

# Lotus 1-2-3

## Release 2.2

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Timothy J. O'Leary  
Linda I. O'Leary

REVISED  
NEW PROBLEMS  
FIXES  
AND  
NEW HARD DISK  
COVERAGE

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**NEW PROBLEMS,**  
**PRACTICE**  
**EXERCISES,**  
**AND**  
**NEW HARD DISK**  
**COVERAGE**

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# OVERVIEW

# Electronic Spreadsheets

In contrast to a word processor, which manipulates text, an electronic spreadsheet manipulates numerical data. The first electronic spreadsheet software program (Visi-Calcul) was offered on the market in 1979. Since then more than 5 million electronic spreadsheet programs of differing brands have been sold. In a 10-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 eraser. 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 graphs, 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 which 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-justified (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.

You have the ability to "play" with the values in the worksheet, to see the effect of changing specific values on the worksheet. 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. As the values in the worksheet change, a graph referencing those values automatically reflects the new values. The graphs produced by most spreadsheet programs are a tool for visualizing the effects of changing values in a worksheet. Thus, they are analytic graphs. An electronic spreadsheet program is not designed to produce graphs exclusively, as many presentation graphics programs are. As a result the graphs may appear crude compared to those produced by a pure graphics software program.

## Electronic Spreadsheet Terminology

**Absolute cell address:** The cell address in a formula does not change when the formula is copied to another cell. A \$ character entered before the row number and/or column letter causes absolute addressing.

**Arithmetic operators:** Special characters assigned to basic numerical operations (e.g., + for addition, \* for multiplication).

**Automatic recalculation:** The recalculation of all formulas in a worksheet whenever a value in a cell changes.

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

**Circular reference:** A formula in a cell that directly or indirectly references itself.

**Column:** The vertical line on the spreadsheet identified by letters.

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

**Format:** The feature that controls how values in the spreadsheet are displayed (currency, percent, number of decimal places, etc.).

**Formula:** A numeric computation containing cell references and arithmetic operators.

**Freeze:** A spreadsheet feature that stops the scrolling of specified rows and/or columns on the display.

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

**Global:** Command that affects all rows and columns in the spreadsheet.

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

**Justification:** The alignment of a label in a cell to the left, centered, or right in the cell space.

**Label:** A text entry in a cell used to describe the data contained in the row or column.

**Manual recalculation:** Recalculation of the formulas in a worksheet is performed only when specified by the user.

**Mode:** Displays the status or condition the program is currently operating in. The three main categories of operation are READY, EDIT, and MENU.

**Move:** The command which relocates the contents of a cell(s) to another area in the worksheet.

**Range:** A cell or rectangular group of adjoining cells.

**Relative cell address:** The adjustment of the cell address in a formula to reflect its new location in the spreadsheet when copied.

**Row:** The horizontal line on the worksheet identified by numbers.

**Value:** A number displayed in a cell.

**What-if analysis:** A process of evaluating the effect of changing the contents of one or more cells in the spreadsheet to help in decision making and planning.

## Case Study for Labs 1–5

Paula Nichols is the manager of the Courtside Cafe at the Sports Club. She has proposed expanding the menu of the cafe and has been asked by the board of directors to prepare a budget for the first 6 months of operation.

In Lab 1, Paula learns how to use a spreadsheet program to assist her in preparing this budget. She enters descriptive row and column titles and enters the values for the expected sales for food and beverages. She also enters a formula to compute a total value.

Lab 2 continues the building of the cafe budget by entering the values for expenses using copying. Functions are introduced. The worksheet is formatted to display currency.

In Lab 3, Paula expands the cafe budget to cover a 1-year period. The problems of managing a large worksheet are handled in this lab by freezing titles and creating windows. What-if analysis on the worksheet is used to achieve the objectives of a 20 percent profit margin by the end of a year of operation.

Lab 4 deals exclusively with creating graphs. It requires that the computer can display and print graphs. The case used in this lab follows Fred Morris as he prepares several graphs to show trends in membership growth of the Sports Club over 5 years. A line, bar, stacked-bar, and pie chart are created.

In Lab 5, Fred creates a bi-weekly membership enrollment report which uses macros to help speed up the data entry and report generation process. You will learn how to create, test, and edit macro commands.



# Creating a Worksheet: Part 1

# 1

## OBJECTIVES

In this lab you will learn how to:

1. Move around the worksheet.
2. Enter labels.
3. Edit worksheet entries.
4. Use the UNDO feature.
5. Use the Main menu.
6. Use the Help system.
7. Enter values.
8. Enter formulas.
9. Save a worksheet file.
10. Print a file.

## CASE STUDY

Paula Nichols is the manager of the Courtside Cafe at the Sports Club. She has proposed that the menu of the Courtside Cafe be expanded. The board of directors, before approving the expansion, want her to prepare a budget for the first 6 months of the proposed cafe expansion.

During the next three labs, you will follow Paula as she creates and uses a worksheet for the cafe budget using Lotus 1-2-3. In this lab, you will follow Paula as she learns to enter descriptive row and column titles for the worksheet. She will enter the expected sales values for food and beverages. A simple formula to calculate the expected sales total value will also be entered.


### Starting Lotus 1-2-3 on a Hard-Disk System

The Lotus 1-2-3 program should have already been installed on your hard disk. It is assumed that the program files are on the C drive in the subdirectory \123 and that your data diskette drive is A. If your setup is different, substitute the appropriate drive and subdirectory name in the directions below.


The drive door(s) should be open. Turn on your computer and, if necessary, respond to the date and time prompts. The DOS C> prompt should be displayed.

Put your data disk in drive A, and if necessary, close the drive door.

First the path, C:\123, must be entered so that the computer will know where to look for the program files it needs to load the program.

Type: C:\123  
Press: 

The command to load the program is 123. To enter this command,

Type: 123  
Press: 

## Starting Lotus 1-2-3 on a Two-Disk System

Boot the system by turning on the computer and loading DOS. After you have responded to the DOS date and time prompts, the A> should be on your display.

Remove the DOS disk. Place the Lotus 1-2-3 System Disk in drive A and your data disk in drive B.

At the A>,

Type: **123**

Press: 

The computer loads the Lotus 1-2-3 Release 2.2 program into memory. After a few moments your display should be similar to Figure 1-1.

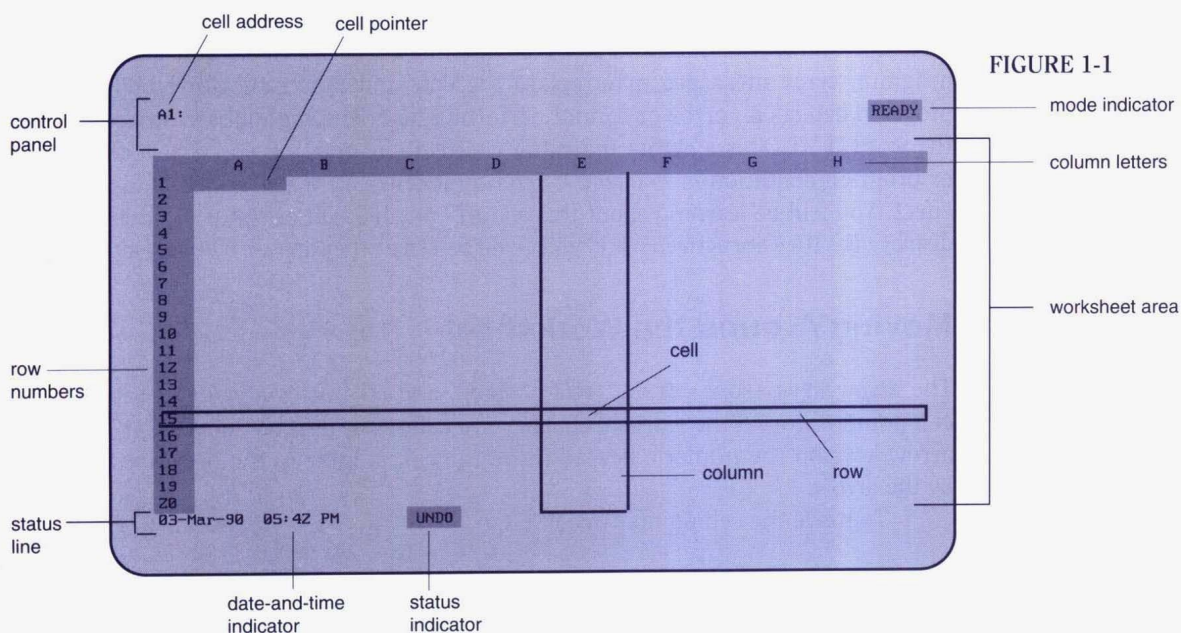


FIGURE 1-1

## Examining the Worksheet

Figure 1-1 is a blank Lotus 1-2-3 **worksheet**. It is similar to a financial spreadsheet in that it is a rectangular grid of rows and columns used to enter data.

The worksheet screen is divided into three areas: the worksheet area, the control panel, and the status line.

The **worksheet area** is located in the center of the display screen and occupies the largest amount of space on the screen. The worksheet consists of a rectangular grid of **rows** and **columns**. The border of **row numbers** along the left side of the worksheet area identifies each row in the worksheet. The border of **column letters** across the top of the worksheet area identifies the columns.

The intersection of a row and column creates a **cell**. The cell that is highlighted on your display is A1. The highlight box is called the **cell pointer**. It identifies the **current cell**, which is the cell your next entry or procedure affects.

The **control panel** is located above the column letters. It consists of three lines that display information about the worksheet. On the left side of the first line, the **cell address** of the current cell is displayed. The cell address always consists of the



column letter followed by the row number of the current cell. Since the cell pointer is located in cell A1, the cell address displays “A1.” The highlighted box on the right side of the first line is the **mode indicator**. It tells you the current **mode**, or state, the 1-2-3 program is in. The current mode is READY. When READY is displayed, you can move the cursor, make a cell entry, use the function keys, or initiate a command. There are 14 different modes of operation. As you are using the program, the mode indicator will display the current mode. The other modes will be discussed as they appear throughout the labs.

The control panel shows other information in the second and third lines as commands are executed and entries are made in the worksheet. You will be referring to this area of the worksheet often throughout this series of labs.

The bottom line of the display screen contains the **status line**. This line is used to display the date-and-time indicator, status indicators, and error messages. Currently the **date-and-time** indicator is displayed on the left side of the status line. This indicator shows the date and time as maintained by DOS. As you are using the program, **error messages** may replace the date-and-time indicator to tell you the program detects an error or cannot perform a task. The highlighted box containing the word “UNDO” is a **status indicator**. Status indicators tell you that a certain key or program condition is in effect. Currently it tells you that the UNDO feature is in effect. You will be learning about this feature in Lab 2. Other status indicators will be displayed as they are activated and will be discussed as they appear throughout the labs.

### Moving Around the Worksheet

The arrow keys, (HOME), (END), (PGUP), (PGDN), and (TAB) keys allow you to move the cell pointer around the worksheet. They are called the **pointer-movement keys**. The arrow keys on the numeric keypad move the cell pointer in the direction indicated by the arrow.

To move the cell pointer to cell E3,

**Press:**    (→) (4 times)  
**Press:**    (↓) (2 times)

Your display screen should be similar to Figure 1-2.

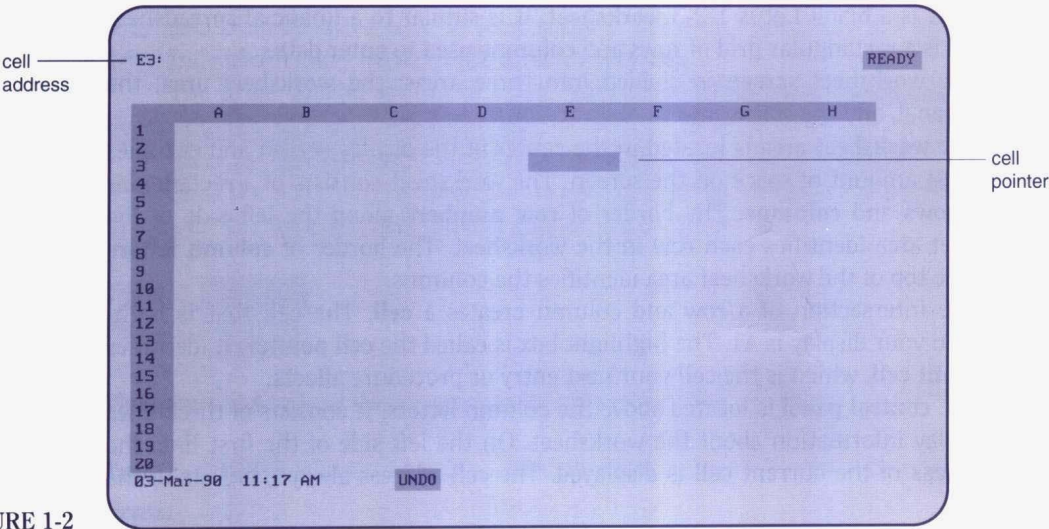


FIGURE 1-2

The cell pointer is in cell E3, making this cell the current cell. The control panel reflects the new location of the cell pointer in the worksheet by displaying the cell address E3 (column E row 3).

**Press:**  (5 times)

The computer beeped, because the cell pointer cannot be moved beyond the limits of the row or column borders.

To practice moving around the display screen using the four arrow keys,

**Move to:** E10

**Move to:** C6

**Move to:** G18

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

**Press:** 

Wherever you are in the worksheet, pressing  will move the cell pointer to the upper left-hand corner of the worksheet.

The worksheet is much larger than the part you are viewing on your display screen. The worksheet actually extends many columns to the right and many rows down. The worksheet in Lotus 1-2-3 has 256 columns and 8192 rows.

The part of the worksheet you see on your display screen is called a **window**. The current window shows rows 1 through 20 and columns A through H.

To move one full window to the right of the current window,

**Press:** 

Your display screen should be similar to Figure 1-3.

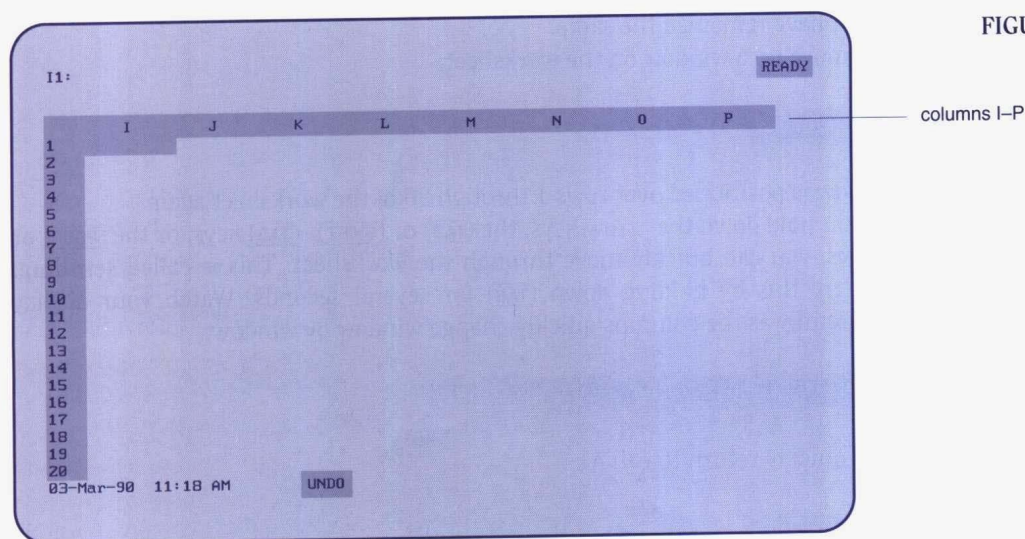


FIGURE 1-3

The window is now positioned over columns I through P and rows 1 through 20 of the worksheet.



To return to the previous window,

**Press:** **SHIFT** - **TAB**

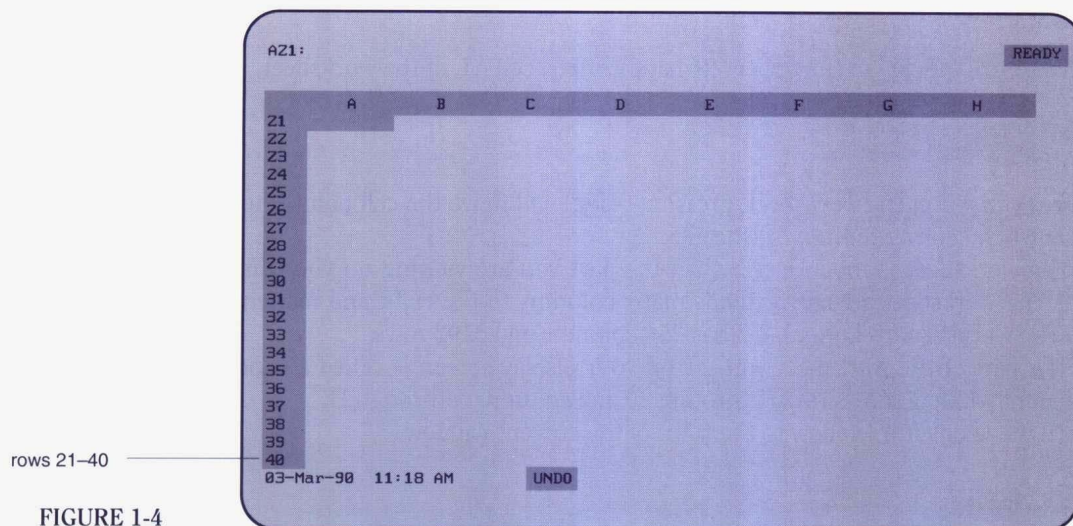
The window is now positioned over columns A through H again.

The same movement of the window can be made using **CTRL** - **→** instead of **TAB**, and **CTRL** - **←** instead of **SHIFT** - **TAB**.

To move down one full window on the worksheet,

**Press:** **PGDN**

Your display screen should be similar to Figure 1-4.



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

To move up a window on the worksheet,

**Press:** **PGUP**

The window is positioned over rows 1 through 20 of the worksheet again.

If you hold down the arrow keys, the **TAB** or **SHIFT** - **TAB** keys, or the **PGUP** or **PGDN** keys, you can quickly move through the worksheet. This is called **scrolling**. You will try this by holding down **TAB** for several seconds. Watch your display screen carefully as the columns quickly change window by window.

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

To quickly return to cell A1,

**Press:** **HOME**

The **(END)** key followed by an arrow key will move the cell pointer to the last cell of that 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 line. This is a status indicator. The status line 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 on.

**Press:** **(↓)**

The cell pointer moved to the last row, 8192, of column A in the worksheet.

To move to the rightmost column in row 8192,

**Press:** **(END)**

**Press:** **(→)**

Your display screen should be similar to Figure 1-5.

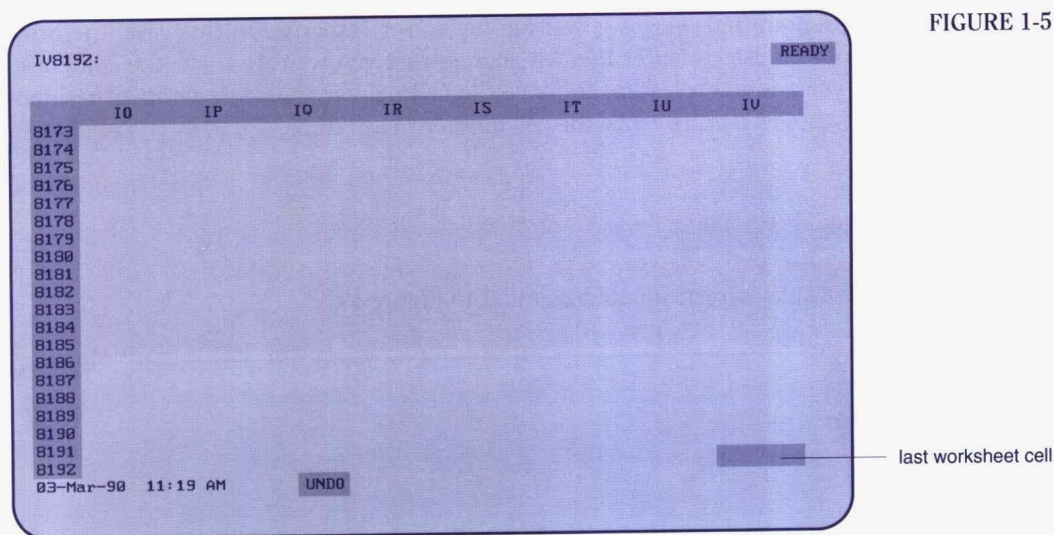


FIGURE 1-5

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

## Using the Function Keys

The function keys on your keyboard (located to the left of the typewriter keys or above the typewriter keys, depending upon your computer keyboard) perform special operations. Each function key, except the **(F6)** key, performs two operations. One operation is executed by pressing the function key alone, another by pressing the **(ALT)** key and the function key in combination. The function keys are named accord-

ing to the operation they perform. The function keys and their operations are listed in Table 1-1 below.

HELP	EDIT	NAME	ABS	GOTO	WINDOW	QUERY	TABLE	CALC	GRAPH
(F1)	(F2)	(F3)	(F4)	(F5)	(F6)	(F7)	(F8)	(F9)	(F10)
(ALT)	(ALT)	(ALT)	(ALT)	(ALT)		(ALT)	(ALT)	(ALT)	(ALT)
(F1)	(F2)	(F3)	(F4)	(F5)		(F7)	(F8)	(F9)	(F10)
COMPOSE	STEP	RUN	UNDO	LEARN		APP1	APP2	APP3	APP4

TABLE 1-1

The GOTO function key ((F5)) will move the cell pointer to a specific cell in a worksheet.

Press: (F5) GOTO

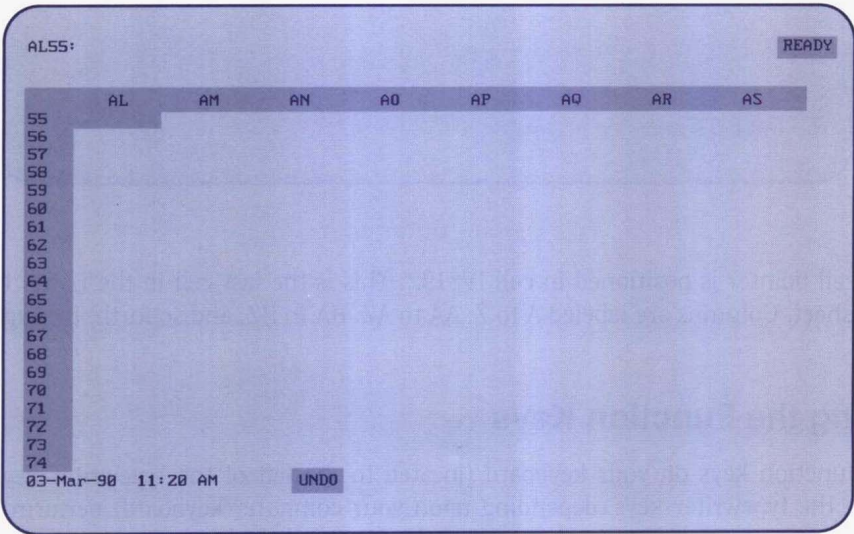
Notice the second line in the control panel. It displays the prompt, “Enter address to go to:” followed by the address of the current cell pointer position. A **prompt** is how the program tells you it is waiting for a user response. In this case, the prompt is asking the user to enter the cell address that you want to move the cell pointer to. The cell address you want to move the cell pointer to is entered in either upper- or lowercase letters. To move the cell pointer to cell AL55,

Type: AL55

Press: ↵

Your display screen should be similar to Figure 1-6.

FIGURE 1-6



The cell pointer is positioned in cell AL55. The cell you specified at the GOTO prompt is placed in the upper left-hand corner of the window.



**Move to:** AP60

Rather than moving the cell pointer around the screen, the cell pointer can remain stationary while the worksheet columns and rows move. This is done by using the **SCROLL LOCK** key (located at the upper right-hand corner of the keyboard).

**Press:** **SCROLL LOCK**

The status indicator "SCROLL" appears in the status line. It tells you that this key is in effect.

**Press:** ↑ (3 times)

The cell pointer remained in cell AP60 while the rows moved in the direction indicated by the pointer-movement keys.

**Press:** → (4 times)

The cell pointer is still in cell AP60 while the columns moved four columns to the right.  
To turn off **SCROLL LOCK**,

**Press:** **SCROLL LOCK**

The **SCROLL** status indicator is no longer displayed. Pressing **SCROLL LOCK** acts as a toggle to turn on and off the scroll feature. You will find the scroll lock feature helpful if you want to bring into view an area of the worksheet a few rows or columns outside the window without moving the cell pointer from the current cell.

To review, the following keys are used to move around the worksheet:

Key	Action
↓ ↑ → ←	Move cell pointer one cell in direction of arrow
<b>TAB</b> or <b>CTRL</b> - →	Moves cell pointer right one full window
<b>SHIFT</b> - <b>TAB</b> or <b>CTRL</b> - ←	Moves cell pointer left one full window
<b>PGDN</b>	Moves cell pointer down one full window
<b>PGUP</b>	Moves cell pointer up one full window
<b>HOME</b>	Moves cell pointer to cell in upper left-hand corner of worksheet
<b>END</b> ↓	Moves cell pointer to last row in worksheet
<b>END</b> →	Moves cell pointer to last column in worksheet
<b>F5</b> (GOTO)	Moves cell pointer to specified cell
<b>SCROLL LOCK</b>	Holds cell pointer stationary while worksheet scrolls (on)

Practice moving the cell pointer around the worksheet using each of the keys presented above.

When you are ready to go on,

Move to: **A1**

Entering Labels

Now that you know how to move around the worksheet, you will begin creating the cafe budget. By the end of this lab, you will have entered part of the cafe budget as shown in Figure 1-7.

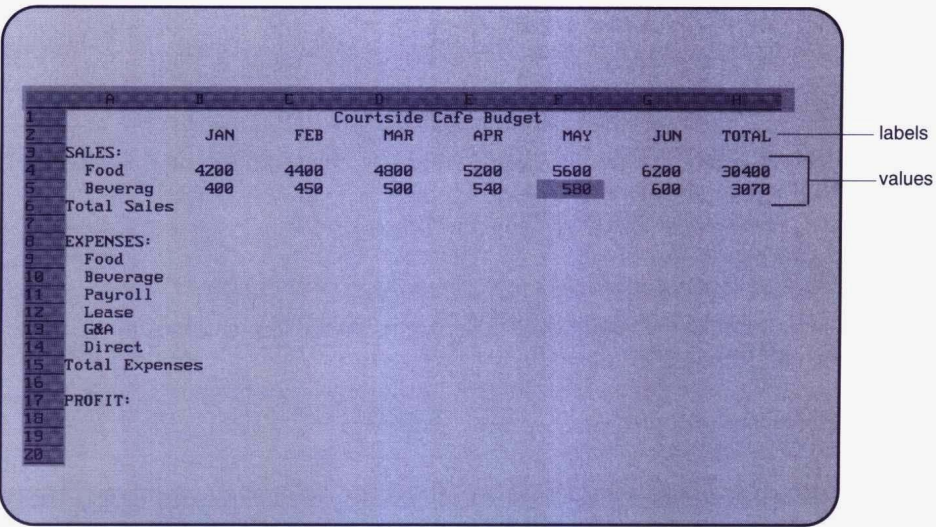


FIGURE 1-7

Entries into a worksheet are defined as either a label or a value. **Labels** create the structure of the worksheet and describe other worksheet entries. The months in row 2 are labels. **Values** are numbers (data) or results of formulas or functions. The entry in cell B4, 4200, is a value.

The column labels in this worksheet consist of the months (January through June) and a Total (sum of entries over 6 months) located in row 2, columns B through H.

The row labels in column A describe the following:

Sales:

Food	Income from sales of food items
Beverage	Income from sales of beverages
Total Sales	Sum of food and beverage sales

Expenses:

Food	Cost of food supplies
Beverage	Cost of beverage supplies
Payroll	Hourly personnel expenses
Lease	Monthly cost of space used in club
G & A	General and Administrative
Direct	Other expenses (insurance, utilities, etc.)
Total Expenses	Sum of Food, Beverage, Payroll, Lease, G&A, and Direct Expenses

Profit: Total Sales minus Total Expenses



To create the structure for this worksheet, you will begin by entering the column labels. The column label for January will be entered in cell B2. Type the label exactly as it appears below.

**Move to:** B2  
**Type:** january

Your display screen should be similar to Figure 1-8.

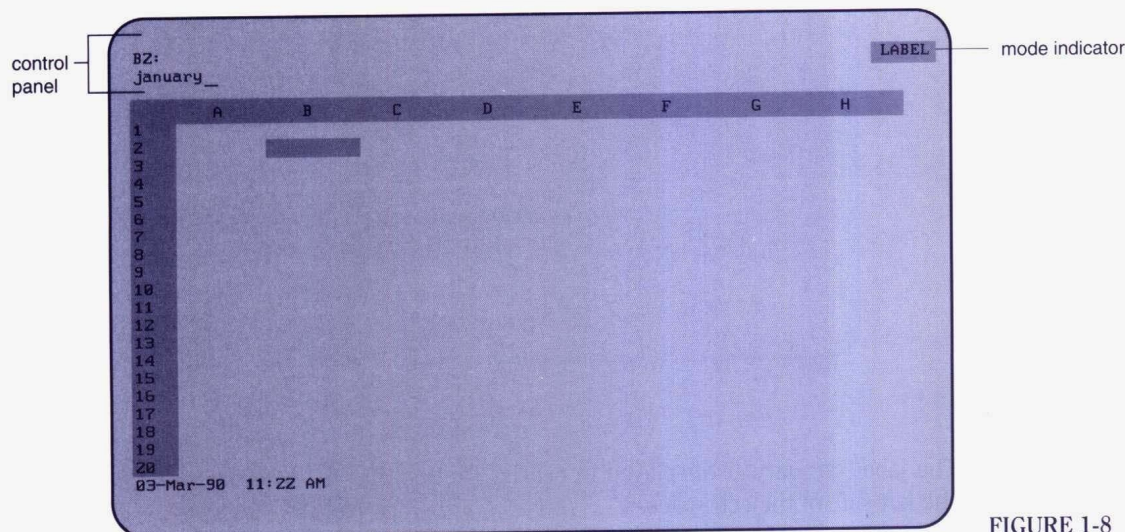


FIGURE 1-8

Several changes have occurred on the display screen. As you type, the second line in the control panel displays each character. It should display "january." The blinking cursor marks your location on the line.

*Note:* If you made an error while typing the label, use the **Bksp** key (the left-facing arrow key located above the **↵** key) to erase the characters back to the error. Then retype the entry correctly.

Look at the mode indicator next. It changed from READY to LABEL as the current mode of operation in the worksheet. This tells you that the entry in this cell is defined as a label.

The first character of an entry into a cell determines whether the cell contents are defined as a label or a value. All entries beginning with a space, an alphabetic character (A to Z), ' ', ^, or any other characters not considered a value, define a cell as a label. All entries beginning with a number from 0 to 9, +, -, ., (, @, #, and \$ define a cell entry as a value. The entry in cell B2 is defined as a label because it begins with the alphabetic character "j."

Although the label is displayed in the control panel, it has not yet been entered into cell B2 of the worksheet. To actually enter the label into cell B2,

**Press:** **↵**

Your display screen should be similar to Figure 1-9.

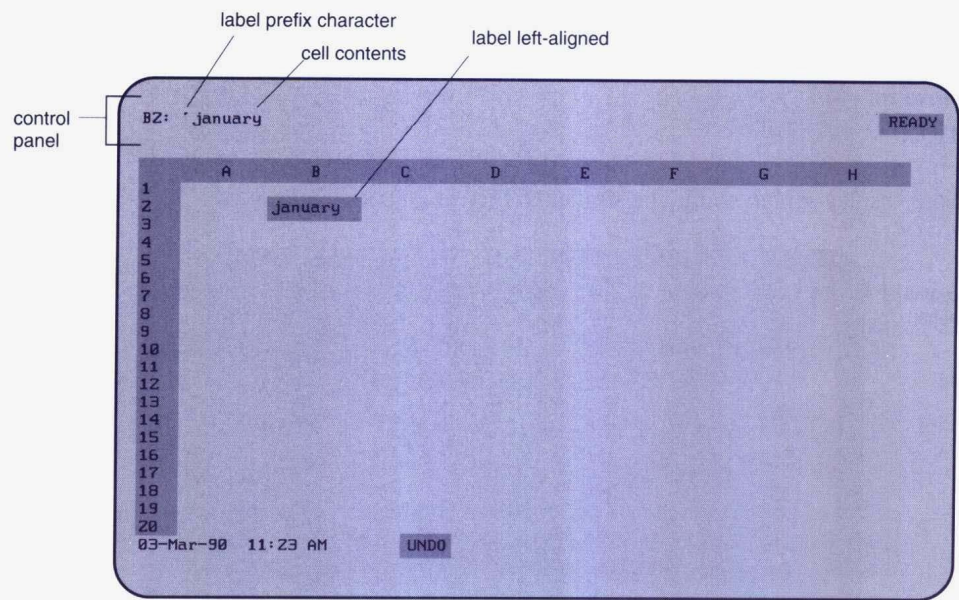


FIGURE 1-9

The label “january” is displayed in cell B2. Notice that the label is placed flush with the left side of the cell space.

*Note:* If you find that the entry in the cell is not correct or that it is in the wrong cell, you can cancel the entry by immediately pressing (ALT) - (F4). This is called the UNDO feature. The UNDO indicator in the status line must be displayed for this feature to work. This command will be discussed in greater detail later in the lab.

Following the cell address in the control panel, the contents of the cell are displayed. The apostrophe (') preceding the label is a **label prefix character**, which is automatically entered by Lotus 1-2-3. The label prefix character determines how the label will be displayed in the cell space. A label can be displayed flush with the left side of the cell space, centered within the cell space, or flush with the right side of the cell space. The three label prefix characters that control the placement of a label in a cell are:

Character	Alignment
'(apostrophe)	Flush left (this is the default)
“(quotes)	Flush right
^(caret)	Centered

The apostrophe is the **default** label prefix character. Defaults are options or settings automatically provided by 1-2-3. Generally they are the most commonly used settings. The apostrophe is automatically placed before any label entry unless one of the other label prefixes is entered. Notice how the label entry “january” is aligned to the left side of the cell space. The apostrophe positioned the label flush left within the cell space.