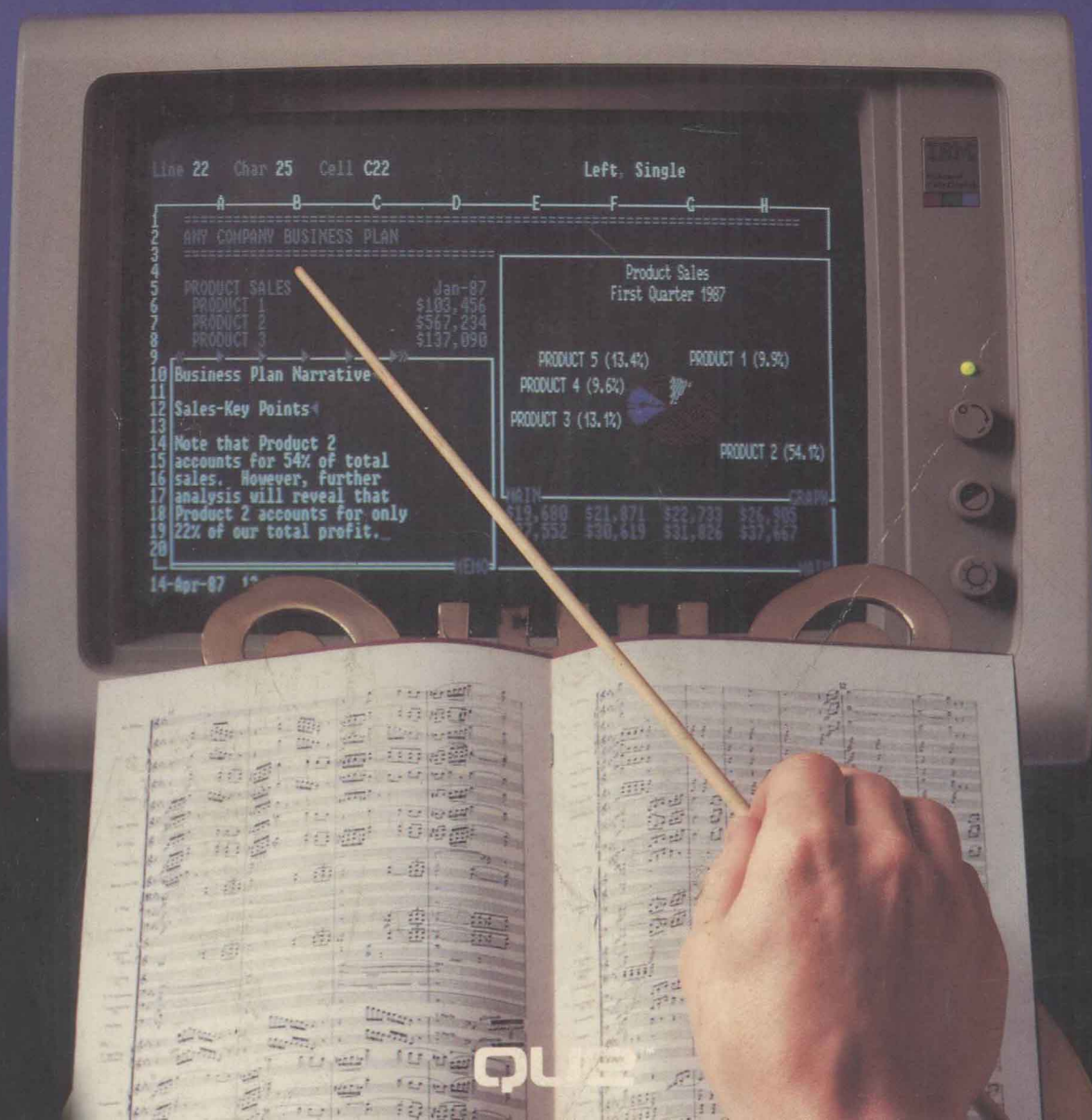


# 2nd Edition USING SYMPHONY®



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# Using Symphony<sup>®</sup>, 2nd Edition

David Paul Ewing  
Geoffrey T. LeBlond

Revised for Release 2.0  
by Rebecca Bridges

Que<sup>™</sup> Corporation  
Carmel, Indiana

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*Using Symphony*, 2nd Edition, is based on Version 2.0 and earlier versions of Symphony.

## **Dedication**

To Sheila

D.P.E.

To my grandfather

G.T.L.

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## Conventions Used in This Book

*Using Symphony*, 2nd Edition, uses several conventions to help you learn the program.

Boldface letters indicate that the word is a Symphony command and that you can select the command by typing the boldface letter after you have retrieved the appropriate menu. For example, **SERVICES Window Create** indicates that you retrieve the **SERVICES** menu, type **w**, and then type **c** to select this command.

Words printed in all capital letters signify the following:

Function keys for retrieving Symphony menus: **ACCESS SYSTEM**, **SERVICES**, **TYPE**, and **MENU**. (When the book refers to specific menus for spreadsheet, word processing, graphics, data form, or communications environments, then **SHEET**, **DOC**, **GRAPH**, **FORM**, and **COMM** are used.) For example, **SHEET Erase** indicates that you retrieve the spreadsheet menu and select the **Erase** command.

Mode indicators that appear on the screen in all capital letters are printed in all capital letters.

Range names, including those used for macros, appear in all capital letters.

In general, words appearing in all capital letters within the Symphony control panel are printed in all capital letters.

Function key names are used in the text with function key numbers appearing often in parentheses after the name. **GoTo(F5)**, for example, indicates to press the **GoTo** key, which is **F5** on the keyboard. Whenever the Symphony function requires that you press the **Alt** key and a function key simultaneously, the function key name is given, followed by the **Alt** and function key in parentheses—for example, **Learn (Alt-F5)**.

Worksheet cell addresses are indicated as they are in the Symphony control panel; for example, **A1..G5**, or a range name (**SALES**).



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