

## Using Online Books

Online Books is the complete set of Lotus 1-2-3 for Windows documentation presented online. The Online Books set contains the following manuals:

### *User's Guide*

Describes how to use 1-2-3 for Windows and includes step-by-step instructions for 1-2-3 activities.

### *Solver Guide*

Explains how to use the Solver to solve what-if problems in your worksheets and describes the sample applications included with 1-2-3 for Windows.

### *Quick Start for 1-2-3 Upgraders*

Provides information designed to help users upgrade quickly from a previous release of 1-2-3 to 1-2-3 for Windows.

### *DataLens Drivers for 1-2-3*

Describes what DataLens is, provides information about the three drivers included with 1-2-3 for Windows, and tells you how to use the drivers with 1-2-3.

### *Adobe Type Manager User Guide*

Explains how to install and run the Adobe Type Manager -- Windows Version on your personal computer.

## Accessing Online Books, Opening a Book, and Using the Tables of Contents

You can access Online Books by selecting the Online Books desktop icon or by choosing Help from the 1-2-3 for Windows main menu and then choosing Online Books. If you are in 1-2-3 for Windows Help, access Online Books by selecting Books in the Help window button bar.

1-2-3 displays a list of Online Books.

To open a book, select it from the list. 1-2-3 displays the main table of contents for the book; this table of contents lists the chapters in the book. Select the chapter you want to go to.

1-2-3 then displays the first page of the chapter; this page contains an overview of the chapter and a chapter table of contents, which lists the main topics in the chapter. If the main topics contain subtopics, a Subtopics + button is displayed at the top of the page; you can press this button to display the subtopics.

To go to a main topic or a subtopic, select it from the chapter table of contents.

To display the book table of contents at any time, press Contents in the window button bar.

## Using Search to Find Information in a Book

You can also find and go to information in a book by using Online Books Search. Press Search in the window button bar to display an alphabetized index of keywords for the currently open book. Select a keyword and, when Online Books displays a list of topics for the keyword, select the topic to go to.

## Browsing in a Chapter

To browse backward and forward through topics in a chapter, use the << Topics >> buttons. Browsing lets you view topics in the order of their appearance in a chapter.

## Finding Related Information in Another Book or in 1-2-3 for Windows Help

When information related to a topic is available in another book, a cross-reference to the other book appears in purple text. When related information is available in online Help, the cross-reference to Help appears in green text. To access the related topic, select the colored cross-reference.

To return to the topic from which you selected the cross-reference, select Back in the Online Books or Help window button bar.

## Printing a Book Topic

You can print the book topic currently displayed in Online Books by choosing File Print Topic from the command menu in the Online Books window. To print another topic, select the topic and choose File Print Topic again.

### **Ordering Books**

To order printed 1-2-3 for Windows books, use the book coupon included in your CD-ROM package.

See also:

[Help and Online Books Window Commands](#)

[Online Books Buttons](#)

[Online Books Keys](#)

## Online Books Buttons

Online Books has buttons that you can use to move around in a book and locate and access topics. These buttons are located in the button bar of the Online Books window and in the topic area at the top of an Online Books page.

### Button Bar

Online Books has six buttons, located in the button bar, that let you move around easily in Online Books. If a feature is not available, its button is dimmed.

To choose a button, click it or press the underlined letter in the button name.

### Contents

Lists the chapters in the current book.

### Search

Lists all the keywords (index entries) for the current book. By typing or selecting a keyword, you can search for and go to a specific topic in the book.

### Back

Displays the last topic you viewed in Online Books or Help. You can move back one topic at a time in the order you viewed each topic until you return to the first topic you viewed. Then the button is dimmed. The record of which topics you have viewed is erased each time you minimize or close the Online Books window.

### History

Displays the last 40 Help and Online Books topics selected during the Windows session. The record of which topics you have selected is erased each time you minimize or close the Online Books window.

To view a topic listed in History, double-click the topic.

### Books

Displays the list of online books. You can open a book by selecting it from this list.

### 1-2-3 Help

Displays 1-2-3 for Windows Help Contents.

## Topic Area of the Book Page

Online Books also has buttons in the topic area at the top of a page. These buttons let you control the level of detail in a chapter table of contents and let you browse through topics in a chapter.

### Subtopics +/-

Shows or hide subtopics in a table of contents page.

Subtopics + appears at the top of a chapter table of contents page when topics contain subtopics. Click Subtopics + to display the subtopics.

Subtopics - appears when table of contents topics and subtopics are displayed. Click Subtopics - to hide subtopics and view main topics only.

### << Topics >>

Browses through topics in a chapter. << Topics >> appears on all pages of a book except table of contents pages.

Click << to browse backward through topics in the chapter.

Click >> to browse forward through topics in the chapter.

See also:

[Help and Online Books Window Commands](#)  
[Online Books Keys](#)  
[Using Search](#)

## Online Books Keys

The following is a list of the keys you can use in 1-2-3 for Windows Online Books.

ALT+F4

Closes the Online Books window, saves any annotations or bookmarks you created, and saves the current size and position of the Online Books window.

ALT+ space bar

Opens the Control menu for the Online Books window.

CTRL+END

Scrolls to the end of the Online Books topic.

CTRL+HOME

Scrolls to the beginning of the Online Books topic.

CTRL+INS

Copies an Online Books topic onto the Clipboard so you can paste it into a worksheet file or another Windows application.

F1 (HELP)

Closes Online Books and opens How to Use Online Books.

See also:

[Online Books Buttons](#)

[Help and Online Books Window Commands](#)

[Using Online Books](#)

## Using Search

You can have Help or Online Books search for topics associated with a keyword or phrase. For example, if you want information about ranges, select "Ranges" from the list of keywords. All the topics associated with the keyword "Ranges" are displayed. You then choose the topic you want to view.

1. Select Search in the Help or Online Books button bar.
2. Select a word or phrase from the list of keywords in the search list box.

You can use the keyboard to scroll quickly to different parts of the list. When you type a letter in the text box, the list box scrolls automatically to the keyword that most closely matches what you are typing.

For example, if you type pr in the text box, the list box scrolls to the first keyword beginning with the letters pr (or to the closest match alphabetically). To select the keyword you want, type the entire word, or press TAB to move to the list box and select the keyword.

3. Select Show Topics.

All the topics associated with the selected keyword are displayed in the topics list box.

4. Select the topic you want to view. If necessary, use the scroll bar to view more topics.
5. Select Go To or press ENTER.

The topic is displayed.

See also:

[Help and Online Books Window Commands](#)  
[Using Cross-References](#)

## Using Cross-References

In Help and Online Books, you will often see words and phrases that are green and have a solid underline, phrases that are blue, and phrases that are purple. Green words and phrases are cross-references to Help topics related to the current topic. Blue phrases are cross-references to Show Me movies. And purple phrases are cross-references to Online Books topics.



### To Go to a Cross-Reference

1. Point to a cross-reference.

The mouse pointer changes to a hand icon.

2. Click the mouse button.

If you select a green or purple cross-reference, the topic for the cross-reference replaces the current topic in the Help or Online Books window.

If you select a blue cross-reference, the movie for the cross-reference begins playing.



### To Go to a Cross-Reference

1. Press TAB to highlight a cross-reference.
2. Press ENTER.

If you select a green or purple cross-reference, the topic for the cross-reference replaces the current topic in the Help or Online Books window.

If you select a blue cross-reference, the movie for the cross-reference begins playing.

See also:

[Help and Online Books Window Commands](#)  
[Using Search](#)

## Help and Online Books Window Commands

### File Commands

[Open](#)  
[Print Topic](#)  
[Printer Setup](#)  
[Exit](#)

### Edit Commands

[Copy](#)  
[Annotate](#)

### Bookmark Commands

[Define](#)  
[\(Bookmark Name\)](#)  
[More](#)

### Help Commands

[How to Use Help](#)  
[About Help](#)

## **File Open (Help and Online Books Windows)**

Reads a Help or Online Books (.HLP) file into memory, replacing the Help or Online Books file you previously had open.

You can open the .HLP file for any application that uses Windows Help. You do not have to be using the application to open its .HLP file. For example, you can be working in 1-2-3 and open the .HLP file for Program Manager and read about basic Windows skills.

1. Choose File Open.
2. Specify the name of the .HLP file you want to open.

You can enter the name of the .HLP file in the File name text box, or you can use the Files and Directories list boxes to select the file you want.

3. Select Open.

See also:

[Help and Online Books Window Commands](#)



## **File Print Topic (Help and Online Books Windows)**

Prints the topic in the Help or Online Books window. You can print entire topics only.

1. Choose File Print Topic.

See also:

[File Printer Setup](#)

[Help and Online Books Window Commands](#)

## **File Printer Setup (Help and Online Books Windows)**

Identifies the printer for Help and Online Books, which is the default printer you set up in Windows, in Control Panel Printers. If you have installed more than one printer in Windows, you can make any of your installed printers the default printer. You can also change the default printer options.

1. Choose File Printer Setup.
2. Select the printer that you want to change to in the Printer list box.
3. Select Setup to change the default printer options.

A dialog box containing options for the printer you chose is displayed.

4. Select the options you want, and then select OK.

The File Printer Setup dialog box is redisplayed.

5. Select OK.

When you choose File Print Topic, Help and Online Books will use the printer and options you specified.

See also:

[Help and Online Books Window Commands](#)

## **File Exit (Help and Online Books Windows)**

Closes Help and Online Books, saves any annotations or bookmarks you created, and saves the current size and position of the Help and Online Books window.

1. Choose File Exit.

See also:

[Help and Online Books Window Commands](#)

## **Edit Copy (Help and Online Books Windows)**

Copies the entire text of the current Help or Online Books topic to the [Clipboard](#).

From the Clipboard, you can paste the text into a worksheet file or another Windows application by using Edit Paste.

1. Choose Edit Copy.

See also:

[Help and Online Books Window Commands](#)

## **Edit Annotate (Help and Online Books Windows)**

Adds a note to the current Help or Online Books topic. Annotations are marked with a paper clip icon, which appears to the left of the topic heading.

1. Choose Edit Annotate.

2. Enter the text you want to add in the Annotation text box.

If you make a mistake, press BACKSPACE to erase any unwanted characters and then continue typing.

Text wraps automatically in the text box, but you can end a line before it wraps by pressing CTRL+ENTER.

3. Select OK when you have finished the annotation.

### **To View an Annotation**

1. Go to the topic that contains the annotation.

2. Click the paper clip icon, or press TAB to highlight the paper clip icon and then press ENTER.

3. Select OK or Cancel to close the Annotation dialog box.

### **To Remove an Annotation**

1. Go to the topic that contains the annotation.

2. Click the paper clip icon, or press TAB to highlight the paper clip icon and then press ENTER.

3. Select Delete.

See also:

[Help and Online Books Window Commands](#)

## **Bookmark Define (Help and Online Books Windows)**

Places a bookmark at the current topic or removes a bookmark from any topic. Once you have placed a bookmark at a topic, you can get that topic quickly from the Bookmark menu.

1. Choose Bookmark Define.

2. Specify the name of the bookmark in the Bookmark Name text box.

You can accept the name of the current topic as it appears in the text box, or you can enter a name you create.

3. Select OK.

The bookmark name you specified now appears in the Bookmark pulldown menu.

### **To Remove a Bookmark**

1. Choose Bookmark Define.

2. Select the bookmark you want to remove.

3. Select Delete.

4. Select OK.

See also:

[Bookmark \(Bookmark Name\)](#)

[Bookmark More](#)

[Help and Online Books Window Commands](#)

## **Bookmark (Bookmark Name) (Help and Online Books Windows)**

Replaces the current Help or Online Books topic with the bookmarked topic. A bookmark name appears only after you have defined a bookmark with [Bookmark Define](#). As many as nine bookmark names can appear in the Bookmark pulldown menu.

1. Choose Bookmark.
2. In the Bookmark pulldown, select the bookmark name of the topic you want to see.

See also:

[Bookmark More](#)

[Help and Online Books Window Commands](#)

## **Bookmark More (Help and Online Books Windows)**

Displays the complete list of names given to bookmarked topics. Bookmark More appears only when you have defined more than nine bookmarks.

1. Choose Bookmark More.
2. Select the topic you want in the Go To Bookmark list box.
3. Select OK.

See also:

[Bookmark \(Bookmark Name\)](#)

[Bookmark Define](#)

[Help and Online Books Window Commands](#)



## **How to Use Help (Help and Online Books Windows)**

Closes 1-2-3 for Windows Help and displays Using Help, or closes Online Books and displays Using Online Books. Choosing this command is the same as pressing F1 (HELP) while in Help or Online Books.

To return to 1-2-3 Help Contents or to the Table of Contents for the current book, select Contents in the button bar.

1. Choose How to Use Help.

See also:

[Help and Online Books Window Commands](#)

## **Help About Help (Help and Online Books Windows)**

Displays information about Windows Help, including the version number and copyright notice.

1. Choose Help About Help.
2. Select OK.

See also:

[Help and Online Books Window Commands](#)

## Glossary

To look up a specific word in the Glossary, select a letter and then select the word. To move through the alphabet, use Browse.

To select a letter using the mouse, point to a green letter with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
<u>K</u>	<u>L</u>	<u>M</u>	<u>N</u>	<u>O</u>
<u>P</u>	<u>Q</u>	<u>R</u>	<u>S</u>	<u>T</u>
<u>U</u>	<u>V</u>	<u>W</u>	<u>X</u>	<u>Y</u>
<u>Z</u>				

## **A**     Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

abbreviated cell address

absolute reference

active area

active file

active window

add-in

address box

adjustable cell

anchor cell

ANSI (American National Standards Institute)

answer

area graph

argument

argument separator

arithmetic operator

ASCII(American Standard Code for Information Interchange)

@function

attempt

autoexecute macro

axis

axis title

axis-unit exponent

axis-unit name

## **B**     Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

background recalculation

Backsolver

backup file (.BAK and .FMB)

bar graph

binding constraint

blank cell

border

bounding box

branch

byte pointer

## C Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

cancel

Cancel button

cascade menu

cell

cell address

cell contents

cell format

cell pointer

cell reference

character set

check box

circular reference

click

Clipboard

collating sequence

column

column letters

column width

command

command button

compose sequence

concatenate

configuration setting

Confirm button

constraint

contents box

Control menu box

control panel

criteria

criteria range

current cell

current directory

current file

current graph

current selection

current worksheet

## **D**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

data label

data point

data range

data series

database

database @function

database table

date @function

Date format

date number

DDE (Dynamic Data Exchange)

debug

default directory

default font

default font set

default page settings

default printer

default setting

defined range name

delimited text file

destination range

dialog box

directory

directory name

dotted box

double-click

draft display mode

drag

drive name

driver

drop-down box

drop shadow



## **E**     Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

edit line

entry

ERR

extension

external database

external database table

## **F**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

field

field name

file

file name

file reference

financial @function

flow of control

font

font set

footer

format file

format line

formatting

formatting description

formula

free cell

function key

## **G**     Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

global setting

graph

graph type

Graph window

grid lines

guess value

## **H**     Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

handle

hatch pattern

header

Help

highlight

HLCO graph (high-low-close-open)

horizontal graph

## I Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

icon

if-then-else

inconsistent constraint

indicator

information box

initial setting

input cell

input range

input value

insertion point

Install program

iteration

## **K**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

keystroke instruction

keyword

## **L**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

label

label alignment

label range

label-prefix character

landscape mode

legend

legend label

LICS (Lotus International Character Set)

line graph

linear scale

link

linked files

list box

literal string

LMBCS (Lotus Multibyte Character Set)

logarithmic scale

logical @function

logical formula

logical operator

long label

long value

loop

## **M**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

macro

macro command

macro instruction

main macro

marker

mathematical @function

Maximize button

maximum value

menu bar

menu pointer

Minimize button

minimum value

mixed cell reference

mixed graph

mode

mouse pointer



## **N**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

NA

named font set

named page settings

named style

nested subroutine

nonblank cell

numeric formula

## **O**     Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

### 1-2-3 Classic

object

offset number

operator

optimal answer

optimal cell

option button

order of precedence

orientation

output range

## **P**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

page settings

panes

path

percent scale

perspective view

pie chart

pitch

plot frame

point

point sizes

pointer-movement keys

portrait mode

preselection

print job

print range

printer driver

printer font

proportional spacing

protect

pulldown menu

## **R**     Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

radian

RAM (random access memory)

range

range address

range name

read

recalculation

recalculation order

recalculation setting

record

relative reference

repeating label

reservation

reset

Restore button

ripple-through effect

row

## **S**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

2nd y-axis

save

scroll bar

scroll box

scrolling

sealed file

select

selection

setting

SmartIcons

soft font

Solver

sort

source range

special @function

specify

spreadsheet

statistical @function

status indicator

status line

stock market graph

string @function

subdirectory

subroutine

subroutine call

summary worksheet

## **T**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

3-D graph

3-D range

temporary file (.TMP)

text box

text file

text formula

text operator

tick marks

tilde (~)

time @function

Time format

time number

title

title bar

Transcript window

Translate utility

typeahead buffer

typeface

## **U**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

undefined range name

unused constraint

## **V**      Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

value

variable

vertical graph



## **W**     Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

weight

what-if calculation

wildcard character

window

worksheet

worksheet file

worksheet frame

worksheet letter

Worksheet window

## **X**     Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

x-axis

/X commands

X range

XY (scatter) graph

## Y Glossary Index

To select a definition using the mouse, point to green text with a solid underline. When the mouse pointer changes to a hand icon, click the mouse button. Using the keyboard, press TAB until the topic is highlighted, and then press ENTER.

y-axis

**abbreviated cell address**

A cell address that contains a cell's column letter and row number, but not its worksheet letter. You use an abbreviated cell address to refer to a cell in the current worksheet.

**absolute reference**

In a formula, a reference to a cell or a range that always refers to the same cell or range when you copy the formula. Use absolute references in formulas when you do not want a cell or range address to change when you copy the formula.

In an absolute cell reference, a \$ (dollar sign) precedes the worksheet letter, column letter, and row number (\$A:\$A\$4). In an absolute range name, a \$ (dollar sign) precedes the range name (\$INTEREST).

For example, if you copy the formula +\$A\$1\*B10 entered in cell C10 to C11 and C12, the formula changes to +\$A\$1\*B11 and +\$A\$1\*B12. The absolute reference (\$A\$1) does not change.

**active area**

The area bounded by cell A1 and the lowest and rightmost nonblank cell in the current worksheet. Use **END HOME** to find this cell. The size of the active area affects the amount of memory a worksheet requires.

**active file**

An open worksheet file.

**active window**

The window in which you are working. Only one window can be active at a time.



**add-in**

A special program, created by Lotus and other software developers, that you can use with 1-2-3 to extend its capabilities.

**address box**

The left area of the edit line, which indicates the full cell address of the current cell.

**adjustable cell**

One or more cells that the Solver can change to solve a problem. Adjustable cells must contain numbers and cannot be protected.

**anchor cell**

The cell at which you begin to highlight a range.

**ANSI (American National Standards Institute)**

A set of character codes used by Windows. The ANSI character set contains 256 character codes. The first 128 ANSI characters (0-127) are the same as the ASCII character set.

**answer**

In the Solver, a solution the Solver finds for a problem. An answer can be the optimal answer, the best answer, or a sample answer.

**area graph**

A line graph in which a different pattern or color fills the area between each plotted line.

**argument**

Text, a value, location, or condition that you provide for an @function or macro command. For example, in the formula @SUM(A1..A10), the argument is A1..A10. In the macro {BRANCH TOTALS}, the argument is the range name TOTALS.



**argument separator**

A , (comma), ; (semicolon), or . (period) that separates one argument from another in an @function or macro command, and one range from another in some commands. Commas and semicolons are the initial default argument separators. A ; (semicolon) is always a valid argument separator, but you can set either . (period) or , (comma) as an argument separator using Tools User Setup International.

**arithmetic operator**

A symbol in a formula that indicates the arithmetic relationship between two values or the type of operation being performed: + (addition), - (subtraction), \* (multiplication), / (division), ^ (exponentiation).

**ASCII (American Standard Code for Information Interchange)**

A standard set of character codes many computers and devices use to create text. LMBCS (Lotus Multibyte Character Set) and ANSI (American National Standards Institute) include the ASCII character set.

## **@function**

A formula built into 1-2-3 to perform a specialized calculation automatically. You can use an @function by itself as a formula, combine it with other @functions and formulas, or use it in a macro.

There are eight categories of @functions: database, date and time, financial, logical, mathematical, special, statistical, and string.

**attempt**

In the Solver, a result that the Solver finds that does not satisfy one or more constraint formulas.

**autoexecute macro**

A macro named \0 (backslash zero) that 1-2-3 executes automatically if the Run autoexecute macros option in Tools User Setup is selected when you open a file that contains the \0 macro.

**axis**

A vertical or horizontal reference line in a graph, usually called x-axis, y-axis, or 2nd y-axis, against which 1-2-3 plots numeric values or adds labels that identify data you are graphing.

**axis title**

Text that describes the x-axis, y-axis, or 2nd y-axis.



**axis-unit exponent**

In a graph, the power of ten by which numbers along the axis scale must be multiplied to reflect the values you are graphing.

**axis-unit name**

In a graph, text that describes the axis scale (for example, Thousands).

**background recalculation**

A feature that lets you continue working in the worksheet while 1-2-3 recalculates formulas, if Tools User Setup Recalculaton is set to Automatic.

**Backsolver**

Use Tools Backsolver to make the result of a formula in a cell equal to a value you specify.

**backup file (.BAK and .FMB)**

A file that 1-2-3 creates when you use File Save As or File Extract To and select Backup to save a file with an existing file name.

For example, the version of SALES.WK3 on disk is renamed SALES.BAK, and the version currently in memory is saved as SALES.WK3. The backup version of the format file (used to store formatting information associated with a worksheet file) is saved as SALES.FMB and the current format file is saved as SALES.FM3.

**bar graph**

A graph that represents values as a set of bars that are evenly spaced along the x-axis. Each bar represents a value in the range you are graphing.

**binding constraint**

In the Solver, a constraint formula that is satisfied at its most limiting condition for the current answer. For example, if the constraint formula is  $+B6 \geq 5$ , and the Solver adjusts the value in B6 to be 5, the constraint is binding for the answer.

**blank cell**

A cell that contains no label-prefix character, letters, numbers, or spaces.



**border**

In a worksheet, the outline you define along one or more edges of a selected cell or range. In a window, the outline of the window, which is highlighted when the window is active. In a graph, the lines around the graph data.

**bounding box**

A rectangle that outlines each object you add in a Graph window. The bounding box does not print and is visible only when you move an object or change the size or shape of an object in a Graph window.

**branch**

A transfer of macro control to another macro routine. Unlike subroutine calls, branches do not return control to the original macro.

**byte pointer**

A place marker that moves by bytes in a text file. 1-2-3 uses the byte pointer in some of the file-manipulation macro commands.

**cancel**

To abandon a command before completing it.

### **Cancel button**



Appears in the edit line to the left of the contents box when you enter data. Click the Cancel button to cancel an entry and return 1-2-3 to READY mode.

In a dialog box, the Cancel command button closes the dialog box and cancels the command.

**cascade menu**

A menu that displays additional commands from a pulldown or cascade menu. If an arrowhead follows a command name on a pulldown menu, a cascade menu appears when you choose the command.

**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.



**cell address**

The location of a cell, identified by worksheet letter, column letter, and row number; for example, A:A1.

**cell contents**

The number, label, or formula stored in a cell. You see the cell contents in the edit line when the cell pointer is on the cell.

**cell format**

The way 1-2-3 displays values on the screen. A number's displayed value may differ from the actual value entered in the cell depending on the cell format. For example, the entry 25.451 may appear as \$25.45, 2545%, or 25.4.

**cell pointer**

The rectangular highlight in the worksheet that marks the current cell.

**cell reference**

The address or range name of a cell used in a formula. Cell references can be absolute, relative, or mixed.

**character set**

The set of letters, numbers, and special characters that a program can display, print, and store in files. 1-2-3 for Windows stores characters in the Lotus Multibyte Character Set (LMBCS), but displays and prints characters in the ANSI (American National Standards Institute) character set.

Windows uses the ANSI character set. If Windows cannot represent a LMBCS character, a fallback character will appear.

**check box**

In a dialog box, the box that turns the associated option on and off. When an X appears in the box, the option is on. When the box is blank, the option is off. When the box is filled, 1-2-3 cannot determine the state of the option for the current selection.

To change the check box for a selected option, click the check box, press the space bar, or press the underlined letter.

**circular reference**

A formula that refers to itself, either directly or indirectly. For example, a circular reference occurs if you enter the formula +B1+1 in cell B1. When a formula contains a circular reference, 1-2-3 displays CIRC in the status line. To identify the location of the circular reference, choose About 1-2-3 from the Help menu.



**click**

To press the mouse button and quickly release it.

**Clipboard**

A temporary storage area used by Windows to copy information from one location to another. 1-2-3 for Windows uses the Clipboard to temporarily store data when you use Edit Cut or Edit Copy. Use Edit Paste to paste the Clipboard contents into the 1-2-3 window or another application in Windows.

**collating sequence**

The order 1-2-3 uses to arrange entries beginning with letters, numbers, symbols, or blank cells when you sort data using Data Sort. Use Install to change the collating sequence.

**column**

A vertical block of 8,192 cells in a worksheet. A column is one cell wide and runs the entire length of the worksheet. For example, column B contains cells B1 through B8192. A worksheet contains 256 columns, and each column is identified by a letter or letter combination from A to IV.

**column letters**

The letters (A-Z, AA-AZ, BA-BZ, and so on through IV) in the worksheet frame that identify a worksheet column. Each worksheet contains 256 columns. The number of characters you can display in a column depends on the font you use.

**column width**

The number of characters that 1-2-3 can display in a column. The initial column width is 9 characters, but you can assign a column width from 1 to 240 characters.

**command**

An instruction you give 1-2-3. Commands are listed in menus and appear as buttons in dialog boxes. To complete some commands, you choose commands from menus and select options and enter specific information in dialog boxes.

If an ... (ellipsis) follows the command name, a dialog box appears when you choose the command. If an arrowhead follows the command name, a cascade menu appears when you choose the command.

**command button**

In a dialog box, an oblong button labeled with a command. The command is carried out when you click the button, press ENTER when the button is selected, or press the key corresponding to the underlined letter in the command name.



**compose sequence**

A series of keystrokes beginning with ALT+F1 (COMPOSE) that you use to produce a character that is not on your keyboard.

You can use a compose sequence to produce any character in the Lotus Multibyte Character Set (LMBCS). Windows displays and prints characters in the ANSI character set, which includes many characters in the LMBCS character set. If Windows cannot represent a LMBCS character, a fallback character will appear.

**concatenate**

To join pieces of text using & (ampersand), the text operator, within a text formula. The text formula + "Sales "&"Totals" concatenates the text inside the quotation marks to produce the label Sales Totals.

**configuration setting**

A setting from Tools User Setup or Window Display Options that 1-2-3 stores in the 1-2-3 configuration file (123W.INI) when you select Update.

### **Confirm button**



Appears in the edit line to the left of the contents box when you enter data. Click the Confirm button to enter data in a cell and return 1-2-3 to READY mode.

In a dialog box, the OK command button confirms the command and closes the dialog box.

**constraint**

In the Solver, a logical formula each Solver answer must satisfy. Constraint cells can use the following logical operators: > < >= <= or =. They cannot use <>, #AND#, #NOT#, or #OR#.

**contents box**

The right area of the edit line, which is the fourth line from the top of the 1-2-3 window. An entry you are typing or editing appears in the contents box until you confirm it or cancel it.

## **Control menu box**



The box located in the left corner of the top line of a window or dialog box. The Control menu displays commands for moving, sizing, and closing the window, and for switching to another Windows application, or to another window in 1-2-3. The Control menu in a dialog box lets you move and close the box.

**control panel**

The four lines at the top of the 1-2-3 window: the title bar, menu bar, format line, and edit line. The control panel displays the product name, the menu items, the formatting description of the current cell, the current mode, the address of the current cell, and the cell contents.



**criteria**

Values, labels, formulas, @functions, or logical expressions that you enter in a criteria range. In Data Query, 1-2-3 uses the criteria to select records in a database table.

In database @functions, the argument *criteria* is the address or name of the criteria range.

**criteria range**

The range in which you enter criteria when you use Data Query or database @functions. The criteria range must contain at least two rows. The first row lists some or all of the field names from a database table; the second and any subsequent rows contain the criteria. The criteria range cannot be a 3-D range.

Criteria are values, labels, formulas, @functions, or logical expressions that you enter in a criteria range to select records with Data Query or perform calculations with database @functions. In database @functions, the argument *criteria* is the address or name of a criteria range.

**current cell**

The cell in the worksheet that contains the cell pointer. The next selection, entry, or edit affects the current cell. The address of the current cell appears in the address box in the edit line.

**current directory**

The directory that 1-2-3 automatically uses during a session to save, read, or list files. The current directory is the directory from which you started 1-2-3 or the directory you specified with Tools User Setup.

**current file**

The file that contains the cell pointer.

**current graph**

The graph displayed in the active Graph window.

**current selection**

The highlighted cell, range, or worksheet(s), which the next command will affect. In a graph, the current selection is the object marked by handles or another symbol, which the next command will affect.

**current worksheet**

The worksheet that contains the cell pointer.



**data label**

The label you assign to a bar or point in a graph.

**data point**

The coordinates of a value plotted in a line graph, XY graph, HLCO graph, or mixed graph. Data points are usually connected by line segments and may be marked by a symbol. Use Chart Options Lines to display data points as symbols.

**data range**

A range of data that is plotted in a graph.

**data series**

A graphical representation of a data range; for example, a set of bars or a line.

**database**

One or more database tables. A database table is 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).

**database @function**

An @function that scans a database table (or tables), selects records that meet the criteria in a criteria range, and then performs calculations on the selected records.

Database @functions: @DAVG, @DCOUNT, @DGET, @DMAX, @DMIN, @DQUERY, @DSTD, @DSTDS, @DSUM, @DVAR, @DVAR.

**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.

**date @function**

Calculates numbers that correspond to dates between January 1, 1900 (the date number 1), and December 31, 2099 (the date number 73050). To display a date number as the date it represents, select a date format in Range Format or Worksheet Global Settings Format. In the Graph window, choose Chart Axis [X, Y, 2nd Y] Format.

Date @functions: @DATE, @DATEVALUE, @DAY, @DAYS360, @D360, @MONTH, @NOW, @TODAY, @YEAR.



## Date format

The way 1-2-3 displays a date number in a worksheet or a graph. A date number is a number from 1 through 73050 that 1-2-3 assigns in sequence to each date from January 1, 1900, through December 31, 2099. Select a date format in Range Format or Worksheet Global Settings Format to display date numbers as dates in the worksheet. In the Graph window, choose Chart Axis [X, Y, 2nd Y] Format.

<u>Date format</u>	<u>Example</u>
Day-month-year	31-Dec-91
Day-month	31-Dec
Month-year	Dec-31
Long Intl Date	12/31/91
Short Intl Date	12/31

**date number**

A number from 1 through 73050 that 1-2-3 assigns in sequence to each date from January 1, 1900, through December 31, 2099. For example, the date number for July 21, 1991, is 33440. Use date @functions to enter date numbers. You can use date numbers in calculations.

**DDE (Dynamic Data Exchange)**

Links data between files. Use Edit Link Options to create links between a 1-2-3 worksheet file and a file created with another Windows application that supports DDE.

**debug**

To locate and correct errors in a macro so it performs correctly.

**default directory**

The directory that 1-2-3 automatically uses for worksheet files when you start 1-2-3. Initially, 1-2-3 uses the directory you specified in the Install program, but you can specify a different default directory with Tools User Setup.

**default font**

The font 1-2-3 uses for all data in a worksheet file, except for data in cells you have explicitly formatted with another font. The default font is the first font in the list box in Style Font.

**default font set**

The group of fonts that is initially available to you when you open a new file. 1-2-3 uses an initial default font set that consists of typefaces in various point sizes; you can, however, change the default font set to include any font that 1-2-3, Windows, or your printer supports.

**default page settings**

The File Page Setup settings that are initially available when you open a new file.



**default printer**

The printer 1-2-3 automatically uses for printing when you start 1-2-3.

**default setting**

A setting that 1-2-3 automatically uses when you open a new file. For example, 1-2-3 has default settings for number format, column width, and label alignment. Use Worksheet Global Settings, Tools User Setup, and Window Display Options to change default settings.

**defined range name**

A range name associated with a range address.

**delimited text file**

A file in ASCII format that contains rows of data with delimiters. A delimiter is a comma, space, colon, or semicolon entered between numbers and labels in each row. All labels must be enclosed in quotation marks. For example, "Stolper","Boston",1400,1300,2800 is a line from a delimited text file. Use File Import From Numbers to bring data in a delimited text file into a 1-2-3 worksheet.

**destination range**

When you use Edit Link Options and Edit Paste Link, the range in a file that receives data from another file.

**dialog box**

A window that requests information needed to carry out a command. When 1-2-3 displays a dialog box, you must complete it or cancel it before you can go to any other task. When a dialog box component is not available, it is dimmed.

**directory**

A subdivision of a disk. You can create and name a directory and store related files in it when you save the files on a disk. Doing this makes finding and reading the files easier.

**directory name**

The name of a subdivision of a disk. In 1-2-3 documentation, a \ (backslash) separates the directory names in a path from each other and from the file name. For example, in C:\FEBRUARY\BUDGET.WK3, the directory name is FEBRUARY, and the file name is BUDGET.WK3.



**dotted box**

A rectangular, dotted-line outline that indicates the current selection in a dialog box.

**double-click**

To press and release the mouse button twice, quickly.

**draft display mode**

In draft display mode, formats and graphs do not appear in the worksheet; however, the format line displays the formatting description of the current cell, and final printed output reflects formatting changes you make. Use Window Display Options to switch between draft and graphic display mode.

**drag**

To press the mouse button and hold it while moving the mouse.

**drive name**

The two characters (a letter and a colon) that identify the disk drive. For example, C: is the name of drive C, the hard disk on your computer.

**driver**

A program that tells 1-2-3 how to communicate with a piece of hardware, such as a printer or monitor, or how to perform a particular task, such as reading data in an external database table.

**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. Some drop-down boxes let you enter text in the top box; in others, you must select an option from the list.

**drop shadow**

A graphic enhancement -- a wide, dark or colored line below and to the right of a range, as if the range were casting a shadow.



**edit line**

The fourth line from the top of the 1-2-3 window. The edit line is used to display and edit data in one cell. The left area of the edit line is the address box, which indicates the worksheet address of the current cell. The middle area displays the Confirm and Cancel buttons when you are entering data. The right area is the contents box, where you type or edit entries.

**entry**

Data entered in a cell. Every entry is either a label or a value.

## **ERR**

A special value that either 1-2-3 generates to indicate an error in a formula or you generate with @ERR. ERR can ripple through formulas: any formula that refers to a cell that contains ERR results in ERR, and any other formula that depends on that formula also results in ERR. When you correct the formula that contains ERR, the results of dependent formulas also become correct.

The label ERR is not equivalent to the value ERR.

**extension**

At the end of a file name, a . (period) followed by up to three characters. When 1-2-3 for Windows creates a worksheet file, it automatically adds the extension .WK3. You can override this extension by entering a different extension when you save the file.

**external database**

A collection of related information, organized systematically in tables and stored in files that are not 1-2-3 files, such as dBASE IV, Paradox, or SQL Server files.

**external database table**

A table in an external database that contains a collection of related information. External databases are stored in files that are not 1-2-3 files, such as dBASE IV, Paradox, or SQL Server files.

**field**

A labeled column in a database table that contains the same kind of information for each record. For example, an employee database table usually contains fields labeled First Name, Last Name, and Employee Number.

**field name**

A label in the first row of a database table that identifies the contents of a field. For example, an employee database usually contains the field names First Name, Last Name, and Employee Number.

In database @functions, the argument *field* is the field name enclosed in " " (quotation marks); an offset number that indicates the position of the field (column) in the database table; or the address of a cell that contains an offset number or field name in quotation marks.



**file**

A named collection of data saved on disk. Use File Save or File Save As to save one or more worksheets in a worksheet file. Use File Extract To to save data in a text file in ASCII format.

**file name**

The name you use when you save or open a file. In 1-2-3 for Windows, a new worksheet file has a default name (FILEXXXX.WK3), where XXXX is a number like 0001, 0002, and so on. You can keep or change this file name. A file name can be up to eight characters long and can contain letters (A through Z), numbers (0 through 9), \_ (underscores), and - (hyphens).

**file reference**

A file name and extension, with or without a path, enclosed in << >> (double angle brackets). Use a file reference in formulas and commands to refer to data in a worksheet file other than the current worksheet file.

**financial @function**

An @function that uses a complex formula to analyze investments or annuities, determine depreciation, or calculate cash flow or loan values.

Financial @functions: @CTERM, @DDB, @FV, @IRR, @NPV, @PMT, @PV, @RATE, @SLN, @SYD, @TERM, @VDB.

**flow of control**

The way in which control passes from one set of macro instructions to another during macro execution. Some macro commands that govern the flow of control are {BRANCH}, {DEFINE}, {FOR}, and {RETURN}.

**font**

A typeface of a particular size, such as Times Roman, 10 point or Dutch, 8 point.

**font set**

A group of fonts available for use with a worksheet file. The font set is listed in the Style Font dialog box. Use Style Font Replace to change the font set.

**footer**

A line of text 1-2-3 prints above the bottom margin of each printed page.



**format file**

A file in which 1-2-3 for Windows and other releases of 1-2-3 store formatting information associated with a worksheet file: .FM3 (for 1-2-3 for Windows and Wysiwyg in 1-2-3 Release 3.1), .FMT (for Impress in 1-2-3 Release 2.3), and .ALL (for Allways in 1-2-3 Release 2.2) are the extensions for format files.

**format line**

The third line from the top of the 1-2-3 window. On the left, the format line displays the formatting description, which gives information about the selected cell or range. On the right, the format line displays the mode indicator.

**formatting**

The styles applied to a cell or range, including italics, underlining, drop shadow, shading, and color.

### **formatting description**

An abbreviated description of a format you applied to a cell. The description appears in the format line when the cell is current.

For example, {H20 Bold U3 S1} (C2) U [W15] appears as the description of a cell with the following formats: {row height, 20 points; bold; wide underlining; light shading}; (Currency format, 2 decimal places); unprotected cell in a protected worksheet; [column width, 15 characters].

**formula**

An entry that calculates data in a worksheet file. 1-2-3 has three types of formulas: numeric, text, and logical. A formula can contain numbers, text, operators, cell and range addresses, range names, @functions, and other formulas. The result of a formula is text (a label) or a value.

**free cell**

The cell located diagonally opposite the anchor cell when you select a range.

**function key**

A key beginning with F, such as F1, that performs a special Windows or 1-2-3 function when used alone or in combination with ALT, SHIFT, or CTRL.

**global setting**

A setting chosen from Worksheet Global Settings, Tools User Setup, or Window Display Options, which 1-2-3 uses for entire worksheets or files.



**graph**

A pictorial representation of data.

**graph type**

A graph available in 1-2-3: area, bar, HLCO, line, mixed, pie, and XY. Some graph types are available with 3-D effects.

**Graph window**

A window that appears when you create a graph with Graph New or view a graph with Graph View. You can use this window to edit and enhance graphs.

**grid lines**

Lines that run along the rows and columns of your worksheet, enclosing every cell in the window or in a printout. You can also display grid lines in a graph. Use Window Display Options to turn grid lines on and off in a worksheet. Use Chart Borders/Grids to turn grid lines on and off in a graph.

**guess value**

In the Solver, a new value you specify for an adjustable cell when the Solver needs more information to solve a problem.

**handle**

One of the small boxes that forms part of the bounding box. Handles show that a graph object is selected.

**hatch pattern**

The pattern that distinguishes one data range from another in bar and area graphs, and one slice from another in pie charts.

**header**

A line of text that 1-2-3 prints below the top margin of each printed page.



## **Help**

A series of context-sensitive topics that describe 1-2-3 and appear in the Help window. To get Help with the 1-2-3 feature you are using, press F1 (HELP).

Help for 1-2-3 for Windows contains descriptions of all commands and some information that is not available in printed documentation, such as detailed information about @functions and macro commands, a glossary, and an index to error messages.

**highlight**

A distinctly colored background on the screen that indicates the current selection. The cell pointer, menu pointer, and indicators are also highlights.

As a verb, highlight means to position the menu pointer on a menu item or the cell pointer on a cell, or to expand the highlight on the worksheet.

**HLCO graph (high-low-close-open)**

A graph that illustrates stock performance (or any data that fluctuates in evenly defined time periods) by plotting four sources: the high, low, close, and open values.

**horizontal graph**

A graph with a horizontal y-axis. In a horizontal graph, the usual orientation of the axes is rotated clockwise 90 degrees. You can create a horizontal graph for all graph types except pie.

**icon**

A small picture that represents an available option, operation, or application (such as a minimized 1-2-3 window). Select an icon to perform specific tasks.

**if-then-else**

In a macro, conditional processing that directs the flow of control according to whether a specified condition is true or false.

**inconsistent constraint**

In the Solver, a logical formula that is not satisfied for a Solver attempt.

**indicator**

A word or icon that provides status information about a program or function key. For example, when 1-2-3 is in READY mode, the word READY appears at the right end of the format line. 1-2-3 displays status indicators in the status line at the bottom of the 1-2-3 window.



**information box**

A rectangular area in some dialog boxes in which 1-2-3 displays information on an item in a list box. You cannot edit the contents of an information box.

**initial setting**

A setting 1-2-3 uses the first time you start 1-2-3 for Windows. The initial settings remain as the default settings for 1-2-3 unless you change them.

**input cell**

A cell in which 1-2-3 temporarily stores values while it performs calculations for creating a what-if table.

**input range**

The range that contains one or more database tables that 1-2-3 searches when you use Data Query.

In database @functions, the argument *input* is the range that contains the database table(s); *input* can be the address or name of a range that contains the database table(s), or the name of the external database table(s), but it cannot be a 3-D range.

**input value**

In a what-if table, a number or text that 1-2-3 substitutes in a formula to perform sensitivity analysis or cross-tabulation.

**insertion point**

A flashing vertical bar in the contents box or a text box that indicates where text that you type will be inserted. As you type, text appears to the left while the insertion point moves to the right.

**Install program**

The program you use to install and configure 1-2-3 for Windows so 1-2-3 can work with your computer hardware.

**iteration**

One of a specific number of times 1-2-3 recalculates formulas during a {RECALC} or {RECALCCOL} macro command, when Order of recalculation is set to Rowwise or Columnwise, or when the worksheet contains a circular reference. Use Tools User Setup Recalculation to change the iteration setting.



**keystroke instruction**

A 1-2-3 macro instruction that represents a key on the keyboard. Keystroke instructions cause 1-2-3 to perform the same actions that pressing keys would perform.

**keyword**

The first word in a macro command. The keyword tells 1-2-3 what action to perform. In the command {LET TOTAL,HALF1+HALF2}, LET is the keyword, and TOTAL and HALF1+HALF2 are the arguments.

**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. To create a label that begins with a number or with + - \$ ( # @ \ or / , you must first type a label-prefix character, such as an ' (apostrophe), " (quotation mark), or ^ (caret).

1-2-3 does not display the label-prefix character in the cell but does display it in the edit line when you highlight a cell that contains a label.

**label alignment**

The position of a label in a cell (left-aligned, right-aligned, or centered). To control label alignment, use *Style Alignment*, *Worksheet Global Settings*, or type a specific label-prefix character before you type a label.

**label range**

A range that 1-2-3 uses as the source of data labels or legend labels for a graph.

## label-prefix character

The first character in a label entry. It defines the entry as a label and controls how 1-2-3 aligns the label in the cell. Use Style Alignment or Worksheet Global Settings to set the label-prefix character 1-2-3 uses when you type a label. To enter a label that begins with a number or with + - \$ ( # @ / or \, type one of these label-prefix characters ( ' ^ " ) first.

<u>Label-prefix character</u>	<u>Effect</u>
' (apostrophe)	Left-aligns labels (default)
" (quotation mark)	Right-aligns labels
^ (caret)	Centers labels
\ (backslash)	Repeats one or more characters across a cell
(vertical bar)	Entered in the first cell of a print range, tells 1-2-3 not to print that row of data

**landscape mode**

The orientation in which a printer prints across the length of the paper.

**legend**

In a graph, the explanation of the patterns, symbols, or colors used to represent the data ranges.



**legend label**

In a graph, text that describes a pattern, symbol, or color for each data range.

**LICS (Lotus International Character Set)**

The 256 codes (0 through 255) that Symphony and 1-2-3 Release 2 use to display, store, and print characters. LICS codes 32 through 127 are equivalent to ASCII and LMBCS codes 32 through 127.

**line graph**

A graph in which each line represents a data range and each point on the line represents one value.

**linear scale**

Equal intervals along the y-axis or the 2nd y-axis. In an XY graph, the x-axis may also have a linear scale.

**link**

A connection between two files that lets the files share data.

You can link a worksheet file to another Windows application that supports DDE (Dynamic Data Exchange) using Edit Link Options or Edit Paste Link.

To create links between 1-2-3 worksheet files, you can use file references in formulas.

**linked files**

Any two files that share data either through file references in formulas or DDE links.

**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.

**literal string**

Text, including letters, numbers, punctuation marks, character spaces, and special characters, enclosed in quotation marks and used in text formulas, @functions, and macros. For example, the text formula `+ "Wendy "&"Clarke"` combines two literal strings to display the label Wendy Clarke.



**LMBCS (Lotus Multibyte Character Set)**

The character set that 1-2-3 Release 3 uses that includes all the characters contained in LICS, ASCII, and most other international character sets. If Windows cannot represent a LMBCS character, a fallback character will appear.

**logarithmic scale**

Regular intervals along the y-axis or the 2nd y-axis that represent logarithmic changes in the plotted values. In an XY graph, the x-axis may also have a logarithmic scale.

**logical @function**

An @function that evaluates a Boolean condition -- a condition that is either true (producing the value 1) or false (producing the value 0). Except for @IF, all logical @functions return either 1 or 0; they cannot return any other values, including ERR (error) or NA (not available).

Logical @functions: @FALSE, @IF, @ISAFF, @ISAPP, @ISERR, @ISNA, @ISNUMBER, @ISRANGE, @ISSTRING, @TRUE.

**logical formula**

A formula that evaluates a condition by using a logical operator or a logical @function. The result of a logical formula is 1 for true or 0 for false. For example, the formula `+A2>8` returns 1 (true) when the value in A2 is greater than 8; it returns 0 (false) when the value in A2 is 8 or less.

**logical operator**

A symbol in a formula that indicates the relationship between two values or defines the criteria in a query. Logical formulas return 1 if true and 0 if false. For example, `+A12>500` returns 1 if the value in A12 is greater than 500; otherwise, the formula returns 0.

Logical operators: `=` (equal to), `<` (less than), `<=` (less than or equal to), `>` (greater than), `>=` (greater than or equal to), `<>` (not equal to), `#AND#` (AND), `#NOT#` (NOT), `#OR#` (OR).

**long label**

A label that exceeds the column width. If the cell to the right is blank, a long label extends into the next column. If the cell to the right is not blank, 1-2-3 displays as much of the label as possible. 1-2-3 stores the entire label in the cell. To see the entire label, widen the column or place the pointer on the cell and view the label in the edit line.

**long value**

A formatted value that is wider than the cell's column width minus one. For example, in a cell that is nine characters wide and formatted as Currency with two decimal places, 1500 is a long value because \$1,500.00 contains nine characters -- one more than the cell's width minus one. Depending on the cell format, 1-2-3 displays a long value in scientific notation or displays \*\*\* (asterisks). To display the value, widen the column.

**loop**

A set of macro instructions that executes repeatedly. You can use the macro commands {FOR} and {BRANCH} to create a loop in a macro.



**macro**

A set of instructions for automating a 1-2-3 task. Macros include keystroke instructions and macro commands. You can use a macro to enter data or to perform a series of 1-2-3 commands that will format worksheets or files, guide users through specific applications, calculate complex formulas with variable data, extract database records for use in a report, and so on.

**macro command**

A macro instruction that tells 1-2-3 to perform a built-in programming function. Each macro command consists of a keyword and its arguments (if any), enclosed in braces. {BRANCH TOTALS} is an example of a macro keyword (BRANCH) and its argument (the range name TOTALS).

**macro instruction**

A keystroke instruction or a macro command in a macro.

**main macro**

The macro that initiates a subroutine call, branch, or loop.

**marker**

A symbol at each data point in a line graph or XY graph.

**mathematical @function**

An @function that performs a mathematical operation, such as calculating square roots, or replaces complex trigonometric calculations. Mathematical @functions use only values, including the special values ERR and NA, and the address or range name of a single cell that contains a value.

Mathematical @functions: @ABS, @ACOS, @ASIN, @ATAN, @ATAN2, @COS, @EXP, @INT, @LN, @LOG, @MOD, @PI, @RAND, @ROUND, @SIN, @SQRT, @TAN.

## **Maximize button**



The button that appears at the far right end of a window title bar. Click this button to expand the window to fill the entire screen, or choose Maximize from the Control menu.

**maximum value**

In a graph, the highest numeric value for the axis scale. Values that are larger than the maximum value are not displayed in the graph.



**menu bar**

The second line from the top of the 1-2-3 window. The menu bar displays the main menu for the Worksheet, Graph, or Transcript window, depending on which window is active.

**menu pointer**

A highlight that marks the current menu item.

## **Minimize button**



The button that appears at the right end of a window title bar. Click this button to reduce the window to an icon, or choose Minimize from the Control menu.

**minimum value**

In a graph, the lowest numeric value for the axis scale. Values that are smaller than the minimum value are not displayed in the graph.

**mixed cell reference**

In a formula, a reference to a cell in which one or two parts of the address are absolute; that is, preceded by \$ (dollar sign). For example, if you copy the reference +A:\$C4, the column letter stays the same while the worksheet letter and row number change.

**mixed graph**

A graph that includes both lines and bars. A mixed graph can include up to three lines and three sets of bars.

**mode**

A state in which 1-2-3 performs a particular process. For example, in READY mode, you can enter data or choose commands. In POINT mode, you can select a range by expanding the highlight. The mode indicator, located at the right end of the format line, tells you the current mode.

**mouse pointer**

The symbol that indicates the location of the mouse on the screen. The pointer is usually shaped like an arrow, but can change depending on the task. For example, when you change the size of a window, the pointer becomes a white two-headed arrow.





## **NA**

A special value that either 1-2-3 or you generate to indicate that a value needed to complete a formula is not available.

NA can ripple through formulas: any formula that refers to a cell that contains NA results in NA (no matter how the value NA is generated) unless the cell contains ERR. (ERR takes precedence over NA.) This ripple-through effect also means that when you provide the previously unavailable value to a formula that contains NA, the results of the dependent formulas also become correct.

The label NA is not equivalent to the value NA.

**named font set**

A file in which you save a font set so that you can use it with worksheet files. Use Style Font Replace to save and retrieve named font sets. 1-2-3 automatically adds the extension .AF3 to a named font set when you save it.

**named page settings**

Print options, such as margins, headers, and footers, that you named and saved with File Page Setup Save. 1-2-3 for Windows saves page settings to an .AL3 file. When you save page settings, you can use them again without having to respecify them.

**named style**

A collection of styles copied from a single cell that you can apply to a range in a file.

**nested subroutine**

In a macro, a subroutine that is called from within another subroutine. If 1-2-3 encounters a subroutine call while executing a subroutine, it transfers control to the subroutine specified in the subroutine call, performs the instructions there, returns to the first subroutine, finishes the instructions there, and finally returns to the main macro.

**nonblank cell**

A cell that contains a label-prefix character, letters, numbers, or spaces. A nonblank cell can appear to be blank if it has only a label-prefix character or spaces in it.

**numeric formula**

A formula that calculates numeric values using one or more of the arithmetic operators + - \* / and ^. For example, the numeric formula +H16\*2 multiplies the value in cell H16 by 2.

### **1-2-3 Classic**

The command structure and functionality of 1-2-3 Release 3.1, available in 1-2-3 for Windows. 1-2-3 Classic provides keystroke and macro compatibility so you can run macros created in other releases of 1-2-3 in 1-2-3 for Windows.



**object**

A part of a graph or annotation, such as a shape, a line, an arrow, or text -- anything that you can create, select, or manipulate within a Graph window.

**offset number**

The number that corresponds to the position of a specified row, column, character, or byte; used in some @functions and macros. The first row, column, character, or byte always has an offset number of 0, the second 1, the third 2, and so on.

In a database @function, the *field* argument can be the offset number for a field in the database table. For example, if the field TOTALS is in the fifth column of the database table, the offset number for that field is 4.

## **operator**

A symbol in a formula that indicates the relationship between two values or the type of operation to be performed. 1-2-3 uses arithmetic, logical, and text operators.

### **Arithmetic operators**

+ (addition), - (subtraction), \* (multiplication), / (division), ^ (exponentiation)

### **Logical operators**

= (equal to), < (less than), <= (less than or equal to), > (greater than), >= (greater than or equal to), <> (not equal to), #AND# (AND), #NOT# (NOT), #OR# (OR)

### **Text operator**

& (ampersand)

**optimal answer**

In the Solver, the answer that contains the mathematical optimum (the highest or lowest value) for the cell you specify as the optimal cell.

**optimal cell**

In the Solver, the cell for which the Solver is to find the highest or lowest value. The optimal cell may be an adjustable cell or a cell whose formula depends on at least one adjustable cell.

**option button**

In a dialog box, a round selection button. You can select only one option button in a group of related options.

## order of precedence

The order in which 1-2-3 performs operations in a formula. The lower the precedence number, the earlier 1-2-3 performs the operation. Operations with the same precedence number are performed sequentially from left to right. To override the order of precedence, put ( ) (parentheses) around the operations you want 1-2-3 to do first.

- 1        ^ (exponentiation)
- 2        - + (negative, positive values)
- 3        \* / (multiplication, division)
- 4        + - (addition, subtraction)
- 5        = < <= > >= <> (logical operators)
- 6        #NOT# (logical operator)
- 7        #AND#, #OR#, & (logical and text operators)

**orientation**

The placement of the y-axis in a graph as either vertical (default) or horizontal, or the placement of a printed range on a page in either portrait mode or landscape mode.



**output range**

In Data Query, the worksheet range or external database table into which 1-2-3 places records it extracts from one or more database tables.

**page settings**

The options you specify for printing such as margins, headers, and footers using File Page Setup. You can name and save page settings.

**panes**

A display of two parts of a worksheet in the same window. Use Window Split to divide a worksheet window into panes, to synchronize or unsynchronize panes, and to clear panes.

**path**

The root directory and all the subdirectories in which you save a file. In C:\1991\BUDGET.WK3, C:\1991\ is the path for the file BUDGET.WK3.

**percent scale**

Equal intervals along the y-axis or 2nd y-axis that represent changes in the plotted values as percentages of the sum (100%) of the plotted values.

**perspective view**

A layered display of three contiguous worksheets from a worksheet file. To create a perspective view, choose Window Split.

**pie chart**

A graph that compares parts to the whole. In a pie chart, each value is represented as a slice of the pie. The size of each slice corresponds to the percentage of the total that the value represents.

**pitch**

A measurement of the number of characters printed per inch.



**plot frame**

The rectangular area in a graph, defined by the axes, where 1-2-3 plots data.

**point**

To position the mouse pointer. Your next mouse action affects the element you are pointing at.

In reference to fonts, a point is a unit of measurement that determines the height of a character. A point is approximately  $\frac{1}{72}$  of an inch.

**point sizes**

The type sizes available for a selected font.

**pointer-movement keys**

Keys that control the movement of the cell pointer, menu pointer, and insertion point. These keys include UP, DOWN, LEFT, RIGHT, PG UP, PG DN, and HOME and can be combined with CTRL and END to move around active files and worksheets in the same file.

**portrait mode**

The orientation in which a printer prints across the width of the paper.

**preselection**

The action of selecting a range before you choose the command that will affect the range. A preselected range remains selected after you complete the command.

**print job**

Ranges of data, graphs, and/or blank lines that 1-2-3 sends to a printer.

**print range**

The range of data you want to print. A print range can include text and graphics.



**printer driver**

A software program that controls how 1-2-3 communicates with your printer. 1-2-3 for Windows uses the printer drivers supplied by Windows.

**printer font**

A font specific to your printer.

**proportional spacing**

A way of spacing characters on a line that gives each character in a typeface a different amount of space based on its size. For example, a font that uses proportional spacing gives less space to the letter I than to the letter W.

**protect**

To prevent changes to a range, worksheet, or file.

**pulldown menu**

The vertical list of commands that appears when you choose a command from the menu bar.

**radian**

The unit 1-2-3 uses to measure an angle, equal to approximately 57 degrees, 17 minutes.

**RAM (random access memory)**

The temporary storage area in which your computer holds both programs and data.

**range**

A single cell, a block of adjoining cells, or an entire worksheet file. A 2-D range is a range in one worksheet; for example, A:B1..A:B5. A 3-D range spans two or more worksheets; 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 any two diagonally opposite corner cells of the range, separated by two periods; for example, A:A4..M:C20.

**range name**

A name you create with Range Name Create or Range Name Label Create to identify a range. A range name can be up to 15 characters long. You can use range names in formulas and commands to refer to one cell or a range of cells.

**read**

To copy a file from disk into memory.

**recalculation**

Re-evaluation of formulas in active files using the latest cell values.

**recalculation order**

The order in which 1-2-3 recalculates formulas. The three orders are natural (recalculates all values on which a formula depends before recalculating the formula), columnwise (recalculates by column, starting with A:A1), and rowwise (recalculates by row, starting with A:A1). Natural is the default setting. Use Tools User Setup to change the recalculation order.

**recalculation setting**

One of two settings, Automatic (the default) or Manual, that determines when 1-2-3 recalculates formulas in the current worksheet file. Automatic recalculates formulas every time you enter a value in a cell referenced by the formulas. Manual recalculates formulas only when you press F9 (CALC) or F8 (TABLE). Use Tools User Setup Recalculation to change the recalculation setting.

**record**

A one-row collection of information about one item in a database table. The first row of a database table contains field names, which identify the data in records; all other rows contain records.

**relative reference**

In a formula, a reference to a cell or a range that changes when you copy the formula. A relative reference refers to the location of the data in relation to the formula. A relative reference can be an address or range name.

For example, if the formula  $+A1+A2$  is in cell A4 and you copy this formula to B4, the formula changes to  $+B1+B2$ . A1 and A2 are relative references, which means that they refer to the values entered in cells two and three rows above the formula. After you copy the formula, the relative references still refer to the cells two and three rows above the formula.

If you do not want a cell or range address to change when you copy a formula, use an absolute reference.



**repeating label**

A label that repeats across the entire width of a cell. You create a repeating label with the \ (backslash) label-prefix character. For example, entering \= in a cell 10 characters wide displays = across the width of the cell like this: =====.

**reservation**

A guarantee that a user who has changed a file can save the changes to the file on disk.

**reset**

To clear a setting or restore default settings.

## Restore button



The button that appears at the far right of the title bar of a maximized window. Click the Restore button to return the window to its previous size or choose Restore from the Control menu.

**ripple-through effect**

The condition that occurs when one formula depends on another formula that evaluates to ERR or NA. The dependent formula will also result in ERR or NA. When you correct the formula that evaluates to ERR or provide the unavailable value to the formula that evaluates to NA, the dependent formulas also change.

**row**

A horizontal block of 256 cells in a worksheet. A row, identified by a row number, is one cell high and runs across the entire width of the worksheet. There are 8,192 rows in a worksheet.

**2nd y-axis**

A second y-axis you create in a graph, which is used as a reference line marked in regular intervals with numeric values.

**save**

To copy a file from memory to disk.



**scroll bar**

The bar that appears at the right and/or bottom of a window or a list box when the contents exceed the size of the window or list box. To scroll within a window or list box, 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 worksheet or list box visible.



**scrolling**

Moving horizontally or vertically through a window or a list box, or moving the cell pointer from one worksheet to another. To scroll within a window or list box, click the scroll arrows, drag the scroll box, or use the navigation keys.

**sealed file**

A file that was sealed with File Administration Seal File to prevent changes from being made to some of the file's graph, print, range, worksheet, and reservation settings.

**select**

To highlight or specify cells in a worksheet, records in a database table, commands on a menu, options in a dialog box, or objects in a graph.

**selection**

The area of cells in a worksheet, records in a database table, or objects in a graph, that the next or current action affects (depending on when you make the selection).

**setting**

A characteristic of a cell that affects how the contents of a cell appear. For example, format and label alignment are settings. These settings appear as parts of the formatting description in the format line.

## **SmartIcons**

Buttons (icons) in Worksheet and Graph windows that let mouse users select commonly used commands and macros. Click SmartIcons to select them. Choose Tools SmartIcons Customize to change the set of SmartIcons and to create SmartIcons for your own macros.



**soft font**

A font that you transfer from a file on disk to your printer.

**Solver**

Analyzes data in a worksheet and shows you a variety of possible solutions to a what-if problem you define. The solutions satisfy constraints, or limits, that you specify.

**sort**

To arrange data in a range or records in a database table in a particular order, determined by the contents of one or more columns or fields. In 1-2-3, use Data Sort to sort data in ascending (A through Z, 0 through 9) or descending (Z through A, 9 through 0) order. You can select a collating sequence when you install 1-2-3 to control how 1-2-3 sorts labels.

**source range**

When you use Edit Link Options and Edit Paste Link, the range that supplies data to another file.

**special @function**

An @function that returns information about cells, ranges, or the operating system; finds the contents of a cell; or marks places where information is missing or incorrect. Special @functions are particularly useful with macros.

Special @functions: @@, @CELL, @CELLPOINTER, @CHOOSE, @COLS, @COORD, @ERR, @HLOOKUP, @INDEX, @INFO, @NA, @ROWS, @SHEETS, @SOLVER, @VLOOKUP.

**specify**

To select from the items in a list box or enter a new item by typing.

**spreadsheet**

A tool used in financial analysis and modeling that establishes mathematical and logical relationships among numbers and formulas that appear in rows and columns. The 1-2-3 worksheet is an electronic spreadsheet.

**statistical @function**

An @function that performs calculations on a list of values in a range. Each statistical @function except @SUMPRODUCT has an equivalent database @function, which you can use to calculate values in a field that meet specific criteria. All statistical @functions have the argument *list*.

Statistical @functions: @AVG, @COUNT, @MAX, @MIN, @STD, @STDS, @SUM, @SUMPRODUCT, @VAR, @VARS.



**status indicator**

An indicator that appears at the bottom of the screen, in the status line, to alert you that 1-2-3 is performing an action or has detected a condition, or that you are using a certain key. For example, CMD tells you that 1-2-3 is running a macro, CIRC tells you that a circular reference exists, and CAPS tells you that you pressed the CAPS LOCK key.

**status line**

The last line of the 1-2-3 window, which displays the status indicators, the date, and the time.

### **stock market graph**

An HLCO graph, which shows high, low, close, and open values.

**string @function**

An @function that provides information about text in cells, and performs other operations on text.

String @functions: @CHAR, @CODE, @EXACT, @FIND, @LEFT, @LENGTH, @LOWER, @MID, @N, @PROPER, @REPEAT, @REPLACE, @RIGHT, @S, @STRING, @TRIM, @UPPER, @VALUE.

**subdirectory**

A subdivision of another directory. In C:\1991\JUNE91\BUDGET.WK3, JUNE91 is a subdirectory of C:\1991.

**subroutine**

A discrete set of macro instructions executed from the macro. When the main macro calls the subroutine, control passes to the subroutine. After 1-2-3 completes the instructions in the subroutine, control returns to the main macro.

**subroutine call**

A macro instruction that transfers control to a subroutine and completes it before going on to the next macro instruction.

**summary worksheet**

A worksheet you create that consolidates related information from other worksheets.



**3-D graph**

A graph in which the lines, areas, bars, or pie slices are represented as solids, having depth as well as height and width.

**3-D range**

A range that includes the same cells in two or more contiguous worksheets. The 3-D range A:A1..B:B2 contains the cells A:A1, A:A2, A:B1, A:B2, B:A1, B:A2, B:B1, B:B2.

**temporary file (.TMP)**

A file 1-2-3 creates to use during the current work session only. 1-2-3 deletes the file when you exit 1-2-3.

**text box**

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

**text file**

A file on disk in ASCII format. Use File Extract To to create a text file in 1-2-3 for Windows. Use File Import From to read data from a text file into 1-2-3.

**text formula**

A formula that uses text in quotation marks and the text operator & (ampersand) in its calculations. For example, the formula +"Mr."&"Arthur" combines the two words and a space between them to display the label Mr. Arthur.

**text operator**

The & (ampersand) used to combine (concatenate) text in a text formula. For example, the formula + "Kathy "&"Howard" combines the two words and a space between them to display the label Kathy Howard.

**tick marks**

In a graph, short lines on the x-axis and y-axis. On the x-axis, tick marks indicate data points, unless the graph is an XY graph. On the y-axis, the 2nd y-axis, and the x-axis of an XY graph, tick marks represent the numeric scale.



**tilde (~)**

The keyboard character that represents ENTER in macros.

**time @function**

Calculates numbers that correspond to times between 12:00 midnight (the time number 0.000000) and 11:59:59 PM (the time number 0.999988). Use time @functions to calculate differences between times, sort by times, and compare a range of times to a particular time. To display a time number as the time it represents in a worksheet, use Range Format or Worksheet Global Settings Format. In the Graph window, choose Chart Axis [X, Y, 2nd Y] Format.

Time @functions: @HOUR, @MINUTE, @NOW, @SECOND, @TIME, @TIMEVALUE.

## Time format

The way 1-2-3 displays a time number on the screen. Use Range Format or Worksheet Global Settings Format to specify time formats in a worksheet. In the Graph window, choose Chart Axis [X, Y, 2nd Y] Format.

<u>Time format</u>	<u>Example</u>
Hour:minutes:seconds AM/PM	11:59:59 PM
Hour:minutes AM/PM	11:59 PM
Long Intl Time	23:59:59
Short Intl Time	23:59

**time number**

A decimal from 0.000000 through 0.999988 that 1-2-3 assigns in sequence to each moment in the 24 hours from midnight through 11:59:59. Use a time @function to enter a time number in a worksheet. Use Range Format or Worksheet Global Settings Format to display a time number as the time it represents.

**title**

Text entered in a row and/or column that remains in view at the top and/or left of the worksheet as you scroll through a worksheet. Use Worksheet Titles to set and clear titles.

In a Graph window, you can create titles for a graph, the x-axis, y-axis, and 2nd y-axis using Chart Headings and Chart Axis.

**title bar**

The horizontal bar across the top of a window or dialog box.

**Transcript window**

The window in which you can edit, delete, or play back recorded keystrokes and mouse actions to create macros. The Transcript window holds up to 512 bytes (most characters use one byte). You can paste keystrokes from the Transcript window into a worksheet to create a macro. Choose Tools Macro Show Transcript to open the Transcript window.

**Translate utility**

The 1-2-3 program that converts files from one file format to another so you can share data between 1-2-3 for Windows and other applications. The Translate utility lists the applications for which translation is available.



**typeahead buffer**

The buffer in which 1-2-3 stores keystrokes you make during noninteractive parts of a macro.

**typeface**

The overall design of printed characters. Each typeface has a distinct appearance, and all characters within a typeface share common design characteristics. For example, Swiss and Courier are two typefaces.

**undefined range name**

A range name that is not assigned to a range. Formulas that contain undefined range names evaluate to ERR.

**unused constraint**

In the Solver, a constraint the Solver did not need to use to find an answer for the problem. For example, if the constraint formula is  $+B6 > 5$ , and the Solver adjusts the value in B6 to 7, the constraint is unused.

**value**

An entry that is a number or the result of 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).

**variable**

In a formula, a reference to a cell in which different values can be substituted.

**vertical graph**

A graph in which the y-axis and the 2nd y-axis are plotted vertically. This is the default display for most graphs.

**weight**

The thickness of a line in a graph object.



**what-if calculation**

A calculation that uses different values in formulas to determine more than one solution. Solver and Data What-if Tables do what-if calculations.

**wildcard character**

The \* (asterisk) or the ? (question mark) used in file names and criteria.

\* Represents any number of sequential characters

? Represents a single character

In file names, for example, \*.wk3 lists all files with a .wk3 extension; \*.wk? lists all files with extensions that begin with .wk such as .wk1 and .wk3. In criteria, B\* matches all entries that begin with B. The criteria B??? matches all entries that begin with B and contain three other characters.

**window**

The area of the screen in which you can view your work. The title bar in the active window is always highlighted. Several windows can be open, but only one window at a time can be active. 1-2-3 for Windows has four types of windows: Worksheet, Graph, Transcript, and Help.

**worksheet**

The 1-2-3 electronic spreadsheet in which you enter and manipulate spreadsheet data and database tables. Each worksheet contains 256 columns and 8,192 rows.

**worksheet file**

A 1-2-3 file that is made up of one or more worksheets. A worksheet file can contain up to 256 worksheets. Unless you provide a different extension, 1-2-3 for Windows saves a worksheet file with a .WK3 extension.

**worksheet frame**

The horizontal bar that contains the column letters (A through IV) and a worksheet letter (A: through IV:) at the top of the 1-2-3 worksheet, and the vertical bar that contains the row numbers (1 through 8192) at the left side of the worksheet. You can use Window Display Options to hide the worksheet frame.

**worksheet letter**

The letter in the top left corner of the worksheet that identifies each worksheet in a worksheet file. A 1-2-3 worksheet file can contain up to 256 worksheets, with letters from A (for the first worksheet) through IV (for the 256th worksheet). In formulas, the worksheet letter is followed by a colon (A:) to distinguish it from the column letter (A).

**Worksheet window**

The window in which you view a 1-2-3 worksheet.



**x-axis**

In a graph, a reference line marked in regular intervals with labels. In an XY graph, the intervals represent numbers.

**/X commands**

Eight macro commands that 1-2-3 for Windows supports to provide compatibility with prior releases of 1-2-3. Each /X command has a corresponding macro command.

**X range**

A range that 1-2-3 plots as labels for bar, line, pie, and mixed graphs.

**XY (scatter) graph**

A graph that shows how values change relative to other values. XY graphs use both a scaled x-axis and a scaled y-axis.

**y-axis**

In a graph, a reference line marked in regular intervals with numbers.

## Help Topic

Green text with a solid underline indicates a cross-reference to another Help topic. When you select a cross-reference, the topic explaining the underlined text replaces the current topic in the Help window.

Press **b** or click Back in the Help icon bar to return to the previous topic, or select a cross-reference to go to that topic.

**definition**

A definition or an example is displayed in a pop-up box. When you release the mouse button or ENTER, the pop-up box disappears.

## hand icon



When the mouse pointer takes this shape, you can select a Help topic or see a definition.



