

Lotus 1-2-3 Release 4 for Windows

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CONTENTS

Overview **Electronic Spreadsheets SS3**

Definition of Electronic Spreadsheets SS3

Advantages of Using an Electronic Spreadsheet SS4

Electronic Spreadsheet Terminology SS5

Case Study for Labs 1-5 SS5

Before You Begin SS6

Lab 1 **Creating a Worksheet: Part 1 SS7**

Loading Lotus 1-2-3 Release 4.0 SS7

Examining the 1-2-3 Window SS8

Moving Around the Worksheet Window SS11

Scrolling the Worksheet SS14

Using the Function Keys SS17

Designing Worksheets SS19

Entering Labels SS20

Deleting an Entry SS22

Editing a Cell Entry SS23

Entering Values SS28

Using Menus SS30

Using the Help System SS32

Closing a File SS33

Opening a File SS33

Copying Using the Clipboard SS37

Copying Using Copy Right SS40

Entering Formulas SS42

Recalculating the Worksheet SS43

Aligning Entries SS44

Documenting and Saving a Worksheet SS46

Printing a Worksheet SS47

Exiting the Program SS49

Key Terms SS49

Command Summary SS50

Lab Review SS50

Matching SS50

Fill-In Questions SS51

Practice Exercises SS52

Lab 2 **Creating a Worksheet: Part 2 SS57**

Entering Formulas Using the Point Mode SS57

Copying Formulas SS60

Entering an @Function SS62

Clearing Cell Contents SS67

Choosing Functions from a List SS68

Formatting Values to Percents SS69

Using an Absolute Reference SS72

Changing Column Widths SS75

Using Undo SS78

Formatting to Currency SS79

Inserting Rows SS81

Moving Entries SS82

Aligning Across Columns SS83

Changing Fonts and Attributes SS84

Inserting a Worksheet SS86

Moving Between Worksheets SS88

Using Group Mode SS89

Copying Between Worksheets SS90

Naming Worksheets SS94

Previewing and Printing a Multi-Sheet File SS96

Key Terms SS98

Command Summary SS98

Lab Review SS99

Matching SS99

Fill-In Questions SS99

Practice Exercises SS100

Lab 3 **Managing a Large Worksheet SS107**

Locating and Correcting Circular

References SS107

Freezing Titles SS112

Creating and Scrolling Panes SS115

Using What-If Analysis SS118

Using Backsolver SS121

Opening a Second Worksheet File SS123

Spell-Checking the Worksheet SS125

Linking Files SS126

Using Version Manager SS132

Creating and Using Scenarios SS137

Entering the System Date SS140

Adding a Text Block SS141

Adding a Border SS144

Printing Landscape and Compressed SS146

Key Terms SS148

Command Summary SS148

Lab Review SS149

Matching SS149

Fill-In Questions SS149

Practice Exercises SS150

Lab 4 **Creating and Printing Charts SS155**

Using the Style Gallery SS155

Understanding Charts SS158

Selecting the Data to Chart SS159

Changing the Chart Type SS162

Entering Chart Titles SS164

Entering Axis Titles SS166

Selecting Multiple Data Series SS167

Displaying Tick Marks and Grid Lines SS170

Adding Patterns SS171

Adding a Text Block SS172

Adding Arrows SS174

Creating a 3D Bar Chart SS175

Creating a Mixed Chart SS176

Editing Legends SS180

Adding Data Labels SS181

Creating a Pie Chart SS183

Displaying Range Labels SS185

Setting Patterns for the Pie Slices SS185

Exploding a Slice of the Pie Chart SS187

Changing Worksheet Data SS188

Naming Charts SS189

Saving a Worksheet with Charts SS189

Printing a Worksheet with Charts SS189

Key Terms SS191

Command Summary SS191

Lab Review SS192

Matching SS192

Fill-In Questions SS192

Practice Exercises SS193

Lab 5 **Creating Worksheet Templates and Macros SS197**

Naming a Range SS197

Using the @IF Function SS202

Changing Row Height SS205

Creating a Worksheet Template SS206

Creating an Interactive Macro SS207

Planning the Macro SS207

Entering the Macro SS208

Naming the Macro Using a Backslash Name SS210

Running the Macro SS211

Using Interactive Macro

Commands SS211

Debugging a Macro SS214

Using a Repetition Factor SS217

Documenting the Macro SS219

Creating an Autoexecute Macro SS220

Selecting Macro Keywords SS221

Naming a Macro Using a Multiple-Character Name SS222

Creating a Macro Button SS223

Creating a Header and Footer SS224

Running a Macro with a Multiple-Character Name SS226

Sealing a Worksheet File SS228

Printing a Selected Range SS230

Key Terms SS232

Command Summary SS232

Lab Review SS233

Matching SS233

Fill-In Questions SS233

Practice Exercises SS234

Case Project **SS237**

Summary **SS241**

Glossary of Key Terms SS241

Summary of Selected Lotus 1-2-3 for Windows Commands SS246

Index **SS249**

OVERVIEW Electronic Spreadsheets

In contrast to a word processor, which manipulates text, an electronic spreadsheet manipulates numerical data. The first electronic spreadsheet software program (VisiCalc) was offered on the market in 1979. Since then millions of electronic spreadsheet programs of differing brands have been sold. In a 15-year period, spreadsheets have revolutionized the business world.

Definition of Electronic Spreadsheets

The electronic spreadsheet or worksheet is an automated version of the accountant's ledger. Like the accountant's ledger, it consists of rows and columns of numerical data. Unlike the accountant's ledger, which is created on paper using a pencil and a calculator, the electronic spreadsheet is created using a computer system and an electronic spreadsheet applications software program.

The electronic spreadsheet eliminates the paper, pencil, and calculator. With a few keystrokes the user can quickly change, correct, and update the data. Even more impressive is the spreadsheet's ability to perform calculations—from very simple sums to the most complex financial and mathematical formulas. The calculator is replaced by the electronic spreadsheet. Analysis of data in the spreadsheet has become a routine business procedure. Once requiring hours of labor and/or costly accountants' fees, data analysis is now available almost instantly using electronic spreadsheets.

Nearly any job that uses rows and columns of numbers can be performed using an electronic spreadsheet. Typical uses of electronic spreadsheets are for budgets and financial planning in both business and personal situations.

Advantages of Using an Electronic Spreadsheet

Like a word processor, the speed of entering the data into the worksheet using the keyboard is not the most important advantage gained from using an electronic spreadsheet. This is because the speed of entering data is a function of the typing speed of the user and the user's knowledge of the software program. The advantages are in the ability of the spreadsheet program to quickly edit and format data, perform calculations, create charts, and print the spreadsheet.

The data entered in an electronic spreadsheet can be edited and revised using the program commands. Numeric or text data is entered into the worksheet in a location called a cell. These entries can then be erased, moved, copied, or edited. Formulas can be entered that perform calculations using data contained in specified cells. The results of the calculations are displayed in another cell.

The design and appearance of the spreadsheet can be enhanced in many ways. There are several commands that control the format or display of a numeric entry in a cell. For instance, numeric entries can be displayed with dollar signs or with a set number of decimal places. Text or label entries in a cell can be displayed centered or left- or right-aligned to improve the spreadsheet appearance. Columns and rows can be inserted and deleted. The cell width can be changed to accommodate entries of varying lengths.

Many spreadsheet programs let you further enhance the appearance of the spreadsheet by changing the type style and size. You can emphasize different parts of the spreadsheet by using bold or italics and adding underlines, borders, boxes, drop shadows, and shading around selected cells. The ability to see these styles and format changes on the screen as they will appear when printed is called WYSIWYG ("what you see is what you get").

You have the ability to "play" with the values in the worksheet, to see the effect of changing specific values. This is called "what-if" or sensitivity analysis. Questions that once were too expensive to ask or took too long to answer can now be answered almost instantly and with little cost. Planning that was once partially based on instinct has been replaced to a great extent with facts. However, any financial planning resulting from the data in a worksheet is only as accurate as that data and the logic behind the calculations. Incorrect data and faulty logic only produce worthless results.

Most electronic spreadsheets also have the ability to produce a visual display of the data in the form of graphs or charts. As the values in the worksheet change, a chart referencing those values automatically reflects the new values. These charts are a tool for visualizing the effects of changing values in a worksheet. Thus they are analytic charts. Many spreadsheet programs let you include a chart with the spreadsheet data. This way you can display and print it with the data it represents. You can also enhance the appearance of a chart by using different type styles and sizes, adding three-dimensional effects, and including text and objects such as lines and arrows.

Another feature of many spreadsheet programs is the ability to open and use multiple spreadsheet files at the same time. Additionally you can create multiple spreadsheets within a file. This is called 3-D spreadsheets. Even more important is the ability to create formulas that link one spreadsheet file to another file. This linking capability ensures that data changes in one file are automatically reflected in the linking cell in the other file.

Alignment: The position of a cell entry to the left, centered, or right in the cell space.

Cell: The space created by the intersection of a horizontal row and a vertical column. It can contain a label, value, or formula.

Chart: The visual representation of ranges of data in the worksheet. Some chart types are line, bar, stacked-bar, and pie.

Column: A vertical block of cells in the spreadsheet identified by a letter.

Copy: A feature that duplicates the contents of a cell or range of cells to another location in the worksheet.

File linking: A feature that creates a connection between two files in order to share data.

Format: The styles applied to a cell that control how entries in the spreadsheet are displayed (currency, percent, number of decimal places, and so on).

Formula: An entry that performs a calculation.

Function: A set of built-in or preprogrammed formulas.

Label: An entry that consists of text (alphanumeric characters).

Move: A feature that relocates the contents of a cell(s) to another area in the worksheet.

Row: A horizontal block of cells in the worksheet identified by a number.

Value: An entry that is a number or the result of a formula or function.

What-if analysis: A process of evaluating the effects of changing one or more values in formulas to help in decision making and planning.

WYSIWYG: The feature that lets you see on the screen the format and text enhancement features as they will appear when printed.

Case Study for Labs 1–5

As a recent college graduate, you have accepted your first job as a management trainee for the Sports Company. The program requires that you work in several areas of the company. In this series of labs, you are working in a retail store as an assistant to the store manager.

In Labs 1 and 2, you will create an operating budget for the retail store. You will learn how to use the spreadsheet program to enter descriptive labels, values, formulas, and functions. You will also learn how to format the spreadsheet to improve its appearance. Finally, you will create and use multiple worksheets in a file.

Lab 3 demonstrates how to freeze row and column titles and create and use panes to manage a large spreadsheet. It also shows you how to use the operating budget to perform what-if analysis. Finally, this lab presents the use of multiple spreadsheets and file linking.

In Lab 4 you decide you want to analyze the sales data by sport at the store. To better visualize the changes in sales over time, you learn how to create several charts of the data.

In Lab 5 you are working on a project to track the number of new charge card enrollments and the bonus earned by the salespeople each month. You create a spreadsheet for the entry of this data and learn how to create and use macros to speed up the data entry and report-generation process.

Before You Begin

The following assumptions have been made:

1. The Lotus 1-2-3 Release 4.0 for Windows program has been properly installed on the hard disk of your computer system. The default program settings are in effect.
2. The worksheet window is maximized. The number of rows and columns that can be displayed in a maximized worksheet window varies with the computer system display settings established in Windows. These labs assume a standard VGA display setting that displays columns A through H and rows 1 through 20. The text and figures reflect this setup.
3. The default sheet set of SmartIcons is displayed at the beginning of each lab.
4. Students are already familiar with how to use Windows products.
5. The data files needed to complete the series of Lotus 1-2-3 Release 4.0 for Windows labs and practice exercises are in the root directory of a floppy disk. These files are supplied by your instructor.

1

LAB

Creating a Worksheet: Part 1

CASE STUDY

The Sports Company is a chain of sporting goods shops located in large metropolitan areas across the United States. The stores are warehouse oriented, discounting the retail price of most items 15 percent. They stock sporting goods products for the major sports: team sports, racquet sports, aerobics, golf, winter sports, and so on.

As a recent college graduate, you have accepted your first job in a management training program for the Sports Company. The training program emphasis is on computer applications in the area of retail management. The program requires that you work in several areas of the company, beginning in a retail store as an assistant to the store manager.

During the next five labs, you will create and use several worksheets using Lotus 1-2-3 Release 4.0 for Windows. In this lab you will create a budget for the first quarter of 1996. You will learn how to enter descriptive row and column labels, enter values and formulas, copy data, and print the worksheet.

Loading Lotus 1-2-3 Release 4.0

If necessary turn on your computer and load DOS. Put your data disk in drive A (or the appropriate drive for your system).

You must start 1-2-3 Release 4.0 for Windows from the Windows 3.0 (or higher) environment.

Start Windows.

The Windows Program Manager should display the Lotus Applications window icon.

Open the Lotus Applications window. Choose the Lotus 1-2-3 Release 4 application icon.

Competencies

After completing this lab, you will know how to:

1. Move around the worksheet window.
2. Design a worksheet.
3. Enter labels and values.
4. Edit worksheet entries.
5. Use menus.
6. Use the Help system.
7. Open and close files.
8. Copy data.
9. Enter formulas.
10. Align entries.
11. Document and save a worksheet.
12. Print a worksheet.
13. Exit the 1-2-3 program.

Type WIN at the C:\>.

If your system is set up differently, your instructor will provide alternative instructions.

A title screen is displayed while the computer loads the 1-2-3 for Windows program into memory. After a few moments, your screen should be similar to Figure 1-1.

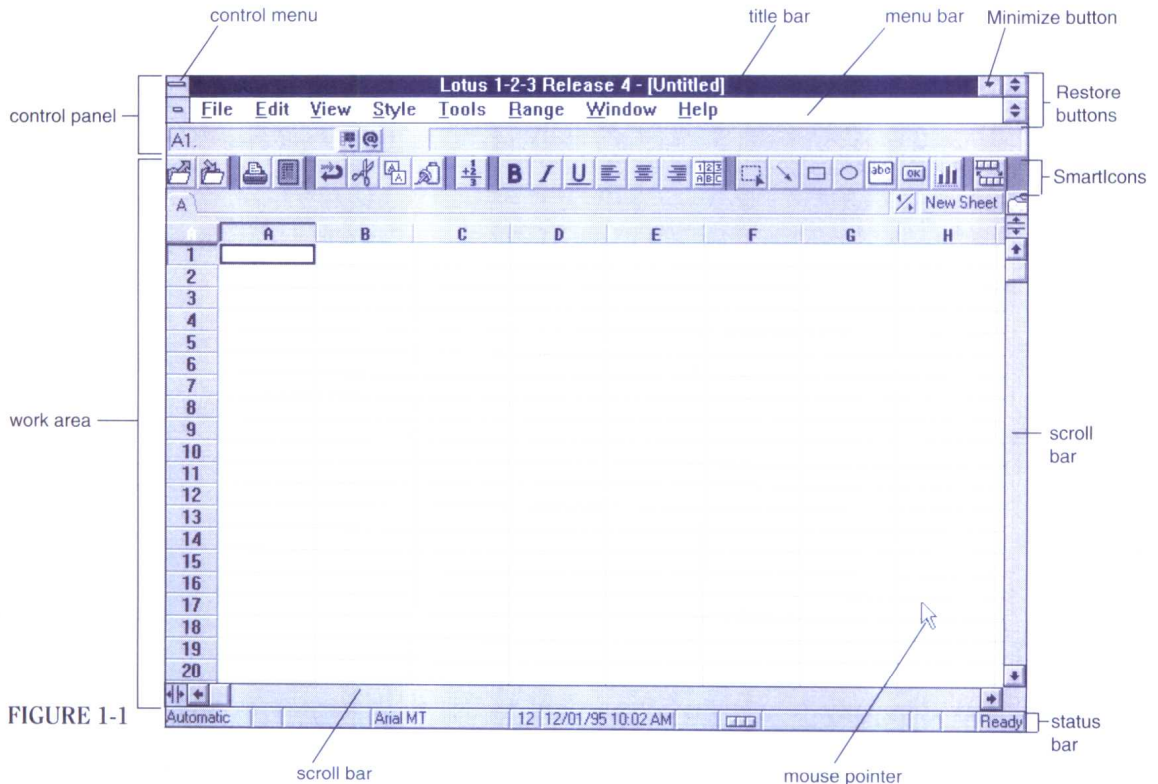



FIGURE 1-1

Examining the 1-2-3 Window

Figure 1-1 is the Lotus 1-2-3 application window. As you can see, many of the 1-2-3 window features are common to the Windows environment. Among those features are a title bar, menu bar, control-menu boxes, Minimize and Maximize/Restore buttons, scroll bars, icons, and mouse compatibility. You can move and size 1-2-3 windows, select commands, use Help, and switch between files and programs just as in any other Windows application. Your knowledge of Windows makes learning about and using 1-2-3 Release 4.0 much easier.

The Lotus 1-2-3 application window is divided into three main areas: the control panel, the work area, and the status bar. If you have a mouse attached to your computer, the mouse pointer, , is displayed on the screen. The mouse operates just as in Windows. You will learn about using the mouse specifically in 1-2-3 for Windows throughout the labs.

The Control Panel

Figure 1-2 shows the **control panel**, which consists of the top three lines of the 1-2-3 window. The first line in the control panel is the title bar. It displays the program name and file name, the control-menu box, and the Minimize button and Restore buttons. They perform the same functions and operate in the same way as in Windows.

The menu bar in the second line displays the commands that are associated with the open window in the work area. In this case the menu bar displays the menus associated with the worksheet window. The control-menu box and Restore buttons displayed on the menu bar are associated with the open worksheet window.

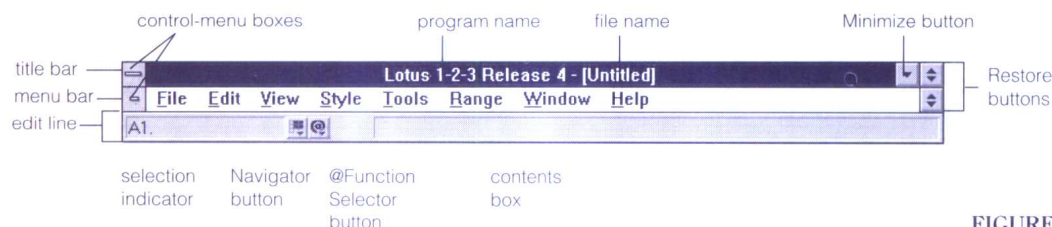


FIGURE 1-2

The third line is the **edit line**. It consists of the **selection indicator**, the **Navigator** and the **@Function Selector** buttons, and the **contents box**. You will learn about how these areas are used and the information displayed in them as they are used throughout the labs.

Note: If the menu bar does not display the Restore button and your worksheet window displays a title bar, the worksheet window is not maximized. To maximize the window, click the worksheet window Maximize button or open the worksheet window control menu (**Alt** + **⌘**) and choose Maximize.

The Work Area

Figure 1-3 shows the **work area**, which occupies the center of the 1-2-3 window. The work area is where your work is displayed. Depending upon the task you are performing, different windows are displayed in the work area. Initially the work area displays a **worksheet window**. Multiple windows of the same or different types can be displayed in the work area at the same time.

Initially the worksheet window displays a blank **worksheet file** that consists of a single worksheet. A **worksheet** is similar to a financial spreadsheet in that it is a rectangular grid of rows and columns used to enter data. A worksheet file can have up to 256 worksheets. When a worksheet file contains more than a single worksheet, it is called a **multi-sheet file**.

The **worksheet tabs** show you if a worksheet file contains more than one worksheet. For each worksheet in a file, a tab is displayed. Each worksheet in a file is assigned a letter from A to Z, AA to AZ, BA to BZ, and so on through IA to IV. The tabs display the **worksheet letter**. Since this is the first and only worksheet in this file, there is only one tab and it displays the worksheet letter A.

The right side of the tab area contains **tab scroll arrows**, a **New Sheet button**, and a **tab button**. The tab scroll arrows are used to scroll tabs right or left when there are more worksheet tabs than there is available display space. The New Sheet button inserts a new worksheet into the worksheet file, and the tab button hides or displays the tabs. You will learn about these features throughout the labs.

The largest part of the worksheet window displays a rectangular grid of **rows** and **columns**. The **worksheet frame** displays the **row numbers** in a vertical bar along the left side of the worksheet window and the **column letters** in a horizontal bar across the top of the worksheet window. The column letters identify each worksheet

SS10

Lab 1: Creating a Worksheet: Part 1

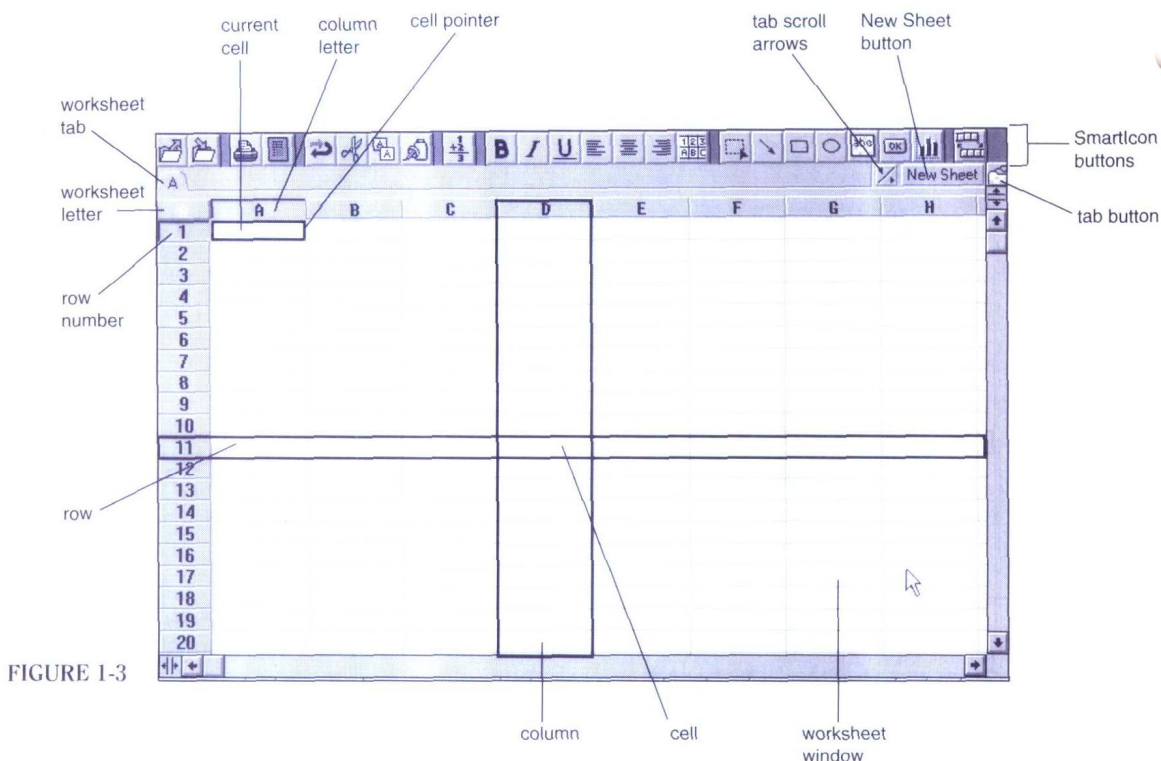


FIGURE 1-3

The number of columns and rows displayed in the worksheet window varies and is dependent upon the display screen settings in your system.

column, and the row numbers identify each worksheet row. The worksheet letter, A, is also displayed in the upper left corner of the worksheet frame.

The intersection of a row and column creates a **cell**. Currently the cell in the upper left corner of the worksheet is highlighted. The rectangular outline surrounding cell A1 is called the **cell pointer**. It identifies the **current cell**, which is the cell your next entry or procedure affects. The selection indicator located on the left side of the edit line displays the **cell address** of the current cell. It displays A1 because the current cell is located at column A, row 1.

The scroll bars on the right and bottom borders of the worksheet window operate just like the scroll bars in Windows. The scroll bars assist you in moving around the worksheet when using the mouse.

Additionally the work area contains a set of icon buttons called **SmartIcons** located below the control panel. Icons are graphic representations of commands or program items that are mouse shortcuts for many of the most commonly used commands. There are eight different predefined sets of SmartIcons that can be displayed. The set shown in Figure 1-3 is the Default Sheet set. If a different set of SmartIcons is displayed on your screen, do not be concerned. You will learn shortly how to display the different SmartIcon sets.

The Status Bar

Figure 1-4 shows the status bar, the bottom line on the 1-2-3 window. The **status bar** provides information about the current selection and file. The left half of the status bar contains buttons that can be used with a mouse to control the format and style of your document. Even if you do not have a mouse, the information in the buttons is useful in showing you the settings associated with the current cell. The settings currently displayed in the status bar are the **default** worksheet cell display

settings. Default settings are settings that are used automatically by the program when no other settings are specified.

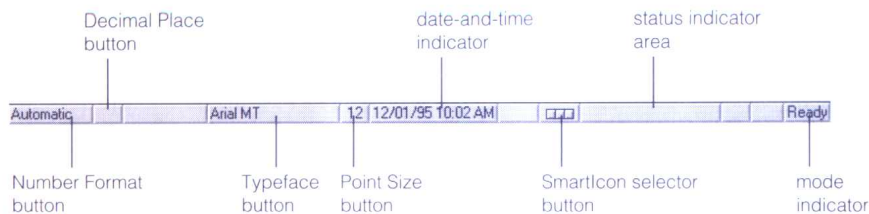


FIGURE 1-4

The leftmost button is the Number Format button. This button displays the current number format setting, “Automatic.” The next button is the Decimal Place button. This button will display the decimal place setting. The button that displays “Arial MT” is the Typeface button. It tells you the style of type that will be used when an entry is made in the current cell. The next button is the Point Size button. It shows the size of characters that will appear in this cell. The Date-and-Time indicator button currently displays the date and time maintained by your computer system. The SmartIcon selector button is used with the mouse to select a SmartIcons set. You will learn about number formats, typefaces, point sizes, and how to use the buttons throughout the labs.

In addition the status bar displays **status indicators** and the **mode indicator**. Status indicators tell you that a certain key or program condition is in effect. This area of the status bar is currently empty because no status indicators have been activated yet. The mode indicator tells you the current **mode** or state the 1-2-3 program is in. There are 13 different modes of operation. The current mode is Ready. When “Ready” is displayed, you can move around the worksheet, enter data, use the function keys, or choose a command. As you are using the program, the mode indicator will display the current mode. The status indicators and modes will be discussed as they appear throughout the labs.

Moving Around the Worksheet Window

Either the mouse or the keyboard can be used to move from one cell to another in the worksheet.



As in Windows, the mouse pointer appears as an arrow (↔), but will change shape depending upon the task you are performing. The following mouse shapes can be found on the worksheet screen.

| Mouse Pointer Shape | Meaning |
|---------------------|--|
| | Move cell pointer; select cells and ranges; move and scroll windows; select options and commands |
| | Wait while 1-2-3 finishes performing a task |
| | Move or copy current selection by dragging |
| | Size a column |
| | Size a row |

Follow the instructions in either the mouse *or* keyboard sections as appropriate. These sections are indented and identified by a or icon. *All* users should follow directions that appear at the standard margin settings.

SS12

Lab 1: Creating a Worksheet: Part 1

If your mouse has been set up for a left-handed user, the right mouse button is used.

If you are using the numeric keypad area, **Num Lock** must be off. **NUM** is displayed in the status bar when this feature is on.

Unless otherwise directed you will always use the left mouse button when making selections. To move from one cell to another the pointer must be shaped as an arrow. If it is shaped as a hand, move it away from the edge of the current cell.

To move the cell pointer within the worksheet, point to the cell you want to move to and click the left mouse button.

Move to: E3

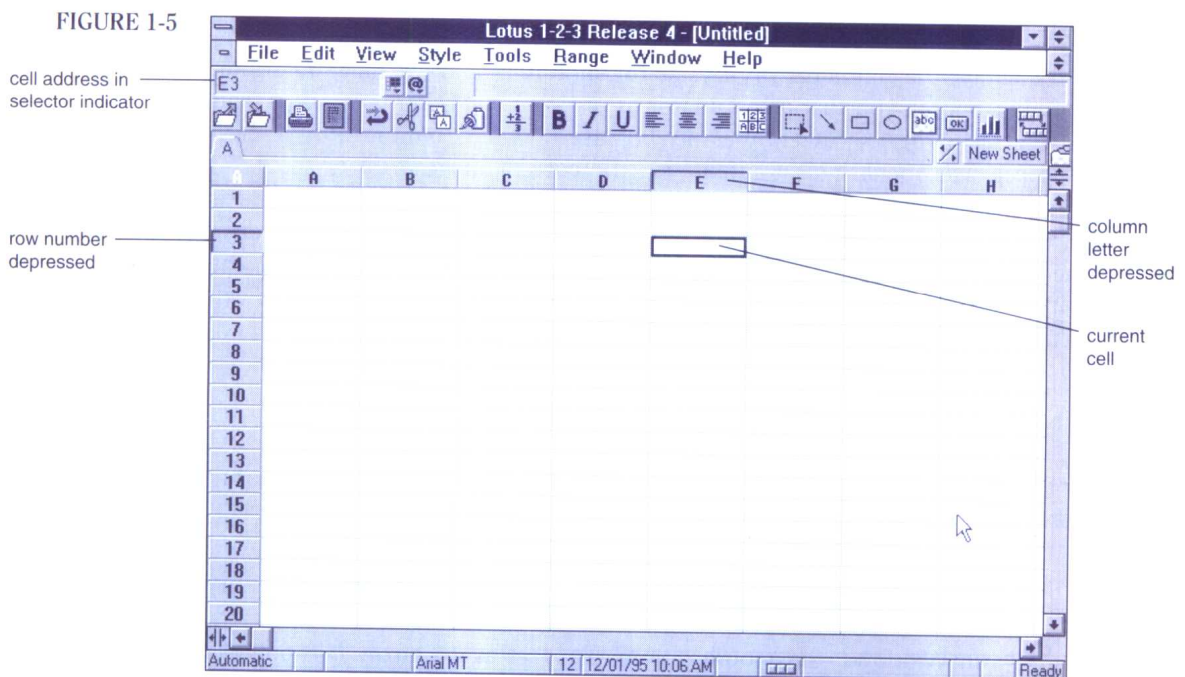


As in Windows, the directional keys on your keyboard are used to move the cell pointer around the worksheet. You can use the directional keys in the numeric keypad area or, if you have an extended keyboard, you can use the separate directional keypad area. To move to cell E3,

Press: ↓ (2 times)

Press: → (4 times)

Your screen should be similar to Figure 1-5.



The cell pointer is in cell E3, making this cell the current cell. The selection indicator reflects the new location of the cell pointer in the worksheet by displaying the cell address E3 (column E, row 3). Also notice that the column letter and row number appear depressed in the worksheet frame to show the location of the current cell.

To practice moving around the worksheet window, using either the mouse or the keyboard,

Move to: G15

Move to: B4

Move to: D10

To return quickly to the upper left corner, cell A1, of the worksheet,

Press: **Home**

Wherever you are in the worksheet, pressing **Home** will move the cell pointer to this position in the worksheet.

The worksheet window currently shows rows 1 through 20 and columns A through H. The actual worksheet is much larger than the part you are viewing in the worksheet window. The worksheet has 256 columns and 8192 rows.

To view the next full window of cells to the right of column H,

Press: **Tab**

Your screen should be similar to Figure 1-6.

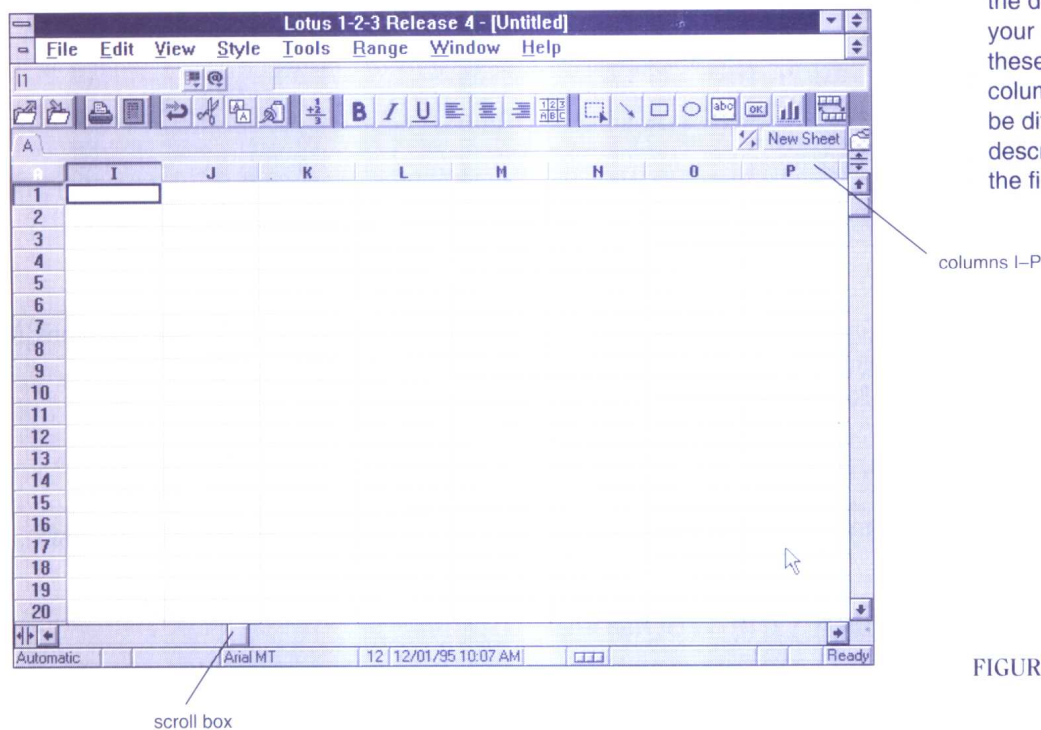


FIGURE 1-6

Columns I through P and rows 1 through 20 of the worksheet are now displayed in the worksheet window. To return to the previous full window,

Press: **Shift + Tab**

Columns A through H are visible again.

To move down one full window on the worksheet,

Press: **Page Down**

You cannot move the cell pointer above row 1 or to the left of column A. If you try to move to these areas, 1-2-3 will beep to indicate you cannot move further.

If your worksheet window is maximized and displays a different number of rows and columns, this is a function of the display screen settings in your system. As you use these labs, the rows and columns on your screen will be different than those described in the text and in the figures.

The same movement of the window can be made using **Ctrl + →** instead of **Tab**, and **Ctrl + ←** instead of **Shift + Tab**.

SS14

Lab 1: Creating a Worksheet: Part 1

Your screen should be similar to Figure 1-7.

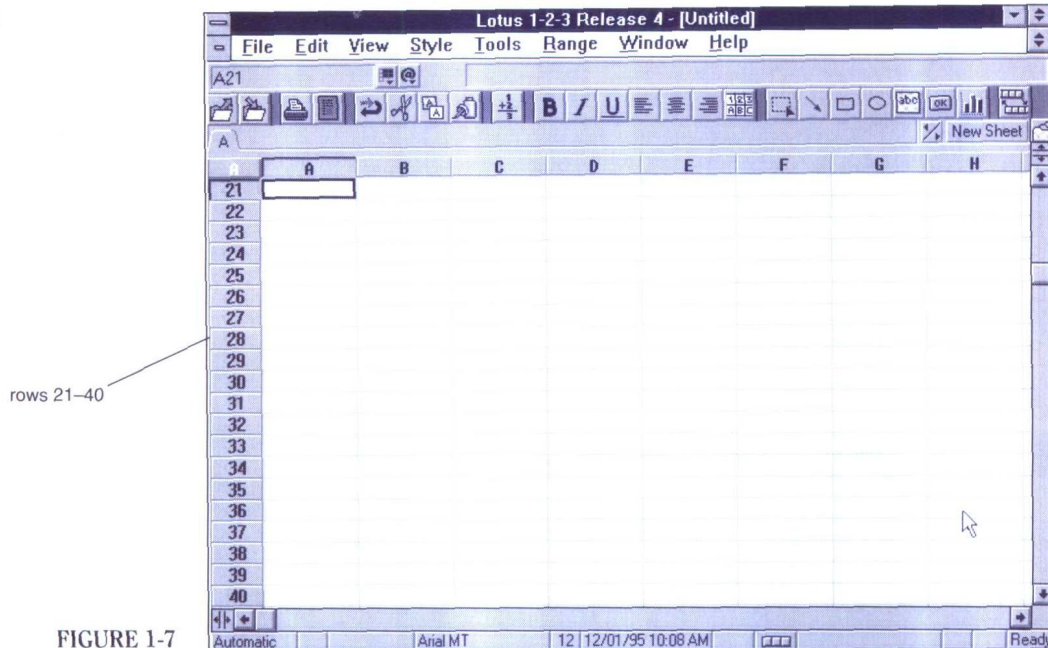


FIGURE 1-7

The window is positioned over rows 21 through 40 of the worksheet. Columns A through H have remained the same.

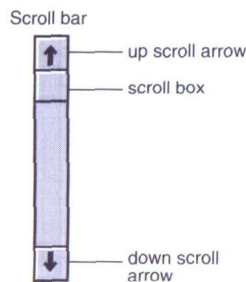
To move up a full window on the worksheet,





Press: **Page Up**

Rows 1 through 20 of the worksheet are again displayed in the worksheet window.

Scrolling the Worksheet

Either the mouse or the keyboard can be used to quickly move or **scroll** the worksheet window to see an area of the worksheet that is not currently in view.



The scroll arrows in the vertical and horizontal scroll bars are used to scroll the worksheet. The  and  scroll arrows in the vertical scroll bar move the worksheet up or down one row at a time in the window. The  and  scroll arrows on the horizontal scroll bar will scroll the worksheet horizontally one column at a time. If you click above or below the scroll box on the vertical scroll bar, you will move one full window up or down. If you click to the right or left of the scroll box on the horizontal scroll bar, you will move one full window right or left. Just as in Windows, to scroll continuously hold down the mouse button while pointing to a scroll arrow.

Click:  scroll arrow (3 times)

Cell A4 should be in the upper left corner of the worksheet. Notice that the cell pointer is not visible. This is because the current cell is still cell A1. Scrolling the worksheet with the mouse does not move the cell pointer. You can confirm the location of the current cell by looking at the selection indicator in the edit line.

Scroll down continuously until row 45 comes into view in the window. Click on cell A45.

The cell pointer is now positioned on cell A45.

Scroll the worksheet to the right until column P is displayed in the window. Click on cell P45.

The cell pointer is now positioned on cell P45. To move the window down one full window (20 rows) at a time, click on the vertical scroll bar below the scroll box.

Click below the scroll box.

The area of the worksheet that is displayed in the window is one full window below the previous window. To move cell A1 back into view, drag the scroll box to the top of the vertical scroll bar and to the left in the horizontal scroll bar. Then click on cell A1. This has the same effect as pressing **Home**. Using the mouse,

Move to: A1

As you can see, pressing **Home** would be faster than using the scroll bar because it both repositions the worksheet in the window and moves the cell pointer in one step.

Practice moving around the worksheet using the mouse procedures presented above.

When you are ready to go on,

Move to: A1



If you hold down the arrow keys, the **Tab** or **Shift + Tab** keys, or the **Page Up** or **Page Down** keys, you can quickly scroll through the worksheet. As you scroll the worksheet, the cell pointer moves to the new location.

Press: **↓** and hold down for several seconds until the cell pointer is on cell A45

You quickly scrolled the worksheet row by row.

Press: **Tab** (hold down for several seconds)

You quickly scrolled the worksheet window by window horizontally.

To quickly return to cell A1,

Press: **Home**

The **End** key followed by an arrow key will move the cell pointer to the last-used cell next to a blank cell in that row or column. If the row or column does not

SS16

Lab 1: Creating a Worksheet: Part 1

contain data, this key combination will move the cell pointer to the last cell in the row or column. To quickly move the cell pointer to the last row of column A in the worksheet,

Press: End

Notice the word "End" displayed in the status indicator area of the status bar. This is the End key status indicator. The status bar will display different status indicator messages about a particular program or key condition as they are used. In this case it tells you the End key is in use.

Press: ↓

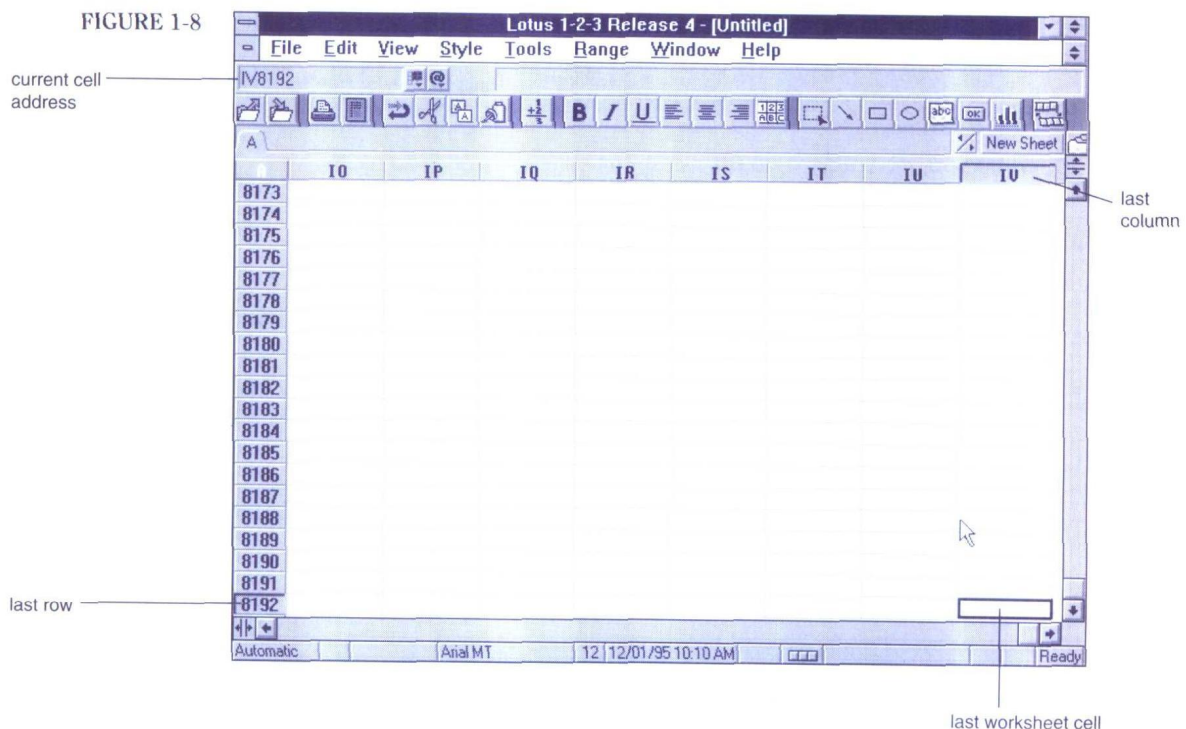
Because column A is empty, the cell pointer moved to the last row, 8192, of the column.

To move to the rightmost column in row 8192,

Press: End

Press: →

Your screen should be similar to Figure 1-8.



The cell pointer is positioned in cell IV8192. This is the last cell in the Lotus 1-2-3 worksheet. Columns are labeled the same way as worksheets, A to Z, AA to AZ, BA to BZ, and so on, through IA to IV.

To return to cell A1,

Press: Home