

*Special Edition*  
**USING**  
**1·2·3<sup>®</sup>**

**RELEASE 2.2**



**que**

**MILLION-COPY  
BEST-SELLER**

**Complete Release  
2.01 & 2.2 Coverage**

Troubleshooting Section

Command Reference

Tear-out Menu Map

Allways Coverage

# Using 1-2-3<sup>®</sup> Release 2.2 *Special Edition*

Developed by  
Que Corporation

**que<sup>®</sup>**  
CORPORATION  
LEADING COMPUTER KNOWLEDGE

# Using 1-2-3<sup>®</sup> Release 2.2

## *Special Edition*

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*Using 1-2-3 Release 2.2*, Special Edition, is based on 1-2-3 Releases 2.01 and 2.2.

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# **TRADEMARK ACKNOWLEDGMENTS**

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# CONVENTIONS USED IN THIS BOOK

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A number of conventions are used in *Using 1-2-3 Release 2.2*, Special Edition, to help you learn the program. One example is provided for each convention to help you distinguish among the different elements in 1-2-3.

References to keys are as they appear on the keyboard of the IBM personal computer. The function keys, F1 through F10, are used for special situations in 1-2-3. In the text, the key name is usually followed by the number in parentheses: Graph (F10).

Direct quotations of words that appear on-screen are printed in a special typeface. Information you are asked to type is printed in **boldface**. The first letter of each command from 1-2-3's menu system also appears in **boldface**: **/Range Format Currency**.

Elements printed in uppercase include range names (SALES), functions (@PMT), modes (READY), and cell references (A1..G5).

Conventions that pertain to macros deserve special mention here:

1. Macro names appear with the backslash (Alt-character combinations) and single-character names in lowercase: \a. In this example, the \ indicates that you press the Alt key and hold it down while you also press the A key.
2. All /x macro commands, such as /xm or /xn, appear in lowercase.
3. Representations of cursor-movement keys {RIGHT}, function keys {CALC}, and editing keys {DEL} appear in uppercase and in braces.
4. Advanced macro commands appear in uppercase: MENUBRANCH. In the command syntax, the command is enclosed in braces: {MENUBRANCH location}.
5. 1-2-3 menu keystrokes in a macro line appear in lowercase; range names within macros appear in uppercase: /rncTEST.
6. Enter is represented by the tilde (~).

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