A Field Guide to Lotus 1-2-3
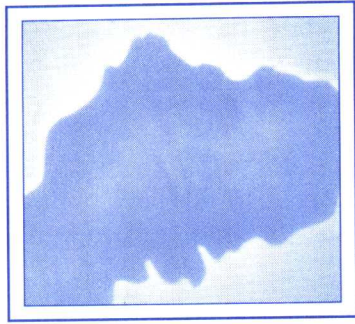
Release 4 for Windows

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Features 3.5" SMART Disk and Lay-Flat Binding

Preface

A Field Guide to Lotus 1-2-3 Release 4 for Windows, is designed for use in a first course in spreadsheet applications. Most of the examples and problems relate to the world of business, but they do not assume a technical background on the part of the students.

TEXTBOOK APPROACH AND ORGANIZATION

1-2-3 for Windows is a very complex program. Most texts create "information overload" by introducing a broad range of terms, concepts, techniques, and commands before the student has developed any intellectual context for understanding and applying them.

This text follows a logical progression from simple to complex 1-2-3 applications. The introduction of 1-2-3 features follows the same plan—new features are introduced gradually, as the student's frame of reference expands.

This book is designed primarily for use in a classroom setting. It assumes that the student is using 1-2-3 in a microcomputer laboratory and that the instructor will orient the students to the necessary hardware. Consequently the book does not cover keyboard layout, diskette handling, computer innards, or the grubby details of installing Lotus 1-2-3 on the computer.

The text is broken into three parts. Part One covers topics that, in the author's opinion, even casual 1-2-3 users should understand. These chapters are designed to be covered in sequential order.

Part Two covers topics that, although widely useful, are not likely to be as universally applicable as those in Part One. The chapters in Part Two can be covered in any order.

Part Three covers macro programming. The details of macro programming are of most interest to those who aspire to be "power users." For a thorough introduction to macro programming, the chapters in Part Three should be covered in sequence. However, the final chapter can be used without the support

of the earlier chapters in the section. It presents MACTOOLS, a unique macro application development system that takes most of the pain out of macro programming.

END-OF-CHAPTER EXERCISES

Some of the end-of-chapter exercises in this book are traditional, stated problems and cases. Others are disk-based, self-grading worksheets.

Standard Exercises

The traditional cases and problems require you to begin from a clear worksheet and type in all the requested labels and formulas. These exercises give you practice in setting up worksheets "from scratch." They reinforce the points made in the body of the chapter. Don't fail to do the exercises your instructor assigns you. You can learn a lot about Lotus 1-2-3 by listening to lectures and reading the text, but mastering the package definitely is not a spectator sport.

Self-Checking Exercises on Disk

The first twelve chapters have accompanying SMART exercises. SMART is an acronym for Self-Marking, Auto-Recording Templates. The disk in the back of this book contains 39 SMART exercises. To work with a SMART exercise, you have to open the file, read the instructions that will appear on your screen, and carry out the instructions.

The SMART exercises contain programs that will automatically check your work, assign a score, and maintain a log file of your progress. They also articulate with the instructor's monitoring software.

Complete details on how to use the SMART exercises can be found in Appendix A. Be sure to read Appendix A before using the SMART disk!

INSTRUCTOR'S RESOURCES

Available through the instructor's manual is a diskette that contains solved versions of all the SMART problems. The diskette also contains a macro-driven SMARTLOG worksheet for monitoring student performance on the SMART problems.

The SMARTLOG Worksheet

The instructor's SMARTLOG worksheet provides an automated method for recording and summarizing student performance on all assigned SMART problems. The instructor simply selects a computer for grade-recording and executes SMARTLOG. When the instructor places SMARTLOG in "log" mode, SMARTLOG automatically performs the following clerical duties:

1. Creates and updates an alphabetical class roster based on information inside student's SMART problems.
2. Records student scores on assigned SMART problems.
3. Sums total points achieved by each student.

In "log" mode, SMARTLOG runs in an endless loop which can be broken only by password. The instructor sets up SMARTLOG on any chosen computer, and students then are responsible for logging their grades. By using SMART-LOG, instructors can monitor student progress electronically. No manual grading, or manual grade-recording, is necessary.

SMART Problems as Testing Vehicles

Among their other virtues, the SMART problems are an excellent test bank. The instructor can assign some problems as homework and reserve others for use as hands-on tests. The test results can be logged with SMARTLOG, of course. The Instructor's Manual provides further details about the SMARTLOG worksheet.

A WORD TO STUDENTS: 1-2-3 AND THE REAL WORLD

Lotus 1-2-3 and similar programs are widely used in almost every profession from accounting to zoology. In many career fields, a thorough knowledge of spreadsheet software such as 1-2-3 can give you a competitive edge. If you are a business student, you are particularly likely to find yourself using 1-2-3 as an analytical and forecasting tool.

You probably will need about 100 hours of study and hands-on work to thoroughly master 1-2-3. Professionally speaking, they may be the most profitable 100 hours you ever spend. Mastering Lotus 1-2-3 is like equipping your mind with track cleats. Good luck.

Acknowledgments

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PART ONE
BASIC LOTUS 1-2-3

The six chapters in this section cover skills that all 1-2-3 users need to know. After mastering this section, you will be able to create, format, and print basic 1-2-3 worksheets and charts.