



ADVANCED

Lotus[®] 1-2-3[®] *R2.4* For Business



Harry L. Phillips

FOR USE WITH RELEASE 2.3 OR RELEASE 2.4

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Harry L. Phillips

Santa Rosa Junior College

FOR USE WITH RELEASE 2.3 OR RELEASE 2.4

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From Lotus Development Corporation

Today's global businesses require a workforce that knows how to use personal computers and other information technology for communication, analysis, and decision making. Thus, today's business professionals must be adept at using software tools, such as 1-2-3, to communicate, analyze, and solve complex problems.

Lotus is assisting students and instructors with tools that help them accomplish this goal. We are delighted to be working again with Course Technology to bring you *Advanced Lotus 1-2-3 Release 2.4 for Business*, a high-quality text and software combination utilizing Release 2.4 of Lotus 1-2-3. We hope this text and accompanying full-function, full-capacity software help prepare students for challenging careers in the business world.



From the Publisher

At Course Technology, Inc., we believe that technology will transform the way that people teach and learn. We are very excited about bringing you, college professors and students, the most practical and affordable technology-related products available.

The Course Technology Development Process

Our development process is unparalleled in the higher education publishing industry. Every product we create goes through an exacting process of design, development, review, and testing.

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We show both *how* and *why* technology is critical to solving problems in college and in whatever field you choose to teach or pursue. Our time-tested, step-by-step instructions provide unparalleled clarity. Examples and applications are chosen and crafted to motivate students.

The Course Technology Team

This book will suit your needs because it was delivered quickly, efficiently, and affordably. In every aspect of our business, we rely on a commitment to quality and the use of technology. Every employee contributes to this process. The names of all of our employees, each equity holders in the company, are listed below:

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Preface

Advanced Lotus 1-2-3 Release 2.4 for Business utilizes a new and effective approach to the instruction of Lotus 1-2-3 on microcomputers. This textbook combines a tutorial approach with business case studies that introduce students to advanced Lotus 1-2-3 features and techniques and motivate them to apply these features and techniques in their careers. This textbook is designed for students who have previously taken an introductory or beginning Lotus 1-2-3 course or who have acquired their Lotus 1-2-3 skills by learning on the job and who are also familiar with the basic features of DOS.

The Textbook

After a review of basic spreadsheet concepts, each tutorial begins with an overview of advanced Lotus 1-2-3 concepts and features and describes how these features can be used in business situations. Students then implement these features in a case study which focuses on an important type of business use for spreadsheets. In each tutorial, students follow a step-by-step process for developing or completing a spreadsheet model with the use of advanced Lotus 1-2-3 features and techniques. This approach provides students with immediate feedback and improves the learning process. The goal of each case study is to illustrate how these advanced features and concepts can be applied as a valuable tool for building spreadsheets and how the results can be used to make informed business decisions.

The textbook covers the use of Lotus 1-2-3 Release 2.4. Release 2.3 users can focus on the features relevant to Release 2.3 and develop an idea of the capabilities of Release 2.4. Release 2.4 users have an opportunity to try these new features.

Organization

The textbook consists of three parts:

Part I Advanced Lotus 1-2-3 Tutorials

Part II Advanced Lotus 1-2-3 Additional Cases

Part III References

Part I — Advanced Lotus 1-2-3 Tutorials The first tutorial reviews important spreadsheet topics and Lotus 1-2-3 features which are typically covered in an introductory course. The next eleven tutorials cover advanced spreadsheet design, file-building techniques, WYSIWYG, advanced graphics, advanced database applications, financial @functions, date and time @functions, keystroke macros, interactive macros, interactive menu macros, and decision-making macros.

Part II — Advanced Lotus 1-2-3 Additional Cases Five additional integrated case problems provide students with an opportunity to use the advanced spreadsheet features to build spreadsheet models and perform what-if analyses.

Part III — References The reference section contains complete documentation on the use of basic spreadsheet features, Lotus 1-2-3 commands, @functions, advanced macro commands, WYSIWYG, and Release 2.4 SmartIcons, as well as

an index. This section provides a valuable resource for locating more detailed information.

Approach

Advanced Lotus 1-2-3 Release 2.4 for Business utilizes a problem-solving and “hands-on” approach to enhance the learning experience for students. The case studies provide a realistic medium for implementing Lotus 1-2-3 features. Each tutorial includes the following features:

Objectives A list of objectives identifies the topics in the tutorial and orients students to the goals of the tutorial.

Introduction This overview focuses on concepts and features which will be implemented in the tutorial case study. In some cases, conceptual art is used to reinforce the explanation in the text and to simplify the understanding of more complex features.

Applying the Topics to Business Uses Prior to the case study, common business uses for the advanced topics are presented so that students are aware of the relevance of the topics and their business applications.

Case Studies The case studies present business problems for students to solve using the advanced features of Lotus 1-2-3. The case studies focus on spreadsheet uses representative of different business environments, including finance, marketing, production, accounting, and human resources. The relevance of these case studies is enhanced by selecting spreadsheet applications which are important to students and their careers.

Step-by-Step Methodology This approach to teaching integrates concepts and keystrokes. Students apply features by selecting keystrokes which are relevant to solving the business problem. The explanatory text guides students, reinforces the use of these techniques and features, and refers the students back to the business problem.

Page Design Each page is designed to help students easily differentiate between what they are to *do* and what they are to *read*. The numerous screen captures include call-outs that direct students’ attention to what they should look at on the screen. These screen shots also enable students to verify the accuracy of their work.

Tutorial Summary Each tutorial concludes with a concise overview of the features and topics covered in the chapter.

Task Summary A summary table lists important Lotus 1-2-3 commands, function key commands, @functions, WYSIWYG commands, and terms covered in the tutorial. Students can use this summary information to quickly review features and to prepare for examinations and tests.

Questions Each tutorial includes meaningful, conceptual questions that test the students’ understanding of techniques and features that they learned from the tutorial. The questions are designed to enhance the critical thinking skills of students.

Case Problems Each tutorial includes three business applications that call for students to implement the features covered in that tutorial. Students are asked to employ the Lotus 1-2-3 skills that they learned in the tutorial to solve the case

problem. These case problems exemplify other common business uses of Lotus 1-2-3 features.

Additional Cases The tutorials, questions, and case problems prepare students for the five additional cases in the next section of the textbook. These additional cases require students to integrate the advanced features and to use the problem-solving skills that they have developed. Some assignments call for the use of WYSIWYG.

The Software — Lotus 1-2-3 Release 2.4

Advanced Lotus 1-2-3 Release 2.4 for Business is available with a full-sized (256 columns by 8,192 rows) and fully-functional version of the Lotus 1-2-3 Release 2.4 spreadsheet software, including the WYSIWYG and SmartIcons add-in programs. All Lotus 1-2-3 features are included with the exception of the Translate, Access, Viewer, Backsolver, and Auditor add-ins.

Disks The Lotus 1-2-3 Release 2.4 software is available on 3-1/2 inch, double-density diskettes. (If you need 5-1/4-inch diskettes, see your instructor.) Installation instructions accompany the software.

CTI Quick Reference This reference section is included in every book and includes information on Lotus 1-2-3 and WYSIWYG commands and menu trees, Lotus 1-2-3 Mode and Task Indicators, Lotus 1-2-3 @functions, and a task-oriented summary of commonly-used Lotus 1-2-3 commands.

Coupon Students who buy this textbook packaged without the Lotus 1-2-3 Release 2.4 software can later purchase their own copy of the software for a nominal price. Look for the valuable upgrade coupon included with this textbook.

The Supplements

Data Files Disk

The Data Files Disk includes all of the worksheets needed to complete the Case Studies, Case Problems, and Additional Cases. The worksheets have undergone extensive quality-assurance testing. The Data Files Disk is available in 3-1/2-inch format. (If you need 5-1/4-inch diskettes, see your instructor.)

Instructor's Manual

The Instructor's Manual is written by authors and is quality assured. It includes:

- Answers and solutions to all of the textbook's Questions, Case Problems, and Additional Cases
- A 3-1/2-inch diskette that contains solutions to all of the textbook's Questions, Case Problems, and Additional Cases
- Transparency Masters of key illustrations in the text

Test Bank

This supplement contains approximately 50 questions per tutorial in true/false, multiple choice, matching, and short answer formats. Each question has been quality-assurance tested by students for accuracy and clarity.

Electronic Test Bank

The Electronic Test Bank allows professors to edit individual test questions, select questions individually or randomly, and print rearranged versions of the same test to any supported printer. In addition, technical support is available from Publishing Innovations at (508) 741-8010.



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Joe Dougherty, Editorial Director, successfully initiated, enthusiastically promoted, and significantly contributed to the original direction of this book. David Crocco, Product Manager, had the colossal task of managing the development of this textbook. As a result of our daily interaction on all aspects of the book, I developed great respect for his insight, support, and management of the project. Rob Spadoni, Quality Assurance Supervisor, supervised the extensive testing of each tutorial. Mark Vodnik and Jeff Goding thoroughly tested and evaluated the book from the standpoint of the student and offered valuable suggestions for improving and integrating the presentation of information. I thank Josh Bernoff, Vice President of Technology, for his technical direction with screen captures; Robin Geller, Production Editor, for overseeing the final assembly of the book; Kim Munsell, for her desktop publishing expertise; Nancy Kruse Hannigan, Copyeditor, for her consistency; and Joeth Barlas and Andrea Goldman for proofreading the final manuscript. I also thank Darci Mehall for her outstanding cover design.

The reviewers of this textbook — John R. Arthur of The University of West Florida, Donald Dagget of Mankato State University, Keith Mulbery of Bowling Green State University, and Ralph Szweda of Monroe Community College — offered constructive and critical advice on the direction and coverage of this textbook and deserve special thanks for their efforts.

I thank Lotus Development Corporation for their contributions to this book and for developing a software product which has had such a significant impact on business and which has also promoted the value and usefulness of microcomputers.

I owe thanks to Lloyd Onyett, Chair of the Computer and Information Sciences at Santa Rosa Junior College, for his initial recommendation of me for this project.

I thank my many friends, family, and parents for their unending belief in what I have to offer and how I offer it.

Harry L. Philips



Copying the Data Files Disk for the Advanced Lotus 1-2-3 Tutorials

Diskettes can be damaged. To avoid losing data, one of the first things you should do when you get a diskette with data or programs on it is copy the original diskette onto another diskette or onto your hard drive, and store the original diskette in a safe place. That way, if the working copies are ever lost or damaged, you can always make new working copies from the stored originals.

In this section, you will copy the Data Files Disk that comes with this text. Find the description of your computer system below and follow the appropriate instructions.

- If your computer system has a hard disk and you are permitted to save files on the hard disk, turn to the section “Copying the Data Files Disk to a Hard Disk” on the next page.
- If you plan to load and save your files to a floppy diskette, continue reading the section “Copying the Data Files Disk to a Blank Diskette” below.

Copying the Data Files Disk to a Blank Diskette

Before you begin, make sure you have the Data Files Disk labeled *Advanced Lotus 1-2-3 Release 2.4 for Business* that came with this book and one blank, formatted diskette of the same size. Using a felt-tip pen, write the words “Lotus 1-2-3 data files diskette” on the label of the blank, formatted diskette. Before putting the original Data Files Disk in the diskette drive, make sure that it is write-protected.

To make a working copy of the Data Files Disk:

1. If your computer does not have a hard drive, insert your computer's Systems Disk into a diskette drive and make that drive current. For example, if your Systems Disk is in drive A, type **A:** to make A the current drive. If your computer has a hard drive, go to the next step.
2. If the size of your Data Files Disk matches drive A, type **diskcopy a: a:** and press **[Enter]**.
If the size of your Data Files Disk matches drive B, type **diskcopy b: b:** and press **[Enter]**.
3. Your computer prompts you to insert the Source diskette in the drive you specified. If your Systems Disk is in that drive, remove it. Insert the Data Files Disk in the specified drive and press **[Enter]**.
After a few moments, your computer will prompt you for the Target diskette.
4. Replace the original Data Files Disk with the blank formatted diskette and press **[Enter]**.
5. Continue swapping the same Source and Target diskettes as instructed until you see a message that asks if you want to copy another disk. Type **n** to answer no.
6. Remove the working copy from the diskette drive. Store your original Data Files Disk in a safe place and use your working copy from now on.

Copying the Data Files Disk to a Hard Disk

Before you begin, make sure you have the Data Files Disk labeled *Advanced Lotus 1-2-3 R2.4 for Business* that came with this book. Before putting the original Data Files Disk into the diskette drive, make sure that it is write-protected.

To create a directory on your hard disk for the Data Files Disk:

1. At the C:\123 prompt, type **md data** and press **[Enter]** to create a directory.
2. Type **cd data** and press **[Enter]** to make \123\DATA the current directory.

Now you are ready to copy the Data Files Disk to the hard disk.

3. If the size of the Data Files Disk matches drive A insert the Data Files Disk in drive A.
If the size of the Data Files Disk matches drive B, insert the Data Files Disk in drive B.
4. Be sure C:\123\DATA is the current directory.
If the Data Files Disk is in drive A, type **copy a:*. *** and press **[Enter]** to copy the Data Files Disk to your hard disk.
If the Data Files Disk is in drive B, type **copy b:*. *** and press **[Enter]** to copy the Data Files Disk to your hard disk.
5. After copying is complete, remove the Data Files Disk from the diskette drive.
6. Store the original 1-2-3 Data Files Disk in a safe place.

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Copying the Data Files Disk for the
Advanced Lotus 1-2-3 Tutorials

DD 1

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