu

[←] Go to the lesson introduction

[←] Go to the lesson summary

[←] Exit the Tutorial

[←] Go to the main menu

[←] Go to the lesson introduction

[←] Go to the lesson summary

[←] Exit the Tutorial

Go to the main menu

Go to the lesson introduction

Print the lesson summary

Exit the Tutorial

3

In this lesson, you'll make further enhancements to the appearance of the spreadsheet. You'll use SmartIcons, the status bar, and the Style commands.

The lesson shows you how to

Align headings with their data

Change the fonts, attributes, and colors used to display data

Copy the style of one range to another range

Use Style Gallery to apply a set of styles to the spreadsheet in a single step

Click

to begin the hands-on part of the lesson.

3

You're going to align the column headings with the numbers in the columns.

Reminder: After completing the steps below, click to move to the next task.

Steps

1. Point to cell B3 and <u>drag</u> to cell E3.

2. Click ▤.

1-2-3 aligns the column headings to the right.

You're going to change the font for the title and then make the font bold.

You could do this using the menu, but it is much easier to use the status bar to change the font and an icon to make the font bold.

Reminder: Click green text to see definitions of unfamiliar terms.

Steps

1. Click cell A1.

2. Click Arial MT in the status bar.

   A list of available typefaces appears.

3. Click Times New Roman.

4. Click

1-2-3 changes the title to Times New Roman bold.

3

You're going to change the color of the title.

Steps

1. With the right mouse button, click cell A1.

2. Choose Lines & Color.

3. Click the Text Color drop-down box.

4. Click the dark blue square in the top row of the color palette.

5. Choose OK.

1-2-3 displays the title in dark blue.

You're going to copy the style from the cell that contains the title to the range that contains the row headings.

___

Steps

1. With the right mouse button, click cell A1 and choose Copy.

2. Point to cell A5 and <u>drag</u> to cell A16.

3. Choose Edit and then choose Paste Special.

4. Choose Styles only and then choose OK.

1-2-3 displays the row headings in dark blue Times New Roman bold.

3

You're going to change the point size of the font for the title.

Steps

1. Click cell A1.

2. Click 10 in the status bar.

   A list of point sizes appears.

3. Click 14.

1-2-3 changes the size of the title to 14 point.

You're going to change the styles for the entire income statement in a single step.

1-2-3 provides several preset combinations of styles that look good together. Instead of styling a worksheet one step at a time, you can use one of these combinations to style the entire income statement at once.

Steps

1. Point to cell A1 and drag to cell E16.

2. Choose Style and then choose Gallery.

3. Select Simple3.

4. Choose OK.

3

This lesson showed you how to

Align headings with their data

Change the fonts, attributes, and colors that 1-2-3 uses to display data

Copy the style of one range to another range

Use Style Gallery to apply a set of styles to the spreadsheet in a single step

You were also introduced to

For more information on topics covered in this lesson, see this chapter in the *User's Guide*:

Chapter 12, "Changing a Worksheet's Appearance"

Status bar: The status bar does more than report the status of the current selection: It lets you modify the styling of the selection. It also lets you hide, show, and select sets of SmartIcons, and find circular references in formulas. For a visual tour of the status bar: In Help, select Parts of the 1-2-3 Window, and then select the green text "1-2-3 Window."

Clipboard: The Windows Clipboard stores cut and copied data for use in 1-2-3 or any other Windows application. The various Paste commands on the Edit menu let you get specific parts of the contents of the Clipboard. For example, Paste Special lets you get just the styles or just the data. Paste Link lets you get link information from the Clipboard in order to create a DDE or OLE link. To find out more about links: In Help, choose Search, and then type **links**.

[←]
Go to the main menu

[←]
Go to the lesson introduction

[←]
Go to the lesson summary

[←]
Exit the Tutorial

[←] Go to the main menu

[←] Go to the lesson introduction

[←] Go to the lesson summary

[←] Exit the Tutorial

[←] Go to the main menu

[←] Go to the lesson introduction

[←] Print the lesson summary

[←] Exit the Tutorial

4

In this lesson, you'll create a chart showing net sales and total expenses for the first quarter.

The lesson shows you how to

Create a chart

Change the chart type

Add a data series to the chart

Change legend labels, colors, and fonts

Change axis labels

Click

to begin the hands-on part of the lesson.

4

You're going to create a chart showing net sales for each month in the first quarter.

1-2-3 lets you create a simple chart with default settings in a single step. Then, using the right mouse button or the Chart commands, you can customize each part of the chart to your liking.

Reminder: After completing the steps below, click
to move to the next task.

Steps

1. Point to cell A1 and drag to cell D5.

2. Choose Tools and then choose Chart.

3. Point to cell A18 and drag to cell E33.

   As you move the mouse, 1-2-3 scrolls down to let you extend the highlight to cell E33.

1-2-3 creates a bar chart of the net sales data. 1-2-3 automatically creates a title, x-axis labels, and a legend for the chart, using data in the worksheet.

You're going to change the bar chart to a 3D bar chart. This will give the chart greater impact.

1-2-3 offers 12 basic chart types. Using these basic types and other options in the Type dialog box, you can create dozens of different charts from the same data.

Reminder: Click green text to see definitions of unfamiliar terms.

Steps

1. Click .

   The Type dialog box lets you select the basic chart type and other options.

2. Select 3D Bar.

3. Choose OK.

1-2-3 changes the chart to a 3D bar chart.

You're going to add the Q1 total expenses to the chart so you can compare sales to expenses.

You can include up to 23 data series in a chart.

Steps

1. With the right mouse button, click anywhere on the background of the chart.

2. Choose Chart Ranges.

3. Under Series, click B - Empty.

4. Under Range, click .

     5.   Point to cell B14 and drag to cell D14.
     6.   Choose OK.
     7.   Use the vertical scroll bar to adjust the display so you can see the chart.

Your chart now has a data series representing total expenses. The legend now includes a label for the new data series: Data B.

4

You're going to change the legend label for the new <u>data series</u>.

Steps

1. With the right mouse button, click "Data B" in the legend.

   <u>Handles</u> appear around your selection.

2. Choose Legend.

3. Under Series, click B - Data B.

4. Click the Cell check box.

5. Click [icon] and then click cell A14.

   6. Choose OK.

   7. Use the vertical <u>scroll bar</u> to adjust the display so you can see the entire chart.

1-2-3 uses the contents of cell A14 as the legend label for the Total Expense data series.

4

You're going to change the color of the Total Expense data series.

You can change the color of any chart component.

___

Steps

1. With the right mouse button, click one of the green bars.

    Handles appear around the entire data series.

2. Choose Lines & Color.

3. Under Interior, click the Background color drop-down box.

4. Click the bright blue square in the top row of the color palette.

5. Choose OK.

1-2-3 displays the Total Expense data series in blue.

4

-
-
-
-
-

You're going to change the font for the title.

Steps

1. Click "Q1 Income".

2. Click Arial MT in the <u>status bar</u>.

   A list of available typefaces appears.

3. Click Times New Roman.

1-2-3 displays the title in Times New Roman.

4

▶
▶
▶
▶
▶

To complete the chart, you're going to delete the y-axis label and change the x-axis label.

Steps

1. Click "Y-Axis" and press DEL.

2 With the right mouse button, click "X-Axis".

3. Choose X-Axis.

4. Type **Month** in the Axis title text box.

5. Choose OK.

4

This lesson showed you how to

▶ Create a chart
▶ Change the chart type
▶ Add a data series to the chart
▶ Change fonts and colors
▶ Change axis labels

You were also introduced to

For more information on topics covered in this lesson, see these chapters in the *User's Guide*:

Chapter 14, "Creating Charts"
Chapter 15, "Enhancing Charts"

▶ Changing mouse pointer: In 1-2-3, the mouse pointer often changes to inform you about what task you can perform at the moment. For example, when you are working on a chart, the mouse pointer changes depending on the kind of chart element it is passing over--whether a text element, such as the legend label or title, or a graphic element, such as a data series or plot frame. For more about the mouse pointer, see the *User's Guide,* Chapter 3, "Managing the 1-2-3 Windows."

▶ Chart types: After you create a chart, choose Chart Type; you'll see 12 basic chart types to choose from. As you select each type, you'll see that many types offer several variations. These variations, combined with horizontal or vertical orientation and the table of values that you can include in a chart, make possible dozens of different chart layouts. To learn more about chart types, see the *User's Guide,* Chapter 14, "Creating Charts." In Help, under Basics, select Creating a Chart for more introductory information about charts.

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Go to the lesson summary

▶
Exit the Tutorial

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Go to the lesson summary

▶
Exit the Tutorial

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Print the lesson summary

▶
Exit the Tutorial

5

▶
▶
▶
▶
▶

In this lesson, you'll learn how to print data and charts.

The lesson shows you how to

▶ Preview a print job
▶ Adjust the scale of the print job
▶ Add a header
▶ Print data and charts together
▶ Click
▶ to begin the hands-on part of the lesson.

5

You're going to preview the worksheet before you print it to see how the worksheet will appear on a printed page.

Reminder: After completing the steps below, click
to move to the next task.

Steps

1. Choose File and then choose Print Preview.

2. Under Preview, select Current Worksheet.

3. Click OK or press ENTER.

   The current worksheet, including the chart, appears in the Print Preview window.

4. Click to close the Print Preview window.

5

You're going to adjust the scale of the print job so that the spreadsheet will fill the printed page.

Steps

1. Choose File and then choose Print Preview.

2. Choose Page Setup.

3. Click the Size drop-down box and select Manually scale.

4. In the % text box, double-click 100 and type **150**.

5. Click OK twice to close the two open dialog boxes and display the Print Preview window.

   The Print Preview window shows that the spreadsheet and chart now fill the page.

6. Click to close the Print Preview window.

5

▸
▸
▸
▸
▸

You're going to add a header to print at the top of the page.

Steps

1. Choose File and then choose Print Preview.

2. Choose Page Setup.

3. Click the left Header text box and type **Bell Audio**

4. Click the center Header text box and type **Q1 Income Summary**

5. Click the right Header text box, type **Page**, and press SPACEBAR.

6. Click [icon].

   The # (pound sign) tells 1-2-3 to insert a page number.

7. Click OK twice to close the two open dialog boxes and display the Print Preview window.

   The Print Preview window shows the page header.

8. Click [icon] to close the Print Preview window.

5

>
>
>
>
>

You're going to print the worksheet.

Steps

1. Choose File and then choose Print.

2. If you have installed and set up a printer on your system, click OK or press ENTER.

    Otherwise, click Cancel or press ESC.

5

This lesson showed you how to

▶ Preview a print job
▶ Adjust the scale of the print job
▶ Add a header
▶ Print data and charts together

For more information on topics covered in this lesson, see this chapter in the *User's Guide*:

Chapter 12, "Printing Data"

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Go to the lesson summary

▶
Exit the Tutorial

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Go to the lesson summary

▶
Exit the Tutorial

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Print the lesson summary

▶
Exit the Tutorial

6

In this lesson, you'll add a new worksheet to the file and begin a budget for the second quarter on the new worksheet.

The lesson shows you how to

- Add a new worksheet to a file
- Use worksheet tabs to move between worksheets
- Name worksheets
- Use Group mode to format worksheets
- Copy between worksheets
- Create formulas that refer to cells in other worksheets
- Click
- to begin the hands-on part of the lesson.

6

▶
▶
▶
▶
▶
You're going to add a new worksheet to the file.

1-2-3 lets you keep enormous amounts of data in a single file because you can add worksheets to a file.

Think of a file as a book or ledger; think of a worksheet as a page in the book.

▶ **Reminder:** After completing the steps below, click
▶ to move to the next task.

Steps

1. Click New Sheet .

1-2-3 adds a second worksheet to the file and calls it worksheet B.

1-2-3 makes worksheet B the current sheet.

6

-
-
-
-
-

You're going to change the letters of the two worksheets to more descriptive names.

The letters that currently identify the two worksheets, A and B, are on tabs located at the far left, above the column headings.

Steps

1. Double-click the tab for worksheet B.

2. Type **Budget Q2** and press ENTER.

3. Double-click the tab for worksheet A.

4. Type **Actual Q1** and press ENTER.

6

▶
▶
▶
▶
▶

You're going to copy the Q1 Income Statement onto the Budget Q2 worksheet.

Because the records you keep for Q2 are exactly the same as those you kept for Q1, you can start to build your Q2 data with a copy of the Q1 data.

▶**Reminder:** Click green text to see definitions of unfamiliar terms.

Steps

1. Make sure the cell pointer is in cell A1.

2. Hold down SHIFT; then click cell E16.

   1-2-3 expands the selection to the cell you clicked.

3   Click .

> 4   Click the Budget Q2 worksheet tab.
> 5   Click cell A1.
>
> 6   Click

1-2-3 pastes the contents of the Clipboard into the worksheet.

6

▶
▶
▶
▶
▶

You're going to change the column widths in the Budget Q2 worksheet to match the Actual Q1 worksheet. The easiest way to do this is with Group mode.

Group mode changes the style and layout of all worksheets in a file to match the current worksheet.

Steps

1. Click the Actual Q1 worksheet tab.

2. Choose Style and then choose Worksheet Defaults.

3. Under Other, click the Group mode check box.

4. Click OK.

5. Click the Budget Q2 worksheet tab.

The column widths in the Budget Q2 worksheet now match those in the Actual Q1 worksheet. From now until you turn off Group mode, any changes to styles and number format you make to one worksheet affect all other worksheets in the file.

6

- ▶
- ▶
- ▶
- ▶
- ▶

You're going to change the title of the Budget Q2 spreadsheet.

Steps

1. Click cell A1.

2. Type **Q2 Budget** and press ENTER.

6

You're going to enter the names of the months in Q2.

1-2-3 lets you fill a range with labels or values based on an example.

Steps

1. Point to cell B3 and drag to cell D3.

2. Press DEL.

3 Type **Apr** and press ENTER.

4. Choose Range and then choose Fill by Example.

   1-2-3 fills in the other months, following the pattern you established in cell B3.

6

▶
▶
▶
▶
▶

You're going to enter a formula to calculate April sales.

You think April sales will be 10% more than March sales, entered in the Actual Q1 worksheet.

Steps

1. Click cell B5 and type **+**.

2. Click the Actual Q1 worksheet tab.

3 Click cell D5.

4. Type ***1.1** and press ENTER.

5. Look at the formula in the contents box.

1-2-3 uses the worksheet name in the formula.

6

▶
▶
▶
▶
▶

You're going to complete the budget by entering formulas to calculate sales for May and June.

Steps

1. Click cell C5 and type **+**.

2. Click cell B5.

3. Type ***1.1** and press ENTER.

4. Click ⬚.

5. Click cell D5 and click ⬚.

6

This lesson showed you how to

▶Add a new worksheet to a file
▶Use worksheet tabs
▶Name worksheets
▶Use Group mode to format worksheets
▶Copy between worksheets
▶Create formulas that refer to cells in other worksheets

You were also introduced to

For more information on topics covered in this lesson, see this chapter in the *User's Guide*:

Chapter 11, "Changing the Worksheet's Appearance"

▶Ways to insert sheets in a file: 1-2-3 often gives you several ways to perform a task so you can choose the one that works best for you. For example, besides using the New Sheet button to add a worksheet to the file, you can also choose the Edit Insert command by using the mouse or by using either of two keyboard methods of selection: press ALT+E+I or use the key combination CTRL+GRAY PLUS (the + at the far right of your keyboard).

▶Range Fill by Example: 1-2-3 understands a number of common sequences--days of the week, months of the year, letters of the alphabet--just by reading the single piece of data you include in the range. If the sequence is uncommon--say, every other month (January, March. . .)--you need to include two pieces of data, enough to establish the pattern. You can also create custom sequences that you use over and over. For more information, highlight the Range Fill by Example command on the Range pull-down menu, and then press F1 (HELP).

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Go to the lesson summary

▶
Exit the Tutorial

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Go to the lesson summary

▶
Exit the Tutorial

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Print the lesson summary

▶
Exit the Tutorial

7

▶
▶
▶
▶
▶

In this lesson, you'll work with a 1-2-3 database table that contains Bell Audio's sales data for the first quarter. You'll create a query table to get information from the database table.

The lesson shows you how to

▶ Specify criteria to choose the information you want
▶ Create a query table that extracts the information you want from a 1-2-3 database table
▶ Summarize information to create reports
▶ Click
▶ to begin the hands-on part of the lesson.

▶
▶
▶
▶
▶

This file contains a <u>database table</u> of sales data in a range named SALESDATA.

You're going to create a <u>query table</u> in another worksheet to get information about Bell Audio's sales from this table.

You need to know whether you sold more to Wilson Stereo or to Babson Sound in March, and in the entire first quarter.

▶ **Reminder:** After completing the steps below, click
▶ to move to the next task.

Steps

1. Click the Query Table worksheet tab.

   This sheet will be the location for the new query table.

2. Choose Tools and then choose Database.

3. Choose New Query.

The New Query dialog box appears. This box guides you through the steps to create a query table.

▶
▶
▶
▶
▶

You're going to specify the database table to query.

The table SALESDATA on the Sales Detail worksheet contains your data.

▶ **Reminder:** Click green text to see definitions of unfamiliar terms.

Steps

1. Press F3 (NAME).

    The Database Names dialog box appears.

2. Double-click SALESDATA.

You're going to include in your query table only the records of sales for March 1993.

Since your data includes only sales up until the end of March, any sale with a date of March 1 or later must have occurred in March.

1-2-3 makes it easy to select records from a database table. You specify a criterion in the Set Criteria dialog box, and 1-2-3 finds only the records you're looking for.

Steps

1. Under "2. Select fields and records," choose Set Criteria.

   The Set Criteria dialog box appears.

2. Make sure Date is selected in the Field drop-down box.

3. Under Operator, click [↓] and select >= (greater than or equal to).

4. Under Value, click [↓] and select 01-Mar-93.

5. Choose OK.

You've built a query that asks 1-2-3 to show you only those records that have a date of March 1 or later.

7

You're going to complete the query and look at the results.

You've specified the database table you want to query (SALESDATA) and the records you want selected (those for which the date is March 1 or later). You need to specify the location for the query table.

Steps

1. Under "3. Select location for new query table," click ▶.

2. Click cell B2.
3. Choose OK.

1-2-3 creates a query table that includes only the 12 records for March sales.

When a query table is selected, Query replaces Range in the 1-2-3 main menu. You can tell the query table is selected because underline handles appear around it.

The original data is still in the SALESDATA table on the Sales Detail worksheet. The query table contains a subset of the original data.

7

▶
▶
▶
▶
▶

You're going to look only at the sales made to Wilson Stereo in March.

To find information that meets two <u>criteria</u>, you use **and** to tell 1-2-3 that the data you want to see must fulfill both criteria. In this case, you want only records for sales that occurred in March **and** were made to Wilson Stereo.

Steps

1. Make sure the query table is selected.

2. Choose Query and then choose Set Criteria.

3. Click And.

4. Under Field, click [▼] and select Customer.

    5.   Under Operator, click [▼] and select =.

    6.   Under Value, click [▼] and select Wilson Stereo.
    7.   Choose OK.

1-2-3 updates the query table to show only the four records for March sales to Wilson Stereo.

▶
▶
▶
▶
▶

You're going to include March sales to Babson Sound in the query table.

To find information that meets either one criteria or another, you use **or** to tell 1-2-3 that the data you want to see must fulfill at least one of the criteria, but does not have to fulfill both.

In this case, you want records for sales that occurred in March **and** were made to either Wilson Stereo **or** Babson Sound.

Steps

1. Make sure the query table is selected.

2. Choose Query and then choose Set Criteria.

3. Click Customer=Wilson Stereo in the Criteria box.

4. Click Or.

5. Under Value, click and select Babson Sound.

   6. Choose OK.

1-2-3 adds sales to Babson Sound in March the query table. The query table now includes seven records.

You're going to delete the Date, Invoice, and Due Date fields from the query table.

In the next task, you'll <u>aggregate</u> sales for Wilson Stereo and for Babson Sound, and in order to do this, you must eliminate all fields except Customer and Amount from the query table.

Steps

1. Make sure the query table is selected.

2. Choose Query and then choose Choose Fields.

3. Make sure Date is selected, and choose Clear.

4. Click Invoice and choose Clear.

5. Click Due Date and choose Clear.

6. Choose OK.

1-2-3 deletes the fields from the query table. Remember, the original data for these fields is still in worksheet A.

You're going to <u>aggregate</u> individual March sales made to Wilson Stereo and to Babson Sound.

To aggregate data in a query table, you must begin by selecting the field in the query table that you want to aggregate.

Steps

1. Click the field name Amount.

2. Choose Query and then choose Aggregate.

3. Choose Sum.

4. Under "Show field as", double-click Amount and type **Total Sales**.

5. Choose OK.

1-2-3 shows the total sales in March for Babson Sound (3,926) and Wilson Stereo (4,392). You sold more to Wilson Stereo in March.

7

▶
▶
▶
▶
▶

You're going to delete one of your criteria so that the query table aggregates sales for Wilson Stereo and Babson Sound for the entire first quarter.

Steps

1. Choose Query and then choose Set Criteria.

2. Click Date>=01-Mar-93 in the Criteria box.

3. Choose Clear.

4. Choose OK.

1-2-3 recalculates the aggregate totals and displays sales for the entire first quarter for Babson Sound (16,436) and Wilson Stereo (5,071). You sold much more to Babson Sound.

7

This lesson showed you how to

▶ Specify criteria to choose the information you want
▶ Create a query table that extracts the information you want from a 1-2-3 database table
▶ Summarize information to create reports

For more information on topics covered in this lesson, see this chapter in the *User's Guide*:

Chapter 23, "Working with 1-2-3 Databases"

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Go to the lesson summary

▶
Exit the Tutorial

▶
Go to main menu

▶
Go to the lesson introduction

▶
Print the lesson summary

▶
Exit the Tutorial

▸
▸
▸
▸
▸

In this lesson, you'll work with the second-quarter budget spreadsheet that you began in lesson 6. You'll learn to use Version Manager to examine the effects of different assumptions about the future.

To do these tasks, you'll use versions. A version is a named set of data and styles for a named range.

The lesson shows you how to

▸ Use Version Manager in its two forms: the Manager and the Index
▸ Display a version in the worksheet
▸ Create a version
▸ Display a scenario in the worksheet
▸ Group versions together to form a scenario
▸ Click
▸ to begin the hands-on part of the lesson.

8

▶
▶
▶
▶
▶
You're going to begin by opening Version Manager.

▶ **Reminder:** After completing the steps below, click
▶ to move to the next task.

Steps

1. Choose Range and then choose Version.

The Version Manager window appears. Take some time to become familiar with the parts of this window.

The Named range drop-down box contains a list of named ranges that contain versions.

The "With version(s)" drop-down box contains a list of versions for the selected named range.

Below the "With version(s)" drop-down box are two rows of buttons.

To see a description of what each button does, point to the button and hold down the right mouse button.
1-2-3 displays a short description in the title bar of the 1-2-3 window.

8

▶
▶
▶
▶
▶

You're going to move the Version Manager window so that you can see more of the budget spreadsheet.

▶ **Reminder:** Click green text to see definitions of unfamiliar terms.

Steps

1. Point to the title bar of the Version Manager window and drag the window into the top left corner of the screen so that the Net Sales figures are visible.

In the next six tasks, you'll work with versions that have already been created; then you'll learn how to create a version.

You're going to highlight ranges in the worksheet that contain versions.

A version is a named set of data and styles for a <u>named range</u>.

Steps

1. Click .

1-2-3 outlines the ranges that contain versions.

This spreadsheet has two named ranges that contain versions.

A single named range can contain many versions. Each version is a distinct set of data and styles.

▶
▶
▶
▶
▶

You're going to use Tracking to select a different range in the Named range drop-down box.

When Tracking is on, moving the cell pointer to a named range that contains versions selects that range. You can then work with the versions in that range.

Indicates Tracking is on.

Indicates Tracking is off.

Steps

1. Click , if necessary, to turn Tracking on.

   2.   Click cell B8.
   The range named SALARY is selected in the Named range drop-down box.

3. Click cell B5.

The range named NETSALES is selected.

▶
▶
▶
▶
▶

You're going to use Tracking to navigate to ranges in the worksheet.

Tracking also lets you move the cell pointer to a range by selecting the range in the Named range <u>drop-down box</u>.

Steps

1. Click the Named range drop-down box.

   There are two named ranges that contain versions.

2. Click SALARY.

   The cell pointer moves to cell B8.

3. Click the Named range drop-down box and click NETSALES.

The cell pointer moves to cell B5.

You're going to display a different <u>version</u> of the sales data for the second quarter. This version was created earlier using Version Manager. Later in this lesson, you'll create a version yourself.

Steps

1. Note the sales total in cell E5: 47,000.

2. Click the "With version(s)" <u>drop-down box</u>.

   There are two different versions of the range named NETSALES. A check mark indicates that Q1 Actual is the currently displayed version. You're using actual Q1 amounts as one possible set of values for the Q2 budget.

3. Click the name of the other version, Rapid Growth.

   1-2-3 displays the Rapid Growth version of the NETSALES range in the worksheet. This version assumes that sales increases rapidly.

4. Note that the sales total in cell E5 has changed to 58,256.

This new figure is the result of computing the total using the Rapid Growth sales amounts instead of the Q1 Actual amounts.

8

You're going to display the comment for the current version by increasing the size of the Version Manager window.

When you create a version, you can enter a comment describing the version. Later, if you modify the version, you can change the comment.

Steps

1. Point to the bottom border of the Version Manager window so that the mouse pointer changes to a two-headed arrow.

2 Drag the border of the window down until the comment is visible in the window.

The Rapid Growth version assumes that sales grow by 10% each month.

You're going to display a different <u>version</u> of the range named SALARY.

Steps

1. Note the salary total in cell E8: 6,000.

2. Click cell B8.

   SALARY is selected in the Named range <u>drop-down box</u>.

3. Click the "With version(s)" drop-down box.

   There are three different versions of SALARY.

4. Click Staffing Up.

1-2-3 displays the Staffing Up version of SALARY. The new salary total in cell E8 is 6,410.

You're going to create two <u>versions</u> of the Cost of Goods (COG) range. First, you'll create a version named Q1 Actual, containing the COG amounts for the first quarter. In the next task, you'll create a second version of this range.

Steps

1. Click cell B12 and <u>drag</u> across to cell D12.

2. Click .

    You must name a range before you can create a version of the range. You must also name every version.

    1-2-3 suggests COG as the range name and Version1 as the version name. You're going to accept the suggested range name and enter a different version name.

3. In the Version name <u>text box</u>, double-click Version1 and type **Q1 Actual** as the version name.

4. Click the Comment <u>text box</u> and type a comment: **Actual Q1 amounts**

5. Choose OK or press ENTER.

    1-2-3 creates the new version and outlines the COG range.

You're going to create a second version of the COG range. This version will contain data that assumes COG increases by 10% each month.

First, you'll enter the data for the new version. You can copy the formulas from the Rapid Growth version of the NETSALES range. Remember, the formulas will adjust to reflect the data in their new location.

Steps

1. Point to cell B5 and drag to cell D5.

2. With the right mouse button, click the selected range and choose Copy.

3. With the right mouse button, click cell B12 and choose Paste.

   The check mark next to the version name changes to indicate that you have entered new data in the COG range since the Q1 Actual version was displayed.

4. Click .

5. Type **Rapid Growth** as the version name.
6. Click the Comment text box and type **Assumes COG grows 10% each month**
7. Click OK or press ENTER.

1-2-3 creates the new version of the COG range.

You've been working with Version Manager to perform operations on one version at a time. To work with more than one version at a time, use the Version Manager Index.

Version Manager can appear in two forms: the Manager and the Index. The Index provides access to more advanced Version Manager features.

Steps

1. Click .

The Index contains a hierarchical list of versions.

Below the list are two rows of buttons. Some of these buttons are the same as those in the Manager, and some appear only in the Index.

There is also a row of buttons above the list. These buttons appear only in the Index, and they perform actions on the list itself.

Remember, you can use the right mouse button to see a description of each button.

8

You're going to make the Index larger so that you can see more of the hierarchical list of versions.

Steps

1. Point to the bottom border of the Version Manager Index window so that the mouse pointer changes to a two-headed arrow.

2   Drag the bottom border of the window down until it's even with row 8 in the worksheet.

Take some time to become familiar with the parts of this window.

The list of versions is currently sorted by range name.

Each range name appears in bold, followed by its range address.

Below the range name, each version of the range is listed, followed by its creator and modifier (if any), creation date and last modification date, and comment.

Versions that are currently displayed in the worksheet appear in blue text with a check mark.

Versions that are currently selected in the Index appear in white text on a blue background. When you first open the Index, all currently displayed versions are selected.

Scroll bars let you see different parts of the list.

You're going to change the way the list is sorted.

To change the way the list is displayed, you use the buttons and selectors above the list.

Steps

1. Click the Sort selector.

   You can sort the list by Range name, Version name,   Scenario name, Date, or Contributor name.

2. Click Date.

   The list is sorted by date.

3. Click the Sort selector and then click Version name.

The list is sorted by version name.

You're going to display the Q1 Actual <u>versions</u> of the NETSALES and SALARY ranges in the worksheet.

The Index lets you group versions together so that you can see the results of combining different sets of data.

Such a group is called a <u>scenario</u>. This file already contains a scenario that groups together the Q1 Actual versions of both NETSALES and SALARY.

Steps

1. Click the Sort selector and click Scenario name.

2. Double-click First Quarter.

1-2-3 displays the First Quarter scenario in the worksheet.

-
-
-
-

You're going to create a <u>scenario</u> that includes three <u>versions</u>: the Rapid Growth versions of the NETSALES and COG ranges, and the Staffing Up version of the SALARY range. A scenario can contain only one version of any named range.

Steps

1. Click .

   The Create Scenario dialog box appears.

2. Type **Optimistic** as the scenario name.

3. Press TAB and type **If we grow by leaps and bounds** as the comment.

   The Available versions <u>list box</u> lists all the versions in the current file, sorted by range name. To include a version in the scenario, double-click its name.

4. Under SALARY in the Available versions list box, double-click Staffing Up.

   1-2-3 adds the Staffing Up version of SALARY to the Selected versions list box.

5. Using the method in step 4, add the Rapid Growth versions of NETSALES and COG to the Selected versions list box.

6. Click OK or press ENTER.

   1-2-3 creates the new scenario, Optimistic, but doesn't display it in the worksheet.

7. Double-click Optimistic.

1-2-3 displays the Optimistic scenario in the worksheet.

8

This lesson showed you how to

▶ Create and display versions
▶ Update a version
▶ Group versions together into a scenario
▶ Display a scenario

For more information on topics covered in this lesson, see this chapter in the *User's Guide*:

Chapter 22, "Using Version Manager"

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Go to the lesson summary

▶
Exit the Tutorial

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Go to the lesson summary

▶
Exit the Tutorial

▶
Go to the main menu

▶
Go to the lesson introduction

▶
Print the lesson summary

▶
Exit the Tutorial

aggregate

Gather together into a single amount, for example a sum or an average.

argument

Information you provide 1-2-3 so it can evaluate an @function or perform a macro command. For example, in the formula @SUM(A1..A10), the argument is A1..A10.

cell

The basic unit of a 1-2-3 worksheet. The intersection of a column and a row forms a cell. You enter and store data in a cell.

Clipboard

A storage area Windows uses to temporarily store data when you use Edit Cut or Edit Copy. Use Edit Paste, Edit Paste Special, or Edit Paste Link to paste the Clipboard contents into 1-2-3 or another application in Windows.

criteria

Logical expressions that you enter in the Set Criteria dialog box. 1-2-3 uses the criteria to select records from a database table to include in a query table.

data series

In a chart, the graphical representation of a range of values in a worksheet. The data series depends on the chart type you select.

database table

A collection of related data organized in rows and columns. A 1-2-3 database table consists of records (rows of data) whose parts are identified by labeled fields (columns). Each field contains one kind of information. For example, in an employee database table that contains the fields Last Name, First Name, and so on, each record contains information about one employee.

drag

Move an item or change its size using the mouse.

To drag an item:

 1. Point to the item.

     Mouse pointer for moving or copying a range:

Mouse pointer for changing a window's size:

 2. Hold down the left mouse button.

 3. Move the mouse pointer to another location.

 4. Release the mouse button.

drop-down box

In a dialog box, a box that shows a single option until you select the scroll arrow to the right of the option; then a list of options drops down.

edit line

The line below the menu bar in the control panel of the 1-2-3 window. The edit line is used to display and edit data in a cell.

font

Letters and numbers can be printed in many styles, called typefaces, and sizes, usually measured in points. The combination of typeface and point size is called a "font" -- for example, Arial MT 10 pt.

formula

An entry in a cell that calculates with numbers or combines text. 1-2-3 considers a formula a value.

@function

A built-in formula in 1-2-3 that calculates with numbers or text.

Good

You clicked the lightbulb. To remove this pop-up box, click again, anywhere, or press any key.

green text = defined term

You can click green text to see a definition of the term.

To remove this pop-up box, click again, anywhere, or press any key.

handle

One of the small boxes that appears on the edge of a selected drawn object, such as a shape, text block, chart, or query table. Use handles to size the drawn object.

label

Any entry you begin with a letter or label-prefix character.

When you type a letter, 1-2-3 automatically inserts a label-prefix character. 1-2-3 does not display the label-prefix character in the cell, but does display it in the edit line.

list box

A list of choices that appears in a dialog box. If there are more choices than can fit in the visible area of the list box, use the scroll bar or the arrow keys to bring the other choices into view.

named range

A range to which you have assigned a name, using Range Name.

query table

The table that 1-2-3 creates as a result of selecting records from a database table. You specify the criteria that the records must meet and the location of the query table in the worksheet.

You can move, resize, and delete query tables.

range

A single cell, a block of adjoining cells, or an entire worksheet file, for example, B1..B5. A 3D range spans two or more worksheets in the same file, for example, A:B1..B:B5.

range address

The location of a range in a file. A range address consists of the cell addresses of the top left and bottom right cells of the range, separated by two periods; for example, B14..D25.

range name

A name you create with Range Name to identify a range. A range name can be up to 15 characters long. You can use range names in formulas and commands.

scenario

In Version Manager, a named group of one or more versions. Each version in a scenario must be associated with a different named range.

scroll bar

The bar that appears at the right or bottom of a window when the contents exceed the size of the window. To scroll within a window, click the scroll arrows, drag the scroll box, or use the navigation keys.

scroll box

The square box in a scroll bar, which you drag with the mouse pointer to make another area of the window visible.

select

To highlight or specify cells in a worksheet, records in a database table, options in a dialog box, or components of a chart.

SmartIcons

Buttons (icons) in the 1-2-3 window that let mouse users select commonly used commands and macros.

status bar

The bottom line of the 1-2-3 window. The status bar displays buttons that provide shortcuts for 1-2-3 actions and commands as well as information about the current worksheet, the current selection, or the action being performed.

styles

Enhancements applied to the current selection using the Style commands, for example italics, underlining, drop shadow, lines, and color.

text box

A rectangular area in some dialog boxes in which you enter information and edit text required by a command.

title bar

The top line of a window or dialog box. The title bar usually contains the name of the window or dialog box.

Tracking

In Version Manager, a feature that lets you navigate in the worksheet by selecting ranges in the Version Manager window, or vice-versa.

value

An entry that is a number, a formula, or an @function. 1-2-3 changes the mode to Value if you begin an entry with a number or one of the following symbols: + - @ . (# or $ (or the current currency symbol).

version

In Version Manager, a named set of data and styles for a named range.

Version Manager

A 1-2-3 feature that lets you create different named sets of data for named ranges in your worksheet. Use Version Manager whenever you want to use more than one set of data in a range.