SPREADSHEET GUIDE - PART ONE(b)
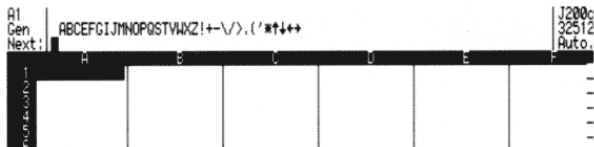
Quick Start Guide for Experts

For those of you who are too impatient to take each step in turn or who have to get on with an important job here is the Notebook spreadsheet Quick start guide to fundamental tasks.

Starting a new sheet - the quick way

Step 1

From the opening screen of the spreadsheet select the Make blank sheet command. Notice that when you press [M_o] the whole command `Make a blank worksheet` appears on the entry line. You do not have to type the whole word. All commands work in this way so, with the minimum amount of typing you can ask the spreadsheet to perform quite complex operations.

The make blank sheet command will start a pre-defined worksheet that has 10 columns and 200 lines made up of cells that all have a General numeric format and which display 12 characters:

```
A1
Gen   ABCEFGIJMNOPQSTVWXZ!+-\/).('*↑↓←→          J200c
Next:|                                          32512
                                               |Auto.
     | A        B        C        D        E        F
1 |
```

Step 2

That's all there is to it. You could now continue with Step 6 in the following description which explains the fundamentals of entering data into your blank worksheet.

This method has allowed you to start a worksheet very quickly, however, there is a limitation to this method of starting a new sheet. The problem is that all the decisions of How many columns? How many lines? What width are the cells? What format are the cells? are made for you. Often you will want to set up a sheet which has more or fewer columns/lines, you might want some that are wider

and some thinner and you may want some in different formats (such as text for adding labels). In this case you should use the following method:

Starting a new sheet

Step 1

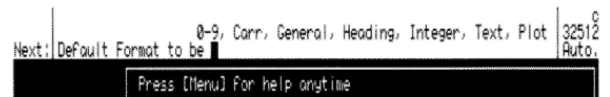Begin by defining your worksheet. Press [' o] which selects the Insert command to insert between 1 to 52 Columns.

```
                Column, 0-9                        C
                                                  32512
Next:| Insert                                     |Auto.
     |_____
     |         Press [Menu] For help anytime
```

Notice that as soon as you type [' o] the whole word `Insert` appears and the line above shows that you can either type the letter C to mean a single column or you can enter one or two digits between 0 and 9 if you want to create a number of columns. Type `6c↵` to mean "6 columns":

```
            0-9, ↵                                 C
                                                  32512
Next:| With width                                 |Auto.
     |_____
     |         Press [Menu] For help anytime
```

Step 2

Now you must specify the display width of the columns, 1 to 67 characters. New ones can be added at any time and the width of existing columns can be changed. Notice that you can either enter a digit or the ↵ means you should then press the [↵] key. Type `10 [↵]` to specify that the columns should have a displayed width of 10 characters. You then see:

```
              0-9, Carr, General, Heading, Integer, Text, Plot  C
                                                              32512
Next:| Default Format to be                                   |Auto.
     |_____
     |              Press [Menu] For help anytime
```
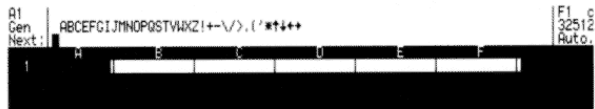
Step 3

You are asked to specify the default display format for the column(s). The most important choice is between text and numeric formats - text is specified as TL (left justified), TR (right justified) or Heading (always displayed in full despite the column width).

Numeric formats are every other choice except Carriage Returns (Carr).

Formats do not actually alter the data you enter, just the way it is displayed. However, you can only enter text into cells that have one of the text formats and numeric data and expressions into the cells that have one of the numeric formats.
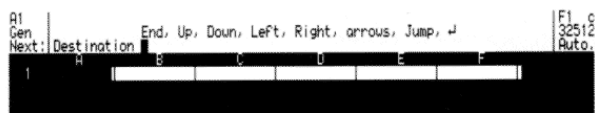
A full explanation of Formats is given in the tutorials and command reference section.

For now just type [G] to select General numeric format. When you press [↵] you will see a single line with 6 columns, each 10 characters wide:

```
A1
Gen   ABCEFGIJMNOPQSTVWXZ!+-\/).('*↑↓←→          F1 C
Next:|                                          32512
                                               |Auto.
     | A        B        C        D        E        F
1 |
```

Step 4

So far you have a single line of 6 cells. To make a complete worksheet you need to insert several copies of the line you have already specified. Press command key [' o] again to select Insert. This time, type `15 [' o][↵]` to say that you want 15 more lines. You can have between 1 and 255 lines:

```
A1
Gen             End, Up, Down, Left, Right, arrows, Jump, ↵   F1 C
Next:| Destination                                          32512
                                                           |Auto.
     | A        B        C        D        E        F
1 |
```

Step 5

When asked for destination just hit [↵] so that the new lines are inserted before (above) the current cursor position. When you already have some lines set up and then use [' o] to insert more, they will always be added before the cursor if you just hit [↵] when asked for a destination:

```
A1
Gen   ABCEFGIJMNOPQSTVWXZ!+-\/).('*↑↓←→          F16 C
Next:|                                          32512
                                               |Auto.
     | A        B        C        D        E        F
```
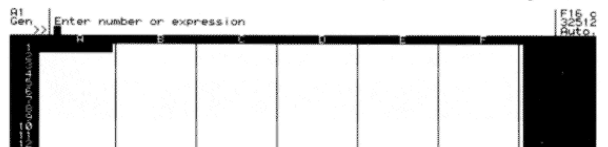
Step 6

Use the cursor keys to move around the sheet. You can also use [^ ↑] and [^ ↓] to move forwards and backwards a page at a time. If you try to move past the edge of the sheet you will hear a beep and see the message `outside worksheet`. Just press any key to clear this message from the screen. Press [═══] to switch between the normal and enlarged views of the sheet.

```
     | A        B        C        D        E        F
```
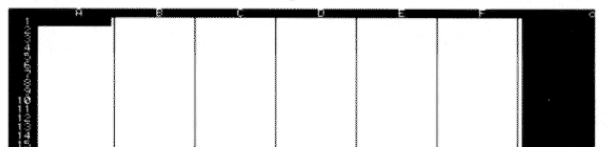
Step 7

Switch back to the normal view, now you can try entering your first data onto the worksheet. Press the [' .] key to start entering data:

```
A1
Gen   Enter number or expression                 F16 C
  >>|                                            32512
                                               |Auto.
     | A        B        C        D        E        F
```

You will be expected to enter data of a type that is correct for the

current cell format. As all cells have the General numeric format you should type some numbers. If you were entering a lot of data you would not press the ↵ key when finished but, instead, use the arrow keys to move to the next cell and you will remain in Entry mode.

As well as entering just numbers into cells you can also enter formulae that operate on data held in other cells. So, for example, if you have entered **2** into cell A1 you could enter **A1+2** into cell B1 and the number actually displayed on the worksheet display would be 4 - the result of adding 2 to the contents of cell A1. If you then changed A1 the result would be reflected in B1.

A full list of the functions, mathematical and otherwise, that can be included in a numerical data entry is given in the Expression Entry Section in the Complete Command Summary. Worked examples of many of them are included in the tutorials.

Individual cell formats can be specified using the F for Format command. So, for example, in the sheet you have set up, all the cells are in general format. If you wanted to enter a value and have it displayed in a format with 2 decimal places you could type ⌐¯⌐2⌐ᴰ⌐↵ followed by the number to enter.

Loading an existing worksheet

Step 1

If you want to load in one of the demonstration files built into the Notebook just press ⌐ᴰ⌐ at the opening menu, to select demos, followed by the name of one of the files listed:


```
                        FILENAME.EXT ↵                    3251²
Next: Copy filename ▮                                     Auto.
PLOT1.MEM
PLOT2.MEM
RESTART.MEM
SALES.MEM
TAX.MEM
IRR.MEM
ADLIST.MEM
TBEAM.MEM
```

Step 2

If you want to load an existing MEM file use the command ⌐ᶜ⌐⌐ᶠ⌐name to load in the file. As you will see, CF means Copy Filename. When you type the command you will see all files that

could be loaded listed at the bottom of the screen. Just type the name of any one of these. If its name ends in .MEM you do not need to type the .MEM at the end of the name as this is assumed if you do not type an extension.


```
                        FILENAME.EXT ↵                    3251²
Next: Copy filename SALES▮                                Auto.
PLOT1.MEM
PLOT2.MEM
RESTART.MEM
SALES.MEM
```

If you are loading a file with the extension .DAT, .DIF or .TXT you should first define an empty sheet big enough to hold the data. The cells should be defined with the correct format to hold the data loaded from the file.

Only those four filename extensions are recognised. The Notebook spreadsheet expects each filename type to hold a certain type of data - do not use them indiscriminately. When in doubt use the MEM extension. If no extension is used .MEM is assumed.

A file can be added on to one already in memory, if there is room, using the CF command. You will be asked to specify where the file is to go.
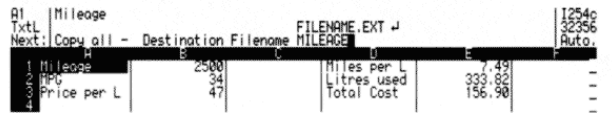
Saving a sheet

Step 1

Decide whether you want to save the whole sheet or just part of it. If you want to save a part you will have to specify the cell, line, row, or block that you want to save to a file in memory.

Step 2

Use the Copy All (or named part) to File *filename* command sequence to save the sheet. You do this by typing ⌐ᶜ⌐⌐ᴬ⌐⌐ᶠ⌐name:


```
A1    │Mileage                                            I254c
TxtL                         FILENAME.EXT ↵               32356
Next: Copy all - Destination Filename MILEAGE▮           Auto.
      A            B            C            D        E
1 Mileage          2500         Miles per L  7.49
2 MPG              34            Litres used  333.82
3 Price per L      47            Total Cost   156.90
4
```

Use the filename extension .MEM (or no extension) if you want to save the data for re-loading into the Notebook spreadsheet. Use

the .DIF extension for loading into another spreadsheet or graphics program if you intend to transfer the file to a different computer.

Use the TXT or DAT extensions for loading into a word processor or for processing by BASIC or other programming language either in the Notebook or perhaps on another computer.

Step 3

If you get the message Memory Full then press ⌐STOP⌐. All your work up to this point can be saved but you cannot add any more data to the worksheet. Consider breaking it into sections. You may also find it useful to increase the Notebook 's memory by adding a PCMCIA SRAM card.

Printing from the spreadsheet

Step 1

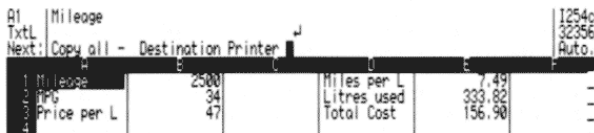Decide what area of the sheet, if not all, that you want to print.

Step 2

If the width of lines is wider than your printer can manage print the sheet in two or more sections.

Alternatively use the OUT command to select condensed print (if your printer is capable of it). See the description of Out in Tutorial X for more information.

Step 3

Use the Copy All (or specified section) to Printer command to print the data. You type ⌐ᶜ⌐⌐ᴬ⌐⌐ᴾ⌐ to do this:


```
A1    │Mileage                                            I254c
TxtL                                         ↵            32356
Next: Copy all - Destination Printer ▮                   Auto.
      A            B            C            D        E
1 Mileage          2500         Miles per L  7.49
2 MPG              34            Litres used  333.82
3 Price per L      47            Total Cost   156.90
4
```

Data is printed as it appears on screen, without line dividers or system messages.