

Quick Start for 1-2-3 Upgraders

## **How to Use This Book**

Welcome to 1-2-3® for Windows -- the graphical version of 1-2-3. 1-2-3 for Windows is designed for, and takes full advantage of, Microsoft® Windows™ 3.0 capabilities.

**Who should read this book**

**Conventions used in this book**

**Organization**

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## How to Use This Book

**Subtopics** 

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## Who should read this book



**Topic**



*Quick Start for 1-2-3 Upgraders* is for users who are upgrading from a previous release of 1-2-3 and are familiar with 1-2-3 and many of its features.

## Conventions used in this book



*Quick Start for 1-2-3 Upgraders* uses the conventions below to indicate notes, tips, cautions, references to help, function keys, key names, and information you type.

**Note** introduces additional technical information about a command or procedure.

**Tip** introduces additional information you may find helpful when you perform a command or procedure.

**Caution** introduces information that is essential to the safety of data and software.

**Help** introduces a reference to Help.

The *Quick Start for 1-2-3 Upgraders* uses the conventions below for function keys, key names, and information you type.

- Function keys appear in small capitals and are identified by the 1-2-3 key name. For example, F1 (HELP).
- Key names separated by a + (plus sign) indicate that you must press and hold down the first key, press the second key, and then release both keys. For example, ALT+F4.
- Key names separated by a space indicate that you must press the first key and release it, and then press the second key and release it. For example, END HOME.
- Information that you are to type appears in a different typeface. For example, Operating Expenses.
- In macros, variables you need to supply are in an italic font. For example, *filename*.
- In command lines, [ ] (brackets) enclose optional keywords or values. When you type an optional keyword or value, do not include the [ ] (brackets). For example, [*password*].
- A word in **bold** is a new word that is followed by a definition. For example, the **cell pointer** is the highlight that indicates the current cell.

The *Quick Start for 1-2-3 Upgraders* uses the conventions below to refer to mouse and keyboard instructions in a procedure.

**Mouse** introduces a procedure using the mouse.

**Keyboard** introduces a procedure using the keyboard.



This book contains five chapters.

- [Chapter 1, "Introducing 1-2-3 for Windows,"](#) introduces basic 1-2-3 for Windows concepts such as windows, menus, and dialog boxes, and basic tasks, such as choosing commands, and starting and ending 1-2-3 for Windows.
- [Chapter 2, "Features New to Release 2 Users,"](#) gives you a brief description of features that are new to users of 1-2-3 Release 2.01 or 2.2.
- [Chapter 3, "Features New to Release 3 Users,"](#) gives you a brief description of features that are new to users of 1-2-3 Release 3 or 3.1.
- [Chapter 4, "Sharing Files,"](#) provides guidelines for using files from other releases of 1-2-3 in 1-2-3 for Windows. This chapter also includes information on the Translate utility.
- [Chapter 5, "Command Cross-Reference,"](#) contains tables that compare Release 3.1 commands with the 1-2-3 for Windows commands.

Quick Start for 1-2-3 Upgraders

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## **1 Introducing 1-2-3 for Windows**

**Subtopics** 

1-2-3 for Windows is the 1-2-3 spreadsheet designed for Microsoft Windows 3.0. Like other releases of 1-2-3, 1-2-3 for Windows helps you manage and present data. 1-2-3 for Windows offers an advanced spreadsheet (the 1-2-3 spreadsheet) with complete spreadsheet publishing, presentation, and Help features.

This chapter describes Windows 3.0 and how 1-2-3 for Windows works with Windows 3.0. This chapter also describes the 1-2-3 Classic® window that contains the 1-2-3 Release 3.1 menu, which you can use while familiarizing yourself with the new 1-2-3 for Windows menu.

Although this chapter describes certain concepts and features that are specific to the graphical interface, you should be familiar with Windows 3.0 before you read this chapter. Refer to the *Microsoft Windows User's Guide* for more information on the graphical interface and its features.

### **Windows 3.0**

### **Starting 1-2-3 for Windows**

### **Looking at 1-2-3 for Windows**

### **Using 1-2-3 for Windows**

### **Sample procedures**

### **Ending 1-2-3 for Windows**

## 1 Introducing 1-2-3 for Windows

Subtopics 

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### Windows 3.0

#### Starting 1-2-3 for Windows

To start 1-2-3 for Windows

#### Looking at 1-2-3 for Windows

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The Worksheet window

#### Using 1-2-3 for Windows

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1-2-3 for Windows main menu

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#### Sample procedures

To choose a command

To use a dialog box

To open a file

To select a range

#### Ending 1-2-3 for Windows

To end a 1-2-3 for Windows session

## Windows 3.0



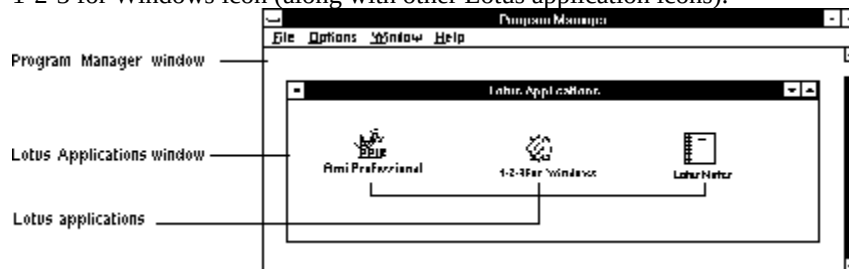
### Topic



Windows 3.0 runs with DOS and lets you run several applications concurrently. You use the pictorial elements of the graphical interface (such as windows, pulldown and cascade menus, dialog boxes, icons, and other graphics) to accomplish tasks.

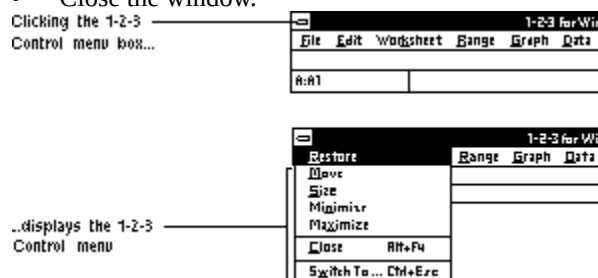
Each application running in Windows 3.0 appears in its own window. A **window** is a rectangular area on the screen in which you view an application or document. Rather than using directories, as in DOS, Windows 3.0 uses program groups. Therefore, instead of starting an application by changing directories and typing a command name, you open a program group window and click on an application icon. (For example, to start 1-2-3 for Windows, you open the Lotus® Applications window and click on the 1-2-3 for Windows icon.) When you are not using an application, you can reduce it to an application icon so that it does not take up space on the screen.

The illustration below shows the Windows 3.0 Program Manager window with a Lotus Applications window and a 1-2-3 for Windows icon (along with other Lotus application icons).



All windows have a Control menu box, with which you can do the following:

- Move the window to different locations on the screen.
- Change the size of the window.
- Close the window.



## Starting 1-2-3 for Windows



### Topic



Before you start 1-2-3 for Windows, you must complete the instructions for installing 1-2-3.

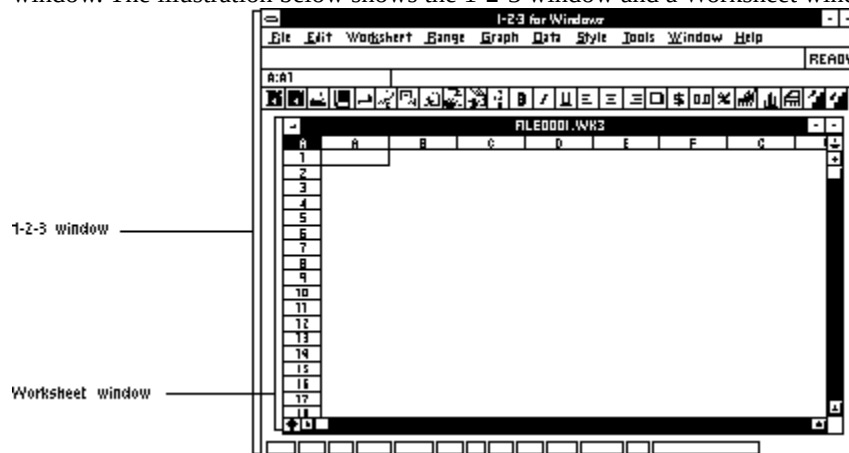
### To start 1-2-3 for Windows

1. Start Windows.
2. Open the Windows Program Manager.
3. Open the Lotus Applications window (or the group window that contains 1-2-3 for Windows).
4. Select the 1-2-3 for Windows application icon (or the name assigned):

**Mouse** Double-click the application icon for 1-2-3 for Windows.

**Keyboard** Move the highlight to the application icon for 1-2-3 for Windows with , ↓, →, and ← (navigation keys) and press ENTER.

1-2-3 for Windows displays the program title screen briefly and then opens a new worksheet file in the 1-2-3 window. The illustration below shows the 1-2-3 window and a Worksheet window.





Topic



1-2-3 for Windows works much like other releases of 1-2-3. The appearance of the screen, however, has changed to fit the Windows 3.0 environment.

When you start 1-2-3 for Windows, the first thing you see is the 1-2-3 window, which contains a Worksheet window. A Worksheet window resembles the 1-2-3 worksheet you are familiar with.

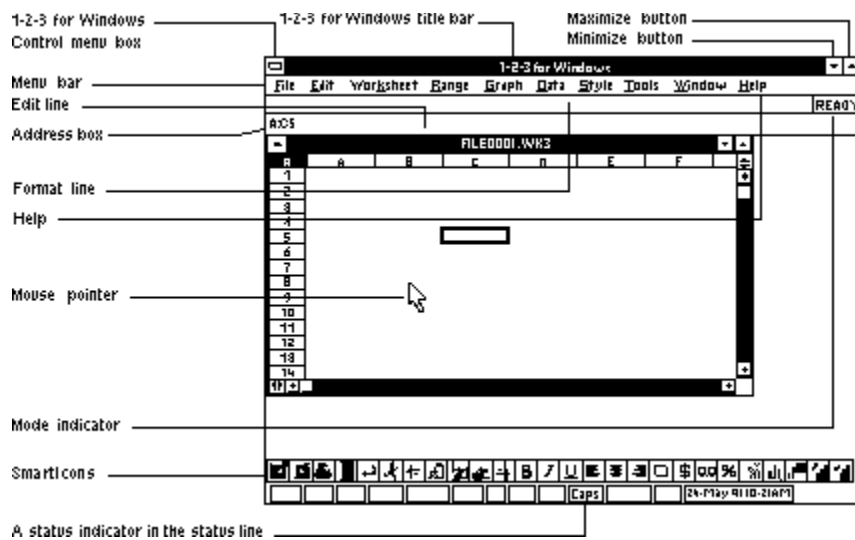
In addition to a Worksheet window, the 1-2-3 window contains other windows that perform specialized tasks. The Worksheet window and these other windows are listed below. For more information about the 1-2-3 window, see "[The 1-2-3 Window](#)" below.

- **Worksheet window** -- A Worksheet window automatically opens in the 1-2-3 window. A Worksheet window contains a worksheet file -- the 1-2-3 electronic spreadsheet. You enter and manipulate values, formulas, and text in a worksheet file. For complete information, see [Chapter 2](#) of the *User's Guide*.
- **Graph window** -- A Graph window appears after you create a graph. You view and enhance a graph in this window. For an introduction to graphing, see [Chapter 5](#) and [Chapter 6](#) of the *User's Guide*. To open a Graph window, choose the Graph New command and create a graph, or choose the Graph View command.
- **Help window** -- The Help window appears when you press F1 (HELP) or choose Help on the main menu and then choose a Help command. You display online help about 1-2-3 for Windows in the Help window. For more information about Help, see [Chapter 1](#) of the *User's Guide*.
- **Macro Trace window** -- You debug 1-2-3 for Windows macros in the Macro Trace window, which shows the current location and instructions of a macro as it runs. To open the Macro Trace window, choose the Tools Macro Debug command. For more information about the Macro Trace window, see [Chapter 15](#) of the *User's Guide*.
- **1-2-3 Classic window** -- The 1-2-3 Release 3.1 menu is in the 1-2-3 Classic window, which you can use as an alternative to the 1-2-3 for Windows menu. To use 1-2-3 Classic, press / (slash), : (colon), or < (less-than symbol). For more information about using 1-2-3 Release 3.1 menu, see "[1-2-3 Classic](#)" in this chapter, or [Chapter 1](#) of the *Users Guide*.
- **Print Preview window** -- You preview how a printed copy of a worksheet appears by using the Print Preview window. To open the Print Preview window, choose the File Preview command. For more information about using the Print Preview window, see [Chapter 8](#) of the *User's Guide*.
- **Transcript window** -- You can create a 1-2-3 for Windows macro by copying or cutting and pasting recorded keystrokes from the Transcript window into a worksheet, or you can run a macro directly from the Transcript window. To open the Transcript window, choose the Tools Macro Show Transcript command. For more information about the Transcript window, see [Chapter 15](#) of the *User's Guide*.

**Note** Only one window can be active at one time. When a window is active, the title bar is highlighted.

## The 1-2-3 window

Many components of the 1-2-3 window should be familiar to you, but they may appear under different names or be in a different location on the screen. The illustration below demonstrates how Windows changes the look of 1-2-3 to a graphical, 1-2-3 for Windows look.



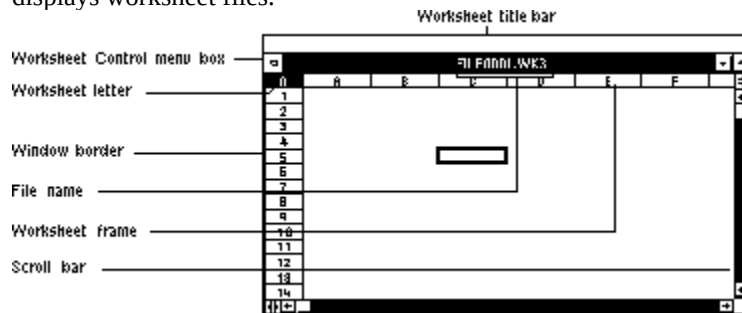
The 1-2-3 window has the following components:

- **Address box** The area of the edit line that indicates the location of the current cell.
- **Edit line** The area of the screen where you enter or edit data. The edit line shows you the current range selection in the contents box during POINT mode and contains the address box.
- **Format line** The third line from the top of the 1-2-3 window. The format line displays formatting information about the selected cell or range. On the right, the format line displays the mode indicator.
- **Help** The 1-2-3 for Windows command you click to display the Help menu.
- **Maximize and Restore button** The button you click (Maximize) to enlarge a window to fill the screen, and the button you click (Restore) to restore the current maximized window to its previous size. The Restore button appears only when the window is maximized and fills the screen.
- **Menu bar** The horizontal bar that contains the 1-2-3 for Windows commands. In 1-2-3 for Windows, the commands are always displayed, which differs from previous releases of 1-2-3.
- **Minimize button** The button you click to reduce the current window to an icon.
- **Mode indicator** The area of the screen that displays the current mode. The mode indicator is located at the right end of the format line.
- **Mouse pointer** The symbol that indicates the area of the screen your next action with the mouse will affect. The shape of the mouse pointer changes depending on the task you are performing. For information on the pointer shapes, see the table in the ["Keyboards and mouse"](#) section of this chapter.
- **1-2-3 for Windows Control menu box** The box that you click to display the Control menu. Every window has its own Control menu, which contains commands that restore, move, size, minimize, maximize, and close the window, as well as let you switch to other windows. Some Control menus only make some of the commands available. When a command is not available, it is dimmed.
- **1-2-3 for Windows title bar** The horizontal bar that displays the 1-2-3 Control menu box, the product name, the Minimize button, and the Maximize or Restore button. The title bar also displays the file name when a Worksheet window is maximized. When you highlight a command on a menu, a description of the command appears in this title bar.
- **SmartIcons** The icon palette is a set of SmartIcons™ that let you access commonly used commands and macros. For more information about the icon palette, see ["SmartIcons"](#) in this chapter.

- **Status indicator** The area of the status line that alerts you that 1-2-3 for Windows is performing a certain action, has detected a certain condition, or that you are using a certain key. The status line, which displays status indicators, is located at the bottom of the screen.

## The Worksheet window

Below is an illustration of a Worksheet window, which is located within the 1-2-3 window. A Worksheet window displays worksheet files.



A Worksheet window has the following components:

- **File name** The name of the file or named object in a Worksheet window. For a worksheet file, the file name could be EXPENSES.WK3.
- **Scroll bars** The areas in the right and bottom borders of the window that let you scroll the contents of the window.
- **Window border** The outline of the window, which is highlighted when the window is active.
- **Worksheet Control menu box** The box that you click to display the Worksheet Control menu.
- **Worksheet frame** The horizontal and vertical bars at the top and to the left of the window that contain the column letters and row numbers.
- **Worksheet letter** The letter (A through IV) that identifies each of the 256 possible worksheets in a worksheet file. The worksheet letter also appears in the cell address in the address box. A : (colon) separates the worksheet letter from the rest of the cell address. For example, in the cell address C:D6, C is the worksheet letter.
- **Worksheet title bar** The horizontal bar that displays the file name, and the Control menu box, the Minimize, Maximize, or Restore buttons.

## Multiple-sheet file display

Within a Worksheet window, the default display for a worksheet file is one single worksheet that is displayed alone. However, like 1-2-3 Release 3, 1-2-3 for Windows lets you include up to 256 worksheets (depending on the amount of memory your system has) in each worksheet file, making it a multiple-sheet file. In addition, you can

- Display three worksheets in a file (in the same window) by using Window Split Perspective.
- Split a worksheet into horizontal or vertical sections, called panes, by using Window Split Horizontal or Window Split Vertical. You can also create panes with the mouse. For information see ["Using the mouse"](#) in this chapter.

## Multiple Document Interface (MDI)

In addition to multiple-sheets, you can display multiple Worksheet or Graph windows. This ability is called the **Multiple Document Interface (MDI)**. Use File New and File Open to create additional Worksheet windows, each with their own title bar, scroll bars, and worksheet frame. Use Graph New and Graph View to create additional Graph windows. Use Window Tile and Window Cascade to tile or cascade windows.

Listed below are some of the rules and restrictions of MDI.

- You cannot open the same file into more than one window; however, you can see multiple views of a file by

creating panes using the Window Split commands.

- When you open a new Worksheet or Graph window, it appears in a default size and location.





**Topic**



In 1-2-3 for Windows, you choose commands to perform actions, just like earlier releases of 1-2-3. The way you choose 1-2-3 for Windows commands, however, is different and the menu structure of 1-2-3 for Windows differs from all earlier releases of 1-2-3. The section below describes the methods for choosing commands in 1-2-3 for Windows.

See [Chapter 5](#) for tables that compare Release 3.1 commands with the 1-2-3 for Windows commands.

## Keyboard and mouse

You can use either the keyboard, the mouse, or a combination of the two to choose commands and perform tasks in 1-2-3 for Windows.

### Using the keyboard

Although it is often easier to use the mouse, using the keyboard may be more intuitive to 1-2-3 Release 2 and Release 3 users for certain tasks, such as choosing commands. For example, it may feel easier to save a file by pressing ALT, then pressing the letter f, then the letter s, (which is the 1-2-3 for Windows equivalent of /FS) rather than finding and clicking the command (File Save) with the mouse.













Use the keyboard when choosing commands from 1-2-3 Classic. See ["1-2-3 Classic"](#) in this chapter.

### Using the mouse

The mouse can provide a shortcut for many actions because it lets you manipulate objects on the screen without choosing a command. For example, you can change a column width or row height simply by dragging the worksheet frame. The mouse also makes it easier to move many objects in a graph.

The **mouse pointer** indicates the area on the screen that your next mouse action will affect. (Do not confuse it with the cell pointer, which highlights the current cell.) How the mouse pointer looks and works depends on its location on the screen and the task being performed. The next table lists the various mouse-pointer shapes and explains what they mean.

**Note** The convention in this book is to use the term "Click" to mean "Press and then release the left mouse button."

Mouse pointer shape	Description	Tasks
	White arrow	Moves the cell pointer and selects cells and ranges; makes a window active; moves a window; scrolls a window; opens a Control menu; chooses commands; navigates a dialog box; selects dialog box options
	White four-headed arrow	Resizes a window with the keyboard
	White two-headed arrow	Resizes a window
	I-beam	Enters and edits data
	Black two-headed vertical arrow	Resizes a row; creates or resizes a horizontal pane
	Black two-headed horizontal arrow	Resizes a column; creates or resizes a vertical pane
	Thin black cross	Positions an object in a graph
	Hourglass	Reminds you to wait until 1-2-3 finishes performing a task
	Pencil	Creates a freehand drawing in a graph
	Hand	Moves an object in a graph
	Pointing hand	Displays a definition or goes to a cross-reference in Help
	Pointing finger	Selects one or more objects in a graph

## 1-2-3 for Windows main menu

The 1-2-3 for Windows main menu appears in the **menu bar**, which is directly below the **title bar**. The commands in the main menu are associated with each window. For example, when a Worksheet window is active, the 1-2-3 window displays the 1-2-3 for Windows main menu. However, when a Graph or Transcript window is active, the 1-2-3 window displays the menus associated with graphs and transcripts. The Help window has its own menu, displaying commands associated with Help. The Macro Trace and Print Preview windows do not have menus.

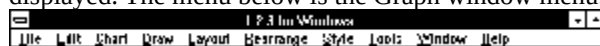
In 1-2-3 for Windows, all spreadsheet commands appear from the main menu.

The menu below is the 1-2-3 for Windows main menu. To use commands, choose them from the menu by clicking them, by moving the menu pointer and pressing ENTER, or by pressing ALT or F10 (MENU) and then pressing the underlined letter.



## Graph menu

You activate a Graph window by choosing Graph New or Graph View. When a Graph window is active, the menu bar displays the Graph window commands. These commands let you enhance and manipulate the graph that is displayed. The menu below is the Graph window menu.



For more information on graphs, see [Chapter 5](#) of the *User's Guide*.

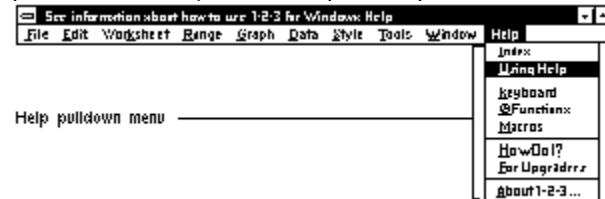
## Help menus

Help has three areas for executing commands:

- Help pulldown menu
- Help menu bar
- Help icon bar

### Help pulldown menu

You activate the Help window by choosing Help from the main menu and selecting a command from the Help pulldown menu. (For a description of pulldown and cascade menus, see "[Pulldown and cascade menus](#)" in this chapter.)



**Note** If you access Help by pressing F1 (HELP), you bypass the Help pulldown menu, the Help window becomes active, and you can choose commands from the Help menu bar and the Help icon bar.

### Help menu bar

The Help menu bar displays the Help window commands, shown below.



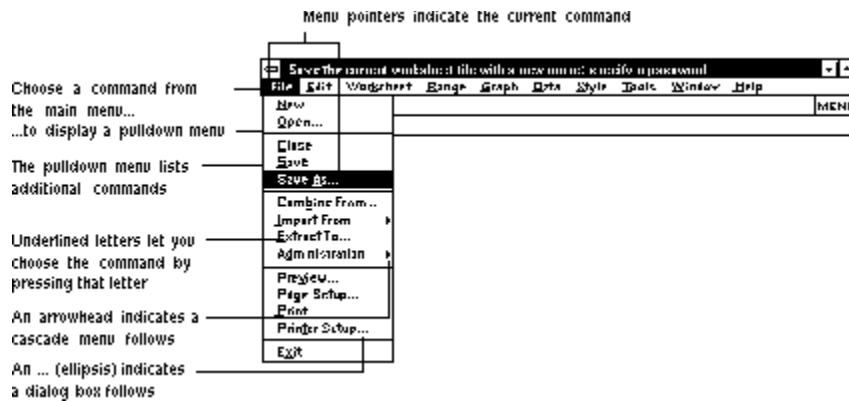
### Help icon bar

Beneath the Help menu bar is the Help icon bar, as shown above. Select an icon to perform one of the tasks. For a complete description of the Help commands, see [Chapter 1](#) of the *User's Guide*.

## Pulldown and cascade menus

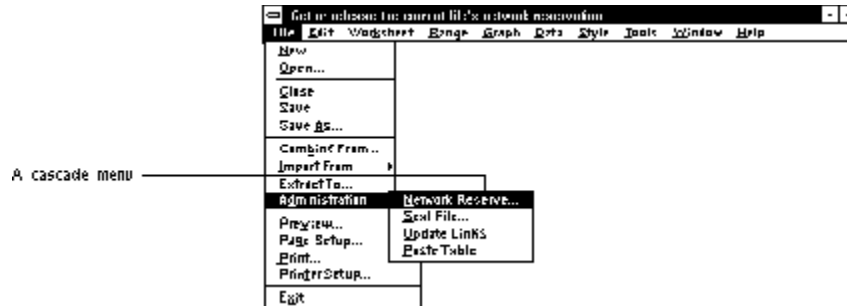
When you choose a command from the main menu, a **pulldown menu** appears, which lists additional commands. For example, to save a file, you use the File Save As command: You choose File from the main menu, and you choose Save As from the pulldown menu. (This is the equivalent of choosing File from the main menu, and then Save from the submenu, in Release 2 or 3.)

The File pulldown menu looks like this.



Some commands in a pulldown menu are followed by an arrowhead. When you highlight a command followed by an arrowhead, another menu, called a **cascade menu**, appears.

The File Administration cascade menu looks like this.

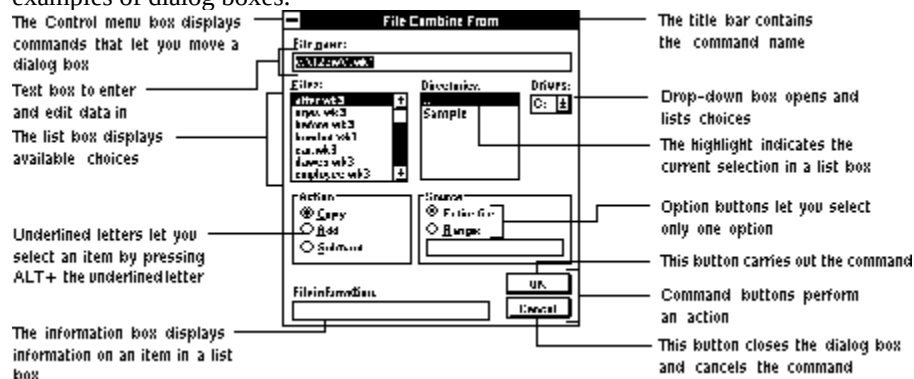


A menu or dialog box may contain dimmed items. These items are not currently available to you. You cannot choose a dimmed command or select a dimmed option.

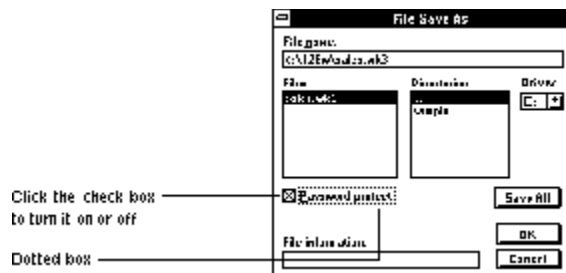
For example, if you have not cut or copied anything to the Clipboard and you choose Edit, the pulldown menu will display Paste as dimmed because you cannot perform a paste operation if the Clipboard is empty.

## Dialog boxes

Other commands in pulldown menus are followed by an ... (ellipsis), for example, File Combine From. An ... (ellipsis) means you must select an option or several options to complete the command. These options (or commands) lead you to a dialog box, which lets you identify data the command will affect. The following are examples of dialog boxes.

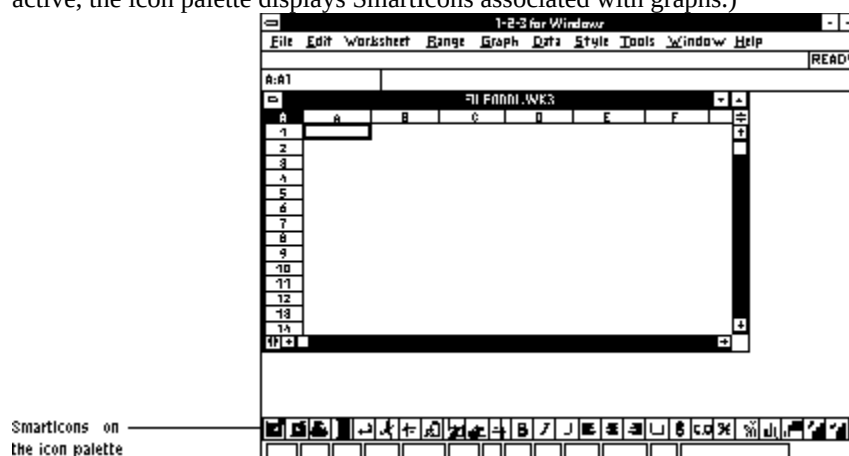


The dotted box in a dialog box indicates your current location within the dialog box.



## SmartIcons

The icon palette contains SmartIcons. You click SmartIcons to access commonly used commands and macros. The illustration below shows the default icon palette when a Worksheet window is active. (When a Graph window is active, the icon palette displays SmartIcons associated with graphs.)



You can select the combination of SmartIcons that appear in the icon palette, choosing the commands most useful to your work. Use the Tools SmartIcons dialog box to change the position of the icon palette in the 1-2-3 window, customize the icon palette to change which SmartIcons are available, assign a macro to a custom icon, and hide or display the icon palette.

To display command descriptions for SmartIcons, position the mouse pointer on the icon palette, then press and hold down the right mouse button.

For more information on the SmartIcons, see [Chapter 1](#) of the *User's Guide*.

## 1-2-3 Classic

You can also use 1-2-3 Classic, which is the same as the 1-2-3 Release 3.1 menu. To use 1-2-3 Classic, press / (slash) or < (less-than symbol) with 1-2-3 for Windows in READY mode. The 1-2-3 Release 3.1 main menu appears in the 1-2-3 Classic window at the top of the 1-2-3 window. The 1-2-3 Release 3.1 main menu looks like this.



To use the 1-2-3 Release 3.1 Wysiwyg menu, press : (colon) with 1-2-3 for Windows in READY mode. 1-2-3 for Windows displays the Wysiwyg menu in the 1-2-3 Classic window at the top of the 1-2-3 window. The 1-2-3 Release 3.1 Wysiwyg main menu looks like this.



You work with the 1-2-3 Release 3.1 menu or the Wysiwyg menu just as you do when you use 1-2-3 Release 3.1. (The commands in these menus are similar to the 1-2-3 Release 2 commands.) When you complete a command, 1-2-3 Classic disappears.

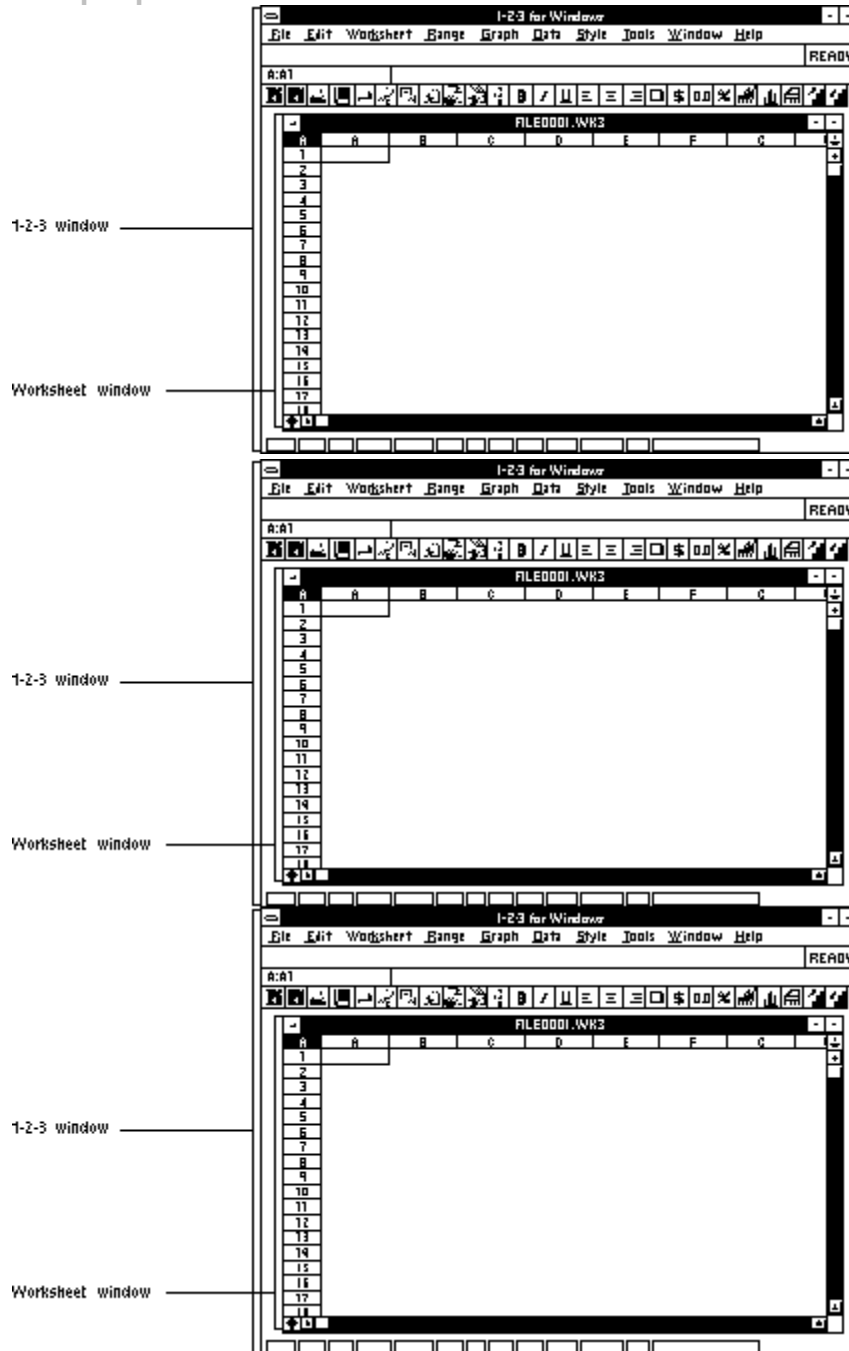
**Note** You cannot choose commands from 1-2-3 Classic with the mouse.

See [Chapter 5](#) for tables that compare the 1-2-3 Release 3.1 and the 1-2-3 for Windows commands, and that identify Release 3.1 commands that are obsolete in 1-2-3 for Windows.

## Quick Start for 1-2-3 Upgraders

### 1 Introducing 1-2-3 for Windows

#### Sample procedures



The procedures below demonstrate how to do the following from the 1-2-3 for Windows menu:

- Choose a command.
- Select options from a dialog box.
- Open a file.
- Select a range.

In the steps below, the word **Mouse** indicates that you perform the action with the mouse, while the word **Keyboard** indicates you can perform the actions with the keyboard.

The first two procedures are generic examples, while the second two procedures use a sample file.

## To choose a command

1. Open the menu and highlight the command:

**Mouse** Click the command by pressing and then releasing the left mouse button. The pulldown menu appears.

**Keyboard** Press ALT or F10 (MENU). Press the underlined letter of the command (usually the first letter) or use and ↓ to move the menu pointer and press ENTER when the command is highlighted. The pulldown menu appears.

2. Choose the submenu command from the pulldown menu:

**Mouse** Click the command. The cascade menu (if applicable) appears.

**Keyboard** Press the underlined letter of the command (usually the first letter), or use and ↓ to move up and down in the pulldown menu and press ENTER to choose the highlighted command. The cascade menu (if any) appears.

3. Choose the command from the cascade menu, if necessary.

Choose commands from a cascade menu just as you do from a pulldown menu.

## To use a dialog box

1. Select an option button:

**Mouse** Click an option button.

**Keyboard** Hold down ALT and press the underlined letter in an option button name or press TAB or SHIFT+TAB to move the dotted box to a group of option buttons and use , ↓, →, or ← to select an option button.

A selected option button contains a black dot. You can only select one option button in a group of option buttons.

2. Enter text as necessary in a text box.

In text boxes that require a worksheet range:

**Mouse** Click the text box and select the range in the Worksheet window; the range address appears in the text box. The dialog box disappears when you select the range in the Worksheet window. It reappears when you complete the selection.

**Keyboard** Hold down ALT and press the underlined letter in the text box name or press TAB or SHIFT+TAB to move to the text box. Enter the range name or address, or select the range in the Worksheet window with , ↓, →, and ← (navigation keys) and press ENTER; the address appears in the text box. The dialog box disappears when you select the range in the Worksheet window. It reappears when you press ENTER.

3. Complete the command:

**Mouse** Click the command button labeled OK.

**Keyboard** Press ENTER.

1-2-3 for Windows carries out the command using the options and data you selected.

**Note** To close a dialog box without completing the command:

**Mouse** Click Cancel.

**Keyboard** Press ESC.

For more information on using a dialog box, see [Chapter 1](#) of the *User's Guide*.



## To open a file

1. Open the menu and highlight the command:

**Mouse** Click the File command. The pulldown menu appears.

**Keyboard** Press ALT or F10 (MENU). Press the letter f, the underlined letter of the File command, or press ENTER. The pulldown menu appears.

2. Choose Open:

**Mouse** Click Open.

**Keyboard** Press the letter o, or use **Tab** or **Left Arrow** to move the menu pointer and press ENTER when the command is highlighted.

3. Select the sample file LESSON3.WK3:

**Mouse** Click LESSON3.WK3 in the Files list box.

**Keyboard** Press TAB to move to the Files list box. Use **Left Arrow** or **Right Arrow** to move the highlight to LESSON3.WK3.

4. Complete the command:

**Mouse** Click OK.

**Keyboard** Press ENTER.

A worksheet containing an income statement appears.

## To select a range

### Mouse

1. Before or after you choose a command, move the mouse pointer to one corner of the range (for example, in LESSON3.WK3 it is A:A7).

In 1-2-3 for Windows, you can select the range you want to perform a task on either before or after you choose a command.

2. Click the first cell of the range (A:A7).
3. Drag the mouse pointer to the diagonally opposite corner of the range you want to select (A:F12).
4. Release the mouse button when you finish selecting the range.

You have selected the Costs and Expenses range with the mouse.

### Keyboard

1. Before you choose a command, move the cell pointer to one corner of the range (A:A7).
2. Press SHIFT + , ↓, →, and ← (navigation keys) to move to the end of the range you want to select (A:F12). Press ENTER when the range is highlighted.

If you select a range, in a text box, after you choose a command that requires you to specify a range, you do not need to press F4 in READY mode when prompted to select the range. If the range is already anchored, use , ↓, →, and ← (navigation keys) to select the range, otherwise use a . (period) to anchor it.

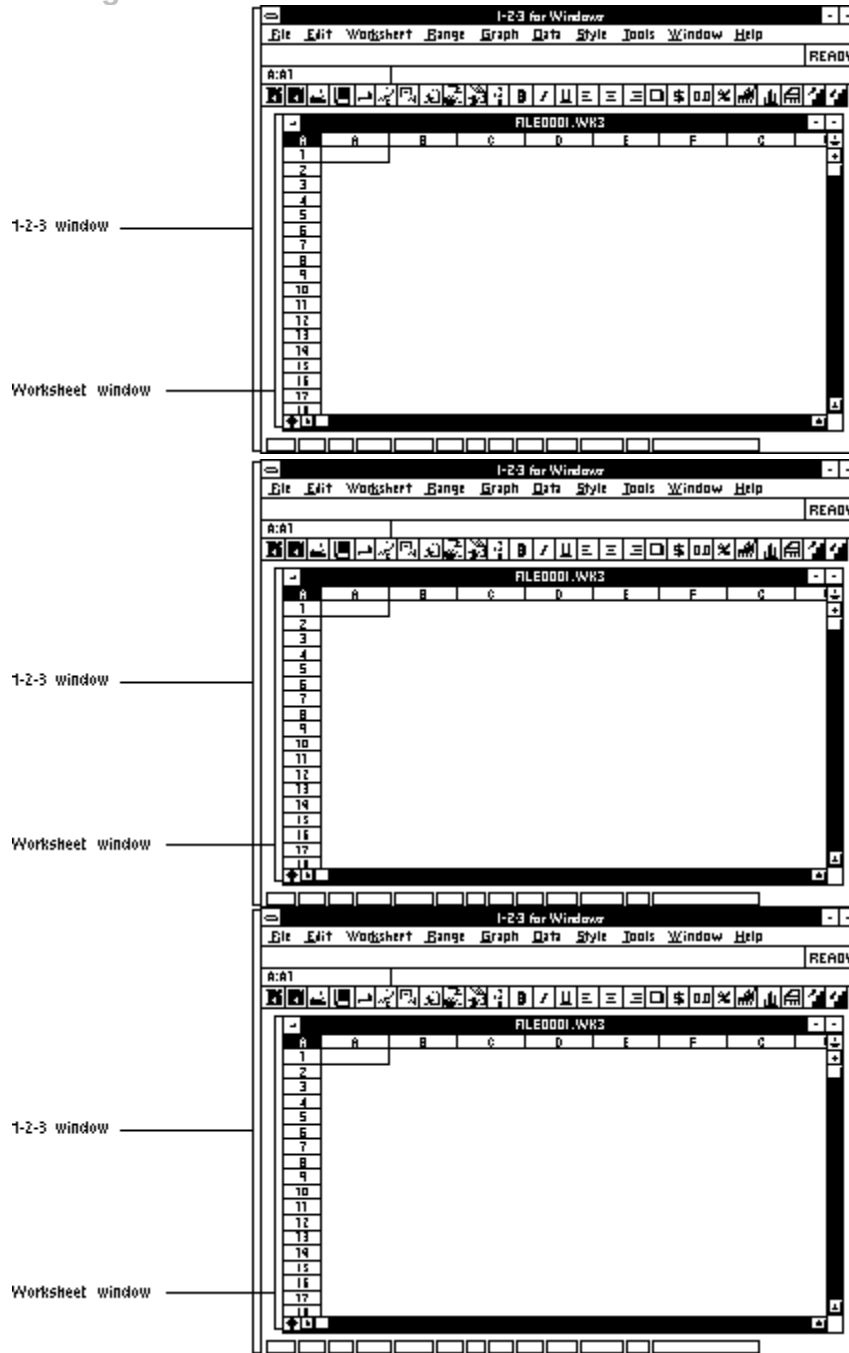
You have selected the Costs and Expenses range with the keyboard.

For more information on selecting ranges, see [Chapter 2](#) of the *User's Guide*.

## Quick Start for 1-2-3 Upgraders

### 1 Introducing 1-2-3 for Windows

## Ending 1-2-3 for Windows



When you end a session, 1-2-3 for Windows removes all active files from memory (but does not delete the files from your disk) and redisplay the Windows Program Manager window.

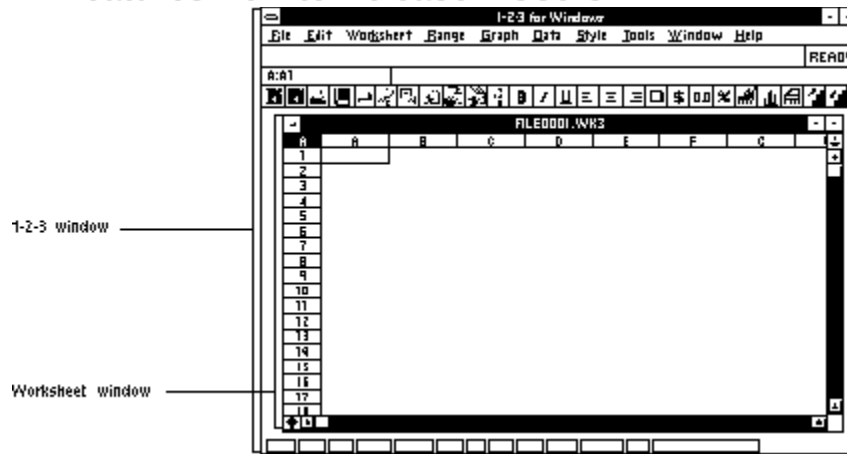
### **To end a 1-2-3 for Windows session**

1. Make sure that you save any changes you want to active files.
2. Choose File Exit.

**Tip** You can also end a 1-2-3 for Windows session by double-clicking the 1-2-3 Control menu box, pressing ALT+F4 while the 1-2-3 window is active, or choosing Close from the 1-2-3 for Windows Control menu. All of these methods are the same as choosing File Exit.

1-2-3 for Windows prompts you to save all unsaved files before it closes them and ends the work session. If you want to save your changes, choose File Save As and select Save All; then choose File Exit again. When all active files are closed, the 1-2-3 for Windows session ends, returning you to the Windows Program Manager.

## 2 Features New to Release 2 Users



This chapter is for users who are upgrading from 1-2-3 Release 2, and includes an overview of new features and commands in 1-2-3 for Windows that explain briefly how they work.

Throughout this chapter, the term Release 2 means both Release 2.01 and Release 2.2 unless otherwise specified.

### 1-2-3 Classic

### SmartIcons

### Multiple-sheet files

### /Copy command

### Data commands

### Edit commands

### File commands

### Graph commands

### Help commands

### /Move commands

### /Print commands

### Range commands

### Style commands

### Tools commands

### Window commands

### Worksheet commands

### @Functions

### Macros

### Accelerator, Control menu, and function keys

Among the new commands and features are the following:

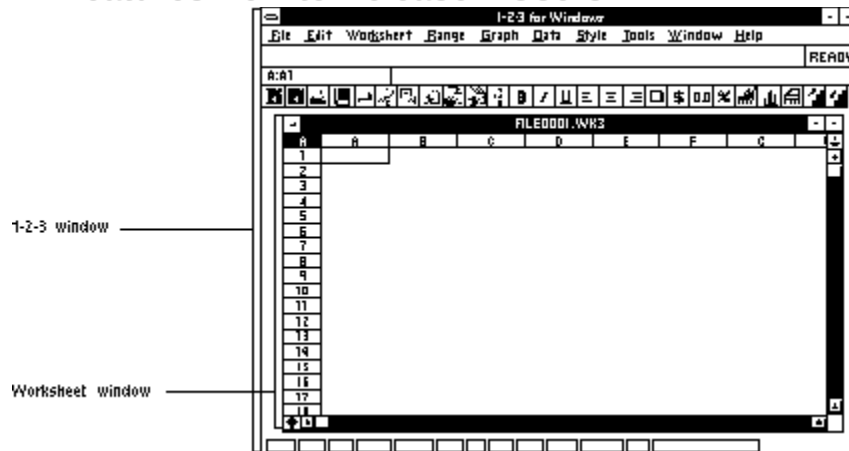
- 1-2-3 Classic that lets you run the product using Release 3.1 commands
- SmartIcons that let you access commonly used commands and macros
- Multiple-sheet files that give you the ability to have 3-D worksheet files, each with up to 256 worksheets in memory
- The /Copy command renamed to Edit Quick Copy
- New Data command names that give you more what-if tables and the ability to connect to external database tables

- New Edit commands that give you Dynamic Data Exchange (DDE), the Clipboard, Edit Undo, and changes to the /Copy, /Move, /Range Erase, and /Range Search command names
- New File commands that give you additional file protection and printing options
- New Graph commands that give you advanced Graph and Graph Window commands
- New Help commands that give you greatly expanded online Help
- The /Move command renamed to Edit Move Cells
- New /Print commands now located in the File menu
- New Range commands and the ability to select ranges before or after choosing a command, and to select three-dimensional (3-D) ranges
- New Style commands that give you expanded graphical ability such as using fonts, colors, shading, label alignment, and range borders
- New Tools commands that give you increased "what-if" analysis available with Solver and Backsolver, and more flexibility in specifying user settings
- New Window commands that let you specify ways to display windows (tile, cascade, and split)
- New Worksheet commands that let you size rows, and assign cell formats and settings to all worksheets in the current worksheet file
- New @functions
- New macro commands and an increased ability to debug macros
- New accelerator, Control menu, and function keys

**Help** For more information about a 1-2-3 for Windows command, choose that command, then press F1 (HELP) for context-sensitive Help. If you are not sure how to use Help, see "[Using Help](#)" in Chapter 1 of the *User's Guide*.

The [User's Guide](#) gives you more detailed information about the features of 1-2-3 for Windows.

## 2 Features New to Release 2 Users



This chapter is for users who are upgrading from 1-2-3 Release 2, and includes an overview of new features and commands in 1-2-3 for Windows that explain briefly how they work.

Throughout this chapter, the term Release 2 means both Release 2.01 and Release 2.2 unless otherwise specified.

### 1-2-3 Classic

#### SmartIcons

#### Multiple-sheet files

#### /Copy command

#### Data commands

##### DataLens drivers

##### External database commands

##### What-if Table

#### Edit commands

##### Dynamic Data Exchange (DDE)

##### Clipboard

##### Edit Clear

##### Edit Clear Special

##### Edit Find

##### Edit Quick Copy and Edit Move Cells

##### Edit Undo

#### File commands

##### File Administration

##### File Exit

##### File linking

##### File Open

##### File Save

##### File Save As

##### Print features

#### Graph commands

##### Graph

#### Help commands

##### Using Help

#### /Move commands

#### /Print commands

#### Range commands

[3-D ranges](#)  
[Style commands](#)  
[Borders](#)  
[Colors](#)  
[Fonts and typefaces](#)  
[Tools commands](#)  
[Add-ins](#)  
[Backsolver and Solver](#)  
[Transcript window](#)  
[User settings](#)  
[Window commands](#)  
[Window Split Perspective](#)  
[Worksheet commands](#)  
[GROUP mode](#)  
[@Functions](#)  
[Database @functions](#)  
[Date and time @functions](#)  
[Financial @functions](#)  
[Logical @functions](#)  
[Special @functions](#)  
[Statistical @functions](#)  
[Macros](#)  
[Clipboard](#)  
[Data manipulation](#)  
[Dynamic Data Exchange](#)  
[External table control](#)  
[Flow-of-control](#)  
[Interactive](#)  
[Link](#)  
[Macro key names](#)  
[Screen control](#)  
[Window control](#)  
[Accelerator, Control menu, and function keys](#)  
[Accelerator keys](#)  
[Control menu keys](#)  
[Function keys](#)

Among the new commands and features are the following:

- 1-2-3 Classic that lets you run the product using Release 3.1 commands
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- New File commands that give you additional file protection and printing options
- New Graph commands that give you advanced Graph and Graph Window commands
- New Help commands that give you greatly expanded online Help

- The /Move command renamed to Edit Move Cells
- New /Print commands now located in the File menu
- New Range commands and the ability to select ranges before or after choosing a command, and to select three-dimensional (3-D) ranges
- New Style commands that give you expanded graphical ability such as using fonts, colors, shading, label alignment, and range borders
- New Tools commands that give you increased "what-if" analysis available with Solver and Backsolver, and more flexibility in specifying user settings
- New Window commands that let you specify ways to display windows (tile, cascade, and split)
- New Worksheet commands that let you size rows, and assign cell formats and settings to all worksheets in the current worksheet file
- New @functions
- New macro commands and an increased ability to debug macros
- New accelerator, Control menu, and function keys

**Help** For more information about a 1-2-3 for Windows command, choose that command, then press F1 (HELP) for context-sensitive Help. If you are not sure how to use Help, see ["Using Help"](#) in Chapter 1 of the *User's Guide*.

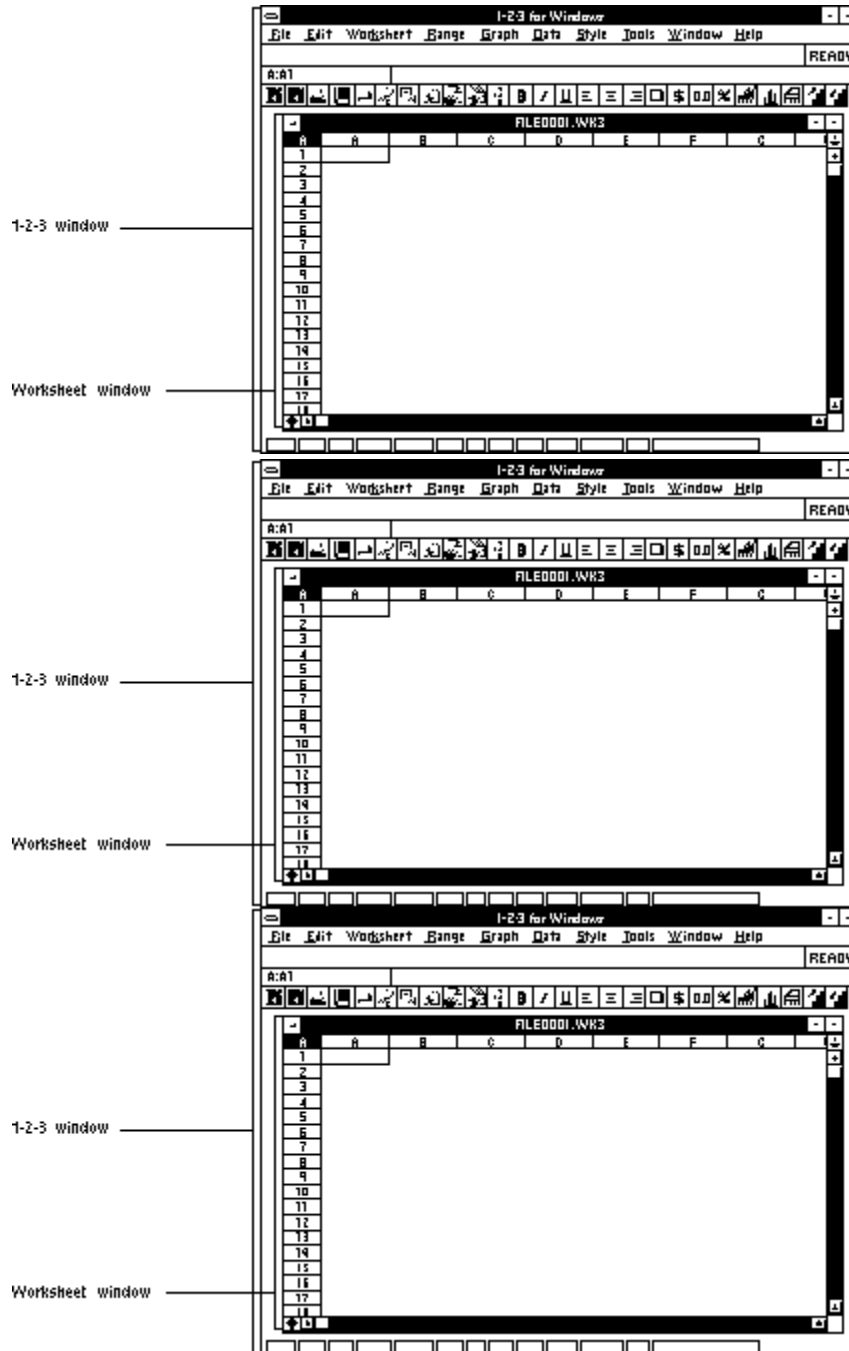
The [User's Guide](#) gives you more detailed information about the features of 1-2-3 for Windows.



## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

#### 1-2-3 Classic



1-2-3 Classic is the 1-2-3 Release 3.1 menu tree. For Release 2 users, many of the commands are identical or similar; consequently, you are provided a way to immediately use 1-2-3 for Windows by using familiar commands.

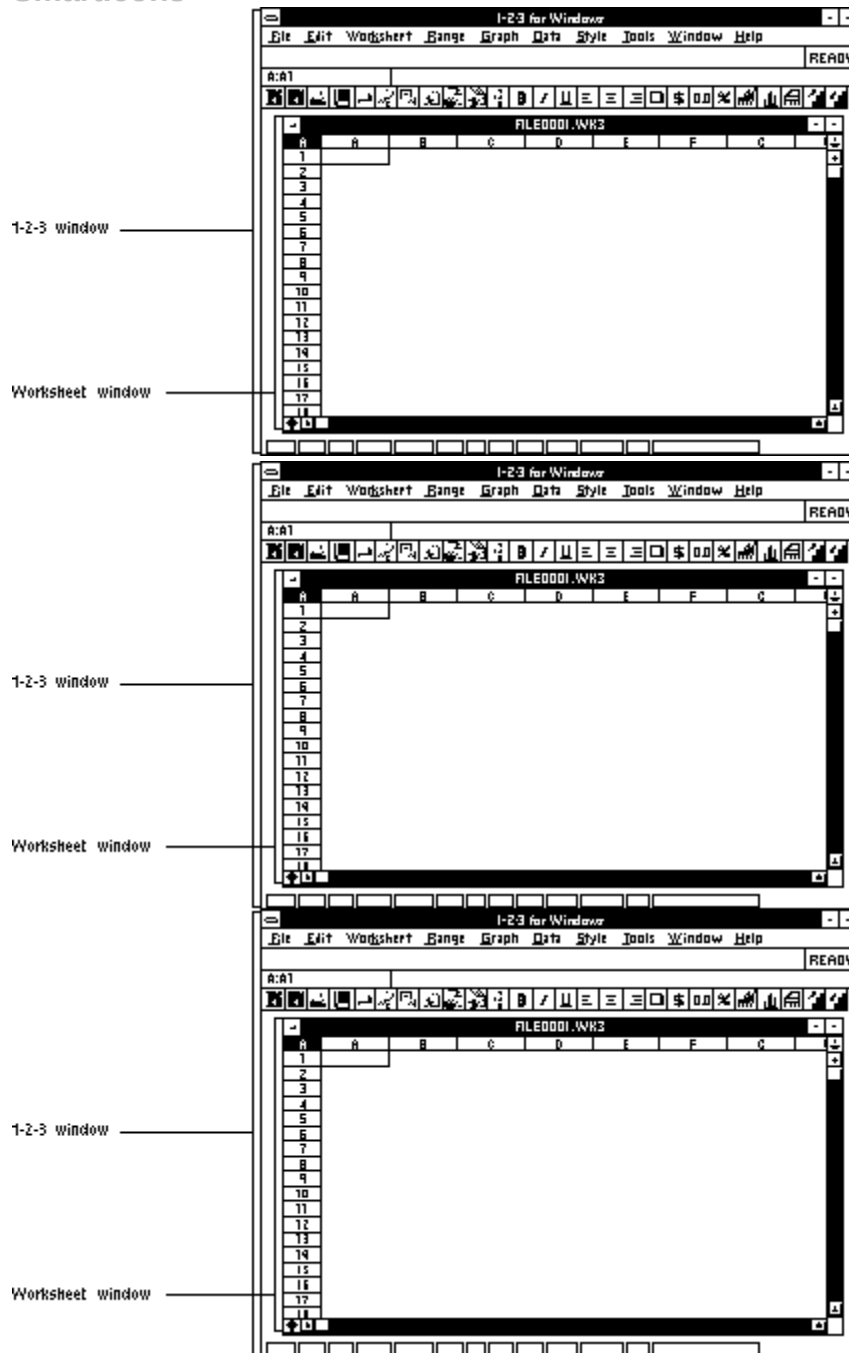
To use 1-2-3 Classic, press / (slash), < (less-than symbol), or : (colon) with 1-2-3 for Windows in READY mode.

For more information, see ["1-2-3 Classic"](#) in Chapter 1.

## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

## SmartIcons



You can select commonly used commands and macros by clicking SmartIcons on the icon palette. When a Graph window is active, 1-2-3 displays SmartIcons associated with graphs.

You can select the combination of SmartIcons that appear in the icon palette, choosing the commands most useful to your work. Use the Tools SmartIcons dialog box to change the position of the icon palette in the 1-2-3 window, customize the icon palette to change which SmartIcons are available, and assign a macro to a custom icon.

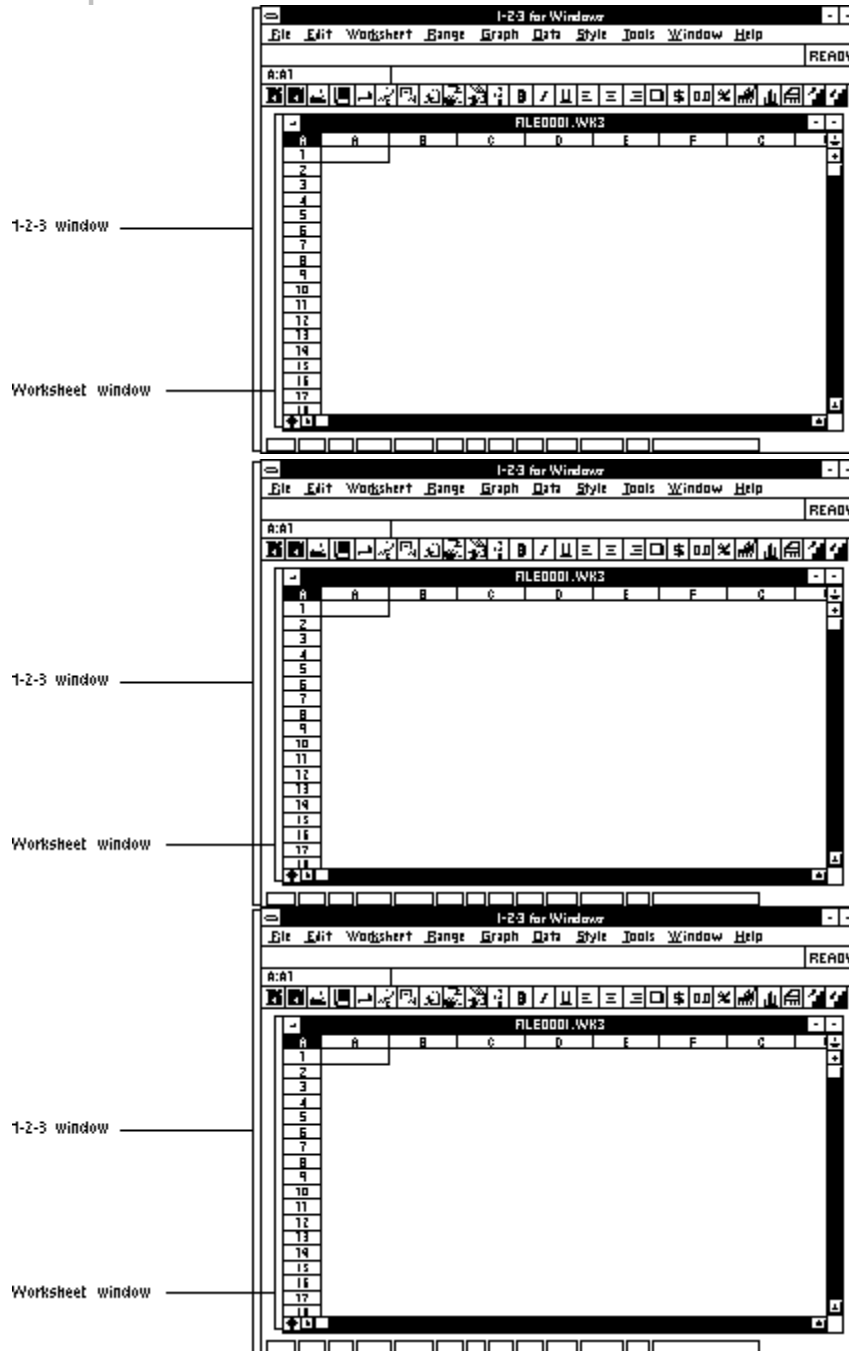
Press the right mouse button for a command description of the SmartIcons.

For more information on SmartIcons, see [Chapter 1](#) of the *User's Guide*.

## Quick Start for 1-2-3 Upgraders

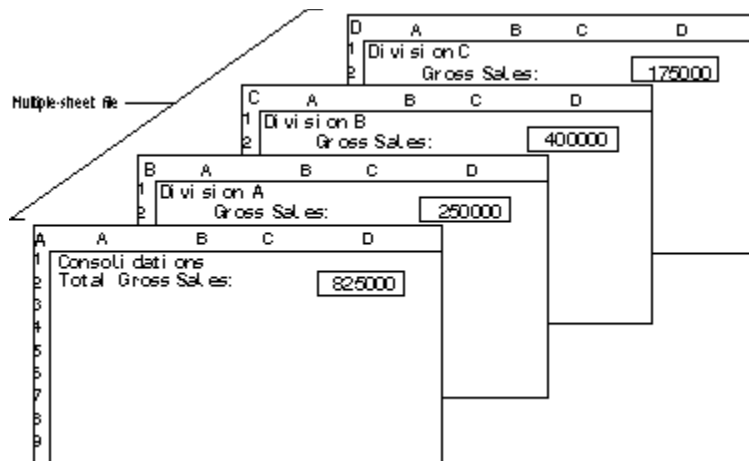
### 2 Features New to Release 2 Users

#### Multiple-sheet files



Of the new 1-2-3 for Windows features, one of the most significant is the use of multiple sheets in the same file (called a multiple-sheet file). The 3-D structure of multiple-sheet files helps you organize, manage, and consolidate your data. Each 1-2-3 for Windows worksheet file can contain up to 256 worksheets in memory at the same time, providing your computer has enough memory.

The illustration below shows how you might use a multiple-sheet file to organize and consolidate sales information for three divisions of a company.



With multiple-sheet files, you can

- Improve the organization of your data. For example, you can separate your macros from your data by entering the macros in a separate worksheet.
- Protect data by separating the data you change from the data that you do not want to change. For example, when using Data Query Extract, you can assign the extracted data a range in its own worksheet in the same worksheet file.
- Consolidate all worksheets in a series of worksheets using formulas and @functions.

To create a multiple-sheet file, you insert additional worksheets into a worksheet file. Use Worksheet Insert to insert additional worksheets, inserting them either before or after the current worksheet.

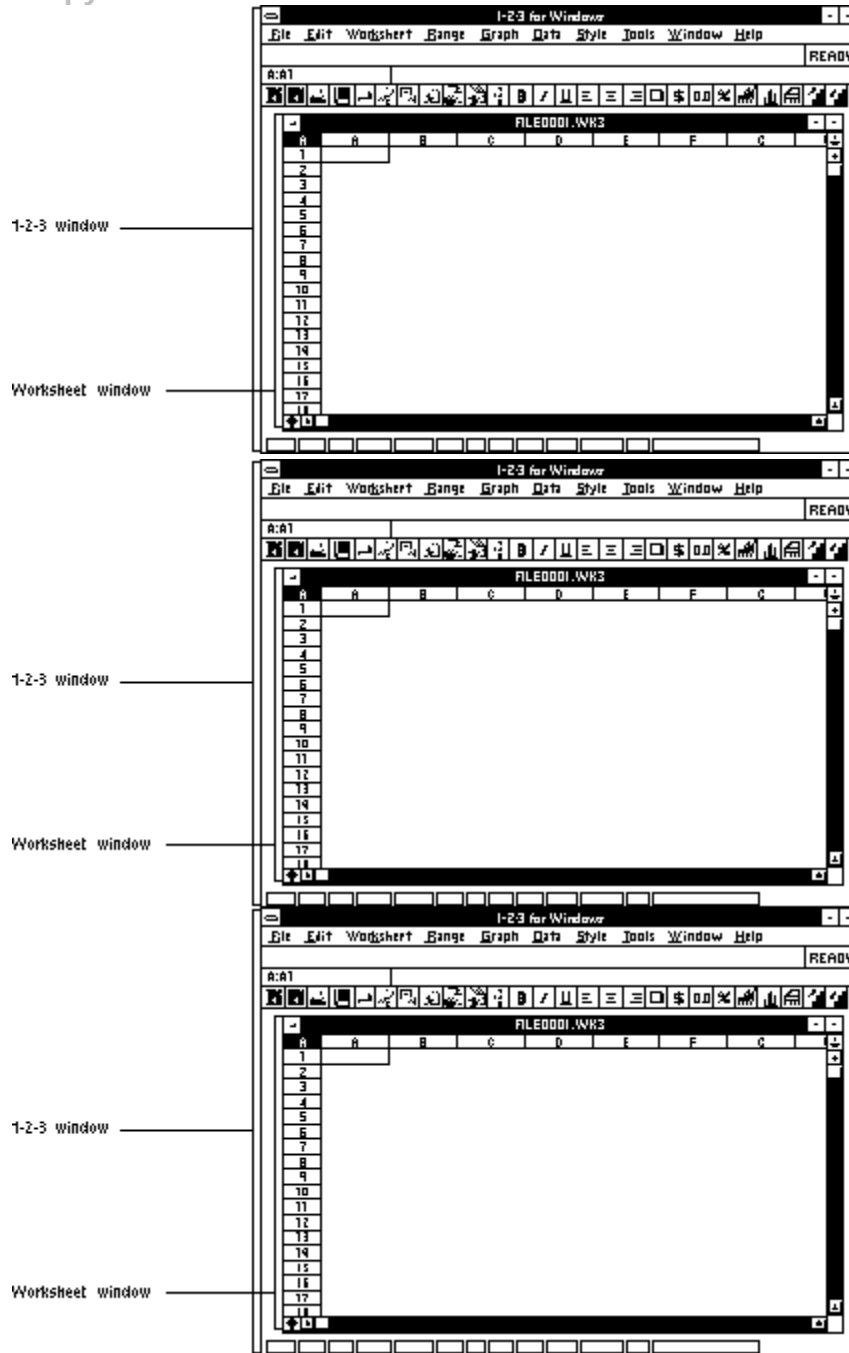
When you open a worksheet file, you see only the first worksheet (unless it was saved in Perspective view). Each worksheet is identified by a letter or pair of letters: A through IV. To see the next worksheet in the same worksheet file (worksheet B, and so on), press CTRL+PG UP. CTRL+PG DN moves back to the previous worksheet. As you move between worksheets, the worksheet letter in the address box changes to show the location of the cell pointer.

The Window commands are often used with multiple-sheet files. For a description, see ["Window commands"](#) in this chapter.

## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

#### /Copy command

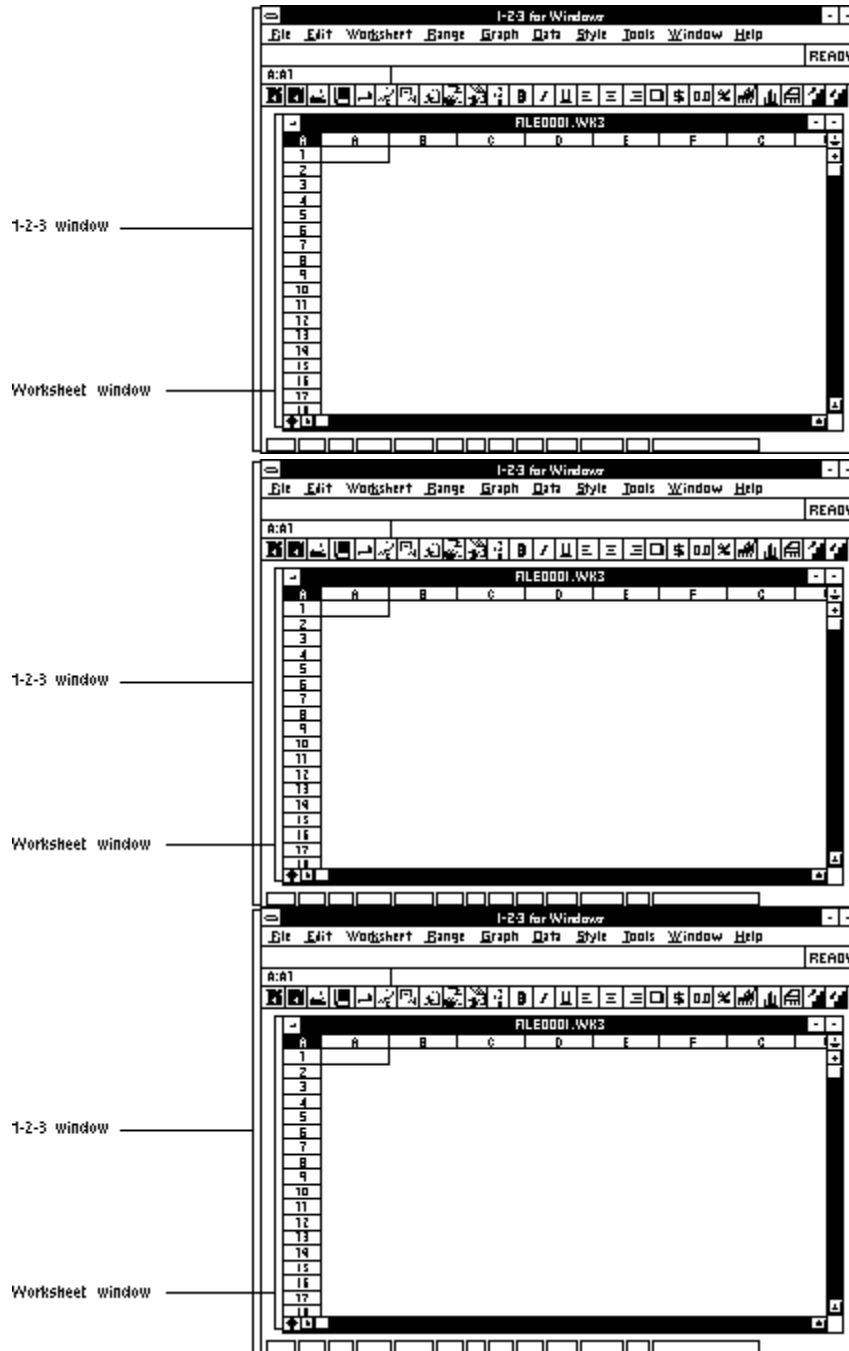


To copy data, use Edit Quick Copy or Edit Copy and Edit Paste.

[Quick Start for 1-2-3 Upgraders](#)

[2 Features New to Release 2 Users](#)

## Data commands



New Data features include what-if tables and connections to external database tables.

## DataLens drivers

DataLens® lets you read data from and write data to external tables without leaving 1-2-3 for Windows. The external table can be on a personal computer, a network server, a corporate mainframe, or a CD-ROM.

1-2-3 for Windows supports DataLens, and includes dBASE®, SQL Server, and Paradox® drivers in the 1-2-3 for

Windows package.

Depending on the specific features of the DataLens driver you are using, you can do the following:

- Create a table
- Request data from a table
- Add information to a table
- Update or delete information already in a table
- Select specific records from a table
- Perform calculations on information in a table
- Delete a table

For more information on DataLens drivers, see [\*DataLens Drivers for 1-2-3\*](#).

## External database commands

There are new commands that let the exchange of information between a 1-2-3 for Windows worksheet file and an external database. They are listed below.

**Data Connect to External** -- Creates a connection between 1-2-3 for Windows and an external database table.

**Data External Options** -- Exchanges data between 1-2-3 for Windows and an external database table.

If you need more information on external database commands, see [\*"Using an external database,"\*](#) in Chapter 12 of the *User's Guide*.

## What-if Table

There is a new What-if Table command and a change to the command names. In Release 2, Data What-if Table is called Data Table.

**Data What-if Table 1-Way** -- In Release 2, this command is /Data Table 1.

**Data What-if Table 2-Way** -- In Release 2, this command is /Data Table 2.

**Data What-if Table 3-Way** -- Creates a what-if table that calculates the results of one formula that uses three changing variables.

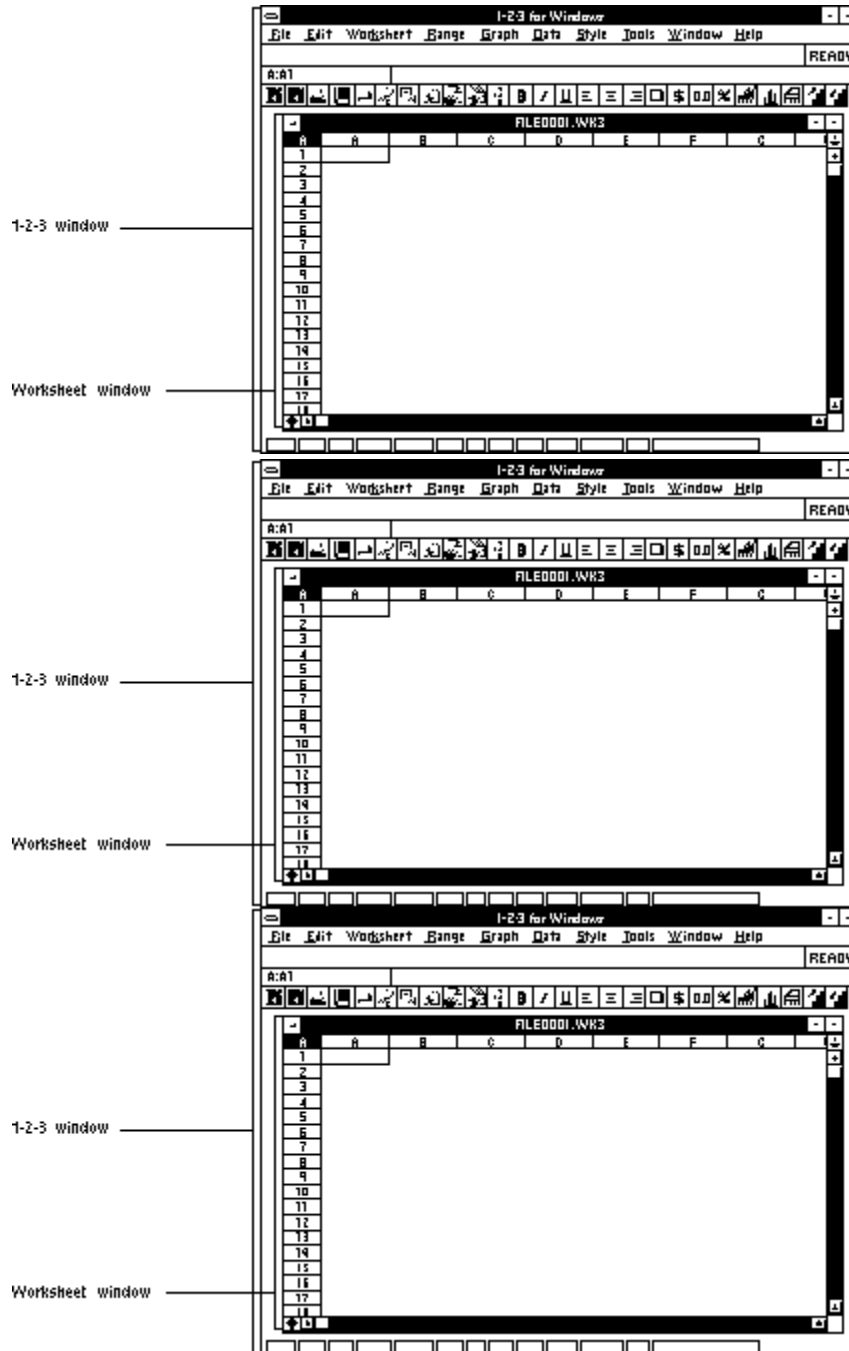
If you need more information on what-if tables, see [\*"Using what-if tables"\*](#) in Chapter 14 of the *User's Guide*.



## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

#### Edit commands



New Edit features include the Dynamic Data Exchange (DDE), the Clipboard, and changes to the /Copy, /Move, and /Range Erase commands. For Release 2.2 users, /Range Search is now called Edit Find.

The Edit commands let you

- Copy and move data (with or without styles) from a worksheet file to another open file or application
- Establish links between a worksheet file and other applications
- Undo commands and actions in a worksheet file

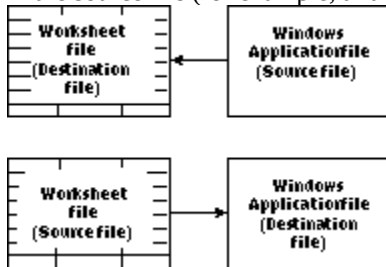
**Help** For more information about the [Edit commands](#), choose Edit, then press F1 (HELP) for context-sensitive Help. If you are not sure how to use Help, see ["Using Help"](#) in Chapter 1 of the *User's Guide*.

## Dynamic Data Exchange (DDE)

Dynamic Data Exchange (DDE) lets you transfer data between 1-2-3 for Windows and other Windows applications and update the information in the destination file when information in the source file changes.

When you create a DDE link to a file, that file is the **destination file**. The destination file can be a worksheet file or any other file created with a Windows application that supports DDE. The **destination range** is the range you want to link to in the current worksheet file.

The **source file** is the file that contains the data you want to use as the source. The source file can be a worksheet file or any other file created with a Windows application that supports DDE. The **source item** is the location of the data in the source file (for example, a range address).



Use Edit Paste Link and Edit Link Options to manage links in the current worksheet file. Use the DDE commands in the other application to manage links that use a worksheet file as the source.

### DDE formats

1-2-3 for Windows supports Clipboard and DDE links with the following formats:

- TEXT
- Rich Text Format
- BITMAP
- METAFILE
- WK1
- WK3

For more information on DDE links, see [Chapter 11](#) of the *User's Guide*.

## Clipboard

1-2-3 for Windows uses the Windows 3.0 Clipboard -- an external area that stores data that you paste from or copy to with the Edit Paste, Edit Copy, and Edit Cut commands.

The Edit commands let you copy and move data between worksheet files and other application files in Windows 3.0. The Edit commands also let you paste data you want to copy or move more than once (which you cannot do with a /Copy or /Move command in Release 2), and let you copy text from a text box and the edit line by using the accelerator keys.

## Edit Clear

Edit Clear deletes selected data, but does not move it to the Clipboard. Edit Clear also clears number formats, attributes, and graphs. In Release 2, this command is /Range Erase.

## Edit Clear Special

Edit Clear Special deletes selected attributes of a range. You can delete the cell contents, the number format, the style, or a graph within a range.

## Edit Find

Edit Find finds and, optionally, replaces characters in a range. You can search through labels or formulas. In Release 2.2, this command is /Range Search.

If you need more information on Edit Find, see ["Editing data"](#) in Chapter 2 of the *User's Guide*.

## Edit Quick Copy and Edit Move Cells

Edit Quick Copy and Edit Move Cells replace the Release 2 /Copy and /Move commands.

1-2-3 for Windows has options within the Edit Quick Copy and Edit Move Cells commands. Edit Quick Copy lets you copy either the data or the styles (the font, alignment, bordering, color, or shading) in a range. Edit Quick Copy also lets you convert formulas to values. In Release 2, this command is /Range Value.

For more information on Edit Quick Copy and Edit Move Cells, see ["Copying data"](#) and ["Moving data"](#) in Chapter 2 of the *User's Guide*.

## Edit Undo

The undo feature lets you cancel mistakes you make. Edit Undo reverses the effect of the most recently executed command or action that you can undo. Edit Undo is new to Release 2.01 users.

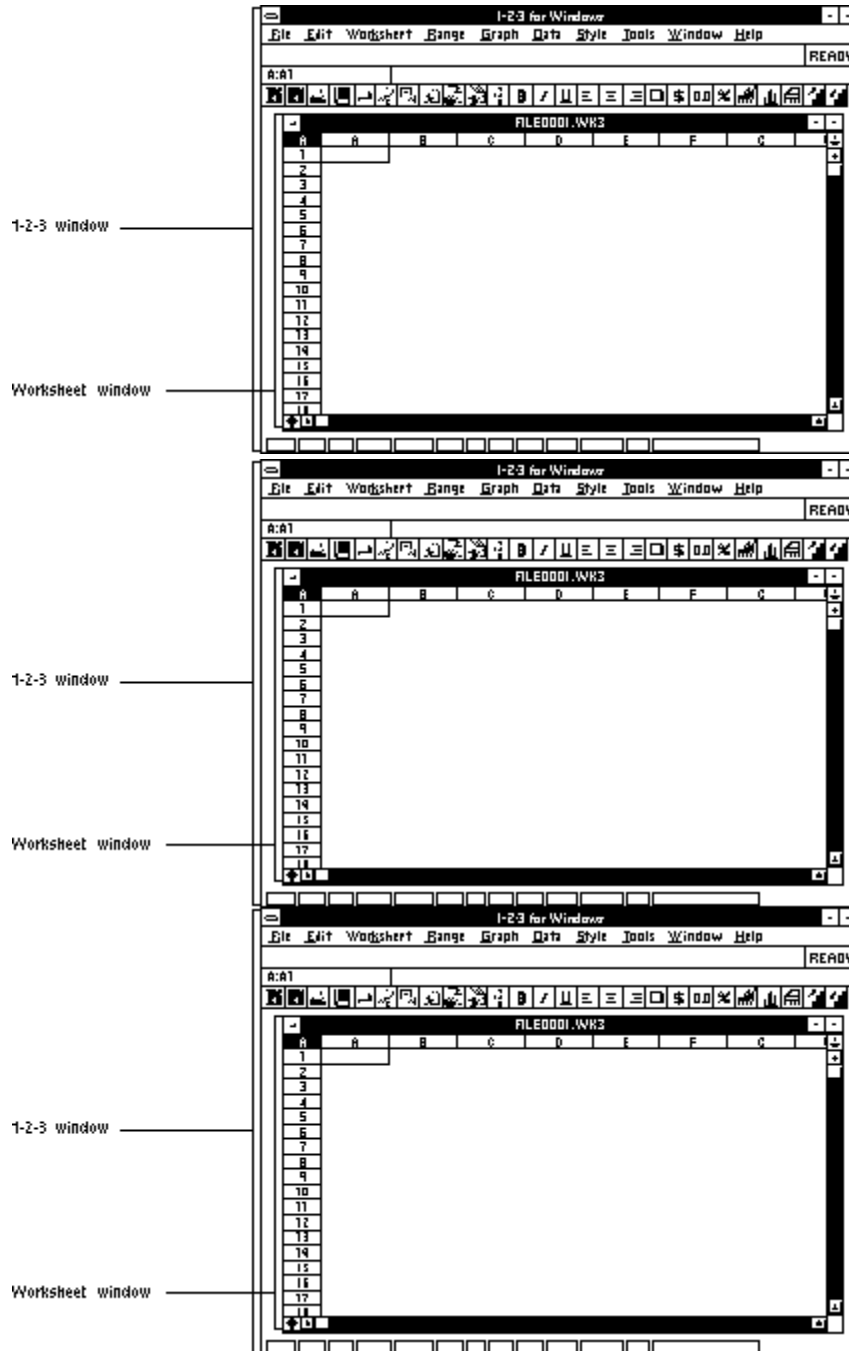
Undo is off when you start 1-2-3 for Windows. To enable undo, choose Tools User Setup and add the check to the Enable Edit Undo check box. ALT+BACKSPACE is equivalent to Edit Undo. In Release 2.2, ALT+F4 is the UNDO key.

If you need more information on undo, see ["Undoing actions"](#) in Chapter 2 of the *User's Guide*.

## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

## File commands



The sections below describe changes to File commands and command names.

## File Administration

File Administration commands are new to Release 2.01 users. These commands let you control reservations for worksheet files, create tables of file information, seal files, and recalculate linked formulas.

File Administration commands let you set up a security system for sharing worksheet files on a network. Some

network share names will not let you write to files on that network, so you must open them as read-only files.

You can restrict access to shared files through file reservations, which allow only one user at a time to save changes to a single file. If you open a file on a network, 1-2-3 for Windows automatically gives you the reservation if no one else has it, unless you change the reservation setting within File Administration Network Reserve.

In Release 2.2, File Administration Network Reserve is /File Admin Reservation.

If you need more information on network file protection, see [Chapter 9](#) of the *User's Guide*.

## File Exit

To end a 1-2-3 for Windows session, use File Exit. In Release 2, File Exit is/Quit Yes.

## File linking

File linking is a new feature to Release 2.01 users; it gives you the ability to create formulas in one file that refer to cells or ranges in another file. The file to which these formulas refer can be active (in memory) or on disk. When you enter a formula in one file that refers to a cell or range in another file, you create a link between the files.

When you open a file that contains a formula referring to another file, you can update the formula with the data in the other file by choosing File Administration Update Links. In Release 2.2, the command name is /File Admin Link-Refresh.

If you need more information on linked files, see ["Linking worksheet files with formulas"](#) in Chapter 10 of the *User's Guide*.

## File Open

To open an existing file, use File Open. File Open is similar to /File Retrieve, but instead of replacing worksheet files, File Open adds them to the 1-2-3 window.

## File Save

File Save in 1-2-3 for Windows lets you save the current worksheet file, without confirmation, using the current file name.

## File Save As

File Save As in 1-2-3 for Windows lets you change the name of a file, create a backup file, or assign a password to a file. In Release 2, File Save As is /File Save.

## Print features

Use the File commands listed below to control printing.

**File Page Setup**     Modifies page settings and lets you create and save named page settings.

**File Preview**     Lets you see a specified range that is formatted for output on the screen before you print it.

**File Print**     Prints data.

**File Printer Setup**     Lets you specify the printer destination and lets you modify printer settings. File Printer Setup lets you use any installed Windows printers.

## Supported devices

1-2-3 for Windows uses Windows 3.0 printer drivers and supports all printers that Windows 3.0 supports. 1-2-3 for Windows uses Windows 3.0 display drivers and supports any monitor type that Windows 3.0 supports.

If you need more information on printing, see [Chapter 8](#) of the *User's Guide*.

## Setup strings

1-2-3 for Windows supplies a generic text driver to support existing applications that use setup strings to control a printer. The text driver is the only driver that lets you control the printer directly by using printer control codes (setup strings), and only lets you print text (not graphs).

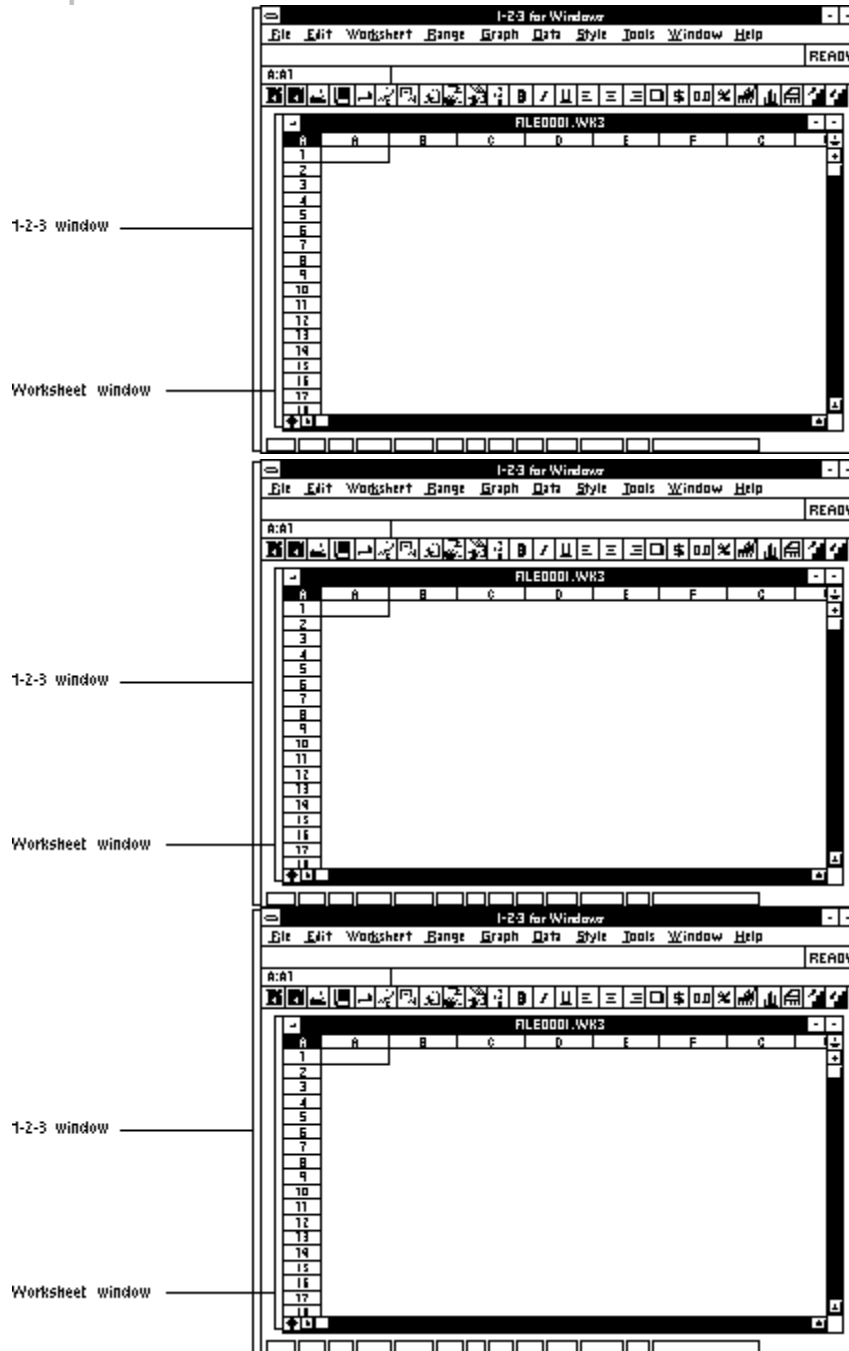
If you want to print using setup strings, choose /Print from 1-2-3 Classic.

**Scalable fonts**

1-2-3 for Windows provides support for scalable fonts, which let you display and print fonts in any point size. As in Release 2.2, when using Allways, you may select up to eight unique fonts for each worksheet file.

The fonts shipped with 1-2-3 for Windows are Adobe Type Manager® (ATM®) fonts. There are 13 fonts included in the package, along with an *ATM User's Guide*. Follow the instructions in the [Adobe Type Manager -- Windows Version User Guide](#) to install the fonts.

## Graph commands



The Graph menu and graphing capability take full advantage of the graphical interface provided by Windows 3.0. Most of the new graph features appear in a Graph command menu or a Graph window menu.

There are new graph types, and each graph type has multiple options. The following are the new graph types:

**Area** -- Draws lines between values and fills in the area between lines with different colors or hatch patterns.

**3D Area** -- Draws 3-D lines between values and fills in the area between lines with different colors or hatch patterns.

**3D Bar** -- Draws a 3-D bar for each value.

**3D Line** -- Draws a 3-D line between values.

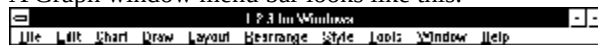
**3D Pie** -- Creates a 3-D pie slice for each value.

## Graph

The Graph New and Graph View commands open the Graph window and display graphs with default or initial settings. The Graph commands also add graphs to a worksheet and resize graphs.

When a Graph window is active, the menu bar displays Graph window commands. These commands let you enhance and manipulate a graph that is displayed.

A Graph window menu bar looks like this.



The table below lists and describes the Graph window commands.

Command	Task
<u>C</u> hart	Sets a graph type, ranges, data labels, headings, legend, borders, and grid lines.
<u>D</u> raw	Lets you add objects, including text, lines, arrows, rectangles, polygons, ellipses, or free-hand drawings to a graph.
<u>E</u> dit	Selects, copies, deletes, replicates, and restores objects in a graph.
<u>F</u> ile	Closes the current file or exits the 1-2-3 for Windows session.
<u>H</u> elp	Gives information about 1-2-3 for Windows.
<u>L</u> ayout	Pushes objects forward or back in a graph; locks and unlocks an object in a graph.
<u>R</u> earrange	Changes the size and orientation of objects in a graph.
<u>S</u> yle	Changes the font, color, line-style, alignment of objects in a graph, and display options of a graph.
<u>T</u> ools	Positions and customizes the SmartIcons.
<u>W</u> indow	Enlarges and reduces areas of a Graph window; tiles or cascades Worksheet, Graph, and Transcript windows; lists open Worksheet, Graph, and Transcript windows.

Some of the new graph functionality includes quick and easy graphing (for example, Graph New in 1-2-3 for Windows, which is similar to pressing the F10 (GRAPH) key in Release 2); direct manipulation of some graph objects; customization of graphs using text, arrows, fonts, colors and other presentation features; a variety of graph types; and new graph types, such as 3-D bars.

Many of these features are available with Allways in Release 2.2.

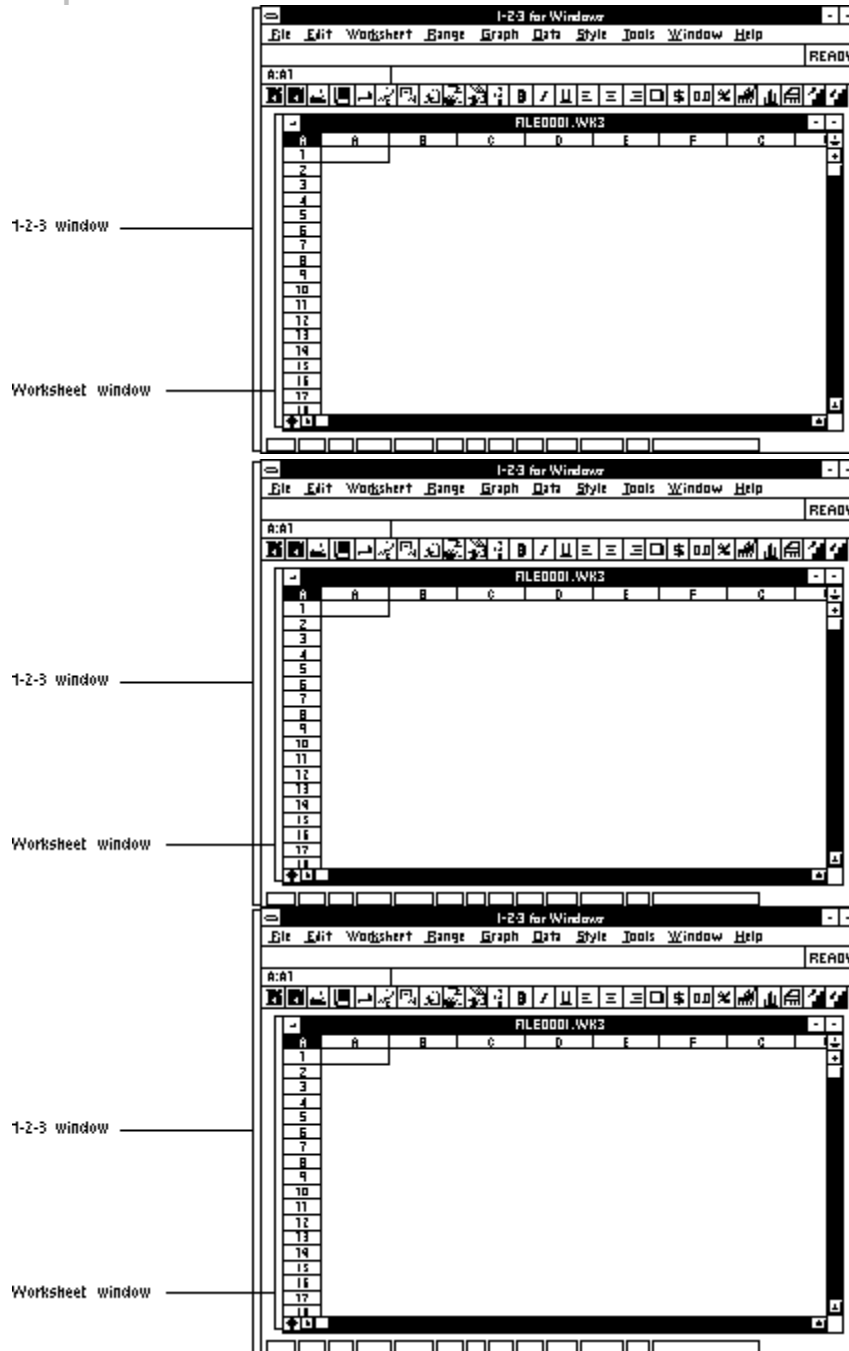
If you need more information on graphs, see [Chapter 5](#) and [Chapter 6](#) of the *User's Guide*.



## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

## Help commands



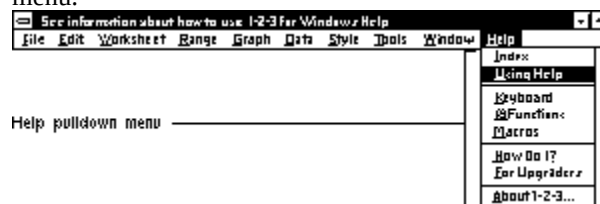
1-2-3 for Windows has online help that you can display in a Help window. You can resize and move the Help window and keep it open while you continue to work in a Worksheet, Graph, or Transcript window. For example, you can display a procedure in the Help window, then perform the procedure in a Worksheet window, leaving the Help window open and available to use later.

Help contains information that is not available in the printed documentation. For example, Help is the primary source of information about 1-2-3 for Windows @functions and macros. It also includes comprehensive procedural information about every 1-2-3 for Windows command.

Help offers a number of special features that enhance its use. For example, you can

- Search for topics
- Print Help topics
- Add your own comments to a Help topic
- Copy the text of a Help topic to the Clipboard and paste it in another window or application
- Place bookmarks in topics you refer to frequently
- See definitions and examples in pop-up boxes
- Backtrack through Help topics you viewed
- Browse through sets of Help topics

You can also choose Help from the 1-2-3 for Windows main menu and select a command from the Help pulldown menu.



## Using Help

You press F1 (HELP) to get context-sensitive Help in the following areas:

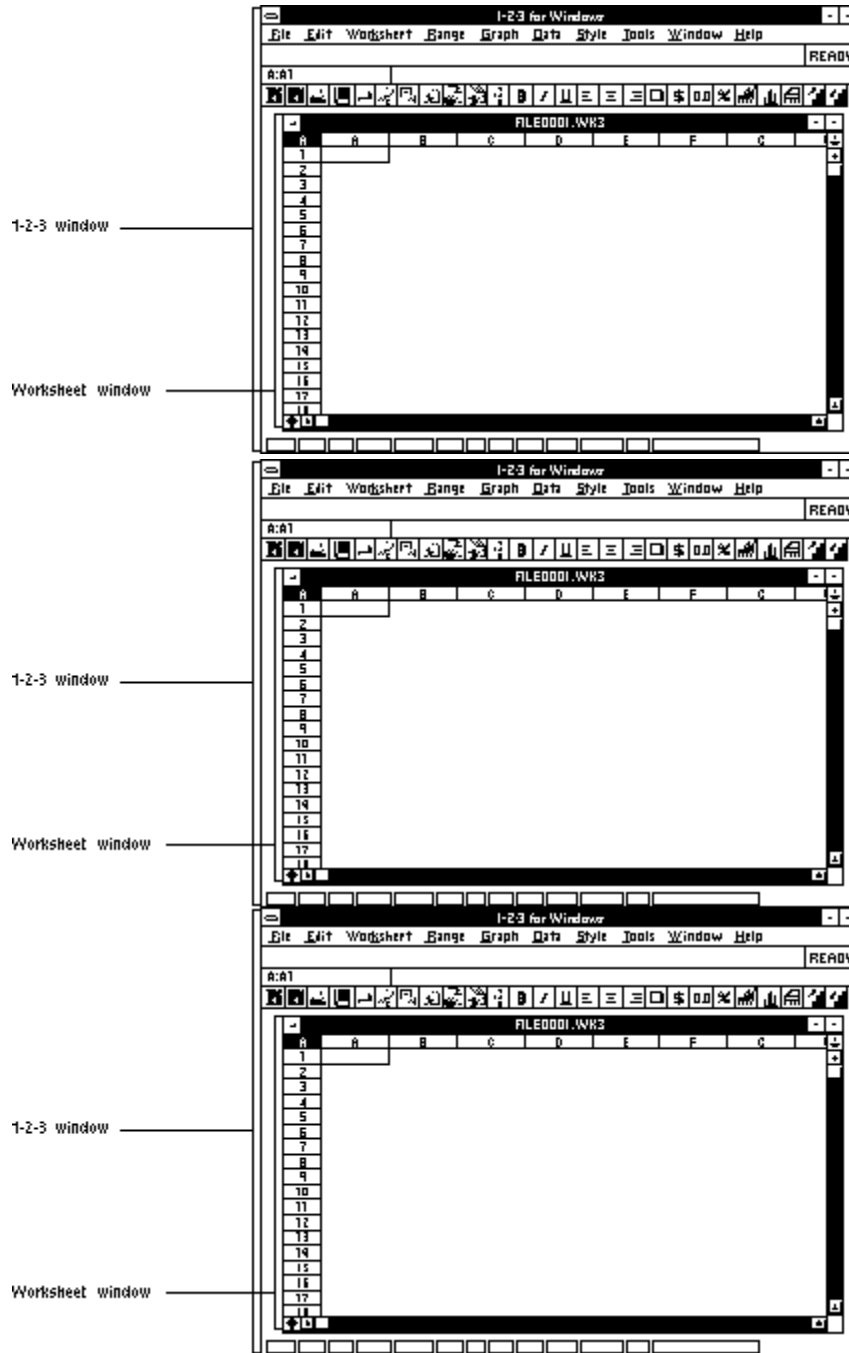
- If you choose a command or select a dialog box option, and then press F1 (HELP), the Help system displays a Help screen with information about the command or dialog box.
- If you type @ and press F1 (HELP), the Help system displays the @Functions index. If you type an @function name followed by an ( (open parenthesis), the Help system displays the Help screen that describes the @function whose name you typed. For example, type @SUM(, and press F1 (HELP).
- If you type { (open brace) and press F1 (HELP), the Help system displays the Macros index. If you type { followed by an advanced macro command keyword, the Help system displays the Help screen that describes the advanced macro command whose keyword you typed. For example, type {MENUBRANCH}, and press F1 (HELP).
- If you press F1 (HELP) while 1-2-3 for Windows displays a message, 1-2-3 for Windows displays the Help screen related to that message.

For additional information on the Help system, see ["Using Help"](#) in Chapter 1 of the *User's Guide*.

## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

#### /Move command

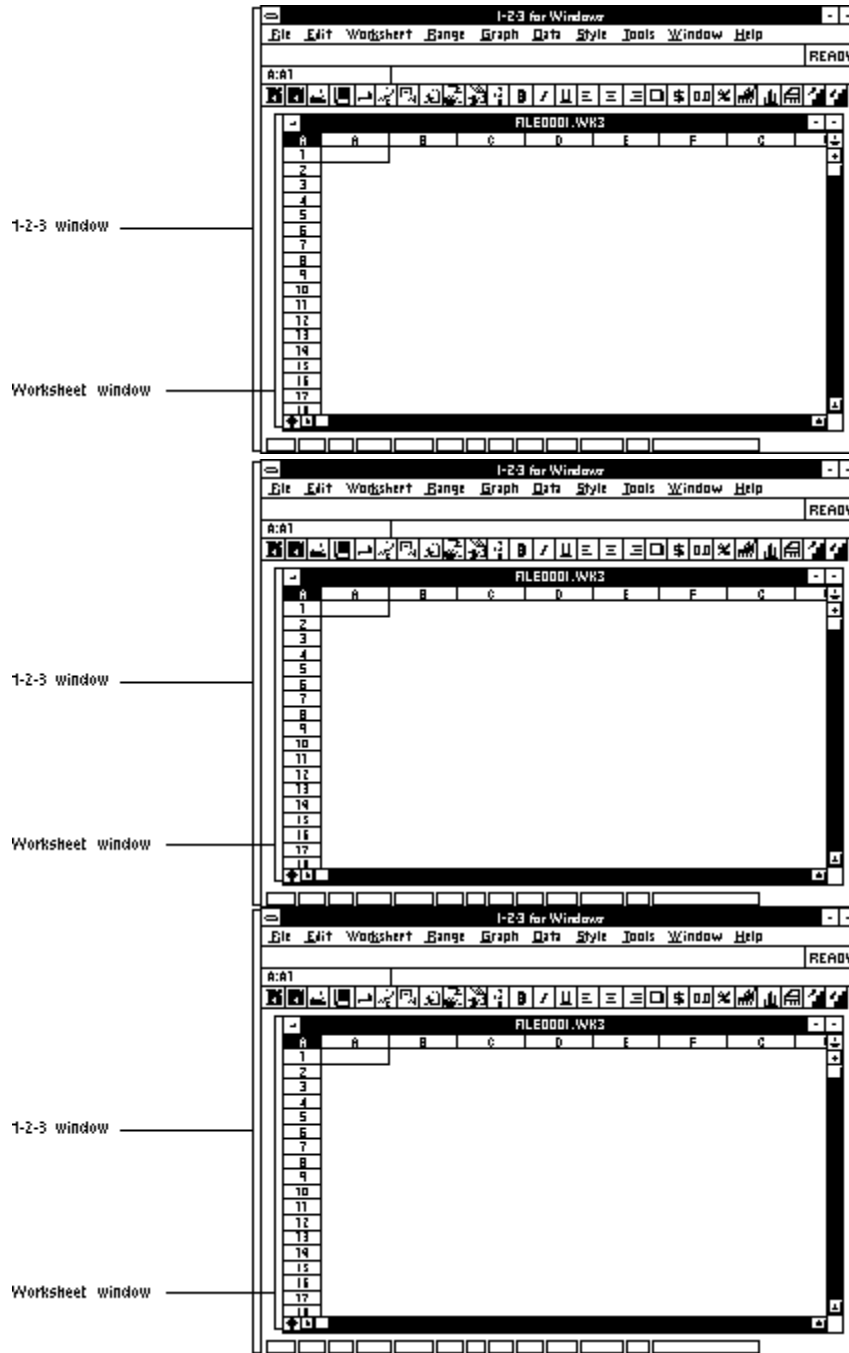


To transfer data to another range, use Edit Move Cells.

## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

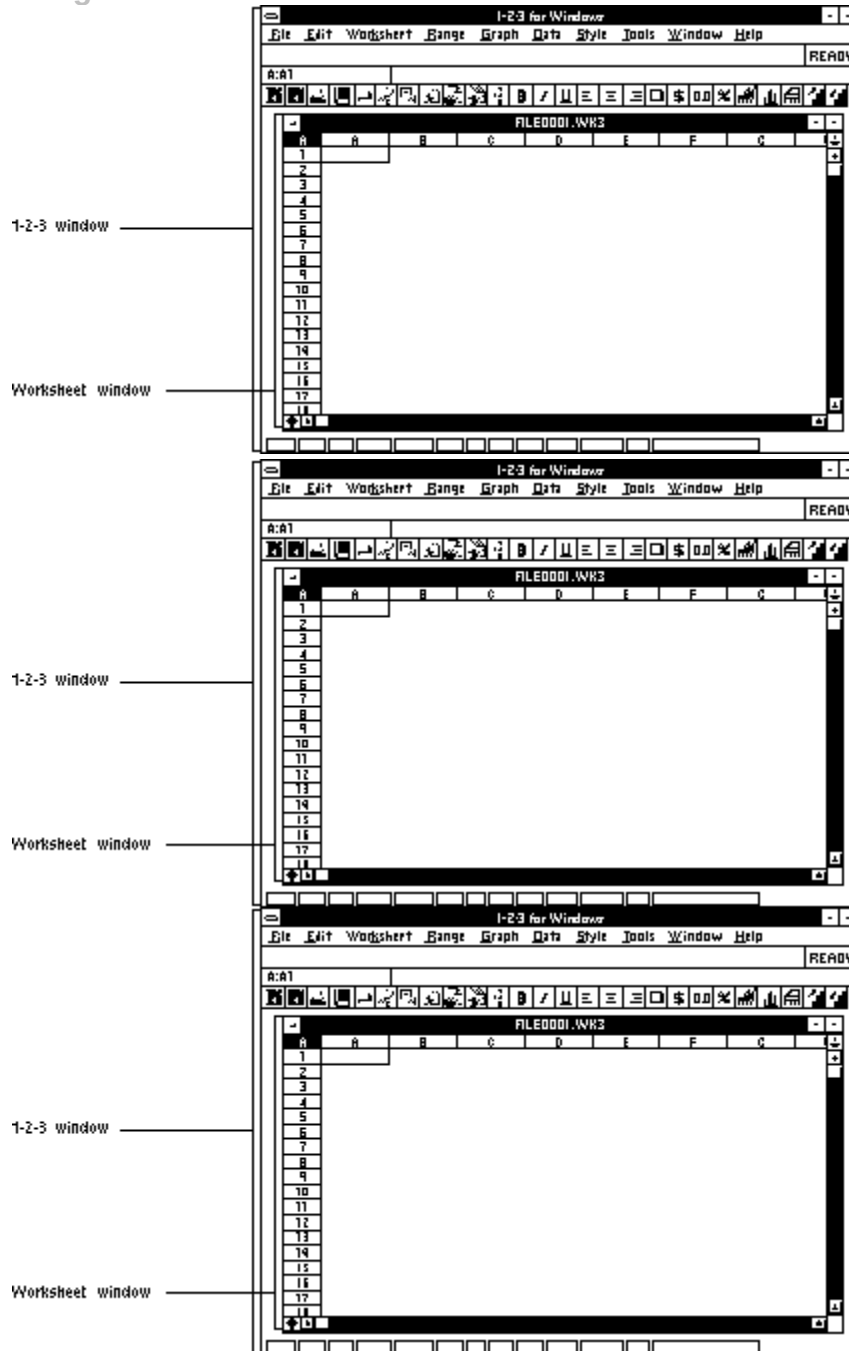
#### /Print commands



To print, use File Print. For more information, see "[Print features](#)" in this chapter.

## 2 Features New to Release 2 Users

## Range commands



1-2-3 for Windows lets you select a range before you execute a command. If you select a range before you choose a command, the range remains selected after the command is complete. This lets you use several commands on the same data. When the dialog box is displayed, the range you selected is displayed in the Range text box.

You can specify a range either before or after you choose a command.

If you need more information on selecting ranges, see ["Selecting a range"](#) in Chapter 2 of the *User's Guide*.

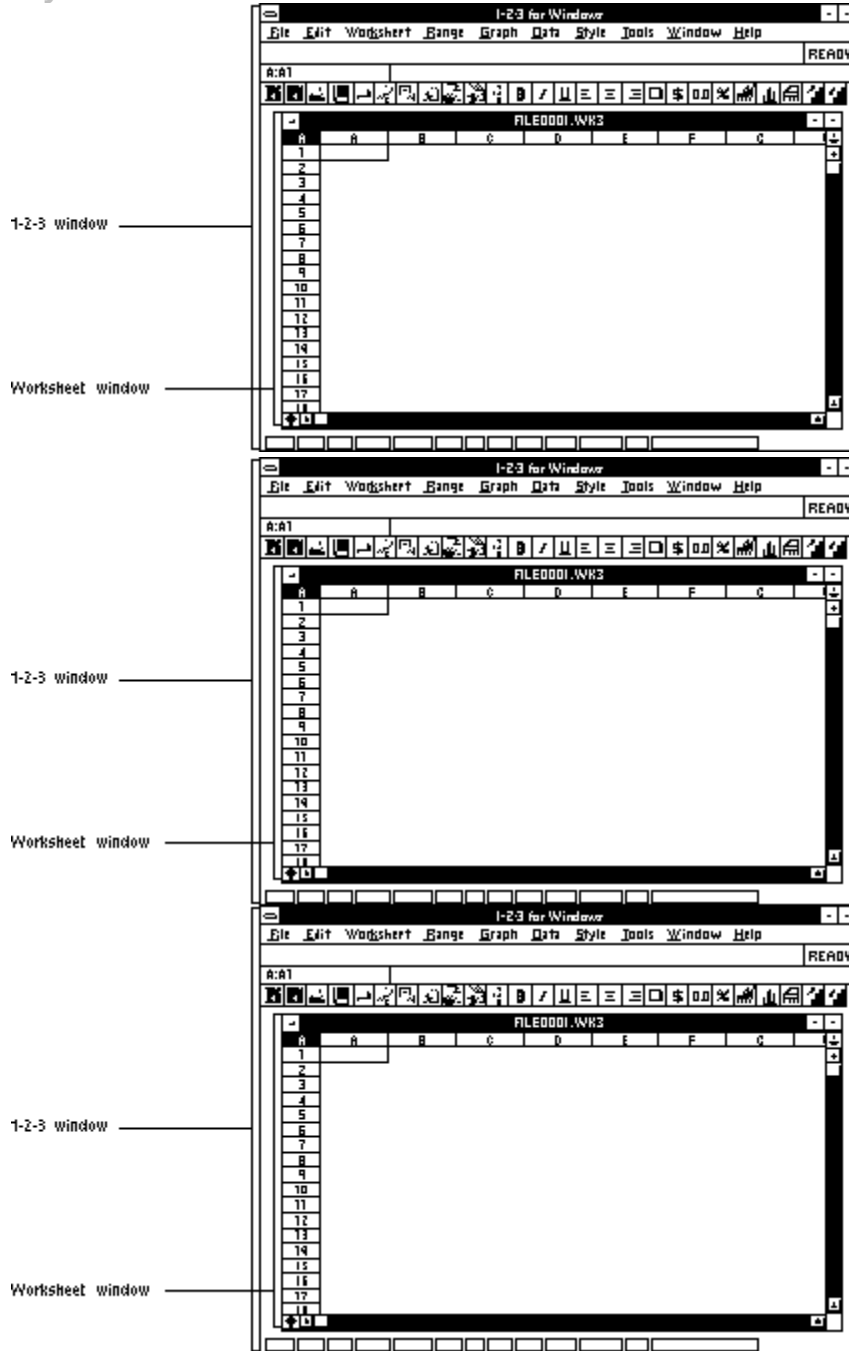
### **3-D ranges**

Ranges can be two-dimensional (2-D) or three-dimensional (3-D). A 2-D range is a single-sheet range. A 3-D range is a range that spans two or more contiguous worksheets in a file (or a multiple-sheet range).

The address of a 3-D range includes the worksheet letters of the first and last worksheets in the range. For example, the address A:A1..C:B4 refers to a range that includes cells A1..B4 in worksheets A, B, and C. A 3-D range contains the same cells in each worksheet in a set of contiguous worksheets.

## 2 Features New to Release 2 Users

## 2 Features New to Release 2 Users



The Style commands let you specify the appearance of the data in your worksheet. With the Style commands you can

- Draw or erase borders around and between cells, outline cells and ranges, and place drop shadows around ranges.
- Specify the content and background colors for ranges.
- Specify light, dark, or solid shading for ranges.

- Define and name up to eight formats of a cell (called a named style). The name of the style you define appears in the pulldown menu the next time you choose Style.
- Specify the fonts and text attributes for ranges.
- Specify the type styles (bold font, italic font, and underline) for ranges.
- Left, right, or center align text in a range, or left, right, center, or even align across a range.

Most of these Style features are available to Release 2.2 users who use Allways, but they are new features to Release 2.01 users. The commands and command names for the features differ from Allways, however.

If you need more information on specifying styles, see [Chapter 3](#) of the *User's Guide*.

## Borders

You can set borders around cells and ranges. There are three different types of lines for borders: double, single, and wide. You can specify whether the borders appear around the outside of the range or within the range. You can also indicate that you would like a drop shadow around a range. (A drop shadow is a wide, dark, or colored line below and to the right of a range, that makes it appear as if the range is casting a shadow.)

To specify borders, use Style Border. To specify the color of borders, use Window Display Options.

## Colors

1-2-3 for Windows has colors that you can specify for different parts of a worksheet. You can set colors for data and the cell background, for grid lines, for the worksheet frame, for the column letters and the row numbers for the selection, and for range borders.

To specify colors, use the Style Color or Window Display Options command.

## Fonts and typefaces

The types of screen fonts you can use in 1-2-3 for Windows depend on the fonts you installed with Windows 3.0; the types of printer fonts you can use depend on the fonts supported by the printer drivers you installed.

To use and specify fonts and typeface styles, use the Style Font command.

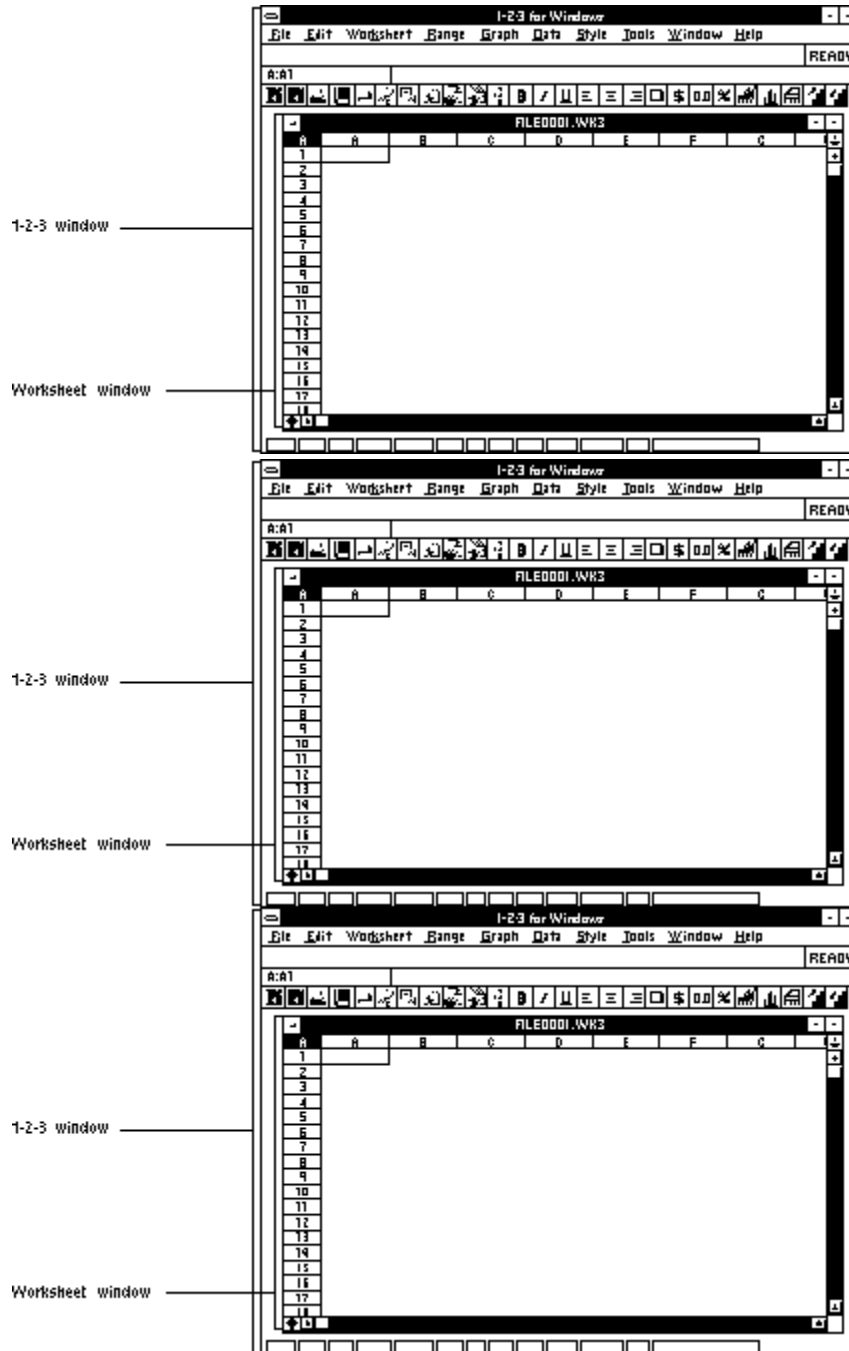
If you need more information on specifying these styles, see ["Using different fonts,"](#) ["Selecting colors,"](#) and ["Adding borders"](#) in Chapter 3 of the *User's Guide*.



## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

#### Tools commands



The Tools commands let you perform specific tasks, such as solving complex mathematical problems or debugging macros. In addition, the Tools commands let you change configuration settings globally, such as letting you decide which currency symbol is used and where it is placed.

#### Add-ins

Because you are running 1-2-3 for Windows in the Windows 3.0 operating environment, you cannot run add-ins designed for other releases of 1-2-3. If you want to use an add-in, contact the in-house developer or manufacturer to

see if a version is available for 1-2-3 for Windows.

## Backsolver and Solver

1-2-3 for Windows has increased the power of "what-if" analysis with the Backsolver and Solver. The Backsolver calculates a formula to achieve a desired value by changing one of the variables that affects the result of the formula. For example, the Backsolver can calculate the quantity of a product that must be sold in order to generate a certain level of profitability.

The Solver can change values in more than one cell to meet multiple goals or constraints. The Solver can find the optimal answer, as well as a set of possible answers. For example, the Solver can calculate the number of records, compact discs, and tapes that must be sold in order to make a certain level of profitability, given certain limits on people-hours and materials available for production.

If you need more information on these commands, see [Chapter 14](#) of the *User's Guide*, and the [Solver Guide](#).

## Transcript window

In addition to new macro commands, 1-2-3 for Windows also has a Transcript window in which you can edit macros. The Transcript window keeps a record of keystrokes and mouse actions that you use in a 1-2-3 for Windows session. The Transcript window holds up to 512 bytes and most characters use one byte. You can use those recorded keystrokes to create a macro, you can run a macro by playing back the recorded keystrokes, and you can copy these macros to a worksheet.

The Transcript window is similar to the Learn feature in Release 2.2.

If you need more information about the Transcript window, see [Chapter 15](#) in the *User's Guide*.

## User settings

1-2-3 for Windows can specify default settings for work sessions with Tools User Setup. In addition to international settings (Tools User Setup International) and recalculation options (Tools User Setup Recalculations), you can

- Specify the path for your worksheet directories.
- Enable or disable the undo feature.
- Choose to have the system beep or not when an error occurs.
- Choose to run autoexecute macros.
- Change the clock display as standard, international, or not at all.

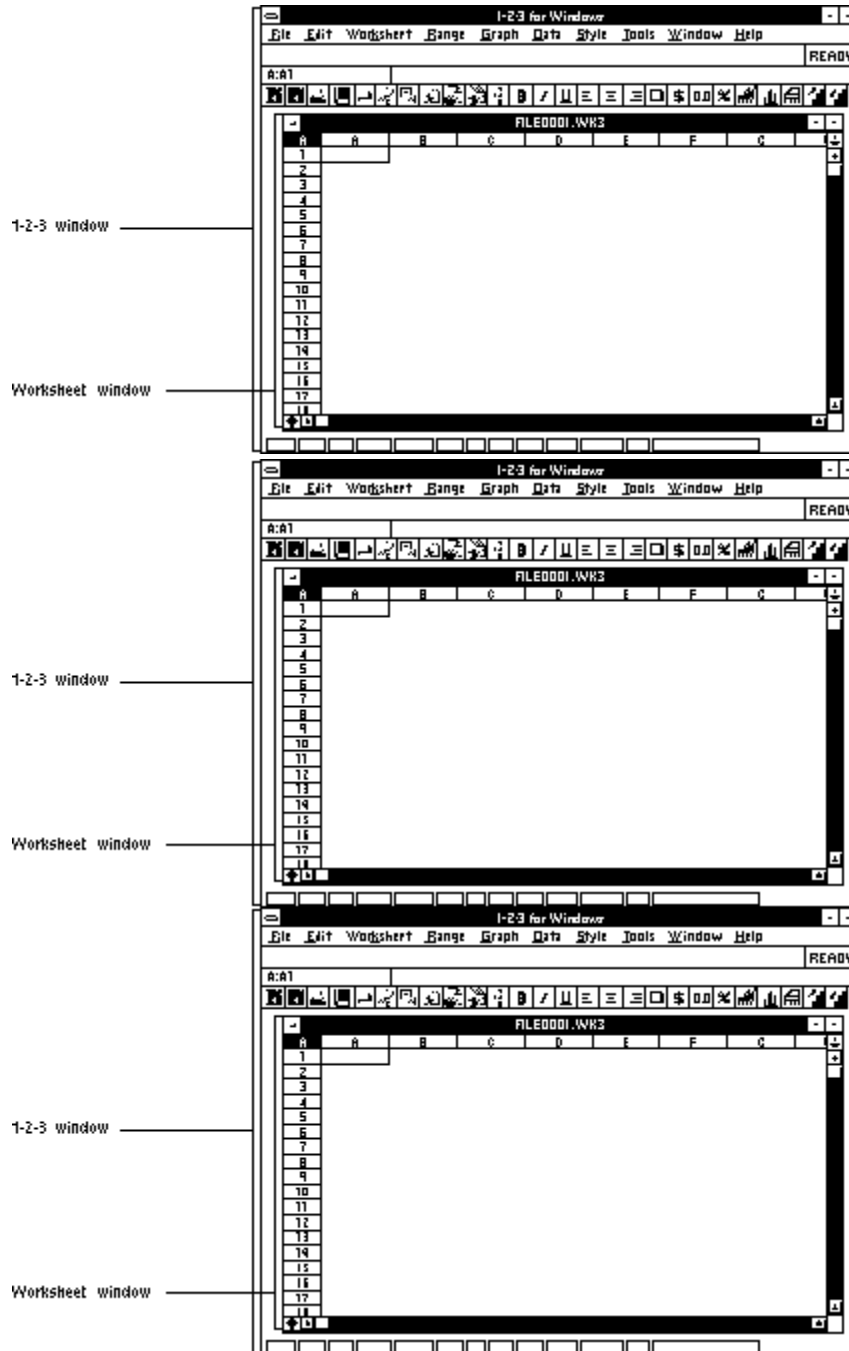
In Release 2.2, these commands are /Worksheet Global Default commands.

In Release 2.01, these commands are /Worksheet Global Default commands, except for the undo, system beep, and autoexecute setting features, which are new.

## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

## Window commands



The Window commands let you specify the ways you want to display information in 1-2-3 for Windows.

With the Window Split command, you can

- Display a worksheet in perspective view, which is a display of three contiguous worksheets from a worksheet file.
- Split a window into two horizontal or vertical panes.

With the Window Display Options command, you can

- Display a worksheet frame and grid lines.
- Make a window active.
- Display a worksheet as a draft or in black and white.
- Define colors.

The ability to define colors is available to Release 2.2 users who use Allways, but the other features are new to Release 2.01 users.

With the Window Tile and Window Cascade commands, you can

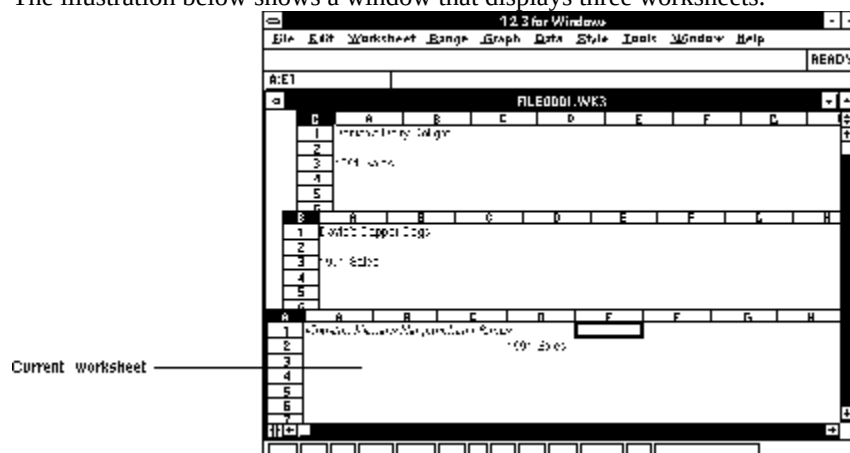
- Tile and cascade all open Worksheet, Graph, and Transcript windows, to make viewing data in multiple files easier.

When you tile windows, the windows size and arrange themselves side by side, like floor tiles, with the active window in the top left corner. When you cascade windows, the windows arrange themselves on top of each other, with only the window, title bar visible, and the active window on top of the stack of windows.

## Window Split Perspective

To view three worksheets of a worksheet file in the same window, choose Window Split, then select Perspective. (This command makes viewing data in multiple-sheet files easier.) Window Split Perspective displays three contiguous worksheets that are stacked one on top of the other. If only one worksheet is in the current file, 1-2-3 for Windows displays only one worksheet and two empty spaces for the other two worksheets.

The illustration below shows a window that displays three worksheets.

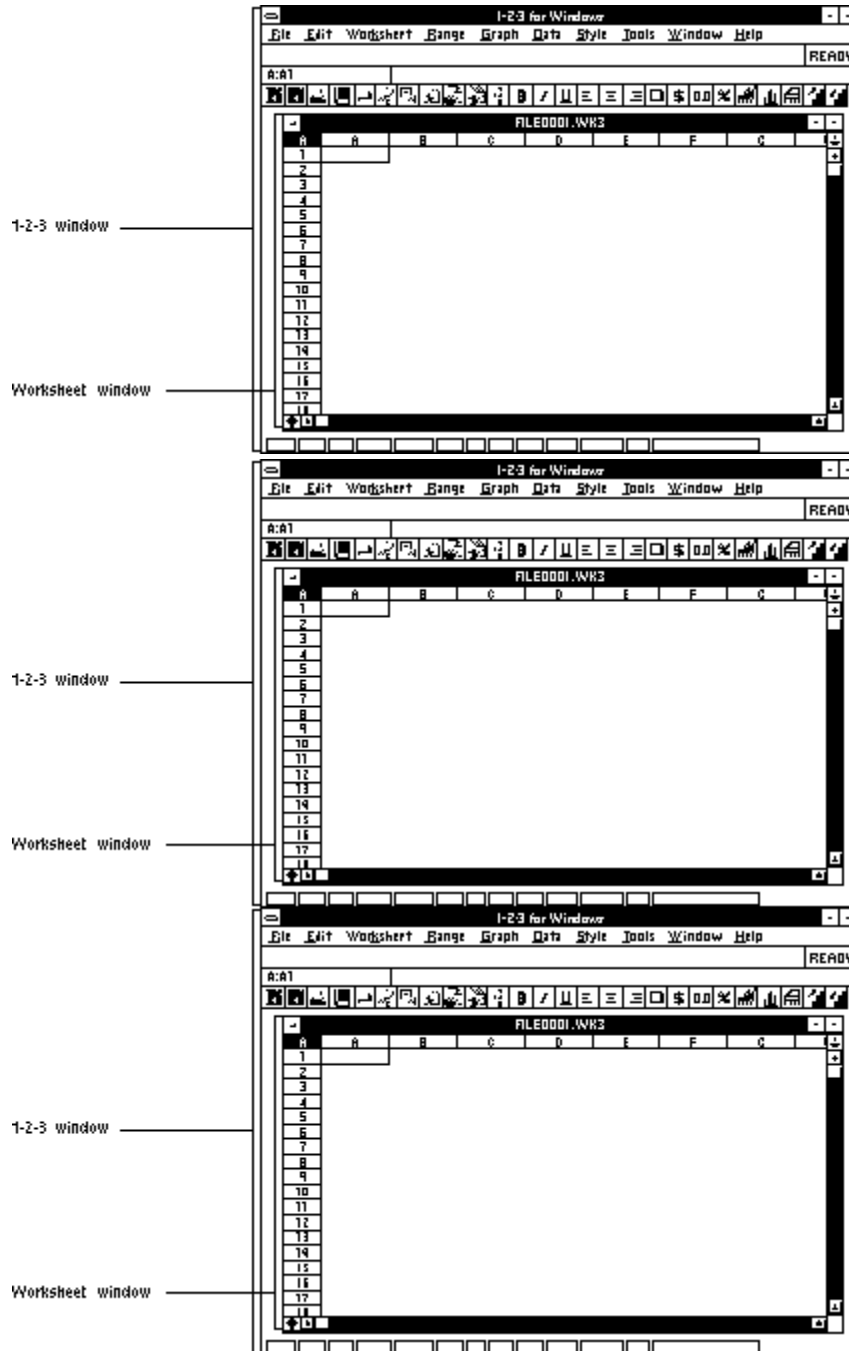


To display only one worksheet, choose Window Split, then select Clear.

If you need more information on the Window commands, see ["Viewing other worksheets"](#) in Chapter 2 of the *User's Guide*.

## 2 Features New to Release 2 Users

## Worksheet commands



New Worksheet commands include the ease of specifying the global settings for a worksheet and of using multiple-sheet files.

You can also change or reset row height in 1-2-3 for Windows with a new command: Worksheet Row Height.

## GROUP mode

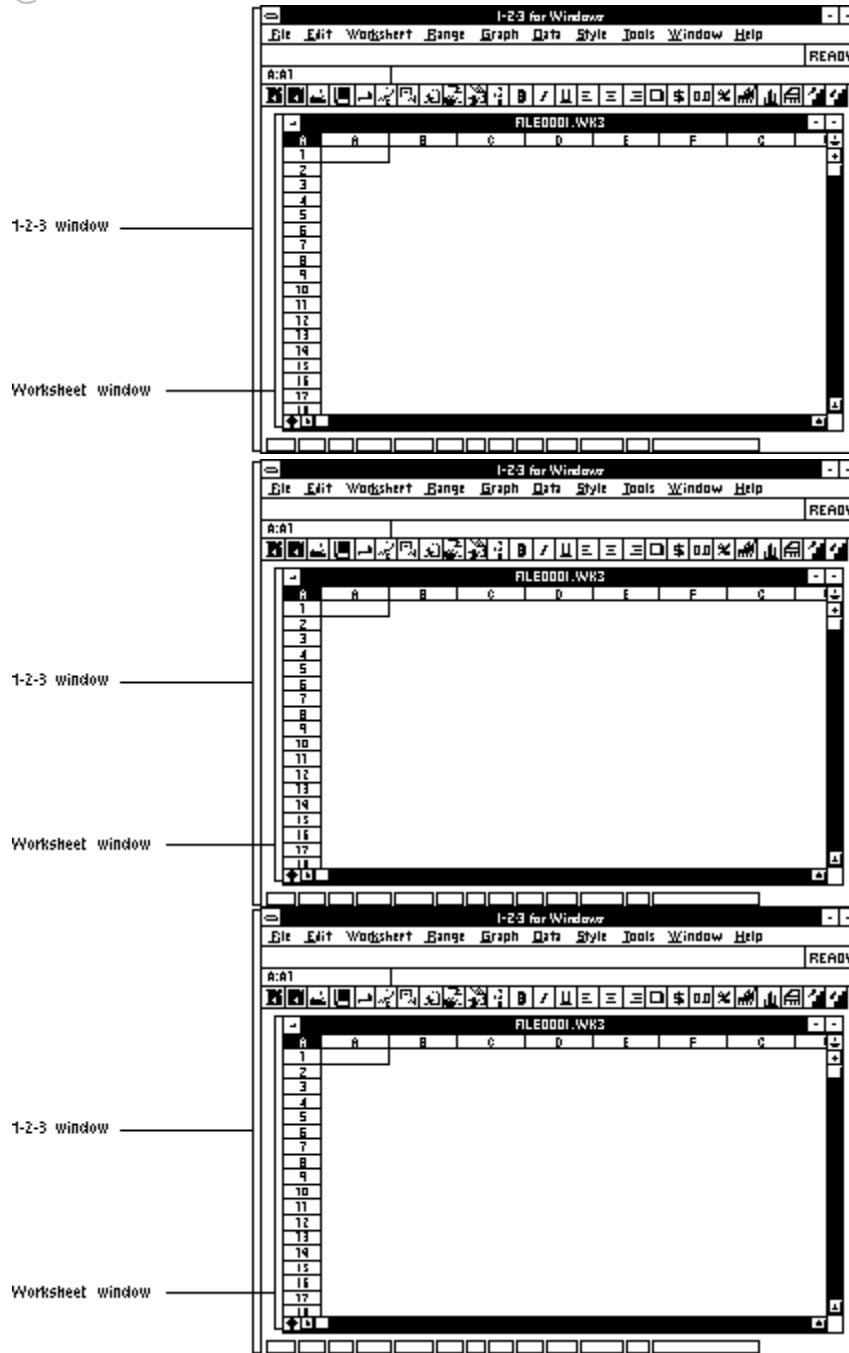
Worksheet Global Settings GROUP mode causes all worksheets in a file to take on the worksheet settings of the

current worksheet. For example, GROUP mode changes the formats of all worksheets in a file using the cell formats of the current worksheet. GROUP mode does not affect the contents of cells. While GROUP mode is on, the GROUP status indicator appears in the status line.

## Quick Start for 1-2-3 Upgraders

### 2 Features New to Release 2 Users

#### @Functions



The tables below list the new 1-2-3 for Windows @functions. If you need more information on @functions, see [Chapter 4](#) of the *User's Guide* or choose Help @Functions.

#### **Database @functions**

Database @functions perform statistical calculations and queries in database tables in both worksheets and external databases.

<b>@Function</b>	<b>Task</b>
@DGET	Finds a value or label in a field of a database table, based on certain criteria.
@DQUERY	Gives you access to a function of an external database and uses the result of the function in a criteria range.
@DSTDS	Calculates the sample standard deviation of values in a field of a database table, based on certain criteria.
@DVARs	Calculates the sample variance of values in a field of a database table, based on certain criteria.

## Date and time @functions

Date and time @functions calculate values that represent dates and times.

<b>@Function</b>	<b>Task</b>
Current date and time calculations:	
@DAYS360	Calculates the number of days between two date numbers, based on a 360-day year. (This conforms to the 1990 modifications to the Securities Industry Association's 1986 Standard Securities Calculation Methods.)
@TODAY	Calculates the date number that corresponds to the current date on the computer's clock. For example, @TODAY returns the value 33440 on July 21, 1991.

## Financial @functions

Financial @functions calculate loans, annuities, and cash flows.

<b>@Function</b>	<b>Task</b>
Depreciation:	
@VDB	Calculates depreciation using the double-declining balance method and lets the percentage of straight-line depreciation be values other than 200%.

## Logical @functions

Logical @functions calculate the results of conditional (logical) formulas.

<b>@Function</b>	<b>Task</b>
@ISRRANGE	Returns 1 (true) for a defined range name or valid range address; 0 (false) for any other entry.

## Special @functions

Special @functions perform tasks, such as looking up a value in a table or providing information about a specific cell.



@Function	Task
-----------	------

Cell and range information:

@COORD	Creates an absolute, mixed, or relative cell address from values provided as arguments.
--------	---

@SHEETS	Counts the worksheets in a range.
---------	-----------------------------------

System and session information:

@INFO	Returns information for the current session.
-------	--

@SOLVER	Returns information about the status of the Solver.
---------	---

## Statistical @functions

Statistical @functions perform calculations on lists of values.

@Function	Task
-----------	------

@STDS	Calculates the sample standard deviation of a list of values.
-------	---

@SUMPRODUCT	Sums the products of corresponding elements in multiple ranges.
-------------	---

@VARs	Calculates the sample variance of a list of values.
-------	---

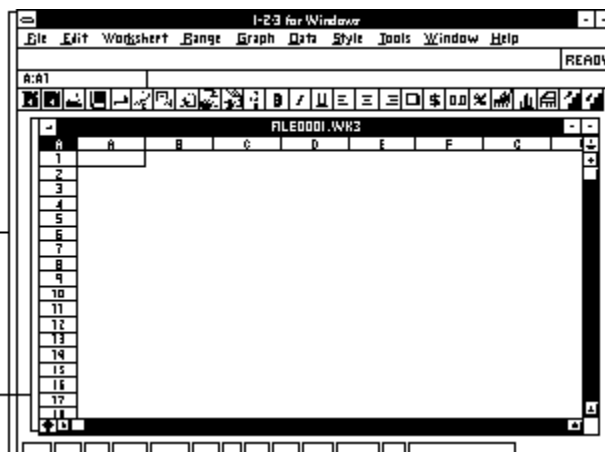
### Quick Start for 1-2-3 Upgraders

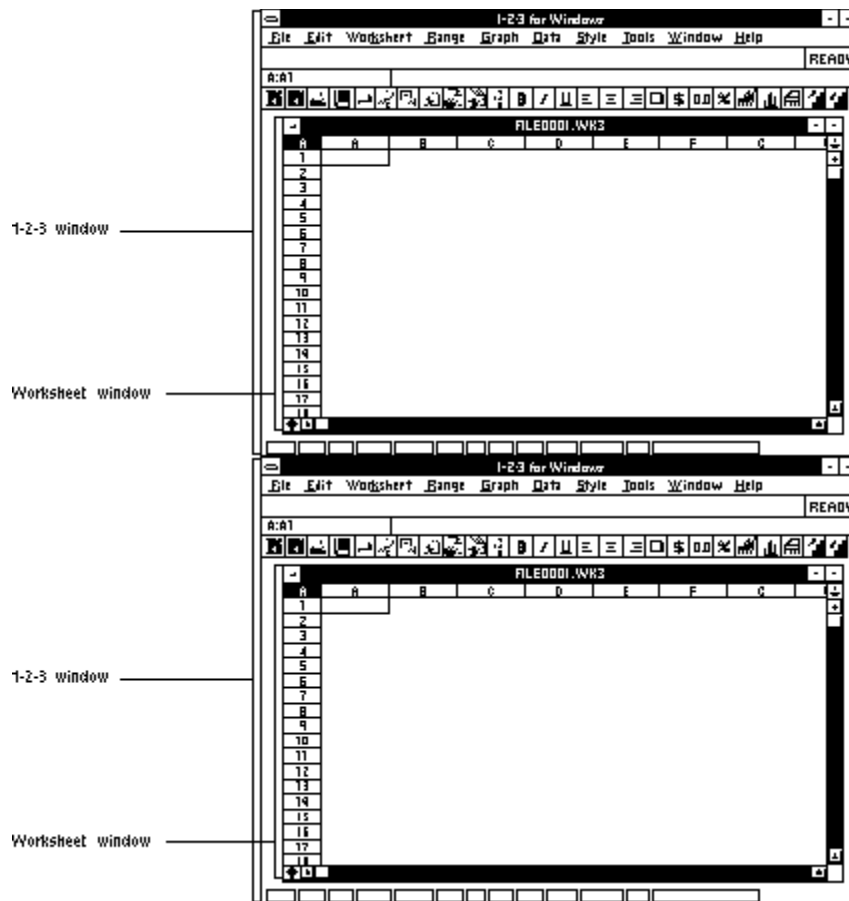
### 2 Features New to Release 2 Users

## Macros

1-2-3 window

Worksheet window





The tables below list the new 1-2-3 for Windows macro commands. If you need more information on macros, see [Chapter 15](#) of the *User's Guide* or choose Help Macros.

## Clipboard

The commands below control the Windows Clipboard.

### Macro instruction

### Task

{EDIT-CLEAR}

Deletes selected types of data (cell contents, cell format, formatting, or graph) from a range permanently, without using the Clipboard.

{EDIT-COPY}

Copies data and related formatting from the worksheet to the Clipboard.

{EDIT-COPY-GRAPH}

Copies the current contents of a Graph window to the Clipboard.

{EDIT-CUT}

Cuts data and related formatting from the worksheet to the Clipboard.

{EDIT-PASTE}

Pastes data and related formatting from the Clipboard into the current file.

{EDIT-PASTE-LINK}

Creates a DDE link between the current worksheet file and the file referred to on the Clipboard.

## Data manipulation

The commands below enter, edit, erase, and recalculate data.

Macro instruction	Task
{APPENDBELOW}	Copies data in one range to the bottom of another range, automatically extending the second range to include the copied data.
{APPENDRIGHT}	Copies data in one range to the right of another range, automatically extending the second range to include the copied data.

## Dynamic Data Exchange

The Dynamic Data Exchange (DDE) commands below manipulate conversation level (low-level) links between 1-2-3 for Windows and other Windows applications.

Macro instruction	Task
{DDE-ADVISE}	Specifies the macro that is executed when data changes in the server application.
{DDE-CLOSE}	Terminates a conversation with a Windows application.
{DDE-EXECUTE}	Sends a command to an application.
{DDE-OPEN}	Initiates a conversation with a Windows application, making that the current conversation.
{DDE-POKE}	Sends data to an application.
{DDE-REQUEST}	Transfers data from an application.
{DDE-UNADVISE}	Terminates the {DDE-ADVISE} instruction.
{DDE-USE}	Selects the current conversation that is used by other DDE macros.

## External table control

The commands below control how 1-2-3 for Windows handles transactions with external databases.

Macro instruction	Task
{COMMIT}	Commits all pending external database transactions.
{ROLLBACK}	Cancels all pending external database transactions.

## Flow-of-control

The command below starts applications.

Macro instruction	Task
-------------------	------

{LAUNCH}	Starts a Windows application.
----------	-------------------------------

## Interactive

The commands below suspend macro execution for user input, and control macro interruption and the timing of macro execution.

Macro instruction	Task
{FORM}	Suspends macro execution so you can enter and edit data in a specified range. Similar to Range Input in Releases 2 and 3, but gives you more control over the allowable keystrokes.
{FORMBREAK}	Ends a {FORM} command.
{GETLABEL}	Displays a prompt in the 1-2-3 Classic window, waits for a response, and enters the response as a label in a cell.
{GETNUMBER}	Displays a prompt in the 1-2-3 Classic window, waits for a response, and enters the response as a number in a cell.
{MENUBRANCH}	Displays a customized menu in the 1-2-3 Classic window, waits for you to select a menu item, and then branches to the macro instructions associated with that menu item.
{MENUCALL}	Displays a customized menu in the 1-2-3 Classic window, waits for you to select a menu item, and then performs a subroutine call to the macro instructions associated with that menu item as a subroutine.

## Link

The commands below manipulate link level (high-level) links between 1-2-3 for Windows and other Windows applications.

Macro instruction	Task
{LINK-ASSIGN}	Specifies a destination range for a link.
{LINK-CREATE}	Creates a DDE link to another Windows application.
{LINK-DEACTIVATE}	Turns off specified link.
{LINK-DELETE}	Deletes a DDE link previously created between 1-2-3 for Windows and another Windows application.
{LINK-REMOVE}	Removes the currently used destination range for a link.
{LINK-TABLE}	Creates a table of links.
{LINK-UPDATE}	Refreshes a manual DDE link.

## Macro key names

The table below lists the new 1-2-3 for Windows macro key names.

1-2-3 or keyboard key	Macro key name
/ (slash) or < (less-than symbol)	/, <, or {MENU}
ALT	{ALT}, {MENUBAR}, or {MB}
CTRL+END	{FILE}
CTRL+END CTRL+PG DN	{PREVFILE}, {PF}, or {FILE}{PS}
CTRL+END CTRL+PG UP	{NEXTFILE}, {NF}, or {FILE}{NS}
CTRL+END END	{LASTFILE}, {LF}, or {FILE}{END}
CTRL+END HOME	{FIRSTFILE}, {FF}, or {FILE}{HOME}
CTRL+HOME	{FIRSTCELL} or {FC}
CTRL+left arrow	{BACKTAB} or {BIGLEFT}
CTRL+PG DN	{PREVSHEET} or {PS}
CTRL+PG UP	{NEXTSHEET} or {NS}
CTRL+right arrow	{BIGRIGHT} or {TAB}
CTRL+. (period)	{ANCHOR}
END CTRL+HOME	{LASTCELL} or {LC}
F4 in READY mode	{ANCHOR}
F6 (PANE)	{WINDOW}
F10 (MENU)	{ALT}, {MENUBAR}, or {MB}
HOME	{HOME}

### The {CE} keystroke instruction

{CLEARENTRY} or {CE} represents an internal 1-2-3 for Windows keystroke; it does not have a corresponding key on the keyboard.

{CE} clears the current data from the edit line or a text box when 1-2-3 for Windows is in EDIT mode.

### The {MB} keystroke instruction

{MENUBAR} or {MB} makes the 1-2-3 for Windows main menu active. For example, the macro instructions {MB}RFC~ change the format of a selected range as currency with two decimal places. {MENUBAR} and {MB} are equivalent to {ALT}.

1-2-3 for Windows does not have macro key names for the following keys: ALT+F1 (COMPOSE), CAPS LOCK, NUM LOCK, PRINT SCREEN, SCROLL LOCK, and SHIFT. Therefore, you cannot use these keystrokes in a macro.

## Screen control

These commands control different parts of the screen display.

Macro instruction	Task
{BREAK}	During data entry or selection of a 1-2-3 for Windows command, returns 1-2-3 for Windows

to READY mode.

{FRAMEOFF}	Turns off display of the worksheet frame.
{FRAMEON}	Restores display of the worksheet frame, undoing {FRAMEOFF}.
{GRAPHOFF}	Removes a graph displayed by {GRAPHON} and redisplay the current worksheet.
{GRAPHON}	Without suspending macro execution, displays a full-screen view of the current graph or makes a named graph the current graph and optionally displays it.
{INDICATE}	Changes the mode indicator to the text you specify or restores the standard mode indicator.
{PANELOFF}	Freezes the control panel and status line either in their current states or after clearing them.
{PANELON}	Unfreezes the control panel and status line, undoing {PANELOFF}.

## Window control

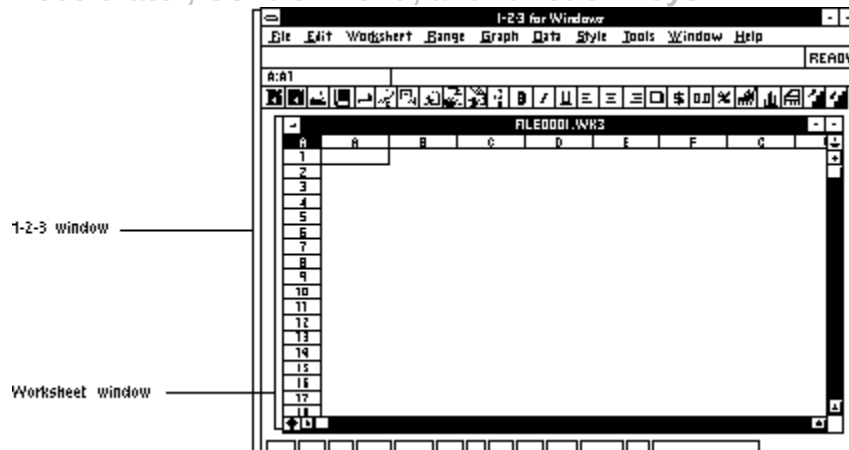
The commands below move, size, and arrange windows.

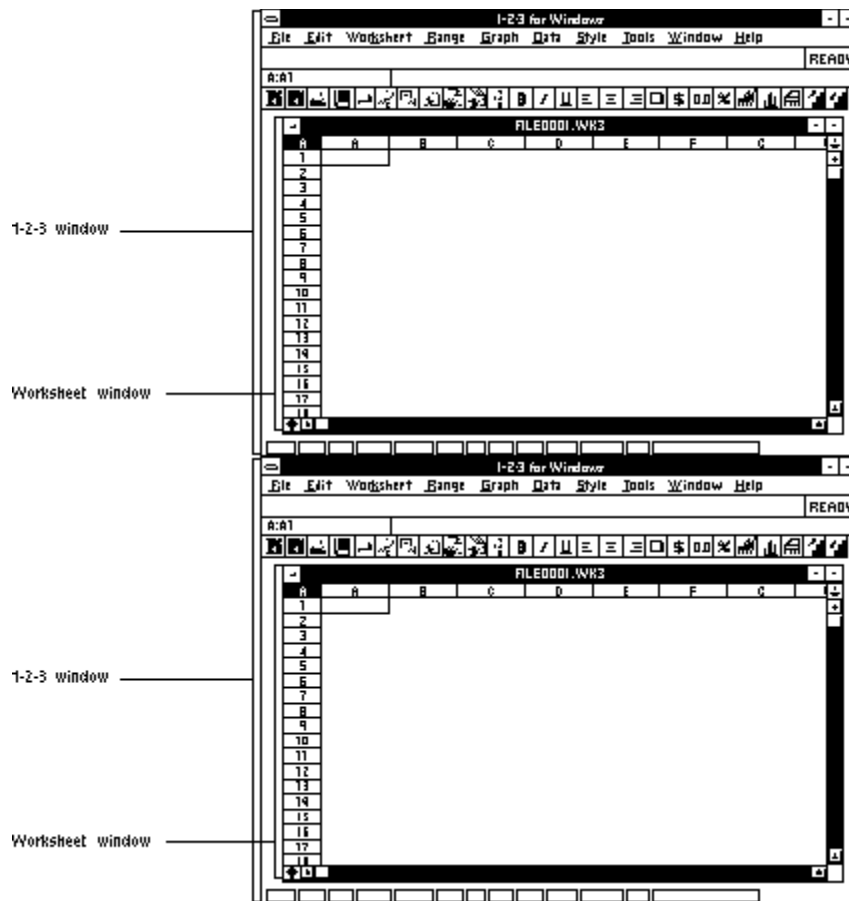
Macro instruction	Task
{APP-ADJUST}	Moves and changes the size of the 1-2-3 window.
{APP-STATE}	Minimizes, maximizes, or restores the 1-2-3 window.
{WINDOW-ADJUST}	Moves and changes the size of a Worksheet, Graph, or Transcript window.
{WINDOW-SELECT}	Makes a specified window active.
{WINDOW-STATE}	Minimizes, maximizes, or restores a window.

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

#### 2 Features New to Release 2 Users

## Accelerator, Control menu, and function keys





1-2-3 for Windows has the following new or changed accelerator keys and function keys.

## Accelerator keys

Accelerator keys perform tasks you can also perform with a command.

ALT+BACKSPACE reverses the effect of the most recently executed command or action that you can undo.

ALT+BACKSPACE is equivalent to Edit Undo.

ALT+F4 ends the 1-2-3 for Windows session, prompts you to save any unsaved files, and returns you to the Windows Program Manager. ALT+F4 is equivalent to File Exit. (In Release 2.2, ALT+F4 is the UNDO key.)

CTRL+INS copies selected data and related formatting from a worksheet to the Clipboard. CTRL+INS is equivalent to Edit Copy.

CTRL+A LETTER runs a macro. This is true if the macro's name consists of a \ (backslash) and a letter. CTRL+A LETTER is equivalent to Tools Macro Run. (Replaces ALT+A LETTER in Release 2.)

DEL deletes the contents of selected cells without using the Clipboard. DEL is equivalent to Edit Clear.

**Caution** DEL permanently deletes data. However, you can restore the data you deleted if you use Edit Undo before you perform another action.

SHIFT+DEL cuts selected data and related formatting from a worksheet to the Clipboard. SHIFT+DEL is equivalent to Edit Cut.

SHIFT+INS copies data and related formatting from the Clipboard to a selected location in a worksheet. SHIFT+INS is equivalent to Edit Paste.

## Control menu keys

The keys listed below are not accelerator keys, but they are key combinations that activate the Control menu keys.

ALT+ - (hyphen) displays the Control menu of the active window.

ALT+ESC cycles through each open application window and application icon.

ALT+ space bar displays the Control menu for 1-2-3 for Windows, if the application is in READY mode. If a dialog box is open, ALT + space bar displays the Control menu for the dialog box.

CTRL+ESC displays the Windows Task List.

CTRL+F4 closes the active window and prompts you to save the file if it contains unsaved changes. CTRL+F4 is equivalent to choosing Close from the Control menu of a window within the 1-2-3 window and is equivalent to choosing File Close when the active window is a Worksheet window.

CTRL+F6 makes the next open Worksheet, Graph, or Transcript window active. CTRL+F6 is equivalent to choosing Next from a Control menu.

## Function keys

1-2-3 for Windows uses the function keys to perform special operations. The function keys perform different operations depending on whether you press only the function key, or you press ALT or CTRL with the function key.

The function keys listed below are new to Release 2 users.

F4 in READY mode is equivalent to pressing CTRL+. (period), which anchors the cell pointer so you can select a range.

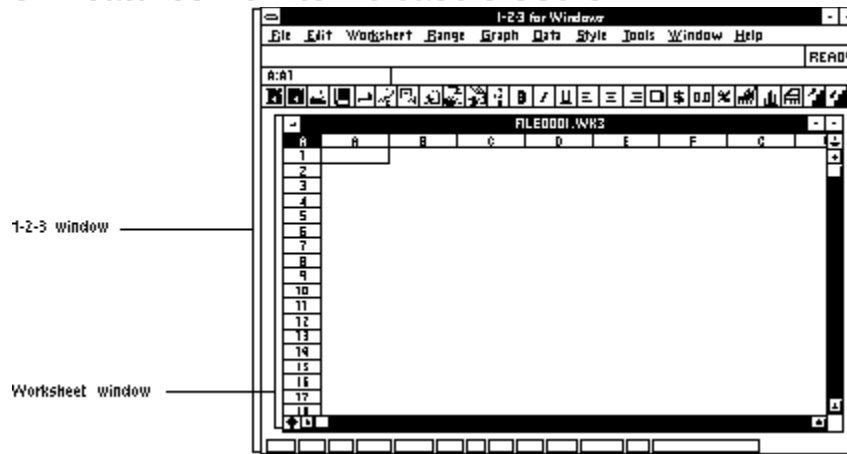
F10 (MENU) makes the 1-2-3 for Windows menu bar active. (In Release 2, F10 was the GRAPH key.) Pressing ALT is equivalent to pressing F10 (MENU).

ALT+F3 (RUN) displays a list of macros to run. (This key is new to Release 2.01 users.)

**Help** For more information about keys, choose Help Contents and select [Keyboard](#). If you are not sure how to use Help, see ["Using Help"](#) in Chapter 1 of the *User's Guide*.



### 3 Features New to Release 3 Users



This chapter is for users who are upgrading from 1-2-3 Release 3, and includes an overview of new features and commands in 1-2-3 for Windows, explaining briefly how they work.

Throughout this chapter the term Release 3 means both Release 3 and Release 3.1, unless otherwise specified.

#### 1-2-3 Classic

#### SmartIcons

#### /Copy command

#### Data commands

#### Edit commands

#### File commands

#### Graph commands

#### Help commands

#### /Move commands

#### /Print commands

#### Range commands

#### Style commands

#### Tools commands

#### Window commands

#### Worksheet commands

#### @Functions

#### Macros

#### Accelerator, Control menu, and function keys

Among the new commands and features are the following:

- 1-2-3 Classic that lets you run the product using familiar Release 3.1 commands
- SmartIcons that let you access commonly used commands and macros
- The /Copy command renamed to Edit Quick Copy
- New Data command names
- New Edit commands that give you Dynamic Data Exchange (DDE), the Clipboard, and changes to the /Copy, /Move, /Range Erase, and /Range Search command names
- New File commands that give you a File Save shortcut and additional printing options

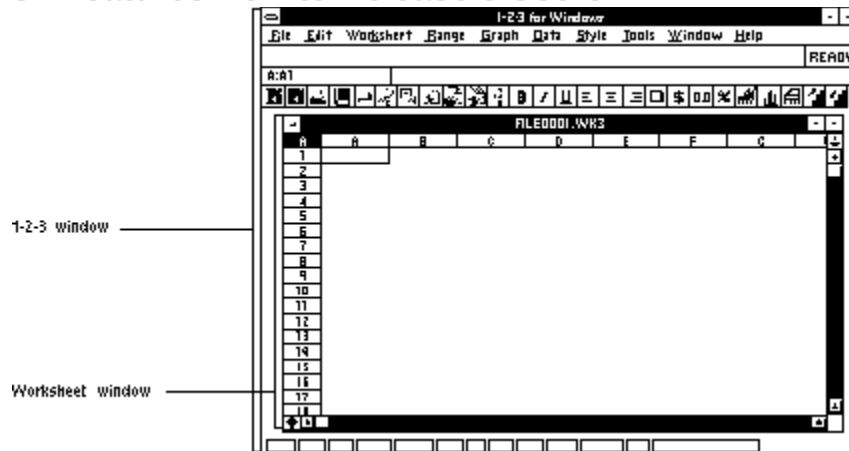
- New Graph commands that give you advanced Graph and Graph Window commands
- New Help commands that give you greatly expanded online Help
- The /Move command renamed to Edit Move Cells
- New /Print commands now located in the File menu
- New Range commands and the ability to select ranges before or after choosing a command
- New Style commands that give you expanded graphical ability such as using fonts, colors, shading, label alignment, and range borders
- New Tools commands that give you increased "what-if" analysis available with Solver and Backsolver, and more flexibility in specifying user settings
- New Window commands that let you specify ways to display windows (tile and cascade)
- New Worksheet commands that let you size rows
- New @functions
- New macro commands and an increased ability to debug macros
- New accelerator, Control menu, and function keys

**Help** For more information about a 1-2-3 for Windows command, choose that command, then press F1 (HELP) for context-sensitive Help. If you are not sure how to use Help, see ["Using Help"](#) in Chapter 1 of the *User's Guide*.

The *User's Guide* gives you more detailed information about the features of 1-2-3 for Windows.

**Note** See [Chapter 5](#) for tables that compare Release 3.1 and 1-2-3 for Windows commands.

### 3 Features New to Release 3 Users



This chapter is for users who are upgrading from 1-2-3 Release 3, and includes an overview of new features and commands in 1-2-3 for Windows, explaining briefly how they work.

Throughout this chapter the term Release 3 means both Release 3 and Release 3.1, unless otherwise specified.

#### [1-2-3 Classic](#)

#### [SmartIcons](#)

#### [/Copy command](#)

#### [Data commands](#)

##### [DataLens drivers](#)

##### [External database commands](#)

##### [What-if Table](#)

#### [Edit commands](#)

##### [Dynamic Data Exchange \(DDE\)](#)

##### [Clipboard](#)

##### [Edit Clear](#)

##### [Edit Clear Special](#)

##### [Edit Find](#)

##### [Edit Quick Copy and Edit Move Cells](#)

##### [Edit Undo](#)

#### [File commands](#)

##### [File Administration](#)

##### [File Exit](#)

##### [File Open](#)

##### [File Save](#)

##### [File Save As](#)

##### [Print features](#)

#### [Graph commands](#)

##### [Graph](#)

#### [Help commands](#)

##### [Using Help](#)

#### [/Move commands](#)

#### [/Print commands](#)

#### [Range commands](#)

#### [Style commands](#)

##### [Borders](#)

[Colors](#)  
[Fonts and typefaces](#)  
[Tools commands](#)  
[Add-ins](#)  
[Backsolver and Solver](#)  
[Transcript window](#)  
[User settings](#)  
[Window commands](#)  
[Worksheet commands](#)  
[@Functions](#)  
[Date and time @functions](#)  
[Special @functions](#)  
[Macros](#)  
[Clipboard](#)  
[Dynamic Data Exchange](#)  
[External table control](#)  
[Flow-of-control](#)  
[Interactive](#)  
[Link](#)  
[Macro key names](#)  
[Window control](#)  
[Accelerator, Control menu, and function keys](#)  
[Accelerator keys](#)  
[Control menu keys](#)  
[Function keys](#)

Among the new commands and features are the following:

- 1-2-3 Classic that lets you run the product using familiar Release 3.1 commands
- SmartIcons that let you access commonly used commands and macros
- The /Copy command renamed to Edit Quick Copy
- New Data command names
- New Edit commands that give you Dynamic Data Exchange (DDE), the Clipboard, and changes to the /Copy, /Move, /Range Erase, and /Range Search command names
- New File commands that give you a File Save shortcut and additional printing options
- New Graph commands that give you advanced Graph and Graph Window commands
- New Help commands that give you greatly expanded online Help
- The /Move command renamed to Edit Move Cells
- New /Print commands now located in the File menu
- New Range commands and the ability to select ranges before or after choosing a command
- New Style commands that give you expanded graphical ability such as using fonts, colors, shading, label alignment, and range borders
- New Tools commands that give you increased "what-if" analysis available with Solver and Backsolver, and more flexibility in specifying user settings
- New Window commands that let you specify ways to display windows (tile and cascade)
- New Worksheet commands that let you size rows
- New @functions

- New macro commands and an increased ability to debug macros
- New accelerator, Control menu, and function keys

**Help** For more information about a 1-2-3 for Windows command, choose that command, then press F1 (HELP) for context-sensitive Help. If you are not sure how to use Help, see ["Using Help"](#) in Chapter 1 of the *User's Guide*.

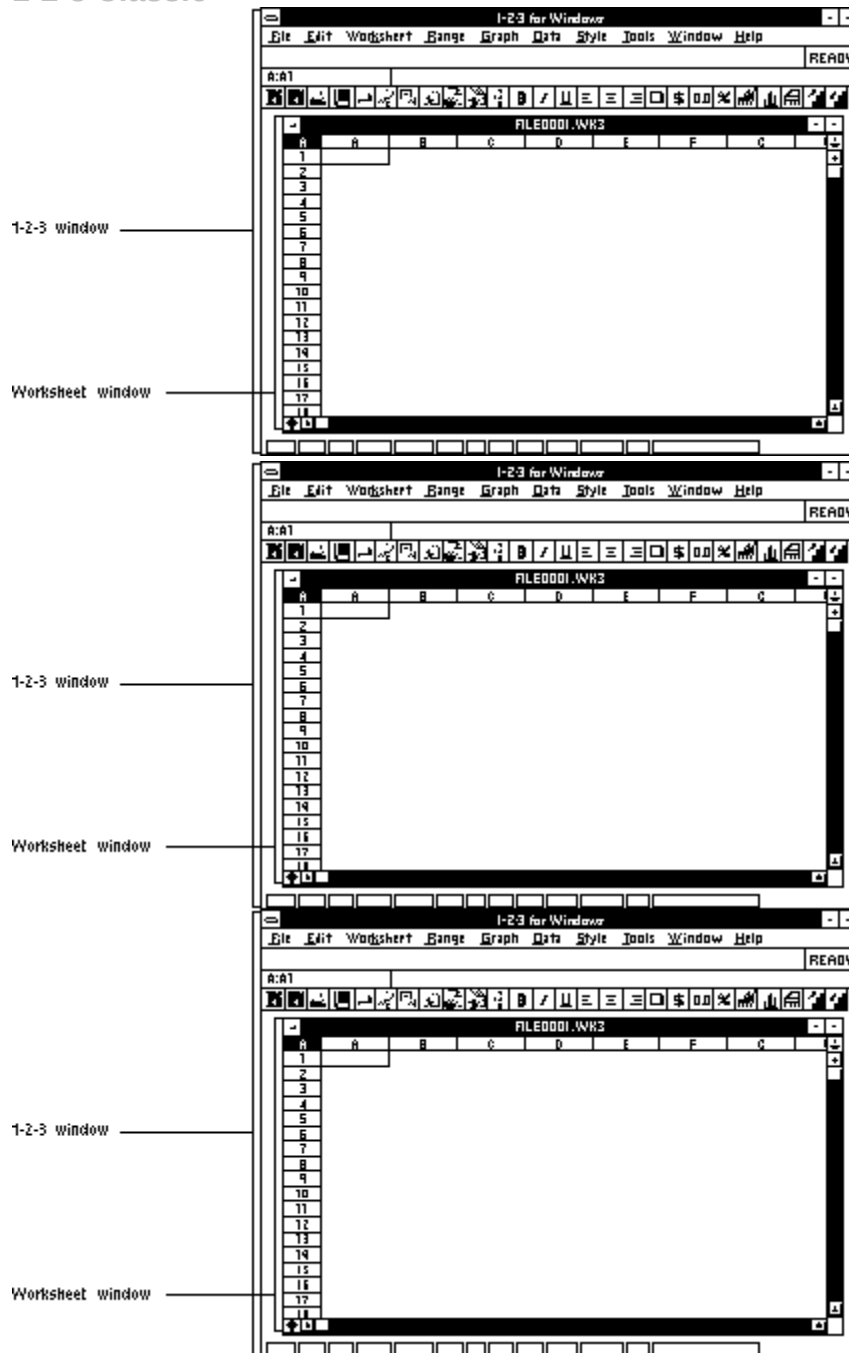
The *User's Guide* gives you more detailed information about the features of 1-2-3 for Windows.

**Note** See [Chapter 5](#) for tables that compare Release 3.1 and 1-2-3 for Windows commands.

## Quick Start for 1-2-3 Upgraders

### 3 Features New to Release 3 Users

#### 1-2-3 Classic

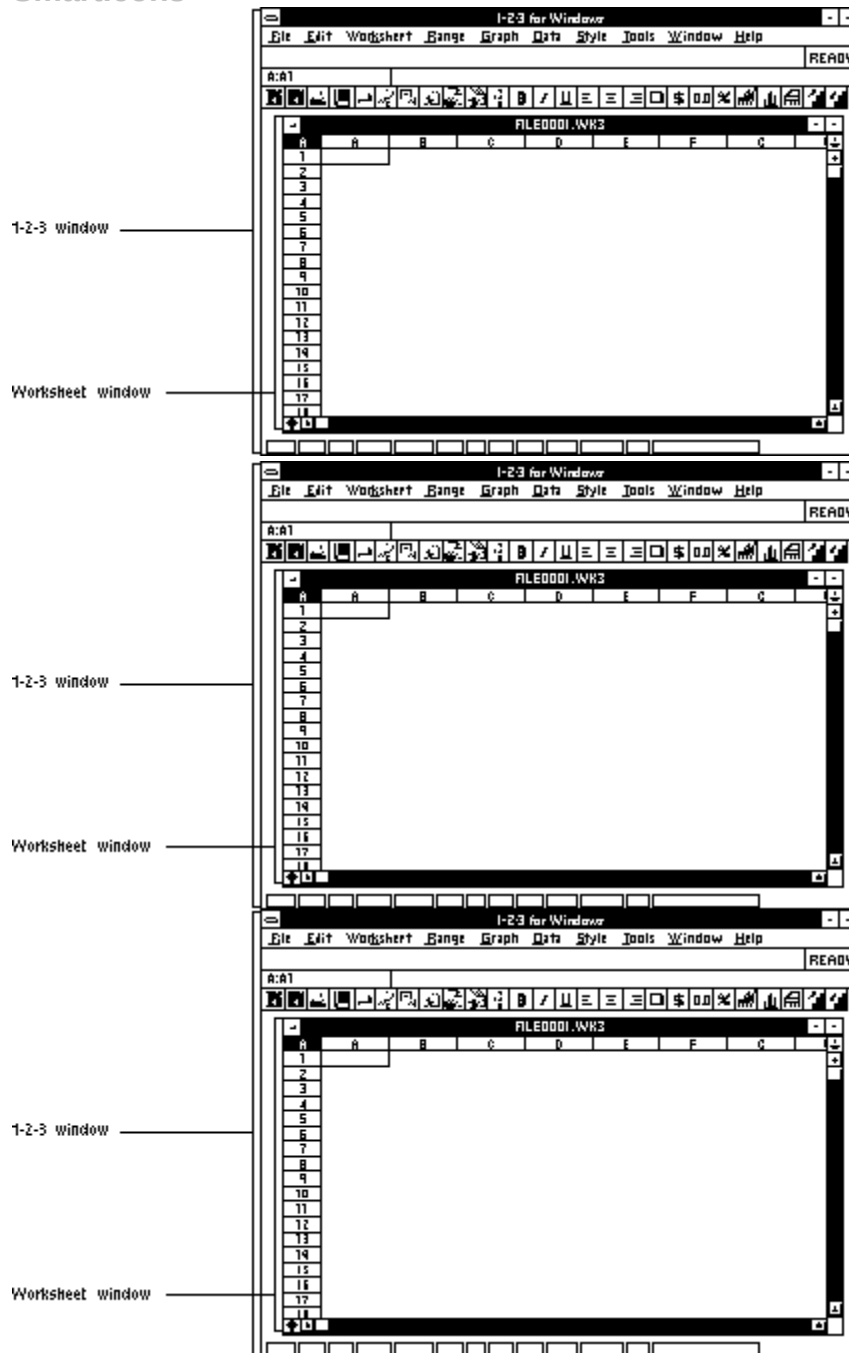


1-2-3 Classic is the 1-2-3 Release 3.1 menu tree. If you are already familiar with 1-2-3 Release 3.1, you can use 1-2-3 Classic.

To use 1-2-3 Classic, press / (slash), < (less-than symbol), or : (colon) with 1-2-3 for Windows in READY mode.

For more information, see ["1-2-3 Classic"](#) in Chapter 1.

## SmartIcons



You can select commonly used commands and macros by clicking SmartIcons on the icon palette. When a Graph window is active, 1-2-3 displays SmartIcons associated with graphs.

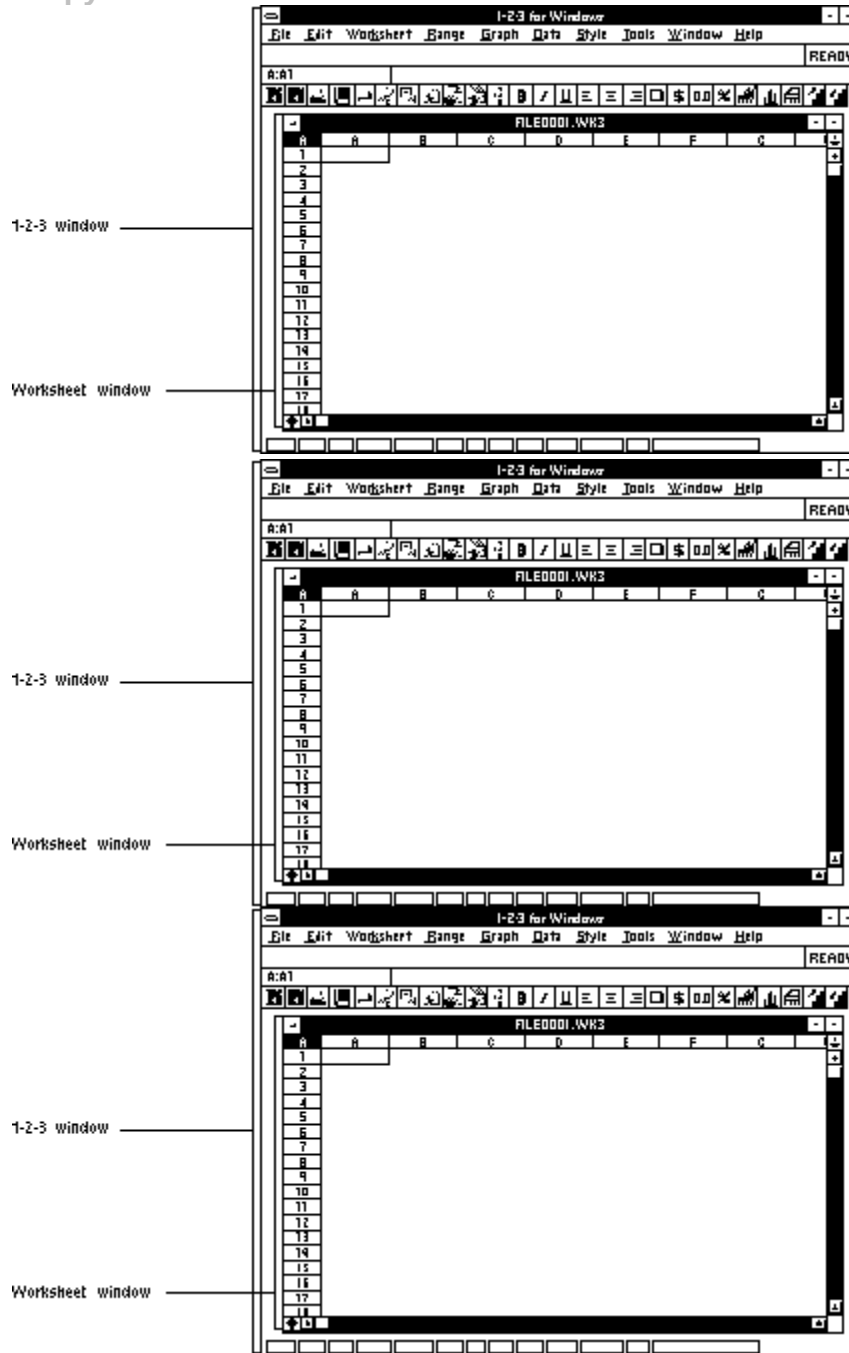
You can select the combination of SmartIcons that appear in the icon palette, choosing the commands most useful to your work. Use the Tools SmartIcons dialog box to change the position of the icon palette in the 1-2-3 window, customize the icon palette to change which SmartIcons are available, and assign a macro to a custom icon.

For more information on the SmartIcons, see [Chapter 1](#) of the *User's Guide*.

## Quick Start for 1-2-3 Upgraders

### 3 Features New to Release 3 Users

#### /Copy command

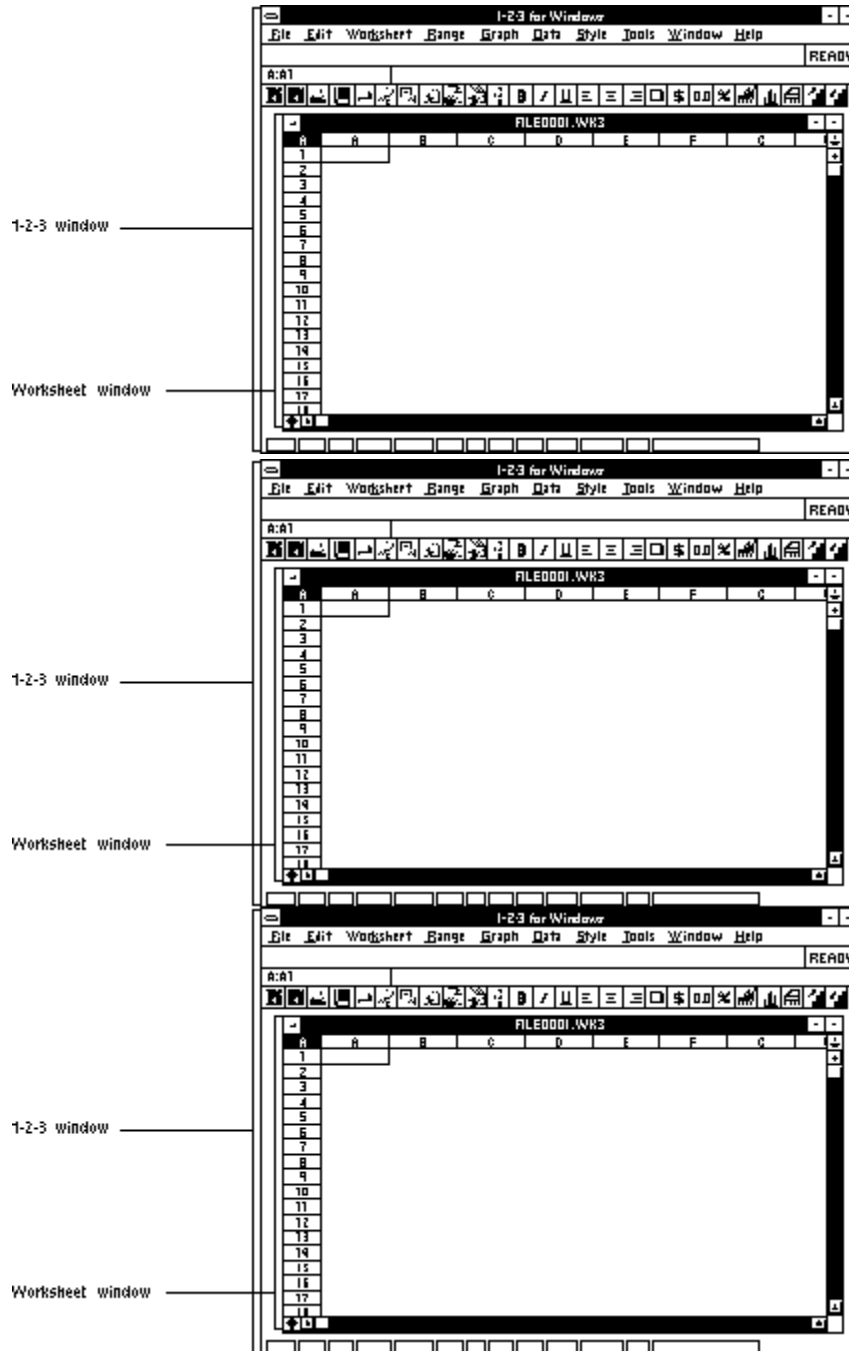


To copy data, use Edit Quick Copy or Edit Copy and Edit Paste.



### 3 Features New to Release 3 Users

## Data commands



New Data command names include What-if Table and Connect to External.

## DataLens drivers

DataLens lets you read data from and write data to external tables without leaving 1-2-3 for Windows. The external table can be on a personal computer, a network server, a corporate mainframe, or a CD-ROM.

1-2-3 for Windows supports DataLens, and includes dBASE, SQL Server, and Paradox drivers in the 1-2-3 for

Windows package.

Depending on the specific features of the DataLens driver you are using, you can do the following:

- Create a table
- Request data from a table
- Add information to a table
- Update or delete information already in a table
- Select specific records from a table
- Perform calculations on information in a table
- Delete a table

For more information on DataLens drivers, see [\*DataLens Drivers for 1-2-3\*](#).

## External database commands

There are new external database command names. These commands still let the exchange of information between a 1-2-3 for Windows worksheet file and an external database.

**Data Connect to External** -- In Release 3, this command is /Data External Use.

**Data External Options** -- The following Release 3 commands are now accessed by Data External Options: /Data External List, /Data External Create, and /Data External Reset.

## What-if Table

There are three new What-if Table command names.

**Data What-if Table 1-Way** -- In Release 3, this command is /Data Table 1.

**Data What-if Table 2-Way** -- In Release 3, this command is /Data Table 2.

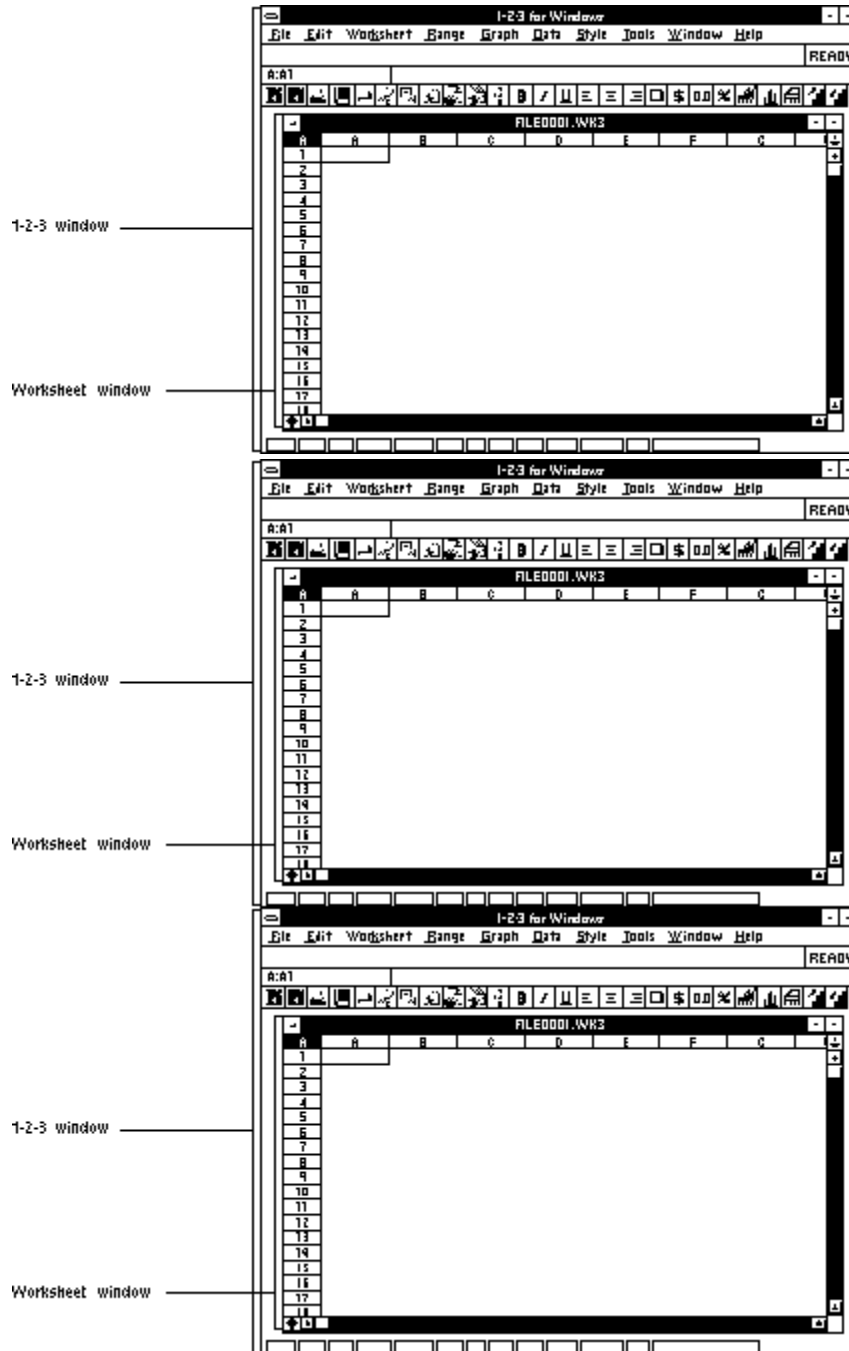
**Data What-if Table 3-Way** -- In Release 3, this command is /Data Table 3.

If you need more information on these commands, see [\*"Using what-if tables,"\*](#) in Chapter 14 of the *User's Guide*.

## Quick Start for 1-2-3 Upgraders

### 3 Features New to Release 3 Users

#### Edit commands



New Edit features include Dynamic Data Exchange (DDE), the Clipboard, and a new main menu command, Edit. The Edit commands let you

- Copy and move data from a worksheet file to another open file or application
- Establish links between a worksheet file and other applications
- Undo commands and actions in a worksheet file

The Edit commands replace the Release 3 /Copy, /Move, /Range Erase, and /Range Search commands.

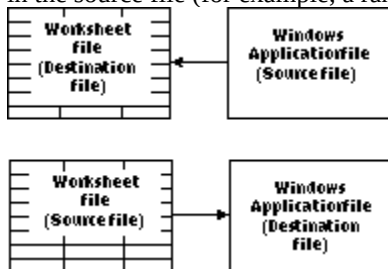
**Help** For more information about the [Edit commands](#), choose Edit, then press F1 (HELP) for context-sensitive Help. If you are not sure how to use Help, see ["Using Help"](#) in Chapter 1 of the *User's Guide*.

## Dynamic Data Exchange (DDE)

**Dynamic Data Exchange (DDE)** lets you transfer data between 1-2-3 for Windows and other Windows applications and update the information in the destination file when information in the source file changes.

When you create a DDE link to a file, that file is the **destination file**. The destination file can be a worksheet file or any other file created with a Windows application that supports DDE. The **destination range** is the range you want to link to in the current worksheet file.

The **source file** is the file that contains the data you want to use as the source. The source file can be a worksheet file or any other file created with a Windows application that supports DDE. The **source item** is the location of the data in the source file (for example, a range address).



Use Edit Paste Link and Edit Link Options to manage links in the current worksheet file. Use the DDE commands in the other application to manage links that use a worksheet file as the source.

### DDE formats

1-2-3 for Windows supports Clipboard and DDE links with the following formats:

- TEXT
- Rich Text Format
- BITMAP
- METAFILE
- WK1
- WK3

For more information on DDE links, see [Chapter 11](#) of the *User's Guide*.

## Clipboard

1-2-3 for Windows uses the Windows 3.0 Clipboard -- an external area that stores data that you paste from or copy to with the Edit Paste, Edit Copy, and Edit Cut commands.

The Edit commands let you copy and move data between a worksheet file and another application file in Windows 3.0. The Edit commands also let you paste data you want to copy or move more than once (which you cannot do with a /Copy or /Move command in Release 3), and let you copy text from a text box and from the edit line.

### Edit Clear

Edit Clear deletes the contents of selected cells, but does not use the Clipboard. In Release 3, this command is /Range Erase.

### Edit Clear Special

Edit Clear Special deletes selected attributes of a range. You can delete the cell contents, the number format, the style, or a graph within a range. In Release 3, these commands are /Range Erase, /Range Format Reset, :Format Reset, and :Graph Remove.

## **Edit Find**

Edit Find finds and, optionally, replaces characters in a range. You can search through labels or formulas. In Release 3, this command is /Range Search.

If you need more information on Edit Find, see ["Editing data"](#) in Chapter 2 of the *User's Guide*.

## **Edit Quick Copy and Edit Move Cells**

Edit Quick Copy and Edit Move Cells replace the Release 3 /Copy, /Move, and /Range Value commands.

1-2-3 for Windows has options within the Edit Quick Copy and Edit Move Cells commands. Edit Quick Copy and Edit Move Cells let you copy either the data or only the styles in a range. Edit Quick Copy also lets you convert formulas to values.

For more information on Edit Quick Copy and Edit Move Cells, see ["Copying data"](#) and ["Moving data"](#) in Chapter 2 of the *User's Guide*.

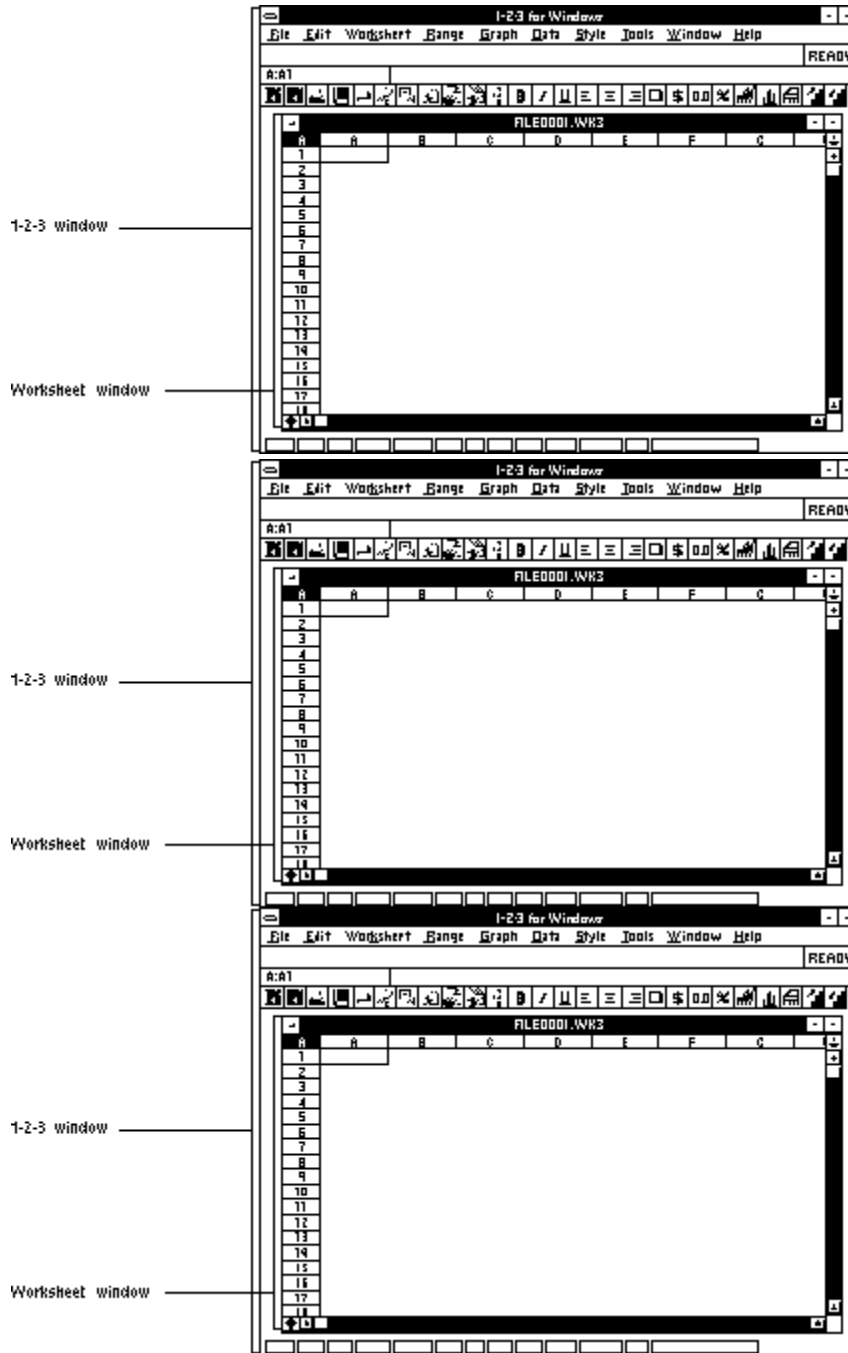
## **Edit Undo**

The undo feature lets you cancel mistakes you make. Edit Undo reverses the effect of the most recently executed command or action that you can undo.

Undo is off when you start 1-2-3 for Windows. To enable undo, choose Tools User Setup and add the check to the Enable Edit Undo check box. ALT+BACKSPACE is equivalent to Edit Undo. In Release 3, ALT+F4 is the UNDO key.

If you need more information on undo, see ["Undoing actions"](#) in Chapter 2 of the *User's Guide*.

## File commands



The sections below describe changes to File commands and command names.

## File Administration

File Administration Network Reserve replaces the Release 3 /File Admin Reservation command name.

In Release 3, File Administration Seal File is /File Admin Seal. File Administration Seal File prevents other users from changing format settings and seals the reservation setting.

If you need more information on network file protection, see [Chapter 9](#) of the *User's Guide*.

## **File Exit**

To end a 1-2-3 for Windows session, use File Exit. In Release 3, File Exit is/Quit Yes.

## **File Open**

To open an existing file, use File Open. In Release 3, File Open is /File Open After. There is no /File Retrieve command.

## **File Save**

File Save in 1-2-3 for Windows lets you save the current worksheet file, without confirmation, using the current file name.

## **File Save As**

File Save As in 1-2-3 for Windows lets you change the name of a file, create a backup file, or assign a password to a file. In Release 3, File Save As is /File Save.

## **Print features**

Use the File commands listed below to control printing.

**File Page Setup** -- Modifies page settings and lets you create and save named page settings.

**File Preview** -- Lets you see a specified range that is formatted for output on the screen before you print it.

**File Print** -- Prints a range, pages, and the number of copies that you specified.

**File Printer Setup** -- Lets you specify the printer destination and lets you modify printer settings. File Printer Setup lets you use any installed Windows printers.

## **Supported devices**

1-2-3 for Windows uses Windows 3.0 printer drivers and supports all printers that Windows 3.0 supports. 1-2-3 for Windows uses Windows 3.0 display drivers and supports any monitor type that Windows 3.0 supports.

If you need more information on printing, see [Chapter 8](#) of the *User's Guide*.

## **Setup strings**

1-2-3 for Windows supplies a generic text driver to support existing applications that use setup strings to control a printer. The text driver is the only driver that lets you control the printer directly by using printer control codes (setup strings), and only lets you print text (not graphs).

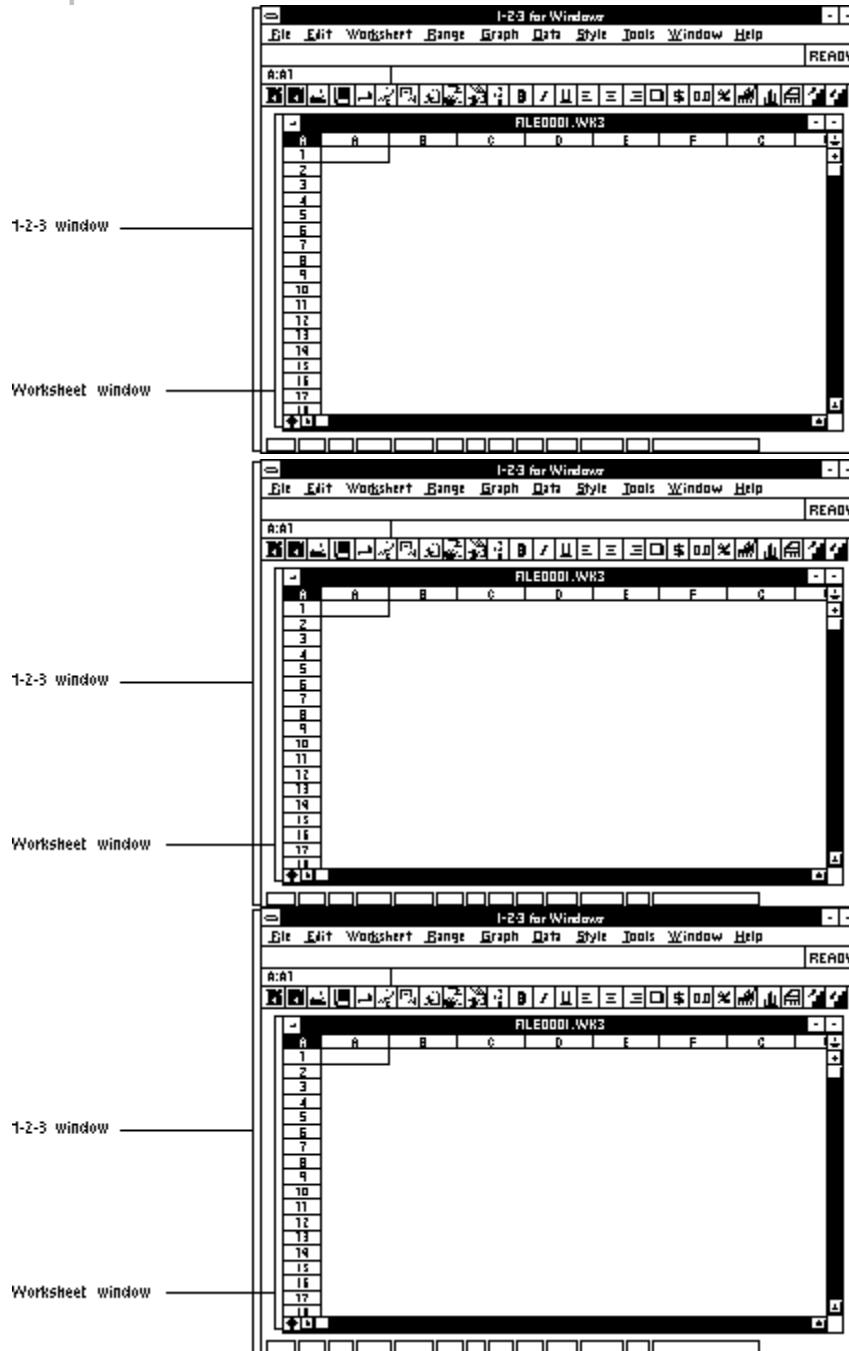
If you want to print using setup strings, choose /Print from 1-2-3 Classic.

## **Scalable fonts**

1-2-3 for Windows provides support for scalable fonts, which let you display and print fonts in any point size. As in Release 3.1, when using Wysiwyg, you may select up to eight unique fonts for each worksheet file.

The fonts shipped with 1-2-3 for Windows are Adobe Type Manager (ATM) fonts. There are 13 fonts included in the package, along with an ATM *User's Guide*. Follow the instructions in the [Adobe Type Manager -- Windows Version User Guide](#) to install the fonts.

## Graph commands



The Graph menu and graphing capability take full advantage of the graphical interface provided by Windows 3.0. Most of the new graph features appear in a Graph command menu or a Graph window menu.

There are new graph types, and each graph type has multiple options. The following are the new graph types:

**Area** -- Draws lines between values and fills in the area between lines with different colors or hatch patterns.

**3D Area** -- Draws 3-D lines between values and fills in the area between lines with different colors or hatch patterns.



**3D Bar** -- Draws a 3-D bar for each value.

**3D Line** -- Draws a 3-D line between values.

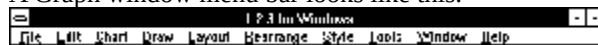
**3D Pie** -- Creates a 3-D pie slice for each value.

## Graph

The Graph New and Graph View commands open the Graph window and display graphs with default or initial settings. The Graph commands also add graphs to a worksheet and resize graphs.

When a Graph window is active, the menu bar displays Graph window commands. These commands let you enhance and manipulate the graph that is displayed.

A Graph window menu bar looks like this.



The table below lists and describes the Graph window commands.

Command	Task
Chart	Sets a graph type, ranges, data labels, headings, legend, borders, and grid lines.
Draw	Lets you add objects, including text, lines, arrows, rectangles, polygons, ellipses, or free-hand drawings to a graph.
Edit	Selects, copies, deletes, replicates, and restores objects in a graph.
File	Closes the current file or exits the 1-2-3 for Windows session.
Help	Gives information about 1-2-3 for Windows.
Layout	Pushes objects forward or back in a graph; locks and unlocks an object in a graph.
Rearrange	Changes the size and orientation of objects in a graph.
Style	Changes the font, color, line-style, alignment of objects in a graph, and display options of a graph.
Tools	Positions and customizes the SmartIcons.
Window	Enlarges and reduces areas of a Graph window; tiles or cascades Worksheet, Graph, and Transcript windows; lists open Worksheet, Graph, and Transcript windows.

Some of the new graph functionality includes quick and easy graphing (for example, Graph New in 1-2-3 for Windows, which is similar to pressing the F10 (GRAPH) key in Release 3); direct manipulation of some graph objects; customization of graphs using text, arrows, fonts, colors and other presentation features; a variety of graph types; and new graph types, such as 3-D bars.

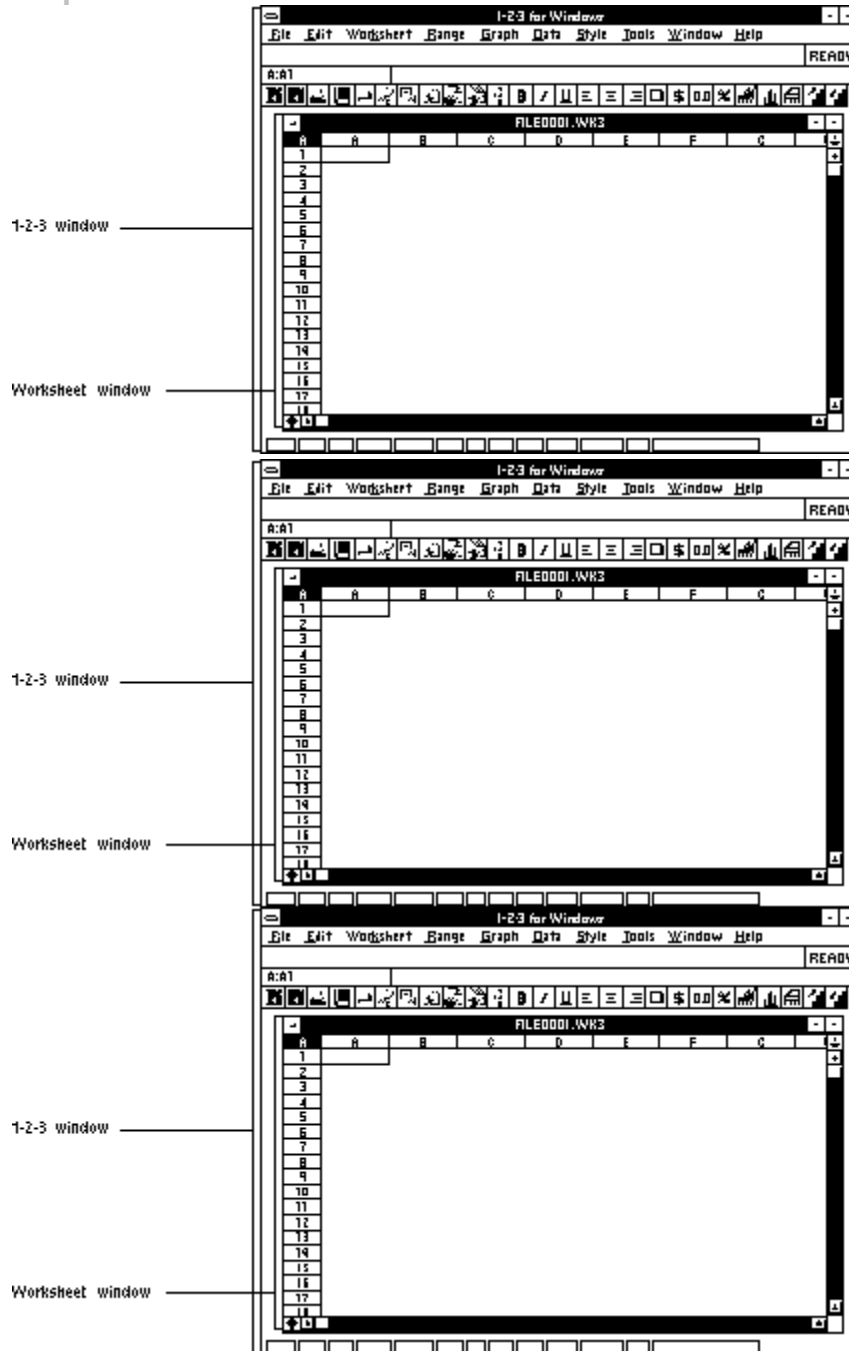
Many of these features are available in Release 3.1, with Wysiwyg, but not in Release 3.

If you need more information on graphs, see [Chapter 5](#) and [Chapter 6](#) of the *User's Guide*.

## Quick Start for 1-2-3 Upgraders

### 3 Features New to Release 3 Users

## Help commands



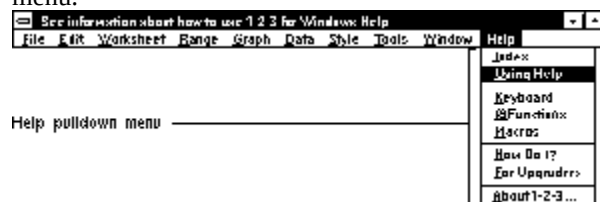
1-2-3 for Windows has online help that you can display in a Help window. You can resize and move the Help window and keep it open while you continue to work in a Worksheet, Graph, or Transcript window. For example, you can display a procedure in the Help window, then perform the procedure in a Worksheet window, leaving the Help window open and available to use later.

Help contains information that is not available in the printed documentation. For example, Help is the primary source of information about 1-2-3 for Windows @functions and macros. It also includes comprehensive procedural information about every 1-2-3 for Windows command.

Help offers a number of special features that enhance its use. For example, you can

- Search for topics
- Print Help topics
- Add your own comments to a Help topic
- Copy the text of a Help topic to the Clipboard and paste it in another window or application
- Place bookmarks in topics you refer to frequently
- See definitions and examples in pop-up boxes
- Backtrack through Help topics you viewed
- Browse through sets of Help topics

You can also choose Help from the 1-2-3 for Windows main menu and select a command from the Help pulldown menu.



## Using Help

You press F1 (HELP) to get context-sensitive Help in the following areas:

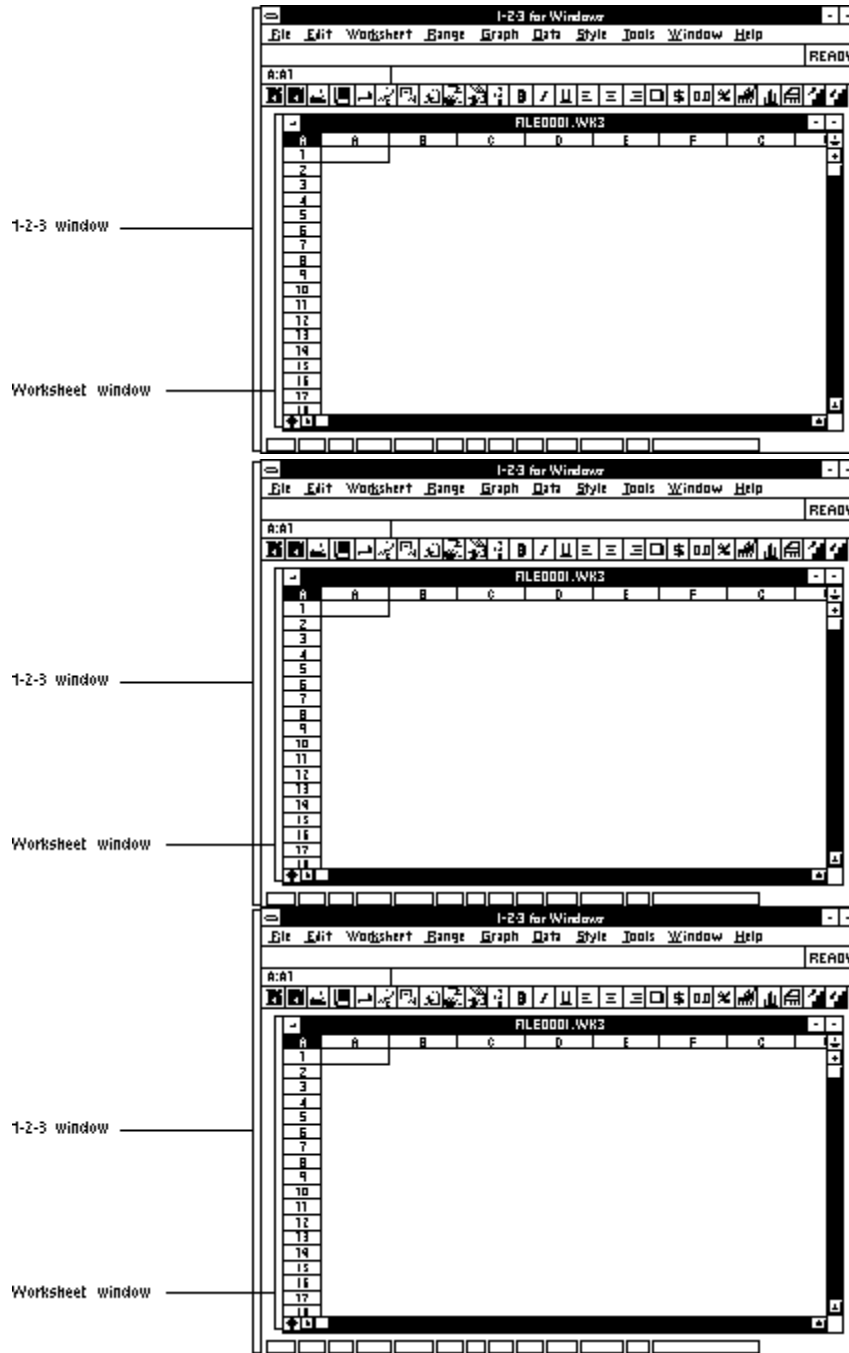
- If you choose a command or select a dialog box option, and then press F1 (HELP), the Help system displays a Help screen with information about the command or dialog box.
- If you type @ and press F1 (HELP), the Help system displays the @Functions index. If you type an @function name followed by an ( (open parenthesis), the Help system displays the Help screen that describes the @function whose name you typed. For example, type @SUM( and press F1 (HELP).
- If you type { (open brace) and press F1 (HELP), the Help system displays the Macros index. If you type { followed by an advanced macro command keyword, the Help system displays the Help screen that describes the advanced macro command whose keyword you typed. For example, type {MENUBRANCH}, and press F1 (HELP).
- If you press F1 (HELP) while 1-2-3 for Windows displays a message, 1-2-3 for Windows displays the Help screen related to that message.

For additional information on the Help system, see ["Using Help"](#) in Chapter 1 of the *User's Guide*.

## Quick Start for 1-2-3 Upgraders

### 3 Features New to Release 3 Users

#### /Move command

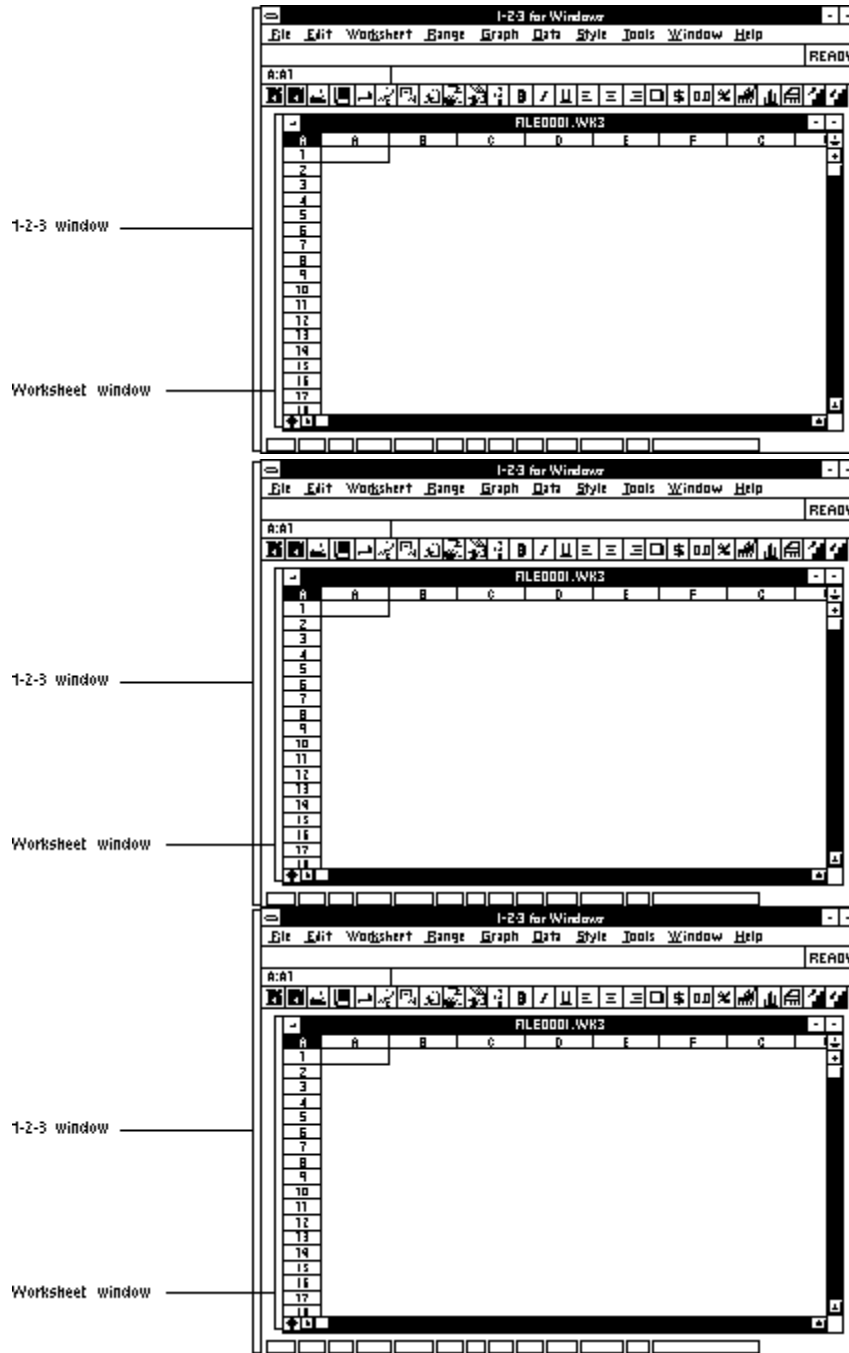


To transfer data to another range, use Edit Move Cells.

## Quick Start for 1-2-3 Upgraders

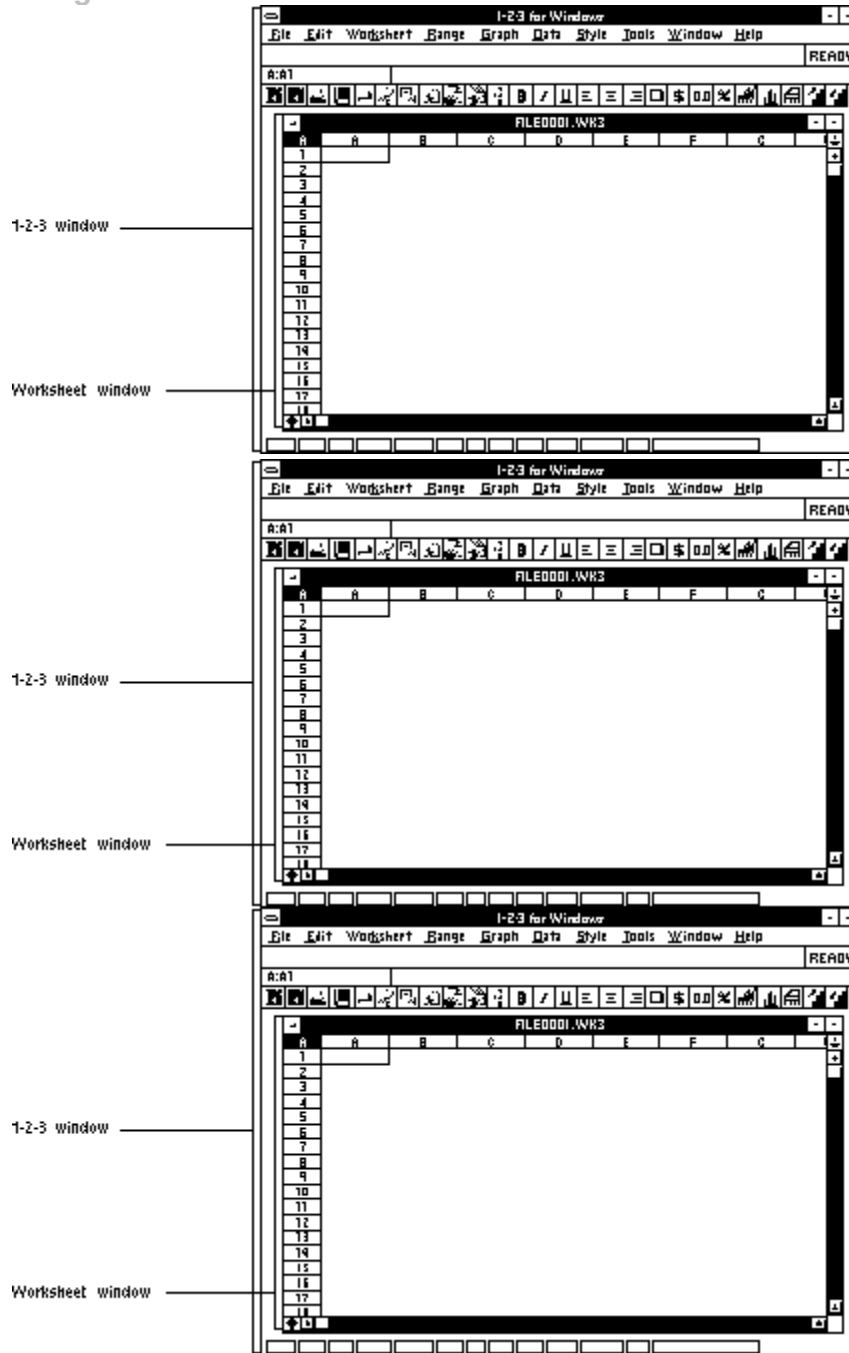
### 3 Features New to Release 3 Users

#### /Print commands



To print, use File Print. For more information, see ["Print features"](#) in this chapter.

## Range commands

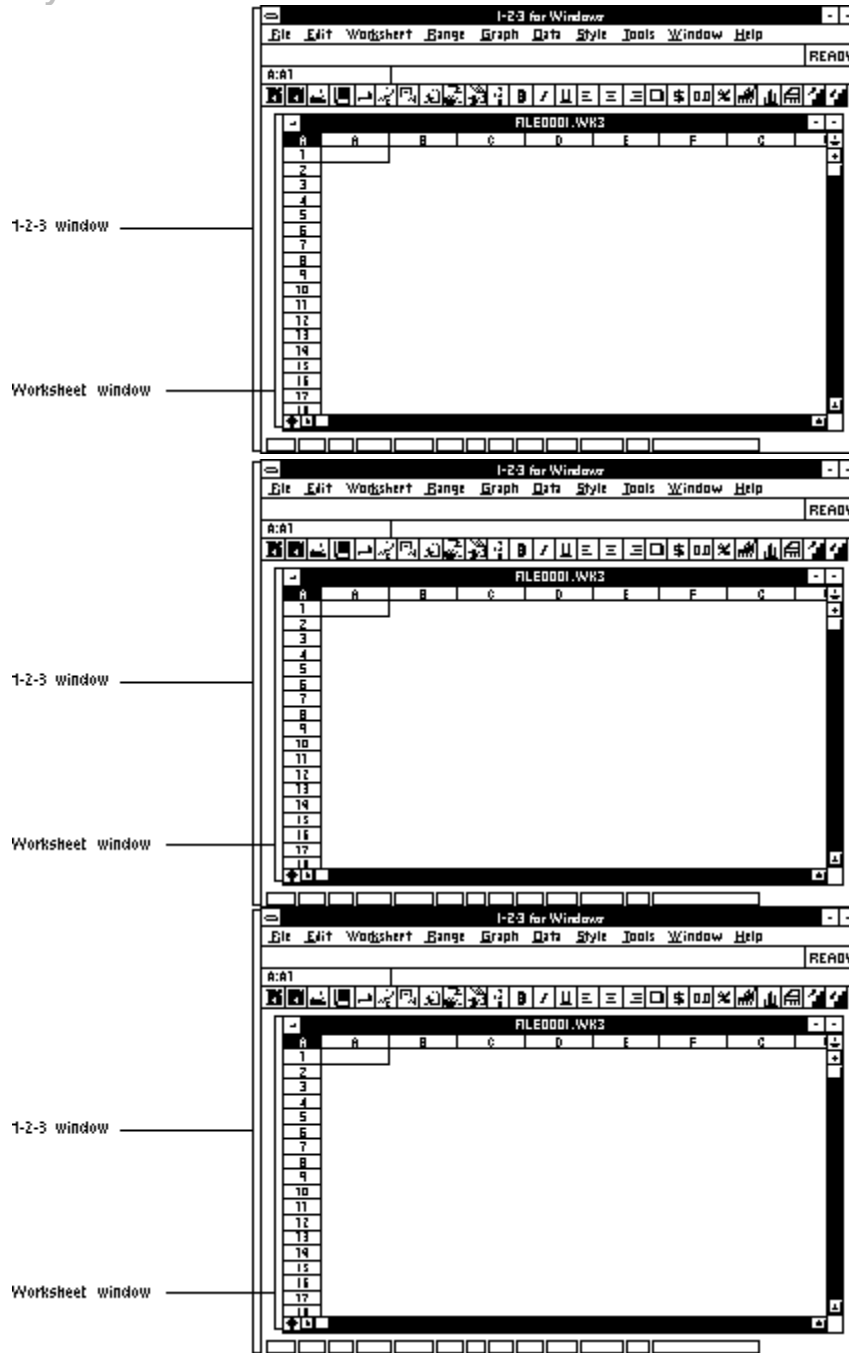


1-2-3 for Windows now lets you select a range before you execute a command. If you select a range before you choose a command, the range remains selected after the command is complete. This lets you use several commands on the same data. When the dialog box is displayed, the range you selected is displayed in the Range text box.

You can specify a range either before or after you choose a command.

If you need more information on selecting ranges, see ["Selecting a range"](#) in Chapter 2 of the *User's Guide*.

## Style commands



The Style commands let you specify the appearance of the data in your worksheet. With the Style commands you can

- Draw or erase borders around and between cells, outline cells and ranges, and place drop shadows around ranges.
- Specify the content and background colors for ranges.
- Specify light, dark, or solid shading for ranges.

- Define and name up to eight formats of a cell (called a named style). The name of the style you define appears in the pulldown menu the next time you choose Style.
- Specify the fonts and text attributes for ranges.
- Specify the type styles (bold font, italic font, and underline) for ranges.
- Left, right, or center align text in a range, or left, right, center, or even align across a range.

These Style features are available to Release 3.1 users who use Wysiwyg, but they are new features to Release 3 users. However, the commands and command names for the features differ from Release 3.1.

If you need more information on specifying styles, see [Chapter 3](#) of the *User's Guide*.

## **Borders**

You can set borders around cells and ranges. There are three different types of lines for borders: double, single, and wide. You can specify whether the borders appear around the outside of the range or within the range. You can also indicate that you would like a drop shadow around a range.

To specify borders, use Style Border. To specify the color of borders, use Window Display Options.

## **Colors**

1-2-3 for Windows has colors that you can specify for different parts of a worksheet. You can set colors for data and the cell background, for grid lines, for the worksheet frame, for the column letters and the row numbers for the selection, and for range borders.

To specify colors, use the Style Color or Window Display Options command.

## **Fonts and typefaces**

The types of screen fonts you can use in 1-2-3 for Windows depend on the fonts you installed with Windows 3.0; the types of printer fonts you can use depend on the fonts supported by the printer drivers you installed.

To use and specify fonts and typeface styles, use the Style Font command.

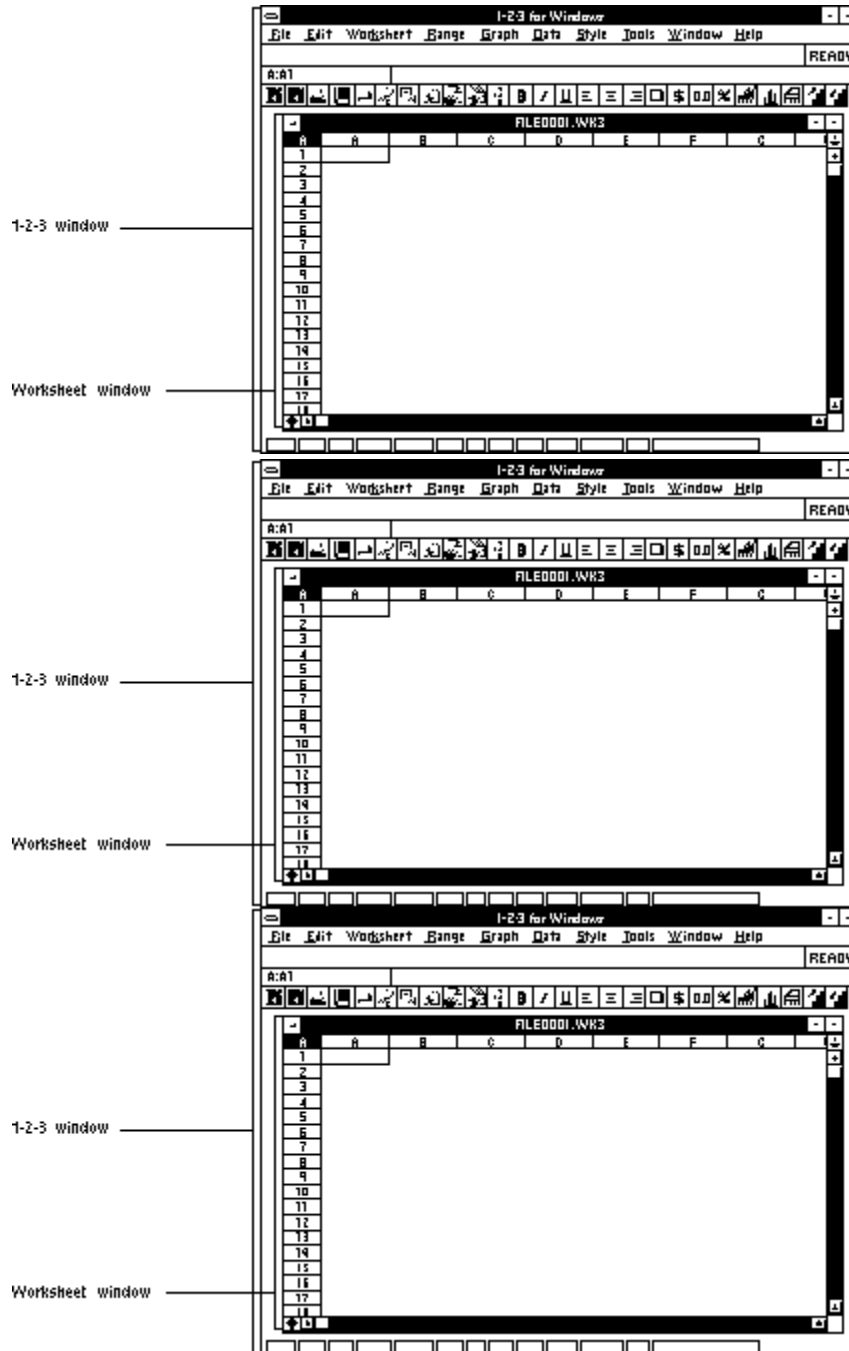
If you need more information on specifying these styles, see ["Using different fonts,"](#) ["Selecting colors,"](#) and ["Adding borders"](#) in Chapter 3 of the *User's Guide*.



## Quick Start for 1-2-3 Upgraders

### 3 Features New to Release 3 Users

#### Tools commands



The Tools commands let you perform specific tasks such as solving complex mathematical problems or debugging macros. In addition, the Tools commands let you change settings globally, such as letting you decide which currency symbol is used and where it is placed.

#### Add-ins

Because you are running 1-2-3 for Windows in the Windows 3.0 operating environment, you cannot run add-ins designed for other releases of 1-2-3. If you want to use an add-in, contact the in-house developer or manufacturer to

see if a version is available for 1-2-3 for Windows.

## Backsolver and Solver

1-2-3 for Windows has increased the power of "what-if" analysis with the Backsolver and Solver. The Backsolver calculates a formula to achieve a desired value by changing one of the variables that affects the result of the formula. For example, the Backsolver can calculate the quantity of a product that must be sold in order to generate a certain level of profitability.

The Solver can change values in more than one cell to meet multiple goals or constraints. The Solver can find the optimal answer, as well as a set of possible answers. For example, the Solver can calculate the number of records, compact discs, and tapes that must be sold in order to make a certain level of profitability, given certain limits on people-hours and materials available for production.

If you need more information on these commands, see [Chapter 14](#) of the *User's Guide*, and the [Solver Guide](#).

## Transcript window

In addition to new macro commands, 1-2-3 for Windows also has a Transcript window in which you can edit macros. The Transcript window keeps a record of keystrokes and mouse actions that you use in a 1-2-3 for Windows session. The Transcript window holds up to 512 bytes and most characters use one byte. You can use those recorded keystrokes to create a macro, you can run a macro by playing back the recorded keystrokes, and you can copy these macros to a worksheet.

The Transcript window is similar to the Macro Record feature in Release 3.

If you need more information about the Transcript window, see [Chapter 15](#) in the *User's Guide*.

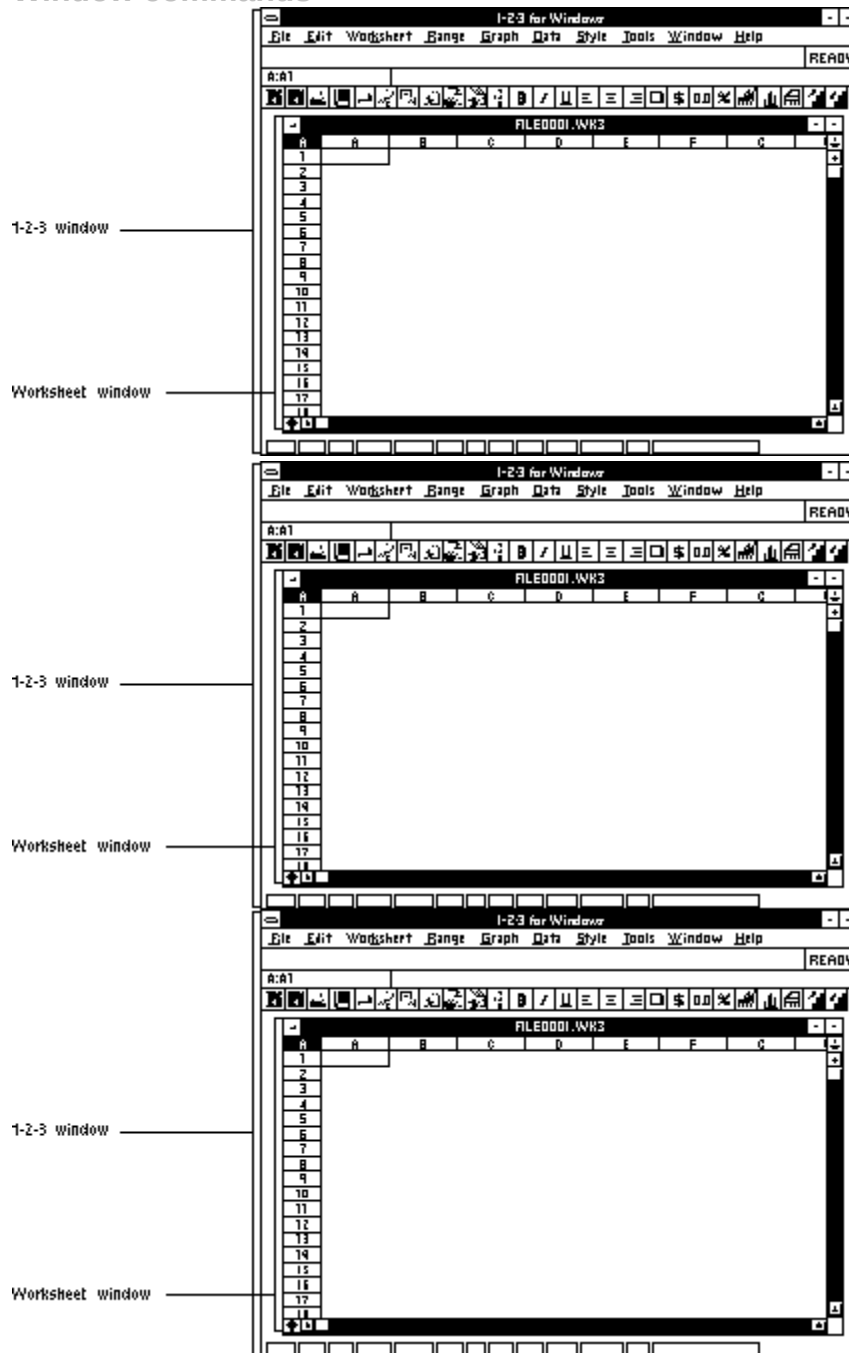
## User settings

1-2-3 for Windows can specify default settings for work sessions with Tools User Setup. In addition to international settings (Tools User Setup International) and recalculation options (Tools User Setup Recalculations), you can

- Specify the path for your worksheet directories.
- Enable or disable the undo feature.
- Choose to have the system beep or not when an error occurs.
- Choose to run autoexecute macros.
- Change the clock display as standard, international, or not at all.

In Release 3, these commands are /Worksheet Global Default commands.

## Window commands



The Window commands let you specify the ways you want to display information in 1-2-3 for Windows.

With the Window Split command, you can

- Display a worksheet in perspective view, which is a display of three contiguous worksheets from a worksheet file.
- Split a window into two horizontal or vertical panes.

With the Window Display Options command, you can

- Display a worksheet frame and grid lines.
- Make a window active.
- Display a worksheet as a draft or in black and white.
- Define colors.

Many of these features are available to Release 3.1 users who use Wysiwyg, but they are new features to Release 3 users.

With the Window Tile and Window Cascade commands, you can

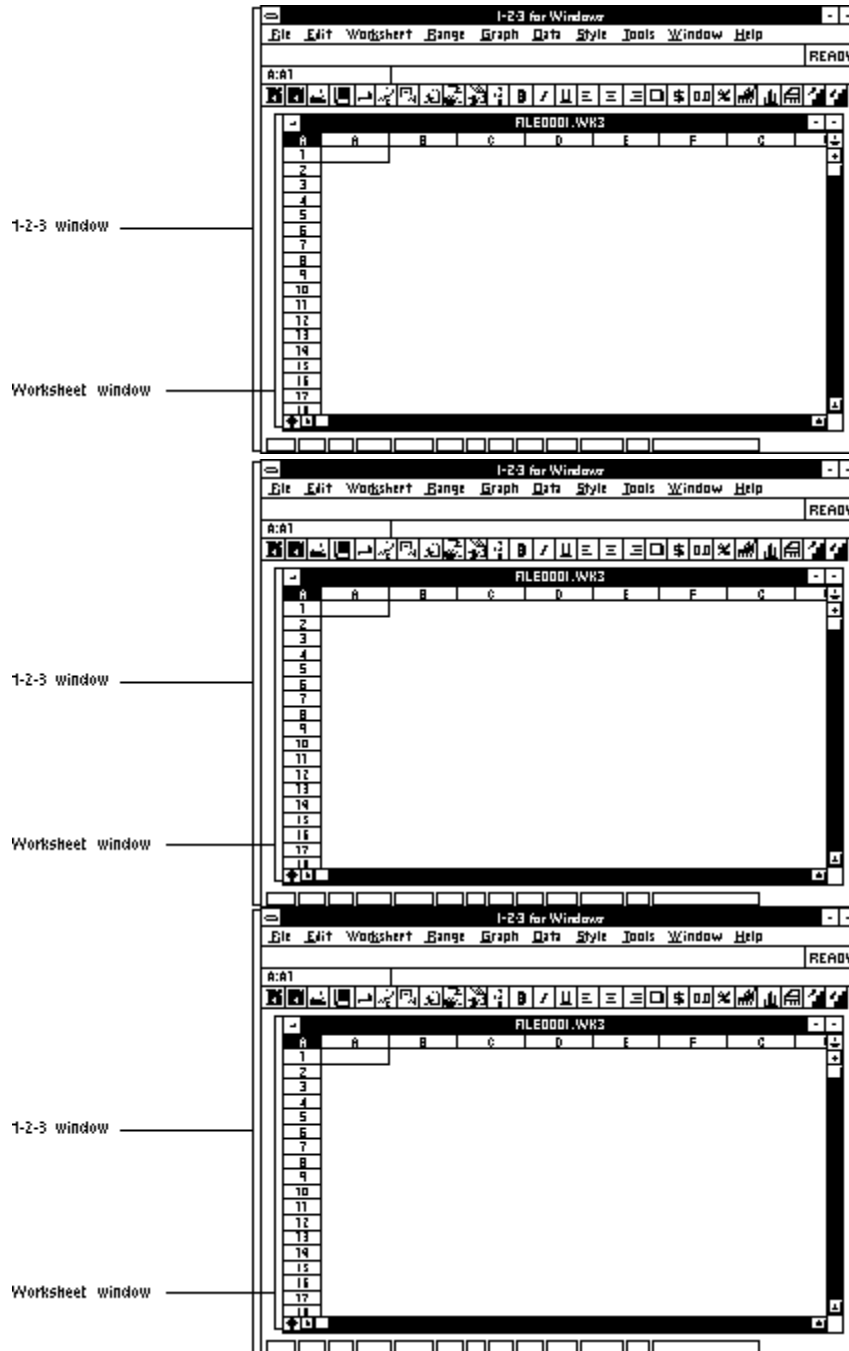
- Tile and cascade all open Worksheet, Graph, and Transcript windows, to make viewing data in multiple files easier.

When you tile windows, the windows size and arrange themselves side by side, like floor tiles, with the active window in the top left corner. When you cascade windows, the windows arrange themselves on top of each other, with only the window, title bar visible, and the active window on top of the stack of windows.

## Quick Start for 1-2-3 Upgraders

### 3 Features New to Release 3 Users

## Worksheet commands



Release 3.1 users who use Wysiwyg can change column widths and row heights with the mouse, but these are new features to Release 3 users.

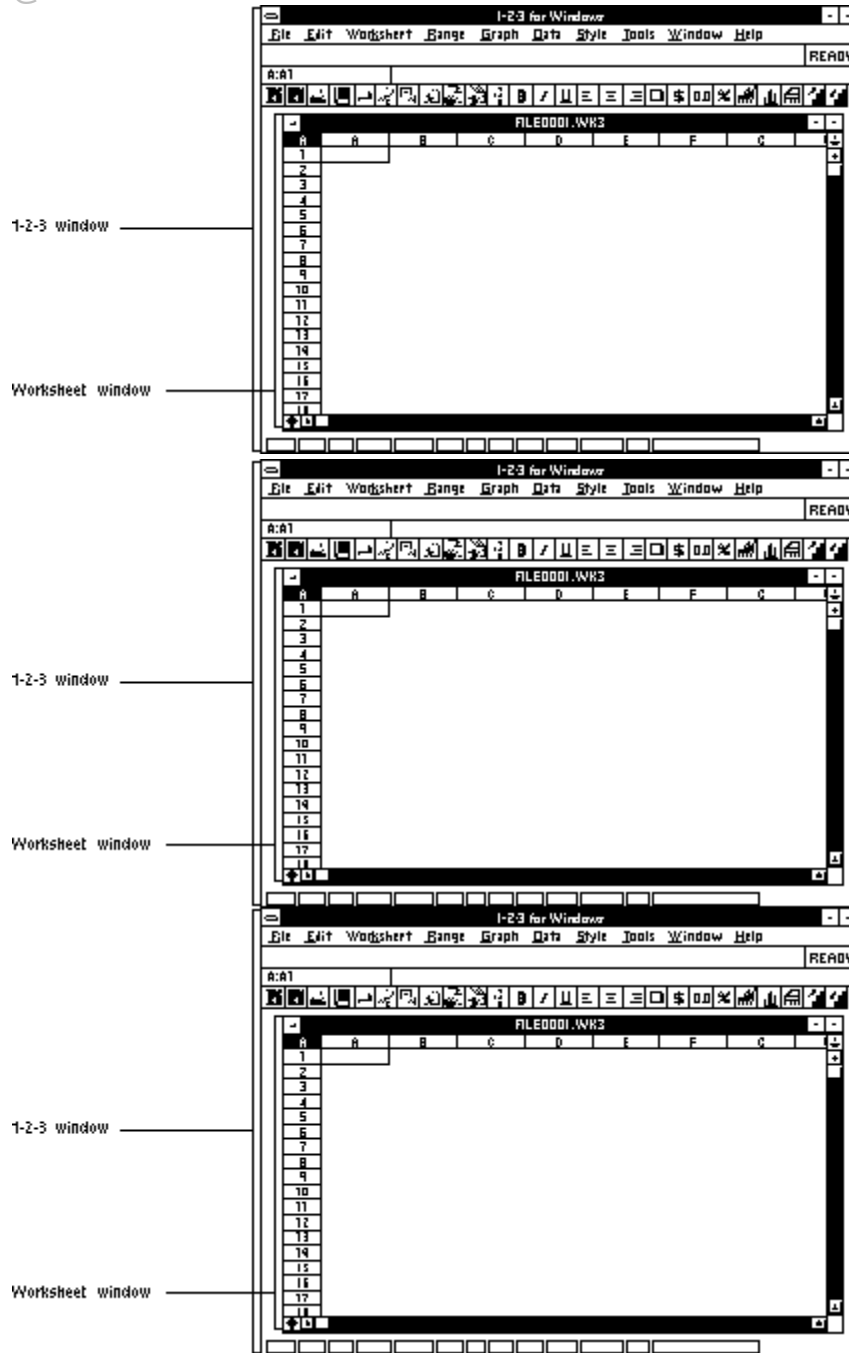
The Release 3 commands /Worksheet Column Hide and /Worksheet Column Display are Worksheet Hide and Worksheet Unhide in 1-2-3 for Windows.

If you need more information on these commands, see ["Changing a column width"](#) and ["Changing row heights"](#) in Chapter 3 of the *User's Guide*.

## Quick Start for 1-2-3 Upgraders

### 3 Features New to Release 3 Users

#### @Functions



The tables below list new 1-2-3 for Windows @functions. If you need more information on @functions, see [Chapter 4](#) of the *User's Guide* or choose Help @Functions.

#### Date and time @functions

Date and time @functions calculate values that represent dates and times.

## @Function                      Task

Current date and time calculations:

@DAYS360                      Calculates the number of days between two date numbers, based on a 360-day year. (This conforms to the 1990 modifications to the Securities Industry Association's 1986 Standard Securities Calculation Methods.)

## Special @functions

Special @functions perform tasks, such as looking up a value in a table or providing information about a specific cell.

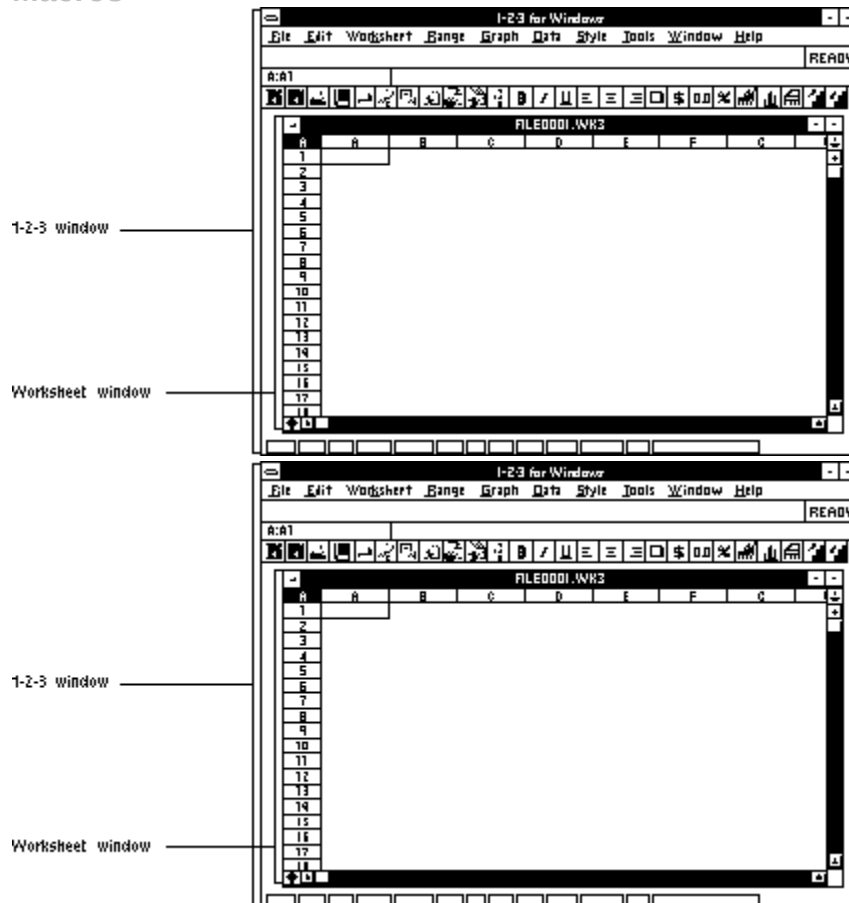
## @Function                      Task

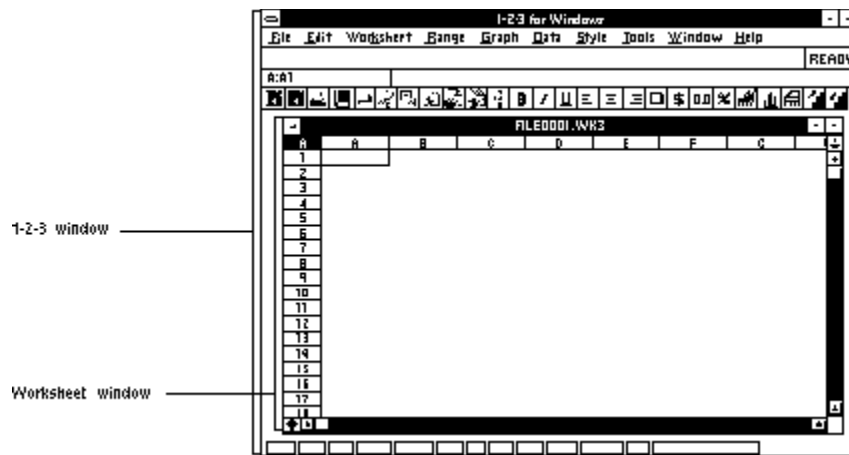
@SOLVER                      Returns information about the status of the Solver.

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

### 3 Features New to Release 3 Users

## Macros





The tables that follow list the new 1-2-3 for Windows macro commands. If you need more information on macros, see [Chapter 15](#) of the *User's Guide* or choose Help Macros.

## Clipboard

The commands below control the Windows Clipboard.

Macro instruction	Task
{EDIT-CLEAR}	Deletes selected types of data (cell contents, cell format, formatting, or graph) from a range permanently, without using the Clipboard.
{EDIT-COPY}	Copies data and related formatting from the worksheet to the Clipboard.
{EDIT-COPY-GRAPH}	Copies the current contents of a Graph window to the Clipboard.
{EDIT-CUT}	Cuts data and related formatting from the worksheet to the Clipboard.
{EDIT-PASTE}	Pastes the Clipboard into the current file.
{EDIT-PASTE-LINK}	Creates a DDE link between the current worksheet file and the file referred to on the Clipboard.

## Dynamic Data Exchange

The Dynamic Data Exchange (DDE) commands below manipulate conversation level (low-level) links between 1-2-3 for Windows and other Windows applications.

Macro instruction	Task
{DDE-ADVISE}	Specifies the macro that is executed when data changes in the server application.
{DDE-CLOSE}	Terminates a conversation with a Windows application.
{DDE-EXECUTE}	Sends a command to an application.
{DDE-OPEN}	Initiates a conversation with a Windows application, making that the current



	conversation.
{DDE-POKE}	Sends data to an application.
{DDE-REQUEST}	Transfers data from an application.
{DDE-UNADVISE}	Terminates the {DDE-ADVISE} instruction.
{DDE-USE}	Selects the current conversation that is used by other DDE macros.

## External table control

The commands below control how 1-2-3 for Windows handles transactions with external databases.

Macro instruction	Task
{COMMIT}	Commits all pending external database transactions.
{ROLLBACK}	Cancels all pending external database transactions.

## Flow of control

The command below starts applications.

Macro instruction	Task
{LAUNCH}	Starts a Windows application.

## Interactive

The commands below suspend macro execution for user input, and control macro interruption and the timing of macro execution.

These commands display a prompt in a dialog box. In Release 3, these commands display a prompt in the control panel.

Macro instruction	Task
{GETLABEL}	Displays a prompt in the 1-2-3 Classic window, waits for a response, and enters the response as a label in a cell.
{GETNUMBER}	Displays a prompt in the 1-2-3 Classic window, waits for a response, and enters the response as a number in a cell.
{MENUBRANCH}	Displays a customized menu in the 1-2-3 Classic window, waits for you to select a menu item, and then branches to the macro instructions associated with that menu item.
{MENUCALL}	Displays a customized menu in the 1-2-3 Classic window, waits for you to select a menu item, and then performs a subroutine call to the macro instructions associated with that menu item as a subroutine.

## Link

The commands below manipulate link level (high-level) links between 1-2-3 for Windows and other Windows applications.

Macro instruction	Task
{LINK-ASSIGN}	Specifies a destination range for a link.
{LINK-CREATE}	Creates a DDE link to another Windows application.
{LINK-DEACTIVATE}	Turns off specified link.
{LINK-DELETE}	Deletes a DDE link previously created between 1-2-3 for Windows and another Windows application.
{LINK-REMOVE}	Removes the currently used destination range for a link.
{LINK-TABLE}	Creates a table of links.
{LINK-UPDATE}	Refreshes a manual DDE link.

## Macro key names

The table below lists the new 1-2-3 for Windows macro key names.

1-2-3 for Windows does not have macro key names for the following keys: ALT+F1 (COMPOSE), CAPS LOCK, NUM LOCK, PRINT SCREEN, SCROLL LOCK, and SHIFT. Therefore, you cannot use these keystrokes in a macro.

Macro key name	Task
/ (slash) or < (less-than symbol)	/, <, or {MENU}
ALT	{ALT}, {MENUBAR}, or {MB}
F4 in READY mode	{ANCHOR}
F10 (menu)	{ALT}, {MENUBAR}, or {MB}

## Window control

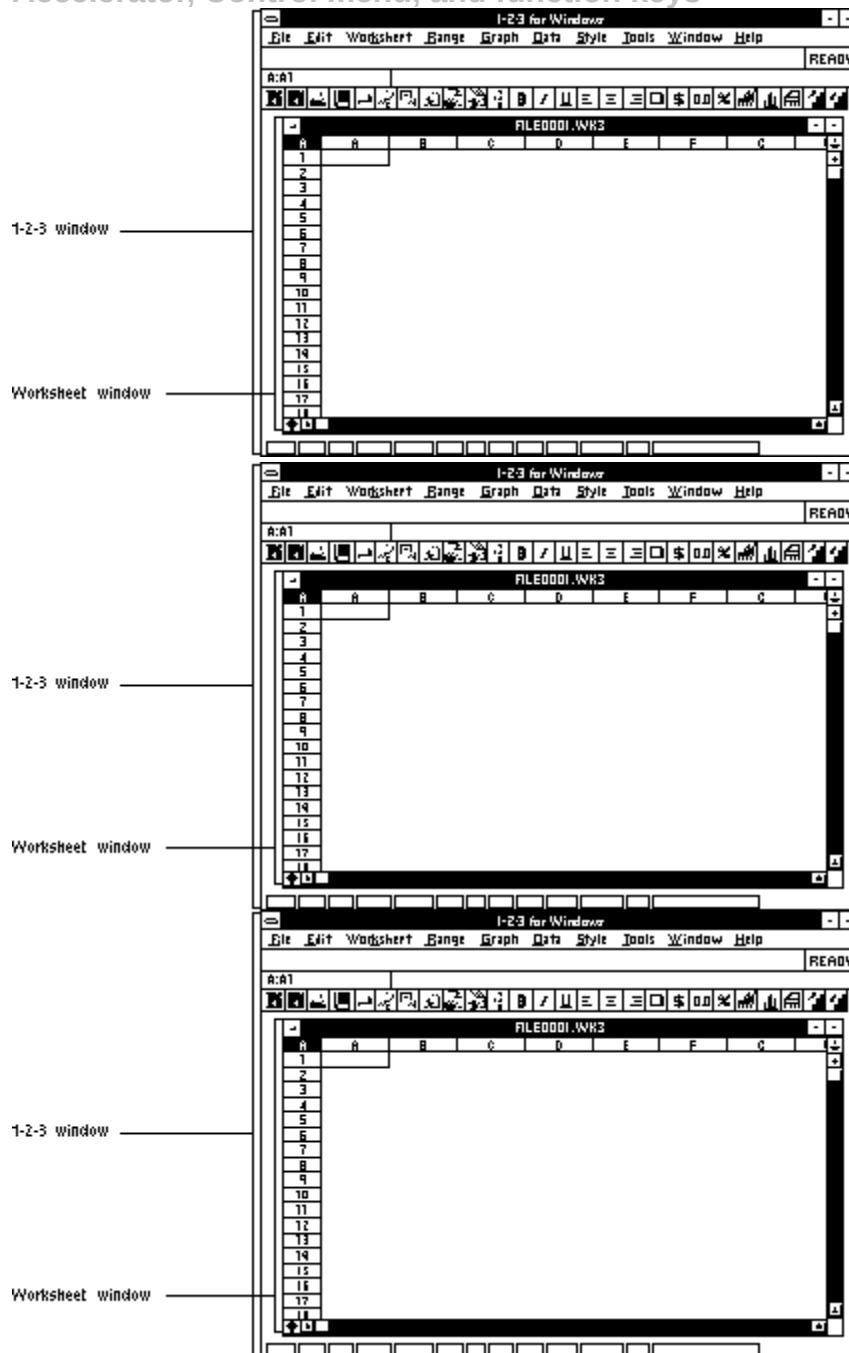
The commands below move, size, and arrange windows.

Macro instruction	Task
{APP-ADJUST}	Moves and changes the size of the 1-2-3 window.
{APP-STATE}	Minimizes, maximizes, or restores the 1-2-3 window.
{WINDOW-ADJUST}	Moves and changes the size of a Worksheet, Graph, or Transcript window.
{WINDOW-SELECT}	Makes a specified window active.
{WINDOW-STATE}	Minimizes, maximizes, or restores a window.

## Quick Start for 1-2-3 Upgraders

### 3 Features New to Release 3 Users

## Accelerator, Control menu, and function keys



1-2-3 for Windows has the following new or changed accelerator keys and function keys.

### Accelerator keys

Accelerator keys perform tasks you can also perform with a command.

ALT+BACKSPACE reverses the effect of the most recently executed command or action that you can undo.

ALT+BACKSPACE is equivalent to Edit Undo.

ALT+F4 ends the 1-2-3 for Windows session, prompts you to save any unsaved files, and returns you to the Windows Program Manager. ALT+F4 is equivalent to File Exit. (In Release 3, ALT+F4 is the UNDO key.)

CTRL+INS copies selected data and related formatting from a worksheet to the Clipboard. CTRL+INS is equivalent to Edit Copy.

CTRL+A LETTER runs a macro. This is true if the macro's name consists of a \ (backslash) and a letter. CTRL+A LETTER is equivalent to Tools Macro Run. (Replaces ALT+A LETTER in Release 3.)

DEL deletes the contents of selected cells without using the Clipboard. DEL is equivalent to Edit Clear.

**Caution** DEL permanently deletes data. However, you can restore the data you deleted if you use Edit Undo before you perform another action.

SHIFT+DEL cuts selected data and related formatting from a worksheet to the Clipboard. SHIFT+DEL is equivalent to Edit Cut.

SHIFT+INS copies selected data and related formatting from the Clipboard to a worksheet. SHIFT+INS is equivalent to Edit Paste.

## Control menu keys

The keys listed below are not accelerator keys, but they are key combinations that activate the Control menu keys.

ALT+ - (hyphen) displays the Control menu of the active window.

ALT+ESC cycles through each open application window and application icon.

ALT+space bar displays the Control menu for 1-2-3 for Windows, if the application is in READY mode. If a dialog box is open, ALT+space bar displays the Control menu for the dialog box.

CTRL+ESC displays the Windows Task List.

CTRL+F4 closes the active window and prompts you to save the file if it contains unsaved changes. CTRL+F4 is equivalent to choosing Close from the Control menu of a window within the 1-2-3 window and is equivalent to choosing File Close when the active window is a Worksheet window.

CTRL+F6 makes the next open Worksheet, Graph, or Transcript window active. CTRL+F6 is equivalent to choosing Next from a Control menu.

## Function keys

1-2-3 for Windows uses the function keys to perform special operations. The function keys perform different operations depending on whether you press only the function key, or you press ALT or CTRL with the function key.

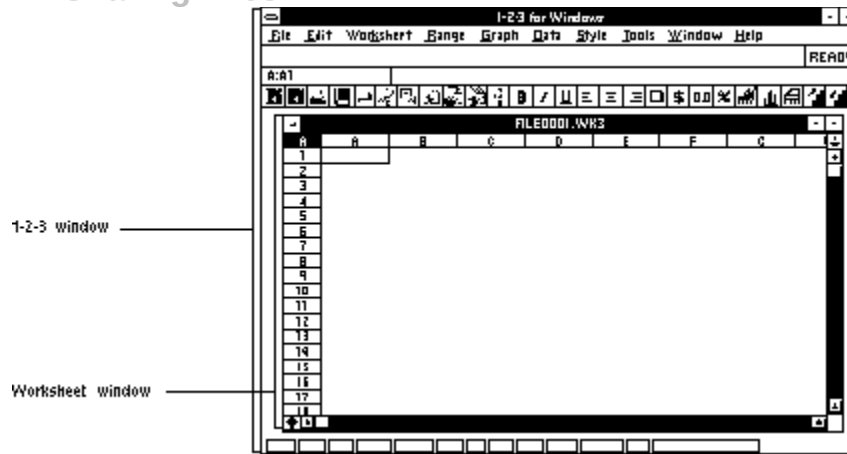
The function keys listed below are new to Release 3 users.

F4 in READY mode is equivalent to pressing CTRL+. (period), which anchors the cell pointer so you can select a range. (This key is new to Release 3 users. Release 3.1 users can do this in Wysiwyg.)

F10 (MENU) makes the 1-2-3 for Windows menu bar active. (In Release 3, F10 is the GRAPH key.) Pressing ALT is equivalent to pressing F10 (MENU).

**Help** For more information about keys, choose Help Contents and select [Keyboard](#). If you are not sure how to use Help, see ["Using Help"](#) in Chapter 1 of the *User's Guide*.

## 4 Sharing Files



This chapter discusses what happens when you open and save 1-2-3 Release 2 and Release 3 files in 1-2-3 for Windows. It also describes how to use 1-2-3 for Windows files in 1-2-3 Release 2 and Release 3 files, and what happens when you do this. In addition, it explains how you can use macros created in Release 2 and Release 3 in 1-2-3 for Windows.

### Sharing Release 2 and Release 3 files with 1-2-3 for Windows

#### Using 1-2-3 for Windows files in Release 2

##### The Translate utility

##### Macro compatibility

##### Editing macros

1-2-3 for Windows also lets you read and work with .WKS files (files created in 1-2-3 Release 1A), .WR1 files (files created in Symphony® Release 1.1 and subsequent releases), .WRK files (files created in Symphony Release 1.0), and .XLS files (files created by Microsoft Excel®). However, if you open or retrieve a .WKS, .WR1, .WRK, or .XLS file, you cannot save the file in its original format, and 1-2-3 for Windows automatically renames the file with the .WK3 extension. (The original .WKS, .WR1, .WRK, or .XLS file remains unaltered on disk.)

If you need to work with a .WR1 file in Symphony after you use it in 1-2-3 for Windows you must save it as a .WK1 (Release 2) file. If you use the file in 1-2-3 for Windows and then use it again in Symphony, some 1-2-3 for Windows features you saved may be lost. For information on what happens when you save a .WK3 file as a .WK1 file, see ["Using 1-2-3 for Windows files in Release 2"](#) in this chapter.

1-2-3 for Windows is compatible with, and retains the formats of, Allways™ (.ALL) and Impress™ (.FMT) files. If a file has the same name but different extensions, 1-2-3 for Windows reads the file with the .FMT extension first.

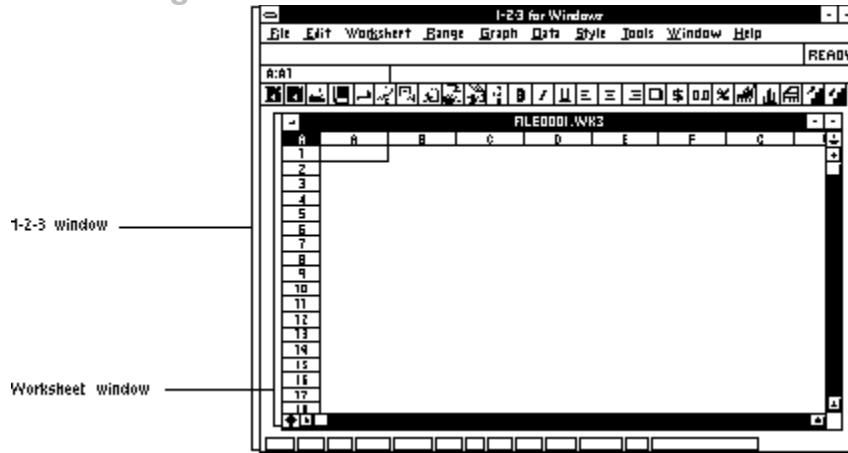
The table below shows the file formats supported by 1-2-3 for Windows.

File type	Product
.WK1, .FMT, and .ALL	Lotus 1-2-3 Release 2
.WKS (read-only)	Lotus 1-2-3 Release 1A
.WRK (read-only)	Lotus Symphony Release 1.0
.WR1 (read-only)	Lotus Symphony Release 1.1
.WK3 and .FM3	Lotus 1-2-3 Release 3
.XLS (read-only)	Microsoft Excel Release 2.0

.XLM macro files (read-only)    Microsoft Excel Release 2.0

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

### 4 Sharing Files



This chapter discusses what happens when you open and save 1-2-3 Release 2 and Release 3 files in 1-2-3 for Windows. It also describes how to use 1-2-3 for Windows files in 1-2-3 Release 2 and Release 3 files, and what happens when you do this. In addition, it explains how you can use macros created in Release 2 and Release 3 in 1-2-3 for Windows.

#### Sharing Release 2 and Release 3 files with 1-2-3 for Windows

##### Using 1-2-3 for Windows files in Release 2

##### Saving a 1-2-3 for Windows file as a Release 2 file

##### The Translate utility

##### Macro compatibility

##### Using Release 2 macros with one file

##### Using Release 2 macros with more than one file

##### Editing macros

##### Adapting the contents of a macro

1-2-3 for Windows also lets you read and work with .WKS files (files created in 1-2-3 Release 1A), .WR1 files (files created in Symphony® Release 1.1 and subsequent releases), .WRK files (files created in Symphony Release 1.0), and .XLS files (files created by Microsoft Excel®). However, if you open or retrieve a .WKS, .WR1, .WRK, or .XLS file, you cannot save the file in its original format, and 1-2-3 for Windows automatically renames the file with the .WK3 extension. (The original .WKS, .WR1, .WRK, or .XLS file remains unaltered on disk.)

If you need to work with a .WR1 file in Symphony after you use it in 1-2-3 for Windows you must save it as a .WK1 (Release 2) file. If you use the file in 1-2-3 for Windows and then use it again in Symphony, some 1-2-3 for Windows features you saved may be lost. For information on what happens when you save a .WK3 file as a .WK1 file, see "Using 1-2-3 for Windows files in Release 2" in this chapter.

1-2-3 for Windows is compatible with, and retains the formats of, Allways™ (.ALL) and Impress™ (.FMT) files. If a file has the same name but different extensions, 1-2-3 for Windows reads the file with the .FMT extension first.

The table below shows the file formats supported by 1-2-3 for Windows.

**File type**

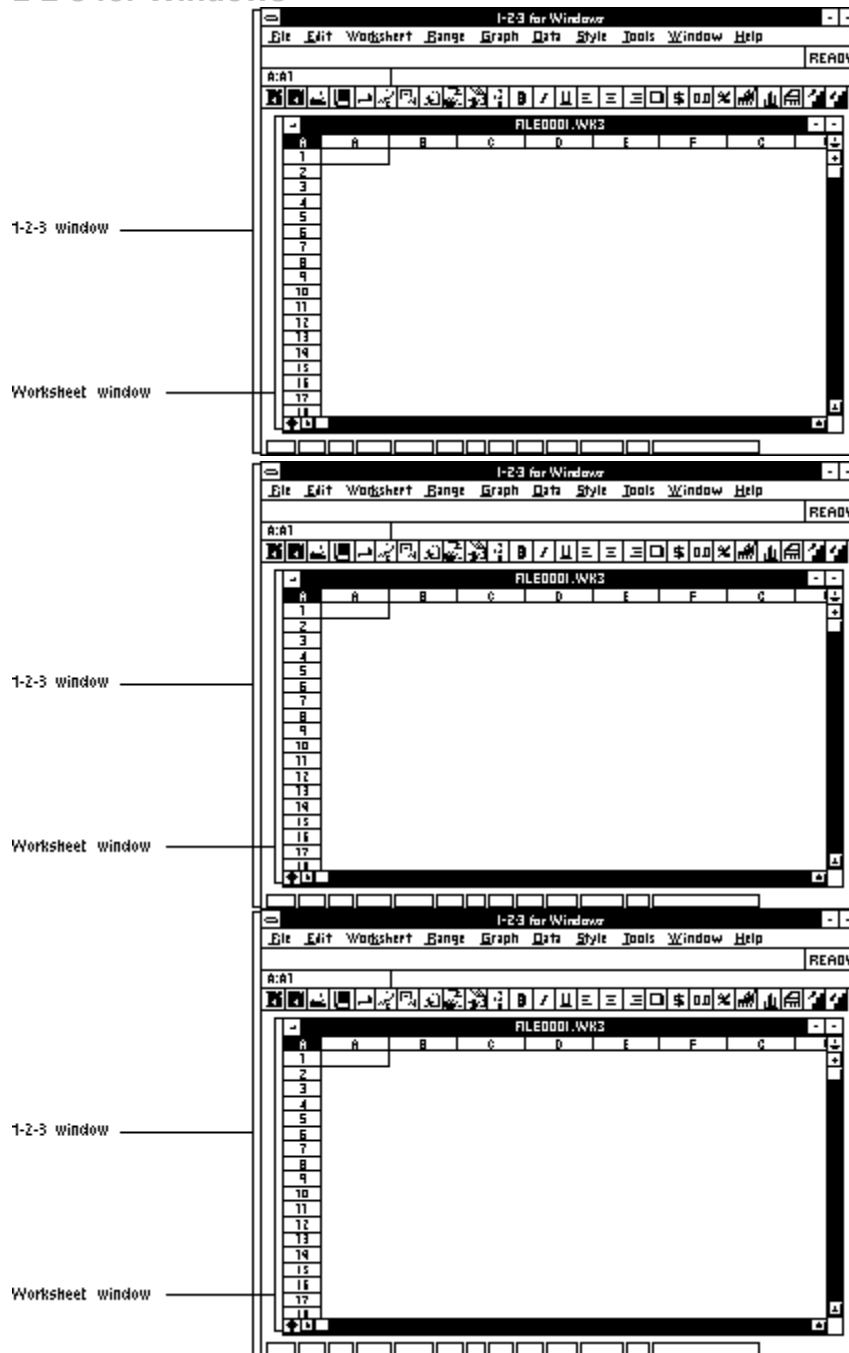
**Product**

.WK1, .FMT, and .ALL	Lotus 1-2-3 Release 2
.WKS (read-only)	Lotus 1-2-3 Release 1A
.WRK (read-only)	Lotus Symphony Release 1.0
.WR1 (read-only)	Lotus Symphony Release 1.1
.WK3 and .FM3	Lotus 1-2-3 Release 3
.XLS (read-only)	Microsoft Excel Release 2.0
.XLM macro files (read-only)	Microsoft Excel Release 2.0

## Quick Start for 1-2-3 Upgraders

### 4 Sharing Files

## Sharing Release 2 and Release 3 files with 1-2-3 for Windows



1-2-3 for Windows lets you open and work with files created in Release 2 and Release 3 of 1-2-3. Release 3 files have the same extension as 1-2-3 for Windows files (.WK3), and a .WK3 file can be shared by either program.

When you work with a Release 2 file, you can either save it in its original format (.WK1), or you can convert the file to a 1-2-3 for Windows file by saving it with the extension .WK3. When you retrieve a Release 2 file in 1-2-3 for Windows, it retains its extension (.WK1), which is displayed in the Worksheet window title bar.



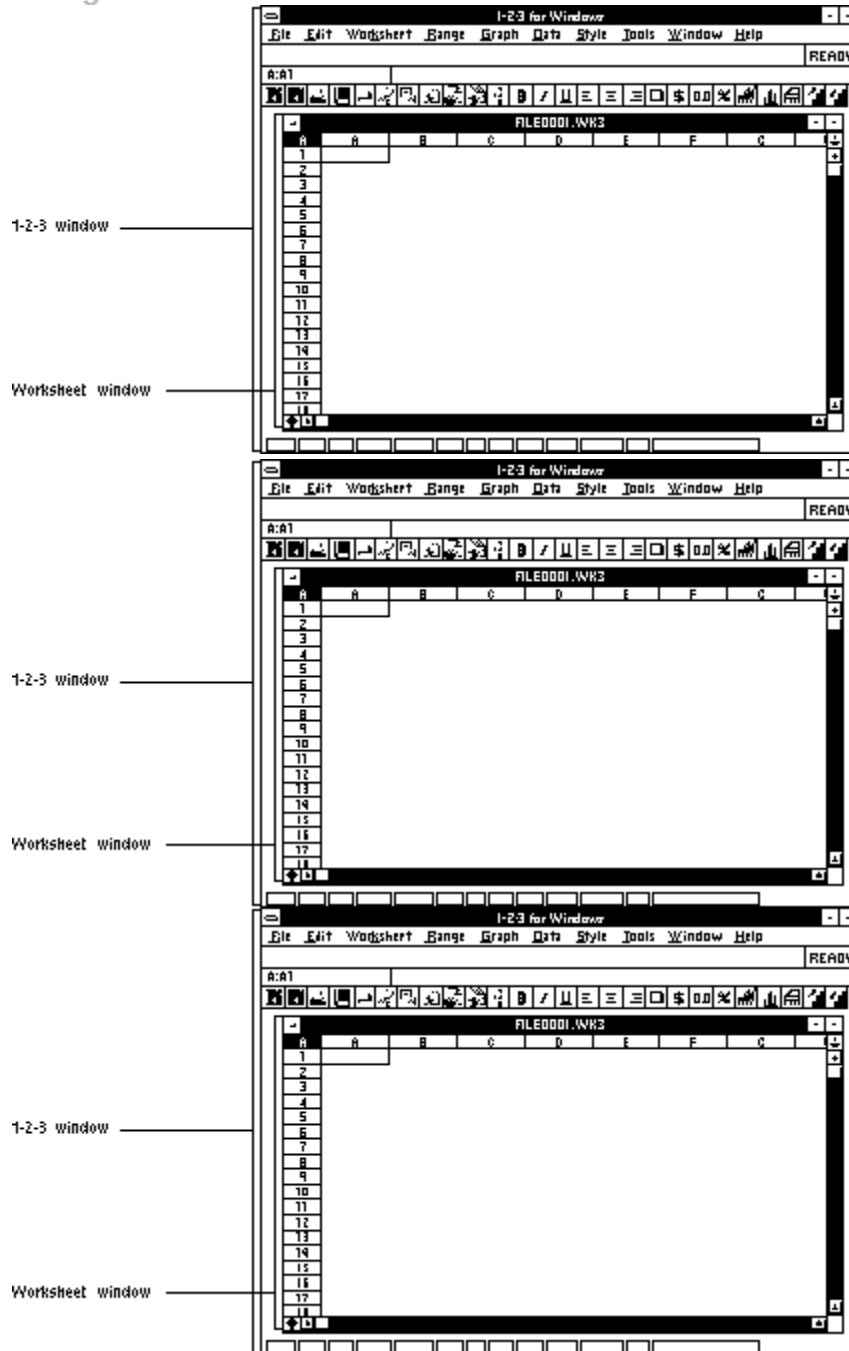
You should be aware of the following issues when you work with and save .WK1 and .WK3 files in 1-2-3 for Windows:

- If you intend to work with a .WK1 or .WK3 file in 1-2-3 for Windows only, you should save the file as a .WK3 file because doing so lets you use and save more features and settings. 1-2-3 for Windows also reads and writes .WK3 files more quickly than it does files with other formats.
- If 1-2-3 for Windows displays nonstandard characters on the screen when you read a .WK1 (or .WR1) file into memory, choose Tools User Setup International. Then, select 1-2-3 R2 to change the setting for the character set (LICS or ASCII) that 1-2-3 for Windows uses to display .WK1 (or .WR1) files. You can then read the file into memory again.
- If a formula in a .WK1 file contains a range name that refers to a single cell, 1-2-3 for Windows displays the cell address rather than the range name when you read the file into memory. When you read the file back into Release 2, the range name reappears in the formula.
- If a .WK1 file contains @functions that were created by add-in programs, 1-2-3 for Windows displays each of these @functions as @? followed by the @function arguments, if any. Cells that contain these @functions display NA in the cell in 1-2-3 for Windows. If you read the file back into Release 2 or Release 3, the original @functions are restored.
- If you saved print settings in Release 2 or Release 3, these settings are available only if you print from 1-2-3 for Windows to a file or printer by using the 1-2-3 Classic (/Print commands).
- A few commands from 1-2-3 Classic don't operate in 1-2-3 for Windows, so the macros that use those commands run, but the commands do not do anything.

## Quick Start for 1-2-3 Upgraders

### 4 Sharing Files

## Using 1-2-3 for Windows files in Release 2



You can use 1-2-3 for Windows files in Release 2 by saving a .WK3 file as a .WK1 file.

The following list explains what happens when you save a .WK3 file as a .WK1 file:

- Formulas that contain more than 240 characters are completely saved. You can use such a formula in Release 2 unless you edit it, in which case it is automatically truncated after 240 characters.
- Formulas that contain references to other files are converted to labels as '<<filename>>range'.
- .WK3 files that contain undefined range names in formulas are converted by 1-2-3 for Windows: the range

names change to ERR if you save the file as a .WK1 file and a message appears after the save is complete. For example, the formula @SUM(SPORTS) becomes @SUM(ERR) in Release 2, if the range name SPORTS is undefined in the .WK3 file.

- Characters in 1-2-3 for Windows that were created with the ANSI character set are translated to LICS.
- Formats that do not exist in Release 2 are changed to default Release 2 formats.

**Caution** 1-2-3 for Windows has many new features that are not available in any other release of 1-2-3. When you save a 1-2-3 for Windows worksheet file (.WK3) as a .WK1 file, these features (and possibly the data associated with them) are lost and a message appears stating that some information was lost. If you do not want to lose the information permanently, save the file as a 1-2-3 for Windows file.

The following list explains how data could be lost or damaged when you save a .WK3 file as a .WK1 file:

- Graph settings and current print settings are saved, but other print settings are not saved.
- Any settings created with new 1-2-3 for Windows features are lost entirely. When you save the file, 1-2-3 for Windows displays a message that warns you of possible data loss.
- Sealed .WK3 files or .WK3 files that contain more than one worksheet cannot be saved as .WK1 files. See ["Saving a 1-2-3 for Windows file as a Release 2 file"](#) later in this chapter.
- Labels that contain more than 240 characters (the limit in characters, which includes the label prefix).
- @Functions that do not exist in Release 2 or Release 3 are displayed as @? followed by the @function arguments, if any. Cells that contain these @functions display NA. Use Translate to get labels by translating a .WK3 file back to a .WK1 file and accepting the option to convert unknown @functions to labels.
- If an ANSI character does not have a LICS equivalent, that character may be lost (mapped to an unknown character).
- Formula annotations are lost.

## **Saving a 1-2-3 for Windows file as a Release 2 file**

To save a .WK3 file to a .WK1 file, you can use one of two methods, depending on the way the data is organized in the .WK3 file.

If the 1-2-3 for Windows file has data in only one worksheet

1. Choose File Save As.
2. Type the .WK1 extension in the File name text box.

If the 1-2-3 for Windows file contains data in more than one worksheet in the file

1. Choose File Open to open the 1-2-3 for Windows worksheet file that contains the data you want to save.
2. Choose File New to open a new 1-2-3 for Windows worksheet file to copy the data to.

If one or more formulas in the .WK3 worksheet file refer to other worksheets in the file, choose Edit Quick Copy to turn those formulas into their values.

3. Choose Edit Quick Copy to copy all the data you want from the worksheets in the .WK3 file to a single worksheet in the new file you named with the .WK1 extension.

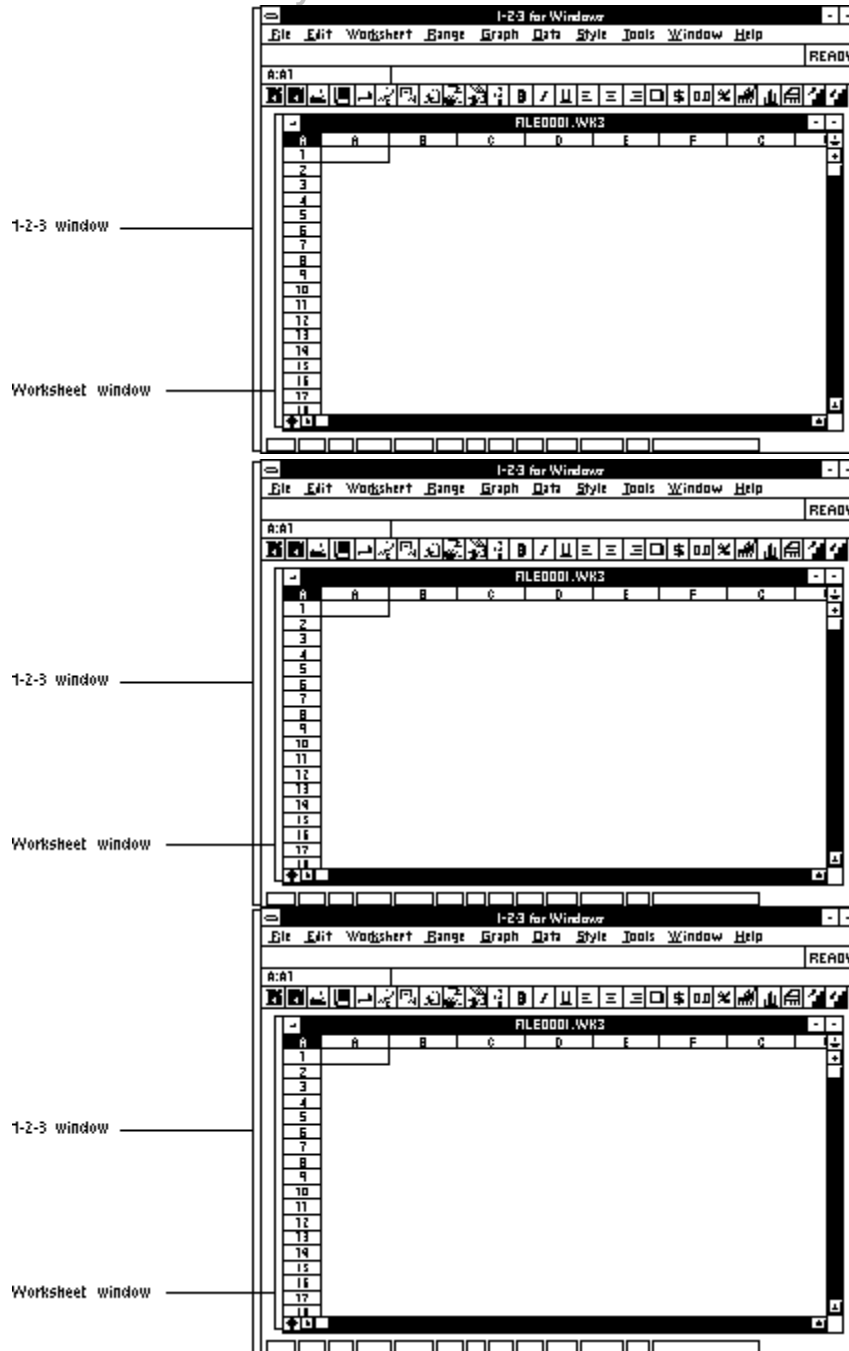
**Note** You cannot copy range names with Edit Quick Copy or Edit Copy. Choose Range Name Create to recreate range names in the .WK1 file.

Another method for recreating range names is to use Range Name Paste Table, then Range Name Label Create Right.

4. Save the .WK1 file with File Save As, making sure you specify .WK1 as the extension.

You now have a .WK1 file that contains all of the data contained in the .WK3, multiple-sheet file.

## The Translate utility

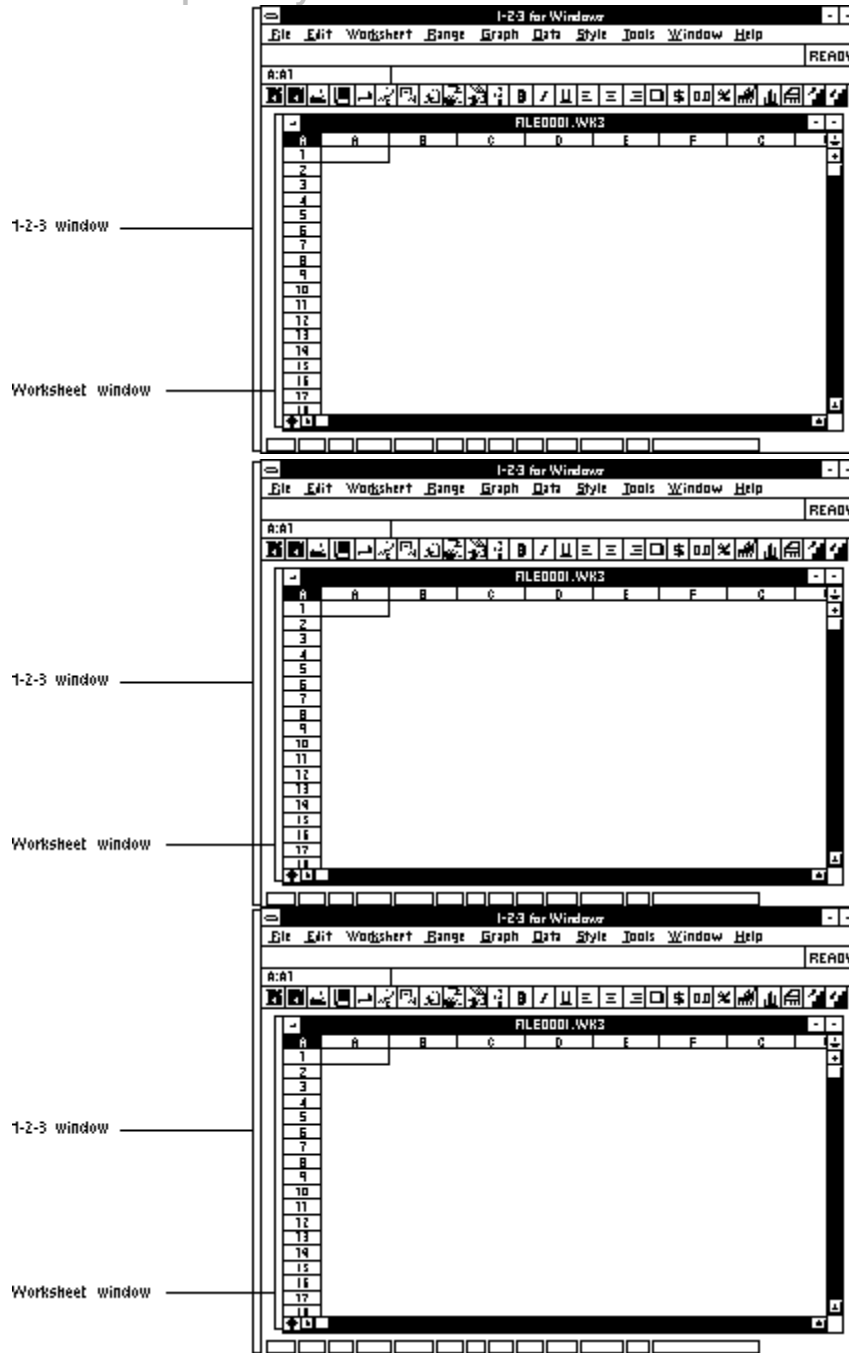


The Translate utility lets you convert .WK3 files (or, in some instances, named ranges in those files) to other file formats. By doing this, you can use 1-2-3 for Windows with other spreadsheet and database management programs. It also lets you convert files from other programs to the 1-2-3 for Windows file format.

The Translate utility is a DOS program, so you can either use the Translate icon or return to DOS in order to run Translate.

For more information about the Translate utility, see [Appendix A](#) in the *User's Guide*.

## Macro compatibility



1-2-3 for Windows can execute all 1-2-3 Release 3.1 keystroke macros by using 1-2-3 Classic. However, some commands in 1-2-3 Classic are no longer operable, so 1-2-3 for Windows will ignore those commands when encountering them in a macro. For information on commands that are no longer operable, see [Chapter 5](#).

You can run Release 2 macros in the original .WK1 file in which you created the macros by reading the .WK1 file into memory in 1-2-3 for Windows and then running the macros. In addition, you can use your Release 2 macros with .WK3 files. The procedure you follow to read your Release 2 macros into 1-2-3 for Windows depends on whether you want to use the macros with only one .WK3 file or with more than one .WK3 file.

If you plan to use Release 2 macros in 1-2-3 for Windows, you must do the following:

- Read the Release 2 macros into 1-2-3 for Windows
- Edit the macros, if necessary

**Note** To set up Release 2.2 macros stored in a macro library so you can read them in 1-2-3 for Windows, use the Macro Library Manager Load command to retrieve the macro library into Release 2.2, select Edit to copy the contents of the macro library to the worksheet, save the worksheet as a .WK1 file, and then open the worksheet in 1-2-3 for Windows.

## Using Release 2 macros with one file

If you plan to use Release 2 macros with only one 1-2-3 for Windows worksheet file, you can copy the macros to that file, as follows:

1. Choose File Open to read into memory the .WK1 file containing the macros.
2. Choose File Open to read into memory the .WK3 file to which you want to copy the macros or choose File New to create a new .WK3 file in memory.

If the .WK3 file does not contain any blank worksheets, choose Worksheet Insert to insert a blank worksheet in the worksheet file.

3. Choose Edit Quick Copy to copy the Release 2 macros to the blank worksheet in the .WK3 file.

**Caution** If you copy your macros to a separate worksheet in a .WK3 file, you are less likely to damage the macros when you work with the data in the file, for example, when you insert or delete rows and columns in the data area.

4. Choose Range Name Create to rename the macros.
5. Choose File Save As to save the .WK3 file with the Release 2 macros.

## Using Release 2 macros with more than one file

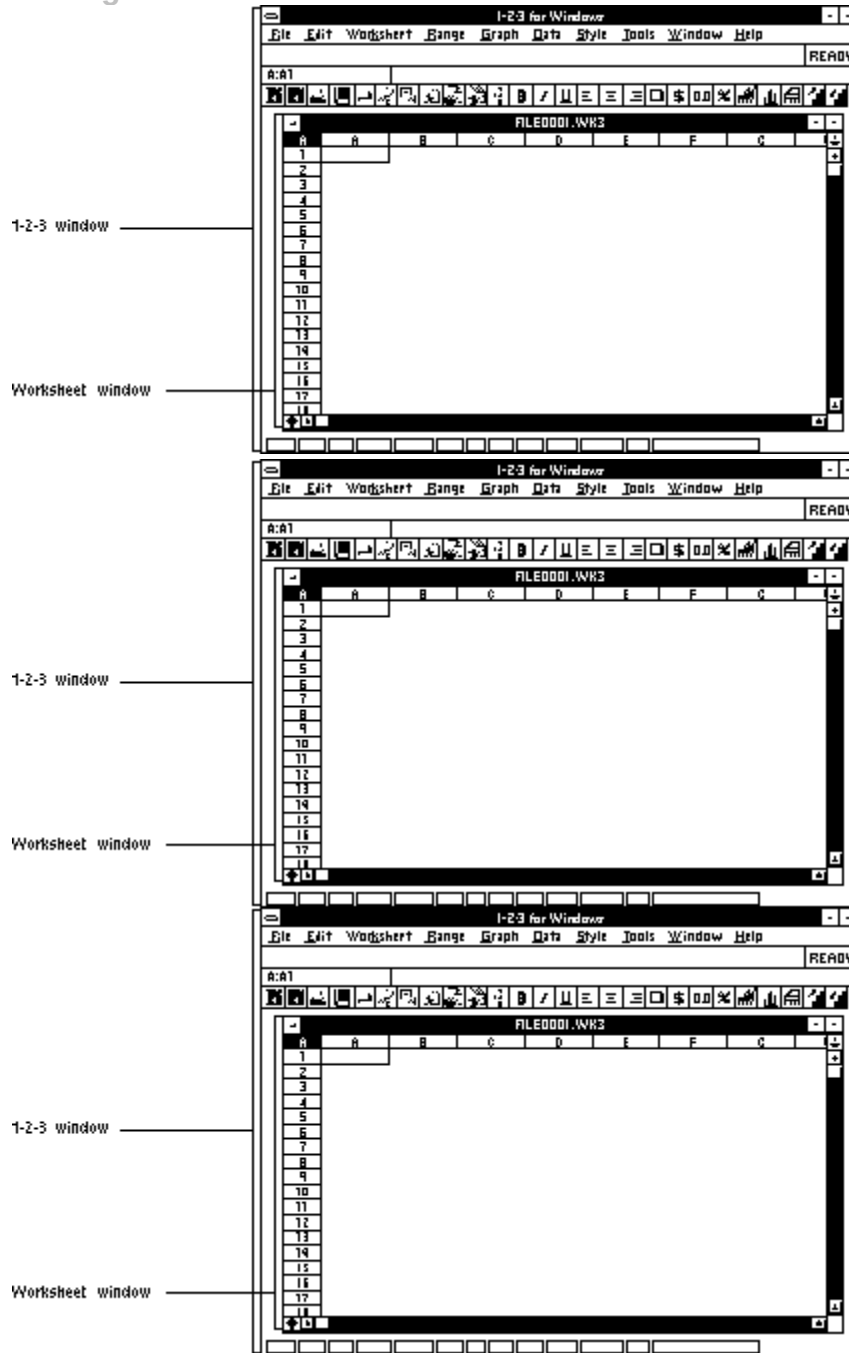
If you plan to use your Release 2 macros with more than one 1-2-3 for Windows worksheet file, you can copy the macros to a Release 3.1 worksheet file that contains only macros (a macro library). You can then read the macro library into memory along with the files in which you want to use the macro.

1. Choose File Open to read into memory a .WK1 file containing the macros you want to copy to the .WK3 file (the macro library file).
2. Choose File Open to read into memory the .WK3 file to which you want to copy the macros or choose File New to create a new .WK3 file in memory.
3. Choose Edit Quick Copy to copy the Release 2 macros to the .WK3 file.

If each macro is no more than a few lines long, you may want to copy all the macros to the same worksheet in the .WK3 file. If a macro is many lines long, you may want to copy it to a separate worksheet in the file. Use Worksheet Insert to insert one or more blank worksheets in the .WK3 file.

4. Repeat steps 1 and 3 to read into memory additional .WK1 files containing macros and to copy the macros to the .WK3 file.
5. Choose Range Name Create to rename the macros in the .WK3 file.
6. Choose File Save As to save the .WK3 file with the Release 2 macros.

## Editing macros



The results of a macro containing a cell or range address (called a **reference**) may vary depending on the worksheet file the cell pointer is in when you run the macro. For example, a macro in worksheet A of worksheet file SALES may affect worksheet A when the cell pointer is in worksheet A and worksheet B when the cell pointer is in worksheet B.

If you do not want the results of a macro that contain a cell or range reference to change depending on the location of the cell pointer, you can use one of the following types of addresses in the macro:

- An address that includes a worksheet letter, for example, A:A12.

- An address preceded by both a worksheet letter and a worksheet file reference, for example, <<SALES>>A:A12.

**Note** If a macro contains an advanced macro command that uses an address without a worksheet letter or file reference (for example, {MENUBRANCH A6}), 1-2-3 for Windows interprets the address as being in the same worksheet as the macro. If an advanced macro command uses a cell or range reference that does not include a file reference, 1-2-3 for Windows interprets the address as being in the same file as the macro.

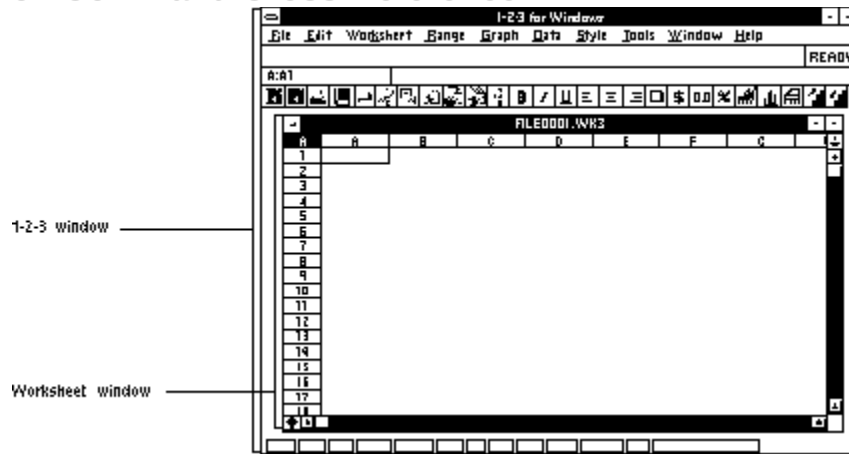
### **Adapting the contents of a macro**

Most Release 2 macros have the same effect in both 1-2-3 for Windows and Release 2. Because 1-2-3 for Windows differs from Release 2, however, you may have to edit some macros before you can use them in 1-2-3 for Windows. For example, because 1-2-3 for Windows includes new menu commands, you may have to edit macros that use the menu pointer to select commands to ensure that the menu pointer moves to the correct command.

Some Release 2 commands do not appear in the 1-2-3 Classic menu; therefore, macros referring to these will need to be edited. Examples include any macros that contain references to the Release 2 Add-in Manager, such as /A or /WGDOA.



## 5 Command Cross-Reference



This chapter provides tables that compare the 1-2-3 Release 3.1 commands with the 1-2-3 for Windows commands.

### Tables of Equivalency

## **5 Command Cross-Reference**

This chapter provides tables that compare the 1-2-3 Release 3.1 commands with the 1-2-3 for Windows commands.

### **Tables of Equivalency**

[Copy command](#)

[Data commands](#)

[File commands](#)

[Graph commands](#)

[Move command](#)

[Print command](#)

[Quit command](#)

[Range commands](#)

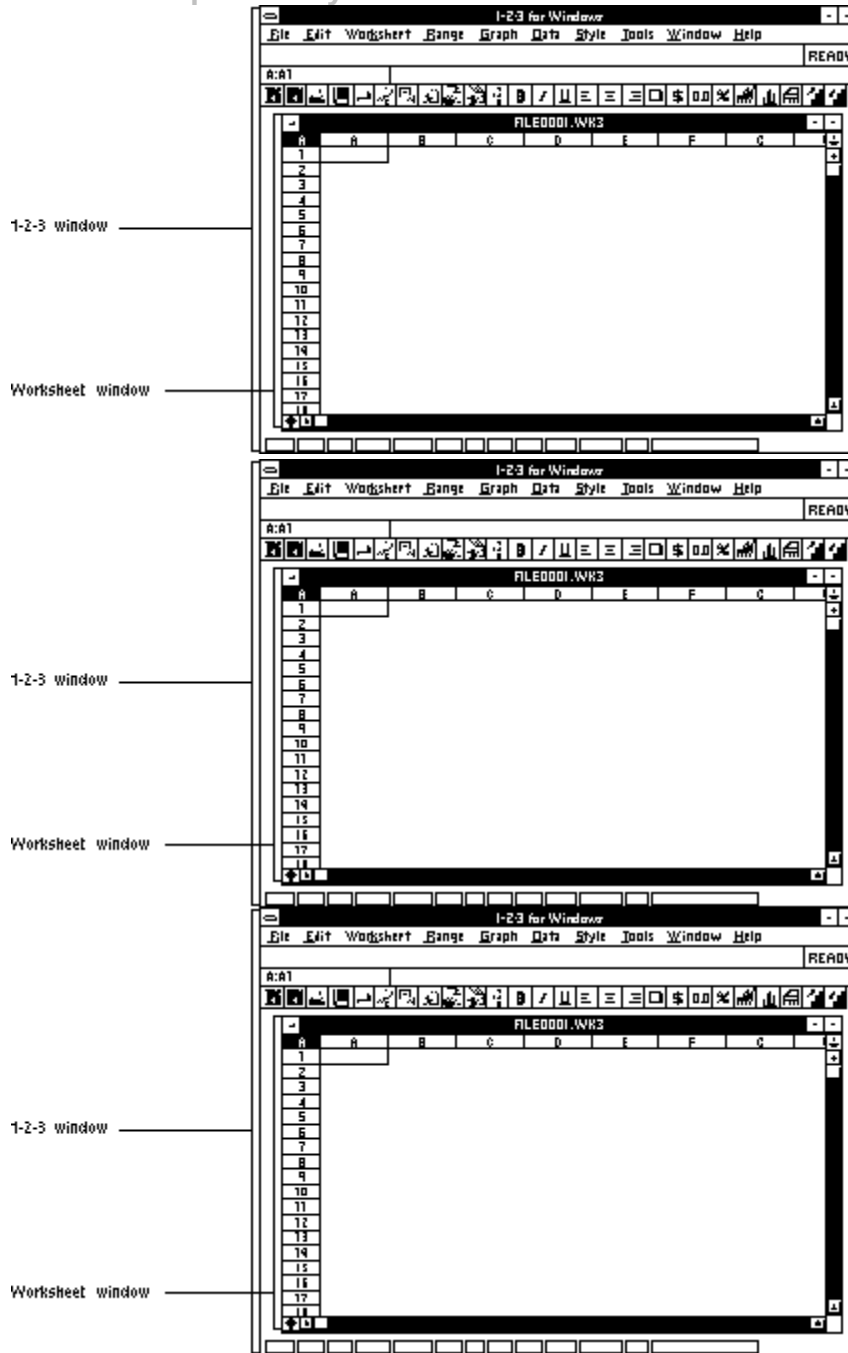
[System command](#)

[Worksheet commands](#)

[Wysiwyg commands](#)

[Add-in commands](#)

## Tables of Equivalency



The tables below show the 1-2-3 for Windows commands that correspond to the 1-2-3 Release 3.1 commands. The commands are in alphabetical order.

In some instances, there are no equivalent commands in 1-2-3 for Windows. For example, you cannot retrieve a file and automatically close the current file, so the File List command (Release 3.1) has no equivalent in 1-2-3 for Windows. When such is the case, the table lists the Release 3.1 command, preceded by a / (slash) or : (colon) in the 1-2-3 for Windows column. When you type / (slash) or : (colon), these commands appear in the 1-2-3 Classic window.

In other instances, the Release 3.1 command no longer operates, and there is no equivalent command in 1-2-3 for Windows. (For example, /Worksheet Status has no equivalent in 1-2-3 for Windows.) When such is the case, the table lists Obsolete in the 1-2-3 for Windows column.

**Note** In the Graph and Wysiwyg sections below, the phrase "Graph window menu" means the menu displays when a Graph window is active.

## Copy command

### 1-2-3 Release 3.1

/Copy

### 1-2-3 for Windows

Edit Quick Copy

## Data commands

### 1-2-3 Release 3.1

/Data Distribution

/Data External Create

/Data External Delete

/Data External List Fields

/Data External List Tables

/Data External Other Command

/Data External Other Refresh

/Data External Other Translation

/Data External Reset

/Data External Use

/Data Fill

/Data Matrix Invert

/Data Matrix Multiply

/Data Parse

/Data Query

/Data Regression

/Data Sort

/Data Table 1

/Data Table 2

/Data Table 3

/Data Table Labeled

/Data Table Reset

### 1-2-3 for Windows

Data Distribution

Data External Options Create Table

/Data External Delete

Data External Options Paste Fields

/Data External List Tables

Data External Options Send Command

/Data External Other Refresh

/Data External Other Translation

Data External Options Disconnect

Data Connect to External

Data Fill

Data Matrix Invert

Data Matrix Multiply

Data Parse

Data Query

Data Regression

Data Sort

Data What-if Table 1-Way

Data What-if Table 2-Way

Data What-if Table 3-Way

/Data Table Labeled

Data What-if Table Reset

## File commands

### 1-2-3 Release 3.1

### 1-2-3 for Windows

/File Admin Link-Refresh	File Administration Update Links
/File Admin Reservation	File Administration Network Reserve
/File Admin Seal	File Administration Seal File
/File Admin Table	File Administration Paste Table or /File Admin Table
/File Combine	File Combine From
/File Dir	Tools User Setup
/File Erase	/File Erase
/File Import Numbers	File Import From Numbers
/File Import Text	File Import From Text
/File List	/File List
/File New	File New
/File Open	File Open
/File Retrieve	File Open
/File Save	File Save As
/File Xtract	File Extract To

## Graph commands

In the Graph and Wysiwyg sections below, the phrase "Graph window menu" means the menu displayed after you create a graph with Graph New, or after choosing Graph View.

### 1-2-3 Release 3.1

/Graph (X, A-F)  
 /Graph Group  
  
 /Graph Name Create  
 /Graph Name Delete  
 /Graph Name Reset  
 /Graph Name Table  
 /Graph Name Use  
 /Graph Options Advanced Colors  
  
 /Graph Options Advanced Hatches  
  
 /Graph Options Advanced Text  
  
 /Graph Options B&W  
 /Graph Options Color  
 /Graph Options Data-Labels (A-F)  
  
 /Graph Options Data-Labels Group

### 1-2-3 for Windows

(Graph window menu) Chart Ranges  
 (Graph window menu) Chart Ranges  
 Group Range  
  
 Graph New  
 Graph Name Delete  
 Graph Name Delete  
 Graph Name Paste Table  
 Graph View  
 (Graph window menu) Chart Options  
 Colors  
 (Graph window menu) Chart Options  
 Hatches  
 (Graph window menu) Chart Options  
 Fonts  
 /Graph Options B&W  
 /Graph Options Color  
 (Graph window menu) Chart Data  
 Labels  
 (Graph window menu) Chart Data

	Labels Group Range
/Graph Options Format (A-F)	(Graph window menu) Chart Options Lines
/Graph Options Format Graph	(Graph window menu) Chart Options Lines
/Graph Options Grid	(Graph window menu) Chart Borders/Grids
/Graph Options Legend	(Graph window menu) Chart Legend
/Graph Options Scale	(Graph window menu) Chart Axis
/Graph Options Titles	(Graph window menu) Chart Headings
/Graph Reset	(Graph window menu) Chart Clear
/Graph Save	Obsolete
/Graph Type Bar	(Graph window menu) Chart Type
/Graph Type Features 100%	(Graph window menu) Chart Axis Y
/Graph Type Features 2Y-Ranges	(Graph window menu) Chart Ranges
/Graph Type Features Horizontal	(Graph window menu) Chart Type
/Graph Type Features Stacked	(Graph window menu) Chart Type
/Graph Type Features Vertical	(Graph window menu) Chart Type
/Graph Type Features Y-Ranges	(Graph window menu) Chart Ranges
/Graph Type HLCO	(Graph window menu) Chart Type
/Graph Type Line	(Graph window menu) Chart Type
/Graph Type Mixed	(Graph window menu) Chart Type
/Graph Type Pie	(Graph window menu) Chart Type
/Graph Type Stack-Bar	(Graph window menu) Chart Type
/Graph Type XY	(Graph window menu) Chart Type
/Graph View	Graph View

## Move command

### 1-2-3 Release 3.1

/Move

### 1-2-3 for Windows

Edit Move Cells

## Print command

### 1-2-3 Release 3.1

/Print Printer

### 1-2-3 for Windows

File Print

## Quit command

### 1-2-3 Release 3.1

/Quit

### 1-2-3 for Windows

File Exit

## Range commands

### 1-2-3 Release 3.1

/Range Erase

/Range Format

/Range Input

/Range Justify

/Range Label

/Range Name Create

/Range Name Delete

/Range Name Labels

/Range Name Note Create

/Range Name Note Delete

/Range Name Note Reset

/Range Name Note Table

/Range Name Reset

/Range Name Table

/Range Name Undefine

/Range Prot

/Range Search

/Range Trans

/Range Unprot

/Range Value

### 1-2-3 for Windows

Edit Clear

Range Format and Edit Clear Special  
Number Format

/Range Input

Range Justify

Style Alignment

Range Name Create

Range Name Delete

Range Name Label Create

/Range Name Note Create

/Range Name Note Delete

/Range Name Note Reset

/Range Name Note Table

Range Name Delete

Range Name Paste Table

Range Name Delete

Range Protect

Edit Find

Range Transpose

Range Unprotect

Edit Quick Copy

## System command

### 1-2-3 Release 3.1

/System

### 1-2-3 for Windows

/System

## Worksheet commands

### 1-2-3 Release 3.1

/Worksheet Column Column-Range

/Worksheet Column Display

/Worksheet Column Hide

### 1-2-3 for Windows

Worksheet Column Width

Worksheet Unhide

Worksheet Hide

/Worksheet Column Reset-Width	Worksheet Column Width
/Worksheet Column Set-Width	Worksheet Column Width
/Worksheet Delete	Worksheet Delete
/Worksheet Delete File	File Close
/Worksheet Erase	File Close
/Worksheet Global Col-Width	Worksheet Global Settings
/Worksheet Global Default Autoexec	Tools User Setup
/Worksheet Global Default Dir	Tools User Setup
/Worksheet Global Default Ext List	/Worksheet Global Default Ext List
/Worksheet Global Default Ext Save	/Worksheet Global Default Ext Save
/Worksheet Global Default Graph	Graph Import
/Worksheet Global Default Other Beep	Tools User Setup
/Worksheet Global Default Other Clock Clock	Obsolete
/Worksheet Global Default Other Clock Filename	Obsolete
/Worksheet Global Default Other Clock	Tools User Setup
/Worksheet Global Default Other Help	Obsolete
/Worksheet Global Default Other International	Tools User Setup International
/Worksheet Global Default Other Undo	Tools User Setup
/Worksheet Global Default Printer AutoLf	File Printer Setup Setup
/Worksheet Global Default Printer Bottom	File Page Setup
/Worksheet Global Default Printer Interface	File Printer Setup Setup
/Worksheet Global Default Printer Left	File Page Setup
/Worksheet Global Default Printer Name	File Page Setup
/Worksheet Global Default Printer Pg- Length	File Printer Setup Setup
/Worksheet Global Default Printer Right	File Page Setup
/Worksheet Global Default Printer Setup	/Worksheet Global Default Printer Setup
/Worksheet Global Default Printer Top	File Page Setup
/Worksheet Global Default Printer Wait	File Printer Setup Setup Options
/Worksheet Global Default Status	Obsolete
/Worksheet Global Default Temp	Obsolete
/Worksheet Global Default Update	Tools User Setup
/Worksheet Global Format	Worksheet Global Settings Format
/Worksheet Global Group	Worksheet Global Settings
/Worksheet Global Label	Worksheet Global Settings



/Worksheet Global Prot	Worksheet Global Settings
/Worksheet Global Recalc	Tools User Setup Recalculation
/Worksheet Global Zero	Worksheet Global Settings
/Worksheet Hide Disable	Worksheet Unhide
/Worksheet Hide Enable	Worksheet Hide
/Worksheet Insert	Worksheet Insert
/Worksheet Page	Worksheet Page Break
/Worksheet Status	Obsolete
/Worksheet Titles	Worksheet Titles
/Worksheet Window	Window Split
/Worksheet Window Display	Obsolete
/Worksheet Window Graph	Graph View
/Worksheet Window Map	Obsolete

## Wysiwyg commands

### 1-2-3 Release 3.1

:Display  
 :Display Font-Directory  
 :Display Mode  
 :Display Options Intensity  
 :Display Rows  
 :Format  
 :Format Color Reverse  
 :Format Reset  
 :Graph Add Blank  
 :Graph Add Current  
 :Graph Add Metafile  
 :Graph Add Named  
 :Graph Add PIC  
 :Graph Compute  
 :Graph Edit  
  
 :Graph Goto  
 :Graph Move  
 :Graph Remove  
 :Graph Settings  
  
 :Graph Settings Graph

### 1-2-3 for Windows

Window Display Options  
 Obsolete  
 Window Display Options  
 Obsolete  
 Obsolete  
 Style  
 :Format Color Reverse  
 Edit Clear Special Style  
 Range Annotate  
 Graph Add to Sheet  
 Graph Import  
 Graph Add to Sheet  
 Graph Import  
 Graph Refresh  
 (Graph window menu) Draw, Style,  
 Layout, Edit, Rearrange or Window  
 Graph Go To  
 Graph Size  
 Edit Clear Special Graph  
 (Graph window menu) Style Display  
 Options  
 :Graph Settings Graph

:Graph View	:Graph View
:Graph Zoom	:Graph Zoom
:Named-Style	Style Name
:Print Configuration Bin	File Printer Setup
:Print Configuration 1st-Cart	File Printer Setup Setup
:Print Configuration Interface	(Windows Control Panel)
:Print Configuration Orientation	File Page Setup or File Printer Setup Setup
:Print Configuration Printer	File Printer Setup Setup
:Print Configuration Resolution	File Printer Setup Setup
:Print Configuration 2nd-Cart	File Printer Setup Setup
:Print File	(Windows Control Panel)
:Print Go	File Print
:Print Info	:Print Info
:Print Layout	File Page Setup
:Print Layout Page-Size	File Printer Setup Setup
:Print Preview	File Preview
:Print Quit	:Print Quit
:Print Range	File Print
:Print Settings Begin	File Print
:Print Settings Copies	File Printer Setup Setup
:Print Settings End	File Print
:Print Settings Frame	File Page Setup
:Print Settings Grid	File Page Setup
:Print Settings Quit	:Print Settings Quit
:Print Settings Reset	File Page Setup
:Print Settings Start-Number	File Print
:Print Settings Wait	Obsolete
:Special Copy	Edit Quick Copy
:Special Export	:Special Export
:Special Import	:Special Import
:Special Move	Edit Move Cells
:Text Align	Style Alignment
:Text Clear	:Text Clear
:Text Edit	:Text Edit
:Text Reformat	Range Justify
:Text Set	:Text Set
:Worksheet Column	Worksheet Column Width
:Worksheet Page	Worksheet Page Break

:Worksheet Row

Worksheet Row Height

**Add-in commands**

**1-2-3 Release 3.1**

- ALT+F10 Clear
- ALT+F10 Invoke
- ALT+F10 Load
- ALT+F10 Remove
- ALT+F10 Settings
- ALT+F10 Table

**1-2-3 for Windows**

- Tools Add-in Remove All
- ALT+F10 Invoke
- Tools Add-in Load
- Tools Add-in Remove
- ALT+F10 Settings
- ALT+F10 Table

