LOTUS

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# 1-2-3 AT WORK

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*To our fathers,*
*whose interest in personal*
*computers long preceded*
*our own.*

# Preface

This is a book about 1-2-3, written by individuals who use 1-2-3 every day. It is for anyone who owns and/or uses this software package.

The beginner will find that the Input-Processing-Output orientation of the command chapters facilitates the learning process. Along with the 1-2-3 Tutorial, these chapters provide the necessary framework for understanding 1-2-3's more advanced features.

This book is also for the more experienced 1-2-3 user. It is designed for those who must develop quick, efficient, user-oriented solutions for their business problems. For these individuals, it is not just a "how to do it" book, but also a "what can be done" book. The authors hope that it will encourage the experienced user to experiment with all aspects of the 1-2-3 application.

The idea for this book began in the Commercial Loan Department at Morgan Guaranty. The authors especially would like to thank Carol Eglow, now at Merrill Lynch, whose early experimentation with 1-2-3 convinced us of the need for this book. John Craven also deserves special thanks for introducing personal computers into Morgan's Loan Department. We also would like to thank Jane Graver of Software Education Corporation for her comments and criticism of the manuscript. Marcel Malefant of Morgan also provided valuable comments and criticism, as well as assistance with the odious task of proofreading.

Other PC enthusiasts at Morgan deserve thanks as well. In particular, we would like to thank Leonor Lopez, whose mastery of 1-2-3 has been a source of constant ideas for this book. Sharon Babajko, Joe Cuccia, Esther Lee, and Debbie Palamara were also a source of ideas and support throughout the project.

Enjoy . . .

*Nancy Woodard Cain*
*Thomas Cain*



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PART I

# PRELIMINARY CONSIDERATIONS

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# Chapter 1

# Introduction

1-2-3 is a business tool. It can be used successfully for both management and processing purposes to improve control and efficiency. As with any tool, its effectiveness is dependent upon the skill of the user. This skill comes through the experience of working with 1-2-3 and understanding its capabilities.

This book is about using 1-2-3 in the corporate environment. It is designed to encourage the reader to explore all aspects of 1-2-3 and to generate creative solutions for business problems.

## 1.1 What Is 1-2-3?

Integrated microcomputer software combines a number of different functions into a single package. As an integrated software package, 1-2-3 combines spreadsheet operations, business graphics, and database management functions. These functions are linked together by a single, integrated application program called the Lotus Access System.

The basic components of the 1-2-3 package are a set of 5.25-inch disks and the User's Manual. There are currently two versions of 1-2-3, and each version contains a different number of disks. The earlier version (1-2-3 Release 1) contains the following four disks:

1-2-3 System disk
1-2-3 System disk (backup copy)
GRAPH Program disk
Tutorial disk

The second version (1-2-3 Release 1A) has some extra features and enhancements not found in the earlier version. Some functions found on the GRAPH Program disk have been enhanced and placed on a fifth disk. The GRAPH Program disk is called the PrintGraph disk in Release 1A. The five disks in Release 1A are:

1-2-3 System disk
1-2-3 System disk (backup copy)
PrintGraph disk
Utility disk
Tutorial disk

Throughout this book, readers will be informed whenever the two versions produce different results or have different requirements for specific operations.

In both versions, the main 1-2-3 program is found on the System disk. The Tutorial disk contains a series of lessons designed to familiarize the user with 1-2-3's general operating procedures, commands, and capabilities. The remaining functions and disks are accessed through the System disk for Release 1. The Lotus Access system can be accessed directly from *all* disks (except Tutorial) in version 1A.

## 1.2 The Style of 1-2-3

1-2-3 is a menu-driven program. This means that the various operations performed by 1-2-3 are activated by a series of command choices that appear at the top of the display screen in a location known as the *control panel.* The main 1-2-3 menu is displayed in the control panel by entering the slash (/) symbol.

Menu commands are entered in 1-2-3 by one of two methods:

1. *Pointing to the commands:* Using the left and right arrow keys, the highlighter (or pointer, as it is usually called) can be moved across the menu, from one command to another; the user presses the [ENTER] key when the pointer is located on the desired command (see Figure 1.1). The pointer movement keys are used to move about the worksheet. Those keys include: directional arrow keys, the tab key, and the [PGUP], [PGDN], [END], and [HOME] keys (see Appendix A).
2. *Typing the first letter of the command:* A command on a menu may be entered by simply typing the first letter of the desired command choice.

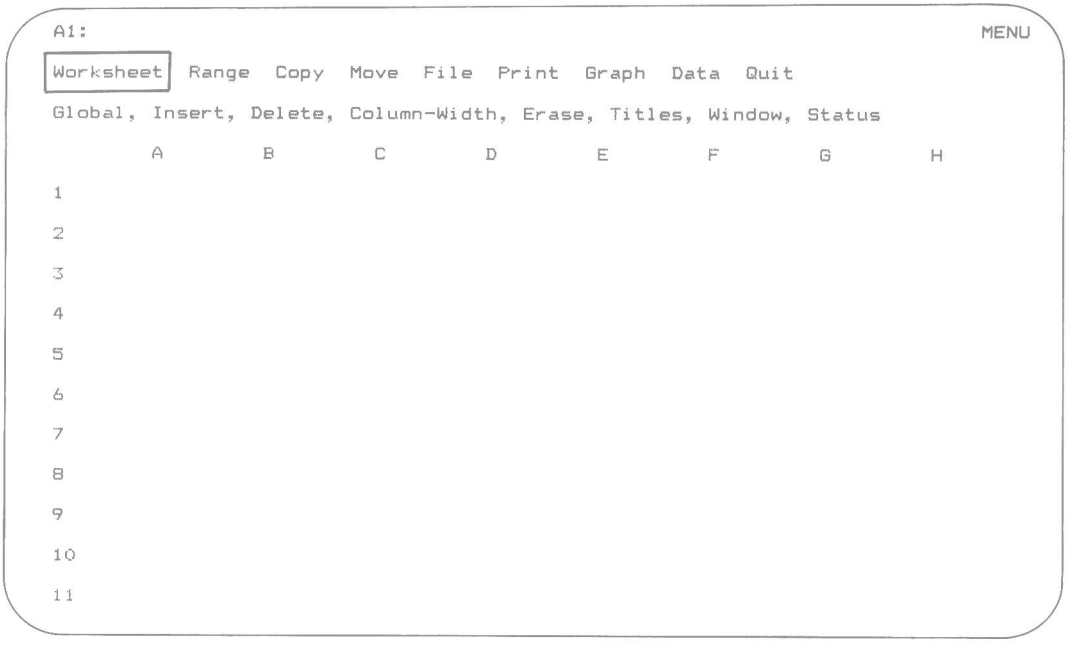


***Figure 1.1. A copy of the 1-2-3 menu. The command options are listed in the first row. Command suboptions are listed in the second row.***

For example, on the 1-2-3 main menu, the following command choices appear:

Worksheet Range Copy Move File Print Graph Data Quit

If one wished to enter the Move command, this could be done by typing the letter M.

Another stylistic feature of 1-2-3 is the hierarchical organization of the menu commands. Many of the commands on the 1-2-3 main menu have multiple levels of submenu commands. In other words, when some menu commands are entered, they produce another more specific menu of command choices, or a submenu. The submenu is displayed in the line beneath the commands in the control panel when a command is highlighted by the pointer. When there is no submenu, a description of that command is displayed. Certain 1-2-3 main menu commands have up to four or five submenu levels. Figure 1.2 shows how movement through four command levels is required to prepare a worksheet location for a date entry.

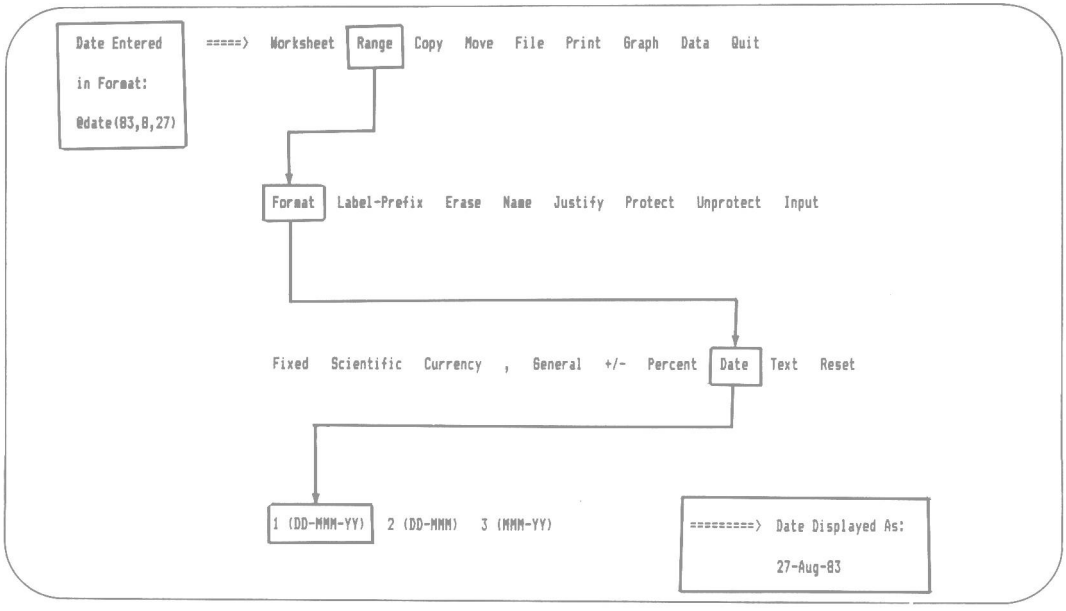


***Figure 1.2. 1-2-3 commands are arranged hierarchically. Choosing a command option produces a suboption menu. In this example, four levels of menus must be accessed to format a cell to display the date.***

## 1.3 Mechanics of 1-2-3

1-2-3 is a spreadsheet program. Data are entered, displayed, and stored in locations known as *cells*. Each cell represents the intersection of a specific row and column. Columns are identified by letters and rows are identified by numbers. The spreadsheet is also referred to as a *worksheet;* these terms are used interchangeably throughout this book.

### THE SPREADSHEET AND DISPLAY

At any one time, only a small portion of the spreadsheet is visible on the display screen, since there are 256 columns and 2048 rows. Information is entered into this spreadsheet by typing either text, numbers, or formulas into a particular cell. The information is recorded in the worksheet only after the [ENTER] key is pressed. 1-2-3 refers to text entries as *labels*. Numeric entries are termed *values*. Formulas composed of cell addresses (e.g., +C2+D2), numbers, and one or more arithmetic/logical operators may be entered as well.

Information is displayed in four locations on the screen (See Figure 1.3):

1. The CONTROL PANEL: The first line contains information about the location and contents of the currently highlighted cell. The second line of the control panel displays either the command menu or worksheet data

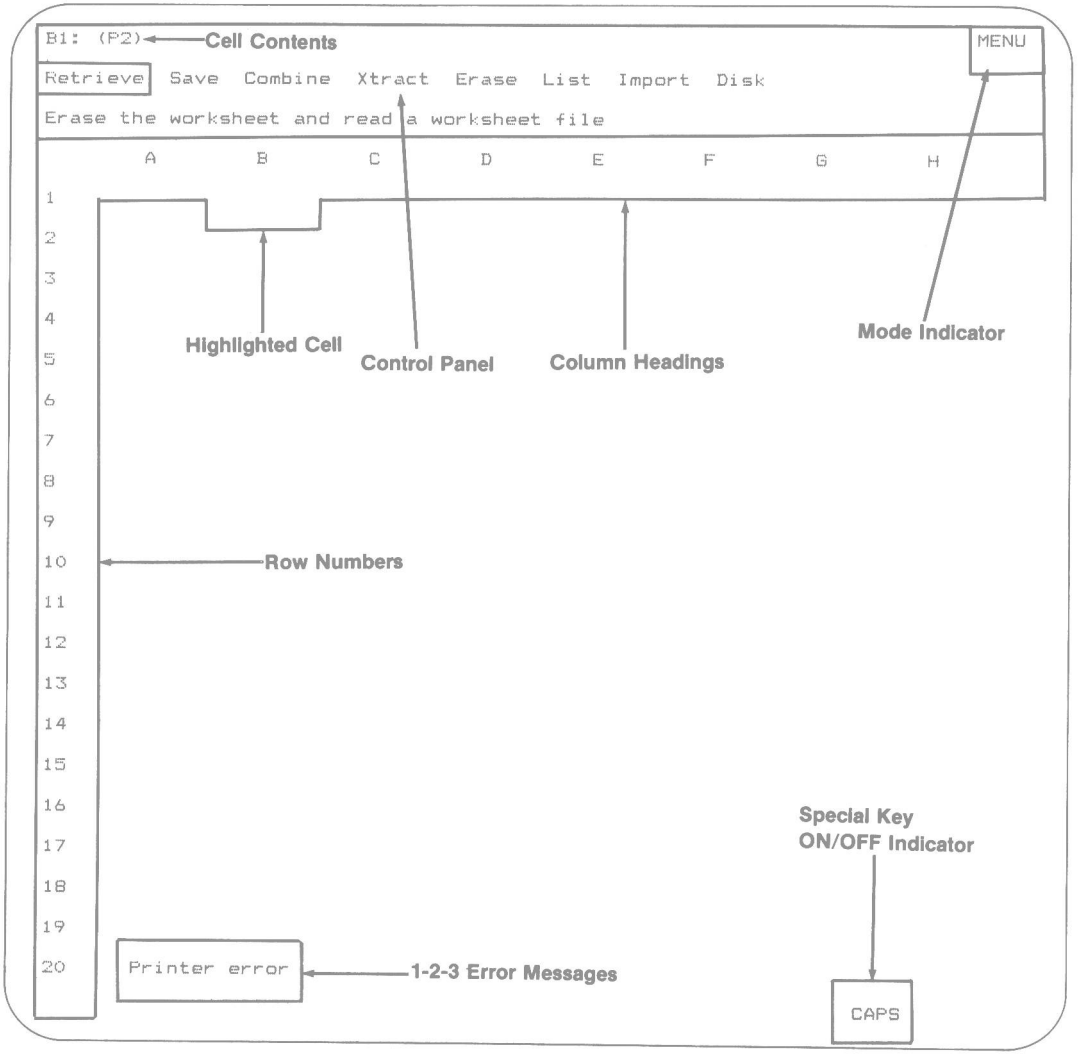


***Figure 1.3. 1-2-3 displays user messages in four locations throughout the screen.***

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