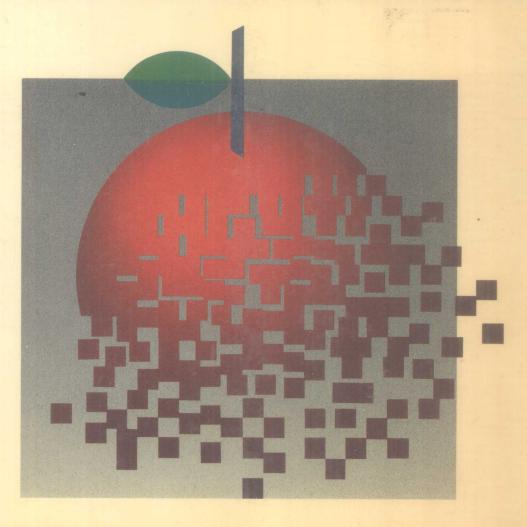
APPLE WORKS

ADVANCED FEATURES & TECHNIQUES



MARY CAMPBELL AND DAVID R. CAMPBELL, JR.

EXTENDING APPLEWORKS™ ADVANCED FEATURES & TECHNIQUES

Mary Campbell David R. Campbell, Jr.

Osborne McGraw-Hill 2600 Tenth Street Berkeley, California 94710 U.S.A.

For information on translations and book distributors outside of the U.S.A., please write to Osborne McGraw-Hill at the above address.

A complete list of trademarks appears on page 427.

EXTENDING APPLEWORKS™ ADVANCED FEATURES & TECHNIQUES

Copyright © 1986 by McGraw-Hill, Inc. All rights reserved. Printed in the United States of America. Except as permitted under the Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the publisher, with the exception that the program listings may be entered, stored, and executed in a computer system, but they may not be reproduced for publication.

1234567890 DODO 89876

ISBN 0-07-881246-1

ACKNOWLEDGMENTS

We would like to thank the following individuals for their generous advice and assistance.

Kay Nelson, who reviewed the manuscript from an editorial and technical standpoint. Kay contributed immensely to the quality of the book.

Fred Cramer and Dean Glieden of Advanced Management Systems in Grand Rapids, Michigan, who generously supported the initial phase of the project by checking disk drives, printers, and other system components.

Ric Jones of Apple Computer, who provided advice and countless hardware and software products.

Greg Hastings of Pinpoint Publishing for providing beta versions of Pinpoint's new AppleWorks add-on products as well as advice for modifying the Apple hardware needed for the project.

Marian Tuttleman of Sensible Software, who responded quickly to all requests for software and information.

Tom Sine of Quark, Inc., who provided beta and production versions of the Catalyst product.

PREFACE

AppleWorks is one of the most popular software products for the Apple II family. Its integration of spreadsheet, database, and word processing features allows a wide range of users to develop integrated applications.

Although AppleWorks is not a complicated program, many users are not fully using its features. This book introduces you to the advanced features of the Spreadsheet, Data Base, and Word Processor environments. Because the book takes the learning-by-example approach, you can follow the examples in this book even if you do not consider yourself to be an advanced user. You will be guided step by step through the commands and examples, so you will feel comfortable with the material after you have completed the chapters.

The latest release of AppleWorks (version 1.3) has been enhanced to take advantage of some of the latest advances in hardware for the Apple II family. The Memory Expansion card for the Apple IIe allows you to add up to 1 Mb of memory to your system. You can build larger spreadsheets, databases, and documents with this expanded memory option. The UniDisk is another major hardware advancement that can help you manage a large number of data files and programs.

The expanded hardware features also make it possible for you to use an array of add-on products for AppleWorks to create graphs, check spelling and grammar, and manage your desktop and files. We will show you some mail merge, spelling checking, and graphics features that you may want to add to your basic AppleWorks package.

How This Book Is Organized

The book, which is organized into four parts, consists of twelve chapters and two appendixes. Part 1 deals with spreadsheet applications. In Chapter 1 you are introduced to some of the design concepts for building an effective spreadsheet model. In Chapter 2 you learn how to use the program's arithmetic functions effectively to handle tasks like sales reports and rounding numbers. In Chapter 3, you learn more about the functions and begin to use the logical functions LOOKUP, CHOOSE, and IF in your models. In the process of looking at these functions, you have the opportunity to project salary expenses and compute purchase discounts. Chapter 4 introduces you to the advanced reporting options of the Spreadsheet environment.

Part 2 focuses on the Word Processor environment. In Chapter 5 you learn about the program's advanced editing features. Chapter 6 focuses on how you can use multiple-purpose documents to save yourself a considerable amount of time. Chapter 7 looks at an add-on package for ensuring letter-perfect spelling in your documents and examines the advanced print options that AppleWorks offers.

Part 3 begins with Chapter 8. In Chapter 8 you learn the ins and outs of creating a data management application. You create one database to record expenses and another for monitoring deliveries. Chapter 9 covers the realm of record selection possibilities. In Chapter 10, you learn about reporting from your database files and about using advanced features like calculated fields.

Part 4 focuses on the integrated features of AppleWorks.

Chapter 11 demonstrates every conceivable type of transfer possible as you take spreadsheet, database, and word processing data and transfer each type into other environments. Chapter 12 further extends the AppleWorks horizon with a look at the possibilities available with the addition of other software products.

The two appendixes cover AppleWorks extensions as well. Appendix A focuses on the ProDOS operating system that supports AppleWorks. This appendix is designed to introduce the new user or DOS 3.3 expert to the major features of ProDOS. Appendix B provides a list of some AppleWorks addons that can further enhance the capabilities of AppleWorks.

Who Should Read This Book

This book is for new and experienced users of AppleWorks. If you are a new user, you will want to move slowly through each example in the book. If you are an experienced user, you may want to skim through chapters whose topics you are familiar with for pointers and other tips on advanced features you may not be aware of. If you are an advanced user, you will want to proceed more slowly in the parts that cover Apple-Works environments you have not used as frequently. You may want to go over these areas step by step.

To gain the most knowledge from this book, enter the examples as you read through the chapters. You should find that the text will provide all the information you need for a complete understanding of the subject presented. If you want to look at any of the commands in more detail, use the AppleWorks manual as an additional reference source.

By the time you have completed all the chapters in the book, you should be familiar with all the advanced features of AppleWorks. If you find you want to look at some of the more basic features in additional detail, Osborne/McGraw-Hill's AppleWorks Made Easy by Carole Matthews may be of interest to you.

Other related Osborne McGraw-Hill titles include:

AppleWorks[™] Made Easy

by Carole Boggs Matthews

This step-by-step guide presents you with a clear, simple approach to using AppleWorks effectively on your Apple® lle or llc. Business-oriented examples show you how to apply the AppleWorks data base, spreadsheet, and word processor to accomplish your objectives. From basic tasks like creating a memo, a data base file, or an accounting worksheet, you'll progress to more sophisticated applications that include the integration of all three components. An excellent guide designed to make the time you spend "AppleWorking" easier and more efficient.

\$17.95p

0-07-881163-5, 224 pp., 61/2×91/4

AppleWorks[™] Tips & Traps
Dick Andersen, Janet McBeen, and Janice M. Gessin

Every AppleWorks™ user will find helpful tips and trap solutions in this book that are guaranteed to save hours of frustration and computing time on the Apple®II Plus, IIe, and IIc. AppleWorks™ Tips & Traps shows you how to gain maximum benefit from each AppleWorks environment—database, spreadsheet, and word processing. You'll find practical information on handling files and disks, integrating data in different files, setting up useful home and office appli-cations, and transferring data from other programs into AppleWorks. Like all the books in the *Tips* & Traps series, this is an indispensable dictionary of shortcuts to your software.

\$16.95 p 0-07-881207-0, 250 pp., 7%x91/4

AppleWorks® Applications

Lauren Flast and Robert Flast

Twenty-five AppleWorks™ models for business and finance are at your fingertips in AppleWorks Applications. Apple's best selling integrated software package for the Apple® II Plus, Ile and Ilc provides database, spreadsheet, and word processing capabilities that can be combined in a variety of applications. In these pages you'll find ready-to-run models for balance sheets, income statements, cash flow analysis, monthly sales summaries, payroll databases plus many other applications. Each model is briefly described and followed by complete program listings that you can quickly key into your Apple. Add your own data..

and you'll obtain immediate results.

\$9.95p

0-07-881236-4, 125 pp., 7% x 91/4

AppleWriter™II Made Easy

by Leah Freiwald

AppleWriter II Made Easy provides you with the hands-on experience to produce business letters. sales reports, memos, and much more. Application exercises show you how to use specific features of AppleWriter II to perform advanced functions like glossaries and mail merge. Complete explanations of system commands, helpful screen displays, and convenient appendixes guide you smoothly through the program and make this book the perfect complement to your AppleWriter II package.

\$16.95 p 0-07-881166-X, 210 pp., 73/4 x 91/4

Desktop Publishing From A to Z

by Bill Grout, Irene Athanasopoulos, and Rebecca Kutlin

As a desktop publisher, you can use your microcomputer to create your own newsletters, catalogs. conference brochurés, news releases, and more. Desktop Publishing From A to Z helps you choose the software, equipment, and procedures you need to achieve professional results. Grout discusses software packages and hardware that are available for desktop publishing, from project-management pro-grams to page makeup programs, from the Macintosh™ and the IBM®PC to the LaserWriter™ printer. You'll find out how to establish a publishing plan, control costs and profits, handle printing and binding, promotion, and distribution.

\$17.95p

0-07-881212-7, 225 pp., 73/8 x 91/4

Apple® II User's Guide For Apple® II Plus and Apple® lle (Third Edition)

by Lon Poole. Martin McNiff and Steven Cook

The all-time best-selling Apple® II User's Guide, with more than 500,000 copies in print, is now available in a third edition. Apple expert Lon Poole has revised the text to show you how to use the new enhanced Apple® IIe, as well as the Apple II, Apple IIPlus, Apple IIIe, and all peripherals. You'll also find complete instructions for using the ProDOS® and DOS 3.3 operating systems. With Poole's easy-to-follow tutorials in BASIC programming, you'll learn how to utilize all the sound and graphics capabilities of your Apple including the double high resolution feature of Apple, including the double high-resolution feature of the enhanced Apple IIe. As a handy reference for years of computing with your Apple, the Apple® II User's Guide is an undisputed classic.

\$18.95 p 0-07-881176-7, 512 pp., 6% x 91/4

Apple® IIc User's Guide

by Lon Poole

The all-time best-selling Osborne/McGraw-Hill title, Apple® II User's Guide, has been adapted by Lon Poole for the Apple IIc computer, Following the original easy-to-use format, the Apple IIc User's Guide introduces you to the computer and its peripherals. A comprehensive tutorial on Applesoft® BASIC is provided, along with instructions for using your Apple IIc's color graphics and sound features. You'll find the most up-to-date information on ProDOS,® Apple's latest operating system. In addition, helpful appendixes provide convenient summaries and tables for longterm reference. The Apple IIc User's Guide is an extensive hands-on resource book that sets the standard as a very readable and practical guide for all Apple IIc users.

\$18.95p

0-07-881156-2, 480 pp., 61/2 x 91/4

Armchair BASIC: An Absolute Beginner's Guide to Programming in BASIC

by Annie Fox and David Fox

"...deserves serious recognition for its fine ability to communicate, and . . . it takes all the fear out of learning how to program a computer in BASIC." (Infoworld)

After reading Armchair BASIC, you'll have a firm understanding of what programming is all about. Filled with illustrations and examples, it's an unintimidating introduction to the most popular microcomputer language — BASIC. Access to a computer is not a prerequisite for learning BASIC programming concepts with the book.

\$14.95 p 0-07-047858-9, 264 pp., 7% x 91/4

The MBASIC™ Handbook

by Walter A. Ettlin & Gregory Solberg

"Highly recommend this book for anyone who wants to learn MBASIC programming." (Computer Book Review)

Gain a better understanding of programming while you learn to develop and customize programs with this fundamental guide to Microsoft™ BASIC. After reading The MBASIC™ Handbook, you'll be able to develop and ocument useful business applications programs to fit your special needs. Commands, statements, functions and operators are completely covered, and all programs have been fully tested to run directly on any microcomputer using MBASIC.

0-07-881102-3, 457 pp., 61/2 x 91/4

Animation Magic with Your Apple® He and IIc

by Ron Person

Apple users, bring life to your programs by utilizing the exciting dimension of animation. Animation Magic will teach you how to take maximum advantage of animation and graphics with a minimum knowledge of Applesoft® BASIC. Ron Person introduces you to the world of special effects, pre-drawn figures, game design, and game programming. Complete game software tools, and numerous high-quality figures are provided as helpful examples of animation techniques, and allow you to create animated figures, pull-down menus, and intricate backgrounds. Displaying your creativity on your Apple computer is easy and enjoyable with Animation Magic.

\$15.95 p

0-07-881161-9, 224 pp., 7% x 91/4

Apple® Fun and Games

by Clifford M. Wilcox

Treat yourself to hours of enjoyment with the Apple® Fun and Games book, a collection of 26 exciting games tailored to your Apple II, II+, IIe, and IIc. Each game is presented with complete instructions and Applesoft® listings. You can easily key in the listings and begin to play these games that are specially designed to take advantage of Apple's unique sound and graphics capabilities. Ideal for users of all ages and levels of experience, this challenging collection of games is a delightful addition to your entertainment library.

\$13.95p

0-07-881168-6, 194 pp., 61/2×91/4

Apple® Roots: Assembly Language Programming For Apple 9 lle and llc

by Mark Andrews

Here is a hands-on guide to assembly language programming for the Apple® IIc and IIe, specially designed to help you write expert programs using ProDOS! With this comprehensive book, you'll learn to use the ProDOS Assembler Tools Package (Apple's ProDOS assembler for the IIc and IIe). In addition, the author uncovers and explains all the advanced features of the 65C02 microprocessor, the chip for the Apple®llc that can also be installed in the Apple®lle. For the serious programmer or software developer who works with the Apple® llc and lle, Apple® Roots is an essential tutorial as well as reference.

\$18.95 p 0-07-881130-9, 350 pp., 61/2 x 91/4

Macintosh™ Paperwork: Integrating Microsoft® Products

by Paul Hoffman

With your Macintosh™ computer and two or more software packages from Microsoft® you can control a powerful integrated system that handles all your paperwork. Paul Hoffman, author of Microsoft® Word Made Easy—Macintosh™ Edition, shows you how to combine Microsoft® Word, Multiplan,™ Chart, and File with Apple's MacPaint™ and MacDraw™ to produce sales reports, laboratory results, graphics presentations, market research analysis, and more. This book also shows you how to integrate Microsoft applications with other products including EXCEL,™ Jazz,™ and several programming languages. Easy to follow instructions quickly show you how to integrate all this software: from text to tables to figures to graphs. Then you'll learn how to use it in ways you never imagined before. Seven complex projects, each using three or more software products, illustrate practical and innovative business uses.

\$16.95 p 0-07-881191-0, 200 pp., 7%x 91/4

Macintosh™ Spreadsheets: Using Microsoft® Multiplan,™ Chart, and File

by Robert Flast and Lauren Flast

Your Macintosh™ has even greater financial capabilities with Microsoft® Multiplan, Chart, and File than you ever thought possible. Now Macintosh™ Spreadsheets shows you how to integrate all three productive packages into one powerful business solution. Over 20 models are provided covering financial forecasting, property management, inventory control, and sales commissions. You begin each model by calculating with Multiplan and then by graphing the data with Chart or by creating a file database with File... OR by using all three packages together. Each model is carefully described and followed by complete computer listings that you key into your Mac. You can immediately use these models or learn from the Flasts' techniques and develop your own integrated projects.

\$16.95 p 0-07-881187-2, 200 pp., 7%x 91/4

The Jazz™ Book: A Complete Tutorial by Edward M. Baras

Whether you're a beginning or experienced Jazz™ user, this comprehensive, fast-paced tutorial quickly leads you from fundamentals to advanced applications with your Macintosh™ Lotus expert Edward Baras, author of Osborne/McGraw-Hill Guide to Using Lotus™ 1-2-3,™ The Symphony™ Book, and Symphony™ Master, provides you with inside tips on handling this integrated software. You'll learn to

use the Jazz word processing, worksheet, telecommunications, data base, and graphics environments separately as well as how to integrate them for a variety of business projects. Windowing, functions and lookup tables, database queries and reports, and communicating with mainframes and other PCs are some of the topics covered. As a skill-building workbook, plenty of examples and hands-on exercises enable you to actively use Jazz techniques as you finish every chapter.

\$18.95 p 0-07-881197-X, 300 pp., 7% x 91/4

Jazz™ Tips & Traps by Dick Andersen, Tim Barnhart, and Janice M. Gessin

Here's an essential book for every Jazz™ user—a collection of helpful hints and quick solutions to unexpected problems that help you get the most from Lotus' integrated software. Through Andersen's discussion of useful, time-saving tips and solutions to troublesome traps, you'll learn how to use each Jazz function, including word processing, graphics, spreadsheet, telecommunications, and database program environments. Andersen covers a range of practical information: integrating graphs into text, sending electronic mail, using Jazz to communicate with mainframes for uploading and downloading data, and translating formulas and data from Lotus™ 1-2-3™ Multiplan™ or Symphony™ into Jazz worksheets. Tips and traps pertaining to hardware and software enhancements, including hard disks, RAM disks, and macros, are also discussed. Designed for quick reference.

\$18.95 p 0-07-881189-9, 250 pp., 7%x 9%

MICrosoft® Word Made Easy MACINTOSH™ Edition

by Paul Hoffman

The latest word in word processing is Microsoft® Word for the Macintosh™ computer. In this guide, Paul Hoffman introduces you to the basics of word processing with Microsoft® Word and then explains how to apply its unique features to create letters, memos, and reports—in language clearly understood by both the novice and experienced user. Practical, businessoriented exercises make this tutorial ideal for learning Microsoft® Word.

\$15.95 p 0-07-881152-X, 200 pp., 7% x 91/4 Available at fine bookstores and computer stores everywhere.

For a complimentary catalog of all our current publications contact: Osborne McGraw-Hill, 2600 Tenth Street, Berkeley, CA 94710

Phone Inquires may be made using our toll-free number.

Call 800-227-0900 or 800-772-2531 (inside California). TWX 910-366-7277.

Prices subject to change without notice.

The manuscript for this book was prepared and submitted to Osborne/McGraw-Hill in electronic form. The acquisitions editor for this project was Jean Stein, and the technical editor was Kay Nelson.

Text design by Nancy Leahong, using Baskerville for text body and Univers for display.

Cover art by Yashi Okita. Cover supplier is Phoenix Color Corp. Cover stock, 50 lb. Glatfelter. Book printed and bound by R. R. Donnelley & Sons Company, Crawfordsville, Indiana.

on Sensible Software Products SPECIAL DISCOUNT

to \$64.90 on Sensible Software products. Just clip From now until July 31, 1987, you can save up this coupon from your copy of Extending Apple-Works by Campbell and Campbell (no duplicating machine copies will be accepted) and mail along with receipts for Sensible Speller and/or Graphics Department to:

Sales Promotions Department Birmingham, Michigan 48011 210 S. Woodward Suite 229 Sensible Software, Inc.

If you have any questions about this offer, call Sensible Software at (313) 258-5566. Offer good until July 31, 1987. This coupon is solely the offering of Sensible Software, Inc. Osborne McGraw-Hill takes no responsibility for fulfillment of this offer.

below:	
checked	
ľve	
products	
the	
me	
send	
Please	

with the Sensible Speller program from Sensible Software.) \$34.95 discount off the regular price Sensible Technical Dictionary (Must be used

*Payment must be accompanied by sales receipt of the Sensible Speller, dated between July 1986 and July 1987.

**Payment must be accompanied by sales receipt \$29.95 discount off the regular price of \$34.95. Department program from Sensible Software.) of Graphics Department, dated between July Graph Art (Can be used with Graphics 1986 and July 1987.

Michigan residents add 4% sales tax:

TOTAL:

A money order is enclosed My check is enclosed

Charge to my MasterCard account Charge to my VISA account

IF CREDIT CARD ORDER, PLEASE PROVIDE

Card # THE FOLLOWING INFORMATION: Exp. date 👝

Name (as it appears on your card) Authorized signature Address __ Ship to: Name _ City —

State/ZIP

Save \$50 on Catalyst 3.0 Program Selector

From now until July 31, 1987, you can save \$50 off the \$99 suggested retail price of Quark's Catalyst 3.0 program selector.

You pay only \$49

And we'll give you a twenty-day, money-back guarantee.

Just cut this coupon from your copy of Extending AppleWorks, by Campbell and Campbell (no duplicating machine copies will be accepted), and mail it to:

Quark Incorporated 2525 West Evans, Suite 220 P.O. Box 10698 Denver, CO 80210

IF CREDIT CARD ORDER, PLEASE PROVIDE

THE FOLLOWING INFORMATION

Name (as it appears on your card)

Authorized signature

Card #

Exp. Date _

There are no handling charges.

If you enclose a check or money order for \$49,* we'll pay the shipping by UPS Ground.

If you wish to use your MasterCard or VISA, there is an additional \$5 shipping charge.

However, regardless of how you purchase your product, you must pay return shipping charges should you request a refund.

If you have any questions about this offer, call Quark's Cus-

Offer expires July 31, 1987. Void where prohibited by law.

Allow up to three weeks for delivery.

tomer Service Department, toll-free, at 1 (800) 543-7711.

This coupon is solely the offering of Quark, Incorporated. Osborne McGraw-Hill takes no responsibility for fulfillment

*Colorado residents please add 3% tax; Denver residents please add 6.6% tax.

Please send me a Catalyst 3.0 program selector in 5 1/4" Format 3 1/2" Format I want to save shipping charges, so I've enclosed a check or money order for \$49. VISA MasterCard for \$54. Sorry, no C.O.D.s, please. Address Address City State/Zip State/Zip
d me a cormat cormat mut to se neck or pay the Mas C.O.D.s

on Pinpoint Publishing Products SPECIAL DISCOUNT

on Pinpoint Publishing products. Just clip this From now until August 31, 1987, you can save coupon from your copy of Extending AppleWorks by Campbell and Campbell (no duplicating machine copies will be accepted) and mail to:

Extending AppleWorks Offer Pinpoint Publishing Oakland, CA 94661 Box 13323

If you have any questions about this offer, call (415) 654-3050 Offer good until August 31, 1987. This coupon is solely the offering of Pinpoint Publishing, Inc. Osborne McGraw-Hill takes no responsibility for fulfillment of this offer.

Ple	Please send me the products I've checked below:		
	Pinpoint AppleWorks DESKTOP ACCESSORIES	(≠)	\$ 89.00
	Pinpoint SPELLING CHECKER	₩	69.00
	DESKTOP ACCESSORIES and SPELLING CHECKER combo pack, and receive our \$29.00 RAM Enhancement Kit, FREE		\$139.00
П	Pinpoint TOOLKIT, includes RUN-RUN (program selector selector and RAM card manager), FREE	⇔ [⊑]	\$ 49.00 E
	Pinpoint INFOMERGE and receive our \$29.00 Instant Business Letters program, FREE	6/)	\$ 79.00
П	Point-to-Point, regularly \$129.00, SAVE \$30.00. (Includes savings certificates for online services and high-speed modems.)	9	99.00
	Add \$3.00 shipping and handling costs	5 €	3.00
	California residents add 6 1/2% sales tax:	1	
	TOTAL: — My check is enclosed	60	
	— A money order is enclosed Charge to my VISA account		
	 Charge to my MasterCard account Charge to my American Express account 		
F (F CREDIT CARD ORDER, PLEASE PROVIDE THE FOLLOWING INFORMATION:		
Зхр	Sxp. date Card #	- 1	
Van	Vame (as it appears on your card)	- 1	
\ut	Authorized signature	- 1	
hip	ship to: Name	- 1	
	Address	- 1	
	City	- 1	
	State/ZIP	1	

Extending AppleWorks
Special coupon offer

AppleWorks Command Card

Spreadsheet		OPEN APPLE-W:	OPEN APPLE-W: Creates windows in your spreadsheet.
OPEN APPLE-A:	Arranges rows in alphabetical, reverse alphabetical, numerical, and reverse	OPEN APPLE-Y:	Deletes all data from your cursor to the end of the cell.
	numerical order.	OPEN APPLE-Z:	Zooms in to display formulas.
OPEN APPLE-B:	Blanks entries, columns, rows, or blocks.		
OPEN APPLE-C:	Copies entries from one point in your		
	spreadsheet to another; copies to clipboard;	Wond December	
	copies from clipboard.	Word Frocessor	•
OPEN APPLE-D:	Deletes columns or rows.	OPEN APPLE-C:	Copies text from one point in your document
OPEN APPLE-E:	Toggles the cursor between insert and		to another; copies to clipboard; copies from
	overstrike.		clipboard.
OPEN APPLE-F:	Finds coordinates or the first occurrence of	OPEN APPLE-D:	Deletes text from your file.
	text.	OPEN APPLE-E:	Toggles the cursor between insert and
OPEN APPLE-H: Takes a	Takes a snapshot of the current screen		overstrike.
		OPEN APPLE-F:	Finds occurrences of text, markers, and page
OPEN APPLE-I:	Inserts columns or rows.		breaks.
OPEN APPLE-J:	Allows you to jump to another window.	OPEN APPLE-H:	Takes a snapshot of the current screen
OPEN APPLE-K:	Recalculates all values in the spreadsheet.		display.
OPEN APPLE-L:	Enables you to change the layout of entries,	OPEN APPLE-K:	Calculates page breaks in your document.
	columns, rows, and blocks.	OPEN APPLE-M:	Moves text to new locations.
OPEN APPLE-M:	Moves columns or rows to new locations.	OPEN APPLE-N:	Changes the file name of your document.
OPEN APPLE-N:		OPEN APPLE-O:	Allows you to change your printer options.
OPEN APPLE-O:		OPEN APPLE-P:	Prints your document.
OPEN APPLE-P:	Prints entries, columns, rows, or blocks of	OPEN APPLE-Q:	Allows you to access another file on the
	your spreadsheet.		desktop.
OPEN APPLE-Q:		OPEN APPLE-R:	Lets you replace text or case-sensitive text.
•		OPEN APPLE-S:	Saves the current file to disk.
OPEN APPLE-S:	Saves the current file to disk.	OPEN APPLE-T:	Sets tabs in your document.
OPEN APPLE-T:	Sets titles in the worksheet.	OPEN APPLE-Y:	Deletes all data from your cursor to the end
OPEN APPLE-U:	Allows you to edit the material in a cell.		of the line.
OPEN APPLE-V:	Sets standard values.	OPEN APPLE-Z:	Displays the format settings.