

## **Menu**

**COLLABORATORS**

	<i>TITLE :</i> Menu		
<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
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**REVISION HISTORY**

NUMBER	DATE	DESCRIPTION	NAME

# Contents

<b>1</b>	<b>Menu</b>	<b>1</b>
1.1	TurboCalc by Michael Friedrich	1
1.2	Project	1
1.3	New	2
1.4	Open	2
1.5	Close	2
1.6	Save	3
1.7	Save as	3
1.8	Import from	3
1.9	Export to	3
1.10	Print (Text)	3
1.11	Print (Graphic)	4
1.12	About	5
1.13	Iconify	5
1.14	Quit	6
1.15	Edit	6
1.16	Cut	6
1.17	Copy	6
1.18	Paste	7
1.19	Paste only	7
1.20	Clear Contents	7
1.21	Remove Cells	7
1.22	Insert Cells	8
1.23	Fill	8
1.24	Insert Data	8
1.25	Save Block as	9
1.26	Transpose	9
1.27	Translate Formulas	9
1.28	Command	10
1.29	Paste Formula, Macro, Name	10

---

---

1.30 Define Names . . . . .	10
1.31 Find . . . . .	11
1.32 Goto . . . . .	11
1.33 Show active Cell . . . . .	11
1.34 Recalculate . . . . .	11
1.35 Format . . . . .	12
1.36 Numeric Format . . . . .	12
1.37 Alignment . . . . .	13
1.38 Font . . . . .	14
1.39 Colors . . . . .	14
1.40 Pattern . . . . .	14
1.41 Frame . . . . .	15
1.42 Cell Protection . . . . .	15
1.43 Column Width . . . . .	16
1.44 Row Height . . . . .	16
1.45 Freeze . . . . .	16
1.46 Hide . . . . .	16
1.47 Show . . . . .	17
1.48 Default Font . . . . .	17
1.49 Print Format . . . . .	17
1.50 Data . . . . .	18
1.51 Data-Find . . . . .	18
1.52 Extract . . . . .	19
1.53 Delete . . . . .	19
1.54 Sort Database . . . . .	19
1.55 Define Database . . . . .	19
1.56 Define Criteria . . . . .	19
1.57 Sort Range . . . . .	20
1.58 Create Series . . . . .	20
1.59 Create Chart . . . . .	20
1.60 Show Chart . . . . .	21
1.61 Options . . . . .	21
1.62 Print Range . . . . .	21
1.63 Sheet . . . . .	22
1.64 Display . . . . .	22
1.65 Locale . . . . .	23
1.66 Protection Flags . . . . .	23
1.67 Show Sheet-Window . . . . .	24
1.68 Hide Sheet-Window . . . . .	24

---

---

1.69	New Sheet-Window . . . . .	25
1.70	Arrange Windows . . . . .	25
1.71	Screen - individual . . . . .	25
1.72	Screen - on Workbench . . . . .	25
1.73	Screen - as WB-Copy . . . . .	25
1.74	Screen - Font . . . . .	26
1.75	Screen - Colors . . . . .	26
1.76	Screen - Default Colors . . . . .	26
1.77	Screen- Smartrefresh . . . . .	26
1.78	Config - Load . . . . .	26
1.79	Config - Save . . . . .	27
1.80	Config - Delete . . . . .	27
1.81	Macro . . . . .	27
1.82	Play . . . . .	27
1.83	Stop Playing . . . . .	27
1.84	Record . . . . .	28
1.85	Stop Recording . . . . .	28
1.86	Define Name . . . . .	28
1.87	Help . . . . .	28
1.88	Info . . . . .	29
1.89	Help Items . . . . .	29
1.90	Chart Menus . . . . .	29
1.91	Chart . . . . .	29
1.92	Chart-Refresh . . . . .	30
1.93	Chart-Save as IFF-Picture . . . . .	30
1.94	Chart-Print . . . . .	30
1.95	Chart-Hide . . . . .	30
1.96	Chart-Remove . . . . .	31
1.97	Chart-Presentation . . . . .	31
1.98	Chart-Type . . . . .	31
1.99	Chart-Parameters . . . . .	31
1.100	Chart-Patterns . . . . .	32
1.101	Chart-Title . . . . .	32
1.102	Chart-Legend . . . . .	33
1.103	Chart-Axis Labeling . . . . .	33
1.104	Chart-Y-Axis . . . . .	33
1.105	Toolbar . . . . .	34
1.106	Table of Contents . . . . .	35
1.107	Index . . . . .	37

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# Chapter 1

## Menu

### 1.1 TurboCalc by Michael Friedrich

TurboCalc - copyright Michael Friedrich.

Full [Table of Contents](#) of this file

Main Table of Contents of all files

Full Index of all files

In this chapter you will find a list of all menu items (from the top left to the bottom on the right). For every item you will find the necessary description and for some of them further references to appropriate chapters dealing with these instructions.

Menu Reference

[Project](#)

[Edit](#)

[Command](#)

[Format](#)

[Data](#)

[Options](#)

[Macro](#)

[Help](#)

[Chart Menus](#)

[Chart](#)

[Chart-Presentation](#)

[Toolbar](#)

### 1.2 Project

Project

[New](#)

[Open](#)

[Close](#)

---

Save

Save as

Import from

Export to

Print (Text)

Print (Graphic)

About

Iconify

Quit

## 1.3 New

New

Opens a new, empty sheet window. This sheet will receive the name "Sheet1" (1,2...) and the standard settings. If a file with the name "S:TurboCalc.CFG" exist, it will be loaded and the settings and also the contents will be taken over into the new sheet. In this way the user is able to define his personal standard settings and standard sheets (refer to <Options-Config-Save>).

## 1.4 Open

Open

Opens a new sheet window and loads an already existing TurboCalc sheet.

If this item is called from a new sheet, where no input has been done so far (e.g. after a <Project-New> or the start of TurboCalc) the opened sheet will be loaded in this window (this will avoid the confusing, unnecessary <Sheet1> window, if a file is loaded right after the start).

The standard-file requester of Commodore will be opened and the file can be selected with the mouse. Select the path and file name with a click and confirm with >Ok< (For detailed usage, see user manual of your Amiga).

Annotation: This requester is only available from OS2.0 on, which should be a minimum standard meanwhile. If you belong to the "old" 1.2 or 1.3 users, you can work with TurboCalc as well. For you, a special requester for file selection was added.

Hint: During the opening the pattern "#?.TCD" is used as a standard. Only files with the file tag TCD are shown. If you want to see all files, delete the field <Patterns>. Compare with <Save as>.

Note: Any change of the file pattern is saved automatically, if the load-process was successful. Any time you recall the requester the new pattern is used (until it is changed again). If you want to use your individual pattern as standard instead of "#?.TCD", please save it with <Options-Config-Save>.

Annotation: If you wish to load other file formats, this will be performed with the menu item <Project-Import from>.

## 1.5 Close

Close

Closes the current sheet and all corresponding windows. If there are any changes since the last saving, a requester will be opened with the possibility to save the file before closing or to abort the whole operation.

If you try to close the last sheet window, TurboCalc will ask you, if you really want to quit or whether a new, empty sheet window should be opened.

## 1.6 Save

Save

Saves the sheet under its current name (this is the name by which the file was loaded, or by which it was saved the last time - it is shown as menu title). If this file is a new one and has not been saved yet (e.g. the name is Sheet1), <Save as> is automatically called so that you can determine a file name.

## 1.7 Save as

Save as

Saves the sheet as a TurboCalc-sheet on diskette or harddisk... .The standard-file requester of Commodore appears to enter the file name and path.

The new name will be used as new sheet name (for the next <Save>) and also be shown in the window title.

Annotation: If a pattern exists and it starts with "#?." (as usually), this pattern will be added automatically to the save-name, if it does not contain a point (an entered "test" will be changed into "test.TCD").

## 1.8 Import from

Import from

ProCalc - SYLK (Excel) - CSV (ASC)

Allows the import (loading) of sheets which have not been created by TurboCalc

A requester is opened to select the desired file. (For details see appendix "Foreign Formats")

## 1.9 Export to

Export to

SYLK (Excel) - CSV (ASC) Tab

This menu item allows to save the data of the current sheet in a foreign format, so it can be used by other programs. This is the counterpart of <Project-Import from>.

## 1.10 Print (Text)

Print (Text)

This opens a window to set some printing parameters and the gadget <Print> down on the left, which starts the print-out. For further settings also refer to <Format -Print Format> and <Options-Print Range>.

According to the setting of >Output< two different parameter windows emerge from this:

The print command and its window seem to be quite confusing when called the first time. The number of different parameters can lead to some understanding problems. To cover those problems the appendix has been revised and extended by a new part "Tips and Tricks to improve your print-out", which exposes most frequent troubles and possible solutions.

Hint: The print window covers a lot of settings to guarantee an optimum output. The current settings will be saved after the output together with the sheet. For a second print-out a simple click on >Print< will be sufficient. For the moment most of the values should already be set as desired. If necessary, try a test with >Print<.

Annotation: If you have changed your print settings, you can save them for a new standard sheet with <Options-Config-Save>.

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If >Text< is selected for the output, the sheet will be printed with the character set of the printer. This leads to a quick and clean picture and is available on all printers. Text and colors will be printed correctly (if a color printer is used and >Color Print< is selected, see below). If you have selected more than one character set or different frames, this cannot be taken into account. For these enhanced formattings, please use the >Graphic< mode, see below.

Show Picture

Output: Here >Text< should be marked (otherwise see below)

Color Printing: TurboCalc allows a color printing on color printers. With this gadget you can toggle between color and black-/white mode. This option has no effect on normal printers.

Wait for new Page?: This option was installed for printers with single-sheet feeder (not fully automatic): If it is selected, there will be a break after every page until you click on >Ok< in the appearing window. This procedure will give you enough time to insert the next page.

Print Range: Here, you can determine if everything or only a few pages should be printed. Enter the first and the last page, if you only want to print an excerpt of your current work (make sure, that you have activated the gadget >Page<;1 is the first page).

Line distance: Here you can choose between 6 and 8 lines per inch (also called lpi). 6 is the standard, 8 is suitable for some sheets to get more lines on one page.

Quality: Here, you can set the print quality as far as your printer allows it.

Paper Size: This field is provided for the setting of the paper size:

The first three items contain the most import standard formats, the fourth allows a free setting. You can determine the appropriate sheet size with the fields >Width< and >Height<.

Hint: Here, the maximum size of the sheet is shown. With <Format-Print Format> you can determine the sheet's margins.

Hint: In case you use a dot matrix printer with a semiautomatic paper feeder you should note that most of these printers need one (or a half) inch for the sheet feeding. You have either the possibility to correct this manually after the feeding or you change the paper length and the top margin accordingly: Reduce both values by one inch (or ½ inch)! Most of these printers are not able to print to the bottom of the page (at least while having single-sheet feeding): Raise the bottom margin appropriately.

Printer/File: Here you can choose, whether the print-out should be executed or sent to a file. If the field is set on "file" the text behind the gadget will determine the file name.

Hint: Proper file names are also "\*" (which is the Shell-window if TurboCalc was started via Shell) or "CON:0/0/640/256/print/WAIT/CL" which opens an extra window and pipes the output to it. This is very useful to get a preview of the printing result.

Print Format: A click on it corresponds to <Format-Print Format> and opens a window for the setting of further print parameters.

Print starts the printout of the range defined with <Options-Print Range>. If the printer is turned off or not online, you will at once receive a corresponding message. If the print-out is started correctly, a corresponding message window with the gadget >Abort< will appear. A click on it is sufficient to stop printing. (Please note that the buffer contents of the printer is still going to be printed after >Abort<, which can take its time on some printers.)

Hint: Only the range chosen by <Options-Print Range-...> will be printed, see there.

## 1.11 Print (Graphic)

Print (Graphic)

If >Graphic< is selected in the field >Output<, the sheet will be printed in the graphic mode. This process needs more time (in case of dot printers) but allows an output of different fonts, frames ... .

Hint: TurboCalc draws the page internally in a higher resolution (namely, the print resolution in pixel) to increase the print quality. Therefore the fonts are 3 to 4 times larger. So, if possible, use scaleable fonts (e.g. Helvetica, Times or Courier). These can be loaded and used in the higher resolution which leads to an optimum print quality.

Show Picture

Output: Is set to >Graphic< (otherwise see "Print (Text)" before)

**Color Printing:** TurboCalc allows a colored printing on color printers. This gadget turns the color option on/off.

**Hint:** Beside these settings there is the option "Coloring" in the workbench-graphic-print setting ("SYS:Prefs/PrinterGfx", also see <Gfx-Prefs>). These are independent from each other. If you have not selected >Color Printing< you should choose black and white in "GfxPrefs" as well.

**Hint:** If you have chosen >Color Printing< you can select color, gray tone or black and white in "GfxPrefs": With gray tones you can receive an appropriate picture of colored graphics on a black and white printer.

**Wait for new Page?:** This option was installed for printers with single-sheet feeder (not fully automatic): If it is selected, there will be a break after every page until you click on >Ok< in the appearing window. This procedure will give you enough time to insert the next page.

**Print Range:** Here, you can determine if everything or only a few pages should be printed. Enter the first and the last page, if you only want to print an excerpt of your current work (make sure, that you have activated the gadget >Page<;1 is the first page).

**Scale:** Here, you can determine the output size (in percent, horizontally and vertically). "1.0" is normal. If you enter "2.0", the corresponding direction will appear twice as big. "0.5" bisects the size.

**Density:** Determines the print density, that means the resolution the printer uses for the printing. 0 is the lowest and 7 the highest resolution (e.g. 0: 90\*90 dpi, 7:360\*360 dpi). Not every printer possesses 7 settings; in this case it is possible that some are identical. Basically, the the higher the density the more time is needed.

**Paper Size:** This field is provided for the setting of the paper size:

The first three items contain the most import standard formats, the fourth allows a free setting. You can set the appropriate sheet size in inch or cm (depending on <Options-Locale>, see there), in the fields <Width> and <Height>.

**Hint:** Here, the maximum size of the sheet is shown. With <Format-Print Format> you can determine the sheet's margins.

**Print Format:** A click on it corresponds to <Format-Print Format> and opens a window for the setting of further print parameters.

**Gfx-Prefs:** This gadget lets TurboCalc search for the file "SYS:Prefs/PrinterGfx" and starts it, if available. This process (normally) opens the graphic settings of Preferences and allows the setting of color-, black and white and gray print.

It is not necessary to set the print density and the left margin there - this can be done directly via TurboCalc. In this case the settings of the Preferences will be ignored.

Print starts the printout of the range defined with <Options-Print Range>. If the printer is turned off or not online, you will at once receive a corresponding message. If the print-out is started correctly, a corresponding message window, with the gadget >Abort<, will appear. A click on it is sufficient to stop printing. (Please note that the buffer contents of the printer is still going to be printed after >Abort<, which can take its time with some printers.)

**Hint:** Only the range chosen by <Options-Print Range-...> will be printed, see there.

## 1.12 About

About

Gives information about version number, author and distributor.

## 1.13 Iconify

Iconify

With this item all TurboCalc-windows will be closed temporarily and TurboCalc will be put to the background. On the workbench a TurboCalc-icon (up to kickstart 1.3: a window) appears. With a double click on it, TurboCalc is "awakened" again. The windows will be opened as they were before the iconification and the work can be continued. From OS2.0, you will also find an entry in the workbench menu "Tools". Its selection calls TurboCalc again.

This can be very meaningful if you have started TurboCalc on the workbench and you decide to do something else for a while. In this case you can hide TurboCalc and work with the workbench. If you want to continue your work with TurboCalc, a double click on the above mentioned icon (or window) or a simple menu selection will be sufficient.

If TurboCalc uses its own screen, iconification is also possible but does not make sense, except you need memory space at that moment: Simply switch to the workbench with <left Amiga>+<N> and back to TurboCalc with <left Amiga>+<M>.

Hint: If you have unsaved data, it is advisable to save them before iconification. Of course, TurboCalc conserves the data, but it can happen that:

- \* You inadvertently forget that TurboCalc is still in the background after closing a new application and switch off the computer.
- \* Other programs crash and you cannot call TurboCalc again.

## 1.14 Quit

Quit

This menu item terminates the work with TurboCalc. If you have opened unsaved sheets you will be reminded that you still have the possibility to save them.

## 1.15 Edit

Edit

Cut

Copy

Paste

Paste only

Clear Contents

Remove Cells

Insert Cells

Fill

Insert Data

Save Block as

Transpose

Translate Formulas

## 1.16 Cut

Cut

Copies the marked range into the intermediate memory (for <Paste>) and empties the selected cells. This operation can be made undone with <Paste>.

## 1.17 Copy

Copy

Copies the marked range into the intermediate memory (for <Paste>). In contrast to <Cut> the source range is not changed by this operation.

---

## 1.18 Paste

### Paste

Inserts the buffer, which was created by <Cut> or <Copy>, at the current position - already filled cells will be overwritten.

If a block has been marked before <Paste>, exactly this block will be filled up now. If it is smaller than the copied range, the superfluous part will be left out. If it is larger, the copied range will be added, as often as necessary, beside or below, until the block is filled.

While inserting formulas the relative cell references will be adapted automatically. This can also be performed between different sheets, that means <Copy> in one sheet and <Paste> in another - to transport the data.

Hint: <Paste> is also useful to fill ranges. Simply mark the "fill patterns" and send it to the buffer with <Copy>. Then mark the range which should be filled and select <Paste>.

## 1.19 Paste only

### Paste only

With this command you can paste only a part of the information of the block you have cut or copied (e.g. only the values or the formatting)

Format: Only the format of the block is pasted to the new block, the values and the formulas of the new range will not be changed. This is useful if you want to reformat a range.

Values: With this command only the values will be pasted. (Existing formulas of the new block will be removed). The format of the new block will be kept.

Hint: This is useful if you only want to copy the "data" (under neglectation of the formulas), so that they can be used somewhere else (e.g. if the duplication of formulas formulas leaed to wrong result).

Values & Formulas: With this command only the values and the formulas will be pasted. The old format will be kept. This is useful to copy data to an already formatted block. It is the counterpart to Format; both together result in <Paste>.

## 1.20 Clear Contents

### Clear Contents

Deletes parts of the information of the marked block or the current cell:

All: Deletes the whole cell inclusive its formats. This corresponds to <Cut>, but the range will not be copied to the buffer and therefore <Paste> is not possible.

Format: Deletes all format instructions and puts them back to standard; the cell contents and the formula stay preserved.

Formulas (values remain): Deletes only existing formulas. The value which was calculated by the formula stays preserved (see hint).

Values: Deletes the complete contents (that means values and formulas) - only the formatting stays preserved.

Hint: The item <Formula> is very useful to replace formulas by their values. On the one hand this procedure helps saving a lot of storage capacity, on the other hand it speeds up TurboCalc's calculations.

## 1.21 Remove Cells

### Remove Cells

Removes cells, complete columns or rows. A window for the selection (and for a security request) appears.

---

### Show Picture

Complete Columns: Deletes the column in which the cursor is located and all columns, which belong to one block. The other columns move up accordingly.

Complete Rows: Like "Columns", but for rows.

Block left: Deletes the block (or the current cell) and shifts all data on the right of the block automatically to the left.

Block up: Like "Block left", but only the data below will be shifted upwards.

At the same time all relative cell references will be adapted in a way that they refer to the correct cells. (A reference to a deleted cell is replaced by #REFERENCE!).

Hint: When calling this menu item, the correct selection is in most cases preset by TurboCalc, so you only have to click on >Ok<:

If only one row is selected, the >complete Column<-option will be chosen. If there are one or more columns/rows marked, the appropriate item will be selected automatically. Having a block, left/up will be selected according to the height/width of the block.

## 1.22 Insert Cells

### Insert Cells

Inserts (in contrast to <Remove cells>) cells or complete columns/rows.

### Show Picture

complete Column: Inserts one column (or a few, corresponding to the block width) at the cursor/block position. The other columns move down accordingly.

complete Rows: Like above, but for rows.

Block Right: Inserts an empty field in size and place of the block (or current cell), and shifts all data below and to the right of the block automatically to the right.

Block Down: Like above, but the data will be shifted downwards.

## 1.23 Fill

### Fill

Fills in a block according to the entry of the first cell.

Annotation: It is only possible to fill the complete block with one value (or formula). To fill a whole range with alternating values like 0 and 1 (or Monday to Friday), <Paste> can be used, see above.

Right The contents of the left column of the block will be copied to all columns to the right of it.

Bottom The contents of the top column of the block will be copied to all columns below.

Left The contents of the right column of the block will be copied to all columns to the left of it.

Up The contents of the last column of the block will be copied to all columns above it.

## 1.24 Insert Data

### Insert Data

TurboCalc - ProCalc - SYLK (Excel) - CSV (ASC)

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With this menu item previously saved sheets can be inserted into the current one: A file requester appears to select the file, which will then be inserted from the current cursor position on (or from the top left corner of a marked range).

"TurboCalc" is the standard file-format of TurboCalc, which is read with <Project-Open> and written with <Project-Save>. All others are foreign formats.

For details concerning the file requester and the foreign formats see menu items <Project-Open> and <Project-Import from>.

Hint: Please make sure that you have placed the cursor at the correct position and that there is enough space right and below it to insert the file before you call the menu item. If necessary, occupied cells will be overwritten.

Annotation: Only those cells will be overwritten which have a new contents in the new file the rest stays preserved. So it is possible to put "one sheet above the other". If you only want to have the new contents you can delete the respective range by calling <Edit-Clear-All>. The range can be selected with <Shift>+<Ctrl>+<Down> and then <Shift>+<Ctrl>+<Right>.

## 1.25 Save Block as

Save Block as

SYLK (Excel) - CSV (ASC) Tab - CSV (ASC)

This menu item works similar to <Project-Save as> or <Project-Export as>, but only the current block will be saved as a new sheet.

Hence, parts of the sheet can be saved as a new sheet or as data (e.g. in the format CSV for a word-processing program).

## 1.26 Transpose

Transpose

This instruction transposes a square range, that means the block will be mirrored at the diagonal.

Example:

1 2 becomes 1 3

3 4 2 4

This instruction can be used to exchange already entered data. For example to make a database-range ordered line by line, if the sheet was ordered columnly before.

Before selecting this instruction you have to mark a square range (that means the height must be equivalent to the width). This can be checked while creating a block: In the status line on the top left, the width and height of the block is displayed. Any block with different dimensions will produce an error message.

## 1.27 Translate Formulas

Translate Formulas

to German

to English

TurboCalc allows the input of formula- and macro-instructions in German and English. With these two instructions the formulas and macros can be transferred to the appropriate language.

Before your select this menu item you should mark the block, which will be translated then.

---

## 1.28 Command

Command

Paste Formula, Macro, Name

Define Names

Find

Goto

Show active Cell

Recalculate

## 1.29 Paste Formula, Macro, Name

Paste Formula, Macro, Name

Formula, Macro and Name

Inserts a formula, a macro instruction or a definite name into the current input cell and changes automatically to the editing mode.

A window with a list of all existing formulas (with parameters) appears. With a click upon a formula and >Ok< the formula will be inserted at the current position (if you have not started an input yet, a "=" will be inserted automatically, which is obligatory at the beginning of each formula).

If the inserted formula needs a parameter, the cursor will be located behind the "(" opening bracket, otherwise the cursor can be found behind the ")" closing bracket.

Hint: Besides the control with the mouse, the formula can be selected with the keyboard: Select the desired entry with <Cursor up> or <Cursor down> and then confirm with <Return> (To get to top or bottom of the list use <Shift>+<Up/Down>).

Annotation: If no name is defined when using <Command-Paste-Name>, no window will appear and the instruction will be ignored.

## 1.30 Define Names

Define Names

Here, names for cells, ranges or constant data can be determined. This instruction is also used to change or delete names!

This is of advantage if you deal with frequently used cells/ranges. It facilitates the input and readability. (e.g. totalkm for C10 and in C12: =0.5\*totalkm)

Show Picture

To define a name a window appears, where all existing names are listed on the left side. On the right side, there are two text fields: the first is >Name< with the (new) name and the second is >Contents< with the contents, that is (or should be) assigned to the name.

In the >Type<-field, you can determine the type of object, which receives the specified name (macro, criteria, etc).

With a click on >Ok<, this assignment (name->contents) will be stored (if the name has already been defined before, the old contents will be overwritten).

The same is done by >Add<, but the window stays opened for further entries. >Delete< will delete the current name from the list, if it existed there.

With a click on an entry of the list, names- and contents- fields will be changed according to the entry (like this, an easy changing or deleting is possible).

Annotation: When the window appears, the current cell/range will be written into the >Contents<-field as a formula (e.g. "=A1:C3"). The text of the current cell can be found in >Name< (or the text above or left of the current cell; if no text could be found, the field is empty!).

Further information about names/variables can be found in chapter "Names".

Hint: For the database operations (see there), the two variables DATABASE and CRITERIA are defined (by the commands <Data-Define Database> and <Data-Define Criteria>).

## 1.31 Find

Find

Allows the search for a special string in formulas and texts of the sheet. If the operation was successful, the cursor will be moved into this cell, otherwise it remains unchanged. If a block is selected, the search is limited to the cells within the block.

The following window is opened:

Show Picture

Text: Here, you enter the text which shall be searched for.

by Rows/ by Columns: Determines if TurboCalc searches linewise or columnwise. The standard search is line-by-line, but if you want to search in a database-column, it is advisable to select columns.

Compare Part/All: Using "Part" it is sufficient that the text -as a part of a text or formula- is a component of a cell. if you have selected "All", the text must be identical in all characters.

Case Sensitivity: If selected, capitalization and use of initial letters must be same, otherwise it is sufficient, if only the letters are corresponding.

## 1.32 Goto

Goto

Opens a window that allows to change the current cell. Select a name from the list or enter the cell or the block (or the name) directly.

Hint: The selection can be performed with the keyboard as well: Move the inversed entry with the cursor block and confirm with <Return>.

If you want to have a look at the current database range, simply enter DATABASE or click upon it.

Hint: This is very useful to look at a distant cell -the slow and awkward scrolling is avoided.

Hint: Instead of selecting this menu item, you can also press <F5> or simply click on the "status-field" (i.e. the field the cell-position is printed in).

## 1.33 Show active Cell

Show active Cell

Scrolls the visible range, so that the current cell is visible again (In case the screen has been scrolled before with the scrollbars at the left and bottom margin).

## 1.34 Recalculate

Recalculate

Recalculates the sheet with all its formulas. Above all, this is very useful if >automatic recalculation< (in <Option-Sheet>) is switched off.

---



## 1.35 Format

### Format

With the help of the following instructions you can determine the sheet's format, that means the appearance of cells or cell ranges. All menu items refer to the current cell, or if a block is marked to that block (thus to all cells of the block).

If complete rows or columns are marked (e.g. with a click on the line- or column titles) and a certain format is selected afterwards, the formatting only refers to the occupied cells of this range. The corresponding line- or column format will be changed accordingly. If you create new cells in this row or column (e.g. text input), they will be formatted accordingly.

Hint: The formatting of complete rows or columns (after the click on the appropriate title) is a very practical method to change the formatting of lines and columns and saves -at the same time- storage capacity.

Attention: If the range to be formatted does not consist of complete rows or columns (i.e. the range was not selected by a click in the line- or column title), all cells which are to be formatted will be allocated in the main memory during the formatting (including all cells that were empty before). Limit this instruction to the desired and necessary range. Otherwise too much storage capacity will be needed (especially for big blocks). If possible use the above mentioned formatting for complete lines or columns.

### Numeric Format

#### Alignment

#### Font

#### Colors

#### Pattern

#### Frame

#### Cell Protection

#### Column Width

#### Row Height

#### Freeze

#### Hide

#### Show

#### Default Font

#### Print Format

## 1.36 Numeric Format

### Numeric Format

With "numeric format" you determine the format that should be use for displaying numbers, time, date.

For this purpose, the following window is opened:

#### Show Picture

On the left you find some gadgets. Selecting one of these gadgets sets the list to the beginning of the appropriate numeric type (normal notation, scientific notation, percent notation, currencies, date- and time formats).

On the right you find a list of all available numeric formats. Select the desired format with a double click (or click and >Ok<):

Standard: The numbers resp. date/time are displayed as "standard" - the numbers are shown depending on the column width.

0 The numbers are printed with all places in front

0.0 and 0, 1,...6 digits behind the decimal point

... If there are more decimals, the number will be

0.000000 rounded, otherwise filled up with noughts.

0,000 The number is printed (without or with two places

0,000.00 behind the decimal point) and the separator sign for the thousands, defined by <Option-Locale>, is inserted.

000 The number is printed without any places behind

0000 the decimal point. It is displayed in the specified length

00000 and, if necessary, filled up with noughts (e.g. 013). This is very useful for numbering or postal codes.

0.0E+00 The number is printed in the exponential

... format with the selected number of places

0.000000E+00 behind the decimal point.

0% The number is displayed in percentage terms with

... the desired number of places behind the decimal

0.000000% point.

\$ 0 Like the corresponding symbols without "\$", but

\$ 0.00 the current currency symbol (see <Option-Locale>)

\$ 0.000 will be set in front or behind it.

\$ 0,000.00

DD.MM.YYYY Date: 30.09.1993

DD.MM.YY Date: 30.09.93

DD.MMM.YYYY Date: 30 Sep 93

DD.MMM Date: 30 Sep

MMM.YYYY Date: Sep 1993

MMM.YY Date: Sep 93

hh:mm:ss Time: 08:07:05

hh:mm Time: 08:07

h:mm:ss Time: 8:07

h:mm Time: 8:07

Annotation 1: For date and time the separator and the date-order can be set with <Option-Locale>.

Annotation 2: Corresponding to the selected format, numbers could be displayed as a date resp. time or vice versa. In any case, "standard" selects the right format.

## 1.37 Alignment

### Alignment

Here, you can select the vertical and horizontal alignment of the cell contents resp. the block. With the selection of a block you determine the format of the whole block (In this case, TurboCalc preselects its settings in the requester. If the formats are different no item will be marked). A click on >OK< only changes those settings, which had been explicitly selected before. If you did not determine a new formatting and click on >OK<, the previous alignment settings are kept unchanged.

### Show Picture

Hint: This proceeding is advisable if you only want to change the horizontal alignment of a certain block while keeping the vertical one. Just click on the horizontal item and leave the vertical switch untouched.

The particular fields standard, left, right, center resp. standard, top, middle and bottom are self-explanatory.

Hint: You also have the possibility to change the horizontal alignment via toolbar.

## 1.38 Font

### Font

With this item you can select the font and the font-style of the selected cell or block. With the selection of a block the format of the whole block is determined. (In this case, TurboCalc preselects its settings in the requester. If the formats are different no item will be marked). A click on >OK< only changes those settings, which had been explicitly selected before. If you did not determine a new formatting and click on >OK<, the previous alignment settings are kept unchanged.

Annotation: If the selection of this instruction causes a message like "The desired font could not be found or loaded" instead of the following window, it is possible that TurboCalc could not find the "diskfont.library". Make sure that this library is located in the "LIBS:"-directory ("diskfont.library" is part of the "libs:"-directory of your original Workbench.)

### Show Picture

On the left you will find two list fields. The first contains all available character sets, the second the appropriate sizes. Below that, there are two text fields indicating the current selection.

Selection of a character set: Execute a click on the desired character set in the left list (with the character-set names). The appropriate name will appear in the textfield below and the existing sizes for this font will be shown. Now, select a size (it will appear in the textfield below), resp. enter it directly in this field.

The first entry to be found is "DEFAULT CHARACTER SET". If you select this one, no size will be visible; this entry indicates that the font selected with <Format-Default Font> should be used.

Hint: From OS2.0 on, also not existing sizes can be entered - they will be calculated automatically. Please note, that this can reduce the font quality, if e.g. "bitmap-fonts" are used and not the vector charactersets, like Courier, Helvetica or Times. You will not have a loss of quality using the latter ones!

Hint: The Amiga character sets are divided in "proportionals" (that means, the characters have a different width) and "non-proportionals". The former are very suitable for text presentation, but problems will arise when presenting numbers: The numerals of numbers which should stand below each other, will not be found directly below each other (because the nought (0) is wider as e.g. the one (1)!).

Therefore: If possible use "non proportional" character sets for numbers, e.g. "Topaz" or "Courier".

The respective fields, underlined, bold, italic are self-explanatory.

Hint: You can also change the font type and style with the help of the toolbar.

## 1.39 Colors

### Colors

Here you can change the text- and the background color of a cell or a block.

A window with colored rectangles appears, containing a >Default< field for text- and background color.

### Show Picture

"Default" ("Dft") corresponds to the normal text- and background color (black-and-white respectively). A click on the desired color (or >Default<) makes it appear on the left, in the preview field. A click on >Ok< accepts the new color(s).

Hint: TurboCalc offers an output of the colors on a color printer, see <Project-Print>. The printer control (as well as most other printers) allows an 8-color-printout in the text mode only (black, white, red, blue, green, yellow, cyan, magenta). If you use the standard colors (8 resp. 16-color mode) they will be chosen for the screen-output in a way that they look very similar to the print-out. If you have changed the colors before (via <Options-Screen-Color>), this might change.

## 1.40 Pattern

### Pattern

Here you can change the background pattern of a cell or a block.

A window with 16 different patterns appear. The first (black) one corresponds to "no pattern", i.e. the background will appear white or in the color selected via <Format-Colors> (although you will see a black preview-field).

Show Picture

A click on the desired pattern makes it appear on the right, in the preview field (for this preview the background-color is expected to be white - in your sheet this will change to the cells' background color). A click on >Ok< accepts this (new) pattern.

Hint: This might be useful if you own a black and white-printer. Try using patterns instead of colors, then.

## 1.41 Frame

Frame

With this option you can determine the frame of a cell or the current range.

Show Picture

Here you can select the thickness of the respective frame part (left, right, above, below)

>Ok< changes the frame thickness for all cells.

<Around block> changes the frame thickness for the margins of the selected block only.

Hint: If the left and top part of the frame is set on small or middle and the right and bottom margin on thick, a 3-D effect can be produced.

## 1.42 Cell Protection

Cell Protection

With this menu item you can change the protection features of the current cell or the current block.

Show Picture

Writeprotection enabled: If this item is selected and the protection is switched on with <Options-Protection Flags>, this cell can no longer be overwritten or deleted. (This flag is by default set to "on" for every cell, the flag has to be deleted only for those, which shall not be protected - and most of the time there are only a few!)

Hide Formula: If this item is selected and the protection is switched on with <Options-Protection Flags>, there will be no formula shown in the status line. The field remains empty. This is very useful, if only the value of a formula should be available for others, but the formula itself should stay private.

Hint: As mentioned above, both features are senseless if you do not activate >Enable Protection< in the menu <Options-Protection Flags>. Otherwise (which is the regular case) all cells can be edited freely.

Hint: This leads to the following operation possibilities: In the beginning all cells are protected, but because the protection is not activated in <Options-Protection Flags>, the cells can be edited normally. Now, create your sheet (e.g. a mask with text fields, input fields and formula fields) and delete the feature >Writeprotection enabled< for those cells which may be changed (by other persons).

Now activate the protection (if necessary with pass-word). So most of the cells are protected - only a few can still be manipulated (e.g. the input fields of a mask).

If you e.g. like to change some texts, it is sufficient to deactivate the protection temporarily (with <Options-Protection Flags>). Then change the cells and reactivate the protection.

## 1.43 Column Width

### Column Width

With this option you can set the width of the current column(s). TurboCalc asks for the width in characters. Numbers with decimal points can also be entered (.0, .125,25,...) to define the width more precisely.

If the value is specified too low (<1) or too high, it will be ignored.

0 means standard width.

## 1.44 Row Height

### Row Height

Here you can set the height of the current cell(s). You will be asked for the height in lines. Numbers with decimal points can be entered (.0, .125,25,...) as well to define the height more precisely.

If the value is specified too low (<1) or too high, it will be ignored.

0 means standard height.

## 1.45 Freeze

### Freeze

With this command you can define rows and/or columns that shall be frozen, i.e. these lines/columns will be displayed on top/left of the window even if the range (below) is scrolled. Thus it is a kind of "Title".

Before selecting this menu item, put the cell cursor in the cell below and right to the lines/columns that shall be frozen. All lines above the current cell and all columns on the right will get the new title (In other words: Move the cursor to the first cell that is outside of the range to be fixed.).

Unfreeze: Put the cursor in cell A1 before selecting <Freeze>.

Freeze lines only: Move the cursor to the column A one line below the new "title-lines".

Freeze columns only: Move the cursor to line 1 and "Column+1".. of the part to be frozen.

Hint: Freezing may be useful, if you work on a long data-list with a title-line (e.g. the sheet created in the tutorial). Then freeze the title-line(s) and you will not confuse the different data-columns when scrolling down (which normally causes TurboCalc to scroll the titles as well).

Example:

Lines 1 and 2 shall be fixed: Move cursor to A3

Lines 1 and 2 and Column 1 shall be fixed: Move cursor to B3

## 1.46 Hide

### Hide

#### Column(s) - Row(s)

With this menu item you can hide columns resp. rows.

Move the cell cursor to the column/row you want to hide and select the respective menu item. (If a block is marked when executing this command, all columns/rows having one (or more) cells marked will be hidden.)

---

## 1.47 Show

Show

Column(s) - Row(s)

Columns or rows which were hidden before (see above) can here be redisplayed. For this, move the cursor to the desired column/line (or mark the range) and then call up the corresponding menu item.

Hint: The marking of non visible cells is a little bit tricky: The best thing to do is to mark a block around the hidden column/line with a following selection the menu item (Or mark the cell reference directly with <F5> or <Command-Goto>).

## 1.48 Default Font

Default Font

Here you can determine the standard font for the current sheet. It will be used in all cells that have not received a distinct font or the "default character-set".

Hint: If you have not selected a standard font with this menu item until now, TurboCalc chooses the font that appears under <Options-Screen-Font> (it is the font, which also appears in all messages).

This menu item was introduced to allow different standard fonts (for every sheet), as well as to make the standard font independent from message windows.

Hint: The menu item can be used as a zoom, if only the standard font is used. Simply select the font in an other size.

## 1.49 Print Format

Print Format

Here you can define some settings that determine the print image. (This windows can also be called from the <Project-Print>-requester).

Show Picture

Margins: In the four number fields you can enter the respective margins (in centimeters or inches, see below). This allows a precise positioning within the printout-page (The paper format must be set before the print-out is started with <Project-Print>).

Font: Here you can choose from three printer fonts, which become smaller from the top to the bottom.

Pica (10 characters per inch)

Elite (12 characters per inch) and

Condensed (15 characters per inch)

Header/Footer: Here you can set, whether a top or bottom line shall be printed and (behind that) determine the text of this line. You can use the following "control characters" in the texts:

%P prints out the appropriate page number instead of these two letters

%D will be replaced by the current date

%N results in the name of the file, which will be printed.

%% results in a percent character (if you should need one for your text).

Example:

File %N, printed on %D

page %P of the document %N

---

Titles: Here, you can determine that the corresponding column titles (A,B,...) appear in the first line of each page on the print. Furthermore you can provide the print-out with the line numbers (1,2,3...) on the left.

With the next gadget you can create the following 3 lines (with repeated clicks):

no Grid: Prints the normal sheet (without raster).

Grid (Line): The sheet is printed with a raster. As vertical separator a special character is inserted ("|"). The whole line is horizontally underlined. Underlined text will thus not be visible as underlined.

Raster (underl.): This also adds a raster, but the horizontal line will be produced as a line of minus characters "-". The advantage is that underlinements are also visible in this case (but it needs twice as much lines and therefore pages for the print). Most of the time the print image gets more illegible.

Hint: The line mode often produces a better raster, but it does not work with all printers. Some of them only print the underline when text is printed at the same time (They do not print underlined blanks). In this case, you may change the printer setting directly at the printer.

## 1.50 Data

Data

Data-Find

Extract

Delete

Sort Database

Define Database

Define Criteria

Sort Range

Create Series

Create Chart

Show Chart

## 1.51 Data-Find

Data-Find

Searches for the next entry in the current database, which matches the current criteria. Therefore database- and search-criterion-range must be defined, see below.

If the cursor is located in a database range, the search starts in the line below the cursor. If the end of the database range is reached without a result, TurboCalc asks whether the search should be continued from the beginning (if the search has been started from the beginning, it will be indicated that no matching entry could be found).

If a corresponding line is found it will be marked as a block and the search is stopped. Another <Find> continues the search for the next entry.

Hint: If the whole database is to be searched, simply place the cursor outside the database range, e.g. in A1 or in the criteria range. This starts the search in the first line of the database.

---

## 1.52 Extract

Extract

Copies all database lines, which matches the current criteria (see there) to a new position, in fact to the current cursor position! (The former contents of the database range stays preserved!).

Attention: When extracting to the current cursor position, former data will be overwritten. So, please ensure that there are no important data and that there is enough space below. You never know how many data records you are going to copy with your current criteria.

## 1.53 Delete

Delete

Deletes all data records which conform to the current search criterion (see there).

The remaining data records move up accordingly and the database range is reduced.

Hint: It is advisable to check if all criteria are correct and thus avoiding the deletion of data records which are still needed. This can easily be done with <Find> or <Extract>, before starting <Delete>.

## 1.54 Sort Database

Sort Database

ascending - descending

Sorts the current database range in ascending (or in descending) order depending on the column where the cursor is located (the location must be within the database range, otherwise the instruction will be ignored).

## 1.55 Define Database

Define Database

Defines the current marked block as database range. It receives the name "DATABASE" (see "Names").

The cells in the first database line should contain the row-titles of the data-structure while the remaining lines represent the database contents.

Hint: If there are more than one database ranges in one sheet, you can switch between them as follows: Give different names to the database ranges with <Command-Define Names>. Now, mark the appropriate range (with <Command-Goto> (F5) and selection of the name) and select <Data-Define Database>.

## 1.56 Define Criteria

Define Criteria

Defines the current criteria range. It receives the name "CRITERIA".

The first line should consist of row titles (as used in the database) and the remaining lines should consist of comparative criteria. Here a short summary:

Empty cells: are always identical

Number, date, time or text: need complete identity (texts allow the search with the patterns "\*" and "?").

Comparisons: Start with ">", ">=", "<", "<=" or "<>", followed by a formula expression.

If all cells of one line of the criteria range correspond to the respective values of its title field, this line will be marked as "found"

---



## 1.57 Sort Range

### Sort Range

Allows the sorting of any range except databases (which are sorted with <Data-Sort Database>). This command requires a block as parameter, otherwise the selection of this menu item will be ignored.

The following window appears:

#### Show Picture

Sort Data (Rows/Columns): Here you can choose between sorting of lines or columns. The setting adheres to the size of the block: If the width is bigger than the height, it will be assumed that the columns should be sorted, otherwise rows is selected (In most cases this presetting should be suitable).

Direction: toggles between ascending/descending sort-order.

by Column/Row: Normally the sorting adheres to the line totally on the left or the column on top of the block. If you want to sort a block according to a different line or column, you may change this information here: Enter any cell of the line or column the sorting shall adhere to (if you sort linewise only the leading column letter is of importance while the columnwise sorting requires the rownumber only. The rest can be chosen at will and even be outside the sort range).

If the important component for the sort-process is outside the sort range, the sorting will be aborted.

## 1.58 Create Series

### Create Series

Allows the automatical fill-in of changing values (e.g. number- or date sequences). Select the block to be filled (with initial data in the first column/line), then call his menu and set parameters as desired:

#### Show Picture

Data in (Rows/Columns): Here you can determine, if the data-series should be calculated line-by-line or column-by-column (This flag will be preset by TurboCalc according to the size of the block.)

Increment: The increment represents the unit by which the starting value is raised step-by step (negative values for diminishing are possible as well).

Datatype: Determines, by which method the initial value should be increased:

Arithmetical: The increment will be added to the start value (e.g.: 1,3,5,7,9...; with an increment of two).

Geometrical: The start value will be multiplied constantly by the increment (e.g.: 1,2,4,8,16 - increment two).

Day, Weekday, Month, Year: This method requires a date as initial value. It will be increased respectively diminished by the selected period of time (days, month...). If you have activated the weekdays option, Sundays will be left out (counting sequence: Saturday, Monday, Tuesday...).

Hint: If no block is marked, the selection window will not appear! If the start value (first line/column) is empty, no calculation will take place!

## 1.59 Create Chart

### Create Chart

Select a block first and then call this menu item. A window for the selection of the chart type appears and followed by a second window for the setting of the parameters. Finally a new window with the chart is opened.

Details about both requesters can be looked up in "presentation-chart type" and "presentation-parameter" in the description of the chart menu or in chapter "Chart".

---

## 1.60 Show Chart

Show Chart

Already created charts can be closed temporarily with <Chart-Hide> or a click on the "close-gadget" of the chart-window.

With this instruction all charts of the sheet (the opened and the "closed" ones) will be shown in a list-window and can be selected with a double click or a click on >Ok<.

If the window is open at the moment, it will be activated and put to the front, otherwise the window will be reopened.

## 1.61 Options

Options

Print Range

Sheet

Display

Locale

Protection Flags

Show Sheet-Window

Hide Sheet-Window

New Sheet-Window

Arrange Windows

Screen - individual

Screen - on Workbench

Screen - as WB-Copy

Screen - Font

Screen - Colors

Screen - Default Colors

Screen- Smartrefresh

Config - Load

Config - Save

Config - Delete

## 1.62 Print Range

Print Range

These two menu items set the print range, that means the part of the sheet which should be printed by <Project-Print>:

(The print range is determined by these options only and not by a simple selection of a block before printing. Thus, you can determine the print range for several print-outs. Of course, the last setting stays preserved after saving and reloading.)

Current block

The currently marked block becomes the actual print range. The print-out is now limited to this block. If no block is marked, an error message will appear.

all

The whole sheet will be marked as print range. The print starts with cell A1 and ends in the last data-filled cell at the left bottom (You can get there with <Ctrl>-<Down> followed by <Ctrl><Right>).

## 1.63 Sheet

### Sheet

With the help of this menu item the general parameters of the sheet may be set:

#### Show Picture

max. Sheetsize: Here you can determine the maximum sheet size. Although the size of TurboCalc is theoretically unlimited, a top boundary must be entered.

This has been done mainly for your own protection, because very large sheets could need a lot of storage capacity (This can be the case if large ranges have been formatted by mistake).

Therefore it is advisable not to select an unnecessary size for the sheet at the beginning. If the sheet is (or becomes) too small for your needs, you may increase this value later (also in an already existing sheet.)

Width: Determines the width of the sheet between 20 and 700 (700 is the highest value you can express with two letters, column ZY). Default is 400.

Height: Indicates the height of the sheet (between 40 and 9999999, that means nearly unlimited. Even if you like to use only one cell in every row, you will need more than 200 MB of memory!!!). Here, default is 4000.

Calculation: Manually: Switches off the automatical calculation. That is advisable for larger sheets or many inputs. When all inputs are made, the calculation can be started manually with <Command-Recalculate> or simply with <Shift>-<F1>.

<Return>: Move Cursor: Determines, whether (and in which direction) the cursor should be moved when you press <Return>. Default is "Down".

Generate Icons: If an icon should be added to the file when you save your sheet, you have to select this option. The icons allow an easy file-handling using the workbench, but need disk space as well. So, if you always start TurboCalc before and read the files from there by means of <Project-Open>, it will be advisable to switch off this option.

## 1.64 Display

### Display

This instruction opens a window to determine the display-options for the current sheet-window.

Hint: These options could and must be set separately for every single window. So, in case of a modification only the current window will be changed. Please read the annotations below.

#### Show Picture

Show Title: Here it can be determined if the row- or column titles (A, B, C, 1,1,3,...) shall be shown. Normally set to "on".

Show Grid: If selected, the cells will be bordered by auxiliary lines. This facilitates the location of distinct cells, but can be confusing in some sheets. Furthermore it reduces the scrolling speed.

Show Toolbar: Shows the toolbar to allow an easy selection of the most frequently used commands.

Show Formula instead of Values: If selected, TurboCalc displays the formula instead of the values in all cells containing such an expression. This can be very useful for the input or the editing of formulas.

If macros are entered, these will be shown (and not the result as most macros do not return one). If this option is activated, the values (mostly Booleans) will be shown here (e.g. the result of LOAD; REQUEST...).

Show Zero: Here, it can be determined, if zero values should be displayed (0 or 0.00), or if the cells should stay empty. Normally they are shown.

Hint: With the instruction <Options-New Window> a new (second, third...) split-window can be opened for one sheet, where the settings can be adjusted separately. So you can create several windows with different display options, which all base on the same sheet (view definition). This can, among other things, be useful for the following cases:

If you have a range (e.g. column title) which should always be visible even if the rest of the sheet is scrolled, a second window can be opened where you switch off >Show Title< and >Show Toolbar<. Thus, the second window gets smaller and does not need so much space on the screen any longer.

If the values, as well as formula/macros are needed for macro-programming or formula input, a second window can be opened and >show Formula instead of Values< can be activated there.

## 1.65 Locale

Locale

These options allow the adaptation of TurboCalc to different countries. They mainly refer to the output, the input remains as usual:

Show Picture

Numeric format: Here, the character of the decimal point or -comma and the separator for the thousands can be determined. The different possibilities should be presented sufficiently in the requester.

Separator: Determines one out of three different formats for date values.

Order: Here you can choose the order in which the date should be presented.

Currency: Determines the currency symbol that appears for numbers which are formatted as a currency value. You can choose among the standard currencies or define your own individual format with a click on >Prefix<:

Prefix determines the part, which should stand in front of the number and suffix the part behind it (One of them or perhaps both can be empty).

Example: Prefix is "ab" and Suffix is "cd". This results (for 12) in "ab12cd"

Measure: With this gadget you can choose whether the widths and heights (in <Project-Print> and <Format- Print Format>) shall be measured in cm's or in inches.

## 1.66 Protection Flags

Protection Flags

Here you can protect the whole sheet -or only parts of it- from write- or read access.

Show Picture

Enable Protection of "protected" Cells: If selected, cells which have been protected with <Format-Protection> (by default all cells are protected) cannot be overwritten any longer. Furthermore, formulas can be protected against displaying with <Format-Protection>.

If it is not activated, the limitations of <Format-Protection> are not valid and the cells are editable without restrictions (For further details see <Format-Protection>).

Need Password to open this file: Here you can enter two passwords, which will be required when opening the file. The file will be loaded only when the entered password is identical with one of these two:

If the password is identical with the text of >read only<, a read-only access is granted by TurboCalc. Nothing can be changed or edited. The instructions <Options-Protection Flags> and <Project-Save> cannot be called

(If the read password was left empty, no "read access" is possible. In this case, a "read/write"-access with the appropriate password is possible only).

If the entered password is identical with the one for >read/write<, the user will have the complete (normal) access-privileges. (If both passwords are left out, the options will be treated as "not selected", even though a hook is visible).

Attention: If a >read only< but no >read/write<-password does exist, there will be no possibility to change this file after saving (Useful, in case you want to pass on the file). If you still need the original you should by all means save the file with a different name.

Password for future changes of this options:

Here you can enter a password, that you have to reenter if you call <Options-Protection Flags>. Only in case of identity this window will be opened. This will be useful if you have protected the file (>Enable Protection of protected Cells<) and you do not want to have this option removed by somebody else.

Important: Capitalization and use of initial letters is important for the passwords. "test" is not the same as "Test". For this reason, you should be careful with the invention of passwords and remember them well. Without password it is not possible to reach the desired files. Be careful!

Hint: >Need Password to open this file< is very useful for the following situation: At work you care for a certain project and administrate its data. From time to time other collaborators will need these data. To protect yourself from careless data loss, proceed as follows:

Give a simple >read only<-password to the sheet, e.g. "user" and inform you callaborators. Furthermore enter your personal >read/write<-password and keep it secret.

Now your colleagues have access to the desired data (even when you are absent)), but cannot change anything. You only have to enter the appropriate password when loading the file to work unconcerned. The password protection of course stays preserved after saving the data.

(Moreover you can remove the >read only<-password for some private or secret data and thus protect from curious eyes.)

## 1.67 Show Sheet-Window

Show Sheet-Window

This menu item allows the fade-in of hidden windows or a quick change between windows in general.

After calling this item a requester will be opened with a list of all available windows (including hidden ones).

Just click on the desired window followed by >Ok< or perform a double-click on the desired name.

Hint: The window-selection can also be done via keyboard. Just move the inverse entry with the cursor keys and confirm with <Return>.

If you have selected a hidden window, it will be reopened and put to the front. Non-hidden windows will be put to the front only.

## 1.68 Hide Sheet-Window

Hide Sheet-Window

Calling this menu item makes a certain window invisible to the user's eyes. You can hide special views of the current sheet created with <Options-New Window> or the last (original) window of the sheet.

Of course, all the data, which belong to the sheet will be kept in memory. Only its visualization -the window- is faded out but can be redisplayed at any time by <Options-Show Window>.

This is very suitable for sheets under access (e.g. via the AT-Instruction or macro-sheets) whose window is dispensable.

Annotation: The last window of TurboCalc cannot be hidden. If you want to do so, please open another window with <Project-New> before fading out the last one.

Attention: Despite of the fact that TurboCalc asks for saving even for the hidden sheets before you quit the program (if any changes were made), it is advisable to save those before fading them out. Otherwise they can be missed easily in the hidden status.

---

## 1.69 New Sheet-Window

New Sheet-Window

Opens a new (second, third,...) window of the current sheet and puts it to the foreground. - It can now be used for input or editing in the same way as the first window.

The display-options (see above) can be set separately for every window.

Hint: This can be useful, if you want to have a look at two distant parts of one sheet at the same time. For this purpose, just open another window to display the cells located far away from your current view position..

## 1.70 Arrange Windows

Arrange Windows

If you have more than one window opened at the same time(of one or several sheets), you may want to rearrange them. With the following instructions the windows can be arranged in a new order.

show all

Arranges all windows side by side. This is very suitable for a survey, but will lead (in case of many windows) to very small windows.

standard

Arranges the windows in overlapping order, so that they are as big as possible. All windows further in the background only show their title-bars (or a part of it). Each window can be put into the foreground with the "to front" gadgets (in the right top corner of the windows).

## 1.71 Screen - individual

Screen - individual

With this menu item you can select the screen-type on which the TurboCalc windows should appear. From OS2.0 on, a requester will be opened (if the "asl.library" V38 does exist) where the screen type, the size and the number of colors can be determined. It is built up similar to the setting of <Prefs>, see user manual.

Otherwise only a window with a string gadget appears. Here you have to enter the height, width and depth of the screen (each separated by a comma). For further information, see appendix 'Screen modes'.

Example: Enter 640,256,2 for a (standard) screen of 640 pixel width, 256 pixel height and the depth 2 (that means  $2^2=4$  colors).

Hint: If needed, the screen mode can be entered as a fourth parameter (Only interesting for OS2.0 or higher, but this version will display a comfortable requester anyway).

## 1.72 Screen - on Workbench

Screen - on Workbench

TurboCalc opens its windows on the workbench. If a screen was kept open before, it will be closed (the window positions stay preserved).

## 1.73 Screen - as WB-Copy

Screen - as WB-Copy

TurboCalc opens a screen, which is identical in size and color number to the workbench-screen.

---

## 1.74 Screen - Font

### Screen - Font

This menu item is provided for the setting of the character set for all windows and menus. Therefore, a list with all available character sets and type sizes is shown. Please select the desired character-set and the size by mouseclick (or input in the text fields). For details about this requester, see <Format-Font>.

## 1.75 Screen - Colors

### Screen - Colors

Here, all colors of TurboCalc can be changed (and also the workbench colors, if TurboCalc should be located there).

Simply click on the color you want to change and then use the three proportional-gadgets (shift regulators) for red, blue and green to adjust the color as desired.

Hint: If the workbench colors were changed by TurboCalc, they will be put back to the status they had before when quitting TurboCalc.

## 1.76 Screen - Default Colors

### Screen - Default Colors

Sets the colors according to the "TurboCalc standard-setting". This may be useful if you have mischanged the colors, or if the TurboCalc windows should be located on the workbench screen and strange colors are shown (e.g. for 1.3 users).

Hint: If the workbench colors were changed by TurboCalc, they will be put back to the status they had before when quitting TurboCalc.

## 1.77 Screen- Smartrefresh

### Screen- Smartrefresh

Selecting this item opens a window in which the smartrefresh option can be turned on/off.

Sheet-SmartRefresh: Enables the smartrefresh for sheet-windows.

Once activated, it saves the contents of windows overlaid by others in an internal intermediate memory. Thus, the window need not to be rebuilt so many times, which speeds up the screen refresh.

The hook to this process is that the buffering of the window needs additional memory space.

If you have enough storage capacity (more than 1Meg), you should activate this option.

Chart-SmartRefresh: Enables the smartrefresh for chart-windows. This option does not consume the memory the screen smartrefresh may require so you can leave it activated even on a machine with minimum equipment (512K).

## 1.78 Config - Load

### Config - Load

Loads a setting that was saved with <Config-Save>. (The settings will be loaded automatically when starting TurboCalc, so you have to select this item only in case of a change during a TurboCalc session and you want them back to standard.)

---

## 1.79 Config - Save

### Config - Save

Saves the current configuration which will be loaded automatically during the next start of TurboCalc. The configuration will be saved as "S:TurboCalc.CFG". Whenever you start TurboCalc, the program will try to load this file and use these settings. If this file cannot be opened, the standard configuration will be used instead.

Hint: The "TurboCalc.CFG" file is a normal "sheet" (normally empty) which is loaded as default after every <Project-New>. If you like to have a precasted sheet, e.g. together with each <Project-New>, you can save this sheet as "S:TurboCalc.CFG". (Including cell contents, formulas, names, macros... )

## 1.80 Config - Delete

### Config - Delete

Deletes the file "S:TurboCalc.CFG" which was created before with <Config-Save> (see above). The internal "standard"-file of TurboCalc will be used automatically when starting TurboCalc the next time.

## 1.81 Macro

### Macro

For details about macros, please refer to chapter "Macro/ARexx-Instructions".

Play

Stop Playing

Record

Stop Recording

Define Name

## 1.82 Play

### Play

Opens a window and shows all available macros of TurboCalc. With a double click on the name (or click on >Ok<), the appropriate macro will be started.

Hint: This can be done by keyboard as well: Simply use the <Cursor Up> and <Cursor Down> keys to select the appropriate macro and press <Return>.

## 1.83 Stop Playing

### Stop Playing

If you are executing a macro (recognizable by the changed screen title), it can be stopped with this menu item. Nevertheless the last instruction will be finished.

---



## 1.84 Record

### Record

Opens a window for the setting of the macro characteristics and accepts the following instructions as a new macro. For details, see chapter "Record Macro".

### Show Picture

**Macroname:** Please enter the macro-name here. This is the name that will be shown in the <Macro-Play> requester later. Try to choose a clear name, so that you can easily recognize the macro.

**Note:** You have to enter a macro name in any case. If this field is empty (by the time you click on >Ok<), the macro-recording is aborted!

**Write Macro to:** Here, you can select, if you want to record the macro to the current sheet or to a new macro work-sheet. TurboCalc provides both recording types (in contrast to other spread-sheet programs).

The recording in the current sheet is suitable, if only a few macros shall be recorded. In this case you do not need an extra sheet, which has to be loaded and saved together with the one that is affected by the macro. If you intend to create a lot of macros, or use macros in general for more than one sheet, you may prefer the saving of macros in an external sheet. Please note that you have to save and load this sheet separately.

**Position:** Here you can determine a definite position (the cursor position is preset), where the macro shall be written to. As default setting TurboCalc selects the next new and unoccupied column (in the current sheet from column BA on, if this column is not occupied yet).

To save cursor movements relatively determines, whether the cursor positions shall be saved absolutely (e.g. C5) or relatively (e.g. 3 down, 2 left...).

If you have set all parameters, click on >Ok< and the recording will be started (if necessary, the new macro sheet is opened)!. In the screen bar appears a corresponding text indicating that the recording is in progress (if the bar is not overlaid by a window).

After you have recorded all necessary steps, you can stop the recording with the menu item <Macro-Stop Recording>. The message on the screen bar disappears.

## 1.85 Stop Recording

### Stop Recording

If you are running a macro-recording (recognizable by the changed screen title), it can be stopped with this menu item.

## 1.86 Define Name

### Define Name

This menu item corresponds to <Command-Define Name>. It has been added to the macro menu to shorten the definition procedure.

## 1.87 Help

### Help

[Info](#)

[Help Items](#)

## 1.88 Info

### Info

Opens a window which displays some information about the version and revision of your TurboCalc copy and the current sheets.

## 1.89 Help Items

### Help Items

The selection of an item in this pull-down menu opens a window in which a brief summary of the most important points of the respective topic is given.

A more detailed explanation and further information about a certain function of TurboCalc can be found in this manual.

## 1.90 Chart Menus

### Chart Menus

Once you have created a chart, all regular pull down menus of TurboCalc are replaced by a special "Chart-Menu" which provides the following functions:

Chart Menus

Chart

Chart-Refresh

Chart-Save as IFF-Picture

Chart-Print

Chart-Hide

Chart-Remove

Chart-Presentation

Chart-Type

Chart-Parameters

Chart-Patterns

Chart-Title

Chart-Legend

Chart-Axis Labeling

Chart-Y-Axis

## 1.91 Chart

### Chart

Chart-Refresh

Chart-Save as IFF-Picture

Chart-Print

Chart-Hide

Chart-Remove

## 1.92 Chart-Refresh

### Chart-Refresh

TurboCalc does not redraw the chart automatically, if a cell is changed within the range on which the chart is based. A continuous refresh would cause an unnecessary slow down in TurboCalc's execution speed.

So, if you want the active chart (colored frame) to be refreshed, select this menu item.

## 1.93 Chart-Save as IFF-Picture

### Chart-Save as IFF-Picture

This menu item allows the saving of the chart as an IFF-picture and thus the post-processing with all standard programs (e.g. DPaint) or the inserting in any text program.

The picture is always saved in size 640\*400 (independent of the window size) to have a good basis for the export.

After the selection of this menu item, a file requester appears (as in <Project.Save as>) to select a file name for the IFF-picture.

## 1.94 Chart-Print

### Chart-Print

Activates the graphic print-out of the chart.

A window appears where some settings concerning the picture's dimensions on the paper can be made.

#### Show Picture

Maximum: The chart will be printed as big as possible (depending on the current paper format), so that it still fits the print-out page.

Size: Here you may set the "Width" and "Height" of the picture, in centimeters or inches.

Center Picture: If this flag is selected, the picture will be centered on the page.

Vertical: Select this to print the picture vertically (Landscape-Format).

Hint: All other settings will be used as defined in "Preferences". Set your printer, the print mode (black and white, or color), the brightness... via "PrinterGfx" of "Prefs". For details refer to your Amiga Manual.

Hint: The picture is always printed and drawn in the format of 640\*400 pixels. This allows a good print quality independent of the window size. The character set(s) used in your graph will not be adjusted to the picture's size accordingly. Normally, this proceeding results in good print-outs but if the font-quality is not regarded as satisfactory, please enlarge the chosen character set(s) with the <Font>-Requester before printing.

Hint: To receive the best possible results, the chart can be first saved as an IFF-picture (see above), then be postprocessed e.g. with DPaint and finally be printed.

## 1.95 Chart-Hide

### Chart-Hide

Closes the chart window temporarily.

The chart will not be deleted completely; only its window will be closed. The chart can be shown again at any time by the selection of the menu item <Data-Show Chart>.

Hint: This is very suitable to "clean up" the TurboCalc window after the creation of one/several chart(s) whose presence is, during input or editing, dispensable.

---

## 1.96 Chart-Remove

Chart-Remove

Closes the chart window and removes the chart completely. All memory is released and the chart will no longer be shown in the list of <Data-Show Cart>.

Attention: The chart cannot be called back; it will be lost.

## 1.97 Chart-Presentation

Chart-Presentation

Chart-Type

Chart-Parameters

Chart-Patterns

Chart-Title

Chart-Legend

Chart-Axis Labeling

Chart-Y-Axis

## 1.98 Chart-Type

Chart-Type

Here you may change the chart type of an already existing chart.

Name: Allows the specification of a name for the chart. This is not necessary but reasonable, if the chart should be hidden or shown out later on (see <Chart-Hide>).

Data Order: Here you can determine, if the numbers of the block should be interpreted as data rows line-by-line or column-by-column.

Chart Type: This selection determines the type of the chart. Select here, if you want to have a bar-, a histogram-, line- or pie-chart.

Chart Range: During the creation, the selected data range will be registered here (automatically done by TurboCalc) and can be changed afterwards, if necessary. Normally, there should be no need to do so.

## 1.99 Chart-Parameters

Chart-Parameters

This menu item allows the changing of characteristic parameters, which change in accordance to the selected chart type. Most of the parameters appear several times. Thus, not all possible parameters are listed here. It follows a survey of the obligatory ones.

Stacking: Here you can determine, whether several value rows should be listed up next to each other (or in the dot-mode or line-mode above each other), or whether the different values should be summed up and the distribution should be displayed (absolute or in percentages).

Hint: The distribution is very useful if you have different values, which together result in one certain sum (e.g. turnover of material A,B,C...). In this case, you can show the sum (total sales) as well as the single values. If you have the values of the previous year in a second row, they can easily be compared.

connected: Connects all items of a data row successively. Above all, this is very practical for the bar- or histogram type, if "sum up rows" is activated, or dots should be connected with lines.

---

Box: (In the line- or step mode), here small boxes are shown, besides the pure line, which symbolize the values.

Horiz. line: (lines and dots). A line is drawn from the corresponding data items to the x-axis.

Values: The respective values are displayed.

Offset: (only bar- and histogram type). Determines the space between the bars of the different data rows.

## 1.100 Chart-Patterns

Chart-Patterns

Here you can modify the color and the filling pattern of the chart. These settings can be changed in the following window.

Show Picture

Colors: The chart will be drawn with the default colors and no patterns.

Patterns: The chart will be drawn with patterns (and in black- and white)

Both: The chart will be drawn with both colors and patterns.

User defined: This allows a free setting of color and pattern of each data row:

For this, select the appropriate data row by >1<, >2<,...on the left below (the corresponding circle will be filled up and the pattern field right on the top will be made actualized).

This "pattern field" can be changed with a click on the desired pattern and color. Like this, color and pattern can be individually set for each data row.

Annotation: This setting will always be saved but is only valid, if >User defined< is selected as well.

Hint: For the black and white print, >pattern< is the most suitable choice.

## 1.101 Chart-Title

Chart-Title

Here you can add a title, subtitle, as well as a footer, in any font to the chart:

Show Picture

The input window consist of the following three similar selection possibilities (for the title, subtitle and the footer):

Hook (left side on top of the frame): Switches the respective text on/off.

String gadget (behind): Here you can enter the text which shall appear in the chart.

Font: With a click upon this field a new window with all available character sets will be opened. The character set, the text shall appear in can be selected. For details, see menu item <Format-Font>. If you have selected a certain font, it will be entered automatically into the next text field.

Font - textfield (behind <font>): Here, the character set can be determined as character set/size. (Normally, it only serves as a survey to check which character set has been chosen - the true selection or changing will be done with the help of the gadget >Font<).

Hint: Most of the time it is advisable to select a bigger font for the title than for the subtitle to emphasize the meaning of the title.

---

## 1.102 Chart-Legend

### Chart-Legend

With the help of this menu item you can change the settings for the "legend" at the left or right margin of the chart:

#### Show Picture

Show Legend: If selected, the legend will be shown (as determined in the other gadgets). Otherwise no legend will appear; further settings are meaningless, then.

Frame: If desired, the legend text may be stressed by a frame (if necessary with shadowing).

Position: This determines, whether the legend shall appear at the left or right side of the chart.

Use Texts from Sheet: If selected, the legend texts are taken from the row/column before the first value used for the chart-generation (referring to the "row/column" setting of <Chart Type>; either column or row). This proceeding is reasonable, if you have created a title row/column for the respective values. These titles need not to be reentered. (Note: The title texts are no part of the data-range on which the chart is based. They have to be located outside.)

Otherwise <following texts> is selected and the legend texts will be taken from the following text fields (The number of textfields always corresponds to the number of data rows).

Font (and following text field): With this item the character set for the legend can be determined (For further details see >Font< in the previous menu item <Title>).

## 1.103 Chart-Axis Labeling

### Chart-Axis Labeling

This menu item changes the labeling of the chart:

#### Show Picture

Show Axis Labeling: If selected, the axis labeling (as determined in the other gadgets) will be shown. Otherwise no labeling appears; further settings do not have any significance then.

Use Texts from Sheet: If selected, the axis labeling texts are taken from the row/column before the first value used for the chart-generation (referring to the "row/column" setting of <Chart Type>; either column or row). This proceeding is reasonable, if you have created a title row/column for the respective values. These titles need not to be reentered. (Note: The title texts are no part of the data-range on which the chart is based. They have to be located outside.)

Otherwise <following texts> is selected and the axis labeling will be taken from the following text fields (The number of textfields always corresponds to the number of data rows).

Font (and following text field): With this item the character set for the axis labeling can be determined (For further details see >Font< in the menu item <Title> above).

## 1.104 Chart-Y-Axis

### Chart-Y-Axis

With this menu item you can change the settings for the y-axis:

#### Show Picture

Show Y-Axis: If selected, the y-axis (i.e. the vertical line on the left) will be shown.

Logarithmic: Selecting this will change the scaling from "normal" to "logarithmic"

Range: These two values determine the range that will be shown in the chart (if there is a hook in front of <Min> - otherwise the minimum and maximum will be set automatically by TurboCalc)

Ticks: With the following options you can change the ticks for the y-axis:

Number: Here you can enter the number of ticks that shall be shown.

Show Ticks: enables the display of the ticks.

Horizontal Line: If selected, the ticks will be replaced by lines.

Show Values: Selecting this will add the values to the left of the ticks

Hint: Selecting the "Range" and the "Number" of ticks appropriately, you can ensure that only even values will be shown!

Sub-Ticks: The following options are identical to the options above, except that these will be shown between two "Ticks".

Font (and following text field): With this item the character set for the values can be determined (For further details see >Font< in the previous menu item <Title>).

## 1.105 Toolbar

### Toolbar

To avoid a continuous and time-wasting selection of the pull-down menus, TurboCalc offers a "short-cut" method for the most frequently used functions: The toolbar.

It is located at the top margin of each sheet and can be switched on/off with <Options-Display>.

### Show Picture

It follows a survey of the symbols and their meaning. Behind each symbol the corresponding menu item is stated, which will be activated when clicking on the respective gadget:

<Project-New>

<Project-Open>

<Project-Save>

<Project-Print>

<Format-Font>

Style: Normal

Style: Bold.

Style: Italic.

Style: Underlined.

Left-Align

Center.

Right-Align.

Colors.

<Edit-Cut>

<Edit-Copy>

<Edit-Paste>

<Data-Generate Series>

<Data-Sort>

<Data-Generate Chart>

<Command-Paste Function>

<Command-Paste Macro>

<Macro-Run>

<Help-General>

"status-field" <Command-Goto>

## 1.106 Table of Contents

Table of Contents

Menu Reference

Project

New

Open

Close

Save

Save as

Import from

Export to

Print (Text)

Print (Graphic)

About

Iconify

Quit

Edit

Cut

Copy

Paste

Paste only

Clear Contents

Remove Cells

Insert Cells

Fill

Insert Data

Save Block as

Transpose

Translate Formulas

Command

Paste Formula, Macro, Name

Define Names

Find

Goto

Show active Cell

Recalculate

Format

Numeric Format

---



---

- Alignment
- Font
- Colors
- Pattern
- Frame
- Cell Protection
- Column Width
- Row Height
- Freeze
- Hide
- Show
- Default Font
- Print Format
- Data
- Data-Find
- Extract
- Delete
- Sort Database
- Define Database
- Define Criteria
- Sort Range
- Create Series
- Create Chart
- Show Chart
- Options
- Print Range
- Sheet
- Display
- Locale
- Protection Flags
- Show Sheet-Window
- Hide Sheet-Window
- New Sheet-Window
- Arrange Windows
- Screen - individual
- Screen - on Workbench
- Screen - as WB-Copy
- Screen - Font
- Screen - Colors

---

---

- Screen - Default Colors
- Screen- Smartrefresh
- Config - Load
- Config - Save
- Config - Delete
- Macro
- Play
- Stop Playing
- Record
- Stop Recording
- Define Name
- Help
- Info
- Help Items
- Chart Menus
- Chart
- Chart-Refresh
- Chart-Save as IFF-Picture
- Chart-Print
- Chart-Hide
- Chart-Remove
- Chart-Presentation
- Chart-Type
- Chart-Parameters
- Chart-Patterns
- Chart-Title
- Chart-Legend
- Chart-Axis Labeling
- Chart-Y-Axis
- Toolbar

## **1.107 Index**

A

About

Alignment

Arrange Windows

C

Cell Protection

---

---

- Chart Menus
- Chart
- Chart-Axis Labeling
- Chart-Hide
- Chart-Legend
- Chart-Parameters
- Chart-Patterns
- Chart-Presentation
- Chart-Print
- Chart-Refresh
- Chart-Remove
- Chart-Save as IFF-Picture
- Chart-Title
- Chart-Type
- Chart-Y-Axis
- Clear Contents
- Close
- Colors
- Column Width
- Command
- Config - Delete
- Config - Load
- Config - Save
- Copy
- Create Chart
- Create Series
- Cut
- D
- Data
- Default Font
- Define Criteria
- Define Database
- Define Name
- Define Names
- Delete
- Display
- E
- Edit
- Export to

---

Extract

F

Fill

Find

Font

Format

Frame

Freeze

G

Goto

H

Help Items

Help

Hide Sheet-Window

Hide

I

Iconify

Import from

Info

Insert Cells

Insert Data

L

Locale

M

Macro

N

New Sheet-Window

New

Numeric Format

O

Open

Options

P

Paste only

Paste

Pattern

Play

Print (Graphic)

Print (Text)

---

Print Format

Print Range

Project

Protection Flags

Q

Quit

R

Recalculate

Record

Remove Cells

Row Height

S

Save as

Save Block as

Save

Screen - as WB-Copy

Screen - Colors

Screen - Default Colors

Screen - Font

Screen - individual

Screen - on Workbench

Screen- Smartrefresh

Sheet

Show active Cell

Show Chart

Show Sheet-Window

Show

Sort Database

Sort Range

Stop Playing

Stop Recording

T

Table of Contents

Toolbar

Translate Formulas

Transpose

TurboCalc by Michael Friedrich

---