

The Student  
Edition of

# Lotus 123®

RELEASE 2.3

TIMOTHY J. O'LEARY

LINDA I. O'LEARY

Part of a  
software set—  
not to be sold separately

A1: [W17]    Worksheet    Range    Copy    Move    File    Print    Gr  
Global    Insert    Delete    Column    Erase    Titles  
A    B    C    D    E

Budget for C

DEC

1900

SALARY:

EXPENSES

RENT

ELECTRIC

PHONE

FOOD/CLO

RENTERS

CAR EXPE

LIFE INS

LEISURE

SAVINGS

TOTAL EXPENSES:

Addison-Wesley • Benjamin/Cummings

123

405

25

12

400

10

9

19

38

151

1512

1512

151

# The Student Edition of **Lotus 123** RELEASE 2.3

TIMOTHY J. O'LEARY  
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Addison-Wesley Publishing Company, Inc.



The Benjamin/Cummings Publishing Company, Inc.

Reading, Massachusetts • Redwood City, California • New York  
Don Mills, Ontario • Wokingham, England • Amsterdam • Bonn  
Sydney • Singapore • Tokyo • Madrid • San Juan • Milan • Paris

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*The Student Edition of Lotus 1-2-3, Release 2.3* is published by Addison-Wesley Publishing Company, Inc. and The Benjamin/Cummings Publishing Company, Inc.

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ISBN 0-201-95656-X

3 4 5 6 7 8 9 10-HA-95949392

**The Student  
Edition of**

**Lotus 123<sup>®</sup>**

RELEASE 2.3

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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

# Preface

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The *Student Edition of Lotus 1-2-3, Release 2.3* is a significant revision of the existing *Student Edition*, which teaches basic 1-2-3 concepts using a clear, simple, and easy-to-follow keystroke based approach. The revision features completely new cases for each lab, new Release 2.3 commands, an additional chapter on advanced macros, and completely revised and expanded exercise sets.

This text is written for students who have little or no experience with computers or with Lotus 1-2-3. The cases at the beginning of each lab are general interest cases, and are designed to appeal to students from a variety of disciplines.

## **Key Features and Organization**

### **Getting Started Section**

The text begins with a Getting Started section. This provides students with the basic information they need to install, start, run, and end Lotus 1-2-3. It is written in an easy-to-follow step-by-step format, and assumes no prior computer experience on the part of the students. This section also contains information about the rest of the text, including the typographical conventions used in the 1-2-3 labs, assumptions about hardware usage, and an overview to introduce students to the features and power of 1-2-3.

### **1-2-3 Labs**

After the Getting Started section, there are ten 1-2-3 labs, each designed to teach students the basics of Lotus 1-2-3. Each lab takes about 45

minutes to complete, although this may vary somewhat from lab to lab, student to student, and instructor to instructor. The lab pedagogy includes the following:

**Case-Based Approach** Students learn 1-2-3 commands as they develop the spreadsheet that is described in the case study that begins each lab. The subject of these case studies can range from analyzing living expenses to financial planning for a gourmet food chain. They are designed to appeal to students from a variety of majors.

**Step-by-Step Labs** Each lab leads students step-by-step through the keystrokes required to develop the spreadsheet presented in the case study. The presentation is clear, direct, easy-to-follow, and concise, with an emphasis on 1-2-3 skills and commands.

**Extensive Exercises** The exercise sets throughout the text include a variety of off-line and on-line exercises and case problems. For off-line practice and review, the text provides both multiple choice and matching exercises, while for on-line practice, each exercise set includes several case problems. Some of the case problems are structured, providing students with step-by-step instructions for working through the problem solution. The remaining cases are open-ended and require students to synthesize the Lotus 1-2-3 skills they have learned.

**1-2-3 Command Reference** The text concludes with a comprehensive Lotus 1-2-3, Release 2.3 Command Reference. This contains descriptions of the 1-2-3 commands, menus, and functions and includes all of the Release 2.3 capabilities. Capabilities not included in the student software are marked with an asterisk (\*).

## **What's New in This Edition?**

*The Student Edition of Lotus 1-2-3, Release 2.3* has been thoroughly revised in response to user feedback. Key revisions include the following:

- New case studies
- Revised and expanded problem sets
- Coverage of additional Release 2.3 features — principally the dialog boxes, use of the mouse, new types of graphs, and additional range functions
- More extensive coverage of @ functions, including @IF
- A new lab that covers advanced macros
- New conceptual material on graphing that explains when different types of graphs should be used and why

- Reorganization of graphing material so that it now immediately precedes the database labs, and follows all of the basic worksheet material
- A new overview section

## **How to Use This Book**

### **If students are installing their own software:**

Students who have purchased this text with the Lotus 1-2-3, Release 2.3 Educational Software Series software and are installing it themselves should read through each chapter of the Getting Started section, and carefully follow the installation instructions included there.

### **If students are using preinstalled software:**

Students who are using this text with software that has been installed for them already can skip Chapter 2 of the Getting Started section. However, they should read all the other Getting Started chapters carefully.

### **Flexibility of labs:**

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 the graphics, database, macro, or advanced spreadsheet labs. The numerous alternative paths that are available are detailed in the Instructor's Manual.

Students completing all ten labs will be able to organize and analyze information in a spreadsheet effectively and efficiently. In addition, they will be able to create and use macros and 1-2-3 databases.

## **About the Software**

This text is available with or without the Addison-Wesley Lotus 1-2-3, Release 2.3 Educational Software Series software.

### **What's New in the Professional Lotus 1-2-3, Release 2.3 Software**

Following are some of the new features in Lotus 1-2-3, Release 2.3. A complete listing of new Release 2.3 features may be found in Appendix B.

- New graph types and options for greater control over the appearance of graphs
- New printing features including background printing and the ability to save printer information in an encoded file
- The ability to edit the current file directory

- The ability to specify a range before selecting a command
- Use of **[DEL]** to delete contents of current cell
- Improved prompts to more closely reflect selected commands
- Interactive dialog boxes replace settings sheets
- Mouse support
- New add-in features including the ability to identify and check formulas in the worksheet (Auditor), an interactive online tutorial for learning 1-2-3 (1-2-3 Go!), the ability to view the contents of files on disk (Viewer), and enhanced spreadsheet publishing for 1-2-3 worksheets (Wysiwyg).

### **Limitations to the Lotus 1-2-3 Educational Software Series Software**

This is a full capacity, fully compatible version of the professional Release 2.3 software. It is fully functional except that the following features have been omitted:

Access menu

Translate Utility

Add-ins: Wysiwyg\*, Viewer, Auditor, 1-2-3 Go!

In addition, a header, "Addison-Wesley: 1-2-3 for Education," and the student's name automatically print at the top of all printed worksheets.

\* The Wysiwyg software packaged with a tutorial guide is available separately from Addison-Wesley. Contact your local sales representative for more information.

## **Supplements**

Addison-Wesley has developed an extensive supplements package to provide lecture and testing support to adopters of *The Student Edition of Lotus 1-2-3, Release 2.3*. A description of each ancillary follows.

### **Instructor's Manual by Kenneth L. Weimer, Kellogg Community College**

This is designed as a teaching aid to provide answers and solutions to text problems, transparency masters for critical or difficult to demonstrate areas of the software, and helpful teaching suggestions for first time instructors and teaching assistants.

It includes the following:

- Product support information (includes technical support information and a list of Addison-Wesley Lotus 1-2-3 texts)

- Teaching hints and recommendations for each lab
- Answers and discussion of end-of-lab exercises and cases
- Additional cases for each lab designed to be used for group projects, lab assignments, and end of the semester assignments
- Transparency masters

### **Printed Test Bank by Parker Granger, Jacksonville State University**

This will contain supplemental problems for each lab designed to be used in “off-line” testing.

It includes:

- 30 multiple choice and true/false questions for each lab
- 20 open-ended questions for each lab. At least 10 of the open-ended questions are based on a sample spreadsheet.

### **Computerized Test Bank — OmniTest II**

The printed test items described above will also be available on Addison-Wesley’s powerful computerized testing system, OmniTest II. OmniTest II allows users to easily create, store, and print out multiple versions of exams and worksheets, includes sophisticated graphics, and allows professors to edit questions and add their own.

### **Data Show**

This is preprogrammed on-line lecture support that is designed to allow professors to demonstrate the key concepts in each lab using only the space bar.

### **Acetates**

Thirty transparencies illustrate key 1-2-3 concepts from each lab. Includes material on creating worksheets, graphs, databases, and macros.

### **On-line Concurrent Testing for Key Lotus 1-2-3 Skills — The Addison-Wesley Judd Test**

The Addison-Wesley Judd Test, developed by the Mentrax Corporation, runs concurrently with Lotus 1-2-3 software, allowing on-line testing of twenty key 1-2-3 skill areas. The Addison-Wesley Judd Test automatically evaluates keystrokes, and accepts any “legal” solution. It will score accuracy and test taking time, and provides both summary and detailed results of testing. The Addison-Wesley Judd Test is ideal as a screening

device for a course that requires a certain level of 1-2-3 competency. In addition, students can purchase Addison-Wesley Judd Test "Remote Assessment Disks" that allow them to use the test at sites that are remote from the professor's full version, and to test any given skill area once. This is ideal for self study, semester quizzes, or an on-line final exam. Contact your Addison-Wesley representative for more information on availability of The Addison-Wesley Judd Test.

## **Acknowledgments**

The development of the *Student Edition of Lotus 1-2-3, Release 2.3* 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 to a team of three people who worked very closely with us on this project. This team was lead by Jim Elam, a professor in the computer information systems department at Scottsdale Community College, who through his several years of writing and teaching experience offered clear insight and focus to the project. Thanks to Karl Konrad, who has worked with us on each of three previous editions, for his dedicated technical expertise. Also, thanks to Colleen Hayes for her energy, enthusiasm, and insightful suggestions.

We are grateful for the contributions of many people at Addison-Wesley. In particular, we thank Jim Behnke, Director of the Higher Education Publishing Group, for his interest and support for this project. Without his efforts, we could not have completed this revision. Also, thanks to Betsy Burr, Senior Editor, and Karen Wernholm, Production Supervisor, for contributing to the smooth production of this book.

For the day-to-day coordination of the development of this book, we would like to thank Rachel Bunin, Project Manager, for her good humor, persistence, and organizational skills. It has always been a pleasure working with her. Credit also needs to be given to Lois Refkin for her conscientious editing skills, and to Myrna D'Addario for production coordination. Without their combined efforts and pleasant natures, this project would not have been the success it is. Thanks also go to our field testers, Bryan Krauthamer and David Toebe.

Our thanks to the staff and programmers of Lotus Development Corporation, who provided us with their technical expertise and created the software for this package.

Timothy J. O'Leary

Linda I. O'Leary

*November, 1991*

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