

Sheet1

TO: Chris

Fr: Me

RE: 1-2-3 from Lotus

I just got my own copy of Lotus Development Corporation's 1-2-3 program. I knew I could use it for doing budgets, sales analysis, bid estimates, and lots of other calculations. I knew it could process my lists of customer information, inventory records, and other data base needs. And I knew it could make super graphs.

But now I've just learned that it is useful for writing and printing reports and memos! And it is easy!!

I CAN HAVE SELECTED FIGURES FROM MY CALCULATIONS APPEAR IN MY MEMO -- UPDATED AUTOMATICALLY:

I CAN CREATE OUTLINES

I. Purpose

- A. The main purpose
- B. The other purpose

I CAN JUSTIFY TEXT OVER DIFFERENT WIDTHS

1-2-3 combines the most important functions commonly performed with a microcomputer into one flexible, fast, easy to learn and use package.

AND THAT'S NOT ALL. I can copy blocks of text or move them around. I can indent, I can correct mistakes. I can print the text out with repeating borders that appear on the top or side of each page, with headers, footers, and page numbers. I can even have today's date appear anywhere on the page, automatically.

I'm so excited about this that I had to show it to you right away.

Sheet1

I don't know how I ever got along without it. It is useful, and it is fun!!

Revenues
Cost of Goods

Profit

1. Why this is also important
2. Why this isn't really all that important

03/19/25

\$212,323.20
\$190,806.45

\$21,516.75

SUMMARY SHEET

Revenues:

Cost of goods:

Profit:

Sheet1

1st Q.	2ndQ.	3rd Q.
\$50000	\$52,000.00	\$54,080.00
\$45000	\$46,755.00	\$48,578.45
\$5000	\$5,245.00	\$5,501.56

4th Q.	Totals
\$56,243.20	\$212,323.20
\$50,473.00	\$190,806.45
\$5,770.20	\$21,516.75