

Covers Releases  
2.01, 2.2, 2.3 & 2.4

# 1-2-3

## Release 2.4

— *the* —  
COMPLETE REFERENCE

MARY  
CAMPBELL

A COMPREHENSIVE DESKTOP RESOURCE — IDEAL FOR EVERY USER OF LOTUS 1-2-3 RELEASES 2.01, 2.2, 2.3 & 2.4

# 1-2-3 2.4: The Complete Reference

Mary Campbell

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– Mary Campbell

# Introduction

1-2-3 has become an essential tool for many business users. It is hard to conceive of putting together budgets, sales projections, and many other financial projections without the assistance of this package. The wide applicability of this package and its state-of-the-art features have kept it near the top of best-selling software charts since its introduction.

With Release 2.4, you will find that the familiar interface that handles every Release 2.01 command hasn't changed. In addition, you will find many exciting new features that can extend your productivity. This book is designed to steer you in the proper direction so that you look at new options in a logical progression and see how to incorporate these features into your models.

## About This Book

*1-2-3 Release 2.4: The Complete Reference* is designed to serve the needs of both new and experienced 1-2-3 users. Beginning users should start at the beginning of the book and work through the first six chapters. While reading these chapters, you may want to enter some of the examples in your system for practice. These chapters will provide the basic skills for all model building with 1-2-3 and establish a firm foundation from which to explore later topics. Users already familiar with 1-2-3 basics will want to review the table of contents and focus on chapter topics with which they are less familiar, such as data management features, keyboard alternative macros, and command macros.

Experienced 1-2-3 users will also find this volume to be a valuable reference tool, describing all of 1-2-3's many features in detail. You will find discussions of all the

Release 2.01 commands as well as the latest additions for Release 2.4. You can use this book as a source of information about either product if you are using both releases within your organization. Each topic has working examples to go along with the written description. Boxes in the text highlight important summary information, and a thorough index helps you find the precise topics you are looking for.

In addition to its thorough coverage of 1-2-3's features, this book provides information on the Lotus Add-In Manager and the Auditor, Macro Manager, Back-Solver, SmartIcons, Tutorial, and Wysiwyg add-ins.

## How This Book Is Organized

This book is divided into four parts. Part One discusses the worksheet and the commands you need to create efficient worksheet models. Part Two focuses on database management and graphics. Part Three looks beyond the basic features to explore macros and the 1-2-3 add-ins that accompany Releases 2.2, 2.3, and 2.4. Part Four consists of four appendixes that offer supplemental information, including installation procedures, a list of LICs codes, and a list of the SmartIcons.

- Chapter 1 provides an overview of Release 2.4's features. If you are already a 1-2-3 user, Chapter 1 will help you focus on the new features that you want to explore first.
- Chapter 2 discusses the Lotus Access System, display, and keyboard. You will learn all about 1-2-3's display in this chapter.
- Chapter 3 has you start entering data in 1-2-3's spreadsheet cells. In this chapter, you will learn about the types of building blocks used in creating a model.
- Chapter 4 introduces you to formatting and the improvements it makes to 1-2-3's spreadsheet. You will learn how to override all the default display characteristics to create the exact display you want. You will use 1-2-3's formats as well as basic Wysiwyg options.
- Chapter 5 describes all of the command options pertaining to the worksheet. You will learn how to determine the status of current settings and how to change options to suit your needs.
- Chapter 6 provides explanations and examples for all of 1-2-3's basic print features as well as for Wysiwyg printing. You will learn how to print formulas, add borders to a printed report, and use background printing to make your work more efficient.
- Chapter 7 describes each of 1-2-3's functions. You can read about just the ones you are interested in or survey all of them to discover new uses for the package.



- Chapter 8 presents everything you need to know about saving and retrieving files. You will learn how to consolidate information in several files and how to save a portion of a worksheet.
- Chapter 9 introduces you to the sort and query features that add data management capabilities to the package. You will learn how to resequence your data and how to extract the data that meets your needs.
- Chapter 10 teaches you how to apply the data management features to the spreadsheet environment. You will learn about automating a “what-if” analysis, generating matrices, and sorting your formulas.
- Chapter 11 teaches you how to display your data graphically in all the new graph formats. You will learn how to use all the graph features, including how to print a graph and how to add a graph to the spreadsheet.
- Chapter 12 introduces keyboard macros and the new Learn feature that records them. Once you learn to save command keystrokes, you can reuse them at will.
- Chapter 13 presents the powerful command language macros that allow you to write programs to automate applications. Each macro command is described and illustrated with an example.
- Chapter 14 describes the Add-In menu and some of the 1-2-3 add-ins that accompany Release 2.4. These add-ins include the Auditor add-in, useful for following the effects of formulas, and the Tutorial add-in, which you can use to help you learn 1-2-3 basics.
- Chapter 15 explains the Wysiwyg add-in. You will learn how to use Wysiwyg spreadsheet publishing features, the Backsolver add-in for working from a result to the value needed to achieve it, and the Icon add-in for customizing palette 1.
- Appendix A provides installation instructions.
- Appendix B provides a list of the LICS codes.
- Appendix C displays menu trees for 1-2-3 and Wysiwyg commands.
- Appendix D provides a look at the text and graphic versions of Release 2.4’s SmartIcons.

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