

TurboCalc

COLLABORATORS

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<i>ACTION</i>	<i>NAME</i>	<i>DATE</i>	<i>SIGNATURE</i>
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Chapter 1

TurboCalc

1.1 TurboCalc © Michael Friedrich

This is the help text for TurboCalc 2.0.

Click on the button to get help on the respective topic.
For further details and hints see your user manual.

Key Usage

MENUTITLE PROJECT

MENUTITLE EDIT

MENUTITLE COMMAND

MENUTITLE FORMAT

MENUTITLE DATA

MENUTITLE OPTIONS

MENUTITLE MACRO

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1.2 Key Usage

Key Usage

<Funktionkey>		<Shift>+<Key>
F1	Recalculate	Save
F2	Edit	Define Name
F3	Copy	Series

F4	Paste		Generate Chart
F5	Goto		Play Macro
F6	Find		DB-Find
F7	Sort Range		DB-Sort
F8	Extract		DB-Delete
F9	Def. Database		Def. Criteria
F10	Command		Iconify

Del: (not in "Edit-Mode") Delete Cell/Block - it appears a window to select different options.

Help: displays the online-help.

<Ctrl>-K Removes the rest of the input-line starting at the cursor-position

<Ctrl>-L Left-align text

<Ctrl>-R Right-align text

<Ctrl>-C Center text

<Ctrl>-N Textstyle: Normal

<Ctrl>-B Textstyle: Bold

<Ctrl>-I Textstyle: Italic

<Ctrl>-U Textstyle: Underline

<Ctrl>-0 Textcolor: Standard

<Ctrl>-1 to 8 Textcolor: Select color1 to 8

<Ctrl>-* toggles the display between "Display Formulas" and "Values" (see <Options-Display>).

<Ctrl>-# activates/deactivates the cell grid (see <Options-Display>).

1.3 MENUTITLE PROJECT

MENUTITLE PROJECT

NEW

OPEN

CLOSE

SAVE

SAVE AS

IMPORT FROM

EXPORT TO

PRINT

ABOUT

ICONIFY

QUIT

1.4 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>
).

1.5 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).

1.6 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.

1.7 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.

1.8 SAVE AS

SAVE AS

Saves the sheet as a TurboCalc-sheet on diskette or hard-disk... 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.

1.9 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")

1.10 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>

.

1.11 PRINT

PRINT

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>

A description of all possible parameters can be found in the user manual.

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.

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 MENUTITLE EDIT:

MENUTITLE 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.

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.

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.

1.21 REMOVE CELLS

REMOVE CELLS

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

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!).

1.22 INSERT CELLS

INSERT CELLS

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

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.

1.24 INSERT DATA

INSERT DATA

TURBOCALC - PROCALC - SYLK (EXCEL) - CSV (ASC)

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.

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.

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.

1.28 MENUTITLE COMMAND:

MENUTITLE COMMAND:

PASTE ...

DEFINE NAMES

FIND

GOTO

SHOW ACTIVE CELL

RECALCULATE

1.29 PASTE FORMULA, MACRO and NAME

PASTE 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.

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 de-

lete 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)

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).

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:

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: 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 MENUTITLE FORMAT:

MENUTITLE 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.

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:

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<)

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.

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.

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.

"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).

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).

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.

1.41 FRAME

FRAME

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

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.

1.42 CELL PROTECTION

CELL PROTECTION

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

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.

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 deci-

mal 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.

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.

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".

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).

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).

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.

1.50 MENUTITLE DATA:

MENUTITLE DATA:

FIND

EXTRACT

DELETE

SORT DATABASE

DEFINE DATABASE

DEFINE CRITERIA

SORT RANGE

CREATE SERIES

CREATE CHART

SHOW CHART

1.51 FIND

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.

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!).

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.

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.

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:

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 this menu and set parameters as desired:

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...).

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 MENUTITLE OPTIONS:

MENUTITLE 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:

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".

Create 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.

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.

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:

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).

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.

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.

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.

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.

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>

.

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.

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 back ground 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'.

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.

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).

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.

1.80 CONFIG - DELETE

CONFIG - DELETE

Deletes the file "S:TurboCalc.CFG" which was created before with

<Config-Save>

. The internal

"standard"-file of TurboCalc will be used automatically when starting TurboCalc the next time.

1.81 MENUTITLE MACRO

MENUTITLE 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.

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".

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.

Write macro to: Here, you can select, if you want to record the macro to the current sheet or to a new macro worksheet. 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 cursormovements 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.
