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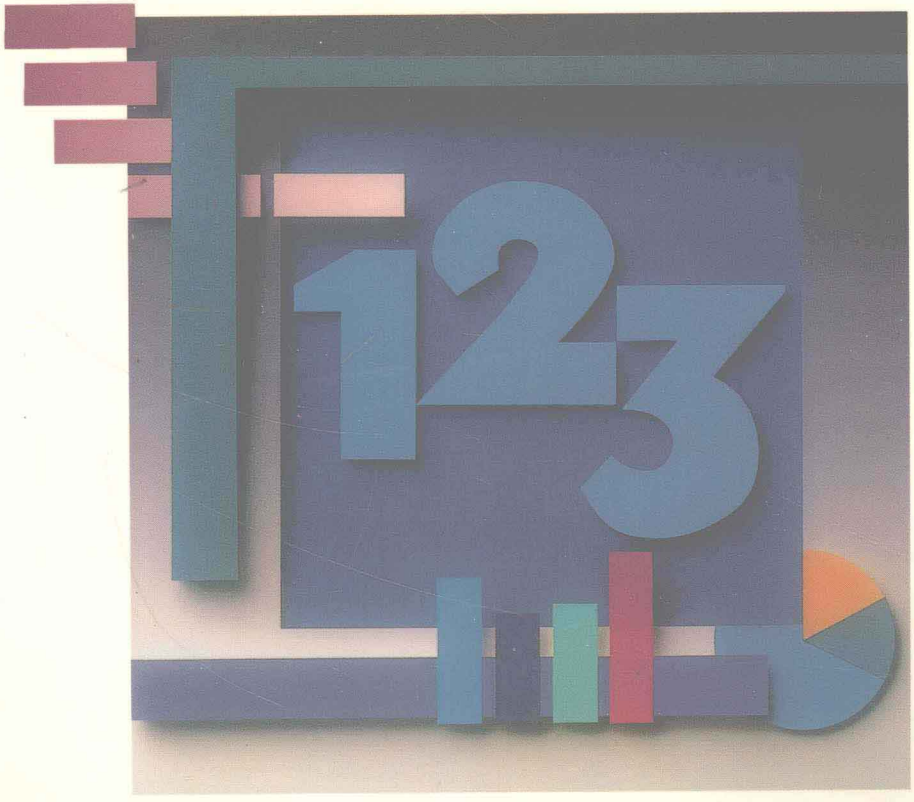
The Student Edition of Lotus® 1-2-3® RELEASE 2.2

The spreadsheet software integrating worksheet, database, and graphics... adapted for education



User's Manual by

Timothy J. O'Leary · Linda I. O'Leary

The Student Edition of Lotus® 1-2-3® RELEASE 2.2

The spreadsheet software integrating worksheet, database, and graphics... adapted for education

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Dedicated to our parents

Charles D. O'Leary Jean Larson O'Leary Irene A. Perley Coats

and in memory of

Albert Lawrence Perley

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Preface

Lotus 1-2-3 is one of the most widely used and most powerful software products on the market today. It combines a superior spreadsheet with excellent graphics and an efficient database. Its power and flexibility have made it an industry standard. Therefore, it is not surprising that the educational version of Lotus 1-2-3 has become the spreadsheet of choice for education. It is used in the educational setting in microcomputing applications ranging from engineering and biology to accounting and finance.

The new Lotus 1-2-3 Release 2.2 has built upon and expanded Release 2.01 to offer you more speed and analytical power. It is a high-performance spreadsheet for analyzing, managing, and presenting information. And now the Student Edition of Lotus 1-2-3 Release 2.2 lets students keep up with the latest version of this industry standard, preparing them to step right into the business world.

The Student Edition of Lotus 1-2-3 Release 2.2 continues to be fully file compatible with the professional version. It also reads any files that are 1-2-3 compatible and its files can be easily imported into other programs, such as most popular word processing programs.

The Differences Between the Student Edition of Lotus 1-2-3 Release 2.2 and the Professional Version

The Student Edition is fully functioning and identical to the professional version of Release 2.2, except:

- The Translate utility has been removed
- Allways has been removed
- A header, "The Student Edition of Lotus 1-2-3" and the student's name, automatically prints at the top of all printed worksheets

New Features

The Student Edition of Lotus 1-2-3 Release 2.2 has a full-size spreadsheet (256 columns by 8192 rows), and includes the Access system. All of the printer and graphics drivers provided in Lotus 1-2-3 are included in this package. The hands-on interactive labs have been revised and expanded to demonstrate many of the new Release 2.2 features, such as file linking, Undo, minimal recalculation, and a macro LEARN mode. It also has an expanded reference section.

Objectives

The Student Edition of Lotus 1-2-3 Release 2.2 is designed to introduce students to the powerful capabilities of the most popular electronic spreadsheet available. The primary objectives of this book are:

- To provide a complete educational environment for learning 1-2-3
- To provide a powerful and flexible tool for teachers and students
- To teach the fundamentals of spreadsheets, graphics, and databases
- To establish good problem-solving techniques

To accomplish these objectives, this book has the following features:

- One resource. The material contained in two separate 1-2-3 manuals has been combined into one complete text, including initializing and installing 1-2-3, tutorial lab exercises, and reference.
- Interactive labs. A comprehensive Overview and nine topic-specific hands-on labs have been developed to teach 1-2-3 concepts, commands, and applications in a problem-solving environment.
- Cross-references. Extensive cross-referencing between the Reference section and the interactive labs supports the expansion and clarification of key concepts and commands.
- Teaching aids. Numerous teaching aids throughout the book reinforce important concepts, build a powerful vocabulary, and promote the development of critical problem-solving skills.
- Logical design. The organization of the text allows students to master complex ideas in small, easily assimilated steps.

- Flexible design. The text has been developed in modular fashion to allow students at various levels of computer expertise to learn 1-2-3 efficiently. This design also allows instructors to develop courses using all or selected parts of the manual.

Organization

The Student Edition of Lotus 1-2-3 Release 2.2 presents the fundamentals of 1-2-3 in clear, simple language that encourages learning. Each topic is developed systematically, with the assumption that the student's total knowledge of a subject area is based on the reading of a previous section.

The manual is divided into three sections.

Section 1, "Getting Started," introduces 1-2-3 by explaining the basic skills required to install, start, run, and end the program.

The section begins by detailing the contents of the Student Edition package. The student is then provided with a concise explanation of the conventions used throughout the manual. The fundamentals of working with the computer and the software are discussed in detail. Next, complete, easy-to-follow instructions for initializing 1-2-3, formatting disks, backing up the original disks, copying 1-2-3 to a hard disk, and starting, using, and exiting the Install program are provided.

This section then provides step-by-step instructions on how to start 1-2-3 from a two-disk or hard-disk system, how to change the default directory for 1-2-3, and how to start 1-2-3 from the Access system. Finally, it provides a comprehensive chapter on starting, setting up, and leaving the PrintGraph program, as well as a chapter on 1-2-3's Help facility.

Section 2, "An Overview to 1-2-3 and Lab Activities," starts with the Overview, a hands-on interactive lab designed to familiarize the student with the power and scope of the 1-2-3 program. The Overview introduces students to the spreadsheet and use of the keyboard in the worksheet, to the graphics and database capabilities, and to the macro features of 1-2-3. This broad presentation demonstrates the total 1-2-3 program in a nonthreatening environment; it provides a meaningful foundation upon which to build.

The nine interactive lab activities follow. Through the use of carefully developed case studies supported by numerous data files, students learn 1-2-3 by solving problems.

Each lab begins with a list of objectives, followed by a brief description of the case study used throughout the lab. The case studies present real-world problems and situations across a variety of settings. The student becomes involved in the case itself as well as the application of 1-2-3 commands.

The student follows the case study while completing the activities in each lab. As the student performs each step in the lab, a screen print is presented in the manual to keep the student on track and to reinforce key concepts. At the end of the lab, a list of key terms and definitions is presented along with several practice problems.

Each lab requires approximately 45 minutes to complete (not including practice problems). The actual time to complete any one lab will vary somewhat from lab to lab, student to student, and instructor to instructor.

The labs have been designed in a modular fashion, to allow instructors the greatest flexibility in course development. After students have mastered the basic spreadsheet commands in Labs 1 and 2, they may proceed directly to graphics, database, macros, or advanced spreadsheet labs. The numerous alternative paths that are available are detailed in the Instructor's Manual.

Labs 1 and 2 have one continuing case study and should be presented as a unit. Labs 3 and 4 introduce the graphics capability of 1-2-3. Labs 5 and 6 introduce advanced spreadsheet techniques such as linking files, freezing titles, creating windows, hiding columns, and naming ranges. Labs 5 and 6 have a continuing case study and should be presented as a unit. Lab 7 introduces creating and using databases, and explores the search and replace feature. Lab 8 presents advanced database concepts, such as extracting information, creating a frequency distribution, and using a data table. Lab 9 presents an introduction to macros, including the use of the STEP and LEARN modes.

Students completing all nine labs will be able to organize and analyze information in a spreadsheet effectively and efficiently. In addition, they will be able to display information in charts and graphs, enter and extract information from databases, and create and use macros.

Section 3, "Reference," contains comprehensive descriptions of the 1-2-3 commands, menus, and functions. The main areas of this section include basic spreadsheet skills, commands, macros, @functions, and the PrintGraph program. This section is extensively cross-referenced to the Lab Activities in Section 2.

Acknowledgments

The development of the Student Edition of Lotus 1-2-3 Release 2.2 has required a tremendous team effort from many individuals, and we would like to thank all those who have contributed to it. Through their combined efforts, we have built upon and improved the previous student editions of Lotus 1-2-3.

We are particularly grateful for the contributions of many people at Addison-Wesley. In particular, we thank Alan Jacobs, Executive Editor, and Dana Degenhardt, Senior Product Development Manager, for their continued support of the project. Also, thanks to Karen Wernholm for contributing to the smooth production of this book.

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